



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Planning and Community Development Department

Date: February 7, 2017

To: Planning Commission

From: PCDD Staff

Re: CU 17-01 Conditional Use Permit for 2 Short Term Rentals at 3003 Halibut Point Road

GENERAL INFORMATION

Applicant: Jack and Katy Wood

Property Owner: Jackson and Kathryn Wood

Property Address: 3003 Halibut Point Road

Legal Description: Lot 1 Wood Subdivision

Parcel ID Number: 2-5460-001

Size of Existing Lot: 34,225 square feet

Zoning: R-1 MH

Existing Land Use: Residential

Utilities: Full city services

Access: Halibut Point Road

Surrounding Land Use: Residential

MEETING FLOW

- Report from Staff
- Applicant comes forward
- Applicant identifies him/herself – provides comments
- Commissioners ask applicant questions
- Staff asks applicant any questions
- Floor opened up for Public Comment
- Applicant has opportunity to clarify or provide additional information
- Comment period closed - brought back to the board
- Findings
- Motion of Recommendation

ATTACHMENTS

Attachment A: Vicinity Map

Attachment B: Aerial Vicinity Map

Attachment C: Zoning Map

Attachment D: Site Plan

Attachment E: Floor Plan

Attachment F: Subdivision Plat

Attachment G: Parcel Pictures

Attachment H: Application

Attachment I: Flood Zone Map

Providing for today...preparing for tomorrow

Attachment J: Mailing List
Attachment K: Proof of Payment
Attachment L: Warranty Deed

BACKGROUND/PROJECT DESCRIPTION

The request is for a conditional use permit for two short-term rental units for a duplex at 3003 Halibut Point Road in the R-1 MH single-family, duplex and manufactured home zoning district. The property will meet the 4 parking space requirement for a duplex upon the removal of a boat. The top unit short-term rental unit has two bedrooms and two baths. One bedroom and one bathroom are located in a loft area, which can be closed off with an existing door if necessary. The downstairs unit has one bedroom and one bathroom on a single story. The property is bounded by the owner's primary residence, a neighbor's residence, Halibut Point Road, and the ocean. A garage is also situated on the property, and is used for the owner's personal storage. The applicants intend to use Sitka Travel as a booking agent.

22.16.045 R-1 MH single-family, duplex and manufactured home zoning district.

The R-1 MH zoning district may allow short-term rentals as a conditional use subject to the ability to mitigate any adverse effects to nonexistent or minimal and reasonable for the zone and in harmony with surrounding land uses.¹

ANALYSIS

1. CRITERIA TO BE USED IN DETERMINING THE IMPACT OF CONDITIONAL USES.²

a. Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:

The property has a driveway that provides the required 4 parking spaces. Boat will need to be moved or removed when both units are rented to ensure sufficient parking for tenants.

b. Amount of noise to be generated and its impacts on surrounding land use: Renters can be known to create more noise due to being on vacation than typical families might. However, the provision of a rental overview and ability to address concerns adequately mitigate this.

c. Odors to be generated by the use and their impacts: No additional odors.

d. Hours of operation: Year-round.

¹ Table 22.16.015-1 and Sections 22.24.010(B) and (C) (Bed and Breakfast and Short-term Rental respectively).

² § 22.24.010.E

e. Location along a major or collector street: Halibut Point Road.

f. Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: No concerns.

g. Effects on vehicular and pedestrian safety: The driveway may be difficult for newcomers to find. This can be mitigated by providing a detailed directions and traffic circulation information.

h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: No concerns.

i. Logic of the internal traffic layout: The applicant has indicated more the required parking spaces for a duplex residence. Owners should provide traffic circulation information to tenants.

j. Effects of signage on nearby uses: No proposed signage.

k. Presence of existing or proposed buffers on the site or immediately adjacent the site: Foliage provides buffers.

l. Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan: Conforms to Comprehensive Plan Section 2.6.2, which states, "To encourage commercial and industrial developments of a quality that does not adversely impact any adjacent recreational and residential areas;" and Section 2.6.2(K), which supports facilities to accommodate visitors that do not impact surrounding residential neighborhoods any more than typical residential uses. In addition, the Comprehensive Plan identifies the goal of providing various housing opportunities and housing options for seasonal, temporary, emergency, and transitional needs.³ This application conforms to the above sections by creating short-term transient housing. Removal of boat and provision of rental overview will mitigate concerns for traffic and noise concerns.

m. Other criteria that surface through public comments or planning commission review: Short-term rentals may increase long-term rental rates for the overall community.⁴

FINDINGS

C. Required Findings for Conditional Use Permits. The planning commission shall not recommend approval of a proposed development unless it first makes the following findings and conclusions:⁵

³ Comprehensive Plan 2.5.11, 2.10.3, and 2.10.4.

⁴ Planning: The Magazine of the American Planning Association, February 2016, p. 31

⁵ § 22.30.160.C – Required Findings for Conditional Use Permits

1. The city may use design standards and other elements in this code to modify the proposal. A conditional use permit may be approved only if all of the following findings can be made regarding the proposal and are supported by the record that the granting of the proposed conditional use permit will not:
 - a. Be detrimental to the public health, safety, and general welfare;
 - b. Adversely affect the established character of the surrounding vicinity; nor
 - c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located.
2. The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives, and policies of the comprehensive plan and any implementing regulation.
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced.
4. The proposed use will not introduce hazardous conditions at the site that cannot be mitigated to protect adjacent properties, the vicinity, and the public health, safety, and welfare of the community from such hazard.
5. The conditional use will be supported by, and not adversely affect, adequate public facilities and services; or that conditions can be imposed to lessen any adverse impacts on such facilities and services.
6. Burden of Proof. The applicant has the burden of proving that the proposed conditional use meets all of the criteria in subsection B of this section.

The city may approve, approve with conditions, modify, modify with conditions, or deny the conditional use permit. The city may reduce or modify bulk requirements, off-street parking requirements, and use design standards to lessen impacts, as a condition of the granting of the conditional use permit. In considering the granting of a conditional use, the assembly and planning commission shall satisfy themselves that the general criteria set forth for uses specified in this chapter will be met. The city may consider any or all criteria listed and may base conditions or safeguards upon them. The assembly and planning commission may require the applicant to submit whatever reasonable evidence may be needed to protect the public interest. The general approval criteria are as follows:

1. Site topography, slope and soil stability, geophysical hazards such as flooding, surface and subsurface drainage and water quality, and the possible or probable effects of the proposed conditional use upon these factors;
2. Utilities and service requirements of the proposed use, including sewers, storm drainage, water, fire protection, access and electrical power; the assembly and planning commission may enlist the aid of the relevant public utility officials with specialized knowledge in evaluating the probable effects of the proposed use and may consider the costs of enlarging, upgrading or extending public utilities in establishing conditions under which the conditional use may be permitted;

3. Lot or tract characteristics, including lot size, yard requirements, lot coverage and height of structures;
4. Use characteristics of the proposed conditional use that affect adjacent uses and districts, including hours of operation, number of persons, traffic volumes, off-street parking and loading characteristics, trash and litter removal, exterior lighting, noise, vibration, dust, smoke, heat and humidity, recreation and open space requirements;
5. Community appearance such as landscaping, fencing and screening, dependent upon the specific use and its visual impacts.

Conclusion on Findings: The required findings of fact have been met as the conditional use as conditioned would not be detrimental to the public's health, safety, or welfare; that the conditions of approval have satisfactorily mitigated any potential harm or impact to the surrounding land uses and properties through the conditions of approval, by meeting all applicable SGC regulations, and by being in support of the Comprehensive Plan regarding transient housing supply.

RECOMMENDATION

It is recommended that the Planning Commission adopt the staff analysis and required findings as found in the staff report and grant the requested conditional use permit subject to attached conditions of approval.

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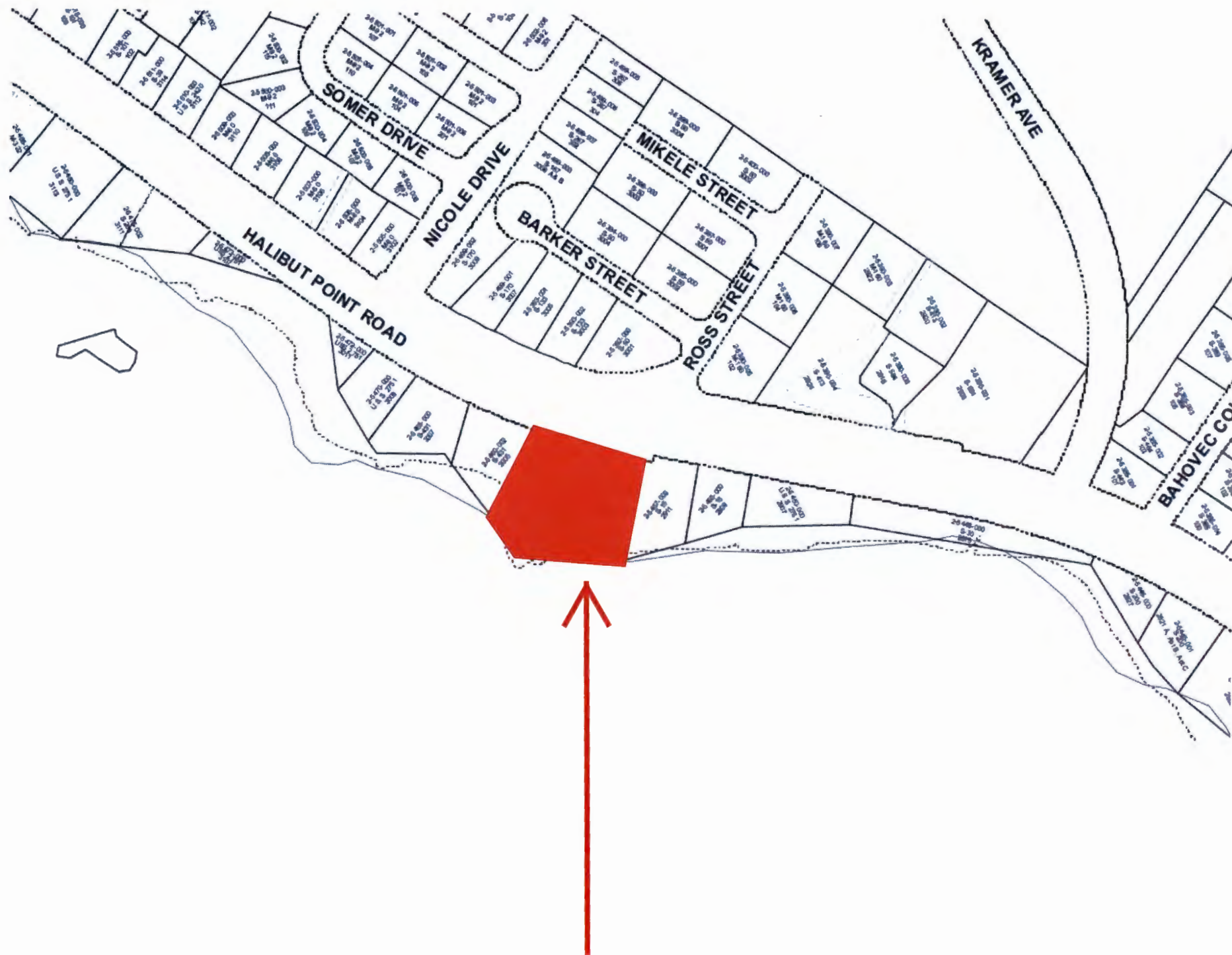
Recommended Motions: (two motions - read and voted upon separately)

- 1) I move to adopt and approve the required findings for conditional use permits as discussed in the staff report.
- 2) I move to approve the conditional use permit application for two short-term rental units at 3003 Halibut Point Road subject to the attached conditions of approval. The property is also known as Lot 1 Wood Subdivision. The request is filed by Jack and Katy Wood. The owners of Jackson and Kathryn Wood.

Conditions of Approval:

1. Contingent upon a completed satisfactory life safety inspection.
2. The facility shall be operated consistent with the application and plans that were submitted with the request.
3. The facility shall be operated in accordance with the narrative that was submitted with the application.

4. The applicant shall submit an annual report every year, covering the information on the form prepared by the Municipality, summarizing the number of nights the facility has been rented over the twelve month period starting with the date the facility has begun operation. The report is due within thirty days following the end of the reporting period.
5. The Planning Commission, at its discretion, may schedule a public hearing at any time for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties.
6. Failure to comply with all applicable tax laws, including but not limited to remittance of all sales and bed tax, shall be grounds for revocation of the conditional use permit.
7. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.
8. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.
9. Owners shall provide renters with a brief rental overview including respecting the residential neighborhood and regarding directions and traffic circulation patterns to mitigate any potential traffic impacts.
10. Boat shall be moved or removed to ensure four parking spaces for the two units.





City & Borough of Sitka, Alaska

Selected Parcel: 3003 HALIBUT POINT ID: 25460001

Printed 1/27/2017 from <http://www.mainstreetmaps.com/ak/sitka/internal.asp>



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City & Borough of Sitka, Alaska

Selected Parcel: 3003 HALIBUT POINT ID: 25460001

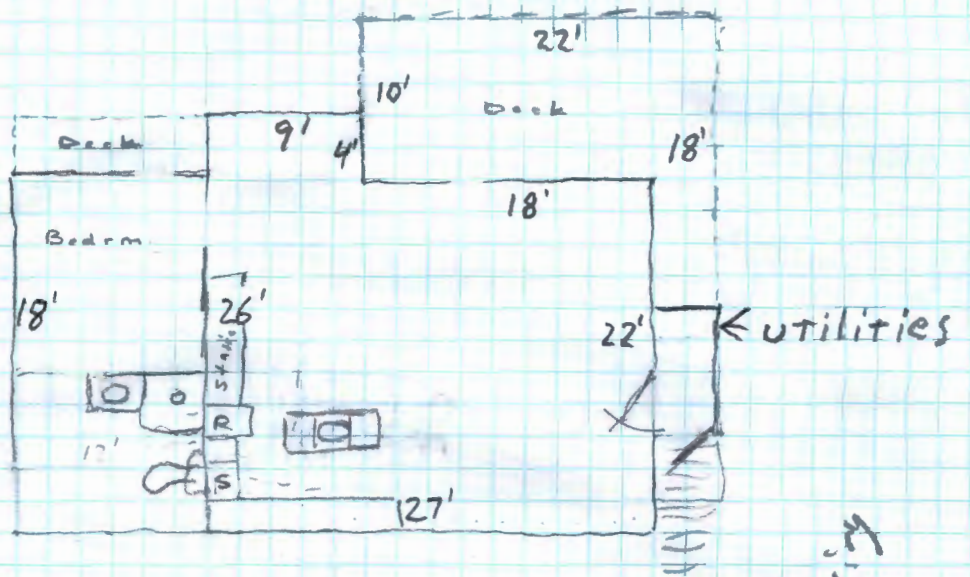
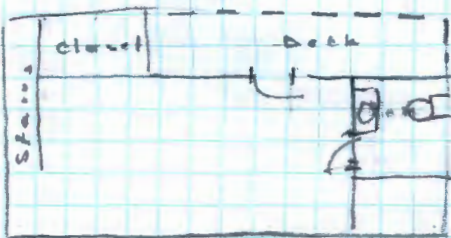
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50 m
100 ft



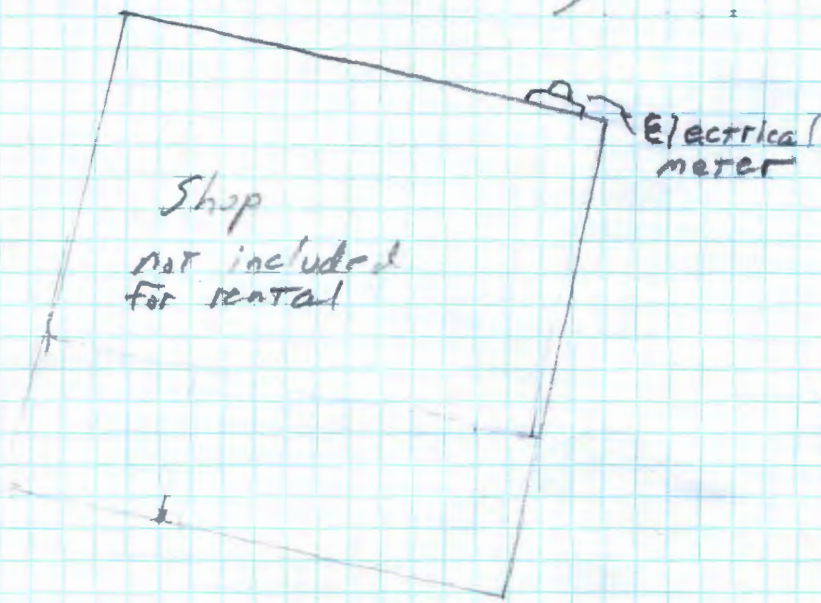
MainStreetGIS
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Parking

Parking

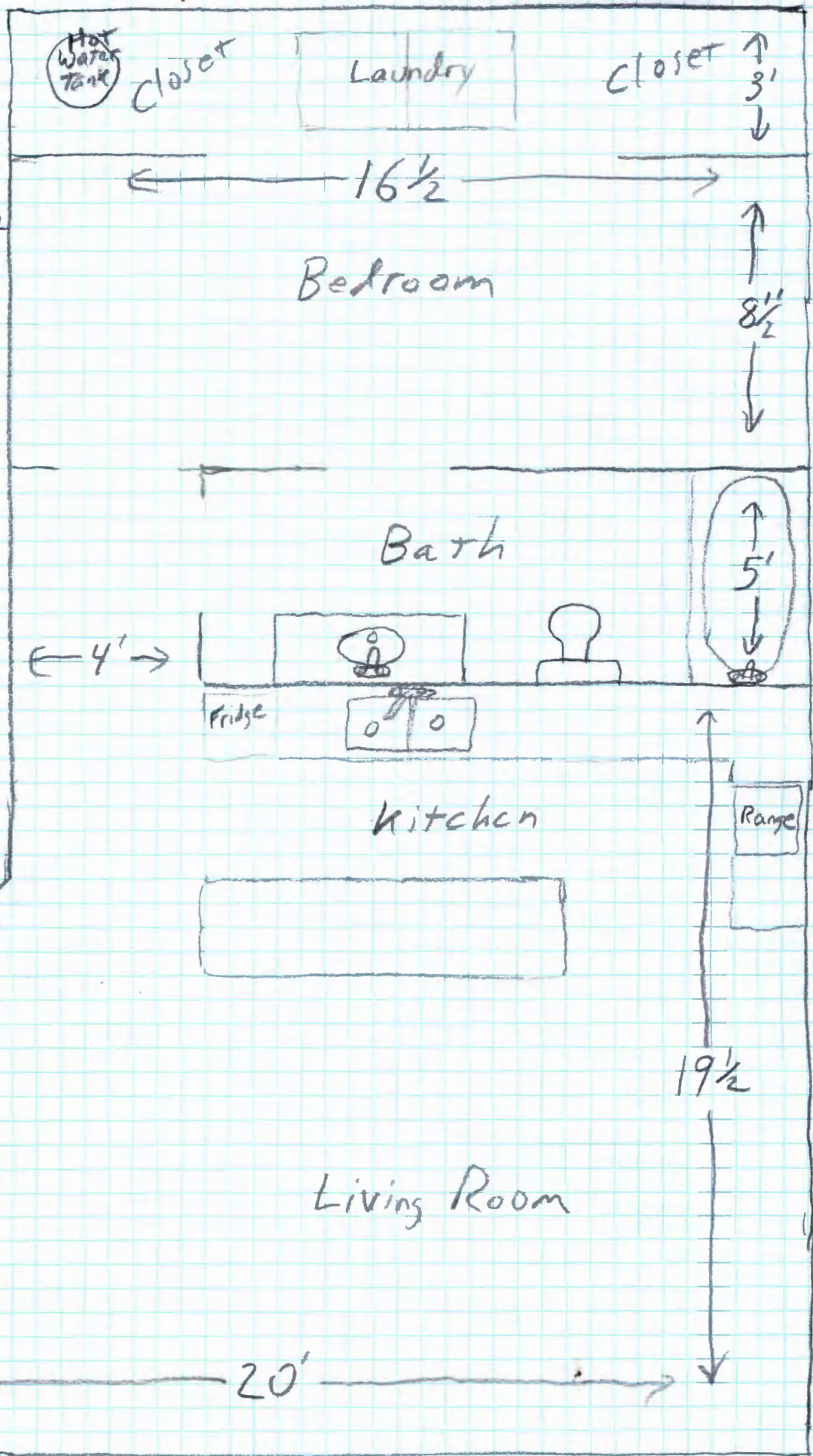


Property -

Lower

Apartment
3003 HPR

Wood -
Property



CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED AND ACTING FINANCE DIRECTOR FOR THE CITY AND BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY AND BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE RECORDS IN THE NAME OF:
LARRY A. J. JONES & L. NELSON / W.T. CLIFTON
 AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL L.I.D.'S ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY AND BOROUGH OF SITKA ARE PAID IN FULL.

DATED THIS 31ST DAY OF Aug, 1995
 AT SITKA, ALASKA
William F. Strager
 FINANCE DIRECTOR, CITY AND BOROUGH OF SITKA.

CERTIFICATE OF APPROVAL BY THE BOARD

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF SITKA PLATING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. 10, DATED 8/24/95, AND THAT THE PLAT HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX OFFICIO RECORDER, SITKA, ALASKA.
 DATE 8/24/95 W. T. Clifton
 CHAIRMAN

ATTEST:
James R. Clardy
 SECRETARY

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF SITKA, AND THAT SAID PLAT HAS BEEN APPROVED BY THE ASSEMBLY AS RECORDED IN MINUTE BOOK PAGE 10, DATED 8/24/95, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX OFFICIO RECORDER, SITKA, ALASKA.

8-24-95 James R. Clardy
 DATE MAYOR
 ATTEST:
John L. Hear
 CLERK

CERTIFICATE

STATE OF ALASKA)
 1ST JUDICIAL DISTRICT) SS
 I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED AND ACTING ASSESSOR FOR THE CITY AND BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY AND BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS IN THE NAME OF:
LARRY A. J. JONES & L. NELSON / W.T. CLIFTON
 AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS IN FAVOR OF THE CITY AND BOROUGH ARE PAID IN FULL. THAT CURRENT TAXES FOR THE YEAR 19-95 BE BE DUE ON OR BEFORE 9-15-95.
 DATED THIS 31ST DAY OF Aug, 1995
 AT SITKA, ALASKA.
James R. Clardy
 ASSESSOR, CITY AND BOROUGH OF SITKA

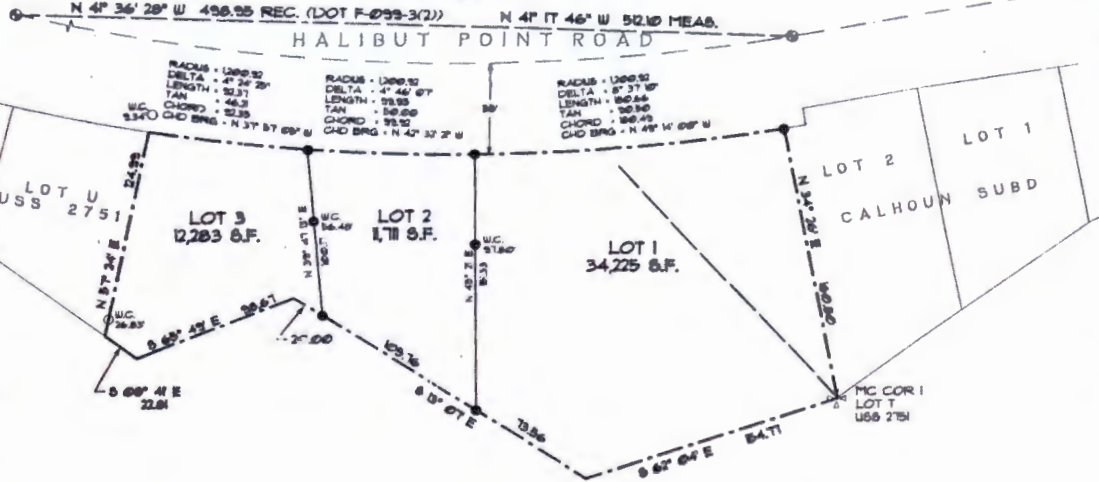
PLAT NOTES

THE PURPOSE OF THIS PLAT IS TO SUBDIVIDE LOT T & EAST PORTION LOT U, USS 2751 INTO TWO LOTS AS SHOWN HEREON.

WASTEWATER TREATMENT

SUBJECT TO ANY NOTED RESTRICTIONS, THE ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION APPROVES THIS SUBDIVISION FOR PLATTING.
James R. Clardy 8/31/95
 NAME AND TITLE OF ASSESSOR DATE
 APPROVING OFFICIAL
 1. No on-site treatment or disposal approved.
 2. Approval for connection to City and Borough of Sitka sewerage.

COR 2
 LOT 24
 USB 74220
 BASIS OF BEARING
 1/4 S. 89° 39' E 141.06 MEAS. (146.30 REC.)

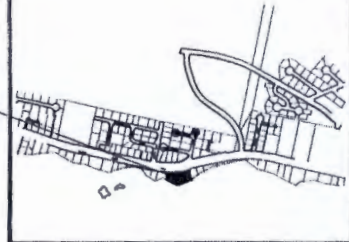


SITKA SOUND

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA, AND THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, AND THE MONUMENTS SHOWN THEREON ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT.
 DATE: 7-10-95 REGISTRATION NO. 3337-5
W. T. Clifton
 REGISTERED LAND SURVEYOR
 NOEL F. STRAGER 3337-5

THIS PLAT



VICINITY MAP

SCALE: 1" = 1000'

CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY FREE CONSENT AND DEDICATE ALL PUBLIC STREETS, ALLEYS, WALKS, PARKS, AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE, AS NOTED.
8-23-95 8-23-95
 DATE DATE
James R. Clardy W. T. Clifton
 OWNER OWNER

THE NOTARY'S ACKNOWLEDGEMENT

UNITED STATES OF AMERICA)
 STATE OF ALASKA) SS
 CITY AND BOROUGH OF SITKA)
 THIS IS TO CERTIFY THAT ON THIS 29th DAY OF August, 1995, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AS SHOWN PERSONALLY APPEARED:
James R. Clardy W. T. Clifton
James R. Clardy W. T. Clifton
 TO ME-KNOWN TO BE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND THAT James R. Clardy W. T. Clifton WERE THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.
 WITNESS MY HAND AND NOTARIAL SEAL, THIS DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.
John L. Hear
 NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA
 MY COMMISSION EXPIRES 7-19-99

LEGEND

- 1/2" ALUMINUM CAP ON 5/8" REBAR SET THIS SURVEY
- MONUMENT OF RECORD
- CL. MON. FND THIS SURVEY
- ⊕ USGLO BRASS CAP MONUMENTS FND THIS SURVEY
- LOT CORNER MONUMENT FND THIS SURVEY

WOOD SUBDIVISION

PREPARED BY:
STRAGER ENGINEERING SERVICES INC.
 CIVIL ENGINEERING
 LAND SURVEYING
 504 DUBROFF ST., SITKA, ALASKA 99835
 NOEL "BOB" S. VAGNER, P.E., R.L.S., PRESIDENT

A SUBDIVISION OF LOT T & EAST PORTION LOT U, USS 2751
 JOB NO. 2372B DATE: 7/10/95
 DRAWN BY: BADE SCALE: 1" = 500'
 PREPARED FOR:
 MR. WILLIAM CLIFTON/J. WOOD
 BOX 103
 SITKA, ALASKA 99835

















Attn. Zoning Committee:

Our second residential property located at 3003 HPR will become vacated at the end of January. Rather than re-renting with a long term tenant we would like to use it as a vacation rental, which would also allow us to have it available for out of town family and friends.

It is an 800sq. foot, 2 bedroom 2 bath A frame style house. Daily, weekly or monthly reservations will be available with a 3 night minimum and a four person max. Parking space is abundant with room for four cars on the property.

We plan on using Sitka Travel as our booking agent.

Thank You for time,

Katy Wood



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

GENERAL APPLICATION FORM

1. Request projects at least TWENTY-ONE (21) days in advance of next meeting date.
2. Review guidelines and procedural information.
3. Fill form out completely. No request will be considered without a completed form.
4. Submit all supporting documents and proof of payment.

APPLICATION FOR:

☐ VARIANCE☒ CONDITIONAL USE

\$100

☐ ZONING AMENDMENT☐ PLAT/SUBDIVISION

BRIEF DESCRIPTION OF REQUEST:

To operate a short term
rental at our second home 3003 HPR

PROPERTY INFORMATION:

CURRENT ZONING: residential R1-MH. PROPOSED ZONING (if applicable): _____

CURRENT LAND USE(S): residential PROPOSED LAND USES (if changing): _____

APPLICANT INFORMATION:

PROPERTY OWNER: Jack & Katy Wood

PROPERTY OWNER ADDRESS: 3005 H.P.R. Sitka

STREET ADDRESS OF PROPERTY: 3003 H.P.R.

APPLICANT'S NAME: Katy Wood

MAILING ADDRESS: 3005 HPR, Sitka, AK

EMAIL ADDRESS: Ktwood@gci.net DAYTIME PHONE: 747-5195

PROPERTY LEGAL DESCRIPTION:

TAX ID: 2-5460-001 LOT: _____ BLOCK: _____ TRACT: _____

SUBDIVISION: US 2751 WOOD I US SURVEY: _____

OFFICE USE ONLY

COMPLETED APPLICATION		SITE PLAN	
NARRATIVE		CURRENT PLAT	
FEE		PARKING PLAN	

REQUIRED SUPPLEMENTAL INFORMATION:

For All Applications:

- ☐ Completed application form
- ☐ Narrative
- ☐ Site Plan showing all existing and proposed structures with dimensions and location of utilities
- ☐ Proof of filing fee payment
- ☐ Proof of ownership
- ☐ Copy of current plat

For Conditional Use Permit:

- ☒ Parking Plan
- ☒ Interior Layout

For Plat/Subdivision:

- ☐ Three (3) copies of concept plat
- ☐ Plat Certificate from a title company
- ☐ Topographic information
- ☐ Proof of Flagging

If Pertinent to Application:

- ☐ Landscape Plan
- ☐ Drainage and Utility Plan

CERTIFICATION:

I hereby certify that I am the owner of the property described above and that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application, and does not ensure approval of the request. I understand that public notice will be mailed to neighboring property owners and published in the Daily Sitka Sentinel. I further authorize municipal staff to access the property to conduct site visits as necessary. I authorize the applicant listed on this application to conduct business on my behalf.

Owner

25 November 2016
Date

I certify that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application, and does not ensure approval of the request.

Applicant (If different than owner)

Date



City & Borough of Sitka, Alaska

Selected Parcel: 3003 HALIBUT POINT ID: 25460001

Printed 1/27/2017 from <http://www.mainstreetmaps.com/ak/sitka/internal.asp>

50 m
100 ft



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www.mainstreetgis.com

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Parcel ID: 25390004
ALASKA MARINE SAFETY EDUC
ASSOC
ALASKA MARINE SAFETY EDUC
ASSOCIATION
2924 HALIBUT POINT RD
SITKA AK 99835

Parcel ID: 25392000
BONITA STEDMAN
STEDMAN, BONITA, M.
P.O. BOX 158
SITKA AK 99835-0158

Parcel ID: 25394000
ANDREW/REBECCA FRISKE
FRISKE, ANDREW/REBECCA
3004 BARKER ST
SITKA AK 99835

Parcel ID: 25455000
SCOTT/JONIE CALHOUN
CALHOUN, SCOTT, E./JONIE, L.
2909 HALIBUT POINT RD
SITKA AK 99835

Parcel ID: 25460002
~~JACKSON/KATHRYN WOOD~~
WOOD, JACKSON, H./KATHRYN, T.
3005 HALIBUT POINT RD
SITKA AK 99835

Parcel ID: 25472000
ALASKA, STATE OF DNR
ALASKA, STATE OF
550 WEST 7TH AVE, STE 1050A
ANCHORAGE AK 99501

Parcel ID: 25390005
DANIEL/CAROLINE TRAVERS
TRAVERS, DANIEL/CAROLINE
92046 HAGEN DR
ASTORIA OR 97103-8539

Parcel ID: 25393001
JOHN/CONNIE BISSON
*BISSON, JOHN, L./CONNIE, L.
P.O. BOX 79
SAINT MARIES ID 83861-0079

Parcel ID: 25395000
NORMAN/LUELLA WILSON
WILSON, NORMAN & LUELLA
111 SAND DOLLAR DR
SITKA AK 99835

Parcel ID: 25457000
JON/ROSE CALHOUN
CALHOUN, JON, E./ROSE, E.
2911 HALIBUT POINT RD
SITKA AK 99835

Parcel ID: 25465000
JANETTE NELSON
NELSON, JANETTE, L.
P.O. BOX 1886
SITKA AK 99835-1886

Parcel ID: 25499001
LYLE/BARBARA
SPARROWGROVE/JORDAN
SPARROWGROVE, LYLE/JORDAN,
BARBARA
3007 BARKER ST
SITKA AK 99835

Parcel ID: 25390006
ALAN/JUDITH BLANKENSHIP
BLANKENSHIP, ALAN/JUDITH
104 ROSS ST
SITKA AK 99835

Parcel ID: 25393002
BRENDA/RAMON QUEVEDO
QUEVEDO, BRENDA & QUEVEDO,
RAMON
3003 BARKER ST
SITKA AK 99835

Parcel ID: 25450000
MICHAEL/GLORIA SNOWDEN
SNOWDEN, MICHAEL, K./GLORIA, R.
P.O. BOX 178
SITKA AK 99835-0178

Parcel ID: 25460001
JACKSON/KATHRYN WOOD
WOOD, JACKSON, H./KATHRYN, T.
3005 HALIBUT POINT RD
SITKA AK 99835

Parcel ID: 25470000
CHARLES/THERESA OLSON/WYMAN
OLSON, CHARLES/ALLEN-OLSON,
THERESA
3009 HALIBUT POINT RD
SITKA AK 99835

Parcel ID: 25499002
MICHAEL/SHELLEY YANAK
YANAK, MICHAEL/SHELLEY
P.O. BOX 6143
SITKA AK 99835-6143

P&Z Mailing
February 15, 2017

City and Borough of Sitka, AK
100 Lincoln St
Sitka, AK 99835

Date: 01/13/2017
Receipt: 2017-00033960
Cashier: Front Counter
Received From: JACK WOOD

LAN - Planning Permits/Zoning	100.00
T1 - Sales Tax 1st Quarter	5.00
Receipt Total	105.00
Total Check	105.00
Total Remitted	105.00
Total Received	105.00

PAID

JAN 13 2017

CITY & BOROUGH OF SITKA

INVOICE

CITY AND BOROUGH OF SITKA

100 LINCOLN STREET, SITKA ALASKA 99835

DATE: 1-13-17

To:

Jack Wood

ACCOUNT # 100-300-320-3201.002
PLANNING & ZONING

Variance	
Conditional Use Permit	100.00
Minor Subdivision	
Major Subdivision	
Zoning Map Change	
Zoning Text Change	
Lot Merger	
Boundary Line Adjustment	
General Permit	
Appeal of Enforcement Action (Pending)	
Other	
Sales Tax	plus TAX 5.00
TOTAL	105.00

Thank you

VANCE A. SANDERS LLC
P.O. Box 240090
DOUGLAS, ALASKA 99824-0090
FAX (907) 586-1649
(907) 586-1648
ALASKA BAR # 8611131

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L
A
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K
A

2006-001939-0

Recording Dist: 103 - Sitka

10/20/2006 3:46 PM Pages: 1 of 4



CC

PERSONAL REPRESENTATIVE'S DEED

The GRANTOR, Norman H. Wood, as court-appointed Personal Representative of the Estate of William T. Clifton, of P.O. Box 2304, Sitka, Alaska 99835, for and in consideration of the sum of TEN DOLLARS (\$10.00) and other good and valuable consideration, in hand paid, conveys to GRANTEES, Jackson H. Wood and Kathryn T. Wood, of 3005 Halibut Point Road, Sitka, Alaska 99835, husband and wife, as tenants by the entirety, decedent William T. Clifton's entire interest in the following-described real estate, situated in Sitka, Alaska, in the Sitka Recording District, First Judicial District, State of Alaska:

All of Lot 1 of the Wood Subdivision of U.S. Survey 2751, as shown on the approved plat thereof recorded on 31 August 1995 as Plat # 95-24, Sitka Recording District, First Judicial District, State of Alaska.

DATED this 6 day of OCT. ~~September~~, 2006, at Sitka, Alaska.

Norman H. Wood
Norman H. Wood

SUBSCRIBED AND SWORN TO before me by Norman H. Wood, who is known to me, this 29 day of September, 2006, at Sitka, Alaska.



K. URIAS
Notary Public in and for Alaska
My Commission Expires: 8/18/10

VANCE A. SANDERS LLC
P.O. Box 240090
DOUGLAS, ALASKA 99824-0090
Fax (907) 586-1649
(907) 586-1648
ALASKA BAR # 8611131

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Record in Sitka, Alaska

After Recording, Return to:

Jackson H. & Kathryn T. Wood
3005 Halibut Point Road
Sitka, Alaska 99835



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2006-001939-0

IN THE SUPERIOR COURT FOR THE STATE OF ALASKA
State of Alaska First District
Sitka

FIRST JUDICIAL DISTRICT AT SITKA

SEP 06 2006

IN THE MATTER OF THE ESTATE OF)
WILLIAM T. CLIFTON,)

Clerk of the Trial Courts
By _____ Deputy

Deceased.)

No. 1SI-06-31 PR

LETTERS TESTAMENTARY AND ACCEPTANCE

The Last Will and Testament of William T. Clifton having been admitted to informal probate, Norman H. Wood is hereby appointed Personal Representative of the Estate of William T. Clifton.

DATED this 5 day of Sept, 2006, at Sitka, Alaska.

Registrar

I, Norman H. Wood, hereby accept the duties and responsibilities of the office of Personal Representative of the Estate of William T. Clifton, which I will perform as required by law.

In this important capacity, I acknowledge my duty to:

(a) Take possession and control of the decedent's property as required by AS 13.16.380; determine the liabilities of the estate, and complete an inventory as required by AS 13.16.365;

(b) Provide notice to heirs and devisees as required by AS 13.16.360, except as provided by AS 13.36.690;

(c) Provide notice to creditors as required by law, public notice when required, and review and either accept or reject claims as required by AS 13.16.455 - 13.16.515;

Letters Testamentary and Acceptance, Estate of William T. Clifton,
1SI-06-31 PR, Page 1

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2006-001939-0

TRIAL COURTS
LODGED
AT SITKA
5/8/06

VANCE A. SANDERS LLC
P.O. Box 240090
DUNGLAS, ALASKA 99824-0090
Fax (907) 586-1649
Clerk
Deputy
ALASKA BAR # 861131

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2006-001939-0

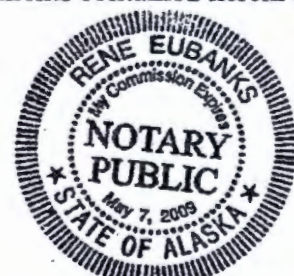
- (d) Advise the court in writing of changes in the personal representative's address or telephone number as required by Alaska R. Probate 8;
- (e) File returns for state estate taxes if required by AS 43.31.121 and AS 43.31.250;
- (f) Pay homestead, exempt property and family allowances as required by AS 13.11.125 - 13.11.140, cost of administration and other claims as required by AS 13.16.470, and distribute the assets of the estate; and
- (g) Close the estate as soon as appropriate as required by AS 13.16.620 - .670.

I have not filed a bond because none is required.

Norman H. Wood
Norman H. Wood

STATE OF ALASKA)
) ss.:
FIRST JUDICIAL DISTRICT)

On this ____ day of May, 2006, before me, personally appeared Norman H. Wood, who I know to be the individual described herein and who indicated to me that he freely and voluntarily executed the foregoing acceptance; he duly acknowledged to me that he executed the same for the above-stated purposes, and after being duly sworn, did depose and state that the statements contained herein are true.



Rene Eubanks
Notary Public in and for Alaska
My Commission Expires: May 7, 2009

CERTIFICATION

I certify that on 6 day of Sept 2006
a true copy of this document placed
in attorney's box (marked) the following:
V. Sanders
By gc

I certify that this is a full, true and correct copy
of an original document on file in the Alaska
Trial Courts at Sitka.
Signed and sealed this 12 day of Sept 2006.
Debra L. Williams
Clerk/Deputy Clerk