



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

## Planning and Community Development Department

### **AGENDA ITEM:**

Case No: CUP 18-03  
Proposal: Request for short-term rental at 106 Finn Alley  
Applicant: Brendan Jones and Rachel Jones  
Owner: Brendan Jones and Rachel DiNardo  
Location: 106 Finn Alley  
Legal: Tract of Land in Lot 20 Block 30 US Survey 1474  
Zone: R-1 single-family and duplex residential district  
Size: 9702 square feet  
Parcel ID: 1-1525-000  
Existing Use: Residential  
Adjacent Use: Residential  
Utilities: Existing  
Access: Lincoln Street to Barlow Street to Finn Alley

### **KEY POINTS AND CONCERNS:**

- Possible impacts to neighborhood e.g. noise, trash, etc.
- One-way traffic and narrow roads may be confusing for visitors
  - Walkable neighborhood, many renters may forego cars
  - Sufficient parking exists onsite
- Existing triplex is nonconforming use in R-1 neighborhood
- Proposal removes two long-term rental units from the market, possibly impacting long-term rental rates for the community
- Owners live on-site and can monitor for concerns
- Burden is on the applicant to prove that any impacts can be mitigated

### **RECOMMENDATION:**

Staff recommends that the Planning Commission find CUP 18-03 to be consistent with Sitka General Code Title 22 and the Comprehensive Plan and to approve the conditional use permit application for a short-term rental at 106 Finn Alley.

## **ATTACHMENTS**

Attachment A: Vicinity Map  
Attachment B: Aerial Vicinity Map  
Attachment C: Zoning Map  
Attachment I: Flood Zone Map  
Attachment F: Subdivision Plat  
Attachment D: Site Plan

Attachment E: Floor Plan  
Attachment G: Parcel Pictures  
Attachment H: Application  
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 a two-unit short-term rental in a three-unit residential structure at 106 Finn Alley. Records show that the triplex was built in 1936. The structure and use as a triplex is nonconforming in the R-1 zone.

New homeowners live in one unit and propose to rent out the other two units. The owners will manage the rental and book through Airbnb. The owner's unit is approximately central on the structure, with one rental unit on either side. Each rental unit consists of one bedroom and one bath. The three units are connected internally through the basement and hallways. Each unit has separate entryways. The property provides the six required parking spaces.

Applicants have provided a renter orientation guide including information on access to the property, a discussion on locking doors, parking, transportation options, laundry, garbage management, emergency contacts, and owner contacts. This should be expanded to include noise control and respecting the neighborhood. Overview document indicates that an owner or representative will give each renter an in-person orientation.

## **ANALYSIS**

### **1. CRITERIA TO BE USED IN DETERMINING THE IMPACT OF CONDITIONAL USES.<sup>1</sup>**

**a. Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:** Code requires two parking spaces per residential unit, resulting in six parking spaces for this property regardless of long-term tenancy or short-term rental. Tourists are less likely to rent two cars per unit, as each unit only includes one bedroom. Renters may have difficulty finding the property for the first time, but this can be mitigated by the provision of detailed rental information. Owners state that they may also pick up some visitors at the airport.

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<sup>1</sup> § 22.24.010.E



- b. Amount of noise to be generated and its impacts on surrounding land use:** No noise anticipated beyond typical residential noise, to include operating vehicles and conversation while walking to the unit. Onsite owners can mitigate concerns by monitoring for excessive noise.
- c. Odors to be generated by the use and their impacts:** No odors anticipated beyond typical residential use. Such odors could include those related to cooking and scheduled trash disposal. According to the application, renters will be directed to leave trash in the unit, reducing concerns for odors and bears.
- d. Hours of operation:** 24-hour, year-round operations. Summer will likely be booked by tourists with some availability during the other three seasons to house friends and family.
- e. Location along a major or collector street:** Lincoln Street to Barlow Street to Finn Alley. Barlow Street and Finn Alley are narrow one-lane one-way streets through a residential neighborhood.
- f. Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario:** This is a residential property with multiple access routes. Some of these streets are substandard.
- g. Effects on vehicular and pedestrian safety:** No change from long-term tenancy.
- h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site:** No change from long-term tenancy.
- i. Logic of the internal traffic layout:** Traffic layout will not change.
- j. Effects of signage on nearby uses:** Small placard signs are proposed to be installed to help renters find the correct unit. Any signs must comply with Sitka General Code 22.20.090.
- k. Presence of existing or proposed buffers on the site or immediately adjacent the site:** Fencing and foliage provide 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 2.2.1 which emphasizes supporting “economic activities which contribute to a stable, long-term, local economic base” by allowing local homeowners to launch a small business and participate in the tourism industry and Section 2.6.2(K), which supports “development of facilities to accommodate visitors” that do not negatively impact surrounding residential neighborhoods, by operating a short-term rental with requirements to mitigate concerns for traffic, odors, and noise.
- m. Other criteria that surface through public comments or planning commission review:**

The removal of two long-term rental units from the market could negatively impact rental rates for long-term residents.

Bears have been known to venture into the downtown area. Garbage shall be kept indoors or in bear proof containers until 4 am on the appointed garbage collection day. All garbage management shall comply with requirements in Sitka General Code.

## **FINDINGS<sup>2</sup>**

1. ...The granting of the proposed conditional use permit will not:
  - a. Be detrimental to the public health, safety, and general welfare *specifically, the property provides the required parking spaces and garbage will be managed so as not to create bear concerns;*
  - b. Adversely affect the established character of the surrounding vicinity *specifically, onsite owners can monitor for concerns; 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, *specifically, the property is required to meet municipal requirements for utilities, garbage collection, and provision of appropriate parking;*
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, *specifically, conforms to Comprehensive Plan Section 2.2.1 which emphasizes supporting "economic activities which contribute to a stable, long-term, local economic base" by allowing local homeowners to launch a small business and participate in the tourism industry and Section 2.6.2(K), which supports "development of facilities to accommodate visitors" that do not negatively impact surrounding residential neighborhoods, by operating a short-term rental with requirements to mitigate concerns for traffic, odors, and noise;*
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced, *specifically, that on-site owners can monitor for concerns and the provision of a detailed rental overview can address potential areas of concern as soon as the tenant arrives to the property.*

## **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.

.....

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

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<sup>2</sup> § 2230.160.C – Required Findings for Conditional Use Permits



- 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 a two- unit short-term rental in a three-unit residential structure at 106 Finn Alley subject to the attached conditions of approval. The property is also known as a Tract of Land in Lot 20 Block 13 US Survey 1474. The request is filed by Brendan and Rachel Jones. The owners of record are Brendan Jones and Rachel DiNardo.

Conditions of Approval:

1. Contingent upon a completed satisfactory life safety inspection.
2. The facility shall be operated consistent with the application, narrative, and plans that were submitted with the request.
3. 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, bed tax remitted, any violations, concerns, and solutions implemented. The report is due within thirty days following the end of the reporting period.
4. 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 upon receipt of meritorious complaint or evidence of violation of conditions of approval.
5. 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.
6. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.
7. To mitigate against the risk and impact of bears from the short term rental, the property owner shall assure all trash is deposited in trash receptacles that are stored in bear proof areas (whether enclosed garage or other bear proof area) and only placed on street for collection after 4 AM on trash collection day. Should this condition not be followed the CUP shall be revoked.
8. To mitigate against parking and traffic impacts, property owner shall provide detailed parking and traffic rules, and shall ensure all parking for all uses (residential or short-term rental) shall occur off-street, on-site, and further that should on-street parking occur at any time, the conditional use permit shall be revoked.
9. The property owner shall communicate to renters that a violation of these conditions of approval will be grounds for eviction of the short-term renters.

10. Any signs must comply with Sitka General Code 22.20.090.
11. A detailed rental overview shall be provided to renters detailing appropriate access, parking, trash management, noise control, and a general admonition to respect the surrounding residential neighborhood.
12. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.





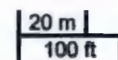




## City & Borough of Sitka, Alaska

**Selected Parcel: 106 Finn Alley ID: 11525000**

Printed 12/27/2017 from <http://www.mainstreetmaps.com/ak/sitka/internal.asp>



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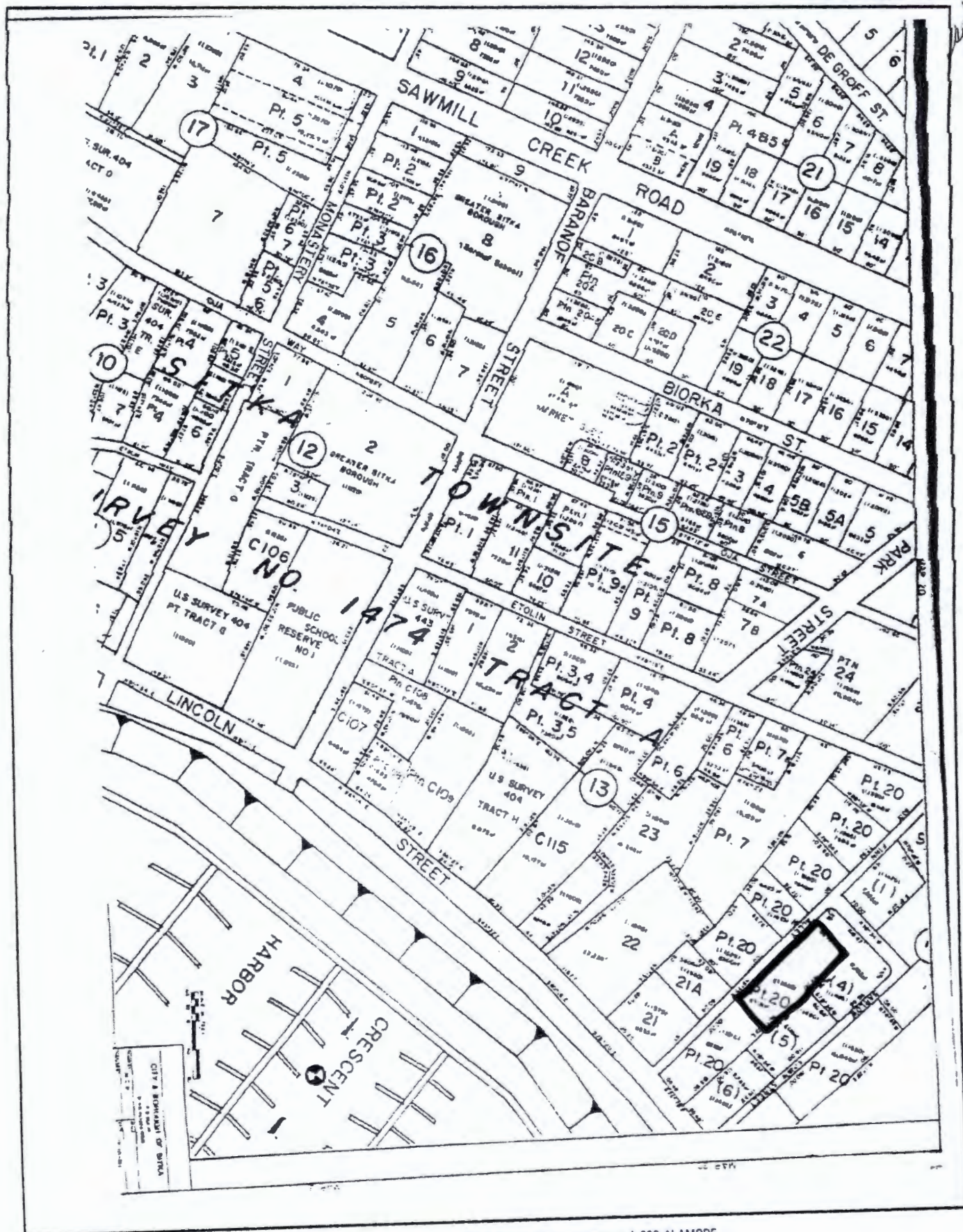
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20 m  
100 ft

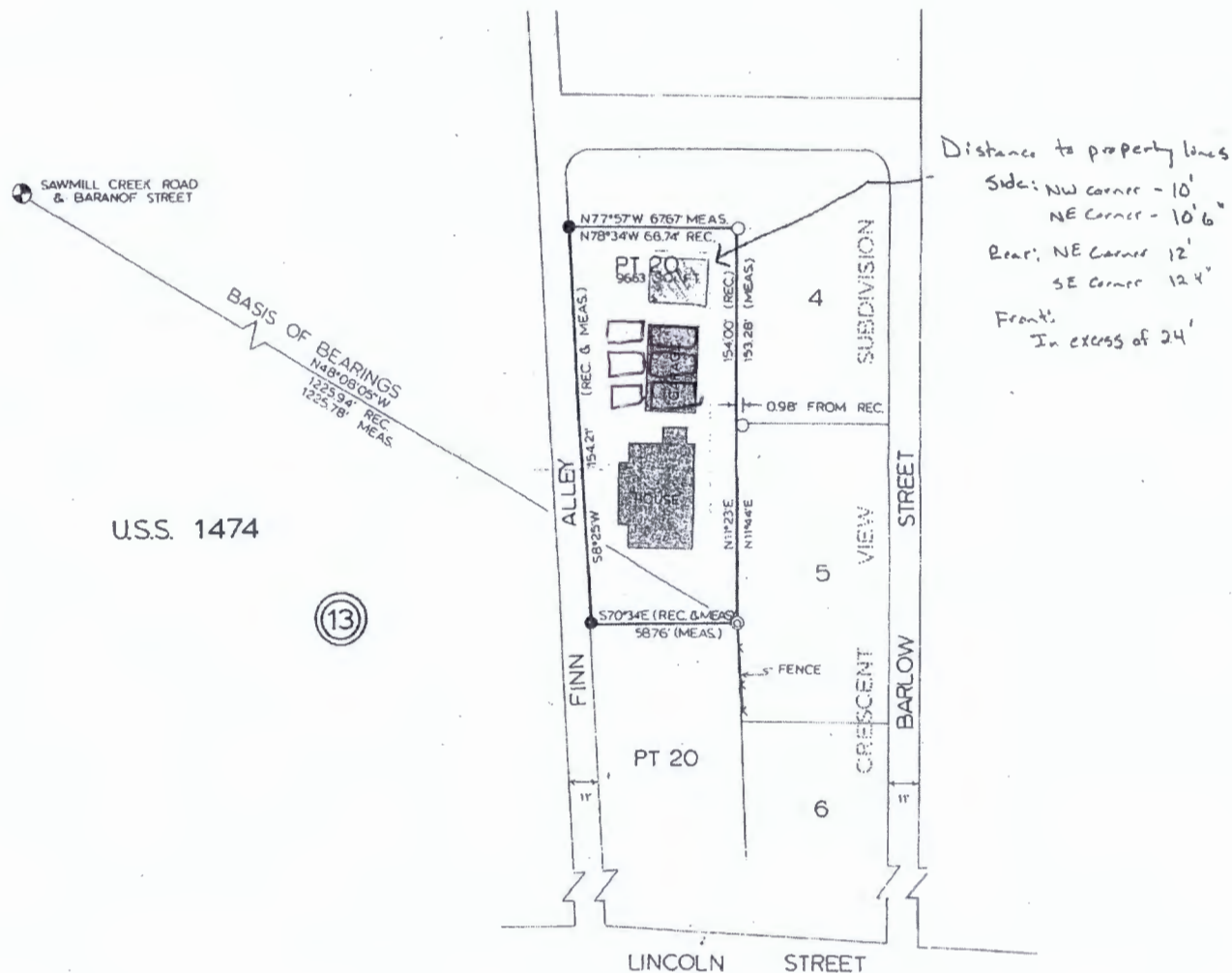


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\* garage is 3 cars  
space in front of garage  
comfortably parks  
4



# LEGEND

- ① 1" IRON PIPE RECOVERED
- 1 1/2" ALUM. CAP ON BAR RECOVERED
- 1 1/2" ALUM. CAP ON 5/8" BAR SET
- ⊙ B.C. MON. RECOVERED

## SURVEYOR'S CERTIFICATE

I hereby certify that I am a registered Surveyor, licensed in the State of Alaska, and that in APRIL 1990 a survey of the herein described lands was conducted under my direct supervision and that this plat is a true and accurate representation of the field note of said survey, and that all dimensions and other details are correct according to said field notes.

4/23/90 *P. L. K. O'Neil*  
date



## BOUNDARY SURVEY

PORTION LOT 20, BLOCK 13,  
U.S. SURVEY 1474

CLIENT: BEN & ANN FORBES  
PO BOX 507  
SITKA, ALASKA 99835

GREG SCHEFF & ASSOCIATES  
LAND SURVEYORS  
BOX 1849  
SITKA, AK. 99835

DATE APRIL 19, 1990	NAME OF SURVEYOR GREG SCHEFF & ASSOC.	PROJECT NUMBER 22149-01
SCALE 1" = 40'	DRAWN BY RR	



**CURRENT HOME LAYOUT (FROM PURCHASE DISCLOSURES)**

## Building Sketch

Owner	Ben Forbes			
Property Address	106 Finn Alley			
City	Sitka	County	City & Borough of Sitka	State AK Zip Code 99835
Lender	NA			

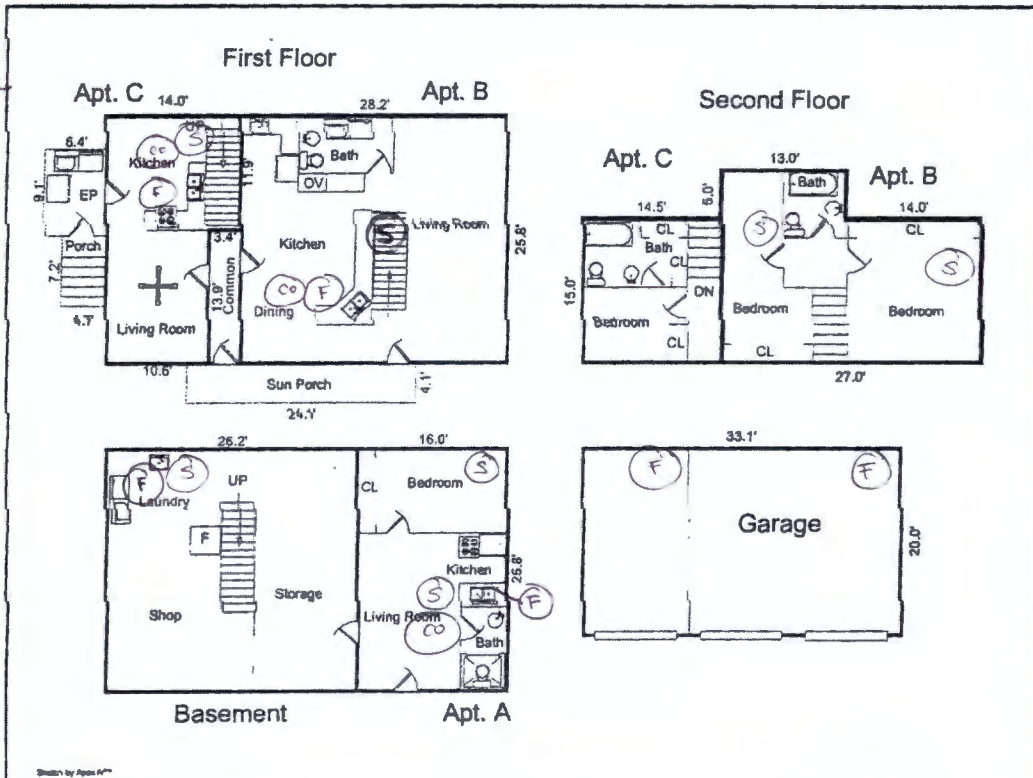
11/18/17

(F) = Fire extinguisher

(S) = smoke detector

(CO) = carbon monoxide detector

Renting units A + C



Comments: All program calculations are approximate. Interior walls are not drawn to scale.

AREA CALCULATIONS SUMMARY			
Code	Description	Net Size	Net Totals
GLA1	Apt. C 1st Floor	313.9	
	Common 1st Floor	47.3	
	Apt. B 1st Floor	727.6	1088.8
GLA2	Apt. C 2nd Floor	217.5	
	Apt. B 2nd Floor	470.0	687.5
BSMT	Apt. A Basement	412.8	
	Basement	676.0	1088.8
P/P	Enclosed Porch	58.2	
	Sun Porch	98.8	
	Porch	33.8	190.9
GAR	Garage	662.0	662.0
Net LIVABLE Area (Rounded)			1776

LIVING AREA BREAKDOWN		
Breakdown	Subtotals	
Apt. C 1st Floor		
10.6 x 25.8		273.5
3.4 x 11.9		40.5
Common 1st Floor		
3.4 x 13.9		47.3
Apt. B 1st Floor		
25.8 x 28.2		727.6
Apt. C 2nd Floor		
14.5 x 15.0		217.5
Apt. B 2nd Floor		
5.0 x 13.0		65.0
13.0 x 27.0		405.0
7 Items (Rounded)		1776



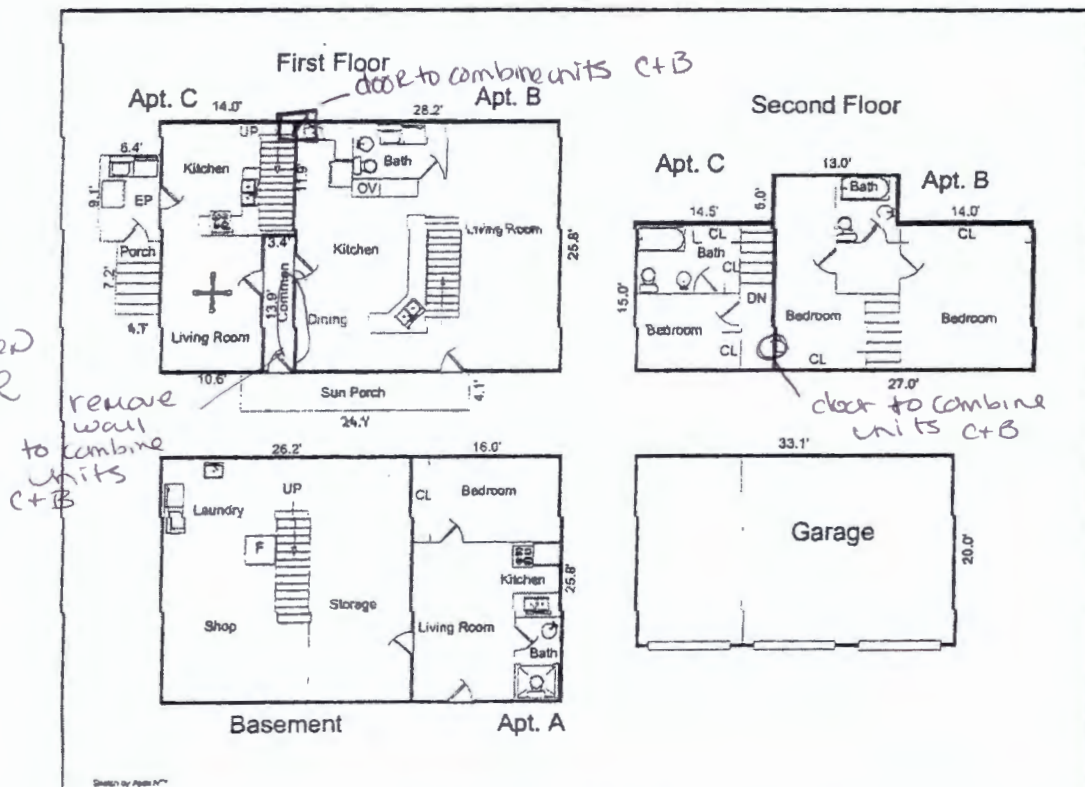
**PROPOSED HOME LAYOUT (WITH UNIT B AND UNIT C COMBINED)**

## Building Sketch

Owner	Ben Forbes			
Property Address	106 Finn Alley			
City	Sitka	County	City & Borough of Sitka	State AK Zip Code 99835
Lender	NA			

11/18/17

\* Both door locations have door from hidden in wall



Comments: All program calculations are approximate. Interior walls are not drawn to scale.

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# 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☐ ZONING AMENDMENT☐ PLAT/SUBDIVISION

**BRIEF DESCRIPTION OF REQUEST:** Permission for short-term Rentals in 2 units  
downtown home that has been previously used for  
longterm Rentals in all 3 units. 106 Finn Alley

### PROPERTY INFORMATION:

CURRENT ZONING: R1 PROPOSED ZONING (if applicable): \_\_\_\_\_

CURRENT LAND USE(S): 3 unit home PROPOSED LAND USES (if changing): 2 unit home with  
with long term Rentals busement + in law Suite  
as short term Rentals

### APPLICANT INFORMATION:

PROPERTY OWNER: Brendan and Rachel Jones

PROPERTY OWNER ADDRESS: 106 Finn Alley, Unit B, Sitka AK 99835

STREET ADDRESS OF PROPERTY: 106 Finn Alley Units A + C

APPLICANT'S NAME: Brendan + Rachel Jones

MAILING ADDRESS: PO Box 6265 Sitka, AK 99835

EMAIL ADDRESS: rmdinardo@gmail.com DAYTIME PHONE: 907-738-9334

### PROPERTY LEGAL DESCRIPTION:

TAX ID: 11525000 LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ TRACT: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_ 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

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



## **NARRATIVE: DETAILED PROJECT DESCRIPTION**

Brendan and Rachel Jones are applying for a conditional use permit to lease one private apartment and one in-law quarters of their home on Finn Alley for short-term rentals through the website AirBnB.

### **Current Short-Term Rental Business**

Brendan and Rachel applied for a conditional use permit last summer to rent rooms on their vessel, the M/V Adak for short and long term rentals through the website Airbnb. It turned out, through a zoning irregularity, that the permit was unnecessary, but the Jones's nevertheless had completed a full application and that application was reviewed, with favorable commentary, by Sitka's Port and Harbors Commission.

Brendan and Rachel ran a successful short-term rental business through the summer and the vessel continues to be profitable in the off-season. The profits from the business have been reinvested in the vessel, increasing its value dramatically. In 2015 the vessel appraised at \$15,000. Following a haul-out in 2016 it appraised at \$75,000. And its most recent appraisal in December 2017 appraised at \$135,000.00. By allowing the Jones family to earn short-term rental revenue on the vessel, the City has benefited from sales taxes, the refurbishment of one of its long-standing historic vessels, a number of happy tourists who have made a short-term home in our bustling harbor, and the recirculation of tourist money through many local tourism and renovation-related small businesses.

Brendan and Rachel have maintained "Superhost" status on Airbnb since they first became eligible. The criteria for a Superhost status are hosting at least ten trips, maintaining a response rate of 90% or higher to guest inquiries, receiving at least 80% five star reviews (and having at least 50% of your guests provide reviews), and completing all confirmed reservations without cancellation.

Included at the end of this current application are attachments documenting the family's profitable business model and reinvestment in this piece of Sitka's Maritime history.

### **Proposed Expansion of Short-term rental business**

The Jones family would now like to expand their business model to rehabilitate the historic building they have recently purchased downtown.

106 Finn Alley is historic home in downtown Sitka, constructed in 1930. The home is currently divided into three apartments that have been used as rental units. Unit A is a one bedroom/one bath English-basement style apartment. Unit B is the main house with two bedrooms and 1.5 baths. Unit C is a side apartment with one bedroom and one bath.

Unit C contains the home's original staircase and the purchase inspection revealed that doorframes still exist to open this side unit up to the main house. The Jones's intend to remove the dry wall from these pre-existing doorframes and install

doors, incorporating the unit into the main home as in-law quarters. When the space is rented, the doorways will lock on both sides to afford the renters privacy.

Unit A will continue to be a separate apartment.

The business plan for the home's short-term rental will track that of the family's successful venture with the M/V Adak – to raise revenue through short-term summer rentals in order to restore and maintain this historic building in the heart of downtown Sitka.

As demonstrated by the M/V Adak's increase in value in just the last two years, the Jones family has the business acumen and renovation skills for a successful rental and restoration project. Brendan was previously a contractor in the Philadelphia area, restoring historic buildings with reclaimed materials through his both professionally and as his personal residence.

The Jones family intends to carry out archival research on the original set up and structure of their Finn Alley home and make renovations that restore some of the original character to the building. Allowing short term rentals will permit the Jones family to expand their successful AirBnb model to raise revenue for this restoration project and have a flexible renovation schedule that would be disruptive to long-term renters. The Jones family expects to restore some of the historic character to the building, increase its curb appeal with attractive siding and a garden, and improving the building with modern energy efficient updates.

The Jones family anticipates being fully booked for the summer season, with room for family and guests through the Fall, Winter, and Spring. They have already had prospective guests (who were not up for the challenges of boat living) ask if they have other rentals available. They have also had inquiries from faculty and students' family members from Fine Arts camp about whether the units would be available for short-term summer rentals.



## **NARRATIVE: STATUTORY REQUIREMENTS**

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

We will be conducting all of our Short Term Rental business through Air BnB. Based on our experience with AirBnB guests on the M/V Adak, we do not anticipate that many of our guests will be renting vehicles. We generally pick guests up ourselves when our schedules permit or provide information on taxi cab services. Because the Finn Alley location is very close to downtown, we anticipate that even fewer renters will rent vehicles than those who stay in the harbor. Additionally, we will provide bicycles.

Currently, the 106 Finn Alley location has three units that each have a driveway and garage parking spot, for a total of six vehicle spots. There is also a gravel patch for boat parking, that allows for four more vehicles to park when it is not occupied by a boat or trailer.

The Jones family owns two vehicles, leaving four spots available for renters. In the recent past, all units have been rented to long term renters, with three or more vehicles using the Alley regularly. We anticipate a reduction in traffic through Finn Alley with the AirBnB business as most guests will walk to town or ride bicycles.

### **b. Amount of noise to be generated and its impacts on surrounding land uses.**

Vacationers may be a bit noisier than long term renters living in the home. However, our experience has been that AirBnb renters are not present in the rental location most of the day, as they are out and about exploring town or on wilderness excursions. So, we anticipate less activity at the home during the day than when all units had long-term renters.

The Jones family is living in the main house with a baby who wakes up and cries at night and have not had any noise complaints from neighbors. The houses on Finn Alley are fairly well spaced, and 106 has a large garage on one side and a decently sized lawn and the neighbor's garden on the other.

Additionally, we will include in our renter FAQ information about Finn Alley being a residential neighborhood and stressing that fitting in seamlessly to a quiet and peaceful neighborhood is part of the experience we are offering.

### **c. Odors to be generated by the use and their impacts.**

We do not anticipate short-term renters producing any unusual odors.

### **d. Hours of operation.**

Renters will be free to come and go from the home at all hours, with private keys to their own space.

### **e. Location along a major or collector street.**

The location is Finn Alley, a small side street off of Lincoln street near the farthest-out Crescent Harbor gang way.

### **f. Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario.**

We don't not believe that there is a risk for a cut-through traffic scenario as the house is only one lots back from a major road.

**g. Effects on vehicular and pedestrian safety.**

Finn Alley is a short, one-way street that feeds onto Lincoln street. Pedestrians and bicycles can turn up the street from Lincoln Street, vehicles have to take a more circuitous route.

To ensure that renters are aware that Finn Alley is a one-way street, will include this information in our Renter FAQ pamphlet and provide a map with acceptable routes clearly marked.

Moreover, the street is clearly marked with a “one way” and “do not enter” signage and we expect our visitors to follow traffic safety laws. The vast majority have been Americans who are presumably familiar with such signs.

**h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site.**

106 Finn Alley is readily accessible by police, fire, and EMS services.

**i. Logic of the internal traffic layout.**

The internal lay out of 106 Finn Alley is already set up for three units.

Unit A is a one bedroom and one bathroom English-basement style unit, accessible by its own front door on the street side of the building. It has additional means of egress through the bathroom, kitchen, and bedroom windows. It also has access to the rest of the basement (for laundry facilities) through an interior door. The basement access offers two more means of egress, through a basement window and up the basement stairs to an exit hallway.

Unit B is the main house in which the Jones family lives. It is one level up from the basement and Unit A. Unit B has a kitchen, dining area, living room and half-bath downstairs. It has two bedrooms and a bathroom upstairs. Unit B has an interior door that allows access the basement stairs and the hallway exit. The main entrance is through a front porch on the front of the home.

Unit C has a living room and kitchen downstairs and a bedroom and bath room upstairs. It has a separate entrance on the front of the home and an interior door to the basement stairs.

The Jones family intends to connect Units B and C by opening up two previously existing doorways. One doorway would connect the kitchens of Unit B and Unit C on the first floor and allow shared access to the home’s original stairway. The upstairs doorway would connect one bedroom of Unit B with the bedroom and bathroom suite of Unit C.

This set up would allow for the Jones family to have a larger home with guest/in-law space when personal family or friends are in town. The Jones family would install doors with deadbolts on both sides to lock off Unit C when AirBnB renters are staying in Unit C.

**j. Effects of signage on nearby uses.**

The only exterior signage will be a placard with the “name” of each unit hung on the front door of the units. These will be elegant and blend in with the home décor. They will match the names of each listing on AirBnB to keep the two listings separate and minimize confusion.

**k. Presence of existing or proposed buffers on the site or immediately adjacent the site.**

The home borders its own, very large garage on the left (when facing the home from the street). On the right the home borders its own lawn, followed by a fence and a neighbor’s garden. The front side of the home borders Finn Alley with two homes located across the street. The rear of the home borders another home, with a privacy fence and tall raspberry bushes separating the properties.

**l. Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan.**

Our goal is to offer affordable accommodations to visitors during the summer season, and to allow them to be immersed in the heart of downtown Sitka. We hope that income from short-term rentals will, as it has done with the M/V Adak, offset the costs of maintaining this historic home and allow for maintenance and restoration to restore some of the home’s original charm.



We would continue offering short term rentals exclusively through AirBnB to continue to take advantage of their insurance coverage, which is offered in addition to the State Farm policy that we carry on the home.

m. Other criteria:

We are willing to discuss and address any other concerns that may arise.

## **ROUGH DRAFT OF RENTER ORIENTATION INFORMATION**

A hard copy of the following Frequently Asked Questions will be kept in a binder in the renters' quarters. We will also provide details on things to do around town, restaurants, shopping, and other amenities.

An overview of the safety features of the home including fire and carbon monoxide detectors, fire extinguishers, fire escape ladders, use of basement laundry facilities, and means of egress from the basement will be shown to renters during check-in.

### **106 Finn Alley FAQ**

#### ***How do I get to the property from the airport?***

When we are in town and available, Brendan or Rachel can arrange for your transport from the airport to Finn Alley. The airport is located over a bridge on a separate island from downtown, and is not really walkable from the airport. If you prefer to take your own transportation or we are not available, a number of taxi services can pick you up from the airport. There is no Uber or Lyft service in Sitka.

Taxi numbers include:

### ####

### ####

#### ***How do I check in?***

Check-in is at 3pm on the date of your arrival. Early check-in May be available, depending on the cleaning schedule for our properties.

The hosts will arrange check-in with you via AirBnB's messaging service and will either pick you up at the airport or meet you at Finn Alley, as their schedules allow.

Upon arrival, you will be provided with keys to your rental. The hosts or their representative will provide a tour of the accommodations, pointing out safety features including smoke detectors and fire extinguishers, and how to access the laundry area in the basement.

#### ***Which front door is mine?***

The doors are labeled with signs matching the AirBnB description of each unit. Please check your reservation for the "name" of your accommodations.

#### ***Do I have to lock the doors?***



Household crime is rare in Sitka, but we ask that for your own protection and that of the property, you lock your doors when away from your rental space. We do not accept responsibility for any lost or stolen personal items.

***I will be renting a car – where can I park?***

The property has sufficient parking for each accommodation to have two vehicles. There are three garage spots and three drive way spots. The spot for [NAME of Unit A] are on the far left when facing the property and the spots of [NAME of unit C] are in the center.

***I will not be renting a car – how can I get around town?***

The property is two blocks from downtown, an easy stroll past the beautiful Crescent Harbor. Bicycles are available upon request.

There are also a number of taxi cab services in town. [PROVIDE NUMBERS]. There is no Uber or Lyft services in Sitka.

***Where are laundry facilities?***

Shared laundry facilities are available in the basement, accessible by a private door from each accommodation. Laundry detergent and dryer sheets are provided. Please be mindful of the share nature of the facilities and keep the space clean.

***What should I do with trash?***

The accommodations are cleaned by a professional cleaning service in between guests. Please place any trash in the waste bins provided within your accommodations and we will ensure that it gets to the correct waste bin. Glass, cans, and plastic for recycling may be placed in the kitchen sink and we will ensure that it goes to Sitka's recycling center.

## EMERGENCY CONTACTS

For any serious or life-threatening emergency please call 911

Brendan Jones (Owner) - 907.738.8209  
907.738.9334

\* The Jones family lives in the middle unit of the building. Please feel free to knock any time with questions or concerns, or simply to socialize if you would like.

Sitka Police Department - 907.747.3245

Sitka Fire Department - 907.747.3433



## PROPOSED SIGNAGE

### On Exterior Doors:

Brendan will be making signs for each door out of local wood with the name of each accommodation. These will hang on the front door of each unit. Each unit will also have a real-estate showing style lock box for easy access to keys.



### **INTERIOR AND EXTERIOR PHOTOS**

Photos are from our home-purchase disclosures. We will be re-decorating in early May in advance of any guests arriving. Updates will include a fresh coat of paint on all interior walls, doorframes, and some floors including a layer of mold-resistant primer. We will be purchasing new linens for our guests, furniture, blackout curtains, area rugs, and other decorative items so the units as-rented may have a different color scheme and furnishings than the current pictures.



Front of home - 3 car garage showing

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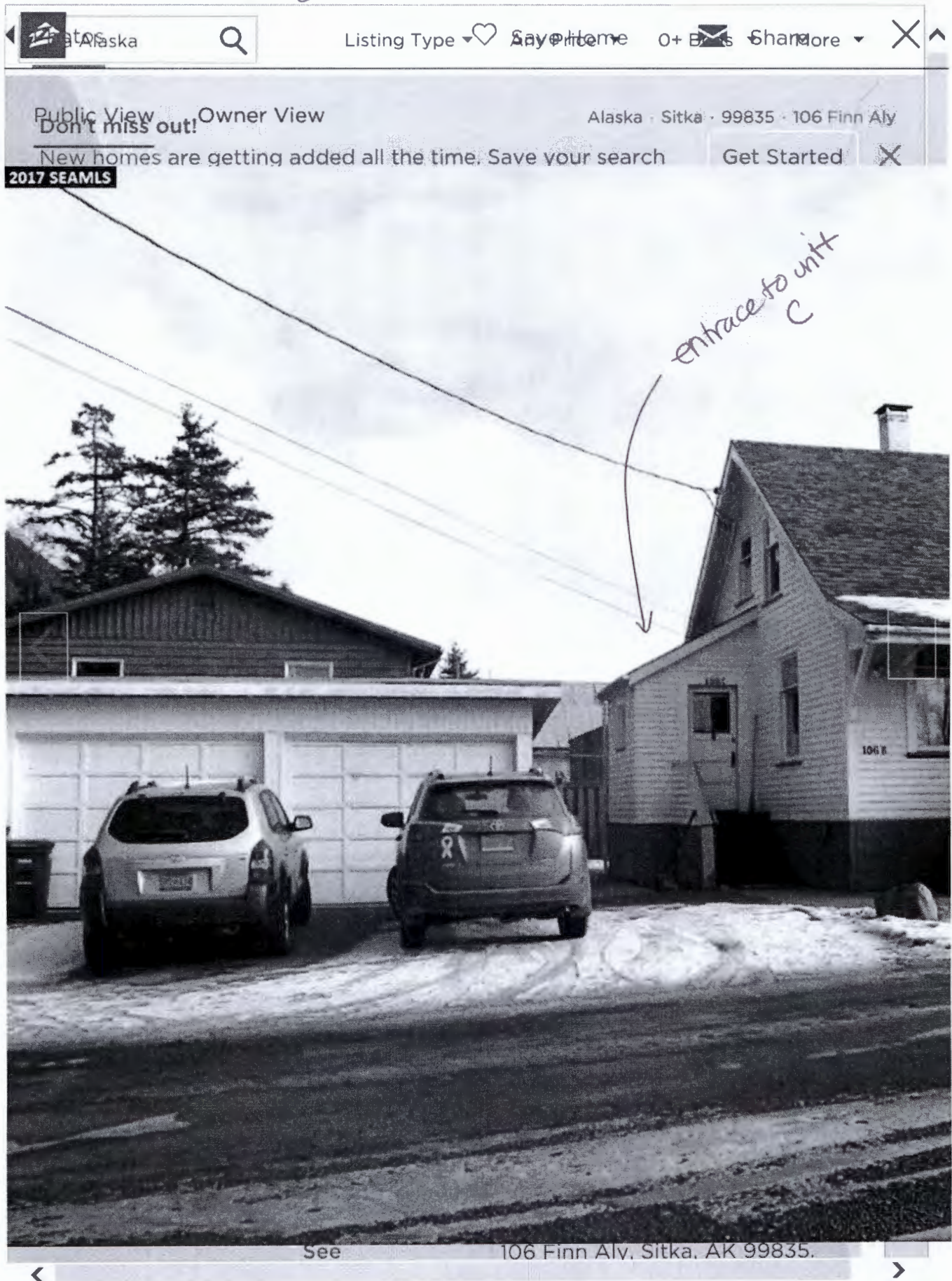
entrance to unit A

See

106 Finn Aly, Sitka, AK 99835.



Front of home + garage





Unit A Living Room+view into bedroom






See

106 Finn Aly, Sitka, AK 99835.





Unit A Kitchen

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# Unit A Bathroom


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Unit C Living Room

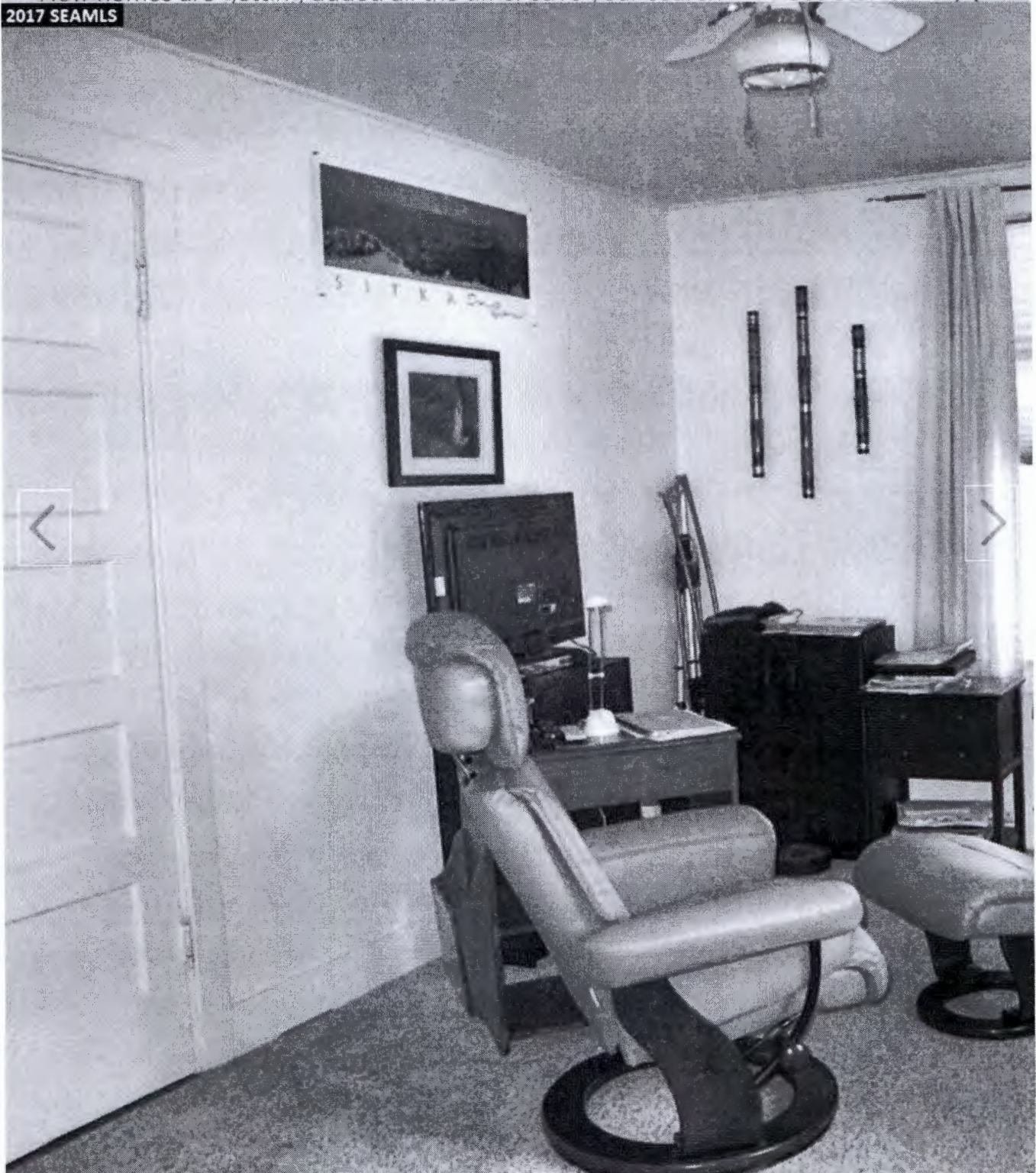
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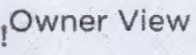
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Unit C Kitchen

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Unit C Bathroom

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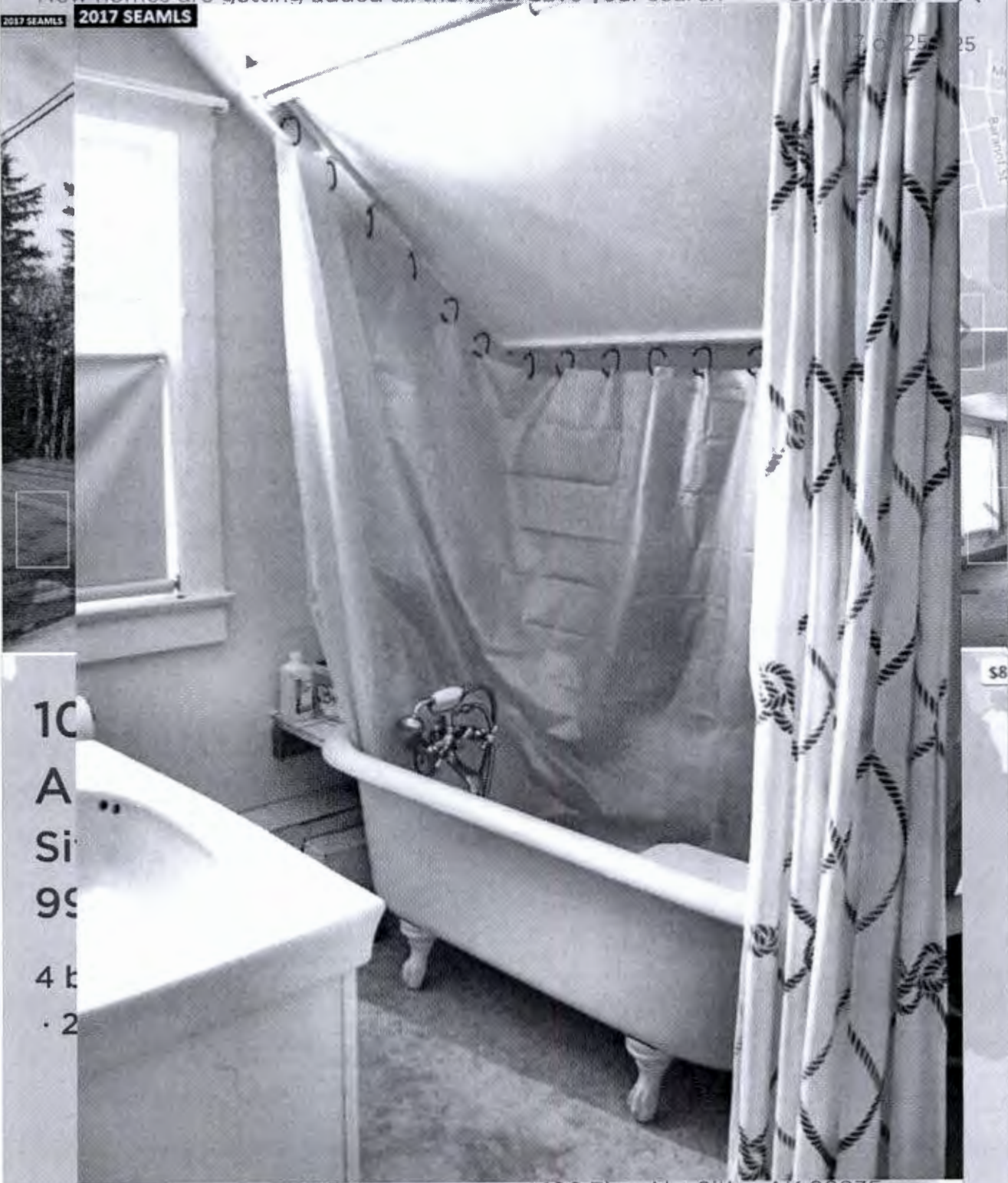
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gravel Boat parking area

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