

# Attachment A

## Applicant Materials



# CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT  
GENERAL APPLICATION FORM

RECEIVED MAY 01 2013

- Applications must be deemed complete at least TWENTY-ONE (21) days in advance of next meeting date.
- Review guidelines and procedural information.
- Fill form out completely. No request will be considered without a completed form.
- Submit all supporting documents and proof of payment.

## APPLICATION FOR:

☐ VARIANCE

☒ CONDITIONAL USE

☐ ZONING AMENDMENT

☐ PLAT/SUBDIVISION

**BRIEF DESCRIPTION OF REQUEST:** REQUEST FOR SHORT TERM RENTAL  
OF CURRENT SMALL FAMILY RESIDENCE IN R-2 ZONE

## PROPERTY INFORMATION:

CURRENT ZONING: R-2 PROPOSED ZONING (if applicable): \_\_\_\_\_

CURRENT LAND USE(S): Residential PROPOSED LAND USES (if changing): \_\_\_\_\_

## APPLICANT INFORMATION:

PROPERTY OWNER: Matt & Naomi Christner

PROPERTY OWNER ADDRESS: 837 Lincoln St.

STREET ADDRESS OF PROPERTY: 837 Lincoln St.

APPLICANT'S NAME: SAME

MAILING ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: NAOMI@GRIZENKO.COM DAYTIME PHONE: 907-747-2911

## PROPERTY LEGAL DESCRIPTION:

TAX ID: \_\_\_\_\_ LOT: R-3 BLOCK: \_\_\_\_\_ TRACT: \_\_\_\_\_

SUBDIVISION: SJC - LINCOLN SUBDIVISION US SURVEY: \_\_\_\_\_

Last Name

Date Submitted

Project Address

## REQUIRED INFORMATION:

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### For All Applications:

- ☒ Completed General Application form
- ☒ Supplemental Application (Variance, CUP, Plat, Zoning Amendment)
- ☒ Site Plan showing all existing and proposed structures with dimensions and location of utilities
- ☒ Floor Plan for all structures and showing use of those structures
- ☒ Copy of Deed (find in purchase documents or at Alaska Recorder's Office website)
- ☒ Copy of current plat (find in purchase documents or at Alaska Recorder's Office website)
- ☒ Site photos showing all angles of structures, property lines, street access, and parking – emailed to [planning@cityofsitka.org](mailto:planning@cityofsitka.org) or printed in color on 8.5" x 11" paper
- ☒ Proof of filing fee payment

### For Marijuana Enterprise Conditional Use Permits Only:

- ☐ AMCO Application

### For Short-Term Rentals and B&Bs:

- ☒ Renter Informational Handout (directions to rental, garbage instructions, etc.)

## 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 understand that attendance at the Planning Commission meeting is required for the application to be considered for approval. 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

Naomi Christner  
Owner

Date

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

Last Name

Date Submitted

Project Address



# CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT  
SUPPLEMENTAL APPLICATION FORM  
CONDITIONAL USE PERMIT

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## APPLICATION FOR

☐ MARIJUANA ENTERPRISE

☒ SHORT-TERM RENTAL OR BED AND BREAKFAST

☐ OTHER: \_\_\_\_\_

## CRITERIA TO DETERMINE IMPACT – SGC 22.24.010(E) (Please address each item in regard to your proposal)

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

AMOUNT CONSISTENT W/ CURRENT SINGLE FAMILY OCCUPANCY

- Amount of noise to be generated and its impacts on surrounding land use: AMOUNT CONSISTENT

W/ CURRENT SINGLE FAMILY OCCUPANCY

- Odors to be generated by the use and their impacts: NONE

- Hours of operation: 24 HR OCCUPANCY

- Location along a major or collector street: COLLECTOR

- Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: NONE

- Effects on vehicular and pedestrian safety: NO CHANGE

- Ability of the police, fire, and EMT personnel to respond to emergency calls on the site: RECEIVED MAY 01 2018  
\_\_\_\_\_
- Logic of the internal traffic layout: N/A  
\_\_\_\_\_
- Effects of signage on nearby uses: N/A  
\_\_\_\_\_
- Presence of existing or proposed buffers on the site or immediately adjacent the site: N/A  
\_\_\_\_\_
- Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan (CITE SPECIFIC SECTION AND EXPLAIN): N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Other criteria that surface through public comments or planning commission review (odor, security, safety, waste management, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUIRED FINDINGS (SGC 22.160(C):**

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**1. ...The granting of the proposed conditional use permit will not:**

a. Be detrimental to the public health, safety, and general welfare because IT IS CONSISTENT

W/ CURRENT OCCUPANCY WHICH IS COMPLIANT W ALL CURRENT REQS ;

b. Adversely affect the established character of the surrounding vicinity, because CONSISTENT

W/ CURRENT RESIDENTIAL NEIGHBORHOOD ; 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, because, ITS CONSISTENT W CURRENT

OCCUPANCY ;

**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 2.6.2. #K which states "encourage the development of facilities to accommodate visitors..."

because the proposal allows for a single family vacation rental with parameters that limits use to be equal with long term family use;

**3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and**

enforced, because there will be a local property manager and neighbors encouraged to voice any concerns.

**ANY ADDITIONAL COMMENTS** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant \_\_\_\_\_

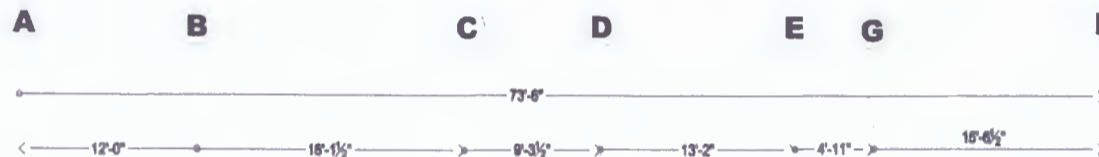
Date \_\_\_\_\_

Last Name \_\_\_\_\_

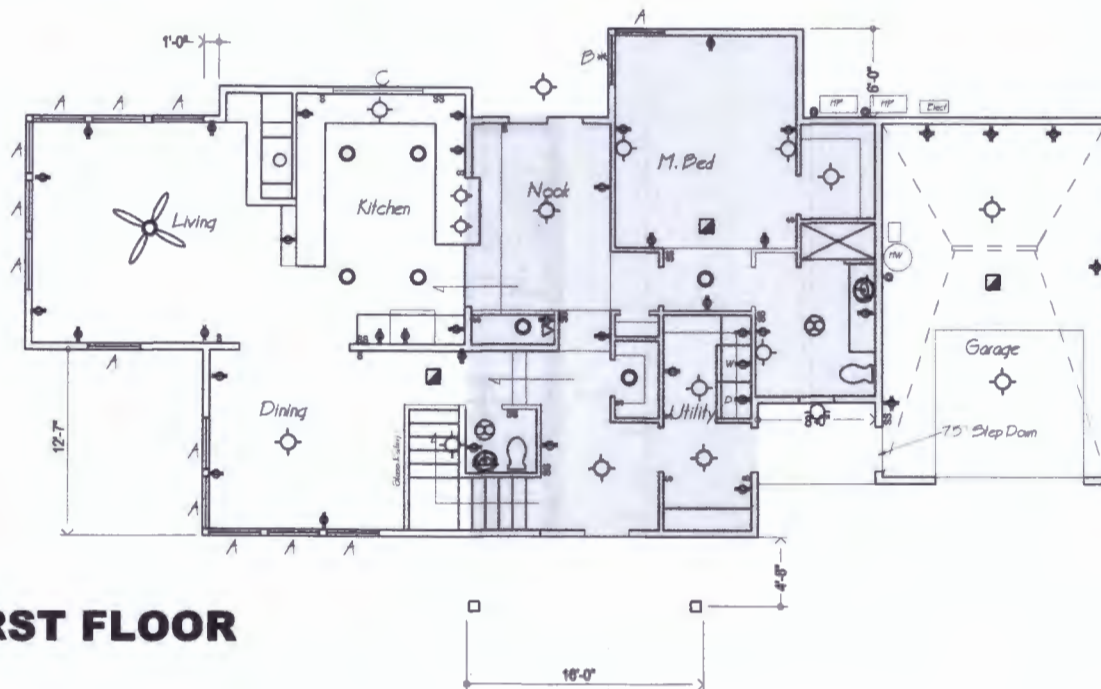
Date Submitted \_\_\_\_\_

Project Address \_\_\_\_\_

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- ✦ Example 11: \_\_\_\_\_ indicated
- \_\_\_\_\_ see equipment tag
- ◇ \_\_\_\_\_ note
- ⬢ Switch \_\_\_\_\_ 3-way where shown
- ⊗ Bath Fan
- ⬢ Smoke Detector \_\_\_\_\_ per \_\_\_\_\_
- ⬢ Data/Phone \_\_\_\_\_ at the table
- ⊙ Height \_\_\_\_\_ shown \_\_\_\_\_ where not



1  
2  
3  
4

# 1 FIRST FLOOR

## General Notes

1. Owner to Provide Final Kitchen Layout.
2. Dimensional Framing Lumber to be No. 2 or Better Doug Fir.
3. Engineered Wood Products to be installed per MFG Instructions and in accordance with published load tables unless otherwise approved by the MFG.
4. All Framing Fasteners to be Hot Dipped Galvanized. All Siding Fasteners to be Stainless Steel.

No.	Revision/Status	Date

New Name and Address

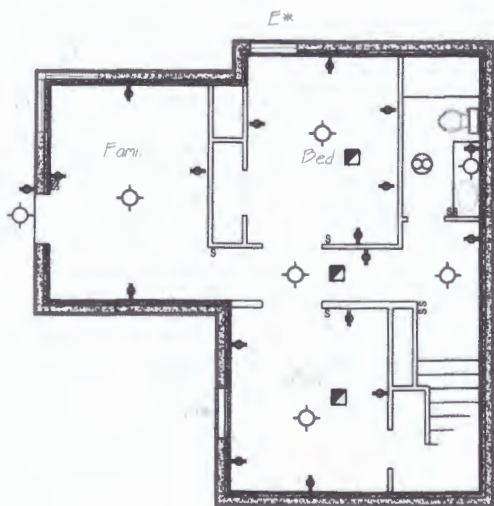
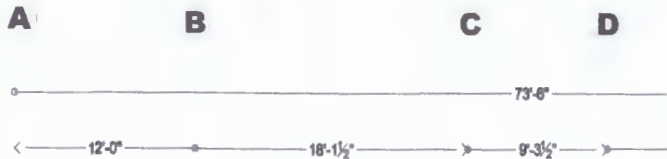
Project Name and Address  
**Christner**  
**837**  
**Lincoln**

Project	Date

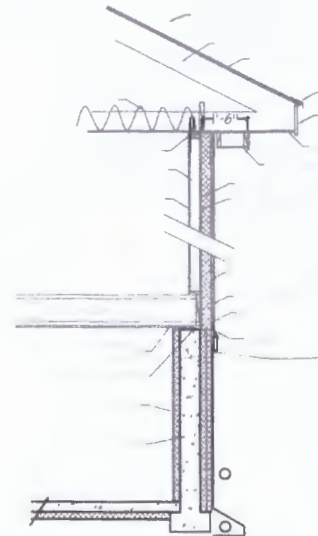
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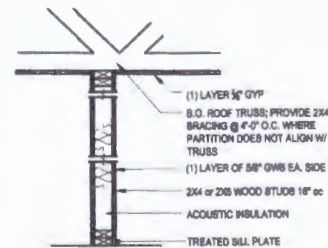


## 1 BASEMENT FLOOR



① Exterior Wall Detail  
1/4" = 1'

## 2 Typical Wall Assemblies



◆ TYPICAL INTERIOR PARTITION  
(Rotted Walls = Additional 2 layers 5/8" Type X Gyp)

General Notes

No. Revision/Issue Date

Draw Name and Address

Christner  
837  
Lincoln

Sheet  
A2

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## Rental Handout

### How to get here:

From Sitka Airport: From airport parking, turn right onto Airport Drive. Drive across bridge and make right hand turn onto Lincoln Street at stop light in downtown Sitka. Rental is 837 Lincoln Street, third house on the left past the Sitka Fine Arts Campus.

From Ferry Terminal: Turn right onto Halibut Point Road and proceed approximately 7 miles into Sitka. Proceed through roundabout onto Sawmill Creek Road, turn right onto Jeff Davis St and then left onto Lincoln Street. Rental is 837 Lincoln Street, third house on the left past Sitka Fine Arts Campus.

### General Information:

Check In: 4pm      Check out: 11am

Maximum Numbers of Guest: 6

Parking: Parking available for two vehicles. Please pull vehicles to top of driveway making sure to provide clear access for adjacent homeowners.

Garbage: Wednesday is Garbage Pick-Up. Please have garbage can at bottom of driveway by 7:30am. Sitka is bear country, please do not leave garbage can at sidewalk before garbage day. There is no recycling pick up, but recycling is encouraged and can be dropped off at 802 Sawmill Creek Road, 24 hours a day. The facility accepts glass, tin, plastic #1 & #2, aluminum, and cardboard for recycling. You must separate your recyclables and placed into appropriate containers. Do not leave bags at facility unsorted.

Non-smoking property.

Absolutely no cleaning fish on property. There are local processors available for fish processing.

No pets allowed.

No shoes allowed inside home except entry/mudroom areas.

### Important Phone Numbers:

House Concerns: Jere at (907) 738-0481

Hospital: Sitka Community Hospital (907) 747-3421

Fire: Sitka Fire Department (907) 747-3233

Police: Sitka Police Department (907) 747-3245

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREIN AND THAT WE HEREBY AGREE THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND WITHOUT ANY RESERVATION, EJECTA, VULNER, TRUSTS OR OTHER BURDEN, PUBLIC OR PRIVATE USE AS NOTED.

9-20-2010  
17/10/2010  
DATE \_\_\_\_\_  
NAME \_\_\_\_\_  
12-29-2010  
DATE \_\_\_\_\_  
NAME \_\_\_\_\_  
12-29-2010  
DATE \_\_\_\_\_  
NAME Christine  
1-8-2011  
DATE \_\_\_\_\_  
NAME Jeffery  
1-20-2011  
DATE \_\_\_\_\_  
NAME Susan Smith  
12/6/2010  
DATE \_\_\_\_\_  
NAME Peter Klee

U.S. OF AMERICA  
STATE OF ALASKA  
CITY & BOROUGH OF SITKA

THE UNDERSIGNED, NOTARY PUBLIC IN AND FOR THE STATE OF ALABAMA, DO hereby certify that the foregoing is a true and correct copy of the original of the within and is duly acknowledged to me that the same was freely and voluntarily for the uses and purposes therein specified.

WITNESS MY HAND AND NOTARY SEAL, THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.

NY COMMISSION EXPIRES 9/1/92

STATE OF ALASKA  
SOUTHERN DISTRICT

DATED THIS 16<sup>TH</sup> DAY OF DECEMBER, 2010, AT SELMA, ALABAMA.

Robert A. H.  
 MAYOR, CITY AND COUNTY OF SELMA

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOARD OF STREETS PLATING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT REGULATION NO. 104.17.

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 & COUNTY OF SUTRA HEREBY AS ACCORDING IN WILFITE ROOM. \_\_\_\_\_ PAGE \_\_\_\_\_ DATED \_\_\_\_\_ IN \_\_\_\_\_

CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT.

1. THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND FINANCE DIRECTOR FOR THE CITY & BOROUGH OF STOMA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS

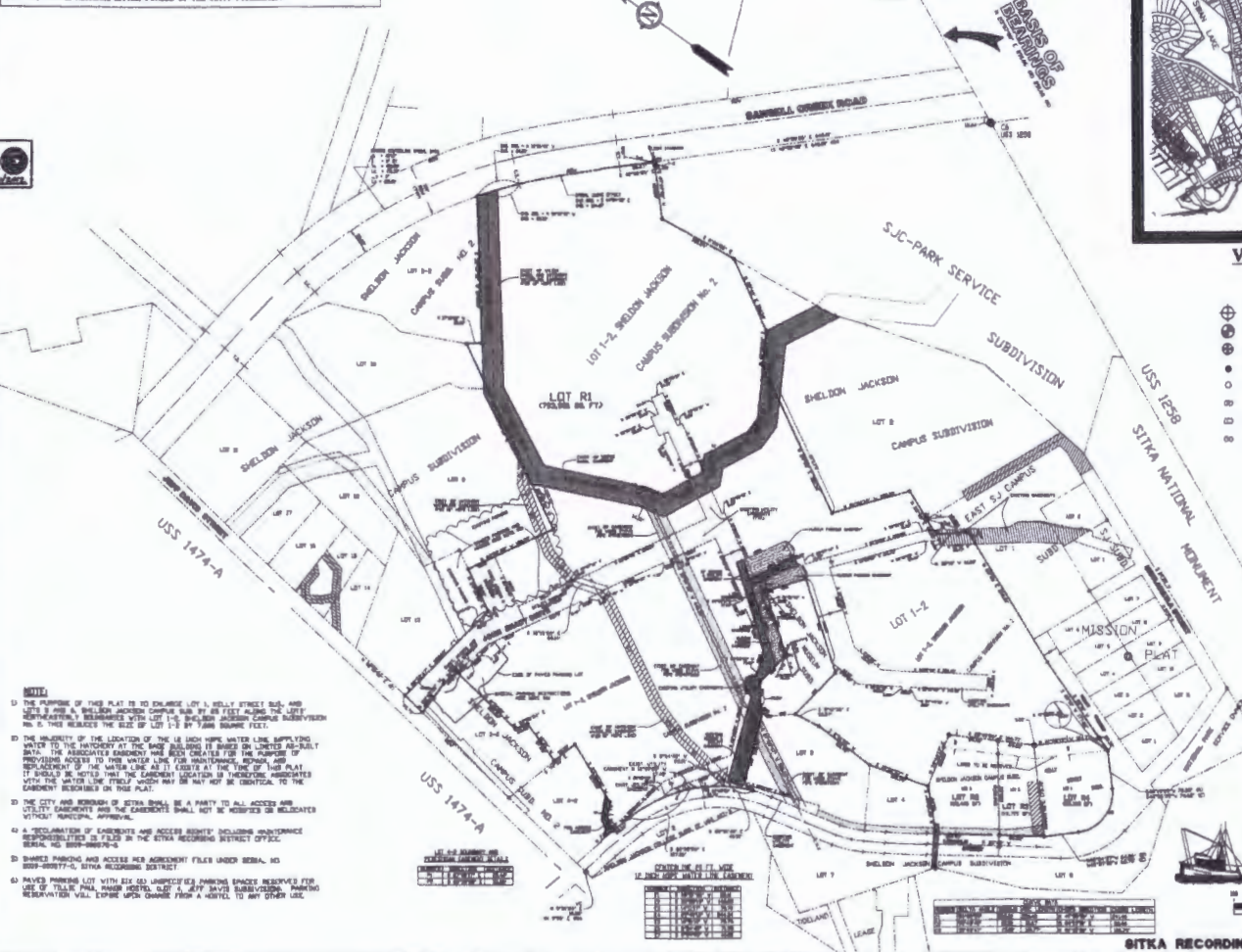
BY J. M. ST. JOHN PLACES  
FORWARD AND FOR  
CITY & BUREAU OF ST. JOHN

**O'NEILL**  
SURVEYING AND ENGINEERING

BOX 1849 SITKA, ALASKA 99830  
PHONE: (907) 747-6700  
FAX: (907) 747-1390  
EMAIL: [oneill@angnet.net](mailto:oneill@angnet.net)

**DWILEN JACKSON SUBVISED**  
**MUSKIE PRESERVATION INFORMATION PLAT MEET**

FOR DETAILS REGARDING THE CAMPUS PRESERVATION PLAN, PLEASE REFER TO THE  
SEABLAIR NATIONAL HISTORIC LANDMARK, SITKA, ALASKA CAMPUS PRESERVATION PLAN 2004  
PREPARED BY: UNIVERSITY OF OREGON, PROGRAM IN MUSKIE PRESERVATION, NATIONAL PLAZA  
SERVICE, ALASKA REGIONAL OFFICE, FLOOR 2 OF THE CITY BUILDING



### VICINITY MAP

SCALE 1"=1,000'

LEGEND

- ☒ PRIMARY CONTROL, MOMENT (RECOVERED)
- ☒ PRIMARY CONTROL, MOMENT (SET)
- ☒ G.L./BLN PRIMARY BRASS CAP (RECOVERED)
- ☒ SECONDARY MOMENT (SET)
- ☐ SECONDARY MOMENT (RECOVERED)
- ☐ RECORDED DATA
- ☐ COMPUTED DATA
- ☐ MEASURED DATA

2011-3

SIRTA

1-20-11

2:34 PM

this page contains...



SCALE IN FEET

## SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA AND THAT ON APRIL 24, 1964, A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAN IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

12/4/10 P. KOW

## SJC-LINCOLN SUBDIVISION REPLAT

**A RE-SUBDIVISION OF LOT 1, KELLY STREET SUBDIVISION;  
LOTS 5 & 6, SHILDON JACKSON CAMPUS SUBDIVISION, AND  
LOT 1-2, SHILDON JACKSON CAMPUS SUBDIVISION No. 2**  
CLIENT: DAVE MILLER, MATT CHRISTNER, AND GAIL BAGLEY

RECEIVED MAY 01 2016









RECEIVED MAY 01 2008





RECEIVED MAY 11 2018





RECEIVED MAY 11 2018





RECEIVED MAY 01 2018









RECEIVED MAY 01 2018

Attachment B

Staff Materials

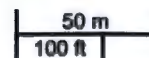




## City & Borough of Sitka, Alaska

Selected Parcel: 837 Lincoln St ID: 18562003

Printed 5/8/2018 from <http://www.mainstreetmaps.com/ak/sitka/internal.asp>



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