

Attachment A

Applicant Materials



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: REQUEST FOR APPROVAL OF A
CONDITIONAL USE PERMIT FOR A SHORT TERM
RENTAL AT 208 JEFF DAVIS STREET.

PROPERTY INFORMATION:

CURRENT ZONING: R-2 PROPOSED ZONING (if applicable): _____

CURRENT LAND USE(S): SINGLE FAMILY PROPOSED LAND USES (if changing): SHORT TERM RENTAL
RESIDENCE

APPLICANT INFORMATION:

PROPERTY OWNER: RANDY HITCHCOCK

PROPERTY OWNER ADDRESS: 208 JEFF DAVIS STREET

STREET ADDRESS OF PROPERTY: SAME - 208 JEFF DAVIS ST.

APPLICANT'S NAME: RANDY HITCHCOCK

MAILING ADDRESS: 204 JEFF DAVIS STREET

EMAIL ADDRESS: oceansidecustomcarpentry@ DAYTIME PHONE: 738-2172
hotmail.com

PROPERTY LEGAL DESCRIPTION:

TAX ID: 1-8562-02¹³ LOT: B BLOCK: _____ TRACT: _____

SUBDIVISION: CAMPUS VIEW SUBDIVISION US SURVEY: USS 407-B, SUBD CMPV, LB

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

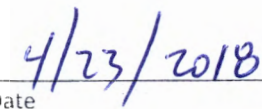
If Pertinent to Application:

- ☐ 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



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT SUPPLEMENTAL APPLICATION FORM CONDITIONAL USE PERMIT

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:

No added traffic envisioned. If anything, it will be less than if we were renting this out year round.

- Amount of noise to be generated and its impacts on surrounding land use: No added noise envisioned. Most likely less than a year round rental.

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

- Hours of operation: Renters will be able to come and go as they please. Rental will be available 365 days.

- Location along a major or collector street: off of Jeff Davis Street.

- Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: Possibly through the Fine Arts campus, but that will be deterred.

- Effects on vehicular and pedestrian safety: None

Hiretrack

Last Name

4/23/18

Date Submitted

204 Jeff Davis Street

Project Address

- Ability of the police, fire, and E personnel to respond to emergency c on the site: _____

Yes. This doesn't change that.

- Logic of the internal traffic layout: It's very clear. With pull-in driveway

- Effects of signage on nearby uses: There will be no signs.

- Presence of existing or proposed buffers on the site or immediately adjacent the site: Jeff Davis Street to the West, Vacant land to the North, Fire Arts Camp to the East.

- 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): _____

- Other criteria that surface through public comments or planning commission review (odor, security, safety, waste management, etc.): we live next door to the property and will be monitoring and maintaining it daily.

Hireback

Last Name

4/23/18

Date Submitted

204 Jeff Davis Street

Project Address

REQUIRED FINDINGS (SGC 22-0.160(C):

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

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

There will be the use is

Strict monitoring of the residence since we live next door to it.

b. Adversely affect the established character of the surrounding vicinity, because it is tucked away from the main street, and it's use will be limited; 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 small size limits the use to

a small group of people, keeping the residential feel;

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 _____ which states _____

because the proposal _____

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

enforced, because we live right next door to the residence.

ANY ADDITIONAL COMMENTS _____

Randy Hretchock
Applicant

4/23/18
Date

Hretchock
Last Name

4/23/18
Date Submitted

204 Jeff Davis Street
Project Address

4/23/2018

Planning Commission
City and Borough of Sitka
Planning and Community Development Department
100 Lincoln Street
Sitka, Alaska 99835

Re: 208 Jeff Davis Street, Conditional Use Permit for Short Term Rental

Dear Commission Members,

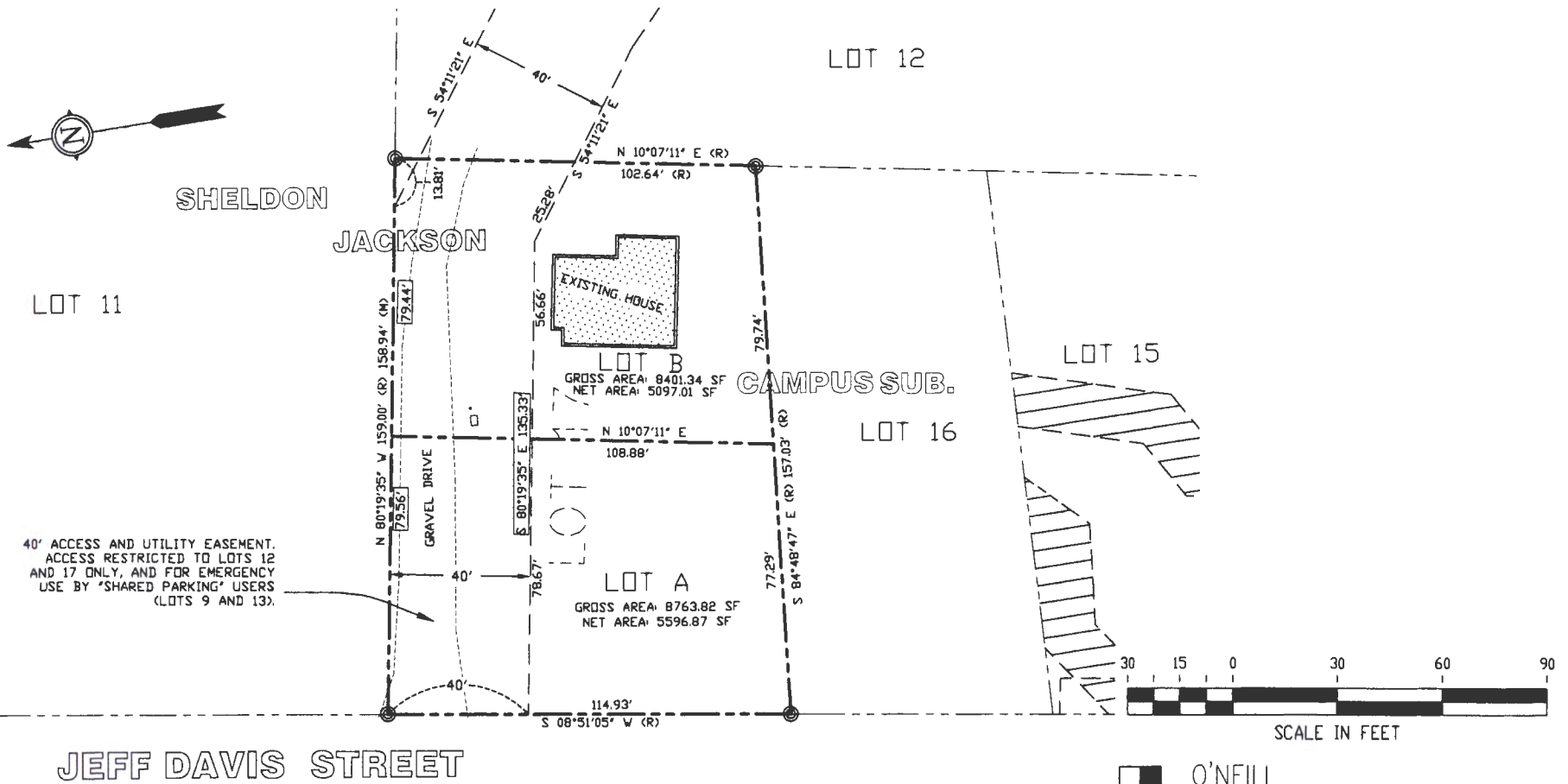
This is a formal request for permission to be granted a conditional use permit for a short term rental on our property at 208 Jeff Davis Street (Lot 17B, Sheldon Jackson Subdivision). We've including the required paperwork with this document. These include a site plan showing the residence location, parking, floor layouts, proof of ownership, and a current plat. We can provide additional documents deemed necessary upon request.

Thank you for taking the time to consider our request. Please don't hesitate to call or write with any questions.

Sincerely,

Randy Hitchcock
907-738-2172

30406-09 JUNE 23, 2016 8:07:54

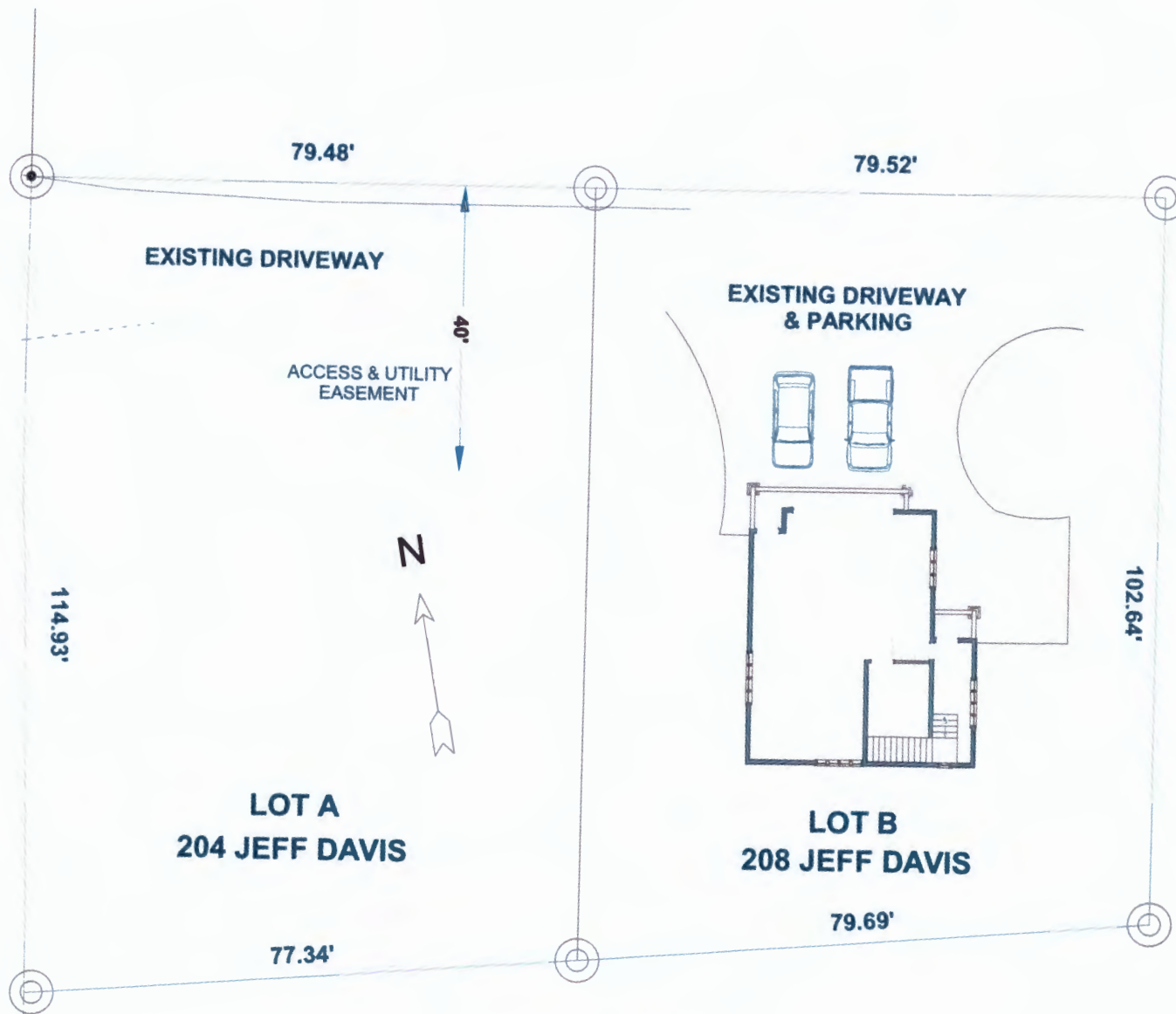


CLIENT: RANDY HITCHCOCK
204 Jeff Davis St.
SITKA, ALASKA 99835

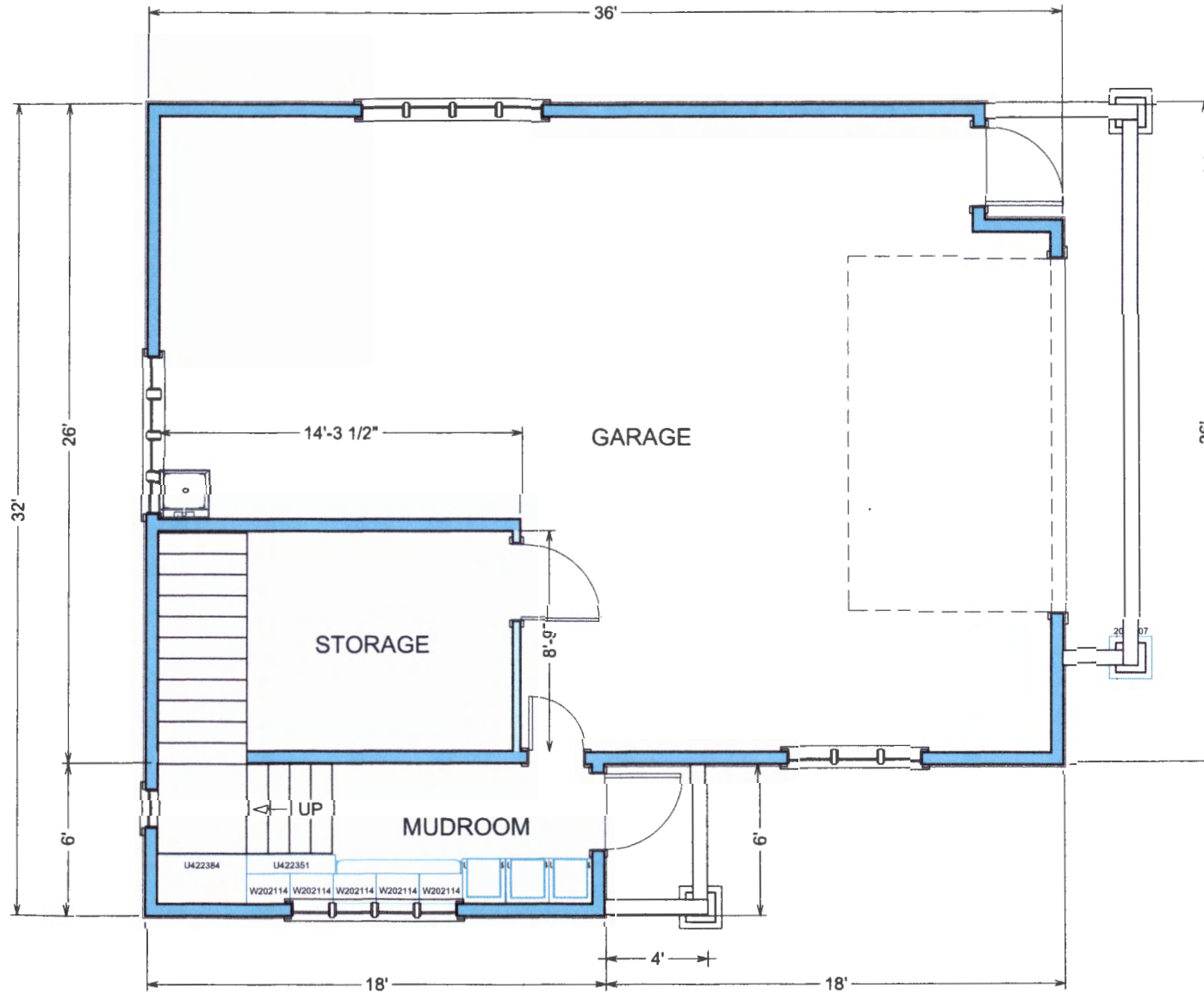
O'NEILL
SURVEYING AND ENGINEERING
P.O. BOX 1849 SITKA, ALASKA 99835

SUBDIVISION CONCEPT DRAWING
LOT 17, SHELDON JACKSON
CAMPUS SUBDIVISION

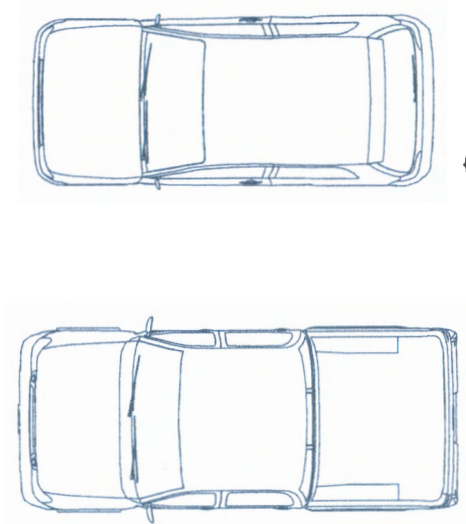
JEFF DAVIS STREET

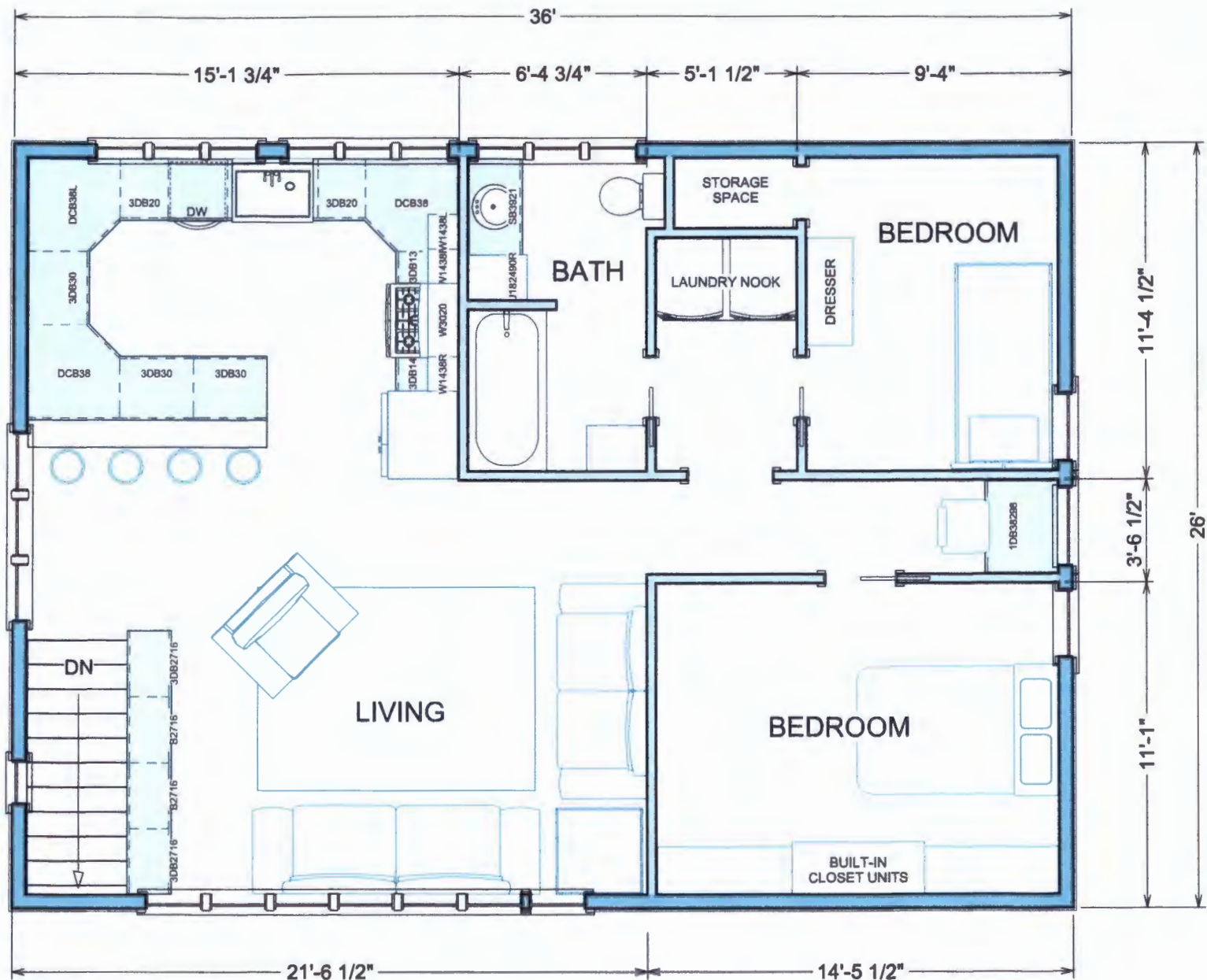


SITE PLAN



FIRST FLOOR





SECOND FLOOR

(936 SF)

Attachment B

Staff Materials



City & Borough of Sitka, Alaska

Selected Parcel: 208 Jeff Davis St ID: 18562013

Printed 4/30/2018 from <http://www.mainstreetmaps.com/ak/sitka/internal.asp>

20 m
100 ft



MainStreetGIS
MainStreetGIS, LLC
www.mainstreetgis.com

This map is for informational purposes only. It is not for appraisal of, description of, or conveyance of land. The City & Borough of Sitka, Alaska and MainStreetGIS, LLC assume no legal responsibility for the information contained herein.

CERTIFICATE OF OWNERSHIP AND DEDICATION

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREIN AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

10/25/2016 DATE
Randy Hitchcock OWNER
[Signature] (SIGNATURE)

DATE OWNER (SIGNATURE)

NOTARY'S ACKNOWLEDGMENT

US OF AMERICA
STATE OF ALASKA
CITY & BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS 25 DAY OF October, 2016, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED Randy Hitchcock

TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND HE ACKNOWLEDGED TO ME THAT HE SIGNED THE SAME 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.

MY COMMISSION EXPIRES With office

Samantha Piuson
NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

STATE OF ALASKA
NOTARY PUBLIC
Samantha Piuson
My Commission Expires With Office

CERTIFICATE STATE OF ALASKA (FIRST JUDICIAL DISTRICT)

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE CITY & BOROUGH OF SITKA, HEREBY CERTIFY THAT THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY & BOROUGH OF SITKA, IN THE NAME OF Randy Hitchcock

AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL; THAT CURRENT TAXES FOR THE YEAR 2016 WILL BE DUE ON OR BEFORE AUGUST 31, 2016, DATED THIS 25 DAY OF October 2016.

Wanda Laureate
ASSESSOR, CITY AND BOROUGH OF SITKA

CERTIFICATE OF APPROVAL BY THE BOARD

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREIN HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLATTING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. P 16-03, DATED Sept. 20, 2016, AND THAT THE PLAT SHOWN HEREIN HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, SITKA, ALASKA.

01/27/2016 DATE
Samantha Piuson
CLERK, PLATTING BOARD
SECRETARY

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREIN HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY AS RECORDED IN MINUTE BOOK 15, PAGE 289, DATED Sept. 20, 2016, AND THAT THE PLAT SHOWN HEREIN HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICIO RECORDER, SITKA, ALASKA.

SLANDERER 2016 DATE
Randy Hitchcock
CITY AND BOROUGH CLERK

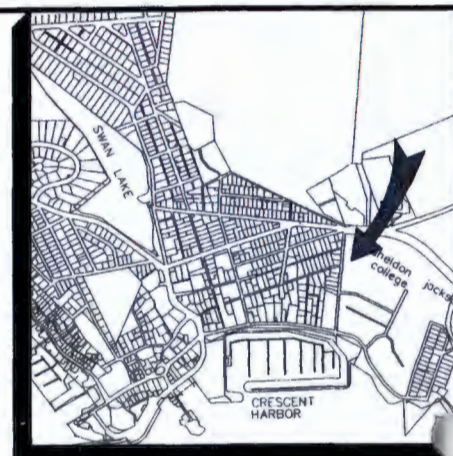
CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND FINANCE DIRECTOR FOR THE CITY & BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY & BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY, IS CARRIED ON THE RECORDS IN THE NAME OF City and Borough of Sitka

CALL OWNERS OF RECORD, AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL L.I.D.'S ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL.

DATED THIS 25 DAY OF October
2016, AT SITKA, ALASKA.

FINANCE DIRECTOR
CITY & BOROUGH OF SITKA



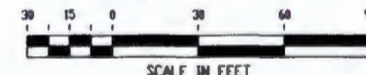
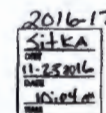
VICINITY MAP

LEGEND

- PRIMARY CONTROL MONUMENT RECOVERED (BRASS CAP)
- BURIED PRIMARY BRASS CAP (RECOVERED)
- SECONDARY MONUMENT (SET)
- SECONDARY MONUMENT (RECOVERED)
- RECORDED DATA
- COMPUTED DATA
- MEASURED DATA

NOTES

- THE PURPOSE OF THIS PLAT IS TO SUBDIVIDE LOT 17 OF THE SHELDON JACKSON CAMPUS SUBDIVISION INTO 2 LOTS.
- SEE THE ACCESS AND UTILITY EASEMENT AGREEMENT RECORDED UNDER SERIAL NO. 2016-0112.
- THE 40 FT. ACCESS EASEMENT IS RESTRICTED TO LOTS 12 AND 17 (NEW LOTS A AND B) ONLY, AND FOR EMERGENCY USE BY 'SHARED PARKING' USERS.



SITKA RECORDING DISTRICT

CLIENT: RANDY HITCHCOCK

O'NEILL
SURVEYING AND ENGINEERING

BOX 1849 SITKA, ALASKA 99835
PHONE: (907) 747-6700
FAX: (907) 747-7990
EMAIL: oneilleng@aol.com

BY	DATE	REV.	DESCRIPTION OF CHANGE
			RECORD OF REVISIONS



DESIGNED BY: O'NEILL
DRAWN BY: [Signature]
CHECKED BY: [Signature]
DATE OF PLANNING: 08/08/16
SCALE: 1" = 30'
DRAWING NAME: 2016-09
PROJECT NO: 30406-09

SURVEYOR'S CERTIFICATE
I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED BY THE STATE OF ALASKA, AND THAT ON 10/25/2016, 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 NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.
10/25/16 DATE
Patrick K. O'Neill, L.S. 49716

CAMPUS VIEW SUBDIVISION

Subdivision of Lot 17
SHELDON JACKSON CAMPUS SUBD.
PLAT NO. 2009-8











