Attachment A Applicant Materials



CITY AND BOROUGH OF SITKA

RECEIVED MAY 0 1 2018 PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT **GENERAL APPLICATION FORM**

- 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 <u>completely</u>. No request will be considered without a completed form.
- Submit all supporting documents and proof of payment

· Japinican supp	rining accumumana ana proci	o payment.	
APPLICATION FOR:	VARIANCE	CONDITIONAL USE	
	ZONING AMENDMENT	PLAT/SUBDIVISION	
BRIEF DESCRIPTION	OF REQUEST: <u>Short-to</u>	erm rental	of existing
apartment Cap	01000x. 800 sq f4) if a	single Damily	shome previously
occupied by lo	ng term renter of	prior owner	· Rentals to take
place primar	ily during summ	ner months p	lith owner on site
PROPERTY INFORMA	TION:		
	PROPOSED ZONIN		J a
CURRENT LAND USE(S):	PROPOSI	ED LAND USES (if changing)	:
APPLICANT INFORMA	ATION:		
PROPERTY OWNER: Ao	lam Pardy / Meliss	a Pardy	
	453 Charteris	,	
STREET ADDRESS OF PROPERT	v: 453 Charteris	s st.	
APPLICANT'S NAME:			
	153 charteris.		
EMAIL ADDRESS: <u>melpa</u>	rdy Ragmail.com	_ DAYTIME PHONE:	0.404.4831
	<u> </u>		
PROPERTY LEGAL DE	SCRIPTION:	·	
TAX ID: 04611000	LOT: <u>23</u> -В	BLOCK:	TRACT:
SUBDIVISION: Charter	LOT: 23-B ris (Cascade Creek)	US SURVEY:	
	*		
Parchy		453	Charteris St.
Last Name	Date Submitted		Project Address

REQUIRED INFORMATION:

For All Applications:	RECEIVED	MAY 0 1 2018
Completed General Application	form	
Supplemental Application (Varia	ance, CUP, Plat, Zoning Amendment)	
Site Plan showing all existing an	d 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 of	documents or at Alaska Recorder's Office website)	
Copy of current plat (find in pur	chase documents or at Alaska Recorder's Office website)	
Site photos showing all angles o or printed in color on 8.5" x 11"	f structures, property lines, street access, and parking – emailed to 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:		
General Code and hereby state that all of the best of my knowledge, belief, and pro- cover costs associated with the processin notice will be mailed to neighboring prop Planning Commission meeting is required access the property to conduct site visits behalf.	the property described above and that I desire a planning action in confithe above statements are true. I certify that this application meets ofessional ability. I acknowledge that payment of the review fee is not go of this application, and does not ensure approval of the request. I perty owners and published in the Daily Sitka Sentinel. I understand of for the application to be considered for approval. I further authorize as necessary. I authorize the applicant listed on this application to consider the applicant listed on the application to consider the application to consider the applicant listed on the application to consider the application to consider the application to the application to consider the application to the application to consider the application to the application to the application the application the application to the application the application the application to the application to the application the application to the application the application the application to the application the appli	SCG requirements to on-refundable, is to understand that public that attendance at the e municipal staff to
Owner/	Date	
Owner	Date	
true. I certify that this application meets	conformance with Sitka General Code and hereby state that all of the SCG requirements to the best of my knowledge, belief, and profession fee is non-refundable, is to cover costs associated with the procession sest. 1	onal ability. I
Parady	463 Chart	ivis St.
Last Name	Date Submitted Project Ad	dress

CITY AND BOROUGH OF SITKA



PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT SUPPLEMENTAL APPLICATION FORM **CONDITIONAL USE PERMIT**

AP	PLICATION FOR	MARIJUANA ENTERPRISE SHORT-TERM RENTAL OR BED AND BREAD OTHER:	
CR	ITERIA TO DETERN	11NE IMPACT – SGC 22.24.010(E) (Pi	lease address each item in regard to your proposal)
6	Amount of vehicular t	traffic to be generated and impacts of the	traffic on nearby land uses:
	*	See attached for all	items
€		e generated and its impacts on surroundin	ng land use:
6			
•	- "		
6	Location along a majo	or or collector street:	
•		clients to access the site through resident io:	ial areas or substandard street creating a cut
©	Effects on vehicular a	nd pedestrian safety:	
Pa	urdy		453 Chartens S
Las	t Name	Date Submitted	Project Address

@	Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: RECEIVED MAY 0 1 2018
8	Logic of the internal traffic layout:
•	Effects of signage on nearby uses:
•	Presence of existing or proposed buffers on the site or immediately adjacent the site:
⊗	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.):

REQUIRED FINDINGS (SGC 22.30.160(C):

RECEIVED MAY 0 1 2018

The granting of the proposed permit will not: a. Be detrimental to the public health, safety, and general welfare because; ;		
b. Adversely affect the established character of the surrounding vicinity, because; no 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,		
goals, objectives, and policies of the	and any implementing regulation, specifically,	
conforms to Comprehensive Plan Section	which states	
entorced, because		
ANY ADDITIONAL COMMENTS		
Melissa Pardy Umsay	anay 4/23/18	

Application for Short-Term Rental 453 Charteris St.

CRITERIA TO DETERMINE IMPACT

Amount of vehicular traffic to be generated and impact of the traffic on nearby land issues:

It is not anticipated that vehicular traffic will be greatly increased and vaguely noticeable. It is expected that there will be one extra vehicle, two at most, traveling on neighborhood streets during each rental period. The additional vehicle would most significantly impact traffic on the driveway shared between 3 properties. The rental property is the second of three properties on the driveway and the occupants would be traveling past the first property to the rental space located on second property on the shared driveway. Dedicated parking for renter is already present on property owner's personal property lot. Additionally, we were told by the prior property owner he had a full time tenant living in the space for the past seven years. Currently, with our ownership there is no tenant so adding this traffic back to what it has been with a full time tenant present should not effect what the area is normally used to.

Amount of noise to be generated and it's impacts on surrounding land use:

It is not expected that the amount of noise will greatly increase compared to current noise. The property owner has determined that outdoor quiet hours will be in effect Sunday-Thursday 9pm-7am and Friday-Saturday 11pm-8am. This will restrict renters from using outdoor facilities in a manner that creates noise to adjacent landowners.

Odors to be generated by the use and their impacts:

No major odors are expected. Possible grilling of food but there is currently no grill made available to patrons. Refuse will be contained in city issued container.

Hours of Operation:

Renters may come and go as they please 24 hours a day, 7 days per week. However, renter check in and out will be designated between the hours of 8am and 6pm unless extenuating circumstances prevent.

Location along a major or collector street:

The property is located off of a collector street, Charteris St, but pushed back from the road about 100 feet. The closest major street is either Edgecumb Drive and then Halibut Point Road.

Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario:

Non-applicable/This property can only be accessed via Charteris St.

Effects of vehicular and pedestrian safety:

Due to the limited nature of patron presence, only one per booking period, there should be minimal effect on vehicular and pedestrian safety. Patrons will have the ability to access area activities including Sitka Cross Trail by foot and will be provided appropriate pedestrian safety instructions to access.

Ability of the police, fire and EMS personnel to respond to emergency calls on the site:

Sitka police and fire departments are located approximately 1.5 miles from the property. All roads leading to the property are maintained by the city making the property quickly and easily accessible. Apartment is accessible to personnel via the front side of the home just off of the driveway via doorway and a large window.

Logic of the internal traffic layout:

The property has one private entrance on the front of the existing home. It does not share any common spaces with the existing home. Internal traffic will be restricted to the apartment which includes an open concept living room/kitchen, a bedroom, and bathroom. All access will be via the front door or in an emergency there are two large windows located at ground level.

Effects of signage on nearby uses:

There will be no additional signage posted. An address is posted on a post at the end of the driveway.

Presence of existing or proposed buffers on the site or immediate adjacent the site:

Existing buffers include a retaining wall and yard between the property and properties to the west and north west, a grassy area with trees between the property and the property to the south, and large wooded area between the property and properties to the north and north east.

Relationship if the proposed conditional use is in a specific location to the goals, policies, and objective of the comprehensive plan:

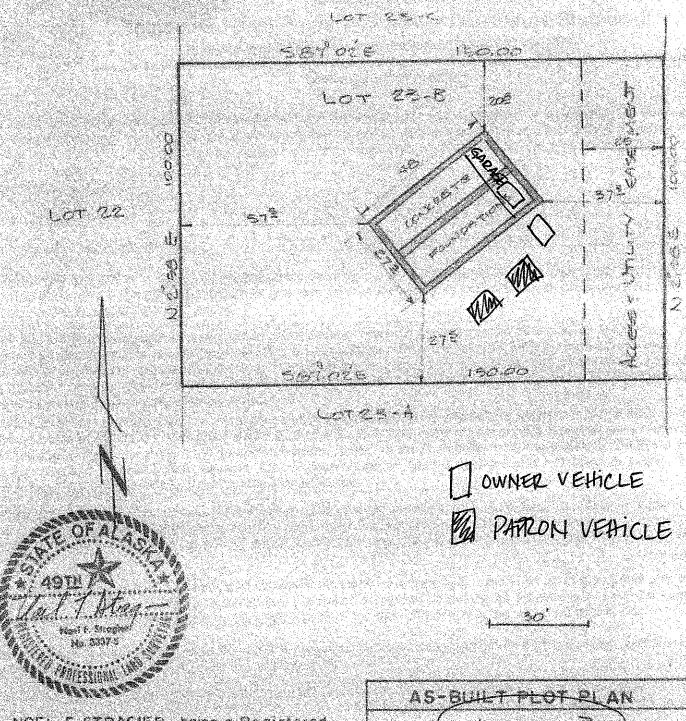
Section	Description	Support
-2:1:2-	Economic growth that improves the quality of life, improves living standards, promotes housing, maintains an affordable cost of living for families and supports a stable population	Rental property will support owner by providing an affordable cost of housing and in turn supplementing monies allocated by family for use in purchasing goods and services with other businesses in Sitka.
2.2.3	Produce high-quality goods or services	Owner is dedicated to providing services above expectation in order to establish a superior reputation to attract additional visitors to Sitka.
2.2.9	Complement existing economic activities	Provides an integral piece to the tourism industry in Sitka by providing visitors with

		accommodations whether they be here for cruising, site seeing, fishing, visiting family, or otherwise.
2.2:15	Provide housing that can be acquired by a median income Sitka household using no more than 30 percent of its gross income;	Rental of unit provides owner affordable housing on the property, additionally in the off tourist season, property may be rented short term at a reduced rate similar to long term housing rates to local population.
2.2.16	Improve the availability of affordable housing, both long-term and short-term, to accommodate working families, seasonal workers, and students;	Directly provides short term housing to accommodate population in the off tourist season.
2.2.18	Maintains and enhances the strength of our existing local businesses	Provides healthy competition for other business owners in hospitality and housing industries.
2.2.20	Will further establish Sitka as a regional center for trade, transportation, professional and technical services, and any other service, facility or commodity for which there is a regional need or demand, while continuing to support use of existing natural resources, artistic and cultural events and services, fishery service and support, visitor services and facilities, financial and business services.	Directly impacts the tourism industry by providing additional accommodations for vacation tourists, fishing tourists, cruise tourists, ect. Without adequate accommodation availability it will limit the amount of visitors to Sitka.
2.5.1	To encourage diverse housing types and densities in order to assure decent housing for all persons in all income groups,	Provides a multi-family unit building.
2.6.2K	Encourage the development of facilities to accommodate visitors, such as bed and breakfasts, hotels, restaurants, and recreation areas, however, short term rentals and bed and breakfasts proposed to be located in residential areas should be designed and developed such that noise, traffic, lighting, and visual impacts from the facilities are no more significant than impacts from ordinary residential uses in neighborhoods where they will be located.	Directly supports development of housing for visitors while not significantly impacting normal residential use by limiting the number of guests to 4 and only providing one unit for rental.
2.8.1A	To maintain the superlative visual character of Sitka Sound and the City and Borough of Sitka as an overriding goal, including Encouragement of sightseeing and	Booklet of area activities will be present in the unit for visitors. Booklet will include use of area trails and recreation areas, boat tours, and other outdoor recreation

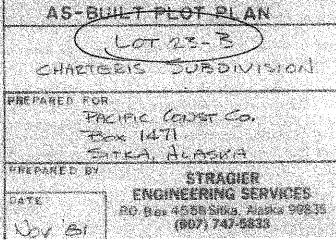
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1	non-consumptive tourism	activities.
1	non-consumptive tourism	4001 410100.
1	 	

Other criteria that surface through public comments or planning commission review (odor, security, safety, waste management, etc.)

One concern that may surface regarding this property address is waste management in regards to the presence of area bears. Property owners keep trash in the city provided bin with a closed lid. Bin may also be located in garage. Patrons will have full access to the bin which is picked up on a weekly basis to avoid overflow. The property is also equipped with flashing motion sensor lights to deter any bear activity. Installation of a marked electric fence may take place Summer 2018. Limited odors will be present and may include grilling. At this point in time no facilities are being made available for this activity. This will be a non-smoking facility. No consumption of any kind will be permitted on property.



i, NOEL F. STRAGIER, being a Registered Land Surveyor in the State of Alaska; traving inspected LoT 23-8 (HATTERS SIZE), hereby certify that the improvements located thereon lie wholly within the property lines and that improvements on adjacent properties do not encroach upon the subject property.



UDDER LEVEL OWNER 4440 LOWER LEVEL GARAGE - electrical lorenter BEDROOM BATHROOMOU CLOSET DWHER LIVING 1SLANI) VEHICLE ROOM KITCHEN 000 481 STAIRCASE TO OWNER UNIT OWNER VEHICLE GRAVEL PARKING PATRON PATRON GRAVEL PARKING VEHICLE VEHICLE

21 A 25 MINYED CA NO. 1000H CLEARPHING

Hello and Welcome! We know you must be looking forward to the vacation that you have booked with us. We hope you have a lovely time and if we can be of any service to you throughout your stay then please let us know.

The person that manages and owns the rental is Melissa Pardy and she can be reached at (720)404-4831. The owners live on site as well in the upstairs portion of the home. Please be courteous to the family and their comings and goings in the home.

The address of your vacation rental property is: 453 Charteris St. Sitka, AK 99835.

Please make yourselves at home! Have a look through the cupboards to familiarize yourself with the contents of the property. The property should be clean with clean bedding on the beds and clean towels in the cupboards. If you find anything to not be to your satisfaction please inform Melissa Pardy within the first 24 hours of arriving at the property.

Kitchen:You will find all that you need for cooking and dining in the kitchen as well as a coffee maker, microwave, stove/oven, and full refrigerator. There may also be limited cooking supplies such as salt and pepper present. All appliances are electric.

Living Room: There is a television and Blue Ray player present. Although there is no cable or satellite TV. Wifi is available for use of streaming.

Bedrooms: There is one bedroom with a queen bed and one bathroom with a full tub and shower. If more sleeping space is required (up to 4 guests total) please inform the owner so that bedding and roll aways may be provided. We have provided towels that are for use in the property. Please provide your own towels for use on the beach.

Outdoor: The upstairs deck is for use of the property owner only. However, any use on the ground level on the lot is encouraged. If you desire to use the firepit please feel free to do so. This is a communal use pit so joining other users is encouraged if it is already in use. Wood is located under the stairs and firestarters are located in the kitchen cabinet. When you are finished using the pit please pour a full bucket of water on the pit to ensure that the fire is out. There is a bucket located next to the wood pile and a hose on the front of the home next to the garage door.

Smoking: Please refrain from smoking. This is a non-smoking rental.

Parking: There are two parking spaces dedicated for the rental directly in front of the home.

Heating / Air conditioning: Heating is controlled by individual thermostats in each room. Please be conscientious of the temperature and return to 60 degrees upon check out. There is no air conditioning

and it is not expected that you would ever need it. If you do feel warm there are fans located in the closet under the stairs for your use. The windows all open as well.

Garbage:There is a large garbage can located on the west side of the house. Please ensure that all garbage is placed into the can and that the lid can be secured. Due to the presence of area wildlife including bears and birds no trash may be left outside the can. Should you have trash that will not fit please contact the owner directly to dispose of it.

Quiet Hours: We want to ensure that we respect our neighbors. Please keep noise to a minimum Sunday-Thursday 9pm-7am and Friday-Saturday 10pm-8am.

Emergency: In case of an emergency, please dial 911to reach the fire, ambulance or police.

Bear Safety: There are many wonderful things to do that are very near your rental. The Sitka Cross Trail trailhead is just up the hill on Charteris St. Being that we are so close to national forest, we share the trail with local wildlife including bears. For your safety, if you encounter a bear do not engage with it or feed it. Let it know you see it and walk away. We have provided bear spray, located in the kitchen cabinet, for you to take with you anytime you go hiking. Please ensure you read the instructions on how to use it before leaving.

Cleaning Supplies: Basic cleaning supplies are provided for you should you need them for spills or anything unexpected. They are located in the closet under the stairs.

Check Out: Upon check out please ensure the following-

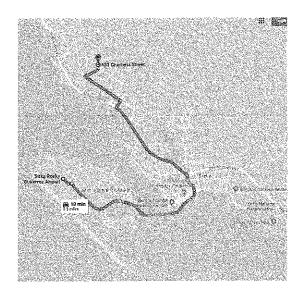
- 1. Trash is taken to the outdoor bin and bin is sealed shut. If there is excess trash please leave it in the kitchen in a tied trash bag.
- 2. All towels and bed linens are left in the bathroom either in the tub or on the floor.
- 3. All dirty dishes have been placed in the dishwasher and the washer has been started.
- 4. Thermostats have been turned down to 60 degrees.
- 5. All lights have been turned off.
- 6. Door has been locked and key has been placed back in the lock box.

Thank you for your stay and we hope that you enjoy Sitka! If you have any needs or questions don't hesitate to ask!

Melissa & Adam Pardy

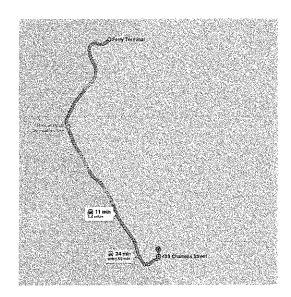
From Airport:

- 1. Turn right onto Airport Road
- 2. After 1 mile continue onto Harbor Dr. and then onto Lake St.
- 3. At the roundabout take the 3rd exit onto Halibut Point Road.
- 4. Continue for .6 miles and take a right onto Kashevaroff St.
- 5. Turn left at the first cross street onto Edgecumbe Dr.
- 6. After .4 miles turn right onto Charteris St.
- Turn left into rental driveway. The rental is the second home on the drive, the log siding home on your left.



From Ferry Terminal:

- 1. Exit the ferry terminal by taking a right onto Halibut Point Road.
- 2. After 5.1 miles take a left onto Davidoff St.
- 3. Follow the road uphill and take your only left onto Charteris St.
- 4. Go through the stop sign.
- Turn left into rental driveway. The rental is the second home on the drive, the log siding home on your left.















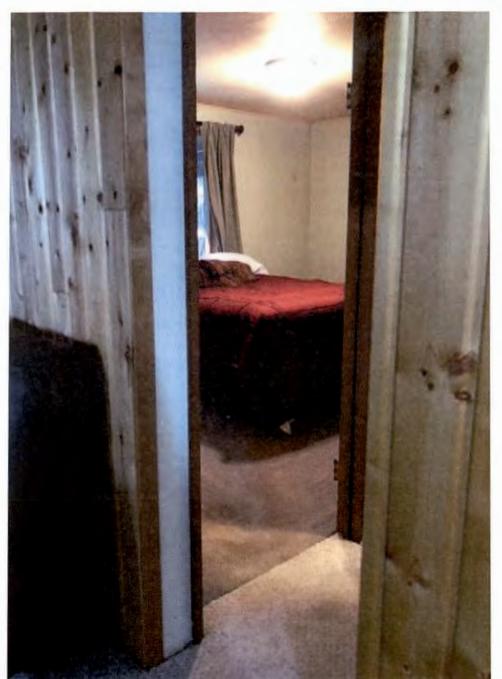


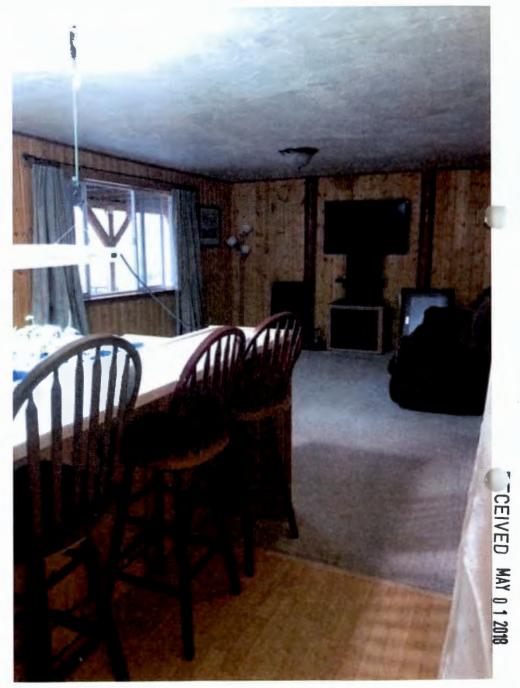












Attachment B

Staff Materials

