

Attachment A

Applicant Materials



CITY AND BOROUGH OF SITKA

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 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:

Building ^{additional} apartment in my
existing ^{art} studio/short term rental

PROPERTY INFORMATION:

CURRENT ZONING: CBD PROPOSED ZONING (if applicable): _____

CURRENT LAND USE(S): art studio/rental PROPOSED LAND USES (if changing): — none
apt.

APPLICANT INFORMATION:

PROPERTY OWNER: COLIN HERFORTH

PROPERTY OWNER ADDRESS: 308 MONASTERY ST BOX 2728

STREET ADDRESS OF PROPERTY: 308 MONASTERY ST

APPLICANT'S NAME: COLIN HERFORTH

MAILING ADDRESS: BOX 2728

EMAIL ADDRESS: colinherforth DAYTIME PHONE: 738-6194

PROPERTY LEGAL DESCRIPTION:

TAX ID: _____ LOT: _____ BLOCK: _____ TRACT: _____

SUBDIVISION: _____ US SURVEY: _____

HERFORTH
Last Name

Apr 30, 18
Date Submitted

308 Monastery
Project Address

REQUIRED INFORMATION:

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 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.

COLIN HERFORTH
Owner

Apr 30, 18
Date

Christie Jones
Owner

4/30/18
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

HERFORTH
Last Name

Apr. 30 18
Date Submitted

308 Monastery
Project Address



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:

1 parking space at location w/exsisting parking
for 4-5 vehicles

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

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

- Hours of operation: check in/check out of short-term clientele

based on arrival/departure of airlines/ferry

- Location along a major or collector street: CBD - 308 Monastery St.

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

- Effects on vehicular and pedestrian safety: NA

HERFORTH

Last Name

Apr. 30 '18

Date Submitted

308 Monastery

Project Address

- Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: EASY ACCESS
- 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: NA
- 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.): N/A

REQUIRED FINDINGS (SGC 22.30.160(C):

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

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

_____;

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

_____ ; 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, _____

_____;

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 _____

_____.

ANY ADDITIONAL COMMENTS _____

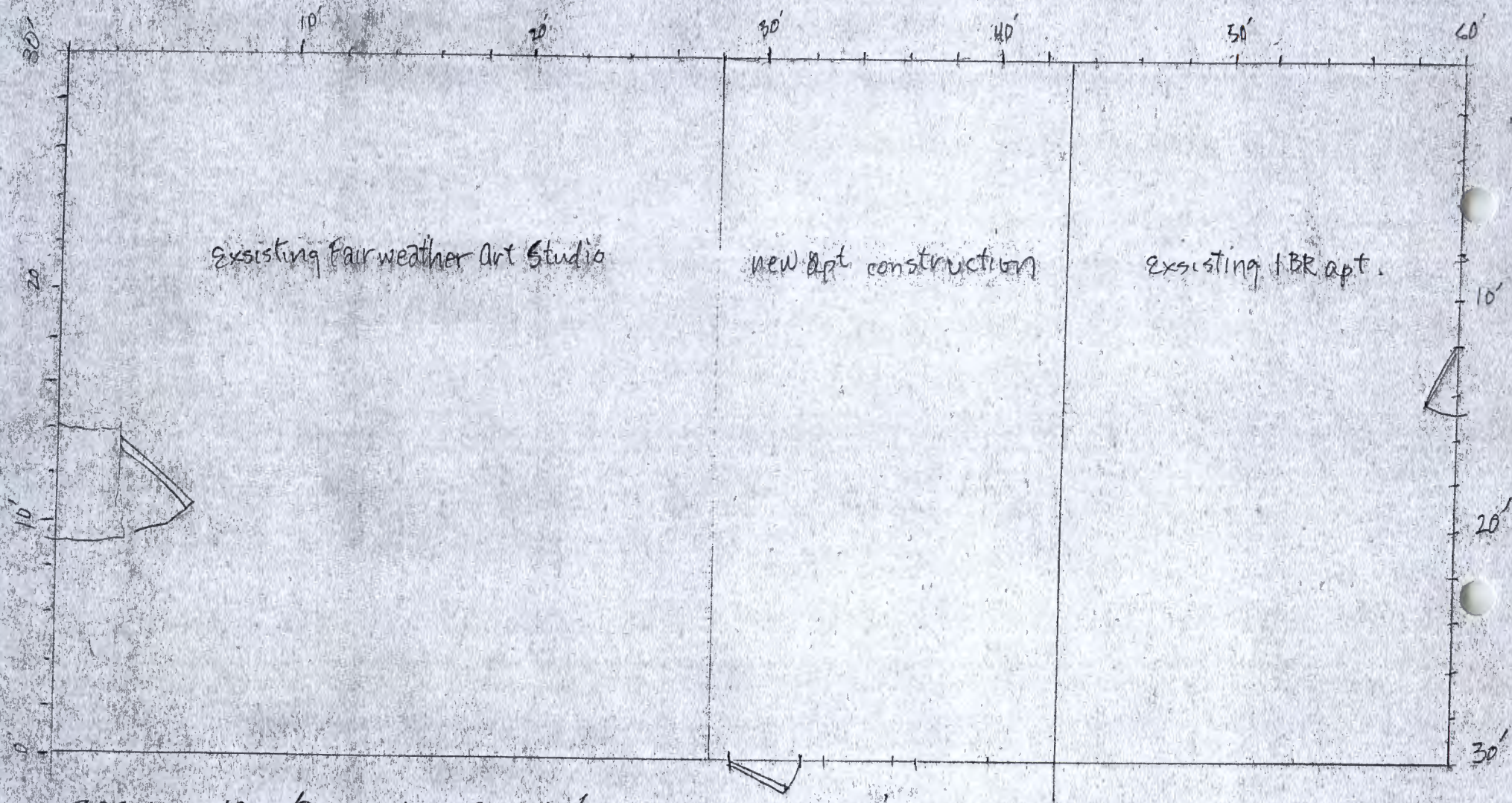
CR / Mj
Applicant

4.30.18
Date

HERFORTH
Last Name

4/30/18
Date Submitted

308 Monestary
Project Address

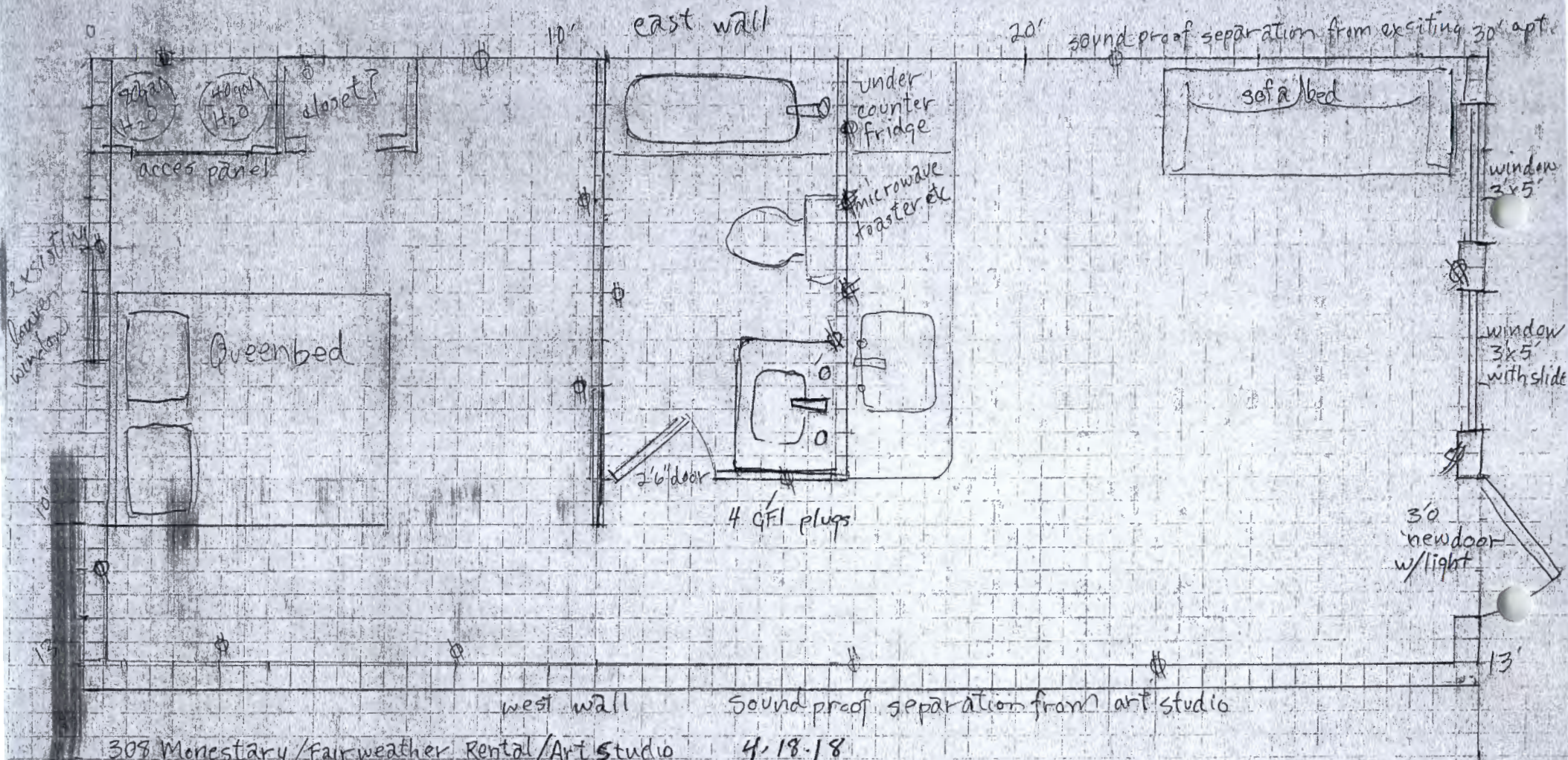


308 Monestary/Fairweather Rentals/Art Studio

4.19.18

COLIN HERFORTH/CHRISTIE JONES 738-6194/738-8601

Remodel/Apt. +/- 377 sq



308 Monestary/Fairweather Rental/Art Studio

4.18.18

Colin Herforth/Christie Jones 738-6194/738-8601

Remodel/Apt +/- 377# one square = \square 6"

2x4 construction w/sound proof walls east/west
R16 insulation







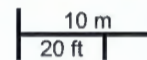




City & Borough of Sitka, Alaska

Selected Parcel: 308 Monastery St ID: 12185000

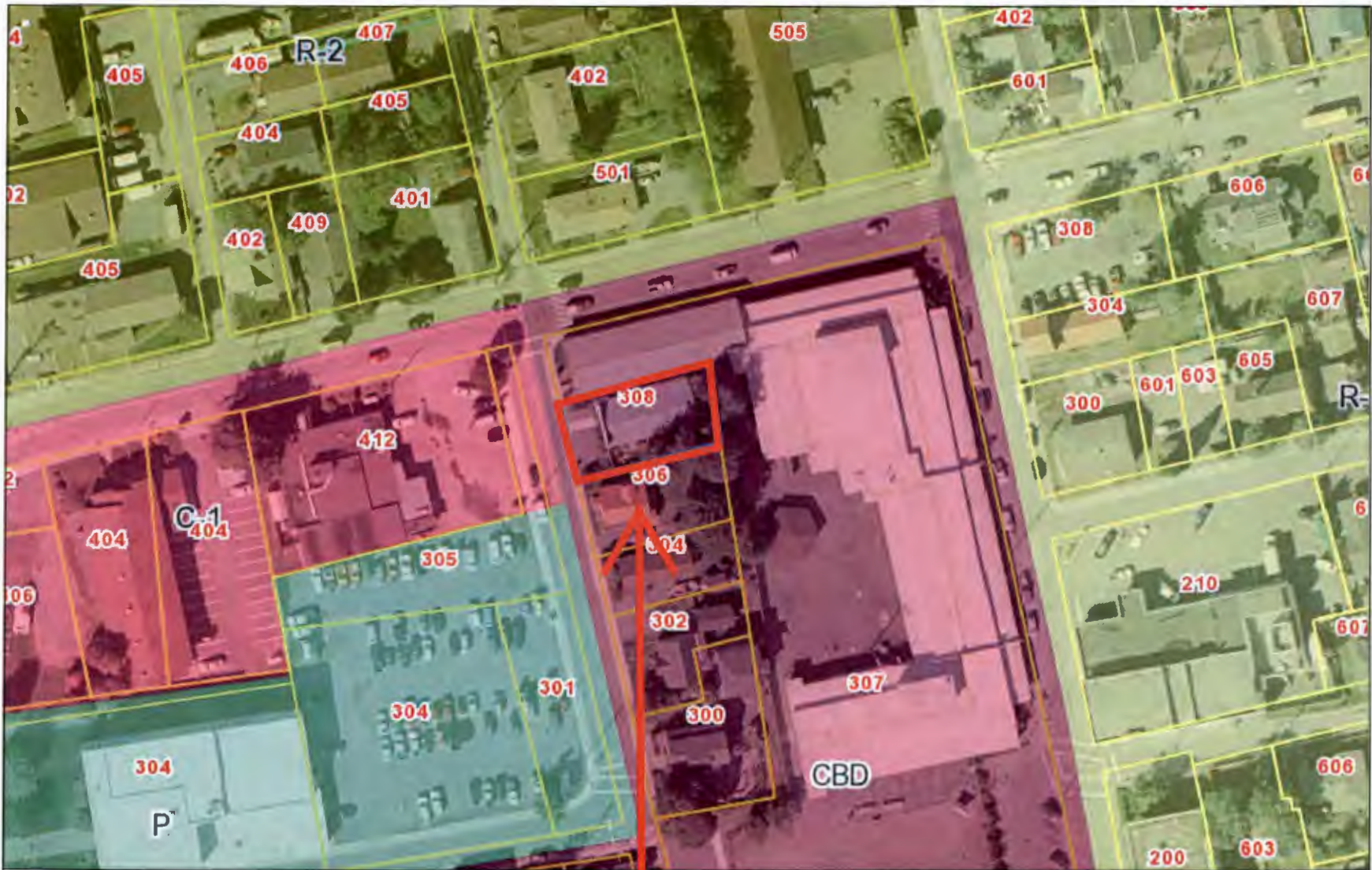
Printed 4/30/2018 from <http://www.mainstreetmaps.com/ak/sitka/internal.asp>



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.

Attachment B

Staff Materials



City & Borough of Sitka, Alaska

Selected Parcel: 308 Monastery St ID: 12185000

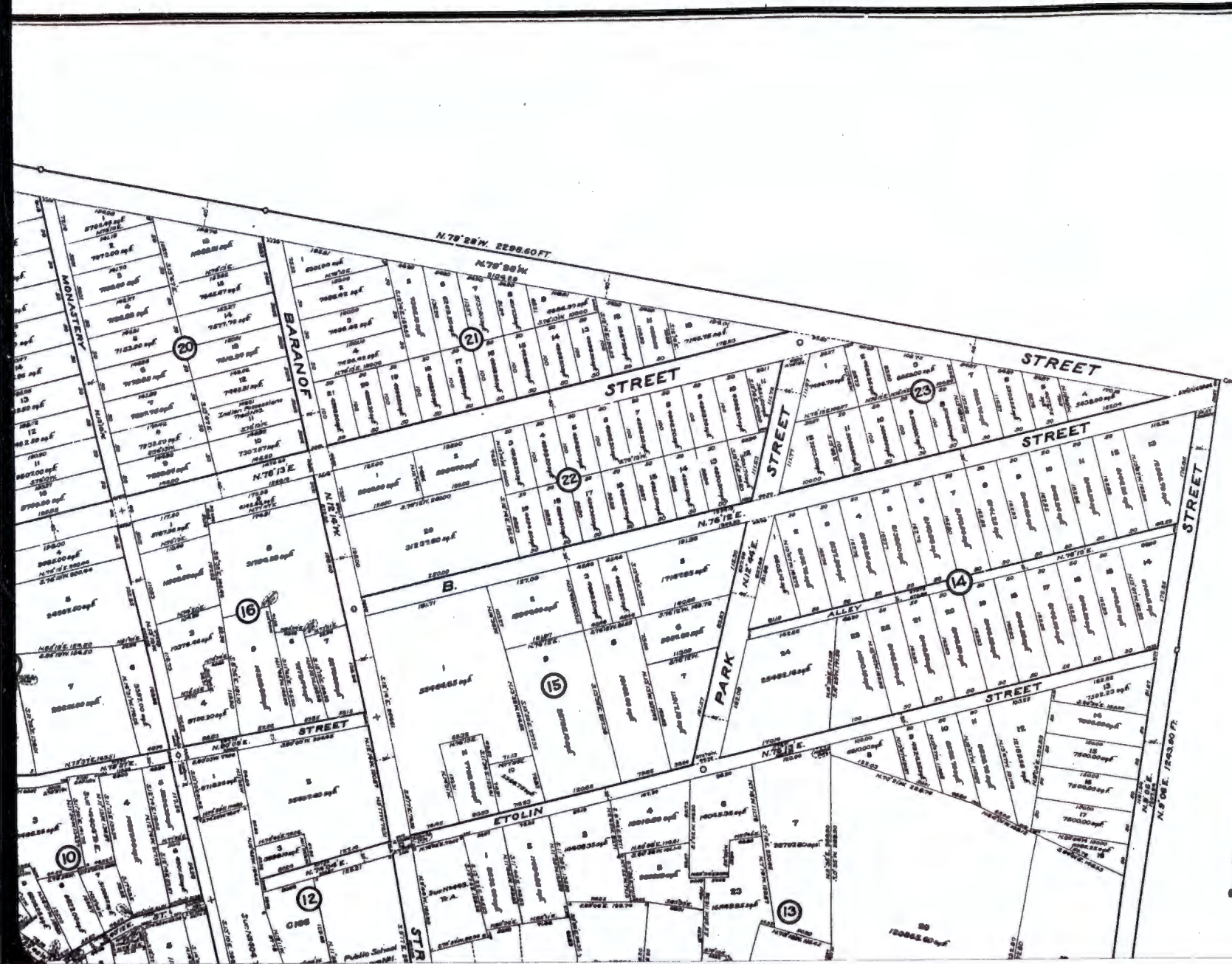
Printed 5/7/2018 from <http://www.mainstreetmaps.com/ak/sitka/internal.asp>

20 m
100 ft



MainStreetGIS
MainStreetGIS, LLC
www.mainstreetgis.com

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Sur. No 407 Tract B.









