



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: I would like to do a short term
rental in my primary residence

PROPERTY INFORMATION:

CURRENT ZONING: R1 PROPOSED ZONING (if applicable): N/A

CURRENT LAND USE(S): Residential PROPOSED LAND USES (if changing): N/A

APPLICANT INFORMATION:

PROPERTY OWNER: Parcae Soule

PROPERTY OWNER ADDRESS: 602 Monastery St

STREET ADDRESS OF PROPERTY: 602 Monastery St

APPLICANT'S NAME: Parcae Soule

MAILING ADDRESS: Same as above

EMAIL ADDRESS: parcaes@gmail.com DAYTIME PHONE: (907) 738-3650

PROPERTY LEGAL DESCRIPTION:

TAX ID: 1-7585-000 LOT: 4 BLOCK: _____ TRACT: _____

SUBDIVISION: Fager US SURVEY: 226

Soule
Last Name

2/8/19
Date Submitted

602 Monastery St
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.

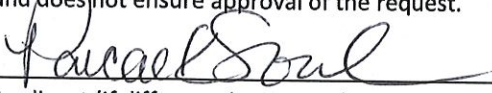

Owner

2/8/19
Date

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)

2/8/19
Date

Last Name

Date Submitted

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:

minimal

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

Not a significant increase in noise – Noise restrictions mentioned in welcome packet.

- Odors to be generated by the use and their impacts: No different than normal

residential

- Hours of operation: 24/7 – quiet hrs enforced.

- Location along a major or collector street: Monastery and Kinkead

- Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: None, only one access to driveway

off of Monastery

- Effects on vehicular and pedestrian safety: minor

Soule

Last Name

2/8/19

Date Submitted

602 Monastery

Project Address

- Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: As normal - access off city right away
- Logic of the internal traffic layout: Ample parking available
- Effects of signage on nearby uses: None
- Presence of existing or proposed buffers on the site or immediately adjacent the site: Natural buffers of bushes and trees
- 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): supports growth of and tourism by providing affordable housing close to town.
- Other criteria that surface through public comments or planning commission review (odor, security, safety, waste management, etc.): _____

Soule
Last Name

2/8/19
Date Submitted

602 monastery St
Project Address

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 it does not change residential nature and owner on site;

b. Adversely affect the established character of the surrounding vicinity, because consistent with residential uses; 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, visitors will not be able to intrude on others property.;

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 Ed 6.5 which states Supports growth of Sitka's independent, cruise related, and heritage tourism work and enterprises.
because the proposal expands lodging options for visitors.

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

enforced, because owner will be on site to monitor.
will hire property manager if no longer living on site

ANY ADDITIONAL COMMENTS



Applicant

2/8/19

Date

Soule

Last Name

2/8/19

Date Submitted

602 Monastery St

Project Address

WHEN RECORDED RETURN TO:

Name: Parcae Soule
Address: 602 Monastery Street
Sitka, Alaska 99835

WARRANTY DEED

THIS INDENTURE, made and entered into this 30 day of June, 2014 by and between

Scott T. McAdams and Romee S. McAdams, husband and wife

whose mailing address is: 602 Monastery Stret, Sitka, AK 99835, **GRANTOR**, and

Parcae Soule

whose mailing address is: 602 Monastery Street, Sitka, AK 99835, **GRANTEE**,

WITNESSETH:

That the said Grantor, for and in consideration of the sum of \$10.00 and other good and valuable consideration, does by these presents convey and warrant unto said Grantee, all of the following described property, to wit:

Lot Four (4) Fager Subdivision, according to the plat thereof filed October 20, 1971 as Plat No. 113. Sitka Recording District, First Judicial District, State of Alaska.

SUBJECT TO covenants, conditions, easements, restrictions, reservations and rights-of-way of record, if any.

TO HAVE AND TO HOLD the premises, with the appurtenances unto the said Grantee, and to its heirs and assigns forever.

Dated: June 30, 2014

Scott T. McAdams by Romee S. McAdams
Scott T. McAdams by Romee S. McAdams,
his Attorney in fact

Romee S. McAdams
Romee S. McAdams

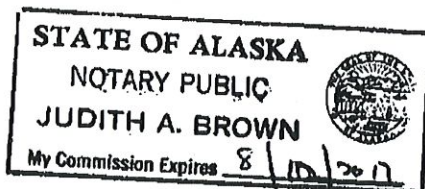
STATE OF ALASKA

FIRST JUDICIAL DISTRICT

)
) ss.
)

On this day personally appeared before me: Scott T. McAdams by Romee S. McAdams, attorney his attorney in fact and for herself, to me known to be the individual(s) described in and who executed the above and foregoing instrument, and acknowledged to me that they signed the same freely and voluntarily for the uses and purposes therein mentioned.

WITNESS my hand and official seal this 30 day of June, 2014.



J. A. Brown
Notary Public in and for the State of Alaska
My commission expires: August 12, 2017

Parcel ID: 1-7000-000
CITY & BOROUGH OF SITKA
100 Lincoln St
Sitka AK 99835

Parcel ID: 1-7020-000
REZEK MANAGEMENT, LLC
2010 Kainulainen Dr
Sitka AK 99835

Parcel ID: 1-7375-000
CITY & BOROUGH OF SITKA
100 Lincoln St
Sitka AK 99835

Parcel ID: 1-7447-000
ETULAIN DAN R.
ETULAIN KATHIE
520 Lake St
Sitka AK 99835

Parcel ID: 1-7452-000
PEARSON DAVID O.
JACOBSEN THOMAS
514 Lake St Ste A
Sitka AK 99835

Parcel ID: 1-7465-000
KAINULAINEN FAMILY TRUST
PO Box 1629
Sitka AK 99835-1629

Parcel ID: 1-7480-000
MARTIN REVOCABLE TRUST, MARTY
& ELIZABETH
PO Box 437
Sitka AK 99835

Parcel ID: 1-7490-000
KAINULAINEN FAMILY TRUST
PO Box 1629
Sitka AK 99835-1629

Parcel ID: 1-7495-000
SITKA ALASKA CONGREGATION OF
JEHOVAH'S WITNESSES
519 Monastery St
Sitka AK 99835

Parcel ID: 1-7520-000
WOLFF DAVID L.
518 Monastery St
Sitka AK 99835

Parcel ID: 1-7525-000
NOVCASKI NORMA
NOVCASKI WILLIAM
201 Cascade Creek Rd
Sitka AK 99835

Parcel ID: 1-7530-000
NATION TRINA
WHITEHEAD KURT
PO Box 388
Klawock AK 99925

Parcel ID: 1-7535-000
CARLOS GAUDALUPE
502 Kincaid St
Sitka AK 99835

Parcel ID: 1-7560-000
KREISS-TOMKINS JONATHAN
P.O. Box 6615
Sitka AK 99835

Parcel ID: 1-7565-000
KREISS-TOMKINS JONATHAN
P.O. Box 6615
Sitka AK 99835-6615

Parcel ID: 1-7580-000
MELVILLE KEN L.
PO Box 1871
Sitka AK 99835

Parcel ID: 1-7585-000
SOULE PARCAE
602 Monastery St
Sitka AK 99835-7416

Parcel ID: 1-7595-000
LYSONS MARSHA K.
LYSONS HARRY A.
606 Monastery St
Sitka AK 99835

Parcel ID: 1-7605-000
SILVA LAUREN R.
SILVA RYAN S.
608 Monastery St
Sitka AK 99835

Parcel ID: 1-7610-000
FRIEDMAN MICHELE
WIRTH ROLAND
612 Monastery St
Sitka AK 99835

Parcel ID: 1-7615-000
BOWMAN CHARLES E.
105 Skyline Dr
Homer AK 99603

Parcel ID: 1-7616-000
DRAIN ERIKA B.
515 Kincaid St
Sitka AK 99835

Parcel ID: 1-7617-000
HAUG RYAN J.
EASLEY CARMEL E.
511 Kincaid St
Sitka AK 99835

Parcel ID: 1-7618-000
BERNARD JAMIE R.
PO Box 1051
Sitka AK 99835

Parcel ID: 1-7619-000
STURM JOSHUA A.
313 Moller Ave
Sitka AK 99835

Parcel ID: 1-7635-000
NEWHOUSE SARAH
401 Kincaid St
Sitka AK 99835

Parcel ID: 1-7637-000
DIGENNARO JACQUELINE
600 Lake St
Sitka AK 99835

Parcel ID: 1-7645-000
HANSON KENT B.
HANSON MARILYN D.
602 Lake St
Sitka AK 99835

Parcel ID: 1-7650-000
KATHERINE W. ANDERSON
REVOCABLE TRUST
604 Lake St
Sitka AK 99835

Parcel ID: 1-7660-000
ORBISON TYLER
606 Lake St
Sitka AK 99835

Parcel ID: 1-7670-001
DAVIS FLORIROSE
DAVIS MARK J.
612 Lake St
Sitka AK 99835

Parcel ID: 1-7675-000
PHILLIPS EDWARD N.
PHILLIPS THERESA A.
615 Monastery St
Sitka AK 99835

Parcel ID: 1-7680-000
STALKFLEET KAREN J.
STALKFLEET MICHAEL G.
PO Box 1096
Sitka AK 998351096

Parcel ID: 1-7685-000
PARSLY LLOYD P. C. II
611 Monastery St
Sitka AK 99835

Parcel ID: 1-7690-000
HEUER PATRICK G.
607 Monastery St
Sitka AK 99835

Parcel ID: 1-7700-000
VORST CAROL M.
VORST RONALD C.
2044 Stonegate Cir
Anchorage AK 99515

Parcel ID: 1-7710-000
MCCREHIN MELISSA I.
BACON ZANE J.
601 Monastery St
Sitka AK 998351844

Parcel ID: 1-7738-000
ALASKA, STATE OF
6860 Glacier Hwy
Juneau AK 99801