



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:

Short term rental unit
within single family home. Recently
completed major remodel - previously
duplex

PROPERTY INFORMATION:

CURRENT ZONING: R-2 PROPOSED ZONING (if applicable): n/a - no change

CURRENT LAND USE(S): Residential PROPOSED LAND USES (if changing): n/a - no change

APPLICANT INFORMATION: (Purchase in progress)

PROPERTY OWNER: Reba Trani & Matthew Callahan

PROPERTY OWNER ADDRESS: 400 A Spruce Street Sitka, AK 99835

STREET ADDRESS OF PROPERTY: 400 B Spruce Street Sitka, AK 99835

APPLICANT'S NAME: Reba Trani & Matthew Callahan

MAILING ADDRESS: 400 A Spruce Street Sitka, AK 99835

EMAIL ADDRESS: trani.reba@gmail.com DAYTIME PHONE: (907) 738-0418

Previous owner: Ann Walter 2008 HPR Sitka, AK (907) 738-0416

PROPERTY LEGAL DESCRIPTION:

TAX ID: 13412000 LOT: 1 BLOCK: 24 TRACT: _____

SUBDIVISION: Tower Heights US SURVEY: _____

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 *n/a*

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.

new Reba Trani *RTri*
Owner

02-08-19
Date

previous Al Walter
Owner

2/8/19
Date

purchase in progress

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.

Reba Trani *RTri*
Applicant (If different than owner)

02-08-19
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:

No change. Property historically duplex.

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

noise impact. Small rental unit will house 1-2 people.

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

- Hours of operation: Year round short-term rental.

- Location along a major or collector street: Rental unit (parking & entry) located off Erler Street (see photos).

- Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: Only access is from Erler Street.

- Effects on vehicular and pedestrian safety: None

- Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: Great
access - first floor unit.
- Logic of the internal traffic layout: n/a
- Effects of signage on nearby uses: No additional signage
necessary.
- 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.): unit has separate utilities.

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 No smoking or pets permitted.;

b. Adversely affect the established character of the surrounding vicinity, because neighborhood improved following major remodel w/ change from duplex to single family home & rental.

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, Small rental unit can only accomodate 1-2 guests. Owners living on 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 Housing affordability which states _____

because the proposal allows us to increase family revenue;

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

enforced, because owners live permanently on site.

ANY ADDITIONAL COMMENTS Initially we wanted to operate a long-term rental due to high demand in Sitka. However, the sound barrier between units is poorer than expected - feel short term is better fit for our space. Also need flexibility for personal guests to visit.

Reba Trani
Applicant

02-08-19
Date

DEED OF RECONVEYANCE



Vernon Hills - 908 - Washington Mutual #:5203261127 "Walter" Lender ID:A91/ Sitka, Alaska

KNOW ALL MEN THESE PRESENTS:

THAT WHEREAS, all of the indebtedness secured by the Trust Deed executed by ANN F. WALTER, N/A as Trustor, to original trustee, SECURITY TITLE & TRUST CO. OF ALASKA as Trustee, for the benefit of THE FIRST NATIONAL BANK OF ANCHORAGE, as BENEFICIARY, dated 11/24/1986 and recorded on 11/25/1986 in the office of the Register of Deeds of SITKA, Alaska, as Document/Instrument Number 86-2301 Book 76, of Mortgage Records at Page 103, has been paid; and said BENEFICIARY has requested in writing that this Deed of Reconveyance be executed and delivered, as confirmed by its endorsement below;

NOW THEREFORE, in consideration of such payment and in accordance with the written request of the BENEFICIARY, the undersigned TRUSTEE does by these present GRANT, REMISE, RELEASE, AND RECONVEY to the person or persons entitled thereto all the interest and estate derived to said TRUSTEE by or through said Trust Deed in the following described premises, together with all buildings, fixtures, improvements and appurtenances thereunto belonging.

By CALIFORNIA RECONVEYANCE COMPANY as
Trustee

On December 07, 2001

By: Urvashi Mon Singh
URVASHI MONA SINGH, OFFICER

Legal: LOT ONE (1) TOWER HEIGHTS SUBDIVISION OF BLOCK TWENTY-FOUR (24), SITKA TOWNSITE ACCORDING TO THE OFFICIAL PLAT THEREOF, RECORDED IN BOOK 13, AT PAGE 117, SITKA RECORDING DISTRICT, FIRST JUDICIAL DISTRICT, STATE OF ALASKA.

STATE OF Illinois
COUNTY OF McHenry

ON December 07, 2001, before me, JOY S. CLARY, a Notary Public in and for the County of McHenry County, State of Illinois, personally appeared Urvashi Mon Singh, Officer, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity, and that by his/her/their signature on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

Joy S. Clary
JOY S. CLARY

Notary Expires: 06/27/2005 #531259



(This area for notarial seal)

When Recorded Return To:
Washington Mutual Bank, FA
Reconveyance Department
75 N Fairway Drive
Vernon Hills, IL 60061-
LOAN #:5203261127

SITKA
RECORDING DISTRICT

002154

2001 DEC 12 A 11:22

REQUESTED BY Urvashi Mon Singh

SUBSTITUTION OF TRUSTEE

Vernon Hills - 908 - Washington Mutual #:5203261127 "Walter" Lender ID:A91/ Sitka, Alaska

WASHINGTON MUTUAL HOME LOANS, INC. F/K/A PNC MORTGAGE CORP OF AMERICA is the Owner and Holder of the Note secured by the Deed of Trust dated 11/24/1986, made by ANN F. WALTER, N/A as Trustor, with SECURITY TITLE & TRUST CO. OF ALASKA as Trustee, for the benefit of THE FIRST NATIONAL BANK OF ANCHORAGE as Beneficiary, which said Deed of Trust was recorded on 11/25/1986 in the Recording Office of SITKA State of Alaska, as Instrument No. 86-2301 Book 76, Page 103, wherein said Owner and Holder hereby substitutes CALIFORNIA RECONVEYANCE COMPANY as Trustee in lieu of the above-named Trustee under said Deed of Trust. Beneficiary has elected to, and does hereby elect to substitute: CALIFORNIA RECONVEYANCE COMPANY to serve as Trustee for in the place and stead of original SECURITY TITLE & TRUST CO. OF ALASKA, Trustee named in said Deed of Trust; The said WASHINGTON MUTUAL HOME LOANS, INC. F/K/A PNC MORTGAGE CORP OF AMERICA, is hereby authorized to and shall succeed to all powers, duties, authority and title of Trustee named in the said of Trust; as though originally named therein as trustee. SECURITY TITLE & TRUST CO. OF ALASKA has been notified that said Substitution of Trustee is being executed.

Washington Mutual Home Loans, Inc. f/k/a
PNC Mortgage Corp of America
On December 07, 2001

By: Kim Ziegler

KIM ZIEGLER, ASST. VICE PRESIDENT

Legal: LOT ONE (1) TOWER HEIGHTS SUBDIVISION OF BLOCK TWENTY-FOUR (24),
SITKA TOWNSITE ACCORDING TO THE OFFICIAL PLAT THEREOF, RECORDED
IN BOOK 13, AT PAGE 117, SITKA RECORDING DISTRICT, FIRST JUDICIAL
DISTRICT, STATE OF ALASKA.

State of Illinois
County of McHenry

Affidavit of Service of Substitution of Trustee

The undersigned, being duly sworn, does hereby state that on 12/07/2001 a copy of the Substitution of Trustee was sent by regular United States mail with postage prepaid to the last known address of the trustee being replaced, as follows:

SECURITY TITLE & TRUST CO. OF ALASKA

Kim Ziegler
Kim Ziegler, Asst. Vice President

The foregoing Substitution of Trustee and Affidavit of Service of Substitution of Trustee was acknowledge before me this date of 12/07/2001 by Kim Ziegler, Asst. Vice President of WASHINGTON MUTUAL HOME LOANS, INC. F/K/A PNC MORTGAGE CORP OF AMERICA under the laws of ALASKA, on behalf of the corporation.



Joy S. Clary
JOY S. CLARY

Notary Expires: 06/27/2005 #531259

002153
SITKA
RECORDING DISTRICT

15-
2001 DEC 12 A 11:22
REQUESTED BY Washington Mutual

Parcel ID: 1-0625-000
REYARD JAMES P.
REYARD CATHERINE E.
PO Box 1765
Sitka AK 998351765

Parcel ID: 1-0627-000
BOWEN JOYCE A.
BOWEN CHRISTOPHER
310 Marine St
Sitka AK 99835

Parcel ID: 1-0630-000
COONRADT ERIC E.
306 Marine St
Sitka AK 99835

Parcel ID: 1-0635-000
CROFT KATHRYN M
HOLLANDER GEORGENE A
304 Marine St
Sitka AK 99835

Parcel ID: 1-0715-001
DIOCESE OF SITKA AND ALASKA,
ORTHODOX CHURCH IN AMERICA,
INC.
PO Box 210569
Anchorage AK 99521

Parcel ID: 1-3405-000
TOTTEN KRISTY L.
TOTTEN JOHN W.
PO Box 6009
Sitka AK 998356009

Parcel ID: 1-3410-000
MULLINS JIMMY A.
MULLINS KARIN P.
309 Erler St
Sitka AK 99835

Parcel ID: 1-3412-000
WALTER ANN F.
2008 Halibut Point Rd
Sitka AK 99835

Parcel ID: 1-3415-000
GETS RENTALS LLC
111 Donna Dr
Sitka AK 99835

Parcel ID: 1-3417-000
FLOOD JAMES H.
1714 Larch St #A
Kodiak AK 99615

Parcel ID: 1-3420-000
HERBERT IAN J.
OWENS LILLIAN J.L.
402 Spruce St
Sitka AK 99835

Parcel ID: 1-3422-000
GETS RENTALS LLC
111 Donna Dr
Sitka AK 99835

Parcel ID: 1-3427-000
LEHMAN JUDITH J.
411 Hemlock St
Sitka AK 99835

Parcel ID: 1-3430-000
GAGE STEVEN J.
GAGE AMELIA J.
409 Hemlock St
Sitka AK 99835

Parcel ID: 1-3432-000
SULLIVAN MICHAEL D.
407 Hemlock St
Sitka AK 99835

Parcel ID: 1-3440-000
PARMELEE MARJORIE A.
PARMELEE RICHARD J.
405 Hemlock St
Sitka AK 99835

Parcel ID: 1-3455-000
NICOLAS DIOSDADO J.
NICOLAS SUSIE B.
303 Erler St
Sitka AK 99835

Parcel ID: 1-3460-000
DUNSING TRUST, DANIEL D. & LURA
MAE
PO Box 12
Sitka AK 99835-0012

Parcel ID: 1-3465-000
LODHI MOHAMMED
LODHI SHAHID
400 Hemlock Dr
Sitka AK 99835

Parcel ID: 1-3470-000
CROPLEY ALTON
CROPLEY JOELLIN
406 Hemlock St
Sitka AK 99835

Parcel ID: 1-3475-000
ALPS FEDERAL CREDIT UNION
401 Halibut Point Rd
Sitka AK 99835

Parcel ID: 1-3480-000
RILEY TIMOTHY W.
1220 Glacier Hwy #C-310
Juneau AK 99801

Parcel ID: 1-3490-000
CROPLEY ALTON
CROPLEY JOELLIN
406 Hemlock St
Sitka AK 99835

Parcel ID: 1-3510-000
GAGE STEVEN J.
GAGE AMELIA J.
409 Hemlock St
Sitka AK 99835

Parcel ID: 1-3515-000
FITZSIMMONS JULIANA
FITZSIMMONS LARRY
408 Hemlock Dr
Sitka AK 99835

Parcel ID: 1-3530-000
JL RENTALS, LLC
112 Sand Dollar Dr
Sitka AK 99835

Parcel ID: 1-3531-000
MARTIN REVOCABLE TRUST, MARTY
& ELIZABETH
PO Box 2752
Sitka AK 99835

Parcel ID: 1-3537-000
UNITARIAN UNIVERSALIST
ASSOCIATION
408 Marine St
Sitka AK 99835

Parcel ID: 1-3540-000
MUSEWSKI MARYANN
403 Spruce St
Sitka AK 99835

Parcel ID: 1-3542-000
CITY & BOROUGH OF SITKA
100 Lincoln St
Sitka AK 99835

Parcel ID: 1-3545-000
CITY & BOROUGH OF SITKA
100 Lincoln St
Sitka AK 99835

Parcel ID: 1-3547-000
CITY & BOROUGH OF SITKA
100 Lincoln St
Sitka AK 99835

Parcel ID: 1-3550-000
STRICKLAND ANNA M.
426 Andrews St
Sitka AK 99835

Parcel ID: 1-3552-000
REEDER FRED & DEBORAH LINCOLN
PLACE, LLC
REEDER STEVEN & SALLIE
410 Marine St #2
Sitka AK 99835

Parcel ID: 1-3554-000
UNITARIAN UNIVERSALIST
ASSOCIATION
408 Marine St
Sitka AK 99835

Parcel ID: 1-3695-000
CROPLEY ALTON I
CROPLEY JOELLIN
406 Hemlock St
Sitka AK 99835

Parcel ID: 1-3750-000

Parcel ID: 1-3775-000
REYNOLDS BRENDA J
REYNOLDS GREGORY A
309 Marine St
Sitka AK 99835