



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

To: Chair Spivey and the Planning Commission

From: Amy Ainslie, Planner I

Subject: Initiation Period Extension

Date: July 12, 2019

Table 22.24.010-2 of the zoning code, “Initiation and Termination Periods” defines initiation period as “period in which the permit must be activated following planning commission approval or permit becomes void.” The initiation period for short term rentals is one year.

CUP 18-26 was approved by the Commission at their August 2, 2018 meeting. Approval was issued on August 20, 2018, meaning that the initiation period will end on August 20, 2019. The conditional use permit is for a short-term rental at 709 Lincoln Street. Background information on the original request including the staff report and 8/2/18 meeting minutes are included in this packet.

The permit holder, Anne Chadwick, has relayed to staff that there were findings during her health, life, & safety inspection that require fairly extensive construction work (primarily the installation of egress windows that meet the building code). These findings have been the reason that Ms. Chadwick has not been able to initiate use of her conditional use permit. Ms. Chadwick feels confident with an extension of the initiation period past the summer season of approximately 3-6 months (Ms. Chadwick to clarify planning/scheduling with Commissioners), the work could be done to satisfy safety inspection requirements and begin operation.

Potential phrasing for a motion to extend the initiation period:

“I move to extend the initiation period for CUP 18-26 to (Month, Day, Year).”