



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:

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VARIANCE

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CONDITIONAL USE

☐

ZONING AMENDMENT

☐

PLAT/SUBDIVISION

BRIEF DESCRIPTION OF REQUEST:

Short term rental for existing
+/-1200 SF ADU, adjacent to owners primary residence.
ADU includes single garage and there is plenty of
parking for both owners and tenants / guests.

PROPERTY INFORMATION:

CURRENT ZONING: R-1 PROPOSED ZONING (if applicable): _____

CURRENT LAND USE(S): Residential PROPOSED LAND USES (if changing): _____

APPLICANT INFORMATION:

PROPERTY OWNER: Jacob Kirkness and Kerri O'Toole

PROPERTY OWNER ADDRESS: 210 Lakeview Drive, Sitka, AK 99835

STREET ADDRESS OF PROPERTY: 210 Lakeview Drive, Sitka, AK 99835

APPLICANT'S NAME: Jacob Kirkness & Kerri O'Toole

MAILING ADDRESS: 210 Lakeview Drive, Sitka, AK 99835

EMAIL ADDRESS: Kerriotoo@yahoo.com DAYTIME PHONE: 907-738-1907

PROPERTY LEGAL DESCRIPTION:

TAX ID: 14265000 LOT: 54 BLOCK: _____ TRACT: _____

SUBDIVISION: Amended Lakeview Heights US SURVEY: _____

O'Toole / Kirkness
Last Name

9/25/19
Date Submitted

210 Lakeview Drive, Sitka
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

9-25-19

Date

Owner

9/25/19

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

O'Toole / Kirkness

Last Name

9/25/19

Date Submitted

210 Lakeview Drive, Sitka

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 significant increase is expected. Access is from southern end of Lakeview Drive Loop.
Ample parking is available on site.
- Amount of noise to be generated and its impacts on surrounding land use: Owners live adjacent and will enforce quiet hours if necessary.
- Odors to be generated by the use and their impacts: Residential Use
- Hours of operation: 24/7 with Quiet Hours
- Location along a major or collector street: Paved driveway off of Lakeview Drive (south)
- Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: N/A
- Effects on vehicular and pedestrian safety: Minimal traffic expected. Property is already set up with an ADU

Kirkness/O'Toole

09/25/19

210 Lakeview Drive

Last Name

Date Submitted

Project Address

REQUIRED FINDINGS (SGC 22.30.160(C):

1. ...The granting of the proposed permit will not:
- a. Be detrimental to the public health, safety, and general welfare because property will be managed by on site owners ensuring conditions are met _____;
- b. Adversely affect the established character of the surrounding vicinity, because the property already has an ADU, space for parking and a private location _____; 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, noise, garbage and traffic will be monitored _____;
2. The granting of the proposed permit is consistent and compatible with the intent of the goals, objectives, and policies of the _____ and any implementing regulation, specifically, conforms to Comprehensive Plan Section ED 6.5 _____ which states support growth of Sitka's independant tourism _____ because the proposal provides an alternative lodging option _____;
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced, because owners live adjacent to rental _____.

ANY ADDITIONAL COMMENTS _____

Jacob Kirkness and Kerri O'Toole

Applicant

09/25/19

Date

Kirkness/O'Toole

Last Name

09/25/19

Date Submitted

Project Address

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

Accessible via Lakeview Drive

- **Logic of the internal traffic layout:** _____ Single level apartment is attached and adjacent to main house
with a single car garage and private entrance. ±1200 SF with master suite +option for 2 additional guests

- **Effects of signage on nearby uses:** _____ N/A

- **Presence of existing or proposed buffers on the site or immediately adjacent the site:** _____
Private setting with mature trees surrounding property, back of property borders Swan Lake

- **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.):** _____