



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Memorandum

To: Chair Spivey and Planning Commission
From: Amy Ainslie, Director, Planning and Community Development
Subject: **Annual Reporting for Marijuana Establishment Conditional Use Permits**
Date: October 2, 2020

Starting in 2017, the Planning Commission and staff agreed that annual reporting for short-term rental permits would be better handled through a single, annual report that permit holders would fill out rather than scheduling ad hoc reviews of every individual permit. Staff maintains that this has been a positive and efficient change in process that has allowed the department to stay on top of permit reviews and aggregate useful data.

Currently, there is a lack of similar, efficient process for other types of conditional use permits which has created a backlog of permit reviews. Staff would like to standardize and streamline permit reviews as much as possible, and like short-term rentals, group together similar types of permits and create an annual review cycle. The next major grouping of conditional use permits other than short-term rentals is marijuana establishments. A draft reporting template was included in your packet to provide an idea of what the report would entail.

Staff would like feedback from the Commission on the following:

- Whether the Commission would like to move reporting for marijuana establishment conditional use permits to a single reporting cycle (and if we should extend this means of annual reporting to other conditional use permit groupings)
- What type of information the report should capture
- Time of year the reporting should be done
- Whether permit holders should be required to participate in-person during reporting review with the Commission

Potential motion: **“I move to direct staff to prepare an annual report template and timeline for marijuana establishment conditional use permits.”**