



CITY AND BOROUGH OF SITKA
 PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
 GENERAL APPLICATION

- 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: Sitka Fine Arts Camp is requesting a Conditional Use Permit to allow up to 45 guests to use the Smokestack Building for meetings and activities.

PROPERTY INFORMATION:

CURRENT ZONING: R2 PROPOSED ZONING (if applicable): N/A
 CURRENT LAND USE(S): Camp Store (seasonal) PROPOSED LAND USES (if changing): _____

Assembly and Activity Use (up to 45 guests).

APPLICANT INFORMATION:

PROPERTY OWNER: Sitka Fine Arts Camp
 PROPERTY OWNER ADDRESS: 110 College Drive, Suite 111, Sitka, AK 99835
 STREET ADDRESS OF PROPERTY: 110 College Drive, Sitka, AK 99835 | Parcel: 1-8562-000 (Smokestack Building)
 APPLICANT'S NAME: Roger Schmidt, Executive Director
 MAILING ADDRESS: 110 College Drive, Suite 111, Sitka, AK 99835
 EMAIL ADDRESS: [REDACTED] DAYTIME PHONE: [REDACTED]

REQUIRED SUPPLEMENTAL 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
- Proof of filing fee payment
- Other: _____

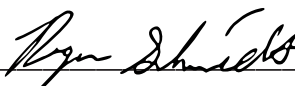
For Marijuana Enterprise Conditional Use Permits Only:

- AMCO Application

For Short-Term Rentals and B&Bs:

- Renter Informational Handout (directions to rental, garbage instructions, etc.)
- Documentation establishing property as primary residence (motor vehicle registration, voter registration, etc.)
- Signed Affidavit of Primary Residence for Short-term Rental Conditional Use Permit

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

04/28/2026

 Date

 Owner

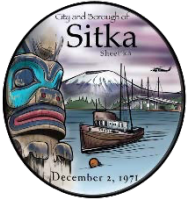
 Date

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)

 Date

Schmidt	04/28/2026	
Last Name	Date Submitted	Project Address



CITY AND BOROUGH OF SITKA
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
SUPPLEMENTAL APPLICATION FORM
CONDITIONAL USE PERMIT

APPLICATION FOR ALL OTHER CONDITIONAL USE PERMITS
(EXCLUDING SHORT-TERM RENTAL AND BED & BREAKFAST)

CRITERIA TO DETERMINE IMPACT – SGC 22.24.010(E) *(Please address each item in regard to your proposal)*

- **Hours of operation:** 9:00 AM – 9:00 PM, seven days a week. No overnight use is proposed

- **Location along a major or collector street:** The Smokestack building sits well within the interior of
the SFAC campus. Access is via College Drive; it doesn't front directly onto any major/collector st.

- **Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:**
Impact will be minimal. The building has functioned as the camp store since 2011 without
issue. Proposed use is consistent with existing infrastructure.

- **Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario:** Guests access via College Drive directly off the main campus entry.
No reason to route through residential areas.

- **Effects on vehicular and pedestrian safety:** Existing walkways and lighting work well. No changes
to driveways or paths are proposed.

- **Ability of the police, fire, and EMS personnel to respond to emergency calls on the site:** _____
Easily accessible from College Drive. Emergency services are familiar with the site.

- **Describe the parking plan & layout:** Guests will use the existing Hames Center and Rasmuson
Center parking lots on SFAC property.

- **Proposed signage:** No signage is planned.

Schmidt

04/28/2026

110 College Drive

Last Name

Date Submitted

Project Address

- **Presence of existing or proposed buffers (ie. Fences, boundary walls, natural barriers, etc.) on the site or immediately adjacent the site:**
 No fences/barriers, but the building is entirely surrounded by SFAC campus property, providing

 natural separation.

- **Amount of noise to be generated and its impacts on neighbors:** _____
 All activity is indoors during daytime/early evening.

 No outdoor sound or amplification.

- **Other criteria that surface through public comments or planning commission review (odor, security, safety, waste management, etc):**
 No odor (no food prep)

 SFAC staff on-site for security

 use of existing waste infrastructure

 occupancy kept at or under 45.

- **Mitigation/ Management Plan (How will site be managed to ensure low/no impact on neighbors?)**
 1. Maximum 45 guests.

 2. All use inside the building.

 3. Hours: 9:00 AM – 9:00 PM.

 4. Staff on-site during occupancy.

 5. Parking at Hames or Rasmuson lots.

 6. No outdoor amplified sound.

REQUIRED FINDINGS (SGC 22.30.160(C):

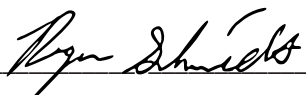
1. The city may use design standards and other elements in this code to modify the proposal. A [conditional use](#) permit may be approved only if all of the following findings can be made regarding the proposal and are supported by the record that the granting of the proposed [conditional use](#) permit will not:

	Initial
a. Be detrimental to the public health, safety, and general welfare;	RS
b. Adversely affect the established character of the surrounding vicinity; nor	RS
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.	RS
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.	RS
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced.	RS
4. The proposed use will not introduce hazardous conditions at the site that cannot be mitigated to protect adjacent properties, the vicinity, and the public health, safety and welfare of the community from such hazard.	RS
5. The conditional use will be supported by, and not adversely affect, adequate public facilities and services; or that conditions can be imposed to lessen any adverse impacts on such facilities and services.	RS
6. Burden of Proof. The applicant has the burden of proving that the proposed conditional use meets all of the criteria in subsection B of this section.	RS

ANY ADDITIONAL COMMENTS The Smokestack Building has been the camp store for 15

years. This CUP formalizes and modestly expands an existing use while the organization works

toward a full zone change and reclassification.


 Applicant

 4/28/26
 Date