




# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

## MEMORANDUM

**To:** Chair Windsor and Planning Commission Members

**From:** Amy Ainslie, Planning & Community Development Director 

**Date:** May 10, 2024

**Subject:** Interpretations of Conditional Use Permits Allowing Variances

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Often, conditional use permit requests are accompanied by variance requests for items such as parking, setbacks, or allowable height. Historically, the Planning Department has brought these as separate requests to the Planning Commission (though usually at the same meeting). The reports and hearing proceedings for these items tend to be repetitive.

SGC 22.10.160.C, "Required Findings for Conditional Use Permits" states, "*The city may approve, approve with conditions, modify, modify with conditions, or deny the conditional use permit. The city may reduce or modify bulk requirements, off-street parking requirements, and use design standards to lessen impacts, as a condition of the granting of the conditional use permit.*"

The provision for off-street parking requirements is clear and staff have been including this in conditional use permits as of late, however, the meaning of "bulk requirements", or "use design standards", is not defined in SGC. Staff would like to create an interpretation of these terms, and we are seeking input from the Commission. Most importantly, staff would like to know what types of variances, if any, the Commission would like to see as a part of a conditional use permit request, and what types, if any, the Commission would like to consider separately.

Most broadly, "bulk requirements" or "use design standards" could include the following variance types found in SGC Chapter 22.20, Supplemental District Regulations and Development Standards:

- Setbacks
- Heights
- Building coverage
- Density (dwelling units per lot)
- Sign code provisions (size, setbacks, illumination)