



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

Planning and Community Development Department

AGENDA ITEM

Case No: CUP 25-07
Proposal: Bed and Breakfast
Applicant: Meaghan Way
Owners: Meaghan, Lesa, and James Way
Location: 629 DeGroff Street
Legal: Lot Fifteen (15), Amended Plat of Pinehurst Subdivision
Zone: R-1 - Single-Family/Duplex Residential District
Size: 5,000 square feet
Parcel ID: 1-8070-000
Existing Use: Residential
Adjacent Use: Residential
Utilities: Existing
Access: DeGroff Street

KEY POINTS AND CONCERNS

- Property is an owner-occupied single-family home.
- Property has adequate parking for the B&B.

ATTACHMENTS

Attachment A: Aerial
Attachment B: Floor Plan
Attachment C: Renter Handout
Attachment D: Site and Parking Plan
Attachment E: Photos
Attachment F: Density Map
Attachment G: Applicant Materials

BACKGROUND/PROJECT DESCRIPTION

The applicant is requesting a bed and breakfast (B&B) at 629 DeGroff Street in the R-1 single family and duplex residential district. The home was built in 1945 and is located on a 5,000 square foot nonconforming lot of record. The 1,440 square foot single-family, two-story home on the property has four bedrooms and one bathroom. The property has on-site parking for two tandem vehicles on the east side of the house and one space in front of the house which each meet standard size requirements (10' x 20'). The parking requirement for B&B's found in SGC 22.25.010.B.9 states, "*There shall be a minimum of one off-street parking space for every three guestrooms in bed and breakfast establishments located in single-family residential zones.*" This property has adequate parking for the B&B. The property has the additional benefit of being located within walking distance of the Central Business District (CBD).

SGC 22.05.190 defines a B&B as, "*a lodging use where rooms within a single-family dwelling unit or owner-occupied side of a two-family unit are provided to transient guests by a resident operator for fee by pre-arrangement on a daily or short-term basis. A breakfast meal and/or light snacks may be served to those guests renting rooms. Only limited cooking facilities, if any, may be provided in the guest rooms. Extensive stays are not encouraged by the owners and are not considered appropriate...*" The applicant's proposal meets the definition of a B&B as it is an owner-occupied and managed unit and no more than three guestrooms are being used for the rental in accordance with the restrictions for R-1 zoning.

ANALYSIS

1. CRITERIA TO BE USED IN DETERMINING THE IMPACT OF CONDITIONAL USES.¹

a. Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:

There is a small potential for increased traffic to this property, if the guests rent a car while renting the room, a maximum of one car is allowed as identified on the application. The property is located within a well-established neighborhood of Sitka, where there is daily residential traffic. The location of the property is close to CBD which could be a limiting factor as guests could walk to CBD destinations.

b. Amount of noise to be generated and its impacts on surrounding land use: B&B's have the potential to create noise from transient guests. As the maximum capacity is set from four to six guests (two per room), there is potential for increased noise. It is anticipated that noise generated by guests would be minimal. Quiet hours are set from 10pm to 7am in the renter handout.

¹ § 22.25.010.E

c. Odors to be generated by the use and their impacts: Potential odor impacts are in line with similar residential uses. The B&B will only operate while the owner is on-site, providing supervision for proper garbage handling. Garbage shall be disposed of in municipal containers and in accordance with Sitka General Code requirements.

d. Hours of operation: Available year-round, check-in is at 3pm and check out at 11am.

e. Location along a major or collector street: Located on DeGroff Street, a neighborhood collector street.

f. Potential for users or clients to access the site through residential areas or substandard street creating a cut-through traffic scenario: DeGroff Street can be accessed from multiple streets including Lake Street, Hollywood Way, Monastery Street or Baranoff Street from Sawmill Creek Road. The most direct route would be from Sawmill Creek Road to Baranoff Street turning right on DeGroff Street. All connections to DeGroff Street are standard, public rights-of-way.

g. Effects on vehicular and pedestrian safety: Visitors will be unfamiliar/less experienced with the road which can have mixed results (some may be more cautious, others less aware). However, this property is located off DeGroff Street, a collector street that is intended to handle low to moderate traffic.

h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: Site is accessible to emergency services with direct access into the property.

i. Logic of the internal traffic layout: One parking space is available at the front of the house and two vehicles can park in tandem off to the east side of the house.

j. Effects of signage on nearby uses: No proposed signage.

k. Presence of existing or proposed buffers on the site or immediately adjacent the site: The property is buffered by fencing on both sides and rear of property, with some vegetative landscaping.

l. Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan: This proposal is supported under Economic Development Action ED 6.5, "Support growth of Sitka's independent, cruise-related, and heritage tourism work and enterprises." The proposal also contributes to the principle of housing affordability as prioritized in the plan, making the home more affordable for the owners/primary residents.

m. Other criteria that surface through public comments or planning commission review:
None.

RECOMMENDATION

Staff recommends approval of the request for a conditional use permit for a bed and breakfast at 629 DeGroff Street subject to the attached conditions of approval.

CONDITIONS OF APPROVAL

1. Contingent upon a completed satisfactory life and fire safety inspection.
2. The facility shall be operated consistent with the application, narrative, and plans that were submitted with the request.
3. The applicant shall submit an annual report beginning in 2026, covering the information on the form prepared by the Municipality, summarizing the number of nights the facility has been rented over the twelve-month period starting with the date the facility began operation, bed tax remitted, any violations, concerns, and solutions implemented. The report is due within thirty days following the end of the reporting period.
4. The Planning Commission, at its discretion, may schedule a public hearing at any time for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties upon receipt of meritorious complaint or evidence of violation of conditions of approval.
5. Failure to comply with all applicable tax laws, including but not limited to remittance of all sales and bed tax, shall be grounds for revocation of the conditional use permit.
6. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.
7. To mitigate the impact of odor from the B&B and comply with bear attraction nuisance requirements, the property owner shall assure all trash is deposited in appropriately secured trash receptacles and only placed on street for collection after 4:00 a.m. on trash collection day.
8. To mitigate parking and traffic impacts, property owner shall provide detailed parking and traffic rules and shall ensure all parking for all uses (residential or B&B) shall occur off-street, on-site, and further that should off-site parking occur at any time, the conditional use permit shall be revoked.
9. Any signs must comply with Sitka General Code 22.20.090.
10. A detailed rental overview shall be provided to renters detailing directions to the unit, transportation options, appropriate access, parking, trash management, noise control/quiet hours, and a general condition to respect the surrounding residential neighborhood. The renter handout shall include an advisory note to tenants to be mindful of vehicle and especially pedestrian traffic in the area, and to exercise caution coming and going from the property in motor vehicles.
11. The property owner shall communicate to renters that a violation of these conditions of approval will be grounds for eviction of the B&B.
12. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.

Motions in favor of approval

- 1. “I move to approve the conditional use permit for a bed and breakfast at 629 DeGroff Street in the R-1 - Single-Family/Duplex Residential District subject to the attached conditions of approval. The property is also known as Lot Fifteen (15), Amended Plat of Pinehurst Subdivision. The request is filed by Meaghan Way. The owners of record are Meaghan, Lese and James Way.”**
- 2. “I move to adopt and approve the required findings for conditional use permits as listed in the staff report.”**

The Planning Commission shall not approve a proposed development unless it first makes the following findings and conclusions:²

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:
 - a. Be detrimental to the public health, safety, and general welfare;
 - b. Adversely affect the established character of the surrounding vicinity; 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 the property will retain its primary use as a residence and be monitored by the owner-occupant to ensure that there are no resulting impacts or disturbances that would negatively affect the surrounding vicinity.*
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, *specifically Action ED 6.5 and goals to promote housing affordability.*
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced, *because the property will be monitored by the owner-occupant to ensure that there are no resulting impacts, and opportunities for redress to the Planning Department and/or Planning Commission.*
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; *because no hazardous conditions are expected from the use of the property as a bed and breakfast.*
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; *because the property is located on a municipal right-of-way and is served by municipally maintained and operated utilities, no adverse impacts on such facilities or services are expected.*
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; *because the applicant has met the burden of proof through information provided in their application packet.*

² §22.10.160(C)—Required Findings for Conditional Use Permits