



City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

A Coast Guard City

Planning and Community Development Department

AGENDA ITEM

Case No: CUP 22-02
Proposal: Professional Offices
Applicant: Alaska Department of Education and Early Development (ADEED)
Owner: Alaska Department of Education and Early Development (ADEED)
Location: 831 Lincoln Street
Legal: Lot 3, Sheldon Jackson Campus Subdivision
Zone: R-2 Multifamily District
Size: 35,277 sq. ft.
Parcel ID: 1-8562-007
Existing Use: Storage
Adjacent Use: Residential, Museum, Fine Arts Camp, Sitka Sound Science Center
Utilities: Existing
Access: Lincoln Street

KEY POINTS AND CONCERNS

- Property is owned by Alaska Department of Education and Early Development, Division of Libraries, Archives and Museums
- Proposal is to make approximately 5,649 sq. ft. of the first floor available for lease as professional office space
- Application is linked to V 22-05, to account for insufficient on-site parking per Code requirements

ATTACHMENTS

Attachment A: Aerial
Attachment B: Floor Plans
Attachment C: Plat
Attachment D: Photos
Attachment E: Applicant Materials

BACKGROUND/PROJECT DESCRIPTION

The applicant would like to use the first floor of the building at 831 Lincoln Street for professional offices. The property is formerly known as the Stratton Library, part of the Sheldon Jackson Campus with the R-2 zoning designation. Per SGC table 22.16.015-6 “Retail and Business Uses”, professional uses are a conditional use in this zone. The proposal would lease approximately 5,649 sq. ft. of first floor space for office use and retain the remaining ~6,281 sq. ft. as storage use, primarily for the Sheldon Jackson Museum.

ANALYSIS

The Sitka General Code provides a definition for office:

“...a building, or part thereof, designed, intended or used for the practice of a profession, the carrying on of a business, the conduct of public administration, or, where not conducted on the site thereof, the administration of an industry, but shall not include a retail commercial use, any industrial use, or place of amusement or place of assembly.”¹

1. CRITERIA TO BE USED IN DETERMINING THE IMPACT OF CONDITIONAL USES. ²

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

An increase in traffic could be experienced through the proposed change in use to professional offices. SGC 22.20.100 defines parking requirements to be met at the development stage, with consideration for buildings that predate the Code requirement however, SGC 22.20.100(F) states that a change in use in an existing structure shall require parking requirements be met. This why a variance request to decrease the parking requirement was needed in conjunction with this request. Generally, moderate to heavy vehicular and foot traffic is to be expected along Lincoln Street.

b. Amount of noise to be generated and its impacts on surrounding land use: Noise impact associated with professional office is anticipated to be minimal, keeping with neighboring uses.

c. Odors to be generated by the use and their impacts: None anticipated.

d. Hours of operation: The applicant has not defined the working hours of prospective lessees; general business hours are expected.

e. Location along a major or collector street: Parking is accessed directly from Lincoln Street, a municipally maintained right-of-way, front door access faces Sheldon Jackson Campus.

¹ SGC 22.08.645

² § 22.24.010.E

f. Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: No cut-through concerns for vehicular traffic anticipated. The only vehicular access is via Lincoln Street.

g. Effects on vehicular and pedestrian safety: Proposal provides no increased risk to vehicular or pedestrian safety from existing allowable uses.

h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: Site is accessible for police, fire, and EMS response.

i. Logic of the internal traffic layout: 16 parking spaces as well as a loading dock are available on-site and accessed directly from Lincoln Street. A variance is necessary to account for insufficient parking.

j. Effects of signage on nearby uses: No new signage proposed. Signage shall comply with Sitka General Code.

k. Presence of existing or proposed buffers on the site or immediately adjacent the site: Wooded area along the Southern and Eastern boundaries serves as buffers from adjacent uses.

l. Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan: The Comprehensive Plan (2030) has two applicable items to this request:

- *HCA 4.1c: Create a historical zoning district or overlay for the Sheldon Jackson Campus allowing for a broader range of uses.*
- *LU 3.2: In the former Sheldon Jackson Campus area, encourage uses that support Sitka's education, arts and sciences economy, while preserving and enhancing the historic character.*

The Comprehensive Plan recognizes the difference between Sheldon Jackson Campus and other R-2 districts; therefore, special consideration of what would be considered an appropriate use in this zone should be taken.

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

RECOMMENDATION

The Planning Department recommends approval of the conditional use permit request for professional offices at 831 Lincoln Street. Granting this request would allow for adaptive re-use of an under-utilized downtown site and preserve its historic character.

Motions in favor of approval

- 1) **“I move to approve the request for professional offices at 831 Lincoln Street in the R-2 Multifamily district subject to the conditions of approval as listed in the staff report. The property is also known as Lot 3, Sheldon Jackson Campus Subdivision. The request is filed by the Alaska Department of Education and Early Development. The owner of record is Alaska Department of Education and Early Development.”**

Conditions:

1. Any increase in the lease area will require an amendment to the conditional use permit approved by the Planning Commission.
2. The facility shall be operated consistent with the application, narrative, and plans that were submitted with the request
3. 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.

- 1) **I move to adopt the required findings for conditional use permits³ as listed in the staff report:**

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.
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,
 3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced.
 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.
 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.
 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.

³ § 22.30.160.C – Required Findings for Conditional Use Permits