



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

Planning and Community Development Department

AGENDA ITEM

Case No: CUP 25-15
Proposal: Bed and Breakfast
Applicant: Michael Finn
Owners: Michael and Elizabeth Finn
Location: 116 Knutson Drive
Legal: Lot Seventeen A (17A), Knutson Subd. Phase III, Lot Line Adjustment
Zone: R-2 - Multifamily Residential District
Size: 17,324 square feet
Parcel ID: 3-1003-017
Existing Use: Residential
Adjacent Use: Residential
Utilities: Existing
Access: Knutson Drive

KEY POINTS AND CONCERNS

- Property is an owner-occupied single-family home.
- Owner is proposing a maximum of six guests in three rooms.

ATTACHMENTS

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

BACKGROUND/PROJECT DESCRIPTION

The applicant is requesting a bed and breakfast (B&B) at 116 Knutson Drive in the R-2 multifamily residential district. The home was built in 2005 and is located on a 17,324 square foot lot. The 4,316 square-foot (SF) single-family, three-story home on the property has four bedrooms and three bathrooms with two garages. The applicant is requesting three sleeping rooms limited to six guests.

The property has on-site parking for four vehicles on the east side of the house and one space south of the house which each meet standard size requirements (10' x 20'). The parking requirement for B&Bs 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, though the owner has stated that guests will be picked up and guests will not bring additional vehicles.

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 with no more than three sleeping rooms being used. In R-2 zones where this property is located, the residence is limited to five sleeping rooms per SGC 22.25.010 (B)(3).

The owner previously held a permit for short-term rental of the property (CUP 18-07), but the permit lapsed in 2020 after the property was not rented out one night that year, as required in SGC Table 22.25.010-2. There is no other rental unit in operation on the lot.

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, but the applicant has stipulated that guests will be picked up by the owner/operator and that no guest vehicles will be permitted. The application identifies the use of one additional van for guest transportation purposes. The property is located on an easement off of a city-maintained right-of-way where there is daily residential traffic.

b. Amount of noise to be generated and its impacts on surrounding land use: B&Bs have the potential to create noise from transient guests. As the maximum capacity is set at six guests (two per room), there is potential for increased noise. It is anticipated that noise generated by guests would

¹ § 22.25.010.E

be minimal. Quiet hours are set from 9 p.m. to 8 a.m. in the renter handout. As this is owner-occupied and managed, noise levels should be in line with normal residential uses.

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 stored in a garage prior to pickup day as identified in the application. It will be disposed of in municipal containers and in accordance with Sitka General Code requirements.

d. Hours of operation: The applicant has stated the B&B will be used once per week, mostly in the summer months, and that check-in is at 3 p.m. and check-out is at noon.

e. Location along a major or collector street: Located off an access easement off Knutson Drive, 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: Knutson Drive can be accessed only from Sawmill Creek Road, a DOT-maintained major arterial street. The only route to the property is by way of Sawmill Creek Road and turning onto Knutson Drive. Knutson Drive is a standard, public right-of-way. The property is located off an 30' foot wide access easement.

g. Effects on vehicular and pedestrian safety: Although visitors will be unfamiliar and less experienced with the road, they will be driven by the property owner or someone familiar with the route to the B&B.

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 to the property.

i. Logic of the internal traffic layout: The property has an large area for on-site parking for four vehicles on the east side of the house and one space south of the house which each meet SGC 22.20.100 (C) of 10 feet by 20 feet.

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

k. Presence of existing or proposed buffers on the site or immediately adjacent the site: The property is buffered with some vegetative landscaping and trees.

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."

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 116 Knutson Drive 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 116 Knutson Drive in the R-2 multifamily residential district subject to the attached conditions of approval. The property is also known as Lot Seventeen A (17A), Knutson Subdivision Phase III, Lot Line Adjustment. The request is filed by Michael Finn. The owners of record are Michael and Elizabeth Finn.”**
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.*
3. 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.*
4. 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.*
5. 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.*
6. 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.*
7. 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