



# City and Borough of Sitka

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*Coast Guard City, USA*

## **Planning and Community Development Department**

### **AGENDA ITEM**

Case No: CUP 21-06  
Proposal: Request for a multiple-family structure in R-1 zone  
Applicant: Kent Bovee  
Owner: Bovee Irrevocable Children's Trust  
Location: 601 Lincoln Street  
Legal: Lot 3, Gregory Subdivision  
Zone: R-1 single-family and duplex residential district  
Size: 8,420 square feet  
Parcel ID: 1-1675-000  
Existing Use: Residential  
Adjacent Use: Church, schools, harbor, residential  
Utilities: Existing  
Access: Baranof Street and Lincoln Street

### **KEY POINTS AND CONCERNS**

- The proposal is to convert a duplex into a tri-plex. This would be accomplished by converting an existing bedroom and bathroom in the second floor apartment into a new studio unit.
- Multiple-family structures (excepting duplexes) are a conditional use in the R-1 zone per SGC Table 22.16.015-1.
- Neighborhood is mixed, as the property borders Public, CBD, and R-1 zoning. Uses in the immediate area include residential, churches, schools, and Crescent Harbor.

### **RECOMMENDATION**

Staff recommends that the Planning Commission approve the conditional use permit for a multiple-family structure at 601 Lincoln Street subject to the recommended conditions of approval.

## **BACKGROUND/PROJECT DESCRIPTION**

The request is to convert an existing duplex into a tri-plex. The first floor unit currently has 2 bedrooms and one bathroom. The second and partial third floor unit has three bedrooms and a study with 1.75 bathrooms. The applicant would like to convert one of the bedrooms that has an immediately adjacent  $\frac{3}{4}$  bathroom into a small studio apartment. The resulting unit would be approximately 187 square feet. The remaining second/third floor unit would have two bedrooms (and the study) and one full bathroom.

## **ANALYSIS**

### **1. CRITERIA TO BE USED IN DETERMINING THE IMPACT OF CONDITIONAL USES.<sup>1</sup>**

**a. Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:** Applicant does not anticipate significant increase in vehicular traffic given the small size of the unit. It is unlikely that more than one person would occupy this unit, and given the central location of the unit, many tenants may opt not to have a vehicle.

SGC 22.20.100(G)(1) requires two parking spaces for residential uses up to and including four-family buildings. The current parking area on the lot is approximately 45' x 19' – per the minimum parking space size allowable by SGC, this area can accommodate parking for 5 vehicles. The applicant has noted that parking could be expanded if necessary. Staff has added a condition of approval requiring the applicant to expand parking to accommodate 6 parking spaces prior to Planning Department approval of the building permit for the additional apartment unit.

**b. Amount of noise to be generated and its impacts on surrounding land use:** A low level of noise is expected in line with normal residential use.

**c. Odors to be generated by the use and their impacts:** Potential odor impacts are minimal and in line with similar residential uses.

**d. Hours of operation:** The proposal is to have the unit available for tenancy year-round.

**e. Location along a major or collector street:** Located immediately adjacent to Lincoln Street and Baranof Street, both municipally maintained rights-of-way.

**f. Potential for users or clients to access the site through residential areas or substandard street creating a cut-through traffic scenario:** Cut-through scenarios are unlikely, as the parking area is immediately adjacent to Baranof Street. Parking on the property is not accessible via other properties or streets.

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<sup>1</sup> § 22.24.010.E

**g. Effects on vehicular and pedestrian safety:** No significant changes expected, minimal increase in traffic.

**h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site:** Residence has adequate access from Lincoln Street and Baranof Street for emergency services.

**i. Logic of the internal traffic layout:** Pull-in parking in front of the structure is currently available, utilizes curb cut in sidewalk.

**j. Effects of signage on nearby uses:** No signs proposed, all signage shall comply with Sitka General Code.

**k. Presence of existing or proposed buffers on the site or immediately adjacent the site:** Property has a large front yard, and significant distance between the structure and Lincoln Street.

**l. Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan:** Housing Action H1.1e in the Comprehensive Plan aims to “Encourage higher density development”. This is an example of taking an existing structure and increasing the residential density. The resulting studio unit could be a good opportunity for someone working downtown, at the harbor, or at the nearby schools to have an dwelling unit in close proximity to work.

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

## **RECOMMENDATION**

The Planning Department recommends that the Planning Commission approve the conditional use permit application for a multiple-family structure at 601 Lincoln Street subject to the recommended conditions of approval.

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## **ATTACHMENTS**

Attachment A: Aerial

Attachment B: Floor Plan

Attachment C: Parking Layout

Attachment D: Plat

Attachment E: Photos

Attachment F: Applicant Materials

### **Motions in favor of approval**

- 1) **“I move to approve the conditional use permit for a multiple-family structure at 601 Lincoln Street in the R-1 single-family and duplex residential district, subject to the attached conditions of approval. The property is also known as Lot 3, Gregory Subdivision. The request is filed by Kent Bovee. The owner of record is the Bovee Irrevocable Children’s Trust.”**

#### Conditions of Approval:

1. The site shall be constructed and operated consistent with the application, narrative, and plans that were submitted with the request.
  2. Approval of the additional dwelling unit is specific to the plans included in this application. Any substantial or significant change to the plans would require additional review and approval from the Planning Commission.
  3. The applicant shall construct an additional parking space with minimum dimensions of 9’ x 18’ to result in a total of 6 parking spaces on the property. The Planning Department will not approve a Building Permit for construction of the new dwelling unit until this has been completed.
  4. The applicant shall comply with all applicable local, state, and federal laws in constructing and operating the unit, including but not limited to locally adopted building code requirements and fire/life/safety requirements as promulgated by the State Fire Marshal.
  5. 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.
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- 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:<sup>2</sup>

1. ...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;
  - c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site in 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.

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<sup>2</sup> §22.30.160(C)—Required Findings for Conditional Use Permits

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.