



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

ACCESSORY DWELLING UNIT

ACCESSORY DWELLING UNIT

WHAT?

An accessory dwelling unit is a detached second dwelling unit located on the same parcel as the primary single-family dwelling unit. ADUs have independent living spaces including a kitchen and bathroom.

WHERE?

A property's zoning determines if an accessory dwelling unit is possible, and identifies the correct procedure for beginning construction of an ADU.

- ❖ **Permitted** means that a conditional use permit is not required.
 - Permitted zones: R-1 and R-2, as long as the fourteen criteria in Sitka General Code 22.20.160(C) are met.
- ❖ **Conditional** means that a conditional use permit must be obtained from the Planning Commission before constructing an accessory dwelling unit.
 - Conditional zones: R-1MH, R-1LDMH, R-2 MHP
 - Conditional zones: R-1 and R-2 if conditions in Sitka General Code 22.20.160(C) are not met.
- ❖ **Prohibited** means that an accessory dwelling unit may not be built under any circumstance.
 - Prohibited zones: P, SF, SFLD, CBD, C-1, C-2, WD, I, GI, LI, R, OS, GP

HOW?

Conditional use permit applications may be submitted to the Planning Department by 5 PM at least THREE WEEKS before the next scheduled Planning Commission hearing. Applicants may contact 747-1814 or planning@cityofsitka.org with questions.

For properties where an accessory dwelling unit is permitted, the applicant may go directly to the Building Department (747-1832) for a building permit application.

WHO?

Property owners or their approved representatives (with signed approval from the owner) may submit applications.

When Planning Commission hearings are required, an owner or authorized representative must attend all hearings.

PROCEDURES AT A GLANCE

Accessory Dwelling Unit Conditional Use Permits

STEPS TAKEN BY APPLICANT

PREPARATION:

- ✓ Meet with Staff.
- ✓ Fill out application forms and prepare drawings.
- ✓ Talk to adjacent land owners.

APPLICATION:

- ✓ Turn in complete forms, drawings, letter and pay fee by 5 PM on Tuesday THREE weeks prior to the Planning Commission meeting, which is held the third Tuesday of each month.
- ✓ Applicant checks with staff the Friday before the meeting to see if there are any questions or needs to be addressed.

PUBLIC HEARING:

- ✓ Applicant attends meetings to answer any questions. Commission will typically make a decision at the first meeting.

WRAP-UP:

- ✓ If approved, the applicant completes any required conditions of approval.
- ✓ If denied, the applicant can file a written appeal to the Assembly.

STEPS TAKEN BY CITY AND BOROUGH

PREPARATION:

- ✓ Staff provides application materials.

APPLICATION:

- ✓ Staff reviews submitted materials.
- ✓ If deemed complete, staff includes the request on next agenda and prepares staff report for the Planning Commission.
- ✓ Notices are mailed to applicant and property owners in the area before the meeting. The agenda appears in the newspaper.

PUBLIC HEARING:

- ✓ Planning Commission talks to the applicant and takes testimony.
- ✓ Planning Commission will usually make a decision at the first meeting.

WRAP-UP:

- ✓ Staff writes a letter to the applicant explaining the outcome.

NOTE: Extra care needs to be taken in preparing the documents. Staff can only schedule applications for Planning Commission review after all materials are submitted with the appropriate detail and deemed complete.

22.20.160 Accessory dwelling units (ADUs).

A. The following code section provides for binding standards and regulates the accessory dwelling units (ADUs). ADUs are intended to:

1. Utilize existing housing stock while preserving the appearance and character of single-family neighborhoods.
2. Provide additional affordable options for long-term rental housing.
3. Provide a broader range of more affordable housing.
4. Provide a mix of housing that responds to changing family needs, smaller households and multi-generational families.
5. Provide a means for residents, particularly seniors, single parents, and families with grown children, to remain in their homes and neighborhoods and obtain extra income, security, companionship and services.
6. Encourage a more economic and energy-efficient use of Sitka's housing supply.
7. To maintain consistency with city and borough of Sitka's policies as recommended in the Comprehensive Plan (2.2.15, 2.2.16, 2.4.8.A, 2.5.1.B, 2.5.11, 2.10.3.B).

B. Creation. An accessory dwelling unit (ADU) is a second dwelling unit that is located on the same parcel as the primary single-family dwelling unit. ADUs must provide a complete, independent residential living space and shall include provisions for living, sleeping, eating, cooking and sanitation. ADUs can be studio-sized units, and one- and two-bedroom units. An ADU may be created through the following methods:

1. Constructing a detached ADU on a parcel with an existing single-family home.
2. Constructing a new single-family home with a detached ADU.

C. Accessory Dwelling Unit Requirements.

1. An ADU is a permitted use, on lots served by a publicly maintained right-of-way in the following residential zoning districts: R-1 and R-2 and related districts exclusive of MH and MHP. An ADU shall not be constructed on lots accessed by access easements. They are also not allowed on lots served by rights-of-way that have not been accepted by the municipality or state of Alaska for maintenance.
2. ADUs are intended for long-term rental use only. Rental of an ADU for a period of less than ninety consecutive days is prohibited. ADUs shall not be used for short-term vacation rentals and/or bed and breakfast purposes.
3. ADUs shall meet all development, design, zoning and building requirements at the time of construction (e.g., setback requirements and lot coverage standards) applicable to the primary dwelling unit, except as otherwise noted.

4. The ADU must be located on the same parcel as the primary dwelling unit.
5. Only one ADU is allowed per parcel.
6. Mobile homes, travel trailers and recreational vehicles shall not be used as an ADU.
7. ADUs shall only be located on a parcel in conjunction with a single-family dwelling unit. ADUs shall not be located on parcels that contain a duplex and shall not be located on parcels that contain two or more dwelling units.
8. ADUs shall be designed so that the appearance of the structure maintains, to the greatest extent possible, the appearance of a single-family property.
9. If a separate external entrance for the ADU is necessary, where possible, it shall be located on the side or rear of the structure. On a corner lot, where there are two entrances visible from either street, where possible, solid screening is required to screen at least one of the entrances from the street.
10. Exterior stairs shall be located in the side or rear yard wherever possible and must comply with setback and building code requirements.
11. The maximum size of an ADU shall be eight hundred square feet.
12. The following parking requirements are applicable for ADUs:
 - a. As part of the application submittal process, the applicant shall submit a parking plan delineating parking space(s) for the ADU and the primary dwelling unit.
 - b. Where parking is located in any portion of the interior side and/or rear setbacks solid screening is required from adjoining properties.
 - c. On-street parking is prohibited.
 - d. If additional parking is necessary, new parking space(s) shall utilize existing curb cuts.
13. All subdivisions of lots containing ADUs are prohibited unless all minimum lot sizes (exclusive of access easements), setbacks, lot coverage, and other requirements in the zoning and subdivision codes are met.
14. Variances are prohibited on any lot containing an ADU including, but not limited to, variances for setbacks, lot coverage, building height, and off-street parking requirements.

D. Conditional use permits may be sought if the above requirements cannot be met. Conditional use permit must be in conformance with Chapter 22.24.

Table 22.20-1 : Development Standards

Footnote 19: Height of ADUs in residential zones limited to 25 ft. or height of principal dwelling unit, whichever is less.

**Table 22.16.015-1
Residential Land Uses (Abbreviated)**

Zones	P(1)	SF	SFLD	R-1	R-1 MH	R-1 LDMH	R-2	R-2 MHP	CBD (11, 12)	C-1 (11)	C-2 (11)	WD (2, 11)	I	GI (3, 10)	LI(3)	R	OS	GP (13)
RESIDENTIAL																		
• Accessory dwelling unit				P(14) C	C	C	P(14) C	C										

P: Public Lands District

SF: Single-Family District

SFLD: Single-Family Low Density District

R-1: Single-Family/Duplex District

R-1 MH: Single-Family/Duplex/Manufactured Home District

R-1 LDMH: Single-Family/Duplex and Single-Family/Manufactured Home Low Density Districts

R-2: Multifamily District

R-2 MHP: Multifamily/Mobile Home District

CBD: Central Business District

C-1/C-2: General Commercial and General Commercial/ Mobile Home Districts

WD: Waterfront District

I: Industrial District

GI: General Island District

LI: Large Island District

R: Recreational District

OS: Open Space District

GP: Gary Paxton Special District

P—Permitted

C—Conditional Use Permit Required

C. Residential Uses Table 22.16.015-1 Footnotes.

14. Accessory dwelling units shall be constructed in conformance with the standards outlined in Chapter 22.20, Supplemental District Regulations and Development Standards