

Agenda

Planning Commission - Title 49 Committee City and Borough of Juneau

July 16, 2018

Marine View Building, 230 S. Franklin Street, 4th Floor

12:00 PM

- I. **ROLL CALL**
- II. **APPROVAL OF AGENDA**
- III. **AGENDA TOPICS**
 - A. Unit Lot Subdivisions
 - B. Title 49 Priorities and Status Update
 - C. Committee Logistics
 - D. Discussion: Common Walls
- IV. **COMMITTEE MEMBER COMMENTS AND QUESTIONS**
- V. **ADJOURNMENT**

Jill Maclean

From: Jill Maclean
Sent: Thursday, July 12, 2018 11:59 AM
To: Robert Palmer
Subject: unit lot sub. notes - 07.11.18

Hi,

Here are my notes from last night, in case you need them. Also, here is [link](#) to a memo on Anchorage's unit lot sub. I've included a few hyperlinks with code from other cities that I thought may be useful.

Alternative Residential Subdivisions:

The purpose of these provisions is to allow for the creation of lots for alternative residential development as described in xx, including attached or detached single family units, townhouses, and similar developments with multiple dwelling units on a parent site, while applying only those site development standards applicable to the parent site as a whole, rather than to individual lots resulting from the subdivision.

Why:

Alternative Residential subdivisions is a form of small-lot housing that provides fee simple, single-family home lots that are smaller than such lots created by right in various zoning districts, in order to provide more affordable housing choices. Alternative Residential subdivisions provide an opportunity for first-time buyers or down-sizing empty-nesters get a newly constructed, architecturally designed home, usually for less than the cost of a traditional single family home in that same neighborhood. Alternative Residential subdivisions provide a smart-growth alternative to traditional single-family homes and condominiums.

Decision Process:

- If 4 or less lots created – Director's decision; follow minor sub. public noticing process? Abutters, etc.
- If 5 or more lots created – PC decision; follow major sub. public noticing process?
- Preliminary plat – drainage, grading, utilities, access must be installed prior to final plat; no bonding?
- Final plat -

Zoning Districts/Uses:

- All districts except MU, WC, WI, I (consistent w/common wall ord.)
- Single-family use only w/accessory structure i.e. shed or garage; NO accessory dwelling unit due to minimal size of unit lot (fire code too?)
 - Home occupation could be permissible; not daycare
- Parent lot must meet underlying zoning district requirements (min. lot size, height, setbacks, coverage, etc.)
 - Must have frontage on a public right of way

Lot Spacing:

- Must meet fire code standards

Access:

- Private access – must maintain an HOA
- Must connect to public utilities – all utilities maintained by HOA
- Must be paved w/in the USB; optional paving outside USB, but all must meet fire standards
- Must submit access/maintenance agreements (use shared access as model – 49.35.272)
 - No CBJ responsibility

- Maintenance, good repair to meet fire standards, snow removal
- Address drainage w/easements (similar to Pederson sub.?)

Parking:

- Each unit must meet the minimum parking standards for its use on its unit lot
- Visitor parking must be provided (we have something similar for senior housing 49.35.210(a) – “plus 1 parking space for each 10 units...”

Utilities:

- Master water meter
- Sewer is private from the connection to public sewer to units
- HOA for maintenance of utilities

Lot Size:

- No minimum lot size (similar to PUD?) or tied to FAR? and include language similar to shared access - 49.35.462 (10)
- *“Sites developed or proposed to be developed with dwelling units listed in subsection, may be subdivided into individual unit lots. The development as a whole shall meet development standards applicable at the time the permit application is vested. As a result of the subdivision, development on individual unit lots may be nonconforming as to some or all of the development standards based on analysis of the individual unit lot, except that any private, usable open space for each dwelling unit shall be provided on the same lot as the dwelling unit it serves...”* borrowed from Seattle; just for thought; I like the highlighted piece

Common Open Space:

- Need something to off-set the small lot sizes...
- *“Portions of the parent site not subdivided for individual unit lots shall be owned in common by the owners of the individual unit lots, or by a homeowners association comprised of the owners of the individual unit lots located within the parent site” ...Snohomish*
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City & Borough of Juneau, AK
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topic	priority	status	who	case	ordinance	status/notes
streamside buffers	1	underway	Teri			WEM to check status, determine next steps, to Law Soon
PMA ROW USB	1	underway	Laura			to Lands 10/23/2017, asked staff to work with PC on this
nonconformities	1	underway	Beth			T49 7/19, 8/16, 9/20, 10/11, bring ord. to T49 in August, RLS submitted
junk (problem properties/nuisance)	1	underway	needs planner	AME2016 0014		T49 9/21/16, needs planner assigned
mining special use provisions	1	underway	Amy Mead/Laura			6/26,2018: PC recommended Assembly approve the ordinance
unit lot subdivisions	1	underway	Jill/Rob P.			Jill and Rob P. to work on this, bring to T49 7/16
Auke Bay zoning/incentives	2	underway	Allison/Beth	AME2015 0010		Auke Bay Imp. Comm considering options
urban agriculture	2	underway	Tim			to PC when ord drafted. Notify Michelle Warrenchuk, RLS submitted, PC COW Aug 24th - tentative
tiny houses and mobile home definitions	2	not started	needs planner			definitions to be updated. Planner will work with Jeff for T19 alignment
canopies	2	underway	needs planner			needs planner assigned to continue ongoing work
street reconstruction & standards	2	on hold	Laura /Beth	AME2016 0009		Mike Vigue is paving the way.
subdivision code housekeeping	2	on hold	Laura/Tim			Laura to create list (and talk with Roger about standard detail) to be discussed next time we meet: do an omnibus ordinance, or categorize changes into multiple ordinances, or do individual ordinances
stub streets	2	underway	Tim			RLS has been submitted
CSP rewrite	2	underway	Beth/Rob			
common walls	2	underway	needs planner			Bring ordinance to T49 at August meeting
process for amending comp plan	3	not started	Beth			
planned unit developments	3	not started	Laura			
cottage housing	3	not started	Laura			
street names	3	underway	Quinn/Laura			Laura to circulate draft to planners
street addressing	3	underway	Quinn/Laura			Laura to circulate draft to planners
digital zoning map	3	not started	Quinn			
vesting rights	3	on hold	Laura/Beth	AME2016 0001		Laura to write white paper on why this is needed
signs	3	on hold	Laura/Allison	AME2015 0013		
accessory apartment housekeeping	3	underway	Beth			PC wants T49 to work on more holistic fixes to code section 7/10
site plan review process	3	not started				Allison and Amy are doing research
recreational mining	3	not started				
leases and subdivisions	3	not started	Laura			This will be addressed once unit lot subdivision amendment is adopted
wcf fee change		not needed				Email from Steedle on Dec. 8, 2017 to staff - no bld fee charged for wcf review - provide clear direction to staff - no text amendment needed after all

	SUBJECT	NEXT STEP	DEADLINE	STATUS	STAFFER ASSIGNED
TITLE 49					
<i>(Note that all T49 meetings need an agenda; packets to be completed, distributed and placed on NOVUS by the Friday prior – let's discuss a Thursday deadline since they seem to be meeting on Mondays)</i>	Alternative Residential Ord.	Follow up with Alaska Housing Finance Corp. to educate them on our subdivision regulations	July 16 T49 Meeting		JMM/RP
	T49 Priorities to Date for 2018 & Upcoming Priorities for Remainder of 2018	Present an overview of priorities – what has been accomplished, what remains, and what will be addressed this calendar year per the priorities provided to the Assembly in Feb. 2018	July 16 T49 Meeting		L. Boyce for to date status; JMM and Beth for Remainder of 2018 (basically this document)
	Common Walls & Mixed Use Discussion	Discussion on mixed use development in LC, GC, and MU2 (other revisions are complete except the square footage for a D3 lot size)	July 16 T49 Meeting possibly	Ready to go	JMM for mixed use conversation; ❖ Beth to assign new planner to complete
	Common Walls Ord.	Draft final ordinance	First August T49 Meeting		Needs a Planner
	Non-Conforming Ord.	Draft language is w/Law as of 07/08/18 Regroup w/Palmer, Beth, JMM Finalize draft ord. language for T49	Week of July 8 th /15 th at the latest End of July	Complete First August T49 Meeting	Beth
	Streamside Buffer Ord.	JMM/LAB preference is straight to T49 (not WRB); Beth to direct TC to submit an RLS	Past Due	?	TC
	Junk Ord. (Potentially adding problem property / nuisance ords.)	Beth to assign planner to draft new ordinance (make sure planner meets with JMM, Beth, Nate to understand bigger picture)	Immediate		?

	SUBJECT	NEXT STEP	DEADLINE	STATUS	STAFFER ASSIGNED
PLANNING COMMISSION					
					TF
	Sign Code		July 27		LAB/AE
			July 13		
			Second August T49 Meeting		
	Urban Ag. Ord.	Language submitted to Law; shouldn't need another T49;	TBD	Sent email 07/08/18	TF
		JMM to email Law regarding status;			
		Beth to schedule a meeting w/TF and JMM to review Law's comments;			
		Schedule for PC COW	August 24 tentative		
PLANS/MAJOR REZONES					
					AE
	Wetland Management Plan		July 9		TC
			December 2018		

	SUBJECT	NEXT STEP	DEADLINE	STATUS	STAFFER ASSIGNED
	Hazard Mapping Plan	Beth to obtain update from TC and update JMM TC to provide a project management plan to Beth and JMM (Note - this is complete and ready for review and discussion; format and timing may need to alter) TC to schedule a meeting w/Beth and JMM to review and discuss	June 29 August 1		TC
	Preservation Plan	Beth to direct AE for an update	July 13		AE
	Blueprint Downtown Juneau	LAB and TF to develop a project management plan/work plan with assistance from Beth, JMM and BG (as Admin time needs to be factored in)	July 20 (was July 9...)		LAB(?)/TF
	Juneau ADOD	LAB to provide a project management plan to Beth; Draft zoning ord. to T49 Final zoning ord. to PC	July 9 Feb. 2019 May 2019		LAB/AL
	Douglas ADOD	Assign planner	Dec. 2018		Beth
	Comp Plan	Await direction from PC/Assembly	TBD	waiting	TBD