



REGULAR PLANNING COMMISSION AGENDA

November 18, 2025 at 6:00 PM

Zoom Webinar

<https://juneau.zoom.us/j/85421744892> or 1-253-215-8782 Webinar ID: 854 2174 4892

A. LAND ACKNOWLEDGEMENT

We would like to acknowledge that the City and Borough of Juneau is on Tlingit land and wish to honor the indigenous people of this land. For more than ten thousand years, Alaska Native people have been and continue to be integral to the well-being of our community. We are grateful to be in this place, a part of this community, and to honor the culture, traditions, and resilience of the Tlingit people. *Gunalchéesh!*

B. ROLL CALL

C. REQUEST FOR AGENDA CHANGES AND APPROVAL OF AGENDA

D. APPROVAL OF MINUTES

1. October 14, 2025, Draft Minutes Regular Planning Commission
2. October 28, 2025, Draft Minutes Regular Planning Commission

E. BRIEF REVIEW OF THE RULES FOR PUBLIC PARTICIPATION

F. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

G. ITEMS FOR RECONSIDERATION

H. CONSENT AGENDA

I. UNFINISHED BUSINESS

J. REGULAR AGENDA

1. **AME2025 0005: Title 49 Phase 1 Text Amendments, Wave 2 — RECOMMENDED WITH AMENDMENTS**

Applicant: City and Borough of Juneau

Location: Borough Wide

DIRECTOR'S REPORT

The proposed ordinance amends the Title 49 Land Use Code relating to reasonable accommodation for individuals with disabilities, internet-based Official Zoning Maps, subdivisions on arterials, and housekeeping edits. Commission recommendations are due by November 21, 2025. Staff recommends modifications to clarify staff roles in reviewing reasonable accommodation, manage version retention of digital maps, and clarifying

standards for roadway classification.

STAFF RECOMMENDATION

Staff recommends forwarding the proposed ordinance with a recommendation of APPROVAL to the Assembly, with recommended changes.

K. OTHER BUSINESS

1. Housekeeping Item Regarding Regular Meeting Time Hours
2. Proposed Planning Commission Meeting Dates for 2026

L. STAFF REPORTS

M. COMMITTEE REPORTS

N. LIAISON REPORT

O. CONTINUATION OF PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

P. PLANNING COMMISSION COMMENTS AND QUESTIONS

Q. EXECUTIVE SESSION

R. SUPPLEMENTAL MATERIALS

S. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, e-mail: city.clerk@juneau.gov.

DRAFT MINUTES

Agenda

Planning Commission

Regular Meeting

CITY AND BOROUGH OF JUNEAU

Lacey Derr, Acting Chair

October 14, 2025

A. LAND ACKNOWLEDGEMENT – Read by Mr. Salik.

We would like to acknowledge that the City and Borough of Juneau is on Tlingit land, and wish to honor the indigenous people of this land. For more than ten thousand years, Alaska Native people have been and continue to be integral to the well-being of our community. We are grateful to be in this place, a part of this community, and to honor the culture, traditions, and resilience of the Tlingit people. Gunalchéesh!

B. ROLL CALL

Lacey Derr, Acting Chair, called the Regular Meeting of the City and Borough of Juneau (CBJ) Planning Commission (PC), held in Assembly Chambers of the Municipal Building, virtually via Zoom Webinar, and telephonically, to order at 6 p.m.

Commissioners present: Commissioners present in Chambers – Lacey Derr, Acting Chair; Douglas Salik; Larry Gamez

Commissioners present via video conferencing – David Epstein, Vice Clerk; Nina Keller

Commissioners absent: Erik Pedersen, Chair; Adam Brown, Clerk; Jessalynn Rintala; Mandy Cole

Staff present: Jill Lawhorne, CDD Director; Irene Gallion, Senior Planner; Madeline Carse, CDD Administrative Assistant; Nicole Lynch, Attorney III; Denise Koch, Engineering and Public Works Director

Assembly members: Christine Woll

C. REQUEST FOR AGENDA CHANGES AND APPROVAL OF AGENDA

Director Lawhorne expressed that the rezone on the original agenda had a public notice sign mistakenly taken down for a couple of days before the meeting, so the applicant was asked to put the sign back out and they postponed it to the October 28th meeting.

Agenda was approved with the above changes.

D. APPROVAL OF MINUTES

1. July 22, 2025, Draft Minutes, Regular Planning Commission
2. August 12, 2025, Draft Minutes, Regular Planning Commission
3. August 26, 2025, Draft Minutes, Planning Commission Committee of the Whole

MOTION: *by Mr. Salik to approve the July 22, 2025, August 12, 2025, and August 26, 2025, Planning Commission Regular Meeting minutes.*

E. BRIEF REVIEW OF THE RULES FOR PUBLIC PARTICIPATION

F. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

G. ITEMS FOR RECONSIDERATION

H. CONSENT AGENDA

I. UNFINISHED BUSINESS

J. REGULAR AGENDA

K. OTHER BUSINESS

1. FY27 CBJ Legislative Capital Priorities

Director Koch presented on the FY27 CBJ Legislative Capital Priorities process. She explained that they oftentimes get opportunities from the congressional delegation or state legislature where they ask for our aspirational projects that will require more than local money. She noted this process is different from the one year CIP, as it is a vehicle to ask for funding from other levels of government. She said every board and commission has the opportunity to provide two projects they see as priorities and/or remove previous priorities that should be removed. The feedback is due by October 24th, and they will make a final recommendation as part of their public meeting. She added that the Systemic Review Committee will review the priorities and information received from the boards and commissions, and then the packet of information goes to individual Assembly members, where they individually rank the projects. Director Koch voiced that she will then aggregate all the individual scores and bring it back to a Committee of the Whole for the Assembly to discuss and/or make changes, and it will then go through an Assembly meeting to be adopted. She shared that when they draft the report, they sometimes add and/or remove items from the list, especially

when a project is no longer seeking funding. She reminded the Commission that they cumulatively recommended the number one priority last year to be GLOFs, and the Juneau Douglas North Crossing listed as second.

Mr. Epstein asked how much longer they expect things to be serviceable if they do not include the Flume Project this year.

Director Koch answered they have identified through the regular CIP process funds to do the initial design and inquiry work to be able to answer that. She added that is a big project that they see on the horizon that will be around \$12 to \$15 million dollars. She noted it is already beyond its design life, but it is hard to say how imminent a failure is.

Chair Derr inquired if the emergent need they had for the Glacial Lake Outburst Flooding last year as the number one priority should carry over to this year.

Director Koch responded there is still a lot of time urgency associated with that. She noted that the Hesco barriers and technical support received from the Army Corps were largely successful, but there were areas with seepage and concerns about water lapping over the top of the barriers. They estimate that the barriers protected about 750 homes from flooding in the August 2025 GLOF, but the magnitude of the GLOFs keep getting larger.

Mr. Gamez asked where DEC fit in on the Mendenhall Wastewater Treatment Plant project and if they helped make a report.

Director Koch answered the fats, oil, and grease project wound up on this list because of the compliance order by consent with the Alaska Department of Environmental Conservation (DEC), and they know there is aging infrastructure in the sewer system and there are areas that need to be improved. She said the Utility Advisory Board monitors the utility closely, and they nominated this project in the past. She added that a treatment system upgrade would help greatly.

Mr. Epstein inquired if there is a deadline by which they have to achieve compliance.

Director Koch responded that it gives a date, but also says by the date or until they have achieved all of the goals of the compliance order by consent. She shared that DEC determines when they have fully satisfied the compliance order by consent.

Mr. Epstein also asked if the objective was about if we show we are taking positive steps to try and achieve compliance to halt them from coming down on us.

Director Koch expressed that this compliance order by consent has been in place for several years and they have been making steady progress on that compliance order

and have a very productive working relationship with DEC. She did not anticipate that they would come down on us hard in the near term.

Chair Derr inquired if they think the recent election possible outcomes and budgetary reductions will impact this list.

Director Koch voiced that is something the boards and commissions should have in mind. She said the Assembly ultimately does the ranking, but she imagines that they notice which projects have been ranked higher for the last few years and consider the top two priorities of the boards and commissions.

Mr. Epstein asked what they are presently doing to show good faith towards achieving compliance.

Director Koch responded that they have been doing public outreach, have an I&I issue into the wasteway water treatment system that connects with the collection system, making strides with some of the largest industrial customers for the sewer system, instituted a process to do rigorous testing to ensure the wastewater treatment system is not overloaded, had conversations and looked at the effluent coming from the landfill and outside communities that gets pumped into the wastewater treatment system, and created a source control position.

Mr. Epstein inquired how often they have to cut off the cruise ships.

Director Koch voiced that is not something they need to do, as cruise ships connect to the Juneau Douglas Treatment Plant, which has the most capacity.

Mr. Salik commented that reading the memo to the city committees and looking at their feedback was positive and had a very narrow breath. He asked if there would be any objection to this committee expanding beyond since it has a larger breath.

Director Koch understood the Planning Commission has a broader area of expertise and focus than some of the other boards and commissions, but they want the number of recommendations to be limited. However, the Planning Commission has put forth three priorities in the past.

Chair Derr asked the Commission for discussion.

Mr. Epstein was gratified to see their top two mirror the Assembly's. He said he would like to add the sewage treatment plant project as number three.

Chair Derr commended the city and its partners on the success of the Hesco barriers and the homes that were protected, and believes GLOF and flood mitigation should

still be number one. She noted this commission has also been very vocal about the second crossing for housing and safety, and should still be number two.

Mr. Salik expressed that GLOF is a huge priority to help protect everybody, followed by something happening in the Douglas Crossing. He requested that the wastewater problem being a third.

Mr. Gamez stated that the sewer treatment plant is money well spent, as they need that up and running.

Ms. Keller preferred seeing the Pedersen Hill Development in the top two or three, as she felt that is a higher priority than the second crossing in the short term.

L. STAFF REPORTS

Director Lawhorne reported that October 27th is the Assembly Re-org Meeting, and the Commission will meet on October 28th, at 6 p.m., in Chambers. She stated that the November 18th Meeting will be Zoom only, with Phase 1, Wave 2 of Title 49 Land Use Code Revisions. She said they are having the Housing Forum again this year and they offer credits for the builders. She added that the Tyler Tech permit software system will also be giving a demonstration to them, as well as to the Commission before going live on January 12th. She noted that they are filling the planner position; however, they just received two resignations from other planners.

Mr. Epstein asked if the acoustics in Chambers have improved at all.

Director Lawhorne answered no, but she can get an update on that.

M. COMMITTEE REPORTS

Chair Derr reported on the Lands, Housing and Economic Development meeting, where the Title 49 changes were presented. She said there was a minor city land disposal sale and they were notified that would be the last meeting with this makeup of the board.

N. LIAISON REPORTS

Christine Woll stated that the reorganization meeting is coming up post-election, so this would likely be her last Planning Commission meeting. She said the Assembly will be working on the GLOF, which will include many complex decisions, as well as budget cuts.

O. CONTINUATION OF PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

P. **PLANNING COMMISSION COMMENTS AND QUESTIONS**

Q. **EXECUTIVE SESSION**

R. **ADJOURNMENT**

The October 14, 2025 Planning Commission Meeting was adjourned at 6:57 p.m.

DRAFT MINUTES

Agenda

Planning Commission

Regular Meeting

CITY AND BOROUGH OF JUNEAU

Erik Pedersen, Chair

October 28, 2025

A. LAND ACKNOWLEDGEMENT – Read by Mr. Gamez

We would like to acknowledge that the City and Borough of Juneau is on Tlingit land, and wish to honor the indigenous people of this land. For more than ten thousand years, Alaska Native people have been and continue to be integral to the well-being of our community. We are grateful to be in this place, a part of this community, and to honor the culture, traditions, and resilience of the Tlingit people. Gunalchéesh!

B. ROLL CALL

Erik Pedersen, Chair, called the Regular Meeting of the City and Borough of Juneau (CBJ) Planning Commission (PC), held in Assembly Chambers of the Municipal Building, virtually via Zoom Webinar, and telephonically, to order at 6:01 p.m.

Commissioners present: Commissioners present in Chambers –Erik Pedersen, Chair; Adam Brown, Clerk; Douglas Salik; Nina Keller; Larry Gamez

Commissioners present via video conferencing – Lacey Derr, Vice Chair; David Epstein, Vice Clerk; Mandy Cole

Commissioners absent: Jessalynn Rintala

Staff present: Jill Lawhorne, CDD Director; Forrest Courtney, Senior Planner; Tanya Howard, CDD Administrative Officer; Madeline Carse, CDD Administrative Assistant; Nicole Lynch, Attorney III; Ilsa Lund, Planner II; Brandon Robinson, Planner II; Justin Smith, Planner I

Assembly members: Greg Smith

C. REQUEST FOR AGENDA CHANGES AND APPROVAL OF AGENDA

D. APPROVAL OF MINUTES

E. BRIEF REVIEW OF THE RULES FOR PUBLIC PARTICIPATION

F. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

G. ITEMS FOR RECONSIDERATION

H. CONSENT AGENDA

I. UNFINISHED BUSINESS

J. REGULAR AGENDA

1. **AME2025 0002:** Applicant requests a rezone of 3.79 acres at 5200 and 5220 Commercial Boulevard from Industrial to Light Commercial.

Applicant: Charles Donart
Location: 5200 & 5220 Commercial Blvd.

Director's Report

The Applicant requests a rezone of 3.79 acres at 5200 and 5220 Commercial Boulevard from Industrial to Light Commercial. The proposed rezoning is in contradiction to the adopted maps of the Comprehensive Plan, which designates the area for light industrial uses; the changes in allowed uses therein are in contradiction to the intent of the area in keyways, such as opposing intents for manufacturing uses and residential uses. Residential units, which the Comprehensive Plan has stated should be restricted in this area, are a key component of the applicant seeking rezoning.

Staff Recommendation

Staff recommends the Planning Commission adopt the Director's analysis and findings and forward a recommendation of denial of AME2025 0002 to the Assembly.

Charles Donart, applicant, discussed the industrial zone classification. He stated that he could only think of one business establishment Juneau's industrial zone that needed industrial zoning to exist where it is. He noted that he set up a pre-app conference with CDD planning for the two parcels in his application to rezone in 2021 from industrial to general commercial and it failed

and the two parcels have been for sale as industrial lots ever since. Therefore, with this rezoning application, they are attempting to dispel the notion that the highest invest use for the parcels is to maintain the industrial classification. He noted that of the 90 total permissible use cases in the table given by CBJ, there are 34 use cases that overlap and are allowed in both zoning classes, and of the 28 different policy comparisons between industrial zone class and light commercial zone class on how they fit with the 2013 Comp Plan, 10 were conforming, 10 were conflicting, and 8 were mixed. He said that out of the activities listed for the conflicting businesses, it showed that approving the rezoning request would not be sacrificing much in terms of attracting other businesses to the area. He mentioned that since 2023, the Assembly has had a stated goal of addressing housing to assure adequate and affordable housing for all CBJ residents, and the proposed development on the two parcels in the rezoning application are for 114 units of studio and one bedroom apartments, which would support that goal and is the highest and best use of the properties.

Chair Pedersen asked for public testimony.

Geoff Larson, 4740 Thane (ph) Road, part-owner of the property in question and member of the Alaskan Brewing Co., pointed out that the Lemon Creek industrial area is surrounding by commercial property, with over 50 apartment type residential units, and the property that is being asked to be rezoned to light commercial is also on the edge of the property. He added there are about 8 units within the industrial area that have the allowed uses of the custodial type apartments. He stated that the Alaskan Brewing Co. has a real challenge in getting housing for their staff, and this would be an advantageous element for them to continue to grow and have staff with a place to live. He voiced that the property is also fairly well developed and ready to build on, with water, sewer, access, and a safe environment.

Public testimony was closed.

Chair Pedersen expressed that while it does seem like a good idea to change the zoning and provide more housing, there is a limited number of industrial parcels available in Juneau.

Mr. Gamez agreed that the housing issue in their community is tough and this is a vacant lot, but he was concerned with the traffic and not sure how it would work on the corner lot.

MOTION: *by Ms. Derr to accept staff's findings, analysis, and recommendations, and deny AME2025 0002.*

Mr. Epstein commented that traffic is certainly a concern, but he believed the city would require a traffic impact analysis and the applicant would probably be required to develop mitigation plans to handle that. He was torn because the applicant made a good point of the need for housing, but the community development staff went through the application thoroughly and made their recommendation, and he would have to think hard about voting against that.

Chair Pedersen clarified they are deciding on a rezone and not a theoretical development of the parcel.

Director Lawhorne further explained that when the Planning Commissions hears a rezone, they can only judge the rezone itself and cannot be based on any developments or conditioned unless for public safety reason.

The motion passed 5-2.

- 2. AME2025 0003:** Applicant requests a rezone of 4.03 acres at 7170 Glacier Highway from D18 to Light Commercial.

Applicant: Marciano Duran
Location: 7170 Glacier Hwy

Director's Report

The Applicant requests a rezone of 4.03 acres at 7170 Glacier Highway from D18 to Light Commercial. The proposed rezoning is in contradiction to the adopted maps of the Comprehensive Plan. The site is designated Medium Density Residential (MDR), which means urban residential land for multifamily dwelling units at densities ranging from 5 to 20 units per acre. Any commercial development should be consistent with a residential neighborhood, as regulated in the Table of Permissible Uses. Light Commercial can reach a density of 30 units, allows for many uses that are not residential, and does not require residential as part of the development.

Staff Recommendation

Staff recommends the Planning Commission adopt the Director's analysis and findings and forward a recommendation of denial of AME2025 0003 to the Assembly.

Marciano Duran, applicant, explained that they are trying to develop the parcel to get mixed use out of it, with mostly residential units, condos, or apartments three floors above a lower level of some commercial use properties to be able to service the neighborhood with some amenities. Those amenities could be things similar to a coffee shop or yoga studio, something to enhance the neighborhood and lessen impacts on the road by keeping residents on site. He noted that the light commercial parcel right next to them is a city shop and the current zone change of D18 allows 73 units, and with the light commercial zone, they could go up to 121 units, which would help make the project more viable to get developed and out on market. He said the denial recommended is based on the 2013 Comp Plan, but this is pretty much in compliance with the 2018 Lemon Creek area plan. He stated that this rezone would be something the neighbors and people that live in this development would appreciate.

There was no public testimony for this item.

Mr. Duran voiced that he submitted some photos of the conceptual ideas that they are trying to do with this development. He expressed that they did have some negative discussion with the mental health lands trust right above them, but after speaking with them, they were impressed with the plans. He added that these ideas and plans are different and something Juneau does not have, but have worked in other places.

Director Lawhorne noted that the applicant did not meet the submittal deadline with the photos they sent in, so they were not included with the packet.

Mr. Epstein asked the applicant to comment on the nature of the units that could be constructed and what they plan to provide.

Mr. Duran answered that they would like to do studio, one-bedroom, and two-bedroom apartments, with just a few three-bedroom apartments. He added that this is the perfect location for the workers for the Alaskan Brewing Co., which was mentioned earlier in the meeting. He said they would also like to do condos to try and hit as much of the Juneau housing need they can. He said they did submit the photos late, as they did not know about the cutoff date, but wished they would be able to see those.

Mr. Epstein expressed that there was a development toward Fred Meyer in this area that did not turn out as originally thought, and he was concerned they may end up in the same situation with this development. He hoped for a strong consideration to be given towards housing affordability.

Mr. Duran responded that the applicants for the property Mr. Epstein mentioned were from out of state and not familiar with Juneau, but he has been here for 50 years and has the experience.

Chair Pedersen closed public testimony and asked for Commission discussion.

Director Lawhorne reminded the Commission that they are rezoning this to all the uses that occur in light commercial and there is no guarantee that it will be housing. She added that while the applicant could get a higher density with light commercial, the staff report demonstrated that they can get around 91 units using the current code. She said D18 also provides for childcare services and recreational facilities within an alternative residential subdivision, so housing and childcare are two of the top priorities for the community. She stated that they cannot condition their rezone for particular uses.

Ms. Derr commented that if they rezone to light commercial, it does not have to be housing and they cannot guarantee that, but with D18, there is a good amount of housing that could be on this lot.

MOTION: *by Ms. Derr to accept staff's findings, analysis, and recommendations, and deny AME2025 0003.*

Mr. Salik expressed that if they converted the property from D18 to light commercial, they would have light commercial right next to D5. He was in support of the motion.

Mr. Brown stated that the adjacent lot is also light commercial, so he did not feel like it being D5 next to light commercial would be a deciding factor.

Chair Pedersen voiced that he would not view it as spot zoning, as it is within another decent block of light commercial, and there might not be a lot of transition to get between the light commercial and D5, so he could see that both ways.

The motion passed 5-2.

The Commission took a 5-minute at ease.

3. USE2025 0010: Conditional Use Permit for Juneau Hydropower Inc.

Applicant: Juneau Hydropower Inc.
Location: CBJ-Wide

Director's Report

The applicant requests a Conditional Use Permit (CUP) for the Lower Sweetheart Lake hydroelectric dam and related infrastructure, a high voltage transmission line, and electric distribution from the Lena Point Substation to Cascade Point and the Kensington Mine in Berners Bay with a substation at Echo Ranch Bible Camp. The Sweetheart Lake dam portion of this project received a CUP in 2016, but no building permit was issued for the proposed development before February 23, 2018, and the CUP expired.

Staff Recommendation

Staff recommends the Planning Commission adopt the Director's analysis and findings and APPROVE Conditional Use Permit USE2025 0010 with conditions.

Dolph Mitchell, Managing Director of Juneau Hydropower, applicant, stated that they are locally owned and will hire local labor and hire, believe in local community values, will have local management decisions, investment in Juneau, and local power for local property. He shared that they just had two RCA dockets approved unanimously that were reconsidered and denied, which created an RCA certificate for Juneau to have a second utility. He explained that they were given 106 square miles of territory outside of AEL&P to serve the unserved areas of the city and borough of Juneau, and they received all the interconnection, transmission, and transmission accommodation agreements, where they will pay AEL&P around \$2 million a year, which will help lower their rates. He added that around \$270 million will be invested in the community, EPC and EPS will be helping them, and Juneau Labor Trades will be fulfilling jobs and make sure they get

things done. Mr. Mitchell said they are on the right southern end of the board of CBJ, and they are going to put transmission lines all the way up through the northern border of CBJ. Their project is 19.8 megawatts, 116,000 megawatt hours, 20-25% new generation in Juneau, 50.63 miles of high voltage transmission, which is roughly 3% of all of Alaska's transmission assets. He discussed the development timeline, submarine cables, and landform barrier. He said they meet the code compliance, state and federal regulations, and the requirements in the Comprehensive Plan. He added they have a lot of support and have done a good job of trying to meet all the rules and conditions with the CBJ, and they agreed with the staff recommendations.

Ms. Derr asked the applicant if they see their project assisting with the dock electrification for the other docks, as there were concerns about having enough hydropower.

Mr. Mitchell responded that their RCA certificate gives them 106 square miles that is all rural Alaska, and their financing is with USDA Rural Utility Services. He said there is provisions at some point in the future where they may be allowed to sell or provide AEL&P power for any of their needs within their service territory, but they would not be able to directly furnish any dock electrification or within AEL&P service territory.

Mr. Gamez inquired if Kensington Mine is helping them pay for this.

Mr. Mitchell answered that they have a power purchase agreement with them, meaning that they will buy the power that they deliver as customers. He explained that Kensington burns between 9,000 and 11,000 gallons of diesel a day, and this project in conjunction with them, reduces the greenhouse gases in Juneau by around 12%.

Mr. Gamez asked the applicant to explain their game plan on the sockeye fishing down south and how they facilitate that.

Mr. Mitchell responded that fishery is a no deposit and no return fishery and the sockeye never get up to that lake naturally, so the fish that they get are the 20% that survive of the half million fry that are put in there every May, as 80% of them die from becoming bird bait. He explained this would alleviate that, bring them down, and noted the more sockeye they have going out, the more whales and seals will come in, so there is always a balance. He added that they are going to put a nice rock thing in there to make it easier to catch the fish in nets, and they believe they will be able to increase the number of sockeye and protect them. However, it will be up to DIPAC Board on whether they determine to continue that fishery or not.

Ms. Cole asked the applicant if they foresee any impacts on current AEL&P customers in terms of rate changes.

Mr. Mitchell answered that they are paying \$1.2 million a year a AEL&P, which is the equivalence of two dock electrifications, and the average dock electrification is about \$600,000 a year, and he believes they will give a lot of that back to the ratepayers, as they are only allowed to claim so much profit.

Ms. Keller inquired about the applicant's experience with managing hydropower projects.

Mr. Mitchell responded that he has been involved with other developers of hydropower and first got into hydropower through fishing, and he helped run and get the hydropower in Pelican stabilized and ran that utility and still helps them with their FERC processes. He commented that he has been involved with FERC licensing, legislative affairs for the FERC permitting and licensing, and investment tax credits.

Chair Pedersen asked the applicant to speak more to the proposed submarine cable.

Mr. Mitchell answered that they have three modern, fiberoptic submarine cables that zero out the EMF. He added that by combining the cables, it zeroes out the electromagnetic fields.

Ms. Cole inquired what will happen if the project runs into a snag like what happened in 2016, where they are left with some built and some unbuilt infrastructure.

Mr. Mitchell stated that FERC will not provide them a notice to proceed until they have the funding and financing to complete it, as they do not allow starting a project and not completing it. He stated that they have hired Ameresco, who has built many large pieces of infrastructure so that risk is very low. He commented that for every dollar they spent, they get 50 cents back in investment tax credits.

Mr. Epstein asked if there would be a connection to other fiber systems that convey internet between us and the lower 48 or if it strictly for their own use in the system.

Mr. Mitchell responded that they will eventually be connected to the lower 48, but not through them. He said their operation is to provide the actual fiber on the cables and their personal company needs.

Mr. Gamez asked if they already have all the permitting they need for this big of a project.

Mr. Mitchell answered they have an EIS for all of the project on the southern side, special use permit from Forest Service, 404 permit, Fish Habitat permit, etc. He added that they hired a lot of locals in all the permitting process.

Ms. Cole asked the applicant to speak to any vulnerabilities or issues they could expect moving forward.

Mr. Mitchell responded that there is a small percent of all submarine cables that fail. He said another large risk is if they build this and then have a drought and not fill the reservoir, as they would have a dam not producing power, but that is very unlikely. He noted they have went over the risks and provided how they would overcome it. He added there is also a construction risk and if they could get enough laborers to do the work, but they can implement apprenticeship programs to put as many young people in Juneau to work as they can. He voiced that his team has thoroughly worked out the contingencies for anything they may encounter, as well as the financial wherewithal with ensure they overcome any risks that may come to existence.

Chair Pedersen asked for public testimony.

Matthew Bell spoke in support of the project. He stated that families and taxpayers in the community will benefit from this. He said it was nice to see a project of this size in the community being orchestrated by locals, and they have gone through the various obstacles to get to this stage and they will be paying AEL&P a pretty substantial amount of money.

Dave Hanna voiced that he hopes they approve this unanimously, as he has studied it quite a bit there is no downside to the project and so many aspects of it that are going to be so good for the community. He mentioned that they want to put in a big battery backup, which would do a lot for emergency service. He stated that right now we cannot supply energy to cruise ships or always supply energy to Greens Creek Mine, and AEL&P could buy energy from this project for things like that. He noted that this will also even out the stream on Sweetheart Lake and be an enhancement to the fisheries.

Patrick McNabe, Vice President of Construction for the Federal Business Unit of Ameresco, spoke in support of the project. He said they are honored to serve as the engineering procurement and construction partner for Juneau Hydropower Incorporated in the development of the Juneau Hydropower Utility System. He said it will provide locally generated renewable power that will strengthen grid reliability and energy security. He noted that their teams have engineered and constructed multiple renewable generation projects and their founder and chief executive officer owns and operates several hydropower facilities and understand technical and environmental complexities of building resilient grid systems in remote and challenging terrain. He voiced that they are proud to be a member of this team and look forward to advancing the project for Juneau.

Roger Callaway was in favor of the project and said it was a quarter of a billion dollars of private investment coming into southeast Alaska and power that we need to support the future and growing needs of the community.

Wayne Koogan, Auke Bay resident, talked about the need for this kind of project in Juneau. He commented that Juneau is in economic decline, and they are working on things to help with that. He said all spoke about the new projects going on right now all rely on safe and reliable energy, and currently Avista is at capacity, so they need the Juneau Hydropower Project to meet the needs of these local initiatives. He added that this project is of the most importance to this community going forward and will give the taxpayers of the city of Juneau security over time.

Jesse Young, North Douglas resident and Assistant Business Manager for IBEW Local 1547, requested they accept their two letters of support for the Juneau Hydropower Utility Project that were submitted after the deadline, which express strong support for the project as an essential investment in Juneau's renewable energy future that would create family supporting jobs, apprenticeship opportunities, and strengthen the community's long term energy security.

Joel Groves, Anchorage resident and professional civil engineer, who has over 20 years of experience predominantly focused on developing Alaska hydro projects, commented that the project team that Juneau Hydropower put together is very exemplary and top notch, and he was very confident that the new utility assets they bring to the Juneau grid will be managed to increase the grid's reliability, security, and resilience in the future.

Chair Pedersen closed public testimony and invited the applicant to come back up.

Mr. Mitchell voiced that it was not easy to get through a FERC Licensing process, but they persevered and stuck to it. He said this is Juneau money invested in Juneau for Juneau's future. He stated that they have mines that want lower cost power that create jobs and pay our schools through property tax, so extending the lives of those mines through lowering the cost of power helps the community in many ways. He expressed that he knows this is a complicated project, and they need to get their permits, do it right, and have everyone be proud of the project. He added that they sat down 15 years ago and saw they were running out of power and that it was not being made locally, and they are trying to do everything right environmentally.

Chair Pedersen asked if any information was evaluated about the energy usage of Juneau changing when looking at the viability of this project.

Mr. Mitchell answered that yes, there were high, low, and medium cases predicted. He noted they have helped push heat pumps and electric cars and he believes in beneficial electrification, as it is good for the environment, but if they want a vibrant and solid community, they have to have long term low cost power. He added that until we are on a grid where we can borrow power from others, it is essential to strengthen energy security.

Chair Pedersen inquired if they had any thoughts on the two conditions staff recommended.

Mr. Mitchell responded that they are building the mound, putting the rock out of the tunnel, and are going to put seed and other dirt on there so it blends in with the natural environment over time, which was also a FERC condition. He stated that on the Flood Plain Development Permit, they are in a rural area near Cowee Creek, which has tidal influence, so there are nuances to it. He said they need to get their hydrologist and parse out those nuances with FEMA.

Ms. Keller asked if they were working with ALE&P and see them as a partner or as competition. She was surprised they were not there and that they had no letters of support from them.

Mr. Mitchell expressed that he wants their relationship to be great, but there have only been two utility applications contested in Alaska history and they were one of them. He expressed that they are not going away and have an open door to work with them.

Mr. Gamez inquired if this project would ever coincide with the future ferry terminal expansion going northbound.

Mr. Mitchell answered that they may be bringing power to them as some point because they are in their service territory.

Chair Pedersen asked for commissioner discussion and/or a motion.

Ms. Keller was disappointed that AEL&P was not present and that she did not have a better idea of the numbers. She was not convinced of the need for this project right now, and she has seen that AEL&P has the ability to provide us with power.

MOTION: *by Ms. Derr to accept staff's findings, analysis, and recommendations, and approve USE2025 0010.*

Chair Pedersen expressed that the motion implies that the entire project and transmission lines are located in the Rural Reserve District, but there to be other zoning districts that will have slight impacts. He asked staff if they could leave the rural reserve portion out of the motion.

Director Lawhorne agreed that would be the easiest solution.

Ms. Derr approved the friendly amendment and restated the motion with removal of the Rural Reserve Zoning District.

The motion passed 7-1.

K. OTHER BUSINESS

1. **AME2025 0005:** Title 49 Rewrite, Phase 1 Wave2: Reasonable Accommodation, Zoning Maps, and Subdivisions on Arterials

Director Lawhorne clarified that this was not an item for action, and stated that this information is up for hearing at the November 18th meeting. She said they just wanted to get the information to them in advance should they have any questions.

L. STAFF REPORTS

Director Lawhorne thanked Mayor Weldon, Deputy Mayor Smith, and Assembly Member Kelly and Assembly Member Hall for being present at the meeting. She said this Friday will be one of their planner's last day, so they will be short again and have three full-time planner vacancies. She noted they will have a new planner begin next month, but now is the time to start talking about how the department needs to operate and realign the positions and budget that they have and will work with the code and the expediency that they expect permits to be issued, as the current is not working and eats up a tremendous amount of staff time that could be put to better uses. She appreciated the manager's support in their budget and the capacity they have maintained. She announced that Monday evening, they will be having the Lands, Housing, and Economic Development Counsel, and the Douglas West Juneau Area Plan will be at the Lands Committee for their review, with hopes of a motion to the Full Assembly for adoption into the Comprehensive Plan, and they want to have that before the Assembly for public hearings to be adopted by the end of 2025. She said that after the Lands Meeting, they will have a Committee of the Whole, where there will be a memo regarding the Goldbelt West Douglas Project and overview of the conditional use permit process. Director Lawhorne reminded the Commission that they will only have one meeting next month, on November 18th, at 6 p.m., Zoom only.

M. COMMITTEE REPORTS

Chair Pedersen reported that the Title 49 Committee met today and discussed different zoning districts and what could be changed in the dimensional standards for different zones to benefit development.

N. LIAISON REPORTS

Greg Smith voiced that he appreciated the work the Commission does and the important decisions and considerations they make every night. He expressed that he is the chair of the Title 49 Advisory Committee and thanked Chair Pedersen for his overview of that. He also thanked staff for all they do.

O. CONTINUATION OF PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

P. PLANNING COMMISSION COMMENTS AND QUESTIONS

Q. EXECUTIVE SESSION

R. SUPPLEMENTAL MATERIALS

1. Additional Materials

S. ADJOURNMENT

The October 28, 2025 Planning Commission Meeting was adjourned at 8:22 p.m.



**PLANNING COMMISSION STAFF REPORT
TEXT AMENDMENT AME2025 0005
HEARING DATE: NOVEMBER 18, 2025**

(907) 586-0715

CDD_Admin@juneau.gov

www.juneau.org/community-development

155 Heritage Way • Juneau, AK 99801

DATE: November 7, 2025
TO: Mandy Cole, Chair, Planning Commission
BY: Irene Gallion, Senior Planner *Irene M. Gallion*
THROUGH: Jill Lawhorne, Director, AICP

PROPOSAL: The proposed ordinance amends the Title 49 Land Use Code Relating to Reasonable Accommodation for Individuals with Disabilities, Internet-based Official Zoning Maps, Subdivisions on Arterials, and housekeeping edits.

STAFF RECOMMENDATION: Forward the proposed ordinance with a recommendation of APPROVAL to the Assembly, with recommended changes.

KEY CONSIDERATIONS FOR REVIEW:

- As drafted, the section on Reasonable Accommodation refers to the Federal Fair Housing Act five times. Staff recommends limiting reference to the purpose statement in the first paragraph.
- Staff recommends that the Community Development Department (CDD) create a retention policy and schedule for the internet-based (digital) zoning map, to avoid CBJ retention requirements to save all documents in hard copy (paper).
- Staff recommends eliminating revisions intended to clarify road classification, which use undefined terms and subjective terminology. Staff recommends continued use of adopted maps plus adoption of objective state standards for the qualifier “minor.”

INFORMATION	
Applicant	City and Borough of Juneau
Initiated By	Rob Dumochel, Special Project Planning Manager
Property Affected	Borough-wide

ALTERNATIVE ACTIONS:

1. **Amend:** modify the proposed ordinance and recommend approval to the Assembly.
2. **Deny:** recommend denial of the proposed ordinance to the Assembly. Planning Commission must make its own findings.
3. **Continue:** continue the hearing to a later date if determined that additional information or analysis is needed to make a decision, or if additional testimony is warranted.

ASSEMBLY ACTION REQUIRED:

Assembly action is required for this text amendment. The Commission’s recommendation will be forwarded to the assembly for final action.

STANDARD OF REVIEW:

- Quasi-legislative decision
- Requires five (5) affirmative votes for approval

The Commission shall hear and decide the case per CBJ 49.10.170(d) Planning Commission Duties. The commission shall make recommendations to the assembly on all proposed amendments to this title, zonings and rezoning, indicating compliance with the provisions of this title and the comprehensive plan.

DISCUSSION

The Assembly has established an accelerated program for Title 49 rewrites.

- The Special Project Planning Manager has consolidated proposed changes based on previous work done by the Commission’s Title 49 Committee, the Assembly’s Title 49 Advisory Ad Hoc Committee, and Director input.
- A special contract attorney reviewed proposed changes.
- The Assembly’s Committee of the Whole reviewed the proposed changes and has established a 60-day timeline for Planning Commission input.

Background – Attached memos summarize the proposed changes:

Attachment Summary

- A Title 49 Phase 1 Text Amendments, “Second Wave”**
This memo summarizes the proposed actions. Amendments focus on updates that are independent of the Comprehensive Plan rewrite process.
- B Reasonable Accommodation**
Provides criteria for a Director determination of reasonable accommodation.
- C Zoning Maps**
Modernizes code and allows the official zoning map to be digital, provides provisions for record-keeping.
- D Subdivisions on Arterials**
Removes the 36,000 square foot lot requirement for subdivisions on arterials. Clarifies road classifications that impact development decisions.
- E Ordinance – referred to as “DRAFT” in this document.**
In addition to changes outlined above, removes references to nonexistent programs and committees. Removes references to landslide areas.

Assembly actions include:

WORK SESSION DATES	
Assembly Meeting (planned).	December 15, 2025
Planning Commission (this meeting).	November 18, 2025
Planning Commission – rewrites introduced.	October 28, 2025
Lands, Housing and Economic Development Committee - no minutes.	September 29, 2025
Regular Assembly Meeting - on consent. Referred to Planning Commission for 60-day comment period (November 21, 2025).	September 22, 2025

Reasonable Accommodation: Staff recommends changes that clarify staff role in evaluating accommodations.

Staff requests that the references to the Fair Housing Act be removed from DRAFT CBJ 49.15 except for paragraph (a), the purpose section.

Paragraph (a) outlines intent. Repetition throughout the draft code seems to make staff responsible for knowing and understanding the Federal Fair Housing Act, rather than responsible for finding accommodation within CBJ's code.

Because the Federal Fair Housing Act lacks specific recommendations for code modifications or other standards for accommodation, reference to the Federal Fair Housing Act could lead to confusion, staff over-reach, delay, and unequal application of accommodation.

Recommendation: Remove "Federal Fair Housing Act" from CBJ 49.15.170 DRAFT except for the purpose section in (a).

Zoning Maps: Staff recommends codifying departmental responsibility for map version retention, and publishing map retention policies for transparency. This would improve CBJ's outdated document retention standards.

The DRAFT requires all versions of the official zoning map to be retained in accordance with the City and Borough retention schedule (**Attachment F**) [Line 19: 49.25.110(d)]. Per the City Clerk, all documents retained must be kept in physical form (printed). Clerks are considering revisions to the policy this month.

Staff recommends that code recognize CDD as the accountable party for retention, for developing a zoning map retention policy, and for posting the policy on the zoning map website. CDD uses iterative documents in zoning research required for land use applications, and can propose systems that work with research requirements.

Staff is currently working with the Clerk's Office to determine if electronic records comply with document retention requirements. If not, the recommendation could be disregarded by the Assembly.

Recommendation: Modify DRAFT CBJ 49.25.110 text to read:

(d) Maintained on file. All versions of the official zoning maps shall be retained by the City and Borough in accordance with ~~the City and Borough retention schedule~~ Community Development Department published policies, to be linked on the "Zoning Map of the City and Borough of Juneau, Alaska" website.

Subdivision on Arterials: Staff recommends using existing CBJ classification maps and clarifying "minor" classifications with state-developed standards.

The DRAFT Part 35 language is intended to triage an obstacle to development until a whole-scale rewrite can be completed. The DRAFT eliminates the requirement that subdivisions on arterials meet a 36,000 square foot minimum size.

DRAFT CBJ 49.35.210 inadvertently creates confusion through code references that conflict with current road classification maps and exacerbates the confusion with subjective terms.

"Road classification" differentiates roads by how they function. Common categories include local, collector, and arterial, shown on CBJ's adopted maps (**Attachment G**). Local roads primarily provide direct land access.

Collectors and arterials move more traffic at higher speeds. Land development standards consider development impacts on safe and efficient roads. Access and development scale may be limited.

CBJ’s current code further divides collectors and arterials into “major” and “minor,” but lacks mapping or definition of what constitutes “major” or “minor” for either classification.

The DRAFT attempts to provide clarity on classification with definitions of arterials and collectors (lines 13 through 17), but creates conflict by introducing planner judgment and evaluation.

The DRAFT introduces definitions for major and minor with the subjective terms “high” and “low” (line 18), further reducing standardization.

The Alaska Department of Transportation and Public Facilities (ADOT&PF) also classifies roads and have developed Alaska-specific criteria for classification in small urban areas (**Attachment H**, page 10). Their criteria provides some overlap in average annual daily traffic (AADT) and speed.

SMALL URBAN AREAS								
Functional Class	ID	AADT (2024)	Access (Controlled or uncontrolled)	Access Points (# of intersections on each route, including driveways)	Speed Limit (mph)	Distance Between Routes	Distance Served (Length of route)	Significance
Interstate	1	Currently designated Interstates	Currently designated Interstates	Currently designated Interstates	Currently designated Interstates	Currently designated Interstates	Currently designated Interstates	Statewide
Principal Arterial	3	7,000 - 27,000	Partially/Uncontrolled	Few	45-55	1 - 5 mi	Longest	Statewide
Minor Arterial	4	3,000 - 9,000	Uncontrolled	Few	35-55	1 - 3 mi	Longest	Statewide
Major Collector	5	800 - 4,000	Uncontrolled	Medium	20-45	1/2 - 1 mi	Medium	Regional
Minor Collector	6	200 - 1,500	Uncontrolled	Medium	20-45	1/2 - 1 mi	Medium	Regional
Local Road	7	0 - 800	Uncontrolled	Many	35 or under	Lowest	Shortest	Local

Table 3. Typical Characteristics of Functional Classes in Small Urban Areas

ADOT&PF classification maps and systems are separate from those used by CBJ in evaluating land use impacts.

Staff recommends revisions define “minor” at the upper end of ADOT&PF’s AADTs criteria for “minor.”

Recommendation: Replace CBJ 49.35.210(a)(4) DRAFT with:

For the purposes of this section:

- A Minor Collector has an Average Annual Daily Traffic (AADT) of 1,500 or less.
- A Minor Arterial has an AADT of 9,000 or less.
- AADT is determined by (in order of priority):
 - The most current Alaska Department of Transportation and Public Facilities published figures.
 - A traffic study by an Alaska-licensed traffic engineer.
 - A study or compendium developed using traffic counts and nontraditional data sources.

COMPLIANCE WITH TITLE 49

CBJ 49.05.100 - Purpose and intent. The purpose and Intent of Title 49 Land Use Code is:

- (1) To achieve the goals and objectives, and implement the policies, of the Juneau comprehensive plan, and coastal management program;*
- (2) To ensure that future growth and development in the City and Borough is in accord with the values of its residents;*
- (3) To identify and secure, for present and future residents, the beneficial impacts of growth while minimizing the negative impacts;*
- (4) To ensure that future growth is of the appropriate type, design and location, and is served by a proper range of public services and facilities such as water, sewage, and electrical distribution systems, transportation, schools, parks and other public requirements, and in general to promote public health, safety and general welfare;*
- (5) To provide adequate open space for light and air; and*
- (6) To recognize the economic value of land and encourage its proper and beneficial use.*

The proposed text amendment complies with CBJ Title 49 Land Use Code.

COMPLIANCE WITH ADOPTED PLANS

2013 COMPREHENSIVE PLAN VISION: *The City and Borough of Juneau is a vibrant State Capital that values the diversity and quality of its natural and built environments, creates a safe and satisfying quality of life for its diverse population, provides quality education and employment for its workers, encourages resident participation in community decisions and provides an environment to foster state-wide leadership.*

2013 COMPREHENSIVE PLAN The proposed text amendment conforms to the 2013 Comprehensive Plan.			
Chapter	Page No.	Item	Summary
Reasonable Accommodation			
			The plan lacks explicit consideration of accommodation in housing. The plan includes accommodation in public structures and transportation.
Zoning Maps			
5	58	5.10-SOP2	Update zoning maps when additional land is needed for specific purposes.
18	228	18.1-IA2	Revise maps as necessary for consistency with plan provisions.
Subdivision on Arterials			
8	110	8.5-DG4	Minimize access roadways or driveways onto major or minor arterial roadways by requiring shared access.

2013 COMPREHENSIVE PLAN The proposed text amendment conforms to the 2013 Comprehensive Plan.			
11	194	Guideline 1	Provide medium- to high-density residential development in areas with arterial access and access to municipal water and sewer for North Douglas and West Juneau.
18	228	18.1-IA2	Revise zoning code for consistency with Plan provisions.

2016 HOUSING ACTION PLAN The proposed text amendment conforms with the 2016 Housing Action Plan.			
Chapter	Page No.	Item	Summary
Reasonable Accommodation			
			No explicit direction.
Zoning Maps			
1	11	4 th Bullet	Adjust zoning process to encourage development (repeated through document).
Subdivision on Arterials			
			No explicit direction.

2015 ECONOMIC DEVELOPMENT PLAN			
Chapter	Page No.	Item	Summary
Reasonable Accommodation			
			No explicit direction.
Zoning Maps			
			No explicit direction.
Subdivision on Arterials			
			No explicit direction.

AGENCY REVIEW

Agency review is conducted through the Assembly’s process.

PUBLIC COMMENTS

The Assembly will accept public comments at their meeting on April 7, 2025.

FINDINGS

1. Does the proposed text amendment comply with the Comprehensive Plan and other adopted plans?

Analysis: Proposed changes are elements of plan themes such as affordability, density and adaptability.

Finding: Yes. The proposed text amendment complies with the 2013 Comprehensive Plan and the 2016 Housing Action Plan.

2. Does the proposed text amendment comply with Title 49 – Land Use Code?

Analysis: The proposed amendment was drafted with the purpose and intent of Title 49 taken into account. If approved as drafted, the DRAFT will be consistent with the above purposes.

Finding: Yes. The proposed development complies with the purpose and intent of Title 49.

RECOMMENDATION

Staff recommends the Planning Commission adopt the Director's analysis and findings and make a recommendation to the Assembly to APPROVE the proposed ordinance amends the Title 49 Land Use Code Relating to Reasonable Accommodation for Individuals with Disabilities, Internet-based Official Zoning Maps, Subdivisions on Arterials, and housekeeping edits, with the following recommended changes:

Recommendation 1: Remove “Federal Fair Housing Act” from CBJ 49.15.170 DRAFT except for the purpose section in (a).

Recommendation 2: Modify DRAFT CBJ 49.25.110 text to read:

(d) Maintained on file. All versions of the official zoning maps shall be retained by the City and Borough in accordance with ~~the City and Borough retention schedule~~ Community Development Department published policies, to be linked on the “Zoning Map of the City and Borough of Juneau, Alaska” website.

Recommendation 3: Replace CBJ 49.35.210(a)(4) DRAFT with:

For the purposes of this section:

- A Minor Collector has an Average Annual Daily Traffic (AADT) of 1,500 or less.
- A Minor Arterial has an AADT of 9,000 or less.
- AADT is determined by (in order of priority):
 - The most current Alaska Department of Transportation and Public Facilities published figures.
 - A traffic study by an Alaska-licensed traffic engineer.
 - A study or compendium developed using traffic counts and nontraditional data sources.

STAFF REPORT ATTACHMENTS

Item	Description
Attachment A	Memo: Title 49 Phase 1 Text Amendments, Second Wave
Attachment B	Memo: Reasonable Accommodation in Zoning and Land Use for Individuals with Disabilities
Attachment C	Memo: Zoning Map Code Modernization
Attachment D	Memo: Minimum Lot Sizes for Arterial Subdivisions
Attachment E	Ordinance 2025-40, presented 09/22/2025
Attachment F	CBJ Resolution 2731: Final Records Retention Schedule
Attachment G	Roadway Classification Maps per CBJ Ordinance 2013-9
Attachment H	Criteria for Functional Classification of Alaska Roadways – ADOT&PF



City and Borough of Juneau
 City & Borough Manager's Office
 155 Heritage Way
 Juneau, Alaska 99801
 Telephone: 586-5240 | Facsimile: 586-5385

TO: Mayor Weldon and Assembly
 FROM: Rob Dumouchel, Special Project Planning Manager
 THROUGH: Katie Koester, City Manager
 DATE: September 22, 2025
 RE: Title 49 Phase 1 Text Amendments, Second Wave

This memo is a brief overview of the amendments contained within Phase 1 Wave 2 (P1W2) of the Title 49 Rewrite Project. The proposed ordinance touches on reasonable accommodations, zoning maps, subdivisions on arterials, and some general housekeeping items. A separate ordinance addressing marijuana regulations will follow in the very near future. The table below describes each element of P1W2 at a high level, more in-depth memos for each major topic follow this memo.

Topic	Code Sections	Overview of Changes
Reasonable Accommodation	Creates: 49.15.170 – Reasonable Accommodations Edits: 49.80.120 – Definitions	Creates a section governing Reasonable Accommodations to land use code requirements to help CBJ comply with Federal Fair Housing Act regulations for individuals with disabilities
Zoning Maps	Edits: 49.25.110 – Zoning Maps	Modernizes the zoning map code and allows a digital map to be the "official zoning map" of CBJ
Subdivisions on Arterials	Edits: 49.35.210 – Street System	Removes the requirement that all parcels subdivided along arterials, regardless of underlying zone district, must meet minimum lot size standards for the D1 zone district (36,000 square feet)
Housekeeping	Edits: 49.05.100 – Purpose and Intent (General Provisions); 49.10.520 – Meetings (Community Development Director); 49.15.401 – Minor Subdivisions; 49.15.404 – Public Way Vacations; 49.15.411 – Preliminary Plat Requirements; 49.70.130 – Concept Review (New Growth Areas); 49.80.120 - Definitions	Removes references to the coastal management program and subdivision review committee which no longer exist; removes a reference to landslide areas that was missed by Ordinance 2023-18(am)

The Ad Hoc Title 49 Advisory Committee was presented a group of concepts for P1W2 inclusion at their February 13, 2025 meeting. The topics in this proposed text amendment were selected from that list, researched, and preliminary drafts written in house. The Title 49 contract attorney reviewed and updated the drafts in collaboration with staff. The Planning Commission and Title 49 Advisory Committee will have an opportunity to review the proposed language before the Assembly considers the text amendment for adoption.

Staff Recommendation: Introduce ordinance with proposed text amendments to Title 49 and refer to the Planning Commission for a review to be completed within 60 days.

Attachments:

- Memo: Reasonable Accommodation in Zoning & Land Use for Individuals with Disabilities
- Memo: Zoning Map Code Modernization
- Memo: Minimum Lot Sizes for Arterial Subdivisions

Attachment A – Memo: Title 49 Phase 1 Text Amendments, Second Wave



City and Borough of Juneau
City & Borough Manager's Office
155 Heritage Way
Juneau, Alaska 99801
Telephone: 586-5240 | Facsimile: 586-5385

TO: Mayor Weldon and Assembly
FROM: Rob Dumouchel, Special Project Planning Manager
THROUGH: Katie Koester, City Manager
DATE: September 22, 2025
RE: Reasonable Accommodation in Zoning & Land Use for Individuals with Disabilities

Reasonable accommodation for individuals with disabilities has become a common component of modern zoning codes. This trend is mainly driven by the Federal Fair Housing Act¹. I do not believe that it is common for Title 49 – Land Use code to create barriers to housing development for individuals with disabilities in Juneau, however, it is important to create a mechanism for the Community Development Director and Planning Commission to grant reasonable accommodations when necessary to stay compliant with federal law while also advancing multiple Assembly goals.²

The Fair Housing Act prohibits housing practices that discriminate against individuals on the basis of disability,³ among many other factors. Zoning and land use regulations can create barriers to a person with a disability having equal opportunity to housing. Providing individuals or groups of individuals with disabilities a mechanism for requesting reasonable accommodations from the City and Borough's land use provisions ensures that these individuals have equal access to housing within the City and Borough and protects the City and Borough from costly allegations of violations of federal law.

A reasonable accommodation is a reasonable change, exception, or adjustment to a rule, policy, practice or service that is necessary for a person with a disability to have an equal opportunity to use and enjoy a dwelling. A simple example of a reasonable accommodation is granting a reduced front setback and/or increase in lot coverage in a residential zone to allow for the construction of a wheelchair ramp to access the front door of an existing home where doing so is reasonable. This type of accommodation may be reasonable in one area but not another depending upon the purpose served by the setbacks. Thus, having a permitting process that authorizes the Director to consider the requested accommodation, and the reasonableness and necessity of that accommodation, ensures that the City and Borough is protecting the rights of individuals or groups of individuals with a disability to have equal access to housing within the City and Borough's borders.

The Fair Housing Act does not require local governments to create formal processes for reasonable accommodations; however, the Department of Justice (DOJ) and the Department of Housing and Urban Development (HUD) strongly encourage adopting specific procedures and ensuring that they are publicized appropriately. Many modern zoning codes are including explicit reasonable accommodation sections to ensure that there are clear guidelines for both staff and the public to navigate requests. Because reasonable

¹ 42 U.S.C. §§ 3601-19

² **Related Assembly Goals:** Housing – Assure adequate and affordable housing for all CBJ residents; Community Wellness, and Public Safety – Juneau is safe and welcoming for all citizens; and, Sustainable Community – Juneau will maintain a resilient social, economic, and environmental habitat for existing population and future generations.

³ According to a 2016 interpretation of the Fair Housing Act by the Department of Housing and Urban Development and the Department of Justice (<https://www.justice.gov/opa/file/912366/dl>), a person with a disability includes individuals with a physical or mental impairment that substantially limits one or more major life activities. A "physical or mental impairment" includes, but is not limited to, diseases and conditions such as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV infection, developmental disabilities, mental illness, drug addiction (other than addiction caused by current, illegal use of a controlled substance), and alcoholism.

accommodations are driven by unique circumstances related to an individual's disability and characteristics of the property and regulations in question, they must be determined on a case-by-case basis.

A local government is not obligated to accept a suggested reasonable accommodation if it would impose an undue financial and administrative burden or fundamentally alter the local government's zoning. When a proposed reasonable accommodation is rejected, the local government should work with the requestor to determine if there is an alternative that would address the disability-related barrier to use of a dwelling.

Proposal Highlights

The proposed text amendment would create section **49.15.170 – Reasonable Accommodations**. The section includes the following:

- Description of the purpose of the section which is to allow modifications to development regulations to support equal access to housing for people with disabilities in compliance with the Fair Housing Act when certain criteria are met.
- A framework for eligibility to request a reasonable accommodation and the criteria that the CDD Director must consider when reviewing an application for reasonable accommodation.
- A right to appeal the CDD Director's determination of a reasonable accommodation to the Planning Commission and authority for such an appeal to be consolidated with any other permit applications on the same property before the Commission.

Additionally, a definition for "reasonable accommodation" will be created within **49.80.120 - Definitions**.



City and Borough of Juneau
City & Borough Manager's Office
155 Heritage Way
Juneau, Alaska 99801
Telephone: 586-5240 | Facsimile: 586-5385

TO: Mayor Weldon and Assembly
FROM: Rob Dumouchel, Special Project Planning Manager
THROUGH: Katie Koester, City Manager
DATE: September 22, 2025
RE: Zoning Map Code Modernization

The zoning map is very important to the development process. Currently, the official zoning map is referenced as a 184-page atlas. In practice, property owners and developers are referring to CBJ's online digital GIS maps to research zoning information for specific parcels, not the paper atlas referred to in code. The divergence between code and practice is a vulnerability where potential differences between the GIS map and the atlas could lead to confusion at best, and expensive legal conflict in the worst-case scenario. Additionally, the reference to all of the City and Borough's maps, whether digital or in hard copy, as the "official zoning map" potentially creates confusion and increases the burden placed on the City to ensure all of the maps are updated contemporaneously. The purpose of an "official zoning map" is to have one map that shows the boundaries of each zoning district. This can be accomplished on a single map, especially when using GIS technology.

The intent of the amendments to **49.25.110 – Zoning maps** is to modernize and clarify the Code, allowing for a digital GIS map to be the "official" CBJ zoning map and ensuring that there is one map that reflects City and Borough zoning district boundaries. The modernization of zoning maps with digital replacements for paper maps is slowly becoming more common throughout the United States and Alaska. In Alaska, the Ketchikan Gateway Borough elected to move to a digital official zoning map in 2022 as part of a zoning code rewrite.

While the medium is proposed to change, it's important to note that processes that impact the map, like rezonings, remain the same.

An additional consideration while we are focusing on regarding zoning maps is ensuring that there are efficient mechanisms for maintenance and corrections by Community Development staff. This is particularly important in Juneau due to the dynamic nature of our physical geography. Many geologic and hydrologic processes are creating and destroying land through isostatic rebound, river meanders, silt accretion along waterways, erosion, landslides, etc. There needs to be mechanisms in code that allow staff to account for changes to the land that extend or contract the existing boundaries of platted parcels. Additionally, with the improvements to **49.70.720 – Zoning upgrade (Transition Zones)**, we need to ensure that the official zoning map can be updated to reflect upgraded transition zoned parcels without having to send the changes to the Planning Commission for review which would defeat the purpose of the recent amendment to the transition zone section. The proposed changes preserve the ability to change the map so long as those changes are performed in accordance with the law.



City & Borough Manager's Office
155 Heritage Way
Juneau, Alaska 99801
Telephone: 586-5240 | Facsimile: 586-5385

TO: Mayor Weldon and Assembly
FROM: Rob Dumouchel, Special Project Planning Manager
THROUGH: Katie Koester, City Manager
DATE: September 22, 2025
RE: Minimum Lot Sizes for Arterial Subdivisions

Minimum lot sizes for subdivisions on arterials are impeding the reasonable development of housing in Juneau. A solution was proposed in 2023, but it was not adopted. This amendment resurrects that proposal and brings it to the Assembly for consideration.

Feedback from the Community Development team is that the current rules for the minimum lot size of a subdivision along an arterial have been a frequent barrier to property owners who wish to subdivide their land to build new housing. Under **49.35.210(3)(A)**, all resultant lots from a subdivision, regardless of its underlying zone district, must be a minimum of 36,000 square feet (the minimum size in D-1). This is incredibly restrictive. It requires, at a minimum, that a parcel be 72,000 square feet to be considered for subdivision into two lots.¹

The Community Development Department and the Planning Commission identified minimum lot sizes on arterials as a barrier to housing and reviewed a proposed amendment in August of 2023. That amendment never made it to the Assembly as an ordinance for a vote, and the barrier remains.

Proposal Highlights

The proposal includes the following:

- Allowing the underlying zone district to govern the minimum lot size for a subdivision on an arterial street.
- Allowing the subdivided lots' access to be determined by the owner of the right-of-way (CBJ or Alaska Department of Transportation).
- Defining arterial and connector streets and "major" and "minor" streets. These definitions make the section more user-friendly and accessible and eliminate any confusion.

Future Considerations:

The original proposal that inspired this text amendment (case AME2023 0003) included changes to private shared access standards. Those changes will be reviewed and included in a future wave for consideration.

Additionally, in a future wave, a proposal will be brought forward to remove **Chapter 49.35 – Public and Private Improvements** from Title 49 and place it in a new title along with **Chapter 49.15 Article IV – Subdivisions** and **Chapter 49.55 – Financial Responsibility**. These existing portions of Title 49 are not zoning concerns and would be more appropriately administered as a separate title.

¹ Minimum lot sizes in residential zone districts are as follows: RR, 36,000 sq. ft.; D-1, 36,000 sq. ft.; D-3, 12,000 sq. ft.; D-5, 7,000 sq. ft.; D-10 SF, 3,600 sq. ft.; D-10, 6,000 sq. ft.; D-15, 5,000 sq. ft.; D-18, 5,000 sq. ft.

Presented by: The Manager
Presented: 09/22/2025
Drafted by: Birch Horton

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2025-40

An Ordinance Amending Title 49 Land Use Code Relating to Reasonable Accommodation, Zoning Maps, Subdivisions on Arterials, And Remove References to Committees and Programs No Longer in Existence

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is of a general and permanent nature and shall become a part of the City and Borough of Juneau Municipal Code.

Section 2. Amendment of Section. Section 49.05.100 of the Code “Purpose and Intent” is amended to read as follows:

49.05.100-Purpose and intent

The several purposes of this title are:

- (1) To achieve the goals and objectives, and implement the policies, of the Juneau comprehensive plan, ~~and coastal management program;~~
- (2) To ensure that future growth and development in the City and Borough is in accord with the values of its residents;
- (3) To identify and secure, for present and future residents, the beneficial impacts of growth while minimizing the negative impacts;
- (4) To ensure that future growth is of the appropriate type, design and location, and is served by a proper range of public services and facilities such as water, sewage, and electrical

1
2 distribution systems, transportation, schools, parks and other public requirements, and in
3 general to promote public health, safety and general welfare;

4 (5) To provide adequate open space for light and air; and

5 (6) To recognize the economic value of land and encourage its proper and beneficial use.

6 **Section 3. Amendment of Section.** Section 49.10.520 of the Code “Meetings” is
7 amended to read as follows:

8 **49.10.520 – Meetings.**

9
10 The director or the director’s designee should attend all regular and special commission
11 meetings, committee of the whole meetings, ~~and subdivision review committee meetings,~~ as well
12 as any public hearing or public meeting of the commission.

13 **Section 4. Amendment of Chapter.** Chapter 49.15 of the Code is amended to add
14 Section 49.15.170 “Reasonable Accommodation” to read as follows:

15 **49.15.170 – Reasonable accommodation.**

16 (a) Purpose. The purpose of this section is to authorize the director to permit reasonable
17 accommodations in land use and zoning regulations necessary to provide persons with
18 disabilities equal access to housing consistent with the Federal Fair Housing Act (42
19 U.S.C. § 3601 et seq.).

20
21 (b) Application. A property owner may request a change or exemption from the
22 requirements of Title 49 of this code if the change or exemption is reasonable and
23 necessary to provide an individual or individuals with disabilities equal access to
24 housing consistent with the Federal Fair Housing Act. A request for a change or
25 exemption under this section may only be granted if the following are met:

1
2 (1) A completed application requesting a change or exemption under this section is
3 filed with the Department on a form provided by the Department; and

4 (2) The application required in this section is filed with any required fees, scale-
5 drawn site plans and floor plans, and any other materials required by the
6 Department at the time the application is submitted.

7
8 (c) Review authority.

9 (1) The Director has authority to grant or deny an application for accommodation
10 under this section when the director determines doing so is reasonable and
11 necessary to provide an individual or individuals with disabilities equal access to
12 housing consistent with the Federal Fair Housing Act.

13 (2) Reasonable accommodation determinations made by the director may be
14 appealed to the Planning Commission pursuant to chapter 49.20 of this code. An
15 appeal of a reasonable accommodation determination under this section may be
16 consolidated with the Commission's consideration of other permit applications for
17 the same property.

18
19 (d) Review procedure.

20 (1) *Time period.* The Director shall grant, grant with conditions or deny an
21 application under this section within 45 days of receiving a complete application.

22 (2) *Information.* If necessary to reach a determination under this section, the
23 Director may request further information from the applicant consistent with law.
24 If a request for additional information is made, the 45-day period to issue a
25 decision is stayed until the applicant submits the requested information.

- 1
- 2 (c) Criteria. The Director may grant a reasonable accommodation under this section if the
- 3 director finds that the applicant has demonstrated that the following criteria are
- 4 substantially met:
- 5 (1) the requested accommodation is necessary to provide an individual or group of
- 6 individuals with a qualifying disability equal access to housing consistent with
- 7 the Federal Fair Housing Act
- 8
- 9 (2) there is no reasonable alternative accommodation that would provide the
- 10 individual or group of individuals with a qualifying disability equal access to
- 11 housing consistent with the Federal Fair Housing Act
- 12 (3) The accommodation requested does not negatively impact neighboring property
- 13 in the City and Borough or any negative impact is outweighed by the harm to the
- 14 individuals or group of individuals for which the accommodation has been sought
- 15 (4) The accommodation is narrowly tailored to the need of the individual or group of
- 16 individuals with the qualifying disability
- 17 (5) The accommodation does not place an undue financial or administrative burden
- 18 on the City and Borough.
- 19
- 20 (6) The accommodation does not violate the City and Borough of Juneau
- 21 Comprehensive Plan unless the failure to grant the accommodation otherwise
- 22 constitutes a violation of applicable law
- 23 (7) The accommodation will not result in a concentration of uses otherwise not
- 24 allowed in a residential neighborhood to the substantial detriment of the
- 25 residential character of that neighborhood.

1
2 **Section 5. Amendment of Section.** Section 49.15.401 “Minor Subdivisions” is amended to
3 read:

4 **49.15.401 – Minor subdivisions.**

5 ***

6 (c) Preliminary plat. The directory shall be responsible for review and approval of the
7 application for a preliminary plat.

8 (1) An applicant for a preliminary plat shall submit an application on a form provided by the
9 department, accompanied by a draft preliminary plat and the appropriate fee. The draft
10 plat shall meet the standards set forth in CBJ 49.15.411.

11
12 (2) For subdivisions of four or fewer lots, the department shall mail written notice of the
13 application to the owners of abutting property following the director's determination that
14 the application is complete. For subdivisions of five to 13 lots, the department shall mail
15 notice of the application to the owners of record of all property, and all neighborhood
16 associations listed with the municipal clerk in accordance with CBJ 11.35, located within
17 500 feet of the property being subdivided, following the director's determination that the
18 application is complete. The actual cost of mailing shall be paid by the applicant.

19
20 (3) ~~The director may request review by the subdivision review committee.~~ Reserved.
21

22
23 **Section 6. Amendment of Section.** Section 49.15.404 “Public Way Vacations” is amended
24 to read:

25 **Section 49.15.404-Public Way Vacations.**

1
2 (d) Commission review process.

3 (1) After determining the application is complete, the department shall provide public
4 notice consistent with CBJ 49.15.230.

5 (2) The director may transmit copies to other public or private entities that may have an
6 interest in the proposal for their comments.

7 (3) The director of engineering and public works shall review the application and present
8 written comments, including any recommended conditions of approval, to the director of
9 community development.
10

11 ~~(4) The director or applicant may request review and comment by the subdivision review~~
12 ~~committee.~~

13 ***

14 **Section 7. Amendment of Section.** Section 49.15.411 “Preliminary Plat Requirements” is
15 amended to read:

16 **Section 49.15.411-Preliminary Plat Requirements.**

17 ***

18
19 (i) Additional mapping or reports. If required by this title or by the director, the following
20 additional mapping or reports shall be submitted with the preliminary plat:

21 (1) Any portion of a special flood hazard area, ~~landslide~~ or avalanche area, habitat area as
22 defined by CBJ 49.70.310, or watersheds, either existing at the proposed subdivision site
23 or shown on the overlay maps, adopted pursuant to this title, to exist at the proposed
24 subdivision site, must be depicted on the preliminary plat;
25

1
2 **Section 8. Amendment of Section.** Section 49.25.110, Zoning Maps, is amended to read:

3 **49.25.110 – Official Zoning maps.**

4 (a) *Adopted.* ~~The maps contained in the atlas publicly available on or through the City and~~
5 Borough’s website entitled “Zoning Map of the City and Borough of Juneau, Alaska,”
6 ~~dated June 5, 2006, and consisting of sheets 1 184, as the same may be amended from~~
7 ~~time to time by the assembly by ordinance, are adopted and made a part of this~~
8 ~~title shall constitute the official zoning map of the City and Borough.~~

9
10 (b) Changes to the official zoning map. Changes made in zoning district boundaries or other
11 matters portrayed on the official zoning map shall be made only by the director or the
12 director’s designee and only to reflect lawfully adopted changes.

13 (c) Naturally-occurring changes to the land. The director may revise the official zoning map
14 to reflect changes to zoning district boundaries that result from naturally occurring
15 changes to the land, including but not limited to erosion, avulsion or accretion. Changes
16 to the zoning map arising from naturally occurring changes to the land are exempt from
17 the amendment procedures in this code.

18
19 (d) *Maintained on file.* All versions of the ~~The~~ official zoning maps shall **be retained by the**
20 **City and Borough in accordance with the City and Borough retention schedule**
21 ~~remain on file in the department and shall be identified by signatures of the City and~~
22 ~~Borough municipal clerk and mayor.~~

23 (e) *Amendment.* ~~If, in accordance with provisions of this chapter, changes are made in the~~
24 ~~district classification, such changes shall be entered on the official zoning map promptly~~
25 ~~after the amendment has been adopted by the assembly by ordinance~~

1
2 (~~e~~) *Final authority.* The official zoning map shall be the final authority as to the current
3 zoning status of land in the City and Borough, ~~regardless of the existence of copies of the~~
4 ~~official zoning maps which may be published from time to time.~~

5 ~~(e) Replacement of official map. In the event that the official zoning map becomes damaged,~~
6 ~~destroyed, lost or difficult to interpret because of the nature or number of changes and~~
7 ~~additions, the assembly may by resolution adopt a new copy of the official zoning map,~~
8 ~~which shall supersede the prior copy of the official zoning map, but no such replacement~~
9 ~~shall have the effect of amending the contents or meaning of the original zoning map. The~~
10 ~~prior map or any significant parts thereof remaining shall be preserved, together with all~~
11 ~~available records pertaining to its adoption or amendment.~~

13 (f) District boundary lines. Except where reference is made on the zoning map to a street
14 line, political boundary or other designated line, the district boundary lines are intended
15 to follow property lines, centerlines of streets, alleys, streams, or the extension of such
16 lines as they existed on the date of adoption of the ordinance codified in this title.

17 (g) *Public way vacations.* Whenever any street, alley or other public way is vacated as
18 provided by CBJ 49.15.404, the zoning districts adjoining the side of such public way shall
19 automatically be extended to follow property lines legally created by such vacation.

20
21 (h) *Tidelands.* Areas under water or tidelands which are not shown as included within any
22 district shall be subject to the regulation of the adjacent district.

23 **Section 9. Amendment of Section. Section 49.35.210, Street System,** is
24 amended to read:

25 **49.35.210 – Street system.**

1
2 (a) *[in general.]* Subdivision street systems shall be designed for the most advantageous
3 development of the entire neighborhood area and shall meet the following criteria:

4 (1) The street system shall provide for connecting streets into adjoining unsubdivided
5 lands.

6 (2) Subdivision street systems shall be designed to maximize the number of connecting
7 streets in a given area in order to reduce the volume of traffic and traffic delays on
8 major streets (arterials and major collectors), to minimize bypass and through trips on
9 residential streets, and to increase the number of local street connections facilitating
10 safer bicycle and pedestrian travel.

11 (3) Traffic calming should be taken into account in street layout and design.

12 (4) For purposes of this section, “arterial street” means a street or road that carries
13 traffic between different areas of the City and Borough. “Collector street” means a
14 street or road that is designed to collect traffic from neighborhood streets and channel it
15 towards major and minor arterial streets. A “major” street means a street or road that
16 has high volumes of traffic. A “minor” street has low volumes of traffic.

17
18 (b) *Major and minor arterials.* Except as provided in subsection (c) of this section, if a new
19 subdivision involves frontage along a major or minor arterial street, the following
20 criteria must be met:

21 (1) No lots shall access directly onto the arterial street and the The plat shall note
22 this restriction that no lots shall access directly onto the arterial street; and

23 (2) Access shall be provided onto an interior access street or a separate frontage
24 road.
25

1
2 (3c) Minor Arterial Access Exception. A parcel of land with less than 500 feet of frontage on a
3 street, or with less than 350 feet in depth may be subdivided so as to allow access
4 directly onto a minor arterial street if all of the following conditions are met:

5 (1)(A) All of the resulting lots must meet the minimum lot area standard for a single-
6 family dwelling in the D-1 the underlying zoning district (36,000 square feet).

7 (2)(B) All of the lots must share a common access point unless the owner of a right-of-
8 way approves an alternative access point onto that right-of-way. and further
9 subdivision of the newly created lots is not allowed.

10 (3)(C) ~~Common access to all lots is required and back~~ The applicant must submit a plan
11 that includes off-street parking for all lots that does not require or promote
12 parking that would result in a vehicle backing up onto an arterial street and
13 provides for an adequate area for a turnaround to prevent back out parking.
14 The applicant must provide an easement, plat note, and a maintenance
15 agreement recorded with the subdivision and approved by the director, that
16 requires that common access will be constructed and maintained by the property
17 owners.
18

19 (4)(D) The proposed subdivision must meet all other applicable subdivision standards
20 and requirements.
21

22 (de) Collector streets-general. Collector streets in adjoining subdivisions shall be
23 continued in the new subdivision as needed.

24 (1) Major collectors.-Except as provided in subsection (C) of otherwise in this section, if a
25 new subdivision involves frontage along a major collector street, the following criteria
shall be met:

1
2 (A) The plat shall note that no lots shall access directly onto the major collector.

3 (B) Access shall be provided onto an interior access street or a separate frontage road.

4 ~~(2C) Exception a~~ A parcel of land with less than 500 feet of frontage or less than 350 feet
5 of depth may be subdivided so as to allow access directly onto a major collector street.

6 ~~(32)~~ Minor collectors. Access for lots is allowed directly onto minor collector streets if no
7 other restrictions apply.
8

9
10 **Section 10. Amendment of Section.** Section 49.70.130, "Concept Review", is amended to
11 read:

12 **49.70.130 – Concept review.**

13 ***

14 ~~(d) Subdivision review committee. Prior to formal submittal, the master plan shall be reviewed~~
15 ~~for conceptual approval by the subdivision review committee of the commission.~~

16 ***

17 **Section 11. Amendment of Section.** Section 49.80.120 "Definitions" is amended to read:

18 **49.80.120-Definitions.**

19 ***

20 ~~Coastal zone means the area subject to the policies of this title as depicted on JCMP Map 1.~~

21 ***

22 ~~Juneau Coastal Management Program or JCMP mean the coastal management program for the~~
23 ~~City and Borough.~~

24 ***
25

1
2 Reasonable accommodation means an adjustment or exception to a law, rule, policy, practice, or
3 service that is necessary to afford an individual or a group of individuals with a disability equal
4 opportunity to use and enjoy a dwelling, or to participate in and benefit from a program,
5 service, or activity, as required under the Fair Housing Act, the Americans with Disabilities
6 Act, or other applicable laws.

7 ***

8
9 **Section 12. Repeal of Section.** Section 49.25.120 “Districts Adjoining Water or Tidelands”
10 is repealed and incorporated into Section 49.25.120 “Official Zoning Maps”.

11
12 **Section 13. Effective Date.** This ordinance shall be effective 30 days after its adoption.

13
14 Adopted this _____ day of _____, 2025.

15
16
17 _____
Beth A. Weldon, Mayor

18 Attest:

19
20 _____
Breckan L. Hendricks, Municipal Clerk

Irene Gallion

From: Breckan Hendricks
Sent: Tuesday, October 21, 2025 8:41 AM
To: Irene Gallion; City Clerk
Cc: Andi Hirsh
Subject: CDD Record Retention Schedule - Updates Related to AME25-05: Zoning Map web availability
Attachments: Res2731_Final_Records_Retention_Schedule_Updates_repeals_2356 (8).pdf

Hello Irene,

I've attached CBJ's Records Retention Schedule for your reference (also available online at: <https://juneau.org/clerk/municipal-records>).

Currently, the section for CDD (starting on page 4) outlines general retention periods by document type but does not specifically address digital records. I also did not find any requirement to archive older versions of the website in the retention schedule. That said, if a record exists solely on the website and falls under a defined retention category, then yes, capturing a screenshot or some other form of documentation would be necessary to meet compliance requirements. As it stands, permanent records must still be preserved in a physical format, not just electronically. This means any zoning map, being a permanent record, should be archived at the time it is created, not only when updates or amendments occur.

Thanks for bringing this up! It's a great topic to revisit with Andi and me in November when we take a deeper dive into updating the Records Retention Policy and I appreciate you considering this ahead of the ordinance being finalized and adopted.

Breckan Hendricks

CBJ Municipal Clerk/Election Official * 155 Heritage Way, Juneau, AK 99801

907-586-5278 x 4175

Breckan.Hendricks@juneau.gov * www.juneau.org

Please note: The Clerk's Office is currently in election mode. I may be working from the Ballot Processing Center and response times may be slightly delayed. Your patience is appreciated.

From: Irene Gallion <Irene.Gallion@juneau.gov>
Sent: Monday, October 20, 2025 2:52 PM
To: Breckan Hendricks <Breckan.Hendricks@juneau.gov>
Subject: FW: AME25-05: Zoning Map web availability

Hi Breckan,

Where can I find our records retention policy? Does it include web site iterations for required electronic documents?

The stuff on the interweb seems to be iterative from 2008-2021 or so.

Presented by: The Manager
Introduced: 10/20/2015
Drafted by: A. G. Mead

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2731

A Resolution Amending the Retention Schedule for Certain City and Borough of Juneau Records of the Community Development Department, and Repealing Resolution 2356.

WHEREAS, the orderly administration of public records is essential to the efficiency and accountability of government; and

WHEREAS, the State of Alaska requires, by AS 40.21.070, that the City and Borough promote the principles of efficient records management for its records kept in accordance with state law, and follow, as far as practical, the program established by the State for the management of state records; and

WHEREAS, AS 40.21.080 authorizes the municipal official having legal custody of public records to submit to the Assembly a list of documents considered by the official to be without legal or administrative value or historical interest, and where the Assembly may authorize the disposal of the listed records. The Assembly may also, upon request of the legal custodian of the records, give advance authorization for the periodic disposal of routine records that the governing body considers to have no legal, administrative, or historical value; and

WHEREAS, the City and Borough Clerk, being the officer charged under Charter Section 15.7 with the certification of City and Borough records, has, with the guidance of the Office of the Archivist of the State of Alaska and after consultation with the Manager, the Municipal Attorney, and the directors of the City and Borough departments, prepared amendments to the schedule for the retention of municipal records; and

WHEREAS, such amended schedule promotes the principles of efficient records management, and follows, as far as practical, the program established for the management of state records; and

WHEREAS, the Municipal Clerk has been working with staff on a comprehensive update to the CBJ Records Retention schedule, updated by Resolution 2356; and

WHEREAS, due to seasonal workload cycles and staffing schedules in the Community Development Department (CDD), it would be in the City and Borough's best interest to enact the amendments to CDD's records retention schedule in advance of the comprehensive records retention schedule update; and

WHEREAS, Resolution No. 2731 would amend CDD's record retention schedule, as shown on the attached Exhibit A, to allow for the separation of residential building files and commercial building files; and

WHEREAS, Resolution No. 2731 would further distinguish between files of significant and insignificant importance so that unnecessary and obsolete paperwork would no longer be required to follow the requirements of the permanent retention schedule, but would instead follow the "until superseded plus six years" retention schedule; and

WHEREAS, except for the amendments to CDD's retention schedule shown on the attached Exhibit A, the remainder of the CBJ Retention Schedule is being readopted, unchanged, until the comprehensive update to the CBJ Retention Schedule is complete; and

WHEREAS, Resolution No. 2356, adopted on May 15, 2006, which established the current CBJ Retention Schedule, is hereby repealed.


NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. The "Retention Schedule for the City and Borough of Juneau Records," attached as Exhibit A, is adopted, and Resolution No. 2356 is repealed.

Section 2. That the Assembly notes the retention period specified for each of the document types listed in the Retention Schedule for City and Borough of Juneau Records, and finds that upon expiration of such retention period, the document so listed shall be without legal or administrative value or historical interest, and the Clerk or other officer having custody of such record shall thereupon be authorized to destroy the same by any effective and economical method.


Section 3. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this 20th day of October, 2015.



Greg Fisk, Mayor

Attest:



Laurie J. Sica, Municipal Clerk



CBJ Retention Schedule

Resolution 2731

Adapted from Resolution 2356, adopted May 15, 2006.

Series, Title & Description	Retention Period (years)	Remarks
General: All city departments will use this general retention schedule for correspondence unless the department has adopted a particular retention schedule for correspondence as outlined in the following pages.		
Transitory Correspondence: Those records that are created primarily for the informal communication of information, as opposed to communications designed for the perpetuation or formalization of knowledge. Transitory messages do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. The informal nature of transitory messages might be compared to the communication that might take place during a telephone conversation or verbal communications in an office hallway.	90 days	
Subject Files (Functional): Correspondence, reports, and information related to the functional departments of the municipality and which document events, projects, activities and issues.	7	Review for administrative or archival value.
Reading Files: Copies of outgoing letters and memoranda arranged by date.	7	
Calendar Information: Appointments, Calendars, Schedules	1	
Purchase Orders (department copies): research documentation attached	1 +	+ = Official records kept by purchasing division, department copies are kept for administrative use only.
Revenue Transmittals (department copies)	2	Treasury keeps transmittals for audit purposes for two years, departments' copies are for administrative purposes and retention is determined by departments.

Series, Title & Description	Retention Period (years)	Remarks
Administration - Clerks Office and Governing Body		
Minutes: Official Account of proceedings of governing body, boards, commissions or committees.	Permanent	
Audio Recordings of Meetings: Includes governing body, boards, commissions and committees	3	
Petitions: Filed by individuals or groups to request governing body action	5	
Special Committee / Commission Reports	Permanent	
Certificates of Election Returns	Permanent	
Voted Ballots, Affidavit Envelopes, and Other Election Materials	90 days from certification of election or 90 days from the determination of the contest of an election	
Declarations of Candidacy & Nominating Petitions	7	
Voter Pamphlets	Permanent	
Conflict of Interest Statements	7	
Assembly Packets	5	
Appeal Files (includes briefs, correspondence, evidence, etc.)	6 years after written decision is filed with clerk.	Review for archival/administrative value.
Appeal Files - written decision only	Permanent	
Board/Commission Files	5	
Board/Commission Applications	1	
ADA Files	5	
Business Licenses: Liquor Licenses and State Gaming Permit Applications and Files.	3	
Board of Equalization Packets	Permanent	
Public Record Requests	1	
Notice of Public Hearing	1	
Notice of Adoption - Legislation	1	
Affidavits of Publication	1	
Record Retention Schedule	Permanent	
Certificates of Record Destruction	Permanent	
Proclamations	Permanent	
Incorporation Files	Permanent	
Reapportionment / Redistricting Information	Until superceded	
Census / Population Information	Until superceded	
Department of Justice Preclearance Reviews	Permanent	

Series, Title & Description	Retention Period (years)	Remarks
Administration - Lands and Resources		
General Correspondence: Letters, memoranda, miscellaneous information sent or received.	3	
CBJ Property Files: Deeds and Patents of lands acquired by CBJ	Permanent	
CBJ Property Files: Other information pertinent to specific CBJ owned parcels.	10	
Leases: relating to CBJ lands and rehabilitation loans	T+5	T=after expiration of lease
Municipal Land Selections	10	
General Lands Files: Gravel Pit, Beach Access Projects, Mining, Land Classifications, Sales & Trades	10	
Contracts	T+7	T=after termination of
Administration - Risk Management		
Insurance Policies & Related Materials: Liability, vehicle, fire, theft, health & life, workers compensation	T+10	T=expiration of policy
Fidelity and Surety Bonds: Coverage for claims filed against CBJ	T+07	T=expiration of bonds
OSHA Reports	10	
Accident Reports	10	Retain longer if claimers are unsettled.
Airport		
Airport Master Plan	C	C = until replaced
Airport Security Plan	C	C = until replaced
Correspondence Files: Airfield Maintenance & Operation, FAA, Terminal Operations, Administration.	5	
Contracts and Grants	T + 7	T = after audit
Tie Down Agreements	T + 3	T = after expiration

Series, Title & Description	Retention Period (years)	Remarks
Community Development		
Comprehensive Plan & Amendments: Statement of overall development and zoning plans.	Permanent	
Comprehensive Plan Work Papers: May include surveys, studies and reports	<u>5 or until next update</u>	
Coastal Zone Management Plan and Amendments	Permanent	
Enforcement Case Files: Documents complaints and action taken to enforce planning and /zoning regulations <u>and building code regulations.</u>	2	
Platting Case Files: Preliminary, Short <u>ROW Vacations</u> , and Final Plat files	Permanent	<u>CDD files of this nature are the official files as the platting authority.</u>
Variances, Waivers, Exceptions	Permanent	
<u>Temporary Use Permits, Allowable Use Permits, Conditional Use Permits, Mining Permit Files, Zone Change Files, Street Vacation Files, Waiver Files, Non-Conforming Use Files</u>	Permanent	<i>(Editors note: This change consolidates permit types and lists all as permanent)</i>
Temporary Use Permits	Permanent	
Land Classification Case Files: Actions to classify lands within the jurisdiction of local government	Permanent	
Temporary Use Files: <u>Allowable Use files, Use Permits, Mining Permit Files, Zone Change Files, Street Vacation Files, Waiver Files</u>	T + 10	T = discontinuance of use.
Historic District Files	Permanent	
Design Review Board Files & Materials	Permanent	<u>Historic</u>
General Correspondence: Community Development Department	<u>3-7</u>	
Litter Violation Files	T + 3	T = case is closed.
Street and Sidewalk Vendor Files	3	
Building Code Violations	Permanent	
Non-Conforming Use Files	Permanent	
Commercial and Residential Building Permit Files	Permanent	
Residential Building Permit Files	C + 6	C = Permit "Finaled."
<u>Commercial and Governmental Building Permit Files - Substantial</u>	<u>Permanent</u>	<u>Substantial = New Construction, Change of Use, Additions and/or Renovations exceeding 25% of total floor area.</u>
<u>Commercial Building Permit Files - Non Substantial</u>	<u>C + 6</u>	<u>Anything not meeting the standards of substantial. C = Permit "Finaled."</u>
Annexation Files	Permanent	
Eaglecrest		
Lifts and Mechanical Manuals	T	T = life of equipment
Ski Patrol Accidents and Avalanches	Permanent	
Environmental Compliance	Permanent	
Payroll and Personnel	Permanent	

Series, Title & Description	Retention Period (years)	Remarks
Contracts	T + 7	T = after termination of contract

Series, Title & Description	Retention Period (years)	Remarks
Engineering		
CIP Project Files	Greater of T or 10	T = oldest grant + 3 years
Contract and Grant Files	Greater of T or 10	T = oldest grant + 3 years
Correspondence Files	3	
Engineering Drawings, Maps & Plats, Block and Street maps, architectural drawings, maps showing structures of streets, blueprints, and as-built drawings	Permanent	
CBJ Facilities Drawings	C	C = until superseded
Operations and Maintenance for CBJ Buildings	C	C = until superseded
Street Improvement Files: Recommendations, petitions, action taken, repairs and complaints	Permanent	
Vendor Files for Capital Transit	C	C = until superseded
Contract Documents and Blueprints	T + 7	T = after termination of contract
Engineering Detailed Payroll Timesheets	Greater of T or 10	T = oldest grant + 3 years
Reader Files	7 years	
Plans and Specs Billing Receipts	3	
Plans and Specs Billing Transmittals	2	Treasury keeps transmittals for audit purposes for two years, departments copies are for administrative purposes and retention is determined by departments.
Employee Personnel Files	Permanent	
Consultant Reports	Permanent	
Gravel Pit Tickets	2	Keep until account is resolved - if account is in collections.

Series, Title & Description	Retention Period (years)	Remarks
Finance Administration		
<i>Note: "oldest grant will be determined annually by controller's office" means whatever the oldest grant that is auditable by outside government agencies, when closed, is still subject to audit after three years.</i>		
General Correspondence: Policies, procedures, budget information	5	
Budget Worksheets, packet information, staffing schedules	5	
ADEC Audits	Permanent	
Contracts	T + 7	T = after termination of contract
Finance Assessors		
Real Property Field Cards	Permanent	
Personal/Business Property Files	5	
Tax Roll Books	Permanent	
Senior Citizen Files	5	
Finance Controllers - Accounts Payable		
Payables: invoices, Check Copies and Backups	Greater of T or 10	T = oldest grant + 3 years
Check registers	Greater of T or 10	T = oldest grant + 3 years
Approval Registers and Edits	T + 6 months or through current fiscal year audit	T = fiscal year end
Finance - Controllers - General Accounting		
Appropriating Ordinances	Permanent	
Fixed Asset Records	Permanent	
Inventory Records	Greater of T or 10	T = oldest Grant + 3 years
Annual Budget Work Papers	5	
CIP All Fund Reports	Greater of T or 10	T = oldest Grant + 3 years
Grant Files: Awards, Single Audit Reports	Greater of T or 10	T = oldest Grant + 3 years
System Archival Records (optical disk)	Permanent	
Microfiche	Permanent	
Audit Work Papers	Greater of T or 10	T = oldest Grant + 3 years
Journal Entries	Greater of T or 10	T = oldest Grant + 3 years
Line Item Adjustments	Greater of T or 10	T = oldest Grant + 3 years
Transfers	Permanent	
Approval Registers and Edits	T + 6 months or through current fiscal year audit	T = fiscal year end

Series, Title & Description	Retention Period (years)	Remarks
Finance - Controllers - Payroll		
Employee Files: Timesheets, PA's, W-2's	Permanent	
Quarterly Reports: IRS, State and Alaska, Social Security	Permanent	
Monthly Payroll Reports: Current Period Combined, Generic Deduction, Leave Accrual, PA/GL, Audit Report, Benefit Allocation, A/P/Payroll, Period Exception and PERS Contribution	3	
Check Registers	Greater of T or 10	T = oldest grant + 3 years
Approval Registers and Edits	T + 6 months or through	T = fiscal year end
Finance - Purchasing		
Purchasing Policies and Procedures	C	C = until superseded
Travel Reports & PO Backup	Greater of T or 10	T = oldest grant + 3 years
Purchase Requests / Solicitations / Logs and Backup	Greater of T or 10	T = oldest grant + 3 years
Purchase Orders / Contracts	Greater of T or 10	T = oldest grant + 3 years
NISSI Purchasing Subsystem: Design and Test Information	C	C = until superseded
Approval Registers and Edits	T + 6 month or through current fiscal year audit	T = fiscal year end
Finance - Sales Tax		
Current Sales Tax Account Files	C+3	C= Current year
Closed Sales Tax Account Files	C+3	C= Current year
Sales Tax Appeals - Informal/Formal	Permanent	
Sales Tax Audit Files	C+3	C= Until Final Resolution and merchant closes account
Nonresident Sales Tax Applications	C+3	
Policies/Procedures	C Until Superseded	
General Administrative, Correspondence, reports publications,	3	

Series, Title & Description	Retention Period (years)	Remarks
Finance - Treasury		
Bank Statements and Cancelled checks	Greater of T or 10	T = oldest grant + 3 years
Investment Files	7	
Bond Sale Records	Permanent	
Small Claims	10	
General Accounts Receivable Invoices and Approvals	5	
General Accounts Receivable Reports	7	
Liens	Permanent	
Property Tax Foreclosures	Permanent	
Property Tax Adjustments and Reports	7	
Property Tax Bills	1	
Property Tax Payments	3	
Sales Tax Payments	3	
Deferred Water System Hook-up: LID Documents	Permanent	
Utility Billing Adjustments	3	
Utility Payments	3	
Utility Current Balance Reports	A + 1	A = Current Year Audit
Utility Summary Report	5	
Ambulance Patient Files & Charge Slips	10	
Ambulance Reports	7	
CONS	7	
Cash Payment Receipts (office copies)	7	
Revenue Transmittals from other departments	2	
Harbors M/E Journal Entries	A + 1	A = Current Year Audit

Series, Title & Description	Retention Period (years)	Remarks
Fire		
Fire Incident Reports	Permanent	
Fire Training Files	T + 10	T = after employee leaves
Equipment Inspection Reports, Hose Tests, Hydrant Tests	5	
Fire Inspection Reports and Investigation Reports	Permanent	
EMS Incident Reports	Permanent	
Fire and EMS training Records	C	C = after employee leaves
Vehicle Service Records	T	T = final disposition of equipment
Contracts	T + 7	T = after termination of contract
Health and Social Services - archival records only		
Client Files - Adult: Assessments, diagnostics, JASAP Referrals and Correspondence	7	
Client Files - Juvenile Mental Health	Greater of 7 years or client age of 21	
Client Related Census: Correspondence & Sign-out books	2	
Project/Program Files: Administrative Policies and Correspondence	5	
Administrative Records, Billing Records, Staff Projects and Activity Records	5	
Grant/Contract Files	T + 7	T = expiration of grant or contract
Law		
CBJ Code Ordinances including Resolutions	Permanent	
CBJ Ordinance and Resolution Indexes	Permanent	
Non-Code, Emergency Ordinances	Permanent	
Failed Ordinances and Resolutions	Permanent	
Department Correspondence and Reading Files	10	
Litigation Case Files (Civil): Documents civil actions by the local government or against the local government. Includes work papers, copies of court documents and correspondence	T + 10	T = final settlement. Selected file may have archival value
City Attorney Opinions: Official interpretations regarding questions of legal rights or liabilities affecting operating departments.	Permanent	
Legal Administration Files: Correspondence and reports related to the legal review of city functions such as bond issues, insurance, ordinances, contracts, grants, claims for damages, etc.	5	
Contracts	T + 7	T = after termination of contract.

Series, Title & Description	Retention Period (years)	Remarks
Library		
Collection Development and Material	Until superseded	
Equipment Records	Until superseded	
Purchasing Records	3	
Contracts	T + 7	T = after termination of contract
Parks and Recreation - Administration		
Evergreen Cemetary Files	Permanent	
Program Files: Youth and Adult, Youth Scholarships	3	
Horticultural Activity/Project: Records of landscaping work, tree work, etc.	3	
Activity Records: Schedules, team rosters, and tournament records	3	
Injury and Accident Reports	7	
Facilities Rental Forms	T = 1	T = expiration of contract
Contracts	T + 7	T = expiration of contract
Equipment logs/reports	10	
Park Files	10	
Parks and Recreation - Centennial Hall		
General Correspondence: Letter, memoranda and miscellaneous information sent or received	3	
Building Files	10	
Client Files: Customer contracts, payment record correspondence, room set information, Caterer's Insurance and licenses	T + 3	T = Termination of contract
Purchase Orders (copies): Research documentation attached	1 +	+ = Original records kept by purchasing department, department copies are kept for administrative use only.
Receipts (copies)	3	
Reading files	7	
Reservation Book	20	Potential archival value
Leases - JCVB and AK Marine Hwy	T + 7	T = Termination of Contract
Parks and Recreation - Facilities Maintenance		
Individual Building Files	T	T = as long as city owns building
Inspection Reports and Warrantees	T	T = as long as city owns building
Key Cards	T + 2	T = as long as employee has keys
Contracts	T + 7	T = after termination of contract

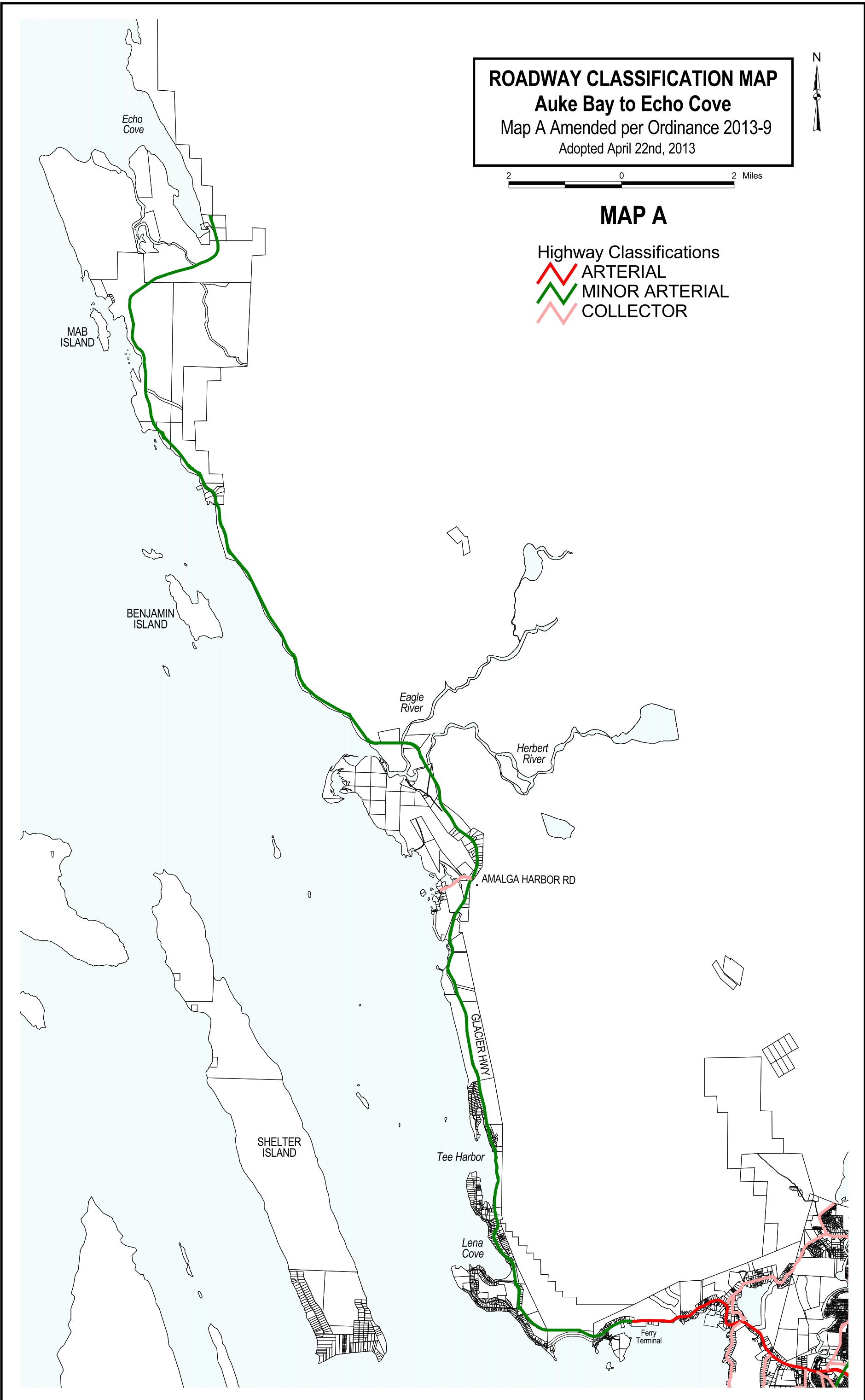
Series, Title & Description	Retention Period (years)	Remarks
Parks and Recreation - Museum		
Collection Documentation Files	Permanent	
Exhibit Resources and Records	5	
Visitor Reports (statistics)	Permanent	
Volunteer Records	5	
Marketing Records	5	
Incoming/Outgoing Loan forms	Permanent	
Donor Files	Permanent	
Accession Files	Permanent	
Contracts (including Memoranda of Understanding for presentors/instructors and solo art exhibitors)	T + 7	T = after termination of contract
Parks and Recreation - Swimming Pool		
Lesson Registration	3	
Facility Equipment	T + 5	T = as long as have equipment
Administrative: Life Guard Files	3	
Injury and Accident Reports	7	
Facility Rental Forms	T + 1	T = Termination of contract
Contracts	T + 7	T = after termination of contract
Parks and Recreation - Treadwell Ice Arena		
Program Files (learn to skate, clinics, seminars)	3	
Advertising Contracts	T + 3	T = Termination of contract
Facility Rental Agreement Forms	T + 1	T = Termination of contract
Facility Reports (staff, administrative)	10	
User Group Requests	3	
Annual Ice Schedule	10	
Injury and Accident Reports	7	
Equipment Logs and Reports	10	
Purchase Orders (copies): research documentation attached	1 +	+ = Original records kept by purchasing department, department copies are kept for administrative use only

Series, Title & Description	Retention Period (years)	Remarks
Parks and Recreation - Zach Gordon Youth Center		
Rental Forms	T + 1	T = completion of term
Registration Forms	3	
Incident and Accident Forms	7	
Activity Records	5 3	
Contracts, <i>Grants</i>	T + 07	
Volunteer Applications	5	

Series, Title & Description	Retention Period (years)	Remarks
Personnel		
Organization Charts	Permanent	
Job Specifications: Established minimum qualifications for each	Permanent	
EEO & Affirmative Action Reports: Compliance Reports, action	Permanent	Potential archival value
Personnel Rules, Policies and Procedures	Permanent	
Staffing Schedules	10	
Labor Contract Administration Records: Documents negotiations	Permanent	
Grievance Case Files	Permanent	
Arbitration Decisions	Permanent	
EEO & Affirmation Action Records	2	
Methods and materials files	Permanent	

Series, Title & Description	Retention Period (years)	Remarks
Disciplinary and EEO investigations and complaints	Permanent	
Police		
Police Reports (Minor): Reports of activities, such as abandoned vehicles, bicycle theft, misdemeanor arrests, breathalyzer use,	2	All files are retained in computer. After 2 years, hard
Police Reports (Major): Reports involving classified felony	5	All files are retained in
Police Reports (Major): Reports involving unclassified felony	Permanent	All hard copy files are retained
Internal Investigations - Sustained	10	
Internal Investigations - all other than sustained	5	
Applicant Background Investigations: Applicants employed	T + 10	T = until employee terminates
Applicant Background Investigations: Applicants not employed	5	
Police Personnel Files	T + 10	T = until employee terminates
Employee Confidential Medical Files	T + 10	T = until employee terminates
Sworn Staff Training Files	T + 10	T = until employee terminates
Civilian Staff Training Files	T + 10	T = until employee terminates
Citations (Traffic & Parking)	2	
Investigative Research	3	
Photograph and Fingerprint	Permanent	Fingerprint cards sent in to
Crime Statistics	Permanent	All retained in the computer >
911 Call Logs	2	
Chauffeur Permits	2	
Contracts, Grants	T + 7	T = after termination of

Series, Title & Description	Retention Period (years)	Remarks
Request for MNI checks (in Records)	2	
Public Works		
Maintenance Records: Service Requests and Work Orders	10	
Discharge Monitoring Reports	Permanent	
Permits (NPDES, Discharge, Sludge Disposal, Solid Waste, Air	Permanent	
Safety Inspections, Safety Records	7	
Employee Training,	T + 7	T = Separation from CBJ
Situation Reports	10	
Water System Station, Water Studies, and Water summary Reports	10	
Equipment Operations Manuals, maintenance Manuals and service records	T	T = until superseded
Engineering Drawings, Blue Prints showing street structures, Areawide water and wastewater systems drawings and specs.	Permanent	
Plant Operations Logs, Operation logs, lab reports and flow	Permanent	
Vehicle Registrations and Titles	T	T = final disposition of equipment
Service Valve Locations	Permanent	
Contracts	T + 7	T = after termination of
Correspondence Files	3	
Timekeeping Records	Permanent	






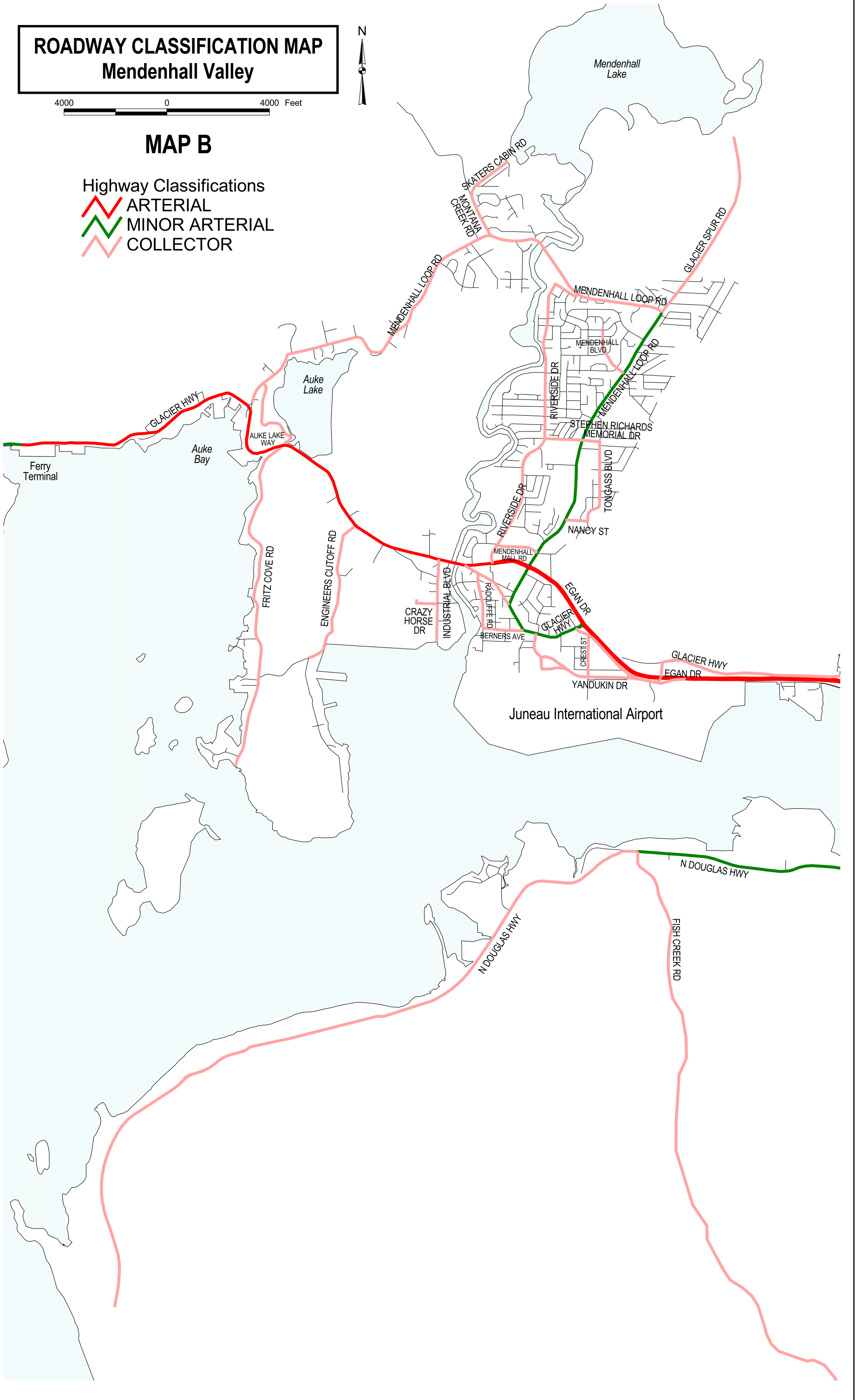
ROADWAY CLASSIFICATION MAP Mendenhall Valley

4000 0 4000 Feet



MAP B

- Highway Classifications
-  ARTERIAL
 -  MINOR ARTERIAL
 -  COLLECTOR






ROADWAY CLASSIFICATION MAP Lemon Creek

4000 0 4000 Feet



MAP C

- Highway Classifications
-  ARTERIAL
 -  MINOR ARTERIAL
 -  COLLECTOR






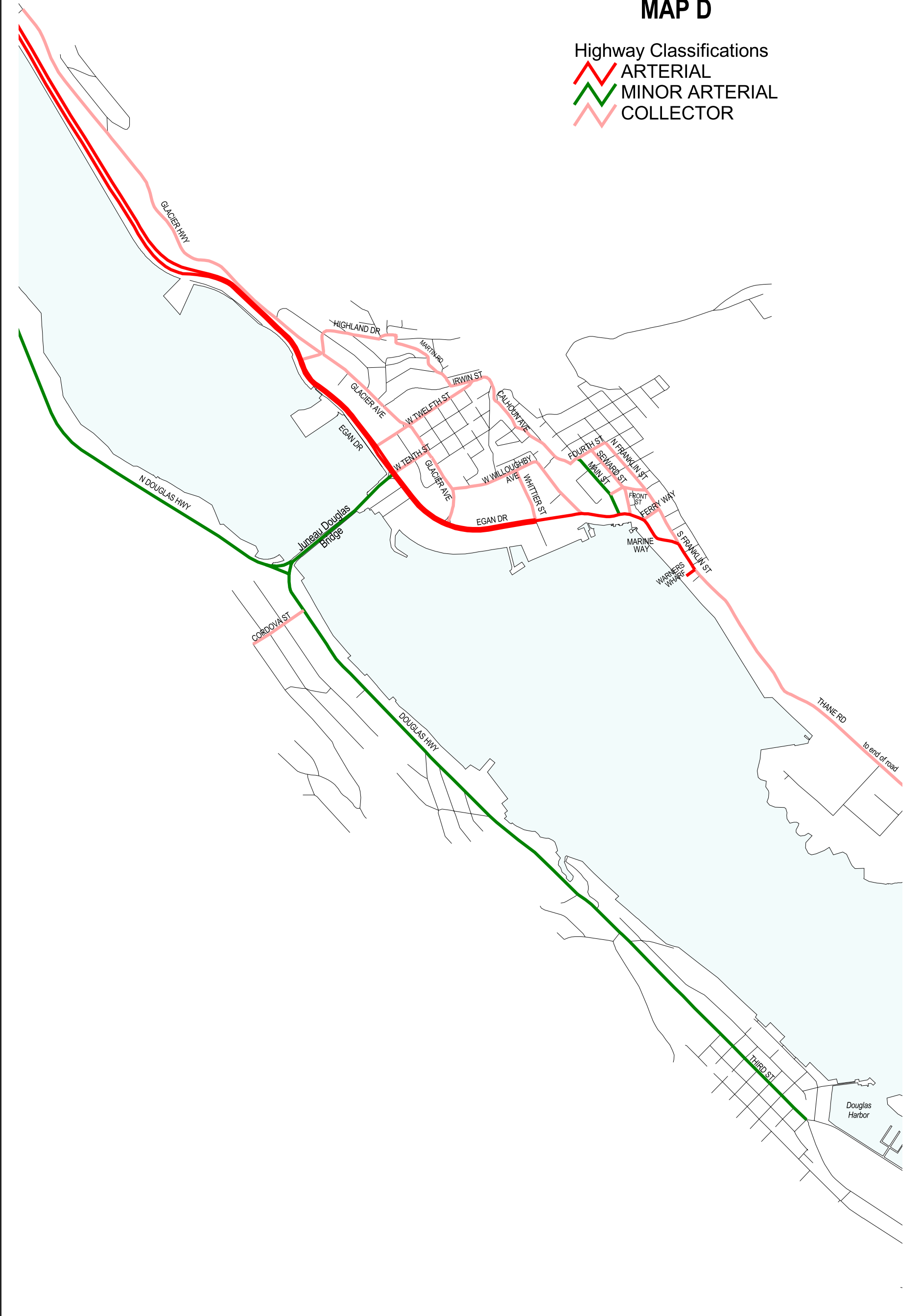
ROADWAY CLASSIFICATION MAP Juneau



1000 0 1000 Feet

MAP D

- Highway Classifications
-  ARTERIAL
 -  MINOR ARTERIAL
 -  COLLECTOR



Alaska DOT&PF Statewide Functional Classification Update of All Public Roads

Classification Criteria



Photo: Lion's Head monolith from Glenn Highway (Source: Abhijit Kamerkar, Flickr)

February 03, 2025

Prepared For

Alaska Department of Transportation and Public Facilities
Data Modernization and Innovation Office
PO Box 112500
Juneau, AK 99811



Prepared By

Michael Baker International, Inc.
3900 C Street, Suite 900
Anchorage, AK 99503



TABLE OF CONTENTS

Acronyms	3
1.0 Introduction.....	4
2.0 FHWA Guidance	4
2.1 Roads to be Classified	4
2.2 Additional Considerations.....	5
<i>Alleyways</i>	5
<i>Future Roads</i>	5
<i>Ice Roads</i>	5
<i>Ramps</i>	5
<i>Roadways Under Construction</i>	5
<i>Seasonal Roads</i>	5
<i>Water Routes & Ferry Routes</i>	5
2.3 Mileage and Vehicle Miles Traveled Per Functional Classification.....	6
3.0 Adjusted Urban Area Boundaries.....	6
4.0 Preliminary Analysis.....	7
5.0 Criteria	8
5.1 Urbanized and Small Urban Areas	9
5.2 Rural Connected Areas.....	11
5.3 Rural Disconnected Areas	12
Appendix A – Data Inventory.....	13
Appendix B – Roadway Mileage and Vehicle Miles of Travel	16

LIST OF TABLES

Table 1. Qualitative Criteria for Functional Classes in Urbanized and Small Urban Areas.....	9
Table 2. Typical Characteristics of Functional Classes in Urbanized Areas	10
Table 3. Typical Characteristics of Functional Classes in Small Urban Areas	10
Table 4. Qualitative Criteria for Functional Classes in Rural Connected Areas.....	11
Table 5. Typical Characteristics of Functional Classes in Rural Connected Areas	11
Table 6. Qualitative Criteria for Functional Classes in Rural Disconnected Areas.....	12
Table 7. Typical Characteristics of Functional Classes in Rural Disconnected Areas.....	12

LIST OF FIGURES

Figure 1. Functional Classification Categories.....	4
Figure 2. Urbanized and Small Urban Areas in Alaska.....	7

ACRONYMS

AADT	Annual Average Daily Traffic
AHS	Alaska Highway System
CFR	Code of Federal Regulations
DMIO	Data Modernization and Innovation Office
DOT&PF	Alaska Department of Transportation and Public Facilities
FHWA	Federal Highway Administration
Michael Baker	Michael Baker International
NHS	National Highway System
NHFN	National Highway Freight Network
STIP	Statewide Transportation Improvement Program
STBG	Surface Transportation Block Grant
STRAHNET	Strategic Highway Network
USC	United States Code

1.0 INTRODUCTION

All public roads in Alaska and across the United States are assigned a functional classification based on the function they serve. These classifications impact project funding eligibility, emergency funding eligibility, maintenance priorities, management strategies, right-of-way width, and how roads are designed.

Every ten years, following the decennial census, state departments of transportation are required by the Federal Highway Administration (FHWA) under [23 CFR 470.105](#) to review and adjust the urban and rural area boundaries and update the functional classification of all public roadways. A summary of recommended functional classification changes must be submitted to FHWA within two years of that agency’s approval of adjusted urban boundaries.

The previous statewide update in Alaska occurred in 2011 with a revised report that followed in 2016. Using the latest census data, the Alaska Department of Transportation and Public Facilities (DOT&PF) Data Modernization & Innovation Office (DMIO) completed and submitted the urban boundary update to FHWA for review on February 12, 2024, and received approval from FHWA on March 5, 2024. DOT&PF has two years from the date of approval to finalize and submit the functional classification update to FHWA. That requirement brings us to the current project and the discussion of criteria that will be used to update Alaskan roadways' functional classifications, as detailed in this document.

To give a broad overview of FHWA’s guidance on functional classification, there are three main functional classification categories, including: Arterial (high volume, long distance, limited access), Collector (medium volume, medium distance, medium access), and Local (low volume, short distance, many access points). A single road may have multiple classifications for different segments if the function of the road changes over its length. There are additional subcategories for some of the main functional classification categories (see Figure 1 below). This document defines the criteria that will guide the team in updating and designating each of Alaska's roadway segments to fit into one of these classifications, while also detailing how the team arrived at those criteria.

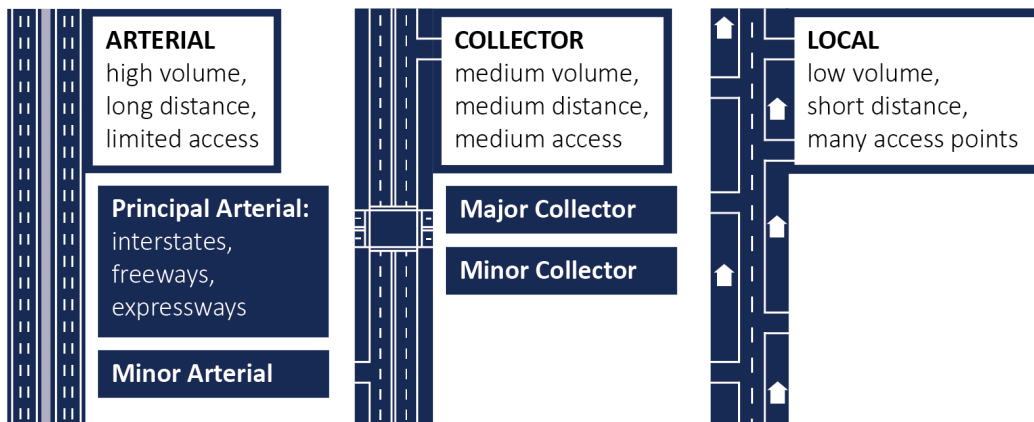


Figure 1. Functional Classification Categories

2.0 FHWA GUIDANCE

FHWA has specific guidance on the criteria that should be used when determining functional classifications. These guidelines are detailed in the 2023 edition of FHWA’s [Highway Functional Classification Concepts, Criteria, and Procedures](#). FHWA acknowledges that criteria can vary based on the unique characteristics of each state and that decisions must sometimes be subjective.

2.1 Roads to be Classified

FHWA requires that states classify and update all public roads. DOT&PF is the delegated authority for leading and completing Alaska’s functional classification update. FHWA and DOT&PF define all public roads as “any road under the jurisdiction of, and maintained by, a public authority and open to public travel.”

“Open to public travel” means a road is:

- *available*, except during scheduled periods (including seasonal closures), extreme weather, or emergency conditions.
- *passable by standard passenger cars*.
- *open to the general public for use* without restrictive gates, prohibitive signs, or regulations, except for restrictions based on vehicle size, weight, or class of registration.

2.2 Additional Considerations

Alleyways

Alleyways function as public roads and are open to public travel in most situations. Typical alleyways are expected to be classified as Local roadways. Local roadways are often classified by default, meaning that once all arterial and collector roadways have been identified, all remaining roadways are classified as local roads. If there are alleyways identified that do not function as public roads and are not open to public travel, then functionally classifying them would not be appropriate.

Future Roads

Future roads will be functionally classified using the existing system if they are included in an approved Statewide Transportation Improvement Program (STIP) and are expected to be constructed within the current STIP timeframe of four years or less. That said, these future roads will not influence the functional classification of existing roads until they are built. Per the FHWA guidance (2023), “states should assign functional classifications according to how the roadway is functioning in the current year only.”

Ice Roads

In Alaska, seasonal ice roads provide access connecting communities to employment, subsistence hunting grounds, food, medical services, and cultural events. DOT&PF has established a competitive grant program for communities to access funding for ice roads. Funding is allocated through the Federal Surface Transportation Block Grant (STBG) program and ice roads do not require functional classification to be eligible for funding. For more information, see: [Safe Ice Roads for Alaska Program](#) and [23 USC 133\(k\)](#).

Ice roads will not be functionally classified because they do not meet DOT&PF’s definition of a public road due to the seasonality and variability in geographic location from year to year, and because they are not routinely accessible by standard passenger cars.

Ramps

Ramps and other non-mainline roadways will be assigned the same functional classification as the highest functional classification among the connecting mainline roadways served by the ramp.

Roadways Under Construction

For roadways under construction, the current classification of roadways shall be used until construction is complete. If necessary, the roadway will be reclassified once construction is complete.

Seasonal Roads

In Alaska, some public roads are closed during winter months. These seasonal roads will be classified based on how they function when they are open to travel.

Water Routes & Ferry Routes

Water routes and ferry routes are not considered roadways and do not require functional classification. However, seaports and ferry terminals may influence the functional classification of adjacent roadways providing access to a port or ferry. Thus, all seaport and ferry terminal locations will be considered when classifying roadways.

2.3 Mileage and Vehicle Miles Traveled Per Functional Classification

The Federal Highway Administration offers guidelines for the percentage of total mileage allotted for each classification type and for vehicle miles of travel (VMT) per classification type. FHWA’s guidance for Rural States will be applied to Alaska since rural states are defined as having 75 percent or less of their population in urban areas and Alaska has approximately 65 percent of its population in urban areas.

Functional Classification	Mileage Extent for Urban Systems	VMT Extent for Urban Systems
Interstate	1% - 3%	17% - 31%
Other Principal Arterial	4% - 9%	16% - 33%
Minor Arterial	7% - 14%	14% - 27%
Major Collector	3% - 16%	2% - 13%
Minor Collector	3% - 16%	2% - 12%
Local	62% - 74%	9% - 25%

Functional Classification	Mileage Extent for Rural Systems	VMT Extent for Rural Systems
Interstate	1% - 3%	18% - 38%
Other Principal Arterial	2% - 6%	15% - 31%
Minor Arterial	2% - 6%	9% - 20%
Major Collector	8% - 19%	10% - 23%
Minor Collector	3% - 15%	1% - 8%
Local	62% - 74%	8% - 23%

These guidelines are considered general rules of thumb by FHWA. However, FHWA encourages states to generate these statistics for their own roadways and then evaluate whether they fall within the normal ranges presented in the table above.

3.0 ADJUSTED URBAN AREA BOUNDARIES

Federal transportation legislation permits the expansion of Census Bureau-defined urban boundaries to create adjusted urban area boundaries for transportation planning. This process involves collaboration between State and local officials. According to Federal regulations, these adjusted boundaries must cover the entire census-designated urban area (with populations of 5,000 or more) and be approved by the Secretary of Transportation ([23 USC 101\(a\)\(35\)-\(36\)](#) and [49 USC 5302\(23\)-\(24\)](#)). Boundaries must be one simple polygon and should include transit routes and traffic generators without splitting roadways or ramps.

Using the latest census data, DOT&PF completed and submitted [adjusted urban area boundaries](#) to FHWA for review on February 12, 2024, and received approval from FHWA on March 5, 2024. These boundaries are considered authoritative and will be used to categorize roads under the appropriate urban area classification.

FHWA defines urban area types into two categories based on their population range:

FHWA Area	Population Range	
Urban	Small Urban	5,000 - 49,999
	Urbanized	50,000 +

Urban and rural areas differ significantly in terms of land use, road network density, travel patterns, and how these elements interact in defining the function of a road. Consequently, urban, and rural areas have distinct thresholds for criteria. For the purpose of defining criteria for functional classification of all public roads in Alaska, functional classification will be assessed across four area categories: Urbanized Areas, Small Urban Areas, Rural Areas, and Disconnected Rural Areas. Disconnected Rural Areas are those that are not connected to the core road network or the year-round ferry network and have a population of fewer than 5,000. In instances where a roadway defines the boundary between two areas, the roadway should be clearly assigned to the urban area it primarily serves. If the roadway serves each area equally, it will be assigned to the higher classification. Figure 2 shows the geographic distribution of Alaska’s Urbanized Areas and Small Urban Areas, listed below:

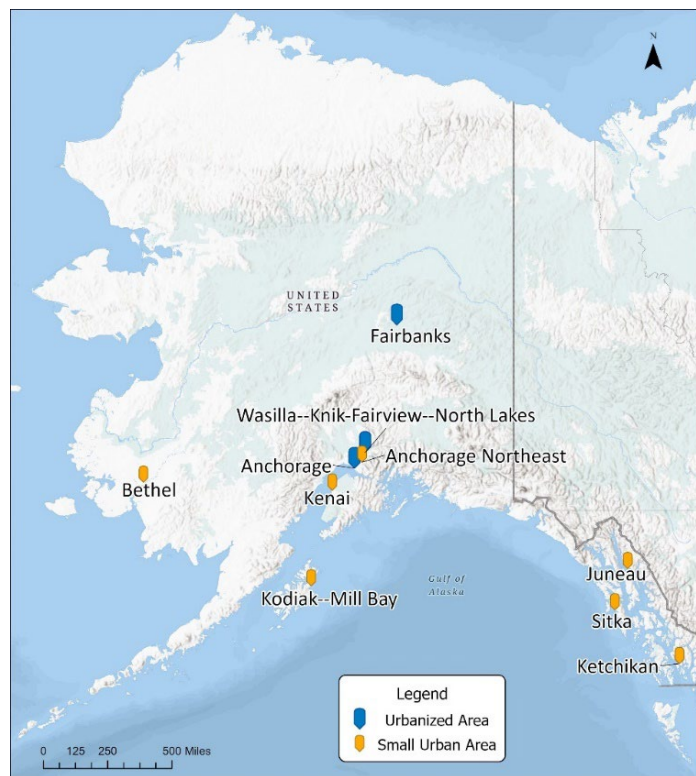


Figure 2. Urbanized and Small Urban Areas in Alaska

Urbanized Areas

- Anchorage
- Fairbanks
- Wasilla; Knik-Fairview; North Lakes

Small Urban Areas

- Anchorage Northeast (Chugiak; Eagle River)
- Juneau
- Ketchikan
- Kodiak; Mill Bay
- Kenai
- Sitka
- Bethel

4.0 PRELIMINARY ANALYSIS

The Michael Baker team reviewed FHWA’s 2023 Functional Classification Guidelines as well as the 2011 Alaska DOT&PF guidelines and their 2016 revised guidelines for the previous statewide functional classification update for Alaska. The team collected all relevant, timely, and available datasets that were used or mentioned in those guidelines (listed in [Appendix A](#)). This data review and subsequent data analysis was used to determine appropriate criteria thresholds for each functional classification for urbanized, small urban, rural connected, and rural disconnected roads in Alaska.

Given the unique structure of Alaska’s transportation network compared to the rest of the country, and because Alaska’s last statewide functional classification update was completed 13 years ago, the current functional classification of Alaska’s roads needed to be considered. To assess existing conditions for each urban and rural area outlined in Section 3.0 above (Figure 2), a spatial analysis was conducted to determine the range of existing values for each quantitative parameter that could be used to determine functional classification. In addition to ranges, the median was derived for AADT values because the ranges included outliers and tended to be quite broad.

As recommended by FHWA and the previous Alaska functional classification, and after discussions with the Alaska project team, **this analysis was completed for the following parameters:**

- Average Annual Daily Traffic (AADT) (2023, 2022, 2012)
- Number of Public Road Intersections per Mile
- Lane Width
- Median Status (Divided or Undivided)
- Divided Median Type
- Access Control
- Speed Limit
- Number of Travel Lanes
- National Highway System (NHS) Designation
- Strategic Highway Network (STRAHNET) Designation
- National Highway Freight Network (NHFN) Designation
- National Network (NN)
- Bus Routes
- Length of Route

These existing conditions were compared against guidance from both FHWA and the previous functional classification to determine the criteria discussed in the next section. While only the most informative and critical datasets are included in the following criteria, the complete analysis will be available to the project team for reference during the functional classification update process.

5.0 CRITERIA

The following criteria were developed as a guide to functionally classify roadways in Alaska. They serve as an interpretation of FHWA's 2023 Functional Classification guidelines and were made specific to Alaska's transportation landscape and urban and rural area types.

Individual criterion function as guidelines in a holistic approach to identify the functional usage of a roadway. No single criterion is to be used on its own to make a classification determination, and similarly, it is unnecessary and even unlikely for a roadway to match all the criteria for a single classification. Rather, decisions on functional classification should look at the big picture of mobility and access, which are the two primary functions of roadways per FHWA. Qualitative criteria are used, and data ranges such as AADT or speed limit are intentionally wide and overlapping to allow for a more complete analysis of the function of the roadway and to serve as acknowledgement that there are no singular rules governing classification determinations. The primary function of a roadway is the basis for its functional classification, and these criteria are a guide to help the project team determine that function.

5.1 Urbanized and Small Urban Areas

URBANIZED AND SMALL URBAN AREAS	
Functional Class	Qualitative Criteria
Interstate	<ul style="list-style-type: none"> Federally designated
Principal Arterial	<ul style="list-style-type: none"> Serve activity centers of statewide significance including airports, seaports, colleges, medical complexes, military bases, recreational areas, and industrial and commerce centers Carry a high proportion of urban travel on minimal mileage Accommodate trips entering and leaving urban areas and movements through the urban areas
Minor Arterial	<ul style="list-style-type: none"> Serve activity centers of regional significance including airports, seaports, colleges, medical complexes, military bases, recreational areas, and industrial and commerce centers Interconnect and augment the higher Arterial system and provide intra-community continuity Distribute traffic to smaller geographic areas than Principal Arterials Provide more land access than Principal Arterials without penetrating identifiable neighborhoods
Major Collector	<ul style="list-style-type: none"> Serve both land access and circulation in higher density residential, commercial, and industrial areas Distribute and channel trips between Arterials and Local streets, usually over a distance of greater than three quarters of a mile Penetrate residential neighborhoods, often for significant distances
Minor Collector	<ul style="list-style-type: none"> Serve both land access and circulation in lower density residential, commercial, and industrial areas Distribute and channel trips between Arterials and Local streets, usually over a distance of less than three quarters of a mile Penetrate residential neighborhoods, often for only a short distance May serve schools, smaller colleges, and universities
Local	<ul style="list-style-type: none"> Provide direct access to adjacent land Provide access to higher systems Carry no through traffic movement

Table 1. Qualitative Criteria for Functional Classes in Urbanized and Small Urban Areas

URBANIZED AREAS								
Functional Class	ID	AADT (2024)	Access (Controlled or uncontrolled)	Access Points (# of intersections on each route, including driveways)	Speed Limit (mph)	Distance Between Routes	Distance Served (Length of route)	Significance
Interstate	1	Currently designated Interstates	Currently designated Interstates	Currently designated Interstates	Currently designated Interstates	Currently designated Interstates	Currently designated Interstates	Statewide
Principal Arterial	3	7,000 - 27,000	Partially/Uncontrolled	Few	45-55	1/2 - 1 mi	Longest	Statewide
Minor Arterial	4	3,000 - 14,000	Uncontrolled	Few	35-55	1/8 - 1 mi	Longest	Statewide
Major Collector	5	1,000 - 5,000	Uncontrolled	Medium	20-45	1/8 - 1/2 mi	Medium	Regional
Minor Collector	6	500 - 3,000	Uncontrolled	Medium	20-45	1/8 - 1/2 mi	Medium	Regional
Local Road	7	0 - 1,000	Uncontrolled	Many	35 or under	Lowest	Shortest	Local

Table 2. Typical Characteristics of Functional Classes in Urbanized Areas

SMALL URBAN AREAS								
Functional Class	ID	AADT (2024)	Access (Controlled or uncontrolled)	Access Points (# of intersections on each route, including driveways)	Speed Limit (mph)	Distance Between Routes	Distance Served (Length of route)	Significance
Interstate	1	Currently designated Interstates	Currently designated Interstates	Currently designated Interstates	Currently designated Interstates	Currently designated Interstates	Currently designated Interstates	Statewide
Principal Arterial	3	7,000 - 27,000	Partially/Uncontrolled	Few	45-55	1 - 5 mi	Longest	Statewide
Minor Arterial	4	3,000 - 9,000	Uncontrolled	Few	35-55	1 - 3 mi	Longest	Statewide
Major Collector	5	800 - 4,000	Uncontrolled	Medium	20-45	1/2 - 1 mi	Medium	Regional
Minor Collector	6	200 - 1,500	Uncontrolled	Medium	20-45	1/2 - 1 mi	Medium	Regional
Local Road	7	0 - 800	Uncontrolled	Many	35 or under	Lowest	Shortest	Local

Table 3. Typical Characteristics of Functional Classes in Small Urban Areas

5.2 Rural Connected Areas

RURAL CONNECTED AREAS	
Functional Class	Qualitative Criteria
Interstate	<ul style="list-style-type: none"> Federally designated
Principal Arterial	<ul style="list-style-type: none"> Serve corridor movements having trip length and travel density characteristics indicative of substantial statewide travel Serve activity centers of statewide significance including airports, seaports, ferry terminals, colleges, medical complexes, military bases, recreational areas, and industrial and commerce centers Accommodate trips providing access between urban and rural communities Provide an integrated network of continuous routes without stub connections (dead ends)
Minor Arterial	<ul style="list-style-type: none"> Form an integrated network linking communities and some major destinations Serve activity centers of regional significance including airports, seaports, ferry terminals, colleges, medical complexes, military bases, recreational areas, and industrial and commerce centers Spaced at intervals consistent with population density so that all developed areas are within a reasonable distance of an Arterial roadway Provide service to areas requiring greater travel lengths than Collectors and have relatively high speed limits and relatively low interference to through movement
Major Collector	<ul style="list-style-type: none"> Provide access to communities and other traffic generators not on the Arterial system such as schools, shipping points, parks, and agricultural areas May serve activity centers including airports, seaports, ferry terminals, colleges, medical complexes, recreational areas, and commerce centers Link rural communities with nearby larger areas that are on Arterial routes Penetrate residential neighborhoods, often for significant distances
Minor Collector	<ul style="list-style-type: none"> Spaced at intervals consistent with population density to collect traffic from Local roads and carry it to more developed areas Link locally important traffic generators with their rural lands
Local	<ul style="list-style-type: none"> Serve primarily to provide access to adjacent land Provide service to travel over short distances

Table 4. Qualitative Criteria for Functional Classes in Rural Connected Areas

RURAL CONNECTED AREAS								
Functional Class	ID	AADT (2024)	Access (Controlled or uncontrolled)	Access Points (# of intersections on each route, including driveways)	Speed Limit (mph)	Distance Between Routes	Distance Served (Length of route)	Significance
Interstate	1	Currently designated Interstates	Currently designated Interstates	Currently designated Interstates	Currently designated Interstates	Highest	Currently designated Interstates	Statewide
Principal Arterial	3	1,000 - 20,000	Partially/Uncontrolled	Few	45-55	Highest	Longest	Statewide
Minor Arterial	4	500 - 3,000	Uncontrolled	Few	35-55	Highest	Longest	Statewide
Major Collector	5	300 - 2,000	Uncontrolled	Medium	20-45	Medium	Medium	Regional
Minor Collector	6	200 - 1000	Uncontrolled	Medium	20-45	Medium	Medium	Regional
Local Road	7	0 - 600	Uncontrolled	Many	35 or under	Lowest	Shortest	Local

Table 5. Typical Characteristics of Functional Classes in Rural Connected Areas

5.3 Rural Disconnected Areas

RURAL DISCONNECTED AREAS	
Functional Class	Qualitative Criteria
Interstate	<ul style="list-style-type: none"> Not Applicable - No Interstates in rural disconnected areas
Principal Arterial	<ul style="list-style-type: none"> Not Applicable - No Principal Arterials in rural disconnected areas
Minor Arterial	<ul style="list-style-type: none"> Constitute main thoroughfares and connections through rural disconnected areas Only exist in areas with populations greater than 2,500 Spaced at intervals consistent with population density so that all developed areas are within a reasonable distance of an Arterial roadway
Major Collector	<ul style="list-style-type: none"> May serve as main thoroughfares in smaller communities or as connections from more rural areas to Arterials Serve remote rural airports that provide the only link to the state transportation system for communities of at least 500 permanent year-round residents without other reliable access. May serve seaports or ferry terminals
Minor Collector	<ul style="list-style-type: none"> Carry more distant communities to higher classified roadways May serve remote rural airports that provide the only link to the state transportation system for communities of fewer than 500 permanent year-round residents without other reliable access The lowest possible classification to serve landfills and sewage lagoons May be unpaved
Local	<ul style="list-style-type: none"> Serve primarily to provide access to adjacent land Provide service to travel over short distances May be unpaved

Table 6. Qualitative Criteria for Functional Classes in Rural Disconnected Areas

RURAL DISCONNECTED AREAS								
Functional Class	ID	AADT (2024)	Access (Controlled or uncontrolled)	Access Points (# of intersections on each route, including driveways)	Speed Limit (mph)	Distance Between Routes	Distance Served (Length of route)	Significance
Interstate	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Principal Arterial	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Minor Arterial	4	500 - 4,000	Uncontrolled	Few	35-55	Highest	Longest	Statewide
Major Collector	5	300 - 2,000	Uncontrolled	Medium	20-45	Medium	Medium	Regional
Minor Collector	6	200 - 1,000	Uncontrolled	Medium	20-45	Medium	Medium	Regional
Local Road	7	0 - 600	Uncontrolled	Many	35 or under	Lowest	Shortest	Local

Table 7. Typical Characteristics of Functional Classes in Rural Disconnected Areas

APPENDIX A – DATA INVENTORY

A review was conducted of existing datasets that may be relevant for the functional classification of roads in Alaska. Unless otherwise noted, datasets listed below were sourced from Alaska DOT&PF’s “REPORT” geodatabase (REPORTGDB_MBI_FC_24.gdb) downloaded on July 19, 2024.

Dataset	Feature Class / Web Service	Source
Current Functional Class	LRSE_Functional_Class	DOT&PF
Current AADT	2023: https://alaskatraficdata.drakewell.com/publicmultinodemap.asp 2022: AADT 2022 Final	2023: Drakewell 2022: DOT&PF
Historic AADT 2012 – 2020	AADT TrafficCounts	DOT&PF
Percent Change in AADT	$\frac{\text{Current AADT} - \text{Historic AADT}}{\text{Historic AADT}} \times 100 = \% \text{ change}$	DOT&PF
Access Control	LRSE_Access_Control	DOT&PF
Speed Limit	LRSE_Speed	DOT&PF
Number of Lanes	LRSE_Through_Lane	DOT&PF
Lane Width	LRSE_Lane_Width	DOT&PF
Transit Routes*	Statewide: https://dot.alaska.gov/transit/rcs_providers.shtml Anchorage: Bus Routes Hosted Bethel: https://www.cityofbethel.org/247/Public-Transit-System Fairbanks: Bus Lines MACS Transit Girdwood: https://glaciervalleytransit.com/ Juneau: https://maps.trilliumtransit.com/map/feed/cityandboroughhofjuneau-ak-us Ketchikan: https://www.kgbak.us/DocumentCenter/View/12748/BUS-Schedule-2024-Summer Sitka: https://ridesitka.com/wp-content/uploads/2016/07/newtherideschedulewithqrcode.pdf	DOT&PF Municipality of Anchorage Bethel Borough Fairbanks North Star Borough Glacier Valley Transit Trillium Transit Ketchikan-Gateway Borough Ride Sitka Michael Baker International
Shoulder Width	LRSE_HPMS_Shoulder_Width	DOT&PF
Urban/Rural Designation	LRSE_FHWA_Urban_Area	DOT&PF
Alaska Highway System	LRSE_AHS	DOT&PF
Facility Type**	LRSE_Facility_Type	DOT&PF
Intersections	LRSI_Intersections	DOT&PF
Maintenance Category***	LRSE_Maint_Category	DOT&PF
Management Responsibility	LRSE_Management_Resp	DOT&PF
Divided/Undivided	LRSE_Median	DOT&PF
National Highway Freight Network	LRSE_National_Highway_Freight_Network	DOT&PF

Dataset	Feature Class / Web Service	Source
National Highway System	LRSE_NHS	DOT&PF
Railroad Crossings	LRSE_Rail_Crossing_Line	DOT&PF
Road Curvature	LRSE_Curve	DOT&PF
Road Grade	LRSE_Grade	DOT&PF
Road Surface	LRSE_Road_Surface	DOT&PF
School Zones	LRSE_School_Zone	DOT&PF
K-12 Schools	Alaska Schools	Alaska Dept. of Education and Early Development
Colleges and Universities	Colleges and Universities	Esri Living Atlas, US Dept. of Education
Parks	USA Parks	Esri Living Atlas, TomTom
Hospitals	Hospitals Registered with Medicare	Esri Living Atlas, Centers for Medicare and Medicaid Services (CMS)
Military Installations, Ranges, and Training Areas	Military Installations, Ranges, and Training Areas - Polygons	Esri Living Atlas, Department of Defense (DOD)
Statewide Transportation Improvement Program	LRSE_STIP	DOT&PF
Strategic Highway Network	LRSE_STRAHNET	DOT&PF
Winter Maintenance Priority	LRSE_Winter_Maint_Prty	DOT&PF
2020 Population	AK_popn_census_blocks_2020	U.S. Census Bureau
Percent Change in Population	$\frac{2020 \text{ census} - 2010 \text{ census}}{2010 \text{ census}} \times 100 = \% \text{ change}$	U.S. Census Bureau
Urban Areas	AKDOTPF Revised Final Urban Boundaries July 2024	DOT&PF
Airports	Airports or REF_Airport	DOT&PF
Harbors	Harbors or REF_Harbor	DOT&PF
Ferry Terminals	Ferry Terminals or REF_Ferry_Terminal	DOT&PF

Dataset	Feature Class / Web Service	Source
Municipality Roads	<p>Anchorage: Streets Hosted</p> <p>Fairbanks: Road Centerlines</p> <p>Haines: Roads</p> <p>Juneau: Street Labels</p> <p>Kenai Peninsula: KPB_Roads</p> <p>Ketchikan: KetchikanAKFeatures</p> <p>Kodiak Island: KIB_Roads</p> <p>Matanuska-Susitna: Road Centerlines (Public Safety) Official Streets and Highways Plan 2022 (Streets & Hwys Plan) Cartegraph GIS Public (OMS GIS Pavement Mgmt System)</p> <p>North Slope: Parcel lines Blks Lots Tracks Setbacks Street Names</p> <p>Nome: Nome Streets</p> <p>Unalaska: streets</p> <p>Wrangell: RoadCenterlines</p>	<p>Municipality of Anchorage</p> <p>Fairbanks North Star Borough</p> <p>Haines Borough</p> <p>City and Borough of Juneau</p> <p>Kenai Peninsula Borough</p> <p>Ketchikan Gateway Borough</p> <p>Kodiak Island Borough</p> <p>Matanuska-Susitna Borough</p> <p>North Slope Borough</p> <p>City of Nome</p> <p>City of Unalaska</p> <p>City and Borough of Wrangell</p>
Municipality TIP Projects	MSB_TIP2021	Matanuska-Susitna Borough
Alaska High-Resolution Imagery	Alaska High Resolution Imagery (RGB)	Alaska Geoportal (Maxar, Alaska Geospatial Office, USGS)
Esri World Imagery	World Imagery	Esri (Esri, Maxar, Earthstar Geographics, and the GIS User Community)
Google Maps Imagery	https://www.google.com/maps/vt?lyrs=s@189&gl=cn&x={col}&y={row}&z={level}	Google
Google Street View	https://www.google.com/maps/	Google

* Transit Routes include those that provide regularly scheduled public transport along defined routes.

** Facility Type identifies properties like boardwalks, restricted roads, ferry access, connectors, and roundabouts.

*** Maintenance Category identifies roads that are maintained year-round.

APPENDIX B – ROADWAY MILEAGE AND VEHICLE MILES OF TRAVEL

A review of existing roadway mileage and vehicle miles of travel (VMT) by functional classification was conducted and compared to the recommended FHWA ranges found on pages 23 and 24 of the 2023 [Highway Functional Classification Concepts, Criteria, and Procedures](#) document. This review was based on the 2023 data in the Highway Performance Monitoring System (HPMS) Extent and Travel Report dated August 2, 2024. The calculations and the FHWA recommended ranges are presented below as a percentage of total mileage and VMT. FHWA states that their recommended ranges should be considered general rules of thumb.

MILEAGE				
	Urban Area		Rural Area	
Functional Classification	Existing	Recommended	Existing	Recommended
Interstate	2.5%	1% - 3%	6.9%	1% - 3%
Principal Arterial	4.4%	4% - 9%	5.5%	2% - 6%
Minor Arterial	6.4%	7% - 14%	3.0%	2% - 6%
Major Collector	8.0%	3% - 16%	9.5%	8% - 19%
Minor Collector	7.5%	3% - 16%	9.9%	3% - 15%
Local	71.2%	62% - 74%	65.2%	62% - 74%

VEHICLE MILES OF TRAVEL				
	Urban Area		Rural Area	
Functional Classification	Existing	Recommended	Existing	Recommended
Interstate	24.9%	17% - 31%	35.0%	18% - 38%
Principal Arterial	27.2%	16% - 33%	11.9%	15% - 31%
Minor Arterial	16.2%	14% - 27%	4.9%	9% - 20%
Major Collector	7.6%	2% - 13%	13.1%	10% - 23%
Minor Collector	3.5%	2% - 12%	9.9%	1% - 8%
Local	20.7%	9% - 25%	25.3%	8% - 23%



CITY AND BOROUGH OF JUNEAU PLANNING COMMISSION RULES OF ORDER

The following rules and guidelines are hereby adopted by the Planning Commission of the City and Borough of Juneau.

Purpose. These Rules of Order are intended to guide meetings and other operations of the City & Borough of Juneau Planning Commission in a manner that ensures consistency, fairness, and an equitable opportunity for Members of the Commission and the public to participate in an open and orderly manner.

Rule 1. COMMISSION OFFICERS AND ROLES

- A. The officers of the Planning Commission (Commission) shall be Chair, Vice-Chair, Clerk, and Assistant Clerk.
- B. Officers shall be elected by a majority vote of the members of the Commission held annually at the start of the first regular meeting of the year.
- C. Officer Duties:
 1. The Chair shall preside over regular Commission meetings, establish committees, and coordinate with the Community Development Department (CDD) Director on issues including meeting agendas.
 2. The Vice-Chair shall preside over Committee of the Whole meetings and fulfill the duties of the Chair when the Chair is absent or otherwise unable to fulfill those obligations.
 3. If neither the Chair nor Vice-Chair is available, another member of the Commission shall be identified to fulfill the designated duties.

Rule 2. MEETINGS

- A. Date and Time of Regular Meetings. The Regular meetings of the Commission shall begin between 6:00 P.M. and 7:00 P.M. on the second and fourth Tuesday of each month. Regular meetings will have a 6:00 P.M. start time for the months of October, November, December, January, February, March and April and a 7:00 P.M. start time for the months of May, June, July, August, and September.
- B. Commission Attendance. Members of the Commission are expected to attend meetings and

arrive on time. If a member of the Commission arrives, or joins remotely, after the Commission has begun proceedings on an item, that member will not be allowed to participate in the hearing on that issue. If a member of the Commission cannot attend a Commission or Committee meeting or will be late to a meeting, that member is expected to notify the Director and Chair with as much notice as possible. If a member is absent without providing notice, that absence will be considered unexcused.

- C. Place of Meetings. Commission meetings shall be held in the Assembly Chambers at the Municipal Building at 155 Heritage Way, Juneau, Alaska, unless public notice is provided for a different location. Meetings will also be available by remote platform.
- D. All Meetings Public. All meetings of the Commission and any of its committees shall be open to the public except for executive sessions.
- E. Special Meetings and Committee of the Whole Meetings. Special and Committee of the Whole meetings may be called at any time by the Chair and must be called if requested by at least three members of the Commission.
- F. Time of Adjournment. Meetings will adjourn no later than 11:00 P.M. unless extensions are allowed by a majority of the members of the Commission present who are not recused from hearing the business under consideration at the time. Meetings may be extended past 11:30 P.M. only in accordance with Rule 14 and with consent of the Chair. No new business will be considered after 10:30 P.M. unless agreed to by a majority of the members present who are not recused from hearing the new business.

Rule 3. PUBLIC NOTICE OF MEETINGS

Notice of all meetings of the Commission and its committees shall be supplied to a newspaper of general circulation and posted on the City and Borough website and on the Municipal Bulletin Board.

Rule 4. STAFF ATTENDANCE

At least one CDD staff member will attend all meetings of the Commission and its committees.

Rule 5. ORDER OF BUSINESS

The order of business for Commission meetings shall be:

- I. Land Acknowledgement
- II. Roll Call
- III. Request for Agenda Changes and Approval of Agenda
- IV. Approval of Minutes
- V. Brief Review of the Rules for Public Participation
- VI. Public Participation on Non-Agenda Items
- VII. Items for Reconsideration
- VIII. Consent Agenda
- IX. Unfinished Business

- X. Regular Agenda
- XI. Other Business
- XII. Staff Reports
- XIII. Committee Reports
- XIV. Liaison Reports
- XV. Continuation of Public Participation on Non-Agenda Items
- XVI. Planning Commission Comments and Questions
- XVII. Executive Session
- XVIII. Adjournment

Rule 6. COMMITTEES

- A. Appointment and Membership. The Chair shall (I) appoint members to the standing committees and appoint the chairs of those committees; and (II) create committees, as deemed necessary, and appoint members and chairs of those committees. Standing committees shall consist of at least four members of the Commission. The Chair is an ex officio member of all committees; the Chair can debate and vote but is not required for purposes of establishing the minimum quorum necessary for action. If present, the Chair counts toward establishing a quorum.

- B. Committee Chair. A committee chair or, in their absence, the most senior member of the committee present, shall have full responsibility for conducting the affairs of the committee and reporting the same to the Commission. Committee chairs shall act as spokespersons for their committees at public meetings and hearings. Public testimony shall be allowed at committee meetings only with permission from the chair of that committee.

- C. Standing Committees.
 - 1. Title 49 Committee. The purpose of this committee is to review the land use code and recommend changes to the land use code, as needed, to the Commission.
 - 2. Governance Committee. The purpose of this committee is to review and recommend updates to these rules and procedures as necessary and to consider other action as may be beneficial to facilitate Commission and committee meetings and debate.
 - 3. CIP Committee. The purpose of this committee is to lead Commission participation in development of the annual CBJ CIP project list, including efforts to ensure the projects reflect CBJ planning priorities as enumerated in the Comprehensive Plan, Area Plans, and other plans adopted by the Assembly.

Rule 7. OTHER BOARDS, COMMISSIONS, AND COMMITTEES

- A. Appointment of Liaisons. Commission liaisons serve as connections to establish and maintain communication between the Commission and other boards, commissions, or committees on issues, projects, and other matters of mutual concern and interest. A liaison is not a member of the other body or counted to determine a quorum, has no voting power on the body, and is encouraged, but not required, to attend all meetings of the body. The Chair shall appoint one

liaison to each of the following:

1. Assembly Lands, Housing, and Economic Development Committee.
 2. Assembly Public Works and Facilities Committee.
 3. Juneau Commission on Sustainability.
- B. Appointments to seats on other Boards, Commissions, or Committees. The Chair shall appoint members to serve on other boards, commissions, and committees, in seats designated for the Commission, as necessary.

Rule 8. PROTOCOLS FOR COMMISSIONER DEBATE AND DISCUSSIONS

- A. Speaking on the Question. In all questions and comments, members of the Commission shall endeavor to provide the Commission with relevant facts and arguments and shall strive to avoid redundancy. The Chair may disallow non-germane questions and comments. Members of the Commission, the CDD Director, and staff may speak more than once to the same question at the same stage of proceedings. In determining the order of speakers, the Chair shall give priority to members who have not spoken on the question.
- B. Asking Questions. After obtaining recognition from the Chair, a member may ask direct questions of another member of the Commission, City and Borough of Juneau (CBJ) staff, or of a person appearing before the Commission. All questions shall be respectful and may not be argumentative.
- C. Decorum. Members of the Commission shall not question the motives, competency, or integrity of any person except as necessary to decide a matter in which such issues are relevant. The Chair shall admonish any member violating this rule, and may, without a vote, declare a recess not to exceed ten minutes.

Rule 9. PROTOCOL FOR MEETINGS

- A. Order and Procedure for Public Hearings on Action Items:
1. The Chair will open the hearing on an individual item for action and read the title of the matter at hand.
 2. CDD staff will present a report and recommendation and will respond to initial Commission questions. Staff is encouraged to limit its presentation to no more than 10 minutes. Members of the Commission are encouraged to hold questions until the completion of the initial presentation.
 3. The applicant or the applicant's representative will have an opportunity to present information regarding the request and respond to initial Commission questions. Applicant must notify the CDD Administrative staff if they wish to participate remotely and must provide their username. This presentation is limited to no more than 10 minutes. The limit

shall be extended as long as necessary to answer any questions addressed to the speaker by the members of the Commission. If the applicant wishes to use electronic slides (PowerPoint or the equivalent) during a presentation, the applicant must supply an electronic version of those slides to Community Development staff in accordance with Rule 11. This deadline may be altered for meetings held other than at the regular meeting time.

4. Public participation will be opened, and the public will be invited to comment. Public participation shall be carried out in accordance with Rule 10. Members of the Commission may pose questions through the Chair in accordance with Rule 8.
5. Public participation will be closed.
6. The applicant or the applicant's representative will have an opportunity to present additional information regarding the request and respond to questions from the Commission. This presentation shall be limited to no more than 5 minutes; this time limit shall be extended as long as necessary to answer any questions addressed to the speaker by members of the Commission.
7. The Commission will deliberate and make its decision.

- B. The Chair will set forth the item or subject to be discussed and will rule non-germane or inappropriate comments out of order.
- C. All speakers, members of the public, and members of the Commission will be recognized by the Chair by surname.
- D. When recognized by the Chair, staff may participate in the same manner as the members of the Commission except that staff cannot vote.
- E. Once public participation is closed, it cannot be reopened except in accordance with Rule 14.
- F. A member of the public that wishes to participate at a meeting, but cannot attend the meeting, may submit comments in writing pursuant to these Rules or send a representative to present on his or her behalf. Applicants or members of the public that choose to participate remotely do so at their own risk. If remote connection is lost, the public hearing may continue without the applicant's participation.

Rule 10. PUBLIC PARTICIPATION AT MEETINGS (ORAL)

- A. Public Testimony. Public participation in the form of oral testimony during hearings on permit applications, ordinances, resolutions, matters other than appeals, and on non-agenda items, will be conducted according to the following rules:

1. Subject Matter. Members of the public present during a hearing shall be given one opportunity to be heard during the hearing on that item. In addition, there shall be a time

during all regular Commission meetings for members of the public to address the Commission concerning any matter relevant to the Commission's jurisdiction and not on the agenda for specific public hearing at that meeting. Questions posed to Commissioners or staff will not be answered directly during the time allotted for public testimony.

2. Time Limits for Public Testimony. Unless otherwise specified by the Chair, public testimony on agenda items is limited to five minutes per speaker. The five-minute limit shall be extended as long as necessary to answer any questions addressed to the speaker by the Commission or CBJ staff. The Chair may set a different time limit if it appears necessary to gain maximum participation and conserve time and may, for the same reason, disallow questions from the Commission to members of the public. The time limit may also be changed by a majority of the Commission, which the Chair cannot overrule. Except as otherwise provided in these Rules, the time limit for individual speakers shall be uniform for all speakers and shall be strictly enforced. The time limit for public testimony on non-agenda items is limited to three minutes.
 3. Public Representatives. Members of the public shall not have the right to transfer their unused time to another. However, an individual may speak on behalf of a group of other individuals provided that all individuals are present, either in person or remotely, during the meeting. If present in person, all individuals must have signed in on the sign-in sheet provided and have indicated on the sign-in sheet that the representative individual will present on their behalf. If participating remotely, all individuals must have provided an email to the Director and Chair by 12 P.M. the day of the meeting stating that the representative individual will present on their behalf. Under these circumstances, the time limit for the oral testimony presented by the representative individual shall be extended by one minute for each individual represented up to a maximum of five additional minutes. Individuals that are represented in this manner shall not also have the right to present oral testimony for themselves. The Chair has discretion over the order in which public testimony will be taken from members of public participating in person and members of the public participating remotely.
 4. Identification. Members of the public will precede their remarks by stating their names and, unless otherwise allowed by the Chair, their place of residence. The public will write this information on the sign-in sheet provided.
- B. Decorum. The Chair is responsible for ensuring that members of the public have a reasonable opportunity to address the Commission during public participation periods and for maintaining proper order and decorum throughout each meeting. Audible communication from or in the audience, including communication directed to the Commission, CBJ staff, or applicant during meetings is not allowed. The Chair shall also ensure that during oral testimony, members of the public direct their comments and questions to the Chair and not to the applicant, staff or other members of the public. Questions shall be respectful and may not be argumentative. The Chair shall admonish any member of the public violating this rule, and may, without a vote, declare a recess not to exceed ten minutes.

RULE 11. WRITTEN and/or ILLUSTRATIVE MATERIALS

Members of the public are encouraged to submit written comments, reports, and exhibits. Such material, especially maps, graphics, photographs, and responses to specific code sections, generally aids the Commission in making its decision. However, material submitted close to the hearing date, especially voluminous written material offered at a public hearing, can result in inequities. The Commission adopts this written and/or illustrative material policy to give staff and the applicant a reasonable opportunity to analyze public comments, to give the public a reasonable opportunity to submit material before and after publication of the staff report, to give the members of the Commission a reasonable opportunity to review the meeting packets, and to give the Commission the ability to balance the relevance and prejudice of any late material. Members of the public should assume that the members of the Commission have read all materials submitted in advance of the hearing.

- A. Publication of Staff Report. The original staff report should be published by close of business eight business days before the hearing (Monday). If justice so requires, The Director may extend the publishing deadline to close of business six days before the hearing (Wednesday).
- B. Timely Material for Packet.
 - 1. Material—including public comments, applicant comments, and supplemental staff reports—submitted to CDD before noon four days before the hearing (Friday at noon) is considered timely submitted and will be included in a packet for that meeting. Material submitted less than four days before a meeting is subject to the late submittal policy below. The Director in with consultation with the Chair, may extend the timely material deadline to noon the day before the hearing (Monday).
 - 2. If a member of the public wishes to use electronic slides (PowerPoint or the equivalent) during public testimony, an electronic version of those slides must be provided to the Community Development staff by the same deadline for timely written material.
- C. Late Material. Maps, graphics, photographs, and no more than the equivalent of two single-sided printed pages of written information are allowed to be submitted at the hearing when a person presents. Specifically, if the applicant, staff, or member of the public wishes to submit material after the timely material deadline (Friday 12 P.M.), that person or a representative for that person must attend the meeting and present the material to the Commission during the opportunity for public comment, and (1) provide fifteen copies of the written and/or illustrative material; and (2) provide an electronic copy of that material to the Chair or acting Chair to be shared electronically with the Commission.
- D. Written Comments. Written comments, with the exception of e-mail transmissions, must be signed, and the source of illustrative materials must be identified. E-mail transmissions must show the author's name. Anonymous submissions will not be accepted.

Rule 12. MOTIONS

- A. Seconds. Seconds to motions are not required.
- B. Priority of Privileged Motions. Privileged motions shall have the following priority:
 - 1. Fix time to adjourn
 - 2. Give notice of reconsideration
 - 3. Adjourn
 - 4. Recess
 - 5. Question of privilege of the Commission
 - 6. Question of personal privilege

Rule 13. CLERICAL ERRORS

Clerical errors that do not affect the substance of an ordinance or resolution, such as errors in numbering or spelling, may be corrected by the City Attorney without Commission approval upon discovery of the error.

Rule 14. VOTE REQUIRED

The affirmative vote of five members of the Commission shall be sufficient to take any action except as otherwise provided by Charter or ordinance and except in the following instances, which require the affirmative vote of at least six members:

- A. Limiting, extending, or closing debates.
- B. Suspension of the rules.
- C. Setting of or postponement of special orders.
- D. Objection to consideration of question.
- E. Motion for immediate vote (previous question).
- F. Rescind.
- G. To take up a motion for reconsideration at the meeting at which the action to be reconsidered was taken.
- H. Reopen public participation.
- I. Extend a meeting past 11:30 P.M.

Charter 3.16 (e) allows the prevailing vote to be reduced by one vote for every two members of the Commission who are present, but who do not vote because they have a conflict of interest or have been excused from voting by a vote of all the remaining members of the Commissioners who may vote on the question. However, the prevailing vote may not be reduced to less than one-third of the membership of the Commission. A quorum of the Commission shall consist of a majority of the full membership.

Rule 15. PUBLIC PARTICIPATION CONFINED TO THAT AGENDA ITEM

No person except a member of the Commission, CDD Director, the City Attorney, the planner assigned to the agenda item, and other CBJ staff, may participate in Commission proceedings other than through opportunities provided for applicant presentations and public participation. Public participation shall be permitted on a motion to recess into executive session prior to the vote on such a motion. Public

participation shall be permitted on all items on the agenda other than items before the Commission for information purposes.

Unless specifically authorized at the meeting by a majority of the Commission or by the Chair, public participation shall not be permitted at the Committee of the Whole meetings, committee meetings, and meetings advertised as work sessions only.

Rule 16. RECONSIDERATION

- A. What May Be Reconsidered. Main motions, amendments to main motions, privileged motions involving substantive questions, and appeals are subject to reconsideration. Procedural motions may not be reconsidered.
- B. Who May Reconsider. Any member of the Commission, whether or not that member voted on the prevailing side, may give notice of or move for reconsideration.
- C. Effect of Notice. The effect of giving notice of reconsideration is to suspend all action on the subject of the notice until a motion for reconsideration is made and acted upon or until the time within which the motion for reconsideration may be made and acted upon has expired.
- D. Time in Which Notice Must Be Taken Up. A notice of reconsideration expires unless a motion for reconsideration is made and acted upon prior to adjournment of the next regular meeting succeeding the meeting at which the action to be reconsidered occurred.
- E. Successive Reconsideration. There may be only one reconsideration even if the action of the Commission after reconsideration is opposite from the action of the Commission before reconsideration.
- F. Precedence. A motion for reconsideration has precedence over every main motion and may be taken up at any time during the meeting when there is no other motion on the floor.
- G. Effect. A successful motion for reconsideration completely cancels the previous vote on the question to be reconsidered as though the previous vote had never been taken. The motion for reconsideration is debatable to the same extent as the underlying motion.

Rule 17. REMOTE PARTICIPATION AT MEETINGS [Note: Includes In-person and Hybrid (in-person/remote) Meetings]

- A. Members of the public, applicants, CDD staff, and the Commission may participate remotely in regular or special Commission meetings, Committees of the Whole, or committee meetings.
- B. Members of the public participating remotely shall comply with the protocols and requirements of Rule 10 and Rule 11.
- C. Members of the Commission, for in-person or hybrid meetings, will notify the Director and the presiding officer by 8 A.M. the day of the meeting which the member proposes to attend

remotely. Commissioners are encouraged to appear in person to the fullest extent practicable.

- D. A member of the Commission participating remotely shall be counted as present for purposes of quorum, discussion, voting, and attendance.
- E. A member of the Commission participating remotely shall make every effort to participate in the entire meeting. From time to time during the meeting, the presiding officer shall confirm the connection.
- F. The member of the Commission participating remotely may ask to be recognized by the presiding officer to the same extent as any other member.
- G. If the Chair participates remotely at any in-person or hybrid meeting, the Vice-Chair or otherwise identified member of the Commission shall preside.
- H. To the extent reasonably practicable, the Director shall provide meeting materials to the member of the Commission participating remotely.
- I. If the remote connection cannot be made or is made and then lost, the meeting shall commence or continue as scheduled. The Secretary shall attempt to establish or restore the connection. If the member of the Commission participating remotely is necessary to achieve a quorum and the connection is lost, the meeting shall take an at-ease, recess, or adjourn as necessary until the remote connection is established or restored.
- J. Meeting times shall be expressed in Alaska Time regardless of the time at the location of any member of the Commission participating remotely.
- K. Remote communication shall be audible to all members of the Commission, staff, and the public in attendance at the meeting.
- L. Except as provided in Rule 18, remote participation by members of the Commission is prohibited for appeal hearings. In-person attendance is required.
- M. As used in these Rules, "remote" means any system for synchronous two-way voice communication (e.g. telephone) or video conferencing technology. Members of the Commission shall endeavor to participate remotely with both video and sound technology.

Rule 18. REMOTE MEETINGS [Note: Does not include Hybrid (in-person/remote) Meetings]

- A. Special considerations, such as health advisories, may require the suspension of in-person Commission meetings. In those situations, alternative protocols for remote meetings will be utilized.
- B. For remote meetings:
 - 1. Rules 9(F), 10(A)(3), 10(B)(2)(a), 10(B)(3), and 17(B) will be suspended.

2. Any materials that the applicant wishes to use as part of a presentation during the hearing must be submitted electronically to CDD no later than the Thursday before the meeting. If it is not possible to submit materials electronically, the applicant should call CDD to arrange delivery of materials.

C. Additional protocols may be developed by the Chair and CDD Director for review and adoption by the full Commission. Such alternate meeting protocols will follow the general rules and procedures for the Commission as closely as practical, with the broadest public access and participation, consistent with the available system technical capabilities.

Rule 19. ADOPTION OF ROBERT’S RULES OF ORDER

Meetings shall be conducted according to Robert’s Rules of Order, 11th Edition.

REPEAL AND EFFECTIVE DATE

The existing Planning Commission Rules of Order are repealed, and these Rules of Order shall be effective upon filing with the City Clerk.

mandy cole
Mandy Cole, Chair Planning Commission

1/21/2025
Date

Madeline Carise
Filed with the City Clerk

1/21/2025
Date

Previous Day is a Holiday / *Holiday* / Next day Holiday closure

Planning Commission Meetings – 2026 2 nd & 4 th Tuesday/month 6:00pm – October thru April 7:00pm – May thru September Assembly Chambers/Zoom Webinar	
6:00pm	January 13
	January 27
	February 10
	February 24
	March 10
	March 24
	April 7
6:00pm	April 21
7:00pm	May 12
	*May 26
	June 9
	June 23
	July 14
	July 28
	August 11
	August 25
	*September 8
7:00pm	September 22
6:00pm	October 13
	October 27
	November 10*
	November 24
	December 8
6:00pm	December 22

Previous Day is a Holiday / *Holiday* / Next day Holiday closure