

**THE CITY AND BOROUGH OF JUNEAU, ALASKA
HOUSING AND DEVELOPMENT TASK FORCE**

March 25, 2022 – DRAFT Meeting Minutes

A. CALL TO ORDER

The meeting of the Housing and Development Task Force (HDTF) was held in the CDD Conference Room and via Zoom Webinar, and was called to order by Vice-Chair Maria Gladziszewski at 12:00p.m.

Members Present: Assemblymember Maria Gladziszewski, Assemblymember Michelle Hale, Planning Commissioner Nathaniel Dye, Planning Commissioner Paul Voelkers, Developer William (Bill) Heumann, and Developer Dave Hanna.

Members Absent: Ex-Officio Chair Loren Jones, Wayne Jensen

Staff Present: City Manager Rorie Watt, Community Development Department (CDD) Administrative Assistant II Chelsea Wallace, Assistant City Attorney Sherri Layne

B. Approval of Agenda

The agenda was approved as presented.

C. Approval of Minutes

- a. December 10, 2021 Draft Minutes
- b. February 11, 2022 Draft Minutes
- c. March 4, 2022 Draft Minutes

Hearing no objection, the minutes of the December 10, 2021, February 11 and March 4, 2022 meetings were approved by unanimous consent.

D. Comments About Last Meeting

No members had any comments to share related to the previous meeting of the task force.

E. Discussion of List of Operational & Regulatory Tasks / Priorities

Recommendations from HDTF to Assembly, DRAFT for review at 3/25/22 HDTF meeting	
OPERATIONAL (Manager/Director)	NOTES from CDD Director
Ensure that CDD's first priority is to process permits in a timely manner. This function should not suffer when additional duties (such as regulatory reviews or plan updates) are also tackled.	
Allocate resources to enable review and revision of Title 49.	
1 Develop or acquire an online permit tracking system that tracks status of active permits.	underway
2 Establish Community Development <i>Communication Guidelines</i> a. Initial permit review to identify any issues that would require additional information. b. Provide permittee with a list of requirements needed for approval and timeline. c. Timely communication with permittees.	underway
3 Review other Alaska communities' fees and update the permit fee schedule in line with findings.	reviewed in early 2020; need to update
4 Review and enact application submittal requirements.	
5 To the extent possible, subcontract for reviews and inspections.	"pay to play" raises equity concerns
6 Interpretations of Title 49, building code or other CBJ ordinances should be consistent. Consistency can be achieved by upper level review, written guidelines, or possibly even adopted regulations. Similar projects should receive consistent treatment and similar conditions.	Director has authority to interpret code, not staff.
REGULATORY (Assembly/PC/Title 49 Committee)	
7 Review and amend the <i>Table of Dimensional Standards</i> to provide more consistent flexibility and facilitate housing development.	
8 Review and amend the <i>Table of Permissible Uses</i> to facilitate housing development.	
9 Review permit threshold levels to standardize the requirements depending on the impacts of a project – such as a minor vs. major development.	
10 Enact the Transition Zones that meet the condition to be “up-zoned”.	

11	Review plat review requirements and standards.	
12	Evaluate whether denser multi-family zoning (above D10) should be more flexible, including consideration of bonus provisions.	
13	Facilitate adding a member of the Juneau Chamber's Housing and Development Committee as a liaison to the Title 49 Committee.	PC decision per PC Rules of Order
	Allow for public input at Title 49 Committee meetings.	

NOTE from Vice-Chair Maria: After HDTF committee discussion and finalization of a list, my intention would be to draft a memo from HDTF to the Assembly. Along the lines of "The HDTF recommends that the CBJ undertake the following actions...." and then list the items.

Mr. Dye had to leave the meeting to catch a flight.

MOTION by Ms. Hale that the Chair draft a memo from the Housing Development Task Force to send to the Assembly with the modified Recommendations with the modifications that were made at this meeting as the final product from the HDTF, and she asked for unanimous consent.

Hearing no objection, the motion passed by unanimous consent.

F. Public Comment

None.

G. Task Force Members Closing Comments

Mr. Voelckers spoke to a critical need that needs to be dealt with is the mass wasting/hazardous waste issue.

Mr. Hanna commented on his and the Chamber of Commerce Builders Group disappointment about the optional pre-application meeting being defeated by the Planning Commission. Additional discussion took place regarding that issue and that rather than it being "defeated" it was referred back to the Title 49 committee for additional consideration.

Mayor Weldon ...

H. ADJOURNMENT

There being no further business to come before the committee, the Housing and Development Task Force meeting was adjourned at 1:16p.m.