



## HOUSING AND DEVELOPMENT TASK FORCE

Appointed by the City & Borough of Juneau's Mayor

### Meeting Agenda

Friday, February 11, 2022

12:00 P.M. – 1:30 P.M.

Marine View Building, 4<sup>th</sup> Floor Conference Room & Zoom Webinar

Members of the public may listen in or watch by following one of these options.

Please click the link to join the meeting:

<https://juneau.zoom.us/j/87339035869>, or call 1-669-900-6833 or 1-253-215-8782 or 1-346-248-7799 or 1-929-436-2866 or 1-301-715-8592 or 1-312-626-6799, and enter Webinar ID: 873 3903 5869

### Assembly Charge

The purpose of this task force shall be to provide helpful advice to the Assembly regarding housing and development issues.

Specifically, the task force is asked to:

1. Review the path that a project must take to gain approval. Identify areas where pathways may be improved, keeping in mind staff constraints. Evaluate the current pre-application process and make recommendations.
2. Discuss possible structures to engage a working group that interfaces with land and facility developers in the industry.
3. Consistent with Assembly goals, identify general processes and areas in existing Title 49 code that inhibit growth and development. The goal is to identify and prioritize tasks or projects that could be worked on by this task force or other groups.

- A. Call to Order
- B. Approval of Agenda
- C. Minutes
  - a. January 7, 2022 Draft Minutes
- D. Comments About Last Meeting
- E. Community Development Department Informational Memo
- F. Chamber's Housing & Development Comm. Recommendations Memo
- G. Pre-Application Ordinance Status Update
- H. Public Comment (10 Minutes)
- I. Next Meeting Date and Agenda to be Determined at end of Meeting

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

January 7, 2022 – *DRAFT* Meeting Minutes

**A. CALL TO ORDER**

The meeting of the Housing and Development Task Force (HDTF) was held via Zoom Webinar, and was called to order by Ex-Officio Chair Loren Jones at 12:05p.m.

**Members Present:** Ex-Officio Chair Loren Jones, Assemblymember Maria Gladziszewski, Assemblymember Michelle Hale, Planning Commissioner Nathaniel Dye, Planning Commissioner Paul Voelckers, Architect Wayne Jensen, Developer William (Bill) Heumann, and Developer Dave Hanna.

**Members Absent:** None.

**Staff Present:** Mayor Beth Weldon, City Manager Rorie Watt, Community Development Director Jill Maclean, City Attorney Robert Palmer, Assistant City Attorney Sherri Layne.

**B. Approval of Agenda**

Mr. Hanna said that Mr. Heumann had a list of suggestions for the January 21 HDTF Meeting Agenda, and also had feedback from last week’s developer meeting that he would like to discuss.

Mr. Jones said that they could address that under the “Suggestions for the next meeting” agenda topic.

**C. Approval of Minutes**

**a. November 12, 2021 DRAFT Meeting Minutes**

**b. December 10, 2021 DRAFT Meeting Minutes**

Ms. Hale shared that she reviewed both sets of meeting minutes, and recommended approval of both sets of minutes.

Mr. Voelckers provided an edit to the December 10, 2021 Meeting Minutes; under “Recommendations for Changes to Title 49”, Mr. Heumann’s explanation of the pre-application process was incorrectly attributed to Mr. Jensen.

*The November 12, 2021 HDTF Meeting Minutes were approved as presented.*

**D. Comments About Last Meeting**

Ms. Maclean reported that the Title 49 Committee met on January 6 to discuss establishing a 50 foot setback to streams. She added that the committee is aware of how critical this is in regards to the construction season, and they will try bring it forward to the Assembly prior to the start of the season. She explained that the stream ordinance must be fully reviewed by the Law Department, and later must be set for public hearing by Planning Commission in February.

### **E. Title 49 Update – Specific Revisions to Title 49 by Developers**

Ms. Maclean addressed the HDTF's concerns regarding the pre-application process at the Title 49 Committee meeting. She referenced Mr. Dye's comment from that meeting, which mentioned that developers who are unfamiliar with the process may miss out on opportunities that potentially could be discovered during a pre-application hearing.

Mr. Voelckers also advised the task force to be careful of unintended consequences when dealing with the pre-application process. He also mentioned the Downtown Parking Ordinance set to be introduced at the January 25 Planning Commission meeting. Ms. Maclean provided further explanation for the Downtown Parking Ordinance.

Mr. Hanna said that one of his thoughts with this task force was that it may eventually become a permanent type of group that would work with Title 49 and as an example have members of their builder's group could be apprised of what the Title 49 is doing next. He said that he would like to see their paths merge in the future. Ms. Gladyszewski asked Mr. Hanna for clarification as to what he meant by merging paths. Mr. Hanna said that he would like to see the next phase of this task force or the development community have an active role with the Title 49 Committee as it is making changes. He said that right now, they are somewhat out of the loop and don't know what is going on until it has already happened and it puts them behind the curve.

Ms. Maclean asked Mr. Hanna for clarification. She noted that the Title 49 Committee works on assignments/priorities as handed down to them through the Assembly. She asked him to clarify if what he is suggesting has to do with "what the Title 49 Committee is working on" or is it the ordinances themselves that come about as a result of that work? She said that one of those is at Title 49 Committee level and the other is not.

Mr. Hanna said that they would likely be bringing recommendations to the Assembly with what they may want to see the Title 49 Committee working on but it would be nice to see that the Juneau Chamber of Commerce Builders Committee could have a seat at the Title 49 Committee or be an active participant so that when the Title 49 Committee is working on these things, they are doing so with direct involvement from the development community.

Mr. Heumann said they feel that there are two parallel things going on. He said this group was working on this topic and the Title 49 Committee was also working on this topic. He said that he didn't think there was a lot of opportunity for public comment within the Title 49 Committee structure and until now, he didn't realize that the agenda for the Title 49 Committee was coming from the Assembly. He said that they think the industry needs a seat at the table and that the issues brought to the Title 49 needs to be widened beyond the Assembly and that community members should be able to bring up items that could be considered and not directed through the Assembly. He said they feel that they do not have a seat at the table a lot of decisions are being made without their input and the system would be better if there was more input from the developers in the community.

Ms. Maclean said that there are few topics, such as the recent marijuana discussion that comes up through staff to the Title 49 Committee but most of the direction to the committee comes from

the Assembly priorities. She said that the Assembly strives to balance the various sectors of the community when making appointments to the Planning Commission such that there is a wide variety of community interests represented by the members of the Planning Commission. She said that historically, there has been at least one or more developers appointed to the Planning Commission and they have historically also been on the Title 49 Committee. She said that generally, those individuals have been communicating with the developer community in an informal liaison role as well. She asked if that line of communication was working or not.

Mr. Heumann said that he did not feel it was working. He said that he has never been approached by anyone on the Planning Commission for any input on how Title 49 might be changed. He said that he has a somewhat narrow interest in Title 49 as it relates to his business and it is quite different than others. He said that everyone works within their own niches that they operate in. He said, if he were on the Planning Commission, he wouldn't feel like he would have the expertise to try to manage these issues that he is intimately familiar with and that is why they have a group that tries to bring in everyone's expertise and various concerns. He said they feel like they need to have a lot more input as a group rather than just having one member sitting on the Planning Commission.

Ms. Gladziszewski said that she appreciates that they want to be part of the solutions. She noted that there are processes set up with the Assembly and Planning Commission liaisons but she was struggling on how to add a subcommittee to a subcommittee of the Planning Commission. She said that was why this task force was created to be able to try to determine the best ways to foster those conduits of communication within the systems currently in place.

Ms. Hale agreed with Ms. Gladziszewski and said to Ms. Maclean's comments, one of the things the Assembly often struggles with is they have to appoint people to a lot of boards and commissions and they have to make appointments from the slate of candidates who apply. If there are no developers who apply to serve on the Planning Commission, it is difficult to appoint one to the PC. She said that in terms of Title 49 priorities, the Assembly touches a huge number of issues, when they do set priorities, they are working with a wide swath of topics, with limited information and that might be an area that is ripe for improvement.

Mr. Voelckers said the current process is somewhat fuzzy about how the Assembly, Planning Commission, and Title 49 Committee interacts. Generally there is a joint meeting of the bodies and they discuss a number of topics of focus and priority and it is imprecise at best and room for conversation and improvement. He then explained the roles of the PC liaisons to the Assembly Standing Committees. He said that they may look at potentially having a PC liaison to the Juneau Chamber of Commerce if that is warranted and something this task force may want to discuss. Mr. Hanna suggested one way to improve the process would be if public input was allowed during the Title 49 Committee meetings so that if/when members of the developer group or the public wished to provide input on a specific topic, they would be allowed to do so during the committee meetings.

Mr. Watt spoke to the value of liaisons, particularly informal liaisons, similar to how the Juneau Chamber of Commerce sends one member to all the Assembly Finance Committee meetings to

track what is going on during the budget discussions, they could do something similar with a member of their developer's group attending Title 49 Committee meetings and reporting back to their group. He added that a formalized liaison role could get somewhat complicated in the event of a committee with both voting and non-voting members, and the time constraints that could interfere with the formal liaison process.

Additional discussion took place about the Title 49 Committee membership and the evolution of public testimony during committee meetings. Within the past 3 years they initially stopped taking public testimony at the subcommittee level but that public testimony is allowed at the discretion of the chair. Mr. Jensen said that the model that Mr. Watt suggested of having one or more individuals from the Juneau Chamber of Commerce builders group monitoring the Title 49 Committee and the Planning Commission report back to the Chamber could work well.

Mr. Jones explained that the Title 49 Committee is a standing committee of the Planning Commission, and is a working group made up of members of the Planning Commission and is created in a structure similar to all the standing committees of the Assembly and empowered boards. Ms. Gladyszewski said that the membership structure could be explored but ultimately, it is the Planning Commission's standing committee.

Mr. Heumann said fundamentally, the members of the industry are seeking a way to have input on what Title 49 is since they have to live and die with this. He said that they do not feel listened to in a serious manner, they are only given 5 minutes during non-agenda items at a meeting. Unless there are significant changes, things won't improve for housing in Juneau and he thinks they need to have an open mind on how they go about it.

Ms. Maclean reminded the task force that the Title 49 Committee is always open to receiving written recommendations and suggestions on the agenda, and it could be an avenue for developers to provide input on agenda items. She also noted that in the past four months since its inception, this task force has only identified the pre-application ordinance, she has not heard any concrete tasks for the Title 49 Committee that needed to be addressed in order to make development less challenging or more flexible. She said that she thinks they are really looking for the added flexibility. She said that she hears Mr. Heumann's concerns but that is why this task force was created and while she is hearing the complaints, she is not hearing specific suggestions so she doesn't know what they are hoping can be worked on. She said that she has offered a numerous times each year, to go and meet with SEABIA (Southeast Alaska Building Industry Association) for a specific topic or for general topics. She said that while COVID did interfere with that somewhat, she has not been taken up on that offer. She said that it is a mutual issue on all sides and she too would appreciate more open communication channels. She also noted that if/when there were any changes to the Title 49 Committee structure, any additional public process may slow down the work somewhat to allow for that and that should be something to note when suggesting changes to the structure of the committee process.

Mr. Hanna said that the developers had a list of areas of concern and recommended changes for Title 49, as referenced in Mr. Heumann's memo to the task force. Mr. Jones said he just received those at 11:30 this morning and will forward those to the committee. Mr. Heumann stated that

the intent of his recommendations was to provide examples of places in the Code that could benefit from changes. Mr. Jones said that he will send out Mr. Heumann's list of recommendations to the entire task force after today's meeting.

#### **F. Discussion of Table of Dimensional Standards and Related Code Sections**

Prior to the holidays, CDD distributed a copy of the section of Code that featured the Table of Dimensional Standards, and asked for comments to be sent ahead of today's meeting.

Mr. Jones said that no comments were sent in.

Mr. Heumann cautioned against getting too involved in the details of the Table of Dimensional Standards. Mr. Hanna questioned the necessity of the TDS, and suggested that the table might not be needed, saying that they might want to take a "less is more" approach towards it.

Mr. Voelckers described the TDS as arbitrary to a degree, but disagreed with the notion that the table might not be needed. He mentioned that the Planning Commission had introduced potential zoning in Auke Bay that featured examples of flexible zoning: such as increases in lot density and height, and amenities such as canopies and parking.

Ms. Maclean further explained the zoning proposals introduced at the Planning Commission meeting, and the potential inequities that may occur as a result of Zoning Code revisions. She gave in depth examples of some of the proposals and discussions that occurred during the Auke Bay area planning process from both the neighborhood and development perspectives. She said that while there is flexibility to be found within the Code, there is also the public input that affects the eventual outcome as well. She spoke against dismissing the TDS as a whole, saying there needs to be a balance to address the issues out there.

Ms. Gladziszewski asked Ms. Maclean to clarify which committee or department is handling this issue. She said that the Lands, Housing, and Economic Development Committee had asked last spring for someone to be looking at the TDS and she was wondering where this was in the in the process. Ms. Maclean said that it is the CDD staff's list of tasks but that they have not been able to get to it yet as they have been working on other items that rank higher on the priority list: such as parking, streams, and the Downtown Juneau Alternative Development Overlay District. She said that due to some staffing turnover, they have not had the capacity recently. She anticipates they will have a public hearing in February before the Planning Commission of the Downtown Juneau Alternative Development Overlay District and it will be a good test case to see what the appetite of the PC and the Assembly is to mix up the TDS and to provide more flexibility. If that comes through favorably, it will be a good sign to have them continue to look at other changes to the remaining standards in the other zoning districts.

Ms. Gladziszewski and Mr. Hanna both provided comments of support that when up zoning is proposed, due to the installation of infrastructure or other reasons, that it is important that the Assembly take that into consideration and actually follow through with the up zoning.

Mr. Hanna clarified that it was not his intent to throw out the entire TDS, but rather was questioning the need for certain elements of the table; he said they got rid of lot depth and

wondered if they needed to keep lot widths the same as it had been. He suggested they look at it with a fresh eye and examine places in the table where flexibility could be made with changes.

There was further discussion about Juneau's development process with examples of changes that could be made including front yards vs. side yard set-backs, subdivisions, uphill lots vs. downhill lots, vs. other homes in proximity to the neighboring lots. Ms. Hale spoke to the importance of having community discussions, including the conversations at the Systemic Racism Review Committee, regarding these changes. They discussed the potential benefit and improvements that local development – some of which can be found in the Comprehensive Plan – can have for the community. Ms. Maclean provided information on how Juneau compares to the permitting and approval process for permits vs. some of the other states in the union and other communities and how much quicker applications generally take in Juneau vs. similar permits in California.

Mr. Voelckers suggested this committee could task themselves with adjusting the TDS, similar to how they addressed Title 49, as he felt there were some areas that could be improved upon. He said that if they do want to take this up, they should take on 2- 3 specific recommendations rather than tearing the whole thing apart. Ms. Gladziszewski thanked Mr. Voelckers for this suggestion and she said she feels like the Planning Commission is the place for those discussions.

**MOTION** by Ms. Gladziszewski for the Housing & Development Task Force to recommend that the Planning Commission review the Table of Dimensional Standards for whatever amendments are needed to facilitate housing development.

Ms. Gladziszewski stated that the Assembly recently added to the top of the list of 2022 Assembly Goals to “Revise and Improve Title 49 and to Facilitate Housing.”

Ms. Maclean appreciated Ms. Gladziszewski's motion, and mentioned that the Planning Commission will have a joint meeting with the Full Assembly within the next month. She suggested that rather than the usual 1 hour period for that joint meeting, they may want to have a longer overall conversation with everyone at the table and to get more specifics on what they want the focus to be on vs. just “Revise Title 49” with focus on housing.

Ms. Gladziszewski said her motion is to provide another groups recommendation of support to have the PC focus on this topic. Mr. Hanna spoke in support of Ms. Gladziszewski's motion, and added that they could bring in their written suggestions to changes to the TDS to the next HDTF meeting. He said he would be happy to bring in his suggestions to the next meeting.

Mr. Heumann, Ms. Hale, and Mr. Jensen all spoke in favor of Ms. Gladziszewski's motion and shared their comments and concerns regarding the staffing levels at CDD, the historic basis for the TDS, and that the task force members provide their recommended changes.

*Hearing no objections, Ms. Gladziszewski's motion passed by unanimous consent.*

Mr. Jones asked members to send any recommendations to the CDD staff and they would take those up at a future meeting. He said they will make sure Ms. Gladziszewski's motion is written

out and shared. He said that with respect to the next meeting, Mr. Voelckers had proposed the committee have a broader conversation on ways to address Juneau's housing issue beyond Title 49, including potential economic incentives.

#### **G. Public Comment**

None.

#### **H. Suggestions for Next Agenda**

The next scheduled meeting of the Housing & Development Task Force will be held on January 21, 2022 at 12:00p.m.

The next meeting agenda will feature discussion on the Table of Dimension Standards, a discussion regarding Mr. Heumann's comments, and a conversation on housing and housing needs.

Mr. Voelckers said that even if they make a lot of changes to Title 49, there is no guarantee that it will cause a lot of new housing to be created but there is substantial economic underlying factors that play into that and they should be taking that into consideration.

Ms. Gladziszewski spoke to the inception of this committee, and her concern that they were supposed to be finished with its work in March/April. She said that speaking to Mr. Voelcker's comments, CBJ has a Housing Action Plan and they aren't going to recreate that in this task force. She said that this task force was specifically created to hold discussions with local developers, about what the needs are to fix the processes or law that should be addressed.

The following meeting of the Housing & Development Task Force will be held on February 11, 2022 at 12:00p.m.


#### **I. ADJOURNMENT**

*There being no further business to come before the committee, the Housing and Development Task Force meeting was adjourned at 1:40p.m.*



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## MEMO

**From:** Jill Maclean, Director, AICP   
**To:** Chair Jones, and Housing and Development Taskforce  
**CC:** Chair Hale, Assembly Lands, and Housing and Economic Development Committee  
**Date:** February 10, 2022  
**RE:** Community Development Department Information

This memo provides background information on the Community Development Department (CDD), its essential functions, and recent strategies to improve customer service and assist housing and overall development in the community.

### **Mission of Community Development Department**

*The Community Development Department facilitates sustainable and responsible development that respects and preserves the history and cultures of Juneau.*

### **Key Functions**

CDD currently has 23 employees within three divisions: Administration, Building / Compliance, and Planning. Staff performs a wide-range of tasks that includes permitting, inspections, and code compliance; writing code amendments and ordinances related to the Land Use code; staffing numerous CBJ committees; and facilitating a range of public outreach, including developing short and long-term plans with community groups (**Organizational Chart, Attached**).

### **Highlights – Maintain Operations throughout COVID-19**

Despite the challenges with COVID-19, CDD takes pride in having continued operations amid uncertainty.

- CDD never closed and moved to online operations within three days. While closed to walk-in customers for several months, the Permit Center still accepted dropped off plans, answered phones and emails.
- CDD never stopped conducting plan reviews, site visits, processing permit types, performing code enforcement, and inspections, which included entering businesses and residences at the height of the pandemic.

- The Director, Building Official, Planning Manager, and a minimum of two inspectors and a permit tech and several planners were present in the office through the height of the pandemic.
- The Planner on Call (POC) and Inspector on Call (IOC) services have been available consistently and continuously throughout the pandemic – shifting to four days a week since October 2021. Staff anticipates reopening the Permit Center on Friday's beginning March 4, 2022.

There was not an interruption in CDD in its role as facilitator of boards, commissions, committees, task forces, and community groups during the pandemic. In fact, this role increased during this timeframe with additional responsibilities managing the Economic Stabilization Taskforce, the CARES Act Building Solicitation, and the Housing and Development Taskforce; and as a member of the Juneau Economic Development Council Developers Committee and the Ak'w Village Arts District Steering Committee.

### Community Development Department: Details

CDD is a high-volume workplace with many official and unofficial contacts with elected officials, the development community, and the general public. Below are some details of note.

### Total Actions and Permitting Data

Data shows that total official actions within the department has ranged between 4,100 and 4,425 actions per year over the past four years. These actions include 28 different activities captured in the CBJ Govern database including, building permits, utility permits, conditional use permits, city state project reviews, accessory apartment grant incentive applications, and more.

CDD	CY18	CY19	CY20	CY21
Total Actions	4375	4425	4104	4277

Building permits are the largest category of activity each year. The following is the breakout:

CO or TCO Issued	CY18	CY19	CY20	CY21
CO or TCO Issued	528	582	338	320
Issue Building Permit	1247	1279	1052	1261
Application Complete	1206	1223	1296	1311
	2981	3084	2686	2892

**Note:** These numbers do not include general inquiries or POC or IOC activity that does not result in a CDD official action.

### Code Ordinances and Resolutions

Staff support to craft ordinances and amendments to the Land Use Code requires significant staff time, technical expertise, alignment and prioritization of a number of CBJ departments (Manager's Office, Law) and decision-making bodies (Title 49 Subcommittee, Planning Commission, Assembly) in order to bring to fruition.

A table of code ordinances from 2016 to 2022 is included with the packet. A sample of more current ordinances to the Planning Commission and Title 49 (2020 to 2022) is below. (Table of Ordinances, Attached)

Code Ordinances to Planning Commission and Title 49 Committee - 2020 to 2022 YTD	Meeting	Meeting
CDD-210204-1 Ordinance 2022-04 Land Use Downtown Parking	Planning Commission	
CDD-191126-1 Ordinance 2021-35 Creating NC and MU3 zoning districts and standards	Planning Commission	2/25/2020
CDD-191211-1 Ordinance 2020-XX Common Walls Residential and Mixed Use	Planning Commission	3/24/2020
CDD-210518-1 Ordinance 2021-26(am) Rezone Channel View Lot 1 North Douglas D15 to LC	Planning Commission	5/11/2021
CDD-210728-1 Ordinance 2021-36 Alternative Development Overlay District ADOD	Planning Commission COW	6/10/2021
CDD-191126-1 Ordinance 2021-35 Creating NC and MU3 zoning districts and standards	Planning Commission	6/22/2021
CDD-210728-3 Ordinance 2021-21 Accessory Apartments Land Use Code Amended	Planning Commission	6/22/2021
CDD-210521-1 Ordinance 2021-32 Title 49 Landscaping and Vegetative Cover	Planning Commission	6/22/2021
CDD-210204-1 Ordinance 2022-04 Land Use Downtown Parking	Title 49 Committee	6/24/2021
CDD-210728-3 Ordinance 2021-21 Accessory Apartments Land Use Code Amended	Planning Commission	7/27/2021
CDD-210728-1 Ordinance 2021-36 Alternative Development Overlay District ADOD	Planning Commission	7/27/2021
CDD-210812-1 Ordinance 2021-41 Landslide and Avalanche Area	Planning Commission	8/10/2021
CDD-210204-1 Ordinance 2022-04 Land Use Downtown Parking	Planning Commission COW	9/14/2021
CDD-210728-3 Ordinance 2021-21 Accessory Apartments Land Use Code Amended	Planning Commission	9/14/2021
CDD-210204-1 Ordinance 2022-04 Land Use Downtown Parking	Planning Commission	9/28/2021
CDD-210728-3 Ordinance 2021-21 Accessory Apartments Land Use Code Amended	Planning Commission	9/28/2021
ASM-211015-1 Ordinance 2022-05 Title 49 Pre-application Conference	Title 49/PC	12/14/2021
CDD-210204-1 Ordinance 2022-04 Land Use Downtown Parking	Planning Commission	1/25/2022
ASM-211015-1 Ordinance 2022-05 Title 49 Pre-application Conference	Planning Commission	1/25/2022
CDD-220113-1 Ordinance 2022-10 Marijuana Establishments Repealing Five-Year Review	Planning Commission	1/25/2022
CDD-220120-2 Ordinance 2022-11 Street Vending Regarding Parking	Planning Commission	1/25/2022
CDD-210728-1 Ordinance 2021-36 Alternative Development Overlay District ADOD	Planning Commission - Plac	2/22/2022
ASM-211020-1 Ordinance 2022-09 Land Use Habitat re Anadromous Water	Planning Commission - Plac	2/22/2022
ASM-211015-1 Ordinance 2022-05 Title 49 Pre-application Conference	Title 49 Committee - Placel	3/3/2022

Additionally, CDD staff often participates in code ordinances passed through other CBJ Departments. (**Example:** *JPD-190607-1 Ordinance 2019-30 Chronic Nuisance Properties* - staff support from the Director, Building Official, and Code Compliance Officer).

Working with the Planning Commission and the Title 49 Subcommittee is a primary focus of CDD Planning Division and CDD Administration Division work. Since 2016, there have been 156 Planning Commission meetings and an additional 70 Title 49 subcommittee meetings to work on ordinances and code amendments (226 meetings total).

Planning Commission Meetings				Title 49 Committee	
Year	Regular/Special	w/COW	Total	Year	Meetings
2016	21	5	26	2016	12
2017	18	5	23	2017	11
2018	17	5	22	2018	15
2019	22	6	28	2019	10
2020	21	5	26	2020	6
2021	24	4	28	2021	14
2022	3	0	3	2022	2
Totals	126	30	156	Total	70

**Staffing for CBJ Committees, Commissions, Community Outreach, and Plans:** CDD staff continue to provide public outreach and engagement for core CBJ commissions and committees, in addition to other community and Assembly driven initiatives. Below is a sample of activity for the past five years:

Staffing for CBJ Committees, Commissions, Community Outreach, and Plans		
Planning Commission	Downtown Blueprint	Juneau Economic Stabilization Taskforce
Title 49 Committee	Douglas West Juneau Plan	CARES Act Building Solicitation
CBJ Building Code Advisory	Lemon Creek Area Plan	
Wetlands Review Committee	Auke Bay Area Plan	
Juneau Commission on Sustainability	Aak'w Village Arts District Steering Committee	
Historic Resources Advisory Committee	Juneau Trails Master Plan	
	Landslide and Avalanche Assessment	
	Community Development Block Grant	

**Notes on Staffing:** Staffing levels for the department are determined by the Assembly through the budget process. In the past two years, the Assembly cut two FTE (Plan Reviewer, Building Division; Planner I/II Planning Division) from the CDD budget as the pandemic ensued. Additionally, around 2017 a separate Planner I/II FTE was cut; and around 2014 the Code Compliance Officer was cut and then reestablished around 2016.

Recognizing the impact of those cuts, the Assembly recently funded a Plat Reviewer (Planner II) position, which is taking on duties of plat review from both CDD and some duties that were previously conducted by General Engineering.

Staff turnover is a consistent challenge to recruiting and maintaining a high performing staff with specific technical skills and department and community institutional knowledge. Each turnover and recruitment results in a minimum two to three month hiring process (including relocation) followed by a six month to one year period of training a new employee.

Staff cite the following as reasons for leaving CBJ:

- High cost of living with comparatively low salaries
- Lack of advancement opportunities
- Lack of higher value retirement packages

Over the past several years, CDD has succeeded in:

- Promoting from within CBJ and CDD – Permit Tech to Planner I; Permit Tech to Compliance Officer; Permit Tech to Building Inspector; Administrative Assistant III to Administrative Officer
- CDD staff are often credited for assistance in understanding complex processes and for project assistance. A sample of comments from the last week:
  - “Thank you, this has indeed been a pleasant experience.” – field engineer
  - “(Staff) really took the time to walk him through the issues. He also acknowledged that his situation might not be in favor, but (staff) was great to work with and has great customer service.” – property owner
  - “On behalf of our staff at AT&T, I would like to express our gratitude. Attached is a letter acknowledging your staff’s professionalism and dedication. Please extend our thanks to your

CDD Staff Recruitments	
Year	# of recruitments
FY16	4
FY17	3
FY18	4
FY19	4
FY20	3
FY21	2
FY22	7

team. We look forward to working with you in 2022.” – director external and legislative affairs  
AT&T

- “New staff report format is great, helped present the information clearly.” – city manager

### Response to the Development Community

In addition to following the guidance of the Assembly and the Planning Commission—through the Manager’s Office—CDD has been at the heart of ongoing public discussion for the past ten years.

- Affordable Housing Commission (2008-2018)
- 2012-2014 Assembly Ad-Hoc Housing Committee
- CDD organized Housing Forums (2013-2017, 2019)
- Housing and Development Taskforce (current)

Many of the recommendations from the Ad-Hoc Committees’ Housing Matrix were adopted (Land Use code changes to accessory apartments, rezoning procedures, hiring a code compliance officer, etc.) or were incorporated into the [Housing Action Plan](#) (HAP) that was adopted in December 2016. CDD related land use ordinances associated with the Housing Action Plan are included on the attached list.

Included in the 2014 housing matrix effort was a development fee comparison with other Alaskan communities.

	Anchorage	Fairbanks	Ketchikan	Juneau
<b><u>\$350,00 Single Family Dwelling</u></b>				
Permit Fee	\$3,150.00	\$1,962.00	\$2,393.75	\$2,033.34
Plan Review Fee	\$1,977.50	\$1,472.00	-	\$1,016.67
Total	\$5,127.50	\$3,434.00	\$2,393.75	\$3,050.01
<b><u>\$750,000 4-Plex</u></b>				
Permit Fee	\$6,000.00	\$4,155.00	\$7,500.00	\$3,716.34
Plan Review Fee	\$3,712.50	\$4,570.50	\$4,875.00	\$2,415.62
Total	\$9,712.50	\$8,725.50	\$12,375.00	\$6,131.96

### Housing Forums

CDD organized Housing Forums (2013-2017, 2019, and 2020) where one-day events were held to engage with the development committee, provide updated guidance on land use code changes, and take feedback. Covid-19 halted organization of a 2021 forum and CDD staff are targeting 2023 for the next event. **One perk provided by CDD was obtaining accreditation of the forum sessions to provide continuing education credits for both developers and real estate agents.**

### Moving Forward: Work to Be Done

CDD staff recognize that there is continued work to be done to meet the overall mission of the department and to improve service for the community.

Some specific recommendations based on experience with development, applying the land use code, and the Housing and Economic Development Taskforce discussions on the need for the land use code to be more flexible, include:

1. Undertake new Comprehensive Plan
2. Review and amend Table of Permissible Uses, working through line by line
3. Review permit threshold levels, particularly what constitutes a minor vs. major development
4. Review and amend Table of Dimensional Standards line by line and make recommendations for flexibility
5. Review and update permit fee schedule
6. Enact the Transition Zones that meet the condition to be up-zoned
7. Review application submittal requirements
8. Review plat review requirements and standards
9. Evaluate whether denser multi-family zoning (above D10) should be more flexible, including consideration of bonus provisions

Much of the land use code work may be accomplished through focused staff attention, respect for prioritization of work, and the Planning Commission/Title 49 Subcommittee structure that is in place within the City and Borough of Juneau.

Given the success and work completed in the past ten years, there is a path to make similar impact over the next few years. However, factors such as staffing and volume of other work will determine how quickly this can be accomplished. Final decision-making authority is through the Planning Commission and CBJ Assembly.



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**February 10, 2022**

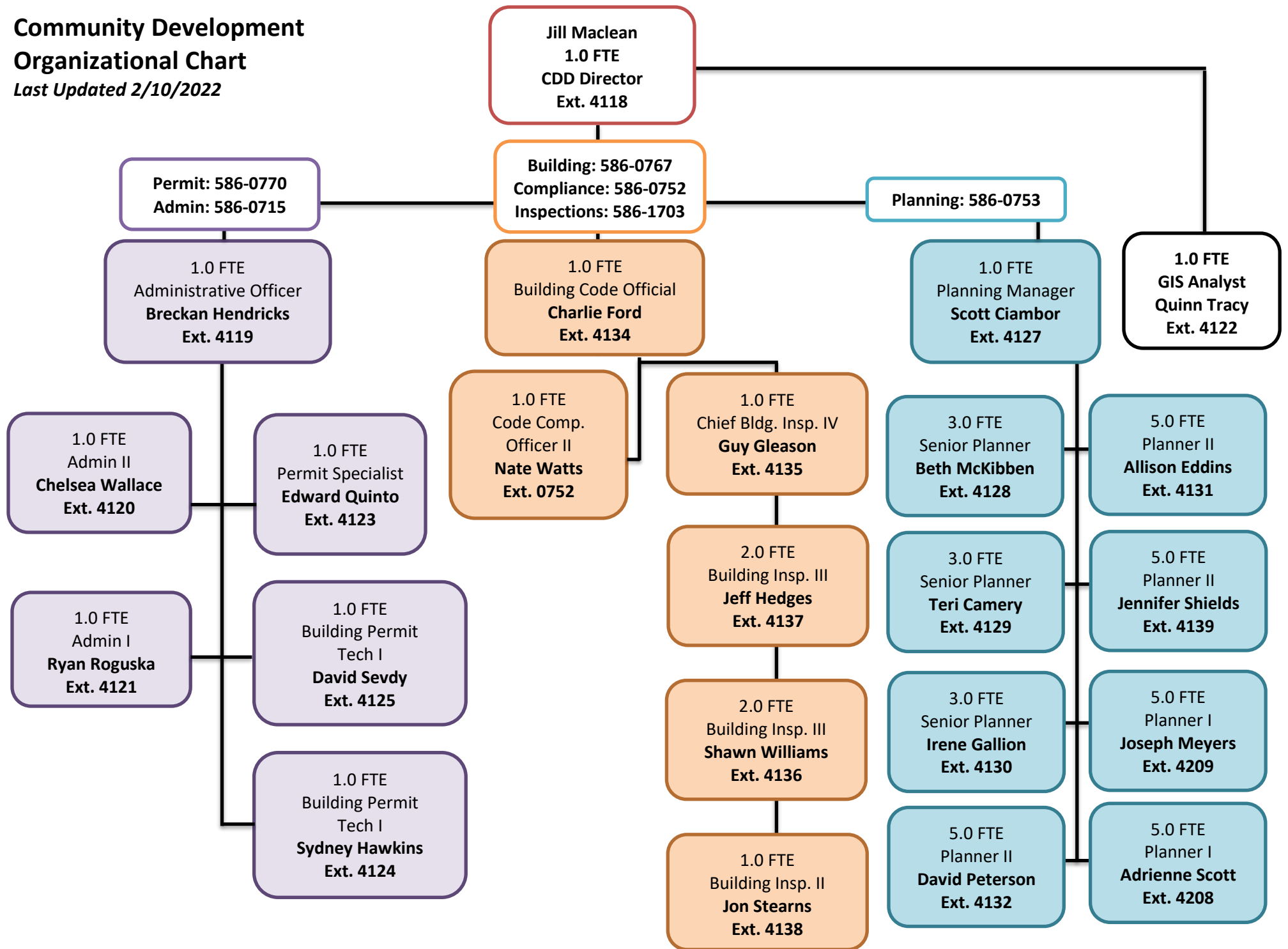
Re: Code Ordinances 2016-2022 as of 02.07.2022

Code Ordinances 2016 - 2022 (02/07/2022)	Dept	Status
CDD-161228-1 Ordinance 2018-31 Title 49 Sobering Centers and Emergency Shelters	CDD	Completed
CDD-170823-1 Title 49 TPU Livestock Keeping Amendment AME17-11	CDD	Completed
CDD-170925-1 Ordinance 2018-04(b) Title 49 Variances Amendment	CDD	Completed
CDD-171228-1 Ordinance 2019-37 Title 49 Nonconforming Development Repeal Reenact	CDD	Completed
CDD-180321-1 Ordinance 2018-22 Rezone Auke Bay AME17-13	CDD	Completed
CDD-180406-1 Ordinance 2018-26 Title 19 IPMC 2012 Edition Update	CDD	Completed
CDD-180410-1 Ordinance 2018-28 Mining Land Use Code Amended	CDD	Completed
CDD-180604-1 Ordinance 2018-36 Rezone North Douglas USS 2305 Lot 9 and USS 2335	CDD	Completed
CDD-180905-1 Ordinance 2020-04 Accessory Apartments (RENUMBERED 2021-XX)	CDD	Completed
CDD-181003-1 Ordinance 2018-41(c) Alternative Residential Subdivisions	CDD	Completed
CDD-190604-1 Ordinance 2019-25 - Thunder Mtn Rd Lots Comp Plan Map Amendment	CDD	Completed
CDD-190604-1 Ordinance 2019-27 T49 Juneau ADOD sunset	CDD	Completed
CDD-190604-2 Ordinance 2019-26 Thunder Mountain Rezone	CDD	Completed
CDD-190605-1 Ordinance 2019-28 Rezone Emerald 3 Subdivision	CDD	Completed
CDD-190729-1 Ordinance 2019-XX Marijuana Establishments Amended	CDD	Completed
CDD-190823-1 Ordinance 2019-39 Rezone Glacier Lands Subdivision	CDD	Completed
CDD-191120-2 Ordinance 2020-11 Private Shared Access Ordinance Review	CDD	Completed
CDD-191126-1 Ordinance 2021-35 Creating NC and MU3 zoning districts and standards	CDD	Pending
CDD-191126-2 Ordinance 2020-XX Auke Bay Overlay District	CDD	Completed
CDD-191211-1 Ordinance 2020-XX Common Walls Residential and Mixed Use	CDD	Pending
CDD-191212-1 Ordinance 2020-06 Title 49 Subdivision Review Committee Repeal 49.10.400	CDD	Completed
CDD-200113-1 Ordinance 2020-07 - Juneau Historic and Cultural Preservation Plan	CDD	Completed
CDD-200429-1 Ordinance 2021-06 Land Use Floodplain Code Amendments (was 2020-39)	CDD	Completed
CDD-200610-1 Ordinance 2020-XX Alternative Development Overlay District Land Use Code	CDD	Completed
CDD-200617-1 Ordinance 2020-28(b) Alternative Development Overlay District Sunset Date Extended	CDD	Completed
CDD-200728-1 Ordinance 2020-42 Land Use Flood Maps	CDD	Completed
CDD-210204-1 Ordinance 2022-04 Land Use Downtown Parking	CDD	Pending
CDD-210518-1 Ordinance 2021-26(am) Rezone Channel View Lot 1 North Douglas D15 to LC	CDD	Pending
CDD-210521-1 Ordinance 2021-32 Title 49 Landscaping and Vegetative Cover	CDD	Pending
CDD-210630-1 Ordinance 2021-13 Land Use Code Coastal Management and Habitat Provisions	CDD	Completed
CDD-210706-1 Ordinance 2021-19 Amending Board of Adjustment to Planning Commission	CDD	Completed
CDD-210715-2 Ordinance 2021-28 Land Use Lot Depth	CDD	Completed
CDD-210728-1 Ordinance 2021-36 Alternative Development Overlay District ADOD	CDD	Pending
CDD-210728-2 Ordinance 2021-34 Alternative Development Overlay Districts ADOD Sunset Date Extended	CDD	Completed
CDD-210728-3 Ordinance 2021-21 Accessory Apartments Land Use Code Amended	CDD	Pending
CDD-210811-1 Ordinance 2021-38 Rezone Ordinance Honsinger Pond	CDD	Completed
CDD-210812-1 Ordinance 2021-41 Landslide and Avalanche Area	CDD	Pending
CDD-220113-1 Ordinance 2022-10 Marijuana Establishments Repealing Five-Year Review	CDD	Pending
CDD-220120-2 Ordinance 2022-11 Street Vending Regarding Parking	CDD	Pending

Eagle Nest Buffer Revision	CDD	Completed
Emergency Shelters Definition and Parking Recommendation	CDD	Completed
FAILED CDD-181024-1 Ordinance 2018-49 Rezone Sherwood Lane I to LC	CDD	Completed
FAILED CDD-210518-2 Ordinance 2021-27 Comprehensive Plan Land Use Designation Map Channel View Lot	CDD	Completed
FAILED Ordinance 2017-23(c) Essential Public Facilities Amending Land Use Code	CDD	Completed
LAN-171009-1 Title 49 Amendment: Salvage Yards and Recycling Operations	CDD	Completed
Ordinance 2016-43 Title 49 Sobering Facilities and Emergency Shelters	CDD	Completed
Ordinance 2017-01 Amending the Building Regulations Code (2012 Title 19).	CDD	Completed
Ordinance 2017-09(b) Honsinger Pond Rezone	CDD	Completed
Ordinance 2017-11 Wireless Communication Facilities Setback Requirements	CDD	Completed
Ordinance 2017-16 Overlay Districts Alternative Development	CDD	Completed
Ordinance 2017-25 Title 49 Panhandle Lots Amendment	CDD	Completed
Ordinance 2017-28 Rezone Fifth and Sixth Street and Gold and Harris Streets Downtown	CDD	Completed
Ordinance 2017-29 Land Use Code Development Near Eagle Nests and Eagle Habitat	CDD	Completed
Ordinance 2017-30 Rezone 824 Front Street Douglas	CDD	Completed
Ordinance 2017-31 Comprehensive Plan Land Use Map Amendment Fifth and Sixth Street	CDD	Completed
Ordinance 2017-34 Comprehensive Plan Amendment Lemon Creek Area Plan	CDD	Completed
Ordinance 2018-06 Title 49 Yard Setbacks for Energy Efficiency Improvements	CDD	Completed
Ordinance 2018-08 Title 49 Roadway Construction Standards	CDD	Completed
Panhandles CBJ 49.15.423	CDD	Completed
Rezone Proposal: USMS 164 Downtown Douglas	CDD	Completed
Title 49 Streets Reconstruction	CDD	Completed

# Community Development Organizational Chart

Last Updated 2/10/2022



## **Memorandum**

**To:** Rorie Watt, City Manager  
Robert Palmer, Municipal Attorney  
Jill MacLean, Director of Community Development

**From:** Craig Dahl, Executive Director

**Subject:** Recommendations from Chamber's Housing & Development Committee

**Date:** February 7, 2022

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The Housing and Development Committee of the Chamber has continued to hold meetings of its members to monitor the progress of the Housing and Development Task Force and continue to gather and discuss primary concerns of the industry. As the discussions have evolved over the past several months, some of the focus has shifted from technical corrections/recommendations to “process.” As the various contractors have shared their experiences it seems many of the issues could be addressed through changes to internal process and procedures rather than technical changes to the code or ordinances (although there are recommendations for those as well).

The committee members understand that the staff of Community Development have more responsibilities than just the processing permits. But with “housing” being a top priority of the CBJ Assembly it seems reasonable that staffing, processes, and communication should recognize this priority. The committee also recognizes that staffing has been a challenge for everyone.

After considering the discussions that have taken place, the committee felt that the following five areas should be covered:

- **Timely communication**

It is recommended that Community Development establish, publish, and promote a set of time standards for the department:

- Acknowledge receipt of a completed permit application within \_\_\_ business days
- Schedule permit reviews within \_\_\_ days of receipt
- Acknowledge the receipt of additional information within \_\_\_ business days

- **Tracking of Permits**

It is recommended that Community Development design or acquire an online permit tracking system accessible on the CBJ website.

- Allows contractors to see the status of a permit within the Community Development workflow
- Provides CD staff with a tracking tool to gauge workload and “next steps” to meet time standards

- **Permit reviews – if required or requested - should be scheduled in line with time standards to ensure projects are moving forward**

It is recommended that management reporting be put into place that tracks permit activity to help assess staffing needs and alignment of priorities to ensure permitting has enough resources

- Management reporting for permit volumes and status is necessary to identify staffing shortages or conflicting priorities that may need to be resolved by the City Manager or Assembly
- Residential and Commercial construction is the actual conversion of an idea/plan into employment and payrolls – so processing development permits should be the top priority to serve the goals of affordable housing and community development.

- **Simple projects appear to need the same number of touch points as complex projects**

It is recommended that the initial permit review identify in writing the fastest path for approval

- It is important that issues that will or may cause problems later in the process be identified in the beginning (as much as possible) with recommendations for any corrections to the permit application.

It is also recommended that the builder be provided with a written list of exceptions, corrective actions, and timelines to enable the department to fairly manage time expectations. It is the responsibility of the contractor to provide CBJ with a complete permit application.

- **Interpretation of either Title 49 or Building Code can vary from person to person and over time**

It is recommended that any interpretive decisions of Title 49, building code or other CBJ ordinances be reviewed within the CD staff to ensure that the same answer is given to subsequent projects with the same conditions. It appears there needs to be the equivalent of the Alaska Administrative Code which refines and codifies the interpretations of statutes.