



## HOUSING AND DEVELOPMENT TASK FORCE

Appointed by the City & Borough of Juneau's Mayor

### Meeting Agenda

Friday, November 12, 2021

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/83406133457>, 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: 834 0613 3457.

### 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. October 29, 2021 Draft Minutes
- D. Comments About Last Meeting
  - a. Review Memo to Mayor/Assembly
- E. Discussion of Possible Metrics Related to Workload/Priorities
- F. Public Comment (10 Minutes)
- G. Suggestions for Next Agenda
- H. Next Meeting Date is December 10, 2021

**THE CITY AND BOROUGH OF JUNEAU, ALASKA**  
**HOUSING & DEVELOPMENT TASK FORCE**  
October 29, 2021 – Meeting Minutes

**A. CALL TO ORDER**

Chair Loren Jones called the Housing & Development Task Force Meeting to order at 12:05p.m.

**B. APPROVAL OF AGENDA**

**MOTION** by Mr. Hanna to add a new topic under **Item E – CDD Workload & Resources** to include: “d. Task Force Recommendations to the Assembly”.

*Hearing no objections, the agenda was approved as amended.*

**C. MINUTES**

**a. October 15, 2021 Draft Minutes**

**MOTION** by Mr. Hanna to change the language in **Item E - Suggestions for Next Agenda** to state “...coming up with Task Force recommendations to the Assembly Priorities.”

**D. Comments About Previous Meeting**

Mr. Hanna recalled that the task force unanimously agreed to draft changes to Title 49 that would allow for the pre-application process to become optional. He asked for clarification on the next steps following this decision.

Mr. Jones mentioned that the Law Department had begun drafting an amendment to Title 49 for the pre-application process, however, this did not include making the process optional. He added that the Law Department is currently addressing each item in their amendment, and it is an ongoing process.

There was a discussion regarding the draft amendments to Title 49.

Ms. Gladziszewski and Ms. Hale spoke to bringing the draft ordinances to the Lands, Housing, and Economic Development Committee and the Committee of the Whole.

**E. CDD Workload & Resources**

**a. Discussion Based on Previous Documents Sent to Task Force**

**b. Memo from City Manager to Lands, Housing, & Economic Development Committee**

Mr. Hanna shared that he felt disheartened by the memo. He said that the memo seemed to recommend appointing a hearing officer, rather than receiving a hearing from the Planning Commission. Mr. Hanna believed that appointing a hearing officer, as employed by the city, would not be impartial to the applications they would be tasked with handling.

Mr. Watt clarified that he did not make any recommendations in his memo to the LHEDC, as stated in the document.

**c. Memo from CDD Regarding Priorities**

Ms. Maclean explained how CDD Priorities and Assembly Goals are established and developed each year, and how it corresponded with the table featured in the memo.

Mr. Jones advised the task force to be clear on exactly what changes they would like to make to certain processes, and reminded them that the Planning Commission is not obligated to accept any of the priorities they set.

Mr. Heumann noted that Code administration in relation to permit processing was not included in the Priority List. He felt that permit processing should be considered one of the topmost priorities for the task force, particularly the timing of the process.

Ms. Maclean spoke to CDD's involvement in permitting, and said that the permitting process was considered a guaranteed priority for the department.

#### **d. Task Force Recommendations to the Assembly**

Ms. Gladziszewski introduced task force ... she suggested that one of the priorities could be an assessment of Title 49.

Mr. Hanna suggested the task force conduct an assessment of CDD's current workload, and determine which projects could be outsourced to a consultant.

Mr. Heumann shared that local developers have expressed frustration with the length of time it takes to complete the permitting process. He also called for the task force to review CDD's workload, re-delegating their responsibilities to allow for an expedited process.

Mr. Dye mentioned that amending Title 49 can be a complicated effort due to the amount of staff time it takes for CDD and the Law Department to review and draft each amendment.

Ms. Hale and Ms. Maclean discussed CDD developing and presenting a matrix to share with the task force and the LHEDC.

**MOTION** by Ms. Gladziszewski for the Housing & Development Task Force to draft and forward a memo to the Assembly that listed the priorities of the task force.

The first priority listed was for the task force to identify ways in which the permitting process could be completed in a timely manner.

The second priority chosen for the list directed the task force to conduct a thorough review of Title 49.

The third and final priority listed called for the task force to rewrite the Comprehensive Plan.

Mr. Dye supported Ms. Gladziszewski's motion, and gave an example of how changes at the federal level can affect ongoing development projects and Title 49 as a whole.

Mr. Heumann also spoke in favor in Ms. Gladziszewski's motion.

Ms. Maclean spoke to the efficient timing of how permits are issued, particularly compared to the timing of permitting compared to other communities of comparable size. She also explained that certain applications given to CDD are incomplete or incorrect when submitted; this

sometimes results in a cycle of corrections and re-submissions between CDD and the developer, which cannot be entirely attributed to CDD's workload.

*Hearing no objections, the motion passed with unanimous consent.*

**F. Comments on Two Draft Documents Related to Process for Task Force to Move Recommendations from and to Another Body**

Mr. Jones will present a draft memo to the task force at the November 12, 2021 HDTF meeting, as well as a draft memo in relation to the pre-application process as discussed at the October 15, 2021 HDTF meeting.

**G. Public Comment (10 Minutes)**

**Arch** – Mr. Arch spoke to the amount of backlog that has been attributed to the Code and to Title 49. He recommended for the main revisions to Title 49 to be reductions and deletions, rather than additions. Mr. Arch said that adding more amendments to Title 49 creates more work for CDD staff and the Planning Commission, and does not necessarily change or improve the finished product.

**H. Suggestions for Next Agenda**

Mr. Hanna had two agenda item suggestions: the first suggestion was to bring recommendations for changes in Title 49, the second suggestion was to bring a list of permitting delays to review.

**I. ADJOURNMENT**

There being no further business to come before the Housing & Development Task Force, the meeting was adjourned at 1:21p.m.

November 12, 2021

Mayor Beth Weldon  
CBJ Assembly

Deputy Mayor Maria Gladziszewski

Housing and Development Task Force

The Task Force has met 4 times (September 30, October 15, October 29, and November 12). From those meetings, specific recommendations have been made.

In the document provided to the Task Force from the Mayor, it states the “committee shall report to the Assembly Committee of the Whole...” The intent of the memo is to submit a first report with these recommendations to the Assembly.

### **Recommendations**

The result of the October 15, 2021 meeting was the following:

#### **MOTION: Draft an “opt out” ordinance for all requirements for a “pre-application”**

It is our understanding the CDD and Law have begun this process and that when ready will follow normal Assembly procedures for review by Planning Commission and then appropriate Assembly committee.

The result of the October 29, 2021 meeting was the following:

**MOTION:** by Ms. Gladziszewski for the Housing & Development Task Force to draft and forward a memo to the Assembly that listed the priorities of the task force.

The first recommendation is make sure you process the permits in a timely fashion.

The second recommendation is a review of Title 49. (Whether that is a line-by-line review through staff of two years or hiring somebody to review, I don’t know, or a combination of all those things).

The third recommendation is a rewrite of the Comprehensive Plan.