

Agenda

Planning Commission - Regular Meeting City and Borough of Juneau

November 23, 2021
Virtual Meeting Only
7:00 PM

This virtual meeting will be held by video and telephonic participation only. To join the webinar, paste this URL into your browser: <https://juneau.zoom.us/j/82438794369>. To participate telephonically, call: 1-346-248-7799 or 1-669-900-6833 or 1-253-215-8782 or 1-312-626-6799 or 1-929-436-2866 or 1-301-715-8592 and enter Webinar ID: 824 3879 4369.

I. LAND ACKNOWLEDGEMENT

II. ROLL CALL

III. REQUEST FOR AGENDA CHANGES AND APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES

- A. October 26, 2021 Draft Minutes, Regular Planning Commission - APPROVED

V. BRIEF REVIEW OF THE RULES FOR PUBLIC PARTICIPATION

VI. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

VII. ITEMS FOR RECONSIDERATION

VIII. CONSENT AGENDA

- A. USE2021 0010: A Conditional Use Permit for an accessory apartment on an undersized lot - APPROVED
- B. CSP2021 0003: A City Project Review for rehabilitation of Meadow Lane from Stikine Street to the south end of Meadow Lane. The project is primarily a road rehabilitation, and includes water, sewer, and drainage improvements. - APPROVED

IX. UNFINISHED BUSINESS

- A. SMP2021 0005: A subdivision of a 20.49-acre lot into two lots to facilitate ownership transfer of a nonprofit wrestling center at 3221 Mendenhall Loop Road. The proposed wrestling center lot is 0.94 acres. - APPROVED AS AMENDED

X. REGULAR AGENDA

- A. SMF2021 0003: Final subdivision approval of a 20.49-acre lot into two lots to facilitate ownership transfer of a nonprofit wrestling center. The proposed wrestling center lot is 0.94 acres. - APPROVED AS AMENDED

XI. OTHER BUSINESS

- A. 2021 Legislative Capital Priority List
- B. CIP Review
- C. 2022 Proposed Meeting Dates

XII. STAFF REPORTS

XIII. COMMITTEE REPORTS

XIV. LIAISON REPORT

XV. CONTINUATION OF PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

XVI. PLANNING COMMISSION COMMENTS AND QUESTIONS

XVII. EXECUTIVE SESSION

XVIII. SUPPLEMENTAL MATERIALS

- A. Additional Materials for November 23, 2021 Planning Commission

XIX. ADJOURNMENT

**PLANNING COMMISSION AGENDA
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

October 26, 2021 Draft Minutes, Regular Planning Commission - APPROVED

ATTACHMENTS:

	Description	Upload Date	Type
▣	October 26, 2021 Draft Minutes, Regular Planning Commission	11/9/2021	Minutes

Minutes
Planning Commission
Regular Meeting
CITY AND BOROUGH OF JUNEAU
Michael LeVine, Chairman
October 26, 2021

I. ROLL CALL

Michael LeVine, Chairman, called the Regular Meeting of the City and Borough of Juneau (CBJ) Planning Commission (PC), held virtually via Zoom Webinar and telephonically, to order at 7:02 P.M.

Commissioners present: All Commissioners present via video conferencing – Michael LeVine, Chairman; Nathaniel Dye, Vice Chairman; Paul Voelckers, Clerk; Travis Arndt, Deputy Clerk; Dan Hickok; Mandy Cole; Josh Winchell; Erik Pedersen

Commissioners absent: Ken Alper

Staff present: Jill Maclean, CDD Director; Adrienne Scott, CDD Planner, Sherri Layne, Law

Assembly members: Alicia Hughes-Skandijs; Loren Jones

II. REQUEST FOR AGENDA CHANGES AND APPROVAL OF AGENDA

Mr. Voelckers asked when the formal land acknowledgement would be added as an agenda item. Mr. LeVine said it is part of the Rules of Order to be taken up as Other Business at this meeting. Mr. Voelckers added the CIP committee will also be mentioned at Other Business.

III. APPROVAL OF MINUTES

- A. Draft Minutes September 14, 2021 Planning Commission Committee of the Whole Meeting

MOTION: *by Mr. Voelckers to approve the September 14, 2021 Planning Commission Committee of the Whole Meeting minutes.*

- B. Draft Minutes September 28, 2021 Planning Commission Regular Meeting

MOTION: *by Mr. Voelckers to approve the September 28, 2021 Planning Commission Regular Meeting minutes.*

At Ease due to technical difficulties 7:08 P.M. – 7:11 P.M.

IV. **BRIEF REVIEW OF THE RULES FOR PUBLIC PARTICIPATION** – Chair LeVine gave a brief explanation of the rules for public participation via Zoom format.

V. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS** – None

VI. **ITEMS FOR RECONSIDERATION** – None

VII. **CONSENT AGENDA** – None

VIII. **UNFINISHED BUSINESS** – None

IX. **REGULAR AGENDA**

USE2021 0009: A Conditional Use Permit for an accessory apartment on an undersized lot

Applicant: Northern Lights Development

Location: 1500 Glacier Avenue

Staff Recommendation

Staff recommends the Planning Commission adopt the Director's analysis and findings and APPROVE the requested Conditional Use Permit. The permit would allow the development of an accessory apartment on an undersized lot at 1500 Glacier Avenue in a D5 zone.

Disclosures of possible conflicts:

Prior to staff presentation, Mr. LeVine disclosed he lives nearby the property in question. He has no financial interest and feels he can be impartial. Mr. Voelckers disclosed he owns a business in a building directly across the street from the property in question. He does not know the applicant, nor does he have any financial or other interest in the property and feels he can remain impartial. Mr. Arndt disclosed he has worked with the applicant on other projects. He has no interest, financial or otherwise, in this property and feels he can be impartial. All members were allowed to remain.

STAFF PRESENTATION by Adrienne Scott, CDD Planner

QUESTIONS FOR STAFF

Vice Chair Dye asked for clarification of what was being approved regarding parking on the lot as it appeared two versions had been submitted. Ms. Scott explained the applicant had provided an incorrect version earlier but the site plan in the presentation packet shows the corrected version with two parking spots on the side of the garage.

APPLICANT PRESENTATION – Not in attendance. No presentation.

PUBLIC COMMENT – Ken Platt, 1220 Glacier Avenue, spoke to say he felt conflicted about the permit. The ‘grandmother flat’ is a good thing but he was concerned that the traffic into and out of the property would be difficult and would have an impact on safety in the area. He was also concerned that the building is in an historic district.

CONTINUED QUESTIONS FOR STAFF

Regarding Mr. Platt’s traffic safety concerns, Mr. Arndt asked Staff whether the Engineering Department had reviewed the plan and approved the location of the parking spaces from the intersection. Ms. Scott confirmed they had.

Ms. Maclean spoke to Mr. Platt’s comment about the property being in or near a historic district saying in Juneau, there are not restricted by architectural design restrictions regarding historic areas.

Commissioner Winchell thought the location and design are a good use of the area and he is in support of the permit.

MOTION: *by Mr. Dye to accept staff’s amended findings, analysis and recommendations and approve USE2021 0009 adding a condition that parking must satisfy code.*

The motion passed with no objection.

X. BOARD OF ADJUSTMENT – None

XI. OTHER BUSINESS

A. Rules of Order

Mr. Voelckers opened the discussion by acknowledging Director Maclean and staff for their work on the Rules document.

Mr. Arndt referenced Rule 11 B regarding the deadline for timely submission for packets and asked if there was an email address or other reference that should be added. Ms. Maclean was not opposed to the suggestion but had a concern that if the email address were to change it could be missed in the rules. She added that there are multiple instances in which the public is informed of how to contact CDD electronically. Mr. Dye asked if she was aware of any instance whereby a public member had difficulty finding how to submit public comment either electronically or in person. Ms. Maclean said she was not aware and added that when a submission comes in after the deadline, the public member is informed how to participate in the meeting.

Mr. Voelckers asked what steps would be taken to implement the rules and when they would take effect once they are adopted. Mr. Levine said once they are passed, staff will get it signed

and the rules will take effect as of the next meeting. The land acknowledgement would be added to the agenda of the next meeting.

Ms. Maclean noted the date of adoption on the document needed to be changed from October 12 to October 26, 2021.

Ms. Cole spoke to the deadline of 8:00 a.m. of the day of the meeting (Rule 11 C). She felt that by allowing submission on the day of the hearing there is no incentive for people to submit timely. Mr. LeVine explained someone submitting that late would have to come to the meeting in order for their comments to be included. Mr. Winchell said his understanding was that late submissions would be provided electronically and would be forwarded to PC members to minimize impact on staff workloads on the day of meetings.

Mr. Dye recalled an instance in the past when there was no deadline or limit on number of pages for late submissions and someone had submitted a 120-page document just hours before the meeting. The rule as proposed limits it to two (2) pages and he feels that would not be overly burdensome on staff or Commission members. Mr. Voelckers understood Mr. Dye and Ms. Cole's perspectives and said he felt limiting it to two pages is a good compromise. Ms. Maclean asked how to ensure the person attends the meeting if they may be attending remotely. Mr. Dye suggested changing the end of Rule 11C as follows:

*...illustrative material, ~~if appearing remotely,~~ **Or may** email the material to the Community Development Department no later than 8 AM the day of the hearing.*

Mr. Arndt was concerned that the amendment would change the original intent of the rule from one requiring people with late submissions to attend the meetings to something similar to Ms. Cole's concern whereby the time limit for submissions is meaningless. However, he also said he would rather hear from the public than not so he would support the change. Mr. Winchell said that while it could happen, he did not expect it to be a common occurrence.

Mr. LeVine did not agree with the amendment saying this would negate the purpose of the late material rule. He added the intention is for people to attend and provide testimony in order for their submissions to be included on the record and this should be the case whether attending in person or virtually. Mr. LeVine thought a change he could support would be to make it allow for someone attending in person to submit either by providing 15 hard copies OR by email. Mr. Voelckers agreed with Mr. LeVine.

Mr. Winchell pointed out it will be difficult to police who is in attendance especially if they do not want to testify. Mr. Dye said it is hard to tell who is attending remotely and he wondered if it would put extra burden on staff.

Mr. Arndt suggested changing Rule 11C as follows:

*...and (2) ~~if appearing in person~~, provide fifteen copies of the written and/or illustrative material; ~~if appearing remotely~~, **OR** email the material to the Community Development Department no later than 8 AM the day of the hearing*

Summary of Changes to be made:

- Correct the date shown in the footer
- Amend Rule 11C to remove “if appearing in person” and “if appearing remotely”

MOTION: *by Mr. Pedersen to adopt the new Rules of Order subject to the two corrections as discussed.*

Roll Call Vote:

- ***Yes:*** *Pedersen, Cole, Arndt, Hickok, Winchell, Voelckers, Dye, LeVine*
- ***No:*** *(none)*

The motion passed 8-0 on Roll Call.

(Note: Mr. Alper did not participate in nor vote on this agenda item.)

As an additional item of Other Business, Mr. LeVine announced the CIP process is beginning and the CIP Committee will be getting started again soon.

XII. STAFF REPORTS

- Ms. Maclean reported the Assembly met and held a reorganization meeting and the new PC liaisons are:
 - Commission - Alicia Hughes-Skandijs
 - JCOS – Carole Triem
 - Lands, Housing, and Economic Development – Michelle Bonnet Hale
- The assembly approved the Honsinger rezone. Plat reviewer position has been approved to remain with CDD.
- The sign ordinance revision is moving quickly and is now at the Law department.
- Stream ordinance work and the anadromous stream catalog is continuing and will be discussed at the Title 49 meeting.
- The ADOD ordinance will be coming back to the PC soon.
- New hires within the Department include a new permit tech and a new admin assistant.
- Administrative Officer Meredith Savage is leaving the department later this week
- Permit center is closed on Fridays to allow staff time to review permits and catch up

Mr. Voelckers asked about the status of Downtown Parking. Ms. Maclean said she would check with Ms. Gallion and would get back to him on that and there would be an update at the Title 49 meeting.

XIII. COMMITTEE REPORTS

Mr. Dye reported Title 49 meets this week. Blueprint met and are reviewing the tables. The Mayor's Housing and Development Taskforce met twice and they have made some recommendations for opting out of pre-application conferences in some situations and will meet again this week to discuss CDD workload and prioritization and the mayor's memo regarding possibly reorganizing the Planning Commission.

Mr. Pedersen reported Douglas/West Juneau steering committee met and will be having meetings every 2-3 weeks.

XIV. LIAISON REPORTS

Ms. Hughes-Skandijs reported Public Works and Facilities will be chaired by Wade Bryson. She is looking forward to attending the meetings.

Mr. LeVine spoke to thank Mr. Jones for his years of service to the PC and the Assembly

XV. CONTINUATION OF PUBLIC PARTICIPATION ON NON-AGENDA ITEMS – None

XVI. PLANNING COMMISSION COMMENTS AND QUESTIONS

Mr. Dye asked staff to make sure all Commissioners receive the email with the agenda and zoom link for the Housing Development Task Force meeting in case they would like to attend. Additionally, he asked if the downtown warming shelter would come before the PC before it opens. Ms. Maclean confirmed all legal notice deadlines have been met and it would be on the agenda for the next meeting.

XVII. EXECUTIVE SESSION – None

XVIII. ADJOURNMENT – 8:19 P.M.

**PLANNING COMMISSION AGENDA
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

USE2021 0010: A Conditional Use Permit for an accessory apartment on an undersized lot - APPROVED

AGENDA ITEM:

Case No.: USE2021 0010

Applicant: Thomas F Thornton

Location: 230 Highland Drive

Proposal: A Conditional Use Permit for an accessory apartment on an undersized lot

RECOMMENDATION:

Staff recommends the Planning Commission adopt the Director's analysis and findings and APPROVE the requested Conditional Use Permit. The permit would allow the development of an accessory apartment on an undersized lot at 230 Highland Drive in a D5 zone. The approval is subject to the following conditions:

1. Prior to issuance of a Temporary Certificate of Occupancy, Lots 16 and 17 FR must be consolidated.
2. Prior to issuance of a building permit for the proposed accessory apartment, the applicant must submit a revised site plan showing three (3) off-street parking spaces that comply with the requirements of CBJ 49.40.

ATTACHMENTS:

Description	Upload Date	Type
☐ Staff Report for USE2021 0010	11/17/2021	Staff Report
☐ Notice of Decision for USE2021 0010	12/1/2021	Notice of Decision



(907) 586-0715
CDD_Admin@juneau.org
www.juneau.org/CDD

155 S. Seward Street • Juneau, AK 99801

DATE: November 17, 2021
TO: Michael LeVine, Chair, Planning Commission
BY: Adrienne Scott, Planner I *Adrienne Scott*
THROUGH: Jill Maclean, Director, AICP

PROPOSAL: Applicant requests a Conditional Use Permit for an accessory apartment on an undersized lot

STAFF RECOMMENDATION: Approval with conditions

KEY CONSIDERATIONS FOR REVIEW:

- The property received a Nonconforming Certification for lot size (NCC2021 0079).
- The proposal does not aggravate the existing nonconforming situation.
- The proposed accessory apartment would be within an existing single-family structure.

GENERAL INFORMATION	
Property Owner	Thomas Thornton
Applicant	Thomas Thornton
Property Address	230 Highland Drive
Legal Description	Highlands Block G Lot 16 & 17 FR
Parcel Number	1C030J070160
Zoning	D5
Land Use Designation	Urban Low Density Residential (ULDR)
Lot Size	5,329 square feet
Water/Sewer	Public
Access	Highland Drive
Existing Land Use	Residential
Associated Applications	NCC2021 0079

ALTERNATIVE ACTIONS:

1. **Amend:** require additional conditions, or delete or modify the recommended conditions.
2. **Deny:** deny the permit and adopt new findings for items 1-6 below that support the denial.
3. **Continue:** to a future meeting 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 not required for this permit.

STANDARD OF REVIEW:

- Quasi-judicial decision
- Requires five (5) affirmative votes for approval
- Code Provisions:
 - o 49.15.330
 - o 49.80

The Commission shall hear and decide the case per 49.15.330(a) Conditional Use Permit. A conditional use is a use that may or may not be appropriate in a particular zoning district according to the character, intensity, or size of that or surrounding uses. The conditional use permit procedure is intended to afford the commission the flexibility necessary to make determinations appropriate to individual sites. The commission may attach to the permit those conditions listed in subsection (g) of this section as well as any further conditions necessary to mitigate external adverse impacts. If the commission determines that these impacts cannot be satisfactorily overcome, the permit shall be denied.

SITE FEATURES AND ZONING



SURROUNDING ZONING AND LAND USES	
North (ROW)	Highland Drive
South (D5)	Residential
East (D5)	Residential
West (D5)	Residential

SITE FEATURES	
Anadromous	None
Flood Zone	No
Hazard	No
Hillside	Slope >18%
Wetlands	No
Parking District	No
Historic District	No
Overlay Districts	ADOD

BACKGROUND INFORMATION

Project Description – The applicant requests a Conditional Use Permit (CUP) for an accessory apartment on an undersized lot in a D5 zoning district (Attachment A). The proposed apartment would be contained on the basement level of a single-family dwelling. The single-family dwelling is located on two lots, crossing an internal lot line, which will require a lot consolidation prior to issuing a Temporary Certificate of Occupancy (TCO). The property is certified nonconforming for lot size and setbacks (Attachment C). The proposed development would not aggravate the existing nonconforming situation as discussed below.

According to the Table of Permissible Uses, a CUP is required for an accessory apartment under D5 zoning (49.25.300 TPU Category 1.911). The proposed accessory apartment measures less than 600 square feet, as required by [49.25.510(k)(E)(ii)(a)].

Background – The table below summarizes relevant history for the lot and proposed development.

Item	Summary
Nonconforming Certificate	The lots are certified nonconforming for lot size, and the structure is certified nonconforming for setbacks. (NCC2021 0073)

ZONING REQUIREMENTS

Standard		Requirement	Existing	Code Reference
Lot	Size	7,000 Square Feet	5,329 square feet	49.25.400
	Width	70 feet	~82 feet*	49.25.400

Standard		Requirement	Existing	Code Reference
Setbacks	Front	20 feet	~8.5 feet*	49.25.400
	Rear	20 feet	~36.5 feet*	49.25.400
	Side (E)	5 feet	~2 feet*	49.25.400
	Side (W)	5 feet	~15.5 feet*	49.25.400
Lot Coverage Maximum		50%	30%	49.25.400
Vegetative Cover Minimum		20%	35%	49.50.300
Height	Permissible	35 feet	<35 feet	49.25.400
	Accessory	25 feet	N/A	49.25.400
Maximum Dwelling Units		1 unit	1 unit	49.25.500
Use		Residential	Residential	49.25.300

*Lot dimensions and setbacks are scaled from 2013 GIS aerial imagery and are estimations only.

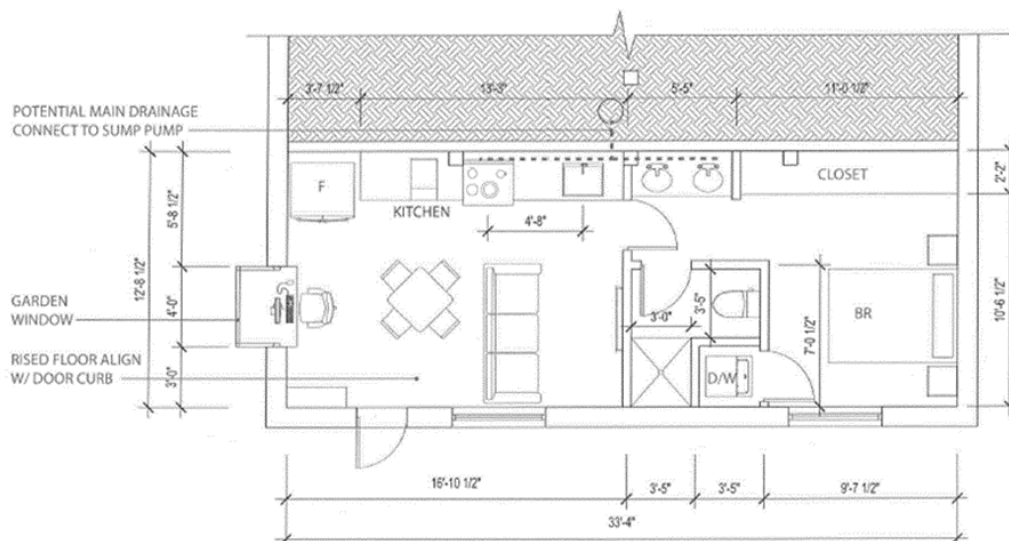
ANALYSIS

Project Site – The project site is located in the downtown Highlands neighborhood on Highland Drive. The structure crosses an internal lot line. The lots together are 5,329 square feet and are certified nonconforming to the D5 minimum lot standards for lot size (Attachment C).

Condition: Prior to issuance of a Temporary Certificate of Occupancy, Lots 16 and 17 FR must be consolidated.

Project Design – The applicant proposes a 550 square foot accessory apartment on the basement level of an existing single-family dwelling (Attachment A). The proposed accessory apartment has one bathroom, one bedroom, and a combined kitchen/living space area.

Traffic – According to CBJ 49.40.300(2), a traffic impact analysis IS NOT required. Based on the ITE Trip Generation Manual, the single-family structure and proposed accessory apartment will generate an estimated 16.17 average daily trips (ADT). The threshold for requiring a traffic impact analysis (TIA) is 250 ADT. Traffic is not expected to be out of character with the existing neighborhood.



Vehicle Parking & Circulation – According to CBJ 49.40, 3 off-street parking spaces are required. The property has an existing single-car garage and a driveway. A site plan showing dimensions of existing parking spaces has not been provided.

Condition: Prior to issuance of a building permit for the proposed accessory apartment, the applicant must submit a revised site plan showing three (3) off-street parking spaces that comply with the requirements of CBJ 49.40.

Non-motorized Transportation – There are sidewalks along Highland Drive.

Proximity to Transit – The nearest bus stops are located along Glacier Avenue and Behrends Avenue, an approximately 470-yard walk from the property. The proposed development would not have an impact on existing public transportation.

Noise – Noise is not expected to be out of character with the existing neighborhood.

Lighting – Lighting will be reviewed with a building permit application.

Vegetative Cover & Landscaping – A minimum of 20 percent vegetative cover is required. The GIS aerial imagery shows approximately 22%, with no changes proposed.

Habitat – There are no known habitats or sensitive areas on the lots governed by Title 49.

Drainage and Snow Storage – CBJ Engineering and Public Works had no comments on the proposal. Any proposed grading or changes to drainage will be reviewed through the building permit process.

Historic District – The lots are not within the CBJ Downtown Historic District.

Hazard Zones – According to the 1987 adopted landslide and avalanche maps, the property located at 230 Highland Drive is not in a mapped hazard area.

Public Health, Safety, and Welfare – No information has been submitted that suggests the proposed development will materially endanger the public health, safety, and welfare.

Property Value or Neighborhood Harmony – No information has been submitted that suggests the proposed development will be out of character with the existing neighborhood or reduce property values.

AGENCY REVIEW

CDD conducted an agency review comment period between November 1, 2021 and November 8, 2021. No issues were raised through review of the proposed development.

PUBLIC COMMENTS

CDD conducted a public comment period between October 25, 2021 and November 8, 2021. Public notice was mailed to property owners within 500 feet of the proposed development. A public notice sign was also posted on site two weeks prior to the scheduled hearing. No public comments were submitted by the time of writing this staff report.

CONFORMITY WITH ADOPTED PLANS

The proposed development is in general conformity with the 2013 Comprehensive Plan and the 2016 Housing Action Plan.

PLAN	Chapter	Page No.	Item	Summary
2013 Comprehensive Plan	11	164	Land Use Designation	Complies with the ULDR zoning standards.
	3	20	Policy 3.2	Promotes compact urban development within the designated urban service area to ensure efficient utilization of land resources and to facilitate cost effective provision of community services and facilities while balancing protection of natural resources, fish and wildlife habitat, and scenic corridors.
	4	37	Policy 4.2	Facilitates the provision of an adequate supply of various housing types and sizes to accommodate present and future housing needs for all economic groups.
2016 Housing Action Plan	2	35	Production Targets	Creates housing, which advances the City's goal of increasing housing stock.

FINDINGS

Conditional Use Permit Criteria – Per CBJ 49.15.330 (e) & (f), Review of Director's & Commission's Determinations, the Director makes the following findings on the proposed development:

1. *Is the application for the requested conditional use permit complete?*

Analysis: No further analysis required.

Finding: Yes. The application contains the information necessary to conduct full review of the proposed operations. The application submittal by the applicant, including the appropriate fees, substantially conforms to the requirements of CBJ Chapter 49.15.

2. *Is the proposed use appropriate according to the Table of Permissible Uses?*

Analysis: The application is for a single-family dwelling and accessory apartment. The use is listed at CBJ 49.25.300, Section 1.130 for the D5 zoning district.

Finding: Yes. The requested permit is appropriate according to the Table of Permissible Uses.

3. *Will the proposed development comply with the other requirements of this chapter?*

Analysis: No further analysis required.

Finding: Yes. With conditions, the proposed development will comply with Title 49, including parking, lighting, vegetative cover, land use, and nonconforming elements.

4. Will the proposed development materially endanger the public health, safety, or welfare?

Analysis: No further analysis required.

Finding: No. There is no evidence to suggest that the requested accessory apartment in a D5 zoning district will materially endanger the public health or safety.

5. Will the proposed development substantially decrease the value of or be out of harmony with property in the neighboring area?

Analysis: No further analysis required.

Finding: No. There is no evidence to suggest that the requested accessory apartment in a D5 zoning district will substantially decrease the value or be out of harmony with the property in the neighboring area.

6. Will the proposed development be in general conformity with the land use plan, thoroughfare plan, or other officially adopted plans?

Analysis: No further analysis required.

Finding: Yes. The proposed accessory apartment will be in general conformity with the 2013 Comprehensive Plan and the 2016 Housing Action Plan.

RECOMMENDATION

Staff recommends the Planning Commission adopt the Director's analysis and findings and APPROVE the requested Conditional Use Permit. The permit would allow the development of an accessory apartment on an undersized lot at 230 Highland Drive in a D5 zone. The approval is subject to the following conditions:

1. Prior to issuance of a Temporary Certificate of Occupancy, Lots 16 and 17 FR must be consolidated.
2. Prior to issuance of a building permit for the proposed accessory apartment, the applicant must submit a revised site plan showing three (3) off-street parking spaces that comply with the requirements of CBJ 49.40.

STAFF REPORT ATTACHMENTS

Item	Description
Attachment A	Application Packet
Attachment B	Abutters Notice and Public Notice Sign Photo
Attachment C	NCC2021 0073



DEVELOPMENT PERMIT APPLICATION

NOTE: Development Permit Application forms must accompany all other Community Development Department land use applications.

To be completed by Applicant	PROPERTY LOCATION		
	Physical Address 230 Highland Drive		
	Legal Description(s) (Subdivision, Survey, Block, Tract, Lot) Highland Subdivision, USS 375, BL G, FR, Lot 16-17		
	Parcel Number(s) 41-42 (PCO: 1C030J070160)		
	☐ This property located in the downtown historic district ☐ This property located in a mapped hazard area, if so, which _____		
	LANDOWNER/ LESSEE		
	Property Owner Thomas F Thornton	Contact Person same	
	Mailing Address 230 Highland Drive	Phone Number(s) 907-738-3620	
	E-mail Address t.fox.thornton@gmail.com		
	LANDOWNER/ LESSEE CONSENT Required for Planning Permits, not needed on Building/ Engineering Permits		
I am (we are) the owner(s) or lessee(s) of the property subject to this application and I (we) consent as follows: A. This application for a land use or activity review for development on my (our) property is made with my complete understanding and permission. B. I (we) grant permission for officials and employees of the City and Borough of Juneau to inspect my property as needed for purposes of this application.			
X _____ Landowner/Lessee Signature Date			
X _____ Landowner/Lessee Signature Date			
NOTICE: The City and Borough of Juneau staff may need access to the subject property during regular business hours and will attempt to contact the landowner in addition to the formal consent given above. Further, members of the Planning Commission may visit the property before the scheduled public hearing date.			
APPLICANT If the same as OWNER, write "SAME"			
Applicant Same	Contact Person		
Mailing Address	Phone Number(s)		
E-mail Address			
X  Applicant's Signature		9/10/2021 Date of Application	

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

Attachment A - Application Packet

Case Number NCC 21-079 USE 21-010	Intake Initials ANE
	Date Received 9/21/21



ALLOWABLE/CONDITIONAL USE PERMIT APPLICATION

See reverse side for more information regarding the permitting process and the materials required for a complete application.

NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.

To be completed by Applicant

PROJECT SUMMARY

I am applying to convert the lowest story of my home at 230 Highland Drive, Juneau 99801 into an accessory apartment with the benefit of the CBJ Homeowner Accessory Apartment Incentive Grant

TYPE OF ALLOWABLE OR CONDITIONAL USE PERMIT REQUESTED

- ☒ Accessory Apartment – Accessory Apartment Application (AAP)
☐ Use Listed in 49.25.300 – Table of Permissible Uses (USE)
 Table of Permissible Uses Category: _____

IS THIS A MODIFICATION or EXTENSION OF AN EXISTING APPROVAL?

☐ YES – Case # _____ ☒ NO

UTILITIES PROPOSED

WATER: ☒ Public ☐ On Site

SEWER: ☒ Public ☐ On Site

SITE AND BUILDING SPECIFICS

Total Area of Lot 5329 square feet Total Area of Existing Structure(s) 1620 square feet

Total Area of Proposed Structure(s) 430 apt square feet

EXTERNAL LIGHTING

Existing to remain
Proposed

☒ No
☐ No

☐ Yes – Provide fixture information, cutoff sheets, and location of lighting fixtures
☒ Yes – Provide fixture information, cutoff sheets, and location of lighting fixtures

ALL REQUIRED DOCUMENTS ATTACHED

☒ Narrative including:

- ☒ Current use of land or building(s)
- ☒ Description of project, project site, circulation, traffic etc.
- ☒ Proposed use of land or building(s)
- ☒ How the proposed use complies with the Comprehensive Plan

If this is a modification or extension include:

- ☐ Notice of Decision and case number
- ☐ Justification for the modification or extension
- ☐ Application submitted at least 30 days before expiration date

☒ Plans including:

- ☒ Site plan
- ☒ Floor plan(s)
- ☒ Elevation view of existing and proposed buildings
- ☒ Proposed vegetative cover
- ☒ Existing and proposed parking areas and proposed traffic circulation
- ☒ Existing physical features of the site (e.g.: drainage, habitat, and hazard areas)

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

ALLOWABLE/CONDITIONAL USE FEES		Check No.	Receipt	Date
	Fees			
Application Fees	\$ <u>350.00</u>			
Admin. of Guarantee	\$ _____			
Adjustment	\$ _____			
Pub. Not. Sign Fee	\$ <u>50.00</u>			
Pub. Not. Sign Deposit	\$ <u>100.00</u>			
Total Fee	\$ <u>500.00</u>			

This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

Attachment A - Application Packet

Case Number	Date Received
<u>USE 21-010</u>	<u>9/21/21</u>

Allowable/Conditional Use Permit Application Instructions

Allowable Use permits are outlined in CBJ 49.15.320, Conditional Use permits are outline in CBJ 49.15.330

Pre-Application Conference: A pre-application conference is required prior to submitting an application. There is no fee for a pre-application conference. The applicant will meet with City & Borough of Juneau and Agency staff to discuss the proposed development, the permit procedure, and to determine the application fees. To schedule a pre-application conference, please contact the Permit Center at 586-0770 or via e-mail at permits@juneau.org.

Application: An application for an Allowable/Conditional Use Permit will not be accepted by the Community Development Department until it is determined to be complete. The items needed for a complete application are:

1. **Forms:** Completed Allowable/Conditional Use Permit Application and Development Permit Application forms.
2. **Fees:** Fees generally range from \$350 to \$1,600. Any development, work, or use done without a permit issued will be subject to double fees. All fees are subject to change.
3. **Project Narrative:** A detailed narrative describing the project.
4. **Plans:** All plans are to be drawn to scale and clearly show the items listed below:
 - A. Site plan, floor plan and elevation views of existing and proposed structures
 - B. Existing and proposed parking areas, including dimensions of the spaces, aisle width and driveway entrances
 - C. Proposed traffic circulation within the site including access/egress points and traffic control devices
 - D. Existing and proposed lighting (including cut sheets for each type of lighting)
 - E. Existing and proposed vegetation with location, area, height and type of plantings
 - F. Existing physical features of the site (i.e. drainage, eagle trees, hazard areas, salmon streams, wetlands, etc.)

Document Format: All materials submitted as part of an application shall be submitted in either of the following formats:

1. Electronic copies in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif, .xlm, .rtf (other formats may be preapproved by the Community Development Department).
2. Paper copies 11" X 17" or smaller (larger paper size may be preapproved by the Community Development Department).

Application Review & Hearing Procedure: Once the application is determined to be complete, the Community Development Department will initiate the review and scheduling of the application. This process includes:

Review: As part of the review process the Community Development Department will evaluate the application for consistency with all applicable City & Borough of Juneau codes and adopted plans. Depending on unique characteristics of the permit request the application may be required to be reviewed by other municipal boards and committees. During this review period, the Community Development Department also sends all applications out for a 15-day agency review period. Review comments may require the applicant to provide additional information, clarification, or submit modifications/alterations for the proposed project.

Hearing: All Allowable/Conditional Use Permit Applications must be reviewed by the Planning Commission for vote. Once an application has been deemed complete and has been reviewed by all applicable parties the Community Development Department will schedule the requested permit for the next appropriate meeting.

Public Notice Responsibilities: Allowable/Conditional Use requests must be given proper public notice as outlined in CBJ 49.15.230:

The Community Development Department will give notice of the pending Planning Commission meeting and its agenda in the local newspaper a minimum of 10-days prior to the meeting. Furthermore, CDD will mail notices to all property owners within 500-feet of the project site.

The Applicant will post a sign on the site at least 14 days prior to the meeting. The sign shall be visible from a public right-of-way or where determined appropriate by CDD. Signs may be produced by the Community Development Department for a preparation fee of \$50, and a \$100 deposit that will be refunded in full if the sign is returned within seven days of the scheduled hearing date. If the sign is returned between eight and 14 days of the scheduled hearing \$50 may be refunded. The Applicant may make and erect their own sign. Please contact the Community Development Department for more information.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED



(907) 586-0715
 CDD_Admin@juneau.org
 www.juneau.org/CDD
 155 S. Seward Street • Juneau, AK 99801

Accessory Apartment on Substandard Sized Lot

Case Number: PAC20210053

Applicant: Thomas Thornton

Property Owner: Thomas Thornton

Property Address: 230 Highland Drive

Parcel Code Number: 1C030J070160

Site Size: 5,329 Square Feet

Zoning: D5 Single family/duplex

Existing Land Use: Single family residence

Conference Date: 8/25/21

Report Issued: 9/2/2021

DISCLAIMER: Pre-application conferences are conducted for purposes of providing applicants with a preliminary review of a project and timeline. Pre-application conferences are not based on a complete application, and are not a guarantee of final project approval.

List of Attendees

Note: Copies of the Pre-Application Conference Report will be emailed, instead of mailed, to participants who have provided their email address below.

Name	Title	Email address
Thomas Thornton	Applicant	t.fox.thornton@gmail.com
Allison Eddins	Planning	allison.eddins@juneau.org
Adrienne Scott	Permit Tech	adrienne.scott@juneau.org
Eric Vogel (not present)	General Engineering	eric.vogel@juneau.org
Guy Gleason (not present)	Building	Guy.gleason@juneau.org 586-0767 ext. 4135

Pre-Application Conference Final Report

Conference Summary

Questions/issues/agreements identified at the conference that weren't identified in the attached reports.

The following is a list of issues, comments and proposed actions, and requested technical submittal items that were discussed at the pre-application conference.

Project Overview

The property owner wants to convert the existing basement space into a 430 square foot apartment. The apartment will not be adding additional square footage to the existing home. The handrail leading down to the apartment entrance will need to be extended the full length of the staircase.

The lot is actually two lots with a combined square footage of 5,329 square feet. The existing home crosses the shared property line. The lots will not need to be consolidated since the only exterior work expected is the handrail extension.

The apartment will require a Conditional Use Permit since it will be on an undersized lot. Since the lot is undersized, it will require a Nonconforming Certificate. This Nonconforming Certificate Application will need to be submitted in conjunction with the Conditional Use Permit.

Planning Division

1. **Zoning** – The lots are currently zoned D5. The minimum lot size in this zoning district is 7,000 square feet. The lot is nonconforming for lot size.
2. **Setbacks** – Setbacks in the D5 zoning district are 20 feet for the front and rear and 5 feet along the side lot lines. The existing home meets the rear yard setback requirement and the west side yard setback requirements. The home was constructed in 1954 and the front and east side yard setbacks are nonconforming.
3. **Height** – The maximum height limit for principal structures is 35 feet and 25 feet for accessory structures like sheds and detached garages. No new structures are being proposed for this project.
4. **Access** – Access is from Highland Drive.
5. **Parking & Circulation** – The property has a one car garage and a wide driveway that can accommodate two vehicles. The three vehicle off-street parking requirement can be met.
6. **Lot Coverage** – Maximum lot coverage is 50%. The lot coverage is approximately 29%.
7. **Vegetative Coverage** – Vegetative cover minimum is 20%. The lot has approximately 65% vegetative coverage.
8. **Lighting** – Any new exterior lighting must be full cut-off and must not shine or produce glare onto abutting properties.
9. **Noise** – The noise construction is not anticipated to be a nuisance to the neighborhood.
10. **Flood** – Flood Zone X, area of minimal flood hazard.
11. **Hazard/Mass Wasting/Avalanche/Hillside Endorsement** – According to the 1987 adopted landslide and avalanche maps, the property located at 230 Highland Drive is not a hazard area. CBJ recently commissioned a hazard study and mapping project. These new maps show the property at 230 Highland Drive is in a high landslide risk area and outside of the avalanche risk area. If the new maps and new hazard regulations are adopted before a building permit for the accessory apartment is issued it may impact the feasibility of the project.
12. **Wetlands** – There are no wetlands on this property.

Pre-Application Conference Final Report

13. **Habitat** Check with the U.S. Fish and Wildlife on the presence of eagle nests in the area. The presence of eagle nests may impact construction scheduling. No anadromous waterbodies are on the subject parcel, or within 50 feet.

14. **Plat or Covenant Restrictions** – None

15. **Traffic** – The accessory apartment is not expected to generate traffic beyond what is typical in the neighborhood.

16. **Nonconforming situations** –The lot is nonconforming for lot size and the structure is nonconforming for setbacks. The property should apply for a Nonconforming Certificate at the same time he applies for the Conditional Use Permit.

17. Building Division

18. Building

- a. Fire and sound separation will be required between dwelling units – see attached handout.
- b. Water line information sheet will be required to verify that water pressure is sufficient for additional fixture units. Form is attached.
- c. Egress windows will need to meet current code – see attached handout.
- d. Handrail for staircase is only required on one side, however it must extend the full length of the flight – see attached handout.

19. **Outstanding Permits** - None

General Engineering/Public Works

20. **Engineering** – See Utilities

21. **Drainage** – Proposed project is an interior remodel. N/A.

22. **Utilities** – (water, power, sewer, etc.) Water and sewer will be sized according to fixture and drainage counts. Plans shall show water and sewer pipe locations, size, valve and cleanout locations. If the additional water fixtures require a water line service upgrade, a Right of Way Permit, and Utility Permits shall be obtained.

Fire Marshal

23. **Fire Items/Access** – N/A

Other Applicable Agency Review

24. DOT&PF / Alcohol Beverage Control Board / Army Corps / DEC (wastewater) / DNR / USF&W / F&G / FAA / Corrections...

List of required applications

Based upon the information submitted for pre-application review, the following list of applications must be submitted in order for the project to receive a thorough and speedy review.

- 1. Development Permit Application (DPA)
- 2. Conditional Use Permit Application (CUP)
- 3. Nonconforming Certificate Application (NCC); Here is a link to a handout to explain the application process and what materials you will need to submit with the application. Submit this application in conjunction with the CUP.)

Pre-Application Conference Final Report

4. Building Permit (after CUP is approved)

Additional Submittal Requirements

Submittal of additional information, given the specifics of the development proposal and site, are listed below. These items will be required in order for the CUP and NCC applications to be determined Counter Complete.

For the CUP:

1. A copy of this pre-application conference report.
2. DPA
3. CUP application
4. Brief Narrative explain the project
5. Site plan showing how parking will be met, existing structures on the lot, etc.
6. Floor plan for the proposed apartment

For NCC: (The following documents are attached to this packet)

1. NCC application
2. The subdivision plat that created the lots
3. Assessor's data showing the year built

Exceptions to Submittal Requirements

Submittal requirements staff has determined **not** to be applicable or **not** required, given the specifics of the development proposal, are listed below. These items will **not** be required in order for the application to be reviewed.

1. N/A

Fee Estimates

The preliminary plan review fees listed below can be found in the CBJ code section 49.85.

Based upon the project plan submitted for pre-application review, staff has attempted to provide an accurate estimate for the permits and permit fees which will be triggered by your proposal.

1. CUP: \$350.00 + \$150.00 for public notice sign = \$500.00 (\$100.00 is refundable)
2. NCC: Free with the CUP
3. Building permit fees will be based on the cost of the project

For informational handouts with submittal requirements for development applications, please visit our website at www.juneau.org/cdd.

Submit your Completed Application

You must submit your application(s) in person with payment made to:

City & Borough of Juneau, Permit Center
 230 South Franklin Street
 Fourth Floor Marine View Center
 Juneau, AK 99801

Pre-Application Conference Final Report

Phone: (907) 586-0715
Web: www.juneau.org/cdd

Attachments:

- 49.15.330 – Conditional Use Permit regs.
- DPA (link provided)
- CUP (link provided)
- NCC (link provided)
- Plat
- Assessor's Data
- Accessory Apartment Grant Application
- Water Line Information Sheet
- Egress Windows Handout
- Fire & Sound Separation Handout
- Residential Stairs and Handrails Handout

CBJ Homeowner Accessory Apartment Incentive Grant Program

The Accessory Apartment Incentive Grant program is intended to provide encouragement for homeowners to add an accessory apartment to their home. This incentive is a \$6,000 grant per new apartment created. Funding for this program is provided by the Juneau Affordable Housing Fund.

Preliminary Eligibility to Apply

- One grant per person
- One grant per property
- Applicant must be the property owner and at least 18 years of age.
- Outstanding Code Enforcement cases must **not** exist on the subject property.
- Only new accessory apartment units are eligible for this incentive program. Building permit must have been issued after the program launch date.
- Building permit and grant application must be compliant with Title 19, Title 49, CBJ Engineering Code, and incentive grant criteria.

Eligibility for Award

- Pass final inspection within one year of issuance of associated building permit.
- Receive a full Certificate of Occupancy within 1 year from date building permit was **issued**. A Temporary Certificate of Occupancy is insufficient.
- Have no outstanding or active code enforcement cases on subject property.
- Submit exterior and interior photo of new unit.
- Property taxes and assessments, including bonds, must be in good standing.

Application and Disbursement Process

Property owners shall complete an Accessory Apartment Incentive Grant application concurrently with a Building Permit application for an Accessory Apartment. Applications are accepted at the Community Development Department Permit Center on the 4th floor of the Marine View Building, located at 230 South Franklin Street. Staff will be available to provide assistance and answer any questions.

Availability of funding currently allows for 16 grant awards per fiscal year, from FY18 – FY22. Applications are received on a first come, first served basis. Grant application approval will be determined by the Community Development Department; approval is subject to meeting preliminary eligibility requirements. The first 16 eligible applicants will be awarded after meeting the final eligibility for award requirements. After the first 16 applications have been received, eligible applicants will be placed on a waitlist in the event more funding becomes available, or an applicant on the primary list fails to meet award eligibility requirements.

Grant proceeds will be disbursed after a full Certificate of Occupancy is issued by the CBJ Building Division, within the 1 year timeframe, and all other award eligibility requirements are met. Extension of grant deadlines will not be provided. Temporary Certificates of Occupancy are insufficient to receive an incentive grant award.

Final Inspections

Applicants are cautioned that the building inspection process often takes more time to complete than one may anticipate. Inspectors may have several inspections pending. Depending on the season, inspectors may be unable to respond rapidly to a request for an inspection. Please allow adequate time after inspections to make necessary corrections. **Final inspections should be scheduled at least 1 month in advance of the 1 year deadline.**

Income and Taxes

Applicant is solely responsible for any tax implications upon receiving this incentive grant.

Application CBJ Accessory Apartment Incentive Grant Program

AAG Application Number: _____

Building Permit Number: _____

Building Permit Issues Date: _____

Application Expiration Date: _____

Certificate of Occupancy Issued Date: _____

Name of CDD Intake Staff: _____

Parcel Code Number: _____

Mailing Address: _____

Owner's Name: _____

Owner's Signature: _____

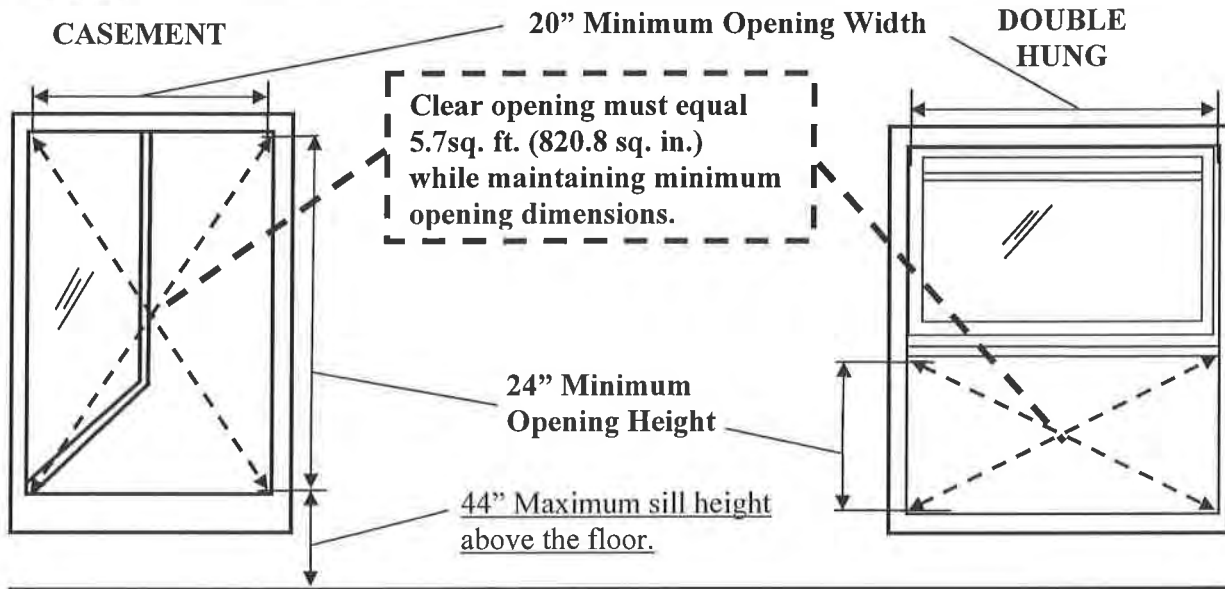
1. **Grants:** Grants are limited based on available funding. The CBJ is free to reduce or eliminate the funding for this program. Applicants do not vest any rights in this program.
2. **Certificate of Occupancy:** The CBJ intends to award \$6,000 grants to the first 12 eligible applicants who also receive a *full* Certificate of Occupancy within one year of issuance of associated building permit. A temporary Certificate of Occupancy is insufficient.
3. **Eligible applicant:** Only the property owner may apply and a person may not receive more than one grant. Only one grant per lot is permitted. This award is non-transferable; therefore, if there is a conveyance of property prior to awarding this grant, this application becomes null and void.
4. **Taxes and Assessments:** All taxes and assessments, including bonds, due to the CBJ at the time of issuance of a Certificate of Occupancy shall be in good standing prior to the award of this grant.
5. **Compliance:** All development on the subject property shall comply with all applicable laws, including CBJ Title 19, Title 49, and Engineering Code. This application is void if there is an outstanding code enforcement case or if the apartment development creates a code enforcement case before award of the grant.



EGRESS WINDOWS

Emergency Escape and Rescue Windows for Sleeping Rooms

JUNEAU PERMIT CENTER, 4TH FLOOR MARINE VIEW CENTER, (907) 586-0770



Section 1026 of the 2006 International Building Code /Section 310 of the 2006 International Residential Code

Basements in a dwelling unit and every sleeping room below the fourth story (includes rooms which could be used for sleeping such as dens, sewing rooms, study, etc.) must have a least one operable window or door approved for emergency escape or rescue which shall open directly into a public street, public alley, yard, or exit court. The units must be operable from the inside to provide a full clear opening without the use of separate tools.

For full egress, escape or rescue windows are required to have a minimum net clear openable area of 5.7 sq. ft. (820.8 sq in). Exception: may be reduced to 5.0 sf (720 sq in) if 44" or less from exterior ground level to sill. The minimum net clear openable height dimension must be 24 inches. The minimum net clear openable width dimension must be 20 inches. They must also have a finished sill height (clear opening) of not more than 44 inches above the floor.

When replacing existing nonconforming windows required for emergency escape and rescue the replacement windows must meet the following:

- Emergency escape and rescue replacement window openings shall have a minimum net clear opening of 4 sq. ft.; minimum net clear opening height of 22 inches; minimum net clear opening width of 20 inches. Minimum sill height of not more than 48 inches above the floor or the installation of one or more permanently affixed steps extending the full width of the window opening, constructed to the current adopted IRC rise and run dimensional requirements, so that the top step is no greater than 44 inches to the top of the sill.
- Where the existing rough opening does not allow for replacement window dimensional requirements the rough opening shall be enlarged and the replacement window shall meet the full emergency escape and rescue openings per IRC Section R310.1 through R310.5 or IBC Section 1026 as applicable for scope of project.

Additional Glazing Requirements

For minimum light, all sleeping rooms and other habitable rooms require glazing equal to at least 8% of the floor area of the room; minimum ventilation of 4% of the floor area. See the International Building or Residential Codes as applicable for exceptions and a complete list of light and ventilation requirements.

Safety glazing is required in doors, storm doors, railings, within 24 inches of a door, or when panes are over 9 square feet and within 18 inches of the floor. See the International Building or Residential Codes for exceptions and a complete list of safety glazing requirements.

EGRESS WINDOW CHART

FULL EGRESS WINDOW DIMENSIONS (minimum 5.7 square feet - 820.8 square inches)

		WIDTH (inches)															
		20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
HEIGHT	24	480	504	528	552	576	600	624	648	672	696	720	744	768	792	816	840
	25	500	525	550	575	600	625	650	675	700	725	750	775	800	825	850	875
	26	520	546	572	598	624	650	676	702	728	754	780	806	832	858	884	910
	27	540	567	594	621	648	675	702	729	756	783	810	837	864	891	918	945
	28	560	588	616	644	672	700	728	756	784	812	840	868	896	924	952	980
	29	580	609	638	667	696	725	754	783	812	841	870	899	928	957	986	1015
	30	600	630	660	690	720	750	780	810	840	870	900	930	960	990	1020	1050
	31	620	651	682	713	744	775	806	837	868	899	930	961	992	1023	1054	1085
	32	640	672	704	736	768	800	832	864	896	928	960	992	1024	1056	1088	1120
	33	660	693	726	759	792	825	858	891	924	957	990	1023	1056	1089	1122	1155
	34	680	714	748	782	816	850	884	918	952	986	1020	1054	1088	1122	1156	1190
	35	700	735	770	805	840	875	910	945	980	1015	1050	1085	1120	1155	1190	1225
	36	720	756	792	828	864	900	936	972	1008	1044	1080	1116	1152	1188	1224	1260
	37	740	777	814	851	888	925	962	999	1036	1073	1110	1147	1184	1221	1258	1295
	38	760	798	836	874	912	950	988	1026	1064	1102	1140	1178	1216	1254	1292	1330
	39	780	819	858	897	936	975	1014	1053	1092	1131	1170	1209	1248	1287	1326	1365
	40	800	840	880	920	960	1000	1040	1080	1120	1160	1200	1240	1280	1320	1360	1400
	41	820	861	902	943	984	1025	1066	1107	1148	1189	1230	1271	1312	1353	1394	1435
	42	840	882	924	966	1008	1050	1092	1134	1176	1218	1260	1302	1344	1386	1428	1470

GRADE FLOOR EGRESS WINDOW (minimum 5.0 square feet - 720 square inches) allowed if widow sill is 44" or less from exterior ground level.

		WIDTH										
		20	21	22	23	24	25	26	27	28	29	30
HEIGHT	24	480	504	528	552	576	600	624	648	672	696	720
	25	500	525	550	575	600	625	650	675	700	725	750
	26	520	546	572	598	624	650	676	702	728	754	780
	27	540	567	594	621	648	675	702	729	756	783	810
	28	560	588	616	644	672	700	728	756	784	812	840
	29	580	609	638	667	696	725	754	783	812	841	870
	30	600	630	660	690	720	750	780	810	840	870	900
	31	620	651	682	713	744	775	806	837	868	899	930
	32	640	672	704	736	768	800	832	864	896	928	960
	33	660	693	726	759	792	825	858	891	924	957	990
	34	680	714	748	782	816	850	884	918	952	986	1020
	35	700	735	770	805	840	875	910	945	980	1015	1050
	36	720	756	792	828	864	900	936	972	1008	1044	1080

REPLACEMENT EGRESS WINDOWS (minimum 4.0 square feet 576 square inches)

(Frame not changed)

		WIDTH								(Frame not changed)
		20	21	22	23	24	25	26	27	
HEIGHT	22	440	462	484	506	528	550	572	594	
	23	460	483	506	529	552	575	598	621	
	24	480	504	528	552	576	600	624	648	
	25	500	525	550	575	600	625	650	675	
	26	520	546	572	598	624	650	676	702	
	27	540	567	594	621	648	675	702	729	
	28	560	588	616	644	672	700	728	756	
	29	580	609	638	667	696	725	754	783	

NOTE: Numbers in the grayed areas are too small. Choose any combination in the white areas.

Attachment A - Application Packet

Parcel # 1C030J070160

Search this website

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Residential Stairs and Handrails

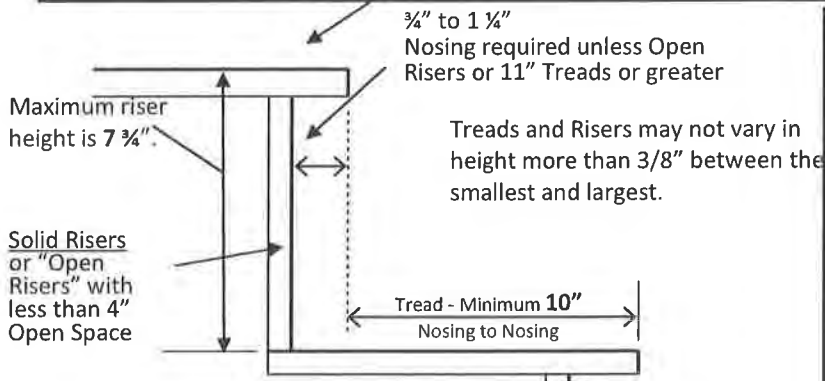
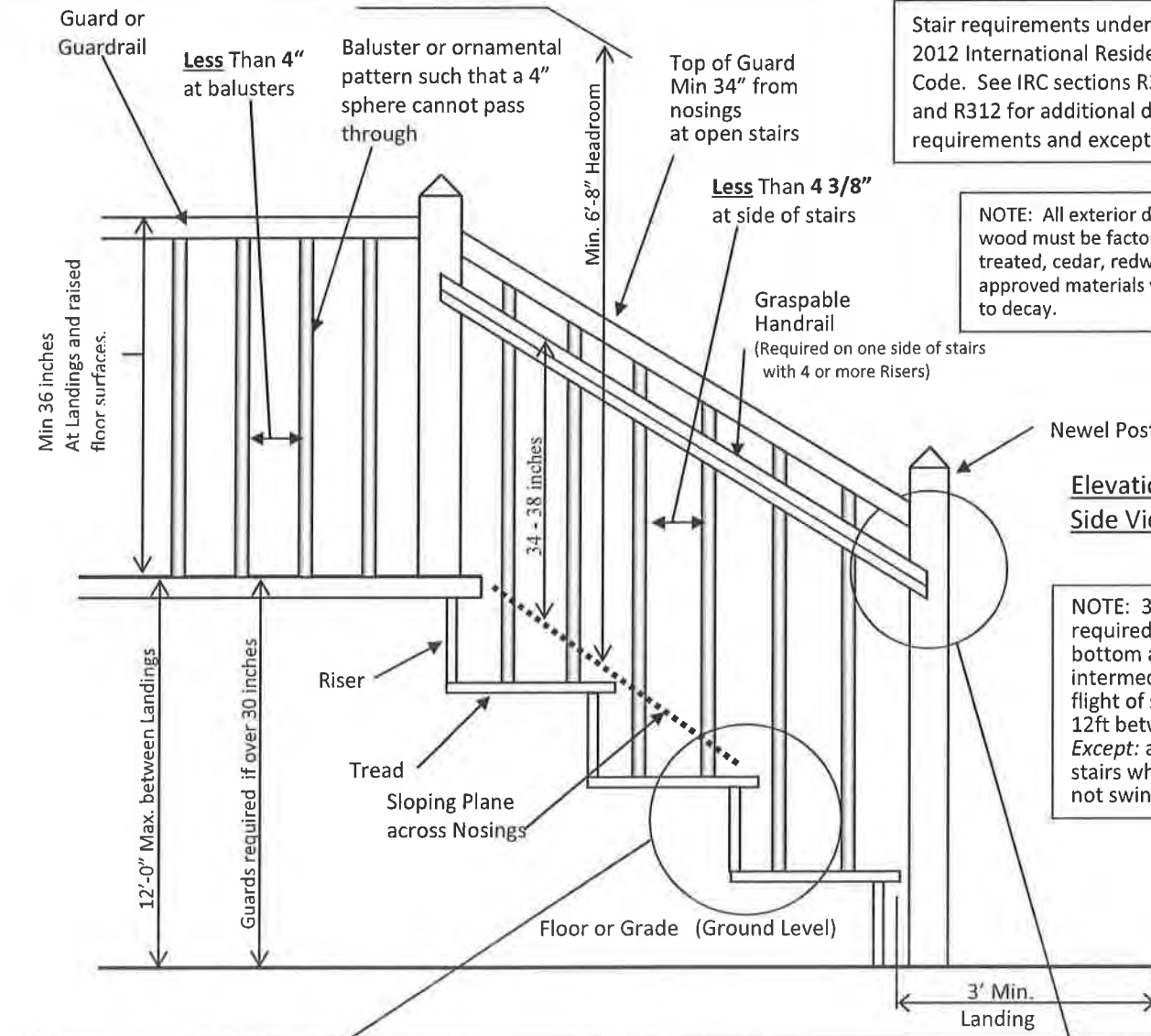
JUNEAU PERMIT CENTER • (907) 586-0770
230 S FRANKLIN ST • 4TH FLOOR, MARINE VIEW CENTER

Stair requirements under the 2012 International Residential Code. See IRC sections R311 and R312 for additional detailed requirements and exceptions.

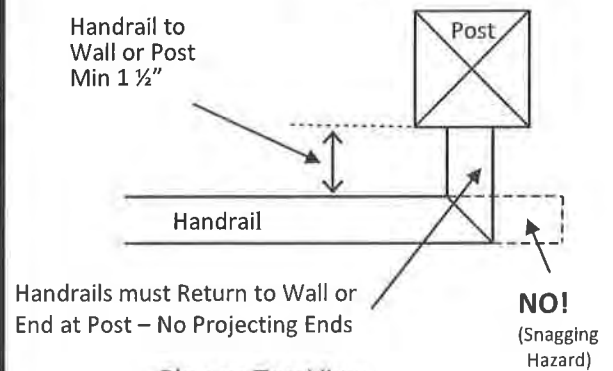
NOTE: All exterior deck and stair wood must be factory preservative treated, cedar, redwood or other approved materials with resistance to decay.

Elevation or Side View

NOTE: 3 foot Landings required at top and bottom and intermediate so that no flight of stairs exceeds 12ft between levels, *Except:* at top of interior stairs where door does not swing over stairs.



Elevation or Side View



Plan or Top View

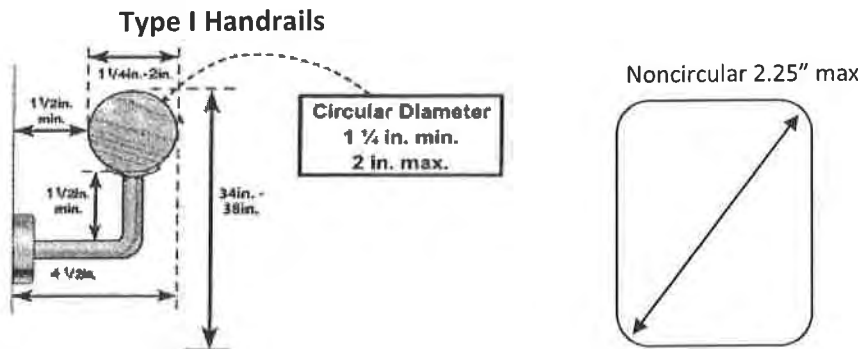


Residential Stairs and Handrails

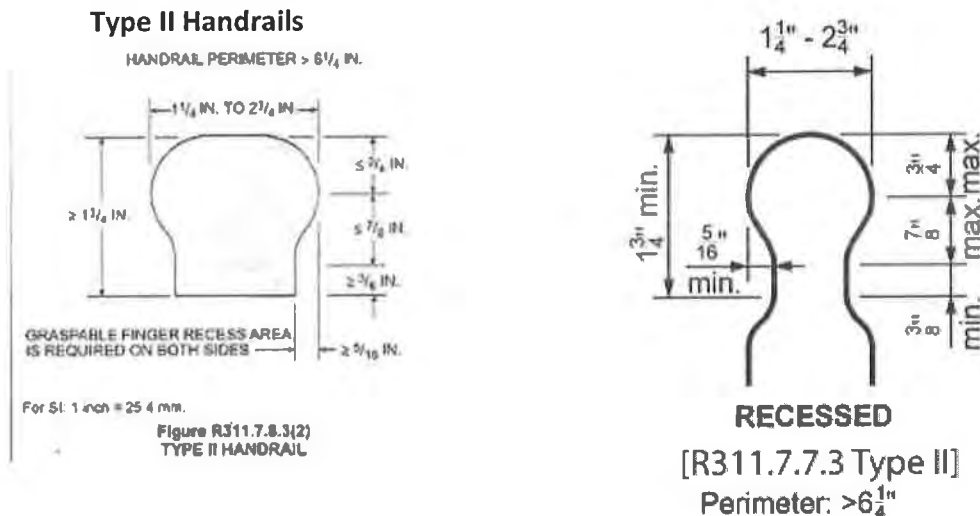
JUNEAU PERMIT CENTER • (907) 586-0770
230 S FRANKLIN ST • 4TH FLOOR, MARINE VIEW CENTER

IRC "R311.7.8.3 Handrail grip size: All required handrails shall be of one of the following types or provide equivalent graspability.

1. Type I. Handrails with a circular cross section shall have an outside diameter of at least 1 1/4 inches (32mm) and not greater than 2 inches (51 mm). If the handrail is not circular it shall have a perimeter dimension of at least 4 inches (102 mm) and not greater than 6 1/4 inches (160 mm) with a maximum cross section of dimension of 2 1/4 inches (57 mm).



2. Type II. Handrails with a perimeter greater than 6 1/4 inches (160 mm) shall provide a graspable finger recess area on both sides of the profile. The finger recess shall begin within a distance of 3/4 inch (19 mm) measured vertically from the tallest portion of the profile and achieves a depth of at least 5/16 inch (8 mm) within 7/8 inch (22 mm) below the widest portion of the profile. This required depth shall continue for at least 3/8 inch (10 mm) to a level that is not less than 1 3/4 inches (45 mm) below the tallest portion of the profile. The minimum width of the handrail above the recess shall be 1 1/4 inches (32 mm) to a maximum of 2 3/4 inches (70mm). Edges shall have a minimum radius of 0.01 inches (0.25 mm). [ADA requires minimum 1 1/4" and maximum 1 1/2" dimensions on handrails.]



Additional Handrail Code Information

"R311.8.3.1 Height. Handrail height, measured vertically from the sloped plane adjoining the tread nosing, or finish surface of ramp slope, shall be not less than 34 inches (864 mm) and not more than 38 inches (965 mm)."

"R311.8.3.3 Continuity. Handrails for stairways shall be continuous for the full length of the flight, from a point directly above the top riser of the flight to a point directly above lowest riser of the flight. Handrail ends shall be returned or shall terminate in newel posts or safety terminals. Handrails adjacent to a wall shall have a space of not less than 1 1/2 inch (38 mm) between the wall and the handrails."

Attachment A - Application Packet



Community Development & Engineering Departments
 Mail: 155 South Seward Street
 Juneau, Alaska 99801
 Telephone: 586-0770 FAX: 586-3365

JUNEAU PERMIT CENTER, 4TH FLOOR MARINE VIEW CENTER, 230 South Franklin Street

Water Line Information

To be provided for any new building, addition, or remodel with added plumbing fixtures

1. **NEW FIXTURES:** List the number of each type of fixture that is new to this building.
 (Where no fixtures were before—this does not include fixtures being replaced.)

No. of Fixtures		No. of Fixtures	
WFU		WFU	
_____	Bathtub (w/ or w/o showerhead)	_____	Dishwasher
_____	Bathtub with ¾" valve	_____	Clothes washer hook-up
_____	Bidet	_____	Bar Sink
_____	Lavatory (bathroom sink)	_____	Kitchen Sink
_____	Shower	_____	Laundry Sink
_____	Toilet	_____	Hose Bibb (for hose connection)
_____	Urinal		

STAFF USE Total Additional WFU:	
--	--

2. **EXISTING FIXTURES:** List the number of each type of existing fixture in the building.
 (Fixtures to be left unchanged or replaced.)

No. of Fixtures		No. of Fixtures	
WFU		WFU	
_____	Bathtub (w/ or w/o showerhead)	_____	Dishwasher
_____	Bathtub with ¾" valve	_____	Clothes washer hook-up
_____	Bidet	_____	Bar Sink
_____	Lavatory (bathroom sink)	_____	Kitchen Sink
_____	Shower	_____	Laundry Sink
_____	Toilet	_____	Hose Bibb (for hose connection)
_____	Urinal		

STAFF USE Total Existing WFU:	
STAFF USE Grand Total WFU:	
STAFF USE Appendix C Total WFU:	

3. What is the **size** of the incoming water street service line? (pipe size from city main to curb-stop at property line.) _____ Inches
4. What is the **size** of the building service line? (pipe size from curb-stop entering the building.) _____ Inches
5. What is the **distance** from the water shutoff box at the property line or well pump to the farthest plumbing fixture fed by this water service? _____ Feet
6. If known, what is the water **pressure** at the house, or low water pressure setting on the well pump? _____ PSI
7. What is the **height** measured vertically (above + or below -) of the highest fixture (new or existing) measured from the street level at the water shutoff box or well pump? _____ Feet

STAFF USE Hydrant PSI:		STAFF USE PSI Adjustment:		STAFF USE Total PSI:	
-------------------------------	--	----------------------------------	--	-----------------------------	--



Fire & Sound Transmission Class rating requirements between attached dwellings per the 2012 International Residential Code

Juneau Permit Center, 4th Floor Marine View Center, (907) 586-0770

2012 IRC section R302 and Appendix K requires walls and floor/ceilings between adjacent dwelling units to be of one hour fire resistive construction, and provide a minimum Sound Transmission Control (STC) rating of 45. The designs shown on this handout are samples from the Fire Resistance Design manual published by the Gypsum Association that meet these requirements and may be used in residential construction in the City and Borough of Juneau.

Key points to consider when choosing a fire & sound separation design:

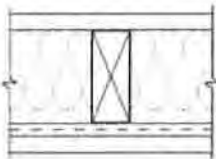
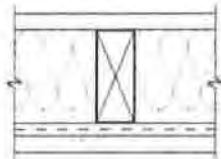
- There are thousands of other listed assemblies and product designs that may be used, but it is the responsibility of the applicant to provide documentation such as lab test results, spec sheets and product data to the Building Department for review and approval prior to construction.
- When using "I" joists in a rated assembly you can also refer to the joist manufacturer to find any pre tested/listed systems that may work for your project. No more than 3½ " fiberglass insulation can be used in fire rated floor assemblies built with engineered "I" joists without having the insulation suspended off of ceiling and leaving a minimum air space of 4½" between the insulation and the ceiling. If 4½" inches of airspace cannot be achieved or is not desired then an additional layer of the specified gypsum board is required on the ceiling.
- No substitution, changes or deviation of an approved design may be made. Each system is tested and can only be approved as it is listed. In most cases ½" type X gypsum may be substituted with 5/8" type X and nominal joist lumber may be larger than specified as long as the strength and deflection capacities meet minimum per code. Check with your assigned plan reviewer if any of these substitutions are needed for your project.
- Membrane and through penetrations of fire rated assemblies must comply with the IRC section R302.4. This refers to plumbing and electrical elements that penetrate one or both sides of the fire rate wall or floor assembly.
- The assemblies shown on the reverse side are not for use between zero lot line situations or exterior walls that are required to be fire rated.
- Hundreds of additional wall and floor/ceiling assemblies can be located on the web, below are a few recommended sites.

<http://www.gypsum.org/> <http://www.awc.org/> <http://www.usg.com/> <http://nationalgypsum.com/>

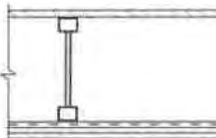
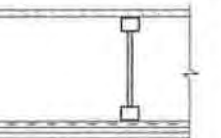
Over for Example Assemblies

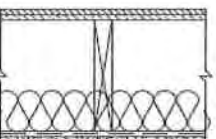
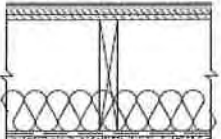


WALL ASSEMBLY

GA FILE NO. WP 3243	GENERIC	1 HOUR FIRE	50 to 54 STC SOUND
GYPSUM WALLBOARD, RESILIENT CHANNELS, MINERAL OR GLASS FIBER INSULATION, WOOD STUDS Resilient channels 24" o.c. attached at right angles to ONE SIDE of 2 x 4 wood studs 24" o.c. with 1 1/4" Type S drywall screws. One layer 5/8" type X gypsum wallboard or gypsum veneer base applied at right angles to channels with 1" Type S drywall screws 8" o.c. with vertical joints located midway between studs. 3" mineral or glass fiber insulation in stud space. OPPOSITE SIDE: One layer 5/8" type X gypsum wallboard or gypsum veneer base applied parallel or at right angles to studs with 6d cement coated nails, 1 7/8" long, 0.0915" shank, 15/64" heads, 7" o.c. Vertical joints staggered 24" on opposite sides. (LOAD-BEARING)		 Thickness: 5 3/8" Approx. Weight: 7 psf Fire Test: Based on UL R14196, 05NK05371, 2-15-05, UL Design U309 Sound Test: NRCC TL-93-103, IRC-IR-761, 3/98	

FLOOR CEILING ASSEMBLIES

FLOOR-CEILING SYSTEMS, WOOD FRAMED			
GA FILE NO. FC 5241	GENERIC	1 HOUR FIRE	45 to 49 STC SOUND
WOOD I-JOISTS, GYPSUM WALLBOARD, RESILIENT CHANNELS Base layer 1/2" type X gypsum wallboard applied at right angles to resilient channels 16" o.c. with 1 1/4" Type S drywall screws 12" o.c. Resilient channels applied at right angles to minimum 9 1/2" deep wood I-joists, with minimum 1 1/4" deep x 1 1/2" wide flanges and minimum 3/8" webs, 24" o.c. with 1 1/4" Type W drywall screws. Face layer 1/2" type X gypsum wallboard applied at right angles to channels with 1 5/8" Type S drywall screws 12" o.c. Face layer end joints located midway between channels and attached to base layer with 1 1/2" Type G screws 12" o.c. Edge joints offset 24" from base layer edge joints. Wood I-joists supporting 5/8" oriented strand board applied at right angles to I-joists with 8d common nails 12" o.c.		 Approx. Ceiling Weight: 5 psf Fire Test: NRCC A-4440.1 (Revised), 6-24-97 Sound Test: NRCC B-3150.1, 6-30-00 IIC & Test: 40 (88 C & P) NRCC B-3150.1, 6-30-00; NRCC B-3150.2, 6-30-00	

FLOOR-CEILING SYSTEMS, WOOD-FRAMED			
GA FILE NO. FC 5120	GENERIC	1 HOUR FIRE	50 to 54 STC SOUND
WOOD JOISTS, GYPSUM WALLBOARD, RESILIENT CHANNELS, GLASS FIBER INSULATION One layer 1/2" type X gypsum wallboard or gypsum veneer base applied at right angles to resilient furring channels 24" o.c. with 1" Type S drywall screws 8" o.c. at ends and 12" o.c. at intermediate furring channels. Gypsum board end joints located midway between continuous channels and attached to additional pieces of channel 64" long with screws 8" o.c. Resilient furring channels applied at right angles to 2 x 10 wood joists 16" o.c. with 6d coated nails, 1 7/8" long, 0.085" shank, 1/4" heads, two per joist. Wood joists supporting 5/8" interior plywood with exterior glue subfloor and 3/8" particle board, 1.5 psf. 3 1/2" glass fiber insulation batts, 0.7 pcf, friction fit in joist cavities supported alternately every 12" by wire rods and resilient furring channels. Sound tested with carpet and pad and with insulation stapled to joists.		 Approx. Ceiling Weight: 2 psf Fire Test: FM FC-181, 8-31-72 Sound Test: G&H OC-3MT, 10-13-71 (73 C & P) G&H OC-3MT, 10-13-71	

49.15.330 Conditional use permit.

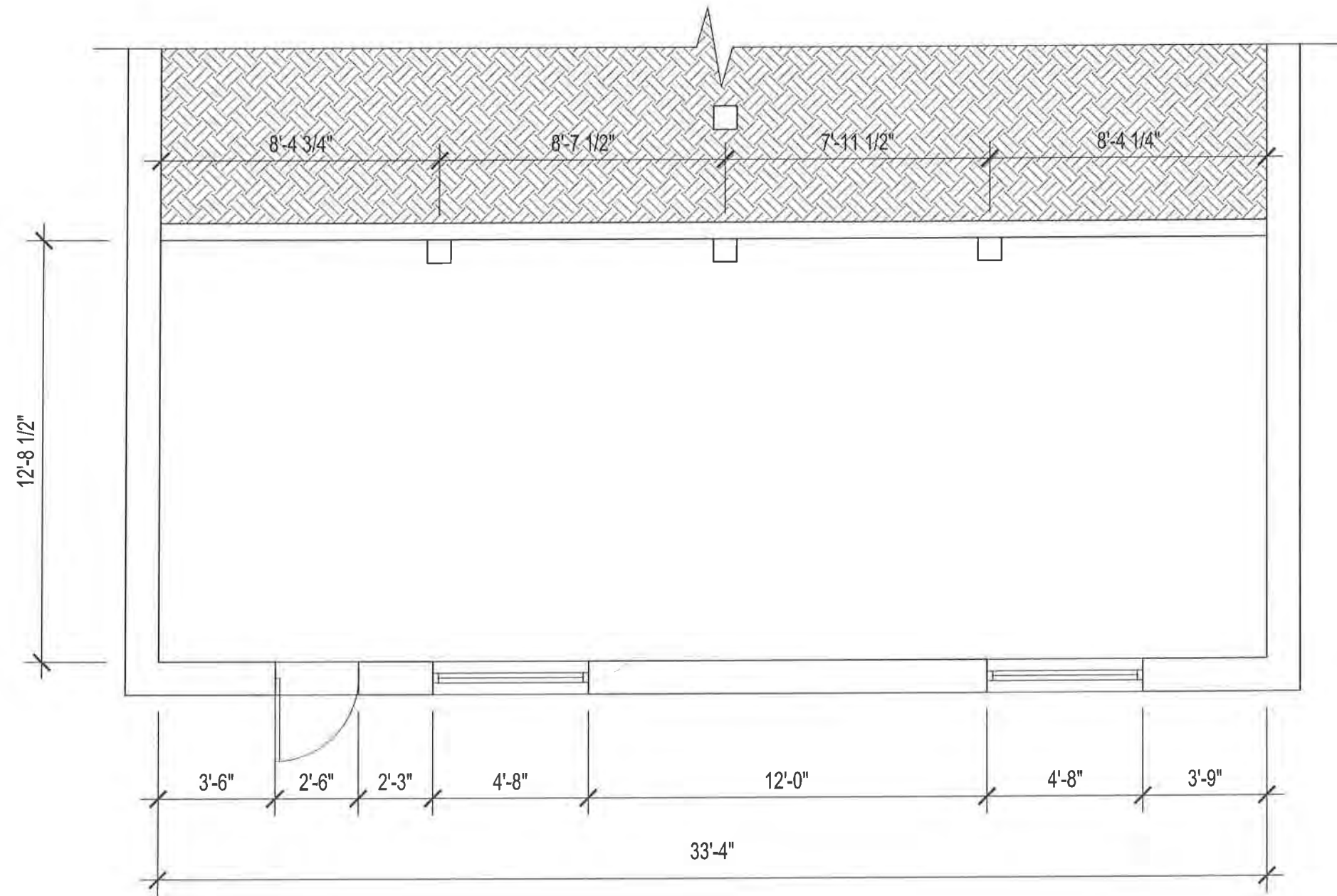
- (a) *Purpose.* A conditional use is a use that may or may not be appropriate in a particular zoning district according to the character, intensity, or size of that or surrounding uses. The conditional use permit procedure is intended to afford the commission the flexibility necessary to make determinations appropriate to individual sites. The commission may attach to the permit those conditions listed in subsection (g) of this section as well as any further conditions necessary to mitigate external adverse impacts. If the commission determines that these impacts cannot be satisfactorily overcome, the permit shall be denied.
- (b) *Preapplication conference.* Prior to submission of an application, the developer shall meet with the director for the purpose of discussing the site, the proposed development activity, and the conditional use permit procedure. The director shall discuss with the developer, regulation which may limit the proposed development as well as standards or bonus regulations which may create opportunities for the developer. It is the intent of this section to provide for an exchange of general and preliminary information only and no statement by either the developer or the director shall be regarded as binding or authoritative for purposes of this code. A copy of this subsection shall be provided to the developer at the conference.
- (c) *Submission.* The developer shall submit to the director one copy of the completed permit application together with all supporting materials and the permit fee.
- (d) *Director's review procedure.*
 - (1) The director shall endeavor to determine whether the application accurately reflects the developer intentions, shall advise the applicant whether or not the application is acceptable and, if it is not, what corrective action may be taken.
 - (2) After accepting the application, the director shall schedule it for a hearing before the commission and shall give notice to the developer and the public in accordance with section 49.15.230.
 - (3) The director shall forward the application to the planning commission together with a report setting forth the director's recommendation for approval or denial, with or without conditions together with the reasons therefor. The director shall make those determinations specified in subsections (1)(A)—(1)(C) of subsection (e) of this section.
 - (4) Copies of the application or the relevant portions thereof shall be transmitted to interested agencies as specified on a list maintained by the director for that purpose. Referral agencies shall be invited to respond within 15 days unless an extension is requested and granted in writing for good cause by the director.
 - (5) Even if the proposed development complies with all the requirements of this title and all recommended conditions of approval, the director may nonetheless recommend denial of the application if it is found that the development:
 - (A) Will materially endanger the public health or safety;
 - (B) Will substantially decrease the value of or be out of harmony with property in the neighboring area; or
 - (C) Will not be in general conformity with the land use plan, thoroughfare plan, or other officially adopted plans.
- (e) *Review of director's determinations.*
 - (1) At the hearing on the conditional use permit, the planning commission shall review the director's report to consider:
 - (A) Whether the proposed use is appropriate according to the table of permissible uses;

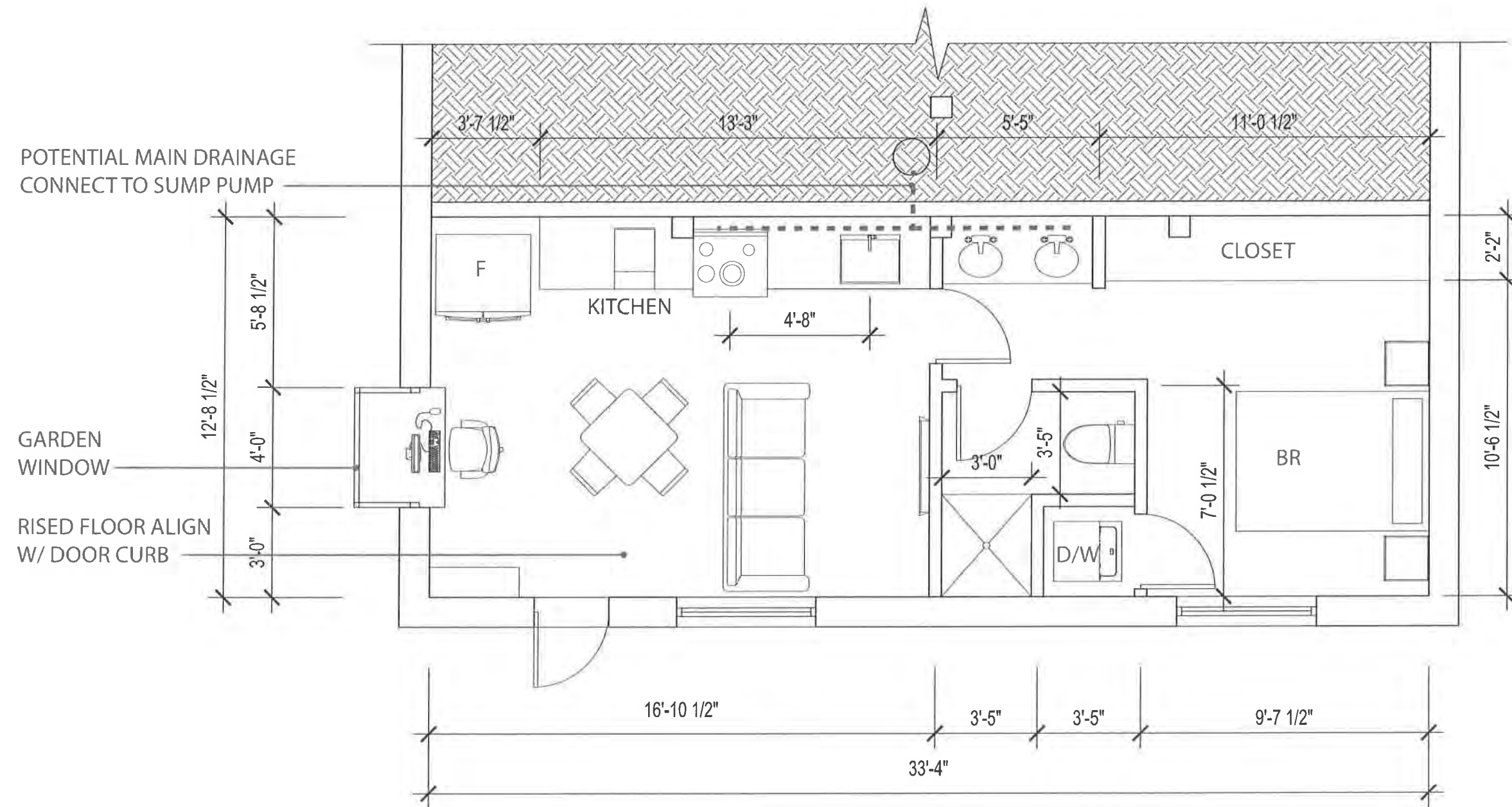
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- (B) Whether the application is complete; and
 - (C) Whether the development as proposed will comply with the other requirements of this title.
- (2) The commission shall adopt the director's determination on each item set forth in paragraph (1) of this subsection (e) unless it finds, by a preponderance of the evidence, that the director's determination was in error, and states its reasoning for each finding with particularity.
- (f) *Commission determinations; standards.* Even if the commission adopts the director's determinations pursuant to subsection (e) of this section, it may nonetheless deny or condition the permit if it concludes, based upon its own independent review of the information submitted at the hearing, that the development will more probably than not:
- (1) Materially endanger the public health or safety;
 - (2) Substantially decrease the value of or be out of harmony with property in the neighboring area; or
 - (3) Lack general conformity with the comprehensive plan, thoroughfare plan, or other officially adopted plans.
- (g) *Specific conditions.* The commission may alter the director's proposed permit conditions, impose its own, or both. Conditions may include one or more of the following:
- (1) *Development schedule.* A reasonable time limit may be imposed on construction activity associated with the development, or any portion thereof, to minimize construction-related disruption to traffic and neighborhood, to ensure that development is not used or occupied prior to substantial completion of required public or quasi-public improvements, or to implement other requirements.
 - (2) *Use.* Use of the development may be restricted to that indicated in the application.
 - (3) *Owners' association.* The formation of an association or other agreement among developers, homeowners or merchants, or the creation of a special district may be required for the purpose of holding or maintaining common property.
 - (4) *Dedications.* Conveyance of title, easements, licenses, or other property interests to government entities, private or public utilities, owners' associations, or other common entities may be required.
 - (5) *Performance bonds.* The commission may require the posting of a bond or other surety or collateral approved as to form by the city attorney to guarantee the satisfactory completion of all improvements required by the commission. The instrument posted may provide for partial releases.
 - (6) *Commitment letter.* The commission may require a letter from a public utility or public agency legally committing it to serve the development if such service is required by the commission.
 - (7) *Covenants.* The commission may require the execution and recording of covenants, servitudes, or other instruments satisfactory in form to the city attorney as necessary to ensure permit compliance by future owners or occupants.
 - (8) *Revocation of permits.* The permit may be automatically revoked upon the occurrence of specified events. In such case, it shall be the sole responsibility of the owner to apply for a new permit. In other cases, any order revoking a permit shall state with particularity the grounds therefor and the requirements for reissuance. Compliance with such requirements shall be the sole criterion for reissuance.
 - (9) *Landslide and avalanche areas.* Development in landslide and avalanche areas, designated on the landslide and avalanche area maps dated September 9, 1987, consisting of sheets 1—8, as the same may be amended from time to time by assembly ordinance, shall minimize the risk to life and property.
 - (10) *Habitat.* Development in the following areas may be required to minimize environmental impact:

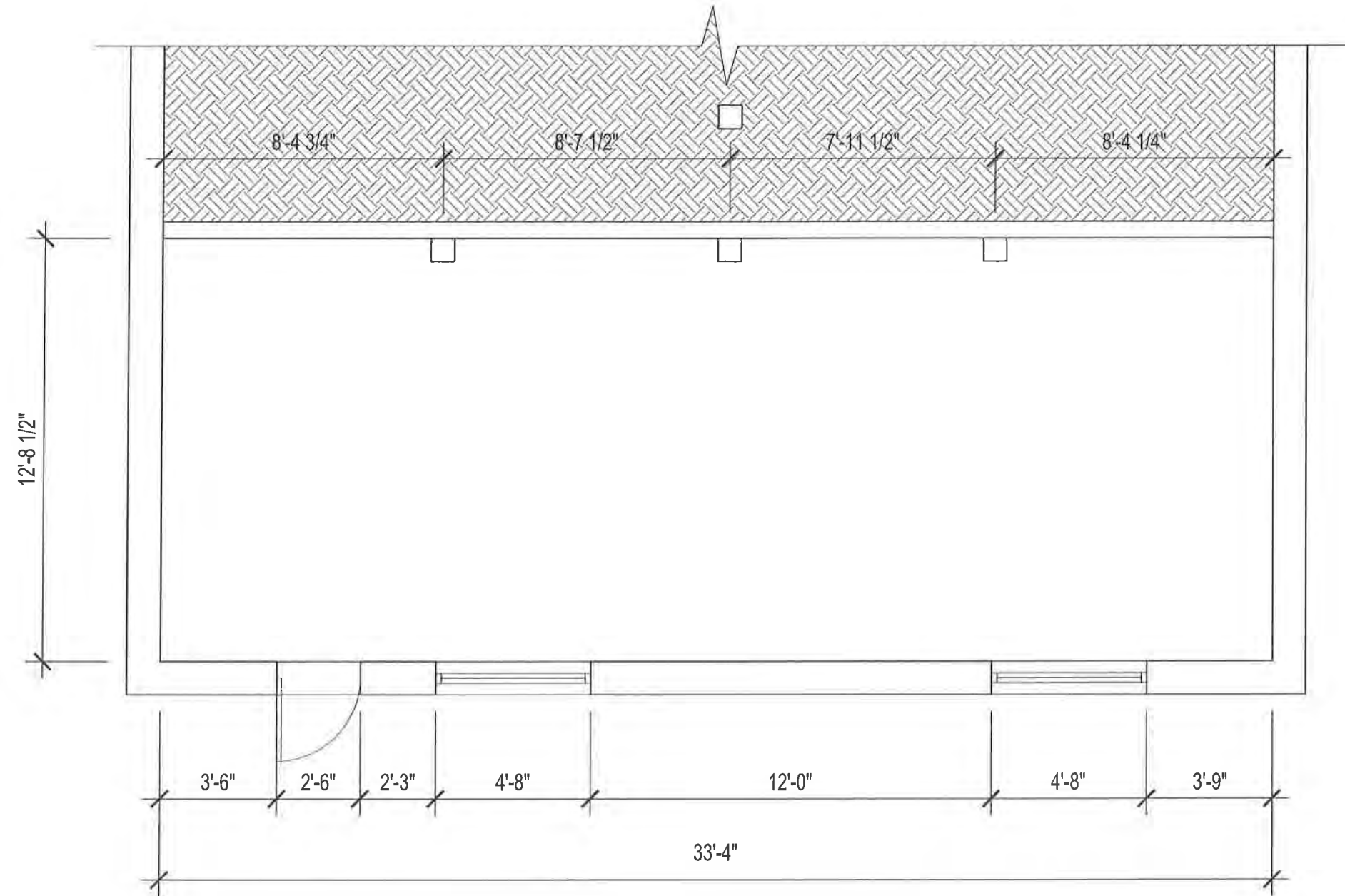
(A) Developments in wetlands and intertidal areas.

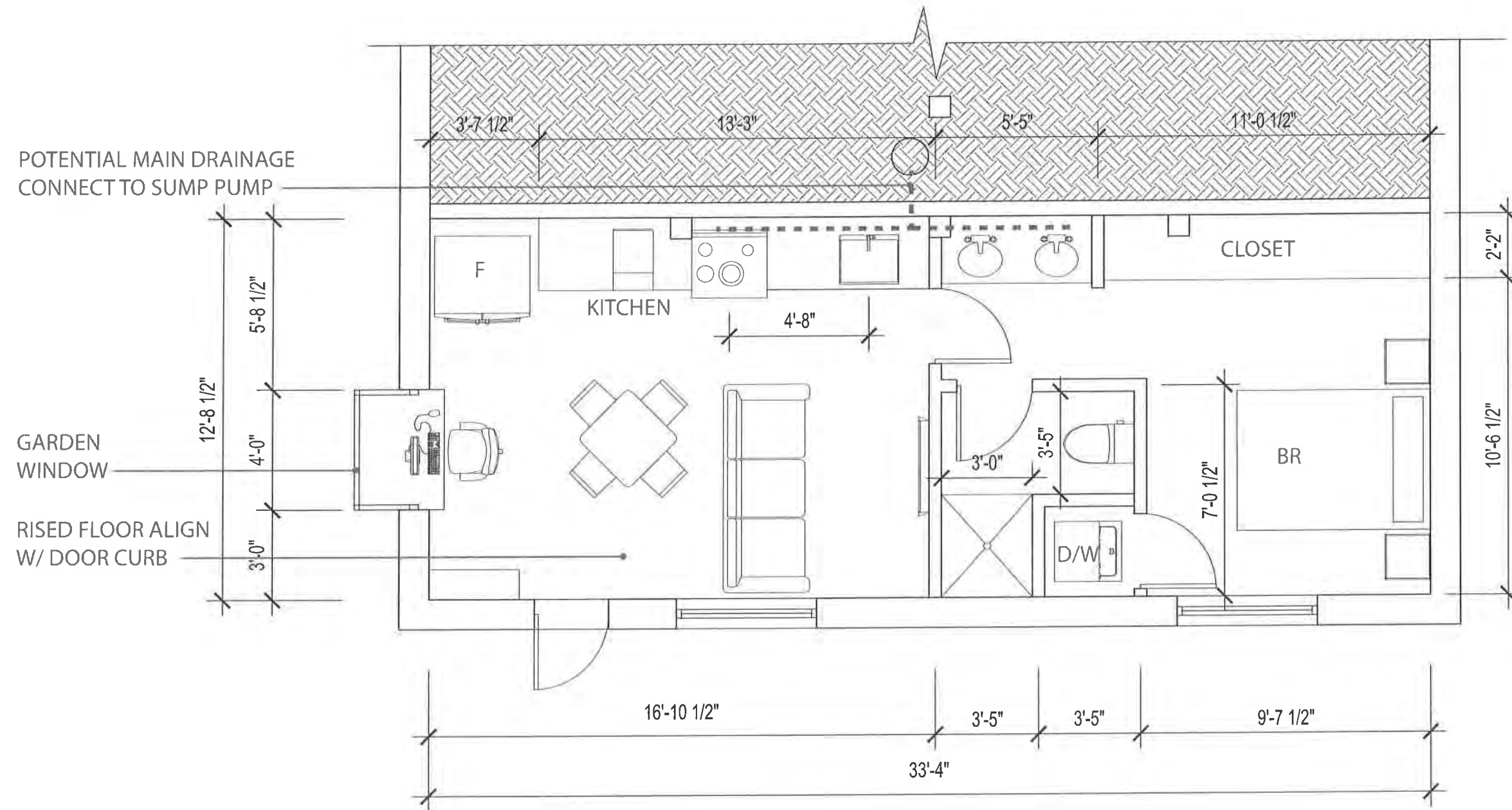
- (11) *Sound*. Conditions may be imposed to discourage production of more than 65 dBa at the property line during the day or 55 dBa at night.
- (12) *Traffic mitigation*. Conditions may be imposed on development to mitigate existing or potential traffic problems on arterial or collector streets.
- (13) *Water access*. Conditions may be imposed to require dedication of public access easements to streams, lake shores and tidewater.
- (14) *Screening*. The commission may require construction of fencing or plantings to screen the development or portions thereof from public view.
- (15) *Lot size or development size*. Conditions may be imposed to limit lot size, the acreage to be developed or the total size of the development.
- (16) *Drainage*. Conditions may be imposed to improve on and off-site drainage over and above the minimum requirements of this title.
- (17) *Lighting*. Conditions may be imposed to control the type and extent of illumination.
- (18) *Other conditions*. Such other conditions as may be reasonably necessary pursuant to the standards listed in subsection (f) of this section.

(Serial No. 87-49, § 2, 1987; Serial No. 2006-15, § 2, 6-5-2006; Serial No. 2015-03(c)(am), § 9, 8-31-2015 ; Serial No. 2017-29, § 3, 1-8-2018, eff. 2-8-2018)









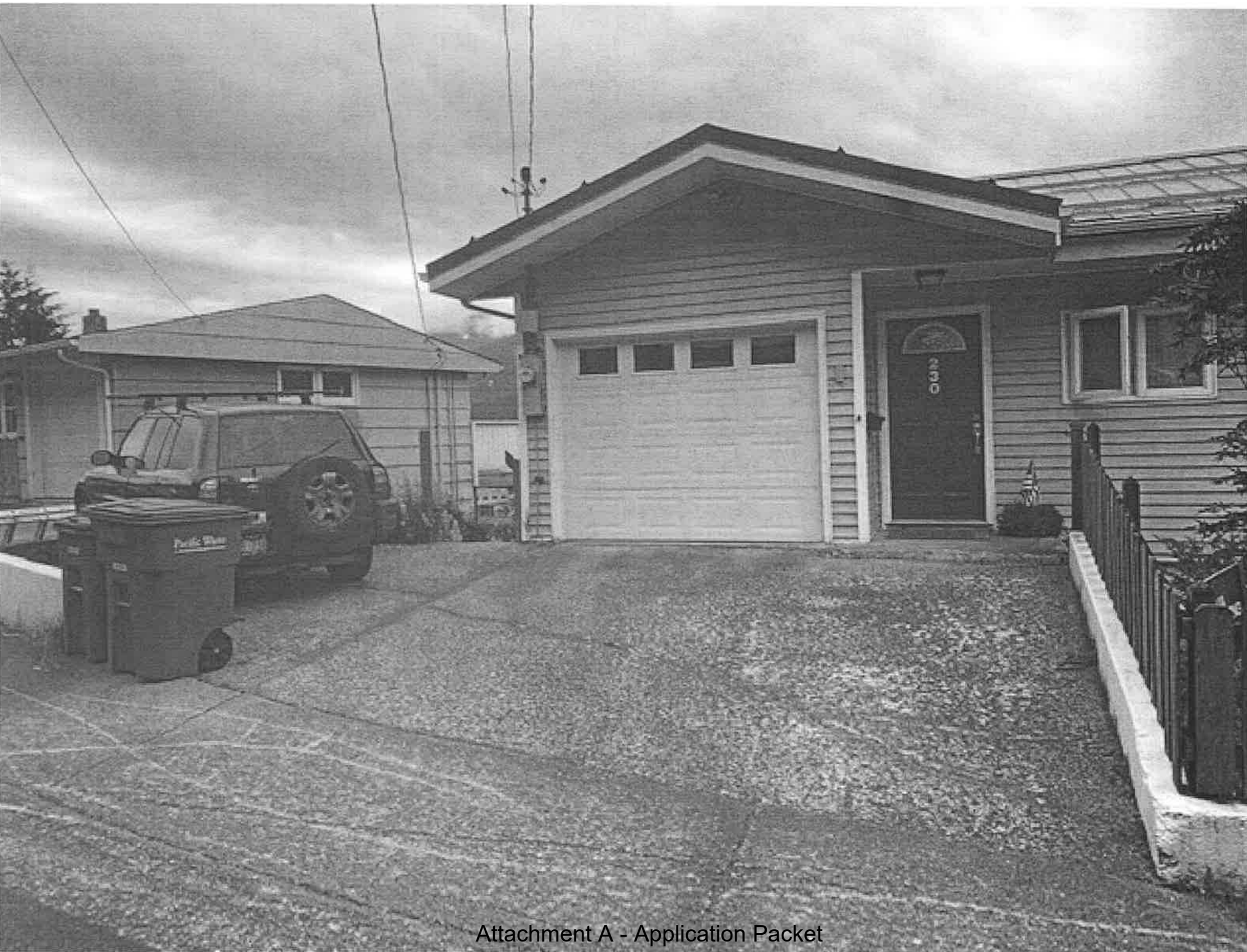
Narrative:

1. Current use of land or building(s)
The building is a two story single family house with an unfinished lower level that has separate door & window access from the rear of the house.
2. Description of project, project site, circulation, traffic etc.
The project will convert the unfinished lower level into an accessory apartment under the CBJ accessory apartment grant program. The project is a conversion of existing space and would not modify the footprint of the building, lot, vegetation or parking.
3. Proposed use of land or building(s)
The accessory apartment would add occupancy for 1 tenant in an approximately 440 sq foot unit.
4. How the proposed use complies with the Comprehensive Plan.
The proposed use is consistent with CBJ's objective of increasing affordable housing units in the downtown area through the Homeowner Accessory Apartment Incentive Program.

Plans including:

1. Site plan: No change in site plan.
2. Floor plan(s): Proposed floor plan is attached (FloorPlan.pdf)
3. Elevation view of existing and proposed buildings: Street level view (StreetParking.jpg) attached.
4. Proposed vegetative cover:
No change in vegetative cover is planned. Currently lot is ~ 65% vegetative cover.
5. Existing and proposed parking areas and proposed traffic circulation
No changes planned. Existing driveway parking includes space for additional car with dimensions of 8.5 x 17 ft. (see attachment, StreetParking).
6. Existing physical features of the site (e.g.: drainage, habitat, and hazard areas)
No changes planned. Drainage is City Sewer and storm drainage. House foundation drainage would not be altered for proposed accessory apartment.

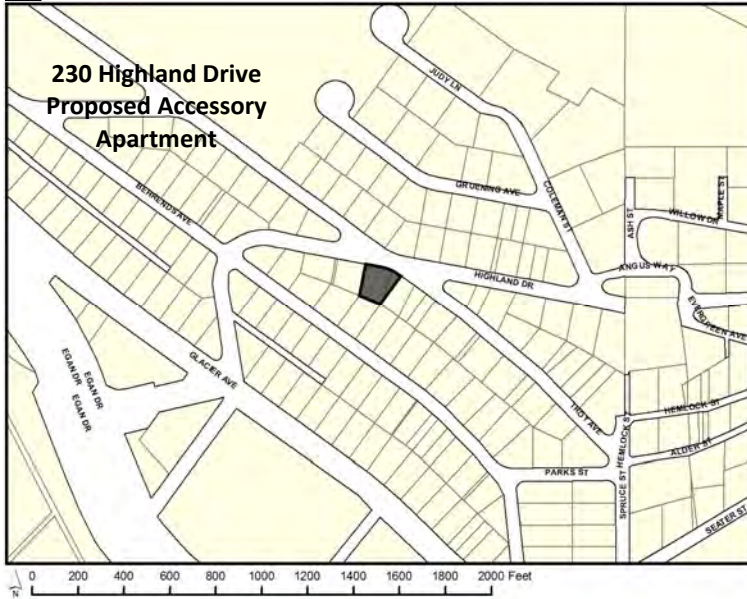




Attachment A - Application Packet

Invitation to Comment

On a proposal to be heard by the CBJ Planning Commission
Your Community, Your Voice



155 S. Seward Street Juneau, Alaska 99801

TO:

An application has been submitted for consideration and public hearing by the Planning Commission for a **Conditional Use Permit for an accessory apartment on an undersized lot at 230 Highland Drive** in a **D5 Zone**.

TIMELINE

Staff Report expected to be posted **Monday November 15, 2021** at <https://juneau.org/community-development/planning-commission>. Find hearing results, meeting minutes and more here as well.

Now through Nov. 1

Nov. 2 — noon, Nov. 22

HEARING DATE & TIME: 7:00 pm, Nov. 23, 2021

Nov. 24

Comments received during this period will be sent to the Planner, **Adrienne Scott**, to be included as an attachment in the staff report.

Comments received during this period will be sent to Commissioners to read in preparation for the hearing.

This virtual meeting will be by video and telephonic participation only. To join the Webinar, visit: <https://juneau.zoom.us/j/82438794369>. The Webinar ID is: 824 3879 4369. To join by telephone, call: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 301 715 8592 or +1 312 626 6799 or +1 929 436 2866 and enter the Webinar ID.

The results of the hearing will be posted online.

Phone: (907)586-0715 ♦ Email: pc_comments@juneau.org
Mail: Community Development, 155 S. Seward St, Juneau AK 99801

Printed October 25, 2021

Case No.: USE2021 0010
Parcel No.: 1C030J070160
CBJ Parcel Viewer: <http://epv.juneau.org>





(907) 586-0715
CDD_Admin@juneau.org
www.juneau.org/CDD
155 S. Seward Street • Juneau, AK 99801

NONCONFORMING CERTIFICATE

Date: November 9, 2021
File No.: NCC2021 0079

Thomas Thornton
230 Highland Drive
Juneau, AK 99801

Proposal: A Nonconforming Situation Review for structures and lots

Property Address: 230 Highland Drive
Property Legal Description: Highlands Block G Lot 16 & 17 FR
Property Parcel Code No.: 1C030J070160

The Director of Community Development adopted the analysis and findings listed in the attached memorandum dated November 9, 2021 and has found the following situations on the lot to be certified nonconforming to the Title 49 Land Use Code of the City and Borough of Juneau:

- Nonconforming Structures (49.30.250):
 - Lot 16:
 - i. Front yard setback of ~9.5 feet
 - ii. East side yard setback of 0 feet (encroaching)
 - Lot 17 Fr.:
 - i. Front yard setback of ~8.5 feet
 - ii. East side yard setback of ~2 feet
 - iii. West side yard setback of 0 feet (encroaching)
- Nonconforming Lots (49.30.260):
 - Lot 16:
 - i. Lot size of ~4,520 square feet
 - ii. Lot width of ~60 feet
 - Lot 17 Fr.:
 - i. Lot size of ~809 square feet
 - ii. Lot width of ~16 feet

This Nonconforming Certificate applies to the nonconforming situations stated above. The nonconforming rights provided herein may be relinquished under certain circumstances provided under the CBJ Title 49 Land Use Code. It is the responsibility of the owner or agent of the owner to ensure that all development on the lot is in compliance with this certification and the CBJ Title 49 Land Use Code.

File No.: NCC2021 0079

November 9, 2021

Page 2 of 2

CBJ 49.30.215: Accidental damage or destruction. Structures receiving a nonconforming certification may have the right to reconstruct a nonconforming structure per CBJ Chapter 49.30.

This Nonconforming Certificate constitutes a final decision of the Director of Community Development. Appeals must be brought to the CBJ Planning Commission in accordance with CBJ 49.20.110. Appeals must be filed by 4:30 P.M. on the day twenty days from the date the decision is filed.

If you have any questions regarding your project or anticipate any changes to your plans, please call the Community Development Department at (907) 586-0715.

Project Planner:



Adrienne Scott, Planner I
Community Development Department



Jill Maclean, Director, AICP
Community Development Department

NOTE: The Americans with Disabilities Act (ADA) is a federal civil rights law that may affect this development project. ADA regulations have access requirements above and beyond CBJ-adopted regulations. Owners and designers are responsible for compliance with ADA. Contact an ADA - trained architect or other ADA trained personnel with questions about the ADA: Department of Justice (202) 272-5434, or fax (202) 272-5447, NW Disability Business Technical Center (800) 949-4232, or fax (360) 438-3208.



(907) 586-0715
CDD_Admin@juneau.org
www.juneau.org/CDD
155 S. Seward Street • Juneau, AK 99801

DATE: November 9, 2021

TO: Jill Maclean, Director, AICP

BY: Adrienne Scott, Planner I

Adrienne Scott

PROPOSAL: A Nonconforming Situation Review for structures and lots

KEY CONSIDERATIONS FOR REVIEW:

- The lot was platted in 1913, prior to the establishment of zoning in Juneau.
- The structure was constructed in 1954, prior to the establishment of zoning in Juneau.
- The structure crosses over an internal lot line.
- A lot consolidation may be required prior to issuance of a building permit.

STAFF RECOMMENDATION:

Staff recommends the following situations receive

Nonconforming Certification:

- Nonconforming Structures (49.30.250)
- Nonconforming Lots (49.30.260)

ABANDONMENT:

If a nonconforming situation is deemed to be abandoned by the Director, the decision may be reconsidered in accordance with CBJ 49.30.220. After reconsideration is reviewed, an appeal may be filed in accordance with CBJ 49.20.110.

NONCOMPLIANCE:

If a situation fails to be certified as nonconforming, an appeal of this decision may be filed in accordance with CBJ 49.20.110.

GENERAL INFORMATION	
Property Owner	Thomas Thornton
Applicant	Thomas Thornton
Property Address	230 Highland Drive
Legal Description	Highlands Block G Lot 16 & 17 FR
Parcel Number	1C030J070160
Zoning	D5
Lot Size	5,329 square feet
Water/Sewer	Public
Access	Highland Drive
Existing Land Use	Residential
Associated Applications	USE2021 0010

CBJ 49.30.215: Accidental damage or destruction. Structures receiving a nonconforming certification may have the right to reconstruct a nonconforming structure per CBJ Chapter 49.30.

SITE FEATURES AND ZONING



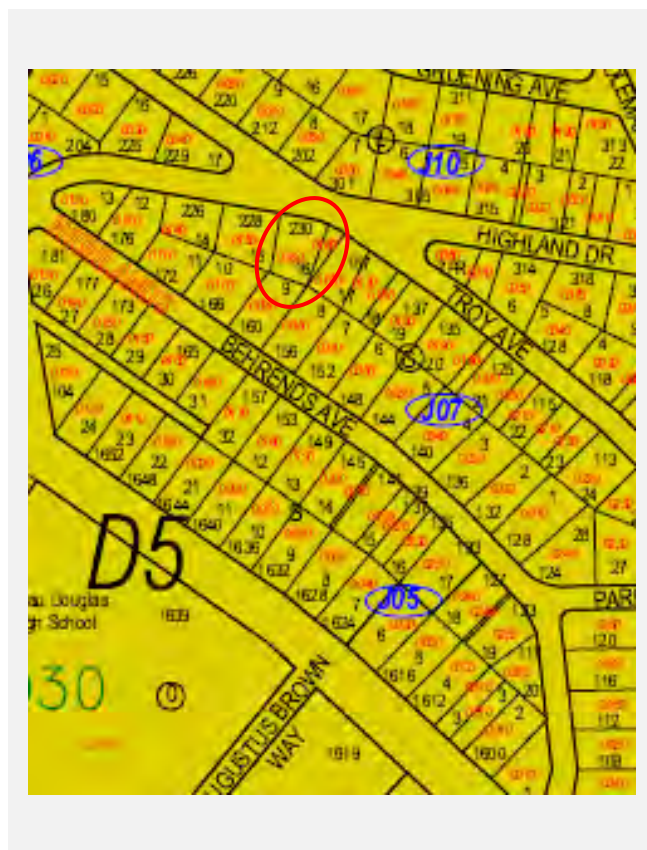
SURROUNDING ZONING AND LAND USES

North (ROW)	Highland Drive
South (D5)	Residential
East (D5)	Residential
West (D5)	Residential

SITE FEATURES

Anadromous	None
Flood Zone	No
Hazard	No
Hillside	Slope > 18%
Wetlands	No
Parking District	No
Historic District	No
Overlay Districts	ADOD

CURRENT ZONING MAP



ZONING AT TIME OF ESTABLISHMENT



ZONING HISTORY

Year	Zoning District	Summary
1913	None	The lots were platted in 1913 within the Highlands subdivision, prior to the establishment of zoning in Juneau. Dimensional requirements were met at time of establishment.
1954	None	Structure was constructed in current location, prior to the establishment of zoning in Juneau.
1964	R1	In 1964, the lot and surrounding area was zoned R1. The required minimum lot size for a single-family structure was 7,500 square feet with a minimum lot width of 75 feet and a minimum lot depth of 100 feet. Yard setback requirements were 20 feet front, 25 feet rear, and 5 feet for each side. Both lots became nonconforming for lot size and width. The structure became nonconforming for the front yard setback and side yard setbacks on both lots.
1969	R5	In 1969, the lot and surrounding area was rezoned R1. The required minimum lot size was 5,000 square feet with a minimum lot width of 50 feet and a minimum lot depth of 80 feet. Yard setback requirements were 20 feet front, 15 feet rear, and 5 feet for each side. Both lots remained nonconforming for lot size and width. The structure remained nonconforming for the front yard setback and side yard setbacks.
1987	D5	In 1987, the lot and surrounding area was rezoned D5. The required minimum lot size is 7,000 square feet with a minimum lot width of 70 feet and a minimum lot depth* of 85 feet. Yard setback requirements are 20 feet front and rear, and 5 feet for each side. Both lots remain nonconforming for lot size and width. The structure remains nonconforming for the front yard setback and side yard setbacks.
2021	*All zoning districts – lot depth repealed	On August 23, 2021, the CBJ Assembly adopted Ordinance 2021-28, repealing lot depth as a minimum dimensional standard. Other dimensional standards for the D5 zoning district remain the same.

BACKGROUND INFORMATION

The applicant requests a Nonconforming Situation Review for lots and structures. The lots were platted in 1913 and the structure was constructed in 1954.

There are no as-built surveys or other documents available to determine setbacks accurately. All setbacks are calculated estimates using GIS aerial imagery. GIS aerial imagery may not be accurate and is only used as a baseline. The applicant is advised that an as-built survey is required prior to any work that requires a building permit.

The single-family dwelling is built on lot 16 and a fraction of lot 17 and crosses the internal lot line.

INFORMATION REVIEWED

Year	Type	Summary
1913	Plat	Highland Subdivision addition to Juneau Townsite
2008	Assessor's Photo	Shows structure height
2013	Aerial Imagery	Used to estimate lot dimensions and setbacks, calculate lot coverage, and vegetative cover
2021	Assessor's Data	Year constructed, lot size

ANALYSIS

Zoning District Comparison Table – The table below lists the required standards for the D5 zoning district compared to the lot. A description of these situations is provided in the following sections. Items bolded do not meet current requirements.

Standard		Requirement	Existing Lot 16	Existing FR Lot 17	Code Reference
Lot	Size	7,000 square feet	~4,520 square feet	~809 square feet	49.25.400
	Width	70 feet	~60 feet	~16 feet	49.25.400
Setbacks	Front	20 feet	~9.5 feet*	~8.5 feet*	49.25.400
	Rear	20 feet	~36.5 feet*	~39.8 feet*	49.25.400
	Side (E)	5 feet	0 feet (encroaches)	~2 feet*	49.25.400
	Side (W)	5 feet	~15.5 feet*	0 feet (encroaches)	49.25.400
Lot Coverage		50%	29%	35%	49.25.400
Height	Permissible	35 feet	<35 feet	<35 feet	49.25.400
	Accessory	25 feet	N/A	N/A	49.25.400
Maximum Dwelling Units		1 unit	1 unit	1 unit	49.25.500
Use		Residential	Residential	Residential	49.25.300
Vegetative Cover		20%	40%	22%	49.50.300
Parking		2 spaces	2 spaces	1 space	49.40.210(a)

** Lot dimensions and setbacks are scaled from 2013 GIS aerial imagery and are estimations only. The applicant is advised that an as-built survey is required prior to any work that requires a building permit.*

Minimum Lot Requirements – The lots were platted in 1913, prior to the establishment of zoning in Juneau. The table and information above demonstrate that both lots are nonconforming for lot size and width.

Finding: Staff finds the lots nonconforming for lot size and lot width.

Minimum Setback Requirements – The structure crosses the internal lot line between Lots 16 and 17. In addition, the structure has a substandard front setback on both lots, and a substandard east side yard setback on Lot 17.

Finding: Staff finds the structure nonconforming for setbacks.

- **Lot 16: Front and east side yard setbacks.**
- **Lot 17: Front and both side yard setbacks.**

Lot Coverage – Based on GIS aerial photography, lot coverage on both lots is not exceeded.

Finding: Staff finds the lot conforming for lot coverage.

Structure Height – Assessor’s photos show a two-story structure that does not exceed the maximum height allowed.

Finding: Staff finds the structure conforming for height.

Residential Density – There is a single-family dwelling on the two lots.

Finding: Staff finds the lot conforming for residential density.

Use – The use of the lot is residential.

Finding: Staff finds the lot conforming for use.

Vegetative Cover – GIS aerial imagery shows that minimum vegetative cover requirements are met for both lots.

Finding: Staff finds the lot conforming for vegetative cover.

Parking – CBJ 49.40.210 requires 2 off-street parking spaces. Back-out parking may be allowed for single-family dwellings in residential zoning districts per 49.40.230(b)(7)(A). Three parking spaces are provided.

Finding: Staff finds the use conforming for number and type of off-street parking spaces.

NONCOMPLIANT SITUATIONS

49.30.310(j) Failure of a situation to qualify for nonconforming certification. If a situation does not qualify for or is denied nonconforming certification, it is noncompliant and the property is subject to enforcement actions consistent with this title.

No information has been found to suggest noncompliant situations exist on the lot.

ABANDONMENT

49.30.220(b) Abandonment of a nonconforming situation. *A nonconforming situation is abandoned if any of the following events occur:*

- (1) The owner indicates in writing that the nonconforming situation is being permanently discontinued;*
- (2) The nonconforming situation is damaged, destroyed, removed or demolished intentionally by the owner or intentionally by an authorized agent of the owner;*
- (3) The nonconforming structure is moved;*
- (4) The owner takes action consistent with an intent to abandon the nonconforming situation;*
- (5) The structure(s) associated with the nonconforming situation has been vacant for 365 consecutive days;*
- (6) Except for a structure with a nonconforming residential density, the nonconforming use has ceased and not substantially resumed for 365 consecutive days; or*
- (7) A structure with a nonconforming residential density has been unoccupied for 1095 consecutive days.*

No information has been submitted to suggest the nonconforming situations on the lot have been abandoned.

Finding: Staff finds none of the above events have taken place and the nonconforming situations are not deemed abandoned.

FINDINGS

1. Was the nonconforming situation allowed, or not prohibited by law, when it was established?

Analysis: The lots were platted in 1913, and the structure on the lots was constructed in 1954, both prior to the establishment of zoning in Juneau.

Finding: Yes. The nonconforming situations were allowed, or not prohibited by law, when established.

2. Has the nonconforming situation been abandoned?

Analysis: No additional analysis needed.

Finding: No. The nonconforming situations have not been abandoned.

RECOMMENDATION

Staff recommends that the Director adopt the analysis and findings, and find the following situations on the lot to be NONCONFORMING to the Title 49 Land Use Code and issue a Nonconforming Certification for the following situations:

- Nonconforming Structures (49.30.250):
 - Lot 16:
 - i. Front yard setback of ~9.5 feet
 - ii. East side yard setback of 0 feet (encroaching)
 - Lot 17 Fr.:
 - i. Front yard setback of ~8.5 feet
 - ii. East side yard setback of ~2 feet
 - iii. West side yard setback of 0 feet (encroaching)
- Nonconforming Lots (49.30.260):
 - Lot 16:
 - i. Lot size of ~4,520 square feet
 - ii. Lot width of ~60 feet
 - Lot 17 Fr.:
 - i. Lot size of ~809 square feet
 - ii. Lot width of ~16 feet

STAFF REPORT ATTACHMENTS

Item	Description
Attachment A	Application Packet
Attachment B	Information Reviewed



DEVELOPMENT PERMIT APPLICATION

NOTE: Development Permit Application forms must accompany all other Community Development Department land use applications.

To be completed by Applicant	PROPERTY LOCATION		
	Physical Address 230 Highland Drive		
	Legal Description(s) (Subdivision, Survey, Block, Tract, Lot) Highland Subdivision, USS 375, BL G, FR, Lot 16-17		
	Parcel Number(s) 41-42 (PCO: 1C030J070160)		
	☐ This property located in the downtown historic district ☐ This property located in a mapped hazard area, if so, which _____		
	LANDOWNER/ LESSEE		
	Property Owner Thomas F Thornton	Contact Person same	
	Mailing Address 230 Highland Drive	Phone Number(s) 907-738-3620	
	E-mail Address t.fox.thornton@gmail.com		
	LANDOWNER/ LESSEE CONSENT Required for Planning Permits, not needed on Building/ Engineering Permits		
I am (we are) the owner(s) or lessee(s) of the property subject to this application and I (we) consent as follows: A. This application for a land use or activity review for development on my (our) property is made with my complete understanding and permission. B. I (we) grant permission for officials and employees of the City and Borough of Juneau to inspect my property as needed for purposes of this application.			
X _____ Landowner/Lessee Signature Date			
X _____ Landowner/Lessee Signature Date			
NOTICE: The City and Borough of Juneau staff may need access to the subject property during regular business hours and will attempt to contact the landowner in addition to the formal consent given above. Further, members of the Planning Commission may visit the property before the scheduled public hearing date.			
APPLICANT If the same as OWNER, write "SAME"			
Applicant Same	Contact Person		
Mailing Address	Phone Number(s)		
E-mail Address			
X _____ Applicant's Signature		9/10/2021 Date of Application	

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

Attachment C - NCC2021 0073

This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number NCC 21-079 USE 21-019	Intake Initials ANE
	Date Received 9/21/21



APPLICATION FOR A NONCONFORMING CERTIFICATION REVIEW

See reverse side for more information regarding the permitting process and the materials required for a complete application.

NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.

TYPE OF NONCONFORMING SITUATION (CHECK ALL THAT MAY APPLY)

☐ USE ☐ STRUCTURE ☐ DENSITY ☐ PARKING ☒ LOT

Have you submitted a narrative that fully explains the above listed nonconforming situations? YES ☒ NO ☐

The narrative should explain the nature of the nonconforming situation(s). Be specific, state past and present uses of the building, property, etc.

List all relevant information being submitted. Include this material and an as-built or site plan with the application.

Relevant information to show that the **situation was allowed when established** may include: building or land use permits, recorded plats, zoning codes or maps, dated photographs.

Situation	Type of Documentation
ordinance renders res. lots <7000 ft2 non-confor	Lot for my 1954 built home on 230 Highland Drive is 5329 ft2

Relevant information to show that the **situation was maintained over time** may include: business licenses, dated photographs, insurance records and maps, utility bills, property tax records, business license, telephone listing, advertisement in dated publications, leases.

Maintained Situation	Type of Documentation
nal footprint of the house has been and will be m	CBJ documentation shows 65% vegetative cover on lot
	Apartment does not modify the exterior dimensions or increase f
	plan in CUP application and CBJ summary of pre-application co

NOTE: If an as-built survey is not submitted, the Community Development Department may not be able to issue a Nonconforming Certificate for setbacks. As-built surveys should show the property in its current condition.

ALL REQUIRED MATERIALS ATTACHED

☒ Complete Application (Per CBJ 49.30.310)

- ☒ Narrative
- ☒ As-built survey or similar document
- ☒ Documentation
- ☒ Fees

NONCONFORMING CERTIFICATION REVIEW FEES:

	Fees	Check No.	Receipt	Date
Application Fees	\$	No fee. Associated w/ CUP.		
Admin. of Guarantee	\$			
Adjustment	\$			
Total Fee	\$			

This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center
907-586-0770.

Attachment C - NCC2021 0073

Case Number	Date Received
NCC 21-079	ANE 9/21/21

Nonconforming Certification Application Instructions

Nonconforming Situations is outlined in CBJ 49.30.310

Pre-Application Conference: A pre-application conference is **NOT** required prior to submitting an application. It is highly recommended that applicants meet with a planner to discuss the nonconforming situation(s) and necessary or appropriate documentation for submittal. Staff may have access to documentation that the applicant does not. Please contact the Permit Center at 907-586-0770 or via e-mail at permits@juneau.org.

Application: An application for a Nonconforming Certificate will not be accepted by the Community Development Department until it is determined to be complete. The items needed for a complete application are:

1. **Forms:** Completed application for Nonconforming Certificate and Development Permit Application forms.
2. **Fees:** Fee is \$150. If submitted in conjunction with a development permit, the fee is waived. All fees are subject to change.
3. **Project Narrative:** A detailed narrative describing the nonconforming situation(s).

Document Format: All materials submitted as part of an application shall be submitted in either of the following formats:

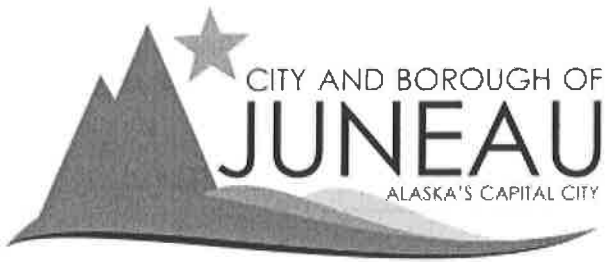
1. Electronic copies in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif, .xlm, .rtf (other formats may be preapproved by the Community Development Department).
2. Paper copies 11" X 17" or smaller (larger paper size may be preapproved by the Community Development Department).

Application Review: Once the application is determined to be complete, the Community Development Department will initiate the review and scheduling of the application. This process includes:

Review: As part of the review process, the Community Development Department will evaluate the application for consistency with all applicable City & Borough of Juneau codes. Depending on the details of the permit request, the application may require review by other City & Borough of Juneau departments. Applicants may be required to provide additional information and clarification.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Parcel # 1C030J070160


[Menu](#)

Assessor's Database

Current Owner

THOMAS F THORNTON

230 HIGHLAND DR, JUNEAU AK 99801

Parcel #: 1C030J070160 (Map)	Address: 230 HIGHLAND DR	Legal Desc. 1: HIGHLANDS BL G LT 16 & 17 FR	Legal Desc. 2:
---	------------------------------------	--	-----------------------

Prev. Owner: RANDAL J GREGG	Site Value: \$159200.00	Building PV: \$259400.00	Total PV: \$418600.00
--	-----------------------------------	------------------------------------	---------------------------------

Use Code: Residential	Exempt: No Data	Zoning: -Single Family and Duplex -7,000 sq.ft minimum lot size -5 units per acre	Tax Year: 2021
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No. of Units: 001	Year Built: 1954	Gross Liv. Area: 000884 sqft
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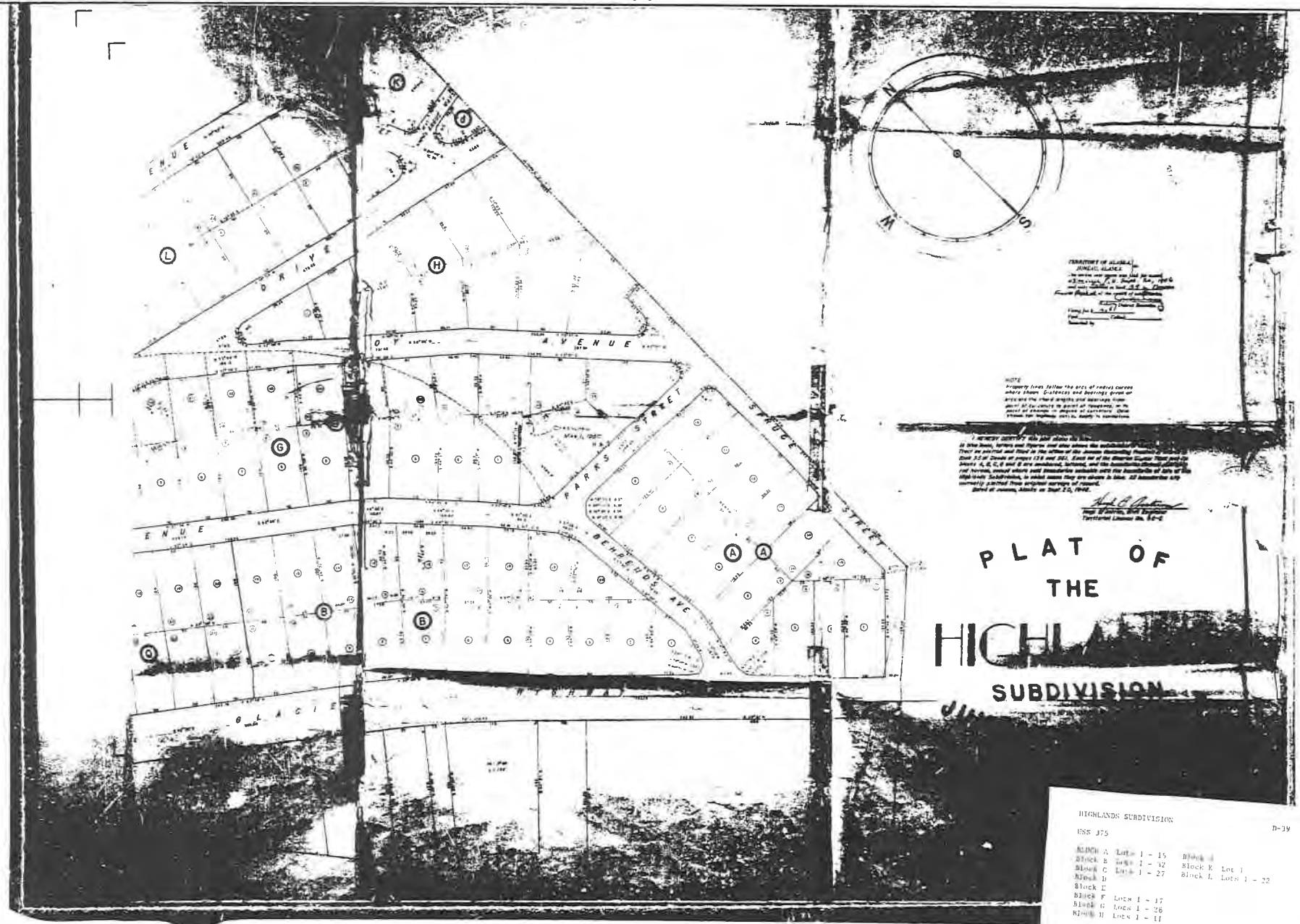
Garage: Yes	Garage Area: 000259	Lot Size: 5329.00	Last Trans: 20180831
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City Water: Yes	City Sewer: Yes
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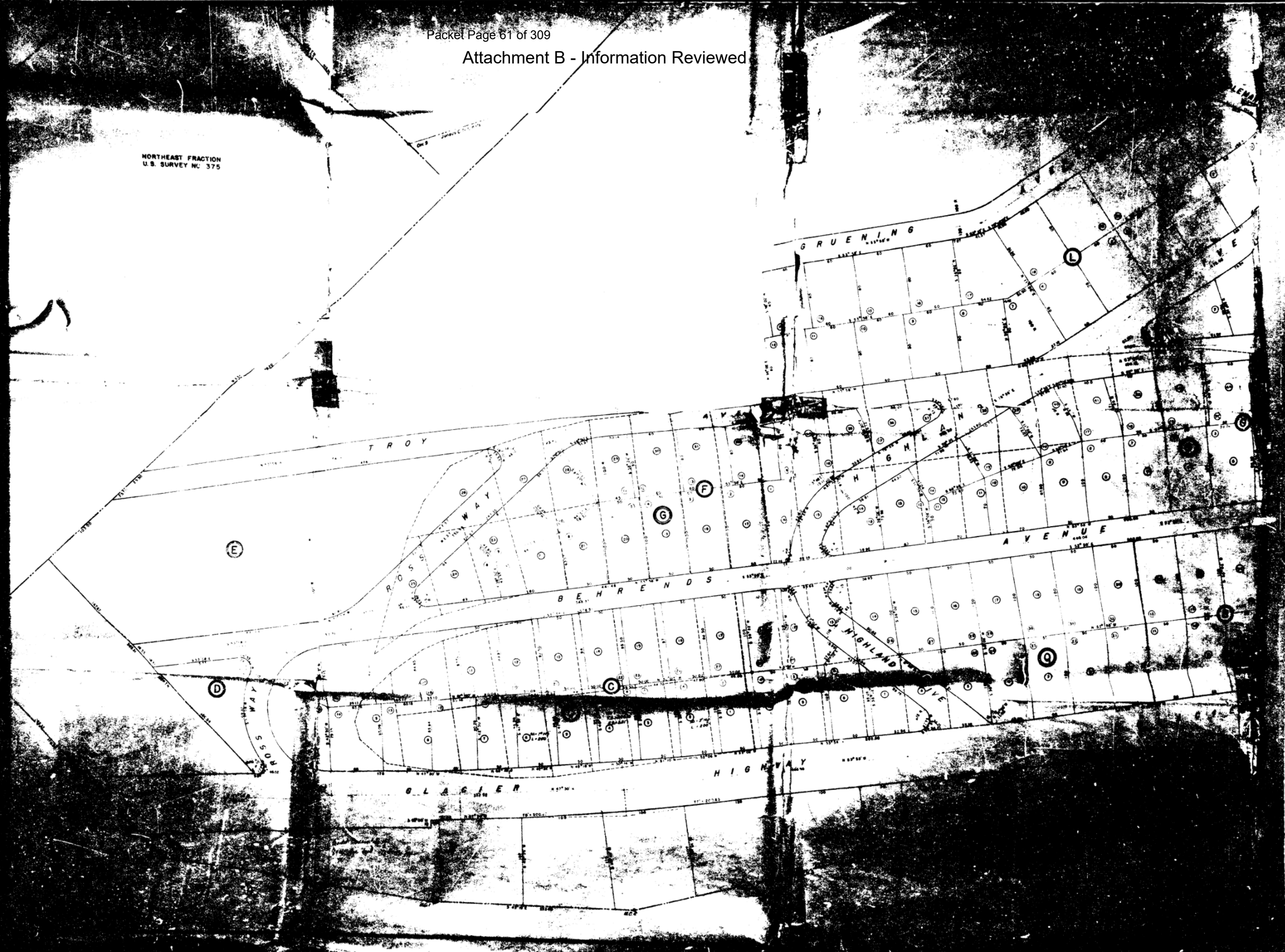
Exempt Land: 0	Exempt Building: 0	Exempt Total: 0	Road/No Road: Roaded
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Search the Database

Search the database using the search box below. The field accepts any search parameter (owner's name, address, parcel number, year built, etc.).



NORTHEAST FRACTION
U.S. SURVEY NO. 375





Attachment B - Information Reviewed



Parcel # 1C030J070160


[Menu](#)

Assessor's Database

Current Owner

THOMAS F THORNTON

230 HIGHLAND DR, JUNEAU AK 99801

Parcel #: 1C030J070160 (Map)	Address: 230 HIGHLAND DR	Legal Desc. 1: HIGHLANDS BL G LT 16 & 17 FR	Legal Desc. 2:
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---------------------------------	------------------------	--	-----------------------

No. of Units: 001	Year Built: 1954	Gross Liv. Area: 000884 sqft
--------------------------	-------------------------	--

Garage: Yes	Garage Area: 000259	Lot Size: 5329.00	Last Trans: 20180831
--------------------	-------------------------------	--------------------------	--------------------------------

City Water: Yes	City Sewer: Yes
------------------------	------------------------

Exempt Land: 0	Exempt Building: 0	Exempt Total: 0	Road/No Road: Roaded
-----------------------	------------------------------	------------------------	--------------------------------

Search the Database

Search the database using the search box below. The field accepts any search parameter (owner's name, address, parcel number, year built, etc.).



Planning Commission

(907) 586-0715
PC_Comments@juneau.org
www.juneau.org/plancomm
155 S. Seward Street • Juneau, AK 99801

PLANNING COMMISSION NOTICE OF DECISION

Date: November 24, 2021
Case No.: USE2021 0010

Thomas Thornton
230 Highland Drive
Juneau, AK 99801

Proposal: Applicant requests a Conditional Use Permit for an accessory apartment on an undersized lot

Property Address: 230 Highland Drive

Legal Description: Highlands Block G Lot 16 & 17 FR

Parcel Code No.: C030J070160

Hearing Date: November 23, 2021

At its regular public meeting on November 23, 2021, the Planning Commission adopted the analysis and findings listed in the attached memorandum dated November 17, 2021. The Commission approved the Conditional Use Permit for an accessory apartment on an undersized lot to be conducted as described in the project description and project drawings submitted with the application and with the following conditions:

1. Prior to issuance of a Temporary Certificate of Occupancy, Lots 16 and 17 FR must be consolidated.
2. Prior to issuance of a building permit for the proposed accessory apartment, the applicant must submit a revised site plan showing three (3) off-street parking spaces that comply with the requirements of CBJ 49.40.

Attachments: November 17, 2021, memorandum from Adrienne Scott, Community Development, to the CBJ Planning Commission regarding USE20210010.

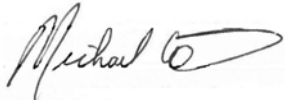
Thomas Thornton
Case No.: USE2021 0010
November 24, 2021
Page 2 of 2

This Notice of Decision does not authorize construction activity. Prior to starting any project, it is the applicant's responsibility to obtain the required building permits.

This Notice of Decision constitutes a final decision of the CBJ Planning Commission. Appeals must be brought to the CBJ Assembly in accordance with CBJ 01.50.030. Appeals must be filed by 4:30 P.M. on the day twenty days from the date the decision is filed with the City Clerk, pursuant to CBJ 01.50.030 (c). Any action by the applicant in reliance on the decision of the Planning Commission shall be at the risk that the decision may be reversed on appeal (CBJ 49.20.120).

Effective Date: The permit is effective upon approval by the Commission, November 23, 2021.

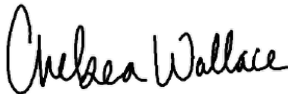
Expiration Date: The permit will expire 18 months after the effective date, or May 23, 2022, if no Building Permit has been issued and substantial construction progress has not been made in accordance with the plans for which the development permit was authorized. Application for permit extension must be submitted thirty days prior to the expiration date.



Michael LeVine, Chair
Planning Commission

November 30, 2021

Date



Filed With City Clerk

December 1, 2021

Date

cc: Plan Review

NOTE: The Americans with Disabilities Act (ADA) is a federal civil rights law that may affect this development project. ADA regulations have access requirements above and beyond CBJ-adopted regulations. Owners and designers are responsible for compliance with ADA. Contact an ADA - trained architect or other ADA trained personnel with questions about the ADA: Department of Justice (202) 272-5434, or fax (202) 272-5447, NW Disability Business Technical Center (800) 949-4232, or fax (360) 438-3208.

**PLANNING COMMISSION AGENDA
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

CSP2021 0003: A City Project Review for rehabilitation of Meadow Lane from Stikine Street to the south end of Meadow Lane. The project is primarily a road rehabilitation, and includes water, sewer, and drainage improvements. - APPROVED

AGENDA ITEM:

Case No.: CSP2021 0003

Applicant: City & Borough of Juneau

Location: Meadow Lane from Stikine Street to the south end of Meadow Lane

Proposal: A City Project Review for rehabilitation of Meadow Lane from Stikine Street to the south end of Meadow Lane. The project is primarily a road rehabilitation, and includes water, sewer, and drainage improvements.

RECOMMENDATION:

Staff recommends the Planning Commission **ADOPT** the Director's analysis and findings and forward a **RECOMMENDATION OF APPROVAL** to the CBJ Assembly for the Meadow Lane Improvements with the following condition:

Condition 1: The CBJ Engineering and Public Works Department is required to apply for and receive a Flood Plain Development Permit from the CBJ Community Development Department before construction begins.

Staff recommends the Planning Commission **APPROVE** the waiver of road construction standards for the Meadow Lane Improvements project.

ATTACHMENTS:

Description	Upload Date	Type
❑ Staff Report for CSP2021 0003	11/17/2021	Staff Report
❑ Notice of Recommendation for CSP2021 0003	12/1/2021	Notice of Recommendation



(907) 586-0715
CDD_Admin@juneau.org
www.juneau.org/CDD

155 S. Seward Street • Juneau, AK 99801

DATE: November 17, 2021
TO: Michael LeVine, Chair, Planning Commission
BY: Irene Gallion, Senior Planner
THROUGH: Jill Maclean, Director, AICP

PROPOSAL: Applicant requests a City Project Review for rehabilitation of Meadow Lane from Stikine Street to the south end of Meadow Lane. The project is primarily a road rehabilitation and includes water, sewer, and drainage improvements.

STAFF RECOMMENDATION: ADOPTION of the CSP analysis and findings with a recommendation to the Assembly for **APPROVAL WITH CONDITIONS**, and **APPROVAL** of a road standards waiver.

KEY CONSIDERATIONS FOR REVIEW:

- Road was originally platted and constructed in 1967 and 1971.
- Pavement rehabilitation is the primary reason for the project.
- Utility improvements leverage mobilization efficiencies and reduce likelihood that new pavement will need to be disturbed.

GENERAL INFORMATION	
Property Owner	City & Borough of Juneau
Applicant	City & Borough of Juneau
Property Address	Meadow Lane
Legal Description	Not applicable
Parcel Number	Not applicable
Zoning	D5
Land Use Designation	Medium Density Residential/Urban Low Density Residential
Lot Size	Not applicable
Water/Sewer	CBJ
Access	Meadow Lane
Existing Land Use	Street
Associated Applications	None

ALTERNATIVE ACTIONS:

1. **Amend:** amend the recommendation to include conditions and recommend approval to the Assembly.
2. **Deny:** recommend denial of the proposed project. 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:

A Notice of Recommendation will be forwarded to the Assembly for further action.

STANDARD OF REVIEW:

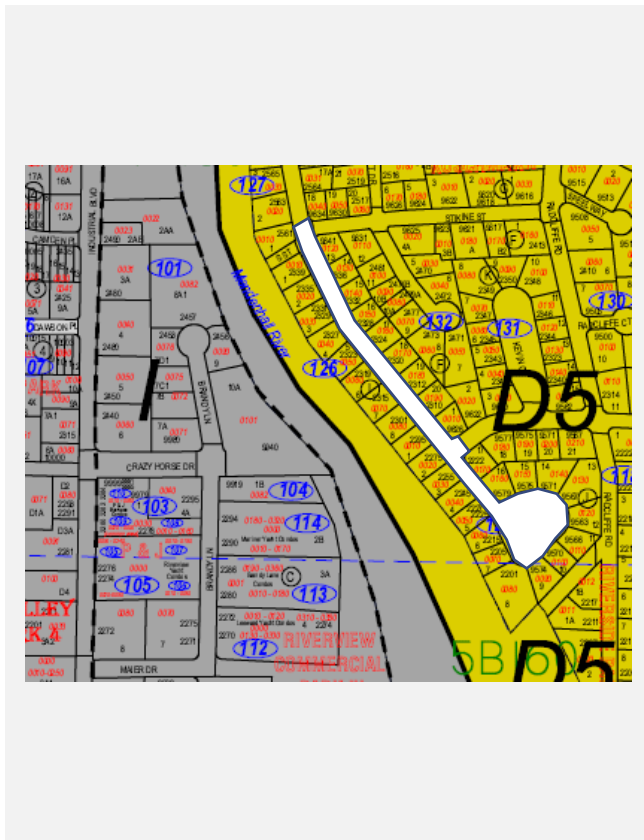
- Quasi-judicial decision
- Requires five (5) affirmative votes for approval
- Code Provisions:
 - 49.15.580(a)
 - 49.80

The Commission shall hear and decide the case per CBJ 49.15.580(a) - CBJ Project Review: The commission shall review all proposed City and Borough capital improvement projects estimated to cost \$500,000 or more for consistency with this title. The commission may review, at the director's discretion, all proposed City and Borough capital projects estimated to cost more than \$250,000 but less than \$500,000. The commission may recommend conditions on and modifications to any project reviewed by the commission through a notice of recommendation. The notice of recommendation shall be forwarded to the assembly for further action.

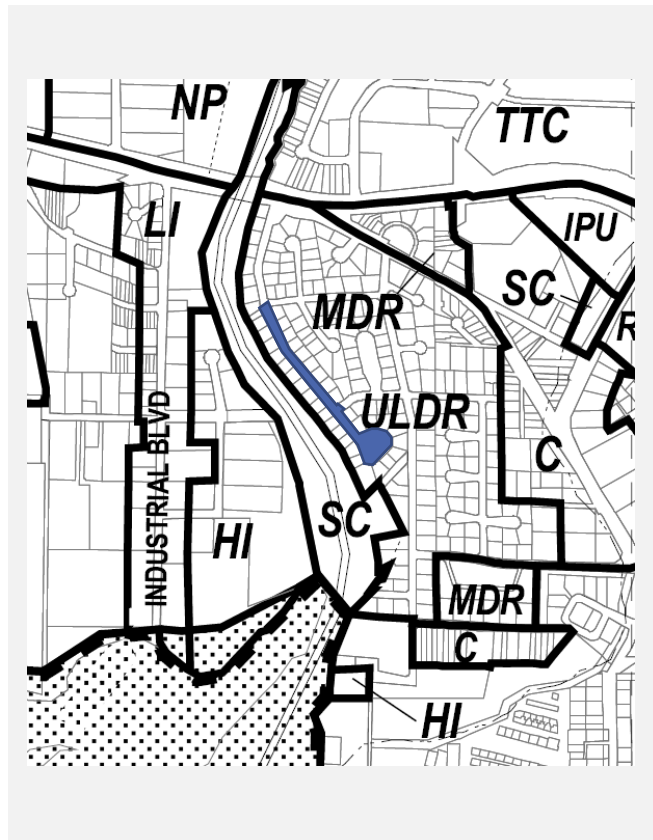
Fostering excellence in development for this generation and the next.

CBJ 49.10.170(c) Planning Commission Duties: *The commission shall review and make recommendations to the assembly on land acquisitions and disposals as prescribed by Title 53, or capital improvement project by any City and Borough agency. The report and recommendation of the commission shall be based upon the provisions of this title, the comprehensive plan, and the capital improvements program.*

CURRENT ZONING MAP



LAND USE DESIGNATION MAP



SURROUNDING LAND USES AND ZONING

Direction	Zoning District	Land Use
North	D5	Residential
South	D5	Residential
East	D5	Residential
West	D5	Residential

BACKGROUND INFORMATION

Project Description – The Meadow Lane Improvements project will consist of the reconstruction of the roadway between Stikine Street and the southern end loop. Improvements will include replacement of the road base and asphalt with the addition of a valley gutter along both sides of the roadway. The water main and sanitary sewer main will be replaced, including service laterals up to the property line. The existing deep ditches will be filled in with shallow swales, and drainage will be collected via curb inlets and area drains into an underground system.

Background – The north approximately 830 linear feet was platted in 1967 as part of the Meadow Grove Subdivision (Plat 67-1923, #508). The remainder was platted in 1971 as part of the Meadow Grove Addition (Plat 71-209, #635).

The last improvements to the water system appear to have been part of the Juneau Areawide Water System Improvements constructed in 1985. Staff believes that that is the last time the road was paved.

The sewer system seems to be from original construction.

The section of Meadow Lane to the north of this proposed project was reconstructed in 2016 under the Meadow Lane Drainage Improvements project.

Current Conditions – The project is driven by pavement condition. Water and sewer are being replaced to avoid repairs within the next ten years. Utility repairs require cutting and repaving the road. CBJ avoids utility repairs within ten years of new pavement, to reduce overall corridor cost and neighborhood inconvenience.

The project will reconstruct and improve the existing roadway within the same footprint of the existing road. Drainage will be improved with improved ditching and underground drainage.

ZONING ANALYSIS

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.*

Roadway Construction Standard Waivers – The Meadow Lane construction area serves 35 homes. Using the Institute of Traffic Engineer’s Trip Generation manual estimates 9.52 annual average daily traffic (AADT) per single-family structure (Volume 2, page 296). Estimated traffic is 333 AADT. This would require [CBJ 49.35.240]:

- Sidewalks on one side: The road was built without sidewalk.
- 24-foot travelled width: Travelled way is 18 feet with rolled curb and gutter.

November 17, 2021

CSP2021 0003

Page 4 of 7

- Streetlights at all intersections: CBJ does not have streetlights on Meadow Lane. There is one private streetlight at the intersection of Meadow Lane and Stikine Street.
- 60-foot right-of-way: The subdivision was platted and constructed with a 50-foot right-of-way.
- Paved roadway: Met.
- Publicly maintained: Met.

Roadway construction standards identified in Table 49.35.240 may be waived by the Commission for any street reconstruction project, not including routine maintenance. Waivers shall be in writing and recognize the following standards.

- (i) The existing roadway does not comply with the roadway construction standards identified in Table 49.35.240;

The existing roadway was constructed in 1967 and 1971, with platted right-of-way approved by CBJ as the platting authority.

- (ii) There are unique circumstances that make compliance with the requirements of the table unreasonable;

Sidewalk would add cost to the project. The project primarily is a basic mill and pave. However, when a roadway is reconstructed it is advisable to make any upgrades to utilities that may be required within the next 15 years, in order to avoid cutting the pavement. Drainage improvements leverage the low-cost ditch system currently in use.

- (iii) The proposed project will not aggravate the intent of the requirements of this chapter;

Rebuilding and improving existing infrastructure does not aggravate the intent of CBJ 49.35.

Commission approval is required for projects that do not meet the American Association of State Highway and Transportation Officials standards, outlined in “A Policy on Geometric Design of Highways and Streets.” For urban local streets:

- Lane width of 10 to 11 feet is preferred, but can go as low as nine feet where terrain or right-of-way creates limitations (Chapter 5.3.2.1). *This project provides nine-foot lanes.*
- Sidewalk should be provided on at least one side of the street (Chapter 5.3.2.9). *No sidewalk is provided in this project.*

Roadway Classification Maps – Meadow Lane is unclassified on the Roadway Classification Maps adopted under Ordinance 2013-9, so is considered a “local” road.

Hazard Areas – The project is located in an AE special flood hazard area with an elevation of approximately 23.4 feet. The project will require a Flood Plain Development Permit from the Community Development Department.



Condition: The CBJ Engineering and Public Works Department is required to apply for and receive a Flood Plain Development Permit from the CBJ Community Development Department before construction begins.

COMMUNITY SERVICES

Service	Summary
Urban Service Boundary	Within
Water/Sewer	CBJ
Fire Service Area	Within
Schools	No CBJ school is directly impacted by this project.
Recreation	No recreation facility is directly impacted by this project.

ENVIRONMENTAL, CONSERVATION, HISTORIC, AND ARCHEOLOGICAL RESOURCES

The below table summarizes Conservation, Historic, and Archeological Resources which may be affected by Meadow Lane improvements.

Resource	Summary
Conservation Areas	There is a Stream Protection Corridor (SC) to the west of lots abutting the project. The SC accommodates Mendenhall River.
Wetlands	Not mapped.
Anadromous	The Mendenhall River is an anadromous water body.
Impaired Waterbodies	Not listed on the Alaska Department of Environmental Conservation Division of Water "Impaired Waters and Watershed Planning" site.
Historic	Unknown.
Archeological	Unknown.
Comprehensive Plan View sheds	No.

CONFORMITY 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 is in compliance with the 2013 Comprehensive Plan.

Chapter	Page No.	Item	Summary
11	144	Conservation Area (CA)	Includes Stream Protection Corridors. Land within the corridor should be protected from development.
11	145	Stream Protection Corridor (SC)	Protect anadromous streams from impacts of development.
11	181	10	Replace aging water and sewer.
	181	11	Adopt guidelines that address treatment and discharge of storm sewer.

AGENCY REVIEW

CDD is not required to conduct an agency review for a CSP, as the applicant has performed their own agency outreach efforts.

PUBLIC COMMENTS

CDD is not required to conduct public review for a CSP, as the applicant has performed their own public outreach efforts. CDD is mindful of confusing the public with multiple public meetings with overlapping public notice periods.

For this case, the public outreach was completed on September 15, 2021, when the consultant engineer held a neighborhood meeting (**Attachment B**). The consultant engineer provided an itemized response to concerns raised:

9567 Meadow Lane

Concern: Water and snowmelt will run to the house without the frost heave bump in the driveway.

Solution: Valley gutter was placed along the corridor in front of every driveway. The runoff from the roadway will no longer travel to the homeowner's driveways.

2320 Meadow Lane

Concern: Would like the opportunity to connect to city water. Place service so homeowner can easily get this work done.

Solution: Water service is placed where homeowner has requested. Homeowner will, at his convenience, be able to connect to the CBJ water system.

2335 Meadow Lane

Concern: Homeowner has sewer backflow preventer. Likes hydrant as it is. Cable issues with GCI. Gutter well below roadway. Can they connect to existing well?

Response/Solution: Engineer met with homeowner explaining some of her issues were not a CBJ issue, but a private matter. She understood and will be looking into the issues independently. Also explained that the fire hydrant needed to be replaced. DOWL contacted the utility companies about the project and suggested that if repairs were needed, then this would be a good time to do so. Even the issues not related to the project DOWL gave her advice on and the design will address all of the issues she is having that were in our control. She was very happy after meeting with her in person.

2327 Meadow Lane

Concern: How long will the project impact the homeowners?

Solution: Homeowners were informed that the project is expected to last about 4 months. Homeowners will have access to their driveways 99% of the time and with good communication, all issues can be worked out in the field. Contract language also addresses access and minimizing impact to the homeowners.

Because the Engineering and Public Works' public outreach was complete, CDD sent abutters notices (**Attachment C**) and asked Engineering and Public Works to post a public notice sign (**Attachment D**) to advertise this CSP review. Staff received no additional comments as of this report.

FINDINGS

In accordance with CBJ 49.15.580, staff finds the proposed Meadow Lane Improvements complies with Title 49 Land Use Code and is in general conformity with adopted plans, specifically the Comprehensive Plan.

RECOMMENDATION

Staff recommends the Planning Commission **ADOPT** the Director's analysis and findings and forward a **RECOMMENDATION OF APPROVAL** to the CBJ Assembly for the Meadow Lane Improvements with the following condition:

Condition 1: The CBJ Engineering and Public Works Department is required to apply for and receive a Flood Plain Development Permit from the CBJ Community Development Department before construction begins.

Staff recommends the Planning Commission **APPROVE** the waiver of road construction standards for the Meadow Lane Improvements project.

STAFF REPORT ATTACHMENTS

Item	Description
Attachment A	Application Packet
Attachment B	Public Meeting Notes
Attachment C	Abutters Notice
Attachment D	Public Notice Sign



DEVELOPMENT PERMIT APPLICATION

NOTE: Development Permit Application forms must accompany all other Community Development Department land use applications.

To be completed by Applicant	PROPERTY LOCATION		
	Physical Address Meadow Lane		
	Legal Description(s) (Subdivision, Survey, Block, Tract, Lot)		
	Parcel Number(s)		
	☐ This property located in the downtown historic district ☐ This property located in a mapped hazard area, if so, which _____		
	LANDOWNER/ LESSEE		
	Property Owner City and borough of Juneau	Contact Person John Nelson	Phone Number(s) 907 957-2187
	Mailing Address 155 South Seward Street		
	E-mail Address john.nelson@juneau.org		
	LANDOWNER/ LESSEE CONSENT Required for Planning Permits, not needed on Building/ Engineering Permits		
I am (we are) the owner(s) or lessee(s) of the property subject to this application and I (we) consent as follows: A. This application for a land use or activity review for development on my (our) property is made with my complete understanding and permission. B. I (we) grant permission for officials and employees of the City and Borough of Juneau to inspect my property as needed for purposes of this application.			
X _____ Landowner/ Lessee Signature		10/8/21 Date	
X _____ Landowner/ Lessee Signature		_____ Date	
NOTICE: The City and Borough of Juneau staff may need access to the subject property during regular business hours and will attempt to contact the landowner in addition to the formal consent given above. Further, members of the Planning Commission may visit the property before the scheduled public hearing date.			
APPLICANT If the same as OWNER, write "SAME"			
Applicant City and borough of Juneau	Contact Person John Nelson	Phone Number(s) 907 957-2187	
Mailing Address 155 South Seward Street			
E-mail Address john.nelson@juneau.org			
X _____ Applicant's Signature		10/8/21 Date of Application	

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

Intake Initials IMG 10.13.2021		
<table border="1"> <tr> <td>Case Number CSP2021 0003</td> <td>Date Received 10.13.2021</td> </tr> </table>	Case Number CSP2021 0003	Date Received 10.13.2021
Case Number CSP2021 0003	Date Received 10.13.2021	



CITY/STATE PROJECT AND LAND ACTION REVIEW APPLICATION

See reverse side for more information regarding the permitting process and the materials required for a complete application.

NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.

To be completed by Applicant	PROJECT SUMMARY Meadow Lane Improvements		
	TYPE OF PROJECT REVIEW:		
	☒ City Project Review	☐ City Land Acquisition /Disposal	☐ State Project Review
	PROJECT NUMBERS ASSOCIATED WITH PROPOSAL:		
	Is this project associated with any other Land Use Permits? ☐ YES Case No.: _____ ☒ NO		
	Capital Improvement Program # (CIP) <u>R72-149</u>		
	Local Improvement District # (LID) _____		
	State Project # _____		
	ESTIMATED PROJECT COST: \$ ~\$1 million per Bohan		
	ALL REQUIRED MATERIALS ATTACHED		
	☒ Complete application		
	☐ Pre-Application notes (if applicable)		
	☐ Narrative including:		
	☐ Current use of land or building(s)		
	☐ Proposed use of land or building(s)		
	☐ How the proposed project complies with the Comprehensive Plan		
	☐ How the proposed project complies with the Land Use Code (Title 49)		
	☒ Site Plan (details on page 2)		

NOTE: This application is required even if the proposed project is associated with other Land Use permits.

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

CITY/STATE PROJECT FEES	Fees	Check No.	Receipt	Date
Application Fees	\$ <u>No fee</u> , under \$2.5M			

This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number	Date Received
CSP2021 0003	10.13.2021

City/State Project and Land Action Review Information

City and State project review is outlined in CBJ 49.15.580

Each application for a City/State Project is reviewed by the Planning Commission at a public hearing. The permit procedure is intended to provide the Commission the flexibility necessary to make recommendations tailored to individual applications.

Application: An application for a City/State Project Review will not be accepted by the Community Development Department until it is determined to be complete. The items needed for a complete application are:

1. **Forms:** Completed City/State Project Review Application and Development Permit Application forms.
2. **Fees:** No fee required for projects that cost less than \$2.5 million. For projects costing more than this amount, the fee is \$1,600.00. All fees are subject to change.
3. **Project Narrative:** A detailed narrative describing the project.
4. **Plans:** All plans are to be drawn to scale and clearly show the items listed below:
 - a. Plat, site plan, floor plan and elevation views of existing and proposed structures and land;
 - b. Existing and proposed parking areas, including dimensions of the spaces, aisle width and driveway entrances;
 - c. Proposed traffic circulation within the site including access/egress points and traffic control devices;
 - d. Existing and proposed lighting (including cut sheets for each type of lighting);
 - e. Existing and proposed vegetation with location, area, height and type of plantings; and,
 - f. Existing physical features of the site (i.e. drainage, eagle trees, hazard areas, salmon streams, wetlands, etc.)

Document Format: All materials submitted as part of an application shall be submitted in either of the following formats:

1. Electronic copies in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif, .xlm, .rtf (other formats may be preapproved by the Community Development Department).
2. Paper copies 11" X 17" or smaller (larger paper size may be preapproved by the Community Development Department).

Application Review & Hearing Procedure: Once the application is determined to be complete, the Community Development Department will initiate the review and scheduling of the application. This process includes:

Review: As part of the review process the Community Development Department will evaluate the application for consistency with all applicable City & Borough of Juneau codes and adopted plans. Depending on unique characteristics of the permit request the application may be required to be reviewed by other municipal boards and committees. Review comments may require the applicant to provide additional information, clarification, or submit modifications/alterations for the proposed project.

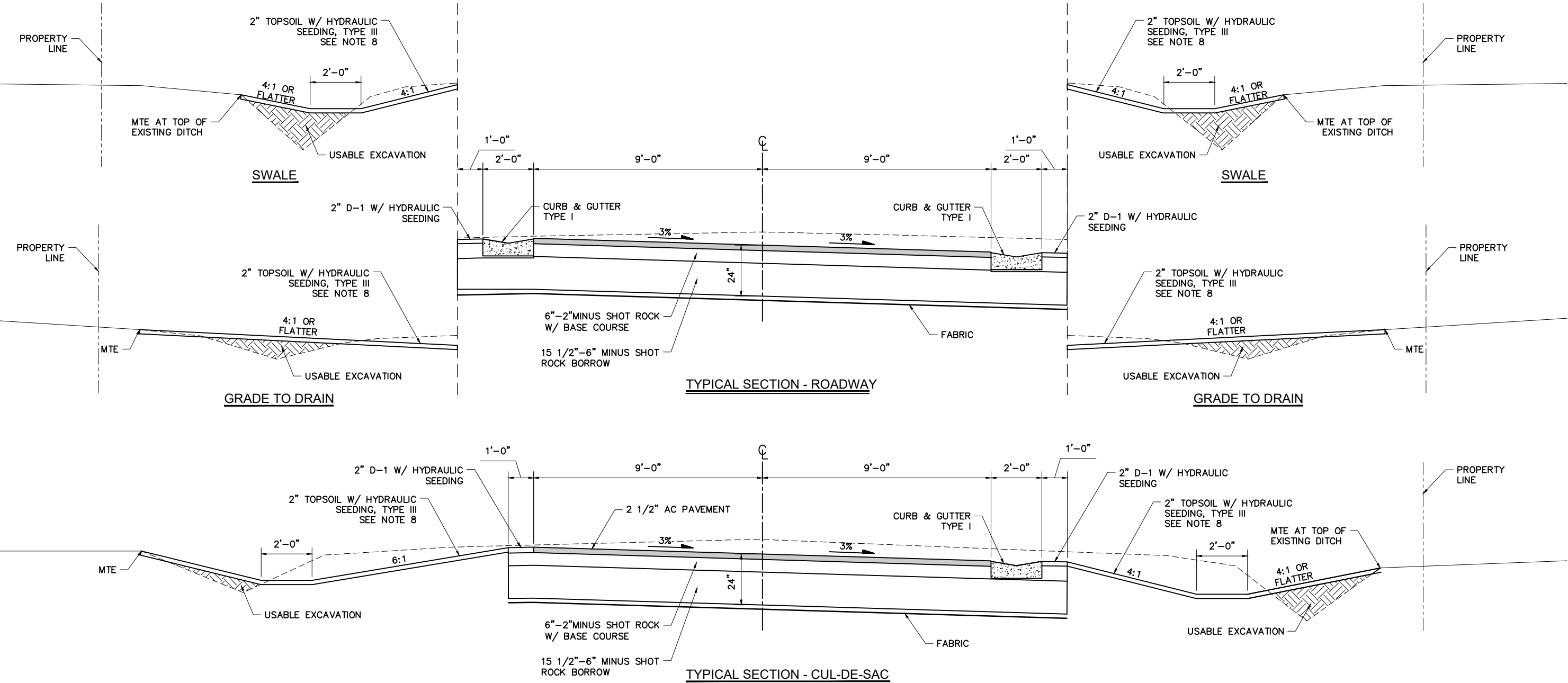
Hearing: All City/State Project Review Permit Applications must be reviewed by the Planning Commission. Once an application has been deemed complete and has been reviewed by all applicable parties the Community Development Department will schedule the requested permit for the next appropriate meeting. The Planning Commission will make a recommendation based on staff's analysis and forward it to the Assembly for final approval/denial.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

NARRATIVE: The Meadow Lane Improvements project will consist of the reconstruction of the roadway between Stikine Street and the southern end. Improvements will include replacement of the road base and asphalt with the addition of a valley gutter along both sides of the roadway. The water main and sanitary sewer main will be replaced, including service laterals up to the property line. The existing deep ditches will be filled in with shallow swales, and drainage will be collected via curb inlets and area drains in to an underground system.

PROJECT AREA





NOTES FOR TYPICAL SECTIONS

1. IF ORGANIC OR OTHER UNSUITABLE MATERIALS ARE FOUND AT OR NEAR THE PLANNED SUBCUT LEVEL, ADDITIONAL EXCAVATION MAY BE REQUIRED AS DIRECTED BY THE ENGINEER. USABLE MATERIAL FROM EXCAVATION SHALL BE USED TO BACKFILL THE ADDITIONAL AREAS OF EXCAVATION, WHICH MAY VARY FROM 6" IN DEPTH TO A DEPTH OF UP TO 5'-0" BELOW FINISH GRADE. BACKFILLING WITH USABLE MATERIAL FROM EXCAVATION WILL BE CONSIDERED INCIDENTAL TO EXCAVATION.

2. SANITARY SEWER AND WATER SERVICES ARE NOT SHOWN ON THE TYPICAL SECTION. SEE PLAN SHEETS FOR LOCATIONS.

3. SEE HORIZONTAL AND VERTICAL CONTROL, CURB AND GUTTER LAYOUT AND GRADE DRAWINGS FOR GRADING DETAILS.

4. DEPTH AND HORIZONTAL LOCATION OF EXISTING UNDERGROUND ELECTRICAL, WATER, AND SANITARY SEWER VARIES. SEE PLAN SHEETS FOR APPROXIMATE LOCATIONS.

5. TOP OF ASPHALT CONCRETE PAVEMENT SHALL BE 1/4 INCH ABOVE THE LIP OF CONCRETE GUTTER. TOP OF PAVEMENT GRADES AND SLOPES GIVEN ON THE PLANS REFLECT THE ACTUAL FINISH PAVEMENT SURFACE.

6. THE 2-INCH MINUS SHOT ROCK W/BASE COURSE COURSE LAYER WITHIN THE ROADWAY SHALL BE 4" TO 5" OF 2-INCH MINUS SHOT ROCK WITH 1" TO 2" TOP LAYER OF BASE COURSE, GRADING D-1 FOR A TOTAL THICKNESS OF 6". THE 2-INCH MINUS SHOT ROCK SHALL BE COMPACTED WITH VIBRATORY EQUIPMENT PRIOR TO PLACING THE BASE COURSE GRADING D-1.
7. DRIVEWAYS DISTURBED DURING CONSTRUCTION SHALL BE RECONSTRUCTED TO EQUAL OR BETTER CONDITION WITH SUBGRADE REPLACED IN LAYERS TO MATCH THOSE REMOVED EXCEPT:

A. PAVED DRIVEWAYS SHALL BE SUBCUT TO 12-INCHES BELOW FINISH GRADE AND REPLACED WITH 9-1/2" OF 2-INCH MINUS WITH BASE COURSE, AND 2-1/2" OF A.C. PAVEMENT.

B. ALL WORK REQUIRED TO RECONSTRUCT GRAVEL DRIVEWAYS BEYOND THE BACK OF EXISTING CURB WILL BE CONSIDERED INCIDENTAL TO OTHER WORK AND NO ADDITIONAL PAYMENT WILL BE MADE.

C. ORGANICS, ROOTS, WOOD OR OTHER DELETERIOUS MATERIALS ENCOUNTERED IN THE DRIVEWAYS DURING EXCAVATION OPERATIONS SHALL NOT BE REPLACED, BUT SHALL BE DISPOSED OF AT AN APPROVED DISPOSAL SITE. BACKFILL VOIDS BELOW THE REQUIRED SUBBASE LAYERS WITH USABLE MATERIAL FROM EXCAVATION.

8. ALL AREAS DISTURBED BY CONSTRUCTION ACTIVITIES NOT RESURFACED WITH ASPHALT PAVEMENT, CONCRETE OR BASECOURSE SHALL BE GRADED TO A UNIFORM, WELL DRAINED APPEARANCE AND STABILIZED WITH HYDRAULIC SEEDING, AS DIRECTED BY THE ENGINEER.

95% SUBMITTAL

CSP2021 0003

ATTACHMENT A, Page 6

REVISIONS			
REV	DATE	DESCRIPTION	BY



DOWL
AECL848

WWW.DOWL.COM
9085 Glacier Highway
Juneau, Alaska 99801
907-780-3533



CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

MEADOW LANE IMPROVEMENTS
RFP E22-029

TYPICAL SECTIONS

PROJECT	71093.01
DATE	10/13/21
SHEET	C-100



September 2, 2021

RE: MEADOW LANE IMPROVEMENTS

Dear Project Area Resident,

Meadow Lane from Stikine Street to the south end is scheduled for reconstruction in the summer of 2022. DOWL has been selected to perform the survey and design on behalf of the City and Borough of Juneau (CBJ). Homeowners are invited to a virtual public meeting on Zoom September 15th where we will share our ideas for reconstruction.

Please use the web address below to join the webinar:

When: Sep 15, 2021 06:00 PM Alaska
Topic: Meadow Lane Neighborhood Meeting

Please click the link below to join the webinar:

<https://juneau.zoom.us/j/88955842213>

Or dial: +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 or 888 475 4499 (Toll Free) or 833 548 0276 (Toll Free) or 833 548 0282 (Toll Free) or 877 853 5257 (Toll Free)

Webinar ID: 889 5584 2213

The proposed project improvements include replacement of the typical section, asphalt, water main, sewer system and storm drainage improvements.

Any local knowledge regarding underground features such as water services, sewer service cleanouts, and other existing utility lines, etc. is always appreciated and helps to minimize construction costs and delays.

Justin Kanouse, PE, will be providing design oversight and project management and Candy Sims, PE, will be design engineer. Please contact me, Justin Kanouse, at 907-723-9701 to discuss the project.

The CBJ Project Manager is John Nelson and he can be reached at 586-0800 x4189.

Please don't hesitate to contact any of us with questions or comments.

Sincerely,

DOWL

A handwritten signature in blue ink, appearing to read "JK", is written over the DOWL text.

Justin Kanouse, P.E.
Civil Engineer

cc: John Nelson, CBJ Project Manager

Meadow Lane Improvements Public Meeting

September 15, 2021

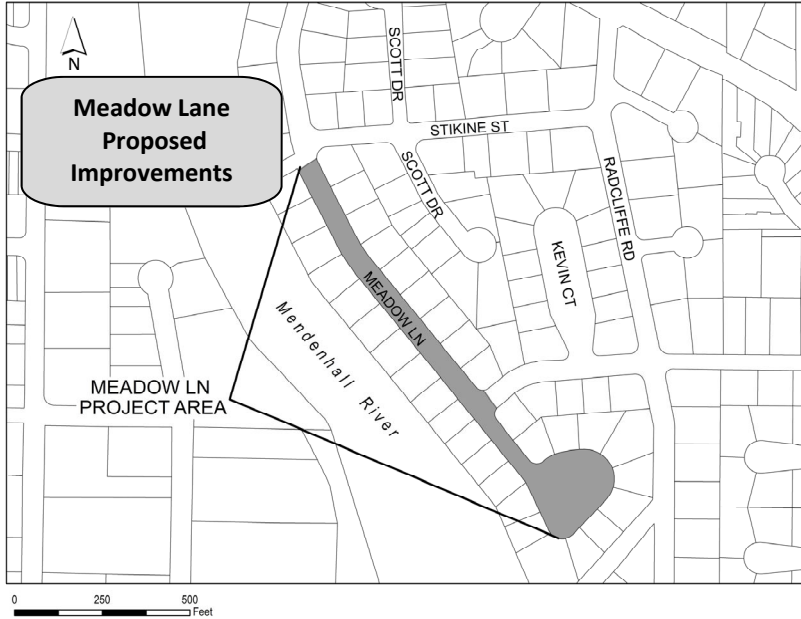
Attendees: John Nelson (CBJ), Candy Sims (DOWL), Justin Kanouse (DOWL), Janet Sanbei (CBJ)
Cynthia Dau (2335), Lindy Kemp (2327), Robert Deering (2319 & 2313), Nick Druyvestein, Michael Stark (9567) , “Tres” (2320 – 907-723-8808)

Notes:

- 9567 – storage of snow within cul-de-sac. Water is currently blocked from running to house by existing pipe heaving out of driveway
- 2320 – not on city water, may want to connect to water at that time, aim towards large windows, ~6-8ft from sewer
- 2335 – does have a backflow preventer. Likes the firehydrant as is but okay with std. Drainage swale between properties full of large rock? Cable from across the road is bad (GCI) needs to be replaced. Statement from GCI was utility services were installed in the 70's and almost all would likely need to be replaced. (Justin – reach out to GCI again) Connecting to gutters since house is so low. Can reconnect existing well?
- 2327 – how long will project impact homeowners.

Invitation to Comment

On a proposal to be heard by the CBJ Planning Commission
Your Community, Your Voice



COMMUNITY DEVELOPMENT

155 S. Seward Street Juneau, Alaska 99801

TO:

An application has been submitted for consideration and public hearing by the Planning Commission for a **City Project Review** for **rehabilitation of Meadow Lane from Stikine Street to the south end of Meadow Lane**. The project is primarily a road rehabilitation, and includes water, sewer, and drainage improvements.

TIMELINE

Staff Report expected to be posted **Monday, November 15, 2021** at <https://juneau.org/community-development/planning-commission>. Find hearing results, meeting minutes and more here as well.

Now through noon, November 22

Comments received during this period will be sent to Planning Commissioners to read over the weekend in preparation for the hearing. The planner handling this case, **Irene Gallion**, will also read any written comments that are received. You may also contact her via the phone number listed below.

HEARING DATE & TIME: 7:00 pm, November 23, 2021

This virtual meeting will be by video and telephonic participation only. To join the Webinar, visit: <https://juneau.zoom.us/j/82438794369>. The Webinar ID is: 824 3879 4369. To join by telephone, call: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 301 715 8592 or +1 312 626 6799 or +1 929 436 2866 and enter the Webinar ID.

Nov. 24

The results of the hearing will be posted online.

Phone: (907)586-0715 ♦ Email: pc_comments@juneau.org
Mail: Community Development, 155 S. Seward St, Juneau AK 99801

Printed November 4, 2021

Case No.: CSP2021 0003
Parcel No.: N/A
CBJ Parcel Viewer: <http://epv.juneau.org>

Irene Gallion

From: John Nelson
Sent: Tuesday, November 9, 2021 3:57 PM
To: Irene Gallion; Jill Maclean
Cc: Quinn Tracy
Subject: Fwd: CSP Meadow: A few questions

Please see attached... I noticed that the title should read "improvements" and not "reconstruction"... I will fix as soon as I can...



Fostering excellence in development for this generation and the next.





Planning Commission

(907) 586-0715
PC_Comments@juneau.org
www.juneau.org/plancomm
155 S. Seward Street • Juneau, AK 99801

PLANNING COMMISSION NOTICE OF RECOMMENDATION

Date: November 24, 2021
File No.: CSP2021 0003

City and Borough of Juneau
CBJ Assembly Members
155 S Seward Street
Juneau, AK 99801

Proposal: Planning Commission Recommendation to the City and Borough Assembly regarding Meadow Lane Improvements

ROW name: Meadow Lane

Parcel Code No.: Not Applicable

Hearing Date: November 23, 2021

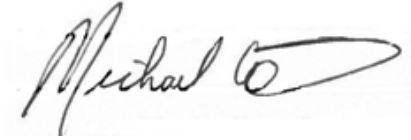
At a regular public meeting on November 23, 2021, the Planning Commission adopted the analysis and findings listed in the attached memorandum dated November 16, 2021, and recommended that the Assembly direct CBJ staff to design and build the project in accordance with the following recommendations:

1. The CBJ Engineering and Public Works Department is required to apply for and receive a Flood Plain Development Permit from the CBJ Community Development Department before construction begins.

Attachments: November 16, 2021 memorandum from Irene Gallion, Community Development, to the CBJ Planning Commission regarding CSP2021 0003.

This Notice of Recommendation constitutes a recommendation of the CBJ Planning Commission to the City and Borough Assembly. Decisions to recommend an action are not appealable, even if the recommendation is procedurally required as a prerequisite to some other decision, according to the provisions of CBJ 01.50.020(b).

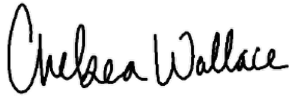
City and Borough of Juneau
CBJ Assembly
File No.: CSP2021 0003
November 24, 2021
Page 2 of 2



Michael Levine, Chair
Planning Commission

November 30, 2021

Date



Filed With Municipal Clerk

December 1, 2021

Date

cc: Plan Review

NOTE: The Americans with Disabilities Act (ADA) is a federal civil rights law that may affect this development project. ADA regulations have access requirements above and beyond CBJ - adopted regulations. The CBJ and project designers are responsible for compliance with ADA. Contact an ADA - trained architect or other ADA trained personnel with questions about the ADA: Department of Justice (202) 272-5434, or fax (202) 272-5447, NW Disability Business Technical Center (800) 949-4232, or fax (360) 438-3208.

**PLANNING COMMISSION AGENDA
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

SMP2021 0005: A subdivision of a 20.49-acre lot into two lots to facilitate ownership transfer of a nonprofit wrestling center at 3221 Mendenhall Loop Road. The proposed wrestling center lot is 0.94 acres. -

APPROVED AS AMENDED

AGENDA ITEM:

Case No.: SMP2021 0005

Applicant: TDLH, LLC

Location: 3221 Mendenhall Loop Road

Proposal: A subdivision of a 20.49 acre lot into two lots to facilitate ownership transfer of a nonprofit wrestling center at 3221 Mendenhall Loop Road. The proposed wrestling center lot is 0.94 acres.

ATTACHMENTS:

	Description	Upload Date	Type
▣	Staff Report for SMP2021 0005 from November 9, 2021 Planning Commission	11/10/2021	Staff Report
▣	Presentation for SMP2021 0005 & SMF2021 0003	11/23/2021	Presentation
▣	Notice of Decision for SMP2021 0005	12/1/2021	Notice of Decision



(907) 586-0715
CDD_Admin@juneau.org
www.juneau.org/CDD

155 S. Seward Street • Juneau, AK 99801

DATE: November 3, 2021
TO: Michael LeVine, Chair, Planning Commission
BY: Irene Gallion, Senior Planner 
THROUGH: Jill Maclean, Director, AICP

PROPOSAL: Applicant requests a preliminary plat review for subdivision of a 20.49-acre lot into two lots to facilitate ownership transfer of a nonprofit wrestling center at 3221 Mendenhall Loop Road in a D15 zoning district.

STAFF RECOMMENDATION: Denial

KEY CONSIDERATIONS FOR REVIEW:

- Access options available either create nonconformity or deny future subdivision.
- In order to take advantage of a property tax waiver, the nonprofit wrestling center must be on its own lot by January 1 in order to qualify for the waiver, or own the lot in its entirety.
- Director has determined the proposed two-lot subdivision is a major subdivision due to phasing and impacts of access realignment.

GENERAL INFORMATION	
Property Owner	TDLH, LLC
Applicant	TDLH, LLC
Property Address	3221 Mendenhall Loop Road
Legal Description	USS 1053 Tract A2
Parcel Number	5B2101030001
Zoning	D15
Lot Size	892,544 square feet, 20.49 acres
Water/Sewer	CBJ
Access	Mendenhall Loop Road
Existing Land Use	Wrestling Center under construction
Associated Applications	BLD2021 0615 Grading/lot prep

ALTERNATIVE ACTIONS:

1. **Amend:** require additional conditions, or delete or modify the recommended conditions.
2. **Deny:** deny the permit and adopt new findings for items 1-6 below that support the denial.
3. **Continue:** to a future meeting 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 not required for this permit.

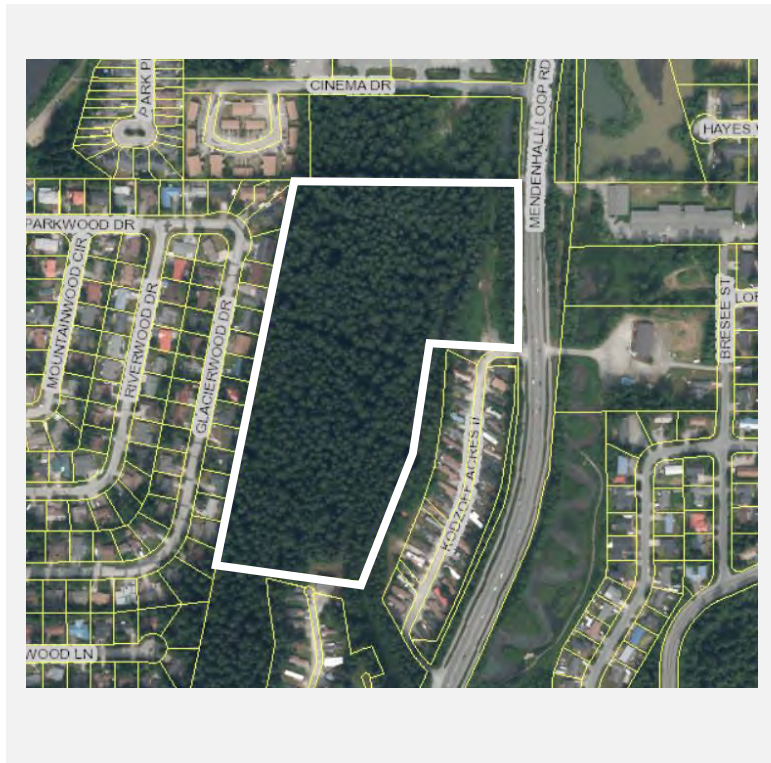
STANDARD OF REVIEW:

- Quasi-judicial decision
- Requires five (5) affirmative votes for approval
- Code Provisions:
 - o 49.15.402
 - o 49.15.411
 - o 49.25.430
 - o 49.35
 - o 49.80

The Commission shall hear and decide the case per 49.15.400(a) - Purpose and applicability. *The purpose of this article is to facilitate the subdivision of land to promote the public health, safety, and general welfare of the citizens of the CBJ in accordance with the Comprehensive Plan of the City and Borough of Juneau, Alaska.*

And per 49.15.402(a) *A major subdivision permit is required for subdivisions resulting in 14 or more lots.*

SITE FEATURES AND ZONING



SURROUNDING ZONING AND LAND USES	
North (D15)	Condos/Apartments
South (D15)	Mobile Homes
East (D15)	Mobile Homes/Mendenhall Loop Road
West (D5)	Riverwood Subdivision Single-family dwellings

SITE FEATURES	
Anadromous	Yes
Flood Zone	Yes
Hazard	No
Hillside	No
Wetlands	Yes
Parking District	No
Historic District	No
Overlay Districts	None

BACKGROUND INFORMATION

Project Description – The applicant seeks to subdivide the tract into two lots to facilitate transfer of a nonprofit wrestling center. The proposed wrestling center lot is 0.94 acres (**Attachment A**).

The nonprofit wrestling center may be eligible for a property tax waiver. To take advantage of that provision, the entirety of the lot needs to be owned by the nonprofit. This occupation requirement must be on the first of the year in order for that year's taxes to be waived. The applicant seeks to complete this subdivision by December 31 – that includes Planning Commission (Commission) final plat approval, and recording through the Alaska Department of Natural Resources.

This subdivision began under a Minor Subdivision case number (MIP2021 0012), then was transferred to the Major Subdivision process due to concerns regarding phasing and proposed access that were discovered upon further analysis of the submitted plat. These issues are discussed in more detail under "Access," below. The key challenges are:

- A subdivision along an arterial must provide an access street or (under an exception) a common access easement [CBJ 49.35.210].
- If the common access easement is utilized, future subdivision is prohibited.
- If a right-of-way is constructed, it makes the wrestling center nonconforming. Subdivision cannot make a conforming property nonconforming.
- Considering an Alternative Residential Subdivision (ARS):
 - An ARS could not be built without construction of a right-of-way access onto Mendenhall Loop road.

- o An access in the proposed location of the driveway would make the wrestling center nonconforming.
- o The wrestling center could not be combined with the ARS due to restrictions on permitted structures [CBJ 49.15.920(m)].

Note that CBJ 49.35 cannot be varied [CBJ 49.20.200].

Background – This tract has a complex background. The Commission has made decisions on the tract in the past (Conditional Use Permit for the wrestling facility, Variance to streamside setback). Decision documents and final documents are attached for context and support.

This tract of land was part of a homestead tract recorded in 1917 (**Attachment B**). A 1997 plat created Tract 2, which was sold to the applicant (**Attachment C**). A 2007 survey provided topo and boundary survey of Tract 2 (**Attachment D**).

A 2019 Conditional Use Permit approved construction of the wrestling center (**Attachment E**).

The Community Development Department (CDD) issued Building Permit BLD2021 0039 for bank stabilization of Duck Creek on February 8, 2021 (**Attachment F**), allowing work within required stream setbacks. The permit had been issued under CBJ 49.70 Article 9, which was based in the Alaska Coastal Management Plan and included an exemption for development required in or adjacent to a water body in order to function [CBJ 49.70.950(f)]. Neighbor concerns elevated the interpretation to the CBJ Law Department, which determined that the permit had been issued in error because of code references to the Alaska Coastal Management Program, which was ended by the State in July of 2011. A Stop Work Order was issued on March 3, 2021. The applicant appealed the Stop Work Order (APL2021 0002, **Attachment G**). The applicant and the Director agreed to a Joint Stay of the Appeal, which was granted until November 1, 2021. The Director and applicant have agreed to a Status Conference scheduled for November 8, 2021 with the Hearing Officer.

Subsequently, the applicant submitted a stream setback variance application (VAR2021 0004) for the work in the stream setback. A direct abutter appealed the Director's decision to accept the VAR2021 0004 application on the grounds that the application was incomplete (APL2021 0003, **Attachment H**).

The Commission approved a stream setback variance (VAR2021 0004) that allowed installation of a culvert for a future stream crossing, requiring Alaska Department of Fish and Game approval of a revegetation plan. Two other requests under this Variance were denied: stream channelization and stream bank stabilization (**Attachment I**). The Commission declined to hear the direct abutter's appeal, stating the fact that the Director accepted the application indicated the application was complete.

The applicant was issued a building permit that excluded work in the stream setback (BLD2021 0615).

The applicant applied for a two-lot subdivision to separate the non-profit wrestling center (MIP2021 0012). The application was taken under a Minor Subdivision case number, requiring Director approval. During the staff review process, staff identified concerns with access and conformity. The Director determined that right-of-way access would make the conforming wrestling facility nonconforming for rear yard setback. The Director is also concerned that the proposed access limits or shapes future development options. CBJ 49.15.220(1) requires Commission review of major development, which includes possible phasing. The application was transitioned to a Major Subdivision due to these concerns (SMP2021 0005).

The table below summarizes relevant history for the lot and proposed development.

Item	Summary
1917 Plat	Homestead Plat
1997 Plat	Plat creating Tract 2, the lot proposed for subdivision
2007 Topo and Boundary Survey	Details on existing Tract 2
USE2019 0013 NOD	Notice of Decision: Conditional Use Permit approval for a 5,000 square foot indoor recreation facility.
BLD2021 0039	Issued February 8, 2021: Bank stabilization of Duck Creek
Stop Work Notice	Issued March 10, 2021 for BLD2021 0039
APL2021 0002	Stop Work Notice Appeal
VAR2021 004 NOD	Notice of Decision: Variance to allow stream bank and stream restoration within the 50-foot, no-development and 25-foot, no-disturbance buffers from Duck Creek. Approved in part, see discussion above.
BLD2021 0615	Building permit for grading outside of stream setbacks.
MIP2021 0012	Minor Subdivision application.
SMP2021 0005	Transition to Major Subdivision due to access concerns.

ANALYSIS

Phasing – The access issues discussed below under “Access” raised concerns about how this subdivision might complicate future development. CDD does not currently have information on proposed future development for the large tract.

Minimum Lot Dimensions – The proposed lots shown on the preliminary plat meet or exceed the dimensional standards listed in CBJ 49.25.400. The CBJ 49.25.400 Dimensional Standards are listed below.

Dimensional Standard	Requirement	Met?
Minimum Lot Size	5,000 square feet	☒ Meets/Exceeds ☐ Not met
Minimum Lot Width	50 feet	☒ Meets/Exceeds ☐ Not met

Density – The table below demonstrates how many dwelling units each lot can accommodate after the proposed subdivision has been completed.

Lot Number	Square Feet	Maximum Number of Dwelling Units
A-2A	40,957	14
A-2B	852,309	294

Habitat – Duck Creek is an anadromous stream, Alaska Department of Fish and Game catalog number 111-50-10500-2002. Duck Creek is included in Appendix B of the 2013 Comprehensive Plan, so requires a 25-foot, no-disturbance buffer and a 50-foot, no-development buffer. The applicant has received a Variance to build a culvert for a future stream crossing (VAR2021 0004).

Note that the Duck Creek Restoration Assessment Report (Juneau Watershed Partnership and Alaska Department of Environmental Conservation, 2007) states:

It is questionable as to what extent funds should continue to be allocated to restoring fish habitat and water quality on Duck Creek when numerous other streams in CBJ merit protection or recovery actions (page 18)... Although it may not be possible to correct habitat modifications made to Duck Creek, this stream still functions for stormwater removal, provides open space and wildlife habitat, and has potential to be an aesthetically pleasing recreational greenway corridor through the center of the Mendenhall Valley...Although Duck Creek may not provide viable fish habitat, the watershed should still be considered as habitat for other wildlife...Although Duck Creek may not support viable anadromous fish populations again, improvements to the water quality and wetland development will benefit the entire ecosystem as a whole and improve the quality of the community living in the watershed (page 19).

CBJ's 1994 Juneau Wetlands Management Plan mapped wetlands on public land and on private land where the landowner had provided permission to do so. The plan excludes the tract proposed for subdivision.

Condition: None.

Plat Notes:

DUCK CREEK (111-50-10500-2002 ADFG STREAM ID #) IS DETERMINED TO BE AN ANADROMOUS STREAM PER THE CITY AND BOROUGH OF JUNEAU 2013 COMPREHENSIVE PLAN. SPECIAL REGULATIONS INCLUDING DEVELOPMENT BUFFERS MAY APPLY.

WETLANDS MAY EXIST ON PARTS OF THIS SUBDIVISION. SPECIAL REGULATIONS MAY APPLY.

Hazard Zones – The Duck Creek area of the lot has:



AE Special Flood Hazard Area: With an elevation of 31.6 to 34.5 feet, the AE Special Flood Hazard Area (SFHA) has a 1 percent annual chance of flood. In the image to the left, the AE SFHA is shown in blue.

Floodway: The floodway is a channel that other watercourses and adjacent land need in order to discharge the bases flood without cumulatively increasing base flood elevation. In the image to the left, the floodway is shown with blue and red hatching.

Development constraints in the SFHA are verified through CBJ's building permit process, which includes Flood Zone Development Permits when applicable.

Condition: None.

Plat Note:

PARTS OF THIS SUBDIVISION ARE LOCATED IN A SPECIAL FLOOD HAZARD AREA ACCORDING TO THE EFFECTIVE CITY AND BOROUGH OF JUNEAU FLOOD INSURANCE RATE MAPS (FIRM) COMMUNITY PANEL #02110C 1239E, DATED SEPTEMBER 18, 2020. SPECIAL DEVELOPMENT STANDARDS MAY APPLY ACCORDING TO CBJ TITLE 49, LAND USE CODE.

Vegetative Cover – One commenter expressed concern over maintaining vegetative cover. The vegetative cover requirement for the D15 zoning district is 30%. Per CBJ 49.50.300, development site shall be maintained with *live* vegetative cover. (emphasis added)

While the majority of the lot has had trees cut (eventual lot A-2B), the underlying vegetation remains.

Tract A-2A is 40,957 square feet. The wrestling center facility is 4,900 square feet. Scaling the site plan provided with the building permit application for the wrestling center, the parking lot and driveway is approximately 24,000 square feet. The wrestling center and parking lot cover 71 percent of the lot.

The parking lot is currently gravel, which does not count towards vegetative cover requirements under existing code.

If the parking lot is paved, vegetative cover would be close to or below minimums. This would impact the development of subsequent accessory structures on lot A-2A.

Condition: Prior to submittal of the final plat, a plan showing 30 percent vegetative cover (at a minimum) shall be submitted for approval by the Community Development Department.

Plat Note: None.

TRAFFIC

Traffic – A traffic impact analysis is not required [CBJ 49.40.300(a)(2)]. Average Annual Daily Traffic (AADT) is less than 250.

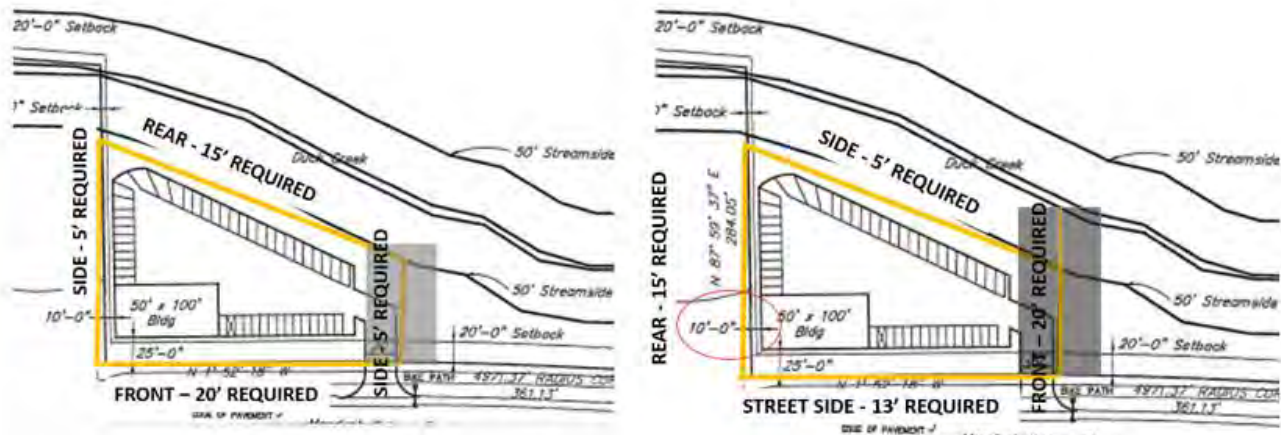
Wrestling center traffic was analyzed under USE2019 0013 and anticipated 29.2 AADT. The development plans for the larger tract created under this proposed subdivision are unknown. A right-of-way width of 60 feet would be required for this subdivision [CBJ 49.35.240(a)(3)]. Under the access standards of code [CBJ 49.35.240, Table of Roadway Construction Standards], a 60-foot right-of-way could accommodate the most demanding access standards.

Condition: None.

Use	Total Sq. Ft.	Trips Generated	Total Trips
Athletic Club Facility	5,000	5.84 per 1000 sq. ft.	29.2
Total ADTs:			29.2

Access – Access and phasing concerns are the reason this application transitioned to a Major Subdivision, which requires Commission review. Some of those requirements fall under CBJ 49.35, which cannot be varied [CBJ 49.20.200].

To maintain the ability to subdivide the larger lot in the future, the proposed subdivision would require construction of right-of-way access where the current driveway is. That would change the access orientation of the wrestling center, moving the “front” lot line to the north (to the right in the graphic).



Left: Setbacks with shared access. **Right:** Setbacks with right-of-way.

*On undeveloped corner lots or **corner lots on which existing buildings conform to required setbacks**, the owner may establish the rear yard opposite either right-of-way frontage. The remaining yard(s) not fronting on a street right-of-way will be considered a side yard(s).*

The applicant holds that subdivision is allowed, and the wrestling center lot maintains its rear setback against Duck Creek.

The Director finds that the above code references existing structures on existing corner lots—not future corner lots. The Director holds that the existing structure must conform to the proposed setbacks as a threshold issue before yard designation can be determined. Further, CBJ 49.30 does not allow conforming situations to become nonconforming through subdivision or other development actions.

As discussed under “Traffic,” the 60-foot right-of-way requirement would accommodate the most demanding access standards. Per 49.35.250(a), staff has determined that the proposed public right-of-way provides the primary access to the subdivision. The applicant can demonstrate that each lot will have direct and practical access to a public right-of-way through the frontage of the lot [CBJ 49.35.250(b)] (but does not address the nonconforming rear yard setback).

Lot Number	Primary access
A-2A	Proposed right-of-way
A-2B	Proposed right-of-way

The right-of-way requires a *cul de sac*.

Condition: Prior to submittal of the final plat, a construction plan will be submitted showing a barrier to vehicular traffic no less than 2 feet high shall be constructed along the front property line to define the driveway(s). This barrier may consist of a vegetated berm, fence, planter box, or other structures/improvements approved by the CDD. Advisory: Fences over six feet tall require a building permit prior to construction. No sight obscuring fence more than four feet tall may be constructed closer than 20 feet from the edge of a traveled way, and on corner lots, sight-obscuring fences are limited to three feet in height within 20 feet of intersecting traveled ways [CBJ 49.25.430(4)(L)]. The construction plan will be approved by the Commission.

Plat Note: NO LOT WILL DIRECTLY ACCESS MENDENHALL LOOP ROAD.

Arterial Streets – According to the Roadway Classification Map adopted by the CBJ Assembly, Mendenhall Loop Road is classified as a minor arterial. The below table lists requirements for subdivisions along arterial streets under two alternatives:

- Right-of-way – existing structure is made nonconforming.
- Easement – further subdivision would not be allowed.

Note that to subdivide on an arterial, all lots created must have a common access point.

Standard	Requirement	Met?	Conditions and Plat Notes
49.35.210(b)(1)(2) Access Restricted	No lot created through the subdivision shall have direct access onto an arterial street. A separate access street or frontage road is required. A plat note is required.	☐ Meets/Exceeds ☒ Not met ^A	Condition: See above. Plat Note: NO LOT WILL DIRECTLY ACCESS MENDENHALL LOOP ROAD. ^B
49.35.210(b)(3) Access Exception – Parcels with less than 500 feet of frontage or 350 feet in depth	• All resulting lots meet or exceed 36,000 sq. ft. • All lots share a common access point; an easement is provided.^C • The applicant has submitted a plan demonstrating parking standards can be met – no back-out parking is allowed. • A signed maintenance agreement has been provided.	☐ Meets/Exceeds ☒ Not met	Condition: None Plat Note: NO LOT WILL DIRECTLY ACCESS MENDENHALL LOOP ROAD. ^B

A: A separate access street or frontage would make the wrestling center lot nonconforming.

B: Should the Commission find differently than the Director, this condition should be considered.

C: If a shared access easement is created, future subdivision (including ARS) is not allowed [CBJ 49.35.210(b)(3))(B)].

If the Commission finds differently than the Director and approves access under the Exception, the conditions below should be considered.

Condition: Prior to submittal of the final plat, an access easement meeting the requirements of 49.35.210(b)(3) will be drafted on the draft plat and submitted for review and approval by the Commission.

Condition: Prior to submittal of the final plat, an access and maintenance agreement meeting the requirements of 49.35.210(b)(3) must be drafted and submitted for review and approval by the Community Development Department.

49.35.240 Table of Roadway Construction Standards – Road construction standards are based on the existing wrestling center.

Condition: None.

Plat Note:

ADTs	TIA	Sidewalks	Travel Way Width	Street Lights	ROW Width	Paved	Publically Maintained
29	No	No	20 feet	At intersection with Mendenhall Loop Road	60 feet	Yes	No

Street Lighting – A streetlight is required at the intersection of the proposed right-of-way with Mendenhall Loop Road.

Condition: Prior to submittal of the final plat, a construction plan will be submitted showing sufficient exterior lighting must be provided at the intersection of the proposed right-of-way and Mendenhall Loop Road to permit safe pedestrian access. Lighting will conform to CBJ Standard 118 unless another standard is approved. The construction plan will be approved by the Community Development Department.

Plat Note: None.

Pedestrian Access – At this time, separate pedestrian accommodations are not required.

Condition: None.

Plat Note: None.

Drainage – A drainage plan had been submitted. One public comment expressed concern that the wrestling center off-street parking lot was gravel, and the lot would not “sheet flow” as indicated in the drainage plan.

It appears that the drainage plan was recognizing a “worst case scenario” in the event that the off-street parking lot was paved, while recognizing that the majority of drainage would infiltrate into the ground or flow through vegetation. The drainage flow from the off-street parking lot is not channeled currently or in the proposed subdivision.

The commenter's concern seems to rise from the second page of the drainage plan, which states, "The new lot on the eastern side of the [Duck] Creek will be developed with a 5,000 sf (0.11 acre) building and 24,586 sf (0.56 acre) parking lot. Runoff will sheet flow across the parking lot and then sheet flow across a minimum of 50 feet of vegetated buffer consisting of undisturbed trees, shrubs, and underbrush."

Earlier in that same paragraph the report talks about the land to the west of Duck Creek, saying, "Any storm water that does not infiltrate into the ground will sheet flow into Duck Creek over vegetated surfaces."

As noted in the "Summary" section of the report, "The project site has very minimal slope and high infiltration capacity, which results in a relatively minor increase in stormwater runoff. The use of retained vegetation and a 50-foot undisturbed buffer along Duck Creek further reduce potential runoff from the site."

Condition: None.

Plat Note: None.

Fire Code Improvements – None required at this time.

Condition: None.

Plat Note: None.

AGENCY REVIEW

CDD conducted an agency review comment period under MIP2021 0012 between July 30, 2021 and October 1, 2021. Only CBJ Building Division responded, and expressed no concerns (**Attachment J**).

Feedback from the Alaska Department of Transportation and Public Facilities is anticipated by November 3, 2021.

PUBLIC COMMENTS

Under MIP2021 0012, CDD conducted a public comment period beginning August 10, 2021 (**Attachment K**). Notices were sent to properties that abut the proposed subdivision. One comment was received (**Attachment L**).

Staff review of access raised concerns about access impacting future development. The project was transitioned to a Major Subdivision process.

CDD conducted an additional public comment period between October 8, 2021 and October 19, 2021 (**Attachment M**). Notices were sent to properties within 500 feet of the proposed subdivision.

A public notice sign was also posted on site two weeks prior to the scheduled hearing (**Attachment N**). Public comments submitted at time of writing this staff report are in **Attachment O**.

Name	Summary
Cohen	Request for materials, questions regarding sequence of events.
Barnhill	Concerns about sequence of events and future development.

FINDINGS

Major Subdivision Preliminary Plat Approval Criteria – Per CBJ 49.15.402(c)(4), the Director makes the following findings on the proposed development:

1. *Does the preliminary plat comply with CBJ 49.15.411?*

Analysis: The final plat must show a right-of-way and cul de sac. A construction plan, vegetative cover plan, and corrections to the draft plat will be required.

Finding: Yes. With recommended conditions, the preliminary plat complies with preliminary platting requirements listed in CBJ 49.15.411.

2. *Will applicable subdivision development standards be met, or can reasonably be met with conditions?*

Analysis: The development is required to meet dimensional standards set in 49.25.400.

The applicant is required to plat a 60 foot wide right-of-way, and install a road with 20 foot wide travel lanes. A streetlight will be required at the right-of-way intersection with Mendenhall Loop Road.

The wrestling center's current side setback will become a rear yard and require a rear yard setback. The structure would be made nonconforming.

Finding: No. Applicable subdivision development standards cannot be reasonably met.

3. *Will the proposed subdivision provide suitable building sites for the zoning district?*

Analysis: Lots created through this subdivision meet dimensional requirements for the D15 zoning district. If a right-of-way is constructed, the wrestling center will be made nonconforming for rear yard setbacks. If an easement is provided, the large lot cannot be further subdivided.

Finding: No. The proposed subdivision provides building sites suitable for the D15 zoning district, but creates a nonconformity.

4. *Will the proposed street names be unique or continuations of existing streets?*

Analysis: There are no proposed street names yet.

Finding: Yes. Proposed street names can be unique or are extensions of existing streets.

5. *Has the Director of Engineering and Public Works reviewed the application and determined that:*

(i) The subdivision can be constructed to conform to applicable drainage and water quality requirements;

(ii) The streets, pioneer paths, and pedestrian ways as proposed accommodate anticipated traffic, align with, and, where appropriate, connect with streets and pedestrian ways serving adjacent properties;

(iii) Any proposed improvements conform to the requirements of this Title 49 and can be feasibly constructed; and,

(iv) Where public sewer is not required, the applicant has shown that soils are suitable for individual on-lot

wastewater treatments and disposal or has shown the feasibility of alternative methods of wastewater disposal and treatment.

Analysis: Engineering's preliminary plat review comments were provided to the applicant.

Finding: Yes. Engineering and Public Works has reviewed the proposed subdivision application and supplemental materials, and believes the above criteria can be met.

RECOMMENDATION

Staff recommends the Planning Commission adopt the Director's analysis and findings and DENY the requested preliminary plat for the subdivision of a 20.49-acre lot into two lots to facilitate ownership transfer of a nonprofit wrestling center at 3221 Mendenhall Loop Road in a D15 zone.

If the Commission finds differently than the Director and approves this preliminary plat, the applicant could submit construction plans, and the final plat.

Recommended conditions for an approval include the following STANDARD conditions:

1. Prior to approval of the final plat, Certification from the CBJ Treasurer showing that all real property taxes and special assessments levied against the property for the year of recording have been paid.
2. Prior to approval of a final plat, the applicant shall submit a complete set of construction plans for all required improvements to the Community Development Department. The Director of Engineering & Public Works will review for compliance with CBJ 49.35.140.
3. Prior to approval of the final plat, the applicant has constructed all required improvements or provided a financial guarantee in accordance with CBJ 49.55.010.
4. Prior to approval of the final plat, the developer shall submit a final drainage plan for CBJ Engineering & Public Works approval. An Alaskan licensed engineer must prepare the plan [CBJ 49.35.510].

Recommended conditions for an approval include the following ADDITIONAL conditions:

5. Prior to submittal of the final plat, a plan showing 30 percent vegetative cover (at a minimum) shall be submitted for approval by the Commission.
6. Prior to submittal of the final plat, a construction plan will be submitted showing a barrier to vehicular traffic no less than 2 feet high shall be constructed along the front property line to define the driveway(s). This barrier may consist of a vegetated berm, fence, planter box, or other structures/improvements approved by the Community Development Department. Advisory: Fences over six feet tall require a building permit prior to construction. No sight-obscuring fence more than four feet tall may be constructed closer than 20 feet from the edge of a traveled way, and on corner lots, sight-obscuring fences are limited to three feet in height within 20 feet of intersecting traveled ways [CBJ §49.25.430(4)(L)]. The construction plan will be approved by the Commission.
7. (If easement access is approved): Prior to submittal of the final plat, an access easement meeting the requirements of 49.35.210(b)(3) must be drafted on the draft plat and submitted for review and approval by the Commission.

8. (If easement access is approved). Prior to submittal of the final plat, an access and maintenance agreement meeting the requirements of 49.35.210(b)(3) will be drafted and submitted for review and approval by the Community Development Department.
9. Prior to submittal of the final plat, a construction plan will be submitted showing sufficient exterior lighting must be provided at the intersection of the proposed right-of-way and Mendenhall Loop Road to permit safe pedestrian access. Lighting will conform to CBJ Standard 118 unless another standard is approved. The construction plan will be approved by the Community Development Department.

STAFF REPORT ATTACHMENTS

Item	Description
Attachment A	Application Packet
Attachment B	1917 Homestead Plat
Attachment C	1997 Plat
Attachment D	2007 Topographic and Boundary Survey
Attachment E	2019 NOD for Conditional Use Permit USE2019 0013
Attachment F	2021 Building Permit BLD2021 0039, and Stop Work Order
Attachment G	2021 Appeal of Stop Work Order, APL2021 0002
Attachment H	2021 Appeal of Director's Decision to Accept the Application for VAR2021 0004
Attachment I	2021 NOD for Variance to Stream Side Setbacks, VAR2021 0004
Attachment J	Building Division Comments on Subdivision
Attachment K	Abutters Notice for MIP2021 0012
Attachment L	MIP2021 0012 Comment from Chuck Cohen
Attachment M	Abutters Notice for SMP2021 0005
Attachment N	Public Notice Sign
Attachment O	Comments on SMP2021 0005



DEVELOPMENT PERMIT APPLICATION

NOTE: Development Permit Application forms must accompany all other Community Development Department land use applications.

To be completed by Applicant	PROPERTY LOCATION		
	Physical Address 3221 Mendenhall Loop Road		
	Legal Description(s) (Subdivision, Survey, Block, Tract, Lot) USS No. 1053 Tract A-2		
	Parcel Number(s) 5B2101030001		
	☐ This property located in the downtown historic district ☐ This property located in a mapped hazard area, if so, which _____		
	LANDOWNER/ LESSEE		
	Property Owner TDLH, LLC	Contact Person Travis Arndt	
	Mailing Address 10840 Lilac Drive	Phone Number(s) 907-321-3118	
	E-mail Address constellation_dev@hotmail.com		
	LANDOWNER/ LESSEE CONSENT Required for Planning Permits, not needed on Building/ Engineering Permits		
I am (we are) the owner(s) or lessee(s) of the property subject to this application and I (we) consent as follows: A. This application for a land use or activity review for development on my (our) property is made with my complete understanding and permission. B. I (we) grant permission for officials and employees of the City and Borough of Juneau to inspect my property as needed for purposes of this application.			
X _____ Landowner/Lessee Signature		5/24/21 Date	
X _____ Landowner/Lessee Signature		_____ Date	
NOTICE: The City and Borough of Juneau staff may need access to the subject property during regular business hours and will attempt to contact the landowner in addition to the formal consent given above. Further, members of the Planning Commission may visit the property before the scheduled public hearing date.			
APPLICANT If the same as OWNER, write "SAME"			
Applicant SAME	Contact Person		
Mailing Address	Phone Number(s)		
E-mail Address			
X _____ Applicant's Signature		5/24/21 Date of Application	

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

Intake Initials LEC
Case Number MP21-12
Date Received 7-15-21



SUBDIVISION AND DEVELOPMENT PLAN APPLICATION

See subdivision hand-outs for more information regarding the permitting process and the materials required for a complete application.

NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.

PROJECT SUMMARY

Subdivide 1 parcel into 2 parcels to change ownership for non-profit property tax exemption.

Number of Existing Parcels 1 Total Land Area 20.49 Number of Resulting Parcels 2

HAS THE PARCEL BEEN CREATED BY A MINOR SUBDIVISION IN THE PRECEDING 24 MONTHS

☐ NO

☐ YES Case Number _____

TYPE OF SUBDIVISION OR PLATTING APPROVAL REQUESTED

MINOR DEVELOPMENT

(changing or creating 13 or fewer lots)

- ☒ Preliminary Plat (MIP)
- ☐ Final Plat (MIF)
- ☐ Panhandle Subdivision
- ☐ Accretion Survey
- ☐ Boundary Adjustment
- ☐ Lot Consolidation (SLC)
- ☐ Bungalow Lot Subdivision
- ☐ Common Wall/Zero Lot Subdivision
- ☐ Other _____

MAJOR DEVELOPMENT

(changing or creating 14 or more lots)

- ☐ Preliminary Plat (SMP)
- ☐ Final Plat (SMF)
- ☐ Preliminary Development Plan – PUD (PDP)
- ☐ Final Development Plan – PUD (PDF) Preliminary
- ☐ Development Plan – ARS (ARP) Final
- ☐ Development Plan – ARS (ARF)
- ☐ Bungalow Lot Subdivision
- ☐ Common Wall/Zero Lot Subdivision
- ☐ Other _____

ALL REQUIRED DOCUMENTS ATTACHED

- ☒ Pre-application conference notes
- ☒ Narrative including:
 - ☒ Legal description(s) of property to be subdivided
 - ☒ Existing structures on the land
 - ☒ Zoning district
 - ☒ Density
 - ☐ Access
 - ☐ Current and proposed use of any structures
 - ☒ Utilities available
 - ☒ Unique characteristics of the land or structure(s)

☒ Preliminary Plat checklist

DEPARTMENT USE ONLY BELOW THIS LINE

SUBDIVISION/PLATTING FEES	Fees	Check No.	Receipt	Date
Application Fees	\$ <u>450.00</u>			
Admin. of Guarantee	\$ _____			
Adjustment	\$ _____			
Total Fee	\$ <u>450.00</u>			

For assistance filling out this form, contact the Permit Center at 586-0770.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Case Number <u>MIP21-12</u>	Date Received <u>LEC 7-15-21</u>
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Revised October 2019 - Page 1 of 1

Parcel #: 5B2101030001

Legal Description: USS No. 1053 Tract A-2

Size: 20.49 acres

Zoning: D15

Existing Structure: Wrestling Gym (under construction)

Current/Proposed use of Structure: Wrestling Gym (under construction)

Density: 0

Access: Commercial Driveway connecting to Mendenhall Loop Road

Utilities: All public utilities available

Unique Feature of Land: Duck Creek

Working with the CBJ assessor's office, we have learned that a non-profit entity must own the property as opposed to lease the property to qualify for the Real Property tax relief for the portion they use. Thus, in order to satisfy those requirements, we desire to subdivide our lot into two lots.

Laurel Christian

From: Jill Maclean
Sent: Tuesday, July 6, 2021 12:03 PM
To: Laurel Christian
Cc: Alexandra Pierce
Subject: T. Arndt subdivision - Mendenhall Loop

Hi,

Please be aware that I've informed Travis that his subdivision is a minor sub, not a major, as it's two lots.

Thanks,

Jill M. Maclean, AICP | Director
Community Development Department | City & Borough of Juneau, AK
Location: 230 S. Franklin Street, 4th Floor Marine View Building
Office: 907.586.0715 ext. 4118 ← NEW



Fostering excellence in development for this generation and the next.



(907) 586-0715
 CDD_Admin@juneau.org
 www.juneau.org/CDD
 155 S. Seward Street • Juneau, AK 99801

Mendenhall Loop Road Subdivision and Variance

Case Number: PAC2021 0036

Applicant: Travis Arndt, Constellation Development

Property Owner: Tdlh LLC and Juneau Condos LLC

Property Address: 3101 Mendenhall Loop Road and 9090 Cinema Drive

Parcel Code Number: 5B2101030001 and 5B2101320030

Site Size: 892,544 sq. ft. (20.49 acres)

Zoning: D15 Multi-family Residential

Existing Land Use: Indoor Sports Gym (under construction);
 Cinema Drive Condos 72 unit development (under construction)

Conference Date: 5/27/2021

Report Issued: 6/2/2021

DISCLAIMER: Pre-application conferences are conducted for purposes of providing applicants with a preliminary review of a project and timeline. Pre-application conferences are not based on a complete application, and are not a guarantee of final project approval.

List of Attendees

Note: Copies of the Pre-Application Conference Report will be emailed, instead of mailed, to participants who have provided their email address below.

Name	Title	Email address
Travis Arndt	Applicant	constellation_dev@hotmail.com
Laurel Christian	Planning	Laurel.christian@juneau.org
Jill Maclean	CDD	Jill.maclean@juneau.org
Autumn Sapp	General Engineering	Autumn.sapp@juneau.org

Pre-Application Conference Final Report

Conference Summary

Questions/issues/agreements identified at the conference that weren't identified in the attached reports.

The following is a list of issues, comments and proposed actions, and requested technical submittal items that were discussed at the pre-application conference.

Project Overview

Applicant proposes to subdivide one lot into two. The indoor sports gym (wrestling center) will be on one lot, the remaining lot will be vacant until further development plans. The applicant also requests a non-administrative variance to CBJ 49.70.310 to allow work within the 25' no disturbance and 50' no development buffers from Duck Creek. The variance would allow channelization work. This type of variance requires Planning Commission (Board of Adjustment) approval.

The director has determined that the subdivision shall be processed as a major subdivision per 49.15.220(1):

Unless otherwise specified in this title, minor development shall require department approval. If the director determines that a series of applications for minor developments, taken together, constitute a major development, the applications shall be subject to the appropriate major development permit procedures and standards.

Planning Division

1. **Zoning** – Lot is zoned D15.
2. **Subdivision** –
 - a. **Minimum lot size** – 5,000 sq. ft.
 - b. **Minimum lot width** – 50'
 - c. **Minimum lot depth** – 80'
3. **Setbacks** – 20' front; 15' rear; 5' side; 13' street side.
 - a. Where one zoning district abuts another, the greater setback applies. The lot abuts D5 to the west. The setbacks will be established based on lot line assignments through the preliminary plat application.
4. **Height** – 35' permissible uses; 25' accessory uses
5. **Access** – Mendenhall Loop Road
 - a. Mendenhall Loop Road is classified by CBJ as a minor arterial.
 - b. An easement is required for the existing driveway. The existing driveway must serve both lots, and future lots if further subdivision occurs.
 - c. 49.35.210(b) applies:

(b) Major and minor arterials. Except as provided in subsection (3) of this section, if a new subdivision involves frontage along an arterial street:

 - (1) The plat shall note that no lots shall access directly onto the arterial;*
 - (2) Access shall be provided onto an interior access street or a separate frontage road.*

Pre-Application Conference Final Report

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

- (A) All of the resulting lots must meet the minimum lot area standard for a single-family dwelling in the D-1 zoning district (36,000 square feet).*
- (B) All of the lots must share a common access point and further subdivision of the newly created lots is not allowed.*
- (C) Common access to all lots is required and back out parking is prohibited. The applicant must submit a plan that shows the feasibility of off street parking for all lots and an adequate area for a turnaround to prevent back out parking.*
- (D) The applicant must provide assurance in the form of an easement, plat note, and maintenance agreement that is recorded with the subdivision, all of which must be acceptable to the director, that ensures the required common access will be constructed and maintained by the property owners.*
- (E) The proposed subdivision must meet all other applicable subdivision standards and requirements.*

6. Parking & Circulation– Dependent on use.

- a. Parking for the wrestling facility should be completely on the new lot, or a shared parking agreement will be required.

7. Lot Coverage – Maximum 50%

8. Vegetative Coverage – Minimum 30%

- a. The applicant should submit a site plan showing that after the subdivision, each lot will have the required minimum vegetative cover.

9. Lighting – Will be reviewed with building plans.

10. Noise – Dependent on use.

11. Flood – A Flood Development Permit will be required for work within the flood zone.

- a. The revised Floodplain Ordinance is attached to this report – it is effective May 26th, 2021 and not yet available on the muni-code website as of the date of issuing this report.
- b. Special provisions apply to work within floodways, and will be reviewed with a flood development permit. See the attached ordinance.

12. Hazard/Mass Wasting/Avalanche/Hillside Endorsement – Not applicable.

13. Wetlands – No known.

14. Habitat – Duck Creek is an anadromous waterbody.

15. Traffic – Dependent on use.

16. Nonconforming situations – No known.

Building Division

17. Building – Will review completed applications.

18. Outstanding Permits –

Pre-Application Conference Final Report

- a. **BLD2020 0293** – New Gymnasium
- b. **BLD2021 0039** – Bank Stabilization of Duck Creek
- c. **BLD2021 0128** – Grading
- d. **Stop Work Order** – Issued March 10, 2021

General Engineering/Public Works**19. Engineering –**

- a. Any structures or development including culverts and fill within the 50' streamside setbacks shall be included in the variance. Please also keep in mind the following requirements for development within the floodway, 49.70.400 Floodplain, (i) Additional provisions in floodways:
Encroachments, including fill, new construction, and other development, except subdivisions, within a floodway are prohibited unless an engineer licensed in the State of Alaska submits a hydrologic and hydraulic analyses to the director indicating that the encroachment would not result in any increase in flood levels during the occurrence of the base flood discharge. The hydrologic and hydraulic analyses must be performed in accordance with standard engineering practice acceptable by the Federal Emergency Management Agency.
- b. **Easements:** Site plan (plat) shall include all existing (and proposed) easements for drainage, utility lines including plumbing lines, access, snow storage, trash (dumpster) storage, or any other shared use that requires crossing the property line. For plats include the width, ownership, use, and record reference of all proposed and existing easements within the subdivision and within 100 feet of the subdivision boundary.
- c. **Agreements:** A maintenance and hold harmless (of CBJ) agreement will need to be drafted, signed, and recorded for all shared infrastructure for the development, e.g. driveway, water, sewer, etc.

20. Drainage – Submit with the preliminary plat the following information:

- a. Drainage report. A preliminary report specifying the method by which the applicant proposes to manage surface and subsurface drainage for the subdivision and the effect of such method on adjacent areas. Unlike the drainage plan required by CBJ 49.35.510, the preliminary drainage report does not need to be prepared by a licensed engineer. The report must address the following:
 - (A) A calculation of the increase in stormwater runoff resulting from the proposed development as well as the runoff from all drainage areas associated with the site. Runoff calculations shall be based on a fully-developed subdivision and a 25-year storm event;
 - (B) How drainage from the proposed subdivision will join an established drainage channel or channels, unless the director of engineering and public works approves use of an alternative drainage way;
 - (C) An evaluation of existing drainage ways and structures located between the subdivision and the receiving water body, and verification that the existing drainage ways can accommodate the increased runoff. If the increased runoff cannot be handled, the plan must propose solutions to the problem; and
 - (D) All required improvements, on or off site, that are shown on the construction plans in accordance with CBJ 49.35, article V, and that will be constructed as part of the subdivision.

Pre-Application Conference Final Report

- b. Erosion control. A report explaining the method by which the applicant proposes to control erosion and manage runoff, and potential impacts to adjacent properties or water bodies. The report shall include a plan for preservation of ground cover in areas where runoff and resulting erosion need to be minimized.
21. **Utilities** – (water, power, sewer, etc.) A minimum of 1" water service and 4" sewer service will need to be installed to the property line of each newly created lot within one-year of recording of the plat. At the time of preliminary plat submittal, please submit a construction plan for the new utilities. The submittals must meet current CBJ Standards and Specifications. The plan needs to include pipe locations, type, sizing, for both water and sewer and grades for sewer to indicate appropriate fall will be achieved. The construction plan can be shown on an existing as-built drawing that also includes existing features such as structures and other existing utilities. Permits required for the proposed work will be identified during the review of the submitted construction plan.
22. **Grading Plan:** The submitted grading plan, BLD20210128, shall be modified to include all areas of grading work. As the grading work will or has taken place over an area greater than two acres, tree and stump removal shall be indicated on the plan. Additionally, after further discussions with the Developer it is believed that fill in excess of 1,000 cubic yards has or will be taking place. As a result the following is requirement for the revised plan per 19.12.060.3 Grading Designation:

Grading in excess of 1,000 cubic yards (765 m3) shall be performed in accordance with the approved grading plan prepared by a civil engineer, and shall be designated as "engineered grading."

The modified engineered plan shall include the floodway delineation on both the plan view and cross section view.

The engineered grading plan shall adhere to all requirements as outlined in 19.12 – Excavation and Grading Code. This specifically the plan shall address fills, compaction, setbacks, and erosion control and stormwater quality.

As this is an engineered grading plan a Special Inspection shall be required by a civil engineer of all grading work and shall adhere to 19.12.140.2 Civil Engineer. The Special Inspection form is attached. The form shall be completed by both the Developer and the inspecting Engineer and will need to be submitted to the Permit Center prior to issuance of the Grading Permit. Upon completion of the work the final report shall include the following per 19.12.150.1 Final Reports:

- a. *An as-built grading plan prepared by the civil engineer retained to provide such services in accordance with Section 19.12.140.5 showing original ground surface elevations, as-graded ground surface elevations, lot drainage patterns, and the locations and elevations of surface drainage facilities and of the outlets of subsurface drains. As-constructed locations, elevations and details of subsurface drains shall be shown as reported by the soils engineer.*

Civil engineers shall state that to the best of their knowledge the work within their area of responsibility was done in accordance with the final approved grading plan.

- b. *The grading contractor shall submit in a form prescribed by the building official a statement of conformance to said as-built plan and the specifications.*

Fire Marshal

23. **Fire Items/Access** – Will review completed applications.

Pre-Application Conference Final Report

Other Applicable Agency Review

1. DOT&PF may be consulted for access requirements onto Mendenhall Loop Road (AKDOT ROW).
 - a. If the subdivision is approved, DOT permits may be required. Applicant should consult DOT.
2. Support from the Alaska Department of Fish and Game is critical for the variance. Staff will request agency review comments once an application is submitted.
 - a. If the variance is granted, ADFG permits may be required. Applicant should consult ADFG.
3. ACOE may be consulted during review of the variance.
 - a. If the variance is granted, ACOE permits may be required. Applicant should consult ACOE.

List of required applications

Based upon the information submitted for pre-application review, the following list of applications must be submitted in order for the project to receive a thorough and speedy review.

1. Major Subdivision Preliminary Plat Application
2. Variance Application
3. Development Permit Application

Additional Submittal Requirements

Submittal of additional information, given the specifics of the development proposal and site, are listed below. These items will be required in order for the application to be determined Counter Complete.

1. For the subdivision:
 - a. A copy of this pre-application conference report.
 - b. Preliminary Plat Checklist – required items are highlighted on the attached document.
 - c. Preliminary Plat
 - d. Sketch plat in accordance with 49.15.410
 - e. Drainage plan and drainage report for the subdivision – At this time, the drainage plan does not need to be engineered.
 - f. Preliminary construction drawings for additional water and sewer service.
2. For the variance:
 - a. Narrative must demonstrate the grounds for the variance, and discuss the reasons channelizing the creek and why grading is being requested within the 50' buffer for bank stabilization.
 - b. Narrative will demonstrate the reasons for storing the fill.
 - c. Site plan showing areas of work
 - d. Typical sections for the creek
 - e. Site plan showing flood development areas.
 - f. Drainage report is necessary to demonstrate the grounds for a variance, including:
 - i. A preliminary report specifying the method by which the applicant proposes to manage surface and subsurface drainage for the variance and the effect of such method on adjacent areas. Unlike the drainage plan required by CBJ 49.35.510, the preliminary

Pre-Application Conference Final Report

drainage report does not need to be prepared by a licensed engineer. The report must address the following:

- ii. A calculation of the increase in stormwater runoff resulting from the proposed development (channelization) as well as the runoff from all drainage areas associated with the site. Runoff calculations shall be based on a fully-developed site and a 25-year storm event;
- iii. How drainage from the proposed channelization will join an established drainage channel or channels;
- iv. An evaluation of existing drainage ways and structures located between the channelization area and the receiving water body, and verification that the existing drainage ways can accommodate the increased runoff. If the increased runoff cannot be handled, the plan must propose solutions to the problem; and
- v. All required improvements, on or off site, that are shown on the construction plans in accordance with CBJ 49.35, article V, and that will be constructed as part of the channelization.

The preliminary drainage report is necessary, as this variance will change the creek. At the same, we recognize that if the variance is approved by the commission, you will then need to seek and obtain permits from Army Corps and F&G, and possibly other agencies as well. At that time, a full hydrologic study may be necessary, unless F&G has other methods. As discussed, conducting this level of work doesn't make sense unless and until you have approval of the variance.

Exceptions to Submittal Requirements

Submittal requirements staff has determined **not** to be applicable or **not** required, given the specifics of the development proposal, are listed below. These items will **not** be required in order for the application to be reviewed.

1. None.

Fee Estimates

The preliminary plan review fees listed below can be found in the CBJ code section 49.85.

Based upon the project plan submitted for pre-application review, staff has attempted to provide an accurate estimate for the permits and permit fees which will be triggered by your proposal.

1. Major Subdivision - \$110 per lot for preliminary plat review
 - a. Public notice sign fee - \$50 plus \$100 refundable deposit
2. Non Administrative Variance - \$400
 - a. Public notice sign fee - \$50 plus \$100 refundable deposit

For informational handouts with submittal requirements for development applications, please visit our website at www.juneau.org/cdd.

Submit your Completed Application

You must submit your application(s) in person with payment made to:

City & Borough of Juneau, Permit Center
230 South Franklin Street

Pre-Application Conference Final Report

Fourth Floor Marine View Center
Juneau, AK 99801

Phone: (907) 586-0715

Web: www.juneau.org/cdd

Attachments:

49.70 Article IV – Floodplain Development

49.20 - Variances

Preliminary Plat Checklist

Special Inspection Form



1945 Alex Holden Way #101	Juneau, AK 99801	907-780-4004	solutions@proHNS.com
219 Main Street #13	Haines, AK 99827	907-419-6070	www.proHNS.com

June 11, 2021

TDLH LLC
 Travis Arndt
 10840 Lilac Dr
 Juneau, AK 99801
 constellation_dev@hotmail.com

RE: Subdivision of USS 1053 TR A2 – Preliminary Drainage Report

To Whom It May Concern,

The following Preliminary Drainage Plan has been prepared for the subdivision of USS 1053 TR A2 in Juneau, AK. The project generally consist of 1.12 acres of clearing and construction of a new 5,000 sf building of one lot on the east of Duck Creek, as well as 16.97 acres of clearing of a second lot on the west side of Duck Creek. The total pre-developed parcel size is 20.49 acres. A pre-developed and post-developed map have been included with this report.

Site Runoff Calculation Method:

The project site consist of two separate drainage basins. One on the west side of Duck Creek and one on the east side of Duck Creek. Each basin was modeled using the SCS TR-55 model method, as described in Appendix D of the *City and Borough of Juneau Manual of Stormwater Best Management Practices*.

Site Drainage Patterns:

Pre-Developed Conditions: During a site visit performed on 6/10/2021 it was observed that the site is generally flat with local mounds and depressions. The majority of the western portion of the site appears to drain in a generally southwestern direction, though there was no evidence of channelization or concentrated flow. There were no defined drainage channels or discharge points on the western property line, thus it is presumed that the rainfall is absorbed by the dense vegetation and infiltrated into the ground. The *Soils of the Juneau Area (Schoephorster & Furbush 1974)* classify the onsite soils as well-drained "Fine Sandy Loam". Onsite exposed soils appeared to be visually consistent with this classification, which supports the notion that rainfall is absorbed by the onsite soils. In the event that the amount of precipitation exceeds the soils infiltrative capacity, it appears that ponding would occur in the southwestern corner of the property until the ponded water overflows into a ditch in the southeastern corner of the property and flows into Duck Creek. A portion of the site, on both the east and west sides of Duck Creek, is sloped towards the creek. Any water not infiltrated into the soil in these areas would sheet flow over vegetated surfaces into Duck Creek.

Page 1 | 3



1945 Alex Holden Way #101 | Juneau, AK 99801 | 907-780-4004 | solutions@proHNS.com
 219 Main Street #13 | Haines, AK 99827 | 907-419-6070 | www.proHNS.com

Post-Developed Conditions: The new lot on the western side of the creek will be cleared and grubbed. The site will be graded to have a very mild slope in the southeastern direction and then vegetated with grass and/or native ground cover. Any stormwater that does not infiltrate into the ground will sheet flow into Duck Creek over vegetated surfaces. No buildings or impervious surfaces are proposed on the western side of the creek at this time. The entire western portion of the site will be vegetated, with the 50 feet immediately adjacent to the creek consisting of undisturbed trees, shrubs, and underbrush. The new lot on the eastern side of the Creek will be developed with a 5,000 sf (0.11 acre) building and 24,586 sf (0.56 acre) parking lot. Runoff will sheet flow across the parking lot and then sheet flow across a minimum of 50 feet of vegetated buffer consisting of undisturbed trees, shrubs, and underbrush.

Anticipated Site Runoff:

Using the SCS Method, the amount of stormwater runoff during the 25-year storm event per catchment area was determined. See Tables 1.1 and 1.2 below for results. It can be seen that the increase in stormwater runoff from the entire site will be 2.29 cfs.

Table 1.1	Area (acres)	Peak Runoff (cfs)
Basin A: Pre-developed (area west of Duck Creek)	16.97	0.59
Basin B: Pre-developed (area east of Duck Creek)	1.12	0.04
Basin A: Post-developed (area west of Duck Creek)	16.97	2.41
Basin B: post-developed (area east of Duck Creek)	1.12	0.51

Table 1.2	
Bains A Increase (cfs)	1.82
Bains B Increase (cfs)	0.47
Total Increase (cfs)	2.29

Conveyance/Discharge Structure Capacities:

For this project Duck Creek is considered the receiving water body. Conveyance will consist primarily of sheet flow, with a short section of wide ditching in the southeast corner of the site, thus there are no capacity concerns for the routing of stormwater before it reaches the receiving water body.



1945 Alex Holden Way #101	Juneau, AK 99801	907-780-4004	solutions@proHNS.com
219 Main Street #13	Haines, AK 99827	907-419-6070	www.proHNS.com

Summary:

The project site has very minimal slope and high infiltration capacity, which results in a relatively minor increase in stormwater runoff. The use of retained vegetation and a 50 foot undisturbed buffer along Duck Creek further reduce potential runoff from the site.

Our preliminary analysis shows that there are no capacity concerns from the increase in stormwater resulting from this project before it reaches the receiving water body.

Respectfully,

Lucas Chambers, P.E.
Principal Engineer – proHNS LLC Juneau

Attachments:
Pre-Developed and Post-Developed Drainage Maps (2 sheets)

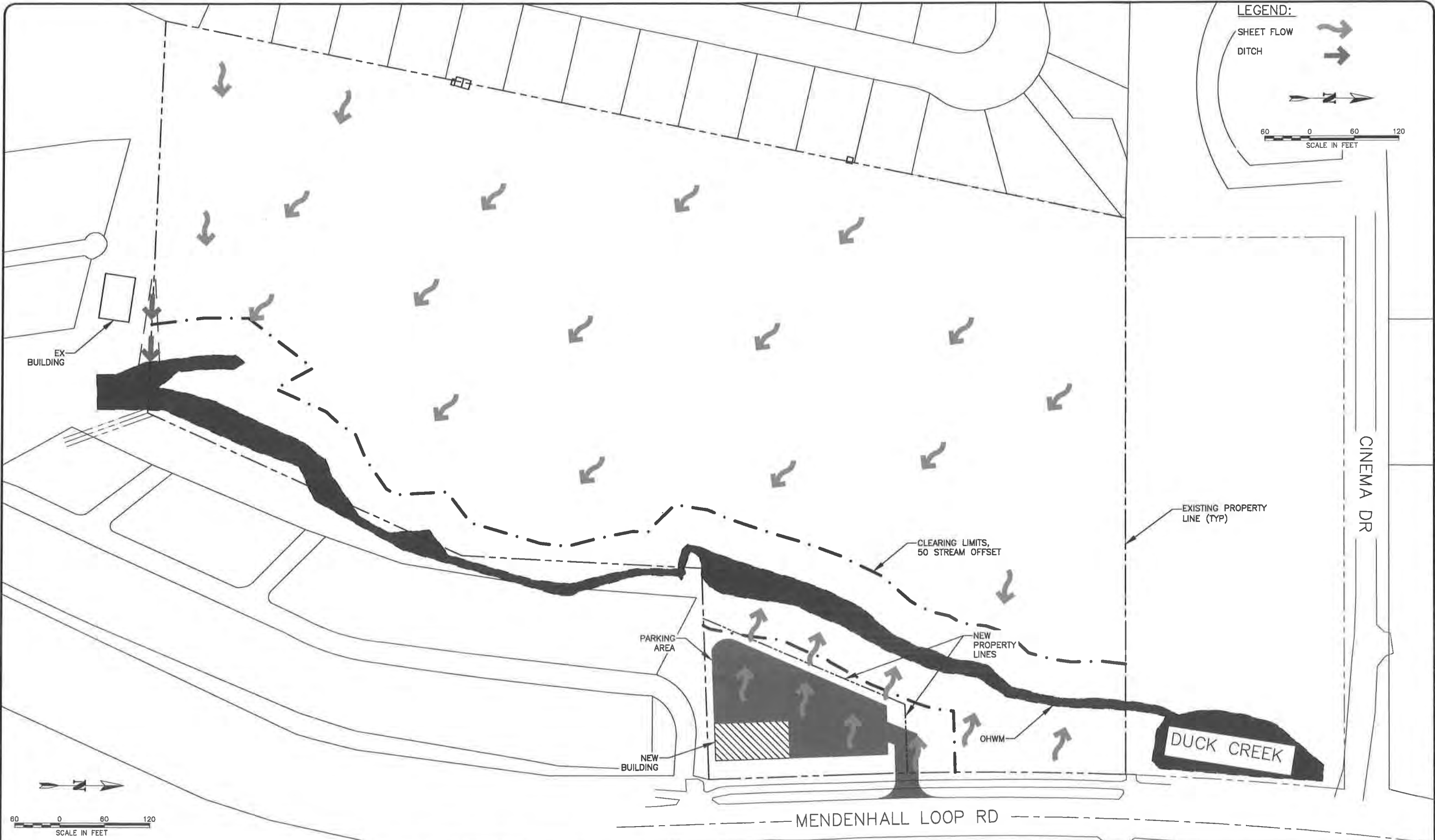


C:\Users\Chris\Dropbox (proHNS)\Projects\Juneau\Constellation Development\Juneau\Sheets\Cinema Drive Condos_Drainage.dwg

June 11, 2021

RECORD OF REVISIONS				DRAWN BY: DESIGNED BY: CHECKED BY:	CBJ REVIEW	SUBDIVISION OF USS 1053 TR A2	PRE-DEVELOPED DRAINAGE MAP	SHEET NUMBER	
No.	DATE	DESCRIPTION	BY						
		SMP2021 0005 ATTACHMENT A, Page 16		1946 ALEX HOLDEN WAY #101 JUNEAU, AK 99801 (907) 780-4004 solutions@proHNS.com www.proHNS.com	APPROVED: DATE:			1 OF 2	





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June 11, 2021

RECORD OF REVISIONS			
No.	DATE	DESCRIPTION	BY
		SMP2021 0005	
		ATTACHMENT A, Page 17	



proHNS LLC
CERTIFICATE OF AUTHORIZATION
#100862

DRAWN BY: C. BYDLON
DESIGNED BY: C. BYDLON
CHECKED BY: L. CHAMBERS

1945 ALEX HOLDEN WAY #101
JUNEAU, AK 99801
(907) 780-4004

solutions@proHNS.com
www.proHNS.com

CBJ REVIEW

APPROVED: _____

DATE: _____

SUBDIVISION OF
USS 1053 TR A2

POST-DEVELOPED
DRAINAGE MAP

SHEET NUMBER	
2	OF
2	



CONSTELLATION DEVELOPMENT

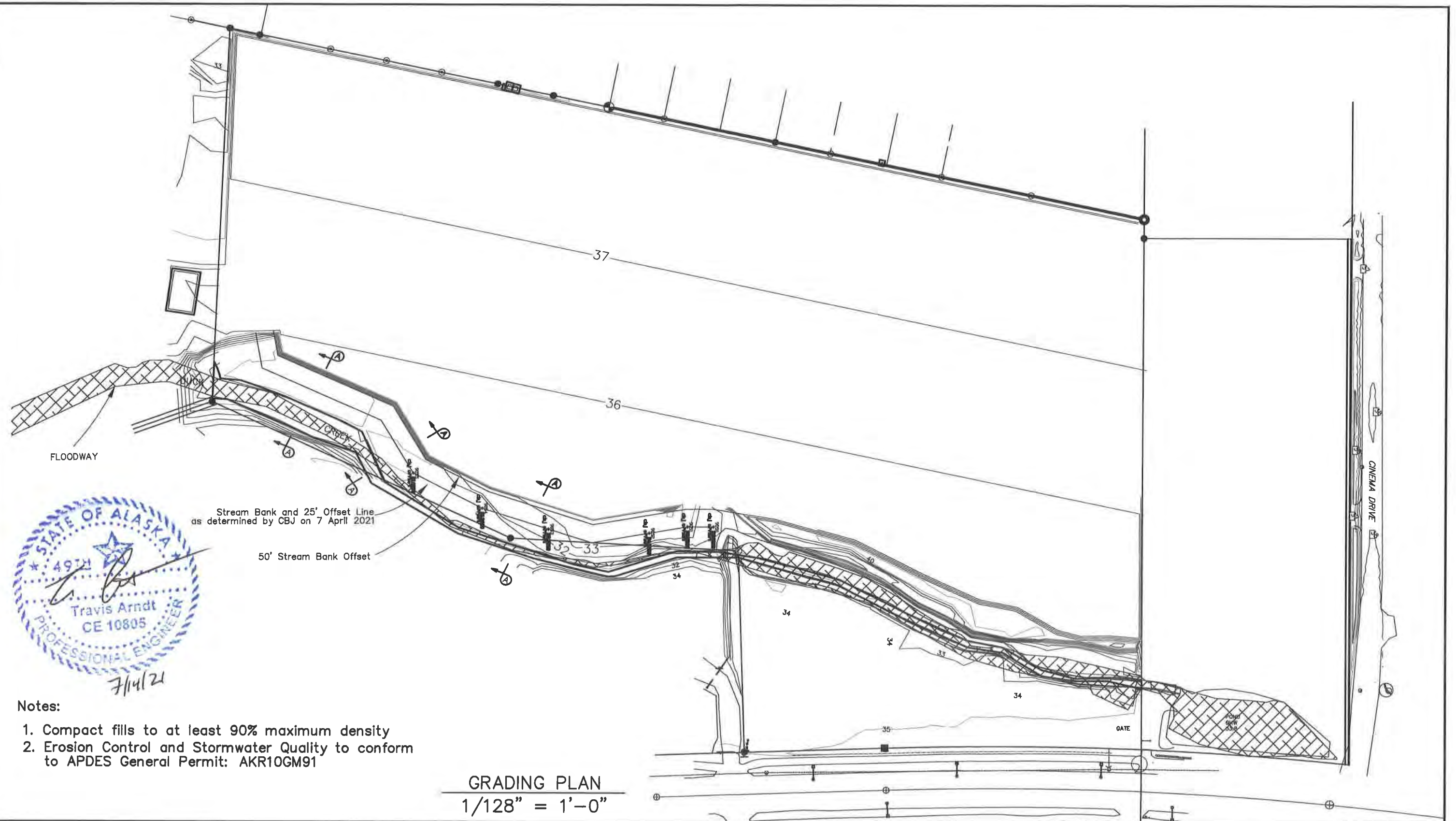
SMP2021 0005
ATTACHMENT A, Page 18

10840 Lileo Drive
Juneau, AK 99801
907-321-3118

Tract A-2

USS No. 1053.

EXISTING GRADING



CONSTELLATION DEVELOPMENT

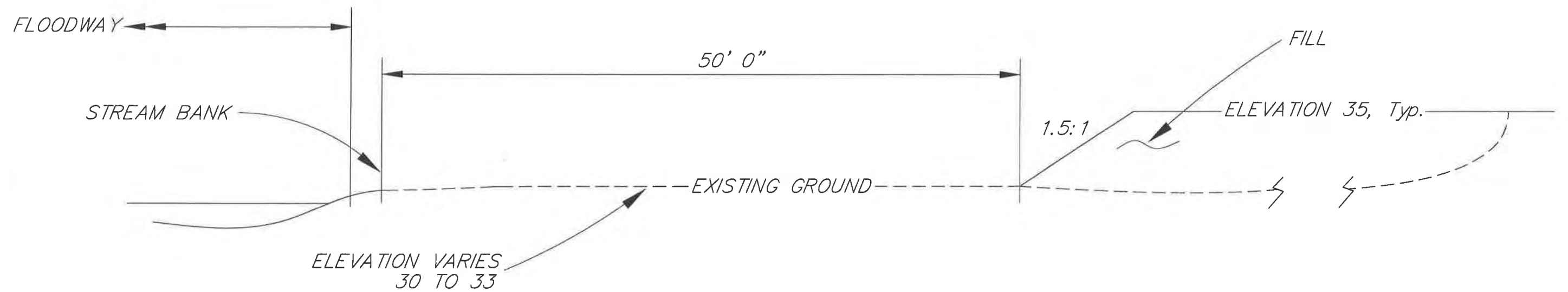
SMP2021 0005
ATTACHMENT A, Page 19

10840 Lila Drive
Juneau, AK 99801
907-321-3118

Tract A-2

USS No. 1053.

GRADING SITE PLAN



Section A-A
1/8" = 1'-0"

CONSTELLATION DEVELOPMENT

SMP2021 0005
ATTACHMENT A, Page 20

10840 Lila Drive
Juneau, AK 99801
907-321-3118

Tract A-2

USS No. 1053.

GRADING DETAILS

CORPORATE OWNERSHIP CERTIFICATE:

WE, HEREBY CERTIFY THAT TDLH, LLC IS THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HERON AND THAT WE, AS MEMBERS, HEREBY ADOPT THIS PLAT OF SUBDIVISION WITH OUR FREE CONSENT, AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO THE PUBLIC OR PRIVATE USE AS NOTED.

DATE: _____, 2021

TRAVIS ARNDT, MEMBER
TDLH, LLC

DOUGLAS TRUCANO, MEMBER
TDLH, LLC

NOTARY ACKNOWLEDGEMENT:

UNITED STATES OF AMERICA

STATE OF ALASKA

THIS IS TO CERTIFY THAT ON THIS ____ DAY OF _____, 2021, BEFORE ME THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED TRAVIS ARNDT AND DOUGLAS TRUCANO, TO ME KNOWN AND KNOWN TO ME TO BE THE PERSONS THEY REPRESENTS THEMSELVES TO BE AND THE MEMBERS OF TDLH, LLC WHO ACKNOWLEDGED TO ME THAT THEY EXECUTED THE FOREGOING INSTRUMENT AS THE FREE ACT AND DEED OF THE SAID CORPORATION FOR THE PURPOSES THEREIN MENTIONED, BEING FULLY AUTHORIZED TO DO SO.

WITNESS MY HAND AND OFFICIAL SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST ABOVE WRITTEN.

NOTARY PUBLIC FOR ALASKA

MY COMMISSION EXPIRES:

COMMUNITY DEVELOPMENT DEPARTMENT PLAT APPROVAL

I HEREBY CERTIFY THAT THE PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH TITLE 49 OF THE CODE OF THE CITY AND BOROUGH OF JUNEAU AND IS APPROVED BY THE CITY AND BOROUGH OF JUNEAU, DEPARTMENT OF COMMUNITY DEVELOPMENT, FOR RECORDING IN THE OFFICE OF THE JUNEAU RECORDING DISTRICT, ANCHORAGE, ALASKA.

DATED _____, 2021

JILL MACLEAN, DIRECTOR, COMMUNITY DEVELOPMENT
DEPARTMENT CITY AND BOROUGH OF JUNEAU

ATTEST:

MUNICIPAL CLERK, CITY AND BOROUGH OF JUNEAU

NOTES:

- 1) THE ERROR OF CLOSURE OF THIS SURVEY DOES NOT EXCEED 1:10,000.
- 2) ALL DISTANCES ARE MEASURED IN U.S. SURVEY FEET.
- 3) RECORD INFORMATION DERIVED FROM THE OFFICIAL PLAT OF US SURVEY 1053; A PLAT IF TRACT A-1 AND TRACT A-2 A SUBDIVISION OF TRACT A, US SURVEY 1053 PLAT 96-106 RECORDED 18 DECEMBER 1996; RIVERWOOD SUBDIVISION PLAT No. 77-10 RECORDED 31 MARCH 1977; RECORD OF SURVEY BOUNDARY AND TOPOGRAPHIC SURVEY OF TRACT A-2 US SURVEY 1053 PLAT No. 2007-72 RECORDED 19 DECEMBER 2007; THE CONDOS AT THE CINEMA - PHASES 1, 2, 3, 4, 5, PLAT No. 2020-38 RECORDED 13 OCTOBER 2020 ON FILE WITH IN THE JUNEAU RECORDING DISTRICT.
- 4) WHERE DIFFERENT FROM RECORD OR CALCULATED, RECORD DIMENSIONS ARE SHOWN IN PARENTHESIS AND REFERENCED TO A RECORDED PLAT (R#).
- 5) DOMESTIC WATER & SANITARY SEWER PROVIDED BY THE CITY AND BOROUGH OF JUNEAU PUBLIC UTILITIES.
- 6) SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.
- 7) PARTS OF THIS SUBDIVISION ARE LOCATED IN A SPECIAL FLOOD HAZARD ZONE AREA ACCORDING TO THE ADOPTED CITY AND BOROUGH OF JUNEAU FLOOD INSURANCE RATE MAPS (FIRM) COMMUNITY PANEL# 02110C1239E, EFFECTIVE AS OF 18 SEPTEMBER 2020 SPECIAL DEVELOPMENT STANDARDS MAY APPLY ACCORDING TO CBJ TITLE 49, LAND USE CODE.

CURVE TABLE

CURVE RADIUS	ARC LENGTH	CHORD	CHORD BEARING	Δ ANGLE
C1 4871.37	62.35'	62.34'	S 01°28'48" E	0°43'07"
C2 4971.37	286.95'	286.85'	S 00°35'08" W	3°28'41"



J F IVANISZEK
12314S



5/8" x 3/8" REBAR WITH
RED PLASTIC CAP

PRIMARY MONUMENT
2.5" x 30" ALUMINUM PIPE WITH 3.28"
DIAMETER ALUMINUM CAP WITH CLEAR
DEEP 1 MAGNET AT THE BASE

TYPICAL SET MONUMENT DETAIL
N.T.S.

SURVEYOR'S CERTIFICATE

I, JOSHUA FRANTZ IVANISZEK, HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR REGISTERED IN THE STATE OF ALASKA, AND THAT THIS PLAT REPRESENTS THE SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, THAT THE ACCURACY OF THE SURVEY IS WITHIN THE LIMITS REQUIRED BY TITLE 49 OF THE CODE OF THE CITY AND BOROUGH OF JUNEAU, THAT ALL DIMENSIONS AND RELATIVE BEARINGS ARE CORRECT AND THAT MONUMENTS ARE SET IN PLACE AND NOTED UPON THIS PLAT AS PRESENTED.

DATED: 26 MAY 2021

LEGEND:

- BLM PRIMARY MONUMENT RECOVERED
- R&M PRIMARY MONUMENT RECOVERED
- JW BEAN 3650-S PRIMARY MONUMENT RECOVERED
- CHILKAT SURVEYING PRIMARY MONUMENT ESTABLISHED
- 1410-S SECONDARY MONUMENT RECOVERED
- 6277-S SECONDARY MONUMENT RECOVERED
- 3650-S MONUMENT RECOVERED
- CONCRETE ROW POST
- SECONDARY MONUMENT SET THIS SURVEY
- PROPERTY LINES
- UNSURVEYED LINES
- EASEMENT BOUNDARY

(N 45°11' W)R1 RECORD INFORMATION FROM US SURVEY 1053
(N45°04'15" W)R2 RECORD INFORMATION FROM PLAT No. 96-106
(S00°06'33" W)R3 RECORD INFORMATION FROM PLAT No. 2007-72

1"=100'



TRACT A-2A AND TRACT A-2B

SUBDIVISION OF
TRACT A-2 FRACTION OF US SURVEY 1053
WITHIN THE CITY AND BOROUGH OF JUNEAU, ALASKA
JUNEAU RECORDING DISTRICT

STATE RECORDERS OFFICE AT ANCHORAGE

CHILKAT SURVEYING & MAPPING, LLC
10654 PORTER LANE JUNEAU, ALASKA 99801
907-957-1908

OWNERS

TDLH, LLC
10840 LILAC DR. JUNEAU, AK 99801

SMP: 2021XXXX SCALE: 1" = 100' DATE: 26 JUNE 2021 SHEET NO. 1 OF 1

CHILKAT SURVEYING & MAPPING, LLC
10654 PORTER LANE JUNEAU, AK 99801
907 957-1908 chilkat.surveying@gmail.com

Date: 8 JULY 2021

To: CBJ COMMUNITY DEVELOPMENT DEPARTMENT
155 SOUTH SEWARD ST.
Juneau, Alaska 99801

Subject: Lot closure reports TRACTS A-2A AND A-2B

Remarks: The lot closure reflects the proposed subdivision of TRACT A-2 INTO TRACTS A-2A AND A-2B

Tract A-2A

Norththing	Easting	Bearing	Distance
2391923.090	2511087.207		
Radius: 4971.370 Chord: 62.345 Degree: 1°09'09" Dir: Right			
Length: 62.345 Delta: 0°43'07" Tangent: 31.173			
Chord BRG: N01°29'46"W Rad-In: N 88°08'40" E Rad-Out: N 88°51'47"E			
Radius Point: 2392084.054, 2516055.971			
2391985.413	2511085.580		
		N 87°59'37" W	93.104
2391988.673	2510992.533		
		S 23°15'02" W	294.530
2391718.063	2510876.266		
		N 88°04'53" E	216.750
2391725.319	2511092.895		
		N 01°38'50" W	197.853
2391923.090	2511087.207		

Closure Error Distance> 0.00000 Error Bearing> N 90°00'00" E
Closure Precision> 1 in 1856674427932.7 Total Distance> 864.581
Polyline Area: 40957 sq ft, 0.9403 acres

Tract A-2B

Norththing	Easting	Bearing	Distance
82392284.248	2511088.634		
Radius: 4971.370 Chord: 298.850 Degree: 1°09'09" Dir: Left			
Length: 298.895 Delta: 3°26'41" Tangent: 149.493			
Chord BRG: S 00°35'08" W Rad-In: S 87°41'31" E Rad-Out: N88°51'48"E			
Radius Point: 2392084.043, 2516055.971			
2391985.413	2511085.580		
		N 87°59'37" W	93.104
2391988.673	2510992.533		
		S 23°15'02" W	294.530
2391718.063	2510876.266		
		S 88°04'53" W	66.781
2391715.827	2510809.523		
		S 03°08'38" W	321.736
2391394.575	2510791.878		
		S 24°33'31" W	462.052
2390974.321	2510599.839		
		N 87°42'37" W	526.972
2390995.375	2510073.287		
		N 11°39'17" E	304.659
2391293.753	2510134.833		

CHILKAT SURVEYING & MAPPING, LLC

CHILKAT SURVEYING & MAPPING, LLC
10654 PORTER LANE JUNEAU, AK 99801
907 957-1908 chilkat.surveying@gmail.com

		N 11°41'43" E 239.896
2391528.669	2510183.462	
		N 11°42'14" E 772.026
2392284.644	2510340.072	
		S 89°58'11" E 748.562
2392284.248	2511088.634	

Closure Error Distance> 0.00000
Total Distance> 4129.215
Polyline Area: 852309 sq ft, 19.5663 acres

CHILKAT SURVEYING & MAPPING, LLC



PRELIMINARY PLAT CHECK LIST

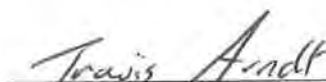
Name of Proposed Subdivision: _____

The following items must be included with the initial submittal of a Preliminary Plat:

- ☒ Application, filled out completely
- ☒ Project Narrative
- ☒ Pre-application Conference Report
- ☒ Disclosure of all known environmental hazards and any proposed mitigation measures recommended in the applicable environmental document.
- ☒ Preliminary Plat Checklist: I have reviewed the checklist and all submittals for completeness and accuracy.
- ☒ Application fee (see fee schedule)
- ☒ Five (5) – 24" by 36" Copies PDF acceptable for review
- ☒ Lot Closure Report


Applicant or Surveyor - Signature

7/14/21
Date


Applicant or Surveyor - Print Name

GENERAL REQUIREMENTS

- ☒ The preliminary plat shall be prepared by a professional land surveyor, registered in the State of Alaska
- ☒ The preliminary plat shall be submitted on 22 by 34 inch sheets. The director of engineering and public works may approve alternate sheet sizes
- ☒ The preliminary plat shall be drawn with black ink to a scale of one-inch to 100 feet or less, or other suitable scale approved by the director of engineering and public works
- ☒ The preliminary plat shall be oriented with north toward the top of the sheet.
- ☒ A vicinity map shall be located in the upper right-hand corner of the sheet
- ☒ The vicinity map shall be oriented in the same direction as the plat
- ☒ A suitable north arrow shall be shown for the plat and vicinity map
- ☒ All line work and lettering must be of professional quality, and all line widths and lettering sizes must be of such size that all information can be clearly shown without overlap or confusion

GRAPHIC REQUIREMENTS - A preliminary plat shall contain the following information:

Title block - An enclosed title block in the lower right-hand corner containing the following information:

- ☒ The proposed name of the subdivision
- ☒ The legal description of the parcel to be subdivided including U.S. Survey, U.S. Mineral Survey, A.T.S. number or section, township, and range number, as applicable
- ☒ "City and Borough of Juneau, Alaska"
- ☒ "State Recorder's Office at Juneau" Anchorage
- ☒ The date the preliminary plat was prepared and revised
- ☒ The horizontal scale
- ☒ The name and address of the owner of record
- ☒ The name, address, and telephone number of the surveyor preparing the preliminary plat



PRELIMINARY PLAT CHECK LIST

Lot, block, and street information:

- ☒ The area of each lot
- ☒ The dimensions in feet and hundredths of a foot
- ☒ An identifying number and letter for lots and blocks
- ☒ Lots numbered consecutively, commencing with the number "1," with no omissions or duplications
- ☒ If the remainder of an original parcel being subdivided is relatively large, it shall be designated as a "tract" with an identifying number
- ☒ All parcels of land intended to be dedicated for public use or reserved for the use of all of the property owners in the proposed subdivision shall be shown as lots, and consecutively numbered. The purpose and any conditions or limitations on the use of the parcel shall be noted on the plat
- ☒ Abutting properties shall be shown with dashed lines, numbers, and/or letters
- ☐ For resubdivisions or public way vacations, the lines and legal description of the previous lots shall be shown with light dashed lines, numbers, and/or letters, or by a separate plat on the same sheet showing the previous lot lines
 - ☒ The minimum data shown for each curve shall be as follows:
 - ☒ Length
 - ☒ Central angle
 - ☒ Radius
 - ☐ Bearing and distance of long chord
- ☒ Setbacks shall be shown on all corner lots and any lots with multiple frontage. Setbacks shall be shown on typical lots

Boundary lines:

- ☒ All boundary lines of the subdivision with bearings and distances described
- ☒ All retraced boundary lines shall show record and measured bearings and distances where they differ. Record dimension information shall be shown within parentheses and include a record source identification
- ☒ The exterior boundary lines of the subdivision shall be a solid black opaque line that is of a width that distinguishes it from all other property lines shown on the plat
- ☒ If phasing is proposed, then the boundaries and number of each phase, sequential lot numbering, and a subdivision name consistent with previous phases shall be shown

Monumentation:

- ☒ The monuments used to establish the basis of bearing
- ☒ Each monument found or set shall be identified on the plat by a symbol
- ☒ A complete description of the monument, including type and all information printed on the cap. A typical drawing shall be shown for each type of monument cap set
- ☒ A legend showing the symbols for all the types of monuments
- ☐ The identification, description location, elevation, and datum of the benchmark used to establish vertical control

Site access, circulation, and utilities:

- ☒ The widths and names of existing rights-of-way within the subdivision and within 100 feet of the subdivision boundary
- ☒ Proposed rights-of-way, including their widths and proposed names
- ☒ The grades of existing and proposed streets within these rights-of-way
- ☒ The width, ownership, use, and record reference of all proposed and existing easements within the subdivision and within 100 feet of the subdivision boundary
- ☒ The width, ownership, and use of all proposed easements



PRELIMINARY PLAT CHECK LIST

- ☒ All proposed and existing easements shall have sufficient dimensions shown to determine their location on the ground. Show easements for drainage, utilities, and access.
- ☒ Existing trails or pathways within the subdivision and within 100 feet of the subdivision boundary, including the width of any associated rights-of way or easements.
- ☒ Proposed trails or pathways and widths of their rights-of-way.
- ☒ If the plat submitted covers only a part of the tract under the control of the applicant, a sketch plat of the prospective street system of the unplatted part shall be submitted.
- ☒ The location of any existing or proposed driveways/curb cuts that access or are proposed to access any existing or proposed street.

Topographic information:

- ☒ For slopes of less than five percent, show one foot contour lines and include spot elevations at all breaks in grade, along all drainage channels or swales, and at selected points not more than 100 feet apart in all directions.
- ☒ For slopes between five percent and ten percent, show two foot contour lines.
- ☒ For slopes greater than ten percent, show five foot contour lines.
- ☒ Every fifth elevation contour shall be distinctive and clearly labeled.
- ☒ Dashed lines shall represent existing contours.
- ☒ Mapping shall include any significant features which can materially affect the design of the subdivision, including, but not limited to, structures, fences, walls, and utility poles.
- ☒ If irregular slopes or special features are present, additional contour information may be required by the director of engineering and public works for planning or construction purposes. Additional required information may include projecting the topography of the site after grading has taken place, showing such items as:
 - ☐ Pad elevations and drainage patterns for each lot
 - ☐ Tops and toes of all manufactured slopes, including daylight lines
 - ☐ Existing and proposed retaining wall locations and heights
- ☒ For subdivisions located in hillside areas with slopes greater than eighteen percent, additional requirements apply in accordance with CBJ 49.70, Article II.

Sewer and water:

- ☒ Existing sewer and water mains within the tract with pipe sizes and grades.
- ☒ A draft plan for proposed water and sewer lines showing the size, approximate slope, and connection points with elevations for the purpose of determining the feasibility of construction.

Multisheet plats: (If applicable)

- ☒ When a plat requires more than one sheet, exclusive of a certificate sheet, an index sheet shall be included. When a plat requires more than three sheets, a cover sheet shall also be included, showing the subdivision title, a key map, and all certificates. Each additional sheet shall include the following data:
 - ☐ North arrow
 - ☐ Legend
 - ☐ Surveyor's seal and signature
 - ☐ Title block
 - ☐ Sheet _____ of _____
 - ☐ Scale
 - ☐ All plat notes
 - ☐ Vicinity map



PRELIMINARY PLAT CHECK LIST

ADDITIONAL MAPPING OR REPORTS- *At the pre-application meeting, it will be determined if any of the following additional mapping or reports are required to be submitted with the preliminary plat. If required, the following additional mapping or reports shall be submitted:*

Hazard and Special Habitat Areas:

- ☒ Any portion of a special flood hazard area, landslide or avalanche area, habitat area as defined by CBJ 49.70.310, or watersheds, either existing at the proposed subdivision site or shown on the overlay maps, adopted pursuant to this title, to exist at the proposed subdivision site, must be depicted on the preliminary plat
- ☒ The boundaries of any wetland areas must be depicted on the preliminary plat. Boundaries must be determined by a person qualified to perform wetland delineations

Soils report:

- ☐ A soils report prepared by an engineer licensed by the State of Alaska shall be required if the proposed subdivision is located farther from the existing public sewer system than specified in CBJ 49.35, and the applicant chooses to provide on-lot waste disposal rather than to connect to the public system. A soils report shall include the following:
 - ☐ Certification that the proposed lots are large enough and have soil of sufficient permeability to permit the construction of approved waste treatment systems for on-lot waste disposal
 - ☐ The location and size of drain fields for each lot
 - ☐ The locations and logs of test borings, percolation test results, and a hydrological evaluation of on-site sewage disposal
 - ☐ If the soils report indicates that the soils found on the site are not of sufficient permeability or the lots are not large enough to permit the construction of systems for on-lot waste disposal, the size of the proposed lots must be increased or alternate methods for waste disposal proposed
 - ☐ The soils report shall describe the nature of the subsurface soils and any soil conditions that would affect the design of the proposed development. The soils report shall state whether the proposed subdivision plan is feasible and provide general solutions for all known geotechnical conditions or problems

Drainage report:

☒ A preliminary report specifying the method by which the applicant proposes to manage surface and subsurface drainage for the subdivision and the effect of such method on adjacent areas. Unlike the drainage plan required by CBJ 49.35.510, the preliminary drainage report does not need to be prepared by a licensed engineer. The report must address the following:

- ☐ A calculation of the increase in stormwater runoff resulting from the proposed development as well as the runoff from all drainage areas associated with the site. Runoff calculations shall be based on a fully-developed subdivision and a 25-year storm event
- ☐ How drainage from the proposed subdivision will join an established drainage channel or channels, unless the director of engineering and public works approves use of an alternative drainage way
- ☐ An evaluation of existing drainage ways and structures located between the subdivision and the receiving water body, and verification that the existing drainage ways can accommodate the increased runoff. If the increased runoff cannot be handled, the plan must propose solutions to the problem
- ☐ All required improvements, on or off site, that are shown on the construction plans in accordance with CBJ 49.35, Article V, and that will be constructed as part of the subdivision

Water:

- ☐ For subdivisions of five or more lots, including major subdivisions, the following shall be included, where applicable, in accordance with CBJ 49.15.412:
 - ☐ If a proposed subdivision is located at greater distance from the existing public water system than specified in CBJ 49.35, Article III, and the applicant chooses not to connect to the public system, a statement that the applicant will provide a community water system or that individual wells will be used



PRELIMINARY PLAT CHECK LIST

- ☐ A report by a registered engineer or geologist that clearly supports the legal and physical availability of adequate water. Methods for proof of water availability and the standards for quantity are listed in CBJ 49.35, Article III
- ☐ A copy of the State application for a permit to appropriate water in the quantity required to meet the subdivisions demands
- ☐ This does not apply to remote subdivisions unless: the subdivider of the remote subdivision chooses to provide potable water, a public water system is available and the subdivision falls within the criteria outlined in CBJ 49.35.310(a), or the subdivision has four or fewer lots.
- ☐ The director for minor subdivisions, and the planning commission for major subdivisions, may, for good cause, temporarily waive the requirement to provide a water report and proof of water, and condition the approval of the preliminary plat upon the provision of both documents as part of the final plat application and approval process.

Erosion control:

- ☐ A report explaining the method by which the applicant proposes to control erosion and manage runoff, and potential impacts to adjacent properties or water bodies. The report shall include a plan for preservation of ground cover in areas where runoff and resulting erosion need to be minimized.

Traffic study:

- ☐ A traffic impact analysis may be required with the preliminary plat in accordance with CBJ 49.40.300.

Shadow plats:

- ☐ For subdivisions of five or more lots in transition areas, a shadow plat shall be submitted according to CBJ 49.70.710. The shadow plat shall consist of a sketch superimposed on the proposed subdivision layout. This sketch shall reflect any future resubdivision of the parcels into smaller lots consistent with the higher density and the lot size allowed under the transition zoning.

SPECIAL INSPECTION PROPOSAL FORM

Note: This form must be completed by the Owner or Architect/Engineer of Record and approved by the Building Official prior to issuance of a Building Permit. The qualified individual special inspector must be identified along with their firm.
Special Inspector may not be employed by the Contractor or anyone responsible for the construction work.

PROJECT 3221 Mendonhall Grading **PERMIT APPLICATION NO.:** BLD20210331 BLD2021 0128
OWNER TDLH, LLC **DATE:** 7/14/24

PROPOSED SPECIAL INSPECTOR Firm: and Individual: Travis Andl, PESE
(Please fill out one of these forms for each Special Inspector on this project. Attach proposed inspector's qualifications.)

PROPOSED TESTING AGENCIES _____
(Specify which category they are testing.)

The use of a special inspector does not negate the need to call for and have all normal required CBJ inspections inspected and approved by CBJ Inspectors. Report requirements shall comply with the 2006 IBC Section 1704.1.2

TYPES OF INSPECTIONS REQUIRED: Check each type of inspection required by Architect/Engineer of Record as indicated on the approved building plans and specifications.

- ☐ **1. CONCRETE**
Inspection Scope & Schedule* _____
Frequency of Sampling Materials _____
Frequency of Testing _____
- ☐ **2. BOLTS INSTALLED IN CONCRETE**
Inspection Scope & Schedule* _____
- ☐ **3. SPECIAL MOMENT - RESISTING CONCRETE FRAME**
Inspection Scope & Schedule* _____
Frequency of Sampling Materials _____
Frequency of Testing _____
- ☐ **4. REINFORCING STEEL AND PRESTRESSED STEEL TENDONS**
Inspection Scope & Schedule* _____
Method of Testing _____
- ☐ **5. WELDING**
 - ☐ **A. SPECIAL MOMENT - RESISTING STEEL FRAMES**
Inspection Scope & Schedule* _____
Type of non-destructive testing _____
Frequency of Tests _____
 - ☐ **B. STRUCTURAL WELDING INCLUDING REINFORCING STEEL**
Inspection Scope & Schedule* _____
Type of non-destructive testing _____
Frequency of Tests _____
- ☐ **6. HIGH-STRENGTH BOLTING**
Inspection Scope & Schedule* _____
Method of Testing _____
Frequency of Testing _____
- ☐ **7. STRUCTURAL MASONRY**
Inspection Scope & Schedule* _____
Frequency of Sampling Materials _____
Frequency of Testing _____
- ☐ **8. REINFORCED GYPSUM CONCRETE**
Inspection Scope & Schedule* _____
Frequency of Sampling Materials _____
Frequency of Testing _____

OVER →

☐ **9. INSULATING CONCRETE FILL**
 Inspection Scope & Schedule* _____

 Frequency of Sampling Materials _____
 Frequency of Testing _____

☐ **10. SPRAYED-ON FIREPROOFING**
 Inspection Scope & Schedule* _____

 Method of Inspection _____
 Frequency of Sampling Materials _____
 Frequency of Testing _____

☐ **11. PILING, DRILLED PIERS AND CAISSONS**
 Inspection Scope & Schedule* _____

 Method of Inspection _____

☐ **12. SHOTCRETE**
 Inspection Scope & Schedule* _____

 Method of Inspection _____
 Frequency of Sampling Materials _____
 Frequency of Testing _____

☒ **13. SPECIAL GRADING, EXCAVATION AND FILLING**
 Inspection Scope & Schedule* _____

The engineered fill shall be constructed in accordance with the approved plan, applicable CBJ codes and shall be stable and not create a hazard to public or private property. Upon completion of the rough grading work and at the final completion of the work, the following reports and drawings and supplements thereto are required for engineered grading:

1. A minimum of 1" water service and 4" sewer service will need to be installed to the property line of each newly created lot within one-year of recording of the plat. At the time of preliminary plat submittal, please submit a construction plan for the new utilities. The submittals must meet current CBJ Standards and Specifications. The plan needs to include pipe locations, type, sizing, for both water and sewer and grades for sewer to indicate appropriate fall will be achieved. The construction plan can be shown on an existing as-built drawing that also includes existing features such as structures and other existing utilities.
2. The grading contractor shall submit in a form prescribed by the building official a statement of conformance to said as-built plan and the specifications.

SPECIAL INSPECTOR CERTIFICATION:

I hereby certify that I am qualified to perform the special inspection items marked above, that I will perform the special inspections at the appropriate times scheduled by the contractor and that I will submit weekly and final reports.

Special Inspector: Tai Curt Date: 7/14/21

OWNER CERTIFICATION: (May be signed by Architect /Engineer of Record on Owner's behalf.)

I hereby certify that I will employ the aforementioned Special Inspector to perform the inspections shown above.

Owner: Tai Curt Date: 7/14/21

BUILDING OFFICIAL'S APPROVAL OF PROPOSAL OF SPECIAL INSPECTION:

Building Official: _____ Date: _____

Note:

Special Inspection weekly reports must be submitted to the owner and to the Building Official within 5 working days of the last day of the week being reported to avoid Suspension of the Building Permit and possible Stop Work Order.

A monthly summary letter is required for overall status including any outstanding items that require followup. The final special inspection approval letter(s) must be submitted before use or occupancy. Any variation to the special inspection proposal requires prior approval of the Building Official.

* (extent of work inspected; continuous or periodic, frequency)

Department of Commerce, Community, and Economic Development
CORPORATIONS, BUSINESS & PROFESSIONAL
LICENSING

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LICENSE DETAILS

License #: AELC10805

Program: Architects, Engineers and Land Surveyors

Type: Registered Professional Civil Engineer

Status: Active

Issue Date: 05/30/2003

Effective Date: 12/30/2019

Expiration Date: 12/31/2021

Mailing Address: JUNEAU, AK, UNITED STATES

Owners

Owner Name	Entity Number
TRAVIS WILLIAM ARNDT	

Relationships

No Relationships Found

Designations

No Designations Found

Agreements/Actions/Accusations

No Agreements/Actions/Accusations Found

CORPORATE OWNERSHIP CERTIFICATE:

WE, HEREBY CERTIFY THAT TDLH, LLC IS THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HERON AND THAT WE , AS MEMBERS, HEREBY ADOPT THIS PLAT OF SUBDIVISION WITH OUR FREE CONSENT, AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO THE PUBLIC OR PRIVATE USE AS NOTED.

DATE: _____, 2021

TRAVIS ARNDT, MEMBER
TDLH, LLC

DOUGLAS TRUCANO, MEMBER
TDLH, LLC

NOTARY ACKNOWLEDGEMENT:

UNITED STATES OF AMERICA

)

)SS

STATE OF ALASKA

)

THIS IS TO CERTIFY THAT ON THIS ____ DAY OF _____, 2021, BEFORE ME THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED TRAVIS ARNDT AND DOUGLAS TRUCANO, TO ME KNOWN AND KNOWN TO ME TO BE THE PERSONS THEY REPRESENTS THEMSELVES TO BE AND THE MEMBERS OF TDLH, LLC WHO ACKNOWLEDGED TO ME THAT THEY EXECUTED THE FOREGOING INSTRUMENT AS THE FREE ACT AND DEED OF THE SAID CORPORATION FOR THE PURPOSES THEREIN MENTIONED, BEING FULLY AUTHORIZED TO DO SO.

WITNESS MY HAND AND OFFICIAL SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST ABOVE WRITTEN.

NOTARY PUBLIC FOR ALASKA

MY COMMISSION EXPIRES:

COMMUNITY DEVELOPMENT DEPARTMENT PLAT APPROVAL

I HEREBY CERTIFY THAT THE PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH TITLE 49 OF THE CODE OF THE CITY AND BOROUGH OF JUNEAU AND IS APPROVED BY THE CITY AND BOROUGH OF JUNEAU, DEPARTMENT OF COMMUNITY DEVELOPMENT, FOR RECORDING IN THE OFFICE OF THE JUNEAU RECORDING DISTRICT, ANCHORAGE, ALASKA.

DATED _____, 2021

JILL MACLEAN, DIRECTOR, COMMUNITY DEVELOPMENT
DEPARTMENT CITY AND BOROUGH OF JUNEAU

ATTEST:

MUNICIPAL CLERK, CITY AND BOROUGH OF JUNEAU

NOTES:

1) THE ERROR OF CLOSURE OF THIS SURVEY DOES NOT EXCEED 1:10,000.

2) ALL DISTANCES ARE MEASURED IN U.S. SURVEY FEET.

3) RECORD INFORMATION DERIVED FROM THE OFFICIAL PLAT OF US SURVEY 1053; A PLAT IF TRACT A-1 AND TRACT A-2 A SUBDIVISION OF TRACT A, US SURVEY 1053 PLAT 96-106 RECORDED 18 DECEMBER 1996; RIVERWOOD SUBDIVISION PLAT No. 77-10 RECORDED 31 MARCH 1977; RECORD OF SURVEY BOUNDARY AND TOPOGRAPHIC SURVEY OF TRACT A-2 US SURVEY 1053 PLAT No. 2007-72 RECORDED 19 DECEMBER 2007; THE CONDOS AT THE CINEMA - PHASES 1, 2, 3, 4, 5, PLAT No. 2020-38 RECORDED 13 OCTOBER 2020 ON FILE WITH IN THE JUNEAU RECORDING DISTRICT.

4) WHERE DIFFERENT FROM RECORD OR CALCULATED, RECORD DIMENSIONS ARE SHOWN IN PARENTHESIS AND REFERENCED TO A RECORDED PLAT (R#).

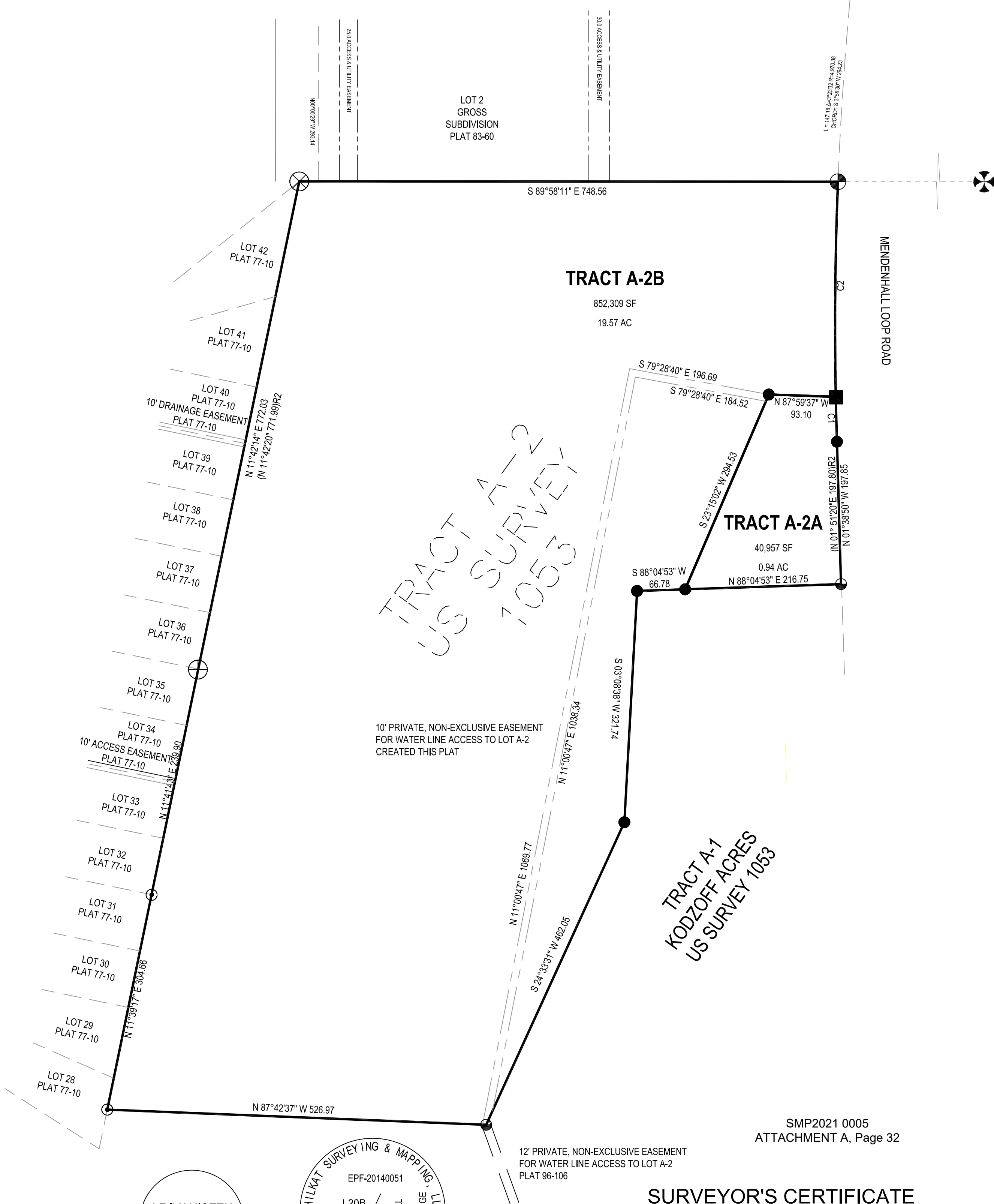
5) DOMESTIC WATER & SANITARY SEWER PROVIDED BY THE CITY AND BOROUGH OF JUNEAU PUBLIC UTILITIES.

6) SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

7) PARTS OF THIS SUBDIVISION ARE LOCATED IN A SPECIAL FLOOD HAZARD ZONE AREA ACCORDING TO THE ADOPTED CITY AND BOROUGH OF JUNEAU FLOOD INSURANCE RATE MAPS (FIRM) COMMUNITY PANEL# 02110C1239E, EFFECTIVE AS OF 18 SEPTEMBER 2020 SPECIAL DEVELOPMENT STANDARDS MAY APPLY ACCORDING TO CBJ TITLE 49, LAND USE CODE.

CURVE TABLE

CURVE RADIUS	ARC LENGTH	CHORD	CHORD BEARING	Δ ANGLE
C1 4971.37'	62.35'	62.34'	S 01°29'46" E	0°43'07"
C2 4971.37'	298.89'	298.85'	S 00°35'08" W	3°26'41"



TYPICAL SET MONUMENT DETAIL

N.T.S.



LEGEND:

- BLM PRIMARY MONUMENT RECOVERED
- R&M PRIMARY MONUMENT RECOVERED
- JW BEAN 3650-S PRIMARY MONUMENT RECOVERED
- CHILKAT SURVEYING PRIMARY MONUMENT ESTABLISHED
- 1410-S SECONDARY MONUMENT RECOVERED
- 6277-S SECONDARY MONUMENT RECOVERED
- 3650-S MONUMENT RECOVERED
- CONCRETE ROW POST
- SECONDARY MONUMENT SET THIS SURVEY

- PROPERTY LINES
- UNSURVEYED LINES
- EASEMENT BOUNDARY

- (N 45°11' W)R1 RECORD INFORMATION FROM US SURVEY 1053
- (N45°04'15" W)R2 RECORD INFORMATION FROM PLAT No. 96-106
- (S00°06'33"W)R3 RECORD INFORMATION FROM PLAT No. 2007-72

1"=100'



TRACT A-2A AND TRACT A-2B

SUBDIVISION OF
TRACT A-2 FRACTION OF US SURVEY1053
WITHIN THE CITY AND BOROUGH OF JUNEAU, ALASKA
JUNEAU RECORDING DISTRICT

STATE RECORDERS OFFICE AT ANCHORAGE

CHILKAT SURVEYING & MAPPING, LLC
10654 PORTER LANE JUNEAU, ALASKA 99801
907-957-1908

OWNERS

TDLH, LLC
10840 LILAC DR. JUNEAU, AK 99801

SMP:
2021XXXX

SCALE:
1" = 100'

DATE:
29 JUNE 2021

SHEET NO.
1 OF 1

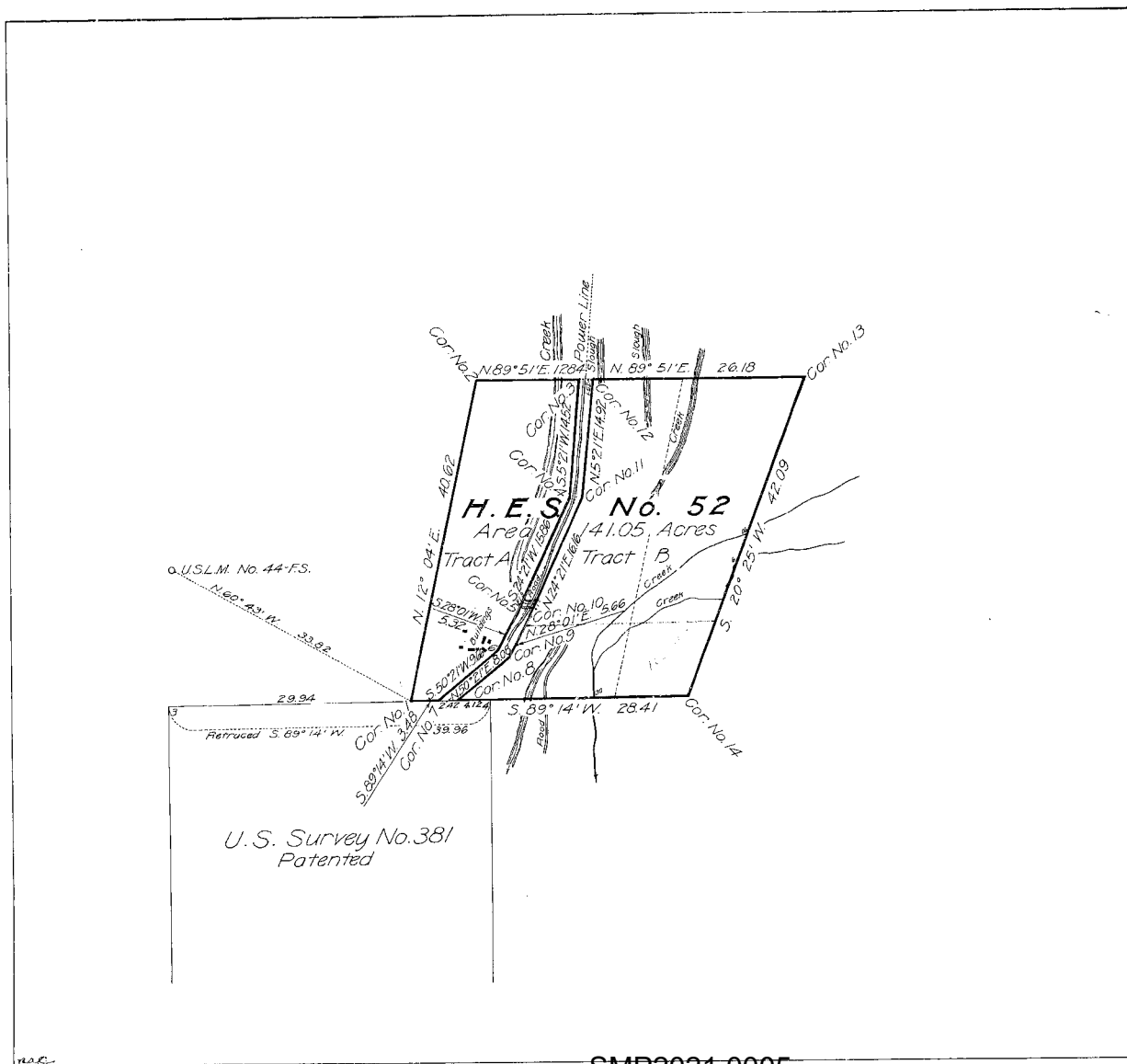
SURVEYOR'S CERTIFICATE

I, JOSHUA FRANTZ IVANISZEK, HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR REGISTERED IN THE STATE OF ALASKA, AND THAT THIS PLAT REPRESENTS THE SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, THAT THE ACCURACY OF THE SURVEY IS WITHIN THE LIMITS REQUIRED BY TITLE 49 OF THE CODE OF THE CITY AND BOROUGH OF JUNEAU, THAT ALL DIMENSIONS AND RELATIVE BEARINGS ARE CORRECT AND THAT MONUMENTS ARE SET IN PLACE AND NOTED UPON THIS PLAT AS PRESENTED.

DATE: 26 MAY 2021



(Survey No. 1053)
Plat of
**HOMESTEAD
ENTRY SURVEY**
No. 52
in the
**TONGASS
NATIONAL FOREST**
on
Mainland of Alaska
near Mendenhall Glacier and Juneau
Unsurveyed Land
TERRITORY OF ALASKA



This plat of Homestead Entry Survey No. 52 Territory of Alaska is strictly conformable to the field notes thereof on file in this office, which have been examined and approved.

U.S. Surveyor General's Office
Juneau, Alaska.
Feb. 15, 1917.

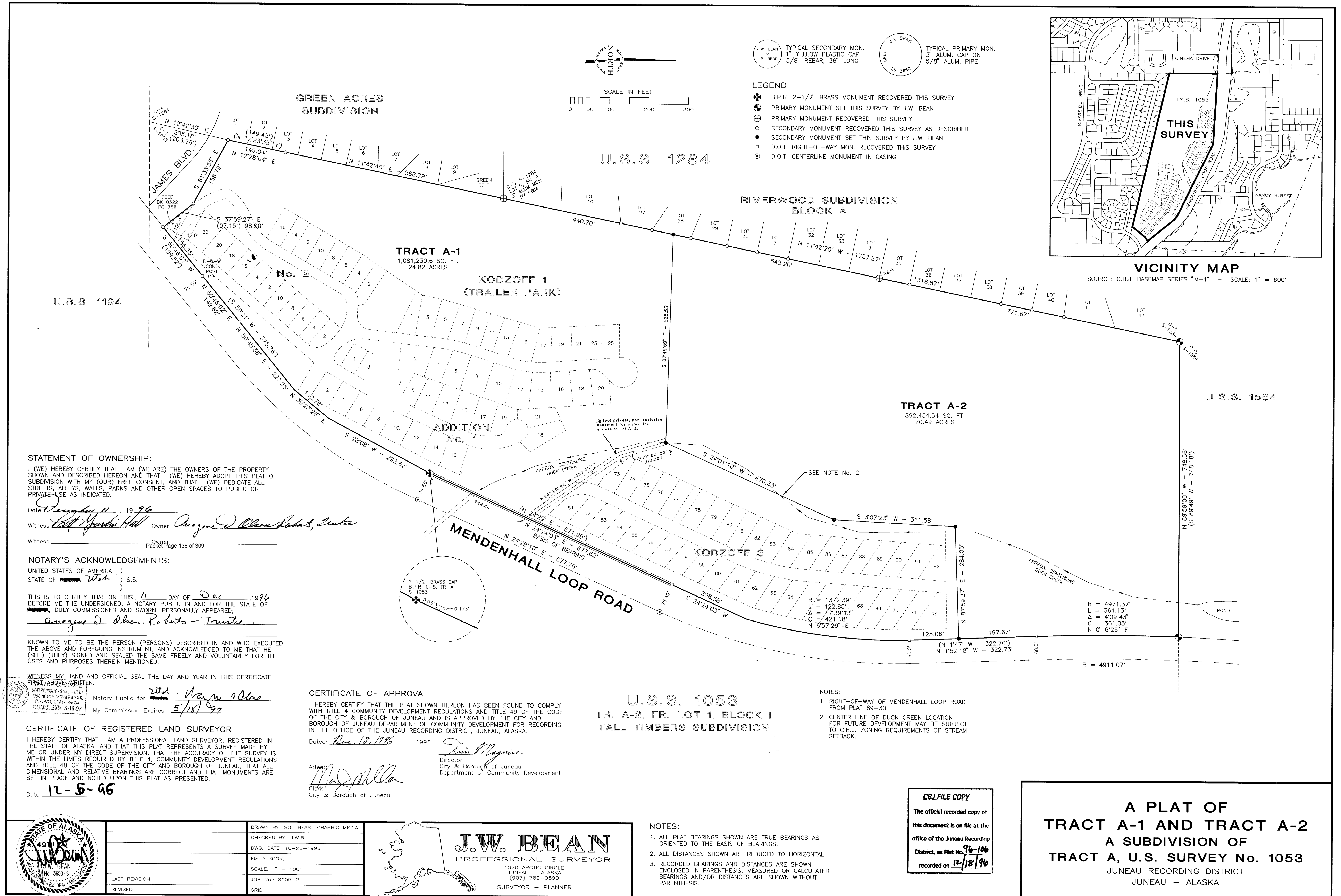
Charles E. Davidson
U.S. Surveyor General

SMP2021 0005
ATTACHMENT B, Page 1
SCALE 10 chains to 1 inch

Surveyors Designated	By whom Surveyed	Inst. Cont. Group		When Surveyed		Date of Approval
		No.	Date	Began	Completed	
H.E. Survey No. 52	Geo. W. Root	52	Feb. 1, 1915.	June 2, 1916.	June 6, 1916.	Feb. 15, 1917
	Surveyor - Forest Service					

Areas in Acres	
H.E. Survey No. 52	Conflicts
In Tract A	47.17
In Tract B	93.88
In Section	
In Section	
Total	141.05

Act of June 11, 1906	Act of March 4, 1915.
Last No. 6-970	Nov. 6, 1913.
6-1235	Dated March 13, 1914.
Latitude 58° 22' 40" N.	Observations at
Longitude 134° 34' W.	Corner No. 1
Mean Mag. Decl. 31° 11' E.	





Planning Commission

(907) 586-0715
PC_Comments@juneau.org
www.juneau.org/plancomm
155 S. Seward Street • Juneau, AK 99801

PLANNING COMMISSION NOTICE OF DECISION

Date: May 29, 2019
Case No.: USE2019 0013

Juneau Condos LLC
ATTN: Travis Arndt
10840 Lilac Drive
Juneau, AK 99801

Proposal: A Conditional Use Permit for a 5,000 square foot indoor recreation facility

Property Address: Mendenhall Loop Road

Legal Description: USS 1053 TR A2

Parcel Code No.: 5B2101030001

Hearing Date: May 28, 2019

The Planning Commission, at its regular public meeting, adopted the analysis and findings listed in the attached memorandum dated May 16, 2019, and approved the Conditional Use Permit for a 5,000 square foot indoor recreation facility to be conducted as described in the project description and project drawings submitted with the application and with the following conditions:

1. The applicant must submit a lighting plan during the building permit process for review by the Community Development Department; the lighting shall be designed, located, and installed to minimize off-site glare.
2. The applicant shall submit a parking plan during the building permit process for review by the Community Development Department. The parking plan shall include:
 - a. Accessible and van-accessible parking spaces;
 - b. Off-street loading areas; and
 - c. Standard parking spaces

Juneau Condos LLC
Case No.: USE2019 0013
May 29, 2019
Page 2 of 2

3. The parking spaces shall be striped, or wheel stops shall be placed, and spaces shall be signed with required accessible and van-accessible signage prior to the issuance of a Certificate of Occupancy.

Attachments: May 16, 2019, memorandum from Laurel Christian, Community Development, to the CBJ Planning Commission regarding USE2019 0013.

This Notice of Decision does not authorize construction activity. Prior to starting any project, it is the applicant's responsibility to obtain the required building permits.

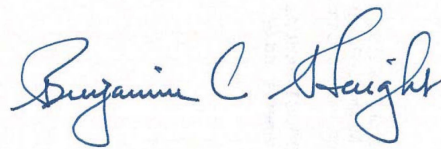
This Notice of Decision constitutes a final decision of the CBJ Planning Commission. Appeals must be brought to the CBJ Assembly in accordance with CBJ 01.50.030. Appeals must be filed by 4:30 P.M. on the day twenty days from the date the decision is filed with the City Clerk, pursuant to CBJ 01.50.030 (c). Any action by the applicant in reliance on the decision of the Planning Commission shall be at the risk that the decision may be reversed on appeal (CBJ 49.20.120).

Effective Date: The permit is effective upon approval by the Commission, May 28, 2019.

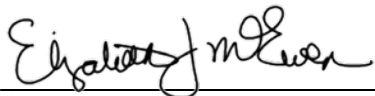
Expiration Date: The permit will expire 18 months after the effective date, or November 28, 2020, if no Building Permit has been issued and substantial construction progress has not been made in accordance with the plans for which the development permit was authorized. Application for permit extension must be submitted thirty days prior to the expiration date.

Project Planner: 

Laurel Christian, Planner
Community Development Department



Benjamin Haight, Chair
Planning Commission



Filed With Municipal Clerk

5/31/2019
Date

cc: Plan Review

NOTE: The Americans with Disabilities Act (ADA) is a federal civil rights law that may affect this development project. ADA regulations have access requirements above and beyond CBJ-adopted regulations. Owners and designers are responsible for compliance with ADA. Contact an ADA - trained architect or other ADA trained personnel with questions about the ADA: Department of Justice (202) 272-5434, or fax (202) 272-5447, NW Disability Business Technical Center (800) 949-4232, or fax (360) 438-3208.



BUILDING PERMIT

Permit No. BLD20210039
Packet Page 140 of 309

* NOTE: "Building Permit" is a generic term which includes Building Safety Inspection, Grading Permits, and permits for Electrical, Plumbing and Mechanical work.

Your special attention is called to the following:

This permit is granted on the express conditions that the construction shall, in all respects, conform to the ordinances of the City and Borough of Juneau. It may be revoked at any time upon violation of any of said ordinances.

The granting of this permit does not authorize the violation of any federal, state or local law regulating construction for the violation of the terms of any deed or covenant or any zoning or other regulation.

If plan review was required, this permit must be attached to the approved drawings. The permit, plans and record of inspections must be available on site at all times while the construction is in progress and before final inspection.

The yellow posting notice must be prominently displayed to show a permit has been issued and to assist the inspectors in location of the project. This permit becomes null and void if work or construction authorized is not commenced within one year or if work or construction is suspended or abandoned for a period of one year at any time after work has commenced.

Note: City Ordinances REQUIRE a Final Inspection be approved for every Building Permit.

Inspections

Inspections can be arranged by telephoning **586-1703** or by written or by online form or Email.

The Online Building Inspection Request Form is at: www.juneau.org/community-development/cdd-inspection-request.

Work shall not proceed until the inspector has approved the various stages of construction. An approved Final Inspection is required.

All inspections must be requested before noon the business day prior. Same day inspections must be requested by calling 586-0770

Please provide the following information: 1 Permit Number, 2 Address, 3 Type of Inspection, 4 Date and Time and 5 Contact Name and Phone Number.

Job Address: **3101 MENDENHALL LOOP RD**
Permit Number: **BLD20210039**
Project Description: **Bank stabilization of Duck Creek**

Issued Date : **02/08/2021**
Parcel No: **5B2101030001**

Parcel Information : **USS 1053 TR A2**

Setbacks: Zone: :
Front: 20.00 Ft. Side 1: 5.00 Ft.
Rear: 15.00 Ft. Side 2: 5.00 Ft.
Street Side: 13.00 Ft.

Comments:

Owner : **TDLH LLC**
10840 LILAC DR
JUNEAU AK 99801

Applicant : **TRAVIS ARNDT**
10840 LILAC DR
JUNEAU AK 99801

Fee Type	Date	Receipt	Amount Paid
BLD- Grading Plan Review	01/25/2021	10195	\$40.57
BLD- Grading Permit Fee	01/25/2021	10195	\$124.00
Total Fees Paid:			\$164.57

Valuation for Permit Fee Calculations:

S.F.	Type	Rate	Amount
Total Valuation:			

Project Conditions and Holds:
None.

Inspections Required: Call for inspection before covering or concealing any of the work described below. Inspections may be combined.
E-General Engineering Final

SMP2021 0005
ATTACHMENT F, Page 1

JUNEAU PERMIT CENTER - 230 S. Franklin Street - 4th Floor, Marine View Center - Mail: 155 S. Seward Street, Juneau, AK 99801
Phone: 586-0770 - FAX: 586-4529 - Inspection Requests: 586-1703, Inspections@Juneau.org - Questions, Email: permits@juneau.org
Web Site: www.juneau.org/community-development



NOTICE OF APPEAL OF DIRECTOR'S DETERMINATION

See reverse side for more information regarding the permitting process and the materials required for a complete application.

APPELLANT'S CONTACT INFORMATION

TDLH LLC
Appellant's Name (please print)

constellation_dev@hotmail.com
E-mail Address

(907) 321-3118
Phone

10840 Lilac Drive
Mailing Address

Juneau
City

AK 99801
State Zip

X
Appellant's Signature

DECISION THAT IS BEING APPEALED*

STOP WORK NOTICE

Date of Director's Determination March 10, 2021

Attach a copy of the Director's Decision (E-mail, Notice of Decision, Letter, etc.).

* Notice must be submitted within 20 days of the date of the decision being appealed.

APPEAL SPECIFICS (please fill in all that apply)

Parcel Number 5B2101030001 Zoning District D15

Case Number BLD20210039 Title 49 Code Section 49.20.110

Current Use of Land or Buildings _____

Proposed Use of Land or Buildings Bank stabilization of Duck Creek

Other _____

ALL REQUIRED MATERIALS ATTACHED

- ☒ Complete Application
- ☒ Appeal Decision
- ☒ Narrative including:
 - ☒ Grounds for Appeal
 - ☐ Specific questions you would like the Planning Commission to address

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

APPEAL FEES	Fees	Check No.	Receipt	Date
Notice Fees	\$ _____			
Refund (Yes/No)	\$ _____			
Total Fee	\$ <u>200.00</u>			

This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

SMP2021 0005

ATTACHMENT G, Page 1

Case Number	Date Received/Intake Initials
<u>APL21-02</u>	<u>3/30/21-JFM</u>

Appeal Submittal Information

Appeals of Director's Determination is outlined in CBJ 49.20.110

Notice of Appeal Submittal Date: Review by the Planning Commission of the decision of the Director, may be requested by filing a notice of appeal stating with particularity the grounds therefore with the Community Development Department **within 20 days of the date of the decision appealed.**

Notice of Appeal Submittals: These items are needed for the Planning Commission to make a determination:

1. **Forms:** A completed Notice of Appeal form including the appellant's signature.
2. **Fees:** The fee for an Appeal of Director's Determination is \$200. The fee will be refunded if the applicant prevails.
All fees are subject to change.
3. **Appeal Description:** A detailed letter or narrative describing the findings, issues, concerns, grounds for appeal, and what you want the Planning Commission to specifically address
4. **Submittals:**
 - A. Document stating the date of the Director's Determination
 - B. Copy of the Director's Determination
 - C. Photos/plans relating to the appeal (if applicable)

Document Format: All information submitted shall be either of the following formats:

- A. Electronic copies may be submitted by CD, DVD or E-mail in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif, .xlm, .rtf or other formats pre-approved by the Community Development Department
- B. Paper copies may not be larger than 11" X 17" in size (Unless an alternate paper size is preapproved by the Community Development Department)

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

49.20.110 - Appeals to the Planning Commission.

- (a) Review by the commission of a decision of the director, may be requested by filing a notice of appeal stating with particularity the grounds therefor with the department within 20 days of the date of the decision appealed. The notice shall be considered by the commission at a regular scheduled meeting. The department and any aggrieved person, including the developer, may appear at that meeting and explain to the commission why it should hear the appeal. The appeal shall be heard unless it presents only minor or routine issues and is clear from the notice of appeal and any evidence offered at the consideration thereof, that the decision appealed was supported by substantial evidence and involved no policy error or abuse of discretion.
- (b) If the commission decides to hear the appeal, it shall announce whether it intends to review the entire decision, or merely a portion thereof and whether review shall be de novo or on the record. If the commission decides to hear the appeal, it shall give public notice thereof in a newspaper of general circulation in the municipality. The department shall prepare the record on appeal, which shall consist of the original application and supporting materials, written public comment thereon, and all notes, memoranda, minutes and other department material in relation thereto. The burden of proof in the appeal shall be on the party challenging the decision of the director. In a hearing de novo, proof shall be established by a preponderance of the evidence. If the appeal is heard on the record, argument may be heard, but no evidence outside the record shall be admitted and the decision of the department shall be upheld if there is substantial evidence in support thereof and no policy error or abuse or discretion therein. The commission may confirm, reverse, or modify the director's decision, or change the conditions which the director placed on approval. The commission shall support its action with written findings.
- (c) Upon its own motion, the commission may certify a case directly to the assembly without review, hearing or recommendation.

(Serial No. 87-49, § 2, 1987; Serial No. 92-10, § 3, 1992; Serial No. 95-35, § 4, 1995; Serial No. 97-01, § 6, 1997)

Grounds for Appeal

1. The Stop Work Notice is not supported by substantial evidence;
2. The Stop Work Notice is not supported by adequate written findings or the findings fail to inform the appeal agency of the basis upon which the decision appealed from was made;
3. The Stop Work Notice is unreasonable, not justified by the facts or the law/policy, and an abuse of discretion; and
4. The Stop Work Notice is arbitrary and capricious.

CITY AND BOROUGH OF JUNEAU

NOTICE

Date 3/10/2021

To the Owner, Agent, Contractor, Workers or any other person or person engaged in doing or causing work to be done on this building: Permit Bid 20210039

By authority of Section 19.01.090(b) of the Code of the City and Borough of Juneau, the Building Official has inspected these premises and has found work being carried on in violation of Section 19.01.110 of the Code. Pursuant to Section 19.01.090(d) it is therefore ordered that all parties concerned shall immediately

STOP WORK

Resumption of work and removal of this notice shall be authorized by the Building Official upon full compliance with the Building Codes.

Violation of this order is a misdemeanor punishable by a \$1,000 fine. Repeat offenders may also be punished by 90 days imprisonment. Violators are guilty of a separate offense for each and every day during any portion of which a violation is committed, continued or permitted.

Time of issuance: 11:30 AM

Received by: Ken

Date: 3/10/2021

By Charlie Ford
Building Official

PRINTED IN JUNEAU BY ALASKA LITHO, INC.

Todd Araujo

From: Robert Palmer <Robert.Palmer@juneau.org>
Sent: Wednesday, March 10, 2021 12:17 PM
To: 'kodzoff@alaskan.com'
Cc: Sherri Layne; Todd Araujo
Subject: Constellation/Arndt Stop Work order and email
Attachments: 2021-03-10 Constellation Stop Work Order.pdf

Hi Mr. Cohen,

Thanks for the call this morning. Consistent with your public records request, attached is the formal stop work order/permit revocation and associated email from Monday.

I have included Sherri Layne, who is the attorney in my office that primarily works with the Community Development Department/Planning Commission. I have also included Todd Araujo, who is representing the property owners.

Thanks

Rob

Robert Palmer
 CBJ Municipal Attorney
 907-586-0909
 Robert.Palmer@juneau.org

From: Charlie Ford <Charlie.Ford@juneau.org>
Sent: Monday, March 8, 2021 4:46 PM
To: 'constellation' <dev@hotmail.com>
Cc: Jill Maclean <Jill.Maclean@juneau.org>; Alexandra Pierce <Alexandra.Pierce@juneau.org>; Autumn Sapp <Autumn.Sapp@juneau.org>
Subject: Stop Work Order

Travis,

I have to issue a Stop Work Order for your Grading Permit BLD20210039.

Unfortunately CDD acted in error and applied the incorrect section of code. We are revoking the grading permit for bank stabilization, you can apply for a new grading permit that more accurately covers your current activities. We will refund your fee. In 2011, the Coastal Management Program was repealed and 49.70.950(f) was nullified. 49.70.310 applies, with the 25 foot no disturbance buffer and the 50 foot no development buffer.

Please consider this email a Stop Work Order. I will hand deliver an official order tomorrow.

I apologize for the confusion.

Please contact me with any questions.

Thanks,

Charlie Ford | Building Official

Community Development Department | City & Borough of Juneau, AK

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

Office: 907.586.0767



CITY AND BOROUGH OF JUNEAU

NOTICE

Date 3/10/2021

To the Owner, Agent, Contractor, Workers or any other person or person engaged in doing or causing work to be done on this building: Permit Bid 20210039

By authority of Section 19.01.090(b) of the Code of the City and Borough of Juneau, the Building Official has inspected these premises and has found work being carried on in violation of Section 19.01.110 of the Code. Pursuant to Section 19.01.090(d) it is therefore ordered that all parties concerned shall immediately

STOP WORK

Resumption of work and removal of this notice shall be authorized by the Building Official upon full compliance with the Building Codes.

Violation of this order is a misdemeanor punishable by a \$1,000 fine. Repeat offenders may also be punished by 90 days imprisonment. Violators are guilty of a separate offense for each and every day during any portion of which a violation is committed, continued or permitted.

Time of issuance: 11:30 AM

Received by: Ken

Date: 3/10/2021

By Charlie Ford
Building Official

PRINTED IN JUNEAU BY ALASKA LITHO, INC.



NOTICE OF APPEAL OF DIRECTOR'S DETERMINATION

See reverse side for more information regarding the permitting process and the materials required for a complete application.

APPELLANT'S CONTACT INFORMATION

Kodzoff Acres, LLC

kodzoff@alaskan.com

907 789 5154

Appellant's Name (please print)

E-mail Address

Phone

PO Box 33200

Juneau

AK 99803

Mailing Address

City

State Zip

X

Appellant's Signature

DECISION THAT IS BEING APPEALED*

Date of Director's Determination June 15, 2021

Attach a copy of the Director's Decision (E-mail, Notice of Decision, Letter, etc.).

* Notice must be submitted within 20 days of the date of the decision being appealed.

APPEAL SPECIFICS (please fill in all that apply)

Parcel Number 5B21010030001; 5B2101320030

Zoning District

D-15

Case Number VAR2021 0004

Title 49 Code Section

49.15.130(b); 49.20.250(b)

Current Use of Land or Buildings N/A

49.20.230

Proposed Use of Land or Buildings N/A

Other Acceptance of incomplete application for Non-Administrative Variance; Misleading and Incomplete Notice of Hearing; Improper Phasing of Permit Review; Failure to Require

ALL REQUIRED MATERIALS ATTACHED

☒ Complete Application

☒ Appeal Decision

☒ Narrative including:

☒ Grounds for Appeal

☒ Specific questions you would like the Planning Commission to address

DEPARTMENT USE ONLY BELOW THIS LINE

APPEAL FEES	Fees	Check No.	Receipt	Date
Notice Fees	\$ <u>200.00</u>			
Refund (Yes/No)	\$ _____			
Total Fee	\$ <u>200.00</u>			

This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number

Date Received/Intake Initials

VAR21-003

6/30/21

NOTICE OF APPEAL OF DIRECTOR'S DETERMINATION

GROUND'S FOR APPEAL

- (1) The Director's decision application for VAR2021 0004 was complete and scheduling it for a premature public hearing was arbitrary and capricious in violation of CBJ 49.15.130(b); 49.20.230 ; 49.20.250(b) and Alaska law.
- (2) The Director's authorization of a misleading and incomplete public hearing notice for VAR2021 0004 was arbitrary and capricious.
- (3) The Director's sequencing of permit review for the full scope of work described in application for VAR2021 0004 violates CBJ 49.15.130; 49.20.230; 49.20.250(b); and, Alaska law.
- (4) The Director's Failure for require a Major Development permit with respect to ongoing and proposed development on USS Survey 1053 Tract A-2 is arbitrary, capricious and violates Alaska and CBJ municipal law.

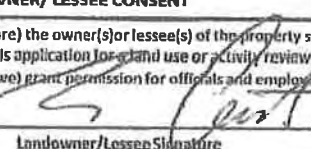
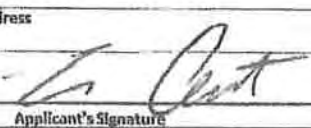
SPECIFIC QUESTIONS FOR PLANNING COMMISSION

- (1) Whether he Director's decision application for VAR2021 0004 was complete and scheduling it for a premature public hearing was arbitrary and capricious in violation of CBJ 49.15.130(b); 49.20.230 ; 49.20.250(b) and Alaska law?
- (2) Whether the Director's authorization of a misleading and incomplete public hearing notice for VAR2021 0004 was arbitrary and capricious?
- (3) Whether Director's sequencing of permit review for the full scope of work described in application for VAR2021 0004 violates CBJ 49.15.130; 49.20.230; 49.20.250(b); and, Alaska law?
- (4) Whether the Director's Failure for require a Major Development permit with respect to ongoing and proposed development on USS Survey 1053 Tract A-2 is appropriate?



DEVELOPMENT PERMIT APPLICATION

NOTE: Development Permit Application forms must accompany all other Community Development Department land use applications.

To be completed by Applicant	PROPERTY LOCATION		
	Physical Address 9090 Cinema Drive		
	Legal Description(s) (Subdivision, Survey, Block, Tract, Lot) Gross Lot 2		
	Parcel Number(s) 5B2101320030		
	☐ This property located in the downtown historic district ☐ This property located in a mapped hazard area, if so, which _____		
	LANDOWNER/ LESSEE		
	Property Owner Juneau Condos, LLC	Contact Person Travis Arndt	Phone Number(s) 907-321-3118
	Mailing Address 10840 Lilac Drive		
	E-mail Address constellation_dev@hotmail.com		
	LANDOWNER/ LESSEE CONSENT Required for Planning Permits, not needed on Building/ Engineering Permits		
I am (we are) the owner(s) or lessee(s) of the property subject to this application and I (we) consent as follows: A. This application for a land use or activity review or development on my (our) property is made with my complete understanding and permission. B. I (we) grant permission for officials and employees of the City and Borough of Juneau to inspect my property as needed for purposes of this application.			
X  Landowner/Lessee Signature		5/24/21 Date	
X _____ Landowner/Lessee Signature		_____ Date	
NOTICE: The City and Borough of Juneau staff may need access to the subject property during regular business hours and will attempt to contact the landowner in addition to the formal consent given above. Further, members of the Planning Commission may visit the property before the scheduled public hearing date.			
APPLICANT If the same as Owner, write "SAME"			
Applicant Same		Contact Person	
Mailing Address		Phone Number(s)	
E-mail Address			
X  Applicant's Signature		5/24/21 Date of Application	

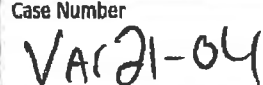
DEPARTMENT USE ONLY BELOW THIS LINE

This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

Intake Initials 
Date Received 

Case Number 



DEVELOPMENT PERMIT APPLICATION

NOTE: Development Permit Application forms must accompany all other Community Development Department land use applications.

PROPERTY LOCATION		
Physical Address 3221 Mendenhall Loop Road <i>3101 Mendenhall Loop Rd (check w/ Quinn)</i>		
Legal Description(s) (Subdivision, Survey, Block, Tract, Lot) USS No. 1053 Tract A-2		
Parcel Number(s) 5B2101030001		
☐ This property located in the downtown historic district ☐ This property located in a mapped hazard area, if so, which _____		
LANDOWNER/ LESSEE		
Property Owner TDLH, LLC	Contact Person Travis Arndt	Phone Number(s) 907-321-3118
Mailing Address 10840 Lilac Drive		
E-mail Address constellation_dev@hotmail.com		
LANDOWNER/ LESSEE CONSENT Required for Planning Permits, not needed on Building/ Engineering Permits		
I am (we are) the owner(s) or lessee(s) of the property subject to this application and I (we) consent as follows:		
A. This application for a land use or activity review for development on my (our) property is made with my complete understanding and permission.		
B. I (we) grant permission for officials and employees of the City and Borough of Juneau to inspect my property as needed for purposes of this application.		
X	<i>[Signature]</i> Landowner/Lessee Signature	<i>5/24/21</i> Date
X	_____ Landowner/Lessee Signature	_____ Date
NOTICE: The City and Borough of Juneau staff may need access to the subject property during regular business hours and will attempt to contact the landowner in addition to the formal consent given above. Further, members of the Planning Commission may visit the property before the scheduled public hearing date.		
APPLICANT		
Applicant SAME	Contact Person	Phone Number(s)
Mailing Address		
E-mail Address		
X	<i>[Signature]</i> Applicant's Signature	<i>5/24/21</i> Date of Application

DEPARTMENT USE ONLY BELOW THIS LINE

This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number VAR 21-04	Intake Initials LEC
	Date Received 6/15/21



VARIANCE APPLICATION

See reverse side for more information regarding the permitting process and the materials required for a complete application.

**NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.
Not to be used for Administrative Variances**

To be completed by Applicant	PROJECT SUMMARY			
	Stream and Stream bank Restoration			
	VARIANCE REQUESTED (list CBJ Code section you are requesting a variance to)			
	49.70.310 Habitat			
	Previous Variance Applications? YES ☐ NO ☒ Date of Filing: _____			
	Previous Case Number(s): _____		Building Permit related to this variance? YES ☐ NO ☐	
	Was the Variance Granted? YES ☐ NO ☐			
	UTILITIES AVAILABLE: WATER ☒ Public ☐ On Site SEWER: ☒ Public ☐ On Site			
	ALL REQUIRED MATERIALS ATTACHED			
	Complete application per CBJ 49.65.210			
	Narrative including:			
	Any characteristics of land or building(s) or extraordinary situations that are unusual to this property or structure			
	Why a variance would be needed for this property regardless of the owner			
	What hardship would result if the variance is not granted			
	Site Plan			

DEPARTMENT USE ONLY BELOW THIS LINE

VARIANCE FEES	Fees	Check No.	Receipt	Date
Application Fees	\$400			
Adjustment	\$150			
Total Fee	\$550			

→ Public Notice Sign Fee/Deposit

Fee Waived per Director

This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

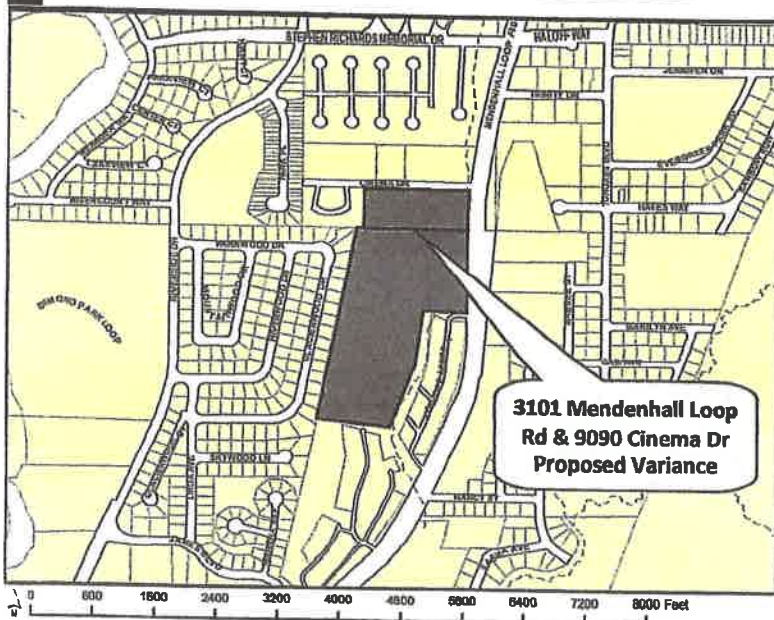
For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number	Date Received
VAR 21-04	LEC 6/15/21

Invitation to Comment

On a proposal to be heard by the CBJ Planning Commission

Your Community, Your Voice



COMMUNITY DEVELOPMENT

155 S. Seward Street Juneau, Alaska 99801

TO:

An application has been submitted for consideration and public hearing by the Planning Commission for a **Non-administrative Variance to 49.70.310(a)(2) and 49.70.310(b)(1)** to allow stream bank and stream restoration within the 50-foot, no-development and 25-foot, no-disturbance buffer from Duck Creek at 3101 Mendenhall Loop Road & 9090 Cinema Drive in a D15 Zone.

TIMELINE

Staff Report expected to be posted **Monday, July 5, 2021** at <https://juneau.org/community-development/planning-commission>. Find hearing results, meeting minutes and more here as well.

Now through 12 noon, July 12

Comments received during this period will be sent to Planning Commissioners to read over the weekend in preparation for the hearing. The planner handling this case, Laurel Christian, will also read any written comments that are received. You may also contact her via the phone number listed below.

HEARING DATE & TIME: 7:00 pm, July 13, 2021

This virtual meeting will be by video and telephonic participation only. To join the Webinar, visit: <https://juneau.zoom.us/j/92097499673>. The Webinar ID is: 920 9749 9673. To join by telephone, call: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 301 715 8592 or +1 312 626 6799 or +1 929 436 2866 and enter the Webinar ID.

July 14

The results of the hearing will be posted online.

Phone: (907)586-0715 ♦ Email: pc_comments@juneau.org
Mail: Community Development, 155 S. Seward St, Juneau AK 99801

Printed June 18, 2021

Case No.: VAR2021 0004
Parcel No.: 5B2101030001 & 5B2101320030
CBJ Parcel Viewer: <http://epv.juneau.org>

KODZOFF ACRES, LLC
d/b/a Kodzoff Acres Mobile Home Park

P.O. Box 33200, Juneau, Alaska 99803
Telephone: (907) 789-5154 Facsimile: (907) 789-5117

July 1, 2021

City & Borough of Juneau
Planning Commission
155 So. Seward Street
Juneau, Alaska 99801

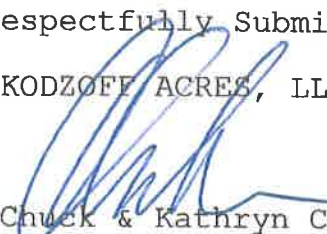
RE: Appeal of Director's Decision
APL2021 0003
Initial Memorandum in Support of Appeal

Dear Commission Members:

Yesterday we sent the enclosed letter to Director Jill Maclean requesting she reconsider and reverse decisions which gave rise to this appeal, and cancel and re-notice the variance hearing scheduled for the Board of Adjustment set for July 13, 2021. Enclosed is a copy of our letter. Against the possibility the director declines to honor our request, this letter is submitted to the Planning Commission as our initial memorandum in support of our appeal.

Respectfully Submitted,

KODZOFF ACRES, LLC



Chuck & Kathryn Cohen

Enclosure (1):

Letter Dated June 30, 2021
Kodzoff Acres, LLC to Director Jill Maclean

RECEIVED

JUL 01 2021

Permit Center/CDD

KODZOFF ACRES, LLC

d/b/a Kodzoff Acres Mobile Home Park

P.O. Box 33200, Juneau, Alaska 99803
Telephone: (907) 789-5154 Facsimile: (907) 789-5117

June 30, 2021

Via email: jill.maclean@juneau.org

Jill Maclean, Director
City & Borough of Juneau
Department of Community Development
155 So. Seward Street
Juneau, Alaska 99801

Re: TDLH, LLC & Juneau Condos, LLC
Development Permits (2) and
Joint Application for a Non-Administrative Variance
US Survey 1053, Tract A-2
3221 Mendenhall Loop Road - 5B2101030001
Gross Lot 2
9090 Cinema Drive - 5B2101320030
CBJ - VAR 2021 0004

Dear Ms. Maclean:

On March 10, 2021, we were informed that effective Monday March 8, 2021, Permit BLDG 20210039 authorizing similar work within the Duck Creek setbacks previously issued to TDLH, LLC, had been revoked and a stop work order issued. The stop work order is the subject of an administrative appeal which has been suspended by stipulation without our participation before we had an opportunity to file our request to intervene.

Thereafter, we had several constructive meetings to discuss going forward regarding Duck Creek storm drainage and flood plain issues as well as collaborative Duck Creek rehabilitation and possible stream realignment and channeling. Following those meetings, Kathryn and I thought you had committed to providing us with direct notice if any future permit requests were accepted by CBJ in connection with Duck Creek and adjacent development. Late last week we were quite surprised to first learn by a CBJ postcard that the above reference permit applications had been received and

were scheduled for a hearing July 13, 2021. We are not certain whether you participated personally in this permit processing.

We immediately called CDD and received an email copy of Mr. Arndt's submission. (VAR 2021 0004) Today we reviewed CDD files and requested additional copies of relevant documents. Following our initial review, we have several procedural and substantive concerns with the work proposed. This letter will briefly deal with our procedural concerns.

CBJ 49.15.130 (b), which governs applications for all land use permits in general, provides: [an] application is complete when it contains all of the necessary information to determine if the development will comply with all of the requirements of the permit applied for." This variance application, by the admission of the applicant, is intentionally incomplete and, therefore, must be rejected. The proper approach is to require the applicant to submit all of the information necessary for CDD to process all required permits for the full scope of work at the inception of the review process. Failure to do so constitutes "phased" permitting which is generally disfavored and likely illegal here.

Next, the public notice of hearing provided by CDD is fatally flawed. To be legal, a public notice must fairly inform the public and adjacent property owners of the issues to be considered at the hearing. The CDD notice here is for a variance to: "allow stream bank and stream restoration" of Duck Creek, nothing further. Describing what the applicant is proposing here as a habitat improvement project is unbelievably misleading. How about: "A proposed roadway crossing and culvert system to serve access for the future major residential development". Or, "Large floodplain fill adjacent to 800 lineal feet of Duck Creek to expand uplands for future residential development". After the applicant has just destroyed the natural habitat of Duck Creek on its western bank beyond any possible restoration benefit which might occur in the future, to describe this request for a variance as "stream restoration" seems disingenuous and misleading. We are uncertain how this classification of the work was made, whether by the applicant or CDD but it is, nonetheless, incomplete and misleading for a public notice.

Processing and conducting a public notice and hearing on a request for a non-administrative variance in advance of CDD obtaining from the applicant and providing to the public all the details of the work to be authorized compounds the problem. CBJ 49.25.250(b) states that a variance may only be approved as a narrow exception to address specific development hardship not

created by the applicant and that cannot otherwise be accommodated. Here applicant's request is for a "blanket" variance. The application states details would require: "significant expenditure, time and agency coordination and detailed design will be completed after issuance of the variance." This is improper.

A comment period and public hearing before CDD administrative review of other related permits denies to the Board of Adjustment information vital to a reasoned adjudication. It is like asking a judge to render a verdict before hearing the evidence. Any Board of Adjustment decision under such circumstances would be arbitrary and capricious simply because it cannot possibly be narrowly drawn. Moreover, the public and affected adjacent property owners such as ourselves are denied due process. In order to meet due process standards, the public must be provided a reasonable opportunity to comment on the details of the proposed design for the work before the Board of Adjustment adjudicates the variance issue.

Since CDD and GE review of a grading permit or a floodplain permit would not require public notice and comment or even a notice of decision, an aggrieved adjacent property owner such as ourselves has no way of knowing when to file a timely appeal. This creates a confusing and unspecified procedural process where the public has no idea how or when the CDD decision-making will occur or if, in fact, it has occurred. Such a procedure is, on its face, a denial of procedural due process. It is precisely the reason we did not learn about the applicant's original plan to harvest timber and regrade fill into the floodplain until after the project was well underway. (BLD2021 0039) The permitting occurred without any notice to adjacent property owners, other government agencies or adjacent riparian property owners. That really was a big but avoidable mistake so why repeat it?

Finally, as we commented earlier during the Conditional use permit process for the gym, a Major Development Permit process must be required for any development work on Tract A-2. This is a twenty plus acre D-15 parcel which is being permitted in phases. This is illegal. To be legal, this permitting process must be in comprehensive. Moreover, the adjacent Gross Lot 2 development is being prosecuted by the same applicant who has owned and controlled both parcels since 2019. Regardless of the particulars or precise timing, issues including maximum storm water drainage and capacity to avoid flooding and grading to minimize siltation in Duck Creek, access and traffic safety from what was originally approved as a single use driveway at Mendenhall Loop Road is now morphed without significant CDD or ADOT review or public input into a proposed major intersection.

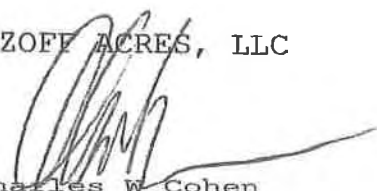
A Major Development permit process is the intended vehicle to manage the complex multi-CBJ-permit as well as multi-State and Federal agency permitting process for a large tract development. This applicant's phased permitting on these two adjacent lots started with a condo project. It was followed with a gym. Next was an illegal violation of CBJ 49.70.310 twice: the water line across Duck Creek to the gym; and, illegal logging which was also a zoning violation. In the meantime, before CDD issued its Stop Work order, all of the mature trees and ground cover which was intended to be protected by CBJ 49.70.310 had been destroyed. So much for protecting an impaired urban stream.

Now the applicant has proposed a set of related permits to: authorize stream habitat destruction to narrow and channel the watercourse and generate more developable uplands (ironically called stream restoration); a stream crossing for access before any specific residential development is proposed on the other side; removal of all remaining mature tree stumps and vegetative cover to regrade the entire parcel to reverse the natural westerly surface storm-water drainage and direct it toward Duck Creek; and a massive project to fill most of the floodplain adjacent to Duck Creek to generate more developable uplands (again, ironically called stream rehabilitation) It is about time CDD treat this series of permit requests as a major development and stop the illegal phased permitting process.

We request the Board of Adjustment variance hearing be cancelled and re-noticed in the future, if necessary. Please consider this letter an appeal to your decision to accept the application for a variance and schedule a hearing.

Best regards,

KODZOFF ACRES, LLC



Charles W. Cohen

Kathryn A. Cohen

CC: Robert Palmer, Esq.
City Attorney

From: Chuck Cohen kodzoff@alaskan.com
Subject: Premature and Incomplete Application for Non-Administrative Variance (VAR 2021 0004)
Date: June 30, 2021 at 12:23 PM
To: Jill Maclean jill.maclean@juneau.org
Cc: Palmer Robert Robert.Palmer@juneau.org, Koester Katie katie.koester@juneau.org

Jill:

Attached is a letter detailing our concerns regarding procedure for the pending variance application.

Best regards,

Chuck & Kathryn



Premature
Applica...e.docx



Planning Commission

(907) 586-0715
 PC_Comments@juneau.org
 www.juneau.org/plancomm
 155 S. Seward Street • Juneau, AK 99801

BOARD OF ADJUSTMENT NOTICE OF DECISION

Date: July 16, 2021
 File No.: VAR2021 0004

Juneau Condos, LLC & TDLH, LLC
 Attn: Travis Arndt
 10840 Lilac Drive
 Juneau, AK 99801

Proposal: Non-administrative Variance to 49.70.310(a)(2) and 49.70.310(b)(1) to allow stream bank and stream restoration within the 50- foot, no-development and 25-foot, no-disturbance buffer from Duck Creek.

Property Address: 9090 Cinema Drive & 3101 Mendenhall Loop Road (reassigned to 3221 Mendenhall Loop Road per CBJ GIS Analyst)

Legal Description: Gross Lot 2 & USS 1053 Tract A2

Parcel Code No.: 5B2101320030 & 5B2101030001

Hearing Date: July 13, 2021

The Board of Adjustment, at its regular public meeting, adopted the analysis and findings listed in the attached memorandum dated July 6, 2021, and **APPROVED ELEMENT 1**, the installation of a culvert for a future stream crossing, of the Variance application to be conducted as described in the project description and project drawings submitted with the application and with the following conditions:

1. Prior to the issuance of a grading permit for the proposed work, the applicant shall submit to the Department a revegetation plan for disturbed areas. The plan must be approved by the Alaska Department of Fish & Game. The developer shall plant all exposed soil in grass or other soil-retaining vegetation and shall maintain the vegetation after planting.

The Board of Adjustment, at its regular public meeting, modified the findings listed in the attached memorandum dated July 6, 2021, and **DENIED ELEMENT 2**, stream channelization, of the Variance application.

2. Does the Variance as requested meet the criteria of Section 49.20.250(b)(1), Non Administrative Variances?

*Finding: **Yes.** Elements 1 of the requested Variance meet the criteria of Section 49.20.250(b) **No.** Elements 2 and 3 do not meet the criteria of Section 49.20.250(b)(1).*

Juneau Condos, LLC & TDLH, LLC
 File No: VAR2021 0004
 July 16, 2021
 Page 2 of 2

The Board of Adjustment, at its regular public meeting, adopted the analysis and findings listed in the attached memorandum dated July 6, 2021, and **DENIED ELEMENT 3**, stream bank stabilization, of the Variance application.

Attachment: July 6, 2021, memorandum from Laurel Christian, Community Development, to the CBJ Board of Adjustment regarding VAR2021 0004.

This Notice of Decision does not authorize construction activity. Prior to starting any development project, it is the applicant's responsibility to obtain the required building permits.

This Notice of Decision constitutes a final decision of the CBJ Board of Adjustment. Appeals must be brought to the CBJ Assembly in accordance with CBJ 01.50.030. Appeals must be filed by 4:30 P.M. on the day twenty days from the date the decision is filed with the City Clerk, pursuant to CBJ 01.50.030 (c). Any action by the applicant in reliance on the decision of the Board of Adjustment shall be at the risk that the decision may be reversed on appeal (CBJ 49.20.120).

Effective Date: The permit is effective upon approval by the Board, July 13, 2021.

Expiration Date: The permit will expire 18 months after the effective date, or January 13, 2023, if no Building Permit has been issued and substantial construction progress has not been made in accordance with the plans for which the development permit was authorized. Application for permit extension must be submitted thirty days prior to the expiration date.


 Nathaniel Dye for Michael LeVine, Chair
 Planning Commission

7/19/2021
 Date


 Filed With City Clerk

7/19/2021
 Date

cc: Plan Review

NOTE: The Americans with Disabilities Act (ADA) is a federal civil rights law that may affect this development project. ADA regulations have access requirements above and beyond CBJ-adopted regulations. Owners and designers are responsible for compliance with ADA. Contact an ADA-trained architect or other ADA trained personnel with questions about the ADA: Department of Justice (202) 272-5434, or fax (202) 272-5447, NW Disability Business Technical Center (800) 949-4232, or fax (360) 438-3208.

Irene Gallion

From: Jeffrey Hedges
Sent: Friday, July 30, 2021 3:12 PM
To: Irene Gallion; Dan Jager
Cc: Charlie Ford
Subject: RE: MIP21-12: two-lot subdivision

Hey,

I see no concerns from a building standpoint.

Thanks,

Jeff Hedges, MCP, CBO, CSP | Building Inspector III

Community Development Department | City & Borough of Juneau, AK

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

Mailing: 155 S. Seward Street, Juneau, AK, 99801

Office: 907.586.0767 x4137 | Cell: 907.321.4361



Fostering excellence in development for this generation and the next.

From: Irene Gallion <Irene.Gallion@juneau.org>
Sent: Friday, July 30, 2021 2:17 PM
To: Jeffrey Hedges <Jeffrey.Hedges@juneau.org>; Dan Jager <Dan.Jager@juneau.org>
Cc: Charlie Ford <Charlie.Ford@juneau.org>; Irene Gallion <Irene.Gallion@juneau.org>
Subject: MIP21-12: two-lot subdivision

Hello Jeff and Dan,

Attached is an application for a two-lot subdivision off of Mendenhall Loop Road. If you know where the proposed wrestling center is near Kodzoff, or the Cinema Condos, you have an idea of the area (Parcel 5B2101030001).

The purpose of the subdivision is to make the wrestling center its own lot. It cannot get nonprofit property tax exemption unless it is on its own lot.

Let me know if you have any ideas or concerns,

Irene Gallion | Senior Planner

Community Development Department | City & Borough of Juneau, AK

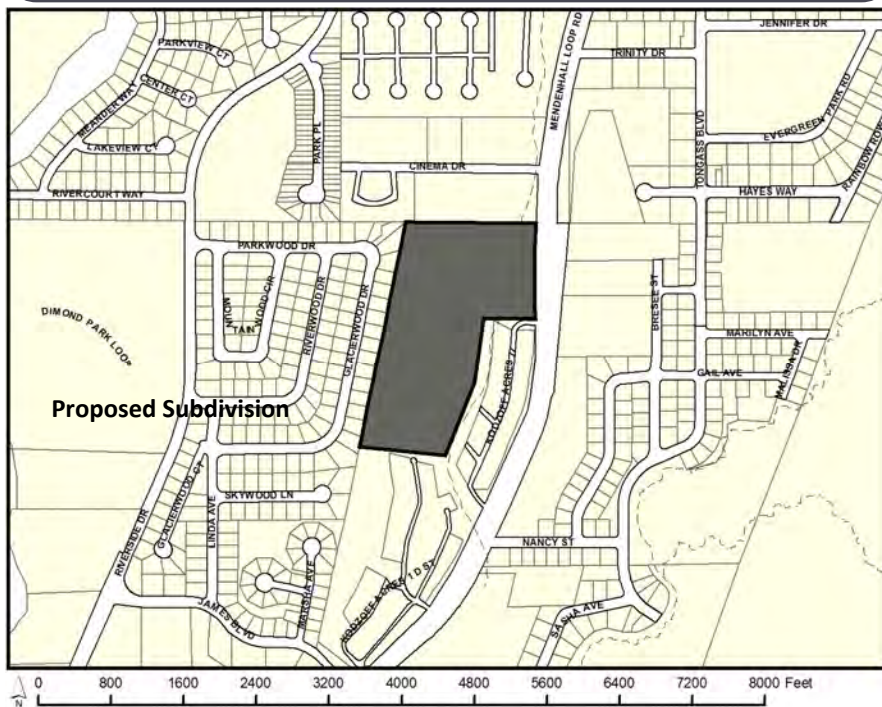
Location: 230 S. Franklin Street | 4th Floor Marine View Building

Office: 907.586.0753 X2



Fostering excellence in development for this generation and the next.

Public Notification



TO:

An application is being reviewed by the Community Development Department for a subdivision of a 20.49 acre lot into two, at 3221 Mendenhall Loop Road, to facilitate ownership transfer of the nonprofit wrestling center. The wrestling center lot is proposed at 0.94 acres.

PLEASE NOTE:

- ◆ This application is being reviewed for consistency with applicable CBJ codes and regulations before approval including lot minimum dimensions, access, drainage, utilities etc. You are welcome to provide comments.
- ◆ This notice has been mailed to property owners abutting the property in accordance with CBJ 49.15.401(c)(2).
- ◆ This project does not require a public hearing by the Planning Commission. If an application is submitted for further development of the parcel that requires Planning Commission approval, public notice will be provided, and there will be opportunity for public comment and input.

Questions or comments? Contact Irene Gallion

Email: irene.gallion@juneau.org ♦ Phone: (907)586-0753

Mail: Community Development, 155 S. Seward St, Juneau AK 99801

Date printed: August 10, 2021 Sent to: Abutting owners

Case No.: MIP2021 0012

Parcel No.: 5B2101030001

CBJ Parcel Viewer: <http://epv.juneau.org>

Irene Gallion

From: Chuck Cohen <kodzoff@alaskan.com>
Sent: Monday, August 16, 2021 2:28 PM
To: Irene Gallion
Subject: Re: MIP21-12: Request for Draft Plat

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Thank you.

Sent from my iPhone

On Aug 16, 2021, at 1:47 PM, Irene Gallion <Irene.Gallion@juneau.org> wrote:

From: Irene Gallion
Sent: Monday, August 16, 2021 8:18 AM
To: 'Chuck Cohen' <kodzoff@alaskan.com>
Subject: RE: MIP21-12: Request for Draft Plat

Hi Chuck,

Just a note to let you know I've received your comments. I plan to respond by end of week.

Thank you,

IMG

From: Chuck Cohen <kodzoff@alaskan.com>
Sent: Saturday, August 14, 2021 8:38 AM
To: Irene Gallion <Irene.Gallion@juneau.org>
Subject: Re: MIP21-12: Request for Draft Plat

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Irene:

Thanks.

Was there an original lot grading and drainage plan approved during the building permit process? If so, please send us a copy. Is it being modified? The recycled asphalt paving currently spread on all of the non-building footprint of this proposed subdivision will not "sheet drain" as discussed in the engineer's report.

This conditional use was approved by the Planning Commission based on staff recommendations for conditions with the assumption that this was a 20.5 acre parcel not a subdivision. Is there a writing with all those conditions? If so, please send a copy.

How would conditional use issues and building permit conditions have varied had this subdivision been approved “before” rather than after. Issues such as lot coverage, access, retained vegetation may need to be reconsidered. The proposed plat does not designate an access easement to the new lot and the now constructed driveway road cut, or vice versa. Does the subdivision void the original conditional use and building permits? If not, what is the CBJ code authorized process for transfer where the use has not been established and the building construction barely started?

Which legal entity will be responsible for compliance going forward? Does this inverted subdivision process mean the former owner is relieved of all financial responsibility for compliance with the conditional use and building permits?

Best regards,

Chuck

On Aug 12, 2021, at 4:18 PM, Irene Gallion <Irene.Gallion@juneau.org> wrote:

Hi Chuck,

You said you wanted the plat, but you clarified you are interested in drainage as well. I've attached the draft plat and the associated drainage report.

Note that an access easement will need to be shown for both lots onto Mendenhall Loop Road.

We are in the process of reviewing the plat and will provide the Applicant with corrections or modifications that need to be made.

Thank you,

Irene Gallion | Senior Planner

[Community Development Department](#) | City & Borough of Juneau, AK
Location: 230 S. Franklin Street | 4th Floor Marine View Building
Office: 907.586.0753 X2

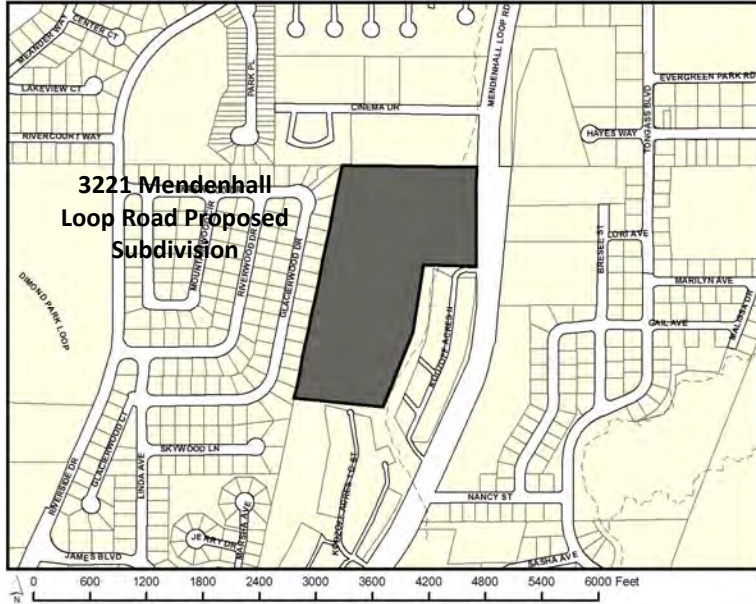
<image003.jpg>

Fostering excellence in development for this generation and the next.

<02 MIP21-12 Prelim Plat.pdf><Drainage Report.pdf>

Invitation to Comment

On a proposal to be heard by the CBJ Planning Commission
Your Community, Your Voice



155 S. Seward Street Juneau, Alaska 99801

TO:

An application has been submitted for consideration and public hearing by the Planning Commission for a subdivision of a 20.49 acre lot into two lots to facilitate ownership transfer of a nonprofit wrestling center at 3221 Mendenhall Loop Road in a D15 Zone. The proposed wrestling center lot is 0.94 acres.

Application materials can be found at <https://juneau.org/community-development/planning-commission>. Scroll to the bottom and choose the November 9, 2021 meeting. The Staff Report is expected to be posted at the same site the week of **November 1, 2021**. Find hearing results, meeting minutes, and more here as well.

TIMELINE

Now through Oct. 19

Comments received during this period will be sent to the Planner, **Irene Gallion**, to be included as an attachment in the staff report.

Oct. 20 — noon, Nov. 8

Comments received during this period will be sent to Commissioners to read in preparation for the hearing.

HEARING DATE & TIME: 7:00 pm, November 9, 2021

This virtual meeting will be by video and telephonic participation only. To join the Webinar, visit: <https://juneau.zoom.us/j/82646379779>. The Webinar ID is: 826 4637 9779. To join by telephone, call: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 301 715 8592 or +1 312 626 6799 or +1 929 436 2866 and enter the Webinar ID.

November 10

The results of the hearing will be posted online.

Phone: (907)586-0715 ♦ Email: pc_comments@juneau.org
 Mail: Community Development, 155 S. Seward St, Juneau AK 99801

Printed October 8, 2021

Case No.: SMP2021 0005
 Parcel No.: 5B2101030001
 CBJ Parcel Viewer: <http://epv.juneau.org>

Irene Gallion

From: Travis Arndt <constellation_dev@hotmail.com>
Sent: Monday, October 25, 2021 1:19 PM
To: Irene Gallion
Subject: Sign pic

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Here's your sign.

Thanks for your help.

T



From: Mike Barnhill <mikebarnhillak@gmail.com>
Sent: Tuesday, October 19, 2021 7:28 PM
To: PC_Comments
Subject: Case No. SMP2021. 0005

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Ms Gallion:

Thank you for the opportunity to comment. We have lived at 3040 Glacierwood Dr since 1999. Our property adjoins the subject property.

We emphatically oppose the proposed application.

The applicant has consistently failed to disclose what the project is that is being pursued here. The applicant has inappropriately subdivided the permitting process into multiple steps that appear intended to avoid normal planning and evaluation. As such the CBJ has permitted improper phasing of a major development project.

Under the guise of a permit for a small gym, the applicant conducted a commercial logging operation and clear cut 20 acres of timber adjoining our residential neighborhood. Zero notice was given to the residents of this neighborhood. We found out only as the chainsaws steadily got closer to our house. When we reviewed the file, we saw the city had concluded that the work would not disrupt the "harmony" of the neighborhood. This finding was woefully incorrect. The clear-cutting operation completely altered the entire character of Glacierwood Dr, and resulted in multiple trees on residents' property being blown down as a result.

The applicant continues to seek permission to conduct various operations. But we don't know what the plan is. No one does! Is this a project to build dozens to hundreds of condo units? Is this a project to build a subdivision of single family homes? A high rise apartment building?

The improper phasing of this project must stop. We need to understand what the plan is and how it will impact the neighborhood and our house that we have lived in for 20+ years. How close will any new structures or roads be to our house? These issues matter.

Thank you for consideration of our concerns.

Mike & Peggy Barnhill
3040 Glacierwood Dr

SMP2021 0005

SMF2021 0003

Subdivision of a 20.49 acre lot into two lots to facilitate ownership transfer of a nonprofit wrestling center at 3221 Mendenhall Loop Road in a D15 zoning district.

Recommendation: Approval with Conditions

Location of this powerpoint

- Placeholder

Page Numbers – staff report

Meetings	Items						
Meeting Date	Meeting Type	Meeting Location	Online Agenda	Download Agenda	Minutes Recap	Legal Minutes	Board Details
12/14/21	Planning Commission - Regular Meeting	Virtual Meeting Only					
11/23/21	Planning Commission - Regular Meeting	Virtual Meeting Only					
11/23/21	Systemic Racism Review Committee	Zoom Webinar					
11/23/21	Assembly	Assembly Chambers/Zoom					

<https://juneau.org/assembly/assembly-minutes-and-agendas>

Page numbers - memo

https://juneau.org/assembly/assembly-minutes-and-agendas

City and Borough of Juneau | Pegboard | CBJ GIS property map ... | Code of Ordinances

General Information Documents

Containing Text: ?

Search Clear

Meeting Date	Meeting Type	Meeting Location	Online Agenda
12/14/21	Planning Commission - Regular Meeting	Virtual Meeting Only	
11/23/21	Planning Commission - Regular Meeting	Virtual Meeting Only	
11/23/21	Systemic Racism Review Committee	Zoom Webinar	
11/22/21	Assembly Agenda/Managers Report	Assembly Chambers/Zoom Webinar/FB Livestream	
11/22/21	Assembly Human Resources Committee	Assembly Chambers/Zoom Webinar	
11/09/21	Planning Commission - Regular Meeting	Virtual Meeting Only	
11/03/21	Assembly Finance Committee	Assembly Chambers/Zoom Webinar	
11/01/21	Committee of the	Assembly Chambers/Zoom	

NovusAGENDA — Mozilla Firefox

https://packet.cbjak.org/MeetingView.aspx?MeetingID=1619&MinutesMeetingID:

XI. OTHER BUSINESS

- A. [2021 Legislative Capital Priority List](#)
- B. [CIP Review](#)
- C. [2022 Proposed Meeting Dates](#)

XII. STAFF REPORTS

XIII. COMMITTEE REPORTS

XIV. LIAISON REPORT

XV. CONTINUATION OF PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

XVI. PLANNING COMMISSION COMMENTS AND QUESTIONS

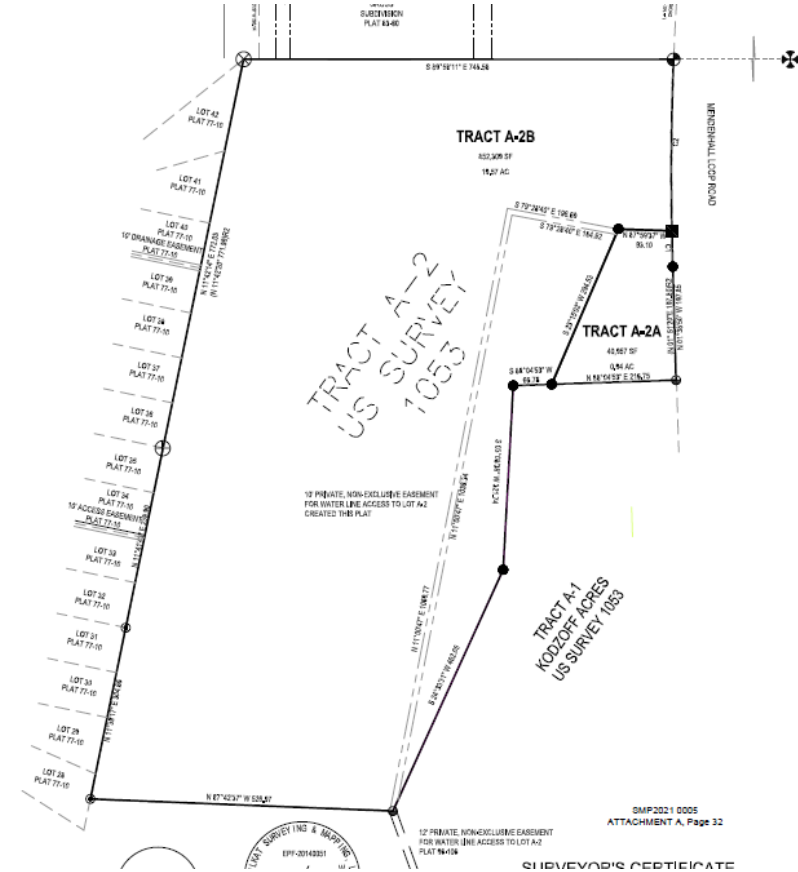
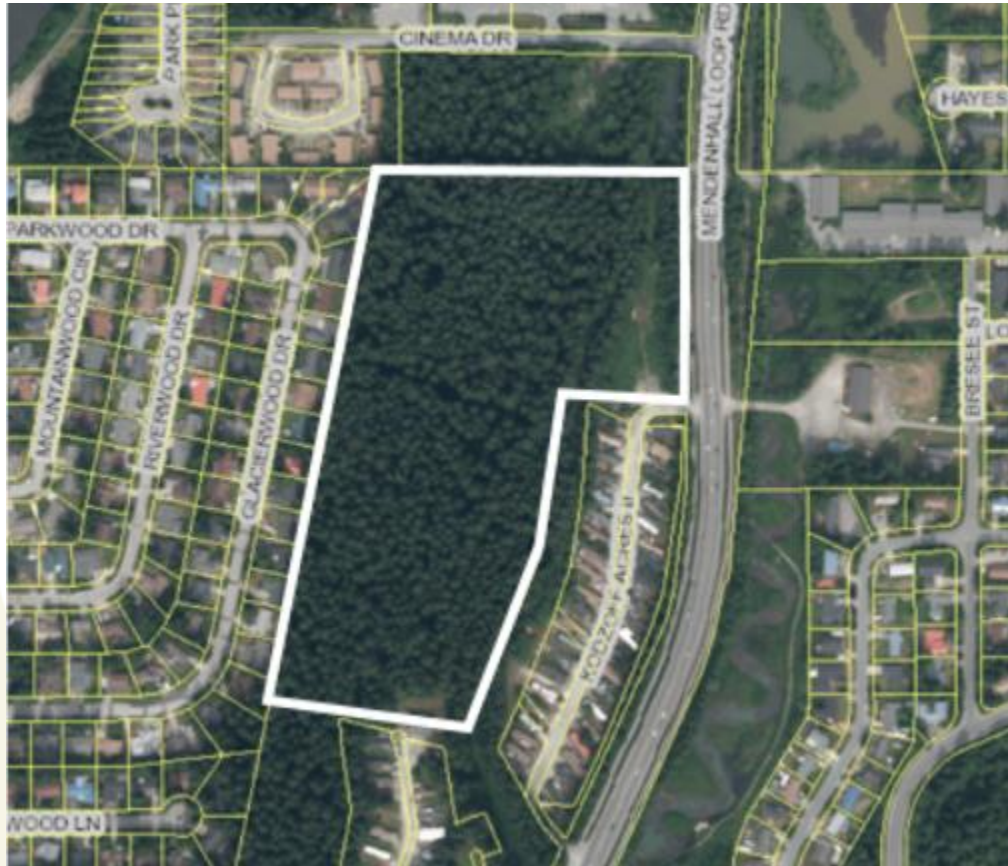
XVII. EXECUTIVE SESSION

XVIII. SUPPLEMENTAL MATERIALS

- A. [Additional Materials for November 23, 2021 Planning Commission](#)

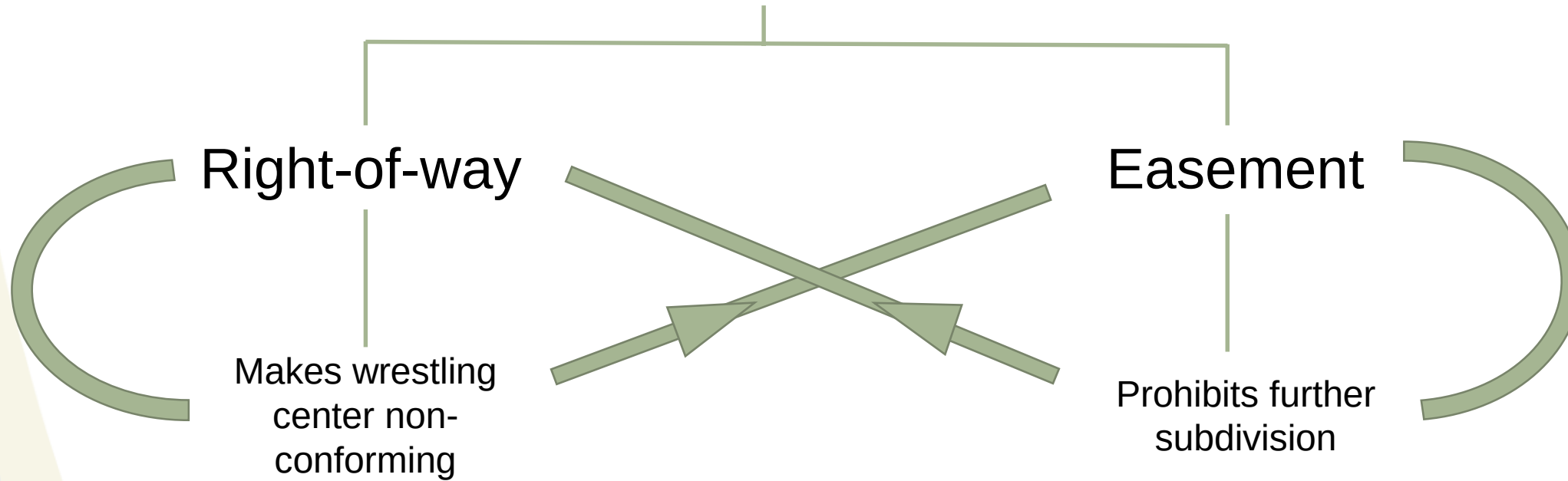
XIX. ADJOURNMENT

Location and proposal

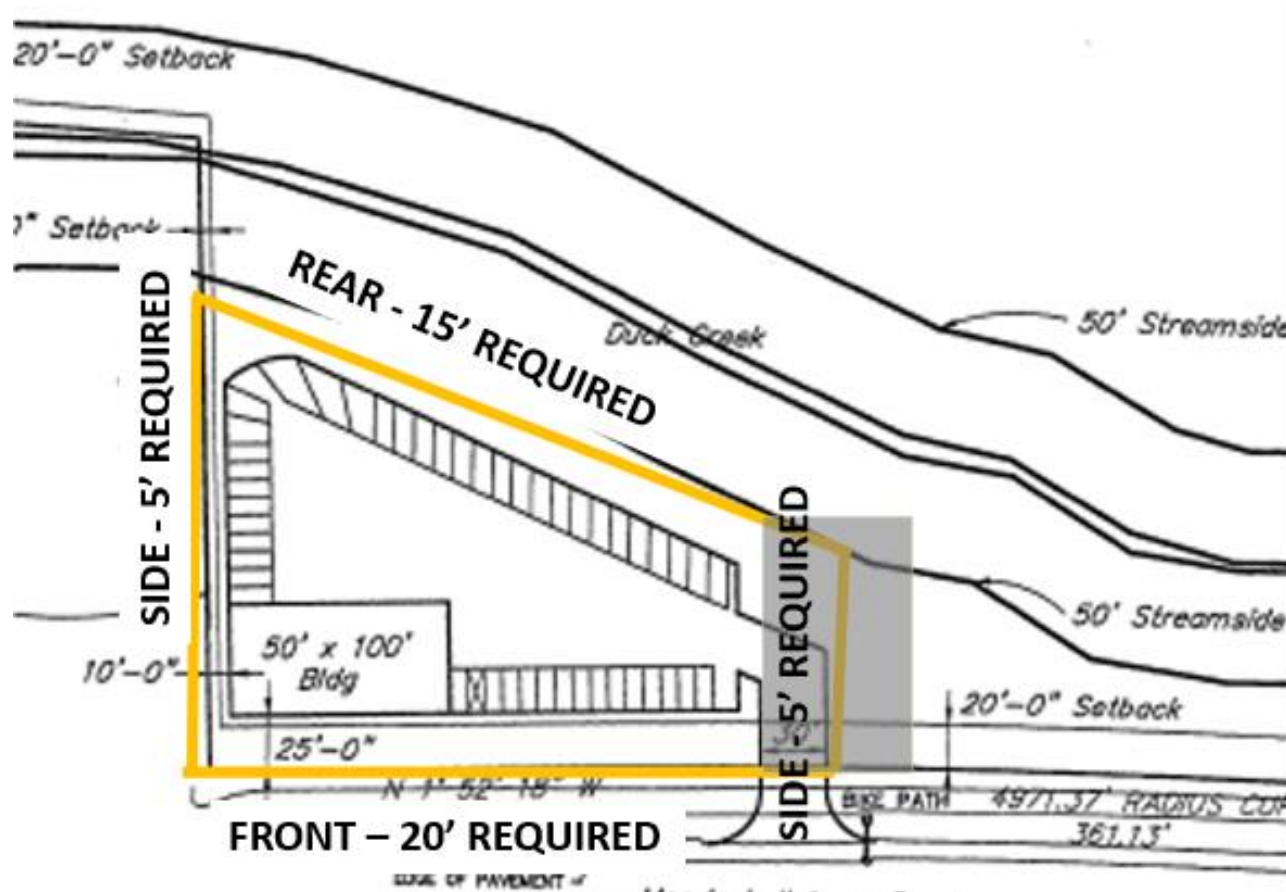


Arterial Access

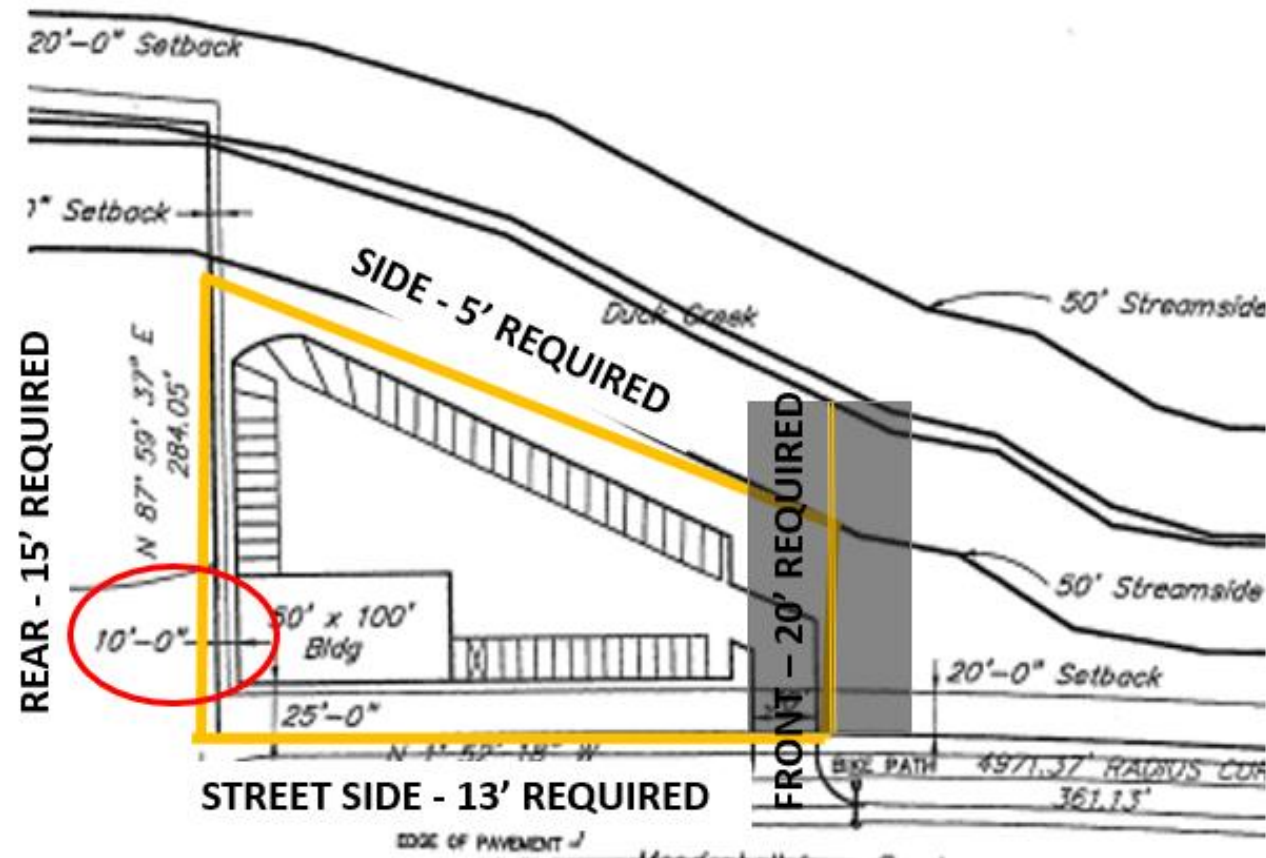
CBJ 49.35.210



Wrestling center currently conforms



Becomes nonconforming with ROW



Applicant has agreed to eased access

Conditions to go to final plat

- COTP
- Vegetative cover plan
- Eased access with plat note prohibiting further subdivision (Note 10).
- Shared access easement (pending)
- Final plat revisions per GE

Findings for SMP2021-0005

Modify if approving the eased access.

Findings for SMP2021-0005

1. Does the preliminary plat comply with CBJ 49.15.411?

Analysis: The final plat must show an easement and emergency turn-around. A construction plan, vegetative cover plan, and corrections to the draft plat will be required.

Finding: Yes. With recommended conditions, the preliminary plat complies with preliminary platting requirements listed in CBJ 49.15.411.

Findings for SMP2021-0005

2. Will applicable subdivision development standards be met, or can reasonably be met with conditions?

Analysis: The development is required to meet dimensional standards set in 49.25.400. Eased access allows the wrestling center lot to maintain orientation toward Mendenhall Loop Road.

Finding: Yes. Applicable subdivision development standards can be reasonably met.

Findings for SMP2021-0005

3. *Will the proposed subdivision provide suitable building sites for the zoning district?*

Analysis: Lots created through this subdivision meet dimensional requirements for the D15 zoning district. With an easement provided, the large lot cannot be further subdivided [CBJ 49.35.210(b)(3)].

Finding: Yes. The proposed subdivision provides building sites suitable for the D15 zoning district.

Findings for SMP2021-0005

4. Will the proposed street names be unique or continuations of existing streets?

Analysis: There are no proposed streets to name.

Finding: Yes. There are no streets proposed- access will be provided by shared easement.

Findings for SMP2021-0005

5. Has the director of Engineering and Public Works reviewed the application and determined that:

- (i) The subdivision can be constructed to conform to applicable drainage and water quality requirements;***
- (ii) The streets, pioneer paths, and pedestrian ways as proposed accommodate anticipated traffic, align with, and, where appropriate, connect with streets and pedestrian ways serving adjacent properties;***
- (iii) Any proposed improvements conform to the requirements of this Title 49 and can be feasibly constructed; and,***
- (iv) Where public sewer is not required, the applicant has shown that soils are suitable for individual on-lot wastewater treatments and disposal or has shown the feasibility of alternative methods of wastewater disposal and treatment.***

Analysis: Engineering's preliminary plat review comments were provided to the applicant.

Finding: Yes. Engineering and Public Works has reviewed the proposed subdivision application and supplemental materials, and believes the above criteria can be met.

Conditions for SMP2021-0005 MET

1. Prior to approval of the final plat, Certification from the CBJ Treasurer showing that all real property taxes and special assessments levied against the property for the year of recording have been paid.

The Applicant has paid their taxes. A Certificate of Taxes Paid has been received from the Treasury (**Attachment C**).

Conditions for SMP2021-0005 MET

2. Prior to submittal of the final plat, a plan showing 30 percent vegetative cover (at a minimum) shall be submitted for approval by the Director.

The Applicant has provided vegetative cover plans for each lot (Memo **Attachment D**). The plan for the proposed wrestling center lot shows 30 percent vegetative cover.

Conditions for SMP2021-0005

3. *Prior to submittal of the final plat, an access easement fulfilling the requirements of 49.35.210(b)(3) must be drafted on the draft plat and submitted for review and approval by the Commission. This requirement includes a plat note stating:*

At the time of plat recording, Tract A-2A and Tract A-2b are prohibited from further subdivision. Future subdivision of newly created lots is not allowed, per 49.35.210(b). See the City and Borough of Juneau Land Use Code for current regulations.

The final plat shows a 30-foot shared eased access that fulfills the requirements of 49.35.210(b)(3). An emergency turn-around must be shown. Recommended language is included on the draft final plat, Note 10.

Conditions for SMP2021-0005

4. Prior to submittal of the final plat, an access and maintenance agreement meeting the requirements of 49.35.210(b)(3) will be drafted and submitted for review and approval by the Community Development Department.

This document is required prior to recording.

Conditions for SMP2021-0005

5. Final plat revisions are made in accordance with the November 17, 2021 revision memo from Alec Venechuck, P.E., CBJ Engineering and Public Works Department.

These proposed revisions (Memo **Attachment B**) are anticipated before the plat is printed to mylars. CDD staff will verify changes have been made.

SMP2021 0005:

Recommend APPROVAL WITH
CONDITIONS

*Thank you! Questions on
SMP2021 0005?*

Findings for SMF2021 0003

1. Has the applicant complied with any conditions or plat notes as required in the notice of decision approving the preliminary plat?

Analysis: Shared access agreements are pending. GE-requested plat corrections will be made after this meeting.

Finding: **Yes.** All conditions of preliminary plat approval have been met.

Findings for SMF2021 0003

2. Has the applicant constructed all required improvements or provided a financial guarantee in accordance with CBJ 49.55.010?

Analysis: Eased access does not require additional constructed improvements.

Finding: Yes. There are no constructed improvements required.

Findings for SMF2021 0003

3. Does the final plat meet the standards set forth in CBJ 49.15.412 for final plats?

Analysis: No additional analysis needed.

Finding: Yes. The anticipated final plat complies with CBJ 49.15.415 Final Plat Standards.

Conditions for SMF2021-0003

1. Prior to submittal of the final plat, an access and maintenance agreement meeting the requirements of 49.35.210(b)(3) will be drafted and submitted for review and approval by the Community Development Department.

This document is required prior to recording.

Conditions for SMF2021-0003

2. Final plat revisions are made in accordance with the November 17, 2021 revision memo from Alec Venechuck, P.E., CBJ Engineering and Public Works Department.

These proposed revisions (Memo **Attachment B**) are anticipated before the plat is printed to mylars. CDD staff will verify changes have been made.

SMF2021 0003:

Recommend APPROVAL WITH
CONDITIONS

*Thank you! Questions on
SMF2021 0003?*



Planning Commission

(907) 586-0715
PC_Comments@juneau.org
www.juneau.org/plancomm
155 S. Seward Street • Juneau, AK 99801

PLANNING COMMISSION NOTICE OF DECISION

Date: November 24, 2021
File No.: SMP2021 0005

TDLH, LLC
Attn: Travis Arndt
10840 Lilac Drive
Juneau, AK 99801

Proposal: Subdivision of a 20.49 acre lot into two lots to facilitate ownership transfer of a nonprofit wrestling center.

Property Address: 3221 Mendenhall Loop Road

Legal Description: USS 1053 Tract A2

Parcel Code No.: 5B2101030001

Hearing Date: November 9, 2021, continued to November 23, 2021

At its regular public meeting on November 23, 2021, the Planning Commission adopted the analysis and findings listed in the attached memorandum dated November 3, 2021, and APPROVED WITH CONDITIONS AS AMENDED the preliminary plat to be conducted as described in the project description and project drawings submitted with the application.

Findings are:

1. ***Does the preliminary plat comply with CBJ 49.15.411?***

Analysis: The final plat must show an easement. A vegetative cover plan, and corrections to the draft plat will be required.

Finding: Yes. With recommended conditions, the preliminary plat complies with preliminary platting requirements listed in CBJ 49.15.411.

TDLH, LLC
 File No.: SMP2021 0005
 November 24, 2021
 Page 2 of 4

2. ***Will applicable subdivision development standards be met, or can reasonably be met with conditions?***

Analysis: The development is required to meet dimensional standards set in 49.25.400. Eased access allows the wrestling center lot to maintain orientation toward Mendenhall Loop Road.

Finding: Yes. Applicable subdivision development standards can be reasonably met.

3. ***Will the proposed subdivision provide suitable building sites for the zoning district?***

Analysis: Lots created through this subdivision meet dimensional requirements for the D15 zoning district. With an easement provided, the large lot cannot be further subdivided [CBJ 49.35.210(b)(3)].

Finding: Yes. The proposed subdivision provides building sites suitable for the D15 zoning district.

4. ***Will the proposed street names be unique or continuations of existing streets?***

Analysis: There are no proposed streets to name.

Finding: Yes. There are no streets proposed- access will be provided by shared easement.

5. ***Has the director of Engineering and Public Works reviewed the application and determined that:***

(i) The subdivision can be constructed to conform to applicable drainage and water quality requirements;

(ii) The streets, pioneer paths, and pedestrian ways as proposed accommodate anticipated traffic, align with, and, where appropriate, connect with streets and pedestrian ways serving adjacent properties;

(iii) Any proposed improvements conform to the requirements of this Title 49 and can be feasibly constructed;

(iv) Where public sewer is not required, the applicant has shown that soils are suitable for individual on-lot wastewater treatments and disposal or has shown the feasibility of alternative methods of wastewater disposal and treatment.

TDLH, LLC
 File No.: SMP2021 0005
 November 24, 2021
 Page 3 of 4

Analysis: Engineering's preliminary plat review comments were provided to the applicant.

Finding: Yes. Engineering and Public Works has reviewed the proposed subdivision application and supplemental materials, and believes the above criteria can be met.

Conditions are:

1. *Prior to approval of the final plat, Certification from the CBJ Treasurer showing that all real property taxes and special assessments levied against the property for the year of recording have been paid.*
2. *Prior to submittal of the final plat, a plan showing 30 percent vegetative cover (at a minimum) shall be submitted for approval by the Director.*
3. *Prior to submittal of the final plat, an access easement fulfilling the requirements of 49.35.210(b)(3) must be drafted on the draft plat and submitted for review and approval by the Commission. This requirement includes a plat note stating:*

At the time of plat recording, Tract A-2A and Tract A-2b are prohibited from further subdivision. Future subdivision of newly created lots is not allowed, per 49.35.210(b). See the City and Borough of Juneau Land Use Code for current regulations.
4. *Prior to submittal of the final plat, an access and maintenance agreement meeting the requirements of 49.35.210(b)(3) will be drafted and submitted for review and approval by the Community Development Department.*
5. *Final plat revisions are made in accordance with the November 17, 2021 revision memo from Alec Venechuck, P.E., CBJ Engineering and Public Works Department.*

Attachment: November 3, 2021 memorandum from Irene Gallion, Community Development, to the CBJ Planning Commission regarding SMP2021 0005.

November 17, 2021 memorandum from Irene Gallion, Community Development, to the CBJ Planning Commission regarding "Preliminary Plat: Change Recommendation to APPROVAL WITH CONDITIONS"

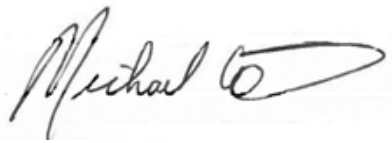
This Notice of Decision does not authorize any construction. Prior to starting any project, it is the applicant's responsibility to obtain the required building permits.

TDLH, LLC
 File No.: SMP2021 0005
 November 24, 2021
 Page 4 of 4

This Notice of Decision constitutes a final decision of the CBJ Planning Commission. Appeals must be brought to the CBJ Assembly in accordance to CBJ 01.50.030. Appeals must be filed by 4:30 P.M. on the day twenty days from the date the decision is filed with the City Clerk, pursuant to CBJ 01.50.030 (c). Any action by the applicant in reliance on the decision of the Planning Commission shall be at the risk that the decision may be reversed on appeal (CBJ 49.20.120).

Effective Date: The permit is effective upon approval by the Commission, November 23, 2021.

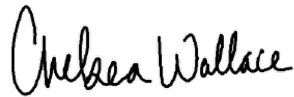
Expiration Date: The permit will expire five (5) years after the effective date, or November 23, 2026, if no Building Permit has been issued and substantial construction progress has not been made in accordance with the plans for which the subdivision permit was authorized or no final plat has been approved. Application for permit extension must be submitted thirty days prior to the expiration date.



Michael Levine, Chair
 Planning Commission

November 30, 2021

Date



Filed With City Clerk

December 1, 2021

Date

cc: Plan Review

NOTE: The Americans with Disabilities Act (ADA) is a federal civil rights law that may affect this subdivision. ADA regulations have access requirements above and beyond CBJ - adopted regulations. Owners and designers are responsible for compliance with ADA. Contact an ADA - trained architect or other ADA trained personnel with questions about the ADA: Department of Justice (202) 272-5434, or fax (202) 272-5447, NW Disability Business Technical Center (800) 949-4232, or fax (360) 438-3208.

**PLANNING COMMISSION AGENDA
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

SMF2021 0003: Final subdivision approval of a 20.49-acre lot into two lots to facilitate ownership transfer of a nonprofit wrestling center. The proposed wrestling center lot is 0.94 acres. - APPROVED AS AMENDED

AGENDA ITEM:

Case No.: SMF2021 0003

Applicant: TDLH, LLC

Location: 3221 Mendenhall Loop Road

Proposal: Final subdivision approval of a 20.49-acre lot into two lots to facilitate ownership transfer of a nonprofit wrestling center. The proposed wrestling center lot is 0.94 acres.

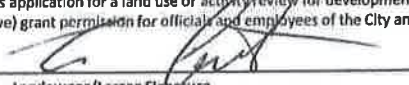
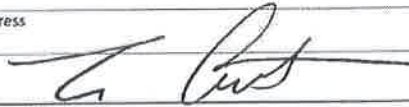
ATTACHMENTS:

	Description	Upload Date	Type
▣	Application for SMP2021 0005 - Preliminary Plat	11/17/2021	Application
▣	Public Notice for SMF2021 0003	11/17/2021	Public Notice Announcement
▣	Presentation for SMP2021 0005 & SMF2021 0003	11/23/2021	Presentation
▣	Notice of Decision for SMF2021 0003	12/1/2021	Notice of Decision



DEVELOPMENT PERMIT APPLICATION

NOTE: Development Permit Application forms must accompany all other Community Development Department land use applications.

To be completed by Applicant	PROPERTY LOCATION		
	Physical Address 3221 Mendenhall Loop Road		
	Legal Description(s) (Subdivision, Survey, Block, Tract, Lot) USS No. 1053 Tract A-2		
	Parcel Number(s) 5B2101030001		
	☐ This property located in the downtown historic district ☐ This property located in a mapped hazard area, if so, which _____		
	LANDOWNER/ LESSEE		
	Property Owner TDLH, LLC	Contact Person Travis Amdt	Phone Number(s) 907-321-3118
	Mailing Address 10840 Lilac Drive		
	E-mail Address constellation_dev@hotmail.com		
	LANDOWNER/ LESSEE CONSENT Required for Planning Permits, not needed on Building/ Engineering Permits		
I am (we are) the owner(s) or lessee(s) of the property subject to this application and I (we) consent as follows: A. This application for a land use or activity review for development on my (our) property is made with my complete understanding and permission. B. I (we) grant permission for officials and employees of the City and Borough of Juneau to inspect my property as needed for purposes of this application.			
X  Landowner/Lessee Signature		5/24/21 Date	
X _____ Landowner/Lessee Signature		_____ Date	
NOTICE: The City and Borough of Juneau staff may need access to the subject property during regular business hours and will attempt to contact the landowner in addition to the formal consent given above. Further, members of the Planning Commission may visit the property before the scheduled public hearing date.			
APPLICANT If the same as OWNER, write "SAME"			
Applicant SAME	Contact Person		
Mailing Address	Phone Number(s)		
E-mail Address			
X  Applicant's Signature		5/24/21 Date of Application	

DEPARTMENT USE ONLY BELOW THIS LINE

This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number SMP21-05	Intake Initials 
	Date Received 7.15.21



SUBDIVISION AND DEVELOPMENT PLAN APPLICATION

See subdivision hand-outs for more information regarding the permitting process and the materials required for a complete application.

NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.

PROJECT SUMMARY

Subdivide 1 parcel into 2 parcels to change ownership for non-profit property tax exemption.

Number of Existing Parcels 1 Total Land Area 20.49 Number of Resulting Parcels 2

HAS THE PARCEL BEEN CREATED BY A MINOR SUBDIVISION IN THE PRECEDING 24 MONTHS

☐ NO

☐ YES Case Number _____

TYPE OF SUBDIVISION OR PLATTING APPROVAL REQUESTED

MINOR DEVELOPMENT

(changing or creating 13 or fewer lots)

- ☒ Preliminary Plat (MIP)
- ☐ Final Plat (MIF)
- ☐ Panhandle Subdivision
- ☐ Accretion Survey
- ☐ Boundary Adjustment
- ☐ Lot Consolidation (SLC)
- ☐ Bungalow Lot Subdivision
- ☐ Common Wall/Zero Lot Subdivision
- ☐ Other _____

MAJOR DEVELOPMENT

(changing or creating 14 or more lots)

- ☐ Preliminary Plat (SMP)
- ☐ Final Plat (SMF)
- ☐ Preliminary Development Plan – PUD (PDP)
- ☐ Final Development Plan – PUD (PDF) Preliminary
- ☐ Development Plan – ARS (ARP) Final
- ☐ Development Plan – ARS (ARF)
- ☐ Bungalow Lot Subdivision
- ☐ Common Wall/Zero Lot Subdivision
- ☐ Other _____

ALL REQUIRED DOCUMENTS ATTACHED

- ☒ Pre-application conference notes
- ☒ Narrative including:
 - ☒ Legal description(s) of property to be subdivided
 - ☒ Existing structures on the land
 - ☒ Zoning district
 - ☒ Density
 - ☒ Access
 - ☒ Current and proposed use of any structures
 - ☒ Utilities available
 - ☒ Unique characteristics of the land or structure(s)
- ☒ Preliminary Plat checklist

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

SUBDIVISION/PLATTING FEES	Fees	Check No.	Receipt	Date
Application Fees	\$ <u>450.00</u>	<u>220</u>	<u>[Signature]</u>	
Admin. of Guarantee	\$ _____			
Adjustment	\$ _____			
Total Fee	\$ <u>450.00</u>	<u>220</u>	<u>[Signature]</u>	

For assistance filling out this form, contact the Permit Center at 586-0770.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Case Number	Date Received
<u>SMP21-05</u>	<u>7.15.21</u>

Parcel #: 5B2101030001

Legal Description: USS No. 1053 Tract A-2

Size: 20.49 acres

Zoning: D15

Existing Structure: Wrestling Gym (under construction)

Current/Proposed use of Structure: Wrestling Gym (under construction)

Density: 0

Access: Commercial Driveway connecting to Mendenhall Loop Road

Utilities: All public utilities available

Unique Feature of Land: Duck Creek

Working with the CBJ assessor's office, we have learned that a non-profit entity must own the property as opposed to lease the property to qualify for the Real Property tax relief for the portion they use. Thus, in order to satisfy those requirements, we desire to subdivide our lot into two lots.

Laurel Christian

From: Jill Maclean
Sent: Tuesday, July 6, 2021 12:03 PM
To: Laurel Christian
Cc: Alexandra Pierce
Subject: T. Arndt subdivision - Mendenhall Loop

Hi,

Please be aware that I've informed Travis that his subdivision is a minor sub, not a major, as it's two lots.

Thanks,

Jill M. Maclean, AICP | Director
Community Development Department | City & Borough of Juneau, AK
Location: 230 S. Franklin Street, 4th Floor Marine View Building
Office: 907.586.0715 ext. 4118 ← NEW



Fostering excellence in development for this generation and the next.



(907) 586-0715
 CDD_Admin@juneau.org
 www.juneau.org/CDD
 155 S. Seward Street • Juneau, AK 99801

Mendenhall Loop Road Subdivision and Variance

Case Number: PAC2021 0036

Applicant: Travis Arndt, Constellation Development

Property Owner: Tdlh LLC and Juneau Condos LLC

Property Address: 3101 Mendenhall Loop Road and 9090 Cinema Drive

Parcel Code Number: 5B2101030001 and 5B2101320030

Site Size: 892,544 sq. ft. (20.49 acres)

Zoning: D15 Multi-family Residential

Existing Land Use: Indoor Sports Gym (under construction);
 Cinema Drive Condos 72 unit development (under construction)

Conference Date: 5/27/2021

Report Issued: 6/2/2021

DISCLAIMER: Pre-application conferences are conducted for purposes of providing applicants with a preliminary review of a project and timeline. Pre-application conferences are not based on a complete application, and are not a guarantee of final project approval.

List of Attendees

Note: Copies of the Pre-Application Conference Report will be emailed, instead of mailed, to participants who have provided their email address below.

Name	Title	Email address
Travis Arndt	Applicant	constellation_dev@hotmail.com
Laurel Christian	Planning	Laurel.christian@juneau.org
Jill Maclean	CDD	Jill.maclean@juneau.org
Autumn Sapp	General Engineering	Autumn.sapp@juneau.org

Pre-Application Conference Final Report

Conference Summary

Questions/issues/agreements identified at the conference that weren't identified in the attached reports.

The following is a list of issues, comments and proposed actions, and requested technical submittal items that were discussed at the pre-application conference.

Project Overview

Applicant proposes to subdivide one lot into two. The indoor sports gym (wrestling center) will be on one lot, the remaining lot will be vacant until further development plans. The applicant also requests a non-administrative variance to CBJ 49.70.310 to allow work within the 25' no disturbance and 50' no development buffers from Duck Creek. The variance would allow channelization work. This type of variance requires Planning Commission (Board of Adjustment) approval.

The director has determined that the subdivision shall be processed as a major subdivision per 49.15.220(1):

Unless otherwise specified in this title, minor development shall require department approval. If the director determines that a series of applications for minor developments, taken together, constitute a major development, the applications shall be subject to the appropriate major development permit procedures and standards.

Planning Division

1. **Zoning** – Lot is zoned D15.
2. **Subdivision** –
 - a. **Minimum lot size** – 5,000 sq. ft.
 - b. **Minimum lot width** – 50'
 - c. **Minimum lot depth** – 80'
3. **Setbacks** – 20' front; 15' rear; 5' side; 13' street side.
 - a. Where one zoning district abuts another, the greater setback applies. The lot abuts D5 to the west. The setbacks will be established based on lot line assignments through the preliminary plat application.
4. **Height** – 35' permissible uses; 25' accessory uses
5. **Access** – Mendenhall Loop Road
 - a. Mendenhall Loop Road is classified by CBJ as a minor arterial.
 - b. An easement is required for the existing driveway. The existing driveway must serve both lots, and future lots if further subdivision occurs.
 - c. 49.35.210(b) applies:

(b) Major and minor arterials. Except as provided in subsection (3) of this section, if a new subdivision involves frontage along an arterial street:

 - (1) The plat shall note that no lots shall access directly onto the arterial;*
 - (2) Access shall be provided onto an interior access street or a separate frontage road.*

Pre-Application Conference Final Report

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

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

(B) All of the lots must share a common access point and further subdivision of the newly created lots is not allowed.

(C) Common access to all lots is required and back out parking is prohibited. The applicant must submit a plan that shows the feasibility of off street parking for all lots and an adequate area for a turnaround to prevent back out parking.

(D) The applicant must provide assurance in the form of an easement, plat note, and maintenance agreement that is recorded with the subdivision, all of which must be acceptable to the director, that ensures the required common access will be constructed and maintained by the property owners.

(E) The proposed subdivision must meet all other applicable subdivision standards and requirements.

6. Parking & Circulation— Dependent on use.

- a. Parking for the wrestling facility should be completely on the new lot, or a shared parking agreement will be required.

7. Lot Coverage – Maximum 50%

8. Vegetative Coverage – Minimum 30%

- a. The applicant should submit a site plan showing that after the subdivision, each lot will have the required minimum vegetative cover.

9. Lighting – Will be reviewed with building plans.

10. Noise – Dependent on use.

11. Flood – A Flood Development Permit will be required for work within the flood zone.

- a. The revised Floodplain Ordinance is attached to this report – it is effective May 26th, 2021 and not yet available on the muni-code website as of the date of issuing this report.
- b. Special provisions apply to work within floodways, and will be reviewed with a flood development permit. See the attached ordinance.

12. Hazard/Mass Wasting/Avalanche/Hillside Endorsement – Not applicable.

13. Wetlands – No known.

14. Habitat – Duck Creek is an anadromous waterbody.

15. Traffic – Dependent on use.

16. Nonconforming situations – No known.

Building Division

17. Building – Will review completed applications.

18. Outstanding Permits –

Pre-Application Conference Final Report

- a. **BLD2020 0293** – New Gymnasium
- b. **BLD2021 0039** – Bank Stabilization of Duck Creek
- c. **BLD2021 0128** – Grading
- d. **Stop Work Order** – Issued March 10, 2021

General Engineering/Public Works

19. Engineering –

- a. Any structures or development including culverts and fill within the 50' streamside setbacks shall be included in the variance. Please also keep in mind the following requirements for development within the floodway, 49.70.400 Floodplain, (i) Additional provisions in floodways:

Encroachments, including fill, new construction, and other development, except subdivisions, within a floodway are prohibited unless an engineer licensed in the State of Alaska submits a hydrologic and hydraulic analyses to the director indicating that the encroachment would not result in any increase in flood levels during the occurrence of the base flood discharge. The hydrologic and hydraulic analyses must be performed in accordance with standard engineering practice acceptable by the Federal Emergency Management Agency.

- b. **Easements:** Site plan (plat) shall include all existing (and proposed) easements for drainage, utility lines including plumbing lines, access, snow storage, trash (dumpster) storage, or any other shared use that requires crossing the property line. For plats include the width, ownership, use, and record reference of all proposed and existing easements within the subdivision and within 100 feet of the subdivision boundary.
- c. **Agreements:** A maintenance and hold harmless (of CBJ) agreement will need to be drafted, signed, and recorded for all shared infrastructure for the development, e.g. driveway, water, sewer, etc.

20. Drainage – Submit with the preliminary plat the following information:

- a. **Drainage report.** A preliminary report specifying the method by which the applicant proposes to manage surface and subsurface drainage for the subdivision and the effect of such method on adjacent areas. Unlike the drainage plan required by CBJ 49.35.510, the preliminary drainage report does not need to be prepared by a licensed engineer. The report must address the following:
 - (A) A calculation of the increase in stormwater runoff resulting from the proposed development as well as the runoff from all drainage areas associated with the site. Runoff calculations shall be based on a fully-developed subdivision and a 25-year storm event;
 - (B) How drainage from the proposed subdivision will join an established drainage channel or channels, unless the director of engineering and public works approves use of an alternative drainage way;
 - (C) An evaluation of existing drainage ways and structures located between the subdivision and the receiving water body, and verification that the existing drainage ways can accommodate the increased runoff. If the increased runoff cannot be handled, the plan must propose solutions to the problem; and
 - (D) All required improvements, on or off site, that are shown on the construction plans in accordance with CBJ 49.35, article V, and that will be constructed as part of the subdivision.

Pre-Application Conference Final Report

- b. Erosion control. A report explaining the method by which the applicant proposes to control erosion and manage runoff, and potential impacts to adjacent properties or water bodies. The report shall include a plan for preservation of ground cover in areas where runoff and resulting erosion need to be minimized.
21. **Utilities** – (water, power, sewer, etc.) A minimum of 1" water service and 4" sewer service will need to be installed to the property line of each newly created lot within one-year of recording of the plat. At the time of preliminary plat submittal, please submit a construction plan for the new utilities. The submittals must meet current CBJ Standards and Specifications. The plan needs to include pipe locations, type, sizing, for both water and sewer and grades for sewer to indicate appropriate fall will be achieved. The construction plan can be shown on an existing as-built drawing that also includes existing features such as structures and other existing utilities. Permits required for the proposed work will be identified during the review of the submitted construction plan.
22. **Grading Plan:** The submitted grading plan, BLD20210128, shall be modified to include all areas of grading work. As the grading work will or has taken place over an area greater than two acres, tree and stump removal shall be indicated on the plan. Additionally, after further discussions with the Developer it is believed that fill in excess of 1,000 cubic yards has or will be taking place. As a result the following is requirement for the revised plan per 19.12.060.3 Grading Designation:

Grading in excess of 1,000 cubic yards (765 m3) shall be performed in accordance with the approved grading plan prepared by a civil engineer, and shall be designated as "engineered grading."

The modified engineered plan shall include the floodway delineation on both the plan view and cross section view.

The engineered grading plan shall adhere to all requirements as outlined in 19.12 – Excavation and Grading Code. This specifically the plan shall address fills, compaction, setbacks, and erosion control and stormwater quality.

As this is an engineered grading plan a Special Inspection shall be required by a civil engineer of all grading work and shall adhere to 19.12.140.2 Civil Engineer. The Special Inspection form is attached. The form shall be completed by both the Developer and the inspecting Engineer and will need to be submitted to the Permit Center prior to issuance of the Grading Permit. Upon completion of the work the final report shall include the following per 19.12.150.1 Final Reports:

- a. *An as-built grading plan prepared by the civil engineer retained to provide such services in accordance with Section 19.12.140.5 showing original ground surface elevations, as-graded ground surface elevations, lot drainage patterns, and the locations and elevations of surface drainage facilities and of the outlets of subsurface drains. As-constructed locations, elevations and details of subsurface drains shall be shown as reported by the soils engineer.*

Civil engineers shall state that to the best of their knowledge the work within their area of responsibility was done in accordance with the final approved grading plan.

- b. *The grading contractor shall submit in a form prescribed by the building official a statement of conformance to said as-built plan and the specifications.*

Fire Marshal

23. **Fire Items/Access** – Will review completed applications.

Pre-Application Conference Final Report

Other Applicable Agency Review

1. DOT&PF may be consulted for access requirements onto Mendenhall Loop Road (AKDOT ROW).
 - a. If the subdivision is approved, DOT permits may be required. Applicant should consult DOT.
2. Support from the Alaska Department of Fish and Game is critical for the variance. Staff will request agency review comments once an application is submitted.
 - a. If the variance is granted, ADFG permits may be required. Applicant should consult ADFG.
3. ACOE may be consulted during review of the variance.
 - a. If the variance is granted, ACOE permits may be required. Applicant should consult ACOE.

List of required applications

Based upon the information submitted for pre-application review, the following list of applications must be submitted in order for the project to receive a thorough and speedy review.

1. Major Subdivision Preliminary Plat Application
2. Variance Application
3. Development Permit Application

Additional Submittal Requirements

Submittal of additional information, given the specifics of the development proposal and site, are listed below. These items will be required in order for the application to be determined Counter Complete.

1. For the subdivision:
 - a. A copy of this pre-application conference report.
 - b. Preliminary Plat Checklist – required items are highlighted on the attached document.
 - c. Preliminary Plat
 - d. Sketch plat in accordance with 49.15.410
 - e. Drainage plan and drainage report for the subdivision – At this time, the drainage plan does not need to be engineered.
 - f. Preliminary construction drawings for additional water and sewer service.
2. For the variance:
 - a. Narrative must demonstrate the grounds for the variance, and discuss the reasons channelizing the creek and why grading is being requested within the 50' buffer for bank stabilization.
 - b. Narrative will demonstrate the reasons for storing the fill.
 - c. Site plan showing areas of work
 - d. Typical sections for the creek
 - e. Site plan showing flood development areas.
 - f. Drainage report is necessary to demonstrate the grounds for a variance, including:
 - i. A preliminary report specifying the method by which the applicant proposes to manage surface and subsurface drainage for the variance and the effect of such method on adjacent areas. Unlike the drainage plan required by CBJ 49.35.510, the preliminary

Pre-Application Conference Final Report

drainage report does not need to be prepared by a licensed engineer. The report must address the following:

- ii. A calculation of the increase in stormwater runoff resulting from the proposed development (channelization) as well as the runoff from all drainage areas associated with the site. Runoff calculations shall be based on a fully-developed site and a 25-year storm event;
- iii. How drainage from the proposed channelization will join an established drainage channel or channels;
- iv. An evaluation of existing drainage ways and structures located between the channelization area and the receiving water body, and verification that the existing drainage ways can accommodate the increased runoff. If the increased runoff cannot be handled, the plan must propose solutions to the problem; and
- v. All required improvements, on or off site, that are shown on the construction plans in accordance with CBJ 49.35, article V, and that will be constructed as part of the channelization.

The preliminary drainage report is necessary, as this variance will change the creek. At the same, we recognize that if the variance is approved by the commission, you will then need to seek and obtain permits from Army Corps and F&G, and possibly other agencies as well. At that time, a full hydrologic study may be necessary, unless F&G has other methods. As discussed, conducting this level of work doesn't make sense unless and until you have approval of the variance.

Exceptions to Submittal Requirements

Submittal requirements staff has determined **not** to be applicable or **not** required, given the specifics of the development proposal, are listed below. These items will **not** be required in order for the application to be reviewed.

- 1. None.

Fee Estimates

The preliminary plan review fees listed below can be found in the CBJ code section 49.85.

Based upon the project plan submitted for pre-application review, staff has attempted to provide an accurate estimate for the permits and permit fees which will be triggered by your proposal.

- 1. Major Subdivision - \$110 per lot for preliminary plat review
 - a. Public notice sign fee - \$50 plus \$100 refundable deposit
- 2. Non Administrative Variance - \$400
 - a. Public notice sign fee - \$50 plus \$100 refundable deposit

For informational handouts with submittal requirements for development applications, please visit our website at www.juneau.org/cdd.

Submit your Completed Application

You must submit your application(s) in person with payment made to:

City & Borough of Juneau, Permit Center
230 South Franklin Street

Pre-Application Conference Final Report

**Fourth Floor Marine View Center
Juneau, AK 99801**

Phone: (907) 586-0715

Web: www.juneau.org/cdd

Attachments:

49.70 Article IV – Floodplain Development

49.20 - Variances

Preliminary Plat Checklist

Special Inspection Form



1945 Alex Holden Way #101	Juneau, AK 99801	907-780-4004	solutions@proHNS.com
219 Main Street #13	Haines, AK 99827	907-419-6070	www.proHNS.com

June 11, 2021

TDLH LLC
 Travis Arndt
 10840 Lilac Dr
 Juneau, AK 99801
 constellation_dev@hotmail.com

RE: Subdivision of USS 1053 TR A2 – Preliminary Drainage Report

To Whom It May Concern,

The following Preliminary Drainage Plan has been prepared for the subdivision of USS 1053 TR A2 in Juneau, AK. The project generally consist of 1.12 acres of clearing and construction of a new 5,000 sf building of one lot on the east of Duck Creek, as well as 16.97 acres of clearing of a second lot on the west side of Duck Creek. The total pre-developed parcel size is 20.49 acres. A pre-developed and post-developed map have been included with this report.

Site Runoff Calculation Method:

The project site consist of two separate drainage basins. One on the west side of Duck Creek and one on the east side of Duck Creek. Each basin was modeled using the SCS TR-55 model method, as described in Appendix D of the *City and Borough of Juneau Manual of Stormwater Best Management Practices*.

Site Drainage Patterns:

Pre-Developed Conditions: During a site visit performed on 6/10/2021 it was observed that the site is generally flat with local mounds and depressions. The majority of the western portion of the site appears to drain in a generally southwestern direction, though there was no evidence of channelization or concentrated flow. There were no defined drainage channels or discharge points on the western property line, thus it is presumed that the rainfall is absorbed by the dense vegetation and infiltrated into the ground. The *Soils of the Juneau Area (Schoephorster & Furbush 1974)* classify the onsite soils as well-drained "Fine Sandy Loam". Onsite exposed soils appeared to be visually consistent with this classification, which supports the notion that rainfall is absorbed by the onsite soils. In the event that the amount of precipitation exceeds the soils infiltrative capacity, it appears that ponding would occur in the southwestern corner of the property until the ponded water overflows into a ditch in the southeastern corner of the property and flows into Duck Creek. A portion of the site, on both the east and west sides of Duck Creek, is sloped towards the creek. Any water not infiltrated into the soil in these areas would sheet flow over vegetated surfaces into Duck Creek.



1945 Alex Holden Way #101 | Juneau, AK 99801 | 907-780-4004 | solutions@proHNS.com
 219 Main Street #13 | Haines, AK 99827 | 907-419-6070 | www.proHNS.com

Post-Developed Conditions: The new lot on the western side of the creek will be cleared and grubbed. The site will be graded to have a very mild slope in the southeastern direction and then vegetated with grass and/or native ground cover. Any stormwater that does not infiltrate into the ground will sheet flow into Duck Creek over vegetated surfaces. No buildings or impervious surfaces are proposed on the western side of the creek at this time. The entire western portion of the site will be vegetated, with the 50 feet immediately adjacent to the creek consisting of undisturbed trees, shrubs, and underbrush. The new lot on the eastern side of the Creek will be developed with a 5,000 sf (0.11 acre) building and 24,586 sf (0.56 acre) parking lot. Runoff will sheet flow across the parking lot and then sheet flow across a minimum of 50 feet of vegetated buffer consisting of undisturbed trees, shrubs, and underbrush.

Anticipated Site Runoff:

Using the SCS Method, the amount of stormwater runoff during the 25-year storm event per catchment area was determined. See Tables 1.1 and 1.2 below for results. It can be seen that the increase in stormwater runoff from the entire site will be 2.29 cfs.

Table 1.1	Area (acres)	Peak Runoff (cfs)
Basin A: Pre-developed (area west of Duck Creek)	16.97	0.59
Basin B: Pre-developed (area east of Duck Creek)	1.12	0.04
Basin A: Post-developed (area west of Duck Creek)	16.97	2.41
Basin B: post-developed (area east of Duck Creek)	1.12	0.51

Table 1.2	
Bains A Increase (cfs)	1.82
Bains B Increase (cfs)	0.47
Total Increase (cfs)	2.29

Conveyance/Discharge Structure Capacities:

For this project Duck Creek is considered the receiving water body. Conveyance will consist primarily of sheet flow, with a short section of wide ditching in the southeast corner of the site, thus there are no capacity concerns for the routing of stormwater before it reaches the receiving water body.



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219 Main Street #13	Haines, AK 99827	907-419-6070	www.proHNS.com

Summary:

The project site has very minimal slope and high infiltration capacity, which results in a relatively minor increase in stormwater runoff. The use of retained vegetation and a 50 foot undisturbed buffer along Duck Creek further reduce potential runoff from the site.

Our preliminary analysis shows that there are no capacity concerns from the increase in stormwater resulting from this project before it reaches the receiving water body.

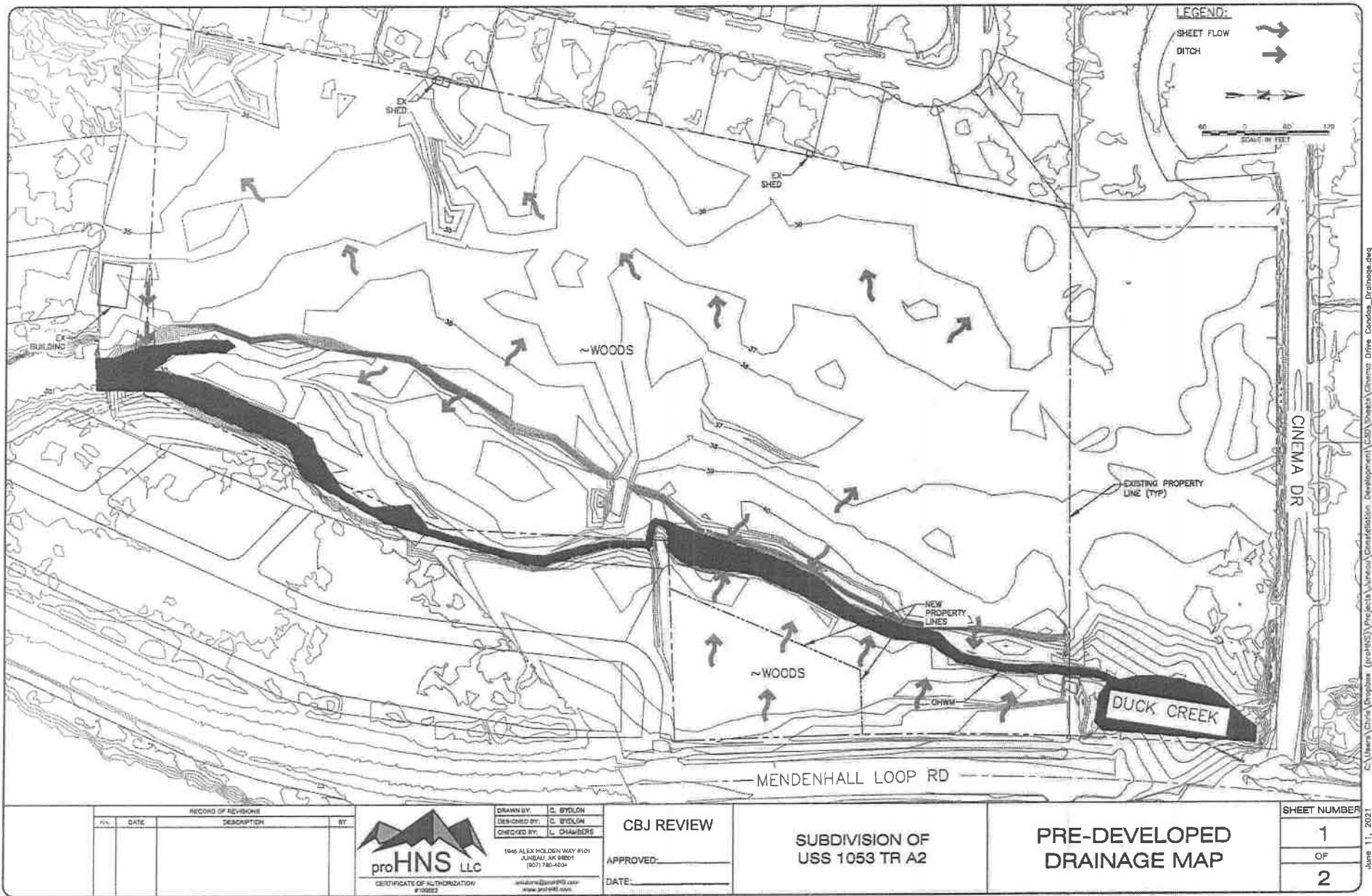
Respectfully,

A handwritten signature in cursive script that reads "Lucas Chambers". The signature is written in dark ink and is positioned below the "Respectfully," text.

Lucas Chambers, P.E.
Principal Engineer – proHNS LLC Juneau

Attachments:

Pre-Developed and Post-Developed Drainage Maps (2 sheets)





EXISTING GRADING
1/128" = 1'-0"

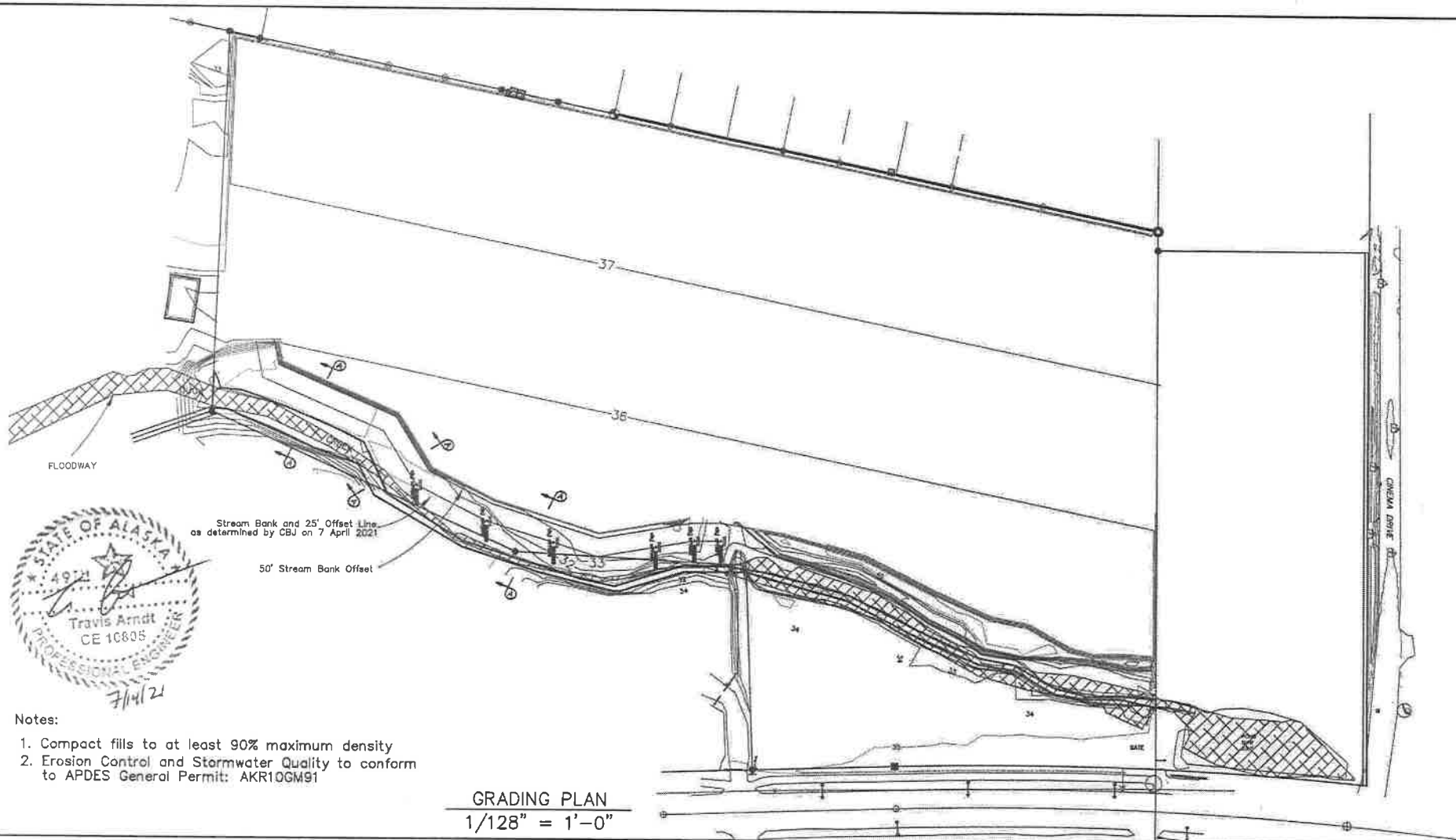
CONSTELLATION DEVELOPMENT

Tract A-2

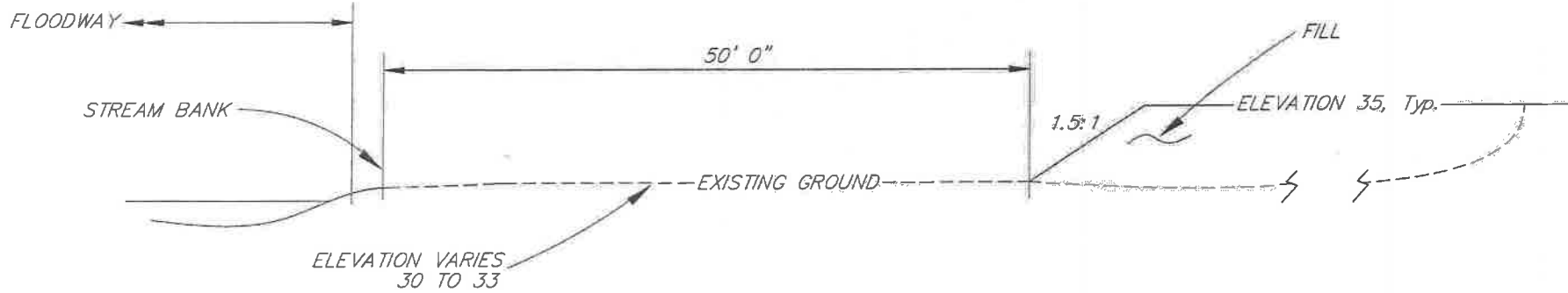
USS No. 1053.

EXISTING GRADING

10840 Ligon Drive
Jacksonville, FL 32209
904-321-3118



CONSTELLATION DEVELOPMENT



Section A-A
1/8" = 1'-0"

CONSTELLATION DEVELOPMENT

Tract A-2

USS No. 1053.

GRADING DETAILS

10540 L&P Drm
Anchorage, AK 99506
907-325-3118

CORPORATE OWNERSHIP CERTIFICATE:

WE HEREBY CERTIFY THAT TOLU, LLC IS THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE, AS MEMBERS, HEREBY ADOPT THIS PLAT OF SUBDIVISION WITH OUR FREE CONSENT, AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO THE PUBLIC OR PRIVATE USE AS NOTED.

DATE: _____, 2021

TRAVIS ARNDT, MEMBER
TOLU, LLC

DOUGLAS TRUCANO, MEMBER
TOLU, LLC

NOTARY ACKNOWLEDGEMENT:

UNITED STATES OF AMERICA

STATE OF ALASKA

THIS IS TO CERTIFY THAT ON THIS _____ DAY OF _____, 2021, BEFORE ME THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED TRAVIS ARNDT AND DOUGLAS TRUCANO, TO ME KNOWN AND KNOWN TO ME TO BE THE PERSONS THEY REPRESENT THEMSELVES TO BE AND THE MEMBERS OF TOLU, LLC, WHO ACKNOWLEDGED TO ME THAT THEY EXECUTED THE FOREGOING INSTRUMENT AS THE FREE ACT AND DEED OF THE SAID CORPORATION FOR THE PURPOSES THEREIN MENTIONED, BEING FULLY AUTHORIZED TO DO SO.

WITNESS MY HAND AND OFFICIAL SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST ABOVE WRITTEN.

NOTARY PUBLIC FOR ALASKA

MY COMMISSION EXPIRES: _____

COMMUNITY DEVELOPMENT DEPARTMENT PLAT APPROVAL

I HEREBY CERTIFY THAT THE PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH TITLE 49 OF THE CODE OF THE CITY AND BOROUGH OF JUNEAU AND IS APPROVED BY THE CITY AND BOROUGH OF JUNEAU, DEPARTMENT OF COMMUNITY DEVELOPMENT, FOR RECORDING IN THE OFFICE OF THE JUNEAU RECORDING DISTRICT, ANCHORAGE, ALASKA.

DATE: _____, 2021

JILL MACLEAN, DIRECTOR, COMMUNITY DEVELOPMENT
DEPARTMENT CITY AND BOROUGH OF JUNEAU

ATTEST:

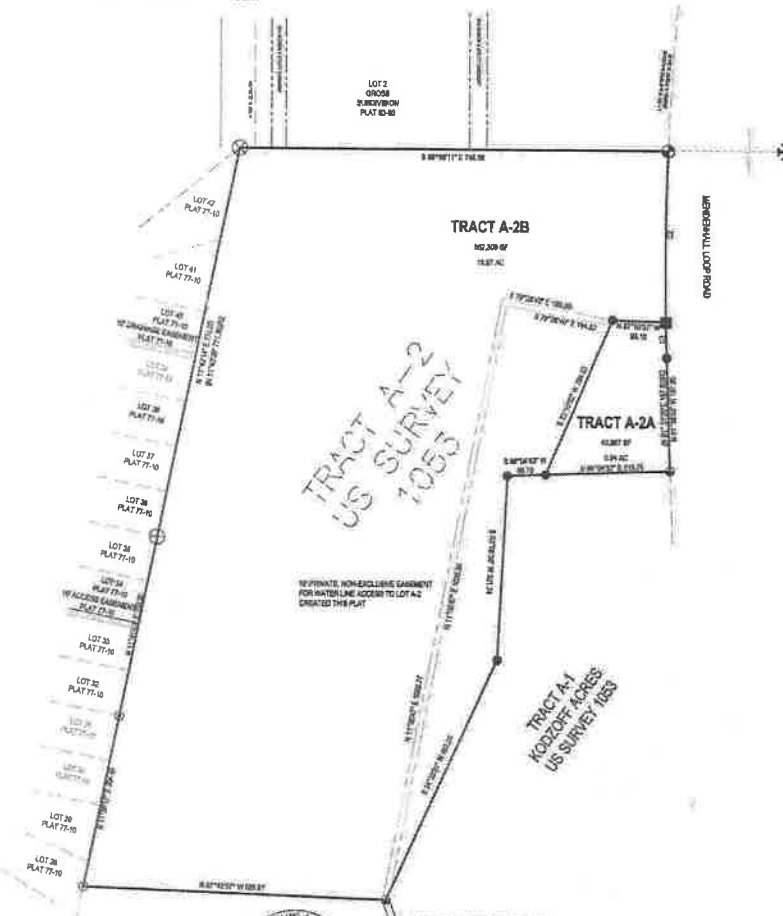
MUNICIPAL CLERK, CITY AND BOROUGH OF JUNEAU

NOTES:

- 1) THE ERROR OF CLOSURE OF THIS SURVEY DOES NOT EXCEED 1:10,000.
- 2) ALL DISTANCES ARE MEASURED IN U.S. SURVEY FEET.
- 3) RECORD INFORMATION DERIVED FROM THE OFFICIAL PLAT OF US SURVEY 1053, A PLAT IF TRACT A-1 AND TRACT A-2 A SUBDIVISION OF TRACT A, US SURVEY 1053 PLAT 80-124 RECORDED 18 DECEMBER 1986 RIVERWOOD SUBDIVISION PLAT NO. 77-10 RECORDED 21 MARCH 1987, RECORD OF SURVEY BOUNDARY AND TOPOGRAHY SURVEY OF TRACT A-2 US SURVEY 1053 PLAT NO. 2007-72 RECORDED 12 DECEMBER 2007, THE CONDOGS AT THE CINEMA - PHASES 1, 2, 3, 4, 5, PLAT NO. 3005-38 RECORDED 13 OCTOBER 2020 ON FILE WITH IN THE JUNEAU RECORDING DISTRICT.
- 4) WHERE DIFFERENT FROM RECORD OR CALCULATED, RECORD DIMENSIONS ARE SHOWN IN PARENTHESES AND REFERENCED TO A RECORDED PLAT (NR).
- 5) DOMESTIC WATER & SANITARY SEWER PROVIDED BY THE CITY AND BOROUGH OF JUNEAU PUBLIC UTILITIES.
- 6) SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.
- 7) PARTS OF THIS SUBDIVISION ARE LOCATED IN A SPECIAL FLOOD HAZARD ZONE AREA ACCORDING TO THE ADOPTED CITY AND BOROUGH OF JUNEAU FLOOD INSURANCE RATE MAPS (FIRM) COMMUNITY PANELS 52110C123E, EFFECTIVE AS OF 18 SEPTEMBER 2010 SPECIAL DEVELOPMENT STANDARDS MAY APPLY ACCORDING TO CSJ TITLE 48, LAND USE CODE.

CURVE TABLE

CURVE RADIUS	ARC LENGTH	CHORD	CHORD BEARING	Δ ANGLE
C1 4811.27	83.39	83.34	S 01°28'42" E	0°43'01"
C2 4811.37	206.89	206.80	S 07°35'30" W	3°28'11"



TYPICAL SET MONUMENT DETAIL
N.T.S.

SURVEYOR'S CERTIFICATE

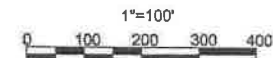
I, JOSHUA FRANTZ IVANISZEK, HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR REGISTERED IN THE STATE OF ALASKA, AND THAT THIS PLAT REPRESENTS THE SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, THAT THE ACCURACY OF THE SURVEY IS WITHIN THE LIMITS REQUIRED BY TITLE 49 OF THE CODE OF THE CITY AND BOROUGH OF JUNEAU, THAT ALL DIMENSIONS AND RELATIVE BEARINGS ARE CORRECT AND THAT MONUMENTS ARE SET IN PLACE AND NOTED UPON THIS PLAT AS PRESENTED.

DATED: 26 MAY 2021

LEGEND:

- ⊕ BLM PRIMARY MONUMENT RECOVERED
- ⊗ RAM PRIMARY MONUMENT RECOVERED
- ⊗ JW BEAN 3860-S PRIMARY MONUMENT RECOVERED
- ⊗ CHILKAT SURVEYING PRIMARY MONUMENT ESTABLISHED
- ⊙ 1410-S SECONDARY MONUMENT RECOVERED
- ⊙ 9277-S SECONDARY MONUMENT RECOVERED
- ⊙ 3005-S MONUMENT RECOVERED
- CONCRETE ROW POST
- SECONDARY MONUMENT SET THIS SURVEY
- PROPERTY LINES
- UNSURVEYED LINES
- - - EASEMENT BOUNDARY

- (N 45°11' W)R1 RECORD INFORMATION FROM US SURVEY 1063
- (N 45°04'15" W)R2 RECORD INFORMATION FROM PLAT No. 96-106
- (S 00°08'33" W)R3 RECORD INFORMATION FROM PLAT No. 2007-72



PLAT OF TRACT A-2A AND TRACT A-2B	
SUBDIVISION OF TRACT A-2 FRACTION OF US SURVEY 1053 WITHIN THE CITY AND BOROUGH OF JUNEAU, ALASKA JUNEAU RECORDING DISTRICT	
STATE RECORDERS OFFICE AT ANCHORAGE	
CHILKAT SURVEYING & MAPPING, LLC 10864 PORTER LANE JUNEAU, ALASKA 99801 907-987-9506	
OWNERS TOLU, LLC 10864 PORTER LANE JUNEAU, AK 99801	
DATE: 20210626	SHEET NO. 1 OF 1

CHILKAT SURVEYING & MAPPING, LLC
 10654 PORTER LANE JUNEAU, AK 99801
 907 957-1908 chilkat.surveying@gmail.com

Date: 8 JULY 2021

To: CBJ COMMUNITY DEVELOPMENT DEPARTMENT
 155 SOUTH SEWARD ST.
 Juneau, Alaska 99801

Subject: Lot closure reports TRACTS A-2A AND A-2B

Remarks: The lot closure reflects the proposed subdivision of TRACT A-2 INTO TRACTS A-2A AND A-2B

Tract A-2A

Northing	Easting	Bearing	Distance
2391923.090	2511087.207		
Radius: 4971.370 Chord: 62.345 Degree: 1°09'09" Dir: Right			
Length: 62.345 Delta: 0°43'07" Tangent: 31.173			
Chord BRG: N01°29'46"W Rad-In: N 88°08'40" E Rad-Out: N 88°51'47"E			
Radius Point: 2392084.054, 2516055.971			
2391985.413	2511085.580		
		N 87°59'37" W	93.104
2391988.673	2510992.533		
		S 23°15'02" W	294.530
2391718.063	2510876.266		
		N 88°04'53" E	216.750
2391725.319	2511092.895		
		N 01°38'50" W	197.853
2391923.090	2511087.207		

Closure Error Distance> 0.00000 Error Bearing> N 90°00'00" E
 Closure Precision> 1 in 1856674427932.7 Total Distance> 864.581
 Polyline Area: 40957 sq ft, 0.9403 acres

Tract A-2B

Northing	Easting	Bearing	Distance
82392284.248	2511088.634		
Radius: 4971.370 Chord: 298.850 Degree: 1°09'09" Dir: Left			
Length: 298.895 Delta: 3°26'41" Tangent: 149.493			
Chord BRG: S 00°35'08" W Rad-In: S 87°41'31" E Rad-Out: N88°51'48"E			
Radius Point: 2392084.043, 2516055.971			
2391985.413	2511085.580		
		N 87°59'37" W	93.104
2391988.673	2510992.533		
		S 23°15'02" W	294.530
2391718.063	2510876.266		
		S 88°04'53" W	66.781
2391715.827	2510809.523		
		S 03°08'38" W	321.736
2391394.575	2510791.878		
		S 24°33'31" W	462.052
2390974.321	2510599.839		
		N 87°42'37" W	526.972
2390995.375	2510073.287		
		N 11°39'17" E	304.659
2391293.753	2510134.833		

CHILKAT SURVEYING & MAPPING, LLC
 10654 PORTER LANE JUNEAU, AK 99801
 907 957-1908 chilkat.surveying@gmail.com

2391528.669	2510183.462	N 11°41'43" E 239.896
2392284.644	2510340.072	N 11°42'14" E 772.026
2392284.248	2511088.634	S 89°58'11" E 748.562

Closure Error Distance> 0.00000
 Total Distance> 4129.215
 Polyline Area: 852309 sq ft, 19.5663 acres



PRELIMINARY PLAT CHECK LIST

Name of Proposed Subdivision: _____

The following items must be included with the initial submittal of a Preliminary Plat:

- ☒ Application, filled out completely
- ☒ Application fee (see fee schedule)
- ☒ Project Narrative
- ☒ Five (5) – 24" by 36" Copies PDF acceptable for review
- ☒ Pre-application Conference Report
- ☒ Lot Closure Report
- ☒ Disclosure of all known environmental hazards and any proposed mitigation measures recommended in the applicable environmental document.
- ☒ Preliminary Plat Checklist: I have reviewed the checklist and all submittals for completeness and accuracy.



Applicant or Surveyor - Signature

7/14/21

Date



Applicant or Surveyor - Print Name

GENERAL REQUIREMENTS

- ☒ The preliminary plat shall be prepared by a professional land surveyor, registered in the State of Alaska
- ☒ The preliminary plat shall be submitted on 22 by 34 inch sheets. The director of engineering and public works may approve alternate sheet sizes
- ☒ The preliminary plat shall be drawn with black ink to a scale of one-inch to 100 feet or less, or other suitable scale approved by the director of engineering and public works
- ☒ The preliminary plat shall be oriented with north toward the top of the sheet.
- ☒ A vicinity map shall be located in the upper right-hand corner of the sheet
- ☒ The vicinity map shall be oriented in the same direction as the plat
- ☒ A suitable north arrow shall be shown for the plat and vicinity map
- ☒ All line work and lettering must be of professional quality, and all line widths and lettering sizes must be of such size that all information can be clearly shown without overlap or confusion

GRAPHIC REQUIREMENTS - A preliminary plat shall contain the following information:

Title block - An enclosed title block in the lower right-hand corner containing the following information:

- ☒ The proposed name of the subdivision
- ☒ The legal description of the parcel to be subdivided including U.S. Survey, U.S. Mineral Survey, A.T.S. number or section, township, and range number, as applicable
- ☒ "City and Borough of Juneau, Alaska"
- ☒ "State Recorder's Office at Juneau" Anchorage
- ☒ The date the preliminary plat was prepared and revised
- ☒ The horizontal scale
- ☒ The name and address of the owner of record
- ☒ The name, address, and telephone number of the surveyor preparing the preliminary plat



PRELIMINARY PLAT CHECK LIST

Lot, block, and street information:

- ☒ The area of each lot
- ☒ The dimensions in feet and hundredths of a foot
- ☒ An identifying number and letter for lots and blocks
- ☒ Lots numbered consecutively, commencing with the number "1," with no omissions or duplications
- ☒ If the remainder of an original parcel being subdivided is relatively large, it shall be designated as a "tract" with an identifying number
- ☒ All parcels of land intended to be dedicated for public use or reserved for the use of all of the property owners in the proposed subdivision shall be shown as lots, and consecutively numbered. The purpose and any conditions or limitations on the use of the parcel shall be noted on the plat
- ☒ Abutting properties shall be shown with dashed lines, numbers, and/or letters
- ☐ For resubdivisions or public way vacations, the lines and legal description of the previous lots shall be shown with light dashed lines, numbers, and/or letters, or by a separate plat on the same sheet showing the previous lot lines
- ☒ The minimum data shown for each curve shall be as follows:
 - ☒ Length
 - ☒ Central angle
 - ☒ Radius
 - ☒ Bearing and distance of long chord
- ☒ Setbacks shall be shown on all corner lots and any lots with multiple frontage. Setbacks shall be shown on typical lots

Boundary lines:

- ☒ All boundary lines of the subdivision with bearings and distances described
- ☒ All retraced boundary lines shall show record and measured bearings and distances where they differ. Record dimension information shall be shown within parentheses and include a record source identification
- ☒ The exterior boundary lines of the subdivision shall be a solid black opaque line that is of a width that distinguishes it from all other property lines shown on the plat
- ☐ If phasing is proposed, then the boundaries and number of each phase, sequential lot numbering, and a subdivision name consistent with previous phases shall be shown

Monumentation:

- ☒ The monuments used to establish the basis of bearing
- ☒ Each monument found or set shall be identified on the plat by a symbol
- ☒ A complete description of the monument, including type and all information printed on the cap. A typical drawing shall be shown for each type of monument cap set
- ☒ A legend showing the symbols for all the types of monuments
- ☐ The identification, description location, elevation, and datum of the benchmark used to establish vertical control

Site access, circulation, and utilities:

- ☒ The widths and names of existing rights-of-way within the subdivision and within 100 feet of the subdivision boundary
- ☒ Proposed rights-of-way, including their widths and proposed names
- ☒ The grades of existing and proposed streets within these rights-of-way
- ☒ The width, ownership, use, and record reference of all proposed and existing easements within the subdivision and within 100 feet of the subdivision boundary
- ☒ The width, ownership, and use of all proposed easements



PRELIMINARY PLAT CHECK LIST

- ☒ All proposed and existing easements shall have sufficient dimensions shown to determine their location on the ground. Show easements for drainage, utilities, and access.
- ☒ Existing trails or pathways within the subdivision and within 100 feet of the subdivision boundary, including the width of any associated rights-of way or easements.
- ☒ Proposed trails or pathways and widths of their rights-of-way.
- ☒ If the plat submitted covers only a part of the tract under the control of the applicant, a sketch plat of the prospective street system of the unplatted part shall be submitted.
- ☒ The location of any existing or proposed driveways/curb cuts that access or are proposed to access any existing or proposed street.

Topographic information:

- ☒ For slopes of less than five percent, show one foot contour lines and include spot elevations at all breaks in grade, along all drainage channels or swales, and at selected points not more than 100 feet apart in all directions.
- ☒ For slopes between five percent and ten percent, show two foot contour lines.
- ☒ For slopes greater than ten percent, show five foot contour lines.
- ☒ Every fifth elevation contour shall be distinctive and clearly labeled.
- ☒ Dashed lines shall represent existing contours.
- ☒ Mapping shall include any significant features which can materially affect the design of the subdivision, including, but not limited to, structures, fences, walls, and utility poles.
- ☒ If irregular slopes or special features are present, additional contour information may be required by the director of engineering and public works for planning or construction purposes. Additional required information may include projecting the topography of the site after grading has taken place, showing such items as:
 - ☐ Pad elevations and drainage patterns for each lot
 - ☐ Tops and toes of all manufactured slopes, including daylight lines
 - ☐ Existing and proposed retaining wall locations and heights
- ☒ For subdivisions located in hillside areas with slopes greater than eighteen percent, additional requirements apply in accordance with CBJ 49.70, Article II.

Sewer and water:

- ☒ Existing sewer and water mains within the tract with pipe sizes and grades.
- ☒ A draft plan for proposed water and sewer lines showing the size, approximate slope, and connection points with elevations for the purpose of determining the feasibility of construction.

Multisheet plats: (If applicable)

- ☒ When a plat requires more than one sheet, exclusive of a certificate sheet, an index sheet shall be included. When a plat requires more than three sheets, a cover sheet shall also be included, showing the subdivision title, a key map, and all certificates. Each additional sheet shall include the following data:
 - ☐ North arrow
 - ☐ Legend
 - ☐ Surveyor's seal and signature
 - ☐ Title block
 - ☐ Sheet _____ of _____
 - ☐ Scale
 - ☐ All plat notes
 - ☐ Vicinity map



PRELIMINARY PLAT CHECK LIST

ADDITIONAL MAPPING OR REPORTS- At the pre-application meeting, it will be determined if any of the following additional mapping or reports are required to be submitted with the preliminary plat. If required, the following additional mapping or reports shall be submitted:

Hazard and Special Habitat Areas:

- ☒ Any portion of a special flood hazard area, landslide or avalanche area, habitat area as defined by CBJ 49.70.310, or watersheds, either existing at the proposed subdivision site or shown on the overlay maps, adopted pursuant to this title, to exist at the proposed subdivision site, must be depicted on the preliminary plat
- ☒ The boundaries of any wetland areas must be depicted on the preliminary plat. Boundaries must be determined by a person qualified to perform wetland delineations

Soils report:

- ☐ A soils report prepared by an engineer licensed by the State of Alaska shall be required if the proposed subdivision is located farther from the existing public sewer system than specified in CBJ 49.35, and the applicant chooses to provide on-lot waste disposal rather than to connect to the public system. A soils report shall include the following:
 - ☐ Certification that the proposed lots are large enough and have soil of sufficient permeability to permit the construction of approved waste treatment systems for on-lot waste disposal
 - ☐ The location and size of drain fields for each lot
 - ☐ The locations and logs of test borings, percolation test results, and a hydrological evaluation of on-site sewage disposal
 - ☐ If the soils report indicates that the soils found on the site are not of sufficient permeability or the lots are not large enough to permit the construction of systems for on-lot waste disposal, the size of the proposed lots must be increased or alternate methods for waste disposal proposed
 - ☐ The soils report shall describe the nature of the subsurface soils and any soil conditions that would affect the design of the proposed development. The soils report shall state whether the proposed subdivision plan is feasible and provide general solutions for all known geotechnical conditions or problems

Drainage report:

☒ A preliminary report specifying the method by which the applicant proposes to manage surface and subsurface drainage for the subdivision and the effect of such method on adjacent areas. Unlike the drainage plan required by CBJ 49.35.510, the preliminary drainage report does not need to be prepared by a licensed engineer. The report must address the following:

- ☐ A calculation of the increase in stormwater runoff resulting from the proposed development as well as the runoff from all drainage areas associated with the site. Runoff calculations shall be based on a fully-developed subdivision and a 25-year storm event
- ☐ How drainage from the proposed subdivision will join an established drainage channel or channels, unless the director of engineering and public works approves use of an alternative drainage way
- ☐ An evaluation of existing drainage ways and structures located between the subdivision and the receiving water body, and verification that the existing drainage ways can accommodate the increased runoff. If the increased runoff cannot be handled, the plan must propose solutions to the problem
- ☐ All required improvements, on or off site, that are shown on the construction plans in accordance with CBJ 49.35, Article V, and that will be constructed as part of the subdivision

Water:

- ☐ For subdivisions of five or more lots, including major subdivisions, the following shall be included, where applicable, in accordance with CBJ 49.15.412:
 - ☐ If a proposed subdivision is located at greater distance from the existing public water system than specified in CBJ 49.35, Article III, and the applicant chooses not to connect to the public system, a statement that the applicant will provide a community water system or that individual wells will be used



PRELIMINARY PLAT CHECK LIST

- ☐ A report by a registered engineer or geologist that clearly supports the legal and physical availability of adequate water. Methods for proof of water availability and the standards for quantity are listed in CBJ 49.35, Article III
- ☐ A copy of the State application for a permit to appropriate water in the quantity required to meet the subdivisions demands
- ☐ This does not apply to remote subdivisions unless: the subdivider of the remote subdivision chooses to provide potable water, a public water system is available and the subdivision falls within the criteria outlined in CBJ 49.35.310(a), or the subdivision has four or fewer lots.
- ☐ The director for minor subdivisions, and the planning commission for major subdivisions, may, for good cause, temporarily waive the requirement to provide a water report and proof of water, and condition the approval of the preliminary plat upon the provision of both documents as part of the final plat application and approval process.

Erosion control:

- ☐ A report explaining the method by which the applicant proposes to control erosion and manage runoff, and potential impacts to adjacent properties or water bodies. The report shall include a plan for preservation of ground cover in areas where runoff and resulting erosion need to be minimized.

Traffic study:

- ☐ A traffic impact analysis may be required with the preliminary plat in accordance with CBJ 49.40.300.

Shadow plats:

- ☐ For subdivisions of five or more lots in transition areas, a shadow plat shall be submitted according to CBJ 49.70.710. The shadow plat shall consist of a sketch superimposed on the proposed subdivision layout. This sketch shall reflect any future resubdivision of the parcels into smaller lots consistent with the higher density and the lot size allowed under the transition zoning.

SPECIAL INSPECTION PROPOSAL FORM

Note: This form must be completed by the Owner or Architect/Engineer of Record and approved by the Building Official prior to issuance of a Building Permit. The qualified individual special inspector must be identified along with their firm. Special Inspector may not be employed by the Contractor or anyone responsible for the construction work.

PROJECT 3221 Mendenhall Grading PERMIT APPLICATION NO.: 311-220210001- BLD2021 0128
 OWNER TDLH, LLC DATE: 7/14/24

PROPOSED SPECIAL INSPECTOR Firm: _____ and Individual: Travis Aird, PESE
 (Please fill out one of these forms for each Special Inspector on this project. Attach proposed inspector's qualifications.)

PROPOSED TESTING AGENCIES _____
 (Specify which category they are testing.)

The use of a special inspector does not negate the need to call for and have all normal required CBJ inspections inspected and approved by CBJ Inspectors. Report requirements shall comply with the 2006 IBC Section 1704.1.2

TYPES OF INSPECTIONS REQUIRED:

Check each type of inspection required by Architect/Engineer of Record as indicated on the approved building plans and specifications.

- ☐ **1. CONCRETE**
 Inspection Scope & Schedule* _____
 Frequency of Sampling Materials _____
 Frequency of Testing _____
- ☐ **2. BOLTS INSTALLED IN CONCRETE**
 Inspection Scope & Schedule* _____
- ☐ **3. SPECIAL MOMENT - RESISTING CONCRETE FRAME**
 Inspection Scope & Schedule* _____
 Frequency of Sampling Materials _____
 Frequency of Testing _____
- ☐ **4. REINFORCING STEEL AND PRESTRESSED STEEL TENDONS**
 Inspection Scope & Schedule* _____
 Method of Testing _____
- ☐ **5. WELDING**
 - ☐ **A. SPECIAL MOMENT - RESISTING STEEL FRAMES**
 Inspection Scope & Schedule* _____
 Type of non-destructive testing _____
 Frequency of Tests _____
 - ☐ **B. STRUCTURAL WELDING INCLUDING REINFORCING STEEL**
 Inspection Scope & Schedule* _____
 Type of non-destructive testing _____
 Frequency of Tests _____
- ☐ **6. HIGH-STRENGTH BOLTING**
 Inspection Scope & Schedule* _____
 Method of Testing _____
 Frequency of Testing _____
- ☐ **7. STRUCTURAL MASONRY**
 Inspection Scope & Schedule* _____
 Frequency of Sampling Materials _____
 Frequency of Testing _____
- ☐ **8. REINFORCED GYPSUM CONCRETE**
 Inspection Scope & Schedule* _____
 Frequency of Sampling Materials _____
 Frequency of Testing _____

OVER →

- ☐ **9. INSULATING CONCRETE FILL**
 Inspection Scope & Schedule* _____
 Frequency of Sampling Materials _____
 Frequency of Testing _____
- ☐ **10. SPRAYED-ON FIREPROOFING**
 Inspection Scope & Schedule* _____
 Method of Inspection _____
 Frequency of Sampling Materials _____
 Frequency of Testing _____
- ☐ **11. PILING, DRILLED PIERS AND CAISSONS**
 Inspection Scope & Schedule* _____
 Method of Inspection _____
- ☐ **12. SHOTCRETE**
 Inspection Scope & Schedule* _____
 Method of Inspection _____
 Frequency of Sampling Materials _____
 Frequency of Testing _____
- ☒ **13. SPECIAL GRADING, EXCAVATION AND FILLING**
 Inspection Scope & Schedule* _____

The engineered fill shall be constructed in accordance with the approved plan, applicable CBJ codes and shall be stable and not create a hazard to public or private property. Upon completion of the rough grading work and at the final completion of the work, the following reports and drawings and supplements thereto are required for engineered grading:

1. A minimum of 1" water service and 4" sewer service will need to be installed to the property line of each newly created lot within one-year of recording of the plat. At the time of preliminary plat submittal, please submit a construction plan for the new utilities. The submittals must meet current CBJ Standards and Specifications. The plan needs to include pipe locations, type, sizing, for both water and sewer and grades for sewer to indicate appropriate fall will be achieved. The construction plan can be shown on an existing as-built drawing that also includes existing features such as structures and other existing utilities.
2. The grading contractor shall submit in a form prescribed by the building official a statement of conformance to said as-built plan and the specifications.

SPECIAL INSPECTOR CERTIFICATION:

I hereby certify that I am qualified to perform the special inspection items marked above, that I will perform the special inspections at the appropriate times scheduled by the contractor and that I will submit weekly and final reports.

Special Inspector: Tom Curt Date: 7/14/21

OWNER CERTIFICATION: (May be signed by Architect /Engineer of Record on Owner's behalf.)

I hereby certify that I will employ the aforementioned Special Inspector to perform the inspections shown above.

Owner: Li Curt Date: 7/14/21

BUILDING OFFICIAL'S APPROVAL OF PROPOSAL OF SPECIAL INSPECTION:

Building Official: _____ Date: _____

Note:

Special Inspection weekly reports must be submitted to the owner and to the Building Official within 5 working days of the last day of the week being reported to avoid Suspension of the Building Permit and possible Stop Work Order. A monthly summary letter is required for overall status including any outstanding items that require followup. The final special inspection approval letter(s) must be submitted before use or occupancy. Any variation to the special inspection proposal requires prior approval of the Building Official.

* (extent of work inspected; continuous or periodic, frequency)

Department of Commerce, Community, and Economic Development
**CORPORATIONS. BUSINESS & PROFESSIONAL
 LICENSING**

State of Alaska / Commerce / Corporations, Business, and Professional Licensing / Search & Database
 Download / Professional Licenses / License Details

LICENSE DETAILS

License #: AELC10805

Program: Architects, Engineers and Land Surveyors

Type: Registered Professional Civil Engineer

Status: Active

Issue Date: 05/30/2003

Effective Date: 12/30/2019

Expiration Date: 12/31/2021

Mailing Address: JUNEAU, AK, UNITED STATES

Owners

Owner Name	Entity Number
TRAVIS WILLIAM ARNDT	

Relationships

No Relationships Found

Designations

No Designations Found

Agreements/Actions/Accusations

No Agreements/Actions/Accusations Found

CORPORATE OWNERSHIP CERTIFICATE:

WE HEREBY CERTIFY THAT TDLH, LLC IS THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE, AS MEMBERS, HEREBY ADOPT THIS PLAT OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO THE PUBLIC OR PRIVATE USE AS NOTED.

DATE: 2021

TRAVIS ARNDT MEMBER
TDLH, LLC

DOUGLAS TRUCANO MEMBER
TDLH, LLC

NOTARY ACKNOWLEDGEMENT:

UNITED STATES OF AMERICA

STATE OF ALASKA

THIS IS TO CERTIFY THAT ON THIS 2021 DAY OF 2021 BEFORE ME THE UNDERSIGNED A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED TRAVIS ARNDT AND DOUGLAS TRUCANO TO ME KNOWN AND KNOWN TO ME TO BE THE PERSONS THEY REPRESENTS THEMSELVES TO BE AND THE MEMBERS OF TDLH, LLC WHO ACKNOWLEDGED TO ME THAT THEY EXECUTED THE FOREGOING INSTRUMENT AS THE FREE ACT AND DEED OF THE SAID CORPORATION FOR THE PURPOSES THEREIN MENTIONED, BEING FULLY AUTHORIZED TO DO SO.

WITNESS MY HAND AND OFFICIAL SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST ABOVE WRITTEN.

NOTARY PUBLIC FOR ALASKA

MY COMMISSION EXPIRES:

COMMUNITY DEVELOPMENT DEPARTMENT PLAT APPROVAL

HEREBY CERTIFY THAT THE PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH TITLE 49 OF THE CODE OF THE CITY AND BOROUGH OF JUNEAU AND IS APPROVED BY THE CITY AND BOROUGH OF JUNEAU, DEPARTMENT OF COMMUNITY DEVELOPMENT, FOR RECORDING IN THE OFFICE OF THE JUNEAU RECORDING DISTRICT ANCHORAGE, ALASKA.

DATED 2021

JILL MACLEAN, DIRECTOR, COMMUNITY DEVELOPMENT
DEPARTMENT CITY AND BOROUGH OF JUNEAU

ATTEST:

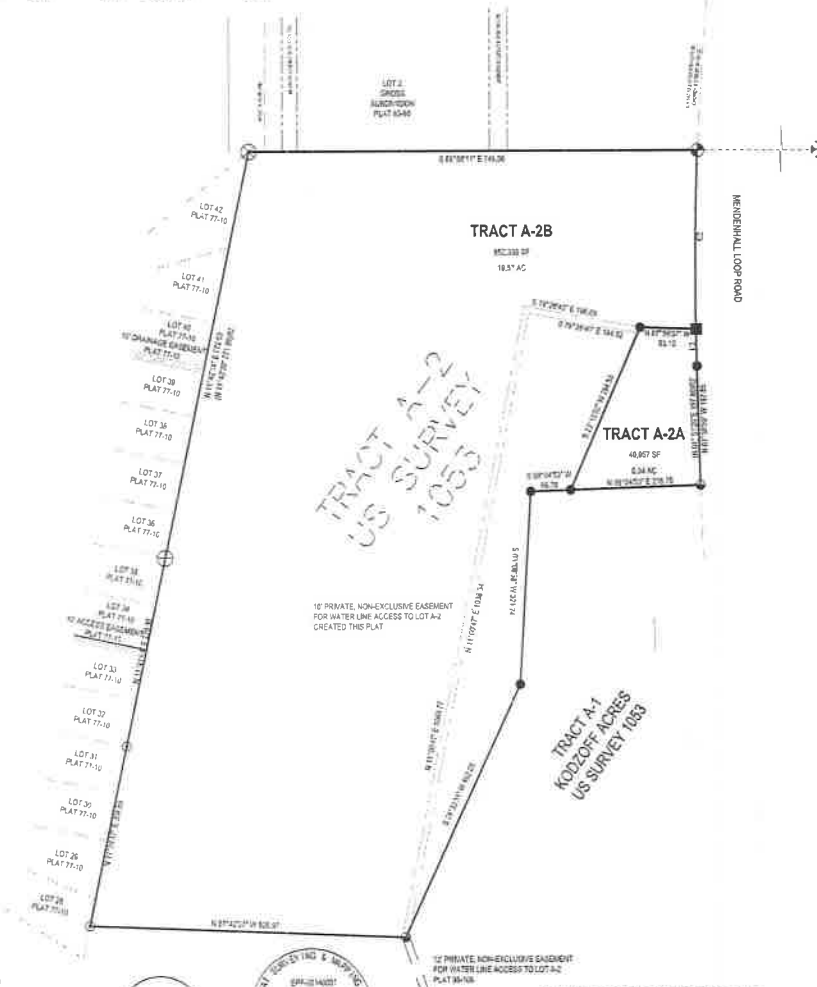
MUNICIPAL CLERK, CITY AND BOROUGH OF JUNEAU

NOTES:

- 1) THE ERROR OF CLOSURE OF THIS SURVEY DOES NOT EXCEED 1:10,000.
- 2) ALL DISTANCES ARE MEASURED IN U.S. SURVEY FEET.
- 3) RECORD INFORMATION DERIVED FROM THE OFFICIAL PLAT OF US SURVEY 1053: A PLAT IF TRACT A-1 AND TRACT A-2 A SUBDIVISION OF TRACT A US SURVEY 1053 PLAT 96-106 RECORDED 18 DECEMBER 1996; RIVERWOOD SUBDIVISION PLAT No. 77-10 RECORDED 31 MARCH 1977; RECORD OF SURVEY BOUNDARY AND TOPOGRAPHIC SURVEY OF TRACT A-2 US SURVEY 1053 PLAT No. 2007-72 RECORDED 19 DECEMBER 2007; THE CONDOS AT THE CINEMA - PHASES 1, 2, 3, 4, 5 PLAT No. 2020-38 RECORDED 15 OCTOBER 2020 ON FILE WITH IN THE JUNEAU RECORDING DISTRICT.
- 4) WHERE DIFFERENT FROM RECORD OR CALCULATED RECORD DIMENSIONS ARE SHOWN IN PARENTHESIS AND REFERENCED TO A RECORDED PLAT (RPL).
- 5) DOMESTIC WATER & SANITARY SEWER PROVIDED BY THE CITY AND BOROUGH OF JUNEAU PUBLIC UTILITIES.
- 6) SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.
- 7) PARTS OF THIS SUBDIVISION ARE LOCATED IN A SPECIAL FLOOD HAZARD ZONE AREA ACCORDING TO THE ADOPTED CITY AND BOROUGH OF JUNEAU FLOOD INSURANCE RATE MAPS (FIRM) COMMUNITY PANEL 4 021 10C1239E, EFFECTIVE AS OF 18 SEPTEMBER 2020 SPECIAL DEVELOPMENT STANDARDS MAY APPLY ACCORDING TO CSJ TITLE 49 LAND USE CODE.

CURVE TABLE

CURVE RADIUS	ARC LENGTH	CHORD	CHORD BEARING	ANGLE
C1 4871.37	62.25	62.24	S 91°25'46"E	5°48'57"
C2 4871.37	296.89	296.88	S 82°46'38"W	5°48'57"



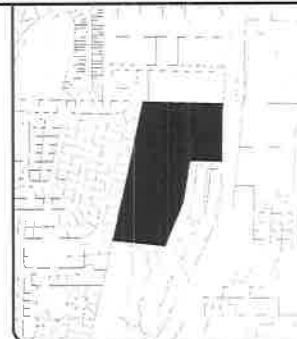
TYPICAL SET MONUMENT DETAIL

N.T.S.

SURVEYOR'S CERTIFICATE

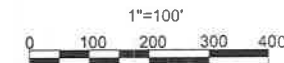
I, JOSHUA FRANTZ IVANISZEK, HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR REGISTERED IN THE STATE OF ALASKA AND THAT THIS PLAT REPRESENTS THE SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, THAT THE ACCURACY OF THE SURVEY IS WITHIN THE LIMITS REQUIRED BY TITLE 49 OF THE CODE OF THE CITY AND BOROUGH OF JUNEAU, THAT ALL DIMENSIONS AND RELATIVE BEARINGS ARE CORRECT AND THAT MONUMENTS ARE SET IN PLACE AND NOTED UPON THIS PLAT AS PRESENTED.

DATED: 26 MAY 2021



LEGEND:

- BLM PRIMARY MONUMENT RECOVERED
- R&M PRIMARY MONUMENT RECOVERED
- JW BEAN 3650-S PRIMARY MONUMENT RECOVERED
- CHILKAT SURVEYING PRIMARY MONUMENT ESTABLISHED
- 1410-S SECONDARY MONUMENT RECOVERED
- 6277-S SECONDARY MONUMENT RECOVERED
- 3650-S MONUMENT RECOVERED
- CONCRETE ROW POST
- SECONDARY MONUMENT SET THIS SURVEY
- PROPERTY LINES
- UNSURVEYED LINES
- EASEMENT BOUNDARY
- (N 45°11'W)R1 RECORD INFORMATION FROM US SURVEY 1053
- (N45°04'15"W)R2 RECORD INFORMATION FROM PLAT No. 96-106
- (S00°06'33"W)R3 RECORD INFORMATION FROM PLAT No. 2007-72



TRACT A-2A AND TRACT A-2B

SUBDIVISION OF
TRACT A-2 FRACTION OF US SURVEY 1053
WITHIN THE CITY AND BOROUGH OF JUNEAU, ALASKA
JUNEAU RECORDING DISTRICT

STATE RECORDERS OFFICE AT ANCHORAGE

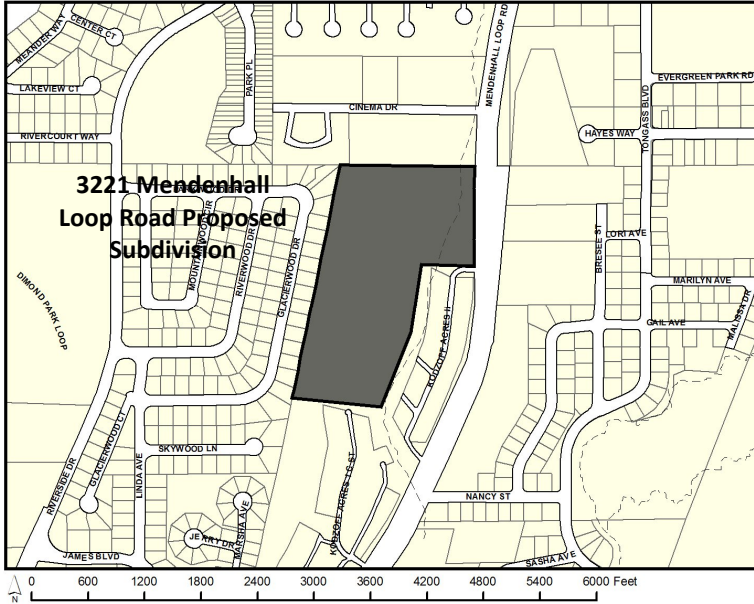
CHILKAT SURVEYING & MAPPING, LLC
10654 PORTER LANE, JUNEAU, ALASKA 99801
907-957-1908

OWNERS
TDLH, LLC
10654 PORTER LANE, JUNEAU, AK 99801

SMP: 20210000 SCALE: 1"=100' DATE: 28 JUNE 2021 SHEET NO. 1 OF 1

Invitation to Comment

On a proposal to be heard by the CBJ Planning Commission
Your Community, Your Voice



COMMUNITY DEVELOPMENT

155 S. Seward Street Juneau, Alaska 99801

TO:

An application has been submitted for consideration and public hearing by the Planning Commission for **final subdivision approval of a 20.49-acre lot into two lots to facilitate ownership transfer of a nonprofit wrestling center at 3221 Mendenhall Loop Road in a D15 Zone.** The **proposed wrestling center lot is 0.94 acres.**

Application materials can be found at <https://juneau.org/community-development/planning-commission>. Scroll to the bottom and choose the November 23, 2021 meeting. An updated memo is expected to be posted at the same site by **November 19, 2021**. Find hearing results, meeting minutes, and more here as well.

TIMELINE

Now through noon, November 22

Comments received during this period will be sent to Planning Commissioners to read over the weekend in preparation for the hearing. The planner handling the case, Irene Gallion, will also read any written comments that are received. You may also contact her via the phone number listed below.

HEARING DATE & TIME: 7:00 pm, November 23, 2021

This virtual meeting will be by video and telephonic participation only. To join the Webinar, visit: <https://juneau.zoom.us/j/82438794369>. The Webinar ID is: 824 3879 4369. To join by telephone, call: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 301 715 8592 or +1 312 626 6799 or +1 929 436 2866 and enter the Webinar ID.

November 24

The results of the hearing will be posted online.

Phone: (907)586-0715 ♦ Email: pc_comments@juneau.org
Mail: Community Development, 155 S. Seward St, Juneau AK 99801

Printed November 15, 2021

Case No.: SMF2021 0003
Parcel No.: 5B2101030001
CBJ Parcel Viewer: <http://epv.juneau.org>

SMP2021 0005

SMF2021 0003

Subdivision of a 20.49 acre lot into two lots to facilitate ownership transfer of a nonprofit wrestling center at 3221 Mendenhall Loop Road in a D15 zoning district.

Recommendation: Approval with Conditions

Location of this powerpoint

- Placeholder

Page Numbers – staff report

Meetings	Items						
Meeting Date	Meeting Type	Meeting Location	Online Agenda	Download Agenda	Minutes Recap	Legal Minutes	Board Details
12/14/21	Planning Commission - Regular Meeting	Virtual Meeting Only					
11/23/21	Planning Commission - Regular Meeting	Virtual Meeting Only					
11/23/21	Systemic Racism Review Committee	Zoom Webinar					
11/23/21	Assembly	Assembly Chambers/Zoom					

<https://juneau.org/assembly/assembly-minutes-and-agendas>

Page numbers - memo

https://juneau.org/assembly/assembly-minutes-and-agendas

City and Borough of Juneau | Pegboard | CBJ GIS property map ... | Code of Ordinances

General Information Documents

Containing Text: ?

Search Clear

Meeting Date	Meeting Type	Meeting Location	Online Agenda
12/14/21	Planning Commission - Regular Meeting	Virtual Meeting Only	
11/23/21	Planning Commission - Regular Meeting	Virtual Meeting Only	
11/23/21	Systemic Racism Review Committee	Zoom Webinar	
11/22/21	Assembly Agenda/Managers Report	Assembly Chambers/Zoom Webinar/FB Livestream	
11/22/21	Assembly Human Resources Committee	Assembly Chambers/Zoom Webinar	
11/09/21	Planning Commission - Regular Meeting	Virtual Meeting Only	
11/03/21	Assembly Finance Committee	Assembly Chambers/Zoom Webinar	
11/01/21	Committee of the	Assembly Chambers/Zoom	

NovusAGENDA — Mozilla Firefox

https://packet.cbjak.org/MeetingView.aspx?MeetingID=1619&MinutesMeetingID:

XI. OTHER BUSINESS

- A. [2021 Legislative Capital Priority List](#)
- B. [CIP Review](#)
- C. [2022 Proposed Meeting Dates](#)

XII. STAFF REPORTS

XIII. COMMITTEE REPORTS

XIV. LIAISON REPORT

XV. CONTINUATION OF PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

XVI. PLANNING COMMISSION COMMENTS AND QUESTIONS

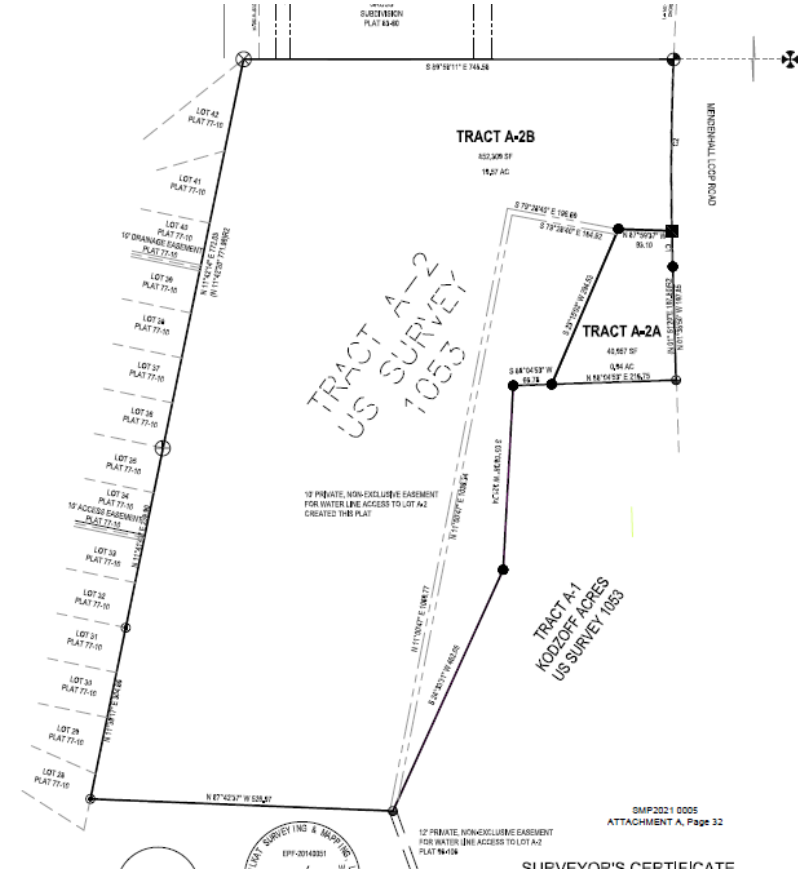
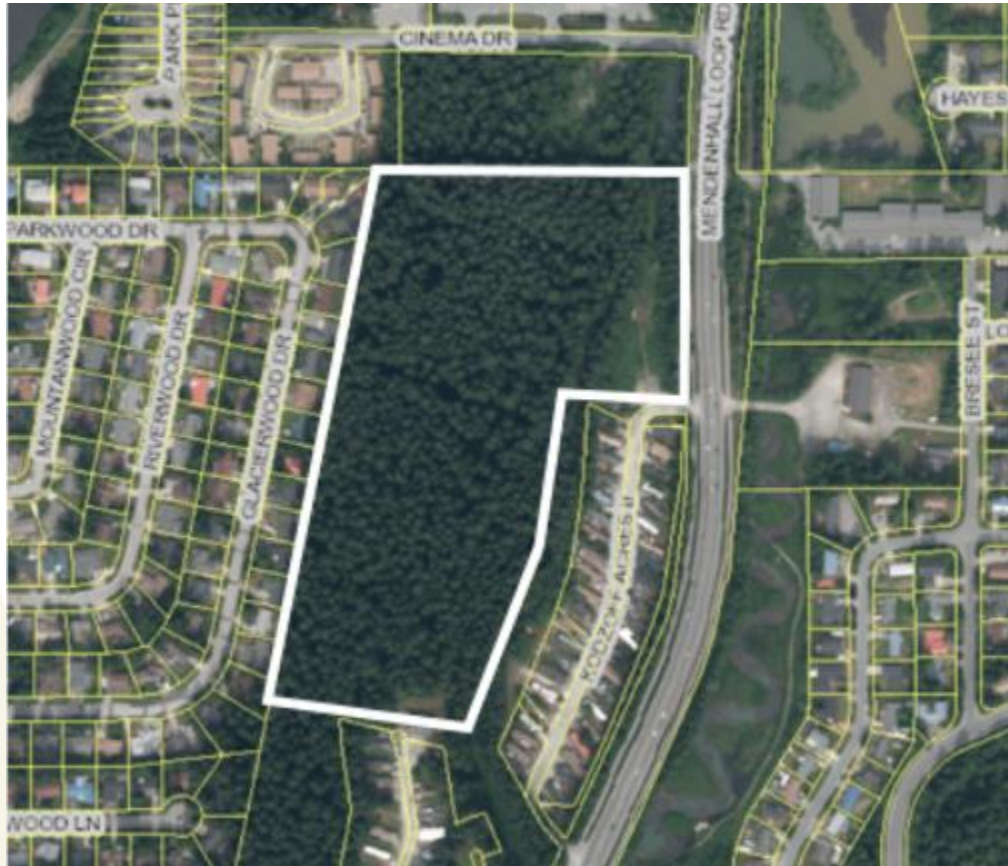
XVII. EXECUTIVE SESSION

XVIII. SUPPLEMENTAL MATERIALS

- A. [Additional Materials for November 23, 2021 Planning Commission](#)

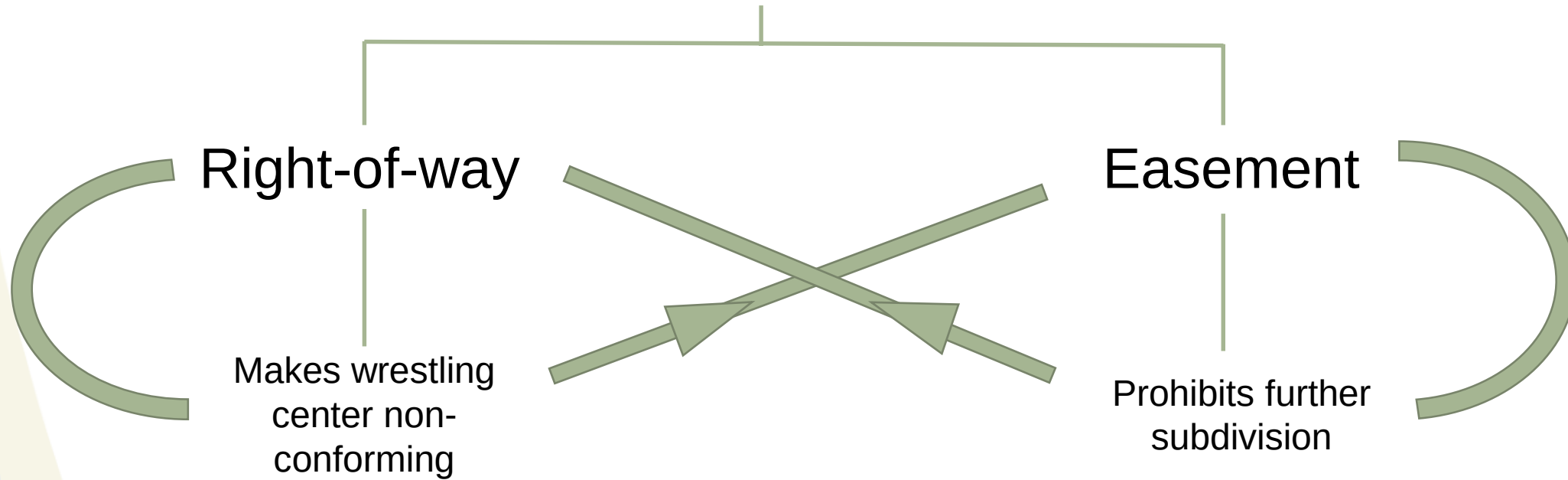
XIX. ADJOURNMENT

Location and proposal

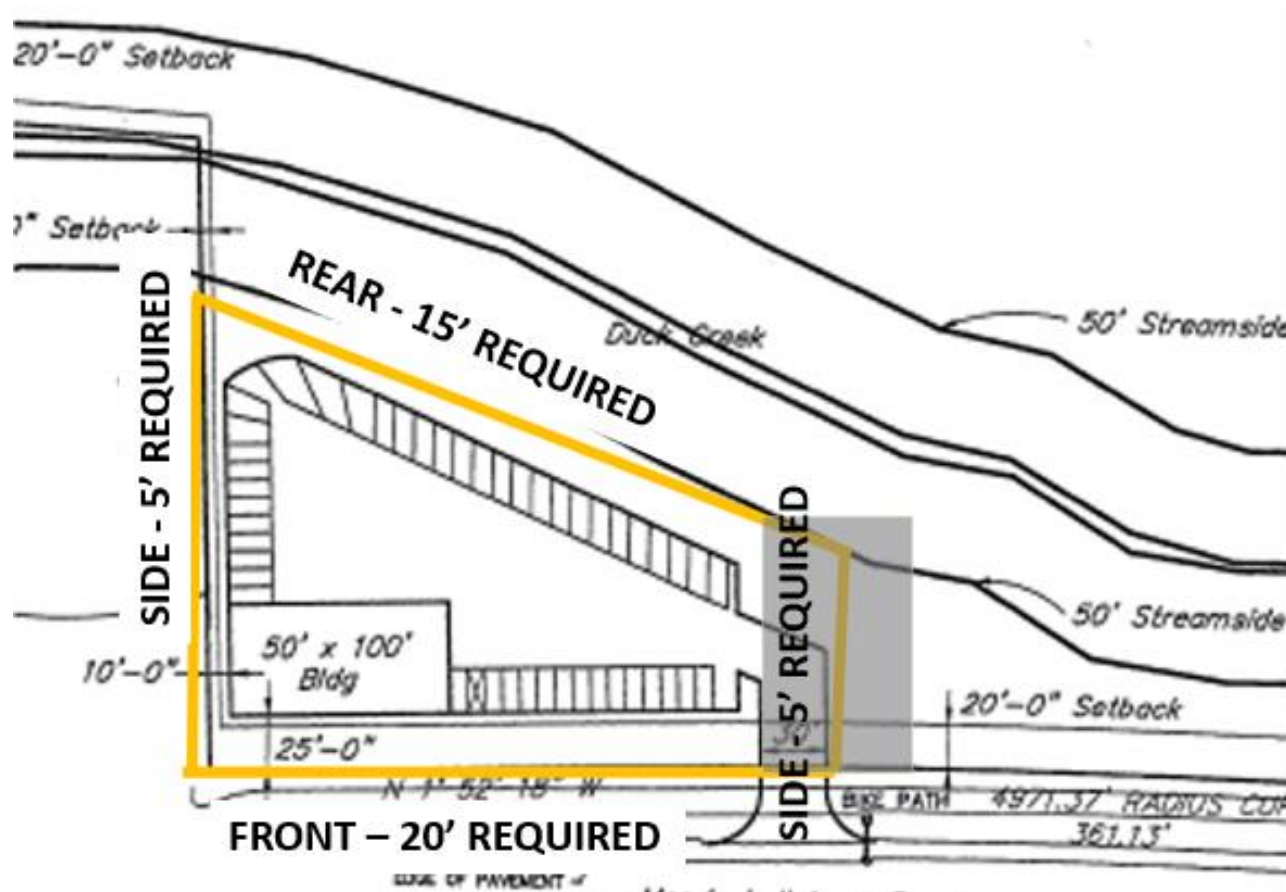


Arterial Access

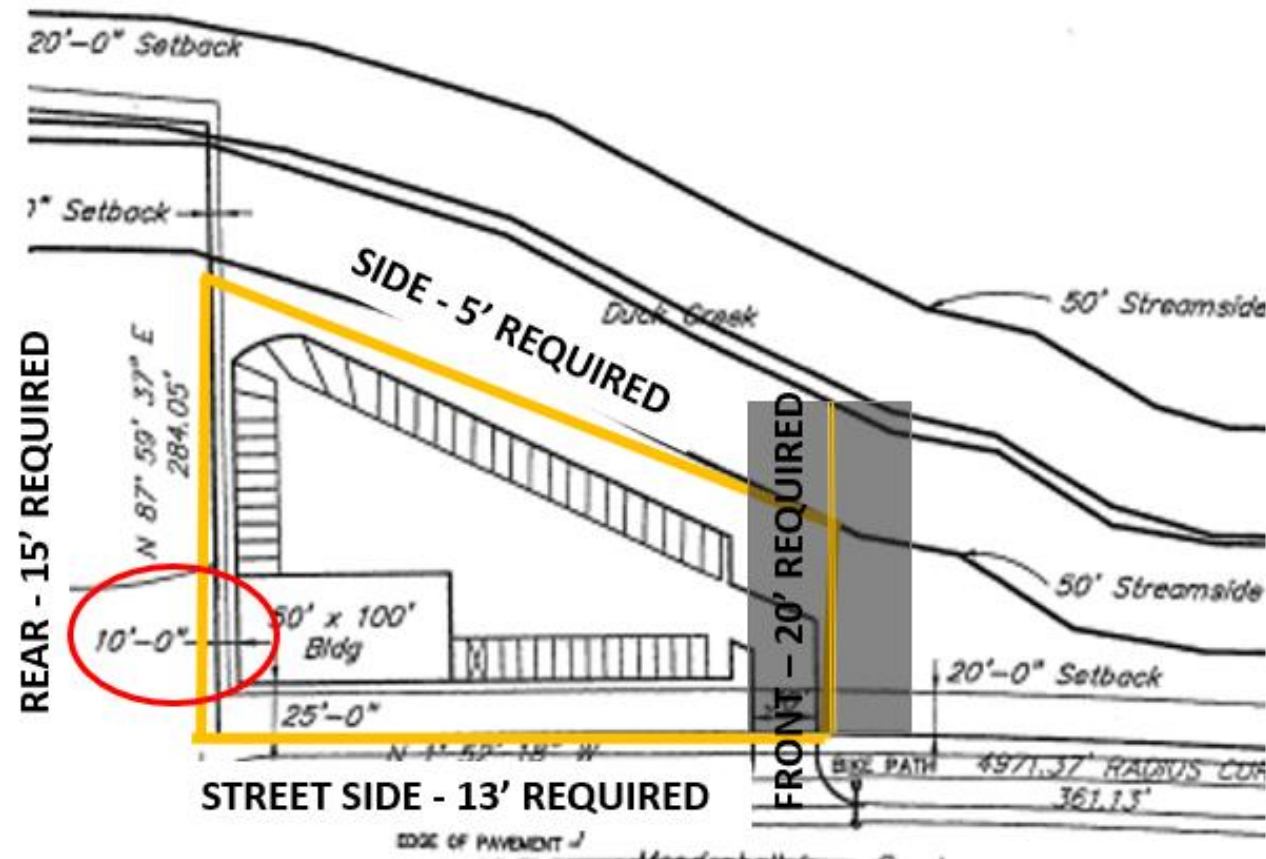
CBJ 49.35.210



Wrestling center currently conforms



Becomes nonconforming with ROW



Applicant has agreed to eased access

Conditions to go to final plat

- COTP
- Vegetative cover plan
- Eased access with plat note prohibiting further subdivision (Note 10).
- Shared access easement (pending)
- Final plat revisions per GE

Findings for SMP2021-0005

Modify if approving the eased access.

Findings for SMP2021-0005

1. Does the preliminary plat comply with CBJ 49.15.411?

Analysis: The final plat must show an easement and emergency turn-around. A construction plan, vegetative cover plan, and corrections to the draft plat will be required.

Finding: Yes. With recommended conditions, the preliminary plat complies with preliminary platting requirements listed in CBJ 49.15.411.

Findings for SMP2021-0005

2. Will applicable subdivision development standards be met, or can reasonably be met with conditions?

Analysis: The development is required to meet dimensional standards set in 49.25.400. Eased access allows the wrestling center lot to maintain orientation toward Mendenhall Loop Road.

Finding: Yes. Applicable subdivision development standards can be reasonably met.

Findings for SMP2021-0005

3. *Will the proposed subdivision provide suitable building sites for the zoning district?*

Analysis: Lots created through this subdivision meet dimensional requirements for the D15 zoning district. With an easement provided, the large lot cannot be further subdivided [CBJ 49.35.210(b)(3)].

Finding: Yes. The proposed subdivision provides building sites suitable for the D15 zoning district.

Findings for SMP2021-0005

4. Will the proposed street names be unique or continuations of existing streets?

Analysis: There are no proposed streets to name.

Finding: Yes. There are no streets proposed- access will be provided by shared easement.

Findings for SMP2021-0005

5. Has the director of Engineering and Public Works reviewed the application and determined that:

- (i) The subdivision can be constructed to conform to applicable drainage and water quality requirements;***
- (ii) The streets, pioneer paths, and pedestrian ways as proposed accommodate anticipated traffic, align with, and, where appropriate, connect with streets and pedestrian ways serving adjacent properties;***
- (iii) Any proposed improvements conform to the requirements of this Title 49 and can be feasibly constructed; and,***
- (iv) Where public sewer is not required, the applicant has shown that soils are suitable for individual on-lot wastewater treatments and disposal or has shown the feasibility of alternative methods of wastewater disposal and treatment.***

Analysis: Engineering's preliminary plat review comments were provided to the applicant.

Finding: Yes. Engineering and Public Works has reviewed the proposed subdivision application and supplemental materials, and believes the above criteria can be met.

Conditions for SMP2021-0005 MET

1. Prior to approval of the final plat, Certification from the CBJ Treasurer showing that all real property taxes and special assessments levied against the property for the year of recording have been paid.

The Applicant has paid their taxes. A Certificate of Taxes Paid has been received from the Treasury (**Attachment C**).

Conditions for SMP2021-0005 MET

2. Prior to submittal of the final plat, a plan showing 30 percent vegetative cover (at a minimum) shall be submitted for approval by the Director.

The Applicant has provided vegetative cover plans for each lot (Memo **Attachment D**). The plan for the proposed wrestling center lot shows 30 percent vegetative cover.

Conditions for SMP2021-0005

3. *Prior to submittal of the final plat, an access easement fulfilling the requirements of 49.35.210(b)(3) must be drafted on the draft plat and submitted for review and approval by the Commission. This requirement includes a plat note stating:*

At the time of plat recording, Tract A-2A and Tract A-2b are prohibited from further subdivision. Future subdivision of newly created lots is not allowed, per 49.35.210(b). See the City and Borough of Juneau Land Use Code for current regulations.

The final plat shows a 30-foot shared eased access that fulfills the requirements of 49.35.210(b)(3). An emergency turn-around must be shown. Recommended language is included on the draft final plat, Note 10.

Conditions for SMP2021-0005

4. Prior to submittal of the final plat, an access and maintenance agreement meeting the requirements of 49.35.210(b)(3) will be drafted and submitted for review and approval by the Community Development Department.

This document is required prior to recording.

Conditions for SMP2021-0005

5. Final plat revisions are made in accordance with the November 17, 2021 revision memo from Alec Venechuck, P.E., CBJ Engineering and Public Works Department.

These proposed revisions (Memo **Attachment B**) are anticipated before the plat is printed to mylars. CDD staff will verify changes have been made.

SMP2021 0005:

Recommend APPROVAL WITH
CONDITIONS

*Thank you! Questions on
SMP2021 0005?*

Findings for SMF2021 0003

1. Has the applicant complied with any conditions or plat notes as required in the notice of decision approving the preliminary plat?

Analysis: Shared access agreements are pending. GE-requested plat corrections will be made after this meeting.

Finding: Yes. All conditions of preliminary plat approval have been met.

Findings for SMF2021 0003

2. Has the applicant constructed all required improvements or provided a financial guarantee in accordance with CBJ 49.55.010?

Analysis: Eased access does not require additional constructed improvements.

Finding: Yes. There are no constructed improvements required.

Findings for SMF2021 0003

3. Does the final plat meet the standards set forth in CBJ 49.15.412 for final plats?

Analysis: No additional analysis needed.

Finding: Yes. The anticipated final plat complies with CBJ 49.15.415 Final Plat Standards.

Conditions for SMF2021-0003

1. Prior to submittal of the final plat, an access and maintenance agreement meeting the requirements of 49.35.210(b)(3) will be drafted and submitted for review and approval by the Community Development Department.

This document is required prior to recording.

Conditions for SMF2021-0003

2. Final plat revisions are made in accordance with the November 17, 2021 revision memo from Alec Venechuck, P.E., CBJ Engineering and Public Works Department.

These proposed revisions (Memo **Attachment B**) are anticipated before the plat is printed to mylars. CDD staff will verify changes have been made.

SMF2021 0003:

Recommend APPROVAL WITH
CONDITIONS

*Thank you! Questions on
SMF2021 0003?*



Planning Commission

(907) 586-0715
PC_Comments@juneau.org
www.juneau.org/plancomm
155 S. Seward Street • Juneau, AK 99801

PLANNING COMMISSION NOTICE OF DECISION

Date: November 24, 2021
File No.: SMF2021 0003

TDLH, LLC
Attn: Travis Arndt
10840 Lilac Drive
Juneau, AK 99801

Proposal: Subdivision of a 20.49 acre lot into two lots to facilitate ownership transfer of a nonprofit wrestling center.

Property Address: 3221 Mendenhall Loop Road

Legal Description: USS 1053 Tract A2

Parcel Code No.: 5B2101030001

Hearing Date: November 23, 2021

At its regular public meeting on November 23, 2021, the Planning Commission adopted the analysis and findings listed in the attached memorandum dated November 17, 2021, and APPROVED WITH CONDITIONS AS AMENDED the final plat to be conducted as described in the project description and project drawings submitted with the application.

Findings are:

1. ***Has the applicant complied with any conditions or plat notes as required in the notice of decision approving the preliminary plat?***

Analysis: Shared access agreements are pending. GE-requested plat corrections will be made after this meeting.

Finding: **Yes.** All conditions of preliminary plat approval have been met.

TDLH, LLC
File No.: SMP2021 0005
November 24, 2021
Page 2 of 3

2. *Has the applicant constructed all required improvements or provided a financial guarantee in accordance with CBJ 49.55.010?*

Analysis: Eased access does not require additional constructed improvements.

Finding: Yes. There are no constructed improvements required.

3. *Does the final plat meet the standards set forth in CBJ 49.15.412 for final plats?*

Analysis: No additional analysis needed.

Finding: Yes. The anticipated final plat complies with CBJ 49.15.415 Final Plat Standards.

Conditions are:

1. Prior to submittal of the final plat, an access and maintenance agreement meeting the requirements of 49.35.210(b)(3) will be drafted and submitted for review and approval by the Community Development Department.
2. Final plat revisions are made in accordance with the November 17, 2021 revision memo from Alec Venechuck, P.E., CBJ Engineering and Public Works Department.

Attachment: November 17, 2021 memorandum from Irene Gallion, Community Development, to the CBJ Planning Commission regarding SMP2021 0005.

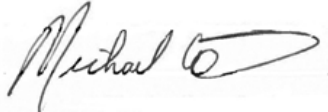
This Notice of Decision does not authorize any construction. Prior to starting any project, it is the applicant's responsibility to obtain the required building permits.

This Notice of Decision constitutes a final decision of the CBJ Planning Commission. Appeals must be brought to the CBJ Assembly in accordance to CBJ 01.50.030. Appeals must be filed by 4:30 P.M. on the day twenty days from the date the decision is filed with the City Clerk, pursuant to CBJ 01.50.030 (c). Any action by the applicant in reliance on the decision of the Planning Commission shall be at the risk that the decision may be reversed on appeal (CBJ 49.20.120).

Effective Date: The permit is effective upon approval by the Commission, November 23, 2021.

TDLH, LLC
File No.: SMP2021 0005
November 24, 2021
Page 3 of 3

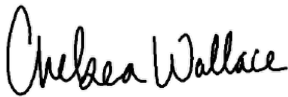
Expiration Date: The permit will expire five (5) years after the effective date, or November 23, 2026, if no Building Permit has been issued and substantial construction progress has not been made in accordance with the plans for which the subdivision permit was authorized or no final plat has been approved. Application for permit extension must be submitted thirty days prior to the expiration date.



Michael LeVine, Chair
Planning Commission

November 30, 2021

Date



Filed With City Clerk

December 1, 2021

Date

cc: Plan Review

NOTE: The Americans with Disabilities Act (ADA) is a federal civil rights law that may affect this subdivision. ADA regulations have access requirements above and beyond CBJ - adopted regulations. Owners and designers are responsible for compliance with ADA. Contact an ADA - trained architect or other ADA trained personnel with questions about the ADA: Department of Justice (202) 272-5434, or fax (202) 272-5447, NW Disability Business Technical Center (800) 949-4232, or fax (360) 438-3208.

**PLANNING COMMISSION AGENDA
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

2021 Legislative Capital Priority List

**PLANNING COMMISSION AGENDA
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

CIP Review

**PLANNING COMMISSION AGENDA
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

2022 Proposed Meeting Dates

ATTACHMENTS:

Description	Upload Date	Type
☐ 2022 Proposed Meeting Dates	11/4/2021	Miscellaneous

Planning Commission Meetings 2022 2 nd & 4 th Tuesdays/month 7:00 pm, Assembly Chambers/Zoom Webinar	
January 11	
January 25	
February 8	
February 22	
March 8	
March 22	
April 12	
April 26	
May 10	
May 24	
June 14	
June 28	
July 12	
July 26	
August 9	
August 23	
September 13	
September 27	
October 11	
October 25	
November 8	
November 22	
December 13	
December 27	
January 10, 2023	

Commented [CW1]: Rosh Hashanah is 9/26

Commented [CW2]: Yom Kippur is 10/4-10/5, Sukkot is 10/9-10/16, Shemini Atzeret is 10/16-10/18, Simchat Torah is 10/17-10/18

Commented [CW3]: Thanksgiving is 11/24

Commented [CW4]: Hanukkah is 12/18-12/26, Christmas is 12/25

**PLANNING COMMISSION AGENDA
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Additional Materials for November 23, 2021 Planning Commission

ATTACHMENTS:

	Description	Upload Date	Type
▣	Additional Materials for November 23, 2021 Planning Commission	11/22/2021	Miscellaneous

Additional Materials

Regular Planning Commission Meeting

Virtual Meeting Only

7:00pm

Meeting Date: November 23, 2021

1. SMP2021 0005:

- a. Comments Regarding SMP2021 0005

2. SMP2021 0005 / SMF2021 0003:

- a. Memo from Irene Gallion

3. 2021 Legislative Capital Priority List

- a. Memo from Katie Koester, Engineering & Public Works Director

From: Jill Maclean
Sent: Friday, November 12, 2021 2:55 PM
To: Chelsea Wallace; Irene Gallion
Cc: Alexandra Pierce; Sherri Layne
Subject: FW: SMP21-05: ADOT&PF Feedback

Please add this email to additional materials for SMP2021 0005.

Jill

From: Travis Arndt <constellation_dev@hotmail.com>
Sent: Tuesday, November 9, 2021 9:12 AM
To: Jill Maclean <Jill.Maclean@juneau.org>
Subject: Fwd: SMP21-05: ADOT&PF Feedback

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

I thought i would forward this along as everybody DOT sent it to is gone.

Glad to see you looked like you were feeling better yesterday.

Thanks

Travis

Sent from my iPhone

Begin forwarded message:

From: "Bizzarro, Caleb T (DOT)" <caleb.bizzarro@alaska.gov>
Date: November 9, 2021 at 9:07:16 AM AKST
To: Travis Arndt <constellation_dev@hotmail.com>
Cc: "Schuler, Michael K (DOT)" <michael.schuler@alaska.gov>, Irene Gallion <Irene.Gallion@juneau.org>, "Pedersen, Hans E (DOT)" <erik.pedersen@alaska.gov>
Subject: FW: SMP21-05: ADOT&PF Feedback

Thank you for our conversation this morning Travis,

I would like to share with you the additional comments sent to CBJ Planning as I understand the previous feedback generated some confusion. DOT&PF SCR ROW has no objection to Constellation Development's subdivision request (*Case No. MIP2021 0012*).

Best Regards,

Caleb Bizzarro
Right Of Way Agent
Department of Transportation & Public Facilities
Southcoast Region Design & Engineering Services

Ph: (907) 465 4519
Email: caleb.bizzarro@alaska.gov

From: Bizzarro, Caleb T (DOT)
Sent: Tuesday, November 9, 2021 8:54 AM
To: Irene Gallion <Irene.Gallion@juneau.org>
Cc: Laurel.Christian@juneau.org
Subject: RE: SMP21-05: ADOT&PF Feedback

Good morning Irene,

I would like to follow-up on the submitted comments relating to Constellation Development's subdivision request (*Case No. MIP2021 0012*).

DOT&PF SCR ROW's recommendation for requiring a *Traffic Impact Analysis* is specifically and exclusively related to development of the larger parcel **after** subdivision. We understand Constellation Development, LLC has not submitted plans to build on the larger lot – which would be created via this subdivision request. Should CBJ receive plan submittals by Constellation Development for condominiums or other residential housing, **at that time** a *Traffic Impact Analysis* should be provided by the developer.

The wrestling club's access is a permitted driveway, sufficient in design to handle anticipated traffic which would be generated by its current use. My apologies for any confusion based on the provided feedback below.

Best Regards,

Caleb Bizzarro
Right Of Way Agent
Department of Transportation & Public Facilities
Southcoast Region Design & Engineering Services
Ph: (907) 465 4519
Email: caleb.bizzarro@alaska.gov

From: Irene Gallion <Irene.Gallion@juneau.org>
Sent: Thursday, November 4, 2021 10:56 AM
To: Bizzarro, Caleb T (DOT) <caleb.bizzarro@alaska.gov>
Subject: RE: SMP21-05: ADOT&PF Feedback

Received, thanks Caleb!

From: Bizzarro, Caleb T (DOT) <caleb.bizzarro@alaska.gov>
Sent: Thursday, November 4, 2021 10:54 AM
To: Irene Gallion <Irene.Gallion@juneau.org>
Cc: Schuler, Michael K (DOT) <michael.schuler@alaska.gov>
Subject: RE: SMP21-05: ADOT&PF Feedback

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Thank you Irene for the opportunity to review Constellation Development's requested subdivision (Case No. MIP2021 0012)

As is the situation with all properties when a 'change in use' shall occur adjacent DOT&PF owned infrastructure - the DOT&PF shall review a previously permitted access for compliance. Upon review, the Department may require alterations to ensure safe operating conditions within State Right of Way.

The access into Lot TRACT A-2 along Mendenhall Loop Road is sufficiently acceptable in design and use for the *currently* under construction wrestling club. Acknowledging CBJ's requirement for use of a **single shared approach**, DOT&PF requires a *Traffic Impact Analysis* be provided to ensure access is adequately designed for the increase in use.

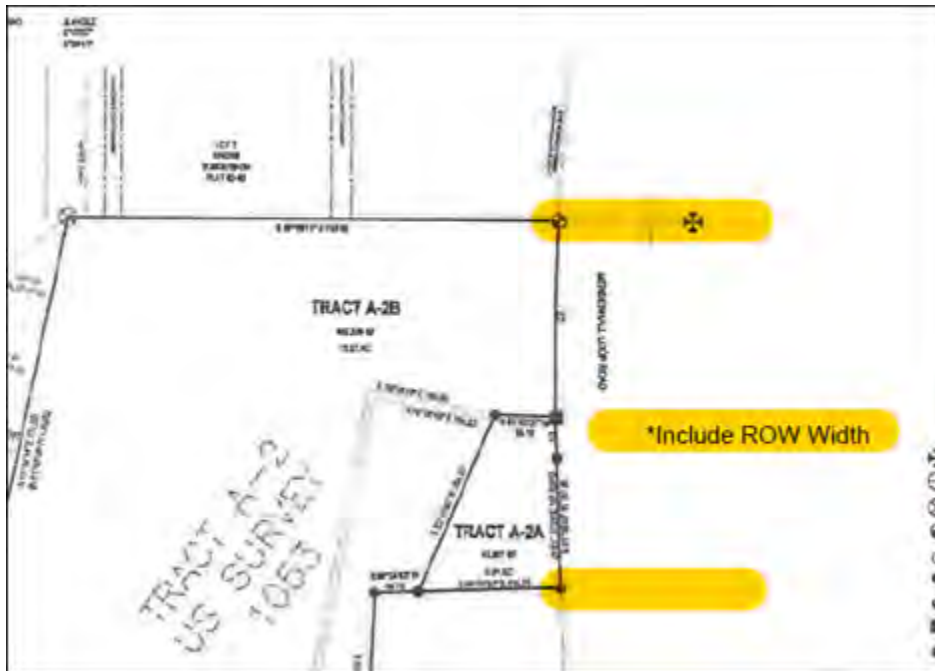
DOT&PF's intent is to ensure this approach and intersection does not materially impact safe operation of the minor arterial Mendenhall Loop Road. Furthermore, to ensure it simultaneously meets or exceeds design standards in conformance with the *Alaska Highway Preconstruction Manual*.

Therefore, it is DOT&PF SCR Right of Way's recommendation to CBJ, as a condition for approval of this subdivision request;

- 1) A *Traffic Impact Analysis* be performed to properly assess the outcomes of this imminent development.
- 2) At such time as can be determined; the property owner(s) shall make all required modifications outlined at that time by the Department to ensure safe and compliant access operation.
- 3) Label, at new northern most and southernmost property corner monuments, the width of State ROW of Mendenhall Loop Road on drafted plat.

Thank you again for the review opportunity,

Caleb Bizzarro
 Right Of Way Agent
 Department of Transportation & Public Facilities
 Southcoast Region Design & Engineering Services
 Ph: (907) 465 4519
 Email: caleb.bizzarro@alaska.gov



From: Bizzarro, Caleb T (DOT)
Sent: Monday, October 25, 2021 1:56 PM
To: Irene Gallion <Irene.Gallion@juneau.org>; Schuler, Michael K (DOT) <michael.schuler@alaska.gov>
Subject: RE: SMP21-05: ADOT&PF Feedback

Thank you Irene for sharing the subdivision request documents.

DOT&PF SCR Right of Way will review and respond before November 3rd.

Best Regards,

Caleb Bizzarro
 Right Of Way Agent
 Department of Transportation & Public Facilities
 Southcoast Region Design & Engineering Services
 Ph: (907) 465 4519
 Email: caleb.bizzarro@alaska.gov

From: Irene Gallion <Irene.Gallion@juneau.org>
Sent: Monday, October 25, 2021 1:28 PM
To: Bizzarro, Caleb T (DOT) <caleb.bizzarro@alaska.gov>; Schuler, Michael K (DOT) <michael.schuler@alaska.gov>
Cc: Irene Gallion <Irene.Gallion@juneau.org>
Subject: SMP21-05: ADOT&PF Feedback

Hello Caleb and Michael,

Attached is a proposed subdivision at 3221 Mendenhall Loop Road. I was hoping to have a revised plat to present to ADOT&PF for review, but the surveyor has been out of town, and the hearing is coming up November 9th, 2021. My understanding is the Applicant has been speaking to both of you.

I've attached our original *draft* memo to the Applicant so you know what has already been commented on. The comments were "draft" because our General Engineering Department has not been able to review due to staffing shortages and extended leave. However, we wanted the Applicant to have some items to start working on.

Let me know if ADOT&PF has any concerns, thank you for your time!

Irene Gallion | Senior Planner

Community Development Department | City & Borough of Juneau, AK
Location: 230 S. Franklin Street | 4th Floor Marine View Building
Office: 907.586.0753 X2



Fostering excellence in development for this generation and the next.



(907) 586-0715
CDD_Admin@juneau.org
www.juneau.org/CDD
155 S. Seward Street • Juneau, AK 99801

November 17, 2021

MEMO

From: Irene Gallion, Senior Planner

To: Michael Levine, Chair

Through: Jill Maclean, Director, AICP

Parcel No.: 5B2101030001

Legal Description: USS 1053 TR A2

Case Number: MIP2021 0012, SMP2021 0005, SMF2021 0003: Subdivision of a 20.49-acre lot into two lots to facilitate ownership transfer of a nonprofit wrestling center at 3221 Mendenhall Loop Road in a D15 Zone. The proposed wrestling center lot is 0.94 acres.

RE: Preliminary Plat: Change Recommendation to APPROVAL WITH CONDITIONS

BACKGROUND

As discussed in the staff report dated November 3, 2021, the applicant seeks to take advantage of property tax exemptions for the nonprofit wrestling center. In order to do so, the facility must be on its own lot by January 1 of a given year.

Subsequent to the Commission meeting on November 9, 2021, the applicant and the Director discussed a potential way forward in which the Director could, under the Land Use Code, recommend approval with conditions. Per CBJ 49.35.210(b)(3), subdivision is permissible using a common access, however, further subdivision of the newly created lots is not permitted. The applicant has stated that he finds this acceptable; the Director notes that this may impact future development of the remaining 19.5 acres of land. As the applicant wishes to proceed in this manner, the preliminary plat and final plat are similar enough that they may be heard at the same Commission meeting, and are thus being presented to the Commission simultaneously.

The Commission is asked to take action on two cases at the meeting on November 23, 2021:

- SMP2021 0005, Preliminary Plat: Continued from last meeting. With this memo staff modifies the recommendation in the November 3, 2021 staff report from **DENIAL** to **APPROVAL WITH CONDITIONS**.
- SMF2021 0003, Final Plat: If the preliminary plat is approved on November 23, the applicant is prepared with a final plat for approval as well. Zoning, General Engineering, and Cartography reviews have been completed. The draft final plat attached (**Attachment A**) incorporates recommended changes from Zoning and Cartography. General Engineering has proposed additional changes for the plat before it is printed on mylar (**Attachment B**).

Below, modifications to conditions in the staff report for SMP2021 0005 are outlined. Explanations for each condition follow in Times New Roman font. Where applicable, explanations include final plat status.

Recommended conditions for an approval include the following STANDARD conditions:

1. *Prior to approval of the final plat, Certification from the CBJ Treasurer showing that all real property taxes and special assessments levied against the property for the year of recording have been paid.*

The Applicant has paid their taxes. A Certificate of Taxes Paid has been received from the Treasury (**Attachment C**).

- ~~2. Prior to approval of a final plat, the applicant shall submit a complete set of construction plans for all required improvements to the Community Development Department. The Director of Engineering & Public Works will review for compliance with CBJ 49.35.140.~~

No constructed modifications are required for the proposed subdivision.

- ~~3. Prior to approval of the final plat, the applicant has constructed all required improvements or provided a financial guarantee in accordance with CBJ 49.55.010.~~

No constructed modifications are required for the proposed subdivision.

- ~~4. Prior to approval of the final plat, the developer shall submit a final drainage plan for CBJ Engineering & Public Works approval. An Alaskan licensed engineer must prepare the plan [CBJ 49.35.510].~~

The drainage plan provided under SMP2021 0005 is adequate for this proposed subdivision.

Recommended conditions for an approval include the following ADDITIONAL conditions:

5. *Prior to submittal of the final plat, a plan showing 30 percent vegetative cover (at a minimum) shall be submitted for approval by the Director.*

The Applicant has provided vegetative cover plans for each lot (**Attachment D**). The plan for the proposed wrestling center lot shows 30 percent vegetative cover.

- ~~6. Prior to submittal of the final plat, a construction plan will be submitted showing a barrier to vehicular traffic no less than 2 feet high shall be constructed along the front property line to define the driveway(s). This barrier may consist of a vegetated berm, fence, planter box, or other structures/improvements approved by the Community Development Department. Advisory:~~

~~Fences over six feet tall require a building permit prior to construction. No sight-obscuring fence more than four feet tall may be constructed closer than 20 feet from the edge of a traveled way, and on corner lots, sight-obscuring fences are limited to three feet in height within 20 feet of intersecting traveled ways [CBJ 549.25.430(4)(L)]. The construction plan will be approved by the Commission.~~

No constructed modifications are required for the proposed subdivision.

7. ~~(If easement access is approved):~~ Prior to submittal of the final plat, an access easement fulfilling the requirements of 49.35.210(b)(3) must be drafted on the draft plat and submitted for review and approval by the Commission. This requirement includes a plat note stating:

At the time of plat recording, Tract A-2A and Tract A-2b are prohibited from further subdivision. Future subdivision of newly created lots is not allowed, per 49.35.210(b). See the City and Borough of Juneau Land Use Code for current regulations.

The final plat shows a 30-foot shared eased access that fulfills the requirements of 49.35.210(b)(3). Recommended language is included on the draft final plat, Note 10.

8. ~~(If easement access is approved):~~ Prior to submittal of the final plat, an access and maintenance agreement meeting the requirements of 49.35.210(b)(3) will be drafted and submitted for review and approval by the Community Development Department.

This document is anticipated before recording.

9. ~~Prior to submittal of the final plat, a construction plan will be submitted showing sufficient exterior lighting must be provided at the intersection of the proposed right of way and Mendenhall Loop Road to permit safe pedestrian access. Lighting will conform to CBJ Standard 118 unless another standard is approved. The construction plan will be approved by the Community Development Department.~~

No constructed modifications are required for the proposed subdivision.

10. Final plat revisions are made in accordance with the November 17, 2021 revision memo from Alec Venechuck, P.E., CBJ Engineering and Public Works Department.

These proposed revisions (**Attachment B**) are anticipated before the plat is printed to mylars. CDD staff will verify changes have been made.

ATTACHMENTS

Item	Description
Attachment A	Draft Final Plat
Attachment B	General Engineering, Recommended Changes to Draft Final Plat
Attachment C	Certificate of Taxes Paid – Copy
Attachment D	Vegetative Cover Plans

CURVE LABEL

CURVE	RADIUS
C1	4971.37
C2	4971.37

ARC	CHORL
63.35	62.34
298.89	298.52

DOUGLAS TRUCANO, MEMBER
TDLH, LLC

—

—

VI.

BDIV

10739

-
- A technical diagram of a typical set monolith. It features a circular base with a smaller circle in the center. The text "J F IVANSZEK" is written above the central circle, and "12314S" is written below it. To the right of the base is a vertical line segment labeled "5'0\" 142'3\" W". Above this line is a horizontal line segment labeled "S 24°33'31\" W 462.05'". At the top right, there is a small circle with a line extending from it, labeled "S 24°33'31\" W 462.05'". The entire diagram is enclosed in a rectangular frame.



NON

STATE RECORDERS OFFICE AT ANCHORAGE

CHILKAT SURVEYING & MAPPING, LLC
10654 PORTER LAKE JUNEAU, ALASKA 99801
907-957-1908

OWNERS
TDH, LLC
10840 LILAC DR. JUNEAU, AK 99801

— 180 —

SCALE:
1" = 100'

SHEET NO.
1 OF 1



- SECONDARY MONUMENT SET THIS SURVEY

RECORD INFORMATION FROM US SURVEY 1653
RECORD INFORMATION FROM PLAT No. 96-106
RECORD INFORMATION FROM PLAT No. 2007-72

ATTACHMENT A, Page 1



DATE: 11/17/2021

TO: Irene Gallion, CDD

FROM: Alec Venechuk, PE - CBJ Engineering & Public Works Department

RE: MIP20210012 – USS 1053 - Plat Review v2

PLAT:

1. Add street names to vicinity sketch.
2. Symbol size for BLM primary should match the legend.
3. Describe 30' access easement better – maybe “centered on property line”. Use linetype scale that is visible for the easement, possible hatching.
4. The “10.25” notation is unclear what it pertains to.



Treasury Division
155 S Seward St
Juneau AK 99801
907.586.5215 x4907 Phone
907.586.5367 Fax

CERTIFICATION OF TAXES AND ASSESSMENTS PAID

I, the undersigned, being duly appointed, qualified Deputy Treasurer for the City and Borough of Juneau, First Judicial District, State of Alaska, do hereby certify that, according to the records of the City and Borough of Juneau, the following described real property is carried on the tax records in the name of:

TDLH LLC

Current Owner

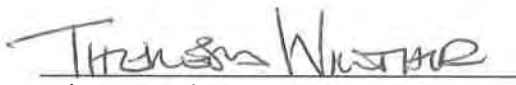
USS 1053 TR A2

Legal Description

5B2101030001

Parcel Code Number

and that, all Real Property taxes and assessments levied by the City and Borough of Juneau against said Real Property have been paid in full. If approval is sought between January 1 and the date of levy, there is on deposit with the Treasury Department an amount sufficient to pay Real Property tax for the current year based on current available information; however, owner remains responsible for the balance of any taxes owed when billing occurs on July 1, 2021.


Theresa Winther

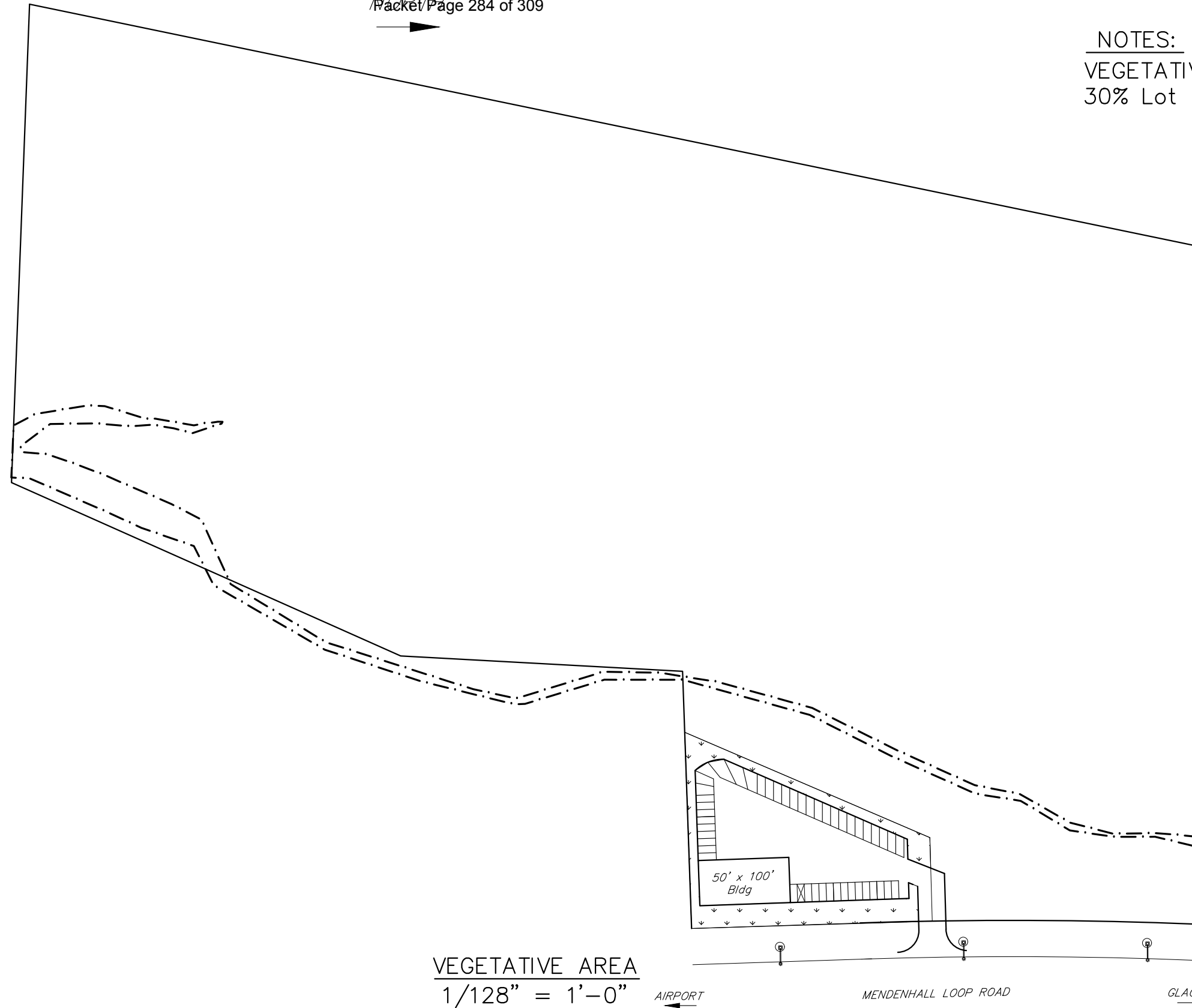
November 17, 2021

Date

This Certification of Payment of Taxes is valid through December 31, 2021



NOTES:
VEGETATIVE AREA =12,402 sqft
30% Lot = 12,287 sqft



VEGETATIVE AREA
1/128" = 1'-0"

AIRPORT

MENDENHALL LOOP ROAD

GLACIER

SMF2021 0003 MEMO
ATTACHMENT D, Page 1

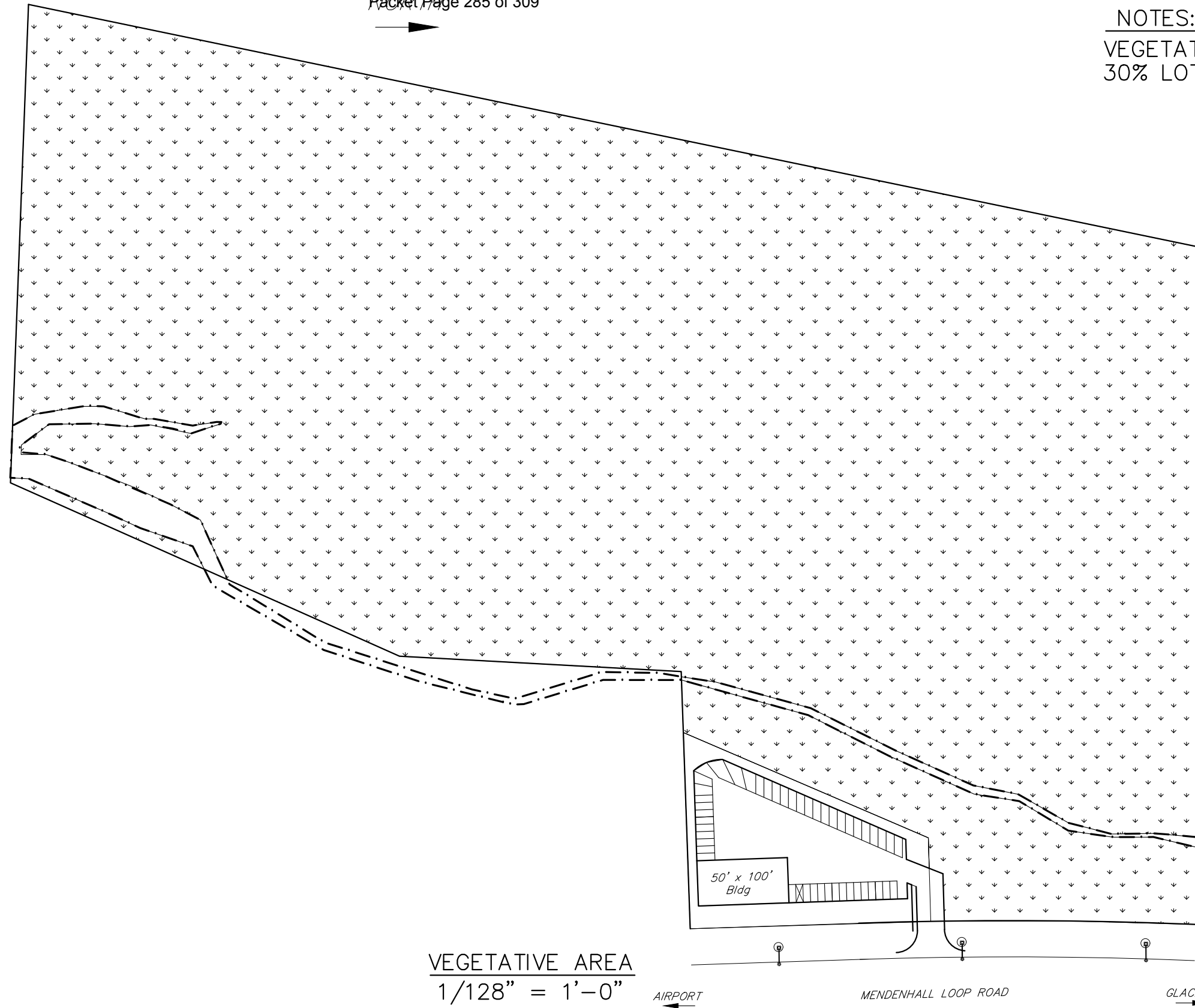
CONSTELLATION DEVELOPMENT

Tract A-2A

USS No. 1053

VEGETATIVE AREAS

NOTES:
VEGETATIVE AREA >> 30%
30% LOT = 255693 sqft



VEGETATIVE AREA
1/128" = 1'-0"

SMF2021 0003 MEMO
ATTACHMENT D, Page 2

CONSTELLATION DEVELOPMENT

Tract A-2B

USS No. 1053

VEGETATIVE AREAS



MEMORANDUM

DATE: November 1, 2021
TO: Chair LeVine, and members of the Planning Commission
FROM: Katie Koester, Engineering and Public Works Director
THROUGH: Jill Maclean, Community Development Director
SUBJECT: Legislative Capital Priority List

The purpose of this memo is to provide information on the FY 2023 City and Borough of Juneau Legislative Capital Priority Process and solicit the CBJ Planning Commission's participation in the process.

The state legislative delegation has requested CBJ submit capital priorities to the Alaska State Legislature by February of 2022. In 2021, CBJ put together a list with input from the Public Works and Facilities Committee, Docks and Harbors, and Planning Commission. However, with more time we can collect input from additional CBJ advisory bodies and empowered boards for the Assembly to consider when making their list. It is important to note the Legislative Priorities are not a funding request, it is a way to articulate larger or more complicated funding needs to the Legislature, the federal delegation, and the public. One example where this list could be useful is in supporting the decision for CBJ to apply for a grant. Nevertheless, this is not a comprehensive list. Rather it represents the CBJ Assembly priorities for a given year.

What is the Planning Commission's Role?

In its advisory role to the Assembly, the Planning Commission is being asked to both nominate projects that the Commission would like to see on the list and provide input on project priorities. This information, in conjunction with inputs from other CBJ boards and commissions, will be used by the Assembly to amend and reprioritize the list.

A prioritized list is only useful if there is the discipline to keep in manageable and relevant. Please keep that in mind when making your recommendations.

Please make the following recommendations:

- 1) Two projects the Commission would like to see on the Legislative Priority list (either from the draft list or proposed new projects)
- 2) Feedback on any of the projects whether it be a simple project update to communicate to staff or a change in project scope to recommend to Assembly

To assist the Commission in the Legislative Priority review process, I have included the following materials:

- 1) Draft FY 2023 Legislative Priorities (this was updated by staff with last year's adopted list as a starting place)
- 2) Proposed New Projects to the Legislative Priority

The Planning Commission recommendations will be forwarded to the full Assembly for consideration no later than January 25. See the schedule included in the draft FY 2023 Legislative Priorities for more information. Thank you for your time and participation in this important planning process.

DRAFT



City & Borough of Juneau

Legislative Priorities FY2023
11-08-21 Draft



TABLE OF CONTENTS

Introduction: Page 3

Legislative Priorities Development Schedule: Page 4

Legislative Priority List

Individual Project Details: Pages 6-18

APENDIX

Everything you wanted to know about the Legislative Priority List: Page 19

CBJ lists, plans and priorities graphic: Page 20

October 29, 2021

To The Honorable Mayor Weldon and City and Borough of Juneau Assembly,

This document presents the **DRAFT** FY2023 Legislative Priority List. The Legislative priority list provides information on long range capital projects identified as priorities for the community of Juneau. Descriptions of projects include cost and schedule information, a designation of who will be responsible for operating and maintaining the infrastructure, and what goals the project is advancing.

The projects included in the FY2023 Legislative Priority List were compiled from the FY2022 list passed and adopted in March of 2021 with input from city staff. As the document moves through the public process, input from CBJ boards and commissions and the public will be collected, incorporated where possible, and presented to the Assembly for final adoption. The Legislative Priorities will be used to inform requests to state Legislature, Federal Delegation and granting agencies.

It is the intent of the City and Borough of Juneau to update the Legislative Priority list annually to ensure the long-range capital improvement planning stays current, as well as to determine annual legislative priorities and assist with budget development. Your assistance in the effort is much appreciated.

Sincerely,

Katie Koester
Engineering and Public Works Director

City and Borough of Juneau
LEGISLATIVE PRIORITIES DEVELOPMENT SCHEDULE

ACTION	TIME FRAME
PWFC approval of schedule & process	November 1, 2021
Prepare and distribute draft Legislative Request to CBJ advisory groups for review and input	November 2021
Input for new draft requested by	December 15, 2022
	(Meeting dates): Planning Commission November 23 2021 intro; December 07, 2021 recommendation
	Parks & Recreation Advisory Committee December 7, 2021
	Docks and Harbor Board November 5&6 retreat
	Eaglecrest Board November or December?
	JSD Board (facilities committee) November or December 2021 meetings
	Systemic Racism Review Committee Tuesday following Assembly mtgs
	JCOS November 17, 2021
Administrative review and compilation	December 15- 19
PWFC for review	January 4, 2022
COW for review	January 11, 2022
Assembly Adoption	January 25, 2022
CAPIS Deadline	Early February
Distribution of Priorities	February

FY2023 Legislative Priority List *not adopted*

STATE REQUESTS

	<u>Project Name:</u>	<u>Purpose:</u>	<u>Amount:</u>	<u>Goal:</u>	<u>Page #:</u>
	Lemon Creek Multimodal Path	Design, Permitting, Property	\$2M	Advance Long-term Goal of a New Non-Motorized Route	6
	Aurora Harbor Phase III	Design, Permitting	\$250K	Replace critical infrastructure and support maritime economy	7
	North State Office Building Parking	Partial Funding	\$5M	State/legislative Parking, Auke District infill Development	8
	N. Douglas Launch Ramp Expansion	Permitting	\$250K	Improve safety and expand boating access & transportation	9
	Second Channel Crossing	Economic Impact Analysis and/or PEL Study	\$3M-\$7M	Economic Development	10
	Pederson Hill Development	Development	\$3M	Increase housing and development opportunities	11
	Telephone Hill	Site work	\$2M	Prepare for Redevelopment	12
	New City Hall	Partial Funding	\$5M	Reduce CBJ Operating Cost, Free up/create housing	13
	Capital Civic Center	Partial Funding	\$5M	Support Convention and Visitor Economy	14
	Auke Bay New Breakwater	Match Potential Federal Funding	\$5M	Increase Moorage and Renovate old Economic Development	15
	Auke Bay Seawalk	Design, Permitting, Property	\$250K	Improve Non-Motorized Route	16
	West Douglas Extension	Future Development	\$3M	Long Term Development Support	17
	Auke Bay Passenger for Hire Facility Phase 3	Construction of Uplands	\$3M	Separate commercial tourism activities from personal use	18
	Waterfront Juneau Douglas City Museum	Partial Funding	\$1M	Reduce CBJ Operating Cost, Expand Capital Campus	19

FEDERAL REQUESTS

	<u>Project Name:</u>	<u>Purpose:</u>	<u>Amount:</u>	<u>Goal:</u>	<u>Page #:</u>
	Second Channel Crossing	Construction	\$50M	Community & Economic Development	9
	Capital Civic Center	Construction	\$25M	Economic Development	14
	Lemon Creek Multimodal Path	Construction	\$8M	Advance Long-term Goal of a New Non-Motorized Route	6



LEMON CREEK MULTIMODAL PATH

AMOUNT REQUESTED: \$2M

TOTAL PROJECT COST: \$8M

PROJECT DESCRIPTION:

The requested funding would accomplish the first steps to the Lemon Creek Multimodal Path. These include planning, research and property identification to provide a new primary bike route as an alternative to Glacier Highway. Potential route to extend from Glacier Highway at Vanderbilt Hill, across wetlands, then extend parallel to Egan to reach the Lemon Creek area.

PUBLIC PROCESS:

Project has been identified as a medium range priority by the 2017 Lemon Creek Plan adopted into the Comprehensive Plan.

TIMELINE:

From time of award: 6 months: hire consultant; 9 months 30% review of alternatives; 15 months 95%; 24 months final report.

WHO WILL MAINTAIN AND OPERATE? TBD

GOAL OF PROJECT: Advance Long term goal of a new non- motorized route.



AURORA HARBOR PHASE 3

AMOUNT REQUESTED: \$250,000

TOTAL PROJECT COST: \$8M

PROJECT DESCRIPTION:

Request for funding to continue the reconstruction of the Aurora Harbor Facility. Past work has been divided into segments. This request would continue preliminary design and begin permitting tasks.

PUBLIC PROCESS:

The project has been through a long term planning process with community outreach. It is the 3rd phase of the larger reconstruction plans.

TIMELINE:

Begin consultant study within 6 month's of available funding - 30% review (and expenditure) of alternatives within 9 months of selection, public outreach process and 65% review (and expenditure), within 15 months of selection, 95% review (and expenditure)

WHO WILL MAINTAIN AND OPERATE? CBJ

GOAL OF PROJECT: Replace critical infrastructure and support maritime economy.



NORTH STATE OFFICE BUILDING PARKING

AMOUNT REQUESTED: \$5M

TOTAL PROJECT COST: \$20M

PROJECT DESCRIPTION:

This project will provide State Office and Legislative workers with parking just North of the State Office Building.

PUBLIC PROCESS: Designated as Legislative Priority in 2021.

TIMELINE:

Begin design within 3 months of available funding. 35% review (and 3% expenditure) 4 months from start; 65% review (and 5% expenditure) 9 months from start; construction begins 14 months from start (25% expenditure) construction completed 28 months from start (100% expenditure).

WHO WILL MAINTAIN AND OPERATE? TBD

GOAL OF PROJECT: State/legislative parking, Auke District infill development.



Photo Credit: Juneau Empire

SECOND CHANNEL CROSSING

AMOUNT REQUESTED: \$7M

TOTAL PROJECT COST: Unknown

PROJECT DESCRIPTION:

This funding would allow for the environmental and economic impact analysis for specific locations being considered for a second crossing location by the Planning and Environmental Linkages (PEL) Study.

PUBLIC PROCESS:

A second crossing from Juneau to Douglas Island has been a priority for the community since the early 80s. An alternate access to the heavily populated Douglas Island will increase safety; if the only bridge now were to fail residents would be stranded and emergency services would be limited. It will reduce transportation times and open up new land to development. Recently, CBJ Assembly appropriated \$250,000 to match a federal appropriation for \$2.5M to perform a PEL study through ADOT. DOWL Engineering has been selected for the PEL and has been meeting with ADOT and CBJ on the project. Next steps are stakeholder engagement.

TIMELINE: The PEL study is expected to be complete by the end of 2023. Results of the PEL will determine which alternatives warrant further study. The requested funding would advance the environmental and economic analysis in order to tee the project up for infrastructure funding. These phases could be complete within one year of award of funds.

WHO WILL MAINTAIN AND OPERATE? State of Alaska.

GOAL OF PROJECT: Community and economic development.



NORTH DOUGLAS BOAT RAMP EXPANSION

AMOUNT REQUESTED: \$250,000

TOTAL PROJECT COST: \$20M

PROJECT DESCRIPTION:

Requested funding would accomplish the first steps to expanding the North Douglas Launch Ramp Facility. These include planning, research and permitting to initiate the project.

PUBLIC PROCESS: Docks and Harbors has solicited public input on the concept.

TIMELINE:

Begin consultant study within 6 month's of available funding - 30% review (and expenditure) of alternatives within 9 months of selection, public outreach process and 65% review (and expenditure), within 15 months of selection, 95% review (and expenditure) within 20 months of selection, final report - 24 months from consultant selection.

WHO WILL MAINTAIN AND OPERATE? CBJ

GOAL OF PROJECT: Improve safety and expand boating access & transportation.



PEDERSON HILL DEVELOPMENT

AMOUNT REQUESTED: \$3M

TOTAL PROJECT COST: \$10M

PROJECT DESCRIPTION:

The requested funding would provide the design and construction of street lighting, water and waste water lines for Phase 1B of Pederson Hill Subdivision development.

PUBLIC PROCESS: The 86 lot preliminary plat was approved by the Planning Commission in October of 2017. There will be an opportunity for public comment to the Planning Commission during the final plat approval process and an opportunity to comment to the Assembly during the land disposal process. Once a final plat is approved the disposal of municipal land will be authorized by the Assembly through the adoption of an ordinance which sets the terms and conditions of the sale.

TIMELINE:

Begin design within 3 months of available funding. 35% review (and 3% expenditure) 4 months from start; 65% review (and 5% expenditure) 9 months from start; construction begins 14 months from start (25% expenditure) construction completed 28 months from start (100% expenditure).

WHO WILL MAINTAIN AND OPERATE? CBJ

GOAL OF PROJECT: Increase housing and development opportunities.



TELEPHONE HILL

AMOUNT REQUESTED: \$2M

TOTAL PROJECT COST: unknown

PROJECT DESCRIPTION:

Surveying costs, hazardous materials study, removal of hazardous materials and environment cleanup, demolition of existing structures, a redevelopment study and site preparation and re-subdivision.

PUBLIC PROCESS: The Assembly reviewed information on the application to acquire this property from the State in December of 2019. Currently the Alaska Department of Natural Resources is finalizing their review of the application to acquire this property. There will be a continued public process once the City receives the preliminary decision from the application later this year. Public process will include providing the Assembly regular updates on this project as information from the State becomes available. Once the land is conveyed to the City, expenditures of funds for action items included in the description will be authorized by the Assembly.

TIMELINE:

Site acquisition application is ongoing.

WHO WILL MAINTAIN AND OPERATE? CBJ

GOAL OF PROJECT: Prepare for redevelopment.



NEW CITY HALL

AMOUNT REQUESTED: \$5M

TOTAL PROJECT COST: unknown

PROJECT DESCRIPTION:

This project will construct a new 46,100 GSF City Hall in Juneau Alaska. The new building will consolidate city employees into a single facility, eliminate the cost of rental office space for over two-thirds of CBJ employees, and eliminate the use of the current aging, undersized city hall facility. The elimination of leased space to house CBJ staff will reduce CBJ operating expense by \$750,000 a year and free up rental space for conversion to much needed downtown housing. The existing 16,312 GSF City Hall building that was constructed in 1951 will be surplus upon completion of the new facility.

PUBLIC PROCESS:

A public conceptual design and economic feasibility analysis was performed in 2018. CBJ launched a public input campaign on site selection and qualities public wanted in a City Hall in October of 2021.

TIMELINE: Site selection and conceptual design complete Summer of 2022; design 11/2022-11/2024; bid construction end of 2023; 18 month construction schedule puts project completion in fall of 2025.

WHO WILL MAINTAIN AND OPERATE? CBJ

GOAL OF PROJECT: Consolidate CBJ offices, reduce CBJ operating cost in the long term, free up workforce housing



CAPITAL CIVIC CENTER

AMOUNT REQUESTED: \$5M

TOTAL PROJECT COST: unknown

PROJECT DESCRIPTION:

This project will construct a new and renovated 95,100 GSF convention and performance center in Juneau Alaska. The facility that is an expansion of the current Centennial Hall will merge a new performing arts center with an expanded convention center to support convention and visitor economy.

PUBLIC PROCESS:

Conceptual studies of the convention center elements (Centennial Hall) were performed in June of 2019 with several public meetings. The performing arts campus (new JACC) also received public input throughout the development of the design. The concept of merging the two facilities into a large, single, facility has been presented to the Assembly by the stakeholder organizations and the Assembly has funded schematic design to build on previous design work and project.

TIMELINE:

Fall 2021 conceptual design complete; once funding is secured, 3-3.5 year design and construction timeline.

WHO WILL MAINTAIN AND OPERATE? CBJ

GOAL OF PROJECT: Support convention and visitor economy.



Photo Credit: Cathy Mahnke

AUKE BAY NEW BREAKWATER

AMOUNT REQUESTED: \$5M

TOTAL PROJECT COST: unknown

PROJECT DESCRIPTION:

The requested funding would allow for the preliminary planning and design phases, including permit acquisition. This opens the opportunity for the construction of a new breakwater at the end of the Auke Bay Boat Harbor. The current facility has reached it's useful life and needs to be replaced. The new facility would allow for more moorage and provide economic stimulus to the community.

PUBLIC PROCESS: *need input from Docks and Harbor*

TIMELINE: *need input from Docks and Harbor*

WHO WILL MAINTAIN AND OPERATE? CBJ

GOAL OF PROJECT: Increase Moorage and renovate old economic development.



AUKE BAY BAYWALK

AMOUNT REQUESTED: \$250,000

TOTAL PROJECT COST: \$5M

PROJECT DESCRIPTION:

The requested funding would accomplish the initial steps to build a Baywalk in Auke Bay. These include planning, research and property identification and examining the potential of providing a non-motorized link from the Auke Bay Ferry Terminal to the Auke Bay Harbor or the center of the Auke Bay Planning Area.

PUBLIC PROCESS:

These items were identified during the creation of the 2015 Auke Bay Area Plan adopted into the Comprehensive Plan.

TIMELINE:

Begin consultant study within 6 month's of available funding - 30% review (and expenditure) of alternatives within 9 months of selection, public outreach process and 65% review (and expenditure), within 15 months of selection, 95% review (and expenditure) within 20 months of selection, final report - 24 months from consultant selection

WHO WILL MAINTAIN AND OPERATE? CBJ

GOAL OF PROJECT: Improve Non-Motorized Route



WEST DOUGLAS EXTENSION

AMOUNT REQUESTED: \$3M

TOTAL PROJECT COST: \$3M

PROJECT DESCRIPTION:

This project will continue construction of the gravel surface pioneer road from near the current end of the Douglas Highway to Hilda Point. The road will promote development, increase opportunities for recreational access to public lands, and enable closer access to previously identified new growth development areas that are identified in the CBJ Comprehensive Plan. Road access will assist land owners in their on-the-ground investigations required for formulating future development plans.

PUBLIC PROCESS:

West Douglas Roadway corridor alignment has been approved by Assembly and Planning Commission. This project has been identified as priority 'New Growth Area' by CBJ Comprehensive Plan and West Douglas Conceptual Plan.

TIMELINE:

Begin design within 3 months of available funding. 35% review (and 3% expenditure) 4 months from start 65% review and permitting (and 5% expenditure) 9 months from start; construction begins 14 months from start (25% expenditure) construction completed 24 months from start (100% expenditure).

WHO WILL MAINTAIN AND OPERATE? CBJ

GOAL OF PROJECT: Support long-term development.



WATERFRONT JUNEAU DOUGLAS CITY MUSEUM

AMOUNT REQUESTED: \$1M

TOTAL PROJECT COST: \$12M

PROJECT TYPE: Planning & Design

PROJECT DESCRIPTION:

This project will construct a new museum on the waterfront to house art and other local collections. The museum will leverage its waterfront location to become a destination for visitors and locals.

PUBLIC PROCESS: Identified as Legislative Priority for 2021 list

TIMELINE: Public process 10/2022—10/2023; Design 11/2023-11/2024; Bid construction end of 2024; 12 months construction for project completion beginning of 2026.

WHO WILL MAINTAIN AND OPERATE? CBJ

GOAL OF PROJECT: Expand Capital Campus.

APPENDIX

EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT THE CBJ LEGISLATIVE CAPITAL PRIORITIES LIST

by Katie Koester, Engineering and Public Works Director

Q: What are the Legislative Capital Priorities?

A: The CBJ Legislative Capital Priorities (LCP) is a document that lays out community priorities for capital projects, including a project description, rationale for why it's needed (benefits to the community), description of progress to date (money raised, plans drawn up, etc.), and estimated total cost. For CBJ projects, additional information is provided on the timeline for completion. Facilities that have alternative funding streams are not included on this list: for example, the Airport, Bartlett or projects that can be funded through Passenger Fees. See graphic on the following page for a diagram of how the different plans and lists relate to each other.

NOTE: Inclusion on the Legislative Capital Priorities is not a funding request. From CBJ's standpoint, it is a mechanism to prioritize projects and raise awareness of a needed project to increase chances of funding from various sources. Nominating a project for inclusion in the LCP should not be thought of as a request for municipal funding.

Q: Are the "legislative priorities" the same as the Capital Improvement Plan?

A: No, they are a prioritized list of projects that are pulled from various CBJ plans, including the Comprehensive Plan, Area Plans, and the Six-year Capital Improvement Plan. The Legislative Priorities are "short list" of projects on which CBJ will focus particular attention during the upcoming legislative session and with the federal delegation. (The goal is to get at least partial funding for a project included in the state capital budget or federal earmark.)

CBJ's "short list" of Legislative Priorities should have no more than 15 projects on it. An attempt is made to phase projects so that funding requests range in size depending on available funds and objective. For the State Legislature, project descriptions are inputted into an online system lawmakers use to prioritize funding requests (CAPSIS). These are due in February.

Federal priorities are also solicited by the delegation through an online platform. The Assembly will designate projects that have a nexus with federal funding opportunities for submission to the delegation through the Legislative Priority process.

Q: What is a capital project?

A: A capital project is a major, non-recurring budget item that results in a fixed asset (like a building, road, parcel of land, or major piece of equipment) with a useful life of 20-50 years. Designing and building a new library is a capital project. Planning and implementing an after-school reading program is not a capital project. Most of the projects in the LCP are CBJ projects, but some are community projects spearheaded by a non-profit organization or state or federal agency (e.g., Alaska DOT). To be included on the LCP projects must have an estimated total project cost of at least \$1,000,000.

Q: Is the Legislative Capital Priorities list just "wish list," and if so, what's the point of writing up a "wish list"?

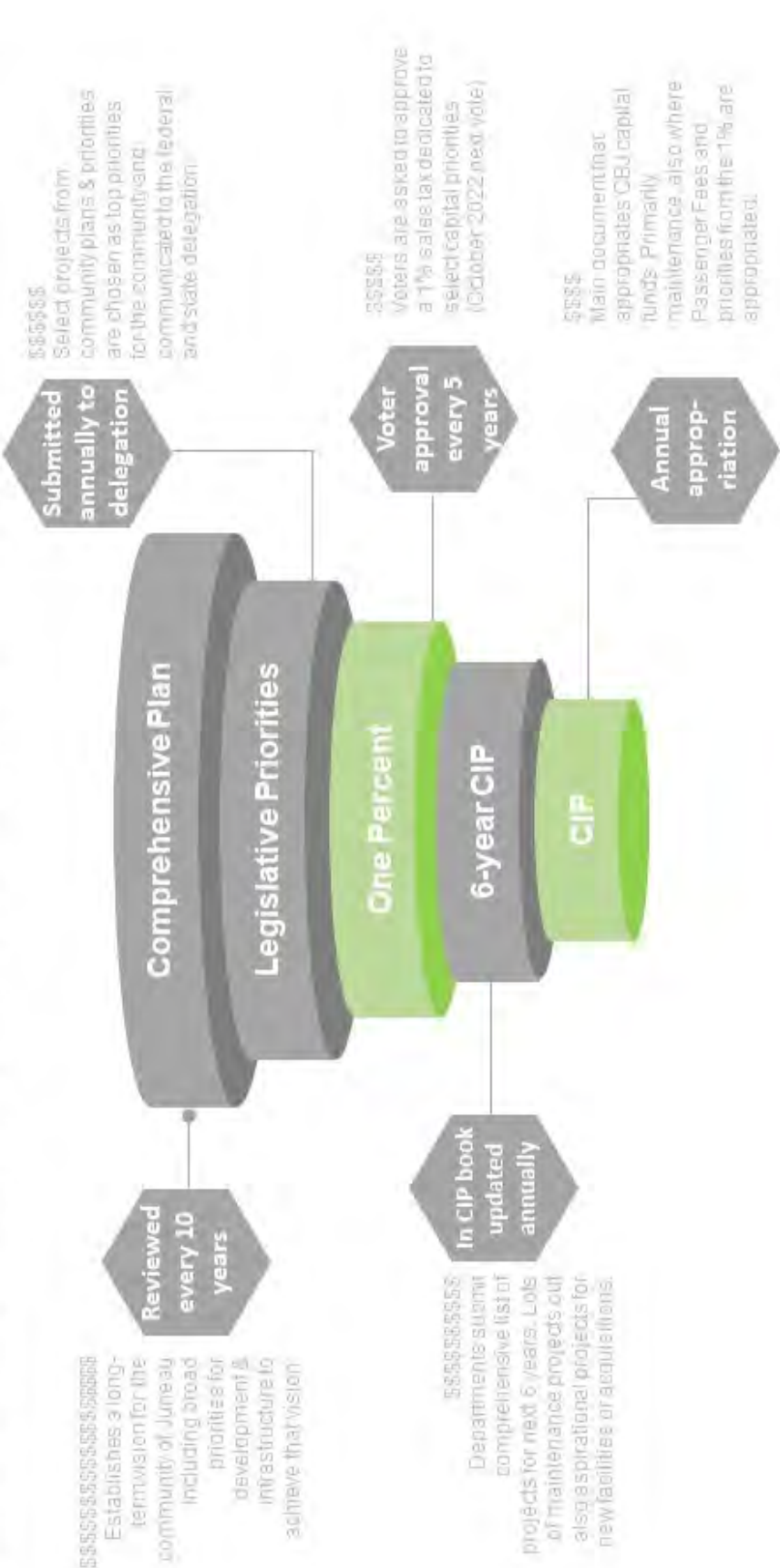
A: The Legislative Priorities list does include projects that are aspirational, and as such may have items that are so large or expensive, that it is hard to imagine completion in the near future. However, articulating these priorities helps guide the Assembly and the community through small steps that lead up to the larger goal and advocate towards a common goal. It will take time and discipline to keep the list an accurate and living document.

There are several reasons to include longer term projects on the Legislative Priority List, even when it seems like little progress is being made in accomplishing projects: 1) It helps focus attention on community needs. 2) It helps groups raise money for projects if the sponsor can say that the project has been identified as a community priority in the CIP. 3) Typically the more priority a municipality places on a project, the greater the chances it for a legislative appropriation.

APENDIX

CBJ lists, plans and priorities

How do the many CBJ lists of projects, plans and priorities relate to each other? This diagram shows how each document informs the one below it. The dollar signs represents the general volume of funds needed, but only the green rings are lists that come with the commitment of actual dollars.



City & Borough of Juneau

Legislative Priorities

Project Nomination Form

Project eligibility

- A. Does the proposed project represent a major, nonrecurring expense with a total project cost over \$1M
YES NO
- B. Will the proposed project result in a fixed asset (e.g., land, major equipment, building or other structure, road or trail) with an anticipated life of at least two years? YES NO
- C. Will the project provide broad community benefit? YES NO
-

If you were able to answer YES to all three questions, please provide additional information:

1. Project title (Suggested heading):

2. Project description and benefit. Describe the project (in half a page or less), including specific features, stages of construction, etc. Explain how the project will benefit the community. Are there any green or sustainability elements to the project? What sector/s of the community will this project benefit?

3. Plans and progress. Describe (in one or two paragraphs) what has been accomplished so far (if anything). This may include feasibility study, conceptual design, final design/engineering/permitting, fundraising activity, and total funds raised to date.

4. Project support. Is the project supported in CBJ or other Area plans (List where the project is mentioned in planning documents. This could include CBJ plans such as the Comprehensive Plan, or regional planning documents like the Comprehensive Economic Development Strategy).

5. Goal of project. In one sentence or less, state the goal of the project. For example “economic development” or “improve non-motorized transportation routes.”

6. O&M. Who is responsible for operations and maintenance upon completion of the project?

4. Project cost:

A. TOTAL COST (including funds already secured) = \$ _____

B. For construction projects, break out preconstruction costs (feasibility/design/permitting):

5. Timeline: Indicate when you hope to complete each phase of the project. Keep in mind that the Legislative Priorities will not be published until February. Legislative funding from the state would not be available until the start of the following fiscal year (July).
 - A. For projects that consist of land or equipment purchase only, state when the purchase would be made:
For construction projects:
 - B. Preconstruction phase to be completed by _____.
 - C. Construction phase to be completed by _____.
6. Physical Location. Please provide the address or physical description of where the project is located.
7. Please provide a photo, drawing, map, or other graphic image if possible.
8. Contact Information