Agenda

Planning Commission - Regular Meeting
City and Borough of Juneau

October 26, 2021
Virtual Meeting Only
7:00 PM

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I. ROLL CALL

II. REQUEST FOR AGENDA CHANGES AND APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

- **A.** September 14, 2021 Draft Minutes, Planning Commission Committee of the Whole - APPROVED
- **B.** September 28, 2021 Draft Minutes, Regular Planning Commission - APPROVED

IV. BRIEF REVIEW OF THE RULES FOR PUBLIC PARTICIPATION

V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

VI. ITEMS FOR RECONSIDERATION

VII. CONSENT AGENDA

VIII. UNFINISHED BUSINESS

IX. REGULAR AGENDA

- **A.** USE2021 0009: A Conditional Use Permit for an accessory apartment on an undersized lot - APPROVED AS AMENDED

X. OTHER BUSINESS

- **A.** Rules of Order - APPROVED AS AMENDED

XI. STAFF REPORTS

XII. COMMITTEE REPORTS

XIII. LIAISON REPORT

XIV. CONTINUATION OF PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

XV. PLANNING COMMISSION COMMENTS AND QUESTIONS

XVI. EXECUTIVE SESSION

XVII. ADJOURNMENT

PLANNING COMMISSION AGENDA
THE CITY AND BOROUGH OF JUNEAU, ALASKA

September 14, 2021 Draft Minutes, Planning Commission Committee of the Whole - APPROVED

ATTACHMENTS:

	Description	Upload Date	Type
🗋	September 14, 2021 Draft Minutes, Planning Commission Committee of the Whole	10/8/2021	Minutes

Minutes
Planning Commission
Committee of the Whole
CITY AND BOROUGH OF JUNEAU
Michael LeVine, Chairman
September 14, 2021

I. ROLL CALL

Michael LeVine, Chairman, called the Regular Meeting of the City and Borough of Juneau (CBJ) Planning Commission (PC), held in the Assembly Chambers of the Municipal Building, to order at 5:36 P.M.

Commissioners present: All Commissioners present via video conferencing – Michael LeVine, Chairman; Nathaniel Dye, Vice Chairman; Paul Voelckers, Clerk; Ken Alper; Josh Winchell; Erik Pedersen; Mandy Cole

Commissioners absent: Dan Hickok, Travis Arndt

Staff present: Jill Maclean, CDD Director; Alexandra Pierce, Planning Manager; Irene Gallion, Senior Planner; Sherri Layne, Law

Assembly members: None

II. REQUEST FOR AGENDA CHANGES AND APPROVAL OF AGENDA – None

III. APPROVAL OF MINUTES – None

IV. BRIEF REVIEW OF THE RULES FOR PUBLIC PARTICIPATION – None

V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS – None

VI. ITEMS FOR RECONSIDERATION – None

VII. CONSENT AGENDA – None

VIII. UNFINISHED BUSINESS – None

IX. REGULAR AGENDA

A. Parking code revision, which includes reorganization, establishing a "town center" parking standard, revised parking district boundaries, and allowing parking waivers downtown

STAFF PRESENTATION - Planner Gallion briefly explained the proposed Parking code revisions as described in the Memo dated September 9, 2021.

Discussion

Vice Chairman Dye explained the Title 49 Committee found the parking table to be in need of improvements as it does not adequately address all categories of activities. He pointed out the intent of the proposal tonight is not to encourage or discourage particular types of activities. Rather, the committee determined the requirements in the existing parking table were generally too high which then created the need for parking waivers and other reduction methods. Using that assumption, they considered individual uses and proposed parking requirements by type of use.

Chair LeVine noted the changes in the table appear to represent approximately a 60% reduction across the board. He asked if tonight's meeting results in changes to the proposals in the table, would the Title 49 committee expect to get it back and reevaluate each line item? Mr. Dye did not feel that would be necessary. Overall, he felt the members present have sufficient expertise to discuss and agree to suggestions for changes and move it from the committee tonight.

Mr. LeVine asked where the numbers in the original parking space table had come from. Staff did not have information on the original numbers. Ms. Maclean said she was familiar with the assisted living and senior housing requirements as they are recent additions to the tables.

It was decided by Chair LeVine that they would go line by line and would make changes live to the document. Planner Gallion kept track of the changes.

Single-Family and duplex –

- Originally: 2 per each dwelling unit
- Title 49 recommendation: 2 per each dwelling unit

Mr. LeVine noted the first line suggests no change to the Single family and duplex requirement. Ms. Cole and Mr. Voelckers were in support of a 60% reduction from 2 spaces per dwelling unit. Mr. LeVine suggested reducing it 50% to create a whole number (1) requirement. Mr. Winchell and Mr. Dye concurred.

- COW decision: 1 per each dwelling unit

Ms. Pierce spoke up to remind the members that when determining a requirement, code states that parking calculations are rounded to whole numbers.

Rooming houses, boardinghouses, single room occupancies –

- Originally: 1 per 2 bedrooms
- Title 49 recommendation: 1 per 5 bedrooms

Mr. Dye suggested a larger reduction would be acceptable considering the occupants of these facilities are more likely to be travelers or tourism employees and would be less likely to need parking so this may be requiring too many spaces. Mr. LeVine felt a rooming house or boardinghouse might need several spaces and said halfway houses or group homes could qualify for waivers.

- COW decision: 1 per 5 bedrooms

Single-Room Occupancies (SRO) with private facilities –

- Originally: 1 per each SRO plus 1 additional per each increment of four SRO with private facilities
- Title 49 recommendation: 2 per 5 SRO plus 1 additional per each increment of ten SRO with private facilities

Mr. Voelckers felt this category could be further reduced. Mr. Winchell agreed saying SROs are crucial in the downtown area. Mr. Dye agreed and suggested requiring one space for each five SRO with an additional space for each increment of ten.

- COW decision: 1 per 5 SRO, plus 1 per each increment of ten SRO with private facilities.

Accessory Apartments–

- Originally: 1
- Title 49 recommendation: 1 per each unit

Mr. Winchell felt the 60% reduction should be applied to accessory apartments similarly to the other categories. Mr. Dye explained that only one accessory apartment is allowed in a home so they had the option of requiring one or zero spaces. He felt it best to require one space and allow the homeowner to obtain a waiver if they felt the space was not needed. Mr. Pedersen, Ms. Cole, and Mr. Winchell all felt comfortable with requiring zero spaces. Mr. LeVine was not in support of the reduction to zero. Mr. Voelckers supported a reduction to zero and asked staff what happens with ADA requirements with a waiver reduction. Ms. Gallion explained ADA requirements only apply to multifamily units and not single-family situations. She further explained when there is an ADA requirement, it cannot be waived or reduced. Mr. Voelckers followed up asking if the ADA requirement is based on the number of required spaces before a waiver or the number of required spaces after a waiver is granted. Ms. Maclean explained ADA requirements are based on the table of parking space requirements and whatever that table says. If the table creates a requirement for ADA spaces, those spaces will be required whether or not a waiver is granted for other spaces.

- COW decision: 0 per each unit

Motel/Hotel –

- Originally: 1 per each unit in the motel and 1 per each four units in a hotel

- Title 49 recommendation: 2 per each 5 units in the motel and 1 per each 10 units in a hotel

Mr. Dye suggested a reduction to one per each twelve units in both hotels and motels. Ms. Maclean explained the difference between Hotels and Motels are that Hotels can have restaurants and conference rooms.

- COW decision: 1 per each 12 units for Motels and Hotels

Hospitals and nursing homes –

- Originally: 4 per 5 beds OR one per 1,000 square feet of gross floor area
- Title 49 recommendation: 2 per bed OR one per 400 square feet of gross floor area

Mr. Dye felt strongly that because hospitals have a public safety component, there should be no reduction. Mr. LeVine and Mr. Voelckers agreed.

- COW decision: 4 per 5 beds OR one per 1,000 square feet of gross floor area

Senior housing –

- Originally: 0.6 per dwelling unit, plus 1 guest parking space for each ten units, plus 1 parking space per employee
- Title 49 recommendation: 1 per four dwelling units, plus 1 guest parking space per 25 units, plus 2 parking spaces per 5 employees

Ms. Cole expressed concerns regarding the required number of spaces per employee. She was not sure how a developer could be expected to know the number of employees that would be in a facility and did not feel that was a reasonable requirement. Ms. Maclean explained this was a best practice standard in the industry. Mr. LeVine felt he could support a reduction to the number of spaces per dwelling units but would argue in favor of leaving the requirement for guest and employee parking. Mr. Voelckers agreed and Mr. Dye agreed with leaving the guest parking in place but felt they could support a reduction to the requirement for employee spaces. Ms. Cole said it felt as though senior housing is being singled out as there is not a per employee requirement at any other category in the table. Mr. Voelckers and Mr. Winchell agreed with Ms. Cole. Mr. LeVine agreed that it did seem there was an inconsistency but removing the per employee requirement and then arbitrarily increasing visitor parking didn't seem any better. Mr. LeVine suggested leaving the proposed language as is and having staff review to find alternative options to get rid of the employee parking requirement.

- COW decision: No change proposed. Staff will take a look at this one and try to find an equitable way to remove the per employee parking requirement.

Assisted Living Facility -

- Originally: 0.4 per maximum number of residents

- Title 49 recommendation: 0.16 per maximum number of residents

Mr. LeVine said the parking at this facility would be visitors and employees and questioned if a reduction made sense in this case. Mr. Voelckers felt the requirement should not be reduced for the same reasons that were used for keeping the requirements for hospitals. Mr. Dye felt the requirement should be reduced but felt 0.2 per maximum number of residents was more reasonable. Ms. Cole felt nursing home and assisted living facilities are essentially so similar that they should be treated the same. Since there was no reduction to hospitals and nursing homes, she felt there should be no reduction to assisted living facilities either. Mr. Winchell agreed with Ms. Cole. Mr. Pedersen pointed out they are considering parking in the downtown center area and the assumption is there are options for transportation and walkability in the area and for these reasons, he supports a reduction to the required parking.

- COW decision: 0.4 per maximum number of residents

Sobering center -

- Originally: 1 space per 12 beds, plus 1 visitor space
- Title 49 recommendation: 1 space per 24 beds, plus 1 visitor space

Mr. LeVine said it is unlikely there would be a 24-bed sobering center in the downtown area and suggested changing the requirement to 1 parking space plus one visitor space or two parking spaces total. Mr. Dye noted sobering centers are allowed in MU and MU2 and wondered if it was appropriate to have these activities in those districts.

- COW decision: 1 space, plus 1 visitor space

Medical or Dental clinics -

- Originally: 1 per 200 square feet of gross floor area
- Title 49 recommendation: 1 per 500 square feet of gross floor area

Mr. Dye suggested reducing the required spaces to 1 per 400 square feet of floor area.

- COW decision: 1 per 400 square feet of gross floor area

Mortuaries -

- Originally: 1 per six seats based on maximum seating capacity in main auditorium
- Title 49 recommendation: 1 per fifteen seats based on maximum seating capacity in main auditorium

Mr. Dye felt there should not be a reduction. Mr. Voelckers supported the 60% suggested reduction saying it is unlikely a mortuary would be built in the downtown center. Mr. LeVine felt there should not be a mortuary in the downtown center zoning district and could support using parking to keep them out. However, he felt there were other ways to do that such as with zoning. Mr. Winchell, Mr. Pedersen and Ms. Cole supported the suggested reduction. Mr. Dye suggested

changing the title from Mortuaries to Funeral Homes. Ms. Maclean and Ms. Pierce explained a Mortuary can have a crematorium but a funeral home cannot. Since crematoriums are not allowed downtown, it makes sense to change the title.

- COW decision: Change the title to FUNERAL HOME and 1 per fifteen seats based on maximum seating capacity in main auditorium

Restaurants and alcoholic beverage dispensaries -

- Originally: 1 per 200 square feet of gross floor area
- Title 49 recommendation: 1 per 200 square feet of gross floor area

Mr. LeVine felt a further reduction would be appropriate in this case. Mr. Dye suggested 1 space per 750 square feet similar to shopping centers and banks.

- COW decision: 1 space per 750 square feet of floor area

Swimming pools serving general public -

- Originally: 1 per 4 persons based on pool capacity
- Title 49 recommendation: 1 per 10 persons based on pool capacity

Mr. Dye felt public pools are community owned and have a public draw and the parking should not be reduced. Ms. Cole supported the reduction for the sake of consistency. Mr. Voelckers, Mr. Winchell and Mr. Pedersen agreed with Ms. Cole.

- COW decision: 1 per 10 persons based on pool capacity

Convenience Stores -

- Originally: 1 per 250 square feet of gross floor area
- Title 49 recommendation: 1 per 625 square feet of gross floor area

Mr. LeVine suggested 1 per 750 square feet in line with shopping centers and malls. Ms. Gallion spoke up saying she thought there were some incentives available to convenience stores and that may have an affect on what they can require.

- COW decision: Ms. Gallion will follow-up and, if possible, will change this to 1 per 750 square feet. Otherwise, will leave it as recommended.

Watercraft moorages -

- Originally: 1 per 3 moorage stalls
- Title 49 recommendation: 2 per 15 moorage stalls

The committee is waiting to hear back from the CBJ Docks and Harbors before finalizing a decision.

- COW decision: Wait for Docks and Harbor input and consider changing to 1 per 6 moorage stalls

Libraries and Museums -

- Originally: 1 per 600 square feet gross floor area
- Title 49 recommendation: 1 per 1,500 square feet gross floor area

Mr. Dye felt a larger reduction was warranted considering libraries and museums have large open areas. He suggested 1 per 2,500 square feet. Mr. Voelckers felt that might be too large a reduction and cited events like first Fridays and speaker events and evening meetings that might draw larger crowds. Mr. Pedersen was comfortable leaving it at 1 per 1,500 square feet. Mr. Winchell pointed out that every library in CBJ is on public bus routes and supported the larger reduction. Ms. Cole also supported the reduction to 2,500. Mr. LeVine supported leaving it as recommended.

- COW decision: 1 per 1,500 square feet gross floor area

Mr. Alper joined the meeting at about 7:02 p.m.

Schools -

- Originally:
  - Elementary: 2 per classroom
  - Middle and Junior High: 1.5 per classroom
  - High School: minimum of 15 spaces per school; one per four auditorium or assembly area seats; one additional per classroom
- Title 49 recommendation:
  - Elementary: 0.8 per classroom
  - Middle and Junior High: 0.6 per classroom
  - High School: minimum of 6 spaces per school; one per ten auditorium or assembly area seats; two additional spaces per five classrooms

Mr. Dye felt the numbers should not be reduced for the same reasons as hospitals (public gathering and safety).

- COW decision:
  - Elementary: 2 per classroom
  - Middle and Junior High: 1.5 per classroom
  - High School: minimum of 15 spaces per school; one per four auditorium or assembly area seats; one additional per classroom

College, main campus/College, satellite facilities -

- Originally:
  - Main campus: 1 per 500 square feet gross floor area, or where auditorium or 1 per 4 seats or auditorium or general assembly area, whichever is greater

    - Satellite: 1 per 300 square feet gross floor area, or where auditorium or 1 per 4 seats or auditorium or general assembly area, whichever is greater
- Title 49 recommendation:
    - Main campus: 1 per 1,250 square feet gross floor area, or where auditorium or 1 per 10 seats or auditorium or general assembly area, whichever is greater
    - Satellite: 1 per 750 square feet gross floor area, or where auditorium or 1 per 10 seats or auditorium or general assembly area, whichever is greater

Mr. Dye said that it is highly unlikely a college would be built in a downtown center area and he would be comfortable with leaving parking as required or reducing it. Mr. Voelckers felt the numbers should not be reduced as proposed. Ms. Gallion said the University was comfortable with the suggestion so long as they have the option to request a waiver later.

- COW decision:
    - Main campus: 1 per 500 square feet gross floor area, or where auditorium or 1 per 4 seats or auditorium or general assembly area, whichever is greater
    - Satellite: 1 per 300 square feet gross floor area, or where auditorium or 1 per 4 seats or auditorium or general assembly area, whichever is greater

Repair/Service Station -

- Originally: 5 spaces per bay. Facilities with two or more bays, up to 60% of the required parking spaces may be in a stacked parking configuration
- Title 49 recommendation: 5 spaces per bay. Facilities with two or more bays, up to 60% of the required parking spaces may be in a stacked parking configuration

Mr. Dye saw no need for a reduction saying the point of a service station is for people to bring their cars there to get them worked on. Mr. Voelckers disagreed saying he's seen shops in cities where the stations function with a very small parking space with flexible scheduling. He would support a reduction. Ms. Cole and Mr. Pedersen also supported a reduction. Mr. Dye was persuaded and suggested changing the recommendation. Mr. Winchell also voiced agreement.

- COW decision: Three spaces per bay. All but two of the required non-accessible parking spaces may be in a stacked configuration.

Open air food service: -

- Originally: 1 per 400 square feet of gross floor area
- Title 49 recommendation: No parking requirement

Mr. Dye did not agree with the reduction to zero spaces saying there should be at least minimal parking to accommodate employees and loading. Mr. Winchell agreed that there should be at least minimal parking. Mr. Pedersen pointed out that if there is even one space required then there will be an ADA requirement as well. Mr. Voelckers suggested requiring one space per 1,200

square feet which would allow a requirement of zero for very small businesses. Ms. Cole suggested either zero or make it the same as a restaurant. Mr. Dye felt one space per 1,500 square feet would be appropriate. Mr. LeVine proposed zero spaces for the first 1,500 square feet and 1 per each 1,500 above. Mr. Winchell agreed.

- COW decision: Zero up to 1,500 square feet, then one space per 1,500

Mr. LeVine opened discussion of rounding when the number of required spaces is less then 1. Ms. Maclean explained 49.40.210(a) states the number of spaces shall be calculated to the nearest whole number. Zero is a whole number so if the requirement is less then 0.5 then it would result in zero required spaces. Mr. Dye felt the requirements based on square footage should be a minimum of one space and beyond that, numbers should be rounded down. Ms. Cole pointed out the purpose of the work they've done is to encourage downtown uses without prohibitive parking requirements and, therefore, it should be allowable to round down to zero. Mr. Voelckers strongly agreed with Ms. Cole. Mr. Alper also voiced agreement. Mr. Pedersen agreed with rounding down to zero but was not comfortable with tying the parking to change in use. Mr. Voelckers was in agreement with Mr. Pedersen that a change in use should not trigger parking requirements that there isn't room for. He would like to see a statement that a change in use does not trigger new parking requirements.

Mr. Winchell reminded members for the record that many of the facilities downtown are building parking underground and to keep that in mind.

AT EASE 7:40 – 7:50 p.m.

Mr. LeVine suggested staff look further at the possibility of some concentrated areas within the district where it would make sense that no parking would be required.

B. Discussion of Adopting Land Acknowledgment

Mr. LeVine introduced the discussion stating he felt it would be appropriate to make an acknowledgement that we are on land occupied by others before we came here. The School Board and the Assembly currently do this at each meeting.

Mr. Voelckers and Mr. Winchell asked when it would be read and by whom. Mr. LeVine explained it would be read at the beginning of each Committee of the Whole and Regular Commission meeting and Special Commission meetings and it would be up to the chairpersons whether to read it at committee meetings. Mr. Winchell said this is overall a positive cultural acknowledgement. However, not all land uses have been positive. (In particular, indigenous people and their lands have not been respected. In particular, the burning of the village on Douglas) If this is adopted, Mr. Winchell felt the Systemic Racism Review Board should hear testimony and take evidence in that incident. Mr. LeVine agreed that the Commission may decide

to hold meetings to expand on the verbiage currently used by the Assembly but for tonight, he suggested adopting what is currently in use and it could be changed later.

Mr. Voelckers asked if this is the same language as used by the Assembly. Mr. LeVine said he believes it is also used by the School Board. Ms. Maclean explained the verbiage comes from the First Alaskans Institute.

Mr. LeVine suggested it would be added to the agenda following the Call to Order and he would start by reading it at the beginning of the next meeting and then it would rotate between members at each successive meeting. Seeing no objection, the land acknowledgment discussion is moved to the next regular Commission meeting.

X. BOARD OF ADJUSTMENT – None

XI. OTHER BUSINESS – None

XII. STAFF REPORTS

Ms. Maclean reported the ADOD overlay zoning has been moved to the October 19 Assembly meeting so Law could review the language and make sure it is correct.

The rezone for Honzinger Pond and grant funding for the downtown historic district are on consent and will be before the Lands committee on Monday.

Hazard mapping will be heard by the Committee of the Whole. The consultants will also be at that meeting and interested commissioners should attend if they are able.

Coastal Zone management was adopted by the Assembly last night. The assembly made it clear that the expect Title 49 and staff to look at the remainder of Coastal Management.

XIII. COMMITTEE REPORTS

Mr. Voelckers reported the Assembly Public Works and Facility Committee met recently and representatives from the landfill presented on odor mitigation and the remaining life of the landfill.

XIV. LIAISON REPORT – None

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

XVI. PLANNING COMMISSION COMMENTS AND QUESTIONS – None

XVII. EXECUTIVE SESSION – None

XVIII. ADJOURNMENT – 8:15 P.M.

PLANNING COMMISSION AGENDA
THE CITY AND BOROUGH OF JUNEAU, ALASKA

September 28, 2021 Draft Minutes, Regular Planning Commission - APPROVED

ATTACHMENTS:

	Description	Upload Date	Type
🗋	September 28, 2021 Draft Minutes, Regular Planning Commission	10/19/2021	Minutes

Minutes
Planning Commission
Regular Meeting
CITY AND BOROUGH OF JUNEAU
Michael LeVine, Chairman
September 28, 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 7:01 P.M.

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

Commissioners absent: Dan Hickok

Staff present: Jill Maclean, CDD Director; Alexandra Pierce, CDD Planning Manager; Irene Gallion, CDD Senior Planner; Sherri Layne, Law

Assembly members: Loren Jones

II. REQUEST FOR AGENDA CHANGES AND APPROVAL OF AGENDA – None

III. APPROVAL OF MINUTES

A. Draft Minutes August 10, 2021 Planning Commission Regular Meeting

MOTION: *by Mr. Voelckers to approve the August 10, 2021 Planning Commission Regular Meeting minutes.*

B. Draft Minutes August 24, 2021 Planning Commission Regular Meeting

MOTION: *by Mr. Voelckers to approve the August 24, 2021 Planning Commission Regular Meeting minutes.*

IV. **BRIEF REVIEW OF THE RULES FOR PUBLIC PARTICIPATION** – Chairman LeVine briefly explained the procedures for participating via Zoom format.

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

VI. **ITEMS FOR RECONSIDERATION** – None

VII. **CONSENT AGENDA** – None

VIII. **UNFINISHED BUSINESS**

Mr. Voelckers stated he did not participate when this item was a Regular agenda item on June 22. Mr. LeVine explained to the Commission that if they were not in attendance at the original discussion then they cannot participate tonight. Mr. Alper also did not participate on June 22. Both were allowed to remain but not to participate.

Mr. Arndt disclosed that he had recused himself from the original presentation because he had similar items on the agenda that evening. He does not have similar items on tonight's agenda and would be able to be impartial. Mr. Winchell asked whether Mr. Arndt has any business that has to do with any frontage in the Lemon Creek area. He does not and he was allowed to remain.

VAR2021 0002:	A Non-administrative Variance to 49.70.310(a)(2) and 49.70.310(b)(1) to allow new construction within the 50-foot, no-development and the 25-foot, no-disturbance buffer from Lemon Creek
Applicant:	Northern Lights Development
Location:	1940 & 1941 Anka Street

Staff Recommendation

Staff recommends that the Board of Adjustment adopt the Director's analysis and findings and **APPROVE** the requested non-administrative variance to 49.70.310(a)(2) and 49.70.310(b)(1) to allow new construction within the 50-foot, no-development and 25-foot, no-disturbance buffer from Lemon Creek, as shown on the project site plan submitted with the application.

The approval is subject to the following conditions:

1. There shall be no disturbance or removal of vegetation below the top of the bank of Lemon Creek, including limbing of the trees that grow along the bank.

CBJ Presentation

Ms. Layne explained **VAR2021 0002** originally came before the PC on June 22 and a motion was made to approve the variance. The motion failed and Vice-Chairman Dye gave notice of reconsideration. The item was on the agenda at the July 23 meeting. At that meeting, Ms. Cole made a motion to continue until this meeting. At this point, the item is post presentation and applicant comments. The process is now at the commissioner discussion stage.

Commissioner Discussion

At the beginning of the discussion Ms. Layne informed the members that even with only six commissioners participating, they would need five votes to pass any motion. The only time that number would be reduced is if two or more members were recused. In this case, one is absent and two are ineligible to participate but none are recused.

Mr. Winchell pointed out that there are four lots which have been given similar variances and from looking at the area, he believes this would be a good fit and he supports the variance.

Ms. Cole spoke to her previous continuance saying that she had expected the assembly to have passed something regarding this issue by now and since they have not, she will not be supporting it.

Mr. Arndt felt this variance appears to be fair and similar to other properties in the area. He pointed out that even with the variance the applicant is limited by the conditions that disallow the cutting or limbing of trees and he is in support of the variance.

Mr. Dye asked if conditions on a variance would still be applicable and enforceable if the underlying code were to change. Director Maclean said it would depend on what changed and how.

MOTION: *by Mr. Pedersen to accept staff's findings, analysis and recommendations and approve* ***VAR2021 0002****.*

Mr. LeVine did not think this request satisfies the condition of unique features or unique hardship of the property. He said it is unfortunate but he cannot see a way forward.

Mr. Arndt said almost half of the lots on Anka Street do not have this as they are on the other side of the street. Mr. Arndt believes the property does meet the standard of unique and asked Mr. LeVine how it is not unique to him. Mr. LeVine understands a unique feature is one that would not allow construction; such as a hill or slope or other feature. The land may not be able to be developed in the way the property owner wants to but it can be built.

Mr. Dye also opposed the motion saying this does not meet the variance standards and he feels legislative fixes are underway that may take care of this.

Mr. Winchell spoke in support of the motion.

Mr. Arndt sees this essentially a lot depth issue with the stream causing an artificial property line and asked how other lots have been granted lot depth variances but this one is not.

Roll Call Vote
Yea – Pedersen, Arndt, Winchell
Nay – Cole, Dye, Levine

The motion failed on Roll Call Vote 3-3.

Mr. Voelckers and Mr. Alper returned as participants to the meeting.

IX. REGULAR AGENDA – None

X. BOARD OF ADJUSTMENT – None

XI. OTHER BUSINESS

A. Rules of Order

Mr. LeVine introduced the proposed updated Rules of Order saying that this is the result of work by the Governance committee and the Committee of the Whole discussions. He -proposed they go through the packet page by page.

Mr. Voelckers commented one thing COVID has taught us is the ability to participate remotely and it has increased accessibility. He felt there should be latitude in allowing members and the public to continue when appropriate.

Page 1: No change
Page 2: Mr. LeVine noted the addition of the Land Acknowledgement.
Page 3: No change
Page 4: No change
Page 5:
Mr. Voelckers noted Rule 9F: "Except in accordance with Rule 10" should read "Except in accordance with Rule 17".

Mr. Voelckers suggested changing Rule 10A to include verbiage allowing remote participation.

Rule 10. PUBLIC PARTICIPATION ~~AT MEETINGS~~ ***will normally be in person or remotely if remote meeting format is used per Rule 17. Special remote participation may be allowed if coordinated with Community Development staff 'x' hours before the meeting.***

Mr. Winchell asked if there should be something added to define allowable excuses for not participating in person.

Mr. LeVine felt rather than adopting Mr. Voelckers' suggestion here, it would be best to strike "in person or remotely" from Rule 10A1 and other places where it appears. Further, they could define 'present' as members of the public or the commission participating remotely and in person at Rule 17. His suggested the following for Rule 10:

Rule 10. PUBLIC PARTICIPATION AT MEETINGS

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

1. Subject Matter. Members of the public present, ~~in person or remotely~~, during a hearing …

It was agreed to keep Mr. LeVine's suggestion and flag Mr. Voelckers' suggestion for use at Rule 17 and possibly to readdress at Rule 10 if it did not work at Rule 17.

Page 6: Mr. Voelckers suggested changing Rule 10B Submission of Written and/or Illustrative Material to its own number (Rule 11) saying he felt this is different from Public Participation. Mr. Arndt felt written participation is another form of public participation and he could see leaving it as is. Mr. Voelckers pointed out that 10B also addresses publication of the staff report and other items that are not related to public participation. It was decided that Rule 10B will be Rule 11 and subsequent Rules will increase in numbering by one. Rule 10C Decorum will become Rule 10B.

Page 7: Mr. Dye spoke to Rule 10B3 Late Material saying that noon the day before a meeting was not 'late' enough and suggested changing it to noon the day OF a meeting. Ms. Maclean said the day of the meeting is not enough time for staff. Mr. Dye said hearing Ms. Maclean's comments he would be willing to change his proposal to 8:00 a.m. the day of the meeting. Mr. LeVine said he would defer to Ms. Maclean and asked what she sees as reasonable. Ms. Maclean said they could try 8:00 a.m. the day of stating that the Department is incredibly short staffed but they could try and would report back if it is not manageable. Ms. Cole said this is moving the onus from the public member to CDD staff and the PC should make sure to give staff time to prepare

them. Mr. Winchell suggested a requirement that late material delivered the day of be submitted electronically which would make it easier for Staff to distribute. Mr. Dye suggested adding the pc_comments@juneau.org so commissioners could get them directly. Ms. Maclean explained that emails received at pc_comments does not go directly to commissioners but comes to CDD and is then forwarded.

The deadline was changed it to 8:00 a.m. Tuesday morning.

Page 8: Ms. Layne explained Rule 11B Renewal of Defeated Motions and asked why this is included and may not be needed. It is the same as notice of immediate reconsideration. Ms. Layne added under Robert's Rules it is not allowed at the same meeting. Mr. Voelckers suggested striking it. It will be removed.

Pages 9 & 10: Mr. LeVine suggested a change to Rule 16B regarding time frame for notification of remote participation. The rule currently requires a member give notification of remote participation by Noon on the Friday preceding a meeting. Ms. Maclean said this rule is in place because hybrid meetings are limited to three remote participants. The time frame allows for the first few to notify to take those slots.

Mr. LeVine suggested changing the verbiage as follows:

> *Rule 16B.* ***For meetings being held in person,*** ~~*M*~~***m****embers of the Commission shall* ***strive to*** *notify the Director and the presiding officer* ~~*by Friday 12PM directly proceeding*~~ ***no later than 72 hours prior to*** *the meeting which the member proposes to attend remotely. …*

Mr. Winchell agreed with the suggested change but felt it is also important to limit the number that can participate remotely saying it is important that, for the sake of the public, at least some of the members are in attendance in person. Mr. Arndt felt this is an antiquated rule as he does not see getting away from remote participation options. Ms. Maclean agreed with Mr. Arndt saying she foresees hybrid style meetings going forward. She reminded the members that a quorum of members is required to attend in person for in person and hybrid style meetings. Mr. Jones added that the Assembly allows no more than three of its members to participate telephonically and requires a quorum of in-person attendees for in person meetings. Mr. LeVine suggested mimicking the Assembly. Ms. Maclean said CDD needs a little more time than Assembly members are allowed and asked that they not exactly mimic the assembly. Mr. Voelckers thought 72 hours should be shortened to the morning of the meeting.

Mr. LeVine suggested further changing the verbiage as follows:

Rule 16B. ***For meetings that are taking place in person,*** ~~*Members of the Commission*~~ ***commissioners*** *shall* ***endeavor to give staff as much notice as is reasonable of the intent to participate remotely and at all costs, the morning of*** ~~*notify the Director and the presiding officer by Friday 12PM directly proceeding*~~ *the meeting which the member proposes to attend remotely. …*

Rule 16B continues to read:

For meetings taking place in person, no more than three members of the Commission may participate remotely.

It was decided that if members participating remotely count toward quorum, then that line and related verbiage will be removed from 16B. Ms. Layne will consult with Mr. Palmer to determine this.

Mr. Voelckers felt his proposed verbiage from Rule 10 regarding public participation would fit best as part of Rule 16.

Page 11: Mr. Voelckers suggested fixing the references in Rule 17Ba to match the changes made this evening.

Mr. Dye said Rule 17D is redundant and should be removed. It will be removed. Mr. LeVine added Rules 17Bc and 17Bd may also be redundant and removed.

During the discussion, Ms. Layne heard back from City Attorney Palmer and relayed to the PC that his decision was all members participating, whether in person or remote, count toward quorum. As a result, the commissioners decided to remove the requirement of a certain number of commissioners attending in person. Mr. LeVine suggested if they remove that requirement, then they should add verbiage stating, "When meetings are held in person, Commissioners are encouraged to appear in person."

Ms. Maclean suggested there might need to be a definition of 'hybrid' as well as 'remote' meetings. Mr. LeVine suggested adding hybrid as a type of 'in-person' meeting.

The commissioners decided to send this back for final wordsmithing and then pass it on motion at a later meeting.

XII. STAFF REPORTS

Ms. Maclean reported:

- The rezone for Honsinger Pond has been heard and accepted at the Lands, Housing and Economic Development Committee. It is moving to the Assembly to be adopted.
- The mayor has formed a housing and development task force. Commissioners Voelckers and Dye are on the task force. First meeting is this Thursday at noon. The intent is to look at the Land Use Code and make improvements.
- CDD has sent a memo to the assembly requesting funding for a Planner I/II position to focus on subdivision platting and building permit reviews.

XIII. COMMITTEE REPORTS – None

XIV. LIAISON REPORTS

Mr. Jones reported:

- He is a non-voting chair on the Housing and Development task force mentioned by Ms. Maclean.
- The next assembly meeting will be his last.

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

XVI. PLANNING COMMISSION COMMENTS AND QUESTIONS

Mr. Voelckers noted some of the text for variances had changed in Title 49 and asked if there was any Commissioner training scheduled soon. Mr. LeVine said he has discussed this with Ms. Maclean and Ms. Layne and they are looking for a time to schedule a training.

Ms. Maclean gave a heads up to members that the October 26 meeting will include the 5-year renewals for marijuana establishments.

Mr. Winchell asked about the process for Commissioner reappointments. Ms. Maclean said she believes they need to reapply to be considered.

XVII. EXECUTIVE SESSION – None

XVIII. ADJOURNMENT – 8:37 P.M.

DRAFT

PLANNING COMMISSION AGENDA
THE CITY AND BOROUGH OF JUNEAU, ALASKA

USE2021 0009: A Conditional Use Permit for an accessory apartment on an undersized lot - APPROVED AS AMENDED

AGENDA ITEM:

Case No.: USE2021 0009
Applicant: Northern Lights Development, Inc.
Location: 1500 Glacier Avenue
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 1500 Glacier Avenue in a D5 zone.

ATTACHMENTS:

	Description	Upload Date	Type
🗋	Staff Report for USE2021 0009	10/19/2021	Staff Report
🗋	Presentation for USE2021 0009	10/26/2021	Presentation

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY
COMMUNITY DEVELOPMENT

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

DATE: October 19, 2021

TO: Michael LeVine, Chair, Planning Commission

BY: Adrienne Scott, Planner I

THROUGH: Jill Maclean, Director, AICP

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

STAFF RECOMMENDATION: Approval with no conditions

KEY CONSIDERATIONS FOR REVIEW:

- The lot received a Nonconforming Certification for lot size (NCC2021 0073).
- A new single-family structure was permitted in 2021.
- The proposal does not aggravate the existing nonconforming situation.

GENERAL INFORMATION	
Property Owner	Northern Lights Development, Inc.
Applicant	Northern Lights Development, Inc.
Property Address	1500 Glacier Avenue
Legal Description	Highlands Block A Lot 1
Parcel Number	1C030J040010
Zoning	D5
Land Use Designation	Urban Low Density Residential (ULDR)
Lot Size	6,307 square feet
Water/Sewer	CBJ
Access	Spruce Street
Existing Land Use	Vacant
Associated Applications	NCC2021 0073, BLD2021 0553

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:
  - 49.15.330
  - 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 (D5)	Residential
South (ROW)	Glacier Avenue
East (ROW)	Spruce Street
West (D5)	Residential

SITE FEATURES	
Anadromous	No
Flood Zone	Zone X
Hazard	No
Hillside	No
Wetlands	No
Parking District	None
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 apartment will be contained on the first level part of the single family dwelling. The structure does not aggravate the existing nonconforming situation as discussed below. If the accessory apartment is denied, the space on the ground floor will be used as additional living space for the single-family dwelling, and the permanent means of cooking will be removed.

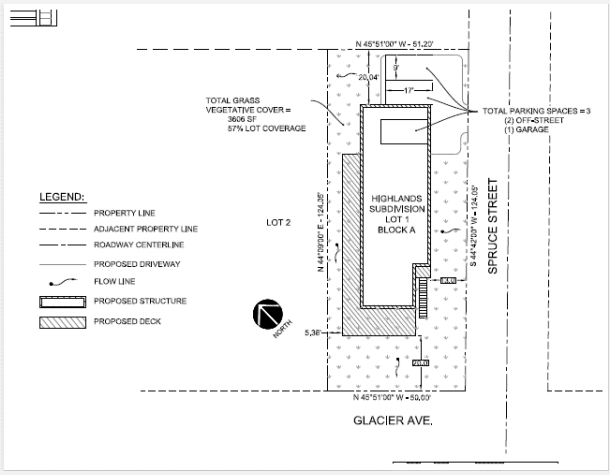
According to the Table of Permissible Uses, a CUP is required for an accessory apartment under D5 zoning (49.25.300 TPU Category 1.911). The proposed accessory apartment measures less than 600 square feet, as required by [49.25.510(k)(E)(ii)(a)].

Background – The table below summarizes relevant history for the lot and proposed development. The lot was platted in 1946. There was a single family structure constructed in 1938 that was demolished in 2021. A new single-family structure was permitted and constructed in 2021 (Attachment F). The structure meets dimensional standards.

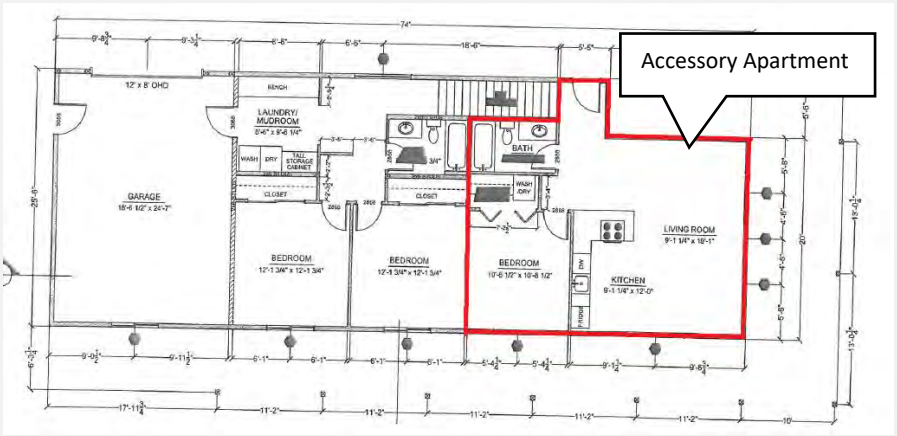
Item	Summary
Building Permit	The applicant has been issued a permit (BLD2021 0002) for the full demolition of residential structure.
Building Permit	The applicant has been issued a building permit (BLD2021 0553) for a new single family dwelling.
Non-Conforming Certificate	The lot is certified nonconforming for lot size (NCC2021 0073).

ZONING REQUIREMENTS

Standard		Requirement	Existing	Code Reference
Lot	Size	7,000 sq. ft.	6,307 sq. ft.	49.25.400
	Width	70 ft.	124 ft.	49.25.400
Setbacks	Front	13 ft.	13 ft.	49.25.430 (4) (K)
	Rear	20 ft.	13 ft.	49.25.400
	Side	5 ft.	5.38 ft.	49.25.400
	Street Side	13 ft.	20.04 ft.	49.25.400
Lot Coverage Maximum		50%	~39%	49.25.400
Vegetative Cover Minimum		20%	~47%	49.50.300
Height	Permissible	35 ft.	28 ft.	49.25.400
	Accessory	25 ft.	N/A	49.25.400
Maximum Dwelling Units		1	1	49.25.500
Use		Residential	Residential	49.25.300



SITE PLAN



FIRST FLOOR PLAN

ANALYSIS

Project Site – The project site is located downtown at the corner of Glacier Avenue and Spruce Street. The lot is 6,307 square feet and is certified nonconforming to the D5 minimum lot standards for lot size (Attachment D).

Project Design – The applicant proposes a 550 square foot accessory apartment on the first floor of an existing single-family dwelling (Attachment E). The proposed single-family dwelling will be on the first and second level, and the accessory apartment will be on the first level. The single-family dwelling has four bedrooms, three bathrooms, a combined kitchen and living space, and a garage. The accessory apartment has one bedroom, a bathroom, and a combined kitchen and living space.

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, two off-street parking spaces are required for D5 zoning, and one off-street parking space is required for an accessory apartment. The submitted site plan shows three off-street parking spaces (Attachment E).

Non-motorized Transportation – There are sidewalks on both sides of Glacier Avenue, as well as on the northeast side of Spruce Street.

Proximity to Transit – The nearest bus stops are located along Glacier Avenue and Behrends Avenue, a 290-foot walk from the lot. 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 submitted site plan shows approximately 47% vegetative cover.

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

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

Historic District – The lot is not within the CBJ Downtown Historic District.

Hazard Zones – The lot is not within a mapped hazard zone.

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 September 16, 2021 and September 30, 2021. No issues were raised through review of the proposed development.

PUBLIC COMMENTS

CDD conducted a public comment period between September 21 and October 4, 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 (Attachment B). Public comments submitted at time of writing this staff report can be found in Attachment C.

Name	Summary
Casey Loofburrow	Opposes the development; concern that construction on the structure has begun; concerns about neighborhood congestion and parking.
Mistee St. Clair	Concern about parking in the neighborhood.
Tom Wagner	Concern about timing of public notice.
Steve Vorderbruggen	Opposes the development, concerns about parking, traffic, and height of structure.

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 needed.

   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. 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: Yes. There is no evidence to suggest that with appropriate conditions, 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 needed.

   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 needed.

   Finding: Yes. The proposed accessory apartment with the recommended conditions, 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 1500 Glacier Avenue in a D5 zone.

STAFF REPORT ATTACHMENTS

Item	Description
Attachment A	Application Packet
Attachment B	Abutters Notice and Public Notice Sign Photo
Attachment C	Public Comments
Attachment D	NCC2021 0073
Attachment E	Revised Site Plan and Floor Plan
Attachment F	Building Permits BLD2021 0553 and DMO2021 0002

CITY AND BOROUGH OF JUNEAU
COMMUNITY DEVELOPMENT

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
1500 Glacier Avenue

Legal Description(s) (Subdivision, Survey, Block, Tract, Lot)
Highlands BL A LT 1

Parcel Number(s)
1C030J040010

☐ This property located in the downtown historic district
☐ This property located in a mapped hazard area, if so, which _____

LANDOWNER/ LESSEE

Property Owner
Northern Lights Development, Inc

Contact Person
Troy Mayer

Mailing Address
1750 Anka Street Juneau AK 99801

Phone Number(s)
907-780-6300

E-mail Address
northernlights@gci.net

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 _____ 09/02/2021
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 _____ 09/02/2021
Applicant's Signature — 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	Case Number	Date Received
AS/IMG	USE21-09	9/2/21

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Updated 2017 – Page 1 of 1

CITY AND BOROUGH OF JUNEAU
COMMUNITY DEVELOPMENT

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
Owner wishes to build a single family dwelling with an accessory apartment on a substandard size lot.

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 6307 square feet Total Area of Existing Structure(s) 0 square feet
Total Area of Proposed Structure(s) 2000 square feet

EXTERNAL LIGHTING
Existing to remain ( ) No ( ) Yes – Provide fixture information, cutoff sheets, and location of lighting fixtures
Proposed (•) No ( ) 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

[ ] **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)

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

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

ALLOWABLE/CONDITIONAL USE FEES

	Fees	Check No.	Receipt	Date
Application Fees	$ 350			
Admin. of Guarantee	$			
Adjustment	$			
Pub. Not. Sign Fee	$ 50			
Pub. Not. Sign Deposit	$ 100			
Total Fee	$ 500			

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
USE 21-09	9/2/21

NORTHERN LIGHTS DEVELOPMENT, INC.
1750 Anka Street Juneau, AK 99801
Phone: 907-780-6300 Fax: 907-780-6306
northernlights@gci.net

City and Borough of Juneau
Community Development

To Whom It May Concern:

Northern Lights Development would like to build a house with a mother-in-law apartment on the first floor at 1500 Glacier Ave. The lot is substandard in size at 6,307 square feet.

The lot previously had a house on it that was demolished.

The addition of the mother-in-law apartment would not change the footprint of the building.

The addition of the apartment would increase affordable housing in the downtown area aligning with the City's Comprehensive Plan.

There is a buyer for the home contingent on the apartment being approved.

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY
COMMUNITY DEVELOPMENT

(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: PAC20210061

Applicant: Northern Lights Development Inc

Property Owner: Northern Lights Development Inc

Property Address: 1500 Glacier Ave

Parcel Code Number: 1C030J040010

Site Size: 6,307 Square Feet

Zoning: D5 (Single Family / Duplex)

Existing Land Use: Single Family

Conference Date:	9/1/21
Report Issued:	9/2/21

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
Troy Mayer	Applicant	Northernlights@gci.net
Irene Gallion	Planning	Irene.Gallion@juneau.org
Adrienne Scott	Planning	Adrienne.Scott@juneau.org

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 applicant wishes to construct a new single family residence with an accessory apartment. The previous single family residence on the lot was demolished. The lot is under the minimum lot size requirement, so a Conditional Use Permit will need to be obtained for the accessory apartment.

The applicant will also need to obtain a nonconforming certificate to verify that the lot size is legally nonconforming. Both applications will require a narrative. In the narrative please describe the previous and current use of the land, a description of your proposed project, and how it will add additional housing to the neighborhood.

Planning Division

1. **Zoning** – D5 Single family/duplex
2. **Setbacks** –
    a. Front (East lot line, where driveway accesses the lot): 13 feet, per CBJ 49.25.430 (4)(K):
        i. Property #1, 1504 Glacier Ave, 20 ft setback (from GIS)
        ii. Property #2, 101 Spruce St, 5 ft setback (from building permit #BLD20210552)
        iii. Property #3, 103 Spruce St, 15 ft setback (from GIS)
        iv. Average setback: 14 feet
    b. Rear (North lot line): 20 feet per CBJ 49.25.430 (3)
    c. Street Side: 13 feet (South lot line)
    d. Side: 5 feet (West lot line)
3. **Height** – 35 feet / 25 feet for accessory uses
4. **Access** – Access is from Spruce St.
5. **Parking & Circulation**– The single family dwelling will require two parking spaces, with one additional space required for the accessory apartment, for a total of three spaces (parking spaces must be at least 8 ½ x 17 feet).
6. **Lot Coverage –** Maximum lot coverage is 50%. Proposed lot coverage is approximately 30%.
7. **Vegetative Coverage** – Minimum vegetative coverage is 20%.
8. **Lighting** – N/A
9. **Noise** – N/A
10. **Flood** – This is a zone X flood area, map # 02110C1566E.
11. **Hazard/Mass Wasting/Avalanche/Hillside Endorsement** – The lot is not in a mapped hazard area. The lot has slopes below 5%.

12. **Wetlands** – N/A
13. **Habitat** – N/A
14. **Plat or Covenant Restrictions** – None found.
15. **Traffic** – A traffic study will not be required. The single family home is anticipated to generate 9.52 average daily traffic (ADT). The apartment is anticipated to generate 6.65 ADT.
16. **Nonconforming situations** – (a Nonconforming certificate is required prior to the issuance of a building permit or land use permit) The lot size is below the minimum standard of 7,000 square feet for this zoning district. A nonconforming certificate will be required. The existing single family residence was demolished without a nonconforming certification.

Building Division

17. **Building** – Will be reviewed with building permit application
18. **Outstanding Permits** –
    a. BLD20210553 New single family dwelling with accessory apartment (in review, needs CUP)
    b. DMO20210002 Full demo of residential structure (needs final inspection to close out)

General Engineering/Public Works

19. **Engineering** – Will be reviewed with building permit application
20. **Drainage** – Will be reviewed with building permit application
21. **Utilities** – (water, power, sewer, etc.) Will be reviewed with building permit application

Fire Marshal

22. **Fire Items/Access** – N/A

Other Applicable Agency Review

23. 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
2. Conditional Use Permit Application
3. Nonconforming Certification Application (fee will be waived)

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. A copy of this pre-application conference report
2. Narrative describing proposed project
3. Site plan showing how parking requirements are being met (including dimensions)

4. Building plans including floor plans and elevation view of proposed building

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. Conditional use application fee: $350
2. Sign preparation fee: $50
3. Sign deposit $100 (refundable)

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

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

Attachments:
49.15.330

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

(A) Whether the proposed use is appropriate according to the table of permissible uses;

(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.

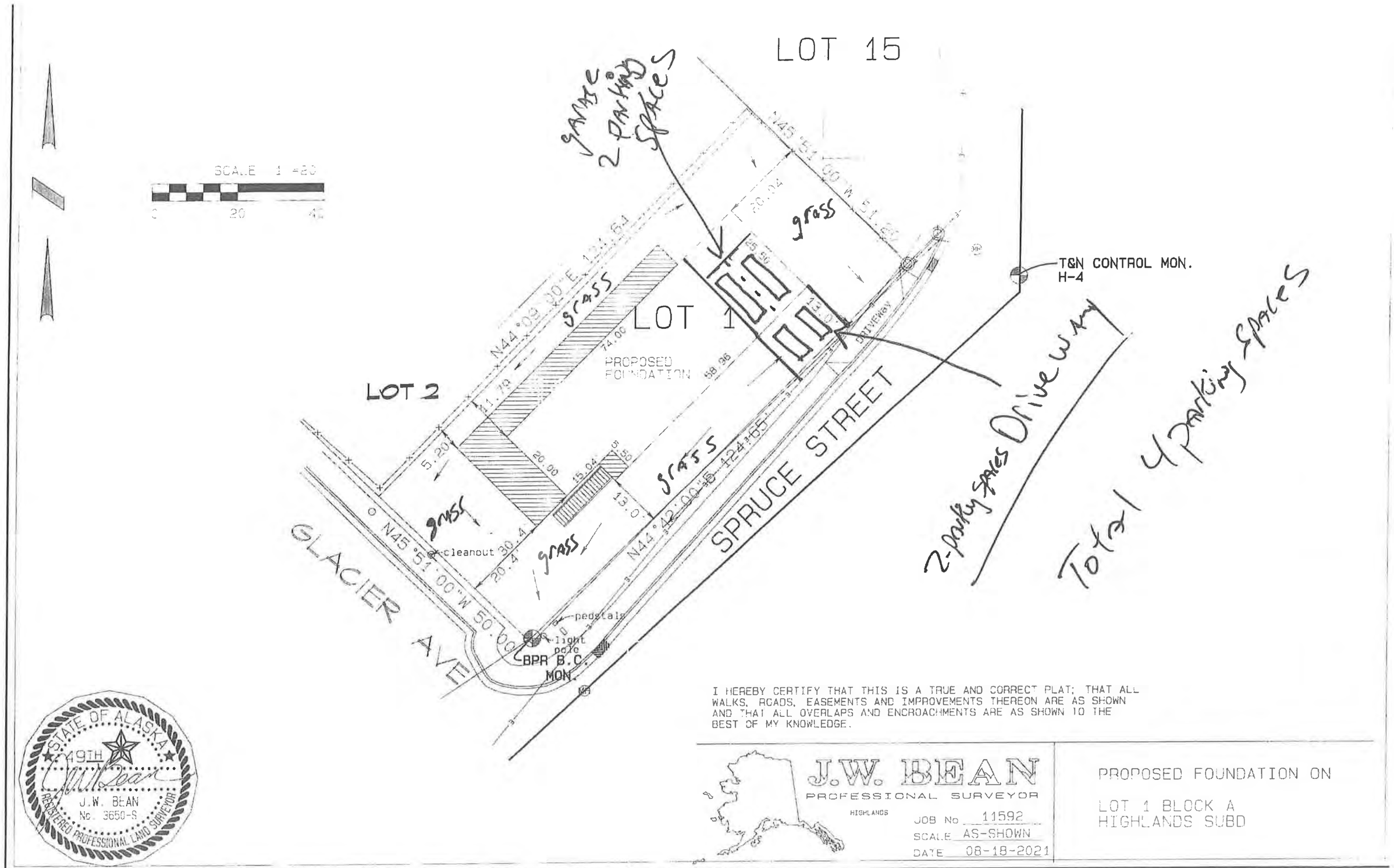
(15) *Lot size or development size.* Conditions may be imposed to limit lot size, the acreage to be developed or the total size of the development.

(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)



I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT PLAT; THAT ALL WALKS, ROADS, EASEMENTS AND IMPROVEMENTS THEREON ARE AS SHOWN AND THAT ALL OVERLAPS AND ENCROACHMENTS ARE AS SHOWN TO THE BEST OF MY KNOWLEDGE.

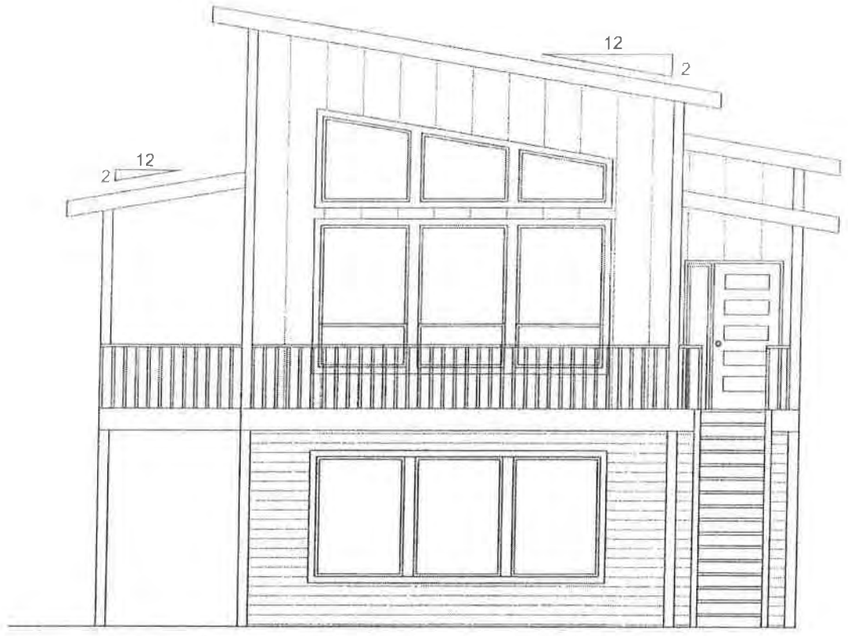
STATE OF ALASKA
49TH
J.W. BEAN
No. 3650-S
REGISTERED PROFESSIONAL LAND SURVEYOR

J.W. BEAN
PROFESSIONAL SURVEYOR
HIGHLANDS

JOB No 11592
SCALE AS-SHOWN
DATE 08-18-2021

PROPOSED FOUNDATION ON

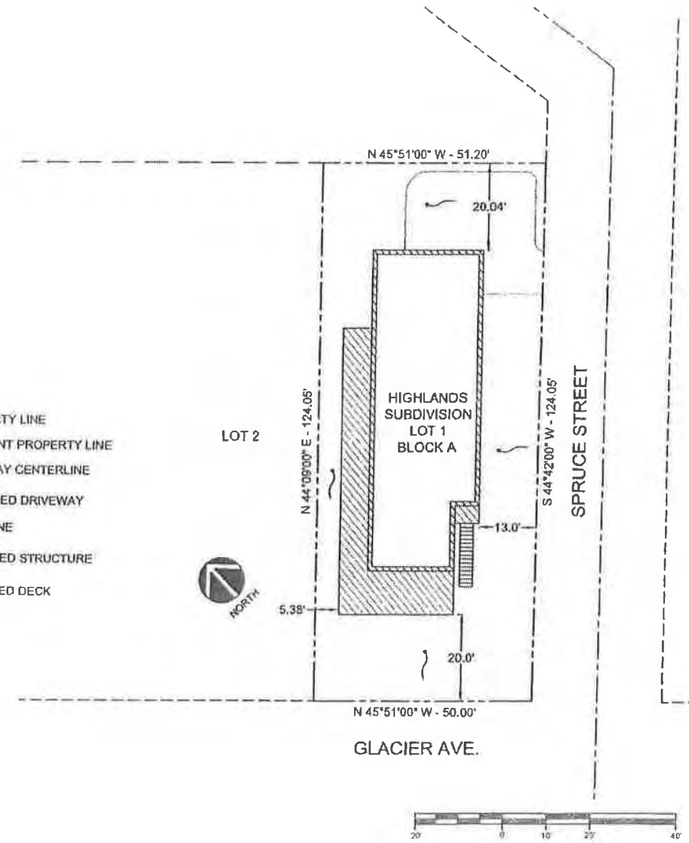
LOT 1 BLOCK A
HIGHLANDS SUBD



SHEET INDEX	
SHEET	DESCRIPTION
1	COVER SHEET
2	FOUNDATION PLAN
3	FIRST FLOOR PLAN
4	SECOND FLOOR PLAN
5	JOIST PLAN & ROOF PLAN
6	BUILDING SECTION "A-6"
7	BUILDING SECTION "A-7"
8	BUILDING ELEVATIONS
9	BUILDING ELEVATIONS

GENERAL NOTES:
Please refer to 2012 International Residential Code, International Mechanical Code 2012, Uniform Plumbing Code 2015, International Fuel Gas Code 2012, International Fire Code 2012, International Existing Building Code, 2012 International Property Maintenance Code, 2017 National Electrical Code, and CBJ 19.12 Excavation and Grading Code for current adopted building codes. Please also refer to any changes or updates to codes as modified by CBJ Title 19. Please also refer to CBJ Handouts regarding stairs, handrails and guardrails, smoke alarms and CO detectors, ventilation, egress windows, electrical FAQ's, and thermal requirements. All found at the following website:
http://www.juneau.org/cddftp/bulldpolicy2003.php

IMPORTANT:
These plans and specifications are considered a guide and they do not depict every component necessary for the completion of the project. All construction shall conform to the 2012 International Residential Code and other codes & regulations adopted by the City & Borough of Juneau. All engineered components, systems, and other manufactured items and equipment shall be installed according to the manufacturer's specifications.
Before construction begins, a building permit is applied for, or materials are ordered, the building contractor, as designated by the owner, shall review the plans with the designer. The designer's liability due to errors or omissions contained within these drawings shall be limited to the redrawing or redesigning of the plan to address the situation.



NORTHERN LIGHTS DEVELOPMENT
1750 ANKA ST.
JUNEAU, AK 99801

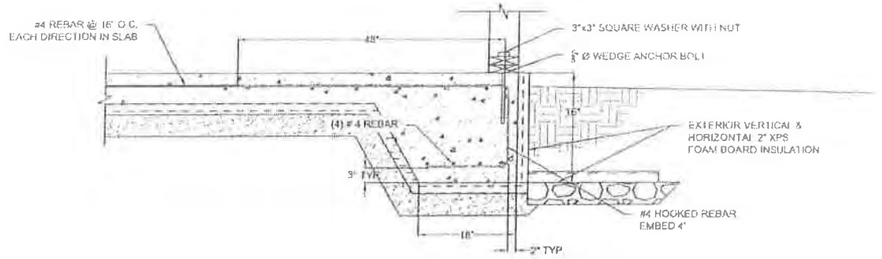
HIGHLANDS SUBDIVISION
LOT 1, BL A

1500 GLACIER AVENUE HOUSE
COVER SHEET

EK DESIGN & ENGINEERING

SCALE: VARIES
DATE: 7/28/21
DRAWN BY: AES
CHECKED BY: EKH

SHEET 1 OF 9



F/2 FOUNDATION SECTION

NTS

FOUNDATION PLAN

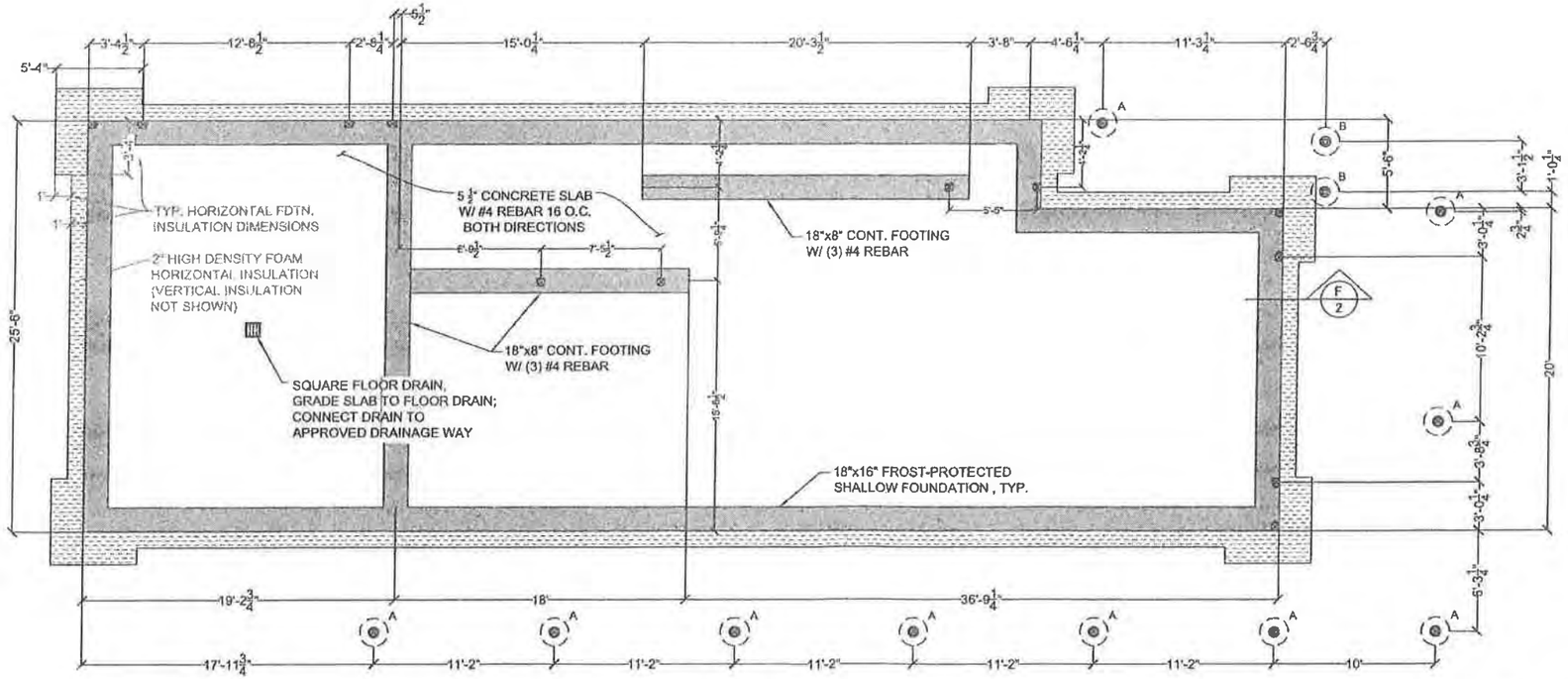
3/16" = 1'-0"

SIMPSON CBSQ66 WITH 6"x6" POST (OR (4) 2x6) & CC OR ECC COLUMN CAP

SIMPSON HDU8, SSTB 16 WITH 6x6 POST (OR (4) 2x6) & CC OR ECC COLUMN CAP

A 8" Ø CONC. COLUMN 20" Ø BIGFOOT FOOTING SIMPSON CBSQ66

B 8" Ø CONC. COLUMN 20" Ø BIGFOOT FOOTING SIMPSON PBS46



STATE OF ALASKA 49TH
Erin K. Howell
Date 7/28/21
No. CE 114191
REGISTERED PROFESSIONAL ENGINEER

NORTHERN LIGHTS DEVELOPMENT
1750 ANKA ST.
JUNEAU, AK 99801

HIGHLANDS SUBDIVISION
LOT 1, BL A

1500 GLACIER AVENUE
HOUSE
FOUNDATION PLAN

EKH DESIGN & ENGINEERING

SCALE: VARIES
DATE: 7/28/21
DRAWN BY: AES
CHECKED BY: EKH

SHEET 2 OF 9

WINDOW/DOOR SCHEDULE

LABEL	QTY.	WINDOW TYPE	DIMENSIONS
A	2	FIXED	6'-0"x2'-0"
B	6	FIXED	4'-0"x5'-6"
C	1	SLIDER	6'-0"x5'-0"
D	6	SLIDER	5'-0"x5'-0"

FIRST FLOOR PLAN

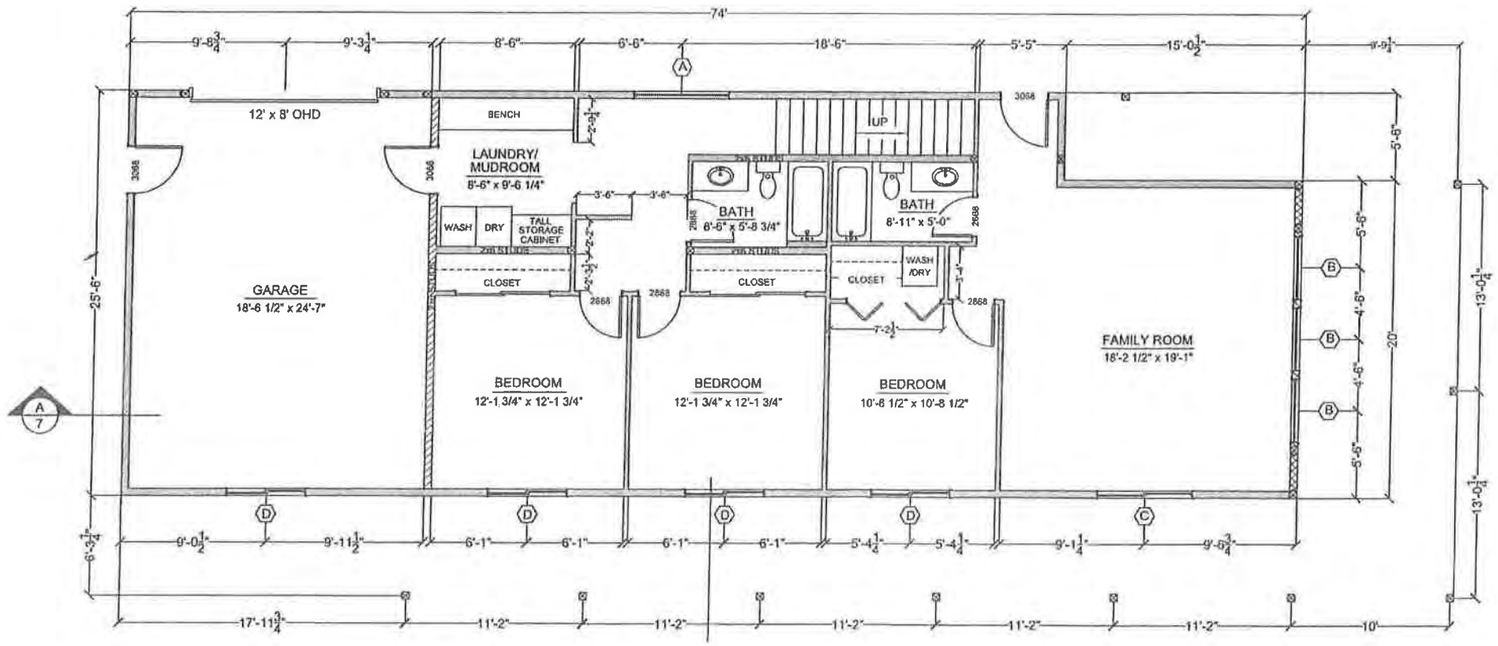
GARAGE: 484 S SF
Family : 550 SF
LIVING 735 SF
SCALE = 3/16" = 1'-0"

SPECIAL SHEARWALL; ½" SHEATHING ONE SIDE OF WALL
NAIL PATTERN: 8d NAILS 6" O.C. IN THE FIELD, 12" AT EDGES
2x6 P.T. PLATE ⅝"Ø x 10" WEDGE ANCHOR BOLTS, 3"x3" SQUARE WASHERS 4" O.C.
AND W/IN 1' OF CORNERS OR ENDS.

SPECIAL SHEARWALL; ½" SHEATHING BOTH SIDES OF WALL
NAIL PATTERN: 10a NAILS 3" O.C. IN THE FIELD, 12" AT EDGES.
FRAMING AT PANEL EDGES MUST BE 3" NOMINAL OR WIDER AND NAILS 5' TALL BE STAGGERED WHERE 10d NAILS HAVING A PENETRATION INTO FRAMING OF MORE THAN 1½" ARE SPACED 3" O.C.

SIMPSON CBSQ66 WITH 6"x6" POST (OR (4) 2x6) & CC OR ECC COLUMN CAP

SIMPSON HDU8, SSTB 16 WITH 6x6 POST (OR (4) 2x6) & CC OR ECC COLUMN CAP



STATE OF ALASKA
49TH
Erik K. Howell
Date 9/2/21
No. CE 114191
REGISTERED PROFESSIONAL ENGINEER

NORTHERN LIGHTS DEVELOPMENT
1750 ANKA ST
JUNEAU, AK 99801

HIGHLANDS SUBDIVISION
LOT 1, BL A

1500 GLACIER AVENUE HOUSE
FIRST FLOOR PLAN

EK DESIGN & ENGINEERING

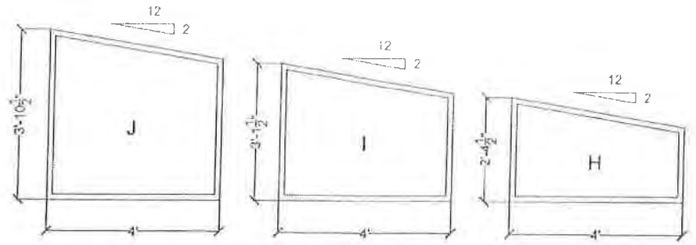
SCALE: 3/16"=1'
DATE: 9/2/21
DRAWN BY: AES
CHECKED BY: EKH

SHEET 3 OF 9

WINDOW/DOOR SCHEDULE

LABEL	QTY.	WINDOW TYPE	DIMENSIONS
E	1	SLIDER	5'-0"x2'-0"
F	1	FIXED	7'-0"x2'-0"
G[1]	1	DOOR	3'-0"x6'-8"
H	1	FIXED-ANGLED	SEE DETAIL A-4
I	1	FIXED-ANGLED	SEE DETAIL A-4
J	1	FIXED-ANGLED	SEE DETAIL A-4
K[2]	3	FIXED	5'-0"x2'-0"
L[3]	3	FRENCH DOOR	6'-0"x6'-8"
M	1	SLIDER	4'-0"x4'-6"

1. WITH 14" SIDELITE
2. WITH 14" TRANSOM
3. ABOVE COVERED DECK ROOFLINE



A/4 WINDOW I,J, AND K DETAIL
NTS

SECOND FLOOR PLAN

SCALE : 3/16" = 1'-0"
LIVING: 1084.2 SF
COVERED DECK: 649.5 SF
UNCOVERED DECK: 265 SF

SPECIAL SHEARWALL: ½" SHEATHING BOTH SIDES OF WALL NAIL PATTERN: 10d NAILS 3" O.C. IN THE FIELD, 12" AT EDGES. FRAMING AT PANEL EDGES MUST BE 3" NOMINAL OR WIDER AND NAILS 5" TALL BE STAGGERED WHERE 16d NAILS HAVING A PENETRATION INTO FRAMING OF MORE THAN 1½" ARE SPACED 3" O.C

SIMPSON CBSQ66 WITH 6"x6" POST (OR (4) 2x6) & CC OR ECC COLUMN CAP

NORTHERN LIGHTS DEVELOPMENT
1750 ANKA ST.
JUNEAU, AK 99801

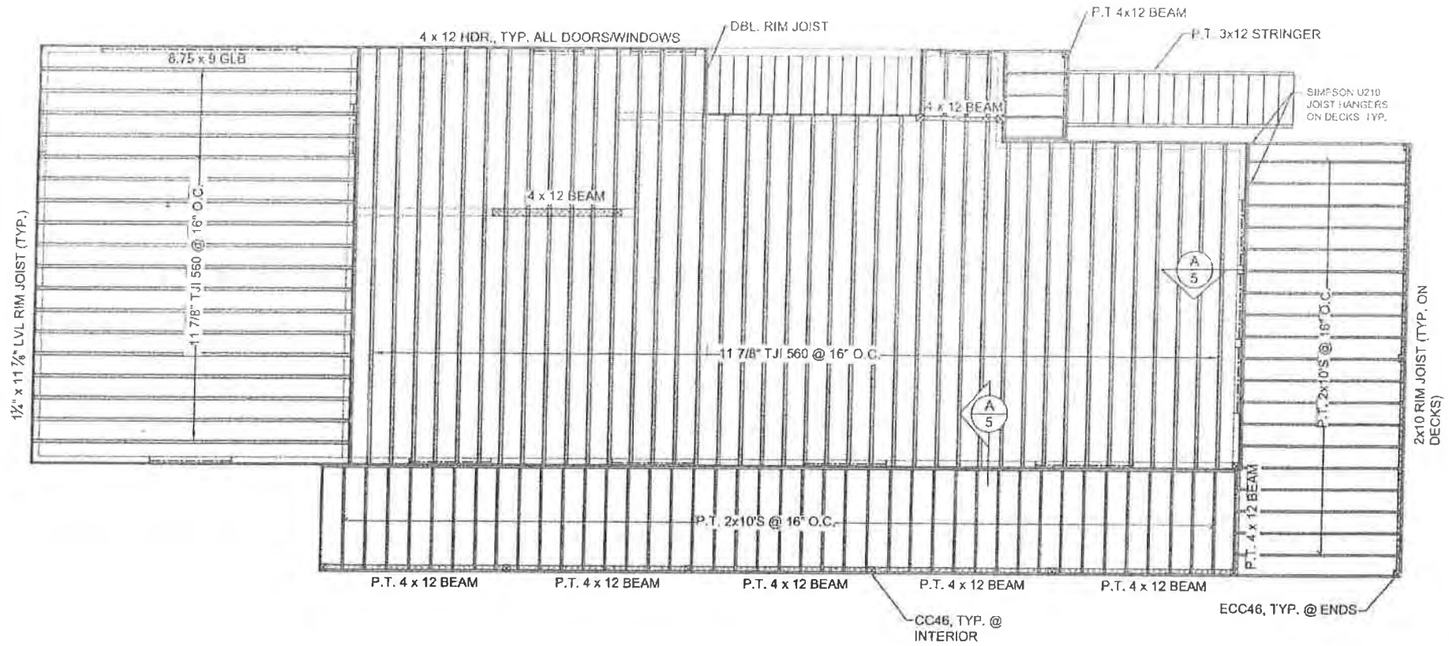
HIGHLANDS SUBDIVISION
LOT 1, BL A

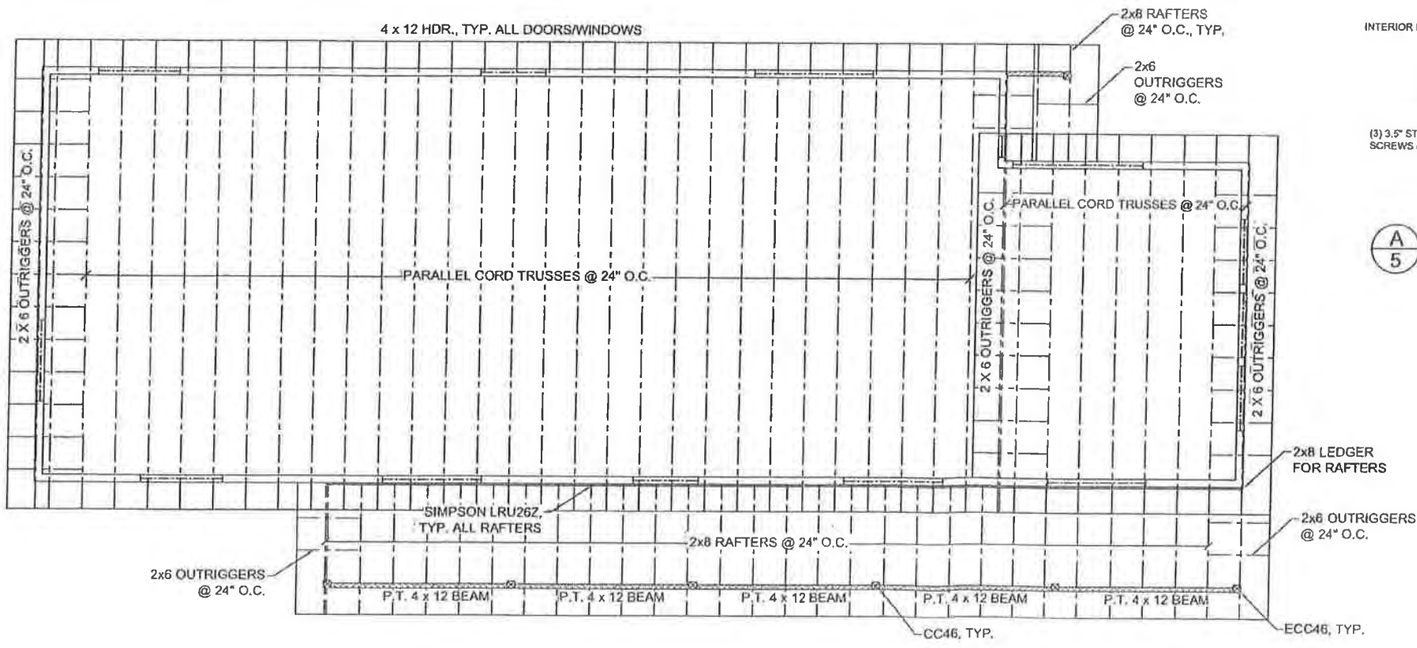
1500 GLACIER AVENUE HOUSE
SECOND FLOOR PLAN

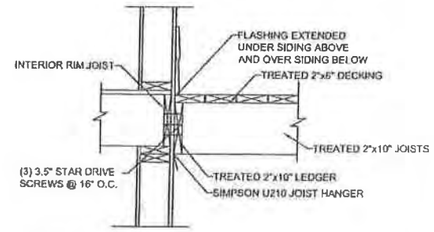
EKH DESIGN & ENGINEERING

SCALE: VARIES
DATE: 7/28/21
DRAWN BY: AES
CHECKED BY: EKH

SHEET 4 OF 9







A/5 DECK CONNECTION
SCALE: 1" = 1'-0"

NORTHERN LIGHTS DEVELOPMENT
1750 ANKA ST.
JUNEAU, AK 99801

HIGHLANDS SUBDIVISION
LOT 1, BL A

1500 GLACIER AVENUE HOUSE
JOIST & ROOF PLAN

EKH DESIGN & ENGINEERING

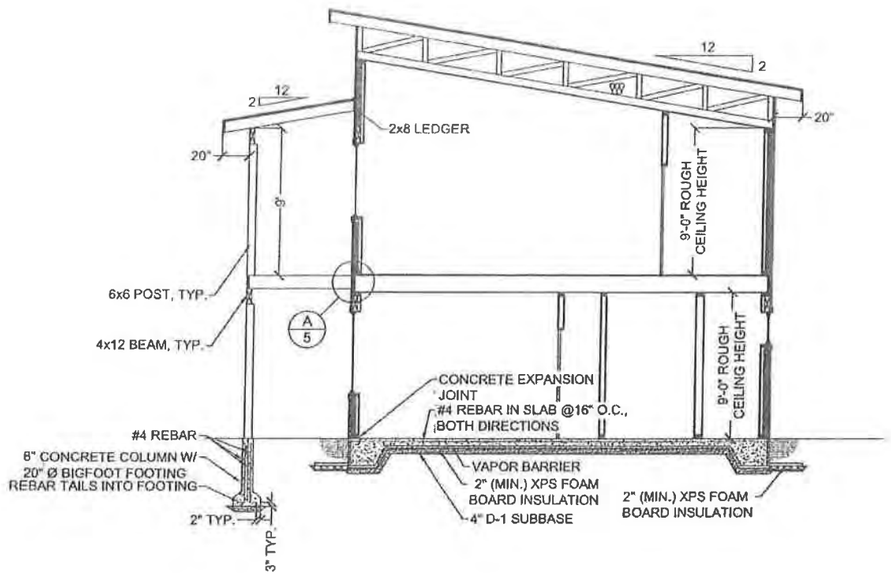
SCALE: 3/16"=1'

DATE: 7/28/21

DRAWN BY: AES

CHECKED BY: EKH

SHEET 5 OF 9



A/6 BUILDING SECTION

SCALE: 3/16" = 1'-0"

ROOF:
STANDARD SEAM METAL ROOFING FOR LOW PITCHED ROOFS
ROOFING UNDERLAYMENT
ICE AND WATER SHIELD PER MANUFACTURER'S RECOMMENDATIONS
⅝" PLYWOOD SHEETHING
NAIL W/ 8d @ 6" O.C. AT PANEL EDGES, 12" O.C. IN THE FIELD
SIMPSON H10 TIE @ EACH TRUSS BEARING POINT

ENGINEERED TRUSSES:
TRUSSES DESIGNED BY OTHERS
TRUSSES PLACED 24" O.C.
R-49 BLOWN IN INSULATION
VAPOR BARRIER
⅝" GYPSUM WALLBOARD ON CEILING
CLOSED SOFFIT WITH SCREENED VENT STRIP OR VINYL SOFFIT
2x8 FASCIA

EXTERIOR WALL CONSTRUCTION:
2"x6" STUDS 16" O.C.
½" GYPSUM BOARD @ INTERIOR
½" PLYWOOD OR OSB SHEATHING
NAIL W/ 8d @ 6" O.C. AT PANEL EDGES, 12" O.C. IN THE FIELD
BLOCKING REQ'D AT ALL PANEL EDGES
AIR/WATER BARRIER HOUSEWRAP UNDER SIDING
R-21 BATT INSULATION BETWEEN STUDS
1" XPS FOAM BOARD INSULATION ON OUTSIDE WALL
OR
R-13 BATT INSULATION BETWEEN STUDS
2" XPS FOAM BOARD INSULATION ON OUSIDE WALL
CEMENT BOARD SIDING + RIBBED ENAMEL ACCENTS

INTERIOR WALL CONSTRUCTION:
2"x4" STUDS 16" O.C. (UNLESS NOTED OTHERWISE)
½" GYPSUM BOARD BOTH SIDES

SUBFLOOR:
1 1/8" T&G PLYWOOD SHEATHING GLUED & NAILED TO JOISTS
GLUE T&G EDGES

FLOOR:
11 ⅞" TJI 560 @ 16" O.C., TYP.
USE (4) 2"x6" SQUASH BLOCKS BETWEEN ALL POINT LOADS IF POSTS ARE NOT EXTENDED BETWEEN JOISTS
BLOCK BETWEEN JOISTS PER MANUFACTURER'S RECOMMENDATIONS

FOUNDATION CONNECTION:
2"x6" PRESSURE TREATED PLATE
⅝" Ø x10" WEDGE ANCHOR BOLTS
3"x3" SQUARE WASHERS, 4' O.C.
(AND W/IN 1' OF CORNERS OR MUDSILL ENDS)

FOUNDATION:
16"x18" CONCRETE FOOTING
#4 HOOKED REBAR @ 16" O.C.
(4) #4 HORIZONTAL REBAR
NFS MATERIAL BELOW FOOTINGS
4" COMPACTE D-1 BELOW FOOTINGS
FINISH GRADE OF BACKFILL 2% AWAY FROM BUILDING FOR MIN. 5'

FOUNDATION DRAIN:
4" PERF. DRAIN PIPE W/
2" DRAIN ROCK ALL AROUND
FILTER FABRIC AROUND ROCK
DRAIN TO DAYLIGHT

STATE OF ALASKA
ERIN H. HOWELL
Erin H. Howell
Date 7/28/21
No. CE 11419
REGISTERED PROFESSIONAL ENGINEER

NORTHERN LIGHTS DEVELOPMENT
1750 ANKA ST.
JUNEAU, AK 99801

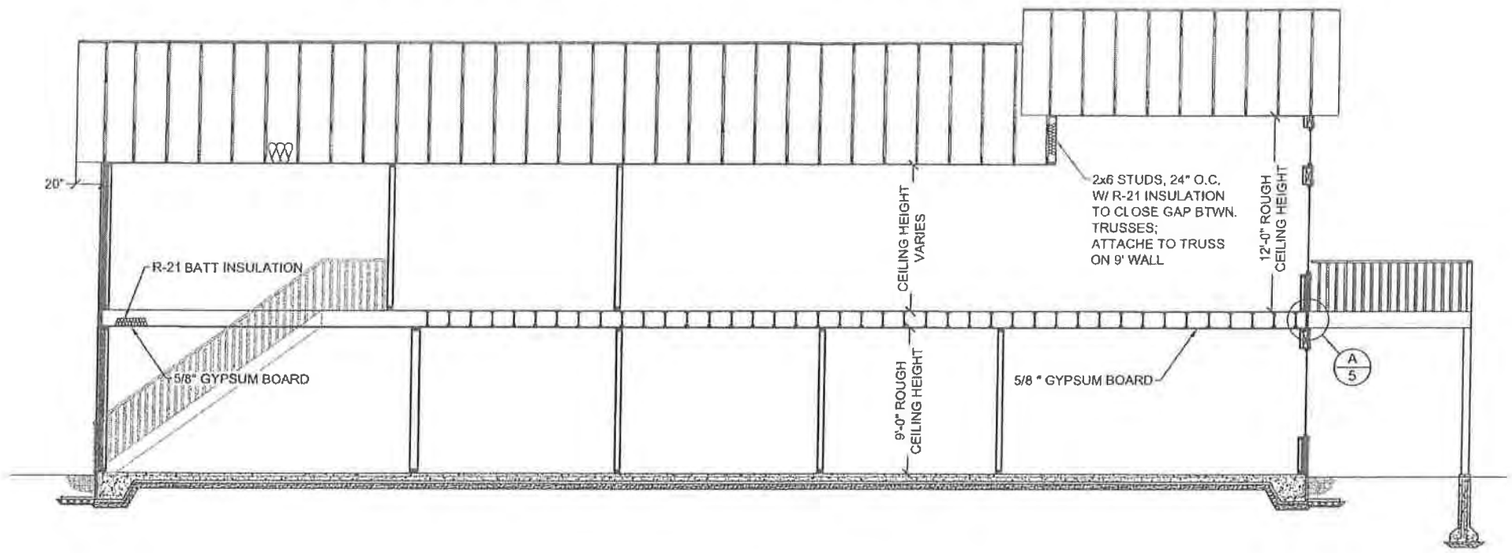
HIGHLANDS SUBDIVISION
LOT 1, BL A

1500 GLACIER AVENUE HOUSE
BUILDING SECTION

EKH DESIGN & ENGINEERING

SCALE: 3/16"=1'
DATE: 7/28/21
DRAWN BY: AES
CHECKED BY: EKH

SHEET 6 OF 9



A/7 BUILDING SECTION

SCALE: 3/16" = 1'-0"

Attachment A - Application Packet

NORTHERN LIGHTS DEVELOPMENT
1750 ANKA ST.
JUNEAU, AK 99801

HIGHLANDS SUBDIVISION
LOT 1, BL A

1500 GLACIER AVENUE HOUSE
BUILDING SECTION

EKH DESIGN & ENGINEERING

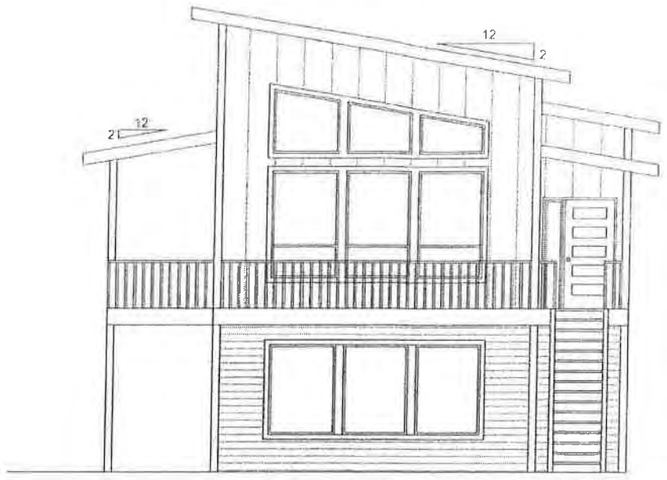
SCALE: 3/16"=1'

DATE: 7/28/21

DRAWN BY: AES

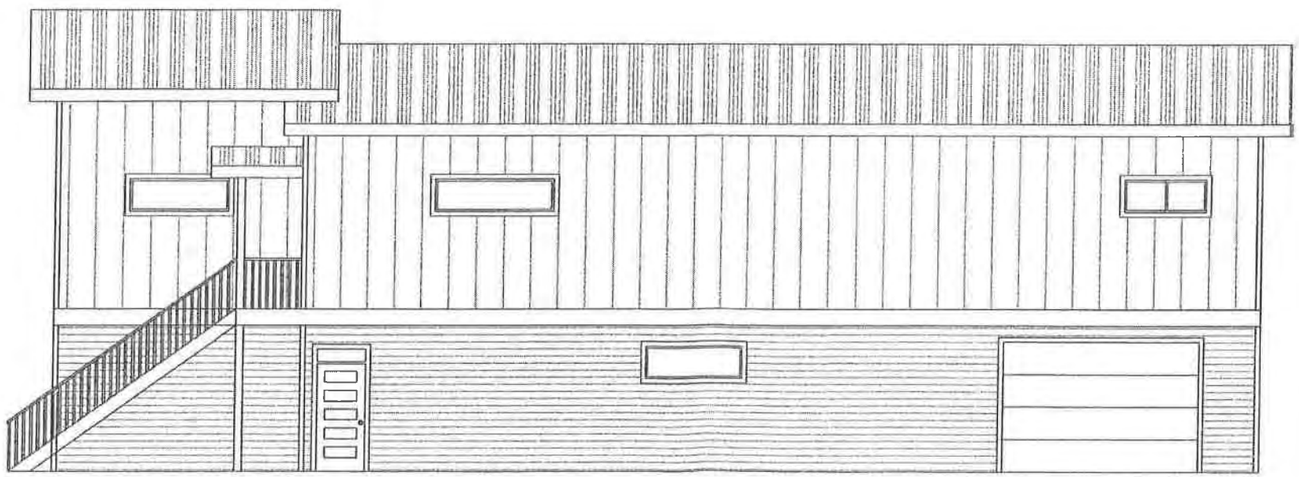
CHECKED BY: EKH

SHEET 7 OF 9



SOUTH ELEVATION

SCALE: 3/16" = 1'-0"



EAST ELEVATION

SCALE: 3/16" = 1'-0"

NORTHERN LIGHTS
DEVELOPMENT
1750 ANKA ST.
JUNEAU, AK 99801

HIGHLANDS SUBDIVISION
LOT 1, BL A

1500 GLACIER AVENUE
HOUSE
BUILDING ELEVATIONS

DESIGN & ENGINEERING

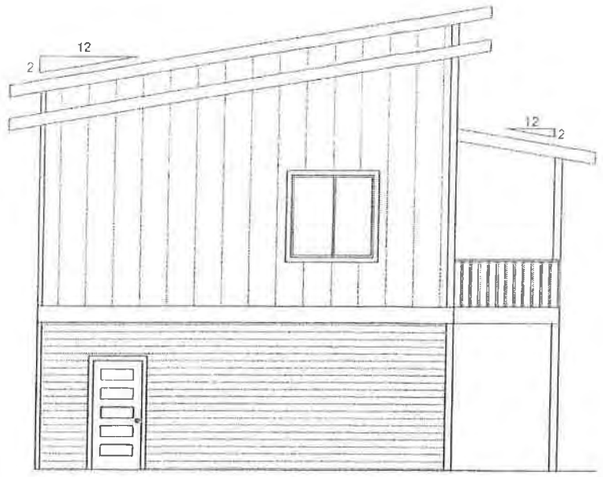
SCALE: 3/16"=1'

DATE: 7/28/21

DRAWN BY: AES

CHECKED BY: EKH

SHEET 8 OF 9



NORTH ELEVATION

SCALE: 3/16" = 1'-0"

WEST ELEVATION

SCALE: 3/16" = 1'-0"

NORTHERN LIGHTS DEVELOPMENT
1750 ANKA ST.
JUNEAU, AK 99801

HIGHLANDS SUBDIVISION
LOT 1, BL. A

1500 GLACIER AVENUE HOUSE
BUILDING ELEVATIONS

EK DESIGN & ENGINEERING

SCALE: 3/16"=1'

DATE: 7/28/21

DRAWN BY: AES

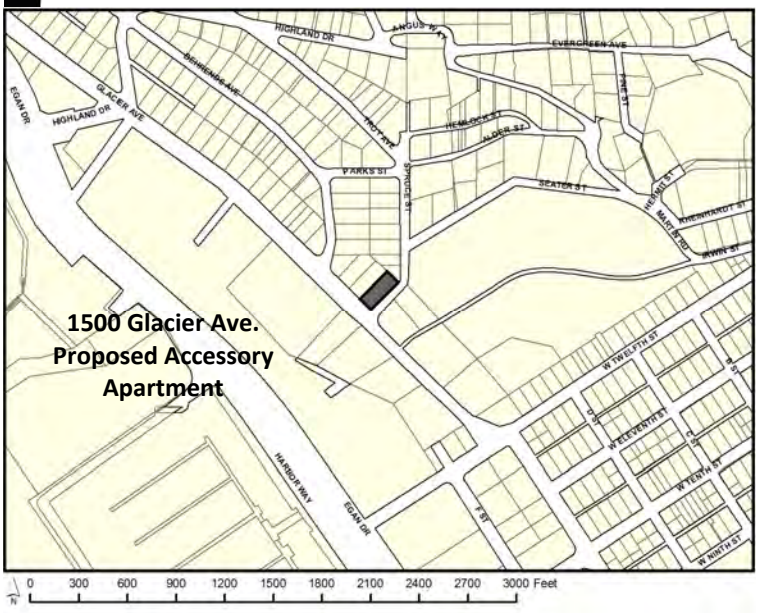
CHECKED BY: EKH

SHEET 9 OF 9

Invitation to Comment

On a proposal to be heard by the CBJ Planning Commission

Your Community, Your Voice



CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY
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 Conditional Use Permit for an accessory apartment on an undersized lot** at **1500 Glacier Avenue** in a **D5 Zone**.

TIMELINE

Staff Report expected to be posted **Monday, October 18, 2021** at **https://juneau.org/community-development/planning-commission.** Find hearing results, meeting minutes and more here as well.

Now through Oct. 4

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

Oct. 5 — noon, Oct. 25

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

HEARING DATE & TIME: 7:00 pm, October 26, 2021

This virtual meeting will be by video and telephonic participation only. To join the Webinar, visit: https://juneau.zoom.us/j/896 1381 9418. The Webinar ID is: 896 1381 9418. 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.

October 27

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 September 23, 2021

Case No.: USE2021 0009
Parcel No.: 1C030J040010
CBJ Parcel Viewer: http://epv.juneau.org

Attachment B - Abutters Notice & Public Notice Sign Photo

From: Northern Lights Development, Inc.
To: Adrienne Scott
Subject: RE: Public Notice Sign
Date: Monday, October 11, 2021 1:26:11 PM

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

From: Adrienne Scott <Adrienne.Scott@juneau.org>
Sent: Monday, October 11, 2021 9:50 AM
To: 'northernlights@gci.net' <northernlights@gci.net>
Subject: RE: Public Notice Sign

Good morning,

Just a reminder that the public notice sign needs to be posted on site by tomorrow the 12th. Please email me a picture of the posted sign once you have it up.

Thank you,

Adrienne Scott | Planner I
Community Development Department | City & Borough of Juneau, AK
Location: 230 S. Franklin Street, 4th Floor Marine View Building
Permit Center: 907.586.0770 |Office: 907.586.0753 ext 4208

From: northernlights@gci.net <northernlights@gci.net>
Sent: Friday, October 1, 2021 9:59 AM
To: Adrienne Scott <Adrienne.Scott@juneau.org>
Subject: RE: Public Notice Sign

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Thanks!

From: Adrienne Scott <Adrienne.Scott@juneau.org>
Sent: Friday, October 1, 2021 9:49 AM
To: 'northernlights@gci.net' <northernlights@gci.net>
Subject: Public Notice Sign

Good morning,

Your public notice sign for the accessory apt at 1500 Glacier is ready to pick up in the Permit Center. IT needs to be placed on site by October 12. Please let me know if you have any questions.

Thank you,

Adrienne Scott | Planner I
Community Development Department | City & Borough of Juneau, AK
Location: 230 S. Franklin Street, 4th Floor Marine View Building
Permit Center: 907.586.0770 |Office: 907.586.0753 ext 4208

From: Casey Loofbourrow <caseyloofbourrow@gmail.com>
Sent: Tuesday, September 28, 2021 3:59 PM
To: PC_Comments
Subject: 1500 Glacier Avenue

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

This comment is submitted with regards to a conditional use permit for an accessory apartment on an undersized lot at 1500 glacier avenue. As the planning commission may or may not know, the structure has already been built and listed for sale as including an accessory apartment. It would seem the developer decided it was easier to build first and ask for permission later, and approving this permit would only encourage that behavior. The structure is already an eyesore with a design and size incongruous with surrounding homes, and permitting them to violate zoning requirements just to add an accessory apartment so a renter can subsidize the buyer's mortgage is inappropriate in a neighborhood noted for congestion and parking shortages.

I suggest the planning commission adhere to the zoning requirements that exist for a reason. I also suggest looking into how a structure was built with an illegal accessory apartment and listed for sale as such without the appropriate permits already in place.

Thank you for your consideration.

From: Mistee St. Clair <mdstclair@gmail.com>
Sent: Thursday, September 30, 2021 9:11 AM
To: PC_Comments
Subject: RE: Conditional Use Permit for an accessory apartment for 1500 Glacier Ave

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Hello,

I live near the new home being built at 1500 Glacier Ave, and my only concern about the accessory apartment is parking. It is already very tight in this area, especially when school is in session. Please take that concern into consideration.

Thank you,
Mistee St. Clair

From: Tom Wagner <tomwagnerak@gmail.com>
Sent: Monday, September 27, 2021 10:32 AM
To: PC_Comments
Subject: CUP accessory apartment at 1500 Glacier avenue.

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Your request for comments seems a bit late. The building is now essentially complete.
Case USE2021 0009
Parcel 1C030J040010

From: Steve Vorderbruggen <vorder@gmail.com>
Sent: Monday, October 04, 2021 12:33 PM
To: PC_Comments
Subject: Case No. USE20210009

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Case No. USE20210009

1500 Glacier Avenue – Conditional Use Permit for an accessory apartment

I feel that the accessory apartment should not be allowed on Highlands Block A Lot 1 as it is an undersized lot and there are a couple factors that negatively impact the neighbors and neighborhood. According to the Table Of Dimensional Standards (49.25.400), the existing lot size of 6,307 Sq ft. does not meet the minimum size of 7,000 Sq ft. required for residential district D-5.

The building plan shows four parking spaces stacked between the rear of the house and the rear lot line bordering Lot 15FR. There is currently 20 ft. between the rear of the house and the rear lot line which meets the setback distance as outlined in the same table. However, with the addition of the stacked parking spaces, which should be a minimum of 8.5 ft. wide per the Table of Minimum Parking Standards (49.40.210(a)), that effectively reduces the buffer to only 3 ft. to the rear lot line. The guidance provided by CBJ is that a driveway access should be a minimum of 6 ft. from the lot line. Although this dimension is typically to the driveway in front of the garage, the curb cut for driveway access to Lot 1 extends all the way to the rear lot line, so vehicles using these parking slots will not actually be using the driveway access. I don't believe there is enough room to enter the driveway and go around the garage to get to the parking spots.

Another issue is the additional hazard these vehicles will present to traffic on Spruce St. The way that Spruce Street curves around Lot 15FR effectively hides the driveway of Lot 1 from people driving towards Glacier Ave. The lack of visibility around the corner makes it very difficult for drivers to see a vehicle leaving the driveway until they are almost on top of them. The issue for the person leaving the driveway is similar in that they cannot see a vehicle approaching from the North on Spruce St. because of the curve. Due to the steep grade of Spruce St. up to the Parks St. intersection, people coming down the hill may not be able to react quickly enough to prevent a collision with vehicles leaving Lot 1. One vehicle at the residence already creates a hazardous condition, adding additional vehicles increases the odds that an accident will occur.

There can be quite a bit of traffic on Spruce St. with the addition of Seater St. funneling into it at the corner of the graveyard. To compound the issue, Spruce St. and Seater St. receive a lot of traffic from high school students parking for school or school related events. The area can get quite congested. I feel it would be beneficial to have a traffic study done to evaluate the impact that additional vehicles accessing Spruce St. from Lot 1 would have to help quantify the level of traffic hazard before approving the conditional use permit.

Clearly the developer must have realized during the design of the building that the lot was undersized for permissible

use of an accessory apartment, and hoped to take advantage of the building ordinances by receiving a conditional use permit. This just reinforces the lack of consideration the developer has for the neighborhood and adjacent neighbors. They have made no attempt to construct a house that would blend into the neighborhood, and have negatively impacted the viewshed of the homes on Lots 15FR.

Thank you for allowing comment on the proposed conditional use permit.

Steve Vorderbruggen

109 Spruce Street

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY
COMMUNITY DEVELOPMENT

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

NONCONFORMING CERTIFICATE

Date: September 29, 2021
File No.: NCC2021 0073

Northern Lights Development, Inc.
Attn: Troy Mayer
1750 Anka Street
Juneau, AK 99801

Proposal:	A Nonconforming Situation Review for lots
Property Address:	1500 Glacier Avenue
Property Legal Description:	Highlands Block A Lot 1
Property Parcel Code No.:	1C030J040010

The Director of Community Development adopted the analysis and findings listed in the attached memorandum dated September 29, 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 Lots (49.30.260):
  - Lot size of 6,307 square 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.

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

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.

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY
COMMUNITY DEVELOPMENT

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

DATE: September 29, 2021

TO: Jill Maclean, Director, AICP

BY: Adrienne Scott, Planner I

PROPOSAL: A Nonconforming Situation Review for lots

KEY CONSIDERATIONS FOR REVIEW:

- The lot was platted in 1946, prior to the establishment of zoning in Juneau.
- The single-family dwelling was demolished in 2021, prior to seeking nonconforming status.

GENERAL INFORMATION	
Property Owner	Northern Lights Development, Inc.
Applicant	Northern Lights Development, Inc.
Property Address	1500 Glacier Avenue
Legal Description	Highlands Block A Lot 1
Parcel Number	1C030J040010
Zoning	D5
Lot Size	6,307 Square Feet
Water/Sewer	City water and sewer
Access	Spruce Street
Existing Land Use	Vacant
Associated Applications	USE2021 0009, BLD2021 0553

STAFF RECOMMENDATION:

Staff recommends the following situations receive Nonconforming Certification:

- 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.

- No noncompliant situations found

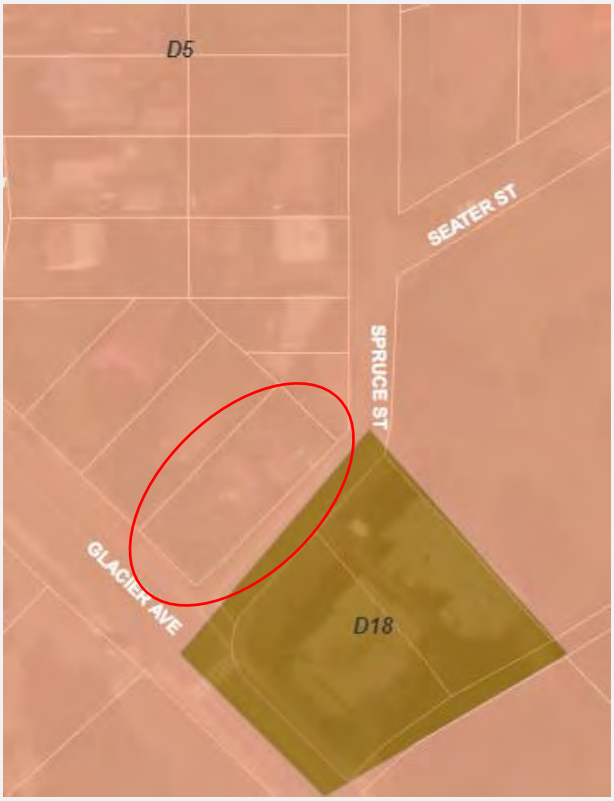
***CBJ 49.30.215: Accidental damage or destruction**. Structures receiving a nonconforming certification may have the right to reconstruct a nonconforming structure per CBJ Chapter 49.30.*

SITE FEATURES AND ZONING

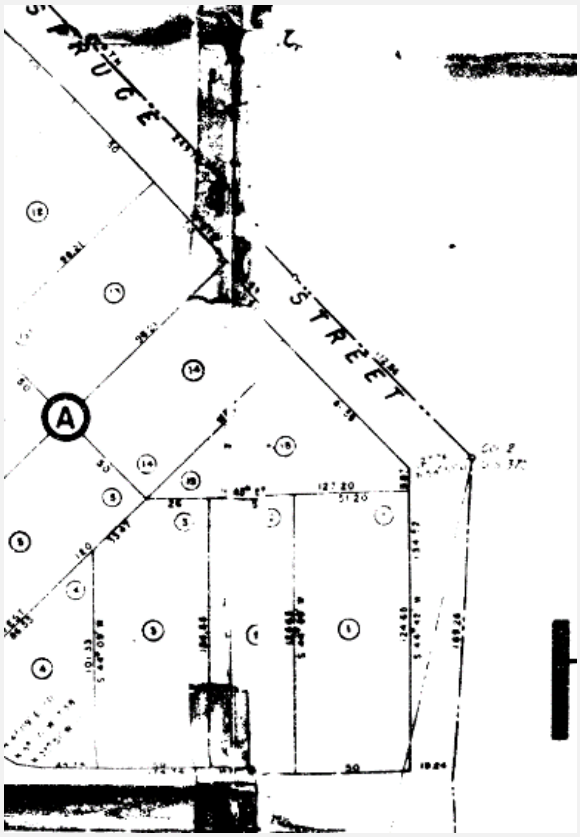
SURROUNDING ZONING AND LAND USES	
North (D5)	Single Family
South (ROW)	Glacier Avenue
East (ROW)	Spruce Street
West (D5)	Single Family

SITE FEATURES	
Anadromous	None
Flood Zone	Zone X
Hazard	N/A
Hillside	N/A
Wetlands	N/A
Parking District	N/A
Historic District	N/A
Overlay Districts	Downtown Juneau ADOD

CURRENT ZONING MAP



1946 PLAT of HIGHLANDS SUBDIVISION



ZONING HISTORY

Year	Zoning District	Summary
1947	N/A	The lot was platted in 1946, prior to the establishment of zoning in Juneau.
1956	R-1 Residential	Zoning was established in Juneau in 1956. The lot was zoned R-1. The minimum lot size was 4,500 square feet. Minimum lot width was 50 feet, and there was no minimum lot depth. Maximum building height was thirty feet, and maximum lot coverage was 50%. The minimum front yard setback was 20 feet, the minimum rear yard setback was 15 feet, the minimum side yard setback was 5 feet, and the minimum street side setback was 10 feet. The lot conformed to zoning requirements.
1969	R5 Residential	In in 1969 the lot was rezoned R5. The minimum lot size was 5,000 square feet for a single family dwelling. The minimum lot width was 50 feet, and the minimum lot depth was 80 feet. The maximum building height was 35 feet, and the maximum lot coverage was 40%. The minimum front yard setback was 20 feet, the minimum rear yard setback was 15 feet, and the minimum side yard setback was 5 feet. The lot became nonconforming for lot depth.
1987	D5 Residential	In 1987, the lot was rezoned D5. The minimum lot size was 7,000 square feet. Minimum lot width was 50 feet and the minimum lot depth was 85 feet. The maximum building height was 35 feet, and the maximum lot coverage was 50%. The minimum front yard setback was 20 feet, the minimum rear yard setback was 10 feet, the minimum street side yard setback was 13 feet, and the minimum side yard setback was 5 feet. The lot became nonconforming for lot size and remained nonconforming for lot depth.
2021	All zoning districts – lot depth repealed	In 2021, the CBJ Assembly adopted Ordinance 2021-28, repealing lot depth as a minimum dimensional standard. Other dimensional standards for D5 remain the same. The lot remains nonconforming for lot size.

BACKGROUND INFORMATION

The applicant requests a Nonconforming Situation Review for lot. The lot was platted in 1946 and a single family dwelling was built on the lot in 1938, per the Assessor's database. The residential structure was demolished in 2021, under permit DMO2021 0002. The demolition occurred prior to the applicant seeking nonconforming status.

The applicant is seeking to build a new single family dwelling with an accessory apartment. There is an existing building permit application (BLD2021 0553) for a new single family dwelling with an accessory apartment that has not yet been issued at the time of this report.

INFORMATION REVIEWED

Year	Type	Summary
1946	Plat	Plat of Highlands Subdivision, showing original property lines
2013	Aerial Photography	Vegetative cover
2021	Building Permit	Demo permit DMO2021 0553
2021	Building Permit Application	Building permit application BLD2021 0553 for new single family dwelling
2021	Assessor's Records	Year built

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	Code Reference
Lot	Size	7,000 square feet	**6,307 square feet**	49.25.400
	Width	70 feet	124 feet	49.25.400
Setbacks	Front	20 feet*	N/A	49.25.400
	Rear	20 feet	N/A	49.25.400
	Side	5 feet	N/A	49.25.400
	Street Side	13 feet	N/A	49.25.400
Lot Coverage		50%	0%	49.25.400
Height	Permissible	35 feet	N/A	49.25.400
	Accessory	25 feet	N/A	49.25.400
Maximum Dwelling Units		1	0	49.25.500
Use		Residential	Vacant	49.25.300
Vegetative Cover		20%	~40%	49.50.300
Parking		2 per dwelling unit (1 additional for accessory apartment)	N/A	49.40.210(a)

**Required front setback can be reduced to 13 feet per CBJ 49.25.430 (4) (K)*

Minimum Lot Requirements – The table and information above demonstrate that the lot does not meet the minimum lot size requirement. The lot was platted in 1947, prior to the establishment of zoning in Juneau.

Finding: Staff finds the lot nonconforming for lot size.

Minimum Setback Requirements – The property is undeveloped. Future development is required to comply with the zoning code.

Finding: N/A

Lot Coverage – The property is undeveloped. Future development is required to comply with the zoning code.

Finding: N/A

Structure Height – The property is undeveloped. Future development is required to comply with the zoning code.

Finding: N/A

Residential Density – The property is undeveloped. Future development is required to comply with the zoning code. A single-family dwelling with accessory apartment is proposed under building permit BLD2021 0553.

Finding: N/A

Use – The use of the lot is residential.

Finding: Staff finds the lot conforming for use.

Vegetative Cover – 2013 GIS aerial photography shows vegetative cover to be approximately 40%.

Finding: Staff finds the lot conforming for vegetative cover.

Parking – CBJ 49.40.210 requires two off-street parking spaces per dwelling unit and one for an accessory apartment. Back-out parking may be allowed for single-family dwellings in residential zoning districts per 49.40.230(b)(7)(A).

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 no 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 nonconforming situations were allowed when the lot was platted in 1946.

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

2. **Has the nonconforming situation been abandoned?**

   Analysis: No information has been submitted that suggests the nonconforming situations have been abandoned.

   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 Lots (49.30.260):
  - Lot size of 6,307 square feet

STAFF REPORT ATTACHMENTS

Item	Description
Attachment A	Application Packet
Attachment B	Information Reviewed

JUNEAU COMMUNITY DEVELOPMENT

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
1500 Glacier Avenue

Legal Description(s) (Subdivision, Survey, Block, Tract, Lot)
Highlands BL A LT 1

Parcel Number(s)
1C030J040010

☐ This property located in the downtown historic district
☐ This property located in a mapped hazard area, if so, which _____

LANDOWNER/ LESSEE

Property Owner
Northern Lights Development, Inc

Contact Person
Troy Mayer

Mailing Address
1750 Anka Street Juneau AK 99801

Phone Number(s)
907-780-6300

E-mail Address
northernlights@gci.net

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 _____ 09/02/2021
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 _____ 09/02/2021
Applicant's Signature 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	
AS/IMG	
Case Number	Date Received
NCC21-73	9/2/21

I:\FORMS\PLANFORM\DPA.docx Attachment D - NCC2021 0073

CITY AND BOROUGH OF JUNEAU
COMMUNITY DEVELOPMENT

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
substandard size lot	plat

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

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	$_____			
Admin. of Guarantee	$_____			
Adjustment	$_____			
Total Fee	$ Ø ass. w/ USE case			

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.

Case Number	Date Received
NCC21-73	9/2/21

NORTHERN LIGHTS DEVELOPMENT, INC.
1750 Anka Street Juneau, AK 99801
Phone: 907-780-6300 Fax: 907-780-6306
northernlights@gci.net

City and Borough of Juneau
Community Development

To Whom It May Concern:

Northern Lights Development would like to build a house with a mother-in-law apartment on the first floor at 1500 Glacier Ave. The lot is substandard in size at 6,307 square feet.

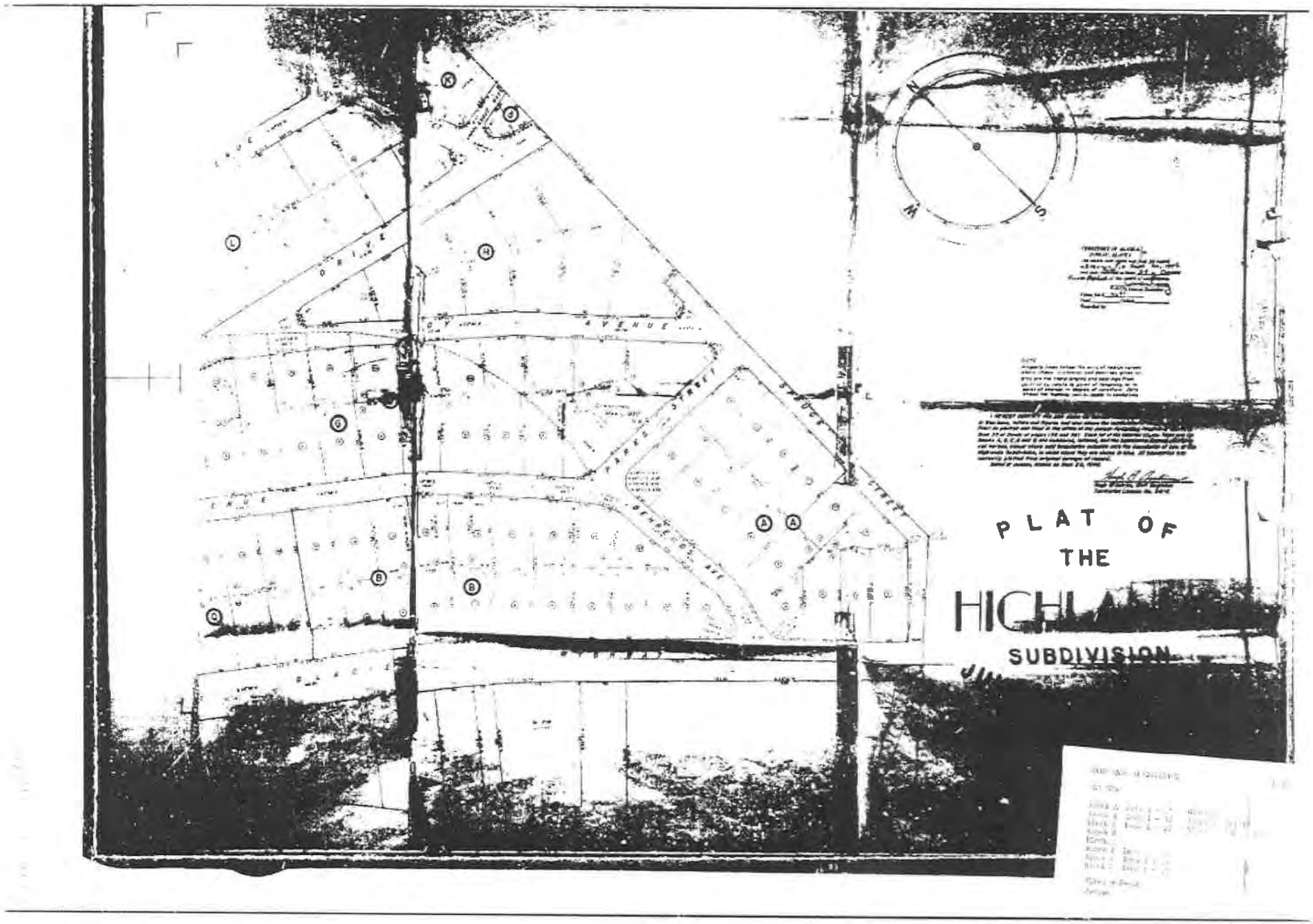
The lot previously had a house on it that was demolished.

The addition of the mother-in-law apartment would not change the footprint of the building.

The addition of the apartment would increase affordable housing in the downtown area aligning with the City's Comprehensive Plan.

There is a buyer for the home contingent on the apartment being approved.

Attachment A - Application Packet



Attachment D - NCC2021 0073

SPRUCE ST

Assessor's Database

Current Owner

NORTHERN LIGHTS DEVEOLPMENT INC
1750 ANKA ST, JUNEAU AK 99801

Parcel #: 1C030J040010 (Map)	**Address:** 1500 GLACIER AVE	**Legal Desc. 1:** HIGHLANDS BL A LT 1	**Legal Desc. 2:**
Prev. Owner: LEONORA FLORENDO	**Site Value:** $167200.00	**Building PV:** $144600.00	**Total PV:** $311800.00
Use Code: Residential	**Exempt:** Senior Citizen	**Zoning:** -Single Family and Duplex -7,000 sq.ft minimum lot size -5 units per acre	**Tax Year:** 2021
No. of Units: 001	**Year Built:** 1938		**Gross Liv. Area:** 000975 sqft
Garage: Yes	**Garage Area:** 000352	**Lot Size:** 6307.00	**Last Trans:** 20210430
City Water: Yes	**City Sewer:** Yes		
Exempt Land: 150000	**Exempt Building:** 0	**Exempt Total:** 150000	**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.).

City & Borough of Juneau
Alaska's Capital City

Application Date: **August 10, 2021**

BUILDING PERMIT APPLICATION

NOTE: THIS IS NOT A BUILDING PERMIT

* NOTE: "Building Permit" is a generic term which includes Building Safety Inspections, Grading Permits, and permits for Electrical, Plumbing and Mechanical work.

Case No: **BLD20210553**

Case Description: New single family dwelling

Site Address: **1500 GLACIER AVE**

Parcel No: 1C030J040010

Legal Description: HIGHLANDS BL A LT 1

Check No. of Existing Dwelling Units: 1

No. of New Dwelling Units: 1

No. of Removed Dwelling Units: 0

Applicant : **NORTHERN LIGHTS DEVELOPMENT INC**
1750 ANKA ST
JUNEAU AK 99801

e-mail: nld@acsalaska.net

PH1	780-6860
CEL	723-7778
WK	780-6300
WK	780-6860

Owner: **NORTHERN LIGHTS DEVEOLPMENT INC**
1500 GLACIER AVE
JUNEAU AK 99801

PH: _____ FAX _____

Contractor: NORTHERN LIGHTS DEVELOPMENT INC
1750 ANKA ST
JUNEAU AK 99801

Valuation for Permit Fee Calculations:

S.F.	Type	Rate	Amount
3,378	Residential-Single Family Resi	116.96	395,090.88
265	Utl & Misc-Decks	9.91	2,626.15
387	Utl & Misc-Porch	43.28	16,749.36
	Total Valuation:		$414,466.38

Associated Cases:

None.

Parcel Tags:

Notes and Conditions:

Applicant's Signature
(Owner, Contractor or Authorized Agent)

Date

Staff Acceptance

I hereby certify that I have read and examined this application and know the same to be true and correct. I further certify that all provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I understand that the granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state or local law regulating construction or the performance of construction.

JUNEAU PERMIT CENTER - 230 S. Franklin Street - 4th Floor, Marine View Center - Mail: 155 S. Seward Street, Juneau, AK 99801
Phone: 586-0770 - FAX: 586-3365 - Inspection Requests: 586-1703 - Email: permits@ci.juneau.ak.us
Web Page: HTTP://WWW.JUNEAU.ORG/PERMITS

Adrienne Scott

From: domadmin@juneau.org
Sent: Friday, August 13, 2021 3:55 PM
To: Permits
Subject: Online Permit Application

Categories: Adrienne

Project Description
Permit Type
Building Permit
Project Address or Legal Description
1500 Glacier Ave. Juneau, AK
Describe Proposed Project in Detail
Build new SFH at 1500 Glacier Ave.
Applicant Information
Applicant Name
Northern Lights Development, Inc.
Applicant Address
1750 Anka St
Primary Phone
(907) 780-6300
Email
NORTHERNLIGHTS@GCI.NET
Owner Information
Owner's Name
Troy Mayer
Owner's Address
1750 Anka St
Owner Phone
(907) 780-6300
Contractor Information
Contractor Name (or Owner/Builder)
Troy Mayer
Contractor Phone

(907) 780-6300

CITY AND BOROUGH OF JUNEAU
COMMUNITY DEVELOPMENT

BUILDING PERMIT

Permit No
DMO20210002

* 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 covenent 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: **1500 GLACIER AVE**
Permit Number: **DMO20210002**
Project Description: Full Demo of Residential Structure.

Issued Date : **03/12/2021**
Parcel No: **1C030J040010**

Parcel Information : HIGHLANDS BL A LT 1

Setbacks: Zone: :
Front: 20.00 Ft. Side 1: 5.00 Ft.
Rear: 20.00 Ft. Side 2: 5.00 Ft.
Street Side: 13.00 Ft.
Comments:

Owner :
LEONORA FLORENDO
C/O AMELIA RIVERA
4393 JULEP ST
JUNEAU AK 99801

Applicant :
NORTHERN LIGHTS DEVELOP INC
1750 ANKA ST
JUNEAU AK 99801

Fee Type	Date	Receipt	Amount Paid

Total Fees Paid:

Valuation for Permit Fee Calculations:

S.F.	Type	Rate	Amount

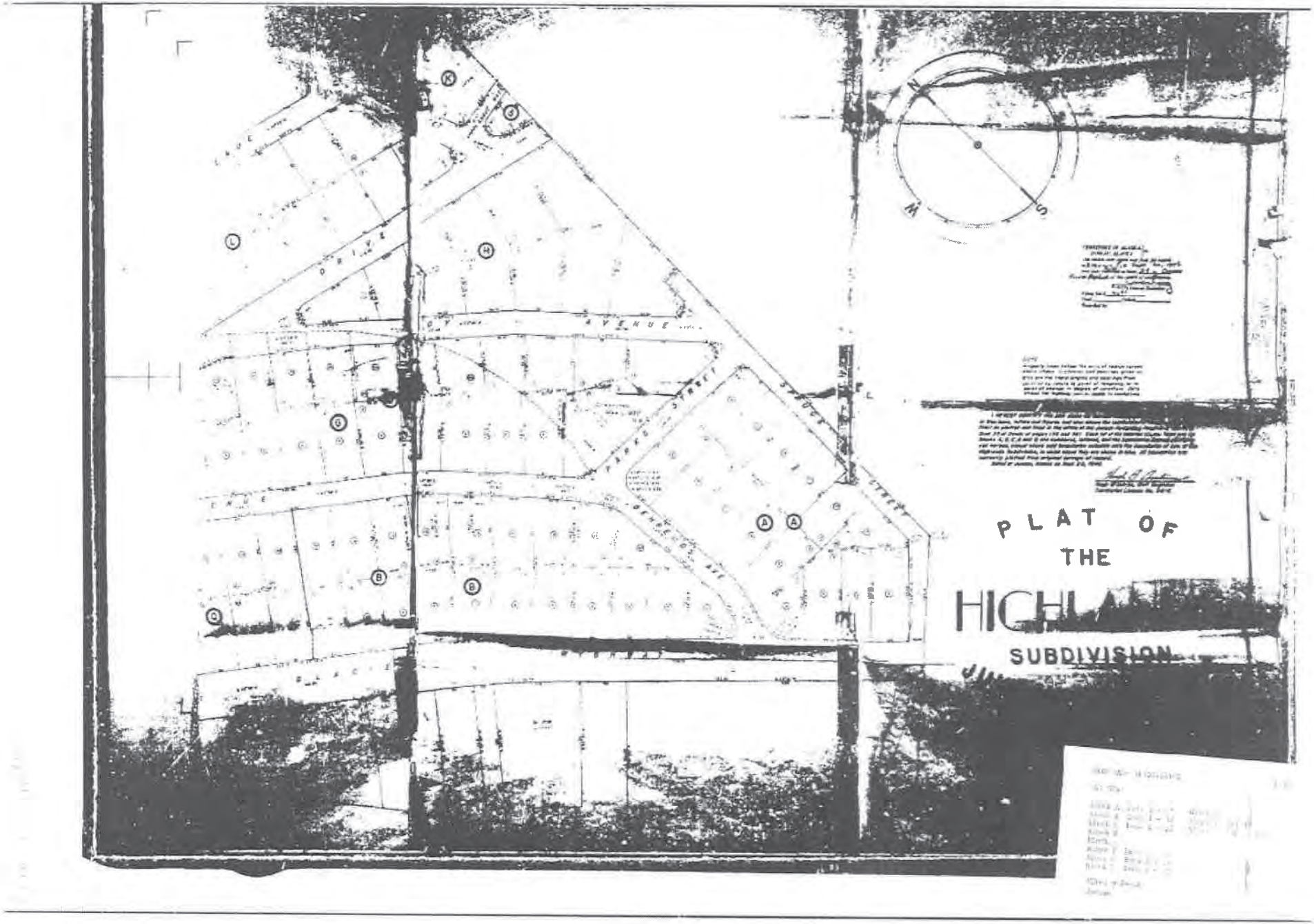
Total Valuation: $0.00

Project Conditions and Holds:

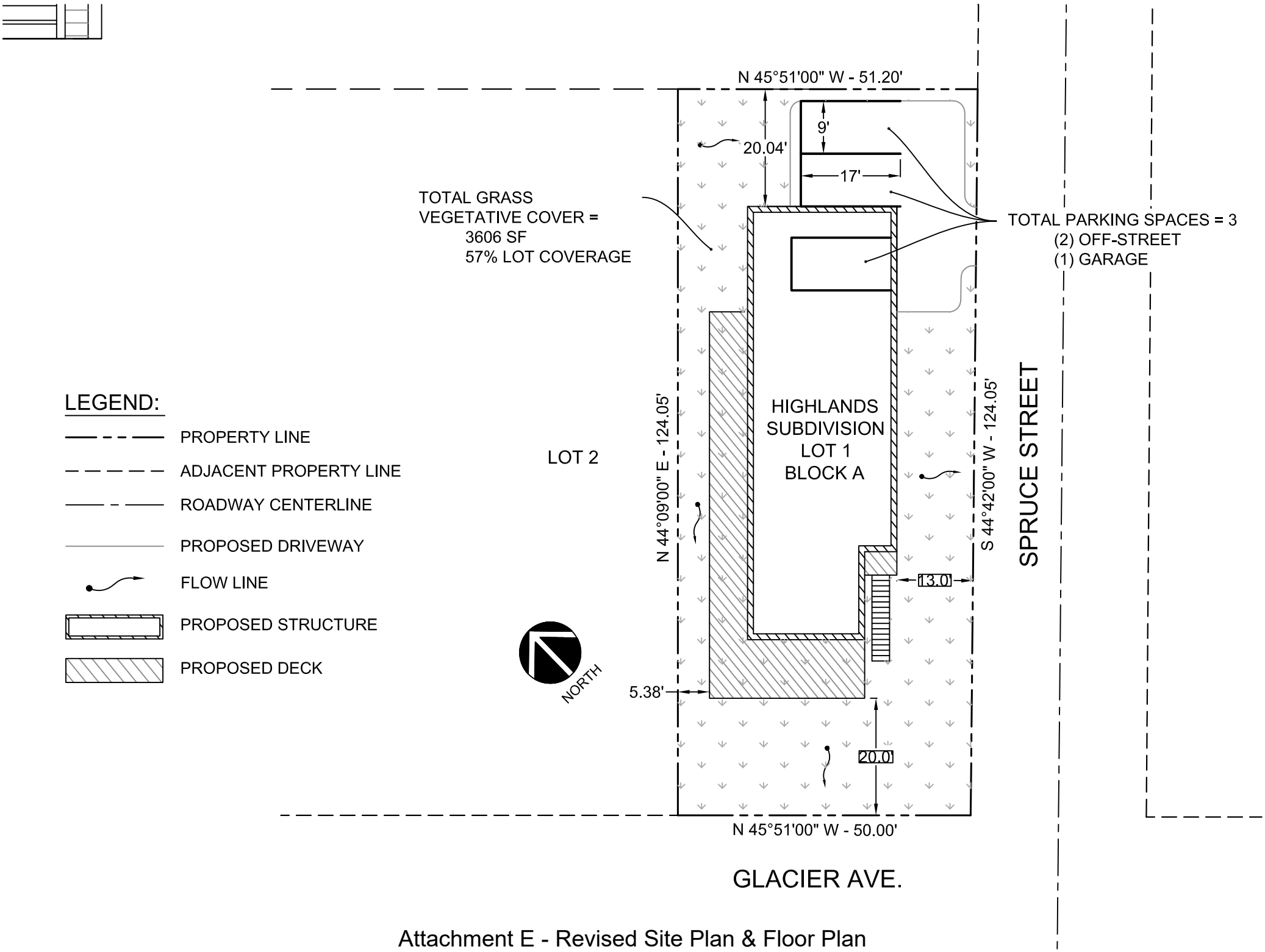
Demo - Building prior to 1982 - Advisory: If your building was built prior to 1982 an asbestos survey may be required prior to disposal of demolition materials at the landfill.

Inspections Required: Call for inspection before covering or concealing any of the work described below. Inspections may be combined.
B-Demo Electric Safed Off B-Demo Sewer/Water Capped B-Demolition Final

Attachment B - Information Reviewed



Attachment D - NCC2021 0073



Attachment E - Revised Site Plan & Floor Plan

City & Borough of Juneau
Alaska's Capital City

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.)

WFU	No. of Fixtures		WFU	No. of Fixtures	
	3	Bathtub (w/ or w/o showerhead)		1	Dishwasher
		Bathtub with ¾" valve		2	Clothes washer hook-up
		Bidet			Bar Sink
	5	Lavatory (bathroom sink)		2	Kitchen Sink
		Shower			Laundry Sink
	4	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.)

WFU	No. of Fixtures		WFU	No. of Fixtures	
		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? 18 Feet

STAFF USE Hydrant PSI:		**STAFF USE** PSI Adjustment:		**STAFF USE** Total PSI:	

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY
COMMUNITY DEVELOPMENT

ACCESSORY APARTMENT 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:
New construction- SFH w/ apt on 1st floor

ACCESSORY APARTMENT DESIGN

- ☒ Attached to or Within a Single-Family Dwelling
- ○ Within a Two-Unit Common-Wall Dwelling
- ○ Associated With a Detached Garage
- ○ Not Affiliated with Another Structure (Stand alone)

AREA OF APARTMENT **Net Floor Area** 550 **square feet**

Areas common to more than one dwelling unit including entry ways, furnace rooms, laundry rooms, and interior stairways are not be included in the computation of net floor area.

PARKING **Existing Spaces** _____ **Total Proposed Spaces** _____

(Parking dimensions must be a minimum of 8.5' X 17', and each parking space must be drawn to scale on the site plan.)

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

SITE INFORMATION

ZONING DISTRICT _____

MINIMUM LOT SIZE (49.25.400) _____

ACTUAL LOT SIZE _____

UTILITIES AVAILABLE

WATER: ☐ Public ☐ On Site

SEWER: ☐ Public ☐ On Site

Permitting Process: ☐ Departmental Review ☐ Planning Commission

☐ Pre-Application Conference held

☐ Narrative and Pre-App notes attached

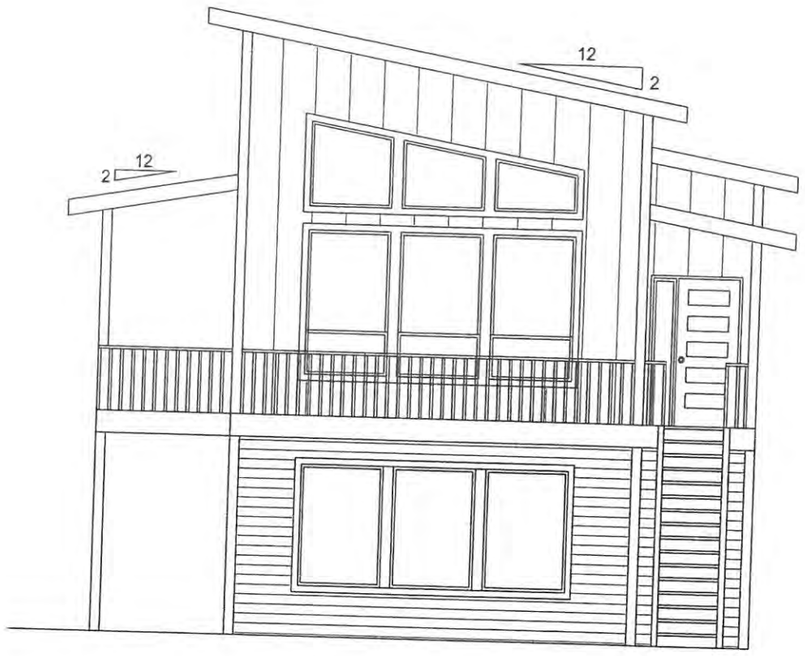
Fees (Departmental Approval)	Fees	Check No.	Receipt No.	Date
Application Fees	See Building Permit			
Fees (Conditional Use Permit)				
Application Fee	$ _____			
Public Notice Sign Fee	$ _____			
Public Notice Sign Deposit	$ _____			
Total	$ _____			

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

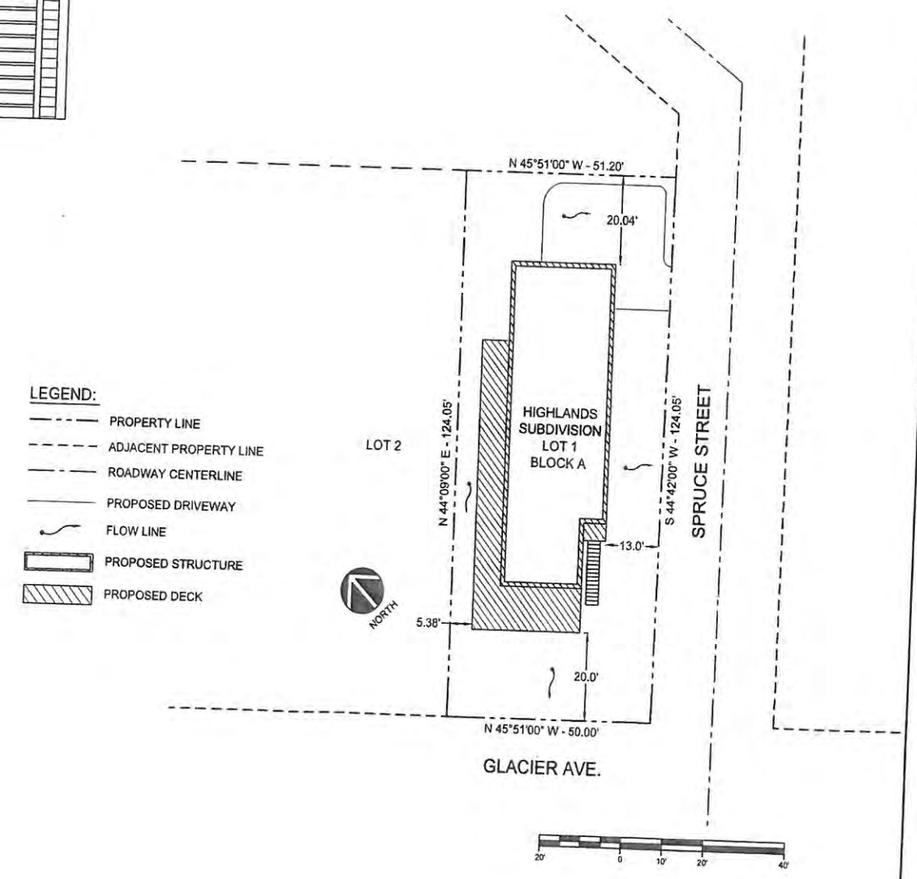


SHEET INDEX

SHEET	DESCRIPTION
1	COVER SHEET
2	FOUNDATION PLAN
3	FIRST FLOOR PLAN
4	SECOND FLOOR PLAN
5	JOIST PLAN & ROOF PLAN
6	BUILDING SECTION "A-6"
7	BUILDING SECTION "A-7"
8	BUILDING ELEVATIONS
9	BUILDING ELEVATIONS

GENERAL NOTES:
Please refer to 2012 International Residential Code, International Mechanical Code 2012, Uniform Plumbing Code 2015, International Fuel Gas Code 2012, International Fire Code 2012, International Existing Building Code, 2012 International Property Maintenance Code, 2017 National Electrical Code, and CBJ 19.12 Excavation and Grading Code for current adopted building codes. Please also refer to any changes or updates to codes as modified by CBJ Title 19. Please also refer to CBJ Handouts regarding stairs, handrails and guardrails, smoke alarms and CO detectors, ventilation, egress windows, electrical FAQ's, and thermal requirements. All found at the following website:
http://www.juneau.org/cddftp/buildpolicy2003.php

IMPORTANT:
These plans and specifications are considered a guide and they do not depict every component necessary for the completion of the project. All construction shall conform to the 2012 International Residential Code and other codes & regulations adopted by the City & Borough of Juneau. All engineered components, systems, and other manufactured items and equipment shall be installed according to the manufacturer's specifications.
Before construction begins, a building permit is applied for, or materials are ordered, the building contractor, as designated by the owner, shall review the plans with the designer. The designer's liability due to errors or omissions contained within these drawings shall be limited to the redrawing or redesigning of the plan to address the situation.



NORTHERN LIGHTS DEVELOPMENT
1750 ANKA ST.
JUNEAU, AK 99801

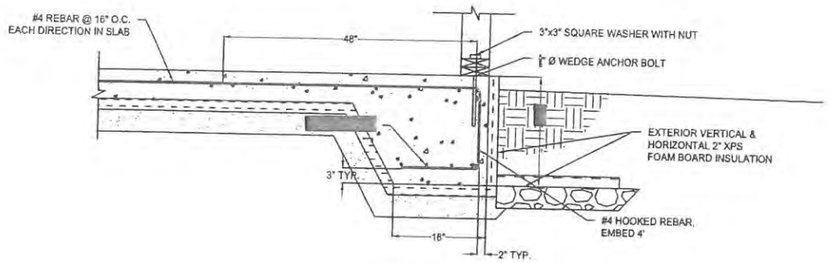
HIGHLANDS SUBDIVISION
LOT 1, BL A

1500 GLACIER AVENUE HOUSE
COVER SHEET

EKH DESIGN & ENGINEERING

SCALE: VARIES
DATE: 7/28/21
DRAWN BY: AES
CHECKED BY: EKH

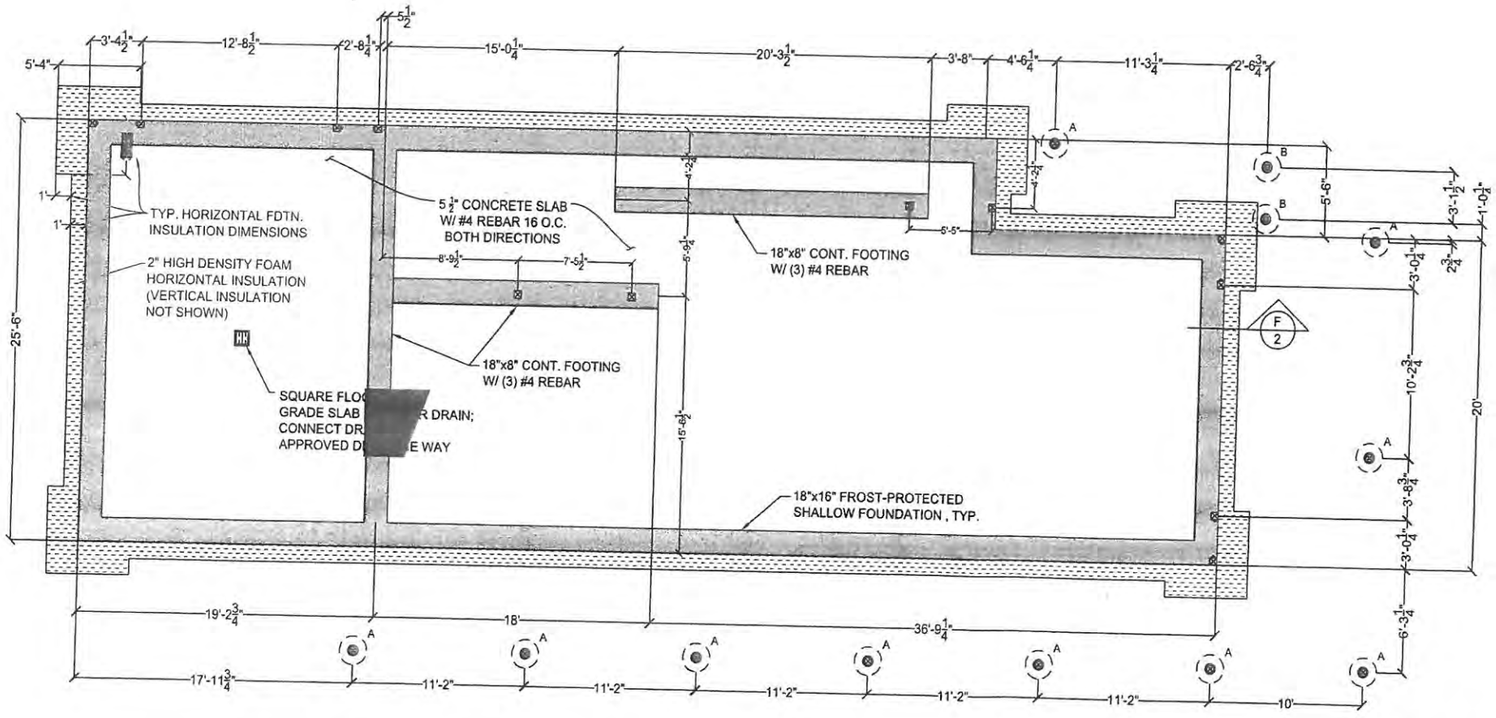
SHEET 1 OF 9



F/2 FOUNDATION SECTION
NTS

FOUNDATION PLAN
3/16" = 1'-0"

- ⊠ SIMPSON CBSQ66 WITH 6"x6" POST (OR (4) 2x6) & CC OR ECC COLUMN CAP
- ⊠ SIMPSON HDU8, SSTB 16 WITH 6x6 POST (OR (4) 2x6) & CC OR ECC COLUMN CAP
- (⊙)A 8" Ø CONC. COLUMN 20" Ø BIGFOOT FOOTING SIMPSON CBSQ66
- (⊙)B 8" Ø CONC. COLUMN 20" Ø BIGFOOT FOOTING SIMPSON PBS46



NORTHERN LIGHTS DEVELOPMENT
1750 ANKA ST.
JUNEAU, AK 99801

HIGHLANDS SUBDIVISION
LOT 1, BL A

1500 GLACIER AVENUE HOUSE
FOUNDATION PLAN

EKH DESIGN & ENGINEERING

SCALE: VARIES	DATE: 7/28/21
DRAWN BY: AES	CHECKED BY: EKH

SHEET 2 OF 9

STATE OF ALASKA 49TH
Erin K. Howell
Date 7/28/21
No. CE 114191
REGISTERED PROFESSIONAL ENGINEER

WINDOW/DOOR SCHEDULE

LABEL	QTY.	WINDOW TYPE	DIMENSIONS
A	2	FIXED	6'-0"x2'-0"
B	6	FIXED	4'-0"x5'-6"
C	1	SLIDER	6'-0"x5'-0"
D	6	SLIDER	5'-0"x5'-0"

FIRST FLOOR PLAN

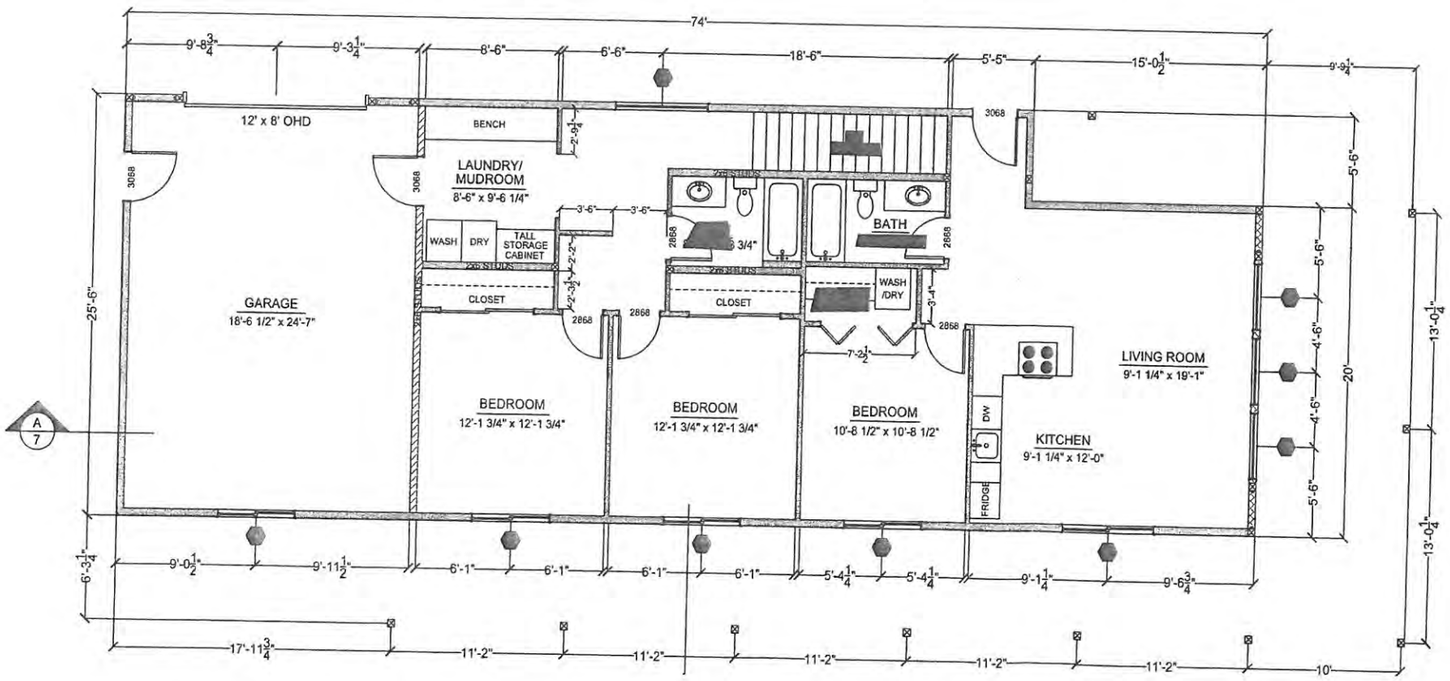
GARAGE: 484.5 SF
APARTMENT: 550 SF
LIVING = 735 SF
SCALE = 3/16" = 1'-0"

SPECIAL SHEARWALL; ½" SHEATHING ONE SIDE OF WALL
NAIL PATTERN: 8d NAILS 6" O.C. IN THE FIELD, 12" AT EDGES
2x6 P.T. PLATE ⅝"Ø x 10" WEDGE ANCHOR BOLTS, 3"x3" SQUARE WASHERS 4" O.C.
AND W/IN 1' OF CORNERS OR ENDS.

SPECIAL SHEARWALL; ⅝" SHEATHING BOTH SIDES OF WALL.
NAIL PATTERN: 10a NAILS 3" O.C. IN THE FIELD, 12" AT EDGES.
FRAMING AT PANEL EDGES MUST BE 3" NOMINAL OR WIDER AND NAILS 5' TALL BE STAGGERED WHERE 10d NAILS HAVING A PENETRATION INTO FRAMING OF MORE THAN 1 ⅜" ARE SPACED 3" O.C.

SIMPSON CBSQ66 WITH 6"x6" POST (OR (4) 2x6) & CC OR ECC COLUMN CAP

SIMPSON HDU8, SSTB 16 WITH 6x6 POST (OR (4) 2x6) & CC OR ECC COLUMN CAP



STATE OF ALASKA 49TH
Erin K. Howell
Date 7/26/21
No. CE 11191
REGISTERED PROFESSIONAL ENGINEER

NORTHERN LIGHTS DEVELOPMENT
1750 ANKA ST.
JUNEAU, AK 99801

HIGHLANDS SUBDIVISION
LOT 1, BL A

1500 GLACIER AVENUE HOUSE
FIRST FLOOR PLAN

EKH DESIGN & ENGINEERING

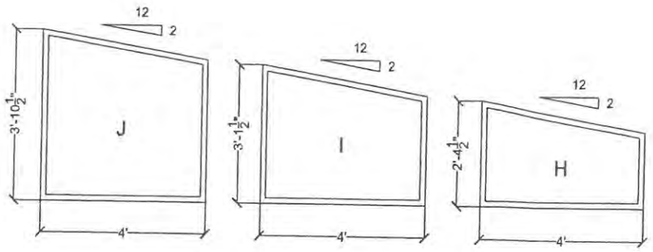
SCALE: 3/16"=1'
DATE: 7/28/21
DRAWN BY: AES
CHECKED BY: EKH

SHEET 3 OF 9

WINDOW/DOOR SCHEDULE

LABEL	QTY.	WINDOW TYPE	DIMENSIONS
E	1	SLIDER	5'-0"x2'-0"
F	1	FIXED	7'-0"x2'-0"
G[1]	1	DOOR	3'-0"x6'-8"
H	1	FIXED-ANGLED	SEE DETAIL A-4
I	1	FIXED-ANGLED	SEE DETAIL A-4
J	1	FIXED-ANGLED	SEE DETAIL A-4
K[2]	3	FIXED	5'-0"x2'-0"
L[3]	3	FRENCH DOOR	6'-0"x6'-8"
M	1	SLIDER	4'-0"x4'-6"

1. WITH 14" SIDELITE
2. WITH 14" TRANSOM
3. ABOVE COVERED DECK ROOFLINE



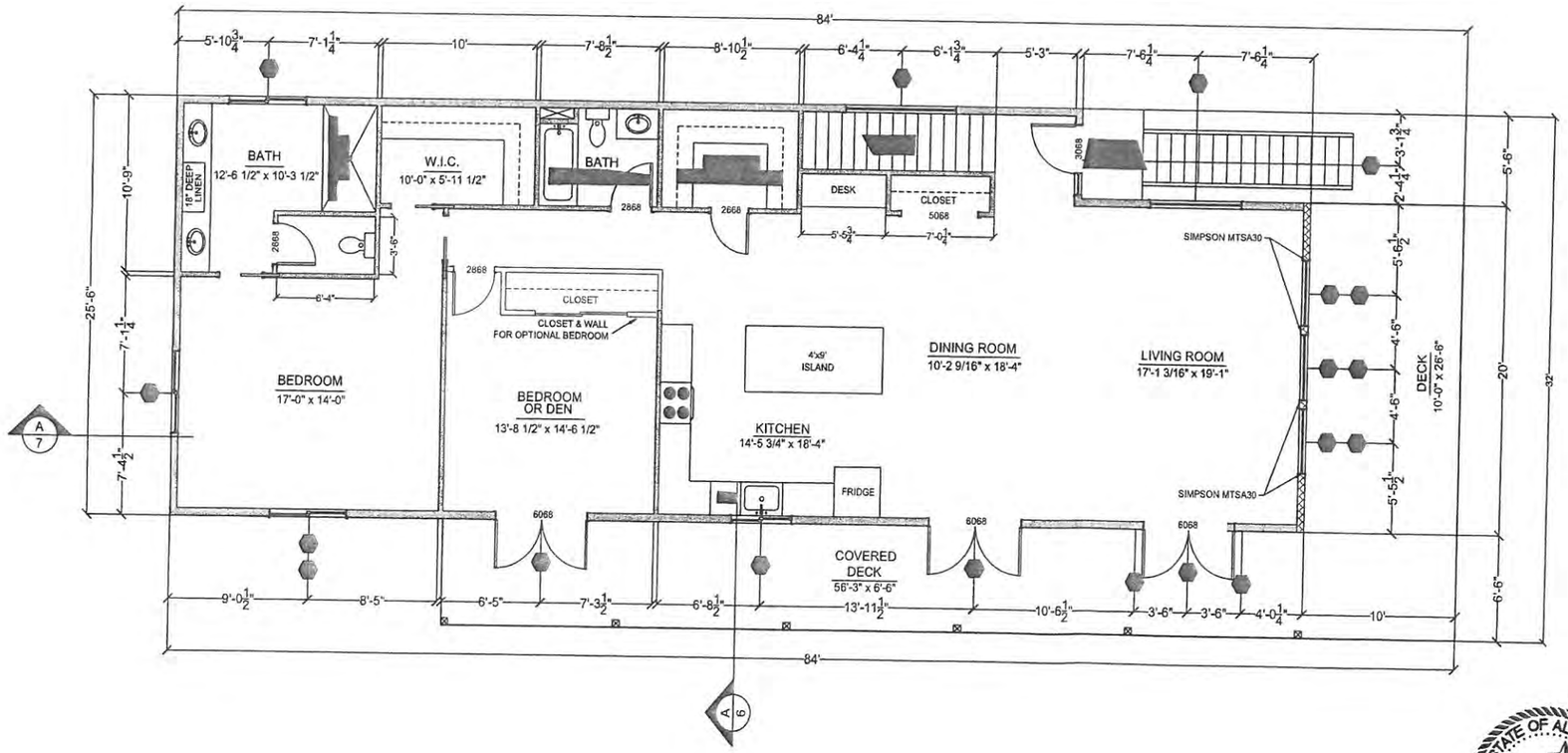
A/4 WINDOW I,J, AND K DETAIL
NTS

SECOND FLOOR PLAN

SCALE : 3/16" = 1'-0"
LIVING: 1084.2 SF
COVERED DECK: 649.5 SF
UNCOVERED DECK: 265 SF

SPECIAL SHEARWALL; ½" SHEATHING BOTH SIDES OF WALL. NAIL PATTERN: 10d NAILS 3" O.C. IN THE FIELD, 12" AT EDGES. FRAMING AT PANEL EDGES MUST BE 3" NOMINAL OR WIDER AND NAILS 5" TALL BE STAGGERED WHERE 10d NAILS HAVING A PENETRATION INTO FRAMING OF MORE THAN 1½" ARE SPACED 3" O.C.

SIMPSON CBSQ66 WITH 6"x6" POST (OR (4) 2x6) & CC OR ECC COLUMN CAP



STATE OF ALASKA
49 TH
Erin K. Howell
Date 7/28/21
No. CE 114191
REGISTERED PROFESSIONAL ENGINEER

NORTHERN LIGHTS DEVELOPMENT
1750 ANKA ST.
JUNEAU, AK 99801

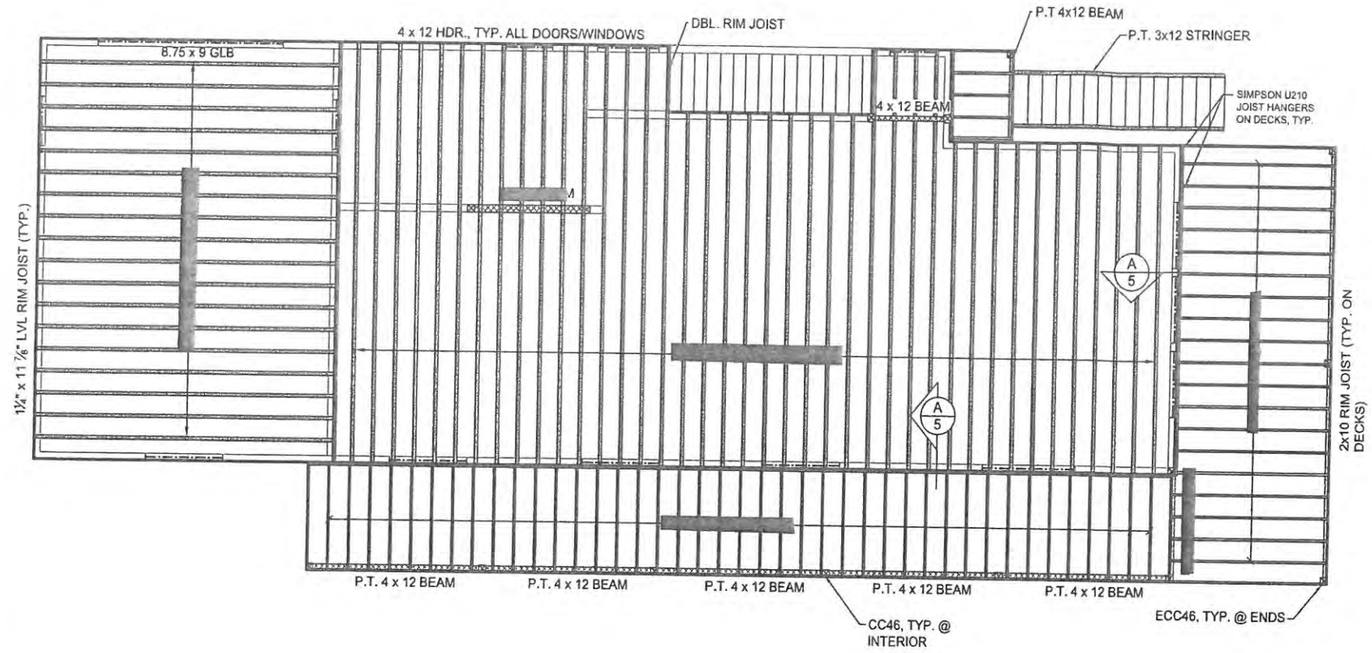
HIGHLANDS SUBDIVISION
LOT 1, BL A

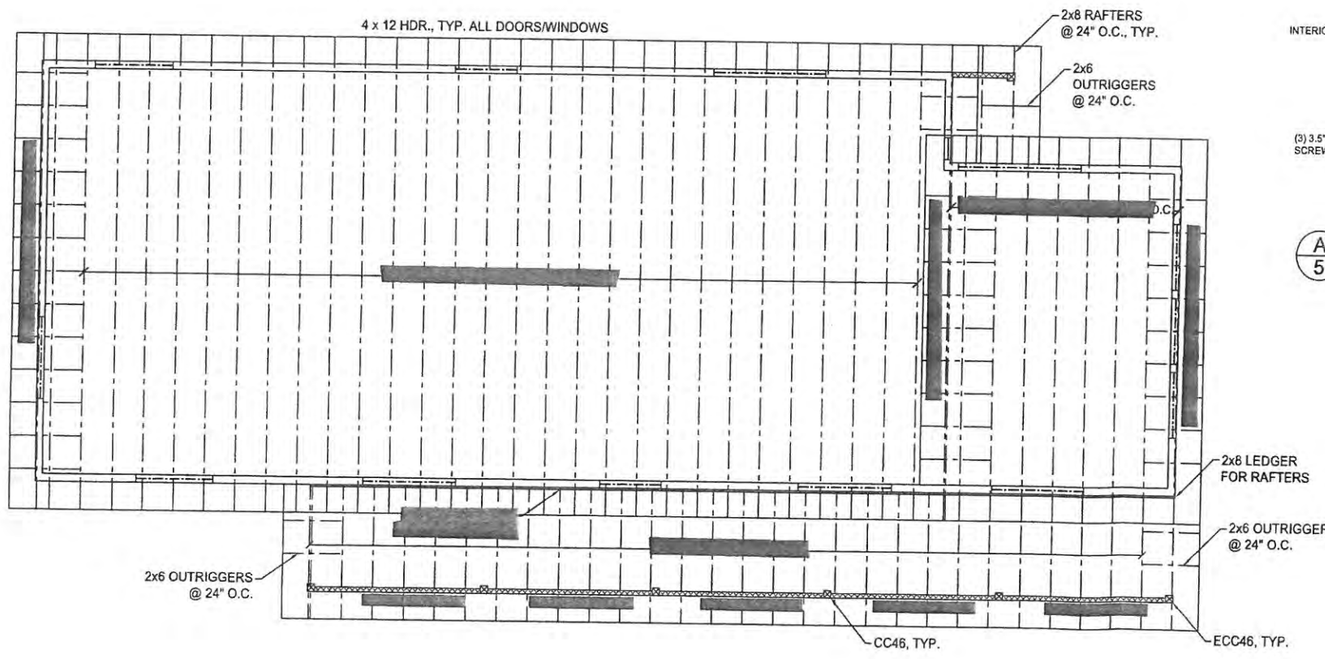
1500 GLACIER AVENUE HOUSE
SECOND FLOOR PLAN

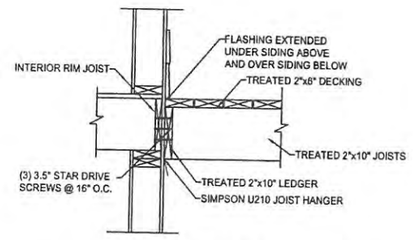
EKH DESIGN & ENGINEERING

SCALE: VARIES
DATE: 7/28/21
DRAWN BY: AES
CHECKED BY: EKH

SHEET 4 OF 9







A/5 DECK CONNECTION
SCALE: 1" = 1'-0"

NORTHERN LIGHTS DEVELOPMENT
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JUNEAU, AK 99801

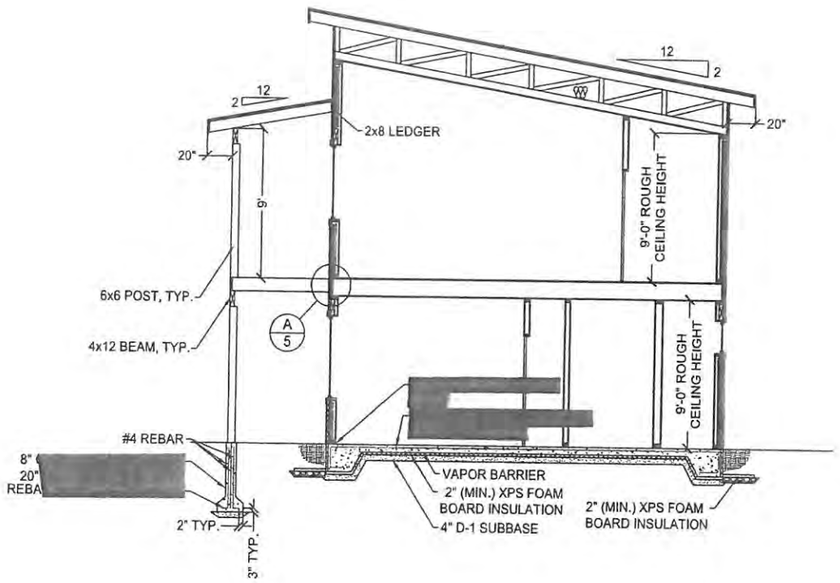
HIGHLANDS SUBDIVISION
LOT 1, BL A

1500 GLACIER AVENUE HOUSE
JOIST & ROOF PLAN

EKH DESIGN & ENGINEERING

SCALE: 3/16"=1'
DATE: 7/28/21
DRAWN BY: AES
CHECKED BY: EKH

SHEET 5 OF 9



A/6 BUILDING SECTION
SCALE: 3/16" = 1'-0"

ROOF:
STANDARD SEAM METAL ROOFING FOR LOW PITCHED ROOFS
ROOFING UNDERLAYMENT
ICE AND WATER SHIELD PER MANUFACTURER'S RECOMMENDATIONS
5/8" PLYWOOD SHEETHING
NAIL W/ 8d @ 6" O.C. AT PANEL EDGES, 12" O.C. IN THE FIELD
SIMPSON H10 TIE @ EACH TRUSS BEARING POINT

ENGINEERED TRUSSES:
TRUSSES DESIGNED BY OTHERS
TRUSSES PLACED 24" O.C.
R-49 BLOWN IN INSULATION
VAPOR BARRIER
5/8" GYPSUM WALLBOARD ON CEILING
CLOSED SOFFIT WITH SCREENED VENT STRIP OR VINYL SOFFIT
2x8 FASCIA

EXTERIOR WALL CONSTRUCTION:
2"x6" STUDS 16" O.C.
½" GYPSUM BOARD @ INTERIOR
½" PLYWOOD OR OSB SHEATHING
NAIL W/ 8d @ 6" O.C. AT PANEL EDGES, 12" O.C. IN THE FIELD
BLOCKING REQ'D AT ALL PANEL EDGES
AIR/WATER BARRIER HOUSEWRAP UNDER SIDING
R-21 BATT INSULATION BETWEEN STUDS
1" XPS FOAM BOARD INSULATION ON OUTSIDE WALL
OR
R-13 BATT INSULATION BETWEEN STUDS
2" XPS FOAM BOARD INSULATION ON OUSIDE WALL
CEMENT BOARD SIDING + RIBBED ENAMEL ACCENTS

INTERIOR WALL CONSTRUCTION:
2"x4" STUDS 16" O.C. (UNLESS NOTED OTHERWISE)
½" GYPSUM BOARD BOTH SIDES

SUBFLOOR:
1 1/8" T&G PLYWOOD SHEATHING GLUED & NAILED TO JOISTS
GLUE T&G EDGES

FLOOR:
11 7/8" TJI 560 @ 16" O.C., TYP.
USE (4) 2"x6" SQUASH BLOCKS BETWEEN ALL POINT LOADS IF POSTS ARE NOT EXTENDED BETWEEN JOISTS
BLOCK BETWEEN JOISTS PER MANUFACTURER'S RECOMMENDATIONS

FOUNDATION CONNECTION:
2"x6" PRESSURE TREATED PLATE
5/8" Ø x10" WEDGE ANCHOR BOLTS
3"x3" SQUARE WASHERS, 4' O.C.
(AND W/IN 1' OF CORNERS OR MUDSILL ENDS)

FOUNDATION:
16"x18" CONCRETE FOOTING
#4 HOOKED REBAR @ 16" O.C.
(4) #4 HORIZONTAL REBAR
NFS MATERIAL BELOW FOOTINGS
4" COMPACTE D-1 BELOW FOOTINGS
FINISH GRADE OF BACKFILL 2% AWAY FROM BUILDING FOR MIN. 5'

FOUNDATION DRAIN:
4" PERF. DRAIN PIPE W/
2" DRAIN ROCK ALL AROUND
FILTER FABRIC AROUND ROCK
DRAIN TO DAYLIGHT

STATE OF ALASKA
49 TH
Erin K. Howell
Date 7/28/21
No. CE 114191
REGISTERED PROFESSIONAL ENGINEER

NORTHERN LIGHTS DEVELOPMENT
1750 ANKA ST.
JUNEAU, AK 99801

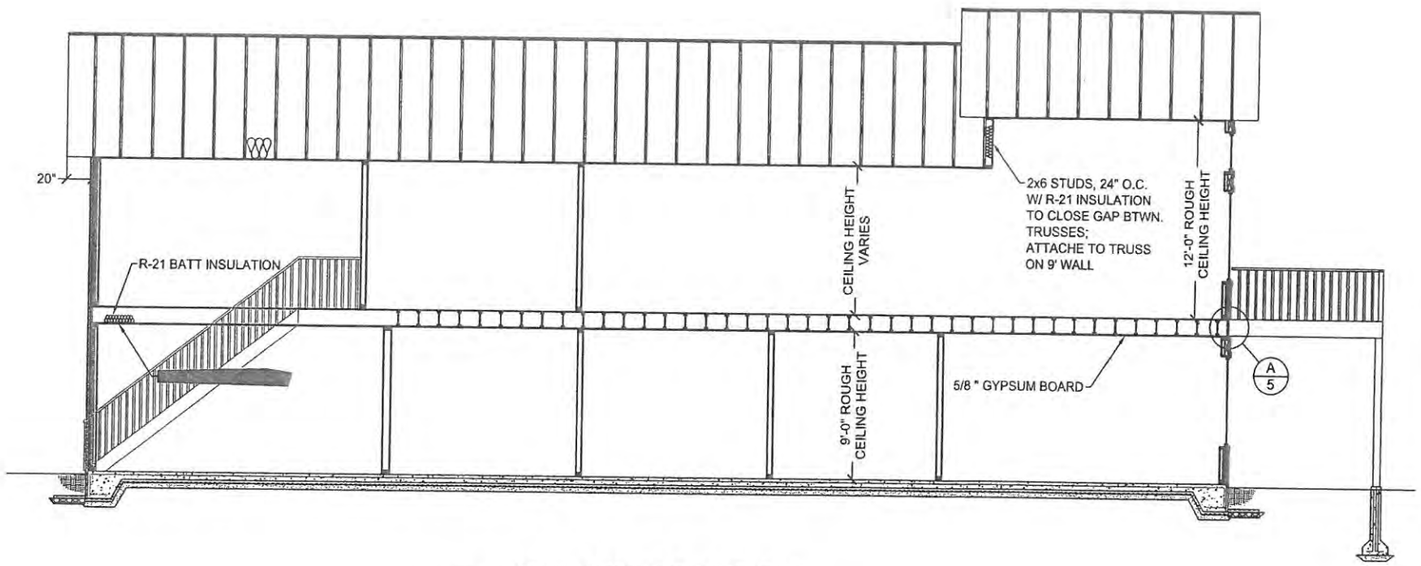
HIGHLANDS SUBDIVISION
LOT 1, BL A

1500 GLACIER AVENUE
HOUSE
BUILDING SECTION

EKH DESIGN & ENGINEERING

SCALE: 3/16"=1'
DATE: 7/28/21
DRAWN BY: AES
CHECKED BY: EKH

SHEET 6 OF 9



A/7 BUILDING SECTION

SCALE: 3/16" = 1'-0"

STATE OF ALASKA
49 TH
Erin K. Howell
Date 7/28/21
No. CE 114191
REGISTERED PROFESSIONAL ENGINEER

NORTHERN LIGHTS DEVELOPMENT
1750 ANKA ST.
JUNEAU, AK 99801

HIGHLANDS SUBDIVISION
LOT 1, BL A

1500 GLACIER AVENUE HOUSE
BUILDING SECTION

EKH DESIGN & ENGINEERING

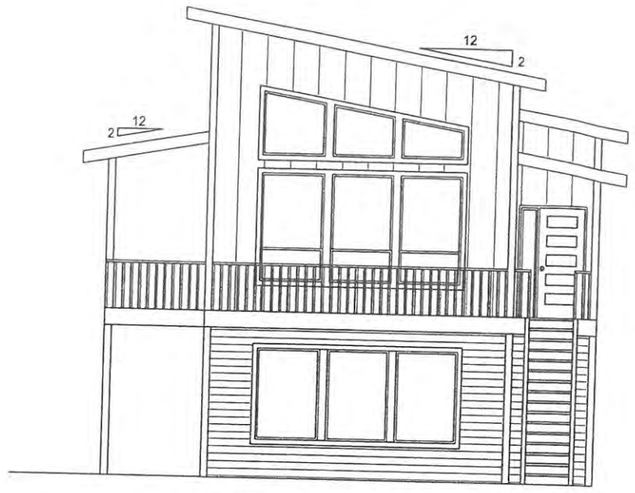
SCALE: 3/16"=1'

DATE: 7/28/21

DRAWN BY: AES

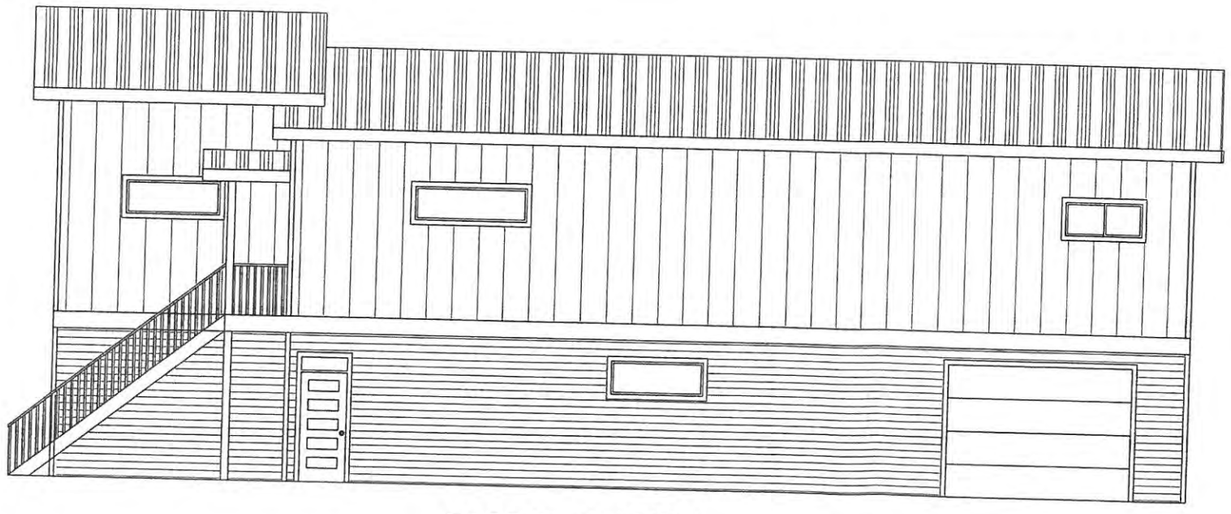
CHECKED BY: EKH

SHEET 7 OF 9



SOUTH ELEVATION

SCALE: 3/16" = 1'-0"



EAST ELEVATION

SCALE: 3/16" = 1'-0"

NORTHERN LIGHTS DEVELOPMENT
1750 ANKA ST.
JUNEAU, AK 99801

HIGHLANDS SUBDIVISION
LOT 1, BLA

1500 GLACIER AVENUE HOUSE
BUILDING ELEVATIONS

EKH DESIGN & ENGINEERING

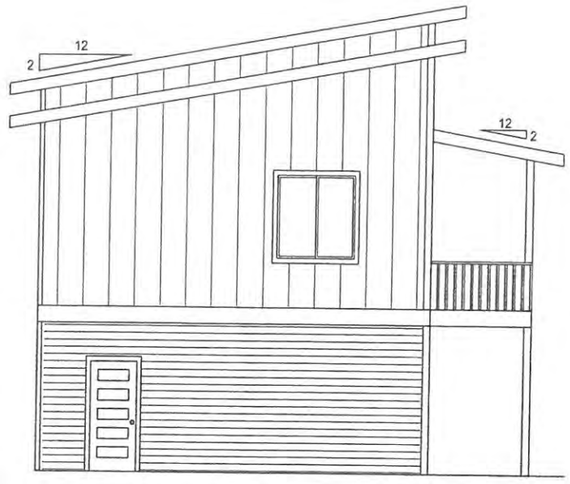
SCALE: 3/16"=1'

DATE: 7/28/21

DRAWN BY: AES

CHECKED BY: EKH

SHEET 8 OF 9



NORTH ELEVATION

SCALE: 3/16" = 1'-0"

WEST ELEVATION

SCALE: 3/16" = 1'-0"

NORTHERN LIGHTS DEVELOPMENT
1750 ANKA ST.
JUNEAU, AK 99801

HIGHLANDS SUBDIVISION
LOT 1, BL A

1500 GLACIER AVENUE HOUSE
BUILDING ELEVATIONS

EKH DESIGN & ENGINEERING

SCALE: 3/16"=1'

DATE: 7/28/21

DRAWN BY: AES

CHECKED BY: EKH

SHEET 9 OF 9

BUILDING PERMIT

Permit No
BLD20210553

* 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 covenent 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: **1500 GLACIER AVE**
Permit Number: **BLD20210553**
Project Description: New single family residence

Issued Date : **09/30/2021**
Parcel No: **1C030J040010**

Parcel Information : HIGHLANDS BL A LT 1

Setbacks: Zone: D5:
Front: 13.00 Ft. SE
Rear: 20.00 Ft. NE
Street Side: 13.00 Ft. SW
Side 1: 5.00 Ft. NW
Side 2: 0.00 NA
Comments: Front setback reduced to 13 feet per CBJ 49.25.430 (4) (K). Rear yard per 49.25.430(3).

Owner :
NORTHERN LIGHTS DEVEOLPMENT INC
1750 ANKA ST
JUNEAU AK 99801

Applicant :
NORTHERN LIGHTS DEVELOPMENT INC
1750 ANKA ST
JUNEAU AK 99801

Fee Type	Date	Receipt	Amount Paid
BLD- Res Plan Review	08/18/2021	63324	$1,166.82
BLD- Bldg Permit Fee	09/30/2021	63445	$2,333.64
		Total Fees Paid:	$3,500.46

Valuation for Permit Fee Calculations:

S.F.	Type	Rate	Amount
3,378	Residential-Single Family R	116.96	395,090.88
265	Utl & Misc-Decks	9.91	2,626.15
387	Utl & Misc-Porch	43.28	16,749.36
		Total Valuation:	$414,466.38

Project Conditions and Holds:

Approved Fasteners - Fasteners hangars and brackets used on the exterior of the building and or used with pressure-preservative or fire retardant-treated woods shall be listed and approved products for such use.

Approved Plans On Site - CBJ approved plans must be on site and available to the inspector. Inspections will not be performed and additional fees may apply if approved plans are not available to the inspectors.

Dwelling Separation - The required fire and sound seperation must be approved by the building department and installed per approved design.

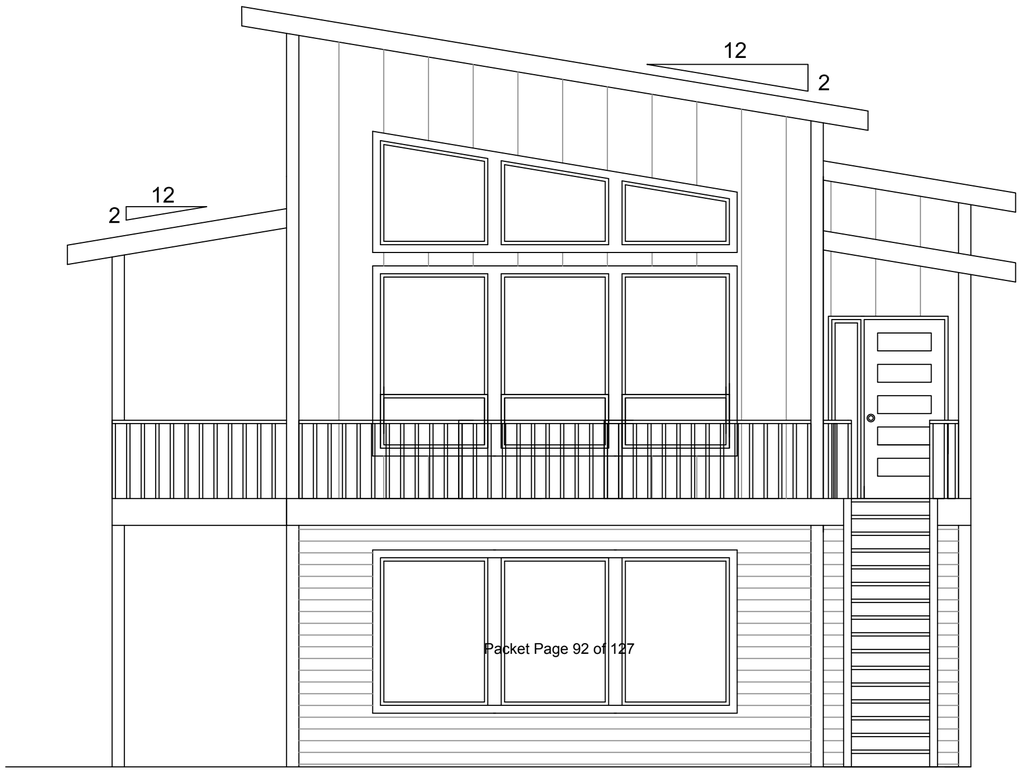
EGRESS WINDOWS - Verify egress windows.

WATER FIXTURE COUNT - Min 3/4" service and 1" building for a max 39wfu. 1"=39wfu, 3/4"=20wfu, 1/2"=6wfu.
If pressure at the house is greater than 80psi an approved pressure reducer, strainer and expansion tank are required

Locking Caps - Refrigerant circuit access ports located outdoors shall be fitted with locking-type tamper-resistant caps or shall be otherwise secured to prevent unauthorized access.

Shower Anti-scald Valve - Showers and tub-shower combinations shall be provided with a control valve installed at the point of use that conforms to ASSE 1016 or ASME A112.18.1/CSAB125.1.

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



Packet Page 92 of 127

Have AK engineer stamped truss details at site for framing inspection.

Fasteners, hangers and brackets used on the exterior of a building and/or used with pressure-perservative or fire-retardant treated wood shall be listed and be approved products for such use.

GENERAL NOTES:
Please refer to 2012 International Residential Code, International Mechanical Code 2012, Uniform Plumbing Code 2015, International Fuel Gas Code 2012, International Fire Code 2012, International Existing Building Code, 2012 International Property Maintenance Code, 2017 National Electrical Code, and CBJ 19.12 Excavation and Grading Code for current adopted building codes. Please also refer to any changes or updates to codes as modified by CBJ Title 19. Please also refer to CBJ Handouts regarding stairs, handrails and guardrails, smoke alarms and CO detectors, ventilation, egress windows, electrical FAQ's, and thermal requirements. All found at the following website:
http://www.juneau.org/cddftp/buildpolicy2003.php

IMPORTANT:
These plans and specifications are considered a guide and they do not depict every component necessary for the completion of the project. All construction shall conform to the 2012 International Residential Code and other codes & regulations adopted by the City & Borough of Juneau. All engineered components, systems, and other manufactured items and equipment shall be installed according to the manufacturer's specifications.
Before construction begins, a building permit is applied for, or materials are ordered, the building contractor, as designated by the owner, shall review the plans with the designer. The designer's liability due to errors or omissions contained within these drawings shall be limited to the redrawing or redesigning of the plan to address the situation.

SHEET INDEX

SHEET	DESCRIPTION
1	COVER SHEET
2	FOUNDATION PLAN
3	FIRST FLOOR PLAN
4	SECOND FLOOR PLAN
5	JOIST PLAN & ROOF PLAN
6	BUILDING SECTION "A-6"
7	BUILDING SECTION "A-7"
8	BUILDING ELEVATIONS
9	BUILDING ELEVATIONS

Reviewed for Code Compliance

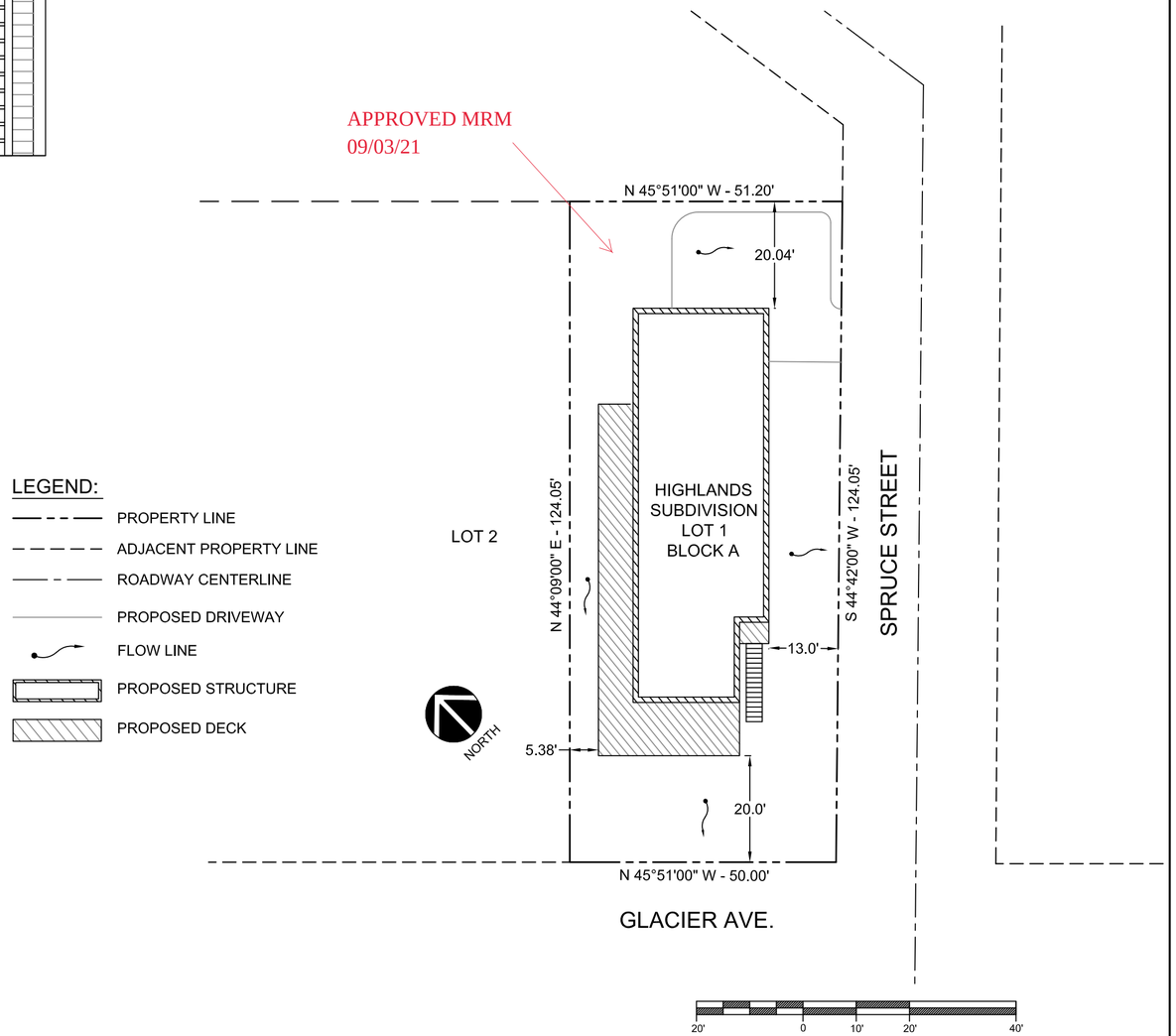
Inspections will not be performed without CBJ approved plans on site.

JH 08/19/2021

All Electrical work must comply with the requirements of the ***2017 NEC*** Code as modified by CBJ Title 19

All Plumbing work must comply with The requirements of the ***2018 UPC*** Code As modified by CBJ Title 19

APPROVED MRM
09/03/21



NORTHERN LIGHTS DEVELOPMENT
1750 ANKA ST.
JUNEAU, AK 99801

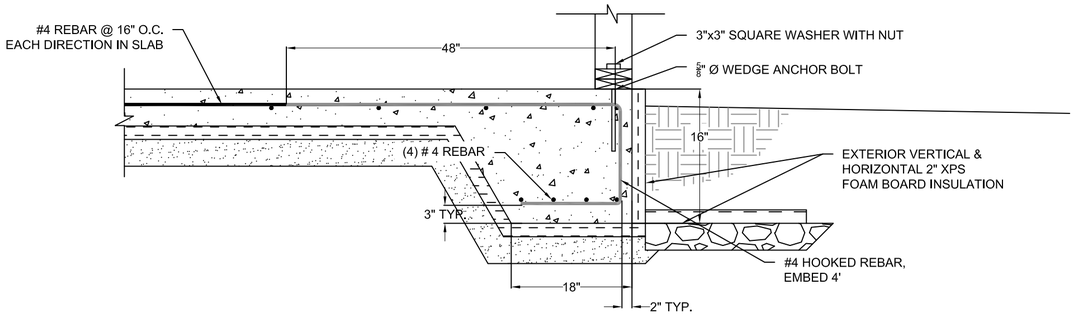
HIGHLANDS SUBDIVISION
LOT 1, BL A

1500 GLACIER AVENUE HOUSE
COVER SHEET

EK DESIGN & ENGINEERING

SCALE: VARIES
DATE: 7/28/21
DRAWN BY: AES
CHECKED BY: EKH

SHEET 1 OF 9



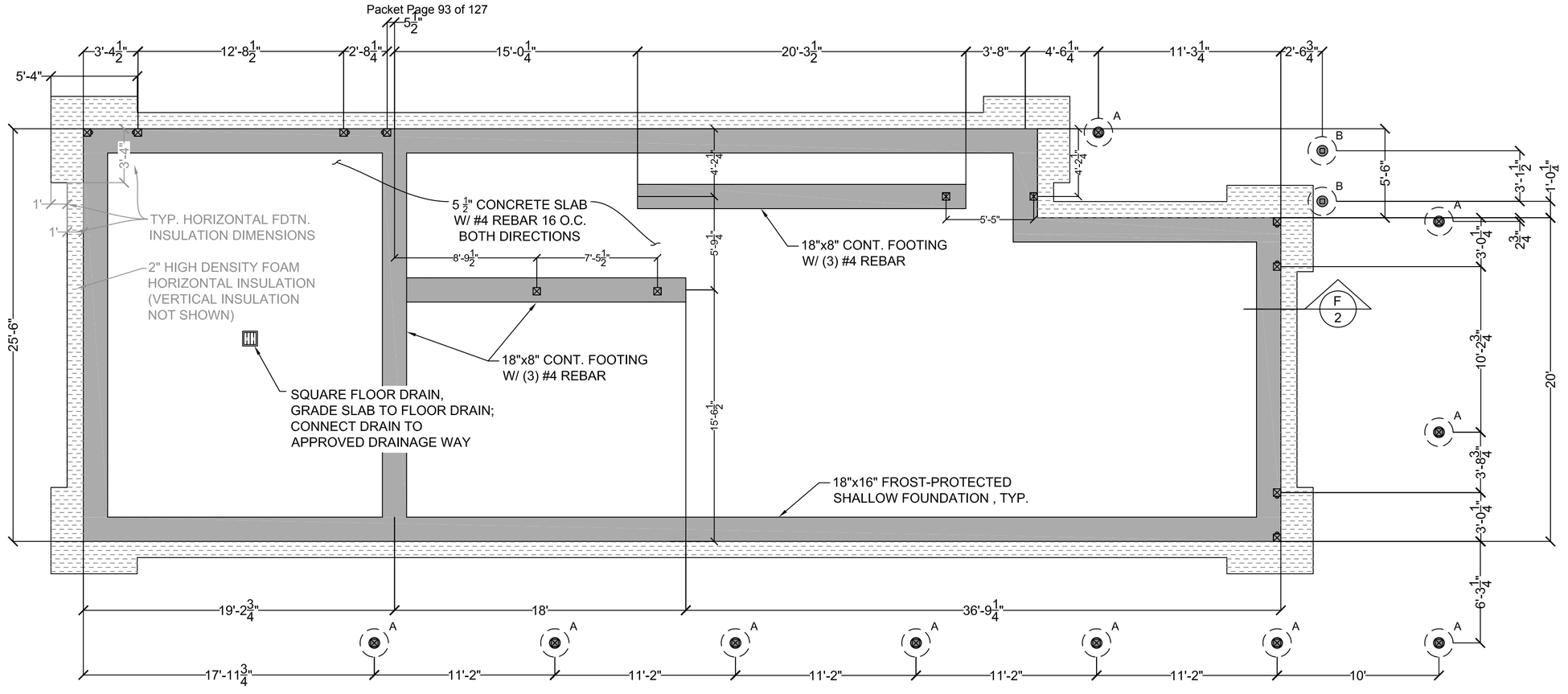
F/2 FOUNDATION SECTION

NTS

FOUNDATION PLAN

3/16" = 1'-0"

- SIMPSON CBSQ66 WITH 6"x6" POST (OR (4) 2x6) & CC OR ECC COLUMN CAP
- SIMPSON HDU8, SSTB 16 WITH 6x6 POST (OR (4) 2x6) & CC OR ECC COLUMN CAP
- A — 8" Ø CONC. COLUMN 20" Ø BIGFOOT FOOTING SIMPSON CBSQ66
- B — 8" Ø CONC. COLUMN 20" Ø BIGFOOT FOOTING SIMPSON PBS46



NORTHERN LIGHTS
DEVELOPMENT
1750 ANKA ST.
JUNEAU, AK 99801

HIGHLANDS SUBDIVISION
LOT 1, BL A

1500 GLACIER AVENUE HOUSE FOUNDATION PLAN

EKH DESIGN & ENGINEERING

SCALE: VARIES

DATE: 7/28/21

DRAWN BY: AES

CHECKED BY: EKH

SHEET 2 OF 9

WINDOW/DOOR SCHEDULE

LABEL	QTY.	WINDOW TYPE	DIMENSIONS
A	2	FIXED	6'-0"x2'-0"
B	6	FIXED	4'-0"x5'-6"
C	1	SLIDER	6'-0"x5'-0"
D	6	SLIDER	5'-0"x5'-0"

FIRST FLOOR PLAN

GARAGE: 484 5 SF
Family : 550 SF
LIVING 735 SF
SCALE = 3/16" = 1'-0"

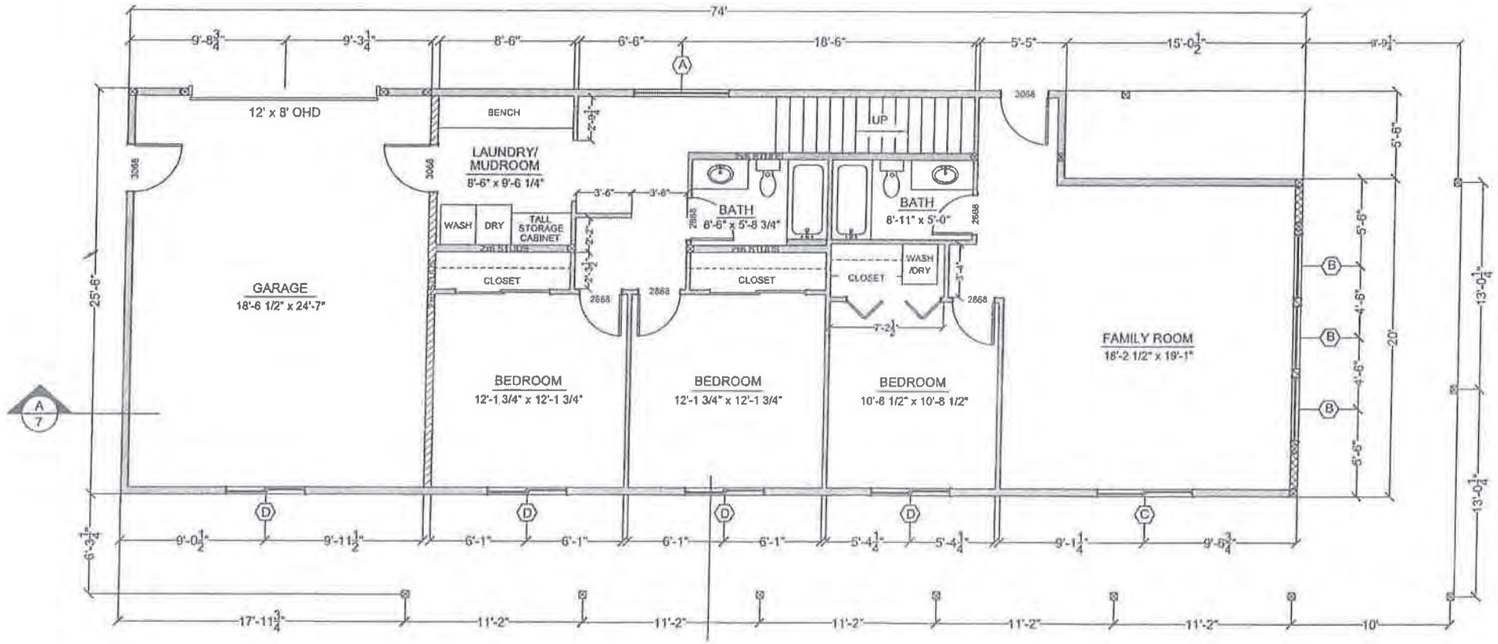
SPECIAL SHEARWALL; ½" SHEATHING ONE SIDE OF WALL
NAIL PATTERN: 8d NAILS 6" O.C. IN THE FIELD, 12" AT EDGES
2x6 P.T. PLATE ⅝"Ø x 10" WEDGE ANCHOR BOLTS, 3"x3" SQUARE WASHERS 4" O.C.
AND W/IN 1' OF CORNERS OR ENDS.

SPECIAL SHEARWALL; ½" SHEATHING BOTH SIDES OF WALL
NAIL PATTERN: 10a NAILS 3" O.C. IN THE FIELD, 12" AT EDGES.
FRAMING AT PANEL EDGES MUST BE 3" NOMINAL OR WIDER AND NAILS 5' TALL BE STAGGERED WHERE 10d NAILS HAVING A PENETRATION INTO FRAMING OF MORE THAN 1½" ARE SPACED 3" O.C.

SIMPSON CBSQ66 WITH 6"x6" POST (OR (4) 2x6) & CC OR ECC COLUMN CAP

SIMPSON HDU8, SSTB 16 WITH 6x6 POST (OR (4) 2x6) & CC OR ECC COLUMN CAP

Window within 60" horizontally of bottom stair to be tempered unless greater than 36" above walking surface.



STATE OF ALASKA 49TH
Erik K. Howell
Date 9/2/21
No. CE 114191
REGISTERED PROFESSIONAL ENGINEER

NORTHERN LIGHTS DEVELOPMENT
1750 ANKA ST
JUNEAU, AK 99801

HIGHLANDS SUBDIVISION
LOT 1, BL A

1500 GLACIER AVENUE
HOUSE
FIRST FLOOR PLAN

EK DESIGN & ENGINEERING

SCALE: 3/16"=1'
DATE: 9/2/21
DRAWN BY: AES
CHECKED BY: EKH

SHEET 3 OF 9

SECOND FLOOR PLAN

SCALE : 3/16" = 1'-0"
LIVING: 1084.2 SF
COVERED DECK: 649.5 SF
UNCOVERED DECK: 265 SF

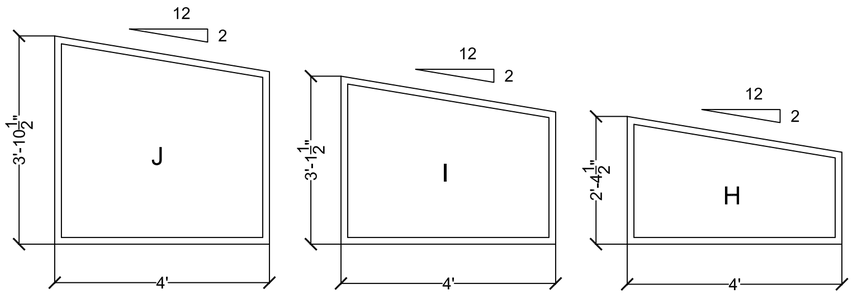
SPECIAL SHEARWALL; $\frac{7}{16}$" SHEATHING BOTH SIDES OF WALL. NAIL PATTERN: 10a NAILS 3" O.C. IN THE FIELD, 12" AT EDGES. FRAMING AT PANEL EDGES MUST BE 3" NOMINAL OR WIDER AND NAILS 5' TALL BE STAGGERED WHERE 10d NAILS HAVING A PENETRATION INTO FRAMING OF MORE THAN 1 $\frac{5}{8}$" ARE SPACED 3" O.C.

SIMPSON CBSQ66 WITH 6"x6" POST (OR (4) 2x6) & CC OR ECC COLUMN CAP

WINDOW/DOOR SCHEDULE

LABEL	QTY.	WINDOW TYPE	DIMENSIONS
E	1	SLIDER	5'-0"x2'-0"
F	1	FIXED	7'-0"x2'-0"
G [1]	1	DOOR	3'-0"x6'-8"
H	1	FIXED-ANGLED	SEE DETAIL A-4
I	1	FIXED-ANGLED	SEE DETAIL A-4
J	1	FIXED-ANGLED	SEE DETAIL A-4
K [2]	3	FIXED	5'-0"x2'-0"
L [3]	3	FRENCH DOOR	6'-0"x6'-8"
M	1	SLIDER	4'-0"x4'-6"

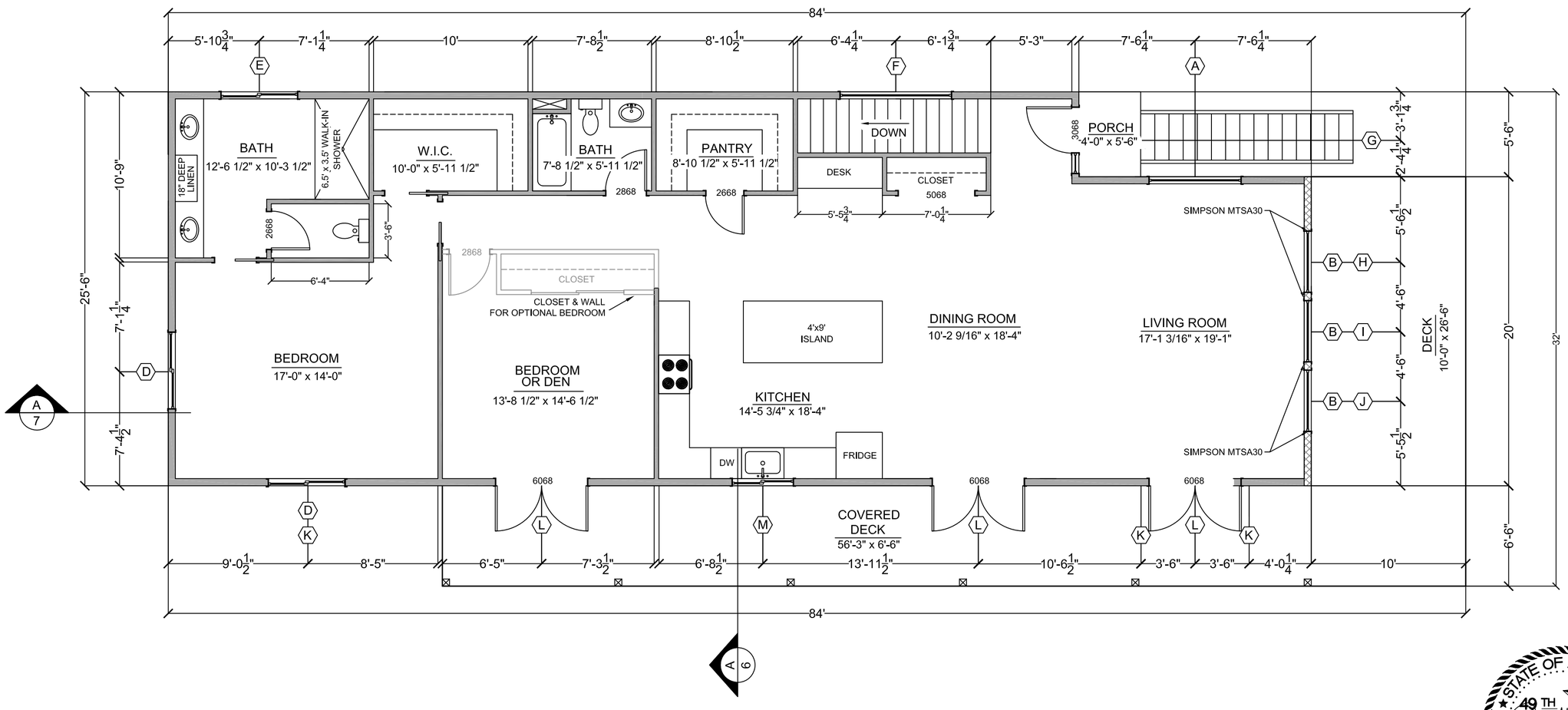
1. WITH 14" SIDELITE
2. WITH 14" TRANSOM
3. ABOVE COVERED DECK ROOFLINE



A/4 WINDOW I,J, AND K DETAIL
NTS

Bathroom window tempered unless greater than 60" above standing surface

Windows next to stairs tempered unless greater than 36" above walking surface



STATE OF ALASKA
49 TH
Erin K. Howell
Date 7/28/21
No. CE 114191
REGISTERED PROFESSIONAL ENGINEER

NORTHERN LIGHTS DEVELOPMENT
1750 ANKA ST.
JUNEAU, AK 99801

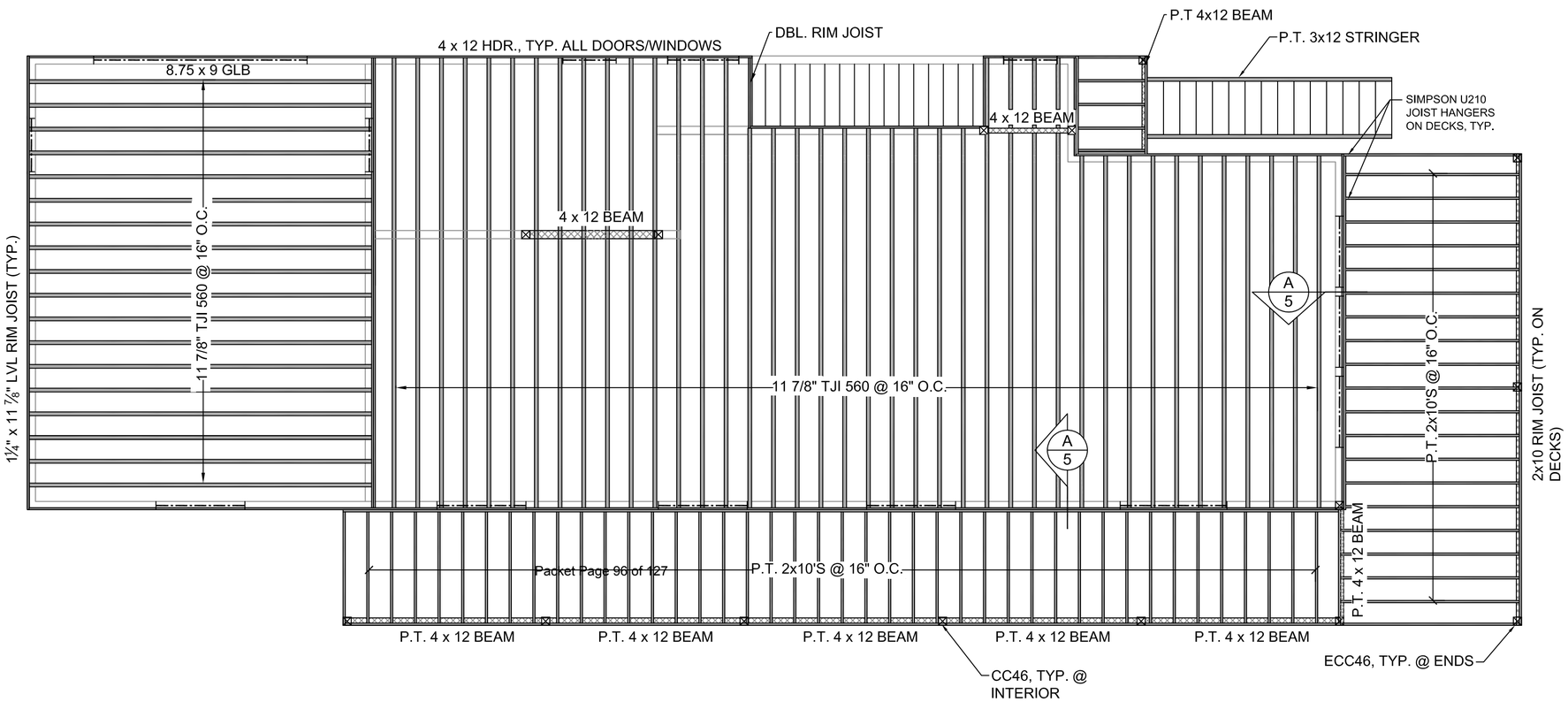
HIGHLANDS SUBDIVISION
LOT 1, BL A

1500 GLACIER AVENUE HOUSE
SECOND FLOOR PLAN

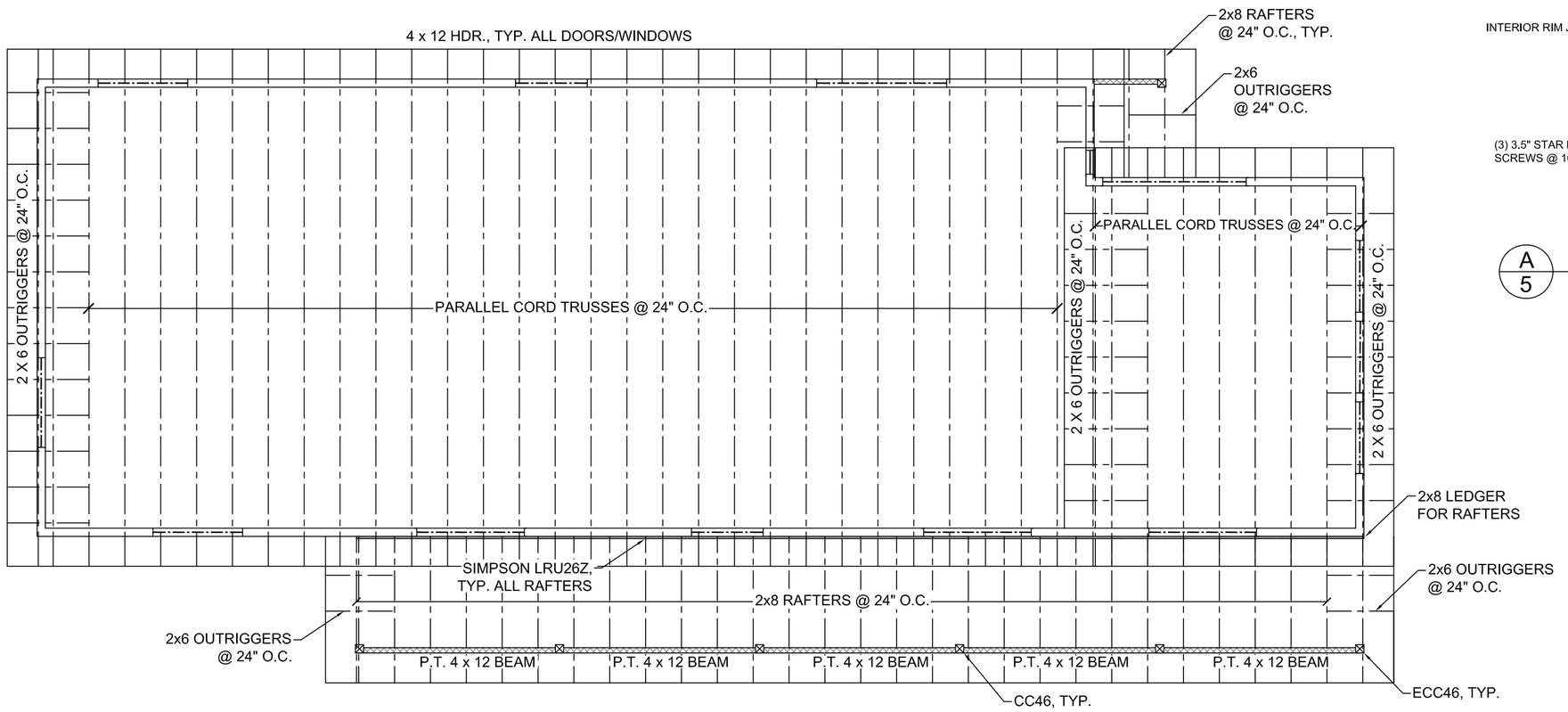
EKH DESIGN & ENGINEERING

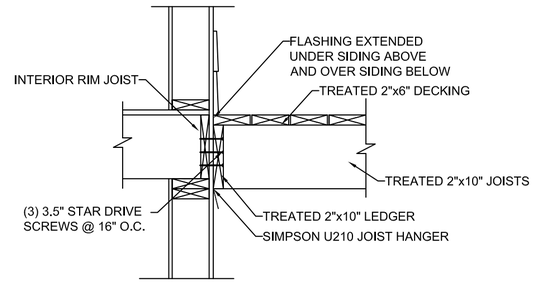
SCALE: VARIES
DATE: 7/28/21
DRAWN BY: AES
CHECKED BY: EKH

SHEET 4 OF 9



Packet Page 96 of 127





A
5

DECK CONNECTION

SCALE: 1" = 1'-0"

NORTHERN LIGHTS
DEVELOPMENT
1750 ANKA ST.
JUNEAU, AK 99801

HIGHLANDS SUBDIVISION
LOT 1, BL A

1500 GLACIER AVENUE HOUSE
JOIST & ROOF PLAN

EKH DESIGN & ENGINEERING

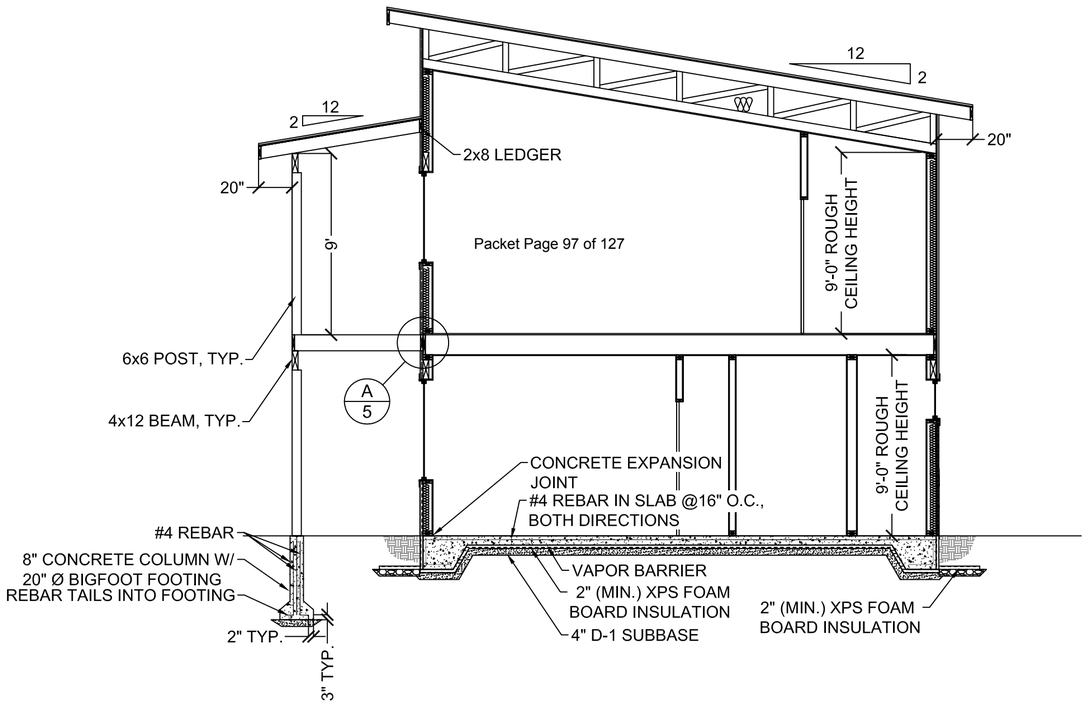
SCALE: 3/16"=1'

DATE: 7/28/21

DRAWN BY: AES

CHECKED BY: EKH

SHEET 5 OF 9



Packet Page 97 of 127

A/6 BUILDING SECTION

SCALE: 3/16" = 1'-0"

ROOF:
STANDARD SEAM METAL ROOFING FOR LOW PITCHED ROOFS
ROOFING UNDERLAYMENT
ICE AND WATER SHIELD PER MANUFACTURER'S RECOMMENDATIONS
⅝" PLYWOOD SHEETHING
NAIL W/ 8d @ 6" O.C. AT PANEL EDGES,
12" O.C. IN THE FIELD
SIMPSON H10 TIE @ EACH TRUSS BEARING POINT

ENGINEERED TRUSSES:
TRUSSES DESIGNED BY OTHERS
TRUSSES PLACED 24" O.C.
R-49 BLOWN IN INSULATION
VAPOR BARRIER
⅝" GYPSUM WALLBOARD ON CEILING
CLOSED SOFFIT WITH SCREENED VENT STRIP OR VINYL SOFFIT
2x8 FASCIA

EXTERIOR WALL CONSTRUCTION:
2"x6" STUDS 16" O.C.
½" GYPSUM BOARD @ INTERIOR
½" PLYWOOD OR OSB SHEATHING
NAIL W/ 8d @ 6" O.C. AT PANEL EDGES,
12" O.C. IN THE FIELD
BLOCKING REQ'D AT ALL PANEL EDGES
AIR/WATER BARRIER HOUSEWRAP UNDER SIDING
R-21 BATT INSULATION BETWEEN STUDS
1" XPS FOAM BOARD INSULATION ON OUTSIDE WALL
OR
R-13 BATT INSULATION BETWEEN STUDS
2" XPS FOAM BOARD INSULATION ON OUSIDE WALL
CEMENT BOARD SIDING + RIBBED ENAMEL ACCENTS

INTERIOR WALL CONSTRUCTION:
2"x4" STUDS 16" O.C. (UNLESS NOTED OTHERWISE)
½" GYPSUM BOARD BOTH SIDES

SUBFLOOR:
1 1/8" T&G PLYWOOD SHEATHING GLUED &
NAILED TO JOISTS
GLUE T&G EDGES

FLOOR:
11 ⅞" TJI 560 @ 16" O.C., TYP.
USE (4) 2"x6" SQUASH BLOCKS BETWEEN ALL POINT LOADS IF POSTS ARE NOT EXTENDED BETWEEN JOISTS
BLOCK BETWEEN JOISTS PER MANUFACTURER'S RECOMMENDATIONS

FOUNDATION CONNECTION:
2"x6" PRESSURE TREATED PLATE
⅝" Ø x10" WEDGE ANCHOR BOLTS
3"x3" SQUARE WASHERS, 4' O.C.
(AND W/IN 1' OF CORNERS OR MUDSILL ENDS)

FOUNDATION:
16"x18" CONCRETE FOOTING
#4 HOOKED REBAR @ 16" O.C.
(4) #4 HORIZONTAL REBAR
NFS MATERIAL BELOW FOOTINGS
4" COMPACTE D-1 BELOW FOOTINGS
FINISH GRADE OF BACKFILL 2% AWAY FROM BUILDING FOR MIN. 5'

FOUNDATION DRAIN:
4" PERF. DRAIN PIPE W/
2" DRAIN ROCK ALL AROUND
FILTER FABRIC AROUND ROCK
DRAIN TO DAYLIGHT

STATE OF ALASKA
49 TH
Erin K. Howell
Date 7/28/21
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DEVELOPMENT
1750 ANKA ST.
JUNEAU, AK 99801

HIGHLANDS SUBDIVISION
LOT 1, BL A

1500 GLACIER AVENUE HOUSE
BUILDING SECTION

EKH DESIGN & ENGINEERING

SCALE: 3/16"=1'
DATE: 7/28/21
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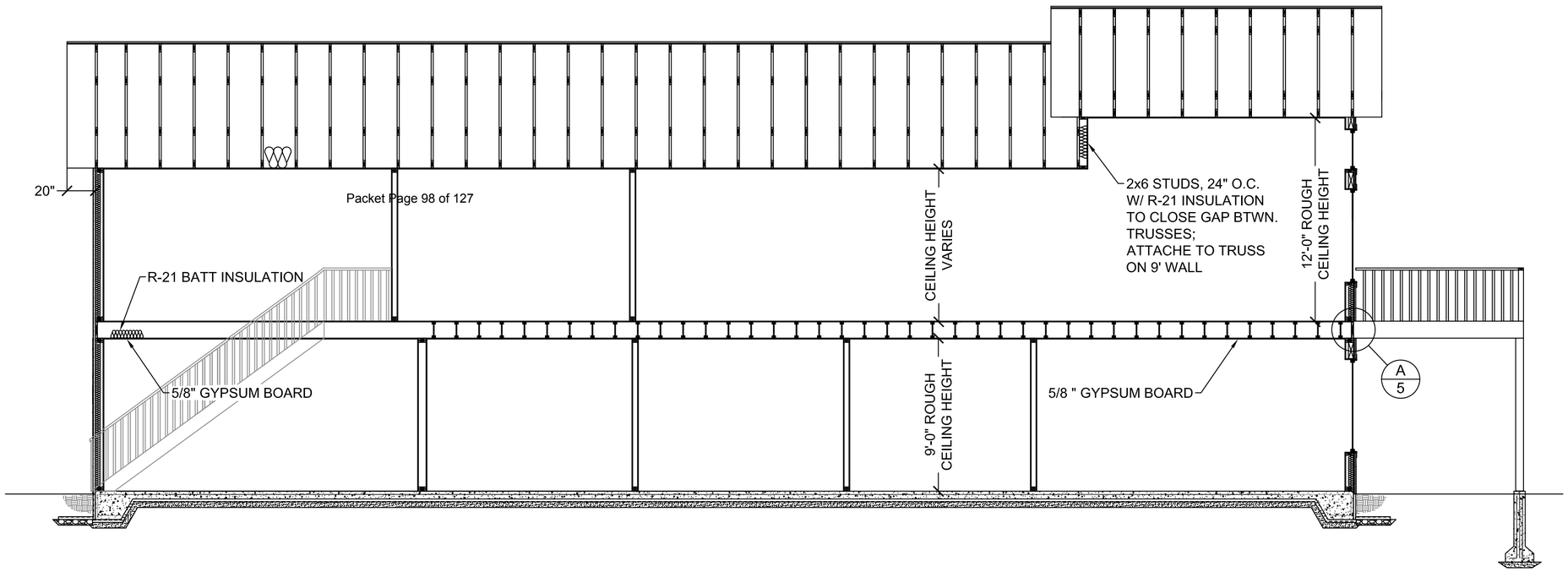
SHEET 6 OF 9



Packet Page 98 of 127

A/7 BUILDING SECTION

SCALE: 3/16" = 1'-0"

STATE OF ALASKA 49TH
Erin K. Howell
Date 7/28/21
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JUNEAU, AK 99801

HIGHLANDS SUBDIVISION
LOT 1, BL A

1500 GLACIER AVENUE HOUSE
BUILDING SECTION

EKH DESIGN & ENGINEERING

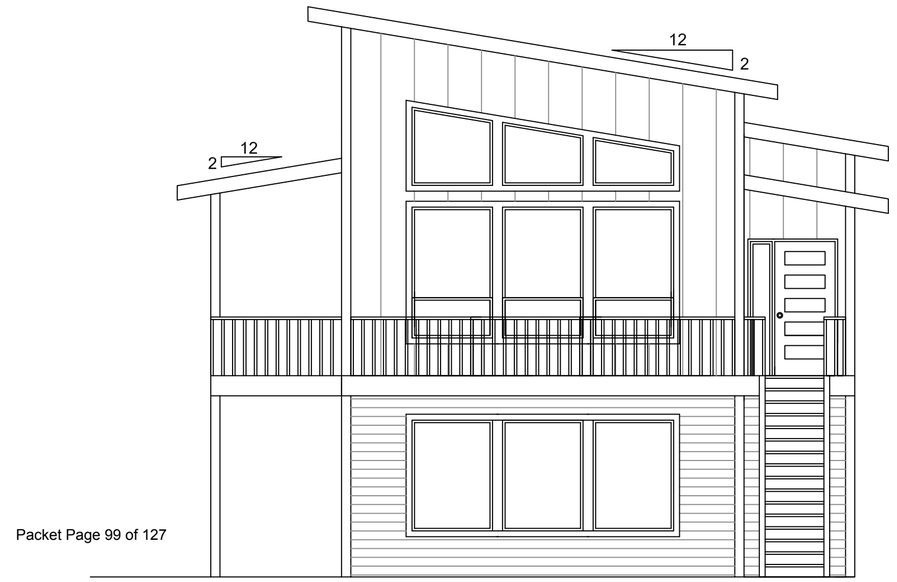
SCALE: 3/16"=1'

DATE: 7/28/21

DRAWN BY: AES

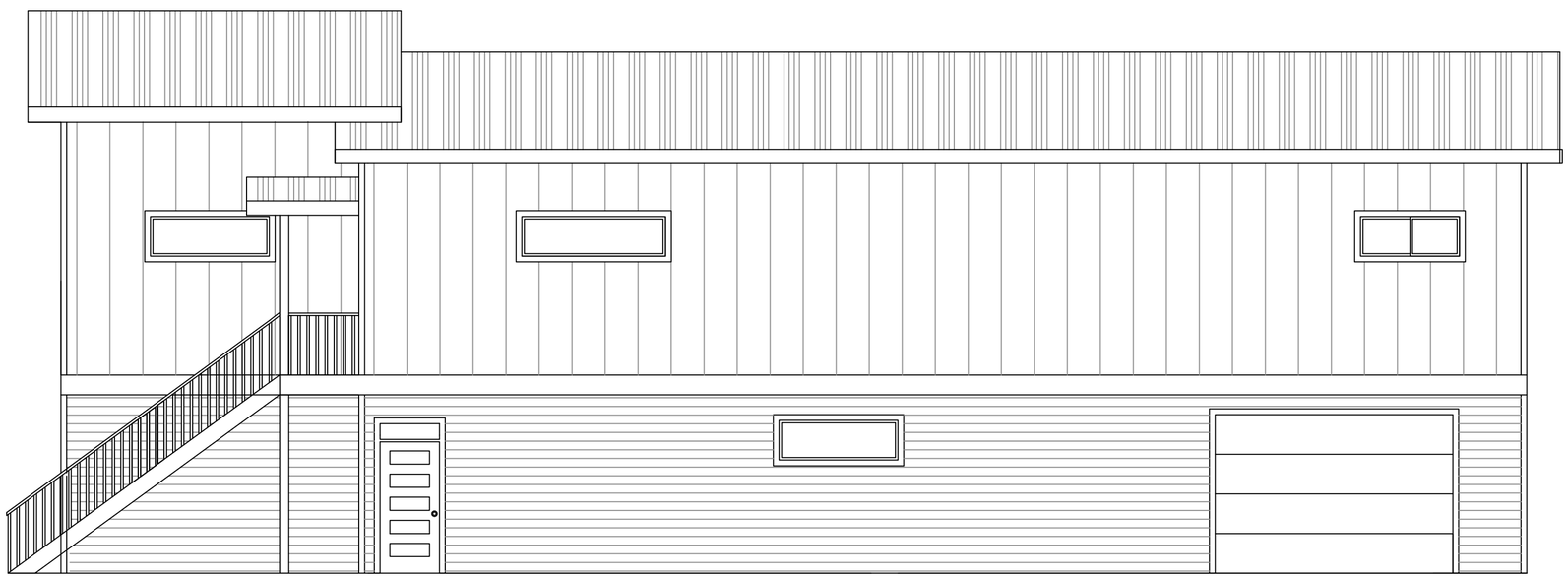
CHECKED BY: EKH

SHEET 7 OF 9



SOUTH ELEVATION

SCALE: 3/16" = 1'-0"



EAST ELEVATION

SCALE: 3/16" = 1'-0"

NORTHERN LIGHTS
DEVELOPMENT
1750 ANKA ST.
JUNEAU, AK 99801

HIGHLANDS SUBDIVISION
LOT 1, BL A

1500 GLACIER AVENUE HOUSE
BUILDING ELEVATIONS

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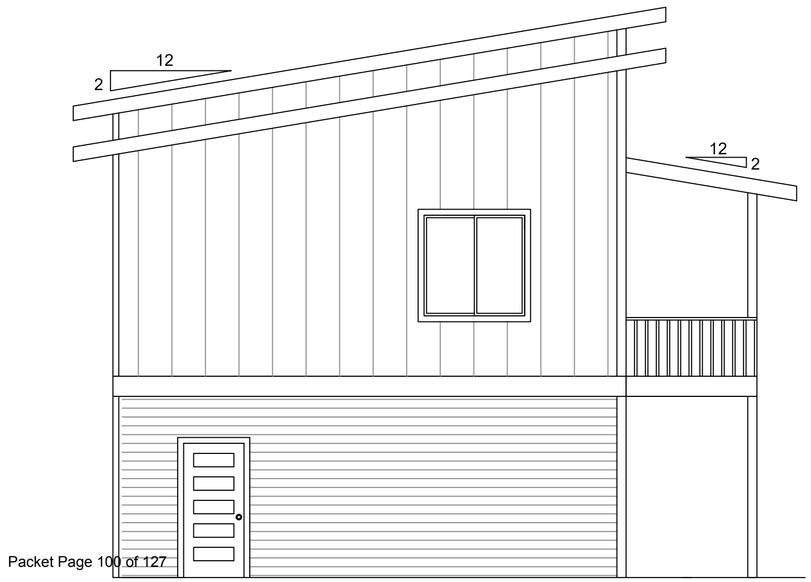
SHEET 8 OF 9



NORTH ELEVATION

SCALE: 3/16" = 1'-0"

WEST ELEVATION

SCALE: 3/16" = 1'-0"

NORTHERN LIGHTS
DEVELOPMENT
1750 ANKA ST.
JUNEAU, AK 99801

HIGHLANDS SUBDIVISION
LOT 1, BL A

1500 GLACIER AVENUE HOUSE
BUILDING ELEVATIONS

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SCALE: 3/16"=1'

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SHEET 9 OF 9

City & Borough of Juneau
Alaska's Capital City

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 that 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

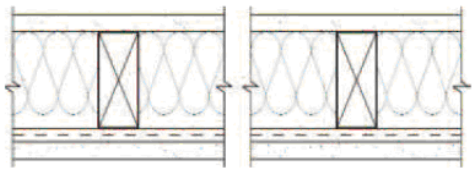
GA FILE NO. WP 3243	GENERIC	1 HOUR FIRE	50 to 54 STC SOUND

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 1¼" Type S drywall screws. One layer ⅝" 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 ⅝" type X gypsum wallboard or gypsum veneer base applied parallel or at right angles to studs with 6d cement coated nails, 1⅞" long, 0.0915" shank, 15/64" heads, 7" o.c.

Vertical joints staggered 24" on opposite sides. **(LOAD-BEARING)**



Thickness:	5⅜"
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 ½" type X gypsum wallboard applied at right angles to resilient channels 16" o.c. with 1¼" Type S drywall screws 12" o.c. Resilient channels applied at right angles to minimum 9½" deep wood I-joists, with minimum 1¼" deep x 1½" wide flanges and minimum ⅜" webs, 24" o.c. with 1¼" Type W drywall screws. **Face** layer ½" type X gypsum wallboard applied at right angles to channels with 1⅝" Type S drywall screws 12" o.c. Face layer end joints located midway between channels and attached to base layer with 1½" Type G screws 12" o.c. Edge joints offset 24" from base layer edge joints. Wood I-joists supporting ⅝" 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 (68 C & P) NRCC B-3150.1, 6-30-00; NRCC B-3150.2, 6-30-00

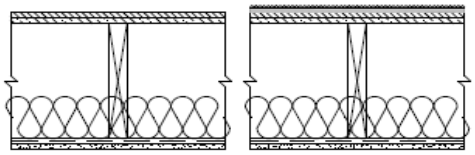
FLOOR-CEILING SYSTEMS, WOOD-FRAMED

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
IIC & Test:	(73 C & P) G&H OC-3MT, 10-13-71

* NOTE: "Building Permit" is a generic term which includes Building Safety Inspect ion, Grading Permits, and permits for Electrical, Plumbing and Mechanical work.

Smoke and CO Detectors - Smoke and Carbon Monoxide detectors as required by applicable code must be operational prior to temporary occupancy and/ or final inspection approval, whichever is requested first.

Seismic Strap Wtr Heater - Water heaters shall be anchored or strapped within the upper 1/3 and lower 1/3 of its vertical dimensions.

STAMPED TRUSS DRAWINGS - Provide stamped truss detail at site.

Verify Water Meter Installation - Meter installation must be in accordance with CBJ STD 420 prior to issuance of TCO. Installation must include three 22 gauge multicolored conductors in 1/2" electrical conduit from main entrance of building to within 12" of meter register (not to exceed 100'). Allow an extra 2' of wire for meter connections. Meter must be installed with the following clearances: minimum 18" clearance above meter and minimum 12" clearance each side and below meter. Contact CBJ Utility Business Unit for meter issuance and remote readout installation, 586-0997, a minimum of 48 hours prior to meter issuance or remote readout installation.

Water Hammer - Building water supply systems where quick-acting valves are installed shall be provided with water hammer arrester(s) to absorb high pressures resulting from the quick closing of these valves. Water hammer arresters shall be approved mechanical devices in accordance with ASSE 1010 or PWI-WH 201 and shall be installed as close as possible to quick-acting valves.

Asbuilt Survey Required - Asbuilt Survey Required before final inspection approval.

Foundation Setback Verification - Foundation Setback Verification (yellow form) must be on site when pour inspection or placement of other foundation systems occurs.

Inspections Required: Call for inspection before covering or concealing any of the work described below. Inspections may be combined.

B-Sill Plate	B-Foundation, Forms and Reinforcing Steel	B-Temporary Power
B-Framing	B-Rough Electrical	B-Yellow Tag Electrical
B-Under Slab Utilities	B-Rough Plumbing	B-Specialty Piping
B-Fire Separation/Rated Assemblies	B-Insulation/Vapor Barrier	B-Vents (Bath, Dryer, Kitchen, etc.)
B-Building Final	E-General Engineering Final	

BUILDING PERMIT

* 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 covenent 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: **1500 GLACIER AVE**
Permit Number: **DMO20210002**
Project Description: Full Demo of Residential Structure.

Issued Date : **03/12/2021**
Parcel No: **1C030J040010**

Parcel Information : HIGHLANDS BL A LT 1

Setbacks: Zone: :
Front: 20.00 Ft. Side 1: 5.00 Ft.
Rear: 20.00 Ft. Side 2: 5.00 Ft.
Street Side: 13.00 Ft.
Comments:

Owner :
LEONORA FLORENDO
C/O AMELIA RIVERA
4393 JULEP ST
JUNEAU AK 99801

Applicant :
NORTHERN LIGHTS DEVELOP INC
1750 ANKA ST
JUNEAU AK 99801

Fee Type	Date	Receipt	Amount Paid

Total Fees Paid:

Valuation for Permit Fee Calculations:

S.F.	Type	Rate	Amount

Total Valuation: $0.00

Project Conditions and Holds:

Demo - Building prior to 1982 - Advisory: If your building was built prior to 1982 an asbestos survey may be required prior to disposal of demolition materials at the landfill.

Inspections Required: Call for inspection before covering or concealing any of the work described below. Inspections may be combined.
B-Demo Electric Safed Off B-Demo Sewer/Water Capped B-Demolition Final

USE 2021 0009

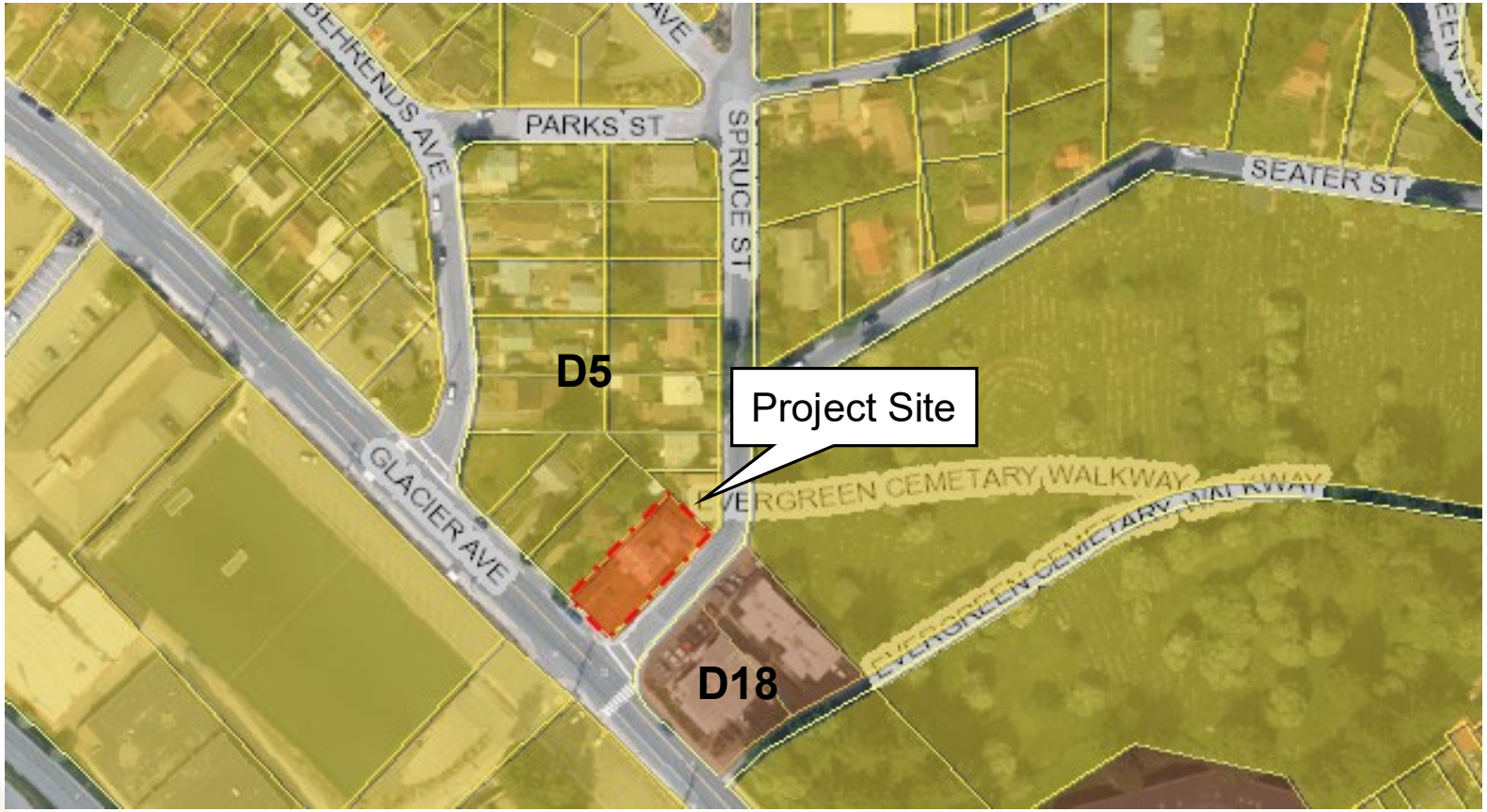
Conditional Use Permit for an accessory apartment on an undersized lot.

Staff recommends APPROVAL with no conditions

PC Hearing October 26, 2021

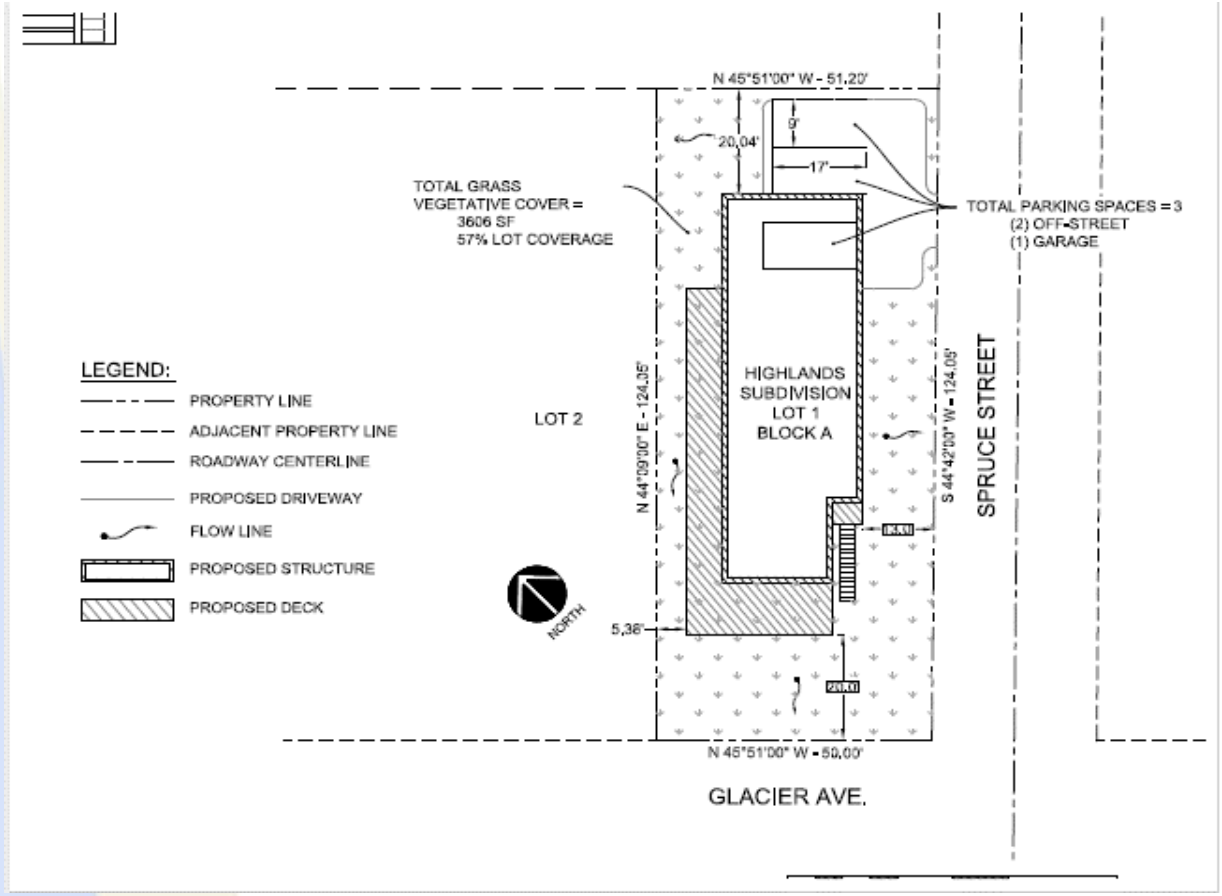
CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Background Information



- Previous SFD demolished
- New permitted SFD under construction

Project Site



- D5 zoning
- Lot <7,000 square feet
- Certified nonconforming

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

CBJ 49.25.510 (*k*) (E) (ii)

The commission may approve an accessory apartment if the following are met:

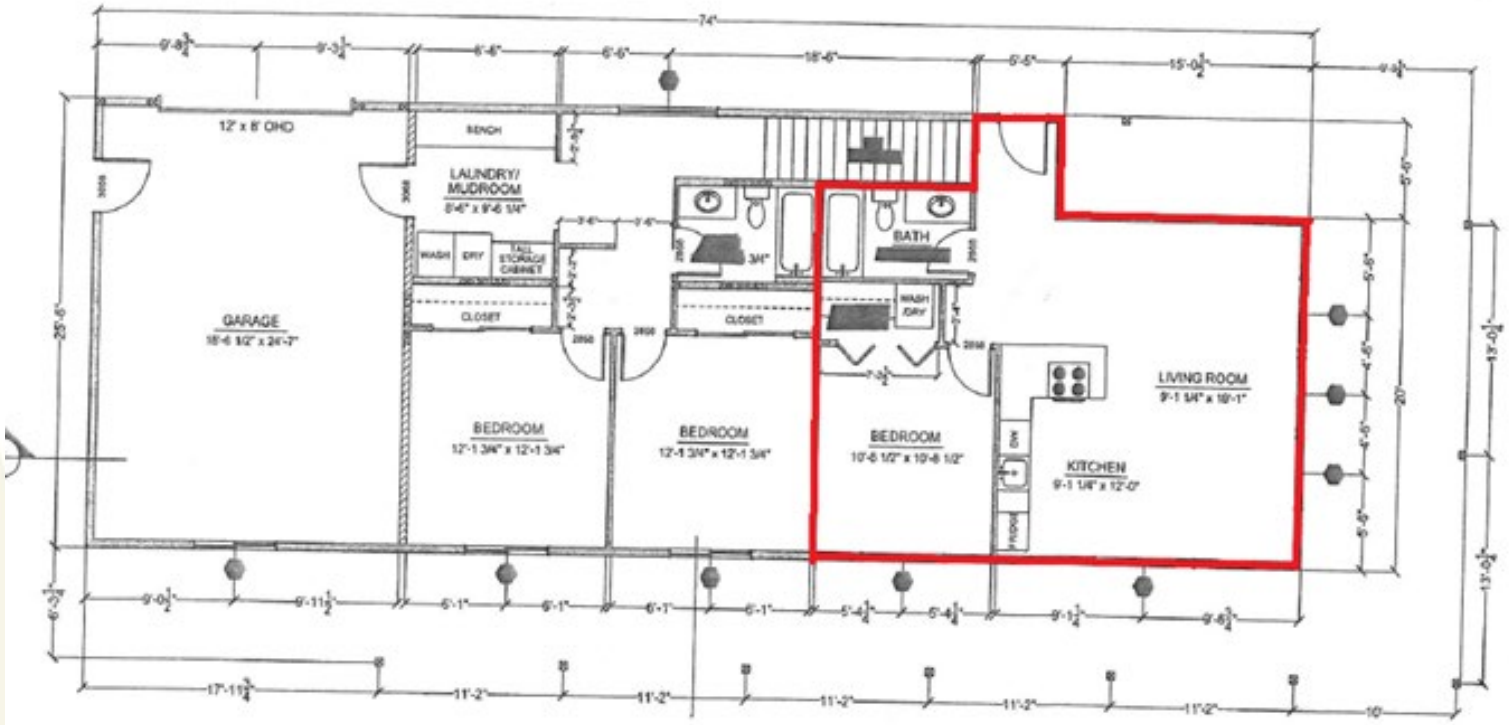
- *Efficiency or 1 bedroom apartment*
- *<600 square feet*
- *Lot < minimum size*

Key Considerations

- Certified nonconforming
- No aggravation of nonconforming situation
- A new single-family structure was permitted in 2021 (currently under construction)
- Permitted single-family structure meets D5 zoning requirements

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Project Description

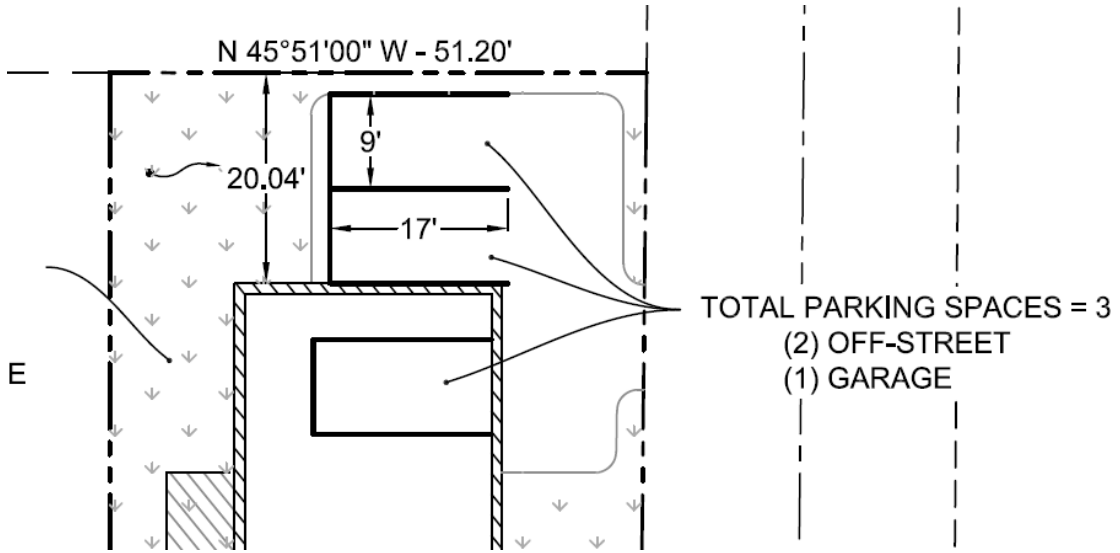


- 600 Square Foot 1 bedroom apartment
- Within first story of single-family dwelling

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Parking

- Spaces required for a single-family dwelling: **2**
- Spaces required for an accessory apartment: **1**



CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Public and Agency Comments

- 4 public comments received

- Main concerns
  - Timing and current construction
  - Parking
  - Traffic
  - Size and height of structure

- CBJ Engineering Department, Building Division and Fire Department were contacted, no concerns identified

Findings

- Findings as stated in staff report dated October 19, 2021

- One correction:

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

    Analysis: No further analysis required.

    Finding: ~~**Yes.**~~ **No.** There is no evidence to suggest that ~~with appropriate conditions,~~ the requested accessory apartment in a D5 zoning district will materially endanger the public health or safety.

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Recommendation - APPROVAL

- Lot is less than minimum lot size (certified nonconforming)
- Proposal does not aggravate nonconforming situation
- Single family home under construction meets D5 zoning requirements
- Apartment proposed is 600 square feet, one bedroom

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Thank You!

Questions?

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

PLANNING COMMISSION AGENDA
THE CITY AND BOROUGH OF JUNEAU, ALASKA

Rules of Order - APPROVED AS AMENDED

ATTACHMENTS:

	Description	Upload Date	Type
🗋	Draft Rules of Order	10/11/2021	Miscellaneous

CITY AND BOROUGH OF JUNEAU
PLANNING COMMISSION
RULES OF ORDER

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

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

Rule 1. COMMISSION OFFICERS AND ROLES

A. The officers of the Planning Commission (Commission) shall be Chair, Vice-Chair, Clerk, and Assistant Clerk.

B. Officers shall be elected by a majority vote of the members of the Commission held annually at the start of the first regular meeting of the year.

C. Officer Duties:

1. The Chair shall preside over regular Commission meetings, establish committees, and coordinate with the Community Development Department (CDD) Director on issues including meeting agendas.

2. The Vice-Chair shall preside over Committee of the Whole meetings and fulfill the duties of the Chair when the Chair is absent or otherwise unable to fulfill those obligations.

3. If neither the Chair nor Vice-Chair is available, another member of the Commission shall be identified to fulfill the designated duties.

Rule 2. MEETINGS

A. Date and Time of Regular Meetings. The regular meetings of the Commission shall be at 7:00 P.M. on the second and fourth Tuesdays of each month.

B. Commission Attendance. Members of the Commission are expected to attend meetings and arrive on time. If a member of the Commission arrives, or joins remotely, after the Commission has begun proceedings on an item, that member will not be allowed to participate in the hearing on that issue. If a member of the Commission cannot attend a Commission or Committee meeting

or will be late to a meeting, that member is expected to notify the Director and Chair with as much notice as possible. If a member is absent without providing notice, that absence will be considered unexcused. If any member reaches three unexcused absences from regular, special, and committee meetings in one calendar year, the Director will notify the Assembly Human Resources Committee (HRC).

C. Place of Meetings. Commission meetings shall be held in the Assembly Chambers at the Municipal Building at 155 South Seward Street, Juneau, Alaska, unless public notice is provided for a different location. Meetings will also be available by remote platform.

D. All Meetings Public. All meetings of the Commission and any of its committees shall be open to the public except for executive sessions.

E. Special Meetings and Committee of the Whole Meetings. Special and Committee of the Whole meetings may be called at any time by the Chair and must be called if requested by at least three members of the Commission.

F. Time of Adjournment. Meetings will adjourn no later than 11:00 P.M. unless extensions are allowed by a majority of the members of the Commission present who are not recused from hearing the business under consideration at the time. Meetings may be extended past 11:30 P.M. only in accordance with Rule 14 and with consent of the Chair. No new business will be considered after 10:30 P.M. unless agreed to by a majority of the members present who are not recused from hearing the new business.

Rule 3. PUBLIC NOTICE OF MEETINGS

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

Rule 4. STAFF ATTENDANCE

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

Rule 5. ORDER OF BUSINESS

The order of business for Commission meetings shall be:

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

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

Rule 6. COMMITTEES

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

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

C. Standing Committees.

1. Title 49 Committee. The purpose of this committee is to review the land use code and recommend changes to the land use code, as needed, to the Commission.

2. Governance Committee. The purpose of this committee is to review and recommend updates to these rules and procedures as necessary and to consider other action as may be beneficial to facilitate Commission and committee meetings and debate.

3. CIP Committee. The purpose of this committee is to lead Commission participation in development of the annual CBJ CIP project list, including efforts to ensure the projects reflect CBJ planning priorities as enumerated in the Comprehensive Plan, Area Plans, and other plans adopted by the Assembly.

Rule 7. OTHER BOARDS, COMMISSIONS AND COMMITTEES

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

liaison to each of the following:

1. Assembly Lands, Housing, and Economic Development Committee.

2. Assembly Public Works and Facilities Committee.

3. Juneau Commission on Sustainability.

B. Appointments to seats on other Boards, Commissions, or Committees. The Chair shall appoint members to serve on other boards, commissions, and committees, in seats designated for the Commission, as follows:

1. Wetlands Review Board. Two members of the Commission shall be appointed to serve as full, voting members of the Wetlands Review Board.

Rule 8. PROTOCOLS FOR COMMISSIONER DEBATE AND DISCUSSIONS

A. Speaking on the Question. In all questions and comments, members of the Commission shall endeavor to provide the Commission with relevant facts and arguments and shall strive to avoid redundancy. The Chair may disallow non-germane questions and comments. Members of the Commission, the Director of Community Development, and staff may speak more than once to the same question at the same stage of proceedings. In determining the order of speakers, the Chair shall give priority to members who have not spoken on the question.

B. Asking Questions. After obtaining recognition from the Chair, a member may ask direct questions of another member of the Commission, City and Borough of Juneau (CBJ) staff, or of a person appearing before the Commission. All questions shall be respectful and may not be argumentative.

C. Decorum. Members of the Commission shall not question the motives, competency, or integrity of any person except as necessary to decide a matter in which such issues are relevant. The Chair shall admonish any member violating this rule, and may, without a vote, declare a recess not to exceed ten minutes.

Rule 9. PROTOCOL FOR MEETINGS

A. Order and Procedure for Public Hearings on Action Items:

1. The Chair will open the hearing on an individual item for action and read the title of the matter at hand.

2. CDD staff will present a report and recommendation and will respond to initial Commission questions. Staff is encouraged to limit its presentation to no more than 10 minutes. Members of the Commission are encouraged to hold questions until the completion of the initial presentation.

3. The applicant or the applicant's representative will have an opportunity to present information regarding the request and respond to initial Commission questions. This presentation is limited to no more than 10 minutes. The limit shall be extended as long as necessary to answer any questions addressed to the speaker by the members of the Commission. If the applicant wishes to use electronic slides (PowerPoint or the equivalent) during a presentation, the applicant must supply an electronic version of those slides to Community Development staff in accordance with Rule 11. This deadline may be altered for meetings held other than at the regular meeting time.

4. Public participation will be opened, and the public will be invited to comment. Public participation shall be carried out in accordance with Rule 10. Members of the Commission may pose questions through the Chair in accordance with Rule 8.

5. Public participation will be closed.

6. The applicant or the applicant's representative will have an opportunity to present additional information regarding the request and respond to questions from the Commission. This presentation shall be limited to no more than 5 minutes; this time limit shall be extended as long as necessary to answer any questions addressed to the speaker by members of the Commission.

7. The Commission will deliberate and make its decision.

B. The Chair will set forth the item or subject to be discussed and will rule non-germane or inappropriate comments out of order.

C. All speakers, members of the public, and members of the Commission will be recognized by the Chair by surname.

D. When recognized by the Chair, staff may participate in the same manner as the members of the Commission except that staff cannot vote.

E. Once public participation is closed, it cannot be reopened except in accordance with Rule 14.

F. Except in accordance with Rule 17, remote participation by an applicant or member of the public is not permitted. A member of the public that wishes to participate at a meeting, but cannot attend the meeting, may submit comments in writing pursuant to these Rules or send a representative to present on his or her behalf. Applicants or members of the public that choose to participate remotely do so at their own risk. If remote connection is lost, the public hearing may continue without the applicant's participation.

Rule 10. PUBLIC PARTICIPATION AT MEETINGS (ORAL)

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

be conducted according to the following rules:

1. Subject Matter. Members of the public present during a hearing shall be given one opportunity to be heard during the hearing. In addition, there shall be a time during all regular Commission meetings for members of the public to address the Commission concerning any matter relevant to the Commission's jurisdiction and not on the agenda for specific public hearing at that meeting. Questions posed to Commissioners or staff will not be answered directly during the time allotted for public testimony.

2. Time Limits for Public Testimony. Unless otherwise specified by the Chair, public testimony on agenda items is limited to five minutes per speaker. The five-minute limit shall be extended as long as necessary to answer any questions addressed to the speaker by the Commission or CBJ staff. The Chair may set a different time limit if it appears necessary to gain maximum participation and conserve time and may, for the same reason, disallow questions from the Commission to members of the public. The time limit may also be changed by a majority of the Commission, which the Chair cannot overrule. Except as otherwise provided in these Rules, the time limit for individual speakers shall be uniform for all speakers and shall be strictly enforced. The time limit for public testimony on non-agenda items is limited to three minutes.

3. Public Representatives. Members of the public shall not have the right to transfer their unused time to another. However, an individual may speak on behalf of a group of other individuals provided that all individuals are present, either in person or remotely, during the meeting. If present in person, all individuals must have signed in on the sign-in sheet provided, and have indicated on the sign-in sheet that the representative individual will present on their behalf. If participating remotely, all individuals must have provided an email to the Director and Chair by 12 PM the day of the meeting stating that the representative individual will present on their behalf. Under these circumstances, the time limit for the oral testimony presented by the representative individual shall be extended by one minute for each individual represented up to a maximum of five additional minutes. Individuals that are represented in this manner shall not also have the right to present oral testimony for themselves. The Chair has discretion over the order in which public testimony will be taken from members of public participating in person and members of the public participating remotely.

4. Identification. Members of the public will precede their remarks by stating their names and, unless otherwise allowed by the Chair, their place of residence. The public will write this information on the sign-in sheet provided.

B. Decorum. The Chair is responsible for ensuring that members of the public have a reasonable opportunity to address the Commission during public participation periods and for maintaining proper order and decorum throughout each meeting. Audible communication from or in the audience, including communication directed to the Commission, CBJ staff, or applicant during meetings is not allowed. The Chair shall also ensure that during oral testimony, members of the

public direct their comments and questions to the Chair and not to the applicant, staff or other members of the public. Questions shall be respectful and may not be argumentative. The Chair shall admonish any member of the public violating this rule, and may, without a vote, declare a recess not to exceed ten minutes.

RULE 11. WRITTEN and/or ILLUSTRATIVE MATERIALS

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

A. Publication of Staff Report. The original staff report should be published by close of business eight days before the hearing (Monday). If justice so requires, the Director may extend the publishing deadline to close of business six days before the hearing (Wednesday).

B. Timely Material for Packet.
   1. Material—including public comments, applicant comments, and supplemental staff reports—submitted to CDD before noon four days before the hearing (Friday at noon) is considered timely submitted and will be included in a packet for that meeting. Material submitted less than four days before a meeting is subject to the late submittal policy below. If justice so requires and with consultation with the Chair, the Director may extend the timely material deadline to noon the day before the hearing (Monday).

   2. If a member of the public wishes to use electronic slides (PowerPoint or the equivalent) during public testimony, an electronic version of those slides must be provided to the Community Development staff by the same deadline for timely written material.

C. Late Material. Maps, graphics, photographs, and no more than the equivalent of two single-sided printed pages of written information are allowed to be submitted at the hearing when a person presents. Specifically, if the applicant, staff, or member of the public wishes to submit material after the timely material deadline (Friday 12 PM), that person or a representative for that person must (1) attend the meeting and present the material to the Commission during the opportunity for public comment, and (2) if appearing in person, provide fifteen copies of the written and/or illustrative material; if appearing remotely, email the material to the Community Development Department no later than 8 AM the day of the hearing.

D. Written Comments. Written comments, with the exception of e-mail transmissions, must be signed, and the source of illustrative materials must be identified. E-mail transmissions must

show the author's name. Anonymous submissions will not be accepted.

Rule 12. MOTIONS

A. Seconds. Seconds to motions are not required.

B. Priority of Privileged Motions. Privileged motions shall have the following priority:

1. Fix time to adjourn
2. Give notice of reconsideration
3. Adjourn
4. Recess
5. Question of privilege of the Commission
6. Question of personal privilege

Rule 13. CLERICAL ERRORS

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

Rule 14. VOTE REQUIRED

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

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

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

Rule 15. PUBLIC PARTICIPATION CONFINED TO THAT AGENDA ITEM

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

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

Rule 16. RECONSIDERATION

A. What May Be Reconsidered. Main motions, amendments to main motions, privileged motions involving substantive questions, and appeals are subject to reconsideration. Procedural motions may not be reconsidered.

B. Who May Reconsider. Any member of the Commission, whether or not that member voted on the prevailing side, may give notice of or move for reconsideration.

C. Effect of Notice. The effect of giving notice of reconsideration is to suspend all action on the subject of the notice until a motion for reconsideration is made and acted upon or until the time within which the motion for reconsideration may be made and acted upon has expired.

D. Time in Which Notice Must Be Taken Up. A notice of reconsideration expires unless a motion for reconsideration is made and acted upon prior to adjournment of the next regular meeting succeeding the meeting at which the action to be reconsidered occurred.

E. Successive Reconsideration. There may be only one reconsideration even if the action of the Commission after reconsideration is opposite from the action of the Commission before reconsideration.

F. Precedence. A motion for reconsideration has precedence over every main motion and may be taken up at any time during the meeting when there is no other motion on the floor.

G. Effect. A successful motion for reconsideration completely cancels the previous vote on the question to be reconsidered as though the previous vote had never been taken. The motion for reconsideration is debatable to the same extent as the underlying motion.

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

A. Members of the public, CDD staff, and the Commission may participate remotely in regular or special Commission meetings, Committees of the Whole, or committee meetings.

B. Members of the public participating remotely shall comply with the protocols and requirements of Rule 10 and Rule 11.

C. Members of the Commission, for in person or hybrid meetings, shall endeavor to notify the Director and the presiding officer by 8 A.M the day of the meeting which the member proposes to attend remotely. Commissioners are encouraged to appear in person to the fullest extent practicable.

D. A member of the Commission participating remotely shall be counted as present for purposes of quorum, discussion, voting, and attendance.

E. A member of the Commission participating remotely shall make every effort to participate in the entire meeting. From time to time during the meeting, the presiding officer shall confirm the connection.

F. The member of the Commission participating remotely may ask to be recognized by the presiding officer to the same extent as any other member.

G. If the Chair participates remotely at any meeting, the Vice-Chair or otherwise identified member of the Commission shall preside.

H. To the extent reasonably practicable, the Director shall provide meeting materials to the member of the Commission participating remotely.

I. If the remote connection cannot be made or is made and then lost, the meeting shall commence or continue as scheduled. The Secretary shall attempt to establish or restore the connection. If the member of the Commission participating remotely is necessary to achieve a quorum and the connection is lost, the meeting shall take an at-ease, recess, or adjourn as necessary until the remote connection is established or restored.

J. Meeting times shall be expressed in Alaska Time regardless of the time at the location of any member of the Commission participating remotely.

K. Remote communication shall be audible to all members of the Commission, staff, and the public in attendance at the meeting.

L. Except as provided in Rule 18, remote participation by members of the Commission is prohibited for appeal hearings. In-person attendance is required.

M. As used in these Rules, “remote” means any system for synchronous two-way voice communication (e.g. telephone) or video conferencing technology. If a member of the Commission participates remotely, video conferencing is preferred.

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

A. Special considerations, such as health advisories, may require the suspension of in-person Commission meetings. In those situations, alternative protocols for remote meetings will be utilized.

B. For remote meetings:

1. Rules 9(F), 10(A)(3), 10(B)(2)(a), 10(B)(3), and 17(B) will be suspended;

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

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

Rule 19. ADOPTION OF ROBERT'S RULES OF ORDER

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

REPEAL AND EFFECTIVE DATE

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

_____ _____

Michael LeVine, Chair Planning Commission Date

_____ _____

Filed with the City Clerk Date