Agenda

Planning Commission - Regular Meeting
City and Borough of Juneau

December 8, 2020
Virtual Meeting Only
7:00 PM

This virtual meeting will be by video and telephonic participation only. To join the webinar, paste this URL into your browser: https://juneau.zoom.us/j/95231977979. To participate telephonically, call: 1-346-248-7799 or 1-669-900-6833 or 1-253-215-8782 or 1-312-626-6799 or 1-929-436-2866 or 1-301-715-8592 and enter Webinar ID: 952 3197 7979.

I. ROLL CALL

II. REQUEST FOR AGENDA CHANGES AND APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

- **A.** October 27, 2020 Draft Minutes, Regular Planning Commission - APPROVED
- **B.** November 10, 2020 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

- **A.** USE2020 0022: Special Use Permit for a new marijuana retail store - APPROVED
- **B.** USE2020 0023: Conditional Use Permit for an accessory apartment on an undersized lot - APPROVED

VIII. UNFINISHED BUSINESS

IX. REGULAR AGENDA

- **A.** CSP2020 0008: Rehabilitation of Goodwin Road from Blueberry Hill Road to the end, including full water replacement, and partial sewer replacement - APPROVED

X. BOARD OF ADJUSTMENT

XI. OTHER BUSINESS

- **A.** Notice of Appeal: APL2020 0004 (1510 Second Street), an appeal of Director's determination regarding NCC2020 0067 - consideration whether to hear appeal per CBJ 49.20.110 - PLANNING COMMISSION VOTED TO HEAR APL2020 0004
- **B.** Notice of Appeal: APL2020 0005 (1508 Third Street), an appeal of Director's determination regarding NCC2020 0065 - consideration whether to hear appeal per CBJ 49.20.110 - PLANNING COMMISSION VOTED TO HEAR APL2020 0005
- **C.** Notice of Appeal: APL2020 0006 (1506 Second Street), an appeal of Director's determination regarding NCC2020 0066 - consideration whether to hear appeal per CBJ 49.20.110 - PLANNING COMMISSION VOTED TO HEAR APL2020 0006

XII. STAFF REPORTS

XIII. COMMITTEE REPORTS

XIV. LIAISON REPORT

XV. CONTINUATION OF PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

XVI. PLANNING COMMISSION COMMENTS AND QUESTIONS

XVII. EXECUTIVE SESSION

XVIII. SUPPLEMENTAL MATERIALS

A. Additional Materials for December 8, 2020 Planning Commission Meeting

XIX. ADJOURNMENT

PLANNING COMMISSION AGENDA
THE CITY AND BOROUGH OF JUNEAU, ALASKA

October 27, 2020 Draft Minutes, Regular Planning Commission - APPROVED

ATTACHMENTS:

	Description	Upload Date	Type
	October 27, 2020 Draft Minutes, Regular Planning Commission	11/12/2020	Minutes

Minutes
Planning Commission
Regular Meeting
CITY AND BOROUGH OF JUNEAU
Michael LeVine, Chairman
October 27, 2020

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 7:02 p.m.

Commissioners present: All Commissioners present via video conferencing – Michael LeVine, Chairman; Nathaniel Dye, Vice Chairman; Paul Voelckers, Clerk; Travis Arndt, Assistant Clerk; Ken Alper; Dan Hickok; Weston Eiler; Josh Winchell; Erik Pedersen

Commissioners absent: None

Staff present: Jill Maclean, CDD Director; Emily Wright, LAW

Assembly members: Greg Smith/Loren Jones

II. REQUEST FOR AGENDA CHANGES AND APPROVAL OF AGENDA

– Chair LeVine added an item to acknowledge outgoing Assembly Liaison Greg Smith and introduce the new Liaison Loren Jones

III. APPROVAL OF MINUTES

A. September 22, 2020 Draft Minutes –Planning Commission Committee of the Whole

MOTION: *by Mr. Voelckers to approve the Committee of the Whole Planning Commission September 22, 2020 minutes.*

B. September 22, 2020 Draft Minutes –Planning Commission Regular Meeting

MOTION: *by Mr. Voelckers to approve the Regular Planning Commission September 22, 2020 minutes.*

IV. BRIEF REVIEW OF THE RULES FOR PUBLIC PARTICIPATION - Chairman LeVine briefly explained the rules for participating in Zoom format

V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS – None

VI. OUTGOING AND INCOMING ASSEMBLY LIAISON – Assembly Member Greg Smith thanked the Commission and Staff for their service and introduced Deputy Mayor Loren Jones as the new Assembly Liaison.

VII. ITEMS FOR RECONSIDERATION - None

VIII. CONSENT AGENDA

Mr. Winchell declared a potential conflict of interest saying he sees the applicant once each week or every other week in the course of his work. He receives no monetary compensation from him and described the relationship as an acquaintance rather than a friendship. He felt he can be fair and partial in considering the Permit. He was allowed to remain on the Commission for this item.

USE2020 0019: Conditional Use Permit for a four-unit multi-family development
Applicant: Jensen Yorba Wall, Inc.
Location: 12087 Glacier Hwy.

Staff Recommendation

Staff recommends the Planning Commission adopt the Director's analysis and findings and APPROVE the requested Conditional Use Permit. The permit would allow the development of a four-unit multi-family development.

The approval is subject to the following conditions:

1. Prior to issuance of a building permit for the proposed structure, the applicant must submit a revised site plan showing parking spaces that comply with the requirements of CBJ 49.40.
2. Prior to the issuance of a temporary certificate of occupancy, wheel stops or striping shall be placed in the parking lot to define the location of parking spaces.
3. Prior to issuance of a building permit, the applicant shall submit a lighting plan illustrating the location and type of exterior lighting proposed for the development. All exterior lighting shall be designed and located to minimize offsite glare, and be a "full cutoff" design. Approval of the plan shall at the discretion of the Community Development Department, according to the requirements at §49.40.230(d).

MOTION: *by Mr. Winchell to accept staff's findings, analysis and recommendations and approve USE2020 0019.*

The motion passed with no objection.

IX. UNFINISHED BUSINESS - None

X. REGULAR AGENDA - None

XI. BOARD OF ADJUSTMENT - None

XII. OTHER BUSINESS - None

XIII. STAFF REPORTS

Ms. Maclean reported:

- As a reminder, Ms. Wright has drafted a 'cheat sheet' for making motions.
- CDD is considering moving the November 24 meeting to November 17 and to also hold COW meeting for Auke Bay that evening.
    - Mr. LeVine and Mr. Arndt said they will not be available that evening.
    - Mr. Voelckers expressed concern that if the public is invited to testify, then a 5:30 or 6:00 pm start might not work considering it would have to be adjourned in time for the 7 p.m. Regular Commission Meeting. Mr. LeVine suggested holding the Regular meeting first as a possibility with the COW to follow. For example, have the Regular meeting at 6 o'clock and the COW at 7 o'clock.
- Per Ms. Pierce and Mr. Voelckers, the CIP committee needs to meet this next week. Ms. MacLean will include this on the email she sends tomorrow morning.
- Title 49 meeting this Thursday at Noon via Zoom
- Blueprint Downtown Juneau Area Plan draft is expected to be finished in November or December and back to the Commission in January
- Attorney Wright has accepted a position as Magistrate with the District Court and her last day with CBJ will be Friday, November 13.
    - Mr. LeVine, Mr. Arndt, and Mr. Winchell congratulated her and wished her well

XIV. COMMITTEE REPORTS

- Mr. Dye reiterated Title 49 will meet Thursday at Noon
- Mr. LeVine said they are planning a Governance meeting to be held soon

XV. LIAISON REPORTS

Loren Jones spoke to introduce himself and explained he is also the liaison to the School Board, and the Chair of the Marijuana Control Board, so he will occasionally have conflicts between the two meetings and will miss those evenings.

- Assembly is working on CARES and working on preplanning for next year's budget cycle

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- November 4 there will be an Assembly Finance Committee (AFC) meeting to determining where we are compared to where we were budgeted to be in preparation for the November 7 Assembly meeting
- November 10 there will be an AFC meeting to finalize Ordinances for CARES funding
- November 16 Assembly meeting to consider Ordinances from AFC as well as any emergency orders that may be necessary if the Governor's emergency mandate sunsets
- November 23 Assembly meeting - the Hurlock property will be heard at this meeting
- Mid-December the Human Resources Committee of the Whole will meet to review Commission appointments and for Commissioner liaison positions
- He will not attend the November 10 PC meeting as he will be attending Marijuana Control Board meetings that day

Mr. Voelckers asked whether the Assembly retreat will be virtual or attended in person. Mr. Loren explained it will be in person at the Elizabeth Peratrovich Hall with masks and social distancing measures in place.

Mr. LeVine asked about the Governor's emergency order expiring on November 15. Mr. Jones explained if the Governor's order expires, we may lose access to FEMA grant funding.

Mr. Arndt asked about the Hurlock Property coming to the Assembly. Mr. Jones explained there is a required step whereby the City must formally take the property back from Alaska Legacy before they can move forward with the permit forwarded by the Commission at the last meeting.

XVI. <u>CONTINUATION OF PUBLIC PARTICIPATION ON NON-AGENDA ITEMS</u> - None

XVII. <u>PLANNING COMMISSION COMMENTS AND QUESTIONS</u>

Mr. Arndt asked who will be stepping in with Ms. Wright leaving. Ms. Wright answered there will likely not be a replacement at the November 10th or 17th meetings but there should be a replacement soon after that.

Mr. Dye asked with Christine Woll's election to the Assembly, does she have to remove herself from Committees? Ms. Maclean answered that she would be removed from Committees.

XVIII. <u>EXECUTIVE SESSION</u> - None

XIX. <u>ADJOURNMENT</u> – 7:42 p.m.

PLANNING COMMISSION AGENDA
THE CITY AND BOROUGH OF JUNEAU, ALASKA

November 10, 2020 Draft Minutes, Regular Planning Commission - APPROVED

ATTACHMENTS:

	Description	Upload Date	Type
🗋	November 10, 2020 Draft Minutes, Regular Planning Commission	11/30/2020	Minutes

Minutes
Planning Commission
Regular Meeting
CITY AND BOROUGH OF JUNEAU
Michael LeVine, Chairman
November 10, 2020

I. ROLL CALL

Michael LeVine, Chairman, called the Regular Meeting of the City and Borough of Juneau (CBJ) Planning Commission (PC), held via Zoom internet conferencing, to order at 7:02 p.m.

Commissioners present: All Commissioners present via video conferencing – Michael LeVine, Chairman; Nathaniel Dye, Vice Chairman; Paul Voelckers, Clerk; Travis Arndt, Assistant Clerk; Ken Alper; Dan Hickok; Weston Eiler; Josh Winchell; Erik Pedersen

Commissioners absent: None

Staff present: Jill Maclean, CDD Director
Irene Gallion, Senior Planner
Laurel Christian, Planner
Emily Wright, Assistant City Attorney

Assembly members: Loren Jones, Deputy Mayor

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

III. APPROVAL OF MINUTES

A. October 13, 2020 Draft Minutes – Planning Commission Regular Meeting

MOTION: *by Mr. Alper to approve the Planning Commission Regular Meeting October 13, 2020 minutes.*

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

V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS – None

VI. ITEMS FOR RECONSIDERATION – None

VII. CONSENT AGENDA

SNC2016 0001: Street Name Change of Third Street in the Mendenhall Valley
Applicant: City and Borough of Juneau
Location: Third Street in the Mendenhall Valley

Staff Recommendation

Staff recommends the Planning Commission adopt the Director's analysis and APPROVE the requested street name change of Third Street in the Mendenhall Valley to Whale Tail Court.

MOTION: *by Mr. Voelckers to accept staff's findings, analysis and recommendations and APPROVE* ***SNC2016 0001****.*

The motion passed with no objection.

VIII. UNFINISHED BUSINESS – None

IX. REGULAR AGENDA

At 7:07 p.m., Chairman LeVine adjourned the Planning Commission regular meeting to reconvene as the Board of Adjustment to hear **VAR2020 0002**

X. BOARD OF ADJUSTMENT –

VAR2020 0002: Variance to minimum lot depth from 85 to 60 feet for purposes of subdivision
Applicant: Rand E. Thatcher
Location: 8497 Mendenhall Loop Road

Staff Recommendation

Staff recommends that the Board of Adjustment adopt the Director's analysis and findings and DENY the requested non-administrative variance.

Staff Presentation

Staff Gallion presented VAR2020 0002 and made a recommendation to DENY the variance.

Mr. Voelckers asked about the timeline regarding when the original variance expired and the filing of this permit request. Ms. Gallion explained this application was filed in August of 2020. It is Staff understanding that the applicant was working on other projects which had taken precedence. The applicant had allowed the previous variance to expire. Ms. MacLean

explained the original permit was approved in 2016, the 18-month deadline expired before a building permit was approved. In 2018 the new variance code was adopted.

Mr. Pedersen disclosed a potential conflict of interest as he has worked with the applicant in the past but has no knowledge of this project other than what is provided in the packet and staff report. Pedersen feels he can remain fair and unbiased. He was allowed to remain.

Mr. Alper asked what was the zoning requirement for lot size in 1977 when the original variance was received. Ms. Gallion gave reference from the packet where the lot sizes were described.

Mr. Arndt asked where the expiration of the permit was addressed in Code. CBJ 49.20.270 states that expiration is governed under 49.15 Article II. CBJ 49.15.240 is "reserved," with a note about reapealing that section August 31, 2015. Ms. MacLean answered according to 49.15.150(c) a development permit shall become void and the application be forfeited18 months after its effective date if no associated building permit, right of way permit or similar permit for construction has been issued, and so on. As such, the NOD issued 2016 expired in November 2017. Ms. Wright added the applicant was informed of the 18-month period at the time of their original permit.

Mr. Winchell asked if there is any history of filing for permits for this property prior to or apart from the 2016 permit. Ms. Gallion said there was not and referred the members to the Minutes from the meeting of the original Variance in the packet.

Applicant Presentation

Kathy Thatcher, property owner, explained the characteristics of the property and the hardship that would be caused by the denial. Ms. Thatcher explained the subject property is distinct from nearby lots by its odd shape and large size. She continued to say that the denial creates a hardship which unduly strips the applicant of the option to subdivide and use the both pieces of the property as zoned for residential use.

Commissioner Questions for the Applicant

Mr. Hickok asked if approval would require a new entrance to the lot. Ms. Thatcher said her understanding is that a new entrance would need to be approved.

Mr. Winchell asked why the 18-month window was missed. Ms. Thatcher explained they did not realize there was a deadline and missed it while working on another project.

Mr. Arndt asked if there had been any work done on the project. Ms. Thatcher explained they had hired a surveyor who came out and drew up the plans for them. Mr. LeVine asked if that had been done during the 18 months timeframe after the variance approval. Ms. Thatcher said it was not during the 18- month window, rather it was during the application process.

Mr. Arndt asked if the second entrance was necessary of if the existing entrance could be used for both. Ms. Thatcher answered that would be problematic as it would be too tight with the bike path where it is located.

Mr. Eiler asked what portion of Land Use Code she was referring to in her presentation regarding the shape of the land. Ms. Thatcher did not have the reference.

Public Testimony -None

Additional Applicant Comments – None

Questions for Staff
Mr. Voelckers asked if Ms. Wright could clarify variance criteria regarding lot shape as hardship. Ms. Wright explained there is Alaska Supreme Court precedence stating peculiarities of a specific property sufficient to warrant the grant of a variance must arise from the physical condition of the land itself which distinguish it from other land in the general area.

Mr. Eiler asked if the applicant's referral was Code or Case precedence.
Ms. Wright said the applicant was referring to 49.15.420 regarding dimensional standards but that is separate from a request for a variance.

Mr. Pedersen said it appears the lot never met depth standards and there was a variance was allowed in 1977 and asked whether the permit runs with the land. Ms. Maclean answered the current variance runs with the lot as it has existed since 1977. If it is subdivided, the variance would no longer apply.

MOTION: *by Mr. Arndt to **APPROVE** VAR2020 0002.*

MR. Arndt spoke AGAINST the motion stating while he felt for the applicant, he could not find in code anyway to allow the permit. Mr. Winchell spoke in agreement with Mr. Arndt.

Mr. Winchell asked if the Commission must develop their own findings to APPROVE the Variance. Mr. LeVine confirmed that is the case.

Mr. Dye spoke against Mr. Arndt's motion to approve saying the code is complicated but there was just no way to get to yes on this one.

Mr. Pedersen spoke in support of APPROVING the variance stating it wasn't the applicant who made the lot a substandard depth and they now bear the hardship from it.

Mr. Voelckers said he would be a vote to DENY the permit and added that even though he is sympathetic to the case, the Commission needs to be careful regarding adherence to the code and setting precedent with variances.

Ms. Maclean added CDD staff works with clients to strive to get to a YES on permit applications whenever possible. When they do recommend to DENY, it is only after extensive work.

Mr. Alper said he hears the legal arguments being made but he will be a YES vote for the variance. He also asked for the timeline in which they would need to address the requirement for new findings if they were to vote YES. Mr. LeVine explained findings would need to be addressed at this meeting and included as amendments to the original motion. Mr. LeVine added that while he disagreed with some of Staff findings, he did not see ground for finding a hardship that would warrant a variance.

Mr. Winchell asked if there could be a hardship relating to the execution or lack of execution on the prior permit based on the applicant's inability to act upon the original variance prior to it expiring. Ms. Wright explained Variance criteria is property based and not based on applicant understanding of past permit.

Mr. Dye asked for a brief at ease to allow Commissioners to formulate verbiage for amendments or findings.

AT EASE 8:12 – 8:20

Mr. Arndt asked about the previous Permit. He noted it was approved after the changes in the Code and asked whether that rendered the original NOD incorrect. Ms. Wright did not have an answer.

Mr. Winchell noticed the lines on the property were diagonal and wondered if the measurements could be extended diagonally to meet the appropriate numbers. Mr. Levine explained the measurements are perpendicular and that Staff had tried many different ways and just couldn't make it work.

MOTION: *by Mr. Pedersen to amend the analysis to finding A to state "this criterion has been met" and changing the analysis to "the existing lot does not meet depth requirement which creates unusual and special conditions for the property. Enforcement of the ordinance creates undue hardship resulting from these conditions."*

PASSED WITHOUT OBJECTION

MOTION: *by Mr. ALPER to further amend discussion on Criterion 1 to state that a hardship exists because the applicant owns a lot that is twice the size of their subdivision neighbors, are*

paying taxes based on that larger lot without the ability to enjoy the full value of their lot due to being unable to have the same number of dwellings per square foot as their neighbors.

PASSED WITHOUT OBJECTION

MOTION: *by Mr. LeVine change findings under B to read, "The unusual conditions are not caused by applicant as they are due to the size of the lot."*

PASSED WITHOUT OBJECTION

MOTION: *by Mr. LeVine change findings under D to read, "The variance is narrowly tailored because it addresses the hardship caused by the size and shape of the lot in a narrowly tailored manner."*

Mr. Eiler objected and this item went to a roll call vote.

Roll Call Vote
YEA: Pedersen, Hickok, Alper, Winchell, Voelckers, LeVine
NAY: Arndt, Dye, Eiler
PASSED ON ROLL CALL 6:3

Mr. Arndt said even with the amendments, he still cannot see a way to approve the permit. Mr. Voelckers also said he will be a NO vote on the amended motion. Mr. Dye and Mr. Winchell spoke against the amended motion stating the lot size alone does not qualify as a hardship.

Mr. Pedersen spoke in support of the amended motion saying it is an opportunity for additional dwellings without having to develop additional infrastructure, adds to the tax base revenue, and conforms with the comprehensive plan.

AMENDED MOTION: *by Mr. Arndt to APPROVE VAR2020 0002 subject to revised findings to A, B, and D.*

Roll Call Vote
YEA: Pedersen, Hickok, Alper
NAY: Arndt, Eiler, Winchell, Voelckers, Dye, LeVine
FAILED ON ROLL CALL 3:6

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Mr. LeVine stated he thinks it is the sense of the Commission that this is an unfortunate result. The Commission believes the lot should be subdivided and there should be the opportunity for a second dwelling to be built there but they simply can't get there under existing Code.

At 8:40 p.m., Chairman LeVine adjourned the Board of Adjustment meeting to reconvene as the Planning Commission.

XI. OTHER BUSINESS

A. 2021 Proposed Meeting Dates – Ms. Maclean explained the proposed meeting dates are in the members' packets.

XII. STAFF REPORTS

- Ms. Maclean expects the PC/Assembly joint meeting on December 7 but a time has not been set
- Title 49 will meet November 24 at noon to discuss parking
- Next PC meeting is 11/17 at 6:00 p.m. with COW meeting at 7p.m. to discuss Auke Bay zoning
- CIP Committee is meeting Thursday at noon
- Norwegian Cruise Lines will have a subport design kickoff meeting November 18th 6:30 p.m.
- Hurlock Property CUP appeal period has expired with no appeal filed but the Assembly will hear public testimony on December 7th on the land disposal process
- SHI – Ms. Wright explained their appeal is being stayed for 4 months until March 2021. There will be a modification request coming before then. CDD and SHI are working together on a modification for the Commission to accept or deny.
- Ms. Wright reported the Tlingit & Haida, Alaway appeal is pending. Assembly oral arguments are expected March 8, 2021.
- Ms. Maclean reported this is Ms. Wright's last meeting

Mr. Arndt asked Ms. Wright about the Alaway Appeal. Considering this is a CARES funded project with the December 30 deadline, will they be moving forward anyway with that? Ms. Wright said they are moving forward at their own risk.

Mr. LeVine mentioned that he will not be available for the meeting next week. Mr. Dye will be acting as Chair for the meetings.

XIII. COMMITTEE REPORTS

- Mr. Voelckers reported CIP committee met last week.
- Mr. Dye reported Title 49 met

XIV. LIAISON REPORTS

Mr. Jones reported

- The Assembly retreat was this past Saturday. The letter from the Planning Commission was available to the assembly but did not come up for discussion.
- Assembly Finance Committee held a special meeting tonight.
- COW meeting on November 30 to meet with Bartlett and Schools.
- December 7 will be meeting with the Planning Commission.

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

XVI. PLANNING COMMISSION COMMENTS AND QUESTIONS

Mr. Alper asked how long it will take for the street name change to actually happen now that it has been approved. Ms. Maclean was not sure how long it would take but stated that it only needed PC approval and will not need to also go before the Assembly.

XVII. EXECUTIVE SESSION – None

XVIII. ADJOURNMENT– 8:58 p.m.

DRAFT

PLANNING COMMISSION AGENDA
THE CITY AND BOROUGH OF JUNEAU, ALASKA

USE2020 0022: Special Use Permit for a new marijuana retail store - APPROVED

AGENDA ITEM:

Case No.: USE2020 0022
Applicant: Alaskan Coffee Pot
Location: 2221 Dunn St.
Proposal: Special Use Permit for a new marijuana retail store

RECOMMENDATION:

RECOMMENDATION
Staff recommends the Planning Commission adopt the Director's analysis and findings and APPROVE the requested Special Use Permit. The permit would allow the development of a new marijuana retail store in the Light Commercial zoning district.

The approval is subject to the following conditions:

1. Condition: Prior to issuance of a building permit for the proposed retail facility, a shared use parking agreement must be approved by the Community Development Department, and recorded with the State Recorder's Office. The parking agreement must state that it may be nullified only when the Community Development Director has approved the nullification of the agreement on an instrument that is recorded with the State Recorder's Office. Alternatively, the applicant may submit a revised parking plan demonstrating compliance with CBJ 49.40.
2. Condition: Prior to the issuance of a temporary certificate of occupancy, the applicant shall install screening to ensure no marijuana product is visible to the general public from the right-of-way.
3. Prior to operation the applicant must receive the required State License; by approval of this special use permit, the Planning Commission does not take a position as to whether the application to the State satisfies the requirements of the State License, including if the facility is within 500 feet of a school.
4. All waste containing marijuana product shall be stored in a locked enclosure until transported to the CBJ landfill.
5. On-site consumption of marijuana products is not allowed. The applicant shall post signage within the coffee shop area stating that marijuana products shall not be consumed on-site.

ATTACHMENTS:

Description	Upload Date	Type
Staff Report for USE2020 0022	11/20/2020	Staff Report
Presentation for USE2020 0022	12/8/2020	Presentation
Notice of Decision for USE2020 0022	12/11/2020	Notice of Decision

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

PLANNING COMMISSION STAFF REPORT
SPECIAL USE PERMIT USE2020-0022
HEARING DATE: DECEMBER 8, 2020

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

DATE: November 20, 2020

TO: Michael LeVine, Chair, Planning Commission

BY: Laurel Christian, Planner II

THROUGH: Jill Maclean, Director, AICP

PROPOSAL: Special Use Permit for a new marijuana retail store in the Light Commercial zoning district.

STAFF RECOMMENDATION: Approval with conditions

KEY CONSIDERATIONS FOR REVIEW:

- No on-site consumption of marijuana is proposed.
- New marijuana retail facility will be within an existing building.
- Marijuana retail is a permissible use in the Light Commercial (LC) zoning district.

GENERAL INFORMATION	
Property Owner	R H Rentals LLC
Applicant	Alaskan Coffee Pot
Property Address	2221 Dunn Street
Legal Description	J W Mckinley Block 32 Lot 10A
Parcel Number	5B1601130047
Zoning	Light Commercial (LC)
Land Use Designation	Commercial
Lot Size	7,517 sq. ft.
Water/Sewer	Public
Access	Dunn Street
Existing Land Use	Mix- use
Associated Applications	N/A

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:

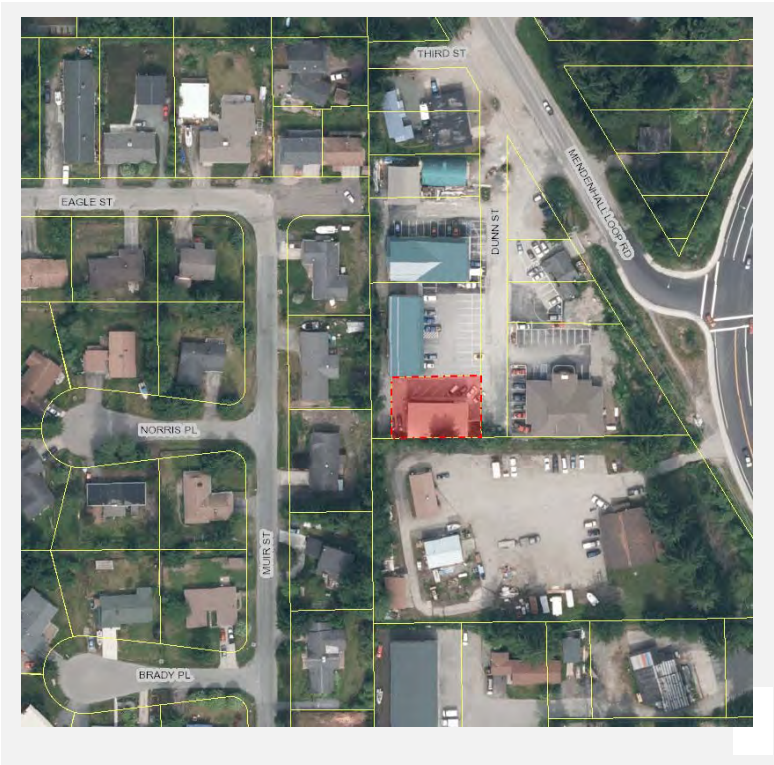
Assembly action is not required for this permit.

STANDARD OF REVIEW:

- Quasi-judicial decision
- Requires five (5) affirmative votes for approval
- Code Provisions:
  - 49.65.1245
  - 49.15.330
  - 49.80

The Commission shall hear and decide the case per *49.65.1200 Marijuana Establishment Permit.* *It is the purpose of this article to establish reasonable regulations that allow for the operation of marijuana establishments within the City and Borough in a manner that promotes public health, safety, and general welfare. It is not the intent of this chapter to authorize anything specifically prohibited by state law.*

SITE FEATURES AND ZONING



SURROUNDING ZONING AND LAND USES	
North (LC)	Mixed-use
South (LC)	FAA Building
East (LC)	Dentist Office
West (D5)	Residential

SITE FEATURES	
Anadromous	None
Flood Zone	None
Hazard	None
Hillside	None
Wetlands	None
Parking District	None
Historic District	None
Overlay Districts	None

BACKGROUND INFORMATION

Project Description – The applicant requests a Special Use Permit (SUP) for a new marijuana retail establishment in a LC zoning district. The proposed marijuana retail facility is within an existing building and measures approximately 1,152 square feet. The applicant proposes to use a portion of the marijuana retail space to serve coffee *gratis* to patrons of the marijuana retail facility; the applicant does not propose selling coffee to the general public. A project narrative can be found in Attachment A.

Background –The space was previously used as a childcare facility and has since closed. The first floor is split into two separate retail units. Half will be used for the proposed marijuana retail facility; the other unit is rented by the Chez Alaska Cooking School.

The applicant has applied to the State of Alaska for a license for the proposed marijuana retail facility. The applicant received "delegated approval" from the Marijuana Control Board, meaning the Marijuana Control Board has authorized the Alcohol and Marijuana Control Office to issue the license once all outstanding approvals are received (Attachment B). The State License does not include an endorsement for on-site consumption; at this time no on-site consumption of marijuana is proposed.

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

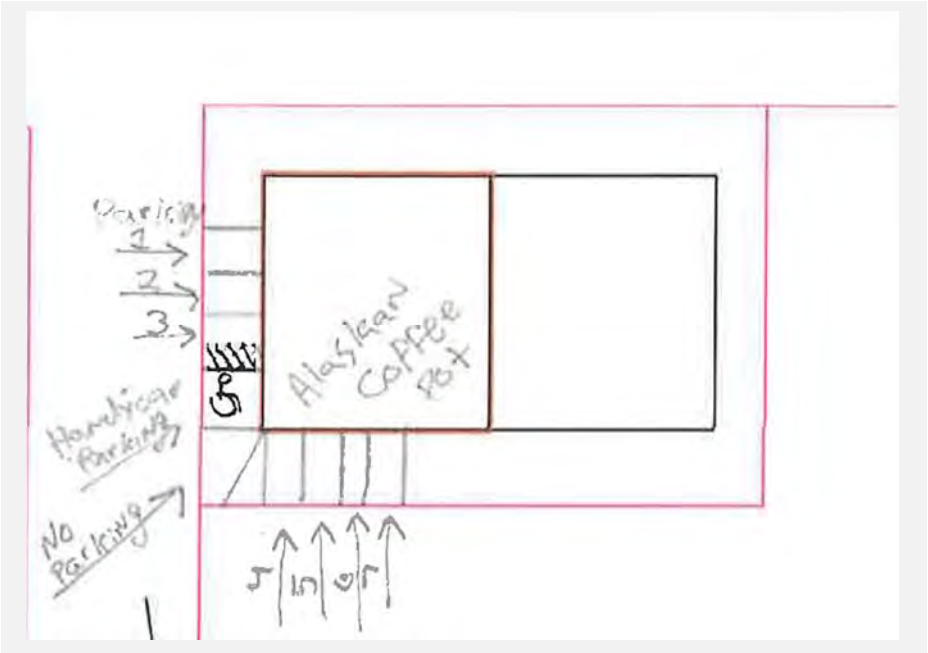
Item	Summary
Building Permit History	The building was constructed in 2002 with retail space on the first floor and two dwelling units on the upper floor (BLD2002-00345; BLD2002-00544). The first floor contains 2,304 square feet of retail space, separated into two rental units. The second floor contains two (2) two-bedroom apartments.

Variance for Parking	In 2005, a variance was approved for the lot that allowed back-out parking onto Dunn Street for a mix-use commercial development (BLD2003-00039). Three variances were reviewed and approved concurrently (VAR2003-00041; VAR2005-00035; VAR2005-00039). The Notice of Decision is provided in Attachment C.
Platting History	The lot was platted in 2007; the variance discussed above showed the proposed lot lines (Plat no. 2007-42). The plat includes a recorded access easement that provides maneuvering space for parking on the lot and on the neighboring lot. This lot and the neighboring lot to the north are under common ownership.

ZONING REQUIREMENTS

Standard		**Requirement (LC)**	**Existing (No Change)**	**Code Reference**
Lot	Size	2,000 sq. ft.	7,517 sq. ft.	49.25.400
	Width	20’	72’	49.25.400
	Depth	50’	105’	49.25.400
Setbacks	Front	25’	25’	49.25.400
	Rear	10’	17’	49.25.400
	Side	10’	10’	49.25.400
	Side	10’	25’	49.25.400
Lot Coverage Maximum		No Maximum	31%	49.25.400
Vegetative Cover Minimum		15% Minimum	15% approx.	49.50.300
Height	Permissible	45’		49.25.400
	Accessory	35’	N/A	49.25.400
Maximum Dwelling Units (30/Acre)		5 Maximum	2	49.25.500

SITE PLAN



ANALYSIS

Project Site – The lot is located at the end on Dunn Street in a LC zoning district. The site is currently developed with a two story building; renovations will be within the existing building. The first floor is currently split into two separate retail spaces. Half will be used for the proposed marijuana retail. The other half was used by the Chez Alaska Cooking school, and it is not clear if the cooking school is still operating out of this location.

The State of Alaska requires that marijuana establishments be more than 500 feet from a "*school ground, a recreation or youth center, a building in which religious services are regularly conducted, or a correctional facility*" [3 AAC 306.010(a)]. As discussed above, the applicant has received delegated approval from the Marijuana Control Board (Attachment B). The State of Alaska does not have a definition of "school ground," nor does Title 49. As this is a State Regulation, CBJ is not taking a position on whether or not this regulation is met and recommends the following condition of approval:

> **Condition: Prior to operation the applicant must receive the required State License; by approval of this special use permit, the Planning Commission does not take a position as to whether the application to the State satisfies the requirements of the State License, including if the facility is within 500 feet of a school.**

Project Design – Floor plans may be found in Attachment A. The retail space includes a coffee shop to serve patrons of the marijuana retail facility. The coffee shop area measures approximately 180 square feet. Marijuana retail and restaurants/coffee shops are permissible uses in the LC zoning district. Employees of the coffee portion of the facility will also be employees of the marijuana retail facility. The coffee shop will have the same hours of operation as the marijuana retail facility. According to the applicant's narrative, the coffee shop is "*a bonus to get a cup of coffee with your products*" (Attachment A).

The facility is not permitted to serve edible marijuana products. An endorsement for on-site consumption has not been requested from CBJ or the State Alcohol and Marijuana Control Board. Staff recommends a condition requiring that the applicant post signage stating that edible marijuana products shall not be consumed on-site.

> **Condition: On-site consumption of marijuana products is not allowed. The applicant shall post signage within the coffee shop area stating that marijuana products shall not be consumed on-site.**

Traffic – According to CBJ 49.40.300(a)(2) a traffic impact analysis is not required. Traffic for the proposed development is not anticipated to be out of character with the existing neighborhood.

Use	Metric	Trips Generated	Total Trips
Retail	892 sq. ft.	44.32 per 1,000 sq. ft.	39.53
Restaurant	180 sq. ft.	64.21 per 1,000 sq. ft.	11.55
Office	80 sq. ft.	11.03 per 1,000 sq. ft.	.88
		Total ADTs:	**51.96**

Vehicle Parking & Circulation – According to CBJ 49.40, 11 off-street parking spaces are required for the uses on the lot, including 1 ADA van accessible space. Parking requirements are outlined in the table below.

Use	Total Sq. Ft.	Spaces Required	Total Spaces
Retail Commercial	2,044 sq. ft.	1 per 300 sq. ft.	7
Restaurant	180 sq. ft.	1 per 200 sq. ft.	1
Office	80 sq. ft.	1 per 300 sq. ft.	0
Multi-family	2 units	1.75 per two bedroom	4
		Total Parking Requirement:	**12**
		Off-Street Loading Spaces Required:	**N/A**
		ADA Accessible Spaces Required:	**1 Van**

The applicant submitted a parking plan showing 7 parking spaces surrounding the building that would be assigned to the marijuana retail facility and coffee shop. Staff performed a site visit and observed a total of 11 parking spaces on the lot, including one ADA accessible space (Attachment D). The lot was subdivided after the two upstairs residential units were constructed, and the owner was permitted to use the adjacent lot (under common ownership) to provide the required minimum off-street parking (BLD200200345). Utilizing the spaces on the adjacent lot, there are 13 spaces available. Staff recommends a shared parking agreement be recorded. Alternatively, the applicant may submit a site plan demonstrating that the required off-street parking is accommodated on this lot. An access easement is provided on Plat no. 2007-42, providing an access aisle for parking on this lot and the neighboring lot.

> **Condition: Prior to issuance of a building permit for the proposed retail facility, a shared use parking agreement must be approved by the Community Development Department, and recorded with the State Recorder's Office. The parking agreement must state that it may be nullified only when the Community Development Director has approved the nullification of the agreement on an instrument that is recorded with the State Recorder's Office. Alternatively, the applicant may submit a revised parking plan demonstrating compliance with CBJ 49.40.**

Non-motorized Transportation – Dunn Street has one sidewalk on the eastern side of the right-of-way. Glacier Highway has sidewalks on both sides of the street in a small section connecting to Mendenhall Loop Road. Mendenhall Loop Road has sidewalks on both sides of the street.

Proximity to Transit – The nearest bus stops are located on Mendenhall Loop Road, approximately one-quarter mile from the proposed development.

Noise – Noise is not expected to be out of character with the existing neighborhood. The surrounding area contains a mixture of residential and commercial uses.

Lighting – No new lighting is proposed. This will be verified during building permit review.

Vegetative Cover & Landscaping – According to GIS aerial imagery there is a vegetated strip to the rear of the lot that satisfies the vegetative cover requirement. Staff confirmed vegetative cover exists in these areas at the site visit on October 20, 2020.

Habitat – No known habitats regulated by the land use code exist on the lot.

Drainage and Snow Storage – No changes to drainage or snow storage are requested. Renovations will be within the existing building. This will be verified during building permit review.

Hazard Zones – There are no known hazard zones on the lot.

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

Property Value or Neighborhood Harmony – The CBJ Assessor stated no objections to the proposed marijuana retail facility. The proposed retail facility is within the LC zoning district and surrounded by a mixture of uses.

The lot is adjacent to the D5 zoning district (Attachment E). The retail facility is comparable to previous uses and others in the Dunn Street area (retail/commercial). Residential neighborhoods are generally more sensitive to noise, traffic, light and odor. The retail facility is not expected to generate more noise than other retail uses in the area, and traffic is not anticipated to cause significant impacts. The retail facility does not include manufacturing or cultivation operations. On-site consumption of marijuana products is not permitted. Additionally, there will be no coffee roasting on site, and there will be charcoal filtration for circulated air. Odor should not be a concern.

SPECIFIED USE REVIEW - CBJ 49.65 ARTICLE XI – MARIJUANA ESTABLISHMENTS

Topic and Code Reference	Summary	Complies	Recommended Condition
49.65.1245(a)(1) Site Plan and Floor Plans	The applicant has submitted a site plan and floor plan, found in Attachment A. Floor plans include areas that are restricted and areas that will be open to the public.	☒ Yes ☐ No ☐ N/A	
49.65.1245(a)(2) Security Plan	The applicant has submitted a security plan showing the location of cameras (Attachment A). There are cameras located on each exterior door and within the interior of the building.	☒ Yes ☐ No ☐ N/A	
49.65.1245(a)(3) Waste Disposal	The applicant submitted an operating plan, which includes a discussion on waste disposal (Attachment A). Waste will be stored in a secure storage waste area prior to disposal.	☒ Yes ☐ No ☐ N/A	**Condition: All waste containing marijuana product shall be stored in a locked enclosure until transported to the CBJ landfill.**
49.65.1245(a)(4) Screening	The applicant has submitted photos showing windows of the building are frosted, so marijuana product will not be visible from the public ROW.	☒ Yes ☐ No ☐ N/A	**Condition: Prior to the issuance of a temporary certificate of occupancy, the applicant shall install screening to ensure no marijuana product is visible**

Topic and Code Reference	Summary	Complies	Recommended Condition
	Staff performed a site visit and observed the secondary entrance had a window within the door that was not frosted. It is recommended the applicant frost this window, or add appropriate screening.		**to the general public from the right-of-way.**
49.65.1245(a)(5) Septic System	Site is connected to public water and sewer.	☐ Yes ☐ No ☒ N/A	
49.65.1245(a)(6) and 49.65.1260 Ventilation and Odor Control	According to the applicant, there will be a "*recirculating charcoal filter that cleans the air continuously throughout the whole building.*"	☒ Yes ☐ No ☐ N/A	
49.65.1245(a)(7) Manufacturing Method or Cultivation Method	No manufacturing or cultivation is proposed.	☐ Yes ☐ No ☒ N/A	
49.65.1245(a)(8) Fungicides, pesticides, fertilizers, and harmful molds	No manufacturing or cultivation is proposed.	☐ Yes ☐ No ☒ N/A	
49.65.1245(a)(9) Other	Not applicable.	☐ Yes ☐ No ☒ N/A	
49.65.1265(a) Owner/manager must live on site (D1 zoning district)	Not applicable. The lot is within the LC zoning district.	☐ Yes ☐ No ☒ N/A	
49.65.1265(b) Setback required (D1 zoning district)	Not applicable. The lot is within the LC zoning district.	☐ Yes ☐ No ☒ N/A	
42.20.230(b)(4) and 36.60.030(a)(2) On-site consumption	On-site consumption of edible marijuana products is not requested. As discussed above, staff recommends a condition that requires posting signage in the coffee shop area stating no on-site consumption of edible marijuana products is allowed.	☐ Yes ☐ No ☒ N/A	**Condition: On-site consumption of marijuana products is not allowed. The applicant shall post signage within the coffee shop area stating that marijuana products shall not be consumed on-site.**

Requirements Applicable to All Marijuana Establishments – The code requirements listed in the table below apply to all marijuana establishments.

Code Reference	Requirement
49.65.1245(d) State license required	Prior to operation, the applicant shall submit a complete copy of the applicant's approved state license application to the department for review. If the director determines there are substantive inconsistencies between the state license application and the special use permit application, the commission shall review the development for consistency with Title 49.
49.65.1245(e) Commission review required	The requested special use permit shall be subject to review by the commission every five years from the date of issuance. Such review shall be subject to CBJ 49.15.330 except that the commission may only amend or add conditions if necessary to ensure compliance with this title. If an appeal challenging the amendments to a special use permit is filed, the new conditions shall be stayed and the existing permit shall govern the operations of the marijuana establishment until the conclusion of the appeal. The scope of review on appeal is restricted solely to the amended conditions.
49.65.1250 Hours of operation - retail	Unless otherwise specified by a special use permit, licensed premises may not be open between the hours of 1:00 a.m. and 8:00 a.m., Monday through Sunday. No marijuana may be distributed, sold or dispensed at a licensed premises when the licensed premises is required to be closed.
49.65.1255 Documents displayed	Prior to operating, the applicant shall display the original CBJ license and required health warnings in accordance with CBJ 49.65.1255. The signs must be displayed in conspicuous locations inside the licensed premises near the main entrance.

AGENCY REVIEW

CDD conducted an agency review comment period between October 20 and November 3. No issues or concerns were raised through this review.

PUBLIC COMMENTS

CDD conducted a public comment period between November 3 and November 16. 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. Public comments submitted at time of writing this staff report can be found in Attachment G.

Name	Summary
Natalie Watson	Ms. Watson submitted comments in support of the proposed marijuana retail facility.

CONFORMITY WITH ADOPTED PLANS

The proposed development is in general conformity with 2013 Comprehensive Plan.

PLAN	Chapter	Page No.	Item	Summary
2013 Comprehensive Plan	5	47	Policy 5.1	Proposed development promotes a diverse economy.
	5	58	Policy 5.11	Proposed development will provide year round employment and provide tax revenue to support public services.
	11	157	Land Use Designation	Proposed development complies with the commercial land use designation (Attachment E).

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 special 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 new marijuana retail facility. The use is listed at CBJ 49.25.300, Section 2.300 for the Light Commercial 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: With recommended conditions, the proposed site design complies with Title 49.

   Finding: Yes. With the recommended conditions, the proposed development will comply with Title 49, including parking, lighting, vegetative cover, and provisions for marijuana establishments listed in CBJ 49.65.

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

   Analysis: No additional analysis required.

   Finding: No. There is no evidence to suggest that with appropriate conditions, the requested marijuana retail facility, in a Light Commercial 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: The CBJ Assessor stated no objections to the proposed development.

   Finding: No. There is no evidence to suggest that with appropriate conditions, the requested marijuana retail facility, in a Light Commercial 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: Policies in the Comprehensive Plan support diverse economic development. Additionally, the proposed use complies with the Commercial land use designation.

   Finding: Yes. The proposed Marijuana Retail facility, with the recommended conditions, will be in general conformity with the 2013 Comprehensive Plan.

RECOMMENDATION

Staff recommends the Planning Commission adopt the Director's analysis and findings and APPROVE the requested Special Use Permit. The permit would allow the development of a new marijuana retail store in the Light Commercial zoning district.

The approval is subject to the following conditions:

1. Condition: Prior to issuance of a building permit for the proposed retail facility, a shared use parking agreement must be approved by the Community Development Department, and recorded with the State Recorder's Office. The parking agreement must state that it may be nullified only when the Community Development Director has approved the nullification of the agreement on an instrument that is recorded with the State Recorder's Office. Alternatively, the applicant may submit a revised parking plan demonstrating compliance with CBJ 49.40.
2. Condition: Prior to the issuance of a temporary certificate of occupancy, the applicant shall install screening to ensure no marijuana product is visible to the general public from the right-of-way.
3. Prior to operation the applicant must receive the required State License; by approval of this special use permit, the Planning Commission does not take a position as to whether the application to the State satisfies the requirements of the State License, including if the facility is within 500 feet of a school.
4. All waste containing marijuana product shall be stored in a locked enclosure until transported to the CBJ landfill.
5. On-site consumption of marijuana products is not allowed. The applicant shall post signage within the coffee shop area stating that marijuana products shall not be consumed on-site.

STAFF REPORT ATTACHMENTS

Item	Description
Attachment A	Application Packet
Attachment B	Marijuana Control Board Letter
Attachment C	Variance for parking

Item	Description
Attachment D	Site Visit
Attachment E	Zoning Map and Land Use Designation Map
Attachment F	Abutters Notice and Public Notice Sign Photo
Attachment G	Public Comments

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
2221 Dunn St, Juneau, AK

Legal Description(s) (Subdivision, Survey, Block, Tract, Lot)
J W Mckinley BL 32 LT 10A

Parcel Number(s)
5B1601130047

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

LANDOWNER/ LESSEE

Property Owner: RH Rentals
Contact Person: Richard Harris
Mailing Address: PO Box 32403 Juneau, AK 99803
Phone Number(s): (907) 723-4791
E-mail Address: RHDevelopment@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 _____ Landowner/Lessee Signature — Date: 10/15/2020

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: Alaskan Coffee Pot
Contact Person: Jake Markey
Mailing Address: 3663 Tongass Rd, Juneau, AK 99801
Phone Number(s): 907-723-5312
E-mail Address: Jake_acp@hotmail.com

X _____ Applicant's Signature — Date of Application: 10-7-20

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

Intake Initials	
TC	
Case Number	Date Received
USE20-022	10/8/20

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

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY
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

Mostly superficial upgrades like painting and decorating, installing some cabinets and security cameras, upgrading some door locks and hardware, for an AMCO compliant marijuana retail store

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 7517 square feet Total Area of Existing Structure(s) 2304 square feet

Total Area of Proposed Structure(s) _____ 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	$_____			
Admin. of Guarantee	$_____			
Adjustment	$_____			
Pub. Not. Sign Fee	$_____			
Pub. Not. Sign Deposit	$_____			
Total Fee	$_____			

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

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

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

Case Number	Date Received
USE 20-022	10/8/20

Allowable/Conditional Use Permit Application Instructions

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

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

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

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

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

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

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

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

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

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

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

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

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Alaskan Coffee Pot, LLC, has leased space within the Dunn Street Complex, located at 2221 Dunn St., in Juneau, and is applying for a conditional use permit, building permit, development permit, and marijuana establishment license within the City and Borough of Juneau. They have also applied for a State of Alaska Marijuana Establishment Permit, and have been conditionally approved by the Marijuana Control Board, with delegation to CBJ.

The Dunn Street Complex is 2304 sq feet, situated on a 7517 sq. foot lot, and is a two story multi-unit, mixed use-commercial structure, comprised of two retail units, downstairs, and residential quarters upstairs. This Conditional Use Permit Application is to enable use of one retail space, totaling 1,152 square feet, as a marijuana retail establishment. This space has previously been used as a day care facility and was also previously leased by an entity pursuing a marijuana retail license- but they did not see it through to the end. At the time of acquisition/execution of the lease, the unit was already built to suit such purpose.

The scope of work conducted or to be conducted by the current tenant, Alaskan Coffee Pot, is described as being a facelift and limited to mostly superficial enhancements and refurbishing with some light remodel and includes: repainting everything; replacing interior doors and trim; staining the floors, adding some countertops and cabinets; replacing sinks, putting in new lights (into existing lights), and adding one pony wall.

Site Plan: Per Juneau Administrative Code 19.01.106.2 Applicants are Requesting waiver of lot layout component of site plan requirement or adoption of site plan on file; no new construction is occurring on site and no modifications to lot layout on previously approved site plan are anticipated or proposed. The vegetation has not been modified by the existing tenant, nor has the parking or the elevation view of the existing building. No additional buildings are being constructed. Floor plans are contained within attached MJ-02. The security plan,

waste disposal plan, and screening plan are all, outlined in the attached MJ-01 and/or MJ-04.

Laurel Christian

From: Jake Nolast <Jake_acp@hotmail.com>
Sent: Friday, October 23, 2020 6:32 PM
To: Laurel Christian
Subject: Re: USE20200022 - Alaska Coffee Pot

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

We will only serve coffee when the dispensary (marijuana retail) is open.
Yes the employees will be all in one (same for all coffee and retail) again we are NOT planning on being a "coffee shop" it's more of a bonus get a cup of coffee with your products...
We plan to have the same hours as all the shops in Juneau open at 9am and close at 6-10 pm depending on days and business figure we will adjust as needed.
The windows have been frosted so you cannot see inside at all from any direction (I will send pictures over the weekend)
I will also draw a diagram of cameras for you this weekend and get it to you...
lastly the ventilation will be a recirculating charcoal filter that cleans the air continuously throughout the whole building (this should show in the MJ03 pack that I included from the state)
Thanks for your time let me know if there is anything else you need

---

From: Laurel Christian <Laurel.Christian@juneau.org>
Sent: Friday, October 23, 2020 10:39 PM
To: 'Jake Nolast' <Jake_acp@hotmail.com>
Subject: USE20200022 - Alaska Coffee Pot

Hi Jake,

In reviewing the concept of your marijuana retail establishment along with the coffee shop section, we need a bit more information. Can you please submit to me an additional narrative that addresses the following:

- Hours of operation
  - What will the hours of operation be for the marijuana retail?
  - Will the hours of operation for the coffee area be the same?
- Employees
  - Will the same employees working the marijuana section work the coffee section?
- Screening
  - How will marijuana product be screened from the public way. Please address all windows/doors with windows.
- What type of ventilation will be used to ensure there is no detectable odor from the exterior of the building?

  - Will the coffee area share this ventilation?
- Security camera location
  - Please provide a floor plan showing the location of security cameras.

Thanks much!

Laurel Christian | Planner II
Community Development Department | City & Borough of Juneau, AK
Location: 230 S. Franklin Street | 4th Floor Marine View Building
Office: 907.586.0761

Fostering excellence in development for this generation and the next.

Laurel Christian

From: Jake Nolast <Jake_acp@hotmail.com>
Sent: Sunday, October 25, 2020 11:42 AM
To: Laurel Christian
Subject: Alaskan coffee pot
Attachments: wol-aN!a 00!47201 DonoMG off There.pdf; BA62CEAD-E4B4-4202-97FC-0F72AA294722.jpeg; 20852C35-C388-4145-98A5-EEA1A8631B63.jpeg; EED83184-5E87-4A26-AE20-C3F054331AEB.jpeg; 0B29B9B3-4D7C-447B-9378-76D8DC2A0E81.jpeg

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

Here is a diagram of the cameras and pictures of windows the picture showing all the windows is hard to see that they are frosted so I did some up close ones as well so you can see that no one can see in them at all

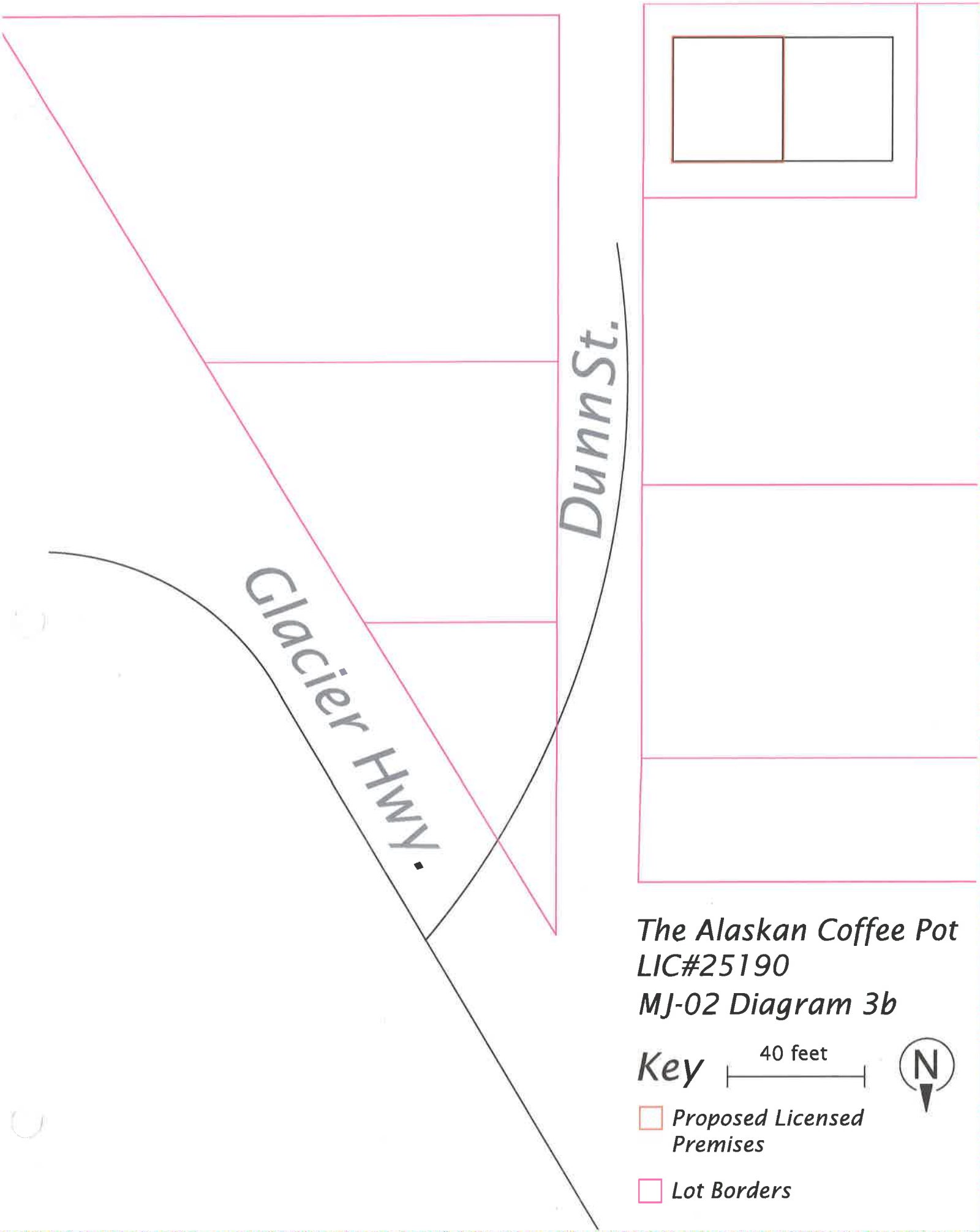
Thanks let me know if there is anything else

From: john doe <jpipainting2@hotmail.com>
Sent: Sunday, October 25, 2020 7:36 PM
To: jake_acp@hotmail.com <jake_acp@hotmail.com>
Subject:

OBJ

Get Outlook for iOS

2219


Dunn St.
Glacier Hwy.
The Alaskan Coffee Pot
LIC#25190
MJ-02 Diagram 3b
Key
40 feet
N
Proposed Licensed Premises
Lot Borders

MJ-02 Diagram 4
The Alaskan Coffee Pot
LIC#25190
Legend
AT&T
Licensed Premises
Valley Restaurant
Glacier Hwy
Mendenhall Loop Rd
Dunn St
Muir St
3rd St
Google Earth
2020 Google
Image © 2020 Maxar Technologies
N
400 ft

ey

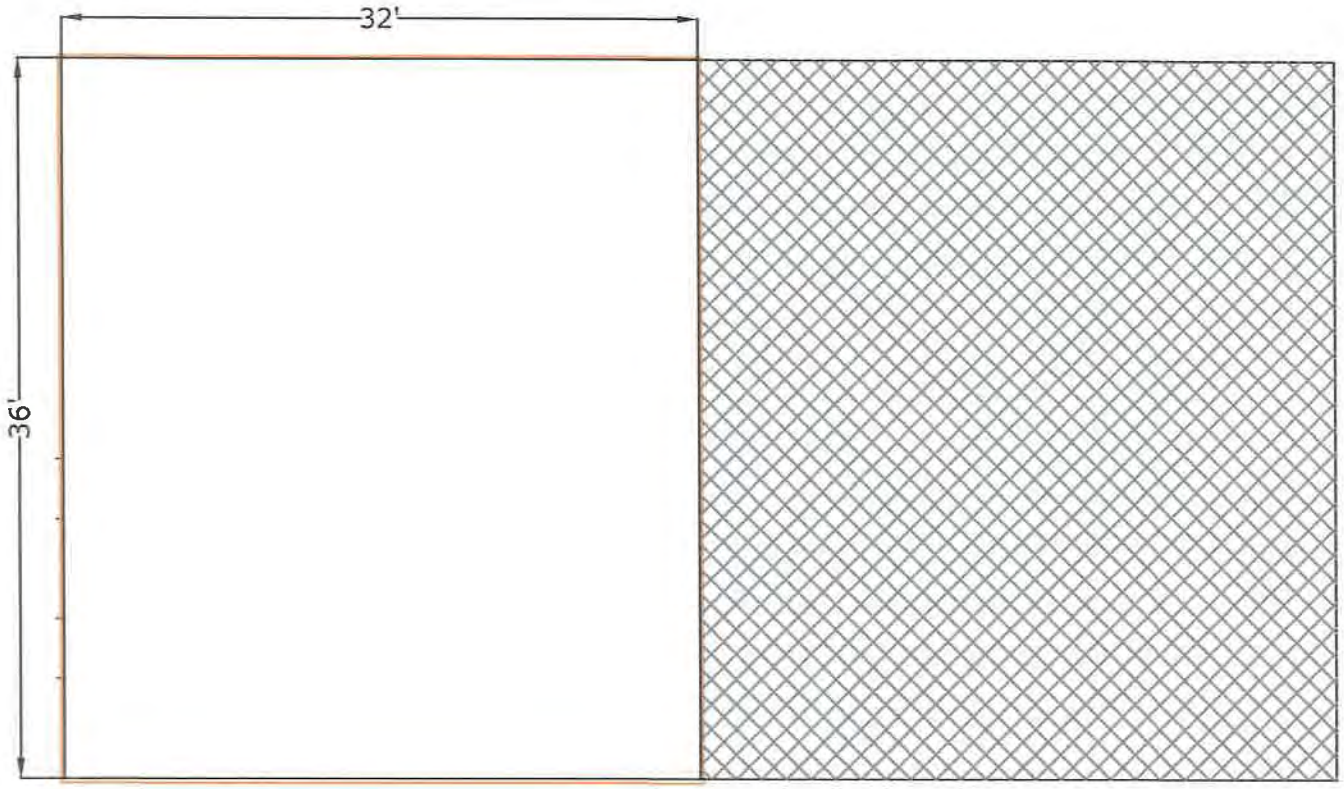
10 feet

Licensed Premises /Right to Possession

Lot Border

Building Areas not in Licensee's Possession

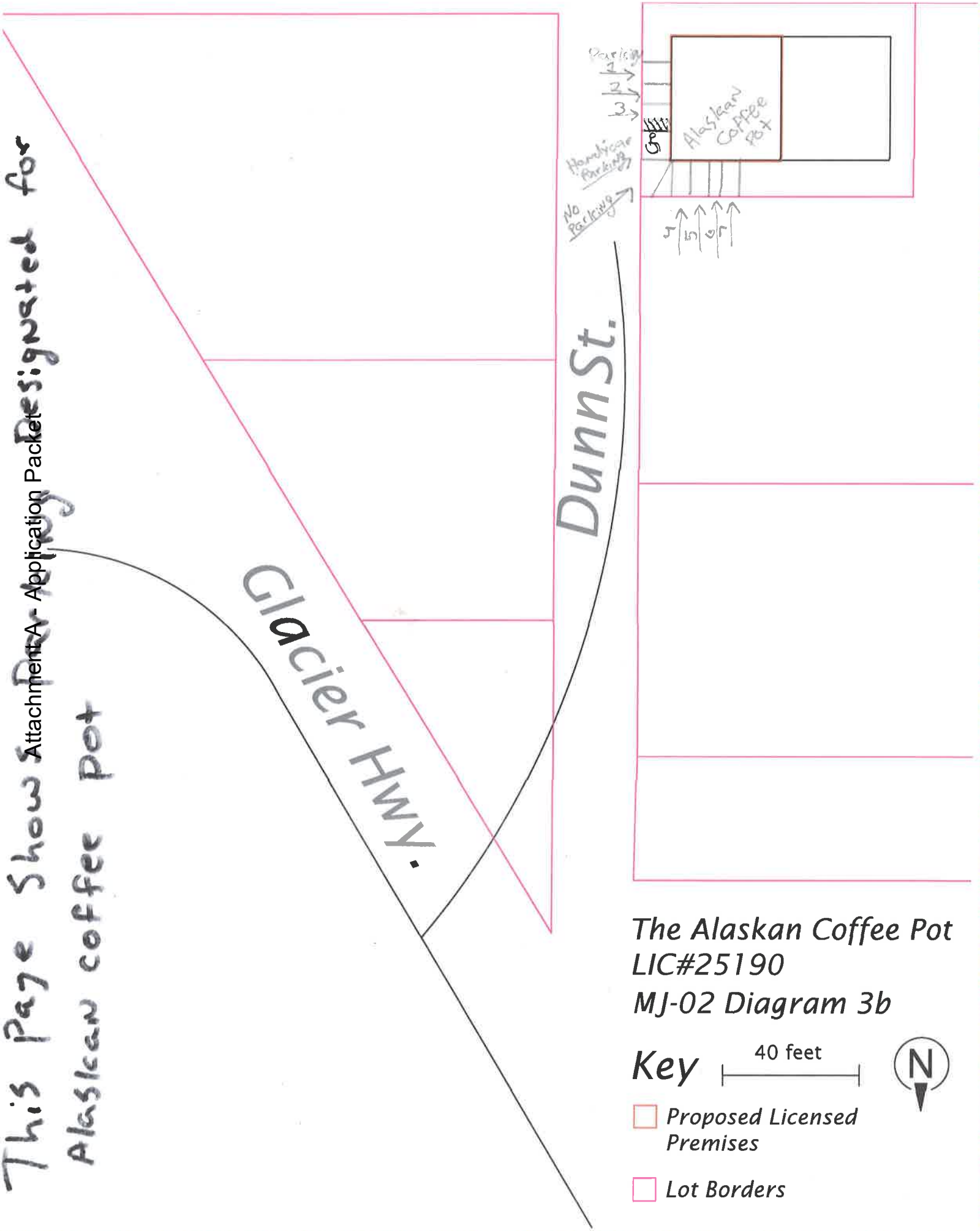
N



The Alaskan Coffee Pot - LIC#25190

MJ-02 Diagram 3a

This Page Show Area Designated for Alaskan coffee Pot



The Alaskan Coffee Pot
LIC#25190
MJ-02 Diagram 3b

Key

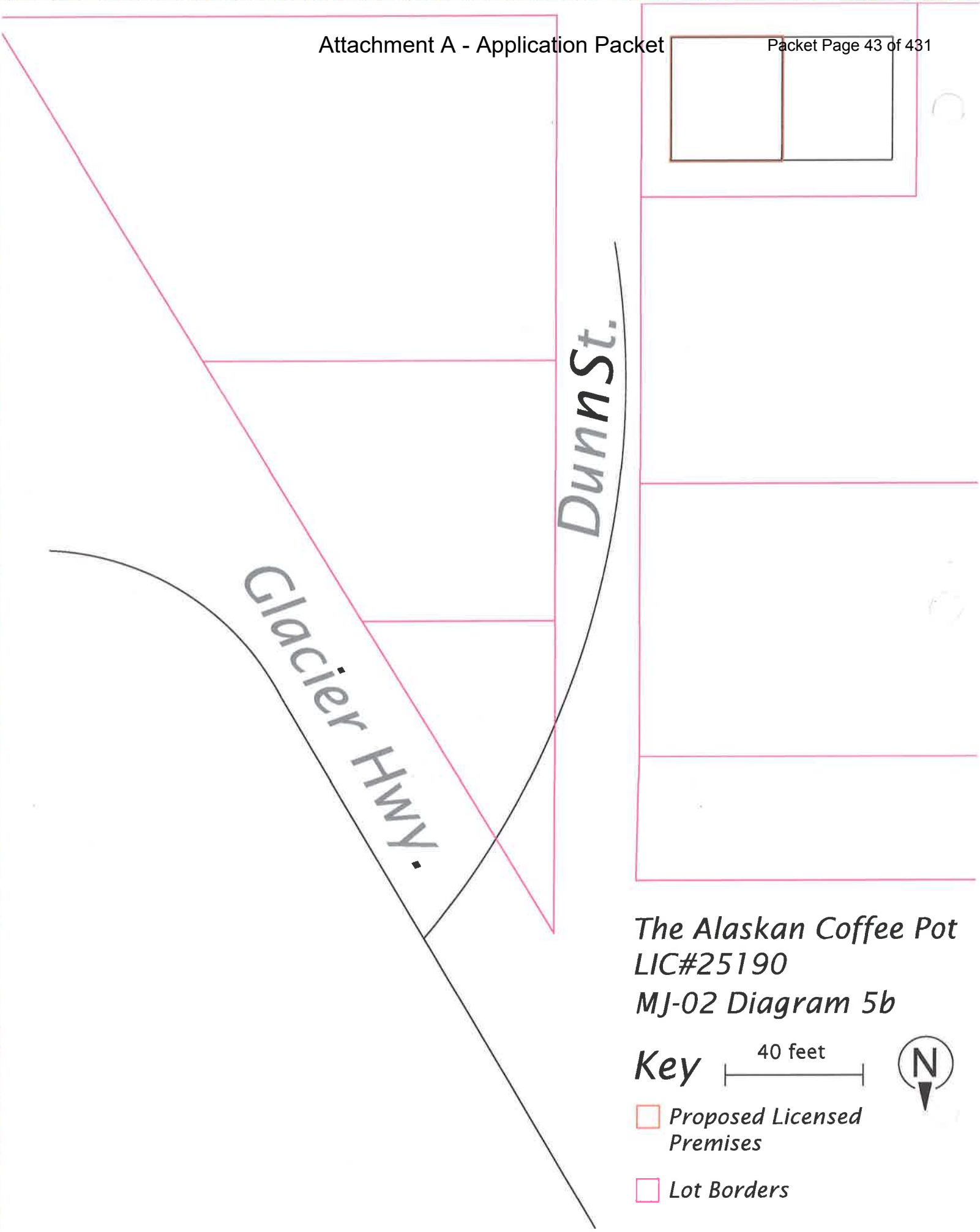
40 feet

N

Proposed Licensed Premises

Lot Borders

Attachment A - Application Packet


Dunn St.
Glacier Hwy.
The Alaskan Coffee Pot
LIC#25190
MJ-02 Diagram 5b
Key
40 feet
N
Proposed Licensed Premises
Lot Borders

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Operating Plan Supplemental
Form MJ-03: Retail Marijuana Store

What is this form?

This operating plan supplemental form is required for all applicants seeking a retail marijuana store license and must accompany **Form MJ-01: Marijuana Establishment Operating Plan**, per 3 AAC 306.020(b)(11). Applicants should review **Chapter 306: Article 3** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of the statutes and regulations.

If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020 and 3 AAC 306.315(2).

What additional information is required for retail stores?

Applicants must identify how the proposed establishment will comply with applicable regulations regarding the following:

- Prohibitions
- Signage and advertising
- Displays and sales
- Exit packaging and labeling
- Security
- Waste disposal

This form must be completed and submitted to AMCO's main office before any new or transfer application for a retail marijuana store license will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	ALASKAN COFFEE POT, LLC.	**MJ License #:**		25190	
License Type:	Retail Marijuana Store				
Doing Business As:	ALASKAN COFFEE POT				
Premises Address:	2219 Dunn St.				
City:	Juneau	**State:**	Alaska	**ZIP:**	99801

Alaska Marijuana Control Board

Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

Section 2 – Overview of Operations

2.1. Provide an overview of your proposed facility's operations. Include information regarding the intake and flow of marijuana and marijuana product at your premises, and a description of what a standard customer visit to your establishment would entail:

Upon entry, customers will be greeted and checked in at the check-in counter by the front door. After their ID has been checked and their age validated, they will be welcomed and granted access to the waiting area/coffee shop side of the facility until invited back to the retail marijuana side of the store by a bud tender. Bud tenders will assist patrons in no greater tha a 2:1 ratio. There will be no more than two customers for every one budtender in the facility. There will be no more than 5 customers for every employee of the licensee in the facility.

Ideally, a customer would check in at the counter, order a cup of coffee, be called back to the retail marijuana sales floor a short time later, select marijuana or marijuana products off of a menu or after viewing or sniffing. Sale will be packaged in compliant packaging or exit bag at point of purchase and customer will be rang up at point of sale. Customers will exit through the one way secure door between the marijuana retail and coffee shop lobby, then grab their coffee on the way out the door.

When an incoming transfer of marijuana or marijuana product arrives at our facility, the transfer agent will be greeted and will have their marijuana handler permit checked by our staff before being granted access to our facility. All transfers will occur in the secure office portion of our facility. All visitors , including other licensees and transfer agents, will be logged in our visitors log and will be issued a visitors pass to wear prior to being granted access to enter the restricted access area of our facility. Every incoming transfer will be verified against the manifest; ensuring package tags are with product and match product, and that the quantities and weights manifested are accurate. Once weights, quantities, and package tags have been verified, the manifest will be signed and dated by the receiving manager on duty and the time of acceptance will be noted on the hard copy of the manifest and the transfer will be accepted in METRC. If any variance should exist between the manifested quantity and the actual quantity, every effort will be made to reach the licensee before accepting or rejecting any transfer. See cont'd response, P. 6.

Section 3 – Prohibitions

Review the requirements under 3 AAC 306.310.

3.1. Describe how you will ensure that the retail marijuana store will not sell, give, distribute, or deliver marijuana or marijuana product to a person who is under the influence of an alcoholic beverage, inhalant, or controlled substance:

All staff members will be privately trained annually and prior to hire in preventing purchases by intoxicated persons under the influence of alcoholic beverages, inhalants, controlled substances as well as spice and other designer drugs. In addition, all employees will have completed the state required marijuana handlers course, passed the written examination in order to receive their current handler's permit (renewals as required).
See cont'd response P. 6.

3.2. I certify that the retail marijuana store will not: Initials

a. **sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product in a quantity exceeding the limit set out in 3 AAC 306.355;** ☑

b. **sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product over the internet;** ☑

c. **offer or deliver to a consumer, as a marketing promotion or for any other reason, free marijuana or marijuana product, including a sample;** ☑

d. **offer or deliver to a consumer, as a marketing promotion or for any other reason, alcoholic beverages, free or for compensation; or** ☑

e. **allow a person to consume marijuana or a marijuana product on the licensed premises.** ☑

Answer "Yes" or "No" to the following question:	Yes	No
3.3. Do you plan to request future approval of the Marijuana Control Board to permit consumption of marijuana or marijuana product in a designated area on the proposed premises?	☐	☑

Alaska Marijuana Control Board

Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

Section 4 – Signage and Advertising

Review the requirements under 3 AAC 306.360 and 3 AAC 306.365. All licensed retail marijuana stores must meet minimum standards for signage and advertising.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

4.1. I understand and agree to follow the limitations regarding the number, placement, and size of signs on my proposed establishment, set forth in 3 AAC 306.360(a).

4.2. The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage the sale of marijuana or marijuana products.

4.3. All advertising for marijuana or marijuana product will contain the warnings required under 3 AAC 306.360(e).

4.4. I understand and agree to post, in a conspicuous location visible to customers, the notification signs required under 3 AAC 306.365.

4.5. I certify that no advertisement for marijuana or marijuana product will contain any statement or illustration that:

- **a. is false or misleading;**
- **b. promotes excessive consumption;**
- **c. represents that the use of marijuana has curative or therapeutic effects;**
- **d. depicts a person under the age of 21 consuming marijuana; or**
- **e. includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana.**

4.6. I certify that no advertisement for marijuana or marijuana product will be placed:

- **a. within 1,000 feet of the perimeter of any child-centered facility, including a school, childcare facility, or other facility providing services to children, a playground or recreation center, a public park, a library, or a game arcade that is open to persons under the age of 21;**
- **b. on or in a public transit vehicle or public transit shelter;**
- **c. on or in a publicly owned or operated property;**
- **d. within 1,000 feet of a substance abuse or treatment facility; or**
- **e. on a campus for postsecondary education.**

Section 5 – Displays and Sales

5.1. Describe how marijuana and marijuana products at the retail marijuana store will be displayed and sold:

Products at our facility will be displayed; (I) hanging on a wall located behind our counter space in a restricted access area and (2) in secured glass cases, which only authorized personnel can access. Customers will not have free access to such display cases. No product is to be touched by anyone other than our employees prior to sale. Customers will consult our staff on which products they intend to purchase. All purchases will be made at our designated Point of Sale (POS) system. Once payment has been issued, the customer will be provided with their packaged products and may exit the building. All products within that purchase will have labeling provided by either the originating licensed cultivation company or Alaskan Coffee Pot. The label will include the logo, store name, license number, THC levels (levels provided by a licensed Marijuana Testing Facility), and all warning statements required under 3 AAC 306.345.

Alaska Marijuana Control Board

Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

Section 6 – Exit Packaging and Labeling

Review the requirements under 3 AAC 306.345.

6.1. Describe how the retail marijuana store will ensure that marijuana and marijuana products sold on its licensed premises will meet the packaging and labeling requirements set forth in 3 AAC 306.345(a):

Products will be packaged in opaque, resealable, child-resistant packaging as described in 3 AAC 306.345 (a). Any and all products to be sold will comply with; 3 AAC 306.470, 3 AAC 306.475, 3 AAC 306.565, 3 AAC 306.570 and 3 AAC 306.345(b).
Upon receipt of any marijuana from a license cultivation facility, staff will be required to inspect such packaging to verify the labeling requirements described in 3 AAC 306.475(a) and 3 AAC 306.570(c). Staff will also make sure to review the labeling information to verify that packaging and potency conforms to regulations set forth in 3 AAC 306.560.
The facility will utilize weight measuring scales in compliance to 3 AAC 306.745 to verify weights of product. Packaging to be resold from a cultivation facility without additional handling from our facility will not be in excess of one ounce in weight and will contain our company logo and license number. Wholesale purchases will be verified to not be in excess of five pounds of product for repackaging.

6.2. Provide a sample label that the retail marijuana store will use to meet the labeling requirements set forth in 3 AAC 306.345(b):

RESPONSE TO QUESTION 6.2: SAMPLE LABEL

SAMPLE LABEL #1

(1) "Marijuana has intoxicating effects and may be habit forming and addictive."
(2) "Marijuana impairs concentration, coordination, and judgment.
Do not operate a vehicle or machinery under its influence."
(3) "There are health risks associated with consumption of marijuana."
(4) "For use only by adults twenty-one and older. Keep out of the reach of children."
(5) "Marijuana should not be used by women who are pregnant or breast feeding."

Retailer: Alaskan Coffee Pot
Retailer License No. 25190
BARCODE: IIIIIIIIIIIII
Cultivator: SOME GROWER, LLC.
Cultivator License No. 12345

OG KUSH BUD 1.0 Grams
Harvest Batch No. 1A34fgh123
Net. Wt: 1.0 GR (0.03527396 OZ)
TEST: THCA: 18.48%, THC 16.6%, CBD: .06%
METRC ID# : 1A1234567890

Alaska Marijuana Control Board

Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

Section 7 – Security

Review the requirements under 3 AAC 306.350 and 3 AAC 306.720.

7.1. Describe the retail marijuana store's procedures for ensuring a form of valid photographic identification has been produced before selling marijuana or marijuana product to a person, as required by 3 AAC 306.350(a):

All employees will be trained in the recognition of valid and acceptable identification per SOA regulations governing acceptable forms of identification. See 3 AAC 306.350(a)&(b). Employees will take the following steps to ensure valid identification has been produced prior to any entry into the retail store as follows: Make certain ID has not expired and person is over 21 years of age; request ID be removed from wallet or purse or anything with a cover over it; take physical control of the ID; check the date of birth; ensure ID has not been tampered with; look for any material changes to ID. See continued response.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

7.2. The video surveillance and camera recording system for the licensed premises covers each point-of-sale area.

Section 8 – Waste Disposal

Review the requirements under 3 AAC 306.740.

8.1. Describe how you will store, manage, and dispose of any marijuana waste, including expired marijuana or marijuana products, in compliance with any applicable laws. Include details about the material(s) you will mix with ground marijuana waste and the processes that you will use to make the marijuana waste unusable for any purpose for which it was grown or produced:

Prior to deeming marijuana as waste, we will notify the AMCO 3 days in advance in writing. Once the MCB has been notified, product awaiting disposal will be separated and stored in our secure waste storage area. Our secure waste storage is secured and monitored in compliance to 3 AAC 306. 715 and 3 AAC 306. 720, utilizing commercial steel-doors with key code/fingerprint locking mechanisms and high definition surveillance cameras. Upon approval, any marijuana waste, including expired marijuana products will be ground and mixed with organic material consisting of household waste, paper, food, coffee grounds, leaves, grass clippings etc. to produce a final waste product that is no more than 50% marijuana product. Once marijuana product is reconciled to be unusable for any and all intended purposes, we will transfer the waste to our on-site secured dumpster to await final disposal. Upon final disposal, we will record the final destination of said waste, in accordance with 3 AAC 306.740(c)(2), and store these records in our secure office in compliance with 3 AAC 306.755.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

8.2. The retail marijuana store shall give the board at least three days written notice required under 3 AAC 306.740(c) before making marijuana waste unusable and disposing of it.

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Joe Markey

Printed name of licensee

Notary Public
SHANNA D. SMITH
State of Alaska
My Commission Expires Nov. 27, 2021

Notary Public in and for the State of Alaska

My commission expires: Nov 27, 2021

Subscribed and sworn to before me this 1 day of May, 2020.

Alaska Marijuana Control Board

Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

(Additional Space as Needed):

2.1 Response Cont'd:
Incoming marijuana or marijuana products received in bulk will be repackaged physically and within METRC, and will accordingly be labeled before imported into our POS system and becoming available for sale. Each time a bulk package is opened or repackaged, weights will be taken at the beginning and end of the process. Internal logs will be kept and variance due to moisture loss will be kept In Internal logs; adjusted, noted, and accounted for in METRC. Any waste will be noted in waste logs as well, and reported to AMCO via email three days before destroying and disposing of the waste material. Unpackaged quantities of bulk marijuana and/or marijuana product will remain locked in secure storage, consistent with our operating plan. METRC package tags will remain physically attached to the vessel containing bulk marijuana associated with each tag. Incoming marijuana or marijuana product which has been prepackaged prior to it's arrival at our facility will have the labeling double checked for compliance before being made available for retail sale. Product will then be added to inventory within the point of sale system, and may have additional, POS specific, labeling/sku added. Upon entering the establishment, a customer will immediately be asked to present ID. Once their ID has been checked they will select product from a menu, be given an opportunity to view or sniff the product before purchasing. Products will be placed in AMCO compliant exit packaging before leaving our facility. All sales will be entered though our point of sale system, and will be reported through METRC, daily.
Each drawer will be closed at the end of each shift and the proceeds from each shift and day will be verified against accountability reports generated by our POS. At the end of each day, the day will be closed out within our POS. Within 24 hours of the closure of a business day, our sales data will be uploaded to METRC. Routine internal audits will be conducted- verifying accuracy between METRC, our POS, and product on hand. Inventory of prepackaged products will occur each night at the close of the shift and/or each morning before opening on internal forms, i.e. shift reports. Retail operations are anticipated to begin at 10am until as late as 12:00 a.m., 7 days a week.
3.1 Cont'd: Employees will look for signs of Impairment to include but not limited to:
- watery eyes ,
- slurred speech,
- blood shot or red eyes,
- glassy eyes which may have trouble staying open,
- their gait,
- coordination. This list is not exhaustive. If any of the above signs or any others are Identified, they will be asked to leave the premises and no sales will occur. This facility implements a zero tolerance for non-compliant behavior on our licensed premises. Our policy requires that all personnel be trained on how to Identify a person who Is under the Influence of an alcoholic beverage, inhalant, or controlled substance as set forth above. Any person(s) who are suspected of being in violation of 3 AAC306.310(a)(2) will be asked to vacate the premises and will be notified that non compliance will result in a trespassing charge In which local law enforcement will be notified.
7.1 Cont'd response:
A book/pamphlet of all legal ID's for all 5O states will also be used to include Canada should any questions arise surrounding its authenticity. If questions surround its authenticity, age verification etc. the person will not be admitted in to the facility and will be told to leave the premises Immediately.

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06)** to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	ALASKAN COFFEE POT, LLC.	**MJ License #:**	25190		
License Type:	Retail Marijuana Store				
Doing Business As:	ALASKAN COFFEE POT				
Premises Address:	2219 Dunn St.				
City:	Juneau	**State:**	Alaska	**ZIP:**	99801

Mailing Address:	Box 8001				
City:	Port Alexander	**State:**	Alaska	**ZIP:**	99801

Designated Licensee:	Joe Markey		
Main Phone:	907-568-2206	**Cell Phone:**	N/A
Email:	joe_acp@hotmail.com		

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 2 – Control Plan for Persons Under the Age of 21

2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

This is a marijuana retail store. Although marijuana is not available for purchase on the coffee shop side, the entire facility is a licensed premises. As such, no one under 21 will be allowed past the front door. The front door will be monitored at all times by Alaskan Coffee Pot staff and no one may gain admission into the premises without presenting valid id and having their age verified. Once legal Id's are checked at the main door, persons 21 years of age and older will be admitted. Upon admittance, they may review menus or order coffee and enjoy the waiting area lounge until called back to the retail marijuana sales area. Their order will be filled, point of sale system utilized for the sale and the product subsequently given to them in packaging as required. No tours or leisure visits are permitted within the licensed premises areas or any portion of this licensed facility including restricted areas. Any visitor to this part of the licensed premises will have to be able to prove: over 21 years of age via valid ID: State or federal, drivers license, passport etc., and a need to be escorted into any restricted access area. If a need is determined, visitor's identification will be screened, and the visitors log will be filled out Visitor will wear an identification tag at all times while in the facility. No more than 5 visitors per employee or agent will be permitted in the facility at a time, in accordance with applicable laws and AMCO regulations. All other means of ingress and egress doors to this facility and building will remain locked at all times. No handling of the marijuana will occur except by the licensee, his employees or agents and not by and visitors or customers. All marijuana will be kept in restricted areas where no customers have access to it. Video surveillance will record all entries, exits, points of sale and rooms within this licensed facility with the exception of the rest room which is part of the licensed facility but not a restricted access area.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

The Applicant requires all visitors to call ahead and establish an appointment at the facility before they arrive. Upon arrival, an employee escort who will request identification from the visitor, complete the visitor's log, and issue a visitor's badge shall greet visitors. Valid forms of identification include an unexpired, unaltered passport; a driver's license or permit; or an identification card of any U.S. state or province or territory of Canada. Anyone without identification and/or under the age of 21 may not enter the retail facility. The designated employee shall record the information pertaining to the visit on a visitor's log and issue a visitor's identification badge before entering the restricted area. Information on the visitor's log includes name, date of birth, current date, time in/out, email address or phone number, and the employee escort's name. The visitor shall wear the badge while on premises. The employee escort is required to remain with the visitor and is responsible for noting the time the visitor leaves and retrieving the visitor's badge. The Visitor Policy shall apply to all facility visitors including, but not limited to, contractors and delivery/transportation drivers. No more than five visitors per escort. All restricted access areas will be clearly marked and remain locked and closed.

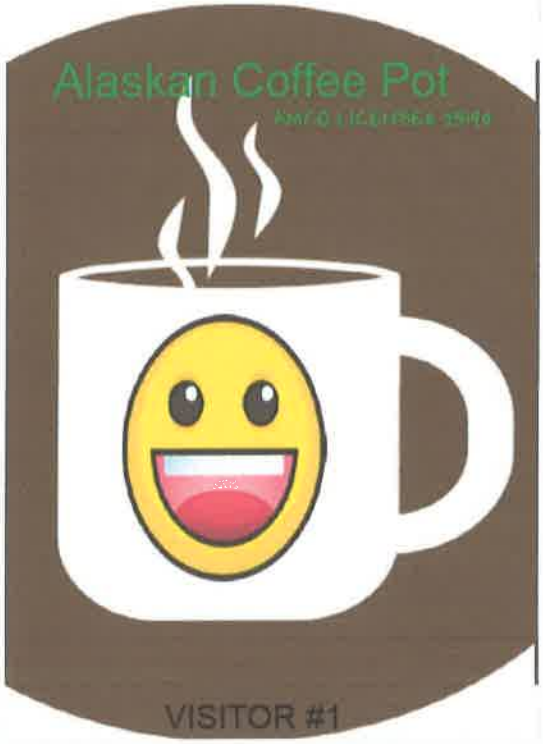
3.2. Describe your recordkeeping and processes for admitting visitors into and escorting them through restricted access areas:

A logbook to record the persons full name, date of visit, time of entry and departure and nature/purpose of visit will be maintained. Visitor's I.D. numbered badges will also be required to be worn at all times while upon the premises. Badges will be returned at the end of said visit and they will be accounted for at the end of each visit as well. The Applicant requires all visitors to call ahead and establish an appointment at the facility before they arrive. Upon arrival, an employee escort who will request identification from the visitor, complete the visitor's log, and issue a visitor's badge shall greet visitors. Valid forms of identification include an unexpired, unaltered passport; a driver's license or permit; or an identification card of any U.S. state or province or territory of Canada. Anyone without identification and/or under the age of 21 may not enter the retail facility. The designated employee shall record the information pertaining to the visit on a visitor's log and issue a visitor's identification badge before entering the restricted area. Information on the visitor's log includes name, date of birth, current date, time in/out, email address or phone number, and the employee escort's name. The visitor shall wear the badge while on premises. The employee escort is required to remain with the visitor and is responsible for noting the time the visitor leaves and retrieving the visitor's badge. The Visitor Policy shall apply to all facility visitors including, but not limited to, contractors and delivery/transportation drivers. No more than five visitors per escort. All restricted access areas will be clearly marked and remain locked and closed until a need for them to be opened is determined.

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:



Security Alarm Systems and Lock Standards (3 AAC 306.715):

3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

Commercial type exterior high lumen output lighting will be provided at all facility exits and entrances and each side of the building. Some of the lighting will be motion sensitive if desired or on at all times. Security cameras will be I.R. capable, and the field of view will cover the approach up to each exterior door. Security cameras will record 24 hours per day, seven days per week, 365 days per year for a minimum of 40 days as per AMCO regulation.

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

The alarm system that will be in use at the proposed facility will be provided and monitored by, Alarm.com or similar company. The system will be comprised of a main control panels with panic functions for fire, emergency and medical. Hold up alarms (silent alarms), multiple interior motion sensors, door and window sensors for all doors and windows. Motion detectors in all rooms and covering all doors and windows. Internal and external siren. All to be monitored at all times when activated during closed hours. Alarm system controls will be wall-mounted. Any time the facility is left unmanned, the alarm system shall be "active". All windows and exits will be monitored 24 hours a day, 7 days a week. The video system will record 24 hours per day, seven days per week, 24 hours per day in excess of 40 days with day, date and time stamps. Motion Detectors are integrated into the security system. In the event of a motion related alarm, Licensee or designated agent will view the camera feed from inside the proposed facility or other location to determine if any further action is necessary. The panic audible alarm button will be used in the event of any perceived security breach as well as silent alarm buttons/switches to be activated in case of hold up or other emergency that may arise. Procedures for a notification of security breach: If facility is staffed, assess situation and take appropriate action. Call 911 if necessary. If the situation allows, remain at facility to assist law enforcement.
If facility is vacant. Licensee or authorized agent are to return to facility to assist law enforcement once the area is made safe by law enforcement. Law enforcement will be notified immediately by the alarm monitoring company should *the alarm be set-off or for fire or other emergency. They will then respond. All employees, agents of licensee and* licensee will cooperate with members of law enforcement.
We will notify the Department of Commerce, Community, and Economic Development, Alcohol and Marijuana Control Office as soon as reasonably practical and in any case not more than 24 hours after any unauthorized access to the premises or the establishment's knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of marijuana, marijuana products, or money from the licensed premises.

3.6. Describe your policies and procedures for preventing diversion of marijuana or marijuana product, including by employees:

All marijuana product on premises will only be handled by licensee, employees or agents designated by licensee. All will have the required marijuana handler's card. Licensee, employee or agent will be present at transfers of marijuana product to ensure integrity of shipment. All marijuana product on premises will be logged in and tracked in accordance with Franwell/METRC system from seed to sale. Routine internal audits will be conducted periodically. Video cameras will run 24 hours per day, 365 days per year both indoors and outside as previously designated and will be stored for a minimum of 40 days. Should any diversion occur, a review of the video surveillance tapes both from the inside and outside will help to catch any perpetrator and proper action may be taken. Furthermore, the tracking system and recorded weights of marijuana product will detect any change to our marijuana supplies, so that action may immediately be taken which includes notification to AMCO and local law enforcement. All employees including their bags, backpacks, purses etc. will be subject to search as a part of their condition of employment upon suspicion of diversion. Furthermore, employees will have to place all personal belongings into a separate locker when coming to work or lock them within their vehicle or leave them at home. If diversion is determined to have occurred, AMCO enforcement will be notified immediately and no more than 24 hours after the diversion, theft or loss etc. is discovered.

3.7. Describe your policies and procedures for preventing loitering:

Signs will be posted stating a clear message that "No Trespassing" or "No Loitering" is permitted, and that area is video monitored 24/7. Video surveillance of the exterior areas will be available to employees inside the facility. Standard policy is to notify law enforcement of any violation these regulations or of any suspicious activity. There will be no loiterers or trespassers: None.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use.

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Video Surveillance (3 AAC 306.720):

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility.

3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image.

3.11. The surveillance room or area is clearly defined on the Form MJ-02: Premises Diagram that is submitted with this application.

3.12. Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board).

3.13. Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

Entrances/exits to and from the facility will have cameras (within 20 feet of each entrance/exit) trained on them from the interior in such a way that faces are easily identified. Facility entrances/exits will also have exterior cameras (within 20 feet of each entrance/exit) to monitor areas around exits to provide a view of the approach to the entrances/exits. All rooms will have cameras as well covering all portions of each room. All cameras will be high definition, mounted at a height sufficient for clear video footage with infrared/night vision capabilities for night viewing and recording.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

All video surveillance will be stored in a digital format on a local device and backed up on a hard drive. Storage will be sized appropriately to maintain at a minimum 40 days of recording, and a digital back-up of all data. Server rack will consist of a wall mountable, lockable cabinet sized appropriately to contain all necessary computer components. The rack will be located within a secure locked room within the proposed facility, ensuring that only authorized personnel are able to access the video surveillance equipment. Its' accessibility will be via password protection and only the licensee, or designated employee will have access to it. It maintains storage for over 40 days and will be accessible to AMCO enforcement and/or law enforcement as well upon request. It is not accessible to the general public.

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 4 – Business Records

Review the requirements under 3 AAC 306.755. All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records.

4.1. I certify that the following business records will be maintained and kept on the licensed premises: Initials

a. **all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years** *(records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises)*;

b. **a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment;**

c. **the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;**

d. **records related to advertising and marketing;**

e. ***a current diagram of the licensed premises, including each restricted access area;***

f. **a log recording the name, and date and time of entry of each visitor permitted into a restricted access area;**

g. **all records normally retained for tax purposes;**

h. **accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed;**

i. **transportation records for marijuana and marijuana product, as required by 3 AAC 306.750(f); and**

j. **registration and inspection reports of scales registered under the Weights and Measures Act, as required by 3 AAC 306.745.**

4.2. A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

All business records will be kept on the premises in a locked file cabinet or safe. These records will be available for inspection upon request. These records include but are not limited to: a current employee list and handler card information, contact information for our vendors and video surveillance and alarm systems, records on advertising and marketing, visitor logs, tax records, premise diagram and transportation records. The digital records will be backed up at the end of each business day. Security camera video will be maintained for 40 days of recording at a minimum. This company will provide any record required to be kept on the licensed premises to an employee of the board upon request. Any records kept off premises will be provided within 3 days of the request. Some of these records may be kept on an external hard drive and maintained within the locked cabinet and/or safe.

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc.

5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745.

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745.

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. All licensees, and every employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

6.1. All licensees, and each employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment.

6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises.

6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired.

6.4. Describe any in-house training that will be provided to employees and agents (apart from a marijuana handler course):

Aside from the marijuana handler's course and required testing, licensees, employees and agents will be kept current as to any change in regulation from AMCO, law enforcement (state, local or federal) as well as to any industry changes. This will be done monthly at monthly meetings between supervisor's and employees, unless METRC issues a bulletin or AMCO issues an advisory requiring more immediate dissemination of information. In this event, affected employees will be required to read and sign such memos at commencement of 1st shift after advisory or bulletin received. Additional training will also be made available to all employees through applicable media, legal articles, periodicals of trade and updated handler's recertification tests as they become due for recertification as well as any other information that may became available and be applicable. The internet is also a good source for updated information as well and will be utilized. Will subscribe to the AMCO mailing list and open METRC bulletins in timely fashion. Our attorney Lance C. Wells will also keep us informed any changes or new developments.

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present.

7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded.

7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace.

7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or *marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with* 3 AAC 306.735(d).

Answer "Yes" or "No" to each of the following questions: Yes No

7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram. ☑ ☐

7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram. ☑ ☐

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

Marijuana or a marijuana product may only be transported to a licensed marijuana establishment by a licensee or an agent or employee of a licensee. Bulk batch packs of up to 5 pounds may be received. Once received and entered in to METRC, the marijuana will be packaged (if not purchased prepackaged) in a variety of ways. Batches varying sizes of joints or of 1.0 gram packs may be produced as well as 1/8 oz, 1/4oz and 1 ounce packages: cannot exceed 1 ounce. All labeling on all packaging will meet the standards as required for retailers. See attached. All marijuana slated to leave the facility will be placed into a durable, tamper-evident METRC packaging prior to transport. The shipment will be accompanied by the appropriate manifest, and will be verified by the licensee or designated agent before the shipment is permitted to leave. A marijuana establishment shall keep records of all marijuana or marijuana products shipped from or received at that marijuana establishment as required under 3 AAC 306. 755. See cont'd response.

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

8.2. The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700.

8.3. The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle.

8.4. The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport.

8.5. During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport.

8.6. Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment.

8.7. When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received.

8.8. The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest.

Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

9.1. Describe any signs that you intend to post on your establishment, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

Not more than three signs will be used, either attached to the building on within the windows (no marijuana or products shall be visible to the public) and each sign may not exceed 4800 square inches. The sign would depict the name of the facility, address, phone number and/or any logo. The signage including logo would not be enticing towards children.

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

9.2. Describe any advertising you intend to distribute for your establishment. Include medium types and business logos (photos or drawings may be attached):

Advertising may consist of local Alaska Leaf magazine, trade magazines, social media, lighters, clothing items or other items of permissible branding, website, business cards, stickers, and/or in collaboration with local and state wide retailers. It would reflect the name of the business, address, phone number, email address and company logo. The logo will not be enticing towards children. This list is merely inclusive but not exhaustive. See Attached Logo.

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete

Signature of licensee

Joe Markey

Printed name of licensee

Notary Public
SHANNA D. SMITH
State of Alaska
My Commission Expires Nov. 27, 2021

Notary Public in and for the State of Alaska

My commission expires: Nov 27, 2021

Subscribed and sworn to before me this 6 day of May, 20 20

(Additional Space as Needed):

3.6 Cont'd Response:
All employees including their bags, backpacks, purses etc. will be subject to search as a part of their condition of employment upon suspicion of diversion. Furthermore, employees will have to place all personal belongings into a separate room when coming to work or lock them within their vehicle or leave them at home.

8.1 Cont'd Response:
In accordance with 3 AAC 306.470, when we package the marijuana , we will either place in a package of 1 ounce or less, in approved packaging for the retail store to sell individually. In accordance with 3 AAC 306.475, the packaging shall have these 5 statements to be on the packaging:
{1) "Marijuana has intoxicating effects and may be habit forming and addictive.";
(2) "Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence.";
(3) "There are health risks associated with consumption of marijuana.";
(4) "*For use only by adults twenty-one and older. Keep out of the reach of children.*";
(5) "Marijuana should not be used by women who are pregnant or breast feeding.".

When marijuana or a marijuana product is transported the marijuana establishment that originates the transport shall use the marijuana inventory tracking system to record the type, amount and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle. A complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times. During transport, the marijuana or marijuana product must be in a sealed package or container and in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product. The sealed package may not be opened during transport. A vehicle transporting marijuana or a marijuana product must travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and may not make unnecessary stops in between except to deliver or pick up marijuana or a marijuana product at another licensed marijuana establishment. When a marijuana establishment receives marijuana or a marijuana product transported in compliance with this section, the recipient of the shipment shall use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received. The recipient shall refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest. The locked, safe and secure storage compartment is located behind the rear seat of our transport vehicle and will be bolted or chained in to the vehicle frame. All marijuana product will be contained within this safe. The compartment measures approximately 18" wide xl0" tall x 59" long. In the event that the proposed facility's planned transport vehicle is not available, a contract transportation/ security company such as Valkyrie Security & Asset Protection or The Transfer Answer will be utilized to carry out product transfers. It will have the required manifest and disclosures attached to the outside of it as required per regulation. See above.

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

Alaskan Coffee Pot Marijuana Retail

Case Number: PAC2020 0054

Applicant: Jake Markey

Property Owner: RH Rentals

Property Address: 2221 Dunn St

Parcel Code Number: 5B1601130047

Site Size: 7,517 Square Feet

Zoning: Light Commercial (LC)

Existing Land Use: Mixed Use -Commercial

Conference Date:	September 2, 2020
Report Issued:	September 17, 2020

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
Jake Markey	Applicant	Jake_acp@hotmail.com
Beth McKibben, ACIP	Senior Planner	beth.mckibben@juneau.org
Kyle Paw	Permit Tech	Kyle.paw@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.

NOTE: This proposal is for an established building. Dimensional standards are established, but listed below for situational awareness.
Project Summary: Application for 1,152 square foot marijuana retail store at the Dunn Street complex. CBJ defers to the state on standards for meeting their regulatory requirements.
ATTACHED are CBJ regulations regarding Marijuana Establishments. To operate, the applicant must have:

- A conditional use permit from CBJ
- A valid license from CBJ
- A valid license from the State of Alaska

Planning Division

1. **Zoning** – Light Commercial
2. **Setbacks** – 25 feet front, 10 feet side and rear
3. **Height** –45 feet
4. **Access –** Dunn Street
5. **Parking & Circulation**– Site plan should include specific square footage of retail, office, and storage use, in addition to the second floor residential use so the parking requirement can be calculated. One accessible space will be required. The site plan needs to show the residential parking spaces, loading zone, accessible space, and business parking space.
6. **Lot Coverage – none**
7. **Vegetative Coverage** – 15% -for the site. No new construction is proposed. Site plan should verify required vegetative cover is provided
8. **Lighting** – Lighting should not cause off site glare – may need to be shown on security plan
9. **Noise** – Noise is not expected to be a concern –retail shop
10. **Flood** – Area of Minimal Flood Hazard (Zone X)
11. **Hazard/Mass Wasting/Avalanche/Hillside Endorsement** – N/A
12. **Wetlands** – N/A
13. **Habitat** Duck Creek is subject to the streamside buffer. No new construction is proposed with this application
14. **Plat or Covenant Restrictions** –
15. **Traffic** –
16. **Nonconforming situations** – (a Nonconforming certificate is required prior to the issuance of a building permit or land use permit)

Building Division

17. **Building** Will be addressed during Building permit plan review
18. **Outstanding Permits** – n/a

Other Applicable Agency Review

19. DOT&PF / Alcohol Beverage Control Board / Army Corps / DEC (wastewater) / DNR / USF&W / F&G / FAA / Corrections...
20.

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, https://beta.juneau.org/index.php?gf-download=2019%2F12%2FDPA.pdf&form-id=22&field-id=11&hash=81202ef96484e0b859d1c4855a6b7ae4b18cb229e8824059dbb0d96082e74d6d
2. Conditional Use Permit Application, https://beta.juneau.org/index.php?gf-download=2019%2F07%2FUSE-Allowable-Conditional-Use.pdf&form-id=22&field-id=11&hash=1f4082f939f72daa29a17b66188d1bf0f634352cc2ca2397485edbab5a3d366d
3. After the Conditional Use Permit and State license are in hand, you'll apply for a CBJ Marijuana Establishment License, https://beta.juneau.org/index.php?gf-download=2019%2F12%2FApplication_Marijuana-Establishment-License.pdf&form-id=22&field-id=11&hash=de577d55d5cc6cc74ef9a656055dd7c0400659de1fc6b877f085265b6a162905
4. Building permit application https://beta.juneau.org/community-development/permit-application

Additional Submittal Requirements

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

1. A copy of this pre-application conference report.
1. A site plan, including lot layout and floor plan.
2. Security plan.
3. Waste disposal plan.
4. Screening plan.

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. Commercial use less than 10,000 square feet: $500
2. Marijuana license: $250
3. Building permit fees will be determined at time of application

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
Fax: (907) 586-4529
Web: www.juneau.org/cdd

ATTACHMENTS:

CBJ 49.65 Article XI: Marijuana Establishments
CBJ 49.15.330: Conditional Use Permit

Floor, security, and lighting plans are on file with CDD.

Floor, security, and lighting plans are on file with CDD.

Floor, security, and lighting plans are on file with CDD.

Department of Commerce, Community, and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West Seventh Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

August 21, 2020

Alaskan Coffee Pot, LLC
DBA: Alaskan Coffee Pot
Via: joe_sacp@hotmail.com

Re: Alaskan Coffee Pot #25190

Dear Alaskan Coffee Pot, LLC:

At the August 19 - 20, 2020, meeting of the Marijuana Control Board via telephone, the board voted to approve your new retail marijuana store application with delegation to the director. Delegation means that the board has authorized me to issue the license once all outstanding approvals are received.

Attached are post-approval instructions and the pre-inspection checklist, which provide information on your next steps. Please note that the pre-inspection checklist is informational. You will be provided with an individualized checklist at the appropriate time.

Please contact marijuana.licensing@alaska.gov with any questions.

Sincerely,

Carrie Craig
Records and Licensing Supervisor

For
Glen Klinkhart,
Interim Director

cc: License File
City and Borough of Juneau

Department of Commerce, Community, and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE

State of Alaska / Commerce / Marijuana / License Search / License #25190

LICENSE NUMBER 25190

Return to Search Results

License Number: 25190

License Status: Delegated

License Type: Retail Marijuana Store

Doing Business As: Alaskan coffee pot

Business License Number: 2101719

Issue Date:

Effective Date:

Expiration Date:

Email Address: joe_acp@hotmail.com

Physical Address: 2219 Dunn St.
Juneau, AK 99801
UNITED STATES

Licensees: ALASKAN COFFEE POT, LLC. 10128892

Entity Officials: Joe Markey

Affiliates: Joe Markey

Onsite Consumption Endorsement

Status:

Approval Date:

Issue Date:

Effective Date:

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CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

BOARD OF ADJUSTMENT
NOTICE OF DECISION

Date: April 19, 2006

File Nos.: VAR2003-00041; VAR2005-00035; and VAR2005-00039

Richard Harris
PO Box 32403
Juneau, AK 99803

Application For: Three variances to allow back-out parking on the Dunn Street right-of-way.

Legal Description: JW McKinley Block 32 Lots 5A-10

Parcel Code No.: 5-B16-0-113-003-1, 5-B16-0-113-004-2 through 004-5

Hearing Date: April 18, 2006

The Board of Adjustment, at its regular public meeting, adopted the analysis and findings listed in the attached memorandum dated April 5, 2006 and approved the Variances with the following modifications:

(C) Be unnecessarily burdensome because unique physical features of the property render compliance with the standards unreasonably expensive;

The site is level and open. Even though this is an old subdivision, all lots exceed minimum dimensional standards for lots in a Light Commercial zone. No unique physical features are present on the site.

Based on the analysis above, this sub-criterion **is not met.**

or

(D) Because of preexisting nonconforming conditions on the subject parcel the grant of variances would not result in a net decrease in overall compliance with the Land Use Code, CBJ Title 49, or the building code, CBJ Title 19, or both.

Dunn Street is a substandard, non-conforming right-of-way which has not been accepted for maintenance by the City and Borough of Juneau. Since the non-conforming configuration of Dunn Street is a narrow, dead-end, low speed street and all properties served by Dunn Street are currently owned by the applicant and are under the applicant's direct control; backing out into the Dunn Street right-of-way would not reduce public safety requirements in the Land Use Code, CBJ Title 49, or the building code, CBJ Title 19.

Based on the analysis above, this sub-criterion **is met.**

Since sub-criterion D was met, **criterion 5 is met.**

Back-out parking is to be conducted as described in the project description and project drawing submitted with the application and with the following conditions:

1. Prior to issuance of a building permit, the applicant shall post sufficient 15 mph speed limit signs on the Dunn Street right-of-way. The location of signage is to be approved prior to posting by Community Development and Engineering Department staff.
2. Prior to issuance of a certificate of occupancy, the applicant shall install speed bumps on the Dunn Street right-of-way. These shall be located along each lot line perpendicular to Dunn Street, for a total of three speed bumps.

Attachment: April 5, 2006 memorandum from Greg Chaney, Community Development to the Board of Adjustment regarding VAR2003-00041; VAR2005-00035 and VAR2005-00039.

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

This Notice of Decision does not authorize any construction activity. Prior to starting a development project, it is the applicant's responsibility to obtain a building permit for any and all improvements requiring such.

Effective Date: The permit is effective upon approval by the Commission, April 18, 2006.

Expiration Date: The permit will expire 18 months after the effective date or October 18, 2007, if no Building Permit has been issued and substantial construction progress has not been made in accordance with the plans for which the development permit was authorized. Application for permit extension must be submitted thirty days before the permit expires.

Project Planner: Greg Chaney
Greg Chaney, Planner

Mark Pusich
Mark Pusich, Chairman
Planning Commission

Filed With City Clerk
Elizabeth J McEwen
May 2, 2006

cc: Plan Review

NOTE: The Americans with Disabilities Act (ADA) is a federal civil rights law that may affect this development project. ADA regulations have access requirements above and beyond CBJ-adopted regulations. Owners and designers are responsible for compliance with ADA. Contact an ADA-trained architect or other ADA trained personnel with questions about the ADA: Department of Justice - 202-272-5434, or fax 202-272-5447, NW Disability Business Technical Center - 1-800-949-4232, or fax 360-438-3208.

MEMORANDUM

CITY/BOROUGH OF JUNEAU
155 South Seward Street, Juneau, Alaska 99801

DATE: April 5, 2006

TO: Board of Adjustment

FROM: Greg Chaney, Planner
Community Development Department

FILE NO.: VAR2003-00041, VAR2005-00035 and VAR2005-00039

PROPOSAL: Variances to allow back-out parking on to the Dunn Street Right-of-Way to facilitate development of a mixed commercial development. These Variances are being requested concurrently with USE2003-00049.

GENERAL INFORMATION

Applicant:	RH Development
Property Owner:	Richard Harris
Property Addresses:	9421 Glacier Highway and 2203, 2219, 2221, 2223, 2225 Dunn Street
Legal Descriptions:	JW McKinley Block 32 Lots 5A -10
Parcel Code Numbers:	5-B16-0-113-003-1; 5-B16-0-113-004-2 through 004-5
Site Size:	33,930 square feet
Zoning:	Light Commercial
Utilities:	CBJ Water and Sewer
Access:	Dunn Street
Existing Land Use:	Shop, Retail, Commercial and Caretaker Style Apartments
Surrounding Land Use:	North - Light Commercial, Muffler Shop South - Light Commercial East - Light Commercial, Dunn Street West - D-5, Single Family Residential

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

PROJECT DESCRIPTION

An Allowable Use permit USE2003-00049 is being considered at the same time as these back-out parking Variance requests. The Allowable Use permit is for development of a group of buildings that will include a mix of uses including commercial uses, offices, and retail spaces. A detailed description of the project is available in the staff report for USE2003-00049.

VAR2003-00041 – Lot 5A
VAR2005-00035 – Lot 7A
VAR2005-00039 – Lots 9A and 10A

See Attachment 1

BACKGROUND

The existing lots are relatively small for the proposal and the buildings are large enough that there is very limited space available for parking. The applicant proposes to address this problem by installing parking spaces which back-out onto the Dunn Street Right-of-Way. Since back-out parking is not allowed for commercial or multifamily uses under the Land Use Code, the applicant has submitted a back-out parking Variance request for each lot involved with the development to be considered in tandem with the Allowable Use proposal.

ANALYSIS

Variance Requirements

Under CBJ §49.20.250 where hardship and practical difficulties result from an extraordinary situation or unique physical feature affecting only a specific parcel of property or structures lawfully existing thereon and render it difficult to carry out the provisions of Title 49, the Board of Adjustment may grant a Variance in harmony with the general purpose and intent of Title 49. A Variance may vary any requirement or regulation of Title 49 concerning dimensional and other design standards, but not those concerning the use of land or structures, housing density, lot coverage, or those establishing construction standards. A Variance may be granted after the prescribed hearing and after the Board of Adjustment has determined:

1. ***That the relaxation applied for or a lesser relaxation specified by the Board of Adjustment would give substantial relief to the owner of the property involved and be more consistent with justice to other property owners.***

Granting of the three requested Variances would provide the applicant substantial relief. By allowing the Dunn Street Right-of-Way to be used to access the parking spaces, the applicant will not have to provide parking lot access aisles on his property. Use of the public street for an access aisle will reduce the amount of his property dedicated to parking uses.

By allowing back-out parking on Dunn Street, the applicant has been able to remove significant parking impacts from the adjacent residentially-zoned property. By minimizing parking next to a residential area, granting this Variance will provide justice to other property owners in the area by reducing parking lot related impacts to residences in the area.

Based on the analysis above, this criterion **is met.**

2. That relief can be granted in such a fashion that the intent of this title will be observed and the public safety and welfare be preserved.

The only reason back-out parking is not permitted under the Land Use Code is that it poses a potential public safety hazard for vehicles to back into traffic. This is especially true on streets with large traffic volumes and with vehicles traveling at high speeds. Dunn Street is a dead end street, which will support little additional development if this request is approved. The area is level and no impediments to sight distance are present. If the speed limit is posted at a maximum of 15 mph, Dunn Street will function in a similar fashion to a parking lot access aisle. Therefore, with a condition requiring posting of a 15 mph speed limit, these Variances could be granted and public safety could be preserved.

Based on the analysis above, with the recommended condition, this criterion **is met.**

3. That the authorization of the variances will not injure nearby property.

No information is available which indicates that the granting of these Variances will impact nearby property. The only impact granting these Variances might have is to cause brief interruptions to traffic flow on Dunn Street. Since the applicant also owns the adjacent property, he is the only party that would be affected. Therefore, granting the requested Variances will not injure nearby property.

Based on the analysis above, this criterion **is met.**

4. That the variances do not authorize uses not allowed in the district involved.

The uses proposed may be approved with Use Permits under the Table of Permissible Uses. The permits are listed under CBJ§49.25.300 Section 1.300 Multifamily dwellings at a rate of 18 units per acre, Section 2.120 Miscellaneous Indoor Retail, Section 3.400 Offices for the Light Commercial Zoning District. The project proposal for these uses has been submitted under USE2003-00049, which is being considered at the same time as these Variance requests.

Based on the analysis above, this criterion **is met.**

5. That compliance with the existing standards would:

(A) Unreasonably prevent the owner from using the property for a permissible principal use;

By reducing the size of the proposed buildings, parking demand would decrease and additional room would be available for appropriate parking lot access aisles. Therefore, the applicant could use the property for a permissible use without utilizing back-out parking.

Based on the analysis above, this sub-criterion **is not met.**

(B) Unreasonably prevent the owner from using the property in a manner which is consistent as to scale, amenities, appearance or features, with existing development in the neighborhood of the subject property;

Other commercially zoned properties in the neighborhood provide required access aisles on site. Providing back-out parking onto a public Right-of-Way is not a common practice in this region.

Based on the analysis above, this sub-criterion **is not met.**

(C) Be unnecessarily burdensome because unique physical features of the property render compliance with the standards unreasonably expensive;

The site is level and open. Even though this is an old subdivision, all lots exceed minimum dimensional standards for lots in a Light Commercial zone.

The property is adjacent to a D-5 single family residentially zoned property. By allowing back-out parking, there will be less impact on nearby residences. An alternative to allowing back-out parking would be for the applicant to construct a parking structure to keep vehicles away from the residential property. Construction of a parking structure would be unreasonably expensive when the back-out parking alternative is available.

Based on the analysis above, this sub-criterion **is met.**

or

(D) Because of preexisting nonconforming conditions on the subject parcel the grant of variances would not result in a net decrease in overall compliance with the Land Use Code, CBJ Title 49, or the building code, CBJ Title 19, or both.

Not Applicable. No preexisting nonconforming conditions are present on site.

Since sub-criteria C was met, criterion 5 **is met**.

6. That a grant of the variances would result in more benefits than detriments to the neighborhood.

Although slightly reduced traffic efficiency on Dunn Street would be a minor detriment to local traffic circulation, significant benefits from back-out parking to the adjacent residential neighborhood include fewer impacts from parking lots to nearby residences.

Based on the analysis above, this criterion is **met.**

JUNEAU COASTAL MANAGEMENT PROGRAM

Not applicable. No aspect of the Juneau Coastal Management Program is related to back-out parking.

FINDINGS

1. Are the applications for the requested variances complete?

Yes. The applications contain all of the necessary information for staff to review the requested Variances.

2. Will the proposed development comply with the Juneau Coastal Management Program?

Not applicable. As mentioned above, there is no aspect of the Juneau Coastal Management Program related to back-out parking.

3. Do the variances as requested, meet the criteria of Section 49.20.250, Grounds for Variances?

Yes. As determined in the analysis above, the Variance applications do meet all criteria for granting of the requested Variances.

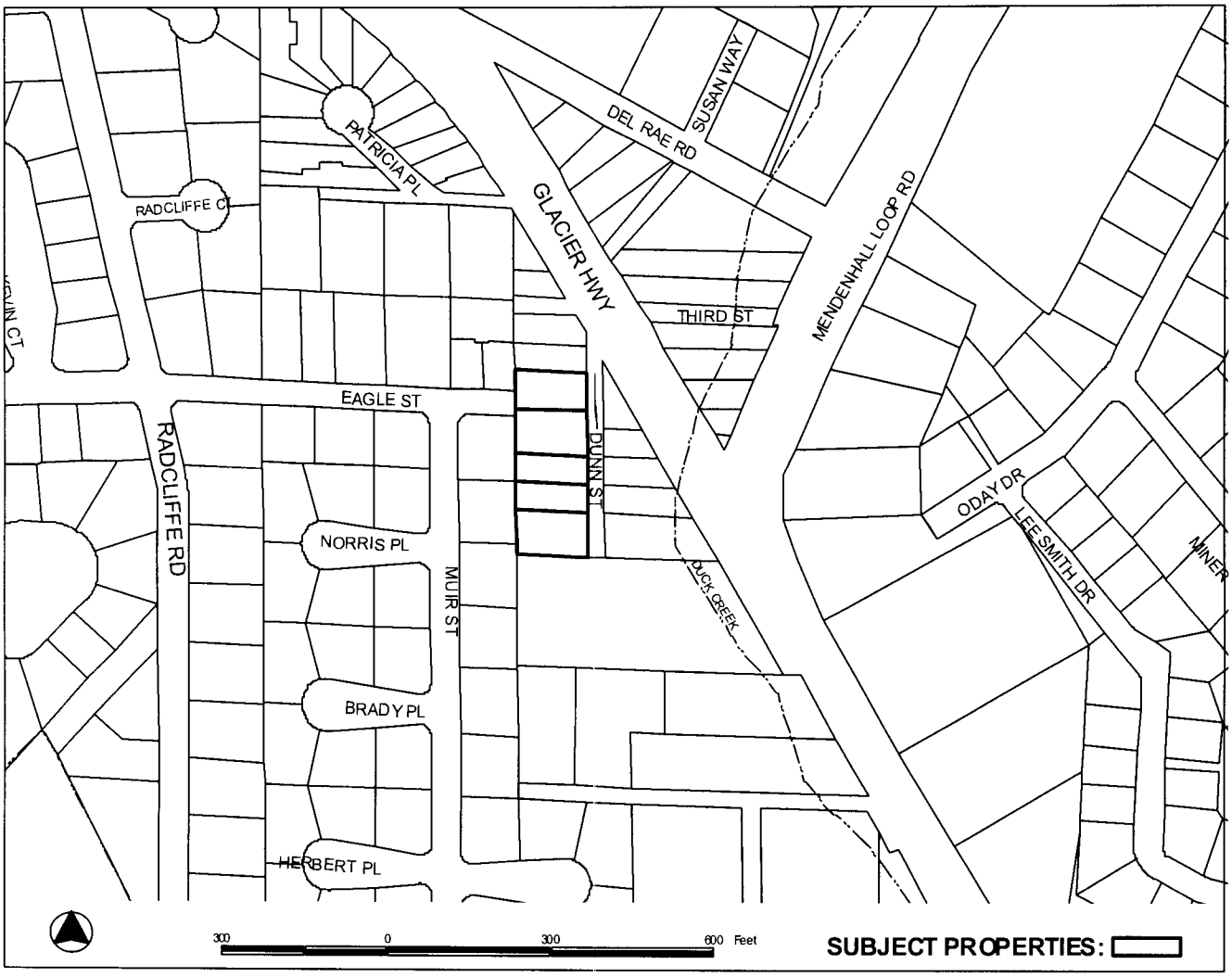
RECOMMENDATION

It is recommended that the Board of Adjustment adopt the Director's analysis and findings and approve the requested back-out parking Variances.

Staff recommends the following as a condition of approval.

1) Prior to issuance of a building permit, the applicant shall post sufficient 15 mph speed limit signs on the Dunn Street Right-of-Way. The location of signage is to be approved prior to posting by Community Development and Engineering Department staff.

NOTICE OF PUBLIC HEARING



PROPOSAL: USE2003-00049 - An Allowable Use permit for approximately 20,000 square feet of retail and commercial development on four lots.
VAR2003-00041, VAR2005-00035, & [redacted] - Variance requests to allow back-out parking onto the Dunn Street ROW for commerical parking.

FILE NO:	USE2003-00049; VAR2003-00041; VAR2005-00035; VAR2005-00039	**APPLICANT:**	R H DEVELOPMENT
TO:	**Adjacent Property Owners**	**PROPERTY OWNER:**	R H RENTALS LLC
HEARING DATE:	April 11, 2006	**PROPERTY ADDRESS:**	DUNN ST
HEARING TIME:	7:00 P.M.	**PARCEL CODE NUMBER:**	5-B16-0-113-003-1; 5-B16-0-113-004-2; 5-B16-0-113-004-3; 5-B16-0-113-004-4; & 5-B16-0-113-004-5
PLACE:	**ASSEMBLY CHAMBERS** Municipal Bldg. 155 South Seward St., Juneau, Alaska 99801	**SITE SIZE:**	Approx. 43,030 Square Feet
		ZONING:	Light Commercial
		ACCESS:	DUNN ST

PROPERTY OWNERS PLEASE NOTE:

You are invited to attend this Public Hearing and present oral testimony. The Planning Commission will also consider written testimony. You are encouraged to submit written material to the Community Development Department no later than 8:30 A.M. on the Wednesday preceding the Public Hearing. Materials received by this deadline are included in the information packet given to the Planning Commission a few days before the Public Hearing. Written material received after the deadline will be provided to the Planning Commission at the Public Hearing.

If you have questions, please contact Greg Chaney at 586-0761, or e-mail: Greg_Chaney@ci.juneau.ak.us

Planning Commission Agendas, Staff Reports and Meeting Results can be viewed at www.juneau.org/plancomm. Date notice was printed: March 30, 2006

VARIANCE APPLICATION

(APPLICANT PLEASE FILL IN SHADED AREAS AS A MINIMUM)

Project Number	Project Name	Case Number	Hearing Date	Date Received
	Commercial Residential Bldg	VAR 03-L11		10-2-03

VARIANCE TYPE: ☐ Setback ☐ Height ☒ Bulk ☐ Other (Describe) _____

DESCRIPTION OF ACTIVITY WHICH REQUIRES A VARIANCE:

Back out parking variance on to Dunn Street.

PREVIOUS VARIANCE APPLICATIONS: ☐ Yes ☒ No

Date of Filing: _____

Variance from which standards: ☒ Setback ☐ Height ☐ Bulk ☐ Other (Describe) _____

Was variance granted? . . . . . ☐ Yes ☐ No

EXISTING USE OF LAND OR BUILDING(S):

VACANT

PROPOSED USE OF LAND OR BUILDING(S):

6 Residential apt + approx 5000 SQ Ft of Retail

UTILITIES AVAILABLE WATER: ☒ Public ☐ On Site SEWER: ☒ Public ☐ On Site

PROPOSED SETBACKS (If variance changes setbacks):

Front _____ ft. Rear _____ ft. Side 0 ft. Other _____ ft.

UNIQUE CHARACTERISTICS OF LAND OR BUILDING (Difference from other properties in the area):

VERY NARROW Lots will not allow for a Functional Building

WHY WOULD A VARIANCE BE NEEDED FOR THIS PROPERTY REGARDLESS OF THE OWNER?

Because lots are to narrow can not meet set Back

WHAT HARDSHIP WOULD RESULT IF THE VARIANCE WERE NOT GRANTED?

Owner would be unable to construct the Building

REVIEW APPROVALS

	Initials	Date
Buildings		
Engineering		
Planning		

VARIANCE FEES

	Fees	Check No.	Receipt	Date
Application Fees	$			
Adjustment	$			
Total Fee	$			

Ø Fee As associated with use permit

devappve.xls rev. 5/19/97

NOTE: MUST BE ACCOMPANIED BY DEVELOPMENT PERMIT APPLICATION FORM

DEVELOPMENT PERMIT APPLICATION

(APPLICANT - PLEASE FILL IN THE PROJECT/APPLICANT INFORMATION)

Project Number	CITY and BOROUGH of JUNEAU	Date Received: 10-2-03
Project Name (City Staff to assign name)	Commercial Residential Bldg	

PROJECT / APPLICANT INFORMATION

Project Description: 2 Story Residential, comercial combo Building

PROPERTY LOCATION

Street Address: Dunn st		City / Zip: Juneau 99801	
Subdivision (if known): McKinley SUBD	Survey (if known):	Block / Tract (if known): 32	Lot (if known): 8-9
Assessor's Parcel Number (if known): 5B1601130040			

LANDOWNER / LESSEE

Property Owner's Name: Richard Harris	☐ Contact by E-Mail:	Contact Person: R. Harris	Work Phone No.: 790 4146
Mailing Addresss		Home Phone No.	FAX No.: 790 4147

LANDOWNER/LESSEE CONSENT (Required for Planning permits not needed on Building/Engineer permits)

I am (we are) the owner(s) or Lessee of the property subject to this application and I (we) consent as follows:

A. This application for a land use or activity review for development on my (our) property is made with my complete understanding and permission.

B. I (we) grant permission for officials and employees of the City and Borough of Juneau to inspect my property as needed for purposes of this application.

X _____ Landowner/Lessee Signature — Date _____

X _____ Landowner/Lessee Signature — Date 10/2/03

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 and/or the Design Review Board may visit the property and may do so during the weekend before the scheduled public hearing date.

INITIAL ALL THAT MAY APPLY

APPLICATION TYPE	OWNER'S INITIALS
ALLOWABLE USE	
CONDITIONAL USE	
VARIANCE	
DESIGN REVIEW	
SUBDIVISION	
OTHER _____	

APPLICANT (If same as OWNER, write "SAME" and sign and date at X below)

Applicant's Name: SAME - RH Development	☐ Contact by E-Mail:	Contact Person	Work Phone No.
Mailing Addresss		Home Phone No.	FAX No.

X _____ Applicant's Signature — X 10/2/03 Date of Application

STAFF APPROVALS

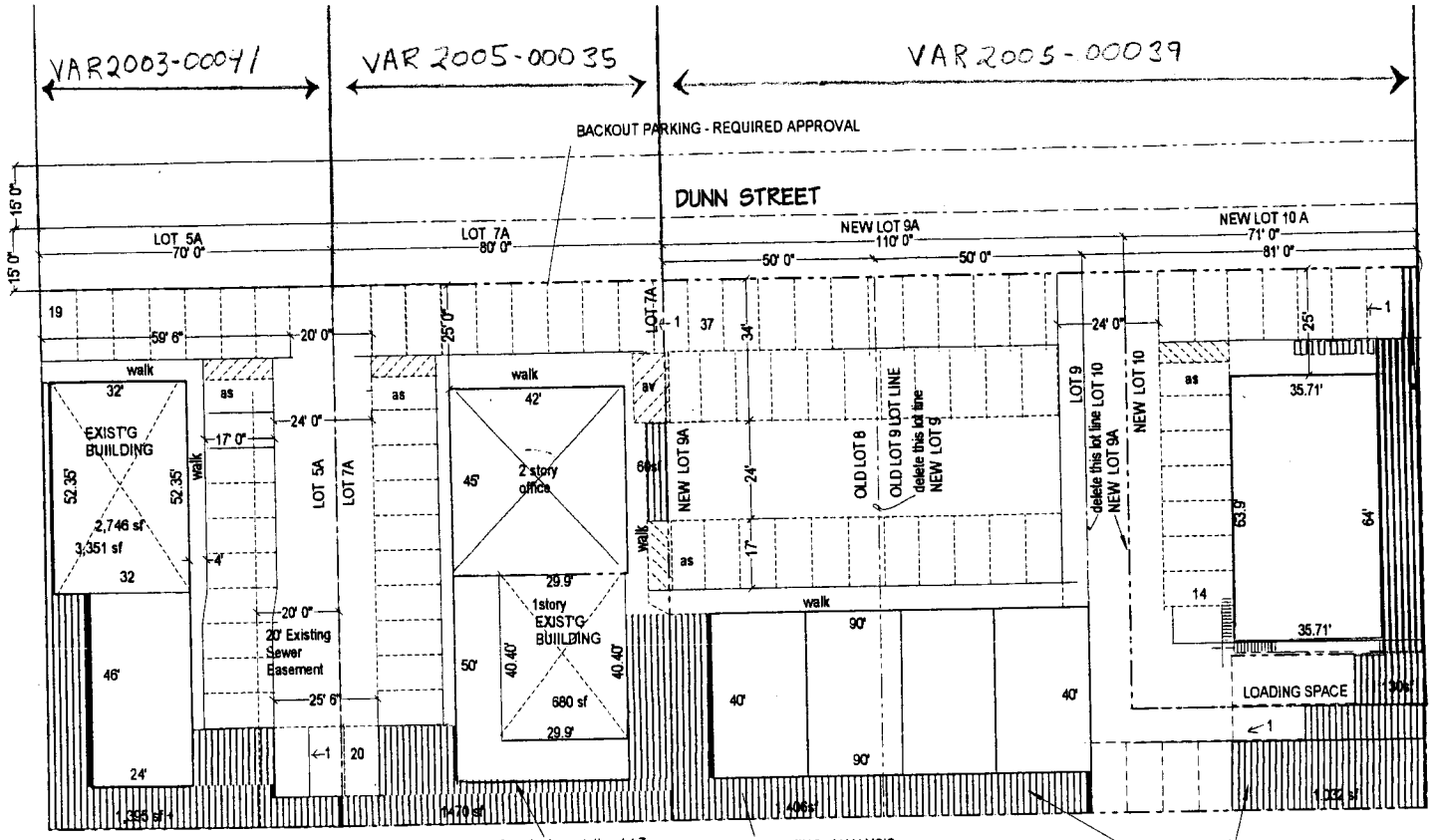
(OFFICE USE ONLY BELOW THIS LINE)

CK	PERMIT TYPE	SIGN	DATE RECEIVED	APPLICATION NO.	CK	PERMIT TYPE	DATE RECEIVED	APPLICATION NO.
X	ALLOWABLE USE APPROVAL	X	10/2/03	USE03-49		WATER PERMIT		
	CONDITIONAL USE APPROVAL					SEWER PERMIT		
X	VARIANCE		10/2/03	VAR03-41		GRADING PERMIT		
	DESIGN REVIEW APPROVAL — MINOR / MAJOR					DRIVEWAY PERMIT		
	SUBDIVISION — MINOR / MAJOR / PUD					RIGHT-OF-WAY PERMIT		
	STREET VACATION					PUB. FAC. TRANSMISS. & EXCAV. PERMIT		
	SIGN APPROVAL — LOCATED IN HISTORIC DISTRICT? ☐ YES ☐ NO					OTHER - (Describe)		
	BUILDING PERMIT					Permit Intake Initials: DM		

Zone _____ Total Lot Area _____ Required Setbacks: Front 25' Back 10' Side 10' Other _____

COMMENTS:

AU 1.300 - 6 dwelling units
AU - 2.100 - retail
Side setbacks are 10' outer permeter shows less than 10'



Reguired vegatation lot 5a
9,100sf x 15%= 1,365 sf
Provided vegatation
1,395 sf

REQUIRED ACCESS
& PARKING EASEMENTS
24 AISLE 17' PARKING
DEPTH

Reguired vegatation lot 7a
10,400sf x 15%= 1,560sf
provided = 1,565 +

LOT 9A PARKING ANALYSIS
Total Building Area = 5,000sf
USES IN BUILDING
Commercial 1st 3,600sf /200= 18 spaces
Commercial 2nd 1,000sf /200= 5 spaces
Total needed on lot 23
Total provided on lot 38
15 Extra

lot 9A 18,130sf
Note combined
from a portion
of lots 10, & 8

vegatation required
2, 420 sf
provided 2,424sf +

REVISED LOT 10 A
7, 514 sf
vegatation required @ 15%= 1,127sf
provided 1,130sf

Parking Accessible
Required 4 spaces
(3)-as accesssible space
(1) av av accessible space

REQUIRED APPROVAL
1. DELETE 1 LOT
2. COMBINED 1 LOT & MOVE PROPERTY LINE
3. PROVIDE OFFSITE PARKING AS REQUIRED FROM OTHER LOTS AS REQUIRED TO MEET PARKING REQUIREMENTS PROVIDE REQUIRED EASEMENTS & PARKING AGREEMENTS
4. ALLOW BACK OUT PARKING OFF OF DUNN R.O.W.

NOTE
OTHER COMBINATIONS OF USES WOULD BE OKAY PROVIDED THE PARKING REQUIREMENTS ARE MET AT BUILDING PERMIT STAGE

Community Development
Zoning...LC LIGHT COMMERCIAL
Lot size... 10652 SF APPROX
Setbacks...10' ALL SIDES EXCEPT FRONT 25'
Vegatation 15%
Uses....COMMERCIAL, RESTAURANT, OFFICES, DUPLEX
Parking....
DUPLEX....2 /DWELLING= 4 SPACES
COMMERCIAL/STORAGE....
2,304SF/200= 11.52 SPACES
TOTAL 16 SPACES
Type of space...1 AV = ACCESSIBLE VAN SPACE 8x17' + 8x17' ACCESS
15 SPACES TYP 8.5x17' x24' DRIVEWAY
Loading space... 1 (UNDER 25000SF)

LOT 5A PARKING ANALYSIS
Total Building Area = 3,898sf
USES IN BUILDING
Retail 1,690sf / 200 = 8.45 spaces
Office 1st flr 1,104sf/300= 3.68
Office 2nd floor 1,104sf/300= 3.68
Total needed on lot 16
Total provided on lot 19
3 Extra space

LOT 7A PARKING ANALYSIS
Total Building Area = 6,174 sf
USES IN BUILDING
Restaurant 1st flr 3,990sf/ 150= 26.6 spaces
2nd floor office 2,184 sf/300= 7.2 spaces
Total needed on lot 34
Total provided on lot 19
15 Needed

LOT 10A PARKING ANALYSIS
Total Building Area = 4,570 sf
USES IN BUILDING
Commercial 2,285sf / 200 =11.42 spaces
Dwelling 2 /1.75 per unit= 3.5 spaces
Total needed on lot 15
Total provided on lot 12
3 Needed

Parking Total for Site
5A +3
7A -15
9A +15
10A -3
SITE TOTAL 0

RECEIVED
MAR 3 2006
PERMIT CENTER / CDD

SITE PLAN

ABC
ALASKA
BUILDING
CONSULTANTS
2314 Douglas Hiway
Douglas, AK 99824
907 364-3636 & FAX
IBUILDINAK@AOL.COM

ATTACHMENT 1

R H DEVELOPMENT
MCKINLEY, BLOCK 32, LOT 7,8,9
JUNEAU, ALASKA

COPYRIGHT ©

11/13/06
2.20.06 rev
2.23.06 rev
3.3.06 rev

A1 OF 1

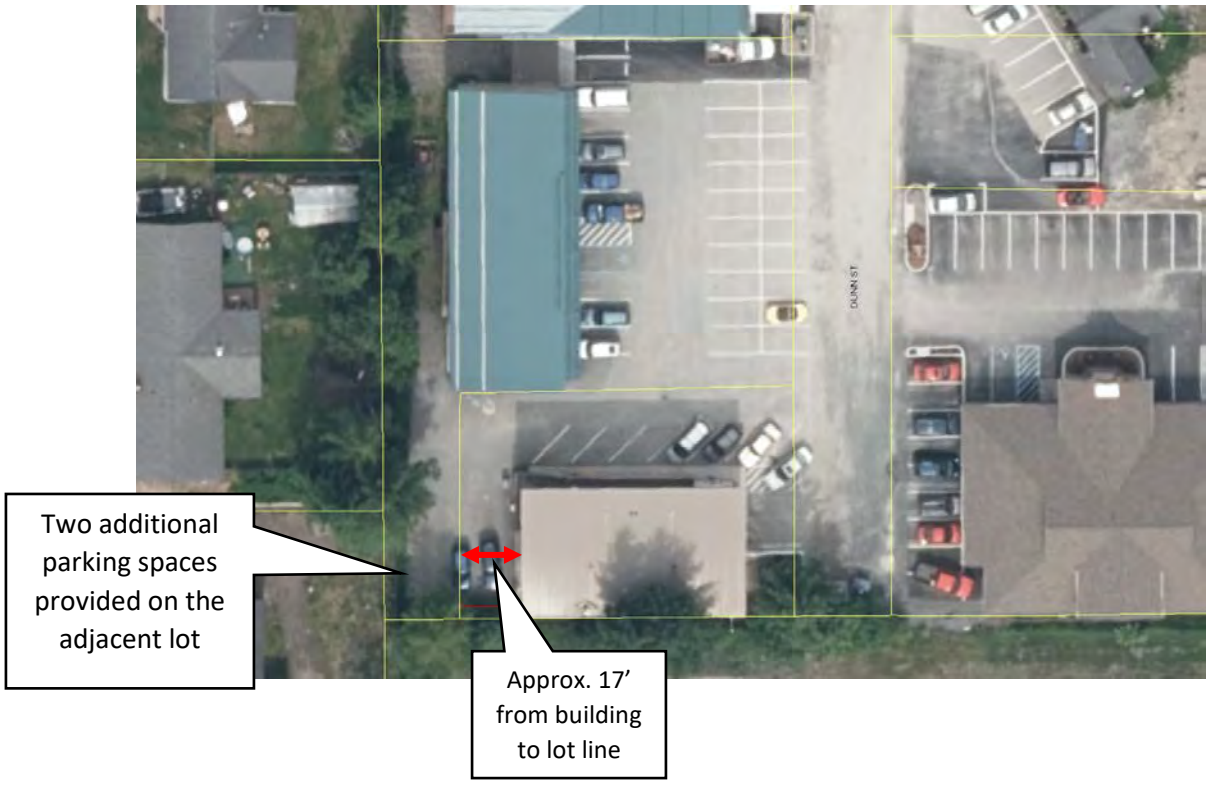
Site Visit Photos 10.20.2020

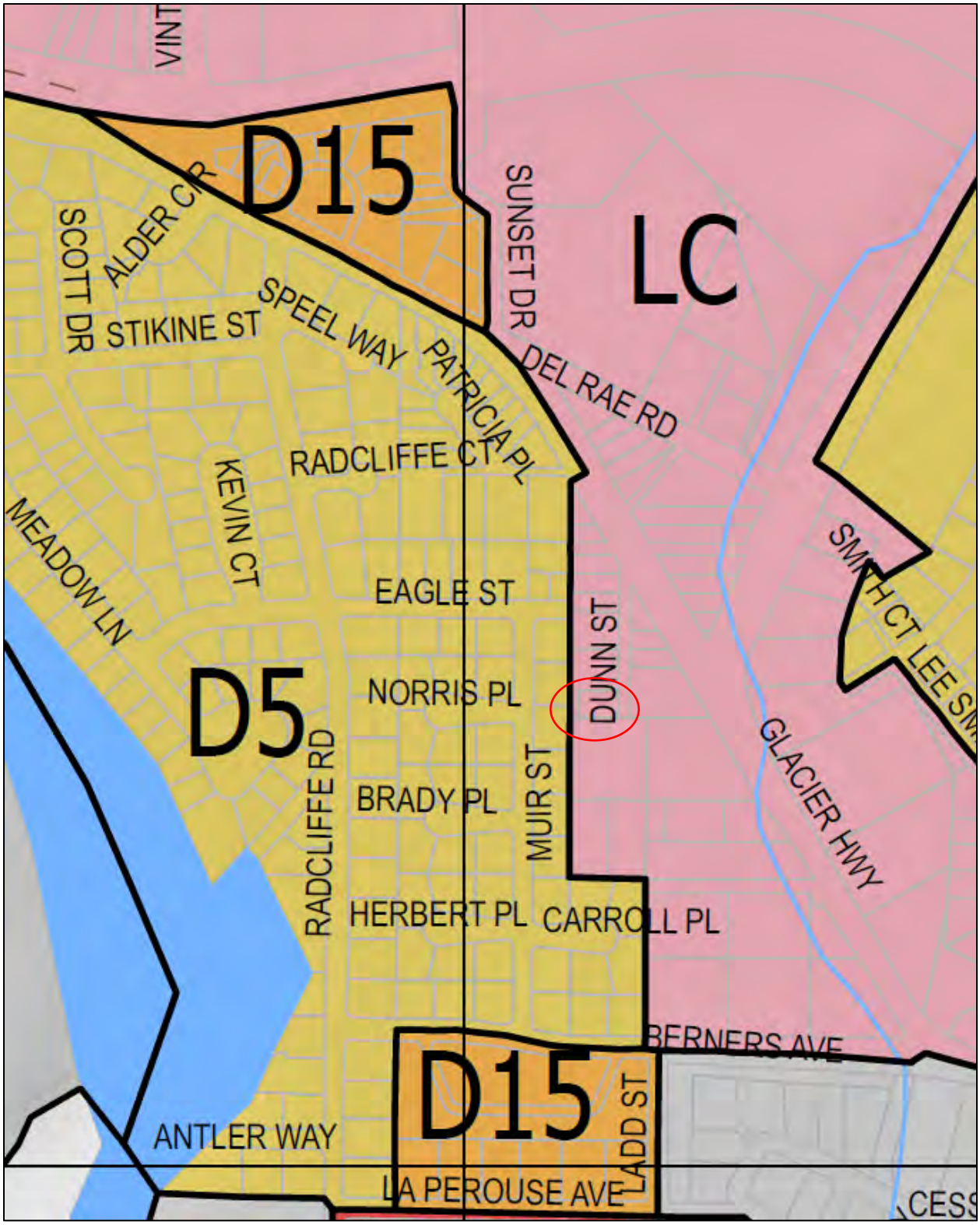
Site Visit Photos 10.20.2020

Site Visit Photos 10.20.2020

Three (3) parking spaces along the eastern side of the building.

Site Visit Photos 10.20.2020




D15
LC
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VINT
ALDER CR
SCOTT DR
STIKINE ST
SPEEL WAY
PATRICIA PL
SUNSET DR
DEL RAE RD
RADCLIFFE CT
KEVIN CT
MEADOW LN
EAGLE ST
NORRIS PL
DUNN ST
SMITH CT
LEE SM
GLACIER HWY
RADCLIFFE RD
BRADY PL
MUIR ST
HERBERT PL
CARROLL PL
BERNERS AVE
LADD ST
ANTLER WAY
LA PEROUSE AVE
CESS

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 **Special Use Permit for a new marijuana retail store** at **2221 Dunn Street** in a **Light Commercial zoning district**.

TIMELINE

Staff Report expected to be posted **Monday, November 30, 2020** at **https://juneau.org/community-development/planning-commission.** Find hearing results, meeting minutes and more here as well.

Now through Nov. 16

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

Nov. 17 — noon, Dec. 7

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

HEARING DATE & TIME: 7:00 pm, Dec. 8, 2020

This virtual meeting will be by video and telephonic participation only. To join the Webinar, visit: https://juneau.zoom.us/j/93223764938. The Webinar ID is: 932 2376 4938. 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.

Dec. 9

The results of the hearing will be posted online.

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

Printed November 3, 2020

Case No.: USE2020 0022
Parcel No.: 5B1601130047
CBJ Parcel Viewer: http://epv.juneau.org

Laurel Christian

From: Jake Nolast <Jake_acp@hotmail.com>
Sent: Thursday, November 19, 2020 3:34 PM
To: Laurel Christian
Subject: Re: Alaskan coffee pot
Attachments: 1E563DD3-F6AC-48F1-A403-389E66A776E3.jpeg

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

It's posted have a great weekend!
When do I take it down?

Attachment F - Abutters Notice and Public Notice Sign Photo

Revised Notice

Re: New Marijuana Retail Store

Amended Webinar Information

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

155 S. Seward Street Juneau, Alaska 99801

TO:

You are receiving this notice regarding a **Special Use Permit for a new marijuana retail store** at **2221 Dunn Street**. The Webinar information for the meeting has been updated and can be found below.

TIMELINE

Staff Report expected to be posted **Monday, November 30, 2020** at **https://juneau.org/community-development/planning-commission.** Find hearing results, meeting minutes and more here as well.

Now through noon, December 7

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

HEARING DATE & TIME: 7:00 pm, Dec. 8, 2020

This virtual meeting will be by video and telephonic participation only. To join the Webinar, visit: **https://juneau.zoom.us/j/95231977979.** The Webinar ID is: **952 3197 7979**. 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.

Dec. 9

The results of the hearing will be posted online.

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

Printed November 20, 2020

Case No.: USE2020 0022
Parcel No.: 5B1601130047
CBJ Parcel Viewer: http://epv.juneau.org

From: Natalie Watson <kwan.myong@gmail.com>
Sent: Thursday, November 12, 2020 4:13 PM
To: PC_Comments
Subject: comment on special use permit case# USE2020 0022

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

Hello, I am writing in regard to the hearing on the special use permit for a new marijuana retail store at 2221 Dunn Street. I live across Glacier Highway from this area, and I could not be more in favor of small, local businesses moving in there and bringing more life into the area. I just wanted to make it clear that I have zero problems with a marijuana store near my house and may even become a customer!

Thanks for your work,
Natalie

Natalie Watson
9350 Glacier Hwy
Juneau, AK 99801

USE20200022

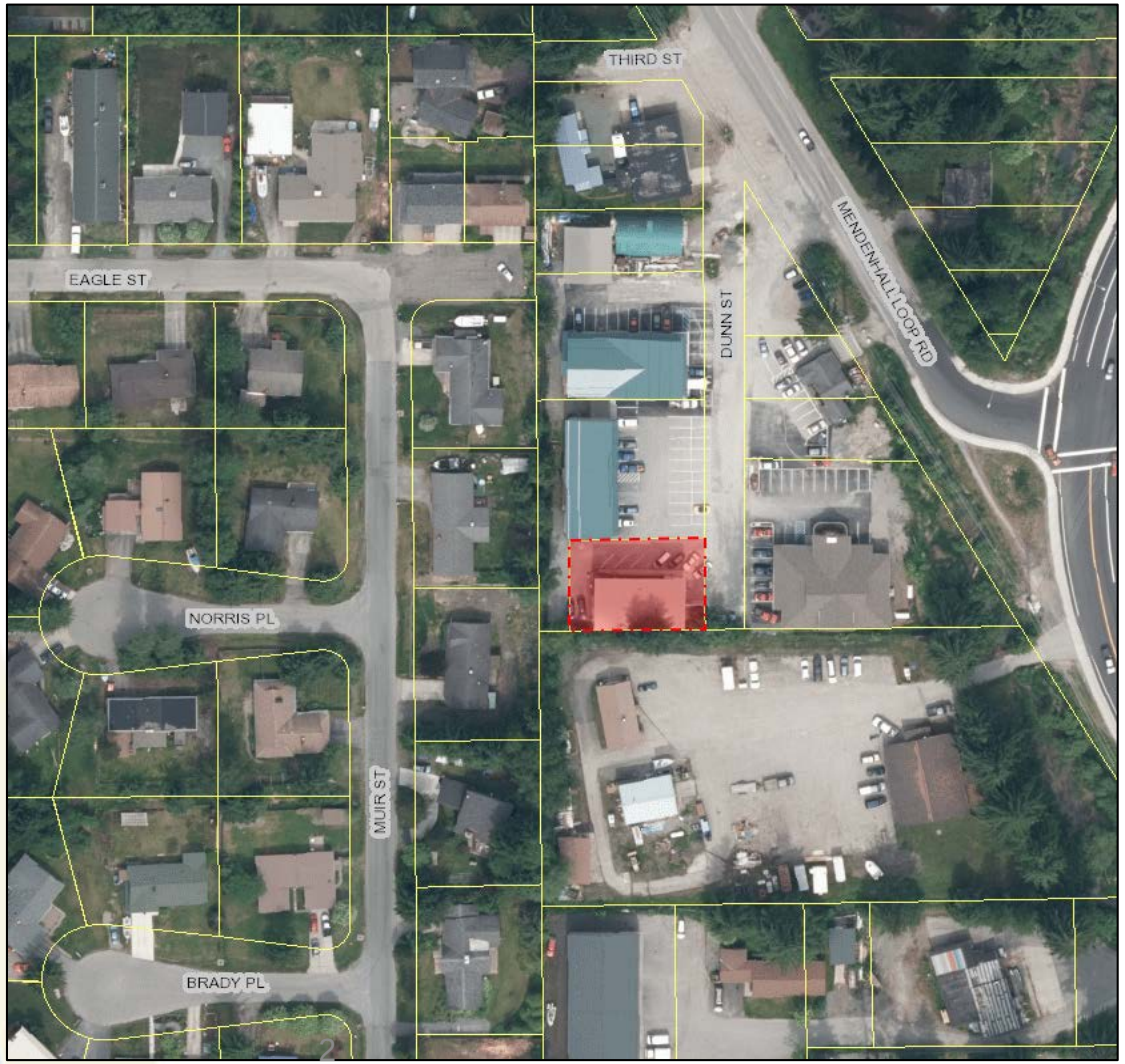
Special Use Permit for a new marijuana retail store in the Light Commercial zoning district.

Staff recommends approval with conditions

Planning Commission Presentation

December 8, 2020

Background Information



GENERAL INFORMATION	
Applicant	Alaskan Coffee Pot
Property Address	2221 Dunn Street
Parcel Number	5B1601130047
Zoning	Light Commercial (LC)
Land Use Designation	Commercial
Lot Size	7,517 sq. ft.
Water/Sewer	Public
Access	Dunn Street
Existing Land Use	Mix- use

KEY CONSIDERATIONS FOR REVIEW:

- No on-site consumption of marijuana is proposed.
- New marijuana retail facility will be within an existing building.
- Marijuana retail is a permissible use in the Light Commercial (LC) zoning district.

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ALASKA'S CAPITAL CITY

Project Description

- 1,152 square foot Marijuana Retail
- Space dedicated to sale of coffee
- No on-site consumption of marijuana
- “Delegated Approval” from MCB

Project Site

- Existing building
  - Retail on first-story
  - Residential on second-story
- Half of first floor
  - Previously(?) Chez Alaska Cooking School

Condition: Prior to operation the applicant must receive the required State License; by approval of this special use permit, the Planning Commission does not take a position as to whether the application to the State satisfies the requirements of the State License, including if the facility is within 500 feet of a school.

Project Design

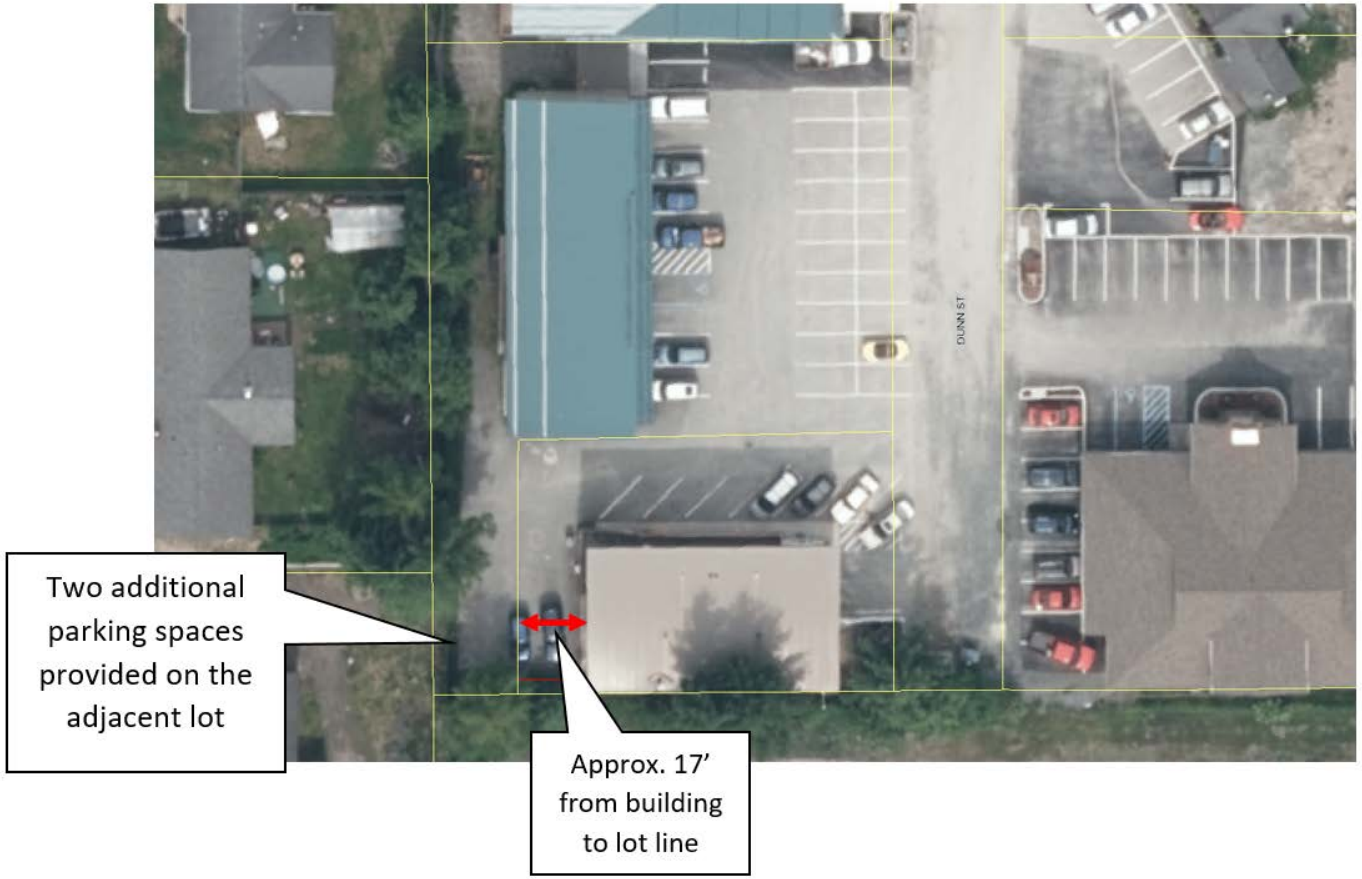
- Floor plans are on packet pages 65-67
- Facility includes marijuana retail space, coffee shop, office space, and restrooms.
- The facility is not permitted to serve edible marijuana products. An endorsement for on-site consumption has not been requested from CBJ or the State Alcohol and Marijuana Control Board.

Condition: On-site consumption of marijuana products is not allowed. The applicant shall post signage within the coffee shop area stating that marijuana products shall not be consumed on-site.

Parking

- 12 spaces required for all uses

Two (2) parking spaces along the western side of the building are on the lot.
Two (2) parking spaces on the neighboring lot.



- Staff performed a site visit and observed a total of 11 parking spaces on the lot, including one ADA accessible space
- Utilizing 2 spaces on an adjacent lot, 13 spaces are available
- Variance for back-out parking onto Dunn Street approved in 2006

Condition: Submit a shared parking agreement between the two lots or submit a revised parking plan showing adequate parking is provided on the lot.

Specified Use Review – CBJ 49.65 Article XI

Topic and Code Reference	Summary	Complies	Recommended Condition
49.65.1245(a)(1) Site Plan and Floor Plans	The applicant has submitted a site plan and floor plan, found in Attachment A. Floor plans include areas that are restricted and areas that will be open to the public.	☒ Yes ☐ No ☐ N/A	
49.65.1245(a)(2) Security Plan	The applicant has submitted a security plan showing the location of cameras (Attachment A). There are cameras located on each exterior door and within the interior of the building.	☒ Yes ☐ No ☐ N/A	
49.65.1245(a)(3) Waste Disposal	The applicant submitted an operating plan, which includes a discussion on waste disposal (Attachment A). Waste will be stored in a secure storage waste area prior to disposal.	☒ Yes ☐ No ☐ N/A	**Condition: All waste containing marijuana product shall be stored in a locked enclosure until transported to the CBJ landfill.**
49.65.1245(a)(4) Screening	The applicant has submitted photos showing windows of the building are frosted, so marijuana product will not be visible from the public ROW. Staff performed a site visit and observed the secondary entrance had a window within the door that was not frosted. It is recommended the applicant frost this window, or add appropriate screening.	☒ Yes ☐ No ☐ N/A	**Condition: Prior to the issuance of a temporary certificate of occupancy, the applicant shall install screening to ensure no marijuana product is visible to the general public from the right-of-way.**

Specified Use Review – CBJ 49.65 Article XI

Topic and Code Reference	Summary	Complies	Recommended Condition
49.65.1245(a)(5) Septic System	Site is connected to public water and sewer.	☐ Yes ☐ No ☒ N/A	
49.65.1245(a)(6) and 49.65.1260 Ventilation and Odor Control	According to the applicant, there will be a *"recirculating charcoal filter that cleans the air continuously throughout the whole building."*	☒ Yes ☐ No ☐ N/A	
49.65.1245(a)(7) Manufacturing Method or Cultivation Method	No manufacturing or cultivation is proposed.	☐ Yes ☐ No ☒ N/A	
49.65.1245(a)(8) Fungicides, pesticides, fertilizers, and harmful molds	No manufacturing or cultivation is proposed.	☐ Yes ☐ No ☒ N/A	
49.65.1245(a)(9) Other	Not applicable.	☐ Yes ☐ No ☒ N/A	
49.65.1265(a) Owner/manager must live on site (D1 zoning district)	Not applicable. The lot is within the LC zoning district.	☐ Yes ☐ No ☒ N/A	
49.65.1265(b) Setback required (D1 zoning district)	Not applicable. The lot is within the LC zoning district.	☐ Yes ☐ No ☒ N/A	
42.20.230(b)(4) and 36.60.030(a)(2) On-site consumption	On-site consumption of edible marijuana products is not requested. As discussed above, staff recommends a condition that requires posting signage in the coffee shop area stating no on-site consumption of edible marijuana products is allowed.	☐ Yes ☐ No ☒ N/A	**Condition: On-site consumption of marijuana products is not allowed. The applicant shall post signage within the coffee shop area stating that marijuana products shall not be consumed on-site.**

Agency Review and Public Comments

- No issues or concerns were raised through agency review.
- One public comment in support of the project was received.

Findings

1. ***Is the application for the requested special 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 new marijuana retail facility. The use is listed at CBJ 49.25.300, Section 2.300 for the Light Commercial 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: With recommended conditions, the proposed site design complies with Title 49.

   Finding: Yes. With the recommended conditions, the proposed development will comply with Title 49, including parking, lighting, vegetative cover, and provisions for marijuana establishments listed in CBJ 49.65.

Findings

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

Analysis: No additional analysis required.

Finding: No. There is no evidence to suggest that with appropriate conditions, the requested marijuana retail facility, in a Light Commercial 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: The CBJ Assessor stated no objections to the proposed development.

Finding: No. There is no evidence to suggest that with appropriate conditions, the requested marijuana retail facility, in a Light Commercial 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: Policies in the Comprehensive Plan support diverse economic development. Additionally, the proposed use complies with the Commercial land use designation.

Finding: Yes. The proposed Marijuana Retail facility, with the recommended conditions, will be in general conformity with the 2013 Comprehensive Plan.

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Recommendation

Staff recommends the Planning Commission adopt the Director's analysis and findings and **APPROVE** the requested Special Use Permit. The permit would allow the development of a new marijuana retail store in the Light Commercial zoning district.

The approval is subject to the following conditions:

1. Prior to issuance of a building permit for the proposed retail facility, a shared use parking agreement must be approved by the Community Development Department, and recorded with the State Recorder's Office. The parking agreement must state that it may be nullified only when the Community Development Director has approved the nullification of the agreement on an instrument that is recorded with the State Recorder's Office. Alternatively, the applicant may submit a revised parking plan demonstrating compliance with CBJ 49.40.
2. Prior to the issuance of a temporary certificate of occupancy, the applicant shall install screening to ensure no marijuana product is visible to the general public from the right-of-way.
3. Prior to operation the applicant must receive the required State License; by approval of this special use permit, the Planning Commission does not take a position as to whether the application to the State satisfies the requirements of the State License, including if the facility is within 500 feet of a school.
4. All waste containing marijuana product shall be stored in a locked enclosure until transported to the CBJ landfill.
5. On-site consumption of marijuana products is not allowed. The applicant shall post signage within the coffee shop area stating that marijuana products shall not be consumed on-site.

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Planning Commission

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

PLANNING COMMISSION
NOTICE OF DECISION

Date: December 9, 2020
File No.: USE2020 0022

Alaskan Coffee Pot
ATTN: Jake Markey
3663 Tongass Road
Juneau, AK 99801

Proposal: Special Use Permit for a new marijuana retail store in the Light Commercial zoning district.

Property Address: 2221 Dunn St.

Legal Description: J W Mckinley Block 32 Lot 10A

Parcel Code No.: 5B1601130047

Hearing Date: December 8, 2020

The Planning Commission, at its regular public meeting, adopted the analysis and findings listed in the attached memorandum dated November 20, 2020, and APPROVED the Special Use Permit for a new marijuana retail store in the Light Commercial zoning district to be conducted as described in the project description and project drawings submitted with the application and with the following conditions:

1. Prior to issuance of a building permit for the proposed retail facility, a shared use parking agreement must be approved by the Community Development Department, and recorded with the State Recorder's Office. The parking agreement must state that it may be nullified only when the Community Development Director has approved the nullification of the agreement on an instrument that is recorded with the State Recorder's Office. Alternatively, the applicant may submit a revised parking plan demonstrating compliance with CBJ 49.40.
2. Prior to the issuance of a temporary certificate of occupancy, the applicant shall install screening to ensure no marijuana product is visible to the general public from the right-of-way.

3. Prior to operation the applicant must receive the required State License; by approval of this special use permit, the Planning Commission does not take a position as to whether the application to the State satisfies the requirements of the State License, including if the facility is within 500 feet of a school.
4. All waste containing marijuana product shall be stored in a locked enclosure until transported to the CBJ landfill.
5. On-site consumption of marijuana products is not allowed. The applicant shall post signage within the coffee shop area stating that marijuana products shall not be consumed on-site.

Attachments: November 20, 2020, memorandum from Laurel Christian, Community Development, to the CBJ Planning Commission regarding USE2020 0022.

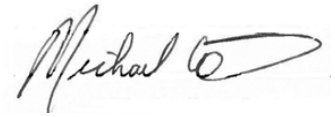
This Notice of Decision does not authorize construction activity. Prior to starting any project, it is the applicant's responsibility to obtain the required building permits.

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

Effective Date: The permit is effective upon approval by the Commission, December 8, 2020.

Expiration Date: The permit will expire 18 months after the effective date, or June 8, 2022, if no Building Permit has been issued and substantial construction progress has not been made in accordance with the plans for which the development permit was authorized. Application for permit extension must be submitted thirty days prior to the expiration date.

Conditional use permits issued to marijuana establishments under CBJ chapter 49.65.1245(e) shall be subject to review by the commission every five years from the date of issuance. Such review shall be subject to CBJ 49.15.330 except that the commission may only amend or add conditions if necessarv to ensure compliance with this title.



December 11, 2020

Michael LeVine, Chair
Planning Commission

Date

Jack J. Scholz
Filed With City Clerk

12/11/2020
Date

cc: Plan Review

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

PLANNING COMMISSION AGENDA
THE CITY AND BOROUGH OF JUNEAU, ALASKA

USE2020 0023: Conditional Use Permit for an accessory apartment on an undersized lot - APPROVED

AGENDA ITEM:

Case No.: USE2020 0023
Applicant: Jay Hubbard
Location: 753 St. Ann's Ave.
Proposal: 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 753 St. Ann’s Avenue in a D5 zone.

ATTACHMENTS:

	Description	Upload Date	Type
	Staff Report for USE2020 0023	11/25/2020	Staff Report
	Notice of Decision for USE2020 0023	12/11/2020	Notice of Decision

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

PLANNING COMMISSION STAFF REPORT
CONDITIONAL USE PERMIT USE2020-0023
HEARING DATE: DECEMBER 8, 2020

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

DATE: November 24, 2020

TO: Michael LeVine, Chair, Planning Commission

BY: Joseph Meyers, 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:

- Lot platted and developed prior to zoning requirements.
- Substandard lot size, lot depth, and structural setback.
- Does not aggravate existing nonconforming situations.
- Aligns with the 2016 Housing Action Plan goal of creating additional housing units.

GENERAL INFORMATION	
Property Owner	Jay L. Hubbard; Janine J. Reep
Applicant	Jay L. Hubbard
Property Address	753 St. Ann's Ave.
Legal Description	Tyee Addition to Douglas Townsite Block 32 Lot 29
Parcel Number	2D040T320190
Zoning	D5
Land Use Designation	ULDR (Urban Low Density Residential)
Lot Size	4,785 sq. ft.
Water/Sewer	CBJ
Access	St. Ann's Avenue
Existing Land Use	Residential
Associated Applications	NCC2020-0069; BLD2020-0653

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 (D5)	Residential
East (LC)	St. Ann's Avenue
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 structure will neither be expanded nor aggravate the existing nonconforming situations as discussed below.

According to the Table of Permissible Uses, a CUP is required for an accessory apartment under D5 zoning (49.25.300 TPU Category 1.911).

Background – The lot was initially surveyed in 1908 and eventually platted in 1936 (Attachment B, page 1). The structure on the lot was constructed in 1910 as the St. Luke's Episcopal Church (Attachment B, page 2).

The lot was purchased by the Hubbard family in 1964 and used as a home workshop by the applicant's father, then as a woodshop by the applicant. The lot may have contained a commercial woodshop prior to 1964. Commercial use of the property has ceased and the space formerly occupied by the woodshop would be converted to an accessory apartment under this permit.

Currently, the lot has a two-story single-family structure containing a primary residential unit on the second floor, and the proposed accessory apartment on the first floor.

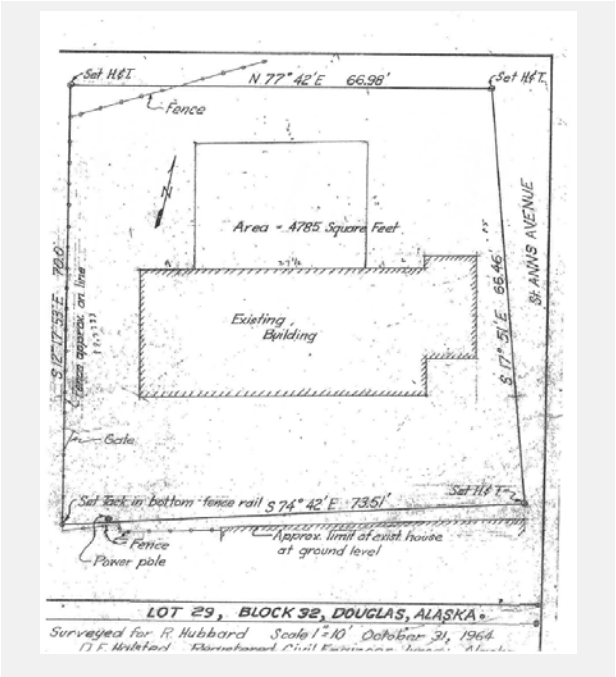
The table below summarizes relevant history for the lot and proposed development.

Item	Summary
Sanborn Map (1914)	Structure history and configuration.
Plat (1936)	Surveyed in 1908 and plat approved by Douglas City Council in May 1936.
Plat (1960)	A more accurate, current plat
Structure sketches (1989)	Lot and structure dimensions; submitted with a building permit for a garage addition and parking schematic.
As-built Survey (1989)	Documents lot size and setbacks for the structure built in 1910.
Site Visit (2020)	Parking condition assessment.
CBJ GIS Map Zoning Layers (2020)	Layers demonstrate zoning history over time.
Parcel Viewer (2020)	Lot metrics and assessors data; vegetation measurement.
Narrative Letter (2020)	Establishes abandonment of nonconforming use.

ZONING REQUIREMENTS

Standard		Requirement	Proposed	Existing	Code Reference
Lot	Size	7,000 sq. ft.		4,785 sq. ft.	49.25.400
	Width	70’		88’	49.25.400
	Depth	85’		70’	49.25.400
Setbacks	Front	25’		3’	49.25.400
	Rear	25’		13’	49.25.400
	Side	5’		7.5’	49.25.400
	Side	5’		18’	49.25.400
	Street Side	13’		N/A	49.25.400
Lot Coverage Maximum		50%		31%	49.25.400
Vegetative Cover Minimum		20%		24%	49.50.300
Height	Permissible	35’		28’	49.25.400
	Accessory	25’		N/A	49.25.400
Maximum Dwelling Units		1		1	49.25.500
Use		Single-family structure	Single-family structure with accessory apartment	Single-family structure	49.25.300

SITE PLAN



ANALYSIS

Project Site – The lot is located on St. Ann's Avenue and is within the D5 zoning district and measures 4,785 square feet in area. The site is currently developed with a two-story structure being used as a single-family structure; the accessory apartment will be on the lower floor of the existing structure.

The structure was built prior to the existence of zoning codes, and received a Nonconforming Certificate (NCC2020-0069; Attachment C) for lot size and depth (49.30.250), and structural setbacks (49.30.260).

Nonconforming lot size requires Planning Commission approval prior to receiving a building permit for an accessory apartment.

Condition: None

Project Design – Floor plans can be found in Attachment B. Approval standards require that the accessory apartment:

- Not exceed 600 square feet in net floor area: The proposed square footage is 593 square feet (Attachment A, page 10)
- Not aggravate existing nonconforming issues: The lot is nonconforming for lot size and rear structure setback. This project does not impact either lot standard.
- Meet existing parking and vegetative standards: The proposal is for three parking spots (Attachment B, page 6) and meets current vegetative standards (Attachment B, page 7)
- Connect to public sewer or wastewater disposal system that has the capacity to handle additional usage: The structure connects to CBJ water and sewer.

Condition: None

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.

Condition: None.

Vehicle Parking & Circulation – The structure was built before zoning code so no spaces were required. There are three existing parking spaces on the lot. 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. It is conforming for parking for the existing residence and the proposed apartment.

Condition: None.

Non-motorized Transportation – There are sidewalks on the north side of St. Ann's Avenue, and on both sides of 3rd Street.

Condition: None.

Proximity to Transit – The nearest bus stops are located along 3rd Street at the Douglas Post Office, a 350-foot walk from the lot. The proposed development would not have an impact on existing public transportation.

Condition: None.

Noise – Noise is not expected to be out of character with the existing neighborhood. The surrounding area contains a mixture of residential and light commercial uses.

Condition: None.

Lighting – No new lighting is proposed. This will be verified during building permit review.

Condition: None.

Vegetative Cover & Landscaping – According to GIS aerial imagery there is vegetation on the lot that satisfies the vegetative cover requirement (Attachment B, page 6). Staff confirmed vegetative cover exists in these areas at the time of site visit.

Condition: None.

Habitat – No anadromous waterbodies or wetlands exist on the lot.

Condition: None.

Drainage and Snow Storage – No changes to drainage or snow storage are requested. Renovations will be within the existing structure. This will be verified during building permit review.

Condition: None.

Historic District – There are no existing historic district designations for this lot.

Condition: None.

Hazard Zones – There are no hazard zones on the lot.

Condition: None.

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

Condition: None.

Property Value or Neighborhood Harmony – No information has been submitted that suggests the proposed accessory apartment will alter property value or neighborhood harmony.

Condition: None.

AGENCY REVIEW

CDD conducted an agency review comment period between October 22 and November 9. No issues or concerns were raised through this review. Agency comments are available in Attachment D.

PUBLIC COMMENTS

CDD conducted a public comment period between 11/24/2020 – 12/08/2020. Public notice was mailed to abutting property owners of the proposed development (Attachment E). A public notice sign was also posted on-site two weeks prior to the scheduled hearing (Attachment F). One public comment was submitted at the time of writing this staff report and can be found in Attachment G.

Name	Summary
Carol Coyle	Ms. Coyle submitted comments sharing concerns about parking in the neighborhood.

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	166	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

PLAN	Chapter	Page No.	Item	Summary
				to accommodate present and future housing needs for all economic groups.
2016 Housing Action Plan	2	35	Production Targets	Creates housing, which advances the City's goal of increasing housing stock.

FINDINGS

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

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

   Analysis: No further analysis required.

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

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

   Analysis: The application is for an accessory apartment. The use is listed at CBJ 49.25.300, Section 1.911 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 additional analysis required.

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

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

   Analysis: No additional analysis required.

   Finding: No. There is no information suggesting 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 additional analysis required.

   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 753 St. Ann's Avenue in a D5 zone.

STAFF REPORT ATTACHMENTS

Item	Description
Attachment A	Application Packet
Attachment B	Supporting Documents
Attachment C	Nonconforming Certification
Attachment D	Agency Comments
Attachment E	Abutters Notice
Attachment F	Sign photo and e-mail
Attachment G	Public Comments

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY
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: 753 St. Annes Ave

Legal Description(s) (Subdivision, Survey, Block, Tract, Lot): Tyee Addition to Douglass Townsite BL 32 LT29

Parcel Number(s): 2D040T320190

☐ This property located in the downtown historic district

☐ This property located in a mapped hazard area, if so, which _____

LANDOWNER/ LESSEE

Property Owner: JAY HUBBARD and JANINE REEP

Contact Person: JAY HUBBARD

Mailing Address: 1408 4th ST. DOUGLAS, AK 99824

Phone Number(s): 907 321 4472

E-mail Address: JAYHUBBARD55@GMAIL.COM

LANDOWNER/ LESSEE CONSENT Required for Planning Permits, not needed on Building/ Engineering Permits

I am (we are) the owner(s)or lessee(s) of the property subject to this application and I (we) consent as follows:

A. This application for a land use or activity review for development on my (our) property is made with my complete understanding and permission.

B. I (we) grant permission for officials and employees of the City and Borough of Juneau to inspect my property as needed for purposes of this application.

X Jay Hubbard — Landowner/Lessee Signature — Date: 10 7 20

X Janine Reep — Landowner/Lessee Signature — Date: 10-9-2020

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: JAY HUBBARD

Contact Person: JAY HUBBARD

Mailing Address: 1408 4th ST. DOUGLAS, AK 99824

Phone Number(s): 907 321 4472

E-mail Address: JAY HUBBARD55@GMAIL.COM

X Jay Hubbard — Applicant's Signature — Date of Application

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

Intake Initials	
10/15/20	
Case Number: USE20-23	Date Received: 10/15/20

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

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY
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

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: 1.130

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 4,785 square feet Total Area of Existing Structure(s) _____ square feet

Total Area of Proposed Structure(s) _____ 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

If this is a modification or extension include:

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

☐ **Plans including:**

- ☐ Site plan
- ☐ Floor plan(s)
- ☐ Elevation view of existing and proposed buildings Photos.
- ☐ 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) NA

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

ALLOWABLE/CONDITIONAL USE FEES

	Fees	Check No.	Receipt	Date
Application Fees	$ 350.00			
Admin. of Guarantee	$			
Adjustment	$			
Pub. Not. Sign Fee	$ 150.00			
Pub. Not. Sign Deposit	$			
Total Fee	$			

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

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

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

Case Number	Date Received
USE 20-23	10/15/20

Allowable/Conditional Use Permit Application Instructions

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

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

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

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

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

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

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

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

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

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

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

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

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Allowable/Conditional Use Permit Application Narrative
Jay Hubbard and Janine Reep, 753 St. Ann's Ave., Douglas

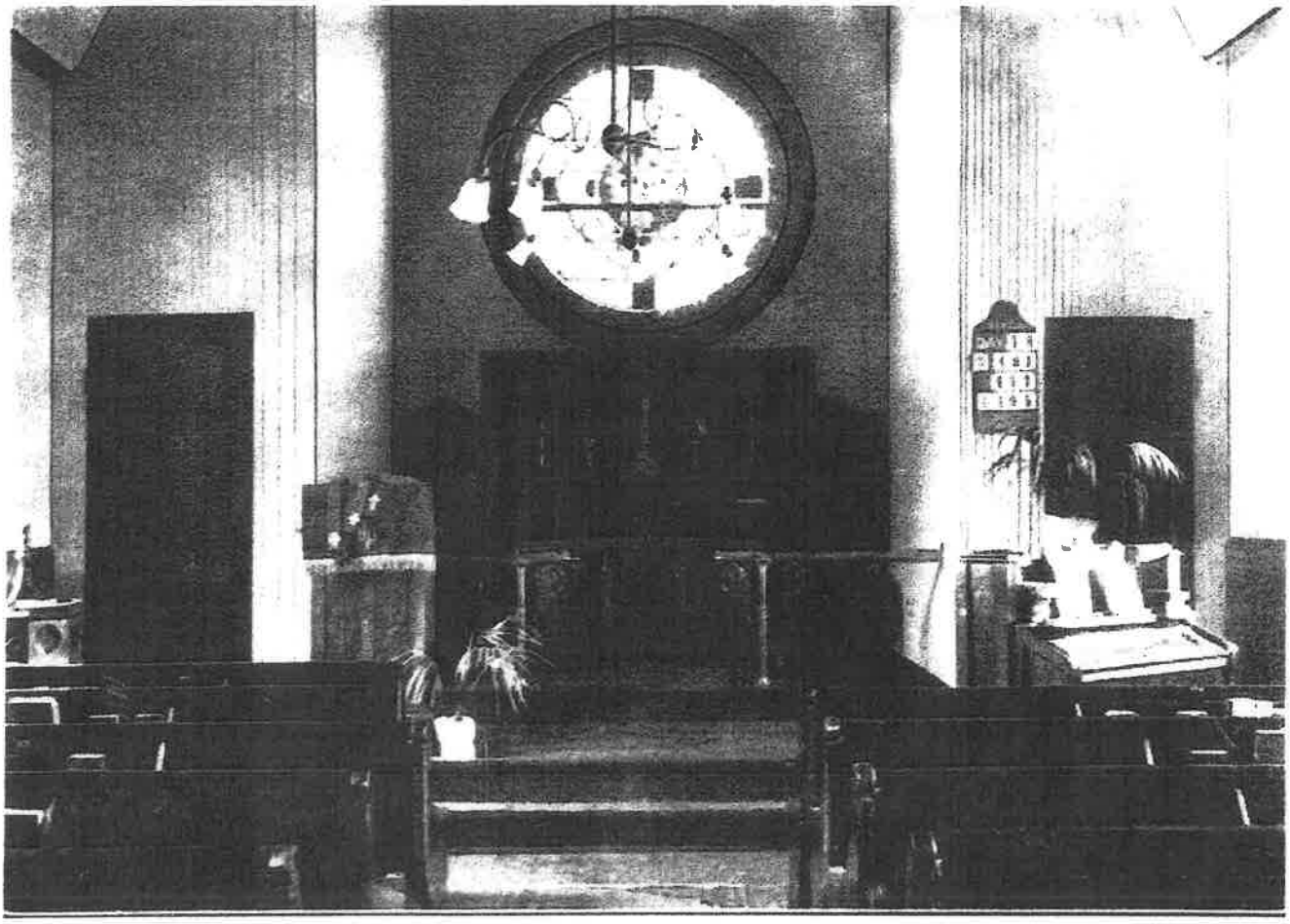
My parents bought this property (which was built in 1910 as S. Luke's Episcopal Church) in 1964. Our family lived there until about 1972 –the ground floor was used for our family home and my father had a workshop on the second floor.

After my parents moved to another residence, the upstairs was converted to living space and rented as an apartment. I used the bottom floor as a woodshop and added the garage in 1989.

The deed was transferred from my parents to me and my wife, Janine Reep, in 1999. The Hubbard family has owned this property continuously since 1964 and its use since then is described above. There has never been a pottery shop in the building.

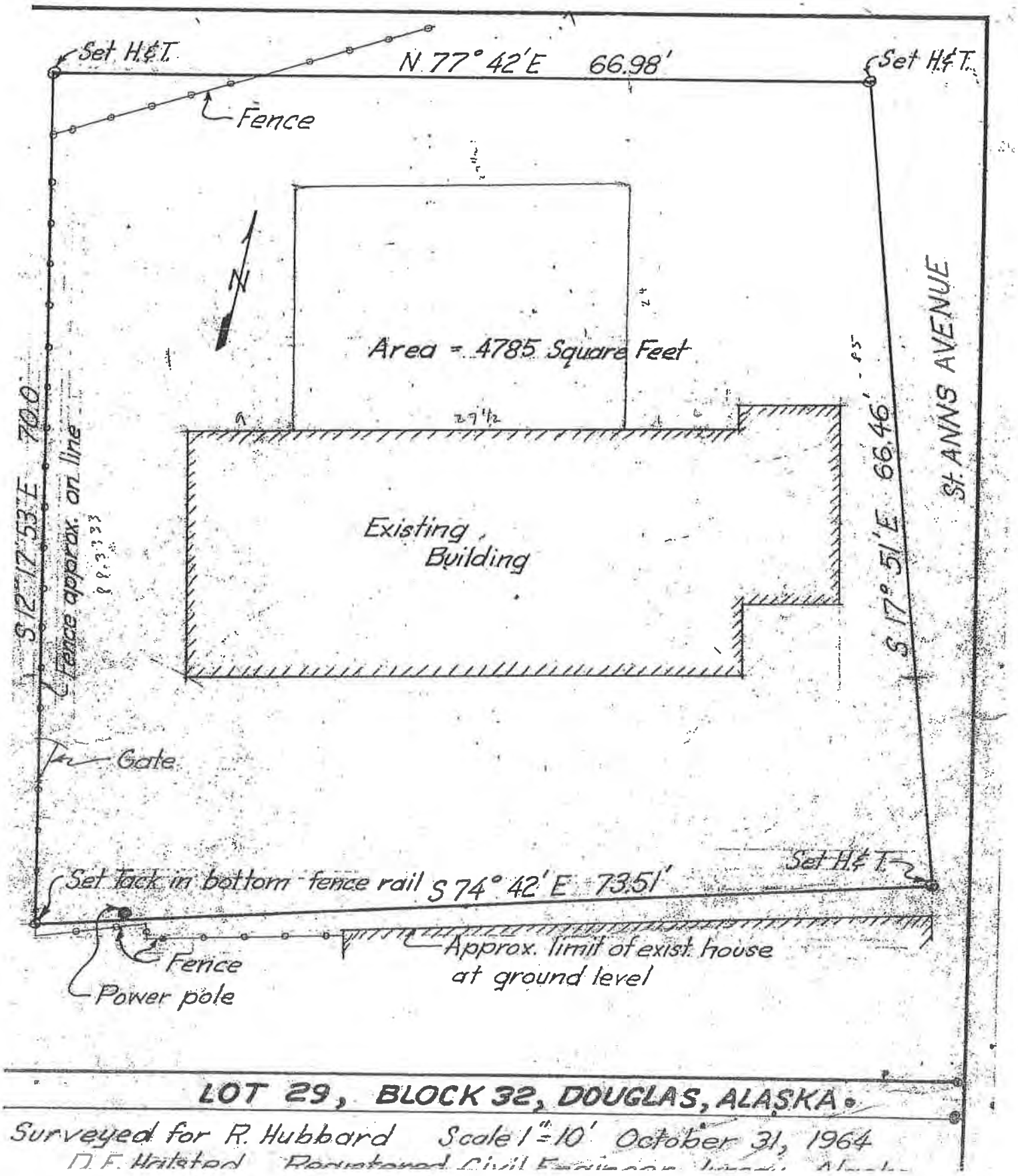
We are presently trying to make the building ready for sale and want to finish converting the ground floor into an accessory apartment. We understand that this will require us to build an interior wall limiting the useable area of the lower level to no more than 600 square feet.

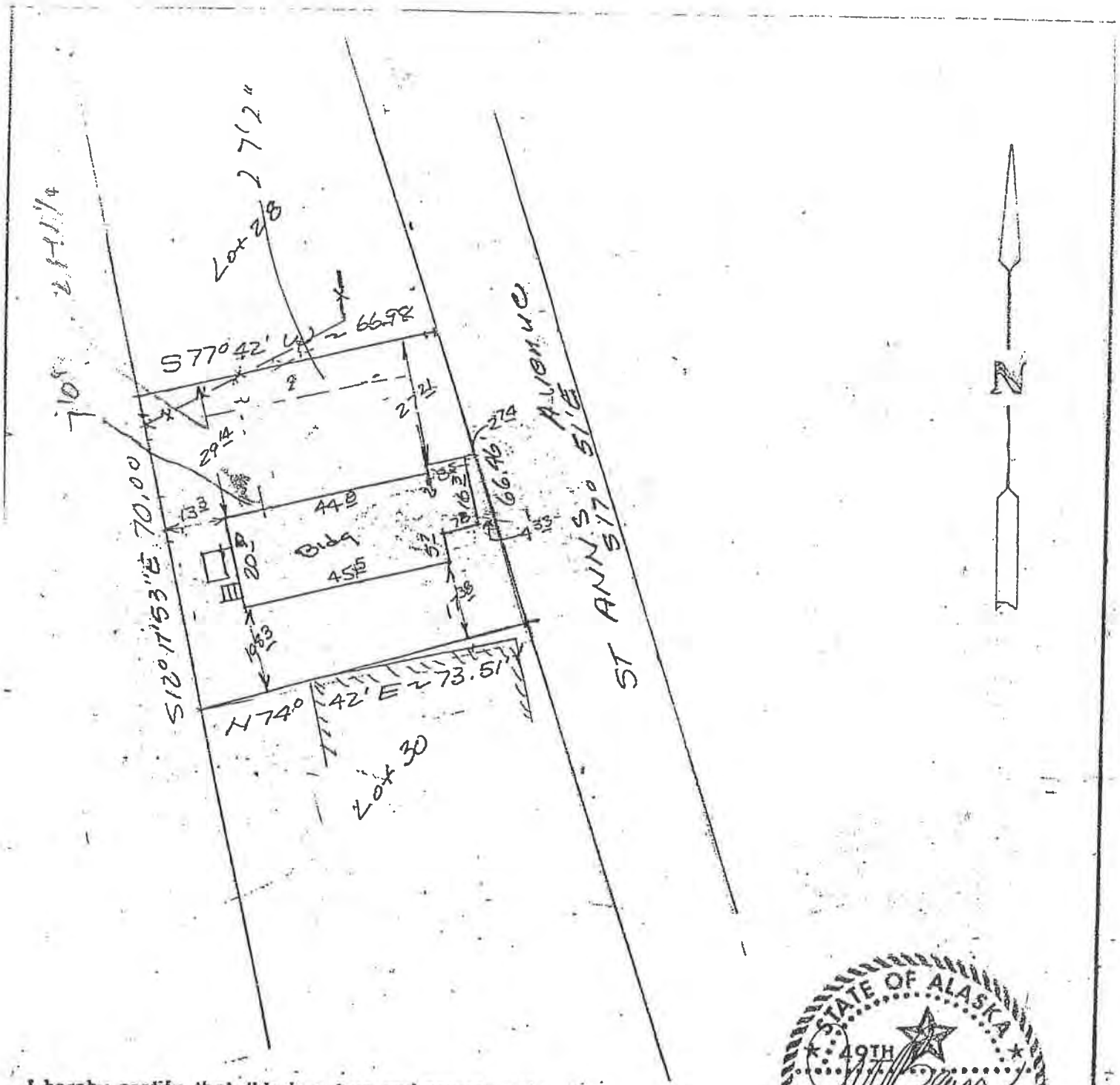
600.jpg (JPEG Image, 720x562 pixels)
http://vilda.alaska.edu/cdmg11/image/60



INTERIOR OF ST. LUKE'S CHURCH, DOUGLASS ISLAND

Archives, University of Alaska, Fairbanks


Set H.&T.
N 77° 42' E 66.98'
Set H.&T.
Fence
N
Area = 4785 Square Feet
27½
S 12° 17' 53" E 70.0'
Fence approx. on line
S 17° 51' E 66.46'
St. ANNS AVENUE
Existing Building
Gate
Set H.&T.
Set tack in bottom fence rail
S 74° 42' E 73.51'
Fence
Power pole
Approx. limit of exist. house at ground level
LOT 29, BLOCK 32, DOUGLAS, ALASKA.
Surveyed for R. Hubbard Scale 1" = 10' October 31, 1964



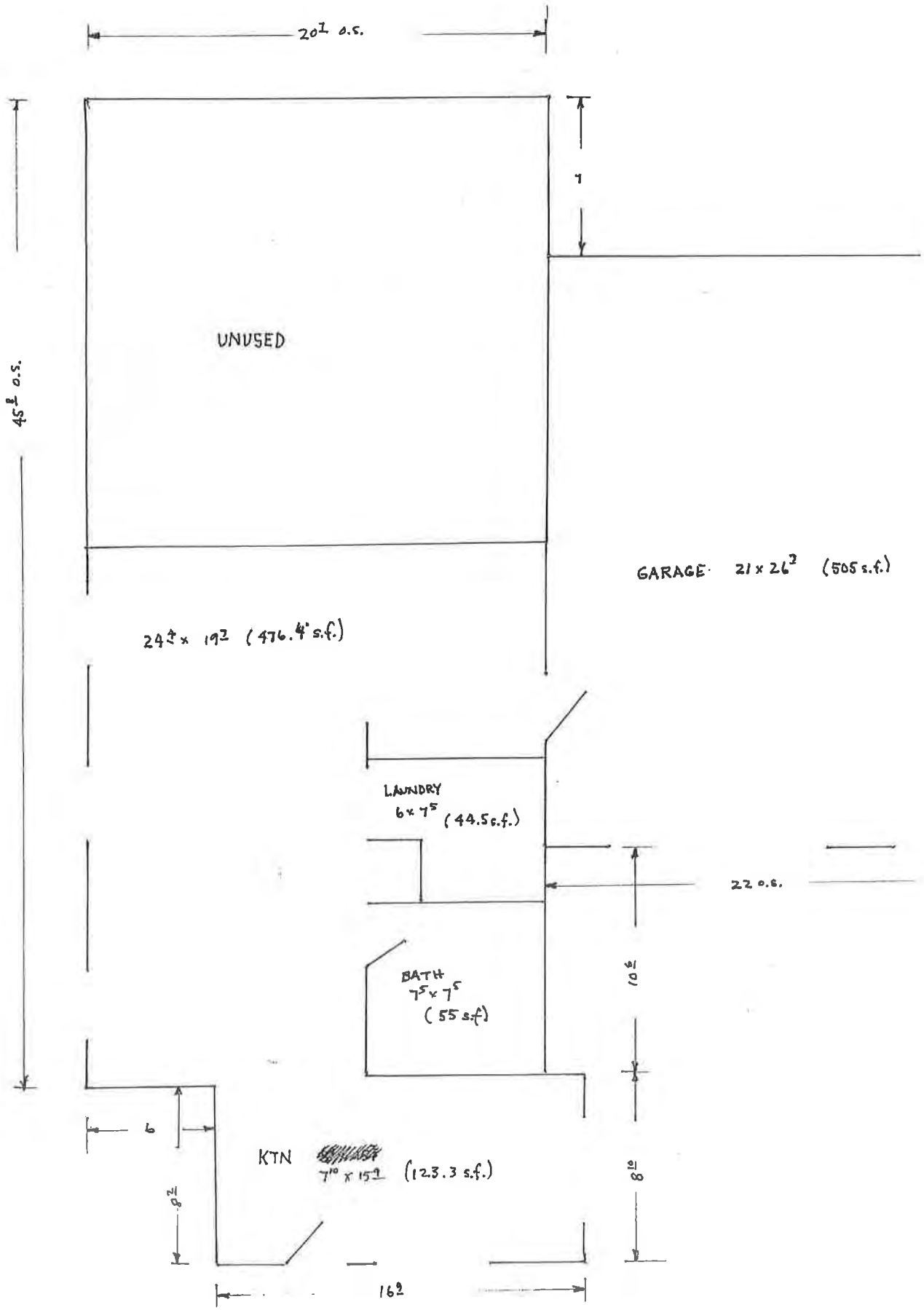
I hereby certify that this is a true and correct plat; that all walks, roads, easements, and improvements thereon are as shown and that all overlaps and encroachments are as shown to the best of my knowledge.

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

J. W. BEAN
PROFESSIONAL SURVEYOR
4525 SAWA CIRCLE
JUNEAU, ALASKA
907-789-0590
SURVEYOR - PLANNER

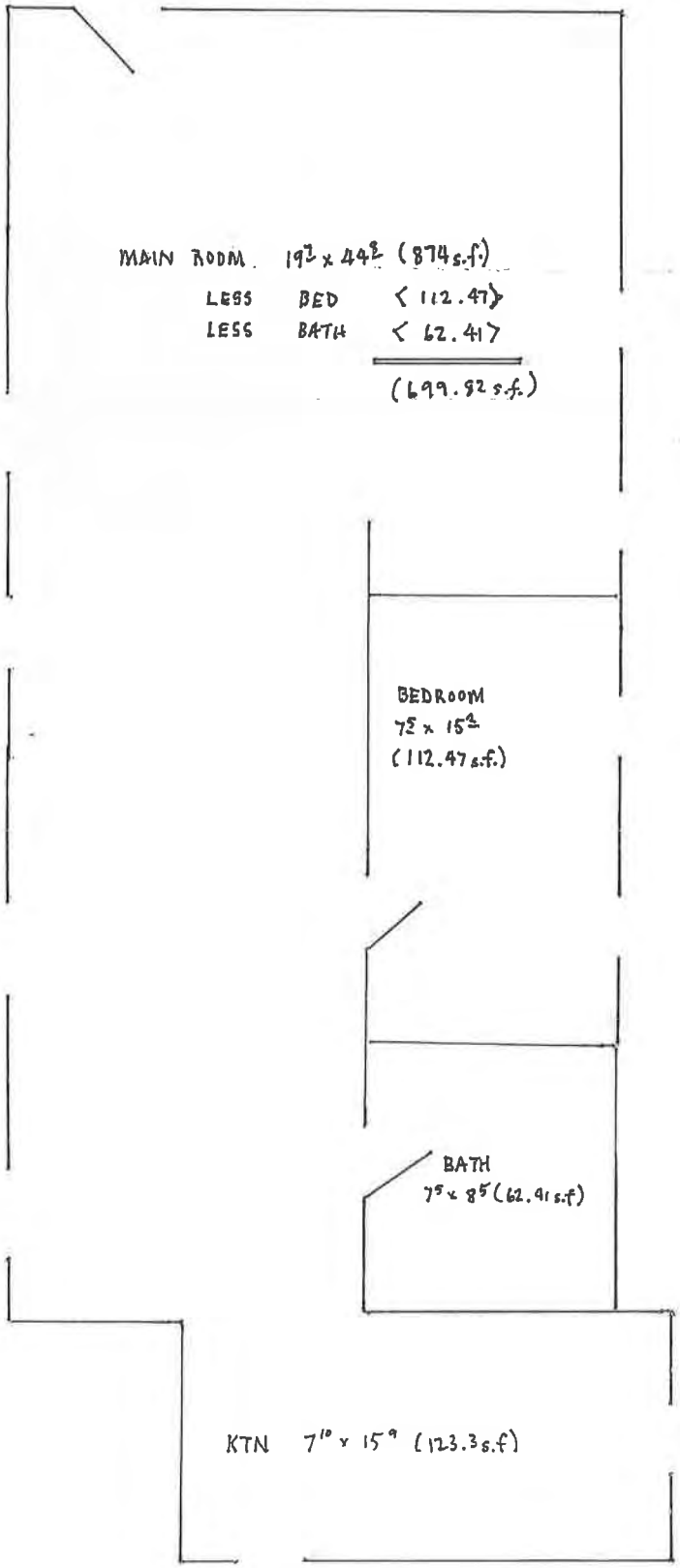
AS-Built Survey of
Lot 29, Block 32
Addition to Douglas Townsite

DES. JWB	JOB No. 10467	SCALE 1" = 30
FB.	DATE	SHEET

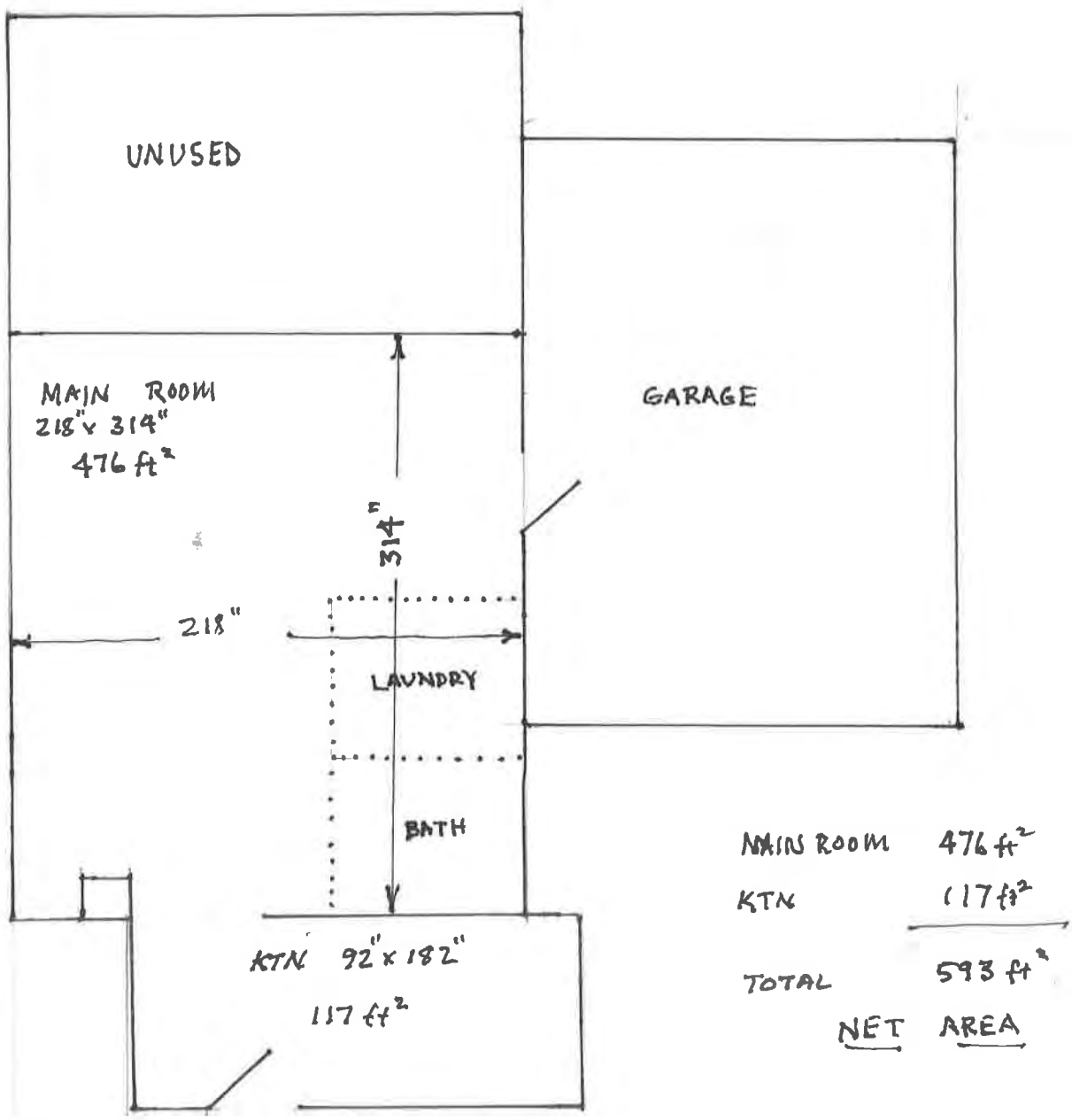


GROUND LEVEL

753 ST ANN'S


MAIN ROOM 19' x 44' (874 s.f.)
LESS BED < 112.47 >
LESS BATH < 62.41 >
(699.92 s.f.)
BEDROOM
7' x 15'
(112.47 s.f.)
BATH
7' x 8' (62.41 s.f)
KTN 7'10" x 15'9" (123.3 s.f)

UPPER LEVEL



753 ST. ANN'S AVE.

LOWER LEVEL

NOT TO SCALE

ALL DIMENSIONS GIVEN TO NET INSIDE CLEAR IN INCHES

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

Hubbard Accessory Apartment

Case Number: PAC2020 0059

Applicant: Jay Hubbard

Property Owner: Jay Hubbard, Janine Reep

Property Address: 753 St. Anne's Ave

Parcel Code Number: 2D040T320190

Site Size: 4,785 square feet

Zoning: D5

Existing Land Use: Residential

Conference Date:	10/7/2020
Report Issued:	10/14/2020

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
Jay Hubbard	Applicant	Jayhubbard55@gmail.com
Irene Gallion	Planning	Irene.Gallion@juneau.org
Charlie Ford	Building	Charlie.Ford@juneau.org
Eric Vogel	General Engineering	Eric.Vogel@juneau.org
Adrienne Scott	Permit Tech	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.

To move forward:

- Reduce the size of the accessory apartment to 600 feet net floor area or less.
- Apply for a Conditional Use Permit
- Apply for a Nonconforming Certification

Details on the applications are under "List of Applications" toward the end of this report.

The property has been used for woodworking and a pottery studio. These are nonconforming uses. If they are abandoned, they cannot be re-established.

The upstairs would be a main residence of 822 square feet. The lower floor is proposed as approximately 699 square foot apartment. The size of the apartment would have to be reduced to 600 square feet net floor area. This apartment would need to be approved by the Planning Commission because it is proposed on a lot that is less than the minimum lot size for the zoning district [19.25.510(k)(2)(E)].

The proposal cannot be considered a duplex. Construction of a duplex would require a lot size of 10,500 square feet.

"Accessory apartment" means one or more rooms with private bath and kitchen facilities comprising an independent, self-contained dwelling unit within or attached to a single-family dwelling or in a detached building on the same lot as the primary dwelling unit. An accessory apartment is distinguishable from a duplex in that, unlike a duplex, it is clearly subordinate to the primary dwelling unit, both in use and appearance [49.80].

"Net floor area" means the total horizontal floor area included within the surrounding walls of a building or portion thereof, exclusive of vent shafts. The net floor area of a building, or portion thereof, not provided with surrounding walls shall be measured to the inside of the supporting structure.

Planning Division

1. **Zoning** – D5, within the Douglas Alternative Development Overlay District (ADOD)

   What is an ADOD? It is a program where a homeowner can have reduced setbacks based on similar neighboring properties. There is a fee of $400 per lot line. At this time, since all development associated with the proposed apartment is inside of the existing structure, this regime does not appear to be needed or beneficial.

2. **Setbacks** –
   a. **Front**: 20 linear feet
   b. **Rear**: 20 linear feet
   c. **Side**: 5 linear feet
   d. **Street side**: Not applicable
3. **Height** –
   a. **Permissible use**: 35 feet

b. **Accessory use**: 25 feet

4. **Access –** St. Anne's Avenue. The Applicant says there is an easement across the property for the neighbor's access.
5. **Parking & Circulation**– One parking spot will be required for an accessory apartment. The property was built in 1910, before there were zoning requirements for parking, so existing uses are nonconforming. Property is located in the Douglas Geographic Area, which reduces parking requirements for any external modifications to the single-family structure (the apartment is not eligible for the reduction).
6. **Lot Coverage –** Scaling off of the drawings provided, lot coverage is approximately 1,600 square feet, or 33% lot coverage. Maximum lot coverage in D5 is 50% for permissible and accessory uses. "Lot coverage" means the percentage of horizontal lot area that is occupied by all buildings on the lot, each measured at the outside of those exterior walls of the floor having the greatest horizontal dimensions. "Building" means any structure having a roof supported by columns or walls and intended for the shelter, housing or enclosure of persons, animals, processes, equipment, goods or materials.
7. **Vegetative Coverage** – Required vegetative cover is 20 percent. Based on overhead imagery, existing vegetative cover is 1.353 feet, or 28 percent.
8. **Lighting** – Not applicable.
9. **Noise** – Anticipated noise from an accessory apartment is within the expected noise level for the zoning district.
10. **Flood** – Zone X (minimal risk)
11. **Hazard/Mass Wasting/Avalanche/Hillside Endorsement** – The lot is not in a hazard zone, nor does it need a hillside endorsement. Slopes are less than 18 percent.
12. **Wetlands** – There are no mapped wetlands on this site.
13. **Habitat** – Check with the U.S. Fish and Wildlife on the presence of eagle nests in the area. The presence of eagle nests may impact construction scheduling. No anadromous waterbodies are on the subject parcel, or within 50 feet.
14. **Plat or Covenant Restrictions** – There are no plat restrictions on Plat # 262.
15. **Traffic** – A traffic study is not required for addition of an accessory apartment.

The Institute of Transportation Engineer's Trip Generation Manual (Volume 2, page 333) estimates 6.65 trips per dwelling unit, for a total of 6.65 trips a day for this project. A traffic study is not triggered until the number of trips a day is 250 [49.49.40.300(a)(2)].

16. **Nonconforming situations** – A nonconforming certificate would be required prior to the issuance of a building permit or land use permit. This property appears to be nonconforming for lot size and dimensions, parking, structure (setbacks), and use.

A nonconforming certificate documents whether nonconforming status exists. A common term is "grandfathered." Having nonconforming status would be important in reconstructing a structure in the event it is destroyed. It also assists CDD staff in determining what proposed modifications to the structure and use are allowed under code.

Nonconforming situation means a nonconforming use, a nonconforming residential density, a nonconforming structure, a nonconforming lot, and nonconforming parking, whether existing alone or in any combination.

Nonconforming lot means a lot, or lot fractions, that:
(1) Was allowed or not prohibited by law when established; and

(2) Due to the subsequent adoption or amendment of a zoning ordinance, the lot(s) fails to conform to this title.
This property was platted before zoning regulations were in place. Lot size is less than the 7,000 square feet required in D5 zoning.

Nonconforming parking means dimensional standards and types of off-street parking and loading that were not in effect when the development was established, and due to the subsequent adoption or amendment of a zoning ordinance, are now required under this title.
This single-family structure was built before zoning regulations were in place, so no parking is required for the residential structure. The garage was guilt in 1989 in conformity to existing setbacks. As an accessory structure, the garage does not have a parking requirement.

Nonconforming structure means a structure that:
(1) Was allowed or not prohibited by law when constructed; and
(2) Due to the subsequent adoption or amendment of a zoning ordinance, fails to conform to this title.
The single-family structure was built in 1910. The front yard setback is 2.74 feet, and the rear yard setback is 13.3 feet. Current zoning requires 20 foot yard setbacks in the front and rear.

Nonconforming use means a use that:
(1) Was allowed or not prohibited by law when established; and
(2) Due to the subsequent adoption or amendment of a zoning ordinance fails to conform to this title.
From file notes: The building on this site was built in 1910 as a church. In the early 1960s the building was purchased by the Hubbard family and used as a woodshop. The building has been used as a woodshop without a residence since before zoning was enacted for Douglas in 1969. This appears to be a nonconforming use. BLD2000-00094 converted part of the shop from a woodshop to a pottery studio upstairs. This did not increase the area dedicated to the nonconforming use and a pottery studio is considered a less intense activity than a woodshop. The pottery use may only occupy the existing structure and no new construction may add to the footprint of the existing structure for this nonconforming use.

Building Division

17. **Building** – Building code issues (including egress and fire separation) will be addressed at time of building permit application.
18. **Outstanding Permits** –
    a. BLD2000-00094 Upgrade electrical service
    b. BLD-0397901 replace roof covering, repair siding
    c. BLD-0448901 construction of garage

General Engineering/Public Works

19. **Engineering** – Water meter will be required
20. **Drainage** – N/A (footprint of structure not changing)
21. **Utilities** – (water, power, sewer, etc.) Water and sewer line sizes must be verified to be appropriate for any changes to fixture and drainage units as a result of the new apartment. Contact General Engineering for utility as-builts.

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: https://juneau.org/index.php?gf-download=2019%2F12%2FDPA.pdf&form-id=22&field-id=11&hash=81202ef96484e0b859d1c4855a6b7ae4b18cb229e8824059dbb0d96082e74d6d
2. Nonconforming Certification Review: https://juneau.org/index.php?gf-download=2020%2F04%2FNCC-Nonconforming_Certification_Application.pdf&form-id=22&field-id=11&hash=fc94fac2f8b407062c9a873144233df58dde9bce1378a912fcafa7be595d91f9
3. Conditional Use Permit Application: https://juneau.org/index.php?gf-download=2019%2F07%2FUSE-Allowable-Conditional-Use.pdf&form-id=22&field-id=11&hash=1f4082f939f72daa29a17b66188d1bf0f634352cc2ca2397485edbab5a3d366d

AFTER PLANNING COMMISSION APPROVAL:

4. The Applicant should submit an Accessory Apartment Application with their building permit application: https://juneau.org/index.php?gf-download=2019%2F07%2FAAP-Accessory-Apartment_Application.pdf&form-id=22&field-id=11&hash=b1cc54a0cfbaaa5d939ebdf6eae69d7e0566e657fc61b7363e118b4ba64600ef
5. The project could qualify for a $6,000 grant under CBJ's Accessory Apartment Incentive Grant Program. The grant would be awarded when the Certificate of Occupancy is issued. You can find more information and the application at: https://juneau.org/housing/accessory-apartment-grant

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. The photos of the relocated church window and any other historic information would be helpful during the nonconforming certification.

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. (Add any items required with the forms that are not applicable to the Conditional Use application)

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 Permit: $350

2. Public Notice Sign: $150 ($50 fee + $100 refundable deposit)
3. Nonconforming Certification: No charge if submitted with a building or land use permit (such as a Conditional Use Permit).

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
Fax: (907) 586-4529
Web: www.juneau.org/cdd

ATTACHMENT

49.15.330 – Conditional Use Permit

49.15.330 - Conditional use permit.

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

(b) *Preapplication conference.* Prior to submission of an application, the developer shall meet with the director for the purpose of discussing the site, the proposed development activity, and the conditional use permit procedure. The director shall discuss with the developer, regulation which may limit the proposed development as well as standards or bonus regulations which may create opportunities for the developer. It is the intent of this section to provide for an exchange of general and preliminary information only and no statement by either the developer or the director shall be regarded as binding or authoritative for purposes of this code. A copy of this subsection shall be provided to the developer at the conference.

(c) *Submission.* The developer shall submit to the director one copy of the completed permit application together with all supporting materials and the permit fee.

(d) *Director's review procedure.*

(1) The director shall endeavor to determine whether the application accurately reflects the developer intentions, shall advise the applicant whether or not the application is acceptable and, if it is not, what corrective action may be taken.

(2) After accepting the application, the director shall schedule it for a hearing before the commission and shall give notice to the developer and the public in accordance with section 49.15.230.

(3) The director shall forward the application to the planning commission together with a report setting forth the director's recommendation for approval or denial, with or without conditions together with the reasons therefor. The director shall make those determinations specified in subsections (1)(A)—(1)(C) of subsection (e) of this section.

(4) Copies of the application or the relevant portions thereof shall be transmitted to interested agencies as specified on a list maintained by the director for that purpose. Referral agencies shall be invited to respond within 15 days unless an extension is requested and granted in writing for good cause by the director.

(5) Even if the proposed development complies with all the requirements of this title and all recommended conditions of approval, the director may nonetheless recommend denial of the application if it is found that the development:

(A) Will materially endanger the public health or safety;

(B) Will substantially decrease the value of or be out of harmony with property in the neighboring area; or

(C) Will not be in general conformity with the land use plan, thoroughfare plan, or other officially adopted plans.

(e) *Review of director's determinations.*

(1) At the hearing on the conditional use permit, the planning commission shall review the director's report to consider:

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

(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.

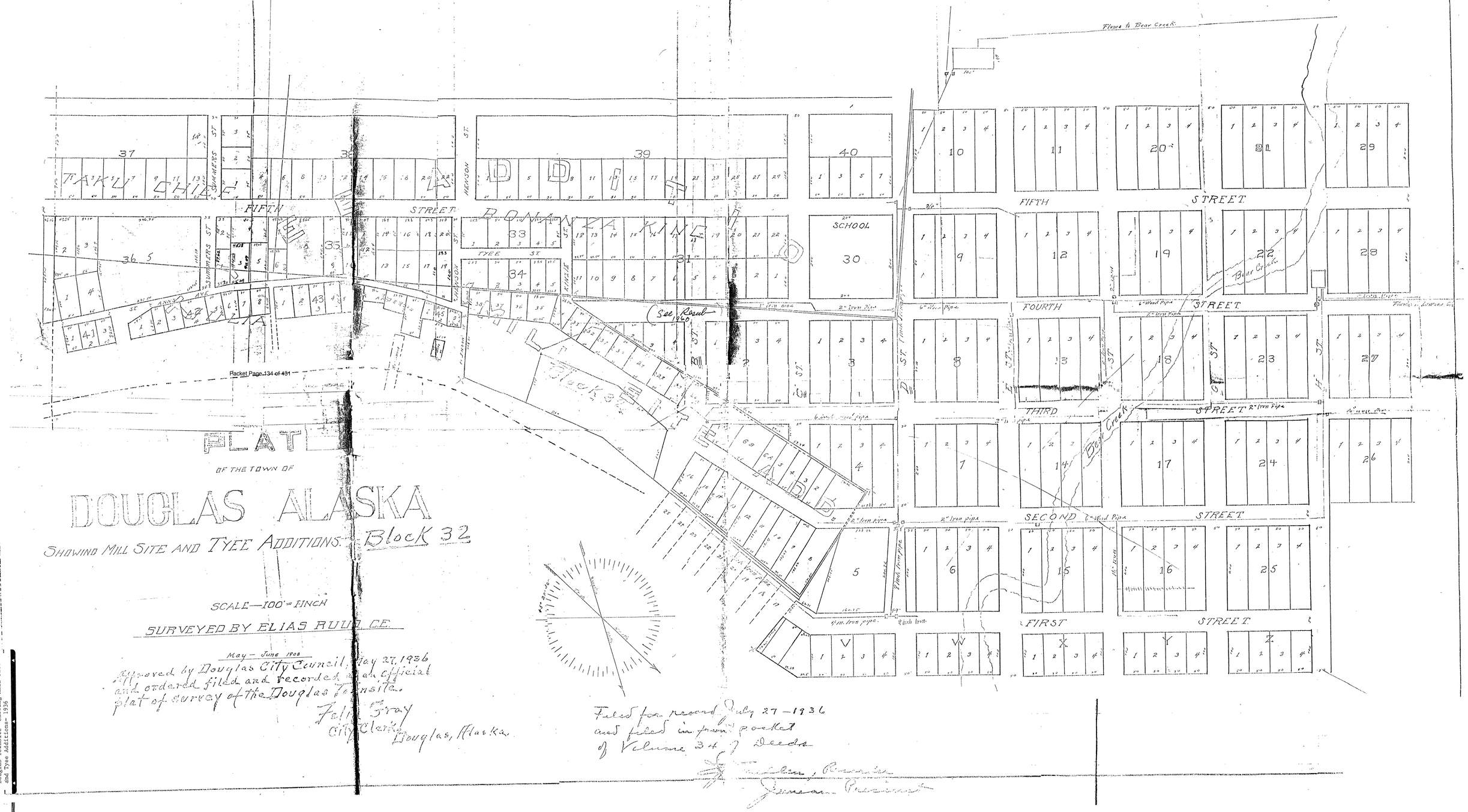
(15) *Lot size or development size.* Conditions may be imposed to limit lot size, the acreage to be developed or the total size of the development.

(16) *Drainage.* Conditions may be imposed to improve on and off-site drainage over and above the minimum requirements of this title.

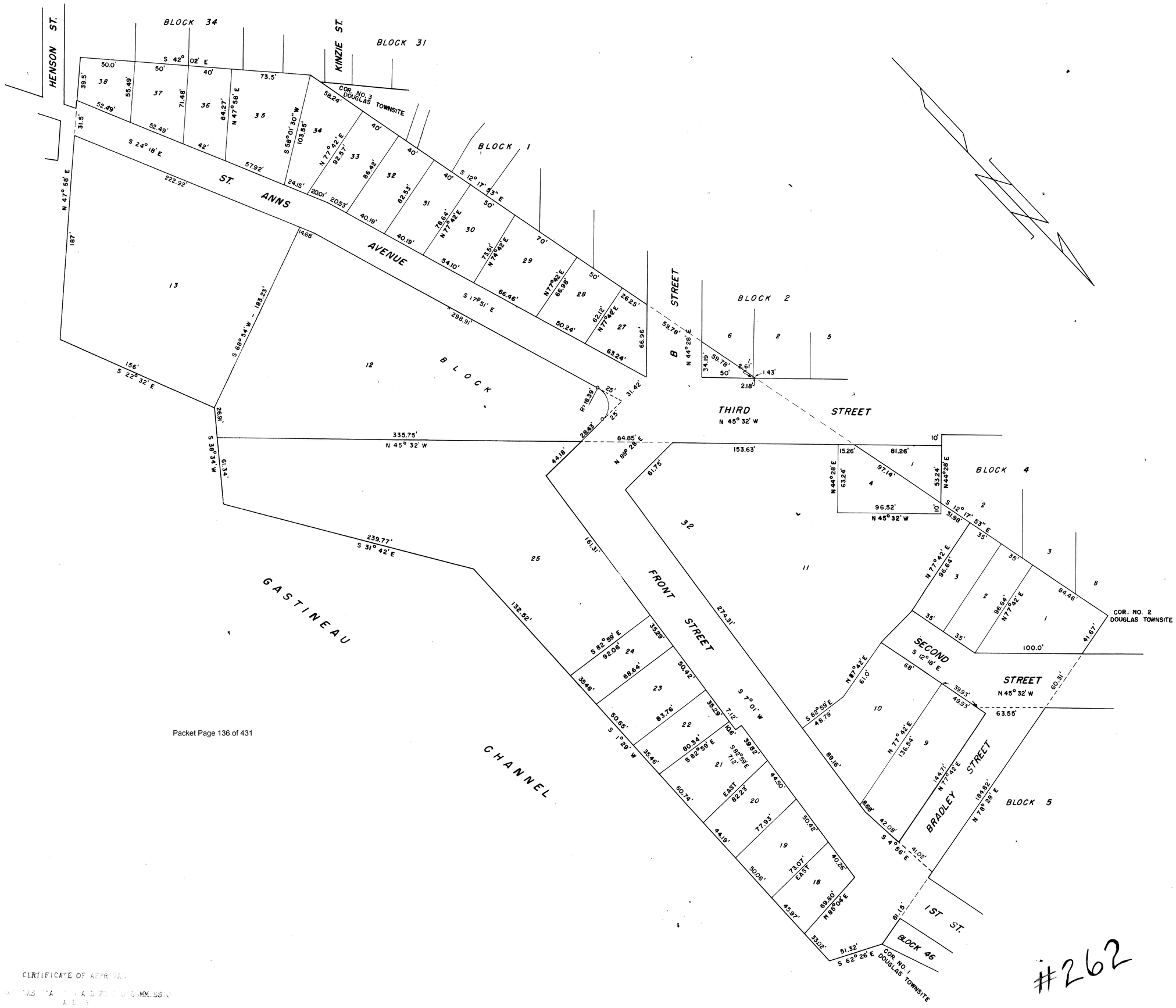
(17) *Lighting.* Conditions may be imposed to control the type and extent of illumination.

(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)


PLAT
OF THE TOWN OF
DOUGLAS ALASKA
SHOWING MILL SITE AND TYEE ADDITIONS. Block 32
SCALE—100' = INCH
SURVEYED BY ELIAS RUDI, C.E.
May – June 1908
Approved by Douglas City Council, May 27, 1936
and ordered filed and recorded as an official
plat of survey of the Douglas Townsite.
Felix Gray
City Clerk
Douglas, Alaska.
Filed for record July 27 – 1936
and filed in front pocket
of Volume 34 of Deeds
Flume to Bear Creek
Bear Creek
FIFTH STREET
FOURTH STREET
THIRD STREET
SECOND STREET
FIRST STREET
SUMMERS ST
HEKSON ST
TYEE ST
KINZIE
ANNEX AVE
SCHOOL
30
See Road 1960
Block 32
Block 33
Block 34
Block 35
Block 36
Block 37
Block 38
Block 39
Block 40
Block 41
Block 43
Block 45
Block 65
Block 66
Block 67
Block 68
Block 69
Block 70
Block 71
Block 72
Block 73
Block 74
Block 75
Block 76
Block 77
Block 78
Block 79
Block 80
Block 81
Block 82
Block 83
Block 84
Block

Oct. 1914
DOUGLAS
ALASKA
Juneau Ferry & Nav. Co's. Wharf
Gastineau Channel
City Dock
Gastineau Channel
Bradley Front
1st
Base Ball Grounds
Russian Church
Geo. E. James Co's. Saw Mill
Operates in summer only.- Caretaker lives across street.- Fuel: Mill refuse.- Power: Steam.- Lights: Elec.- City water & from Treadwell.- Small hose.
Saw Mill
Planers
Planer
Dressed Lumber
Log Way
Slab Refuse Dump
Timber Tramway to Treadwell
Lumber Walk
Slab Wood Piles
Old Swimming Tank
Skating Rink
Douglas Steam Laundry
Lyric Theatre
F.O.E. Hall
Douglas Public School
St. Ann's Av.
Kinzie
Tyee
Scale of Feet.



Packet Page 136 of 431

CERTIFICATE OF APPROVAL

[illegible] Planning and Zoning Commission

[illegible] Recording District

[illegible] 21st day of May, 19[illegible].

Edmund B. Stanton — Chairman, City of Douglas Planning and Zoning Commission

Virginia B. Post — Clerk

[illegible] City of Douglas [illegible] June 23, 19[illegible], pursuant to the [illegible] 19[illegible].

William E. Boehl — Mayor, City of Douglas

FILED
JUL 26 1960
N. C. Leeg (R)
DISTRICT MAGISTRATE AND RECORDER

RECORDED AT 10:45 AM 7-26-60
VOL. ____ OF #262 of Plats
N. C. Leeg (R)
DISTRICT MAGISTRATE AND RECORDER

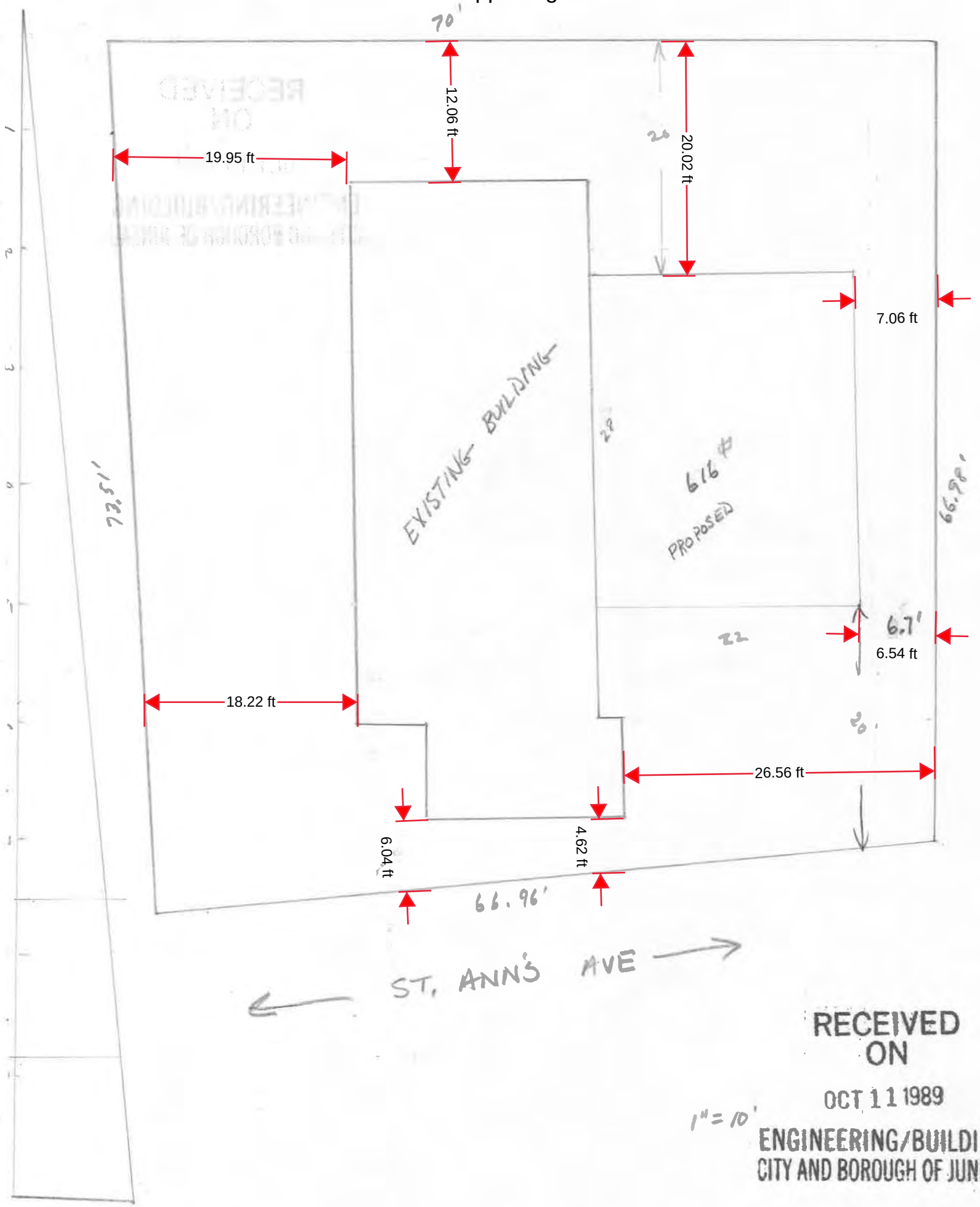
RESUBDIVISION OF
BLOCK 32, TYEE & MILLSITE ADDITION
&
FRACTIONS OF BLOCKS 2 & 4, DOUGLAS TOWNSITE
CITY OF DOUGLAS

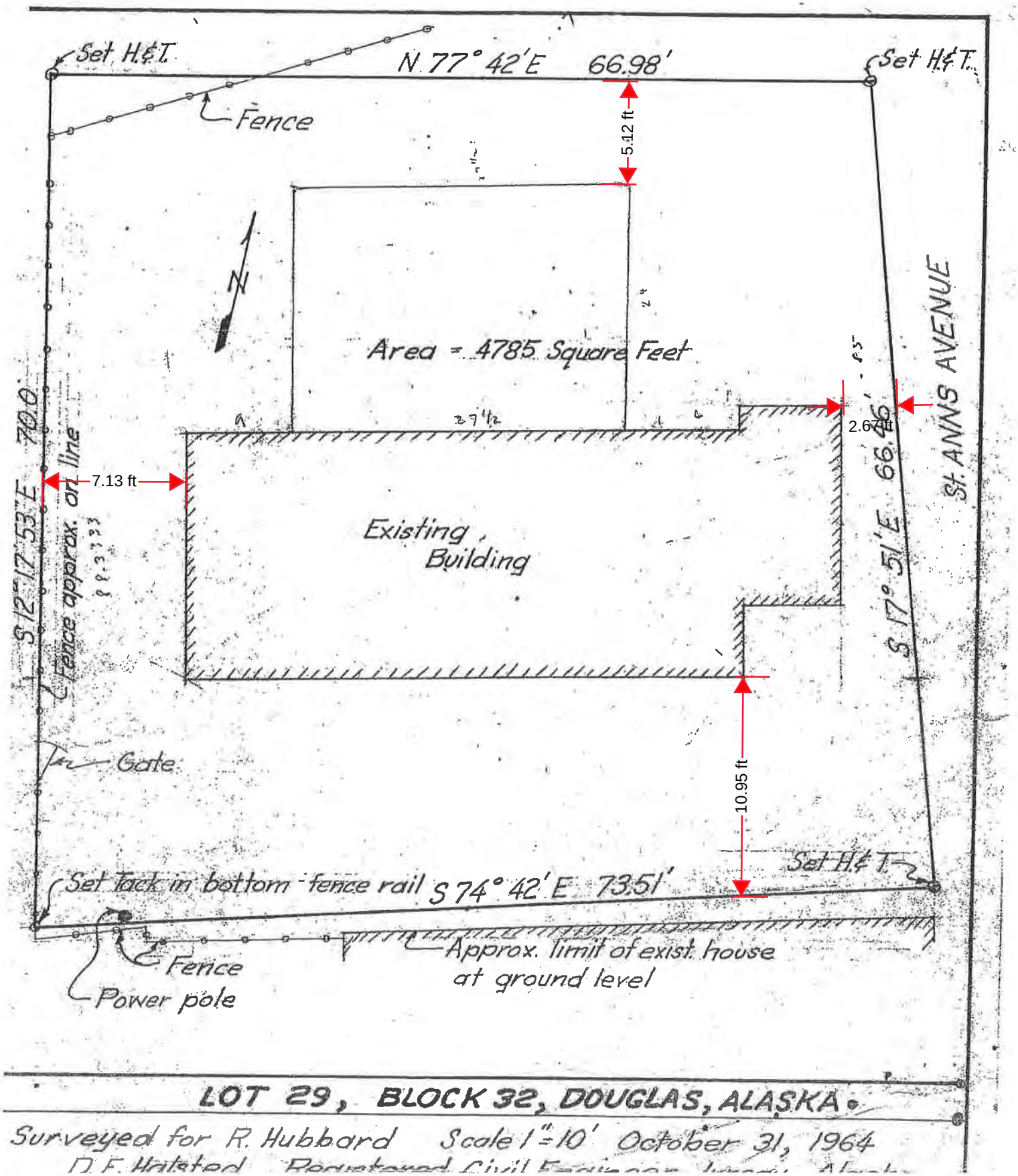
SCALE: 1" = 50'

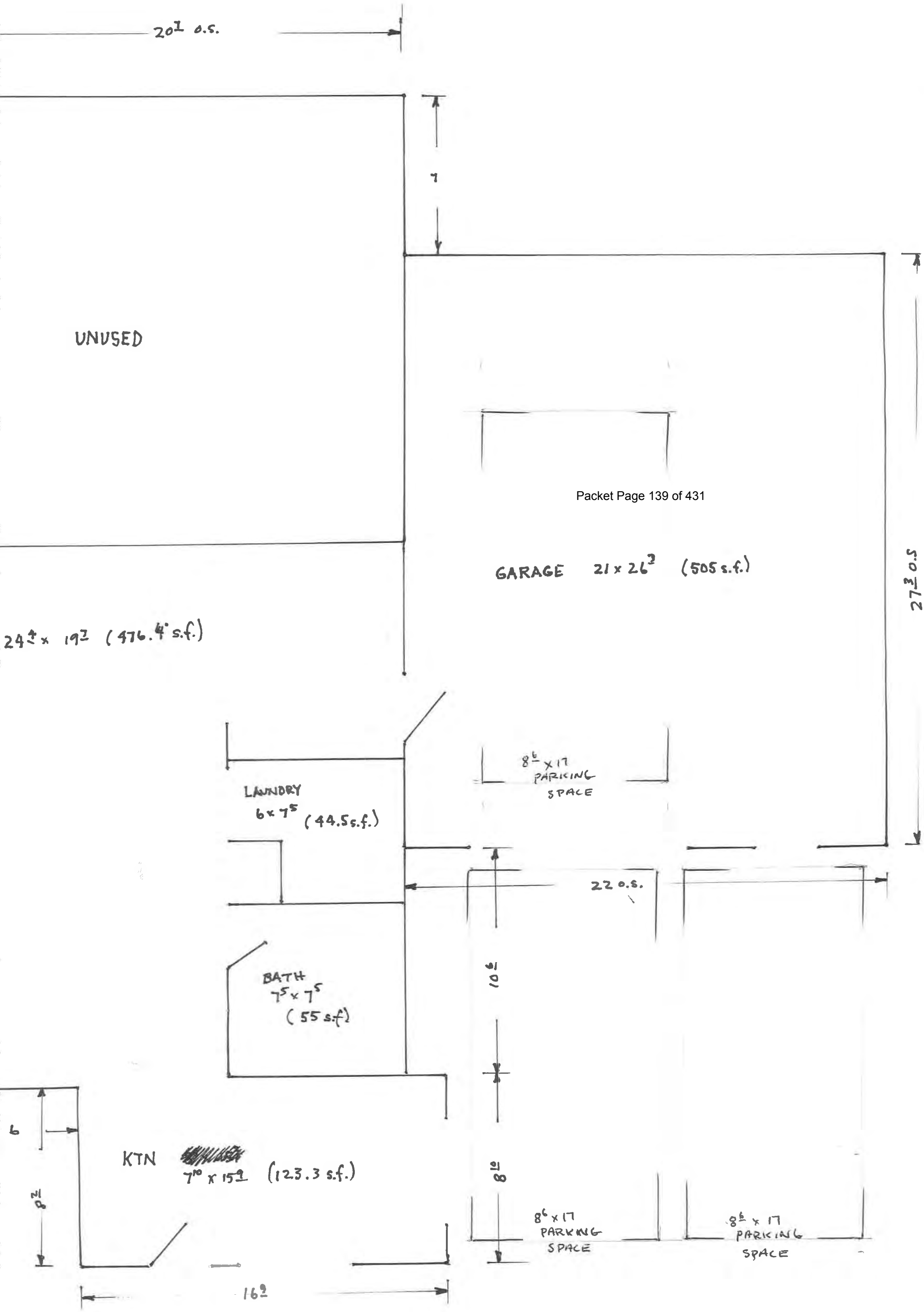
OCTOBER 8, 1958

FELIX J. TONER — REGISTERED ENGINEER — JUNEAU, ALASKA

Plat #262


70'
12.06 ft
20.02 ft
19.95 ft
7.06 ft
EXISTING BUILDING
616 #
PROPOSED
72.51'
66.98'
6.7'
6.54 ft
18.22 ft
26.56 ft
6.04 ft
4.62 ft
66.96'
ST. ANN'S AVE
1" = 10'
RECEIVED ON
OCT 11 1989
ENGINEERING/BUILDIN
CITY AND BOROUGH OF JUNE


Set H.&T.
N 77° 42' E 66.98'
Set H.&T.
Fence
5.12 ft
N
Area = 4785 Square Feet
2.67 ft
St. ANNS AVENUE
S 17° 51' E 66.46'
S 12° 17' 53" E 70.0'
Fence approx. on line
7.13 ft
Existing Building
Gate
10.95 ft
Set H.&T.
Set Tack in bottom fence rail
S 74° 42' E 73.51'
Approx. limit of exist. house at ground level
Fence
Power pole
LOT 29, BLOCK 32, DOUGLAS, ALASKA.
Surveyed for R. Hubbard Scale 1" = 10' October 31, 1964



GROUND LEVEL

753 ST. ANN'S

1,155 ft.²

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: November 25, 2020
File No.: NCC2020 0069

Jay Hubbard
1408 4th St.
Douglas, AK 99824

Proposal:	A Nonconforming Certification Review for structures, lot size, and lot depth.
Property Address:	753 St. Ann's Ave.
Property Legal Description:	Tyee Addition to Douglas Townsite Block 32 Lot 29
Property Parcel Code No.:	2D040T320190

The Director of Community Development adopted the analysis and findings listed in the attached memorandum dated November 23, 2020, and has found the following situations on the lot to be certified nonconforming to the Title 49 Land Use Code of the City and Borough of Juneau:

- Nonconforming Structures (49.30.250):
  - Front yard setback of 3'
  - Rear yard setback of 13'
- Nonconforming Lots (49.30.260):
  - Lot size of 4,785 ft^2
  - Lot depth of 70'

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.

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 PM 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: _____ _____

Joseph Meyers, 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

DIRECTOR'S REVIEW STAFF REPORT
NONCONFORMING CERTIFICATION
NCC2020 0069

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

DATE: November 23, 2020

TO: Jill Maclean, Director, AICP

BY: Joseph Meyers, Planner I

PROPOSAL: A Nonconforming Certification Review for structures, lot size and lot depth.

KEY CONSIDERATIONS FOR REVIEW:

- At time of establishment, there were no zoning requirements.
- The lot is conforming for use, parking, lot coverage, and vegetative cover.
- The lot previously contained a woodshop that may have been a light manufacturing use allowed under C2 zoning prior to 1969 when the lot was rezoned. The woodshop use has ceased and the applicant has applied for a Conditional Use Permit (USE2020-0023) for an accessory apartment in the space previously occupied by the woodshop.

GENERAL INFORMATION	
Property Owner	Jay L. Hubbard; Janine J. Reep
Applicant	Jay Hubbard
Property Address	753 St. Ann's Ave.
Legal Description	Tyee Addition to Douglas Townsite Block 32 Lot 29
Parcel Number	2D040T320190
Zoning	D5
Lot Size	4,785 sq. ft.
Water/Sewer	CBJ
Access	St. Ann's Avenue
Existing Land Use	Residential
Associated Applications	USE2020 - 0023

STAFF RECOMMENDATION:

Staff recommends the following situations receive Nonconforming Certification:

- Nonconforming Structures (49.30.230)
- 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:

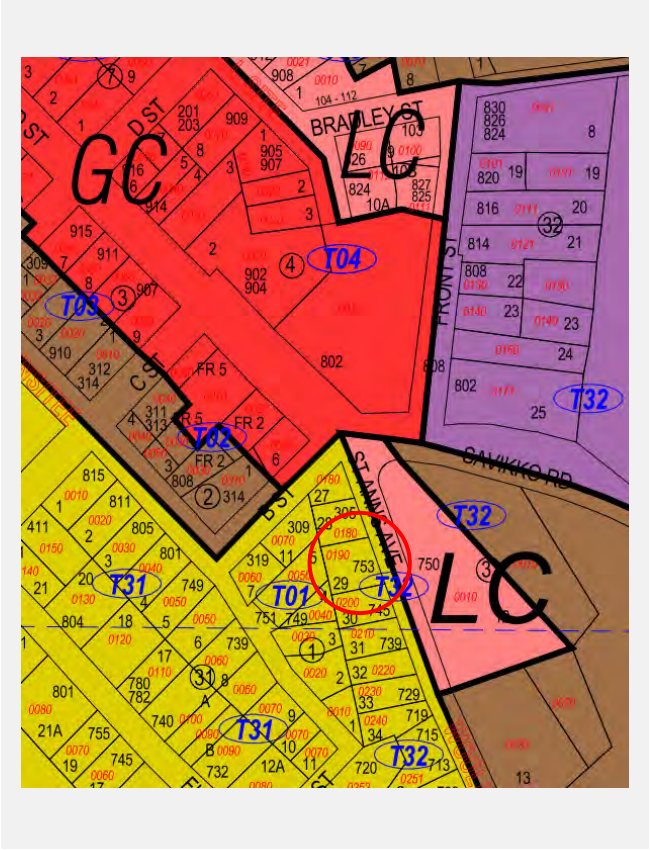
If a situation fails to be certified as nonconforming, an appeal of this decision may be filed in accordance with CBJ 49.20.110.

SITE FEATURES AND ZONING

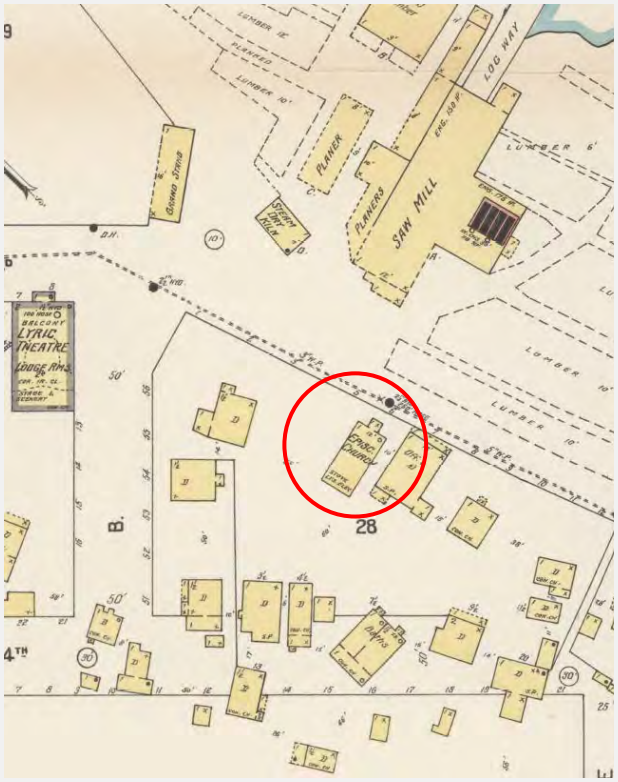
SURROUNDING ZONING AND LAND USES	
North (D5)	Residential
South (D5)	Residential
East	St. Ann's Avenue
West (D5)	Residential

SITE FEATURES	
Anadromous	None
Flood Zone	None
Hazard	No
Hillside	No
Wetlands	No
Parking District	N/A
Historic District	No
Overlay Districts	Douglas ADOD

CURRENT ZONING MAP



SANBORN MAP 1914



ZONING HISTORY

Year	Zoning District	Summary
1910	No zoning	The structure was constructed as St. Luke's Episcopal Church and was originally used for that purpose. There were no zoning requirements at the time of construction.
1961	C2 (Central Commercial)	The minimum lot size under this zoning was 2,000 square feet with no setback requirements unless a lot abutted a residential district, in which case a 10-foot minimum setback was required on the side abutting the residential district. There were no maximum structure height or lot coverage limitations. Minimum lot width was 20'. Permitted accessory uses included one dwelling unit for the owner or operator. The structure was used as a woodshop starting in 1964. There is not enough information to determine whether the woodshop was a home occupation or a light manufacturing use. If the use was a home occupation, it would not have been conforming under C2 zoning. If the use was light manufacturing it would be conforming under C2 zoning.
1969	R5 (Residential)	The minimum lot size under this zoning was 5,000 square feet. Minimum lot width was 50' at the front of the lot and minimum lot depth was 80'. The maximum structure height was 35' and maximum lot coverage was 40%. The minimum front yard setback was 20', the minimum rear yard setback was 15', and minimum side yard setbacks were 5'. Light manufacturing uses were not allowed in this zoning district. The lot was nonconforming for use, lot size, lot depth, and yard setbacks under this zoning.
1987	D5 Residential	The minimum lot size under this zoning is 7,000 square feet. The minimum lot width is 70' with a minimum lot depth of 85'. The maximum structure height is 35' and the maximum lot coverage is 50%. The minimum front and back yard setbacks are 20', and the minimum side yard setbacks are 5'. Minimum required vegetative cover is 20% and minimum required parking is three spaces. The lot is nonconforming for lot size, lot depth, and yard setbacks under this zoning. As discussed below, the nonconforming woodshop use has been abandoned.

BACKGROUND INFORMATION

The applicant requests a Nonconforming Certification for Structures, Parking and Lots. The lot was surveyed in 1908, and the existing structure on the lot was constructed in 1910 as St. Luke's Episcopal Church. The lot was officially platted in 1936 and approved by Douglas City Council as Tyee Addition to the Douglas Townsite. The lot is bound to the north, south and west by a D5 zoned area and to the east by St. Ann's Avenue and one Light

Commercial zoned lot. The size of the lot has remained the same since it was surveyed and platted prior to establishment of zoning.

The lot was purchased by the Hubbard family in 1964 and used as a home workshop by the applicant's father, then as a woodshop by the applicant. There is not enough information to determine whether the woodshop was a home occupation or a light manufacturing use prior to 1964, but it was most recently an accessory use, allowed under D5 zoning.

In 1969 the front and rear yard setbacks became nonconforming with new zoning. A structure addition (garage) was constructed in 1989 by permit number 14447 (Attachment B). This structure addition meets all zoning requirements under current code.

The primary structure is currently used as a single-family dwelling. The applicant has applied for a Conditional Use Permit for an accessory apartment in the space previously occupied by the woodshop (USE20200023).

INFORMATION REVIEWED

Year	Type	Summary
1914	Sanborn Map	Structure history and configuration.
1936	Plat	Surveyed in 1908 and plat approved by Douglas City Council in May 1936.
1989	Structure sketches	Lot and structure dimensions; submitted with a building permit for a garage addition and parking schematic.
1989	Building Permit	Addition of garage, conformed to zoning.
1989	As-built Survey	Documents lot size and setbacks for the structure built in 1910.
2020	Site Visit	Parking condition assessment.
2020	CBJ GIS Map Zoning Layers	Layers demonstrate zoning history over time.
2020	Parcel Viewer	Lot measurements and assessor's data; vegetation measurement.

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 sq. ft.	**4,785 sq. ft.**	49.25.400
	Width	70'	88'	49.25.400
	Depth	85'	**70'**	49.25.400
Setbacks	Front (E)	20'	**3'**	49.25.430
	Rear (W)	16'	**13'**	49.25.430(4)(J)
	Side (N)	5'	7.5'	49.25.400
	Side (S)	5'	19'	49.25.400
	Street Side	11'	N/A	49.25.400
Lot Coverage		50%	31%	49.25.400
Height	Permissible	35'	28'	49.25.400

	Accessory	25’	N/A	49.25.400
Maximum Dwelling Units		1	1	49.25.500
Use		Residential	Residential	49.25.300
Vegetative Cover		20%	24%	49.50.300
Parking		2	2+	49.40.210(a)

Minimum Lot Requirements – The lot was platted prior to the establishment of zoning, and does not meet the minimum lot size or lot depth under current zoning.

Finding: Staff finds the lot nonconforming for lot size and lot depth.

Minimum Setback Requirements – The structure on the lot does not meet current front and rear yard setback minimum requirements. Reductions can be calculated for rear and side yard setbacks. In this instance, the side yard setbacks are conforming under current zoning while the rear is not. The rear yard setback reduction was calculated by dividing the existing lot depth by the required standard depth, which results in a percentage. This percentage is then multiplied by the setback requirement for the front of the lot resulting in a reduced rear yard setback.

Finding: Staff finds the structure nonconforming for front and rear yard setbacks.

Lot Coverage – Maximum lot coverage is not exceeded. The structure on this lot has a footprint of 1,502 square feet. Lot size was calculated scaling from the as-built survey.

Finding: Staff finds the lot conforming for lot coverage.

Structure Height – Structure height was determined to be 28’ using scaled structure sketches (Attachment B). The structure is less than the maximum height of 35’.

Finding: Staff finds the structure conforming for height.

Residential Density – The lot is conforming for density of one dwelling unit per lot.

Finding: Staff finds the lot conforming for residential density.

Use – The structure on the lot was originally used as a church when constructed in 1910. The lot was purchased by the Hubbard family in 1964 and used as a home workshop by the applicant’s father, then as a commercial woodshop by the applicant. There is not enough information to determine whether the woodshop was previously a home occupation or a light manufacturing use. The use would have been conforming under zoning district C2 until 1969 when the zoning was changed to R5. The applicant has stated in their narrative that the lot is currently being used only for residential purposes and the woodshop use has ceased. Current use of the lot as a residential use is conforming.

Finding: Staff finds the lot conforming for use.

Vegetative Cover – Using aerial imagery (Attachment B) and Parcel Viewer, the vegetative cover was measured and calculated by measuring green space and dividing it by the square footage of the lot. A site visit confirmed the existence of vegetative cover.

Finding: Staff finds the lot conforming for vegetative cover.

Parking – CBJ 49.40.210 requires two off-street parking spaces. Back-out parking may be allowed for single-family dwellings in residential zoning districts per 49.40.230(b)(7)(A). There is an existing parking plan (Attachment B) including three off-street parking spaces. The use meets current D5 zoning standards for parking.

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

NONCOMPLIANT SITUATIONS

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

No information suggests 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.

FINDINGS

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

   Analysis: The lot was platted prior to the establishment of zoning in this area of the borough. The structure on the lot was constructed in 1910 before implementation of zoning ordinances in the City of Douglas.

   Finding: Yes. Staff finds the nonconforming situations were allowed when established.

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

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

Finding: No. Abandonment has not taken place.

RECOMMENDATION

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

- Nonconforming Structures (49.30.250):
  - Front yard setback of 3'
  - Rear yard setback of 13'
- Nonconforming Lots (49.30.260):
  - Lot size of 4,785 sq. ft.
  - Lot depth of 70'

STAFF REPORT ATTACHMENTS

Item	Description
Attachment A	Application Packet
Attachment B	Information Reviewed

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY
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: 753 St. Annes Ave

Legal Description(s) (Subdivision, Survey, Block, Tract, Lot): Tyee Addition to Douglass Townsite BL 32 LT29

Parcel Number(s): 2D040T320190

☐ This property located in the downtown historic district

☐ This property located in a mapped hazard area, if so, which _____

LANDOWNER/ LESSEE

Property Owner: JAY HUBBARD and JANINE REEP

Contact Person: JAY HUBBARD

Mailing Address: 1408 4th ST. DOUGLAS, AK 99824

Phone Number(s): 907 321 4472

E-mail Address: JAYHUBBARD55@GMAIL.COM

LANDOWNER/ LESSEE CONSENT Required for Planning Permits, not needed on Building/ Engineering Permits

I am (we are) the owner(s)or lessee(s) of the property subject to this application and I (we) consent as follows:

A. This application for a land use or activity review for development on my (our) property is made with my complete understanding and permission.

B. I (we) grant permission for officials and employees of the City and Borough of Juneau to inspect my property as needed for purposes of this application.

X Jay Hubbard — Landowner/Lessee Signature — Date: 10 7 20

X Janine Reep — Landowner/Lessee Signature — Date: 10-9-2020

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: JAY HUBBARD

Contact Person: JAY HUBBARD

Mailing Address: 1408 4th ST. DOUGLAS, AK 99824

Phone Number(s): 907 321 4472

E-mail Address: JAY HUBBARD55@GMAIL.COM

X Jay Hubbard — Applicant's Signature — Date of Application

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

Intake Initials	
10/15/20	
Case Number: USE20-23	Date Received: 10/16/20

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

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY
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
STRUCTURE, PARKING, LOT	SITE PLAN
	SEE PRE-APP NOTES

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
SEE ABOVE ; SEE NARRATIVE	

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	$ Ø			
Admin. of Guarantee	$			
Adjustment	$			
Total Fee	$ Ø			

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

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Case Number	Date Received
NCQ20-69	10/15/20

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

Nonconforming Certification Application Instructions

Nonconforming Situations is outlined in CBJ 49.30.310

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

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

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

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

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

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

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

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Allowable/Conditional Use Permit Application Narrative
Jay Hubbard and Janine Reep, 753 St. Ann's Ave., Douglas

My parents bought this property (which was built in 1910 as S. Luke's Episcopal Church) in 1964. Our family lived there until about 1972 –the ground floor was used for our family home and my father had a workshop on the second floor.

After my parents moved to another residence, the upstairs was converted to living space and rented as an apartment. I used the bottom floor as a woodshop and added the garage in 1989.

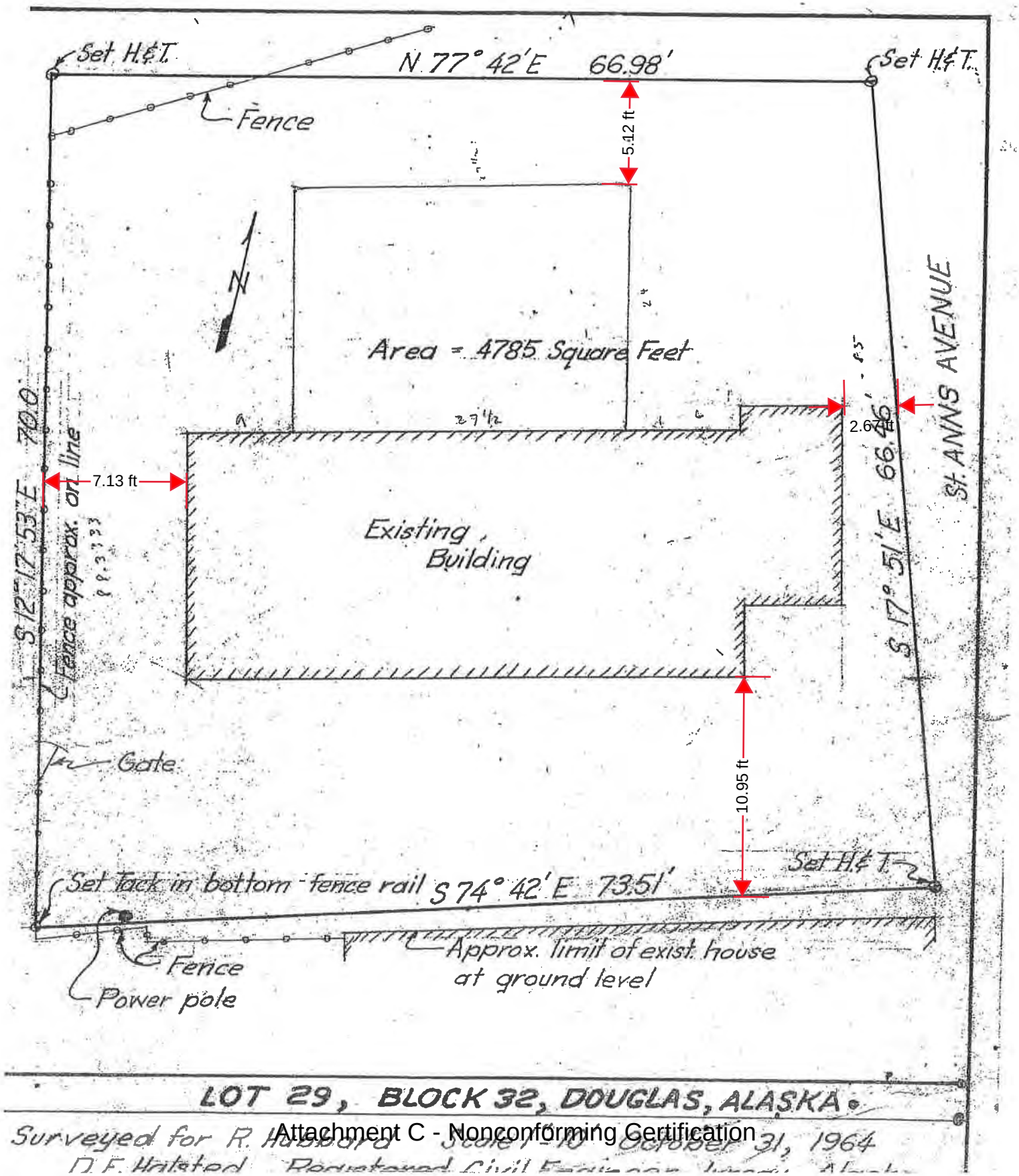
The deed was transferred from my parents to me and my wife, Janine Reep, in 1999. The Hubbard family has owned this property continuously since 1964 and its use since then is described above. There has never been a pottery shop in the building.

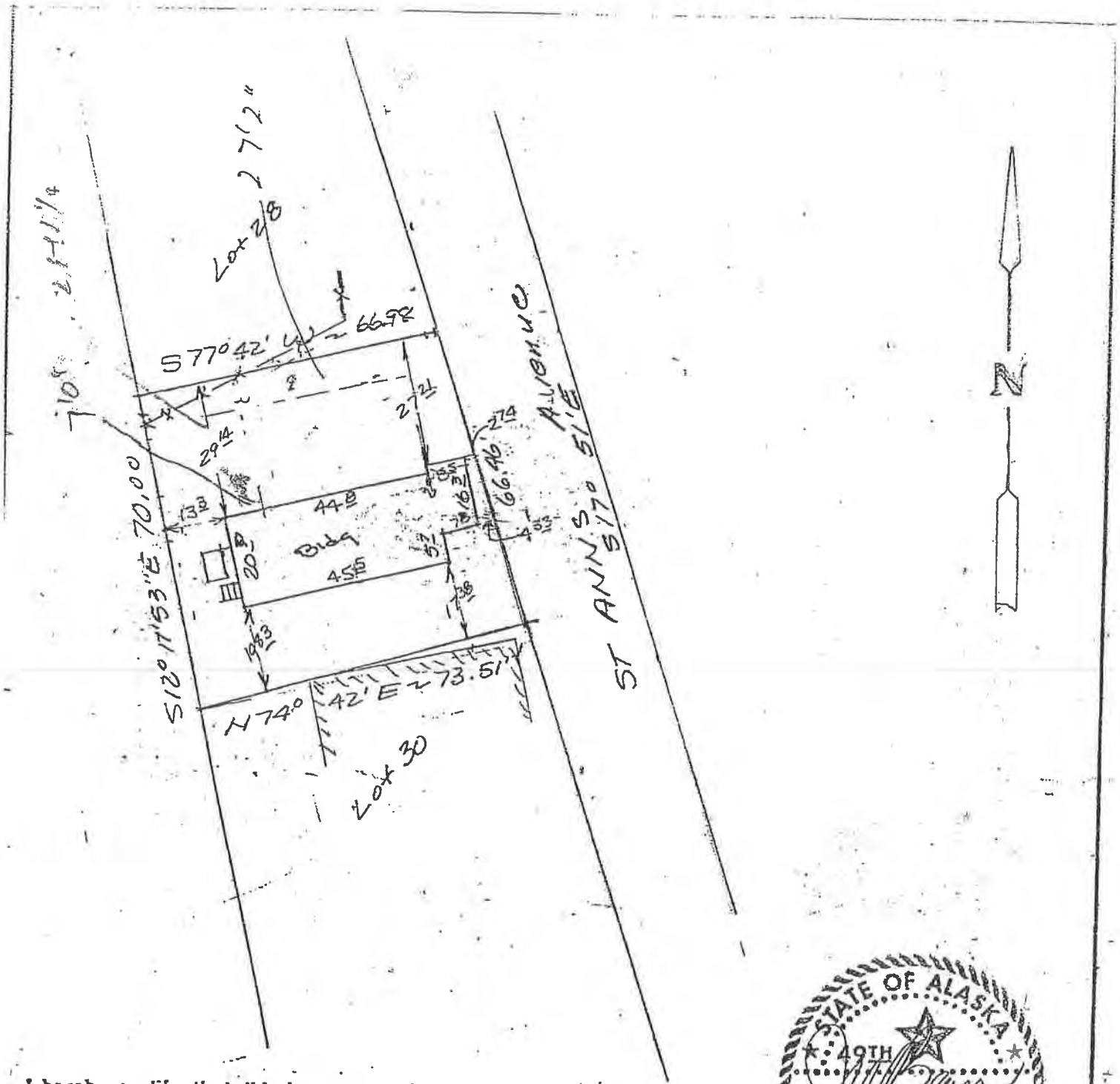
We are presently trying to make the building ready for sale and want to finish converting the ground floor into an accessory apartment. We understand that this will require us to build an interior wall limiting the useable area of the lower level to no more than 600 square feet.

600.jpg (JPEG Image, 720x562 pixels)
http://vilda.alaska.edu/cdmg11/image/60

INTERIOR OF ST. LUKE'S CHURCH, DOUGLASS ISLAND

Archives, University of Alaska, Fairbanks


Set H.&T.
N 77° 42' E 66.98'
Set H.&T.
Fence
5.12 ft
N
Area = 4785 Square Feet
2.67 ft
St. ANNS AVENUE
S 17° 51' E 66.46'
S 12° 17' 53" E 70.0'
Fence approx. on line
7.13 ft
Existing Building
Gate
10.95 ft
Set H.&T.
Set Tack in bottom fence rail
S 74° 42' E 73.51'
Approx. limit of exist. house at ground level
Fence
Power pole
LOT 29, BLOCK 32, DOUGLAS, ALASKA.
Surveyed for R. Hubbard
October 31, 1964



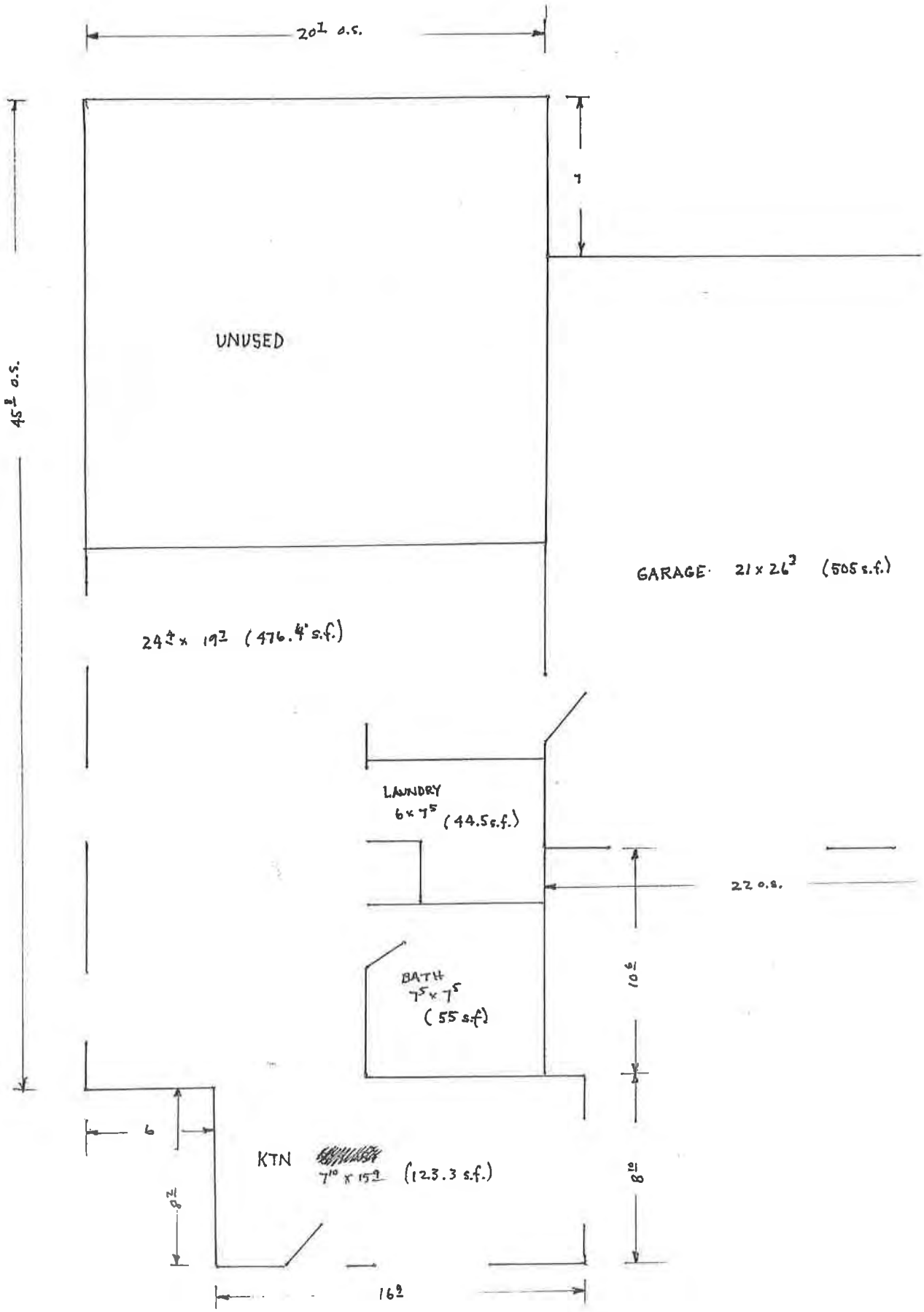
I hereby certify that this is a true and correct plat; that all walks, roads, easements, and improvements thereon are as shown and that all overlaps and encroachments are as shown to the best of my knowledge.

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

J. W. BEAN
PROFESSIONAL SURVEYOR
4525 SAWA CIRCLE
JUNEAU, ALASKA
907-789-0550
SURVEYOR - PLANNER

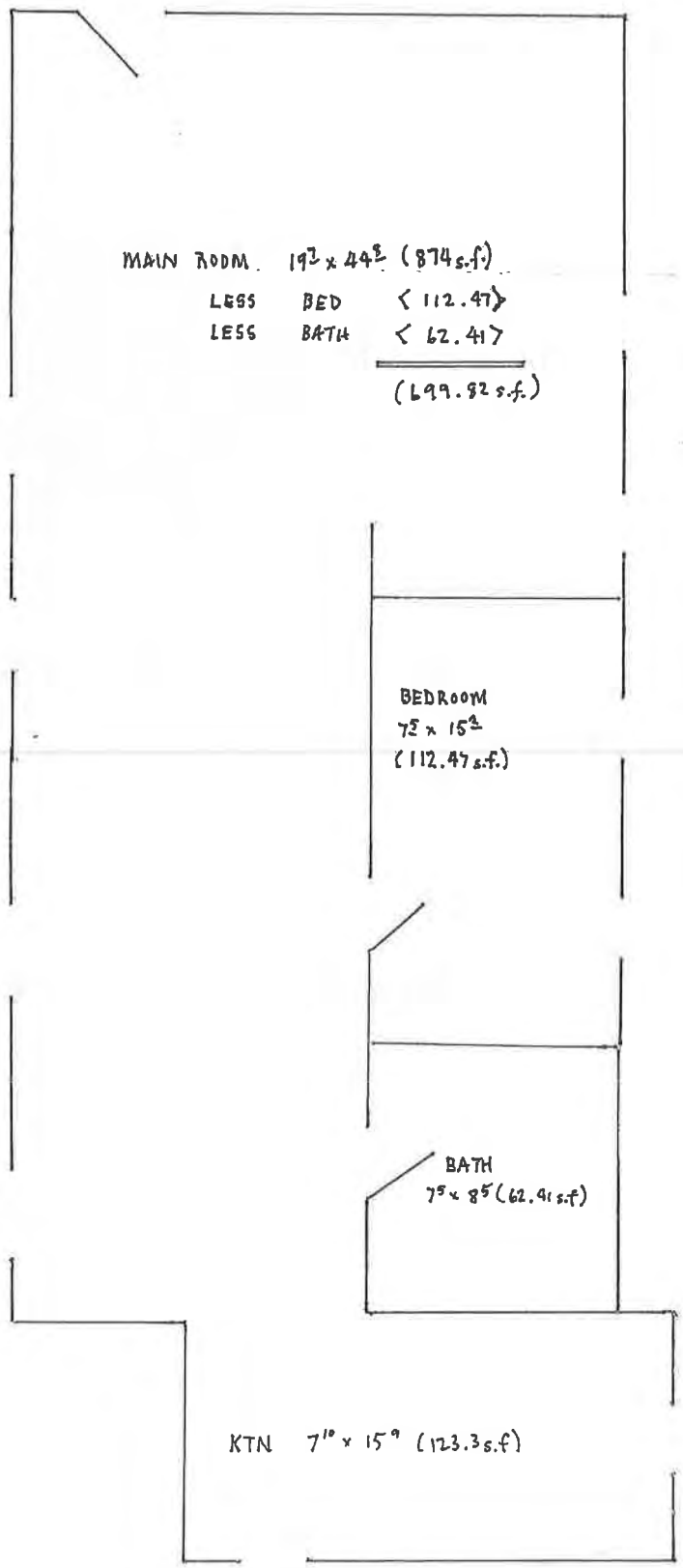
AS-Built Survey of
Lot 29, Block 32
Addition to Douglas Townsite

DES. | JOB No. 0467 | SCALE 1" = 30
DATE | SHEET

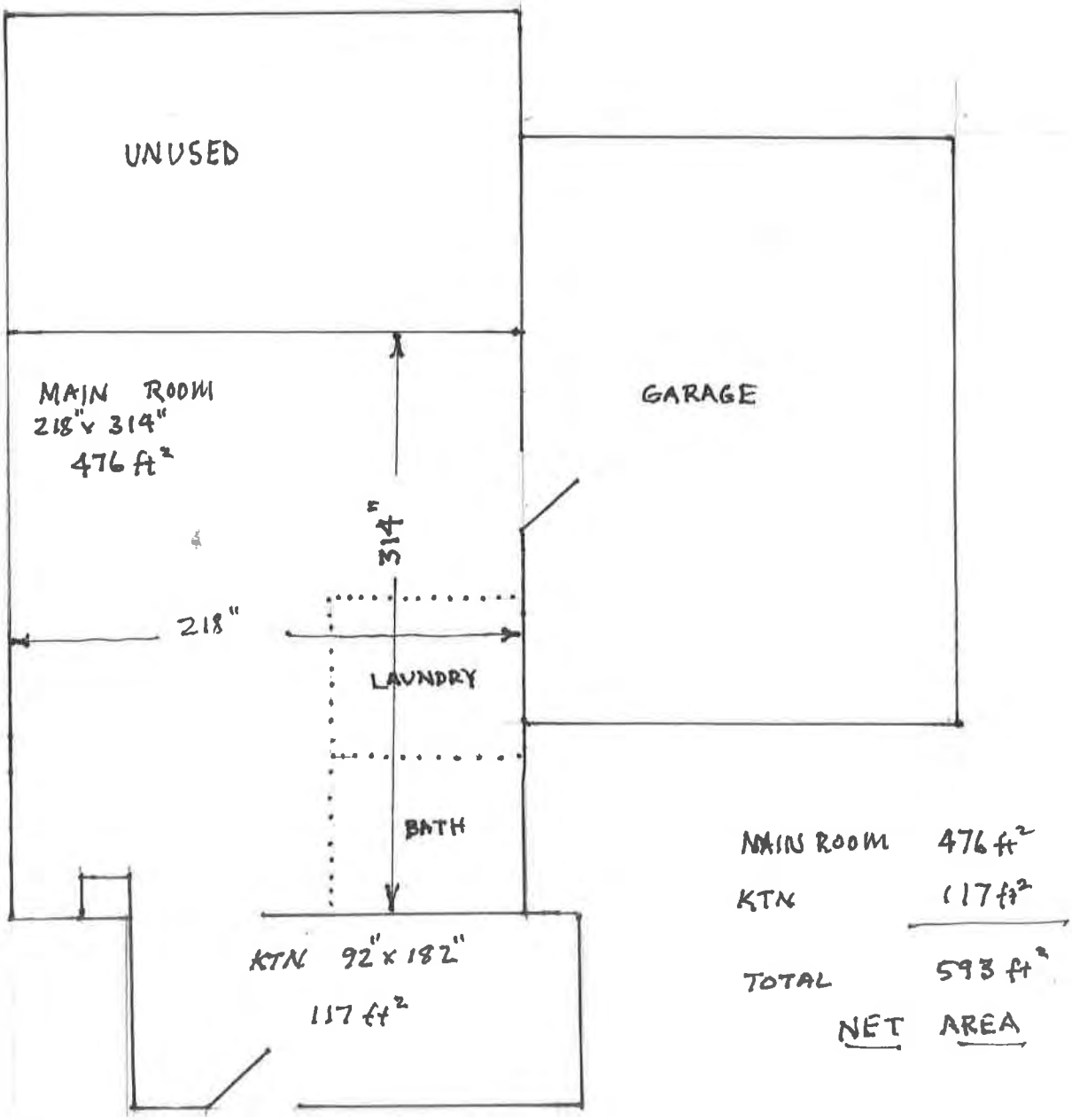


GROUND LEVEL

753 ST ANN'S


MAIN ROOM 19' x 44' (874 s.f.)
LESS BED <112.47>
LESS BATH <62.41>
(699.82 s.f.)
BEDROOM
7' x 15'
(112.47 s.f.)
BATH
7' x 8' (62.41 s.f)
KTN 7'10" x 15'9" (123.3 s.f)

UPPER LEVEL



753 ST. ANN'S AVE.

LOWER LEVEL

NOT TO SCALE

ALL DIMENSIONS GIVEN TO NET INSIDE CLEAR IN INCHES

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

Hubbard Accessory Apartment

Case Number: PAC2020 0059

Applicant: Jay Hubbard

Property Owner: Jay Hubbard, Janine Reep

Property Address: 753 St. Anne's Ave

Parcel Code Number: 2D040T320190

Site Size: 4,785 square feet

Zoning: D5

Existing Land Use: Residential

Conference Date:	10/7/2020
Report Issued:	10/14/2020

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
Jay Hubbard	Applicant	Jayhubbard55@gmail.com
Irene Gallion	Planning	Irene.Gallion@juneau.org
Charlie Ford	Building	Charlie.Ford@juneau.org
Eric Vogel	General Engineering	Eric.Vogel@juneau.org
Adrienne Scott	Permit Tech	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.

To move forward:

- Reduce the size of the accessory apartment to 600 feet net floor area or less.
- Apply for a Conditional Use Permit
- Apply for a Nonconforming Certification

Details on the applications are under "List of Applications" toward the end of this report.

The property has been used for woodworking and a pottery studio. These are nonconforming uses. If they are abandoned, they cannot be re-established.

The upstairs would be a main residence of 822 square feet. The lower floor is proposed as approximately 699 square foot apartment. The size of the apartment would have to be reduced to 600 square feet net floor area. This apartment would need to be approved by the Planning Commission because it is proposed on a lot that is less than the minimum lot size for the zoning district [19.25.510(k)(2)(E)].

The proposal cannot be considered a duplex. Construction of a duplex would require a lot size of 10,500 square feet.

"Accessory apartment" means one or more rooms with private bath and kitchen facilities comprising an independent, self-contained dwelling unit within or attached to a single-family dwelling or in a detached building on the same lot as the primary dwelling unit. An accessory apartment is distinguishable from a duplex in that, unlike a duplex, it is clearly subordinate to the primary dwelling unit, both in use and appearance [49.80].

"Net floor area" means the total horizontal floor area included within the surrounding walls of a building or portion thereof, exclusive of vent shafts. The net floor area of a building, or portion thereof, not provided with surrounding walls shall be measured to the inside of the supporting structure.

Planning Division

1. **Zoning** – D5, within the Douglas Alternative Development Overlay District (ADOD)

   What is an ADOD? It is a program where a homeowner can have reduced setbacks based on similar neighboring properties. There is a fee of $400 per lot line. At this time, since all development associated with the proposed apartment is inside of the existing structure, this regime does not appear to be needed or beneficial.

2. **Setbacks** –
   a. **Front**: 20 linear feet
   b. **Rear**: 20 linear feet
   c. **Side**: 5 linear feet
   d. **Street side**: Not applicable
3. **Height** –
   a. **Permissible use**: 35 feet

b. **Accessory use**: 25 feet

4. **Access –** St. Anne's Avenue. The Applicant says there is an easement across the property for the neighbor's access.
5. **Parking & Circulation**– One parking spot will be required for an accessory apartment. The property was built in 1910, before there were zoning requirements for parking, so existing uses are nonconforming. Property is located in the Douglas Geographic Area, which reduces parking requirements for any external modifications to the single-family structure (the apartment is not eligible for the reduction).
6. **Lot Coverage –** Scaling off of the drawings provided, lot coverage is approximately 1,600 square feet, or 33% lot coverage. Maximum lot coverage in D5 is 50% for permissible and accessory uses. "Lot coverage" means the percentage of horizontal lot area that is occupied by all buildings on the lot, each measured at the outside of those exterior walls of the floor having the greatest horizontal dimensions. "Building" means any structure having a roof supported by columns or walls and intended for the shelter, housing or enclosure of persons, animals, processes, equipment, goods or materials.
7. **Vegetative Coverage** – Required vegetative cover is 20 percent. Based on overhead imagery, existing vegetative cover is 1.353 feet, or 28 percent.
8. **Lighting** – Not applicable.
9. **Noise** – Anticipated noise from an accessory apartment is within the expected noise level for the zoning district.
10. **Flood** – Zone X (minimal risk)
11. **Hazard/Mass Wasting/Avalanche/Hillside Endorsement** – The lot is not in a hazard zone, nor does it need a hillside endorsement. Slopes are less than 18 percent.
12. **Wetlands** – There are no mapped wetlands on this site.
13. **Habitat** – Check with the U.S. Fish and Wildlife on the presence of eagle nests in the area. The presence of eagle nests may impact construction scheduling. No anadromous waterbodies are on the subject parcel, or within 50 feet.
14. **Plat or Covenant Restrictions** – There are no plat restrictions on Plat # 262.
15. **Traffic** – A traffic study is not required for addition of an accessory apartment.

The Institute of Transportation Engineer's Trip Generation Manual (Volume 2, page 333) estimates 6.65 trips per dwelling unit, for a total of 6.65 trips a day for this project. A traffic study is not triggered until the number of trips a day is 250 [49.49.40.300(a)(2)].

16. **Nonconforming situations** – A nonconforming certificate would be required prior to the issuance of a building permit or land use permit. This property appears to be nonconforming for lot size and dimensions, parking, structure (setbacks), and use.

A nonconforming certificate documents whether nonconforming status exists. A common term is "grandfathered." Having nonconforming status would be important in reconstructing a structure in the event it is destroyed. It also assists CDD staff in determining what proposed modifications to the structure and use are allowed under code.

Nonconforming situation means a nonconforming use, a nonconforming residential density, a nonconforming structure, a nonconforming lot, and nonconforming parking, whether existing alone or in any combination.

Nonconforming lot means a lot, or lot fractions, that:
(1) Was allowed or not prohibited by law when established; and

(2) Due to the subsequent adoption or amendment of a zoning ordinance, the lot(s) fails to conform to this title.
This property was platted before zoning regulations were in place. Lot size is less than the 7,000 square feet required in D5 zoning.

Nonconforming parking means dimensional standards and types of off-street parking and loading that were not in effect when the development was established, and due to the subsequent adoption or amendment of a zoning ordinance, are now required under this title.
This single-family structure was built before zoning regulations were in place, so no parking is required for the residential structure. The garage was guilt in 1989 in conformity to existing setbacks. As an accessory structure, the garage does not have a parking requirement.

Nonconforming structure means a structure that:
(1) Was allowed or not prohibited by law when constructed; and
(2) Due to the subsequent adoption or amendment of a zoning ordinance, fails to conform to this title.
The single-family structure was built in 1910. The front yard setback is 2.74 feet, and the rear yard setback is 13.3 feet. Current zoning requires 20 foot yard setbacks in the front and rear.

Nonconforming use means a use that:
(1) Was allowed or not prohibited by law when established; and
(2) Due to the subsequent adoption or amendment of a zoning ordinance fails to conform to this title.
From file notes: The building on this site was built in 1910 as a church. In the early 1960s the building was purchased by the Hubbard family and used as a woodshop. The building has been used as a woodshop without a residence since before zoning was enacted for Douglas in 1969. This appears to be a nonconforming use. BLD2000-00094 converted part of the shop from a woodshop to a pottery studio upstairs. This did not increase the area dedicated to the nonconforming use and a pottery studio is considered a less intense activity than a woodshop. The pottery use may only occupy the existing structure and no new construction may add to the footprint of the existing structure for this nonconforming use.

Building Division

17. **Building** – Building code issues (including egress and fire separation) will be addressed at time of building permit application.
18. **Outstanding Permits** –
    a. BLD2000-00094 Upgrade electrical service
    b. BLD-0397901 replace roof covering, repair siding
    c. BLD-0448901 construction of garage

General Engineering/Public Works

19. **Engineering** – Water meter will be required
20. **Drainage** – N/A (footprint of structure not changing)
21. **Utilities** – (water, power, sewer, etc.) Water and sewer line sizes must be verified to be appropriate for any changes to fixture and drainage units as a result of the new apartment. Contact General Engineering for utility as-builts.

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: https://juneau.org/index.php?gf-download=2019%2F12%2FDPA.pdf&form-id=22&field-id=11&hash=81202ef96484e0b859d1c4855a6b7ae4b18cb229e8824059dbb0d96082e74d6d
2. Nonconforming Certification Review: https://juneau.org/index.php?gf-download=2020%2F04%2FNCC-Nonconforming_Certification_Application.pdf&form-id=22&field-id=11&hash=fc94fac2f8b407062c9a873144233df58dde9bce1378a912fcafa7be595d91f9
3. Conditional Use Permit Application: https://juneau.org/index.php?gf-download=2019%2F07%2FUSE-Allowable-Conditional-Use.pdf&form-id=22&field-id=11&hash=1f4082f939f72daa29a17b66188d1bf0f634352cc2ca2397485edbab5a3d366d

AFTER PLANNING COMMISSION APPROVAL:

4. The Applicant should submit an Accessory Apartment Application with their building permit application: https://juneau.org/index.php?gf-download=2019%2F07%2FAAP-Accessory-Apartment_Application.pdf&form-id=22&field-id=11&hash=b1cc54a0cfbaaa5d939ebdf6eae69d7e0566e657fc61b7363e118b4ba64600ef
5. The project could qualify for a $6,000 grant under CBJ's Accessory Apartment Incentive Grant Program. The grant would be awarded when the Certificate of Occupancy is issued. You can find more information and the application at: https://juneau.org/housing/accessory-apartment-grant

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. The photos of the relocated church window and any other historic information would be helpful during the nonconforming certification.

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. (Add any items required with the forms that are not applicable to the Conditional Use application)

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 Permit: $350

2. Public Notice Sign: $150 ($50 fee + $100 refundable deposit)
3. Nonconforming Certification: No charge if submitted with a building or land use permit (such as a Conditional Use Permit).

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

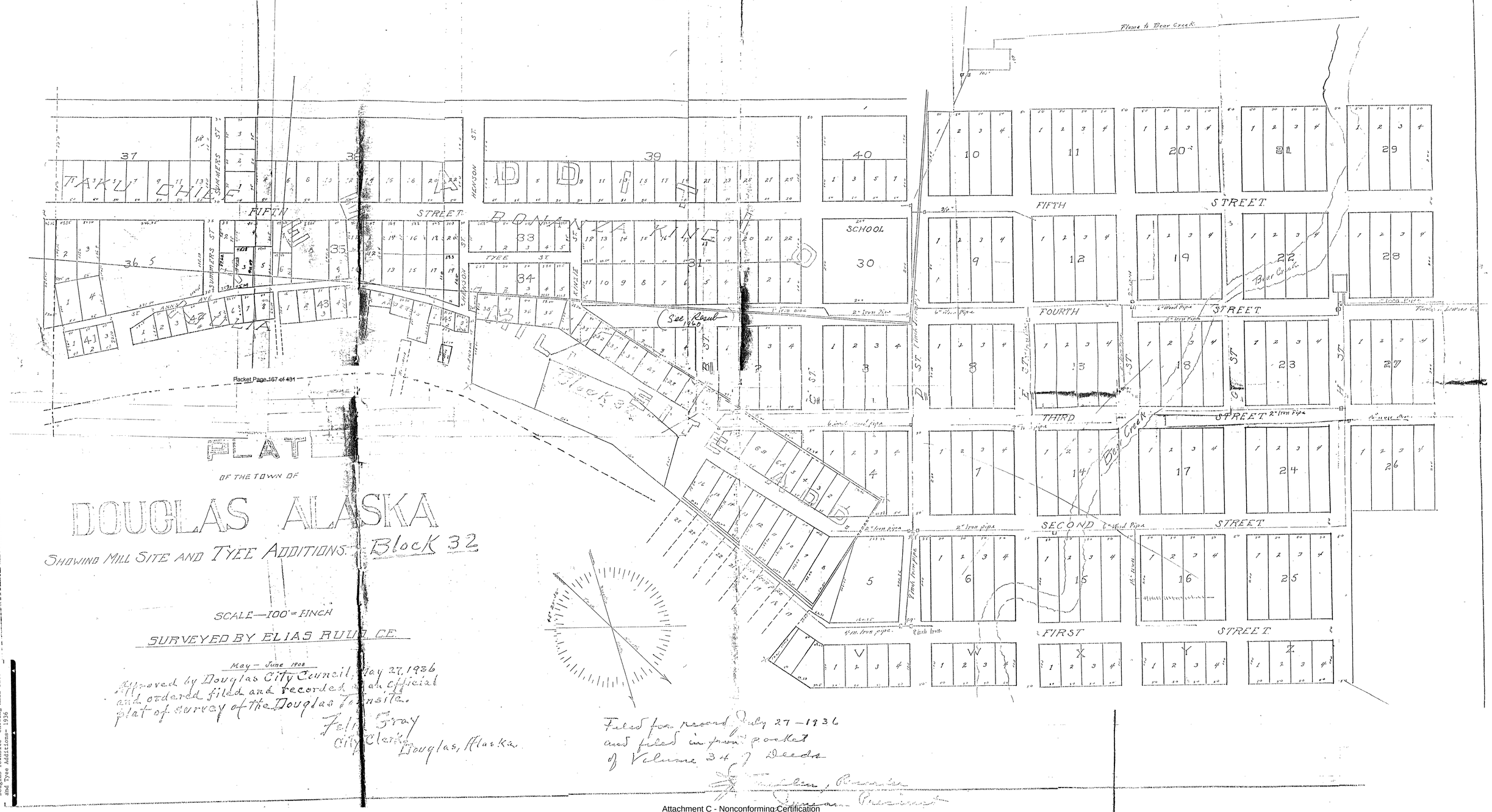
Submit your Completed Application
You must submit your application(s) in person with payment made to:

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

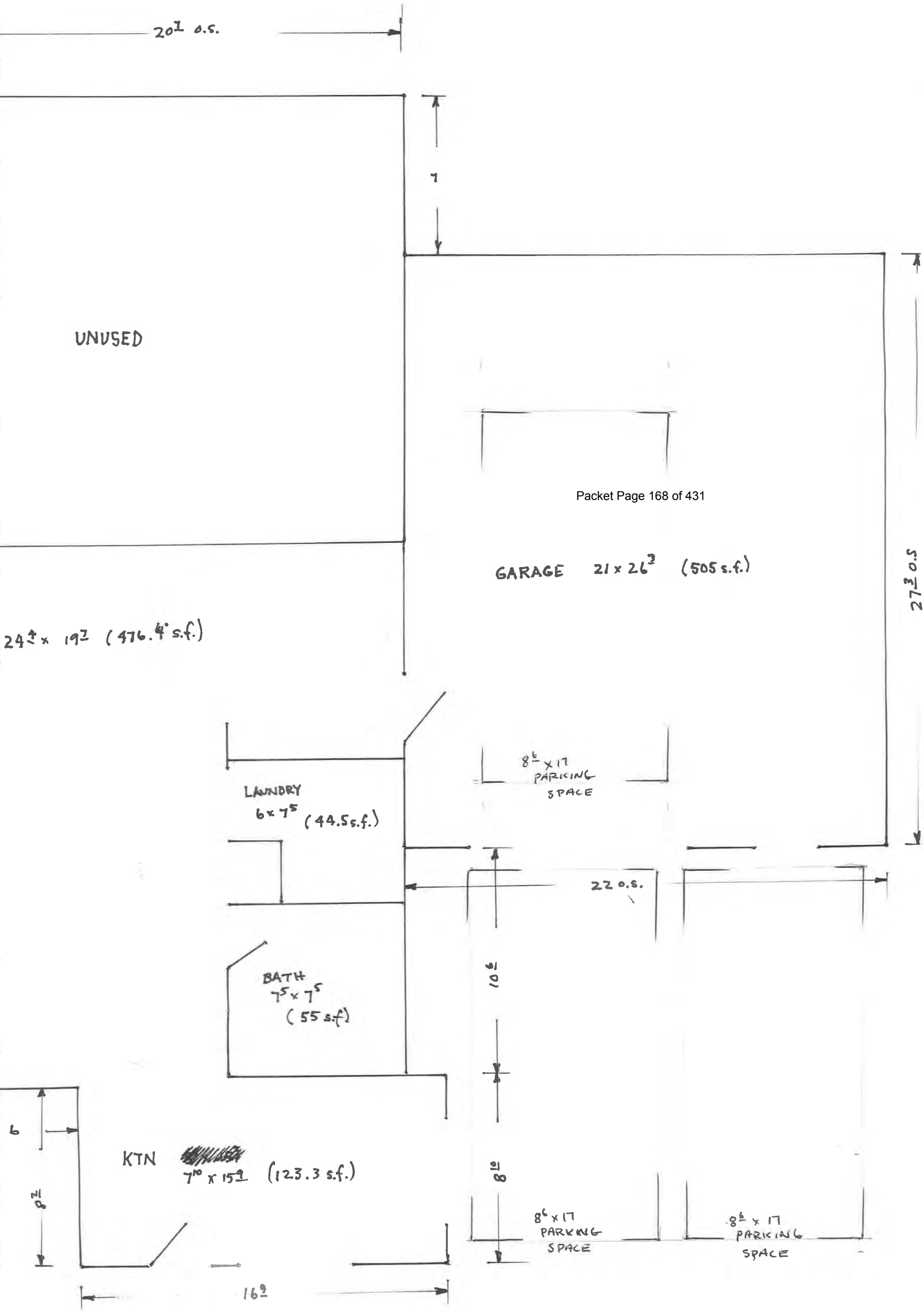
Phone: (907) 586-0715
Fax: (907) 586-4529
Web: www.juneau.org/cdd

ATTACHMENT
49.15.330 – Conditional Use Permit

Oct. 1914
DOUGLAS
ALASKA
Juneau Ferry & Nav. Co's. Wharf
Gastineau Channel
City Dock
Geo. E. James Co's. Saw Mill
Operates in summer only.- Caretaker lives across street.- Fuel: Mill refuse.- Power: Steam.- Lights: Elec.- City water & from Treadwell.- Small hose.
Bradley Front
Base Ball Grounds
Russian Church
Lodge Hall
Lyric Theatre
F.O.E. Hall
Douglas Public School
Douglas Steam Laundry
Old Swimming Tank
Skating Rink
St. Ann's Av.
Kinzie
Tyee
Log Way
Slab Refuse Dump
Timber Tramway
Treadwell
Scale of Feet.



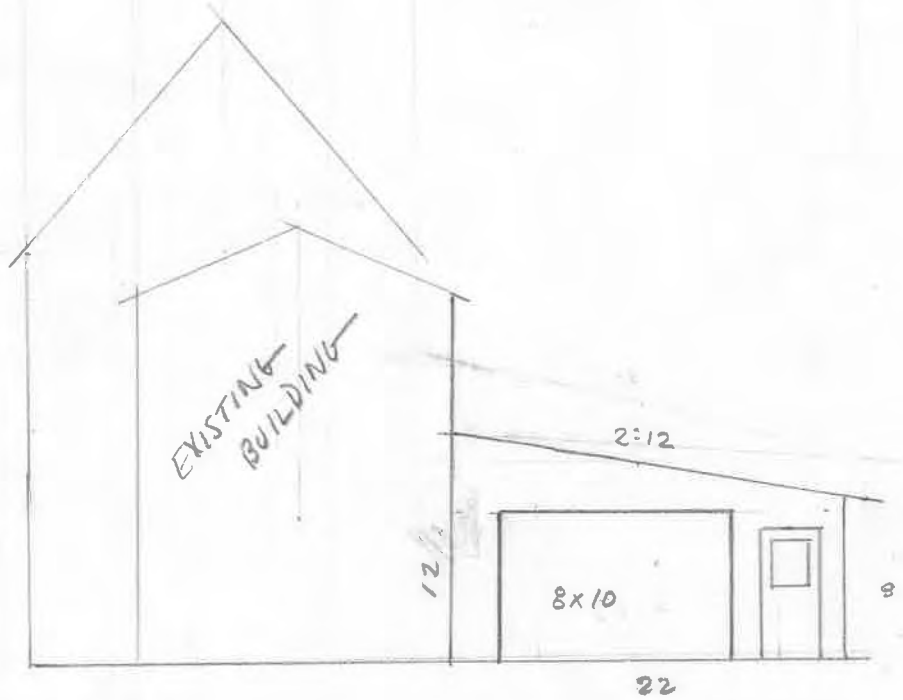
Douglas Townsite- showing Mill Site and Tyee Additions 1936
1936-X-000 00083



GROUND LEVEL

753 ST. ANN'S

RECEIVED
ON
OCT 11 1989
ENGINEERING/BUILDIN
CITY AND BOROUGH OF JUNE



RECEIVED
ON
OCT 11 1989
ENGINEERING/BUILDING
CITY AND BOROUGH OF JUNEAU

1" = 10'

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

BUILDING PERMIT

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 provisions of said ordinances.

The granting of this permit does not authorize the violation of any federal, state, or local law regulating construction nor the violation of the terms of any deed or covenant or any zoning or other regulations.

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.

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 180 days or if work or construction is suspended or abandoned for a period of 180 days at any time after work is commenced.

Inspection can be arranged by telephoning 586-1703 or by written notification. Work shall not proceed until the inspector has approved the various stages of construction.

JOB ADDRESS	RECEIPT #	DATE	PROJECT #
753 ST ANN'S AV	5100	11/22/89	4489.01
USE OF PERMIT: CONSTRUCTION OF GARAGE			

OWNER: RICHARD HUBBARD		
ADDRESS: BOX 191		
CITY: DOUGLAS	ST: AK	ZIP: 99824 0000
APPLICANT: RICHARD HUBBARD		
CONTRACTOR: Owner-Builder		
ADDRESS		
CITY	ST	ZIP
PH	STATE LIC.	
ARCH/ENGINEER		
ADDRESS		
CITY	ST	ZIP

TRACT #: 32	LOT #: 29	APN: 2-D04-0-T32-019-0		
TRACT NAME: DOUGLAS		MODULE #	CENSUS TRACT	
ZONE	SETBACKS FRONT	LEFT	RIGHT	REAR
Plan Review	110300203	49.38*		
1 thru 4 Family Res.	0000000515	98.75		
COUNTER APPROVAL	PAYMENT FORM: CHECK	TOTAL FEE: $$$$$$98.75		

PROJECT PERMIT

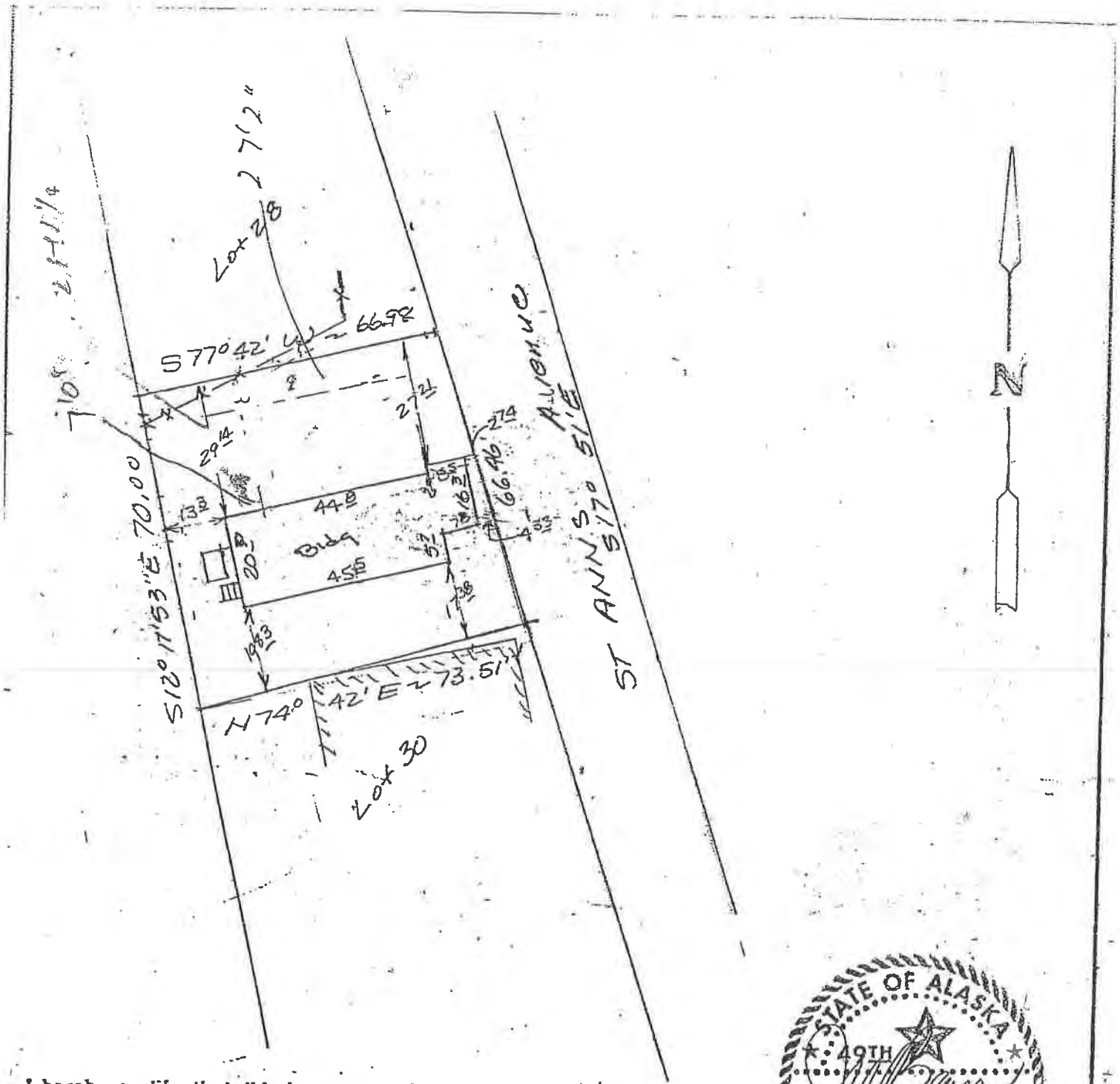
* Plan Review Prepayment Credit <$$$$$$49.38>

Estimated Construction Valuations

Permit Type	Rate	Sq Feet	Valuation
1 thru 4 Family Res.	61.20		10000.00

PROJECT CONDITIONS/HOLDS

Conditional	Zone: D-5, Frontage 70, Depth 85, Parking 2 SUP
Conditional	Setbacks: Front 20, Rear 20, Left 5, Right 5, SUP
Conditional	Needs to have property line marked w/string line by ... SUP
Conditional	...surveyor to check front, rear & side yard setbacks or as built SUP



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.

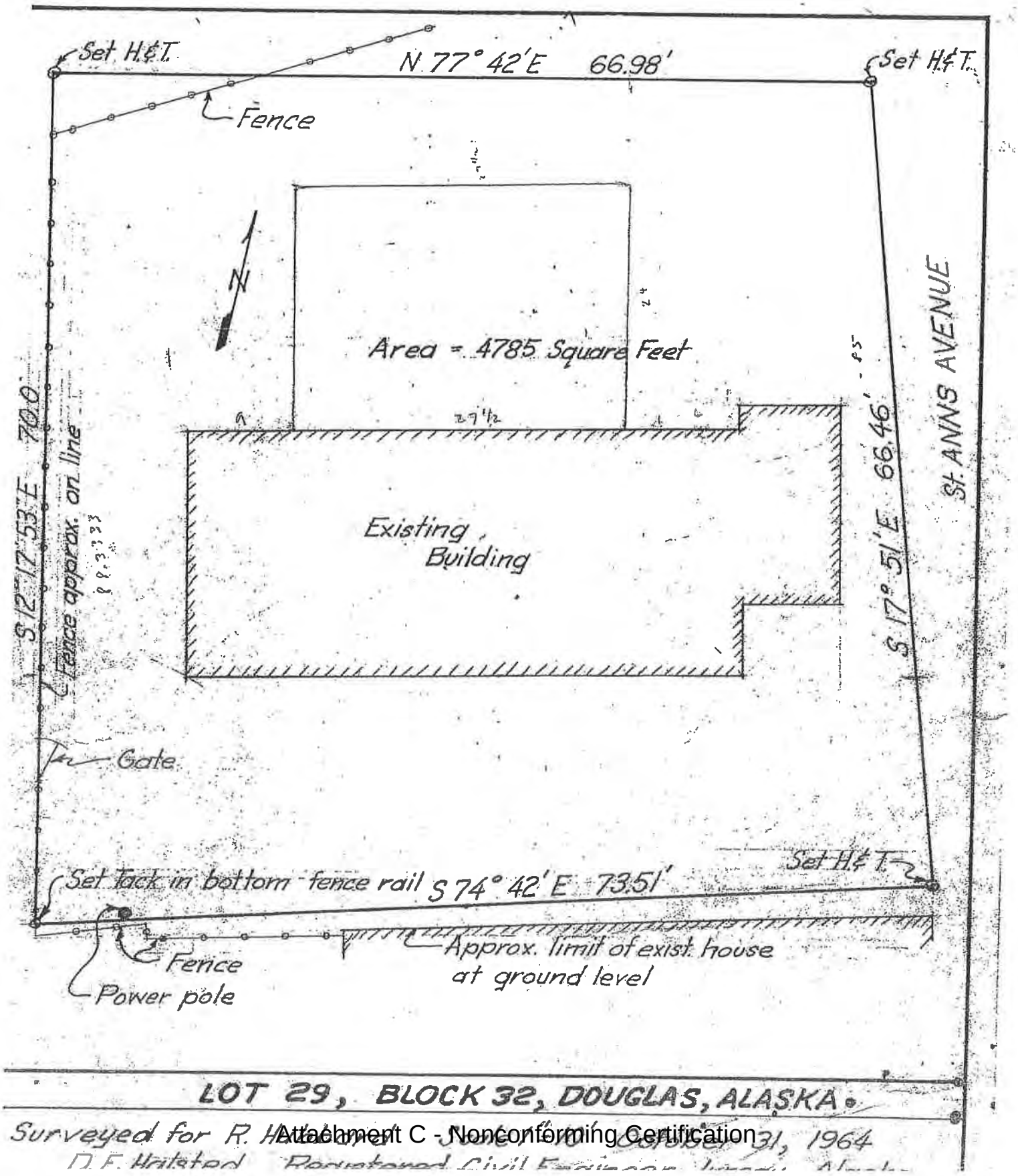
STATE OF ALASKA
49TH
J. W. BEAN
No. 3650-S
REGISTERED PROFESSIONAL LAND SURVEYOR

J. W. BEAN

PROFESSIONAL SURVEYOR
4525 SAWA CIRCLE
JUNEAU, ALASKA
907-789-0550
SURVEYOR - PLANNER

AS-Built Survey of
Lot 29, Block 32
Addition to Douglas Townsite

DEA. | JOB No. 0467 | SCALE 1" = 30
DATE | SHEET


Set H.&T.
N 77° 42' E 66.98'
Set H.&T.
Fence
N
Area = 4785 Square Feet
27½
S 12° 17' 53" E 70.0'
Fence approx. on line
S 17° 51' E 66.46'
St. ANNS AVENUE
Existing Building
Gate
Set H.&T.
Set tack in bottom fence rail
S 74° 42' E 73.51'
Fence
Power pole
Approx. limit of exist. house at ground level
LOT 29, BLOCK 32, DOUGLAS, ALASKA.
Surveyed for R. H
31, 1964
D.F. Hilstad

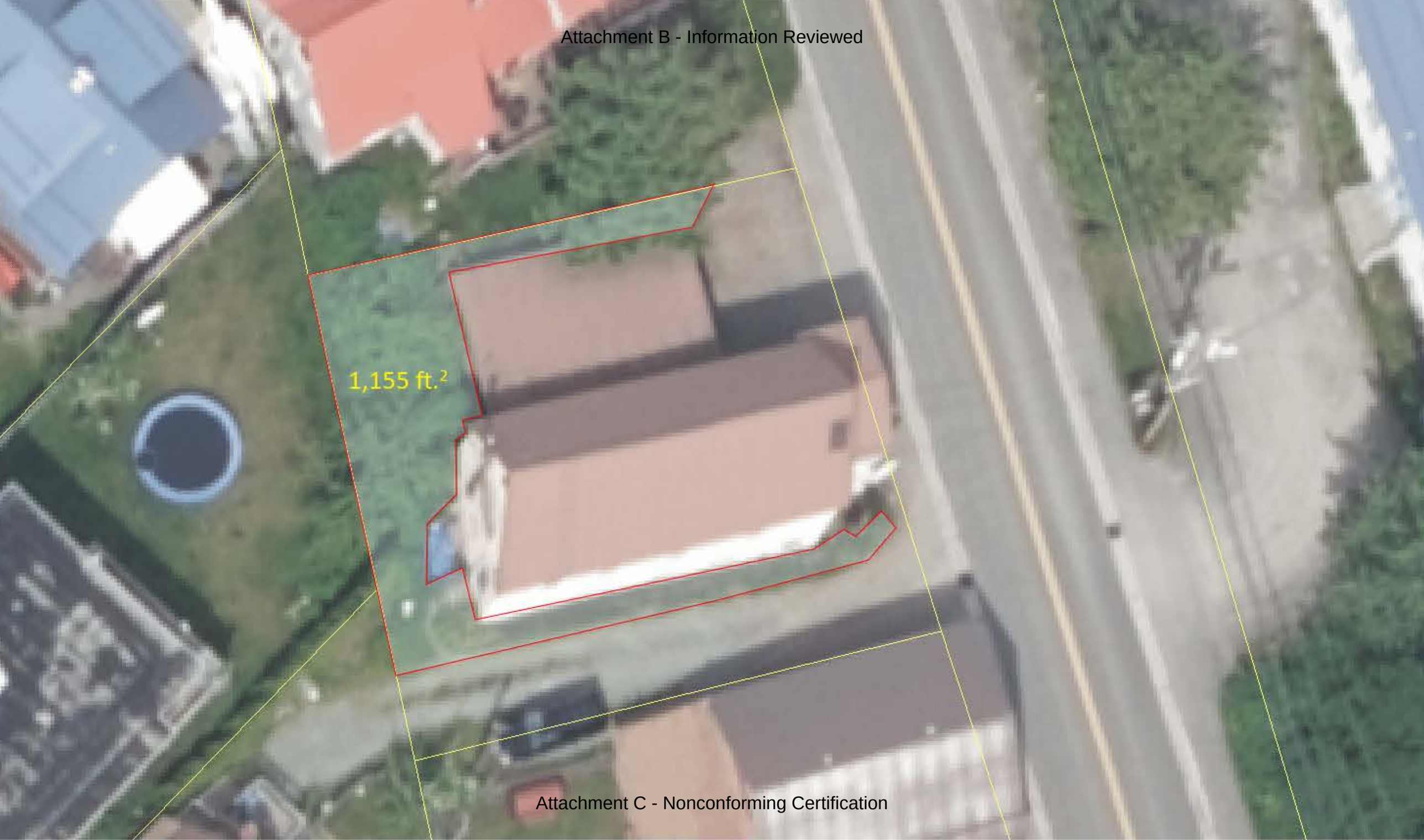
BLM
753
FOR SALE

FOR
SALE
tude 58
Real Estate Group
shine Ward
7-221-3550

Attachment B - Information Reviewed

Attachment C - Nonconforming Certification

Attachment B - Information Reviewed



Attachment C - Nonconforming Certification

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

DIRECTOR'S REVIEW STAFF REPORT
NONCONFORMING CERTIFICATION
NCC2020 0069

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

DATE: November 16, 2020

TO: Jill Maclean, Director, AICP

BY: Joseph Meyers, Planner I

PROPOSAL: A Nonconforming Certification Review for structures, lot size and lot depth.

KEY CONSIDERATIONS FOR REVIEW:

- At time of establishment, there were no zoning requirements.
- The lot is conforming for use, parking, lot coverage, and vegetative cover.
- If previously existing woodshop existed as a home occupation it would be permitted; if it was light manufacturing this use would not be permitted under current zoning.

GENERAL INFORMATION	
Property Owner	Jay L. Hubbard; Janine J. Reep
Applicant	Jay Hubbard
Property Address	753 St. Ann's Ave.
Legal Description	Tyee Addition to Douglas Townsite Block 32 Lot 29
Parcel Number	2D040T320190
Zoning	D5
Lot Size	4,785 sq. ft.
Water/Sewer	CBJ
Access	St. Ann's Avenue
Existing Land Use	Residential
Associated Applications	USE2020 - 0023

STAFF RECOMMENDATION:

Staff recommends the following situations receive Nonconforming Certification:

- Nonconforming Structures (49.30.230)
- 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.

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

COMMUNITY DEVELOPMENT DEPARTMENT - REQUEST FOR AGENCY COMMENT

DEPARTMENT: Community Development

STAFF PERSON/TITLE: Joseph Meyers, Planner I

DATE: 10/22/2020

APPLICANT: Jay Hubbard & Janine Reed

TYPE OF APPLICATION: Conditional Use Permit

PROJECT DESCRIPTION:

LEGAL DESCRIPTION: Tyee Addition to Douglas Townsite BL 32 LT29

PARCEL NUMBER(S): 2D040T320190

PHYSICAL ADDRESS: 753 St. Ann's Avenue

SPECIFIC QUESTIONS FROM PLANNER:

CDD: No additional comments

AGENCY COMMENTS:

GE: No additional comments

AGENCY COMMENTS (CONTINUED):

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 **753 St. Ann's Avenue** in a **D5 zone**.

TIMELINE

Staff Report expected to be posted **Monday, November 30, 2020** at **https://juneau.org/community-development/planning-commission.** Find hearing results, meeting minutes and more here as well.

Now through Nov. 16

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

Nov. 17 — noon, Dec. 7

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

HEARING DATE & TIME: 7:00 pm, Dec. 8, 2020

This virtual meeting will be by video and telephonic participation only. To join the Webinar, visit: https://juneau.zoom.us/j/93223764938. The Webinar ID is: 93223764938. 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.

Dec. 9

The results of the hearing will be posted online.

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

Printed November 3, 2020

Case No.: USE2020 0023
Parcel No.: 2D040T320190
CBJ Parcel Viewer: http://epv.juneau.org

Attachment F - Sign Photo and E-mail

From: jay hubbard
To: Joseph Meyers
Subject: Re: CBJ Conditional Use Permit Application
Date: Thursday, November 19, 2020 3:49:48 PM

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

Joseph, Thanks for getting me the sign. I installed it on the building and sent a photo of it in place to your email. Can you please confirm by email that you received that photo and that the placement I chose is OK?
Thanks, Jay
Sent from my iPhone

On Oct 20, 2020, at 2:17 PM, Joseph Meyers <Joseph.Meyers@juneau.org> wrote:

Hello Mr. Hubbard,

My name is Joseph and I am a Planner with the City & Borough of Juneau. I'm writing you today because I will be working on both your Non-conforming Certification (NCC) and your Conditional Use Permit (CUP) for 753 St. Anne's Avenue. Based on the information I have, your CUP will need to be heard by the Planning Commission. The earliest date I able to get you in is December 8th with a meeting time of 7pm. Please let me know if this works with your schedule.

I look forward to working with you, please feel free to reach out to me with any other questions or concerns.

Best regards,

Joseph Meyers | Planner I
Community Development Department | City & Borough of Juneau, AK
Location: 230 S. Franklin Street, 4th Floor Marine View Building
Main Line: 907.586.0715
Personal Line: 907.586.0466

<image001.jpg>

From: Irene Gallion
To: Irene Gallion; Joseph Meyers
Subject: USE20-23: Public comment
Date: Tuesday, November 17, 2020 12:42:11 PM

I received a call from Carol Coyle, a neighbor to the property. She said she was concerned about parking, which had been an issue since Montessori stopped allowing people to park in their lot during off hours. I advised her that they the applicant had submitted a parking plan that showed three parking spaces as required. One space was in the garage, and two were outside. Ms. Coyle said parking gets tight in the area.

Irene Gallion | Senior Planner
Community Development Department | City & Borough of Juneau, AK
Location: 230 S. Franklin Street | 4th Floor Marine View Building
Office: 907.586.0753

Fostering excellence in development for this generation and the next.

Planning Commission

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

PLANNING COMMISSION
NOTICE OF DECISION

Date: December 9, 2020
Case No.: USE2020 0023

Jay Hubbard
1408 4th St.
Douglas, AK 99824

Proposal:

Property Address: 753 St. Ann's Ave.

Legal Description: Tyee Addition to Douglas Townsite Block 32 Lot 29

Parcel Code No.: 2D040T320190

Hearing Date: December 8, 2020

The Planning Commission, at its regular public meeting, adopted the analysis and findings listed in the attached memorandum dated November 24, 2020 and approved the Conditional Use Permit for an accessory apartment on an undersized lot to be conducted as described in the project description and project drawings submitted with the application.

Attachments: November 24, 2020 memorandum from Joseph Meyers, Community Development, to the CBJ Planning Commission regarding USE2020 0023.

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

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

Effective Date: The permit is effective upon approval by the Commission, December 8, 2020.

Expiration Date: The permit will expire 18 months after the effective date, or June 8, 2022, if no Building Permit has been issued and substantial construction progress has not been made in accordance with the plans for which the development permit was authorized. Application for permit extension must be submitted thirty days prior to the expiration date.

Michael LeVine, Chair
Planning Commission

December 11, 2020
Date

Filed With City Clerk

12/11/2020
Date

cc: Plan Review

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

PLANNING COMMISSION AGENDA
THE CITY AND BOROUGH OF JUNEAU, ALASKA

CSP2020 0008: Rehabilitation of Goodwin Road from Blueberry Hill Road to the end, including full water replacement, and partial sewer replacement - APPROVED

AGENDA ITEM:

Case No.: CSP2020 0008
Applicant: City & Borough of Juneau Engineering
Location: Goodwin Road from Blueberry Hill Road to the end
Proposal: Rehabilitation of Goodwin Road from Blueberry Hill Road to the end, including full water replacement, and partial sewer replacement

RECOMMENDATION:

RECOMMENDATION
Staff recommends the Planning Commission adopt the Director's analysis and findings and forward a recommendation of APPROVAL to the CBJ Assembly for the Goodwin Road Reconstruction (Blueberry Hills subdivision).

ATTACHMENTS:

	Description	Upload Date	Type
	Staff Report for CSP2020 0008	11/25/2020	Staff Report
	Presentation for CSP2020 0008	12/8/2020	Presentation
	Notice of Recommendation for CSP2020 0008	12/11/2020	Notice of Recommendation

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

PLANNING COMMISSION STAFF REPORT
CITY PROJECT REVIEW CSP2020 0008
HEARING DATE: DECEMBER 8, 2020

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

DATE: November 25, 2020

TO: Michael LeVine, Chair, Planning Commission

BY: Irene Gallion, Senior Planner

THROUGH: Jill Maclean, Director, AICP

PROPOSAL: Applicant requests a City Project Review for Goodwin Road Reconstruction (Blueberry Hills subdivision). The project includes replacement of the water system, partial replacement of the sewer system, and improved drainage.

STAFF RECOMMENDATION: Approval

KEY CONSIDERATIONS FOR REVIEW:

- Project repairs and reconstructs existing infrastructure
- Water utility condition prioritizes the project
- Improvements to drainage address established challenges

GENERAL INFORMATION	
Property Owner	City & Borough of Juneau
Applicant	City & Borough of Juneau Engineering
Property Address	Goodwin Road
Legal Description	Goodwin Road
Parcel Number	N/A
Zoning	D5
Land Use Designation	Urban Low Density Residential
Lot Size	N/A
Water/Sewer	Public
Access	Goodwin Road
Existing Land Use	Roadway
Associated Applications	N/A

ALTERNATIVE ACTIONS:

1. **Amend:** amend the recommendation to include conditions and recommend approval to the Assembly.
2. **Deny:** recommend denial of the proposed project. Planning Commission must make its own findings.
3. **Continue:** continue the hearing to a later date if determined that additional information or analysis is needed to make a decision, or if additional testimony is warranted.

ASSEMBLY ACTION REQUIRED:
A Notice of Recommendation will be forwarded to the Assembly for further action.

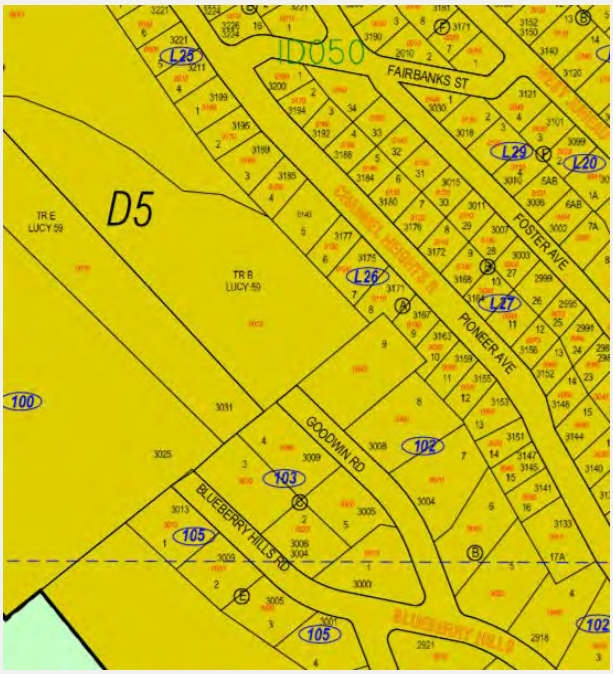
STANDARD OF REVIEW:

- Quasi-judicial decision
- Requires five (5) affirmative votes for approval
- Code Provisions:
  - 49.15.580(a)
  - 49.35.240(i)(4)(A)
  - 49.35.240
  - 49.80

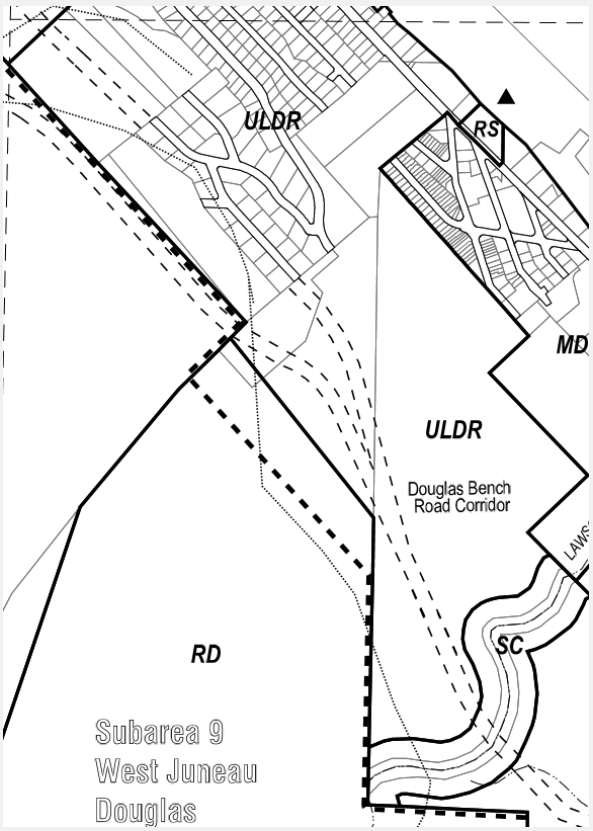
The Commission shall hear and decide the case per CBJ 49.15.580(a) - *CBJ Project Review:* *The commission shall review all proposed City and Borough capital improvement projects estimated to cost $500,000 or more for consistency with this title. The commission may review, at the director's discretion,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

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

CURRENT ZONING MAP



LAND USE DESIGNATION MAP



SURROUNDING LAND USES AND ZONING

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

BACKGROUND INFORMATION

Project Description – This project will rehabilitate the road prism and drainage, replace water, and partially replace sewer. Both water and sewer services have exceeded service life. CBJ will replace the curb and gutter, and repave the road (**Attachment A**).

Background – The Blueberry Hills neighborhood was platted in 1985 (**Attachment B**). The economic downturn of the mid-80s and legal proceedings slowed development – one single-family structure on the road was built in 1987. Resolution of legal difficulties included re-subdivision of Blueberry Hills to adequately monument the land

and close the survey. Original survey errors had to be distributed across seven lots, some already with single-family structures and mortgages (**Attachment C**). This resolution cleared the way for development (**Attachment D**), with additional structures constructed in the 2000s. Five existing single-family structures front Goodwin Road. The Institute of Traffic Engineers' Trip Generation Manual estimates 9.52 average daily trips (ADT) per single-family structure, or about 48 ADT for the road. There are two vacant lots along the road. At the cul de sac end are eight acres that could be subdivided in the future.

CBJ Engineering & Public Works Department (E&PW) originally instructed the consultant engineer (DOWL) to narrow the road from 28 feet total existing width to 20 feet, the CBJ Engineering standard for a low-volume road. The reasoning was reduced construction costs, and to move the alignment away from the minor sloughing on the downhill side.

When CBJ's E&PW hosted a public meeting on November 12, 2020, five neighbors or their representatives expressed their concern with the proposal to narrow the road (**Attachment E**). Neighbors noted that due to the altitude (about 375-400 feet, according to Google Earth), the neighborhood gets more snow than other parts of the borough. Street crews do an initial pass with a plow, which leaves snow stacked on the edges of the roadway and reduces road width. CBJ E&PW directed DOWL to redesign the road reconstruction with original width of 28 feet. DOWL is updating the plan set submitted with the application. The issue of sloughing is a "30 year problem," rather than a "five year problem." Engineering will monitor the situation.

Goodwin Road Reconstruction is in the FY2020-2025 Capital Improvement Plan for construction in 2021. The project had been deferred until the utility condition created urgency. The Water Utility had $125,000 available and shuffled another $25,000 from another capital improvement project for a total of $150,000. The Wastewater Utility used under-runs from other capital improvement projects to provide $75,000 (**Attachment F**).

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

Item	Summary
Plat 85-98	Blueberry Hills Subdivision, two pages
FP-14-96	Excerpts include a memo explaining the reason for the project. A map showing affected lots.
Land Survey Monument Record	Monument restoration
Plat 97-43	Corrections per FP-14-96. Notes document the challenges the surveyor (R&M Engineering, Inc., Malcom Menzies, PLS) was up against.
American Association of State Highway and Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets (2018, 7th edition [known as "the Green Book"])	Review of AASHTO guidelines for low volume urban local roads.
Google Earth	Current imagery (2020) and altitude information
CBJ Parcel Viewer	Lot and assessor information

Current Conditions – The 28-foot wide road has two 14-foot lanes, curb and gutter. The project starts with saw cuts in Blueberry Hills Road and extends to the cul de sac at the end of Goodwin Road, for a length of 725 feet.

The water system's poor condition requires replacement with new ten-inch HDPE pipe. Parts of the sewer system will be replaced with PVC. CBJ was able to camera the sewer. Some sewer sections were in "very good" shape.

Drainage improvements along the roadway will also address poor drainage in the cul de sac.

An existing pedestrian path on the uphill side of Goodwin Road will be cut in four places and reconstructed to accommodate drainage improvements. The path will be realigned to the Blueberry Hills Road crosswalk.

ZONING ANALYSIS

49.05.100 - Purpose and intent. **The purpose and Intent of Title 49 Land Use Code is:**

(1) To achieve the goals and objectives, and implement the policies, of the Juneau comprehensive plan, and coastal management program;

(2) To ensure that future growth and development in the City and Borough is in accord with the values of its residents;

(3) To identify and secure, for present and future residents, the beneficial impacts of growth while minimizing the negative impacts;

(4) To ensure that future growth is of the appropriate type, design and location, and is served by a proper range of public services and facilities such as water, sewage, and electrical distribution systems, transportation, schools, parks and other public requirements, and in general to promote public health, safety and general welfare;

(5) To provide adequate open space for light and air; and

(6) To recognize the economic value of land and encourage its proper and beneficial use.

Other Permit Required – No permitting is required for this work in the CBJ right-of-way.

Roadway Construction Standard Waivers – The road will be constructed to current width of 28 feet.

Recall that Engineering's opening position was for lanes narrowed down to 20 feet total width, with 10 feet per lane. CBJ 49.35.240 would require 11 foot lanes for a road of this volume with public maintenance. This roadway could not be waived to 10 foot lanes under CBJ 49.35.240(i)(4)(A).

(i) The existing roadway complies with the roadway construction standards identified in Table 49.35.240, and could not be made non-complying.

(ii) The existence of 28 foot wide road shows compliance with the requirements of the table.

However, the project does meet the other criteria for a waiver.

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

(iv) The proposed project complies with the American Association of State Highway and Transportation Officials' guidelines. The American Association of State Highway and Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets (2018, 7th edition [known as, "the Green Book"], page 5-16, section 5.3.2.1, "Width of Travelled Way") states,

> *"Lanes for moving traffic preferably should be 10 to 11 ft wide….Where the available or attainable width of right-of-way imposes severe limitations, 9-ft lanes can be used in residential areas…"*

If sloughing becomes an issue requiring eventual narrowing of the road, land use code requires 22 foot total width, or two 11-foot lanes. This would be two feet wider than CBJ E&PW had proposed.

Roadway Classification Maps – Goodwin is classified a "local" road.

COMMUNITY SERVICES

Service	Summary
Urban Service Boundary	Project is within this boundary.
Water/Sewer	Public
Fire Service Area	Project is within this boundary.
Schools	None within a 1,000 foot radius.
Recreation	None in the immediate vicinity. Trailheads to the Treadwell Ditch Trail at the end of Jackson Road and next to 3179 Pioneer Avenue.

ENVIRONMENTAL, CONSERVATION, HISTORIC, AND ARCHEOLOGICAL RESOURCES

Resource	Summary
Conservation Areas	None impacted.
Wetlands	None.
Anadromous	None.
Impaired Waterbodies	None.
Historic	No known.
Archeological	No known.
Comprehensive Plan View sheds	Not applicable.

CONFORMITY WITH ADOPTED PLANS

2013 COMPREHENSIVE PLAN VISION: *The City and Borough of Juneau is a vibrant State Capital that values the diversity and quality of its natural and built environments, creates a safe and satisfying quality of life for its diverse population, provides quality education and employment for its workers, encourages resident participation in community decisions and provides an environment to foster state-wide leadership.*

2013 COMPREHENSIVE PLAN - The proposed text amendment is in compliance with the 2013 Comprehensive Plan.			
Chapter	**Page No.**	**Item**	**Summary**
8	102	Narrative	Maintaining transportation infrastructure is of critical importance, including repair and snow removal.
8	108	8.4-IA4	Consider life-cycle costs of operation and maintenance when considering transportation system improvements.

2001 AREA WIDE TRANSPORTATION PLAN - The proposed text amendment complies with the 2016 Housing Action Plan			
Chapter	**Page No.**	**Item**	**Summary**
	4	Last bullet	*Improving the transportation system can be costly.* Proposed additions will be evaluated in terms of their cost-effectiveness and long-term maintenance costs.

AGENCY REVIEW

CDD conducted an agency review with Capital City Fire and Rescue. The width and slope of the road meet fire code requirements. Fire hydrants meet code requirements as well.

PUBLIC COMMENTS

CBJ's Engineering Department held a public meeting on November 12, 2020. Notes can be found in **Appendix E**. Engineering has forwarded emailed comments they have received, found in **Appendix G**.

FINDINGS

In accordance with CBJ 49.15.580 staff finds the proposed Goodwin Road Reconstruction (Blueberry Hills subdivision) complies with Title 49 Land Use Code and conforms with adopted plans, specifically the 2013 Comprehensive Plan.

RECOMMENDATION

Staff recommends the Planning Commission adopt the Director's analysis and findings and forward a recommendation of APPROVAL to the CBJ Assembly for the Goodwin Road Reconstruction (Blueberry Hills subdivision).

STAFF REPORT ATTACHMENTS

Item	**Description**
Attachment A	Application Packet
Attachment B	Plat 85-98
Attachment C	FP-14-96 Excerpt
Attachment D	Plat 97-43

Item	Description
Attachment E	Goodwin Public Meeting notes, 11/12/2020
Attachment F	Funding back-up: Memos to the Assembly Public Works and Facilities Committee from March 2nd and September 14, 2020.
Attachment G	Emailed comments regarding the project
Attachment H	Relevant Photos

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

CITY/STATE PROJECT AND LAND ACTION REVIEW APPLICATION

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

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

To be completed by Applicant

PROJECT SUMMARY

Goodwin Road (CIP# R72-147): segment: Blueberry Hills road to end. Rehabilitate road prism and drainage, replace water and partial sewer system that have exceed expected service life, replace curb and gutter and repave roadway

TYPE OF PROJECT REVIEW:

City Project Review City Land Acquisition /Disposal ☐ State Project Review

PROJECT NUMBERS ASSOCIATED WITH PROPOSAL:

Is this project associated with any other Land Use Permits? YES Case No.: _____ NO

Capital Improvement Program # (CIP) R72-147

Local Improvement District # (LID) _____

State Project # _____

ESTIMATED PROJECT COST: $ 550,000

ALL REQUIRED MATERIALS ATTACHED

- ☑ **Complete application**
- ☐ **Pre-Application notes** (if applicable)
- ☑ **Narrative including:**
  - ☑ Current use of land or building(s)
  - ☐ Proposed use of land or building(s)
  - ☐ How the proposed project complies with the Comprehensive Plan
  - ☐ How the proposed project complies with the Land Use Code (Title 49)
- ☐ **Site Plan** (details on page 2)

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

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

CITY/STATE PROJECT FEES	Fees	Check No.	Receipt	Date
Application Fees	$ 0			

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

<u>INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED</u>

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

Case Number	Date Received

City/State Project and Land Action Review Information

City and State project review is outlined in CBJ 49.15.580

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

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

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

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

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

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

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

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

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY
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
GOODWIN Road - from Blueberry Hill Road to end

Legal Description(s) (Subdivision, Survey, Block, Tract, Lot)

Parcel Number(s)

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

LANDOWNER/ LESSEE

Property Owner	Contact Person
CBJ	Bohan

Mailing Address	Phone Number(s)
E-mail Address: john.bohan@juneau.org	0876

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 _____ 10-28-20
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	Contact Person
CBJ Engineering	"SAME"

Mailing Address	Phone Number(s)
E-mail Address: "SAME"	"SAME"

X _____ 10-28-20
Applicant's Signature **Date of Application**

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

Intake Initials
tmg 10/29/2020

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

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Case Number	Date Received

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

GOODWIN ROAD RECONSTRUCTION

CBJ CONTRACT No. E20-255

SHEET INDEX

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04–06	DETAILS AND SUMMARY TABLES
07–09	HORIZONTAL AND VERTICAL CONTROL, CURB AND GUTTER LAYOUT AND GRADES
10–12	PLAN
13–14	PROFILES

PREPARED BY:

DOWL
AECL848
WWW.DOWL.COM
9085 Glacier Highway
Juneau, Alaska 99801
907-780-3533

PREPARED FOR:

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

PUBLIC MEETING

PROJECT	71078.01
DATE	11/10/2020

SHEET

01 OF 14

\\JNU-FS\JNU-Projects\22\71078-01\65CAD\Civil\SA20-CT-CV-71078.dwg PLOT DATE 2020-11-10 11:47 SAVED DATE 2020-11-10 08:25 USER: cslms

LEGEND

DESCRIPTION	EXISTING	REMOVE	PROPOSED
ADA TILE & RAMP			
BURIED UTILITIES	E C T		
CATCH BASIN			CB-X
CONTROL POINT			
CURB & GUTTER			
DEPRESSED CURB AND GUTTER			
DITCH CENTER LINE			
EDGE OF ASPHALT			
FIRE HYDRANT			
HEADWALL			
HOUSE NO	3000		
LUMINAIRE			
MAILBOX			
PROJECT CONTROL LINE			
PROPERTY LINE			
ROCK-LINED DITCH			
SANITARY SEWER CLEANOUT			
SANITARY SEWER FORCE MAIN	FM	FM	FM SS-X
SANITARY SEWER GRAVITY PIPE	S	S	S SS-X
SANITARY SEWER MANHOLE			MH-X
SAWCUT			
SEEDING AREA			
SIGN			
STORM DRAIN PIPE	SD	SD	SD SD-X
TREE CONIFER			
TREE DECIDUOUS			
WATER LINE PIPE	W	W	W
WATER VALVE BOX			

ABBREVIATIONS

AC	ASPHALT CONCRETE
ADA	AMERICAN DISABILITIES ACT
BOP	BEGINNING OF PROJECT
CB	CATCH BASIN
CBJ	CITY AND BOROUGH OF JUNEAU
CMP	CORRUGATED METAL PIPE
CPP	CORRUGATED POLYETHYLENE PIPE
CONC	CONCRETE
CTE	CONNECT TO EXISTING
DI	DUCTILE IRON
DIA	DIAMETER
EL	ELEVATION
EOP	END OF PROJECT
EP	EDGE OF PAVEMENT
FL	FLOW LINE
FG	FINISHED GRADE
FM	FORCE MAIN
GV	GATE VALVE
HDPE	HIGH DENSITY POLYETHYLENE PIPE
INV	INVERT
IP	IRON PIPE
LG	LIP OF GUTTER
LT	LEFT
MH	MANHOLE
MN	MAGNETIC NAIL
MTE	MATCH TO EXISTING
NO	NUMBER
NTS	NOT TO SCALE
PC	POINT OF CURVATURE
PT	POINT OF TANGENT
POC	POINT ON CURVE
PRC	POINT OF REVERSE CURVE
PVC	POLYVINYL CHLORIDE PIPE
ROW	RIGHT-OF-WAY
RT	RIGHT
SD	STORM DRAIN
SHLD	SHOULDER
SS	SANITARY SEWER
STA	STATION
STD	STANDARD
TBC	TOP BACK OF CURB
TBVG	TOP BACK OF VALLEY GUTTER
TP	TOP OF PAVEMENT
TYP	TYPICAL
UD	UNDER DRAIN

GENERAL NOTES

1. BEGIN SUBCUT AT 24 INCHES FROM PAVEMENT SAWCUT LINE AT STREET CONNECTIONS, UNLESS OTHERWISE SHOWN ON THE DRAWINGS, OR DIRECTED BY THE ENGINEER. REMOVE AND REPLACE BASE COURSE WITH 6 INCHES OF 2" MINUS SHOT ROCK W/BASE COURSE TO 12 INCHES FROM PAVEMENT SAWCUT LINE. SAWCUT AS NECESSARY ALONG ALL STREET AND DRIVEWAY APPROACHES TO PROVIDE A NEAT MATCH LINE.
2. CONTRACTOR SHALL ENSURE UNINTERUPTED GARBAGE PICKUP AND DAILY MAIL SERVICE TO ALL RESIDENCES IMPACTED BY THIS PROJECT.
3. THE 4TH EDITION OF THE CBJ STANDARD DETAILS, DATED AUGUST 14 2011, IS MADE PART OF THIS CONTRACT, WITH CURRENT REVISIONS AS APPLICABLE.
4. ALL EXISTING STORM DRAIN PIPES (6 INCH DIAMETER AND LARGER), AND APPURTENANCES (TO BE ABANDONED) THAT ARE WITHIN THE STREET LIMITS, SHALL BE REMOVED AND DISPOSED OF, UNLESS OTHERWISE NOTED.
5. EXISTING PIPE LOCATIONS ARE DERIVED FROM CBJ AS-BUILTS OR FIELD LOCATED. ACTUAL LOCATIONS MAY VARY FROM THOSE SHOWN. DEPTH OF THE EXISTING PIPES SHOWN ON THE ELEVATIONS ARE ASSUMED. CONTRACTOR SHALL FIELD VERIFY THE LOCATION OF EACH EXISTING SERVICE PIPE PRIOR TO INSTALLING MAIN LINE TEES AND WYES FOR THE STORM AND SANITARY SEWER. DIAL BEFORE YOU DIG 586-1333.
6. THE GRADING AND ALIGNMENT ARE SUBJECT TO MINOR REVISIONS BY THE ENGINEER.
7. LOCATION OF CULVERTS AND CULVERT LENGTHS ARE SUBJECT TO MINOR REVISIONS BY THE ENGINEER.
8. THE CONTRACTOR SHALL NOTIFY CBJ WATER UTILITIES AT 586-0393 OF ANY WATER MAIN INTERRUPTION.
9. A MINIMUM CLEARANCE OF 18-INCHES SHALL BE OBTAINED BETWEEN WATER AND OTHER PIPES. IN SOME LOCATIONS STORM DRAIN CULVERTS WILL REQUIRE THAT THE WATER LINES BE INSTALLED WITH MORE THAN 60-INCHES OF COVER.
10. PROPERTY LINE LOCATIONS USED IN THESE PLANS ARE DERIVED FROM RECORD PLATS AND DO NOT REPRESENT A BOUNDARY SURVEY. EXISTING RECORD PLATS DO NOT CLOSE WITH EACH OTHER IN SOME CASES. THE PROPERTY LINES SHOWN ON THESE PLANS ARE A BEST FIT APPROXIMATION OF CLOSURE.
11. ALL ITEMS DESIGNATED TO BE REMOVED SHALL BE DISPOSED OF AT AN APPROVED DISPOSAL SITE, EXCEPT AS NOTED IN THE CONTRACT DOCUMENTS.
12. CONTRACTOR SHALL REFERENCE ALL EXISTING PROPERTY CORNER MONUMENTS (I.E. REBARS, CONCRETE NAILS, BRASS CAP MONUMENT AND ETC.) PRIOR TO CONSTRUCTION, REMONUMENT AFTER SURFACING IS REPLACED, AND SUBMIT A RECORD OF MONUMENT TO THE ENGINEER. ALL WORK SHALL BE DONE BY, OR UNDER THE DIRECTION OF, AN ALASKA REGISTERED LAND SURVEYOR.
13. ALL ASPHALT AND CHIP SEAL PAVEMENT TO BE REMOVED AND DISPOSED OF SHALL BE DELIVERED TO A STOCKPILE AREA AT THE LEMON CREEK CITY PIT TO BE DESIGNATED BY THE ENGINEER. CONTACT THE ENGINEER FOR THE EXACT LOCATION OF THE STOCKPILE.
14. AEL&P, ACS, AND GCI MAY CONDUCT WORK WITHIN THE PROJECT LIMITS TO RELOCATE UTILITIES AND UPGRADE THEIR RESPECTIVE SYSTEMS. THE CONTRACTOR SHALL COORDINATE ITS ACTIVITIES WITH EACH UTILITY COMPANY AND PROVIDE ACCESS AS NECESSARY FOR UTILITY COMPANIES TO CONDUCT THEIR WORK.
15. THE CONTRACTOR SHALL RESTRICT ITS COMPACTION AND OTHER VIBRATION INDUCING OPERATIONS AS NECESSARY TO ENSURE NO DAMAGE OCCURS TO ADJACENT BUILDINGS OR STRUCTURES. REFER TO SECTION 01530, ARTICLE 1.7 FOR FURTHER REQUIREMENTS.
16. THE PLAN SHEETS DO NOT SHOW ALL OF THE TREES AND OTHER VEGETATION THAT WILL BE ENCOUNTERED DURING CONSTRUCTION ACTIVITIES. NO TREES OR OTHER VEGETATION ARE TO BE REMOVED OR DAMAGED, UNLESS SHOWN ON THE DRAWINGS OR DIRECTED BY THE ENGINEER.
17. THE CONTRACTOR SHALL NOT STORE MATERIALS OR EQUIPMENT, OR OPERATE EQUIPMENT WITH ITS TRACKS OR WHEELS PLACED ON PRIVATE PROPERTY, WITHOUT WRITTEN APPROVAL OF THE PROPERTY OWNER.
18. THE CONTRACTOR SHALL NOTIFY EACH RESIDENT OF EACH DRIVEWAY CLOSURE THE DAY PRECEDING THE DAY THE DRIVEWAY IS TO BE CLOSED TO VEHICULAR ACCESS. THE RESIDENT SHALL BE INFORMED OF THE PERIOD OF TIME THE CLOSURE WILL BE IN EFFECT. NO DRIVEWAY CLOSURES WILL BE PERMITTED UNTIL THIS REQUIREMENT HAS BEEN MET TO THE SATISFACTION OF THE ENGINEER.
19. "JUMPING JACK" OR SIMILAR TYPE COMPACTORS SHALL BE USED TO THOROUGHLY COMPACT ALL LAYERS OF MATERIAL AROUND WATER VALVE BOXES, CATCH BASINS, MANHOLES AND OTHER STRUCTURES.
20. THE CONTRACTOR SHALL INSTALL AND MAINTAIN ENGINEER APPROVED EROSION CONTROL DEVICES DURING CONSTRUCTION PER SECTION 01570.

REVISIONS			
REV	DATE	DESCRIPTION	BY

STATE OF ALASKA 49th Naomi R. Hobbs No.CE9959 REGISTERED PROFESSIONAL ENGINEER

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CITY AND BOROUGH OF JUNEAU ALASKA'S CAPITAL CITY

GOODWIN ROAD RECONSTRUCTION
E20-255

LEGEND, ABBREVIATIONS
AND GENERAL NOTES

PROJECT	71078.01
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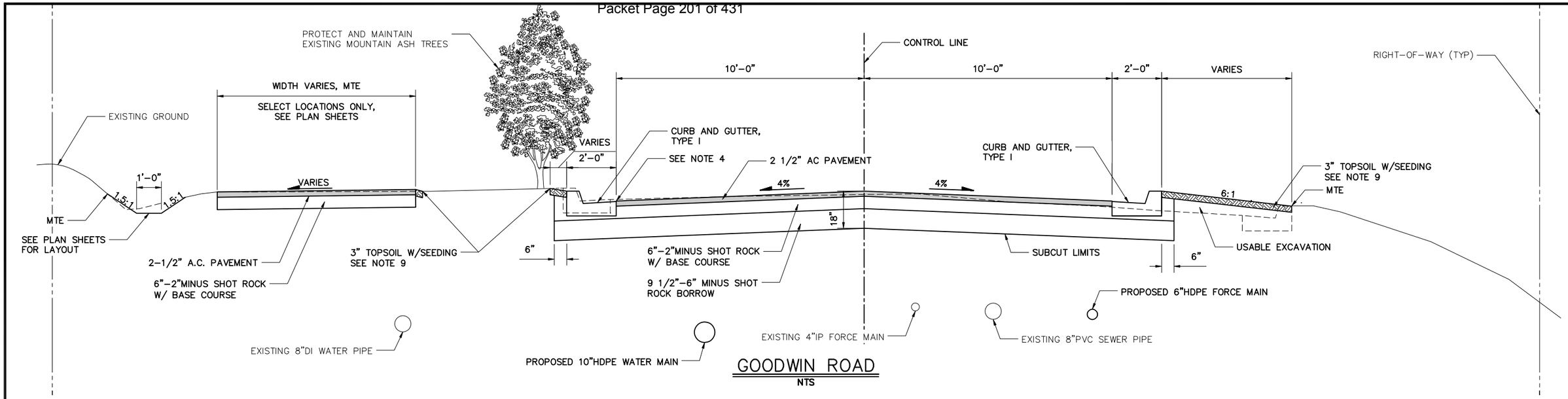

GOODWIN ROAD

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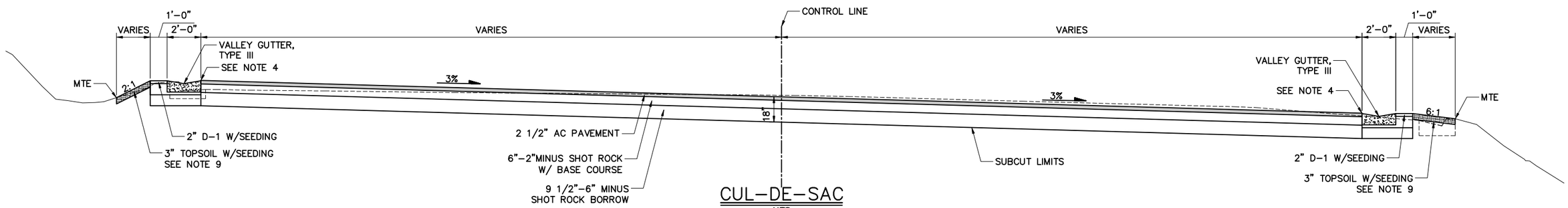

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NTS

NOTES FOR TYPICAL SECTION

1. IF ORGANIC OR OTHER UNSUITABLE MATERIALS ARE FOUND AT OR NEAR THE PLANNED SUBCUT LEVEL, ADDITIONAL EXCAVATION MAY BE REQUIRED AS DIRECTED BY THE ENGINEER. USABLE MATERIAL FROM EXCAVATION SHALL BE USED TO BACKFILL THE ADDITIONAL AREAS OF EXCAVATION, WHICH MAY VARY FROM 6" IN DEPTH TO A DEPTH OF UP TO 5'-0" BELOW FINISH GRADE. THE BACKFILLING WITH USABLE MATERIAL FROM EXCAVATION WILL BE CONSIDERED INCIDENTAL TO EXCAVATION.
2. SEE HORIZONTAL AND VERTICAL CONTROL, CURB AND GUTTER LAYOUT AND GRADE DRAWINGS FOR GRADING DETAILS.
3. DEPTH AND HORIZONTAL LOCATION OF EXISTING UNDERGROUND ELECTRICAL, WATER, AND SANITARY SEWER VARIES. SEE PLAN SHEETS FOR APPROXIMATE LOCATIONS.
4. TOP OF ASPHALT CONCRETE PAVEMENT SHALL BE ¼ INCH ABOVE THE LIP OF CONCRETE GUTTER. TOP OF PAVEMENT GRADES AND SLOPES GIVEN ON THE PLANS REFLECT THE ACTUAL FINISH PAVEMENT SURFACE.
5. THE 2-INCH MINUS SHOT ROCK W/BASE COURSE COURSE LAYER SHALL BE 4" TO 5" OF 2-INCH MINUS SHOT ROCK WITH 1" TO 2" TOP LAYER OF BASE COURSE, GRADING D-1 FOR A TOTAL THICKNESS OF 6". THE 2-INCH MINUS SHOT ROCK SHALL BE COMPACTED WITH VIBRATORY EQUIPMENT PRIOR TO PLACING THE BASE COURSE GRADING D-1.
6. THE SIDEWALK'S 2-INCH MINUS SHOT ROCK W/BASE COURSE LAYER SHALL BE 4" TO 5" OF 2-INCH MINUS SHOT ROCK WITH 1" TO 2" OF BASE COURSE, GRADING D-1.
7. DRIVEWAYS DISTURBED DURING CONSTRUCTION SHALL BE RECONSTRUCTED TO EQUAL OR BETTER CONDITION. PAVED DRIVEWAYS SHALL BE SUBCUT TO 18 INCHES BELOW FINISH GRADE AND REPLACED WITH 9-1/2" OF 6-INCH MINUS SHOT ROCK BORROW, 6" OF 2-INCH MINUS WITH BASE COURSE, AND 2-1/2" OF A.C. PAVEMENT. ALL WORK REQUIRED TO RECONSTRUCT GRAVEL DRIVEWAYS BEYOND THE BACK OF EXISTING CURB WILL BE CONSIDERED INCIDENTAL TO OTHER WORK AND NO ADDITIONAL PAYMENT WILL BE MADE.
8. ALL EXISTING SEWER PIPES AND WATER PIPES (6-INCH DIAMETER AND LARGER), AND APPURTENANCES (TO BE ABANDONED) WITHIN THE STREET LIMITS SHALL BE REMOVED AND DISPOSED OF OR FILLED WITH CEMENTITIOUS SLURRY, UNLESS OTHERWISE NOTED.
9. GRADE BEYOND THE LIMITS OF THE IMPROVEMENTS AS REQUIRED TO MATCH TO EXISTING AT A 6:1 OR LESS CUT OR FILL SLOPE. PLACE USABLE EXCAVATION BENEATH THE 3" TOPSOIL LAYER WHERE A FILL GREATER THAN 3" IS REQUIRED.

TRAFFIC CONTROL

1. ALL TRAFFIC TO BE CONTROLLED PER THE REQUIREMENTS OF THE ALASKA TRAFFIC MANUAL (U.S. DEPARTMENT OF TRANSPORTATION "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" AND THE ALASKA SUPPLEMENT).
2. ALL DETOURS SHALL BE AS APPROVED BY THE ENGINEER.
3. ROAD CLOSURES WILL BE PERMITTED ONLY AS APPROVED BY THE ENGINEER.
4. THE CONTRACTOR WILL NOT BE PERMITTED TO OBSTRUCT VEHICULAR TRAFFIC BETWEEN THE HOURS OF 4:30pm AND 8:00am SEVEN DAYS A WEEK. DURING THIS PERIOD, ONE LANE SHALL BE OPEN TO VEHICULAR TRAFFIC AND WITH A MINIMUM TOTAL WIDTH OF 8 FEET.
5. PROVIDE ACCESS FOR EMERGENCY VEHICLES AT ALL TIMES.
6. A MINIMUM OF ONE LANE (10 FOOT MINIMUM WIDTH) SHALL BE KEPT OPEN TO VEHICULAR TRAFFIC AT ALL TIMES, EXCEPT A FIVE (5) MINUTE MAXIMUM STOPPAGE TO VEHICULAR TRAFFIC WILL BE PERMITTED, WITH NO MORE THAN ONE TRAFFIC STOPPAGE PER HOUR. THIS REQUIREMENT DOES NOT APPLY FOR THE DAY OF PAVING.
7. PEDESTRIAN TRAFFIC SHALL BE AVAILABLE ALONG AT LEAST ONE SIDE OF THE STREET AT ALL TIMES. THE PEDESTRIAN PATHWAY SHALL BE CLEARLY MARKED AND SHALL SATISFY THE REQUIREMENTS AS DESCRIBED IN THE SPECIAL PROVISIONS.

PAVING SEQUENCING

1. LAYDOWN OPERATIONS SHALL BE CONDUCTED IN A MANNER WHICH ENSURES THAT THE MINIMUM TEMPERATURE ALONG THE CENTERLINE EDGE OF THE FIRST PAVED LANE DOES NOT FALL BELOW 200°F BEFORE THE SECOND LANE IS PAVED.

REVISIONS			
REV	DATE	DESCRIPTION	BY

STATE OF ALASKA 49th Naomi R. Hobbs No.CE9959 REGISTERED PROFESSIONAL ENGINEER

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CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

GOODWIN ROAD RECONSTRUCTION
E20-255

TYPICAL SECTION, TRAFFIC CONTROL
AND PAVING SEQUENCING

PROJECT 71078.01
DATE 11/10/2020

SHEET
03 OF 14

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CORROSION PROTECTION SPECIFICATIONS AND NOTES:

ANODES

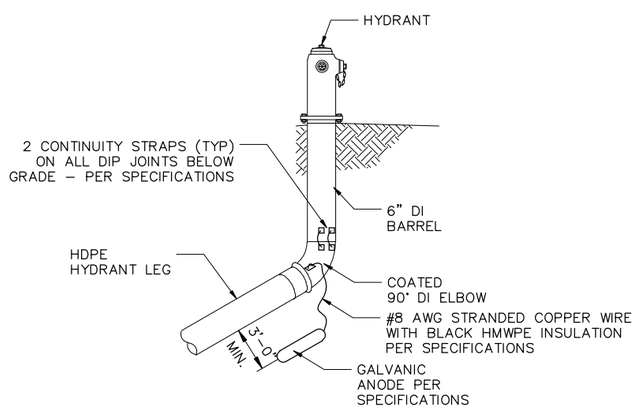
1. ANODES SHALL BE 18–LBS BARE WEIGHT ZINC WITH PREPACKAGED ANODE BACKFILL.
2. ACCEPTABLE ANODE MODELS ARE:
   a. MODEL NO. ZUR–18 FROM FARWEST INDUSTRIES
   b. MODEL S18 FROM MESA PRODUCTS
   c. APPROVED EQUAL
3. INSTALL TYPE, SIZE, AND NUMBER OF ANODES SPECIFIED.
4. INSTALL 2 ANODES TO ALL CONNECTIONS TO EXISTING C.I. OR D.I. PIPE 12–INCH DIAMETER AND LARGER.
5. CONDUCTOR WIRE SHALL BE A MINIMUM OF 10–FEET IN LENGTH, SIZE #8 OR LARGER, AND INSULATED WITH HIGH MOLECULAR WEIGHT POLYETHYLENE (HMWPE).
6. PREPACKAGED ANODE SHALL BE SATURATED WITH WATER PRIOR TO BACKFILL.
7. ANODES SHALL BE PLACED IN NATIVE EARTH BACKFILL. DO NOT PLACE IN PIPE BEDDING MATERIAL.

THERMITE (EXOTERMIC) WELDING

1. THERMITE WELD MATERIALS SHALL BE DESIGNED FOR CONNECTION OF COPPER TO DUCTILE IRON AND CAST IRON SURFACES AND SHALL BE INSTALLED PER MANUFACTURERS INSTRUCTIONS.
2. ACCEPTABLE MANUFACTURES OF THERMITE WELD PRODUCTS ARE:
   a. CADWELD BY ERICO PRODUCTS INC.
   b. THERMOWELD BY CONTINENTAL INDUSTRIES INC.
   c. APPROVED EQUAL
3. A 2–INCH SQUARE AREA IN THE PIPE SURFACE SHALL BE GROUND CLEAN PER MANUFACTURERS RECOMMENDATIONS PRIOR TO THERMITE WELDING.
4. WIRE ENDS SHALL HAVE PROPER ADAPTER SLEEVES TO ENSURE PROPER BOND. #8 AWG SHALL HAVE ADAPTER SLEEVES SPECIFIED BY THERMITE WELD MANUFACTURER. FIELD INSTALLED SLEEVES SHALL HAVE WIRE CONDUCTOR EXTEND ¼–INCH BEYOND ENDS OF SLEEVE.
5. WIRE CONNECTION SHALL BE TESTED FOR INTEGRITY PRIOR TO COATING.
6. CONTINUITY STRAPS SHALL BE #2 AWG COPPER STRANDED WIRE WITH THW INSULATION AND SHALL BE ATTACHED TO THE PIPE BY THERMITE WELDING AND COATED AND SEALED AS DESCRIBED BELOW.

COATING AND SEALING

1. ALL THERMITE WELDS SHALL BE PROTECTED AND SEALED BY:
   a. PREFABRICATED THERMITE WELD CAPS, SIZED ACCORDING TO WIRE SIZE, MINIMUM DIMENSIONS OF 4–INCH BY 4–INCH FILLED WITH ELASTOMERIC MASTIC COATING OR,
   b. HEAT SHRINK SLEEVE PIPE ENCASEMENT AFTER COATING THERMITE WELD WITH ELASTOMERIC MASTIC COATING – HEAT SHRINK SLEEVE SHALL BE CANUSA AQUA SEAL OR APPROVED EQUAL.
2. ALL PIPE SURFACE COATING DAMAGED BEYOND THE WELD CAPS OR HEAT SHRINK SHALL BE COATED WITH PROTAL 7125 FROM DENSO NORTH AMERICA OR APPROVED EQUAL.



GALVANIC ANODE INSTALLATION AT
HYDRANT ASSEMBLIES W/ HDPE

NTS

SEWER SERVICE SUMMARY

HOUSE NUMBER	LOCATION	COMMENTS
#3000 BLUEBERRY	11+29.3, 32.23 LT	SEE NOTE 3
#3000 GOODWIN	11+57.3, 28.02 RT	SEE NOTE 3 AND 4
#3004 GOODWIN	12+07.5, 28.20 RT	SEE NOTE 3 AND 4
#3005 GOODWIN	13+33.2, 32.42 LT	SEE NOTE 3
#3008 GOODWIN	16+14.5, 26.96 RT	SEE NOTE 2 AND 4
#3009 GOODWIN	16+09.8, 33.03 LT	SEE NOTE 3
#3012 GOODWIN	16+16.2, 27.0 RT	SEE NOTE 2 AND 4
#3031 GOODWIN	16+59.0, 27.0 LT	SEE NOTE 2
USMS 59 TR B LUCY LODE	17+13.5, 7.21 RT	SEE NOTE 2

NOTES:

1.) STATION AND OFFSET ARE GIVEN TO THE CENTER OF THE NEW CLEANOUT COVER.

2.) INSTALL NEW 4" PVC SEWER SERVICE WITH CLEANOUT PER CBJ STANDARD DETAIL 213 AND CONNECT TO EXISTING SEWER SERVICE AT PROPERTY LINE.

3.) INSTALL NEW CLEANOUT ON EXISTING SERVICE AT PROPERTY LINE PER DETAIL 4 SHEET 6.

4.) PRIOR TO INSTALLATION OF CLEANOUT, CONFIRM LOCATION OF PRESSURE SANITARTY SEWER SERVICE LATERAL CONNECTION. INSTALL CLEANOUT WITHIN GRAVITY SERVICE A MINIMUM OF 1–FT FROM CONNECTION.

CATCH BASIN FRAME AND GRATE SUMMARY

CATCH BASIN NO.	EAST JORDAN IRON WORKS, OLYMPIC FOUNDRY CO., CBJ STANDARD No., OR APPROVED EQUAL
CB–1	7701 T2 HOOD W/T100 M1 GRATE
CB–2	7701 T2 HOOD W/T100 M1 GRATE
CB–3	7701 T2 HOOD W/T100 M1 GRATE
CB–4	7701 T2 HOOD W/T100 M1 GRATE
CB–5	7701 T2 HOOD W/T100 M1 GRATE
CB–6	7701 T2 HOOD W/T100 M1 GRATE
CB–7	7701 T2 HOOD W/T100 M1 GRATE

CATCH BASIN TOP SLAB OPENINGS SHALL BE DIMENSIONED TO FIT THE FRAME DIMENSIONS. ALL COVERS SHALL BE HEAVY DUTY CONSTRUCTION AND BICYCLE SAFE. ALL FRAMES AND GRATES SHALL BE DUCTILE IRON.

LOCAL FLOW LINE DEPRESSION AT CATCH BASIN SHALL BE ¾", WITH 36" TRANSITIONS TO EACH SIDE OF THE FRAME, UNLESS OTHERWISE DIRECTED BY THE ENGINEER.

ALL FINISHED GRADES (FG) PROVIDED ARE TO THE FLOWLINE OF THE FRAME AT THE LONGITUDINAL CETER OF THE FRAME AFTER APPLICATION OF THE LOCALIZED DEPRESSION. FOR TYPE I CURB & GUTTER THE FG IS 0.56 BELOW THE TBC.

RECONSTRUCT MAILBOX TABLE

HOUSE NUMBER	LOCATION	COMMENTS
#3000 GOODWIN	11+33.3, 17.50 RT	3.5' CANTILEVER ARM SINGLE MAILBOX
#3004 GOODWIN	12+14.0, 17.50 RT	3.5' CANTILEVER ARM SINGLE MAILBOX
#3005 GOODWIN	13+10.2, 16.00 LT	5.0' CANTILEVER ARM SINGLE MAILBOX
#3009 GOODWIN	15+67.8, 16.00 LT	5.0' CANTILEVER ARM SINGLE MAILBOX

STATION AND OFFSET ARE GIVEN TO CENTER OF 4"X4" POST. CONTRACTOR SHALL STAKE MAILBOX POST LOCATION, FOR APPROVAL BY THE ENGINEER.

REINSTALL EXISTING MAILBOX AND NEWSPAPER RECEPTACLES TO NEW POST AND ARM ASSEMBLIES. IF THE RECEPTACLES ARE DAMAGED BY THE CONTRACTOR, NEW RECEPTACLES OF SAME SIZE, COLOR AND STYLE WITH NEW HOUSE NUMBERS SHALL BE PROVIDED BY THE CONTRACTOR.

MAIL DELIVERY SERVICE SHALL NOT BE INTERRUPTED AND ACCESS TO EACH MAILBOX RECEPTACLE SHALL BE AVAILABLE TO THE UNITED STATES POSTAL SERVICE AND THE RESIDENTS AT ALL TIMES.

WATER SERVICE SUMMARY

HOUSE NUMBER	LOCATION	SIZE/TYPE	COMMENTS
#3000 BLUEBERRY	11+26.9, 34.27 LT	1" POLY – SIDR7	CTE
#3000 GOODWIN	11+59.7, 31.20 RT	1" POLY – SIDR7	CTE
#3004 GOODWIN	11+97.8, 25.98 RT	1" POLY – SIDR7	CTE
#3005 GOODWIN	13+22.5, 32.48 LT	1" POLY – SIDR7	CTE
#3008 GOODWIN	16+26.0, 26.92 RT	1" POLY – SIDR7	CTE
#3009 GOODWIN	16+23.8, 32.92 LT	1" POLY – SIDR7	CTE
#3012 GOODWIN	16+26.5, 26.92 RT	1" POLY – SIDR7	CONFIRM CTE OR INSTALL THREADED CAP FOR FUTURE CONNECTION
USMS 59 TR B LUCY LODE	17+15.1, 2.26 RT	2" POLY – SIDR7	INSTALL THREADED CAP FOR FUTURE CONNECTION

INSTALL NEW WATER SERVICE, CURB STOP, AND CURB BOX PER CBJ STANDARD DETAIL 406A. STATION AND OFFSET ARE GIVEN TO THE CENTER OF THE VALVE BOX.

REVISIONS

REV	DATE	DESCRIPTION	BY

STATE OF ALASKA 49th Naomi R. Hobbs No.CE9959 REGISTERED PROFESSIONAL ENGINEER

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CORROSION PROTECTION DETAILS
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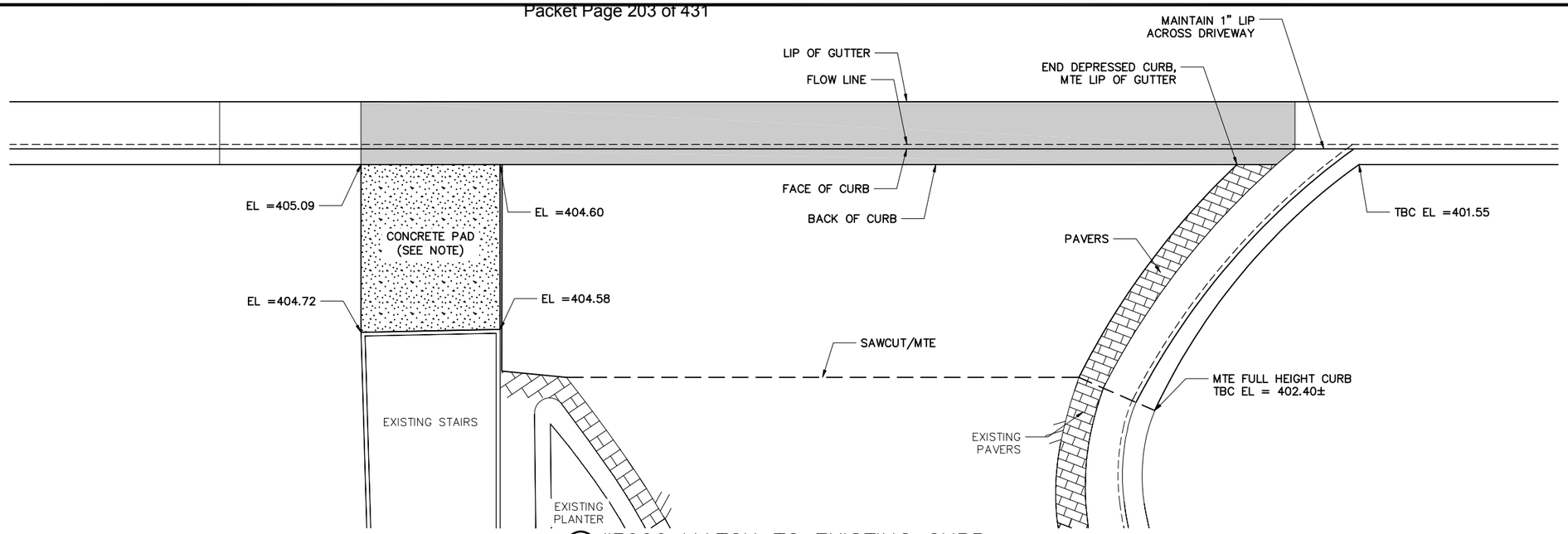
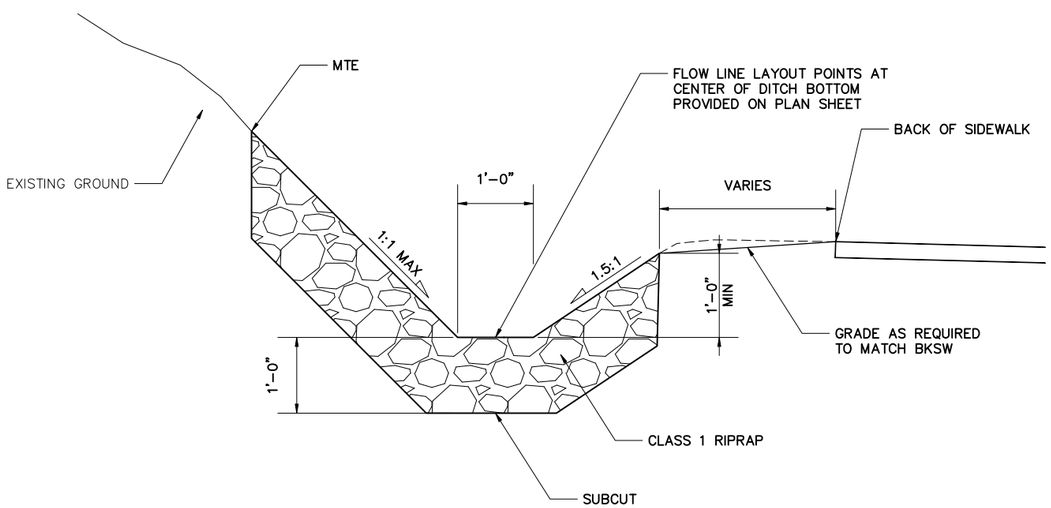


1 #3000 MATCH TO EXISTING CURB

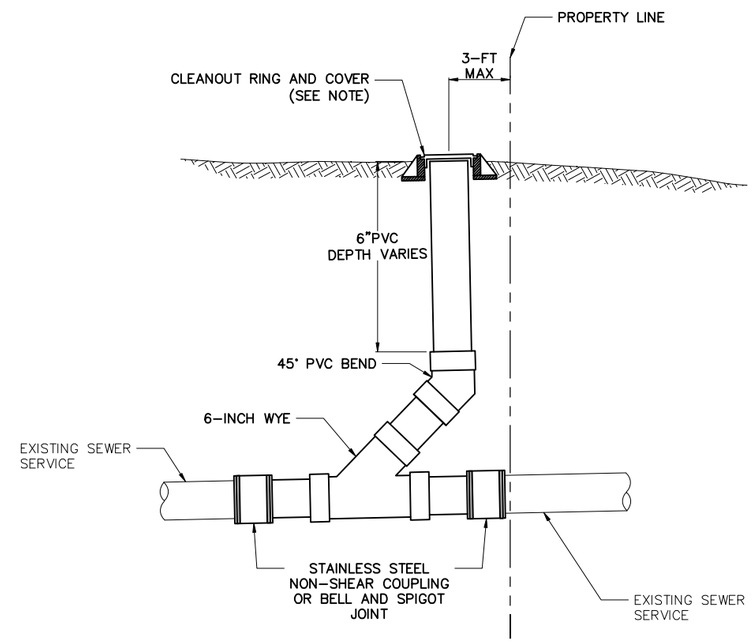
NTS

NOTE: INSTALL 6" CONCRETE PAD ADJACENT TO EXISTING STAIRS.



2 ROCK LINED DITCH

NTS



3 SEWER CLEANOUT FOR EXISTING SERVICE

NTS

NOTE: INSTALL PER STANDARD 205 MANHOLE HEIGHTS

REVISIONS			
REV	DATE	DESCRIPTION	BY

STATE OF ALASKA 49th Naomi R. Hobbs No.CE9959 REGISTERED PROFESSIONAL ENGINEER

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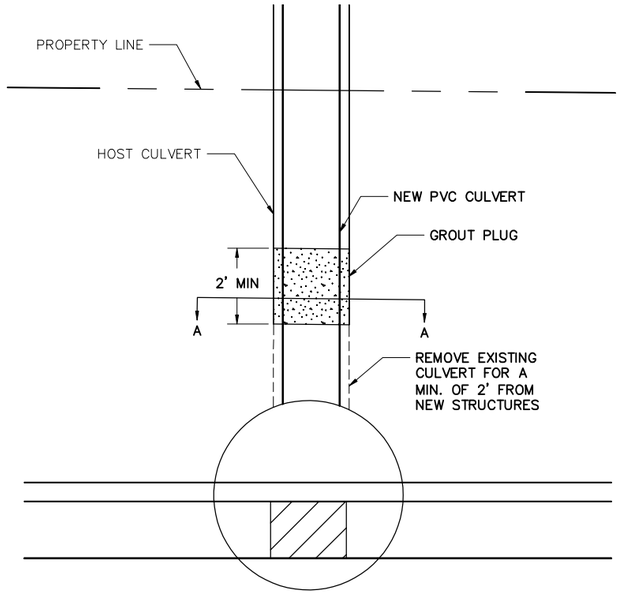
CITY AND BOROUGH OF JUNEAU ALASKA'S CAPITAL CITY

GOODWIN ROAD RECONSTRUCTION
E20-255

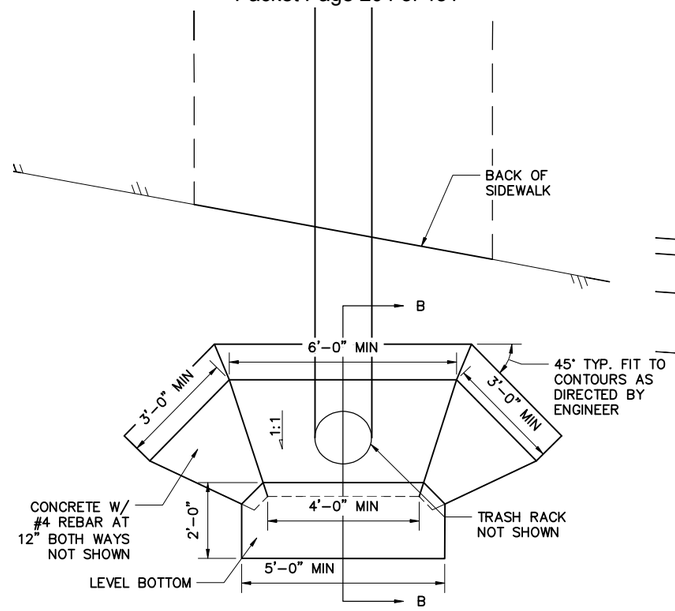
MISCELLANEOUS DETAILS

PROJECT	71078.01
DATE	11/10/2020
SHEET	05 OF 14

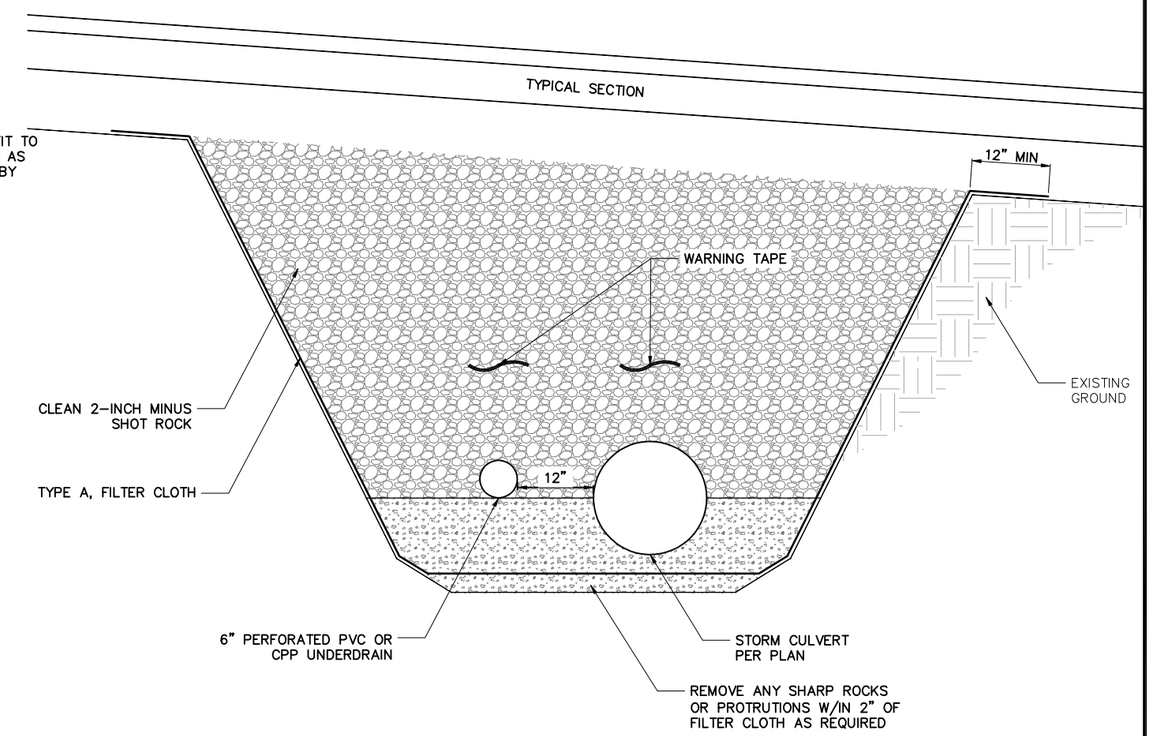
\\JNU-FS\JNU-Projects\22\71078-01\65CAD\Civil\SA20-CT-DT-71078.dwg PLOT DATE 2020-11-10 11:48 SAVED DATE 2020-11-10 08:26 USER: cslms



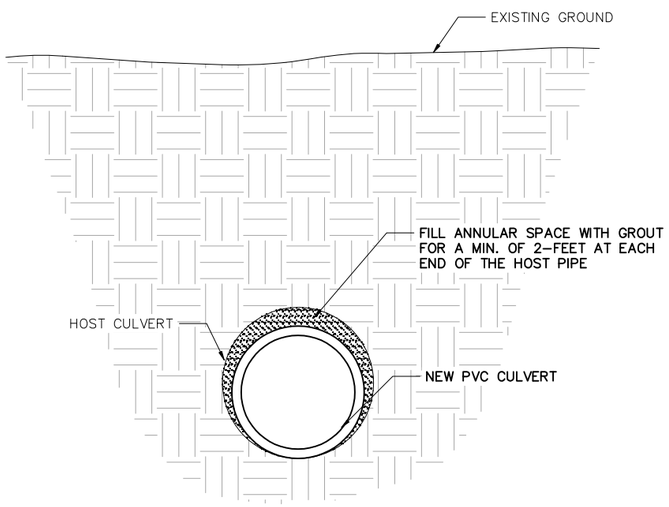
PLAN VIEW
NTS



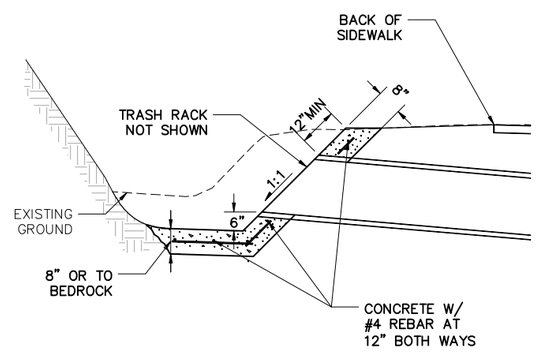
PLAN VIEW
NTS



3 STORM DRAIN TRENCH WITH UNDERDRAIN
NTS



SECTION A–A
NTS



SECTION B–B
NTS

1 STORM DRAIN – SLIPLINE
NTS

2 CONCRETE HEADWALL WITH TRASHRACK
NTS

NOTE: EXISTING CULVERT TO BE REMOVED A MINIMUM OF 2-FEET FROM NEW STRUCTURE. FOR CONNECTIONS TO EXISTING STRUCTURES, THE HOST PIPE SHALL NOT BE CUT BACK 2-FT.

REVISIONS			
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MISCELLANEOUS DETAILS

PROJECT	71078.01
DATE	11/10/2020
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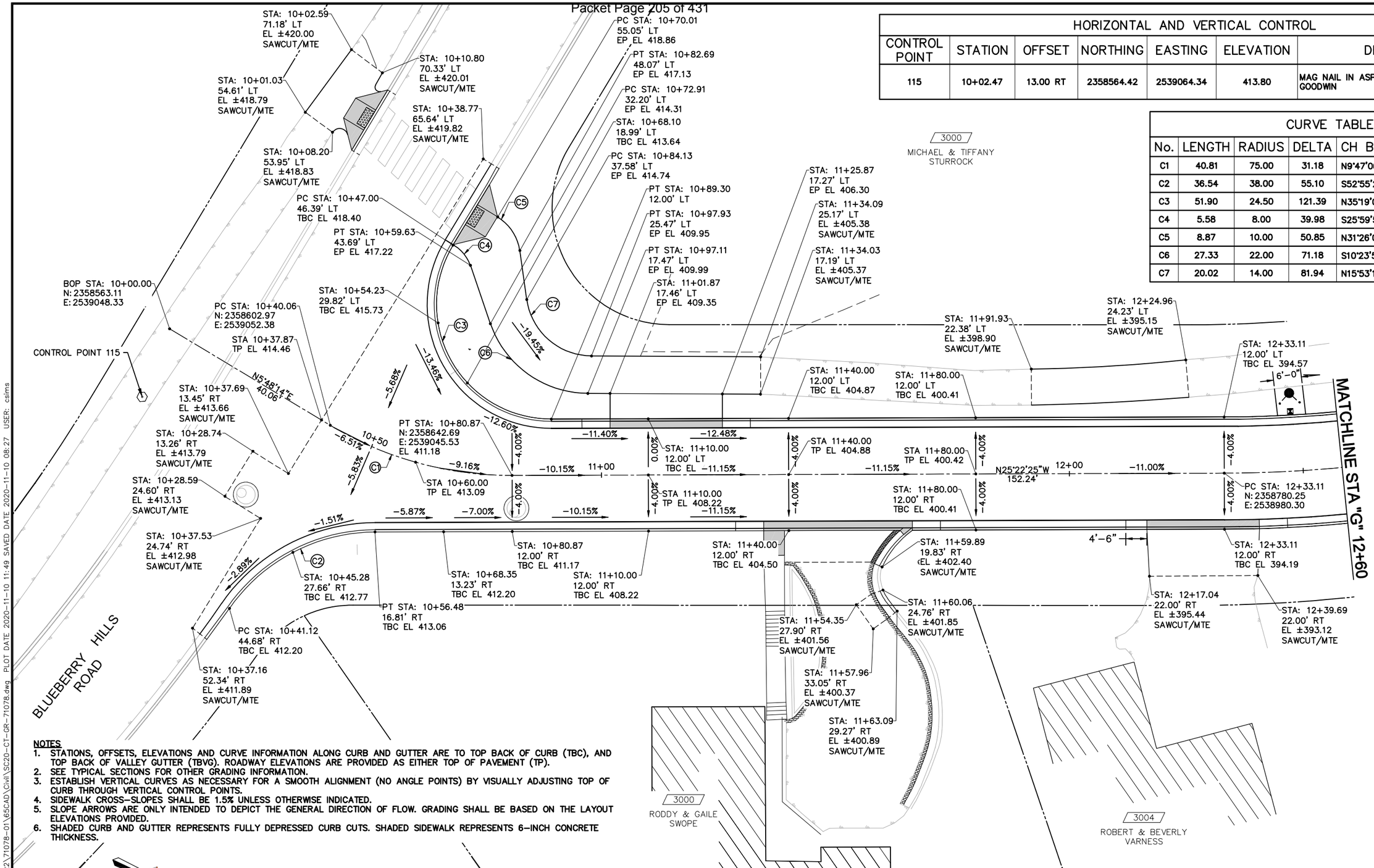
HORIZONTAL AND VERTICAL CONTROL						
CONTROL POINT	STATION	OFFSET	NORTHING	EASTING	ELEVATION	DESCRIPTION
115	10+02.47	13.00 RT	2358564.42	2539064.34	413.80	MAG NAIL IN ASPHALT PATH ACROSS FROM GOODWIN

CURVE TABLE				
No.	LENGTH	RADIUS	DELTA	CH BEARING & DISTANCE
C1	40.81	75.00	31.18	N9°47'06"W – 40.81
C2	36.54	38.00	55.10	S52°55'23"E – 36.54
C3	51.90	24.50	121.39	N35°19'08"E – 51.90
C4	5.58	8.00	39.98	S25°59'57"W – 5.58
C5	8.87	10.00	50.85	N31°26'05"E – 8.87
C6	27.33	22.00	71.18	S10°23'52"W – 27.33
C7	20.02	14.00	81.94	N15°53'18"E – 20.02



NOTES

1. STATIONS, OFFSETS, ELEVATIONS AND CURVE INFORMATION ALONG CURB AND GUTTER ARE TO TOP BACK OF CURB (TBC), AND TOP BACK OF VALLEY GUTTER (TBVG). ROADWAY ELEVATIONS ARE PROVIDED AS EITHER TOP OF PAVEMENT (TP).
2. SEE TYPICAL SECTIONS FOR OTHER GRADING INFORMATION.
3. ESTABLISH VERTICAL CURVES AS NECESSARY FOR A SMOOTH ALIGNMENT (NO ANGLE POINTS) BY VISUALLY ADJUSTING TOP OF CURB THROUGH VERTICAL CONTROL POINTS.
4. SIDEWALK CROSS–SLOPES SHALL BE 1.5% UNLESS OTHERWISE INDICATED.
5. SLOPE ARROWS ARE ONLY INTENDED TO DEPICT THE GENERAL DIRECTION OF FLOW. GRADING SHALL BE BASED ON THE LAYOUT ELEVATIONS PROVIDED.
6. SHADED CURB AND GUTTER REPRESENTS FULLY DEPRESSED CURB CUTS. SHADED SIDEWALK REPRESENTS 6–INCH CONCRETE THICKNESS.

10 5 0 10 20 30
SCALE IN FEET

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CITY AND BOROUGH OF JUNEAU
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GOODWIN ROAD RECONSTRUCTION
E20-255

HORIZONTAL AND VERTICAL CONTROL
CURB AND GUTTER LAYOUT AND GRADES
BLUEBERRY HILLS RD TO STA "G" 12+60

PROJECT 71078.01
DATE 11/10/2020

SHEET
07 OF 14

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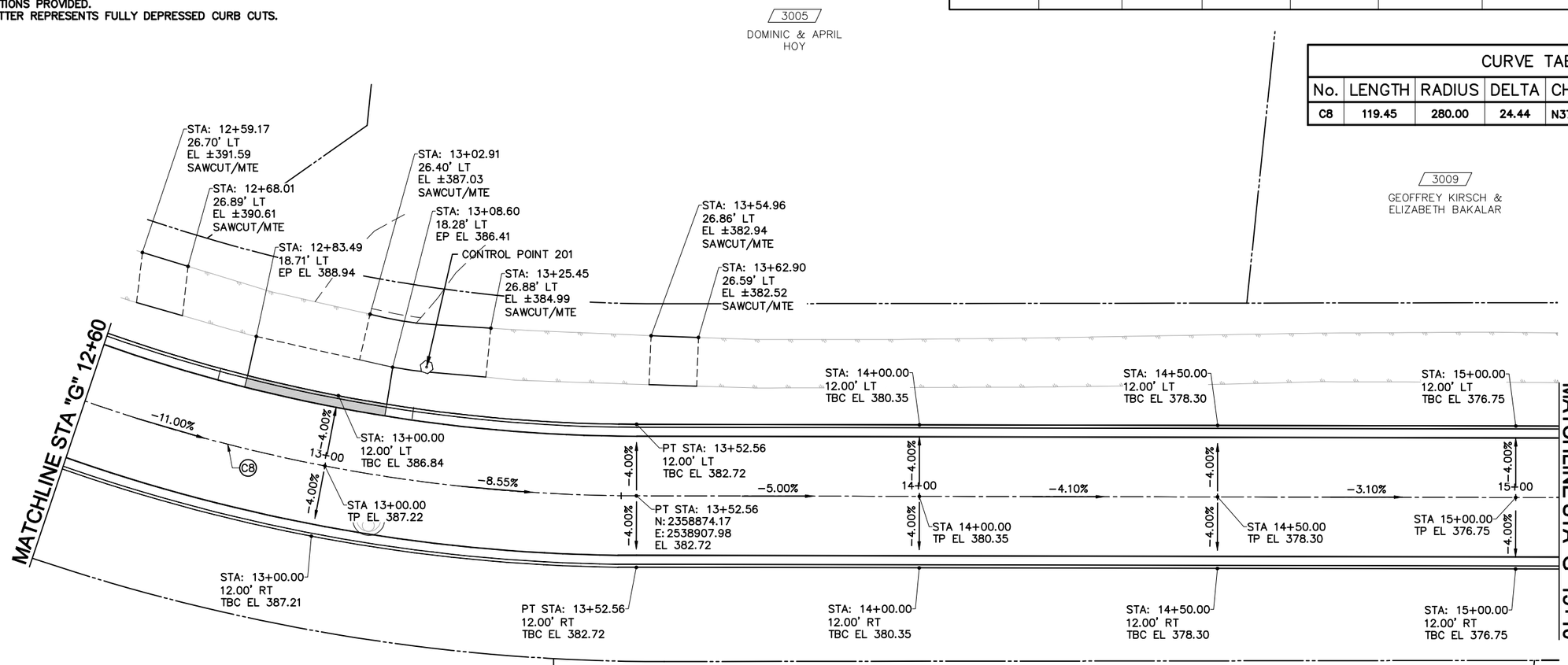
NOTES
1. STATIONS, OFFSETS, ELEVATIONS AND CURVE INFORMATION ALONG CURB AND GUTTER ARE TO TOP BACK OF CURB (TBC), AND TOP BACK OF VALLEY GUTTER (TBVG). ROADWAY ELEVATIONS ARE PROVIDED AS EITHER TOP OF PAVEMENT (TP)..
2. SEE TYPICAL SECTIONS FOR OTHER GRADING INFORMATION.
3. ESTABLISH VERTICAL CURVES AS NECESSARY FOR A SMOOTH ALIGNMENT (NO ANGLE POINTS) BY VISUALLY ADJUSTING TOP OF CURB THROUGH VERTICAL CONTROL POINTS.
4. SIDEWALK CROSS-SLOPES SHALL BE 1.5% UNLESS OTHERWISE INDICATED.
5. SLOPE ARROWS ARE ONLY INTENDED TO DEPICT THE GENERAL DIRECTION OF FLOW. GRADING SHALL BE BASED ON THE LAYOUT ELEVATIONS PROVIDED.
6. SHADED CURB AND GUTTER REPRESENTS FULLY DEPRESSED CURB CUTS.

HORIZONTAL AND VERTICAL CONTROL

CONTROL POINT	STATION	OFFSET	NORTHING	EASTING	ELEVATION	DESCRIPTION
201	13+16.72	21.50 LT	2358835.26	2538920.56	385.75	MAG NAIL IN ASPHALT PATH

CURVE TABLE

No.	LENGTH	RADIUS	DELTA	CH BEARING & DISTANCE
C8	119.45	280.00	24.44	N37°35'41"W – 119.45



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GOODWIN ROAD RECONSTRUCTION
E20-255
HORIZONTAL AND VERTICAL CONTROL
CURB AND GUTTER LAYOUT AND GRADES
STA "G" 12+60 TO STA "G" 15+10

PROJECT 71078.01
DATE 11/10/2020

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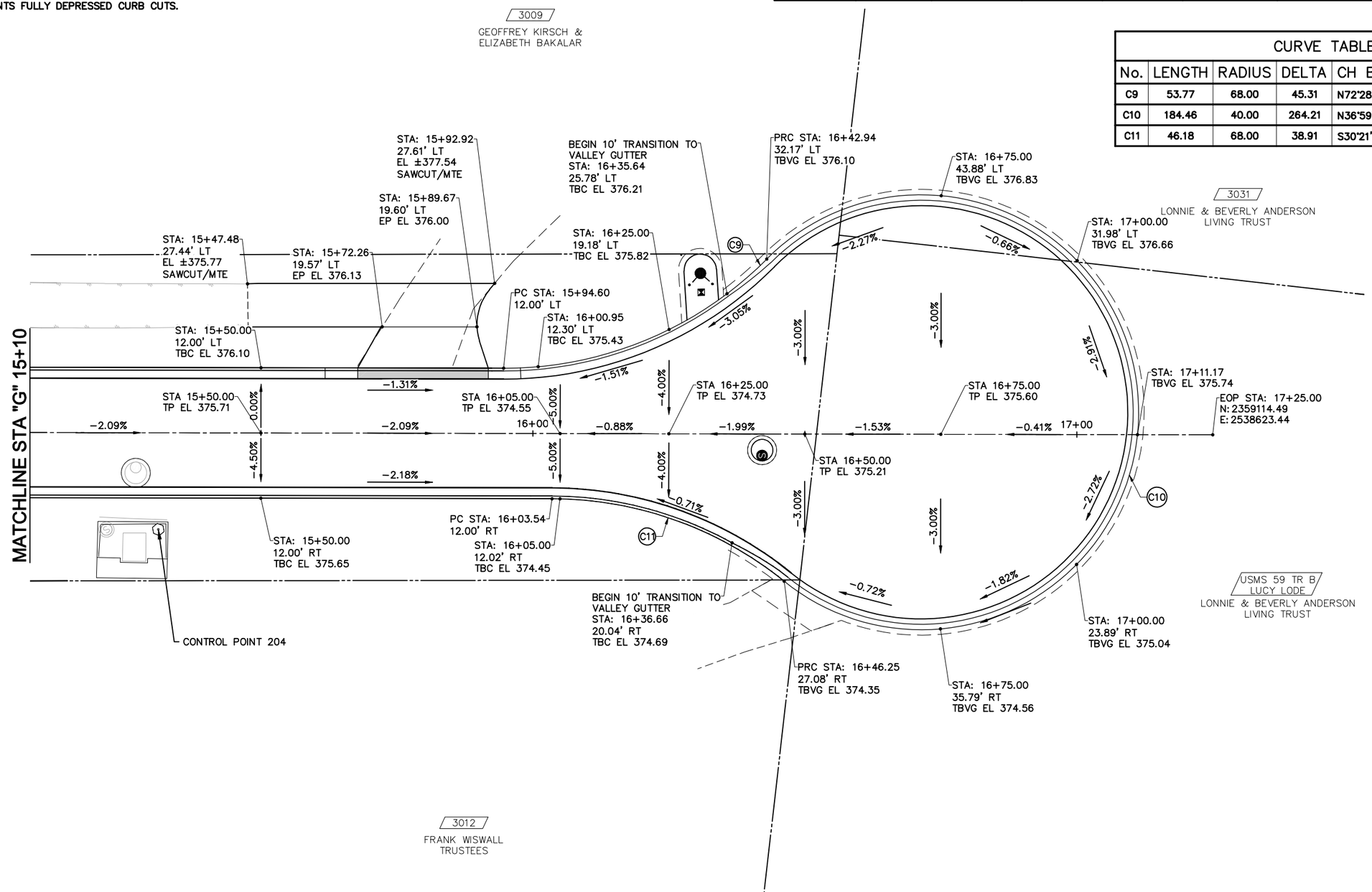
NOTES
1. STATIONS, OFFSETS, ELEVATIONS AND CURVE INFORMATION ALONG CURB AND GUTTER ARE TO TOP BACK OF CURB (TBC), AND TOP BACK OF VALLEY GUTTER (TBVG). ROADWAY ELEVATIONS ARE PROVIDED AS EITHER TOP OF PAVEMENT (TP).
2. SEE TYPICAL SECTIONS FOR OTHER GRADING INFORMATION.
3. ESTABLISH VERTICAL CURVES AS NECESSARY FOR A SMOOTH ALIGNMENT (NO ANGLE POINTS) BY VISUALLY ADJUSTING TOP OF CURB THROUGH VERTICAL CONTROL POINTS.
4. SIDEWALK CROSS-SLOPES SHALL BE 1.5% UNLESS OTHERWISE INDICATED.
5. SLOPE ARROWS ARE ONLY INTENDED TO DEPICT THE GENERAL DIRECTION OF FLOW. GRADING SHALL BE BASED ON THE LAYOUT ELEVATIONS PROVIDED.
6. SHADED CURB AND GUTTER REPRESENTS FULLY DEPRESSED CURB CUTS.

HORIZONTAL AND VERTICAL CONTROL

CONTROL POINT	STATION	OFFSET	NORTHING	EASTING	ELEVATION	DESCRIPTION
204	15+33.60	15.52' RT	2359003.31	2538783.27	375.79	MAG NAIL IN CONCRETE PAD AT LIFT STATION

CURVE TABLE

No.	LENGTH	RADIUS	DELTA	CH BEARING & DISTANCE
C9	53.77	68.00	45.31	N72°28'09"W – 53.77
C10	184.46	40.00	264.21	N36°59'03"E – 184.46
C11	46.18	68.00	38.91	S30°21'45"E – 46.18



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GOODWIN ROAD RECONSTRUCTION
E20-255
HORIZONTAL AND VERTICAL CONTROL
CURB AND GUTTER LAYOUT AND GRADES
STA "G" 15+10 TO EOP

PROJECT 71078.01
DATE 11/10/2020
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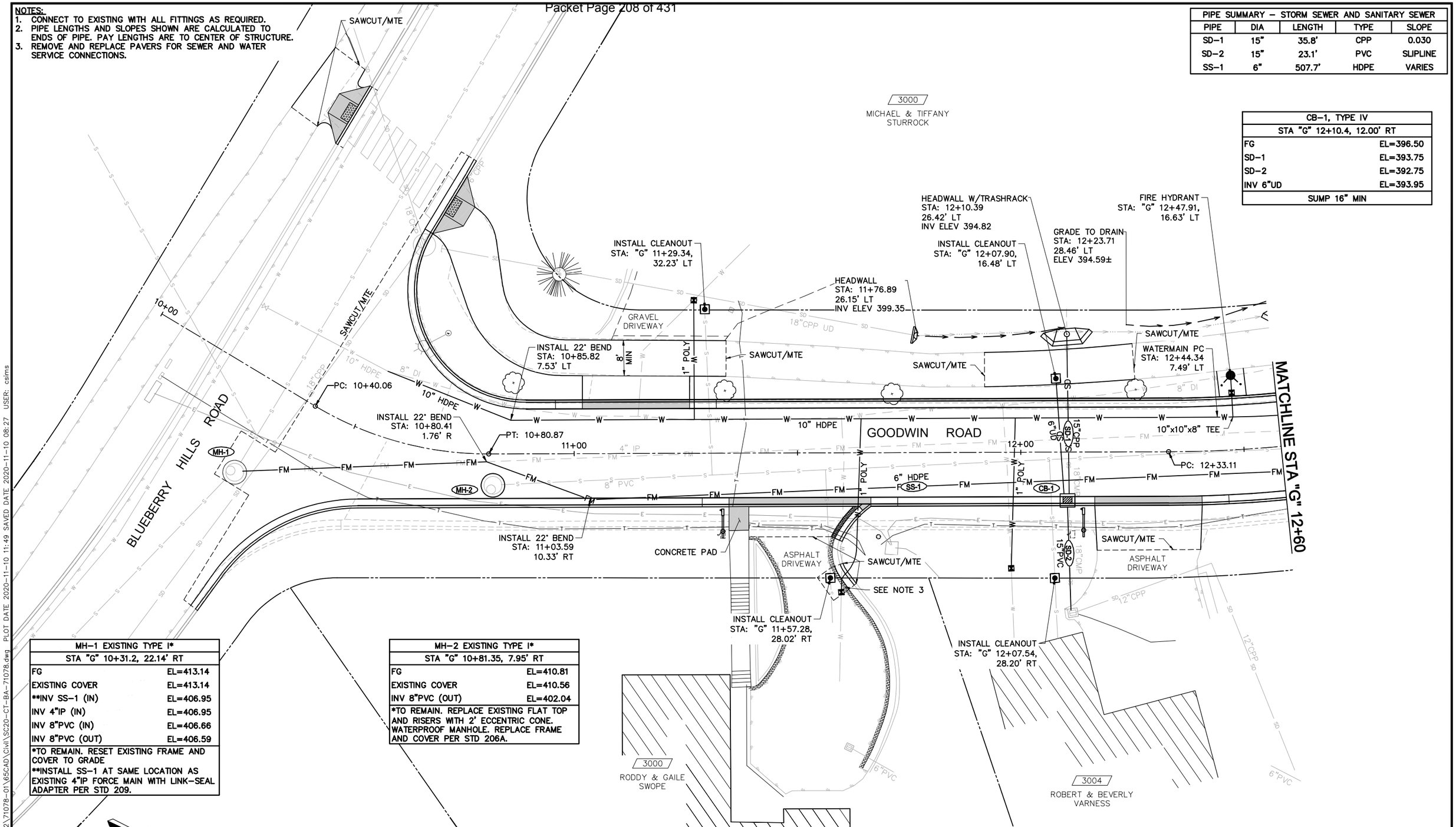
NOTES:
1. CONNECT TO EXISTING WITH ALL FITTINGS AS REQUIRED.
2. PIPE LENGTHS AND SLOPES SHOWN ARE CALCULATED TO ENDS OF PIPE. PAY LENGTHS ARE TO CENTER OF STRUCTURE.
3. REMOVE AND REPLACE PAVERS FOR SEWER AND WATER SERVICE CONNECTIONS.

PIPE SUMMARY – STORM SEWER AND SANITARY SEWER				
PIPE	DIA	LENGTH	TYPE	SLOPE
SD–1	15"	35.8'	CPP	0.030
SD–2	15"	23.1'	PVC	SLIPLINE
SS–1	6"	507.7'	HDPE	VARIES

CB–1, TYPE IV	
STA "G" 12+10.4, 12.00' RT	
FG	EL=396.50
SD–1	EL=393.75
SD–2	EL=392.75
INV 6"UD	EL=393.95
SUMP 16" MIN	



MH–1 EXISTING TYPE I*	
STA "G" 10+31.2, 22.14' RT	
FG	EL=413.14
EXISTING COVER	EL=413.14
**INV SS–1 (IN)	EL=406.95
INV 4"IP (IN)	EL=406.95
INV 8"PVC (IN)	EL=406.66
INV 8"PVC (OUT)	EL=406.59

*TO REMAIN. RESET EXISTING FRAME AND COVER TO GRADE
**INSTALL SS–1 AT SAME LOCATION AS EXISTING 4"IP FORCE MAIN WITH LINK–SEAL ADAPTER PER STD 209.

MH–2 EXISTING TYPE I*	
STA "G" 10+81.35, 7.95' RT	
FG	EL=410.81
EXISTING COVER	EL=410.56
INV 8"PVC (OUT)	EL=402.04

*TO REMAIN. REPLACE EXISTING FLAT TOP AND RISERS WITH 2' ECCENTRIC CONE. WATERPROOF MANHOLE. REPLACE FRAME AND COVER PER STD 206A.

N

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SCALE IN FEET

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REV	DATE	DESCRIPTION	BY

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CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

GOODWIN ROAD RECONSTRUCTION
E20-255

PLAN - GOODWIN ROAD
BLUEBERRY HILLS RD TO STA "G" 12+60

PROJECT 71078.01
DATE 11/10/2020

SHEET
10 OF 14

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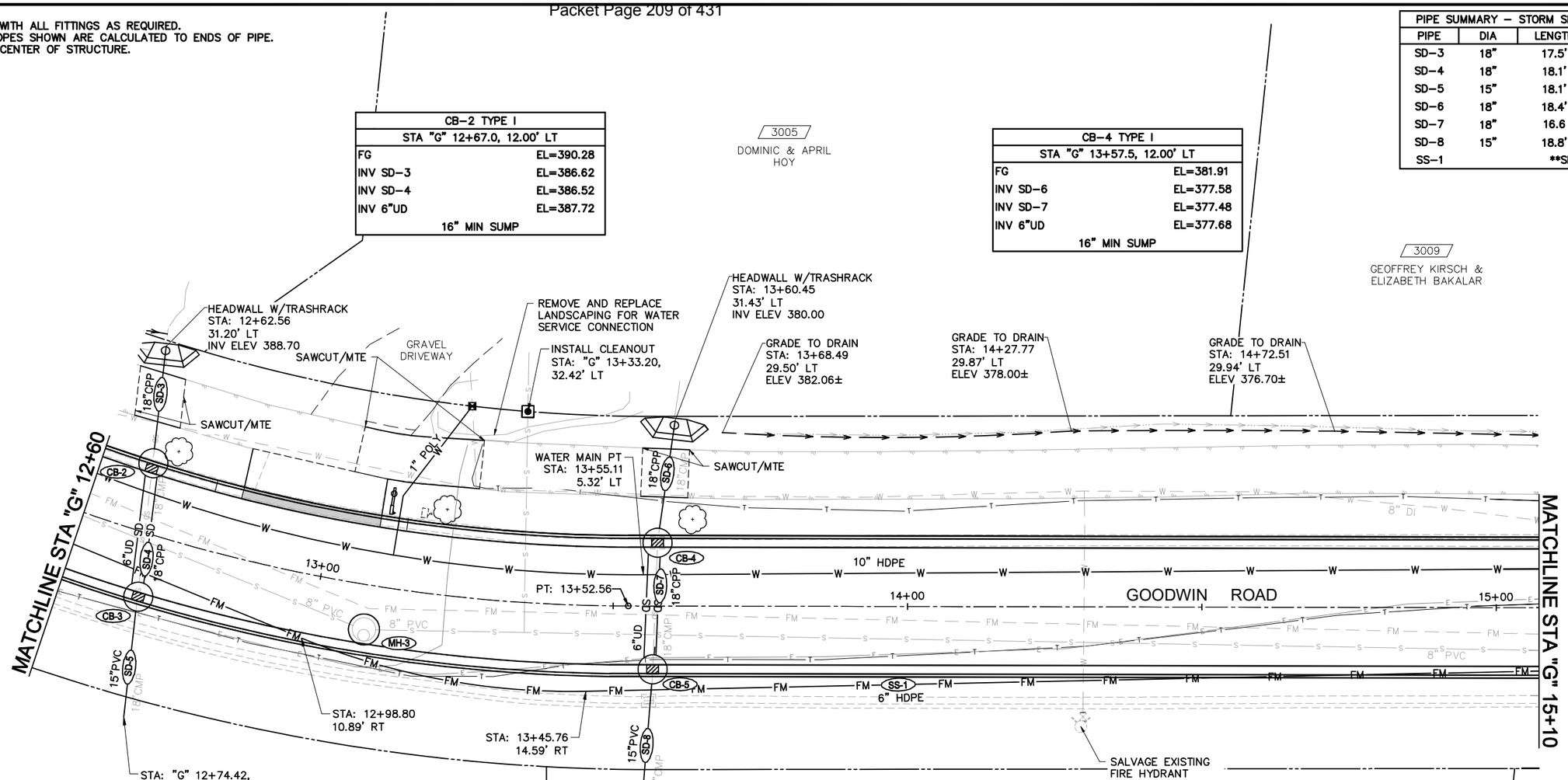
NOTES:
1. CONNECT TO EXISTING WITH ALL FITTINGS AS REQUIRED.
2. PIPE LENGTHS AND SLOPES SHOWN ARE CALCULATED TO ENDS OF PIPE. PAY LENGTHS ARE TO CENTER OF STRUCTURE.

PIPE SUMMARY – STORM SEWER AND SANITARY SEWER				
PIPE	DIA	LENGTH	TYPE	SLOPE
SD–3	18"	17.5'	CPP	0.119
SD–4	18"	18.1'	CPP	0.089
SD–5	15"	18.1'	PVC	SLIPLINE
SD–6	18"	18.4'	CPP	0.131
SD–7	18"	16.6	CPP	0.131
SD–8	15"	18.8'	PVC	SLIPLINE
SS–1		**SEE SHEET 11**		



CB–2 TYPE I	
STA "G" 12+67.0, 12.00' LT	
FG	EL=390.28
INV SD–3	EL=386.62
INV SD–4	EL=386.52
INV 6"UD	EL=387.72
16" MIN SUMP	

CB–4 TYPE I	
STA "G" 13+57.5, 12.00' LT	
FG	EL=381.91
INV SD–6	EL=377.58
INV SD–7	EL=377.48
INV 6"UD	EL=377.68
16" MIN SUMP	

CB–3 TYPE I	
STA "G" 12+71.3, 12.00 RT	
FG	EL=389.81
INV SD–4	EL=384.92
INV SD–5	EL=383.92
INV 6"UD	EL=385.12
16" MIN SUMP	

MH–3 EXISTING TYPE I*	
STA "G" 13+08.8, 8.58' RT	
FG	EL=386.12
EXISTING COVER	EL=385.90
INV 8"PVC (IN)	EL=380.15
INV 8"PVC (OUT)	EL=379.97

*TO REMAIN. REPLACE EXISTING FRAME AND COVER. WATERPROOF MANHOLE. REPLACE FRAME AND COVER PER STD 206A.

CB–5 TYPE I	
STA "G" 13+56.7, 12.00' RT	
FG	EL=381.95
INV SD–7	EL=375.29
INV SD–8	EL=374.29
INV 6"UD	EL=375.49
16" MIN SUMP	

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CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

GOODWIN ROAD RECONSTRUCTION
E20-255

PLAN - GOODWIN ROAD
STA "G" 12+60 TO STA "G" 15+10

PROJECT 71078.01
DATE 11/10/2020

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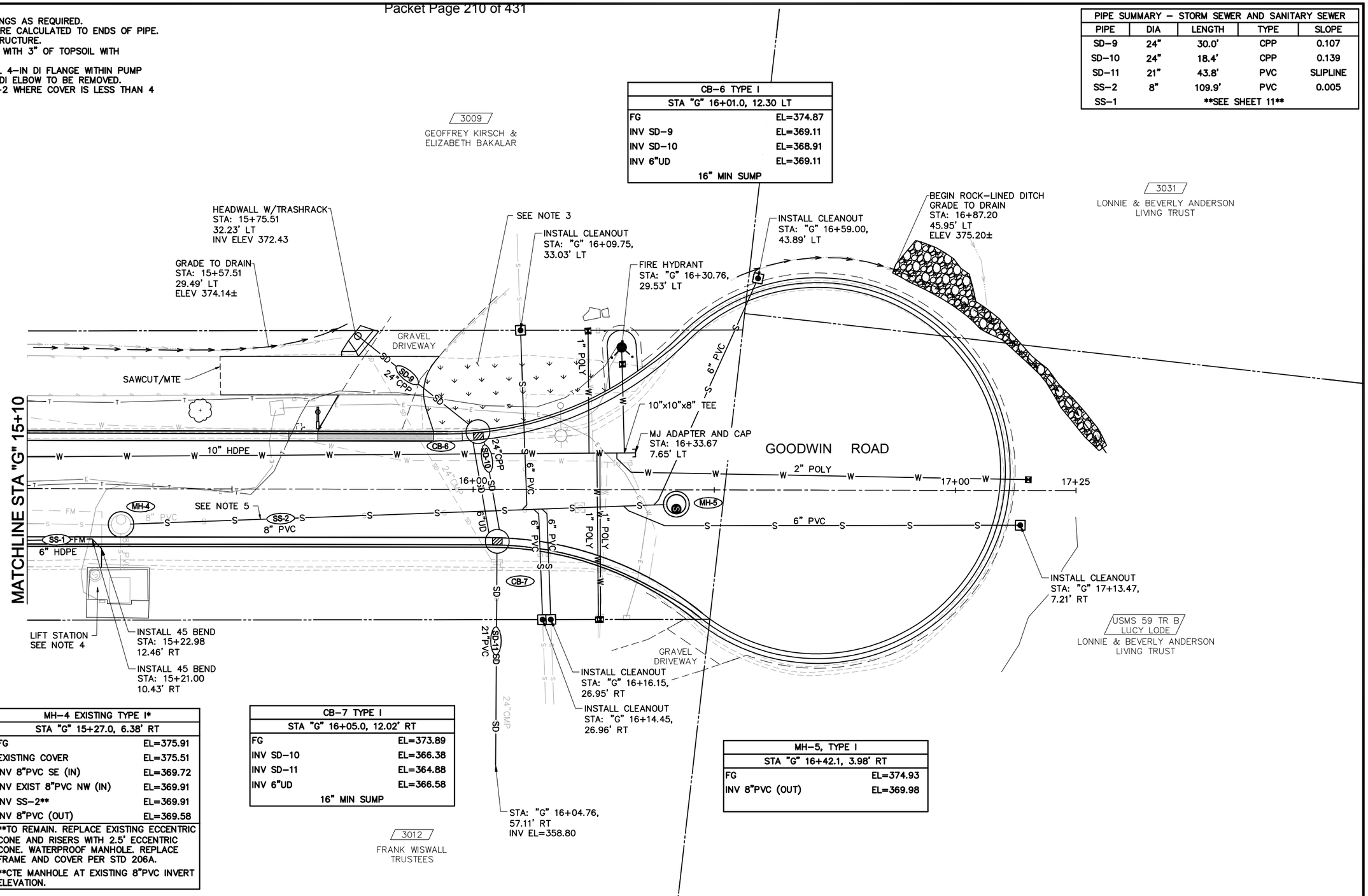
NOTES:
1. CONNECT TO EXISTING WITH ALL FITTINGS AS REQUIRED.
2. PIPE LENGTHS AND SLOPES SHOWN ARE CALCULATED TO ENDS OF PIPE. PAY LENGTHS ARE TO CENTER OF STRUCTURE.
3. REMOVE EXISTING ASPHALT, REPLACE WITH 3" OF TOPSOIL WITH SEEDING. GRADE TO DRAIN.
4. CONNECT SS-1 TO EXISTING VERTICAL 4-IN DI FLANGE WITHIN PUMP STATION VALVE VAULT. EXISTING 45° DI ELBOW TO BE REMOVED.
5. INSTALL 2-IN INSULATION ABOVE SS-2 WHERE COVER IS LESS THAN 4 FEET.

PIPE SUMMARY – STORM SEWER AND SANITARY SEWER				
PIPE	DIA	LENGTH	TYPE	SLOPE
SD-9	24"	30.0'	CPP	0.107
SD-10	24"	18.4'	CPP	0.139
SD-11	21"	43.8'	PVC	SLIPLINE
SS-2	8"	109.9'	PVC	0.005
SS-1		**SEE SHEET 11**		



CB-6 TYPE I	
STA "G" 16+01.0, 12.30 LT	
FG	EL=374.87
INV SD-9	EL=369.11
INV SD-10	EL=368.91
INV 6"UD	EL=369.11
16" MIN SUMP	

MH-4 EXISTING TYPE I*	
STA "G" 15+27.0, 6.38' RT	
FG	EL=375.91
EXISTING COVER	EL=375.51
INV 8"PVC SE (IN)	EL=369.72
INV EXIST 8"PVC NW (IN)	EL=369.91
INV SS-2**	EL=369.91
INV 8"PVC (OUT)	EL=369.58

**TO REMAIN. REPLACE EXISTING ECCENTRIC CONE AND RISERS WITH 2.5' ECCENTRIC CONE. WATERPROOF MANHOLE. REPLACE FRAME AND COVER PER STD 206A.

**CTE MANHOLE AT EXISTING 8"PVC INVERT ELEVATION.

CB-7 TYPE I	
STA "G" 16+05.0, 12.02' RT	
FG	EL=373.89
INV SD-10	EL=366.38
INV SD-11	EL=364.88
INV 6"UD	EL=366.58
16" MIN SUMP	

MH-5, TYPE I	
STA "G" 16+42.1, 3.98' RT	
FG	EL=374.93
INV 8"PVC (OUT)	EL=369.98

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CITY AND BOROUGH OF JUNEAU ALASKA'S CAPITAL CITY

GOODWIN ROAD RECONSTRUCTION
E20-255

PLAN - GOODWIN ROAD
STA "G" 15+10 TO EOP

PROJECT 71078.01
DATE 11/10/2020
SHEET 12 OF 14

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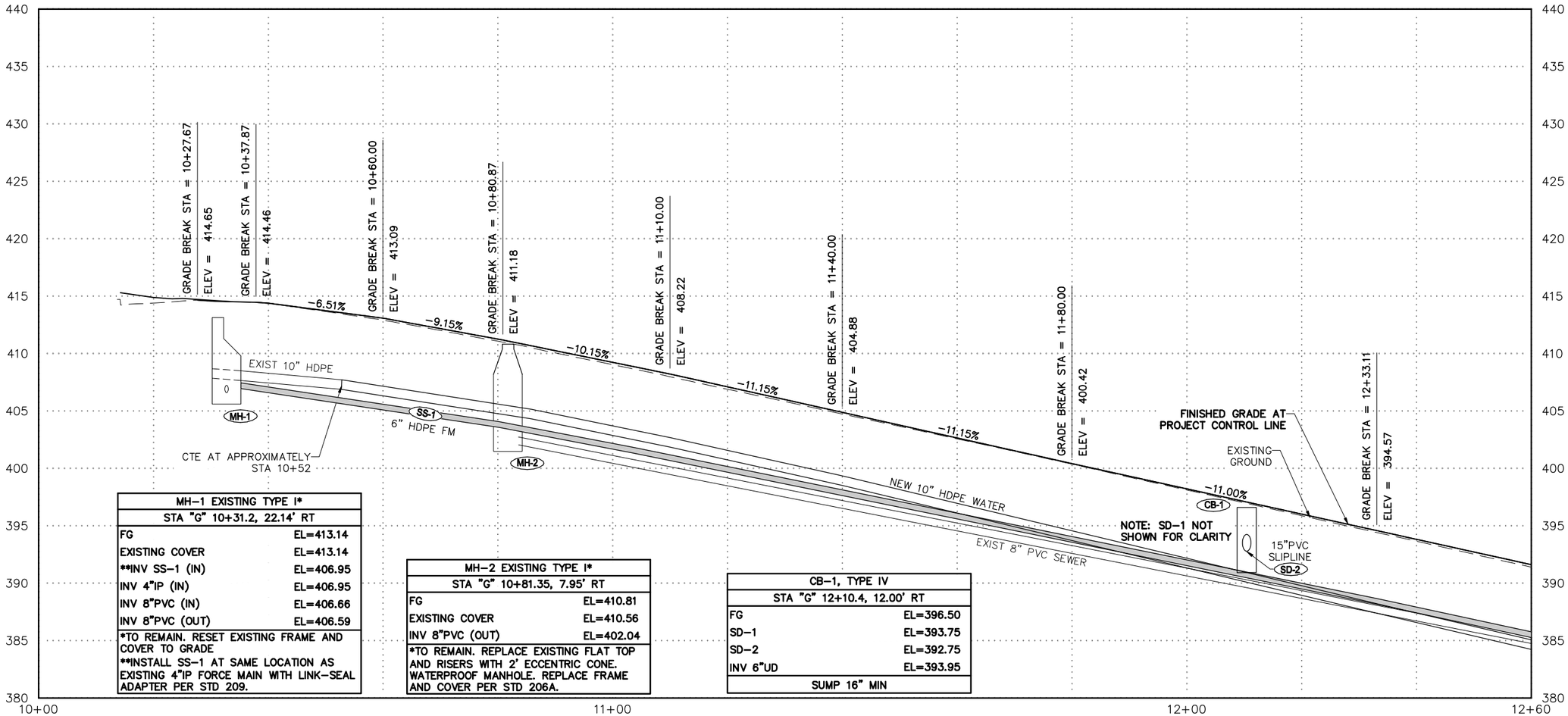

MH-1 EXISTING TYPE I*	
STA "G" 10+31.2, 22.14' RT	
FG	EL=413.14
EXISTING COVER	EL=413.14
**INV SS-1 (IN)	EL=406.95
INV 4"IP (IN)	EL=406.95
INV 8"PVC (IN)	EL=406.66
INV 8"PVC (OUT)	EL=406.59
*TO REMAIN. RESET EXISTING FRAME AND COVER TO GRADE **INSTALL SS-1 AT SAME LOCATION AS EXISTING 4"IP FORCE MAIN WITH LINK-SEAL ADAPTER PER STD 209.	

MH-2 EXISTING TYPE I*	
STA "G" 10+81.35, 7.95' RT	
FG	EL=410.81
EXISTING COVER	EL=410.56
INV 8"PVC (OUT)	EL=402.04
*TO REMAIN. REPLACE EXISTING FLAT TOP AND RISERS WITH 2' ECCENTRIC CONE. WATERPROOF MANHOLE. REPLACE FRAME AND COVER PER STD 206A.	

CB-1, TYPE IV	
STA "G" 12+10.4, 12.00' RT	
FG	EL=396.50
SD-1	EL=393.75
SD-2	EL=392.75
INV 6"UD	EL=393.95
SUMP 16" MIN	

BLUEBERRY HILLS ROAD TO STA "G" 12+60

NOTES:
1. SERVICES AND 6" UNDERDRAINS NOT SHOWN FOR CLARITY.
2. LONGITUDINAL RUN OF UTILITIES NOT SHOWN FOR CLARITY.
3. HEADWALLS NOT SHOWN FOR CLARITY.

REVISIONS			
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907-780-3533

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

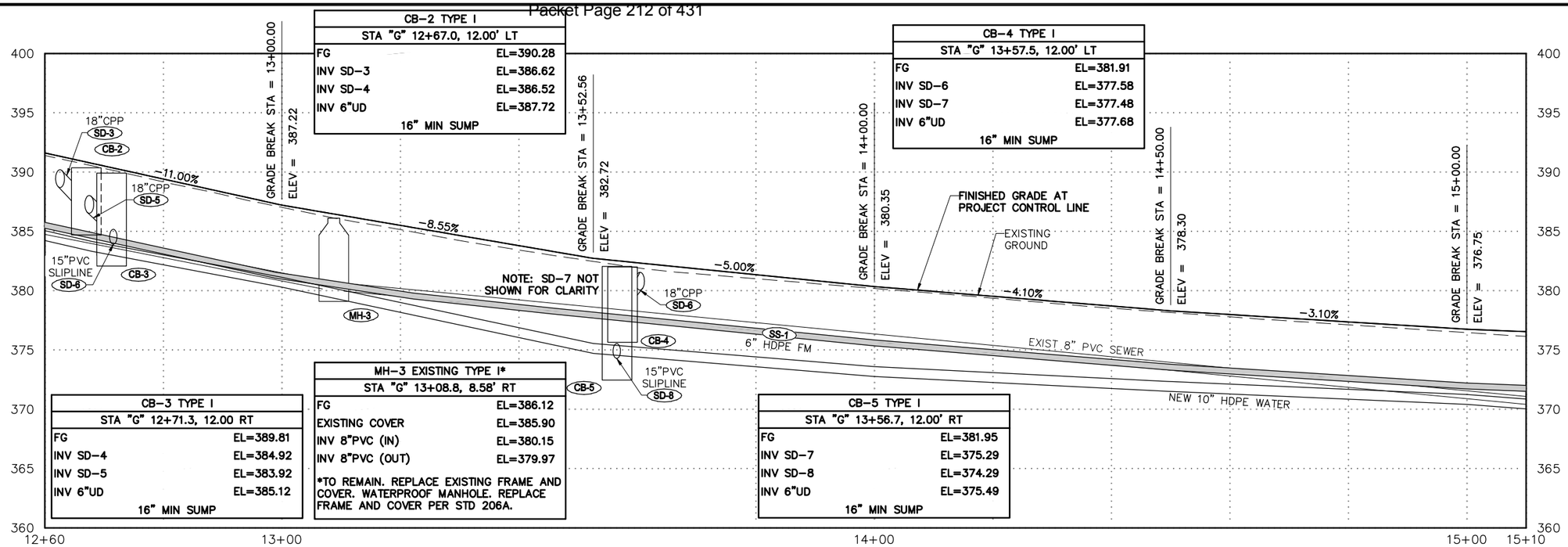
GOODWIN ROAD RECONSTRUCTION
E20-255

PROFILE - GOODWIN ROAD
BLUEBERRY TO STA "G" 12+60

PROJECT 71078.01
DATE 11/10/2020

SHEET
13 OF 14

\\JNU-FS\JNU-Projects\22\71078-01\65CAD\Civil\SC20-CT-PF-71078.dwg PLOT DATE 2020-11-10 11:50 SAVED DATE 2020-11-10 08:28 USER: cstms



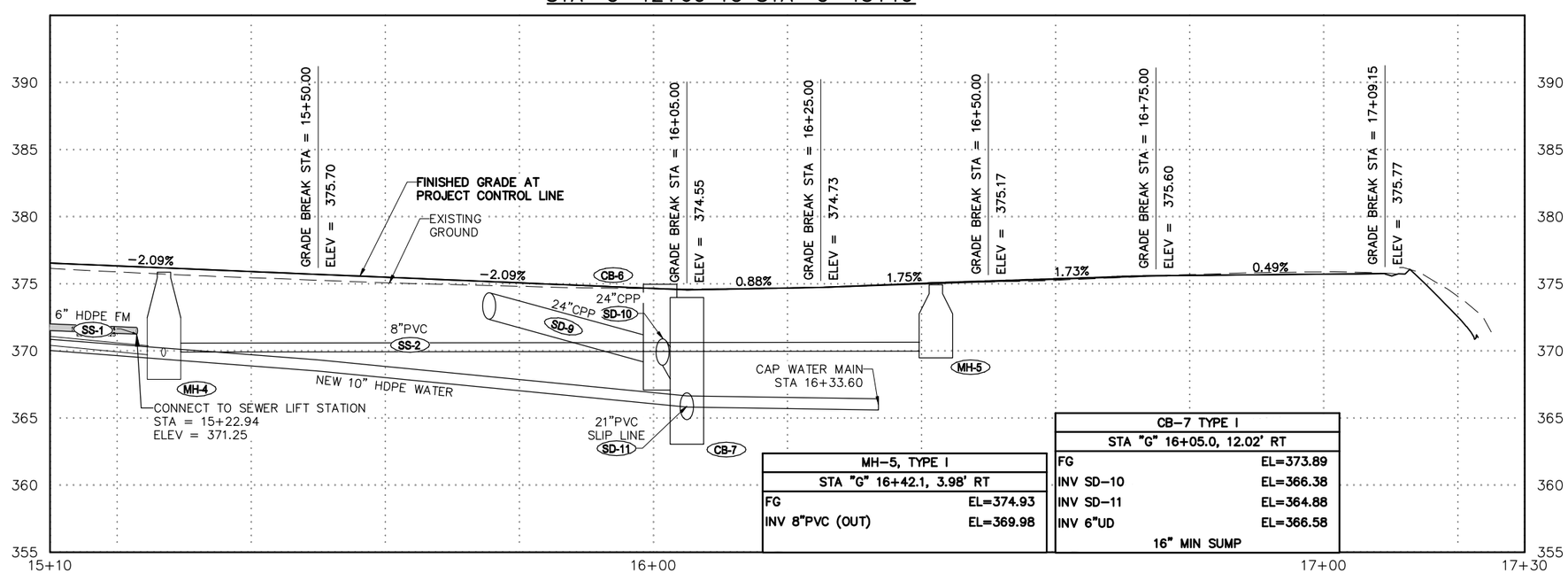
STA "G" 12+60 TO STA "G" 15+10

CB-6 TYPE I	
STA "G" 16+01.0, 12.30 LT	
FG	EL=374.87
INV SD-9	EL=369.11
INV SD-10	EL=368.91
INV 6"UD	EL=369.11
16" MIN SUMP	

MH-4 EXISTING TYPE I*	
STA "G" 15+27.0, 6.38' RT	
FG	EL=375.91
EXISTING COVER	EL=375.51
INV 8"PVC SE (IN)	EL=369.72
INV EXIST 8"PVC NW (IN)	EL=369.91
INV SS-2**	EL=369.91
INV 8"PVC (OUT)	EL=369.58

**TO REMAIN. REPLACE EXISTING ECCENTRIC CONE AND RISERS WITH 2.5' ECCENTRIC CONE. WATERPROOF MANHOLE. REPLACE FRAME AND COVER PER STD 206A.

**CTE MANHOLE AT EXISTING 8"PVC INVERT ELEVATION.



MH-5, TYPE I	
STA "G" 16+42.1, 3.98' RT	
FG	EL=374.93
INV 8"PVC (OUT)	EL=369.98

CB-7 TYPE I	
STA "G" 16+05.0, 12.02' RT	
FG	EL=373.89
INV SD-10	EL=366.38
INV SD-11	EL=364.88
INV 6"UD	EL=366.58
16" MIN SUMP	

STA "G" 15+10 TO EOP

NOTES:
1. SERVICES NOT SHOWN FOR CLARITY.
2. LONGITUDINAL RUN OF UTILITIES NOT SHOWN FOR CLARITY.
3. HEADWALLS NOT SHOWN FOR CLARITY.

REVISIONS			
REV	DATE	DESCRIPTION	BY

STATE OF ALASKA 49th Naomi R. Hobbs No.CE9959 REGISTERED PROFESSIONAL ENGINEER

DOWL
AECL848
WWW.DOWL.COM
9085 Glacier Highway
Juneau, Alaska 99801
907-780-3533

CITY AND BOROUGH OF JUNEAU ALASKA'S CAPITAL CITY

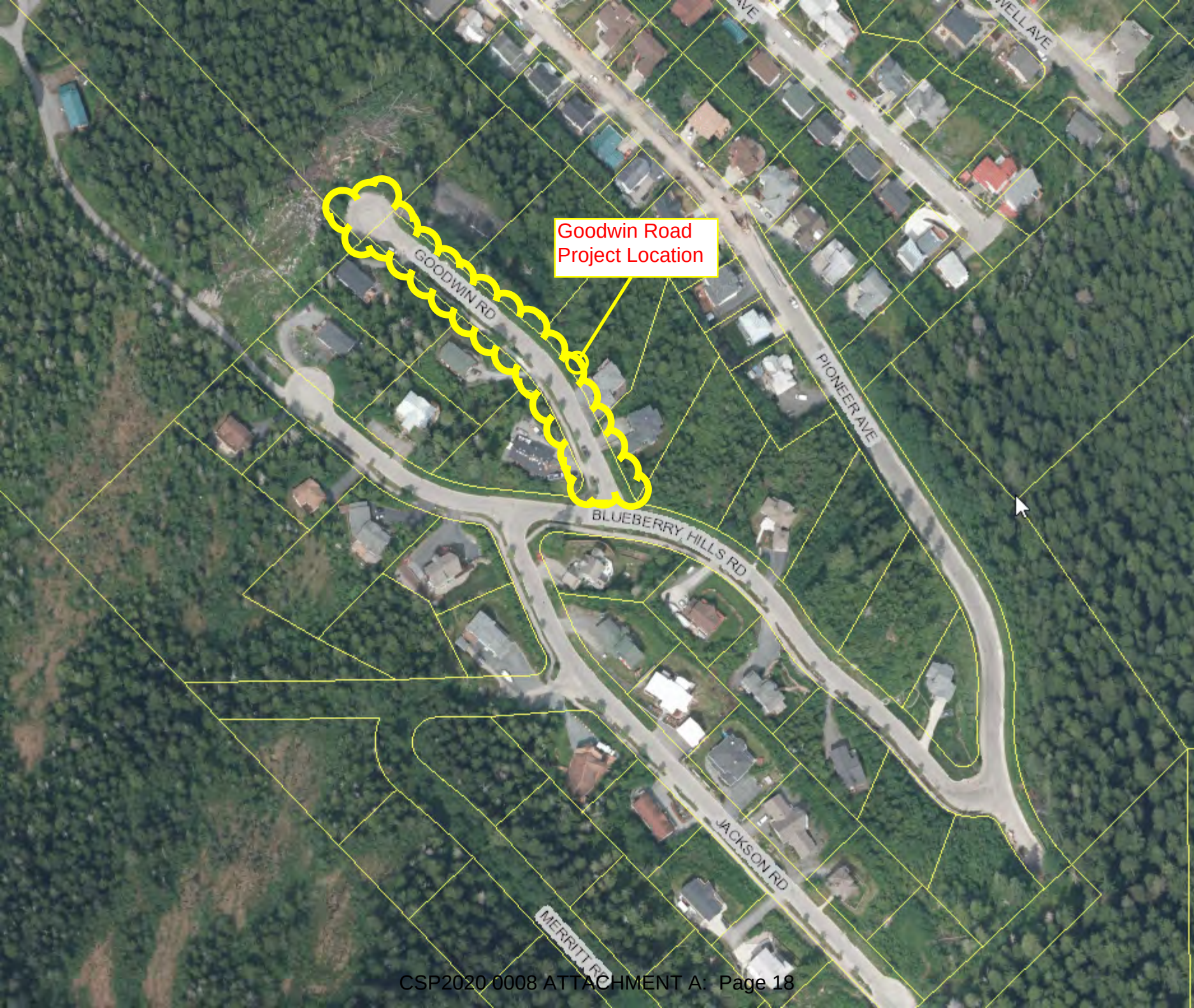
GOODWIN ROAD RECONSTRUCTION
E20-255

PROFILE - GOODWIN ROAD
STA "G" 12+60 TO EOP

PROJECT 71078.01
DATE 11/10/2020

SHEET 14 OF 14

\\JNU-FS\JNU-Projects\22\71078-01\65CAD\Civil\SC20-CT-PF-71078.dwg PLOT DATE 2020-11-10 11:50 SAVED DATE 2020-11-10 08:28 USER: cstms


Goodwin Road
Project Location
GOODWIN RD
PIONEER AVE
BLUEBERRY HILLS RD
JACKSON RD
MERRITT RD

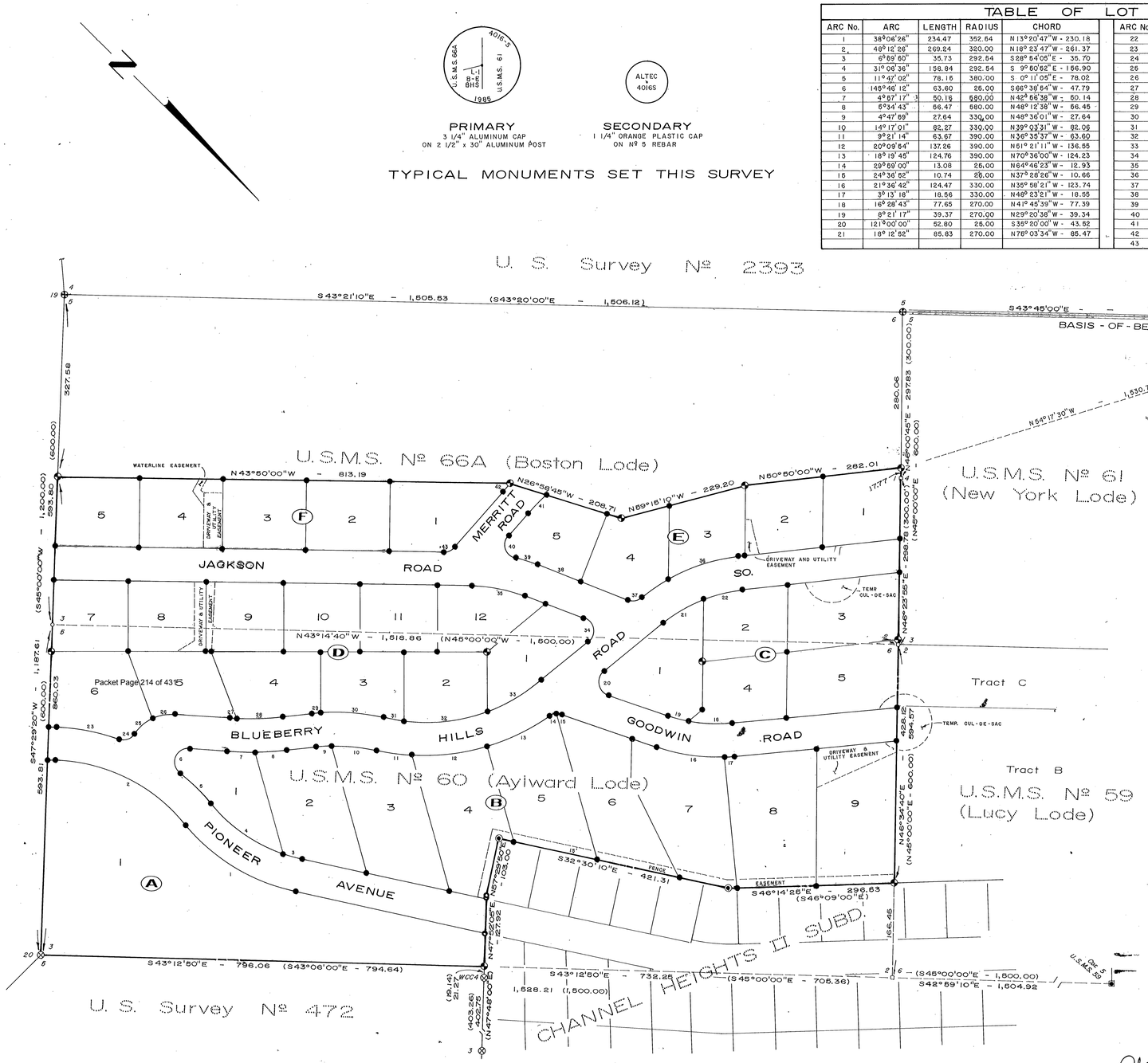


TABLE OF LOT CURVES									
ARC No.	ARC	LENGTH	RADIUS	CHORD	ARC No.	ARC	LENGTH	RADIUS	CHORD
1	38°06'26"	234.47	352.64	N 13°20'47"W - 230.18	22	16°07'08"	71.26	270.00	N68°23'34"W - 71.04
2	49°12'26"	269.24	320.00	N 18°23'47"W - 261.37	23	17°17'63"	114.72	380.00	S33°61'03"E - 114.29
3	6°09'60"	35.73	292.54	S 28°54'05"E - 35.70	24	76°06'02"	33.12	25.00	S63°09'38"E - 30.75
4	31°06'36"	156.84	292.54	S 9°60'62"E - 156.90	25	30°45'64"	42.96	80.00	S85°44'12"E - 42.44
5	11°47'02"	78.16	380.00	S 0°11'05"E - 78.02	26	29°63'15"	41.73	80.00	S65°24'38"E - 41.26
6	145°46'12"	63.60	25.00	S66°39'64"W - 47.79	27	1°28'10"	13.34	520.00	S41°12'05"E - 13.34
7	4°57'17"	50.16	580.00	N42°66'38"W - 50.14	28	9°03'60"	82.26	520.00	S46°28'05"E - 82.18
8	6°34'43"	66.47	580.00	N46°12'38"W - 66.45	29	2°12'01"	14.98	390.00	S49°54'00"E - 14.98
9	4°47'69"	27.64	330.00	N48°36'01"W - 27.64	30	16°62'69"	114.92	390.00	S40°21'30"E - 114.50
10	14°17'01"	82.27	330.00	N39°03'31"W - 82.06	31	6°18'11"	36.30	330.00	S35°04'06"E - 36.28
11	9°21'14"	63.67	390.00	N36°35'37"W - 63.60	32	26°28'17"	152.46	330.00	S51°27'20"E - 151.11
12	20°09'54"	137.26	390.00	N61°21'11"W - 136.55	33	19°28'32"	112.17	330.00	S74°25'44"E - 111.63
13	18°19'45"	124.76	390.00	N70°36'00"W - 124.23	34	119°05'00"	61.96	25.00	N36°17'30"E - 43.10
14	29°69'00"	13.08	25.00	N64°46'23"W - 12.93	35	20°35'00"	97.00	270.00	N33°32'30"W - 96.48
15	24°36'62"	10.74	25.00	N37°28'26"W - 10.66	36	23°09'38"	133.39	330.00	S62°24'49"E - 132.49
16	21°36'42"	124.47	330.00	N35°68'21"W - 123.74	37	10°10'22"	68.69	330.00	S79°04'49"E - 58.51
17	3°13'18"	18.56	330.00	N48°23'21"W - 18.55	38	60°65'00"	26.68	25.00	S53°42'30"E - 25.35
18	16°28'43"	77.65	270.00	N41°45'39"W - 77.39	39	6°63'13"	39.67	330.00	S26°41'36"E - 39.64
19	8°21'17"	39.37	270.00	N29°20'38"W - 39.34	40	116°06'13"	50.67	25.00	S27°55'54"W - 42.43
20	121°00'00"	52.80	25.00	S35°00'00"W - 43.52	41	10°10'03"	47.91	270.00	N88°54'58"W - 47.85
21	18°12'62"	85.83	270.00	N76°03'34"W - 85.47	42	3°35'45"	20.71	330.00	N87°47'52"E - 20.71
					43	50°10'00"	21.89	25.00	S68°55'00"E - 21.20

NOTES

1. THE BASIS - OF - BEARINGS WAS THE LINE - OF - SIGHT BETWEEN CORNER 5 AND CORNER 6, U.S. SURVEY No. 2393 WITH AN ACCEPTED BEARING OF S43°45'00"E.
2. ALL BEARINGS HAVE BEEN ROUNDED TO THE NEAREST 05" OF ARC.
3. BEARINGS AND/OR DISTANCES SHOWN WITHIN PARENTHESES REPRESENT RECORD DATA THAT DOES NOT AGREE WITH MEASURED OR ADJUSTED BEARINGS AND/OR DISTANCES.
4. THERE SHALL BE NO ZERO - LOT LINE DEVELOPMENT OR FURTHER DIVISION OF LOTS WITHIN BLOCKS B, C, D, E AND F, BLUEBERRY HILLS SUBDIVISION.
5. LOT OWNERS SHALL COMPLY WITH THE LIST OF PROTECTIVE COVENANTS PERTAINING TO THIS SUBDIVISION THAT HAVE BEEN FILED WITH THIS PLAT.
6. EASEMENTS, FOR THE PURPOSES OF MAINTAINING SLOPES AND DRAINAGES, EXTEND TO TOP OF CUTS AND TOE OF FILLS ON ALL ROADWAYS WITHIN THIS SUBDIVISION.
7. NO DRAINAGE SHALL BE DISTURBED FROM ITS EXISTING BED WITHOUT WRITTEN APPROVAL FROM THE SUBDIVIDER AND AND ANY CHANGES AUTHORIZED SHALL MAINTAIN THE EXISTING POINTS OF ORIGIN AND DISCHARGE WITH RESPECT TO LOT LINES.

LEGEND

- ORIGINAL G.L.O. BRASS MONUMENT RECOVERED THIS SURVEY
- ORIGINAL G.L.O. STONE MONUMENT RECOVERED THIS SURVEY
- 4" x 4" WOOD POST RECOVERED THIS SURVEY
- PRIMARY MONUMENTS BY OTHERS RECOVERED THIS SURVEY
- SECONDARY MONUMENTS BY OTHERS RECOVERED THIS SURVEY
- ALUM. SEC. MON. SET IN CENTER OF DECAYED POST THIS SURVEY
- PRIMARY MONUMENT SET THIS SURVEY
- SECONDARY MONUMENT SET THIS SURVEY
- POSITION NOT MONUMENTED
- J U. S. SURVEY OR U. S. MINERAL SURVEY CORNER NUMBER

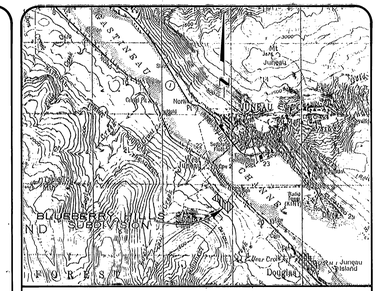
BOUNDARY RETRACEMENT SURVEY

SCALE: 1" = 100'

BLUEBERRY HILLS SUBDIVISION

AREA = 27.174 Acres (Including 5.715 Acres of Right-of-Way)

0 30 40 100 200 300 400 600
10 30 50



VICINITY MAP

SCALE: 1" = 1 Mile
SOURCE: U. S. G. S. Quadrangle "Juneau (B-2)"
DATE: 1962, Minor Revisions 1966 & 1974

CERTIFICATION OF APPROVAL BY THE BOARD

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF JUNEAU, ALASKA AND THAT SAID PLAT HAS BEEN APPROVED BY THE PLATTING BOARD BY PLAT RESOLUTION No. _____ DATED _____ 1985 AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT RECORDING OFFICE, JUNEAU, ALASKA.

DATED August 23, 1985

Venture Samaniego
CHAIRMAN
CITY AND BOROUGH OF JUNEAU
PLATTING BOARD

ATTEST:

Mark Bottger
CLERK
CITY AND BOROUGH OF JUNEAU
PLATTING BOARD

STATEMENT OF OWNERSHIP

I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I (WE) HEREBY ADOPT THIS PLAT OF SUBDIVISION WITH MY (OUR) FREE CONSENT, AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE August 23, 1985

WITNESS — OWNER - TRUSTEE
WITNESS — OWNER - TRUSTEE

NOTARY'S ACKNOWLEDGEMENT

THIS IS TO CERTIFY THAT ON THIS 23rd DAY OF AUGUST, 1985, BEFORE THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, APPEARED George Vuyovich, Sidney J. Vuyovich TO ME KNOWN AND KNOWN TO ME TO BE THE PERSONS DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT THEY SIGNED AND SEALED THE SAME FREELY AND VOLUNTARILY FOR USES AND PURPOSES THEREIN MENTIONED

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

NOTARY FOR ALASKA
MY COMMISSION EXPIRES: June 31st 1986

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR REGISTERED IN THE STATE OF ALASKA, AND THAT THIS PLAT REPRESENTS THE SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, THAT ALL DIMENSIONAL AND RELATIVE BEARINGS ARE CORRECT AND THAT MONUMENTS ARE SET IN PLACE AND NOTED UPON THIS PLAT AS PRESENTED.

DATE 8-23, 1985

STATE OF ALASKA 49TH Mark S. Strode No. 4016-S REGISTERED PROFESSIONAL LAND SURVEYOR

Plat 85-98

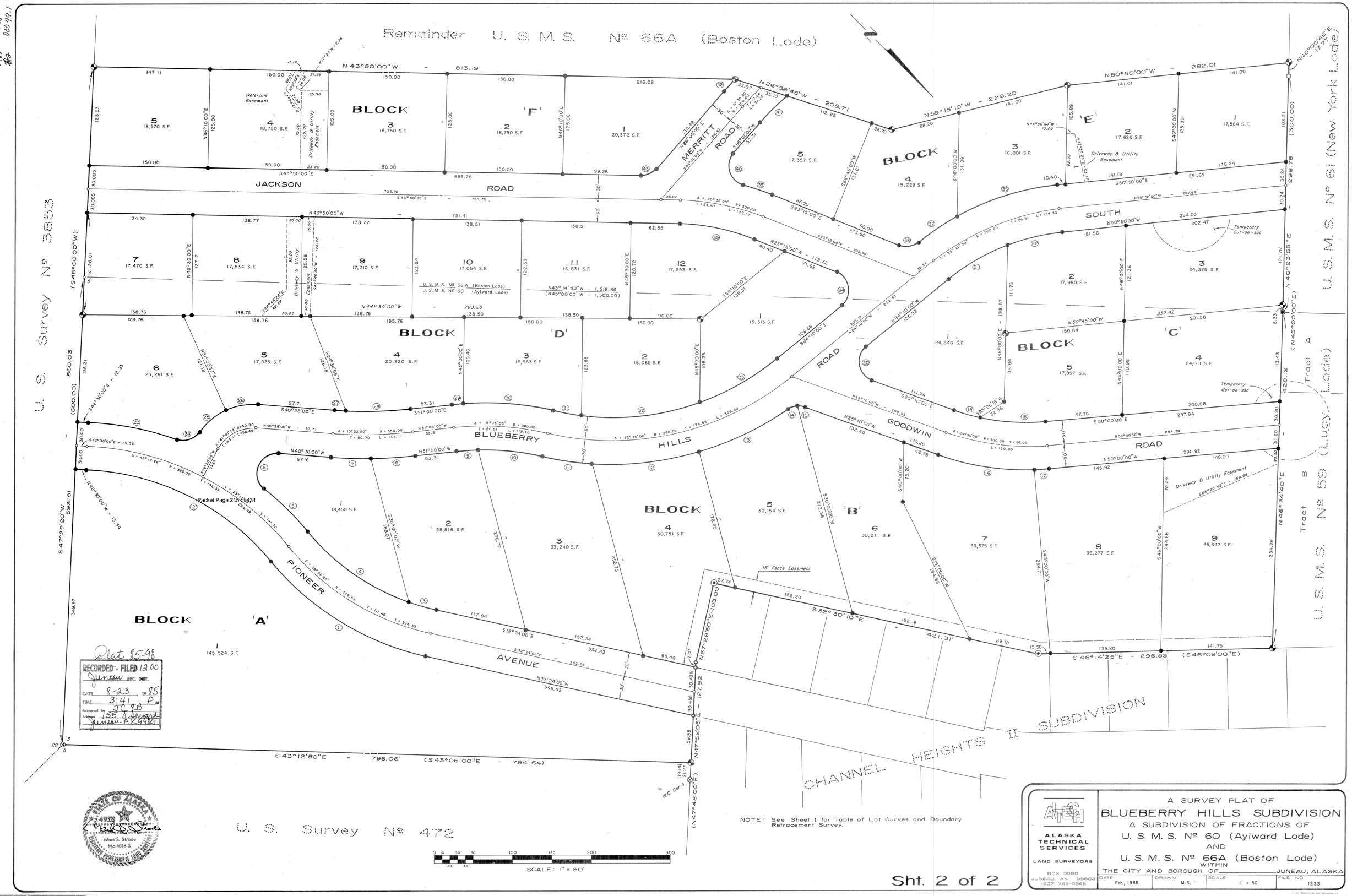
RECORDED - FILED 12.00
Juneau REC. DIST.
DATE 8-23 YR 85
TIME 3:41 P.M.
Recorded by JCSB
Address 166 S Seward Juneau AK 99801

Sht. 1 of 2

ALASKA TECHNICAL SERVICES
LAND SURVEYORS
P.O. BOX 3080
JUNEAU, AK 99803
(907) 789-0585

A SURVEY PLAT OF
BLUEBERRY HILLS SUBDIVISION
A SUBDIVISION OF FRACTIONS OF
U. S. M. S. № 60 (Aylward Lode)
AND
U. S. M. S. № 66A (Boston Lode)
WITHIN
THE CITY AND BOROUGH OF JUNEAU, ALASKA

DATE:	DRAWN:	SCALE:	FILE NO.
Feb. 1985	M.S.	1" = 100'	1233



NOTE: See Sheet 1 for Table of Lot Curves and Boundary Retracement Survey.

ALASKA TECHNICAL SERVICES
LAND SURVEYORS
BOX 3080
JUNEAU, AK 99803
(907) 789-0585

A SURVEY PLAT OF
BLUEBERRY HILLS SUBDIVISION
A SUBDIVISION OF FRACTIONS OF
U. S. M. S. Nº 60 (Aylward Lode)
AND
U. S. M. S. Nº 66A (Boston Lode)
WITHIN
THE CITY AND BOROUGH OF JUNEAU, ALASKA

DATE	DRAWN	SCALE	FILE NO
Feb., 1985	M.S.	1" = 50'	1233

Sht. 2 of 2

Packet Page 215 of 431

Blueberry Hills Subd. 2 of 2

PROJECT DESCRIPTION
BLUEBERRY HILLS SUBDIVISION
R&M PROJECT NO. 961720

Blueberry Hills Subdivision was platted and constructed between the years 1980 and 1985. Subdivision developer was Lance Youngquist, later joined by Henry Tiffany. The subdivision land surveyor was Alaska Technical Services Inc. (ALTECH). The civil engineer of record was Nelson & Lium dba Tongass Engineering Inc. followed by Cooper Consulting Engineers Inc.. The subdivision was approved for and recorded in 1985.

The land and its subdivision fell into harms way during Juneau's mid 1980's recession. Later, the land and its subdivision fell into our court system and was in "limbo" until 1996. All legal actions concerning the land and its subdivision were cleared this year.

Messrs. Youngquist and Tiffany requested R&M to recover the subdivision land monuments to aid in preparing it for sale. In attempting to recover the land monuments for said the subdivision, ***we discovered that ALTECH Inc. had not monumented the land***. We also discovered that the original U.S. Survey and Mineral Survey did not close to modern 3rd Order Survey Accuracy standards. We also discovered that ALTECH's retracement survey did not close to a 3rd Order Survey Accuracy standards. Finally, we discovered that in the center of the subdivision (see attached plat) a local land surveyor found the same circumstances and monumented in interior Lot 1, Block F; interior Lots 1, 2 and 3, Block D of Blueberry Hill Subdivision. The event complicated the retracement survey.

As Mr. Brenner, P.E., L.S., (CBJ Land Surveyor) is aware, in most circumstances when errors are found in land lines, they are normally proportionately divided amongst various lots or land lines. However, in this case, land monuments for lots were set in the "middle of" Blueberry Hills Subdivision to the record bearings and distances and in no other area. Houses were built on these lots. Title insurance was issued on the lot and house location within the subdivision. Undoubtedly the land monuments were surveyed and placed from principal corners on one end of the subdivision.

Thus, as shown in Note 4 of our survey's General Notes;

> The retracement surveys conducted by this firm found distances that did not agree with the original record of Mineral Survey No. 66A, nor did they agree with the subdivision plat by ALTECH Inc.. Some land monuments were found to be established in the center of the subdivision setting distribution of measurement line differences by proportional methods invalid. It was our decision to hold all internal monumented lots and their dimensions, placing all survey differences (land gained) into the exterior (most northwesterly and most southeasterly) lots for this subdivision.

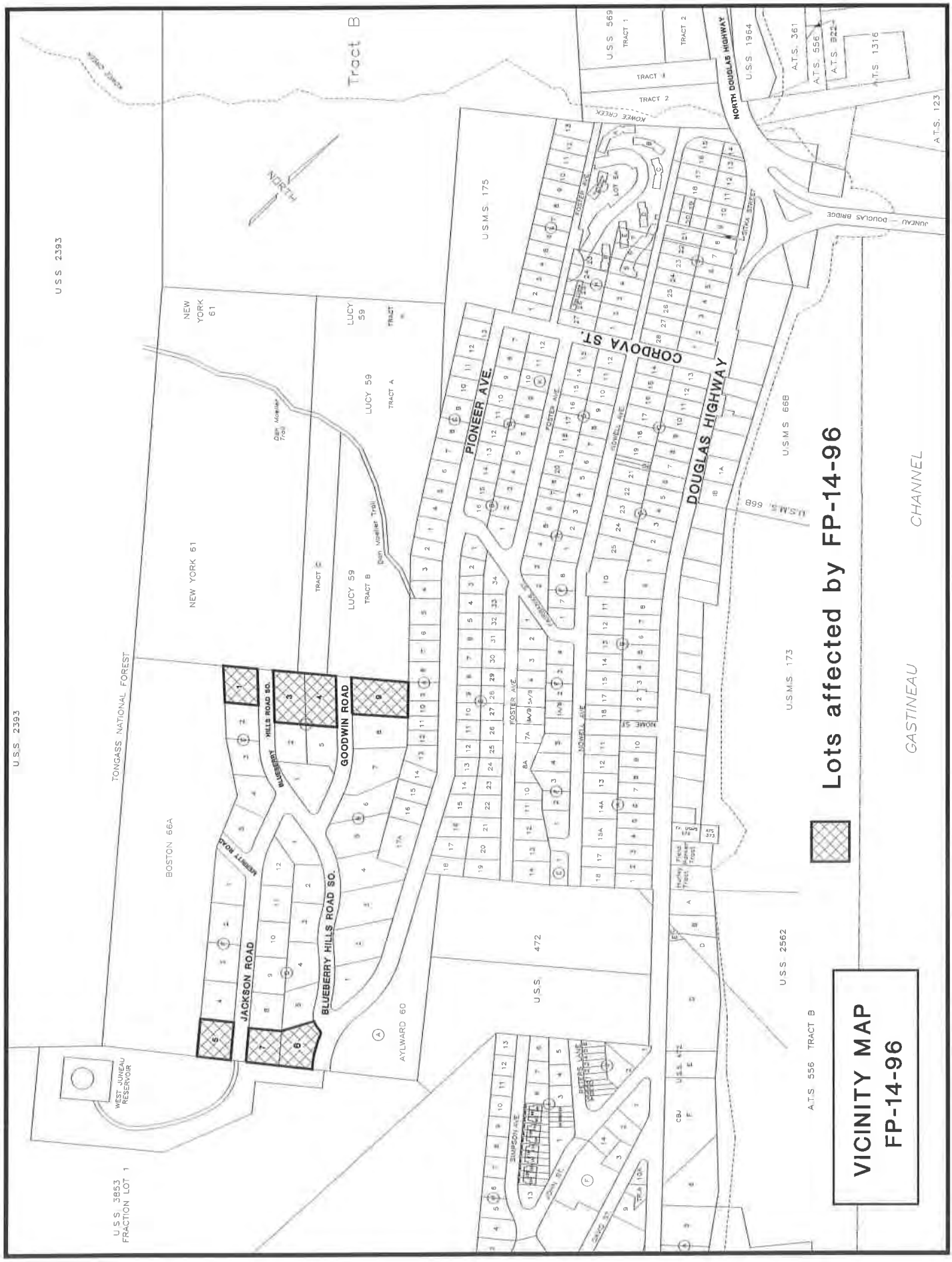
Thus, the simplest way to distribute the error in the original Mineral Survey as well as the original record subdivision survey of 1985, was to place all errors in the end lots of the subdivision. In this instance the end lots *gained* land,

not lost land. The existing surveyed lots with their houses would hold to the 1985 recorded location.

We are asking that a fraction of Blueberry Hills be resubdivided and approved for platting. That fraction is;

- Lot 9, Block B into Lot 9A, Block B.
- Lots 3 and 4 of Block C <u>into</u> Lots 3A and 4A, Block C;
- Lot 1, Block E <u>into</u> Lot 1A, Block E.
- Lots 6 and 7, Block D resubdivided <u>into</u> Lots 6A and 7A, Block D;
- Lot 5, Block F <u>into</u> Lot 5A, Block F.

It is our analysis that this is the cleanest method to replat the land since some of the interior lots have been sold with the dimensions of the 1985 survey. A proportional adjustment of all the lots would lead to confusion in land title, as-built surveys, etc.. This seems to be the cleaner way to resubdivide.


Lots affected by FP-14-96
VICINITY MAP
FP-14-96
CORDOVA ST.
DOUGLAS HIGHWAY
PIONEER AVE.
NORTH DOUGLAS HIGHWAY
JUNEAU - DOUGLAS BRIDGE
GOODWIN ROAD
BLUEBERRY HILLS ROAD SO.
JACKSON ROAD
TONGASS NATIONAL FOREST
WEST JUNEAU RESERVOIR
GASTINEAU CHANNEL
Tract B
NORTH
U.S.S. 2393
U.S.S. 3853 FRACTION LOT 1
NEW YORK 61
BOSTON 66A
AYLWARD 60
LUCY 59
U.S.S. 472
U.S.M.S. 175
U.S.M.S. 668
U.S.M.S. 173
U.S.S. 2562
A.T.S. 556 TRACT B
U.S.S. 569
U.S.S. 1964
A.T.S. 361
A.T.S. 556
A.T.S. 922
A.T.S. 1316
A.T.S. 123

RETURN ORIGINAL TO:

R & M ENGINEERING, INC.
ENGINEERS GEOLOGISTS SURVEYORS

R&M ENGINEERING, INC.
USS 3853 | USMS 66A | LOT 5 BLK. A
1996
1410-S

MENZIES
1410-S

PRIMARY MONUMENT

3" DIA. ALUMINUM BERNSTEN FEDERAL A-1 MAGNETIZED CAP ON 2-1/2" DIA. SHANK SET 24" IN GROUND

SECONDARY MONUMENT

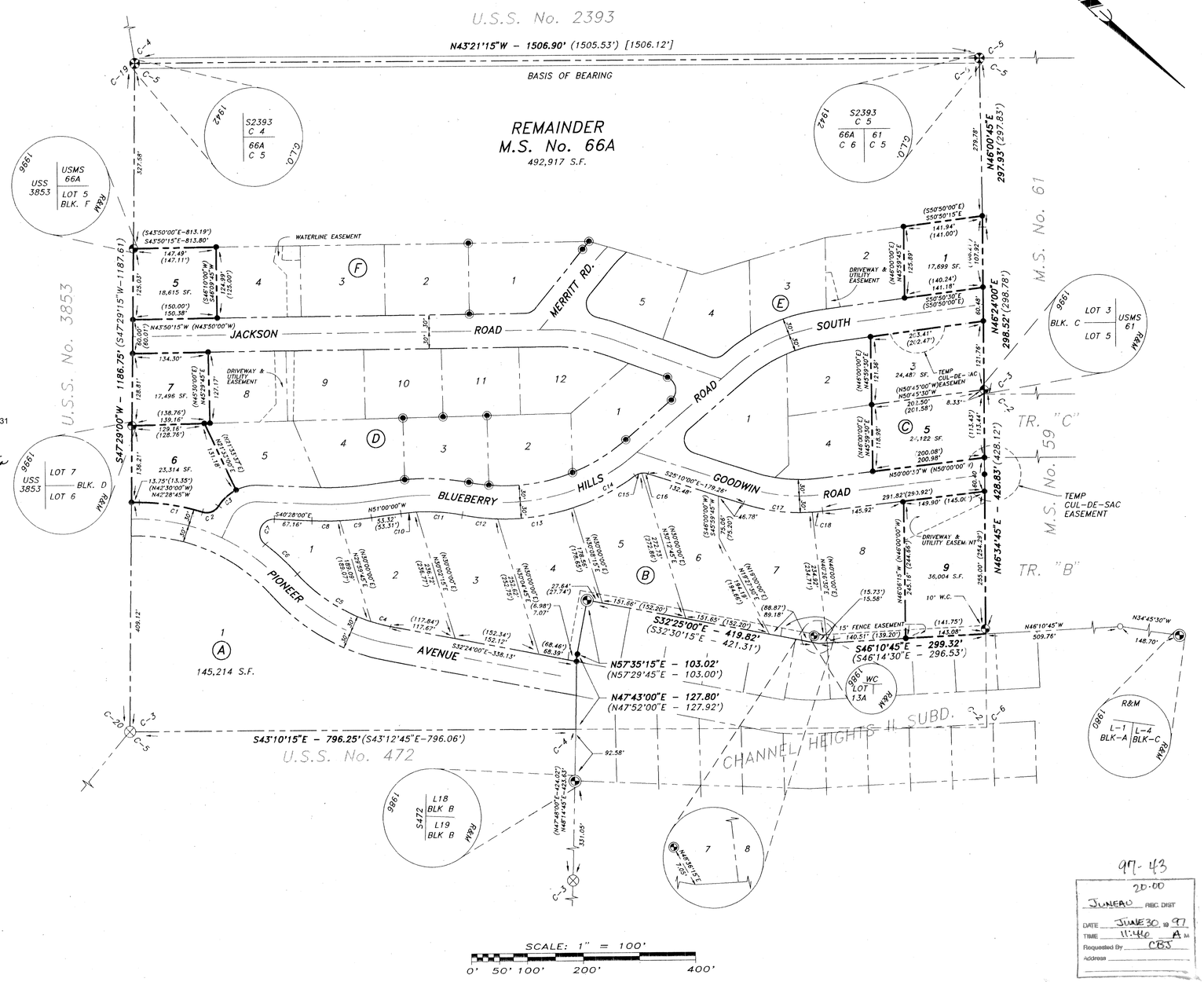
1-1/4" DIA. YELLOW PLASTIC SURV-CAP ON 5/8" DIA. x 36" RE-BAR SET 34" IN GROUND

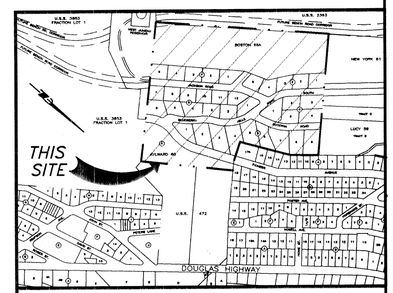
TYPICAL MONUMENTS

(ESTABLISHED THIS SURVEY)

TABLE OF CURVES

NUMBER	DELTA	RADIUS	ARC	TANGENT	CHORD BRG.	CH-DIST
C1	17°17'53"	380.00	114.73	57.80	N33°51'30"W	114.29
C2	75°54'14"	25.00	33.12	19.50	N63°10'00"W	30.75
C3	30°44'55"	80.04	42.96	22.01	N85°44'45"W	42.44
C4	06°05'47"	335.72	35.72	17.88	S28°54'00"E	35.70
C5	30°53'01"	294.63	158.81	81.39	S09°50'45"E	156.90
C6	10°22'52"	431.18	78.12	39.17	S00°11'00"E	78.02
C7	145°38'26"	25.01	63.57	80.89	S66°44'30"W	47.79
C8	04°32'22"	633.00	50.15	25.09	N42°57'15"W	50.14
C9	05°16'12"	613.94	56.47	28.25	N48°13'00"W	56.45
C10	05°25'22"	292.11	27.65	13.83	N48°36'15"W	27.64
C11	14°34'25"	323.60	82.31	41.38	N39°03'45"W	82.09
C12	08°55'41"	408.45	63.65	31.89	N36°36'00"W	63.58
C13	20°09'56"	390.00	137.26	69.35	N51°21'30"W	136.56
C14	18°20'32"	389.73	124.76	62.92	N70°36'15"W	124.23
C15	30°18'22"	24.74	13.08	6.70	N64°47'30"W	12.93
C16	26°57'31"	22.87	10.76	5.48	N37°28'15"W	10.66
C17	21°23'44"	333.27	124.45	62.96	N35°58'45"W	123.73
C18	02°16'59"	465.86	18.56	9.28	N48°23'45"W	18.56





VICINITY MAP

SOURCE: CITY MAPPING

SCALE IN FEET
0 200 400 600 800

SYMBOLS

- 1410-S PRIMARY MONUMENT (RECOVERED)
- 1410-S PRIMARY MONUMENT (ESTABLISHED)
- 1410-S SECONDARY MONUMENT (ESTABLISHED)
- 1410-S SECONDARY MONUMENT (RECOVERED)
- 3650-S SECONDARY MONUMENT (RECOVERED)
- G.L.O. BRASS CAP MONUMENT (RECOVERED)
- "X" CHISELED IN ROCK (RECOVERED)
- ( ) RECORD PLAT #85-98
- [ ] RECORDED M.S. #66A
- BOUNDARY /PROPERTY LINE
- EASEMENT LINE
- (F) BLOCK NUMBER

GENERAL NOTES

1. THE BASIS OF BEARING FOR THIS SURVEY WAS THE LINE OF SIGHT BETWEEN CORNER 5 AND CORNER 6, MINERAL SURVEY NO. 66A AS IT IS COMMON TO CORNER 4 AND CORNER 5, U.S. SURVEY NO. 2393. THE BEARING OF RECORD, PER PLAT NO. 85-98, IS N43°21'15"W.
2. BLUEBERRY HILLS SUBDIVISION WAS RECORDED AS PLAT NO. 85-98 IN 1985. THE SUBDIVISION PLAT WAS PREPARED BY ALASKA TECHNICAL SERVICES INC. OF JUNEAU, ALASKA. THAT FIRM NO LONGER EXISTS.
3. UPON FIELD REVIEW OF BLUEBERRY HILLS SUBDIVISION, R&M ENGINEERING INC. FOUND THAT ALASKA TECHNICAL SERVICES INC. NEVER MONUMENTED THE SUBDIVISION. SOME MONUMENTS WERE FOUND TO BE ESTABLISHED BY J.W. BEAN, REGISTERED LAND SURVEYOR (LICENSE NO. 3750-S). SEE SYMBOLS & DRAWINGS FOR LOCATIONS.
4. THE RETRACEMENT SURVEYS CONDUCTED BY THIS FIRM FOUND DISTANCES THAT DID NOT AGREE WITH THE ORIGINAL RECORD OF MINERAL SURVEY NO. 66A, NOR DID THEY AGREE WITH THE SUBDIVISION PLAT BY ALTECH INC. (SEE SYMBOLS). SOME MONUMENTS WERE FOUND TO BE ESTABLISHED IN THE CENTER OF THE SUBDIVISION THAT SET DISTRIBUTION OF THE MEASURED LINE DIFFERENCE BY PROPORTION METHODS INVALID. IT WAS OUR DECISION TO HOLD ALL INTERNAL MONUMENTED LOTS AND THEIR DIMENSIONS, PLACING ALL DIFFERENCES (LAND GAINED) INTO THE EXTERIOR (MOST NORTHWESTERLY AND MOST SOUTHEASTERLY) LOTS FOR THIS SUBDIVISION.
5. WHERE RECORD SURVEY COURSES (BEARINGS AND/OR DISTANCES) DIFFER FROM FIELD MEASURED OR COMPUTED SURVEY COURSE, THE RECORD COURSE OF RECORD IS PLACED IN PARENTHESIS FOLLOWED BY THE FIELD MEASURED OR COMPUTED DISTANCE, THUSLY (N45°50'W – 243.5') N45°51'30"W – 243.98'. ALSO SEE SYMBOLS FOR DIFFERENT RECORD REFERENCES.
6. FOR INTERNAL LOT DIMENSIONS SEE SUBDIVISION PLAT NO. 85-98. FOR LAND MONUMENTS SEE RECORD OF SURVEY PLAT NO. 96-31.

CERTIFICATE OF OWNERSHIP

I (WE) HEREBY CERTIFY THAT I AM (WE ARE) OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I (WE) HEREBY ADOPT THIS PLAT OF SUBDIVISION WITH MY (OUR) FREE CONSENT, AND DEDICATE ALL STREETS, ALLEY'S, WALKS, PARKS, AND OTHER OPEN SPACES TO PUBLIC AND PRIVATE USE AS NOTED.

Packet Page 219 of 431

DATE April 25, 1997

WITNESS Mark T. Rice OWNER Cowee Creek Corporation PRESIDENT

WITNESS _____ OWNER _____

NOTARY'S ACKNOWLEDGEMENT

UNITED STATES OF AMERICA)
STATE OF ALASKA) ss.

THIS IS TO CERTIFY THAT ON THIS 25 DAY OF April, 1997 BEFORE THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, APPEARED Henry Tiffany TO ME KNOWN AND KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE SIGNED AND SEALED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN MENTIONED.

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

Yvonne S. Hughes
NOTARY PUBLIC FOR ALASKA
MY COMMISSION EXPIRES: 11/7/98

STATE OF ALASKA
NOTARY PUBLIC
YVONNE S. HUGHES
My Commission Expires 11/7/98

CERTIFICATE OF PLAT APPROVAL

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF JUNEAU, ALASKA AND THAT SAID PLAT HAS BEEN APPROVED BY THE PLANNING COMMISSION BY PLAT RESOLUTION NO. PR-16-96 DATED OCTOBER 8, 1996, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT RECORDING OFFICE, JUNEAU, ALASKA.
DATED: June 27, 1997.

Johan A. Dybdahl
CHAIRMAN
CITY AND BOROUGH OF JUNEAU
PLANNING COMMISSION

ATTEST:

CLERK CITY AND BOROUGH OF JUNEAU
PLANNING COMMISSION

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR REGISTERED IN THE STATE OF ALASKA, AND THAT THIS PLAT REPRESENTS THE SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, THAT THE ACCURACY OF THE SURVEY IS WITHIN THE LIMITS REQUIRED BY TITLE 4 COMMUNITY DEVELOPMENT REGULATIONS AND TITLE 49 OF THE CODE OF THE CITY AND BOROUGH OF JUNEAU, THAT ALL DIMENSIONAL AND RELATIVE BEARINGS ARE CORRECT AND THAT MONUMENTS ARE SET IN PLACE AND NOTED UPON THIS PLAT AS PRESENTED.

STATE OF ALASKA 49TH MALCOLM A. HENDRES LS 1410 REGISTERED PROFESSIONAL LAND SURVEYOR

JUNEAU RECORDING DISTRICT
A SUBDIVISION PLAT
DENOTING LAND GAINS TO
LOT 9, BLOCK "B"; LOTS 3 & 5, BLOCK "C"; LOTS 6 & 7, BLOCK "D"; LOT 1, BLOCK "E"; & LOT 5, BLOCK "F"

BLUEBERRY HILLS SUBDIVISION

LOCATED WITHIN FRACTIONS OF
M.S. #60 AND M.S. #66A
DOUGLAS ISLAND

CITY AND BOROUGH OF JUNEAU, ALASKA

97-43
2D-00
JUNEAU REC. DIST
DATE JUNE 30, 1997
TIME 11:40 A.M.
Requested By CBJ
Address

CLIENT:
HENRY TIFFANY
P.O. BOX 33679
JUNEAU, ALASKA 99803

SURVEYOR:
R&M ENGINEERING, INC.
P.O. BOX 34278
JUNEAU, ALASKA 99803

DATE: APRIL 22, 1997 SHEET 1 OF 1 R&M PROJ. NO. 961720

R&M#961720/BLUMON.DWG/1:100 PLOT: 4-22-97, 9:00 A.M.

CERTIFICATION OF PAYMENT OF TAXES

AND SPECIAL ASSESSMENTS

I, the undersigned, being duly appointed, qualified Treasurer or Deputy Treasurer for the City and Borough of Juneau, First Federal District, State of Alaska, do hereby certify that, according to the records of the City and Borough of Juneau, the following described property is carried on the tax records in the name of:

Cowee Creek Corporation

Lot 9 Block B; Lots 3, 4, & 5 Block C; Lots 6 & 7 Block D; Lot 1 Block E; Lot 5 Block F; Blueberry Hills Subdivision
Description

1-D05-0-102-009-0; 1-D05-0-103-003, -004-0 ,-005-0; 1-D05-0-104-006, -007-0; 1-D05-0-105-001-0; 1-D05-0-106-005-0
Parcel Code Number

and that, according to the records in my possession, all taxes and special assessments assessed against said lands and in favor of the City and Borough of Juneau are paid in full; that current taxes of the year 1997 will be due on or before September 30, 1997.

Patricia A. White
Deputy Treasurer or Treasurer
City and Borough of Juneau, Alaska

6-26-97
Date

CITY AND BOROUGH OF JUNEAU, ALASKA

PLANNING COMMISSION

Platting Resolution Serial No. FP-14-96

WHEREAS, Cowee Creek Corporation has applied to the City and Borough Planning Commission in proper form for the approval of the following described subdivision:

LOT 9 BLOCK B, LOTS 3 & 5 BLOCK C, LOTS 6 & 7 BLOCK D, LOT 1 BLOCK E, AND LOT 5 BLOCK F, BLUEBERRY HILLS SUBDIVISION

WHEREAS, the Commission finds that the proposed subdivision complies with subdivision regulations of the City and Borough of Juneau, Alaska,

BE IT RESOLVED BY THE CITY AND BOROUGH PLANNING COMMISSION AS THE PLATTING AUTHORITY FOR THE CITY AND BOROUGH OF JUNEAU, ALASKA;

That the said application for a subdivision as shown on the accompanying approved plat of the above described property, prepared by R & M Engineering, Inc., dated April 22, 1997, is hereby granted.

Adopted: October 8, 1996

CITY AND BOROUGH OF JUNEAU, ALASKA
PLANNING COMMISSION

By:

Johan A. Gyldahl
Chairman

Attest:

Clerk

Dated: 6-27-97

Goodwin Public Meeting

November 12, 2020

Notes by Irene Gallion, Planner

Presentation by the team: Justin Kanouse, Candy Sims and John Nelson

Been reconstructing Blueberry for the last nine years, this is the last part

Water line replacement, improved drainage, repave with 2.5 inch lift and new road base.

Curb and gutter replaced.

Cul de sac will now drain.

Details of plans discussed.

Varness: Uphill at 3004, looks like a catch basin or storm drain being installed. Where does that drain to?

Kanouse: Currently has a pipe that drains to your driveway, pipe end is unknown. Added the catch basin so we can intercept the pipe and address any issues in the future by cleaning out the line. Most likely that pipe is in rough shape, metal pipe. Currently that creates erosion through the pipe, causes wash-outs. By replacing with plastic, improves drainage for whole property.

Varness is concerned about managing street water through private catch basin.

Kanouse: Only so many places where water can be intercepted. Will take some surface drainage, but not whole street.

Varness: Put a 2" lip on the driveway to manage water, actually a lot comes down the street. Would rather not be managing more street water through his existing drainage.

Kanouse: Unfortunately can't run a pipe to the Blueberry side because it is uphill, but will discuss internally and get back to you.

Varness: When we built the house we found it was a culvert that was abandoned, city said to try to plug uphill side of the culvert. Gut sense is if that pipe was gone the problem would be gone, but he needs the catch basin for the gutters.

(Numbers exchanged, Kanouse and Varness will discuss)

Kanouse: Don't know how deep the pipe is. If like others, there will be a fairly large amount of hard rock shale. If that was removed and the pipe not put in place, there will be a constant flow whether pipe removed or not.

Mike: The narrowing of the street is a concern. Swope and Varness driveways will be extended five feet, roadway end is five feet narrower. In 2015 went around and around with not narrowing, so why doing it now?

Kanouse: On the downhill side the sloughing was a city concern, getting closer and closer to the edge of the road.

Nelson: Existing curb and gutter is getting close to the edge of the bank, and wanted to extend the life of the road mainly. Jackson and Blueberry, the city has been trying to calm the road by narrowing, not just here but in the valley and other places. Finally, it is just less expensive. We reduce the price of materials for a road that does not go through to anywhere. It was a good candidate.

Varness: Plowed snow for last five winters. Need a grater up here, the vehicles they use cannot push it over the curb. Road gets narrower and narrower as winter goes on. A few times you could not get around parked vehicles. Need width for snow.

Nelson: Is snow stored in the *cul de sac*?

Varness: No, over the bank.

Baxter: Part of 2015 discussion. We get 3x more snow than other areas. The concern is that the city does a great job plowing but only plow to the curb, then it gets bigger and bigger and down to a one lane road until blower comes up. Concern that the road will be one lane all winter. We should leave Goodwin the same width. All one subdivision and needs to stay the same.

Nelson: Concern goes back to the sloughing on the channel side. Nelson will talk to the street folks.

Swope: Agree with Baxter and Varness. When originally surveyed did not include five foot reduction, were directed by the engineering department.

Kanouse: Survey is done for all options, so surveyors don't survey for a certain road prism. Surveyors do not read minds. Lots of discussions between CBJ parties on changes throughout the project.

Nelson: There is no difference in survey cost. We are taking away the excavation, fill and asphalt.

Swope: Cannot imagine the five foot savings would be considerable.

Mike: Topsoil, hydroseed, extending both driveways, not much cost saving left in his opinion.

Baxter: Didn't DOWL originally design it as is, then directed to narrow?

Nelson: Correct.

Kanouse: No cost change in that change. Road width is a concern, and everyone has that right, but concerns regarding confusion on cost. This did not cost DOWL any more to do this in one fashion or another, or based on direction from CBJ staff. We started as the RFP stated, then comments resulted in narrowing of the road.

Varness: If you come up tomorrow and throw a tape measure between curb and snow bank, we've already lost six feet of the road. If you took another five feet out there would not be enough room for a vehicle to pass a parked vehicle. 1.5 ton vehicle with a sander on the back cannot push the snow over the edge.

Kanouse: This issue will require an internal discussion between DOWL and the city. Appreciate the comments, don't have the power at this moment to give resolution, just need to have discussions.

Varness: Have a picture of when we built our house up here and the snow is seven feet high. We get a lot of snow.

Kanouse: Snow removal details are worth a discussion, and he promises to get back.

Baxter: Goodwin gets plowed last.

Varness: Or sometimes they don't come back that day.

April: Put notes in the chat box

Kanouse: You are basically saying you are not in favor of reducing road width and it is a big concern for you, and you currently have difficulty with the vehicle getting stuck.

April: When the snow gets larger and larger on sides of road and they don't plow regularly, we had a garbage truck hit our truck.

Kanouse: Not blowing anyone off, just need to have the additional discussion.

Swope: What you guys are hearing is that narrowing the road is a serious problem. This past week we did not even get garbage service. Snow removal did occur, but the street was icy. It is a difficult road, John, to narrow it up is our biggest concern.

Nelson: We do have to address the downhill side somehow, we don't want to take road from you without a reason, but are concerned with the downhill section.

Varness: Let's say you don't deal with the sloughing. Even if you reduce the road it will continue to slough, and needs to be managed.

Nelson: Good point, and it was discussed. Area by the pump station has the curb moving. It could be fine for years, but we thought it would be the earliest and quickest way to fix it. What happens in 20 years we do not know.

Mike: How long is that section?

Nelson: Off and on, showing signs, let's put it that way. Showing in spots. When it is not snowy we could take a look. Do we have pictures?

Kanouse: Always have pre-design pictures. (Sims confirms) Concerns are duly noted, but important to show some other things on the plan sheets. On the second plan sheet, we've done some erosion control with some atypical headwalls that are a bit more extensive. You can see those on the top of the page and they have trash racks. Helps keeps the sloughing and the shale at bay, helps street departments clean it out easier. Also, on previous phases, the waterline was in poor shape, so this is important to get done.

Mike: Is all piping being redone?

Kanouse: All storm, water is being redone including services, sewer is being done as needed. The force main is not in great condition. We camera-ed the sewer main so able to look at it. We've added *cul de sac* manhole where a cleanout used to be. That will be easier to manage, big upgrade for everyone. Also, some sewer and water services for future development, and some upgrade on material for services. Corrosion will be on your own property, rather than in the road, making it easier to identify. The *cul de sac* will be valley gutter, easier for snow to be pushed off. Meets city standards, fire truck will have no problem turning around. Eliminated some sidewalk at the end that went to nowhere, that will

help the Streets department. (Kanouse shows locations of fire hydrants per chat request). Fire hydrant would fall off the side of the cliff soon, that is why it was being relocated. Gives better spacing, closer to NFP for spacing. Streets has put a cross walk on the Blueberry and Goodwin intersection, that will be an ADA crosswalk. Path towards Mike's house will be replaced as well.

Varness: when you talk about the cleanouts, will that push toward the main or the lift station?

Kanouse: It does not affect anything on that side. It allows someone to push toward either direction to address a clog. You can go from manhole to manhole to clean out the main, but when you don't have one you can't address issues in the service.

Varness: On that side of my garage I've got boat storage, want to make sure the access to that cleanout will not interfere.

Kanouse: If you have a clean out on a drivable service, there is a lid you can drive over. Generally the parkable surfaces – clarify where you park your boat? We'll add a note to put a lid on there appropriate to driving surfaces.

Nelson: See the letter that we sent out for contact info for Nelson and Kanouse.

Kanouse would like everyone to send an e mail to have contact info.

Swope: Explain the process from this point on – when will we know what final decisions are being made? What are the options. When will we know what is presented?

(Technical difficulties with sharing information about the Planning Commission meeting). Design team will be contacting all participants.

April had questions about the location of the fire hydrants.

Engineering & Public Works Department
155 South Seward Street
Juneau, Alaska 99801
Phone: 907-586-0800 | Fax: 907-463-2606

DATE: February 26, 2020

TO: Michelle Hale, Chair
Public Works and Facilities Committee

FROM: John Bohan, Chief CIP Engineer and Water Superintendent

SUBJECT: CIP Transfer Requests

Staff requests the following transfers be forwarded to the Assembly for approval:

Transfer From:	**Transfer Amount**	**CIP End Balance**	**Project Status**
R72-120 – River Road Paving LID	$2.034 million	$196k	LID vote failed-perform needed work to facilitate efficient maint.
R72-112 – McGinnis Subdivision Paving LID	$1.19 million	$20k	Work complete – minor seeding & cleanup remains for spring 2020
Totals:	$3.224 million		

Transfer To:	**Transfer Amount**	**CIP End Balance**	**Project Status**
R72-141 – Hospital Drive Reconstruction	$700k	$1.99 million	Phase 1 construction to be bid in March 2020
U76-123 – Delta Drive Reconstruction	$1.306 million	$2.056 million	Project scheduled for design summer 2020
NEW CIP – Goodwin Road Reconstruction	$1.218 million	$1.218 million	Project scheduled for design summer 2020
Totals:	$3.224 million		

Descriptions for the requested transfers are below:

River Road LID: as presented to the PWFC on 2-10-20, the LID neighborhood poll did not receive majority support. This transfer request would move the street reconstruction CIP funds to the next priority street reconstruction CIPs that did not receive funding in the draft FY 21 CIP - Delta Drive Reconstruction ($1.306mil) and Goodwin Road Reconstruction ($728k). The remaining balance ($196k) will be used to remove the failing roadway chip seal road surface treatment and other improvements to facilitate efficient maintenance by the Street Department.

McGinnis Subdivision Paving LID: This $3.6 million, 5 phase, 6 year project is finally complete with the exception of some seeding and addressing of other minor unforeseen issues that will be completed during the spring of 2020. The remaining funds are requested to be transferred to CIPs requiring additional funding: Hospital Drive Reconstruction ($700k), Goodwin Road Reconstruction ($490k). Upon the transfer and completion of the outstanding issues, this CIP would be closed.

Hospital Drive: this project was funded in with Street Sales tax and Hospital funds to rebuild from Glacier Highway through the hospital campus to Salmon Creek Lane. The project has been broken into 2 phases in order to allow the Hospital to complete their master planning exercise and determine the appropriate alignment and treatment for the road through the campus. The first phase is currently being prepared for bid and extends from Glacier Highway to just before the intersection with the Hospital Campus and will address the failed asphalt segment of the hospital campus road. The project estimate in the FY20 CIP was substantially low as well as the discovery of additional storm drainage and other improvements that were required in addition to pavement replacement. This $700k funding request takes into account the $100k of Water Utility funds requested in the FY21 preliminary CIP. This project will be prepared for bid in March of 2020 with approval of this transfer.

Delta Drive Reconstruction: This CIP project was nominated as a priority by Wastewater Utilities in the FY20 CIP ($75k) and is a priority of the Water Utility with a funding request in the FY21 CIP ($229k); as both the water and wastewater systems require replacement. The project was listed as a priority for the Street Department in FY21 however did not receive funding. It is the next project on the priority list for the Street Department and requires $1.306 million of funding to proceed. This project would be designed during the summer of 2020, with construction beginning in spring of 2021, with approval of this transfer.

Goodwin Road Reconstruction: This CIP project is currently nominated by both Water and Wastewater Utilities for funding in the FY21 CIP as the water system and sewer pumping station require replacement. This project was prioritized as next after Delta Drive in the Street Department's priority list and requires $1.218 million to proceed. The project design would occur during the summer of 2020, with construction beginning in spring of 2021, with approval of this transfer.

Recommendation

Staff requests the above transfers be forwarded to the Full Assembly for approval.

Engineering & Public Works Department
155 South Seward Street
Juneau, Alaska 99801
Phone: 907-586-0800 | Fax: 907-463-2606

DATE: September 9, 2020

TO: Michelle Hale, Chair
Public Works and Facilities Committee

FROM: John Bohan, Chief CIP Engineer

SUBJECT: CIP Water and Wastewater Funds Transfer Requests

The Delta Drive and Goodwin Road reconstruction project designs are well under way in preparation for bidding this fall and construction beginning next spring. Part of the process includes accounting for the water and wastewater utility costs. The CIP contributions from the utilities are low and require additional funding to cover each utilities share of the costs identified by the design process. The accounting is tabulated below:

Delta Drive Reconstruction - CIP R72-148

		From
Water Utility	$122k	W75-061 - Douglas Hwy Water David to I St
Wastewater Utility	$207k	U76-114 - Wastewater Infrastructure Maintenance
	$329k	**transfer to Delta Drive Reconstruction CIP**

Goodwin Rd Reconstruction - CIP R72-147

		From
Water Utility	$24k	W75-061 - Douglas Hwy Water David to I St
Wastewater Utility	$74k	U76-114 - Wastewater Infrastructure Maintenance
	$98k	**transfer to Goodwin Rd Reconstruction CIP**

The Douglas Highway CIP was leveraged with a low interest ADEC Loan for the entire cost of the project, so the existing Water Utility revenues budgeted for the project are being reallocated to other Water Utility CIP priorities. The Wastewater Infrastructure Maintenance CIP is currently undergoing some reprioritization to fund ongoing priorities and newly identified needs including those identified above.

Recommendation

Staff requests the above transfers be forwarded to the Full Assembly for approval.

Irene Gallion

From: Mike Sturrock <mike@islandcontractorsak.com>
Sent: Thursday, November 12, 2020 8:45 PM
To: John Nelson
Cc: Tiffany Sturrock; Rod Swope; tongassrain@gmail.com; dominic59@juno.com; domswife1@gmail.com; geoff@geoffkirsch.com
Subject: Goodwin Road Reconstruction - Narrowing Opposition
Attachments: Goodwin Road Narrowing Opposition.pdf

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

Mr. Nelson,
Thank you for the informational meeting tonight. Attached is our letter in opposition of narrowing Goodwin Road. There are many emails where this topic was discussed in depth in 2015. Where the planning commission held a hearing and unanimously agreed with the residents of the Blueberry Hills Subdivision on leaving the trees and not narrowing the streets. They included those items in their recommendation to the assembly members of the Public Works and Facilities Committee. That judgement was honored, so I don't understand why we are having to go down this road again. I gathered your key note on the plan to narrow the road is because of some settlement on the downhill side. The cul-de-sac also shows settlement on the downhill side, yet it is getting bigger so I don't follow that rationale. Please include me in the further discussion of maintaining and improving the city's subdivision, without taking away from the quality and standards that the previous developer was held.

Mike Sturrock
Island Contractors, Inc.
PO Box 241036
Douglas, AK 99824
P: (907) 500-9041
F: (907) 500-9051

November 12, 2020

To: John Nelson, CBJ Project Engineer

Re: Opposition to narrowing Goodwin Road

Mr. Nelson,

I am a homeowner within the Blueberry Hill Subdivision, residing at 3000 Blueberry Hills Rd. S at the corner of the beginning of the Goodwin Road. I am in full support of the reconstruction of Goodwin road and would like to see the project happen. I have read RFP E20-255 and see that 100% complete design documents were to be submitted to CBJ on 09/01/20. I've heard those documents were returned by the engineering department to the designer and are in redesign to narrow the width of the road. I am not in favor of the proposed plan to narrow Goodwin road from the curb-to-curb 28' width which at the time the original developer was held to CBJ Standard Detail 102A. The new proposed width of curb to curb 23' will not benefit the residents or the city. Here are some reasons why I think it is not a good idea to narrow the road.

1) It simply does not match the rest of the neighborhood, and it will create a snow management problem for the residents on the street. The relatively higher elevation results in greater snowfall and faster accumulation of snow. With narrower roads the city streets department would have to bring their snow blower more often to get rid of the berms that commonly encroach the roadway by about 5', which would cost the city more money in snow removal. Short-term cost savings of building a cheaper road will soon be lost to increased snow management costs that will continue indefinitely, and the public will be exposed to the increased winter traffic hazard.

2) Since the sidewalks are closed during the winter months, partially due to the accumulation of snow from the city streets snow blower, it forces residents or hikers to use the road which should be a serious safety consideration during the winter months. Children play outside in the neighborhood. During the winter months, since there's no sidewalk access due to snow storage, the kids may walk the edge of the roadway. Narrowing the streets is not the answer to keeping the streets safe for pedestrians/children/hikers/etc. That means keeping the road at the current 28', so during the winter months kids and all pedestrians have a safer road to travel on.

3) Narrower roadway will cause safety concerns during all months with trucks that live on the street and regularly tow trailers.

4) Figuring Goodwin Road is about 600 feet long and narrowing the road 5' will then eliminate the cost of about 3,000 square feet of excavation, base course, and asphalt, one could figure a savings of about $17,000 based on recent CBJ unit price civil construction contracts. The project contractor will then have to topsoil and hydro seed that same 5' outside edge of curb costing about $6,000 and then extend the two driveways on that side of the road costing about $6,000 for a construction cost savings of about $5,000. Assuming the taxpayers are paying for the current redesign of the project, that $5,000 is likely already spent. So, we would be looking at a narrower road for a net construction savings of $0, and an indefinite cost of increased snow maintenance and removal.

In closing we ask that you require the current street width of 28' be maintained in the reconstruction of Goodwin road. This was unanimously recommended by the planning commission during the 2015 meetings for the Blueberry Hills Subdivision in all past phases of the neighborhoods adjoining streets reconstruction projects.

Sincerely,

Tiffany Sturrock

Mike & Tiffany Sturrock
3000 Blueberry Hills Rd. S
(907) 321-2528

In agreement are Goodwin Road Residents:

Signature/Name/Address	Contact Info
Robert A. Yarness 3004 Goodwin Road	907.321.3012 tongassrain@gmail.com
Rodna Gale Swoze 3000 Goodwin Road	Tenabee.Swoze@gmail.com
Dominic + April Hoy 3005 Goodwin Rd	505-670-3161 domswife1@gmail.com
Jeff Hirsch 3007 Goodwin	Geoff Hirsch 907 957 3820 geoff@geoffhirsch.com

Irene Gallion

From: Rod Swope <tenakeeswope@gmail.com>
Sent: Sunday, November 15, 2020 12:04 PM
To: John Nelson
Cc: Tiffany Sturrock; tongassrain@gmail.com; dominic59@juno.com; domswife1@gmail.com; geoff@geoffkirsch.com; mike@islandcontractorsak.com
Subject: Re: Goodwin Road Reconstruction - Narrowing Opposition

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

John,
Thanks for arranging the informational meeting last week regarding the proposed Goodwin Road reconstruction.
Per the meeting, it sounds like the primary reason for narrowing the road is to avoid the cost of stabilizing the bank on the north side of the road which is failing and the cause for having to do much of the road repair work.
As pointed out in the meeting, if the solution is simply to narrow the road the bank will continue to erode and destabilize, resulting in the need to do more road reconstruction work in the future. Furthermore, when that time comes you won't be able to further narrow the road and will have no choice but to stabilize the road bank. In the end it will be more cost effective to do the work now than defer it to an undetermined future date.

Rod Swope

Sent from my iPad

On Nov 12, 2020, at 8:44 PM, Mike Sturrock <mike@islandcontractorsak.com> wrote:

> Mr. Nelson,
> Thank you for the informational meeting tonight. Attached is our letter in opposition of narrowing Goodwin Road. There are many emails where this topic was discussed in depth in 2015. Where the planning commission held a hearing and unanimously agreed with the residents of the Blueberry Hills Subdivision on leaving the trees and not narrowing the streets. They included those items in their recommendation to the assembly members of the Public Works and Facilities Committee. That judgement was honored, so I don't understand why we are having to go down this road again. I gathered your key note on the plan to narrow the road is because of some settlement on the downhill side. The cul-de-sac also shows settlement on the downhill side, yet it is getting bigger so I don't follow that rationale. Please include me in the further discussion of maintaining and improving the city's subdivision, without taking away from the quality and standards that the previous developer was held.
> Mike Sturrock
> Island Contractors, Inc.
> PO Box 241036
> Douglas, AK 99824
> P: (907) 500-9041
> F: (907) 500-9051

Irene Gallion

From: Bob Varness <robert.varness@acsalaska.net>
Sent: Friday, November 13, 2020 11:07 AM
To: John Nelson
Cc: jkanouse@dowl.com; Mike Sturrock
Subject: FW: 3004 Goodwin Road Drainage Concern
Attachments: Goodwin Reconstruction Notes 11132020.docx

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

With corrected e-mail address'.
Thank you
Bob

From: Bob Varness
Sent: Friday, November 13, 2020 10:05 AM
To: jkanous@dowl.com
Cc: john.neilson@juneau.org; Mike Sturrock
Subject: 3004 Goodwin Road Drainage Concern

Justin, here are my additional concerns with the Goodwin Road reconstruction, besides narrowing the road 5'. I'm also concerned with the road sluffing down by the fire hydrant, I've seen the water disappear between the joints in the curb in front of that hydrant. If you would like to discuss my concerns please contact me via e-mail or phone or maybe we could walk the area.
Best
Bob
907-321-3012

11/13/2020

Dear Justin and John, thank you for meeting with the Goodwin neighborhood last evening.

I have a few concerns with the proposed drainage plan and would like to get them on the table. When we built our home we had to strip the original building pad down to the bedrock and build up from there, my engineered driveway is about 23' above that bedrock. There is exposed bedrock in my basement and I would like to avoid water runoff under my home caused by the street reconstruction. In 2006 was told by a CBJ Street Supervisor the culvert would be removed if they ever rebuilt the road because it was probably placed and abandon during the pioneering of the road (It was not on record as part of the subdivision project). We found the abandon culvert when we excavated and placed a catch basin and extended that culvert to mitigate the runoff away from my garage foundation.

1.) On page 10 it looks like you're going to replace the abandon culvert that drains into my catch basin with new, and you're going to add a storm drain in the curb as well. My concern is the additional runoff volume that would be accumulating next to my garage, running under my engineered driveway and down along my 23' high retaining wall. Will the CBJ be assuming all maintenance and responsibility for my culvert to manage this runoff A-Z? Additionally my driveway culvert encroaches 1'-2' into the CBJ ROW and was an approved variance by CBJ during construction in 2007. There is also 12' of Geo-grid on each lift of the 9 high block retaining wall from driveway surface to footing, at the ROW/property line.

    a.) Is there a possibility you could remove and plug that abandon culvert, install the catch basin in the curb, then run a culvert in a French Drain parallel to the street 60' and intersect with another catch basin, with the existing active culvert that crosses from the Sturrock property?

    b.) It looks like you're adding a new catch basin with a grate on the (Sturrock) uphill side of that abandon culvert location. The 13 years I've lived here I've only seen water run at a little more than a trickle there once. Would it be reasonable to pull the trench from the Sturrock driveway down to the active basin on the Sturrock/Hoy property enlarge that basin and install the grates there? If that culvert is replaced, I would request it's installed in the same location and not be brought closer to my retaining wall.

Looking forward to working with you, thank you.

Robert (Bob) Varness
3004 Goodwin Road
907-321-3012
Robert.varness@acsalaska.net

GOODWIN RD
BLUEBERRY HILLS RD

Attachment H - Relevant Photos

3009

3009

CSP2020 0008

Recommend Assembly **APPROVAL** of Goodwin Road Reconstruction

December 8, 2020

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Not on consent due to public interest

- Project orientation
- Discussion of public concerns
- CBJ 49.15.580
  - Review for compliance with Title 49
  - May recommend conditions or modifications
  - Forward recommendation to the Assembly

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Project area

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Current conditions

Photo provided by:

DOWL

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CITY AND BOROUGH OF JUNEAU

ALASKA'S CAPITAL CITY

Drainage challenges

Photos provided by:

DOWL
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CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Separated path

Photos provided by:

DOWL
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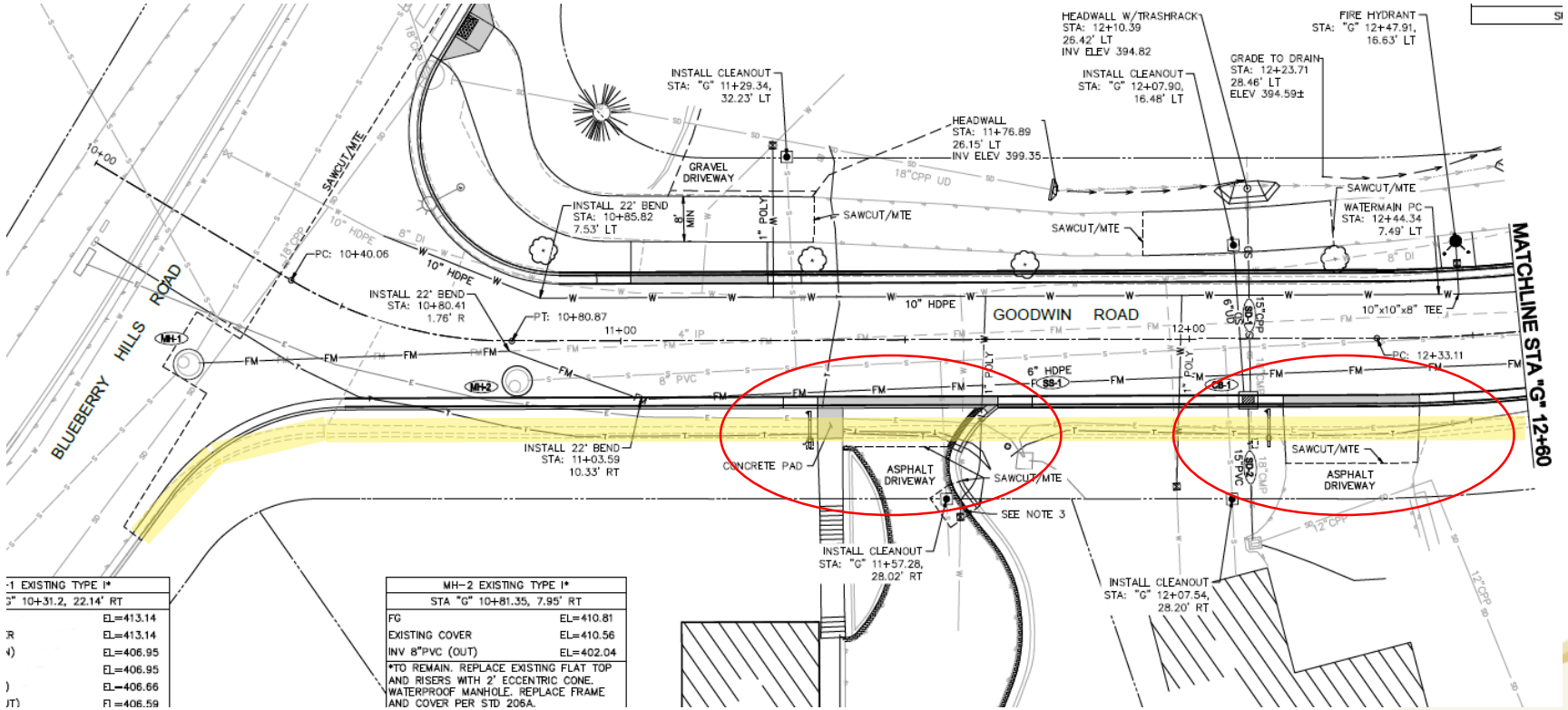
CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Original design – narrow the road

- Aid in addressing slippage
- Reduce costs



Original design – narrow the road

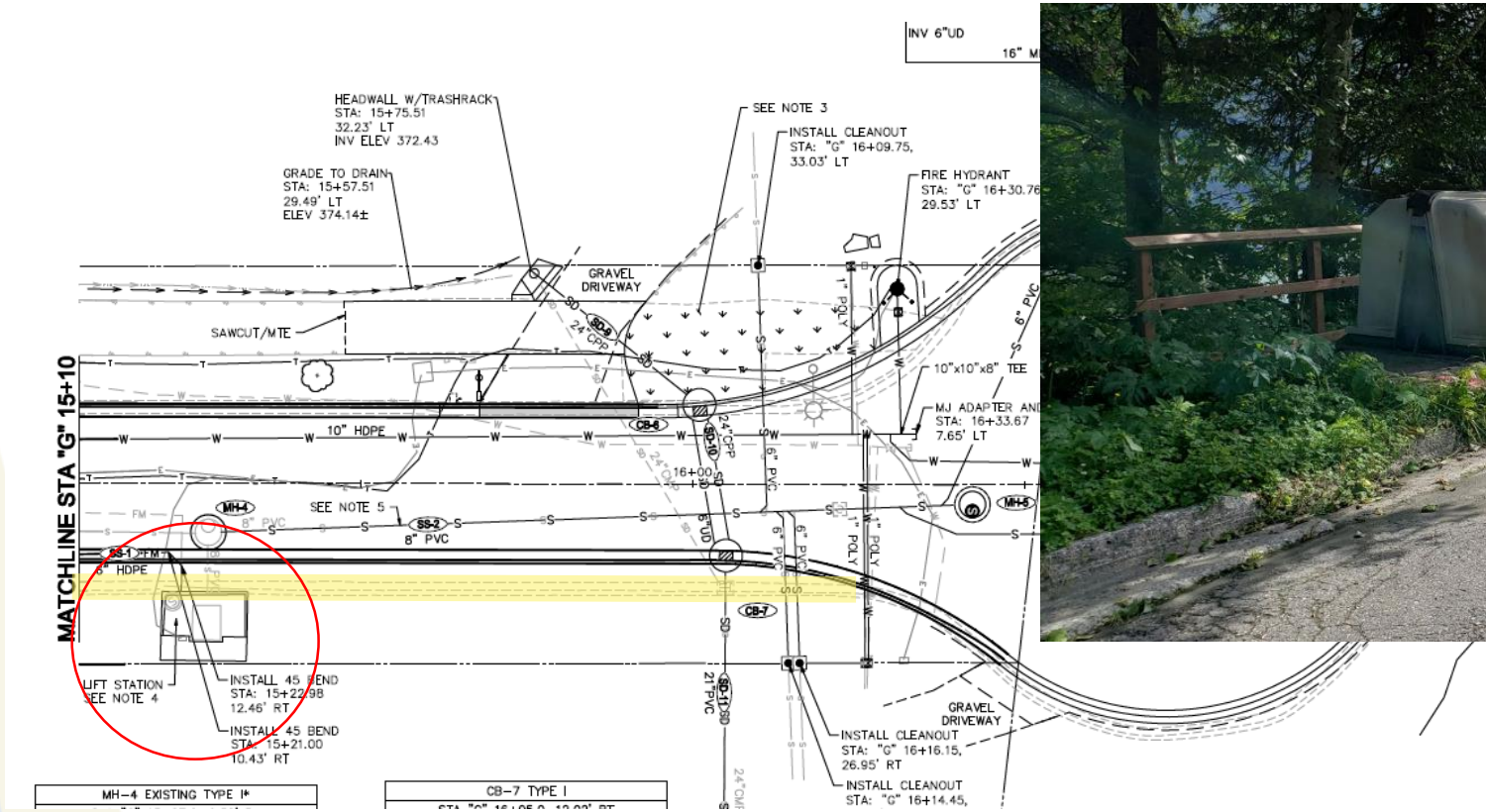


Photo provided by:

DOWL
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ALASKA'S CAPITAL CITY

Opposition to narrowing

- Snow removal
- Road condition
- Impacts provision of services

Photo provided by:

DOWL
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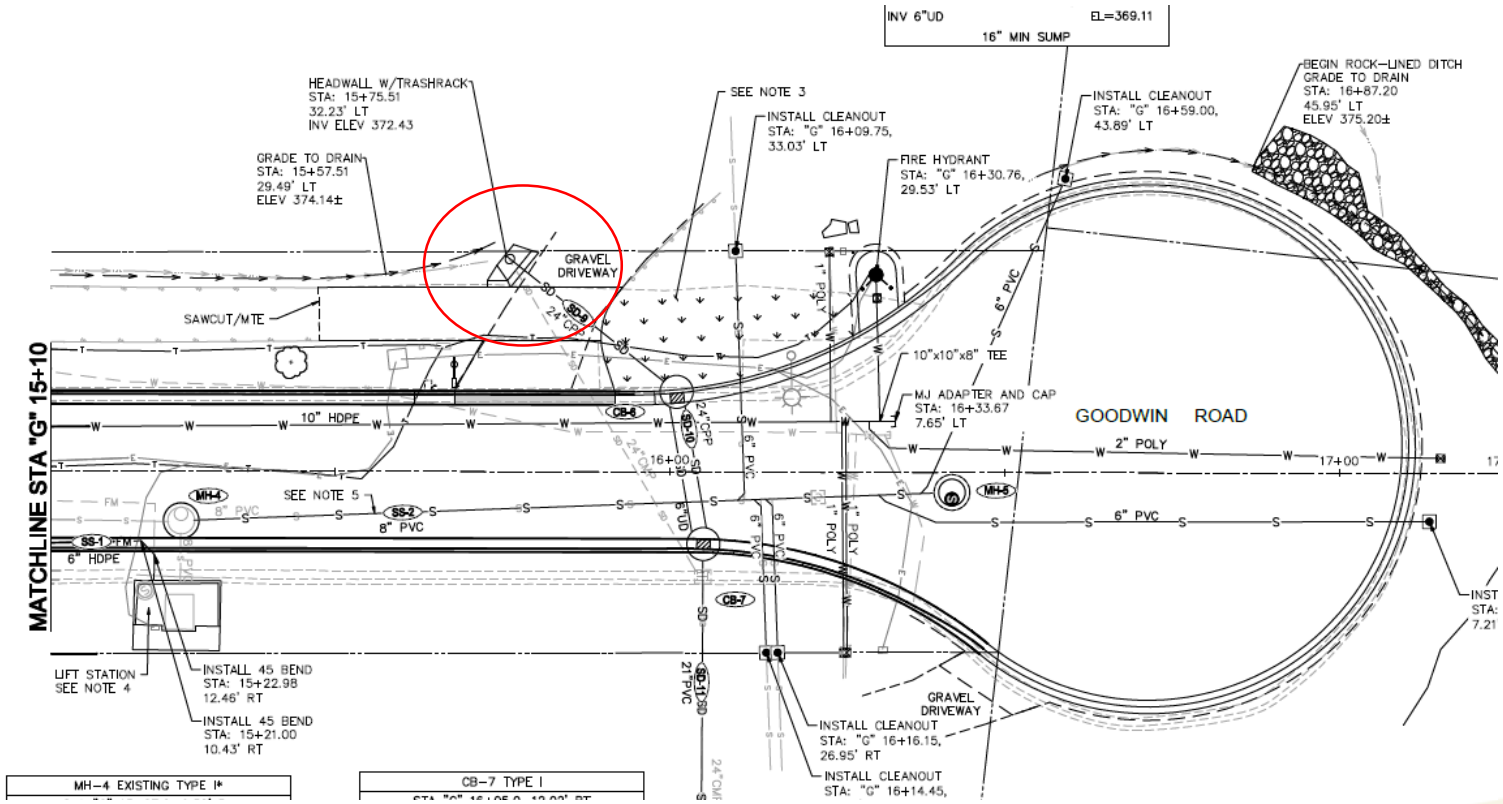
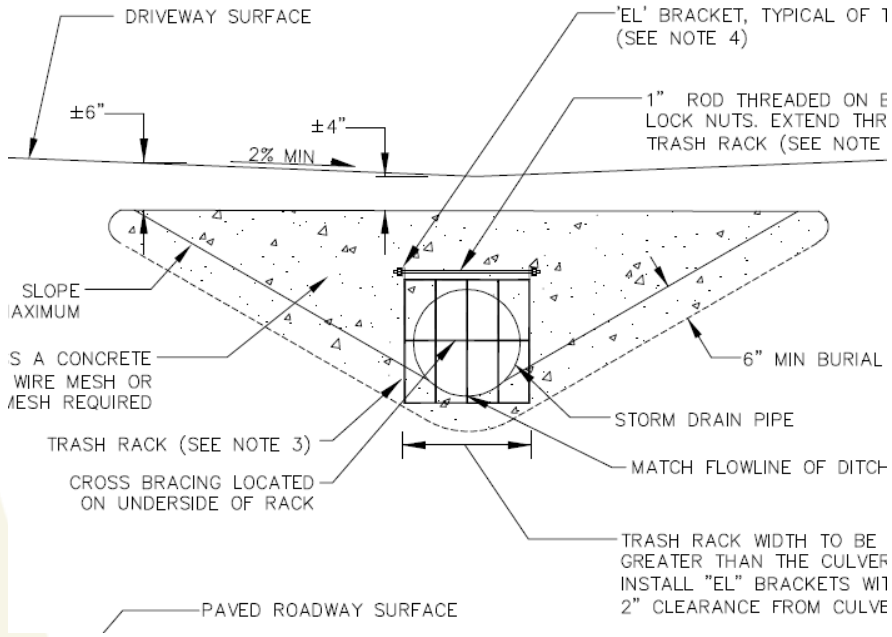
ALASKA'S CAPITAL CITY

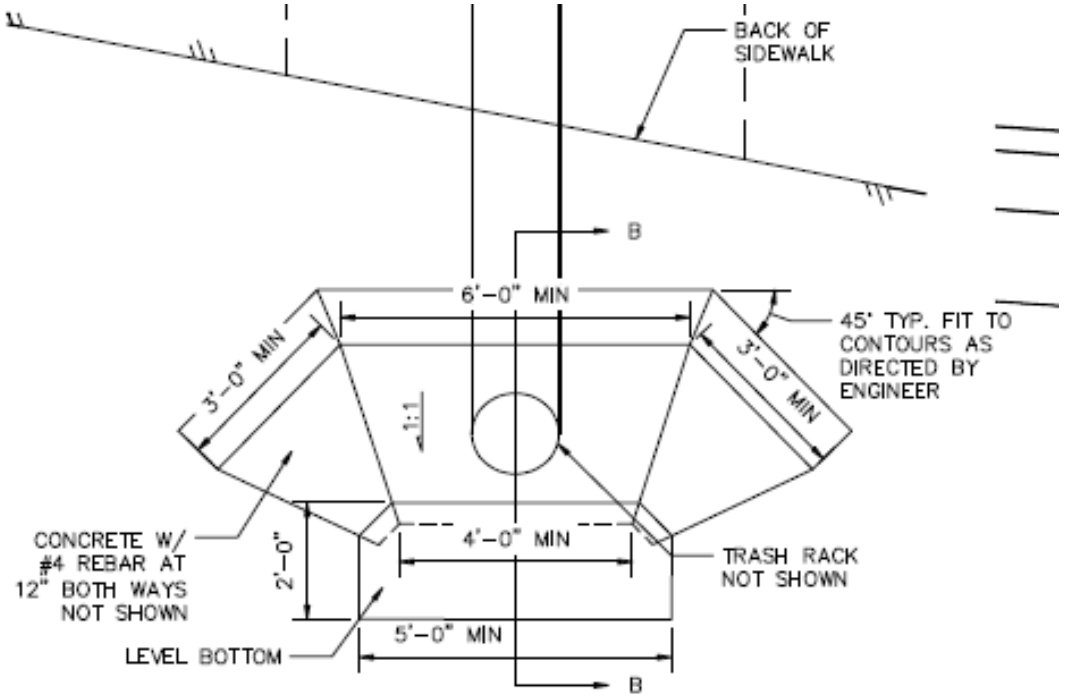
Road redesigned to current width

- Sloughing is a long-term concern
- Design improvements



Improved headwalls and trash rack



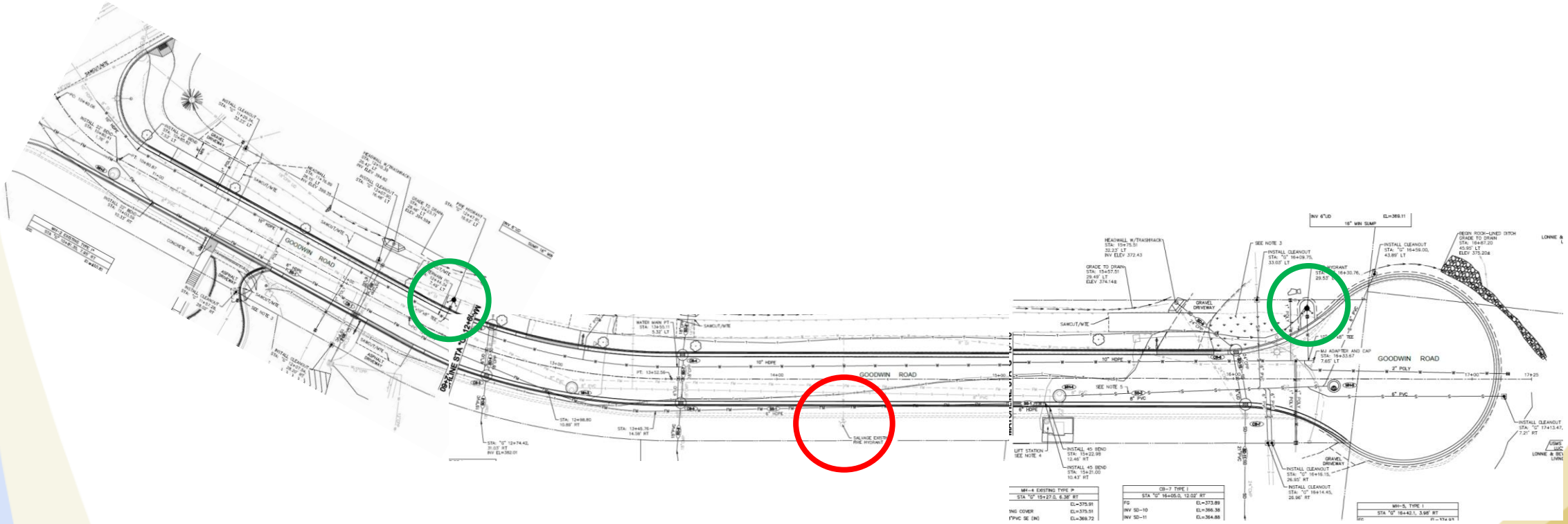


PLAN VIEW
NTS

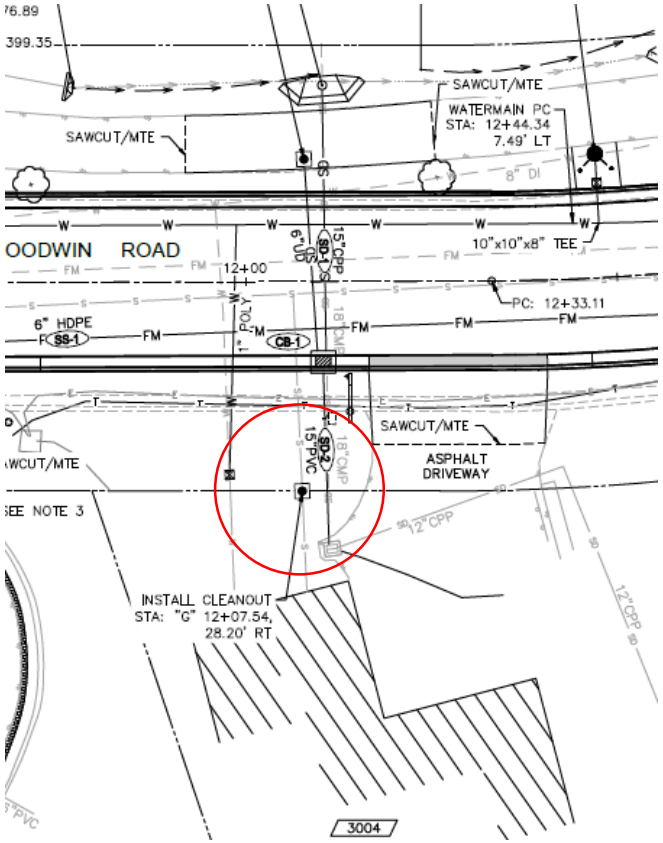
CLEA

Fire hydrants

Page 191-193 of packet



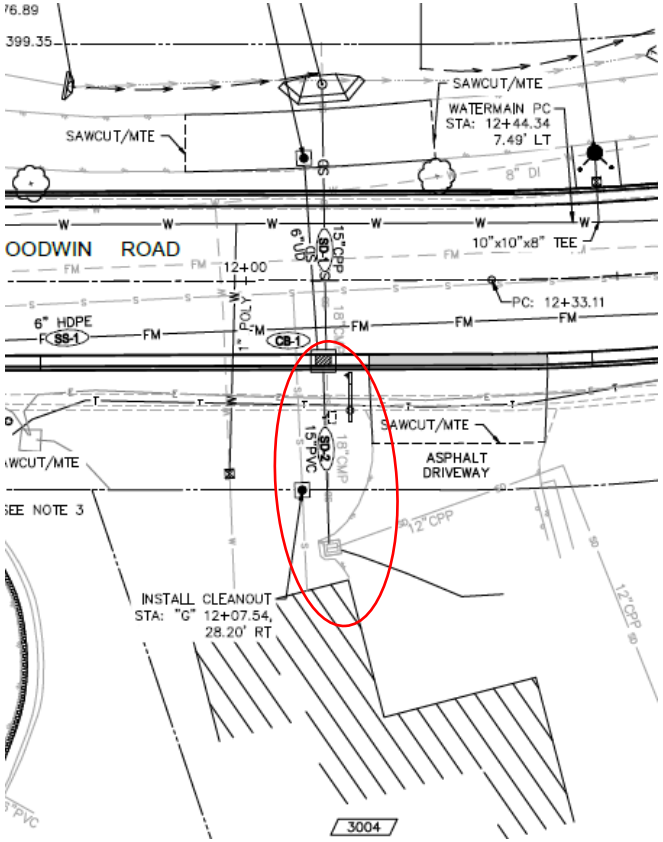
Clean-out

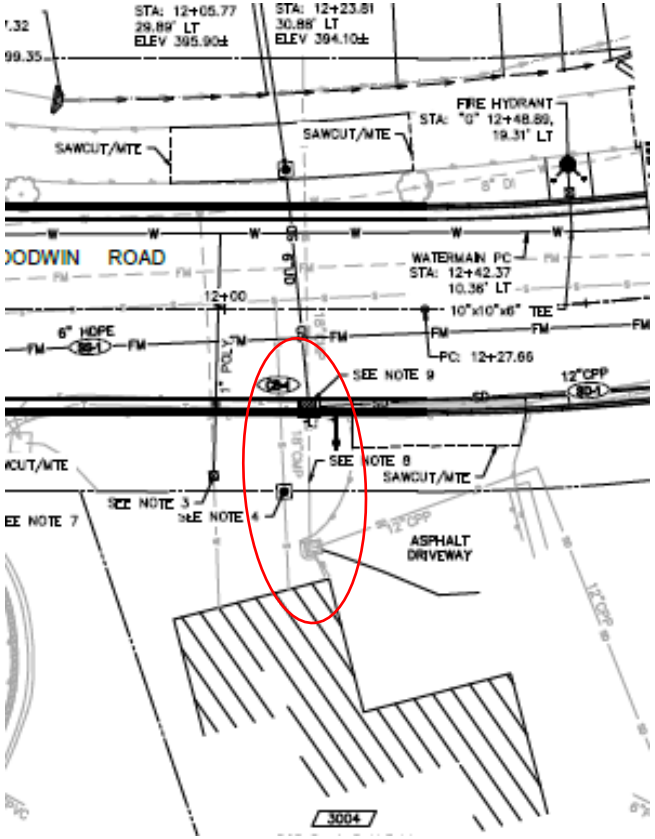


CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Catch Basin

8. EXTENTS OF EXISTING 18"CMP UNKNOWN. REMOVE SEGMENT WITHIN ROADWAY. CRUSH AT PROPERTY LINE AND PLUG INLET OF PRIVATE STORM STRUCTURE AT ~STA 12+12.2, 33.1 RT.





Thoughts for the future – road width

Standards can be waived if:

- Existing roadway noncompliant
- Unique circumstances make unreasonable
- Proposed project will not aggravate the requirements of the chapter, AND
- Proposed road AASHTO compliant

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

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CITY AND BOROUGH OF JUNEAU
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ALASKA'S CAPITAL CITY

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CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

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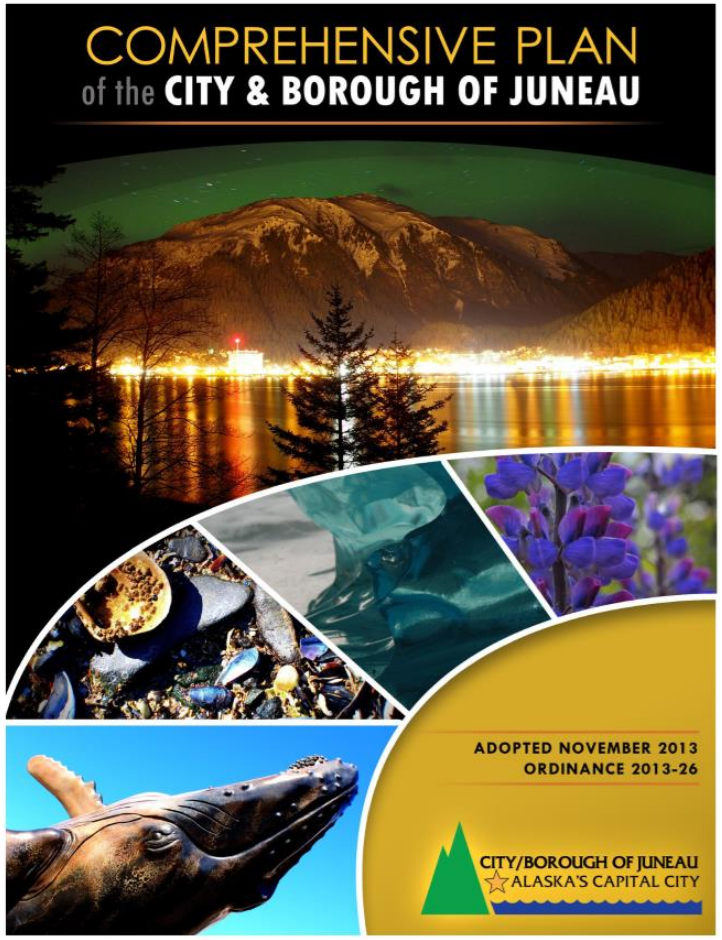
CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Plan conformity

- Maintenance is critical
- Consider life-cycle and maintenance costs of improvements



Recommend APPROVAL to Assembly

- Conforms
- Public concerns addressed
- Design addresses water and drainage issues that contribute to sloughing

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Planning Commission

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

PLANNING COMMISSION
NOTICE OF RECOMMENDATION

Date: December 9, 2020
File No.: CSP2020 0008

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

Proposal:	Planning Commission Recommendation to the City and Borough Assembly regarding Goodwin Road Reconstruction (Blueberry Hills Subdivision).
Property Address:	Not applicable
ROW name:	Goodwin Road
Parcel Code No.:	Goodwin Road
Hearing Date:	December 8, 2020

The Planning Commission, at a regular public meeting, adopted the analysis and findings listed in the attached memorandum dated November 23, 2020, and recommended that the Assembly direct CBJ staff to design and build the project.

Attachments: November 23, 2020 memorandum from Irene Gallion, Community Development, to the CBJ Planning Commission regarding CSP2020 0008.

Revised plan set, dated December 4, 2020.

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

Michael LeVine, Chair
Planning Commission

December 11, 2020
Date

Jack J. Scholz
Filed With Municipal Clerk

12/11/2020
Date

cc: Plan Review

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

PLANNING COMMISSION AGENDA
THE CITY AND BOROUGH OF JUNEAU, ALASKA

Notice of Appeal: APL2020 0004 (1510 Second Street), an appeal of Director's determination regarding NCC2020 0067 - consideration whether to hear appeal per CBJ 49.20.110 - PLANNING COMMISSION VOTED TO HEAR APL2020 0004

AGENDA ITEM:

Case No.: APL2020 0004
Applicant: Glenn Bo
Location: 1510 Second Street
Proposal: An appeal of Director's determination regarding NCC2020 0067 - consideration whether to hear appeal per CBJ 49.20.110

PLANNING COMMISSION AGENDA
THE CITY AND BOROUGH OF JUNEAU, ALASKA

Notice of Appeal: APL2020 0005 (1508 Third Street), an appeal of Director's determination regarding NCC2020 0065 - consideration whether to hear appeal per CBJ 49.20.110 - PLANNING COMMISSION VOTED TO HEAR APL2020 0005

AGENDA ITEM:

Case No.: APL2020 0005
Applicant: Glenn Bo
Location: 1508 Third Street
Proposal: An appeal of Director's determination regarding NCC2020 0065 - consideration whether to hear appeal per CBJ 49.20.110

PLANNING COMMISSION AGENDA
THE CITY AND BOROUGH OF JUNEAU, ALASKA

Notice of Appeal: APL2020 0006 (1506 Second Street), an appeal of Director's determination regarding NCC2020 0066 - consideration whether to hear appeal per CBJ 49.20.110 - PLANNING COMMISSION VOTED TO HEAR APL2020 0006

AGENDA ITEM:

Case No.: APL2020 0006
Applicant: Glenn Bo
Location: 1506 Second Street
Proposal: An appeal of Director's determination regarding NCC2020 0066 - consideration whether to hear appeal per CBJ 49.20.110

PLANNING COMMISSION AGENDA
THE CITY AND BOROUGH OF JUNEAU, ALASKA

Additional Materials for December 8, 2020 Planning Commission Meeting

ATTACHMENTS:

	Description	Upload Date	Type
	Additional Materials for December 8, 2020 Planning Commission Meeting - Part 1	12/4/2020	Miscellaneous
	Additional Materials for December 8, 2020 Planning Commission Meeting - Part 2	12/4/2020	Miscellaneous
	Additional Materials for December 8, 2020 Planning Commission Meeting - Part 3	12/4/2020	Miscellaneous

Additional Materials

Regular Planning Commission Meeting

Virtual Meeting Only
7:00pm
Meeting Date: December 8, 2020

---

1. **CSP2020 0008:**
    a. Goodwin Plot

2. **APL2020 0004:**
    a. Application for APL2020 0004
    b. Notice of Decision and Staff Report for NCC2020 0067

3. **APL2020 0005:**
    a. Application for APL2020 0005
    b. Notice of Decision and Staff Report for NCC2020 0065

4. **APL2020 0006:**
    a. Application for APL2020 0006
    b. Notice of Decision and Staff Report for NCC2020 0066

GOODWIN ROAD RECONSTRUCTION

CBJ CONTRACT No. E20-255

SHEET INDEX

SHEET No.	TITLE
01	COVER SHEET
02	LEGEND, ABBREVIATIONS AND GENERAL NOTES
03	TYPICAL SECTION, TRAFFIC CONTROL, AND PAVING SEQUENCING
04–06	DETAILS AND SUMMARY TABLES
07–09	HORIZONTAL AND VERTICAL CONTROL, CURB AND GUTTER LAYOUT AND GRADES
10–12	PLAN
13–14	PROFILES

PREPARED BY:

DOWL
AECL848
WWW.DOWL.COM
9085 Glacier Highway
Juneau, Alaska 99801
907-780-3533

PREPARED FOR:

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

PLANNING COMMISION REVIEW

PROJECT	71078.01
DATE	12/4/2020

SHEET

01 OF 14

\\JNU-FS\JNU-Projects\22\71078-01\65CAD\Civil\SA20-CT-CV-71078.dwg PLOT DATE 2020-12-4 11:10 SAVED DATE 2020-12-04 11:03 USER: csims

LEGEND

DESCRIPTION	EXISTING	REMOVE	PROPOSED
ADA TILE & RAMP			
BURIED UTILITIES	E C T		
CATCH BASIN			CB-X
CONTROL POINT			
CURB & GUTTER			
DEPRESSED CURB AND GUTTER			
DITCH CENTER LINE			
EDGE OF ASPHALT			
FIRE HYDRANT			
HEADWALL			
HOUSE NO	3000		
LUMINAIRE			
MAILBOX			
PROJECT CONTROL LINE			
PROPERTY LINE			
SANITARY SEWER CLEANOUT			
SANITARY SEWER FORCE MAIN	FM	FM	FM SS-X
SANITARY SEWER GRAVITY PIPE	S	S	S SS-X
SANITARY SEWER MANHOLE			MH-X
SAWCUT			
SIGN			
STORM DRAIN PIPE	SD	SD	SD SD-X
TREE CONIFER			
TREE DECIDUOUS			
WATER LINE PIPE	W	W	W
WATER VALVE BOX			

ABBREVIATIONS

AC	ASPHALT CONCRETE
ADA	AMERICAN DISABILITIES ACT
BOP	BEGINNING OF PROJECT
CB	CATCH BASIN
CBJ	CITY AND BOROUGH OF JUNEAU
CMP	CORRUGATED METAL PIPE
CPP	CORRUGATED POLYETHYLENE PIPE
CONC	CONCRETE
CTE	CONNECT TO EXISTING
DI	DUCTILE IRON
DIA	DIAMETER
EL	ELEVATION
EOP	END OF PROJECT
EP	EDGE OF PAVEMENT
FL	FLOW LINE
FG	FINISHED GRADE
FM	FORCE MAIN
GV	GATE VALVE
HDPE	HIGH DENSITY POLYETHYLENE PIPE
INV	INVERT
IP	IRON PIPE
LG	LIP OF GUTTER
LT	LEFT
MH	MANHOLE
MN	MAGNETIC NAIL
MTE	MATCH TO EXISTING
NO	NUMBER
NTS	NOT TO SCALE
PC	POINT OF CURVATURE
PT	POINT OF TANGENT
POC	POINT ON CURVE
PRC	POINT OF REVERSE CURVE
PVC	POLYVINYL CHLORIDE PIPE
ROW	RIGHT-OF-WAY
RT	RIGHT
SD	STORM DRAIN
SHLD	SHOULDER
SS	SANITARY SEWER
STA	STATION
STD	STANDARD
TBC	TOP BACK OF CURB
TBVG	TOP BACK OF VALLEY GUTTER
TP	TOP OF PAVEMENT
TYP	TYPICAL
UD	UNDER DRAIN

GENERAL NOTES

1. BEGIN SUBCUT AT 24 INCHES FROM PAVEMENT SAWCUT LINE AT STREET CONNECTIONS, UNLESS OTHERWISE SHOWN ON THE DRAWINGS, OR DIRECTED BY THE ENGINEER. REMOVE AND REPLACE BASE COURSE WITH 6 INCHES OF 2" MINUS SHOT ROCK W/BASE COURSE TO 12 INCHES FROM PAVEMENT SAWCUT LINE. SAWCUT AS NECESSARY ALONG ALL STREET AND DRIVEWAY APPROACHES TO PROVIDE A NEAT MATCH LINE.
2. CONTRACTOR SHALL ENSURE UNINTERUPTED GARBAGE PICKUP AND DAILY MAIL SERVICE TO ALL RESIDENCES IMPACTED BY THIS PROJECT.
3. THE 4TH EDITION OF THE CBJ STANDARD DETAILS, DATED AUGUST 14 2011, IS MADE PART OF THIS CONTRACT, WITH CURRENT REVISIONS AS APPLICABLE.
4. ALL EXISTING STORM DRAIN PIPES (6 INCH DIAMETER AND LARGER), AND APPURTENANCES (TO BE ABANDONED) THAT ARE WITHIN THE STREET LIMITS, SHALL BE REMOVED AND DISPOSED OF, UNLESS OTHERWISE NOTED.
5. EXISTING PIPE LOCATIONS ARE DERIVED FROM CBJ AS-BUILTS OR FIELD LOCATED. ACTUAL LOCATIONS MAY VARY FROM THOSE SHOWN. DEPTH OF THE EXISTING PIPES SHOWN ON THE ELEVATIONS ARE ASSUMED. CONTRACTOR SHALL FIELD VERIFY THE LOCATION OF EACH EXISTING SERVICE PIPE PRIOR TO INSTALLING MAIN LINE TEES AND WYES FOR THE STORM AND SANITARY SEWER. DIAL BEFORE YOU DIG 586-1333.
6. THE GRADING AND ALIGNMENT ARE SUBJECT TO MINOR REVISIONS BY THE ENGINEER.
7. LOCATION OF CULVERTS AND CULVERT LENGTHS ARE SUBJECT TO MINOR REVISIONS BY THE ENGINEER.
8. THE CONTRACTOR SHALL NOTIFY CBJ WATER UTILITIES AT 586-0393 OF ANY WATER MAIN INTERRUPTION.
9. A MINIMUM CLEARANCE OF 18-INCHES SHALL BE OBTAINED BETWEEN WATER AND OTHER PIPES. IN SOME LOCATIONS STORM DRAIN CULVERTS WILL REQUIRE THAT THE WATER LINES BE INSTALLED WITH MORE THAN 60-INCHES OF COVER.
10. PROPERTY LINE LOCATIONS USED IN THESE PLANS ARE DERIVED FROM RECORD PLATS AND DO NOT REPRESENT A BOUNDARY SURVEY. EXISTING RECORD PLATS DO NOT CLOSE WITH EACH OTHER IN SOME CASES. THE PROPERTY LINES SHOWN ON THESE PLANS ARE A BEST FIT APPROXIMATION OF CLOSURE.
11. ALL ITEMS DESIGNATED TO BE REMOVED SHALL BE DISPOSED OF AT AN APPROVED DISPOSAL SITE, EXCEPT AS NOTED IN THE CONTRACT DOCUMENTS.
12. CONTRACTOR SHALL REFERENCE ALL EXISTING PROPERTY CORNER MONUMENTS (I.E. REBARS, CONCRETE NAILS, BRASS CAP MONUMENT AND ETC.) PRIOR TO CONSTRUCTION, REMONUMENT AFTER SURFACING IS REPLACED, AND SUBMIT A RECORD OF MONUMENT TO THE ENGINEER. ALL WORK SHALL BE DONE BY, OR UNDER THE DIRECTION OF, AN ALASKA REGISTERED LAND SURVEYOR.
13. ALL ASPHALT AND CHIP SEAL PAVEMENT TO BE REMOVED AND DISPOSED OF SHALL BE DELIVERED TO A STOCKPILE AREA AT THE LEMON CREEK CITY PIT TO BE DESIGNATED BY THE ENGINEER. CONTACT THE ENGINEER FOR THE EXACT LOCATION OF THE STOCKPILE.
14. AEL&P, ACS, AND GCI MAY CONDUCT WORK WITHIN THE PROJECT LIMITS TO RELOCATE UTILITIES AND UPGRADE THEIR RESPECTIVE SYSTEMS. THE CONTRACTOR SHALL COORDINATE ITS ACTIVITIES WITH EACH UTILITY COMPANY AND PROVIDE ACCESS AS NECESSARY FOR UTILITY COMPANIES TO CONDUCT THEIR WORK.
15. THE CONTRACTOR SHALL RESTRICT ITS COMPACTION AND OTHER VIBRATION INDUCING OPERATIONS AS NECESSARY TO ENSURE NO DAMAGE OCCURS TO ADJACENT BUILDINGS OR STRUCTURES. REFER TO SECTION 01530, ARTICLE 1.7 FOR FURTHER REQUIREMENTS.
16. THE PLAN SHEETS DO NOT SHOW ALL OF THE TREES AND OTHER VEGETATION THAT WILL BE ENCOUNTERED DURING CONSTRUCTION ACTIVITIES. NO TREES OR OTHER VEGETATION ARE TO BE REMOVED OR DAMAGED, UNLESS SHOWN ON THE DRAWINGS OR DIRECTED BY THE ENGINEER.
17. THE CONTRACTOR SHALL NOT STORE MATERIALS OR EQUIPMENT, OR OPERATE EQUIPMENT WITH ITS TRACKS OR WHEELS PLACED ON PRIVATE PROPERTY, WITHOUT WRITTEN APPROVAL OF THE PROPERTY OWNER.
18. THE CONTRACTOR SHALL NOTIFY EACH RESIDENT OF EACH DRIVEWAY CLOSURE THE DAY PRECEDING THE DAY THE DRIVEWAY IS TO BE CLOSED TO VEHICULAR ACCESS. THE RESIDENT SHALL BE INFORMED OF THE PERIOD OF TIME THE CLOSURE WILL BE IN EFFECT. NO DRIVEWAY CLOSURES WILL BE PERMITTED UNTIL THIS REQUIREMENT HAS BEEN MET TO THE SATISFACTION OF THE ENGINEER.
19. "JUMPING JACK" OR SIMILAR TYPE COMPACTORS SHALL BE USED TO THOROUGHLY COMPACT ALL LAYERS OF MATERIAL AROUND WATER VALVE BOXES, CATCH BASINS, MANHOLES AND OTHER STRUCTURES.
20. THE CONTRACTOR SHALL INSTALL AND MAINTAIN ENGINEER APPROVED EROSION CONTROL DEVICES DURING CONSTRUCTION PER SECTION 01570.

REVISIONS

REV	DATE	DESCRIPTION	BY

STATE OF ALASKA 49th Naomi R. Hobbs No.CE9959 REGISTERED PROFESSIONAL ENGINEER

DOWL
AECL848
WWW.DOWL.COM
9085 Glacier Highway
Juneau, Alaska 99801
907-780-3533

CITY AND BOROUGH OF JUNEAU ALASKA'S CAPITAL CITY

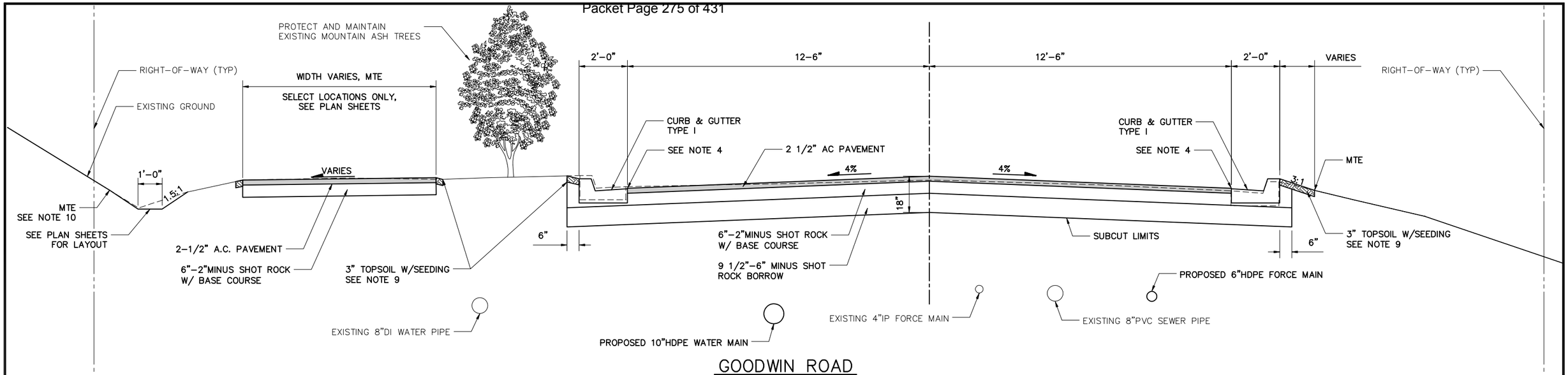
GOODWIN ROAD RECONSTRUCTION
E20-255

LEGEND, ABBREVIATIONS AND GENERAL NOTES

PROJECT 71078.01
DATE 12/4/2020

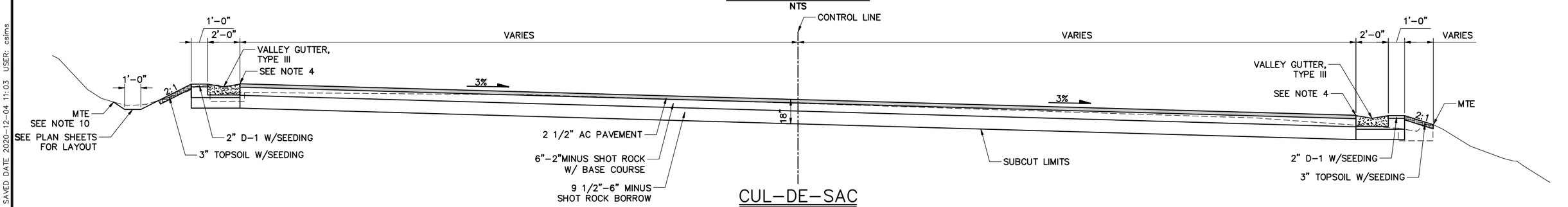
SHEET 02 OF 14

\\JNU-FS\JNU-Projects\22\71078-01\65CAD\Civil\SA20-CT-LD-71078.dwg PLOT DATE 2020-12-4 11:10 SAVED DATE 2020-12-04 09:15 USER: csims



GOODWIN ROAD

NTS



CUL-DE-SAC

NTS

NOTES FOR TYPICAL SECTION

1. IF ORGANIC OR OTHER UNSUITABLE MATERIALS ARE FOUND AT OR NEAR THE PLANNED SUBCUT LEVEL, ADDITIONAL EXCAVATION MAY BE REQUIRED AS DIRECTED BY THE ENGINEER. USABLE MATERIAL FROM EXCAVATION SHALL BE USED TO BACKFILL THE ADDITIONAL AREAS OF EXCAVATION, WHICH MAY VARY FROM 6" IN DEPTH TO A DEPTH OF UP TO 5'-0" BELOW FINISH GRADE. THE BACKFILLING WITH USABLE MATERIAL FROM EXCAVATION WILL BE CONSIDERED INCIDENTAL TO EXCAVATION.
2. SEE HORIZONTAL AND VERTICAL CONTROL, CURB AND GUTTER LAYOUT AND GRADE DRAWINGS FOR GRADING DETAILS.
3. DEPTH AND HORIZONTAL LOCATION OF EXISTING UNDERGROUND ELECTRICAL, WATER, AND SANITARY SEWER VARIES. SEE PLAN SHEETS FOR APPROXIMATE LOCATIONS.
4. TOP OF ASPHALT CONCRETE PAVEMENT SHALL BE ¼ INCH ABOVE THE LIP OF CONCRETE GUTTER. TOP OF PAVEMENT GRADES AND SLOPES GIVEN ON THE PLANS REFLECT THE ACTUAL FINISH PAVEMENT SURFACE.
5. THE 2-INCH MINUS SHOT ROCK W/BASE COURSE COURSE LAYER SHALL BE 4" TO 5" OF 2-INCH MINUS SHOT ROCK WITH 1" TO 2" TOP LAYER OF BASE COURSE, GRADING D-1 FOR A TOTAL THICKNESS OF 6". THE 2-INCH MINUS SHOT ROCK SHALL BE COMPACTED WITH VIBRATORY EQUIPMENT PRIOR TO PLACING THE BASE COURSE GRADING D-1.
6. THE SIDEWALK'S 2-INCH MINUS SHOT ROCK W/BASE COURSE LAYER SHALL BE 4" TO 5" OF 2-INCH MINUS SHOT ROCK WITH 1" TO 2" OF BASE COURSE, GRADING D-1.
7. DRIVEWAYS DISTURBED DURING CONSTRUCTION SHALL BE RECONSTRUCTED TO EQUAL OR BETTER CONDITION. PAVED DRIVEWAYS SHALL BE SUBCUT TO 18 INCHES BELOW FINISH GRADE AND REPLACED WITH 9-1/2" OF 6-INCH MINUS SHOT ROCK BORROW, 6" OF 2-INCH MINUS WITH BASE COURSE, AND 2-1/2" OF A.C. PAVEMENT. ALL WORK REQUIRED TO RECONSTRUCT GRAVEL DRIVEWAYS BEYOND THE BACK OF EXISTING CURB WILL BE CONSIDERED INCIDENTAL TO OTHER WORK AND NO ADDITIONAL PAYMENT WILL BE MADE.
8. ALL EXISTING SEWER PIPES AND WATER PIPES (6-INCH DIAMETER AND LARGER), AND APPURTENANCES (TO BE ABANDONED) WITHIN THE STREET LIMITS SHALL BE REMOVED AND DISPOSED OF OR FILLED WITH CEMENTITIOUS SLURRY, UNLESS OTHERWISE NOTED.
9. GRADE BEYOND THE LIMITS OF THE IMPROVEMENTS AS REQUIRED TO MATCH TO EXISTING AT A 3:1 OR LESS CUT OR FILL SLOPE. PLACE USABLE EXCAVATION BENEATH THE 3" TOPSOIL LAYER WHERE A FILL GREATER THAN 3" IS REQUIRED.
10. GRADE BACK SLOPE OF DITCH AS REQUIRED TO MATCH TO EXISTING AT A 1.5:1 CUT SLOPE OR AS NOTED ON PLAN SHEETS.
11. ALL AREAS DISTURBED BY CONSTRUCTION ACTIVITIES NO RESURFACED WITH ASPHALT PAVEMENT OR CONCRETE SHALL BE GRADED TO A UNIFORM, WELL DRAINED APPEARANCE AND COVERED WITH TOPSOIL AND SEEDED, AS DIRECTED BY THE ENGINEER.

TRAFFIC CONTROL

1. ALL TRAFFIC TO BE CONTROLLED PER THE REQUIREMENTS OF THE ALASKA TRAFFIC MANUAL (U.S. DEPARTMENT OF TRANSPORTATION "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" AND THE ALASKA SUPPLEMENT).
2. ALL DETOURS SHALL BE AS APPROVED BY THE ENGINEER.
3. ROAD CLOSURES WILL BE PERMITTED ONLY AS APPROVED BY THE ENGINEER.
4. THE CONTRACTOR WILL NOT BE PERMITTED TO OBSTRUCT VEHICULAR TRAFFIC BETWEEN THE HOURS OF 4:30pm AND 8:00am SEVEN DAYS A WEEK. DURING THIS PERIOD, ONE LANE SHALL BE OPEN TO VEHICULAR TRAFFIC AND WITH A MINIMUM TOTAL WIDTH OF 8 FEET.
5. PROVIDE ACCESS FOR EMERGENCY VEHICLES AT ALL TIMES.
6. A MINIMUM OF ONE LANE (8 FOOT MINIMUM WIDTH) SHALL BE KEPT OPEN TO VEHICULAR TRAFFIC AT ALL TIMES, EXCEPT A FIVE (5) MINUTE MAXIMUM STOPPAGE TO VEHICULAR TRAFFIC WILL BE PERMITTED, WITH NO MORE THAN ONE TRAFFIC STOPPAGE PER HOUR. THIS REQUIREMENT DOES NOT APPLY FOR THE DAY OF PAVING.
7. PEDESTRIAN TRAFFIC SHALL BE AVAILABLE ALONG AT LEAST ONE SIDE OF THE STREET AT ALL TIMES. THE PEDESTRIAN PATHWAY SHALL BE CLEARLY MARKED AND SHALL SATISFY THE REQUIREMENTS AS DESCRIBED IN THE SPECIAL PROVISIONS.

PAVING SEQUENCING

1. LAYDOWN OPERATIONS SHALL BE CONDUCTED IN A MANNER WHICH ENSURES THAT THE MINIMUM TEMPERATURE ALONG THE CENTERLINE EDGE OF THE FIRST PAVED LANE DOES NOT FALL BELOW 200°F BEFORE THE SECOND LANE IS PAVED.

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ALASKA'S CAPITAL CITY

GOODWIN ROAD RECONSTRUCTION
E20-255

TYPICAL SECTION, TRAFFIC CONTROL
AND PAVING SEQUENCING

PROJECT	71078.01
DATE	12/4/2020

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CORROSION PROTECTION SPECIFICATIONS AND NOTES:

ANODES

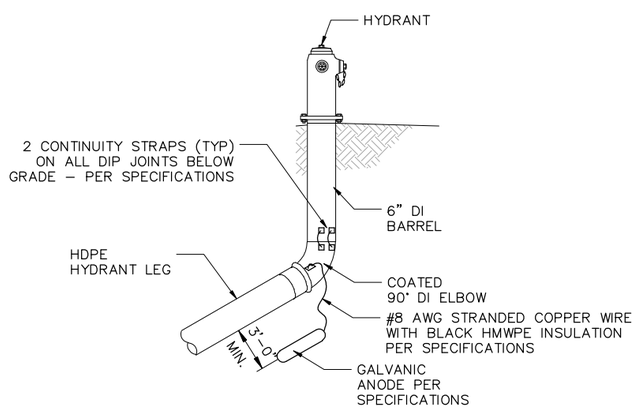
1. ANODES SHALL BE 18–LBS BARE WEIGHT ZINC WITH PREPACKAGED ANODE BACKFILL.
2. ACCEPTABLE ANODE MODELS ARE:
   a. MODEL NO. ZUR–18 FROM FARWEST INDUSTRIES
   b. MODEL S18 FROM MESA PRODUCTS
   c. APPROVED EQUAL
3. INSTALL TYPE, SIZE, AND NUMBER OF ANODES SPECIFIED.
4. INSTALL 2 ANODES TO ALL CONNECTIONS TO EXISTING C.I. OR D.I. PIPE 12–INCH DIAMETER AND LARGER.
5. CONDUCTOR WIRE SHALL BE A MINIMUM OF 10–FEET IN LENGTH, SIZE #8 OR LARGER, AND INSULATED WITH HIGH MOLECULAR WEIGHT POLYETHYLENE (HMWPE).
6. PREPACKAGED ANODE SHALL BE SATURATED WITH WATER PRIOR TO BACKFILL.
7. ANODES SHALL BE PLACED IN NATIVE EARTH BACKFILL. DO NOT PLACE IN PIPE BEDDING MATERIAL.

THERMITE (EXOTERMIC) WELDING

1. THERMITE WELD MATERIALS SHALL BE DESIGNED FOR CONNECTION OF COPPER TO DUCTILE IRON AND CAST IRON SURFACES AND SHALL BE INSTALLED PER MANUFACTURERS INSTRUCTIONS.
2. ACCEPTABLE MANUFACTURES OF THERMITE WELD PRODUCTS ARE:
   a. CADWELD BY ERICO PRODUCTS INC.
   b. THERMOWELD BY CONTINENTAL INDUSTRIES INC.
   c. APPROVED EQUAL
3. A 2–INCH SQUARE AREA IN THE PIPE SURFACE SHALL BE GROUND CLEAN PER MANUFACTURERS RECOMMENDATIONS PRIOR TO THERMITE WELDING.
4. WIRE ENDS SHALL HAVE PROPER ADAPTER SLEEVES TO ENSURE PROPER BOND. #8 AWG SHALL HAVE ADAPTER SLEEVES SPECIFIED BY THERMITE WELD MANUFACTURER. FIELD INSTALLED SLEEVES SHALL HAVE WIRE CONDUCTOR EXTEND ¼–INCH BEYOND ENDS OF SLEEVE.
5. WIRE CONNECTION SHALL BE TESTED FOR INTEGRITY PRIOR TO COATING.
6. CONTINUITY STRAPS SHALL BE #2 AWG COPPER STRANDED WIRE WITH THW INSULATION AND SHALL BE ATTACHED TO THE PIPE BY THERMITE WELDING AND COATED AND SEALED AS DESCRIBED BELOW.

COATING AND SEALING

1. ALL THERMITE WELDS SHALL BE PROTECTED AND SEALED BY:
   a. PREFABRICATED THERMITE WELD CAPS, SIZED ACCORDING TO WIRE SIZE, MINIMUM DIMENSIONS OF 4–INCH BY 4–INCH FILLED WITH ELASTOMERIC MASTIC COATING OR,
   b. HEAT SHRINK SLEEVE PIPE ENCASEMENT AFTER COATING THERMITE WELD WITH ELASTOMERIC MASTIC COATING – HEAT SHRINK SLEEVE SHALL BE CANUSA AQUA SEAL OR APPROVED EQUAL.
2. ALL PIPE SURFACE COATING DAMAGED BEYOND THE WELD CAPS OR HEAT SHRINK SHALL BE COATED WITH PROTAL 7125 FROM DENSO NORTH AMERICA OR APPROVED EQUAL.



GALVANIC ANODE INSTALLATION AT HYDRANT ASSEMBLIES W/ HDPE

NTS

SEWER SERVICE SUMMARY

HOUSE NUMBER	LOCATION	COMMENTS
#3000 BLUEBERRY	11+29.75, 34.89 LT	SEE NOTE 3
#3000 GOODWIN	11+57.88, 25.27 RT	SEE NOTE 3 AND 4
#3004 GOODWIN	12+08.14, 25.30 RT	SEE NOTE 3 AND 4
#3005 GOODWIN	13+34.62, 32.37 LT	SEE NOTE 3
#3008 GOODWIN	16+15.91, 25.29 RT	SEE NOTE 2 AND 4
#3009 GOODWIN	16+11.27, 34.70 LT	SEE NOTE 3
#3012 GOODWIN	16+17.61, 25.29 RT	SEE NOTE 2 AND 4
#3031 GOODWIN	16+60.54, 45.52 LT	SEE NOTE 2
USMS 59 TR B LUCY LODE	17+14.95, 5.65 RT	SEE NOTE 2

NOTES:

1.) STATION AND OFFSET ARE GIVEN TO THE CENTER OF THE NEW CLEANOUT COVER.

2.) INSTALL NEW 4" PVC SEWER SERVICE WITH CLEANOUT PER CBJ STANDARD DETAIL 213 AND CONNECT TO EXISTING SEWER SERVICE AT PROPERTY LINE.

3.) INSTALL NEW CLEANOUT ON EXISTING SERVICE AT PROPERTY LINE PER DETAIL 4 SHEET 6.

4.) PRIOR TO INSTALLATION OF CLEANOUT, CONFIRM LOCATION OF PRESSURE SANITARTY SEWER SERVICE LATERAL CONNECTION. INSTALL CLEANOUT WITHIN GRAVITY SERVICE A MINIMUM OF 1–FT FROM CONNECTION.

CATCH BASIN FRAME AND GRATE SUMMARY

CATCH BASIN NO.	EAST JORDAN IRON WORKS, OLYMPIC FOUNDRY CO., CBJ STANDARD No., OR APPROVED EQUAL
CB–1	7701 T2 HOOD W/T100 M1 GRATE
CB–2	7701 T2 HOOD W/T100 M1 GRATE
CB–3	7701 T2 HOOD W/T100 M1 GRATE
CB–4	7701 T2 HOOD W/T100 M1 GRATE
CB–5	7701 T2 HOOD W/T100 M1 GRATE
CB–6	7701 T2 HOOD W/T100 M1 GRATE
CB–7	7701 T2 HOOD W/T100 M1 GRATE

CATCH BASIN TOP SLAB OPENINGS SHALL BE DIMENSIONED TO FIT THE FRAME DIMENSIONS. ALL COVERS SHALL BE HEAVY DUTY CONSTRUCTION AND BICYCLE SAFE. ALL FRAMES AND GRATES SHALL BE DUCTILE IRON.

LOCAL FLOW LINE DEPRESSION AT CATCH BASIN SHALL BE ¾", WITH 36" TRANSITIONS TO EACH SIDE OF THE FRAME, UNLESS OTHERWISE DIRECTED BY THE ENGINEER.

ALL FINISHED GRADES (FG) PROVIDED ARE TO THE FLOWLINE OF THE FRAME AT THE LONGITUDINAL CETER OF THE FRAME AFTER APPLICATION OF THE LOCALIZED DEPRESSION. FOR TYPE I CURB & GUTTER THE FG IS 0.56 BELOW THE TBC.

RECONSTRUCT MAILBOX TABLE

HOUSE NUMBER	LOCATION	COMMENTS
#3000 GOODWIN	11+33.82, 18.50 RT	3.5' CANTILEVER ARM SINGLE MAILBOX
#3004 GOODWIN	12+15.37, 18.50 RT	3.5' CANTILEVER ARM SINGLE MAILBOX
#3005 GOODWIN	13+12.04, 18.50 LT	3.5' CANTILEVER ARM SINGLE MAILBOX
#3009 GOODWIN	15+69.08, 18.50 LT	3.5' CANTILEVER ARM SINGLE MAILBOX

STATION AND OFFSET ARE GIVEN TO CENTER OF VERTICAL 4"X4" POST. CONTRACTOR SHALL STAKE MAILBOX POST LOCATION FOR APPROVAL BY THE ENGINEER.

REINSTALL EXISTING MAILBOX AND NEWSPAPER RECEPTACLES TO NEW POST AND ARM ASSEMBLIES. IF THE RECEPTACLES ARE DAMAGED BY THE CONTRACTOR, NEW RECEPTACLES OF SAME SIZE, COLOR AND STYLE WITH NEW HOUSE NUMBERS SHALL BE PROVIDED BY THE CONTRACTOR.

MAIL DELIVERY SERVICE SHALL NOT BE INTERRUPTED AND ACCESS TO EACH MAILBOX RECEPTACLE SHALL BE AVAILABLE TO THE UNITED STATES POSTAL SERVICE AND THE RESIDENTS AT ALL TIMES.

WATER SERVICE SUMMARY

HOUSE NUMBER	LOCATION	SIZE/TYPE	COMMENTS
#3000 BLUEBERRY	11+27.27, 36.92 LT	1" POLY – SIDR7	CTE
#3000 GOODWIN	11+60.32, 28.45 RT	1" POLY – SIDR7	CTE
#3004 GOODWIN	11+98.37, 23.11 RT	1" POLY – SIDR7	CTE
#3005 GOODWIN	13+23.89, 34.46 LT	1" POLY – SIDR7	CTE
#3008 GOODWIN	16+27.50, 25.31 RT	1" POLY – SIDR7	CTE
#3009 GOODWIN	16+25.28, 34.70 LT	1" POLY – SIDR7	CTE
#3012 GOODWIN	16+27.91, 25.26 RT	1" POLY – SIDR7	CONFIRM CTE OR INSTALL THREADED CAP FOR FUTURE CONNECTION
USMS 59 TR B LUCY LODE	17+16.61, 3.81 LT	2" POLY – SIDR7	INSTALL THREADED CAP FOR FUTURE CONNECTION

INSTALL NEW WATER SERVICE, CURB STOP, AND CURB BOX PER CBJ STANDARD DETAIL 406A. STATION AND OFFSET ARE GIVEN TO THE CENTER OF THE VALVE BOX.

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GOODWIN ROAD RECONSTRUCTION
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CORROSION PROTECTION DETAILS AND SUMMARY TABLES

PROJECT 71078.01
DATE 12/4/2020

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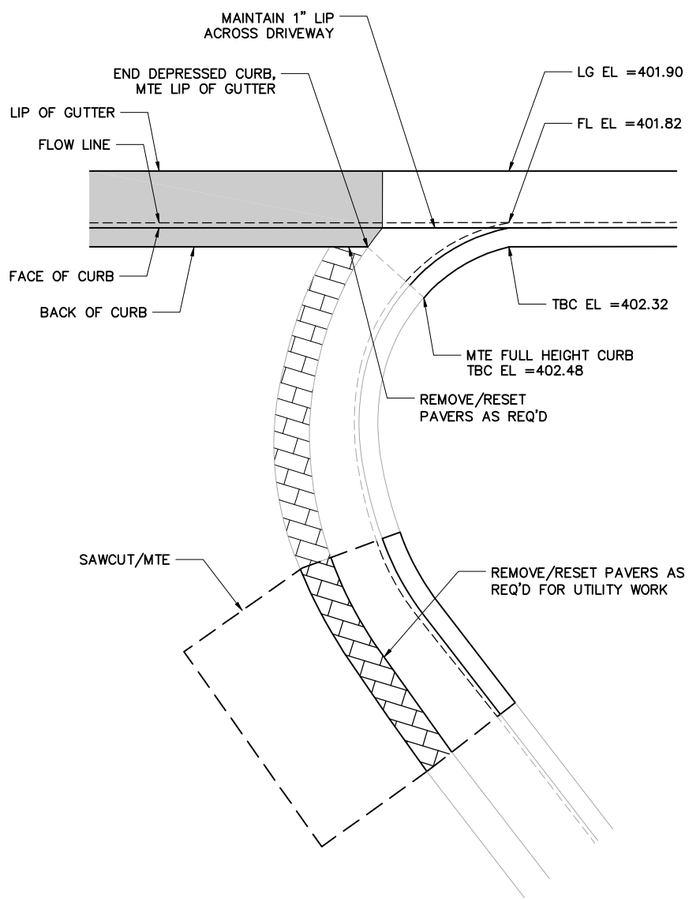
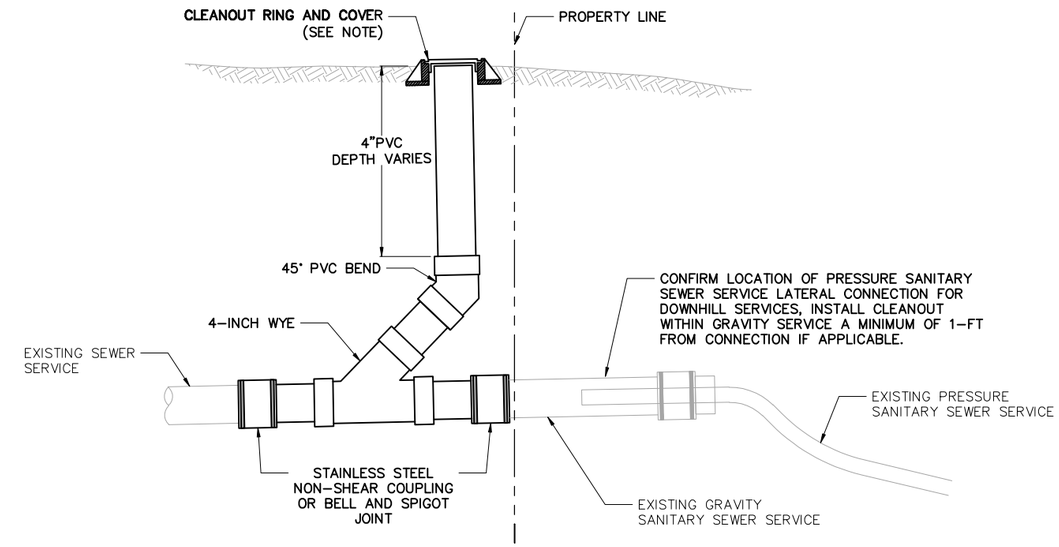
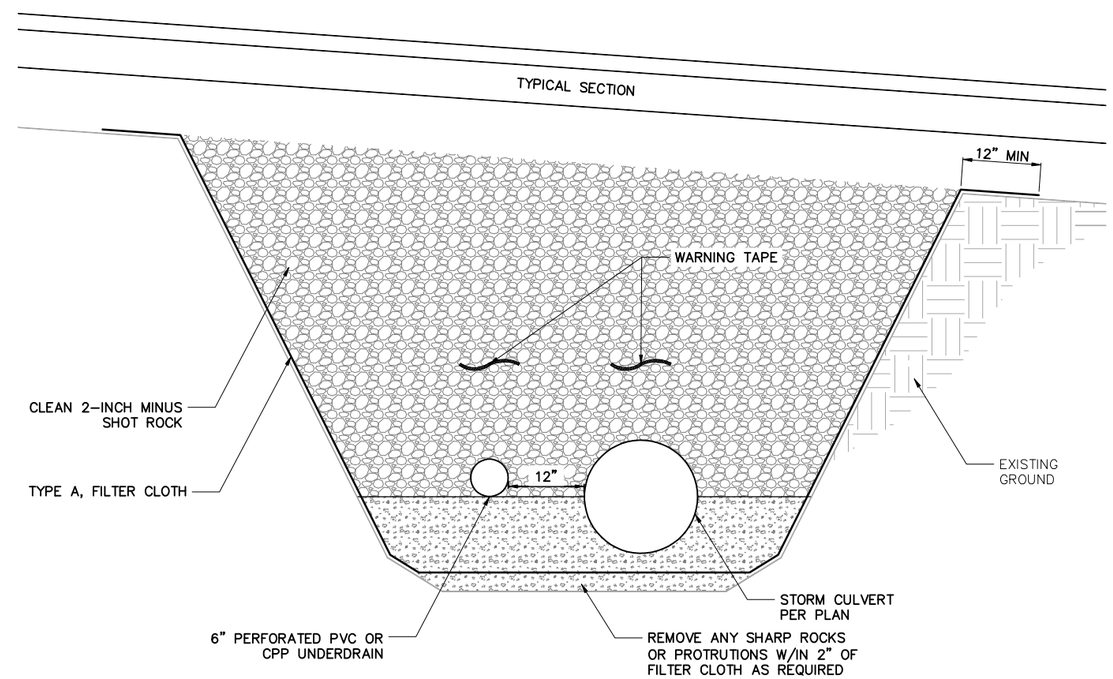


1 #3000 MATCH TO EXISTING CURB
NTS



2 SEWER CLEANOUT FOR EXISTING SERVICE
NTS

NOTE: INSTALL PER STANDARD 205 MANHOLE HEIGHTS



3 STORM DRAIN TRENCH WITH UNDERDRAIN
NTS

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MISCELLANEOUS DETAILS

PROJECT	71078.01
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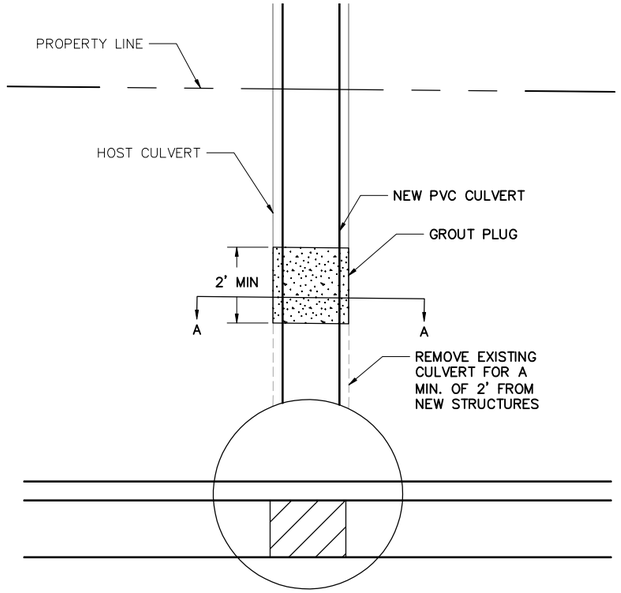
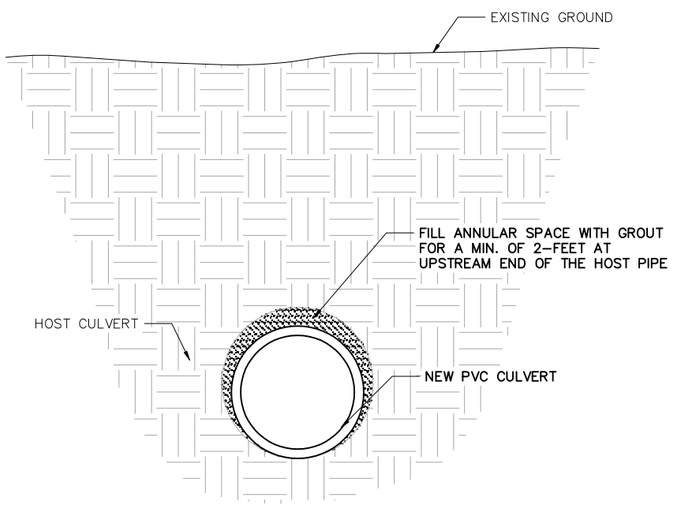


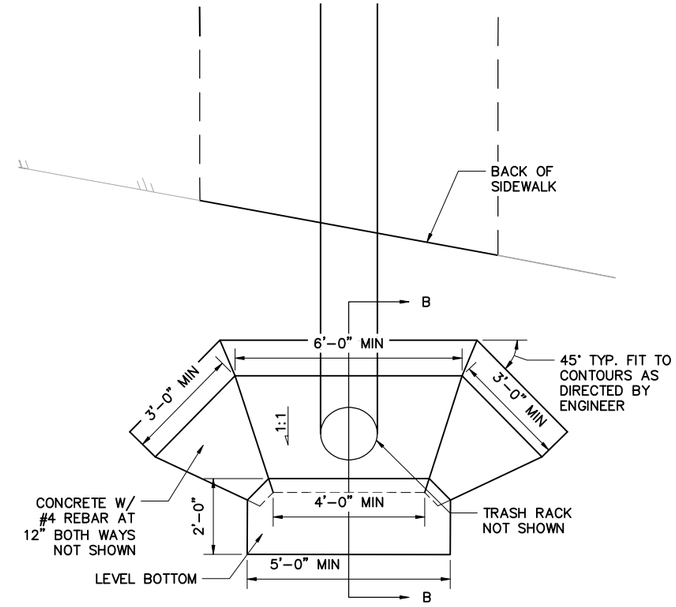
PLAN VIEW
NTS



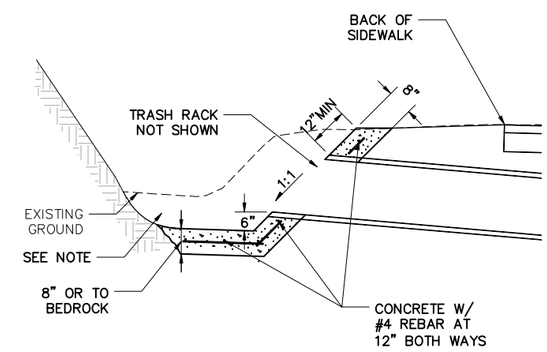
SECTION A–A
NTS

1 STORM DRAIN – SLIPLINE
NTS

NOTE: EXISTING CULVERT TO BE REMOVED A MINIMUM OF 2-FEET FROM NEW STRUCTURE. FOR CONNECTIONS TO EXISTING STRUCTURES, THE HOST PIPE SHALL NOT BE CUT BACK 2-FT.



PLAN VIEW
NTS



SECTION B–B
NTS

2 CONCRETE HEADWALL WITH TRASHRACK
NTS

NOTE: REMOVE ALL LOOSE SHALE AND DEBRIS FOR INSTALLATION OF HEADWALL

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MISCELLANEOUS DETAILS

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DATE 12/4/2020

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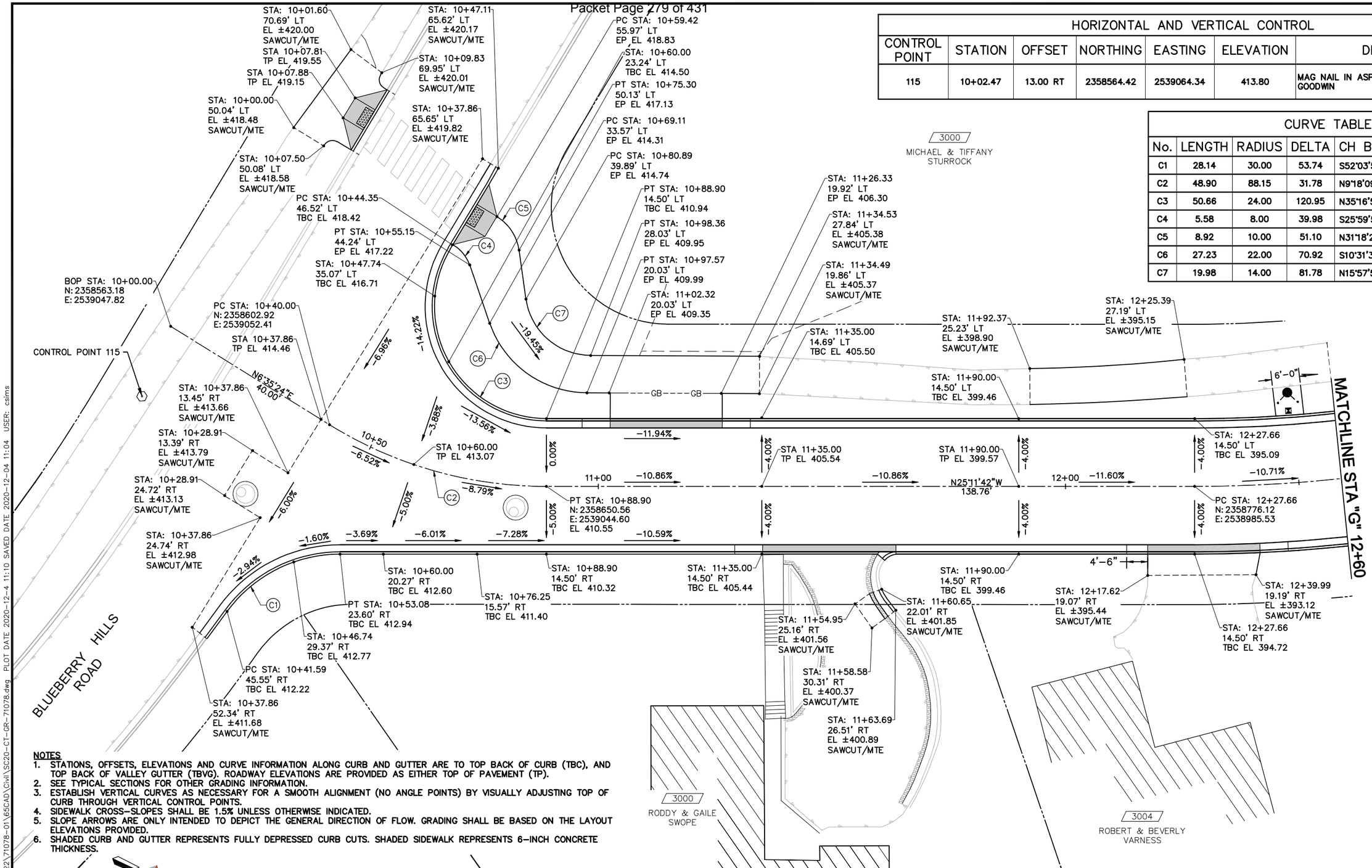
HORIZONTAL AND VERTICAL CONTROL						
CONTROL POINT	STATION	OFFSET	NORTHING	EASTING	ELEVATION	DESCRIPTION
115	10+02.47	13.00 RT	2358564.42	2539064.34	413.80	MAG NAIL IN ASPHALT PATH ACROSS FROM GOODWIN

CURVE TABLE				
No.	LENGTH	RADIUS	DELTA	CH BEARING & DISTANCE
C1	28.14	30.00	53.74	S52°03'54"E – 28.14
C2	48.90	88.15	31.78	N9°18'09"W – 48.90
C3	50.66	24.00	120.95	N35°16'54"E – 50.66
C4	5.58	8.00	39.98	S25°59'57"W – 5.58
C5	8.92	10.00	51.10	N31°18'29"E – 8.92
C6	27.23	22.00	70.92	S10°31'36"W – 27.23
C7	19.98	14.00	81.78	N15°57'59"E – 19.98



NOTES

1. STATIONS, OFFSETS, ELEVATIONS AND CURVE INFORMATION ALONG CURB AND GUTTER ARE TO TOP BACK OF CURB (TBC), AND TOP BACK OF VALLEY GUTTER (TBVG). ROADWAY ELEVATIONS ARE PROVIDED AS EITHER TOP OF PAVEMENT (TP).
2. SEE TYPICAL SECTIONS FOR OTHER GRADING INFORMATION.
3. ESTABLISH VERTICAL CURVES AS NECESSARY FOR A SMOOTH ALIGNMENT (NO ANGLE POINTS) BY VISUALLY ADJUSTING TOP OF CURB THROUGH VERTICAL CONTROL POINTS.
4. SIDEWALK CROSS-SLOPES SHALL BE 1.5% UNLESS OTHERWISE INDICATED.
5. SLOPE ARROWS ARE ONLY INTENDED TO DEPICT THE GENERAL DIRECTION OF FLOW. GRADING SHALL BE BASED ON THE LAYOUT ELEVATIONS PROVIDED.
6. SHADED CURB AND GUTTER REPRESENTS FULLY DEPRESSED CURB CUTS. SHADED SIDEWALK REPRESENTS 6-INCH CONCRETE THICKNESS.

10 5 0 10 20 30
SCALE IN FEET

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HORIZONTAL AND VERTICAL CONTROL
CURB AND GUTTER LAYOUT AND GRADES
BLUEBERRY HILLS RD TO STA "G" 12+60

PROJECT 71078.01
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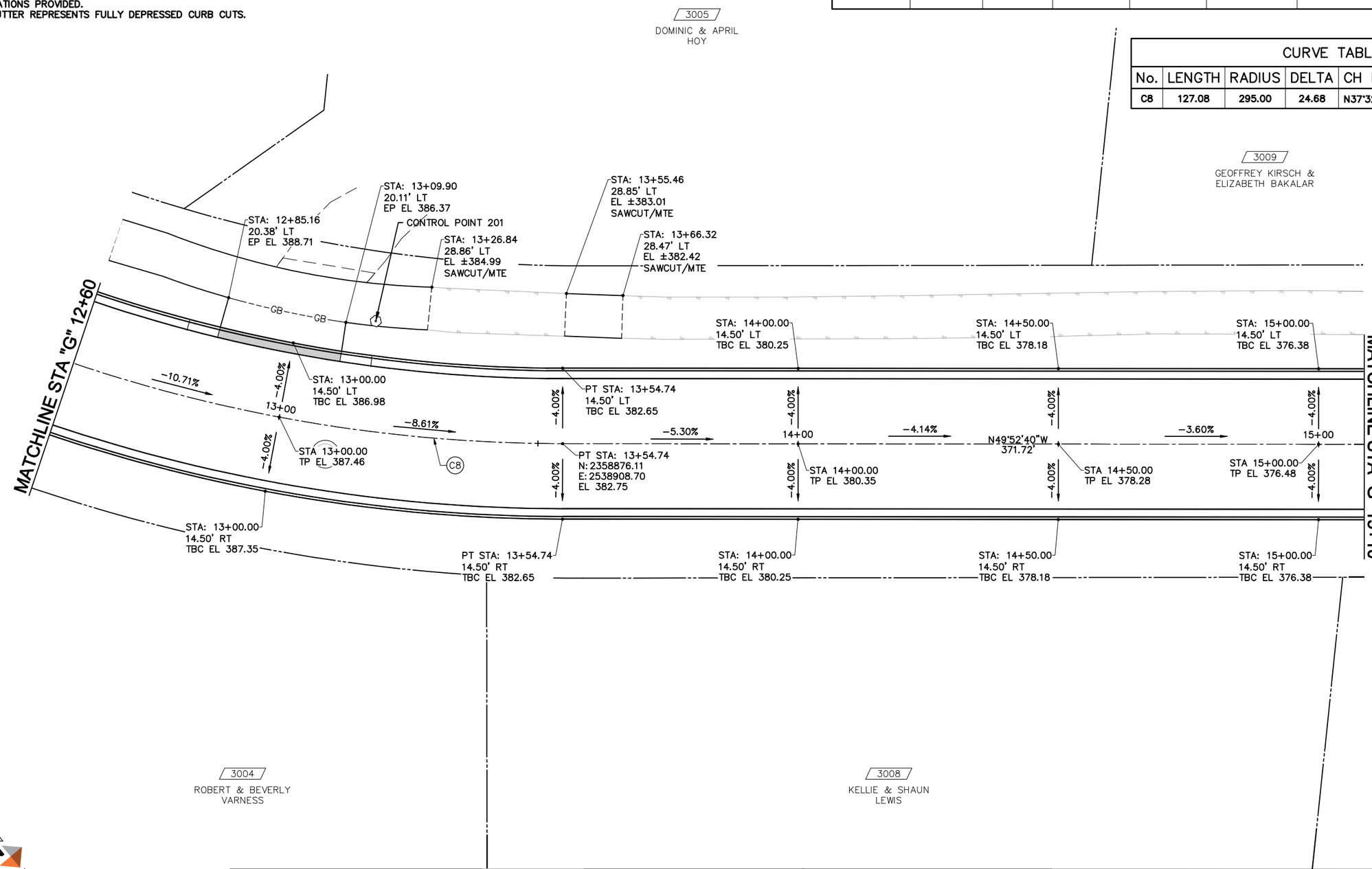
6. SHADED CURB AND GUTTER REPRESENTS FULLY DEPRESSED CURB CUTS.

HORIZONTAL AND VERTICAL CONTROL

CONTROL POINT	STATION	OFFSET	NORTHING	EASTING	ELEVATION	DESCRIPTION
201	13+16.72	21.50 LT	2358835.26	2538920.56	385.75	MAG NAIL IN ASPHALT PATH

CURVE TABLE

No.	LENGTH	RADIUS	DELTA	CH BEARING & DISTANCE
C8	127.08	295.00	24.68	N37°32'11"W – 127.08



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GOODWIN ROAD RECONSTRUCTION
E20-255
HORIZONTAL AND VERTICAL CONTROL
CURB AND GUTTER LAYOUT AND GRADES
STA "G" 12+60 TO STA "G" 15+10

PROJECT 71078.01
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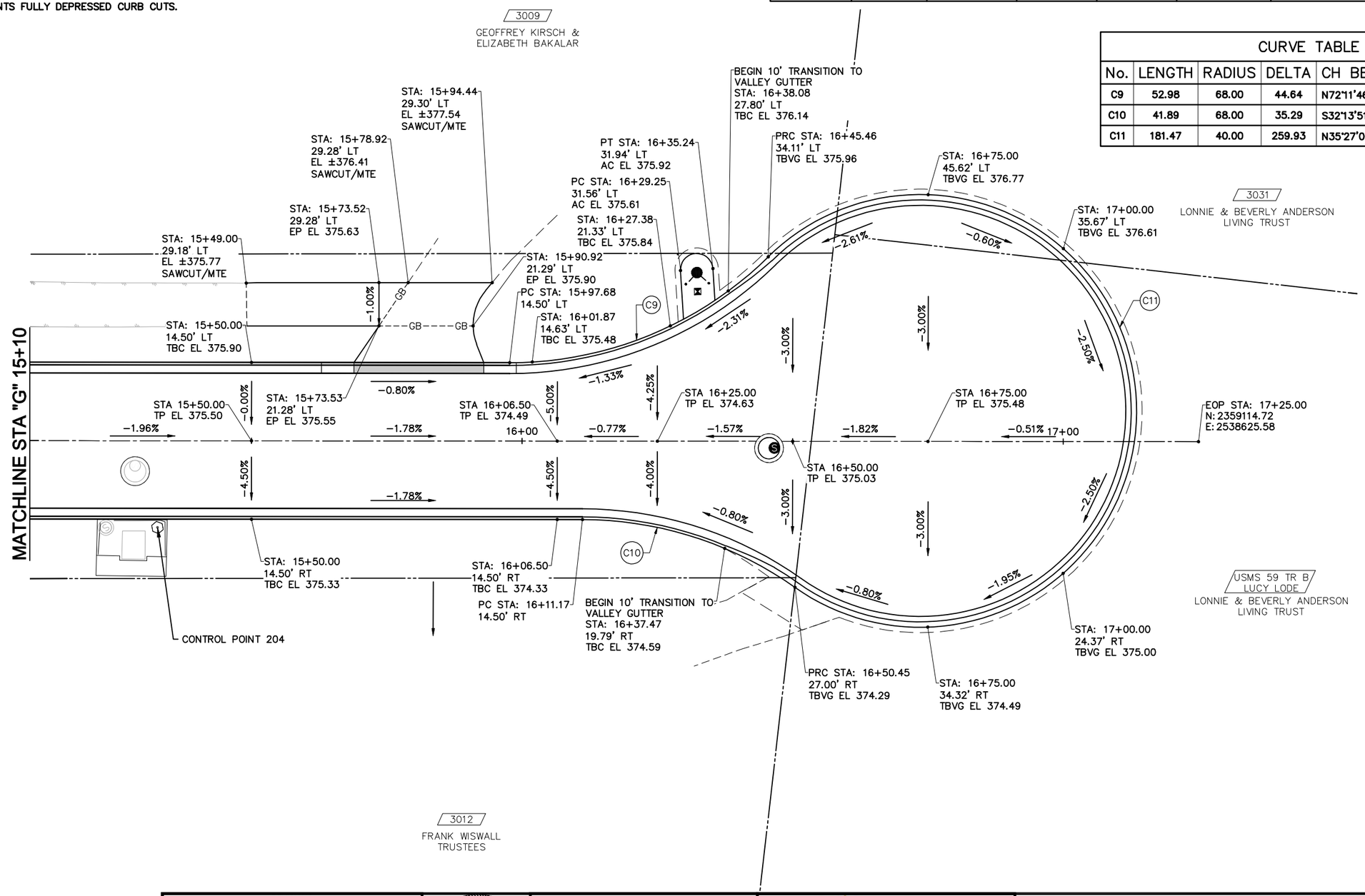
HORIZONTAL AND VERTICAL CONTROL

CONTROL POINT	STATION	OFFSET	NORTHING	EASTING	ELEVATION	DESCRIPTION
204	15+33.60	15.52' RT	2359003.31	2538783.27	375.79	MAG NAIL IN CONCRETE PAD AT LIFT STATION

CURVE TABLE

No.	LENGTH	RADIUS	DELTA	CH BEARING & DISTANCE
C9	52.98	68.00	44.64	N72°11'46"W – 52.98
C10	41.89	68.00	35.29	S32°13'51"E – 41.89
C11	181.47	40.00	259.93	N35°27'02"E – 181.47



REVISIONS			
REV	DATE	DESCRIPTION	BY

STATE OF ALASKA 49th Naomi R. Hobbs No.CE9959 REGISTERED PROFESSIONAL ENGINEER

DOWL
AECL848
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9085 Glacier Highway
Juneau, Alaska 99801
907-780-3533

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

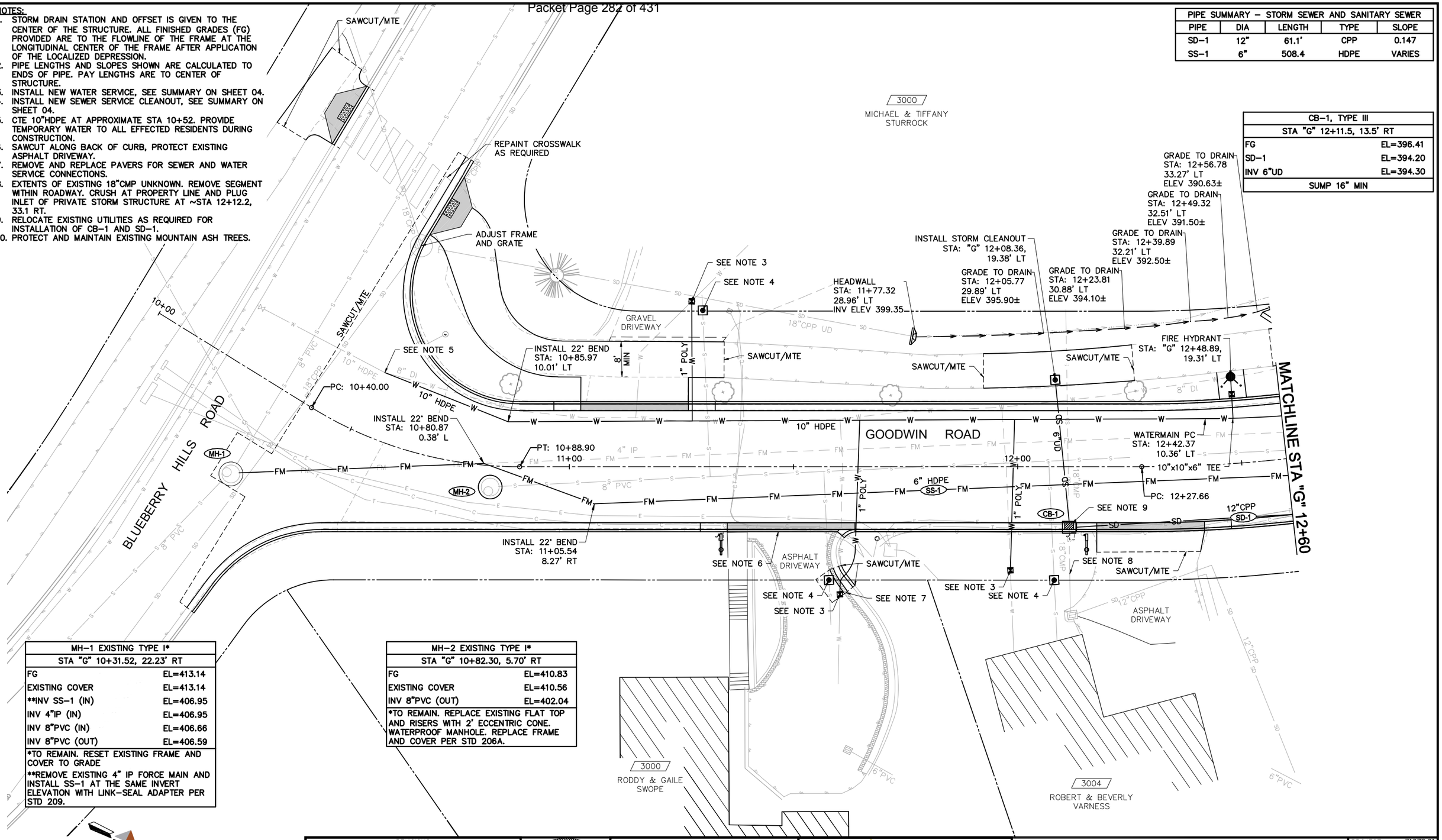
GOODWIN ROAD RECONSTRUCTION
E20-255
HORIZONTAL AND VERTICAL CONTROL
CURB AND GUTTER LAYOUT AND GRADES
STA "G" 15+10 TO EOP

PROJECT 71078.01
DATE 12/4/2020
SHEET
09 OF 14

\\JNU-FS\JNU-Projects\22\71078-01\65CAD\Civil\SC20-CT-GR-71078.dwg PLOT DATE 2020-12-4 11:10 SAVED DATE 2020-12-04 11:04 USER: csims

NOTES:
1. STORM DRAIN STATION AND OFFSET IS GIVEN TO THE CENTER OF THE STRUCTURE. ALL FINISHED GRADES (FG) PROVIDED ARE TO THE FLOWLINE OF THE FRAME AT THE LONGITUDINAL CENTER OF THE FRAME AFTER APPLICATION OF THE LOCALIZED DEPRESSION.
2. PIPE LENGTHS AND SLOPES SHOWN ARE CALCULATED TO ENDS OF PIPE. PAY LENGTHS ARE TO CENTER OF STRUCTURE.
3. INSTALL NEW WATER SERVICE, SEE SUMMARY ON SHEET 04.
4. INSTALL NEW SEWER SERVICE CLEANOUT, SEE SUMMARY ON SHEET 04.
5. CTE 10"HDPE AT APPROXIMATE STA 10+52. PROVIDE TEMPORARY WATER TO ALL EFFECTED RESIDENTS DURING CONSTRUCTION.
6. SAWCUT ALONG BACK OF CURB, PROTECT EXISTING ASPHALT DRIVEWAY.
7. REMOVE AND REPLACE PAVERS FOR SEWER AND WATER SERVICE CONNECTIONS.
8. EXTENTS OF EXISTING 18"CMP UNKNOWN. REMOVE SEGMENT WITHIN ROADWAY. CRUSH AT PROPERTY LINE AND PLUG INLET OF PRIVATE STORM STRUCTURE AT ~STA 12+12.2, 33.1 RT.
9. RELOCATE EXISTING UTILITIES AS REQUIRED FOR INSTALLATION OF CB-1 AND SD-1.
10. PROTECT AND MAINTAIN EXISTING MOUNTAIN ASH TREES.

PIPE SUMMARY – STORM SEWER AND SANITARY SEWER				
PIPE	DIA	LENGTH	TYPE	SLOPE
SD-1	12"	61.1'	CPP	0.147
SS-1	6"	508.4	HDPE	VARIES



CB-1, TYPE III	
STA "G" 12+11.5, 13.5' RT	
FG	EL=396.41
SD-1	EL=394.20
INV 6"UD	EL=394.30
SUMP 16" MIN	

MH-1 EXISTING TYPE I*	
STA "G" 10+31.52, 22.23' RT	
FG	EL=413.14
EXISTING COVER	EL=413.14
**INV SS-1 (IN)	EL=406.95
INV 4"IP (IN)	EL=406.95
INV 8"PVC (IN)	EL=406.66
INV 8"PVC (OUT)	EL=406.59

*TO REMAIN. RESET EXISTING FRAME AND COVER TO GRADE

**REMOVE EXISTING 4" IP FORCE MAIN AND INSTALL SS-1 AT THE SAME INVERT ELEVATION WITH LINK-SEAL ADAPTER PER STD 209.

MH-2 EXISTING TYPE I*	
STA "G" 10+82.30, 5.70' RT	
FG	EL=410.83
EXISTING COVER	EL=410.56
INV 8"PVC (OUT)	EL=402.04

*TO REMAIN. REPLACE EXISTING FLAT TOP AND RISERS WITH 2' ECCENTRIC CONE. WATERPROOF MANHOLE. REPLACE FRAME AND COVER PER STD 206A.

10 5 0 10 20 30
SCALE IN FEET

REVISIONS

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STATE OF ALASKA 49th Naomi R. Hobbs No.CE9959 REGISTERED PROFESSIONAL ENGINEER

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CITY AND BOROUGH OF JUNEAU ALASKA'S CAPITAL CITY

GOODWIN ROAD RECONSTRUCTION
E20-255

PLAN - GOODWIN ROAD
BLUEBERRY HILLS RD TO STA "G" 12+60

PROJECT 71078.01
DATE 12/4/2020

SHEET
10 OF 14

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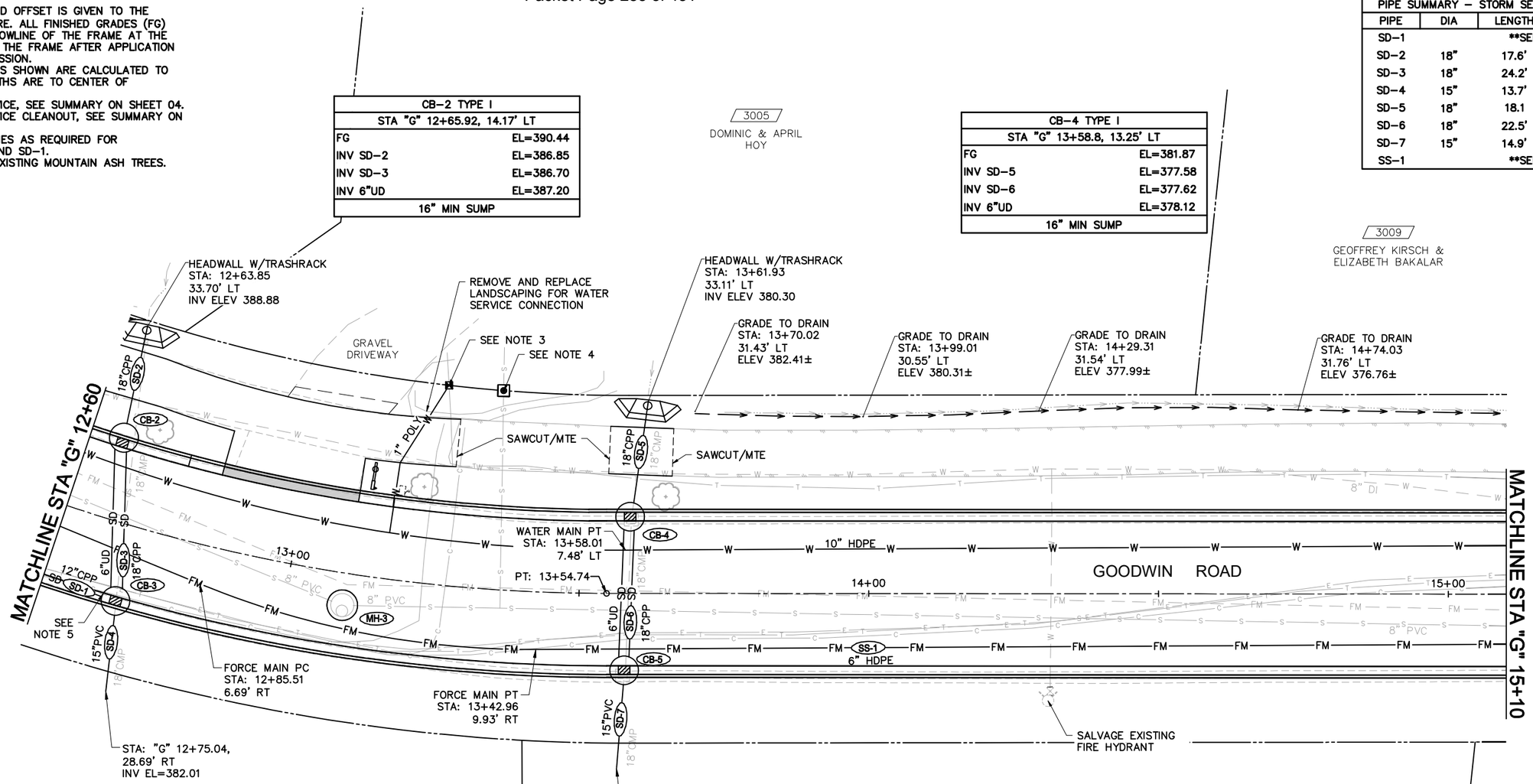
NOTES:
1. STORM DRAIN STATION AND OFFSET IS GIVEN TO THE CENTER OF THE STRUCTURE. ALL FINISHED GRADES (FG) PROVIDED ARE TO THE FLOWLINE OF THE FRAME AT THE LONGITUDINAL CENTER OF THE FRAME AFTER APPLICATION OF THE LOCALIZED DEPRESSION.
2. PIPE LENGTHS AND SLOPES SHOWN ARE CALCULATED TO ENDS OF PIPE. PAY LENGTHS ARE TO CENTER OF STRUCTURE.
3. INSTALL NEW WATER SERVICE, SEE SUMMARY ON SHEET 04.
4. INSTALL NEW SEWER SERVICE CLEANOUT, SEE SUMMARY ON SHEET 04.
5. RELOCATE EXISTING UTILITIES AS REQUIRED FOR INSTALLATION OF CB-3 AND SD-1.
6. PROTECT AND MAINTAIN EXISTING MOUNTAIN ASH TREES.

PIPE SUMMARY – STORM SEWER AND SANITARY SEWER				
PIPE	DIA	LENGTH	TYPE	SLOPE
SD-1		**SEE SHEET 10**		
SD-2	18"	17.6'	CPP	0.115
SD-3	18"	24.2'	CPP	0.053
SD-4	15"	13.7'	PVC	SLIPLINE
SD-5	18"	18.1	CPP	0.135
SD-6	18"	22.5'	CPP	0.119
SD-7	15"	14.9'	PVC	SLIPLINE
SS-1		**SEE SHEET 10**		

CB-2 TYPE I	
STA "G" 12+65.92, 14.17' LT	
FG	EL=390.44
INV SD-2	EL=386.85
INV SD-3	EL=386.70
INV 6"UD	EL=387.20
16" MIN SUMP	

CB-4 TYPE I	
STA "G" 13+58.8, 13.25' LT	
FG	EL=381.87
INV SD-5	EL=377.58
INV SD-6	EL=377.62
INV 6"UD	EL=378.12
16" MIN SUMP	



CB-3 TYPE I	
STA "G" 12+72.6, 13.25 RT	
FG	EL=389.72
INV SD-1	EL=385.43
INV SD-3	EL=385.43
INV SD-4	EL=383.43
INV 6"UD	EL=385.93
16" MIN SUMP	

MH-3 EXISTING TYPE I*	
STA "G" 13+09.9, 6.53' RT	
FG	EL=386.34
EXISTING COVER	EL=385.90
INV 8"PVC (IN)	EL=380.15
INV 8"PVC (OUT)	EL=379.97
*TO REMAIN. REPLACE EXISTING FRAME AND COVER. WATERPROOF MANHOLE. REPLACE FRAME AND COVER PER STD 206A.	

CB-5 TYPE I	
STA "G" 13+57.8, 13.25' RT	
FG	EL=381.92
INV SD-6	EL=374.95
INV SD-7	EL=373.79
INV 6"UD	EL=375.45
16" MIN SUMP	

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SCALE IN FEET

REVISIONS			
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STATE OF ALASKA 49th Naomi R. Hobbs No.CE9959 REGISTERED PROFESSIONAL ENGINEER

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907-780-3533

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

GOODWIN ROAD RECONSTRUCTION
E20-255

PLAN - GOODWIN ROAD
STA "G" 12+60 TO STA "G" 15+10

PROJECT 71078.01
DATE 12/4/2020

SHEET
11 OF 14

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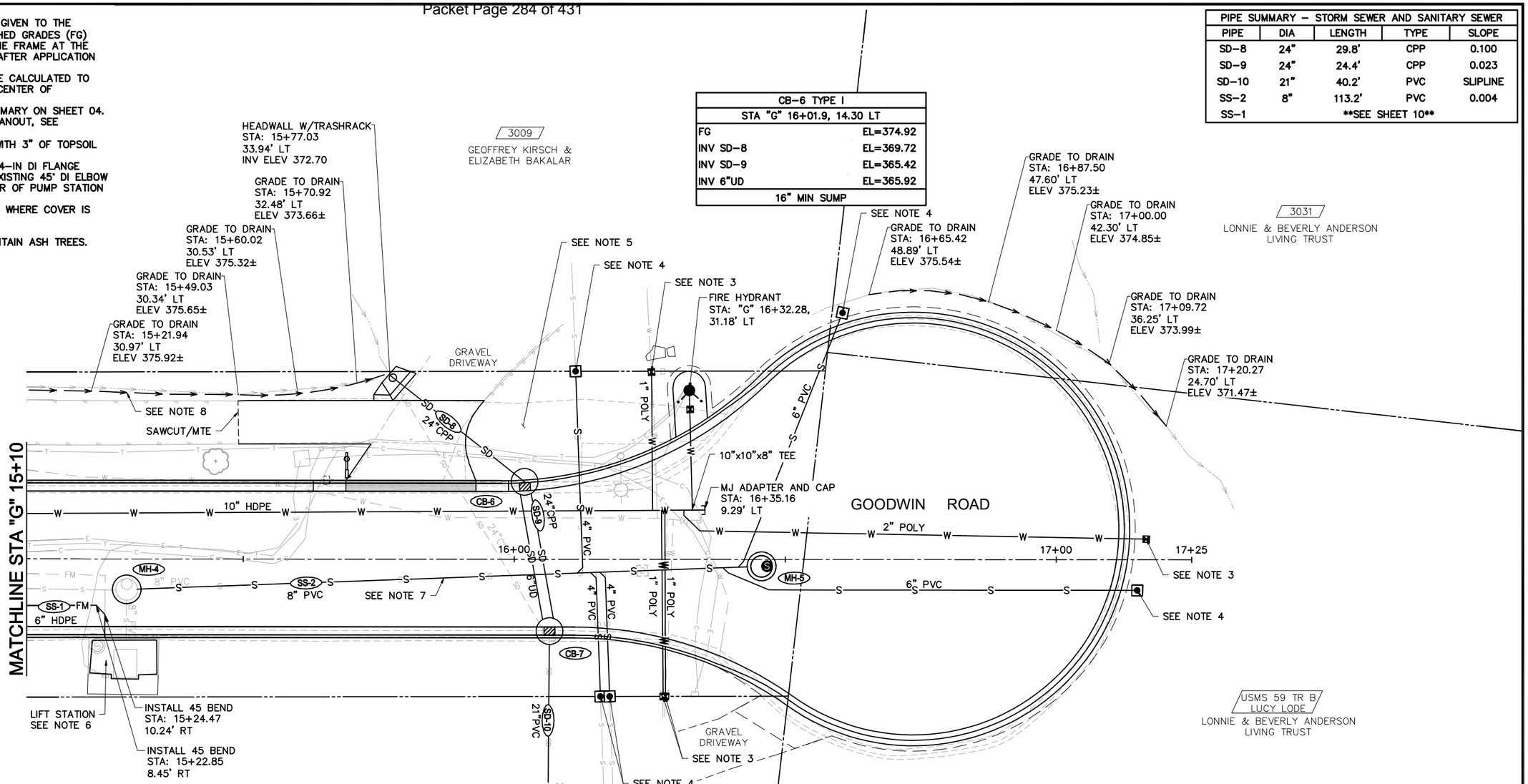
NOTES:
1. STORM DRAIN STATION AND OFFSET IS GIVEN TO THE CENTER OF THE STRUCTURE. ALL FINISHED GRADES (FG) PROVIDED ARE TO THE FLOWLINE OF THE FRAME AT THE LONGITUDINAL CENTER OF THE FRAME AFTER APPLICATION OF THE LOCALIZED DEPRESSION.
2. PIPE LENGTHS AND SLOPES SHOWN ARE CALCULATED TO ENDS OF PIPE. PAY LENGTHS ARE TO CENTER OF STRUCTURE.
3. INSTALL NEW WATER SERVICE, SEE SUMMARY ON SHEET 04.
4. INSTALL NEW SEWER SERVICE WITH CLEANOUT, SEE SUMMARY ON SHEET 04.
5. REMOVE EXISTING ASPHALT, REPLACE WITH 3" OF TOPSOIL WITH SEEDING. GRADE TO DRAIN.
6. CONNECT SS-1 TO EXISTING VERTICAL 4-IN DI FLANGE WITHIN PUMP STATION VALVE VAULT. EXISTING 45° DI ELBOW TO BE REMOVED. WATERPROOF EXTERIOR OF PUMP STATION VAULT.
7. INSTALL 2-IN INSULATION ABOVE SS-2 WHERE COVER IS LESS THAN 4 FEET.
8. BEGIN 1:1 BACKSLOPE ON DITCH.
9. PROTECT AND MAINTAIN EXISTING MOUNTAIN ASH TREES.

PIPE SUMMARY – STORM SEWER AND SANITARY SEWER				
PIPE	DIA	LENGTH	TYPE	SLOPE
SD-8	24"	29.8'	CPP	0.100
SD-9	24"	24.4'	CPP	0.023
SD-10	21"	40.2'	PVC	SLIPLINE
SS-2	8"	113.2'	PVC	0.004
SS-1		**SEE SHEET 10**		



CB-6 TYPE I	
STA "G" 16+01.9, 14.30 LT	
FG	EL=374.92
INV SD-8	EL=369.72
INV SD-9	EL=365.42
INV 6"UD	EL=365.92
16" MIN SUMP	

MH-4 EXISTING TYPE I*	
STA "G" 15+28.47, 4.62' RT	
FG	EL=375.72
EXISTING COVER	EL=375.51
INV 8"PVC SE (IN)	EL=369.72
INV EXIST 8"PVC NW (IN)	EL=369.91
INV SS-2**	EL=369.91
INV 8"PVC (OUT)	EL=369.58

**TO REMAIN. REPLACE EXISTING ECCENTRIC CONE AND RISERS WITH 2.5' ECCENTRIC CONE. WATERPROOF MANHOLE. REPLACE FRAME AND COVER PER STD 206A.
**REMOVE EXISTING 8"PVC INLET AND INSTALL SS-2 WITHIN EXISTING MANHOLE PENETRATION.

CB-7 TYPE I	
STA "G" 16+06.50, 13.25' RT	
FG	EL=373.77
INV SD-9	EL=364.86
INV SD-10	EL=364.36
INV 6"UD	EL=365.36
16" MIN SUMP	

MH-5, TYPE I*	
STA "G" 16+46.6, 1.23' RT	
FG	EL=374.93
INV SS-2	EL=370.37
*WITH FIBERGLASS BASE LINER	

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SCALE IN FEET

REVISIONS

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STATE OF ALASKA 49th Naomi R. Hobbs No.CE9959 REGISTERED PROFESSIONAL ENGINEER

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907-780-3533

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

GOODWIN ROAD RECONSTRUCTION
E20-255

PLAN - GOODWIN ROAD
STA "G" 15+10 TO EOP

PROJECT 71078.01
DATE 12/4/2020

SHEET 12 OF 14

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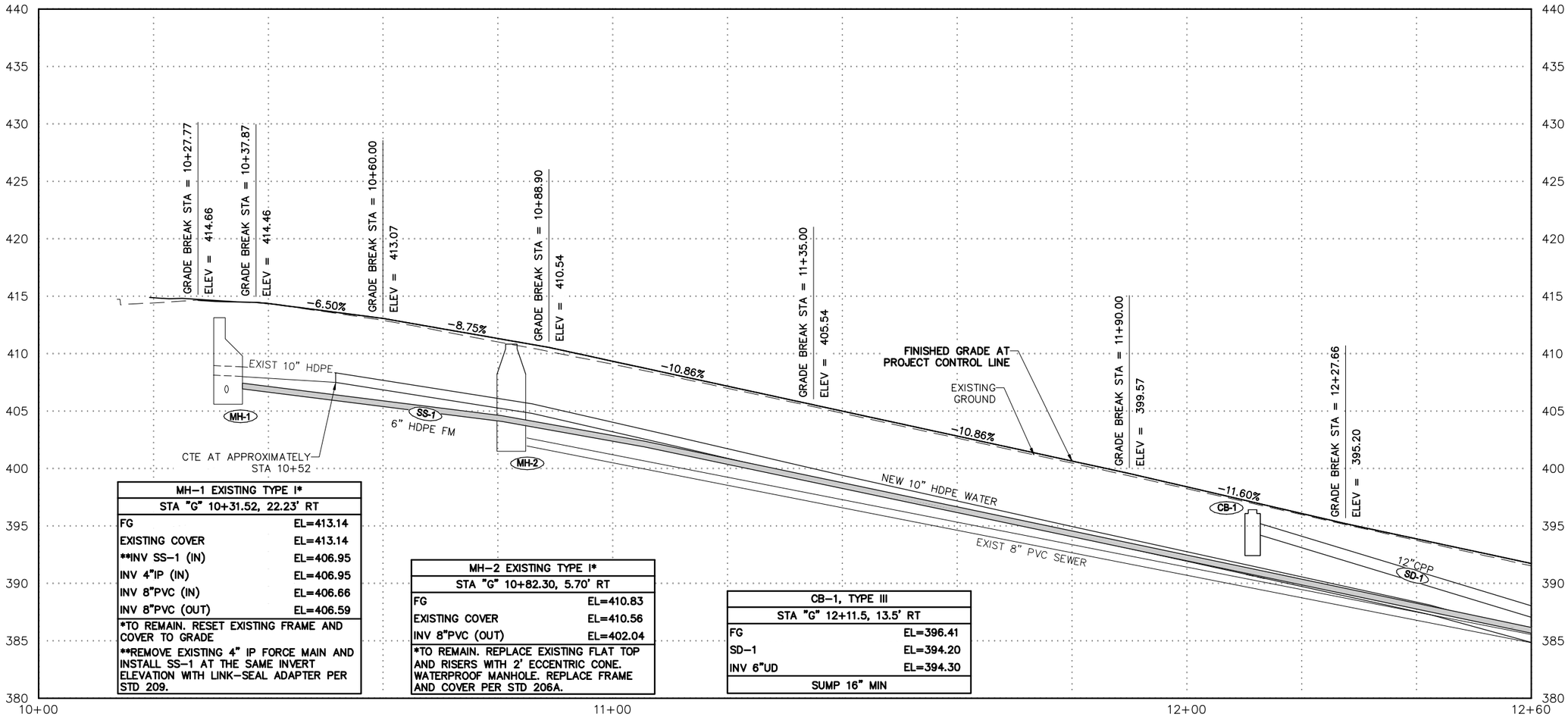

MH-1 EXISTING TYPE I*	
STA "G" 10+31.52, 22.23' RT	
FG	EL=413.14
EXISTING COVER	EL=413.14
**INV SS-1 (IN)	EL=406.95
INV 4"IP (IN)	EL=406.95
INV 8"PVC (IN)	EL=406.66
INV 8"PVC (OUT)	EL=406.59
*TO REMAIN. RESET EXISTING FRAME AND COVER TO GRADE **REMOVE EXISTING 4" IP FORCE MAIN AND INSTALL SS-1 AT THE SAME INVERT ELEVATION WITH LINK-SEAL ADAPTER PER STD 209.	

MH-2 EXISTING TYPE I*	
STA "G" 10+82.30, 5.70' RT	
FG	EL=410.83
EXISTING COVER	EL=410.56
INV 8"PVC (OUT)	EL=402.04
*TO REMAIN. REPLACE EXISTING FLAT TOP AND RISERS WITH 2' ECCENTRIC CONE. WATERPROOF MANHOLE. REPLACE FRAME AND COVER PER STD 206A.	

CB-1, TYPE III	
STA "G" 12+11.5, 13.5' RT	
FG	EL=396.41
SD-1	EL=394.20
INV 6"UD	EL=394.30
SUMP 16" MIN	

BLUEBERRY HILLS ROAD TO STA "G" 12+60

NOTES:
1. SERVICES AND 6" UNDERDRAINS NOT SHOWN FOR CLARITY.
2. LONGITUDINAL RUN OF UTILITIES NOT SHOWN FOR CLARITY.
3. HEADWALLS NOT SHOWN FOR CLARITY.

REVISIONS			
REV	DATE	DESCRIPTION	BY

STATE OF ALASKA 49th Naomi R. Hobbs No.CE9959 REGISTERED PROFESSIONAL ENGINEER

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CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

GOODWIN ROAD RECONSTRUCTION
E20-255

PROFILE - GOODWIN ROAD
BLUEBERRY TO STA "G" 12+60

PROJECT 71078.01
DATE 12/4/2020

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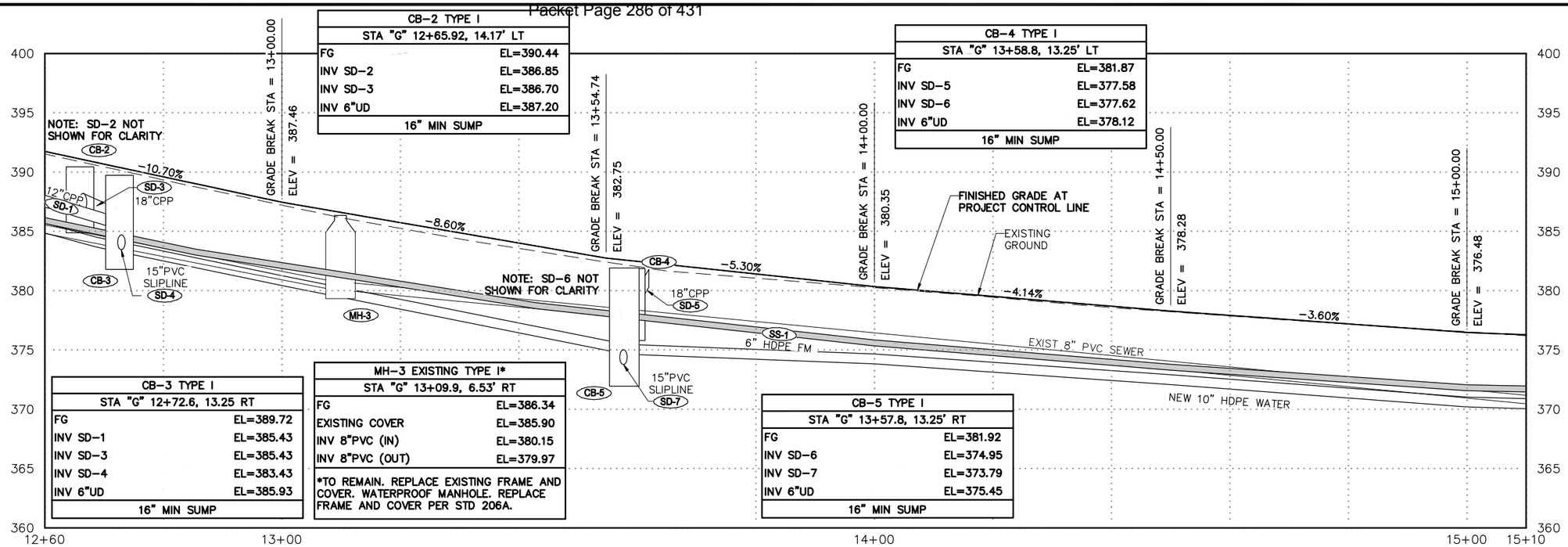


CB-2 TYPE I	
STA "G" 12+65.92, 14.17' LT	
FG	EL=390.44
INV SD-2	EL=386.85
INV SD-3	EL=386.70
INV 6"UD	EL=387.20
16" MIN SUMP	

CB-4 TYPE I	
STA "G" 13+58.8, 13.25' LT	
FG	EL=381.87
INV SD-5	EL=377.58
INV SD-6	EL=377.62
INV 6"UD	EL=378.12
16" MIN SUMP	

CB-3 TYPE I	
STA "G" 12+72.6, 13.25 RT	
FG	EL=389.72
INV SD-1	EL=385.43
INV SD-3	EL=385.43
INV SD-4	EL=383.43
INV 6"UD	EL=385.93
16" MIN SUMP	

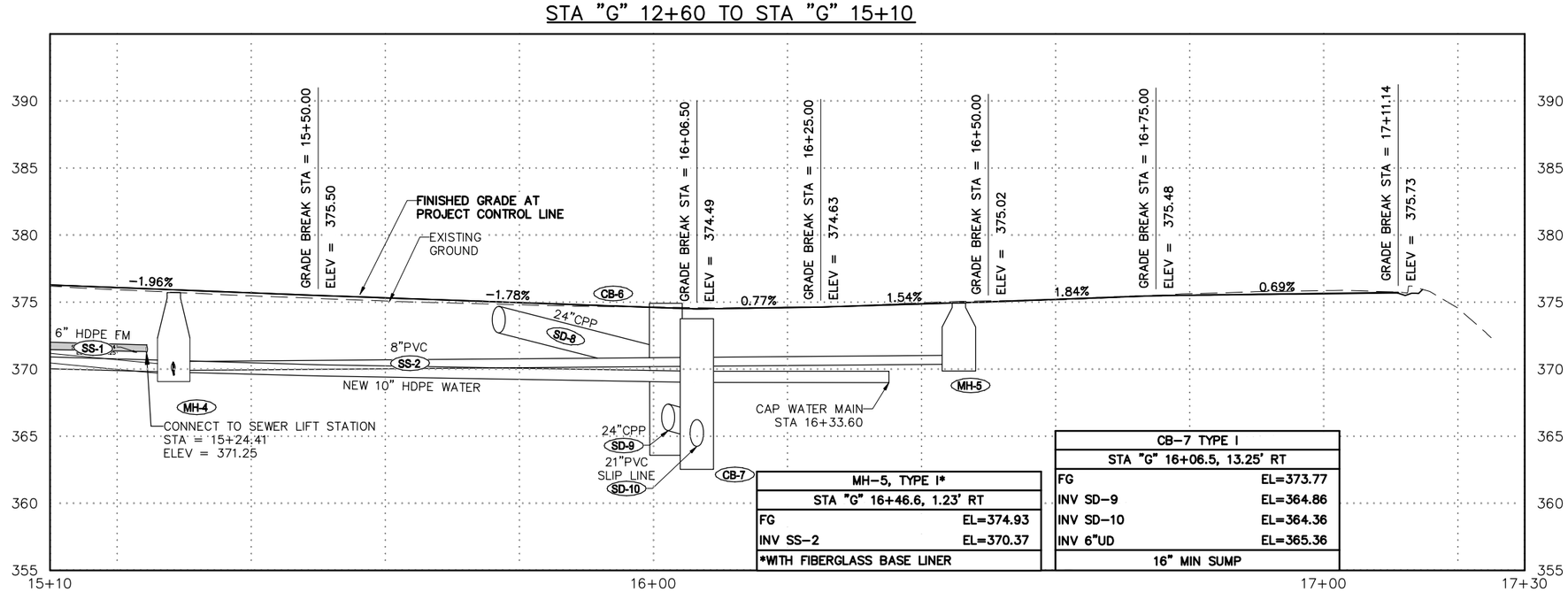
MH-3 EXISTING TYPE I*	
STA "G" 13+09.9, 6.53' RT	
FG	EL=386.34
EXISTING COVER	EL=385.90
INV 8"PVC (IN)	EL=380.15
INV 8"PVC (OUT)	EL=379.97
*TO REMAIN. REPLACE EXISTING FRAME AND COVER. WATERPROOF MANHOLE. REPLACE FRAME AND COVER PER STD 206A.	

CB-5 TYPE I	
STA "G" 13+57.8, 13.25' RT	
FG	EL=381.92
INV SD-6	EL=374.95
INV SD-7	EL=373.79
INV 6"UD	EL=375.45
16" MIN SUMP	

STA "G" 12+60 TO STA "G" 15+10

CB-6 TYPE I	
STA "G" 16+01.9, 14.30 LT	
FG	EL=374.92
INV SD-8	EL=369.72
INV SD-9	EL=365.42
INV 6"UD	EL=365.92
16" MIN SUMP	

MH-4 EXISTING TYPE I*	
STA "G" 15+27.0, 6.38' RT	
FG	EL=375.91
EXISTING COVER	EL=375.51
INV 8"PVC SE (IN)	EL=369.72
INV EXIST 8"PVC NW (IN)	EL=369.91
INV SS-2**	EL=369.91
INV 8"PVC (OUT)	EL=369.58
**TO REMAIN. REPLACE EXISTING ECCENTRIC CONE AND RISERS WITH 2.5' ECCENTRIC CONE. WATERPROOF MANHOLE. REPLACE FRAME AND COVER PER STD 206A.	
**REMOVE EXISTING 8"PVC INLET AND INSTALL SS-2 WITHIN EXISTING MANHOLE PENETRATION.	



MH-5, TYPE I*	
STA "G" 16+46.6, 1.23' RT	
FG	EL=374.93
INV SS-2	EL=370.37
*WITH FIBERGLASS BASE LINER	

CB-7 TYPE I	
STA "G" 16+06.5, 13.25' RT	
FG	EL=373.77
INV SD-9	EL=364.86
INV SD-10	EL=364.36
INV 6"UD	EL=365.36
16" MIN SUMP	

STA "G" 15+10 TO EOP

NOTES:
1. SERVICES NOT SHOWN FOR CLARITY.
2. LONGITUDINAL RUN OF UTILITIES NOT SHOWN FOR CLARITY.
3. HEADWALLS NOT SHOWN FOR CLARITY.

REVISIONS			
REV	DATE	DESCRIPTION	BY

STATE OF ALASKA 49th Naomi R. Hobbs No.CE9959 REGISTERED PROFESSIONAL ENGINEER

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CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

GOODWIN ROAD RECONSTRUCTION
E20-255

PROFILE - GOODWIN ROAD
STA "G" 12+60 TO EOP

PROJECT 71078.01
DATE 12/4/2020

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14 OF 14

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

NOTICE OF APPEAL OF DIRECTOR'S DETERMINATION

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

To be completed by Applicant

APPELLANT'S CONTACT INFORMATION

Glenn Bo — Appellant's Name (please print)
bogl@comcast.net — E-mail Address
231-206-6615 — Phone
6748 North Point Drive — Mailing Address
Fruitport — City
MI — State
49415 — Zip
X Glenn Bo — Appellant's Signature

DECISION THAT IS BEING APPEALED*

Date of Director's Determination November 5, 2020

Attach a copy of the Director's Decision (E-mail, Notice of Decision, Letter, etc.).

* Notice must be submitted within 20 days of the date of the decision being appealed.

APPEAL SPECIFICS (please fill in all that apply)

Parcel Number 2D04020D0030
Zoning District D-18
Case Number NCC2020 0067
Title 49 Code Section Land Use Code
Current Use of Land or Buildings Apartment building - 6 units
Proposed Use of Land or Buildings Apartment building - 6 units
Other

ALL REQUIRED MATERIALS ATTACHED

- [x] Complete Application
- [x] Appeal Decision
- [x] Narrative including:
  - [x] Grounds for Appeal
  - [x] Specific questions you would like the Planning Commission to address

DEPARTMENT USE ONLY BELOW THIS LINE

APPEAL FEES	Fees	Check No.	Receipt	Date
Notice Fees	$			
Refund (Yes/No)	$			
Total Fee	$			

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

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

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

Case Number	Date Received/Intake Initials
APL 20-04	TC

Appeal Submittal Information

Appeals of Director's Determination is outlined in CBJ 49.20.110

Notice of Appeal Submittal Date: Review by the Planning Commission of the decision of the Director, may be requested by filing a notice of appeal stating with particularity the grounds therefore with the Community Development Department **within 20 days of the date of the decision appealed**.

Notice of Appeal Submittals: These items are needed for the Planning Commission to make a determination:

1. **Forms:** A completed Notice of Appeal form including the appellant's signature.
2. **Fees:** The fee for an Appeal of Director's Determination is $200. The fee will be refunded if the applicant prevails. All fees are subject to change.
3. **Appeal Description:** A detailed letter or narrative describing the findings, issues, concerns, grounds for appeal, and what you want the Planning Commission to specifically address
4. **Submittals:**
   A. Document stating the date of the Director's Determination
   B. Copy of the Director's Determination
   C. Photos/plans relating to the appeal (if applicable)

Document Format: All information submitted shall be either of the following formats:

A. Electronic copies may be submitted by CD, DVD or E-mail in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif .xlm, .rtf or other formats pre-approved by the Community Development Department
B. Paper copies may not be larger than 11" X 17" in size (Unless an alternate paper size is preapproved by the Community Development Department)

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

49.20.110 - Appeals to the Planning Commission.

(a) Review by the commission of a decision of the director, may be requested by filing a notice of appeal stating with particularity the grounds therefor with the department within 20 days of the date of the decision appealed. The notice shall be considered by the commission at a regular scheduled meeting. The department and any aggrieved person, including the developer, may appear at that meeting and explain to the commission why it should hear the appeal. The appeal shall be heard unless it presents only minor or routine issues and is clear from the notice of appeal and any evidence offered at the consideration thereof, that the decision appealed was supported by substantial evidence and involved no policy error or abuse of discretion.

(b) If the commission decides to hear the appeal, it shall announce whether it intends to review the entire decision, or merely a portion thereof and whether review shall be de novo or on the record. If the commission decides to hear the appeal, it shall give public notice thereof in a newspaper of general circulation in the municipality. The department shall prepare the record on appeal, which shall consist of the original application and supporting materials, written public comment thereon, and all notes, memoranda, minutes and other department material in relation thereto. The burden of proof in the appeal shall be on the party challenging the decision of the director. In a hearing de novo, proof shall be established by a preponderance of the evidence. If the appeal is heard on the record, argument may be heard, but no evidence outside the record shall be admitted and the decision of the department shall be upheld if there is substantial evidence in support thereof and no policy error or abuse or discretion therein. The commission may confirm, reverse, or modify the director's decision, or change the conditions which the director placed on approval. The commission shall support its action with written findings.

(c) Upon its own motion, the commission may certify a case directly to the assembly without review, hearing or recommendation.

(Serial No. 87-49, § 2, 1987; Serial No. 92-10, § 3, 1992; Serial No. 95-35, § 4, 1995; Serial No. 97-01, § 6, 1997)

NOTICE OF APPEAL OF DIRECTOR'S DETERMINATION

Case #: NCC2020 067

The following are the grounds on which I am requesting this decision be appealed:

1. There is not substantial evidence to support the decision made by the Community Development Department Director.

2. The decision of the department is barred by the doctrines of waivers and the doctrine of estoppel.

3. The decision by the department is arbitrary and capricious.

The following are the specific questions I would like the Planning Commission to address:

1. How is it possible for the City and Borough of Juneau to make a decision on an inadequate factual basis?

2. What happened to the building inspection records?

3. How can the City and Borough of Juneau overturn 48 years of use of the property?

4. When does the economic harm to an innocent owner outweigh "permit violations" that do not materially affect health and safety ie: elevating form over substance?

Thank you for your attention to our appeal!

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: November 5, 2020
File No.: NCC2020 0067

Asbjorn and Marit Bo Trust
ATTN: Glenn Bo
6748 North Point Drive
Fruitport, MI 49415

Proposal:	A Nonconforming Certification Review for residential density and parking.
Property Address:	1510 Second Street
Property Legal Description:	Capital View Block D Lot 3
Property Parcel Code No.:	2D04020D0030

The Director of Community Development adopted the analysis and findings listed in the attached memorandum dated November 5, 2020, 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 Residential Densities (49.30.240):
  - One dwelling unit is nonconforming
- Nonconforming Parking (49.30.270):
  - Number of off-street parking spaces: Six off-street parking spaces are provided; 9.5 are required

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.

The Director of Community Development adopted the analysis and findings lists in the attached memorandum dated November 5, 2020, and has found the following situations on the lot to be NONCOMPLIANT to the Title 49 Land Use Code:

- Noncompliant Residential Densities (49.30.240):
  - Two unpermitted dwelling units are noncompliant. The property owner must bring the structure into compliance with the Land Use Code.

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 PM 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:

Joseph Meyers, 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

DIRECTOR'S REVIEW STAFF REPORT
NONCONFORMING CERTIFICATION
NCC2020 0067

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

DATE: November 5, 2020

TO: Jill Maclean, Director, AICP

BY: Joseph Meyers, Planner I

PROPOSAL: A Nonconforming Certification Review for residential density and parking.

KEY CONSIDERATIONS FOR REVIEW:

- At time of establishment, parking requirements were met.
- The lot meets or exceeds all dimensional standards and minimum yard setback requirements.
- The lot currently contains six dwelling units.
- Four dwelling units were permitted in 1972 with a building permit and one of these units is nonconforming to current requirements.
- The fifth and sixth dwelling units were added without a permit and are noncompliant. The property owner must bring the structure into compliance with the Land Use Code.

GENERAL INFORMATION	
Property Owner	Asbjorn and Marit Bo Trust
Applicant	Asbjorn and Marit Bo Trust
Property Address	1510 Second St.
Legal Description	Capital View Block D Lot 3
Parcel Number	2D04020D0030
Zoning	D18
Lot Size	7,000 sq. ft
Water/Sewer	Yes
Access	Second Street
Existing Land Use	Residential
Associated Applications	N/A

STAFF RECOMMENDATION:

Staff recommends the following situations receive Nonconforming Certification:

- Nonconforming Residential Densities (49.30.240)
- Nonconforming Parking (49.30.270)

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.

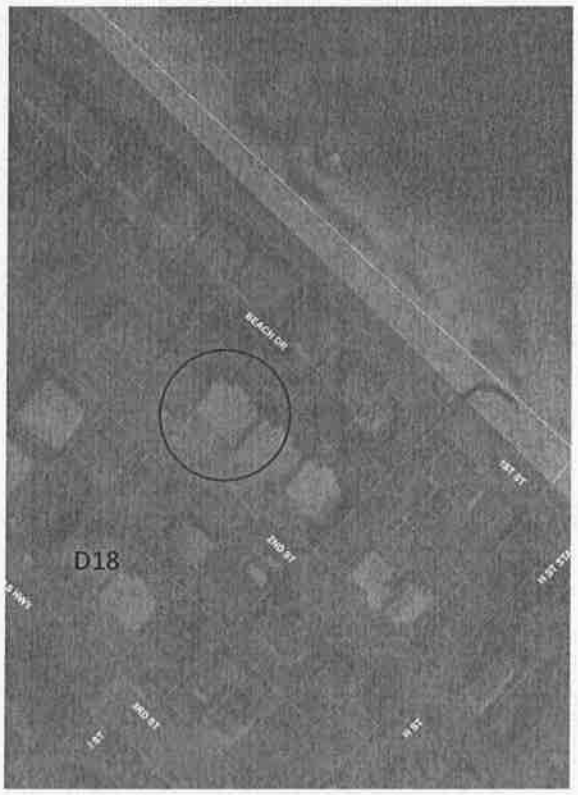
- The fifth and sixth, unpermitted dwelling units are noncompliant.

SITE FEATURES AND ZONING

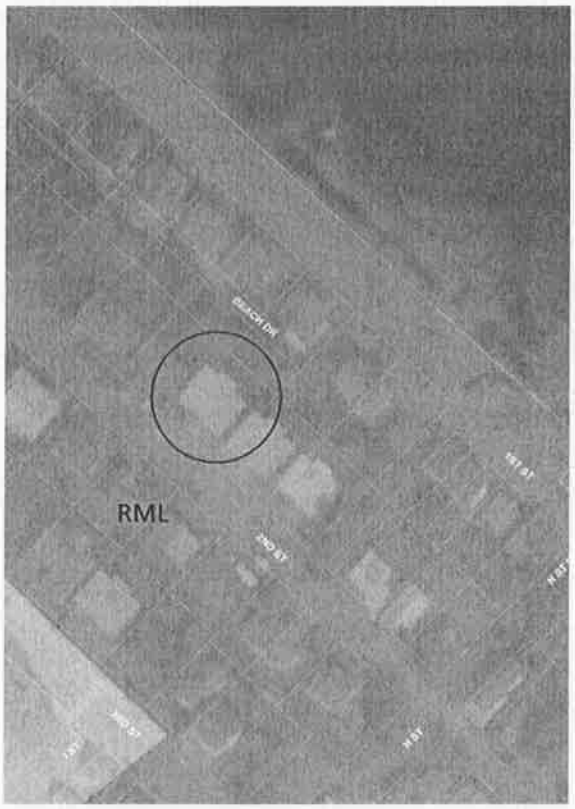
SURROUNDING ZONING AND LAND USES	
North (D18)	Multi-family
South (D18)	Multi-family
East (D18)	Multi-family
West (D18)	Multi-family

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

CURRENT ZONING MAP



ZONING AT TIME OF ESTABLISHMENT



ZONING HISTORY

Year	Zoning District	Summary
1958	No zoning existed	The lot was originally platted prior to establishment of zoning in Douglas.
1969	RML (Low-density Multi-family Residential)	In 1969, the lot and surrounding area was zoned RML. The RML zoning district required a 5,400 sq. ft. minimum lot size, 60-foot lot width, and 90-foot lot depth. Required setbacks were 15 feet front, 15 feet rear, and 6 feet on each side for a building with two stories. One off-street parking space was required per dwelling unit. Under the RML zoning, a maximum of four dwelling units would have been allowed on the lot. The lot met dimensional requirements and parking requirements. A building permit was issued in 1972 for four dwelling units to be constructed on the lot (BLD 8842). At the time of construction, the structure and the four dwelling units were conforming. It is not clear when the fifth or sixth dwelling units were added; these units would not have been allowed under the RML zoning.
1986	R7 (Single-family and Duplex Residential)	The minimum lot size under this zoning type was 7,000 sq. ft. for a single-family unit and 9,000 sq. ft. for a duplex. The minimum lot width is 70 feet from the front building line. And the minimum lot depth is 85 feet. Maximum lot coverage is 30% with a maximum building height of 35 feet. The minimum setback requirements are 20 feet for front and rear yards, and 5 feet for side yards. Under this zoning, one parking space per dwelling unit required. Under this zoning, multi-family development was not allowed. At this time, the lot was nonconforming for density.
1987	D18 (Multi-family Residential)	In 1987, the lot and surrounding area was rezoned to D18; this is the current zoning. The D18 zoning district requires a 5,000 square foot minimum lot size, 50-foot lot width, and 80-foot lot depth. Minimum yard setbacks are 20 feet front, 10 feet rear, and 5 feet on each side. One off-street parking space was required per 1-bedroom unit, 1.5 parking spaces per 2-bedroom unit, and 2 parking spaces per 3- and 4-bedroom unit. The D18 zoning allows for three dwelling units on this lot. Lot dimensional standards and setback requirements are met. The lot became nonconforming for number of off-street parking spaces, and residential density for one of the four dwelling units approved in 1972 under permit number 8842. The fifth and sixth dwelling units are noncompliant.

BACKGROUND INFORMATION

The applicant requests a Nonconforming Certification for residential density and parking. The applicants' narrative states that the lot currently contains six dwelling units. The lot was originally platted in 1958 and replatted in 1965. The structures on the lot were constructed in 1972 Building Permit 8842, which permitted four dwelling units.

There are no building permit records, Assessor's records, or submitted documents that demonstrate when the fifth and sixth dwelling units were constructed. CBJ utility billing records show six units in 1992; the units would not have been allowed.

Four of the dwelling units on the lot were permitted, and the remaining two dwelling units are considered noncompliant. No information has been submitted that suggests approval of the fifth and sixth dwelling units on the lot.

INFORMATION REVIEWED

Year	Type	Summary
1958	Plat	The lot was originally platted in 1958 through the City of Douglas, Alaska platting action.
1965	Plat	The lot was replatted in 1965 through the Capital View Subdivision.
1972	Building Permit	Permit No. 8842. Building permit for a "4-plex" to be constructed on the lot.
2013	Aerial Imagery	Aerial imagery is used to estimate vegetative cover. A site visit confirmed vegetation is consistent with aerial imagery.
2020	Site Visit Photos	Visual documentation of current parking situation.
2020	Utility Records	Determined existence of 6 units as far back as 1992.
2020	As-Built Survey	As-built survey shows the lot and structures in their current condition.

ANALYSIS

Zoning District Comparison Table – The table below lists the required standards for the D18 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	5,000 ft^2	7,000 ft^2	49.25.400
	Width	50'	70'	49.25.400
	Depth	80'	100'	49.25.400
Setbacks	Front	20'	27'	49.25.400
	Rear	10'	30'	49.25.400
	Side	5'	8'	49.25.400
	Side	5'	5'	49.25.400
Lot Coverage		50% or less	34%	49.25.400
Height	Permissible	35'	28'	49.25.400
	Accessory	25'	N/A	49.25.400

Maximum Dwelling Units	3	**6***	49.25.500
Use	Multi-family Residential	Multi-family Residential	49.25.300
Vegetative Cover	30%	34%	49.50.300
Parking	9.5	**6**	49.40.210(a)

*** Building permit 8842 approved construction of four units; 2 units remain noncompliant**

Minimum Lot Requirements – The lot meets required lot size, lot width, and lot depth.

Finding: Staff finds the lot conforming for lot size, width, and depth.

Minimum Setback Requirements – According to the as-built survey, the structure on the lot meets current setback requirements.

Finding: Staff finds the structure conforming for setbacks.

Lot Coverage – According to the as-built survey, lot coverage is not exceeded.

Finding: Staff finds the lot conforming for lot coverage.

Structure Height – According to Building Permit 8842, the structure on the lot is 28 feet in height.

Finding: Staff finds the structure conforming for height.

Residential Density – Based on Building Permit 8842, the lot was built with four units conforming to zoning regulations in place in 1972. Current zoning allows for three units. One of these four dwelling units is found to be nonconforming.

Upon further review, the fifth and sixth units were added to the building without a building permit. These units would not have been allowed under the 1972 zoning code, and cannot be permitted under current code.

The fifth and sixth dwelling units are considered noncompliant. No information has been submitted that demonstrates CBJ approval of six dwelling units on the lot. Staff reviewed the CBJ Assessors files, and found no dates associated with a change from four units to six units. CBJ Utility Billing records show six dwelling units since September of 1992; however, if constructed at this time, these units could not have been permitted under D18 zoning.

Finding: Staff finds the lot *conforming* for three units, and *nonconforming* for one dwelling unit.

Finding: Staff finds the lot *noncompliant* for two dwelling units. The property owner must bring the structure into compliance with the Land Use Code.

Use – Use of the lot is residential.

Finding: Staff finds the lot conforming for use.

Vegetative Cover – GIS aerial imagery was used to estimate vegetative cover; a site visit confirmed consistency with the 2013 aerial imagery.

Finding: Staff finds the lot conforming for vegetative cover.

Parking – CBJ 49.40.210 requires 9.5 off-street parking spaces, and only 6 off-street spaces are provided. At the time of development, six parking spaces were allocated for four units, conforming to the 1972 parking standards. Off-street parking for the property is currently nonconforming.

Finding: Staff finds the use nonconforming for number of off-street parking spaces.

NONCOMPLIANT SITUATIONS

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

There are currently six dwelling units on the lot. Four dwelling units were permitted in 1972. It is unknown when the fifth and sixth dwelling units were established. CBJ has no building permit, Assessor's records, or Utility Billing records that show when the fifth and sixth dwelling units were established or approved by CBJ.

Finding – Staff finds the fifth and sixth dwelling unit noncompliant for residential density. The property owner must bring the structure into compliance with the Land Use Code.

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: A building permit was issued in 1972 for four dwelling units; parking and other dimensional standards were met at time of establishment.

   Finding: Yes. Staff finds the nonconforming situations were allowed when established.

   Analysis: There are two unpermitted dwelling units on the lot that were not permitted.

   Finding: No. Staff finds the unpermitted dwelling units were not allowed when established, and are noncompliant. The property owner must bring the structure into compliance with the Land Use Code.

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

   Analysis: No additional analysis needed.

   Finding: No. Staff finds the nonconforming situation has not been abandoned.

RECOMMENDATION

Staff recommends that 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 Residential Densities (49.30.240):
  - One dwelling unit is nonconforming
- Nonconforming Parking (49.30.270):
  - Number of off-street parking spaces: Six off-street parking spaces are provided; 9.5 are required

Staff recommends the Director adopt the analysis and findings, and find the following situations on the lot NONCOMPLIANT to the Title 49 Land Use Code:

- Noncompliant Residential Densities (49.30.240):
  - Two unpermitted dwelling units are noncompliant. The property owner must bring the structure into compliance with the Land Use Code.

STAFF REPORT ATTACHMENTS

Item	Description
Attachment A	Application Packet
Attachment B	Information Reviewed

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY
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
1510 Second Street

Legal Description(s) (Subdivision, Survey, Block, Tract, Lot)
Capital View BL D LT 3

Parcel Number(s)
2D04020D0030

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

LANDOWNER/ LESSEE

Property Owner Asbjorn and Marit Bo Trust	Contact Person Glenn Bo
Mailing Address 6746 North Point Drive, Fruitport, MI 49415	Phone Number(s) 231-206-6615
E-mail Address bogl@comcast.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 Glen Bo — Landowner/Lessee Signature — Date 9/23/2020

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 Same
Mailing Address	Phone Number(s) Same
E-mail Address	

X Glenn Bo — Applicant's Signature — Date of Application September 23, 2020

DEPARTMENT USE ONLY BELOW THIS LINE

CLOSES NOV 13 2020
(SOONER IF POSSIBLE)

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

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

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

Case Number	Date Received	Intake Initials
NCC202000067	10/9/20	10/9/2020

I:\FORMS\PLANFORM\DPA.docx

Updated 2017 – Page 1 of 1

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY
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
See narrative for explanations	

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
See narrative for explanations	

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	$ 150.00			
Admin. of Guarantee	$			
Adjustment	$			
Total Fee	$ 150.00			

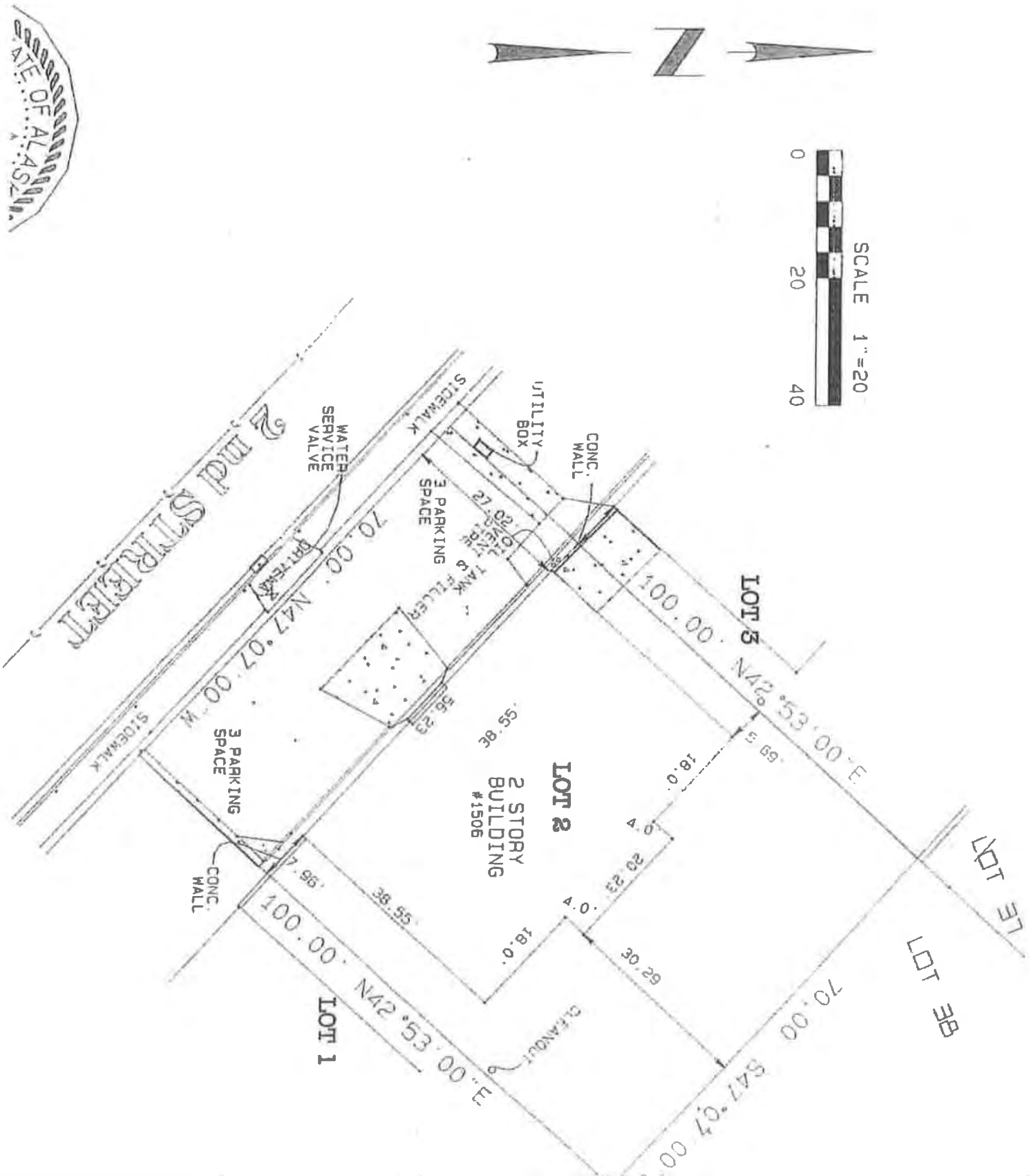
This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

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

Case Number	Date Received
NCC2020067	10/9/20

Attachment A - Application Packet

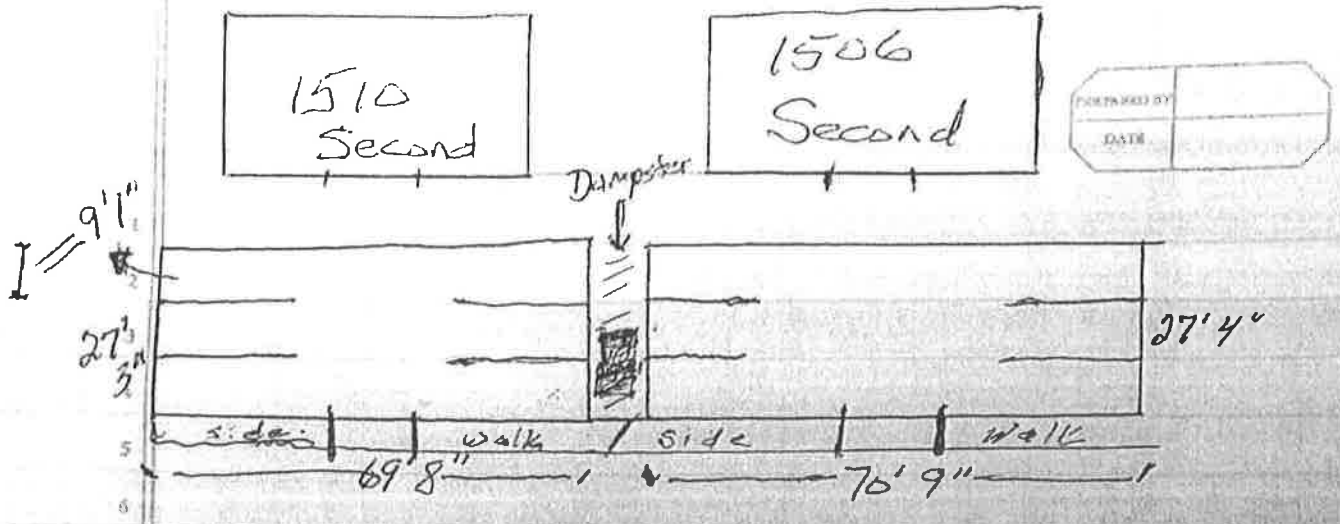


Attachment A - Application Packet

10/9/2020

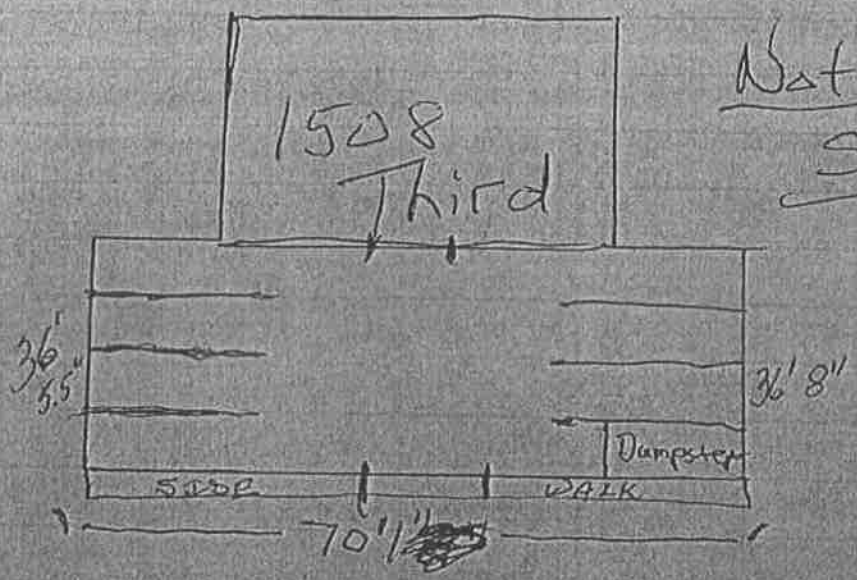
IMG_3680.jpg

Not to scale



There is on street parking in front of buildings

Not to scale



There is on street parking available in front of the building

Attachment A - Application Packet

NARRATIVE FOR PARCEL: 2D04020D0030

My father, Asbjorn Bo, built the 6 plex apartment building located at 1506 Second Street in 1973/1974 because at that time in Juneau's history, there were very few, if any apartments, that were large enough for a family. This was the main reason my dad built several of the units as three bedroom apartments.

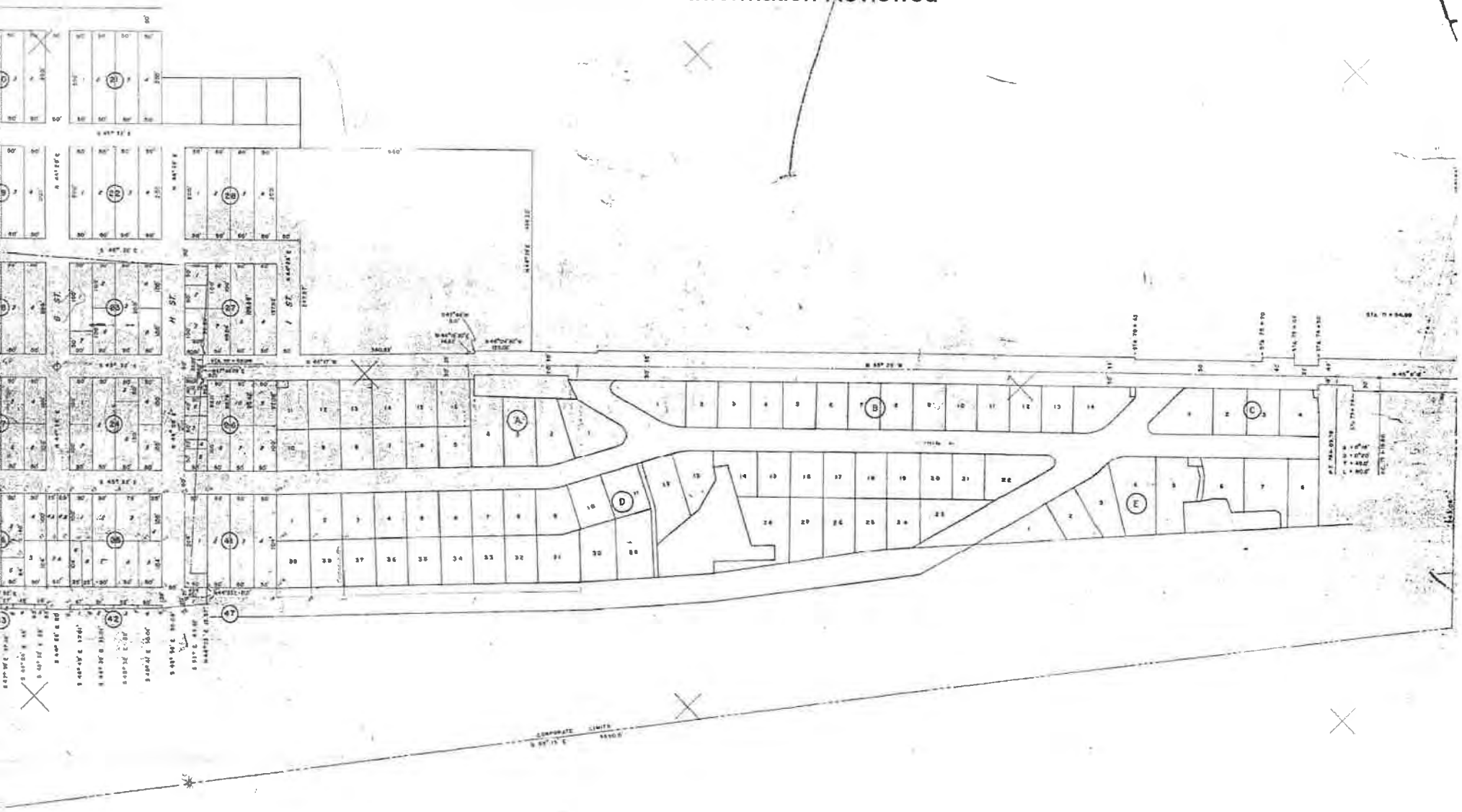
This building has 3 - (3 bedroom, 1 bath) units, 1 (2 bedroom, 1 bath) unit and 2 - (1 bedroom, 1 bath) units. Ever since it was built, it had and still does have 1 parking space for each unit and at the time it was built, this was approved and accepted. My father has been the only owner of this property since it was built and it has always been used for long term rentals.

My understanding is that under current City and Borough of Juneau regulations, this building would not have sufficient parking for the number of bedrooms that are in each unit if it were built in Juneau in 2020; however, when the apartments were built, all the codes and ordinances in effect at that time were followed and approved.

It should be noted my father passed away on August 1, 2020, and I am the sole Trustee of my father's estate. Of all the documents mentioned as showing the situation as having been maintained over time, the only thing I have is the tax documents which I just sent into the City as the bill is due on September 30. Also, I live at 6748 North Point Drive, Fruitport, MI 49415, so I don't have the ability to obtain additional documents.

If there is anything I can provide verbally or questions I may be able to answer by phone, please feel free to contact me at (231) 206-6615.

I respectly request the City approve the nonconforming certification, so families can continue to have a large enough apartment to safely house their family.



MAP OF

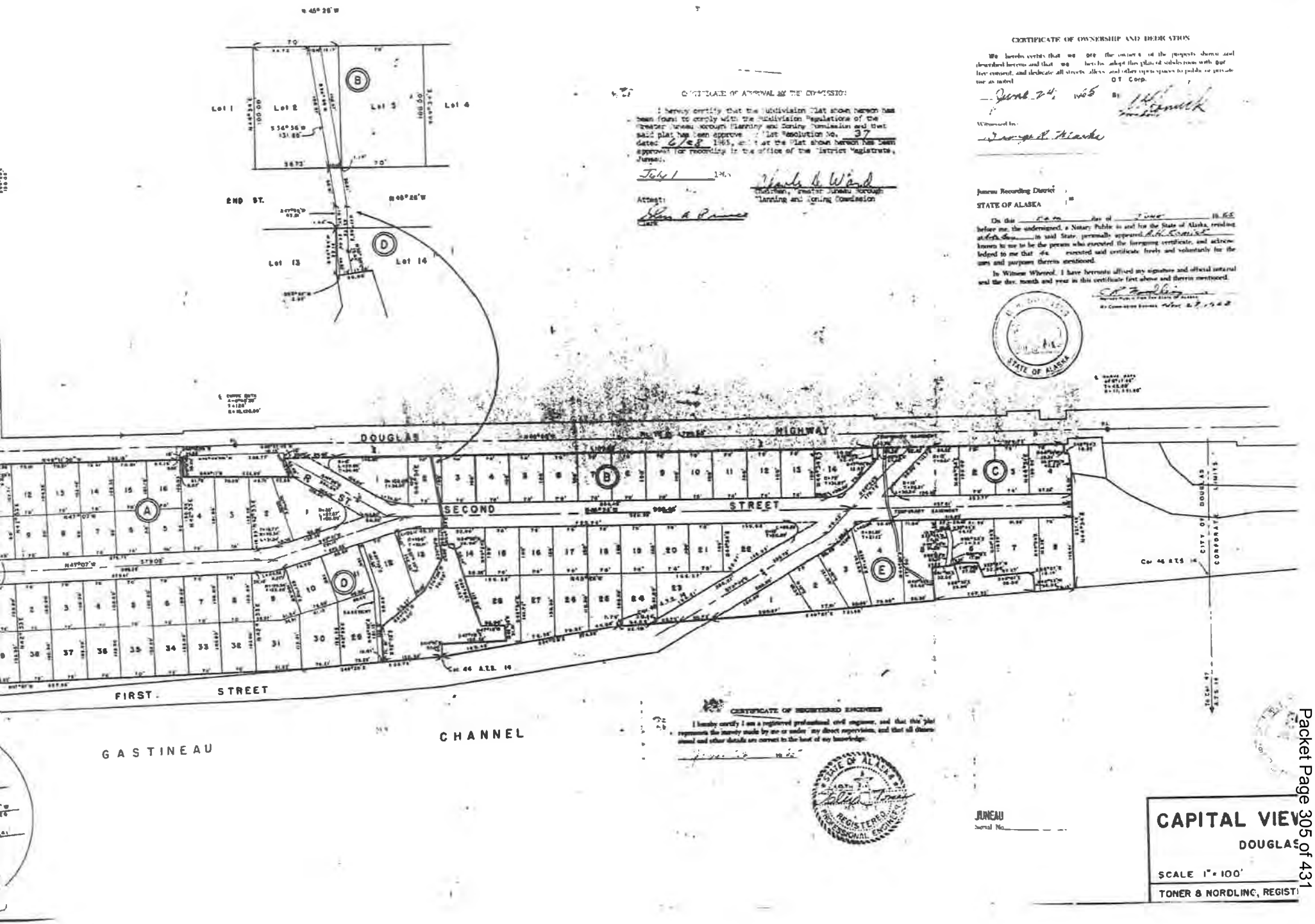
CITY OF DOUGLAS, ALASKA

SCALE: 1" = 100'

OCTOBER 6, 1958

FELIX J. TONER — REGISTERED ENGINEER — JUNEAU, ALASKA

1958


CERTIFICATE OF OWNERSHIP AND DEDICATION
CERTIFICATE OF APPROVAL BY THE COMMISSION
Juneau Recording District
STATE OF ALASKA
STATE OF ALASKA
CERTIFICATE OF REGISTERED ENGINEER
REGISTERED PROFESSIONAL ENGINEER
JUNEAU
Serial No.
CAPITAL VIEW
DOUGLAS
SCALE 1" = 100'
TONER & NORDLINC, REGIST
DOUGLAS HIGHWAY
SECOND STREET
FIRST STREET
END ST.
GASTINEAU CHANNEL
Lot 1
Lot 2
Lot 3
Lot 4
Lot 13
Lot 14

APPLICANT OWNER

Mail Address P.O. BOX 1083

City JUNEAU, ALASKA.

Tel. No. 586-6677

ARCHITECT ENGINEER

Name SAME

Mail Address AS

City ABOVE

Tel. No.

CONTRACTOR OR OWNER BUILDER

Name Asbjorn Bo

Mail Address P.O. Box 1083

Tel. No. 586-6677

State License No. 72-73-1731

LEGAL DESCRIPTION

Subdivision Capitol View #1

Lot No. 3 Bl. No. 4

PLAT NO 948

IN DOUGLAS

Roof	R TCH / 4 FLT ROOF
Re-Roof	
FLUES	
F. Place	Flr. Furn. Other
Furnace	H. Water ☒ H. Air ☐ Steam ☐ Elec. ☐ Oil ☒ Gas ☐
Kitchen	
UTILITIES	
Sewage System City	X S. Tank
Bldg. Main	
Sewer Outlet Size	4"
Water Meter Size	1"
Water Service Size	1"
Exist. Road	Yes Curb & Gutter ☐ Drain Ditch ☒
Driveway Width	16' Ft.
Off-Street Parking	Yes, See Plat
Estimated Cost	68,307
Special Information	

4plex

CLASS OF WORK

New	X	Repair	
Addition		Demolish	
Alteration		Move	

Use Of Bldg. RENTAL

Size Of Bldg. 38 x 54

Height Of Bldg. 27' 6" FROM LOWER LEVEL

Area Of Lot 7000

SPECIFICATIONS

FOUNDATIONS

	Exterior	Piers
Material		
Width Of Top		
Width Of Bottom		

WORK NOT MENTIONED IS NOT INCLUDED IN

CALLED INSPECTIONS

FOOTING (BEFORE POURING) .....

FND. WALL (BEFORE POURING) .....

FRAME .....

ROUGH PLUMBING .....

ROUGH ELECTRICAL .....

FIRE PLACE .....

SEWAGE & WATER .....

OTHER .....

FINAL .....

CERTIFICATE OF OCCUPANCY
ISSUED DATE .....

ZONING INFORMATION

ZONE ..... APPROVED 04 [illegible] DATE .....

AREA OF LOT .....

SET BACKS: FRONT .....

BACK .....

SIDES .....

COMMENTS: .....

.....

.....

APPROVED: ..... BOROUGH SANITARIAN

DATE: .....

COMMENTS: .....

Attachment B - Information Reviewed

Attachment B - Information Reviewed

From: Suzanne Crabtree
To: Joseph Meyers
Subject: RE: NCC2020-0067
Date: Tuesday, November 3, 2020 9:45:27 AM

1510 2nd St, Douglas – 2D04020D0030

Hi Joseph,

It looks like he was billed for 6 units of Household Hazardous Waste as far back as 1992. Like I told Laurel yesterday, our billing records only go back as far as 1992. I'm not sure how water/sewer was billed before that.

Also, 9/1992 is when the HHW fee began so in a lot of cases that's when I can tell the units on metered accounts.

Thanks,
Suzanne

From: Joseph Meyers <Joseph.Meyers@juneau.org>
Sent: Tuesday, November 3, 2020 9:38 AM
To: Suzanne Crabtree <Suzanne.Crabtree@juneau.org>
Subject: NCC2020-0067

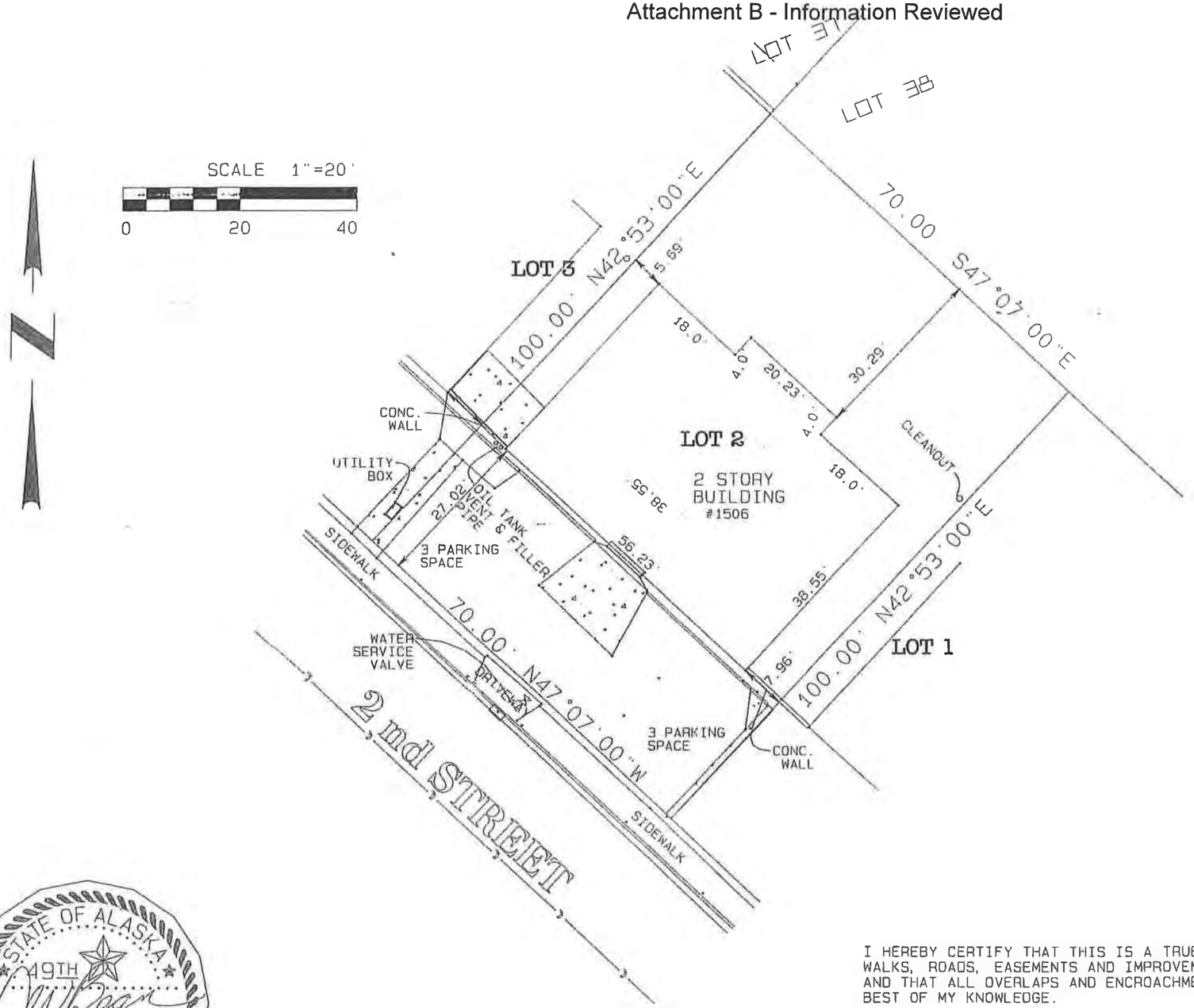
Hi Suzanne,

I am working through a trio of properties by the same owner and this is the 3rd and final. Could you tell me how long utilities have served six units on this property (1510 Second St. Douglas)? Thanks again for your assistance.

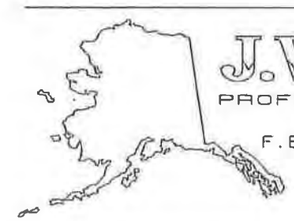
Joseph Meyers | Planner I
Community Development Department | City & Borough of Juneau, AK
Location: 230 S. Franklin Street, 4th Floor Marine View Building
Main Line: 907.586.0715
Personal Line: 907.586.0466

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Attachment B - Information Reviewed



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.



J.W. BEAN
PROFESSIONAL SURVEYOR

F.B. TDS 12322 JOB No 13505
SCALE AS-SHOWN
DATE 10-08-2020

AS-BUILT SURVEY OF

LOT 2, BLOCK D

CAPITAL VIEW SUBD. NO 1
WITHIN USMS 341A.

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: November 5, 2020
File No.: NCC2020 0067

Asbjorn and Marit Bo Trust
ATTN: Glenn Bo
6748 North Point Drive
Fruitport, MI 49415

Proposal:	A Nonconforming Certification Review for residential density and parking.
Property Address:	1510 Second Street
Property Legal Description:	Capital View Block D Lot 3
Property Parcel Code No.:	2D04020D0030

The Director of Community Development adopted the analysis and findings listed in the attached memorandum dated November 5, 2020, 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 Residential Densities (49.30.240):
  - One dwelling unit is nonconforming
- Nonconforming Parking (49.30.270):
  - Number of off-street parking spaces: Six off-street parking spaces are provided; 9.5 are required

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.

The Director of Community Development adopted the analysis and findings lists in the attached memorandum dated November 5, 2020, and has found the following situations on the lot to be NONCOMPLIANT to the Title 49 Land Use Code:

- Noncompliant Residential Densities (49.30.240):
  - Two unpermitted dwelling units are noncompliant. The property owner must bring the structure into compliance with the Land Use Code.

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 PM 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: _____ _____

Joseph Meyers, 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

DIRECTOR'S REVIEW STAFF REPORT
NONCONFORMING CERTIFICATION
NCC2020 0067

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

DATE: November 5, 2020

TO: Jill Maclean, Director, AICP

BY: Joseph Meyers, Planner I

PROPOSAL: A Nonconforming Certification Review for residential density and parking.

KEY CONSIDERATIONS FOR REVIEW:

- At time of establishment, parking requirements were met.
- The lot meets or exceeds all dimensional standards and minimum yard setback requirements.
- The lot currently contains six dwelling units.
- Four dwelling units were permitted in 1972 with a building permit and one of these units is nonconforming to current requirements.
- The fifth and sixth dwelling units were added without a permit and are noncompliant. The property owner must bring the structure into compliance with the Land Use Code.

GENERAL INFORMATION	
Property Owner	Asbjorn and Marit Bo Trust
Applicant	Asbjorn and Marit Bo Trust
Property Address	1510 Second St.
Legal Description	Capital View Block D Lot 3
Parcel Number	2D04020D0030
Zoning	D18
Lot Size	7,000 sq. ft
Water/Sewer	Yes
Access	Second Street
Existing Land Use	Residential
Associated Applications	N/A

STAFF RECOMMENDATION:

Staff recommends the following situations receive Nonconforming Certification:

- Nonconforming Residential Densities (49.30.240)
- Nonconforming Parking (49.30.270)

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.

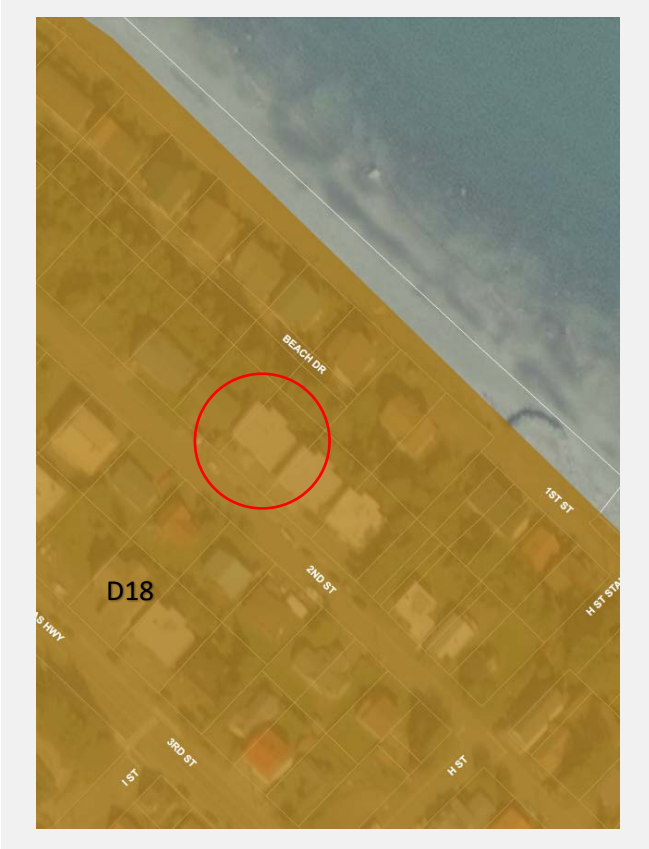
- The fifth and sixth, unpermitted dwelling units are noncompliant.

SITE FEATURES AND ZONING

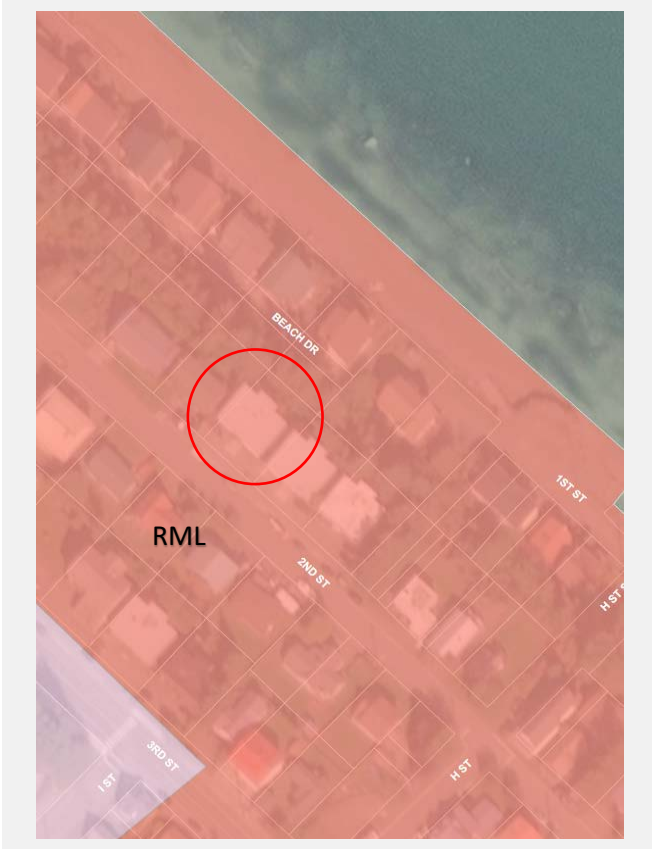
SURROUNDING ZONING AND LAND USES	
North (D18)	Multi-family
South (D18)	Multi-family
East (D18)	Multi-family
West (D18)	Multi-family

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

CURRENT ZONING MAP



ZONING AT TIME OF ESTABLISHMENT



ZONING HISTORY

Year	Zoning District	Summary
1958	No zoning existed	The lot was originally platted prior to establishment of zoning in Douglas.
1969	RML (Low-density Multi-family Residential)	In 1969, the lot and surrounding area was zoned RML. The RML zoning district required a 5,400 sq. ft. minimum lot size, 60-foot lot width, and 90-foot lot depth. Required setbacks were 15 feet front, 15 feet rear, and 6 feet on each side for a building with two stories. One off-street parking space was required per dwelling unit. Under the RML zoning, a maximum of four dwelling units would have been allowed on the lot. The lot met dimensional requirements and parking requirements. A building permit was issued in 1972 for four dwelling units to be constructed on the lot (BLD 8842). At the time of construction, the structure and the four dwelling units were conforming. It is not clear when the fifth or sixth dwelling units were added; these units would not have been allowed under the RML zoning.
1986	R7 (Single-family and Duplex Residential)	The minimum lot size under this zoning type was 7,000 sq. ft. for a single-family unit and 9,000 sq. ft. for a duplex. The minimum lot width is 70 feet from the front building line. And the minimum lot depth is 85 feet. Maximum lot coverage is 30% with a maximum building height of 35 feet. The minimum setback requirements are 20 feet for front and rear yards, and 5 feet for side yards. Under this zoning, one parking space per dwelling unit required. Under this zoning, multi-family development was not allowed. At this time, the lot was nonconforming for density.
1987	D18 (Multi-family Residential)	In 1987, the lot and surrounding area was rezoned to D18; this is the current zoning. The D18 zoning district requires a 5,000 square foot minimum lot size, 50-foot lot width, and 80-foot lot depth. Minimum yard setbacks are 20 feet front, 10 feet rear, and 5 feet on each side. One off-street parking space was required per 1-bedroom unit, 1.5 parking spaces per 2-bedroom unit, and 2 parking spaces per 3- and 4-bedroom unit. The D18 zoning allows for three dwelling units on this lot. Lot dimensional standards and setback requirements are met. The lot became nonconforming for number of off-street parking spaces, and residential density for one of the four dwelling units approved in 1972 under permit number 8842. The fifth and sixth dwelling units are noncompliant.

BACKGROUND INFORMATION

The applicant requests a Nonconforming Certification for residential density and parking. The applicants' narrative states that the lot currently contains six dwelling units. The lot was originally platted in 1958 and replatted in 1965. The structures on the lot were constructed in 1972 Building Permit 8842, which permitted four dwelling units.

There are no building permit records, Assessor's records, or submitted documents that demonstrate when the fifth and sixth dwelling units were constructed. CBJ utility billing records show six units in 1992; the units would not have been allowed.

Four of the dwelling units on the lot were permitted, and the remaining two dwelling units are considered noncompliant. No information has been submitted that suggests approval of the fifth and sixth dwelling units on the lot.

INFORMATION REVIEWED

Year	Type	Summary
1958	Plat	The lot was originally platted in 1958 through the City of Douglas, Alaska platting action.
1965	Plat	The lot was replatted in 1965 through the Capital View Subdivision.
1972	Building Permit	Permit No. 8842. Building permit for a "4-plex" to be constructed on the lot.
2013	Aerial Imagery	Aerial imagery is used to estimate vegetative cover. A site visit confirmed vegetation is consistent with aerial imagery.
2020	Site Visit Photos	Visual documentation of current parking situation.
2020	Utility Records	Determined existence of 6 units as far back as 1992.
2020	As-Built Survey	As-built survey shows the lot and structures in their current condition.

ANALYSIS

Zoning District Comparison Table – The table below lists the required standards for the D18 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	5,000 ft^2	7,000 ft^2	49.25.400
	Width	50'	70'	49.25.400
	Depth	80'	100'	49.25.400
Setbacks	Front	20'	27'	49.25.400
	Rear	10'	30'	49.25.400
	Side	5'	8'	49.25.400
	Side	5'	5'	49.25.400
Lot Coverage		50% or less	34%	49.25.400
Height	Permissible	35'	28'	49.25.400
	Accessory	25'	N/A	49.25.400

Maximum Dwelling Units	3	**6***	49.25.500
Use	Multi-family Residential	Multi-family Residential	49.25.300
Vegetative Cover	30%	34%	49.50.300
Parking	9.5	**6**	49.40.210(a)

*** Building permit 8842 approved construction of four units; 2 units remain noncompliant**

Minimum Lot Requirements – The lot meets required lot size, lot width, and lot depth.

Finding: Staff finds the lot conforming for lot size, width, and depth.

Minimum Setback Requirements – According to the as-built survey, the structure on the lot meets current setback requirements.

Finding: Staff finds the structure conforming for setbacks.

Lot Coverage – According to the as-built survey, lot coverage is not exceeded.

Finding: Staff finds the lot conforming for lot coverage.

Structure Height – According to Building Permit 8842, the structure on the lot is 28 feet in height.

Finding: Staff finds the structure conforming for height.

Residential Density – Based on Building Permit 8842, the lot was built with four units conforming to zoning regulations in place in 1972. Current zoning allows for three units. One of these four dwelling units is found to be nonconforming.

Upon further review, the fifth and sixth units were added to the building without a building permit. These units would not have been allowed under the 1972 zoning code, and cannot be permitted under current code.

The fifth and sixth dwelling units are considered noncompliant. No information has been submitted that demonstrates CBJ approval of six dwelling units on the lot. Staff reviewed the CBJ Assessors files, and found no dates associated with a change from four units to six units. CBJ Utility Billing records show six dwelling units since September of 1992; however, if constructed at this time, these units could not have been permitted under D18 zoning.

Finding: Staff finds the lot *conforming* for three units, and *nonconforming* for one dwelling unit.

Finding: Staff finds the lot *noncompliant* for two dwelling units. The property owner must bring the structure into compliance with the Land Use Code.

Use – Use of the lot is residential.

Finding: Staff finds the lot conforming for use.

Vegetative Cover – GIS aerial imagery was used to estimate vegetative cover; a site visit confirmed consistency with the 2013 aerial imagery.

Finding: Staff finds the lot conforming for vegetative cover.

Parking – CBJ 49.40.210 requires 9.5 off-street parking spaces, and only 6 off-street spaces are provided. At the time of development, six parking spaces were allocated for four units, conforming to the 1972 parking standards. Off-street parking for the property is currently nonconforming.

Finding: Staff finds the use nonconforming for number of off-street parking spaces.

NONCOMPLIANT SITUATIONS

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

There are currently six dwelling units on the lot. Four dwelling units were permitted in 1972. It is unknown when the fifth and sixth dwelling units were established. CBJ has no building permit, Assessor's records, or Utility Billing records that show when the fifth and sixth dwelling units were established or approved by CBJ.

Finding – Staff finds the fifth and sixth dwelling unit noncompliant for residential density. The property owner must bring the structure into compliance with the Land Use Code.

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: A building permit was issued in 1972 for four dwelling units; parking and other dimensional standards were met at time of establishment.

   Finding: Yes. Staff finds the nonconforming situations were allowed when established.

   Analysis: There are two unpermitted dwelling units on the lot that were not permitted.

   Finding: No. Staff finds the unpermitted dwelling units were not allowed when established, and are noncompliant. The property owner must bring the structure into compliance with the Land Use Code.

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

   Analysis: No additional analysis needed.

   Finding: No. Staff finds the nonconforming situation has not been abandoned.

RECOMMENDATION

Staff recommends that 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 Residential Densities (49.30.240):
  - One dwelling unit is nonconforming
- Nonconforming Parking (49.30.270):
  - Number of off-street parking spaces: Six off-street parking spaces are provided; 9.5 are required

Staff recommends the Director adopt the analysis and findings, and find the following situations on the lot NONCOMPLIANT to the Title 49 Land Use Code:

- Noncompliant Residential Densities (49.30.240):
  - Two unpermitted dwelling units are noncompliant. The property owner must bring the structure into compliance with the Land Use Code.

STAFF REPORT ATTACHMENTS

Item	Description
Attachment A	Application Packet
Attachment B	Information Reviewed

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY
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
1510 Second Street

Legal Description(s) (Subdivision, Survey, Block, Tract, Lot)
Capital View BL D LT 3

Parcel Number(s)
2D04020D0030

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

LANDOWNER/ LESSEE

Property Owner Asbjorn and Marit Bo Trust	Contact Person Glenn Bo
Mailing Address 6748 North Point Drive, Fruitport, MI 49415	Phone Number(s) 231-206-6615
E-mail Address bogl@ comcast.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 Glen Bo — Landowner/Lessee Signature — Date 9/23/2020

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 Same
Mailing Address	Phone Number(s) Same
E-mail Address	

X Glenn Bo — Applicant's Signature — Date of Application September 23, 2020

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

CLOSES NOV 13 2020
(SOONER IF POSSIBLE)

Intake Initials 10/9/2020	
Case Number NCC202000067	Date Received 10/9/20

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.

I:\FORMS\PLANFORM\DPA.docx

Updated 2017 – Page 1 of 1

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY
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
See narrative for explanations	

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
See narrative for explanations	

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:

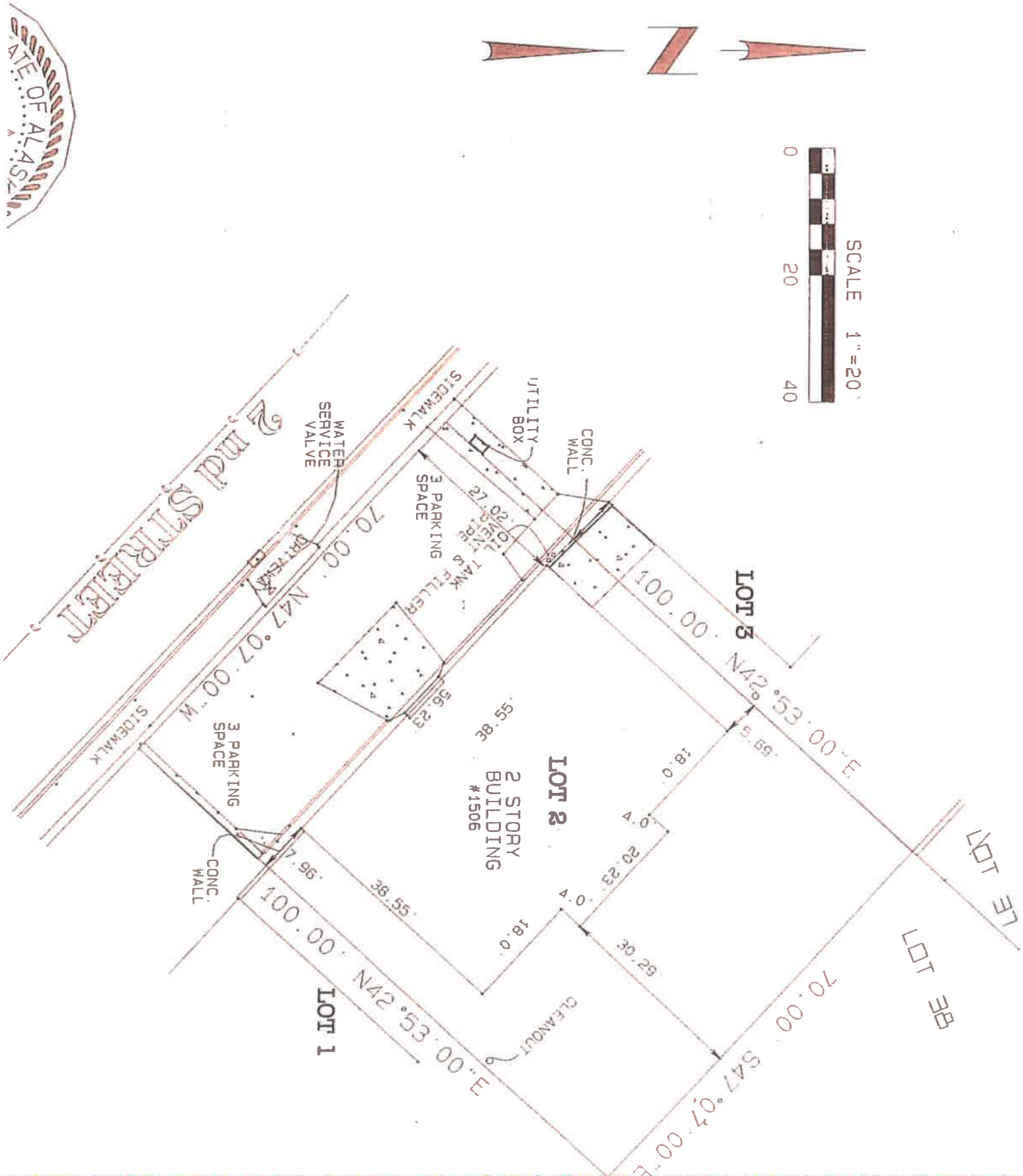
	Fees	Check No.	Receipt	Date
Application Fees	$ 150.00			
Admin. of Guarantee	$			
Adjustment	$			
Total Fee	$ 150.00			

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
NCC2020 0067	10/9/20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2nd STREET
WATER SERVICE VALVE
SIDEWALK
UTILITY BOX
CONC. WALL
3 PARKING SPACE
OIL VENT PIPE
TANK & FILLER
27.02
70.00' N47°07'00"W
100.00' N42°53'00"E
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LOT 2
2 STORY BUILDING #1506
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4.0
20.23
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LOT 3E
LOT 3B
70.00' S47°07'00"E

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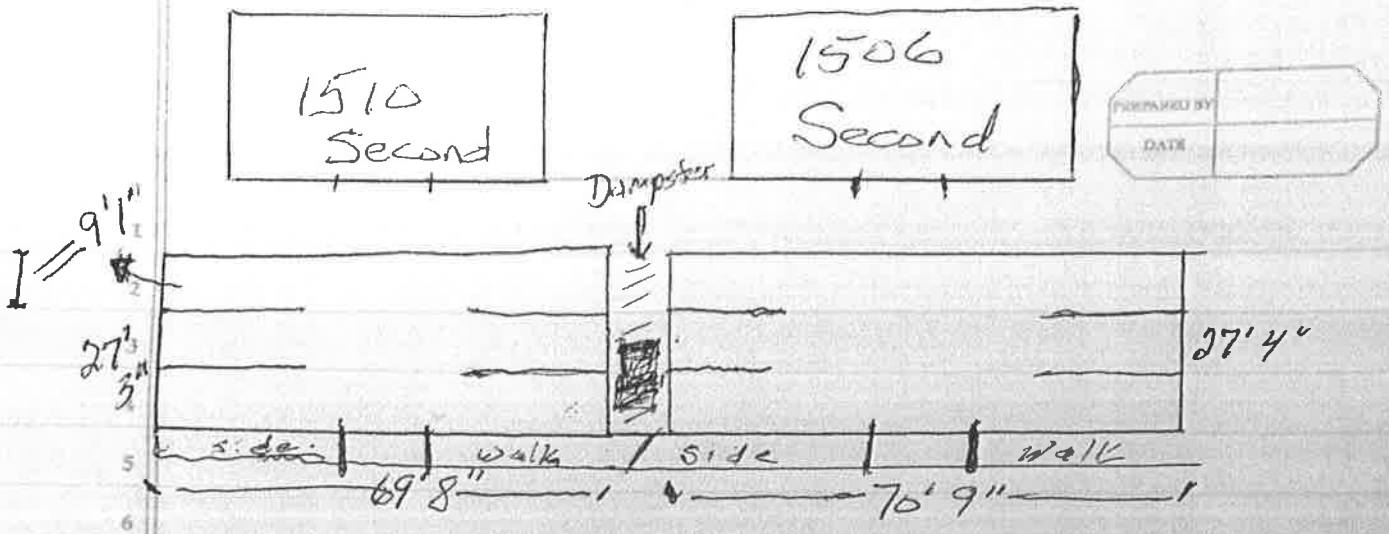
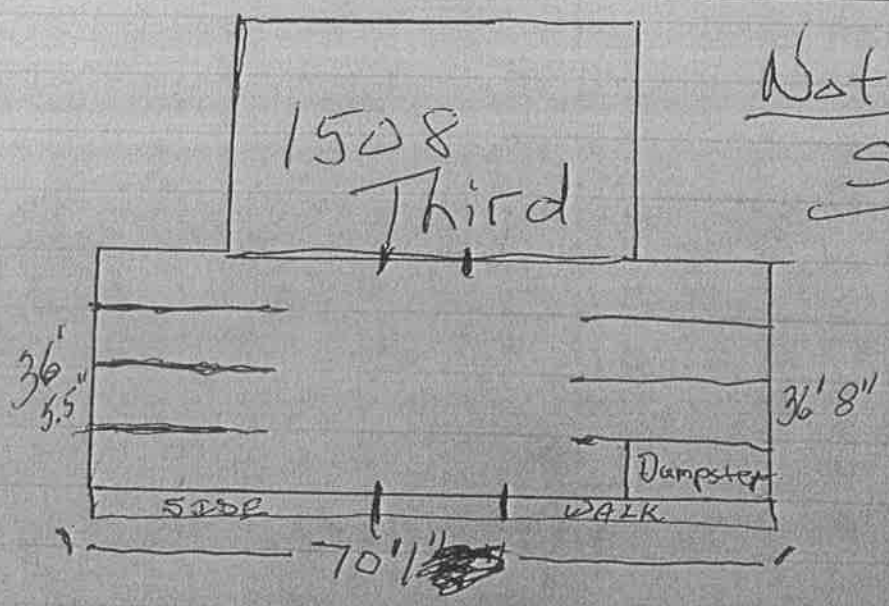


There is on street parking in front of buildings

Not to Scale



There is on street parking available in front of the building

NARRATIVE FOR PARCEL: 2D04020D0030

My father, Asbjorn Bo, built the 6 plex apartment building located at 1506 Second Street in 1973/1974 because at that time in Juneau's history, there were very few, if any apartments, that were large enough for a family. This was the main reason my dad built several of the units as three bedroom apartments.

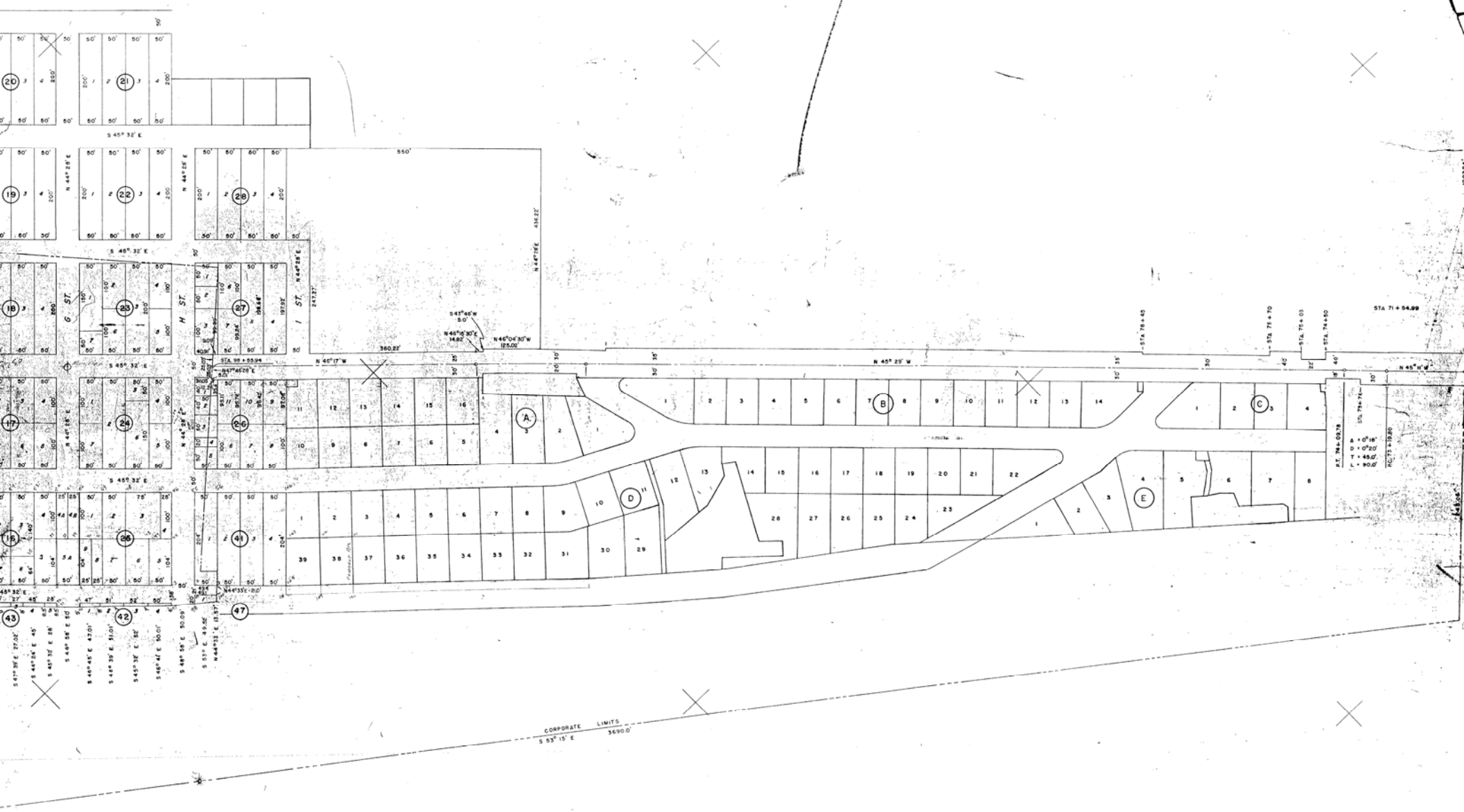
This building has 3 - (3 bedroom, 1 bath) units, 1 (2 bedroom, 1 bath) unit and 2 - (1 bedroom, 1 bath) units. Ever since it was built, it had and still does have 1 parking space for each unit and at the time it was built, this was approved and accepted. My father has been the only owner of this property since it was built and it has always been used for long term rentals.

My understanding is that under current City and Borough of Juneau regulations, this building would not have sufficient parking for the number of bedrooms that are in each unit if it were built in Juneau in 2020; however, when the apartments were built, all the codes and ordinances in effect at that time were followed and approved.

It should be noted my father passed away on August 1, 2020, and I am the sole Trustee of my father's estate. Of all the documents mentioned as showing the situation as having been maintained over time, the only thing I have is the tax documents which I just sent into the City as the bill is due on September 30. Also, I live at 6748 North Point Drive, Fruitport, MI 49415, so I don't have the ability to obtain additional documents.

If there is anything I can provide verbally or questions I may be able to answer by phone, please feel free to contact me at (231) 206-6615.

I respectly request the City approve the nonconforming certification, so families can continue to have a large enough apartment to safely house their family.



MAP OF

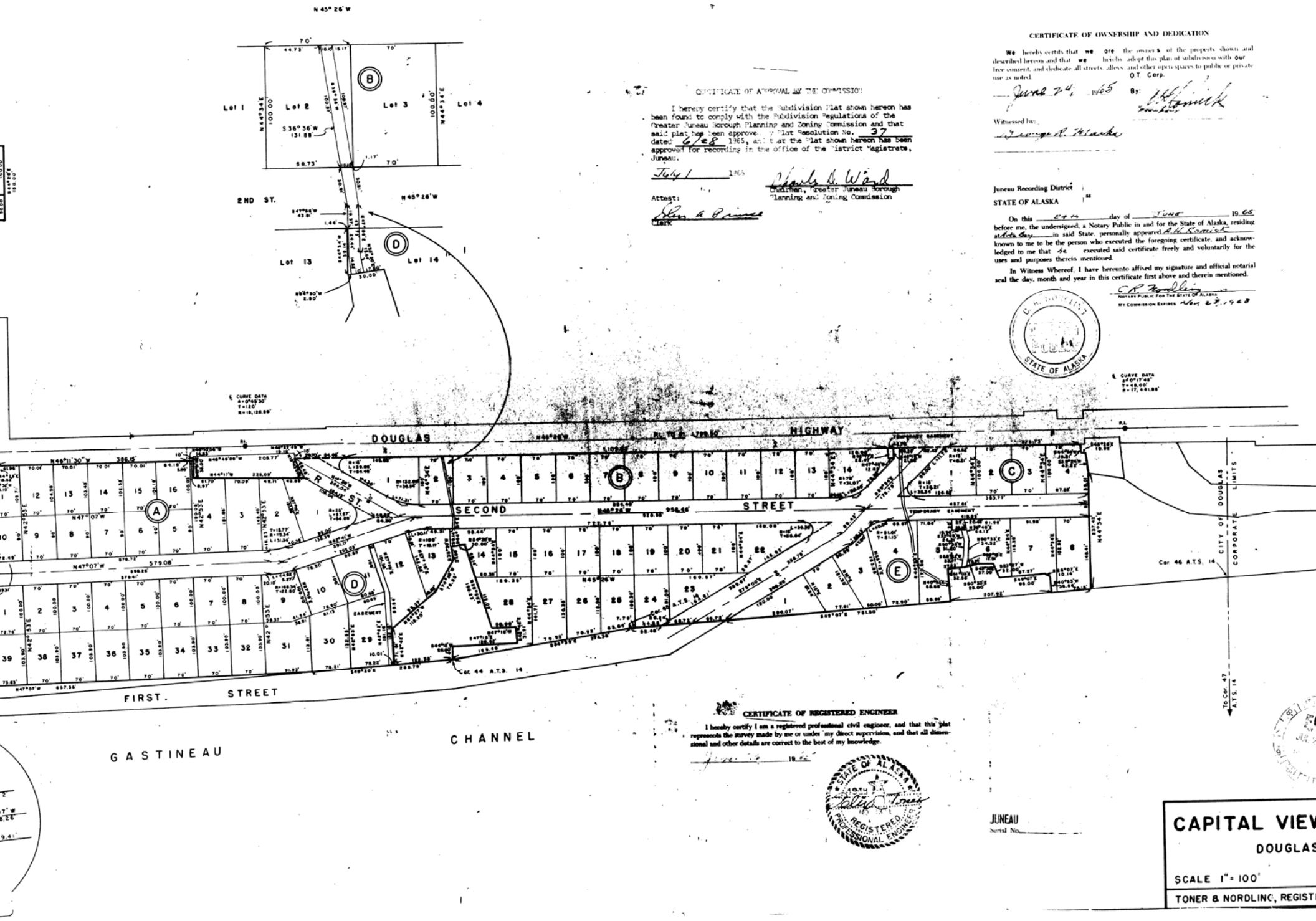
CITY OF DOUGLAS, ALASKA

SCALE: 1" = 100'

OCTOBER 8, 1958

FELIX J. TONER — REGISTERED ENGINEER — JUNEAU, ALASKA

Attachment B - Information Reviewed



2-1-346-000-105

CITY AND BOROUGH OF JUNEAU, ALASKA

APPLICATION FOR BUILDING PERMIT

8842

Douglas ☒ Juneau ☐ Rural ☐

VALUATION 68,307

PERMIT NO. SAME AS PERMIT 8575 BUTONE STORY LESS.

DATE RECEIVED 7-27-72

BY BC Hamlin

APPLICANT TO FILL IN BETWEEN HEAVY LINES.
TWO SETS OF PLANS MUST BE FURNISHED WITH APPLICATION.

Building Address: 1510 - SECOND STREET

APPLICANT OWNER

Name: Mr & Mrs Asbjorn Bo

Mail Address: P.O. Box 1083

City: JUNEAU, ALASKA.

Tel. No.: 586-6677

ARCHITECT ENGINEER

Name: SAME

Mail Address: AS

City: ABOVE

Tel. No.:

CONTRACTOR OR OWNER BUILDER

Name: Asbjorn Bo

Mail Address: P.O. Box 1083

Tel. No.: 586-6677

State License No.: 72-73-1731

LEGAL DESCRIPTION

Subdivision: Capitol View #1

Lot No.: 3 Bl. No.: 4

PLAT NO 948

IN DOUGLAS

COVERING

Ext. Walls	5/8" - T-1-11
Int. Walls	½ PLASTERBOARD
Roof	½ PLY W/4 PLY ROOF
Re-Roof	

FLUES

F. Place	Flr. Furn.		Other
Furnace	H. Water ☒ H. Air ☐	Steam ☐ Elec. ☐	Oil ☒ Gas ☐
Kitchen			

UTILITIES

Sewage System	City X	S. Tank	
Bldg. Main			
Sewer Outlet Size	4"		
Water Meter Size	1"		
Water Service Size	1"		
Exist. Road	Yes	Curb & Gutter ☐ Drain Ditch ☒	
Driveway Width	16'	Ft.	
Off-Street Parking	Yes, See PLAN		
Estimated Cost	68,307		
Special Information			

4 plex

CLASS OF WORK

New	X	Repair	
Addition		Demolish	
Alteration		Move	

Use Of Bldg. RENTAL

Size Of Bldg. 38 x 54

Height Of Bldg. 27' 6" FROM LOWER LEVEL

Area Of Lot 7000

SPECIFICATIONS

FOUNDATIONS

Material	Exterior	Piers
Width Of Top		
Width Of Bottom		
Depth In Ground		

	Size	Space	Span
Plate (Sill) 2x6			
Girders	4x8	SEE PLAN	8'
Joists (1st Fl.)	2x10	16" o.c.	SEE PLAN
" " (2nd Fl.)	2x10	16" o.c.	"
" " (Clg.)	2x10	16" o.c.	"
Studs (Ext.)	2x4	16" o.c.	"
" " (Int.)	2x4	16" o.c.	"
Roof Rafters	2x10	16" o.c.	"
Bearing Walls BOTTOM FLOOR	3x4	16" o.c.	"
Other			

WORK NOT MENTIONED IS **NOT** INCLUDED IN PERMIT

I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all state laws, and codes and ordinances of The Greater Juneau Borough, applicable to building construction.

Signature Of Owner: Asbjorn Bo

Applicant: Asbjorn Bo

BLDG. PERMIT NO. 8842 DATE ISSUED 7-27-72

BLDG. FEE $ 22 PLANS SUBMITED Yes.

PLAN CHECK FEE $ Pd permit # 8575 SPECS. SUBMITED

PENALTY $ REC. NO. 4882

OTHER $

TOTAL $ 190.00

CALLED INSPECTIONS

FOOTING (BEFORE POURING)

FND. WALL (BEFORE POURING)

FRAME

ROUGH PLUMBING

ROUGH ELECTRICAL

FIRE PLACE

SEWAGE & WATER

OTHER

FINAL

CERTIFICATE OF OCCUPANCY ISSUED DATE

ZONING INFORMATION

ZONE APPROVED DATE

AREA OF LOT

SET BACKS: FRONT

BACK

SIDES

COMMENTS:

APPROVED: BOROUGH SANITARIAN

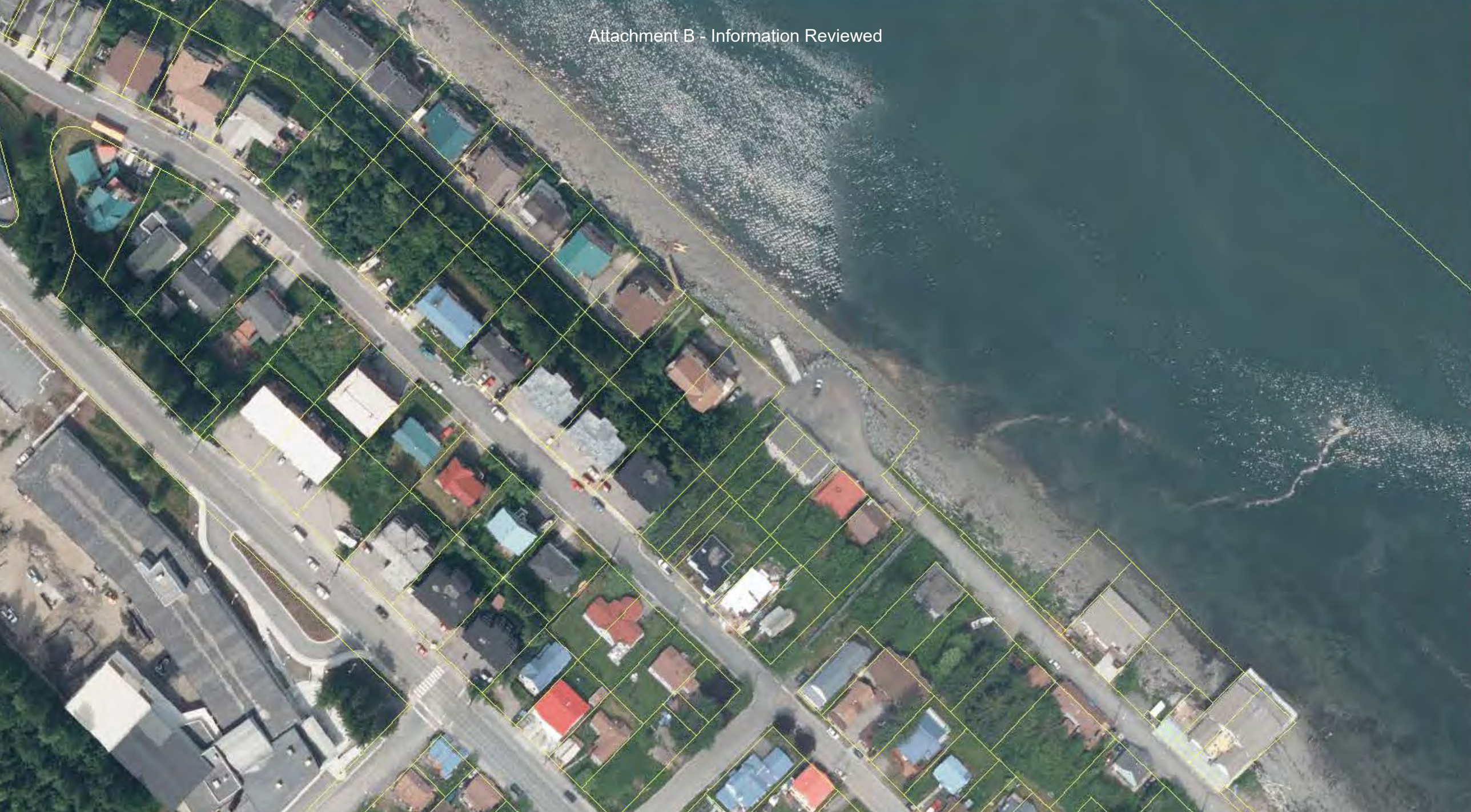
DATE:

COMMENTS:

FIRE ZONE

MINER PUBLISHING CO.

Attachment B - Information Reviewed



1510
2
KBK 995

QUEST
NATHEN

AN-7428-AN

From: Suzanne Crabtree
To: Joseph Meyers
Subject: RE: NCC2020-0067
Date: Tuesday, November 3, 2020 9:45:27 AM

1510 2nd St, Douglas – 2D04020D0030

Hi Joseph,

It looks like he was billed for 6 units of Household Hazardous Waste as far back as 1992. Like I told Laurel yesterday, our billing records only go back as far as 1992. I'm not sure how water/sewer was billed before that.

Also, 9/1992 is when the HHW fee began so in a lot of cases that's when I can tell the units on metered accounts.

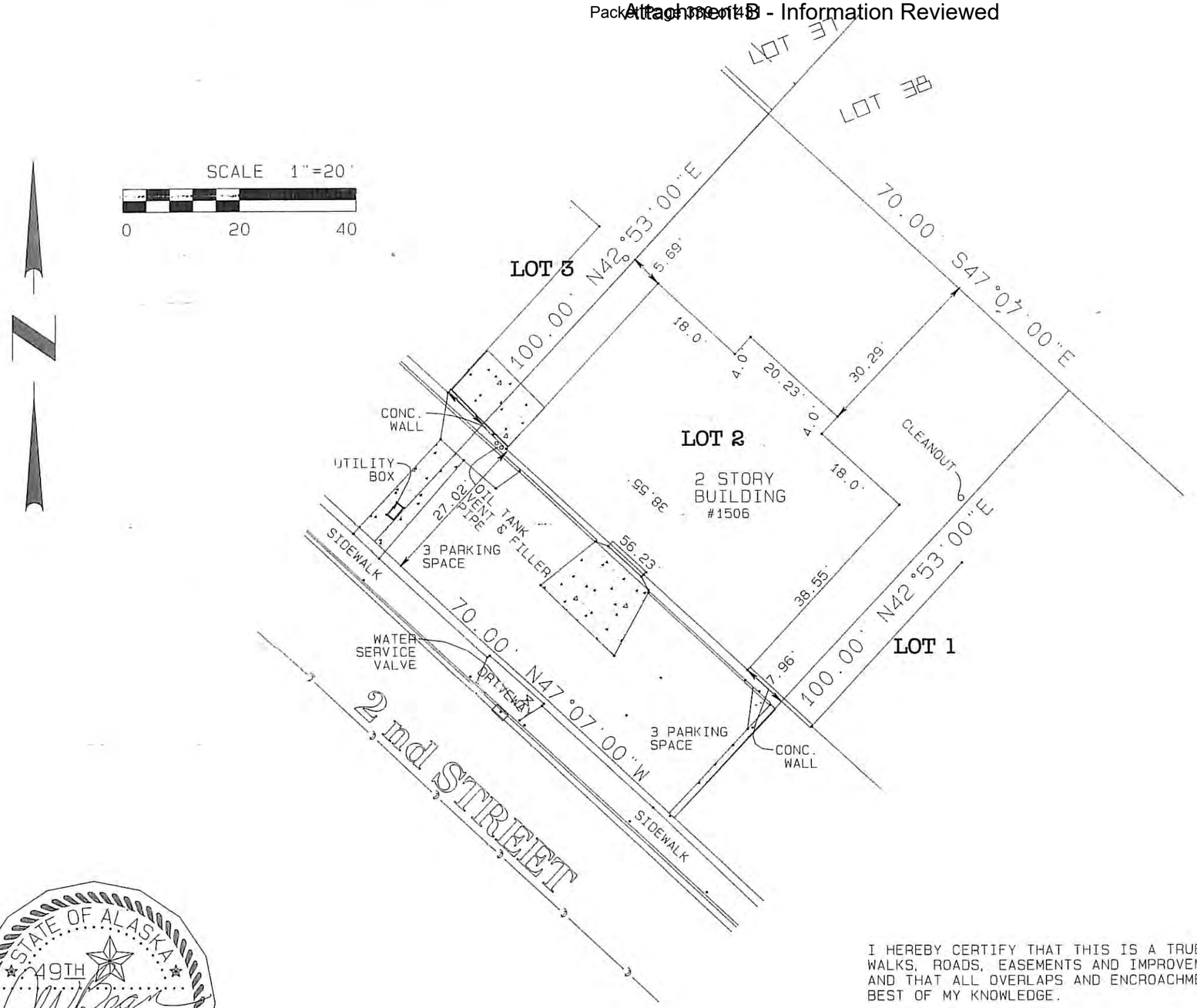
Thanks,
Suzanne

From: Joseph Meyers <Joseph.Meyers@juneau.org>
Sent: Tuesday, November 3, 2020 9:38 AM
To: Suzanne Crabtree <Suzanne.Crabtree@juneau.org>
Subject: NCC2020-0067

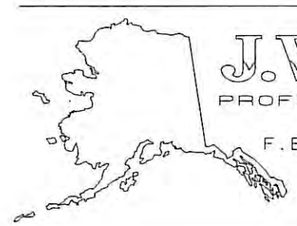
Hi Suzanne,

I am working through a trio of properties by the same owner and this is the 3rd and final. Could you tell me how long utilities have served six units on this property (1510 Second St. Douglas)? Thanks again for your assistance.

Joseph Meyers | Planner I
Community Development Department | City & Borough of Juneau, AK
Location: 230 S. Franklin Street, 4th Floor Marine View Building
Main Line: 907.586.0715
Personal Line: 907.586.0466



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.



J.W. BEAN
PROFESSIONAL SURVEYOR

F.B. TDS 12322 JOB No 13505
SCALE AS-SHOWN
DATE 10-08-2020

AS-BUILT SURVEY OF

LOT 2, BLOCK D

CAPITAL VIEW SUBD. NO 1
WITHIN USMS 341A.

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

NOTICE OF APPEAL OF DIRECTOR'S DETERMINATION

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

To be completed by Applicant

APPELLANT'S CONTACT INFORMATION

Glenn Bo — Appellant's Name (please print)
bogl@comcast.net — E-mail Address
231-206-6615 — Phone
6748 North Point Drive — Mailing Address
Fruitport — City
MI — State
49415 — Zip
X Glen Bo — Appellant's Signature

DECISION THAT IS BEING APPEALED*

Date of Director's Determination November 5, 2020

Attach a copy of the Director's Decision (E-mail, Notice of Decision, Letter, etc.).

* Notice must be submitted within 20 days of the date of the decision being appealed.

APPEAL SPECIFICS (please fill in all that apply)

Parcel Number 2D04020A0140
Zoning District D-18
Case Number NCC2020 0065 - Revised
Title 49 Code Section Land Use Code
Current Use of Land or Buildings Apartment building - 6 units
Proposed Use of Land or Buildings Apartment building - 6 units
Other

ALL REQUIRED MATERIALS ATTACHED

- [x] Complete Application
- [x] Appeal Decision
- [x] Narrative including:
  - [x] Grounds for Appeal
  - [x] Specific questions you would like the Planning Commission to address

DEPARTMENT USE ONLY BELOW THIS LINE

APPEAL FEES	Fees	Check No.	Receipt	Date
Notice Fees	$			
Refund (Yes/No)	$			
Total Fee	$			

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

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

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

Case Number	Date Received/Intake Initials
APL20-05	TC

Appeal Submittal Information

Appeals of Director's Determination is outlined in CBJ 49.20.110

Notice of Appeal Submittal Date: Review by the Planning Commission of the decision of the Director, may be requested by filing a notice of appeal stating with particularity the grounds therefore with the Community Development Department **within 20 days of the date of the decision appealed**.

Notice of Appeal Submittals: These items are needed for the Planning Commission to make a determination:

1. **Forms:** A completed Notice of Appeal form including the appellant's signature.
2. **Fees:** The fee for an Appeal of Director's Determination is $200. The fee will be refunded if the applicant prevails.
   All fees are subject to change.
3. **Appeal Description:** A detailed letter or narrative describing the findings, issues, concerns, grounds for appeal, and what you want the Planning Commission to specifically address
4. **Submittals:**
   A. Document stating the date of the Director's Determination
   B. Copy of the Director's Determination
   C. Photos/plans relating to the appeal (if applicable)

Document Format: All information submitted shall be either of the following formats:

A. Electronic copies may be submitted by CD, DVD or E-mail in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif .xlm, .rtf or other formats pre-approved by the Community Development Department
B. Paper copies may not be larger than 11" X 17" in size (Unless an alternate paper size is preapproved by the Community Development Department)

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

49.20.110 - Appeals to the Planning Commission.

(a) Review by the commission of a decision of the director, may be requested by filing a notice of appeal stating with particularity the grounds therefor with the department within 20 days of the date of the decision appealed. The notice shall be considered by the commission at a regular scheduled meeting. The department and any aggrieved person, including the developer, may appear at that meeting and explain to the commission why it should hear the appeal. The appeal shall be heard unless it presents only minor or routine issues and is clear from the notice of appeal and any evidence offered at the consideration thereof, that the decision appealed was supported by substantial evidence and involved no policy error or abuse of discretion.

(b) If the commission decides to hear the appeal, it shall announce whether it intends to review the entire decision, or merely a portion thereof and whether review shall be de novo or on the record. If the commission decides to hear the appeal, it shall give public notice thereof in a newspaper of general circulation in the municipality. The department shall prepare the record on appeal, which shall consist of the original application and supporting materials, written public comment thereon, and all notes, memoranda, minutes and other department material in relation thereto. The burden of proof in the appeal shall be on the party challenging the decision of the director. In a hearing de novo, proof shall be established by a preponderance of the evidence. If the appeal is heard on the record, argument may be heard, but no evidence outside the record shall be admitted and the decision of the department shall be upheld if there is substantial evidence in support thereof and no policy error or abuse or discretion therein. The commission may confirm, reverse, or modify the director's decision, or change the conditions which the director placed on approval. The commission shall support its action with written findings.

(c) Upon its own motion, the commission may certify a case directly to the assembly without review, hearing or recommendation.

(Serial No. 87-49, § 2, 1987; Serial No. 92-10, § 3, 1992; Serial No. 95-35, § 4, 1995; Serial No. 97-01, § 6, 1997)

NOTICE OF APPEAL OF DIRECTOR'S DETERMINATION

Case #: NCC2020 0065

The following are the grounds on which I am requesting this decision be appealed:

1. There is not substantial evidence to support the decision made by the Community Development Department Director.

2. The decision of the department is barred by the doctrines of waivers and the doctrine of estoppel.

3. The decision by the department is arbitrary and capricious.

The following are the specific questions I would like the Planning Commission to address:

1. How is it possible for the City and Borough of Juneau to make a decision on an inadequate factual basis?

2. What happened to the building inspection records?

3. How can the City and Borough of Juneau overturn 48 years of use of the property?

4. When does the economic harm to an innocent owner outweigh "permit violations" that do not materially affect health and safety ie: elevating form over substance?

Thank you for your attention to our appeal!

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 – REVISED

Date: November 5, 2020
File No.: NCC2020 0065

Asbjorn and Marit Bo Trust
ATTN: Glenn Bo
6748 North Point Drive
Fruitport, MI 49415

Proposal:	A Nonconforming Certification Review for residential density and parking.
Property Address:	1508 Third St.
Property Legal Description:	Capital View Block A Lot 12
Property Parcel Code No.:	2D04020A0140

The Director of Community Development adopted the analysis and findings listed in the attached memorandum dated November 5, 2020, 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 Residential Densities (49.30.240):
  - Two dwelling units are nonconforming
- Nonconforming Parking (49.30.270):
  - Number of off-street parking spaces: Six off-street parking spaces are provided

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.

The Director of Community Development adopted the analysis and findings lists in the attached memorandum dated November 4, 2020, and has found the following situations on the lot to be NONCOMPLIANT to the Title 49 Land Use Code:

- Noncompliant Residential Densities (49.30.240):
  - One, unpermitted dwelling unit is noncompliant. The property owner must bring the structure into compliance with the Land Use Code.

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 PM 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:

Joseph Meyers, 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

DIRECTOR'S REVIEW STAFF REPORT – REVISED NONCONFORMING CERTIFICATION
NCC2020 0065

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

DATE: November 5, 2020

TO: Jill Maclean, Director, AICP

BY: Joseph Meyers, Planner I

PROPOSAL: Applicant requests a Nonconforming Certification Review for residential density and parking.

KEY CONSIDERATIONS FOR REVIEW:

- At time of establishment, parking requirements were met.
- The lot meets or exceeds all dimensional standards and setback requirements.
- Five dwelling units were permitted in 1972 with a building permit; two are nonconforming to current requirements.
- A sixth, unpermitted dwelling unit was added and is noncompliant. The property owner must bring the structure into compliance with the Land Use Code.

GENERAL INFORMATION	
Property Owner	Asbjorn and Marit Bo Trust
Applicant	Asbjorn and Marit Bo Trust
Property Address	1508 Third St.
Legal Description	Capital View Block A Lot 12
Parcel Number	2D04020A0140
Zoning	D-18
Lot Size	7,361 ft^2
Water/Sewer	CBJ
Access	Third Street
Existing Land Use	Residential
Associated Applications	N/A

STAFF RECOMMENDATION:

Staff recommends the following situations receive Nonconforming Certification:

- Nonconforming Residential Densities (49.30.240)
- Nonconforming Parking (49.30.270)

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.

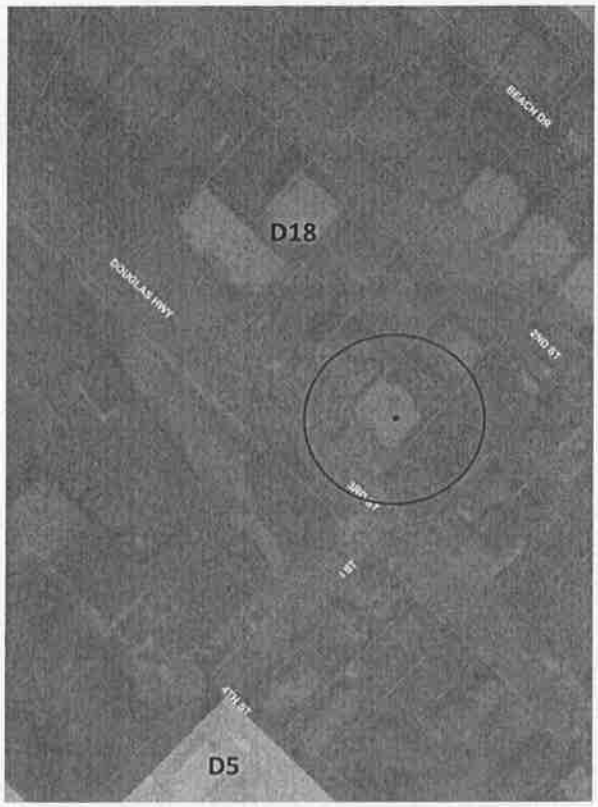
- **Noncompliant Residential Density** (49.30.240)
  - The sixth, unpermitted dwelling unit is noncompliant.

SITE FEATURES AND ZONING

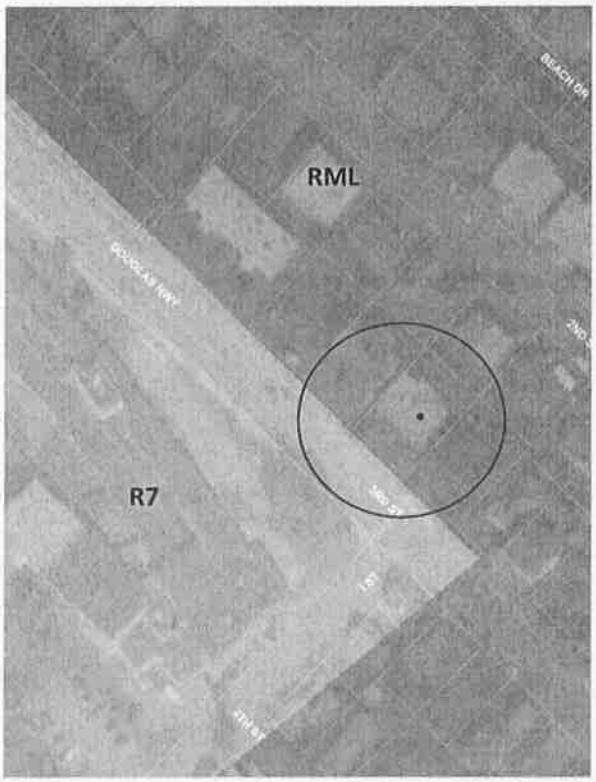
SURROUNDING ZONING AND LAND USES	
North (D18)	Multi-family
South (D18)	Multi-family
East (D18)	Multi-family
West (D18)	Multi-family

SITE FEATURES	
Anadromous	None
Flood Zone	Zone X
Hazard	N/A
Hillside	N/A
Wetlands	N/A
Parking District	N/A
Historic District	No
Overlay Districts	None

CURRENT ZONING MAP



ZONING AT TIME OF ESTABLISHMENT



ZONING HISTORY

Year	Zoning District	Summary
1958	No zoning existed	The lot was originally platted in 1958 prior to the establishment of zoning in Douglas.
1969	RML (Low-density Multi-family Residential)	In 1969, the zoning of the lot and surrounding area was zoned RML. The RML zoning district required a 5,400 square foot minimum lot size, 60-foot lot width, and 90-foot lot depth. Required yard setbacks were 15 feet front, 15 feet rear, and 6 feet on each side for a building with two stories. One off-street parking space was required per dwelling unit. Under the RML zoning, a maximum of five dwelling units would have been allowed on the lot. The lot met dimensional requirements and parking requirements. Building permit 8575 was issued in 1972 for five dwelling units to be constructed on the lot. At the time of construction, the structure and the five dwelling units were conforming. It is not clear when the sixth dwelling unit was added; it would have been noncompliant under the RML zoning.
1987	D-18 (Multi-family Residential)	In 1987, the lot and surrounding area was rezoned to D-18; this is the current zoning. The D-18 zoning district requires a 5,000 square foot minimum lot size, 50-foot lot width, and 80-foot lot depth. Required yard setbacks are 20 feet front, 10 feet rear, and 5 feet on each side. One off-street parking space was required per 1-bedroom unit, 1.5 parking spaces per 2-bedroom unit, and 2 parking spaces per 3- and 4-bedroom unit. The D18 zoning would currently allow for three dwelling units. Lot dimensional standards and yard setback requirements are met. The lot became nonconforming for number of off-street parking spaces; 9.5 off-street parking spaces are required and 6 are provided. The lot became nonconforming for residential density for two of the five dwelling units approved in 1972 under permit number 8575. The sixth dwelling unit is noncompliant.

BACKGROUND INFORMATION

The applicant requests a Nonconforming Certification for nonconforming residential density and nonconforming parking. The lot was originally platted in 1958 and then again in 1965. The structure on the lot was constructed in 1972 and was approved through the building permit process. The 1972 building permit approved 5 dwelling units to be constructed on the lot. The applicants' narrative states that the lot currently contains six dwelling units. There are no building permit records, Assessor's records, Utility Records, or submitted documents that demonstrate when the fifth and sixth dwelling units were constructed. CBJ utility billing records show six units in 1992.

Five of the dwelling units on the lot were permitted; however, the sixth dwelling unit is considered noncompliant. No information has been submitted that demonstrates approval of six dwelling units on the lot.

INFORMATION REVIEWED

Year	Type	Summary
1958	Plat	The lot was originally platted in 1958 through the City of Douglas, Alaska platting action.
1965	Plat	The lot was replatted in 1965 through the Capital View Subdivision.
1972	Building permit	Permit No. 8575-A. Building permit for a "5-plex" to be constructed on the lot.
2013	Aerial Imagery	Aerial imagery is used to estimate vegetative cover. A site visit confirmed vegetation is consistent with aerial imagery.
2020	Site Visit Photos	Visual documentation of current parking situation.
2020	Utility Records	Determined existence of 6 units as far back as 1992.
2020	As-built survey	As-built survey shows the lot and structures in their current condition.

ANALYSIS

Zoning District Comparison Table – The table below lists the required standards for the D-18 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	5,000 ft^2	7,361 ft^2	49.25.400
	Width	50'	70'	49.25.400
	Depth	80'	105'	49.25.400
Setbacks	Front	20'	36'	49.25.400
	Rear	10'	25'	49.25.400
	Side	5'	8'	49.25.400
	Side	5'	7'	49.25.400
	Street Side	13'	N/A	49.25.400
Lot Coverage		50%	44%	49.25.400
Height	Permissible	35'	28 feet	49.25.400
	Accessory	25'	N/A	49.25.400
Maximum Dwelling Units		3 maximum	**6***	49.25.500
Use		Multi-family residential	Multi-family residential	49.25.300
Vegetative Cover		30%	36%	49.50.300
Parking		9.5	**6**	49.40.210(a)

***Building permit 8575 approved construction of five units; 1 unit remains noncompliant.**

Minimum Lot Requirements – The lot meets required lot size, lot width, and lot depth.

Finding: Staff finds the lot conforming for lot size, width, and depth.

Minimum Setback Requirements – According to the as-built survey, the structure on the lot meets current setback requirements.

Finding: Staff finds the structure conforming for setbacks.

Lot Coverage – According to the as-built survey, lot coverage is not exceeded.

Finding: Staff finds the lot conforming for lot coverage.

Structure Height – According to Building Permit 8575, the structure on the lot is 28 feet in height.

Finding: Staff finds the structure conforming for height.

Residential Density – Based on the 1972 building permit, the lot was built with five units conforming to zoning regulations in place in 1972. Current zoning allows for three units. Two of these five dwelling units are found to be nonconforming.

Upon further review, a sixth unit was added to the building without a building permit. This sixth unit would not have been permitted under the 1972 zoning code, and cannot be permitted under current code.

The sixth dwelling unit is considered noncompliant. No information has been submitted that demonstrates CBJ approval of six dwelling units on the lot. Staff reviewed the CBJ Assessor's files, and found no dates associated with a change from five to six units. CBJ Utility Billing records show six dwelling units since 1992; however, if constructed at this time, the unit could not have been permitted under D18 zoning.

Finding: Staff finds the lot *nonconforming* for two dwelling units.

Finding: Staff finds the lot *noncompliant* for one dwelling units. The property owner must bring the structure into compliance with the Land Use Code.

Use – Use of the lot is residential.

Finding: Staff finds the lot conforming for use.

Vegetative Cover – GIS aerial imagery was used to estimate vegetative cover; a site visit confirmed consistency with the 2013 aerial imagery.

Finding: Staff finds the lot conforming for vegetative cover.

Parking – CBJ 49.40.210 requires 9.5 off-street parking spaces. Off-street parking for the property is currently nonconforming. At the time of development, six parking spaces were allocated for five units, conforming to the 1972 parking standards. Current standards, as listed above, are not met as 9.5 parking spaces are required for a building of this density (CBJ 49.40.210).

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

NONCOMPLIANT SITUATIONS

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

There are currently six dwelling units on the lot. Five dwelling units were permitted in 1972. It is unknown when the sixth dwelling unit was established. CBJ has no building permit, Assessors Record's, or Utility

Billing records that show when the sixth dwelling was established or approved by CBJ, nor has the applicant provided documentation to prove the sixth unit was added legally.

Finding – Staff finds the sixth dwelling unit noncompliant for residential density. The property owner must bring the structure into compliance with the Land Use Code.

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: A building permit was issued in 1972 for five dwelling units; parking and other dimensional standards were met at time of establishment. The parking standard when the lot was developed was one parking space per unit in zone type RML. The development had five units and six parking spaces making it consistent with the 1972 zoning.

Finding: Yes. Staff finds the nonconforming situations were allowed when established.

Analysis: There is a sixth, unpermitted dwelling unit on the lot that is noncompliant.

Finding: No. The unpermitted, sixth dwelling unit was not allowed nor permitted when established. The property owner must bring the structure into compliance with the Land Use Code.

2. Has the nonconforming situation been abandoned?

Analysis: No additional analysis needed.

Finding: No. The nonconforming situation has not been abandoned.

RECOMMENDATION

Staff recommends that 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 Residential Densities (49.30.240):
  - Two dwelling units are nonconforming
- Nonconforming Parking (49.30.270):
  - Number of off-street parking spaces: Six off-street parking spaces are provided; 9.5 are required

Staff recommends the Director adopt the analysis and findings, and find the following situations on the lot NONCOMPLIANT to the Title 49 Land Use Code:

- Noncompliant Residential Densities (49.30.240):
  - One, unpermitted dwelling unit is noncompliant. The property owner must bring the structure into compliance with the Land Use Code.

STAFF REPORT ATTACHMENTS

Item	Description
Attachment A	Application Packet
Attachment B	Information Reviewed

Attachment A - Application Packet

10/9/2020 IMG_3678.jpg

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY
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
1508 Third Street

Legal Description(s) (Subdivision, Survey, Block, Tract, Lot)
Capital View BL A LT A 1 2

Parcel Number(s)
~~2D04020D0140~~ 2 D04 0 20A 0140

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

LANDOWNER/ LESSEE

Property Owner
Asbjorn and Marit Bo Trust

Contact Person
Glenn Bo

Mailing Address
6748 North Point Drive, Fruitport, MI 49415

Phone Number(s)
231-206-6615

E-mail Address
bogl@comcast.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 Glenn Bo — Landowner/Lessee Signature — Date 9/23/2020

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
Same

Mailing Address

Phone Number(s)
Same

E-mail Address

X Glenn Bo — Applicant's Signature — Date of Application September 23, 2020

DEPARTMENT USE ONLY BELOW THIS LINE

CLOSES NOV 13 2020
(SOONER IF POSSIBLE)

Intake Initials
10/9/2020

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
NCA200065	10/9/20

I:\FORMS\PLANFORM\DPA.docx

Updated 2017 – Page 1 of 1

Attachment A - Application Packet

10/9/2020 IMG_3679.jpg

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY
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
See narrative for explanations	

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
See narrative for explanations	

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:

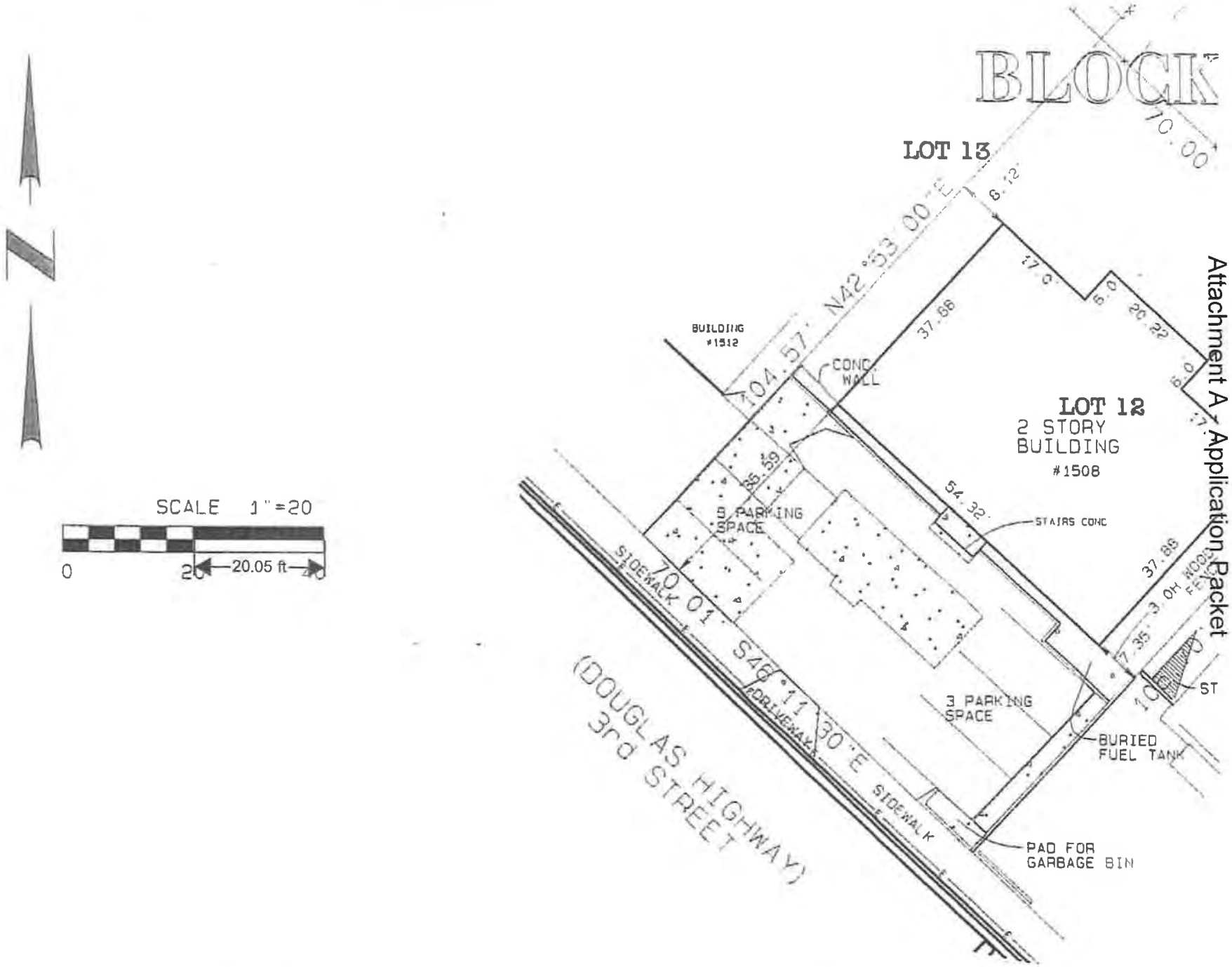
	Fees	Check No.	Receipt	Date
Application Fees	$ 150.00			
Admin. of Guarantee	$			
Adjustment	$			
Total Fee	$ 150.00			

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.

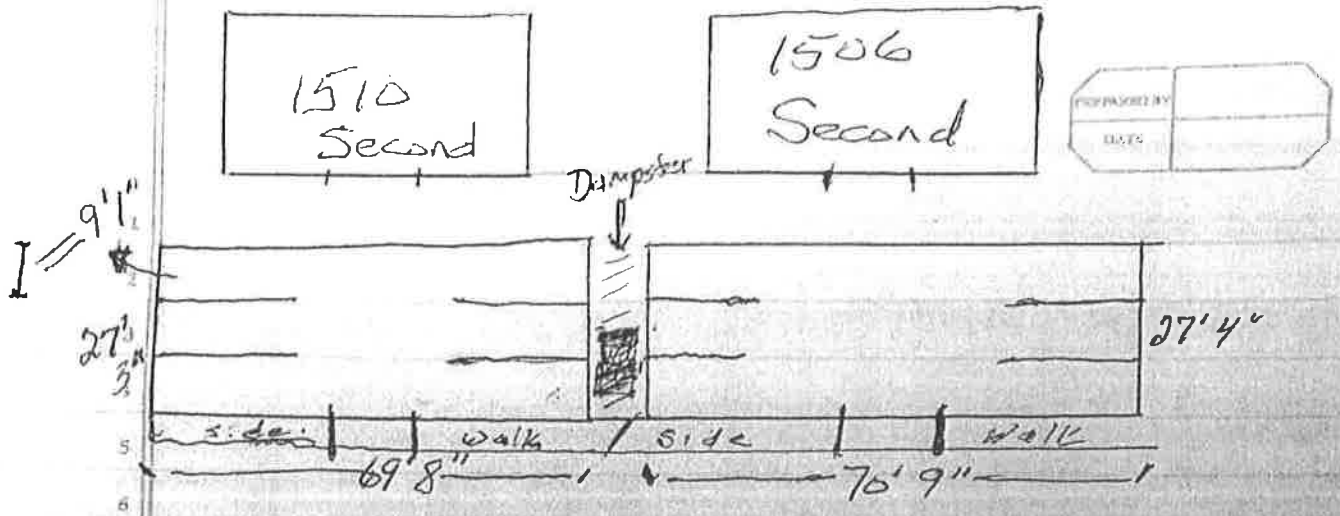
Case Number	Date Received
NCC202000 65	10/9/20


BLOCK
LOT 13
LOT 12
2 STORY
BUILDING
#1508
BUILDING
#1512
CONC
WALL
104.57' N42°53'00"E
6.12
17.0
6.0
20.22
6.0
17.
37.66
54.32
STAIRS CONC
37.88
3 OH WOOD FENCE
7.35
1.0
ST
BURIED
FUEL TANK
PAD FOR
GARBAGE BIN
3 PARKING
SPACE
3 PARKING
SPACE
SIDEWALK
70.01' S46°11'30"E
DRIVEWAY
SIDEWALK
(DOUGLAS HIGHWAY)
3rd STREET
SCALE 1"=20
0
20
20.05 ft
40

Attachment A - Application Packet

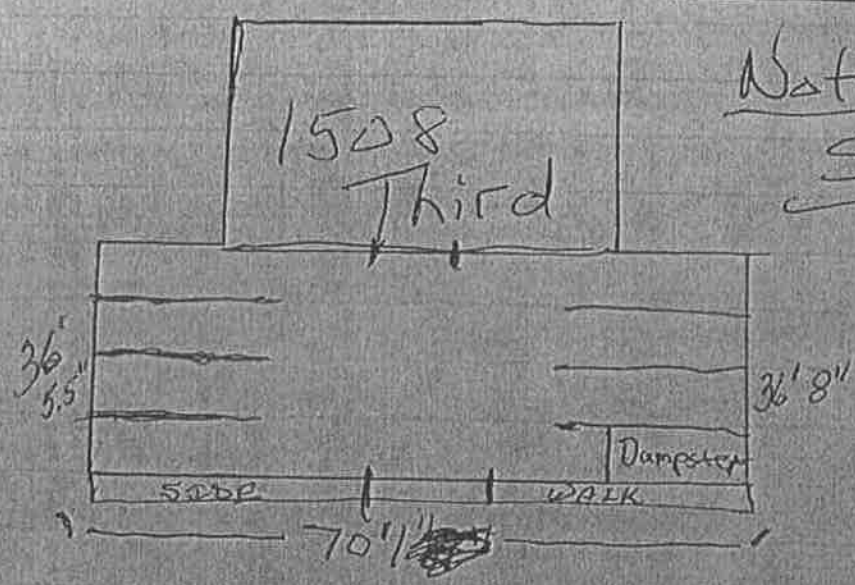
10/9/2020 IMG_3680.jpg

Not to scale



There is on street parking in front of buildings

Not to scale



There is on street parking available in front of the building

Attachment A - Application Packet

NARRATIVE FOR PARCEL: 2D04020D00~~20~~40

My father, Asbjorn Bo, built the 6 plex apartment building located at ~~1506 Second Street~~ 1508 Third St in 1973/1974 because at that time in Juneau's history, there were very few, if any apartments, that were large enough for a family. This was the main reason my dad built several of the units as three bedroom apartments.

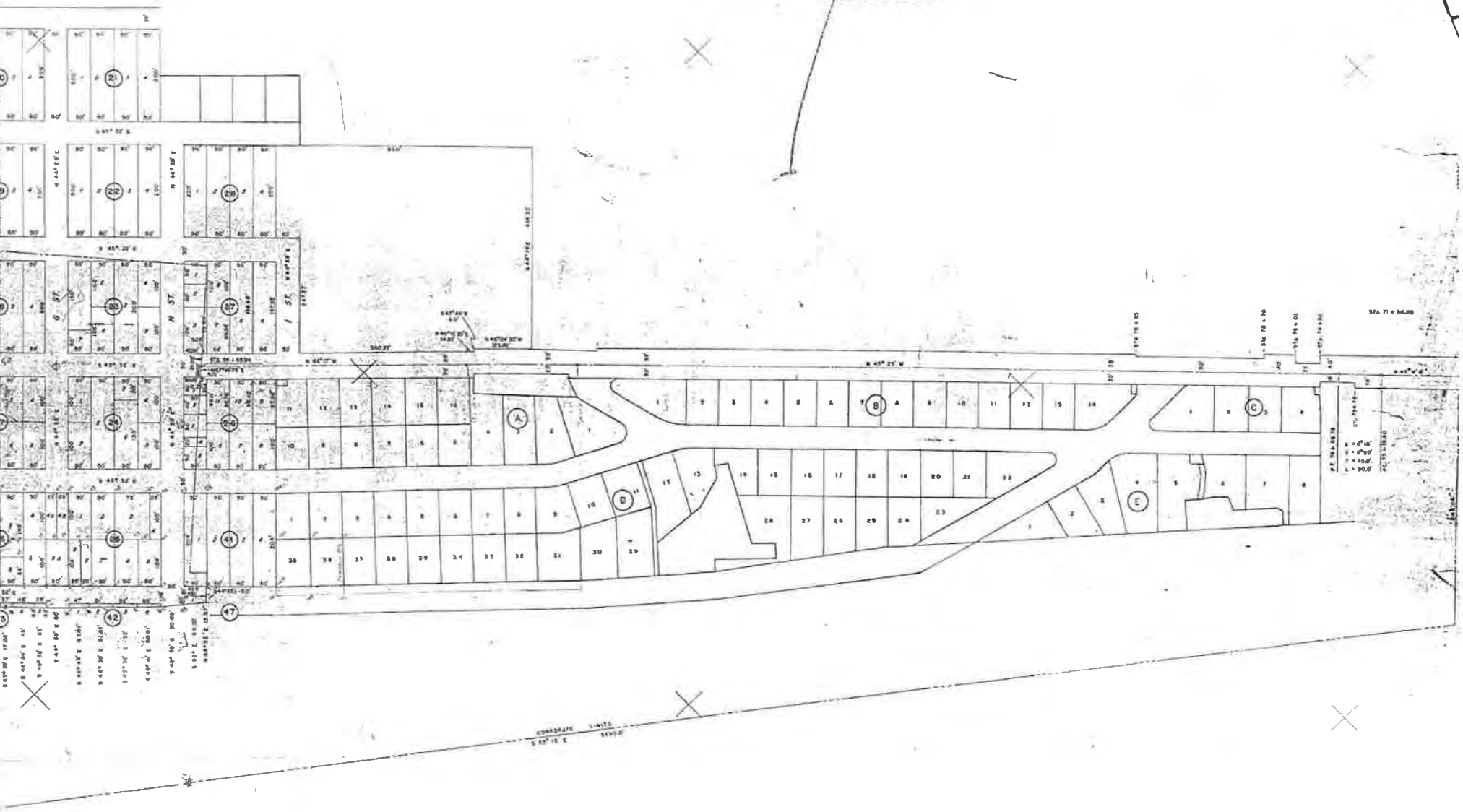
This building has 3 - (3 bedroom, 1 bath) units, 1 (2 bedroom, 1 bath) unit and 2 - (1 bedroom, 1 bath) units. Ever since it was built, it had and still does have 1 parking space for each unit and at the time it was built, this was approved and accepted. My father has been the only owner of this property since it was built and it has always been used for long term rentals.

My understanding is that under current City and Borough of Juneau regulations, this building would not have sufficient parking for the number of bedrooms that are in each unit if it were built in Juneau in 2020; however, when the apartments were built, all the codes and ordinances in effect at that time were followed and approved.

It should be noted my father passed away on August 1, 2020, and I am the sole Trustee of my father's estate. Of all the documents mentioned as showing the situation as having been maintained over time, the only thing I have is the tax documents which I just sent into the City as the bill is due on September 30. Also, I live at 6748 North Point Drive, Fruitport, MI 49415, so I don't have the ability to obtain additional documents.

If there is anything I can provide verbally or questions I may be able to answer by phone, please feel free to contact me at (231) 206-6615.

I respectly request the City approve the nonconforming certification, so families can continue to have a large enough apartment to safely house their family.



MAP OF

CITY OF DOUGLAS, ALASKA

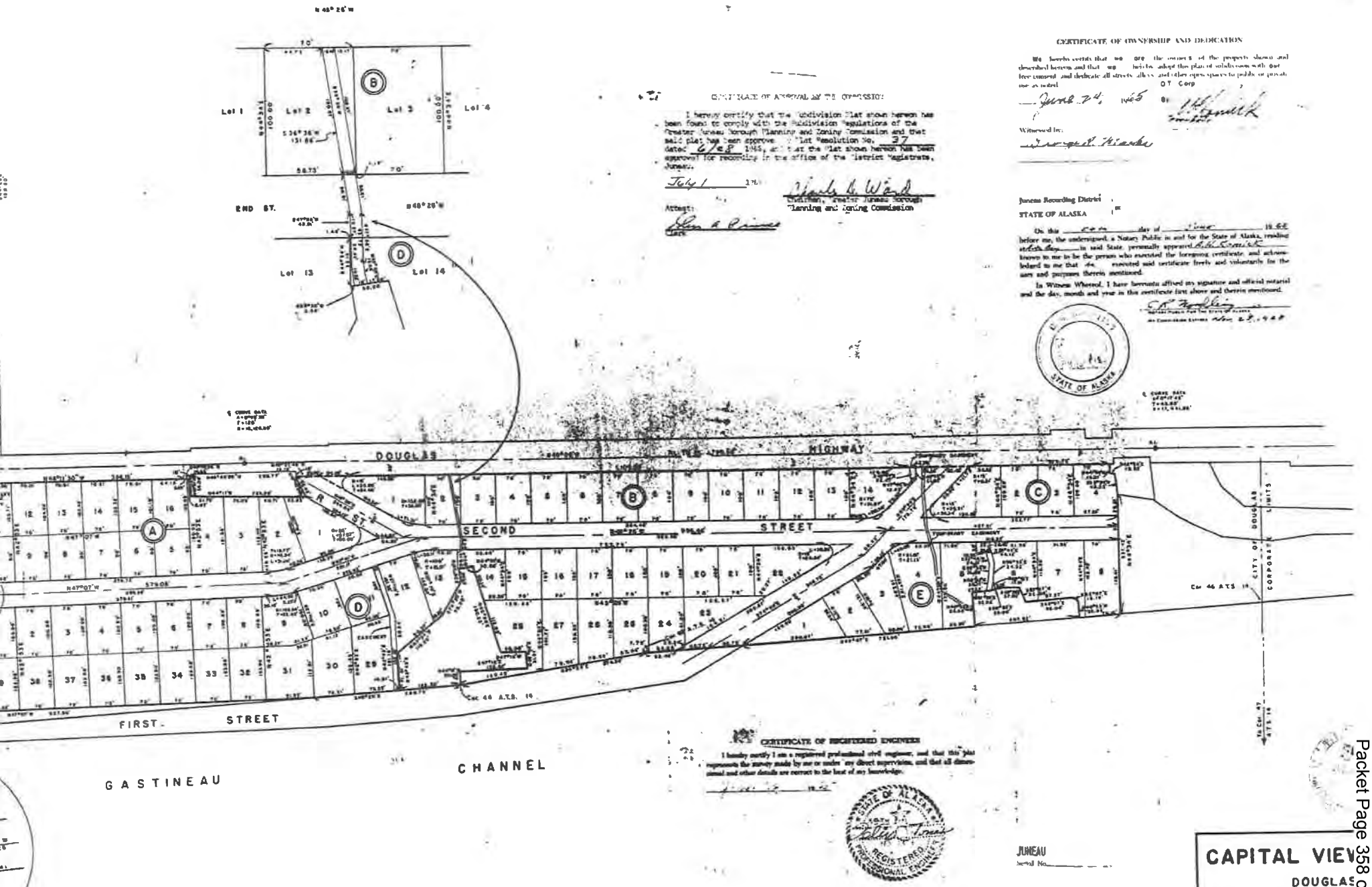
SCALE: 1" = 100'

OCTOBER 8, 1958

FELIX J. TONER — REGISTERED ENGINEER — JUNEAU, ALASKA

1958

Attachment B - Information Reviewed



Attachment B - Information Reviewed

2-1-346-004-012

CITY AND BOROUGH OF JUNEAU, ALASKA
APPLICATION FOR BUILDING PERMIT

Douglas ☒ Juneau ☐ Rural ☐

VALUATION $83,000.00 PERMIT NO. 8575

DATE RECEIVED 5-17-72 BY B.P. Hamlin

APPLICANT TO FILL IN BETWEEN HEAVY LINES.
TWO SETS OF PLANS MUST BE FURNISHED WITH APPLICATION.

Building Address

APPLICANT OWNER
Name Mr & Mrs. Asbjorn Bo
Mail Address P.O. Box 1083
City JUNEAU, ALASKA
Tel. No. 586-6677

ARCHITECT ENGINEER
Name Asbjorn Bo
Mail Address Same as above
City
Tel. No.

CONTRACTOR or OWNER BUILDER
Name BO, Construction
Mail Address P.O. Box 1083
Tel. No. 586-6677
State License No. 7172173

LEGAL DESCRIPTION
Subdivision CAPITOL VIEW #1
Lot No. 12 Bl. No. A.

CLASS OF WORK

New	✓	Repair	
Addition		Demolish	
Alteration		Move	

Use Of Bldg. RENTAL
Size Of Bldg. 38' x 54'
Height Of Bldg. 28'
Area Of Lot 7400#

SPECIFICATIONS
FOUNDATIONS

Material	Exterior	Piers
Width Of Top		
Width Of Bottom		
Depth In Ground		

Plate (Sill) 2x6	Size	Space	Span
Girders	4x8	SEE PLAN	6'
Joists (1st Fl.)	2x10	16" o.c	SE PLAN
" " (2nd Fl.)	2x10	16" o.c	— " —
" " (Clg.)	2x10	16" oc.	— " —
Studs (Ext.)	2x4	16" o.c	— " —
" " (Int.)	2x4	16" oc	— " —
Roof Rafters	2x10'	16" o.c	— " —
Bearing Walls	2x10'	16" o.c	"
Other			

COVERING

Ext. Walls	5/8 - T-1-11
Int. Walls	1/2" PLASTER BOARD.
Roof	1/2" PLY with 4 ply roof.
Re-Roof	

FLUES

F. Place	Flr. Furn. ✓		Other
Furnace	H. Water ☒ H. Air ☐	Steam ☐ Elec. ☐	Oil ☒ Gas ☐
Kitchen			

UTILITIES

Sewage System	City ☒	S. Tank	
Bldg. Main			
Sewer Outlet Size	4"		
Water Meter Size	1"		
Water Service Size	1"		
Exist. Road	YES	Curb & Gutter ☒ Drain Ditch ☐	
Driveway Width	16	Ft.	
Off-Street Parking	YES - SEE PLAN.		
Estimated Cost	—		
Special Information	—		

5 family

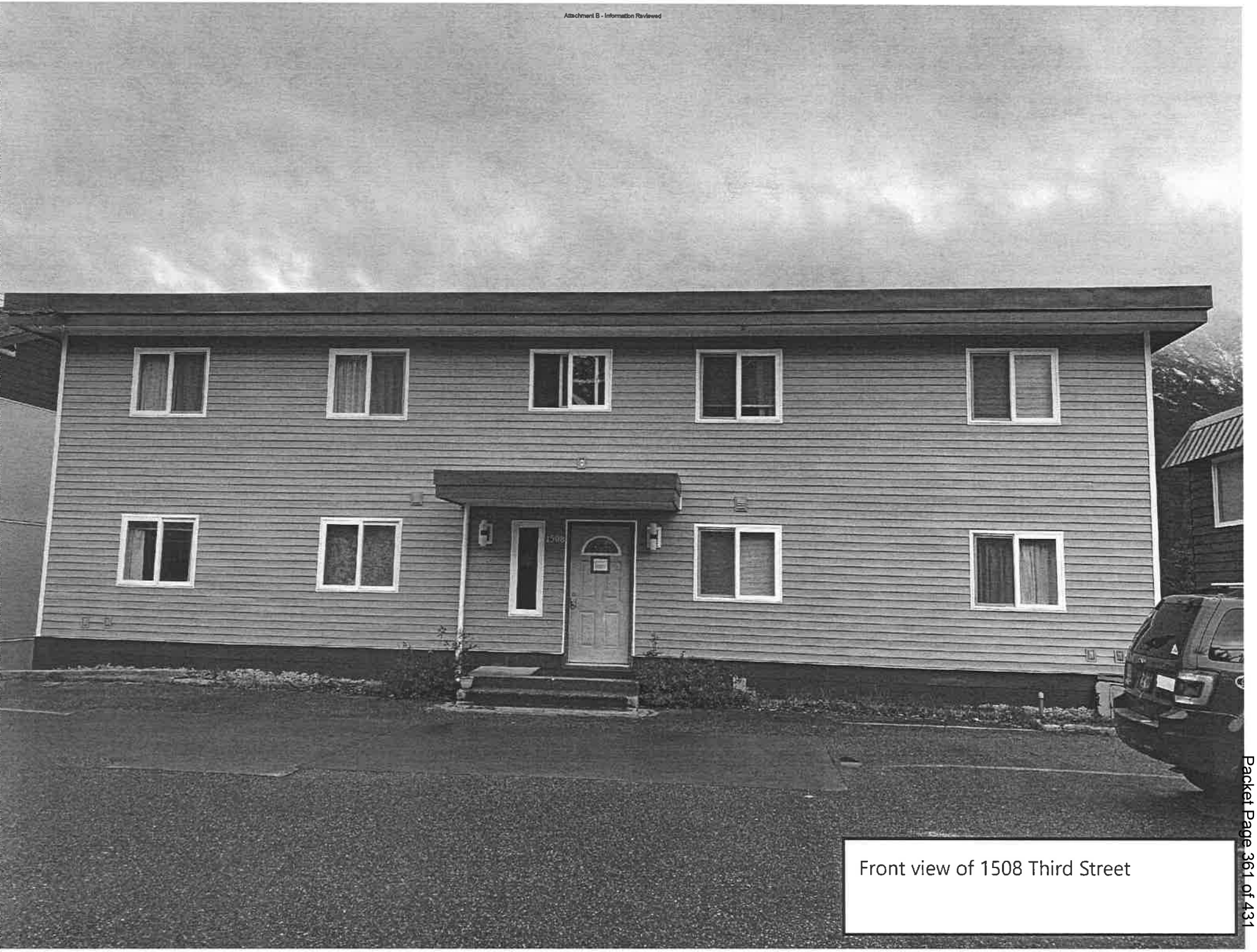
WORK NOT MENTIONED IS NOT INCLUDED IN PERMIT

I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all state laws, and codes and ordinances of The Greater Juneau Borough, applicable to building construction.

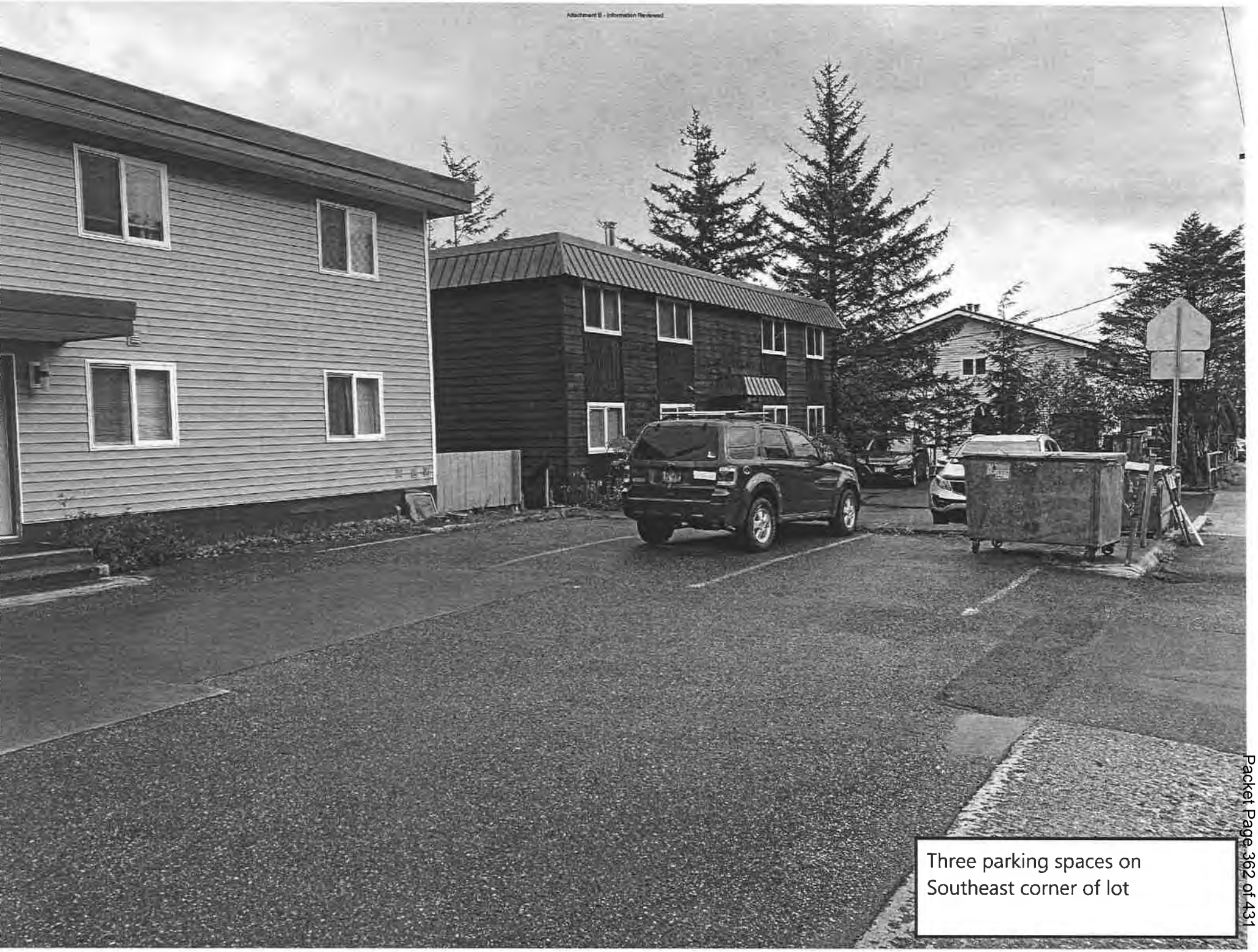
Signature Of Owner Asbjorn Bo

Applicant Asbjorn Bo

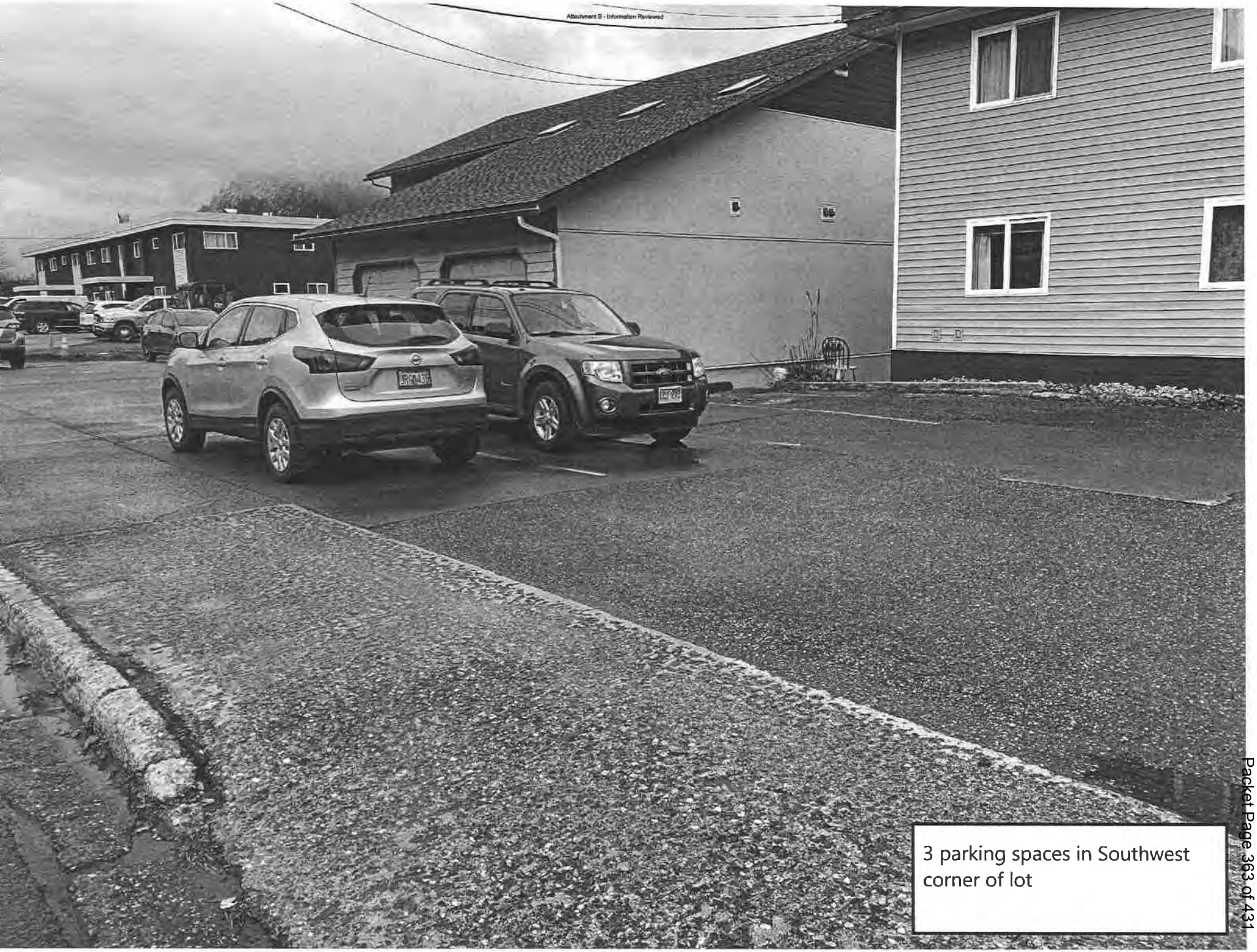
Attachment B - Information Reviewed



Front view of 1508 Third Street



Three parking spaces on
Southeast corner of lot



3 parking spaces in Southwest corner of lot

Attachment B - Information Reviewed

Joseph Meyers

From: Suzanne Crabtree
Sent: Friday, October 16, 2020 12:32 PM
To: Joseph Meyers
Cc: Laurel Christian
Subject: RE: Parcel 2D04020A0140 -- Information

Hi,

This is a metered account so I looked at the monthly HHW (Household Hazardous Waste Fees) that were billed per unit.
We started billing the HHW fee in Sept 1992.

His HHW charges for October 1992 were $16.80 ($2.80 x 6).
It looks like UB had the units for HHW as 6 units as far back as 1992.

Thanks,
Suzanne

From: Joseph Meyers <Joseph.Meyers@juneau.org>
Sent: Friday, October 16, 2020 12:17 PM
To: Suzanne Crabtree <Suzanne.Crabtree@juneau.org>
Cc: Laurel Christian <Laurel.Christian@juneau.org>
Subject: Parcel 2D04020A0140 -- Information

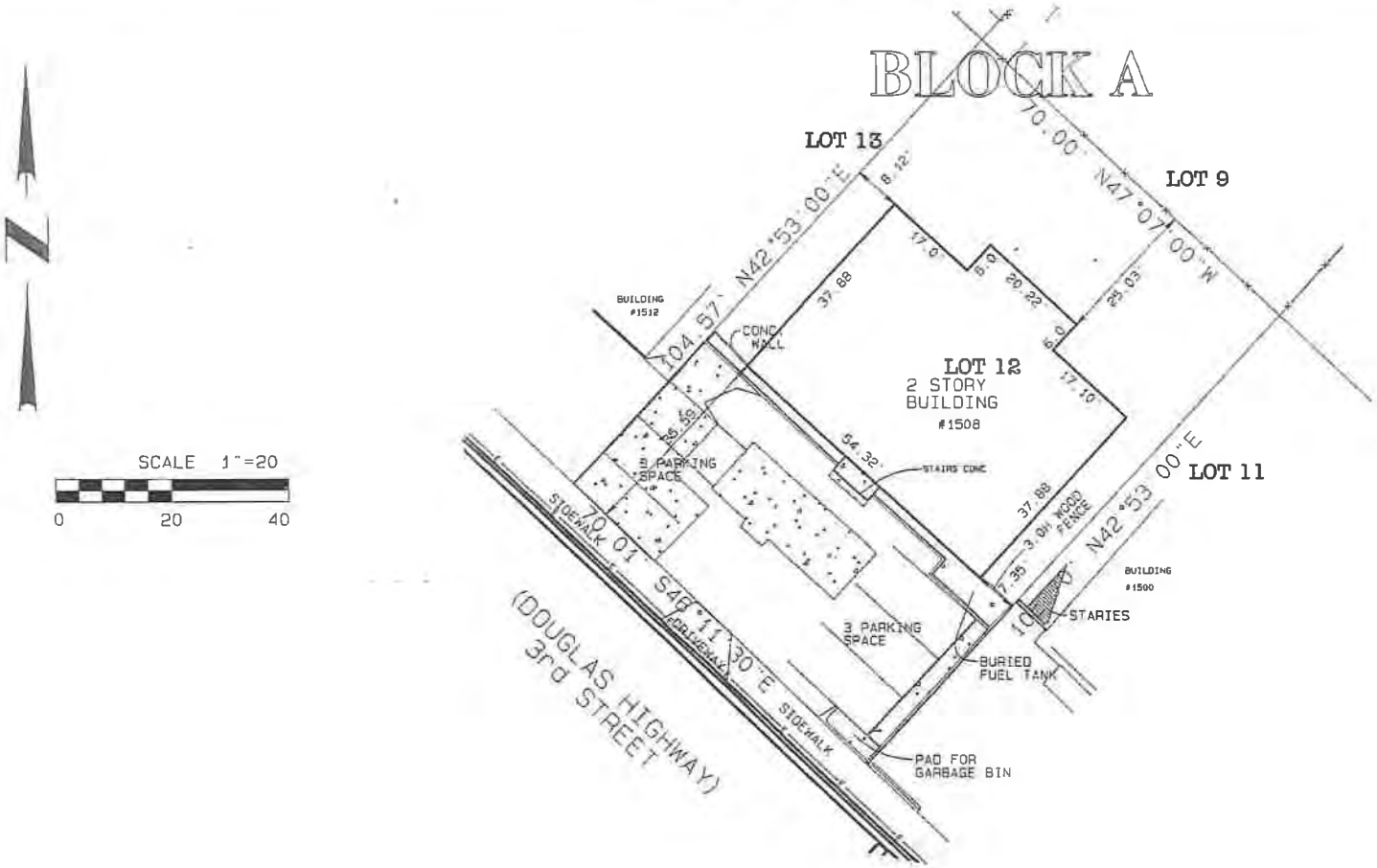
Hi Suzanne,

This building went from five to six units at some point in the past; when this happened is unclear. We are hoping you can help us determine when that might have been based on your records. Thank you in advance for your help.

Best regards,

Joseph Meyers | Planner I
Community Development Department | City & Borough of Juneau, AK
Location: 230 S. Franklin Street, 4th Floor Marine View Building
Main Line: 907.586.0715
Personal Line: 907.586.0466

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY



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.

J.W. BEAN
PROFESSIONAL SURVEYOR

F.B. TOS 12322 JOB No 13505
SCALE AS-SHOWN
DATE 10-08-2020

AS-BUILT SURVEY OF

LOT 12, BLOCK A

CAPITAL VIEW SUBD. NO 1
WITHIN USMS 341A.

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

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 – REVISED

Date: November 5, 2020
File No.: NCC2020 0065

Asbjorn and Marit Bo Trust
ATTN: Glenn Bo
6748 North Point Drive
Fruitport, MI 49415

Proposal:	A Nonconforming Certification Review for residential density and parking.
Property Address:	1508 Third St.
Property Legal Description:	Capital View Block A Lot 12
Property Parcel Code No.:	2D04020A0140

The Director of Community Development adopted the analysis and findings listed in the attached memorandum dated November 5, 2020, 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 Residential Densities (49.30.240):
  - Two dwelling units are nonconforming
- Nonconforming Parking (49.30.270):
  - Number of off-street parking spaces: Six off-street parking spaces are provided

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.

The Director of Community Development adopted the analysis and findings lists in the attached memorandum dated November 4, 2020, and has found the following situations on the lot to be NONCOMPLIANT to the Title 49 Land Use Code:

- Noncompliant Residential Densities (49.30.240):
  - One, unpermitted dwelling unit is noncompliant. The property owner must bring the structure into compliance with the Land Use Code.

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 PM 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: _____ _____

Joseph Meyers, 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

DIRECTOR'S REVIEW STAFF REPORT – REVISED NONCONFORMING CERTIFICATION
NCC2020 0065

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

DATE: November 5, 2020

TO: Jill Maclean, Director, AICP

BY: Joseph Meyers, Planner I

PROPOSAL: Applicant requests a Nonconforming Certification Review for residential density and parking.

KEY CONSIDERATIONS FOR REVIEW:

- At time of establishment, parking requirements were met.
- The lot meets or exceeds all dimensional standards and setback requirements.
- Five dwelling units were permitted in 1972 with a building permit; two are nonconforming to current requirements.
- A sixth, unpermitted dwelling unit was added and is noncompliant. The property owner must bring the structure into compliance with the Land Use Code.

GENERAL INFORMATION	
Property Owner	Asbjorn and Marit Bo Trust
Applicant	Asbjorn and Marit Bo Trust
Property Address	1508 Third St.
Legal Description	Capital View Block A Lot 12
Parcel Number	2D04020A0140
Zoning	D-18
Lot Size	7,361 ft^2
Water/Sewer	CBJ
Access	Third Street
Existing Land Use	Residential
Associated Applications	N/A

STAFF RECOMMENDATION:

Staff recommends the following situations receive Nonconforming Certification:

- Nonconforming Residential Densities (49.30.240)
- Nonconforming Parking (49.30.270)

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.

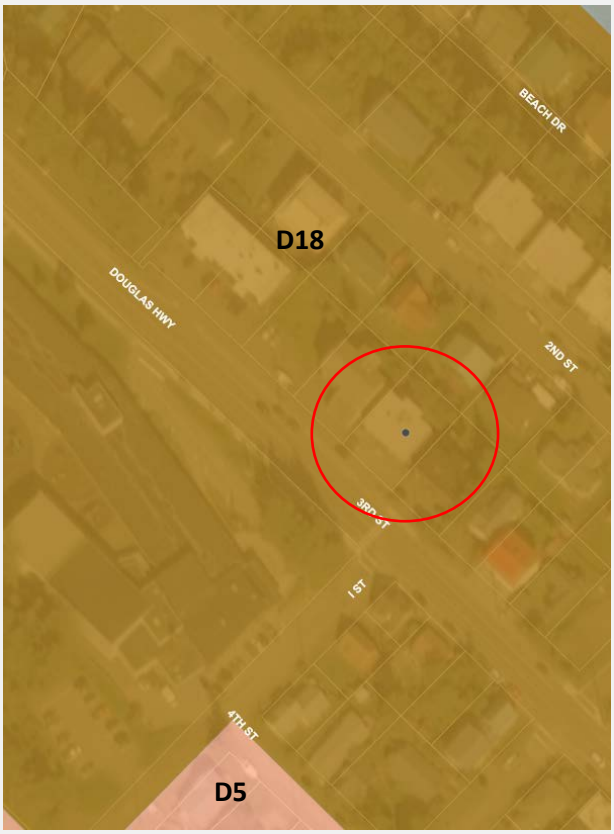
- **Noncompliant Residential Density** (49.30.240)
  - The sixth, unpermitted dwelling unit is noncompliant.

SITE FEATURES AND ZONING

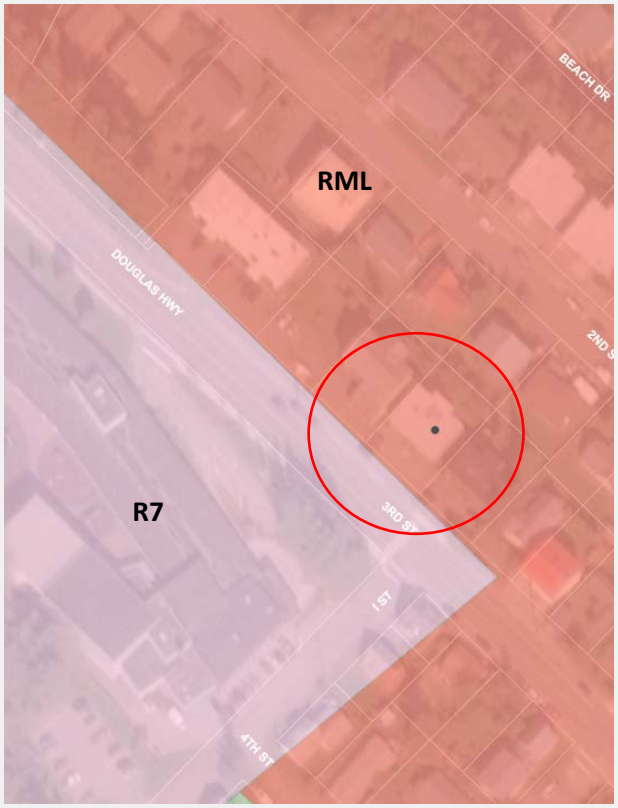
SURROUNDING ZONING AND LAND USES	
North (D18)	Multi-family
South (D18)	Multi-family
East (D18)	Multi-family
West (D18)	Multi-family

SITE FEATURES	
Anadromous	None
Flood Zone	Zone X
Hazard	N/A
Hillside	N/A
Wetlands	N/A
Parking District	N/A
Historic District	No
Overlay Districts	None

CURRENT ZONING MAP



ZONING AT TIME OF ESTABLISHMENT



ZONING HISTORY

Year	Zoning District	Summary
1958	No zoning existed	The lot was originally platted in 1958 prior to the establishment of zoning in Douglas.
1969	RML (Low-density Multi-family Residential)	In 1969, the zoning of the lot and surrounding area was zoned RML. The RML zoning district required a 5,400 square foot minimum lot size, 60-foot lot width, and 90-foot lot depth. Required yard setbacks were 15 feet front, 15 feet rear, and 6 feet on each side for a building with two stories. One off-street parking space was required per dwelling unit. Under the RML zoning, a maximum of five dwelling units would have been allowed on the lot. The lot met dimensional requirements and parking requirements. Building permit 8575 was issued in 1972 for five dwelling units to be constructed on the lot. At the time of construction, the structure and the five dwelling units were conforming. It is not clear when the sixth dwelling unit was added; it would have been noncompliant under the RML zoning.
1987	D-18 (Multi-family Residential)	In 1987, the lot and surrounding area was rezoned to D-18; this is the current zoning. The D-18 zoning district requires a 5,000 square foot minimum lot size, 50-foot lot width, and 80-foot lot depth. Required yard setbacks are 20 feet front, 10 feet rear, and 5 feet on each side. One off-street parking space was required per 1-bedroom unit, 1.5 parking spaces per 2-bedroom unit, and 2 parking spaces per 3- and 4-bedroom unit. The D18 zoning would currently allow for three dwelling units. Lot dimensional standards and yard setback requirements are met. The lot became nonconforming for number of off-street parking spaces; 9.5 off-street parking spaces are required and 6 are provided. The lot became nonconforming for residential density for two of the five dwelling units approved in 1972 under permit number 8575. The sixth dwelling unit is noncompliant.

BACKGROUND INFORMATION

The applicant requests a Nonconforming Certification for nonconforming residential density and nonconforming parking. The lot was originally platted in 1958 and then again in 1965. The structure on the lot was constructed in 1972 and was approved through the building permit process. The 1972 building permit approved 5 dwelling units to be constructed on the lot. The applicants' narrative states that the lot currently contains six dwelling units. There are no building permit records, Assessor's records, Utility Records, or submitted documents that demonstrate when the fifth and sixth dwelling units were constructed. CBJ utility billing records show six units in 1992.

Five of the dwelling units on the lot were permitted; however, the sixth dwelling unit is considered noncompliant. No information has been submitted that demonstrates approval of six dwelling units on the lot.

INFORMATION REVIEWED

Year	Type	Summary
1958	Plat	The lot was originally platted in 1958 through the City of Douglas, Alaska platting action.
1965	Plat	The lot was replatted in 1965 through the Capital View Subdivision.
1972	Building permit	Permit No. 8575-A. Building permit for a "5-plex" to be constructed on the lot.
2013	Aerial Imagery	Aerial imagery is used to estimate vegetative cover. A site visit confirmed vegetation is consistent with aerial imagery.
2020	Site Visit Photos	Visual documentation of current parking situation.
2020	Utility Records	Determined existence of 6 units as far back as 1992.
2020	As-built survey	As-built survey shows the lot and structures in their current condition.

ANALYSIS

Zoning District Comparison Table – The table below lists the required standards for the D-18 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	5,000 ft^2	7,361 ft^2	49.25.400
	Width	50'	70'	49.25.400
	Depth	80'	105'	49.25.400
Setbacks	Front	20'	36'	49.25.400
	Rear	10'	25'	49.25.400
	Side	5'	8'	49.25.400
	Side	5'	7'	49.25.400
	Street Side	13'	N/A	49.25.400
Lot Coverage		50%	44%	49.25.400
Height	Permissible	35'	28 feet	49.25.400
	Accessory	25'	N/A	49.25.400
Maximum Dwelling Units		3 maximum	**6***	49.25.500
Use		Multi-family residential	Multi-family residential	49.25.300
Vegetative Cover		30%	36%	49.50.300
Parking		9.5	**6**	49.40.210(a)

***Building permit 8575 approved construction of five units; 1 unit remains noncompliant.**

Minimum Lot Requirements – The lot meets required lot size, lot width, and lot depth.

Finding: Staff finds the lot conforming for lot size, width, and depth.

Minimum Setback Requirements – According to the as-built survey, the structure on the lot meets current setback requirements.

Finding: Staff finds the structure conforming for setbacks.

Lot Coverage – According to the as-built survey, lot coverage is not exceeded.

Finding: Staff finds the lot conforming for lot coverage.

Structure Height – According to Building Permit 8575, the structure on the lot is 28 feet in height.

Finding: Staff finds the structure conforming for height.

Residential Density – Based on the 1972 building permit, the lot was built with five units conforming to zoning regulations in place in 1972. Current zoning allows for three units. Two of these five dwelling units are found to be nonconforming.

Upon further review, a sixth unit was added to the building without a building permit. This sixth unit would not have been permitted under the 1972 zoning code, and cannot be permitted under current code.

The sixth dwelling unit is considered noncompliant. No information has been submitted that demonstrates CBJ approval of six dwelling units on the lot. Staff reviewed the CBJ Assessor's files, and found no dates associated with a change from five to six units. CBJ Utility Billing records show six dwelling units since 1992; however, if constructed at this time, the unit could not have been permitted under D18 zoning.

Finding: Staff finds the lot *nonconforming* for two dwelling units.

Finding: Staff finds the lot *noncompliant* for one dwelling units. The property owner must bring the structure into compliance with the Land Use Code.

Use – Use of the lot is residential.

Finding: Staff finds the lot conforming for use.

Vegetative Cover – GIS aerial imagery was used to estimate vegetative cover; a site visit confirmed consistency with the 2013 aerial imagery.

Finding: Staff finds the lot conforming for vegetative cover.

Parking – CBJ 49.40.210 requires 9.5 off-street parking spaces. Off-street parking for the property is currently nonconforming. At the time of development, six parking spaces were allocated for five units, conforming to the 1972 parking standards. Current standards, as listed above, are not met as 9.5 parking spaces are required for a building of this density (CBJ 49.40.210).

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

<u>NONCOMPLIANT SITUATIONS</u>

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

There are currently six dwelling units on the lot. Five dwelling units were permitted in 1972. It is unknown when the sixth dwelling unit was established. CBJ has no building permit, Assessors Record's, or Utility

Billing records that show when the sixth dwelling was established or approved by CBJ, nor has the applicant provided documentation to prove the sixth unit was added legally.

Finding – Staff finds the sixth dwelling unit noncompliant for residential density. The property owner must bring the structure into compliance with the Land Use Code.

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: A building permit was issued in 1972 for five dwelling units; parking and other dimensional standards were met at time of establishment. The parking standard when the lot was developed was one parking space per unit in zone type RML. The development had five units and six parking spaces making it consistent with the 1972 zoning.

Finding: Yes. Staff finds the nonconforming situations were allowed when established.

Analysis: There is a sixth, unpermitted dwelling unit on the lot that is noncompliant.

Finding: No. The unpermitted, sixth dwelling unit was not allowed nor permitted when established. The property owner must bring the structure into compliance with the Land Use Code.

2. Has the nonconforming situation been abandoned?

Analysis: No additional analysis needed.

Finding: No. The nonconforming situation has not been abandoned.

RECOMMENDATION

Staff recommends that 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 Residential Densities (49.30.240):
  - Two dwelling units are nonconforming
- Nonconforming Parking (49.30.270):
  - Number of off-street parking spaces: Six off-street parking spaces are provided; 9.5 are required

Staff recommends the Director adopt the analysis and findings, and find the following situations on the lot NONCOMPLIANT to the Title 49 Land Use Code:

- Noncompliant Residential Densities (49.30.240):
  - One, unpermitted dwelling unit is noncompliant. The property owner must bring the structure into compliance with the Land Use Code.

STAFF REPORT ATTACHMENTS

Item	Description
Attachment A	Application Packet
Attachment B	Information Reviewed

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY
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
1508 Third Street

Legal Description(s) (Subdivision, Survey, Block, Tract, Lot)
Capital View BL A LT A 12

Parcel Number(s)
~~2D04020D0140~~ 2 D04 0 20A 0140

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

LANDOWNER/ LESSEE

Property Owner
Asbjorn and Marit Bo Trust

Contact Person
Glenn Bo

Mailing Address
6748 North Point Drive, Fruitport, MI 49415

Phone Number(s)
231-206-6615

E-mail Address
bogl@ comcast.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 Glenn Bo — Landowner/Lessee Signature — Date 9/23/2020

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
Same

Mailing Address

Phone Number(s)
Same

E-mail Address

X Glenn Bo — Applicant's Signature — Date of Application September 23, 2020

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

CLOSES NOV 13 2020
(SOONER IF POSSIBLE)

Intake Initials	
	10/9/2020
Case Number	Date Received
NCA200065	10/9/20

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.

I:\FORMS\PLANFORM\DPA.docx

Updated 2017 – Page 1 of 1

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY
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
See narrative for explanations	

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
See narrative for explanations	

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:

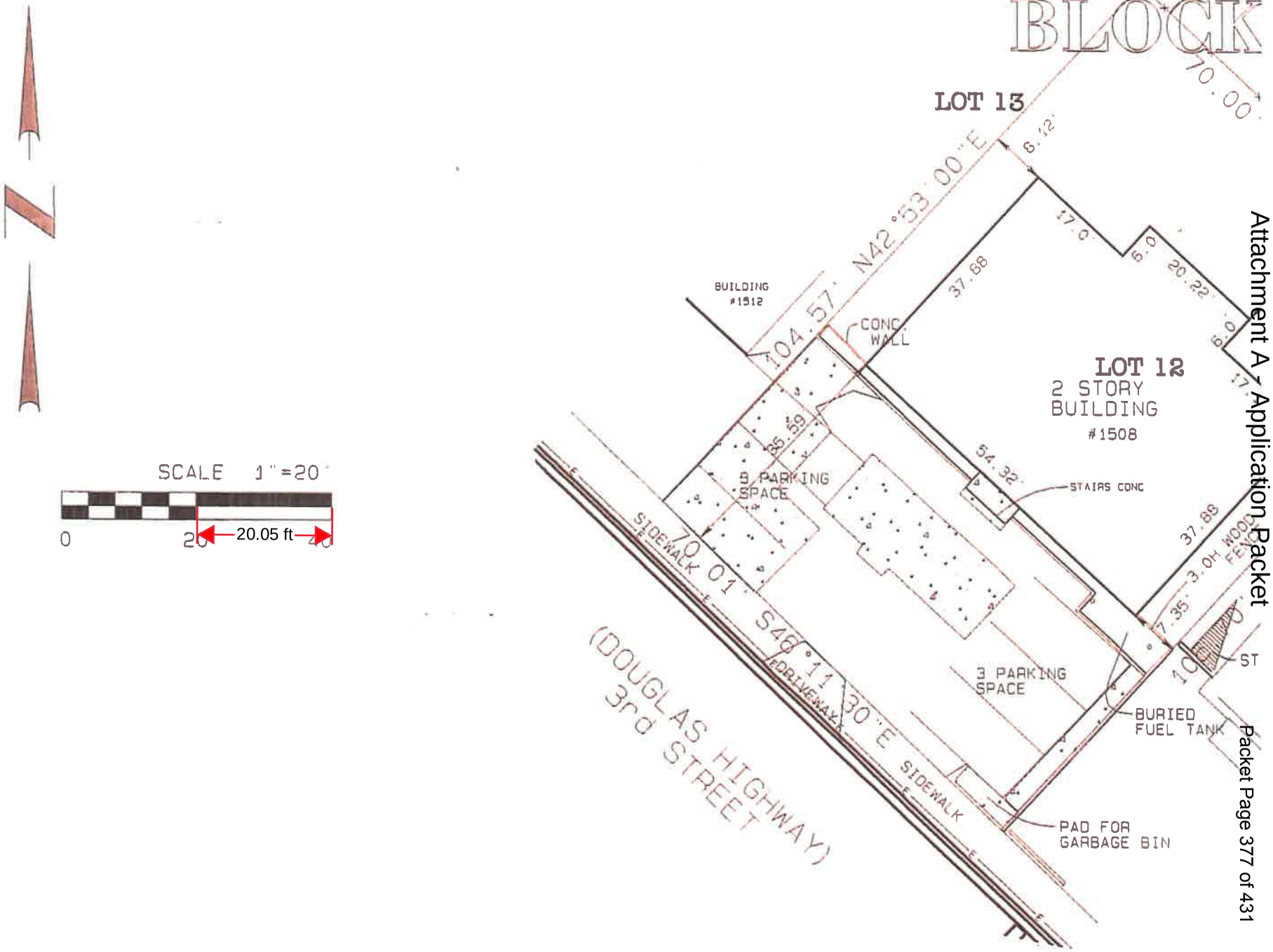
	Fees	Check No.	Receipt	Date
Application Fees	$ 150.00			
Admin. of Guarantee	$			
Adjustment	$			
Total Fee	$ 150.00			

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

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

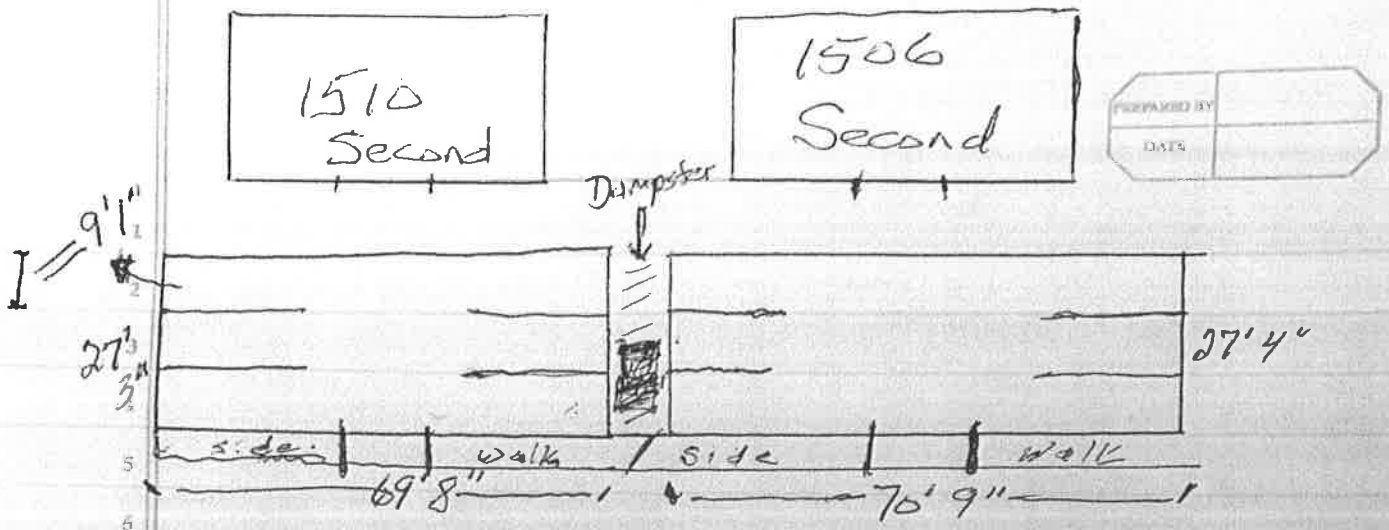
For assistance filling out this form, contact the Permit Center 907-586-0770.

Case Number	Date Received
NCC202000 65	10/9/20


BLOCK
LOT 13
LOT 12
2 STORY
BUILDING
#1508
BUILDING
#1512
CONC
WALL
STAIRS CONC
3 PARKING
SPACE
3 PARKING
SPACE
BURIED
FUEL TANK
PAD FOR
GARBAGE BIN
SIDEWALK
DRIVEWAY
(DOUGLAS HIGHWAY)
3rd STREET
N42°53'00"E
S46°11'30"E
104.57'
70.01'
70.00'
37.68
54.32
20.22
17.0
6.0
6.12'
7.35'
3.0H WOOD FENCE
ST
SCALE 1"=20'
0
20
20.05 ft

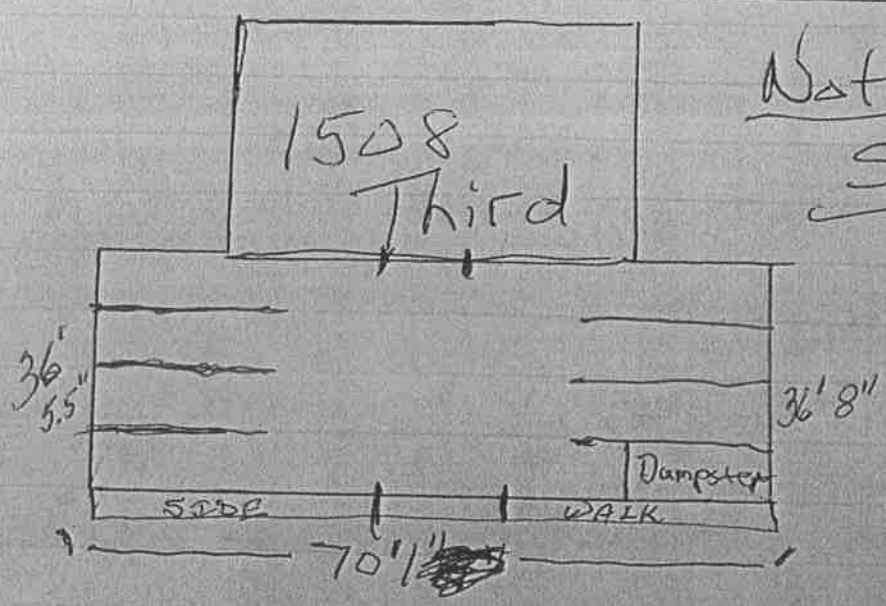
10/9/2020 IMG_3680.jpg

Not to scale



There is on street parking in front of buildings

Not to Scale



There is on street parking available in front of the building

NARRATIVE FOR PARCEL: 2D04020D00~~20~~40

My father, Asbjorn Bo, built the 6 plex apartment building located at ~~1506 Second Street~~ 1508 Third St in 1973/1974 because at that time in Juneau's history, there were very few, if any apartments, that were large enough for a family. This was the main reason my dad built several of the units as three bedroom apartments.

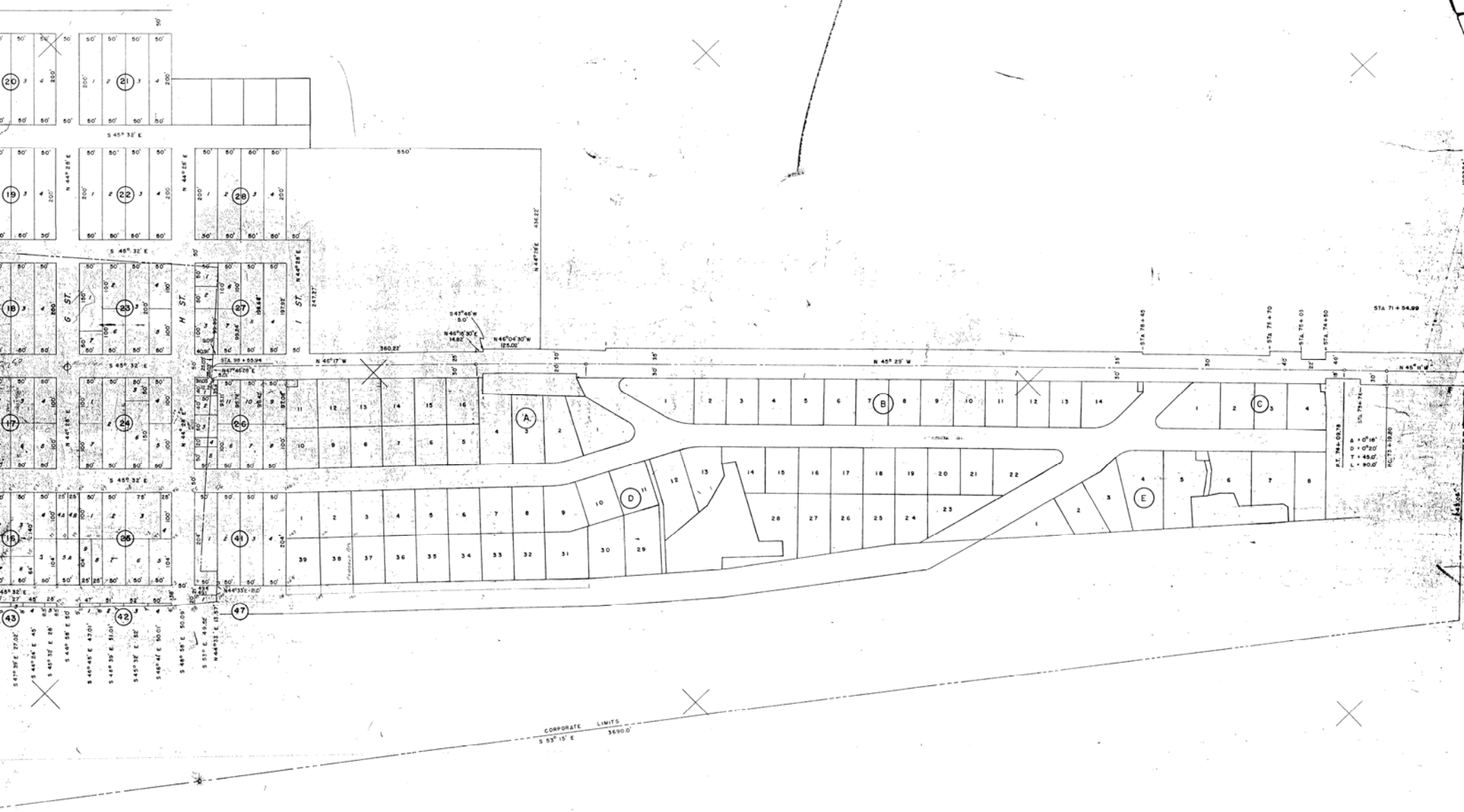
This building has 3 - (3 bedroom, 1 bath) units, 1 (2 bedroom, 1 bath) unit and 2 - (1 bedroom, 1 bath) units. Ever since it was built, it had and still does have 1 parking space for each unit and at the time it was built, this was approved and accepted. My father has been the only owner of this property since it was built and it has always been used for long term rentals.

My understanding is that under current City and Borough of Juneau regulations, this building would not have sufficient parking for the number of bedrooms that are in each unit if it were built in Juneau in 2020; however, when the apartments were built, all the codes and ordinances in effect at that time were followed and approved.

It should be noted my father passed away on August 1, 2020, and I am the sole Trustee of my father's estate. Of all the documents mentioned as showing the situation as having been maintained over time, the only thing I have is the tax documents which I just sent into the City as the bill is due on September 30. Also, I live at 6748 North Point Drive, Fruitport, MI 49415, so I don't have the ability to obtain additional documents.

If there is anything I can provide verbally or questions I may be able to answer by phone, please feel free to contact me at (231) 206-6615.

I respectly request the City approve the nonconforming certification, so families can continue to have a large enough apartment to safely house their family.



MAP OF

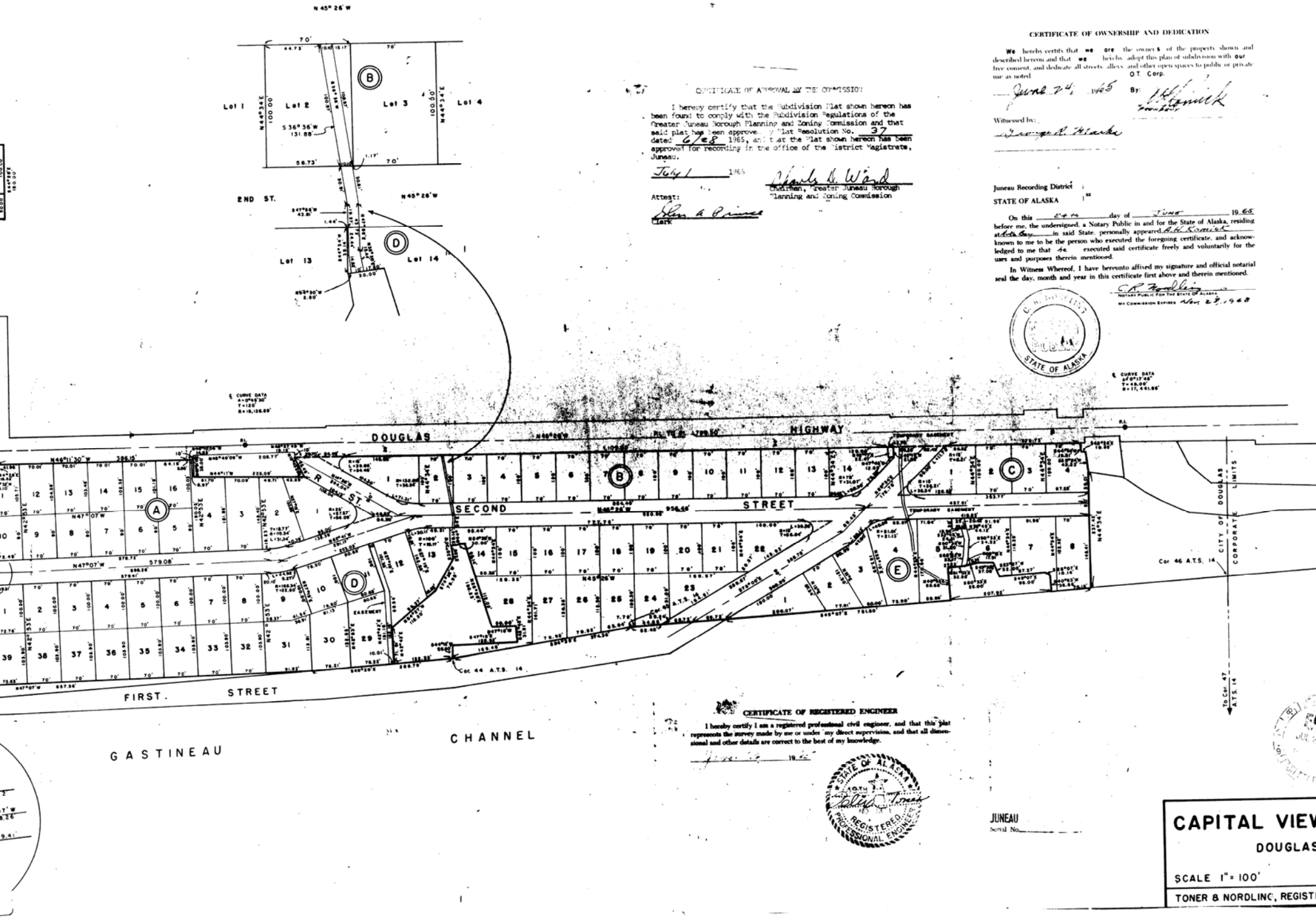
CITY OF DOUGLAS, ALASKA

SCALE: 1" = 100'

OCTOBER 8, 1958

FELIX J. TONER — REGISTERED ENGINEER — JUNEAU, ALASKA

Attachment B - Information Reviewed



2-1-346-00A-012

CITY AND BOROUGH OF JUNEAU, ALASKA
APPLICATION FOR BUILDING PERMIT

Douglas ☒ Juneau ☐ Rural ☐

VALUATION $83,000.00 PERMIT NO. 8575

DATE RECEIVED 5-17-72 BY B.C. Hamlin

APPLICANT TO FILL IN BETWEEN HEAVY LINES.
TWO SETS OF PLANS MUST BE FURNISHED WITH APPLICATION.

Building Address

APPLICANT OWNER
Name Mr & Mrs. Asbjorn Bo
Mail Address P.O. Box 1083
City JUNEAU, ALASKA
Tel. No. 586-6677

ARCHITECT ENGINEER
Name Asbjorn Bo
Mail Address same as above
City
Tel. No.

CONTRACTOR or OWNER BUILDER
Name BO, Construction
Mail Address P.O. Box 1083
Tel. No. 586-6677
State License No. 7172173

LEGAL DESCRIPTION
Subdivision CAPITOL VIEW #1
Lot No. 12 Bl. No. A.

COVERING

Ext. Walls	5/8 - T-1-11
Int. Walls	1/2" PLASTER BOARD.
Roof	1/2" PLY with 4 ply roof.
Re-Roof	

FLUES

F. Place	Flr. Furn. ✓		Other
Furnace	H. Water ☒ H. Air ☐	Steam ☐ Elec. ☐	Oil ☒ Gas ☐
Kitchen			

UTILITIES

Sewage System City	✓	S. Tank	
Bldg. Main			
Sewer Outlet Size	4"		
Water Meter Size	1"		
Water Service Size	1"		
Exist. Road	YES	Curb & Gutter ☒ Drain Ditch ☐	
Driveway Width	16	Ft.	
Off-Street Parking	YES - SEE PLAN.		
Estimated Cost	—		
Special Information	—		

5 family

CLASS OF WORK

New	✓	Repair	
Addition		Demolish	
Alteration		Move	

Use Of Bldg. RENTAL
Size Of Bldg. 38' x 54'
Height Of Bldg. 28'
Area Of Lot 7400 #

SPECIFICATIONS
FOUNDATIONS

Material	Exterior	Piers
Width Of Top		
Width Of Bottom		
Depth In Ground		

Plate (Sill) 2x6	Size	Space	Span
Girders	4x8	SEE PLAN	6'
Joists (1st Fl.)	2x10	16" o.c	SE PLAN
" " (2nd Fl.)	2x10	16" o.c	— " —
" " (Clg.)	2x10	16" oc.	— " —
Studs (Ext.)	2x4	16" o.c	— " —
" " (Int.)	2x4	16" oc	— " —
Roof Rafters	2x10'	16" o.c	— " —
Bearing Walls	2x10'	16" o.c	"
Other			

WORK NOT MENTIONED IS NOT INCLUDED IN PERMIT

I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all state laws, and codes and ordinances of The Greater Juneau Borough, applicable to building construction.

Signature Of Owner Asbjorn Bo

Applicant Asbjorn Bo

Attachment B - Information Reviewed

Front view of 1508 Third Street

Three parking spaces on
Southeast corner of lot

3 parking spaces in Southwest corner of lot

Joseph Meyers

From: Suzanne Crabtree
Sent: Friday, October 16, 2020 12:32 PM
To: Joseph Meyers
Cc: Laurel Christian
Subject: RE: Parcel 2D04020A0140 -- Information

Hi,

This is a metered account so I looked at the monthly HHW (Household Hazardous Waste Fees) that were billed per unit.
We started billing the HHW fee in Sept 1992.

His HHW charges for October 1992 were $16.80 ($2.80 x 6).
It looks like UB had the units for HHW as 6 units as far back as 1992.

Thanks,
Suzanne

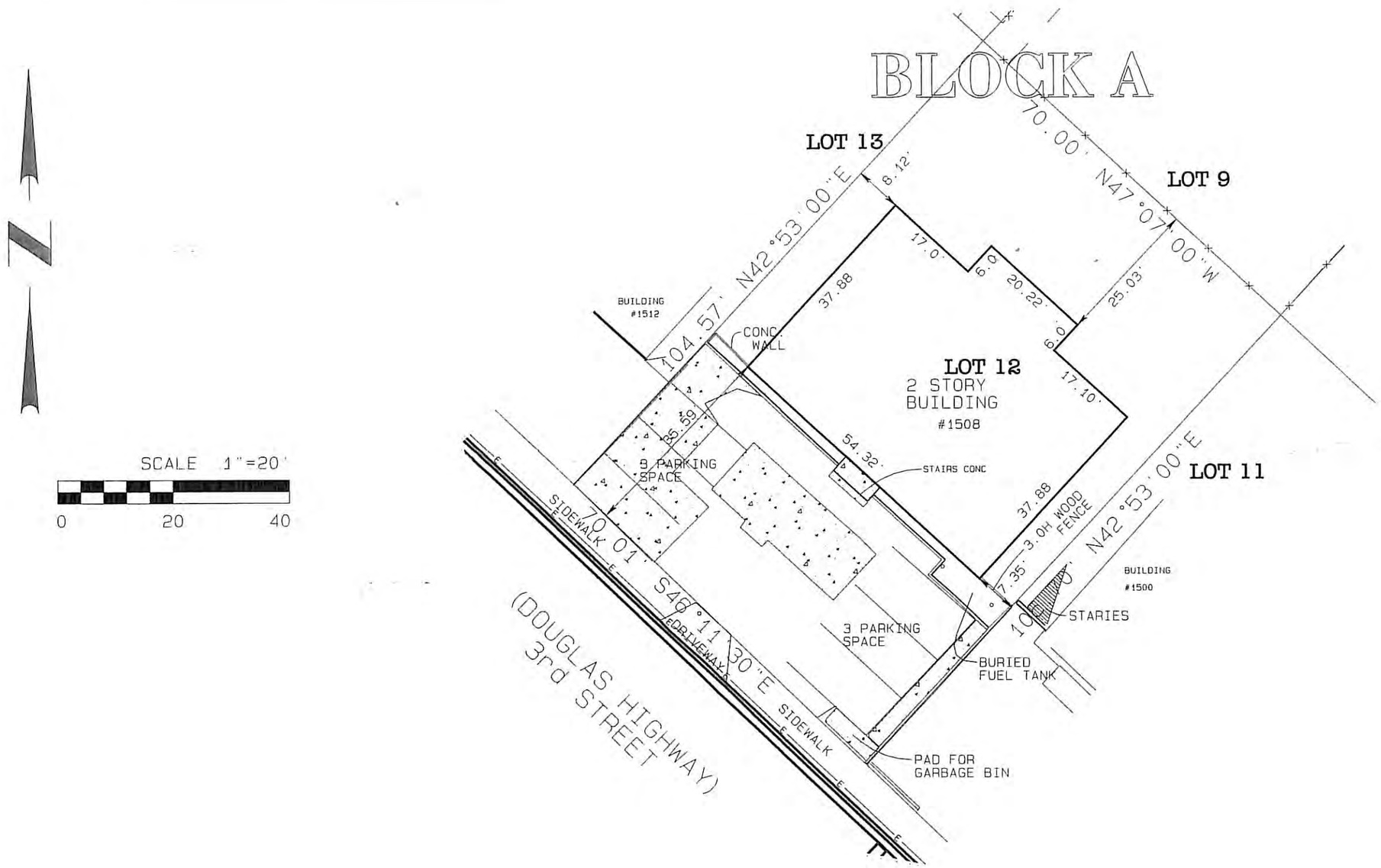
From: Joseph Meyers <Joseph.Meyers@juneau.org>
Sent: Friday, October 16, 2020 12:17 PM
To: Suzanne Crabtree <Suzanne.Crabtree@juneau.org>
Cc: Laurel Christian <Laurel.Christian@juneau.org>
Subject: Parcel 2D04020A0140 -- Information

Hi Suzanne,

This building went from five to six units at some point in the past; when this happened is unclear. We are hoping you can help us determine when that might have been based on your records. Thank you in advance for your help.

Best regards,

Joseph Meyers | Planner I
Community Development Department | City & Borough of Juneau, AK
Location: 230 S. Franklin Street, 4th Floor Marine View Building
Main Line: 907.586.0715
Personal Line: 907.586.0466



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.

J.W. BEAN
PROFESSIONAL SURVEYOR

F.B. TDS 12322 JOB No 13505
SCALE AS-SHOWN
DATE 10-08-2020

AS-BUILT SURVEY OF

LOT 12, BLOCK A

CAPITAL VIEW SUBD. NO 1
WITHIN USMS 341A.

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

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

NOTICE OF APPEAL OF DIRECTOR'S DETERMINATION

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

To be completed by Applicant

APPELLANT'S CONTACT INFORMATION

Glenn Bo — Appellant's Name (please print)
bogl@comcast.net — E-mail Address
231-206-6615 — Phone
6748 North Point Drive — Mailing Address
Fruitport — City
MI — State
49415 — Zip
X Glen Bo — Appellant's Signature

DECISION THAT IS BEING APPEALED*

Date of Director's Determination November 5, 2020

Attach a copy of the Director's Decision (E-mail, Notice of Decision, Letter, etc.).

* Notice must be submitted within 20 days of the date of the decision being appealed.

APPEAL SPECIFICS (please fill in all that apply)

Parcel Number 2D04020D0020
Zoning District D-18
Case Number NCC2020 0066
Title 49 Code Section Land Use Code
Current Use of Land or Buildings Apartment building - 6 units
Proposed Use of Land or Buildings Apartment building - 6 units
Other

ALL REQUIRED MATERIALS ATTACHED

- [x] Complete Application
- [x] Appeal Decision
- [x] Narrative including:
  - [x] Grounds for Appeal
  - [x] Specific questions you would like the Planning Commission to address

DEPARTMENT USE ONLY BELOW THIS LINE

APPEAL FEES	Fees	Check No.	Receipt	Date
Notice Fees	$			
Refund (Yes/No)	$			
Total Fee	$			

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

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

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

Case Number	Date Received/Intake Initials
APL20-06	TC

Appeal Submittal Information

Appeals of Director's Determination is outlined in CBJ 49.20.110

Notice of Appeal Submittal Date: Review by the Planning Commission of the decision of the Director, may be requested by filing a notice of appeal stating with particularity the grounds therefore with the Community Development Department **within 20 days of the date of the decision appealed**.

Notice of Appeal Submittals: These items are needed for the Planning Commission to make a determination:

1. **Forms:** A completed Notice of Appeal form including the appellant's signature.
2. **Fees:** The fee for an Appeal of Director's Determination is $200. The fee will be refunded if the applicant prevails. All fees are subject to change.
3. **Appeal Description:** A detailed letter or narrative describing the findings, issues, concerns, grounds for appeal, and what you want the Planning Commission to specifically address
4. **Submittals:**
   A. Document stating the date of the Director's Determination
   B. Copy of the Director's Determination
   C. Photos/plans relating to the appeal (if applicable)

Document Format: All information submitted shall be either of the following formats:

A. Electronic copies may be submitted by CD, DVD or E-mail in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif .xlm, .rtf or other formats pre-approved by the Community Development Department
B. Paper copies may not be larger than 11" X 17" in size (Unless an alternate paper size is preapproved by the Community Development Department)

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

49.20.110 - Appeals to the Planning Commission.

(a) Review by the commission of a decision of the director, may be requested by filing a notice of appeal stating with particularity the grounds therefor with the department within 20 days of the date of the decision appealed. The notice shall be considered by the commission at a regular scheduled meeting. The department and any aggrieved person, including the developer, may appear at that meeting and explain to the commission why it should hear the appeal. The appeal shall be heard unless it presents only minor or routine issues and is clear from the notice of appeal and any evidence offered at the consideration thereof, that the decision appealed was supported by substantial evidence and involved no policy error or abuse of discretion.

(b) If the commission decides to hear the appeal, it shall announce whether it intends to review the entire decision, or merely a portion thereof and whether review shall be de novo or on the record. If the commission decides to hear the appeal, it shall give public notice thereof in a newspaper of general circulation in the municipality. The department shall prepare the record on appeal, which shall consist of the original application and supporting materials, written public comment thereon, and all notes, memoranda, minutes and other department material in relation thereto. The burden of proof in the appeal shall be on the party challenging the decision of the director. In a hearing de novo, proof shall be established by a preponderance of the evidence. If the appeal is heard on the record, argument may be heard, but no evidence outside the record shall be admitted and the decision of the department shall be upheld if there is substantial evidence in support thereof and no policy error or abuse or discretion therein. The commission may confirm, reverse, or modify the director's decision, or change the conditions which the director placed on approval. The commission shall support its action with written findings.

(c) Upon its own motion, the commission may certify a case directly to the assembly without review, hearing or recommendation.

(Serial No. 87-49, § 2, 1987; Serial No. 92-10, § 3, 1992; Serial No. 95-35, § 4, 1995; Serial No. 97-01, § 6, 1997)

NOTICE OF APPEAL OF DIRECTOR'S DETERMINATION

Case #: NCC2020 0066

The following are the grounds on which I am requesting this decision be appealed:

1. There is not substantial evidence to support the decision made by the Community Development Department Director.

2. The decision of the department is barred by the doctrines of waivers and the doctrine of estoppel.

3. The decision by the department is arbitrary and capricious.

The following are the specific questions I would like the Planning Commission to address:

1. How is it possible for the City and Borough of Juneau to make a decision on an inadequate factual basis?

2. What happened to the building inspection records?

3. How can the City and Borough of Juneau overturn 48 years of use of the property?

4. When does the economic harm to an innocent owner outweigh "permit violations" that do not materially affect health and safety ie: elevating form over substance?

Thank you for your attention to our appeal!

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: November 5, 2020
File No.: NCC2020 0066

Asbjorn and Marit Bo Trust
ATTN: Glenn Bo
6748 North Point Drive
Fruitport, MI 49415

Proposal:	A Nonconforming Certification Review for residential density and parking.
Property Address:	1506 Second St.
Property Legal Description:	Capital View Block D Lot 2
Property Parcel Code No.:	2D04020D0020

The Director of Community Development adopted the analysis and findings listed in the attached memorandum dated November 5, 2020, 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 Residential Densities (49.30.240):
  - One dwelling unit is nonconforming
- Nonconforming Parking (49.30.270):
  - Number of off-street parking spaces: Six off-street parking spaces are provided; 9.5 are required

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.

The Director of Community Development adopted the analysis and findings lists in the attached memorandum dated November 5, 2020, and has found the following situations on the lot to be NONCOMPLIANT to the Title 49 Land Use Code:

- Noncompliant Residential Densities (49.30.240):
  - Two unpermitted dwelling units are noncompliant. The property owner must bring the structure into compliance with the Land Use Code.

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 PM 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:

Joseph Meyers, Planner
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

DIRECTOR'S REVIEW STAFF REPORT
NONCONFORMING CERTIFICATION
NCC2020 0066

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

DATE: November 5, 2020

TO: Jill Maclean, Director, AICP

BY: Joseph Meyers, Planner I

PROPOSAL: A Nonconforming Certification Review for residential density and parking.

KEY CONSIDERATIONS FOR REVIEW:

- At time of establishment, parking requirements were met.
- The lot meets or exceeds all dimensional standards and yard setback requirements.
- The lot currently contains six dwelling units.
- Four dwelling units were permitted in 1972 with a building permit; one of these units is nonconforming to current requirements.
- The fifth and sixth dwelling units were added without a permit and are noncompliant. The property owner must bring the structure into compliance with the Land Use Code.

GENERAL INFORMATION	
Property Owner	Asbjorn and Marit Bo Trust
Applicant	Asbjorn and Marit Bo Trust
Property Address	1506 Second St.
Legal Description	Capital View Block D Lot 2
Parcel Number	2D04020D0020
Zoning	D18
Lot Size	7,000 sq. ft.
Water/Sewer	Yes
Access	Second Street
Existing Land Use	Residential
Associated Applications	N/A

STAFF RECOMMENDATION:

Staff recommends the following situations receive Nonconforming Certification:

- Nonconforming Residential Densities (49.30.240)
- Nonconforming Parking (49.30.270)

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.

- The fifth and sixth, unpermitted dwelling units are noncompliant.

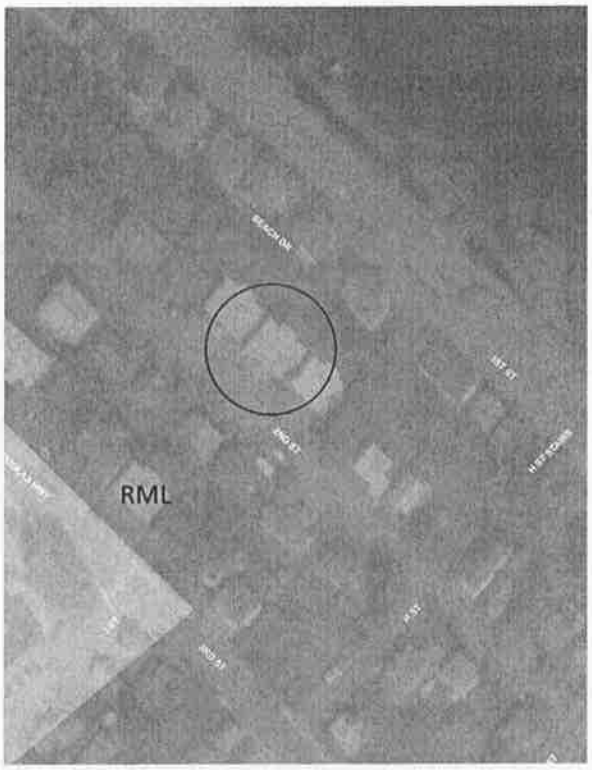
SITE FEATURES AND ZONING

SURROUNDING ZONING AND LAND USES	
North (D18)	Multi-family
South (D18)	Multi-family
East (D18)	Multi-family
West (D18)	Multi-family

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

CURRENT ZONING MAP

ZONING AT TIME OF ESTABLISHMENT



ZONING HISTORY

Year	Zoning District	Summary
1958	No zoning existed	The lot was originally platted prior to establishment of zoning in Douglas.
1969	RML (Low-density Multi-family Residential)	In 1969, the lot and surrounding area was zoned RML. The RML zoning district required a 5,400 square foot minimum lot size, 60-foot lot width, and 90-foot lot depth. Required minimum yard setbacks were 15 feet front, 15 feet rear, and 6 feet on each side for a building with two stories. One off-street parking space was required per dwelling unit. Under the RML zoning, a maximum of four dwelling units were allowed on the lot. The lot met dimensional requirements and parking requirements. A building permit was issued in 1972 for four dwelling units to be constructed on the lot (BLD 8841). At the time of construction, the structure and the four dwelling units were conforming. It is not clear when the fifth or sixth dwelling units were added; these units would not have been allowed under the RML zoning.
1986	R7 (Single-family and Duplex Residential)	The minimum lot size under this zoning was 7,000 sq. feet for a single-family unit and 9,000 sq. ft. for a duplex. The minimum lot width is 70 feet from the front building line. And the minimum lot depth is 85 feet. Maximum lot coverage is 30% with a maximum building height of 35 feet. The minimum yard setback requirements are 20 feet for front and rear yards, and 5 feet for side yards. Under this zoning, one parking space per dwelling unit were required. Under this zoning, multi-family development was not allowed. At this time, the lot was nonconforming for density.
1987	D18 (Multi-family Residential)	In 1987, the lot and surrounding area was rezoned to D18; this is the current zoning. The D18 zoning district requires a 5,000 square foot minimum lot size, 50-foot lot width, and 80-foot lot depth. Required minimum yard setbacks are 20 feet front, 10 feet rear, and 5 feet on each side. One off-street parking space was required per 1-bedroom unit, 1.5 parking spaces per 2-bedroom unit, and 2 parking spaces per 3- and 4-bedroom unit. The D18 zoning allows for three dwelling units on this lot. Lot dimensional standards and yard setback requirements are met. The lot became nonconforming for number of off-street parking spaces; 9.5 spaces are required and 6 are provided. The lot also became nonconforming for residential density for one of the four dwelling units approved in 1972 under permit number 8841. The fifth and sixth dwelling units are noncompliant.

BACKGROUND INFORMATION

The applicant requests a Nonconforming Certification for nonconforming residential density and nonconforming parking. The applicants' narrative states that the lot currently contains six dwelling units. The lot was originally platted in 1958, and replatted in 1965. The structures on the lot were constructed in 1972 with Building Permit 8841, which permitted four dwelling units.

There are no building permit records, Assessor's records, or submitted documents that demonstrate when the fifth and sixth dwelling units were constructed. CBJ utility billing records show six units in 1992; the units would not have been allowed.

Four of the dwelling units on the lot were permitted, and the remaining two dwelling units are considered noncompliant. No information has been submitted that suggests approval of the fifth and sixth dwelling units on the lot.

INFORMATION REVIEWED

Year	Type	Summary
1958	Plat	The lot was originally platted in 1958 through the City of Douglas, Alaska platting action.
1965	Plat	The lot was replatted in 1965 through the Capital View Subdivision.
1972	Building Permit	Permit No. 8841. Building permit for a "4-plex" to be constructed on the lot.
2013	Aerial Imagery	Aerial imagery is used to estimate vegetative cover. A site visit confirmed vegetation is consistent with aerial imagery.
2020	Site Visit Photos	Visual documentation of current parking situation.
2020	Utility Records	Determined existence of 6 units as far back as 1992.
2020	As-Built Survey	As-built survey shows the lot and structures in their current condition.

ANALYSIS

Zoning District Comparison Table – The table below lists the required standards for the D18 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	5,000 ft^2	7,000 ft^2	49.25.400
	Width	50'	70'	49.25.400
	Depth	80'	100'	49.25.400
Setbacks	Front	20'	27'	49.25.400
	Rear	10'	30'	49.25.400
	Side	5'	8'	49.25.400
	Side	5'	5'	49.25.400
Lot Coverage		50% or less	34%	49.25.400
Height	Permissible	35'	28'	49.25.400
	Accessory	25'	N/A	49.25.400

Maximum Dwelling Units	3	**6***	49.25.500
Use	Multi-family Residential	Multi-family Residential	49.25.300
Vegetative Cover	30%	34%	49.50.300
Parking	9.5	**6**	49.40.210(a)

***Building permit 8841 approved construction of four units; 2 units remain noncompliant**

Minimum Lot Requirements – The lot meets required lot size, lot width, and lot depth.

Finding: Staff finds the lot conforming for lot size, lot width, and lot depth.

Minimum Setback Requirements – According to the as-built survey, the structure on the lot meets current setback requirements.

Finding: Staff finds the structure conforming for setbacks.

Lot Coverage – According to the as-built survey, lot coverage is not exceeded.

Finding: Staff finds the lot conforming for lot coverage.

Structure Height – According to Building Permit 8841, the structure on the lot is 28 feet in height.

Finding: Staff finds the structure conforming for height.

Residential Density – Based Building Permit, the lot was built with four units conforming to zoning regulations in place in 1972. Current zoning allows for three units. One of these four dwelling units are found to be nonconforming.

Upon further review, the fifth and sixth units were added to the building without a building permit. These units would not have been allowed under the 1972 zoning code, and cannot be permitted under current code.

The fifth and sixth dwelling units are considered noncompliant. No information has been submitted that demonstrates CBJ approval of six dwelling units on the lot. Staff reviewed the CBJ Assessor's files, and found no dates associated with a change from four units to six units. CBJ Utility Billing records show six dwelling units since September of 1992; however, if constructed at this time, these units could not have been permitted under D18 zoning.

Finding: Staff finds the lot *conforming* for three dwelling units and *nonconforming* for one dwelling unit.

Finding: Staff finds the lot *noncompliant* for two dwelling units. The property owner must bring the structure into compliance with the Land Use Code.

Use – Use of the lot is residential.

Finding: Staff finds the lot conforming for use.

Vegetative Cover – GIS aerial imagery was used to estimate vegetative cover; a site visit confirmed consistency with the 2013 aerial imagery.

Finding: Staff finds the lot conforming for vegetative cover.

Parking – CBJ 49.40.210 requires 9.5 off-street parking spaces, and only 6 off-street spaces are provided. At the time of development, six parking spaces were allocated for four units, conforming to the 1972 parking standards. Off-street parking for the property is non-conforming.

Finding: Staff finds the use nonconforming for number of off-street parking spaces.

NONCOMPLIANT SITUATIONS

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

There are currently six dwelling units on the lot. Four dwelling units were permitted in 1972. It is unknown when the fifth and sixth dwelling units were established. CBJ has no building permit, Assessor's Records, or Utility Billing records that show when the fifth and sixth dwelling units were established. The applicants' provided no information to demonstrate approval by CBJ.

Finding – Staff finds the fifth and sixth dwelling units noncompliant. The property owner must bring the structure into compliance with the Land Use Code.

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: A building permit was issued in 1972 for four dwelling units; parking and other dimensional standards were met at time of establishment.

   Finding: Yes. Staff finds the nonconforming situations were allowed when established.

   Analysis: There are two unpermitted dwelling units on the lot that were not permitted.

   Finding: No. Staff finds the unpermitted dwelling units were not allowed when established, and are noncompliant. The property owner must bring the structure into compliance with the Land Use Code.

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

   Analysis: No additional analysis needed.

   Finding: No. Staff finds the nonconforming situation has not been abandoned.

RECOMMENDATION

Staff recommends that 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 Residential Densities (49.30.240):
  - One dwelling unit is nonconforming
- Nonconforming Parking (49.30.270):
  - Number of off-street parking spaces: Six off-street parking spaces are provided; 9.5 are required

Staff recommends the Director adopt the analysis and findings, and find the following situations on the lot NONCOMPLIANT to the Title 49 Land Use Code:

- Noncompliant Residential Densities (49.30.240):
  - Two unpermitted dwelling units are noncompliant. The property owner must bring the structure into compliance with the Land Use Code.

STAFF REPORT ATTACHMENTS

Item	Description
Attachment A	Application Packet
Attachment B	Information Reviewed

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY
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
1506 Second Street

Legal Description(s) (Subdivision, Survey, Block, Tract, Lot)
Capital View BL D LT 2

Parcel Number(s)
2D04020D0020

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

LANDOWNER/ LESSEE

Property Owner
Asbjorn and Marit Bo Trust

Contact Person
Glenn Bo

Mailing Address
6748 North Point Drive, Fruitport, MI 49415

Phone Number(s)
231-206-6615

E-mail Address
bogl@comcast.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 Glenn Bo — Landowner/Lessee Signature — Date 9/25/2020

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
Same

Mailing Address

Phone Number(s)
Same

E-mail Address

X Glenn Bo — Applicant's Signature — Date of Application September 20, 2020

DEPARTMENT USE ONLY BELOW THIS LINE

CLOSES NOV 13, 2020
(SOONER IF POSSIBLE)

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	
	10/9/2020
Case Number	Date Received
NCU2020006	10/9/20

I:\FORMS\PLANFORM\DPA.docx

Updated 2017 – Page 1 of 1

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
See narrative for explanations	

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
See narrative for explanations	

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	$ 150.00			
Admin. of Guarantee	$			
Adjustment	$			
Total Fee	$ 150.00			

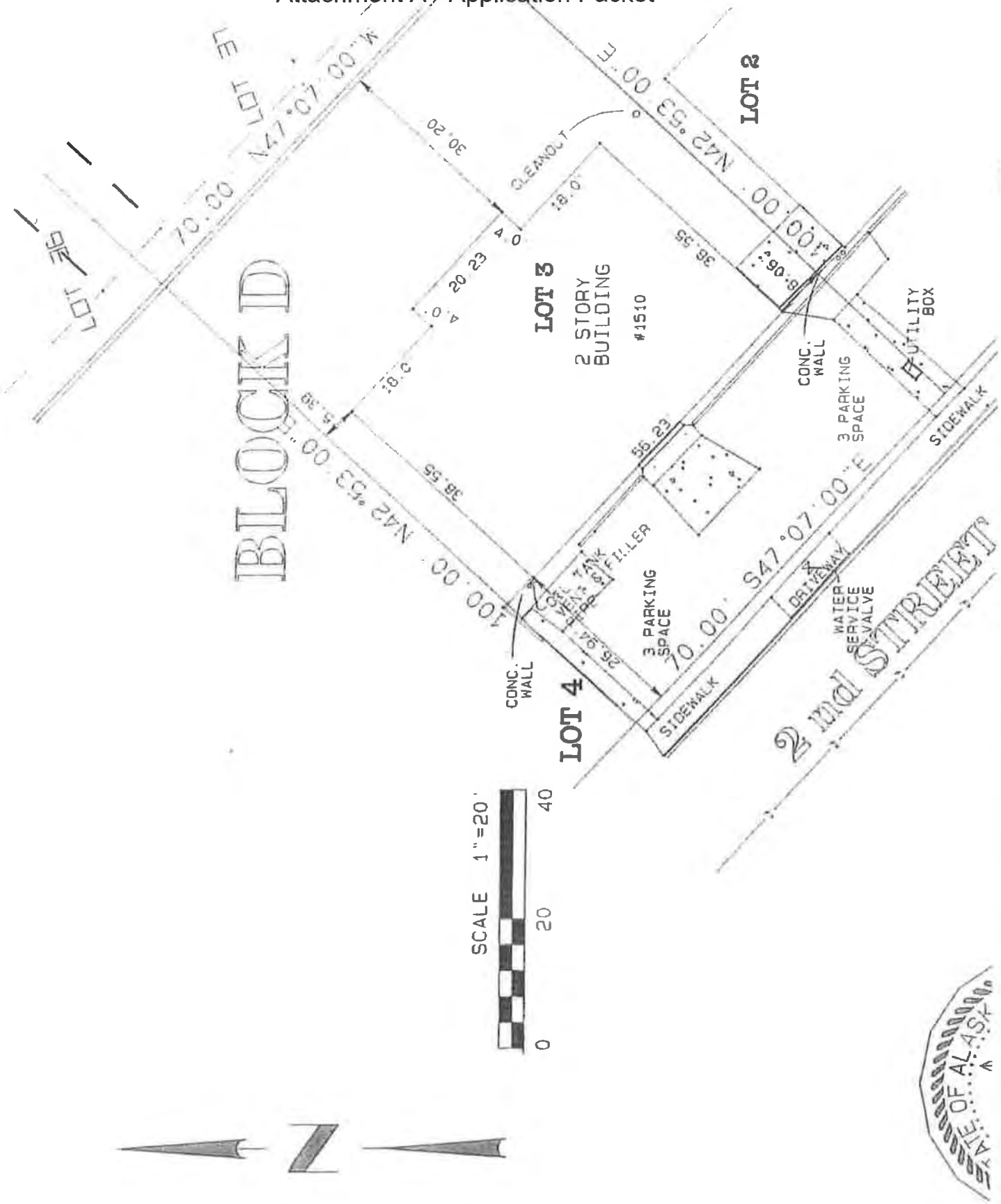
This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

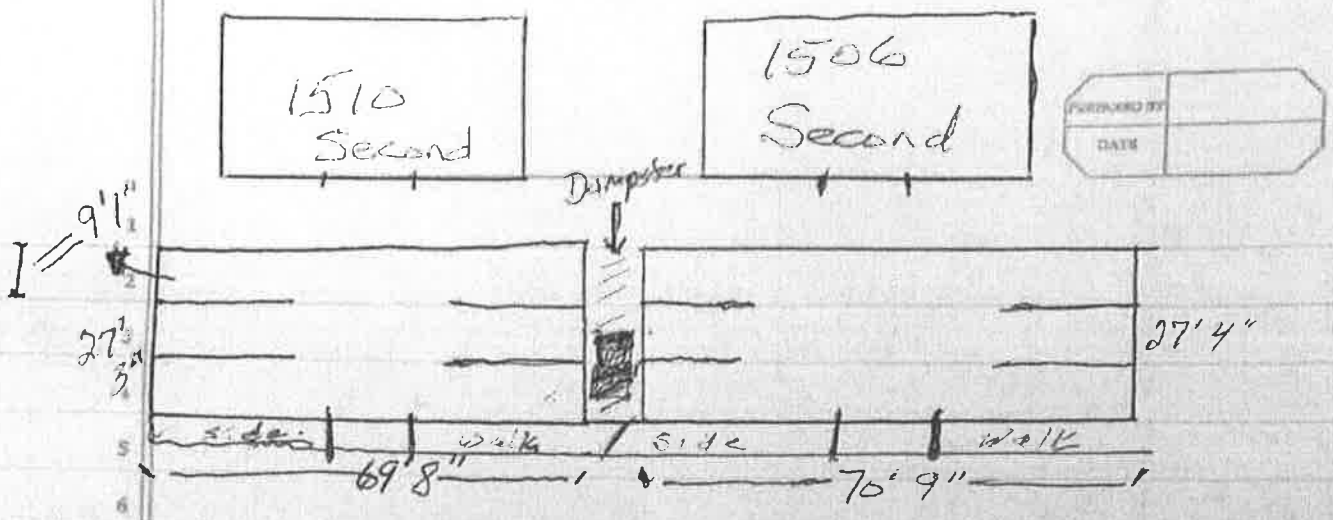
For assistance filling out this form, contact the Permit Center 907-586-0770.

Case Number	Date Received
NCC2020006S	10/9/20

Attachment A - Application Packet

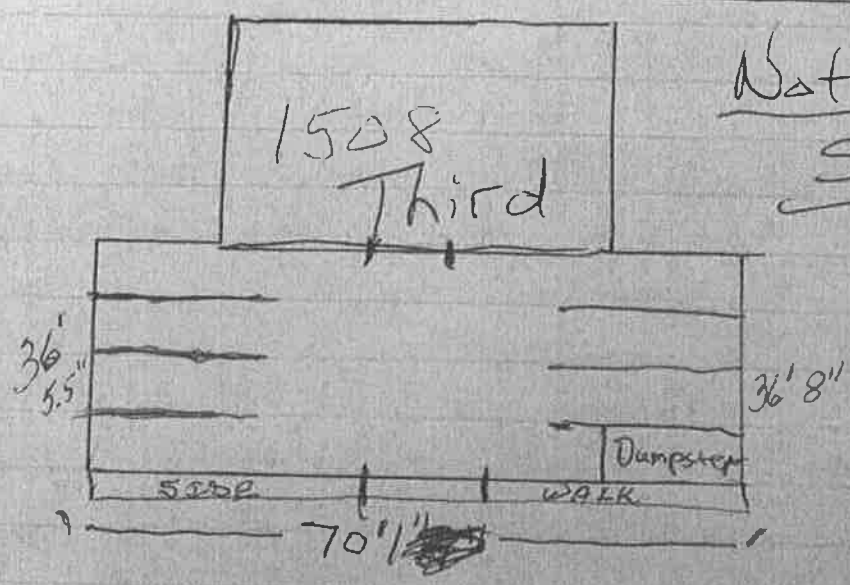


Not to scale



There is on street parking in front of buildings

Not to scale



There is on street parking available in front of the building

Attachment A - Application Packet

NARRATIVE FOR PARCEL: 2D04020D0020

My father, Asbjorn Bo, built the 6 plex apartment building located at 1506 Second Street in 1973/1974 because at that time in Juneau's history, there were very few, if any apartments, that were large enough for a family. This was the main reason my dad built several of the units as three bedroom apartments.

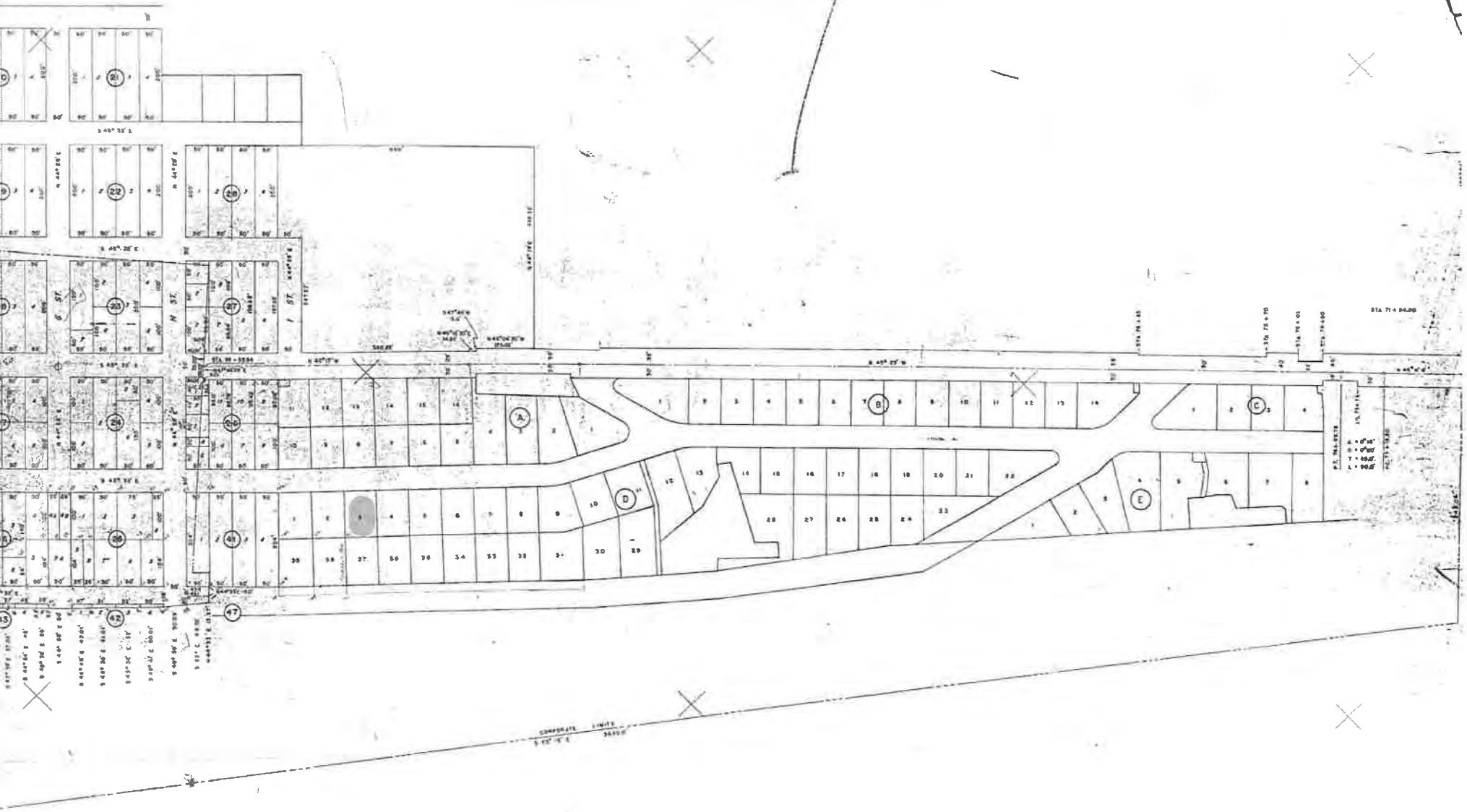
This building has 3 - (3 bedroom, 1 bath) units, 1 (2 bedroom, 1 bath) unit and 2 - (1 bedroom, 1 bath) units. Ever since it was built, it had and still does have 1 parking space for each unit and at the time it was built, this was approved and accepted. My father has been the only owner of this property since it was built and it has always been used for long term rentals.

My understanding is that under current City and Borough of Juneau regulations, this building would not have sufficient parking for the number of bedrooms that are in each unit if it were built in Juneau in 2020; however, when the apartments were built, all the codes and ordinances in effect at that time were followed and approved.

It should be noted my father passed away on August 1, 2020, and I am the sole Trustee of my father's estate. Of all the documents mentioned as showing the situation as having been maintained over time, the only thing I have is the tax documents which I just sent into the City as the bill is due on September 30. Also, I live at 6748 North Point Drive, Fruitport, MI 49415, so I don't have the ability to obtain additional documents.

If there is anything I can provide verbally or questions I may be able to answer by phone, please feel free to contact me at (231) 206-6615.

I respectly request the City approve the nonconforming certification, so families can continue to have a large enough apartment to safely house their family.



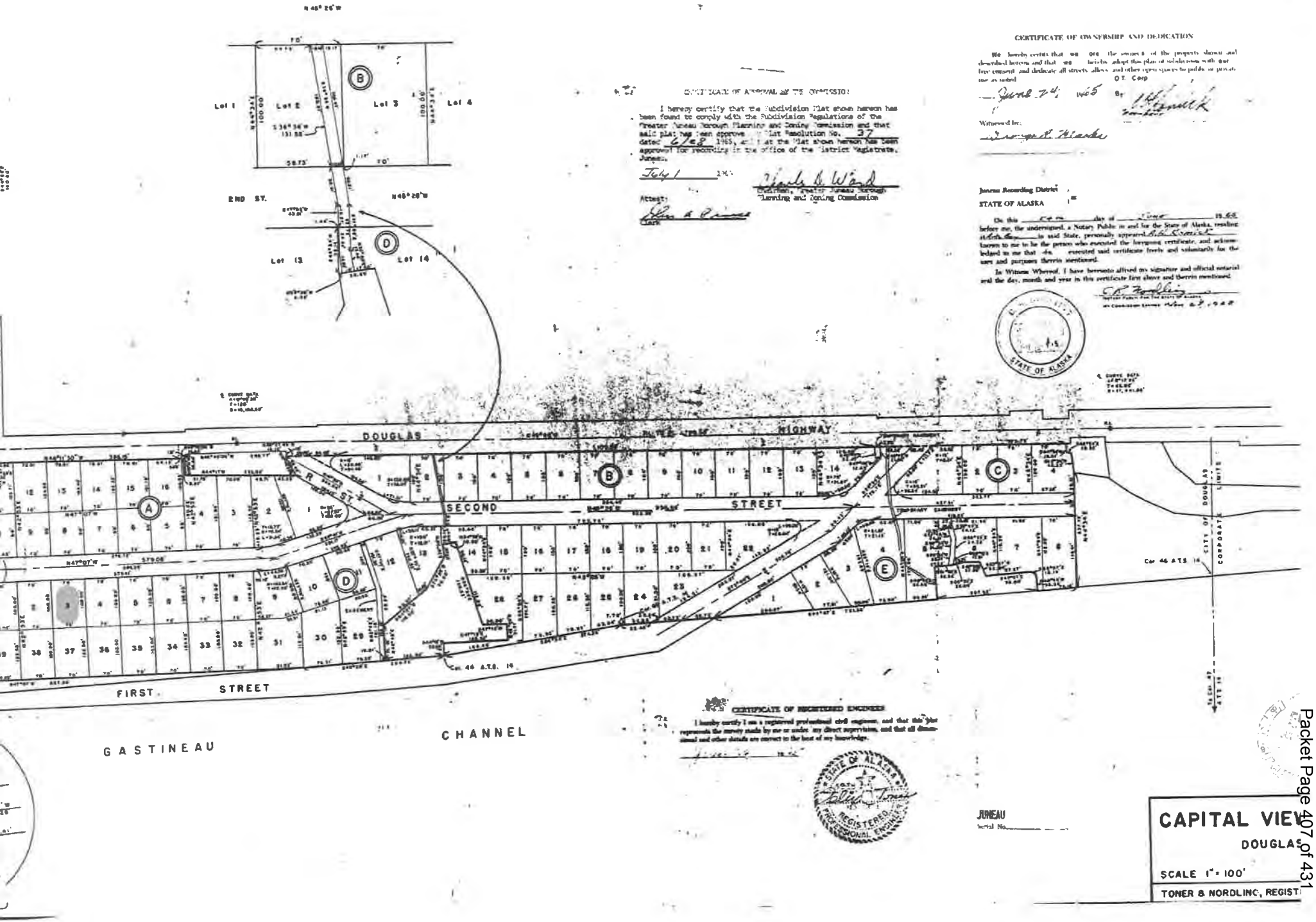
MAP OF

CITY OF DOUGLAS, ALASKA

SCALE: 1" = 100'

OCTOBER 6, 1958

FELIX J. TONER — REGISTERED ENGINEER — JUNEAU, ALASKA


CERTIFICATE OF OWNERSHIP AND DEDICATION
CERTIFICATE OF APPROVAL BY THE COMMISSION
Juneau Recording District
STATE OF ALASKA
STATE OF ALASKA
CERTIFICATE OF REGISTERED ENGINEER
REGISTERED PROFESSIONAL ENGINEER
JUNEAU
Serial No.
CAPITAL VIEW
DOUGLAS
SCALE 1" = 100'
TONER & NORDLINC, REGIST
Lot 1
Lot 2
Lot 3
Lot 4
Lot 13
Lot 14
END ST.
DOUGLAS
HIGHWAY
SECOND
STREET
FIRST
STREET
CHANNEL
GASTINEAU
CITY OF DOUGLAS
CORPORATE LIMITS

2-1-34½-MP-0.2

Attachment B - Information Reviewed

CITY AND BOROUGH OF JUNEAU, ALASKA
APPLICATION FOR BUILDING PERMIT

8841

Douglas ☒ Juneau ☐ Rural ☐

VALUATION ~~$ 56 000~~ 68304 PERMIT NO. SAME AS PERMIT 8575 BUT ONE STORY LESS

DATE RECEIVED 7-29-72 BY B C Hamler

APPLICANT TO FILL IN BETWEEN HEAVY LINES.
TWO SETS OF PLANS MUST BE FURNISHED WITH APPLICATION.

Building Address: 1506 - SECOND STREET.

APPLICANT OWNER
Name: Mr & Mrs. Asbjorn Bo
Mail Address: P.O. Box 1083
City: JUNEAU. ALASKA.
Tel. No.: 586-6677

ARCHITECT ENGINEER
Name: SAME
Mail Address: AS
City: ABOVE
Tel. No.:

CONTRACTOR OR OWNER BUILDER
Name: Asbjorn Bo
Mail Address: P.O. Box 1083
Tel. No.: 586-6677
State License No.: 72-73-1731

LEGAL DESCRIPTION
Subdivision: Capital View #1
Lot No.: 2 Bl. No.: D.
PLAT NO 448
IN DOUGLAS.

COVERING	
Ext. Walls	5/8" - T-1-11
Int. Walls	½ PLASTER BOARD.
Roof	½ PLY W/4 PLY ROOF
Re-Roof	

FLUES			
F. Place	Flr. Furn.		Other
Furnace	H. Water ☒ H. Air ☐	Steam ☐ Elec. ☐	Oil ☒ Gas ☐
Kitchen			

UTILITIES	
Sewage System City	✓ S. Tank
Bldg. Main	
Sewer Outlet Size	4"
Water Meter Size	1"
Water Service Size	1"
Exist. Road	Yes Curb & Gutter ☐ Drain Ditch ☒
Driveway Width	16' Ft.
Off-Street Parking	Yes, See PLAN.
Estimated Cost	
Special Information	

4 ply

CLASS OF WORK			
New	✓	Repair	
Addition		Demolish	
Alteration		Move	

Use Of Bldg. RENTAL
Size Of Bldg. 38 x 54
Height Of Bldg. 27'6" FROM LOWER LEVEL
Area Of Lot 7000

SPECIFICATIONS

FOUNDATIONS

Material	Exterior	Piers
Width Of Top		
Width Of Bottom		
Depth In Ground		

Plate (Sill) 2x6	Size	Space	Span
Girders	4x8	SEE PLAN	8'
Joists (1st Fl.)	2x10	16" O.C	SEE PLAN
" " (2nd Fl.)	2x10	16" O.C	— " —
" " (Clg.)	2x10	16" O.C	— " —
Studs (Ext.)	2x4	16" O.C	— " —
" " (Int.)	2x4	16" O.C	— " —
Roof Rafters	2x10	16" O.C	— " —
Bearing Walls Bottom Floor	3x4½	16" O.C	—
Other			

WORK NOT MENTIONED IS NOT INCLUDED IN PERMIT

I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all state laws, and codes and ordinances of The Greater Juneau Borough, applicable to building construction.

Signature Of Owner: Bo

Applicant: Bo

Attachment B - Information Reviewed

From: Suzanne Crabtree
To: Joseph Meyers
Subject: RE: 2D04020D0020; 1506 Second Street
Date: Thursday, October 29, 2020 12:17:05 PM
Attachments: image001.jpg

Hi,

We were billing it for 6 units of the household hazardous waste fee as far back as 9/1992.

Thanks,
Suzanne

From: Joseph Meyers <Joseph.Meyers@juneau.org>
Sent: Thursday, October 29, 2020 12:13 PM
To: Suzanne Crabtree <Suzanne.Crabtree@juneau.org>
Subject: 2D04020D0020; 1506 Second Street

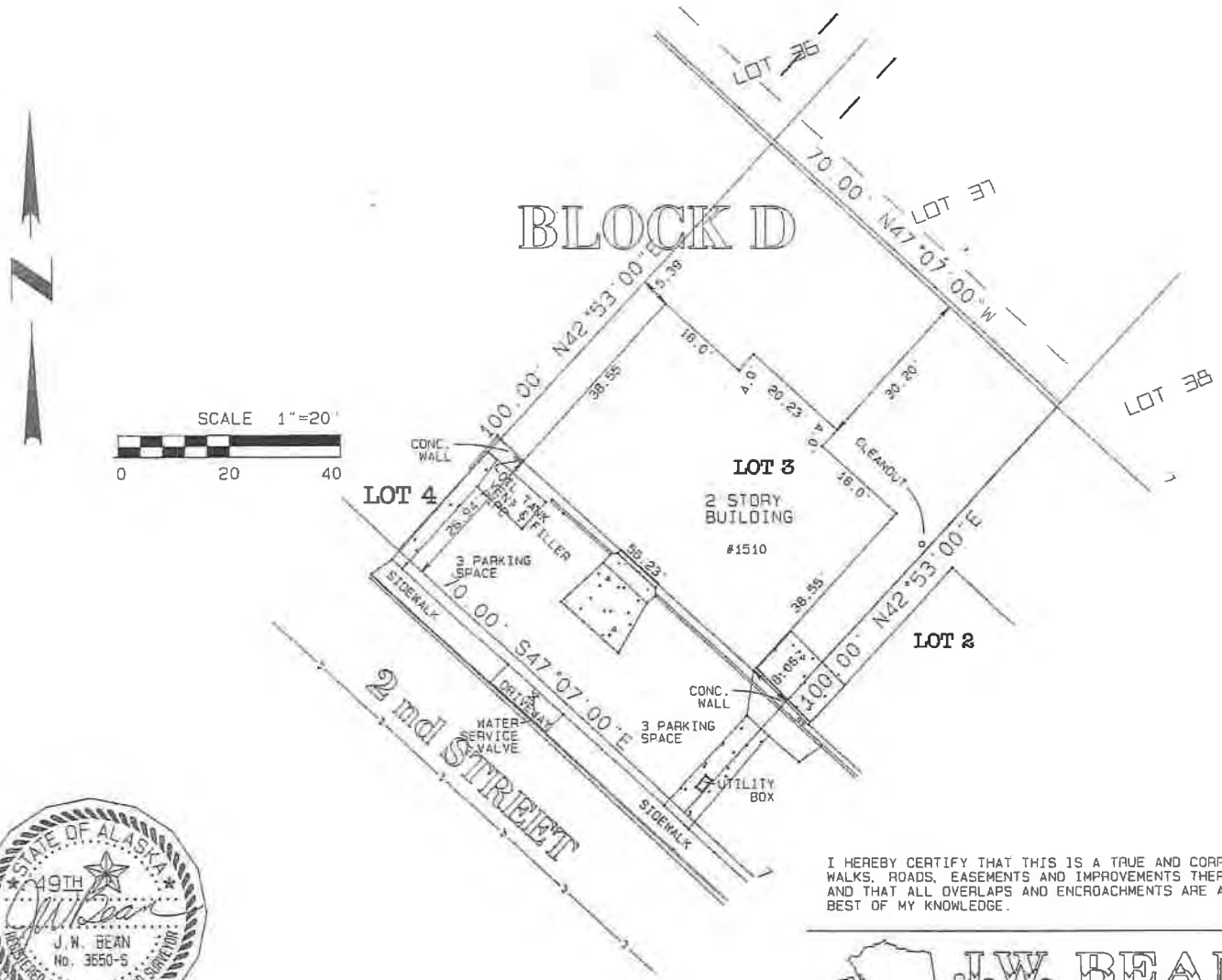
Hello Susan,

I am researching how long this property has had 6 dwelling units established. I was wondering what the utility records show?

Thanks for the help!

Joseph Meyers | Planner I
Community Development Department | City & Borough of Juneau, AK
Location: 230 S. Franklin Street, 4th Floor Marine View Building
Main Line: 907.586.0715
Personal Line: 907.586.0466

CBJ_EmailLargeColorLogo



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

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.

J.W. BEAN
PROFESSIONAL SURVEYOR

F.B. TDS 12322 JOB No 13505
SCALE AS-SHOWN
DATE 10-08-2020

AS-BUILT SURVEY OF

LOT 3, BLOCK D

CAPITAL VIEW SUBD. NO 1
WITHIN USMS 341A.

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: November 5, 2020
File No.: NCC2020 0066

Asbjorn and Marit Bo Trust
ATTN: Glenn Bo
6748 North Point Drive
Fruitport, MI 49415

Proposal:	A Nonconforming Certification Review for residential density and parking.
Property Address:	1506 Second St.
Property Legal Description:	Capital View Block D Lot 2
Property Parcel Code No.:	2D04020D0020

The Director of Community Development adopted the analysis and findings listed in the attached memorandum dated November 5, 2020, 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 Residential Densities (49.30.240):
  - One dwelling unit is nonconforming
- Nonconforming Parking (49.30.270):
  - Number of off-street parking spaces: Six off-street parking spaces are provided; 9.5 are required

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.

The Director of Community Development adopted the analysis and findings lists in the attached memorandum dated November 5, 2020, and has found the following situations on the lot to be NONCOMPLIANT to the Title 49 Land Use Code:

- Noncompliant Residential Densities (49.30.240):
  - Two unpermitted dwelling units are noncompliant. The property owner must bring the structure into compliance with the Land Use Code.

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 PM 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: _____ _____

Joseph Meyers, Planner
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

DIRECTOR'S REVIEW STAFF REPORT
NONCONFORMING CERTIFICATION
NCC2020 0066

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

DATE: November 5, 2020

TO: Jill Maclean, Director, AICP

BY: Joseph Meyers, Planner I

PROPOSAL: A Nonconforming Certification Review for residential density and parking.

KEY CONSIDERATIONS FOR REVIEW:

- At time of establishment, parking requirements were met.
- The lot meets or exceeds all dimensional standards and yard setback requirements.
- The lot currently contains six dwelling units.
- Four dwelling units were permitted in 1972 with a building permit; one of these units is nonconforming to current requirements.
- The fifth and sixth dwelling units were added without a permit and are noncompliant. The property owner must bring the structure into compliance with the Land Use Code.

GENERAL INFORMATION	
Property Owner	Asbjorn and Marit Bo Trust
Applicant	Asbjorn and Marit Bo Trust
Property Address	1506 Second St.
Legal Description	Capital View Block D Lot 2
Parcel Number	2D04020D0020
Zoning	D18
Lot Size	7,000 sq. ft.
Water/Sewer	Yes
Access	Second Street
Existing Land Use	Residential
Associated Applications	N/A

STAFF RECOMMENDATION:

Staff recommends the following situations receive Nonconforming Certification:

- Nonconforming Residential Densities (49.30.240)
- Nonconforming Parking (49.30.270)

ABANDONMENT:

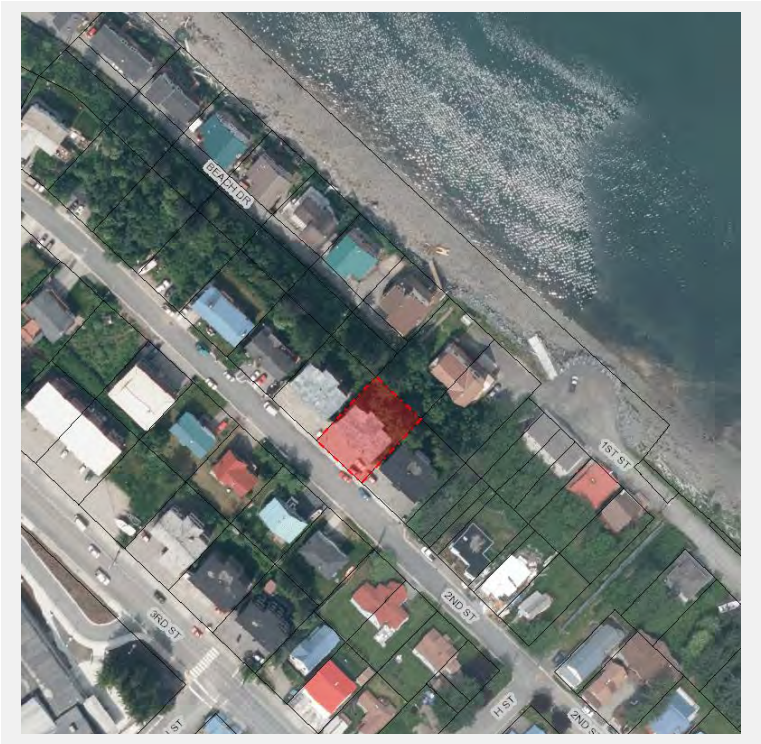
If a nonconforming situation is deemed to be abandoned by the Director, the decision may be reconsidered in accordance with CBJ 49.30.220. After reconsideration is reviewed, an appeal may be filed in accordance with CBJ 49.20.110.

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.

- The fifth and sixth, unpermitted dwelling units are noncompliant.

SITE FEATURES AND ZONING

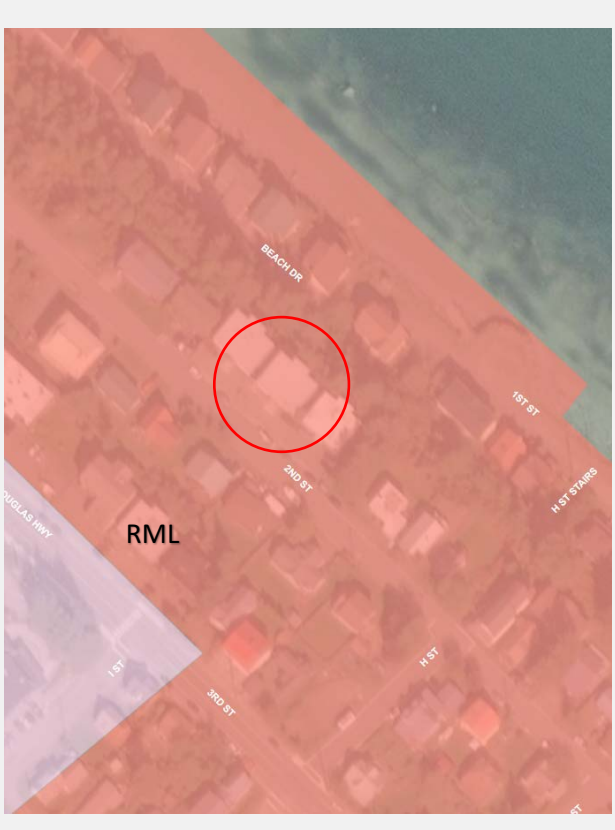


SURROUNDING ZONING AND LAND USES	
North (D18)	Multi-family
South (D18)	Multi-family
East (D18)	Multi-family
West (D18)	Multi-family

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

CURRENT ZONING MAP

ZONING AT TIME OF ESTABLISHMENT



ZONING HISTORY

Year	Zoning District	Summary
1958	No zoning existed	The lot was originally platted prior to establishment of zoning in Douglas.
1969	RML (Low-density Multi-family Residential)	In 1969, the lot and surrounding area was zoned RML. The RML zoning district required a 5,400 square foot minimum lot size, 60-foot lot width, and 90-foot lot depth. Required minimum yard setbacks were 15 feet front, 15 feet rear, and 6 feet on each side for a building with two stories. One off-street parking space was required per dwelling unit. Under the RML zoning, a maximum of four dwelling units were allowed on the lot. The lot met dimensional requirements and parking requirements. A building permit was issued in 1972 for four dwelling units to be constructed on the lot (BLD 8841). At the time of construction, the structure and the four dwelling units were conforming. It is not clear when the fifth or sixth dwelling units were added; these units would not have been allowed under the RML zoning.
1986	R7 (Single-family and Duplex Residential)	The minimum lot size under this zoning was 7,000 sq. feet for a single-family unit and 9,000 sq. ft. for a duplex. The minimum lot width is 70 feet from the front building line. And the minimum lot depth is 85 feet. Maximum lot coverage is 30% with a maximum building height of 35 feet. The minimum yard setback requirements are 20 feet for front and rear yards, and 5 feet for side yards. Under this zoning, one parking space per dwelling unit were required. Under this zoning, multi-family development was not allowed. At this time, the lot was nonconforming for density.
1987	D18 (Multi-family Residential)	In 1987, the lot and surrounding area was rezoned to D18; this is the current zoning. The D18 zoning district requires a 5,000 square foot minimum lot size, 50-foot lot width, and 80-foot lot depth. Required minimum yard setbacks are 20 feet front, 10 feet rear, and 5 feet on each side. One off-street parking space was required per 1-bedroom unit, 1.5 parking spaces per 2-bedroom unit, and 2 parking spaces per 3- and 4-bedroom unit. The D18 zoning allows for three dwelling units on this lot. Lot dimensional standards and yard setback requirements are met. The lot became nonconforming for number of off-street parking spaces; 9.5 spaces are required and 6 are provided. The lot also became nonconforming for residential density for one of the four dwelling units approved in 1972 under permit number 8841. The fifth and sixth dwelling units are noncompliant.

BACKGROUND INFORMATION

The applicant requests a Nonconforming Certification for nonconforming residential density and nonconforming parking. The applicants' narrative states that the lot currently contains six dwelling units. The lot was originally platted in 1958, and replatted in 1965. The structures on the lot were constructed in 1972 with Building Permit 8841, which permitted four dwelling units.

There are no building permit records, Assessor's records, or submitted documents that demonstrate when the fifth and sixth dwelling units were constructed. CBJ utility billing records show six units in 1992; the units would not have been allowed.

Four of the dwelling units on the lot were permitted, and the remaining two dwelling units are considered noncompliant. No information has been submitted that suggests approval of the fifth and sixth dwelling units on the lot.

INFORMATION REVIEWED

Year	Type	Summary
1958	Plat	The lot was originally platted in 1958 through the City of Douglas, Alaska platting action.
1965	Plat	The lot was replatted in 1965 through the Capital View Subdivision.
1972	Building Permit	Permit No. 8841. Building permit for a "4-plex" to be constructed on the lot.
2013	Aerial Imagery	Aerial imagery is used to estimate vegetative cover. A site visit confirmed vegetation is consistent with aerial imagery.
2020	Site Visit Photos	Visual documentation of current parking situation.
2020	Utility Records	Determined existence of 6 units as far back as 1992.
2020	As-Built Survey	As-built survey shows the lot and structures in their current condition.

ANALYSIS

Zoning District Comparison Table – The table below lists the required standards for the D18 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	5,000 ft^2	7,000 ft^2	49.25.400
	Width	50'	70'	49.25.400
	Depth	80'	100'	49.25.400
Setbacks	Front	20'	27'	49.25.400
	Rear	10'	30'	49.25.400
	Side	5'	8'	49.25.400
	Side	5'	5'	49.25.400
Lot Coverage		50% or less	34%	49.25.400
Height	Permissible	35'	28'	49.25.400
	Accessory	25'	N/A	49.25.400

Maximum Dwelling Units	3	**6***	49.25.500
Use	Multi-family Residential	Multi-family Residential	49.25.300
Vegetative Cover	30%	34%	49.50.300
Parking	9.5	**6**	49.40.210(a)

***Building permit 8841 approved construction of four units; 2 units remain noncompliant**

Minimum Lot Requirements – The lot meets required lot size, lot width, and lot depth.

Finding: Staff finds the lot conforming for lot size, lot width, and lot depth.

Minimum Setback Requirements – According to the as-built survey, the structure on the lot meets current setback requirements.

Finding: Staff finds the structure conforming for setbacks.

Lot Coverage – According to the as-built survey, lot coverage is not exceeded.

Finding: Staff finds the lot conforming for lot coverage.

Structure Height – According to Building Permit 8841, the structure on the lot is 28 feet in height.

Finding: Staff finds the structure conforming for height.

Residential Density – Based Building Permit, the lot was built with four units conforming to zoning regulations in place in 1972. Current zoning allows for three units. One of these four dwelling units are found to be nonconforming.

Upon further review, the fifth and sixth units were added to the building without a building permit. These units would not have been allowed under the 1972 zoning code, and cannot be permitted under current code.

The fifth and sixth dwelling units are considered noncompliant. No information has been submitted that demonstrates CBJ approval of six dwelling units on the lot. Staff reviewed the CBJ Assessor's files, and found no dates associated with a change from four units to six units. CBJ Utility Billing records show six dwelling units since September of 1992; however, if constructed at this time, these units could not have been permitted under D18 zoning.

Finding: Staff finds the lot *conforming* for three dwelling units and *nonconforming* for one dwelling unit.

Finding: Staff finds the lot *noncompliant* for two dwelling units. The property owner must bring the structure into compliance with the Land Use Code.

Use – Use of the lot is residential.

Finding: Staff finds the lot conforming for use.

Vegetative Cover – GIS aerial imagery was used to estimate vegetative cover; a site visit confirmed consistency with the 2013 aerial imagery.

Finding: Staff finds the lot conforming for vegetative cover.

Parking – CBJ 49.40.210 requires 9.5 off-street parking spaces, and only 6 off-street spaces are provided. At the time of development, six parking spaces were allocated for four units, conforming to the 1972 parking standards. Off-street parking for the property is non-conforming.

Finding: Staff finds the use nonconforming for number of off-street parking spaces.

NONCOMPLIANT SITUATIONS

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

There are currently six dwelling units on the lot. Four dwelling units were permitted in 1972. It is unknown when the fifth and sixth dwelling units were established. CBJ has no building permit, Assessor's Records, or Utility Billing records that show when the fifth and sixth dwelling units were established. The applicants' provided no information to demonstrate approval by CBJ.

Finding – Staff finds the fifth and sixth dwelling units noncompliant. The property owner must bring the structure into compliance with the Land Use Code.

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: A building permit was issued in 1972 for four dwelling units; parking and other dimensional standards were met at time of establishment.

   Finding: Yes. Staff finds the nonconforming situations were allowed when established.

   Analysis: There are two unpermitted dwelling units on the lot that were not permitted.

   Finding: No. Staff finds the unpermitted dwelling units were not allowed when established, and are noncompliant. The property owner must bring the structure into compliance with the Land Use Code.

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

   Analysis: No additional analysis needed.

   Finding: No. Staff finds the nonconforming situation has not been abandoned.

RECOMMENDATION

Staff recommends that 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 Residential Densities (49.30.240):
  - One dwelling unit is nonconforming
- Nonconforming Parking (49.30.270):
  - Number of off-street parking spaces: Six off-street parking spaces are provided; 9.5 are required

Staff recommends the Director adopt the analysis and findings, and find the following situations on the lot NONCOMPLIANT to the Title 49 Land Use Code:

- Noncompliant Residential Densities (49.30.240):
  - Two unpermitted dwelling units are noncompliant. The property owner must bring the structure into compliance with the Land Use Code.

STAFF REPORT ATTACHMENTS

Item	Description
Attachment A	Application Packet
Attachment B	Information Reviewed

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY
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
1506 Second Street

Legal Description(s) (Subdivision, Survey, Block, Tract, Lot)
Capital View BL D LT 2

Parcel Number(s)
2D04020D0020

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

LANDOWNER/ LESSEE

Property Owner
Asbjorn and Marit Bo Trust

Contact Person
Glenn Bo

Mailing Address
6748 North Point Drive, Fruitport, MI 49415

Phone Number(s)
231-206-6615

E-mail Address
bogl@ comcast.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 Glenn Bo — Landowner/Lessee Signature — Date: 9/23/2020

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
Same

Mailing Address

Phone Number(s)
Same

E-mail Address

X Glenn Bo — Applicant's Signature — Date of Application: September 23, 2020

DEPARTMENT USE ONLY BELOW THIS LINE

CLOSES NOV 13, 2020
(SOONER IF POSSIBLE)

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
NCU2020006	10/9/20

Intake Initials: 10/9/2020

I:\FORMS\PLANFORM\DPA.docx

Updated 2017 – Page 1 of 1

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY
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
See narrative for explanations	

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
See narrative for explanations	

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:

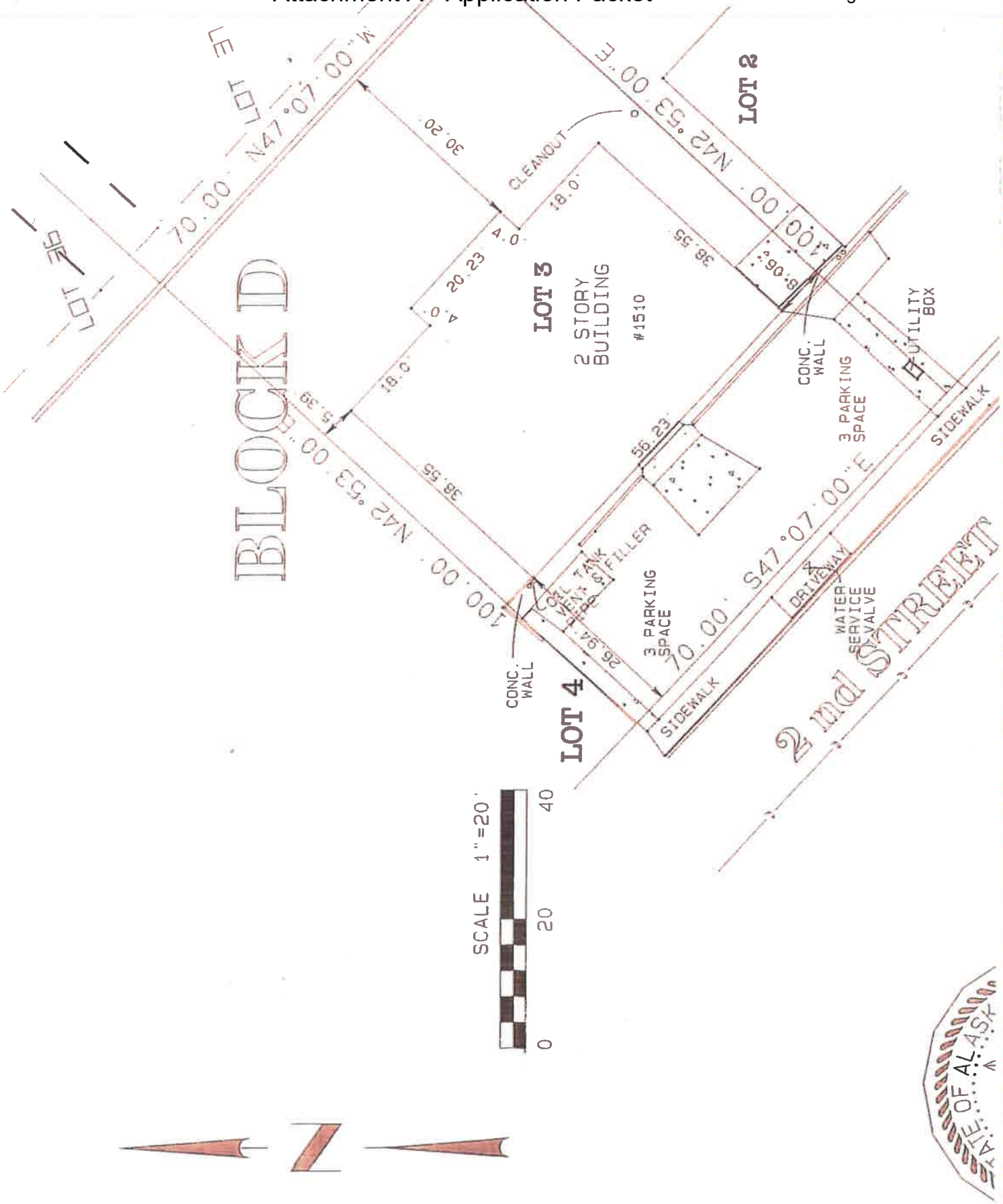
	Fees	Check No.	Receipt	Date
Application Fees	$ 150.00			
Admin. of Guarantee	$			
Adjustment	$			
Total Fee	$ 150.00			

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

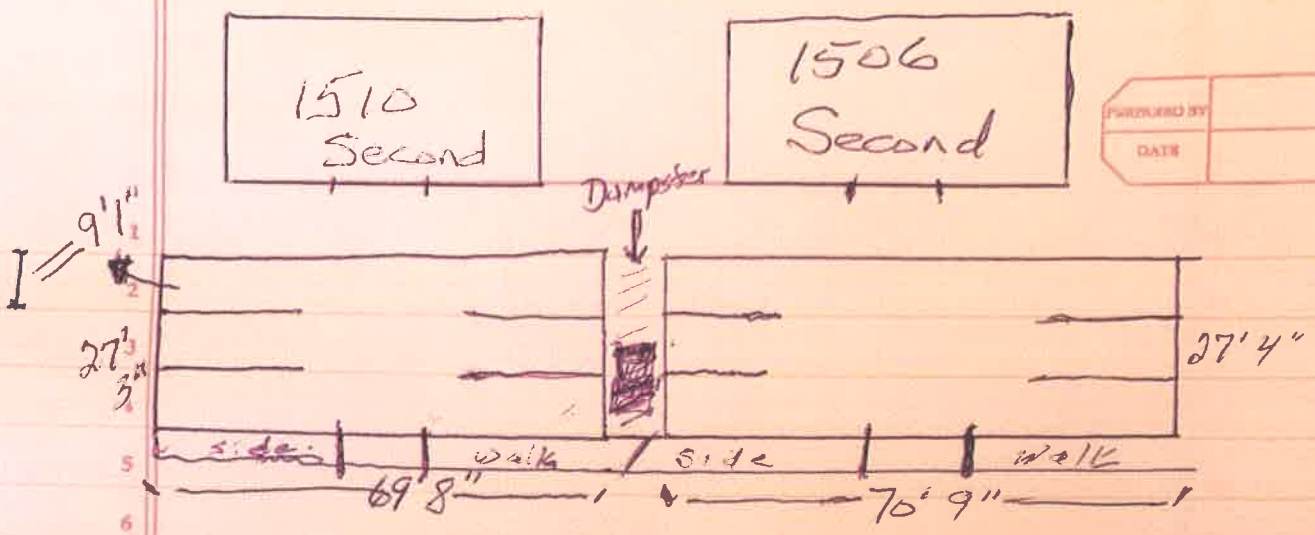
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

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

Case Number	Date Received
NCC20200065	10/9/20

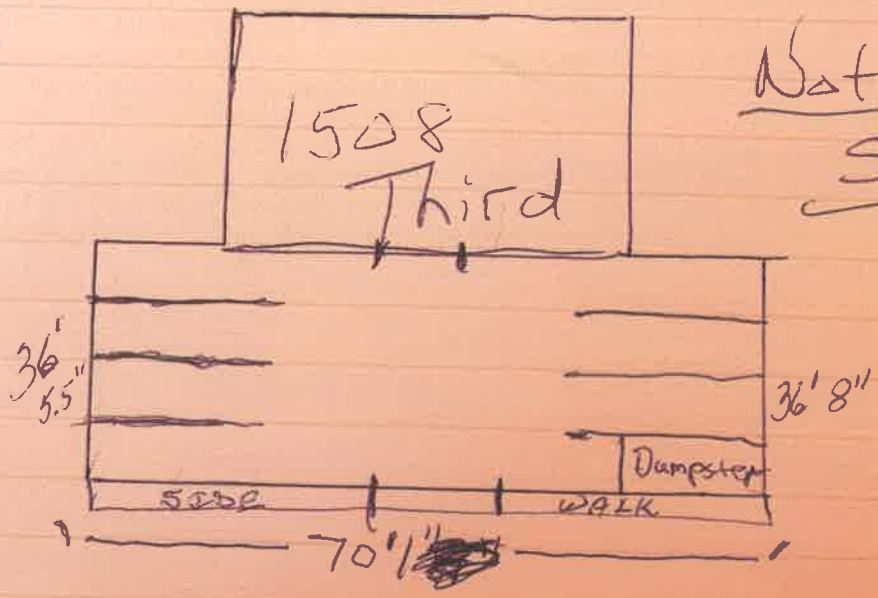

BLOCK D
LOT 1
LOT 2
LOT 3
LOT 4
2 STORY BUILDING
#1510
N47°07'00"W
70.00'
N42°53'00"E
100.00'
S47°07'00"E
2nd STREET
CLEANOUT
CONC. WALL
UTILITY BOX
3 PARKING SPACE
SIDEWALK
DRIVEWAY
WATER SERVICE VALVE
OIL TANK FILLER
VENT PIPE
30.20
18.0
4.0
20.23
38.55
56.23
26.94
5.39
8.06
SCALE 1"=20'
0
20
40

Not to scale



There is on street parking in front of buildings

Not to Scale



There is on street parking available in front of the building

NARRATIVE FOR PARCEL: 2D04020D0020

My father, Asbjorn Bo, built the 6 plex apartment building located at 1506 Second Street in 1973/1974 because at that time in Juneau's history, there were very few, if any apartments, that were large enough for a family. This was the main reason my dad built several of the units as three bedroom apartments.

This building has 3 - (3 bedroom, 1 bath) units, 1 (2 bedroom, 1 bath) unit and 2 - (1 bedroom, 1 bath) units. Ever since it was built, it had and still does have 1 parking space for each unit and at the time it was built, this was approved and accepted. My father has been the only owner of this property since it was built and it has always been used for long term rentals.

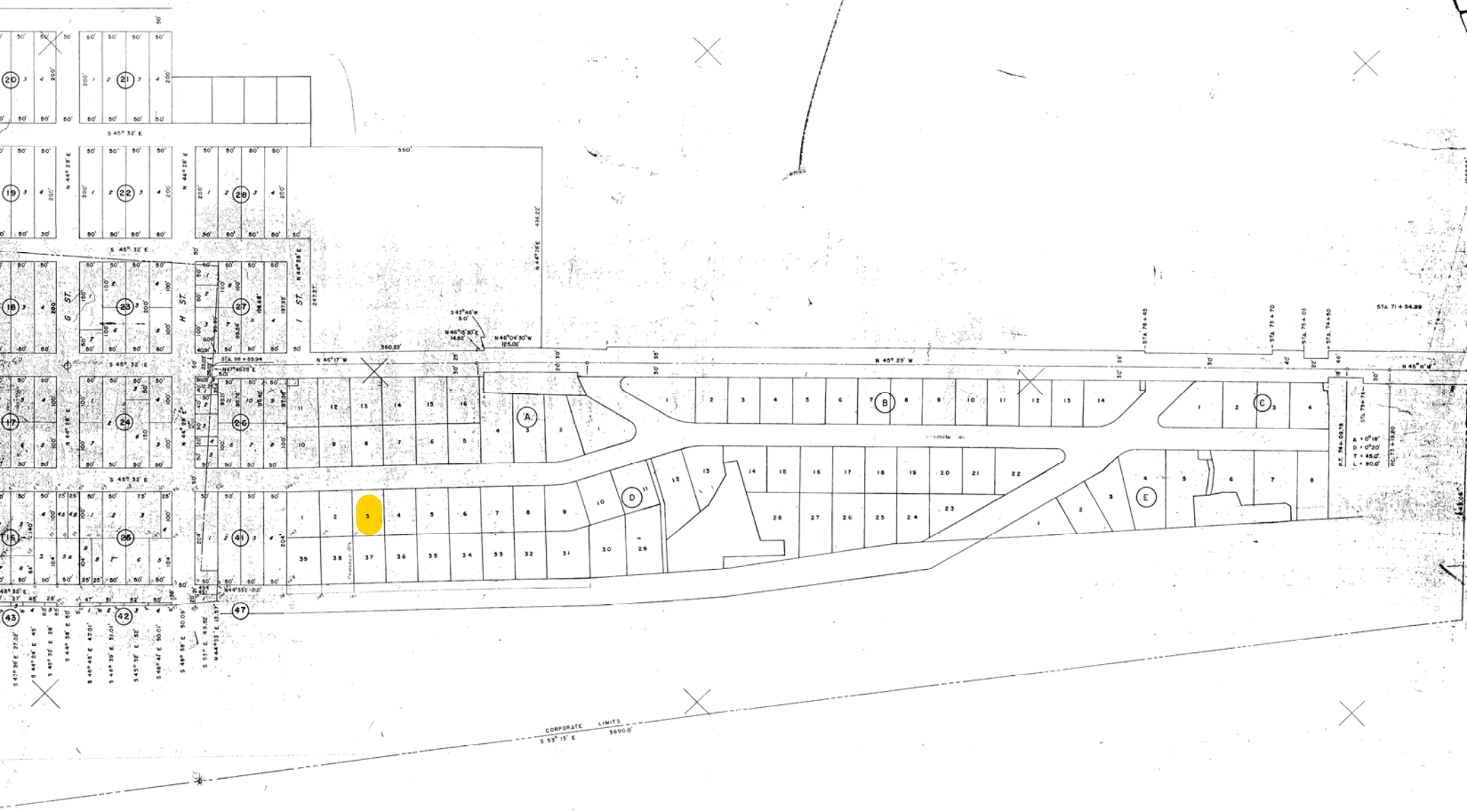
My understanding is that under current City and Borough of Juneau regulations, this building would not have sufficient parking for the number of bedrooms that are in each unit if it were built in Juneau in 2020; however, when the apartments were built, all the codes and ordinances in effect at that time were followed and approved.

It should be noted my father passed away on August 1, 2020, and I am the sole Trustee of my father's estate. Of all the documents mentioned as showing the situation as having been maintained over time, the only thing I have is the tax documents which I just sent into the City as the bill is due on September 30. Also, I live at 6748 North Point Drive, Fruitport, MI 49415, so I don't have the ability to obtain additional documents.

If there is anything I can provide verbally or questions I may be able to answer by phone, please feel free to contact me at (231) 206-6615.

I respectly request the City approve the nonconforming certification, so families can continue to have a large enough apartment to safely house their family.

Attachment B - Information Reviewed



MAP OF

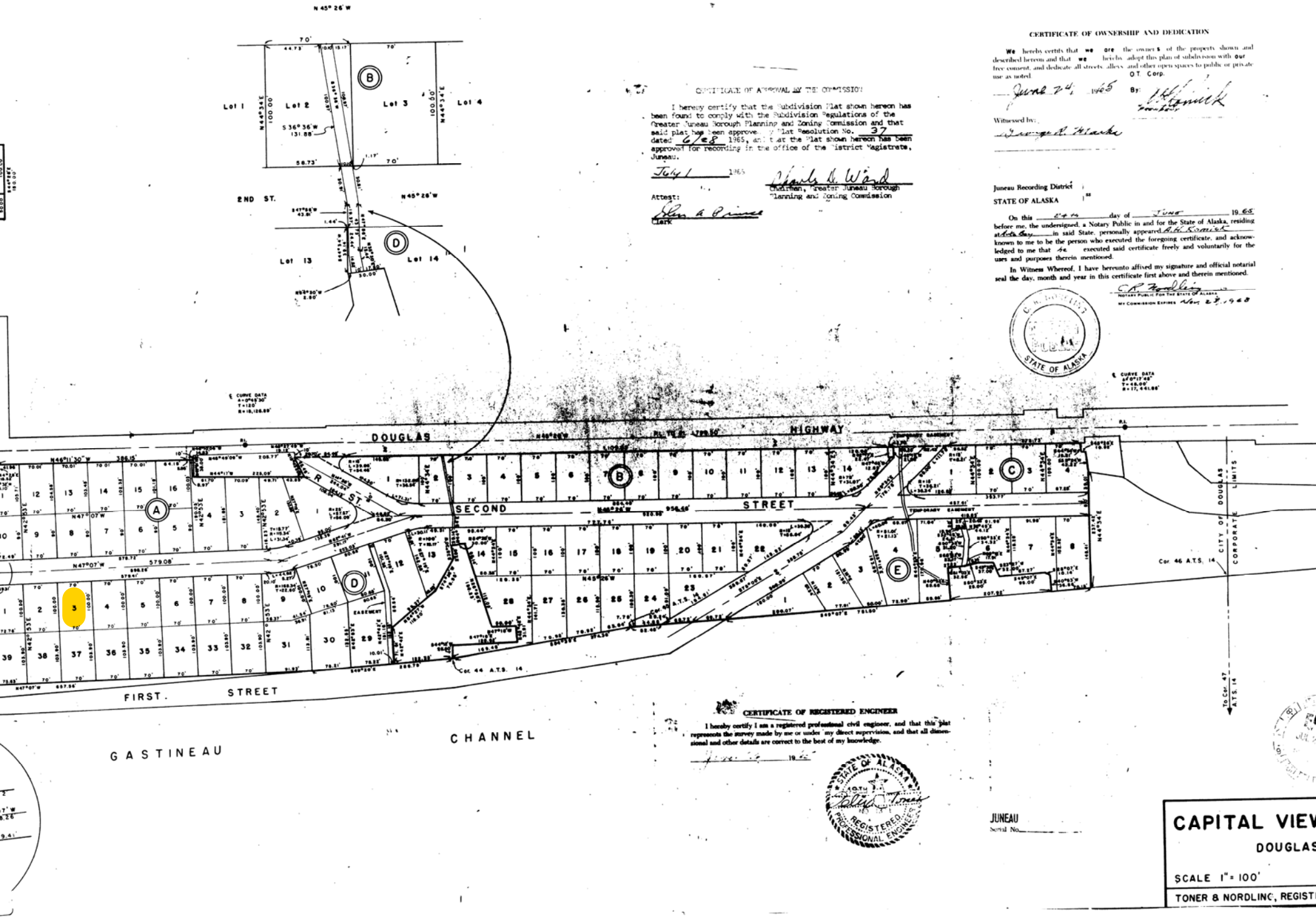
CITY OF DOUGLAS, ALASKA

SCALE: 1" = 100'

OCTOBER 8, 1958

FELIX J. TONER — REGISTERED ENGINEER — JUNEAU, ALASKA

Attachment B - Information Reviewed



2-1-346-000-002

CITY AND BOROUGH OF JUNEAU, ALASKA

APPLICATION FOR BUILDING PERMIT

8841

Douglas ☒ Juneau ☐ Rural ☐

VALUATION ~~$56,000~~ 68304 PERMIT NO. SAME AS PERMIT 8575 BUT ONE STORY LESS

DATE RECEIVED 7-29-72 BY B C Hamler

APPLICANT TO FILL IN BETWEEN HEAVY LINES.
TWO SETS OF PLANS MUST BE FURNISHED WITH APPLICATION.

Building Address: 1506 - SECOND STREET.

APPLICANT OWNER
Name: Mr & Mrs. Asbjorn Bo
Mail Address: P.O. Box 1083
City: JUNEAU. ALASKA.
Tel. No.: 586-6677

ARCHITECT ENGINEER
Name: SAME
Mail Address: AS
City: ABOVE
Tel. No.:

CONTRACTOR or OWNER BUILDER
Name: Asbjorn Bo
Mail Address: P.O. Box 1083
Tel. No.: 586-6677
State License No.: 72-73-1731

LEGAL DESCRIPTION
Subdivision: Capital View #1
Lot No.: 2 Bl. No.: D.
PLAT NO 448
IN DOUGLAS.

COVERING

Ext. Walls	3/8" - T-1-11
Int. Walls	1/2 PLASTER BOARD.
Roof	1/2 PLY W/4 PLY ROOF
Re-Roof	

FLUES

F. Place	Flr. Furn.		Other
Furnace	H. Water ☒ H. Air ☐	Steam ☐ Elec. ☐	Oil ☒ Gas ☐
Kitchen			

UTILITIES

Sewage System	City X	S. Tank	
Bldg. Main			
Sewer Outlet Size	4"		
Water Meter Size	1"		
Water Service Size	1"		
Exist. Road	Yes	Curb & Gutter ☐ Drain Ditch ☒	
Driveway Width	16'	Ft.	
Off-Street Parking	Yes, See PLAN.		
Estimated Cost			
Special Information	4 plex		

CLASS OF WORK

New	X	Repair	
Addition		Demolish	
Alteration		Move	

Use Of Bldg.: RENTAL
Size Of Bldg.: 38 x 54
Height Of Bldg.: 27'6" FROM LOWER LEVEL
Area Of Lot: 7000

SPECIFICATIONS

FOUNDATIONS

Material	Exterior	Piers
Width Of Top		
Width Of Bottom		
Depth In Ground		

	Size	Space	Span
Plate (Sill) 2x6			
Girders	4x8	SEE PLAN	8"
Joists (1st Fl.)	2x10	16" o.c	SEE PLAN
" " (2nd Fl.)	2x10	16" o.c	— " —
" " (Clg.)	2x10	16" o.c	— " —
Studs (Ext.)	2x4	16" o.c	— " —
" " (Int.)	2x4	16" o.c	— " —
Roof Rafters	2x10's	16" o.c	— " —
Bearing Walls Bottom Floor	3x4's	16" o.c	—
Other			

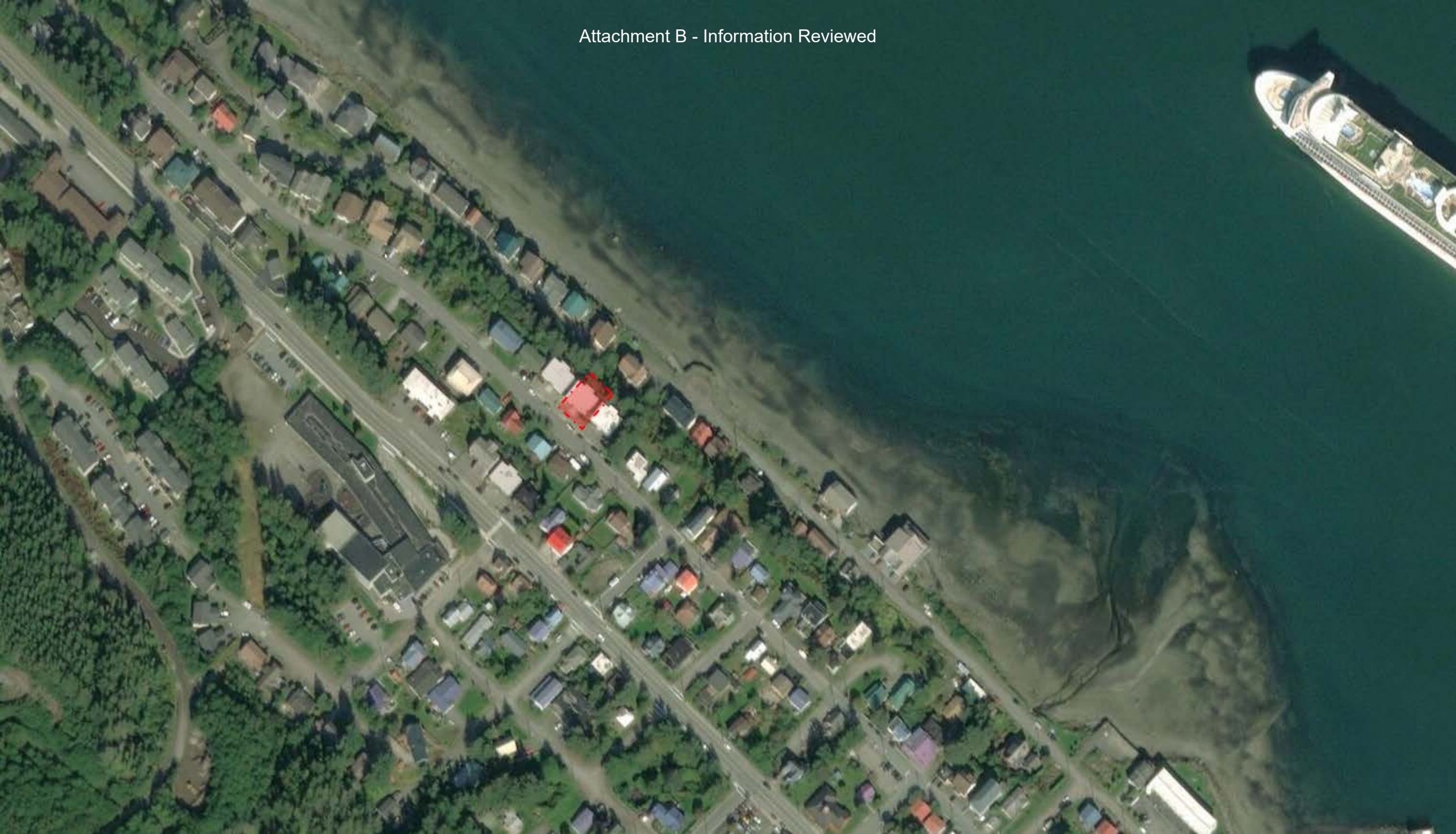
WORK NOT MENTIONED IS **NOT** INCLUDED IN PERMIT

I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all state laws, and codes and ordinances of The Greater Juneau Borough, applicable to building construction.

Signature Of Owner: Asbjorn Bo

Applicant: Asbjorn Bo

Attachment B - Information Reviewed



From: Suzanne Crabtree
To: Joseph Meyers
Subject: RE: 2D04020D0020; 1506 Second Street
Date: Thursday, October 29, 2020 12:17:05 PM
Attachments: image001.jpg

Hi,

We were billing it for 6 units of the household hazardous waste fee as far back as 9/1992.

Thanks,
Suzanne

From: Joseph Meyers <Joseph.Meyers@juneau.org>
Sent: Thursday, October 29, 2020 12:13 PM
To: Suzanne Crabtree <Suzanne.Crabtree@juneau.org>
Subject: 2D04020D0020; 1506 Second Street

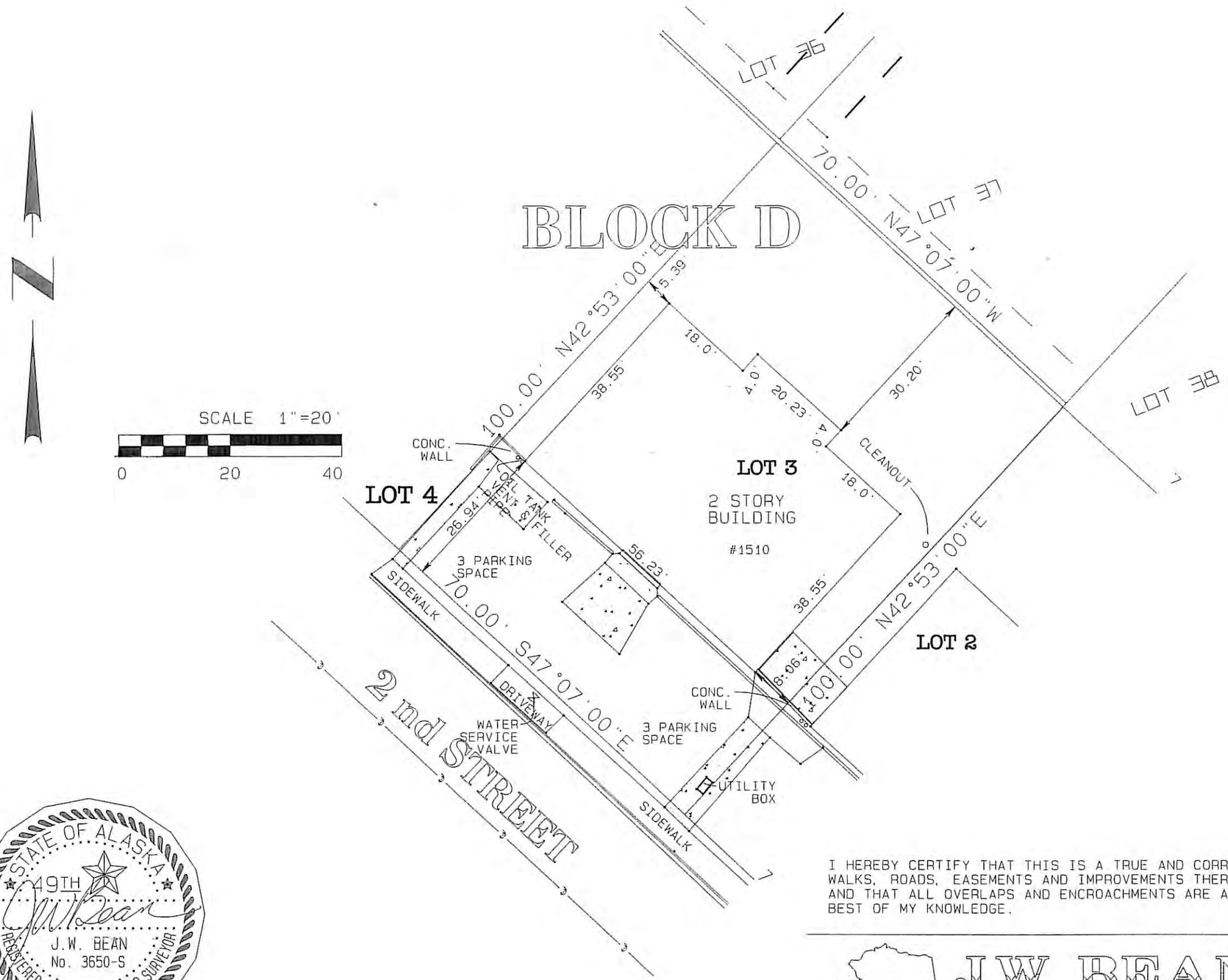
Hello Susan,

I am researching how long this property has had 6 dwelling units established. I was wondering what the utility records show?

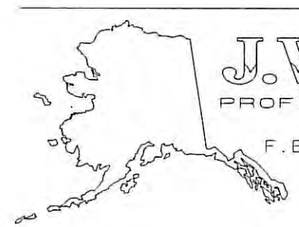
Thanks for the help!

Joseph Meyers | Planner I
Community Development Department | City & Borough of Juneau, AK
Location: 230 S. Franklin Street, 4th Floor Marine View Building
Main Line: 907.586.0715
Personal Line: 907.586.0466

CBJ_EmailLargeColorLogo



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.



J.W. BEAN
PROFESSIONAL SURVEYOR

F.B. TDS 12322 JOB No 13505
SCALE AS-SHOWN
DATE 10-08-2020

AS-BUILT SURVEY OF

LOT 3, BLOCK D

CAPITAL VIEW SUBD. NO 1
WITHIN USMS 341A.