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

- 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 10^{th} or 17^{th} 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.