

Agenda

Planning Commission - Regular Meeting City and Borough of Juneau

July 14, 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/95654237044>. 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: 956 5423 7044.

I. ROLL CALL

II. REQUEST FOR AGENDA CHANGES AND APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

- A. June 9, 2020 Draft Minutes, Planning Commission Committee of the Whole - APPROVED
- B. June 9, 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. ADP2020 0001: An Alternative Development Permit to reduce the front yard setback from 20 feet to 10.52 feet for an addition - APPROVED AS RECOMMENDED

VIII. UNFINISHED BUSINESS

IX. REGULAR AGENDA

- A. USE2020 0012: 490 square foot expansion of alcohol retail area and the installation of a drive-through coffee window - APPROVED AS RECOMMENDED
- B. USE2020 0008: Conditional Use Permit for an emergency shelter and social services office building - APPROVED WITH AMENDMENTS
- C. PWP2020 0002: Parking Waiver to reduce required parking from 56 spaces to 48 spaces - APPROVED WITH AMENDMENTS

X. BOARD OF ADJUSTMENT

XI. OTHER BUSINESS

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 July 14, 2020 Planning Commission Meeting

XIX. ADJOURNMENT

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

June 9, 2020 Draft Minutes, Planning Commission Committee of the Whole - APPROVED

ATTACHMENTS:

	Description	Upload Date	Type
▣	June 9, 2020 Draft Minutes, Planning Commission Committee of the Whole	6/23/2020	Minutes

Agenda
Planning Commission
Committee of the Whole
CITY AND BOROUGH OF JUNEAU
Michael LeVine, Chairman
June 9, 2020

I. ROLL CALL

Michael LeVine, Chairman, called the Committee of the Whole Meeting of the City and Borough of Juneau (CBJ) Planning Commission (PC), held in the Assembly Chambers of the Municipal Building, to order at 5:04 p.m.

Commissioners present: Michael LeVine, Chairman; Nathaniel Dye, Vice Chairman; Paul Voelckers, Clerk; Travis Arndt, Assistant Clerk; Ken Alper; Dan Hickok; Joshua Winchell; Erik Pederson

Commissioners absent: Weston Eiler

Staff present: Jill Maclean, CDD Director; Irene Gallion, Senior Planner; Alexandra Pierce, Planning Manager; Emily Wright, CBJ Law Department; Laurel Christian, Planner

Assembly members: None

II. REGULAR AGENDA

AME2018 0004: Juneau Downtown Zoning – Alternative Development Overlay District
Applicant: City and Borough of Juneau
Location: Downtown Juneau

Due to A possible perceived conflict, Mr. LeVine turned the gavel to Mr. Dye to chair this portion of the meeting.

Irene Gallion, CDD, presented **AME2018 0004**.

Mr. LeVine noted that this has been a long-time work in process and wanted to note the amount of work that has gone into getting the AME to this point.

During the explanation of minimum lot size and percentage of conformity, Ms. Maclean explained if a property is nonconforming, it is more challenging for the property owner to obtain a mortgage loan. By making more properties conforming they think this should help homeowners.

Mr. Voelckers asked does the ADOD zoning supplant other zoning districts? Will this truly make the property conforming or will it just make their nonconformity allowed? Ms. Maclean said depending on how the ADOD is decided it could make them conforming. Later in the meeting, Ms. Wright clarified that this would make them 'more conforming' but they would not be conforming.

Mr. Voelckers had questions regarding subdividing in hazard areas. While they cannot subdivide, would they be allowed to add a kitchen or bedroom? Ms. Maclean answered yes and that is what is allowed today.

Mr. Voelckers asked what is the standard lot size in the Flats? Staff answered it is about 3,600 square feet. Mr. Voelckers asked why the Title 49 committee settled on a 3,000 square foot lot size when there was so much negative public testimony saying that was too small size. Mr. Dye explained the factors the committee considered and how they reached that decision saying that while there were concerns, there were mitigating factors as well.

Mr. Arndt explained that once the properties in hazard areas were removed from eligibility, only a handful of properties were left with subdivision potential. Mr. Winchell added the residential properties impacted by ability to subdivide was small and the intent is more to allow owners to use their land. Ms. Pierce explained that their goal was conformity and not so much subdividability. Mr. LeVine reminded the commission that the ADOD is an option for property owners to opt in to be compliant and it is not a requirement.

During discussion of setbacks, Mr. LeVine asked if a dwelling was built to the lot line with zero setback, and they wanted to add to it, could they build on the zero setback or would they have to observe the three-foot requirement. Staff answered, the property was already nonconforming and would not be allowed to add to the nonconformity. They would need to observe the three-foot setback for the addition.

Mr. Voelckers said he appreciates the flexibility the ADOD allows but has concerns with the setbacks as small as three feet and asked how staff came to find three feet acceptable and had concerns regarding the reduced setback requirements for the smaller sized lots. He also found the 50% limitation on lot coverage to be too stringent. He expressed surprise at the proposed reduction in setbacks to the very small lots and suggested the same percentage reduction be applied to the coverage requirement.

Mr. Arndt commented that the focus of the Title 49 Committee was on existing dwellings and not on new construction and explained that the majority of the lots affected by this are already built. Committee members discussed conforming versus more conforming nonconformity and the possibility of grandfathering the existing properties as conforming altogether.

Mr. Arndt reminded the Committee of the August 1 2020 sunset date saying they either need to extend the current ADOD or complete this to bring to the Assembly. Mr. Winchell asked what happens if the deadline is missed and how many properties would be affected. Ms. Maclean said the vast majority are nonconforming. If they cannot meet the sunset deadline, they could ask for an extension or if it is missed altogether, it could just become the standard zoning and there would be no sunset date. Mr. Dye explained the reason for continuing the ADOD is that would allow for additions and other options for the properties that would not be available if the sunset expires.

Mr. LeVine said he likes the postage stamp (setback box) approach but had trouble with the three-foot setbacks. He wondered if they could ask Ms. Wright to investigate other options in code that would allow the properties to become conforming rather than *more conforming* nonconformity without any possibility of unintended consequences that would eliminate the need for the phrase more conforming.

Mr. Winchell and Mr. Voelckers spoke in agreement with Mr. LeVine. Mr. Voelckers also had an issue with the percentages of required vegetative cover.

It was decided to keep this at the Committee of the Whole for further discussion.

Mr. Dye turned the gavel back to Mr. LeVine for the remainder of the meeting.

III. **OTHER BUSINESS** - None

IV. **REPORT OF REGULAR AND SPECIAL COMMITTEES** - None

V. **ADJOURNMENT** – 6:49 pm

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

June 9, 2020 Draft Minutes, Regular Planning Commission - APPROVED

ATTACHMENTS:

	Description	Upload Date	Type
▣	June 9, 2020 Draft Minutes, Regular Planning Commission	6/23/2020	Minutes

Agenda
Planning Commission
Regular Meeting
CITY AND BOROUGH OF JUNEAU
Michael LeVine, Chairman
June 9, 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; Josh Winchell; Erik Pederson

Commissioners absent: Weston Eiler

Staff present: Jill Maclean, CDD Director; Irene Gallion, Planner; Alexandra Pierce, Planning Manager; Emily Wright, Law; Laurel Christian, Planner

Assembly members: None

II. REQUEST FOR AGENDA CHANGES AND APPROVAL OF AGENDA - NONE

III. APPROVAL OF MINUTES

MOTION: *by Mr. Voelckers to approve the April 28, 2020 Planning Commission Regular Meeting minutes noting any staff corrections or commissioner comments.*

The motion passed with no objection.

IV. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS – No public in attendance

V. ITEMS FOR RECONSIDERATION - NONE

VI. CONSENT AGENDA

USE2020 0010: Modification of USE2017 0010 to expand existing marijuana manufacturing
Applicant: ForgetMeNot, Inc.
Location: 8505 Old Dairy Road

Staff Recommendation

Staff recommends the Planning Commission adopt the Director's analysis and findings and **APPROVE WITH CONDITIONS** the requested Conditional Use Permit. The permit would allow the expansion of an existing marijuana manufacturing facility within the existing building.

The approval is subject to the following conditions:

1. USE2020 0010 (marijuana manufacturing) and USE2020 0011 (marijuana cultivation) will each expire on August 22, 2022, unless the Valley Lumber parking agreement (Attachment C) is renewed or another parking plan which conforms with CBJ Code 49.40.210 and 49.40.220 is accepted, as determined by the CBJ Community Development Department.
2. All waste containing marijuana product shall be stored in a locked enclosure until transported to the CBJ landfill.
3. Prior to the issuance of a building permit, the applicant shall submit a revised screening plan to CDD that demonstrates compliance with CBJ 49.65.1245(a)(4).

MOTION: *by Mr. Dye to accept staff's findings, analysis, and recommendations, and approve USE2020 0010 with a change to page 17 – listing the required setbacks as 10 feet on each side rather than 0 feet on each side.*

The motion passed with no objection.

USE2020 0011: Modification of USE2017 0012 to expand existing marijuana cultivation
Applicant: ForgetMeNot, Inc.
Location: 8505 Old Dairy Road

Staff Recommendation

Staff recommends the Planning Commission adopt the Director's analysis and findings and **APPROVE WITH CONDITIONS** the requested Conditional Use Permit. The permit would allow the expansion of an existing marijuana cultivation facility within the existing building.

The approval is subject to the following conditions:

1. USE2020 0010 (marijuana manufacturing) and USE2020 0011 (marijuana cultivation) will each expire on August 22, 2022, unless the Valley Lumber parking agreement (Attachment C) is renewed or another parking plan which conforms with CBJ Code 49.40.210 and 49.40.220 is accepted, as determined by the CBJ Community Development Department.

2. All waste containing marijuana product shall be stored in a locked enclosure until transported to the CBJ landfill.
3. Prior to the issuance of a building permit, the applicant shall submit a revised screening plan to CDD that demonstrates compliance with CBJ 49.65.1245(a)(4).

MOTION: *by Mr. Dye to accept staff's findings, analysis and recommendations and approve USE2020 0011.*

The motion passed with no objection.

VII. UNFINISHED BUSINESS - NONE

VIII. REGULAR AGENDA - NONE

IX. BOARD OF ADJUSTMENT - NONE

X. OTHER BUSINESS - NONE

XI. STAFF REPORTS

Ms. Maclean reported:

- Staff and Mr. LeVine attended the Glory Hall and SAIL Conditional USE Permit Neighborhood Meeting on June 2nd. There were about 55 attendees at the virtual meeting. That permit and parking waiver will be before the Commission at the July 14 meeting.
- Auke Bay neighborhood meeting; Blue Print, HRAC and JCOS are back up and running and will begin meeting again via virtual meeting format
- Mr. Pederson is the liaison to the JCOS
- Assembly passed the budget with cuts to CDD, including the loss of two full-time positions and the Comprehensive Plan for FY21. They will start that again in FY22.
- Next meeting is June 23.
- July meetings will be long ones. July meeting dates are July 14 and July 28
- Please inform staff if you have travel upcoming

The Assembly has tasked the commission with looking into Parking and has expressed interest in scheduling a joint Commission/Assembly meeting in the not too far future.

Mr. LeVine suggested this topic go to the Title 49 committee and encouraged the other commissioners to attend the Title 49 meetings to keep abreast of that topic and move it smoothly.

Mr. LeVine asked the members to review the new staff report formats and to send suggestions and comments to Mr. Voelckers so he can consolidate them and forward them to CDD Staff as they work to streamline the staff report template.

XII. COMMITTEE REPORTS –

Mr. Voelckers reported:

- Assembly members were very interested in hearing from the Planning Commission regarding Parking, especially Downtown Parking.

Mr. LeVine reported he attended the Lands Committee meeting.

XIII. LIAISON REPORTS - NONE

XIV. CONTINUATION OF PUBLIC PARTICIPATION ON NON-AGENDA ITEMS - NONE

XV. PLANNING COMMISSION COMMENTS AND QUESTIONS – Mr. Hickok commented that he has been having connection issues during this meeting and asked if anybody else was having problems. Nobody else did.

XVI. EXECUTIVE SESSION - NONE

XVII. ADJOURNMENT – 7:26

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

ADP2020 0001: An Alternative Development Permit to reduce the front yard setback from 20 feet to 10.52 feet for an addition - APPROVED AS RECOMMENDED

AGENDA ITEM:

Case No.: ADP2020 0001

Applicant: Northwind Architects

Location: 923 A Street

Proposal: An Alternative Development Permit to reduce the front yard setback from 20 feet to 10.52 feet for an addition

RECOMMENDATION:

Staff recommends the Board of Adjustment adopt the Director's analysis and findings and **APPROVE** the requested Alternative Development Permit. The Permit would allow for the reduction of the front yard setback from 20 feet to 10.50 feet for an addition that contains living space.

ATTACHMENTS:

Description	Upload Date	Type
❑ Staff Report for ADP2020 0001	7/1/2020	Staff Report
❑ Presentation for ADP2020 0001	7/10/2020	Presentation
❑ Notice of Decision for ADP2020 0001	7/22/2020	Notice of Decision



**BOARD OF ADJUSTMENT STAFF REPORT
ALTERNATIVE DEVELOPMENT PERMIT
ADP2020 0001
HEARING DATE: JULY 14, 2020**

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

STAFF RECOMMENDATION:

Staff recommends approval.

ALTERNATIVE ACTIONS:

1. **Amend:** require 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:

The Board of Adjustment Reviews this permit as a quasi-judicial decision and requires five (5) affirmative votes for approval.

DATE: July 1, 2020

TO: Board of Adjustment

BY: Laurel Christian, Planner II

Laurel Christian

PROPOSAL SYNOPSIS: Applicant requests an Alternative Development Permit to reduce the front yard setback from 20 feet to 10.50 feet for an addition.

SUMMARY OF KEY CONSIDERATIONS:

- Parcel is bordered by four (4) rights-of-way
- Three fraction lots share one parcel ID number – lot consolidation recorded 6/18/2020
- Parcel received Nonconforming Certification for lot area and lot width and structure setbacks

GENERAL INFORMATION

Property Owner	Christopher Fisk
Applicant	Northwind Architects
Property Address	923 A Street
Legal Description	Casey Shattuck Block 203 Lots 3, 4 & 5 FR
Parcel Number	1C030C030040
Zoning	D5
Land Use Designation	MDR-SF
Lot Size	5,762 Square Feet
Water/Sewer	Public
Access	W. Tenth Street
Existing Land Use	Single-family Residential
Associated Applications	NCC2020 0009 and SLC2020 0002

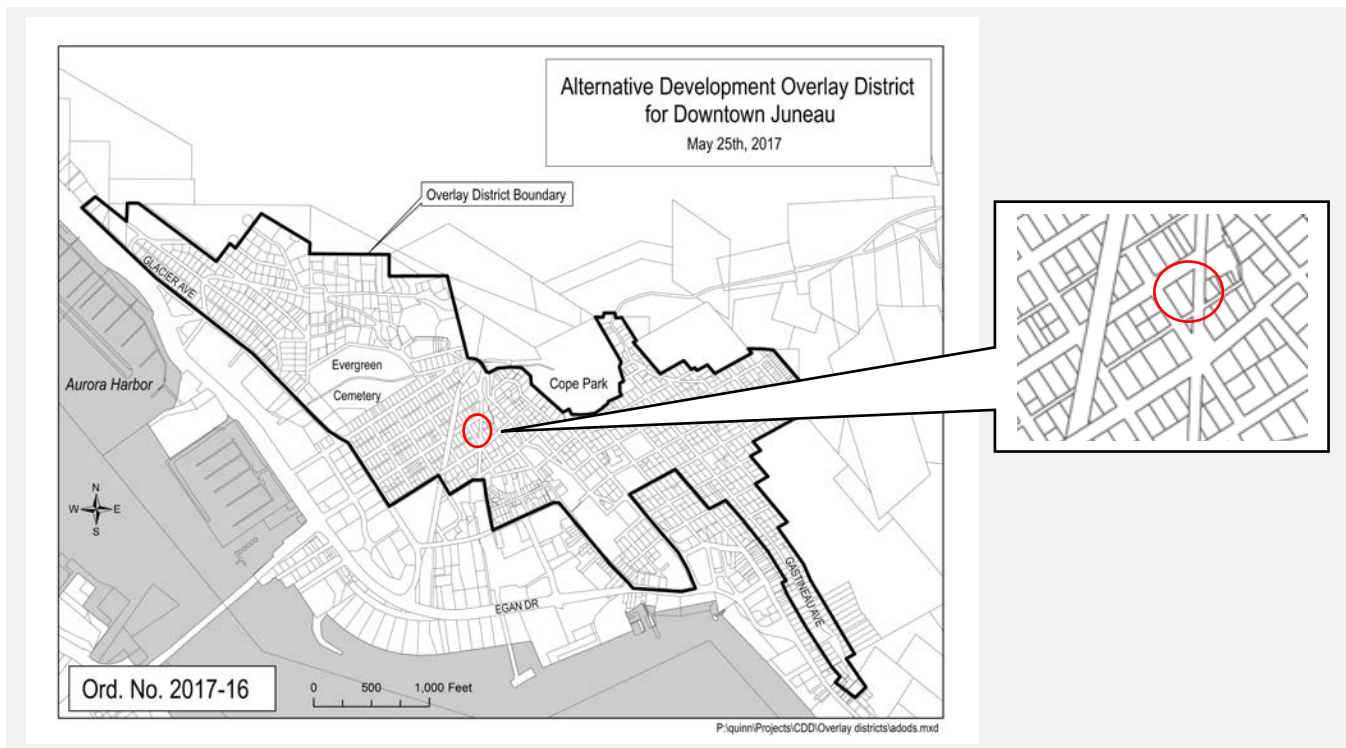
SURROUNDING LAND USES	
North	D5 Residential
South	D5 Residential
East	D18 Residential
West	D5 Residential

SITE FEATURES	
Anadromous	N/A
Flood Zone	N/A
Hazard	N/A
Hillside	N/A
Wetlands	N/A



49.70.1200 – Alternative Development Overlay District Purpose. *The purpose of the alternative development overlay district is to provide adequate minimum standards and procedures for the construction of new residential buildings and the **expansion**, restoration, or repair of existing residential buildings, while providing time to implement new zoning regulations. This article is intended to provide for the development of housing, preserve the character of neighborhoods, and promote the restoration of blighted buildings.*

ALTERNATIVE DEVELOPMENT OVERLAY DISTRICT MAP (ADOD)



ATTACHMENTS

Item	Description
Attachment A	Application Packet
Attachment B	Abutters Notice and Public Notice Sign Photo
Attachment C	SLC2020 0002 Lot Consolidation
Attachment D	NCC2020 0009 Nonconforming Certification

AGENCY REVIEW

An agency review comment period was held between June 8 and June 23. No agency comments were received.

PUBLIC COMMENTS

Public notice was mailed to property owners within 500 feet of the parcel. A public notice sign was also posted on-site two weeks prior to the scheduled hearing. At time of writing this staff report, no public comments have been received.

The below table lists the D5 zoning district requirements in comparison to what is existing on the subject parcel and what is proposed through this Alternative Development Overlay District (ADOD) Permit. Bolded items are existing nonconforming situations.

Standard		D5 Requirement	Existing	Proposed(ADOD)	Code Reference
Lot	Size	7,000 sq. ft.	5,762 sq. ft.	No Change	49.25.400
	Width	70 ft.	108 ft.	No Change	49.25.400
	Depth	85 ft.	63.5 ft.	No Change	49.25.400
Setbacks – front yard setback may be reduced to 10.5 ft. per Alternative Development Overlay District standards.	Front (E)	20	10 ft.	10.5 ft.	49.70.1240(a)(1)
	Street Side (S)	13 ft.	8.6 ft.	No Change	49.25.400
	Street Side (W)	13 ft.	0.1 ft.	No Change	49.25.400
	Street Side (N)	13 ft.	0.1 ft.	No Change	49.25.400
Lot Coverage Maximum		60%	20%	26%	49.70.1240(b)
Height	Permissible	35 ft.	Unknown	18 ft. 8 in.	49.25.400
	Accessory	25 ft.	Unknown	No Change	49.25.400
Maximum Dwelling Units		1	1	No Change	49.25.500
Use		Residential	Residential	No Change	49.70.1240
Vegetative Cover Minimum		15%	45% approx.	50% approx.	49.70.1240(c)

STREET SIDE YARD SETBACK

"A" STREET

STREET SIDE YARD SETBACK

GARAGE

RESIDENCE 809 SF

74 SF

272 SF

CAPITOL AVE

MUN 10' SX

W 10TH STREET

STREET SIDE YARD SETBACK

PROPERTY LINE

FRONT YARD SETBACK

Proposed Addition (within D5 setbacks)

Proposed Addition (using ADOD)

OCCUPANCY CLASSIFICATION:
RESIDENTIAL R2

TYPE OF CONSTRUCTION - TYPE VB
SPRINKLED - NO

REQUIRED SEPARATION OF OCCUPANCIES - NO SEPERATION REQUIRED

FIRST FLOOR = 1 STORY, 9 FINISH FLOORS, 6 DOOR HEIGHT
SECOND FLOOR = 1 STORY, 7 FINISH FLOOR - CEILING HEIGHT
TOTAL HEIGHT = 24'-11"

ZONING REVIEW
CITY TITLE 49 LAND USE
LEGAL DESCRIPTION OF LOT CASE:
SHATTUCK BL 203
LTS 3, 4 & 5 PH
CITY BOROUGH OF JUNEAU
ZONING DISTRICT - D5 (SINGLE FAMILY/DUPLICATION)
ALL ALLOWABLE SETBACKS:
FRONT YARD = 20'-0" TYP., 10.52" AS PER ADOD
STREET SIDE YARD = 13'-0"
MAXIMUM HEIGHT - 35'-0"
MAXIMUM LOT COVERAGE - 50%
NUMBER OF DWELLING UNITS=1
NUMBER OF FIXTURES:
TOILETS = 2
SINKS = 3
SHOWERS = 2

NORTH WIND ARCHITECTS LLC
101 Seawall Dr.
Juneau, AK 99801
PH 907-586-4752
WWW.NORTHWINDARCH.COM

FISK HOUSE RENOVATION
NWA-DBS
103 & 1ST STREET
JUNEAU, AK 99801

SHEET TITLE
SITE PLAN

DISCUSSION

Background Information – The lot under consideration was originally platted in 1913. Structures on the lot were constructed in 1920. Three (3) legal fraction lots shared one tax identification number and were under common ownership. A location survey showing the existing three (3) lot fractions can be found in Attachment C. The applicant applied for a lot consolidation (SLC2020 0002) of the three (3) lot fractions and the lot consolidation was recorded on June 18, 2020. Each lot fraction received Nonconforming Certification.

The table below summarizes relevant history for the subject parcel and proposed development.	
Item	Summary
Casey Shattuck Historic Building Survey	According to the 2004 Casey Shattuck Historic Building Survey, the structure on the lot was originally constructed in 1920.
SLC2020 0002 (see Attachment C)	Approved/Recorded – Lot consolidation of the three fraction lots into one lot
NCC2020 0009 (see Attachment D)	Approved – The property received Nonconforming Certification for lot area, lot depth, and structure setbacks on June 17, 2020.

Project Site and Design – The parcel contains a single-family dwelling and garage. Two additions are planned, one addition for an entry that complies with the D5 required setbacks, and an addition for living space that requires an ADOD setback reduction. The proposed additions would be onto the dwelling. The larger of the two additions expands the kitchen, dining, and living area, and provides a reading loft and storage area. Floor plans and a site plan can be found in Attachment A.

The parcel is bordered by four (4) rights-of-way: Capital Avenue, W. Tenth Street, A Street, and an unnamed alley towards the south. Lots that are bordered by three or more rights-of-way are not required to provide a rear yard setback [49.25.430(3)]. The front yard is assigned to the Capital Avenue lot line, because that setback is the most conforming to the front yard setback requirement; the remaining setbacks are considered street side yard setbacks [49.25.430(3)]. The existing structures on the lot received Nonconforming Certification for setbacks.

The Downtown Juneau ADOD allows for additions to residential structures with reduced setbacks by taking an average of corresponding setbacks for properties within a 150-foot radius. The average front yard setback for residential structures within 150 feet of the parcel is 10.52 feet (this is rounded to 10.5 feet for practicality). The proposed addition will meet this reduced front yard setback, according to the site plan found in Attachment A. An as-built survey will be required through the building permit process to verify the structure location.

The ADOD allows for an increase in allowed maximum lot coverage from 50% to 60%. With the proposed additions, lot coverage for the parcel will be approximately 25%.

The ADOD allows for a reduction of the vegetative cover requirement from 20% to 15%. GIS aerial imagery from 2019 shows approximately 50% of the parcel vegetated. With the proposed additions, the vegetative cover requirements will continue to be met.

Traffic – The proposed additions will be used as part of the existing single-family dwelling. Per the Trip Generation Manual, single-family dwellings generate 9.52 average daily trips. Therefore, according to CBJ 49.40.300(2) a traffic impact analysis is not required.

Vehicle Parking & Circulation – CBJ 49.40.210 requires two (2) off street parking spaces. Back-out parking is allowed for single-family dwellings in residential zoning districts per 49.40.230(b)(7)(A). The garage on the parcel

provides two (2) off-street parking spaces for the dwelling. There is also a small parking pad next to the garage along W. Tenth Street. The proposed additions do not trigger the need for additional off-street parking.

Habitat – There are no known habitats regulated by the Land Use Code on the parcel.

Hazard Zones – The subject parcel is not within the flood hazard area or landslide/avalanche hazard area.

Public Health or Safety – No information has been submitted that suggests the proposed development will endanger the public health or safety. The proposed additions require a Building Permit to ensure Building Code, Zoning Code, and safety standards are met.

Property Value or Neighborhood Harmony – The proposed additions will be used as part of a single-family dwelling; this is in keeping with the residential uses in the area. Lot coverage, vegetative cover, and off-street parking requirements will be met. There is no information to suggest that the proposed additions will decrease property values or be out of harmony with properties in the neighboring area.

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	163	Land Use Designation	Complies with the <i>Medium Density Residential Single-Family</i> land use designation as proposed additions support a single-family dwelling.
	11	184-187	Subarea 6 Guidelines	Subarea guidelines for downtown promote the rehabilitation and preservation of existing historic homes.
2016 Housing Action Plan	Part 2	46-48	Solution 7 – Zoning Changes	The plan calls for tools within the Zoning Code that reduce setbacks and create flexibility for housing development, especially in areas where infrastructure is available.

FINDINGS

Per CBJ 49.70.1240, Review of director's determinations, the director makes the following findings on the proposed development:

1. Is the application for the requested Alternative Development Permit complete?

Analysis: The application is complete and contains the information required to analyze the proposed development and potential impacts.

Finding: Yes. Staff finds the application contains the information necessary to conduct a full review of the proposed development. The application submittal by the applicant, including the appropriate fees, substantially complies with the requirements of CBJ Chapter 49.70.1200.

2. *Is the proposed development appropriate according to the Alternative Development Overlay District?*

Analysis: The proposed development will be used for residential purpose. The requested reductions in the front yard setback and lot coverage do not exceed what is allowed by 49.70.1240(a) and (b) and the minimum vegetative cover requirement is met according to 49.70.1240(c).

Finding: Yes. The proposed development is permissible according to the Alternative Development Overlay District.

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

Analysis: The proposed design complies with lot coverage, vegetative cover, and off-street parking requirements for the zoning district.

Finding: Yes. The proposed development will comply with Title 49, including parking, lighting, lot coverage, and vegetative cover.

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

Analysis: The proposed addition will be used for residential purposes and will require a building permit.

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

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

Analysis: The proposed addition is in keeping with the residential neighborhood.

Finding: No. There is no evidence to suggest that the requested development in a D5 zoning district will substantially decrease the value of 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: The proposed development rehabilitates an historic home in an area where public utilities are available. The Comprehensive Plan and the Housing Action Plan supports these objectives as well as providing flexible tools for development.

Finding: Yes. The proposed development will be in general conformity with the Comprehensive Plan and the Housing Action Plan.

RECOMMENDATION

Staff recommends the Board of Adjustment adopt the Director's analysis and findings and **APPROVE** the requested Alternative Development Permit. The Permit would allow for the reduction of the front yard setback from 20 feet to 10.50 feet for an addition that contains living space.



ALTERNATIVE DEVELOPMENT 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.

TYPE OF ALTERNATIVE DEVELOPMENT PROPOSED (ONLY AVAILABLE TO ALLOWED RESIDENTIAL USES)

☐ Rebuild w/in Existing Footprint ☒ Setback Reduction ☐ Lot Coverage Reduction ☐ Vegetative Coverage Reduction

If requesting a Reduction of Setback(s), Lot Coverage, and / or Vegetative Coverage, the following must be provided:

☒ Map of properties w/in 150' radius ☐ Table demonstrating average corresponding setbacks located w/in 150' radius

PROJECT SUMMARY

This project involves an existing single family home and an 347 sf addition on the ground floor and a 316 sf second story loft addition.

IS THIS A MODIFICATION OF AN EXISTING APPROVAL?

☐ YES - Case #

☐ NO

Existing use of property: SINGLE FAMILY HOME

Is this project an: ☐ Expansion ☐ Rehabilitation ☐ New Development

Has this property received a Variance in the Past? ☒ NO ☐ YES - Case #

UTILITIES PROPOSED

WATER: ☐ Public ☐ On Site

SEWER: ☐ Public ☐ On Site

SITE AND BUILDING SPECIFICS

Total Area of Lot 5,732 square feet Total Area of Existing Structure(s) 805 square feet

Total Area of Proposed Structure(s) 1468 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 MATERIALS ATTACHED

☒ Complete Application

☒ Narrative including:

☒ Current use of land or building(s)

☒ Proposed setbacks, lot coverage, vegetative coverage

☒ How the proposed use complies with the Alternative Development Overlay District

☒ Plans (details on page 2)

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

ALLOWABLE/CONDITIONAL USE FEES

	Fees	Check No.	Receipt	Date
Application Fees	\$ 400			
Admin. of Guarantee	\$			
Adjustment	\$			
Pub. Not. Sign Fee	\$ 50			
Pub. Not. Sign Deposit	\$ 100			
Total Fee	\$ 550.00			

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 at 586-0770.

I:\FORMS\PLANFORM\ADP - Alternative Development Permit Application.docx

Case Number

Date Received

App 2010-001

6/11/2010



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 923 A Street, Juneau, AK 99801		
	Legal Description(s) (Subdivision, Survey, Block, Tract, Lot) CASEY SHATTUCK BL 203 LTS 3, 4		
	Parcel Number(s) 1C030C030040		
	☐ This property located in the downtown historic district ☐ This property located in a mapped hazard area, if so, which _____		
	LANDOWNER/ LESSEE		
	Property Owner Christopher Fisk	Contact Person Ian Fisk	Phone Number(s) (907) 209-2657
	Mailing Address 923 A Street, Juneau, AK 99801		
	E-mail Address fiskarnorth@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 <u>IAN FISK</u> 5/28/2020 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 Northwind Architects	Contact Person James Bibb	Phone Number(s) (907) 586-6150	
Mailing Address 126 Seward Street, Juneau, AK 99801			
E-mail Address jamesbibb@northwindarch.com			
X <u>JAMES BIBB</u> 5/28/2020 Applicant's Signature Date of Application			

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

Apob Fee : \$400.00
 Sign Deposit: \$100.00
 Sign Fee: \$ 50.00
\$ 550.00

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 at 586-0770.

Intake Initials LEC	Date Received 6/11/20
Case Number A2720-01	

Edward Quinto

From: Laurel Christian
Sent: Monday, June 1, 2020 10:33 AM
To: Edward Quinto
Subject: RE: 923 A STREET APPLICATIONS

This is good. Yes, please waive the NCC fee.

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.

From: Edward Quinto <Edward.Quinto@juneau.org>
Sent: Monday, June 1, 2020 10:00 AM
To: Laurel Christian <Laurel.Christian@juneau.org>
Subject: FW: 923 A STREET APPLICATIONS

Laurel, are both of these cases good to take in? And are we charging the fee for the non-conforming case? I don't know if an ADOD is enough to waive the fee or not.

Eddie Quinto | Permit Specialist

Community Development Department | City & Borough of Juneau, AK
Location: 230 S. Franklin Street, 4th Floor Marine View Building
General questions/payments: 907.586.0770
Office: 907.586.0928

From: Shannon-Professional <shannon@northwindarch.com>
Sent: Thursday, May 28, 2020 5:09 PM
To: Permits <Permits@juneau.org>
Cc: Laurel Christian <Laurel.Christian@juneau.org>; James Bibb <james@northwindarch.com>
Subject: 923 A STREET APPLICATIONS

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

Hello!

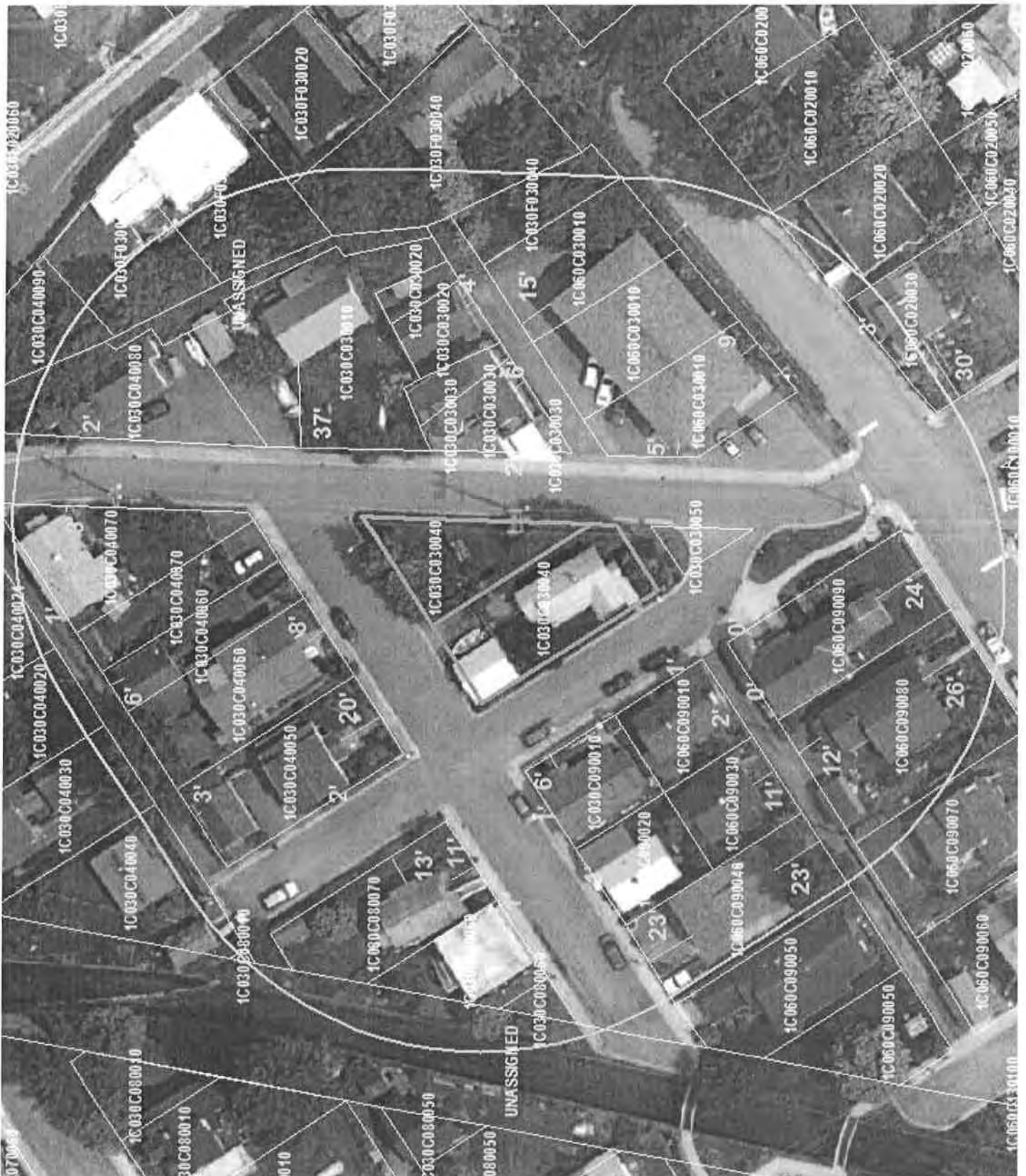
We would like to submit for review the following applications:

- Development Permit Application
- Alternate Development Permit Application (ADOD)
- Nonconforming Certification Application

Please do not hesitate to contact either James Bibb or myself with any questions. We look forward to working with you!

Shannon Crossley

NorthWind Architects, LLC
126 Seward Street
Juneau, AK 99801
Office: 907-586-6150 ex. 208
Cell: 540-229-9452



Attachment A - Application Packet



May 27, 2020

Shannon Crossley
NorthWind Architects, LLC
126 Seward Street
Juneau, Alaska 99801

Re: ADOD Project Narrative for 923 A Street.

Project: Fisk Home, 923 A Street, Juneau, AK

To Whom it May Concern,

One of the purposes of the alternative development overlay district was to provide adequate minimum standards that maintain the character of a historic neighborhood. When the Casey Shattuck neighborhood was developed, the homes were often built close to the street or alley, and the alternative district allows new construction to match an average of setbacks within a 150-foot radius from the home. Our client would like to build an addition to his home with an alternate setback of 10.52 ft, proposed in the Pre- Application Conference Final Report for case PAC2019-0056. (Please see attached.)

We look forward to the opportunity of working with you on this project. If you require additional information or clarification on any aspects of this permit application, please don't hesitate to call on us.

Sincerely,

Shannon Crossley
NorthWind Architects, LLC

Sean M Boily AIA
Principal Architect

Evelyn F Rousso AIA LEED
Principal Architect

Gerald R Gotschall AIA
Principal Architect
LEED AP BD+C

James Bibb AIA
Principal Architect

E. David Hurley AIA
Principal Architect

126 Seward Street
Juneau, AK 99801

p.907.586.6150
f.907.586.6181



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

Insert Project Name

Case Number: PAC2019-0056

Applicant: Shannon Crossley

Property Owner: John Pugh

Property Address: 1011 D Street, 923 A St.

Parcel Code Number: 1C060C170080, 1C030C030040

Site Size: 5,400 sf, 5,762 sf

Zoning: D-5

Existing Land Use: Single Family

Conference Date: 08/14/2019 10:30am

Report Issued: 08/26/2019

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
Shannon Crossley	Applicant	shannon@northwindarch.com
Amy Liu	Planning	Amy.Liu@juneau.org
Kyle Paw	Permit Tech	Kyle.paw@juneau.org

Pre-Application Conference Final Report

Conference Summary

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

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

Planning Division

1. **Zoning** – Zoned D5, in Alternative Development Overlay District (ADOD).
 - 1011 D St and 923 A St: Per 49.25.300, each property may have an accessory apartment. Per 49.25.510(k)(2)(E)(ii), each apartment may be up to 600 square feet in living space and would be required to have an approved conditional use permit. Lots would need to be consolidated to prevent encroachment of a new structure.
 - The conditional use permit for an accessory apartment consists of a site plan, narrative, and floor plan. See application for full description of required materials.
 - Lot line consolidation process follows minor subdivision process. See subdivision application and plat checklist for full description of required materials.
2. **Setbacks** – Per 49.25.400, required setbacks are 20' from the front, 'from a side, and 13' from a street side.
 - 1011 D St: Per, 49.25.430(3), street side setbacks are measured from the NW and SE lot lines, which abut an alley and Tenth St respectively. The front setback is measured from the SW lot line abutting D St. The side setback is measured from the NE lot line shared with another private property owner. Street setback may be reduced per ADOD to 7.12 feet.
 - 923 A St: Per, 49.25.430(3), street side setbacks are measured from the NW, SW, and SE lot lines, which abut Tenth St, A St, and the alley respectively. Front setback is measured from the NE lot line abutting Capital Ave. Front setback may be reduced to 10.52 feet. Street side setback may be reduced to 5.44 feet.
3. **Height** – Maximum is 35' for primary uses and 25' for accessory uses. Any vertical expansion of an existing structure requires ADOD Permit.
4. **Access** – See #2 Setbacks for assignment of front lot line. Vehicular and pedestrian access for 1011 D Street are provided through D Street. Vehicular access for 923 A Street is through Tenth St. Pedestrian access is through A St.
5. **Parking & Circulation**– One parking space is required for an accessory apartment. No parking is required for the existing single family dwellings, as both were constructed prior to any parking requirement by CBJ.
6. **Lot Coverage** – Maximum is 35% of the lot area.
7. **Vegetative Coverage** – Minimum is 20% of the lot area.
8. **Lighting** – NA
9. **Noise** – NA
10. **Flood** – NA

Pre-Application Conference Final Report

11. **Hazard/Mass Wasting/Avalanche/Hillside Endorsement** – NA

12. **Wetlands** – NA

13. **Habitat** – NA

14. **Plat or Covenant Restrictions** – NA

15. **Traffic** - NA

Building Division

16. **Building** NA

17. **Outstanding Permits** -NA

General Engineering/Public Works NA

18. **Engineering** – NA

19. **Drainage** – NA

20. **Utilities** – (water, power, sewer, etc.) NA

Fire Marshal

21. **Fire Items/Access** – NA

Other Applicable Agency Review

NA

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 for each property
2. Conditional use permit for each property
3. Subdivision application for each property
4. ADOD application per setback reduction
5. If applicable, parking waiver

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.

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.

NA

Pre-Application Conference Final Report

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 is \$350.00. Public notice sign with conditional use permit is \$150.00, of which \$100.00 is refundable if the sign is returned within the week of the PC hearing.
2. ADOD application is \$400.00 per setback reduction. Public notice sign may address CUP and ADOD.
3. Lot line adjustment is \$110.00 plus \$25.00 for each lot changed.

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

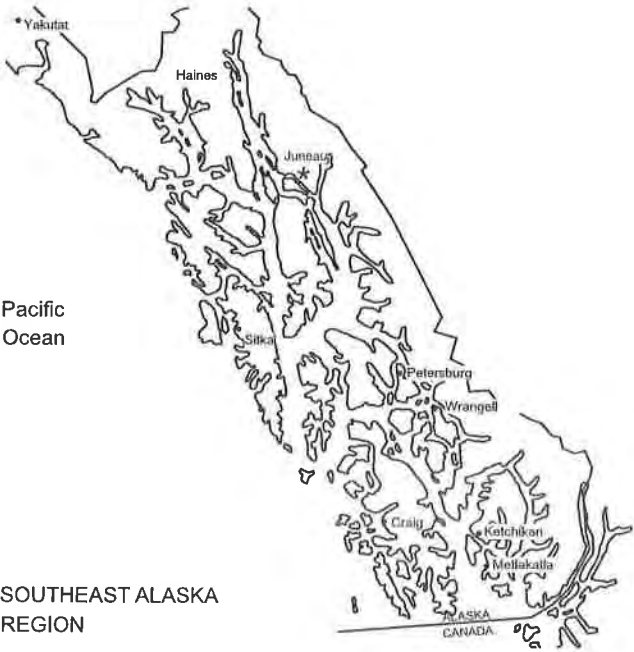
FISK HOUSE

PERMIT SET - 5-27-20

ARCHITECT	OWNER	STRUCTURAL
 NorthWind Architects, LLC 126 Seward St Juneau, Alaska 99801 907.586.6150 James Bibb, AIA	Ian Fisk 923 A Street Juneau, Alaska 99801 (907)	Timberline Engineering, LLC Juneau, Alaska 99801 (907) 635-1433 Jacob Graves, P.E.

JUNEAU, AK

PROJECT LOCATION

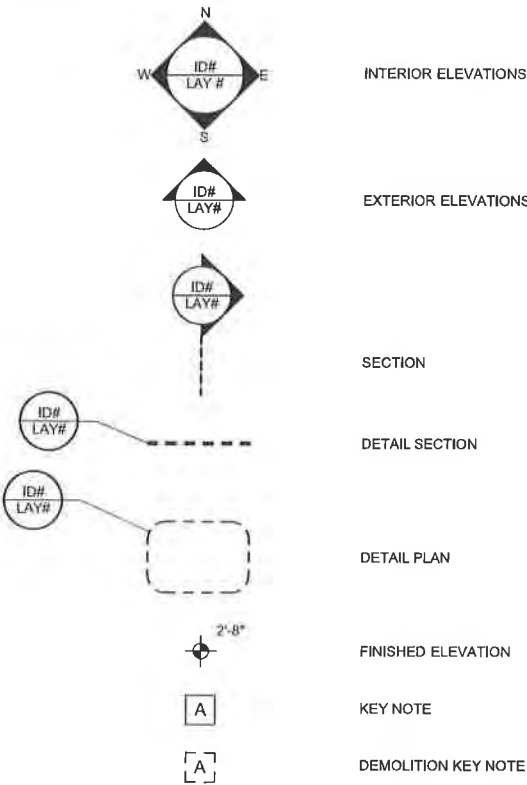


GENERAL NOTES:

1. THE CONTRACTOR IS RESPONSIBLE FOR THE FABRICATION AND INSTALLATION OF ALL MATERIALS AND EQUIPMENT IN ACCORDANCE WITH THE INTERNATIONAL RESIDENTIAL CODE (IRC 2012 EDITION) AND ALL ITS RELATED DOCUMENTS AND AMENDMENTS. ALL MATERIALS SHALL BE STORED, HANDLED, AND INSTALLED PER MANUFACTURERS' OR MATERIAL ASSOCIATIONS' INSTRUCTIONS AND RECOMMENDATIONS.
2. THE CONTRACTOR SHALL COORDINATE AND VERIFY ALL CONDITIONS AFFECTING THE PROJECT SCOPE OF WORK, AND WILL NOTIFY THE OWNER OF ANY DISCREPANCIES, AND/OR VARYING CONDITIONS. THE CONTRACTOR SHALL COORDINATE ALL CONSTRUCTION RELATED ACTIVITIES WITH THE OWNER PRIOR TO EXECUTING ANY WORK OF THIS CONTRACT.
3. CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL DIMENSIONS AND CONDITIONS IN THE FIELD PRIOR TO THE FABRICATION AND INSTALLATION OF ANY MATERIALS. CONTRACTOR SHALL PROTECT ALL WORK AREAS FROM DAMAGE DUE TO CONSTRUCTION, RELATED WORK, AND WEATHER. DAMAGED AREAS WILL BE RESTORED TO THEIR ORIGINAL CONDITION AT NO ADDITIONAL COST TO THE OWNER.
4. ALL ARCHITECTURAL ELEVATIONS ARE BASED FROM REFERENCE DATUM ELEVATION OF 0'-0" FROM TOP OF FINISH FIRST FLOOR. THE BUILDING MAY NOT BE LEVEL AND SOME DIMENSIONS AS THEY RELATE TO ELEVATIONS MUST BE COORDINATED AND VERIFIED.
5. CONTRACTOR IS RESPONSIBLE FOR THE DESIGN OF ALL ROOF, CEILING, AND FLOOR MOUNTED CONSTRUCTION RIGGING. AVOID STACKING ANY CONCENTRATED LOADS ON THE EXISTING ROOF. CONTRACTOR WILL BE RESPONSIBLE FOR ALL TEMPORARY SHORING AND ANY TEMPORARY WORK OPENINGS IN THE BUILDING ENVELOPE. ALL OPENINGS WILL BE REPAIRED WITH MATERIALS AND ASSEMBLIES TO MATCH EXISTING.
6. UTILITIES: OWNER WILL FURNISH ELECTRICAL POWER (120V AND 220V) FOR EQUIPMENT AND LIGHTING. CONTRACTOR IS REQUIRED TO FURNISH ALL TEMPORARY ACCESS TO CONSTRUCTION, LIGHTING AND HEAT. CONTRACTOR SHALL NOT USE OWNER PROVIDED ELECTRICITY FOR TEMPORARY HEAT. CONTRACTOR SHALL PROVIDE AND MAINTAIN SEPARATE TOILET FACILITIES DURING CONSTRUCTION, UNTILL WHICH TIME PLUMBING IN THE HOUSE MAY BE ACTIVATED. AT THAT TIME, A BATROOM ON THE FIRST FLOOR MAY BE USED BY THE CONTRACTOR, BUT MYUST BE IN AS-NEW CONDITION AT THE END OF THE PROJECT.
7. INSPECTION: THE CONTRACTOR IS TO NOTIFY OWNER OF UNEXPECTED DAMAGED MATERIALS OBSERVED DURING CONSTRUCTION. REPLACE DAMAGED MATERIALS AS DIRECTED AND AUTHORIZED BY THE OWNER. WORK OUTSIDE THE SCOPE OF THIS CONTRACT SHALL, ON THE AUTHORIZATION OF THE OWNER, BE REPLACED AT ADDITIONAL NEGOTIATED COST TO THE CONTRACT.
8. MECHANICAL AND ELECTICAL DESIGN IS TO BE DESIGN BUILD, GUIDED BY PROVIDED LIGHTING PLANS, EQUIPMENT NOTES AND OUTLINE SPECIFICATION SUMMARIES.
9. WHERE PIPE OR CONDUIT ARE IDENTIFIED FOR REMOVAL UP TO REMAINING, ENDS ARE TO BE CUT BACK BEHIND FACE OF FINISH, CAPPED OR SEALED, AND FINISH EXTENDED ACROSS PENETRATION.
10. THE CONTRACTOR SHALL ENSURE COORDINATION AND CONTINUITY BETWEEN TRADES, AND SHALL CONFIRM ALL CONDITIONS NECESSARY TO PROCEED WITH ANY COMPONENT OF THE WORK, INCLUDING PREPARATION OF ANY NEW OR EXISTING MATERIAL SUBSTRATE OR SURFACE TO RECEIVE FINISHES AND/OR EQUIPMENT.
11. ALL ITEMS IDENTIFIED IN THESE CONSTRUCTION DOCUMENTS ARE NEW AND TO BE PROVIDED AS A PART OF THIS CONTRACT, UNLESS OTHERWISE NOTED.
12. ALL ITEMS IDENTIFIED FOR SALVAGE BUT NOT REINCORPORATED IN THE WORK ARE TO BE TURNED OVER TO OWNER UNLESS OTHERWISE NOTED OR DIRECTED.

NOTE: SPECIAL DETAILS INCLUDING STARIS, BANISTERS, SHIPS LADDER, AND RAILINGS SHALL UNDERGO CONTINUED COORDINATION WITH ARCHITECT, OWNER AND CONTRACTOR AS CONSTRUCTION COMMENSES.

SYMBOLS



ARCHITECTURAL SHEET INDEX

- G0.0 TITLE SHEET
- G0.1 SITE PLAN
- A0.1 EXISTING FIRST FLOOR
- A1.1 FIRST FLOOR DEMOLITION
- A2.1 FIRST FLOOR
- A2.2 SECOND FLOOR
- A2.3 ROOF PLAN
- A2.4 ENLARGED FLOOR PLANS
- A3.1 SECTIONS
- A3.2 SECTIONS
- A4.1 ELEVATIONS
- A4.2 ELEVATIONS
- A4.3 ELEVATIONS
- A4.4 ELEVATIONS
- A5.1 INTERIOR ELEVATIONS
- A6.1 DETAILS
- A7.1 SCHEDULES

STRUCTURAL SHEET INDEX

- S-0 GENERAL NOTES
- S-1 FOUNDATION PLAN
- S-2 FIRST FLOOR FRAMING PLAN
- S-3 LOFT FLOOR & ENTRY ROOF FRAMING PLAN
- S-4 LOWER ROOF FRAMING PLAN
- S-5 UPPER ROOF FRAMING PLAN
- S-6 SHEAR WALL SECTIONS
- S-7 SHEAR WALL SECTIONS
- S-8 BUILDING SECTION
- S-9 DETAILS

RECEIVED

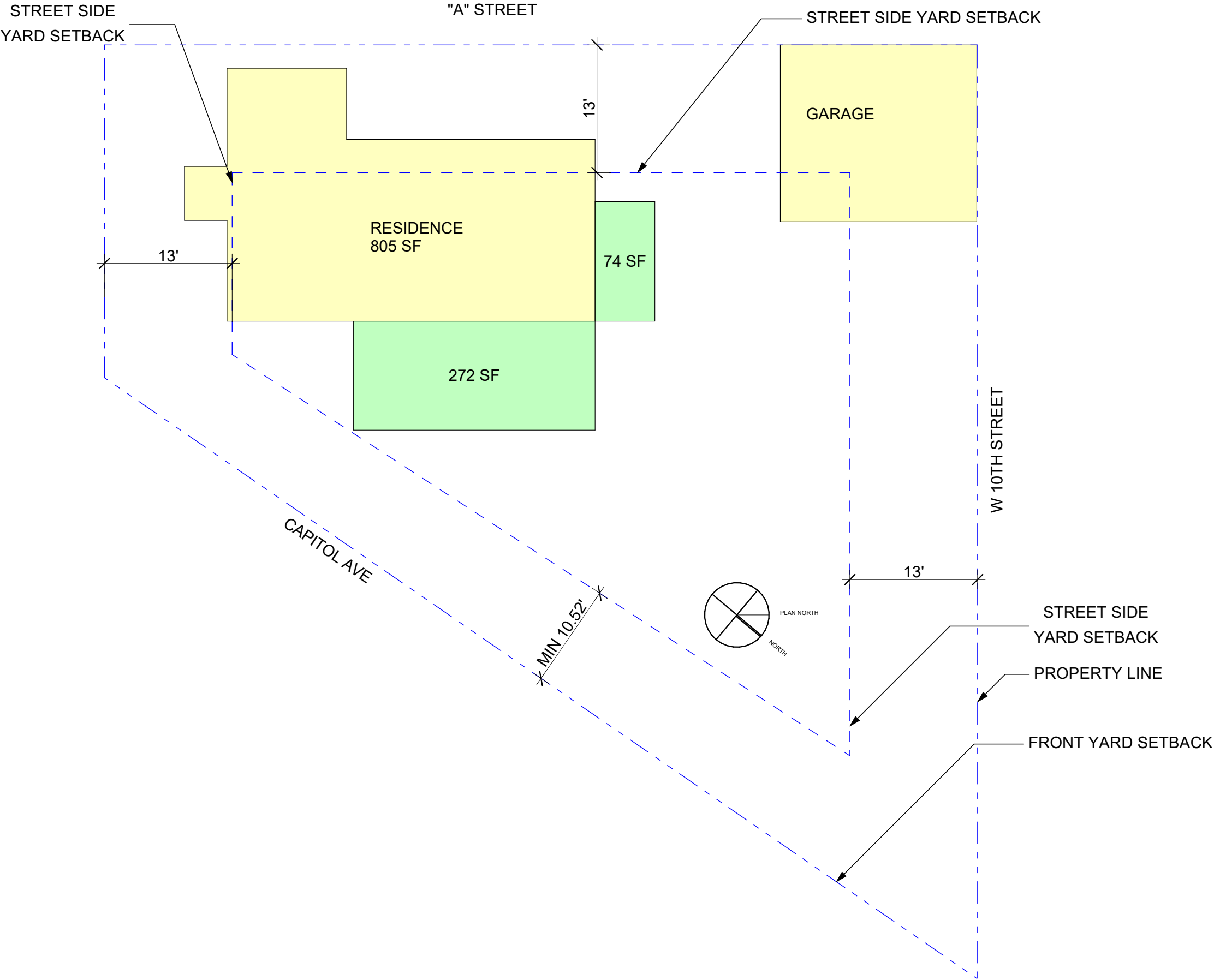
JUN 0 1 2020

PERMIT CENTER/CDD

FISK HOUSE
923 A STREET
JUNEAU, AK 99801
NWA-1925
SHEET #

G0.0

PLOT DATE 5/27/2020
ISSUE DATE ** ISSUE DATE **



1

SITE PLAN

SCALE: 3/32" = 1'-0"

CODE REVIEW

IBC 2012

OCCUPANCY CLASSIFICATION:
RESIDENTIAL R2

TYPE OF CONSTRUCTION - TYPE VB

SPRINKLED - NO

REQUIRED SEPARATION OF
OCCUPANCIES - NO SEPERATION
REQUIRED

EXISTING FLOOR AREA:
FIRST FLOOR = 805.2 SF

NEW CONSTRUCTION FLOOR AREA:
FIRST FLOOR = 346.7
SECOND FLOOR= 315.48

ALLOWABLE BUILDING HEIGHT:
35'-0"

STAIR 1: 14 RISERS @ 7 23/32"
STAIR 2: 13 RISERS @ 7 25/64"

ACTUAL STORIES AND HEIGHT:
FIRST FLOOR = 1 STORY, 9' FINISH
FLOOR-FLOOR HEIGHT
SECOND FLOOR = 1 STORY, 7' FINSH
FLOOR - CEILING HEIGHT
TOTAL HEIGHT = 24'-11"

ZONING REVIEW

CBJ TITLE 49 LAND USE
LEGAL DESCRIPTION OF LOT
CASEY
SHATTUCK BL 203
LTS 3, 4, 5 FR
CITY BOROUGH OF JUNEAU

ZONING DISTRICT - D5 (SINGLE
FAMILY/DUPLEX)

ALLOWABLE SETBACKS:
FRONT YARD = 20'-0" TYP, 10.52" AS
PER ADOD
STREET SIDE YARD =13'-0"

MAXIMUM HEIGHT - 35'-0"
MAXIMUM LOT COVERAGE - 50%

NUMBER OF DWELLING UNITS=1

NUMBER OF FIXTURES:
TOILETS = 2
SINKS = 3
SHOWERS = 2

LEGEND

EXISTING

NEW



NorthWind Architects LLC

126 Seward St
Juneau, AK 99801
Ph #907.586.6150
www.northwindarch.com

1" ACTUAL

IF THE ABOVE DIMENSION DOES NOT MEASURE ONE INCH (1") EXACTLY, THIS DRAWING WILL HAVE BEEN ENLARGED OR REDUCED, AFFECTING ALL LABELED SCALES.

FISK HOUSE RENOVATION

NWA-1925
923 A STREET
JUNEAU, AK 99801

SHEET TITLE:
SITE PLAN

CHECKED JB
DRAWN AD,JB

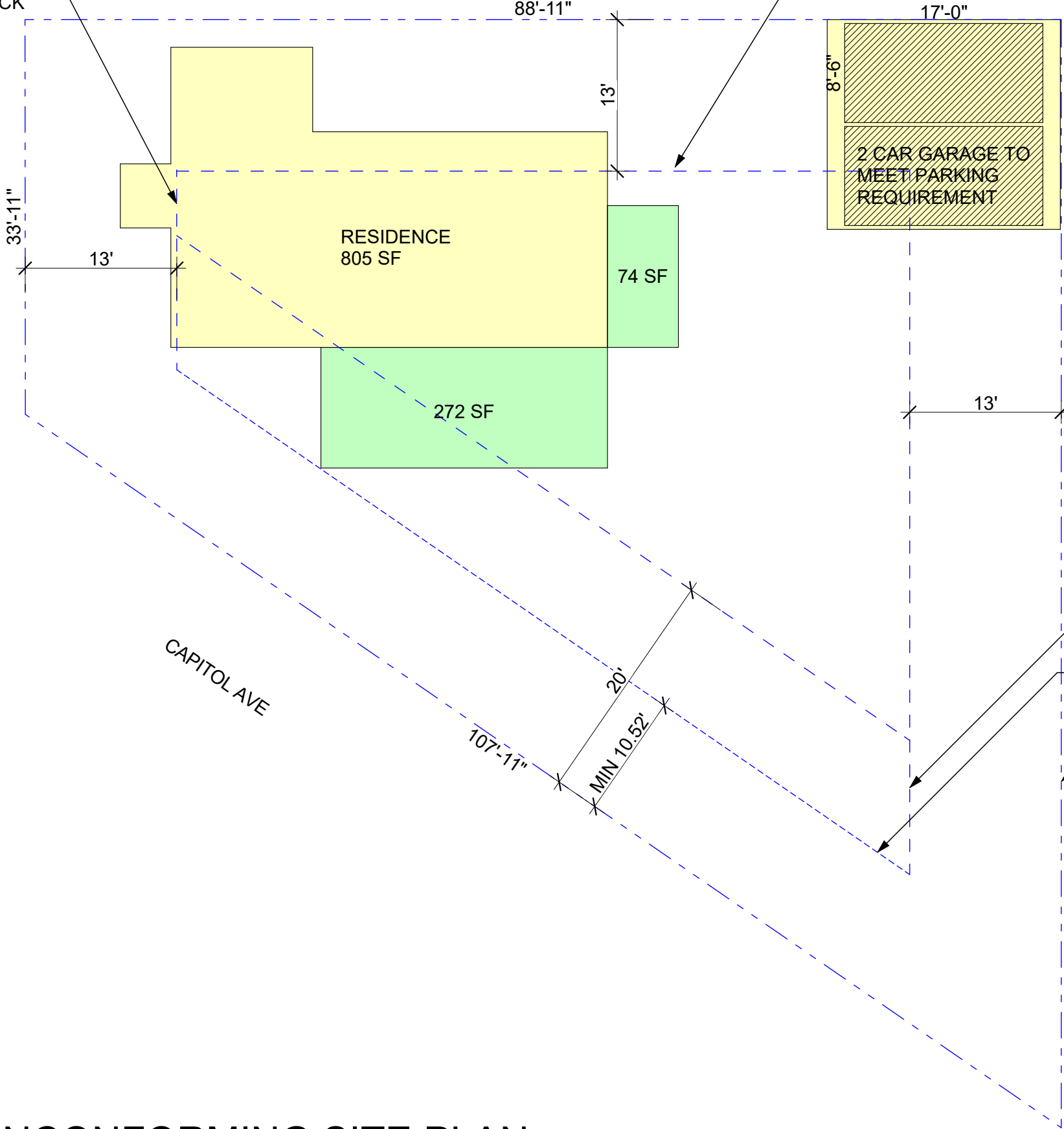
SHEET #
G0.1

PLOT DATE 6/10/2020
ISSUE DATE 8/5/2019

STREET SIDE
YARD SETBACK

"A" STREET

STREET SIDE YARD SETBACK



LEGEND

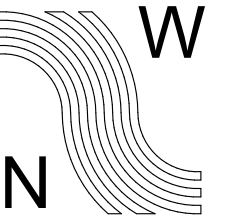
EXISTING

NEW

PROPERTY LINE

SETBACK

ALT SETBACK



NorthWind
Architects LLC
126 Seward St
Juneau, AK 99801
Ph #907.586.6150
www.northwindarch.com

1" ACTUAL
IF THE ABOVE DIMENSION DOES NOT MEASURE ONE INCH (1") EXACTLY, THIS DRAWING WILL HAVE BEEN ENLARGED OR REDUCED, AFFECTING ALL LABELED SCALES.

FISK HOUSE RENOVATION

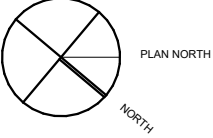
NWA-1925
923 A STREET
JUNEAU, AK 99801

SHEET TITLE:
NONCONFORMING
SITEPLAN

CHECKED JB
DRAWN AD,JB

SHEET #
G0.2

PLOT DATE 6/10/2020
ISSUE DATE 8/5/2019



NONCONFORMING SITE PLAN

SCALE: 3/32" = 1'-0"



NorthWind Architects LLC
126 Seward St
Juneau, AK 99801
Ph #907.586.6150
www.northwindarch.com

1" ACTUAL
IF THE ABOVE DIMENSION DOES NOT MEASURE ONE INCH (1") EXACTLY, THIS DRAWING WILL HAVE BEEN ENLARGED OR REDUCED, AFFECTING ALL LABELED SCALES.

FISK HOUSE RENOVATION

NWA-1925
923 A STREET
JUNEAU, AK 99801

SHEET TITLE:
EXISTING FIRST FLOOR

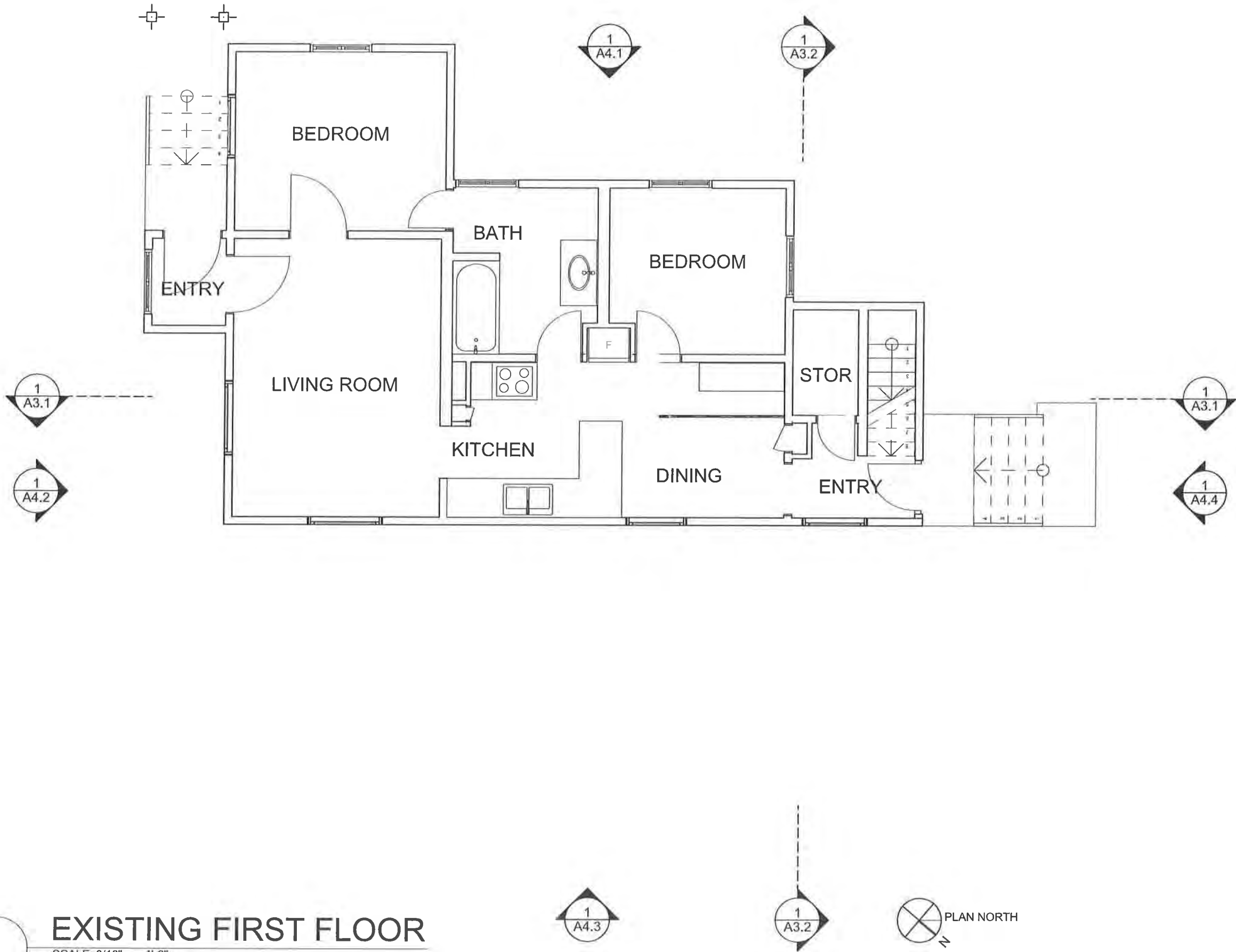
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SHEET #

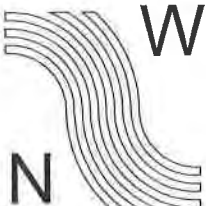
A0.1

PLOT DATE 5/27/2020
ISSUE DATE 8/5/2019

1 EXISTING FIRST FLOOR
SCALE: 3/16" = 1'-0"



--- TO BE DEMOLISHED
— EXISTING



**NorthWind
Architects LLC**
126 Seward St
Juneau, AK 99801
Ph #907.586.6150
www.northwindarch.com

1" ACTUAL

IF THE ABOVE DIMENSION DOES NOT MEASURE ONE INCH (1") EXACTLY, THIS DRAWING WILL HAVE BEEN ENLARGED OR REDUCED, AFFECTING ALL LABELED SCALES.

FISK HOUSE RENOVATION

NWA-1925
923 A STREET
JUNEAU, AK 99801

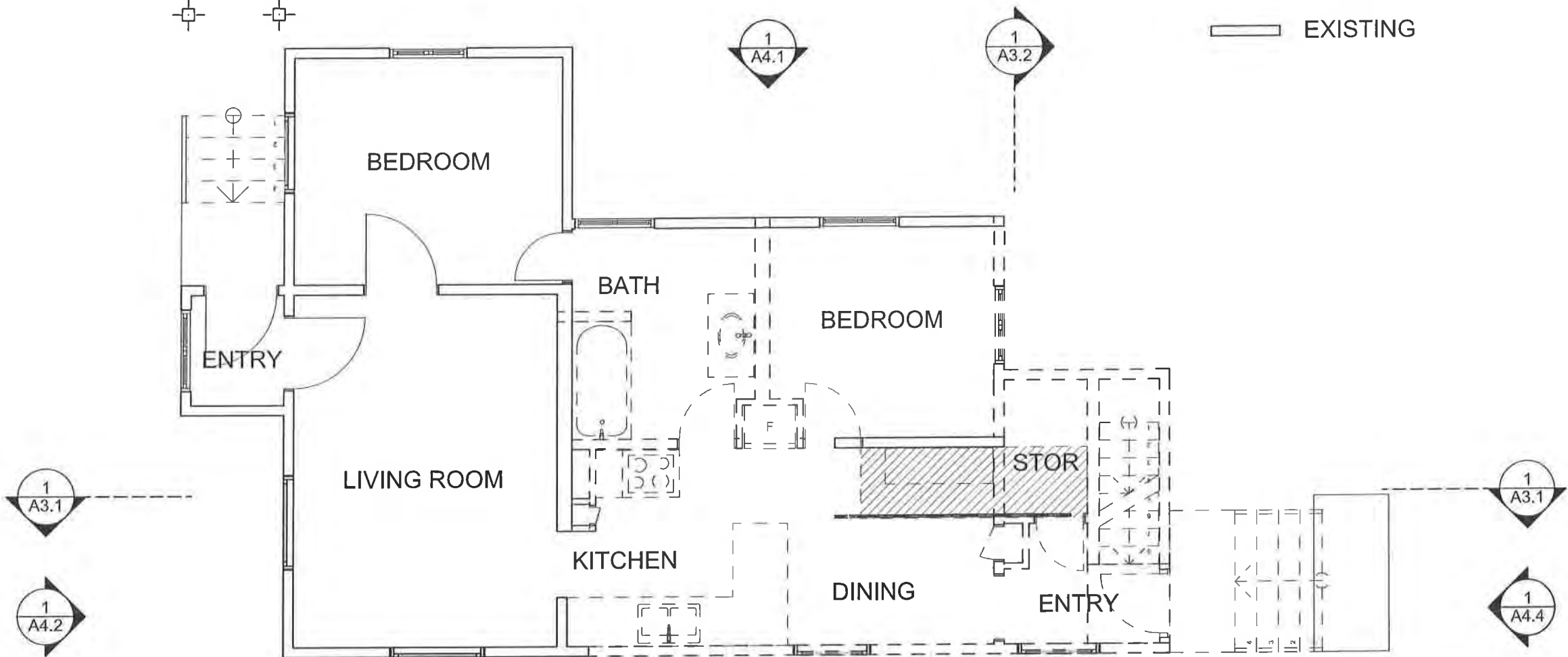
SHEET TITLE:
FIRST FLOOR
DEMOLITION

CHECKED JB
DRAWN AD,JB

SHEET #
A1.1

PLOT DATE 5/27/2020
ISSUE DATE 8/5/2019

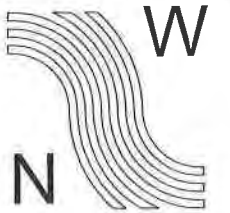
1 FIRST FLOOR DEMOLITION
SCALE: 3/16" = 1'-0"



1
A4.3

1
A3.2





NorthWind Architects LLC
126 Seward St
Juneau, AK 99801
Ph #907.586.6150
www.northwindarch.com

1" = 1' ACTUAL
IF THE ABOVE DIMENSION DOES NOT MEASURE ONE INCH (1") EXACTLY, THIS DRAWING WILL HAVE BEEN ENLARGED OR REDUCED, AFFECTING ALL LABELED SCALES.

FISK HOUSE RENOVATION

NWA-1925
923 A STREET
JUNEAU, AK 99801

SHEET TITLE:
FIRST FLOOR

CHECKED JB
DRAWN AD,JB

SHEET #

A2.1

PLOT DATE 5/27/2020
ISSUE DATE 8/5/2019

KEY NOTE

3'-0" HIGH PRIVACY WALL

1

NEW
EXISTING

1

1

1

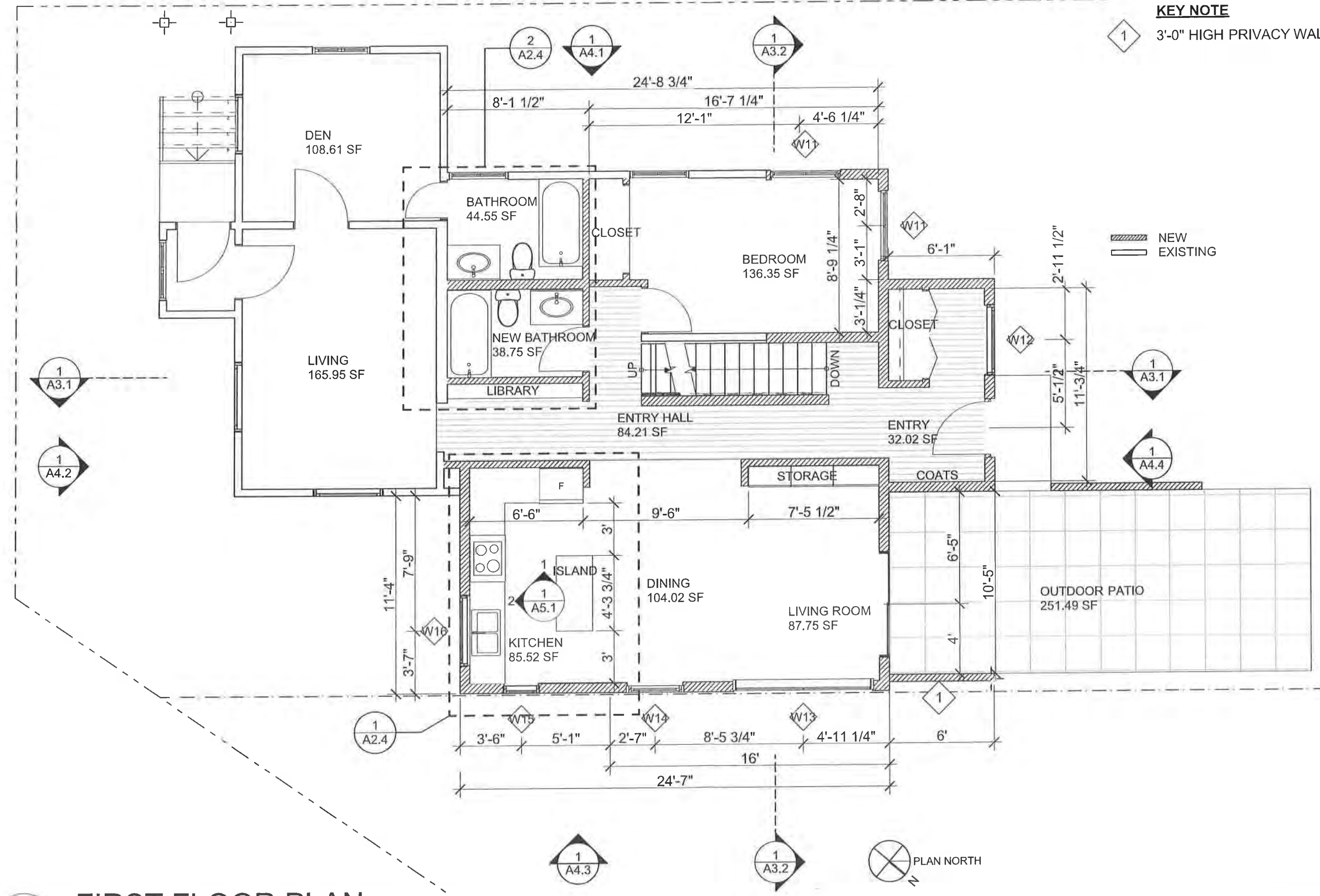
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1

1

1

1



FIRST FLOOR PLAN

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

Attachment A - Application Packet

1



NorthWind Architects LLC
126 Seward St
Juneau, AK 99801
Ph #907.586.6150
www.northwindarch.com

KEY NOTE

- 1 LOCATION FOR BUILT-IN STORAGE
- 2 36" HIGH GUARDRAIL WITH NO OPEN AREA GREATER THAN 4"
- 3 36" HIGH HALF-WALL
- 4 LOWER ROOF BELOW

NEW
 EXISTING

1" ACTUAL
IF THE ABOVE DIMENSION DOES NOT MEASURE ONE INCH (1") EXACTLY, THIS DRAWING WILL HAVE BEEN ENLARGED OR REDUCED, AFFECTING ALL LABELED SCALES.

FISK HOUSE RENOVATION

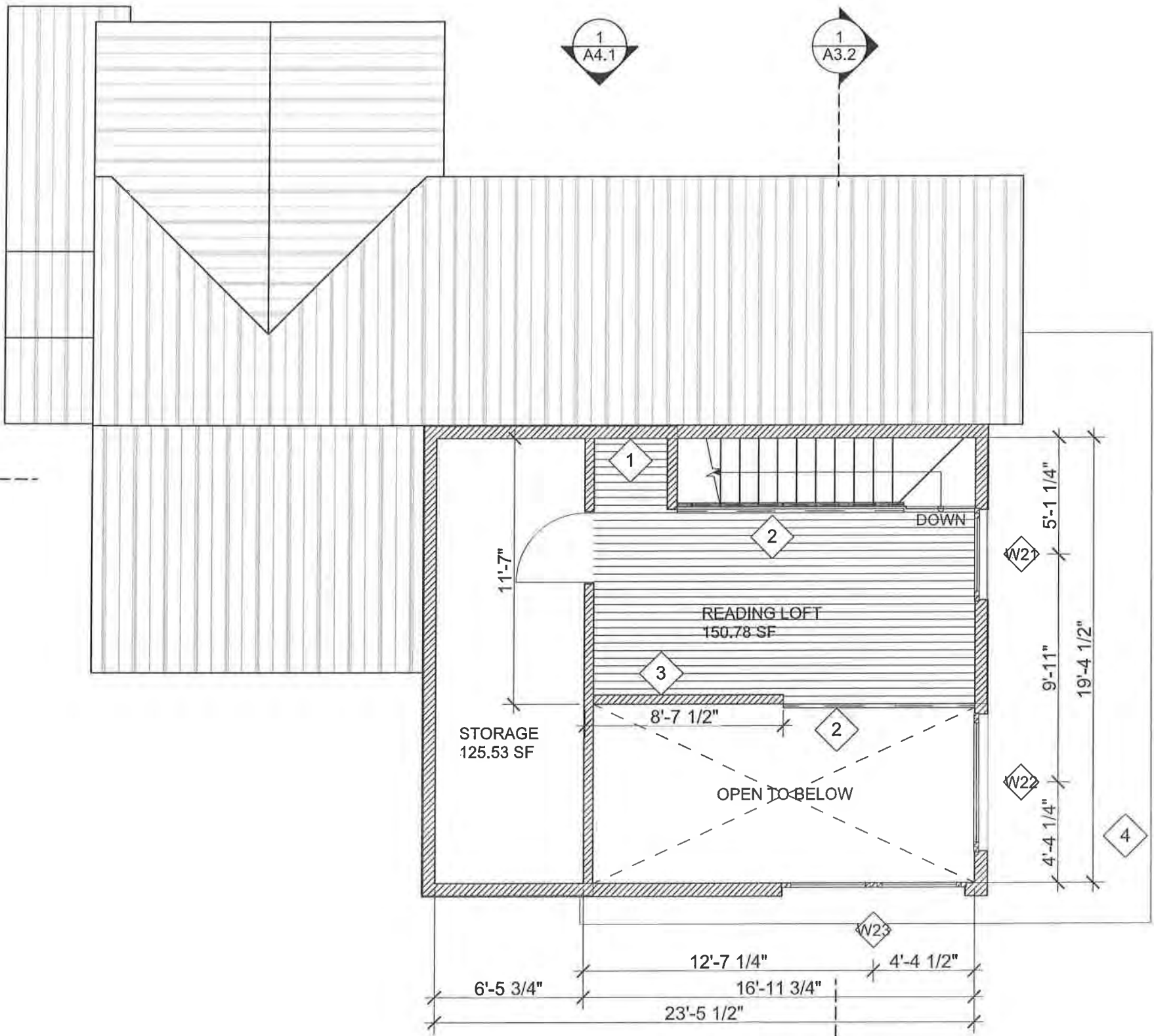
NWA-1925
923 A STREET
JUNEAU, AK 99801

SHEET TITLE:
SECOND FLOOR

CHECKED JB
DRAWN AD,JB

SHEET #
A2.2

PLOT DATE 5/27/2020
ISSUE DATE 8/5/2019

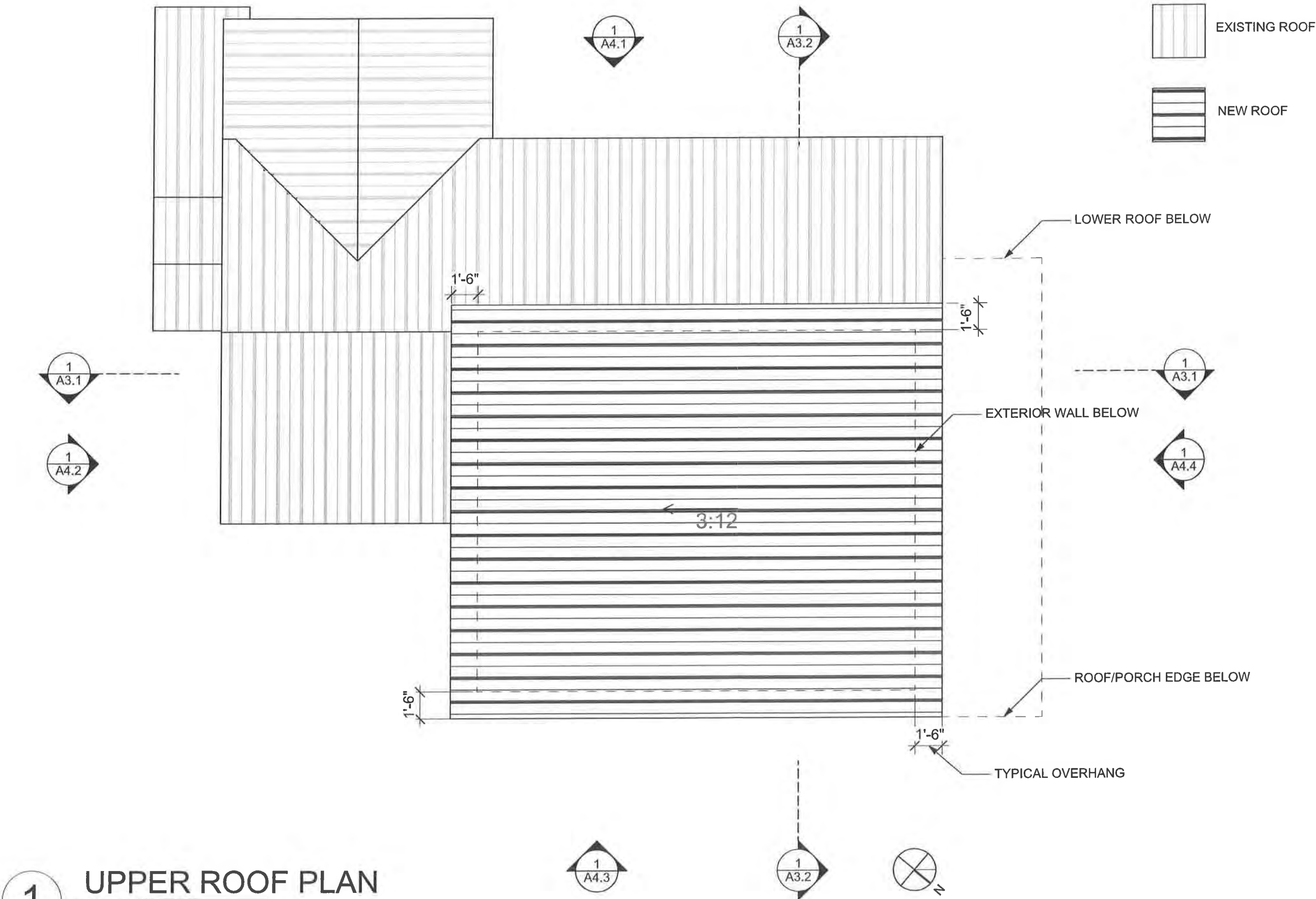


SECOND FLOOR PLAN/ LOWER ROOF PLAN

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

Attachment A - Application Packet

1



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126 Seward St
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Ph #907.586.6150
www.northwindarch.com

1" ACTUAL
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FISK HOUSE RENOVATION

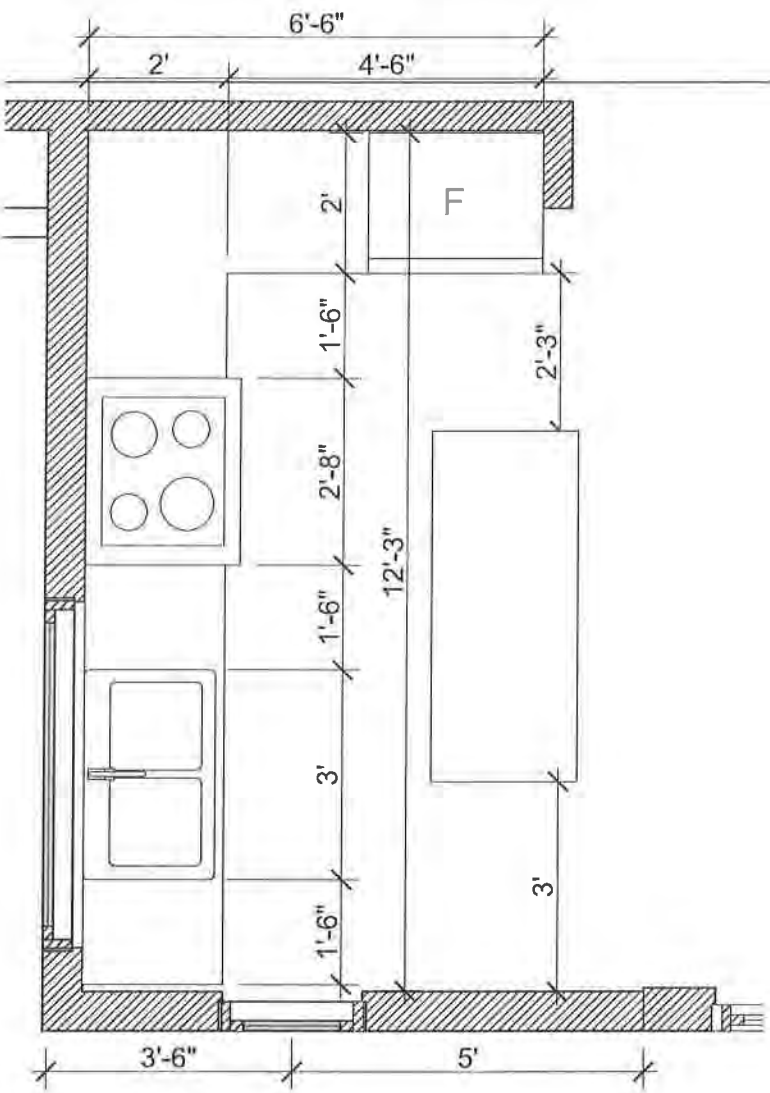
NWA-1925
923 A STREET
JUNEAU, AK 99801

SHEET TITLE:
ROOF PLAN

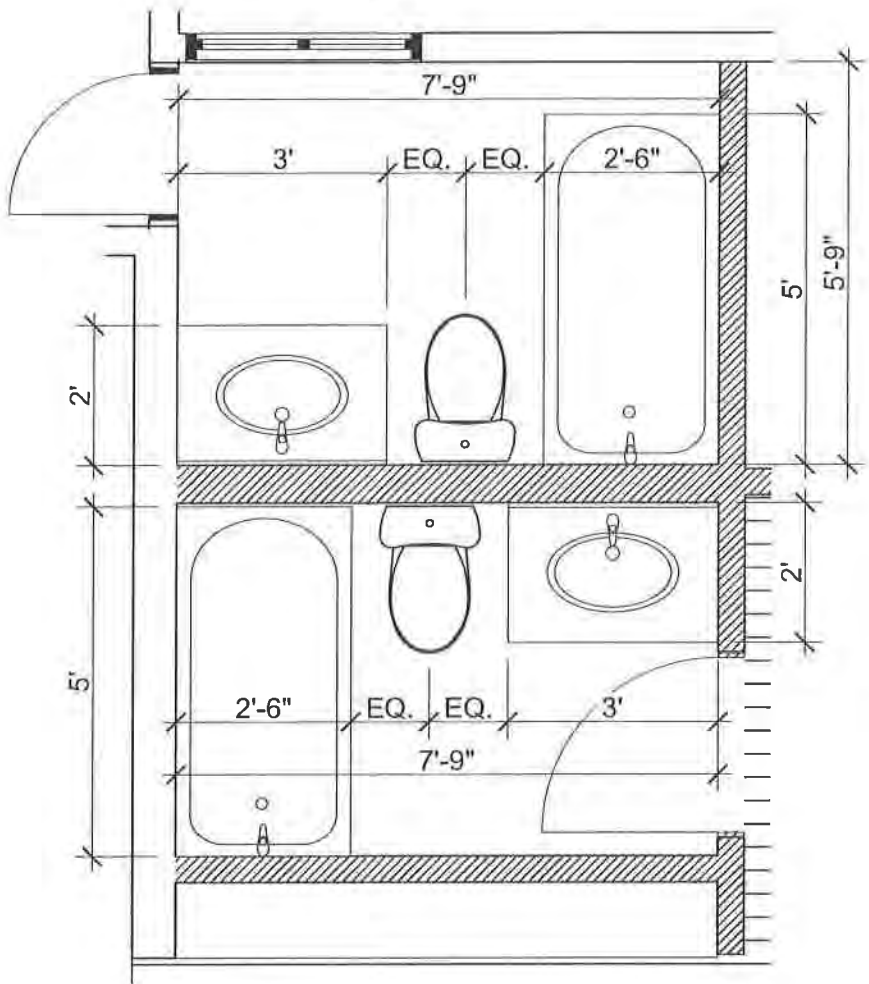
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DRAWN AD,JB

SHEET #
A2.3

PLOT DATE 5/27/2020
ISSUE DATE 8/5/2019



1 KITCHEN LAYOUT
SCALE: 3/8" = 1'-0"



2 BATHROOM LAYOUT
SCALE: 3/8" = 1'-0"



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FISK HOUSE RENOVATION

NWA-1925
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SHEET TITLE:
ENLARGED FLOOR
PLANS

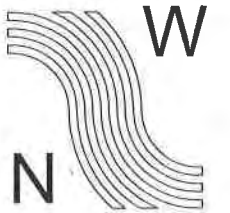
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DRAWN AD,JB

SHEET #
A2.4
PLOT DATE 5/27/2020
ISSUE DATE 8/5/2019



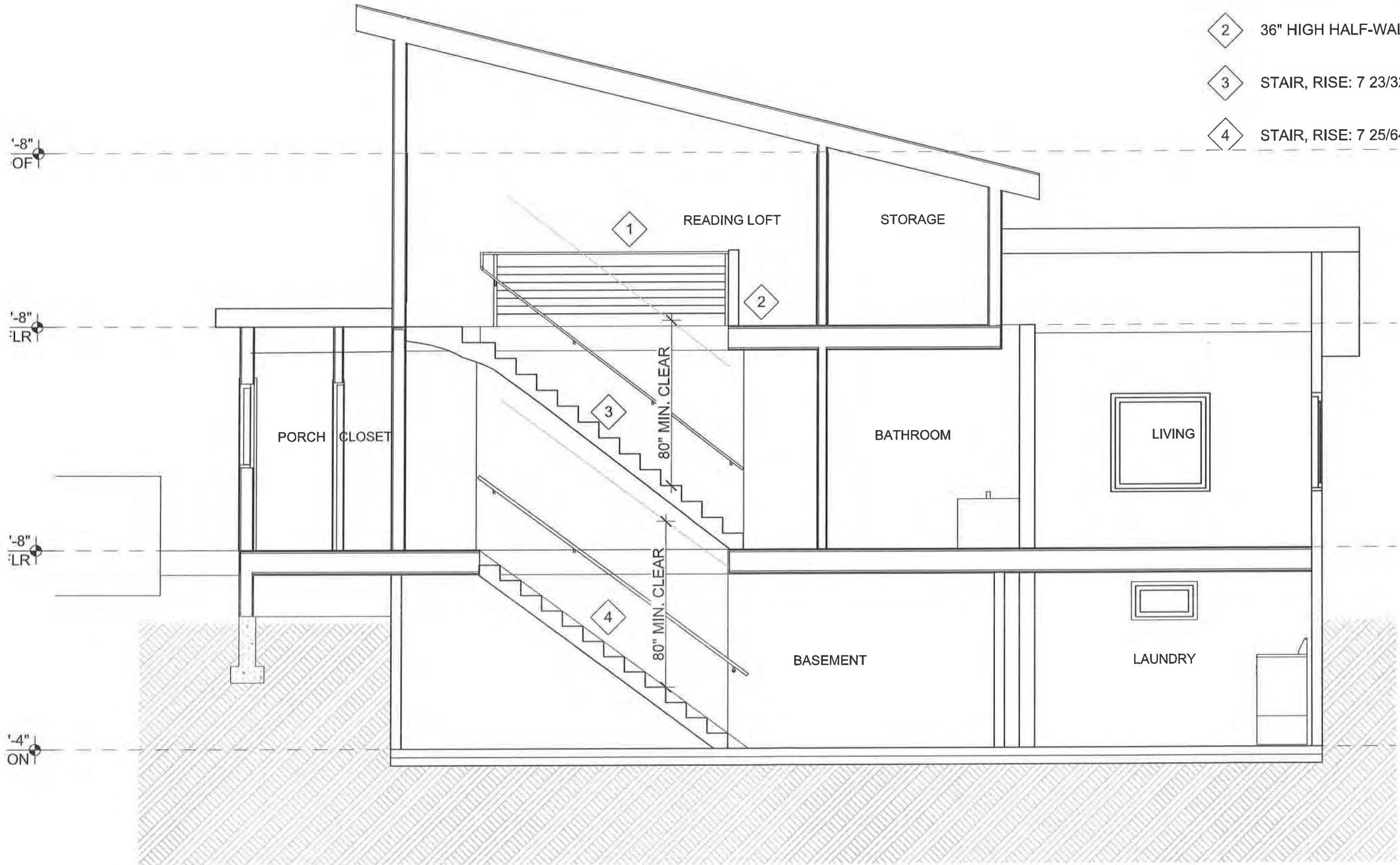
KEY NOTE

- 1 36" GUARD RAIL WITH NO OPEN AREA GREATER THAN 4"
- 2 36" HIGH HALF-WALL
- 3 STAIR, RISE: 7 23/32" RUN: 10"
- 4 STAIR, RISE: 7 25/64" RUN: 10"



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SHEET TITLE:
SECTIONS

CHECKED JB
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SHEET #

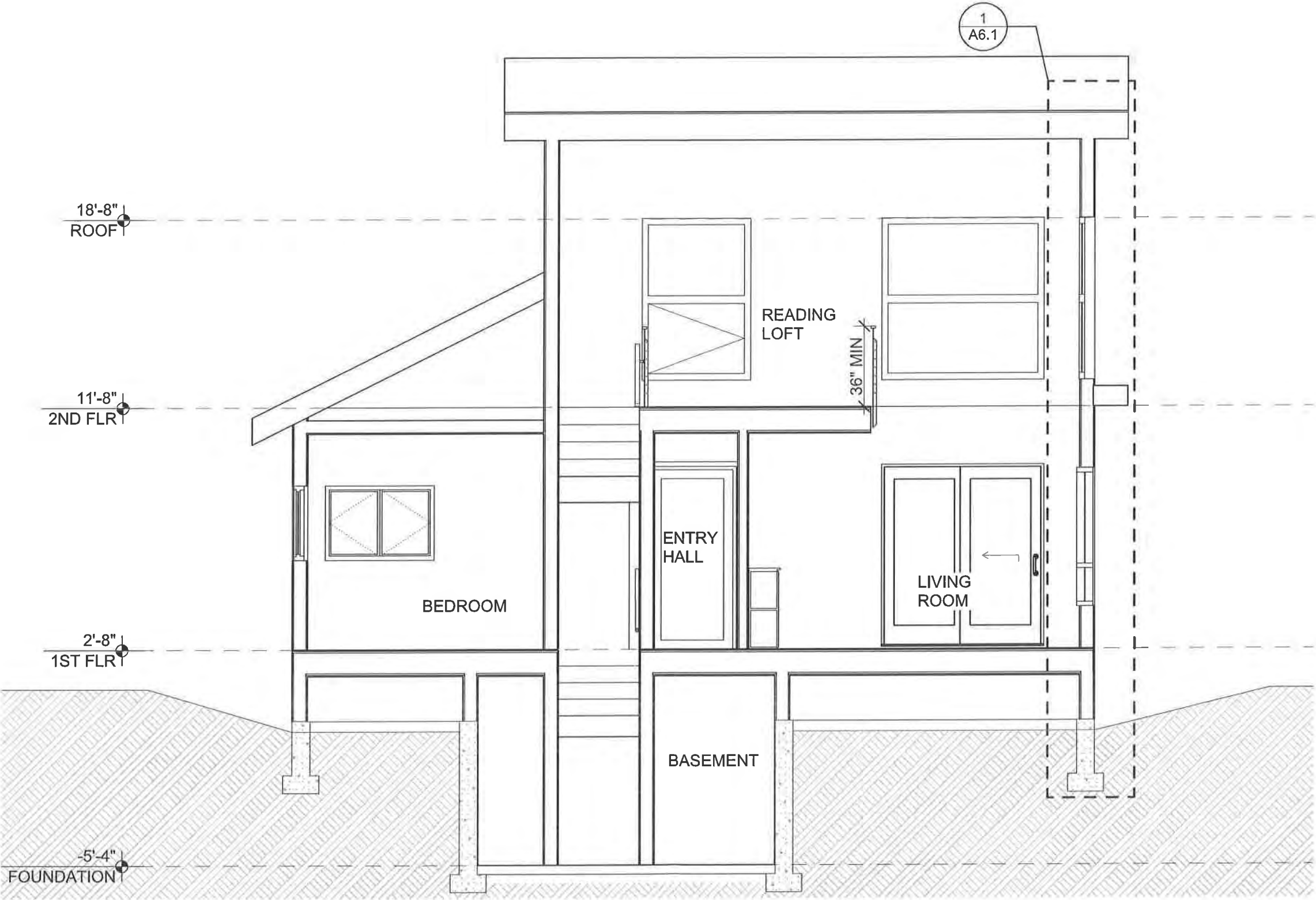
A3.1

PLOT DATE 5/27/2020
ISSUE DATE 8/5/2019

1

EAST SECTION

SCALE: 1/4" = 1'-0"

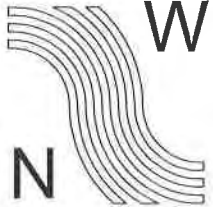


1

NORTH SECTION

SCALE: 1/4" = 1'-0"

Attachment A - Application Packet



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1" ACTUAL
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FISK HOUSE RENOVATION

NWA-1925
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JUNEAU, AK 99801

SHEET TITLE:
SECTIONS

CHECKED JB
DRAWN AD,JB

SHEET #

A3.2

PLOT DATE 5/27/2020
ISSUE DATE 8/5/2019

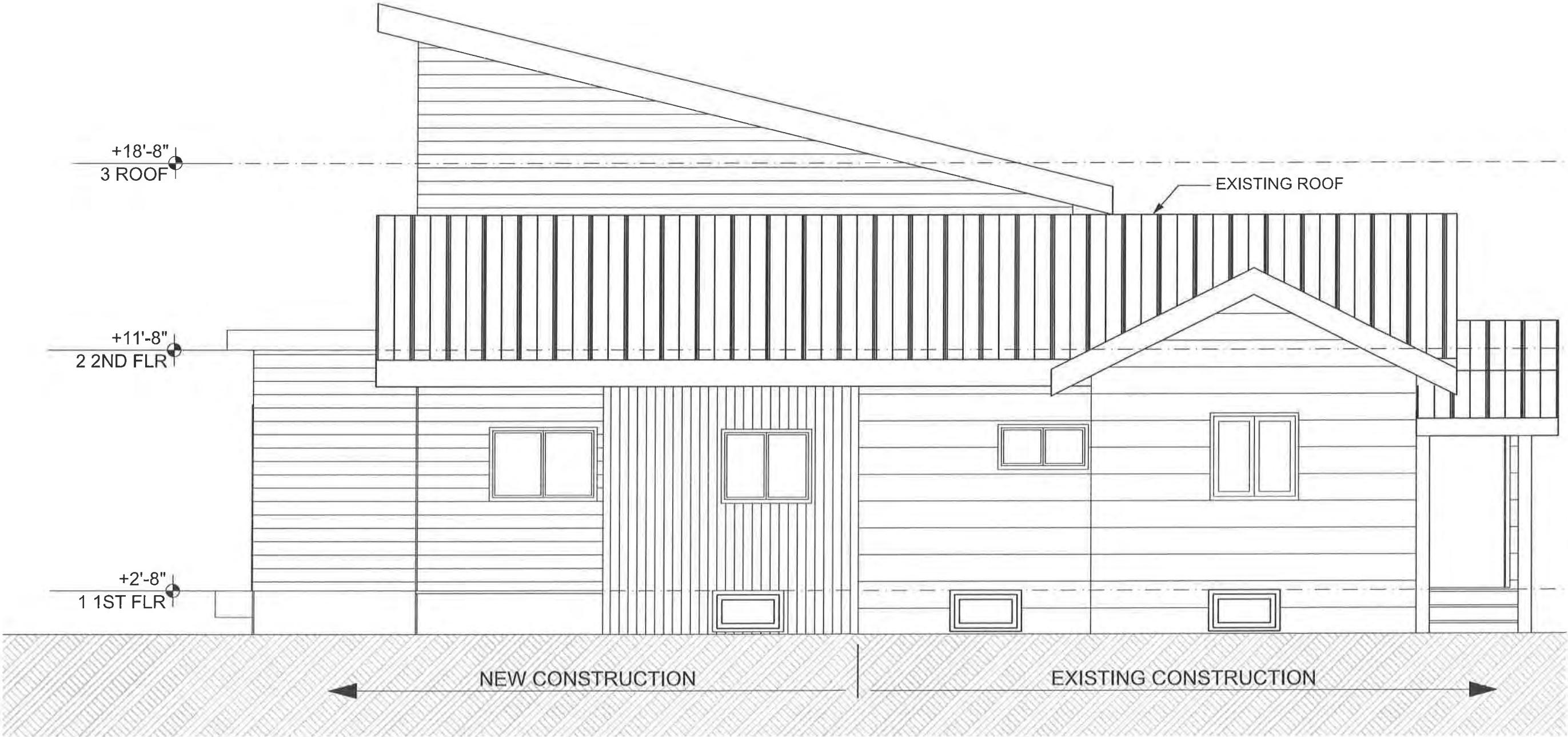


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LEGEND

-  EXISTING SIDING
-  HORIZONTAL SIDING 6" REV
-  VERTICAL METAL SIDING

1" ACTUAL
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1 EAST ELEVATION
SCALE: 1/4" = 1'-0"

FISK HOUSE RENOVATION

NWA-1925
923 A STREET
JUNEAU, AK 99801

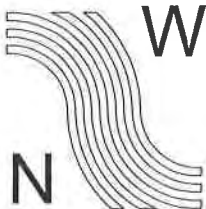
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ELEVATIONS

CHECKED JB
DRAWN AD,JB

SHEET #

A4.1

PLOT DATE 5/27/2020
ISSUE DATE 8/5/2019

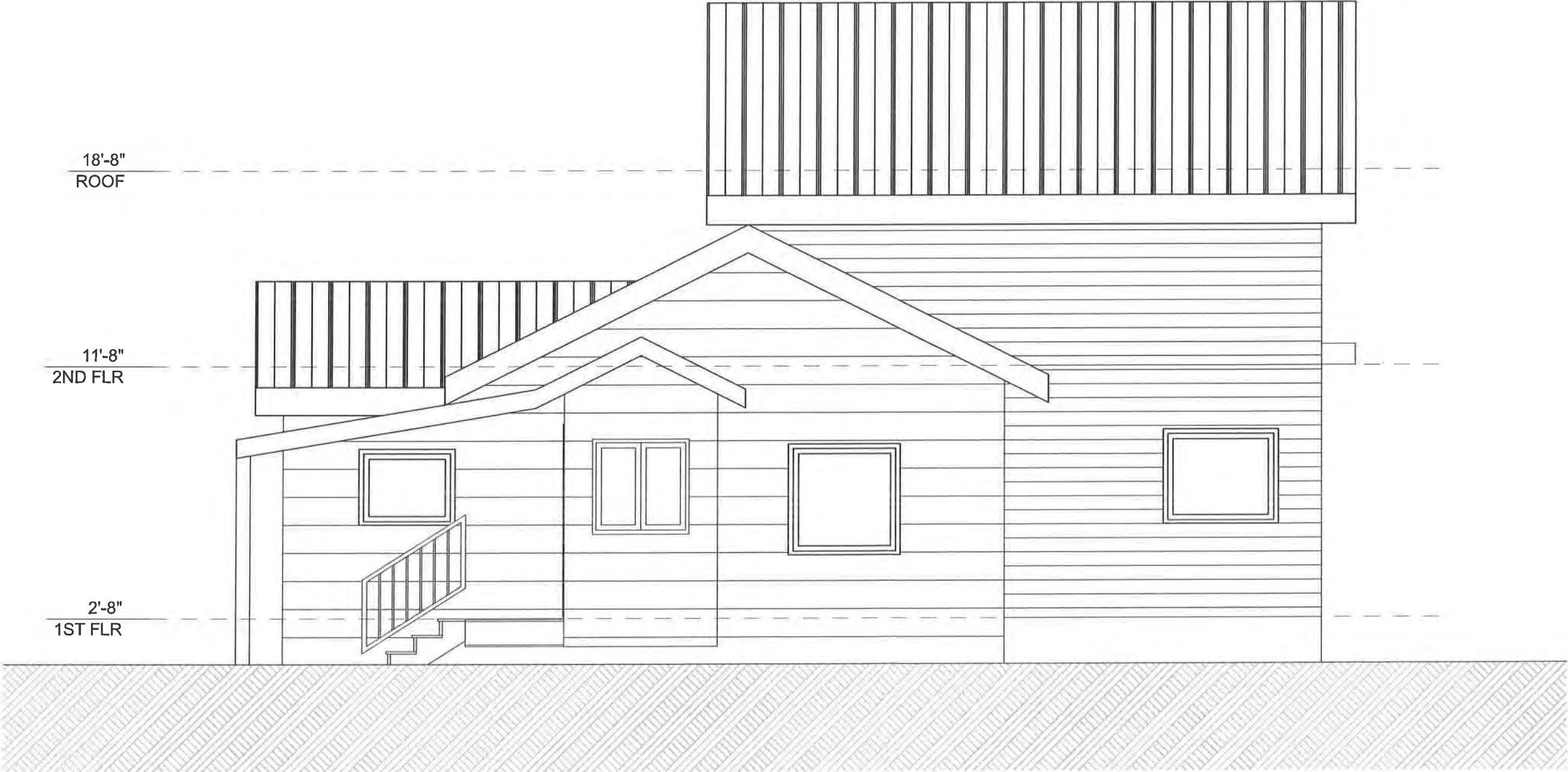


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LEGEND

- EXISTING SIDING
- HORIZONTAL SIDING 6" REV
- VERTICAL METAL SIDING

1" ACTUAL
IF THE ABOVE DIMENSION DOES NOT MEASURE ONE INCH (1") EXACTLY, THIS DRAWING WILL HAVE BEEN ENLARGED OR REDUCED, AFFECTING ALL LABELED SCALES.



1 NORTH ELEVATION
SCALE: 1/4" = 1'-0"

FISK HOUSE RENOVATION

NWA-1925
923 A STREET
JUNEAU, AK 99801

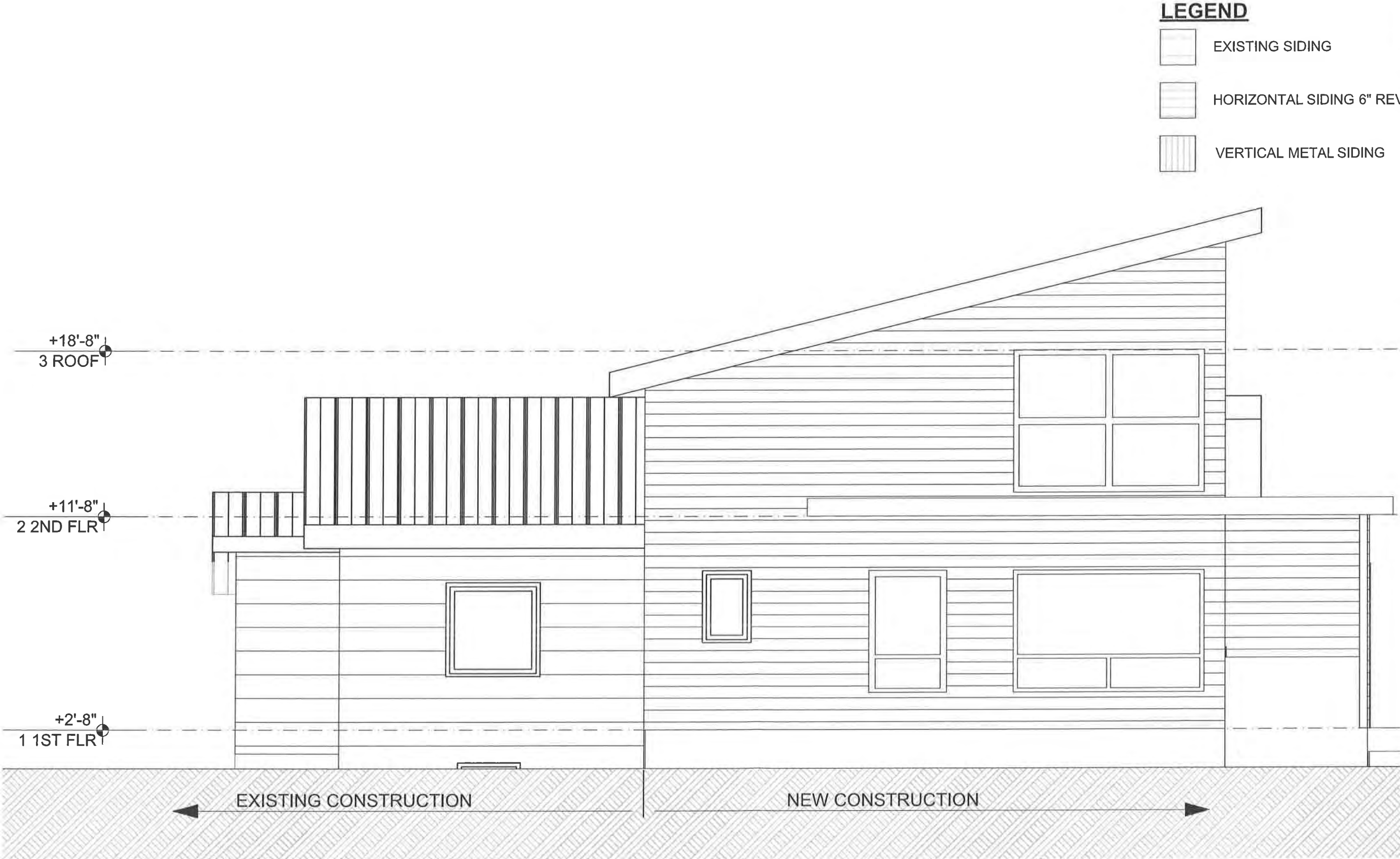
SHEET TITLE:
ELEVATIONS

CHECKED JB
DRAWN AD,JB

SHEET #

A4.2

PLOT DATE 5/27/2020
ISSUE DATE 8/5/2019



1 WEST ELEVATION
SCALE: 1/4" = 1'-0"



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1" ACTUAL
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FISK HOUSE RENOVATION

NWA-1925
923 A STREET
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SHEET TITLE:
ELEVATIONS

CHECKED JB
DRAWN AD,JB

SHEET #

A4.3

PLOT DATE 5/27/2020
ISSUE DATE 8/5/2019



LEGEND

-  EXISTING SIDING
-  HORIZONTAL SIDING 6" REV
-  VERTICAL METAL SIDING



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1" ACTUAL
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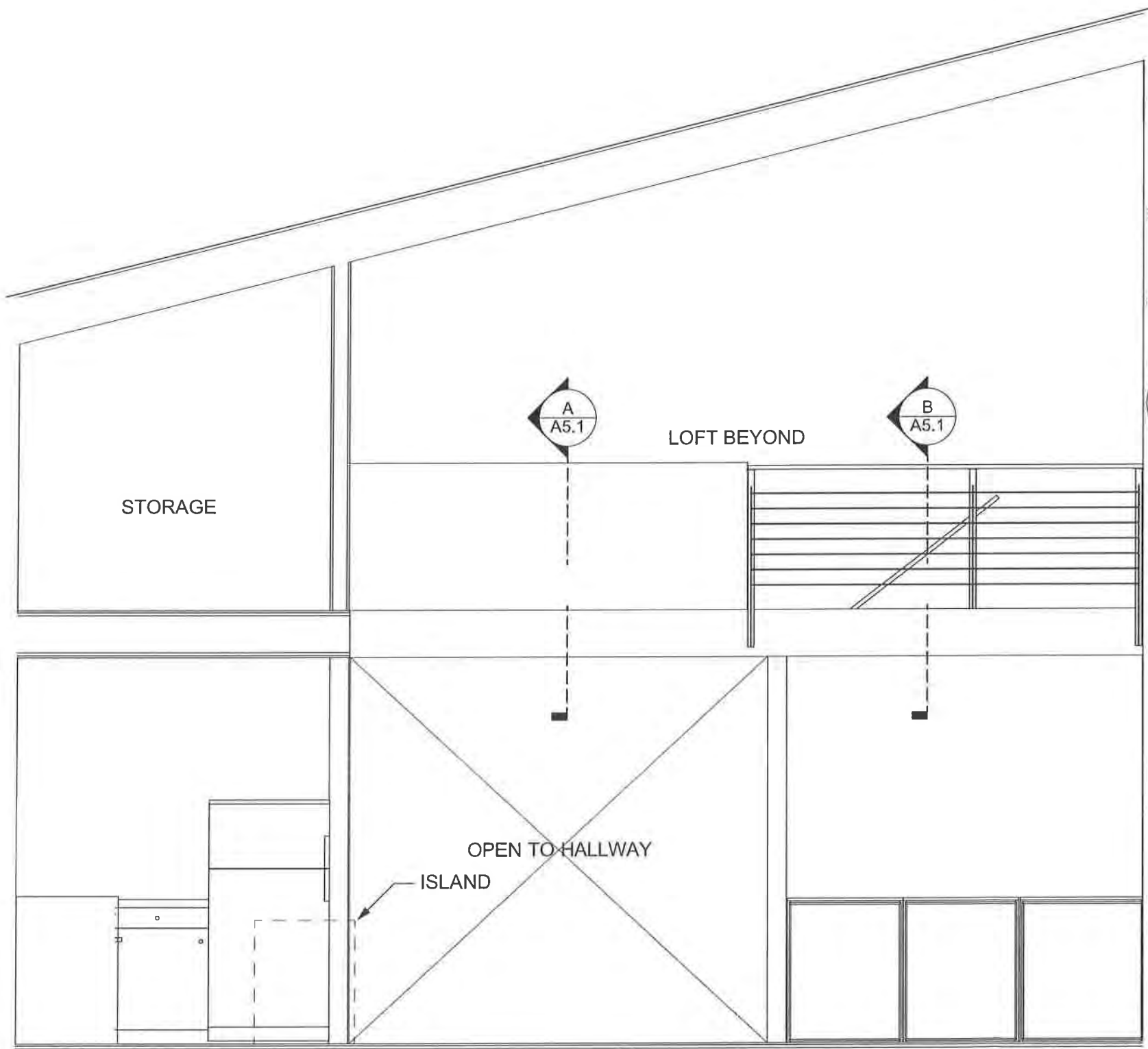
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ELEVATIONS

CHECKED JB
DRAWN AD,JB

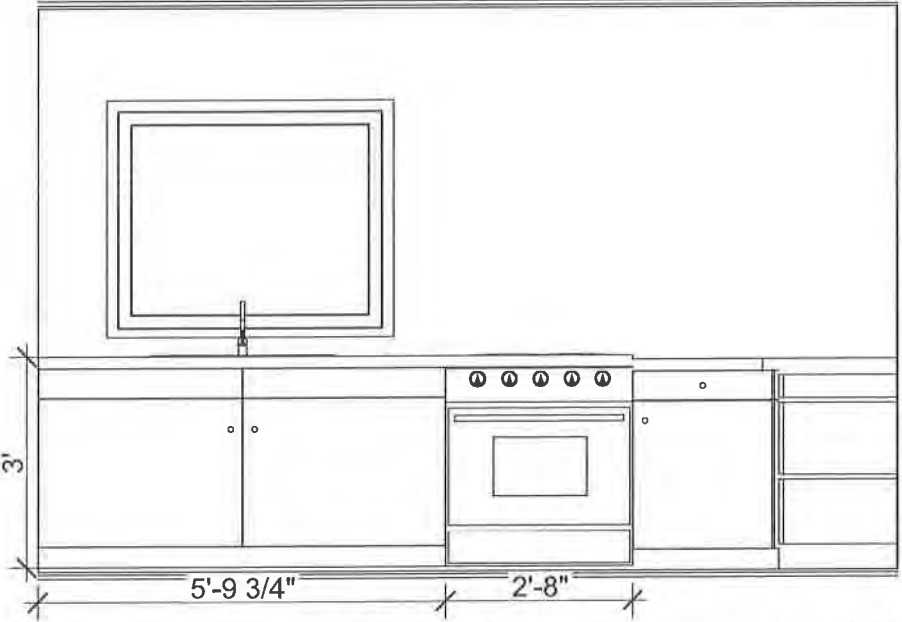
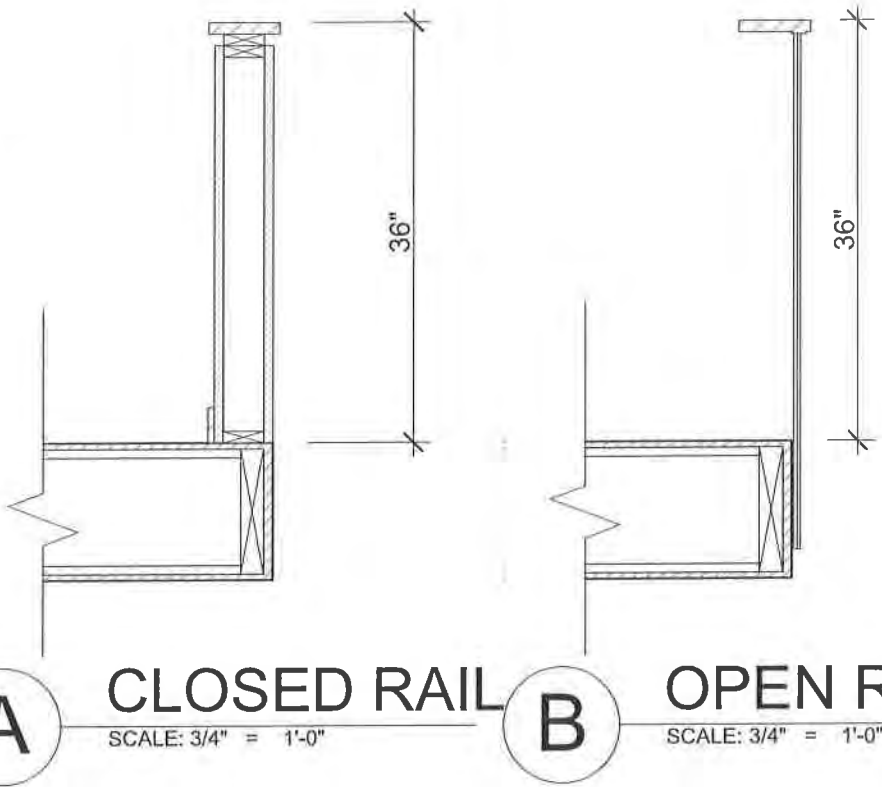
SHEET #

A4.4

PLOT DATE 5/27/2020
ISSUE DATE 8/5/2019



1 NORTH INTERIOR ELEVATION
SCALE: 3/8" = 1'-0"



2 WEST INTERIOR ELEVATION
SCALE: 3/8" = 1'-0"



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1" ACTUAL

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FISK HOUSE RENOVATION

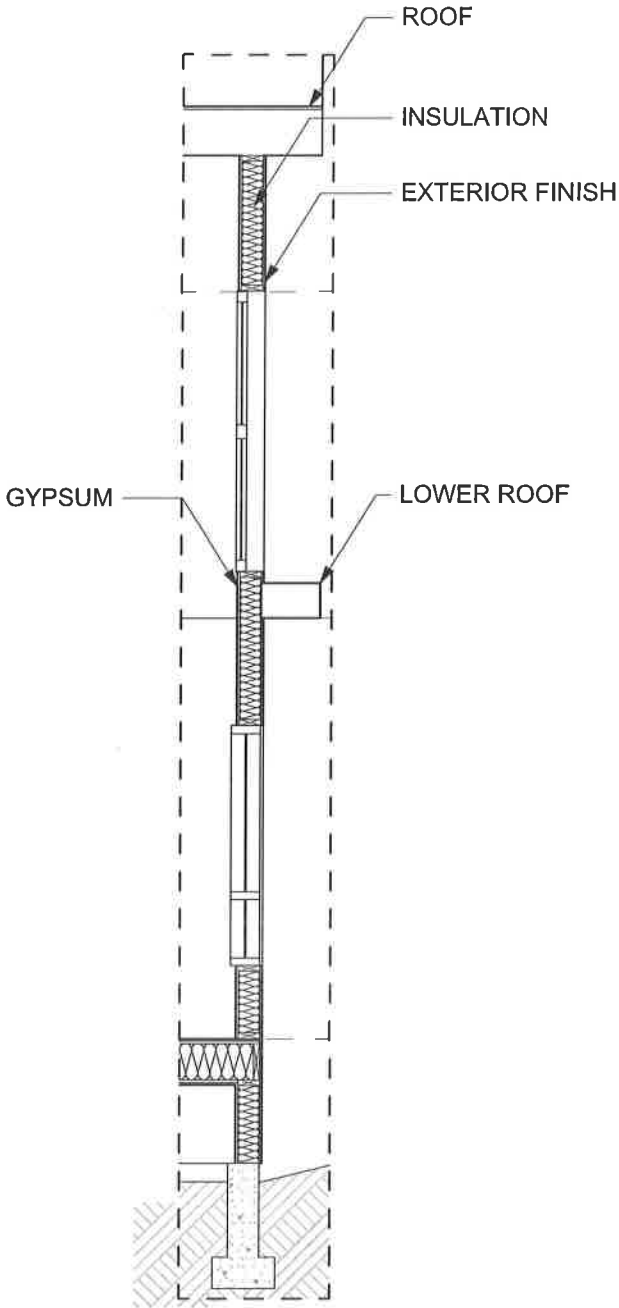
NWA-1925
923 A STREET
JUNEAU, AK 99801

SHEET TITLE:
INTERIOR ELEVATIONS

CHECKED JB
DRAWN AD,JB

SHEET #
A5.1

PLOT DATE 5/27/2020
ISSUE DATE 8/5/2019



1

WALL SECTION

SCALE: 1/4" = 1'-0"



W

N

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1" ACTUAL

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FISK HOUSE RENOVATION

NWA-1925
923 A STREET
JUNEAU, AK 99801

SHEET TITLE:
DETAILS

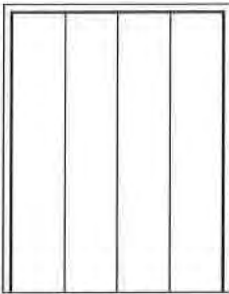
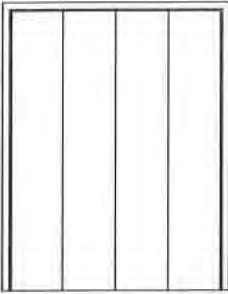
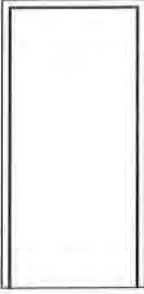
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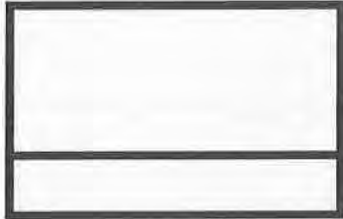
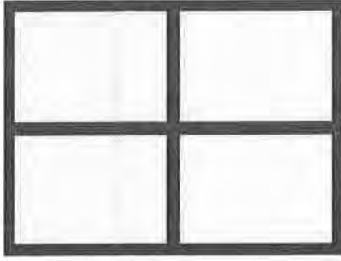
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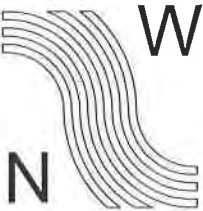
PLOT DATE 5/27/2020
ISSUE DATE 8/5/2019

DOOR SCHEDULE														
ID	DOOR						FRAME		DETAILS			RATING	HW SET	NOTES
	TYPE	W	HT	THK	MATL	GLZ	W	THK	HEAD	JAMB	SILL			
D11	A	3'	6'-8"	1 3/4"			2"	4"						
D12	B	5'	6'-8"	1 3/4"			-3/4"	4"						
D13	C	2'-6"	6'-8"	1 3/4"			-3/4"	4"						
D14	D	5'	6'-8"	1 3/4"			-3/4"	4"						
D15	E	5'-10"	6'-8"	1 1/4"			-3/4"	6 1/2"						
D21	F	3'	6'-8"	1 3/4"			-3/4"	4"						

DOOR SCHEDULE						
Element ID	D11	D12	D13	D14	D15	D21
TYPE	A	B	C	D	E	F
FRONT ELEVATION						

WINDOW SCHEDULE					
MARK	WIDTH	HEIGHT	TYPE	MATERIAL	NOTES
W11	4'	2'-9"	A	VINYL	EGRESS
W12	4'	3'-4"	B	VINYL	
W13	7'-9"	5'	C	VINYL	
W14	3'	5'	D	VINYL	
W15	2'	3'	E	VINYL	
W16	4'	3'-4"	F	VINYL	
W21	4'	6'	G	VINYL	EGRESS
W22	6'	6'	H	VINYL	
W23	8'	6'	I	VINYL	

WINDOW TYPES									
Element ID	W11	W12	W13	W14	W15	W16	W21	W22	W23
TYPE	A	B	C	D	E	F	G	H	I
FRONT ELEVATION									
Width	4'	4'	7'-9"	3'	2'	4'	4'	6'	8'
Height	2'-9"	3'-4"	5'	5'	3'	3'-4"	6'	6'	6'



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1" ACTUAL

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FISK HOUSE RENOVATION

NWA-1925
923 A STREET
JUNEAU, AK 99801

SHEET TITLE:
SCHEDULES

CHECKED JB
DRAWN AD,JB

SHEET #

A7.1

PLOT DATE 5/27/2020
ISSUE DATE 8/5/2019

DESIGN CRITERIA:

1. CODE: 2012 INTERNATIONAL BUILDING CODE
2. GROUND SNOW LOAD: 70 PSF
3. BASIC WIND SPEED: 133 MPH (3 SEC. GUST)
EXPOSURE B
4. SEISMIC DESIGN CRITERIA:
SITE CLASS: D
RISK CATEGORY: II
SEISMIC DESIGN CATEGORY: C
 $S_{DS} = 0.489$
 $S_{C1} = 0.402$
5. LIVE LOADS:
FLOORS: 40 PSF

GENERAL NOTES:

1. THE PLANS AND SPECIFICATIONS ARE A GUIDE ONLY AND DO NOT DEPICT OR CALL OUT EVERY COMPONENT NECESSARY FOR COMPLETION OF THE PROJECT.
2. ENGINEER'S OBLIGATION AND/OR LIABILITY FOR ERRORS OR OMISSIONS SHALL BE LIMITED TO REDESIGNING AND REDRAWING THESE DRAWINGS TO CORRECT THE SITUATION.
3. PRIOR TO SUBMITTAL TO BUILDING DEPARTMENT ARCHITECT SHALL REVIEW THE STRUCTURAL DRAWINGS AND DETAILS FOR DIMENSIONAL ACCURACY.
4. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THAT ALL DIMENSIONS ARE EQUIVALENT ON STRUCTURAL AND ARCHITECTURAL DRAWINGS. ANY DISCREPANCIES SHALL IMMEDIATELY BE BROUGHT TO THE ATTENTION OF THE ARCHITECT AND ENGINEER FOR RESOLUTION PRIOR TO CONSTRUCTION.
5. THE CONTRACTOR IS RESPONSIBLE TO IDENTIFY ANY CONFLICTS THAT DO NOT ALLOW THE BUILDING TO BE CONSTRUCTED AS PER PLANS.
6. IT IS THE CONTRACTOR'S RESPONSIBILITY TO PROVIDE ADEQUATE SHORING, BRACING, FORMWORK, ETC., AS REQUIRED FOR THE PROTECTION OF LIFE AND PROPERTY DURING CONSTRUCTION.
7. STRUCTURAL OBSERVATION OR FIELD INSPECTION IS NOT THE RESPONSIBILITY OF TIMBERLINE ENGINEERING LLC.

ABBREVIATIONS:

AB	ANCHOR BOLT	GALV	GALVANIZED	PSF	POUNDS PER SQUARE FOOT
ACI	AMERICAN CONCRETE INSTITUTE	HD	HOLDDOWN	PSI	POUNDS PER SQUARE INCH
BCI	BOISE CASCADE	HDR	HEADER	PT	PRESSURE TREATED
BLKG	BLOCKING	HORIZ	HORIZONTAL	REQ'D	REQUIRED
BM	BEAM	HT	HEIGHT	R.S.	ROUGH SAWN
BTM	BOTTOM	IBC	INTERNATIONAL BUILDING CODE	SIM.	SIMILAR
BTR	BETTER	LAG	STANDARD HEX LAG SCREW	SQ	SQUARE
COL	COLUMN	LONG	LONGITUDINAL	TN	TOE-NAILED
CONC	CONCRETE	MAX	MAXIMUM	TR	TRIMMER STUDS
CONT	CONTINUOUS	MIN	MINIMUM	TRANS.	TRANSVERSE
DIA (Ø)	DIAMETER	NDS	NATIONAL DESIGN SPECIFICATION	TYP.	TYPICAL
DBL	DOUBLE	NFS	NON-FROST SUSCEPTIBLE	T&B	TOP & BOTTOM
(E)	EXISTING	NTS	NOT TO SCALE	T&G	TONGUE & GROOVE
EA	EACH	O.C.	ON CENTER	UNO	UNLESS NOTED OTHERWISE
EW	EACH WAY	OSB	ORIENTED STRAND BOARD	VERT.	VERTICAL
FTG	FOOTING	PEN	PENETRATION	VL	VERSA-LAM
FNDTN	FOUNDATION	PLY	PLYWOOD		

FOUNDATION:

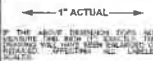
1. NO GEOTECHNICAL REPORT OR SOILS REPORT WAS PREPARED FOR THIS PROJECT.
2. CONTRACTOR TO VERIFY THAT THE UNDISTURBED SOILS AT THE BOTTOM OF EXCAVATION HAVE A MINIMUM BEARING CAPACITY OF 2,000 PSF PRIOR TO BACKFILLING WITH GRAVEL.
3. ORGANIC AND/OR WEAK SOILS ENCOUNTERED DURING EXCAVATION SHALL BE REMOVED AND REPLACED WITH NON-FROST SUSCEPTIBLE STRUCTURAL FILL.
4. EXTERIOR FOOTINGS SHALL BEAR 2'-6" MINIMUM BELOW FINISHED GRADE.
5. CONCRETE COMPRESSIVE STRENGTH SHALL BE 3,000 PSI MINIMUM FOR STEMWALLS AND FOOTINGS.
6. AIR ENTRAINING AGENT (3% - 6%) SHALL BE USED IN ALL CONCRETE EXPOSED TO WEATHER.
7. ALL MATERIALS AND PROCEDURES SHALL BE IN CONFORMANCE WITH ACI 318 AND OTHER APPLICABLE BUILDING CODES.
8. REINFORCING STEEL SHALL CONFORM TO ASTM A615. FOR #3 BARS AND SMALLER USE GRADE 40. FOR #4 BARS AND LARGER USE GRADE 60.
9. LAP SPICE ALL BARS NO LESS THAN 40 BAR DIAMETERS U.N.O.
10. REBAR CONCRETE COVER:
3" FOR CONCRETE CAST AGAINST AND PERMANENTLY EXPOSED TO EARTH.
1-1/2" FOR CONCRETE EXPOSED TO EARTH OR WEATHER, AND BEAMS AND COLUMNS NOT EXPOSED TO WEATHER.
3/4" FOR SLABS AND WALLS NOT EXPOSED TO EARTH OR WEATHER.
11. HOLDOWN ANCHOR BOLTS SHALL BE 5/8" DIAMETER GALV. ASTM F1554 GRADE 36 THREADED ROD EMBEDDED 22" WITH A NUT AND WASHER ON THE EMBEDDED END OR SIMPSON SB5/8X24 ANCHOR BOLTS SHALL HAVE 2"x2"x3/16" PLATE WASHERS AND SHALL BE PLACED AT 48" O.C. AND WITHIN 1-FOOT OF SILL ENDS.
12. FIELD LOCATE EXISTING UTILITIES PRIOR TO COMMENCING WORK, PROTECT AND MAINTAIN EXISTING UTILITIES DURING EXCAVATION.

FRAMING NOTES:

1. ALL MATERIALS, FASTENERS AND PROCEDURES SHALL BE IN CONFORMANCE WITH THE 2012 NDS, AND SHOULD BE INSTALLED PER THE MANUFACTURER'S SPECIFICATIONS. NAILS SHALL BE COMMON U.N.O.
2. ALL SHEATHING SHALL BE INSTALLED WITH THE LONG DIRECTION RUNNING PERPENDICULAR TO THE FRAMING MEMBERS.
3. ALL SAWN LUMBER MEMBERS SHALL BE DF-L/N#2 U.N.O.
4. ALL HARDWARE SHALL BE SIMPSON STRONG TIE, OR APPROVED EQUAL, AND SHALL BE INSTALLED WITH THE MANUFACTURER'S SPECIFIED FASTENERS.
5. INSTALL ENGINEERED LUMBER PER MANUFACTURER'S INSTRUCTIONS.
6. TOP PLATES SHALL HAVE 48" MIN. LAP AT SPLICES WITH (12) STAGGERED 16d NAILS PER CONNECTION.
7. WOOD FRAMED EXTERIOR, BEARING, AND SHEAR WALLS SHALL BE 2x6 DF-L/N#2 @ 16" ON CENTER EXCEPT WHERE SHOWN OTHERWISE ON PLANS.
8. SHEAR WALL SHEATHING SHALL BE EXTERIOR RATED 15/32" PLYWOOD OR OSB. PROVIDE 2X BLOCKING AT ALL PANEL EDGES. NAILING PER PLAN.
9. FLOOR SHEATHING SHALL BE 3/4" T&G PLYWOOD OR OSB WITH A 48/24 SPAN RATING. GLUE AND NAIL W/ 10d RINGSHANK AT 6" O.C. EDGE AND 12" O.C. FIELD. STAGGER JOINTS.
10. ROOF SHEATHING SHALL BE EXTERIOR RATED 15/32" PLYWOOD WITH A 48/20 SPAN RATING. NAIL W/ 10d AT 6" O.C. EDGE AND 12" O.C. FIELD. STAGGER JOINTS.
11. MOISTURE CONTENT OF WALL AND FLOOR FRAMING MEMBERS SHALL BE VERIFIED PRIOR TO ENCLOSURE. FRAMING MEMBERS SHALL NOT BE ENCLOSURE IF THE MOISTURE CONTENT EXCEEDS 19%.
12. ALL NON-BEARING WALLS OR PARTITIONS SHALL BE HELD AWAY FROM THE TRUSS BOTTOM CHORD WITH AN APPROVED FASTENER TO ENSURE THAT THE TRUSS BOTTOM CHORD WILL NOT BEAR ON THE WALL OR PARTITION.
13. PRE-ENGINEERED TRUSS DESIGN BY OTHERS. ALL TRUSS TOP AND BOTTOM CHORDS SHALL BE BLOCKED AND BRACED PER THE MANUFACTURER.
14. ALL WOOD IN CONTACT WITH CONCRETE SHALL BE PRESSURE TREATED.
15. SOLID 2X BLOCKING SHALL BE PROVIDED AT ENDS AND AT ALL SUPPORTS OF JOISTS AND RAFTERS. SAWN LUMBER JOISTS AND RAFTERS TO HAVE MIDSPAN BLOCKING AT MAX. 10-FEET O.C.
16. PROVIDE THRU-FLOOR SOLID BLOCKING AT ALL COLUMN LOCATIONS.
17. ALL JOISTS, RAFTERS AND BEAMS SHALL BE PLACED WITH CAMBER UP.
18. ALL HARDWARE IN CONTACT WITH PRESSURE-TREATED WOOD OR EXPOSED TO WEATHER OR SOIL SHALL HAVE A CORROSION RESISTANT COATING.
19. ALL BOISE CASCADE VERSA-LAM BEAMS TO BE 3100 2.0E U.N.O.



JUNEAU, ALASKA
907-635-1433
JAGRAVES77@GMAIL.COM



PRELIMINARY
FISK HOUSE RENOVATION

SHEET TITLE:
GENERAL NOTES

DRAWN JG

SHEET #
S-0

SCALE N/A
DATE 4/29/2020

FULL SIZE: 22"X34"

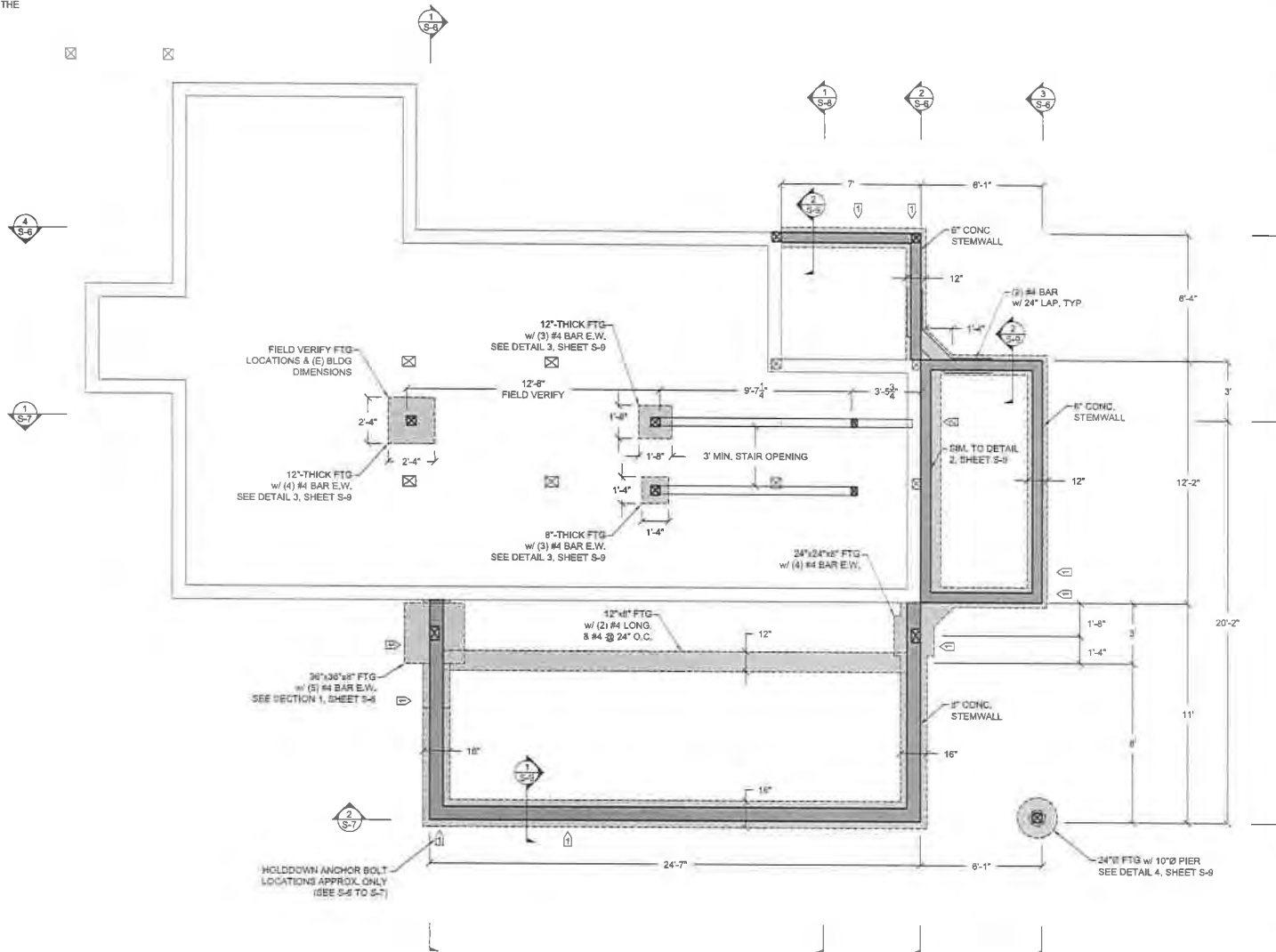
923 A STREET, JUNEAU, AK

NOTES:

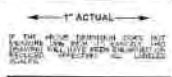
1. NO AS-BUILT INFORMATION FOR THE EXISTING BUILDING WAS AVAILABLE AT THE TIME OF THIS DESIGN. TIMBERLINE ENGINEERING LLC DOES NOT ASSUME ANY RISK OR LIABILITY ASSOCIATED WITH THE STRENGTH OR USE OF THE EXISTING SLAB AND FOOTINGS
2. SEE FOUNDATION NOTES, SHEET S-0

HOLDDOWN LEGEND:

-  HDU2 w/ (2) 2x MIN. POST
 HDU4 w/ (2) 2x MIN. POST



JUNEAU, ALASKA
 907-635-1433
 JAGRAVES77@GMAIL.COM



PRELIMINARY
FISK HOUSE RENOVATION

923 A STREET, JUNEAU, AK

SHEET TITLE:
 FOUNDATION PLAN

DRAWN JG

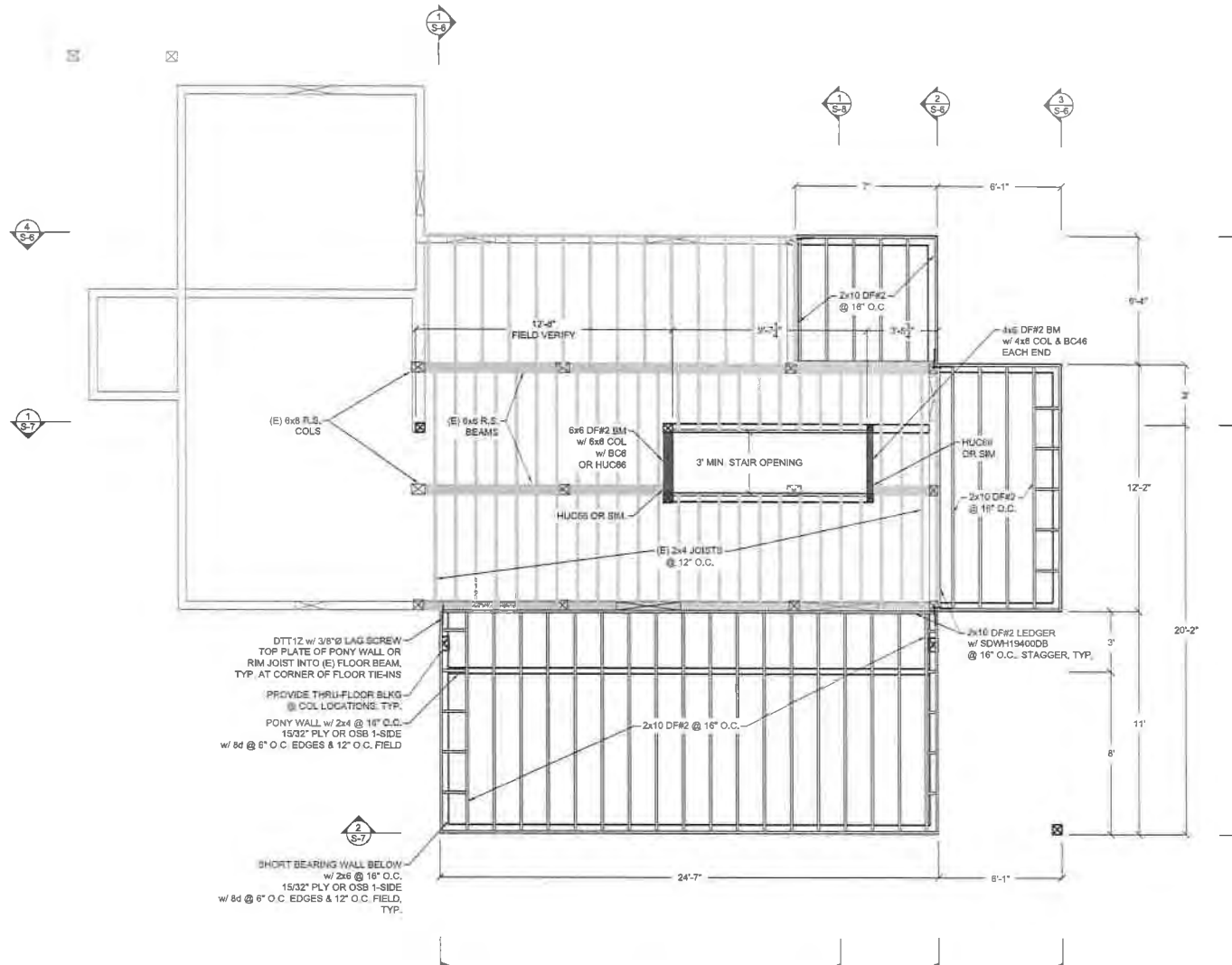
SHEET #

S-1

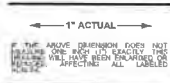
 **FOUNDATION PLAN**
 3/8" = 1'-0"

SCALE 3/8" = 1'-0"
 DATE 4/29/2020

- FLOOR & ROOF FRAMING NOTES:
1. FRAMING LAYOUTS SHOWN ARE APPROXIMATE ONLY AND MAY NOT DEPICT ALL REQUIRED FRAMING AND/OR BLOCKING.
 2. NOTIFY THE ENGINEER IF EXISTING FRAMING DIFFERS FROM WHAT IS SHOWN
 3. FRAMING MEMBERS TO BE DF-L(N) #2 U.N.O.



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907-635-1433
JAGRAVES77@GMAIL.COM



PRELIMINARY
FISK HOUSE RENOVATION

923 A STREET, JUNEAU, AK

SHEET TITLE:
FIRST FLOOR
FRAMING PLAN

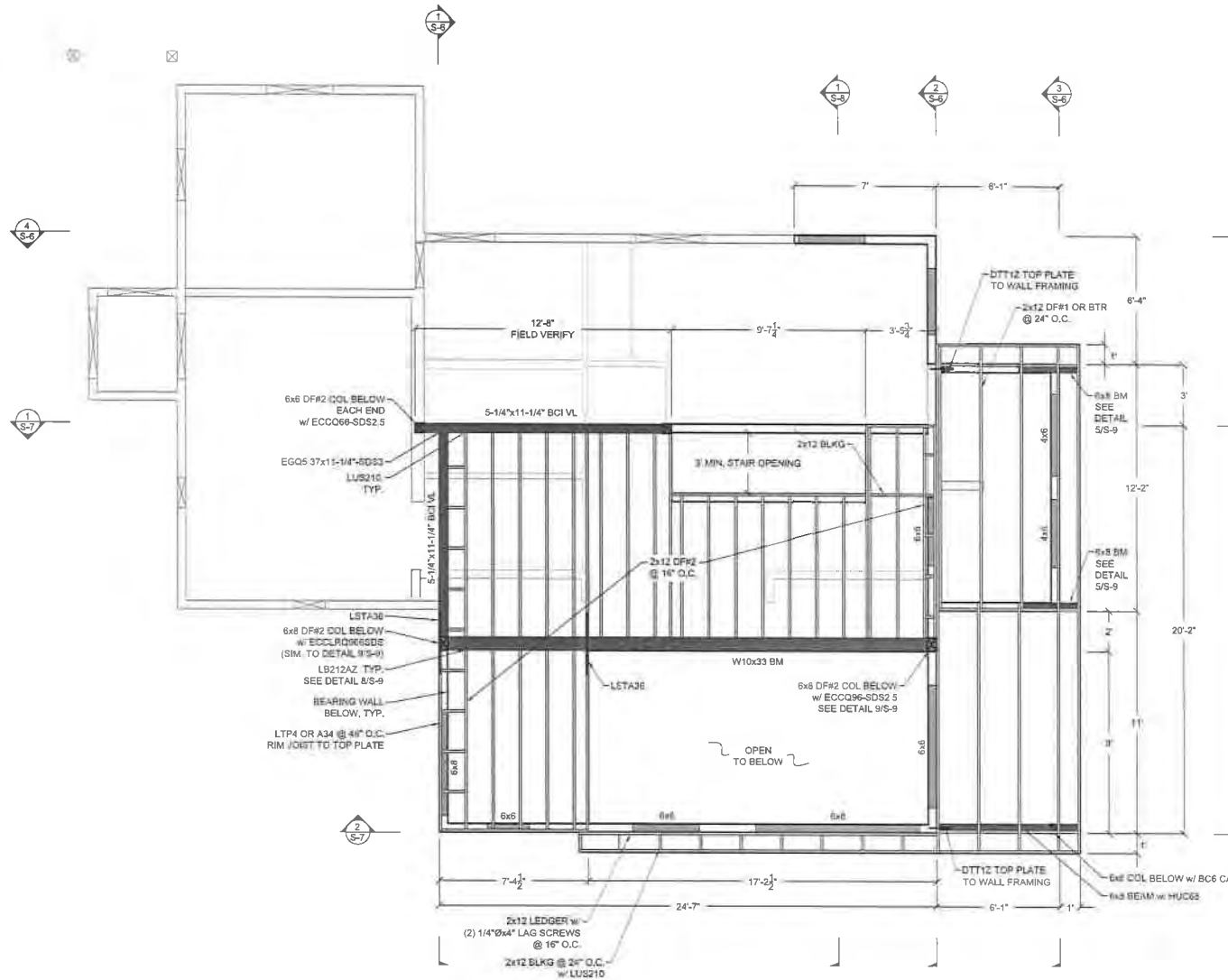
DRAWN JC
SHEET #

S-2

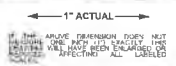
SCALE 3/8" = 1'-0"
DATE 4/29/2020

FIRST FLOOR FRAMING PLAN
3/8" = 1'-0"
FULL SIZE: 22"x34"

NOTES:
1. SEE FLOOR & ROOF FRAMING NOTES, SHEET S-2,
AND FRAMING NOTES, SHEET S-0.



JUNEAU, ALASKA
907-635-1433
JAGRAVES77@GMAIL.COM



PRELIMINARY FISK HOUSE RENOVATION

923 A STREET, JUNEAU, AK

SHEET TITLE:
LOFT FLOOR &
ENTRY ROOF
FRAMING PLAN

DRAWN JC

SHEET #

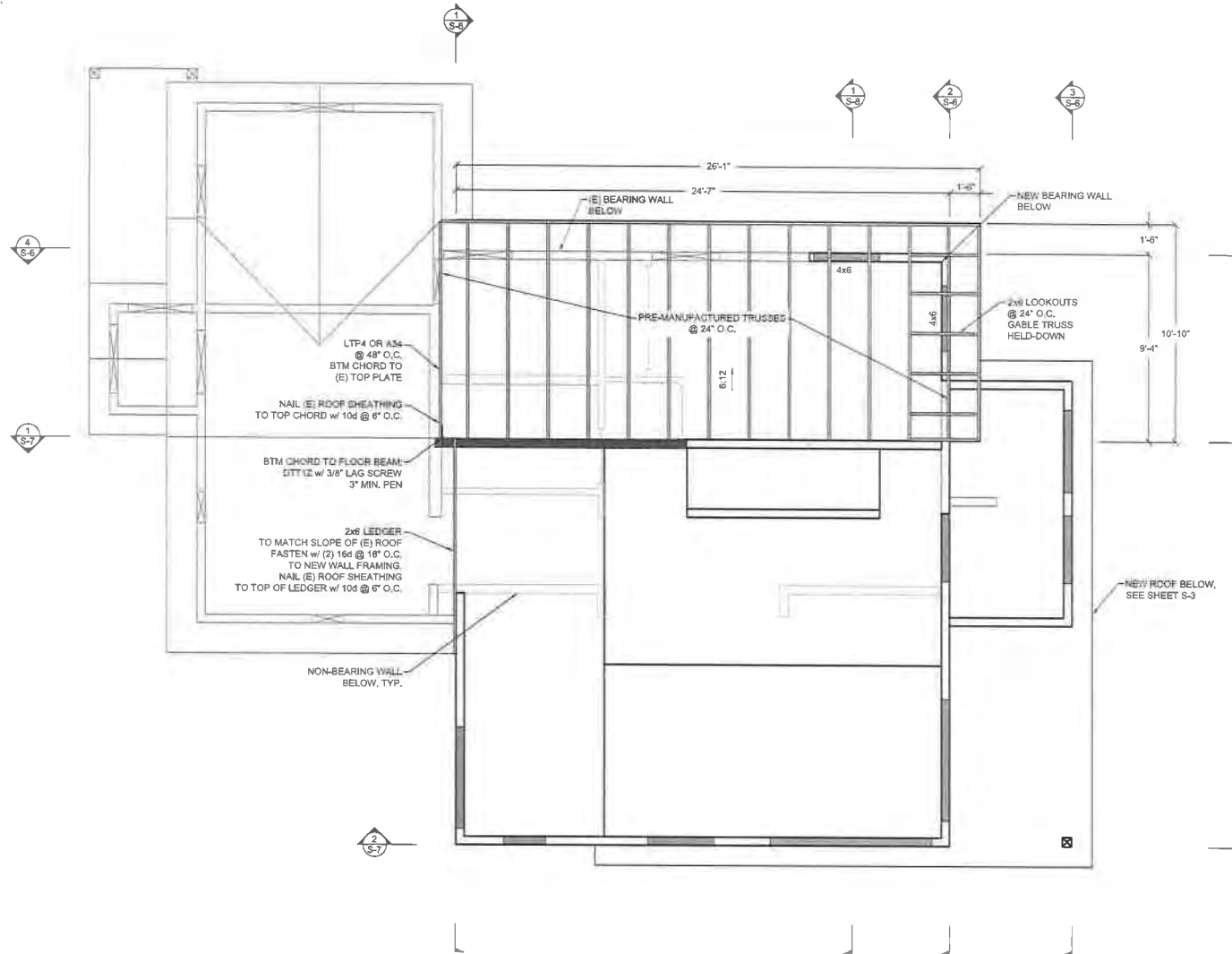
S-3

SCALE 3/8" = 1'-0"
DATE 4/29/2020

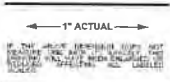
LOFT FLOOR & ENTRY ROOF FRAMING PLAN
3/8" = 1'-0"

FULL SIZE: 22"x34"

NOTES:
1. SEE FLOOR & ROOF FRAMING NOTES, SHEET S-2,
AND FRAMING NOTES, SHEET S-0



JUNEAU, ALASKA
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JACRAVES77@GMAIL.COM



PRELIMINARY
FISK HOUSE RENOVATION

923 A STREET, JUNEAU, AK

SHEET TITLE:
LOWER ROOF
FRAMING PLAN

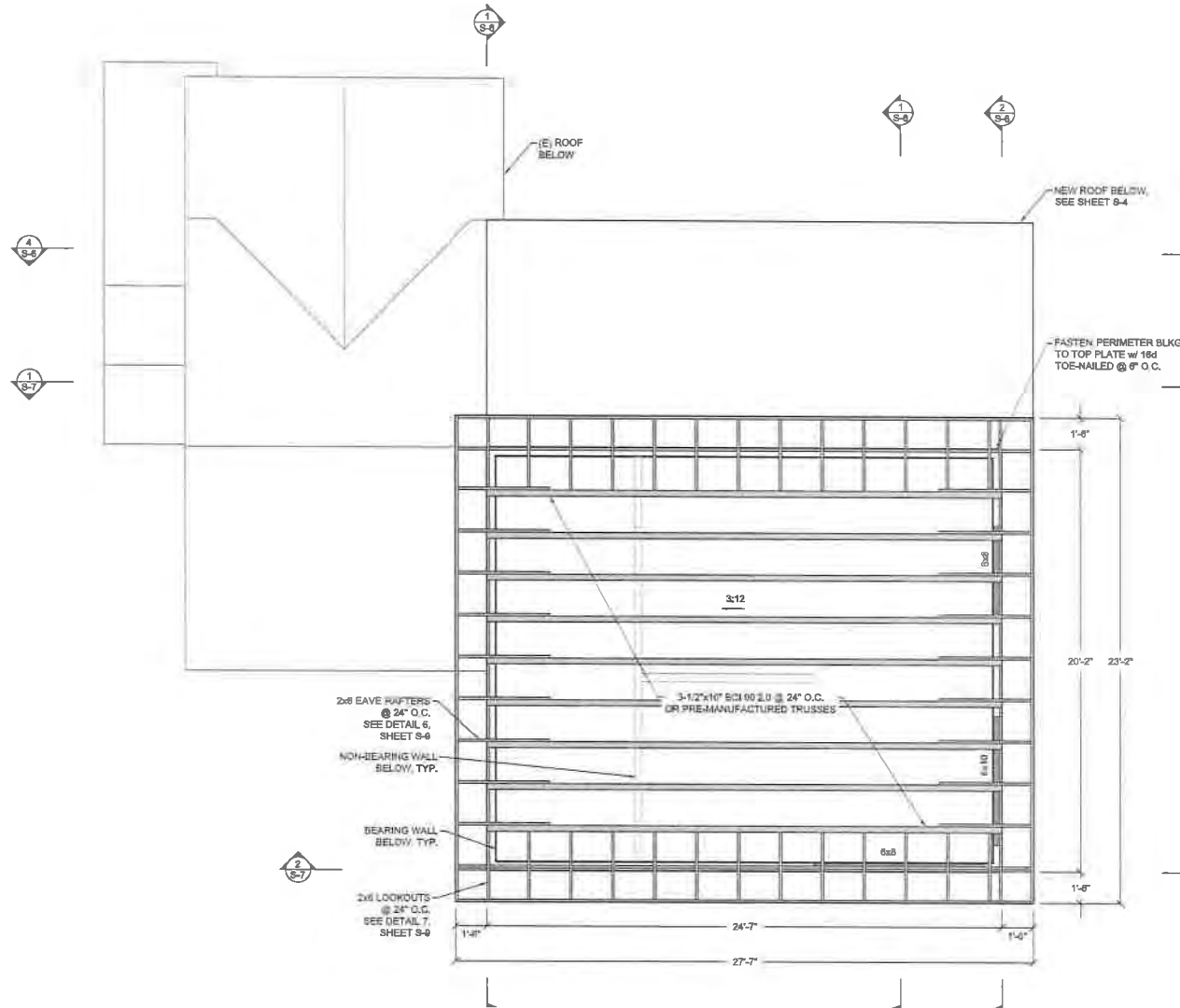
DRAWN JG

SHEET #
S-4

LOWER ROOF FRAMING PLAN
3/8" = 1'-0"
FULL SIZE: 22"x34"

SCALE 3/8" = 1'-0"
DATE 4/29/2020

NOTES:
1. SEE FLOOR & ROOF FRAMING NOTES, SHEET S-2,
AND FRAMING NOTES, SHEET S-4.



JUNEAU, ALASKA
907-635-1433
JACRAVES77@GMAIL.COM

1" ACTUAL
ALL DIMENSIONS SHOWN ON THIS
DRAWING ARE TO FACE UNLESS
OTHERWISE SPECIFIED. ALL LABELS
AFFECTING ALL LABELS

PRELIMINARY
FISK HOUSE RENOVATION

923 A STREET, JUNEAU, AK

SHEET TITLE:
UPPER ROOF
FRAMING PLAN

DRAWN JG
SHEET #

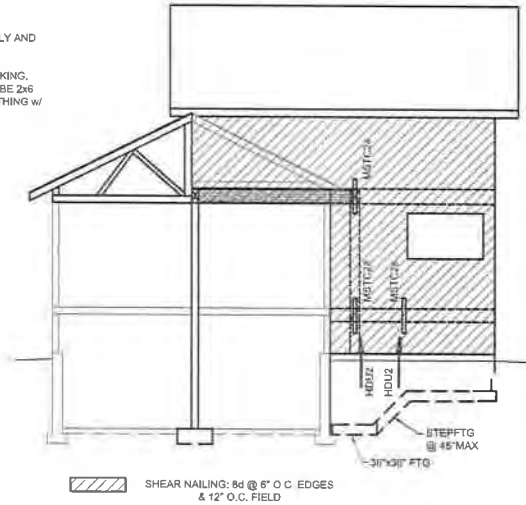
S-5

UPPER ROOF FRAMING PLAN
3/8" = 1'-0"
FULL SIZE: 22"x34"

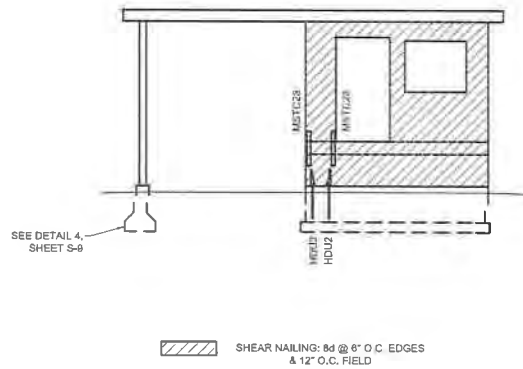
SCALE 3/8" = 1'-0"
DATE 4/29/2020

FRAMING SECTION NOTES:

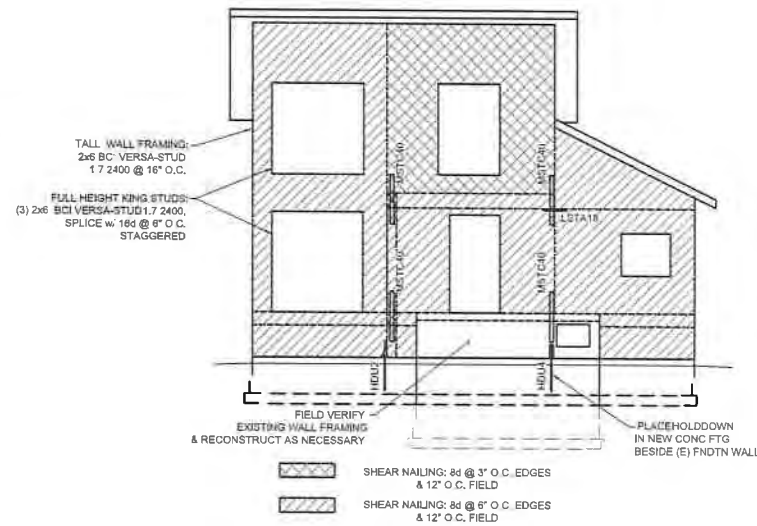
1. HOLDOWN LOCATIONS SHOWN ARE APPROXIMATE ONLY.
2. HOLDOWNS SHALL BE ATTACHED DIRECTLY TO CORNER FRAMING MEMBERS AT BUILDING CORNERS.
3. INSTALL SIMPSON STRONG-TIE HARDWARE PER MANUFACTURER'S INSTRUCTIONS.
4. FRAMING LAYOUTS SHOWN ARE APPROXIMATE ONLY AND MAY NOT DEPICT ALL REQUIRED FRAMING AND/OR BLOCKING.
5. ALL METAL STRAPS TO HAVE CONT. 2x SOLID BLOCKING.
6. ALL EXTERIOR & INTERIOR BEARING WALLS SHALL BE 2x6 DF-LINW2 @ 16" O.C. AND SHALL HAVE 15/32" SHEATHING w/ 8d @ 6" O.C. EDGES & 12" O.C. FIELD, U.N.D.



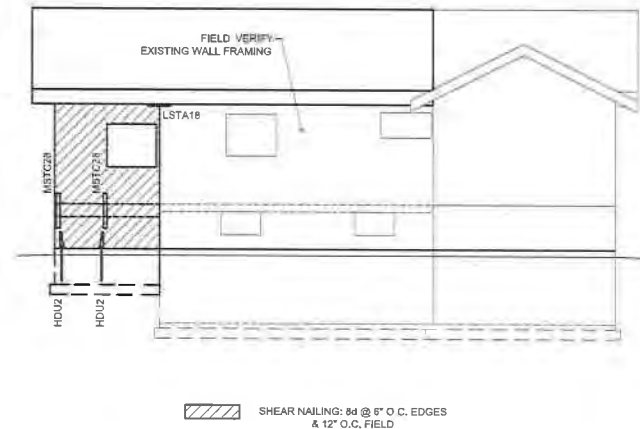
1 SOUTH SHEAR WALL SECTION



3 NORTH ENTRY SHEAR WALL SECTION



2 NORTH SHEAR WALL SECTION



4 WEST SHEAR WALL SECTION

SHEAR WALL SECTIONS

1/4" = 1'-0"

FULL SIZE: 22"x34"



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JACRAVES77@GMAIL.COM



PRELIMINARY
FISK HOUSE RENOVATION

923 A STREET, JUNEAU, AK

SHEET TITLE:
SHEAR WALL
SECTIONS

DRAWN JG

SHEET #

S-6

SCALE 1/4" = 1'-0"

DATE 4/29/2020

DTT12 @ 5/8" LAG SCREW
OR 3DWH, 3" MIN. PEN.

ECCO66-SDG2.5
EACH END 8M

LSTA18 (6")
TOP PLATE BREAKS

FULL HT
6x6 DP#2 COL

FULL HT
6x6 DP#2 COL

CBSC066-SDS2

CBSC066-SDS2

P.T. 2x6 MUD PLATE w/
THD50400H @ 48" O.C.

SHEAR NAILING: 8d @ 6" O.C EDGES
& 12" O.C. FIELD

SIM. TO DETAIL 2,
SHEET S-9

SEE DETAIL 3,
SHEET S-8

Diagram illustrating the exterior wall sheathing and framing details for a building. The drawing shows a cross-section of the wall and roofline.

Labels and Dimensions:

- TALL WALL FRAMING:** 2x6 BCI VERSA-STUD 1.7' 2400 @ 16" O.C.
- FULL HEIGHT KING STUDS:** (3) 2x6 BCI VERSA-STUD 1.7' 2400, SPLICE w/ 1b6 @ 8" O.C. STAGGERED
- HD02** (Horizontal Dashed Line)
- HD01** (Horizontal Dashed Line)
- HD03** (Horizontal Dashed Line)
- HD04** (Horizontal Dashed Line)
- HD05** (Horizontal Dashed Line)
- HD06** (Horizontal Dashed Line)
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- HD99** (Horizontal Dashed Line)
- HD100** (Horizontal Dashed Line)

Legend:

- SHEAR NAILING: 8d @ 4" O.C. EDGES & 12" O.C. FIELD**
- SHEAR NAILING: 8d @ 8" O.C. EDGES & 12" O.C. FIELD**

SEE DETAIL 4, SHEET S-9



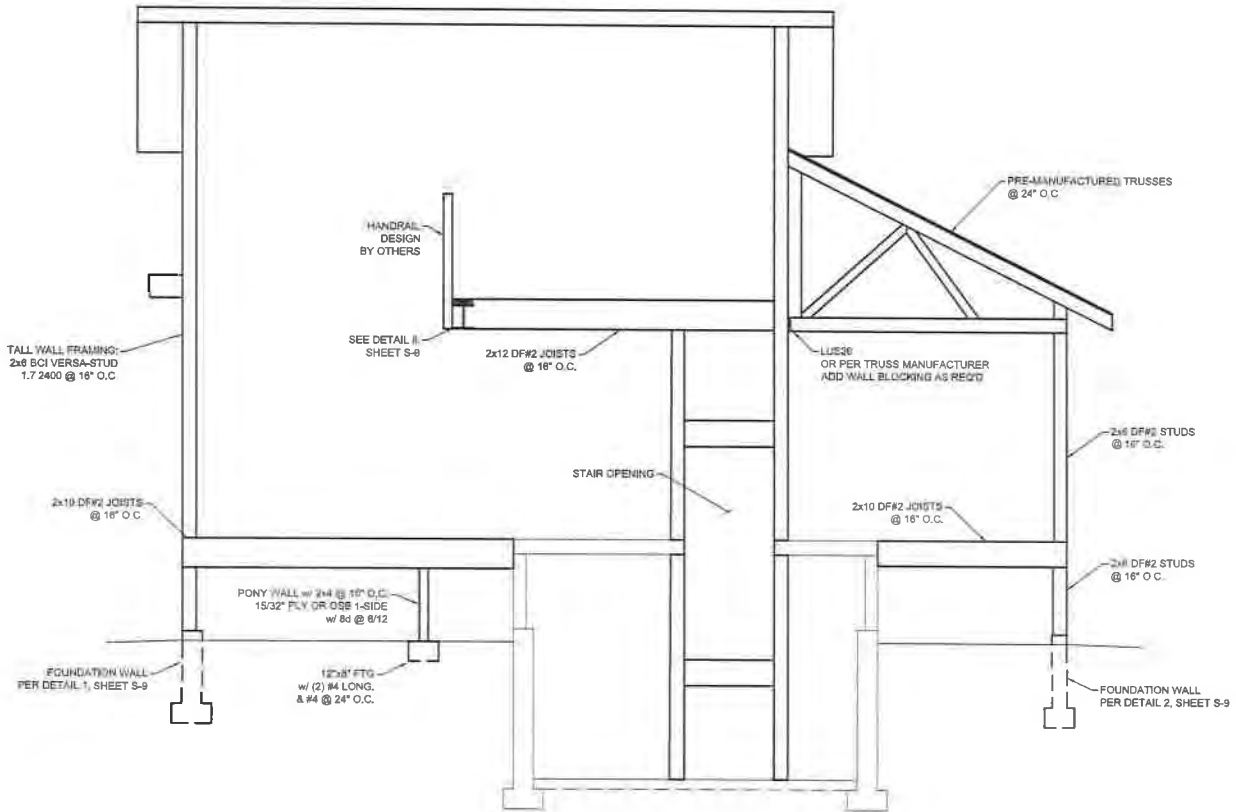
1" ACTUAL

923 A STREET, JUNEAU, AK

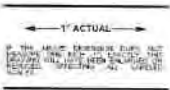
SCALE 1/4" = 1'-0"
DATE 4/29/2020

FULL SIZE: 22"x34"

NOTES:
SEE FRAMING SECTION NOTES SHEET S-6.



JUNEAU, ALASKA
907-635-1433
JAGRAVES77@GMAIL.COM



PRELIMINARY
FISK HOUSE RENOVATION

923 A STREET, JUNEAU, AK

SHEET TITLE:
BUILDING SECTION

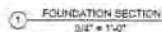
DRAWN: JG

SHEET #
S-8

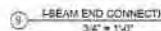
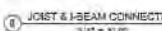
SCALE 1/2" = 1'-0"
DATE 4/29/2020

2 BUILDING SECTION
1/2" = 1'-0"

FULL SIZE: 22"x34"



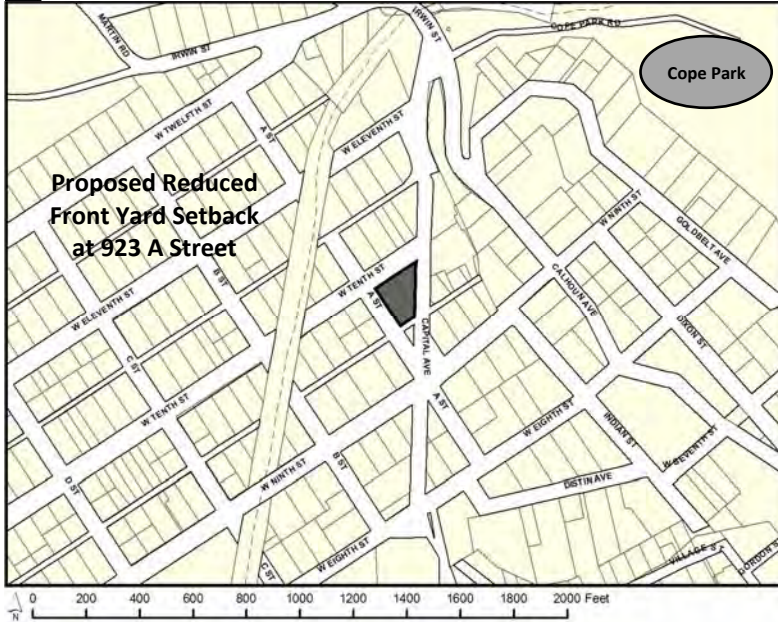
1" ACTUAL



FULL SIZE: 22"x34"

Invitation to Comment

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



155 S. Seward Street Juneau, Alaska 99801

TO:

An application has been submitted for consideration and public hearing by the Planning Commission for an **Alternative Development Permit to reduce the front yard setback from 20 feet to 10.52 feet for an addition located at 923 A Street in a D5 Zone.**

TIMELINE

Staff Report expected to be posted **Monday, July 6, 2020** at
<https://beta.juneau.org/assembly/assembly-minutes-and-agendas>
Find hearing results, meeting minutes and more here as well.

Now through June 22

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

June 23 — noon, July 10

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

HEARING DATE & TIME: 7:00 pm, July 14, 2020

This virtual meeting will be by video and telephonic participation only. To join the webinar, visit:
<http://juneau.zoom.us/j/99680142625>. The Webinar ID is: 996 8014 2625. To join by telephone, 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 the Webinar ID.

July 15

The results of the hearing will be posted online.

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

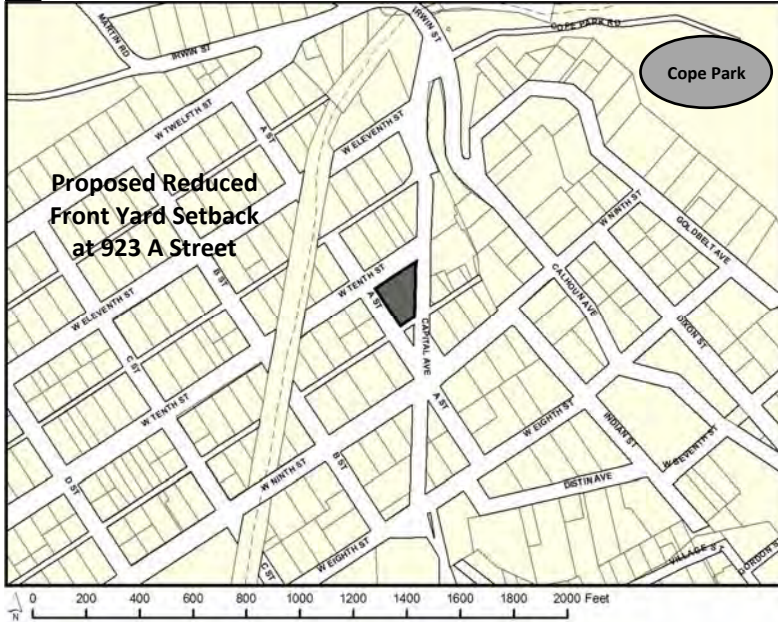
Printed June 10, 2020

Case No.: ADP2020 0001
Parcel No.: 1C030C030040
CBJ Parcel Viewer: <http://epv.juneau.org>

Revised Notice

Re: Reduced Front Yard Setback

Amended Webinar Information



155 S. Seward Street Juneau, Alaska 99801

TO:

You are receiving this notice regarding an application being heard by the Planning Commission for an **Alternative Development Permit to reduce the front yard setback from 20 feet to 10.52 feet for an addition located at 923 A Street**. This revised notice is to provide amended Webinar information, given below.

TIMELINE

Staff Report expected to be posted **Monday, July 6, 2020** at <https://beta.juneau.org/assembly/assembly-minutes-and-agendas>
Find hearing results, meeting minutes and more here as well.

Now through 12 noon, July 10

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

HEARING DATE & TIME: 7:00 pm, July 14, 2020

This virtual meeting will be by video and telephonic participation only. To join the webinar, visit: <http://juneau.zoom.us/j/95654237044>. The Webinar ID is: **956 5423 7044**. To join by telephone, 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 the Webinar ID.

July 15

The results of the hearing will be posted online.

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

Printed June 25, 2020

Case No.: ADP2020 0001
Parcel No.: 1C030C030040
CBJ Parcel Viewer: <http://epv.juneau.org>

Laurel Christian

From: Ian Fisk <fiskarnorth@gmail.com>
Sent: Wednesday, June 24, 2020 9:53 PM
To: Laurel Christian
Subject: Sign posted Fisk 923 A Street

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

Corgi not included in permit application



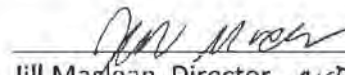
6/18/2020 01:48 PM Pages: 1 of 4

I hereby certify that the legal description shown hereon has been found to comply with Title 4 Community Development Regulations and Title 49 Land Use Code of the City and Borough of Juneau and is approved by the City and Borough of Juneau Department of Community Development for recording in the office of the Juneau Recording District, Juneau, Alaska.

Attest:

Dated June 18, 2020


Municipal Clerk,
City and Borough of Juneau


Jill Maglean, Director, AICD
Community Development Department
City and Borough of Juneau



After recording return to:

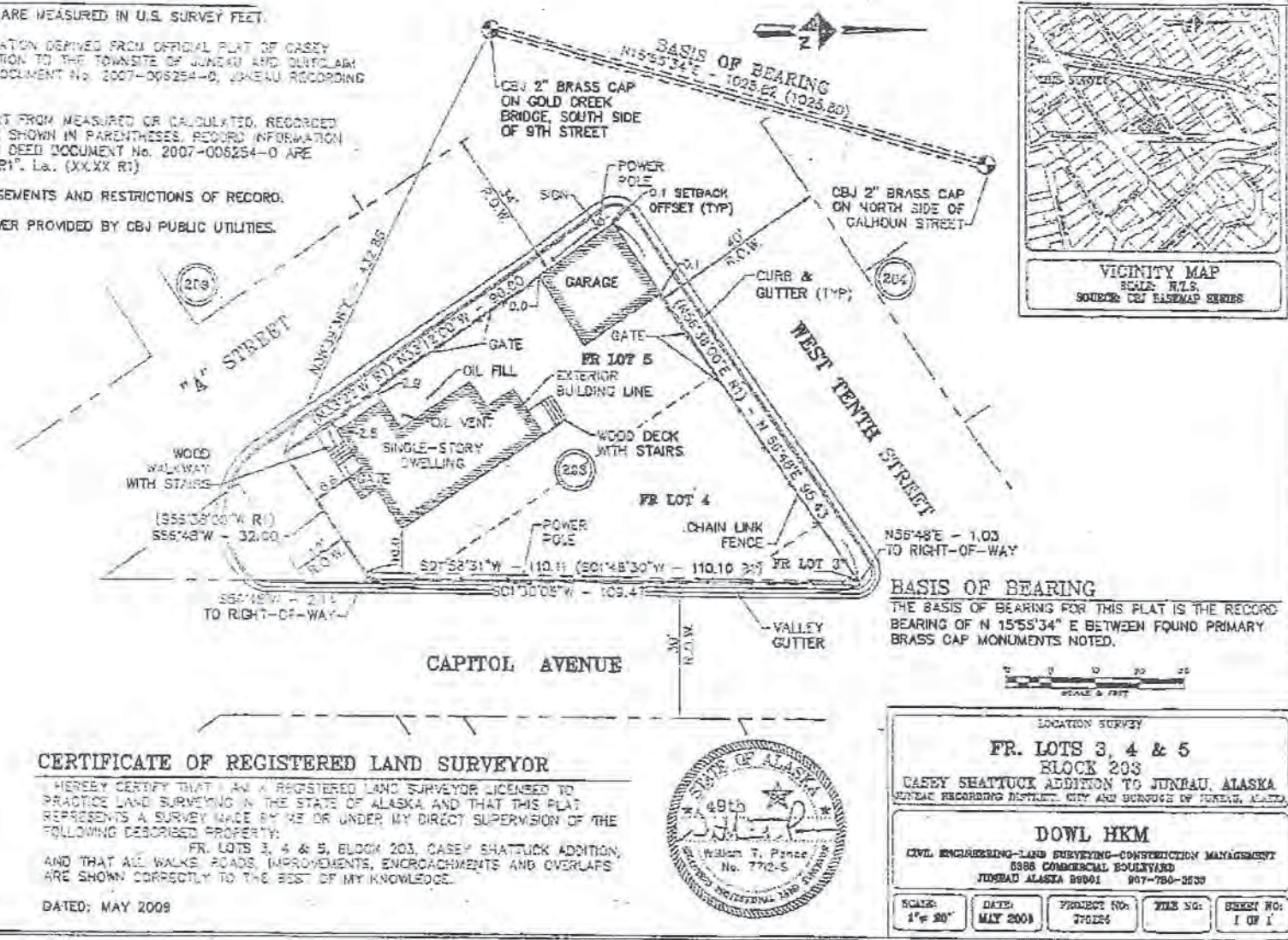
CBJ Community Development
155 South Seward Street
Juneau, Alaska 99801

File No.: SLC2020 0002



NOTES

- 1) ALL DISTANCES ARE MEASURED IN U.S. SURVEY FEET.
- 2) RECORD INFORMATION DERIVED FROM OFFICIAL PLAT OF CASEY SHATTUCK ADDITION TO THE TOWNSITE OF JUNEAU AND QUITCLAIM DEED JUNEAU DOCUMENT No. 2007-005254-0, JUNEAU RECORDING DISTRICT.
- 3) WHERE DIFFERENT FROM MEASURED OR CALCULATED, RECORDED DIMENSIONS ARE SHOWN IN PARENTHESES. RECORD INFORMATION FROM QUITCLAIM DEED DOCUMENT No. 2007-005254-0 ARE LABELED WITH "R1". L.A. (XX.XX R1).
- 4) SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.
- 5) WATER AND SEWER PROVIDED BY CBJ PUBLIC UTILITIES.





Treasury Division
155 S. Seward Street
Juneau, AK 99801
(907) 586-0377 Phone
(907) 586-5367 Fax

CERTIFICATION OF TAXES AND ASSESSMENTS PAID

I, the undersigned, being duly appointed, qualified Treasurer for the City and Borough of Juneau, First Judicial District, State of Alaska, do hereby certify that, according to the records of the City and Borough of Juneau, the following described real property is carried on the tax records in the name of:

Christopher I Fisk

Current Owner

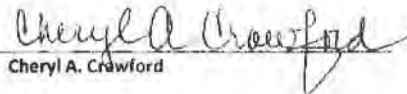
CASEY SHATTUCK BL 203 LTS 3, 4 & 5 FR

Legal Description

1C030C030040

Parcel Code Number

and that, all Real Property taxes and assessments levied by the City and Borough of Juneau against said Real Property have been paid in full. If approval is sought between January 1 and the date of levy, there is on deposit with the Treasury Department an amount sufficient to pay Real Property tax for the current year based on current available information; however, owner remains responsible for the balance of any taxes owed when billing occurs on July 1, 2020.


Cheryl A. Crawford

June 16, 2020

Date

This Certification of Payment of Taxes is valid through December 31, 2020





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

NONCONFORMING CERTIFICATE

Date: June 17, 2020
File No.: NCC2020 0009

ATTN: James Bibb
Northwind Architects, LLC
126 Seward St.
Juneau, AK 99801

Proposal: A Nonconforming Certification Review for nonconforming lot and structure

Property Address: 923 A Street
Property Legal Description: CASEY SHATTUCK BL 203 LTS 3, 4 & 5 FR
Property Parcel Code No.: 1C030C030040

The Director of Community Development adopted the analysis and findings listed in the attached memorandum dated June 12, 2020, and has found the following situations on the subject parcel to be certified nonconforming to the Title 49 Land Use Code of the City and Borough of Juneau:

FR Lot 5:

- Nonconforming Structure (49.30.250): Front yard setback along Capital Avenue (10 feet); street side yard setback along A Street (0.1 feet); street side yard setback along W Tenth Street (0.1 feet); street side yard along alley (8.6').
- Nonconforming Lot (49.30.260): Lot area and width.

FR Lot 4:

- Nonconforming Lot (49.30.260): Lot area, width, and depth.

FR Lot 3:

- Nonconforming Lot (49.30.260): Lot area, width, and depth.

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 parcel 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.

File No.: NCC2020 0009

June 17, 2020

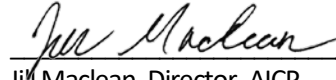
Page 2 of 2

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:



Laurel Christian, Planner II
Community Development Department



Jill Maclean, Director, AICP
Community Development Department



**DIRECTOR'S REVIEW STAFF REPORT
NONCONFORMING CERTIFICATION
NCC2020 0009**

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

STAFF RECOMMENDATION:

Staff recommends the following situations receive Nonconforming Certification:

- Nonconforming Structure (49.30.250)
- Nonconforming Lot (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.

DATE: June 12, 2020

TO: Jill Maclean, Director, AICP

FROM: Laurel Christian, Planner II

Laurel Christian

PROPOSAL SYNOPSIS: Applicant requests a Nonconforming Certification Review for nonconforming lots and structure

SUMMARY OF KEY CONSIDERATIONS:

- Structure is used as a single-family dwelling
- Parcel is bordered by four rights-of-way
- Three fraction lots share one parcel ID number; each fraction lot is a legal lot and evaluated separately in this report

GENERAL INFORMATION

Property Owner	Christopher Fisk
Applicant	Northwind Architects
Property Address	923 A Street
Legal Description	CASEY SHATTUCK BL 203 LTS 3, 4 & 5 FR
Parcel Number	1C030C030040
Zoning	D5
Lot Size	3662 sq. ft.; 2029 sq. ft.; 71 sq. ft. Approx.
Water/Sewer	Public
Access	W. Tenth Street
Existing Land Use	Residential
Associated Applications	ADP2020 0001

SURROUNDING LAND USES

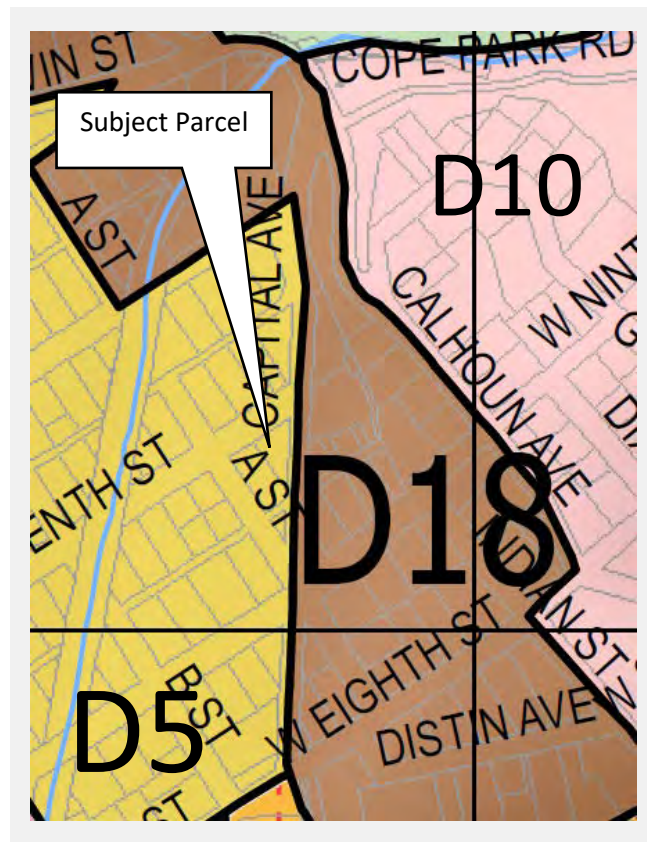
North	D5 Residential
South	D5 Residential
East	D18 Residential
West	D5 Residential
SITE FEATURES	
Anadromous	N/A
Flood Zone	N/A
Hazard	N/A
Hillside	N/A
Wetlands	N/A



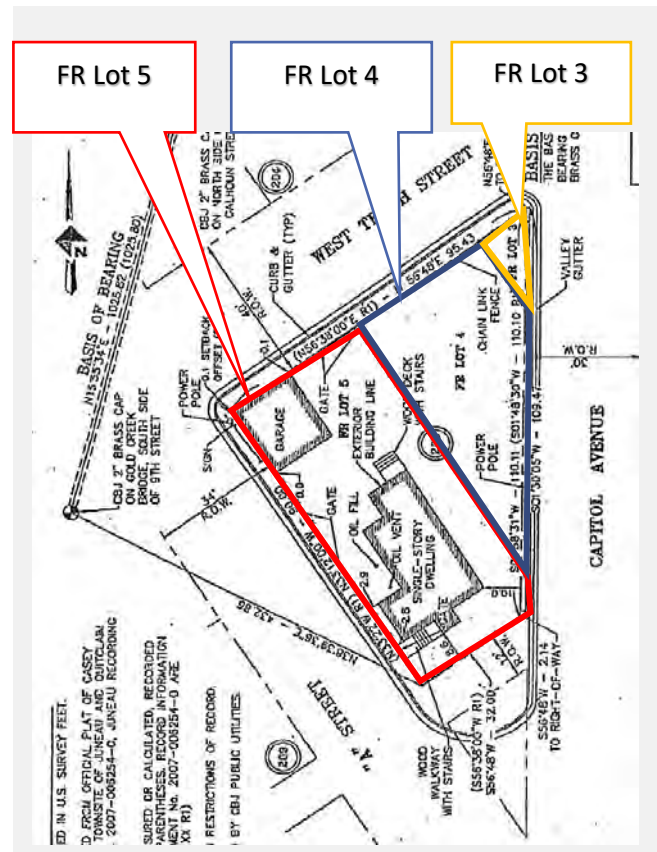
ATTACHMENTS

Item	Description
Attachment A	Application Packet
Attachment B	Information Reviewed

CURRENT ZONING MAP



AS BUILT SURVEY



ZONING HISTORY

Year	Zoning District	Summary
1920	NA	Original dwelling and garage were constructed in 1920 on Fraction Lot 5. No zoning was established at this time.
1954	R-2	The first zoning for the parcel was R-2. Single-family uses were allowed uses. The required lot area was 3,600 square feet and minimum lot width was 40 feet; there was no minimum lot depth requirement. Front yard setback was 15 feet; rear yard setback was 10 feet; street side yard setback was 10 feet; and side yard setback was 5 feet. FR Lot 5 was conforming for lot area and width, and nonconforming for setbacks.
1969	RMM	RMM was a medium density residential zoning district. Single-family dwellings were allowed uses. Minimum lot size was 4,800 square feet; lot width was 40 feet; and lot depth was 90 feet. The front yard setback was 15 feet; rear yard setback was 10 feet; and the side yard setback

Year	Zoning District	Summary
		was 5 feet. FR Lot 5 was conforming for lot area and width, and nonconforming for lot depth and setbacks.
1987	D5	The existing zoning of the parcel is D5. Single-family residential uses are permitted uses. The minimum lot size was increased to 7,000 square feet; minimum lot width is 70 feet; minimum lot depth is 85 feet. The required setbacks are 20 feet front and rear; 13 feet street side; 5 feet side. FR Lot 5 is nonconforming for lot area and depth, and the structures on the lot are nonconforming to the required setbacks. FR Lots 4 and 3 are nonconforming for area, width, and depth.

BACKGROUND INFORMATION

The applicant requests a Nonconforming Certification for lot and structure setbacks. The parcels were platted in 1913 through the Casey Shattuck Addition to Juneau. The structure on the parcel was constructed in 1920 according to the Casey Shattuck Historic Building Survey. One Tax ID number has been assigned to three fractions of a lot, which makes up the parcel, which consists of the three fraction lots. The three fraction lots are under common ownership. Alterations to the property will require a lot consolidation of the three fraction lots into one lot; the applicant has applied for a lot consolidation.

INFORMATION REVIEWED

Year	Type	Summary
2000	As Built Survey	As built survey shows existing structures in relation to property lines
1913	Plat	Plat No. 1913-1: Original plat for the Casey Shattuck Addition to Juneau
1934	Plat	Plat No. 1934-1: Plat map of Juneau
1927	Sanborn Maps	Sanborn map from 1927 shows the footprint of two structures
1969	Sanborn Map	Sanborn map from 1969 shows the footprint of two structures
1961	Aerial Photography	Aerial photo from 1961 shows the dwelling and garage
2004	Historic Building Survey	The Casey Shattuck Historic Building Survey identifies the dwelling on the lot as a historic building. The dwelling on the lot was built in 1920 according to the survey.

ANALYSIS

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

Standard		Requirement	FR Lot 5	FR Lot 4	FR Lot 3	Code Reference
Lot	Size	7,000 SQFT	3,662 sq. ft. Approx.	2029 sq. ft. Approx.	71 sq. ft. Approx.	49.25.400
	Width	70'	40'	40'	15'	49.25.400
	Depth	85'	85'	51	20'	49.25.400
Setbacks	Front	20'	10'	Vacant	Vacant	49.25.400
	Street Side	13'	8.6'	Vacant	Vacant	49.25.400

	Street Side	13'	2.9' to dwelling 0.1' to garage	Vacant	Vacant	49.25.400
	Street Side	13'	35' to dwelling 0.1' to garage	Vacant	Vacant	49.25.400
	Side	5'	10'	Vacant	Vacant	49.25.400
Lot Coverage		50% maximum	33% approx.	Vacant	Vacant	49.25.400
Height	Permissible	35'	Unknown	Vacant	Vacant	49.25.400
	Accessory	25'	Unknown	Vacant	Vacant	49.25.400
Maximum Dwelling Units		1	1	1	1	49.25.500
Use		Residential	Residential	Vacant	Vacant	49.25.300
Vegetative Cover		15%	35%	100%	100%	49.50.300
Parking		2	2	Vacant	Vacant	49.40.210(a)

Minimum Lot Requirements – The original parcels were platted in 1913 through the Casey Shattuck Addition to Juneau. The parcels were split by deed to create fraction lots, which are all under common ownership and act as one parcel. The Assessor's office currently values the three fractions as one lot; the fractions share a Tax ID number. As demonstrated in the above table, each lot is nonconforming for minimum lot requirements.

FR Lot 5 Finding: Staff finds FR Lot 5 is nonconforming for lot area and lot width.

FR Lot 4 Finding: Staff finds FR Lot 4 is nonconforming for lot area, width, and depth.

FR Lot 3 Finding: Staff finds FR Lot 3 is nonconforming for lot area, width, and depth.

Minimum Setback Requirements – As demonstrated in the above table, the structures on FR Lot 5 do not meet the required setbacks for the front and street side yard setbacks along Capitol Avenue, A Street, and W. Tenth Street, and an unnamed alley to the south. The dwelling on the lot was built in 1920. A 1927 Sanborn Map also shows that the garage existed in 1927. Both the single-family dwelling and garage were constructed prior to the establishment of zoning. FR Lots 3 and 4 are vacant.

FR Lot 5 Finding: Staff finds the structure on FR Lot 5 is nonconforming for setbacks.

FR Lot 4 Finding: N/A, lot is vacant.

FR Lot 3 Finding: N/A, lot is vacant.

Lot Coverage – Lot coverage of structures on FR Lot 5 do not exceed the allowed maximum.

FR Lot 5 Finding: Staff finds FR Lot 5 is conforming for lot coverage.

FR Lot 4 Finding: N/A, lot is vacant.

FR Lot 3 Finding: N/A, lot is vacant.

Structure Height – There are no building permits for the existing structures. Photographs show that the garage is a single-story and the single-family dwelling is a single-story with a basement. These structures do not exceed the maximum height allowed.

FR Lot 5 Finding: Staff finds the FR Lot 5 is conforming for structure height.

FR Lot 4 Finding: N/A, lot is vacant.

FR Lot 3 Finding: N/A, lot is vacant.

Residential Density – FR Lot 5 currently contains one (1) single-family dwelling.

FR Lot 5 Finding: Staff finds the FR Lot 5 is conforming for residential Density

FR Lot 4 Finding: N/A, lot is vacant.

FR Lot 3 Finding: N/A, lot is vacant.

Use – FR Lot 5 contains a residential use.

FR Lot 5 Finding: Staff finds FR Lot 5 is conforming for use.

FR Lot 4 Finding: N/A, lot is vacant.

FR Lot 3 Finding: N/A, lot is vacant.

Vegetative Cover – GIS aerial imagery indicates each lot meets vegetative cover requirements.

FR Lot 5 Finding: Staff finds FR Lot 5 is conforming for use.

FR Lot 4 Finding: N/A, lot is vacant.

FR Lot 3 Finding: N/A, lot is vacant.

Parking – CBJ 49.40.210 requires two (2) off-street parking spaces. Back-out parking is allowed for single-family dwellings in residential zoning districts per 49.40.230(b)(7)(A). The garage on the FR Lot 5 provides two (2) off-street parking spaces for the single-family dwelling. There is also a small parking pad next to the garage along W. Tenth Street.

FR Lot 5 Finding: Staff finds FR Lot 5 is conforming for number and type of off-street parking spaces.

FR Lot 4 Finding: N/A, lot is vacant.

FR Lot 3 Finding: N/A, lot is vacant.

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 is no information to suggest that the situations on the subject parcel are noncompliant. Existing nonconforming situations were established prior to the establishment of zoning and have been maintained over time.

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 subject parcel have been abandoned.

Finding: Staff finds none of the above events have taken place and the nonconforming situations are not deemed abandoned. Upon lot consolidation, the fraction lots cannot be reverted back to, and the lot can only be subdivided if proposed subdivision complies with zoning.

FINDINGS

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

Analysis: Information reviewed corroborated that the nonconforming structures were constructed prior to the establishment of zoning. Additionally, the existing lots were created prior to current platting requirements.

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

2. Has the nonconforming situation been abandoned?

Analysis: The single-family dwelling and garage have been maintained since construction in the 1920s. No information has been submitted to suggest the situations have been abandoned.

Finding: No. The nonconforming situations on the parcel have not been abandoned.

RECOMMENDATION

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

FR Lot 5:

1. Nonconforming Structure (49.30.250): Front yard setback along Capital Avenue (10 feet); street side yard setback along A Street (0.1 feet); street side yard setback along W. Tenth Street (0.1 feet); street side yard along alley (8.6 feet).
2. Nonconforming Lot (49.30.260): Lot area and width.

FR Lot 4:

1. Nonconforming Lot (49.30.260): Lot area, width, and depth.

FR Lot 3:

1. Nonconforming Lot (49.30.260): Lot area, width, and depth.

Reconsideration of Abandonment

49.30.220(c) An abandonment determination may be reconsidered within 20 days of the date of the determination. No appeal of an abandonment determination may be made unless reconsideration is first sought.

49.30.220(a) A director's determination of abandonment under 49.30.220 may be reconsidered if information submitted establishes all of the following:

(1) The owner has been maintaining the land and structure(s) in accordance with applicable building, fire, and other codes and regulations;

(2) The owner has been maintaining or pursuing applicable permits and licenses; and

(3) The owner has filed applicable tax documents.

If the situation is still deemed abandoned after reconsideration is sought, an appeal may be filed in accordance with CBJ 49.20.110



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
SITUATION WAS ALLOWED WHEN ESTABLISHED	CERTIFIED SURVEY OF PROPERTY, 2009, BY DOWL HKM
SITUATION WAS ALLOWED WHEN ESTABLISHED	CASEY SHATTUCK HISTORIC BUILDING SURVEY

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
SITUATION WAS MAINTAINED OVER TIME	NONCONFORMING SITE PLAN, 2020, BY NORTHWIND ARCHITECTS

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

ALL REQUIRED MATERIALS ATTACHED

☐ Complete Application (Per CBJ 49.30.310)

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

NONCONFORMING CERTIFICATION REVIEW FEES:

	Fees	Check No.	Receipt	Date
Application Fees	\$ _____			
Admin. of Guarantee	\$ _____			
Adjustment	\$ _____			
Total Fee	\$ _____			

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 <i>NCC2020-09</i>	Date Received <i>6/11/2020</i>
----------------------------------	-----------------------------------

Attachment D - NCC2020 0009 Nonconforming Certification

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



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 923 A Street, Juneau, AK 99801		
	Legal Description(s) (Subdivision, Survey, Block, Tract, Lot) CASEY SHATTUCK BL 203 LTS 3, 4		
	Parcel Number(s) 1C030C030040		
	☐ This property located in the downtown historic district ☐ This property located in a mapped hazard area, if so, which _____		
	LANDOWNER/ LESSEE		
	Property Owner Christopher Fisk	Contact Person Ian Fisk	Phone Number(s) (907) 209-2657
	Mailing Address 923 A Street, Juneau, AK 99801		
	E-mail Address fiskarnorth@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 <u>IAN FISK</u> 5/28/2020 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 Northwind Architects	Contact Person James Bibb	Phone Number(s) (907) 586-6150	
Mailing Address 126 Seward Street, Juneau, AK 99801			
E-mail Address jamesbibb@northwindarch.com			
X <u>JAMES BIBB</u> 5/28/2020 Applicant's Signature Date of Application			

DEPARTMENT USE ONLY BELOW THIS LINE

App Fee: \$400.00
Sign Deposit: \$100.00
Sign Fee: \$50.00
\$550.00

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 at 586-0770.

Intake Initials LEC	Date Received 6/11/20
Case Number A-2720-01	



NorthWind
Architects, LLC

28 May 2020

NorthWind Architects, LLC
126 Seward Street
Juneau, Alaska 99801
James Bibb

Re: Narrative for Application for a Nonconforming Certification

When the Casey Shattuck Neighborhood was platted in the early 1900's, an orderly block grid was laid over an Alaskan landscape, and some of the lots came out to irregular shapes along Capital Avenue. In 1920 at 923 A Street- legal description CASEY SHATTUCK BL 203 LTS 3 and 4- the G. Olson House was built as a single-story home with full basement.

Structure

A D5 zoned property typically has a 20' front yard setback, and the nature of the lot shape and house placement makes the front yard difficult to determine. The CBJ Community Development team determined the Capital Ave side of the property as the front yard, which indicates the original home is nonconforming. An addition is proposed to the home, and because the property is within the Alternative Development Overlay District, an alternative front yard setback of 10.52 feet was used.

Summary: The existing building is nonconforming and the addition keeps with the character of the neighborhood.

Lot

923 A Street historically was made up of three lots, FR LOTS 3, 4, & 5. The attached 2009 survey indicates the original house was built on lot 5, and lots 3 & 4 were open yard space. The city now lists the lots as 3 & 4 on the assessor's website. For a D5 zoned property, the minimum lot depth is 85' and the minimum lot width is 70'. 923 A Street has a lot depth of 33' 10 1/2" and a lot width of 88' 10 3/4", which means it does not currently conform to the minimum lot depth. Even combined, the lots do not make up an adequate conforming lot.

Summary: The existing property is and always has been nonconforming.

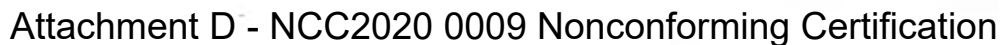
Sean M Boily AIA
Principal Architect

James Bibb AIA
Principal Architect

David Hurley AIA
Principal Architect

126 Seward Street
Juneau, AK 99801

p.907.586.6150
f.907.586.6181



Casey Shattuck Historic Building Survey

AHRS #: JUN-830 **CBJ #:** F-078 **Parcel #:** 1C030C030040 **Year Built:** AD 1920

Historic Name: G. Olson House

Other Name:

Location: 923 A St., Juneau

Legal Description: Lot 4 & 5; Block 203

Historic Use: Building, Single Dwelling

Current Use: Building, Single Dwelling

Architectural Style: National

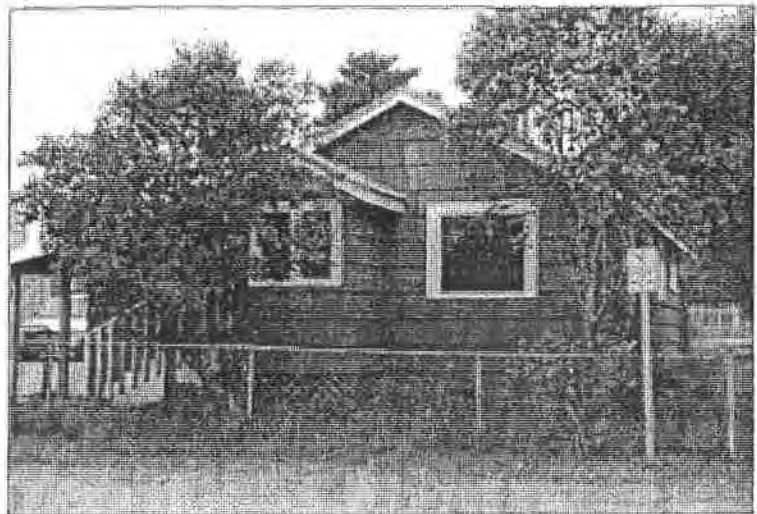
General Description: One story side gable wood frame building with front gable appendage, delta rib metal roofing, composite shingle siding, concrete foundation, full basement

Architectural Features:

Historical Information: Gudrun Olson was a caterer and lived in the house for a long time.

Alterations:

Comments: Double car garage on site

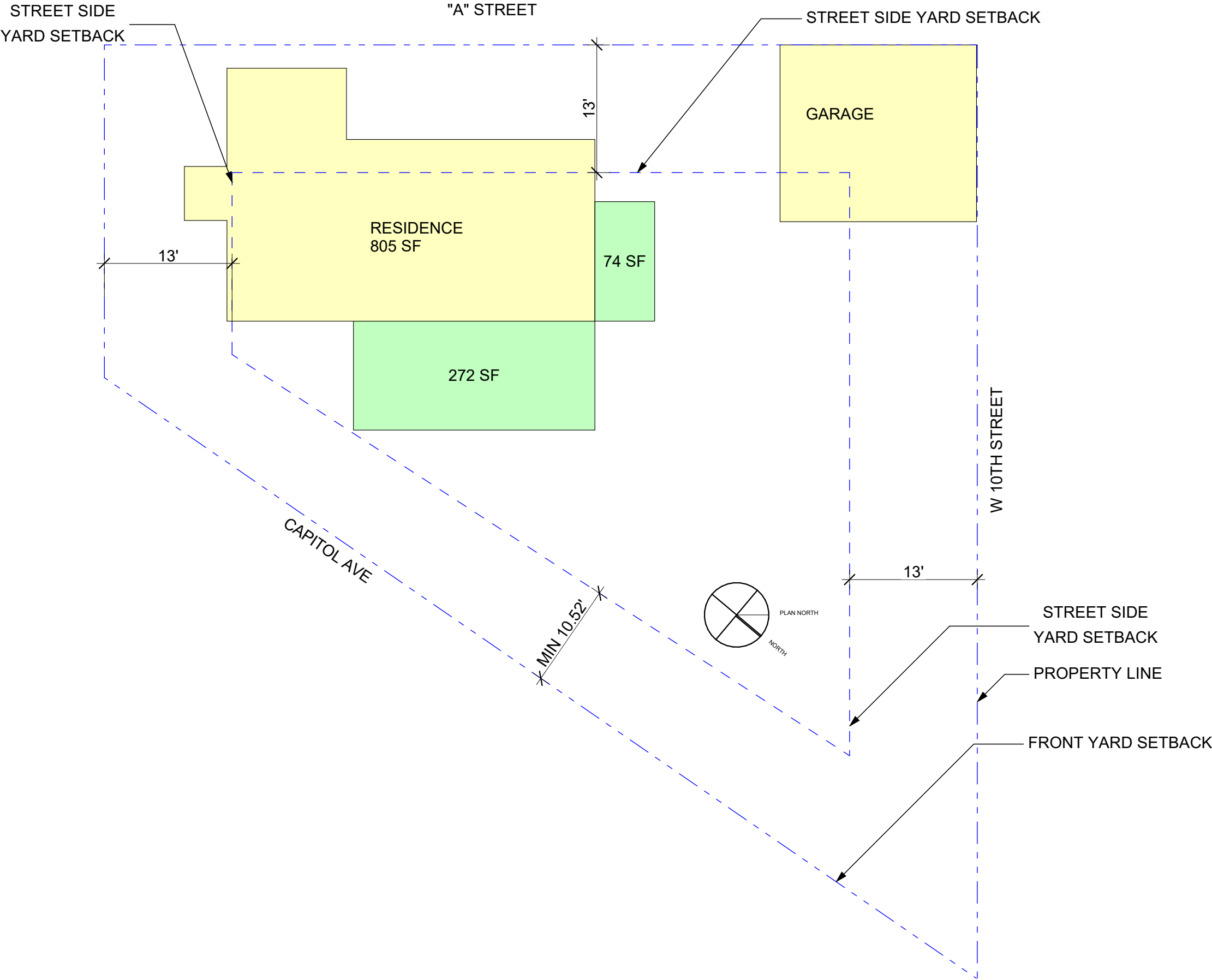


Date Entry Date: 8/18/2004

Current Photo Date: September 2001

Survey By: Gary H. Gillette, Architect

Current Photo By: Renee Hughes, Photographer



1 SITE PLAN
SCALE: 3/32" = 1'-0"

CODE REVIEW
IBC 2012
OCCUPANCY CLASSIFICATION:
RESIDENTIAL R2
TYPE OF CONSTRUCTION - TYPE VB
SPRINKLED - NO
REQUIRED SEPARATION OF
OCCUPANCIES - NO SEPERATION
REQUIRED
EXISTING FLOOR AREA:
FIRST FLOOR = 805.2 SF
NEW CONSTRUCTION FLOOR AREA:
FIRST FLOOR = 346.7
SECOND FLOOR= 315.48
ALLOWABLE BUILDING HEIGHT:
35'-0"
STAIR 1: 14 RISERS @ 7 23/32"
STAIR 2: 13 RISERS @ 7 25/64"
ACTUAL STORIES AND HEIGHT:
FIRST FLOOR = 1 STORY, 9' FINISH
FLOOR-FLOOR HEIGHT
SECOND FLOOR = 1 STORY, 7' FINSH
FLOOR - CEILING HEIGHT
TOTAL HEIGHT = 24'-11"

ZONING REVIEW
CBJ TITLE 49 LAND USE
LEGAL DESCRIPTION OF LOT
CASEY
SHATTUCK BL 203
LTS 3, 4, 5 FR
CITY BOROUGH OF JUNEAU
ZONING DISTRICT - D5 (SINGLE
FAMILY/DUPLEX)
ALLOWABLE SETBACKS:
FRONT YARD = 20'-0" TYP, 10.52" AS
PER ADOD
STREET SIDE YARD =13'-0"
MAXIMUM HEIGHT - 35'-0"
MAXIMUM LOT COVERAGE - 50%
NUMBER OF DWELLING UNITS=1
NUMBER OF FIXTURES:
TOILETS = 2
SINKS = 3
SHOWERS = 2

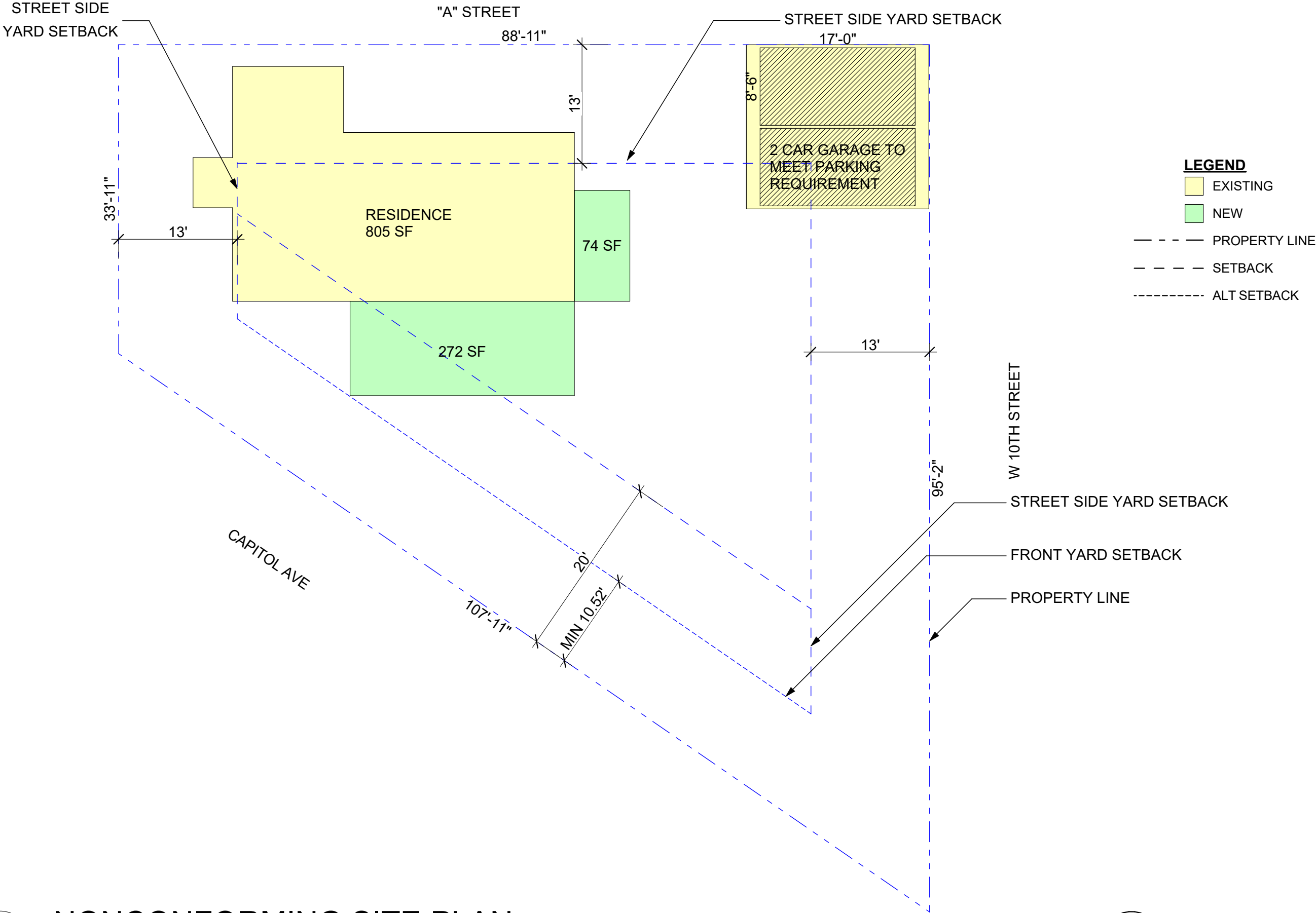
LEGEND
EXISTING
NEW



1" ACTUAL
IF THE ABOVE DIMENSION DOES NOT MEASURE ONE INCH (1") EXACTLY, THIS DRAWING WILL HAVE BEEN ENLARGED OR REDUCED, AFFECTING ALL LABELED SCALES.

FISK HOUSE RENOVATION
NWA-1925
923 A STREET
JUNEAU, AK 99801

SHEET TITLE:
SITE PLAN
CHECKED JB
DRAWN AD,JB
SHEET #
G0.1
PLOT DATE 6/10/2020
ISSUE DATE 8/5/2019



LEGEND

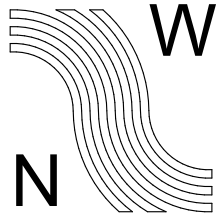
EXISTING

NEW

PROPERTY LINE

SETBACK

ALT SETBACK



NorthWind
Architects LLC
126 Seward St
Juneau, AK 99801
Ph #907.586.6150
www.northwindarch.com

1" ACTUAL
IF THE ABOVE DIMENSION DOES NOT MEASURE ONE INCH (1") EXACTLY, THIS DRAWING WILL HAVE BEEN ENLARGED OR REDUCED, AFFECTING ALL LABELED SCALES.

FISK HOUSE RENOVATION

NWA-1925
923 A STREET
JUNEAU, AK 99801

SHEET TITLE:
NONCONFORMING
SITEPLAN

CHECKED JB
DRAWN AD,JB

SHEET #

G0.2

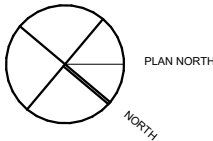
PLOT DATE 6/10/2020
ISSUE DATE 8/5/2019

1

NONCONFORMING SITE PLAN

SCALE: 3/32" = 1'-0"

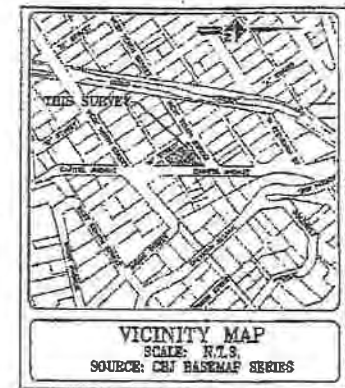
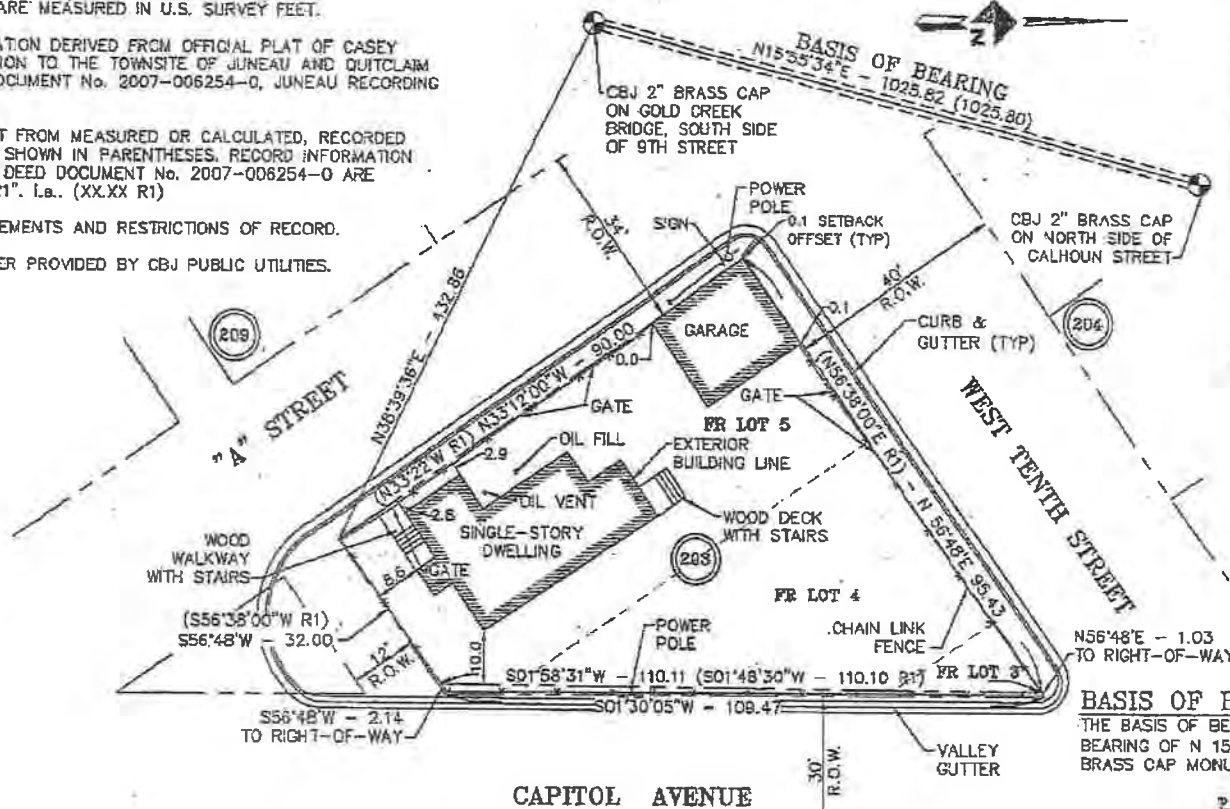
Attachment D - NCC2020 0009 Nonconforming Certification



Attachment B - Information Reviewed

NOTES

- 1) ALL DISTANCES ARE MEASURED IN U.S. SURVEY FEET.
- 2) RECORD INFORMATION DERIVED FROM OFFICIAL PLAT OF CASEY SHATTUCK ADDITION TO THE TOWNSHIP OF JUNEAU AND QUITCLAIM DEED JUNEAU DOCUMENT No. 2007-006254-0, JUNEAU RECORDING DISTRICT.
- 3) WHERE DIFFERENT FROM MEASURED OR CALCULATED, RECORDED DIMENSIONS ARE SHOWN IN PARENTHESES. RECORD INFORMATION FROM QUITCLAIM DEED DOCUMENT No. 2007-006254-0 ARE LABELED WITH "R1". I.e., (XX.XX R1)
- 4) SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.
- 5) WATER AND SEWER PROVIDED BY CBJ PUBLIC UTILITIES.



CERTIFICATE OF REGISTERED LAND SURVEYOR

I HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA AND THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION OF THE FOLLOWING DESCRIBED PROPERTY:

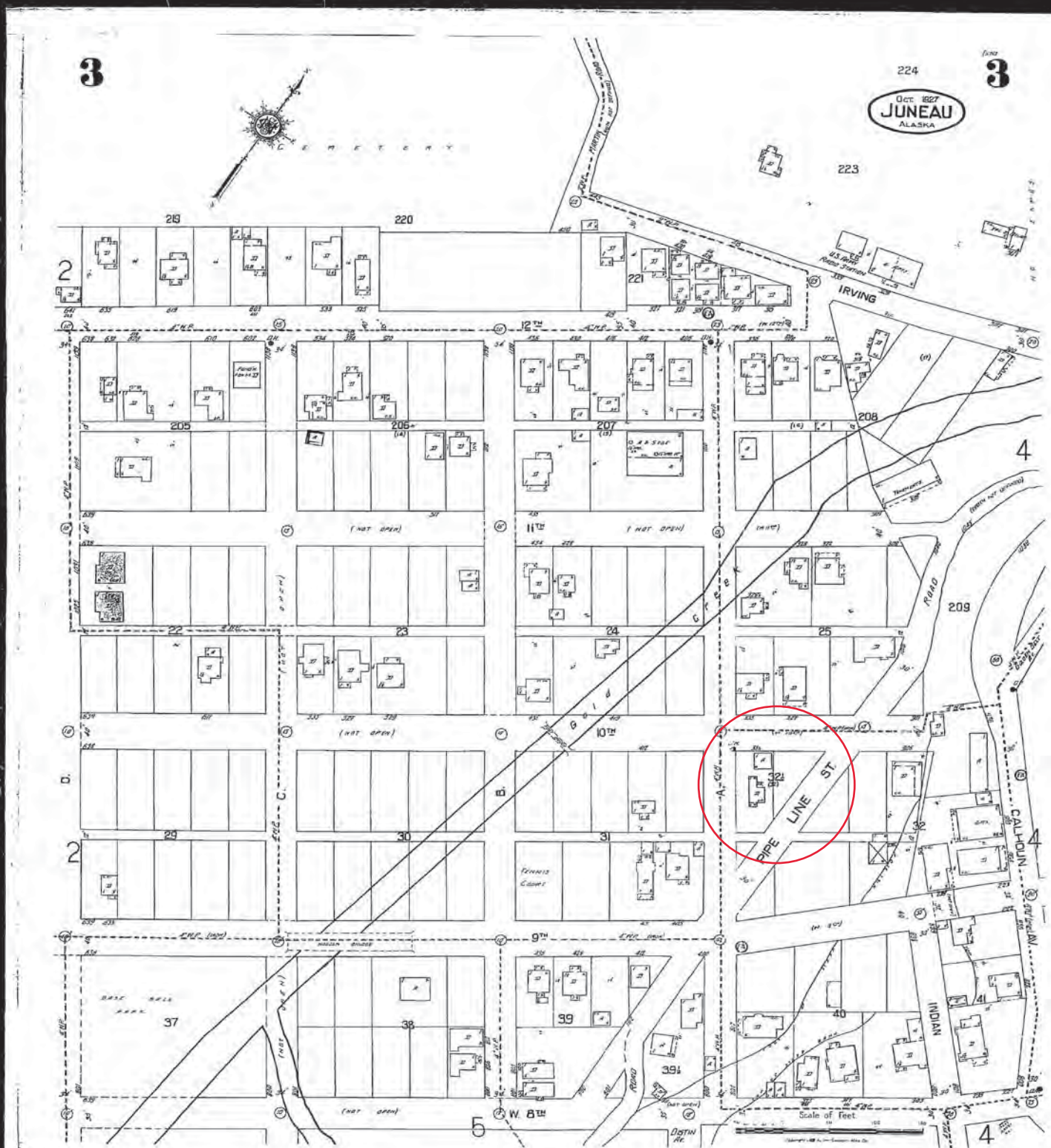
FR. LOTS 3, 4 & 5, BLOCK 203, CASEY SHATTUCK ADDITION, AND THAT ALL WALKS, ROADS, IMPROVEMENTS, ENCROACHMENTS AND OVERLAPS ARE SHOWN CORRECTLY TO THE BEST OF MY KNOWLEDGE.

DATED: MAY 2009



LOCATION SURVEY				
FR. LOTS 3, 4 & 5				
BLOCK 203				
CASEY SHATTUCK ADDITION TO JUNEAU, ALASKA				
JUNEAU RECORDING DISTRICT, CITY AND BOROUGH OF JUNEAU, ALASKA				
DOWL HKM				
CIVIL ENGINEERING-LAND SURVEYING-CONSTRUCTION MANAGEMENT				
5388 COMMERCIAL BOULEVARD				
JUNEAU ALASKA 99801 907-780-3633				
SCALE: 1" = 80'	DATE: MAY 2009	PROJECT NO: J70226	FILE NO:	SHEET NO: 1 OF 1





The Sanborn Library, LLC

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Year EDR Research Associate

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EDR Research Associate
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10-18

Attachment B - Information Reviewed



Attachment D - NCC2020 0009 Nonconforming Certification

Casey Shattuck Historic Building Survey

AHRS #: JUN-830 **CBJ #:** F-078 **Parcel #:** 1C030C030040 **Year Built:** AD 1920

Historic Name: G. Olson House

Other Name:

Location: 923 A St., Juneau

Legal Description: Lot 4 & 5; Block 203

Historic Use: Building, Single Dwelling

Current Use: Building, Single Dwelling

Architectural Style: National

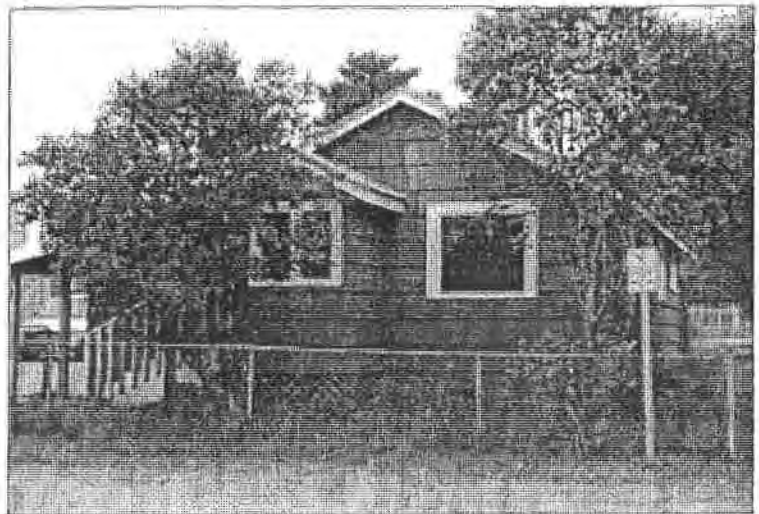
General Description: One story side gable wood frame building with front gable appendage, delta rib metal roofing, composite shingle siding, concrete foundation, full basement

Architectural Features:

Historical Information: Gudrun Olson was a caterer and lived in the house for a long time.

Alterations:

Comments: Double car garage on site



Date Entry Date: 8/18/2004

Current Photo Date: September 2001

Survey By: Gary H. Gillette, Architect

Current Photo By: Renee Hughes, Photographer

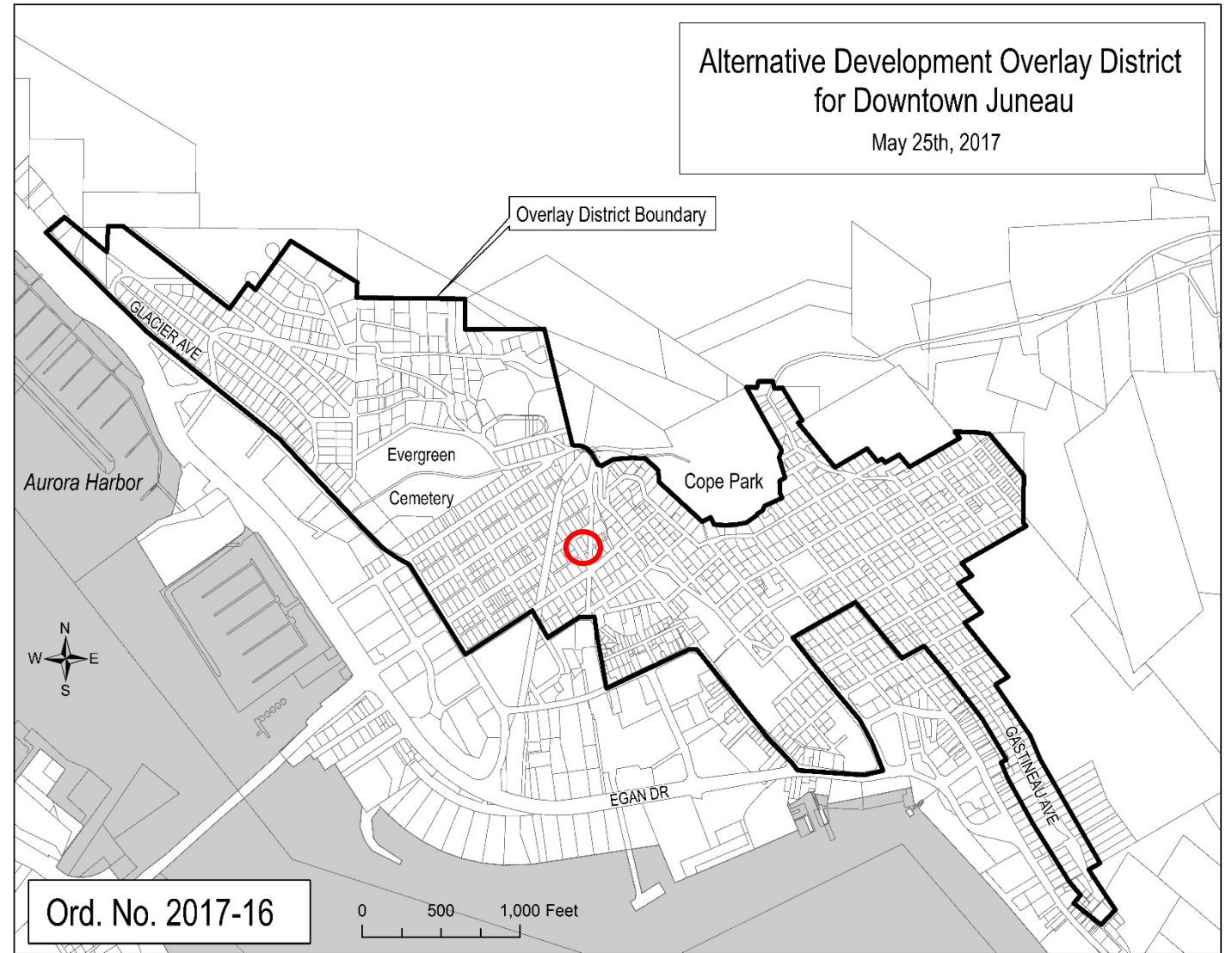
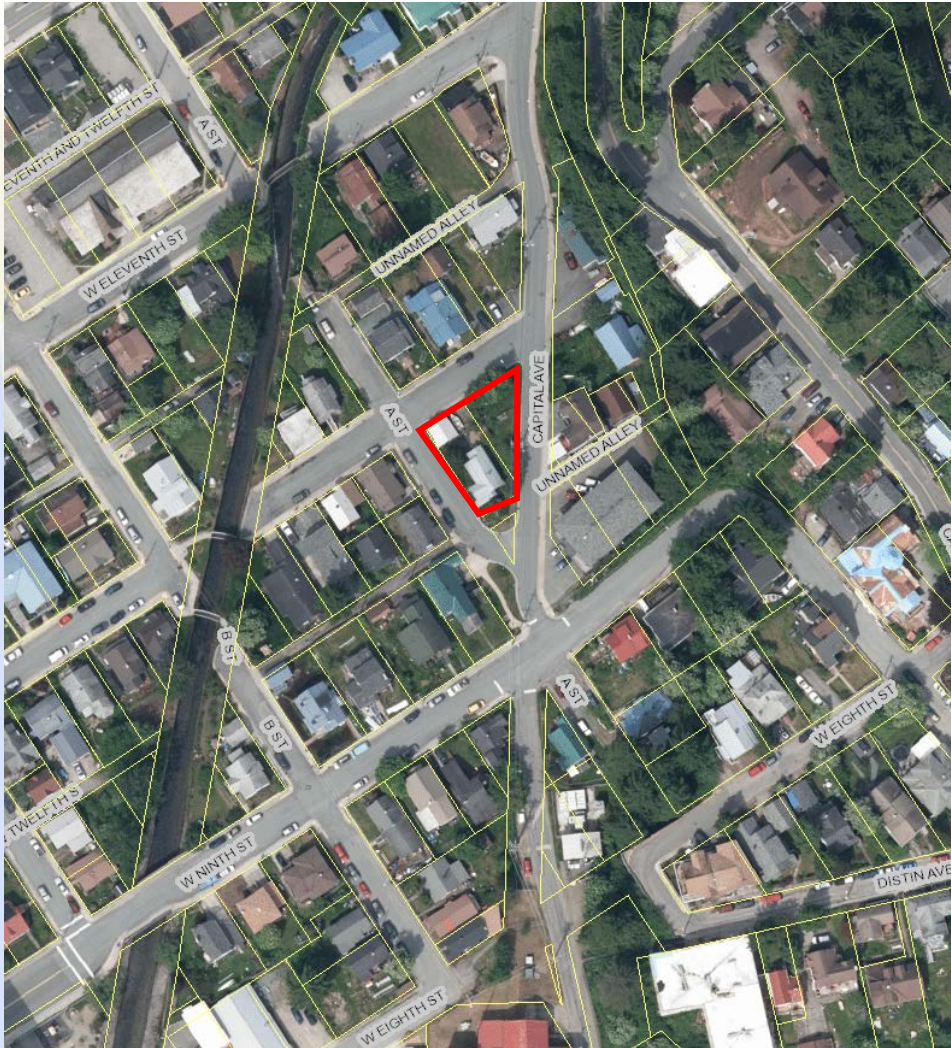
ADP2020 0001

An Alternative Development Permit (ADOD) to reduce the front yard setback from 20 feet to 10.50 feet for an addition.

Board of Adjustment Hearing July 14, 2020

Staff recommends approval of the proposed ADOD permit.

Vicinity Map



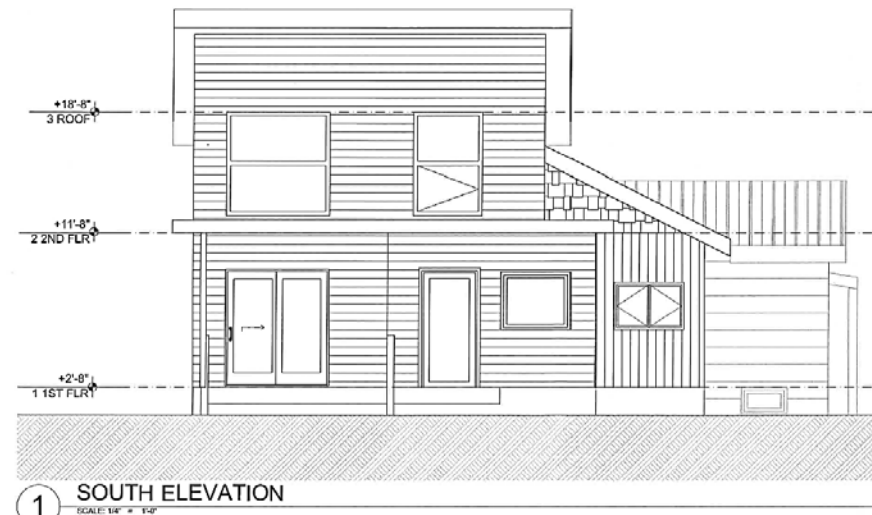
P:\quinn\Projects\CDD\Overlay districts\adods.mxd

Background Information

GENERAL INFORMATION	
Property Owner	Christopher Fisk
Applicant	Northwind Architects
Property Address	923 A Street
Legal Description	Casey Shattuck Block 203 Lots 3, 4 & 5 FR
Parcel Number	1C030C030040
Zoning	D5
Land Use Designation	MDR-SF
Lot Size	5,762 Square Feet
Water/Sewer	Public
Access	W. Tenth Street
Existing Land Use	Single-family Residential
Associated Applications	NCC2020 0009 and SLC2020 0002

SLC2020 0002	Approved/Recorded – Lot consolidation of the three fraction lots into one lot
NCC2020 0009	Approved – The property received Nonconforming Certification for lot area, lot depth, and structure setbacks on June 17, 2020.

VERTICAL



ADOD Setback Reductions



- The ADOD allows for additions to residential structures with reduced setbacks by taking an average of corresponding setbacks for properties within a 150-foot radius.
- The CBJ Cartographer determines the setbacks for properties and determines the average
- The average for this area was 10.52, rounded to 10.5 for practicality.

Dimensional Standards

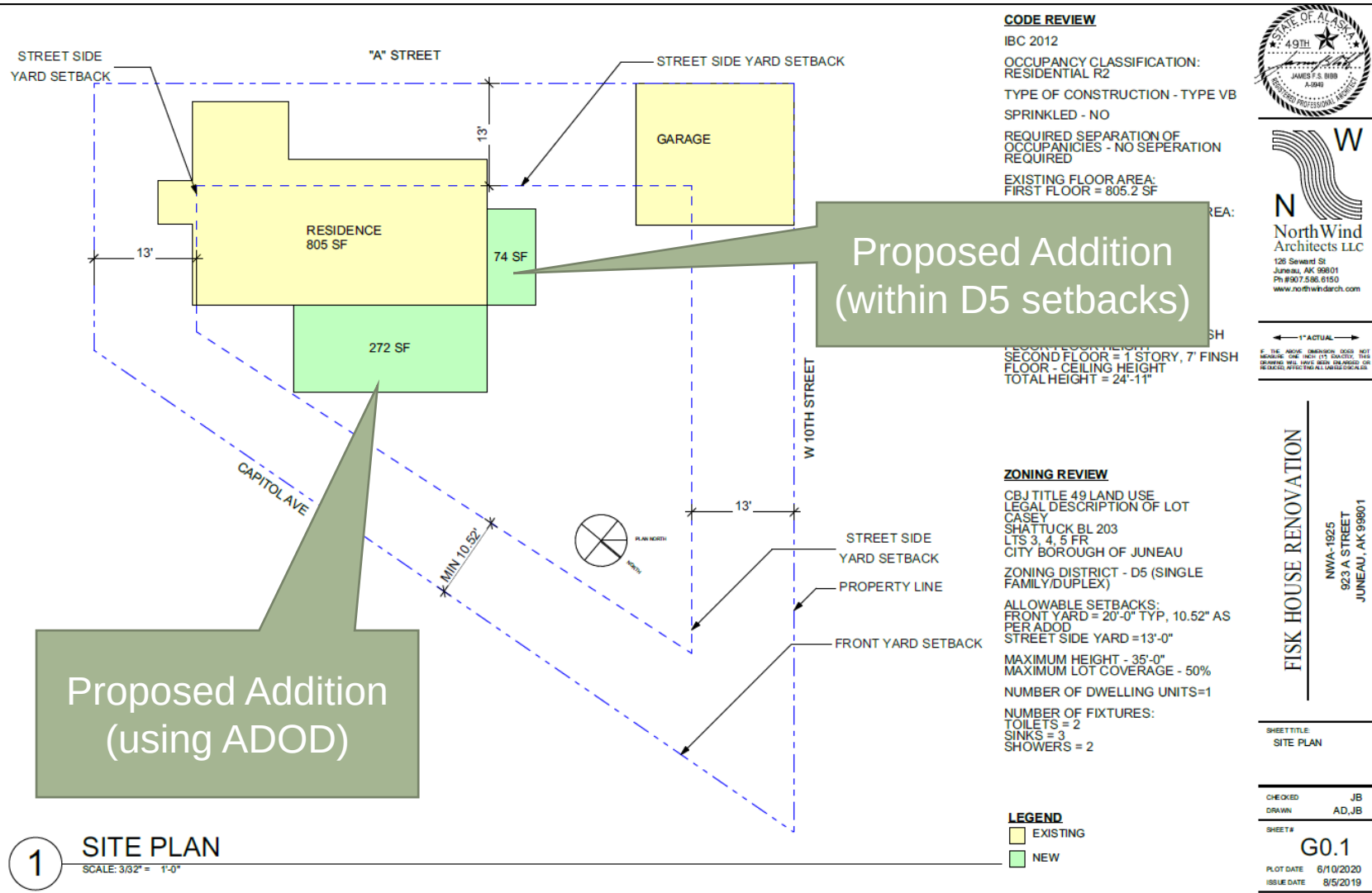
Standard		D5 Requirement	Existing	Proposed(ADOD)	Code Reference
Lot	Size	7,000 sq. ft.	5,762 sq. ft.	No Change	49.25.400
	Width	70 ft.	108 ft.	No Change	49.25.400
	Depth	85 ft.	63.5 ft.	No Change	49.25.400
Setbacks – front yard setback may be reduced to 10.5 ft. per Alternative Development Overlay District standards.	Front (E)	20	10 ft.	10.5 ft.	49.70.1240(a)(1)
	Street Side (S)	13 ft.	8.6 ft.	No Change	49.25.400
	Street Side (W)	13 ft.	0.1 ft.	No Change	49.25.400
	Street Side (N)	13 ft.	0.1 ft.	No Change	49.25.400
Lot Coverage Maximum		60%	20%	26%	49.70.1240(b)
Height	Permissible	35 ft.	Unknown	18 ft. 8 in.	49.25.400
	Accessory	25 ft.	Unknown	No Change	49.25.400
Maximum Dwelling Units		1	1	No Change	49.25.500
Use		Residential	Residential	No Change	49.70.1240
Vegetative Cover Minimum		15%	50% approx.	45% approx.	49.70.1240(c)

Setbacks and minimum vegetative cover requirements may be reduced in the ADOD.

Lot coverage maximums may be increased in the ADOD.

Existing dwelling setbacks received Nonconforming Certification.

Site Plan



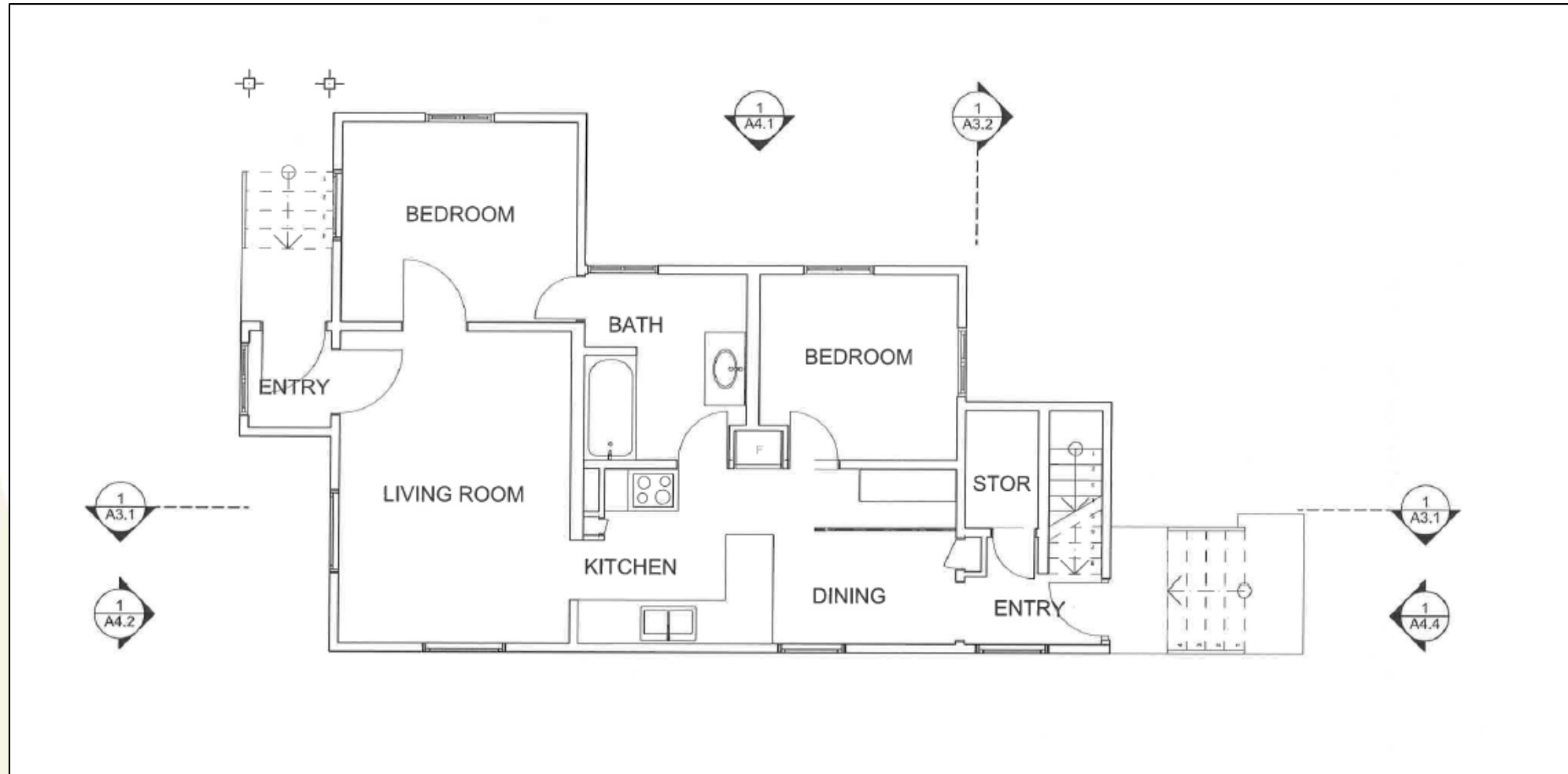
Applicant proposes two additions.

One addition is within the required D5 setbacks

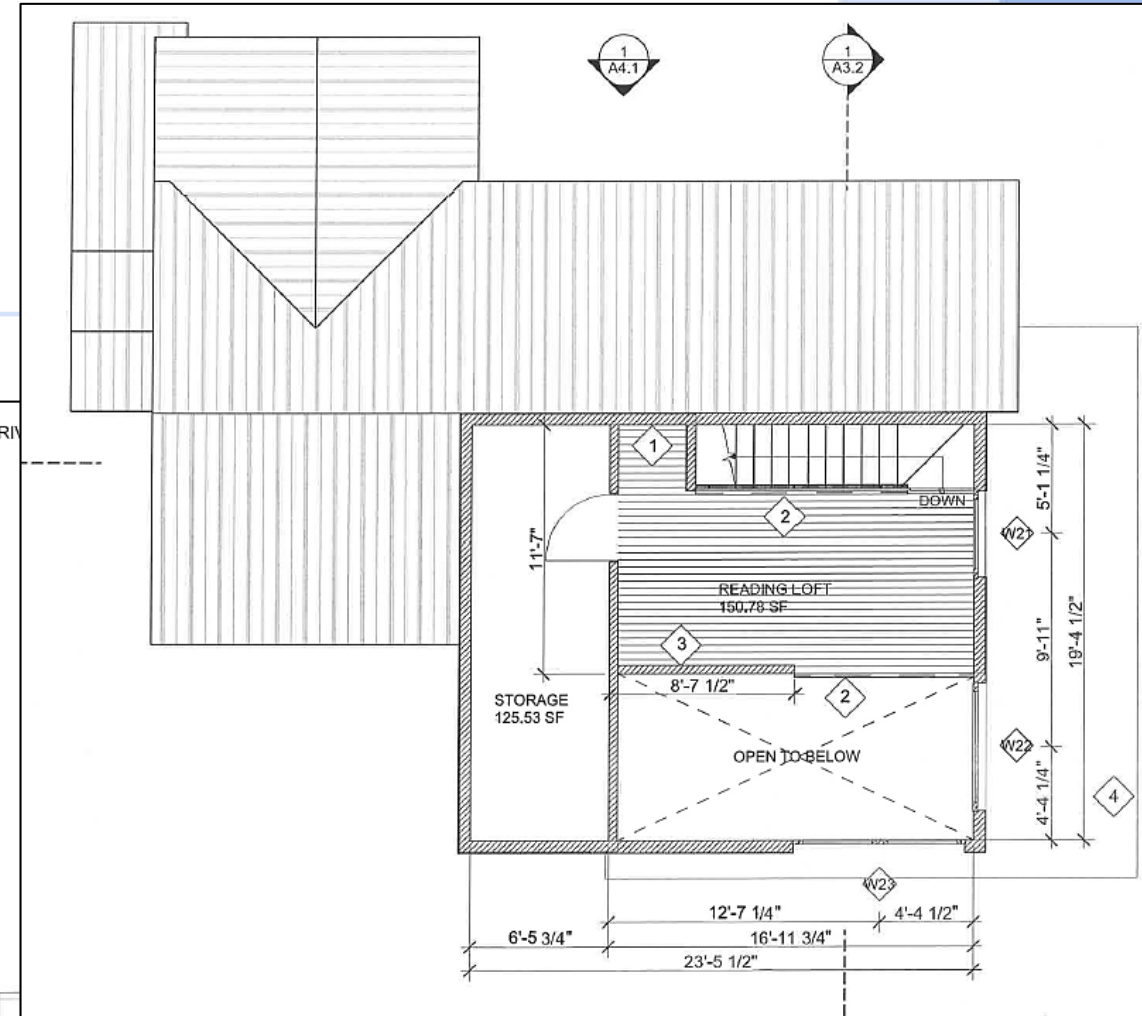
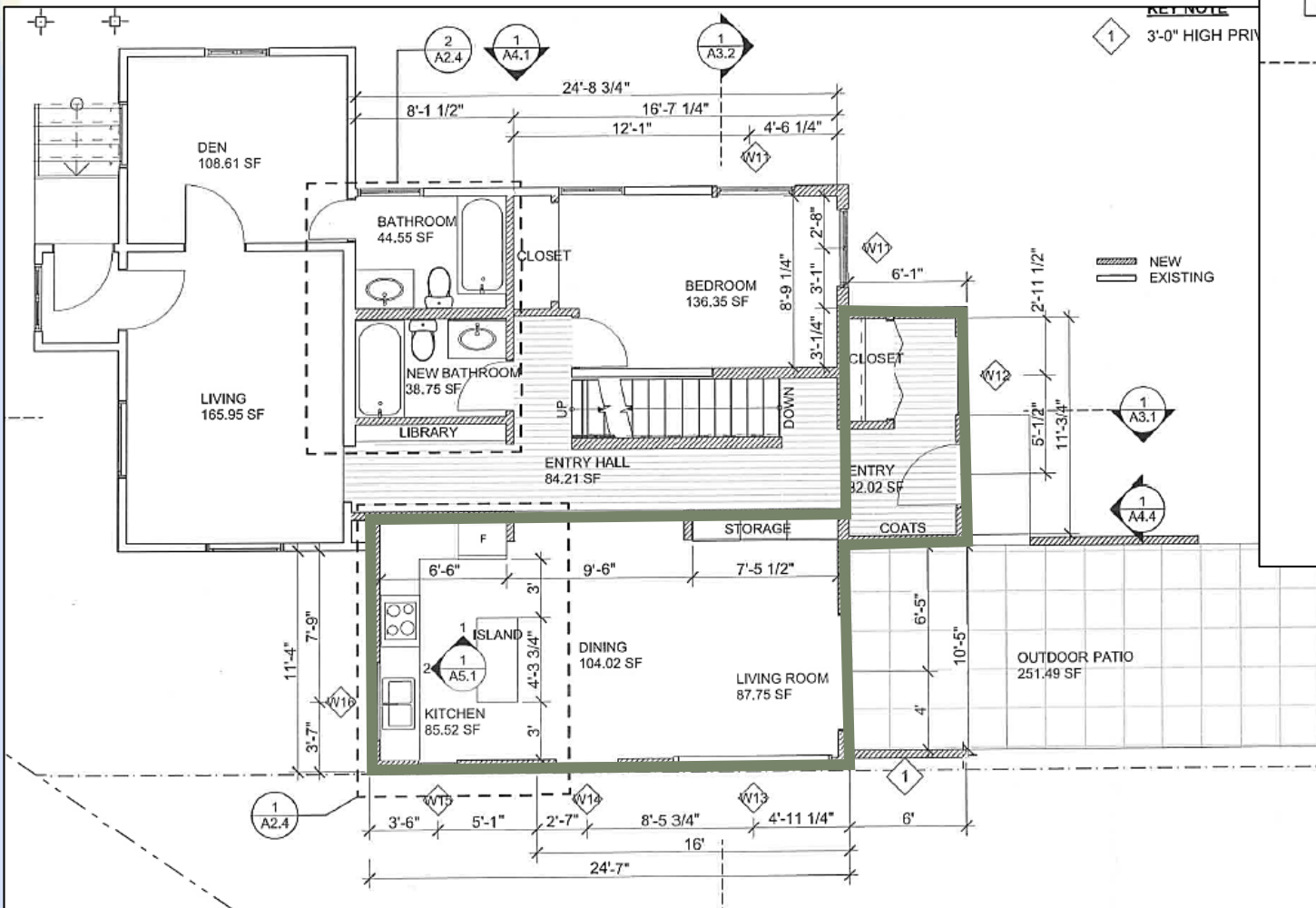
- Will be used for an entry

The second is for living space and requires an ADOD setback reduction

Floor Plan - Existing

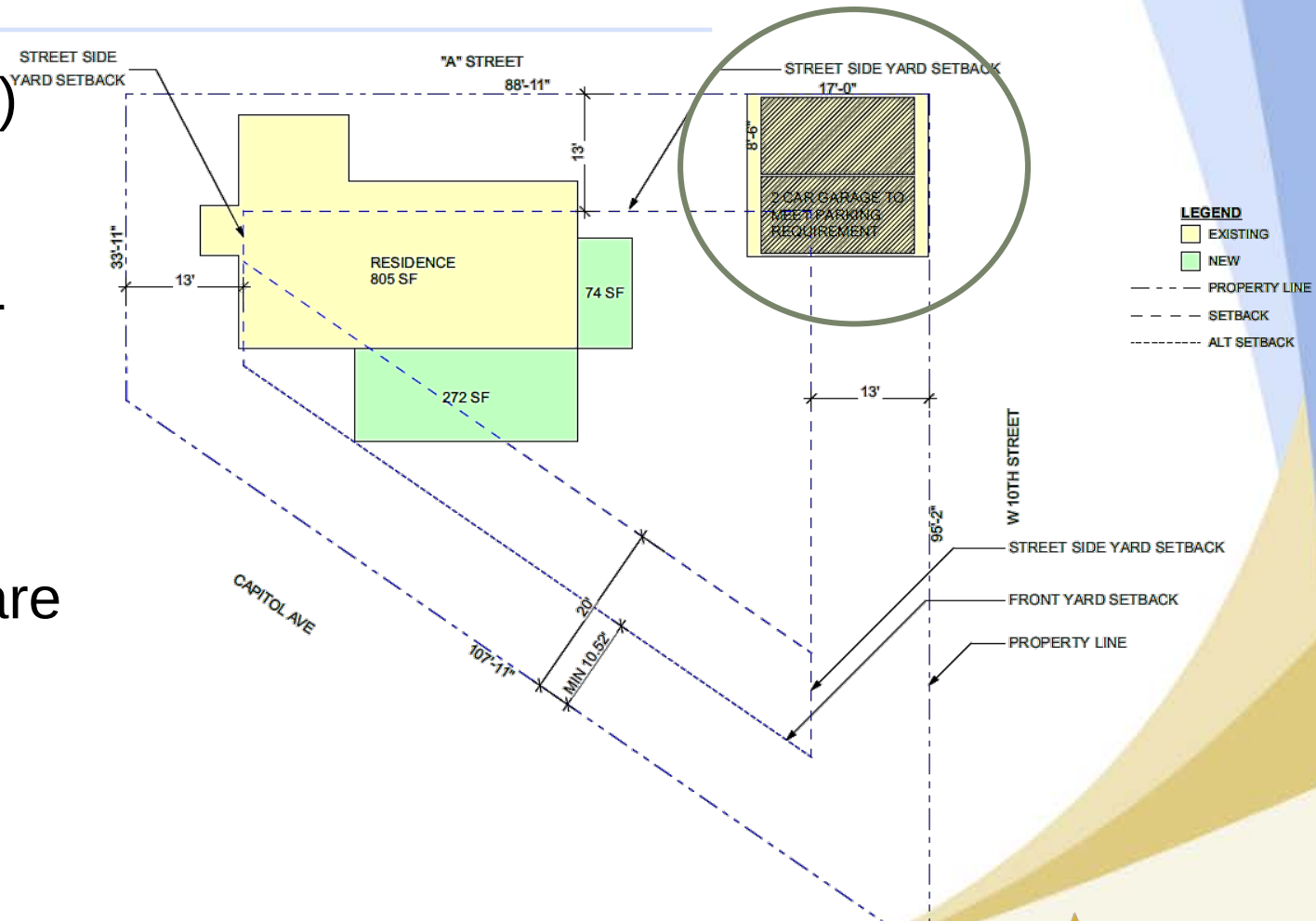


Floor Plan - Proposed



Parking & Traffic

- CBJ 49.40.210 requires two (2) off street parking spaces for a single-family dwelling
- Back-out parking is allowed for single-family dwellings in residential zoning districts per 49.40.230(b)(7)(A).
- No additional parking spaces are required.
- No traffic impact analysis is required per 49.40.300(2)



Agency & Public Comments

- No Agency comments regarding the proposed development were received.
- No public comments regarding the proposed development were received.



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	163	Land Use Designation	Complies with the <i>Medium Density Residential Single-Family</i> land use designation as proposed additions support a single-family dwelling.
	11	184- 187	Subarea 6 Guidelines	Subarea guidelines for downtown promote the rehabilitation and preservation of existing historic homes.
2016 Housing Action Plan	Part 2	46- 48	Solution 7 – Zoning Changes	The plan calls for tools within the Zoning Code that reduce setbacks and create flexibility for housing development, especially in areas where infrastructure is available.

Findings

1. Is the application for the requested Alternative Development Permit complete?

Analysis: The application is complete and contains the information required to analyze the proposed development and potential impacts.

Finding: Yes. Staff finds the application contains the information necessary to conduct a full review of the proposed development. The application submittal by the applicant, including the appropriate fees, substantially complies with the requirements of CBJ Chapter 49.70.1200.

2. Is the proposed development appropriate according to the Alternative Development Overlay District?

Analysis: The proposed development will be used for residential purpose. The requested reductions in the front yard setback and lot coverage do not exceed what is allowed by 49.70.1240(a) and (b) and the minimum vegetative cover requirement is met according to 49.70.1240(c).

Finding: Yes. The proposed development is permissible according to the Alternative Development Overlay District.

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

Analysis: The proposed design complies with lot coverage, vegetative cover, and off-street parking requirements for the zoning district.

Finding: Yes. The proposed development will comply with Title 49, including parking, lighting, lot coverage, and vegetative cover.

Findings

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

Analysis: The proposed addition will be used for residential purposes and will require a building permit.

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

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

Analysis: The proposed addition is in keeping with the residential neighborhood.

Finding: No. There is no evidence to suggest that the requested development in a D5 zoning district will substantially decrease the value of 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: The proposed development rehabilitates an historic home in an area where public utilities are available. The Comprehensive Plan and the Housing Action Plan supports these objectives as well as providing flexible tools for development.

Finding: Yes. The proposed development will be in general conformity with the Comprehensive Plan and the Housing Action Plan.

Recommendation

Staff recommends the Board of Adjustment adopt the Director's analysis and findings and **APPROVE** the requested Alternative Development Permit. The Permit would allow for the reduction of the front yard setback from 20 feet to 10.50 feet for an addition that contains living space.

ALTERNATIVE ACTIONS:

1. **Amend:** require conditions.
2. **Deny:** deny the permit and adopt new findings for items 1-6 above 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.



Planning Commission

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

BOARD OF ADJUSTMENT NOTICE OF DECISION

Date: July 15, 2020
File No.: ADP2020 0001

ATTN: James Bibb
Northwind Architects
126 Seward Street
Juneau, AK 99801

Proposal: Alternative Development Permit to reduce the front yard setback from 20 feet to 10.5 feet for an addition

Property Address: 923 A Street

Legal Description: CASEY SHATTUCK BL 203 LOT 5A

Parcel Code No.: 1C030C030041

Hearing Date: July 14, 2020

The Board of Adjustment, at its regular public meeting, adopted the analysis and findings listed in the attached memorandum dated July 1, 2020, and APPROVED the Alternative Development Permit to reduce the front yard setback from 20 feet to 10.5 feet for an addition to be conducted as described in the project description and project drawings submitted with the application.

Attachments: July 1, 2020, memorandum from Laurel Christian, Community Development, to the CBJ Board of Adjustment regarding ADP2020 0001.

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 Board of Adjustment. Appeals must be brought to the CBJ Assembly in accordance with CBJ 01.50.030. Appeals must be filed by 4:30 P.M. on the

Northwind Architects
 File No.: ADP2020 0001
 July 15, 2020
 Page 2 of 2

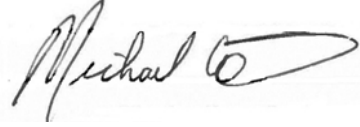
day twenty days from the date the decision is filed with the City Clerk, pursuant to CBJ 01.50.030 (c). Any action by the applicant in reliance on the decision of the Board of Adjustment shall be at the risk that the decision may be reversed on appeal (CBJ 49.20.120).

Effective Date: The permit is effective upon approval by the Board, July 14, 2020

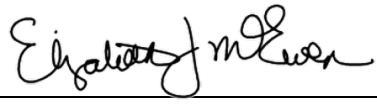
Expiration Date: The permit will expire 18 months after the effective date, or January 14, 2022, if no Building Permit has been issued and substantial construction progress has not been made in accordance with the plans for which the development permit was authorized. Application for permit extension must be submitted thirty days prior to the expiration date.

Project Planner: 

 Laurel Christian, Planner II
 Community Development Department



 Michael LeVine, Chair
 Planning Commission



 Filed With City Clerk

7/21/2020

 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 0012: 490 square foot expansion of alcohol retail area and the installation of a drive-through coffee window - APPROVED AS RECOMMENDED

AGENDA ITEM:

Case No.: USE2020 0012

Applicant: Jack & Tom Manning

Location: 9951 Stephen Richards Memorial Drive

Proposal: 490 square foot expansion of alcohol retail area and the installation of a drive-through coffee window

ATTACHMENTS:

Description	Upload Date	Type
☐ Staff Report for USE2020 0012	7/7/2020	Staff Report
☐ Presentation for USE2020 0012	7/13/2020	Presentation
☐ Notice of Decision for USE2020 0012	7/22/2020	Notice of Decision



PLANNING COMMISSION STAFF REPORT
CONDITIONAL USE PERMIT USE2020-0012
HEARING DATE: MONTH XX, 2020

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

STAFF RECOMMENDATION:

Staff recommends approval with conditions.

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:

This is a quasi-judicial decision and requires five (5) affirmative votes for approval.

DATE: July 7, 2020

TO: Planning Commission

Through: Jill Maclean, Director, AICP

BY: Allison Eddins, Planner II

A. Eddins

PROPOSAL SYNOPSIS: Applicant requests a Conditional Use Permit for a 490 square foot expansion of alcohol retail area, a redesign on the entryway and the installation of a drive through coffee window at the Duck Creek Market.

SUMMARY OF KEY CONSIDERATIONS:

- The location is part of the Convenience Store Overlay District.
- The Duck Creek Market received a Conditional Use Permit for a convenience store/laundromat at this location in 1990. (CU89-05)
- The project meets the requirements in the CBJ Land Use Code and is in general conformity with the 2013 Comprehensive Plan.

SURROUNDING LAND USES	
North	Residential
South	Residential
East	Mendenhall Loop Rd.
West	Residential
SITE FEATURES	
Anadromous	N/A
Flood Zone	N/A
Hazard	N/A
Hillside	N/A
Wetlands	N/A



GENERAL INFORMATION	
Property Owner	Jack & Tom Manning
Applicant	Jack Manning
Property Address	9951 Stephen Richards Drive
Legal Description	MARSH TR A & B & USS 2100 FR [SPRUCEWOOD MH PARK LAND]
Parcel Number	5B2101310000
Zoning	D15
Land Use Designation	Convenience Store
Lot Size	19.6 acres
Water/Sewer	Public
Access	Stephen Richards
Existing Land Use	Convenience Store
Associated Applications	CU89-05

49.15.330(a) Conditional Use Permit 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.*

ATTACHMENTS

Item	Description
Attachment A	Application Packet
Attachment B	Abutters Notice
Attachment C	Public Comments
Attachment D	Convenience Store Overlay District Map

AGENCY REVIEW

CDD conducted an agency review comment period between June 8, 2020 and June 19, 2020.	
Agency	Summary
Capital City Fire and Rescue	Has no concerns with this project.
Juneau Police Department	See Public Comments and Staff Response section.
CBJ Engineering and Public Works	Has no concerns with this project.
CBJ Streets Department	Provided no comments.
CBJ Building Department	Has no concerns with this project.
Assessor's Office	Provided no comments.

PUBLIC COMMENTS and STAFF RESPONSE

CDD conducted a public comment period from June 10, 2020 to July 10, 2020. Public notice was mailed to property owners within 500 feet of the subject parcel. 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 C.

Name	Summary
Katy	Would like the Planning Commission to postpone voting on this project until the roundabout construction at the intersection of Mendenhall Loop Rd. and Stephen Richards Memorial Drive is complete.
Dave Downey	In favor of the project; more selection and roomier aisles would be a welcome addition.
Rachel Kelly	Has concerns over loitering and safety.

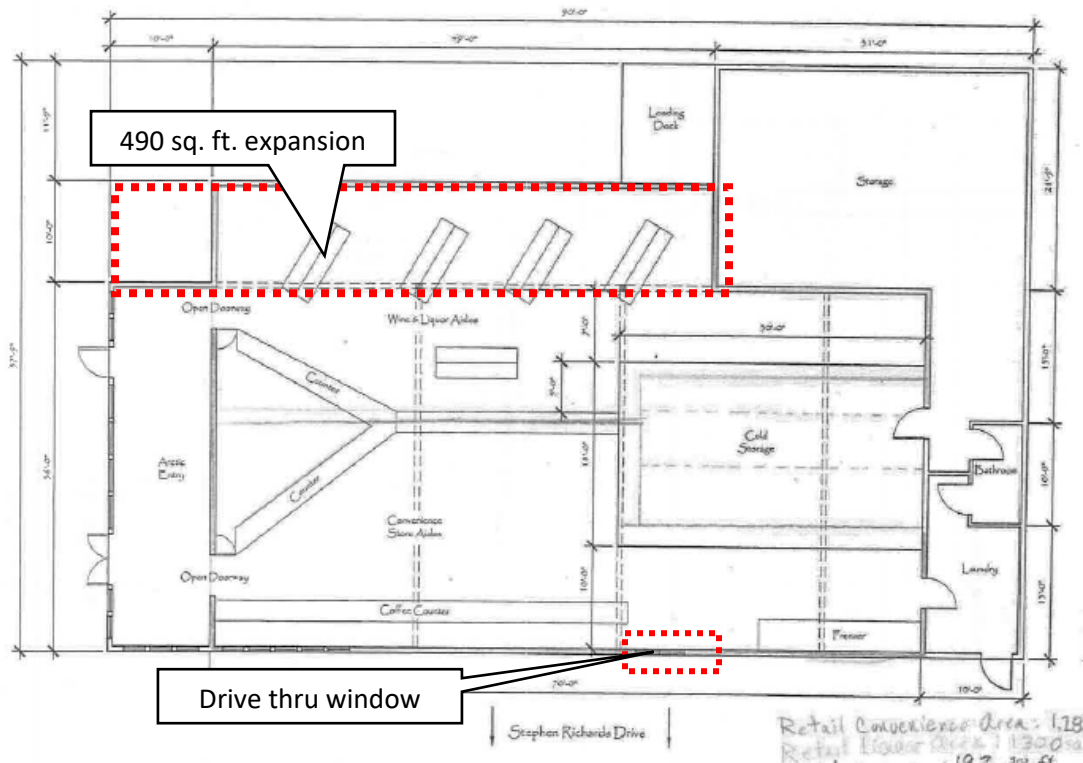
The AKDOT&PF roundabout construction project at the intersection of Stephen Richards Memorial Drive and Mendenhall Loop Road was reviewed and recommended for approval by the Planning Commission on June 11, 2019. The expected completion date is September 2020. The applicants are anticipating a decrease in the number of customers due to the road construction making this a logical time for the market expansion project.

CBJ does not have laws pertaining to loitering on private property but does have laws against criminal trespass. Within the past 6 months, JPD has responded to four trespass calls in the area. Deputy Chief David Campbell with the Juneau Police Department did not express any concerns with this application. The Duck Creek Market parking lot has 24-hour surveillance camera monitoring, and new exterior lights will be added to the redesign entryway. The lights will shine along the sides of the building and into the parking lot directly in front of the entryway. There will also be new lights added to both corners of the expansion area.

ZONING REQUIREMENTS

Standard		D15	Existing	Code Reference
Lot	Size	5,000 sq. ft.	853,340 sq. ft.	49.25.400
	Width	50'	1,336'	49.25.400
	Depth	80'	700'	49.25.400
Setbacks	Front	20'	24'	49.25.400
	Rear	15'	N/A	49.25.400
	Side	5'	600'	49.25.400
	Street Side	13'	70'	49.25.400
	Street Side	13'	13'	49.25.400
Lot Coverage		50%	Approx. 30%	49.25.400
Height	Permissible	35'	35'	49.25.400
	Accessory	25'	N/A	49.25.400

PROPOSED FLOOR PLAN



DISCUSSION

Background Information – The CBJ adopted the Convenience Store Overlay District Maps and regulations in 1987 (Serial No. 87-49). This allowed convenience stores to develop in specific areas as identified on the maps, where the underlying zoning district would not have allowed the use.

The Duck Creek Market, located in a D15 zoning district and on Map A of the overlay district maps, received a Conditional Use Permit in 1990 (CU89-05) for the development of a 4,000 square-foot convenience store that would include alcohol sales and a small laundromat. CDD staff recommended approval with the conditions listed below. The Planning Commission denied the permit request. Members of the public testified against allowing alcohol sales in the neighborhood and there was concern about the safety of children walking past the market. The Planning Commission decision was appealed and the Assembly approved the permit with the following conditions:

1. The applicant shall submit the project to the Design Review Board¹ for signage, lighting, and landscaping review and approval prior to the issuance of a building permit.
2. The applicant shall pay the cost of installation for the following improvements:
 - a. A crosswalk on Stephen Richards Drive close to the store location.
 - b. A sidewalk on the south side of Stephen Richards Memorial Drive from the west corner of the store site to the Mendenhall Loop Rd. intersection.

¹ The Design Review Board was dis-established in 1999.

3. The convenience store shall not open before 8:00 a.m. on Monday through Friday without prior approval from the Planning Commission.
4. The convenience store shall be reviewed by the Planning Commission after one year of operation. Additional conditions may be imposed, although no new conditions will prohibit the use or activity authorized under this permit.

At the September 8, 1992 Planning Commission meeting, Duck Creek Market had its one year review per condition 4. The Commission noted that conditions 1 and 2 had been met and agreed to remove conditions 3 and 4. Removing condition 3 allowed the grocery store portion of the market to open before 8:00 a.m. State law, then and now, prohibits liquor sales before 8:00 a.m.

Project Site – The Duck Creek Market lease area is approximately 15,000 square feet. The lease area is part of a large parcel that is 19.5 acres. The majority of the parcel is the Sprucewood Mobile Home Park, which is comprised of 122 mobile homes and the 30-unit Alderwood Apartments complex. Access to the lease lot is from Stephen Richards Drive, a CBJ-owned and maintained collector road. The streets within the mobile home park are privately owned and maintained. There is a lighted and striped pedestrian crosswalk across Stephen Richards Drive and 5-foot wide sidewalks along both sides of the street.

Project Design – The Duck Creek Market structure is currently 3,944 square feet. The building includes a 3,794 square foot convenience store and a 150 square foot laundromat with bathrooms. The convenience store will increase to 4,284 square feet with the 490 square foot addition. The lease site includes two (2) loading spaces; code requires one (1) loading space. The site of one of the loading spaces will be enclosed and become the 490 square foot addition to the market.

The entryway redesign will increase the height of the entryway roof line to 13 feet. The entryway footprint is not increasing. The building currently has an unused drive-through window. The applicants intend to provide a drive-through option to customers. The window is located on the northern wall of the structure facing Stephen Richards Memorial Drive. The drive-through would be for coffee and convenience store items only; state law and the CBJ prohibit liquor sales through drive-through windows.

Traffic –The Duck Creek Market was required to conduct a traffic impact analysis in 1989. The 1989 traffic study estimated AM peak hour traffic would be 219 trips and PM traffic would be 187 trips for a total of 406 average daily trips (ADTs). This estimate included the laundromat. The owners installed a 5-foot wide sidewalk along the north side of Stephen Richards Drive to the intersection with Mendenhall Loop Road.

The 2012 ITE Trip Generation Manual estimates that the addition of 490 square feet and the installation of a drive-through will generate approximately 49 additional vehicle trips per day.

A new traffic impact analysis IS NOT required.			
Use	Total Additional Sq. Ft.	Trips Generated	Total Additional Trips
Convenience Store w/ drive-through	490	AM: 70 per 1,000 sq. ft. / 2 PM: 28 per 1,000 sq. ft. / 2	49
Total Additional ADTs:			49

Vehicle Parking & Circulation – The Duck Creek Market has two entrances off of Stephen Richards Memorial Drive – one on the east side of the lease area and one on the west side. Both driveways can accommodate two-way

traffic. The parking area is paved and provides 23 parking spaces. The number of parking spaces available will decrease with the addition of the drive-through window and the 490 square foot addition. Based on a recent site visit and using the site plan submitted with this application, staff found there to be 18 parking spaces available that meet the parking space dimensions required in CBJ 49.40. These spaces are designated with wheel stops. The applicants are planning to install a pedestrian walkway through the parking lot that will connect the Stephen Richards crosswalk to the building's main entrance.

The site has approximately 100 linear feet, or about 10 car lengths, to serve as a queueing area for drive-through customers. Drive-through customers will enter the site from the eastern driveway off of Stephen Richards Memorial Drive and will exit via the western driveway back onto Stephen Richards Memorial Drive (See site plan in Attachment A).

Conditions: (These conditions are included in the tables on the following pages)

1. Prior to issuing a Temporary Certificate of Occupancy, circulation arrows for the drive-through pattern shall be painted in the parking area as shown on the site plan.
2. Prior to issuing a Temporary Certificate of Occupancy, the applicant must paint the striped pedestrian way and install pedestrian lighting.

Use	Total Sq. Ft.	Spaces Required	Total Spaces
Convenience Store	4,284	1 per 250 square feet	17
Laundromat	150	1 per 300 square feet	1
Total Parking Requirement:			18
Off-Street Loading Spaces Required:			1
ADA Accessible Spaces Required:			1

Property Value or Neighborhood Harmony – There is no evidence that the addition, entry way re-design, and drive-through will decrease property values or be out of harmony with the surrounding neighborhood.

CBJ 49.65.530 Convenience Stores

The Convenience Store Overlay District has specific standards that are meant to regulate convenience stores in the areas designated on the overlay district map. These standards are more restrictive than the underlying zoning district and supersede those of the underlying zoning district. Subsection (f) of the following standards refers to landscaping requirements along property lines. For the purposes of this review, the boundaries of the Duck Creek Market lease area will be considered property lines.

The overlay district also has bonus provisions that can be used to increase the gross floor area beyond the 3,000 square foot limit set in the standards. These standards and bonus provisions will be discussed in detail below.

CBJ 49.65.530 CONVENIENCE STORE STANDARDS			
Standard	Complies	Summary	Condition
(a) Stores may be approved in each of the areas shown on the convenience store use area maps A-B.	Yes	The Duck Creek Market lease area is located on Map A. (See Attachment X)	
(b) Video rentals, a laundromat, and an ATM may be permitted as accessory uses. Auto fuel sales may be permitted in location with adequate space for queuing. The retail area for liquor sales may occupy no more than 50% of the gross floor area. Automotive service and exterior merchandising shall not be permitted. Drive-up window service may be permitted only if vehicle queues will not extend into adjacent streets.	Yes	Duck Creek Market has a 150 square foot laundry facility used mostly by residents of Sprucewood and Glacier View Mobile Home Parks. (See site plan in Attachment A) The proposed expansion would increase the stores gross floor area to 4,434 square feet. The liquor sales portion will increase to 1,300 square feet. This is 29% of the gross floor area. (See floor plan in Attachment A) The site has approximately 100 linear feet, or about 10 car lengths, to serve as a queueing area for drive-through customers. Drive-through customers will enter the site from the eastern driveway off Stephen Richards and will exit via the western driveway back onto Stephen Richards Drive. (See site plan in Attachment A)	
(c) Except as authorized by the bonus provisions of this article, gross floor area shall be limited to 3,000 square feet.	Yes	CU89-05 approved bonus points that allow Duck Creek Market to be 4,000 square feet. With this proposed addition the gross floor area will be 4,434 square feet. The applicant will earn bonus points with this proposal that will increase the allowed floor area to 5,000 square feet.	
(d) Vehicle access must be directly from an arterial or collector, and not from a local street.	Yes	Vehicle access to the site is from Stephen Richards Drive. The Roadway Classification Maps, adopted by the CBJ Assembly, classify Stephen Richards Drive as a collector.	
(e) Height shall be limited to one story except that a second story may be allowed for residential	Yes	Duck Creek Market is one story. The project includes an entryway redesign that will increase the roof height in the entryway to	

CBJ 49.65.530 CONVENIENCE STORE STANDARDS			
Standard	Complies	Summary	Condition
use and for accessory office and storage uses, provided that any storage uses must relate directly with the permitted primary use.		13 feet but it will remain one story. The roof line for the rest of the market is not changing.	
(f) (1) On a property line shared with a residential lot a landscaped strip shall include a continuous shrub screen, fence or both, six feet high and 95% opaque. The screen shall include one tree at least six feet high at installation per 30 lineal feet.	Yes	The applicants constructed a six-foot-tall fence and planted evergreen trees along the southern portion of the lease area that directly abuts a mobile home lease area.	
(2) On a property line adjacent to a street a landscaped strip shall include a continuous low shrub screen on a berm or other raised facility that is at least five feet wide, landscaped at a slope not greater than the natural angle of repose, and consistent with sight distance requirement for vehicle egress. The strip width may be reduced to 18" to accommodate planter boxes and sight obscuring fences. The screen shall include one tree per lineal feet.	Yes	The property line that is adjacent to Stephen Richards Drive is landscaped with a continuous low shrub screen. The applicants plan to re-landscape this strip and improve the drainage. The shrub continuity will be slightly disrupted when the applicants install the pedestrian walkway that will connect to the cross walk along Stephen Richards Drive.	

CBJ 49.65.530 CONVENIENCE STORE STANDARDS			
Standard	Complies	Summary	Condition
(3) On all other property lines except those along driveways the strip shall include a continuous low shrub screen with one tree per 30 lineal feet at least six feet high at installation.	Yes	The eastern and western portions of the lease area have the ingress and egress driveways and are not required to be landscaped.	
(g) The minimum off-street parking requirement shall be one space per 250 square feet of gross floor area.	Yes	With the proposed addition, the market's gross floor area will be 4,437 square feet, making the parking requirement 18 spaces. The site is currently providing 20 parking spaces, of which one is ADA, as well as one loading space.	
(h) Exterior bear-resistant public litter can shall be provided.	No	The public litter can is not bear-resistant.	Prior to issuance of a Certificate of Occupancy, the applicant must install a bear-resistant litter can near the building entrance or near the pedestrian walkway.
(i) The exterior building appearance, including siding, roof line, windows, paint colors and building massing shall be compatible on all sides with surrounding uses.	Yes	The surrounding residential uses are mostly made of wood and metal, and are single story with a mix of flat and pitched roofs. The exterior building appearance of the market is metal and brick. The remodeled entryway will have a pitched roof while the rest of the building will maintain the existing flat roof line.	
(j) Exterior lighting may not shed light of glare above the roofline of the building or beyond the property line of the site.	Yes	The exterior lighting is comprised of full cutoff fixtures that are attached to the building below the roofline and illuminate the parking lot and building entrance.	

CBJ 49.65.530 CONVENIENCE STORE STANDARDS			
Standard	Complies	Summary	Condition
(k) The building shall be set back from any property line shared with a residentially zoned parcel by a distance of 20 feet, or the distance required by the underlying zoning district, whichever is greater.	Yes	The closest residential structure is approximately 30 feet away from the market. The market shares a lot with the surrounding residential uses so there are no property lines separating the commercial use from the residential uses.	
(l) No more than 80% of the lot shall be covered by an impervious surface.	Yes	Approximately 88% of <u>the site</u> on which the market sits is covered by impervious surface. However, <u>the lease area lot</u> that the market sits on is approximately 30% impervious surface.	
(m) The layout of the store shall provide for views from the cash register of bicycle racks, telephones, seating areas and other exterior public amenities.	Yes	The layout allows for views of the entire store and parking area from the cash registers.	
(n) The parking lot shall be paved and striped with spaces and circulation pattern.	Partial	The parking lot is paved and has wheel stops. It has been CDD policy to allow wheel stops in place of stripping. With the addition of a drive-through, circulation arrows need to be painted in the parking lot.	Prior to issuing a Certificate of Occupancy, circulation arrows for the drive-through pattern shall be painted in the parking area.
(o) Headlight glare shall not be permitted onto residentially-zoned lots adjacent to the site.	Yes	The headlight glare of cars traveling through the drive-through will be blocked by existing evergreen trees.	
(p) Liquor sales shall not be permitted from drive-in windows.	Yes	State of Alaska law prohibits liquor sales from a drive-through window.	

CBJ 49.65.540 Bonus Provisions. The Planning Commission may allow development in excess of 3,000 square feet but no more than 5,000 square feet of total gross floor area upon written findings awarding a bonus. Except as otherwise provided in this section, the bonus shall be 500 square feet each for compliance with any of the following criteria:		
Bonus the applicant plans to earn or did earn with the original development	Summary	Condition
1. The area proposed for retail alcohol sales is less than 1,500 square feet in net floor area. The bonus shall be 1,000 square feet.	The existing liquor store area is 820 square feet. This earned the store 1,000 square feet of additional square footage allowing the store to be 4,000 square feet. The store is currently 3,794 square feet leaving 206 square feet of the bonus unused. The proposed addition will increase the store area by 490 square feet. (Bonus to attain 284 square feet is still needed.)	
2. The development includes a lighted pathway on-site connecting to a bus stop, crossing, walkways or other points of off-site pedestrian activity indicated by a surface material or color reasonably different from adjacent areas. This bonus is worth 500 square feet of floor area.	The expansion includes the installation of a striped and lighted pedestrian walkway through the parking lot that will connect to the crosswalk across Stephen Richards Drive. After meeting the requirement in Bonus #1, this qualifies the market to be 5,000 square feet. The addition will increase the store to 4,434 square feet.	Prior to issuing a Certificate of Occupancy, the applicant must paint the striped pedestrian way and install pedestrian lighting.
4. The loading area, garbage containers, utility meters and mechanical equipment are to a reasonable extent visually and acoustically screened from adjacent residential property. This bonus is worth 500 square feet of floor area.	The applicant plans to shield the dumpster and install rubber around the lid and rim to minimize the noise impacts. This bonus is not needed but the applicant plans to do it anyway.	

CONFORMITY WITH ADOPTED PLANS

The proposed development is in general conformity with the 2013 Comprehensive Plan.			
Chapter	Page No.	Item	Summary
5	58	Policy 5.11	To encourage the location and growth of locally-based basic sector industries that provide year-round, full-time employment and provide tax revenues that support public services.
10	137	Policy 10.10	To encourage small-scale neighborhood convenience commercial uses in appropriate areas in new neighborhoods and with appropriate operating measures within existing neighborhoods.

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?*

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 Convenience Store Overlay District?*

Analysis: The application is for the expansion of an existing convenience store that was permitted in 1990, and the site is located in an area designated in the Convenience Store Overlay District maps.

Finding: Yes. The requested permit is appropriate according to the Convenience Store Overlay District maps.

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

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

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

Finding: No. There is no evidence to suggest that with appropriate conditions, the requested expansion to the Duck Creek Market, 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?*

Finding: No. There is no evidence to suggest that with appropriate conditions, the requested expansion 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?*

Finding: Yes. The proposed expansion of the Duck Creek Market, 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 Conditional Use Permit. The permit would allow the development of a 490 square foot expansion of the Duck Creek Market, including a re-designed entryway and installation of a drive-through window.

The approval is subject to the following conditions:

1. Prior to issuing a Temporary Certificate of Occupancy, circulation arrows for the drive-through pattern shall be painted in the parking area.
2. Prior to issuing a Temporary Certificate of Occupancy, the applicant must paint the striped pedestrian way and install pedestrian lighting.
3. Prior to issuance of a Temporary Certificate of Occupancy, the applicant must install a bear-resistant litter can near the building entrance or near the pedestrian walkway.

Alternatives

1. **Amend** - The commission may require additional conditions, or delete or modify the recommended conditions.
2. **Deny** - The commission may deny the permit if it finds, by a preponderance of evidence, that the director's determination was in error. In the event the commission denies the permit, the commission must adopt new findings for items 1-6 above that support the denial.
3. **Continue** - The commission may continue the public hearing to a future commission hearing date if it determines that additional information or analysis is needed to make a decision or if additional testimony is warranted.



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

480 sf. expansion of alcohol retail area and the installation of a drive-thru coffee window

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: Allowed Use under Convenient Store Overlay District

IS THIS A MODIFICATION or EXTENSION OF AN EXISTING APPROVAL?

☒ YES – Case # C489-05

☐ NO

UTILITIES PROPOSED

WATER: ☒ Public ☐ On Site

SEWER: ☒ Public ☐ On Site

SITE AND BUILDING SPECIFICS

Total Area of Lot 853.340 square feet Total Area of Existing Structure(s) 3.944 square feet

Total Area of Proposed Structure(s) 4.434 square feet

EXTERNAL LIGHTING

Existing to remain
Proposed

☐ No
☐ No

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

ALL REQUIRED DOCUMENTS ATTACHED

☒ Narrative including:

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

If this is a modification or extension include:

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

☒ Plans including:

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

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

ALLOWABLE/CONDITIONAL USE FEES		Check No.	Receipt	Date
	Fees			
Application Fees	\$ <u>350</u>			
Admin. of Guarantee	\$ _____			
Adjustment	\$ _____			
Pub. Not. Sign Fee	\$ <u>50</u>			
Pub. Not. Sign Deposit	\$ <u>100</u>			
Total Fee	\$ <u>500</u>			

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

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

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

Case Number	Date Received
<u>USE-20-012</u>	<u>6/4/20</u>

Allowable/Conditional Use Permit Application Instructions

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

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

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

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

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

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

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

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

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

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

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

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

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED



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 9951 Stephen Richards Drive		
	Legal Description(s) (Subdivision, Survey, Block, Tract, Lot) Marsh TR A & B and USS 2100 FR (Sprucewood MHT Park Land)		
	Parcel Number(s) 5B2101310000		
	☐ This property located in the downtown historic district ☐ This property located in a mapped hazard area, if so, which _____		
	LANDOWNER/ LESSEE		
	Property Owner Jack & Tom Manning	Contact Person Jack Manning	
	Mailing Address P.O.B. 34262 Juneau AK	Phone Number(s) 789-4637	
	E-mail Address Duckcreekmkt@gmail.com	789-5540	
	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 <u>Thomas G. Manning</u> Landowner/Lessee Signature		<u>6-4-2020</u> Date	
X _____ Landowner/Lessee Signature		_____ Date	
NOTICE: The City and Borough of Juneau staff may need access to the subject property during regular business hours and will attempt to contact the landowner in addition to the formal consent given above. Further, members of the Planning Commission may visit the property before the scheduled public hearing date.			
APPLICANT If the same as OWNER, write "SAME"			
Applicant Same		Contact Person	
Mailing Address		Phone Number(s)	
E-mail Address			
X _____ Applicant's Signature		_____ Date of Application	

DEPARTMENT USE ONLY BELOW THIS LINE

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

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Intake Initials

ANE

Case Number

1155-20-017

Date Received

4/3/20

Liquor Store may occupy only 30% of gross floor area.

Drive-up window is permitted.

Gross floor area - limited to 3,000 sq. ft. (Bonuses can earn more)

Parking - 1 space / 250 sq. ft. gross floor area

Remodel Plan

May 25, 2020

Duck Creek Market

Zoned D15

9951 Stephan Richards Drive

Juneau, Alaska 99801

18 parking spaces (1 ADA, 1 loading space)

It is time to completely remodel our convenience store. We recently renewed our long-term lease and are now able to complete the much-needed remodel and upgrade of Duck Creek Market.

The nature of Convenience stores has changed since we first opened 30 years ago and we need to up-grade our store to meet these changes. Like many retail businesses we are currently changing our service model in reaction to the covid virus. Also we have long overdue remodel projects including painting, flooring, new shelving, store orientation, and product focus. We intend to add a full coffee/pastry counter along the street/N side of the building and move the drive up window. We plan a small expansion to the Liquor store side of the store to allow a wine shopping area outside of the entry aisle and to allow more room at the counter for customer checkout and service. Currently customers are required to squeeze by one another at the cramped entry and checkout stand and squeeze by each other while shopping or moving through the store to the cooler. This current area size limitation is neither safe nor efficient and does not offer a positive shopping experience.

We are planning a complete remodel of the exterior of our store as well. This will include new siding, painting, fascia, and an expansion in height of the Entry Area to improve access and allow a service counter. We are currently using this counter for service for customers choosing not to completely enter the store. We want to use the remodel of the entry as a focal point for upgrading the image of our store.

Our store is about to be negatively impacted by the road closure of Stephan Richards to facilitate construction of the Roundabout at the M. Loop Road and the stop light at Riverside. This would be a good time to complete the remodel, as we will have fewer customers during these construction projects.

Remodel to include:

Painting, siding and new fascia on exterior of building

Raising the Entry Way ceiling 5 feet and replacing the shed roof with a hipped roof.

Complete remodel of interior of the retail area of the store including painting, shelving, and new flooring throughout.

Expansion of 10 ft. along the South side of the liquor store, total 490 sq. ft.

Our existing building including storage is 3,944 sq. ft.

Our existing Convenience retail area is 1,280 sq.

Our existing Liquor retail area is 820 sq. ft.

The expansion will add 480 sq. ft. to the retail liquor side of the store:

Total building size, 4,434 sq. ft. Total Liquor store, 1,300 sq. ft.

- The expansion will increase the store area by 12%.

- Doubling the liquor sales area.

No Creek Jack Inc. Jack and Tom Manning

→ 29% of gross floor area

Bonuses 49.65.540

Area of liquor sales is less than 1,500 sq. ft.

A covered 5 stall bike rack can reduce parking requirement to 1 space / 350 sq. ft. = 13 spaces

Bonuses

Attachment A - Application Packet

Packet Page 122 of 500

#1 - Used #1 with original construction. Earn \$1,000^{annual} st. Has 56 sf. left to use.



Appx. 52'

Dimensional Standard - 8.5' x 17'

Bonus Provisions

#1, 2, 4

Dimensional
Standard - 13' x 17'
This includes a 5'
painted (striped) aisle

Apx. 48' - Enough for 5 spaces

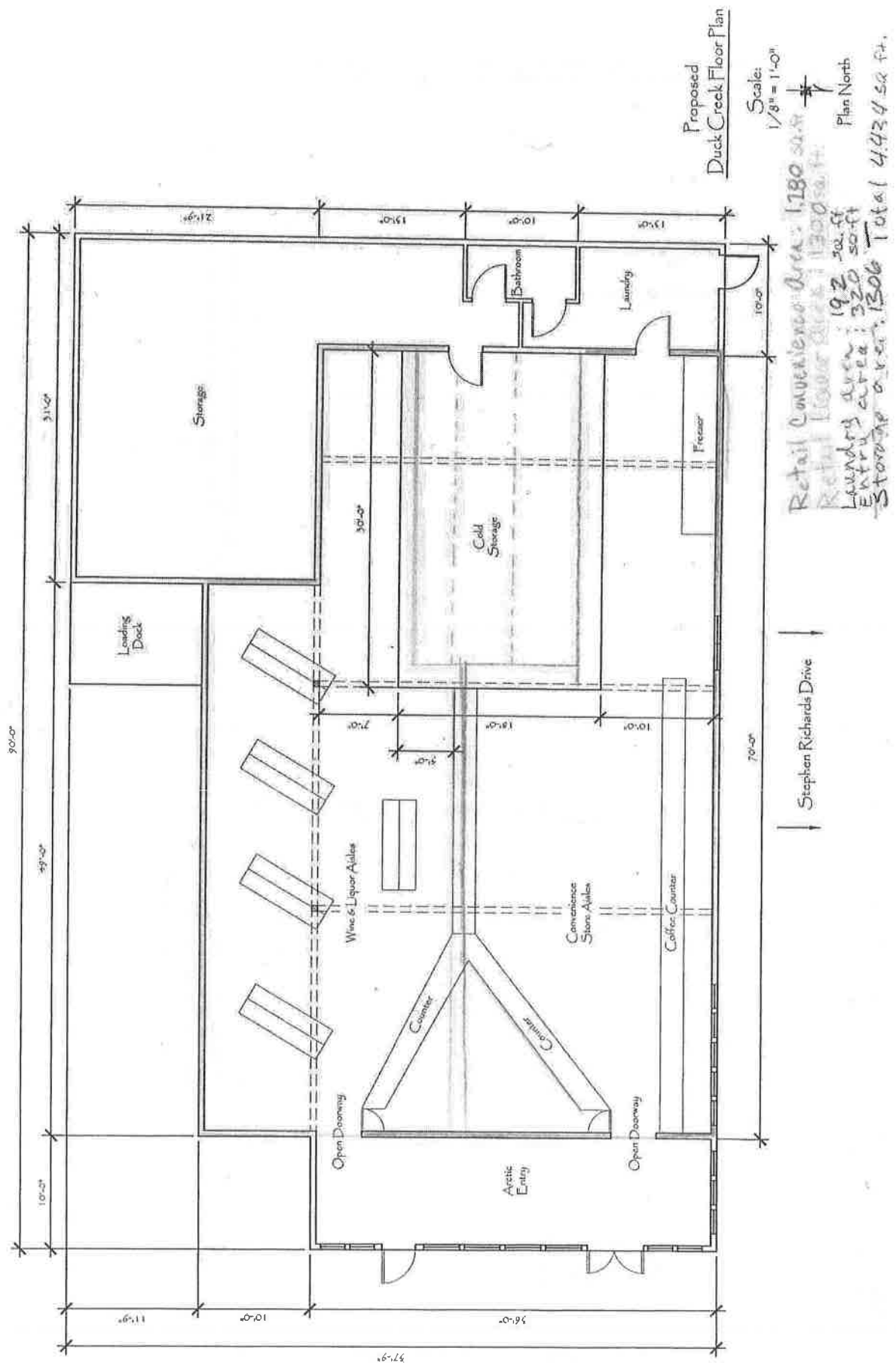
- Only 80% of the lot can be covered by impervious surface.

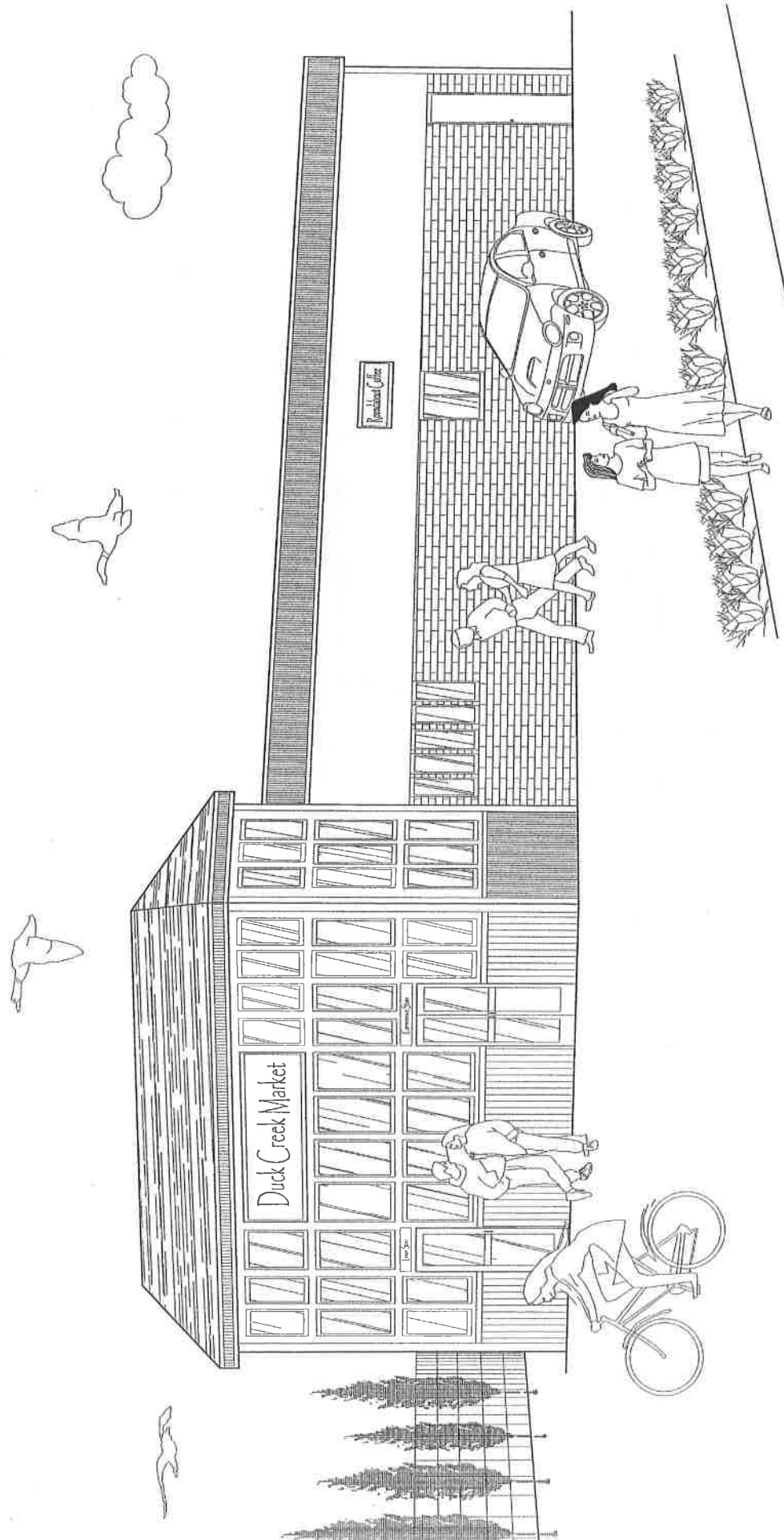
Landscaping Requirements

Along property lines that abut a street
Prop. line along Stephen Richards is
approx. 156' = 5 trees

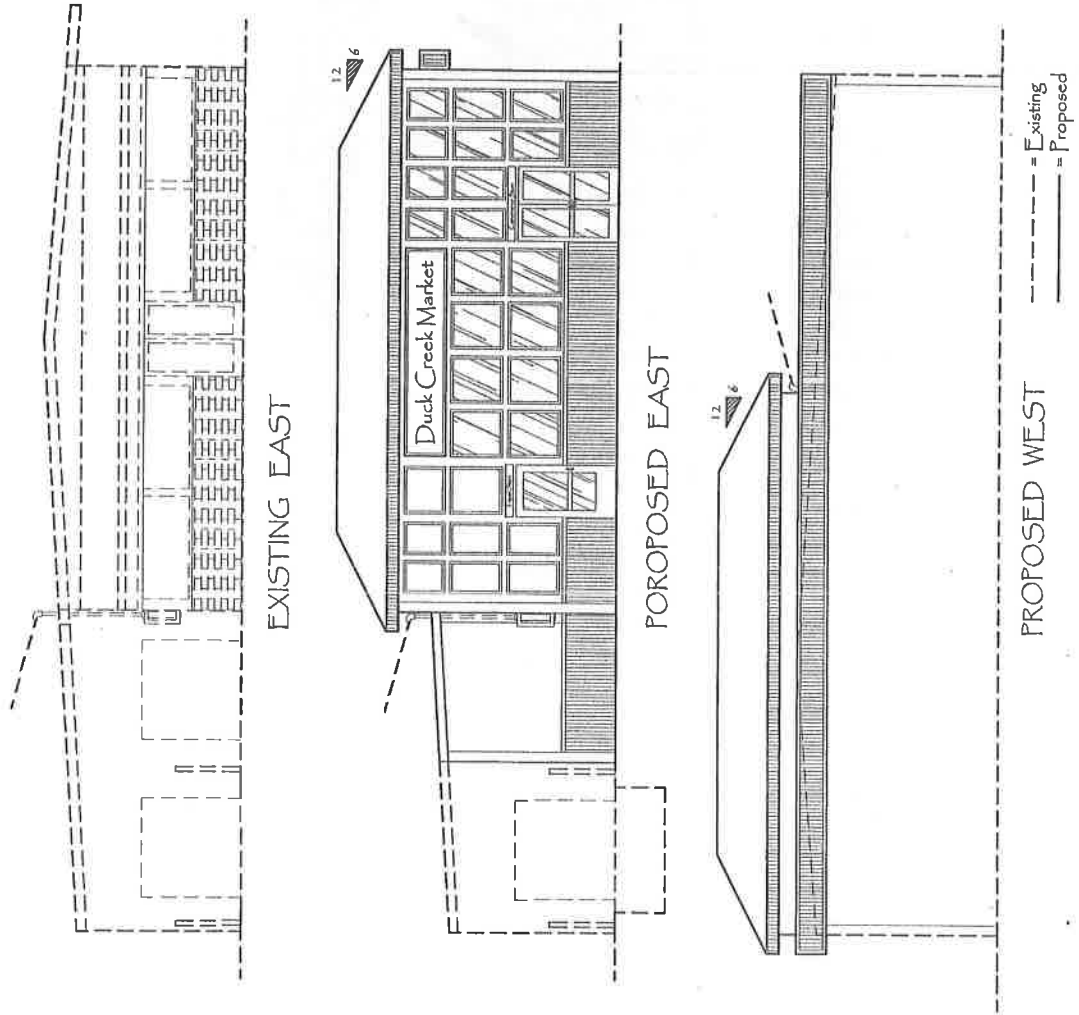
- Continuous low shrub. 500
1 tree / linear foot. 30





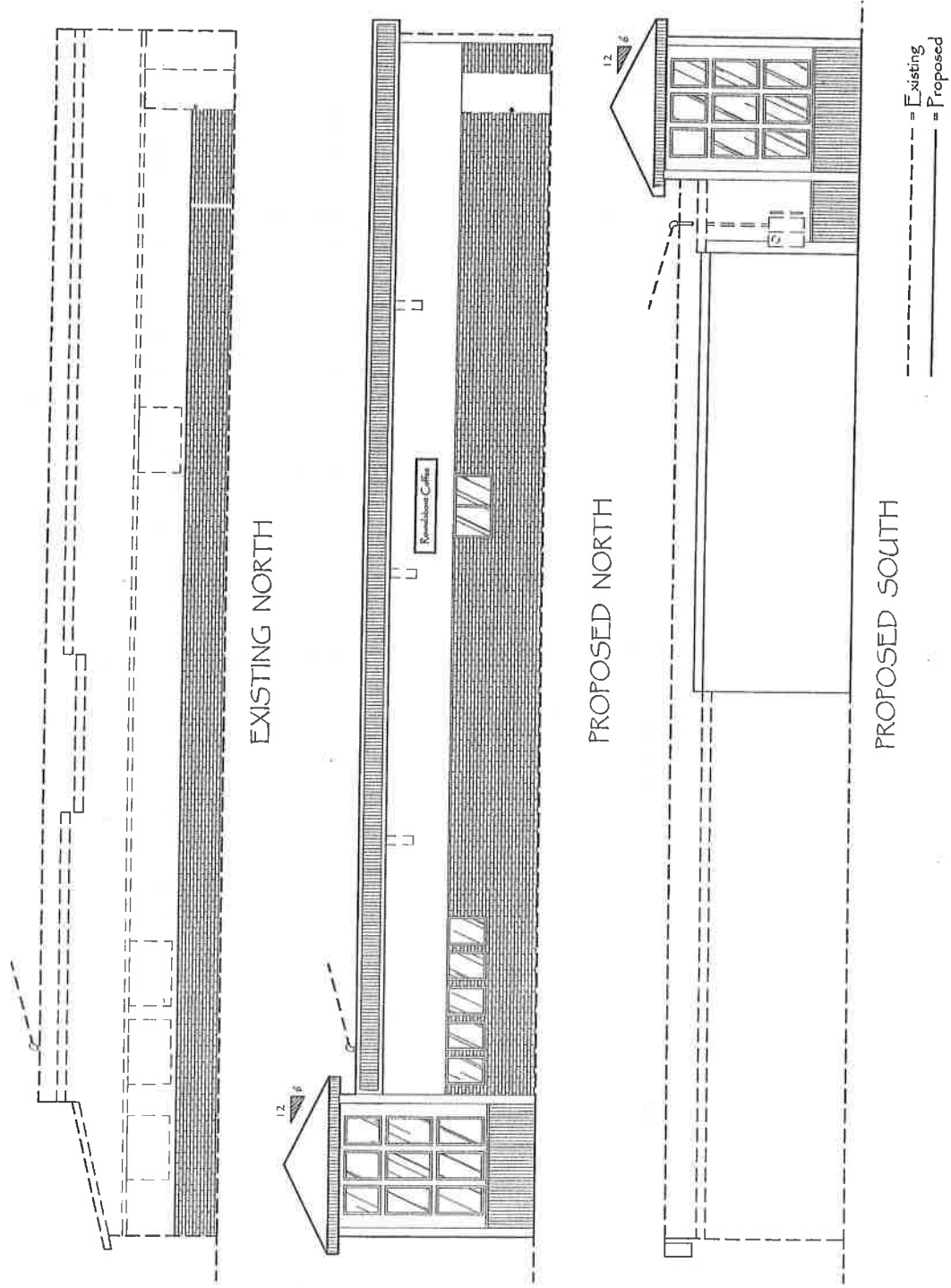


PROPOSED DUCK CREEK MARKET REMODEL
NO SCALE

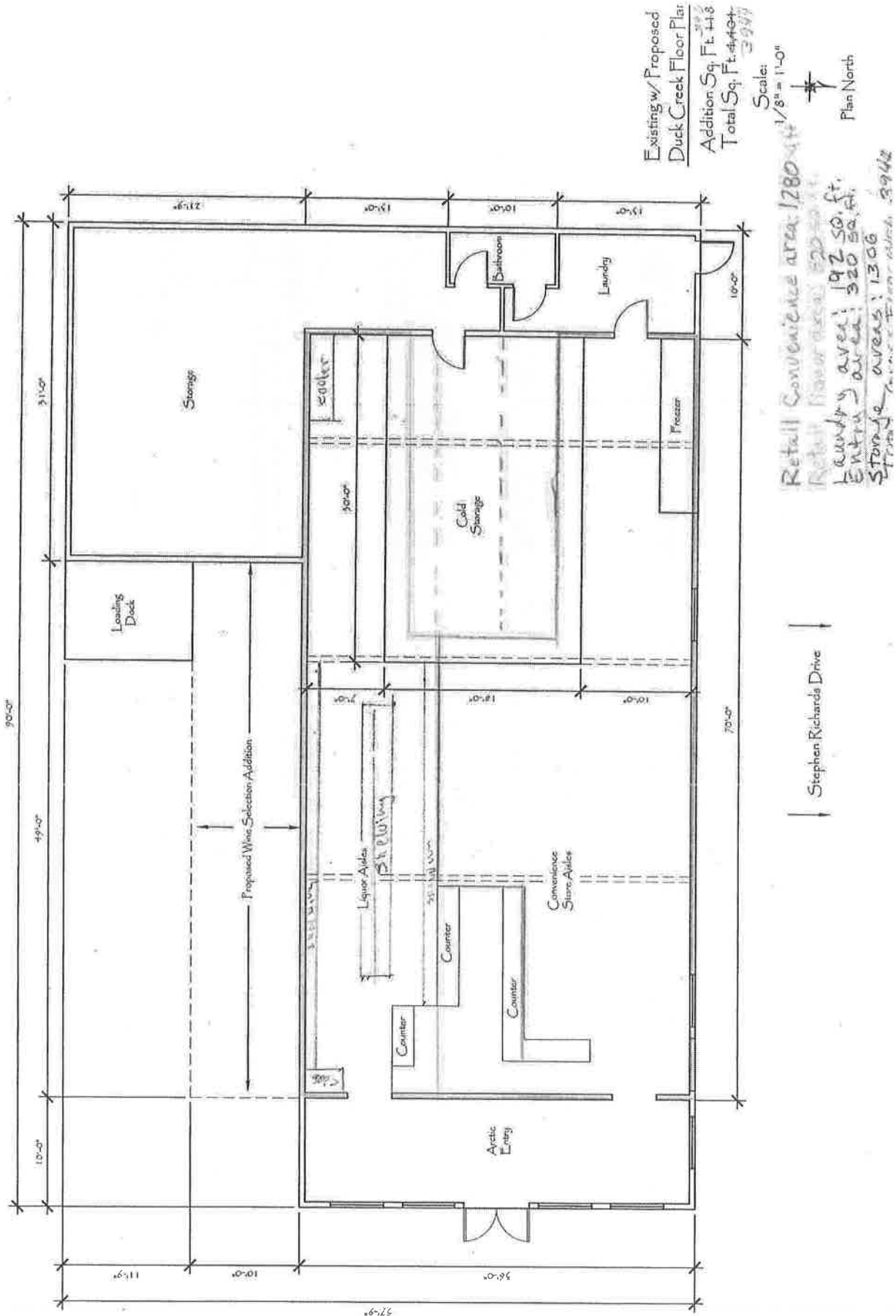


EXISTING EAST, PROPOSED EAST AND WEST ELEVATIONS

SCALE: 1/8" = 1'-0"



EXISTING NORTH, PROPOSED NORTH AND SOUTH ELEVATIONS





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

Duck Creek addition

Case Number: PAC20200033

Applicant: Jack Manning

Property Owner: Coogan Alaska

Property Address: 9951 Stephen Richards Drive

Parcel Code Number: 5B2101310000

Site Size: 853,340 Square Feet

Zoning: D15

Existing Land Use:

Conference Date:	06/03/20
Report Issued:	(Insert Today's Date)

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
Jack Manning	Applicant	jmmanning@gci.net
Allison Eddins	Planning	Allison.eddins@juneau.org
John Young	Building	John.young@juneau.org
Eric Vogel	General Engineering	Eric.vogel@juneau.org

Pre-Application Conference Final Report

Conference Summary

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

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

Planning Division

1. **Zoning** – D15 and in the Convenience Store Overlay District (Map A)
2. **Setbacks** – Front yard setback (along Stephen Richards) – 20 feet; Street side yard setback (2 unnamed roads to Sprucewood MH Park) – 13 feet; Rear yard setback and side yard setbacks – N/A
3. **Height** – 35 feet for principle use and 25 feet for accessory use
4. **Access** – Access to the site is from Stephen Richards Drive
5. **Parking & Circulation**– The site plan submitted at the pre application meeting shows 28 spaces. Staff measured the site using parcel viewer and determined the parking available is closer to 20 spaces, including one loading space and one ADA space. The parking requirement for convenience stores in the overlay district is 1 space/250 square feet. With the addition of 480 square feet the new parking requirement is 18 spaces. The bonus provision in 49.65.540 all the parking requirement to be decreased to 1 space/350 square feet if a covered 5 stall bike rack is installed. This would make the parking requirement 13 spaces. The applicant is proposing a lighted pedestrian pathway that will connect with the existing crosswalk across Stephen Richards Dr.
6. **Lot Coverage** – Maximum lot coverage is 50%.
7. **Vegetative Coverage** – The convenience store overlay district has specific landscaping requirements including continuous low shrubs and 1 tree per 30 linear feet of frontage along property lines that abut a right of way. The site is surrounded by rights of way on three sides. The landscaping requirement is being met along Stephen Richards but not the other two rights of way that are known as Sprucewood MH Park Unnamed Roads.
8. **Lighting** – New lighting for a pedestrian pathway will be installed. The lighting will be full cut off and will not shine on neighboring property.
9. **Noise** – The construction period will coincide with the roundabout installation at Stephen Richards and Mendenhall Loop Rd. intersection. Construction must be done in compliance with CBJ Noise Ordinance. The proposed expansion of the store is not expected to increase the regular noise level generated by the store.
10. **Flood** – This site is in the area of minimal flood hazard, Zone X (Panel 02110C1239D)
11. **Hazard/Mass Wasting/Avalanche/Hillside Endorsement** – N/A
12. **Wetlands** – N/A
13. **Habitat** — N/A
14. **Plat or Covenant Restrictions** – N/A

Pre-Application Conference Final Report

15. **Traffic** – The proposed expansion will increase the store's floor area by 480 square feet. The traffic increase from the expansion is expected to be minimal and will not require a traffic impact analysis.
16. **Nonconforming situations** – The development meets the requirements of the Convenience Store Overlay District. There are no nonconforming situations for this use.
17. **Bonus** – The Planning Commission may allow convenience stores to be greater than 3,000 square feet but no more than 5,000 square feet upon written findings that bonuses have been met. Except as otherwise provided, the bonus shall be 500 square feet in compliance with any of the following criteria.

Below are the bonuses that the application plans to earn or did earn with the original development:

Bonus #1 – The area proposed for retail alcohol sales is less than 1,500 square feet in net floor area. The bonus shall be 1,000 square feet. – The existing liquor store area is 820 square feet. This earned the store 1,000 square feet of additional square footage which would allow the store to be 4,000 square feet. The store is 3,944 square feet leaving 56 square feet of the bonus un-used. The proposed addition will increase the store area by 480 square feet. (Bonuses to get 436 square feet is still needed)

Bonus #2 – The development includes a lighted pathway on site connecting to a bus tops, crossing, walkways or other points of off-site pedestrian activity indicated by a surface material or color reasonable different from adjacent areas. Lighting shall be shielded from residential uses. – The proposed expansion includes the installation of striped and lighted pedestrian walkway that will connect to the crosswalk across Stephen Richards Drive. This bonus is worth 500 square feet of additional square footage. After meeting the requirement in Bonus #1, the applicant only needs 436 additional square feet.

Bonus #4 – The loading area, garbage containers, utility meters and mechanical equipment are to reasonable extent visually and acoustically screened from adjacent residential property. – The applicant plans to shield the dumpster and install rubber around the lid and rim to minimize the noise impacts. This bonus is not need but the applicant plans to do it anyway.

Building Division

18. **Building Plans** will be addressed during plan review.
19. **Outstanding Permits** -

General Engineering/Public Works

20. **Engineering** – N/a
21. **Drainage** – N/a
22. **Utilities** – (water, power, sewer, etc.) N/a

Fire Marshal

23. **Fire Items/Access** – N/a

Other Applicable Agency Review

Pre-Application Conference Final Report

24. DOT&PF / Alcohol Beverage Control Board / Army Corps / DEC (wastewater) / DNR / USF&W / F&G / FAA / Corrections...
- 25.

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. (Add application forms required)
2. (Add notes as necessary)

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. (Add any necessary supporting documents required in the application forms OR that may be useful supporting information)

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)
- 2.

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. (List individual permit fees and sign fees)
- 2.

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

Pre-Application Conference Final Report

Juneau, AK 99801

Phone: (907) 586-0715

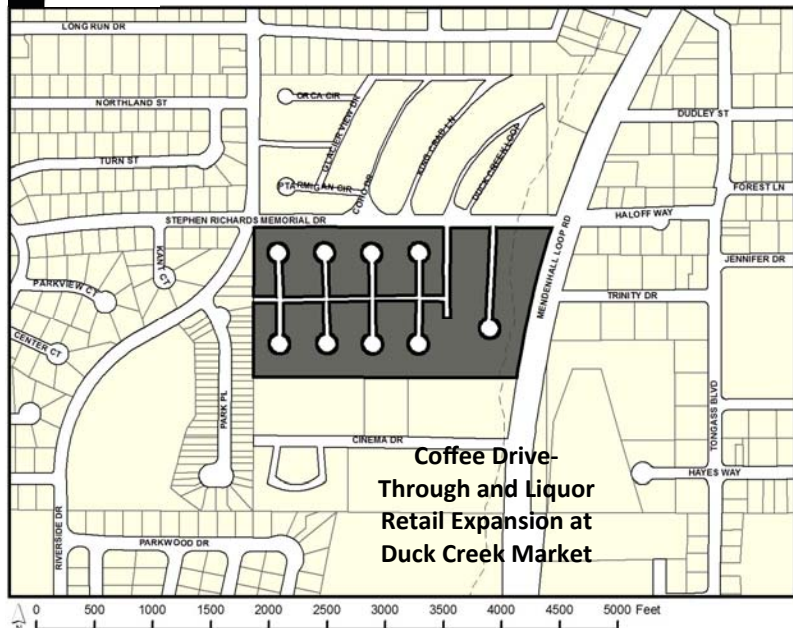
Fax: (907) 586-4529

Web: www.juneau.org/cdd

Revised Notice

Re: Coffee Drive-through & Liquor Retail Expansion

Amended Webinar Information



155 S. Seward Street Juneau, Alaska 99801

TO:

You are receiving this notice regarding an application being heard by the Planning Commission for a **490 square foot expansion of alcohol retail area and the installation of a drive through coffee window** located at **9951 Stephen Richards Memorial Drive**. This revised notice is to provide amended Webinar information, given below.

TIMELINE

Staff Report expected to be posted **Monday, July 6, 2020** at <https://beta.juneau.org/assembly/assembly-minutes-and-agendas>
Find hearing results, meeting minutes and more here as well.

July 7 — noon, July 10

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

HEARING DATE & TIME: 7:00 pm, July 14, 2020

This virtual meeting will be by video and telephonic participation only. To join the webinar, visit: [http://juneau.zoom.us/j/956 5423 7044](http://juneau.zoom.us/j/95654237044). The Webinar ID is: **956 5423 7044**. To join by telephone, 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 the Webinar ID.

July 15

The results of the hearing will be posted online.

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

Printed June 25, 2020

Case No.: USE2020 0012
Parcel No.: 5B2101310000
CBJ Parcel Viewer: <http://epv.juneau.org>

From: davedowney@gci.net
To: [PC_Comments](#)
Subject: Duck Creek Market
Date: Monday, June 22, 2020 3:32:23 PM

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

I have heard Duck Creek Market is planning a remodel and expansion. My wife and I live on Dudley street and we think it would be a great addition to the community as the market is very convenient to the entire neighborhood, and more selection and roomier aisles would be a welcome addition.

Sincerely,
David Downey

From: Katy <ktea29@gmail.com>
Sent: Monday, June 15, 2020 1:15 PM
To: PC_Comments
Subject: Case No USE20200012-Drive Through Coffee Window-Duck Creek Market

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

Hello,

I received this lovely pink card in my mailbox a few days ago about development on 9951 Steven Richards rd. I assume that is Duck Creek Market. I believe voting on this should be held off until the state is finished installing the roundabout there.

The picture on the pink card is misleading and confusing without the actual layout of the area including the roundabout.

Thank you,
Katy
907-209-5973

CONVENIENCE STORE USE AREA

Mendenhall Valley

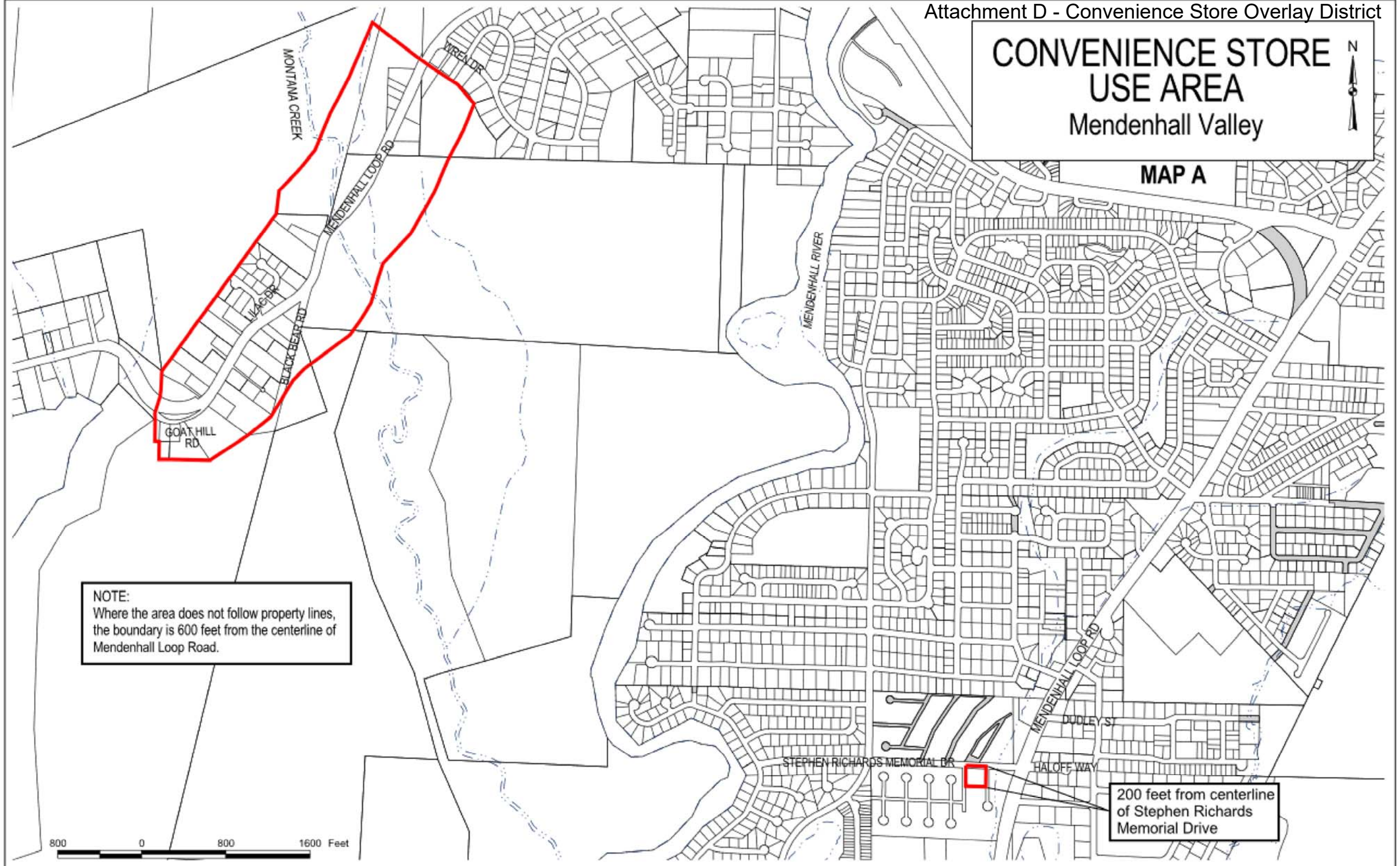


MAP A

NOTE:
Where the area does not follow property lines,
the boundary is 600 feet from the centerline of
Mendenhall Loop Road.

800 0 800 1600 Feet

200 feet from centerline
of Stephen Richards
Memorial Drive



USE2020 0012

A Conditional Use Permit for 490 square foot expansion and installation of coffee drive through at Duck Creek Market

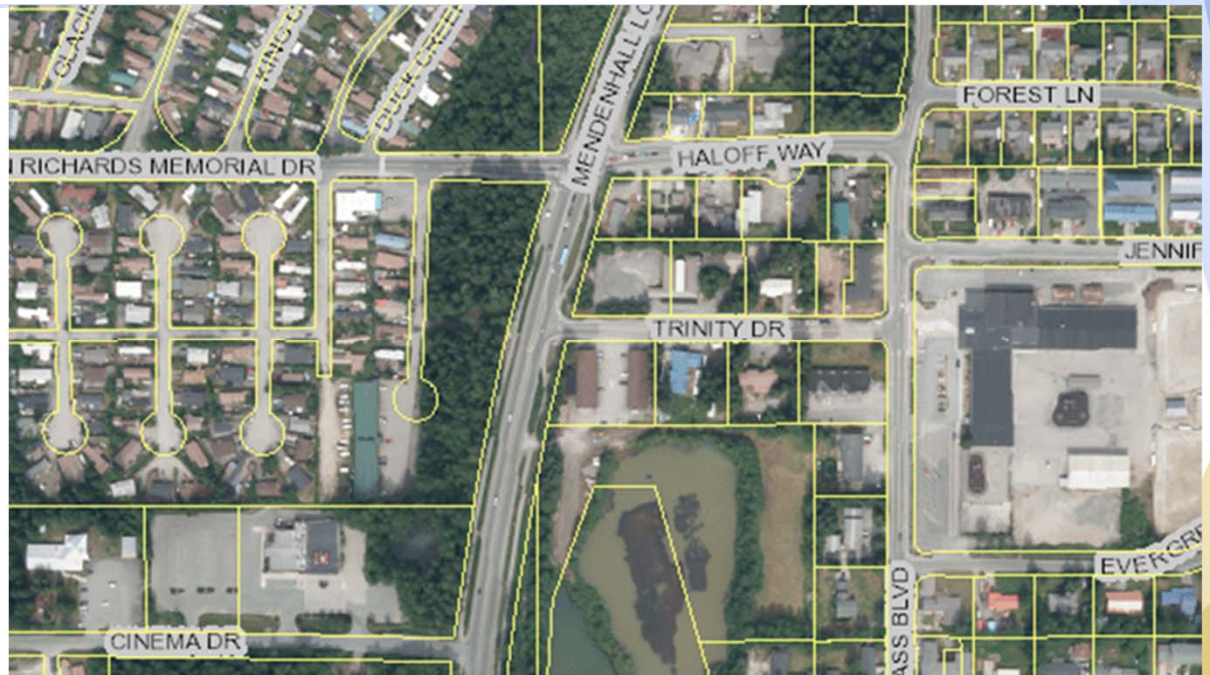
PC Presentation July 14, 2020

Staff recommends approval with conditions.

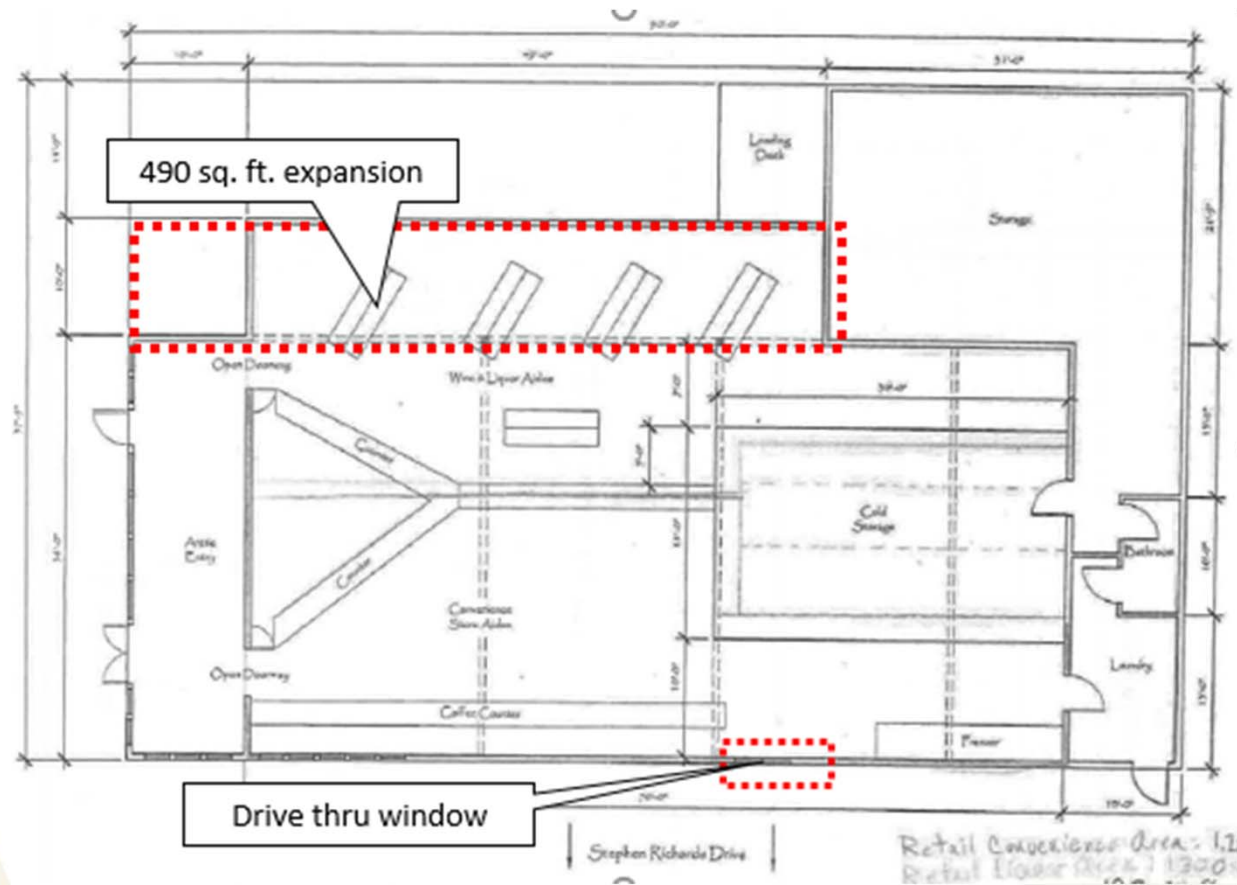
Proposal

The applicant requests a Conditional Use Permit for:

- 490 sq. ft. expansion of alcohol retail area
- Installation of drive through coffee window

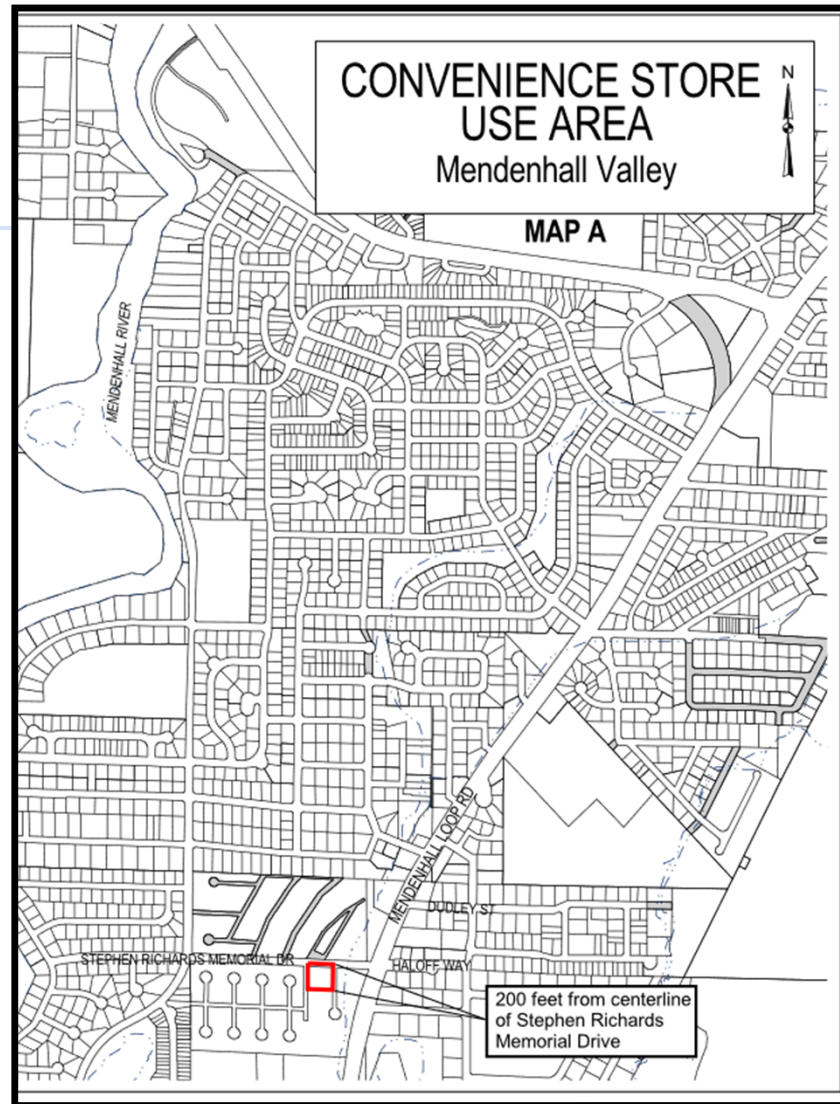


Proposal



Project Site

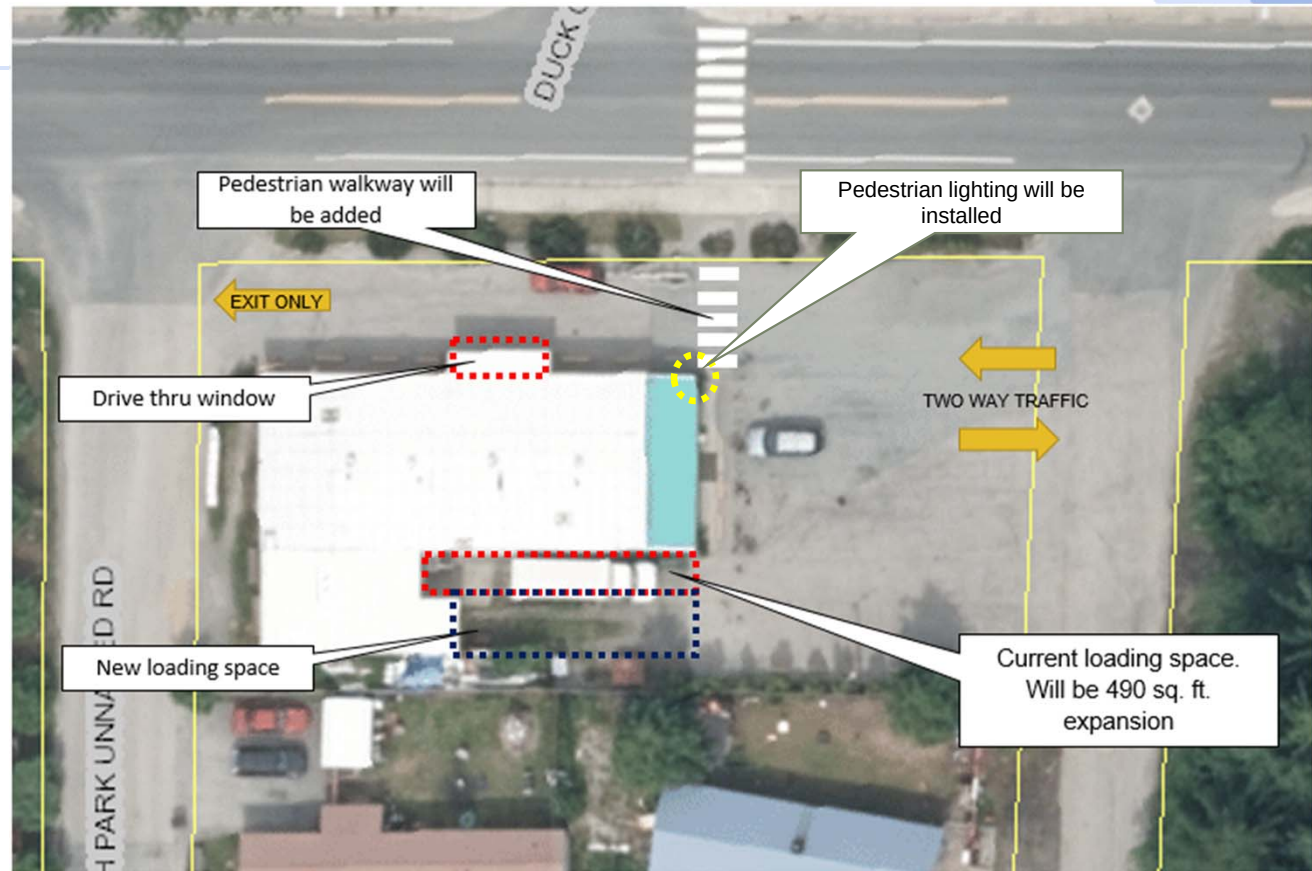
- Within the Convenience Store Overlay District
- Lease area is approx. 15,000 sq. ft.
- Lease area is part of a 19.5 acre parcel
- Parcel also has Sprucewood Mobile Home Park & Alderwood Apartments



Project Site

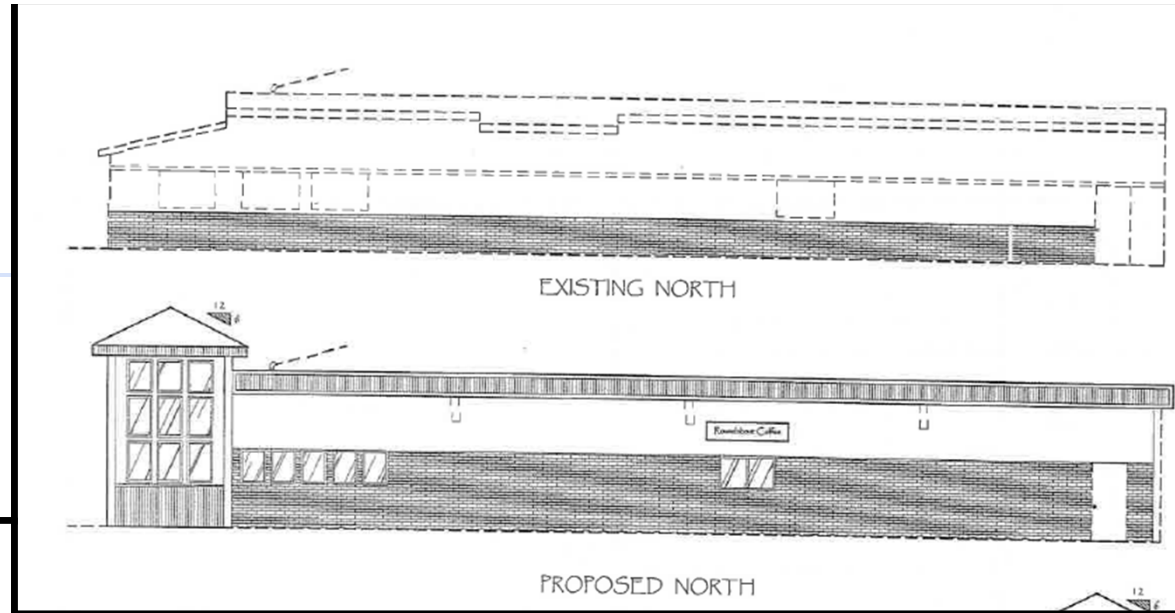
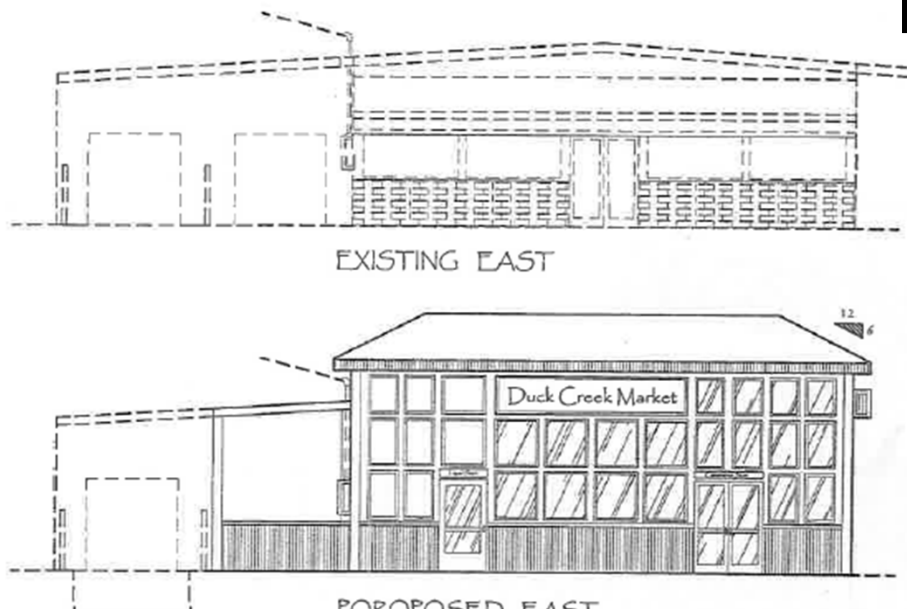
Staff recommends the following conditions related to the project site:

1. Prior to issuing a Temporary Certificate of Occupancy, circulation arrows for the drive-through pattern shall be painted in the parking area as shown on the site plan.
2. Prior to issuing a Temporary Certificate of Occupancy, the applicant must paint the striped pedestrian way and install pedestrian lighting.



Project Design

- Unused drive through window will be used for coffee and convenient store items



- Entryway height will increase from 10' to 13'.
- 490 sq. ft. addition will expand alcohol retail sales.

Traffic & Parking

- Site visit determined there to be 18 parking spaces available on-site
- Current parking will be reconfigured to accommodate drive through traffic
- The project includes stripping the parking spaces

A new traffic impact analysis IS NOT required.

Use	Total Additional Sq. Ft.	Trips Generated	Total Additional Trips
Convenience Store w/ drive-through	490	AM: 70 per 1,000 sq. ft. / 2 PM: 28 per 1,000 sq. ft. / 2	49
Total Additional ADTs:			49

Use	Total Sq. Ft.	Spaces Required	Total Spaces
Convenience Store	4,284	1 per 250 square feet	17
Laundromat	150	1 per 300 square feet	1
Total Parking Requirement:			18
Off-Street Loading Spaces Required:			1
ADA Accessible Spaces Required:			1

49.65.530 Convenience Store Standards

All overlay district standards are met except:

49.65.530(3) (h) Exterior bear-resistant public litter can shall be provided.

Staff is recommending the following as a condition of approval:

Prior to issuance of a Certificate of Occupancy, the applicant must install a bear-resistant litter can near the building entrance or near the pedestrian walkway.

Public Comments & Staff Response

CDD conducted a public comment period from June 10, 2020 to July 10, 2020. Public notice was mailed to property owners within 500 feet of the subject parcel. 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 C.

Name	Summary
Katy	Would like the Planning Commission to postpone voting on this project until the roundabout construction at the intersection of Mendenhall Loop Rd. and Stephen Richards Memorial Drive is complete.
Dave Downey	In favor of the project; more selection and roomier aisles would be a welcome addition.
Rachel Kelly	Has concerns over loitering and safety.

Public Comments & Staff Response

The AKDOT&PF roundabout construction project at the intersection of Stephen Richards Memorial Drive and Mendenhall Loop Road was reviewed and recommended for approval by the Planning Commission on June 11, 2019. The expected completion date is September 2020. The applicants are anticipating a decrease in the number of customers due to the road construction making this a logical time for the market expansion project.

Public Comments & Staff Response

- Within the past 6 months, JPD has responded to four trespass calls in the area. Deputy Chief David Campbell with the Juneau Police Department did not express any concerns with this application.
- The Duck Creek Market parking lot has 24-hour surveillance camera monitoring, and new exterior lights will be added to the redesign entryway. The lights will shine along the sides of the building and into the parking lot directly in front of the entryway. There will also be new lights added to both corners of the expansion area.

Conformity with Adopted Plans

- The proposed development, with recommended conditions, is in general conformity with the following Plans:
 - 2013 Comprehensive Plan
 - This is discussed in detail in the staff report, see packet pages xx

Findings (Packet Pg. No. X)

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

Yes. Staff finds 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 Convenience Store Overlay District?

Yes. The requested permit is appropriate according to CBJ 49.65.530 Convenience Store Standards.

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

Yes. With the recommended conditions, the proposed development will comply with Title 49, including parking, lighting and vegetative cover.

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

No. There is no evidence that the proposed development will materially endanger the public health or safety.

Findings (Packet Pg. No. x)

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

No. There is no evidence to suggest that with appropriate conditions, the requested expansion and drive through will substantially decrease the value or be out of harmony with 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?

Yes. The proposed expansion of the Duck Creek Market, with the recommended conditions, will be in general conformity with the 2013 Comprehensive Plan.

Recommendation (Packet Pg. No. x)

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 490 square foot expansion of the Duck Creek Market, including a re-designed entryway and installation of a drive-through window.

The approval is subject to the following conditions:

1. Prior to issuing a Temporary Certificate of Occupancy, circulation arrows for the drive-through pattern shall be painted in the parking area.
2. Prior to issuing a Temporary Certificate of Occupancy, the applicant must paint the striped pedestrian way and install pedestrian lighting.
3. Prior to issuance of a Temporary Certificate of Occupancy, the applicant must install a bear-resistant litter can near the building entrance or near the pedestrian walkway.

Questions?



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: July 16, 2020
Case No.: USE2020 0012

Jack & Tom Manning
P.O. Box 34262
Juneau, AK 99803

Proposal: A Conditional Use Permit for a 490 square foot expansion of alcohol retail area and the installation of a drive-through coffee window

Property Address: 9951 Stephen Richards Drive

Legal Description: MARSH TR A & B & USS 2100 FR [SPRUCEWOOD MH PARK LAND]

Parcel Code No.: 5B2101310000

Hearing Date: July 14, 2020

The Planning Commission, at its regular public meeting, adopted the analysis and findings listed in the attached staff report dated July 7, 2020, and approved the Conditional Use Permit to be conducted as described in the project description and project drawings submitted with the application and with the following conditions:

1. Prior to issuing a Temporary Certificate of Occupancy, circulation arrows for the drive-through pattern shall be painted in the parking area.
2. Prior to issuing a Temporary Certificate of Occupancy, the applicant must paint the striped pedestrian way and install pedestrian lighting.
3. Prior to issuance of a Temporary Certificate of Occupancy, the applicant must install a bear-resistant litter can near the building entrance or near the pedestrian walkway.

Jack & Tom Manning
Case No.: USE2020 0012
July 16, 2020
Page 2 of 2

Attachments: July 7, 2020 staff report from Allison Eddins, Community Development, to the CBJ Planning Commission regarding USE2020 0012.

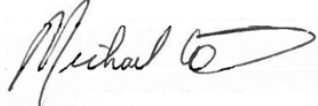
This Notice of Decision does not authorize construction activity. Prior to starting any project, it is the applicant's responsibility to obtain the required building permits.

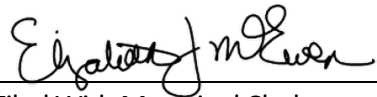
This Notice of Decision constitutes a final decision of the CBJ Planning Commission. Appeals must be brought to the CBJ Assembly in accordance with CBJ 01.50.030. Appeals must be filed by 4:30 P.M. on the day twenty days from the date the decision is filed with the City Clerk, pursuant to CBJ 01.50.030 (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, July 14, 2020.

Expiration Date: The permit will expire 18 months after the effective date, or January 14, 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.

Project Planner: 
Allison Eddins, Planner
Community Development Department


Michael LeVine, Chair
Planning Commission


Filed With Municipal Clerk

7/21/2020
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 0008: Conditional Use Permit for an emergency shelter and social services office building -
APPROVED WITH AMENDMENTS

AGENDA ITEM:

Case No.: USE2020 0008

Applicant: Southeast Alaska Independent Living and The Glory Hall

Location: West of 8617 Teal Street

Proposal: Conditional Use Permit for an emergency shelter and social services office building

ATTACHMENTS:

Description	Upload Date	Type
☐ Staff Report for USE2020 0008	7/8/2020	Staff Report
☐ Presentation for USE2020 0008 & PWP2020 0002	7/13/2020	Presentation
☐ Notice of Decision for USE2020 0008	7/22/2020	Notice of Decision



PLANNING COMMISSION STAFF REPORT
CONDITIONAL USE PERMIT USE2020-0008
HEARING DATE: JULY 14, 2020

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

STAFF RECOMMENDATION:

Staff recommends approval with conditions.

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:

- NOT required

STANDARD OF REVIEW:

- Quasi-judicial decision
- Requires five (5) affirmative votes for approval

DATE: July 8, 2020

TO: Planning Commission

THROUGH: Jill Maclean, Director, AICP

BY: Irene Gallion, Senior Planner

PROPOSAL SYNOPSIS: Conditional Use Permit for construction of an Emergency Housing Shelter and a multi-tenant non-profit center (two separate buildings).

SUMMARY OF KEY ISSUES:

- Emergency Housing Shelter is a permissible institutional use.
- Office building is a permissible use.
- Both are major developments, requiring a CUP.

GENERAL INFORMATION

Property Owner	Glory Hall/SAIL*
Applicant	Glory Hall/SAIL*
Property Address	SW corner of Teal St. & Alpine Ave
Legal Description	Valley Centre Greenbelt Block H LT 6A1
Parcel Number	5B1501060041
Zoning	General Commercial
Land Use Designation	Commercial, bordering Stream Protection Corridor
Lot Size	52,246
Lot Size Required	2,000 sq. ft.
Utilities	City water and sewer
Access	Teal Street or Alpine Avenue
Existing Land Use	Vacant lot

SURROUNDING LAND USES

North	Vehicle/equip. storage
South	Stream protection corridor
East	Saint Vincent de Paul
West	Vacant

SITE FEATURES

Anadromous	No
Flood Zone	AE Zone
Hazard	No
Hillside	No
Wetlands	No

* Juneau Cooperative Christian Ministry DBA the Glory Hall;
 United Human Services DBA SAIL

Note: Applicant owns 5B1501060030, a 7,660 square foot Industrial zoned lot next to this proposed development. At this time, no development is being proposed on 5B1501060030.



FIGURE 1: VICINITY MAP

49.15.330(a) Conditional Use Permit 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.

ATTACHMENTS

Item	Description
Attachment A	Application Packet
Attachment B	Agency Comments
Attachment C	Neighborhood Meeting Public Notice
Attachment D	Planning Commission abutters notice (Original and Revised)
Attachment E	Public Comments as of June 22, 2020
Attachment F	CBJ CDD Neighborhood Meeting Notes, June 2, 2020
Attachment G	Glory Hall Neighborhood Meeting Notes, October 2, 2019
Attachment H	BC Housing Shelter Design Guidelines, September 2017
Attachment I	USACE Jurisdictional Determination and e mail
Attachment J	Juneau homelessness numbers, 1/1/20-6/19/20

Item	Description
Attachment K	CDC Non-Congregate Approaches to Sheltering for COVID-19

AGENCY REVIEW

CDD conducted an agency review comment period between May 5, 2020 and May 20, 2020. Agency review comments can be found in Attachment B.

Agency	Summary
Juneau Police Department	No issues with the permit.
CBJ Housing Office	No problems with the permit.
CBJ CDD Building Division	No issues with this project.
CBJ Capital City Fire and Rescue	No issues for this permit.
CBJ Streets and Transit	No issues with the project at this time.
CBJ General Engineering	No comments beyond what was included in the pre-app report.
Southeast Alaska Watershed Council	Use best management practices to filter and infiltrate storm runoff.
CBJ Assessor	Does not use proximity to shelter in assessing property.

PUBLIC COMMENTS

CDD conducted a public comment period between **May 13, 2020** and **June 22, 2020**. A virtual neighborhood meeting hosted by CDD was held on June 2nd, 2020. Neighborhood meeting notification and public notice of the Planning Commission meeting mailed to property owners within 500 feet of the subject parcel (Attachment C and D). 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 E. Neighborhood meeting notes documenting testimony are found in Attachment F.

Name	Summary
Ralph Nelson	Resident at Smith Hall, supports the project.
Matthew Gillman	Supportive, family member uses SAIL services.
President Richard Peterson, CCTHITA	Supportive, furthers values and lifts people up.
Nikole Nelson, Alaska Legal Services	Supportive, appreciates consolidated services.
Juneau Coalition on Housing and Homelessness	Supportive, transforms delivery of services.
Chris Heckler	Opposed, found map confusing.
Steve Allwine	Concerns are safety, client mix, impacts to infrastructure.
Joan Heidersdort	Opposed, incompatible in valley.
Marcy Peska	Supports, proposes Cornerstone for a similar use.

The Glory Hall conducted four public meetings in advance of their application in order to gauge and address public concerns:

- August 14, 2019, at Elizabeth Peratrovich Hall
- August 21, 2019, at Elizabeth Peratrovich Hall
- September 30, 2019, at Mendenhall Auto Center
- October 2nd, 2019, at the United Lutheran Church (CDD Director, Chief of Police, and JPD Sergeant attended)

Notes collected from the October meeting can be found in Attachment G.

ZONING REQUIREMENTS

Parcel ID 5B1501060041, General Commercial (vacant parcel, no address)

Standard		GC Requirement	Proposed	Code Reference
Lot	Size, square feet	2,000	52,246	49.25.400
	Width, feet	20	232	49.25.400
	Depth, feet	60	185	49.25.400
Setbacks	Front, feet	10 (N)	22 ^A	49.25.400
	Rear, feet	10 (S)	41 ^A	49.25.400
	Side, feet	10 (SW)	13	49.25.400
	Side, feet	10 (W)	34 ^A	49.25.400
	Street Side, feet	10 (E)	28 ^A	49.25.400
Lot Coverage		No maximum	Shelter ~5,500 Office ~ 4,000 ~18% lot coverage	49.25.400
Height	Permissible	55	Shelter = 29' Office = 44' 10"	49.25.400
	Accessory	45		49.25.400
Density		50 units per acre	Not residential	49.25.500
Use		INSTITUTIONAL DAY OR RESIDENTIAL CARE	7.200, Assisted Living (CU if major development ^B)	49.25.300
		PROFESSIONAL OFFICE, CLERICAL, RESEARCH, REAL ESTATE, OTHER OFFICE SERVICES	3.4, Offices greater than 2,500 square feet (CU if major development ^B)	49.25.300

A: Scaled off of drawing

B: Major development in commercial districts includes non-residential building totaling over 10,000 square feet or using more than 0.5 acres of land [49.25.300(c)(3) & (4)]. The proposed Emergency Housing Shelter and the consolidated office building are each over 10,000 square feet. The lot is 1.19 acres.

Per Title 49.80 Definitions: "Assisted living" means a facility providing housing and institutional care for people unable to live independently or without assistance. Assisted living includes facilities that provide nursing care services or emergency shelter.

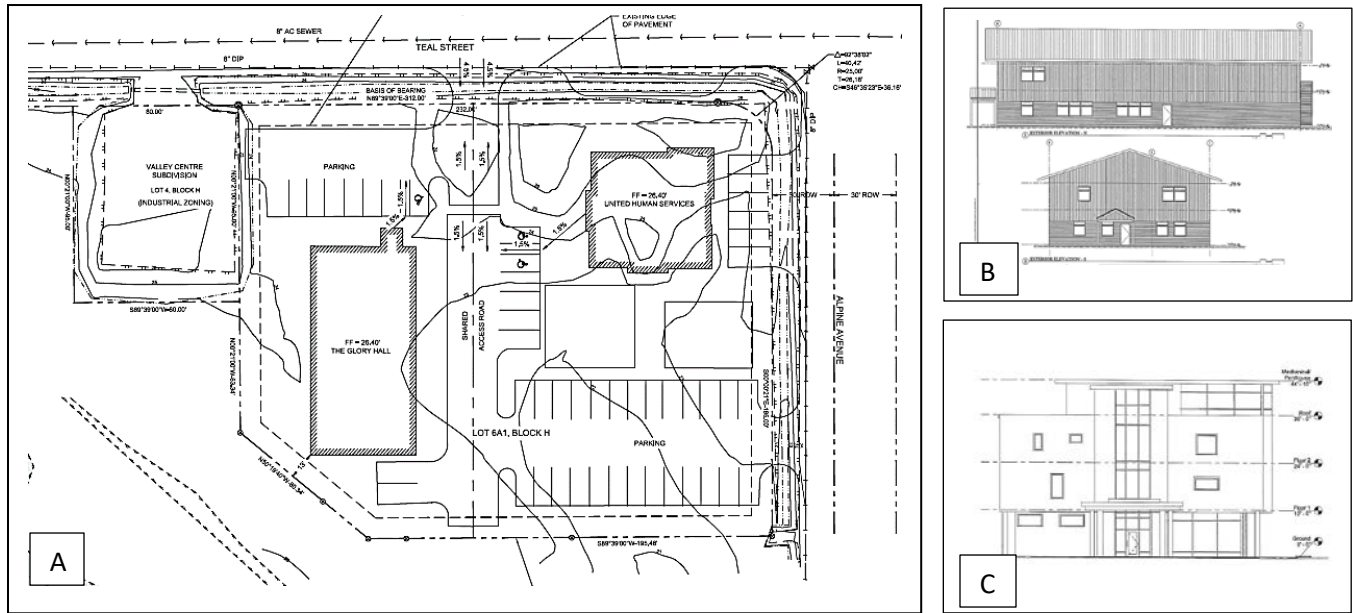


FIGURE 2: SITE PLAN AND PHOTOS

A: Site plan (Page 21 of the application packet, Attachment A)

B: Emergency Housing Shelter elevations (Page 24 of the application packet, Attachment A)

C: Office building elevations (Page 26 of the application packet, Attachment A)

DISCUSSION

Background Information –

The table below summarizes relevant history for the subject parcel and proposed development.	
Item	Summary
Plat: Special Flood Note	The undeveloped lot has no permitting history. Parts of this subdivision are located in a special flood hazard area per the City and Borough of Juneau Flood Insurance Rate Map, Flood Panel Community Number 0200091527D, August 19, 2013.
Plat: Anadromous Stream Note	Jordan Creek is determined to be an anadromous stream per the City and Borough of Juneau 2013 Comprehensive Plan. Special Regulations may apply.

Project Site & Design – The proposed development will consist of an Emergency Housing Shelter and a multi-tenant non-profit center (two separate buildings). The proposed development will:

- Consolidate homelessness services for more effective and efficient delivery of services.
- Build on a use already established in the neighborhood since 1987 (Saint Vincent de Paul).

In the following analysis we will look at:

- Colocation with existing services for individuals experiencing homelessness
- Transit service
- Road and pedestrian infrastructure

- Trails
- Water and wastewater
- Analysis

Colocation with existing services: The site is across Alpine Avenue from the Saint Vincent de Paul (SVdP) facility at 8617 Teal Street. The location leverages the homelessness services already provided through SVdP:

- **SVdP Navigators** provide street outreach and individual case management. They are housed at the **Dan Austin Transitional Support Services Center**. At this location patrons can also find clothing, food, showers, laundry, housing location and tenant support, employment assistance, and coordination of social service provisions.
- **SVdP** provides **26 housing units** at the Teal Street complex. Units are primarily studio-apartment style, housing people while providing the support services needed to facilitate the move to permanent housing.
- The **CARES Sobering Center**, operated by the Capital City Fire and Rescue, addresses non-emergent medical needs to improve public health.
- **SVdP** runs **five low-income apartment complexes** in downtown Juneau and Douglas. They provide management and application assistance at their Teal Street complex.

SVdP Navigators work extensively with a variety of social service providers to address the needs of individuals experiencing homelessness. Partner agencies interested in tenancy at the proposed multi-tenant non-profit center include:

- | | |
|---|--------------------------------------|
| • Southeast Alaska Independent Living (SAIL/ORCA) | • Alaska Legal Services |
| • Disability Law Center of Alaska | • Big Brothers Big Sisters of Alaska |
| • National Alliance on Mental Illness (NAMI) | • United Way of Southeast Alaska |

Transit: According to Glory Hall and SAIL staff, the majority of clients depend on transit and walking. A Capital Transit bus stop at the Nugget Mall on Mallard Street is within one block of proposed facilities (see preceding vicinity map). With the eventual construction of a new bus transit station in the Mendenhall Mall area, Capital City Transit plans to establish a new stop at the corner of Crest Street and Teal Street.

Mallard Street sidewalk and landscaping improvements were part of a 1983 Local Improvement District for paving and landscaping (#36). Alpine Avenue is the most direct public access from the bus stop to the subject site. Alpine Avenue is paved, with no striping and no curb or gutter. CBJ does not provide street lighting. Land owners in the area have provided site lighting for their own property, which may provide limited street illumination. No additional street lighting is proposed by CBJ.

Road infrastructure and pedestrian accommodations: The Alaska Department of Transportation and Public Facilities (AKDOT&PF) classifies Alpine Avenue, Mallard Street, and Jordan Avenue as local roads, primarily providing access to adjoining land. Crest Street is classified as a minor collector, providing access to land but also moving traffic through the area at a higher speed than local roads. AKDOT&PF traffic data indicates that Average Annual Daily Traffic (AADT) for Jordan Avenue is 1,425 and for Crest Street is 1,249 (data collected in 2018). There is no AADT data for Mallard Street or Alpine Avenue.

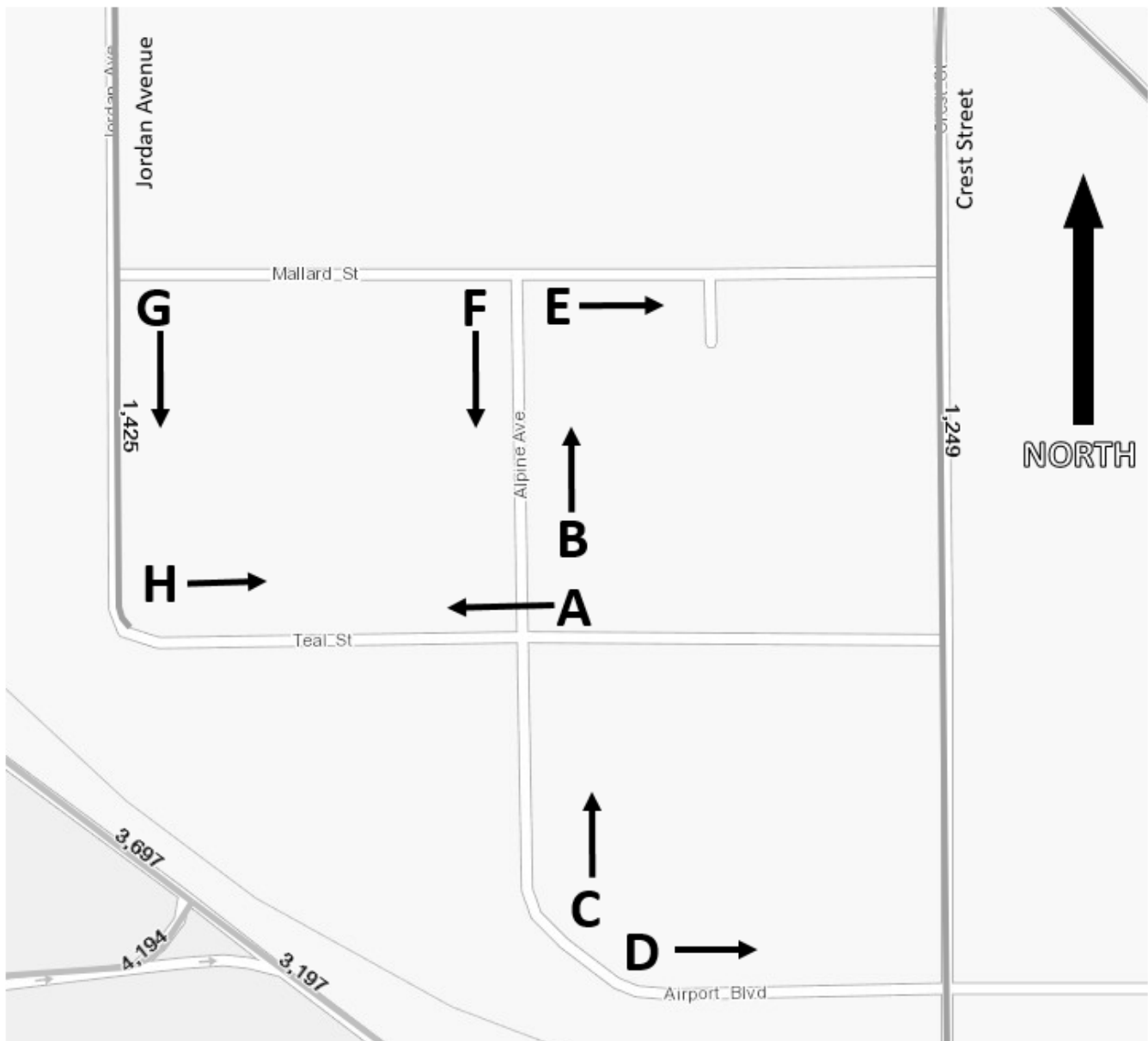


FIGURE 3: Average Annual Daily Traffic Map from the Alaska Department of Transportation and Public Facilities, showing 2018 data. Superimposed letters correspond to pictures below in Figure 4. Arrows show the orientation of the photographer.

FIGURE 4: SITE PHOTOS



Picture A: Subject property frontage on Teal Street. Picture B: Looking up Alpine Avenue from the intersection of Alpine Avenue and Teal Street. This would be the primary pedestrian route from the proposed development. Note lack of curb, gutter, sidewalk, or painted delineation lines.



Picture C: Alpine Avenue from the intersection with Airport Boulevard. SVdP's Smith Hall, housing for disadvantaged seniors, which is part of their Teal Street housing complex, is on the right. The subject parcel is on the left. Picture D: Airport Boulevard from the intersection with Alpine Avenue.



Picture E: Picture of the Mallard Street bus stop behind the Nugget Mall, taken from the intersection with Alpine Avenue. Note the sidewalks and painted crosswalks. Picture F: Looking down Alpine Avenue from the same location as Picture E. Note the sidewalk end.



Picture G: Looking south from Mallard Street intersection with Jordan Avenue. On the right are boat condominiums. On the left is storefront (not currently in use). Picture H: Subject property (right) from the corner of Jordan Avenue and Teal Street. Property across the street seems to be used for storage by a seafood processing business.

Trails: The Jordan Creek Trail abuts the subject property and is part of a Juneau International Airport development mitigation, a requirement of continued federal funding. Recent improvements to the trail have improved access, improved safety through improved visibility, and inspired positive feedback from neighbors in the area. Part of the trail runs across the south lot line of the subject parcel. Improvements include tree limbing for improved visibility, bridges that improve access and reduce impacts on Jordan Creek, interpretive signage, and improved trail condition. Improvements have been made in coordination with the Southeast Alaska Watershed Council.



FIGURE 5: Map of the Jordan Creek trail system. The curving grey line is Jordan Creek. White lines represent trails. Note that the trail was relocated off of the subject lot onto adjacent CBJ lands.

Water and sewer: Teal Street and Alpine Avenue have 8-inch water mains. The sewer main on Teal Street is shown in as-built surveys as 18 inches, but would need to be verified for size and location.

Analysis:

Consider perimeter sidewalks. Chapter 49.35 establishes design and development criteria for public and private improvements. The standards do not establish data point triggers for improvements based on pedestrian activity. The chapter states that developers must make improvements necessary for the development to function properly. Those improvements may extend off site [49.35.120(a)]. Sidewalk requirements are based on roadway ADT in any commercial subdivision within the urban service area [49.35.610(b)]. While the Traffic Analysis below does not trigger a traffic study, estimated ADT of 239 (see “Traffic,” below) is in excess of the 212 ADT trigger for sidewalks on one side of the street [Table 49.35.240, Table of roadway construction standards].

The project proponent is seeking a parking waiver since most of their clients walk or take the bus (PWP2020 0002). Sidewalk construction around the perimeter of the development is a reasonable requirement.

Condition 1: Prior to issuing a building permit, the applicant shall submit a site plan that includes sidewalks along the full length of their lot on Teal Street and Alpine Avenue. Sidewalks will be a minimum of five feet wide.

Condition 2: Prior to the issuance of a temporary certificate of occupancy, one or more covered bicycle racks providing spaces for at least four (4) bicycles shall be provided. The rack(s) shall be permanently affixed to the ground, building, or other permanent fixture, and shall be located so that parked bicycles do not encroach into a pedestrian walkway or vehicle area. Covered bicycle racks shall, at a minimum, be designed in accordance with the standards listed in the Juneau Non-Motorized Transportation Plan.

Project Design – The Emergency Housing Shelter will primarily accommodate homeless adults. The Glory Hall works in partnership with other service providers on accommodation of other vulnerable populations:

- Family Promise or AWARE will accommodate women with children or families.
- AWARE will accommodate people fleeing violence.
- Unattached youth are accommodated by AWARE. Note that Juneau Youth Services no longer provides emergency shelter for homeless youth.
- Emergency shelter overflow or those with extreme behavioral patterns are accommodated at the Emergency Cold Weather Shelter during winter months. That service used to be housed at SVdP, but is currently housed at the Juneau Arts and Culture Center due to COVID-19 response space requirements.

The shelters work together on “load levelling” accommodations. When there is a high demand for services, the providers will coordinate on which is best equipped to handle which clients, and shift patrons accordingly. Considerations might include client gender, medical fragility, or family make-up.

The Glory Hall houses individuals who benefit most from coordinated access to housing resources and social services supports.

Individuals experiencing homelessness tend to have few resources beyond a phone. They struggle with transportation, appropriate clothing for the weather, and basic office infrastructure to apply for aid, jobs and housing. A consolidated service model reduces the inertia of aid from multiple programs.

It is helpful to review the proposed project in light of accepted standards in order to determine the adequacy of the proposal and anticipate the need for expansion in the future. The federal government does not currently provide standards for shelter design. *Shelter Design Guidelines* (September 2017, Attachment H) by BC Housing (British Columbia, Canada) provides salient and easily-understood standards for shelter design. Chapter 5 outlines “Program Area Design Features,” which include:

- Reception/entry: The proposed shelter includes a reception area with a secured office.
- Gathering place/day activity room: Co-located with the dining area.
- Health and medical support: Anticipated service in the proposed office building. In the meantime, the SVdP’s Dan Austin Transitional Support Center has plans for a medical exam room, or the shelter operator would be able to provide an office for privacy.
- Counseling and support services: This provision is a key concern of the colocation of the proposed Emergency Housing Shelter and the social services office building. Services will be proximate and Americans with Disabilities Act (ADA) accessible.
- Food services: A core competency of the Glory Hall. Their proposed plan includes a kitchen and dining area.
- Hygiene: Standards recommend one wash basin, shower, and toilet for every four beds. The proposed Emergency Housing Shelter proposes 40 patron beds and 10 bathrooms with wash basin, shower and toilet. Additionally, three toilets and wash basins serve the dining/gathering area.
- Laundry facilities: Proposed on the second floor.

- Indoor storage: The ground floor of the Emergency Housing Shelter includes approximately 312 square feet of patron storage.
- Clothing storage and distribution: Clothing donation space is proposed in the Emergency Housing Shelter. The SVdP Dan Austin Transitional Support Center provides clothing free of charge to patrons.
- Computer area/library room: Services provided at the SVdP Dan Austin Transitional Support Center.
- Multi-purpose room: The proposed Emergency Housing Shelter includes a conference room.

Other elements that impact sizing and operations:

- Sleeping accommodations: The proposed floor area for each single bed is 45 square feet. This is less than the recommended floor area for single beds, but maintains the preferred design of a single bed in a small room (Chapter 6.1, “Multi-bed Configurations”).
- Outdoor spaces: The land to the west of the proposed Emergency Housing Shelter and the land to the south of the proposed office building will provide outdoor accommodations for smoking, storage and other outdoor amenities. This space is important to mitigating impacts to city rights-of-way or neighboring properties (Chapter 8, “Outdoor Spaces”).

Colocation of service providers is a critical factor in delivery of those services. SVdP and the Emergency Housing Shelter both employ social services Navigators and case workers who extensively coordinate with service providers that will be housed in the office building in order to provide client services and a path to stability. A campus approach to service provision will improve efficiency for Navigators and case workers. The campus will ease navigation of the array of services available to clients. Clients often struggle to make appointments due to cognitive challenges or simply having watches and calendars lost or stolen. Campus-style delivery facilitates the case worker’s ability to monitor client whereabouts and help get them to appointments. Campus delivery also facilitates walk-in services, taking advantage of the moment when the client is ready to participate in services.

Analysis: Both facilities provide services permitted under the Table of Permissible Uses [49.25.300]. Both require a conditional use permit because they are considered major development.

Condition: None recommended.

Traffic –

According to CBJ 49.40.300(a)(2)) a traffic impact analysis IS NOT required for a project that generates Average Annual Daily Traffic (AADT) of less than 250.			
Use	Metric	Trips Generated	Total Trips
Assisted Living ^A	per bed	2.66.	106.4
Office ^B	per 1,000 sf gross floor area	11.03	132.36
Total ADTs:			238.76

Institute of Transportation Engineers Trip Generation Manual, 9th edition.

A: Page 526, Volume 2

B: Page 1259, Volume 3

Condition: None recommended.

Parking & Circulation – The applicant has applied for a parking waiver (PWP2020 0002). Parking is analyzed in detail in the staff report for PWP2020 0002. The parking reduction requested in PWP2020 0002 is shown below:

Parking spaces	Emergency Housing Shelter	Office Building
Required	16	40
Proposed	10	38
Actual	10	30 ^A
ADA Required	1	2
ADA Proposed	1	2

A: Back-out parking proposed on Alpine Avenue, disallowed per 49.40.230(b)(7). Back-out parking shown on the proposed site plan is not included in this figure.

Condition 3: Prior to 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, and all necessary ADA striping and signage will be installed.

Condition 4: Prior to the issuance of a temporary certificate of occupancy, all pavement markings, including directional arrows, parking space stripes, and other markings shown on the project site plan, shall be applied to the parking and circulation area shown on the site plan in a medium designed for such purposes.

Noise – Surrounding development is a mix of vacant, commercial, residential and industrial uses. The proposed development may be impacted by noise from the surrounding area. At the same time, the proposed development is not expected to create noise impacts to the neighborhood beyond those expected in the General Commercial zone.

Condition: None recommended.

Lighting – A lighting plan will be submitted with the building permit. According to 49.40.230(d), parking areas shall be suitably lit. All proposed fixtures shall be full cut-off design. A lighting plan is required with the building permit application for CDD review and approval. This requirement is a recommended condition of approval.

Condition 5: 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. Exterior lighting shall be designed and located to minimize offsite glare. Approval of the plan shall be at the discretion of the Community Development Department, according to the requirements of CBJ 49.40.230(d).

Vegetative Cover/Landscaping – The site plan indicates compliance with the 10% vegetative cover required for the General Commercial zoning district. The Emergency Housing Shelter will provide a gardening area and secured outdoor space for patrons. BC Housing's Shelter Design Guidelines (2007) recognize the therapeutic effects of having a garden (page 30). The office building includes planned gardens and seating between the building and the parking lot.

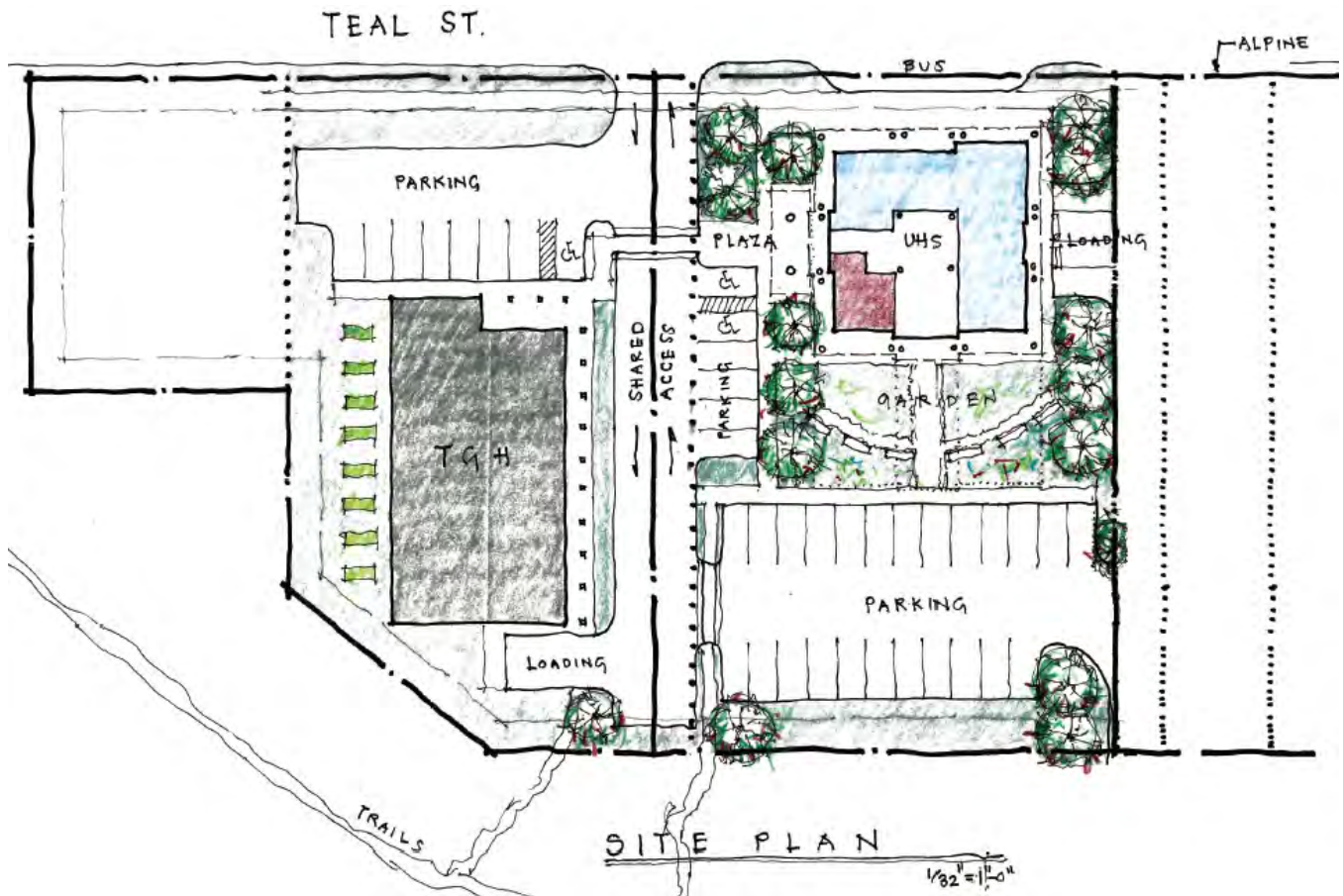


FIGURE 6: Site plan showing gardens between the office building and the parking lot, and along the west side of the Emergency Housing Shelter.

Condition: See “Habitat” for a related condition.

Habitat – The applicant has provided a letter from the United States Army Corps of Engineers (USACE) recognizing that the lot is categorized as uplands. While the letter has an expiration date, the USACE has clarified that the lot is out of their jurisdiction, requiring nothing further (Attachment I).

The 2013 Comprehensive Plan recognizes the city-owned land south of the subject lot as a Stream Protection Corridor for Jordan Creek. The stream supports multiple species of salmon, Dolly Varden char, and cutthroat trout. The boundary of the stream protection corridor is along the south edge of the subject parcel and further south along Alpine Avenue. A Stream Protection Corridor protects anadromous fish streams and their tributaries from development that could cause pollution, erosion, depletion of groundwater infiltration, or other degradation of the stream corridor and its biological functions.

Staff received comments from the Southeast Alaska Watershed Council (SEAWC), an agency involved in water quality analysis and habitat restoration for Jordan Creek. Because the area between Egan Drive and Yandukin Drive is highly developed with impervious surfaces, run-off pollutants highly impact this section of Jordan Creek. SEAWC requests that the proposed development include storm water best management practices (BMPs) to infiltrate and treat storm water runoff through:

1. Conveying all rooftop runoff to the native soil and groundwater table by way of rain gardens, infiltration trenches or similar, and
2. Conveying all parking lot runoff into bio retention BMPs that infiltrate and treat runoff before the runoff enters the native soil and groundwater table.

SEAWC's comments can be found in Attachment B.

CBJ owns the land to the south of the subject property in order to maintain the stream protection corridor.



FIGURE 7: The dashed white line outlines CBJ-owned property that will be retained in order to maintain a stream protection corridor around Jordan Creek.

Condition 6: Prior to issuance of a building permit, the developer shall submit to the CBJ Engineering Department a detailed drainage plan that includes provisions for managing storm water run-off during construction and details the drainage facilities to be included in the development. The plan will include storm water best management practices to infiltrate and treat storm water runoff through:

1. Conveying all rooftop runoff to the native soil and groundwater table by way of rain gardens, infiltration trenches or similar, and
2. Conveying all parking lot runoff into bio retention BMPs that infiltrate and treat runoff before the runoff enters the native soil and groundwater table.

No building permit shall be issued until such plans are deemed adequate and approved by the CBJ Engineering Department.

Other Applicable Sections of Title 49 – Flood Hazard Areas

The proposed development is located in an AE flood zone. This Special Flood Hazard Area (SFHA) has a 1% chance of annual flooding where average depths are between 1 and 3 feet. This development will be subject to the requirements of 49.70 Article IV: Flood Hazard Areas. Note the following requirements:

- Submittal of the proposed and finished lowest floor elevations [49.70.400(d) (5)], AND
- The lowest floor above the base flood elevation. [49.70.400(e) (2) (B)], AND
- Structure design by an engineer or architect licensed in the State of Alaska, certifying that the design meets the requirement of this section. [49.70.400(e)(5)(D)].

Current flood mapping shows the base elevation at 26.23 feet.

Condition: None recommended – concerns addressed in regular regulatory review process.

Public Health or Safety – Since the beginning of this year Juneau’s Homelessness Management Information System shows providers have served 228 people. A full report can be found in Attachment J.

Analysis of health and safety will include:

- The societal benefits of coordinated services.
- The impacts and concerns that accompany a shelter.

Societal benefits of coordinated services to Juneau: Services provided through the Glory Hall and UHS tenants improve outcomes for and reduce societal costs of individuals experiencing homelessness. Local studies indicate that consolidating services results in more effective outcomes.

Forget-Me-Not Manor (located in Lemon Creek) is a “housing first” program operated by Juneau’s Housing First Collaborative. It provides low-barrier housing to individuals struggling with addiction, with on-site support for mental and physical health. Juneau’s Housing First Collaborative worked with the University of Alaska’s Social Work program to measure impacts of the program, with doors opening in the fall of 2017.

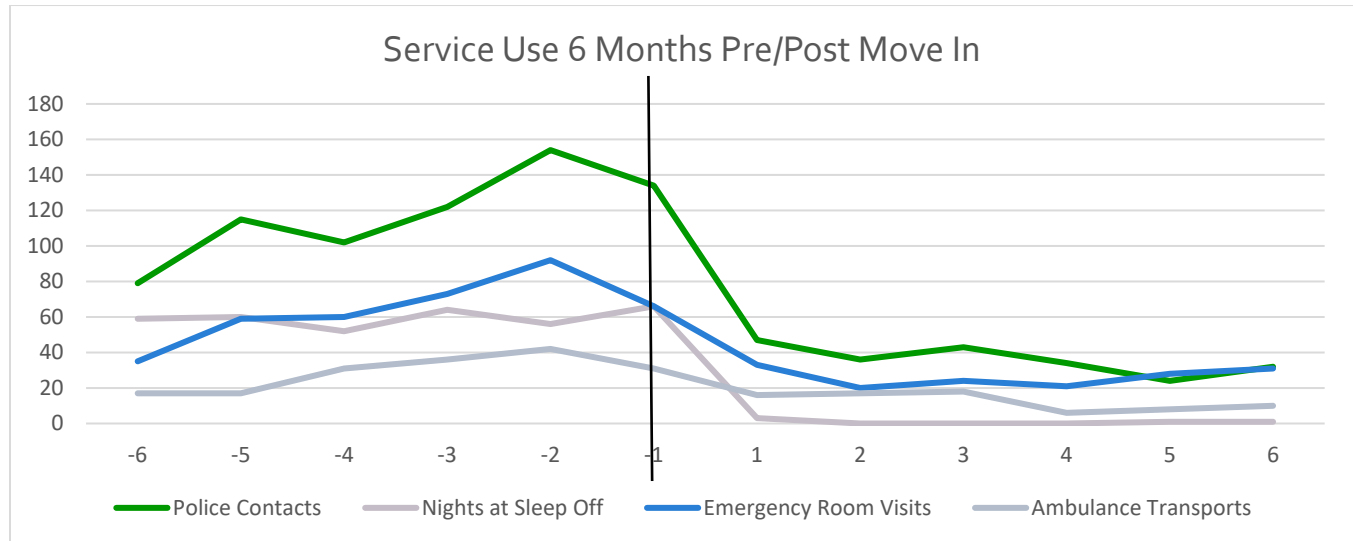


Figure 8: Juneau Housing First Six Month Pre/Post Service Usage and Indicators of Wellbeing, October 30, 2018. A graph of service usage for Housing First residents before and after housing at Housing First. UAA School of Social Work and Community Partners. Heidi Brocious, PhD, MSW; Morgan Erisman, MSW & MPH.

	6 months prior to move in	6 months post move in	Percent of decrease in usage between 2 six month periods
Bartlett ER Visits	383	153	60%*
RRC sleep off visits	357	5	98%*
Contacts with JPD officers (any reason)	711	216	70%*
Transport by CCFR (ambulance)	157	76	52%*

* Indicates statistical significance

FIGURE 9: Juneau Housing First Six Month Pre/Post Service Usage and Indicators of Wellbeing, October 30, 2018. A table summarizing the Housing First impacts to Juneau's emergency responders. UAA School of Social Work and Community Partners. Heidi Brocious, PhD, MSW; Morgan Erisman, MSW & MPH.

The COVID-19 pandemic has illustrated the costs to CBJ when our shelter provider operations are impacted. The Glory Hall and SVDp are unable to operate at full capacity given COVID-19 spacing requirements. CBJ provided the Juneau Arts and Culture Center for a shelter. CBJ's service contract extension for the Cold Weather Shelter costs \$51,000 a month. This \$10 thousand-per-month increase over pre-COVID-19 costs is due to extra staffing, extended hours, and nightly opening. Originally ending in mid-April, the contract has been extended through mid-September. Total expenditures are anticipated to be in excess of \$255,000. How much of that will be reimbursable with CARES Act funding is unknown.

CBJ benefits from a resilient shelter system. Individual sleeping quarters maximize use of space while providing physical barriers to reduce transmission of respiratory disease. *Infection Control in Homelessness Shelters in the State of Alaska* (July 2018) recognizes “Sufficient distance between beds or separate rooms for sick clients are necessary to prevent spread” (page 28). Operationally, the staff assign beds to individuals for multiple nights to assist in mitigating disease spread. The Centers for Disease Control recognize that facilities available, funding available, and staffing influence a pandemic response. Shared spaces with adequate spacing are good, individual rooms with semi-private facilities are better (as in this proposal), and individual rooms with bathrooms are the best (*Non-Congregate Approaches to Sheltering for COVID-19 Homeless Response*, 2019, Attachment K). The Emergency Housing Shelter balances resilience with highly-utilized space.

Impacts and Challenges: It is difficult to procure reliable statistics on crime in the area of Emergency Housing Shelters. Whatever your position, you can find the statistics to bear it out.

The Juneau Police Department does not keep statistics on crimes involving people experiencing homelessness. This mindful decision on their part mitigates classism in law enforcement. A victim is a victim, and a perpetrator is a perpetrator, regardless of their socioeconomic conditions.

A survey of literature indicates agreement that the crimes associated with homelessness tend to be nuisance crimes, among them panhandling, loitering, trespass, shoplifting, and public intoxication. Some such crimes can be mitigated through Emergency Housing Shelter accommodations. For instance, day shelter operations can reduce loitering complaints. Note that while an Emergency Housing Shelter might establish “good neighbor” rules aiming to reduce impacts on neighbors, such rules can run afoul of the Fair Housing Act (Title VIII of the Civil Rights Act). Good neighbor rules cannot set terms, conditions or privileges for the provision of housing that would not apply to a citizen at large. For instance, you cannot deny housing to an individual if they go to an establishment (say, a neighboring bar) that the rest of the population can go to without jeopardizing their housing. Another example might regard loitering. If the population at large may stand in front of a downtown business, a shelter patron cannot be denied housing for doing just that.

Another challenge for neighbors is untreated mental illness. An individual cannot be forced into treatment unless a danger to themselves or others, or unable to function independently. While a social worker can convince someone to go in for a mental health evaluation, and JPD can compel someone to go in, neither can force a mental health hold. A mental health professional must make that determination, and have approval of a judge [AS 47.30.700]. The length of an involuntary hold is narrowly tailored in favor of the individual’s civil liberties. A 1975 Supreme Court ruling in *O’Connor v. Donaldson* had established standards for involuntary committal. There was another landmark case in 1987 helped establish the stringent standards for involuntary committal that we have today.

Condition: None.

Property Value or Neighborhood Harmony – BC Housing’s Shelter Design Guidelines (2017) touch on neighborhood integration (page 12), recognizing that Emergency Housing Shelters generate controversy wherever they go. They recognize some design elements can help the shelter be a good neighbor:

- **Adequate space to avoid impacting public sidewalks with lines and belongings** – the proposed shelter includes 312 feet of interior storage and a planned 200-300 square feet of exterior storage.
- **Adequate on-site storage for buggies, trolleys and bikes.**
- **Off-street areas for smoking, sitting and pets** – in addition to the Emergency Housing Shelter facilities, the office building will include gardens and sitting areas.

Screening has advantages and drawbacks. Screening will reduce visual impacts of client belongings. One of the most frequent complaints received by Juneau's Housing and Homelessness Services Coordinator regarded the visual and sometimes public way impacts of people's belongings. However, screening interferes with line-of-site accountability.

CBJ's Assessor's Office does not consider proximity to Emergency Housing Shelters or other facilities that serve the "under-housed" in their property assessments. The Assessor's Office notes that there are existing facilities for the "under-housed" near the subject property. Locating the Emergency Homelessness Shelter in the area cannot be assumed to have the same impacts as if no such services existed.

Condition: None.

CONFORMITY WITH ADOPTED PLANS

The proposed development is in general conformity with the 2013 Comprehensive Plan.			
Chapter	Page No.	Item	Summary
4	36	Policy 4.1	To facilitate the provision and maintenance of safe, sanitary and affordable housing for CBJ Residents.
4	36	4.1-SOP1	Fund, or assist in securing funding for, emergency shelters, transitional housing, permanent supportive housing, and appropriate supportive services for people who are homeless or near homeless or rent overburdened, particularly families and unaccompanied youth, and an increasing aging population.
4	37	4.1-IA7	Facilitate the provision of special needs and adaptive housing and supportive services in residential neighborhoods that are readily accessible to public transit, shopping, public amenities and supportive services.
4	37	4.1-IA8	The CBJ government should participate with other local agencies in the federal program to prepare and a "Ten Year Plan to End Homelessness" in the City and Borough of Juneau.
4	37	4.1-IA9	Assist in the establishment and maintenance of an effective integrated client assessment and referral system for homeless and hear-homeless residents that links all housing, medical and social service providers to develop greater efficiencies, client tracking and program funding and evaluation tools.
13	213	Policy 13.3	To promote quality medical and social services in the CBJ to ensure the safety, health, well-being and self-sufficiency of its residents.
13	213	13.3-SOP1	Provide public funds for programs for the indigent and for high risk groups such as youth, the elderly, disabled persons, and homeless persons and families.
13	213	13.3-IA3	Provide transportation assistance to homeless clients, including high school students, to support transport for job search efforts, to shelter, and for medical and social service care.

Note that Juneau's Housing Action Plan (2016) focus was "workforce housing" rather than homelessness.

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: None.

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 Emergency Housing Shelter (Assisted Living) and a social services office building. The use is listed at CBJ 49.25.300. Section 7.200 lists "Assisted Living," and Section 3.4 lists "Offices greater than 2,500 square feet" for the General 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: The proposed site design complies

Finding: Yes. With the recommended conditions, the proposed development will comply with Title 49, including requirements for parking (see associated permit application PWP2020-02), pedestrian access, lighting, and drainage.

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

Analysis: This finding hinges on the idea of "materially endanger." "Materially" means "significant or substantial." "Endanger" means "to bring into danger or peril."

Staff anticipates an increase in nuisance crimes for neighbors in the area of the proposed Emergency Housing Shelter. Staff anticipates improved safety and well-being of patrons due to improved facilities and co-located services.

Finding: No. With appropriate conditions, the requested permit USE2020 0008 in a General Commercial zoning district will not 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: "Substantial" means "of considerable importance, size or worth." Assessors do not consider proximity to an Emergency Housing Shelter in assessing property. Alternative housing is already a use in the area.

Finding: No. With appropriate conditions, the requested permit USE2020 0008, in a General Commercial zoning district will not 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: None.

Finding: Yes. The proposed USE2020 0008, 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 Conditional Use Permit. The permit would allow the development of an Emergency Housing Shelter and social services office building.

The approval is subject to the following conditions:

1. Prior to issuing a building permit, the applicant shall submit a site plan that includes sidewalks along the full length of the lot on Teal Street and Alpine Avenue. Sidewalks will be a minimum of five feet wide.
2. Prior to the issuance of a temporary certificate of occupancy, one or more covered bicycle racks providing spaces for at least four (4) bicycles shall be provided. The rack(s) shall be permanently affixed to the ground, building, or other permanent fixture. Racks shall be located so that parked bicycles do not encroach into a pedestrian walkway or vehicle area. Covered bicycle racks shall, at a minimum, be designed in accordance with the standards listed in the Juneau Non-Motorized Transportation Plan.
3. Prior to 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, and all necessary ADA striping and signage will be installed.
4. Prior to the issuance of a temporary certificate of occupancy, all pavement markings, including directional arrows, parking space stripes, and other markings shown on the project site plan, shall be applied to the parking and circulation area shown on the site plan in a medium designed for such purposes.
5. 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. Exterior lighting shall be designed and located to minimize offsite glare. Approval of the plan shall be at the discretion of the Community Development Department, according to the requirements of CBJ 49.40.230(d).
6. Prior to issuance of a building permit, the developer shall submit to the CBJ Engineering Department a detailed drainage plan that includes provisions for managing storm water run-off during construction and details the drainage facilities to be included in the development. The plan will include storm water best management practices to infiltrate and treat storm water runoff through:
 - a. Conveying all rooftop runoff to the native soil and groundwater table by way of rain gardens, infiltration trenches or similar, and

- b. Conveying all parking lot runoff into bio retention BMPs that infiltrate and treat runoff before the runoff enters the native soil and groundwater table.

No building permit shall be issued until such plans are deemed adequate and approved by the CBJ Engineering Department.



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 8617 Teal Street Juneau, AK 99801		
	Legal Description(s) (Subdivision, Survey, Block, Tract, Lot) Valley Centre Greenbelt BLH LT 6A1 and Valley Centre BK H LT4,		
	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 Southeast Alaska Independent Living and The Glory Hall	Contact Person Mariya Lovishchuk and Joan O'Keefe	Phone Number(s) 957-2885
	Mailing Address PO Box 021997 Juneau, AK 99803		
	E-mail Address Info@feedjuneau.org and jokeefe@sailinc.org		
	LANDOWNER/ LESSEE CONSENT Required for Planning Permits, not needed on Building/ Engineering Permits		
I am (we are) the owner(s) or lessee(s) of the property subject to this application and I (we) consent as follows: A. This application for a land use or activity review for development on my (our) property is made with my complete understanding and permission. B. I (we) grant permission for officials and employees of the City and Borough of Juneau to inspect my property as needed for purposes of this application.			
X <u>Mariya S. Lovishchuk</u> 02/18/2020 Landowner/Lessee Signature Date			
X <u>[Signature]</u> 3/6/20 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	Phone Number(s)	
Mailing Address			
E-mail Address			
X <u>Mariya S. Lovishchuk</u> <u>[Signature]</u> 02/18/2020 Applicant's Signature Date of Application			

DEPARTMENT USE ONLY BELOW THIS LINE

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

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

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

Intake Initials AE
Case Number 4902020004
Date Received 4/15/2020



PARKING WAIVER 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 Please see attached.
	TYPE OF PARKING WAIVER REQUESTED (check one) <u>MINOR DEVELOPMENT</u> ☐ Parking Waiver Departmental Review (PWD) <u>MAJOR DEVELOPMENT</u> ☒ Parking Waiver Planning Commission Review (PWP)
	DEVELOPMENT FOR WHICH THE PARKING IS REQUIRED (check one) ☐ Existing ☒ Proposed – Related Case Number: _____
	NUMBER OF REQUIRED PARKING SPACES PER CBJ 49.40.210(A) ☐ For Residential Uses: _____ spaces ☒ For Non-Residential Uses: <u>56</u> spaces
	NUMBER OF PARKING SPACES THAT WILL BE PROVIDED ☐ For Residential Uses: _____ spaces ☒ For Non-Residential Uses: <u>48</u> spaces
ALL REQUIRED MATERIALS ATTACHED ☒ Complete application per CBJ 49.15 and CBJ 49.40.210(d)(6) ☒ Narrative including: ☒ Why the parking waiver is being requested? ☒ How the requested waiver meets items 1-4 on page 2	

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

PARKING WAIVER FEES

Residential Spaces	_____	Non-Residential Spaces	_____
Residential Fee	\$ _____	Non-Residential Fee	\$ _____
Total Residential	\$ _____	Total Non-Residential	\$ _____
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
<i>Pw P2020062</i>	<i>4/15/20</i>



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.

PROJECT SUMMARY

Please see attached.

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: 7.2- EMERGENCY SHELTER (ASSISTED LIVING) & 3.4- PROFESSIONAL OFFICES

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 59,848 square feet Total Area of Existing Structure(s) N/A square feet

Total Area of Proposed Structure(s) 11,000 & 12,000 square feet

EXTERNAL LIGHTING

Existing to remain
Proposed

☒ No
☐ No

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

ALL REQUIRED DOCUMENTS ATTACHED

☒ Narrative including:

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

If this is a modification or extension include:

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

☒ Plans including:

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

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

ALLOWABLE/CONDITIONAL USE FEES

	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

4502000008

4/15/2020

To be completed by Applicant

Edward Quinto

From: Allison Eddins
Sent: Wednesday, April 15, 2020 9:49 AM
To: Permits
Cc: Laurel Christian
Subject: RE: CUP application: TGH & UHS Campus Project

Hi Eddie,

Yes, it's good for intake. This is the most complete application I've seen in while. I'd be happy to sign off on it tomorrow when I'm in the office and follow up with her about payment. Alternatively, Laurel is in the office today and can sign off.

Thanks,

Allison

From: Permits <Permits@juneau.org>
Sent: Wednesday, April 15, 2020 9:36 AM
To: Allison Eddins <Allison.Eddins@juneau.org>
Subject: FW: CUP application: TGH & UHS Campus Project

Allison, is this packet good to take in and process?

Eddie Quinto | Permit Specialist

Community Development Department | City & Borough of Juneau, AK

Location: 230 S. Franklin Street, 4th Floor Marine View Building

General questions/payments: 907.586.0770

Office: 907.586.0928

From: Sherri von Wolfe <svonwolfe@sailinc.org>
Sent: Thursday, April 9, 2020 11:09 AM
To: Permits <Permits@juneau.org>
Cc: Joan O'Keefe <jokeefe@sailinc.org>; Mariya Lovishchuk <lovishchuk.mariya@gmail.com>
Subject: CUP application: TGH & UHS Campus Project

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

Hello Allison,

Thank you for your assistance this morning.

Please find the attached CUP & Parking Waiver application for TGH & UHS campus project.

I will confirm with our bookkeeper the ideal method of payment (check or cc) and follow-up.

Fee is noted as follows:

CUP: \$750

Sign: \$150

Parking Waiver: \$400-20%= \$320

Total due to CBJ = \$1,220

Please let me know if you have any questions with our application.

Kind regards,
Sherri
907-209-8860 (c)

--

Sherri von Wolfe AIA, MA, PT
Accessibility Specialist
Southeast Alaska Independent Living
907.586.4920, ext. 429 v/tty
907.586.4980 (fax)
www.sailinc.org

Project Narrative

United Human Services (UHS) and the Glory Hall (TGH) will develop two buildings on the Mendenhall Valley site located at 8617 Teal Street, encompassing the southwest corner of Teal & Alpine street.

TGH will construct a shelter, care center, and meal distribution facility. UHS will construct a shared facility (multi-tenant nonprofit center) for social service non-profit agencies providing onsite campus-based services as well as comprehensive services for the broader Juneau community.

We believe that in working together we'll have the greatest collective positive impact on the lives of the people we serve in our community and that cooperative planning of this social service campus will ensure maximum efficiency in development, improved program coordination, and provide maximum support for a range of community, program, staff, and consumer needs.

Description & Size: The campus buildings are sited to maximize light, views, green space, garden space, bus access, and pedestrian links. There are both public and private spaces with good lines of sight.

TGH's two-story 11,000sf building will contain offices, a commercial kitchen, conference room, and sitting area on the first floor (approximately 5500 square feet) and sleeping quarters, an office, and laundry facility on the second floor (approximately 5500 square feet).

UHS's three-story 12,000sf building will include individual private office spaces, equipment storage, shared reception, large and small conference rooms, staff kitchen/break room, and a workroom.

Operation: TGH will develop an emergency shelter, soup kitchen, and care center. There will be 1-4 staff on site at any time. Breakfast, lunch, and dinner will be served daily. Emergency shelter will be provided starting at 9:30PM till 8AM. The facility will feature a secure entry and a Day Room which will accommodate people for meals and a warm place to be throughout the day. There will be storage spaces for patron and program belongings as well as a conference room and office. The facility will have an outside garden and a secure outside space for patrons, staff and visitors.

UHS will provide business services 8AM to 5PM, Monday through Friday, with occasional evening or weekend group use of the conference room on the main level. The UHS nonprofit program services, in order of most common service delivery method to least include: electronic, off-site/community outreach, appointment-based, and walk-in.

Habitat: The site is designated as "uplands" by the Army Corp of Engineers. The city-owned land along the south border of this lot is designated as a Stream Protection Corridor.

Flood: The base flood elevation is 26.23'. Both project's ground level floors will be at an elevation of 26.5' or higher. *(See attached flood zone region maps.)*

Noise: No atypical noise volume or intensity will be associated with TGH's operations, primarily a dormitory and dining facility, or UHS's multi-tenant nonprofit center joint-use office building.

Lot size & development size: The identified property is 59,848sf and will utilize Valley Centre Greenbelt BLH LT 6A1 and Valley Centre BK H LT4 parcels. The property is jointly owned by SAIL and TGH.

Zoning & Set-back Requirements: 52,246sf of the site is zoned General Commercial and 7600sf of the site is zoned Industrial. No development is currently planned on the Industrial lot.

From CBJ Table 49.25.400, the minimum lot size is 2,000 sf. Minimum property dimensions are 20' width and 60' depth. General Commercial maximum height is 55' for permissible uses and 45' for accessory uses. There are 10' required setbacks on the front, back, and sides. All site requirements are met per the attached site plan & elevation sketches. (Note-TGH's elevation is estimated at 28' and UHS's elevation is estimated at 45'.)

(See attached site plan & elevations)

The CBJ Table of Permissible Uses, 49.25.300, identifies use descriptions, categories, and their associated approval process. TGH & UHS project uses are both permissible. The closest housing category to TGH's proposed project is 7.2- Institution Day or Residential Care, assisted living facility. It is not considered a residential use. However, building area greater than 10,000sf does require Planning Commission approval and a Conditional Use Permit. The UHS multi-tenant nonprofit center office building is 3.4- Professional Office Services greater than 2500sf. At greater than 5000sf, it is considered a major development and requires Planning Commission approval and a Conditional Use Permit.

Compliance with Comprehensive Plan:

Map G, of the Comprehensive Land Use Plan, identifies the entire site as Commercial (no portion is designated as Industrial). Both of these permissible uses align with The Comprehensive Plan.

The proposed project is further compliant with the relevant Chapters 4 and 13 of Comprehensive Plan. Chapter 4 addresses housing and Chapter 13 social services. Relevant policy and action excerpts are listed below.

POLICY 4.1. TO FACILITATE THE PROVISION AND MAINTENANCE OF SAFE, SANITARY AND AFFORDABLE HOUSING FOR CBJ RESIDENTS.

4.1 - SOP1 Fund, or assist in securing funding for, emergency shelters, transitional housing, permanent supportive housing, and appropriate supportive services for people who are homeless or near homeless or rent overburdened, particularly families and unaccompanied youth, and an increasing aging population.

The proposed project complies with the above listed portion of the comprehensive plan. Support and permitting of this project would create a space that is appropriate for provision of services to all populations listed above. Specifically, the proposed space will enable the providers to accommodate youth and increasingly elderly population by providing an accessible shelter with individual emergency shelter spaces. Furthermore, a permitted project is easier to finance through multiple funding providers. The permitting facilitates the partnership between the Glory Hall and homelessness service providers, both existing at Saint Vincent de Paul, and with development of centralized services in a new office building.

4.1 – IA7 Facilitate the provision of special needs and adaptive housing and supportive services in residential neighborhoods that are readily accessible to public transit, shopping, public amenities and supportive services.

Adaptive and supportive services will be provided with greater efficiency and collaboration by Southeast Alaska Independent Living and other campus partners, including Saint Vincent de Paul, right across the

road. An array of services will include accommodations for disabilities, legal services, supportive services. Clients residing in Smith Hall, new Glory Hall facility, Saint Vincent DePaul transitional shelter, as well as others, will have greater and more convenient access to the services. The facility is on an established bus line that the clients are familiar with and the participants are working with the City and Borough of Juneau to relocate the bus line even closer to the project for added convenience and access.

4.1 – IA8 The CBJ government should participate with other local agencies in the federal program to prepare and adopt a “Ten Year Plan to End Homelessness” in the City and Borough of Juneau.

While a homelessness plan has not yet been developed, colocation of services has been a long-term goal of City and Borough of Juneau in coordination with the Juneau Coalition on Housing and Homelessness, a compilation of service providers. Collocation of services, as proposed by this project is a best practice and results in greater efficiency and more positive outcomes for consumers.

4.1 – IA9 Assist in the establishment and maintenance of an effective integrated client assessment and referral system for homeless and near-homeless residents that links all housing, medical and social service providers to develop greater efficiencies, client tracking and program funding and evaluation tools.

[Please also see 13.3 - IA2] As noted above, this development leverages existing homelessness services and stages for future efficiencies.

POLICY 13.3. TO PROMOTE QUALITY MEDICAL AND SOCIAL SERVICES IN THE CBJ TO ENSURE THE SAFETY, HEALTH, WELL-BEING AND SELF-SUFFICIENCY OF ITS RESIDENTS.

13.3 - SOP1 Provide public funds for programs for the indigent and for high risk groups such as youth, the elderly, disabled persons, and homeless persons and families. Proposed project fits well into this portion of the plan. By providing support for the project, programs will be able to receive funds to assist the populations listed in 13.3. Co-location, resulting improvement in coordination and access, as well as improved accessible space will enable the agencies to receive greater funding to be leveraged with other public funds.

13.3 - IA3 Provide transportation assistance to homeless clients, including high school students, to support transport for job search efforts, to shelter, and for medical and social service care.

Proposed project provides effective assistance to the above listed populations by making most of the services needed available on site. Please note the project’s proximity to the Juneau Youth Services and the fact that the Job Center and DVR is closer to this location than any other locations. Additionally, transportation assistance is provided by the Glory Hall and Southeast Alaska Independent Living. The effort to secure jobs, access shelter, and receive other care is eased by the co-location of services on the proposed site.

Vegetative Cover: As illustrated in the attached site plan, substantial green space and vegetative cover, well over 10%, will be provided through planted setbacks on the two sides and rear. Additionally, a private fenced courtyard for TGH residents and a planted public plaza adjacent to the multi-tenant nonprofit center are planned.

Parking & Traffic Circulation:

Access- Primary access is off Teal street. A shared drive along the proposed future subdivision property line will utilize the setback area from both projects and decrease land impacts through a shared site approach. Utilities, water and sewer, will be connected off Teal street. There will be adequate access and turning radii for emergency vehicles.

Parking- As a campus, 48 total parking spaces are provided. Of these, each building has its own designated loading space and accessible spaces. The accessible spaces will be clearly identified. Per historical program usage, ample space is provided for visitors, staff, and consumer vehicles.

TGH: CBJ's parking requirement for assistive living is 0.4 spaces per resident resulting in 16 spaces. Ten total parking spaces are provided adjacent to the TGH building that includes one accessible and one loading space. Note- TGH has (0) parking spaces at their current location.

UHS: CBJ's parking requirement for offices is 1 space per 300 gross sf. The proposed maximum gross area of the multi-tenant nonprofit center is 12,000sf, with a parking requirement of 40 spaces. Of that 12,000 gross building area, approximately 4000sf is unoccupied lobby, storage, circulation, and mechanical space resulting in 8000sf of business area. Thirty-eight spaces are provided, adjacent to the UHS building, with two accessible and one loading space. Note- Parking impacts for UHS services are minimized as many program services are provided off-site and a large number of consumers utilize taxi and public transportation.

A parking waiver is requested for the project based on the following specific criteria:

1. The project is located outside of the PD-1, PD-2, or Downtown Parking (Fee in Lieu of Parking) district areas.
2. Granting of the waiver is supported by the comprehensive plan: Support Transit oriented development & Create livable mixed-use communities.
3. The proposed parking will not result in adverse impacts to property in the neighboring areas nor materially endanger public health, safety, or welfare.
4. The parking rationale is supported by 49.40.200.5 Joint Uses- with predominantly daytime parking use associated with the office building and evening parking use for volunteers and overnight patrons utilizing the emergency shelter.

(See attached Parking Waiver Application)

Bus- Consumers of TGH and UHS services, as well as the residents of Smith Hall, St. Vincent de Paul, and Juneau Youth Services frequently utilize the bus for transportation. A Teal Street bus stop is desired for safe and convenient access. This is also consistent with the CBJ Comprehensive Plan supporting Transit orientated development.

Proposed lighting: Item will be submitted with the building permit application. Lighting plan will reflect the need for program and neighborhood safety.

Propose vegetation: The Glory Hall will take advantage of the flat lot and southern exposure to develop a beautiful garden. Furthermore, the applicants will work with Southeast Alaska Watershed Alliance to utilize important indigenous plant species in the landscaping plan. Detail description of plant and garden feature locations will be submitted with the building permit application.

Existing physical features: Noted on site plan.

APPLICATIONS:

1. Development permit application
2. CUP application
3. Parking waiver application
4. Project Description/ Narrative
5. Copy of CBJ Pre-App Meeting Notes

ATTACHMENTS:

1. Drawings:
 - A. Site Plan
 - B. Floor Plans
 - C. Elevations
 - D. Recent flood map zone



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

New Emergency Shelter

Case Number: PAC2020 0003

Applicant: Juneau Cooperative Christian Ministry (JCCM) dba The Glory Hall

Property Owner: Juneau Cooperative Christian Ministry (JCCM), dba The Glory Hall

Property Address: Not assigned (Teal Street)

Parcel Code Number: 5B1501060041

Site Size: 52,246.42 square feet, 1.1994 acres

Zoning: General Commercial

Existing Land Use: Vacant

Conference Date: January 22, 2020

Report Issued: 02/05/2020

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
Mariya Lovishchuk	Applicant	Lovishchuk.mariya@gmail.com
Irene Gallion	Planning	Irene.Gallion@juneau.org
John Young	Comm. Plan review	John.Young@juneau.org
Mark Millay	General Engineering	Mark.Millay@juneau.org
Dan Jager	Fire Marshall	Dan.Jager@juneau.org

Pre-Application Conference Final Report

Conference Summary

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

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

The purpose of this Pre-application Conference was to review requirements for development of land on the southwest corner of Teal Street and Alpine Avenue.

Parcel	Area SF	Area Acres	Zoning
5B1501060041	52,246.42	1.1994	General Commercial
5B1501060030	7,660	0.018	Industrial

Site plans were submitted that show use of the entire lot, in addition to the west lot (5B1501060030, zoned Industrial). City records show that JCCM owns both lots. SAIL said they were part owner but there are no records reflecting that as of this record.

The applicant would like to build a new emergency shelter for those experiencing homelessness:

- 40 beds (note the plans submitted with the application have 34 beds)
- Upstairs: 5044 (note the application submitted shows 3928 square feet useable space upstairs – this has been revised)
- Downstairs: 5044 square feet
- Total square footage: 10,088 square feet

Site plans were submitted that lot development will eventually include a three-story building with a footprint of approximately 2,300 square feet (43'x43'), or 6,900 of office space. Applicant clarified that initial development will be for the emergency shelter only. The office space development will take more time due to the complexity of coordinating multiple stakeholders.

Other issues for consideration:

- Subdivision.
- Land donation for the southeast corner of the adjoining CBJ lot.
- Vacation of Alpine Avenue.

The emergency shelter is "assisted living" for land permitting purposes. According to the Table of Permissible Uses (49.25.300), assisted living is considered an institutional use (7.200 in the table). In other words, the shelter is not considered a residential use.

Assisted living is a permissible use in General Commercial zoning, but requires a Conditional Use Permit for "major development." The proposed emergency shelter is considered a major development because lot build-out will have over 10,000 square feet of non-residential development.

Applicable definitions:

Assisted living means a facility providing housing and institutional care for people unable to live independently or without assistance. Assisted living includes facilities that provide nursing care services or emergency shelter. Assisted living use that occurs within a single-family dwelling is regulated as a single-family dwelling use.

Dwelling means a building or portion thereof, used exclusively for human habitation.

Pre-Application Conference Final Report

Major development means all development that is not a minor development.

Minor development is defined in 49.25.300(c) (3), and in part (D) clarifies minor development in Commercial districts for non-residential use is a building totaling less than 10,000 square feet.

Planning Division

1. **Zoning** – The larger lot is General Commercial, the smaller lot is Industrial. At this time it appears the smaller lot will be used for parking.
2. **Setbacks** – All yard setbacks in General Commercial are 10 feet.
3. **Height** – 55 feet for permissible uses, 45 feet for accessory uses. The proposed use is a permissible use.
4. **Access** – Alpine Avenue
5. **Parking & Circulation** – The site plan shows a total of 42 parking spaces, including three handicap accessible spaces. Full build-out as proposed would meet the parking requirements for both buildings.

Assisted living facilities are required to have 0.4 parking spots per maximum number of residents (49.40.210). With 40 residents that results in 16 whole parking places. One of those parking spaces must be handicapped accessible. There are seven parking places shown next to the emergency shelter. Phased development could allow for additional parking on the part of the lot that will eventually be developed. JCCM has expressed their interest in a parking waiver.

Offices are required to have one parking spot per 300 square feet of office space. Estimating 6,900 square feet of office space, parking required for the proposed office building would be 23 parking spaces, with one handicap accessible space.

A parking waiver can be requested in accordance with 49.40.210(d) (6), attached.

6. **Lot Coverage** – No maximum coverage for General Commercial or Industrial.
7. **Vegetative Coverage** – 10% minimum for General Commercial, 5% for Industrial
8. **Lighting** – Parking areas should be suitably lit.
9. **Noise** – Noise is regulated through 42.20.095, "Disturbing the Peace."
10. **Flood** – AE zone: A Special Flood Hazard Area (SFHA) that has a 1% chance of annual flooding where average depths are between 1 and 3 feet. This development will be subject to the requirements of 49.70 Article IV: Flood Hazard Areas (attached). Note that, among the requirements, 49.70.400(d) (5) requires submittal of the proposed and finished lowest floor elevations. 49.70.400(e) (2) (B) clarifies the lowest floor must be above the base flood elevation. Current flood mapping shows the base elevation at 26.23 feet. JCCM asked about use of the new flood maps – if you would like to do so, please submit a copy of the map and elevation with your application materials.
11. **Hazard/Mass Wasting/Avalanche/Hillside Endorsement** – Not applicable.
12. **Wetlands** – At the meeting JCCM provided a letter from the Department of the Army, Alaska District, U.S. Army Corps of Engineers, stating that, "...the subject property does not contain waters of the United States (U.S.) under Corps jurisdiction." The letter was dated July 7, 2014, and will need to be updated.
13. **Habitat** – The 2013 Comprehensive Plan Update recognizes the city-owned land south of this lot as a Stream Protection Corridor. The boundary of this corridor is along the south edge of this parcel and further south along Alpine Avenue. The purposes of a Stream Protection Corridor is to protect anadromous fish streams and their tributaries from development that could cause pollution, erosion, depletion of groundwater infiltration, or otherwise degrade the stream corridor and its biological

Pre-Application Conference Final Report

functions. The Southeast Alaska Watershed Council is currently doing a water monitoring study that measures pollutants from rainwater and snowmelt road run-off.

14. **Plat or Covenant Restrictions** – There are two notes on the plat:

SPECIAL FLOOD NOTE

PARTS OF THIS SUBDIVISION ARE LOCATED IN A SPECIAL FLOOD HAZARD AREA PER THE CITY AND BOROUGH OF JUNEAU FLOOD INSURANCE RATE MAP, FLOOD PANEL COMMUNITY NUMBER 0200091527D, AUGUST 19, 2013.

ANADROMOUS STREAM NOTE

JORDAN CREEK IS DETERMINED TO BE AN ANADROMOUS STREAM PER THE CITY AND BOROUGH OF JUNEAU 2013 COMPREHENSIVE PLAN. SPECIAL REGULATIONS MAY APPLY.

15. **Traffic** – The Planning Commission is required to consider if each phase of development will impact public services. The new Glory Hall is part of a larger development that will eventually include a three-story building with a footprint of approximately 2,300 square feet, or 6,900 of office space.

According to the Institute of Transportation Engineer's Trip Generation Manual, an assisted living facility generates 2.66 vehicle trips per bed, or about 106 trips a day. The associated offices can be expected to generate 11.03 trips per 1,000 square feet of office space, or 76 trips a day. Total trips estimated to be generated is 182, which is below the threshold for requiring a Traffic Impact Analysis.

16. **Subdivision** – Project proponents have expressed interest in subdividing the property at some point. Note that any structures would have to be 10' from the new lot line. Plan building location appropriately. The applicants may also consider vacation of the lot line between the two parcels.

The current recommendation is that one Conditional Use Permit be pursued to cover both the emergency homelessness shelter and the office building. If the lot is subdivided, this Conditional Use Permit would apply to the subdivided lots. Note that, regardless of subdivision status, if the use of the property changes, a new Conditional Use Permit may be required.

Rezoning of the smaller lot is not recommended at this time but could be considered by the applicant. Rezoning applications are accepted in January and July.

17. **Land donation** – Land donation is unlikely. The city owns the land for two reasons:

- a. Jordan Creek requires a 50' development setback, and ownership of this corner assures that buffer.
- b. The Jordan Creek corridor is part of an airport contract with the FAA to mitigate airfield development. The FAA will not let the airport carve out parts of the land for donation. The FAA can withhold grant funding if the Jordan Creek corridor is not managed as outlined in the contract.

18. **Street vacation** – CBJ 49.15.404 (attached) outlines the procedure and requirement for right-of-way vacation. Considerations might include:

- a. Ends of the vacation would require a *cul de sac* for fire response purposes.
- b. Access for the Saint Vincent's Smith Hall carports could be moved to Airport Boulevard, if the applicant and Saint Vincent's could come to an agreement. According to a Surveyor's Statement of Setback Compliance dated May 11, 1997, and a survey done in December 1997, the carports are 10 feet from the property line. All yard setbacks in General Commercial are 10 feet.
- c. Vacation of the south part of Alpine Avenue and the northern part of Airport Boulevard might benefit Jordan Creek water quality if pavement was removed from that section and the area

Pre-Application Conference Final Report

rehabilitated. It might be worth talking to the Southeast Alaska Watershed Council on if this strategy is beneficial.

Building Division

19. Building Plans- will be addressed during plan review

20. Outstanding Permits -

General Engineering/Public Works

1. **Engineering** – Will need to review final plans when submitted for application.
 - a. **Easements:** Site plan (plat) shall include all existing (and proposed) easements for drainage, utility lines including plumbing lines, access, snow storage, trash (dumpster) storage, or any other shared use that requires crossing the property line.
2. **Drainage** – Submit a drainage plan (being designed by PDC Engineering) indicating how drainage from the proposed subdivision will join an established drainage channel or structures. Easements must be provided on the plat for all established drainage ways or any proposed drainage ways that cross any current or future abutting property lines.
3. **Utilities** – (water, power, sewer, etc.) Water and sewer as-built(s) have been sent to Bruce. The applicant has been made aware of the water and sewer utilities located within Teal Street and also the 8" water main located within Alpine Street. The site plan needs to include pipe locations, sizing, for both water and sewer and grades for sewer to indicate appropriate fall will be achieved. The following permits will need to be obtained to provide utilities to the newly created lot:
 - a. **CBJ right-of-way (ROW) permit**- Once the construction plan for the utilities is approved, CBJ will create the ROW permit. The permit will allow the tapping of the water and sewer mains, water and sewer service installation, and road restoration within the right-of-way. Inspection fees, refundable bond amount, and conditions will be determined after review of the proposed construction plan. The extension of the utilities within the property will require further permitting and fee assessments.

Once within the private property the following utility permits are required:

- b. **Water Utility permit** – for the water/fire line to be installed to the new structure. The line sizing is determined by the engineer. The meter is required to be installed prior to any branches in the plumbing line. The meter location and sizing shall be shown on the mechanical plans. See the attached CBJ Standard Detail 420, Meter Installation, for meter clearances and conduit installation requirements for the remote read-out (MIU) installation. The meter installation and conduit installation is the responsibility of the applicant. A water assessment will need to be paid and will be determined after sizing of meter and domestic line are identified.
 - c. **Sewer Utility permit** – for the sewer line to be installed to the new structure. The line sizing is determined by the engineer. The mechanical plans shall include a drainage fixture unit (DFU) count. A sewer assessment and inspection fees will need to be paid and will be determined after review of the DFU's and the configuration of the underground sewer line.
4. **Fire Marshal**
5. **Fire Items/Access** – No comments will be addressed during building permit Plan review.

Other Applicable Agency Review

Pre-Application Conference Final Report

6. DOT&PF / Alcohol Beverage Control Board / Army Corps / DEC (wastewater) / DNR / USF&W / F&G / FAA / Corrections...
- 7.

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: This application should accompany any land use action applied for.
2. Conditional Use Permit: This permit is required for the emergency homeless shelter and support infrastructure. If approved, additional building permits would be required.
3. Parking Waiver Application: This application will be required if JCCM requests the Planning Commission waive parking requirements.
4. Grading Permit Application:
5. Street Vacation Application: This application is required if the Glory Hall would like the city to vacate Aspen Avenue and parts of Airport Boulevard.
6. Sign Permit Application: This will be required for eventual signage.

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. (Add any necessary supporting documents required in the application forms OR that may be useful supporting information)

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)
- 2.

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: Class III permit \$750
 - a. A Conditional Use Permit will include a requirement to post a public notice sign provided by the Community Development Department, advising neighbors of the opportunity to comment on the project. The sign is \$50 with a \$100 refundable deposit.
2. Parking Waiver Application: \$400, this is reduced 20% if submitted with the Conditional Use Permit.
3. Street Vacation Application: \$500.00

Pre-Application Conference Final Report

4. Grading Permit Application:
5. Sign Permit Application: \$50 for the first two signs, \$20 for each additional sign.
6. Subdivision Permit:
 - a. A subdivision will include a requirement to post a public notice sign provided by the Community Development Department, advising neighbors of the opportunity to comment on the project. The sign is \$50 with a \$100 refundable deposit.
7. Zone change: \$600.00
8. Water Utility Permit (work within private property):
 - a. Water assessment fee based on the domestic line size and will be determined during plan review. Covers the cost of permit issuance, issuance of meter, and MIU installation.
 - b. \$750.00 -Fire Line. Covers the cost of inspection and testing.
9. Sewer Utility Permit (work within private property):
 - a. Based on DFU and will be determined at time of plan review.
 - b. \$60.00 per inspection or trip, will be determined at time of construction plan review.
10. ROW Permit (work within the ROW):
 - a. \$10 permit fee
 - b. Inspection fees - \$60 per inspection trip or hour, will be determined at time of plan review
 - c. Refundable bond – will be determined at time of plan review. Can be paid in the form of cash, check, surety, or conveyance.
 - d. Bond fee – dependent on type of bond payment.

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

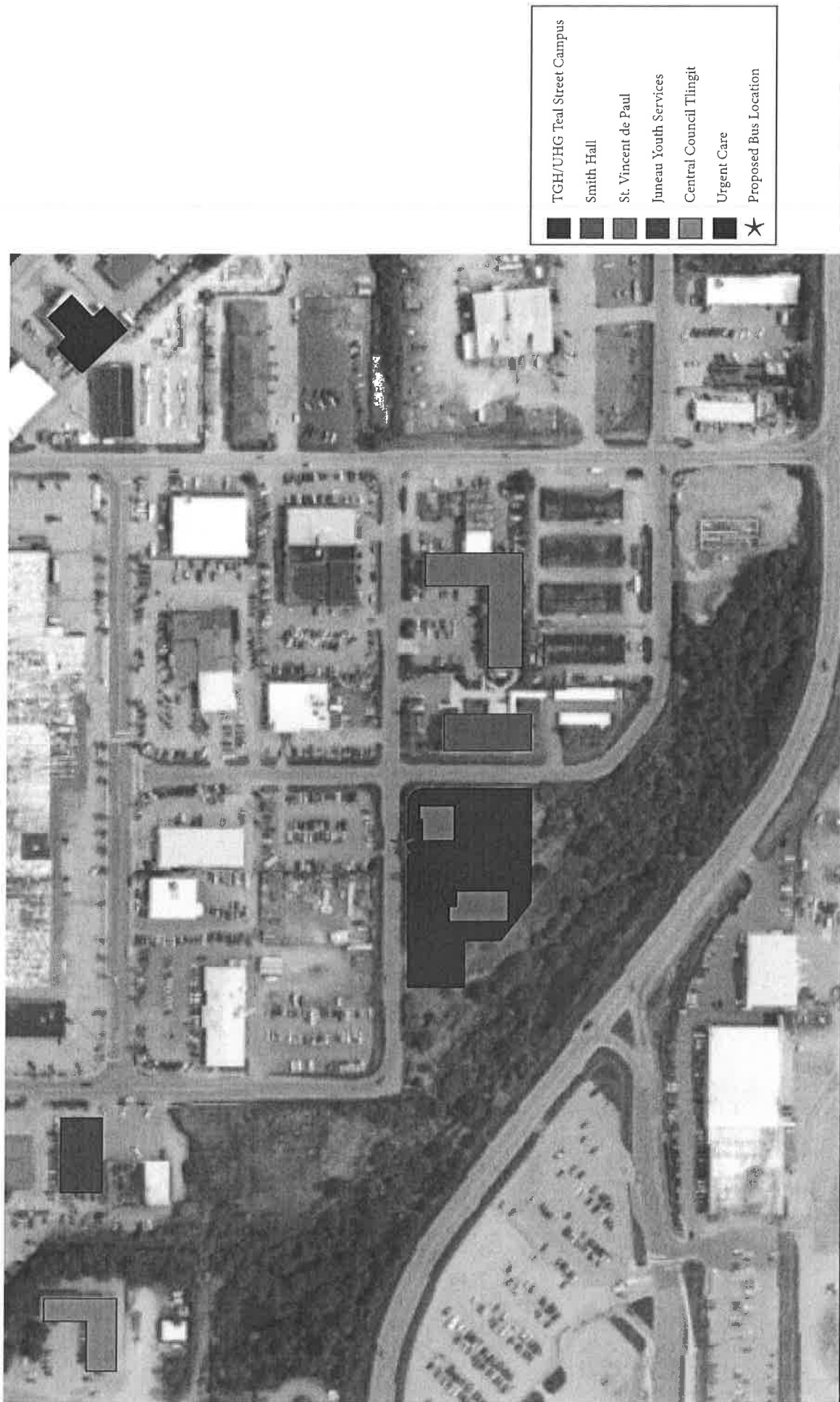
Phone: (907) 586-0715
Fax: (907) 586-4529
Web: www.juneau.org/cdd

ATTACHMENTS:

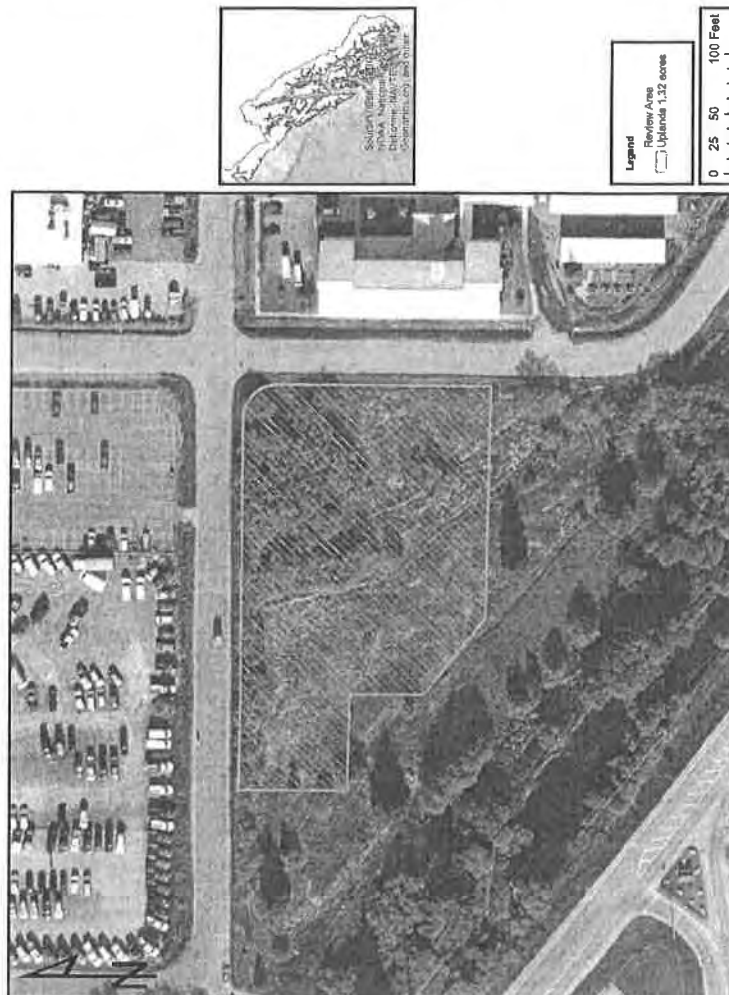
- 49.70 Article IV: Flood Hazard Areas.
- 49.40.210(d) (6): Minimum space and dimensional standards for parking and off-street loading.

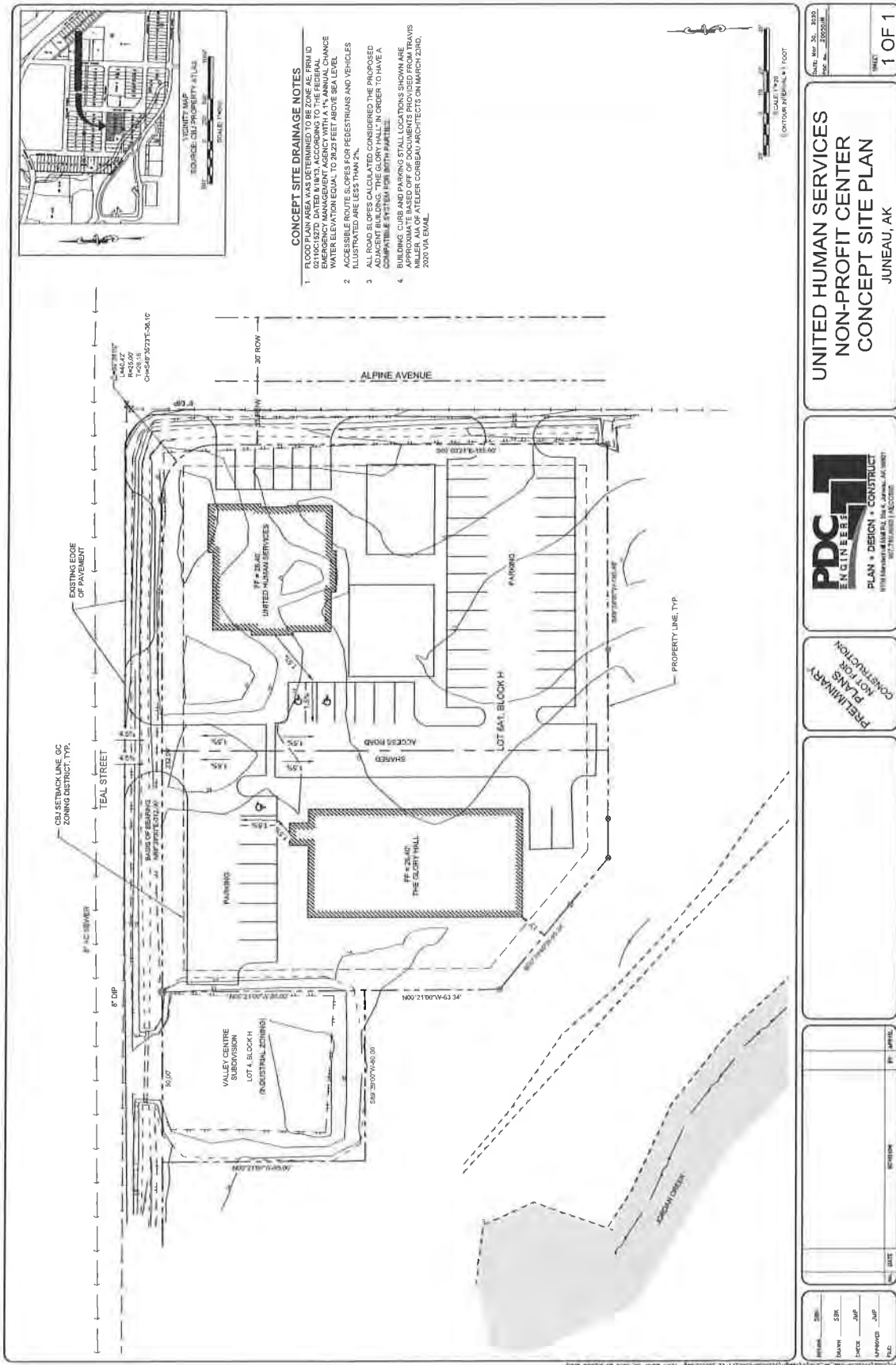


Site: Context

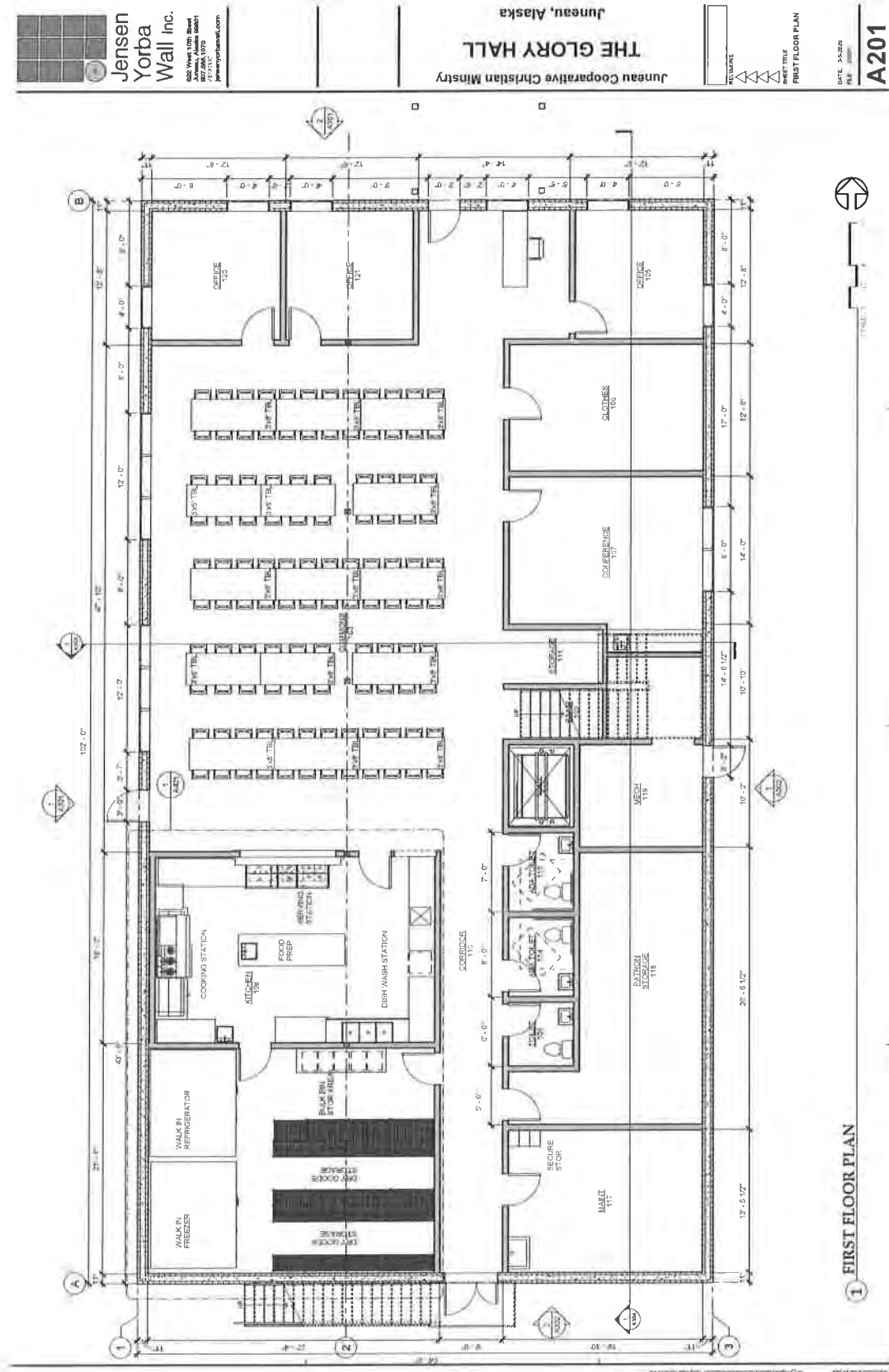


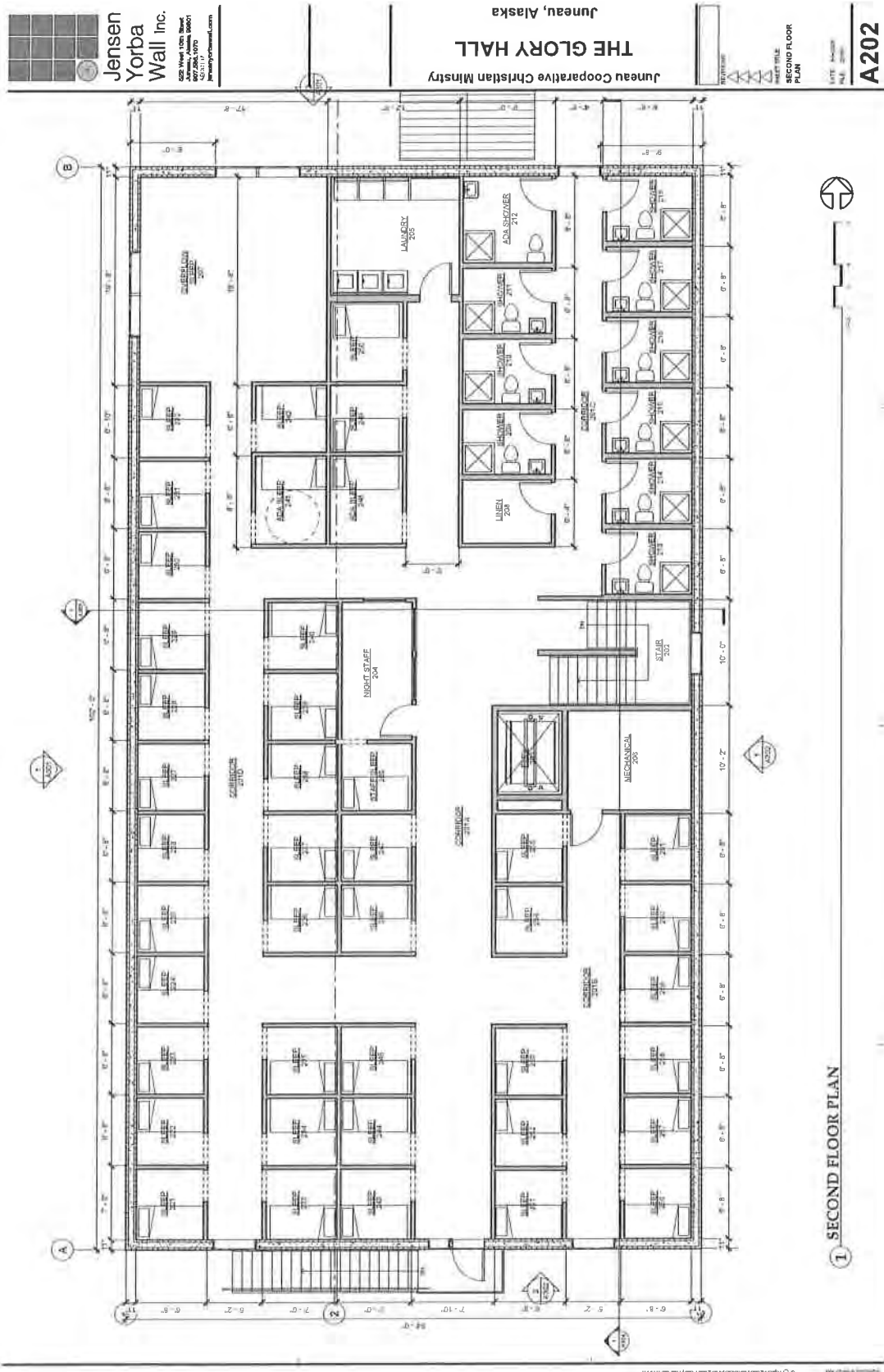
Site: Neighborhood Support Services

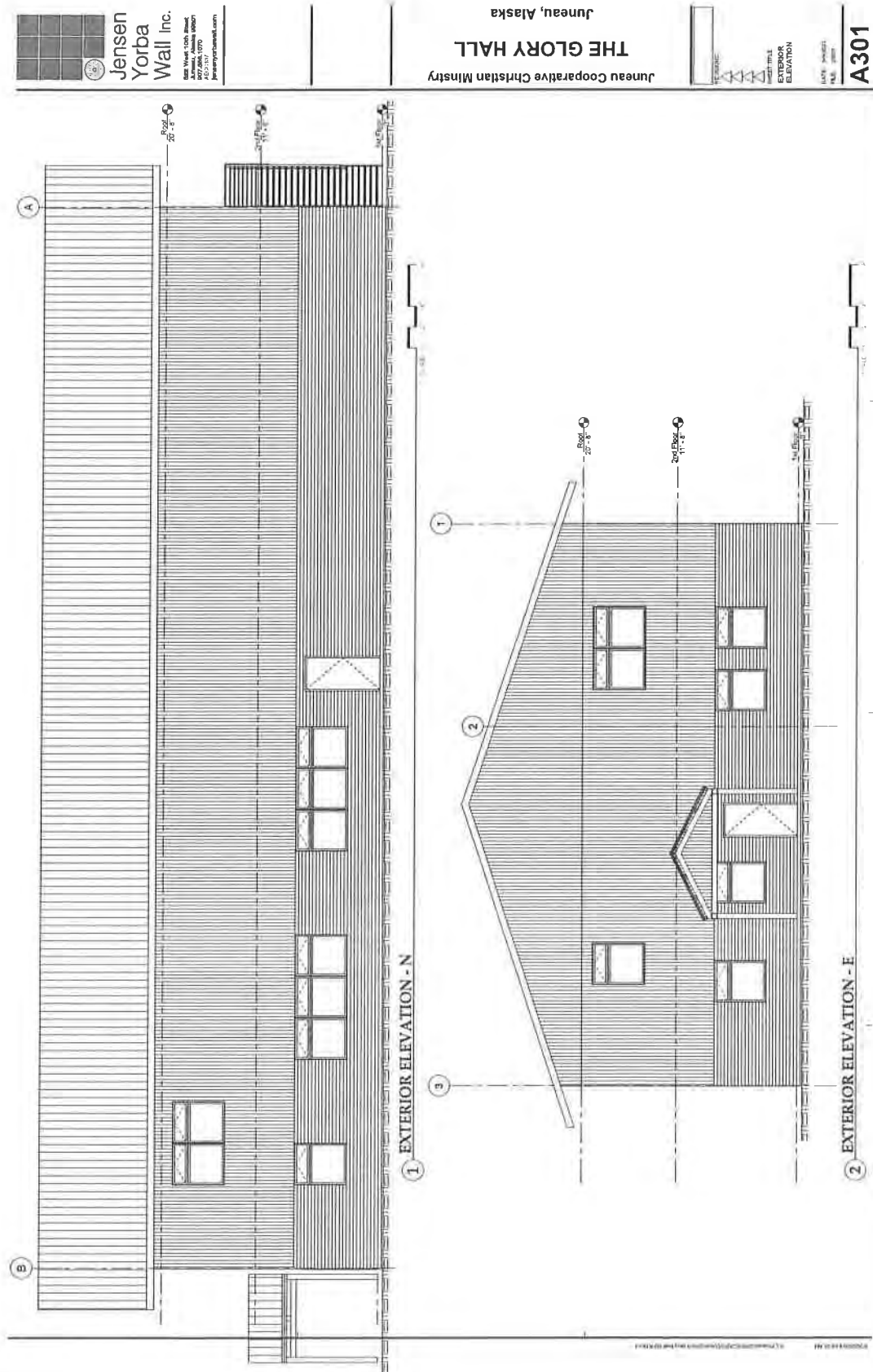




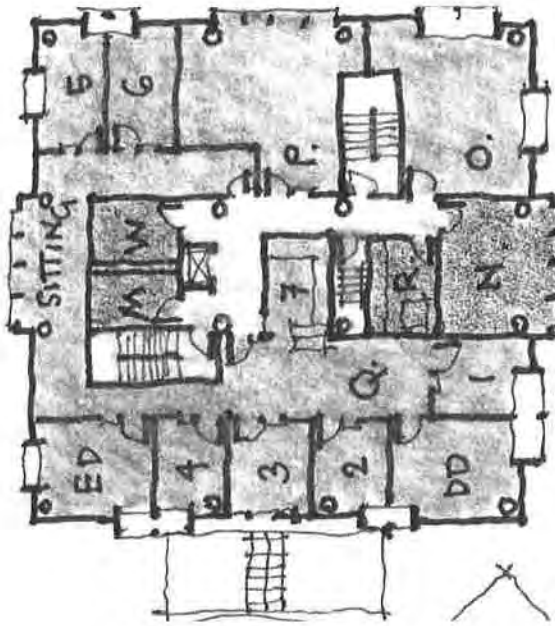
Campus Site Plan





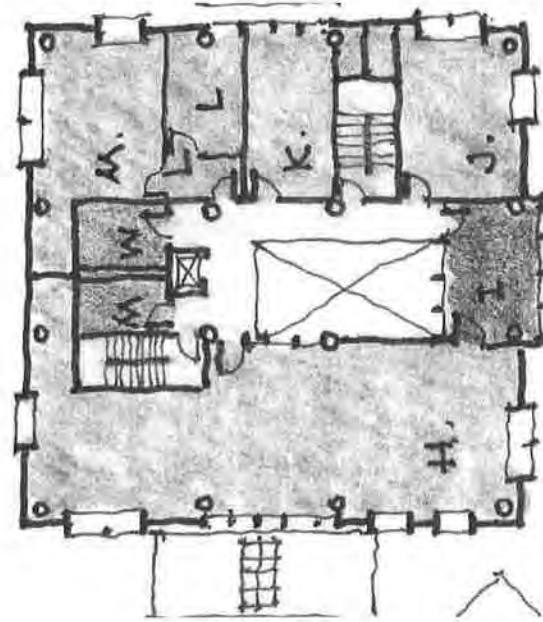


TGH: Elevation



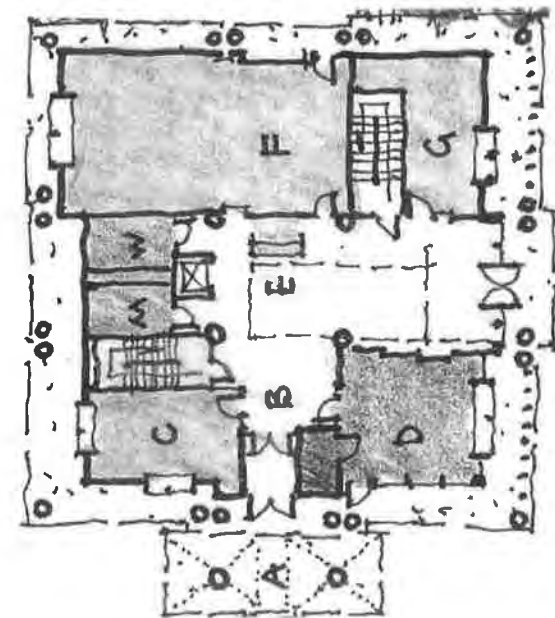
KEY :Level 3

N: Small Conference
 O: Disability Law
 P: Alaska Legal Services
 Q: SAIL Reception
 R: Shared Kitchen & Break Room
 I-6: SAIL Staff Offices
 7: Bookkeeping
 DD: SAIL Deputy Director
 ED: SAIL Executive Director



KEY :Level 2

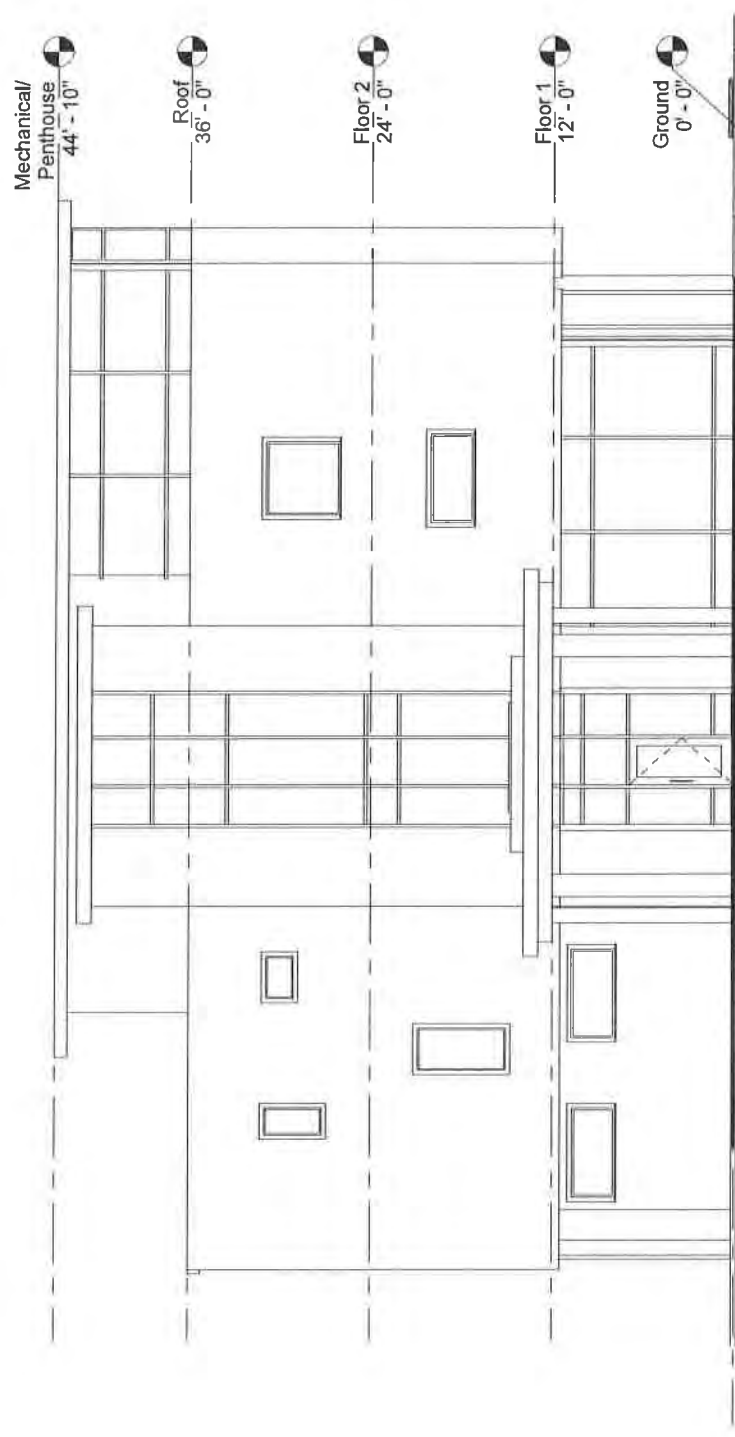
H: BBBS
 I: Small Conference
 J: NAMI
 K: Nonprofit partner
 L: Nonprofit partner
 M: United Way



KEY :Level 1

A: Entry Canopy
 B: Entry Lobby
 C: Nonprofit Partner
 D: Lg. Conf. Room
 E: Shared Reception
 F: ORCA Storage
 G: SAIL Loan Closet

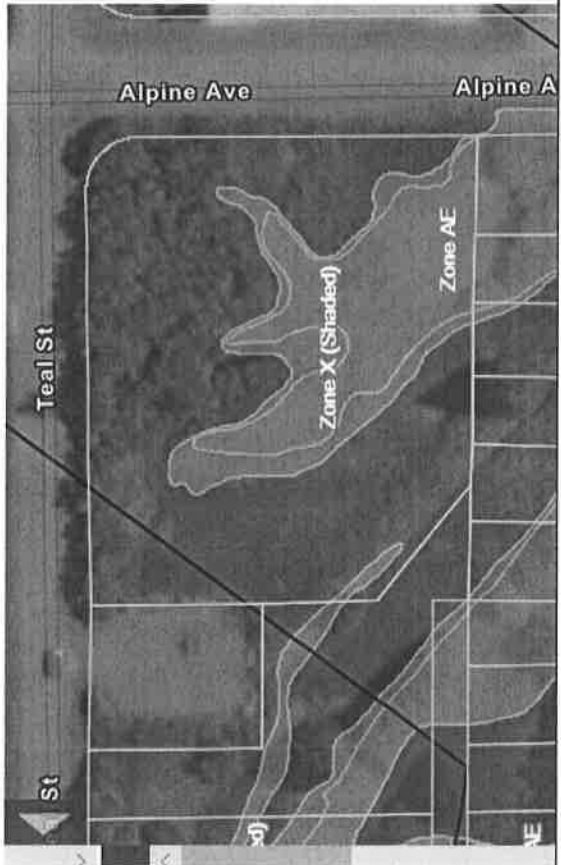
UHS: Plans



UHS: Elevation



FEMA Existing Flood Map Zone



FEMA Proposed Flood Map Zone

Flood Map Zone

Irene Gallion

From: Ed Mercer
Sent: Tuesday, May 5, 2020 11:14 AM
To: Irene Gallion; Autumn Sapp; Charlie Ford; Dan Jager; Patty Wahto; Dan Bleidorn; Scott Ciambor; Jesse Perry; Ed Foster
Cc: David Campbell
Subject: RE: Review request: Conditional Use Permit for Emergency Shelter move and services center

Hi Irene,

JPD does not have any issues with this permit.

Thanks

From: Irene Gallion
Sent: Tuesday, May 05, 2020 10:43 AM
To: Autumn Sapp; Charlie Ford; Dan Jager; Patty Wahto; Dan Bleidorn; Ed Mercer; Scott Ciambor; Jesse Perry; Ed Foster
Cc: Irene Gallion
Subject: Review request: Conditional Use Permit for Emergency Shelter move and services center

Hello all,

Attached is the Conditional Use application for a new emergency housing shelter and consolidated social services center at 8617 Teal Street (across Aspen from the current Saint Vincent de Paul Smith Hall). Please review the application and provide any feedback on the attached Agency Comments Form.

If you'll be unable to provide feedback by May 20, 2020 please let me know and we can make other arrangements.

A parking waiver request is also included in this project. The shelter is anticipated to provide 40 beds, with total square footage of about 10 thousand square feet. The shared office facility would be a multi-story building with approximately 6,900 of office space.

Patty, I've included the Airport on this because the larger lot in question backs onto CBJ land that I think the airport may have some interest in due to mitigation requirements from the airport development EIS.

Ed Foster, I've included you on this in case there are any concerns for Capital Transit, and also for situational awareness.

Thank you for your time!

Irene M. Gallion
City and Borough of Juneau
Senior Planner
(907) 586-0753

Irene Gallion

From: Scott Ciambor
Sent: Thursday, May 7, 2020 9:25 AM
To: Ed Mercer; Irene Gallion; Autumn Sapp; Charlie Ford; Dan Jager; Patty Wahto; Dan Bleidorn; Jesse Perry; Ed Foster
Cc: David Campbell
Subject: RE: Review request: Conditional Use Permit for Emergency Shelter move and services center

Hi Irene – No problems with the permit on this end. Thanks, scott

Scott Ciambor | /SKAHT CHAM-bor/
Chief Housing Officer | ph 907.586.0220
155 S. Seward Street | Juneau, Alaska 99801
Scott.Ciambor@Juneau.org



From: Ed Mercer <EDMercer@juneaupolice.com>
Sent: Tuesday, May 05, 2020 11:14 AM
To: Irene Gallion <Irene.Gallion@juneau.org>; Autumn Sapp <Autumn.Sapp@juneau.org>; Charlie Ford <Charlie.Ford@juneau.org>; Dan Jager <Dan.Jager@juneau.org>; Patty Wahto <Patty.Wahto@jnuairport.com>; Dan Bleidorn <Dan.Bleidorn@juneau.org>; Scott Ciambor <Scott.Ciambor@juneau.org>; Jesse Perry <Jesse.Perry@juneau.org>; Ed Foster <Ed.Foster@juneau.org>
Cc: David Campbell <DSCampbell@juneaupolice.com>
Subject: RE: Review request: Conditional Use Permit for Emergency Shelter move and services center

Hi Irene,

JPD does not have any issues with this permit.

Thanks

From: Irene Gallion
Sent: Tuesday, May 05, 2020 10:43 AM
To: Autumn Sapp; Charlie Ford; Dan Jager; Patty Wahto; Dan Bleidorn; Ed Mercer; Scott Ciambor; Jesse Perry; Ed Foster
Cc: Irene Gallion
Subject: Review request: Conditional Use Permit for Emergency Shelter move and services center

Hello all,

Attachment B - Agency Comments

Packet Page 209 of 500

Attached is the Conditional Use application for a new emergency housing shelter and consolidated social services center at 8617 Teal Street (across Aspen from the current Saint Vincent de Paul Smith Hall). Please review the application and provide any feedback on the attached Agency Comments Form.

If you'll be unable to provide feedback by May 20, 2020 please let me know and we can make other arrangements.

A parking waiver request is also included in this project. The shelter is anticipated to provide 40 beds, with total square footage of about 10 thousand square feet. The shared office facility would be a multi-story building with approximately 6,900 of office space.

Patty, I've included the Airport on this because the larger lot in question backs onto CBJ land that I think the airport may have some interest in due to mitigation requirements from the airport development EIS.

Ed Foster, I've included you on this in case there are any concerns for Capital Transit, and also for situational awareness.

Thank you for your time!

Irene M. Gallion
City and Borough of Juneau
Senior Planner
(907) 586-0753

Irene Gallion

From: Charlie Ford
Sent: Thursday, May 7, 2020 9:28 AM
To: Scott Ciambor; Ed Mercer; Irene Gallion; Autumn Sapp; Dan Jager; Patty Wahto; Dan Bleidorn; Jesse Perry; Ed Foster
Cc: David Campbell
Subject: RE: Review request: Conditional Use Permit for Emergency Shelter move and services center

Irene,

Buildings has no issues with this project.

Charlie Ford | Building Official

Community Development Department | City & Borough of Juneau, AK
Location: 230 S. Franklin Street, 4th Floor Marine View Building
Office: 907.586.0767



From: Scott Ciambor <Scott.Ciambor@juneau.org>
Sent: Thursday, May 7, 2020 9:25 AM
To: Ed Mercer <EDMercer@juneaupolice.com>; Irene Gallion <Irene.Gallion@juneau.org>; Autumn Sapp <Autumn.Sapp@juneau.org>; Charlie Ford <Charlie.Ford@juneau.org>; Dan Jager <Dan.Jager@juneau.org>; Patty Wahto <Patty.Wahto@jnuairport.com>; Dan Bleidorn <Dan.Bleidorn@juneau.org>; Jesse Perry <Jesse.Perry@juneau.org>; Ed Foster <Ed.Foster@juneau.org>
Cc: David Campbell <DSCampbell@juneaupolice.com>
Subject: RE: Review request: Conditional Use Permit for Emergency Shelter move and services center

Hi Irene – No problems with the permit on this end. Thanks, scott

Scott Ciambor | /SKAHT CHAM-bor/
Chief Housing Officer | ph 907.586.0220
155 S. Seward Street | Juneau, Alaska 99801
Scott.Ciambor@Juneau.org



From: Ed Mercer <EDMercer@juneaupolice.com>

Sent: Tuesday, May 05, 2020 11:14 AM

To: Irene Gallion <Irene.Gallion@juneau.org>; Autumn Sapp <Autumn.Sapp@juneau.org>; Charlie Ford <Charlie.Ford@juneau.org>; Dan Jager <Dan.Jager@juneau.org>; Patty Wahto <Patty.Wahto@jnuairport.com>; Dan Bleidorn <Dan.Bleidorn@juneau.org>; Scott Ciambor <Scott.Ciambor@juneau.org>; Jesse Perry <Jesse.Perry@juneau.org>; Ed Foster <Ed.Foster@juneau.org>

Cc: David Campbell <DSCampbell@juneaupolice.com>

Subject: RE: Review request: Conditional Use Permit for Emergency Shelter move and services center

Hi Irene,

JPD does not have any issues with this permit.

Thanks

From: Irene Gallion

Sent: Tuesday, May 05, 2020 10:43 AM

To: Autumn Sapp; Charlie Ford; Dan Jager; Patty Wahto; Dan Bleidorn; Ed Mercer; Scott Ciambor; Jesse Perry; Ed Foster

Cc: Irene Gallion

Subject: Review request: Conditional Use Permit for Emergency Shelter move and services center

Hello all,

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If you'll be unable to provide feedback by May 20, 2020 please let me know and we can make other arrangements.

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Patty, I've included the Airport on this because the larger lot in question backs onto CBJ land that I think the airport may have some interest in due to mitigation requirements from the airport development EIS.

Ed Foster, I've included you on this in case there are any concerns for Capital Transit, and also for situational awareness.

Thank you for your time!

Irene M. Gallion
City and Borough of Juneau
Senior Planner
(907) 586-0753



(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: FIRE

STAFF PERSON/TITLE: Daniel Jager, Fire Marshal

DATE: May 7, 2020

APPLICANT: Southeast Alaska Independent Living (SAIL) and the Glory Hall

TYPE OF APPLICATION: Conditional Use Permit USE20-03, Parking waiver PWP20-02

PROJECT DESCRIPTION:

TGH will construct a shelter, care center and meal distribution facility. United Human Services (SAIL) will construct a shared facility (multi-tenant nonprofit center) for social service non-profit agencies providing onsite campus-based services as well as comprehensive services for the broader Juneau community.

LEGAL DESCRIPTION: VALLEY CENTRE GREENBELT BL H L, VALLEY CENTRE BL H LT 4

PARCEL NUMBER(S): 5B1501060041 , 5B1501060030

PHYSICAL ADDRESS: 8617 Teal Street

SPECIFIC QUESTIONS FROM PLANNER:**AGENCY COMMENTS:**

No fire department or fire code issues at this time.

AGENCY COMMENTS (CONTINUED):



(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: PW/Eng, Capital Transit, Street Maintenance
STAFF PERSON/TITLE: Ed Foster, Operations Superintendent II
DATE: 05/07/2020
APPLICANT: Southeast Alaska Independent Living (SAIL) and the Glory Hall
TYPE OF APPLICATION: Conditional Use Permit USE20-03, Parking waiver PWP20-02

PROJECT DESCRIPTION:

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LEGAL DESCRIPTION: VALLEY CENTRE GREENBELT BL H L, VALLEY CENTRE BL H LT 4

PARCEL NUMBER(S): 5B1501060041 , 5B1501060030

PHYSICAL ADDRESS: 8617 Teal Street

SPECIFIC QUESTIONS FROM PLANNER:**AGENCY COMMENTS:**

We have no comments or issues with this project at this time. A Capital Transit bus stop will be within a block of these facilities.

AGENCY COMMENTS (CONTINUED):

Irene Gallion

From: Autumn Sapp
Sent: Wednesday, May 20, 2020 9:05 AM
To: Irene Gallion
Subject: RE: Review request: Conditional Use Permit for Emergency Shelter move and services center

Good morning,

Engineering has reviewed the application and plan you submitted. As it stands now we have no additional comments beyond what Mark put in the preapp report.

If they do decide to move forward with the Alpine Ave vacation at that point there will be a list of conditions and requirements from Engineering for this to happen. But as it stands now that was not addressed in the application.

Thank you,

Autumn Sapp
City and Borough of Juneau
Engineering & Public Works
Business Manager
907-586-0917

From: Irene Gallion <Irene.Gallion@juneau.org>
Sent: Tuesday, May 5, 2020 10:43 AM
To: Autumn Sapp <Autumn.Sapp@juneau.org>; Charlie Ford <Charlie.Ford@juneau.org>; Dan Jager <Dan.Jager@juneau.org>; Patty Wahto <Patty.Wahto@jnuairport.com>; Dan Bleidorn <Dan.Bleidorn@juneau.org>; Ed Mercer <EDMercer@juneaupolice.com>; Scott Ciambor <Scott.Ciambor@juneau.org>; Jesse Perry <Jesse.Perry@juneau.org>; Ed Foster <Ed.Foster@juneau.org>
Cc: Irene Gallion <Irene.Gallion@juneau.org>
Subject: Review request: Conditional Use Permit for Emergency Shelter move and services center

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If you'll be unable to provide feedback by May 20, 2020 please let me know and we can make other arrangements.

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Patty, I've included the Airport on this because the larger lot in question backs onto CBJ land that I think the airport may have some interest in due to mitigation requirements from the airport development EIS.

Ed Foster, I've included you on this in case there are any concerns for Capital Transit, and also for situational awareness.

Thank you for your time!

Irene M. Gallion
City and Borough of Juneau
Senior Planner
(907) 586-0753



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CDD_Admin@juneau.org
www.juneau.org/CDD
155 S. Seward Street • Juneau, AK 99801

COMMUNITY DEVELOPMENT DEPARTMENT - REQUEST FOR AGENCY COMMENT

DEPARTMENT: Southeast Alaska Watershed Coalition

STAFF PERSON/TITLE: John Hudson/Restoration Biologist

DATE: 5/25/2020

APPLICANT: Southeast Alaska Independent Living (SAIL) and the Glory Hall

TYPE OF APPLICATION: Conditional Use Permit USE20-03, Parking waiver PWP20-02

PROJECT DESCRIPTION:

TGH will construct a shelter, care center and meal distribution facility. United Human Services (SAIL) will construct a shared facility (multi-tenant nonprofit center) for social service non-profit agencies providing onsite campus-based services as well as comprehensive services for the broader Juneau community.

LEGAL DESCRIPTION: VALLEY CENTRE GREENBELT BL H L, VALLEY CENTRE BL H LT 4

PARCEL NUMBER(S): 5B1501060041 , 5B1501060030

PHYSICAL ADDRESS: 8617 Teal Street

SPECIFIC QUESTIONS FROM PLANNER:**AGENCY COMMENTS:**

Thank you for the opportunity to comment on this conditional use permit.

Background:

The proposed project is in the lower Jordan Creek watershed. Jordan Creek supports several species of salmon as well as Dolly Varden char and coastal cutthroat trout. The state of Alaska has designated Jordan Creek a 303(d) impaired water body because the stream fails to meet certain state water quality standards. Water and habitat quality are lowest in the lower watershed (between Egan And Yandukin Drives), which is nearly entirely developed and mostly covered by impervious surfaces like rooftops, roads, and parking lots. Stormwater runoff from these types of surfaces typically contains a variety of pollutants, including heavy metals, fecal coliform bacteria, nutrients, petroleum hydrocarbons and tire wear residues. Stormwater runoff transports these pollutants to the stream reducing water quality and harming aquatic life, including fishes. Jordan Creek transports this runoff downstream to the Mendenhall Wetlands, a globally important bird area and productive estuary.

The Southeast Alaska Watershed Coalition (SAWC) is currently monitoring water quality in the lower Jordan Creek watershed and developing a watershed action plan. Water quality monitoring will provide information on the quality and quantity of pollutants in the stream. We are also mapping land use and stormwater infrastructure to

AGENCY COMMENTS (CONTINUED):

understand the origin and fate of stormwater runoff, and we are working with landowners to identify opportunities to improve streamside habitat and runoff quality. Our water quality data and stormwater maps will help us identify site-specific stormwater best management practices (BMPs, i.e., infrastructure designed to manage stormwater runoff) to treat and infiltrate runoff to the greatest extent possible. The action plan will function as a guide for removing the stream's impaired water body status.

New developments and redevelopments offer an opportunity to improve stormwater management in the lower Jordan Creek watershed. Currently, only a small percentage of runoff in the watershed flows through a stormwater BMP. Of the small number of existing BMPs that are not oil and water separators (e.g., infiltration basins, detention ponds, swales), many appear to be undersized for the contributing area. Oil and water separators, a BMP commonly permitted for new developments, are not effective at removing water soluble pollutants or pollutants adsorbed to fine sediments, and do not provide flow control (i.e. reduce runoff quantity) to prevent flooding and erosion in the receiving water body.

Recommendations:

The proposed project will be constructed on land that currently does not produce stormwater runoff. To prevent stormwater runoff from the proposed buildings and parking lots from entering Jordan Creek directly, the project should include stormwater BMPs that infiltrate and treat all stormwater runoff generated on the site by:

1. conveying all rooftop runoff to the native soil and groundwater table by way of rain gardens, infiltration trenches or similar, and
2. conveying all parking lot runoff into bioretention BMPs that infiltrate and treat runoff before the runoff enters the native soil and groundwater table.

We have met onsite with the director of the Glory Hall and relayed these recommendations to them as well. We encourage CBJ planners and engineers to consult the Stormwater Management Manual for Western Washington. The manual is an excellent up-to-date resource for identifying, designing, and constructing stormwater BMPs that eliminate or reduce the impacts of urban stormwater runoff on receiving water bodies.



(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: Finance/ Assessor

STAFF PERSON/TITLE: Mary Grant/ Assessor

DATE: 7/7/2020

APPLICANT: Southeast Alaska Independent Living (SAIL) and the Glory Hall

TYPE OF APPLICATION: Conditional Use Permit USE20-03, Parking waiver PWP20-02

PROJECT DESCRIPTION:

TGH will construct a shelter, care center and meal distribution facility. United Human Services (SAIL) will construct a shared facility (multi-tenant nonprofit center) for social service non-profit agencies providing onsite campus-based services as well as comprehensive services for the broader Juneau community.

LEGAL DESCRIPTION: VALLEY CENTRE GREENBELT BL H L, VALLEY CENTRE BL H LT 4

PARCEL NUMBER(S): 5B1501060041 , 5B1501060030

PHYSICAL ADDRESS: 8617 Teal Street

SPECIFIC QUESTIONS FROM PLANNER:

How much would we anticipate the value of property within 500 feet of the current Glory Hall to go up if it moved? How much would we anticipate the value of property within 1,000 feet of the current Glory Hall to go up if it moved? How much would we expect the value of property to go down within 500 feet of the new shelter location on the southwest corner of Teal Street and Alpine Avenue? How much would we expect the value of property to go down within 1,000 feet of the new shelter location on the southwest corner of Teal Street and Alpine Avenue? How does proximity to a homeless shelter impact property assessments in Juneau? What are your thoughts on the New York Independent Budget Office assessment of homeless shelter impacts to property value? <<https://ibo.nyc.ny.us/iboreports/close-to-home-does-proximity-to-a-homeless-shelter-affect-residential-property-values-in-manhattan-2019.html>> What are the differences and similarities between New York and Juneau in regards to this study? Any additional insights welcomed.

AGENCY COMMENTS:

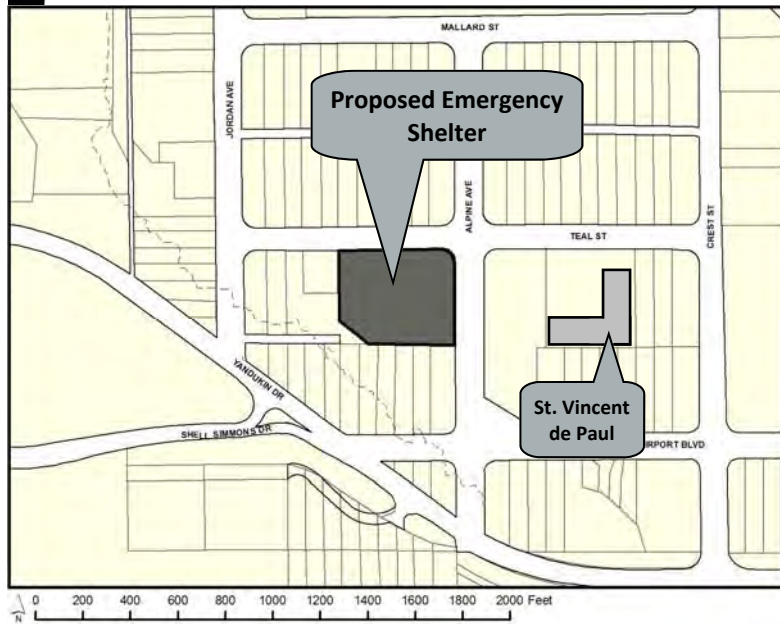
The City and Borough of Juneau does not use proximity to the Glory Hall in valuing down town properties.

The New York Independent Budget Office assessment of homeless shelter impact to property assessments indicate that in Manhattan, proximity to multiple homeless shelters had a higher impact to residential property values but this has not been studied withing the CBJ. The subject neighborhood currently contains multiple properties which serve homeless and under-housed individuals. Co-locating services may have an impact on the value of nearby residential properties but these effects cannot be assumed to have the same measurable impact as that which was found int he Manhattan study considering the already established use of nearby properties. Foot traffic to and from the bus stop will not likely have any impact on nearby residential property especially if bus stops are relocated as part of the overall project.

AGENCY COMMENTS (CONTINUED):



Please Join a Virtual Meeting
About an Emergency Shelter in Your Neighborhood
Your Community, Your Voice



155 S. Seward Street Juneau, Alaska 99801

TO:

The Community Development Department is hosting a public meeting regarding a proposed emergency homelessness shelter and social services office building. The location is on the southwest corner of Teal Street and Alpine Avenue. Your questions and comments are welcome.



NEIGHBORHOOD MEETING

Tuesday, June 2, 2020, 6:00 P.M.

Virtual Meeting Only

This virtual meeting will be by video and telephonic participation only. To join the webinar, use this URL information: <https://juneau.zoom.us/j/92744554562> or enter Webinar ID: 927 4455 4562 in your Zoom app. 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: 927 4455 4562. If you are not able to attend this meeting but have questions or comments, please contact Irene Gallion, CDD Senior Planner, at (907) 586-0753 or irene.gallion@juneau.org.

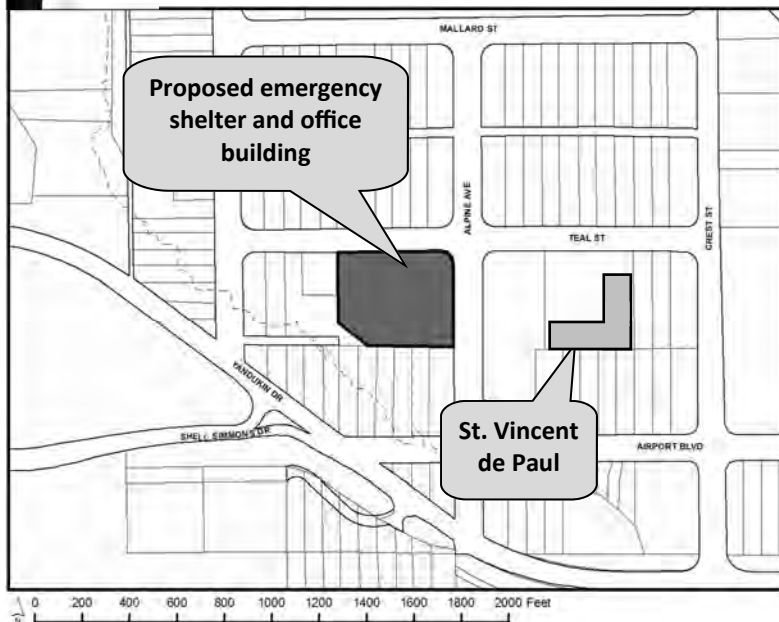
This project is scheduled for review by the Planning Commission on July 14, 2020. All property owners within 500 feet of the proposed development will receive a separate notice with details on how and where to submit comments or testify before the Commission.

Case No.: USE2020 0008; PWP2020 0002
Parcel No.: 5B1501060041
CBJ Parcel Viewer: <http://epv.juneau.org>

Invitation to Comment

On a proposal to be heard by the CBJ Planning Commission

Your Community, Your Voice



155 S. Seward Street Juneau, Alaska 99801

TO:

An application has been submitted for consideration and public hearing by the Planning Commission for a **Conditional Use Permit for an emergency shelter and social services office building**. A parking waiver is requested to reduced required parking from 51 spaces to 42 spaces. The project is located west of 8617 Teal Street in a **General Commercial Zone**.

TIMELINE

Staff Report expected to be posted **Monday, July 6, 2020** at <https://beta.juneau.org/assembly/assembly-minutes-and-agendas>
Find hearing results, meeting minutes and more here as well.

Now through June 22

June 23 — noon, July 10

HEARING DATE & TIME: 7:00 pm, July 14, 2020

July 15

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

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

This virtual meeting will be by video and telephonic participation only. To join the webinar, visit: <http://juneau.zoom.us/j/99680142625>. The Webinar ID is: 996 8014 2625. To join by telephone, 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 the Webinar ID.

The results of the hearing will be posted online.

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

Case No.: USE2020 0008/PWP2020 0002
Parcel No.: 5B1501060041
CBJ Parcel Viewer: <http://epv.juneau.org>

Printed June 8, 2020

Attachment D -

Planning Commission abutters notice (original and revised)

Irene Gallion

From: Irene Gallion
Sent: Friday, May 15, 2020 8:04 AM
To: Irene Gallion
Subject: USE20-08: Public Comment

I received a message from Ralph Nelson on May 14, 2020, at 1506.

He stated that he lives at Saint Vincent de Paul, right across the street from where the new homeless shelter would be. He asked that I recognize his support, as he would not be able to attend the meetings. "In favor, no problem, real good idea."

Irene M. Gallion
City and Borough of Juneau
Senior Planner
(907) 586-0753

Irene Gallion

From: Gillman <mkgillman@gmail.com>
Sent: Wednesday, June 3, 2020 12:23 PM
To: Irene Gallion
Subject: Public Comment Conditional Use Permit USE2020 0008

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

Good morning:

My name is Matthew Gillman. I have lived at 2315 Meadow Lane for the last four years and would like to offer my comments on the CUP for the emergency shelter.

I support offering the permit to operate the emergency shelter as proposed by the Glory Hole and SAIL. I do not have any personal insight into the existing Glory Hole shelter, but I have a family member that benefits directly from SAIL outreach and programs. I have no question in my mind that any operation that they are involved with will be done with utmost attention to detail and focus on the respect and dignity for the people who need to use their services.

I have been troubled by some of the comments that I have seen posted on social media with people talking about "demographic change" or being certain that a wave of criminal activity will follow the opening of the shelter. I frequently use the trails in the Mendenhall Valley and anyone that thinks there isn't already a sizeable population of people without permanent homes out here is completely wrong. I would much prefer to have an established place for people to seek out a safe place to sleep that will also provide access to social services.

I hope that the Conditional Use Permit is approved and the project is allowed to advance.

Thank you for your time.

-Matthew

Irene Gallion

From: Tammy Jablonski <tjablonski@ccthita-nsn.gov>
Sent: Thursday, June 4, 2020 6:13 PM
To: Irene Gallion
Subject: Glory Hall LOS
Attachments: Glory Hall LOS (003).pdf

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

Hello Irene,
Here is the LOS letter from President Peterson at CCTHITA for the Glory Hall project.

Thank you,
Tammy Jablonski



Tlingit and Haida Indian Tribes of Alaska

Office of the President • Edward K. Thomas Building
9097 Glacier Highway • Juneau, Alaska 99801

June 2, 2020

City and Borough of Juneau
Permit Center
230 S Franklin Street
Juneau, AK 99801

RE: Support for The Glory Hall Emergency Shelter and Non-Profit Service Center Permit

To Whom it May Concern:

Many who live and work in the Juneau Borough understand the important service the Glory Hall has provided to those in need. It is also understood that the need for these services have risen dramatically over the years and is likely to increase further as a result of the economic impact Covid-19 has had on the economy. The current Glory Hall has limited space and storage. Building a new shelter, along with a non-profit service center, would greatly enhance resources for Juneau's population experiencing homelessness.

Central Council Tlingit & Haida Indian Tribes of Alaska (Tlingit & Haida) understands that 35%-45% of the people utilizing the Glory Hall are Alaska Native. The Glory Hall has provided emergency shelter for many of our tribal citizens, as well access to healthy meals. In addition, there is an undeniable link between homelessness, substance use disorders and incarceration. This is of great concern to the tribe, as we are committed to addressing high recidivism rates and promoting recovery from addiction, in our Reentry & Recovery department.

A new building and location for the Glory Hall and service center will enable providers to create more effective programming. As a neighbor to the proposed project, Tlingit & Haida's sees this development as an improvement to the community and a way to further support and lift people up, which remains one of our most important traditional values.

For these reasons, as well as the right for all people to have access to safe housing, Tlingit & Haida supports the Glory Hall's proposed new emergency shelter and non-profit service center and appreciates their willingness to address this vital community need.

Gunalchéesh, Háw'aa,

Richard J. Peterson
President

Irene Gallion

From: Heather Parker <hparker@alsc-law.org>
Sent: Wednesday, June 10, 2020 4:49 PM
To: PC_Comments; Irene Gallion
Cc: Joan O'Keefe; lovishchuk.mariya@gmail.com
Subject: Re: Letter of Support, UHS / Glory Hall Campus Concept
Attachments: UHS Letter of Support, ALSC, 6.10.2020.pdf

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

To Whom it May Concern:

Please find a letter of support from Alaska Legal Services for the UHS / Glory Hall Campus Concept.

Please include this for consideration for the upcoming Juneau Planning Commission meeting on July 14, 2020.

I believe proposal relates to these permits:

USE 2020-08
PWP 2020-02

Thank you very much for your time and assistance.

Respectfully,
Heather Parker

--

Heather Parker
Juneau Supervising Attorney
Alaska Legal Services
Jordan Creek Center
8800 Glacier Highway, Suite 228
Juneau, AK 99801

Phone: (907) 586-6425



In response to COVID-19 recommendations, ALSC staff are working but our physical office space is not open to the public. We are responding to email and voicemail. Although we are not accepting walk-in appointments, we can still help. Please call us! To apply for services, call our statewide toll free intake line at 1-888-478-2572. If you are a current client, please call 907-586-6425 or contact your ALSC attorney or staff contact directly.



ALASKA LEGAL SERVICES CORPORATION
JUNEAU OFFICE

8800 GLACIER HIGHWAY, SUITE 228
JUNEAU, ALASKA 99801-1096
TELEPHONE (907) 586-6425
FAX (907) 586-2449
www.alsc-law.org

June 10, 2020

Juneau Planning Commission
Attn: Irene M. Gallion
City and Borough of Juneau
Senior Planner

Emailed to Irene.Gallion@juneau.org

To Whom it May Concern:

We at Alaska Legal Services Corporation are writing to indicate our support for the proposed United Human Services and Glory Hall campus. We believe a multi-tenant, non-profit social service hub and campus will be of enormous benefit to the Juneau community at large, and have requested to be a tenant in this project. As we provide free legal services to low-income clients and elderly residents, with a priority for serving the most vulnerable populations in the community, we believe that our participation in this unique, wrap-around facility in Juneau would help us best meet the needs of our client population.

For over 50 years, Alaska Legal Services has offered legal aid to assist clients who are facing critical civil legal issues ranging from consumer law, family law, housing problems, public benefits, health care, and other areas specific to veterans or the elderly. In our office and throughout the state, we focus on serving vulnerable populations, including survivors of domestic violence, and those at risk of losing housing, health care, or family stability.

Coupling housing and shelter supports with strategic services is compelling and fills a significant need for the Juneau community and for our client population. We believe our clients and others will benefit from the opportunity to obtain comprehensive services. We believe there will be a collective benefit to social service agencies and providers, as well: we think this hub will create an environment that not only strengthens inter-agency relationships and organizational networks, but also maximizes efficiency.

We have attended informational meetings regarding the proposed center, and have informed UHS staff regarding our interest in leasing space in this center. We are excited about the concept of the multi-tenant, non-profit social service hub at the Teal Street campus. Please accept this letter of support as indication of our enthusiasm in the project. We strongly believe that this project will be of benefit to the Juneau community at large.

Sincerely,

A handwritten signature in blue ink that reads "Nikole Nelson".

Nikole Nelson
Executive Director

A handwritten signature in blue ink that reads "Heather Parker".

Heather Parker
Southeast Supervising Attorney

ALSC BOARD OF DIRECTORS

RESOLUTION 19-04

December 7, 2019

A resolution of Alaska Legal Services Corporation supporting a prospective lease of Juneau office space from United Human Services of Southeast Alaska, Inc.

WHEREAS, the Juneau office of ALSC will be at the end of its five year lease with Jordan Creek Center in October 2020 and will be considering lease options at that time; and

WHEREAS, United Human Services of Southeast Alaska, Inc. (UHS) is a non-profit agency organized in 2009 to develop a multi-tenant nonprofit center in Juneau; and

WHEREAS, UHS was created under the guidance of the Rasmuson Foundation, the Denali Commission, and the Alaska Mental Health Trust Authority in response to a 2008 McDowell Group study finding a need for the center, and identifying significant benefits such as offering “one-stop shopping” for people in need of social services, delivering fiscal benefits through economies of scale, and creating an environment that encourages innovation and strengthens inter-agency relationships and organizational networks; and

WHEREAS, UHS is seeking to establish non-profit tenant rent at \$2 per square foot or less, and the Juneau office rent in 2020 will be \$2.20 per square foot; and

WHEREAS, UHS is in the process of purchasing land to construct a new building now, and estimates construction to take place in 2022; and

WHEREAS, UHS is seeking tenant commitments now to ensure the viability of this project, and to design the new building in accordance with tenant needs; and

WHEREAS, after education about the center and attendance at informational meetings, the staff of ALSC’s Juneau office supports inclusion of ALSC in the new multi-tenant nonprofit center for the convenience of our clients and coordination with partner agencies including SAIL, Inc., United Way of Southeast Alaska, and potentially the Disability Law Center of Alaska.

NOW, THEREFORE BE IT RESOLVED: That the Board of Directors of Alaska Legal Services Corporation hereby authorizes and encourages ALSC to commit to being a part of the UHS multi-tenant nonprofit center in Juneau, working with UHS to design space appropriate to ALSC’s Juneau office staff, working with the UHS capital campaign to support funding for the project, and to lease such space from UHS on a long-term basis upon completion of the new building.

Irene Gallion

From: Joan O'Keefe <jokeefe@sailinc.org>
Sent: Friday, June 12, 2020 11:41 AM
To: Irene Gallion
Subject: TGH/SAIL/UHS Letter of Support
Attachments: image001.png; JCHH support signed.pdf

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

Good morning, Irene.

What a beautiful morning here in Juneau! ☀

Please find attached a letter of support for our joint project with TGH ([project numbers are USE2020 0008, and PWP2020 0002](#)) from the Juneau Coalition on Housing and Homelessness. We'd appreciate it if this letter can be part of the formal record/file for the Planning Commission.

Gunalchéesh / Háw'aa / Thank you

Joan O'Keefe
Executive Director
Southeast Alaska Independent Living, Inc. (SAIL)
United Human Services of SE Alaska, Inc. (UHS)
907-523-4430



June 8, 2020

RE: Social Services Campus (Nonprofit Center and new TGH facility) Support

Dear City and Borough Assembly Members, Planning Commission, and Manager Rorie Watt:

The Juneau Coalition on Housing and Homelessness (JCHH) is writing in unwavering and enthusiastic support of the Nonprofit Center and new Glory Hall Facility project.

JCHH is a partnership of local agencies and organizations who serve those experiencing or in danger of homelessness in Juneau. These organizations participate in the Juneau Continuum of Care by providing emergency, transitional, permanent-supportive, and supportive services to clients. We individually and collectively work together to develop solutions.

The Glory Hall is one of the founding members of JCHH, and the work that they do, in collaboration with a myriad of partners is critical to our community. The Housing First Project, the Navigator Program, food delivery to those most in need, are some of the important community projects in which the Glory Hall has a critical role. Annually, the Glory Hall provides over 55,000 meals and over 11,000 safe emergency shelter beds. This number is going to be reduced due to the inadequate design of their facility during the Covid-19 pandemic. The disruption to the Glory Hall's services is detrimental to our community's ability to serve those most in need.

The nonprofit center, envisioned by United Human Services and coordinated largely by Southeast Alaska Independent Living, another founding member of this coalition, is a project that will transform the way services are delivered in Juneau. Co-location of nonprofits in the same building will ensure efficiency and convenience for service recipients and will inevitably improve outcomes for consumers. Having an accessible, shared space for service delivery will reinvigorate our system. Locating the project next to the Glory Hall and St. Vincent DePaul, another founding member of this coalition, will transform access to services for those who need them the most.

The Juneau Coalition on Housing and Homelessness urges City and Borough of Juneau to do everything in your power to work with SAIL, United Human Services, and the Glory Hall to make this project a reality. The Glory Hall is in critical need of the new building. Those without housing in Juneau deserve an accessible, safe, and dignified space. The nonprofits who do great work in Juneau are scattered all throughout town, making it extremely challenging to make progress in the lives of those who need help. Your

support of this project will make true, lasting, and meaningful difference in our community for generations to come.

In the time of Covid-19, multiple organizations being available in one place will reduce the amount of trips high-risk individuals need to make to access much needed services, adding to the already critical list of reasons to support this project.

Your support of this project will make a true, lasting, and meaningful difference in our community for generations to come.

Thank you very much for your service. We look forward to working with you and to continuing discussions about this and other issues. If you have any questions, please do not hesitate to contact us.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gus Marx". The signature is stylized with a large, sweeping initial "G" and a long, horizontal stroke at the end.

Gus Marx, Co-Chair
Chair

A handwritten signature in blue ink, appearing to read "Hazel Lecount". The signature is stylized with a large, sweeping initial "H" and a long, horizontal stroke at the end.

Hazel Lecount, Co-

From: [Heather Parker](#)
To: [PC_Comments](#); [Irene Gallion](#)
Cc: [Joan O'Keefe](#); lovishchuk.mariya@gmail.com
Subject: Re: Letter of Support, UHS / Glory Hall Campus Concept
Date: Wednesday, June 10, 2020 4:49:38 PM
Attachments: [UHS Letter of Support, ALSC, 6.10.2020.pdf](#)

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

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Please include this for consideration for the upcoming Juneau Planning Commission meeting on July 14, 2020.

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PWP 2020-02

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Respectfully,
Heather Parker

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Heather Parker
Juneau Supervising Attorney
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Jordan Creek Center
8800 Glacier Highway, Suite 228
Juneau, AK 99801

Phone: (907) 586-6425



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June 10, 2020

Juneau Planning Commission
Attn: Irene M. Gallion
City and Borough of Juneau
Senior Planner

Emailed to Irene.Gallion@juneau.org

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Nikole Nelson
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ALSC BOARD OF DIRECTORS

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From: Chris Heckler <chrs@ptialaska.net>
Sent: Monday, June 15, 2020 8:36 PM
To: PC_Comments
Subject: 8617 Teal Street in a General Commercial Zone

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

Today I received a notice about the Proposed Emergency Shelter and Office Building and looked at the map and went "huh?" In your rush to push through the gentrification of the downtown area someone included a street map on the card that doesn't exist. Airport Blvd and Jordan Ave. don't intersect with Yandukin Drive. Not that it will do any good but I am opposed to this.

- Introductions
- Staff presentation
- Sponsor statements
 - Joan O’Keefe representing UHS and SAIL. UHS provides services for the entire SE AK region. The new location allowed sharing of resources more effectively for the SE region as a whole.
 - UHS office building will have 7 nonprofits at least
 - Space for employment opportunity training, education, professional offices and a large conference room/gathering space.
 - Campus provides resources for all
 - Location is ideal because it is central to existing resources
 - Planning for pedestrian links on the property, gardening spaces, intends to make it a welcoming space
 - Will provide a meeting space for groups or small events
 - Advocating for a new bus stop closer to the services on Teal Street, lighting, and sidewalks in the area.
 - Wayne Jensen representing Jensen Worba Wall – Architect.
 - New space provides a commercial grade kitchen
 - Will provide secure entry into the site, designated smoking areas, gardens, outdoor space
 - Will provide for more efficient meal service and an expansion of capacity and ability to serve
 - 24/7 program staff on-site, behavior health specialist on-site, night staff on-site
 - New space will improve accessibility and meet ADA requirements by providing an elevator and ADA accessible bathrooms and sleeping spaces
 - Mariya Lovishchuk – representing the Glory Hall
 - Operating in Juneau since 1982
 - The existing facility lacks accessibility, security, and separate sleeping areas
 - Glory Hall held 3 previous neighborhood meetings
 - Transportation to the new facility will be provided
 - Individuals suspended for specific rule violations will not receive services in the new facility until suspension is over.
 - Looked at other properties in Salmon Cree/Lemon creek area, but none were large enough to offer colocation with UHS.
 - New space will provide quality space and programs for the community
- Public Comments/Questions
 - Beth Chapman, Airport BLVD, Faulkner Banfield (Law Firm)
 - C: A former UHS Board member attending to offer support for the project. Her law firm is in the area. Believes the project will enhance the neighborhood and provide much needed services.
 - Steve and Karla Allwine, Owners of Mendenhall Auto
 - Q: At the 3 neighborhood meetings there was no mention of acquiring land from the CBJ and vacating Alpine Ave, why?

- A: At this time they are not pursuing purchasing CBJ land or vacating the Alpine Ave ROW
 - C: Concerns about infrastructure in the area, specifically sidewalks and lighting
 - Q: Will the bus stop at the rear of Nugget Mall be moved to the new location on Teal Street? Or will there be an additional stop on Teal Street or Alpine Ave?
 - A: CBJ has commitment at this time to the original stop at the rear of Nugget Mall. When the Valley Transit Center is constructed, there routes may be changed. The stop in the area is likely to move closer to the services on Teal Street.
 - Q: There are no streetlights or sidewalks in the area. When will they be provided and who will be responsible for paying for them? Streetlights are needed to help stop vandalism and trespassing. Believes the project will have a negative impact to the area. Property owners should not be responsible for paying for improvements, and they are not interested in an LID.
 - A: Staff can review the request and have an answer at the public PC hearing. Typically off-site improvements are not required and none are being proposed at this time.
 - C: St. Vincent's should have installed infrastructure when they were built. The existing situation is dangerous for vehicles and families. Since the warming shelter and sleep off center relocated, there has been a visible impact to the neighborhood and the area has become a dumping ground. The proposed development does not fit in the area and with other services relocated to the area, it is no longer safe for children or families or the elderly. The proposed development would be a bad combination to this situation.
- o Tammy Jablonski, Case Manager with THRHA reentry program.
 - C: Providing support for the project. Believes the project will provide top notch services and they are happy to be working with the sponsors.
 - C: Read a letter from the Tribal President supporting the project.
 - C: COVID19 has had a serious economic impact on our community, believes we needs the services now. The project will allow for more effective programs and enable providers to do more effective programs.
 - Believes all people have the right to access safe housing.
- o Hillary Poole, Resident of the Airport BLVD Area
 - Q: If Glory Hall is unable to move forward with the project, would UHS move forward alone?
 - A: O'Keefe – The two entities are committed to doing the project together. Believe the project benefits when they work together and collocate services. UHS is unsure if they would or would not move forward without Glory Hall. Significant financial difference if going at it alone.
 - Q: Did representatives from UHS attend the previous neighborhood meetings?
 - A: O'Keefe – They did not, they had not committed to the project at that point. They were briefed on the feedback and tried to incorporate items to help with folks concerns.

- Q: The current location of the Glory Hall does not follow procedures for those who have been banned or suspended. Glory Hall continues to provide food. How will this be addressed at the new location?
 - A: Mariya – The current Glory Hall location fronts on a CBJ right-of-way, anyone can be on the sidewalk. They have no control over the sidewalk and no separation from it. New site will be more secure and make it easier to enforce procedures. Meals have been provided at various locations downtown due to COVID. New location will still enforce suspensions/bans.
 - o Heather Parker, Attorney with Alaska Legal Services
 - Offering support for the project as a tenant and individual. Will be providing free legal services. There is no right to free legal representation in civil cases, so they meet a need. New site provides collaboration with many other services and allows for holistic serving of clients. Collocation of services is also more convenient for clients. A similar situation of collocation of services has occurred in Ketchikan and it works very well.
 - o Dave Ringle, SVDP General manager and Airport area resident
 - C: providing support for the project. SVDP provides congregate living of 26 units with shared kitchens in the area and has for 20+ years. Also provides a soup kitchen. Collocation will help clients meet their needs. SVDP will work closely with project sponsors to address issues. Believes that when the homeless population is adequately served, they become less of a burden on the community.
 - o Teri Maxwell, Dawson Construction located in area
 - C: A UHS Board member providing support for the project. Was the project engineer for Housing First and experienced many of the same concerns. Originally had blinders to the problems within the community but has learned that as a community we are blessed to have people working on a project like this. Dawson has had some experience with the issues brought on by warming shelter/sleep off center but supports this project. Believes sidewalks and lighting should be addresses as part of the building permit.
 - o Renee Dull, Airport area resident, Aurora Area
 - C: The combined missing is great but does not agree with the location. Since the warming center/sleep off center were relocated to the area, they have seem a demographic shift and changes in the area. There has been an uptick of issues and it is not safe for property in the area. Has concerns of where people will go if they are turned away. These services should be located where the people already are. Believes this is a family friendly area and has fears of increased crime.
 - o Norton Gregory, SAIL
 - C: Providing support for the project. Believes there is a huge need in the community that will be filled. The new location is convenient and accessible. Believes that people in the community needs these services. Speaking on his own behalf and thinking about the mission of SAIL. Believes the zoning is appropriate. He saw similar concerns with Housing First but that project has had

June 2, 2020 6:00 – 7:30PM

C: Comment Q: Question A: Answer

a positive impact on that neighborhood. Believes this will be a positive change for the community, and we will be a better society as a whole.

O Ricardo Worl, Montana Creek

- C: Providing support for the project. Believes facility will bring benefit to the entire community. The most vulnerable population will be served. Requested that people speak with the police department. After housing first constructed there has been a reduction in need for emergency services, this means a cost saving to the community. Believes that when people are provided a safe living space, they are more likely to seek treatment and be successful. Believes the homeless population has been unfairly and inaccurately accused of crime downtown. CBJ has a vision of revitalizing downtown, the proposed project will help do that by providing a modern facility for population outside of downtown. Believes that how we treat the homeless population is a reflection of our community values.

O Louisa Phillips, Big Brothers Big Sisters of AK, Valley resident

- Offering support for the project. Will be a tenant of the project. Collocation makes it easier for the community to receive services.

O Mandy Cole, AWARE, Valley resident

- Not speaking on behalf of AWARE but speaking in support of the project. The design of the project means that people will have their own space and this will be balanced with efficiency. Wants people to think about how design allows for pride of space which leads to more positive people. When people feel well, they do well.

- Thank you and closing statements from staff
- Adjourn 7:30

**Notes from Radcliffe Road neighborhood meeting regarding
the proposed relocation of the Glory Hall from downtown to Teal St.**

Wednesday, October 2, 2019 at Faith Lutheran Church.

Present: Glory Hall manager Maria Lovishchuk, Glory Hall board members Marla Berg, Bruce Denton, Merry Ellefson, Jordan Nigro, Tom Wagner, Dave Hurley. JPD officers Lt. Kraig Campbell and two other officers and JPD Chief Ed Mercer. Radcliffe Neighborhood Group Leads Mary Ann Dlugosch, Bob Deering and Betsy Fischer. Approximately 40 interested neighbors.

What were the criteria used for selecting a new property and how does the Teal Street property meet them? Are other sites still being sought?

Criteria:

- Easy access to city bus line
- Close to services used by GH patrons
- Acceptable to GH patrons

Other sites:

- WalMart – box store is the wrong size
- Lemon Creek – too close to Housing First
- GH Board is open to ideas of other sites and neighbors should contact them if they have good suggestions

GH Board hopes to purchase land by the end of this year (2019)

Hope to begin building by spring or summer of next year (2020)

Will the services provided by the new GH facility and the capacity of the new GH facility be the same as at the old facility? How will they be different?

- 40 beds – same
- Meals – same
- Offices – increase
- Staff – same
- Bathrooms – increase

More patrons eat meals at the GH than stay there.

Staff works to guide patrons to appropriate services. Some patrons are actively seeking housing while others may always depend on the GH for meals and housing.

Will the relocation of the GH increase the # of homeless encampments, thereby increasing crime in the area? Trespassing, sanitation, theft, trash accumulation, drug use

Similar concerns were raised by neighbors in the Housing First area (Lemon Creek). There seem to be mixed reports as to the increase of crime in that area or not.

The GH staff will attempt to reach out to homeless campers.

There is overflow from the GH. Staff works with patrons to find suitable housing.

Not everyone who uses GH services is homeless.

Downtown patrons may or may not use bus system to go back and forth. There is a fear they may relocate to the valley.

JPD reports that all Juneau neighborhoods have experienced an increase in crime in recent years.

Downtown currently has 20% more police presence than other areas.

If the new GH facility is built on the Teal Street property, how will the GH Board work with the city to improve safety and security in the area? Lighting, road improvements, police patrols.

Improvements will be discussed in the permit process

The city has not received a permit application yet

If and when a conditional use permit is applied for it will:

- Go before the Planning Commission
- There will be an opportunity for public input and public meetings which involve neighborhood groups
- CBJ staff will review the permit and publish a report online and the public will be able to submit comments
- There will be a public hearing before the Planning Commission

At this stage it is unclear whether there will be any street improvements tied to the relocation of the GH to Teal Street. Street improvements would fall under the category of Capital Improvement Projects which is a very lengthy process.

JPD does not consider the GH patrons to be a problem in general.

If the GH does relocate to the Teal Street property, in what way can neighbors help?

- Prepare meals
- Provide design input
- Donate food and warm clothes

Neighbors who wish to be involved in helping to solve Juneau's homeless problem can get attend meetings of the Juneau Homeless Coalition which meets every third Thursday of the month. <http://www.homelessinjuneau.org/home>

SHELTER DESIGN GUIDELINES

September 2017



BC HOUSING

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Overview

BC Housing has prepared this guide to assist non-profit societies and development teams with the planning, design, and development processes for upgrading existing shelters, or constructing new emergency shelters. In BC, shelters vary significantly by size, building type, layout, and types of spaces they include – many are created through the conversion of existing buildings. Although these guidelines represent best practices, each new or upgraded shelter may involve some design compromises, reflecting the availability of an appropriate building and/or location.

These guidelines focus on space requirements and layout. Societies and development teams should also use BC Housing's most current version of *Design Guidelines & Construction Standards*, which provides more detailed building specifications, and is available at the BC Housing website. In considering the design of new or upgraded emergency shelters, integration with sound, comprehensive operating policies and procedures, and appropriate staff training is essential.

In BC, emergency shelters operate under the *Emergency Shelter Program*, which is administered by BC Housing. Emergency shelters and outreach workers are part of a housing continuum that helps people move from homelessness to permanent accommodation and, provide with supports as necessary. In considering the development of a new shelter, or upgrades to an existing one, reference should be made to the most current version of BC Housing's *Emergency Shelter Program Framework*, which also provides definitions for terms used in the planning and operations of shelters.



Figure 1: Powell Place, Vancouver. This 52-bed shelter involved a major renovation of an existing shelter.

Gateways to permanent housing, shelters provide supports, and must include the following:

- Emergency accommodation – a safe, secure place to sleep;
- Facilities for hygiene;
- The provision of nutritious food;
- Office and meeting spaces to enable case planning and programming for clients; and
- Where possible, space for primary health provision.

Where a new or upgraded shelter will be the only one in a community, the facility should be designed and operated as a minimal barrier shelter, which accommodates those who:

- Are dealing with addictions and/or mental health issues;
- Require harm reduction supplies, including clean needles, access to safe disposal (sharps containers), condoms, etc.;
- Require access to primary health care;
- Cannot be refused service unless extenuating health/safety issues present;
- Require physical accessibility;
- Require appropriate sized and secure storage facility for their belongings, including a cart, bike, etc; and
- Have a pet.

2

Understanding Current & Future Needs

2.1 NEEDS ANALYSIS

To support the proposition of a new or renovated shelter, an analysis should be undertaken to determine the client group(s) to be served, and ensure their needs are fully understood. Where possible, the analysis should identify current and future needs, the required scale of the project, and the best location to provide these services.

Projecting shelter bed need is an inexact process. Conducting an analysis does not need to be a large and complex activity, but should draw on core housing need within the community and age group, population trends, existing shelter use information, homeless counts, and discussions with local agencies, including the health authority and municipality. Analyzing the number of subsidized housing units in the community or within the regional district, average rents and rental vacancies should be considered for understanding market conditions. The role outreach workers play within shelters and community, as well as that of any existing or proposed shelters in the community (if applicable), should be taken into account. BC Housing is also a useful source of information for a needs analysis. Refer to *BC Housing Need and Demand Study*.

Where a new or upgraded shelter will be the only one in a community serving all or a single gender client group, the facility should be designed and operated as a minimal barrier shelter.

2.2 FUNCTIONAL PROGRAM

Following the completion of a needs analysis, an architect should be contracted to develop a preliminary functional program that responds to the identified needs, and how the shelter will be operated. Shelters may not always be needed permanently, and so should be designed with flexibility to allow conversion into permanent housing or to meet needs of changing population groups within the shelter, where possible. The functional program will determine site needs, building layout, design order of

magnitude capital and operating budgets, funding requirements, and efficiency of the building design. Operating policies and budgets for the shelter must also be taken into account. In understanding a functional program, the design team should consider the efficiency of common and circulation areas to the shelter sleeping areas based on operational needs.

2.3 CONSULTATION WITH STAKEHOLDERS

BC Housing is the primary funder for both the capital and operating costs of most shelters in the province. If anticipating funding from BC Housing, sponsoring groups should review BC Housing's *Emergency Shelter Program Framework*, and *Design Guidelines & Construction Standards*, as well as this document and other related requirements. Completed needs analysis, functional programs, and consultation with the local agencies should be done prior to finalizing any plans. The design team should also consult with operations staff in the early design phase to ensure decisions consider the operator's capacity and staffing levels to efficiently run the facility.

3

Design Principles

3.1 SHELTER USERS ARE DIVERSE

Those who are homeless often have diverse and complex needs. In particular, clients experiencing mental illness and addiction issues provide significant challenges for shelters and their staff. The complex, and often multiple, needs of homeless individuals require design details and operating policies that respond appropriately. Homeless populations include:

- Women, and women fleeing violence;
- Seniors experiencing age-related conditions, such as diabetes, Alzheimer's, and dementia, as well as older adults with mobility impairments;
- Families, such as single mothers with children, single fathers, and couple-led families;
- Youth who are homeless or at risk of homelessness, such as those aging out of provincial care;
- Aboriginal populations, the share of Aboriginal shelter users varies considerably from one region to another;
- Individuals of all ages who are substance users;
- LGBTQ2S individuals, a primary concern in serving this group is the availability of appropriate spaces, such as gender neutral washrooms, etc.;
- Individuals with mental health conditions;
- Couple;
- Working poor;
- Transient populations and new immigrants, such as transient workers from other provinces in Canada, new immigrants to Canada, etc.
- People with varying levels of physical abilities, such as those with physical disabilities, mobility issues, or developmental disabilities.

Some locations may also be influenced by the proximity of situations that generate particular needs, such as communities adjacent to institutions (e.g., jails), or rural areas with seasonal employment.

3.2 SAFETY & THE CLIENT MIX

Safety is important for all shelter users, staff, and visitors. Because there are so many varying needs, sponsors should carefully consider the proposed mix of client groups to be contained within one building. Women with children, women fleeing violence, those who are active in survival sex work, and unattached youth (up to the age of 19) are particularly at risk, and should not be accommodated in the same shelters as single men. For shelters and emergency housing intended for women with children, it is recommended that consideration be given to the development of programs which solely target this population in order to avoid safety issues associated with client mix.

When men, women, and transgendered individuals are to be accommodated in the same shelter, design features should be incorporated to ensure safety throughout the building, including secure and separate sleeping quarters, as well as separate lounge and washroom facilities.

In addition to safety protocols for harm reduction, shelter design needs to provide some separation for people with challenging behaviours, easy access to harm reduction supplies, and safe disposal of sharps/bio hazard containers. These shelters often require appropriate staffing, clear staff sightlines, or video monitoring.

3.3 INCORPORATING SHELTERS WITH TRANSITIONAL OR OTHER HOUSING

It is a common strategy to incorporate shelters into other housing forms builds capacity and options for flow, usually transitional housing. This integration can often make the best use of a site, provide economies of construction and staffing, and offer opportunities for sharing certain facilities and services. This approach also enables residents to build on existing relationships with support staff when they transition from the shelter into transitional housing. The residents get a consistent approach to support services, and the staff get to know the residents better, and are able provide more effective supports.

However, proximity of a shelter can be challenging for some transitional housing residents as they are attempting to move away from the street, and towards permanent housing and independence. Transitional housing that accommodates children should not share entrances or elevators, or other facilities, with a shelter.

3.4 CONVERSION, RENOVATION, OR NEW CONSTRUCTION

The need for a new shelter, or additional capacity for an existing shelter, can often arise quickly, requiring a timely response. Finding a site or building suitable to the scale of need, that is appropriately located, and that will secure community and municipal support for rezoning and other approvals, is often a major challenge. In site planning, opportunities for outdoor space to accommodate bikes, buggies, carts, smoking areas, and delivery access for food are important. Depending on circumstances, appropriate responses may include modifications to an existing shelter, converting a building from an entirely different use, modular housing, or new construction. Modular or pre-fabricated buildings can provide an especially quick response to community need for a shelter. However, for new buildings, especially for those using modular units, it is important to determine site servicing ability.

3.5 CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

Site planning and building design should consider CPTED strategies, e.g., territoriality, natural surveillance activity support, and access control, as well as other recognized CPTED principles. For more information, see BC Housing's *Design Guidelines & Construction Standards 2014: Section 4 Crime Prevention Through Environmental Design*.

4

Design Objectives

Certain objectives should guide building layout and choice of materials when designing or upgrading a shelter. The objectives listed below are key when considering a building's functional quality, long-term operational efficiency, and outcomes related to user satisfaction. Refer to the most current version of BC Housing's *Design Guidelines & Construction Standards* for more detailed building specifications.

4.1 MEETING PROGRAM NEEDS

New shelters must provide spaces that align with BC Housing's *Emergency Shelter Program*, specifically including:

- Emergency accommodation – a safe, secure place to sleep;
- Facilities for hygiene;
- The provision of nutritious food;
- Office and meeting spaces to enable case planning and programming for clients;
- Where possible, space for primary health provision; and
- Provision of accommodation with as few barriers as possible to allow more people access to services.

If the proposed shelter is the only shelter in the community, design and operations must meet minimal shelter barrier requirements, as per the *Emergency Shelter Program*.

4.2 DURABILITY, OPERATIONAL NEEDS & OPERATING COSTS

Design decisions should consider cost effective building operations, which can be impacted by the number of beds per floor, ease of supervision, and sightlines for common spaces. Consideration of required staffing levels is also important.

Operational costs are also impacted by the durability of materials used in the building's construction, and their ease of maintenance, as well as the various fixtures, fittings, and furniture. Durable design should consider:

- Flooring materials that are durable and easy to maintain;
- Wall surfaces that accommodate impacts in critical locations;
- Door and closet hardware that are easily operable by persons with limited strength and dexterity;
- Plumbing and electrical fixtures and accessories that are durable and easily replaceable;
- Bathroom fixtures that are to be easily replaceable and floor drains to avoid flooding;
- Infestation control to maintain the health and hygiene of the clients;
- Furniture selection that is vandal and abuse resistant and bed-bug proof;
- Access for shelter users is to be designed with consolidation of maintenance and ease of operation. For example card readers, electric strikes, or suitable locksets where required, with consideration of maintenance and ease of operation.
- Elevator controls and buttons are to be heavy duty for durability to withstand abuse.



Figure 2: Examples of durable flooring & door hardware, Rock Bay Landing

4.3 EFFICIENCY IN DESIGN & AREA LAYOUT

Design and layout should provide a building that is spatially efficient, with amenity and support service spaces that maximize efficiency of circulation for both shelter users and staff. It is recommended that program spaces be centrally located close to staff sightlines, and grouped for efficiency.

4.4 DESIGN FOR ACCESSIBILITY

All emergency shelters must be accessible to those with mobility impairments. This accessibility may not always involve wheelchair use, but an increasing number of individuals are using walking aids, e.g., walkers. Storage space, additional grab bars, roll-in showers, and resilient, non-slip floors are a few examples of building details that will assist this group. Accessibility requirements should be designed in accordance with the BC Building Code, and reference shall also be made to BC Housing's *Design Guidelines & Construction Standards*.

Design should consider the following, but is not limited to:

- All exterior and interior common areas intended for shelter users (including landscaped open space, outdoor recreation areas, walkways and program spaces) should be universally accessible to persons of all ages and degrees of ability.
- Stairs and ramps must be easily usable by people with reduced mobility and impaired vision.
- The design should consider rough-in wiring in the building entry/lobby for future automatic door opener.
- Accessible washrooms must have resilient, non-slip floors, knee clearance under the sink, ADA-compliant toilets with seats at 430 mm – 480 mm (1'-4" to 1'-7") from the floor, solidly backed grab bars, and clear door openings as specified in BC Building Code.
- Roll-in showers should be provided for wheelchair accessible showering.
- All doors, faucets, and showerheads should have lever handles rather than knobs.
- Light switches, thermostats, other controls, and storage should be mounted at a height accessible for a person in a wheelchair.
- Outdoor seating area is to be durable, low maintenance, and universally designed.



Figure 3: Example of accessible washroom, 3030 Gordon



Figure 4: Example of roll-in shower, 3030 Gordon

- Install low resistance, delayed action closers for all doors on accessible routes, including suite entrance doors in accessible sleeping area.

4.5 SAFETY & SECURITY FOR CLIENTS, STAFF & COMMUNITY

Safety and security are extremely important design factors for shelter staff, visitors, and users. These factors must also be matched by, and integrated with, operational policies. When designing a building to accommodate men, women, couples and transgendered individuals, it is a requirement that women-only sleeping accommodation and washroom facilities are securely separated from the men's accommodation areas. A women-only lounge/meeting room should also be provided.

Some key considerations for safety and security include, but are not limited to:

- Good exterior lighting for entrances and outside spaces;
- Adequate interior lighting for hallways, elevator and staircases;
- Reception area at the main entrance;
- Security mechanisms for staff, including alarms;
- Avoidance of entrapment spaces, and incorporation of surveillance alarms;
- Adequate circulation/gathering areas to avoid spaces that could aggravate tensions;
- For staff supervision, ensure good sightlines for all building spaces that involve outdoor areas, entrance(s), circulation, gathering, or programs;
- Resilient, non-slip floors in critical areas, such as entrances, washrooms, and kitchens;
- Surveillance cameras in selected locations such as hallway, staircase, elevator, entrance and common areas;
- Secure storage and/or lockers for client belongings; and
- Maximum glazing common area doors to improve security where appropriate.



Figure 5: Examples of shelter entrances, left: Powell Place & right: Rock Bay Landing. The latter also provides oversight to the exterior courtyard

4.6 FLEXIBILITY FOR SHORT & LONG-TERM USE

Flexibility is important in emergency shelter design to ensure changing needs (both short and long term) are met to avoid functional inadequacy, and to minimize the costs of change. Designing with flexibility in mind is not an easy task, but is possible:

- Layouts, plumbing, and electrical components should be designed to permit amalgamation of two shelter sleeping rooms into one small apartment; and
- Flexible support spaces should be designed to convert/change to different functions over time, as required.

4.7 NEIGHBOURHOOD INTEGRATION

No matter where they are located, or proposed to be located, shelters are usually controversial. When designing new buildings, or upgrading existing ones, sponsors should anticipate concerns from the neighbourhood, and local authorities having jurisdiction as they go through the rezoning process. While it will be important to demonstrate that the proposed shelter will be designed to be a good neighbour, it will be equally important to commit to operational protocols that will help meet this objective, such as communications protocols, regular meetings with neighbours, and monitoring and maintenance of the public areas immediately adjacent to the shelter.

The following design features should be considered for neighbourhood integration:

- Adequate interior spaces, and operating procedures to avoid sidewalk line-ups for access;
- Adequate on-site parking/storage for buggies/trolleys, and bikes;
- Windows and surveillance cameras that provide staff with sightlines onto the street;
- Off-street areas for smoking, sitting, and pets;
- Exterior design that integrates into the neighbourhood by using residential materials and colours to avoid an institutional appearance; and
- Adequate, but non-intrusive, exterior lighting.



Figure 6: Example off-street area, 3030 Gordon Project

4.8 WARM, WELCOMING SPACES

Shelters are meant for short-term emergency accommodation. However, consideration should still be given to creating a warm, welcoming and safe environment. This concept is important for clients, but also valuable for staff members who work in these spaces on a longer-term basis. Design considerations will vary according to the clients served in the shelter, but may include:

- Colour choices for floors, walls, and furniture for people with visual impairments;
- First Nations art for shelters serving Aboriginal individuals;
- Choices of outdoor and indoor common area furniture types to accommodate accessibility;
- Activity space facilities for training, art work, etc.;
- Women-only programming spaces in mixed-gender shelters to allow privacy;
- For shelters that accommodate women and children, a play/toy area, and space that accommodates strollers for small children;
- Inclusivity for LGBTQ2S through universal bathroom signage and art; and
- Bulletin board for the notices, shelter facility policies, job postings, and to display art work.



Figure 7: Example of gender neutral washroom signage, 3030 Gordon

4.9 DESIGNING FOR MINIMAL BARRIER SHELTERS

Minimal barrier shelters are designed to accommodate all homeless people, including those with challenging behaviours that may be disruptive or difficult for other shelter users and staff. Such shelter users are not expected to abstain from alcohol/drugs. Addictions are viewed as health conditions, and the shelter will have harm reduction practices and procedures in place, including provision of information, safe injection and smoking supplies, and safe options for syringe disposal.

Minimal barrier shelters will have the design features identified in this guide, and those of particular importance include:

- Secure and accessible storage space for harm reduction supplies;
- Opportunities for accommodating individuals with disruptive behaviours, e.g., through a proportion of single rooms, and sitting areas outside of sleeping rooms;
- Secure outdoor storage for buggies, and bikes;
- Adequate indoor storage space for shelter users belongings, such as designated bins or lockers for valuables;
- A medical room for visiting medical professionals to serve shelter clients; and
- Opportunities for accommodating individuals have pets.

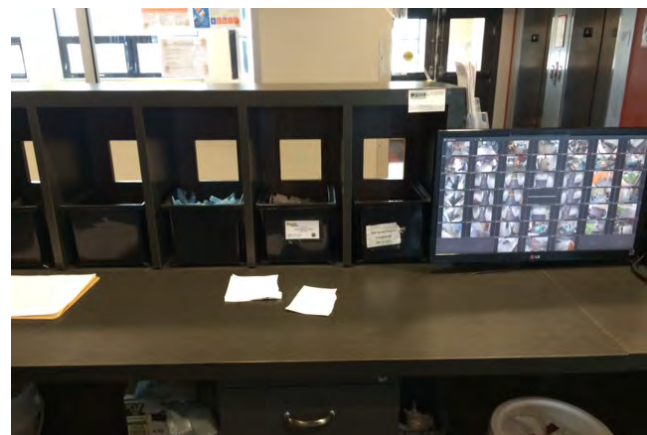


Figure 8: 3030 Gordon examples, left: outdoor storage, and right: harm reduction supply storage.

Program Area Design Features

Provision for program area spaces will depend on design principles and objectives outlined earlier in these Guidelines, the level of support services to be provided for the shelter residents, project size, location, and budget parameters. For renovation or conversion projects, it is recognized that existing conditions, or user considerations may override the recommendations contained in these Guidelines. If such is the case, approval from BC Housing should be obtained at the schematic or preliminary design stage of the project.

5.1 RECEPTION/ENTRY

- The lobby reception area should be sufficiently scaled to the size of the shelter and the flow of people. There should be adequate space for client intake, including those with mobility impairments, to avoid crowding and lining up on the street. This space should provide seating areas and a drinking water fountain;
- The entrance should have a vestibule, and surveillance cameras monitored 24 /7 by staff. The staff shall the ability to control opening/closing of both sets of entry doors from the front office for the visitors. The design should consider rough-in wiring at the entrance for a future automatic door opener;
- The reception office should be a secure space, with good staff sightlines to the street, the entrance/vestibule, circulation, gathering and program spaces, and elevators, if provided; and
- Where a shelter is combined with transitional housing, consider access control, client flow, and security in the design process. Transitional housing that accommodates children should not share the same entrances with the shelter.



Figure 9: Example of reception area, Rock Bay Landing

5.2 GATHERING PLACE/DAY ACTIVITY ROOM

The gathering place/day activity room allows clients to remain in the shelter during the day. This space may be co-located with the dining room, where there are space restraints, and should not seat less than 50% of the building's bed capacity.

This area may include a TV or recreational games. Furniture should be comfortable, durable, and easily maintained. Manoeuvring space for mobility-impaired individuals should also be a consideration when determining furniture layout.



Figure 10: Example of gathering place, Yukon Shelter

5.3 HEALTH & MEDICAL SUPPORT

A ground floor space for visiting medical professionals should be a minimum of 14 m² (150 sf), and be equipped with an examination bed, lockable cabinet, small desk, washbasin, countertop, and paper towel dispenser. A second access is required to allow unimpeded exit from this room. For minimum barrier shelters, provide spaces for shelter users to access harm reduction supplies.



Figure 11: Example of medical room, 3030 Gordon



Figure 12: Example of medical supply storage, 3030 Gordon

5.4 COUNSELLING & SUPPORT SERVICE

Counselling services are an important part of a shelter's services. The number of counselling or case worker offices, together with administration office spaces, will vary according to the size of the shelter, and its associated programs. Access to a counselling office should not be through an administration office.

COUNSELLING ROOM/CASE WORKER OFFICES

This space should anticipate the increasing age and potential mobility impairment of clients, and at least one space should be sized to handle wheelchairs, scooters, and walkers. Design, via furniture configuration or a second access, should allow staff to exit the room unimpeded. Partition walls between offices, corridors or adjacent spaces should be insulated for sound reduction, and have a sound rating of STC 55. Glazed (tempered or safety glass) doors should be provided to improve security.



Figure 13: Example of case worker office, Powell Place

ADMINISTRATIVE SUPPORT SPACES

Office support areas will vary with shelter size. These spaces should be a minimum 10.5 m² (113 sf) and secure, and have adequate space for desks, lockers, cabinets, staff seating area, files, and office equipment. A telephone, cable, and data outlets should also be provided. The staff washroom should be convenient to the office location.

5.5 FOOD SERVICES

COMMERCIAL KITCHEN

A commercial kitchen may be necessary, depending on shelter size. A commercial kitchen, when provided, shall have appropriate receiving/loading area and serve one full hot meal a day per resident. Other options include a servery for food prepared elsewhere, or a small kitchen. To determine the correct option, size, design, and required equipment for a kitchen relative to the planned size of the shelter and operating budget, a commercial kitchen designer should be engaged early in the process. Kitchens should include a small office/nook, as well as dry goods and cold storage. For easy service and loading dock access, kitchens should ideally be located on the ground floor.

For family shelters, it is also recommended to have a shared space for shelter users to cook their own meals, or participate in life-skills training activities.

COMMON DINING AREA

Shelters should contain seating opportunities with two, four, and six-seat tables, and could include some high tops. Dining room seating should be sized to accommodate the capacity of the shelter in one sitting, but larger shelters may need to have multiple sittings. Provisions should be made for a small countertop area, and a microwave for shelter users to heat up food.



Figure 14: Example of commercial kitchen, Powell Place



Figure 15: Example of dining room, Rock Bay Landing



Figure 16: Example of dining room and kitchen area for shelter users, Powell Place



5.6 HYGIENE

WASHROOM/BATHROOM FACILITIES

Washroom/bathroom design should consider safety, inclusion, and flow of users. Washroom facilities are required to be divided into three types: 1) for clients newly arrived at shelter, 2) for existing shelter residents, and 3) for staff.

Common Washrooms for Newly Arrived Clients

Ground floor washrooms and showers are required for use by clients newly arrived at a shelter, and should be located near staff sightlines and close to the reception area for ease of monitoring. At least two (2) individual washrooms should be gender neutral, and one of these should also be wheelchair accessible and include a shower. The accessible washroom should be designed to the requirements of the BC Building Code, and be equipped with grab bars to facilitate transfers.

Common Washrooms for Shelter Residents

For the washrooms for clients already living in the shelter, there are three main configuration options: 1) private (within a single-bed room), 2) semi-private (within rooms as per the three-bed configuration shown in Figure 24), or 3) shared washrooms. The advantage of private or semi-private washrooms should be weighed against operations and maintenance costs, as well as possible security problems that may arise.

The minimum standards for shared washrooms are:

- One washbasin per four beds;
- One shower stall per four beds. Shower stalls should each have a door;
- One toilet stall per four beds; and
- For women's shelter spaces, include sinks in bedrooms where possible. For shared washrooms, consider providing one or more bathtubs, depending on shelter size.

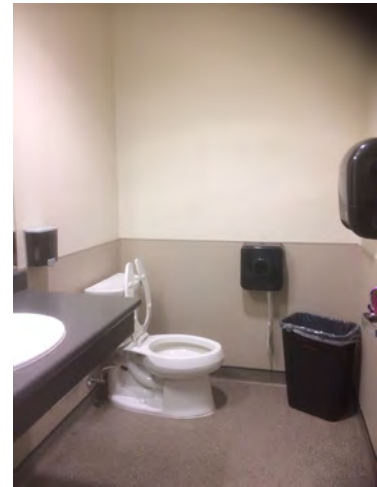


Figure 17: Example of individual washroom, 3030 Gordon

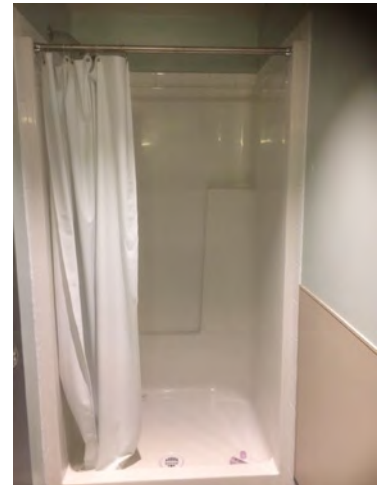


Figure 18: Example of a shower stall, 3030 Gordon



Figure 19: Example of toilet stalls, 3030 Gordon

Washroom(s) for Staff

Provision should be made for a separate ground floor staff washroom(s), including a shower close to reception or administrative support spaces. The staff washroom should be designed with non-slip flooring, a floor drain, toilet, sink, vanity, shower, and common washroom accessories, such as a toilet paper holder, soap dispenser, and towel dispenser.

Overall Washroom Design

Designing washrooms for existing shelter residents (Type 2) depends on the specific need and intended function of the shelter. Facilities can be designed as either multi-stall common washrooms, gender-neutral individual washrooms, or a combination of both. Designation of individual gender-neutral washrooms may increase flexibility, and reduce waiting time and flow of users through the facilities. Provision of shower rooms separate from toilet rooms could also be considered.

Washroom design for newly arrived clients and existing shelter residents (Type 1 and 2) should follow the requirements below, and be adjusted as appropriate for those receiving services within a facility:

- Washrooms need to have inclusive signage for transgender and gender diverse individuals that include function-based icons instead of gender figures;
- To allow for privacy, stall doors should have minimal gaps on the sides. Toilet doors need to have a space between the bottom of the door and the floor to allow staff to see if a user is in distress;
- It is recommended that the main door to a multi-stall washroom be provided with glazing to provide staff sightline in case of emergency. It is also recommended that locks be avoided in these doors to ensure access at all times. Design that allow for door-less entrance while providing privacy should be considered where possible.
- Stall door in common washroom or door in individual washroom locks should be secure, and have a safety mechanism that allows staff or emergency responders to open from the outside. If approved by the municipalities and authority having jurisdiction, washroom stall doors should open outward to allow easy access for emergency responders. Also, allow for an emergency panic button where necessary;
- Ceiling and wall tiles or panelling, as well as ventilation covers, should be securely affixed to eliminate spaces for concealing or discarding syringes, or other items;
- Washrooms should include resilient, non-slip sheet flooring with flash cove and floor drains;

- Provide general washroom accessories, including paper towels, soap, toilet tissue and dispensers, clothes hooks, safety mirrors, towel grab bars, high velocity electric handdryers and, in women's washrooms, feminine napkin disposal bins. Sharps containers need to be securely affixed to walls;
- Sufficient mechanical ventilation and exhaust should be provided for odour control;
- Provide tamper proof toilet tanks (tanks with bolt down lids) or tankless toilet to eliminate spaces for discarding syringes;
- Where possible, shutoff valves should be located outside of the bathrooms or in accessible location; and
- Floor drains should be installed in all washrooms.

LAUNDRY FACILITIES

Shelters should typically provide two laundry rooms – a commercial laundry to wash bed linens, towels, and donated clothing items for shelter provider, and a smaller laundry for shelter users' personal use. Both laundries should be located on the ground floor, well ventilated to avoid moisture problems, and close to exterior walls to minimize the length of dryer duct runs. Other provisions to include are non-slip flooring with cove base, floor drains, glazed (safety or tempered glass) access doors to avoid entrapment, and disabled access.

Shelter Provider Laundry

Washers and dryers should be commercial grade, Energy Star rated, and front-loading on raised platforms. A stainless steel laundry sink, shelves, and significant countertop space (minimum 2.4 m or 7.8 ft) should be provided for folding clean laundry. One commercial washer and dryer for up to 15 beds is recommended, and two of each for 16 to 40 beds.

Shelter Users Laundry

A wheelchair accessible common laundry room should be provided at a ground floor location, preferably close to a gathering space, with clear staff sightlines. The space should include a small commercial grade washer and dryer, a counter for folding clean laundry, a small seating area, and an accessible height sink with open knee space underneath. Doorways, millwork heights,

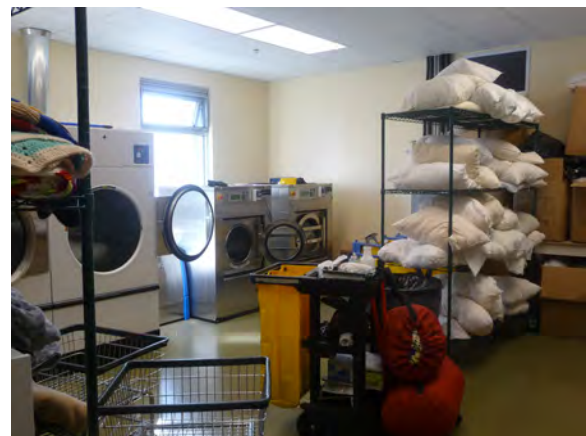


Figure 20: Example of shelter provider laundry, Rock Bay Landing

location of outlets and type of laundry equipment must be suitable for use those with mobility or visual impairments. The shelter provider can determine if the laundry equipment should be coin operated, card access, etc.

5.7 INDOOR STORAGE

Types of shelter storage should mainly consist of the following:

CLIENT STORAGE

Many individuals who are chronically homeless, or who are “coming indoors” for the first time in a long time may well have many belongings. Adequate and secure storage space in the ground floor area is a requirement for a minimal barrier service provision, including space for carts, buggies, pet carriers, and bikes. The availability of this space can mean a better chance of engaging individuals to come indoors, and work towards accessing appropriate housing. This space may be created within the building, but may also be provided in outdoor areas.

A separate pet kennel is not usually recommended due to the risk of spreading of infections among pets, and because of limited operational services. Consultation with local authorities is required for having any outside storage areas for pets.

STAFF STORAGE

Provide a conveniently located area for staff to store furniture, mattresses, maintenance materials, equipment, and other miscellaneous items.

CLOTHING STORAGE & DISTRIBUTION

Many operators provide clean, donated clothing for shelter clients, and space for storage and distribution is best provided on the ground floor. Fittings should include clothing hangers, and shelving for folded goods. A countertop and small change room, as well as a separate space for receiving and sorting clothing (preferably with vehicle parking access) are desirable. In larger shelters, this space can be provided within a basement, and may be associated with underground parking.

5.8 ACTIVITY SPACE/TEMPORARY BED



Figure 21: Example of donated clothing storage space, Rock Bay Landing

SPACES

Where space permits, the following rooms should be included in the shelter design, and sized appropriately:

COMPUTER AREA/LIBRARY ROOM

This space would allow shelter users to charge personal electronic devices, and/or use a shared computer for employment searches and training purposes.

MULTI-PURPOSE ROOM

The facility may provide for a multi-purpose room, which can be used for meetings, training classroom, social services programs, activities/art space, or temporary bed spaces in extreme weather. This area may also be used as a family meeting space for parents and children in a mixed gender shelter, or as a quiet area for people to relieve stress caused by the noise and crowded conditions associated with shelter operations – this is particularly important for elderly persons, people with mental health illnesses, and parents with young children.

Design, via furniture configuration or a second access, should allow staff to exit the room unimpeded.

6

Shelter Sleeping Accommodation

Sleeping accommodation is the central service of a shelter. Many of the shelters proposed for upgrading currently accommodate clients through bunk beds in multiple rooms. This has, in part, arisen out of necessity, as shelters have sought to increase accommodation to meet demand within existing buildings. However, large rooms containing bunk beds are not recommended for new shelters. Sleeping accommodations should be provided through multiple rooms with single, rather than bunk, beds. This strategy provides the following advantages:

- Mobility-impaired individuals have easier access to beds, and in between beds;
- Potential for conflict is reduced by the provision of more space;
- Accommodation is more dignified because it recognizes the value of the individuals, and avoids the perception of warehousing.

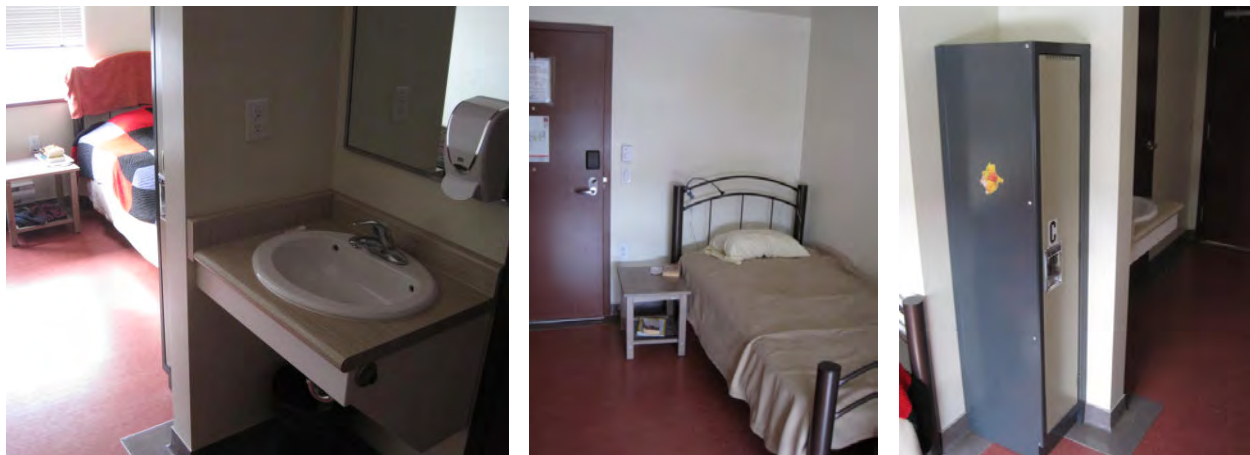


Figure 22: Example of women's 3-bed room with sink & lockers, Rock Bay Landing

6.1 MULTI-BED CONFIGURATIONS

The preferred format for sleeping accommodations in new shelters is single beds in small rooms. Large shelters, with multiple single bedrooms, will require extensive corridor space, necessitating the need to consider multi-bed sleeping accommodation where available space is limited. The number of beds per room will, in part, be determined by shelter size, community need, and the diversity of the clients in the shelter. To accommodate clients, such as families or couples, single rooms should be provided.

The recommended maximum number of beds per room is four, efficiently accommodating individuals without overcrowding (see Figure 25).

The four-bed format can also be reconfigured as a three-bed layout that includes a shower and toilet, with a separate sink in the location of the fourth bed. The three and four-bed configurations offer the design opportunity for two rooms to be combined into a small apartment in the future. Shelters may also include one and two-bed configurations – one-bed spaces can accommodate individuals with couples, single parents with children, individuals with disruptive sleeping patterns, or other behavioral issues. The minimum required floor area for each bed space is 4.6 m² (50 sf).

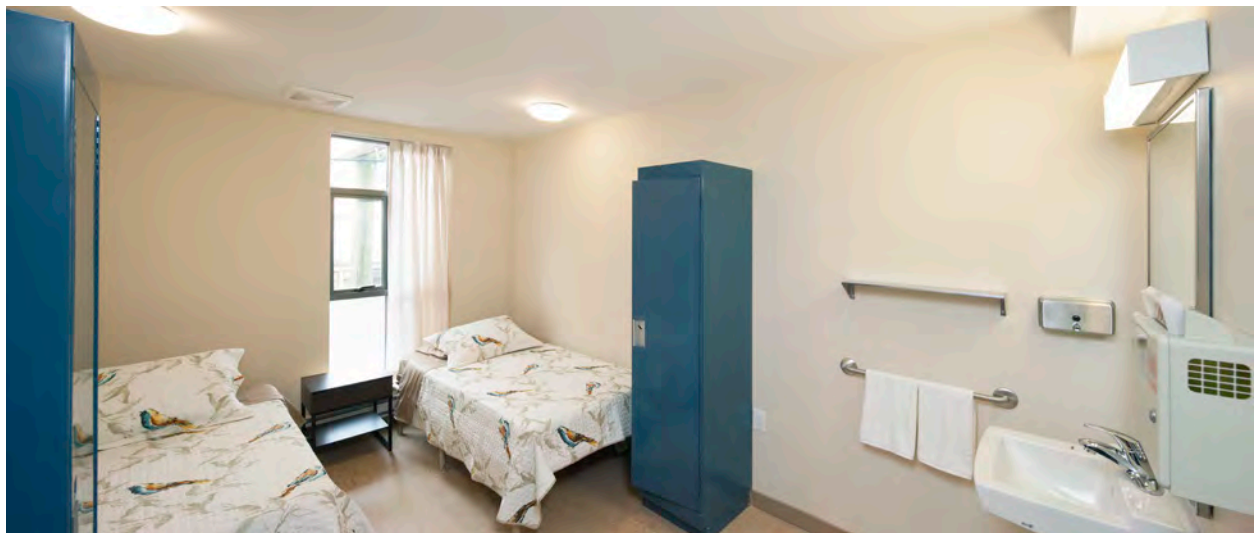


Figure 23: Example of women's 2-bed room with sink & lockers, Powell Place

Minimum recommended floor areas are:

- Single bed – Minimum 3.0 m x 3.9 m (9.8 ft x 12.8 ft), with or without washroom
- Single bed – Minimum 3.9 m x 4.0 m (12.8 ft x 13 ft), with disabled access, with or without washroom
- Two-bed – Minimum 2.8 m x 4.3 m (9.2 ft x 14.1 ft), without washroom
- Three-bed – Minimum 3.5 m x 5.3 m (11.5 ft x 17.4 ft), with washroom
- Four-bed – Minimum 3.5 m x 5.3 m (11.5 ft x 17.4 ft), with no washroom

Other recommended features to include:

- A locker and small side table, as well as a durable wall mounted light fixture, should be provided for each bed in multi-room configurations;
- Wall, floor, and ceiling assemblies between bedrooms should target an STC rating of 50;
- Provide awning or casement type opening windows;
- For storage in the rooms, provide additional closet area or shelves if required.

6.2 DORMITORY ROOM CONFIGURATIONS

In upgraded shelters, where space is limited and a dormitory configuration is selected, the recommendation is a maximum of eight single beds per room, with a minimum of 4.6 m² (50 sf) per bed.

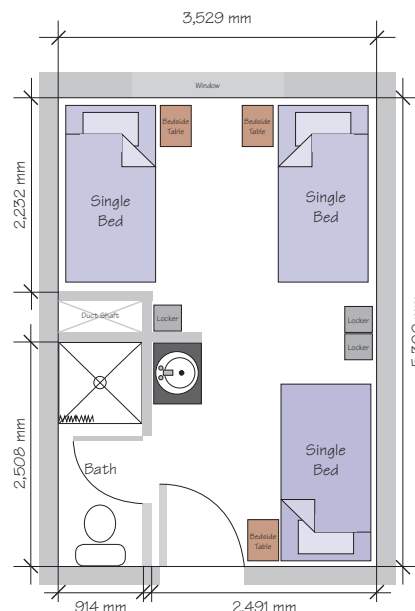


Figure 24: Typical 3-bed women's sleeping space (18.7 m²), Rock Bay Landing (based on original drawings from Jensen Group Architects)

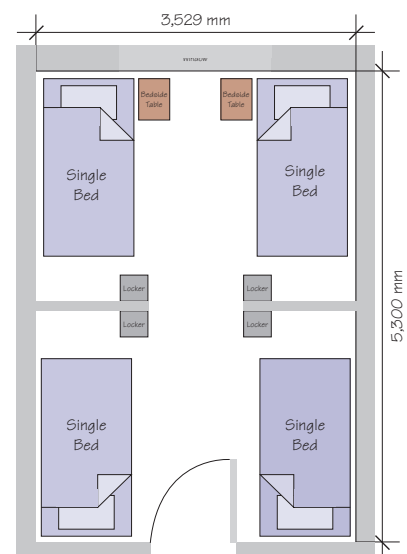


Figure 25: Typical 4-bed men's sleeping space (18.7 m²), Rock Bay Landing (based on original drawings from Jensen Group Architects)

6.3 CONFIGURATIONS FOR GENDER

When a shelter provides accommodation for a mix of genders, the proportion of beds for each can be difficult, given that numbers can vary significantly. Sleeping areas must be separate and secure. Designing sleeping accommodations to be flexible and easily varied for different gender proportions can be done, but is difficult. To create this opportunity, issues of security, fire exiting, and washroom access must be considered.

6.4 FLEXIBLE TEMPORARY BED SPACES

Where possible, shelters should consider providing flexible space for extreme weather conditions, and the provision of an overflow area for sleeping mats. The square footage of the space will depend on shelter size, but the space should include storage cupboards for sleeping mats. A multi-purpose room, the main dining room, or a women-only meeting room may offer opportunities for this type of temporary space.

Ancillary & Utility Services

7.1 JANITORIAL ROOMS

A janitorial room should be provided on the ground floor, and include a precast, slip-resistant floor, floor-mounted mop sink, and wall-mounted faucet, with provision for a hose end. In larger shelters with multiple floors, additional janitorial rooms should be provided on the upper floors (e.g., one every third floor), as required for efficient access, and should be located close to elevators.

In addition to a floor drain, each room should have appropriate fixtures and fittings for cleaning equipment storage, including commercial grade shelving. Sufficient mechanical ventilation is required in these areas.

7.2 MECHANICAL/ELECTRICAL ROOMS

Mechanical and electrical rooms should be located as close as possible to the entry point for utilities to allow for efficient distribution, including space and access for servicing. Where these service rooms are located adjacent to shelter sleeping areas, additional noise and vibration measures must be incorporated to ensure these systems do not disrupt residents. Refer to BC Housing's *Design and Construction Standards*.

7.3 RECEIVING/LOADING DOCK

Easy access for transporting food supplies from the street to the kitchen should be provided. The size of the receiving/loading area should be relative to a shelter's overall size.

7.4 GARBAGE & RECYCLING

A contained, easily accessible exterior area is needed for regular garbage and recycling pick-up. Ideally, constructed with a high impact concrete floor and walls, and a floor drain, this space should have adequate room to house a garbage skip, recycling bins, hose bib, and a hose with a hand sprayer. If required, mechanical ventilation could be included for odour control.

7.5 HEAT TREATMENT ROOM

The provision of a heat treatment room will be project specific. Shelters will need to provide a heat treatment (or bed bug treatment) room within their facilities, or in an outside area to prevent and manage bed bug infestations for shelter users' belongings or furnishings. See BC Housing's *Design Guidelines and Construction Standards, Section 5* for further specifications for this type of space.



Figure 26: Example of "bed bug" room, 3030 Gordon

Outdoor Spaces

Outdoor shelter space provides the opportunity for a range of important functions, and avoids impacting public sidewalks. Interior courtyards, or areas screened by the building or wall/fencing, should be considered. Outdoor spaces can include:

8.1 SMOKING AREAS

Smoking remains common among shelter users, so a smoking area is important. This area must comply with provincial legislation, or local authorities having jurisdiction, that prohibits smoking within three metres (9.8 ft) of windows and doorways. Where there is a conflict, the more stringent legislation will apply.



Figure 27: Example of outdoor courtyard, Our Place

8.2 STORAGE

Many shelter users require a secure outdoor space for parking of shopping carts and bikes.



Figure 28: Example of outdoor space, 3030 Gordon

8.3 AMENITY SPACE

Consider a weather-protected area – an awning, gazebo, or similar – for outdoor seating, and a sorting space. Within staff sightlines, this area should be universally accessible from the main building, and provide seating that is universally designed.

Where required by the operator, a common garden area can be provided for shelter residents to have the experience of planting and producing food, as well as for therapeutic effects.



Figure 29: Example of outdoor garden area, 3030 Gordon

8.4 ADEQUATE PARKING FOR STAFF & VISITORS

Municipalities usually recognize parking needs for shelters will be limited, depending on the building's location and staffing levels. In accordance with municipal requirements, parking for staff and visitors will need to be provided. The area should be secure, well lit, and subject to security camera surveillance.

9

Finishes, Materials & Building Systems

9.1 MATERIALS & FINISHINGS

Material selection and finishes should reflect client type, durability, ease of maintenance, and local availability. Material choices reduce the opportunity for vandalism or abuse. Refer to BC Housing's *Design Guidelines and Construction Standards, Section 5* for detailed requirements of interior and exterior finishes. A few highlights include:

- **Flooring.** Use resilient sheet flooring with flash cove base throughout. For bathrooms, laundry, and common kitchen areas, slip-resistant sheet flooring with flash cove base is recommended. Low maintenance, no-wax, and non-glare finishes are required.
- **Doors.** For renovation and conversion projects, the configuration of existing doors, and opener sizes, should be reviewed to ensure they meet current Building Code requirements. All exterior doors and interior common area doors should have clear openings of 900 mm (3'-0") with level or roll-over thresholds for accessibility, and lever handles for ease of operation.
- **Glazing.** Maximize glazing (using safety glass) for doors into public areas, laundry rooms, fire separations, and exit stairs, as permitted by the Building Code, to enhance security.
- **Windows.** Utilize awning or casement windows, and consider security when determining size, location, and style. For renovation projects, review the configuration of existing windows, opener sizes, and sill heights to ensure they meet current Building Code requirements. When design permits, provide windows in stairways and corridors to introduce natural lighting.
- **Hardware.** For all doors, windows and millwork, hardware should be easily operable by those with limited strength and dexterity. The design team should consult with the operator and maintenance personnel before choosing these products.

- **Drywall & Paint.** Abuse-resistant drywall should be considered for areas of potentially high damage. Walls and ceilings in common and sleeping areas should be finished with painted gypsum board. Suspended ceiling tiles should be avoided.
- **Infestation Control.** To prevent insects and bed bugs from getting behind baseboards and walls, provide a continuous bead of sealant along:
 - The joint between the finished floor and the bottom of the wall sheathing; and
 - The top edge and underside of the baseboard.

For existing buildings, diatomaceous earth can also be used as a natural pesticide behind baseboards and walls.
- **Millwork.** It is recommended that commercial kitchen, bathroom, and common laundry cabinetry be located on legs so wet floors do not degrade the product.
- **Furniture.** Common area furniture, shelter beds, and furniture in sleeping areas should be made from durable, bed-bug proof, vandal-resistant materials, and secured by sturdy anchor points, if required.

9.2 BUILDING SYSTEMS

SECURITY SYSTEM

Building security system design should correspond with operational capacity and staffing levels. Security measures may include access control, camera surveillance systems, security alarms, emergency call buttons, etc., and be based on a risk assessment of a facility, and an operator's requirements. When planning these systems, it is advisable to engage security experts to assess the types of technology available, and possible locations for installation in consultation with operational staff.

A few things to consider are:

- In general, avoid entrapment spaces (e.g., in elevators, stairwells, and long hallways);
- Elevators, stairwells, and hallways should be well lit and subject to camera surveillance;
- At a minimum provide cameras at main entry points into the building, including all exit and entry doors, all common hallways, staircase, elevator, exterior parking area, common rooms, and any exterior storage areas (but not in the sleeping areas or washrooms);
- Provide delayed egress/alarmed fire exit doors;
- Shelter users should only have access to their own floors, rooms, and designated common areas that include tamper-proof electric strikes, card readers, or suitable

locksets where required (e.g., in co-ed shelters, women-only areas are accessible only by women);

- In order to respond to emergencies, installation of intercoms or emergency call buttons in sleeping rooms, medical rooms, and washrooms can be considered.

MECHANICAL & ELECTRICAL SYSTEMS

- In addition to considering a building's energy requirements, mechanical and electrical system design should optimize reductions in greenhouse gas emissions, and the total life-cycle costs of the building and consider passive design strategies as outlined in Section 3 - Energy and Environmental Design, BC Housing Design Guidelines and Construction Standards;
- A central boiler and storage tank system is the preferred option for multi-unit projects due to maintenance accessibility and serviceability;
- Hot water temperature must not exceed 49°C (120°F) at points of use by residents. Hot water storage tank shall not be below 60°C (140°F) to control the propagation of Legionella bacteria. Provide hot water distribution to common kitchen areas and for janitor sinks at 60°C (140°F);
- All showers shall be provided with thermostatic mixing valves and all other faucets shall be provided with temperature limit stops. The shower valves and faucets shall be set to maximum hot water temperature of 49°C (120°F);
- Indoor air quality is especially important for shelters, and must be considered when designing mechanical and ventilation systems;
- Adjustable lighting levels will enhance efficiency. Light fixtures in multi-bed configurations should be adjustable, and controlled by shelter users;
- A sprinkler protection system is required for all shelters. For renovation and conversion projects, installation of a sprinkler system can impact other fire detection and alarm systems, so a system review should be completed prior to undertaking any sprinkler installation;
- A fire detection, alarm system, and fire plan should be prepared, as required by the BC Building Code and local authorities having jurisdiction. Fire alarms, with flashing strobe lights for residents with hearing impairments, are also required;
- Choice of plumbing fixtures, shower heads, water closets, light fixtures, and sprinkler heads should consider ease of maintenance, supplier availability, and consistency of the application within the facility.

- In areas susceptible to damage, all equipment and wiring devices (including light fixtures, pull stations, exit lights, etc.) should be protected by wire guards or polycarbonate boxes. These locations include storage, janitorial, mechanical, electrical, and similar places.
- Depending on the type of clients and the size of the facility, new shelter design may consider incorporating an emergency back-up generator.





**DEPARTMENT OF THE ARMY
ALASKA DISTRICT, U.S. ARMY CORPS OF ENGINEERS
REGULATORY DIVISION
P.O. BOX 22270
JUNEAU, ALASKA 99802-2270**

July 7, 2014

Regulatory Division
POA-1985-281

Ms. Evelyn Rousso
NorthWind Architects
126 Seward Street
Juneau, Alaska 99801

Dear Ms. Rousso:

This letter responds to your February 25, 2014, request for a Department of the Army (DA) jurisdictional determination. It has been assigned number POA-1985-281, Jordan Creek, which should be referred to in all correspondence with us. The project site is located within Section 31, T. 40 S., R. 66 E., Copper River Meridian; USGS Quad Map Juneau B-2; Latitude 58.360244° N., Longitude -134.57754° W.; Borough; Valley Centre Subdivision, Block H, Lots 4, 6A, 7A, 8A, 9A, 10A, and 11A; in Juneau, Alaska.

Based on our review of the information you provided and our June 6, 2014 site visit, we have determined the subject property does not contain waters of the United States (U.S.) under Corps jurisdiction. Therefore, a DA permit is not required. A copy of the Approved Jurisdictional Determination form is available at: www.poa.usace.army.mil/Missions/Regulatory/JurisdictionalDeterminations.aspx under the above file number. Please contact us if you decide to alter the method, scope, or location of your proposed activity.

This approved jurisdictional determination is valid for a period of five (5) years from the date of this letter, unless new information supporting a revision is provided to us before the expiration date.

Enclosed is a Notification of Administrative Appeal Options and Process and Request for Appeal form regarding this approved jurisdictional determination (see section labeled "Approved Jurisdictional Determination").

Section 404 of the Clean Water Act requires that a DA permit be obtained for the placement or discharge of dredged and/or fill material into waters of the U.S., including jurisdictional wetlands (33 U.S.C. 1344). The Corps defines wetlands as those areas that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions.

Section 10 of the Rivers and Harbors Act of 1899 requires that a DA permit be obtained for structures or work in or affecting navigable waters of the U.S. (33 U.S.C. 403). Section 10 waters are those waters subject to the ebb and flow of the tide shoreward to the mean high water mark, and/or other waters identified by the Alaska District.

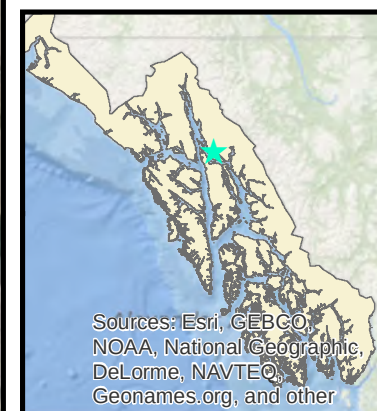
Nothing in this letter excuses you from compliance with other Federal, State, or local statutes, ordinances, or regulations.

Please contact me via email at Matthew.T.Brody@usace.army.mil, by mail at the address above, or by phone at (907) 790-4493, if you have questions. For more information about the Regulatory Program, please visit our website at <http://www.poa.usace.army.mil/Missions/Regulatory.aspx>.

Sincerely,

Matthew Brody
Regulatory Specialist

Enclosures



Legend

Review Area

 Uplands 1.32 acres

0 25 50 100 Feet



Irene Gallion

From: Mariya Lovishchuk <lovishchuk.mariya@gmail.com>
Sent: Thursday, January 30, 2020 6:45 PM
To: Irene Gallion
Cc: Bruce Denton BCD; Sherri von Wolfe
Subject: Re: [Non-DoD Source] Determination Expired (UNCLASSIFIED)

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

Great!

Thank you, Irene

Sent from my iPhone

On Jan 29, 2020, at 2:41 PM, Irene Gallion <Irene.Gallion@juneau.org> wrote:

Hi Mariya et. al.,

That is sufficient.

I've put a note in our database. If I am ever not around and it comes up, ask the planner or tech to look in Govern under "parcel tags" for information.

Thank you!

IMG

From: Mariya Lovishchuk <lovishchuk.mariya@gmail.com>
Sent: Wednesday, January 29, 2020 2:46 PM
To: Bruce Denton BCD <brucecdenton@gmail.com>; Sherri von Wolfe <svonwolfe@sailinc.org>; Irene Gallion <Irene.Gallion@juneau.org>
Subject: Fwd: [Non-DoD Source] Determination Expired (UNCLASSIFIED)

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

Hi Irene,

Could you please see below and let me if it's sufficient?

Thank you

Mariya

Begin forwarded message:

From: "Brody, Matthew T CIV USARMY CEPOA (USA)"
<Matthew.T.Brody@usace.army.mil>
Date: January 29, 2020 at 11:31:16 AM HST
To: "<lovishchuk.mariya@gmail.com>" <lovishchuk.mariya@gmail.com>
Subject: FW: [Non-DoD Source] Determination Expired (UNCLASSIFIED)

CLASSIFICATION: UNCLASSIFIED

Mariya,

The attached Jurisdictional Determination identified the review area as Uplands and is therefore not within our jurisdiction. You do not need to obtain anything from us because we do not have authority over uplands. Unless conditions on site have changed and you believe that there may be waters of the U.S. that were not previously present, I do not see a need to investigate further. Please give me a call if you have questions or would like clarification.

Matthew Brody
Regulatory Specialist
U.S. Army Corps of Engineers
907-790-4493

-----Original Message-----

From: Vigil, Randal P CIV USARMY CEPOA (US)
Sent: Monday, January 27, 2020 9:30 AM
To: Brody, Matthew T CIV USARMY CEPOA (USA)
<Matthew.T.Brody@usace.army.mil>
Subject: FW: [Non-DoD Source] Determination Expired

-----Original Message-----

From: Mariya Lovishchuk [<mailto:lovishchuk.mariya@gmail.com>]
Sent: Sunday, January 26, 2020 9:50 AM
To: Matthew.T.Brody@usace.army.mil; Vigil, Randal P CIV USARMY CEPOA (US) <Randal.P.Vigil@usace.army.mil>; Sherri von Wolfe <svonwolfe@sailinc.org>
Subject: [Non-DoD Source] Determination Expired

Hi Randal,

I hope you are doing well.

We are currently in the design and development process for an emergency shelter and a non-profit center. They will be located on Teal Street in Juneau, as specified in the attached document.

We just noticed that the attached determination expired in 2019.

We are hoping to get an update issued so that we can move forward with our project.

Please advise

Thank you very much

Mariya

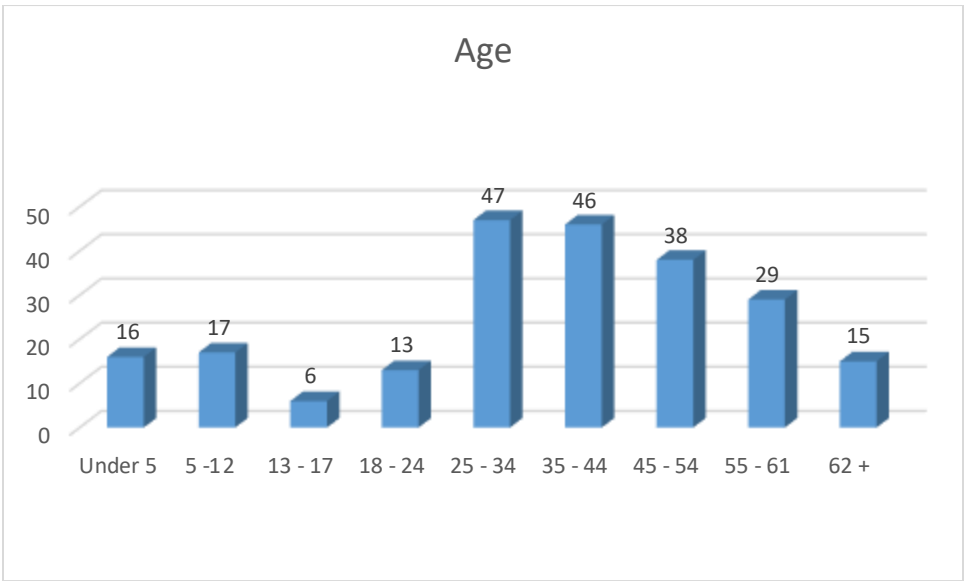
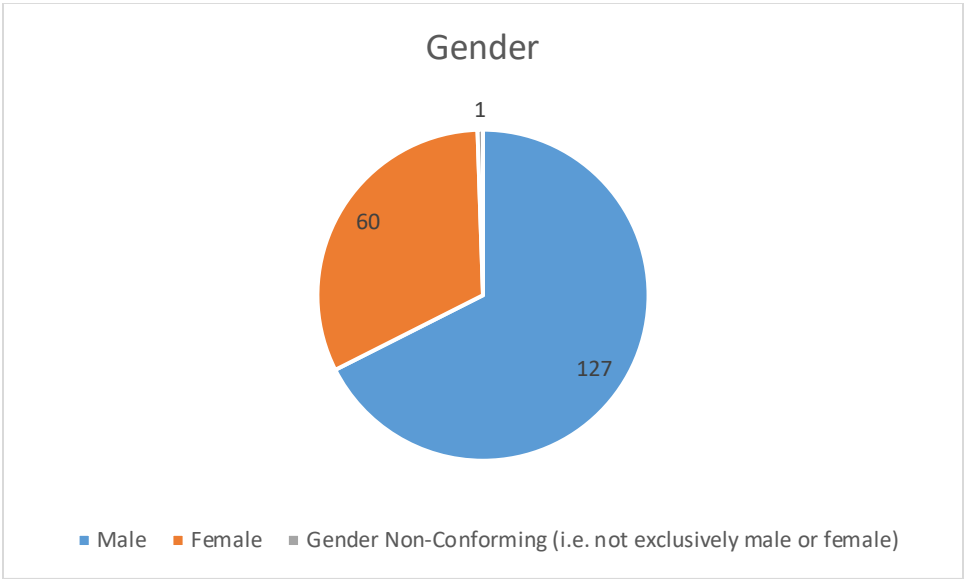
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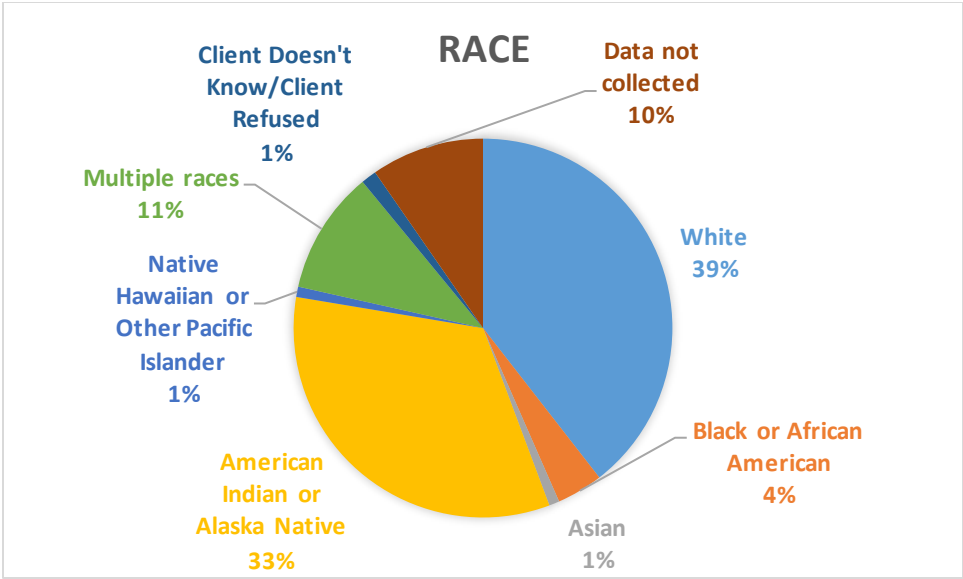
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Mariya Lovishchuk
Executive Director, TGH
Project Coordinator, JHFC
"Serving Those Most in Need"
247 S. Franklin Street
Juneau, AK 99801
Phone (907) 586-4159
Fax (907) 586-4304
www.feedjuneau.org <Blockedhttp://www.feedjuneau.org>
TGH is a United Way Agency

CLASSIFICATION: UNCLASSIFIED

Juneau Homelessness 1/1/2020 through 6/19/2020
Data collected through the Coordinated Entry system





Total served in Calendar Year 2019: 407

Total served in Calendar Year 2018: 493

NON-CONGREGATE APPROACHES TO SHELTERING FOR COVID-19 HOMELESS RESPONSE

Continuums of Care considering non-congregate approaches to sheltering people who are homeless that are symptomatic or in high risk categories, such as seniors or people with chronic illness, should consider the following guidance when designing local approaches. Coordination with public health partners is essential in design, resource investment and staffing considerations.

PLACEMENT: Comprehensive screening and triage in place to refer to site and prioritize placement

	Best Practice Approach: Private Individual Rooms	Better Approach: Individual Rooms/Semi-Private Spaces	Good Approach: Shared Spaces
Target Population	- Individuals who are symptomatic after screening at shelter has been implemented - Individuals who are pending testing or are close contacts of confirmed cases - Individuals who are high riskⁱ with or without symptoms - Individuals who are confirmed to be COVID-19 positive who do not need to be hospitalized	- Individuals who are symptomatic after screening at shelter has been implemented - Individuals who are confirmed to be COVID-19 positive who do not need to be hospitalized as long as all individuals in the space are COVID-19 positive	- Individuals who are confirmed to be COVID-19 positive who do not need to be hospitalized as long as all individuals in the space are COVID-19 positive - Individuals who are asymptomatic after screening at shelter has been implemented as long as all individuals in the space are asymptomatic.
Set-up	- Individual bedroom (walls on all sides and a door) - Individual bathroom - Individual HCV - Personal cleaning supplies for an ill person's room and bathroom	- Individual bedroom (walls on all sides and a door) - If no existing walls, makeshift walls that are floor to ceiling should be created to create 6ft separation - Limited shared bathroom with cleaning regiment - Bathroom should be cleaned and disinfected after each use by an ill person - Dedicate an entrance(s) or passageway(s) for infectious individuals when feasible.	- Shared bedroom spaces with 6ft separation - Makeshift walls that are floor to ceiling (if feasible) should be created - Arrange all sleeping areas (including beds/cots) so that individuals are separated by putting a minimum of 6 feet between individual sleeping surfaces to prevent the spread of infections. - Shared bathroom - Bathroom should be cleaned and disinfected after each use by an ill person - Dedicate an entrance(s) or passageway(s) for infectious individuals when feasible.
Staffing	- Onsite healthcare - Transportation plan for closest hospital transport - Staff shifts and crew configuration - Cleaning schedules - PPE available for staff - Non-Congregate site management staff - Case management staff - Security	- Identifying dedicated staff to care for COVID-19 patients. - Telehealth options - PPE available for staff - Non-Congregate site management staff - Security	- Identifying dedicated staff to care for COVID-19 patients. - Telehealth options - PPE available for staff - Non-Congregate site management staff - Security

ⁱ Center for Disease Control: Corona Virus 2019 (COVID 19) Are you at higher risk for severe illness?
<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>

USE2020 0008 and PWP2020 0002

Recommend **APPROVAL with conditions** for an emergency housing shelter (shelter) and consolidated social services office building on the southwest corner of Teal Street and Alpine Avenue.

Recommend **APPROVAL with conditions** for parking waiver.

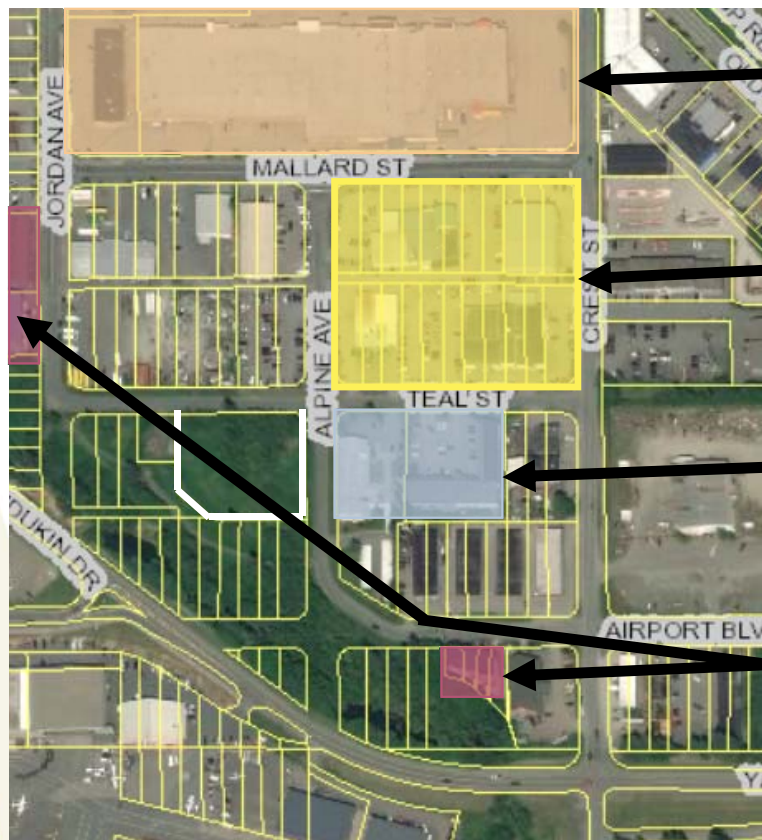
Key concept

This is one presentation that impacts two different but related decisions

- USE permit for the shelter and office building (USE2020 0008)
 - **Materially endanger public health or safety?**
 - Substantially decrease value or harmony?
 - Conform to plans?
- Parking waiver for the shelter and office building (PWP2020 0002)
 - More benefits than detriments?
 - Outside of PD-1 and -2 or Fee in Lieu?
 - Adversely impacts neighbors?
 - **Materially endanger public health or safety?**

All proposed USE conditions will apply regardless of PWP disposition.

Vicinity map



Nugget Mall

Mendenhall Auto Center

Saint Vincent de Paul

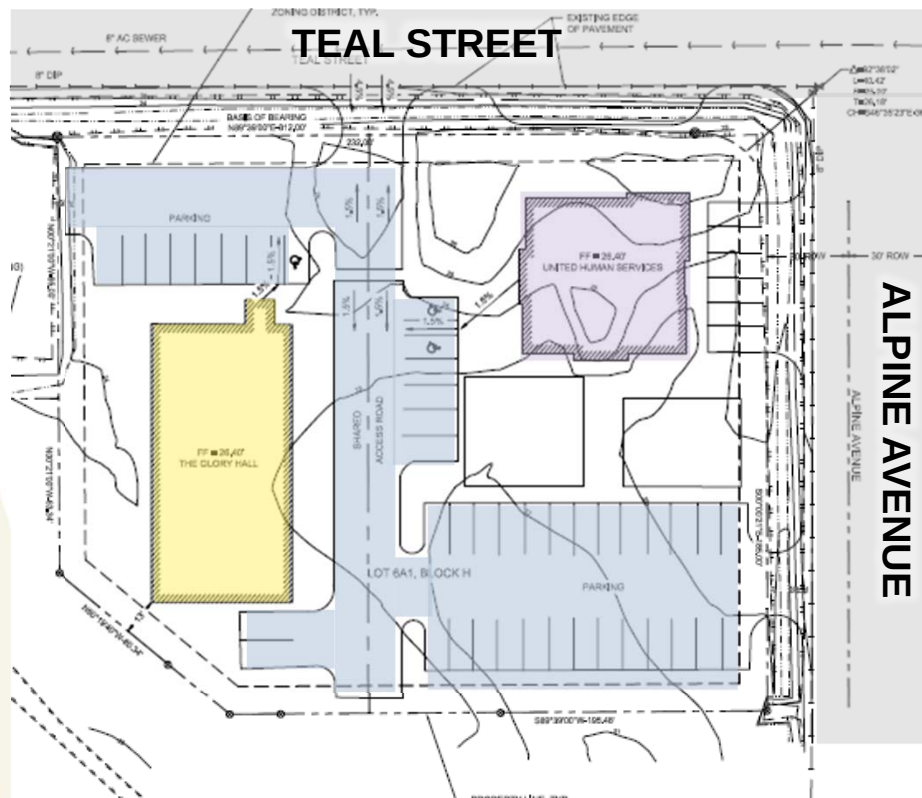
Condominiums

52,246 square foot lot

Zoning requirements

- Density not applicable – not residential
- Approved uses: Assisted living and office space
 - Assisted living includes facilities that provide nursing care services or emergency shelter.

Site & design



Meets lot dimensional standards:

- 10' setback on all sides for structures
- Less than permissible height of 55'

Site & design- offices

Multi-tenant non-profit center

- Campus based services
- Community services
- Three story, 44'10"
- 12,000 square feet
- Partners include:
 - Southeast Alaska Independent Living (SAIL/ORCA)
 - Disability Law Center of AK
 - National Alliance on Mental Illness

- Alaska Legal Services
- Big Brothers Big Sisters of Alaska
- United Way of Southeast Alaska



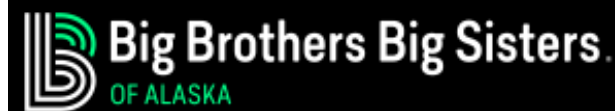
Partners include:



United Way
of Southeast Alaska



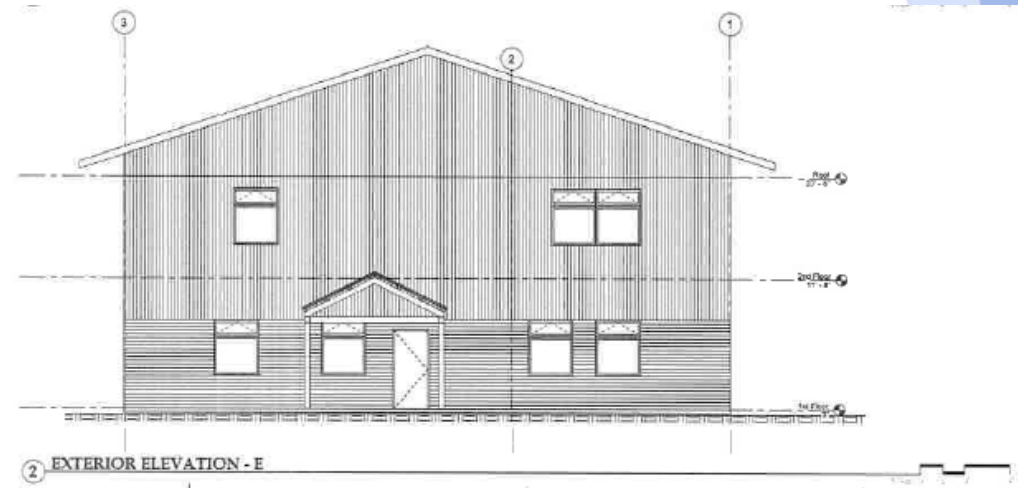
Alaska Legal Services Corporation



Site & design - EHS

Emergency Homeless Shelter

- 40 beds
- 10 bathrooms with showers
- 3 bathrooms without showers
- Commercial kitchen and dining/day room
- Inside and outside storage
- Two stories
- 11,000 square feet



"INSTITUTIONAL USE"

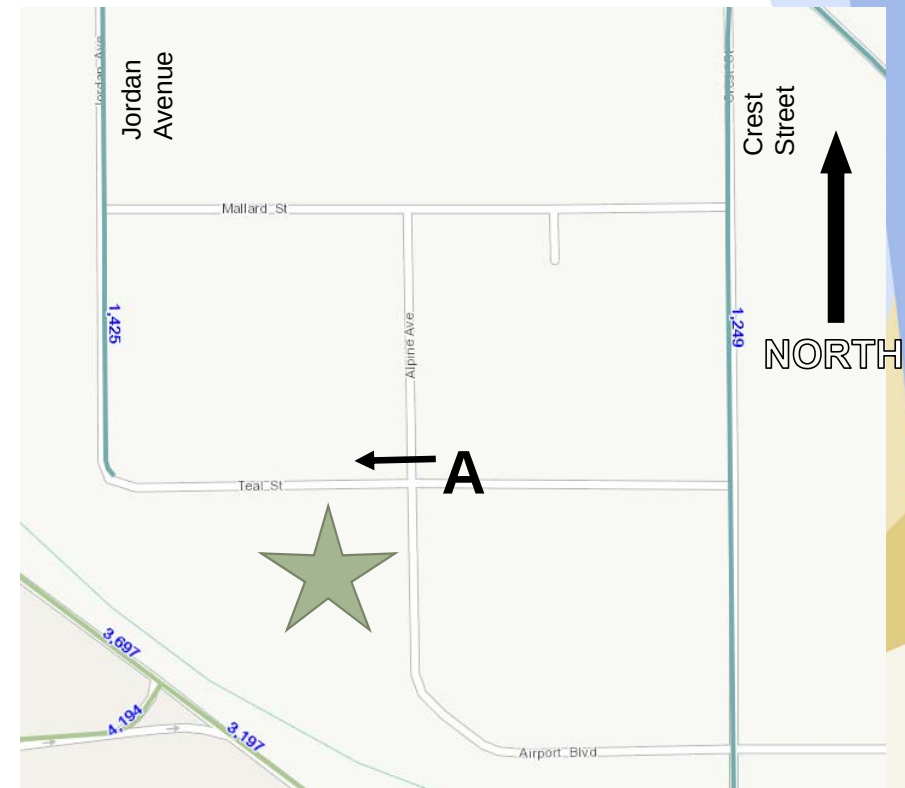
Site & design- transit



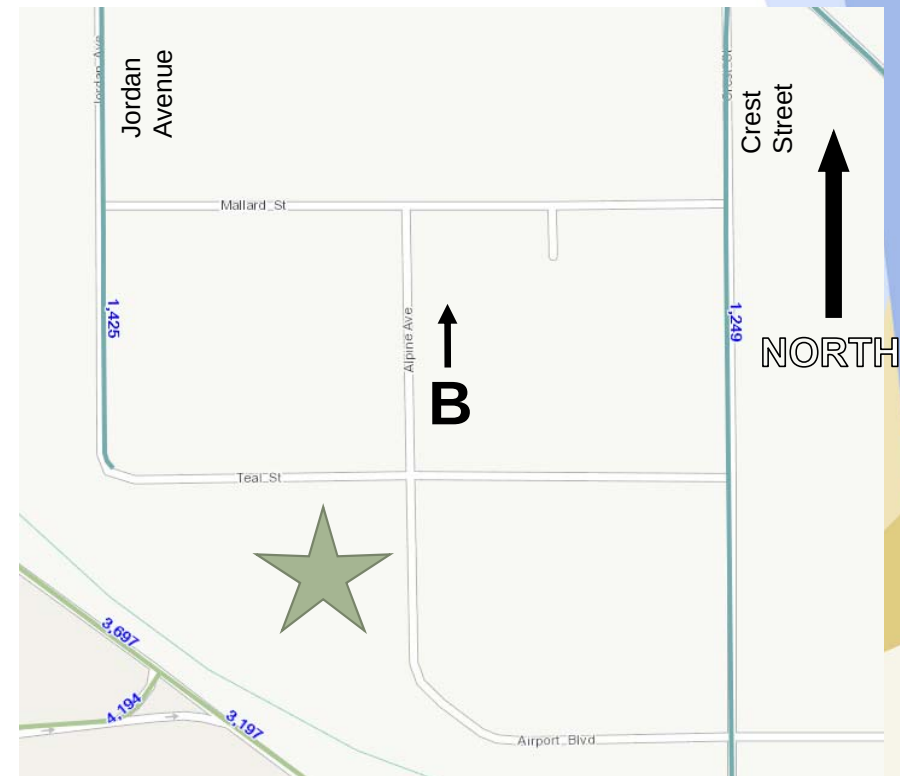
Existing bus stop (transfer station)

Proposed bus stop (when
transfer station moves to
Mendenhall Mall area)

Site & design – Teal Street



Site & design – Alpine Avenue



Site & design – Jordan Creek Trail



Courtesy of Scott Rinkenberger, JIA

Site & design – sidewalks on one side

- Estimated AADT of 239

Table 49.35.240 Table of roadway construction standards

<i>Avg. Daily Trips (ADT)</i>	<i>Adopted Traffic Impact Analysis Required</i>	<i>Sidewalks</i>	<i>Travel Way Width</i>	<i>Street Lights</i>	<i>Width</i>	<i>Paved Roadway Required</i>	<i>Publicly Maintained</i>
≥ 500	Yes	Both sides	26 ft.	At all intersections	60 ft. Public ROW ⁱⁱ	Yes	Yes
212 to 499	Maybe	One side	24 ft.	At all intersections	60 ft. Public ROW ⁱⁱ	Yes	Yes
0 to 211	No	Not required	22 ft.	At intersection of subdivision streets and external street system	60 ft. Public ROW ⁱⁱ	Yes	Yes
0 to 211	No	Not required	20 ft. ⁱ	At intersection of subdivision streets and external street system	60 ft. Public ROW ⁱⁱ	No, if outside the urban service area	No
0 to 70	No	Not required	20 ft. ⁱ	No	50 ft. private easement	No ⁱⁱⁱ	No

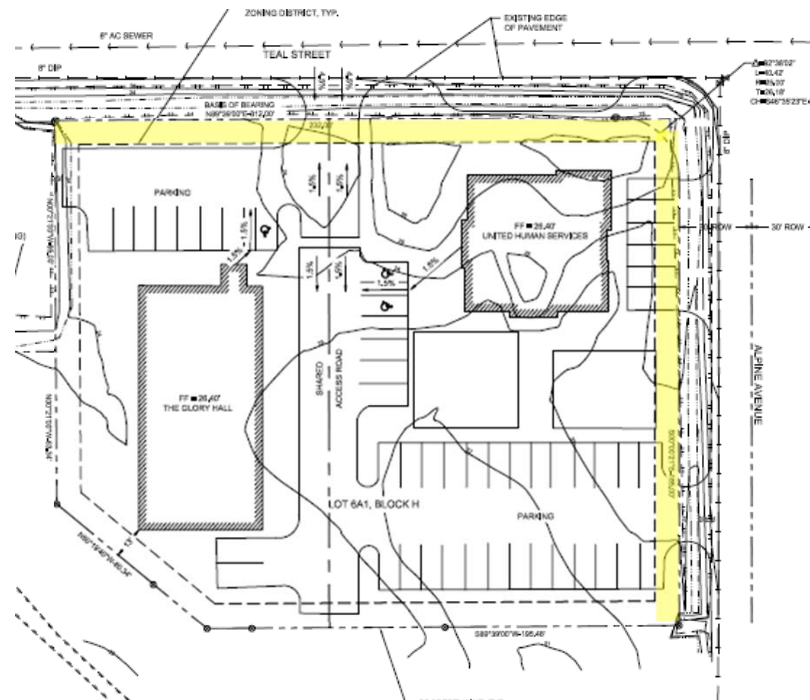
ⁱ Or as required by the Fire Code at CBJ 19.10.

ⁱⁱ ROW width may be reduced as prescribed at CBJ 49.35.240.

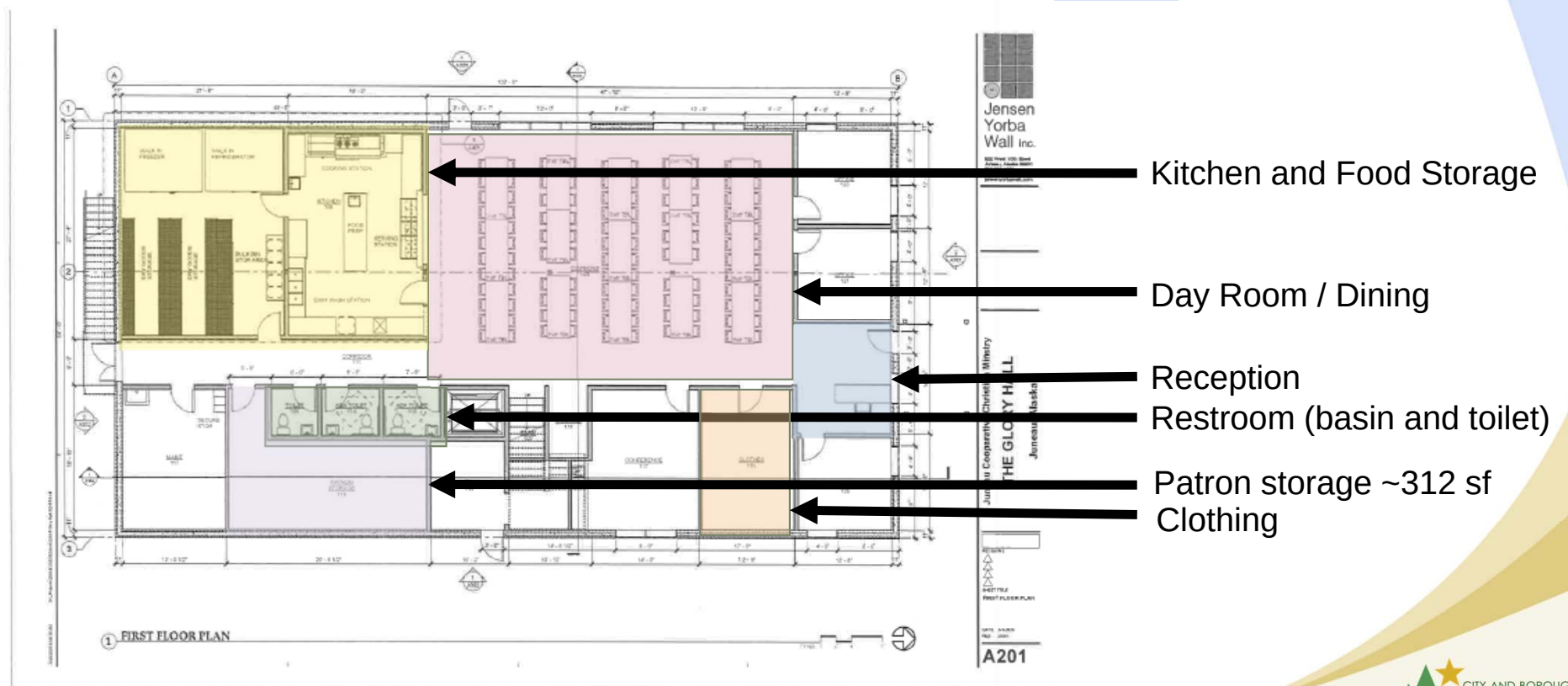
ⁱⁱⁱ Except as provided by CBJ 49.35.262(b)(9).

Site & design: proposed conditions

1. Sidewalks along Teal Street and Alpine Avenue
2. Covered bike racks



Project design



TGH: Plan, Level 1

Project design



TGH: Plan, Level 2

JACC shelter, showing spacing requirements for cots

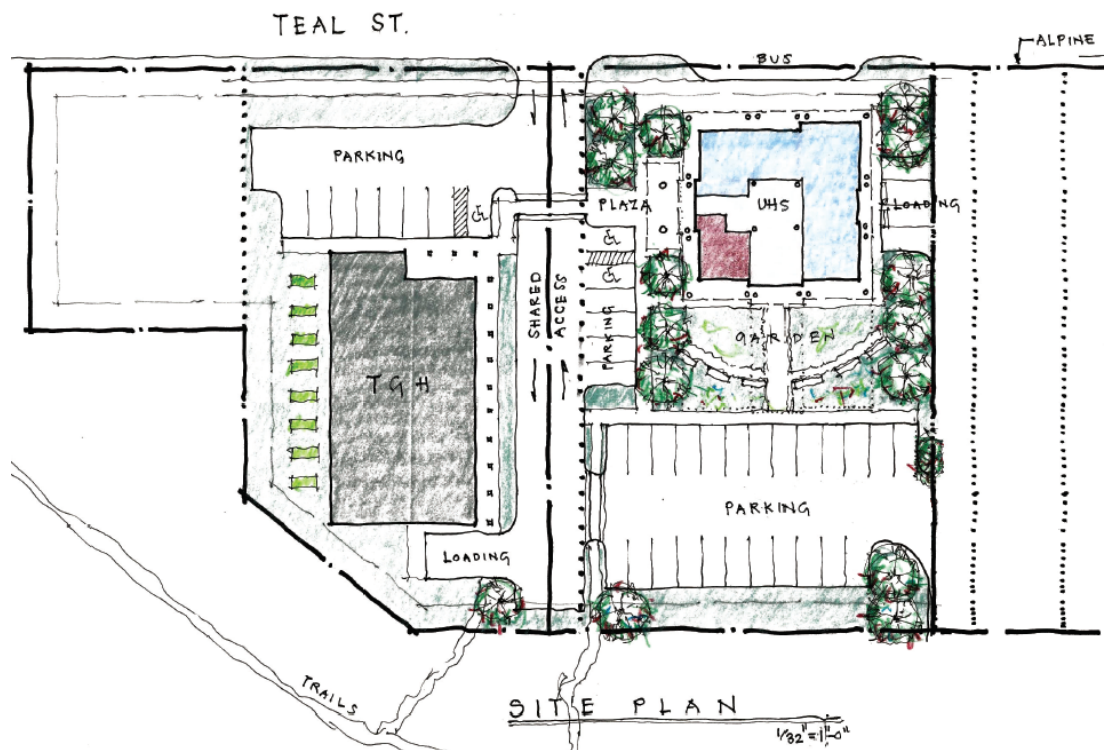
Project design - colocation

- Shelter
- Social services coordination (SSI, health appointments, payees)
- Housing assistance through SVdP
- Legal services

No conditions recommended.



Noise, vegetative cover



No conditions recommended.

Traffic

According to CBJ 49.40.300(a)(2)) a traffic impact analysis **IS NOT** required for a project that generates Average Annual Daily Traffic (AADT) of less than 250.

Use	Metric	Trips Generated	Total Trips
Assisted Living ^A	per bed	2.66	106.4
Office ^B	per 1,000 sf gross floor area	11.03	132.36
Total ADTs:			238.76

Institute of Transportation Engineers Trip Generation Manual, 9th edition.

A: Page 526, Volume 2

B: Page 1259, Volume 3

Assisted living includes facilities that provide nursing care services or emergency shelter.

No conditions recommended.

Lighting and Parking - conditions

Before Temporary Certificate of Occupancy:

3. *Striping for parking*
4. *Circulation pavement markings*

Before issuing a building permit:

5. *Lighting plan*

Note: Detailed discussion of parking to follow

Habitat

- Jordan Creek – stream protection corridor
- Lot proposed for development is uplands, and not subject to USACE permitting for wetlands
- Base flood elevation is 26.23'. Ground floor will need to be higher.



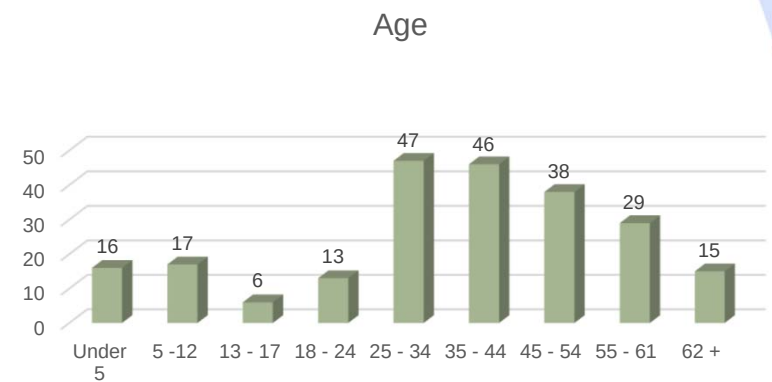
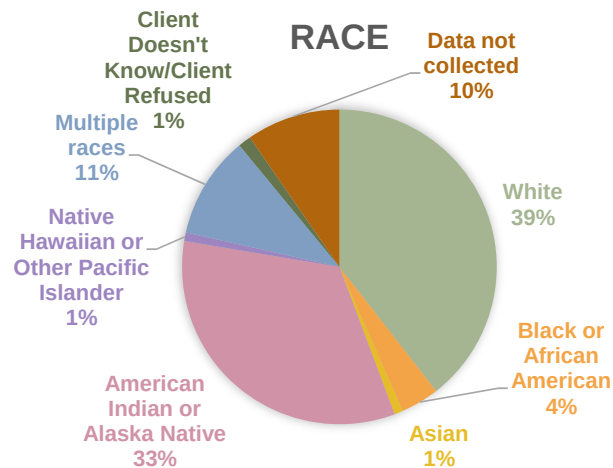
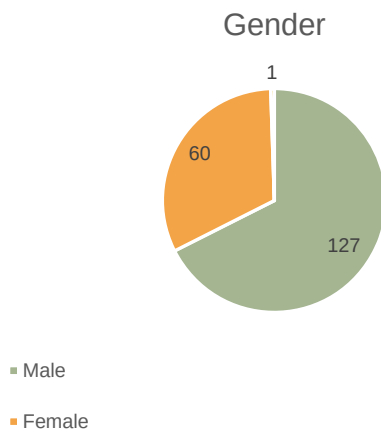
Habitat - conditions

6. Prior to Building Permit, a detailed drainage plan
 - i. Rooftop drainage treatment
 - ii. Parking lot drainage treatment

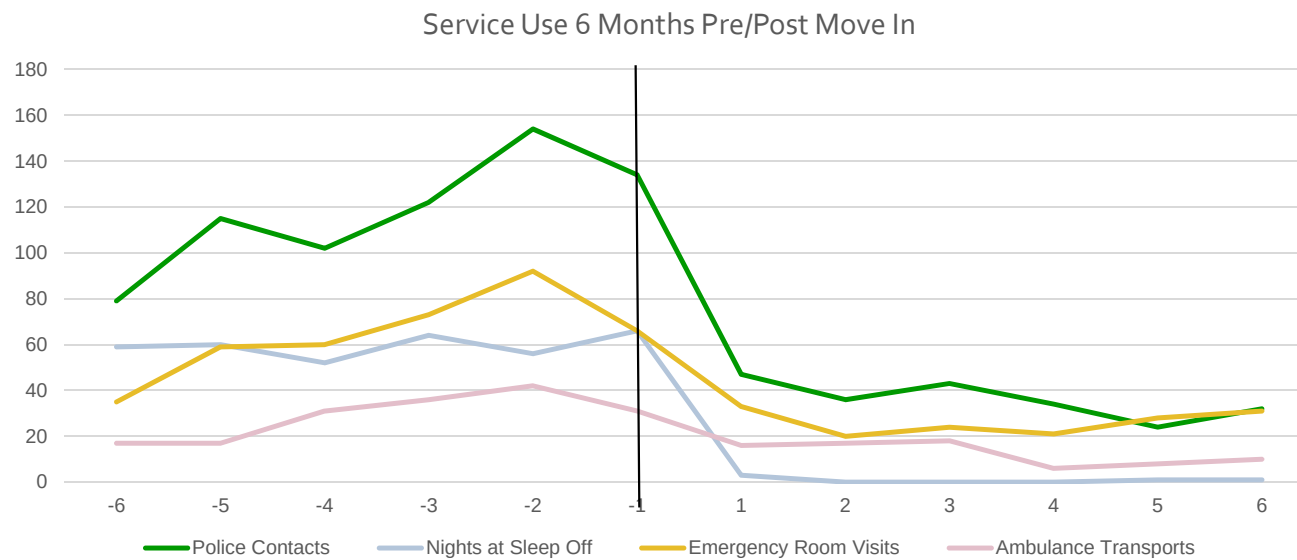


Courtesy of Scott Rinkenberger, JIA

Public health and safety



Public health and safety



*UAA School of Social Work and Community Partners. Heidi Brocious, PhD, MSW;
Morgan Erisman, MSW & MPH.*

Public health and safety

	6 months prior to move in	6 months post move in	Percent of decrease in usage between 2 six month periods
Bartlett ER Visits	383	153	60%*
RRC sleep off visits	357	5	98%*
Contacts with JPD officers (any reason)	711	216	70%*
Transport by CCFR (ambulance)	157	76	52%*

*UAA School of Social Work and Community Partners. Heidi Brocious, PhD, MSW;
Morgan Erisman, MSW & MPH.*

Public health and safety -

- JPD does not track housing status
- Nuisance crimes
 - Panhandling
 - Loitering
 - Trespass
 - Shoplifting
 - Public intoxication
- House rules must be enforced with care

Public health and safety

Untreated mental illness

- Mental health professional required to do a hold
- Err in favor of individual's civil rights



No conditions recommended.

Property value or neighborhood harmony

- Adequate space to que, store belongings, hang out
- *Assessed* value not impacted by Emergency Shelter
 - In this case, use already exists in the area
 - Use care in drawing conclusions from studies on market value

Public comments

In support: 26

9 testimony, 17 writing

- Track record of providers
- Colocation and effectiveness
- Accessibility

In opposition: 11

3 testimony, 8 writing

- Strain on current infrastructure
- “Nuisance” crimes
- Responsiveness to concerns

Conformity with Comprehensive Plan

- Facilitate housing
- Support shelters, programs for people experiencing homelessness
- Provide services in neighborhoods accessible by transit
- Integrated client assessment and services



*Project Homeless Connect, 2019
Photo courtesy of Gus Marx, JYS/JCHH*

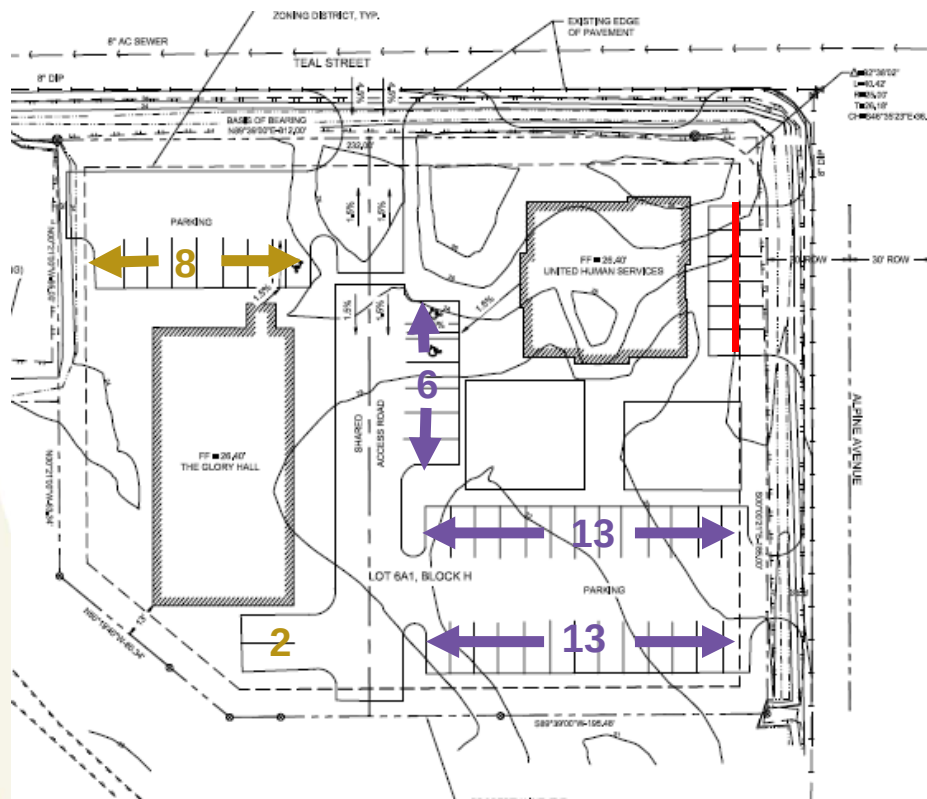
Findings for USE2020 0008

- Application is complete
- In Table of Permissible Uses
- Complies with elements of Title 49
- Will not materially endanger
 - “Materially” means “significant or substantial.” “Endanger” means “to bring into danger or peril.”
- Will not substantially decrease property value
 - “Substantial” means “of considerable importance, size or worth.”
- Conforms with plans

PWP2020 0002

Recommend **APPROVAL with conditions** for parking waiver.
51 off-street parking spaces to 42

Parking – reduction from 51 to 42



PARKING		
	Proposed	Required
Shelter	10	16
Office Building	32	35

Clients highly dependent on public transportation.

A waiver has been requested.

Parking reduction EHS: how others do it

Kerman, California: Two for staff and one per six occupancy beds. **9**

Menlo Park, California: Based on demonstrated need, with rule of thumb of 0.35 cars per individual bed plus one for staff, plus 10% reduction if within one mile of a major transit line. **13**

Parking at area shelters:

- Crossroads (Oakland), 0.55 acres, 125 residents, 47 employees, 17 parking spaces
- Family Emergency Center (San Rafael), 0.25 acres, 52 beds, 16 spaces
- Mill Street Shelter (San Rafael), 0.33 acres, **40 beds, 10 spaces**
- Safe Harbor (S. San Francisco), 90 beds, 24 spaces (full parking lot at night)

Cadillac, Michigan: One per employee plus one for every 6 beds. **Assuming two staff, 9**

Parking – design

- Driveway 150' distance from intersection
- Aisle width 24'
- Predominantly perpendicular to driveways
- Sidewalks link to buildings
- No stacked parking
- No back-out parking

Parking – conditions (also in USE)

1. Prior to Building Permit, a detailed drainage plan
 - ii. Parking lot drainage treatment

Before Temporary Certificate of Occupancy:

2. Striping for parking
3. Circulation pavement markings

Before issuing a building permit:

4. Lighting plan

Other considerations

- Within one block of transit
 - Lack of sidewalk, curb and gutter to stop
- No health or safety concerns specific to parking
- No property value issues specific to parking
- Complies with Comprehensive Plan and Non-Motorized Plan
- *Since staff report, one comment received in opposition to the waiver*

Findings – PWP2020 0002

- More benefits than detriments
- Outside of PD-1 and -2, fee-in-lieu
- No adverse impacts to neighbors
- Less parking does not endanger public health, safety or welfare.

Late-breaking! CBJ Shelter Plans

- As of June 28 we've had 109 chronically homeless that we can confirm
- -32 for the new Housing First wing, that leaves 77
- -40 for the proposed Shelter, that leaves 37
- The memo/RFI propose is capacity for 30-50 individuals

RECAP

This is one presentation that impacts two different but related decisions

- USE permit for the shelter and office building
 - **Materially endanger public health or safety?**
 - Substantially decrease value or harmony?
 - Conform to plans?
- Parking waiver for the shelter and office building
 - More benefits than detriments?
 - Outside of PD-1 and -2 or Fee in Lieu?
 - Adversely impacts neighbors?
 - **Materially endanger public health or safety?**

All proposed USE conditions will apply regardless of PWP disposition.

THANK YOU!

Project Homeless Connect, 2019
Photo courtesy of Gus Marx, JYS/JCHH





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: July 15, 2020
Case No.: USE2020 0008

Mariya Lovishchuk and Joan O'Keefe
PO Box 21997
Juneau, AK 99803

Proposal: Conditional Use Permit for construction of an Emergency Housing Shelter and a multi-tenant non-profit center (two separate buildings).

Property Address: Southwest Corner of Teal Street and Alpine Avenue

Legal Description: Valley Centre Greenbelt Block H Lot 6A1

Parcel Code No.: 5B1501060041

Hearing Date: July 14, 2020

The Planning Commission, at its regular public meeting, adopted the analysis and findings listed in the attached memorandum dated July 8, 2020, as amended, and approved the Conditional Use Permit for construction of an Emergency Housing Shelter and multi-tenant non-profit center (two separate buildings).

Findings as amended:

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

Analysis: None.

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.

Mariya Lovishchuk and Joan O'Keefe
Case No.: USE2020 0008
July 15, 2020
Page 2 of 4

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

Analysis: The application is for an Emergency Housing Shelter (Assisted Living) and a social services office building. The use is listed at CBJ 49.25.300. Section 7.200 lists "Assisted Living," and Section 3.4 lists "Offices greater than 2,500 square feet" for the General 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: The proposed site design complies.

Finding: Yes. With the recommended conditions, the proposed development will comply with Title 49, including requirements for parking (see associated permit application PWP2020-02), pedestrian access, lighting, and drainage.

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

Analysis: This finding hinges on the idea of "materially endanger." "Materially" means "significant or substantial." "Endanger" means "to bring into danger or peril."

Finding: No. With appropriate conditions, the requested permit USE2020 0008 in a General Commercial zoning district will not 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: "Substantial" means "of considerable importance, size or worth." Assessors do not consider proximity to an Emergency Housing Shelter in assessing property. Alternative housing is already a use in the area.

Finding: No. With appropriate conditions, the requested permit USE2020 0008, in a General Commercial zoning district will not 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: None.

Finding: Yes. The proposed USE2020 0008, with the recommended conditions, will be in general conformity with the 2013 Comprehensive Plan.

Mariya Lovishchuk and Joan O'Keefe

Case No.: USE2020 0008

July 15, 2020

Page 3 of 4

The project will be conducted as described in the project description and project drawings submitted with the application, and with the following conditions:

Conditions as amended:

1. Prior to the issuance of a temporary certificate of occupancy, one or more covered bicycle racks providing spaces for at least four (4) bicycles shall be provided. The rack(s) shall be permanently affixed to the ground, building, or other permanent fixture. Racks shall be located so that parked bicycles do not encroach into a pedestrian walkway or vehicle area. Covered bicycle racks shall, at a minimum, be designed in accordance with the standards listed in the Juneau Non-Motorized Transportation Plan.
2. Prior to 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, and all necessary ADA striping and signage will be installed.
3. Prior to the issuance of a temporary certificate of occupancy, all pavement markings, including directional arrows, parking space stripes, and other markings shown on the project site plan, shall be applied to the parking and circulation area shown on the site plan in a medium designed for such purposes.
4. 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. Exterior lighting shall be designed and located to minimize offsite glare. Approval of the plan shall be at the discretion of the Community Development Department, according to the requirements of CBJ 49.40.230(d).
5. Prior to issuance of a building permit, the developer shall submit to the CBJ Engineering Department a detailed drainage plan that includes provisions for managing storm water run-off during construction and details the drainage facilities to be included in the development. The plan will include storm water best management practices to infiltrate and treat storm water runoff.

Attachments: July 8, 2020, memorandum from Irene Gallion, Community Development, to the CBJ Planning Commission regarding USE2020 0008.

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, July 14, 2020.

Mariya Lovishchuk and Joan O'Keefe

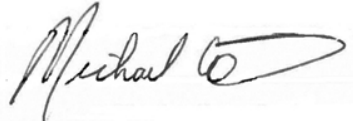
Case No.: USE2020 0008

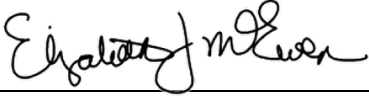
July 15, 2020

Page 4 of 4

Expiration Date: The permit will expire 18 months after the effective date, or January 14, 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.

Project Planner: 
Irene Gallion, Planner
Community Development Department


Michael LeVine, Chair
Planning Commission


Filed With Municipal Clerk

7/21/2020
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**

PWP2020 0002: Parking Waiver to reduce required parking from 56 spaces to 48 spaces - APPROVED
WITH AMENDMENTS

AGENDA ITEM:

Case No.: PWP2020 0002

Applicant: Southeast Alaska Independent Living and The Glory Hall

Location: West of 8617 Teal Street

Proposal: Parking Waiver to reduce required parking from 56 spaces to 48 spaces

ATTACHMENTS:

	Description	Upload Date	Type
☐	Staff Report for PWP2020 0002	7/6/2020	Staff Report
☐	Presentation for PWP2020 0002 & USE2020 0008	7/13/2020	Presentation
☐	Notice of Decision for PWP2020 0002	7/22/2020	Notice of Decision



PLANNING COMMISSION STAFF REPORT
PARKING WAIVER PWP2020-0002
HEARING DATE: JULY 14, 2020

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

STAFF RECOMMENDATION:

Staff recommends approval with conditions.

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 1-4 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:

This is a quasi-judicial decision and requires five (5) affirmative votes for approval.

DATE: July 6, 2020

TO: Planning Commission

THROUGH: Jill Maclean, Director, AICP

BY: Irene Gallion, Senior Planner

PROPOSAL SYNOPSIS: Applicant requests a parking waiver for an emergency homelessness shelter and a multi-tenant non-profit center (two separate buildings). Waiver from a total of 56 required off-street parking places to 48.

SUMMARY OF KEY CONSIDERATIONS:

- Clients for both facilities are highly dependent on walking and transit.

GENERAL INFORMATION

Property Owner	Glory Hall/SAIL*
Applicant	Glory Hall/SAIL
Property Address	SW Corner of Teal and Alpine
Legal Description	Valley Centre Greenbelt Bl H LT 6A1
Parcel Number	5B1501060041
Zoning	General Commercial
Land Use Designation	Commercial, bordering Stream Protection Corridor
Lot Size	52,246
Water/Sewer	CBJ
Access	Teal Street or Alpine Avenue
Existing Land Use	Vacant
Associated Applications	USE2020 0008

* Juneau Cooperative Christian Ministry DBA the Glory Hall;
 United Human Services DBA SAIL

Note: Applicant also owns 5B1501060030, a 7,660 square foot industrial zoned lot next to this proposed development. At this time, no development is being proposed on 5B1501060030.

SURROUNDING LAND USES

North	Vehicle/equip storage
South	Stream protection corridor
East	Saint Vincent de Paul
West	Vacant

SITE FEATURES

Anadromous	No
Flood Zone	AE Zone
Hazard	No
Hillside	No
Wetlands	No

FIGURE 1: VICINITY MAP



49.40.210(d)(6) PARKING WAIVERS. *The required number of non-accessible parking spaces required by this section may be reduced if the requirements of this subsection are met. The determination of whether these requirements are met, with or without conditions, deemed necessary for consistency with this title, shall be made by the director in the case of minor development; the commission in the case of major development; and the commission if the application relates to a series of applications for minor developments that, taken together, constitute major development, as determined by the director.*

ATTACHMENTS

Item	Description
Attachment A	Application Packet
Attachment B	Abutters Notice
Attachment C	Agency Comments
Attachment D	Public Comments – Not Applicable
Attachment E	Consolidated site plan

AGENCY REVIEW

CDD conducted an agency review comment period between May 5, 2020 and May 20, 2020 as part of the USE2020 0008 process. One agency comment was applicable to parking. Agency review comments can be found in Attachment B.

Agency	Summary
Southeast Alaska Watershed Council	Use best management practices to filter and infiltrate storm runoff

PUBLIC COMMENTS

CDD conducted a public comment period between **May 13, 2020** and **June 22, 2020** as part of the **USE2020 0008 process**. A virtual public meeting was held on June 2nd, 2020. Public meeting notification and public notice of the Planning Commission meeting mailed to property owners within 500 feet of the subject parcel (Attachment C and D). A public notice sign was also posted on-site two weeks prior to the scheduled hearing (June 30, 2020).

Name	Summary
None	There were no public comments specific to the provision of parking.

SITE PLAN

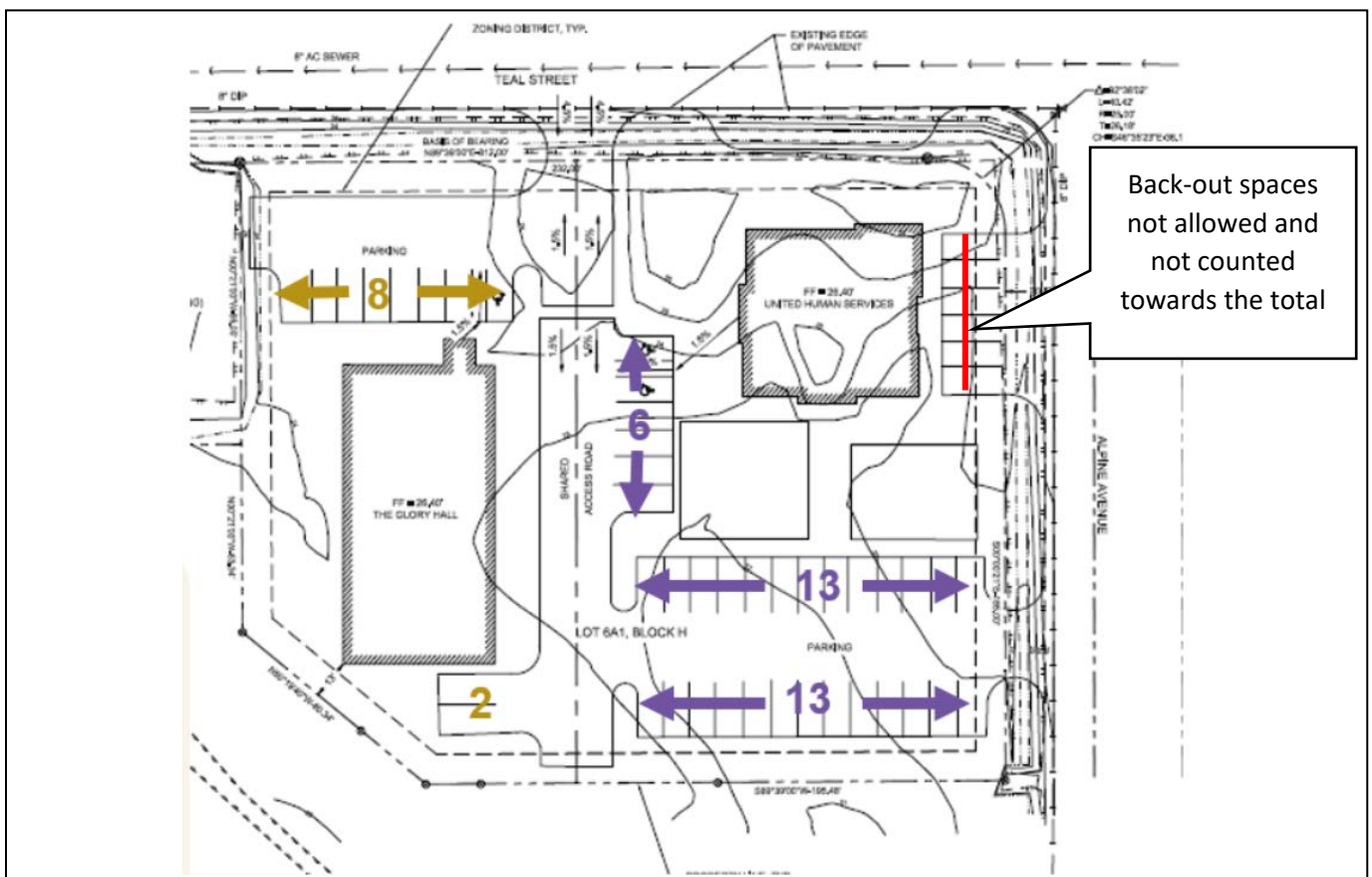


Figure 2: Site plan (Page 21 of the application packet, Attachment A). Back out parking is disallowed under CBJ 49.40.230(b)(7). Back-out parking proposed to the east of the office building is omitted in parking provision calculations.

DISCUSSION

Background Information –

The table below summarizes relevant history for the subject parcel and proposed development.	
Item	Summary
	The undeveloped lot has no permitting history.
Plat: Special Flood Note	Parts of this subdivision are located in a special flood hazard area per the City and Borough of Juneau Flood Insurance Rate Map, Flood Panel Community Number 0200091527D, August 19, 2013.
Plat: Anadromous Stream Note	Jordan Creek is determined to be an anadromous stream per the City and Borough of Juneau 2013 Comprehensive Plan. Special Regulations may apply.
USE2020 0008	Conditional Use Permit for construction of an emergency homelessness shelter and a multi-tenant non-profit center (two separate buildings).

Project Site – This discussion is specific to off-street parking requirements. See the staff report for USE2020 0008 for a detailed review of the project.

The site is a vacant lot at the corner of Alpine Avenue and Teal Street, which would be developed to accommodate approximately 11,000 square feet of Emergency Housing Shelter on a 5,500 square foot footprint, and 12,000 square feet of office space on a 4,000 square foot footprint.

Teal Street and Alpine Avenue are classified as “local” roads through the Alaska Department of Transportation and Public Facilities’ Functional Classification. Local roads primarily provide access to adjacent property. The roads do not have curb and gutter. “No Parking” signs are installed:

- At the corner of Jordan Avenue and Teal Street.
- North of the Alpine Avenue intersection with Airport Boulevard.
- On Teal Street east of the intersection with Alpine Avenue.

One undeveloped vehicular pull-out is across the street from the subject lot.

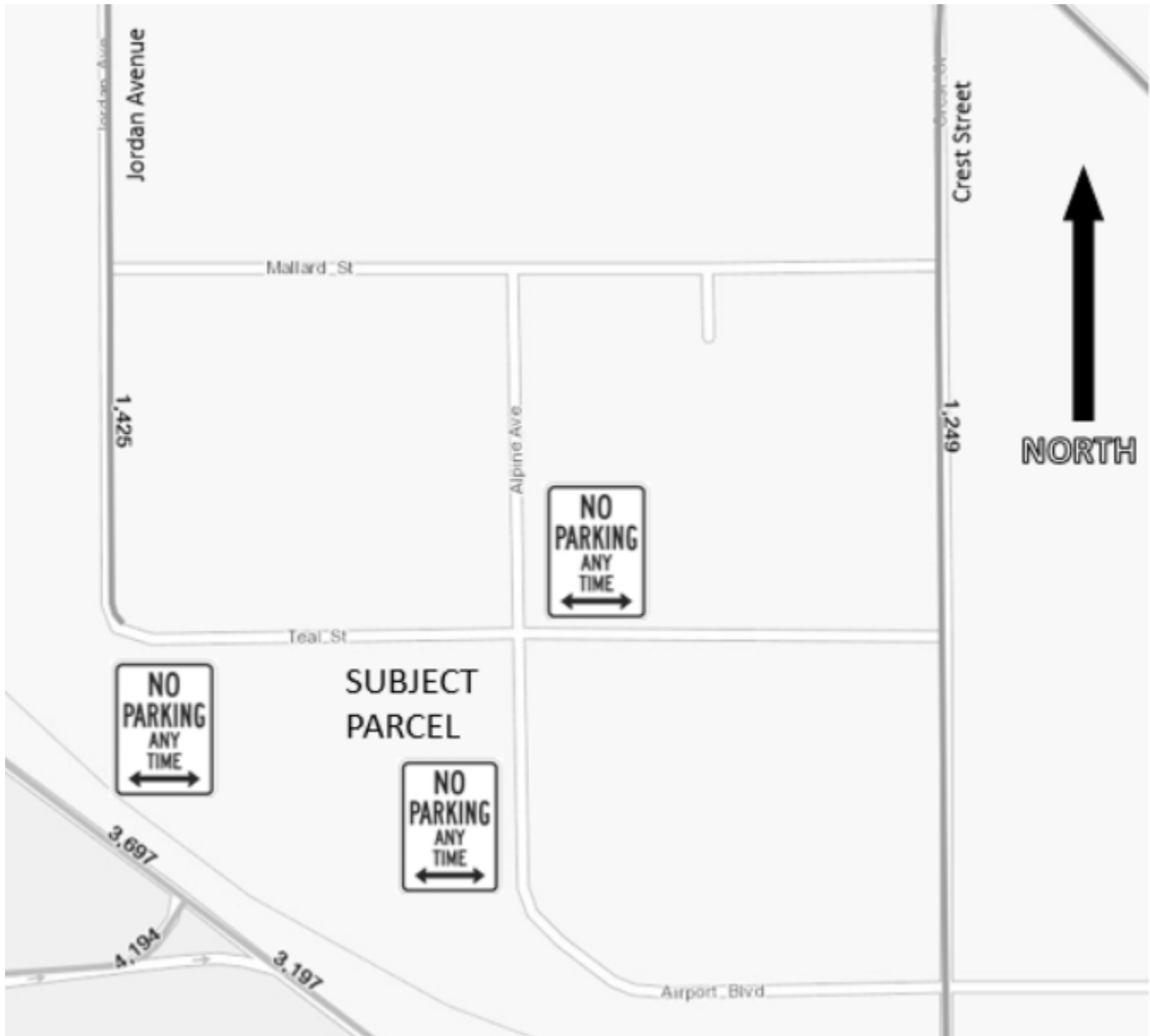


Figure 3: Location of “No Parking” signs in the area. The subject parcel is on the southwest corner of Teal Street and Alpine Avenue.



Figure 4: “No Parking” sign on Alpine north of the intersection with Airport Boulevard (circled). This sign is close to a Jordan Creek trailhead.



Figure 5: “No Parking” sign east of intersection of Alpine Avenue with Teal Street (foreground, circled) and at the intersection of Jordan Avenue with Teal Street (background, circled). This picture also shows the undeveloped vehicular pull-out across Teal Street from the subject lot.



Figure 6: “No Parking” sign at the corner of Jordan Avenue and Teal Street (circled). This sign is close to a Jordan Creek trailhead.

Condition: None recommended.

Project Design – Per 49.40.230(b), “Parking and circulation standards,” the proposed parking design complies with regulatory requirements.

1. Access: The driveways on Alpine Avenue and Teal Street are 150 feet from the intersection of the two streets.
2. Size of aisles: Scaling off of the site plan, the access aisles are 24 feet wide. This is adequate for two-way traffic and 90 degree parking.
3. Location: Parking provided is predominantly perpendicular to driveways.
4. (Not applicable, this code is for residential development)
5. Sidewalks and curbing: The “consolidated site plan” (Attachment E) provides more information on the developers’ intent for sidewalks. Proposed sidewalks run perpendicular to some parking areas. For these sections the sidewalks must:
 - Provide four feet of passable area.
 - Be six inches above the adjacent parking area except when crossing driveways or streets.
 - Have an additional two feet of sidewalk width if parked vehicles will extend over the sidewalk.
6. Stacked parking: Disallowed for this use, and not proposed.
7. Back-out parking: Only allowed for residential uses, where the right-of-way is an alley, or in the case of a child care home in a residential district. Back-out parking is disallowed for this project. Proposed back-out parking shown on the consolidated site plan was not included in calculations of off-street parking provided.

Off-street parking is required to provide adequate landscaping and drainage [CBJ 49.40.230(c)]. Speaking on behalf of the Southeast Alaska Watershed Council, Restoration Biologist John Hudson proposes that parking lot

July 6, 2020
 PWP2020 0002
 Page 8 of 14

runoff be conveyed into bio retention features that infiltrate and treat runoff before entering the native soil and groundwater table. This would mitigate further degradation of this section of Jordan Creek, already impacted by runoff from the highly-developed area between Egan Drive and Yandukin Drive. Jordan Creek supports multiple species of salmon, Dolly Varden char, and cutthroat trout.

Lighting shall be “suitable,” and direct light only onto the subject parcel [49.40.230(d)].

The consolidated site plan shows parking spaces oriented towards specific buildings, and walkways link them to the buildings they serve. Crosswalks link the Glory Hall parking lot and the UHS west plaza, and cross the west end of the UHS parking area.

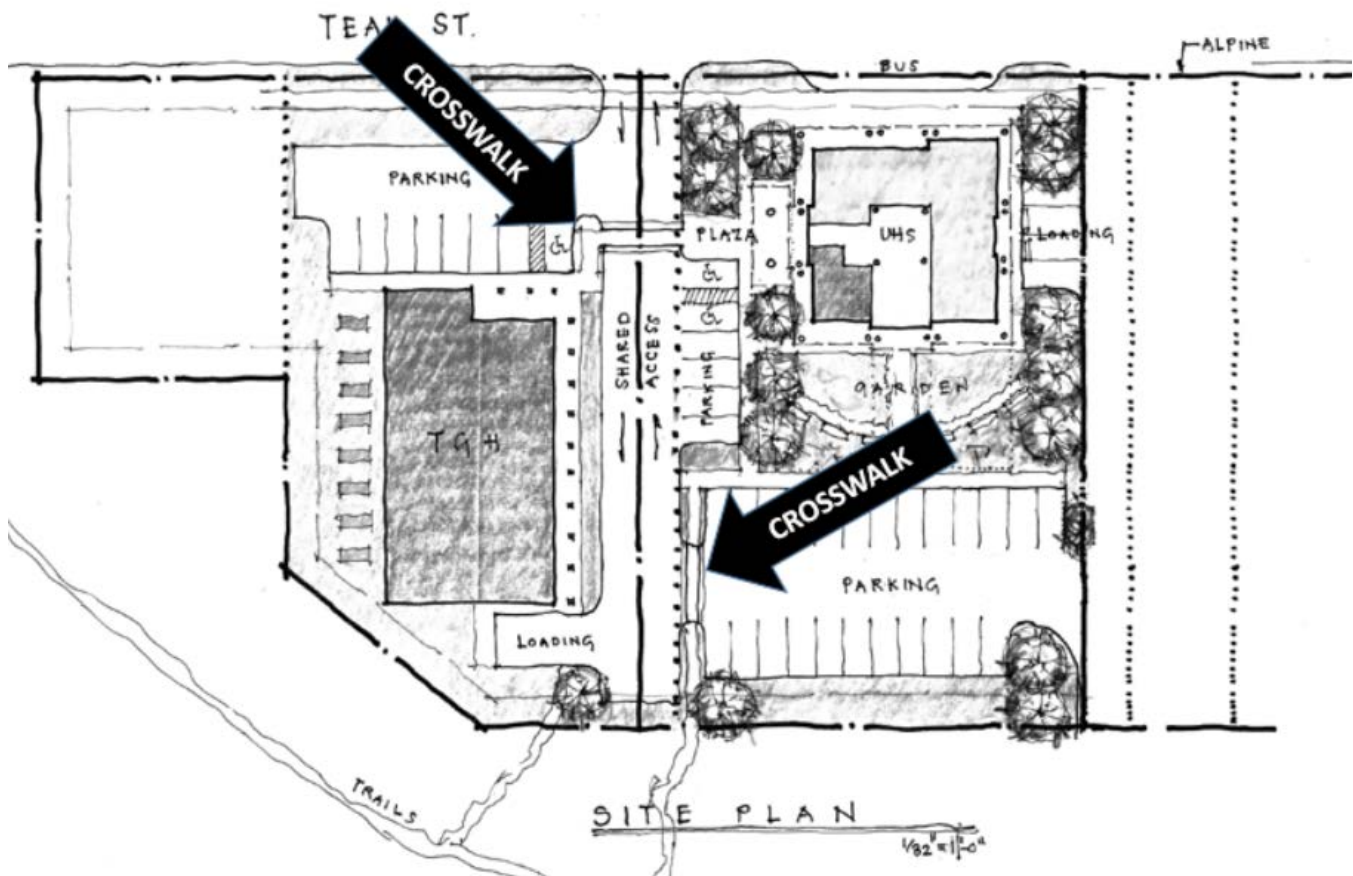


Figure 7: Consolidated site plan illustrating design elements required by CBJ 49.40.230, with crosswalks indicated.

Marking of the parking area [49.40.230(e)] would be addressed during the Building Permit review process.

The Comprehensive Plan (2013) discusses transit-oriented development, which includes reduced parking requirements, as few as one per four dwelling units (page 17). Applying that standard to the proposed Emergency Housing Shelter would result in the requirement for 10 off-street parking spaces. The Comprehensive Plan goes on to say that parking should minimally satisfy the need, encouraging patrons and residents to use transit (page 18).

The applicant owns the 7,660 square foot Industrially-zoned lot to the west of the project site. The Table of Permissible uses allows “Automobile parking garages or parking lots not related to a principal use on the lot.”

[10.100, "Parking, Storage and Mooring,"]. The distance from the northeast corner of the project lot (corner of Teal Street and Alpine Avenue) is 232 feet. This is within the 300-foot limit for off-site parking for the project in accordance with CBJ 49.40.200(4)(C).

Condition 1: Prior to issuance of a building permit, the developer shall submit to the CBJ Engineering Department a detailed drainage plan that includes provisions for managing storm water run-off during construction and details the drainage facilities to be included in the development. The plan will include storm water best management practices to infiltrate and treat storm water runoff by conveying all parking lot runoff into bio retention BMPs that infiltrate and treat runoff before the runoff enters the native soil and groundwater table.

Condition 2: Prior to 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.

Condition 3: Prior to the issuance of a temporary certificate of occupancy, all pavement markings, including directional arrows, parking space stripes, and other markings shown on the project site plan, shall be applied to the parking and circulation area shown on the site plan in a medium designed for such purposes.

Condition 4: 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. Exterior lighting shall be designed and located to minimize offsite glare. Approval of the plan shall be at the discretion of the Community Development Department, according to the requirements of CBJ 49.40.230(d).

Vehicle Parking & Circulation –

Use	Metric	Spaces Required	Total Spaces
Assisted Living	Per max # of residents, 40	0.4	16
Offices	Per 300 sf gross floor	1	40
Total Parking Requirement:			56
Off-Street Loading Spaces Required:			0
ADA Accessible Spaces Required:			3

Project proponents say the majority of their clients depend on transit and walking, warranting a reduction in required parking.

Proposed parking analysis below is divided between the two facilities in anticipation of subdivision.

Parking spaces	Emergency Housing Shelter	Office Building
Required	16	40
Proposed	10	38
Actual	10	30 ^A
ADA Required	1	2
ADA Proposed	1	2

A: Back-out parking proposed on Alpine Avenue, disallowed per 49.40.230(b)(7). Back-out parking shown on the proposed site plan is not included in this figure.

Some communities that have specific parking requirements for emergency homelessness shelters:

Kerman, California: Two for staff and one per six occupancy beds. **Under this regime the project emergency homelessness shelter would require nine spots.**

Menlo Park, California: Based on demonstrated need, with rule of thumb of 0.35 cars per individual bed plus one for staff, plus 10% reduction if within one mile of a major transit line. **Under this regime the project emergency homelessness shelter would require 13 spots.** Parking at area shelters:

- Crossroads (Oakland), 0.55 acres, 125 residents, 47 employees, 17 parking spaces
- Family Emergency Center (San Rafael), 0.25 acres, 52 beds, 16 spaces
- Mill Street Shelter (San Rafael), 0.33 acres, **40 beds, 10 spaces**
- Safe Harbor (S. San Francisco), 90 beds, 24 spaces (full parking lot at night)

Cadillac, Michigan: One per employee plus one for every 6 beds. **Assuming two staff, the parking requirement for the proposed emergency homelessness shelter would be 9 spots.**

Staff was unable to find car use data specific to social services offices.

Impacts to Nearby On-street Parking – There is no nearby on-street parking allowed. Teal Street and Alpine Avenue are marked with No Parking signs.

Condition: None recommended.

Non-motorized Transportation – The Glory Hall predominantly serves neighbors experiencing chronic homelessness – those who have experienced homelessness for over a year and also struggle with a disabling condition. Neighbors experiencing chronic homelessness tend to be dependent on walking and transit.

The social services office building will serve a wider variety of clients, but the applicants have also noted that their clients depend on walking and transit more than the population at large.

Alpine Avenue provides access from the bus stop on Mallard Street to the subject lot. While Mallard Street has sidewalks, Alpine Avenue does not. Alpine Avenue does not have road striping, or curb and gutter. There are no street lights. Some illumination on private property provides spill-over onto streets.

Condition: None recommended.

Proximity to Transit – The applicants recognize patrons frequently use Capital Transit services. Siting proposed facilities within a block of a transit stop is consistent with transit-oriented development. Applicants hope that a Teal Street stop can be developed in the future, as shown on the consolidated site plan just north of the office building.

A Capital Transit bus stop at Nugget Mall on Mallard Street is within one block of the facilities. The Nugget Mall location currently serves as a transfer station, providing access to nearly all routes in all directions. A new transit center is under development in the Mendenhall Mall area. When the new transit center is built, the plan is to close the Mallard Street stop and provide a stop at the corner of Teal Street and Crest Street.

Capital Transit busses have ramps for wheel chair access or for people who have difficulty negotiating the bus stairs. Capital Transit also provides Dial-A-Ride services using the Capital AKcess vehicles (formerly Care-a-Van). People with medically-verified disabilities can use this services.

Related to transit, SAIL spearheaded efforts to get a ramp-accessible taxi in Juneau. Sail developed grant programs that reduce taxi fare 60% for clients who qualify.

Condition: None recommended.

Public Health or Safety – Comments in opposition to the project cite road infrastructure and crime concerns, neither of which are specific to the parking provision. With no parking allowed on the streets, concerns about street maintenance do not apply to parking. Drainage plans for parking lot infiltration and retention will show where they will collect snow removed from the parking lot. Parking lot lighting can also be a safety feature. Both can be addressed through the drainage and lighting plans submitted as part of the “site design” conditions.

Condition: None recommended.

Property Value or Neighborhood Harmony – A potential concern for neighborhood harmony is that inadequate parking encourages people to park illegally on the road. Reducing traffic due to limited automobile use is a potential benefit. Another potential advantage of reduced traffic is reduced area of run-off to be processed before entering the Jordan Creek watershed.

Condition: None recommended.

CONFORMITY WITH ADOPTED PLANS

The proposed development is in general conformity with the 2013 Comprehensive Plan, and the 2009 Non-Motorized Plan.				
PLAN	Chapter	Page No.	Item	Summary
2013 Comprehensive Plan	3	17	Community Forum: Typical Elements of a Transit Oriented Development	Lower-than-normal parking requirements met on one or two levels with entries from a side street or the rear of the building. Typically, the parking demand and subsequent requirement is reduced to as low as one space per four dwelling units.
	3	18	Community Forum: Typical Elements of a Transit Oriented Development	Design safe, well-lit and convenient all-weather pedestrian pathways, separated bicycle lanes, sheltered bus stops; give preferential parking to carpool vehicles and car-sharing vehicles and provide preferential and metered electric energy stations for electric vehicles. Parking should satisfy the customer/patron needs of the non-residential space with minimal parking provided for residents and workers, who are encouraged to take transit. Parking for businesses should be designed as parallel or angled parking along the storefronts rather than a sea of surface parking facing the roadway. Internal vehicle roadways should be designed for slow speeds to minimize hazards to pedestrians and cyclists. Pull-off lanes for transit, taxi cabs, and school buses should be provided at convenient locations.
	7	83	Water Quality	To effectively protect water quality, the CBJ must control non-point source pollutant sources primarily through land use controls and Best Management Practices (BMPs) applied to development projects and business operations during the permitting process. Non-point source controls and BMPs affect where a development is located, and how it is constructed and operated. Examples of these controls include selecting a project site that is over 50 feet from open water or that avoids wetlands; placing siltation fences around construction sites; constructing a retaining dike around fuel

The proposed development is in general conformity with the 2013 Comprehensive Plan, and the 2009 Non-Motorized Plan.				
				storage or fueling areas; installing an oil/water separator on storm drains for roads and parking lots; and/or careful storage of snow near drainage systems or anadromous fish streams.
	8	102	Introduction	Without high levels of ridership, regulatory changes such as lower parking requirements cannot be justified for new developments near transit routes.
Juneau Non-Motorized Transportation Plan (2009)				
	4.4	27	Design of New Mixed-Use or Commercial Development	In parking lots safe, direct and clearly marked walkways should be provided to the building entrance. Where it crosses driving lanes, the walkway should be constructed of a different material (paving stones) and there should be crosswalk signs. Situations where pedestrians must walk behind rows of parked cars should be avoided. Landscaping within parking lots can help to define pedestrian routes, driving areas and parking areas.

FINDINGS

Parking Waiver Criteria - Per CBJ 49.40.210(d)(6)(1-4) the Director makes the following findings on the proposed parking waiver:

1. *Will granting the waiver result in more benefits than detriments to the community as a whole as identified by the Comprehensive Plan?*

Finding: Yes. Granting the requested parking waiver for an Emergency Housing Shelter and social services office building will result in more benefits than detriments to the community as a whole as identified by the 2013 Comprehensive Plan.

2. *Is the development located outside of the PD-1 Parking District, PD-2Pparking District, and the Downtown Fee In Lieu of Parking district?*

Finding: Yes. The subject parcel is located outside of the above listed parking districts.

3. *Will granting the waiver result in adverse impacts to property in the neighboring area?*

Finding: No. With appropriate conditions, granting the requested waiver will not result in adverse impacts to neighboring property.

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

Finding: No. With appropriate conditions, granting the requested waiver will materially not endanger the public health or safety.

RECOMMENDATION

Staff recommends the Planning Commission adopt the Director's analysis and findings and **APPROVE** the requested parking waiver. The permit would waive total parking required from 56 to 48 off-street parking spaces. Of the 48 proposed off-street parking spaces, 10 (1 ADA) off-street parking spaces would be oriented toward the Emergency Housing Shelter, and 38 (2 ADA) off-street parking spaces would be oriented toward the social services office building.

The approval is subject to the following conditions:

1. Prior to issuance of a building permit, the developer shall submit to the CBJ Engineering Department a detailed drainage plan that includes provisions for managing storm water run-off during construction and details the drainage facilities to be included in the development. The plan will include storm water best management practices to infiltrate and treat storm water runoff by conveying all parking lot runoff into bio retention BMPs that infiltrate and treat runoff before the runoff enters the native soil and groundwater table.
2. Prior to 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; and all necessary ADA striping and signage will be installed.
3. Prior to the issuance of a temporary certificate of occupancy, all pavement markings, including directional arrows, parking space stripes, and other markings shown on the project site plan, shall be applied to the parking and circulation area shown on the site plan in a medium designed for such purposes.
4. 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. Exterior lighting shall be designed and located to minimize offsite glare. Approval of the plan shall be at the discretion of the Community Development Department, according to the requirements of CBJ 49.40.230(d).



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 8617 Teal Street Juneau, AK 99801		
	Legal Description(s) (Subdivision, Survey, Block, Tract, Lot) Valley Centre Greenbelt BLH LT 6A1 and Valley Centre BK H LT4,		
	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 Southeast Alaska Independent Living and The Glory Hall	Contact Person Mariya Lovishchuk and Joan O'Keefe	Phone Number(s) 957-2885
	Mailing Address PO Box 021997 Juneau, AK 99803		
	E-mail Address Info@feedjuneau.org and jokeefe@sailinc.org		
	LANDOWNER/ LESSEE CONSENT Required for Planning Permits, not needed on Building/ Engineering Permits		
I am (we are) the owner(s) or lessee(s) of the property subject to this application and I (we) consent as follows: A. This application for a land use or activity review for development on my (our) property is made with my complete understanding and permission. B. I (we) grant permission for officials and employees of the City and Borough of Juneau to inspect my property as needed for purposes of this application.			
X <u>Mariya S. Lovishchuk</u> 02/18/2020 Landowner/Lessee Signature Date			
X <u>[Signature]</u> 3/6/20 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	Phone Number(s)	
Mailing Address			
E-mail Address			
X <u>Mariya S. Lovishchuk</u> <u>[Signature]</u> 02/18/2020 Applicant's Signature Date of Application			

DEPARTMENT USE ONLY BELOW THIS LINE

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

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

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

Intake Initials AE
Case Number 4902020004
Date Received 4/15/2020



PARKING WAIVER 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 Please see attached.
	TYPE OF PARKING WAIVER REQUESTED (check one) <u>MINOR DEVELOPMENT</u> ☐ Parking Waiver Departmental Review (PWD) <u>MAJOR DEVELOPMENT</u> ☒ Parking Waiver Planning Commission Review (PWP)
	DEVELOPMENT FOR WHICH THE PARKING IS REQUIRED (check one) ☐ Existing ☒ Proposed – Related Case Number: _____
	NUMBER OF REQUIRED PARKING SPACES PER CBJ 49.40.210(A) ☐ For Residential Uses: _____ spaces ☒ For Non-Residential Uses: <u>56</u> spaces
	NUMBER OF PARKING SPACES THAT WILL BE PROVIDED ☐ For Residential Uses: _____ spaces ☒ For Non-Residential Uses: <u>48</u> spaces
ALL REQUIRED MATERIALS ATTACHED ☒ Complete application per CBJ 49.15 and CBJ 49.40.210(d)(6) ☒ Narrative including: ☒ Why the parking waiver is being requested? ☒ How the requested waiver meets items 1-4 on page 2	

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

PARKING WAIVER FEES			
Residential Spaces	_____	Non-Residential Spaces	_____
Residential Fee	\$ _____	Non-Residential Fee	\$ _____
Total Residential	\$ _____	Total Non-Residential	\$ _____
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
<i>Pw P2020062</i>	<i>4/15/20</i>



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.

PROJECT SUMMARY

Please see attached.

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: 7.2- EMERGENCY SHELTER (ASSISTED LIVING) & 3.4- PROFESSIONAL OFFICES

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 59,848 square feet Total Area of Existing Structure(s) N/A square feet

Total Area of Proposed Structure(s) 11,000 & 12,000 square feet

EXTERNAL LIGHTING

Existing to remain
Proposed

☒ No
☐ No

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

ALL REQUIRED DOCUMENTS ATTACHED

☒ Narrative including:

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

If this is a modification or extension include:

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

☒ Plans including:

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

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

ALLOWABLE/CONDITIONAL USE FEES

	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

4502000008

4/15/2020

To be completed by Applicant

Edward Quinto

From: Allison Eddins
Sent: Wednesday, April 15, 2020 9:49 AM
To: Permits
Cc: Laurel Christian
Subject: RE: CUP application: TGH & UHS Campus Project

Hi Eddie,

Yes, it's good for intake. This is the most complete application I've seen in while. I'd be happy to sign off on it tomorrow when I'm in the office and follow up with her about payment. Alternatively, Laurel is in the office today and can sign off.

Thanks,

Allison

From: Permits <Permits@juneau.org>
Sent: Wednesday, April 15, 2020 9:36 AM
To: Allison Eddins <Allison.Eddins@juneau.org>
Subject: FW: CUP application: TGH & UHS Campus Project

Allison, is this packet good to take in and process?

Eddie Quinto | Permit Specialist

Community Development Department | City & Borough of Juneau, AK

Location: 230 S. Franklin Street, 4th Floor Marine View Building

General questions/payments: 907.586.0770

Office: 907.586.0928

From: Sherri von Wolfe <svonwolfe@sailinc.org>
Sent: Thursday, April 9, 2020 11:09 AM
To: Permits <Permits@juneau.org>
Cc: Joan O'Keefe <jokeefe@sailinc.org>; Mariya Lovishchuk <lovishchuk.mariya@gmail.com>
Subject: CUP application: TGH & UHS Campus Project

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

Hello Allison,

Thank you for your assistance this morning.

Please find the attached CUP & Parking Waiver application for TGH & UHS campus project.

I will confirm with our bookkeeper the ideal method of payment (check or cc) and follow-up.

Fee is noted as follows:

CUP: \$750

Sign: \$150

Parking Waiver: \$400-20%= \$320

Total due to CBJ = \$1,220

Please let me know if you have any questions with our application.

Kind regards,
Sherri
907-209-8860 (c)

--

Sherri von Wolfe AIA, MA, PT
Accessibility Specialist
Southeast Alaska Independent Living
907.586.4920, ext. 429 v/tty
907.586.4980 (fax)
www.sailinc.org

Project Narrative

United Human Services (UHS) and the Glory Hall (TGH) will develop two buildings on the Mendenhall Valley site located at 8617 Teal Street, encompassing the southwest corner of Teal & Alpine street.

TGH will construct a shelter, care center, and meal distribution facility. UHS will construct a shared facility (multi-tenant nonprofit center) for social service non-profit agencies providing onsite campus-based services as well as comprehensive services for the broader Juneau community.

We believe that in working together we'll have the greatest collective positive impact on the lives of the people we serve in our community and that cooperative planning of this social service campus will ensure maximum efficiency in development, improved program coordination, and provide maximum support for a range of community, program, staff, and consumer needs.

Description & Size: The campus buildings are sited to maximize light, views, green space, garden space, bus access, and pedestrian links. There are both public and private spaces with good lines of sight.

TGH's two-story 11,000sf building will contain offices, a commercial kitchen, conference room, and sitting area on the first floor (approximately 5500 square feet) and sleeping quarters, an office, and laundry facility on the second floor (approximately 5500 square feet).

UHS's three-story 12,000sf building will include individual private office spaces, equipment storage, shared reception, large and small conference rooms, staff kitchen/break room, and a workroom.

Operation: TGH will develop an emergency shelter, soup kitchen, and care center. There will be 1-4 staff on site at any time. Breakfast, lunch, and dinner will be served daily. Emergency shelter will be provided starting at 9:30PM till 8AM. The facility will feature a secure entry and a Day Room which will accommodate people for meals and a warm place to be throughout the day. There will be storage spaces for patron and program belongings as well as a conference room and office. The facility will have an outside garden and a secure outside space for patrons, staff and visitors.

UHS will provide business services 8AM to 5PM, Monday through Friday, with occasional evening or weekend group use of the conference room on the main level. The UHS nonprofit program services, in order of most common service delivery method to least include: electronic, off-site/community outreach, appointment-based, and walk-in.

Habitat: The site is designated as "uplands" by the Army Corp of Engineers. The city-owned land along the south border of this lot is designated as a Stream Protection Corridor.

Flood: The base flood elevation is 26.23'. Both project's ground level floors will be at an elevation of 26.5' or higher. *(See attached flood zone region maps.)*

Noise: No atypical noise volume or intensity will be associated with TGH's operations, primarily a dormitory and dining facility, or UHS's multi-tenant nonprofit center joint-use office building.

Lot size & development size: The identified property is 59,848sf and will utilize Valley Centre Greenbelt BLH LT 6A1 and Valley Centre BK H LT4 parcels. The property is jointly owned by SAIL and TGH.

Zoning & Set-back Requirements: 52,246sf of the site is zoned General Commercial and 7600sf of the site is zoned Industrial. No development is currently planned on the Industrial lot.

From CBJ Table 49.25.400, the minimum lot size is 2,000 sf. Minimum property dimensions are 20' width and 60' depth. General Commercial maximum height is 55' for permissible uses and 45' for accessory uses. There are 10' required setbacks on the front, back, and sides. All site requirements are met per the attached site plan & elevation sketches. (Note-TGH's elevation is estimated at 28' and UHS's elevation is estimated at 45'.)

(See attached site plan & elevations)

The CBJ Table of Permissible Uses, 49.25.300, identifies use descriptions, categories, and their associated approval process. TGH & UHS project uses are both permissible. The closest housing category to TGH's proposed project is 7.2- Institution Day or Residential Care, assisted living facility. It is not considered a residential use. However, building area greater than 10,000sf does require Planning Commission approval and a Conditional Use Permit. The UHS multi-tenant nonprofit center office building is 3.4- Professional Office Services greater than 2500sf. At greater than 5000sf, it is considered a major development and requires Planning Commission approval and a Conditional Use Permit.

Compliance with Comprehensive Plan:

Map G, of the Comprehensive Land Use Plan, identifies the entire site as Commercial (no portion is designated as Industrial). Both of these permissible uses align with The Comprehensive Plan.

The proposed project is further compliant with the relevant Chapters 4 and 13 of Comprehensive Plan. Chapter 4 addresses housing and Chapter 13 social services. Relevant policy and action excerpts are listed below.

POLICY 4.1. TO FACILITATE THE PROVISION AND MAINTENANCE OF SAFE, SANITARY AND AFFORDABLE HOUSING FOR CBJ RESIDENTS.

4.1 - SOP1 Fund, or assist in securing funding for, emergency shelters, transitional housing, permanent supportive housing, and appropriate supportive services for people who are homeless or near homeless or rent overburdened, particularly families and unaccompanied youth, and an increasing aging population.

The proposed project complies with the above listed portion of the comprehensive plan. Support and permitting of this project would create a space that is appropriate for provision of services to all populations listed above. Specifically, the proposed space will enable the providers to accommodate youth and increasingly elderly population by providing an accessible shelter with individual emergency shelter spaces. Furthermore, a permitted project is easier to finance through multiple funding providers. The permitting facilitates the partnership between the Glory Hall and homelessness service providers, both existing at Saint Vincent de Paul, and with development of centralized services in a new office building.

4.1 – IA7 Facilitate the provision of special needs and adaptive housing and supportive services in residential neighborhoods that are readily accessible to public transit, shopping, public amenities and supportive services.

Adaptive and supportive services will be provided with greater efficiency and collaboration by Southeast Alaska Independent Living and other campus partners, including Saint Vincent de Paul, right across the

road. An array of services will include accommodations for disabilities, legal services, supportive services. Clients residing in Smith Hall, new Glory Hall facility, Saint Vincent DePaul transitional shelter, as well as others, will have greater and more convenient access to the services. The facility is on an established bus line that the clients are familiar with and the participants are working with the City and Borough of Juneau to relocate the bus line even closer to the project for added convenience and access.

4.1 – IA8 The CBJ government should participate with other local agencies in the federal program to prepare and adopt a “Ten Year Plan to End Homelessness” in the City and Borough of Juneau.

While a homelessness plan has not yet been developed, colocation of services has been a long-term goal of City and Borough of Juneau in coordination with the Juneau Coalition on Housing and Homelessness, a compilation of service providers. Collocation of services, as proposed by this project is a best practice and results in greater efficiency and more positive outcomes for consumers.

4.1 – IA9 Assist in the establishment and maintenance of an effective integrated client assessment and referral system for homeless and near-homeless residents that links all housing, medical and social service providers to develop greater efficiencies, client tracking and program funding and evaluation tools.

[Please also see 13.3 - IA2] As noted above, this development leverages existing homelessness services and stages for future efficiencies.

POLICY 13.3. TO PROMOTE QUALITY MEDICAL AND SOCIAL SERVICES IN THE CBJ TO ENSURE THE SAFETY, HEALTH, WELL-BEING AND SELF-SUFFICIENCY OF ITS RESIDENTS.

13.3 - SOP1 Provide public funds for programs for the indigent and for high risk groups such as youth, the elderly, disabled persons, and homeless persons and families. Proposed project fits well into this portion of the plan. By providing support for the project, programs will be able to receive funds to assist the populations listed in 13.3. Co-location, resulting improvement in coordination and access, as well as improved accessible space will enable the agencies to receive greater funding to be leveraged with other public funds.

13.3 - IA3 Provide transportation assistance to homeless clients, including high school students, to support transport for job search efforts, to shelter, and for medical and social service care.

Proposed project provides effective assistance to the above listed populations by making most of the services needed available on site. Please note the project’s proximity to the Juneau Youth Services and the fact that the Job Center and DVR is closer to this location than any other locations. Additionally, transportation assistance is provided by the Glory Hall and Southeast Alaska Independent Living. The effort to secure jobs, access shelter, and receive other care is eased by the co-location of services on the proposed site.

Vegetative Cover: As illustrated in the attached site plan, substantial green space and vegetative cover, well over 10%, will be provided through planted setbacks on the two sides and rear. Additionally, a private fenced courtyard for TGH residents and a planted public plaza adjacent to the multi-tenant nonprofit center are planned.

Parking & Traffic Circulation:

Access- Primary access is off Teal street. A shared drive along the proposed future subdivision property line will utilize the setback area from both projects and decrease land impacts through a shared site approach. Utilities, water and sewer, will be connected off Teal street. There will be adequate access and turning radii for emergency vehicles.

Parking- As a campus, 48 total parking spaces are provided. Of these, each building has its own designated loading space and accessible spaces. The accessible spaces will be clearly identified. Per historical program usage, ample space is provided for visitors, staff, and consumer vehicles.

TGH: CBJ's parking requirement for assistive living is 0.4 spaces per resident resulting in 16 spaces. Ten total parking spaces are provided adjacent to the TGH building that includes one accessible and one loading space. Note- TGH has (0) parking spaces at their current location.

UHS: CBJ's parking requirement for offices is 1 space per 300 gross sf. The proposed maximum gross area of the multi-tenant nonprofit center is 12,000sf, with a parking requirement of 40 spaces. Of that 12,000 gross building area, approximately 4000sf is unoccupied lobby, storage, circulation, and mechanical space resulting in 8000sf of business area. Thirty-eight spaces are provided, adjacent to the UHS building, with two accessible and one loading space. Note- Parking impacts for UHS services are minimized as many program services are provided off-site and a large number of consumers utilize taxi and public transportation.

A parking waiver is requested for the project based on the following specific criteria:

1. The project is located outside of the PD-1, PD-2, or Downton Parking (Fee in Lieu of Parking) district areas.
2. Granting of the waiver is supported by the comprehensive plan: Support Transit oriented development & Create livable mixed-use communities.
3. The proposed parking will not result in adverse impacts to property in the neighboring areas nor materially endanger public health, safety, or welfare.
4. The parking rationale is supported by 49.40.200.5 Joint Uses- with predominantly daytime parking use associated with the office building and evening parking use for volunteers and overnight patrons utilizing the emergency shelter.

(See attached Parking Waiver Application)

Bus- Consumers of TGH and UHS services, as well as the residents of Smith Hall, St. Vincent de Paul, and Juneau Youth Services frequently utilize the bus for transportation. A Teal Street bus stop is desired for safe and convenient access. This is also consistent with the CBJ Comprehensive Plan supporting Transit orientated development.

Proposed lighting: Item will be submitted with the building permit application. Lighting plan will reflect the need for program and neighborhood safety.

Propose vegetation: The Glory Hall will take advantage of the flat lot and southern exposure to develop a beautiful garden. Furthermore, the applicants will work with Southeast Alaska Watershed Alliance to utilize important indigenous plant species in the landscaping plan. Detail description of plant and garden feature locations will be submitted with the building permit application.

Existing physical features: Noted on site plan.

APPLICATIONS:

1. Development permit application
2. CUP application
3. Parking waiver application
4. Project Description/ Narrative
5. Copy of CBJ Pre-App Meeting Notes

ATTACHMENTS:

1. Drawings:
 - A. Site Plan
 - B. Floor Plans
 - C. Elevations
 - D. Recent flood map zone



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

New Emergency Shelter

Case Number: PAC2020 0003

Applicant: Juneau Cooperative Christian Ministry (JCCM) dba The Glory Hall

Property Owner: Juneau Cooperative Christian Ministry (JCCM), dba The Glory Hall

Property Address: Not assigned (Teal Street)

Parcel Code Number: 5B1501060041

Site Size: 52,246.42 square feet, 1.1994 acres

Zoning: General Commercial

Existing Land Use: Vacant

Conference Date: January 22, 2020

Report Issued: 02/05/2020

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
Mariya Lovishchuk	Applicant	Lovishchuk.mariya@gmail.com
Irene Gallion	Planning	Irene.Gallion@juneau.org
John Young	Comm. Plan review	John.Young@juneau.org
Mark Millay	General Engineering	Mark.Millay@juneau.org
Dan Jager	Fire Marshall	Dan.Jager@juneau.org

Pre-Application Conference Final Report

Conference Summary

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

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

The purpose of this Pre-application Conference was to review requirements for development of land on the southwest corner of Teal Street and Alpine Avenue.

Parcel	Area SF	Area Acres	Zoning
5B1501060041	52,246.42	1.1994	General Commercial
5B1501060030	7,660	0.018	Industrial

Site plans were submitted that show use of the entire lot, in addition to the west lot (5B1501060030, zoned Industrial). City records show that JCCM owns both lots. SAIL said they were part owner but there are no records reflecting that as of this record.

The applicant would like to build a new emergency shelter for those experiencing homelessness:

- 40 beds (note the plans submitted with the application have 34 beds)
- Upstairs: 5044 (note the application submitted shows 3928 square feet useable space upstairs – this has been revised)
- Downstairs: 5044 square feet
- Total square footage: 10,088 square feet

Site plans were submitted that lot development will eventually include a three-story building with a footprint of approximately 2,300 square feet (43'x43'), or 6,900 of office space. Applicant clarified that initial development will be for the emergency shelter only. The office space development will take more time due to the complexity of coordinating multiple stakeholders.

Other issues for consideration:

- Subdivision.
- Land donation for the southeast corner of the adjoining CBJ lot.
- Vacation of Alpine Avenue.

The emergency shelter is "assisted living" for land permitting purposes. According to the Table of Permissible Uses (49.25.300), assisted living is considered an institutional use (7.200 in the table). In other words, the shelter is not considered a residential use.

Assisted living is a permissible use in General Commercial zoning, but requires a Conditional Use Permit for "major development." The proposed emergency shelter is considered a major development because lot build-out will have over 10,000 square feet of non-residential development.

Applicable definitions:

Assisted living means a facility providing housing and institutional care for people unable to live independently or without assistance. Assisted living includes facilities that provide nursing care services or emergency shelter. Assisted living use that occurs within a single-family dwelling is regulated as a single-family dwelling use.

Dwelling means a building or portion thereof, used exclusively for human habitation.

Pre-Application Conference Final Report

Major development means all development that is not a minor development.

Minor development is defined in 49.25.300(c) (3), and in part (D) clarifies minor development in Commercial districts for non-residential use is a building totaling less than 10,000 square feet.

Planning Division

1. **Zoning** – The larger lot is General Commercial, the smaller lot is Industrial. At this time it appears the smaller lot will be used for parking.
2. **Setbacks** – All yard setbacks in General Commercial are 10 feet.
3. **Height** – 55 feet for permissible uses, 45 feet for accessory uses. The proposed use is a permissible use.
4. **Access** – Alpine Avenue
5. **Parking & Circulation** – The site plan shows a total of 42 parking spaces, including three handicap accessible spaces. Full build-out as proposed would meet the parking requirements for both buildings.

Assisted living facilities are required to have 0.4 parking spots per maximum number of residents (49.40.210). With 40 residents that results in 16 whole parking places. One of those parking spaces must be handicapped accessible. There are seven parking places shown next to the emergency shelter. Phased development could allow for additional parking on the part of the lot that will eventually be developed. JCCM has expressed their interest in a parking waiver.

Offices are required to have one parking spot per 300 square feet of office space. Estimating 6,900 square feet of office space, parking required for the proposed office building would be 23 parking spaces, with one handicap accessible space.

A parking waiver can be requested in accordance with 49.40.210(d) (6), attached.

6. **Lot Coverage** – No maximum coverage for General Commercial or Industrial.
7. **Vegetative Coverage** – 10% minimum for General Commercial, 5% for Industrial
8. **Lighting** – Parking areas should be suitably lit.
9. **Noise** – Noise is regulated through 42.20.095, "Disturbing the Peace."
10. **Flood** – AE zone: A Special Flood Hazard Area (SFHA) that has a 1% chance of annual flooding where average depths are between 1 and 3 feet. This development will be subject to the requirements of 49.70 Article IV: Flood Hazard Areas (attached). Note that, among the requirements, 49.70.400(d) (5) requires submittal of the proposed and finished lowest floor elevations. 49.70.400(e) (2) (B) clarifies the lowest floor must be above the base flood elevation. Current flood mapping shows the base elevation at 26.23 feet. JCCM asked about use of the new flood maps – if you would like to do so, please submit a copy of the map and elevation with your application materials.
11. **Hazard/Mass Wasting/Avalanche/Hillside Endorsement** – Not applicable.
12. **Wetlands** – At the meeting JCCM provided a letter from the Department of the Army, Alaska District, U.S. Army Corps of Engineers, stating that, "...the subject property does not contain waters of the United States (U.S.) under Corps jurisdiction." The letter was dated July 7, 2014, and will need to be updated.
13. **Habitat** – The 2013 Comprehensive Plan Update recognizes the city-owned land south of this lot as a Stream Protection Corridor. The boundary of this corridor is along the south edge of this parcel and further south along Alpine Avenue. The purposes of a Stream Protection Corridor is to protect anadromous fish streams and their tributaries from development that could cause pollution, erosion, depletion of groundwater infiltration, or otherwise degrade the stream corridor and its biological

Pre-Application Conference Final Report

functions. The Southeast Alaska Watershed Council is currently doing a water monitoring study that measures pollutants from rainwater and snowmelt road run-off.

14. **Plat or Covenant Restrictions** – There are two notes on the plat:

SPECIAL FLOOD NOTE

PARTS OF THIS SUBDIVISION ARE LOCATED IN A SPECIAL FLOOD HAZARD AREA PER THE CITY AND BOROUGH OF JUNEAU FLOOD INSURANCE RATE MAP, FLOOD PANEL COMMUNITY NUMBER 0200091527D, AUGUST 19, 2013.

ANADROMOUS STREAM NOTE

JORDAN CREEK IS DETERMINED TO BE AN ANADROMOUS STREAM PER THE CITY AND BOROUGH OF JUNEAU 2013 COMPREHENSIVE PLAN. SPECIAL REGULATIONS MAY APPLY.

15. **Traffic** – The Planning Commission is required to consider if each phase of development will impact public services. The new Glory Hall is part of a larger development that will eventually include a three-story building with a footprint of approximately 2,300 square feet, or 6,900 of office space.

According to the Institute of Transportation Engineer's Trip Generation Manual, an assisted living facility generates 2.66 vehicle trips per bed, or about 106 trips a day. The associated offices can be expected to generate 11.03 trips per 1,000 square feet of office space, or 76 trips a day. Total trips estimated to be generated is 182, which is below the threshold for requiring a Traffic Impact Analysis.

16. **Subdivision** – Project proponents have expressed interest in subdividing the property at some point. Note that any structures would have to be 10' from the new lot line. Plan building location appropriately. The applicants may also consider vacation of the lot line between the two parcels.

The current recommendation is that one Conditional Use Permit be pursued to cover both the emergency homelessness shelter and the office building. If the lot is subdivided, this Conditional Use Permit would apply to the subdivided lots. Note that, regardless of subdivision status, if the use of the property changes, a new Conditional Use Permit may be required.

Rezoning of the smaller lot is not recommended at this time but could be considered by the applicant. Rezoning applications are accepted in January and July.

17. **Land donation** – Land donation is unlikely. The city owns the land for two reasons:

- a. Jordan Creek requires a 50' development setback, and ownership of this corner assures that buffer.
- b. The Jordan Creek corridor is part of an airport contract with the FAA to mitigate airfield development. The FAA will not let the airport carve out parts of the land for donation. The FAA can withhold grant funding if the Jordan Creek corridor is not managed as outlined in the contract.

18. **Street vacation** – CBJ 49.15.404 (attached) outlines the procedure and requirement for right-of-way vacation. Considerations might include:

- a. Ends of the vacation would require a *cul de sac* for fire response purposes.
- b. Access for the Saint Vincent's Smith Hall carports could be moved to Airport Boulevard, if the applicant and Saint Vincent's could come to an agreement. According to a Surveyor's Statement of Setback Compliance dated May 11, 1997, and a survey done in December 1997, the carports are 10 feet from the property line. All yard setbacks in General Commercial are 10 feet.
- c. Vacation of the south part of Alpine Avenue and the northern part of Airport Boulevard might benefit Jordan Creek water quality if pavement was removed from that section and the area

Pre-Application Conference Final Report

rehabilitated. It might be worth talking to the Southeast Alaska Watershed Council on if this strategy is beneficial.

Building Division

19. Building Plans- will be addressed during plan review

20. Outstanding Permits -

General Engineering/Public Works

1. **Engineering** – Will need to review final plans when submitted for application.
 - a. **Easements:** Site plan (plat) shall include all existing (and proposed) easements for drainage, utility lines including plumbing lines, access, snow storage, trash (dumpster) storage, or any other shared use that requires crossing the property line.
2. **Drainage** – Submit a drainage plan (being designed by PDC Engineering) indicating how drainage from the proposed subdivision will join an established drainage channel or structures. Easements must be provided on the plat for all established drainage ways or any proposed drainage ways that cross any current or future abutting property lines.
3. **Utilities** – (water, power, sewer, etc.) Water and sewer as-built(s) have been sent to Bruce. The applicant has been made aware of the water and sewer utilities located within Teal Street and also the 8" water main located within Alpine Street. The site plan needs to include pipe locations, sizing, for both water and sewer and grades for sewer to indicate appropriate fall will be achieved. The following permits will need to be obtained to provide utilities to the newly created lot:
 - a. **CBJ right-of-way (ROW) permit**- Once the construction plan for the utilities is approved, CBJ will create the ROW permit. The permit will allow the tapping of the water and sewer mains, water and sewer service installation, and road restoration within the right-of-way. Inspection fees, refundable bond amount, and conditions will be determined after review of the proposed construction plan. The extension of the utilities within the property will require further permitting and fee assessments.

Once within the private property the following utility permits are required:

- b. **Water Utility permit** – for the water/fire line to be installed to the new structure. The line sizing is determined by the engineer. The meter is required to be installed prior to any branches in the plumbing line. The meter location and sizing shall be shown on the mechanical plans. See the attached CBJ Standard Detail 420, Meter Installation, for meter clearances and conduit installation requirements for the remote read-out (MIU) installation. The meter installation and conduit installation is the responsibility of the applicant. A water assessment will need to be paid and will be determined after sizing of meter and domestic line are identified.
 - c. **Sewer Utility permit** – for the sewer line to be installed to the new structure. The line sizing is determined by the engineer. The mechanical plans shall include a drainage fixture unit (DFU) count. A sewer assessment and inspection fees will need to be paid and will be determined after review of the DFU's and the configuration of the underground sewer line.
4. **Fire Marshal**
5. **Fire Items/Access** – No comments will be addressed during building permit Plan review.

Other Applicable Agency Review

Pre-Application Conference Final Report

6. DOT&PF / Alcohol Beverage Control Board / Army Corps / DEC (wastewater) / DNR / USF&W / F&G / FAA / Corrections...
- 7.

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: This application should accompany any land use action applied for.
2. Conditional Use Permit: This permit is required for the emergency homeless shelter and support infrastructure. If approved, additional building permits would be required.
3. Parking Waiver Application: This application will be required if JCCM requests the Planning Commission waive parking requirements.
4. Grading Permit Application:
5. Street Vacation Application: This application is required if the Glory Hall would like the city to vacate Aspen Avenue and parts of Airport Boulevard.
6. Sign Permit Application: This will be required for eventual signage.

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. (Add any necessary supporting documents required in the application forms OR that may be useful supporting information)

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)
- 2.

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: Class III permit \$750
 - a. A Conditional Use Permit will include a requirement to post a public notice sign provided by the Community Development Department, advising neighbors of the opportunity to comment on the project. The sign is \$50 with a \$100 refundable deposit.
2. Parking Waiver Application: \$400, this is reduced 20% if submitted with the Conditional Use Permit.
3. Street Vacation Application: \$500.00

Pre-Application Conference Final Report

4. Grading Permit Application:
5. Sign Permit Application: \$50 for the first two signs, \$20 for each additional sign.
6. Subdivision Permit:
 - a. A subdivision will include a requirement to post a public notice sign provided by the Community Development Department, advising neighbors of the opportunity to comment on the project. The sign is \$50 with a \$100 refundable deposit.
7. Zone change: \$600.00
8. Water Utility Permit (work within private property):
 - a. Water assessment fee based on the domestic line size and will be determined during plan review. Covers the cost of permit issuance, issuance of meter, and MIU installation.
 - b. \$750.00 -Fire Line. Covers the cost of inspection and testing.
9. Sewer Utility Permit (work within private property):
 - a. Based on DFU and will be determined at time of plan review.
 - b. \$60.00 per inspection or trip, will be determined at time of construction plan review.
10. ROW Permit (work within the ROW):
 - a. \$10 permit fee
 - b. Inspection fees - \$60 per inspection trip or hour, will be determined at time of plan review
 - c. Refundable bond – will be determined at time of plan review. Can be paid in the form of cash, check, surety, or conveyance.
 - d. Bond fee – dependent on type of bond payment.

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:

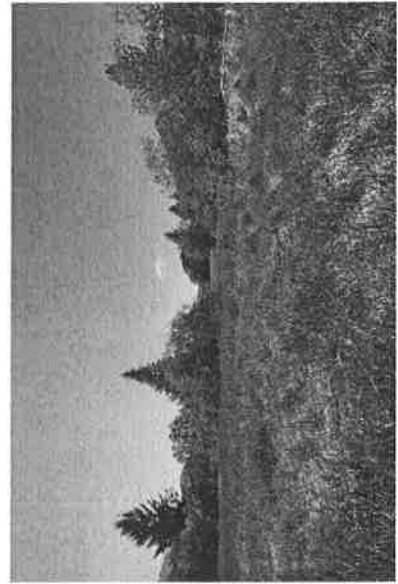
- 49.70 Article IV: Flood Hazard Areas.
- 49.40.210(d) (6): Minimum space and dimensional standards for parking and off-street loading.



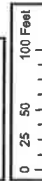
Site: Context



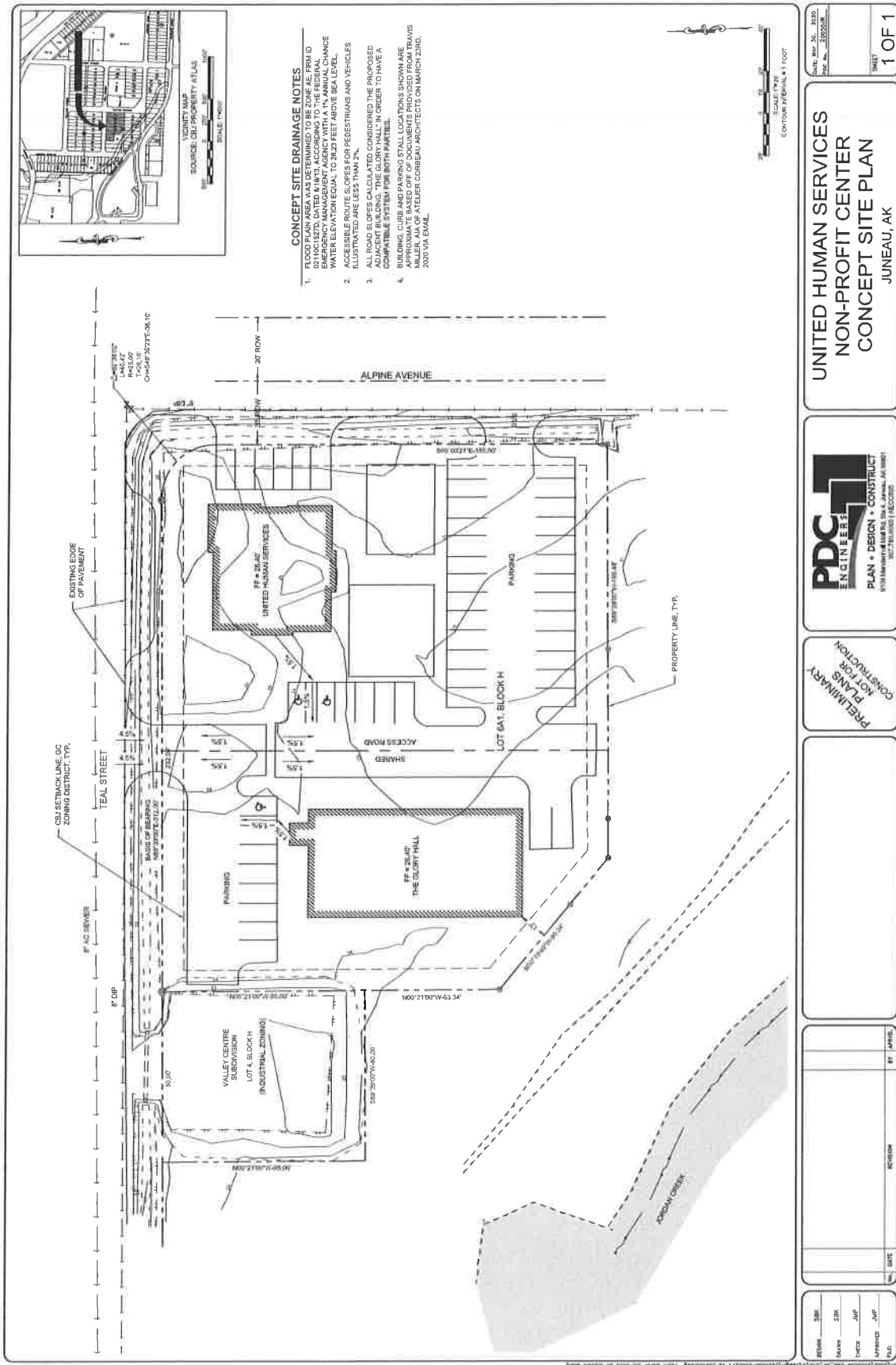
Site: Neighborhood Support Services



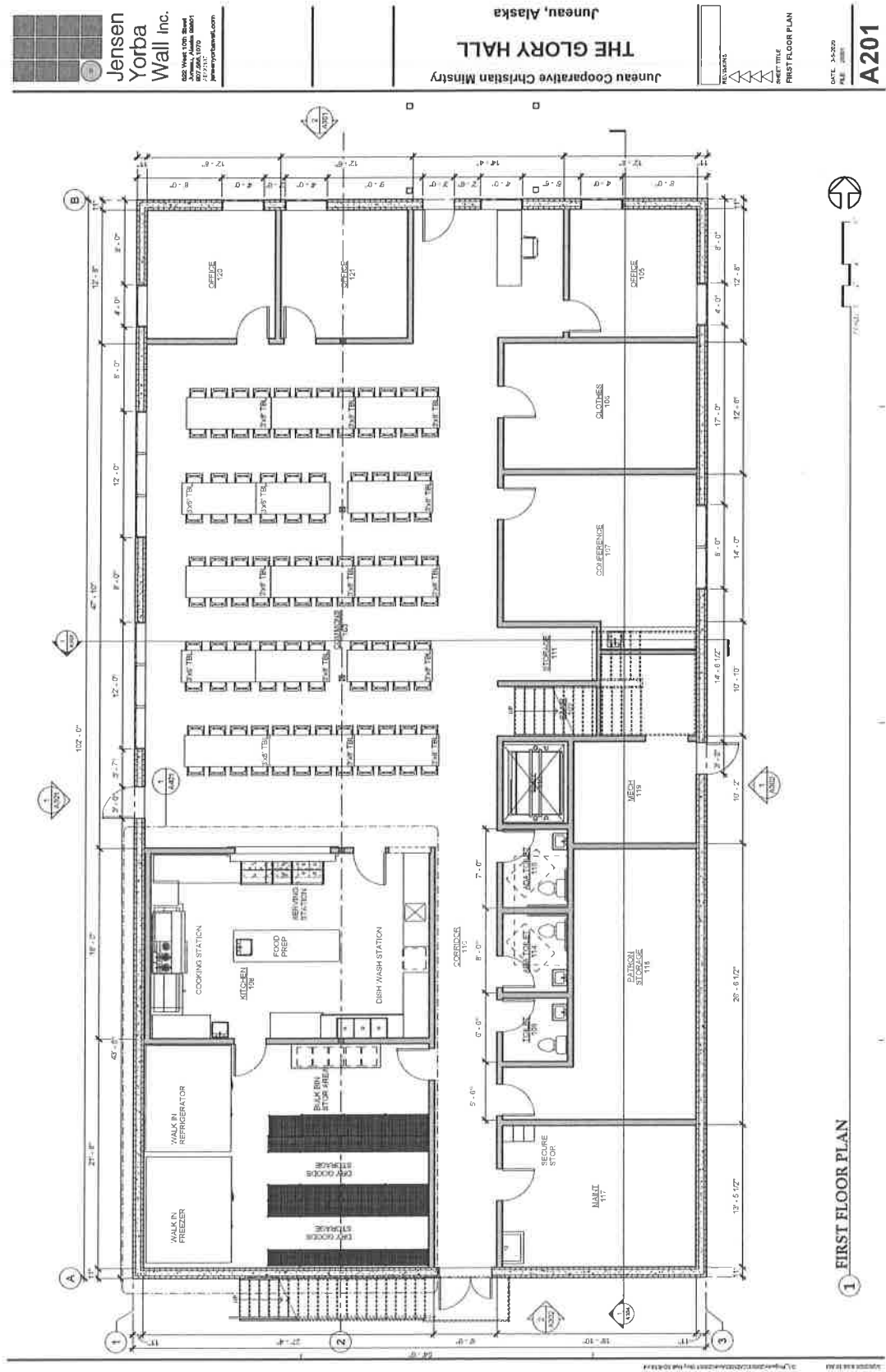
Legend
Review Area
Upland 1.32 acres



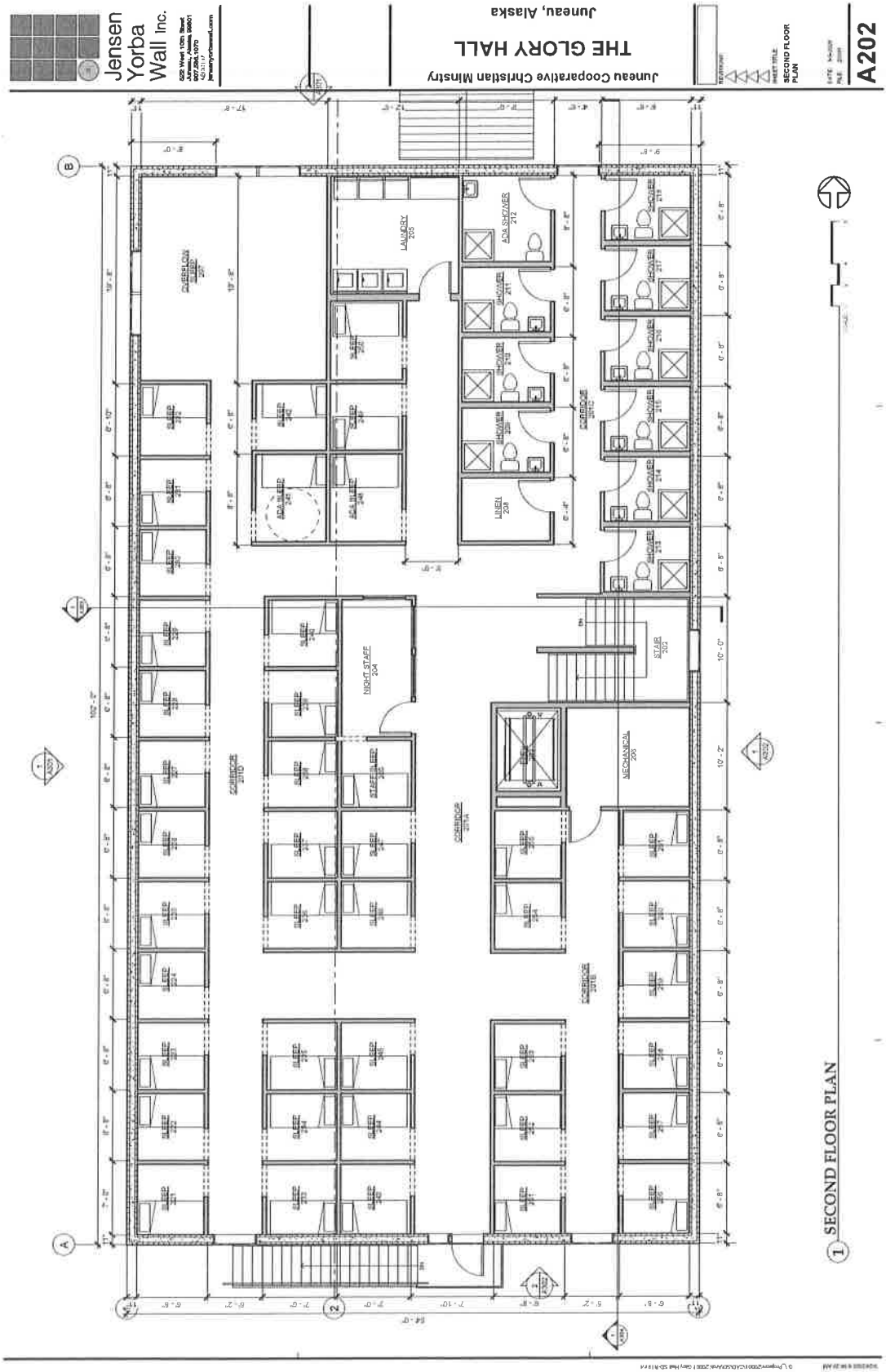
Site: Images



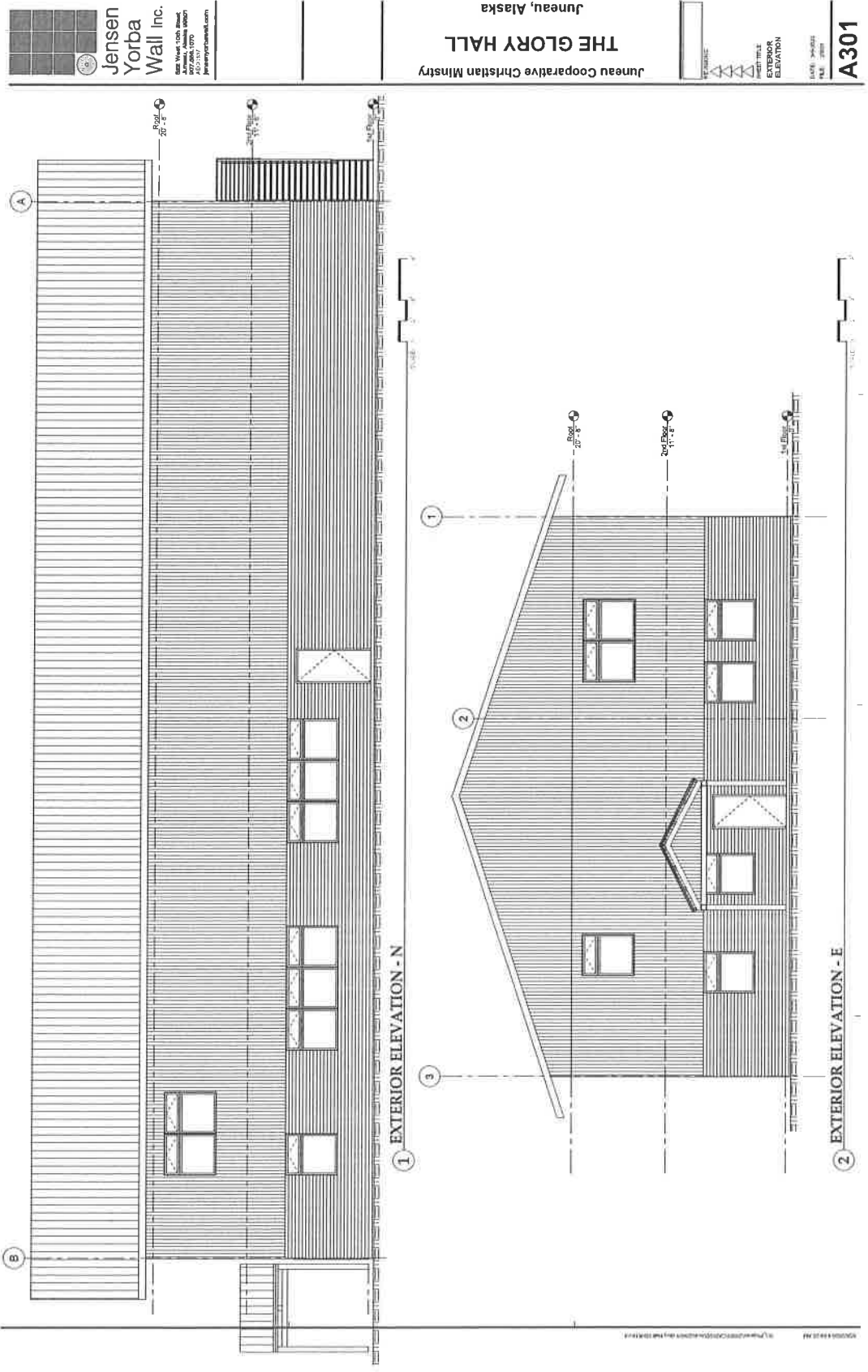
Campus Site Plan



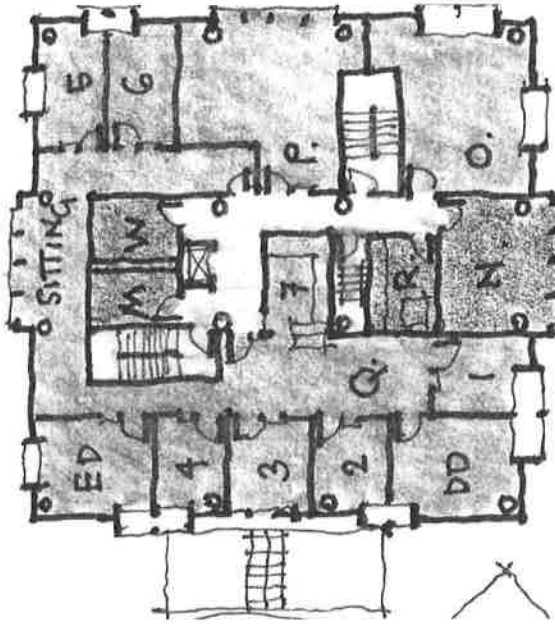
TGH: Plan, Level 1



TGH: Plan, Level 2

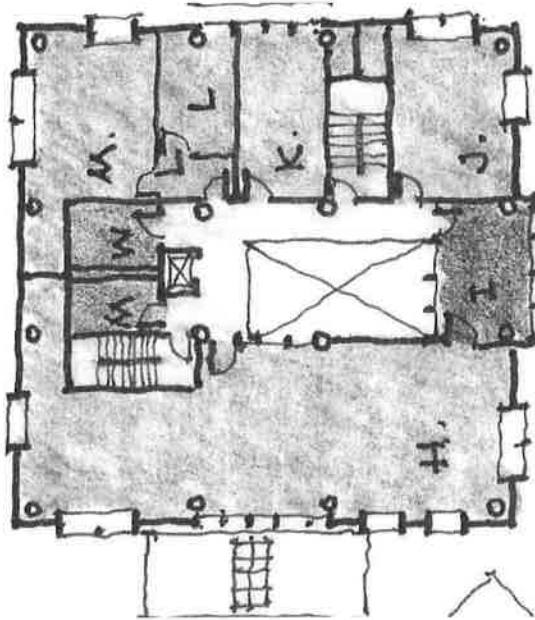


TGH: Elevation



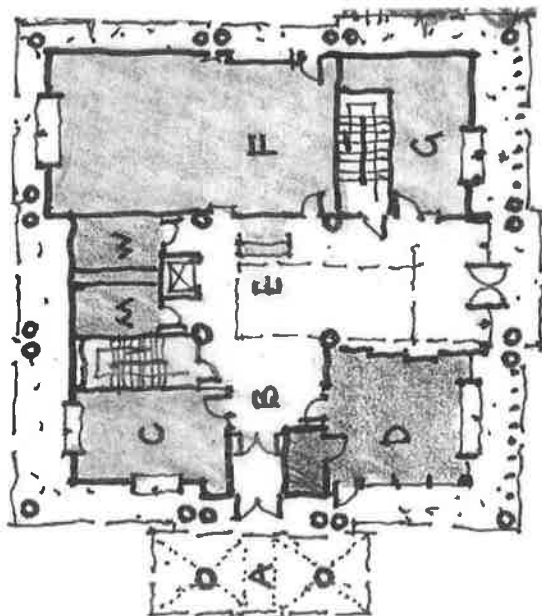
KEY : Level 3

- N: Small Conference
- O: Disability Law
- P: Alaska Legal Services
- Q: SAIL Reception
- R: Shared Kitchen & Break Room
- I-6: SAIL Staff Offices
- 7: Bookkeeping
- DD: SAIL Deputy Director
- ED: SAIL Executive Director



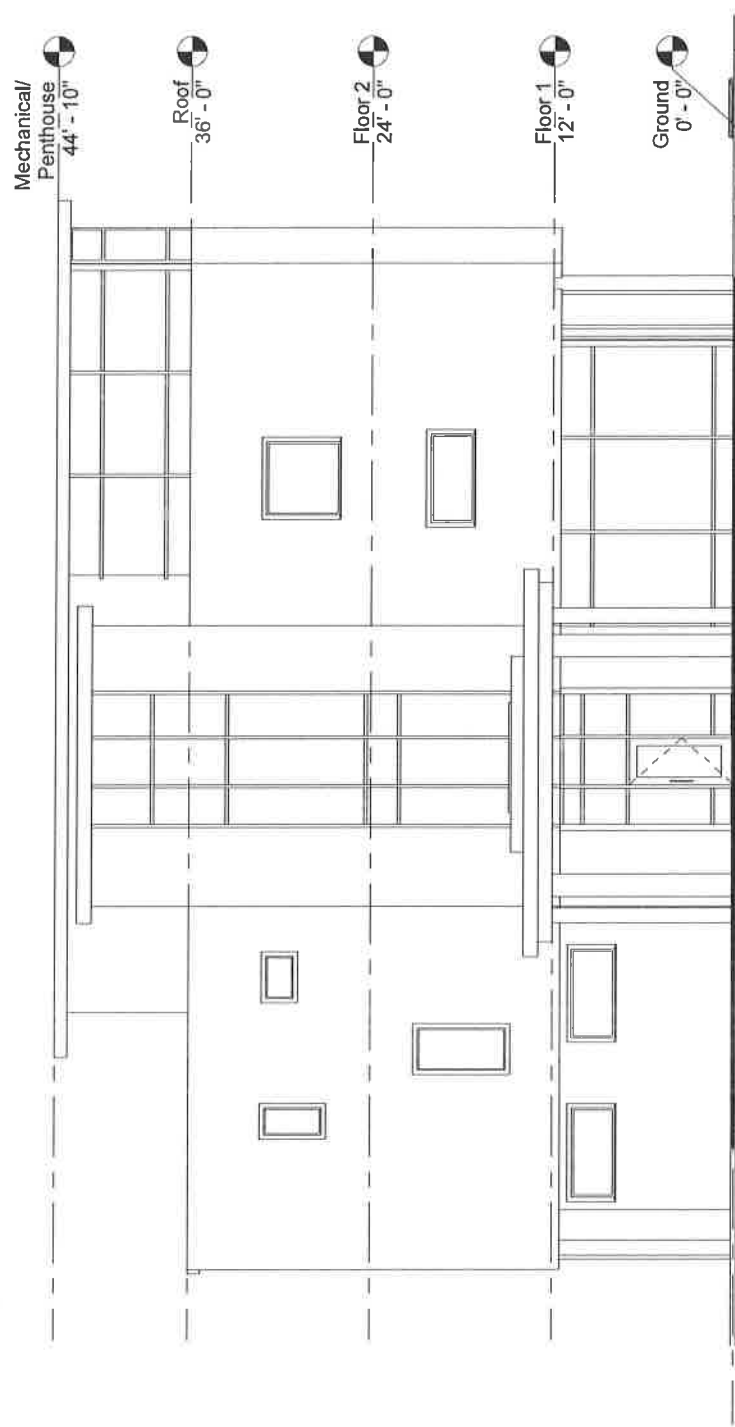
KEY : Level 2

- H: BBBS
- I: Small Conference
- J: NAMI
- K: Nonprofit partner
- L: Nonprofit partner
- M: United Way



KEY : Level 1

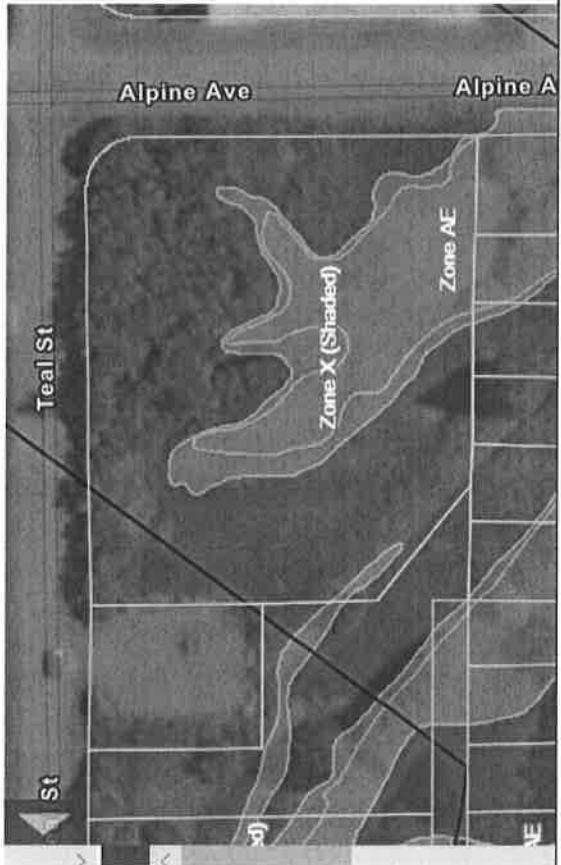
- A: Entry Canopy
- B: Entry Lobby
- C: Nonprofit Partner
- D: Lg. Conf. Room
- E: Shared Reception
- F: ORCA Storage
- G: SAIL Loan Closet



UHS: Elevation



FEMA Existing Flood Map Zone

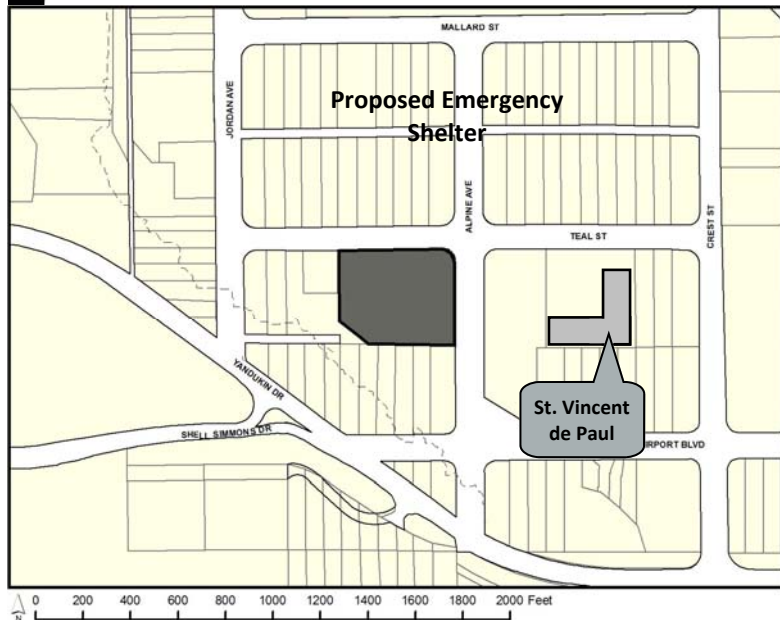


FEMA Proposed Flood Map Zone

Flood Map Zone



Please Join a Virtual Meeting
About an Emergency Shelter in Your Neighborhood
Your Community, Your Voice



155 S. Seward Street Juneau, Alaska 99801

TO:

The Community Development Department is hosting a public meeting regarding a proposed emergency homelessness shelter and social services office building. The location is on the southwest corner of Teal Street and Alpine Avenue. Your questions and comments are welcome.



NEIGHBORHOOD MEETING

Tuesday, June 2, 2020, 6:00 P.M.

Virtual Meeting Only

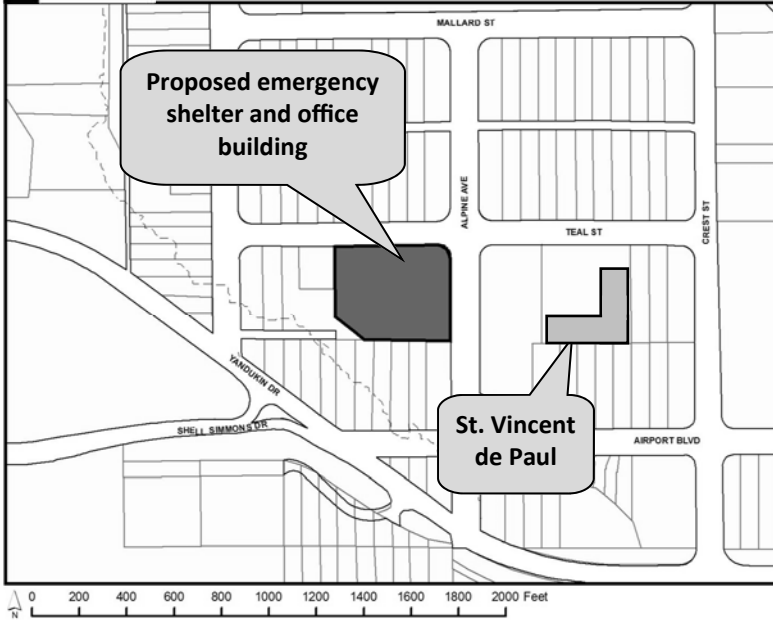
This virtual meeting will be by video and telephonic participation only. To join the webinar, use this URL information: <https://juneau.zoom.us/j/92744554562> or enter Webinar ID: 927 4455 4562 in your Zoom app. To participate telephonically, call: 1-346-248-7799 or 1-669-900-6833 or 1-253-215-8782 or 1-312-626-6799 or 1-929-436-2866 or 1-301-715-8592 and enter Webinar ID: 927 4455 4562. If you are not able to attend this meeting but have questions or comments, please contact Irene Gallion, CDD Senior Planner, at (907) 586-0753 or irene.gallion@juneau.org.

This project is scheduled for review by the Planning Commission on July 14, 2020. All property owners within 500 feet of the proposed development will receive a separate notice with details on how and where to submit comments or testify before the Commission.

Case No.: USE2020 0008; PWP2020 0002
Parcel No.: 5B1501060041
CBJ Parcel Viewer: <http://epv.juneau.org>

Invitation to Comment

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



155 S. Seward Street Juneau, Alaska 99801

TO:

An application has been submitted for consideration and public hearing by the Planning Commission for a **Conditional Use Permit for an emergency shelter and social services office building**. A parking waiver is requested to reduced required parking from 51 spaces to 42 spaces. The project is located west of **8617 Teal Street** in a **General Commercial Zone**.

TIMELINE

Staff Report expected to be posted **Monday, July 6, 2020** at <https://beta.juneau.org/assembly/assembly-minutes-and-agendas>
Find hearing results, meeting minutes and more here as well.

Now through June 22

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

June 23 — noon, July 10

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

HEARING DATE & TIME: 7:00 pm, July 14, 2020

This virtual meeting will be by video and telephonic participation only. To join the webinar, visit: <http://juneau.zoom.us/j/99680142625>. The Webinar ID is: 996 8014 2625. To join by telephone, 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 the Webinar ID.

July 15

The results of the hearing will be posted online.

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

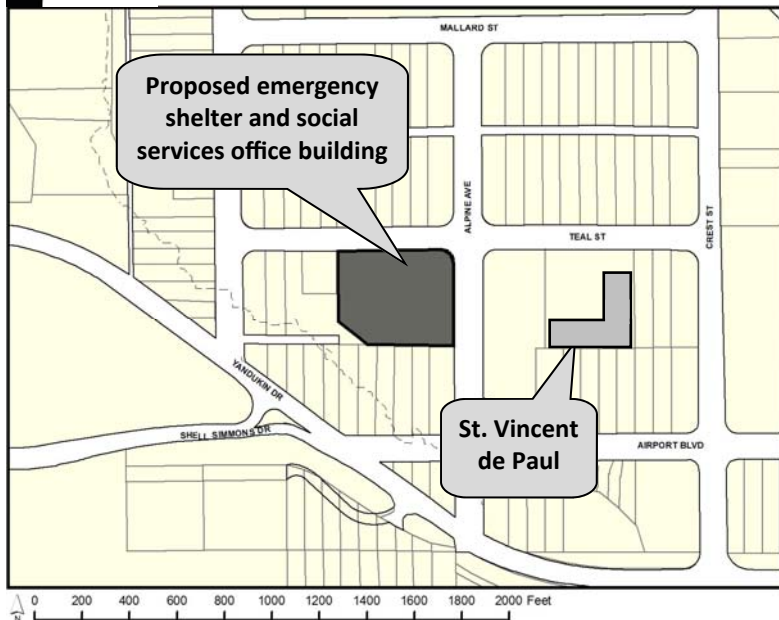
Printed June 8, 2020

Attachment B - Abutters Notice

Case No.: USE2020 0008/PWP2020 0002
Parcel No.: 5B1501060041
CBJ Parcel Viewer: <http://epv.juneau.org>

Revised Notice

Re: Emergency Shelter and Social Services Office Building
Amended Webinar & Parking Information



155 S. Seward Street Juneau, Alaska 99801

TO:

You are receiving this notice regarding an application being heard by the Planning Commission for a **Conditional Use Permit for an emergency shelter and social services office building** located west of 8617 Teal Street. A **Parking Waiver** is also requested to **reduce required parking from 56 spaces to 48 spaces (originally 51 to 42)**. Amended Webinar information is given below.

TIMELINE

Staff Report expected to be posted **Monday, July 6, 2020** at <https://beta.juneau.org/assembly/assembly-minutes-and-agendas>
Find hearing results, meeting minutes and more here as well.

Now through 12 noon, July 10

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

HEARING DATE & TIME: 7:00 pm, July 14, 2020

This virtual meeting will be by video and telephonic participation only. To join the webinar, visit: <http://juneau.zoom.us/j/95654237044>. The Webinar ID is: **956 5423 7044**. To join by telephone, 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 the Webinar ID.

July 15

The results of the hearing will be posted online.

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

Printed June 25, 2020

Attachment B - Abutters Notice

Case No.: USE2020 0008; PWP2020 0002
Parcel No.: 5B1501060041
CBJ Parcel Viewer: <http://epv.juneau.org>



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

COMMUNITY DEVELOPMENT DEPARTMENT - REQUEST FOR AGENCY COMMENT

DEPARTMENT: Southeast Alaska Watershed Coalition
STAFF PERSON/TITLE: John Hudson/Restoration Biologist
DATE: 5/25/2020
APPLICANT: Southeast Alaska Independent Living (SAIL) and the Glory Hall
TYPE OF APPLICATION: Conditional Use Permit USE20-03, Parking waiver PWP20-02

PROJECT DESCRIPTION:

TGH will construct a shelter, care center and meal distribution facility. United Human Services (SAIL) will construct a shared facility (multi-tenant nonprofit center) for social service non-profit agencies providing onsite campus-based services as well as comprehensive services for the broader Juneau community.

LEGAL DESCRIPTION: VALLEY CENTRE GREENBELT BL H L, VALLEY CENTRE BL H LT 4

PARCEL NUMBER(S): 5B1501060041 , 5B1501060030

PHYSICAL ADDRESS: 8617 Teal Street

SPECIFIC QUESTIONS FROM PLANNER:

AGENCY COMMENTS:

Thank you for the opportunity to comment on this conditional use permit.

Background:

The proposed project is in the lower Jordan Creek watershed. Jordan Creek supports several species of salmon as well as Dolly Varden char and coastal cutthroat trout. The state of Alaska has designated Jordan Creek a 303(d) impaired water body because the stream fails to meet certain state water quality standards. Water and habitat quality are lowest in the lower watershed (between Egan And Yandukin Drives), which is nearly entirely developed and mostly covered by impervious surfaces like rooftops, roads, and parking lots. Stormwater runoff from these types of surfaces typically contains a variety of pollutants, including heavy metals, fecal coliform bacteria, nutrients, petroleum hydrocarbons and tire wear residues. Stormwater runoff transports these pollutants to the stream reducing water quality and harming aquatic life, including fishes. Jordan Creek transports this runoff downstream to the Mendenhall Wetlands, a globally important bird area and productive estuary.

The Southeast Alaska Watershed Coalition (SAWC) is currently monitoring water quality in the lower Jordan Creek watershed and developing a watershed action plan. Water quality monitoring will provide information on the quality and quantity of pollutants in the stream. We are also mapping land use and stormwater infrastructure to

AGENCY COMMENTS (CONTINUED):

understand the origin and fate of stormwater runoff, and we are working with landowners to identify opportunities to improve streamside habitat and runoff quality. Our water quality data and stormwater maps will help us identify site-specific stormwater best management practices (BMPs, i.e., infrastructure designed to manage stormwater runoff) to treat and infiltrate runoff to the greatest extent possible. The action plan will function as a guide for removing the stream's impaired water body status.

New developments and redevelopments offer an opportunity to improve stormwater management in the lower Jordan Creek watershed. Currently, only a small percentage of runoff in the watershed flows through a stormwater BMP. Of the small number of existing BMPs that are not oil and water separators (e.g., infiltration basins, detention ponds, swales), many appear to be undersized for the contributing area. Oil and water separators, a BMP commonly permitted for new developments, are not effective at removing water soluble pollutants or pollutants adsorbed to fine sediments, and do not provide flow control (i.e. reduce runoff quantity) to prevent flooding and erosion in the receiving water body.

Recommendations:

The proposed project will be constructed on land that currently does not produce stormwater runoff. To prevent stormwater runoff from the proposed buildings and parking lots from entering Jordan Creek directly, the project should include stormwater BMPs that infiltrate and treat all stormwater runoff generated on the site by:

1. conveying all rooftop runoff to the native soil and groundwater table by way of rain gardens, infiltration trenches or similar, and
2. conveying all parking lot runoff into bioretention BMPs that infiltrate and treat runoff before the runoff enters the native soil and groundwater table.

We have met onsite with the director of the Glory Hall and relayed these recommendations to them as well. We encourage CBJ planners and engineers to consult the Stormwater Management Manual for Western Washington. The manual is an excellent up-to-date resource for identifying, designing, and constructing stormwater BMPs that eliminate or reduce the impacts of urban stormwater runoff on receiving water bodies.

TEAL ST.

ALPINE

BUS

LOADING

PLAZA

SHARED ACCESS

PARKING

TGH

LOADING

PARKING

GARDEN

UHS

PARKING

SITE PLAN

1/32" = 1'-0"

TRAILS

Packet Page 385 of 500

USE2020 0008 and PWP2020 0002

Recommend **APPROVAL with conditions** for an emergency housing shelter (shelter) and consolidated social services office building on the southwest corner of Teal Street and Alpine Avenue.

Recommend **APPROVAL with conditions** for parking waiver.

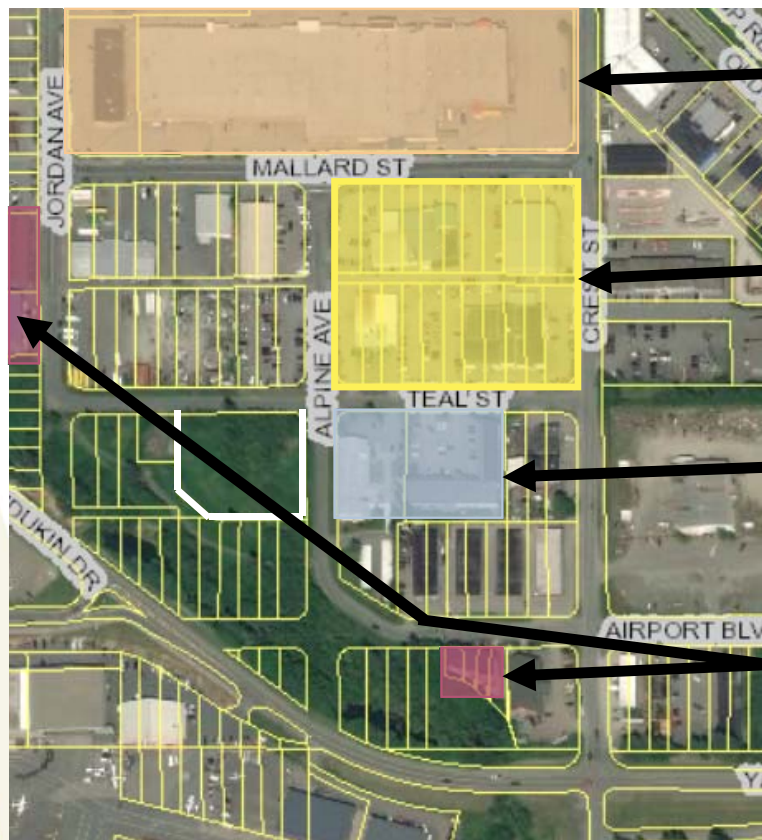
Key concept

This is one presentation that impacts two different but related decisions

- USE permit for the shelter and office building (USE2020 0008)
 - **Materially endanger public health or safety?**
 - Substantially decrease value or harmony?
 - Conform to plans?
- Parking waiver for the shelter and office building (PWP2020 0002)
 - More benefits than detriments?
 - Outside of PD-1 and -2 or Fee in Lieu?
 - Adversely impacts neighbors?
 - **Materially endanger public health or safety?**

All proposed USE conditions will apply regardless of PWP disposition.

Vicinity map



Nugget Mall

Mendenhall Auto Center

Saint Vincent de Paul

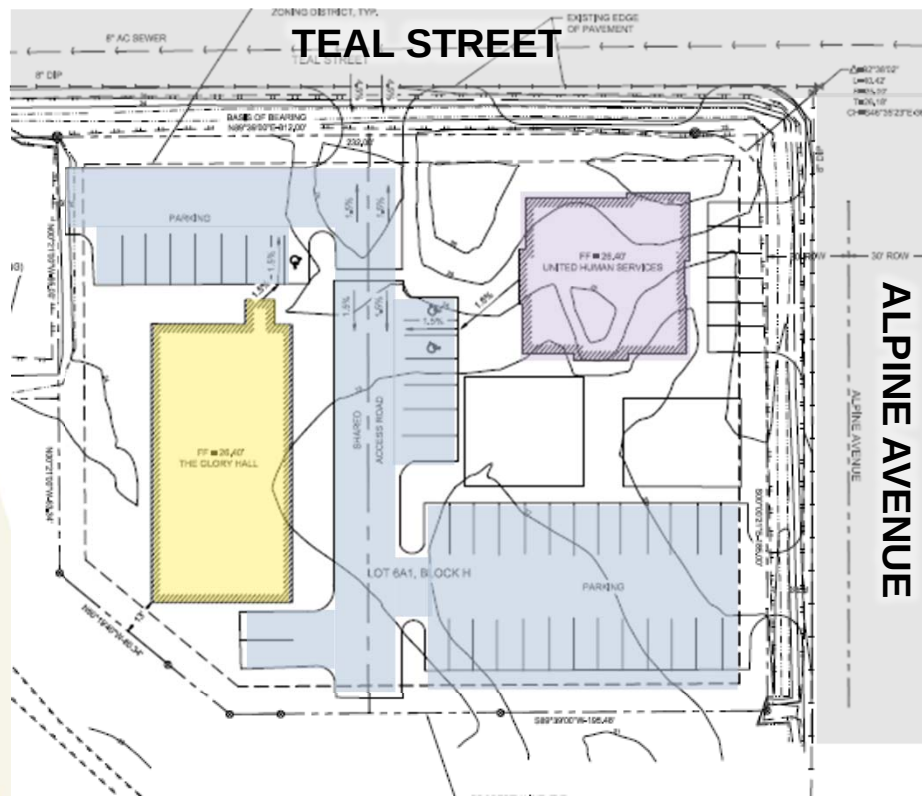
Condominiums

52,246 square foot lot

Zoning requirements

- Density not applicable – not residential
- Approved uses: Assisted living and office space
 - Assisted living includes facilities that provide nursing care services or emergency shelter.

Site & design



Meets lot dimensional standards:

- 10' setback on all sides for structures
- Less than permissible height of 55'

Site & design- offices

Multi-tenant non-profit center

- Campus based services
- Community services
- Three story, 44'10"
- 12,000 square feet
- Partners include:
 - Southeast Alaska Independent Living (SAIL/ORCA)
 - Disability Law Center of AK
 - National Alliance on Mental Illness

- Alaska Legal Services
- Big Brothers Big Sisters of Alaska
- United Way of Southeast Alaska



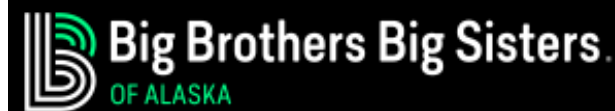
Partners include:



United Way
of Southeast Alaska



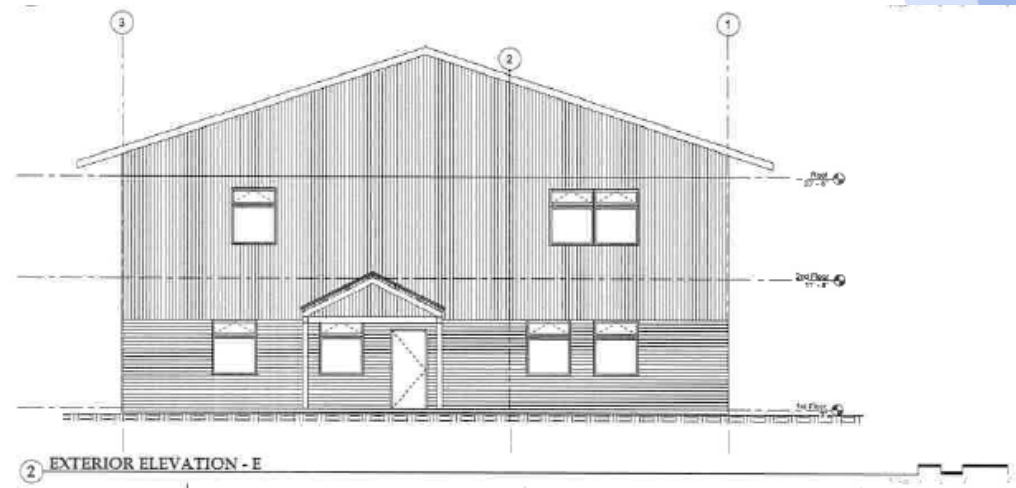
Alaska Legal Services Corporation



Site & design - EHS

Emergency Homeless Shelter

- 40 beds
- 10 bathrooms with showers
- 3 bathrooms without showers
- Commercial kitchen and dining/day room
- Inside and outside storage
- Two stories
- 11,000 square feet



“INSTITUTIONAL USE”

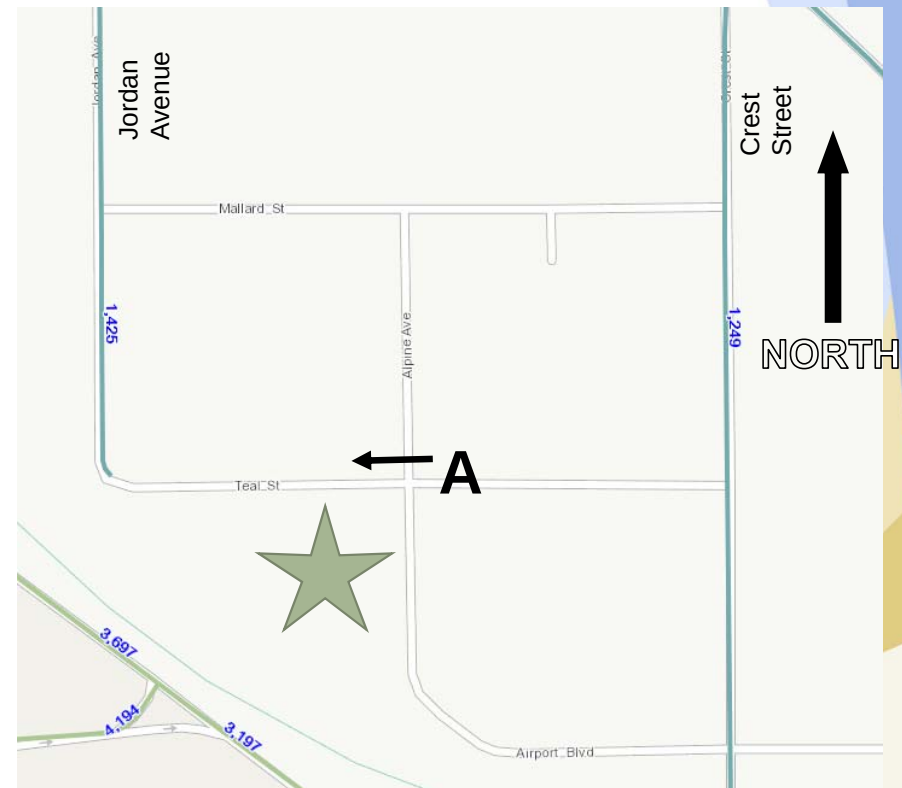
Site & design- transit



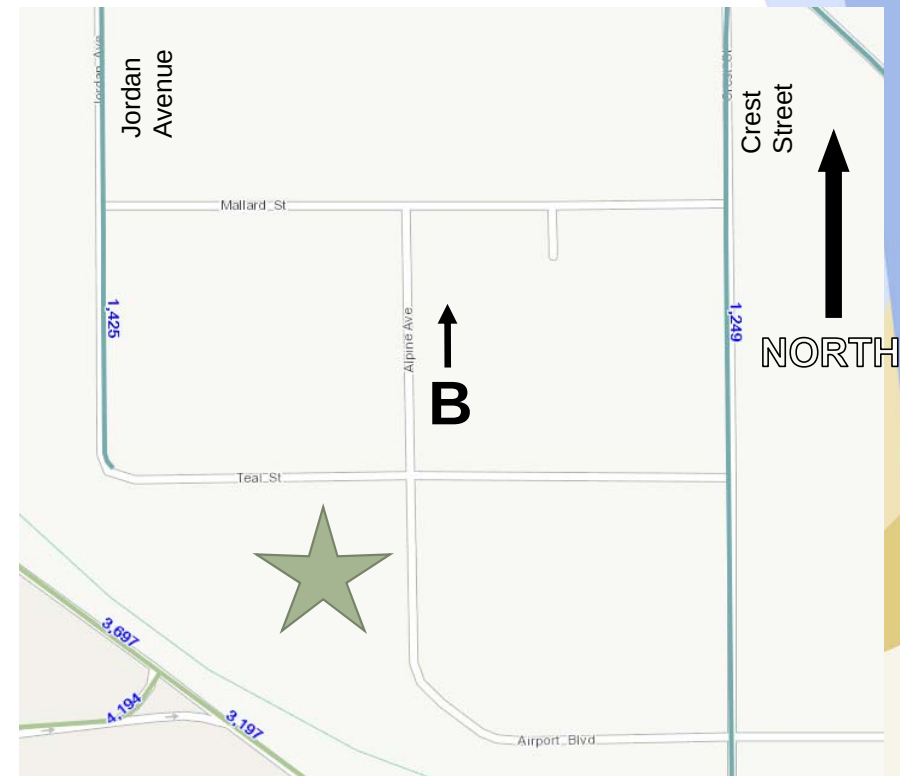
Existing bus stop (transfer station)

Proposed bus stop (when transfer station moves to Mendenhall Mall area)

Site & design – Teal Street



Site & design – Alpine Avenue



Site & design – Jordan Creek Trail



Courtesy of Scott Rinkenberger, JIA

Site & design – sidewalks on one side

- Estimated AADT of 239

Table 49.35.240 Table of roadway construction standards

<i>Avg. Daily Trips (ADT)</i>	<i>Adopted Traffic Impact Analysis Required</i>	<i>Sidewalks</i>	<i>Travel Way Width</i>	<i>Street Lights</i>	<i>Width</i>	<i>Paved Roadway Required</i>	<i>Publicly Maintained</i>
≥ 500	Yes	Both sides	26 ft.	At all intersections	60 ft. Public ROW ⁱⁱ	Yes	Yes
212 to 499	Maybe	One side	24 ft.	At all intersections	60 ft. Public ROW ⁱⁱ	Yes	Yes
0 to 211	No	Not required	22 ft.	At intersection of subdivision streets and external street system	60 ft. Public ROW ⁱⁱ	Yes	Yes
0 to 211	No	Not required	20 ft. ⁱ	At intersection of subdivision streets and external street system	60 ft. Public ROW ⁱⁱ	No, if outside the urban service area	No
0 to 70	No	Not required	20 ft. ⁱ	No	50 ft. private easement	No ⁱⁱⁱ	No

ⁱ Or as required by the Fire Code at CBJ 19.10.

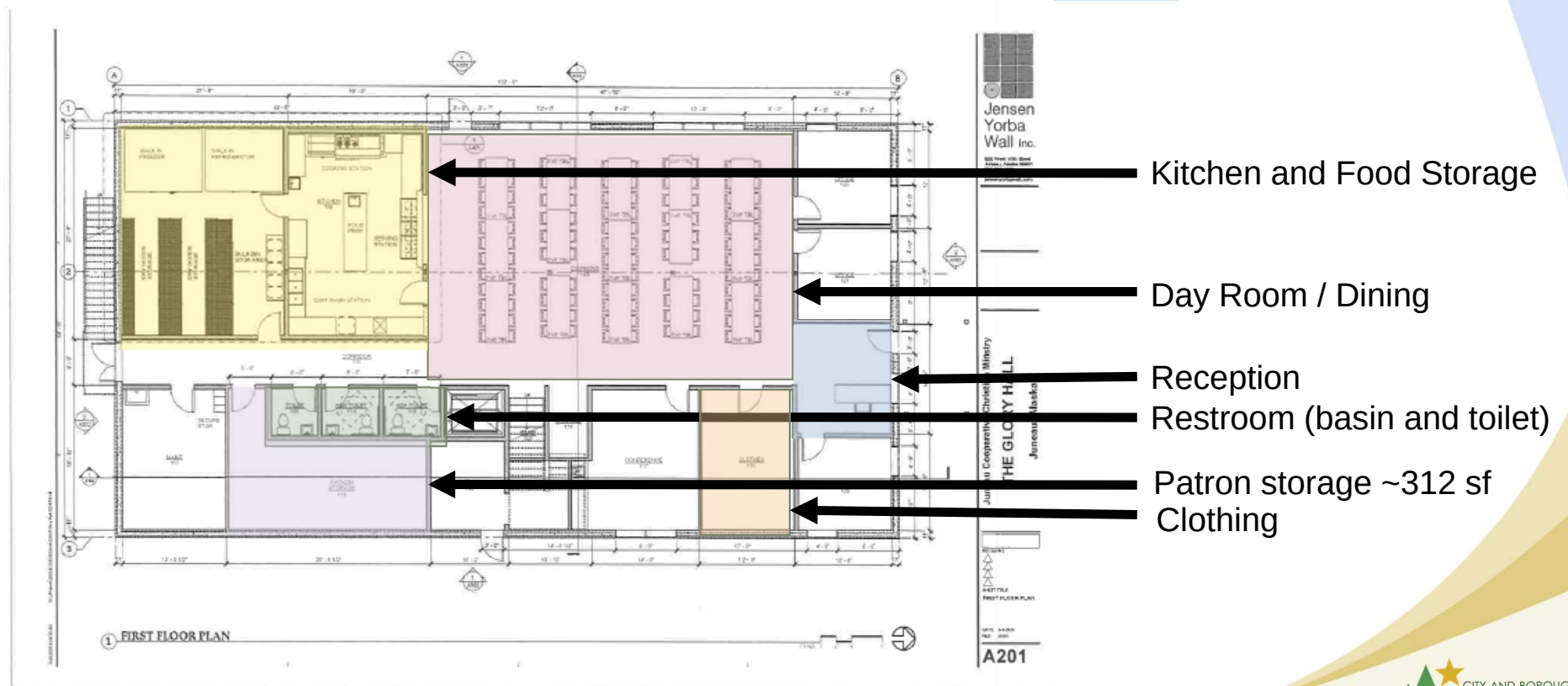
ⁱⁱ ROW width may be reduced as prescribed at CBJ 49.35.240.

ⁱⁱⁱ Except as provided by CBJ 49.35.262(b)(9).

1. Sidewalks along Teal Street and Alpine Avenue

-

Project design



TGH: Plan, Level 1

Project design



TGH: Plan, Level 2

JACC shelter, showing spacing requirements for cots

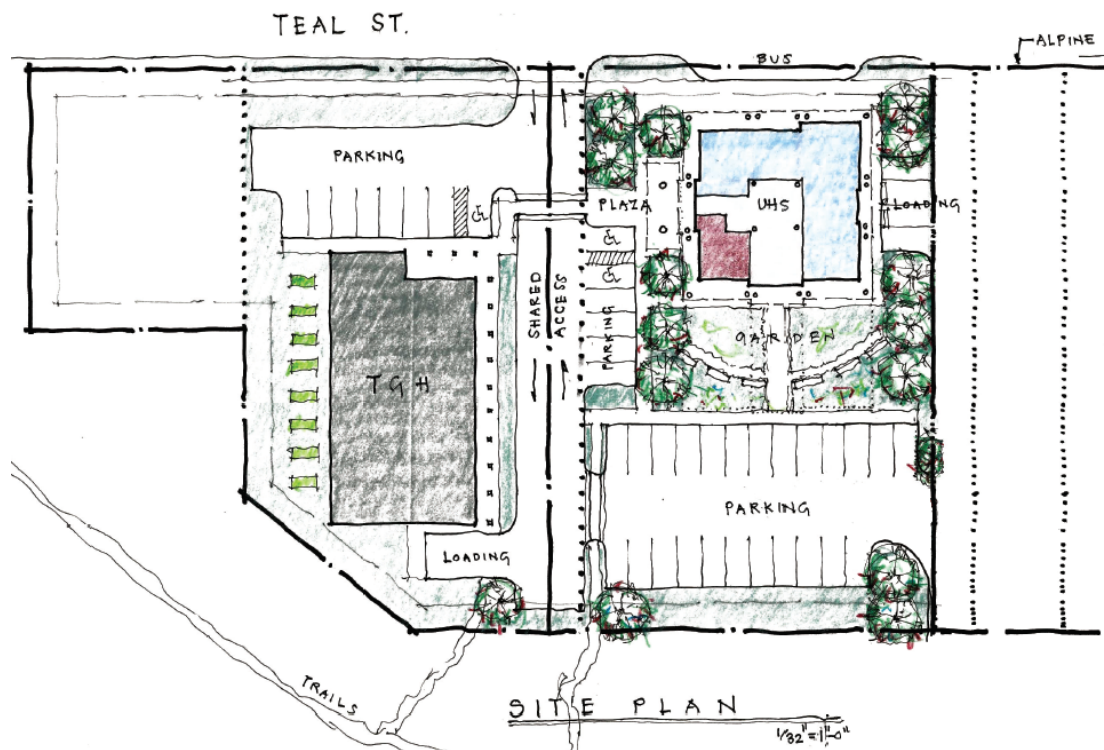
Project design - colocation

- Shelter
- Social services coordination (SSI, health appointments, payees)
- Housing assistance through SVdP
- Legal services

No conditions recommended.



Noise, vegetative cover



No conditions recommended.

Traffic

According to CBJ 49.40.300(a)(2)) a traffic impact analysis **IS NOT** required for a project that generates Average Annual Daily Traffic (AADT) of less than 250.

Use	Metric	Trips Generated	Total Trips
Assisted Living ^A	per bed	2.66	106.4
Office ^B	per 1,000 sf gross floor area	11.03	132.36
Total ADTs:			238.76

Institute of Transportation Engineers Trip Generation Manual, 9th edition.

A: Page 526, Volume 2

B: Page 1259, Volume 3

Assisted living includes facilities that provide nursing care services or emergency shelter.

No conditions recommended.

Lighting and Parking - conditions

Before Temporary Certificate of Occupancy:

3. *Striping for parking*
4. *Circulation pavement markings*

Before issuing a building permit:

5. *Lighting plan*

Note: Detailed discussion of parking to follow

Habitat

- Jordan Creek – stream protection corridor
- Lot proposed for development is uplands, and not subject to USACE permitting for wetlands
- Base flood elevation is 26.23'. Ground floor will need to be higher.

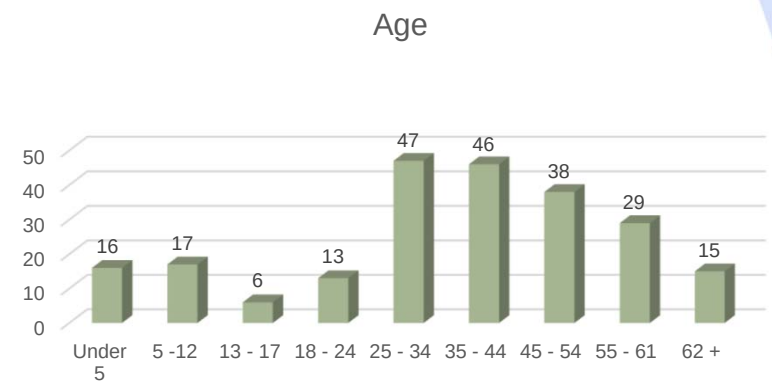
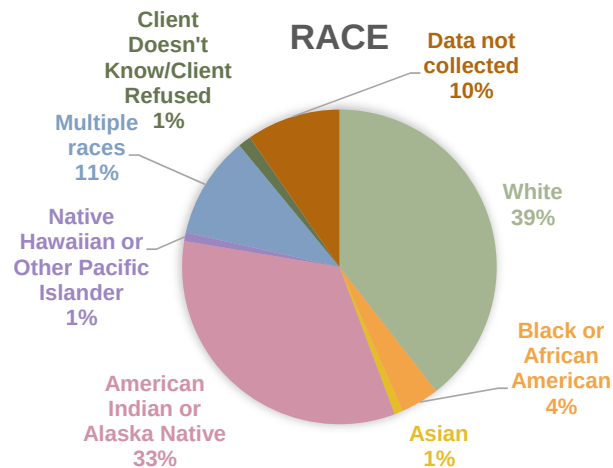
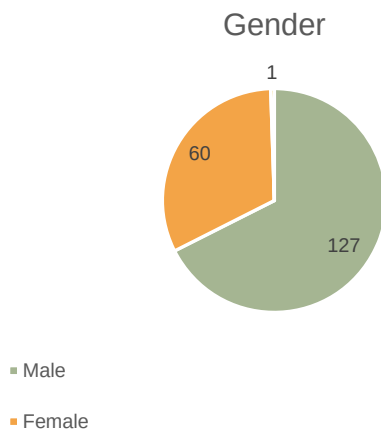


Habitat - conditions

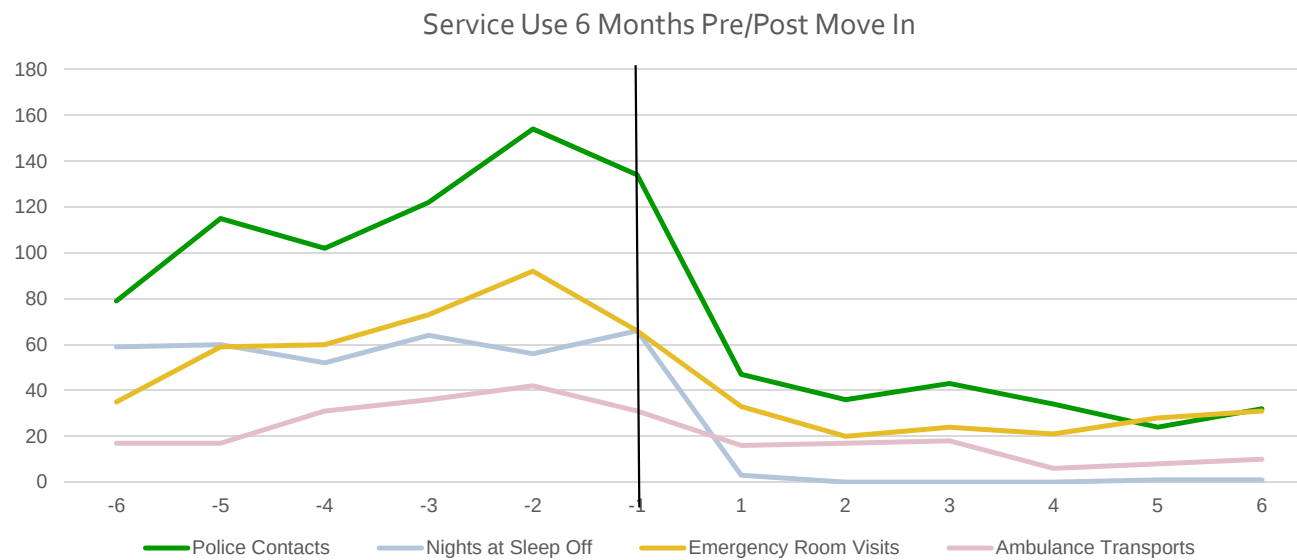
6. Prior to Building Permit, a detailed drainage plan
 - i. Rooftop drainage treatment
 - ii. Parking lot drainage treatment



Public health and safety



Public health and safety



*UAA School of Social Work and Community Partners. Heidi Brocious, PhD, MSW;
Morgan Erisman, MSW & MPH.*

Public health and safety

	6 months prior to move in	6 months post move in	Percent of decrease in usage between 2 six month periods
Bartlett ER Visits	383	153	60%*
RRC sleep off visits	357	5	98%*
Contacts with JPD officers (any reason)	711	216	70%*
Transport by CCFR (ambulance)	157	76	52%*

*UAA School of Social Work and Community Partners. Heidi Brocious, PhD, MSW;
Morgan Erisman, MSW & MPH.*

Public health and safety -

- JPD does not track housing status
- Nuisance crimes
 - Panhandling
 - Loitering
 - Trespass
 - Shoplifting
 - Public intoxication
- House rules must be enforced with care

Public health and safety

Untreated mental illness

- Mental health professional required to do a hold
- Err in favor of individual's civil rights



No conditions recommended.

Property value or neighborhood harmony

- Adequate space to que, store belongings, hang out
- *Assessed* value not impacted by Emergency Shelter
 - In this case, use already exists in the area
 - Use care in drawing conclusions from studies on market value

Public comments

In support: 26

9 testimony, 17 writing

- Track record of providers
- Colocation and effectiveness
- Accessibility

In opposition: 11

3 testimony, 8 writing

- Strain on current infrastructure
- “Nuisance” crimes
- Responsiveness to concerns

Conformity with Comprehensive Plan

- Facilitate housing
- Support shelters, programs for people experiencing homelessness
- Provide services in neighborhoods accessible by transit
- Integrated client assessment and services



*Project Homeless Connect, 2019
Photo courtesy of Gus Marx, JYS/JCHH*

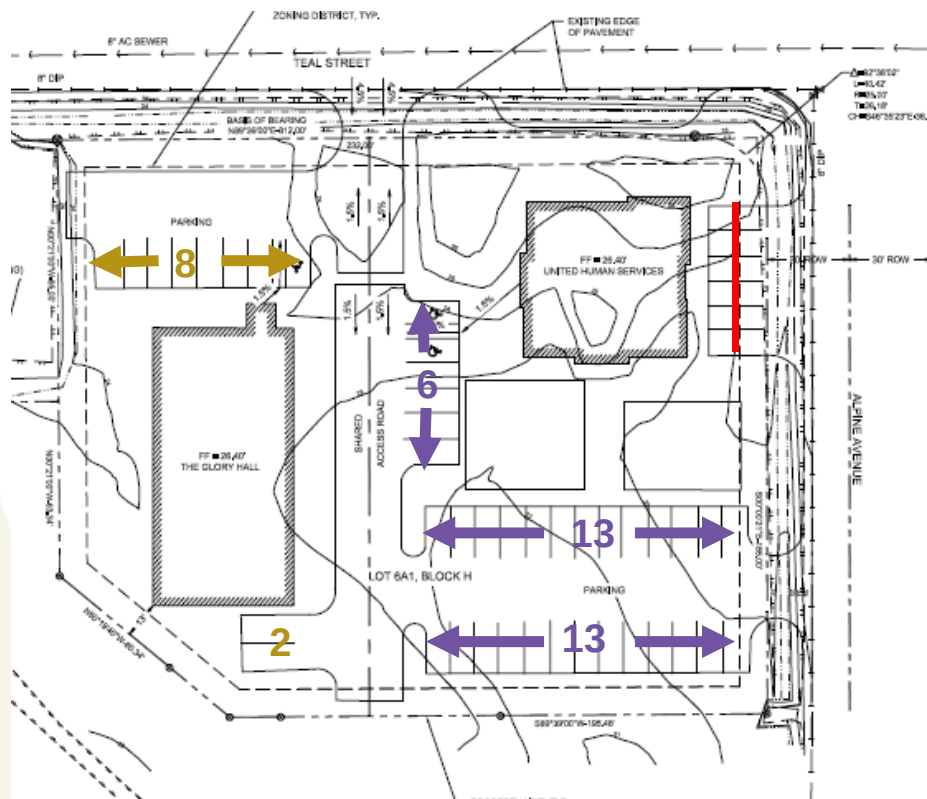
Findings for USE2020 0008

- Application is complete
- In Table of Permissible Uses
- Complies with elements of Title 49
- Will not materially endanger
 - “Materially” means “significant or substantial.” “Endanger” means “to bring into danger or peril.”
- Will not substantially decrease property value
 - “Substantial” means “of considerable importance, size or worth.”
- Conforms with plans

PWP2020 0002

Recommend **APPROVAL with conditions** for parking waiver.
51 off-street parking spaces to 42

Parking – reduction from 51 to 42



PARKING		
	Proposed	Required
Shelter	10	16
Office Building	32	35

Clients highly dependent on public transportation.

A waiver has been requested.

Parking reduction EHS: how others do it

Kerman, California: Two for staff and one per six occupancy beds. **9**

Menlo Park, California: Based on demonstrated need, with rule of thumb of 0.35 cars per individual bed plus one for staff, plus 10% reduction if within one mile of a major transit line. **13**

Parking at area shelters:

- Crossroads (Oakland), 0.55 acres, 125 residents, 47 employees, 17 parking spaces
- Family Emergency Center (San Rafael), 0.25 acres, 52 beds, 16 spaces
- Mill Street Shelter (San Rafael), 0.33 acres, **40 beds, 10 spaces**
- Safe Harbor (S. San Francisco), 90 beds, 24 spaces (full parking lot at night)

Cadillac, Michigan: One per employee plus one for every 6 beds. **Assuming two staff, 9**

Parking – design

- Driveway 150' distance from intersection
- Aisle width 24'
- Predominantly perpendicular to driveways
- Sidewalks link to buildings
- No stacked parking
- No back-out parking

Parking – conditions (also in USE)

1. Prior to Building Permit, a detailed drainage plan
 - ii. Parking lot drainage treatment

Before Temporary Certificate of Occupancy:

2. Striping for parking
3. Circulation pavement markings

Before issuing a building permit:

4. Lighting plan

Other considerations

- Within one block of transit
 - Lack of sidewalk, curb and gutter to stop
- No health or safety concerns specific to parking
- No property value issues specific to parking
- Complies with Comprehensive Plan and Non-Motorized Plan
- *Since staff report, one comment received in opposition to the waiver*

Findings – PWP2020 0002

- More benefits than detriments
- Outside of PD-1 and -2, fee-in-lieu
- No adverse impacts to neighbors
- Less parking does not endanger public health, safety or welfare.

Late-breaking! CBJ Shelter Plans

- As of June 28 we've had 109 chronically homeless that we can confirm
- -32 for the new Housing First wing, that leaves 77
- -40 for the proposed Shelter, that leaves 37
- The memo/RFI propose is capacity for 30-50 individuals

RECAP

This is one presentation that impacts two different but related decisions

- USE permit for the shelter and office building
 - **Materially endanger public health or safety?**
 - Substantially decrease value or harmony?
 - Conform to plans?
- Parking waiver for the shelter and office building
 - More benefits than detriments?
 - Outside of PD-1 and -2 or Fee in Lieu?
 - Adversely impacts neighbors?
 - **Materially endanger public health or safety?**

All proposed USE conditions will apply regardless of PWP disposition.

THANK YOU!

Project Homeless Connect, 2019
Photo courtesy of Gus Marx, JYS/JCHH





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: July 15, 2020
File No.: PWP2020 0002

Mariya Lovishchuk and Joan O'Keefe
PO Box 21997
Juneau, AK 99803

Proposal: Parking waiver to reduce required off-street parking from 56 spaces to 42 spaces

Property Address: Southwest Corner of Teal Street and Alpine Avenue

Legal Description: Valley Centre Greenbelt Block H Lot 6A1

Parcel Code No.: 5B1501060041

Hearing Date: July 14, 2020

The Planning Commission, at its regular public meeting, adopted the analysis and findings listed in the attached memorandum dated July 6, 2020, as amended, and approved the waiver of the requirement for 56 to 42 off-street parking spaces to be conducted as described in the project description and project drawings submitted with the application.

Attachments: July 6, 2020 memorandum from Irene Gallion, Planner, Community Development to the CBJ Planning Commission regarding PWP2020 0002.

July 10, 2020 correction memorandum from Irene Gallion, Planner, Community Development to the CBJ Planning Commission regarding PWP2020 0002.

Conditions: None.

Mariya Lovishchuk and Joan O'Keefe

File No.: PWP2020 0002

July 15, 2020

Page 2 of 2

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

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 PM on the day twenty days from the date the decision is filed.

Effective Date: The waiver is effective upon approval by the Planning Commission, July 14, 2020.

Expiration Date: Approved Parking Waivers shall expire upon a change of use.

Project Planner:	 Irene Gallion, Planner Community Development Department	 Michael LeVine, Chair Planning Commission
------------------	---	---

 Filed With Municipal Clerk	7/21/2020 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 1 (800) 949-4232, or fax (360) 438-3208.

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

Additional Materials for July 14, 2020 Planning Commission Meeting

ATTACHMENTS:

Description	Upload Date	Type
Additional Materials for July 14, 2020 Planning Commission Meeting	7/15/2020	Miscellaneous

Additional Materials

Regular Planning Commission Meeting

Zoom Webinar and Telephonic

7:00 P.M.

Meeting Date: July 14, 2020

1. USE2020 0012:

- a. Memo regarding public notice signs
- b. Public Comment – Charles Collins, received 7.2.20
- c. Public Comment – Thomas Rastall, received 7.6.20
- d. Public Comment – Wayne D Coogan, received 7.6.20
- e. Public Comment – Rachael Hecker, received 7.6.20
- f. Public Comment – Ryan Martin, received 7.6.20.
- g. Public Comment – Jason Travasso, received 7.6.20

2. USE2020 0008/PWP2020 0002:

- a. Memo regarding correction of proposed parking information
- b. All public comments received regarding USE2020 0008 and PWP2020 0002
- c. Email & letter regarding sidewalk condition – Mariya Lovischuk, received 7.10.20
- d. Public Comment – Caren Robinson & David Rogers, received 7.9.20
- e. Public Comment – Mary Becker, received 7.9.20
- f. Public Comment – Crystal Bourland, NAMI, received 7.10.20
- g. Public Comment – BethAnn Boudah Chapman, received 7.12.20
- h. Public Comment – Erann Kalwara, JPD, received 7.13.20
- i. Public Comment – Kate Glover, received 7.14.20
- j. Public Comment – Kay Dilg, received 7.14.20 during meeting



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

MEMORANDUM

July 10, 2020

To: Michael LeVine, Chair
Planning Commission

From: Allison Eddins, Planner
Community Development Department

Case Number: USE2020 0012

Legal Description: MARSH TR A & B and USS 2100 FR

Parcel No.: 5B2101310000

RE: Duck Creek Market Public Notice Sign

The signs below were posted on site and emailed to staff on June 30, 2020 at 10:34 am. Public notice requirements in CBJ 49. 15.230 have been met.



 Reply  Reply All  Forward



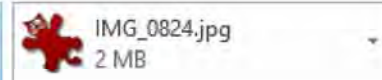
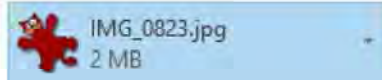
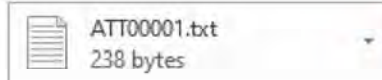
Tue 6/30/2020 10:14 AM

duck creek market <duckcreekmkt@gmail.com>

Fwd: Sign photos

To Allison Eddins

 You replied to this message on 6/30/2020 10:37 AM.



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

Does this look good? Jasck

----- Forwarded message -----

From: **Ryan Martin** <rm-martin@live.com>

Date: Tue, Jun 30, 2020 at 9:57 AM

Subject: Sign photos

To: duckcreekmkt@gmail.com <duckcreekmkt@gmail.com>

--

Duck Creek Market
907-789-4637
9951 Stephen Richards Drive
Open weekly 7 a.m. - Midnight
Friday & Saturday 7 a.m.-1 a.m.

From: [Charles Collins](#)
To: [PC_Comments](#)
Subject: USE2020 0012
Date: Thursday, July 2, 2020 3:00:00 PM

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

As neighbors and communal users of the driveway we are very interested in the project that our friends are proposing. While extremely interested in seeing Duck Creek Market succeed, I am anxious in the impact upon through traffic to our apartment building that may accompany the addition. Will this drive through be staged so that traffic will not be stopped and the right of way to Alderwood Apartments will always be free and clear? What impact will this have on the pedestrian crossing to Glacier View park? Will this be a 24hr a day window or will the hours remain the same? When will plans be available so that we may be assured this will be a positive impact on our neighborhood.

Charles Collins
907-321-2130
charles.collins@wsialaska.com
General Manager Driftwood Hotel and Wright Services Inc
[cid:image002.jpg@01D65081.603C5BE0][cid:image004.jpg@01D65081.603C5BE0]

From: [Thomas Rastall](#)
To: [PC_Comments](#)
Subject: Drive through coffee
Date: Monday, July 6, 2020 9:53:40 AM

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

Case#USE2020 0012

It would be great to have a drive through coffee window at duck creek! I work in the valley and stop in all the time, thank you!

From: mail@cooganalaska.com
Sent: Monday, July 06, 2020 10:25 PM
To: PC_Comments
Cc: mail@cooganalaska.com; 'duck creek market'
Subject: Case No: USE2020-0012; Parcel 58210130000

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

Juneau Planning Commission,

The Mannings have been operating the Duck Creek Market for over 30-yrs. They are setting forth earnest and ambitious plans to undertake needed upgrades to the property. Their significant investment will improve quality, ambience and curb appeal; it will be a positive upgrade to the surrounding neighborhood and our entire community. We enthusiastically encourage the planning commission to approve this request.

Property Owner/Landlord



Wayne D Coogan cel-907-723-7634

From: Rachael Hecker <rachaelrain1991@gmail.com>
Sent: Monday, July 06, 2020 8:47 PM
To: PC_Comments
Subject: Duck creek Coffee Drive thru

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

Yes! Please allow them to add on to their building. It is an ideal location and would allow parents on their way to drop off their children the ability to grab coffee (which is much needed let me tell you)
Duck creek is a great business and having this as an addition would benefit the community greatly!
Rachael Hecker

From: Ryan Martin <rm_martin@icloud.com>
Sent: Monday, July 06, 2020 8:25 PM
To: PC_Comments
Subject: Yes!

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

A drive thru coffee at Stephen Richards would be amazing, sooner the better!

-Ryan-

From: Jason Travasso <jasontravasso@yahoo.com>
Sent: Monday, July 06, 2020 5:24 PM
To: PC_Comments
Subject: Expansion at 9951 Stephen Richards Dr.

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

Hello,

I am a resident of the Alderwood Apartmenrs down the street from Duck Creek Market.

I think the expansion would be great for the community in the area.

Thank you.

-Jason Travasso



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

July 10, 2020

MEMO

From: Irene Gallion, Senior Planner 

Through: Jill Maclean, AICP, CDD Director

To: Michael LeVine, Planning Commission Chair

Parcel No.: 5B1501060041

Legal Description: Valley Centre Greenbelt Block H Lot 6A1

Case Number: USE2020 0008; PWP2020 0002

RE: CORRECTION OF PROPOSED PARKING INFORMATION

The parking waiver for these two projects proposes reducing the required 56 off-street parking spaces to 42 off-street parking spaces.

The "Parking and Circulation" table on page 13 of the USE2020 0008 staff report and page, and the "Vehicle Parking & Circulation" table on page 10 of the PWP2020 0002 staff report, should be revised to show the actual proposed parking spaces for the office building as **32**.

Parking spaces	Emergency Housing Shelter	Office Building
Required	16	40
Proposed	10	38
Actual	10	30 32 ^A
ADA Required	1	2
ADA Proposed	1	2

A: Back-out parking proposed on Alpine Avenue, disallowed per 49.40.230(b)(7). Back-out parking shown on the proposed site plan is not included in this figure.

July 10, 2020

USE2020 0008; PWP2020 0002

Page 2 of 2

The original application requested a waiver to provide 48 off-street parking spaces – 10 for the Emergency Housing Shelter, and 38 for the social services office building. Six of the proposed off-street parking spaces for the social services office building use were back-out parking onto Alpine Avenue, which is prohibited. The application should have requested a waiver to provide 42 off-street parking spaces.

The original public notice proposed a waiver from 51 to 42 off-street parking spaces.

A revised public notice proposed a waiver from 56 to 48 off-street parking spaces.

The public notice sign is not specific, saying “Parking Waiver Requested.”



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

July 10, 2020

MEMO

From: Irene Gallion, Senior Planner 
To: Michael Levine, Planning Commission Chair
Parcel No.: 5B1501060041
Legal Description: Valley Centre Greenbelt Block H LT 6A1
Case Number: USE2020 0008, PWP2020 0002

RE: Public comments received through 1537 on July 10, 2020

Attached are all public comments received through 3:57 pm on July 10, 2020. Those that were included in the staff report have a water mark that says, "INCLUDED IN STAFF REPORT."

Irene Gallion

From: Irene Gallion
Sent: Friday, May 15, 2020 8:04 AM
To: Irene Gallion
Subject: USE20-08: Public Comment

I received a message from Ralph Nelson on May 14, 2020, at 1506.

He stated that he lives at Saint Vincent de Paul, right across the street from where the new homeless shelter would be. He asked that I recognize his support, as he would not be able to attend the meetings. "In favor, no problem, real good idea."

Irene M. Gallion
City and Borough of Juneau
Senior Planner
(907) 586-0753

INCLUDED IN STAFF REPORT

Irene Gallion

From: Gillman <mkgillman@gmail.com>
Sent: Wednesday, June 3, 2020 12:23 PM
To: Irene Gallion
Subject: Public Comment Conditional Use Permit USE2020 0008

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

Good morning:

My name is Matthew Gillman. I have lived at 2315 Meadow Lane for the last four years and would like to offer my comments on the CUP for the emergency shelter.

I support offering the permit to operate the emergency shelter as proposed by the Glory Hole and SAIL. I do not have any personal insight into the existing Glory Hole shelter, but I have a family member that benefits directly from SAIL outreach and programs. I have no question in my mind that any operation that they are involved with will be done with utmost attention to detail and focus on the respect and dignity for the people who need to use their services.

I have been troubled by some of the comments that I have seen posted on social media with people talking about "demographic change" or being certain that a wave of criminal activity will follow the opening of the shelter. I frequently use the trails in the Mendenhall Valley and anyone that thinks there isn't already a sizeable population of people without permanent homes out here is completely wrong. I would much prefer to have an established place for people to seek out a safe place to sleep that will also provide access to social services.

I hope that the Conditional Use Permit is approved and the project is allowed to advance.

Thank you for your time.

-Matthew

Irene Gallion

From: Tammy Jablonski <tjablonski@ccthita-nsn.gov>
Sent: Thursday, June 4, 2020 6:13 PM
To: Irene Gallion
Subject: Glory Hall LOS
Attachments: Glory Hall LOS (003).pdf

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

Hello Irene,
Here is the LOS letter from President Peterson at CCTHITA for the Glory Hall project.

Thank you,
Tammy Jablonski

INCLUDED IN STAFF REPORT



CENTRAL COUNCIL

Tlingit and Haida Indian Tribes of Alaska

Office of the President • Edward K. Thomas Building
9097 Glacier Highway • Juneau, Alaska 99801

June 2, 2020

City and Borough of Juneau
Permit Center
230 S Franklin Street
Juneau, AK 99801

RE: Support for The Glory Hall Emergency Shelter and Non-Profit Service Center Permit

To Whom it May Concern:

Many who live and work in the Juneau Borough understand the important service the Glory Hall has provided to those in need. It is also understood that the need for these services have risen dramatically over the years and is likely to increase further as a result of the economic impact Covid-19 has had on the economy. The current Glory Hall has limited space and storage. Building a new shelter, along with a non-profit service center, would greatly enhance resources for Juneau's population experiencing homelessness.

Central Council Tlingit & Haida Indian Tribes of Alaska (Tlingit & Haida) understands that 35%-45% of the people utilizing the Glory Hall are Alaska Native. The Glory Hall has provided emergency shelter for many of our tribal citizens, as well access to healthy meals. In addition, there is an undeniable link between homelessness, substance use disorders and incarceration. This is of great concern to the tribe, as we are committed to addressing high recidivism rates and promoting recovery from addiction, in our Reentry & Recovery department.

A new building and location for the Glory Hall and service center will enable providers to create more effective programming. As a neighbor to the proposed project, Tlingit & Haida's sees this development as an improvement to the community and a way to further support and lift people up, which remains one of our most important traditional values.

For these reasons, as well as the right for all people to have access to safe housing, Tlingit & Haida supports the Glory Hall's proposed new emergency shelter and non-profit service center and appreciates their willingness to address this vital community need.

Gunalchéesh, Háw'aa,

Richard J. Peterson
President

Irene Gallion

From: Heather Parker <hparker@alasc-law.org>
Sent: Wednesday, June 10, 2020 4:49 PM
To: PC_Comments; Irene Gallion
Cc: Joan O'Keefe; lovishchuk.mariya@gmail.com
Subject: Re: Letter of Support, UHS / Glory Hall Campus Concept
Attachments: UHS Letter of Support, ALSC, 6.10.2020.pdf

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

To Whom it May Concern:

Please find a letter of support from Alaska Legal Services for the UHS / Glory Hall Campus Concept.

Please include this for consideration for the upcoming Juneau Planning Commission meeting on July 14, 2020.

I believe proposal relates to these permits:

USE 2020-08

PWP 2020-02

Thank you very much for your time and assistance.

Respectfully,
Heather Parker

--

Heather Parker
Juneau Supervising Attorney
Alaska Legal Services
Jordan Creek Center
8800 Glacier Highway, Suite 228
Juneau, AK 99801

Phone: (907) 586-6425



In response to COVID-19 recommendations, ALSC staff are working but our physical office space is not open to the public. We are responding to email and voicemail. Although we are not accepting walk-in appointments, we can still help. Please call us! To apply for services, call our statewide toll free intake line at 1-888-478-2572. If you are a current client, please call 907-586-6425 or contact your ALSC attorney or staff contact directly.



ALASKA LEGAL SERVICES CORPORATION
JUNEAU OFFICE

8800 GLACIER HIGHWAY, SUITE 228
JUNEAU, ALASKA 99801-1096
TELEPHONE (907) 586-6425
FAX (907) 586-2449
www.alsc-law.org

June 10, 2020

Juneau Planning Commission
Attn: Irene M. Gallion
City and Borough of Juneau
Senior Planner

Emailed to Irene.Gallion@juneau.org

To Whom it May Concern:

We at Alaska Legal Services Corporation are writing to indicate our support for the proposed United Human Services and Glory Hall campus. We believe a multi-tenant, non-profit social service hub and campus will be of enormous benefit to the Juneau community at large, and have requested to be a tenant in this project. As we provide free legal services to low-income clients and elderly residents, with a priority for serving the most vulnerable populations in the community, we believe that our participation in this unique, wrap-around facility in Juneau would help us best meet the needs of our client population.

For over 50 years, Alaska Legal Services has offered legal aid to assist clients who are facing critical civil legal issues ranging from consumer law, family law, housing problems, public benefits, health care, and other areas specific to veterans or the elderly. In our office and throughout the state, we focus on serving vulnerable populations, including survivors of domestic violence, and those at risk of losing housing, health care, or family stability.

Coupling housing and shelter supports with strategic services is compelling and fills a significant need for the Juneau community and for our client population. We believe our clients and others will benefit from the opportunity to obtain comprehensive services. We believe there will be a collective benefit to social service agencies and providers, as well: we think this hub will create an environment that not only strengthens inter-agency relationships and organizational networks, but also maximizes efficiency.

We have attended informational meetings regarding the proposed center, and have informed UHS staff regarding our interest in leasing space in this center. We are excited about the concept of the multi-tenant, non-profit social service hub at the Teal Street campus. Please accept this letter of support as indication of our enthusiasm in the project. We strongly believe that this project will be of benefit to the Juneau community at large.

Sincerely,

A handwritten signature in blue ink, appearing to read "Nikole Nelson".

Nikole Nelson
Executive Director

A handwritten signature in blue ink, appearing to read "Heather Parker".

Heather Parker
Southeast Supervising Attorney

ALSC BOARD OF DIRECTORS

RESOLUTION 19-04

December 7, 2019

A resolution of Alaska Legal Services Corporation supporting a prospective lease of Juneau office space from United Human Services of Southeast Alaska, Inc.

WHEREAS, the Juneau office of ALSC will be at the end of its five year lease with Jordan Creek Center in October 2020 and will be considering lease options at that time; and

WHEREAS, United Human Services of Southeast Alaska, Inc. (UHS) is a non-profit agency organized in 2009 to develop a multi-tenant nonprofit center in Juneau; and

WHEREAS, UHS was created under the guidance of the Rasmuson Foundation, the Denali Commission, and the Alaska Mental Health Trust Authority in response to a 2008 McDowell Group study finding a need for the center, and identifying significant benefits such as offering "one-stop shopping" for people in need of social services, delivering fiscal benefits through economies of scale, and creating an environment that encourages innovation and strengthens inter-agency relationships and organizational networks; and

WHEREAS, UHS is seeking to establish non-profit tenant rent at \$2 per square foot or less, and the Juneau office rent in 2020 will be \$2.20 per square foot; and

WHEREAS, UHS is in the process of purchasing land to construct a new building now, and estimates construction to take place in 2022; and

WHEREAS, UHS is seeking tenant commitments now to ensure the viability of this project, and to design the new building in accordance with tenant needs; and

WHEREAS, after education about the center and attendance at informational meetings, the staff of ALSC's Juneau office supports inclusion of ALSC in the new multi-tenant nonprofit center for the convenience of our clients and coordination with partner agencies including SAIL, Inc., United Way of Southeast Alaska, and potentially the Disability Law Center of Alaska.

NOW, THEREFORE BE IT RESOLVED: That the Board of Directors of Alaska Legal Services Corporation hereby authorizes and encourages ALSC to commit to being a part of the UHS multi-tenant nonprofit center in Juneau, working with UHS to design space appropriate to ALSC's Juneau office staff, working with the UHS capital campaign to support funding for the project, and to lease such space from UHS on a long-term basis upon completion of the new building.

Irene Gallion

From: Joan O'Keefe <jokeefe@sailinc.org>
Sent: Friday, June 12, 2020 11:41 AM
To: Irene Gallion
Subject: TGH/SAIL/UHS Letter of Support
Attachments: image001.png; JCHH support signed.pdf

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

Good morning, Irene.

What a beautiful morning here in Juneau! ☀

Please find attached a letter of support for our joint project with TGH ([project numbers are USE2020 0008, and PWP2020 0002](#)) from the Juneau Coalition on Housing and Homelessness. We'd appreciate it if this letter can be part of the formal record/file for the Planning Commission.

Gunalchéesh / Háw'aa / Thank you

Joan O'Keefe

Executive Director

Southeast Alaska Independent Living, Inc. (SAIL)

United Human Services of SE Alaska, Inc. (UHS)

907-523-4430



June 8, 2020

RE: Social Services Campus (Nonprofit Center and new TGH facility) Support

Dear City and Borough Assembly Members, Planning Commission, and Manager Rorie Watt:

The Juneau Coalition on Housing and Homelessness (JCHH) is writing in unwavering and enthusiastic support of the Nonprofit Center and new Glory Hall Facility project.

JCHH is a partnership of local agencies and organizations who serve those experiencing or in danger of homelessness in Juneau. These organizations participate in the Juneau Continuum of Care by providing emergency, transitional, permanent-supportive, and supportive services to clients. We individually and collectively work together to develop solutions.

The Glory Hall is one of the founding members of JCHH, and the work that they do, in collaboration with a myriad of partners is critical to our community. The Housing First Project, the Navigator Program, food delivery to those most in need, are some of the important community projects in which the Glory Hall has a critical role. Annually, the Glory Hall provides over 55,000 meals and over 11,000 safe emergency shelter beds. This number is going to be reduced due to the inadequate design of their facility during the Covid-19 pandemic. The disruption to the Glory Hall's services is detrimental to our community's ability to serve those most in need.

The nonprofit center, envisioned by United Human Services and coordinated largely by Southeast Alaska Independent Living, another founding member of this coalition, is a project that will transform the way services are delivered in Juneau. Co-location of nonprofits in the same building will ensure efficiency and convenience for service recipients and will inevitably improve outcomes for consumers. Having an accessible, shared space for service delivery will reinvigorate our system. Locating the project next to the Glory Hall and St. Vincent DePaul, another founding member of this coalition, will transform access to services for those who need them the most.

The Juneau Coalition on Housing and Homelessness urges City and Borough of Juneau to do everything in your power to work with SAIL, United Human Services, and the Glory Hall to make this project a reality. The Glory Hall is in critical need of the new building. Those without housing in Juneau deserve an accessible, safe, and dignified space. The nonprofits who do great work in Juneau are scattered all throughout town, making it extremely challenging to make progress in the lives of those who need help. Your

support of this project will make true, lasting, and meaningful difference in our community for generations to come.

In the time of Covid-19, multiple organizations being available in one place will reduce the amount of trips high-risk individuals need to make to access much needed services, adding to the already critical list of reasons to support this project.

Your support of this project will make a true, lasting, and meaningful difference in our community for generations to come.

Thank you very much for your service. We look forward to working with you and to continuing discussions about this and other issues. If you have any questions, please do not hesitate to contact us.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gus Marx".

Gus Marx, Co-Chair
Chair

A handwritten signature in blue ink, appearing to read "Hazel Lecount".

Hazel Lecount, Co-

INCLUDED IN STAFF REPORT

From: [Heather Parker](#)
To: [PC_Comments](#); [Irene Gallion](#)
Cc: [Joan O'Keefe](#); lovishchuk.mariya@gmail.com
Subject: Re: Letter of Support, UHS / Glory Hall Campus Concept
Date: Wednesday, June 10, 2020 4:49:38 PM
Attachments: [UHS Letter of Support, ALSC, 6.10.2020.pdf](#)

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

To Whom it May Concern:

Please find a letter of support from Alaska Legal Services for the UHS / Glory Hall Campus Concept.

Please include this for consideration for the upcoming Juneau Planning Commission meeting on July 14, 2020.

I believe proposal relates to these permits:

USE 2020-08
PWP 2020-02

Thank you very much for your time and assistance.

Respectfully,
Heather Parker

--

Heather Parker
Juneau Supervising Attorney
Alaska Legal Services
Jordan Creek Center
8800 Glacier Highway, Suite 228
Juneau, AK 99801

Phone: (907) 586-6425



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June 10, 2020

Juneau Planning Commission
Attn: Irene M. Gallion
City and Borough of Juneau
Senior Planner

Emailed to Irene.Gallion@juneau.org

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Sincerely,

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Nikole Nelson
Executive Director

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Heather Parker
Southeast Supervising Attorney

ALSC BOARD OF DIRECTORS

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From: Chris Heckler <chrs@ptialaska.net>
Sent: Monday, June 15, 2020 8:36 PM
To: PC_Comments
Subject: 8617 Teal Street in a General Commercial Zone

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

Today I received a notice about the Proposed Emergency Shelter and Office Building and looked at the map and went "huh?" In your rush to push through the gentrification of the downtown area someone included a street map on the card that doesn't exist. Airport Blvd and Jordan Ave. don't intersect with Yandukin Drive. Not that it will do any good but I am opposed to this.

INCLUDED IN STAFF REPORT



8725 Mallard Street • Juneau, AK 99801 • (907) 789-1386

June 19, 2020

Juneau Planning Commission
Community Development Department
City and Borough of Juneau
155 S Seward St.
Juneau, Ak. 99801

Re: Case No: USE2020-0008/PWP2020-0002

Chairman LeVine and Members of the Planning Commission,

I am writing as both a businessperson and a property owner in the Valley Centre area. I wish to offer my perspective on the potential impacts of the proposed emergency shelter and social services office building.

I cannot support granting the permit at this time for the following reasons. The Valley Centre area is comprised of retail services, light industrial, residential, senior housing, and temporary housing for families in need. Combining SAIL and The Glory Hall within the same area appears to be a responsible goal. The issue arises when you consider the adjacent St. Vincent's facility. St Vincent's handles housing for low income elderly and families in need of temporary shelter. The combination of all these services serves to increase the population of the area significantly.

The addition of the emergency shelter and social services office facilities places an unreasonable strain on the current infrastructure. This is already grossly inadequate. The transit stop in its current location has created a significant hardship on our business for many years. This is due to the constant foot traffic and trespass. I can only assume this will increase with the addition of the proposed services.

The streets directly adjacent to the proposed location are narrow. There is an absence of lighting, sidewalks, curbs, and gutters. In the winter, or at the time of year when daylight is diminished, transiting the area on foot necessitates individuals walking at times unseen in the streets. CBJ plowing operations create major hazards for pedestrian traffic. During snowfall we witness vehicles in the drainage ditches on a regular basis.

Prior to the approval of this project, CBJ must take appropriate steps to mitigate the above conditions. Simply proposing to move the bus stop or promising to consider street improvements in the future is unacceptable. Allowing the project to proceed prior to these corrections would be both irresponsible and potentially negligent. Further, the current residents within the area should not be required to endure the expense. This situation was created over twenty years ago when the City approved the St. Vincent development without addressing the issue at that time.

Recent decisions made by CBJ have created an inherent incompatibility issue. In addition to St Vincent's programs for temporary housing for families, and a support facility for the elderly, CBJ engaged St. Vincent's properties for the sleep-off center and the warming center. I am told that the sleep-off center, which deals with highly inebriated individuals is very controlled, however I cannot verify this as the numbers of obviously intoxicated people we are encountering has increased significantly.

Although the warming center has since been relocated to the JACC due to COVID, the number of incidents of both trespass and disruption to our business and clients was significant. The combination of the above services along with SAIL and The Glory Hall will create an unacceptable environment.

To safeguard the existing neighborhood and services, and to ensure the proposed project is suitable, CBJ must take specific actions to prohibit any services that attract individuals into the area that are in a chemically impaired condition. This should include the warming center, the sleep-off center, and any related counseling or "navigator" services. Public services that address these issues need to be located close to the hospital area where appropriate medical facilities exist.

The proposed relocation of the Glory Hall creates concerns on several levels. Will the people The Glory Hall are trying to serve frequent the new location? It appears that the clientele that they serve is primarily in the downtown corridor. If they do come, will the issues encountered in the downtown area including refuse, waste, and disruption, become larger issues in this area? If they do become a problem, will the Glory Hall accept the responsibility and take corrective measures? When a client leaves their location, they no longer have influence over the client's behavior. In our relationship with St. Vincent's despite their attempts to be a good neighbor and discourage trespass we have always had an ongoing issue. I am continually fearful of a young person or a small child running between vehicles unseen and being accidentally struck.

The relocation of the SAIL organization to the proposed site amplifies the issues of infrastructure. These are special needs individuals that require a superior infrastructure and stronger protection. There will be unintended consequences when these services are simply grouped together.

CBJ must require the applicants to recognize their obligations to rest of the neighborhood. The safety of their users and the surrounding neighbors and properties need to be assured.

I respectfully request that you strongly consider my comments. It is not my desire to roadblock this project. It is my intent to communicate my observations and my experience residing in the area for the past thirty years and offer my thoughts of what must happen for this project to be both successful and of value to our community.

Sincerely,

Steven Allwine

President

Irene Gallion

From: Irene Gallion
Sent: Tuesday, June 23, 2020 10:24 AM
To: Irene Gallion
Subject: USE20-08: Comment from Heidersdort

I received a call today at approximately 10:10 am from Joan Heidersdort, who lives on Miner Court.

She would like to voice her concern and opposition to the move. There is a neighborhood adjacent to the project where elderly and children live, and it is not safe for them. She had an experience where a drunken man came through her neighbor's yard, and it took Police an hour to respond. This was during the morning, and she was concerned about hypothermia because it was rainy, winter weather (March).

Joan would prefer the shelter be located somewhere else, or stay where it is.

Joan asked if the shelter was moved, would there be any additional security? I advised her that I did not know of any JPD plans for extra patrols.

Joan sees the problem, and can't provide a solution, but does not think this is a solution. She knows it is crowded. She says downtown has the bars that "those types" will gravitate toward. The valley does not have that congestion, but she says they are clever enough to get back downtown. She said the shelter should remain downtown, but get a bigger place. I advised her that the Applicant did not have land available downtown that could be used for this purpose.

I advised her of the Planning Commission hearing date, and the opportunity to comment at that time.

Irene M. Gallion
 City and Borough of Juneau
 Senior Planner
 (907) 586-0753

Irene Gallion

From: Marcy Peska <marcylpeska@gmail.com>
Sent: Wednesday, June 24, 2020 8:13 AM
To: Irene Gallion
Subject: Re: Glory Hall/SAIL project

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

Thank you for the correction.

I confess, I'm disappointed on multiple levels. I would still be happier having the shelter over near Mendenhall Auto and the main St. Vinny's buildings than downtown, because downtown seems to be inhospitable for the folks needing shelter and because I support expansion of programs and services so urgently needed in our community.

Thank you and stay safe.
 Warmly,

Marcy

On Tue, Jun 23, 2020 at 9:38 PM Irene Gallion <Irene.Gallion@juneau.org> wrote:

Thank you Ms. Peska for your comment.

I just wanted to clarify the location of the proposed emergency housing shelter. The proposed shelter would be located at the southwest corner of Teal Street and Alpine Avenue. This is near Saint Vincent de Paul and Mendenhall Auto.

The Cornerstone property is not being considered for a sheltering option at this time. The future of the old Cornerstone building is still being considered.

Thank you again for your comment! Feel free to e mail or call if you have further concerns,

Irene Gallion

586-0723

From: Marcy Peska <marcylpeska@gmail.com>

Sent: Tuesday, June 23, 2020 6:40 PM

To: Irene Gallion

Subject: Glory Hall/SAIL project

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

June 23, 2020

Re: Glory Hall/SAIL case #USE2020-08 and PWP2020-02

Community Development Department

[155 S. Seward St.](#)

[Juneau, AK 99801](#)

ATTN: Project Director Irene Gallion

I live a few blocks from the Teal Street address of the proposed Glory Hall/Sail project. Someone dropped a flyer off at our home a couple days ago noting that they are opposed to the project and that public comment is being sought. I'm writing to say that I support having the old Cornerstone property turned into a space that serves our community. This area is ideal for a shelter because it is in the heart of a residential area and also because there are a variety of medical, social services, and other businesses close enough to provide easy access to people on foot.

I've been very disappointed with the Downtown Business Association's attitude towards those experiencing homelessness, and have been especially displeased with the increased criminalization of people sheltering in doorways. It is past time for Juneau to expand services and access so that nobody needs to sleep outdoors nor risk going to jail for seeking a place to shelter.

The folks who would be served by the new program are citizens, community members, and family members. They need and deserve to be embraced by the community. I'm sure that the folks employed by both Glory Hall and SAIL can do a better job than I at sharing the applicable research and data which demonstrates how community integration creates better outcomes. In addition to that, I am also convinced that the people served by the proposed program, and the organization and staff, will enrich this neighborhood. I very much hope this project moves forward and I look forward to welcoming our new neighbors.

Sincerely,

Marcy L. Peska
9091 Shieye Way
Juneau, AK 99801
(907)500-4029
marcylpeska@gmail.com

--

Marcy L. Peska
Marcylpeska.com
mpeska.blogspot.com

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Marcy L. Peska
Marcylpeska.com
mpeska.blogspot.com

INCLUDED IN STAFF REPORT



2075 Jordan Ave.
Juneau, AK 99801

Phone: 907.789.7610
Fax: 907.789.2106

June 26, 2020

RE: Social Services Campus Project

Dear Members of the Planning Commission,

Please find this letter in support of development of the new social services campus project on Teal Street. Juneau Youth Services is a close neighbor of the lot on which this development is proposed, and we enthusiastically look forward to the even greater collaborative opportunities that the campus will provide, helping all of our agencies to better serve the community.

Established in 1961, Juneau Youth Services (JYS) is a comprehensive behavioral health provider for children and youth, and their families. Nearly sixty years ago, Juneau Youth Services (then called the Juneau Receiving Home) met the needs of runaway, homeless, and at-risk youth. JYS provides an array of residential and community-based programs, including both mental health and chemical dependency services in the most-normative and least-restrictive settings. In addition, Juneau Youth Services is a proud member of the Juneau Coalition on Housing and Homelessness.

The proposed project will add vibrancy to the neighborhood already serving Juneau's vulnerable populations, with attractive structures and increased occupancy potential. More importantly, the campus will enhance the area by providing robust support from a variety of service providers in one accessible location, close to the bus line and to other supports. We strongly encourage the Planning Commission to approve the campus's conditional-use service application.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gus Marx", is written over the typed name.

Gus Marx, Grants Director

From: Zoey Kriegmont <zkriegmont@csumb.edu>
Sent: Sunday, June 28, 2020 12:07 PM
To: Irene Gallion; PC_Comments
Subject: Glory Hole/SAIL case #USE2020-08 PWP2020-02

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

Hi there!

I would be happy to have a new glory hole in the valley, with hopes that there may be more employment opportunities and transportation possibilities for those affected by homelessness, thus decreasing the amount of crime throughout our town and Juneau community.

--



Zoey Kriegmont

Creative Freelancer

CSU, Monterey Bay | B.S. Mathematics

<https://www.linkedin.com/in/zoeykriegmont/>

From: Margo Waring <margowaring@gmail.com>
Sent: Monday, June 29, 2020 10:01 AM
To: PC_Comments
Subject: Glory Hall

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

Dear Planning Commission members,

I am writing in support of the Glory Hall/SAIL proposal for a shelter and social services complex to support our vulnerable populations.

I am pleased that agencies that share work with these populations are working together to have a more "one stop one shop" approach to service delivery. This is a model that works well--and much better than our currently fragmented service delivery system in which people drop out because of delays, transportation, etc. issues. My hope is that eventually other service agencies will co-locate at least some part of their operations to this or a nearby site. One stop service availability has already been proven internationally, nationally and even in our own community with Housing First.

I have been a volunteer with the Glory Hall for some 40 years and have known many of their clients. I believe the proposal offers improved access and potential outcomes to the people SAIL and the Glory Hall serve.

Sincerely,

Margo Waring
12380 N. Douglas Hwy.
Juneau, AK 99801

From: [Mary Watson](#)
To: [PC_Comments](#)
Subject: Glory Hall/sail project
Date: Thursday, July 2, 2020 7:40:15 AM

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

Dear project coordinators

I live near your project in the airport area. I'm sure most of the comments sent to you will be in opposition so i wanted to voice my total support for your project. Thank you for what you do and the caring of the most needy among us.

Sincerely

Mary Watson

ps. Please feel free to use my name if need be

From: Hilary Poole <Hilary.Poole@outlook.com>
Sent: Sunday, July 05, 2020 7:35 PM
To: Irene Gallion; PC_Comments
Subject: Glory Hall/SAIL Comments

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

Good Day,

I wanted to submit some comments I have on the proposed location for the Glory Hall.

In 2019, with the warming shelter and the sleep off shelter only being in operation during the last quarter of 2019, the Teal Street location of Saint Vincent De Paul (to include transitional housing) had a 42% increase in police calls.

In 2019, the Glory Hall had 152% more police calls then the Teal Street location of Saint Vincent De Paul.

The 2019 increase ONLY included the Teal Street and Glory Hall addresses and was not expanded to include any increase in calls from adjacent properties in those areas.

Allowing the Glory Hall to operate in the proposed area would potentially bring the increase in police calls to nearly 200% over 2018.

I am sure you heard testimony during the June 2nd meeting from one business owner in the valley area that once the warming shelter changed locations to downtown, it was an overnight change in the neighborhood with such a dramatic decrease in property crimes.

I am sure you also heard testimony from Mr. Worl (sp) who manages Kindred Post commented that there was a movement to revitalize the downtown area. Simply moving the Glory Hall appeals to many downtown business owners, but just brushing this problem to another location without serious consideration of impacts to an area is simply irresponsible. Many of the other businesses that support the new location are not direct neighbors to the proposed location.

Most patrons of the Glory Hall are not the cause of the increase in police calls. Patrons of the Glory Hall are given daily chores and receive services there. Those patrons are invested in doing their chores and being a part of the community, taking pride in their work and the contribution they are making.

At public meetings this winter, Glory Hall board members indicated that Glory Hall patrons are preyed upon by others, and it is those predators that cause the disruption and make it unsafe for Glory Hall Patrons and staff. At another meeting, the JPD was able to confirm that it is not Glory Hall patrons that cause the disruptions, but those predators.

Clearly, moving locations does not dissuade the predators, and they will only follow their prey. This brings up serious safety concerns for SAILs vulnerable clients, and the vulnerable children and families that stay at Saint Vincent.

I have directly observed that the Glory Hall does NOT follow their policies regarding suspended patrons. I have witnessed when people are suspended, instead of receiving meals in the common meal hall, they simply go to the back door & get their meals to go. This is in direct violation of their policies. When asked about this during the neighborhood meeting in the winter, the director of the Glory Hall just kind of brushed it off. When asked again during the June 2nd Planning Commission meeting, the response was "Covid changed everything." Not really a confirmation that policies are being followed.

If there are no real repercussions to enforce expected behaviors, there will not be behavioral changes.

I realize that the Glory Hall is not a public entity and therefore not required to disclose certain things. During community meetings, they were extremely guarded about other property proposals they had investigated. They also told different parties that they were in different stages of closing the sale of the land, indicating to some the sale was closed and indicating to others the sale was not closed. This leads to distrust. This is an organization that relies on community support to support their community mission. If they are not going to be open and honest about their intention and the work they put in and how they are accomplishing this, they will lose that community support.

I believe in the Glory Hall's mission to support our most vulnerable community members, and I hope that there is a way to do it in a better location that is better fit.

Thank you for your consideration in this important matter, and please let me know if you need any further information.

Regards,
Hilary Poole

Hilary Poole

From: [Renee](#)
To: [PC_Comments](#); [Irene Gallion](#)
Subject: Glory Hall/SAIL proposal
Date: Monday, July 6, 2020 4:03:15 PM
Attachments: [Glory Hall Letter.docx](#)

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

Attached are comments from my husband and I. Thank you for your time.

Sincerely,
Matt and Renee Dull
907-723-8339
9088 Miner Court
Juneau, AK 99801

Sent from [Mail](#) for Windows 10

RE: Project ID#: Glory Hall/SAIL case # USE2020-08 and PWP2020-02

Dear Planning Commission,

NOTE: We are using an asterisk (*) in front of the word “homeless” to indicate the inclusion of the following: individuals who are homeless, individuals with drug addictions, individuals with mental health issues and any other category of individuals who use the food & shelter services of the Glory Hall = *homeless

Introduction: I (Renee) am a third generation Juneauite (54 years), fourth generation Alaskan and an 18-year resident of the Aurora Neighborhood. Matt, my husband is a 30-year Juneau resident. The Aurora neighborhood we live in is between the two Egan Drive stop lights at McDonalds and Super Bear. We are nestled between the airport and many local businesses. Our home is ½ mile from the proposed Glory Hall/SAIL new facility to shelter & feed the *homeless population.

As a young girl I worked in my family’s businesses located on South Franklin Street right next to what was Wino’s Alley. I understand what the businesses do to clean up after the *homeless in order to prepare for customers and keep them safe. My dad was active in getting jobs and housing for the homeless and was always giving a helping hand to those in need. I am forever grateful for his example. I am currently related to owners of 4 businesses on South Franklin and I am familiar with the atmosphere & the homeless issues in that part of town.

NOTE: We and our neighbors are not “fearful” as some have suggested, of the new facility or of the *homeless individuals themselves. We have personally worked with, worked around, served, cleaned up after, donated time & supplies, attended funerals and we have genuine respect for the homeless as human beings

in need. We are however well aware of the issues that come with a shelter & food source for the *homeless. We are also extremely concerned at the placement of the new facility in our community, just as we were with the placement of Housing First – which has impacted us just as we expected.

As we begin, we want to **confirm that we are not against the mission of the Glory Hall (GH) or other entities to consolidate the services** to help those in need of a helping hand. However, poorly placed in our community it will cause frustration, criticism, increase police services and withdraw of support from the community.

Our Perspective

Last year within a three-month period we (the airport area businesses and homeowners) were told the sleep off center, the warming shelter and the Glory Hall were all coming to our area & within ½ mile of our neighborhoods. We were informed they would be bussing the homeless & those in need of shelter out to our area. Again, we are not opposed to the services, but we are opposed to the moving of the services & the additional *homeless individuals to this area of the community without any consideration of impact to the area - especially without any community input. In October 2019, the **surprise** move of the warming shelter to within ½ mile of our home, caused a rise in folks loitering late at night in the business & food areas and increased foot traffic and trespassing in our neighborhood. This is very upsetting as we have no voice and it appears the city does not care what happens in/to our neighborhoods in this part of the community. We are frustrated.

Not to get too far off subject, but as we write this, we have once again experienced one of the negative impacts of the Housing First Project that is located

1 mile from my (Renee) 78-year-old mother's house, she is on the highway side of Coogan Drive. She had another a visitor at 1:30am, someone "not in their right mind" looking in her windows. She was happy when they went away, we have had to tell her to call the police – she is finally understanding what she needs to do right away. This kind of thing has been occurring since the project arrived. It seems there are more folks "just hanging around" the area. It is not unreasonable for me, living ½ mile from proposed shelter & food source, to expect a lot more folks "just hanging around" at all hours in our area.

We are further dismayed at the recent headlines stating the downtown businesses have just requested more policing because of the problems with the *homeless. We understand it may be because they do not have tourists flooding our streets – which the new proposed location will not have the flood of tourists, so to think we will need additional policing in the new location is not unreasonable. Is this what we will have to prepare for as more *homeless arrive to our area for shelter & food services which are within ½ mile of our home & neighborhood?

More to the point:

We believe re-locating the *homeless shelter & food services to the airport area is going to do the following:

1. Added difficulty and costs as the *homeless demographic located downtown will need transportation to the GH services.

We understand the *homeless located downtown who use the Glory Hall services do not want to leave the downtown area. It makes sense to find a location for their services (food, shelter & other) closer to the mission field of where the folks are at. We understand there are *homeless all over our

community however, we are genuinely concerned that the services are being moved away from the **main** mission field, adding expenses and hassles of bussing them to and from their preferred location.

2. Drastically changing the demographics of airport area: Re-locating the food and shelter services the Glory Hall offers will re-locate the downtown *homeless. This move will drastically change the demographics and impact our community, our neighborhoods, businesses, and the airport with several new problems as well as add to the already present *homeless population that we have been actively monitoring & experiencing at all hours of the day and night.

It is not unreasonable to expect the issues the downtown businesses have been dealing with regarding the *homeless will now be added to a new location of town. (in 2019 the police were call to the Glory Hall 144 times according to the police records.) This does not account for the number of times they have been called to the surrounding businesses

Some of the identified issues are: Sleeping in alcoves, littering, defecation, loitering, theft, panhandling, police intervention and many other issues. Bringing additional burden to our community as a whole in the proposed the new location.

3. Higher danger and safety issues for both homeless & home/business owner:
The airport area of town is open for business 12 months a year and surrounded by fast moving & busy traffic - causing greater community concern vs a large part of downtown which is closed 9 months of the year with streets that have slower moving traffic - causing less community concern. At the proposed new location, the potential for folks now sleeping

& soliciting in a busy, active part of town is dangerous for both the homeless and the community. (The warming shelter has already proven this with its surprise re-location to this area last winter.)

Aurora (our neighborhood) is currently the “highway” for foot traffic between the Nugget Mall, Breeze Inn, McDonalds and Mendenhall Mall & Thibodeau Valley Liquor. It is not unreasonable to think the increase of the *homeless population to this area this demographic will GREATLY add to the foot traffic and other issues (trespassing, camping, night time loitering & noise) through our neighborhood which genuinely concerns us, knowing exactly what issues the downtown businesses have with the homeless and knowing what we are already experiencing and knowing what my mom is experiencing from Housing First.

As a safety concern we wonder, what happens when folks are turned away from the food or shelter services because they don’t follow the rules, will they be looking to meet their needs at the local businesses and our homes?

We understand the proposed property is zoned for general commercial and this includes assisted living, emergency shelter falls under that category. The GH activity is not just housing – it is a soup kitchen open to all which will significantly increase the *homeless demographic and significantly increase the impact to the business & homes in the area. We implore the Planning Commission to reject this proposal as these services operating in this location will bring a bigger negative impact to the community as a whole.

Thank you for your time and your listening ear in this matter.

Matt and Renee Dull

907-723-8339

9088 Miner Court

Juneau, AK 99801

From: throwers@alaska.net
Sent: Monday, July 06, 2020 4:42 PM
To: PC_Comments
Subject: Glory Hall development near Nugget Mall

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

We are writing in support of the Glory Hall development in the Valley. We believe that services offered there will be of great value to the homeless population of Juneau and create positive change for individuals, the effects of which could extend to the greater community. We live on Berners Avenue near the proposed development.

Frank and Janet Thrower

From: Denice & Scott McPherson <dsmac@ak.net>
Sent: Tuesday, July 07, 2020 8:12 PM
To: PC_Comments
Cc: 'Joan O'Keefe, SAIL'
Subject: Comments on SAIL Conditional Use Permit

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

Juneau Planning Commission:

We are writing in full support of granting Southeast Alaska Independent Living (SAIL) the conditional use permit that they have applied for.

SAIL has been an integral part of the Southeast Region of Alaska since the early 1980's. They have provided countless job training, living skill assistance and recreational opportunities to thousands of clients during that time. These are clients who have challenges, whether physical, developmental or otherwise; many of them are not able to effectively advocate for themselves and/or have difficulty in finding help. SAIL fills a niche in providing opportunities that are critical to a significant segment of our population.

I have been impressed with SAIL from the beginning and am proud to count myself as a client, advocate and a past board member with this organization. I also like the plan that is in the works for SAIL to partner with other organizations as quoted from Joan O'Keefe (SAIL Executive Director):

"We're calling it the **Southeast Community Services Center**, which will house a variety of organizations that serve youth, seniors, people with disabilities and low income families. In addition to SAIL, the Center will include Alaska Legal Services, United Way, the National Alliance on Mental Illness, Big Brothers Big Sisters, the Disability Law Center and United Human Services."

SAIL has been collaborating with other organizations from the early days until now; this project builds on that collaboration and makes it much easier for clients to navigate the "help ladder" on the way to a more productive and enjoyable life. We have personally donated to help purchase the land (to be split with the Glory Hall) to move this project forward.

In closing, we want the Planning Commission to help move this project to the next step by granting the conditional use permit for SAIL (and the Southeast Community Services Center).

Scott and Denice McPherson
Auke Bay, Alaska
907-586-6708
dsmac@ak.net

From: jtlogan@alaskan.com
To: [PC_Comments](#)
Subject: SAIL and The Glory Hall's Conditional Use Permit Application
Date: Tuesday, July 7, 2020 11:56:54 AM

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

Dear Members of the CBJ Planning Commission:

I support the proposed construction of the new Glory Hall and the adjacent Southeast Community Services Center near my commercial building and residential condo in the Jordan Creek Area.

My commercial building's address is below and my condo is located at 2035 Jordan Avenue.

In addition to all the obvious needed services these necessary facilities will provide to Juneau as a whole, I believe it will benefit our neighborhood property values specifically due to the increased number jobs the facilities will add to the area.

Thank you for all your hard work on the Planning Commission.

Sincerely,

John Logan

Logan Tax LLC
2245 Jordan Avenue
Juneau Alaska 99801
907-789-3894 v
800-790-3894 v
907-789-5999 f

From: Gary Miller <gmiller.juneauak@gmail.com>
Sent: Tuesday, July 07, 2020 2:42 PM
To: PC_Comments
Subject: Social Service Campus

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

I support the Social Service Campus. My heart goes out to those who need help.

Thanks.

Gary Miller
20135 Cohen Dr
Juneau, AK 99801-8211
(907) 789-3757

From: John Heueisen <jheueisen1970@gmail.com>
Sent: Wednesday, July 08, 2020 8:33 PM
To: PC_Comments
Cc: John Heueisen
Subject: Shame on the CBJ Planning Commission

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

I am strongly against your plan to build a social services campus behind the nugget mall. Are you guys out of your minds? That area needs to be revitalized as a retail area! This is sure to seal the fate of the Nugget Mall with inebriants meandering around it. CBJ is responsible for turning our once beloved Mendenhall Vally into a ghetto. Look around! The valley is in deplorable shape and you all need to be fired! You are the worst city planners I've ever seen. You are ruining Juneau! I vow to start a movement to try and reverse every awful decision you people have made in the last 25 years to bring Juneau into a state of total decline. What a shame. We have world class scenery but you've turned our city into a dump by every standard. We are a 5th generation Juneau family so we know what Juneau was 25 years ago. Shame on you all. You have lost the confidence of the people, and do not deserve to serve any longer.

From: dnajlion7 <firebrand4@gmail.com>
Sent: Wednesday, July 08, 2020 9:41 PM
To: PC_Comments
Subject: Opposed

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

I wanted to second these remarks that have already been emailed to you!

I am strongly against your plan to build a social services campus behind the nugget mall. Are you guys out of your minds? That area needs to be revitalized as a retail area! This is sure to seal the fate of the Nugget Mall with inebriants meandering around it. CBJ is responsible for turning our once beloved Mendenhall Vally into a ghetto. Look around! The valley is in deplorable shape and you all need to be fired! You are the worst city planners I've ever seen. You are ruining Juneau! I vow to start a movement to try and reverse every awful decision you people have made in the last 25 years to bring Juneau into a state of total decline. What a shame. We have world class scenery but you've turned our city into a dump by every standard. We are a 5th generation Juneau family so we know what Juneau was 25 years ago. Shame on you all. You have lost the confidence of the people, and do not deserve to serve any longer.

Okay I'll confess, you can draw more flies with honey so I'll be the pissed off unreasonable guy on this one. ~ ♂
But the point is, Juneau is being led on a very wrong path. And we can make a big difference in this small town if we will just start engaging.

A very concerned citizen of Juneau -- Daniel Lee

July 9, 2020

Planning Commission -

We own a building on Jordan Avenue, less than two blocks away from the proposed development. We have commercial units at street level and residential units (including our home) on the second floor. Although we see the importance of the Glory Hall (TGH), and see the advantages of now having the Human Service conglomerate (UHS) joining TGH, we are concerned about a few items with this project. We'd like to go on record saying that although we see the importance of these services, we **don't** feel this location is the best fit. However, after attending three meetings, we have concluded that this location has been decided and these suggestions will hopefully help mitigate the impact on our neighborhood.

Our comments about this project are:

1. **TGH and UHS should provide lighting and sidewalks along Alpine, Teal and at the airport-end of Jordan.** The plan states that the lighting plan will reflect the need for program and **neighborhood safety**. With beds for 40+ individuals, we see the increase in individuals hanging and waking around the area where lighting and sidewalks will be critical for safety.

The additional lighting across the Jordan Creek/Airport park bridge (airport end of Jordan) is also essential for individuals coming to TGH/UHS from the airport. TGH/UHS will likely become a REGIONAL answer for Alaska communities wishing to move homeless and substance abusers. A plane flight from Alaska communities is a small price to pay to help individuals and relocate the problem to our community and neighborhood. Once to the airport, TGH is just across the Jordan creek bridge and footsteps to the right.

We already pay steep property taxes and do not wish to have local improvements (LID) tacked on to the property owners as we will be dealing with our property devaluation, potential loss of our tenants, and safety.

2. **The City should require the applicant to provide the required number of parking spaces. We are opposed to the waiver for the City-required number of parking spaces.** The project describes patrons being bus riders and TGH and UHS service hours being opposite, however a three story office building and two story shelter will have overlapping service hours. Potentially non-profit or company vehicles (we live next to JYS with many of these type vehicles) will be necessary to get the patrons to and from both TGH and UHS. Employees, volunteers, clients, homeless with cars, individuals picking up sack meals, etc. will need places to park.

RECEIVED

JUL 09 2020

Permit Center/CDD

3. Looking at TGH current policies, we see how TGH management has tried to work with current neighbors to help mitigate TGH's impact. We assume TGH will continue to work with our neighborhood business and property owners as we address the changes resulting from patrons. Specifically,

a. The first policy (see text box at the right) has to do with TGH patrons hanging around the current downtown neighborhood. In the valley, we will likely now have issues with congregating, smoking, spitting, urination and vulgar language resulting from TGH patrons or other individuals not admitted to TGH due to intoxication or suspension similar to downtown.

b. The second policy has to do with TGHs sack meal program for individuals not admitted to the hall due to suspension or intoxication. These individuals will need a place to eat their sack meal. How do we ensure TGH patrons aren't wondering the neighborhood looking for such a place?

Current TGH Policy –

Glory Hole patrons will refrain from:

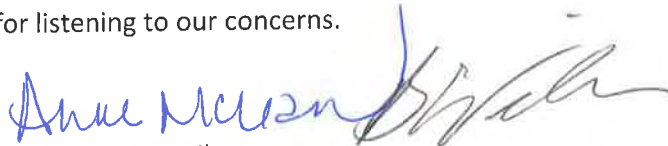
1. Smoking cigarettes or marijuana in front of businesses and residences.
2. Using inappropriate and/or vulgar language, and from engaging in verbal abuse and/or harassment
3. Using, selling, or buying illegal drugs
4. Public urination or defecation, spitting, blocking or congregating in front of businesses, sleeping in business doorways.

Since Saint Vincent's has brought the sleep off center and cold weather shelter to our neighborhood, there has been a visible increase in the number of people hanging out and/or looking for a dry place. Individuals have been in our boiler room, under deck storage areas and mailbox foyer. We have confronted individuals asking them to find another place and have installed seven security cameras. Covid was ironically a blessing, moving the cold weather shelter patrons away from the area and there were noticeably fewer lingerers waiting for the shelter to open in the evening and community places to open in the morning.

This project is going to change our neighborhood just as the sleep off center and cold weather shelter have and we ask that the Planning Commission consider the above suggestions in the approval of the project.

Thank you for listening to our concerns.

Sincerely,



Anne McLean and Bryan Wilson
2055 Jordan Avenue No. 5
Juneau, Alaska 99801

RECEIVED

JUL 09 2020

Permit Center/CDD



United Human Services
of Southeast Alaska
3225 Hospital Drive, Suite 301
Juneau, AK 99801

Members of the Juneau Planning Commission,

I am writing on behalf of United Human Services in support of the Southeast Alaska Independent Living (SAIL)/Glory Hall Conditional Use permit application for consideration at your July 14 meeting.

United Human Services of Southeast Alaska (UHS) was established in 2009 as a 501(c)(3) corporation to bring together multiple health and social service nonprofit organizations into one physical location. This concept has been successfully demonstrated across the nation.

Benefits of a shared nonprofit center include: reduction of operating expenses through shared common-use space, services and administration; improved communications among nonprofit organizations to coordinate services and reduce duplication; and innovation among providers that benefit the consumer by providing one-stop, effective, coordinated services.

UHS and SAIL have been working together for over a decade to bring a nonprofit center to fruition in Juneau. We are confident that the Teal Street property is the ideal location for our project, and look forward to the day we can open our doors to the community.

In addition to SAIL and UHS, the nonprofit center will house Big Brothers Big Sisters of Alaska, United Way of Southeast Alaska, the National Alliance on Mental Illness, Disability Law Center of Alaska, and Alaska Legal Services. Together, these organizations serve people experiencing disabilities, seniors, youth and low-income families throughout Juneau and Southeast Alaska.

This is the right neighborhood for the project because it is convenient, flat, well-drained, zoned appropriately and in close proximity to complimentary services for our patrons.

Juneau needs improved services for seniors, people with disabilities and low-income individuals. Many patrons served by this project have complex needs. For instance, a person seeking permanent housing may also have mental health, food security and job training needs. In addition, many existing public resources are



United Human Services
of Southeast Alaska
3225 Hospital Drive, Suite 301
Juneau, AK 99801

difficult to navigate, and involve rounds of conversation, documentation and problem solving. By co-locating services on one campus, community members will have improved access to the help they need.

Co-locating will also increase community awareness of the resources available in Juneau. When people are in need of assistance, it can be difficult to figure out where to go. This project will create a recognized resource that is simple to locate and easily accessible.

Thank you for considering these comments.

Sincerely,

Joe Parrish, President
UHS Board of Directors

Irene Gallion

From: patty tackett <pattytackett@yahoo.com>
Sent: Friday, July 10, 2020 1:05 PM
To: Irene Gallion
Subject: Support letter sail juneau project

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

This to remind our great community that we united when we help each other.

[Sent from Yahoo Mail on Android](#)

From: sharon gaiptman <sgaiptman@yahoo.com>
Sent: Friday, July 10, 2020 10:43 AM
To: PC_Comments
Subject: For your consideration --

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

Dear Planning Commission,

I read Joan O’Keefe’s *My Turn* earlier this week and want to add my voice to hers and others who are involved with supporting the creation of the Southeast Community Services Center (SCSC). It’s an idea that has been a long time in the making and, as Joan writes, would enable those with disabilities, are low-income, and/or are seniors choosing to age in place in Juneau to easily access many of the agencies they need. These agencies are part of a coalition, along with SAIL, who as Ms. O’Keefe noted, help those who can help members of our community with “...things like secure housing, food stability and affordable health care.” She also pointed out the difficulty in accessing these agencies if they are scattered around the borough; the proposed one-stop SCSC makes so much sense.

We are always impressed with community partnerships – this one is stellar! It will not only impact the lives of so many of our current residents, but quite honestly, it could also apply to many of us in years to come.

This is a project that will positively impact Alaska’s capital city for years to come and, therefore, I urge you to support the conditional use permit for it.

Thank you,

Sharon Gaiptman

Sharon Gaiptman
Gaiptman Communications
PO Box 20385
Juneau, AK 99802-0385
(907) 321.0751

United Way of Southeast Alaska

3225 Hospital Drive, Suite 106
Juneau, Alaska 99801
tel 907.463.5530

unitedwayseak.org

July 10, 2020

Planning Commission
Community Development Department
City and Borough of Juneau
155 S. Seward St.
Juneau, AK 99801



Dear Commission Members,

United Way of Southeast Alaska is writing to express their strong support of the proposed emergency shelter and social services building before you as a part of the Conditional Use Permit USE2020 0008. United Way of Southeast Alaska has been a part of this proposed concept since its inception in 2004. Jodi Kilcup, our President/CEO at that time introduced the idea for a joint use facility and over the ensuing sixteen years our organization has continued to support and assist in the development of the concept.

The nonprofit center as envisioned and presented as the plan before you is a project that will transform the way that services are delivered in Juneau. Colocation of nonprofits in the same building will ensure efficiency and convenience for service recipients and will inevitably improve outcomes for consumers. Having an accessible, shared space for service delivery will reinvigorate our system. Locating the project next to the Glory Hall and St Vincent DePaul will transform access to services for those who need them the most.

While we believe this as an ideal location for the center, we acknowledge the concerns being raised by neighbors. No matter where the two facilities would be proposed to be built, there will always be those who think it should be somewhere better. It is our firm belief that this is the best location and with the joint services component to the facility we believe that the services provided and the conditions proposed by the development department will ameliorate those concerns. We are committed to being good neighbors and working to make this facility one that the community will be proud to point to as a model for cooperation amongst agencies.

The shared services facility will include a common use boardroom, classroom, an employee break room, production room and bathrooms but each tenant will have their own secure office space. This concept allows for us to avoid having duplicates facilities in different locations. The facility will allow a one-stop shop for citizens looking for social service help. Additionally, the facility will be designed to allow other nonprofit organizations access to meeting facilities for those who do not have their own meeting space.

On behalf of our organization we thank you for your thoughtful attention and careful consideration of this Conditional Use Permit (CUP) application. We look forward to your approval of the CUP, allowing us to move forward with the completion of this long awaited community facility.

Yours in service,

A handwritten signature in blue ink, which appears to read "Wayne Stevens", is written over a horizontal line.

Wayne A. Stevens
President/CEO

From: Mariya Lovishchuk <lovishchuk.mariya@gmail.com>

Sent: Friday, July 10, 2020 2:40 PM

To: Irene Gallion <Irene.Gallion@juneau.org>; Joan Herbage O'Keefe <jokeefe@sailinc.org>; Bruce Denton BCD Construction <brucecdenton@gmail.com>; Wayne Jensen <wayne@jensenyorbawall.com>; Sherri von Wolfe <svonwolfe@sailinc.org>

Subject: sidewalk condition

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

Good Afternoon Irene,

We are looking forward to seeing you on Monday.

Please see attached note about the sidewalk condition. We are really hoping that you may be able to send this to the Planning Commission to review over the weekend.

We are also hoping to discuss this more on Monday. Sherri has been in touch with Mark Pusich and I think a portion of our portion of the CUP meeting will be spent discussing this and we wanted to coordinate as much as possible.

Thank you very much for your consideration

Mariya

July 9, 2020

Re: United Human Services/New TGH Project Condition 1

Staff Report based on code regulations imposes Condition 1: Sidewalk installment requirements (p.129). While this condition is based on code, the practical implications of the Condition negatively impact the project and do not take into consideration project scope, actual conditions of the site, and the program.

- The report states that sidewalk requirement is based on roadway ADT and that estimated 239 ADT, in excess of 212 ADT triggered the sidewalk installation requirement (p. 128). The project applied for one CUP application instead of 2 based on staff recommendation at the pre-application conference on January 22. If the projects were to apply separately, sidewalk requirement would not have been triggered. The applicants will subdivide the property in the near the future, resulting in two projects with separate ADT numbers, below 212.
- The Glory Hall has conducted an analysis regarding the number of daily trips to our existing facility. Daily, 4-5 staff arrive to the facility, never at the same time, 5-7 volunteers, occasionally at the same time, and 1-4 providers on some days rarely at the same time. There are occasional donation drops offs 1-12 daily. Very few patrons have cars. The total number of trips does not exceed 28 per day. Even if 28 number doubled, it would not exceed 106 number listed in the assisted living related code metric (p. 130).
- All traffic will be coming to the site, directly onto the TGH and UHS properties. Most residents and clients will not be dropped on the sidewalks but in front of the buildings.
- Creating the sidewalks may result in a nuisance of individuals and their belongings off campus. Individuals may inadvertently assume that sidewalks are a place to congregate, rather than the facilities.
- Currently, there are no sidewalks to the immediately adjacent areas, except for a minor sidewalk across Alpine Avenue. Until sidewalks are installed in the surrounding area, sidewalks will be out of character with the adjacent neighborhood.
- As required, sidewalks are estimated to cost between 100,000-150,000 dollars. The project relies on private and public funding for development and construction. This would not be the best use of public funding during these harsh economic times.
- A recommendation for sidewalks in the BC Shelter Design Guide plan is referenced (p.127). The plan underscores the need for adequate project space and separation in order to minimize nuisance on public sidewalks, etc (p. 127). Per proposed condition, the project will most likely will be required to lose the green space and/or the natural barrier of ditches currently lining the property, in order to accommodate the condition.

This would adversely impact the ability to create a space separate from the street and potentially impact the street. The project cannot install sidewalks on CBJ right of way.

- UHS is planning for a plaza that connects to Teal Street for either a future CBJ bus stop or another drop-off for clients. Other than the vehicle entry/exit, this plaza will provide one entry/access point from Teal Street and connect to all internal access walks for UHS and TGH.

CAREN ROBINSON and DAVID ROGERS

8018 Poppy Court
Juneau, AK 99801
907-321-1977
907-321-2551

July 9, 2020

Members of the Juneau Planning Commission,

We write in strong support of the United Human Services/Southeast Alaska Independent Living (SAIL)/Glory Hall Conditional Use permit application for consideration at your July 14 meeting.

This one-stop shopping concept works in other places, makes economic sense and should better serve the many beneficiaries of these important non-profit organizations. We are aware of the siting controversy but believe the proposed location is ideal for the purpose and consistent with other uses in the area.

We've spent many years worrying about the homeless, especially during the colder, wetter months. We are reminded every day when we drive downtown from the Valley for our morning outing. We hope this fine project soon will be accompanied by a state of the art, permanent shelter building.

Thanks for listening.

Caren Robinson and David Rogers

From: jmbecker@gci.net
Sent: Thursday, July 09, 2020 2:30 PM
To: PC_Comments
Cc: jmbecker@gci.net
Subject: Conditional Use Permit for SE Community Services Center

Follow Up Flag: Follow up
Flag Status: Flagged

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

Dear Planning Commission Members,

I am writing to ask that the Planning Commission approve the Conditional Use Permit application for the S.E. Community Services Center. United Way, Sail and the Glory Hall are just a few of the non-profit services that will benefit from this coalition effort to create a shared non-profit center in Juneau.

I wholeheartedly support this project and hope that you will too.

Sincerely,

Mary Becker
Past Assembly Member



Dear Planning Commissioners,

NAMI Juneau unconditionally supports Planning Commission approval of the SAIL / Glory Hall Conditional Use permit. NAMI, the National Alliance on Mental Illness, is the nation's largest grassroots mental health organization dedicated to building better lives for the millions of Americans affected by mental illness. NAMI Juneau, the local affiliate, has provided mental health education, support, and advocacy in our community since 1986. NAMI Juneau has committed to being a tenant and member agency in the Southeast Community Services Center that SAIL is spearheading for these reasons:

- A community nonprofit center, by its very nature, enables the sharing of ideas and resources among nonprofit organizations that today are under ever-increasing financial constraints.
- The proximity of the Southeast Community Services Center to the St. Vincent facilities, to the new Glory Hall, and to public transit makes these vital nonprofit services accessible to Juneau's most vulnerable people.
- Access to multiple social service agencies in the same location is very helpful for people on limited financial and time budgets.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Crystal Bourland".

Crystal Bourland

NAMI Juneau Executive Director

namijuneau@gmail.com 907-463-4251

FAULKNER BANFIELD

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BETHANN BOUDAH CHAPMAN

Direct Phone: 907.523.6147

bchapman@faulknerbanfield.com

July 12, 2020

Planning Commission
City and Borough of Juneau
155 S. Seward Street
Juneau, AK 99801
Via email only

Re: USE2020 0008

Dear Members of the Planning Commission,

I am writing on behalf of Faulkner Banfield, PC to support a conditional use permit for an emergency shelter and social services office building. Faulkner Banfield's office is located a few blocks from the proposed construction site. We believe that locating the Glory Hall shelter and the nonprofit office building in the area will not only benefit the community but will improve the area. The area is mostly commercial buildings and the location of St. Vincent De Paul transitional housing. The Glory Hall will not alter the nature of the area and we believe will improve the area. the non-profit center would permit several related non-profit organizations to occupy one building at overall lower costs and allow individuals needing services to travel to one location. The planned construction would incorporate well designed buildings into the area and will not only provide essential services but will beautify the area. We understand the concerns that a homeless shelter may result in increased crime, but we are confident that the Glory Hall will continue their mission of providing the needed services and being a good neighbor.

We believe that our community must provide our fellow residents the services they need in a safe and humane environment and the proposed shelter and social services office building will meet that need.

Sincerely,



BethAnn Boudah Chapman

From: [Irene Gallion](#)
To: [Chelsea Wallace](#); [Jack Scholz](#)
Cc: [Jill Maclean](#)
Subject: FW: Glory Hall/SAIL Comments
Date: Tuesday, July 14, 2020 12:35:47 PM

Hi Chelsea and Jack,

Can you include this in the "blue folder" items tonight? Thanks!

IMG

From: Erann Kalwara <ECKalwara@juneaupolice.com>
Sent: Monday, July 13, 2020 6:03 PM
To: Irene Gallion <Irene.Gallion@juneau.org>
Cc: David Campbell <DSCampbell@juneaupolice.com>
Subject: RE: Glory Hall/SAIL Comments

Sorry for the delay. We did receive a public records request for information from 2019 at those two addresses and provided some information to the requestor. The numbers below are a little different due to the way the numbers were run and the request was interpreted.

If the request was phrased the way your request was, this is what we would have provided:

- **247 S FRANKLIN ST**
 - o **2018 = 361 Calls for Service**
 - 233 Caller Initiated
 - 128 Officer Initiated
 - o **2019 = 348 Calls for Service**
 - 209 Caller Initiated
 - 139 Officer Initiated
- **8617 TEAL ST**
 - o **2018 = 79 Calls for Service**
 - 68 Caller Initiated
 - 11 Officer Initiated
 - o **2019 = 118 Calls for Service**
 - 97 Caller Initiated
 - 21 Officer Initiated

From: Irene Gallion <Irene.Gallion@juneau.org>
Sent: Monday, July 13, 2020 3:58 PM
To: Erann Kalwara <ECKalwara@juneaupolice.com>
Cc: David Campbell <DSCampbell@juneaupolice.com>
Subject: RE: Glory Hall/SAIL Comments

Hi Erann,

We did not receive anything Friday, are you able to help us out?

Thanks!

IMG

From: Irene Gallion
Sent: Wednesday, July 8, 2020 10:53 AM
To: Erann Kalwara <ECKalwara@juneaupolice.com>
Cc: Ed Mercer <EDMercer@juneaupolice.com>; David Campbell <DSCampbell@juneaupolice.com>
Subject: RE: Glory Hall/SAIL Comments

Appreciated, thanks!

From: Erann Kalwara <ECKalwara@juneaupolice.com>
Sent: Wednesday, July 8, 2020 10:17 AM
To: Irene Gallion <Irene.Gallion@juneau.org>
Cc: Ed Mercer <EDMercer@juneaupolice.com>; David Campbell <DSCampbell@juneaupolice.com>
Subject: RE: Glory Hall/SAIL Comments

Good morning Irene. We should have the numbers available for your review by Friday. We have received records requests from the public on this topic.

From: Irene Gallion <Irene.Gallion@juneau.org>
Sent: Tuesday, July 7, 2020 10:11 AM
To: Erann Kalwara <ECKalwara@juneaupolice.com>
Cc: Ed Mercer <EDMercer@juneaupolice.com>; David Campbell <DSCampbell@juneaupolice.com>
Subject: FW: Glory Hall/SAIL Comments

Hi Erann,

We have a Planning Commission meeting on this proposed project on July 14.

Can you confirm the numbers Ms. Poole used below? Did these come from JPD?

Thank you!

IMG

From: Hilary Poole <Hilary.Poole@outlook.com>
Sent: Sunday, July 5, 2020 7:35 PM
To: Irene Gallion <Irene.Gallion@juneau.org>; PC_Comments <PC_Comments@juneau.org>

Subject: Glory Hall/SAIL Comments

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

Good Day,

I wanted to submit some comments I have on the proposed location for the Glory Hall.

In 2019, with the warming shelter and the sleep off shelter only being in operation during the last quarter of 2019, the Teal Street location of Saint Vincent De Paul (to include transitional housing) had a 42% increase in police calls.

In 2019, the Glory Hall had 152% more police calls then the Teal Street location of Saint Vincent De Paul.

The 2019 increase ONLY included the Teal Street and Glory Hall addresses and was not expanded to include any increase in calls from adjacent properties in those areas.

Allowing the Glory Hall to operate in the proposed area would potentially bring the increase in police calls to nearly 200% over 2018.

I am sure you heard testimony during the June 2nd meeting from one business owner in the valley area that once the warming shelter changed locations to downtown, it was an overnight change in the neighborhood with such a dramatic decrease in property crimes.

I am sure you also heard testimony from Mr. Worl (sp) who manages Kindred Post commented that there was a movement to revitalize the downtown area. Simply moving the Glory Hall appeals to many downtown business owners, but just brushing this problem to another location without serious consideration of impacts to an area is simply irresponsible. Many of the other businesses that support the new location are not direct neighbors to the proposed location.

Most patrons of the Glory Hall are not the cause of the increase in police calls. Patrons of the Glory Hall are given daily chores and receive services there. Those patrons are invested in doing their chores and being a part of the community, taking pride in their work and the contribution they are making.

At public meetings this winter, Glory Hall board members indicated that Glory Hall patrons are preyed upon by others, and it is those predators that cause the disruption and make it unsafe for Glory Hall Patrons and staff. At another meeting, the JPD was able to confirm that it is not Glory Hall patrons that cause the disruptions, but those predators.

Clearly, moving locations does not dissuade the predators, and they will only follow their prey. This brings up serious safety concerns for SAILs vulnerable clients, and the vulnerable children and families that stay at Saint Vincent.

I have directly observed that the Glory Hall does NOT follow their policies regarding suspended patrons. I have witnessed when people are suspended, instead of receiving meals in the common meal hall, they simply go to the back door & get their meals to go. This is in direct violation of their policies. When asked about this during the neighborhood meeting in the winter, the director of the Glory Hall just kind of brushed it off. When asked again during the June 2nd Planning Commission meeting, the response was "Covid changed everything." Not really a confirmation that policies are being followed.

If there are no real repercussions to enforce expected behaviors, there will not be behavioral changes.

I realize that the Glory Hall is not a public entity and therefore not required to disclose certain things. During community meetings, they were extremely guarded about other property proposals they had investigated. They also told different parties that they were in different stages of closing the sale of the land, indicating to some the sale was closed and indicating to others the sale was not closed. This leads to distrust. This is an organization that relies on community support to support their community mission. If they are not going to be open and honest about their intention and the work they put in and how they are accomplishing this, they will lose that community support.

I believe in the Glory Hall's mission to support our most vulnerable community members, and I hope that there is a way to do it in a better location that is better fit.

Thank you for your consideration in this important matter, and please let me know if you need any further information.

Regards,
Hilary Poole

Hilary Poole

From: [Kate Glover](#)
To: [PC_Comments](#)
Subject: Support for Glory Hall conditional use permit
Date: Monday, July 13, 2020 8:14:13 PM

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

Good afternoon Planning Commissioners,

I am writing in support of the Glory Hall's application for a conditional use permit to construct a new emergency shelter near the airport. The current emergency shelter is not adequate to serve the needs of Juneau's homeless population. This is especially true now, when added space is needed to avoid transmitting Covid-19 among our most vulnerable population. The new location will allow more space for healthy living conditions and will allow for co-location of services, resulting in better service for this sector of our community. This is a great opportunity and a reasonable proposal, and I ask the Planning Commission to grant the proposal so that the Glory Hall can build the shelter that is needed to best serve its clients.

I used to work in an office near the area where the new emergency shelter would be located and think it would be a positive addition to the area. There is a need for additional services in this part of the community and the new shelter would provide that service. It is also my understanding that the Glory Hall has been working with its future neighbors and with other local organizations to ensure that the move is positive for everyone. Please grant the permit.

Thank you for your time,
Kate Glover
Juneau

From: Kay Dilg <kaydilg@gmail.com>
Sent: Tuesday, July 14, 2020 7:55 PM
To: PC_Comments
Subject: Glory Hall

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

Please do not approve the re-location of the Glory Hall services from downtown to the valley airport area. This is a major change to our community as it takes the homeless services to a location further away from those who need the services. This change also will have a huge impact on our community, bringing with it troubles. The troubles the down town businesses have will spread throughout our community and will come to more businesses and more importantly homes. This is a bad idea. Thank you for your time

Kay Gray