Agenda

Planning Commission - Regular Meeting
City and Borough of Juneau

December 10, 2019
Assembly Chambers
7:00 PM

I. ROLL CALL

II. REQUEST FOR AGENDA CHANGES AND APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

A. November 12, 2019 Draft Minutes, Regular Planning Commission - APPROVED

IV. WRITTEN AGENCY AND PUBLIC COMMENTS POST DEADLINE

A. Additional Materials for December 10, 2019 Planning Commission Meeting

V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

VI. ITEMS FOR RECONSIDERATION

VII. CONSENT AGENDA

A. USE2019 0023: A Conditional Use Permit for a Marijuana Cultivation Facility - APPROVED

B. USE2019 0024: A Conditional Use Permit for a coffee stand with drive through service - APPROVED

VIII. UNFINISHED BUSINESS

A. APL2019 0007, Daugherty v CDD: Proposed Decision - The proposed decision of an appeal of the Director's decision, regarding VDM2019 0004, and dated July 9, 2019 was served to parties on December 3, 2019 - APPROVED PROPOSED DECISION

IX. REGULAR AGENDA

A. CSP2019 0012: Planning Commission Recommendations for FY 2021-2026 Capital Improvement Program - APPROVED

X. BOARD OF ADJUSTMENT

XI. OTHER BUSINESS

A. Revisions/updates to the Planning Commission's Rules of Order - APPROVED

B. Proposed Meeting Dates for 2020 Planning Commission Meetings - APPROVED WITH ADJUSTMENTS

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. ADJOURNMENT

Agenda
Planning Commission
Special Meeting
CITY AND BOROUGH OF JUNEAU
Ben Haight, Chairman
November 12, 2019

I. ROLL CALL

Ben Haight, 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 7:05 p.m.

Commissioners present: Ben Haight, Chairman; Paul Voelckers, Vice Chairman; Michael LeVine, Ken Alper, Dan Hickok, Travis Arndt

Commissioners absent: Shannon Crossley, Nathaniel Dye

Staff present: Jill Maclean, CDD Director; Irene Gallion, Senior Planner; Laurel Christian, Planner; Allison Eddins, Planner

Assembly members: Greg Smith

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

III. APPROVAL OF MINUTES

A. October 15, 2019 DRAFT Minutes – Planning Commission Special Meeting

MOTION: *by Mr. LeVine to approve the October 15, 2019, Planning Commission Special Meeting minutes noting any staff corrections or Commissioner comments.*

The motion passed with no objection.

IV. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS - None

V. ITEMS FOR RECONSIDERATION - None

DRAFT

VI. CONSENT AGENDA

CSP2019 0010: A State Consistency Review for the Auke Bay Ferry Terminal site improvements
Applicant: State of Alaska Department of Transportation & Public Facilities
Location: 13445 Glacier Highway

Staff Recommendation
Staff recommends APPROVAL of this project.

MOTION: *by Mr. LeVine to adopt* CSP2019 0010 and approve it with Directors analysis and findings.

The motion passed with no objection.

VII. UNFINISHED BUSINESS

VIII. REGULAR AGENDA

SMP2019 0004: Preliminary Plat approval for a phased major subdivision creating 14 lots and 1 large tract for future development (15 total parcels)
Applicant: Michael & William Heumann
Location: 4506 Hillcrest Avenue

Staff Recommendation
Staff recommends that the Planning Commission adopt the Director's analysis and findings and **APPROVE** the Preliminary Plat for Phase 1 of the Chilkat Vistas Subdivision. This approval would allow the applicant to submit for the Final Plat Application. The approval is subject to the following conditions:

1. Prior to approval of the final plat, all required plat corrections listed in the MEMO from CDD to Michael Heumann (Applicant), dated November 1, 2019 shall be completed (Attachment H).

2. Prior to approval of the final plat, Certification from the CBJ Treasurer is required showing that all real property taxes and special assessments levied against the property for the year of recording have been paid.

3. Prior to approval of a final plat, the applicant shall submit a complete set of construction plans for all required improvements to the Community Development Department for review by the director of Engineering and Public Works for compliance with CBJ 49.35.140.

DRAFT

4. Prior to final plat approval, an engineer's estimate for the installation of public utilities and improvements must be submitted to the Community Development Department (CDD) and reviewed and approved by CDD and Engineering and Public Works.

5. Prior to approval of the final plat, the applicant has constructed all required improvements or provided a financial guarantee in accordance with CBJ 49.55.010.

6. The developer shall utilize Best Management Practices to treat or reduce any harmful particulates that may arise from the development.

7. The developer shall utilize Best Management Practices for storm water runoff to prevent sediment run-off from construction activities into neighboring waterbodies.

8. The developer shall submit a final drainage plan to be approved by Engineering and Public Works prior to final plat approval. This drainage plan must be signed and stamped by an Alaskan licensed engineer in accordance with CBJ 49.35.510.

9. The applicant shall pave, or bond for, the portion of the driveway in the right-of-way or the first 20 feet from the edge of the public roadway, whichever length is greater, for all panhandle lots created with this subdivision.

10. Prior to construction plan approval, the applicant shall submit a lighting plan meeting applicable CBJ standards.

11. The applicant shall install a residential sprinkler system that meets Capital City Fire & Rescue (CCFR) requirements in each dwelling unit constructed through Phase 1 of this subdivision.

Before beginning the hearing of this case, Mr. Haight explained the procedure of how hearing a case occurs. He stated that Staff would give a report regarding the case, the Commission would have the opportunity to ask clarifying questions, the applicant would give additional information and the Commission would be able to ask them more questions, then the public would have the chance to make comments regarding the case. After public testimony has been completed, the applicant would have a chance to add additional comments and address any comments and questions from the public and the Commission. Once this is concluded, the Commission would then go into deliberation. Mr. Haight then asked Ms. Maclean to give a brief summary of the background to case SMP2019 0004.

Ms. Maclean stated that a similar, but different, application in February of 2019 for a preliminary plat for a major subdivision in the same location, for the same parcel. That preliminary plat was approved by the Commission; however, it was then subsequently appealed by some of the abutters to the parcel. Over the following months, the appellants, the applicants, and CBJ worked to mediate what was hoped to be a settlement that everyone could agree to. That preliminary plat still stands. What was before the Commission at this meeting is a

new, separate preliminary plat application that is neither a modification nor an amendment to the previous plat. The applicants and the appellants did work together to create a settlement. While some of the settlement is within the Commission's purview, not all of the conditions are within the Commission's purview or something that CBJ would be holding to compliance. Some of the conditions are private agreements between the applicants and the appellants. Ms. Maclean wanted to remind the Commission that, as Ms. Christian goes through the application and the Commission hears the proposal and reviews the Staff Report, the purview of the Commission is still the same as it typically is for any major subdivision. It is per Title 49 and any other agreements, such as the buffers, are not within the Commission's purview. The Commission's purview is just the platting requirements per Title 49.

To clarify that everyone was on the same page procedurally, Mr. LeVine asked, since there is still a current, existing preliminary plat that covers largely the same geography, if the Commission was to approve this application, if it would fully replace the existing preliminary plat, or if there would then be two approved plats.

Ms. Maclean stated that she would have to double check the agreement, but she believed that if the Commission were to approve the preliminary plat being reviewed at this meeting, then there would be two standing plats that had been approved. Once the appeal period for the plat before the Commission at this meeting expires, if it is not appealed, then the applicants and appellants have agreed that they would withdraw the previous plat and move forward with the newest one. If the newest one is also appealed by a third party, or another party, then the applicant reserves the right to have the first preliminary plat stand until the newest one is worked through. Ms. Maclean asked if the Commission understood this procedure.

Mr. LeVine stated that this made sense and was the impression he was under when reviewing the information beforehand. He trusted that someone had made sure it would be okay for the Commission to approve two separate preliminary plats for the same area.

Ms. Maclean stated that the Commission could do so.

Staff Presentation

Ms. Christian gave a presentation regarding the application at hand, highlighting some of the primary differences of the new plat and proposals, compared to the previous plat and proposals. She noted aspects of the application that included Capital City Fire & Rescue requirements, traffic impacts, a reduction in a right-of-way width (ROW) for Phase 1 only, request for alternative roadway construction standards, drainage and grading requirements, agency and public comments, and Staff's findings. Staff recommends that the Planning Commission adopt the Director's analysis and findings and approve the preliminary plat for Phase 1 of the Chilkat Vistas Subdivision with conditions. This approval would allow the applicant to submit for the final plat application.

Questions from Commissioners
To help in terms of background and context, Mr. Voelckers asked to review what the sketch plat means and what its legal standing is in relation to the preliminary plat. A number of phases are shown for development, some showing a lot of detail and some showing none, so the Commission would like to know what that meant.

Ms. Maclean stated that typically with a major subdivision, a sketch plat would be presented and is a requirement of an application. The basis for a sketch plat is for Staff, the Commission, and other agencies to have the chance to review a subdivision for its full, build-out potential, to ensure that the public roads and infrastructure are sized appropriately and is safe. Normally, a developer would not be held to developing a sketch plat exactly so, and as they go through the phases they are allowed to change that or go in a different direction. In this case, the applicant and the appellants have agreed to a number of conditions that do pertain to the sketch plat and the sketch plat was the method that was thought would best fit in with what the Commission also reviews. Through the sketch plat, some of the items are part of the conditions under the Commission's purview, others are part of the private agreement, such as the loop of Mountainside Drive and Hillcrest Avenue and Robbie Road will all be single-family dwelling units. They have also agreed that Robbie Road will only be extending so much as to allow for seven single-family homes, three of which could have accessory apartments. Ms. Maclean noted that the Community Development Department requires that, while Robbie Road may end in a cul-de-sac for seven homes, there may be an emergency service access road only, so future development in a later phase would have connections to the other side in case of an emergency, but it will not be a public road. Other items shown on the sketch plat per the agreement are a buffer between the existing Mountainside Estates Subdivision and the proposed subdivision and sidewalks on one side of the street, among other construction agreements. They have also limited how many units can be constructed in a specific area, but that is not something the Commission can condition, as the CBJ cannot limit density.

Mr. LeVine asked if the loop drawn on the sketch plat around Mountainside Drive was a piece of the settlement agreement, or if it was something under the Commission's approval.

Ms. Maclean stated that, that area was a piece of the private agreement.

Mr. LeVine asked for clarification on all of what the Commission was looking to make a decision on at this meeting.

Ms. Maclean stated that the Commission was only looking at Phase 1, 14 lots along Hillcrest Avenue and the large tract for future development at this meeting. The rest of the information was being presented, because the sketch plat was the method being used to make a settlement between the applicants and the appellants.

Ms. Christian noted that the preliminary plat, minus the color, is what development will look like. It will only have the fourteen lots and the large, remaining tract will just be blank. The

sketch plat will not be recorded with that. It is just something for CBJ files. The preliminary plat and the information with it is what the Commission would be making a decision on at this meeting.

As Richland Manor is neighboring a D18 zone, Mr. Hickok asked if there was a possibility that the applicant could attempt to rezone their parcels in the future.

Ms. Christian stated that she did not know if that was the intent of the applicant, but it could be possible. If the parcel is larger than two acres, or an extension of an existing zoning district, one could apply for a rezone. This parcel would meet either of those rezoning requirements.

Mr. Eiler asked for clarification on CCFR's requirements for separate access after more than 200 residential units are developed in the neighborhood, and where the requirements are derived from.

Ms. Christian stated that those requirements are derived from the International Fire Code and pointed out where the sections were quoted on these requirements.

In regards to condition 9, Mr. Arndt asked if the changes that were currently being made to Title 49 would have an impact on this.

Ms. Christian noted that the changes being made were in regards to Shared Access, but this parcel is considered a panhandle, so the proposed shared access changes to Title 49 would not impact this lot.

Mr. Voelckers asked if accessory apartments counted as two residential lots or if they counted as individual residential units, when calculating the aggregate numbers for a secondary fire access.

Ms. Christian stated that the Fire Code includes accessory apartments, but Staff won't know if the houses will or will not have accessory apartments until they build them, though. Three of them would not be able to have accessory apartments, as they will be bungalow lots, but the remaining 11 lots would be able to build accessory apartments and they will count as two residential units for fire code purposes.

With these calculations in mind, Mr. Alper noted that there could be up to 25 dwelling units in the subdivision, as proposed.

In regards to the corrections required for the preliminary plat, Mr. LeVine asked if these corrections were more for the recording aspect, or if they were for the Commission to look into.

Ms. Christian stated they were for the recording aspect.

With no further questions from the Commission, Mr. Haight asked the applicant to give his presentation.

Applicant Presentation
Michael Heumann, 1925 Davis Avenue Unit D5, Juneau, AK 99801
As the applicants anticipate, they are currently looking at just over 400 units at full build-out, 47 of which are single-family and 353 are multi-family units. The applicants believe this will help to mitigate some of the housing shortage in Juneau and provide a wide range of housing options. One of the challenges that has been seen is a lot of new construction has been more expensive units and some of the bungalow lots and panhandles will provide more-affordable options for people.

Mr. Heumann thanked everyone that had participated in the settlement agreement, as it was a very intensive process. Many were involved, including the applicants, appellants, neighbors, developers, planners, lawyers, surveyors, and engineers. The sketch plat has had a lot of work put into it, and while the Commission is only making a decision on the first phase, the applicants are bound to the rest of it via the settlement agreement, as long as the preliminary plat is approved. It provides a clear future for development, which has helped alleviate some concerns from the surrounding neighbors.

There were many concerns about traffic impact and neighborhood harmony, so the applicants have worked to balance things out in a way that works for everyone. With the previous application, the Commission had express some concerns with drainage, so the applicants hired a civil engineering firm to work on the drainage and come up with a more feasible plan. Roadway traffic wasbrought up as well, so they had the engineers look into that and there is currently a traffic impact analysis underway. The traffic impact analysis is not required for phase one, but the applicants felt it was prudent to begin working on that for future phases. Hooter Lane was also a big concern; it will not be built during this phase, but the applicants have worked out a path forward for that, as it will be required when the multi-family dwelling units are being developed.

Mr. Voelckers thanked Mr. Heumann for the analysis on the future phases, and asked for more elaboration on the proposed development of Hooter Lane regarding the drainage and buried utilities.

Mr. Heumann stated that sewer lines would be run up to the large tract. That could be avoided by building a sewer lift station, but the applicants feel it would be best to make the investment to run the lines in the first phase in order to avoid destroying people's yards and building a lift station that ultimately won't be needed in the future.

To follow, Mr. Voelckers noted Item 3 of the applicant's narrative that described how Hooter Lane will be developed as a fire access in the near future and fully developed as a City street, as

necessary. He asked if developing as a fire access meant being used for only emergency purposes.

Mr. Heumann stated Mr. Voelckers' interpretation was correct. He noted that they would probably improve the lane in the first phase, as installing the sewer lines and doing everything properly will require a road that big trucks can drive on and get the equipment to, so it makes sense to make the fire access as well.

In regards to the negotiations with the Mountainside Neighborhood Association, and working with the people of Tamarack Trails, Mr. Alper thought there may have been some miscommunication to them. Some of the people seem to be under the impression that the future Hooter Lane was an extension of the existing road that serves the condos, whereas the actual platted road kind of runs behind them, other than the initial part that runs off the highway. Mr. Alper asked if there was some sense of clarity with the neighbors there as to where the road is actually going to go.

As the applicants have not yet decided on the exact location of the roadway, Mr. Heumann stated that the discussion with the neighbors to provide clarity has not occurred. He noted that the intent is to build a road that is centered in the ROW. The applicants are aware that some of the concern is with the parking, but the as-built shows that this should not be a problem and the applicants have no intent to eliminate any parking spaces. Some realignment of the driveway may be necessary when the roadway is built, though.

Ms. Maclean pointed out that the settlement agreement did not involve Tamarack Trails. The settlement agreement was between the applicants and some of the residents of Mountainside Estates. There were also internal conversations with CBJ Engineering regarding the future build-out of Hooter Lane. For clarity, Ms. Maclean noted that previously property owners were allowed to construct a driveway in an unconstructed, but platted, public ROW. This is no longer allowed within the Urban Service Area. Allowing that driveway in that use though, does not preclude CBJ or a developer to come in and fully develop that ROW to the extent that it can be constructed. There is also a section of Code that allows for some waivers for any roads that were platted pre-1987, so they wouldn't be required for the portion of Hooter Lane that is platted today. The portion that is platted today is not required to be 60 feet in width, and CBJ would have the ability to waive it one sidewalk to have less impact to the Tamarack Trails condos if the sidewalk is put in on the opposite side of their condos, which was discussed internally.

To clarify, Mr. Alper asked if Ms. Maclean meant the sidewalk would be where within the ROW the physical road would eventually be developed, towards the south side away from the existing condos.

Ms. Maclean stated this was correct. She noted that it is a 40-foot ROW, so there would be travel lanes and one sidewalk, with lighting, on the other side to make less of an impact to the driveway for Tamarack Trails.

Ms. Christian clarified that it is a 60-foot ROW, not 40.

In regards to a section of land referred to in the settlement agreement as "the pocket", Mr. Alper asked about the access to this area and how the applicants planned to develop that.

Mr. Heumann stated that access to this area would be a driveway, of sorts. When the applicants were planning this, they were looking at making a test piece out of the Alternative Residential Subdivision (ARS) Code. They wanted to provide the ability to build a fourplex in this area, if they found this would be the best way to move forward, but envision something more cottage-like. Market forces will dictate what is ultimately decided.

In regards to Ms. Maclean's comments about locating the structure within the Hooter Lane ROW, Mr. Arndt felt it may make sense to push the road over away from the Tamarack Trails condos as proposed, but it looks to be a 10% grade there and it may actually make more sense to put the sidewalk on the Tamarack Trails side to avoid having to put in a crosswalk to get the people to the sidewalk.

Ms. Maclean noted that there are ongoing preliminary discussions to make sure the proposals are possible. The main concern is the grade that the current driveway accessing Tamarack Trails enters has quite a bit of a drop, so it will depend on what the engineering looks like. Staff was trying to balance the need of putting at least one sidewalk and lighting in, but also trying to be the least impactful to the existing condominium development. Pedestrian access was discussed, as well, but there was some feelings that it may work better on the opposite side of the existing ROW.

Public Testimony
Paul Grant, attorney representing the appellants
Mr. Grant told the Commission that he could answer any questions about the legal aspects of the settlement agreement from the perspective of the appellants.

Brian Duncan – 4850 Glacier Highway, President of the Tamarack Trails Condo Association
Mr. Duncan stated that Tamarack Trails has not been a party to any agreement that was settled upon. They have been participants in the CBJ planning process, at best. The initial plat that was approved previously had Hooter Lane being used as a utility corridor and there wasn't much discussion on it in the multiple phases and getting it developed into a road. Tamarack Trails was involved in the process, but not alarmed by the process. Certainly, there is an impact on the condos, since the proposal is to add 400-500 more residents behind the existing condos and a considerable amount of that traffic will be coming down the hillside within 20 feet of the condo development. Putting a road in will be a substantial development to the existing condos and

the development behind them. From what he has seen, it sounds like the applicants and the City are trying very hard to go through all of the processes and get the developments done right. Mr. Duncan is more in favor of the sidewalk being on the far side of the road. It looks like two or three accesses will developed from the condos onto that street, but they have not seen any drawings on what that will look like. However, they know that the development is in the first phase and it is being proposed to use the road as a utility access. You can tell by the numbers though, Hooter Lane will need to be developed. Tamarack Trails is very concerned about their driveway. Currently, 70 plus vehicles come and go through there every day, all day long, so if the driveway is torn up, the logistics for these people are seen to be very concerning. The applicants have stated that they will do their best to make it as least impactful as possible, and Tamarack Trails hopes the CBJ will also help to work on it. They know it has to happen, but they are concerned with how it will happen. It is going to be a major impact to Tamarack Trails.

In regards to Mr. Duncan's comment about two or three access points being developed from the condos to the new road, Mr. Alper asked which access points he was referring to, because he only sees the T-intersection where the existing access driveway would intersect with the future Hooter Lane.

Mr. Duncan stated that Building C has a large parking lot. He has not seen any preliminary drawings, though. Using a drawing presented by Ms. Christian, Mr. Duncan described where he imagined that new access points would have to be developed, in order to have traffic flow properly from the developments.

Matt Pegues – 1409 Mary Ellen Way
Mr. Pegues came as a representative to all the neighbors involved in the appeal and thanked everyone involved in coming to a settlement agreement. It was a tough agreement where a lot of people gave up a lot of time; no one is completely happy on either side, but they managed to come to an agreement, as long as both sides uphold their end of the agreement.

Applicant
Mr. Heumann felt that the statements made by Mr. Duncan are accurate, as there will need to be work done on Hooter Lane. That work has been started by the civil engineers to make sure that everything is developed properly. More analysis will take place. The applicants intend to do their best to work with Tamarack Trails. The applicants recognize that this will impact the people of Tamarack Trails, since the ROW will have to be next to them. In general, this is a disruptive item that is an unfortunate requirement of creating more housing, but the applicants will do their best to be a good neighbor and minimize the impacts.

Discussion
Mr. Levine asked Staff about the meaning behind Condition #5, and why it is phrased differently than the other conditions.

Ms. Christian stated that there are various improvements required for all subdivisions, including water and sewer. This subdivision will have lighting, sidewalks, and road. Engineering requires that those improvements either be constructed to standards that in Code and can be adopted by CBJ, or the applicant has provided a financial guarantee for those improvements before the final plat is recorded. Condition #5 is standard on all subdivisions, so there is no specific reason for the wording.

Regarding the housing count, Mr. Voelckers felt that it would be useful to explicitly state what triggers Hooter Lane on the preliminary plat notes. He was curious if there is a decision where it is sufficiently covered elsewhere.

Ms. Christian stated this was a note that came out of the settlement agreement, but there would be some reorganization of the plat notes, so that it is clear which ones CBJ can enforce and which ones they cannot. That specific plat note just speaks to Hooter Lane being developed at some point in the future. The Fire Code could change, which could result in a different trigger, so it would depend on what the Code is at the time of an application review. Ms. Christian would caution not to put a specific number on the plat.

Mr. Arndt asked if adding other accessory apartments, beyond the ones being proposed, would affect the other lots that access through Craig Street and their ability to add other accessory apartments.

Ms. Maclean stated that it may not prevent them from being able to develop more, but the Fire Marshalls would review tem and determine whether they need to be sprinkled at that point.

With the 14 houses required to small, residential sprinkler systems, Mr. Alper asked if it would still be required to maintain those systems once the second access is developed.

Ms. Maclean stated that it might be possible for them to be removed, if the Fire Marshall accepted the other access; however, she is not sure how feasible that would be once it is constructed. She also noted that, at any point, once this plat is approved and moves forward, the developer can choose to build Hooter Lane sooner, rather than put in the sprinkler systems that they want. As long as they are meeting the Fire Code, either through sprinkling the units or providing the second fire access, they can develop in either manner.

Mr. Alper clarified that once the developer applied for a Building Permit down the road, the intent would then be known if sprinkler systems would be installed or the road would be developed earlier.

Ms. Maclean stated this was correct.

To determine what the Commission was attempting to do for this application, Mr. LeVine clarified that the Commission would be approving the sketch plat with there being some items in the notes, and other places, that come from the settlement, so they needed to make sure that plat meets the Code requirements with the conditions that are and are not required by Code.

Ms. Maclean stated that was correct.

MOTION: *by Mr. LeVine to adopt* SMP2019 0004 and approve it with Directors analysis and findings, subject to the conditions listed in the Staff Report.

The motion passed with no objection.

Paul Grant – 313 Coleman Street, Attorney for the appellants
Mr. Grant stated that the process the applicants, appellants, and everyone involved in the appeal went through for the appeal was quite laborious, but very productive. Mr. Grant commended the applicants for their willingness to compromise on a number of issues; they made some hard decisions, but those decisions will be for the betterment of the project and for the neighborhood, in general. Mr. Grant wanted to suggest to the Commission that there may be a way to institutionalize the process that one goes through for an appeal. It would involve some sort of mediation format, in which there is a period for the parties to get together with a neutral third party. In this case, the attorneys were sort of acting in that role; even though they were representing clients, they were also trying to be negotiators and mediators. Throughout the process, Mr. Grant felt that they made the project better through the process of negotiating for this deal. He believes that the CBJ would be well advised to consider developing some sort of formal process, which is specifically for a contested appeal that has a possibility to be resolved through mediation. Were there a more formal process, it might have been less time consuming and easier on all the parties involved.

Mr. Haight thanked Mr. Grant for his suggestion and felt that the City Attorney would be very interested in reviewing that. If a committee would be developed, Mr. Haight felt Mr. Grant would be helpful.

Mr. Grant stated he would volunteer for such a committee, as he believes that mediation is a very logical way to solve problems.

Ms. Wright noted that, for future reference, it would be good to reopen public testimony and close it again, when someone chooses to speak after it has been closed.

AME2019 0012:	A Text Amendment to adopt Juneau's Historic and Cultural Preservation Plan as part of the CBJ Comprehensive Plan.
Applicant:	City & Borough of Juneau
Location:	Borough-wide

STAFF RECOMMENDATION:

Staff recommends that the Planning Commission review and consider the draft *Historic and Cultural Preservation Plan* and recommend to the Assembly its adoption as an addendum to the Comprehensive Plan.

Staff Presentation
Ms. Eddins gave a brief overview and presentation on the draft Historic and Cultural Preservation Plan, noting some background information, why it is important for Juneau, and how it is organized.

Mr. Hickok asked about how the Plan would develop a subcommittee and how the subcommittee would do research and dictate what is historic and cultural.

Ms. Eddins stated that, if the Plan is adopted, some of the action items would be implemented. There would not be a new subcommittee formed, the Historic Resources Advisory Committee (HRAC) and Staff would continue to work together. One of the first things in mind to do is start applying for funding opportunities. Those opportunities would help to update the historic building surveys to gather an accurate representation of what is in Juneau. Once the surveys are done, HRAC and Staff would want to go out and engage with the public. There has been some discussion about how Juneau has some neighborhoods that are locally significant and there is some interest in having those neighborhoods listed on the national register of historic places. Having these neighborhoods on the national register would create more funding opportunities for preservation coming from the Federal Government. That would be a near-term action item. A long-term action item would be to take these surveys and engage with the public in conversation on becoming a nationally recognized historic neighborhood and if they would like to have design standards that go along with that. HRAC and Staff want to make sure that everything is done in a step-by-step process.

Mr. Hickok asked if certain property owners of a historical building, within a historical neighborhood, would have a say in if they want to be involved in everything, or if it would be a title given to them.

Ms. Eddins stated that they would have a say. One of the requirements for the neighborhoods to be listed on the national register is that a majority of the property owners have to sign onto it. It doesn't have to be 100% in agreement, just a majority. Additionally, there is an option for property owners to opt-out.

Mr. Hickok asked if this would be more for neighborhoods, rather than individual buildings.

Ms. Eddins stated that there are certainly quite a few buildings that are significant and could be listed on the national register themselves. They can pursue the listing on their own, but they don't need help to do that. However, there are certain funds that only a Certified Local Government (CLG) is available for. Therefore, if the City wanted to apply for funding that would create some standards for an entire neighborhood, then HRAC and Staff would play a role in that. To clarify on the process, Mr. Arndt asked if the Commission was looking to approve the draft plan at this meeting and it would continue on to the Assembly for their review, or if this was something the Commission needed to go through completely for them to approve.

Ms. Eddins stated that the Commission was to go through it completely and make a decision.

Ms. Maclean noted that the draft plan was given to Commissioners at the last meeting, in hopes of reviewing it in depth and asking question as this meeting. Staff could continue this discussion at the following Planning Commission, as well, if more time was needed for review.

Mr. Voelckers stated that he had thoroughly read the draft plan and had some comments for Staff. He felt there was a lot of good information in the draft, but didn't feel it was quite ready to go the Assembly, yet.

Mr. Eiler felt that Staff had made a great start on the draft plan, but also wanted to spend more time on reviewing it.

Mr. Arndt asked if this information had come before the Commission at an earlier time.

Mr. Haight stated that the first time the Commission had seen the full draft plan was at the previous meeting, but there had also been some discussions previously to make the Commission aware that the draft plan was coming.

Ms. Eddins noted that the process for this plan had begun in 2016. It has taken awhile to get to this point due to grant funding, though. However, Staff came before the Commission when they applied for the grant funding, when they gave an update for Phase 1 regarding public input, and again when they applied for Phase 2 to write the plan.

In regards to how this fits into the Comprehensive Plan instructed process, Mr. LeVine asked if Staff was following the old process, or the one within in the new Comprehensive Plan, or if they were merging the processes.

Ms. Maclean stated that Staff had been discussing that. For background, she noted that the Assembly had asked the Commission and appointed and Ad Hoc Committee to look at the

Comprehensive Plan and next steps. That committee unanimously agreed that a new Comprehensive Plan was needed. One of the key items being written into the scope of the new Comprehensive Plan is that the consultants clearly address the relationship between the Comprehensive Plan and the other working plans associated with it.

Mr. LeVine thanked Ms. Maclean for the update on the new Comprehensive Plan, but restated his question regarding the process being followed for adopting the Historic and Cultural Preservation Plan.
Ms. Maclean stated that it would be following the same process as before, because the new Comprehensive Plan won't be complete for a few years.

MOTION: *by Mr. LeVine to continue discussion on AME2019 0012 to the next regularly scheduled meeting to allow Commissioners more time to review it and have conversations with Staff.*

The motion passed with no objection.

Ms. Maclean noted that they will want to open the case for public testimony again at the next hearing, as well.

IX. BOARD OF ADJUSTMENT

X. OTHER BUSINESS

XI. STAFF REPORTS

Ms. Maclean noted that she would not be present at the following Commission meeting and Ms. Pierce would be sitting in for her. She asked the Commissioners to hold December 17 for a Planning Commission, in case a hearing was needed, but nothing had been scheduled at that time. The Title 49 Committee is scheduled to meet on December 12. Staff plans to bring the Conditional Use Permit application materials required for the permit to see if the Commission wanted to discuss the standards for the application. The Wetland Review Board is scheduled to meet on December 19. The Blueprint Downtown Steering Committee did not have a quorum for their last meeting; however, the Engineering Department did present on wayfinding as an informational purpose only. The South Douglas/West Juneau Area Plan has been awarded to Corvus and a couple of their subcontractors, so that plan should be starting soon. Ms. Eddins is the main staff person assigned to manage that project. The amended Rules of Order should be ready for the December 10 Planning Commission meeting. The Auke Bay Zoning Ordinance is being submitted to the Law Department. Staff is working on Accessory Apartments, Shared Access, and Common Walls to update them and return them to the Law Department in December, so they will hopefully come before the Commission sometime in January or February. The priority is the Streamside Buffers as a major ordinance, though. The Nonconforming Ordinance is schedule for a Committee of the Whole meeting before the

Assembly on December 2, and it is believed they do not intend to take public testimony that evening.

Mr. Voelckers asked if anything was scheduled for the Auke Bay Area Plan Ad Hoc Committee as this time.

Ms. Maclean stated that the way the Committee had left it was to submit the ordinance to the Law Department and once it was returned, the Committee would meet again. She noted that she has asked Ms. Eddins to schedule the meeting to occur in the evening, in Auke Bay, without public testimony. To establish a quorum, Ms. Maclean asked if Commissioners would be able to attend a Committee of the Whole Planning Commission meeting on November 26 at 6pm, before the Regular Planning Commission meeting.

Commissioners stated they could be present for this meeting.

Regarding the amended Rules of Order, Mr. Arndt asked if it was coming before the Commission to be reviewed and voted on, or what was the Commission hoping to accomplish at the next meeting.

Mr. LeVine stated that the Rules went through the Rules Committee and they had some questions for the Law Department. Mr. LeVine has had discussions with Ms. Mores and he believes the questions have been resolved. There were some substantive changes, but they all seem to be resolved. He expects the Commission to be able to review the amendments and approve them, and there will be no public testimony on this item. The ongoing conversation between the Committee and the Law Department has centered around the conditions under which meetings may be extended past 11pm, 11:30pm, and midnight and some of the nuances about which section the rules regarding public testimony belong in. There has also been an ongoing conversation about how decorum is characterized for the Commissioners and the public.

XII. COMMITTEE REPORTS

Mr. LeVine stated he had attended a meeting held by the Juneau Commission on Sustainability since the previous meeting. They are focused on a variety of topics, including one for a proposal to the Assembly for sustainability awards. There are many questions still, but Mr. LeVine felt it is a good idea.

XIII. LIAISON REPORTS

Mr. Smith stated that a Regular Assembly meeting occurred on November 4 where they joined the remote sales tax commission, hoping to generate more revenue from online sales. They set the Assembly calendar for 2020. They have a retreat on December 7 where they will set their

Assembly goals, some of which will include improving downtown housing, evaluating next steps and benefits with the West Douglas Road and Channel Crossing, developing a downtown transportation plan, updating the Comprehensive Plan, completing the Downtown Area Plan followed by Douglas and The Valley, identifying future industrial land, revitalizing downtown based on the Blueprint Downtown Plan, and maintaining Assembly focus on deferred maintenance. There was a Finance meeting on November 6 where the recycling fee will be removed from water and wastewater utility bills. This creates a $5,000 gap, but the Assembly is looking at ways to make that up. The Alaska Municipal Conference occurs the following week.

Mr. LeVine asked for an update on filling the coming vacancies on the Commission.

Mr. Smith stated that the Assembly is evaluating a few dates in December to appoint members for the Planning Commission and other boards. There may be a chance that the application period will be extending, but he does not know if that will happen.

In regards to the Nonconforming Ordinance being presented at the next Assembly meeting, Mr. Arndt asked if they had any initial thoughts on what direction they would go in.

Mr. Smith stated he was unsure.

Ms. Maclean stated that the Assembly may not have received the packet with that information yet for that meeting.

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

XV. PLANNING COMMISSION COMMENTS AND QUESTIONS - None

XVI. EXECUTIVE SESSION

XVII. ADJOURNMENT

The meeting was adjourned at 9:01 p.m.

DRAFT

Additional Materials

Regular Planning Commission Meeting

Assembly Chambers, 7:00pm
Meeting Date: December 10, 2019

---

1. **USE2019 0024:**
    a. Memo to the Planning Commission from Laurel Christian
    b. Revised Parking Plan
2. **CSP2019 0012:**
    a. Memo to the Planning Commission from Tim Felstead

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

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

MEMORANDUM

DATE: December 5, 2019

TO: Planning Commission

FROM: Laurel Christian, Planner
Community Development Department

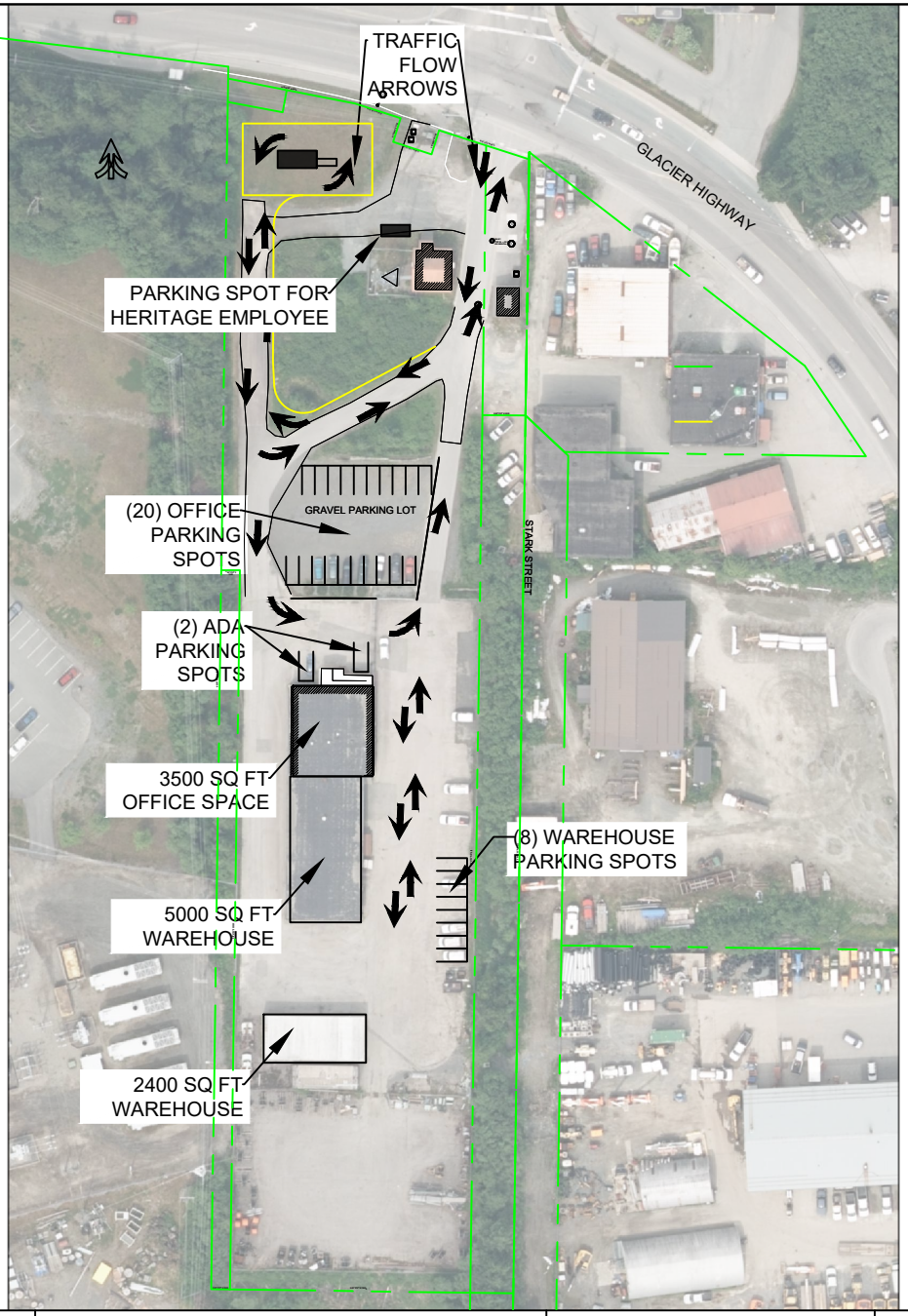
CASE NO.: USE2019 0024

RE: Parking and Circulation Plan

On December 2, 2019 the applicant submitted a revised parking and circulation plan (attached). The revised parking and circulation plan shows the entire lot, uses, and associated parking; the below table demonstrates how many spaces are required per each use. The plan shows there are 30 spaces, including 2 ADA accessible spaces, for the ACS building. The plan also shows 1 space provided for the coffee stand. The parking provided on-site exceeds the required 20 spaces, including 1 ADA van accessible space. The revised traffic flow reverses the flow around the coffee stand, so that traffic does not come to a point of intersection when circling around the traffic stand.

Use	Requirement	Sq. Footage	Count
Restaurant	1 per 200 sq. ft.	264	1
Office	1 per 300 sq. ft.	3500	12
Warehouse/storage	1 per 1,000 sq. ft.	7400	7
			TOTAL: 20

The submittal of this revised parking plan satisfies condition number 5 listed in the staff report dated November 25, 2019.



N

Gabriel Hayden, P.E.
hayden@katabaticeng.com
(503) 866-5579

KATABATIC ENGINEERING

HERITAGE COFFEE COMPANY

RELOCATED LEMON CREEK
DRIVE-THROUGH COFFEE SHOP

USS 204 Pole Yard Lot 2
5541 Glacier Hwy, Juneau, AK

Traffic Flow & Parking

DRAWN: 11/13/2019
SHEET # 1/1

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

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

December 5, 2019

From: **Tim Felstead, Planner, Community Development Department**

To: **Planning Commission**

Subject: **Planning Commission review of Capital Improvement Program (CIP) for FY2021-26**

Attachments:

Attachment A: Draft Planning Commission Memorandum on 2021-2026 CBJ Capital Improvement Program

Attachment B: Potential CIP projects identified in 2015 Auke Bay Area Plan

Attachment C: Juneau Commission on Sustainability (JCOS) recommendations

Background

During the Director's Report at the October 29, 2019, Regular Planning Commission meeting, the Commission was asked to review and provide early input into the CBJ Capital Improvement Program (CIP). The Commission decided to allow the Chair to form a subcommittee to write a draft memorandum on the topic. On November 15, 2019, three members of the Commission met at a special meeting to draft a memorandum regarding the Planning Commission's recommendations for the CBJ CIP. The Commissioners present were Mr. Voelckers, Mr. LeVine, and Mr. Eiler. Planning Manager Alexandra Pierce and Planner Tim Felstead were also present.

At the Committee of the Whole meeting on November 26, 2019, the Commission discussed amendments to the draft memorandum as well as a broader discussion on changes in the future. Attached is a revised draft memorandum from the sub-committee taking into account discussion at the Committee of the Whole (Attachment A). This will be sent to Mr. Bohan, Acting Director of Engineering and Public Works, and the Assembly Public Works and Facilities Committee.

The draft CIP list for 2021 will be provided to the Planning Commission on January 26, 2020 prior to review by the Assembly Public Works and Facilities Committee. This will be an opportunity to discuss how the Commission's recommendations have been addressed and for public input into the draft CIP. It is also worth noting that other committees and boards also provide opportunity for the public to comment on some department's CIP projects e.g. Parks and Recreation Advisory Committee, Docks and Harbors Board.

Based on the previous meeting discussions, some revisions have been made to the Commission's memorandum including:

- Adds appreciation that some of projects commented on have been raised in priority, or funding has been provided for them.

- Adds that Planning Commission intends to begin their review process earlier to allow for greater community input.

- Reinforcing language regarding desire for a revised, more general Comprehensive Plan.

- *Community Vitality policy #1* – Added 'Auke Bay' to recommendation regarding area plans. In the current 6-year funding list 'wayfinding and gateway signage' has been identified as a project for future funding ($250,000 under Manager's Office). **A list of other potential CIP projects identified in the Auke Bay Area Plan are provided in Attachment B. A specific project may wish to be identified for more immediate funding.**

- *Sustainability policy #1* – This was modified to be more inclusive of other renewable options while still citing hydropower as the example. It also emphasizes that benefits may accrue if implemented.

At the last meeting the Commission requested to see the Juneau Commission on Sustainability's CIP recommendation for FY2021-2026. These recommendations (as approved at their December 4, 2019 regular meeting) are provided in Attachment C.

Recommendation

Staff recommends that the Planning Commission consider any additional amendments to the attached memorandum including specific projects for Auke Bay, and then forward the memorandum to the Acting Director of Engineering and Public Works, and the Assembly Public Works and Facilities Committee.

Planning Commission

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

Date: **December 6, 2019**

From: **Benjamin Haight, Chair**
Planning Commission

To: **John Bohan, Acting Director of Engineering and Public Works**
Assembly Public Works and Facilities Committee

Cc: **Assembly Human Resources Committee**

Subject: **Planning Commission CIP Recommendations, 2021-2026**

BACKGROUND

Each year, the Planning Commission is tasked with recommending to the Assembly whether to approve the six-year Capital Improvement Program (CIP). This review is intended to ensure that the CIP is consistent with the Comprehensive Plan and other City and Borough plans, such as the Land Use Master Plan, Juneau Economic Development Plan, and Climate Action and Implementation Plan.

Over the last several years, working with the Manager's Office, Engineering, and CDD, the Planning Commission has provided a memorandum setting out CIP priorities early in the review process. We do so in addition to our formal CIP review and are optimistic that this early input proves useful as priorities and budgets are formulated. It also serves as a mechanism for the Commission to judge the value of our review and participation in the process.

Given the effort that has been put into this process by the Planning Commission over the past several years, we very much appreciates the attention that has been afforded our comments and the willingness of your office to engage with the Commission on this issue. We see the effects of our participation as the City has initiated work on several of the priorities set forth in our earlier memoranda, including initiating a downtown mass wasting study, adoption of several sustainability initiatives such as heat pump initiatives, and upgrades to Capital Avenue.

The Planning Commission intends to follow the general format established here, including the focus on three broad policy priorities, which should foster consistency and efficiency of process. In addition, the Planning Commission intends to commence this recommendation process sooner in future years and to incorporate a process for community input. We believe this is an appropriate role for the Commission, given that most of the CIP list items are developed within the narrower context of specific CBJ departments, such as Streets, or Docks and Harbors. A Planning Commission review of community needs can and should be more broadly-based.

COMPREHENSIVE PLAN AND AREA PLAN CONSIDERATIONS

The Planning Commission is charged with a final review of the CIP list to insure that it comports with the Comprehensive Plan goals of the City and Borough. While meaningful, that task needs to evolve with the changing nature of the Comprehensive Plan, particularly in relation to the relatively new CBJ emphasis on community *Area Plans*.

At the outset, the Planning Commission supports the revision to the Comprehensive Plan and encourages the city to move forward as planned in 2020. This revision will account for the fact that Area Plans, which have been completed for Auke Bay and Lemon Creek, and are underway for Downtown and Douglas/West Juneau, are very detailed summaries of development priorities and projects desired for specific areas within the Borough, generated by CDD in close partnership with their immediate community.

As such, *Area Plans* are more closely aligned with the kind of specificity that is typically included in a Capital Improvement Program (CIP). Eventually, the Planning Commission's review will focus on ensuring that the CIP list is aligned with the general objectives in the Comprehensive Plan as expressed through areas plans.

PLANNING COMMISSION RECOMMENDATIONS

The Planning Commission has structured its review to include both a summary of general *Policy Recommendations* that fall under the Planning Commission's purview, as well as a list of recommended *Specific Projects* that follow from the general recommendations.

A. Policy Recommendations

The Planning Commission has identified three general categories which are relevant to its review authority and should inform a Planning Commission evaluation of the consistency of potential CIP projects with the Comprehensive Plan: *Housing, Community Vitality,* and *Sustainability*. The following general goals reflect those priorities:

Housing

1. Develop incentive programs to promote new housing development. Such programs should derive from recommendations of the CBJ Housing Officer, and the Housing Action Plan.

2. Focus housing initiatives in the near-term on Downtown, which the Commission identifies as under-served by CBJ efforts to improve and increase housing stock Borough-wide.

3. Explore public/private mechanisms to help create new or renovated housing inventory, with a focus on under-utilized facilities in the Downtown core.

Community Vitality:

1. Focus on Downtown infrastructure, given the rapidly increasing levels of seasonal visitation. Projects should address vehicular and pedestrian traffic congestion, waterfront vitality and access, lessening of homeless impacts, and increased full-year economic vitality.

2. Initiate goals from the Lemon Creek and Auke Bay Area Plans. These planning processes were undertaken by the CBJ as a way for the community to articulate goals for Lemon Creek and Auke Bay areas and to identify priority CBJ projects, including recreational areas, parks, trails, and community facilities.

Sustainability:

1. Prioritize and enact recommendations from the Climate Action and Implementation Plan and Juneau Renewable Energy Strategy. Work aggressively to realize the economic and environmental benefits of transitioning to renewable energy sources, such as hydropower, for transportation and heating,

2. Prioritize recycling and landfill diversion strategies. Continue to support and analyze opportunities for organic waste composting, and recycling diversions from the land fill. Begin to plan and design for a composting facility, and more robust recycling initiatives.

B. Specific Projects

The following projects would implement Planning Commission priorities from the general policy goals above and are recommended for CBJ action:

- Housing: Implement an incentive program for the creation of new apartments in Downtown mixed-use facilities. The focus should be on renovation of underutilized existing properties. Recent 1% sales tax funds and/or property tax abatements should be explored as appropriate funding sources.

- Community Vitality: ***ADD PRIORITY PROJECT FROM AUKE BAY PLAN?***

- Community Vitality: Implement capital project improvements from the Lemon Creek Area Plan. Of listed potential projects, a new bike trail linking Twin Lakes, crossing the wetlands, Lemon Creek, and connecting to Glacier Highway near Switzer Creek was a high priority. This bike trail comports with the 2001 Area-wide Transportation Plan and would link Lemon Creek residents in a positive way with adjoining Juneau neighborhoods.

- Community Vitality: Implement a seasonal Downtown circulator with simple on/off transit stops that link primary pedestrian areas, including the tram/dock area, transit center, and Auk Village District. This step would lessen traffic congestion in the downtown core, particularly South Franklin Street. Great enthusiasm has been shown for this step in on-going "Blueprint Downtown" studies, with a further recommendation to utilize electric buses, and make ridership free.

- Housing: Complete the mass wasting study across the downtown area, and enact new land use maps that reflect updated risk assessment. New mapping may increase the inventory of developable land. It will remove financing barriers where development ambiguity on properties currently exists. A study would have the benefit of providing a better understanding CBJ liability and establishing a more accurate risk assessment.

- Sustainability: Continue to develop a community-wide electric vehicle (EV) plan that supports adoption of EV's, acknowledges EV benefits, and encourages and coordinates public and private development of charging infrastructure. Such a plan would include consistent EV parking and

charging policies and signage, require that all CBJ construction and street projects plan for and incorporate EV charging infrastructure where economical and practical.

- Sustainability: Develop baseline metering of city energy use. The city should integrate tracking software to monitor CBJ energy use consistently across all departments and facilities. This will provide necessary information to guide future CIP decisions and to better understand the energy efficiencies that can be gained.

- Sustainability: Develop a publicized process for land throughout the Borough unsuitable for other immediate development to be made available to the public for use as community gardens or commercial agriculture operations. Modest funding should be allocated to assist in initial development of improvements to these gardens.

Plan name	Potential CIP item	Page	Implementation period if given
2015 Auke Bay Area Plan	Create new gateways	50	2017 -2021
	Plan routes for future seawalk.	50	2017 -2021
	Plan routes for a future street grid in the Auke Bay Center planning area	50	2017 -2021
	Establish a new parking management plan	50	2017 -2021
	Establish a new parking management plan	50	2017 -2021
	Establish new park in the center planning area	50	2017 -2021
	Add pedestrian-level lighting along streets in Center planning area	50	2017 -2021
	Explore CBJ sewer renovations to accommodate growth in Auke Bay	50	2017 -2021
	Construct seawalk	51	2020-2035
	Construct future streets within the Center planning area	51	2020-2035
	Analyze parking at Spaulding Meadow trailhead to provide safer capacity	51	2020-2035
	Analyze and construct new parking structure within small town center	51	2020-2035
	Construct bicycle stations	51	2020-2035
	Connect pathways around Auke Lake to provide circular pedestrian path	51	2020-2035
	Construct separated pathway from the Auke Bay Ferry Terminal to the center planning area	52	2020-2035
	Design way finding signage to direct people to destinations i.e. harbors, parks, trails	52	2020-2035
	Explore new CBJ Capital Transit hub to enable transportation options	52	2020-2035
	CBJ sewer upgrades to serve increased development in Auke Bay	52	2020-2035
	Design a by-pass highway around Auke Bay	52	2036+

Juneau Commission
on Sustainability

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

December 6, 2019

From: Duff Mitchell, Chair, Juneau Commission on Sustainability

To: John Bohan, Acting Director of Engineering;
Assembly Public Works and Facilities Committee, thru Assembly Human Resources Committee

Re: JCOS CIP recommendations, FY 2021-2026

Background

The JCOS is asked each year to review and make recommendations to the Assembly on the CBJ 6-year Capital Improvement Program (CIP). As we have noted in previous years, the Commission has not been able to provide a meaningful review for most proposed CIP projects because they do not provide enough information about their associated impacts on energy use and costs for the CBJ and for the community.

Therefore, we have focused our comments and proposals on areas directly related to CBJ sustainability goals and policies, including the Juneau Climate Action and Implementation Plan (2011), and the Juneau Renewable Energy Strategy (JRES, 2018). Most of these contribute to implementing strategy areas identified in the JRES: CBJ Energy Management, transportation, and buildings.

Recommended Projects

CBJ energy management Data.
Develop procedures to track and report energy use and costs consistently across CBJ departments, programs and facilities, and to provide information to decision-makers at all levels. The Assembly and CBJ managers should have facility and energy use data readily available to track and control expenses. Incorporate information on the energy implications and costs of proposed projects into the annual CIP process. These actions are recommended in the Comprehensive Plan (2013), the Juneau Climate Action and Implementation Plan (2011), the Juneau Renewable Energy Strategy (2018), and found in the Juneau Commission on Sustainability's Annual Reports and CIP recommendations 2016-2019.

Benchmark energy use in CBJ buildings and facilities.
Develop a systematic plan for energy audits and recommissioning of CBJ buildings. Three examples of energy efficiency opportunities, where earlier audits and observations indicate significant cost savings are possible, are the downtown Juneau library, Treadwell Ice Arena, and Thunder Mountain High School.

Financing energy efficiency in Juneau buildings.
Initiate a RFP/contract or assign staff to research options and provide assistance in creating programs for financing energy efficiency improvements in buildings. These financing alternatives could be used by the CBJ, businesses, non-profit organizations, and homeowners, and would address C-PACE, on-bill financing, energy efficiency loans, and green bonds. One focus should be assistance related to energy efficiency for

low-income housing. The project would also explore the possible partnerships with Anchorage, Fairbanks, and other municipalities.

Electrification of CBJ vehicle fleets.
Additional funding for consolidation and electrification of CBJ small vehicle fleet to reduce fleet fuel, operations and maintenance expenses. Implement a robust fleet management system to maximize interdepartmental shared vehicle usage.

Seek federal grants with local matches to continue CBJ Capital Transit transformation to electric. With recent technology evolution seek federal funding with local support to begin initial steps of electric transformation for school bus, Care-A-Van, paratransit, work truck, fire and ambulance systems

Electrification of community transportation
Continue to fund investment in EV charging infrastructure, including maintenance. Implement recommendations of community-wide Electric Vehicle plan (funded in FY20 CIP), to support the adoption of EV's, acknowledge EV benefits, and encourage and coordinate public and private development of charging infrastructure. Work with AFHC, HUD low-income housing, and condo associations to develop a process to incentivize EV charging opportunities for multi-family housing complexes and neighborhoods without off-street parking. All CBJ facility construction planning and street projects should plan for and incorporate EV charging infrastructure as appropriate and cost-effective. Reduce the costs of providing for chargers by requiring appropriate wiring in new residential and commercial construction.

Recycling/landfill diversion.
Prioritize recycling and landfill diversion strategies, such as organic waste composting, one-use plastic reduction, construction debris, etc. and work toward waste volume reduction while long-term waste solutions are studied. Work with local businesses and entrepreneurs to develop composting and waste stream reductions.

Dock Shore Power Infrastructure and Facilities.
This is a community priority for several reasons: Reduction of emissions, reduction of visitor industry impacts, use of local renewable resources, keeping energy dollars local in Juneau's economy and job creation (construction and operations). Dock substation and transmission infrastructure improvements assist future downtown space heating and transportation transformation to cleaner and more efficient electric use. Seek federal funding to assist in substation, transmission and dock shore power electrical infrastructure for public and private dock facilities.

Sincerely,

Duff Mitchell, Chair

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

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

DATE: November 25, 2019

TO: City and Borough of Juneau Planning Commission

FROM: Allison Eddins, Planner II
Community Development Department

RE: **USE2019-0023 Conditional Use Permit for a marijuana cultivation facility in an Industrial zoning district (8420 Airport Blvd)**

Introduction

CBJ 49.15.150 Application cancellation and withdrawal.
(c) A development permit shall become void, and the application fee forfeited, 18 months after its effective date if no associated building permit, right-of-way permit or similar permit for construction has been issued and substantial construction progress pursuant thereto made, or if no plat has been issued in accordance with the plans for which the development permit was authorized.

Attachments

A: USE 2019-0023 Application
B: Agency Comment
C: USE 2017-0002 Notice of Decision and Staff Report

Background

The applicant, Green Elephant, LLC, applied for a Conditional Use Permit in 2017 for a 6,000 square foot marijuana cultivation facility at this location on Airport Blvd. The Planning Commission approved the permit on March 28, 2017 (USE2017-0002) with the condition that all waste be stored on-site in a secure enclosure until transported to the CBJ landfill. The applicant failed to apply for the required building permit and the Conditional Use Permit expired on September 28, 2018.

The applicant submitted a new application on November 7, 2019. The only difference between the original application and the new application is the location of the secured waste storage will now be inside the building as opposed to outside the building. Staff reached out to the CBJ Building Official, General Engineering, Assessor's Office, and the Juneau Airport. The only concern came from the Airport regarding the potential for waste to attract birds. After learning that the waste will be stored indoors, the Airport Director stated she had no concerns.

Recommendation

Staff recommends that the Planning Commission adopt the Director's analysis and findings in the attached staff report for USE2017-0002 and approve the requested Conditional Use Permit for a marijuana cultivation facility in an Industrial zoning district.

DEVELOPMENT PERMIT APPLICATION

Project Number USE20190023	CITY and BOROUGH of JUNEAU	Date Received: 11/7/19
Project Name (City Staff to Assign Name)		

PROJECT / APPLICANT INFORMATION

Project Description: Marijuana cultivation

PROPERTY LOCATION

Street Address: 8420 Airport Blvd. City/Zip: Juneau 99801

Legal Description(s) of Parcel(s) (Subdivision, Survey, Block, Tract, Lot): Valley Centre BL 5 TR B

Assessor's Parcel Number(s): 5B1501010030

LANDOWNER/ LESSEE

Property Owner's Name: APG LLC

Contact Person: Rich Stone

Work Phone: 907 723 2221

Mailing Address: 8420 Airport Blvd.

Home Phone:

Fax Number:

E-mail Address: stone.richg@gmail.com

Other Contact Phone Number(s):

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 Jennifer Canfield — Landowner/Lessee Signature — Date: 11/7/19

X [signature] — Landowner/Lessee Signature — Date: 11-7-19

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" and sign and date at X below

Applicant's Name: Green Elephant LLC

Contact Person: Jennifer Canfield

Work Phone: 209-71663

Mailing Address: PO Box 21315 Juneau 99802

Home Phone:

Fax Number:

E-mail Address: greenelephantalaska@gmail.com

Other Contact Phone Number(s):

X Jennifer Canfield — Applicant's Signature — Date of Application: 11/7/19

STAFF APPROVALS

OFFICE USE ONLY BELOW THIS LINE

✓	Permit Type	***SIGN	Date Received	Application Number(s)
	Building/Grading Permit			
	City/State Project Review and City Land Action			
	Inquiry Case (Fee In Lieu, Letter of ZC, Use Not Listed)			
	Mining Case (Small, Large, Rural, Extraction, Exploration)			
	Sign Approval (If more than one, fill in all applicable permit #'s)			
	Subdivision (Minor, Major, PUD, St. ~~Vacation~~, St. Name Change)			
✓	Use Approval (Allowable, Conditional, Cottage Housing, Mobile Home Parks, Accessory Apartment)		11/7/19	
	Variance Case (De Minimis and all other Variance case types)			
	Wetlands Permits			
	Zone Change Application			
	Other (Describe)			

***Public Notice Sign Form filled out and in the file.

Comments:

Permit Intake Initials: AJE

NOTE: DEVELOPMENT PERMIT APPLICATION FORMS MUST ACCOMPANY ALL OTHER COMMUNITY DEVELOPMENT DEPARTMENT APPLICATIONS

ALLOWABLE/CONDITIONAL USE PERMIT APPLICATION

Project Number	Project Name (15 characters)	Case Number	Date Received
		USE20190023	11/7/19

TYPE OF ALLOWABLE OR CONDITIONAL USE PERMIT REQUESTED

☐ Accessory Apartment*** (AAP) ☐ Driveway in Right-of-Way (ADW)

☒ Use Listed in §49.25.300 (Table of Permissible Uses) (USE)

Please list the Table of Permissible Uses Category: 14.240

***An Accessory Apartment Application will also be required.

DESCRIBE THE PROJECT FOR WHICH AN ALLOWABLE OR CONDITIONAL USE APPROVAL IS NEEDED.

Marijuana cultivation for GreenElephant LLC.

IS THIS A MODIFICATION OF AN EXISTING APPROVAL? ☒ NO ☐ YES – Case # _____

CURRENT USE OF LAND OR BUILDING(S): None

PROPOSED USE OF LAND OR BUILDING(S): Marijuana cultivation

UTILITIES PROPOSED: *WATER:* ☒ Public ☐ On Site *SEWER:* ☒ Public ☐ On Site

SITE AND BUILDING SPECIFICS:

Total Area of Lot 43,562 square feet

Total Area of Existing Structure(s) 6,000 square feet

Total Area of Proposed Structure(s) 6,000 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

PROJECT NARRATIVE AND SUBMITTAL CHECKLIST:

- ☒ Site Plan
- ☒ Floor Plan of proposed buildings
- ☒ Elevation view of existing and proposed buildings
- ☒ Proposed Vegetative Cover
- ☒ Existing and proposed parking areas (including dimensions) and proposed traffic circulation
- ☒ Existing Physical Features of the site (drainage, habitat, hazard areas, etc.)

For more information regarding the permitting process and the submittals required for a complete application, please see the reverse side.

If you need any assistance filling out this form, please contact the Permit Center at 586-0770.

ALLOWABLE/CONDITIONAL USE FEES

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

NOTE: MUST BE ACCOMPANIED BY* DEVELOPMENT PERMIT APPLICATION *FORM

TO BE COMPLETED BY THE APPLICANT

Allowable/Conditional Use Permit Application Instructions

Pre-Application Conference: A pre-application conference is required prior to submitting an application. 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:

Forms: A completed Allowable/Conditional Use Permit Application and Development Permit Application form. The "land owner or lessee consent" signature is mandatory for all landowners on the Development Permit Application form.

Fees: The fee is dependent upon the class of the proposed use. Land Use 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.

Project Description: A detailed letter or narrative describing the project.

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 information that is submitted as part of an application shall be submitted in either of the following formats:

A. Electronic copies may be submitted by CD, DVD or E-mail in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif .xlm, .rtf or other formats pre-approved by the Community Development Department.
B. Paper copies may not be larger than 11" X 17" (Unless a larger paper size is 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. 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: As part of the Allowable/Conditional Use permitting process, all permit requests must be given proper public notice, which consists of the following:

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, the department will mail abutters notices to all property owners within 500-feet of the project site.

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 to be appropriate by the Department. 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 by 4:30 p.m. on the Monday following the scheduled hearing date. If the sign is returned later than the Monday after the Planning Commission meeting, but within two weeks of the meeting, $50.00 may be refunded. The applicant may make and erect their own sign. Please speak with the Community Development Department for more information.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

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

PLANNING COMMISSION
NOTICE OF DECISION

Date: March 30, 2017
File No.: USE2017 0002

Green Elephant LLC
ATTN: Jennifer Canfield
PO Box 21315
Juneau, AK 99802

Proposal:	Conditional Use Permit for a marijuana cultivation facility in the Industrial Zone.
Property Address:	8420 Airport Blvd.
Legal Description:	Tract B Block J Valley Centre
Parcel Code No.:	5-B15-0-101-003-0
Hearing Date:	March 28, 2017

The Planning Commission, at its regular public meeting, adopted the analysis and findings listed in the attached memorandum dated March 14, 2017 and **APPROVED** the Conditional Use Permit for a 6,000 square foot marijuana cultivation facility in an Industrial Zone to be conducted as described in the project description and project drawings submitted with the application and with the following condition:

1. All waste material containing marijuana products shall be stored in a secured enclosure until transport to the CBJ landfill.

Attachments: March 14, 2017 memorandum from Allison Eddins, Community Development, to the CBJ Planning Commission regarding USE2017 0002.

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, March 28, 2017.

Expiration Date: The permit will expire 18 months after the effective date, or September 28, 2018, if no Building Permit has been issued and substantial construction progress has not been made in accordance with the plans for which the development permit was authorized. Application for permit extension must be submitted thirty days prior to the expiration date.

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

Project Planner: A. Eddins

Allison Eddins, Planner
Community Development Department

Benjamin C. Haight

Benjamin Haight, Chair
Planning Commission

Laurie J. Sica

Filed With City Clerk

April 4, 2017

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.

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

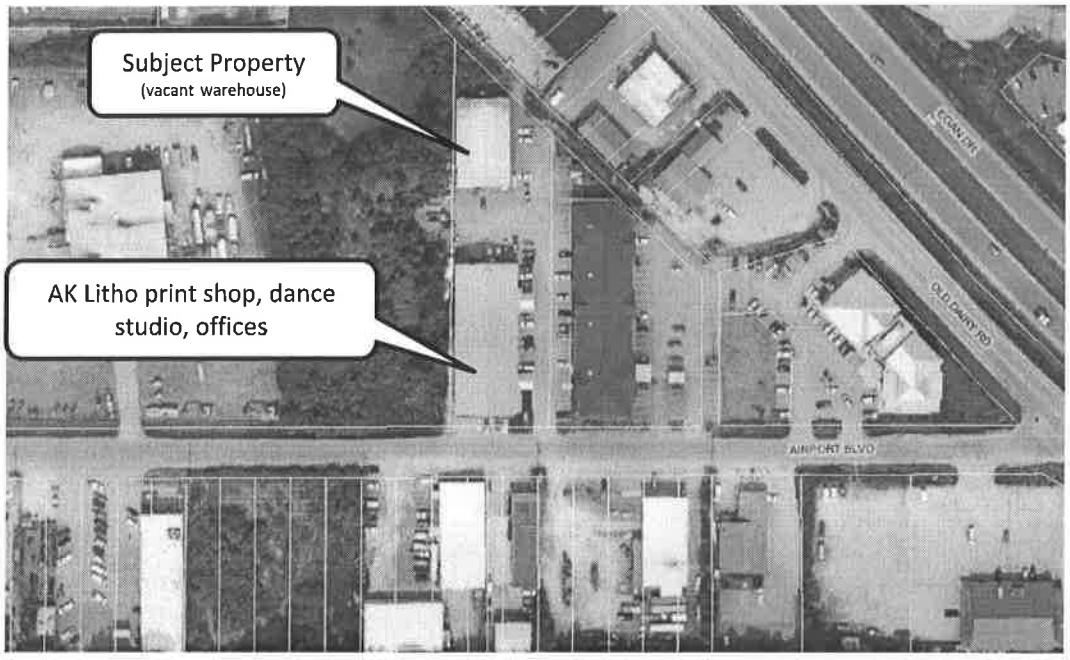
(907) 586-0715
CDD_Admin@juneau.org
www.juneau.org/CDD
155 S. Seward Street • Juneau, AK 99801

DATE:	March 14, 2017
TO:	Planning Commission
FROM:	Allison Eddins, Planner A. Eddins Community Development Department
FILE NO.:	USE2017 0002
PROPOSAL:	Conditional Use Permit for a marijuana cultivation facility in the Industrial zone.

GENERAL INFORMATION:

Applicant:	Green Elephant LLC
Property Owner:	Alaska Print Group LLC
Property Address:	8420 Airport Blvd.
Legal Description:	Tract B Block J Valley Centre
Parcel Code Number:	5-B15-0-101-003-0
Site Size:	43,562 square feet (1 acre)
Comprehensive Plan Future Land Use Designation:	Light Industrial
Zoning:	Industrial
Utilities:	City water and sewer
Access:	Airport Boulevard
Existing Land Use:	AK Litho print shop/Juneau Dance Studio/commercial office space/vacant warehouse space
Surrounding Land Use:	North - General Commercial (Juneau Vet Clinic/Second Wind Sporting Goods) South - Industrial (Plumbing & Heating Shop/Welding Shop/Fireweed Factory Cultivation Facility East - General Commercial (Aspen Suites) West - Industrial (NC Machinery)

Vicinity Map



ATTACHMENTS

Attachment A – Development and Conditional Use Permit Application
Attachment B – Site Plan
Attachment C – Project Narrative and Floor Plan
Attachment D – Public Notice

PROJECT DESCRIPTION

The applicant requests a Conditional Use permit for the development of a 6,000 square foot marijuana cultivation facility in a vacant warehouse space located at 8420 Airport Boulevard in an Industrial zoned district. The proposed facility would be for growing, processing and packaging cannabis for distribution and sale. The applicant intends to use this building solely for cultivation.

BACKGROUND

The subject lot was platted in 1974 as part of a re-subdivision of Block J of Valley Centre Subdivision (Plat 74-31). The lot is one acre in size and has two buildings located on the site. The building to be used for the proposed marijuana cultivation business is a metal warehouse space that was constructed in 1984 (BLD-1053001) and was used by Douglas Trucking Warehouse until 2005. The warehouse is approximately 6,000 square feet. Alaska Print Group, LLC purchased the lot and the warehouse in 2005 and constructed a second building on the site (BLD2006-00221). The applicant, Green Elephant, LLC, is leasing the warehouse space from Alaska Print Group, LLC. The newer building is used as a commercial print shop for Alaska Litho, office space for K&L Distributors and Faulkner Banfield, PC, and a studio space for Juneau Dance Theatre.

In 2006, Alaska Print Group, LLC received an Allowable Use Permit to operate a commercial print shop in an Industrial zoning district (USE2006-0038) and a Conditional Use Permit for the office space (USE2006-0039).

The applicant has submitted an application with the State of Alaska Marijuana Control Board and will obtain a CBJ Marijuana License if both the state license and this Conditional Use Permit application are both approved. The inspection required for the CBJ Marijuana License will ensure that the applicant is held to the plans submitted, special use requirements in CBJ 49.65.1200 and any other conditions that may be required with this permit. If this conditional use permit is approved this will be the second cultivation facility for Green Elephant, LLC. Green Elephant, LLC has an approved conditional use permits and licenses to operate a marijuana cultivation facility and a marijuana retail facility on Mill Street. The product that is produced at the Airport Boulevard location will be transported and sold at the Mill Street location.

In addition to the regular materials that an applicant must submit for a Conditional Use Permit application, CBJ 49.65.1245 requires all marijuana cultivation facilities to also submit the

following items: a security plan, a waste disposal plan, a screening plan, and a ventilation and filtration plan. These plans will be discussed later in the staff report.

According to CBJ 49.65.1245(e), an approved Conditional Use Permit for marijuana establishments is subject to review by the Planning Commission every five years from the date of issuance. If this permit is approved, the first review by the Commission would be March 28, 2022.

ANALYSIS

Title 49 requires a Conditional Use Permit for all marijuana establishments. This particular permit request is for a marijuana cultivation facility that will have more than 500 square feet under cultivation (*CBJ 49.25.300 Table of Permissible Uses 14.240*) in an Industrial zoning district.

CBJ 49.65.1200 Marijuana Establishments

49.65.1205 License required

> *(a) No person may operate a marijuana establishment within the City and Borough without a conditional use permit, a valid license issued by the City and Borough, and a valid license issued by the State of Alaska. The following types of licenses may be issued under this article:*
>
> > *(2) Marijuana cultivation facility license;*

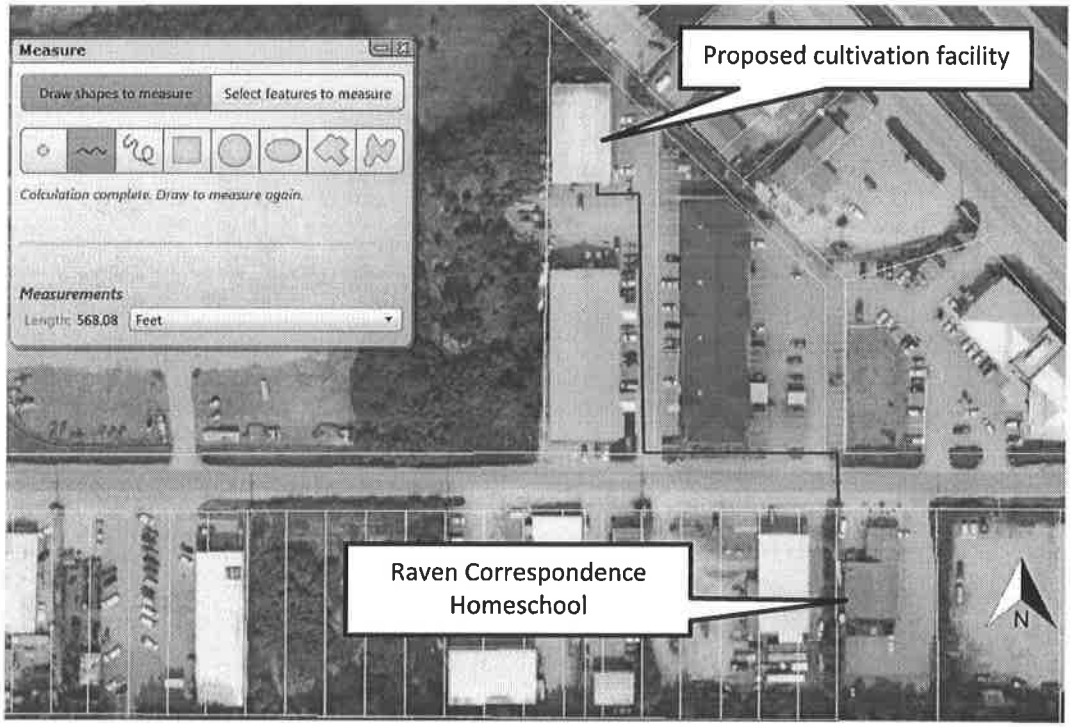
49.80.120 Definitions – Marijuana cultivation facility means an entity that cultivates, prepares, and packages marijuana and sells marijuana to retail marijuana stores, to marijuana product manufacturing facilities, and to other marijuana cultivation facilities, but not to consumers.

Project Site – The subject lot was platted 1974 and is 43,562 square feet. The minimum lot size in the industrial district is 2,000 square feet. The lot is approximately 115 feet wide and has an average depth of 380 feet. The minimum lot width in the industrial district is 20 feet and the minimum depth is 60 feet. There is an un-developed, un-named right of way that abuts the northern property line of the subject lot making the northern property line subject to a street side setback. Setbacks in the industrial zone are 10 feet for the front and street side and zero feet for the side yards. The subject lot abuts a General Commercial zoning district along the eastern side property line. When a lot is adjacent to a different zoning district the stricter setback requirement applies. Side yard setbacks in the General Commercial zoning district are 10 feet. Both of the existing structures on the lot meet the required setbacks.

The subject lot, at 8420 Airport Blvd, is located on the north side of Airport Blvd between Old Dairy Road and Crest Street. The site is east of NC Machinery Co., west of the Aspen Suites Hotel (General Commercial zoning district), north of The Plumbing & Heating Shop with a caretakers unit, and south of Second Wind Sporting Goods store and Juneau Veterinary Clinic.

In 2016, the Planning Commission approved a Conditional Use Permit for a marijuana cultivation facility at 8415 Airport Blvd. This location is southwest of the subject lot.

All marijuana facilities must be located more than 500 feet from school grounds, recreation or youth centers, buildings which regularly conduct religious services, and correctional facilities. The Raven Correspondence Homeschool is located at 8391 Airport Blvd. State Marijuana Ordinance 3 AAC 306.010 states that the distance must be measured by the shortest pedestrian route from the public entrance of the building in which the licensed premises would be located to the outer boundary of the school ground. Staff measured the distance according to the state requirements. That measurement came to 568 feet from the school property line to the door of the cultivation facility.



The Juneau Dance Theatre does not meet the State of Alaska's definition of a "recreation or youth center", as the facility is not run or created by a local government or state agency and is for persons of all ages.

3 AAC 306.990. Definitions.

> *(35) "recreation or youth center" means a building, structure, athletic playing field, or playground*

(A) run or created by a local government or the state to provide athletic, recreational, or leisure activities for persons under 21 years of age; or

(B) operated by a public or private organization licensed to provide shelter, training, or guidance for persons under 21 years of age;

Project Design – The building that will be used for cultivation is approximately 6,000 square feet and roughly 20 feet in height. As mentioned above the building is currently vacant warehouse space. The owner of the building, Alaska Print Group, LLC, has plans for exterior and interior renovations to the building in order to accommodate the proposed marijuana cultivation and to ensure compliance with state and local marijuana regulations. The building has two windows - one on the east side of the building and one on the north side. The window on the east side of the building is currently secured with metal screening and will be removed during the renovations. The window on the north side of the building is a clerestory window approximately 15 feet above grade and will remain in place.

The building currently has three exterior doors, one at the southeast corner, one at the south west corner and one at the northwest corner. The door at the southwest corner will be removed. There are two garage doors on the south side of the building. One of the garage doors will be removed. Once all exterior renovations are complete the building will have three exterior entrances, two person doors and one garage door. All entrances will be secured with cameras, alarms and restricted access signs.

The cultivation will take place in a large open area inside the building. The applicant has stated that soft sided tents may be erected around the cultivation site inside the warehouse. The applicant intends to construct two separate rooms inside the building for curing, trimming and packaging their product. A secured room will be constructed inside the building to hold a safe for storing product and for surveillance hardware. A separate room inside the building will be constructed for the storage of tools, chemical supplies, and other electrical equipment. The warehouse space already has a small front office. The applicants plan to use this office space for administrative activities related to the cultivation business (attachment C).

The applicant plans to install four exterior security cameras at each corner of the building and eight exterior security lights. The interior of the building will have 12 security cameras (attachment C).

CBJ 49.65.1245 contains additional requirements for marijuana establishments. Those requirements are addressed below.

Ventilation & Filtration/Odor – The applicant plans to use carbon filters and fans to remove any noxious odor from the air before exhausting it out of the building. The design of the ventilation and filtration system will be very similar to that used at the applicant's Mill Street location. The applicant has stated that they may introduce an ozone generator into the exhaust line after the air has flowed through the carbon filter. The ventilation and odor filtration system will be included for review during the building permit process.

The applicant intends to use CO_2 (carbon dioxide) to enrich the plants. The emission of CO_2 will be electronically monitored. There will be CO_2 detectors that will monitor the level of gas in the air. An alarm will sound if gas levels reach 5,000 ppm (part per million) and a master control valve will automatically shut off the gas. The proposed CO_2 usage is in compliance with state and local regulations and is subject to review and inspection by the CBJ Fire Marshal.

Fungicides & Pesticides – The applicant plans to use natural pesticides for pest control on all of their plants. A list of the pesticides that will be used is provided on page 4 of the applicant's narrative (attachment C). The applicant's list of pesticides is consistent with the approved pesticides allowed to be used on marijuana plants, per the Alaska Department of Environmental Conservation.

Security – According to CBJ 49.65.1245 (a) (2), applicants are required to submit a security plan that indicates how they will comply with state regulations. State regulations require exterior lighting, alarm systems, video surveillance and commercial grade door locks. The site plan identifies the required security requirements (attachment B).

The building will have eight exterior lights installed, two on each side of the building. Each light will illuminate a 20 foot radius and will provide sufficient lighting for the four exterior surveillance cameras. There will be ambient light from the surrounding buildings that will provide further illumination. A secured room will be constructed inside the building that will house the surveillance hardware and a safe. There will be 12 surveillance cameras inside the building -- one in the office, one in the secured room, one in curing room, one in the trimming and packaging room, one in the storage room, one at each entrance and five in the open cultivation area. The surveillance system will be inspected as part of the State and local license inspections.

Access will be restricted to the entire facility, excluding the front office. All visitors will be required to show a photo ID proving they are over 21 years of age. Each visitor will sign in a log book noting their name, age, date, and time of arrival and departure. Each visitor will be issued a visitor ID badge by a manager or owner. No more than five visitors will be admitted per marijuana handler certified employee. All logs will be secured within the security room. Only the owners and one trusted employee will have access to the security room.

Both exterior doors and the garage door will be alarmed with a vibration sensor. Motion detections alarms will installed throughout the interior of the facility. The alarm system will be activated when the facility is closed.

Waste disposal – The applicant will log all marijuana waste material into the METRC System (the marijuana inventory tracking system) and will store the material for 72 hours. The material will then be recycled and used as fertilizer for future plants. Any marijuana waste material that is not recycled will be ground up and mixed with other organic material. This will render the material unusable as required by state regulations. Staff recommends as a condition of approval that all waste material containing marijuana products be stored in a secured enclosure until transport to the CBJ landfill.

Screening – CBJ 49.65.1245(a)(4) prohibits marijuana product from being visible from a public right of way. A stated in the Project Design section of this report, the applicant plans to remove the existing window on the east side of the building. The only other window in the building is a clerestory window which is approximately 15 feet above grade. This window will remain and will not be screened.

CBJ 49.15.330(g) identifies the general items that staff reviews for all Conditional Use Permits. Those items are addressed below.

Traffic – Traffic to and from the site will consist of owners, employees, and supply deliveries. The applicant anticipates hiring two employees with the possibility of three additional employees once the business is established. Supply deliveries such as CO_2 will occur infrequently on a weekly or bi-weekly basis. Packaged product will be transported to the applicant's licensed retail facility at 101 Mill Street. Marijuana is harvested cyclically and once packaged a large amount can be transported in a single trip. A small amount of product will be transported for testing.

CBJ 49.40.300 states that a traffic impact analysis is NOT required when a development is projected to generate less than 250 average daily trips. The expected traffic generated by the Green Elephant cultivation facility is no more than expected from other surrounding uses. Surrounding uses include a hotel, a dance studio, offices, and a commercial print shop.

Parking and Circulation – According to CBJ 49.40.210 the total number of parking spaces required for the proposed cultivation facility is

Use	Parking Requirement by use	Size of Use	Parking Requirement
Marijuana Cultivation	1 per 1,000 sf.	6,000 sf.	6
Office	1 per 300 sf.	132 sf.	1
Total			**7**

CBJ 49.40.120(b)(3) requires that when 1 to 25 parking spaces are needed, one space must be ADA accessible. Regular parking spaces are required to be 8.5' by 17' and ADA spaces are required to be 13' by 17'. The site already has the required number of parking spaces and the ADA space is striped per CBJ 49.40.210(b)(1) & (b)(3)(c) (attachment B).

CBJ 49.40.210 also requires one loading space be provided that is 30 feet deep by 12 feet wide with a clearance of 14.5 feet. The applicants will have access to a loading space on site (attachment B).

Noise – All marijuana and associated activities will take place inside the existing warehouse. Minimal noise is expected to be emitted from the facility. The site is within the Industrial zoning district and surrounding uses include Aspen Suites, Juneau Dance Theatre, NC Machinery, a plumbing and heating business, and another cultivation facility. The noise level that will be

generated by the proposed facility is not expected to be higher than the noise level from surrounding uses.

Public Health or Safety – Several aspects of public health and safety were addressed in previous sections of this report including the use and storage of CO_2, the use of pesticides, odor management and security. The use and storage of CO_2 is governed by the requirements found in the International Fire Code and the CBJ Building Code and will be inspected by the CBJ Fire Marshal.

The applicant has indicated that they plan to use non-toxic fertilizers and pesticides. Therefore, any risk of toxic substances being transferred to a consumer or employee is minimal. Carbon filters will be used in the ventilation and filtration system to manage any odor.

The applicant's proposal meets all the state and local requirements for security including an alarm system, surveillance cameras, exterior lighting, commercial grade door locks, CO_2 level detection alarms, and the appropriate signage. Proposed modifications to the warehouse will be reviewed through the building permit process.

Vegetative Cover – CBJ 49.50.300 requires that five percent of the site be maintained with live vegetative coverage. For this site, 2,178 square feet must be covered with live vegetation. Staff has confirmed that the current vegetative coverage on this site meets the code requirement.

Habitat – No habitat regulated by CBJ Title 49 is affected by this proposal.

Property Value or Neighborhood Harmony – The area is zoned Industrial and the proposed activity is in keeping with existing activities in this zoning district and the surrounding uses. As mentioned previously in this report, the proposed use is not expected to generate more noise or traffic than the surrounding uses. At the time this staff report was due, no public comment in opposition to this project had been received. With the applicant's plans for security, screening, and odor control there is no evidence to suggest this project would have a negative impact or be out of harmony with the surrounding neighborhood.

Conformity with Adopted Plans – The proposed development is located in subarea 4 (East Mendenhall Valley) of the 2013 Comprehensive Plan's land use maps and has a land use designation of Light Industrial (LI). The 2013 Comprehensive Plan defines Light Industrial as follows:

Light Industrial (LI) - Land to be developed for heavy commercial or light industrial uses such as small to medium scale food processing, printing, and other business services, wholesale trade, research and development laboratories, light manufacturing processes, metal fabrication, warehousing, trucking, animal kennels, crematoria, indoor and outdoor storage, car, boat and heavy equipment sales, and repair and maintenance activities.

Staff further reviewed the 2013 Comprehensive Plan for policies that may be relevant to the proposal:

Green Elephant's proposed marijuana cultivation facility has been found to be consistent with the 2013 Juneau Comprehensive Plan, specifically Chapter 5 Economic Development.

POLICY 5.1. TO DEVELOP AND SUSTAIN A DIVERSE ECONOMY, PROVIDING OPPORTUNITIES FOR EMPLOYMENT FOR ALL RESIDENTS.

POLICY 5.18. TO ENCOURAGE AND SUPPORT ENTREPRENEURSHIP AND INNOVATION IN THE ECONOMY OF JUNEAU AND SOUTHEAST ALASKA.

The proposed development would help to diversify the economy and is a new business as encouraged by these policies. Green Elephant's proposed marijuana cultivation facility is consistent with the 2013 Comprehensive Plan.

FINDINGS

CBJ 49.15.330 (e)(1), Review of Director's Determinations, states that the Planning Commission shall review the Director's report to consider:

1. Whether the application is complete;

2. Whether the proposed use is appropriate according to the Table of Permissible Uses; and,

3. Whether the development as proposed will comply with the other requirements of this chapter.

The Commission shall adopt the Director's determination on the three items above unless it finds, by a preponderance of the evidence, that the Director's determination was in error, and states its reasoning for each finding with particularity.

CBJ 49.15.330 (f), Commission Determinations, states that even if the Commission adopts the Director's determination, it may nonetheless deny or condition the permit if it concludes, based upon its own independent review of the information submitted at the public hearing, that the development will more probably than not:

1. Materially endanger the public health or safety;

2. Substantially decrease the value of or be out of harmony with property in the neighboring area; or,

3. Not be in general conformity with the comprehensive plan, thoroughfare plan, or other officially adopted plans.

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?

Yes. Staff finds the application contains the information necessary to conduct full review of the proposed operations. The application submitted 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?

Yes. The requested permit is appropriate according to the Table of Permissible Uses. The permit is listed at CBJ 49.25.300, Section 14.240 (Marijuana Cultivation over 500 square feet) for the Industrial zoning district.

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

Yes. The proposed development complies with the other requirements of this chapter. Public notice of this project was provided in the March 17th and March 27th issues of the Juneau Empire's "Your Municipality" section, and a Notice of Public Hearing was mailed to all property owners within 500 feet of the subject parcel. Moreover, a Public Notice Sign was posted on the subject parcel, visible from the public Right of Way. Further, the proposal, with conditions, has been found to meet the requirements of CBJ 49.65.1245 related to marijuana cultivation.

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

No. The applicant's plans for surveillance and security, odor control and waste disposal all meet the requirements of state and local regulations.

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

No. As discussed above, surrounding uses have similar or more intense off-site impacts such as noise and traffic. This marijuana cultivation business is not expected to decrease property values or be out of harmony with the surrounding neighborhood.

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

Yes. The proposed facility is in conformity with the CBJ Land Use Plan and the 2013 Comprehensive Plan. The Light Industrial land use designation supports this type of use.

Per CBJ 49.70.900 (b)(3), General Provisions, the Director makes the following Juneau Coastal Management Program consistency determination:

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

N/A.

RECOMMENDATION

It is recommended that the Planning Commission adopt the Director's analysis and findings and grant the requested Conditional Use permit. The permit would allow the development of a 6,000 square foot marijuana cultivation facility in the Industrial zoning district.

The approval is subject to the following conditions:

1. All waste material containing marijuana products shall be stored in a secured enclosure until transport to the CBJ landfill.

DEVELOPMENT PERMIT APPLICATION

Project Number	CITY and BOROUGH of JUNEAU	Date Received:
USE2017 0002		2/8/17
Project Name (City Staff to Assign Name)		

PROJECT / APPLICANT INFORMATION

Project Description: Marijuana cultivation

PROPERTY LOCATION

Street Address: 8420 Airport Blvd. City/Zip: Juneau 99801

Legal Description(s) of Parcel(s) (Subdivision, Survey, Block, Tract, Lot): Valley Centre BL 5 TR B

Assessor's Parcel Number(s): 5B1501L0030

LANDOWNER/ LESSEE

Property Owner's Name	Contact Person:	Work Phone:
APG LLC	Rich Stone	907 723 2221
Mailing Address	**Home Phone:**	**Fax Number:**
8420 Airport Blvd.		
E-mail Address	**Other Contact Phone Number(s):**	
stone.richg@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 Jennifer Canfield — Landowner/Lessee Signature — Date: 2/7/17

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" and sign and date at X below

Applicant's Name	Contact Person:	Work Phone:
Green Elephant LLC	Jennifer Canfield	209-7663
Mailing Address	**Home Phone:**	**Fax Number:**
PO Box 21315 Juneau 99802		
E-mail Address	**Other Contact Phone Number(s):**	
greenelephantalaska@gmail.com		

X Jennifer Canfield — Applicant's Signature — Date of Application: 2/7/17

---OFFICE USE ONLY BELOW THIS LINE---

STAFF APPROVALS

✓	Permit Type	**SIGN	Date Received	Application Number(s)
	Building/Grading Permit	[redacted]		
	City/State Project Review and City Land Action	[redacted]		
	Inquiry Case (Fee in Lieu, Letter of ZC, Use Not Listed)	[redacted]		
	Mining Case (Small, Large, Rural, Extraction, Exploration)			
	Sign Approval (If more than one, fill in all applicable permit #'s)	[redacted]		
	Subdivision (Minor, Major, PUD, St. ~~Vacation~~, St. Name Change)			
✓	Use Approval (Allowable, Conditional, Cottage Housing, Mobile Home Parks, Accessory Apartment)		2/8/17	USE 2017 0002
	Variance Case (De Minimis and all other Variance case types)	[redacted]		
	Wetlands Permits			
	Zone Change Application			
	Other (Describe)			

***Public Notice Sign Form filled out and in the file.

Comments:

Permit Intake Initials: JKL

NOTE: DEVELOPMENT PERMIT APPLICATION FORMS MUST ACCOMPANY ALL OTHER COMMUNITY DEVELOPMENT DEPARTMENT APPLICATIONS

I:\FORMS\2010 Applications

Revised November 2009

Attachment A

ALLOWABLE/CONDITIONAL USE PERMIT APPLICATION

Project Number	Project Name (15 characters)	Case Number	Date Received
		USE 2019 0002	Feb 8 17

TYPE OF ALLOWABLE OR CONDITIONAL USE PERMIT REQUESTED

☐ Accessory Apartment*** (AAP) ☐ Driveway in Right-of-Way (ADW)

☒ Use Listed in §49.25.300 (Table of Permissible Uses) (USE)

Please list the Table of Permissible Uses Category: 14.240

***An Accessory Apartment Application will also be required.

DESCRIBE THE PROJECT FOR WHICH AN ALLOWABLE OR CONDITIONAL USE APPROVAL IS NEEDED.

Marijuana cultivation for Green Elephant LLC.

IS THIS A MODIFICATION OF AN EXISTING APPROVAL? ☒ NO ☐ YES – Case # _____

CURRENT USE OF LAND OR BUILDING(S): None

PROPOSED USE OF LAND OR BUILDING(S): Marijuana cultivation

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

SITE AND BUILDING SPECIFICS:

Total Area of Lot 43,562 square feet Total Area of Existing Structure(s) 6,000 square feet

Total Area of Proposed Structure(s) 6,000 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

PROJECT NARRATIVE AND SUBMITTAL CHECKLIST:

- ☒ Site Plan
- ☒ Floor Plan of proposed buildings
- ☒ Elevation view of existing and proposed buildings
- ☒ Proposed Vegetative Cover
- ☒ Existing and proposed parking areas (including dimensions) and proposed traffic circulation
- ☒ Existing Physical Features of the site (drainage, habitat, hazard areas, etc.)

For more information regarding the permitting process and the submittals required for a complete application, please see the reverse side.

If you need any assistance filling out this form, please contact the Permit Center at 586-0770.

ALLOWABLE/CONDITIONAL USE FEES

	Fees	Check No.	Receipt	Date
Application Fees	$ 350			
Admin. of Guarantee	$			
Adjustment	$			
Pub. Not. Sign Fee	$ 50			
Pub. Not. Sign Deposit	$ 100			
Total Fee	$ 500	VISA	8948	2-8-17

NOTE: MUST BE ACCOMPANIED BY DEVELOPMENT PERMIT APPLICATION FORM

TO BE COMPLETED BY THE APPLICANT

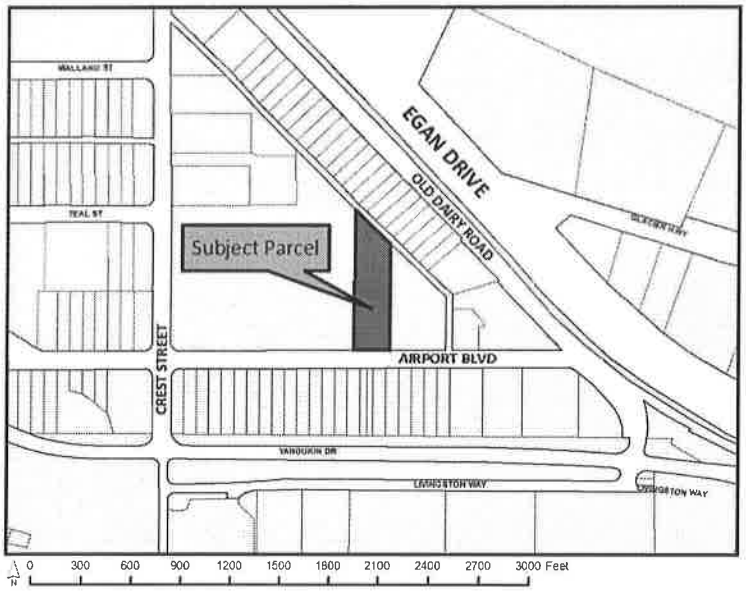
Site Plan & Full Narrative Are on File with Community Development

Chemicals, pesticides and fertilizers: Cleaning supplies to be used include the following: bleach, hydrogen peroxide, vinegar, alcohol, and Simple Green.

Nutrients and fertilizers include the following: nitrogen, phosphorus, potassium, calcium, sulfur, magnesium, silicon, boron, chlorine, manganese, iron, zinc, copper, molybdenum, nickel, selenium, sodium, molasses, citric acid, ascorbic acid, maltodextrin, salt, plant-based extracts, guano, composted manure, blood meal, worm castings, mycorrhizae, compost tea, compost, kelp meal.
Pest management: plant-based extracts and plant-based pesticides including neem oil, Dawn dish soap, natural extract, pyrethrin.
Etc: rooting hormone, cinnamon

Attachment C

NOTICE OF PUBLIC HEARING



City & Borough of Juneau
Community Development Department
155 S Seward St • Juneau, Alaska 99801

SHIP TO:

PROPOSAL: A Conditional Use Permit for a Marijuana Cultivation facility in an Industrial zone

File No:	USE2017 0002	Applicant:	Green Elephant LLC
To:	Adjacent Property Owners	Property PCN:	5-B15-0-101-003-0
Hearing Date:	March 28, 2017	Owner:	Alaska Print Group LLC
Hearing Time:	7:00 PM	Lot Size:	43,562 square feet
Place:	Assembly Chambers	Zoned:	I (Industrial)
	Municipal Building	Site Address:	8420 Airport Blvd
	155 South Seward Street	Accessed Via:	Airport Blvd
	Juneau, Alaska 99801		

PROPERTY OWNERS PLEASE NOTE:

You are invited to attend this Public Hearing and present oral testimony. The Planning Commission will also consider written testimony. You are encouraged to submit written material to the Community Development Department 14 days prior to the Public Hearing. Materials received by this deadline are included in the information packet given to the Planning Commission a week before the Public Hearing. Written material received after the deadline will be provided to the Planning Commission at the Public Hearing.

If you have questions, please contact Allison Eddins at allison.eddins@juneau.org or (907) 586-0758.

CITY AND BOROUGH OF JUNEAU

Planning Commission Agendas, Staff Reports and Meeting Results can be viewed at http://www.juneau.org/assembly/novus.php

Attachment D

Date notice was printed: February 24, 2017

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

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

COMMUNITY DEVELOPMENT DEPARTMENT - REQUEST FOR AGENCY COMMENT

DEPARTMENT: Airport

STAFF PERSON/TITLE: Patty Wahto, Airport Manager

DATE: November 8, 2019

APPLICANT: Green Elephant, LLC

TYPE OF APPLICATION: Conditional Use Permit

PROJECT DESCRIPTION:

A proposed marijuana cultivation business located in an Industrial zoning district.

LEGAL DESCRIPTION: Valley Centre BL J TR B

PARCEL NUMBER(S): 5B1501010030

PHYSICAL ADDRESS: 8420 Airport Blvd.

SPECIFIC QUESTIONS FROM PLANNER:

Add any comments or concerns your department may have to the box below. I will do my best to address them.

AGENCY COMMENTS:

As long as cultivation business does not encourage/produce bird attractant to the area, the Airport has no further concerns.

Community Development

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

PLANNING COMMISSION
NOTICE OF DECISION

Date: March 30, 2017
File No.: USE2017 0002

Green Elephant LLC
ATTN: Jennifer Canfield
PO Box 21315
Juneau, AK 99802

Proposal: Conditional Use Permit for a marijuana cultivation facility in the Industrial Zone.

Property Address: 8420 Airport Blvd.

Legal Description: Tract B Block J Valley Centre

Parcel Code No.: 5-B15-0-101-003-0

Hearing Date: March 28, 2017

The Planning Commission, at its regular public meeting, adopted the analysis and findings listed in the attached memorandum dated March 14, 2017 and **APPROVED** the Conditional Use Permit for a 6,000 square foot marijuana cultivation facility in an Industrial Zone to be conducted as described in the project description and project drawings submitted with the application and with the following condition:

1. All waste material containing marijuana products shall be stored in a secured enclosure until transport to the CBJ landfill.

Attachments: March 14, 2017 memorandum from Allison Eddins, Community Development, to the CBJ Planning Commission regarding USE2017 0002.

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, March 28, 2017.

Expiration Date: The permit will expire 18 months after the effective date, or September 28, 2018, if no Building Permit has been issued and substantial construction progress has not been made in accordance with the plans for which the development permit was authorized. Application for permit extension must be submitted thirty days prior to the expiration date.

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

Project Planner: A. Eddins

Allison Eddins, Planner
Community Development Department

Benjamin C. Haight

Benjamin Haight, Chair
Planning Commission

Laurie J. Sica

Filed With City Clerk

April 4, 2017

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.

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

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

DATE: March 14, 2017

TO: Planning Commission

FROM: Allison Eddins, Planner
Community Development Department

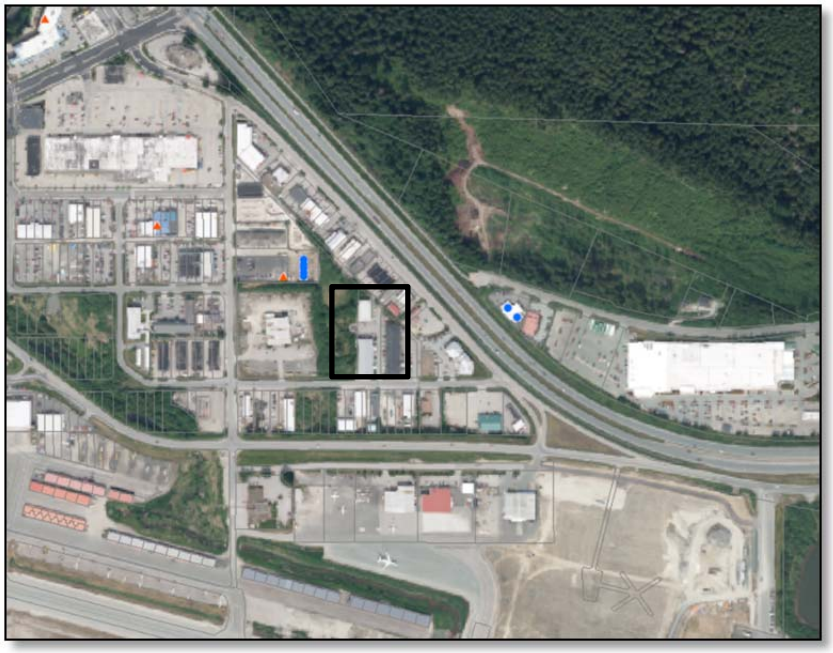
FILE NO.: USE2017 0002

PROPOSAL: Conditional Use Permit for a marijuana cultivation facility in the Industrial zone.

GENERAL INFORMATION:

Applicant:	Green Elephant LLC
Property Owner:	Alaska Print Group LLC
Property Address:	8420 Airport Blvd.
Legal Description:	Tract B Block J Valley Centre
Parcel Code Number:	5-B15-0-101-003-0
Site Size:	43,562 square feet (1 acre)
Comprehensive Plan Future Land Use Designation:	Light Industrial
Zoning:	Industrial
Utilities:	City water and sewer
Access:	Airport Boulevard
Existing Land Use:	AK Litho print shop/Juneau Dance Studio/commercial office space/vacant warehouse space
Surrounding Land Use:	North - General Commercial (Juneau Vet Clinic/Second Wind Sporting Goods) South - Industrial (Plumbing & Heating Shop/Welding Shop/Fireweed Factory Cultivation Facility East - General Commercial (Aspen Suites) West - Industrial (NC Machinery)

Vicinity Map



ATTACHMENTS

Attachment A – Development and Conditional Use Permit Application
Attachment B – Site Plan
Attachment C – Project Narrative and Floor Plan
Attachment D – Public Notice

PROJECT DESCRIPTION

The applicant requests a Conditional Use permit for the development of a 6,000 square foot marijuana cultivation facility in a vacant warehouse space located at 8420 Airport Boulevard in an Industrial zoned district. The proposed facility would be for growing, processing and packaging cannabis for distribution and sale. The applicant intends to use this building solely for cultivation.

BACKGROUND

The subject lot was platted in 1974 as part of a re-subdivision of Block J of Valley Centre Subdivision (Plat 74-31). The lot is one acre in size and has two buildings located on the site. The building to be used for the proposed marijuana cultivation business is a metal warehouse space that was constructed in 1984 (BLD-1053001) and was used by Douglas Trucking Warehouse until 2005. The warehouse is approximately 6,000 square feet. Alaska Print Group, LLC purchased the lot and the warehouse in 2005 and constructed a second building on the site (BLD2006-00221). The applicant, Green Elephant, LLC, is leasing the warehouse space from Alaska Print Group, LLC. The newer building is used as a commercial print shop for Alaska Litho, office space for K&L Distributors and Faulkner Banfield, PC, and a studio space for Juneau Dance Theatre.

In 2006, Alaska Print Group, LLC received an Allowable Use Permit to operate a commercial print shop in an Industrial zoning district (USE2006-0038) and a Conditional Use Permit for the office space (USE2006-0039).

The applicant has submitted an application with the State of Alaska Marijuana Control Board and will obtain a CBJ Marijuana License if both the state license and this Conditional Use Permit application are both approved. The inspection required for the CBJ Marijuana License will ensure that the applicant is held to the plans submitted, special use requirements in CBJ 49.65.1200 and any other conditions that may be required with this permit. If this conditional use permit is approved this will be the second cultivation facility for Green Elephant, LLC. Green Elephant, LLC has an approved conditional use permits and licenses to operate a marijuana cultivation facility and a marijuana retail facility on Mill Street. The product that is produced at the Airport Boulevard location will be transported and sold at the Mill Street location.

In addition to the regular materials that an applicant must submit for a Conditional Use Permit application, CBJ 49.65.1245 requires all marijuana cultivation facilities to also submit the

following items: a security plan, a waste disposal plan, a screening plan, and a ventilation and filtration plan. These plans will be discussed later in the staff report.

According to CBJ 49.65.1245(e), an approved Conditional Use Permit for marijuana establishments is subject to review by the Planning Commission every five years from the date of issuance. If this permit is approved, the first review by the Commission would be March 28, 2022.

ANALYSIS

Title 49 requires a Conditional Use Permit for all marijuana establishments. This particular permit request is for a marijuana cultivation facility that will have more than 500 square feet under cultivation (*CBJ 49.25.300 Table of Permissible Uses 14.240*) in an Industrial zoning district.

CBJ 49.65.1200 Marijuana Establishments

49.65.1205 License required

> *(a) No person may operate a marijuana establishment within the City and Borough without a conditional use permit, a valid license issued by the City and Borough, and a valid license issued by the State of Alaska. The following types of licenses may be issued under this article:*
>
> > *(2) Marijuana cultivation facility license;*

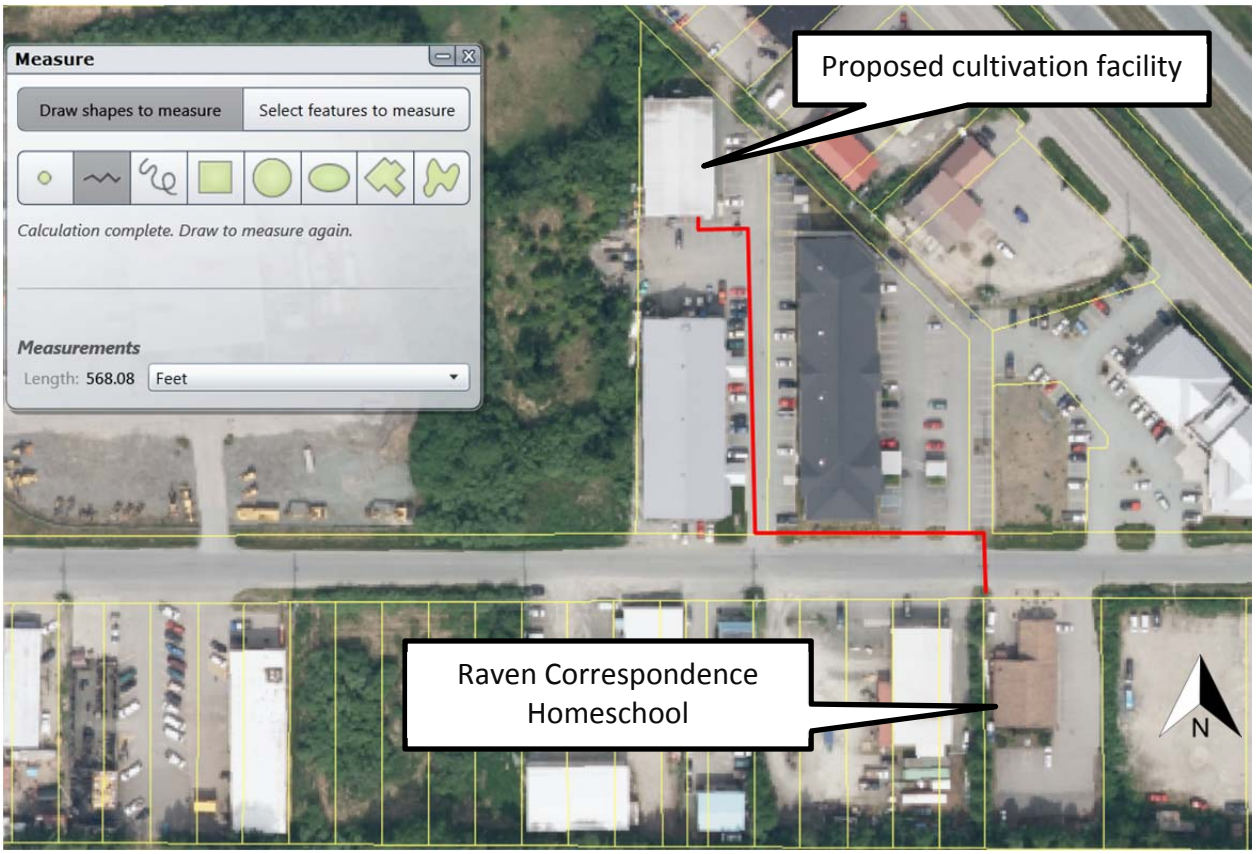
49.80.120 Definitions – Marijuana cultivation facility means an entity that cultivates, prepares, and packages marijuana and sells marijuana to retail marijuana stores, to marijuana product manufacturing facilities, and to other marijuana cultivation facilities, but not to consumers.

Project Site – The subject lot was platted 1974 and is 43,562 square feet. The minimum lot size in the industrial district is 2,000 square feet. The lot is approximately 115 feet wide and has an average depth of 380 feet. The minimum lot width in the industrial district is 20 feet and the minimum depth is 60 feet. There is an un-developed, un-named right of way that abuts the northern property line of the subject lot making the northern property line subject to a street side setback. Setbacks in the industrial zone are 10 feet for the front and street side and zero feet for the side yards. The subject lot abuts a General Commercial zoning district along the eastern side property line. When a lot is adjacent to a different zoning district the stricter setback requirement applies. Side yard setbacks in the General Commercial zoning district are 10 feet. Both of the existing structures on the lot meet the required setbacks.

The subject lot, at 8420 Airport Blvd, is located on the north side of Airport Blvd between Old Dairy Road and Crest Street. The site is east of NC Machinery Co., west of the Aspen Suites Hotel (General Commercial zoning district), north of The Plumbing & Heating Shop with a caretakers unit, and south of Second Wind Sporting Goods store and Juneau Veterinary Clinic.

In 2016, the Planning Commission approved a Conditional Use Permit for a marijuana cultivation facility at 8415 Airport Blvd. This location is southwest of the subject lot.

All marijuana facilities must be located more than 500 feet from school grounds, recreation or youth centers, buildings which regularly conduct religious services, and correctional facilities. The Raven Correspondence Homeschool is located at 8391 Airport Blvd. State Marijuana Ordinance 3 AAC 306.010 states that the distance must be measured by the shortest pedestrian route from the public entrance of the building in which the licensed premises would be located to the outer boundary of the school ground. Staff measured the distance according to the state requirements. That measurement came to 568 feet from the school property line to the door of the cultivation facility.



The Juneau Dance Theatre does not meet the State of Alaska's definition of a "recreation or youth center", as the facility is not run or created by a local government or state agency and is for persons of all ages.

3 AAC 306.990. Definitions.

> *(35) "recreation or youth center" means a building, structure, athletic playing field, or playground*

(A) run or created by a local government or the state to provide athletic, recreational, or leisure activities for persons under 21 years of age; or

(B) operated by a public or private organization licensed to provide shelter, training, or guidance for persons under 21 years of age;

Project Design – The building that will be used for cultivation is approximately 6,000 square feet and roughly 20 feet in height. As mentioned above the building is currently vacant warehouse space. The owner of the building, Alaska Print Group, LLC, has plans for exterior and interior renovations to the building in order to accommodate the proposed marijuana cultivation and to ensure compliance with state and local marijuana regulations. The building has two windows - one on the east side of the building and one on the north side. The window on the east side of the building is currently secured with metal screening and will be removed during the renovations. The window on the north side of the building is a clerestory window approximately 15 feet above grade and will remain in place.

The building currently has three exterior doors, one at the southeast corner, one at the south west corner and one at the northwest corner. The door at the southwest corner will be removed. There are two garage doors on the south side of the building. One of the garage doors will be removed. Once all exterior renovations are complete the building will have three exterior entrances, two person doors and one garage door. All entrances will be secured with cameras, alarms and restricted access signs.

The cultivation will take place in a large open area inside the building. The applicant has stated that soft sided tents may be erected around the cultivation site inside the warehouse. The applicant intends to construct two separate rooms inside the building for curing, trimming and packaging their product. A secured room will be constructed inside the building to hold a safe for storing product and for surveillance hardware. A separate room inside the building will be constructed for the storage of tools, chemical supplies, and other electrical equipment. The warehouse space already has a small front office. The applicants plan to use this office space for administrative activities related to the cultivation business (attachment C).

The applicant plans to install four exterior security cameras at each corner of the building and eight exterior security lights. The interior of the building will have 12 security cameras (attachment C).

CBJ 49.65.1245 contains additional requirements for marijuana establishments. Those requirements are addressed below.

Ventilation & Filtration/Odor – The applicant plans to use carbon filters and fans to remove any noxious odor from the air before exhausting it out of the building. The design of the ventilation and filtration system will be very similar to that used at the applicant's Mill Street location. The applicant has stated that they may introduce an ozone generator into the exhaust line after the air has flowed through the carbon filter. The ventilation and odor filtration system will be included for review during the building permit process.

The applicant intends to use CO_2 (carbon dioxide) to enrich the plants. The emission of CO_2 will be electronically monitored. There will be CO_2 detectors that will monitor the level of gas in the air. An alarm will sound if gas levels reach 5,000 ppm (part per million) and a master control valve will automatically shut off the gas. The proposed CO_2 usage is in compliance with state and local regulations and is subject to review and inspection by the CBJ Fire Marshal.

Fungicides & Pesticides – The applicant plans to use natural pesticides for pest control on all of their plants. A list of the pesticides that will be used is provided on page 4 of the applicant's narrative (attachment C). The applicant's list of pesticides is consistent with the approved pesticides allowed to be used on marijuana plants, per the Alaska Department of Environmental Conservation.

Security – According to CBJ 49.65.1245 (a) (2), applicants are required to submit a security plan that indicates how they will comply with state regulations. State regulations require exterior lighting, alarm systems, video surveillance and commercial grade door locks. The site plan identifies the required security requirements (attachment B).

The building will have eight exterior lights installed, two on each side of the building. Each light will illuminate a 20 foot radius and will provide sufficient lighting for the four exterior surveillance cameras. There will be ambient light from the surrounding buildings that will provide further illumination. A secured room will be constructed inside the building that will house the surveillance hardware and a safe. There will be 12 surveillance cameras inside the building – one in the office, one in the secured room, one in curing room, one in the trimming and packaging room, one in the storage room, one at each entrance and five in the open cultivation area. The surveillance system will be inspected as part of the State and local license inspections.

Access will be restricted to the entire facility, excluding the front office. All visitors will be required to show a photo ID proving they are over 21 years of age. Each visitor will sign in a log book noting their name, age, date, and time of arrival and departure. Each visitor will be issued a visitor ID badge by a manager or owner. No more than five visitors will be admitted per marijuana handler certified employee. All logs will be secured within the security room. Only the owners and one trusted employee will have access to the security room.

Both exterior doors and the garage door will be alarmed with a vibration sensor. Motion detections alarms will installed throughout the interior of the facility. The alarm system will be activated when the facility is closed.

Waste disposal – The applicant will log all marijuana waste material into the METRC System (the marijuana inventory tracking system) and will store the material for 72 hours. The material will then be recycled and used as fertilizer for future plants. Any marijuana waste material that is not recycled will be ground up and mixed with other organic material. This will render the material unusable as required by state regulations. Staff recommends as a condition of approval that all waste material containing marijuana products be stored in a secured enclosure until transport to the CBJ landfill.

Screening – CBJ 49.65.1245(a)(4) prohibits marijuana product from being visible from a public right of way. A stated in the Project Design section of this report, the applicant plans to remove the existing window on the east side of the building. The only other window in the building is a clerestory window which is approximately 15 feet above grade. This window will remain and will not be screened.

CBJ 49.15.330(g) identifies the general items that staff reviews for all Conditional Use Permits. Those items are addressed below.

Traffic – Traffic to and from the site will consist of owners, employees, and supply deliveries. The applicant anticipates hiring two employees with the possibility of three additional employees once the business is established. Supply deliveries such as CO_2 will occur infrequently on a weekly or bi-weekly basis. Packaged product will be transported to the applicant's licensed retail facility at 101 Mill Street. Marijuana is harvested cyclically and once packaged a large amount can be transported in a single trip. A small amount of product will be transported for testing.

CBJ 49.40.300 states that a traffic impact analysis is NOT required when a development is projected to generate less than 250 average daily trips. The expected traffic generated by the Green Elephant cultivation facility is no more than expected from other surrounding uses. Surrounding uses include a hotel, a dance studio, offices, and a commercial print shop.

Parking and Circulation – According to CBJ 49.40.210 the total number of parking spaces required for the proposed cultivation facility is

Use	**Parking Requirement by use**	**Size of Use**	**Parking Requirement**
Marijuana Cultivation	1 per 1,000 sf.	6,000 sf.	6
Office	1 per 300 sf.	132 sf.	1
Total			**7**

CBJ 49.40.120(b)(3) requires that when 1 to 25 parking spaces are needed, one space must be ADA accessible. Regular parking spaces are required to be 8.5' by 17' and ADA spaces are required to be 13' by 17'. The site already has the required number of parking spaces and the ADA space is striped per CBJ 49.40.210(b)(1) & (b)(3)(c) (attachment B).

CBJ 49.40.210 also requires one loading space be provided that is 30 feet deep by 12 feet wide with a clearance of 14.5 feet. The applicants will have access to a loading space on site (attachment B).

Noise – All marijuana and associated activities will take place inside the existing warehouse. Minimal noise is expected to be emitted from the facility. The site is within the Industrial zoning district and surrounding uses include Aspen Suites, Juneau Dance Theatre, NC Machinery, a plumbing and heating business, and another cultivation facility. The noise level that will be

generated by the proposed facility is not expected to be higher than the noise level from surrounding uses.

Public Health or Safety – Several aspects of public health and safety were addressed in previous sections of this report including the use and storage of CO_2, the use of pesticides, odor management and security. The use and storage of CO_2 is governed by the requirements found in the International Fire Code and the CBJ Building Code and will be inspected by the CBJ Fire Marshal.

The applicant has indicated that they plan to use non-toxic fertilizers and pesticides. Therefore, any risk of toxic substances being transferred to a consumer or employee is minimal. Carbon filters will be used in the ventilation and filtration system to manage any odor.

The applicant's proposal meets all the state and local requirements for security including an alarm system, surveillance cameras, exterior lighting, commercial grade door locks, CO_2 level detection alarms, and the appropriate signage. Proposed modifications to the warehouse will be reviewed through the building permit process.

Vegetative Cover – CBJ 49.50.300 requires that five percent of the site be maintained with live vegetative coverage. For this site, 2,178 square feet must be covered with live vegetation. Staff has confirmed that the current vegetative coverage on this site meets the code requirement.

Habitat – No habitat regulated by CBJ Title 49 is affected by this proposal.

Property Value or Neighborhood Harmony – The area is zoned Industrial and the proposed activity is in keeping with existing activities in this zoning district and the surrounding uses. As mentioned previously in this report, the proposed use is not expected to generate more noise or traffic than the surrounding uses. At the time this staff report was due, no public comment in opposition to this project had been received. With the applicant's plans for security, screening, and odor control there is no evidence to suggest this project would have a negative impact or be out of harmony with the surrounding neighborhood.

Conformity with Adopted Plans – The proposed development is located in subarea 4 (East Mendenhall Valley) of the 2013 Comprehensive Plan's land use maps and has a land use designation of Light Industrial (LI). The 2013 Comprehensive Plan defines Light Industrial as follows:

Light Industrial (LI) - Land to be developed for heavy commercial or light industrial uses such as small to medium scale food processing, printing, and other business services, wholesale trade, research and development laboratories, light manufacturing processes, metal fabrication, warehousing, trucking, animal kennels, crematoria, indoor and outdoor storage, car, boat and heavy equipment sales, and repair and maintenance activities.

Staff further reviewed the 2013 Comprehensive Plan for policies that may be relevant to the proposal:

Green Elephant's proposed marijuana cultivation facility has been found to be consistent with the 2013 Juneau Comprehensive Plan, specifically Chapter 5 Economic Development.

POLICY 5.1. TO DEVELOP AND SUSTAIN A DIVERSE ECONOMY, PROVIDING OPPORTUNITIES FOR EMPLOYMENT FOR ALL RESIDENTS.

POLICY 5.18. TO ENCOURAGE AND SUPPORT ENTREPRENEURSHIP AND INNOVATION IN THE ECONOMY OF JUNEAU AND SOUTHEAST ALASKA.

The proposed development would help to diversify the economy and is a new business as encouraged by these policies. Green Elephant's proposed marijuana cultivation facility is consistent with the 2013 Comprehensive Plan.

FINDINGS

CBJ 49.15.330 (e)(1), Review of Director's Determinations, states that the Planning Commission shall review the Director's report to consider:

1. Whether the application is complete;

2. Whether the proposed use is appropriate according to the Table of Permissible Uses; and,

3. Whether the development as proposed will comply with the other requirements of this chapter.

The Commission shall adopt the Director's determination on the three items above unless it finds, by a preponderance of the evidence, that the Director's determination was in error, and states its reasoning for each finding with particularity.

CBJ 49.15.330 (f), Commission Determinations, states that even if the Commission adopts the Director's determination, it may nonetheless deny or condition the permit if it concludes, based upon its own independent review of the information submitted at the public hearing, that the development will more probably than not:

1. Materially endanger the public health or safety;

2. Substantially decrease the value of or be out of harmony with property in the neighboring area; or,

3. Not be in general conformity with the comprehensive plan, thoroughfare plan, or other officially adopted plans.

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?

Yes. Staff finds the application contains the information necessary to conduct full review of the proposed operations. The application submitted 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?

Yes. The requested permit is appropriate according to the Table of Permissible Uses. The permit is listed at CBJ 49.25.300, Section 14.240 (Marijuana Cultivation over 500 square feet) for the Industrial zoning district.

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

Yes. The proposed development complies with the other requirements of this chapter. Public notice of this project was provided in the March 17th and March 27th issues of the Juneau Empire's "Your Municipality" section, and a Notice of Public Hearing was mailed to all property owners within 500 feet of the subject parcel. Moreover, a Public Notice Sign was posted on the subject parcel, visible from the public Right of Way. Further, the proposal, with conditions, has been found to meet the requirements of CBJ 49.65.1245 related to marijuana cultivation.

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

No. The applicant's plans for surveillance and security, odor control and waste disposal all meet the requirements of state and local regulations.

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

No. As discussed above, surrounding uses have similar or more intense off-site impacts such as noise and traffic. This marijuana cultivation business is not expected to decrease property values or be out of harmony with the surrounding neighborhood.

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

Yes. The proposed facility is in conformity with the CBJ Land Use Plan and the 2013 Comprehensive Plan. The Light Industrial land use designation supports this type of use.

Per CBJ 49.70.900 (b)(3), General Provisions, the Director makes the following Juneau Coastal Management Program consistency determination:

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

N/A.

RECOMMENDATION

It is recommended that the Planning Commission adopt the Director's analysis and findings and grant the requested Conditional Use permit. The permit would allow the development of a 6,000 square foot marijuana cultivation facility in the Industrial zoning district.

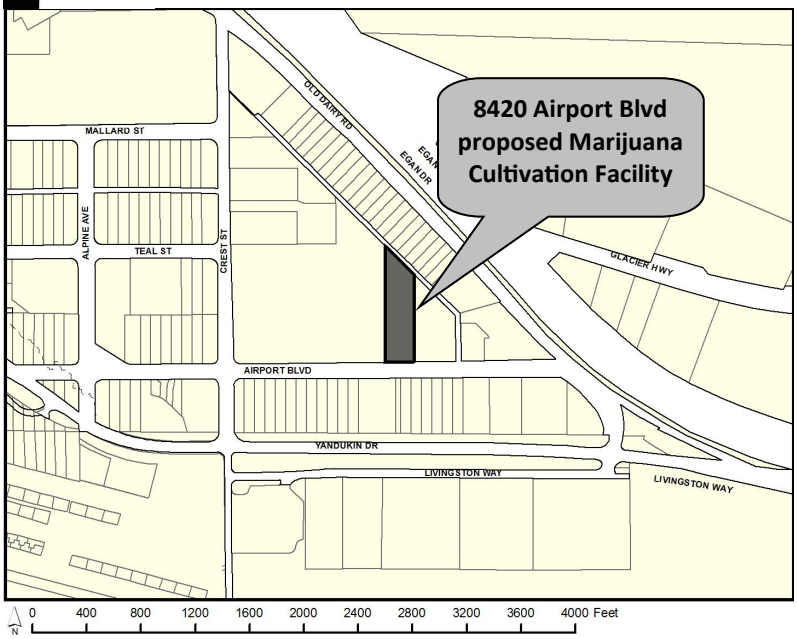
The approval is subject to the following conditions:

1. All waste material containing marijuana products shall be stored in a secured enclosure until transport to the CBJ landfill.

Invitation to Comment

On a proposal to be heard by the CBJ Planning Commission

Your Community, Your Voice



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

155 S. Seward Street Juneau, Alaska 99801

TO:

An application has been submitted for consideration and public hearing by the Planning Commission for a **Conditional Use Permit (CUP)** for **a Marijuana Cultivation Facility** located at **8420 Airport Blvd** in an **Industrial Zone**. This is a renewal of a previously approved Cultivation Facility whose original CUP expired.

TIMELINE

Staff Report expected to be posted Monday, December 2, 2019 at **https://beta.juneau.org/assembly/assembly-minutes-and-agendas**
Find hearing results, meeting minutes and more here as well.

Now through November 18, 2019	Nov. 19 through 12 noon, Dec. 6	HEARING DATE & TIME 7:00 pm, Dec. 10, 2019	Dec. 11
Comments received during this period will be sent to the Planner, **Allison Eddins** to be included 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.	You may testify and bring up to 2 pages of written material (15 copies) in City Hall's Assembly Chambers, 155 S. Seward St., Juneau.	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.: USE2019 0023
Parcel No.: 5B1501010030
CBJ Parcel Viewer: http://epv.juneau.org

Printed November 13, 2019

PLANNING COMMISSION

Planning Commission

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

NOTICE OF DECISION

Date: December 4, 2019
File No.: USE2019 0023

Green Elephant, LLC
Attn: Jennifer Canfield
PO Box 21315
Juneau, AK 99802

Proposal:	Conditional Use Permit for a marijuana cultivation facility in an Industrial zoning district.
Property Address:	8420 Airport Blvd
Legal Description:	Valley Centre Block J, TR B
Parcel Code No.:	5B1501010030
Hearing Date:	December 10, 2019

The Planning Commission, at its regular public meeting, adopted the analysis and findings listed in the attached memorandum dated November 25, 2019 and staff report dated March 14, 2017, and **approved** USE2019 0023 for a marijuana cultivation facility to be conducted as described in the project description and project drawings submitted with the application and with the following condition:

1. All waste material containing marijuana products shall be stored in a secured enclosure until transport to the CBJ landfill.

Attachments: November 25, 2019 memorandum and March 14, 2017 staff report from Allison Eddins, Community Development, to the CBJ Planning Commission regarding USE2019 0023.

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

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

action by the applicant in reliance on the decision of the Planning Commission shall be at the risk that the decision may be reversed on appeal (CBJ 49.20.120).

Effective Date: The permit is effective upon approval by the Commission, December 10, 2019.

Expiration Date: The permit will expire 18 months after the effective date, or June 10, 2021 if no Building Permit has been issued and substantial construction progress has not been made in accordance with the plans for which the development permit was authorized. Application for permit extension must be submitted thirty days prior to the expiration date.

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

Project Planner: A. Eddins

Allison Eddins, Planner
Community Development Department

Benjamin C Haight

Benjamin Haight, Chair
Planning Commission

Elizabeth J McEwen

Filed With Municipal Clerk

12/11/2019

Date

cc: Plan Review

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

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

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

DATE: November 25, 2019

TO: Planning Commission

FROM: Laurel Christian, Planner
Community Development Department

Laurel Christian

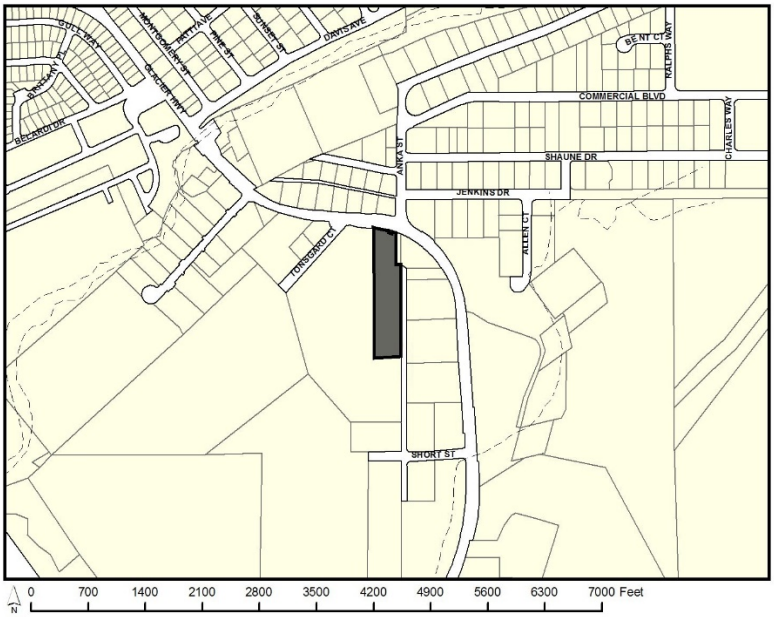
CASE NO.: USE2019 0024

PROPOSAL: Conditional Use Permit for coffee stand with drive through service.

GENERAL INFORMATION

Applicant:	Heritage Coffee Roasting Co.
Property Owner:	ACS of Alaska, LLC
Property Address:	5545 Glacier Highway
Legal Description:	USS 204 Pole Yard Lot 2
Parcel Code Number:	5B1201060020
Site Size:	154,610 sq. ft. (3.52 acres)
Comprehensive Plan Future Land Use Designation:	Heavy Industrial
Zoning:	Industrial
Utilities:	Public Water & Sewer
Access:	Glacier Highway
Existing Land Use:	Alaska Communications Building
Surrounding Land Use:	North - General Commercial South - Industrial East - Industrial West - Industrial

VICINITY MAP



ATTACHMENTS

Attachment A – Application Packet

PROJECT DESCRIPTION

The applicant requests a Conditional Use permit for the development of a coffee stand with drive through service. The applicant requests to move their existing coffee stand located at 5401 Glacier Highway to a new location approximately 700 feet to the north at 5545 Glacier Highway. The existing Heritage Coffee stand located at 5401 Glacier Highway was approved through the conditional use permit process in 2009 (USE2009-0043). The relocated drive though coffee stand would share the 3.5 acre site with the existing Alaska Communications Systems (ACS) building. The coffee stand will be located adjacent to Glacier Highway

ANALYSIS

Project Site – The site is over 3.5 acres and zoned Industrial. The applicant will lease a portion of the site along Glacier Highway for the coffee stand. The project site has access to Glacier Highway through the signalized intersection of Glacier Highway and Anka Street.

Project Design – The project will involve relocating an existing building to the new site. According to plans submitted with the application, the building will measure 264 square feet and have a

covered porch measuring 60 square feet. The building has an ADA accessible restroom for employees and a small work area. Drive through service will be provided through two windows, one on each side of the building.

Traffic – The proposed coffee stand with drive through service is not expected to generate significant traffic which is out of character for the existing neighborhood; traffic impacts will be similar to those associated with the current location. Access to the site will be through a signalized intersection which will make re-entry onto Glacier Highway more efficient and safe.

According to the International Traffic Engineers Trip Generation Manual, a coffee shop with a drive through window is expected to generate 818 average daily trips (ADTs) per 1,000 square feet of gross floor area. The proposed coffee shop measuring 264 square feet would be expected to generate 216 ADTs (264/1000*818=215.95). According to CBJ 49.40.300(a)(2) **no traffic impact analysis is required** for this project**.**

Parking and Circulation – A parking and circulation plan can be found in Attachment A. For restaurants, 1 space per 200 square feet is required. The 264 square foot coffee stand will require 1 parking space. This space must be ADA van-accessible. ADA van-accessible signage and striping is required as a condition of approval. Additionally, parking and striping or wheel stops are required as a condition of approval. This will be reviewed with the building permit for the relocation of the building.

The parking plan provided shows the entire parcel, but does not show all of the parking spaces dedicated to each use. The parcel is large, however, and likely can accommodate all of the parking required; the applicant is required to revise the parking plan to show the parking for all uses on the lot. This has been added as a condition of approval.

The circulation plan shows vehicles entering the site from Glacier Highway and following a driveway through a circulation pattern that approaches the coffee stand and exits the coffee stand in a two-way lane measuring approximately 20’ in width (Attachment A).

Vegetative Cover and Landscaping – In the Industrial zoning district, a minimum of 5% vegetative cover is required (7,730.5 square feet for this site). An aerial image provided by the applicant shows grassy areas towards the north end of the parcel, the south end of the parcel, and along the east and west edges of the parcel. Approximate measurements using GIS show over 14,000 square feet of vegetative cover on the subject parcel. A recommended condition of approval is that the applicant show vegetative cover on the site plan as part of the building permit application.

Lighting – Lighting is planned for the exterior of the building. Plans found in Attachment A show three 8’ fluorescent lights on the exterior of the building. Lighting is required to be “full cut-off” design. This will be reviewed with the building permit application.

Noise – Noise is not expected to be out of character with the existing neighborhood. Surrounding uses include industrial uses and commercial uses.

Public Health or Safety – There is no evidence that the proposed project will negatively affect public health or safety.

Habitat – There are no known habitat concerns on the subject parcel.

Property Value or Neighborhood Harmony – There is no evidence that the proposed project will negatively affect property values or neighborhood harmony.

Agency Comments – Staff sent the application for the proposed development to Capital City Fire & Rescue; Engineering and Public Works; the CBJ Building Code Official; and the Alaska Department of Transportation and Public Facilities. No issues were raised by agencies through the review of this application.

Public Comments – At time of writing this staff report, staff received no public comments regarding the proposed development.

Conformity with Adopted Plans –

2013 City and Borough of Juneau Comprehensive Plan- The subject parcel has a Comprehensive Plan future land use designation of Heavy Industrial (HI) and is located within *Subarea 5: Switzer Creek, Lemon Creek, & Salmon Creek* of the Comprehensive Plan Maps.

The development of a coffee shop with drive through service is consistent with the following policies of the 2019 Comprehensive Plan:

> *POLICY 5.1. TO DEVELOP AND SUSTAIN A DIVERSE ECONOMY, PROVIDING OPPORTUNITIES FOR EMPLOYMENT FOR ALL RESIDENTS.*
>
> *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.*

2018 Lemon Creek Area Plan - The subject parcel lies within the Lemon Creek Area Plan boundary within the Concrete Way / Grant's Plaza neighborhood. The proposed development is consistent with the following goals of the Lemon Creek Area Plan:

> Chapter 2, Goal 2*: MAKE THE LEMON CREEK AREA AN ATTRACTIVE PLACE TO LIVE, WORK, AND VISIT*

Chapter 3, Goal 1: *IMPLEMENT NEW ZONING THAT PROMOTES AND GUIDES DEVELOPMENT*

Action: Promote mixed-use development as a business and neighborhood revitalization tool for underutilized sites i.e. the former Walmart location and Grant's Plaza.

Chapter 3, Goal 3: *PROMOTE A MIXED-USE ENVIRONMENT TO ENSURE A VIBRANT COMMUNITY AND QUALITY NEIGHBORHOODS*

Chapter 7, Goal 2: *CREATE THRIVING COMMERCIAL AND INDUSTRIAL AREAS THAT SUPPORT INDUSTRY AND NEIGHBORHOOD BUSINESSES*

Chapter 7, Goal 3: *PROVIDE SERVICES AND AMENITIES FOR THE LEMON CREEK AREA'S WORKFORCE*

Action: Actively recruit new and existing restaurants and food trucks to open locations in the area.

FINDINGS

CBJ 49.15.330 (e)(1), Review of Director's Determinations, states that the Planning Commission shall review the Director's report to consider:

1. Whether the application is complete;
2. Whether the proposed use is appropriate according to the Table of Permissible Uses; and,
3. Whether the development as proposed will comply with the other requirements of this chapter.

The Commission shall adopt the Director's determination on the three items above unless it finds, by a preponderance of the evidence, that the Director's determination was in error, and states its reasoning for each finding with particularity.

CBJ 49.15.330 (f), Commission Determinations, states that even if the Commission adopts the Director's determination, it may nonetheless deny or condition the permit if it concludes, based upon its own independent review of the information submitted at the public hearing, that the development will more probably than not:

1. Materially endanger the public health or safety;
2. Substantially decrease the value of or be out of harmony with property in the neighboring area; or,
3. Not be in general conformity with the comprehensive plan, thoroughfare plan, or other officially adopted plans.

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?

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 Table of Permissible Uses?

Yes. The requested permit is appropriate according to the Table of Permissible Uses. The permit is listed at CBJ 49.25.300, Section 8.200 for the Industrial zoning district.

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

Yes. The proposed development complies with the other requirements of this chapter. Public notice of this project was provided in the November 29, 2019 and December 8, 2019 issues of the Juneau Empire's "Your Municipality" section, and a Notice of Public Hearing was mailed to all property owners within 500 feet of the subject parcel. Moreover, a Public Notice Sign was posted on the subject parcel, visible from the public Right of Way.

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.

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 that the proposed development will substantially decrease the value or be out of harmony with properties 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 development is in general conformity with the CBJ Comprehensive Plan and the Lemon Creek Area Plan.

Per CBJ 49.70.900 (b)(3), General Provisions, the Director makes the following Juneau Coastal Management Program consistency determination:

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

Not Applicable.

RECOMMENDATION

It is recommended that the Planning Commission adopt the Director's analysis and findings and grant the requested Conditional Use permit. The permit would allow the development of a coffee stand with drive through service located at 5545 Glacier Highway.

The approval is subject to the following conditions:

1. CBJ-approved signage shall be posted for the accessible parking space prior to the issuance of a Certificate of Occupancy.
2. Wheel stops or striping shall be placed in the parking lot to define the location of parking spaces prior to the issuance of a Certificate of Occupancy.
3. 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 as shown on the site plan prior to the issuance of a Certificate of Occupancy.
4. Prior to the issuance of a building permit for the placement of the proposed structure, the applicant shall submit a revised site plan showing the required minimum vegetative cover.
5. Prior to the issuance of a building permit for the placement of the proposed structure, the applicant shall submit a revised parking plan showing the parking for all uses on the subject parcel.

Attachment A - Application Packet

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

DEVELOPMENT PERMIT APPLICATION

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

To be completed by Applicant

PROPERTY LOCATION

Physical Address: 5545 Glacier Highway

Legal Description(s) (Subdivision, Survey, Block, Tract, Lot): USS 204 Pole Yard Lt 2

Parcel Number(s): 5B1201060020

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

LANDOWNER/ LESSEE

Property Owner: ACS of Alaska, LLC
Contact Person: Andrea Bernard
Mailing Address: 600 Telephone Ave. MS65 Anchorage, Ak 99503
Phone Number(s): (907) 564-1179
E-mail Address: Andrea.Bernard@acsalaska.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 _____ 11/13/19
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: Heritage Coffee Roasting Co.
Contact Person: Amy Knight
Mailing Address: 538 W. Willoughby Ave. Juneau, AK 99801
Phone Number(s): (907) 209-1425
E-mail Address: amy.knight@heritagecoffee.com

X _____ 11/13/19
Applicant's Signature — Date of Application

RECEIVED
NOV 18 2019
PERMIT CENTER/CDD

DEPARTMENT USE ONLY BELOW THIS LINE

Intake Initials	
LEC	
Case Number	Date Received
USE20190024	NOV 18, 2019 complete app

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

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

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

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

ALLOWABLE/CONDITIONAL USE PERMIT APPLICATION

See reverse side for more information regarding the permitting process and the materials required for a complete application.
NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.

To be completed by Applicant

PROJECT SUMMARY
RELOCATE HERITAGE COFFEE FROM TYLER RENTAL TO ACS.

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: 8.2

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 134,500 square feet
Total Area of Existing Structure(s) 14,000 square feet ACS BLD
Total Area of Proposed Structure(s) 264 square feet

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

ALL REQUIRED DOCUMENTS ATTACHED

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

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

If this is a modification or extension include:
- ☐ Notice of Decision and case number
- ☐ Justification for the modification or extension
- ☐ Application submitted at least 30 days before expiration date

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

ALLOWABLE/CONDITIONAL USE FEES

	Fees	Check No.	Receipt	Date
Application Fees	$ 500.00			
Admin. of Guarantee	$			
Adjustment	$ 50.00			
Pub. Not. Sign Fee	$ 100.00			
Pub. Not. Sign Deposit	$ 150.00			
Total Fee	$			

RECEIVED
NOV 18 2019
PERMIT CENTER/CDD

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
USE20190024	11/18/19

To: Jill Maclean, Director for Community Development Department

Heritage Coffee Roasting Company is seeking to move our existing drive thru coffee stand in Lemon Creek from 5401 Glacier Highway to 5545 Glacier Highway just slightly further down the street. We are working against a tight deadline as our lease with Tyler Rental runs out at the end of the year. We have established a lease at the new location, drawn up engineering designs, and have contractors ready to begin work immediately. Unfortunately, while filling out the paperwork for our building permit, we discovered that we would need a Conditional Use Permit and that the process of obtaining one can be quite lengthy. I am writing this letter to seek help and ask if there is anything that can be done to expedite the process for obtaining our CUP.

I recognize that there is a procedure that must be followed for permitting, however I also understand that not all projects are as complex as others, and I believe this one is extremely straightforward. We already hold a Conditional Use Permit for this drive thru at its current location and are simply moving it five hundred feet down the road. We are already an established presence in this neighborhood and the long running success of our current location should confirm that we have the community's support to remain in the area. If anything, the new location we have chosen to move to should have a positive effect on the neighborhood by reducing congestion on the Glacier Highway. At our new location, customers will be entering our business via the Anka Street intersection and queueing further back on ACS's property. This will alleviate issues we have encountered when our customers have formed lines on the shoulder and center lane of Glacier Highway during peak business hours.

With the end of the year rapidly approaching, I worry that we are going to use up the duration of our lease waiting on the approval of the CUP rather than moving forward with scheduled construction. Our project is completely on hold while we wait for this decision and we are trying to avoid a situation where we would have to shut down business at the drive thru and lay off the six employees who work there. Closure of the business would of course mean loss of revenue for Heritage, which would also mean a loss of sales tax revenue for the city. Additionally, the time and expense of removing the drive thru completely and then moving it back a few weeks later when permits are ready could also negatively impact other construction projects that Heritage has lined up for 2020. If there is anything you or anyone else in your department can do to help us expedite the Conditional Use Permit it would be greatly appreciated.

Thank you so much for your time. If you have any questions please don't hesitate to reach out to me directly at (907) 209-1425 or amy.knight@heritagecoffee.com

Sincerely,

Amy Knight
President, CEO
Heritage Northwest, Inc.

ECEIVED
NOV 18 2019
IT CENTER/CDD

HERITAGE
COFFEE ROASTING CO.
JUNEAU, ALASKA

HERITAGE COFFEE ROASTING CO.
538 W. Willoughby Ave.
Juneau, AK 99801

907.586.1088
800.478.JAVA
coffeeinfo@heritagecoffee.com

FACEBOOK: Heritage Coffee - Juneau AK

HERITAGECOFFEE.COM

Heritage Coffee – Lemon Creek Relocation

- The current use of the land is an empty grass field on Alaska Communication Systems property.
- The project involves relocating the existing Heritage Coffee location in front of Tyler Rental in Lemon Creek to a new location in front of ACS. The current location provides challenging vehicular egress in which several accidents have occurred. The new location will utilize the intersection with the traffic light at Anka St. and Glacier Highway, thus improving the vehicular access and safety considerations. Once through the intersection on the the ACS property all vehicular traffic will be on private property and circulate back the traffic light at the intersection.
- The proposed use of the land is for the relocation of the existing Heritage Coffee location in front of Tyler Rental. The proposed use is for a Heritage Coffee location.
- The proposed use complies with the Comprehensive Plan in that it is of similar approved use in a similar location(s) in the same zoning district. The existing Heritage Coffee location is approved in the same zoning district and the approved The Grind Coffee and Hotshot Coffee locations within close proximity in the same zoning district. The use is already approved in three nearby locations, one of which needs to move because their lease with Tyler Rental is not being renewed.

RECEIVED
NOV 18 2019
PERMIT CENTER/CDD

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

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

Drive-Through Coffee Stand

Case Number: PAC20190071

Applicant: Seth Koch

Property Owner: Juneau and Douglas Telephone Company

Property Address: 5541 Glacier Hwy

Parcel Code Number: 5B1201060020

Site Size: 153,610 Square Feet

Zoning: Industrial

Existing Land Use: Commercial Miscellaneous

RECEIVED
NOV 18 2019
PERMIT CENTER/CDD

Conference Date:	11/13/2019
Report Issued:	11/15/2019

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
Seth Koch	Applicant	Seth@peakconstruction-inc.com
Amy Knight	Applicant	Amy.Knight@heritagecoffee.com
Laurel Christian	Planning	Laurel.Christian@juneau.org
Adrienne Scott	Building	Adrienne.Scott@juneau.org
Mark Millay	General Engineering	Mark.Millay@juneau.org

Conference Summary

Questions/issues/agreements identified at the conference that weren't identified in the attached reports. The following is a list of issues, comments and proposed actions, and requested technical submittal items that were discussed at the pre-application conference.

Planning Division

1. **Zoning** – Industrial zoning district. USE 8.200 is allowed in the Industrial zoning district with an approved conditional use permit.
2. **Setbacks** – 10' front yard; 10' rear yard; 10' street side yard; 0' side yard. The property consists of two parcels. The structure cannot cross the property line highlighted below:

3. **Height** – No Maximum
4. **Access** – Glacier Highway
5. **Parking & Circulation** – 1 space per 200 sq. ft. gross floor area for restaurants. Plans submitted show 27' X 12' (324 sq. ft.) coffee shop. This requires 2 parking spaces; one must be ADA van accessible. A parking and circulation plan should be submitted with the application.
    a. To ensure that there is adequate parking for all uses on the lot, a parking plan should be provided for all uses on the lot, including the ACS buildings.
6. **Lot Coverage** – No Maximum
7. **Vegetative Coverage** – 5% required
8. **Lighting** – Submit a lighting plan with application for any lighting proposed. Parking areas should be suitably lit, any proposed lighting should be full cut-off design.
9. **Noise** – Not expected to be out of character with the Industrial zoning district.

Building Division

10. **Building** – N/A
11. **Outstanding Permits** – N/A

General Engineering/Public Works

12. **Engineering** – N/A
13. **Drainage** – Drainage looks like it will remain unchanged

14. **Utilities** – Water: connection looks good, no issues. Sewer: will need to get approval from Wastewater for the pressure sewer manhole tap.

Fire Marshal

15. **Fire Items/Access** – N/A

Other Applicable Agency Review

16. DOT&PF should be consulted for this review as parcel has access and frontage on Glacier Highway.

List of required applications

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

1. Development Permit Application
2. Conditional Use Permit Application

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. Parking, circulation, vegetative cover, and lighting plan(s).
    a. Parking should be shown for entire lot.

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 Fee - $500.00
2. Sign Fee - $50.00 plus $100.00 refundable deposit ($150.00)

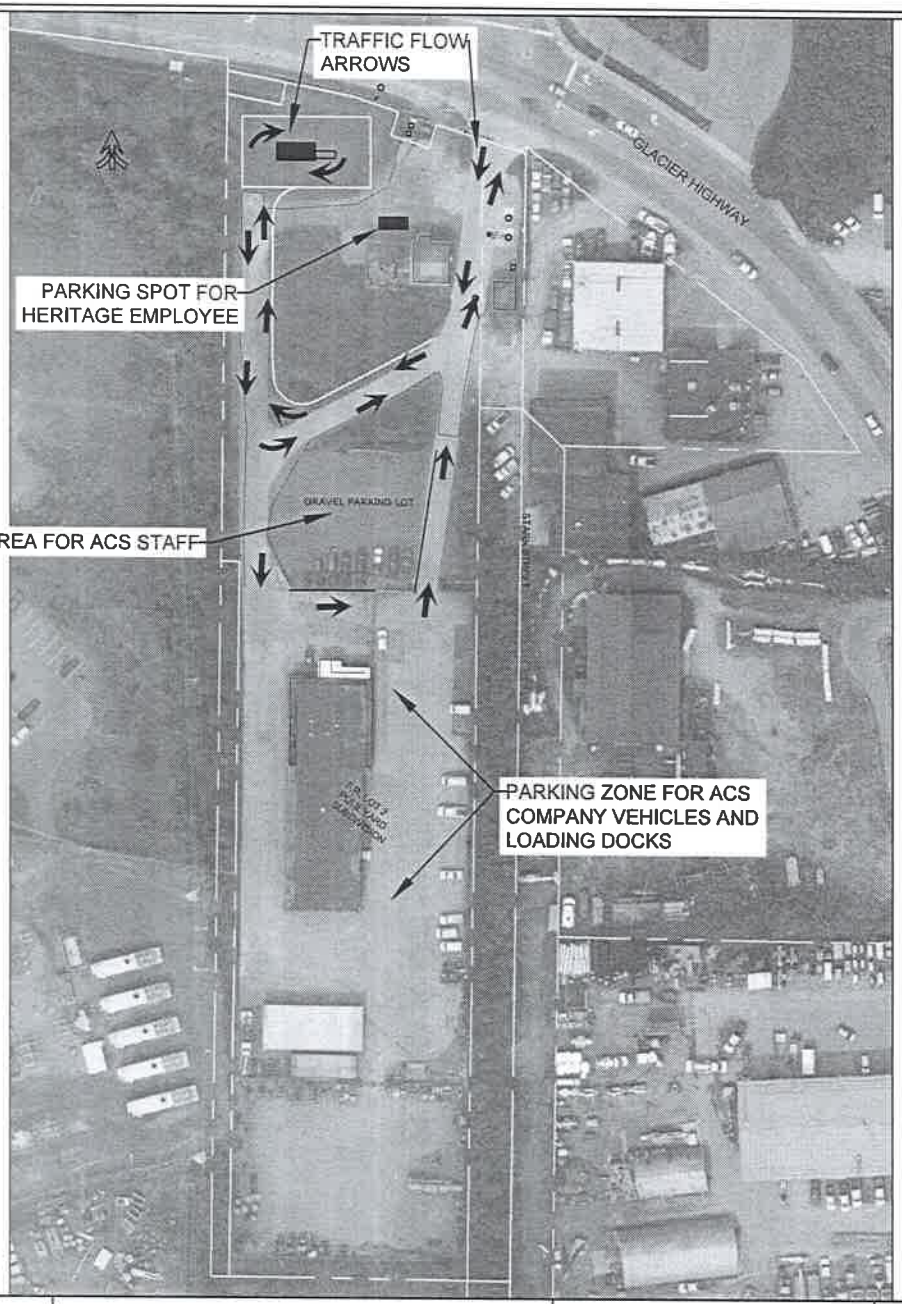
For informational handouts with submittal requirements for development applications, please visit our website at www.juneau.org/cdd.

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

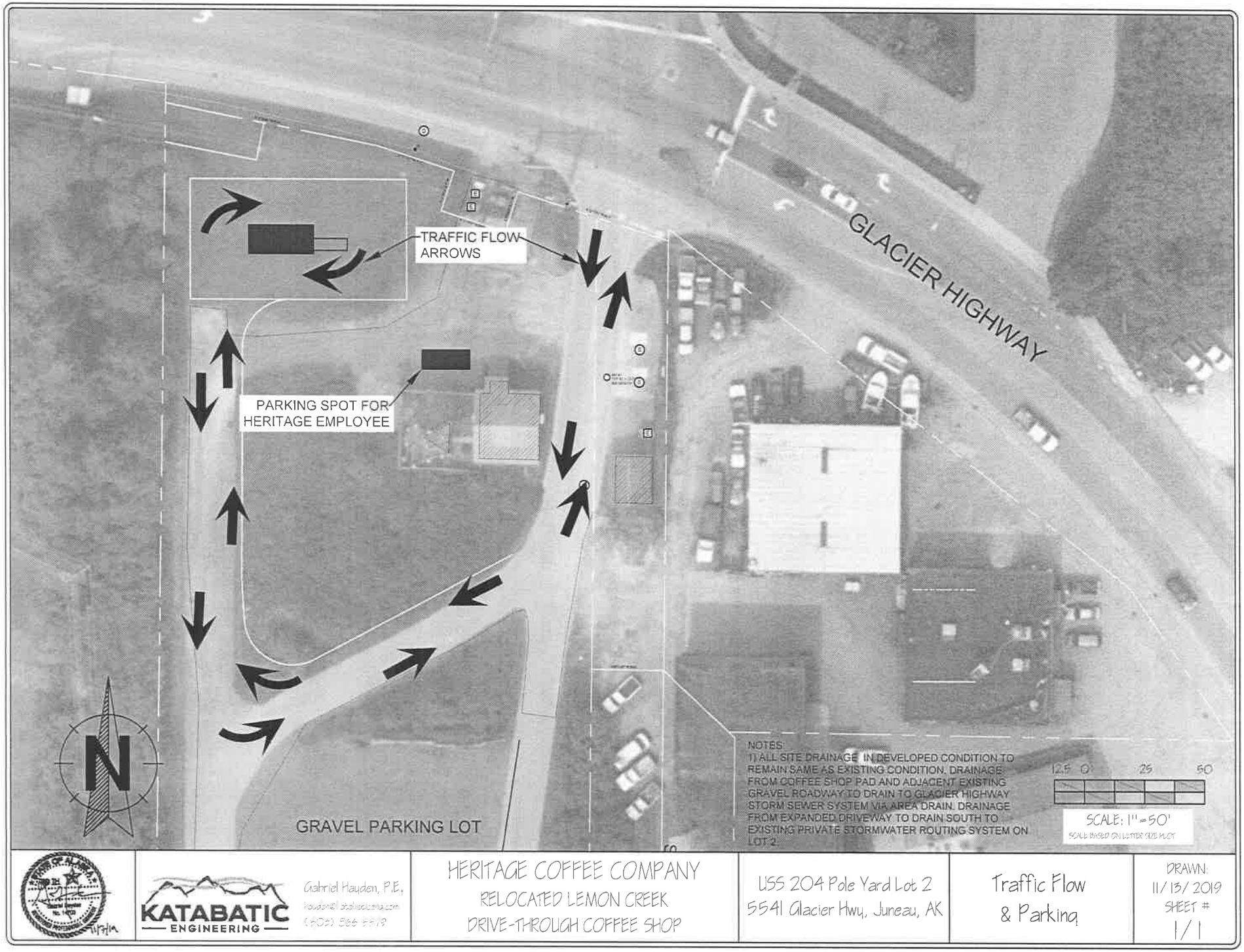


RECEIVED
NOV 13 2019
PERMIT CENTER/CDD

N

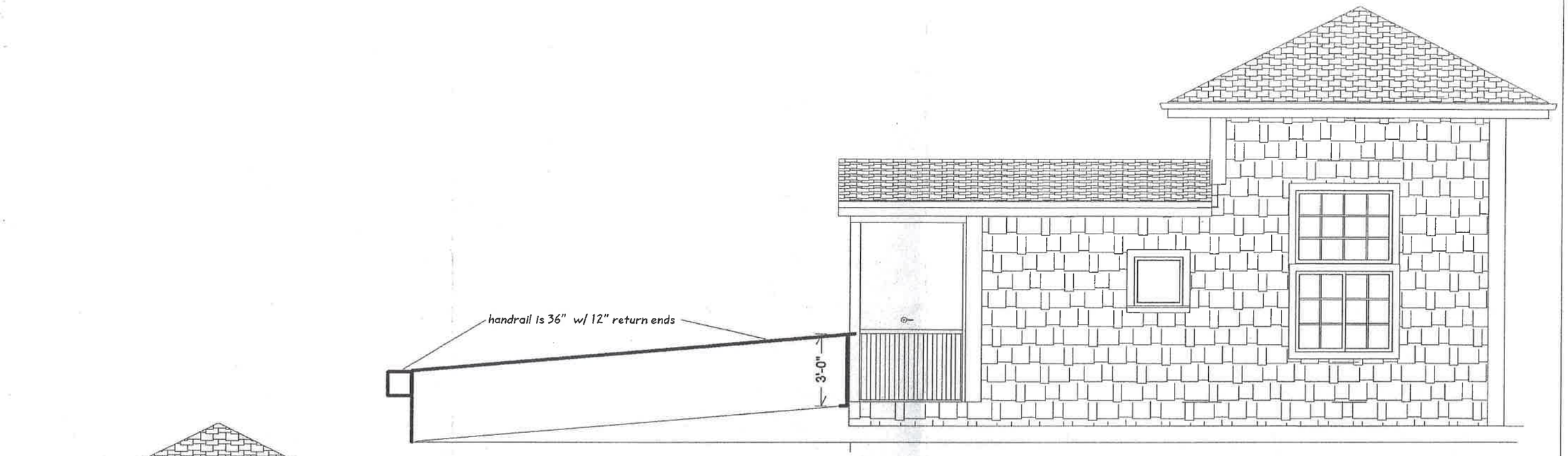
KATABATIC ENGINEERING	Gabriel Hayden, P.E. hayden@katabaticeng.com (503) 866-5579	HERITAGE COFFEE COMPANY RELOCATED LEMON CREEK DRIVE-THROUGH COFFEE SHOP	USS 204 Pole Yard Lot 2 5541 Glacier Hwy, Juneau, AK	Traffic Flow & Parking	DRAWN: 11/13/2019 SHEET # 1/1

Attachment A - Application Packet



KATABATIC ENGINEERING	Gabriel Hayden, P.E. (405) 966 8819	HERITAGE COFFEE COMPANY RELOCATED LEMON CREEK DRIVE-THROUGH COFFEE SHOP	USS 204 Pole Yard Lot 2 5541 Glacier Hwy, Juneau, AK	Traffic Flow & Parking	DRAWN: 11/13/2019 SHEET # 1/1

Attachment A - Application Packet



East Elevation

South Elevation

RECEIVED
NOV 18 2019
PERMIT CENTER/CDD

ARE Construction
25020 Glacier Highway
Juneau, Alaska 99801

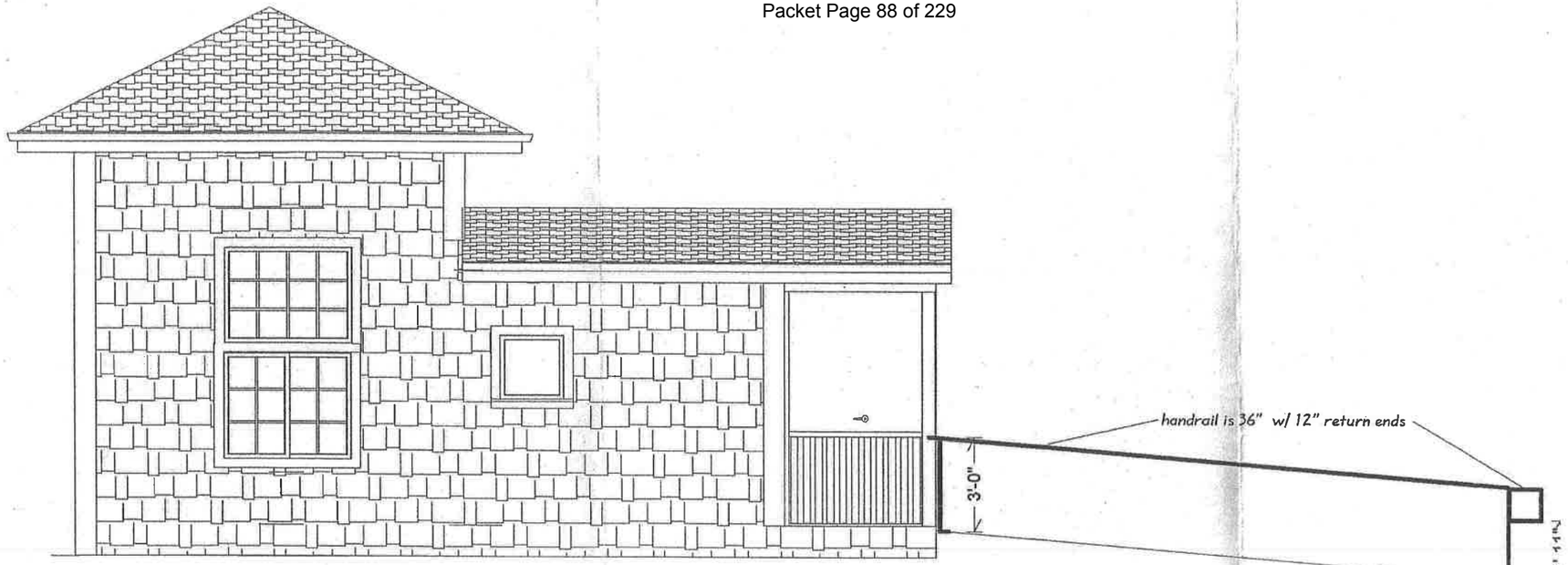
phone 789-7133
fax 789-4767
email la907@alaska.com

Heritage Coffee Drive-up

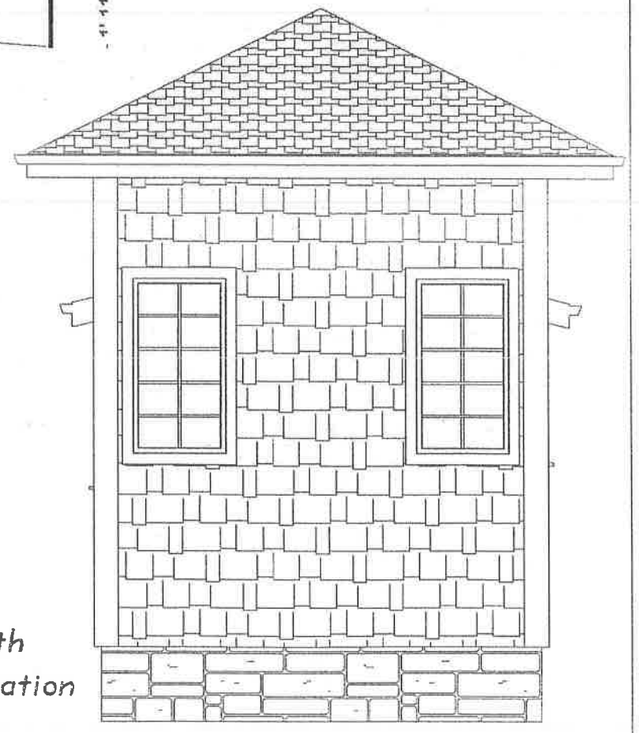
7/9/2003

Scale 1/4" = 1ft

Page A-1



West Elevation



North Elevation

ARE Construction
25020 Glacier Highway
Juneau, Alaska 99801

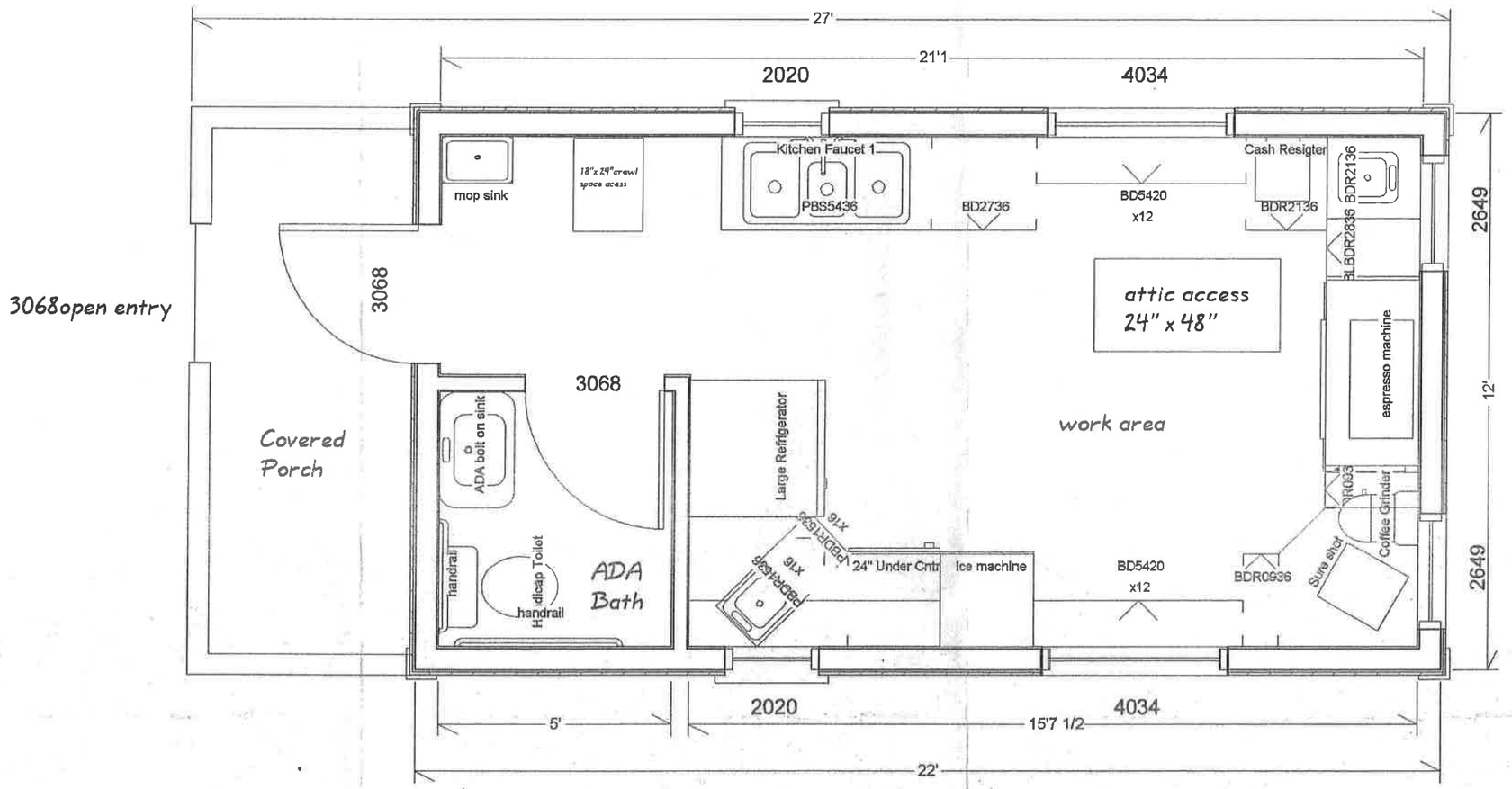
phone 789-7133
fax 789-4767
email la907@alaska.com

Heritage Coffee Drive-up

7/9/2003

Scale 1/4" = 1 ft

Page A-2



Floor Plan

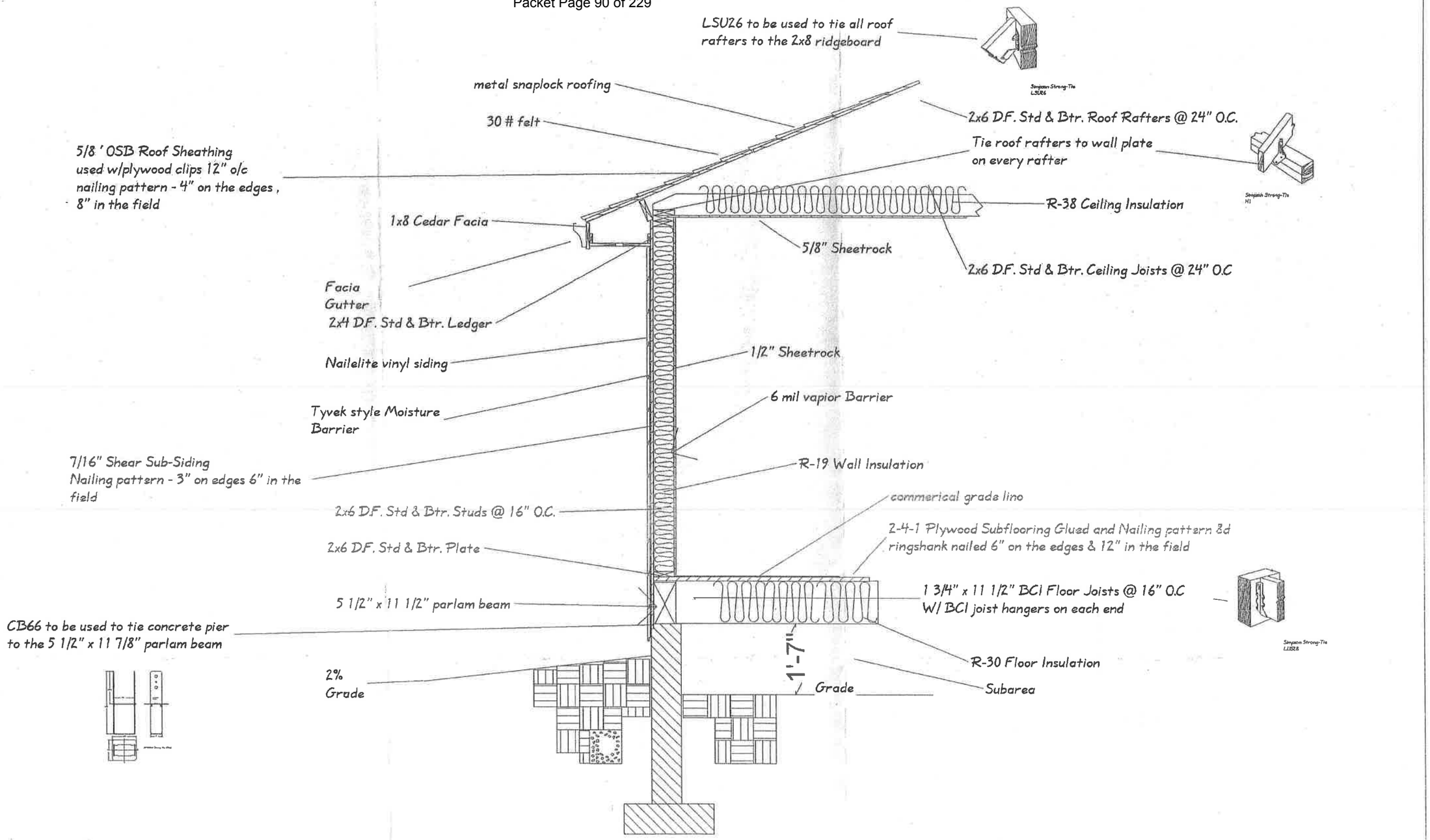
ARE Construction
25020 Glacier Highway
Juneau, Alaska 99801
phone 789-7133
fax 789-4767
email la907@alaska.com

Heritage Coffee Drive-up

7/9/2003

Scale 3/8" = 1ft

Page A-4



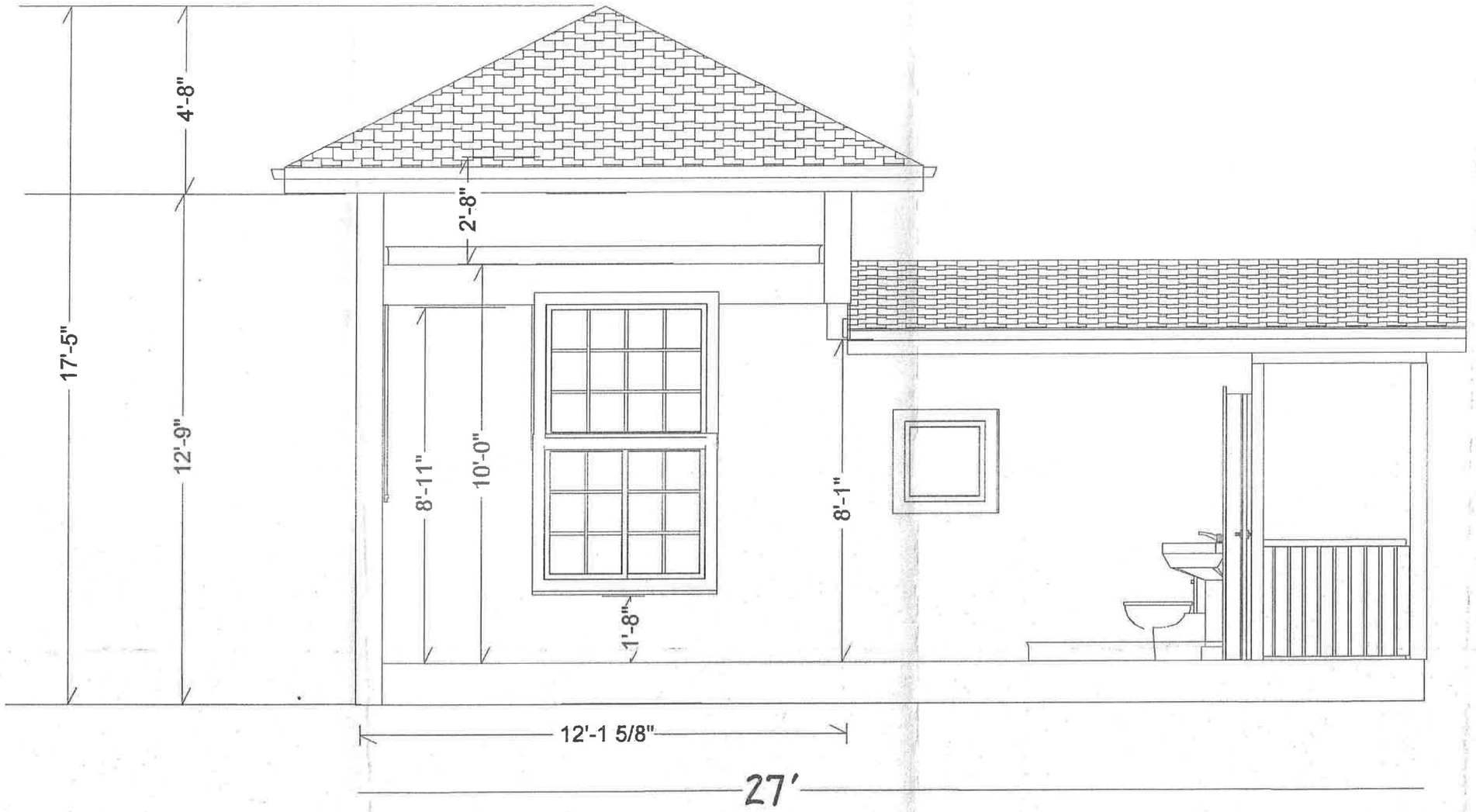
ARE Construction
25020 Glacier Highway
Juneau, Alaska 99801
phone 789-7133
fax 789-4767
email la907@alaska.com

Heritage Coffee Drive-up

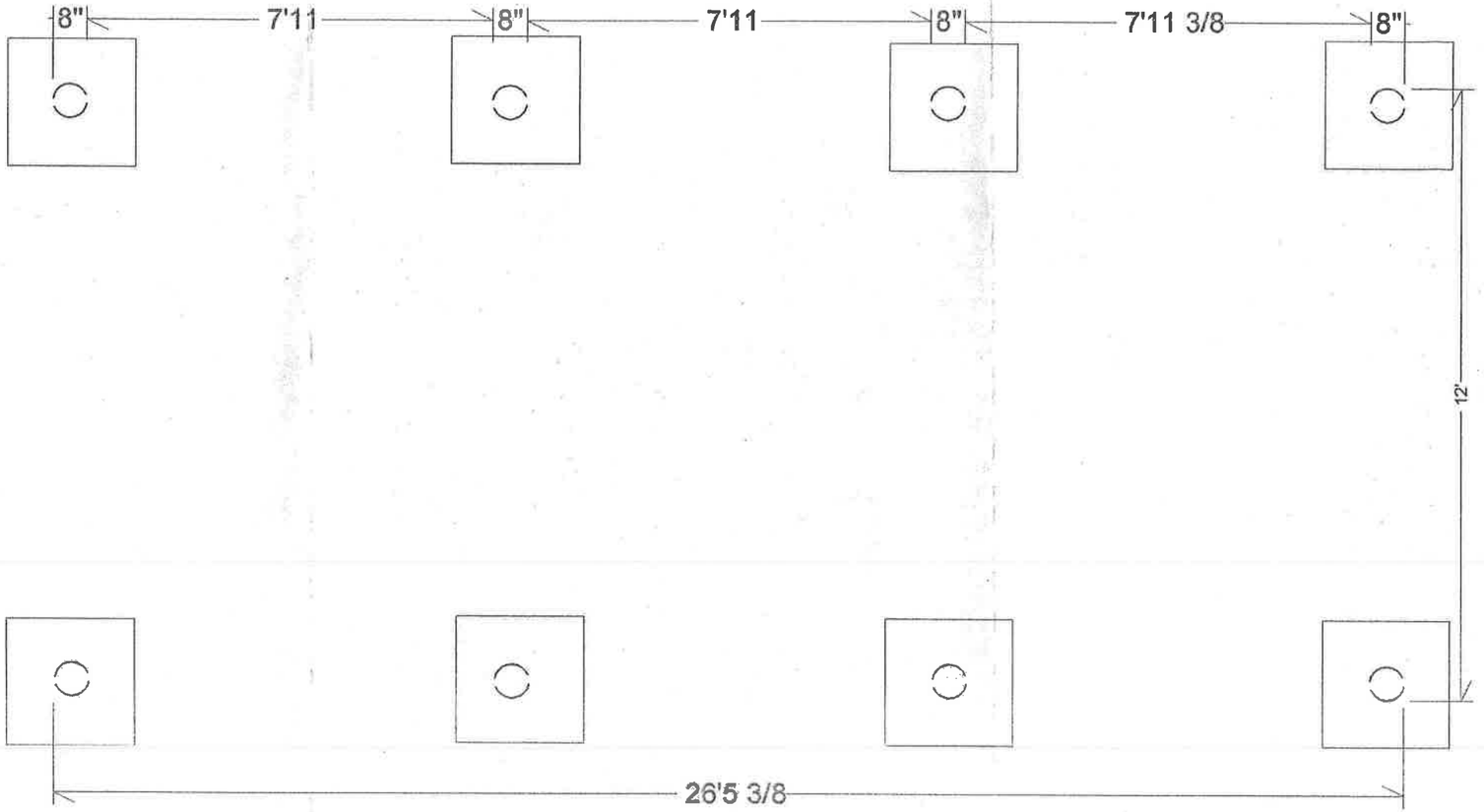
7/9/2003

Scale 1/2" = 1FT

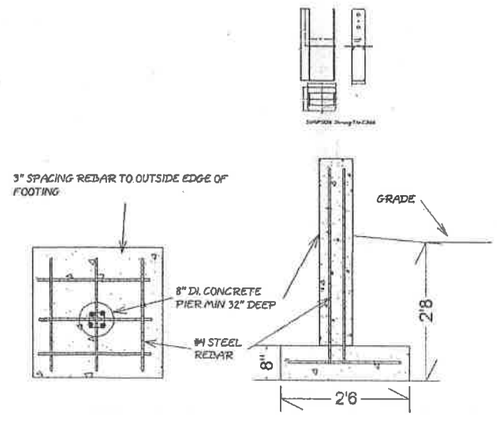
Page A-5



ARE Construction 25020 Glacier Highway Juneau, Alaska 99801	phone 789-7133 fax 789-4767 email la907@alaska.com	Heritage Coffee Drive-up	7/9/2003	Scale 3/8" = 1ft Page	A-6



A CB66 WILL BE USED TO TIE
THE CONCRETE PIER TO THE
5 1/2" X 11 1/2" PARLAM BEAM



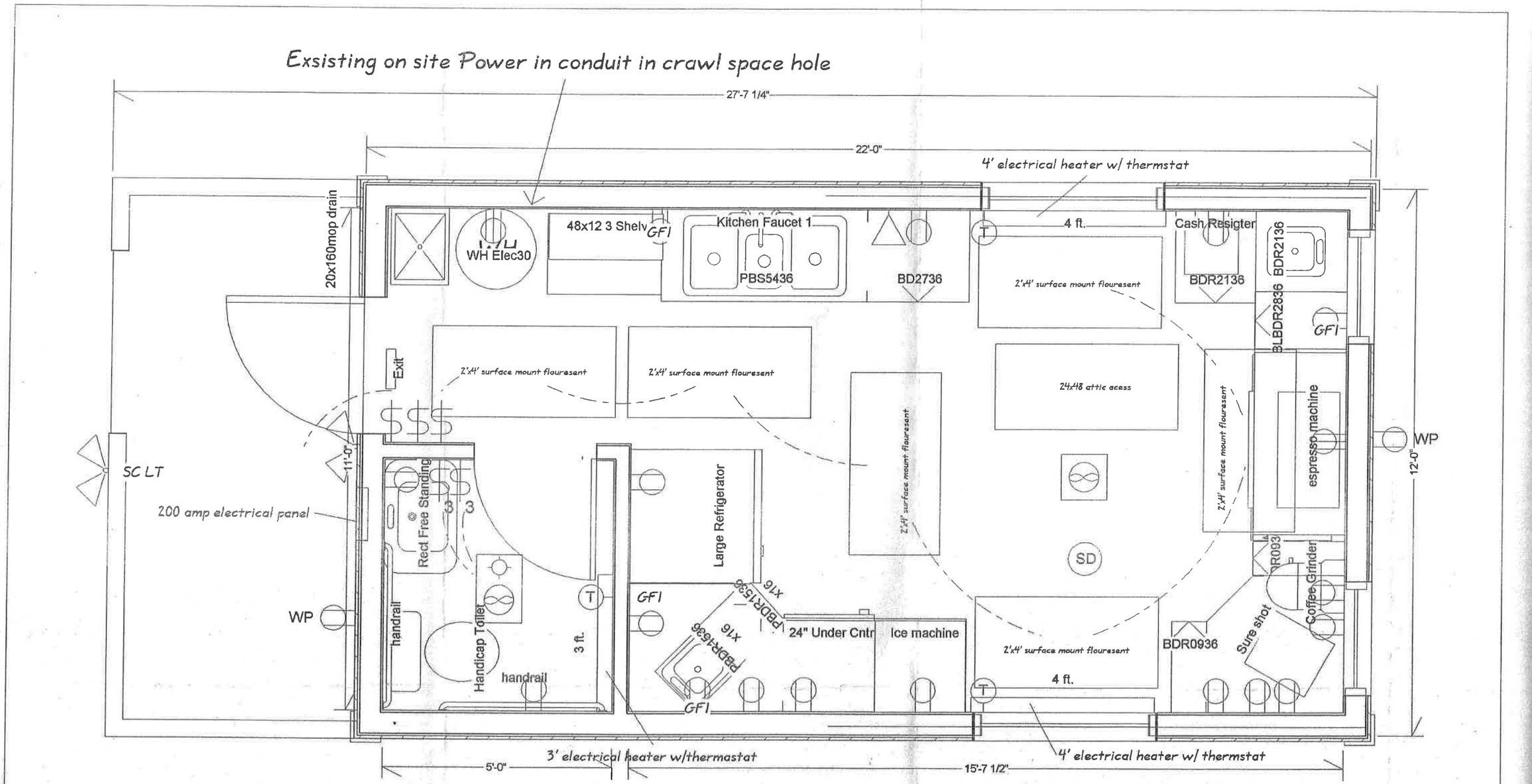
ARE Construction
25020 Glacier Highway
Juneau, Alaska 99801
phone 789-7133
fax 789-4767
email la907@alaska.com

Heritage Coffee Drive-up

7/9/2003

Scale 3/8" = 1ft

Page F1



This Building will only require a 200 amp service which is already run to the building site. Please see the attached sheet of appliances for their ratings that will be used.

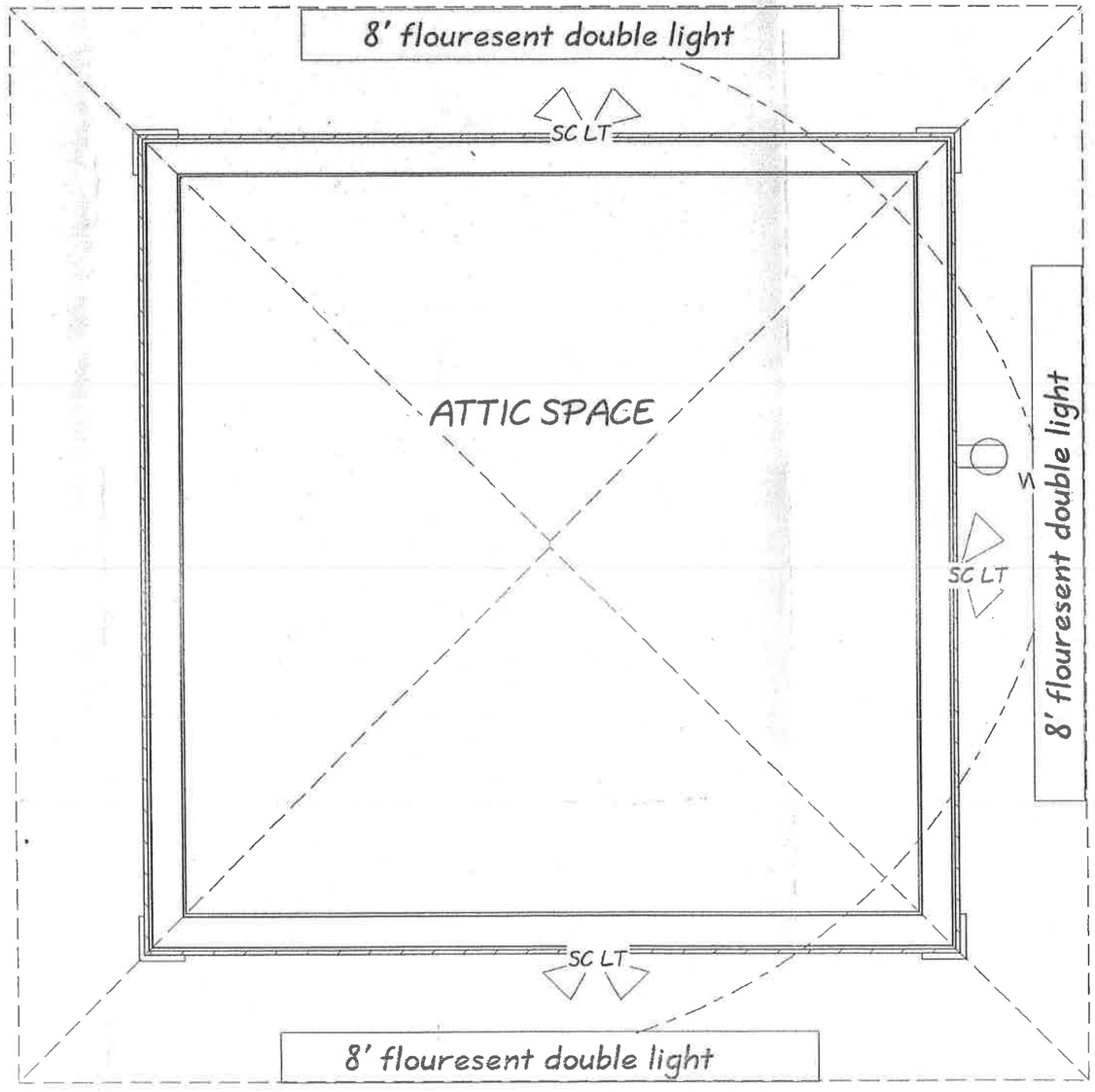
ARE Construction
25020 Glacier Highway
Juneau, Alaska 99801
phone 789-7133
fax 789-4767
email la907@alaska.com

Heritage Coffee Drive-up

7/9/2003

Scale 1/2" = 1ft

Page E-1



ARE Construction
25020 Glacier Highway
Juneau, Alaska 99801

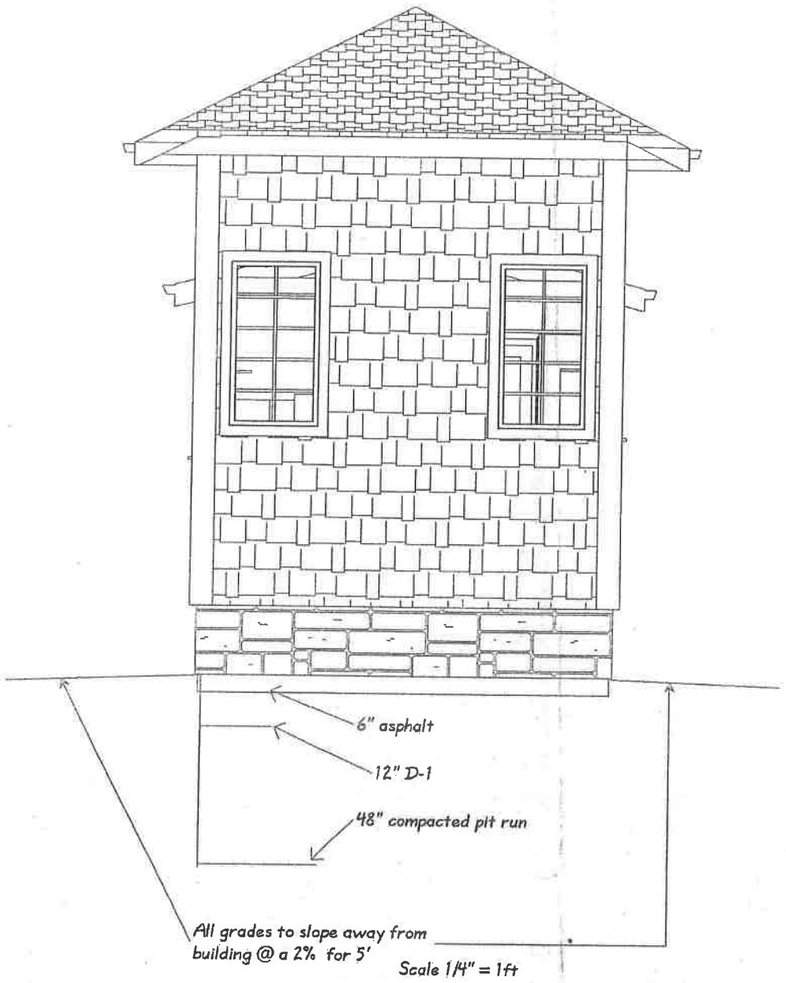
phone 789-7133
fax 789-4767
email la907@alaska.com

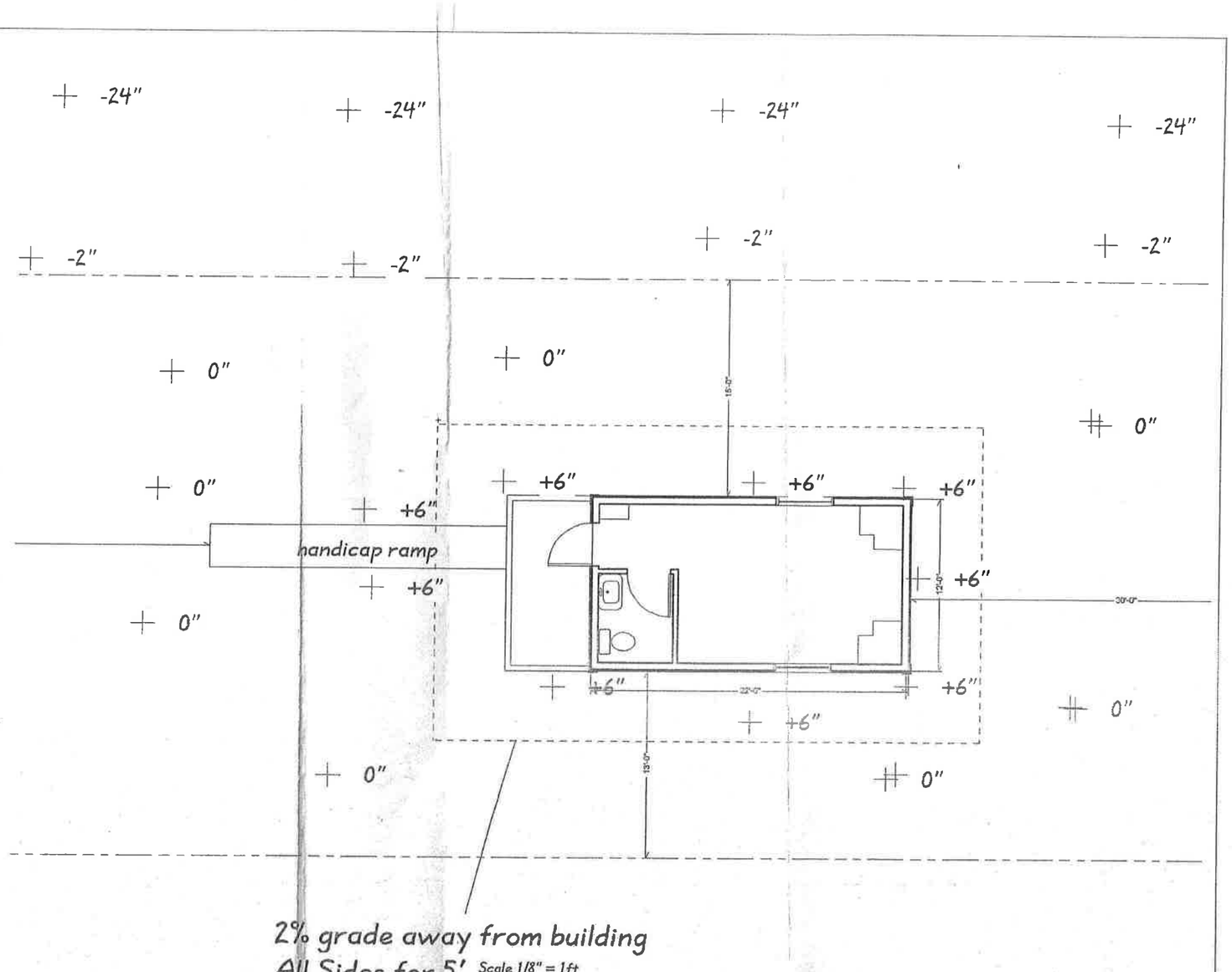
Heritage Coffee Drive-up

7/9/2003

Scale 1/2" = 1ft

Page E-2





Grading Elevation

ARE Construction
25020 Glacier Highway
Juneau, Alaska 99801
phone 789-7133
fax 789-4767
email la907@alaska.com

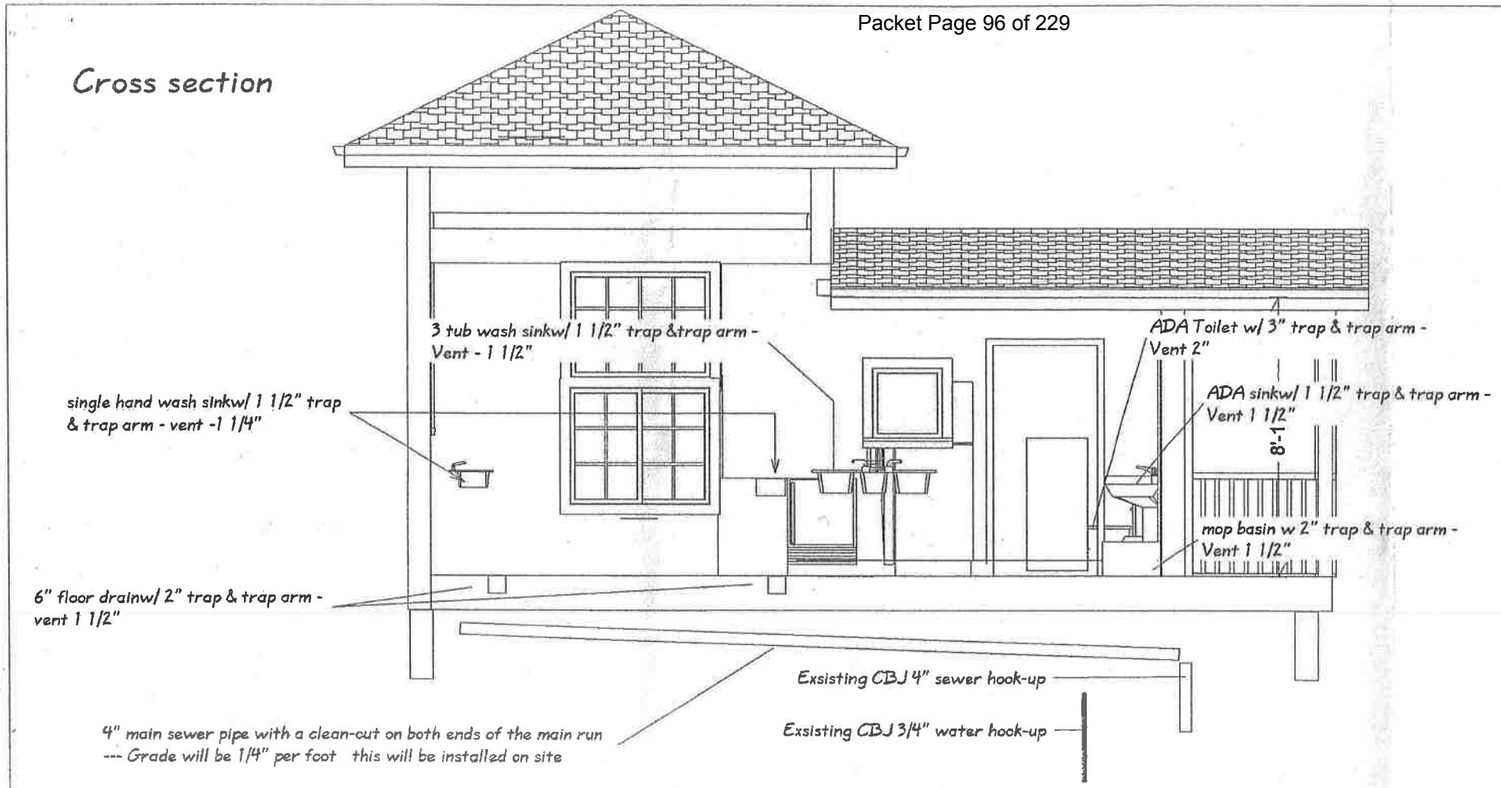
Heritage Coffee Drive-up

7/9/2003

Scale

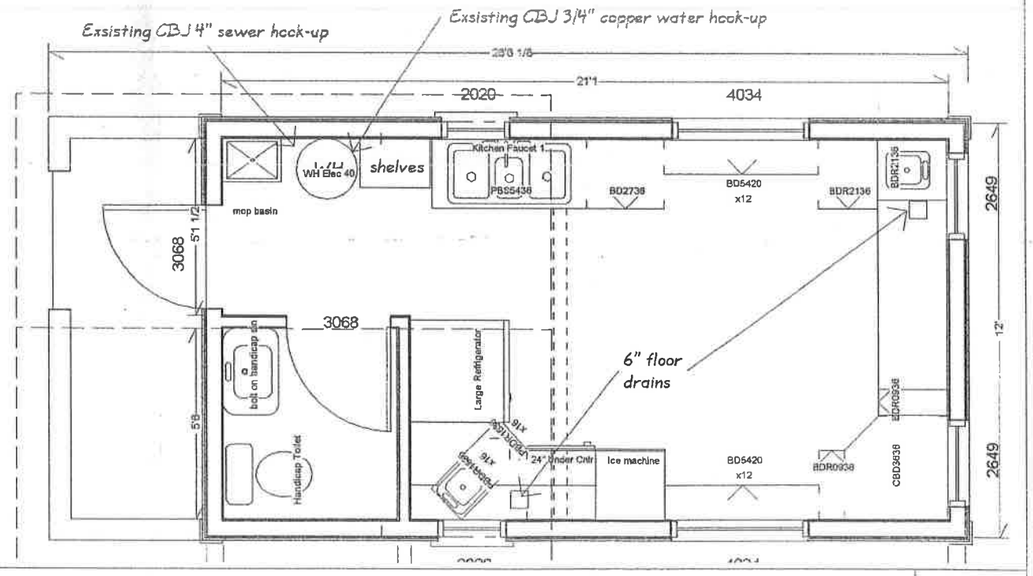
Page S2

Cross section



All Vents, plumbing fixtures & drains will be installed from the bottom of the floor joists thru the roof caps in the modular unit.Each will then be connected independently to a 4" main pipe, which has a Grade of 1/4" per foot, and connected to the exsisting CBJ sewer hook up.

Floor Plan



ARE Construction
25020 Glacier Highway
Juneau, Alaska 99801
phone 789-7133
fax 789-4767
email la907@alaska.com

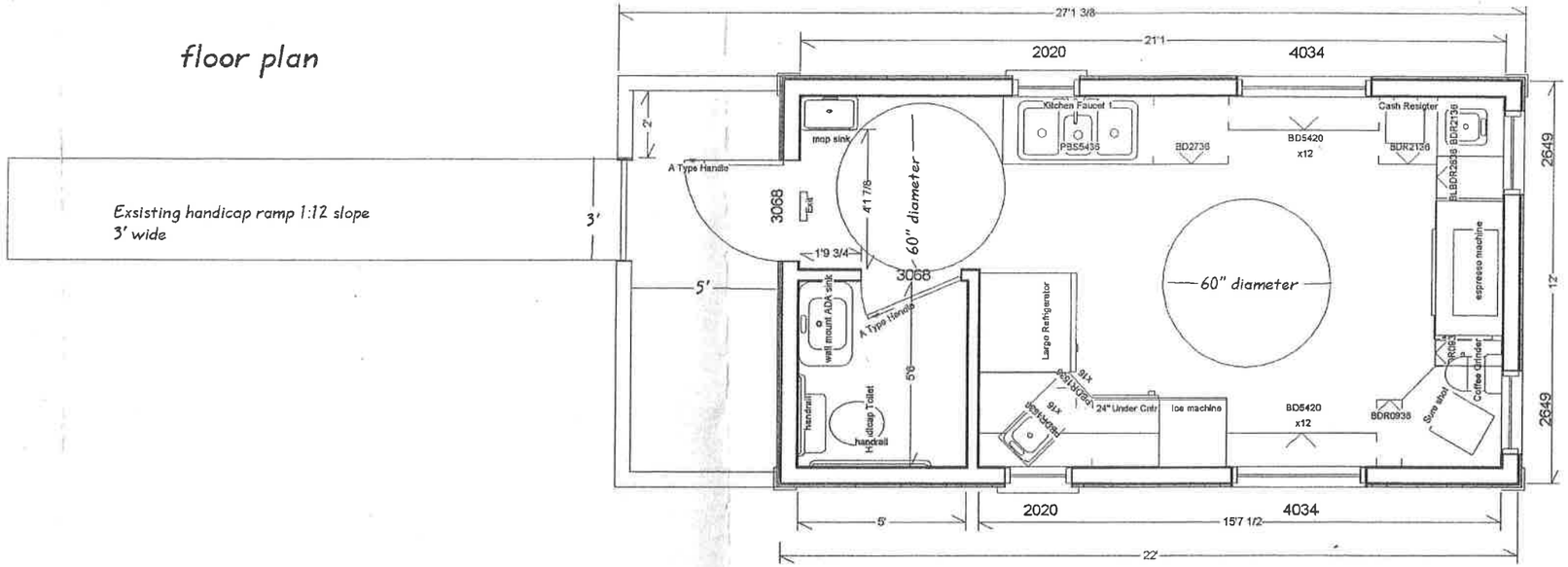
Heritage Coffee Drive-up

7/9/2003

Scale 1/4"= 1ft

Page P-1

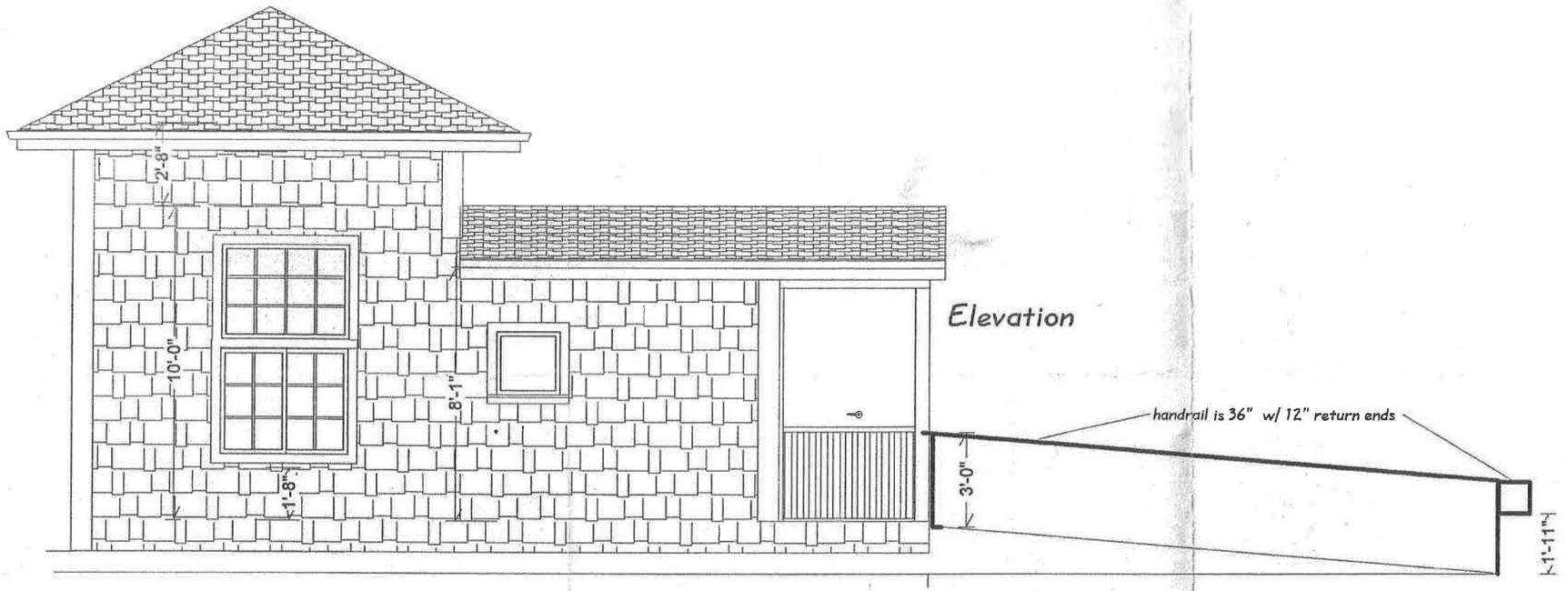
floor plan



Exsisting handicap ramp 1:12 slope
3' wide

3'

5'



Elevation

floor height from ground level is 18" 1/12 pitch = 18'

ARE Construction
25020 Glacier Highway
Juneau, Alaska 99801

phone 789-7133
fax 789-4767
email la907@alaska.com

Heritage Coffee Drive-up

7/9/2003

Scale 1/4" = 1ft

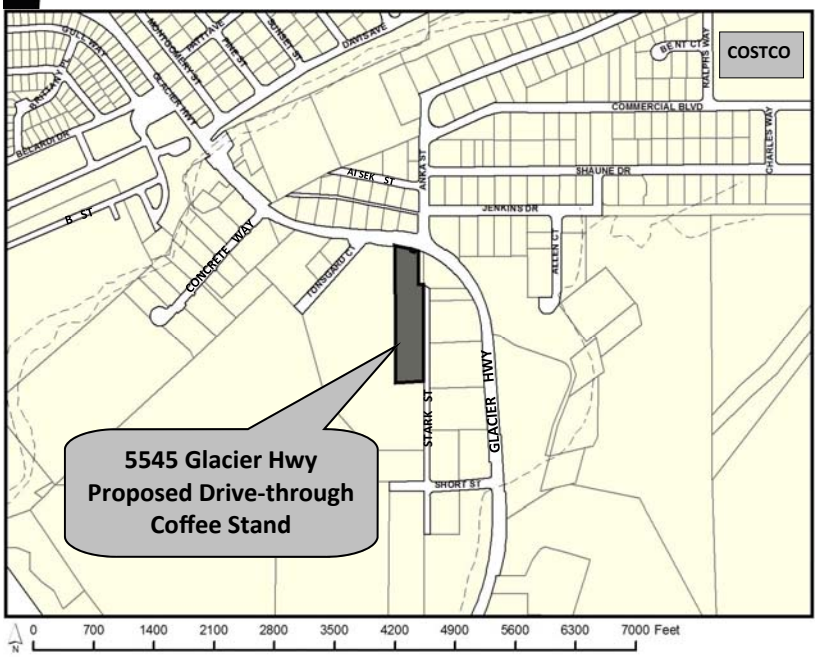
Page

ADA

Invitation to Comment

On a proposal to be heard by the CBJ Planning Commission

Your Community, Your Voice



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

155 S. Seward Street Juneau, Alaska 99801

TO:

An application has been submitted for consideration and public hearing by the Planning Commission for a **Conditional Use Permit** for a **coffee stand with drive through service** located at **5545 Glacier Highway** in an **Industrial Zone.**

TIMELINE

Staff Report expected to be posted **Monday, December 2, 2019** at **https://beta.juneau.org/assembly/assembly-minutes-and-agendas** Find hearing results, meeting minutes and more here as well.

Now through December 6, 2019

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

HEARING DATE & TIME
7:00 pm, December 10, 2019

You may testify and bring up to 2 pages of written material (15 copies) in City Hall's Assembly Chambers, 155 S. Seward St., Juneau.

December 11

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.: USE2019 0024
Parcel No.: 5B1201060020
CBJ Parcel Viewer: http://epv.juneau.org

Printed November 18, 2019

Planning Commission

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

PLANNING COMMISSION
NOTICE OF DECISION

Date: November 25, 2019
Case No.: USE2019 0024

Heritage Coffee Roasting Co.
Attn: Amy Knight
538 W. Willoughby Avenue
Juneau, AK 99801

Proposal:	Conditional Use Permit for coffee stand with drive through service.
Property Address:	5545 Glacier Highway
Legal Description:	USS 204 Pole Yard Lot 2
Parcel Code No.:	5B1201060020
Hearing Date:	December 10, 2019

The Planning Commission, at its regular public meeting, adopted the analysis and findings listed in the attached memorandum dated November 25, 2019, and **APPROVED** the Conditional Use Permit for coffee stand with drive through service to be conducted as described in the project description and project drawings submitted with the application and with the following conditions:

1. CBJ-approved signage shall be posted for the accessible parking space prior to the issuance of a Certificate of Occupancy.

2. Wheel stops or striping shall be placed in the parking lot to define the location of parking spaces prior to the issuance of a Certificate of Occupancy.

3. 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 as shown on the site plan prior to the issuance of a Certificate of Occupancy.

4. Prior to the issuance of a building permit for the placement of the proposed structure, the applicant shall submit a revised site plan showing the required minimum vegetative cover.

5. Prior to the issuance of a building permit for the placement of the proposed structure, the applicant shall submit a revised parking plan showing the parking for all uses on the subject parcel.

Attachments: November 25, 2019 memorandum from Laurel Christian, Community Development, to the CBJ Planning Commission regarding USE2019 0024.

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

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

Effective Date: The permit is effective upon approval by the Commission, December 10, 2019.

Expiration Date: The permit will expire 18 months after the effective date, or June 10, 2021, 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

Laurel Christian, Planner
Community Development Department

Benjamin Haight

Benjamin Haight, Chair
Planning Commission

Elizabeth J McEwen

Filed With Municipal Clerk

12/11/2019

Date

cc: Plan Review

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

BEFORE THE PLANNING COMMISSION OF THE CITY AND BOROUGH OF JUNEAU

LISA & THOMAS DAUGHERTY Appellants, vs. CBJ COMMUNITY DEVELOPMENT, Appellee.	APL2019 0007 Appeal of: VDM2019 0004: CDD Directors Decision dated July 9, 2019

PROPOSED DECISION ON APPEAL

Appellants Lisa & Thomas Daugherty appeal the CDD Director's ("Director") decision to deny their request for an administrative variance from a street-side yard setback requirement. The Planning Commission ("Commission") accepted their appeal at its regular meeting on August 13, 2019 and voted to review the appeal on the record as provided under CBJ 49.20.110.

The record was prepared by CDD based upon the materials considered by the Director as required under CBJ 49.20.110(b). The record was supplemented with additional materials as requested by the Daughertys. A hearing was held before the Commission on October 29, 2019, and both parties argued in support of their position.[1] Following arguments, the Commission deliberated in executive session as provided under CBJ 01.50.140(b)(3). After deliberations concluded, the Commission voted 5-1 to deny the appeal. This decision follows.

I. Burden of Proof and Standard of Review

This is an on the record appeal of the Director's decision. Pursuant to CBJ 49.20.110(b), the burden of proof is on the party challenging the decision. For an on the record appeal, no evidence outside the record shall be admitted and the decision of the Director shall be upheld if there is substantial evidence in support thereof and no policy error or abuse of discretion is found therein. Under CBJ 01.50.010, "substantial evidence" means such relevant evidence as a

[1] Commissioners Haight, Levine, Dye, Alper, Arndt, and Eiler (telephonic) participated. Lisa Daugherty presented argument on behalf of the appellants and the CDD Director, Jill MacLean, presented argument in support of her decision.

Proposed

reasonable mind might accept as adequate to support a conclusion. The Alaska Supreme Court has held that an abuse of discretion occurs only if the decision is "arbitrary, capricious, manifestly unreasonable, or the result of an improper motive."[2] A decision will be upheld unless, after reviewing the whole record, the Commission is left with a definite and firm conviction that the Director erred in her decision.[3]

II. Relevant Facts

Lisa & Thomas Daugherty own certain property legally described as Lot 182, USS 3544, Juneau Recording District, First Judicial District, State of Alaska. This property is located in a D-1 Single Family Residential zoning district and is outside the Urban Service Area.[4] There is one home currently located on the property, which is classified as a manufactured ("mobile") home and is considerably aged.[5] The Daughertys desire to develop a second home on their property, which they intend on using as their primary residence. In order to accomplish this development, they are required by their bank to either subdivide their property or decommission their current home. The Daughertys intend to maintain their current home as a rental property after constructing a new home, and hence elected to subdivide their property. Prior to filing their subdivision application, the Daughertys were informed they needed to increase their current lot size to meet the minimum standard lot size for the D-1 zoning district once subdivided.[6] The Daughertys applied to purchase an additional 600 square feet of property from the CBJ, which was approved under Ordinance 2019-16 on April 22, 2019. The purchase and sale agreement for the additional property has not been executed to date; however, the Daughertys proceeded with a panhandle subdivision application for their property, filed with CDD on March 21, 2019.[7] The preliminary plat filed with their application showed the panhandle going through the existing driveway access on the east side of the lot.[8]

[2] Markham v. Kodiak Island Borough Board of Equalization, 441 P.3d 943, 949 (Alaska 2019).
[3] Gold Country Estates Preservation Group, Inc. v. Fairbanks North Star Borough, 270 P.3d 787, 793 (Alaska 2012).
[4] R. 301-303
[5] The home appears to have been constructed in 1961. R. 385, and provided in briefing.
[6] R. 8
[7] R. 5
[8] R.22

Proposed

CBJ 49.15.423 sets the design requirements for panhandle subdivisions. Relevant here, no portion of the panhandle may be less than 20 feet wide under CBJ 49.15.423(a)(1)(B). Setback requirements for panhandle lots are set forth under CBJ 49.15.423(a)(2). For lots in the D-1 zoning district, there is a street side yard setback requirement of 17 feet. Access for the lots is required to be located in the panhandle, although a lot fronting a right-of-way may have a separate and additional access if it is approved by the government entity that controls the right-of-way.[9] The Daugherty's lot fronts the North Douglas Highway, which is controlled by Alaska Department of Transportation ("ADOT"). Per a communication from ADOT, additional access to the Daugherty's lot is permitted.[10]

After review of the preliminary plat, CDD determined that the street side yard setback requirement was not met with the east side panhandle. The current home on the property was located 16.2 feet from the required 20 foot panhandle. CDD informed the Daughertys of this deficiency and the Daughertys indicated they would seek a variance on May 23, 2019.[11] An administrative variance request was filed on June 1, 2019.[12] The request was made pursuant to CBJ 49.20.250(a), which allows the Director to grant a variance for projections that do not exceed 25% of the yard setback requirements or two feet, whichever is less.

On June 17, 2019, the Daughertys submitted a revised preliminary plat, depicting the panhandle on the west side of their property.[13] The Daughertys requested the plat be reviewed as a contingency if their variance was denied.[14] CDD reviewed the revised preliminary plat and found it code compliant.

CDD submitted the administrative variance for comment, and no objection was received.[15] The Director denied the variance in a written decision on July 10, 2019.[16] The

[9] CBJ 49.15.423(a)(3)(A).
[10] R. 125
[11] R. 139
[12] R. 181
[13] R. 149
[14] R. 143
[15] R. 189-191
[16] R. 241-242

Proposed

analysis of CDD's decision to deny is contained in the record,[17] but can be summarized as follows: 1) the neighboring properties with conforming lots are platted and constructed to D-1 zoning district standards; 2) ADOT would permit a second driveway, allowing for the panhandle to be relocated to the west side and hence would be code compliant; 3) the Daughertys could construct a second house on their lot without a subdivision, which would not trigger the setback requirements; 4) the Daughertys could use their current home as a temporary structure during construction of a new home, provided it was decommissioned prior to issuance of a Certificate of Occupancy on their new home, which would likewise not require a subdivision or the associated setback requirements; 5) the Daughertys could alter the size of their current home or move it so it would no longer be located in the setback area.

Because code compliant alternatives existed that did not require a variance, the Director found that an unreasonable hardship did not exist necessitating a variance, hence it was denied.[18] The Daughertys challenged the determination. Through written briefing and oral argument, the Daughertys argued that the Director erred in finding that no hardship existed. Particularly, the Daughertys challenged the Director's view of hardship, and argued that the alternatives suggested by the Director created unreasonable hardships as well. The Daughertys arguments center on the natural features of their lot, CBJ policies regarding the hazards of additional driveways on the North Douglas Highway, CBJ policies regarding development and housing, the financial benefit to the CBJ in granting the variance through increased property values, the financial hardships attendant to the variance denial, and the minimal intrusion created by the administrative variance request.

III. Legal Analysis

As provided above, the Daughertys requested an administrative variance under CBJ 49.20.250(a), which is under the authority of the CDD Director, as opposed to the Board of Adjustment under CBJ 49.20.240. Under CBJ 49.20.250(a)(2), the decision of the Director may be appealed to the Planning Commission.[19] The Commission reviews the appeal under the

[17] R. 249-254
[18] R. 253
[19] CBJ 49.20.250(a)(2) says that a decision on an administrative variance may be appealed in accordance with CBJ

Proposed

standards set forth in CBJ 49.20.110(b). Under these standards, the Commission does not independently review the variance request and make a determination based on its own analysis. Rather, the Commission reviews the decision of the Director based on the evidence in the record and is required to uphold the decision "if there is substantial evidence in support thereof and no policy error or abuse of discretion therein."

a. The CDD Director's Decision to Deny the Variance was Supported by Substantial Evidence

As provided above, "substantial evidence" means such relevant evidence as a reasonable mind might accept as adequate to support a conclusion. The burden is on the Daughertys to demonstrate that the Director's decision was not supported by this standard.

Under CBJ 49.20.200, variances are intended to grant applicants relief from land use code requirements under limited circumstances, and requests are required to meet each standard set forth under CBJ 49.20.250. When denying the variance request, the Director focused on the first factor of CBJ 49.20.250(a)(1)(A), that enforcement of the setback ordinance did not result in an unreasonable hardship. In particular, the Director determined that there were multiple paths forward that complied with the land use code, and that there was nothing unique about the property itself that required a variance.

Administrative variances were implemented under the CBJ land use code through Ordinance 2018-04(b). "Unreasonable hardship" is defined in a staff report supporting the ordinance as follows: "the applicant must establish that the property has an undue or unnecessary hardship caused by a code requirement in a way that is distinct from other similarly situated properties."[20] Citing established case law, the hardship requirement was required to identify an unusual or special condition on the property, not with the owners of the property.[21]

Proposed

49.15.239. However, this appears to be a clerical mistake. CBJ 49.15.239 refers to the effective date of development permits. CBJ 49.20.110-.120 is the code provision related to appeals of a director's decision.

[20] Memorandum to the Planning Commission, dated February 16, 2018, re: A text amendment to CBJ Code 49.20 regarding variances.

[21] *See* Durkin Vill. Plainville, LLC v. Zoning Bd. of Appeals of Town of Plainville, 107 Conn. App. 861, 870 (2008) and City & Borough of Juneau v. Thibodeau, 595 P.2d 626, 635-636 (Alaska 1979)(overruled on other grounds).

Regarding "unreasonable hardship", the Director provided argument that there were no unique features on the Daugherty's lot that prevented code compliant development, and that neighboring conforming lots were compliant with the CBJ land use code.[22] The evidence demonstrated that the lot was forested and relatively flat, lacking topographical and geological features that would separate it from other neighboring lots. The arguments against locating the panhandle on the west side of the property were not tailored to an unusual feature of the property itself that prevented development. The argument instead focused on the amount of vegetation on the lot and its use by area wildlife. The Daughertys pointed to the benefits created by the vegetation on the lot, but did not argue there was anything unique about the property itself that created an unreasonable hardship for development on the west side. The Director noted that heavily forested lots were not unusual in Juneau and there was no legal prohibition against clearing the trees on the lot to develop on the west side.

While the Daughertys cited the 2013 Comprehensive Plan to demonstrate that a west side access would create a hazard by adding additional driveways to the North Douglas Highway, the Director stated that ADOT determined it would permit this additional access.[23] It was further noted that the Daughertys would not be required to decommission their east side access under CBJ 49.15.423(a)(3)(A) if the panhandle was located on the west side.

The Commission notes that while the Director argued multiple times that the Daughertys presented a revised code compliant plat in support of her decision to deny the variance, the Director clarified that this submission was not determinative, as CDD was already exploring access on the west side prior to submission of the revised plat.[24]

After review of applicable law and the evidence in the record, taking into account arguments made in this appeal, the Planning Commission finds that the Director's decision that there was no unreasonable hardship preventing code compliant access on the west side of the property supported by substantial evidence.

[22] R. 252
[23] R. 125
[24] R. 117-123

Proposed

The Daugherty's remaining arguments to grant the administrative variance primarily focus on issues related to the current mobile home on the property. The home sits 9 inches into the required 17 foot street side yard setback. The arguments related to the home focus on pecuniary concerns. Any solution that requires the Daughertys move the house 9 inches is cost prohibitive and could destroy the house completely given its age and additions over the years. Any solution that involves foregoing the subdivision process requires the Daughertys to construct a second home without bank financing, which makes development economically infeasible.

The consideration of financial hardship in a variance request was discussed in the February 14, 2017 Assembly decision in *Olmo, LLC v. CBJ Board of Adjustment.* In *Olmo*, the applicant contended it could not proceed without a variance due to financial hardship. Citing C*ity & Borough of Juneau v. Thibodeau*, the Assembly pointed to the following language:

> Peculiarities of the specific property sufficient to warrant a grant of a variance must arise from the physical conditions of the land itself which distinguish it from other land in the general area. The assertion that the ordinance merely deprives the landowner of a more profitable operation where the premises have substantially the same value for permitted uses as other property within the zoning classification argues, in effect, for the grant of a special privilege to the selected landowner.[25]

The finding that financial hardships are not intended to be the type of hardship contemplated for variance requests is supported under Alaska law. Under AS 29.40.040(b), a variance from a land use regulation adopted by a municipality may not be granted if the variance is sought solely to relieve pecuniary hardship or inconvenience.

Additionally, the Assembly supported the Board of Adjustment's findings in *Olmo* and found it significant that the only reason Olmo required a variance from the land use code was due to Olmo's decision to subdivide, and that Olmo was able to develop its property without the subdivision.[26] While it appears uncontested that the Daugherys will face financial hardship if

[25] 595 P.2d at 635

[26] The standards for variances under *Olmo* were amended with Ordinance 2018-04(b). However, this change did not affect the legal analysis regarding financial hardship and the ability to develop property without a variance.

Proposed

they forego the subdivision process, the land use code still provides the Daughertys the ability to develop their land without a variance.

Because Alaska law supports the finding that financial hardship is not intended to be the type of hardship required for a variance, the Commission finds substantial evidence supports the Director's decision that the Daughertys can develop their lot without a subdivision, and hence not triggering the setback requirements.

The Commission makes no finding regarding the Director's determination that the Daughertys could move or alter their current home out of the setback area. If this had been the sole basis for the Director's decision to deny the variance, this would be a closer question, as it appears unlikely that the home can be moved. However, because the Director's decision to deny the variance based on the west side access and ability to develop without subdividing is supported by substantial evidence, the Commission does not need to decide this issue.

Finally, the Commission notes that the Director appears to have erred in one of her decisions. In briefing and during argument, the Daughertys requested flexibility in their variance request, asking that it be tied to the life of their existing mobile and that all future structures would comply with the setback requirements. The Director stated that this was not possible, as variances run with the land and cannot be tied to structures or other conditions. The Director argued that once a variance is granted, that becomes the new standard for the lot. However, CBJ 49.20.260 provides that conditions may be attached to a variance regarding the "location, character, and other features of the proposed structures or uses" as is found necessary to carry out the intent of the land use code and protect the public interest. CBJ 49.20.270 allows for the expiration and extensions of variances. Under these code requirements, the Director appears to have discretion in placing conditions on a variance that can be tied to the structure or time.

However, when asked if she would change her decision if she was wrong regarding her authority to condition a variance, the Director said that she would not. The Director argued that because code compliant options existed to develop the lot, she would still deny the variance request even if it could be tied to the structure. Because the Director's decision is supported by

Proposed

substantial evidence, and because the Director affirmed that her decision was not impacted by this mistake, the Commission must still uphold the Director's decision.[27]

After considering the relevant evidence in light of applicable law, the Commission finds substantial evidence supports the Director's decision that an unreasonable hardship did not exist that warranted granting the Daughtertys an administrative variance. Because the finding of an unreasonable hardship is a threshold issue in granting an administrative variance, the remaining factors under CBJ 49.20.250(a) do not apply.

b. There is no Policy Error

The Daughertys relied extensively on policy arguments to support their request for a variance, and supplemented the record with official CBJ policy documents. The CDD Director countered that policy does not trump CBJ code, and that many of the policy arguments were centered on development in the Urban Service Area.

The Commission acknowledges there are official policies of the CBJ that encourage the development of additional housing.[28] However, the CDD Director's position is reasonable. CBJ 49.05.200(b) states that "[w]here there is a conflict between the comprehensive plan and any ordinance adopted under or pursuant to this title, such ordinance shall take precedence over the comprehensive plan." Additionally, because there are code compliant methods for development that would result in the Daughertys retaining their current home as a future rental, they have not met their burden in demonstrating the Director made a policy error in denying their variance.

The Daughertys also discussed the flexibility intended in the creation of administrative variances under Ordinance 2018-04(b). In particular, the staff report in support of Ordinance 2018-04(b) notes that "providing for small, before-the-fact variances greatly increases the flexibility of required setbacks."[29] The Daughertys reiterated that their requested variance was

[27] Martinez v. Bullock, 535 P.2d 1200, 1206-07 (Alaska 1975) (*citing* Kotteakos v. United States, 328 U.S. 750 (1946)). Errors that do not affect a substantial right should be disregarded as harmless. While the Director was mistaken in her authority to condition a variance, it did not go to the fundamental basis for the denial, which was that code compliant methods of development exist.

[28] The Commission also notes that the Director is correct in her argument that the Juneau Housing Action Plan was passed by Assembly Resolution 2780 in 2016 and is not part of the 2013 Comprehensive Plan.

[29] Memorandum to the Planning Commission, dated February 16, 2018, re: A text amendment to CBJ Code 49.20 regarding variances.

Proposed

just 9 inches, which was 2% of the setback requirement. They also noted the minimal impact the variance would have on neighboring properties since the Daugherty's own property would abut the lot subject to the variance.

However, the policy regarding flexibility in small administrative variances was still intended only to address unreasonable hardships outside the landowner's control. The staff report noted that the variance requirements of the CBJ code had become a process that was used often, broadly, and even inappropriately. The creation of the administrative variance was to provide greater certainty for property owners and "deter the inappropriate use of the variance process where no hardship exists."[30] In order to reduce the number of setback variance requests, the land use code itself was changed to provide greater flexibility where needed.[31] As provided above, the Director relied on substantial evidence to deny the administrative variance based on the standards created under Ordinance 2018-04(b). The Commission finds no policy error in the enforcement of these standards.

c. There is no Abuse of Discretion

An abuse of discretion occurs only if the Director's decision is "arbitrary, capricious, manifestly unreasonable, or the result of an improper motive." The Commission must be left with a firm conviction that the Director was mistaken in her judgment when deciding to deny the variance request.

The Daughertys argued they believed they were singled out by the Director in her denial of their variance request, and that they had not been treated fairly or honestly. They pointed to what they perceived as a lengthy subdivision process,[32] the Director's actions in opposing their request to supplement the record, and, for the first time at the hearing, the Daughertys argued they received an anonymous tip that the Director had once granted a similar variance to their

[30] Id.
[31] Id. Greater flexibility was created in certain zoning districts within the Urban Service Area. The Daughertys acknowledged their lot was outside this area.
[32] The Daughertys argued that they had been working on the subdivision for nearly two years. The Commission recognizes this is a substantial period of time for an ordinary resident, but factors in this case appear to have created delays that do not appear abnormal. This includes the proposed negotiated sale of CBJ land through ordinance, variance request, and appeal process.

Proposed

own request. This evidence was not in the record and argued for the first time at the hearing. No prior notice was provided to the Commission regarding the timing, location, or other relevant evidence concerning this disputed variance. The Commission declined to consider this argument, as CBJ 49.20.110(b) provides that evidence outside the record "shall not" be admitted during argument. However, the Commission is cognizant that decisions that treat two similarly situated property owners differently can be an abuse of discretion.

Despite this potentially problematic argument, evidence in the record concluded that conformed lots near the Daughertys complied with the land use code.[33] After review of the record and arguments, relevant evidence does not support the finding that the Director acted with improper motive. Her decision to deny the variance does not appear arbitrary, capricious, or manifestly unreasonable. As provided above, substantial evidence supports the Director's decision to deny the variance request.

While the Commission finds that the Director erred in her conclusion that she could not place conditions on the variance, this mistake did not impact the Director's underlying decision that no unreasonable hardship existed. Therefore, the Commission is not left with a firm conviction that the Director made a mistake in her denial, and does not find an abuse of discretion.

IV. Conclusion

The CDD Director's decision to deny the Daugherty's administrative variance was supported by substantial evidence, and as a result, the Planning Commission is required to uphold the Director's decision under CBJ 49.20.110(b). The appeal is therefore denied.

Under CBJ 01.50.140(b)(4), the parties to this appeal may file written objections with the clerk within five days after service of this decision. The proposed decision and any timely received objections will be placed before the Planning Commission at its next regular meeting, scheduled for December 10, 2019.

[33] R. 252. It is also noted that when asked if the Daughertys explored purchasing additional land from their neighbor, the Daughertys mentioned they did make such an offer, but it declined because of the neighbor's concerns regarding code compliance for a potential future sale of their lot.

Proposed

DATED this 31 day of December, 2019.

PLANNING COMMISSION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

By: _____
~~Commissioner Nathaniel Dye~~
Presiding Officer

CONCURRING OPINION- Commissioner LeVine

I agree with the reasoning in the main opinion and write separately to draw attention to several specific issues.

Initially, CBJ code specifies that an "administrative variance" may be granted:

> . . . to allow projections not to exceed 25 percent of the yard setback requirements of this title or two feet, whichever is less, upon the director determining the following:
>
> (A) Enforcement of the setback ordinance would result in an unreasonable hardship;
> (B) The grant of the variance is not detrimental to public health, safety, or welfare; and
> (C) The grant of the variance is narrowly tailored to relieve the hardship.[34]

There is no dispute in this case that the request meets the initial criteria, and it is clear that second and third prongs of the director's inquiry are satisfied by the application. The appeal, therefore, hinges on the director's determination that no "unreasonable hardship" exists to justify the grant of a variance.

The director likely could have found that an unreasonable hardship existed based on the placement of the current mobile home, the inherent value of the stand of trees, the need for a second entrance to North Douglas Highway, and other factors present in this case. In situations such as these, however, we are prohibited from substituting our judgment for the director's. In

[34] CBJ 49.20.250(a)(1)

Proposed

light of all of the circumstances, there is substantial evidence to support the director's decision—whether I, or anyone else, agrees with it—and she did not abuse her discretion.

In addition, as noted in the main opinion, the standards for variances were changed several years ago. When those changes were made, different language was used to describe the required findings. Specifically, in order to award a "non-administrative" variance, the Board of Adjustment must conclude that "[e]nforcement of the ordinance would create an undue hardship resulting from the unusual or special conditions of the property." CBJ 40.20.250(b)(1)(A). It is not clear whether this standard is intended to be the same or different as that stated in CBJ 49.20.250(a)(1)(A), and this seems like a potential discrepancy that should be remedied or explained.

Similarly, I concur with the main opinion that the code language in CBJ 49.20.260 and 49.20.270 that allows for conditions on variances and the expiration and extensions of variances strongly suggests that variances themselves can be limited in time. I further agree that the director's error in the application of this standard did not affect her determination that no "undue hardship" existed and, therefore, is not germane to the ultimate decision to deny the variance request. Nonetheless, given the director's apparent confusion, it would be wise to further clarify the meaning of the applicable language in CBJ 49.20.260 and 49.20.270.

Finally, I note that Appellant's policy arguments carry weight. The project she desires to build would add value and housing to Juneau, and the manner in which she seeks to construct it does appear to make more sense than the alternative. Accordingly, the result of this process is somewhat disappointing. Nonetheless, I can find no reversible error in the director's determination.

By: Michael LeVine
Commissioner Michael LeVine

DISSENTING OPINION- Commissioner Alper

The first obligation of a planner is to serve and protect the public interest. This is the first principle in the AICP Code of Ethics and Professional Conduct:

Proposed

https://www.planning.org/ethics/ethicscode/ and is in stark contrast to other professions, for example attorneys, whose primary responsibility is to protect the interest of their client.

After reviewing the record and hearing arguments, I believe that the Director was incorrect in finding that enforcement of the setback ordinance would not result in an unreasonable hardship. It is clear to me from the argument and record that granting this administrative variance would relieve a very real hardship for the Daughertys. Just because a code-compliant solution is "possible", this does not mean that it would be in the public interest, nor does it mean that the compliant solution would not be a legitimate hardship to the applicant. I identified several factors that could be construed as hardships, as well as several clear public interests that are served by granting the requested variance.

- The requested variance is for about a nine-inch reduction from a 17-foot setback requirement. This setback is only from the edge of the driveway panhandle, not the driveway itself. The existing house is and will be set back well more than 17 feet from the actual edge of the driveway;
- Although the applicant could potentially build a second house on the existing lot, it has been made clear that they would be unable to obtain bank financing to do so due to the "mobile home" designation of a portion of the existing structure. One potential compliant solution is that the applicant could obtain private financing and build the second unit on an unsubdivided lot. It is demonstrably a hardship to be locked out of getting a traditional loan, especially considering that private financing options are not available to the great majority of potential applicants;
- Notably, if the applicant did obtain private financing to build their home, they would be able to use the current driveway to access the rear house without any required setback because the "panhandle" would not exist. This would also reduce their ability to sell the property in the future. I don't see any public purpose or value in this result; a subdivided lot with a recorded panhandle is a much cleaner long-term solution;
- To facilitate getting a subdivision (due to their lot being slightly undersized), the applicant proceeded in good faith to purchase about 500 square feet of additional land from the CBJ. This is just one of several paths that were suggested to the applicant by planning staff, only to have them denied;
- A solution using the west side of the lot would add a substantial additional cost for the applicant; this cost is unquestionably a hardship;
- Whether or not the trees on the west side of the property are "old growth" as claimed, we are talking about several dozen large mature trees. Removing them would reduce the

Proposed

desirability of the applicant's property, impact at least two neighboring properties, and more importantly would serve no public purpose. I don't see any value in forcing a solution that requires them to be cut;

- The property in question is on North Douglas Highway. Although DOT says we can add another driveway, there are substantial cumulative impacts to this highly trafficked road (on which substantial additional traffic will pass if West Douglas is ever developed). If additional curb cuts can be avoided with minimal impact, they should be.

Additionally, the record has confirmed that it was not correct that the Director could not have set conditions on the variance, as allowed under CBJ 49.20.260-.270. Specifically, it's my understanding that the variance could have been granted with a limitation that the existing structure encroach no closer than the current 16.2 feet from the edge of the panhandle and the variance would terminate at whatever time the current structure is substantially modified or demolished.

In conclusion, I believe this variance could have been granted based on the hardship exemption, and should have been deemed necessary to relieve that hardship. The variance could be narrowly tailored to relieve that hardship. Given this, I dissent and would reverse the Director's decision.

By: Ken Alper
Commissioner Ken Alper

Proposed

Before the Planning Commision of the City and Borough of Juneau, December 9, 2019

Lisa and Thomas Daugherty, Appellant Vs City and Borough of Juneau, Community Development Department, Appellee	APL 2019 0007 Appeal of: VDM2019 0004: CDD Director's Decision dated July 9, 2019

OBJECTION TO THE PROPOSED PLANNING COMMISSION DECISION

I understand that the Planning Commission only had the discretion to uphold or overturn Ms Maclean's decision based on substantial evidence, policy error, and abuse of discretion, not to come to their own conclusions about the variance request. Based on the report and comments of the commissioners I think you agreed that this whole process over 9 inches was inane. The overly-prescriptive code and the grounds for hardship are a farce and casts a true and negative light on the CDD. CBJ government overreach exacerbates the housing crunch in our community.

While it was found that there was no policy error to the variance process, there was an error on Ms Maclean's part when she said (and wrote) that a variance cannot go with a structure. She in fact did know of section 49.20.260 of code because she had used it on the Duran case in the week prior to telling us it was not possible. So SHE LIED. But that abuse of discretion apparently does not matter to you. During the hearing and in the proposed report decision document you say that the Duran information could not be considered because it was new evidence. But a prior decision is not considered **evidence** in a court. It is considered **precedent**. From Wikipedia:

> "In common law legal systems, precedent is a principle or rule established in a previous legal case that is either binding on or persuasive for a court or other tribunal when deciding subsequent cases with similar issues or facts. Common-law legal systems place great value on deciding cases according to consistent principled rules, so that similar facts will yield similar and predictable outcomes, and observance of precedent is the mechanism by which that goal is attained."

Ms Mclean *did* have an abuse of discretion when she lied and treated the Duran and the Daugherty cases so differently in the same situation. Both were about several inches of a building's encroachment into a setback. The Duran's self-created their hardship by building a new building within the setback without a building permit. They asked for forgiveness and got the variance. We, on the other hand, have had a building in place since the 1970s and asked for permission, and were basically given the middle finger. By denying our request for a variance and accepting the Duran's, t**he CDD is establishing a new precedent for it's department: If you preemptively build within a setback you can proceed. If you ask to reduce a setback you can not proceed. By upholding Ms Mclean's decision the Planning Commission will also set that precedent.**

There is issue with the section of the decision that states:

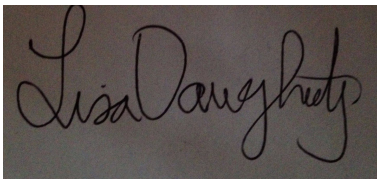
> "Ms Mclean argued that because code compliant options existed to develop the lot, she would still deny the variance request even if it could be tied to the structure. Because the Director's decision is supported by substantial evidence, and because the Director affirmed that her decision was not impacted by this mistake, the Commission must still uphold the Director's decision.27"

It should be noted that in the Duran case other code-compliant options existed, including **getting a building permit and plat approval before building a structure.** But the Durans actively chose to violate that code; then they were rewarded by Ms Mclean.

Regardless of what you record as your final decision on our case, I hope you find a way to hold the CDD to a code of ethics that treats all applicants fairly, whether they are citizens or developers. I hope the both setback and the variance process can be reassessed. I ask that common sense can be used rather than rulers with inches. I ask that you use this case as an example of how your city code is too specific and restrictive, and how it hinders realistic housing development in our community. Rules should be made to foster reasonable development rather than to prescribe details of development that stifle it from happening in a common-sense manner. I think you will agree that what we are asking for is reasonable. We are asking for 9" inches of leeway on our own land. What Ms Maclean and the CDD department are asking for is for us to needlessly bulldoze a large portion of our property and change the neighborhood for 5 housing units because that is the only "code-compliant" way forward. What is the point of a person owning land at all if the CBJ has such specific control over it? If the city wants all the control perhaps it should own all the land and build all the houses and we could all be your tenants.

So what is for my family? We will pursue a loan through a person who offered to finance us based on the absurdity of your rules and requests. We will put the driveway where we want it, as an extension of the current one. We will be sure to build our new house and garage in a way that does not allow for entry via the west side. We will not subdivide and you will not be able to collect extra property tax on our land. We will develop the lot as we intended 2 years ago, but now with a very heavy load of disgruntled feelings for Juneau.

Respectfully Submitted September 25, 2019.

By: 

Lisa Daugherty, appellant

BEFORE THE PLANNING COMMISSION OF THE CITY AND BOROUGH OF JUNEAU

LISA & THOMAS DAUGHERTY, Appellant, vs. CITY AND BOROUGH OF JUNEAU, COMMUNITY DEVELOPMENT, Appellee.	APL 2019 0007 Appeal of: VDM2019 0004 CDD Director's Decision dated July 9, 2019

MOTION TO OBJECT PROPOSED DECISION

Pursuant to CBJ 01.50.140, the Community Development Department (CDD) respectfully objects to the contention that the Director has discretion in conditioning variances (Objections I and II). This contention appears in the proposed decision issued by the Planning Commission (Commission), the concurring opinion issued by Commissioner LeVine, and the dissenting opinion issued by Commissioner Alper. Further, CDD objects to the concurring and dissenting opinions; both rely on conjecture not supported by the Record (Objections III and IV). Finally, CDD strongly objects to Commissioner Alper's unsubstantiated implication of unethical behavior by the Director (Objection V).

OBJECTION I. CDD disputes the contention that the director can condition administrative variances. CBJ 49.20.260, Conditions of Approval, states:

> "*The **board** (emphasis added) may attach to a **variance** (emphasis added) conditions regarding the location, character, and other features of the proposed structures or uses as it finds necessary to carry out the intent of this title and to protect the public interest."*

This section of the land use code provides authority for the Board of Adjustment (board) to condition variances, but does not grant the same authority to the director. Nowhere in the CBJ land use code does is state that "board" also means the "director". Rather, the land use code addresses the Planning Commission as "commission," Board of Adjustment as "board," and Director of Community Development as "director." "Board" and "director" are not interchangeable and the land use code clearly identifies each throughout as separate authorities. Where similar authorities exist, the land use code identifies each authority separately.

When read sequentially, the land use code differentiates between "variances" and "administrative variances". CBJ 49.20.200 opens the land use code section with references to variances in general. CBJ 49.20.210 clarifies that variances and administrative variances will receive slightly different treatment. CBJ 49.20.250(a) refers to "administrative variances," and grants the director decision-making authority within a narrow scope. In CBJ 49.20.250(b), the non-administrative variance is referred to simply as "variance," and is the purview of the Board of Adjustment. CBJ 49.20.260 states that conditions of approval refers to "variances" heard by the "board," not to administrative variances heard by the director.

While the Commission may desire that the director have the ability to condition an administrative variance, the land use code simply does not provide this authority.

CDD respectfully requests that the Commission, Commissioner LeVine, and Commissioner Alper reconsider their interpretations of the land use code and recognize that the director does not have the authority to condition administrative variances.

OBJECTION II. CDD disputes that the director can attach expiration or extensions to the term of an administrative variance. What can be extended is the timeframe that a building or

construction permit may be obtained. If a permit is not obtained and construction underway within 18-months, the variance approval is voided. The authority for extension of a building permit rests with the planning commission.

CBJ 49.20.270 Expiration and extensions of approval states:

> *"Expiration and extensions of variances shall be governed by the procedures and standards established for development permits in chapter 49.15, article II."*

CBJ 49.15 Article II (49.15.250 Development Permit extension) states,

> *Upon an application submitted at least 30 days before* ***the expiration of an existing major development permit*** *(emphasis added), the commission shall hold a hearing to consider whether the permit should be extended. At least ten days prior to the hearing, notice thereof shall be mailed to the property owners of record adjacent to the land included in the application and at least two days prior to the hearing a general notice thereof shall be printed in a newspaper of general circulation in the municipality. At the hearing, the burden of proof for the justification for a permit extension shall rest with the applicant. Upon written findings that such burden has been met, the commission may grant an extension not to exceed 18 months, but shall not delete from, amend or add to the conditions contained in the permit. Upon written findings that the applicant's burden has not been met, or that the conditions contained in the permit should be changed, or both, the commission shall deny the application whereupon the applicant may submit the entire project, including the previously authorized use, to a full review by the*

> *commission as though it were a new application. Upon application and consideration pursuant to this section, the commission may grant no more than one additional extension, the maximum duration of which shall be 18 months.*

This section of the land use code addresses whether or not substantial construction progress has been made within 18 months [49.15.150(c)] of a development permit being issued.

CBJ 49.15 Article II in no way authorizes the director or the commission to issue extensions or expirations to a variance.

While the Commission may desire that the director have the ability to set an expiration date for an administrative variance, that authority does not currently exist within the land use code.

CDD respectfully requests that the Commission, Commissioner LeVine, and Commissioner Alper reconsider their interpretations of the land use code and recognize that the director does not have the authority to condition administrative variances with expirations or extensions.

OBJECTION III. CDD disputes that the Director could have found existence of an unreasonable hardship based on existing structures, value of trees, or access considerations.

In a concurring opinion, Commissioner LeVine states that the Director "*likely could have found that an unreasonable hardship existed based on the placement of the current mobile home, the inherent value of the stand of trees, the need for a second entrance to N. Douglas Highway…"*. Commissioner LeVine's concurring opinion does not rely on information provided in the Record, nor does it rely upon the land use code and the authority that the land use code grants the director.

At no point did the Appellant provide substantiating support for the environmental value of the trees. The Appellant did not provide cost estimates documenting the value of the trees or the

cost of removal. If they had, it would not necessarily provide a basis for hardship. The cost of tree removal would have to be substantially more than their neighbors doing similar work. Furthermore, as stated in the Record, granting of the administrative variance in no way protects the trees on the site—the current owners or future owners have every liberty to clear cut the lot if they so choose at any time.

In 2017, the Commission recommended revisions to the panhandle section of the land use code subsequently adopted by the Assembly. These revisions, favorably recommended to the Assembly by the Commission, specifically allowed for the establishment of a second entrance for panhandle subdivisions if approved by the access' governing agency. The purpose was to ensure a more flexible land use code that did not require variances to support development.

CDD respectfully disputes Commissioner LeVine's contention that hardship could have been established based on the mobile home, value of the trees, or construction of a second entrance to the lot. The Record did not include this pecuniary information. Even if it was, the proposed decision recognizes that pecuniary hardships cannot be the basis of a variance under Alaska law.

OBJECTION IV. CDD disputes that inability to procure mortgage financing is a hardship per Alaska law; or that the Appellant has suffered financial hardship. In a dissenting opinion, Commissioner Alper makes several statements including that, "*it has been **made clear** (emphasis added) that they would be unable to obtain bank financing…"*, and "*a solution to the west side of the lot **would add substantial cost** (emphasis added) for the applicant…"*, and *"the applicant **proceeded in good faith to purchase** (emphasis added) about 500 square feet of additional land from CBJ".*

As noted in the proposed decision, under Alaska law pecuniary hardships cannot be the basis of a variance. The Appellant did not provide development cost estimates to substantiate that the west solution was more costly. Additionally, the Appellant stated at the hearing that they have not purchased the CBJ property. An ordinance approving purchase of the property passed the Assembly, but the purchase has not occurred to date. Therefore, the Record before the Commission is wholly devoid of fiscal hardship.

CDD respectfully disputes Commissioner Alper's dissenting opinion and requests that it be modified to reflect the Record presented.

OBJECTION V. CDD strongly disputes that the denial of the administrative variance was in opposition to the public interest. In a dissenting opinion, Commissioner Alper restates the American Institute of American Planners Code of Ethics, "*the first obligation of a planner is to serve and protect the public interest*."

While these statements are outside the Record presented, CDD would point the Commission to the full language of the Code of Ethics, which may be found at: https://www.planning.org/ethics/ethicscode/. If one reads the Code in full it becomes clear that under Responsibility to the Public, planners aspire to the following:

a) *We shall always be conscious of the rights of others.*

b) We shall have special concern for the long-range consequences of present actions.

c) We shall pay special attention to the interrelatedness of decisions. […]

It is through accurate and consistent interpretation of the land use code that the welfare or well-being of the general public is served and protected. Existing zoning laws have seen extensive public input – from public meetings during drafting, to multiple work sessions at the Commission

and Assembly level, to public comment during legislative action. Neighbors have the right to expect that the zoning laws in their neighborhood will be enforced.

Commissioner Alper may not agree with the Director's decision, but offers no proof of unethical behavior on the Director's part, nor does Commissioner Alper provide any proof that the Director's actions were not in the public interest. CDD calls on Commissioner Alper to rescind this unsupported and erroneous claim against the Director, which is libel, and request it stricken from this appeal. Should Commissioner Alper decline to strike this incomplete and erroneous claim, CDD respectfully asks that the Commission address this unsubstantiated claim against the Director as part of the appeal decision.

CONCLUSION. In closing, CDD respectfully request that the Commission recognize precisely what authority the land use code provides to the director, and recognize that the Director acted within the limits of the authority granted by the land use code and modify the proposed decision to reflect the objections noted.

I. The director cannot condition administrative variances.

II. Variances cannot be extended or expired by the director or the planning commission.

III and IV. The director cannot base a hardship determination on pecuniary issues, such as structures, the value of resources on the land, or the ability to procure financing. Further, the director and the commission are limited to the Record presented.

V. The Director acted in accordance with the ethical code of the AICP when making this decision to deny the administrative variance; and it is outside

of the scope of the Commission's appeal authority to comment as to professional standards of conduct.

RESPECTFULLY SUBMITTED this 10th day of December, 2019.

By:

Jill M. Maclean, AICP
Community Development Department

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

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

November 21, 2019

From: Tim Felstead, Planner, Community Development Department

To: Planning Commission Committee of the Whole

Subject: Review of FY2021-FY2026 Capital Improvement Program (CIP)

ATTACHMENTS

Attachment A: Draft of Planning Commission Memorandum on 2021-2026 CBJ Capital Improvement Program

Attachment B: FY 2020-2025 Approved Capital Improvement Program

Attachment C: Summary of studies, initiatives, and projects in selected CBJ plans for potential inclusion in the CBJ Capital Improvement Program

During the Director's Report at the October 29, 2019, Regular Planning Commission meeting, the Commission was asked to review and provide early input into the CBJ Capital Improvement Program (CIP). The Commission decided to allow the Chair to form a subcommittee to write a draft memorandum on the topic. On November 15, 2019, three members of the Commission met at a special meeting to draft a memorandum regarding the Planning Commission's recommendations for the CBJ CIP. The Commissioners present were Mr. Voelckers, Mr. LeVine, and Mr. Eiler. Planning Manager Alexandra Pierce and Planner Tim Felstead were also present.

Attached is a draft memorandum from this subcommittee for consideration by the Committee of the Whole (Attachment A).

The upcoming Committee of the Whole meeting on Tuesday, November 26, 2019 will be used to discuss any changes you wish to make to the memorandum. The Commission can then choose to take action at the following meeting on December 10, 2019.

Also attached are some of the materials provided to the subcommittee - FY 2020-2025 Approved CIP and a list of projects from selected plans that could potentially be suitable for CIP funding.

Planning Commission

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

Date: **December 3, 2019**

From: **Benjamin Haight, Chair**
Planning Commission

To: **Mike Vigue, Director of Engineering**
Assembly Public Works and Facilities Committee

Subject: **Planning Commission CIP Recommendations, 2021-2026**

BACKGROUND

Each year, the Planning Commission is tasked with recommending to the Assembly whether to approve the CBJ six-year Capital Improvement Program (CIP). This review is intended to ensure that the CIP is consistent with the Comprehensive Plan and other City and Borough plans, such as the Land Use Master Plan, Juneau Economic Development Plan, and Climate Action and Implementation Plan.

Over the last several years, working with the Manager's Office, Engineering, and CDD, the Planning Commission has provided a memorandum of CIP priorities early in the review process, in addition to our formal CIP review before the Assembly adoption. We are optimistic that this early input proves useful as priorities and budgets are formulated at a policy level.

It is intended that the Planning Commission's annual CIP process will follow the general format established here, fostering consistency and efficiency of process. It is important to note that this focus in the last few years has started to achieve results, with a number of successes. Such items include initiating a downtown mass wasting study, adoption of several sustainability initiatives such as heat pump initiatives, and upgrades to Capital Avenue.

In future years, the Planning Commission intends to commence this recommendation process sooner, including a process for community input. We believe this is an appropriate "generalist" role for the Commission, given that most of the CIP list items are developed within a more narrow context of specific CBJ departments, such as Streets, or Docks and Harbors. A Planning Commission review of community needs can and should be more broadly-based.

COMPREHENSIVE PLAN AND AREA PLAN CONSIDERATIONS

The Planning Commission is charged with a final review of the CIP list to insure that it comports with the Comprehensive Plan goals of the City and Borough. While meaningful, that task needs to evolve with the changing nature of the Comprehensive Plan, particularly in relation to the relatively-new CBJ emphasis on community *Area Plans*.

Area Plans, which have been completed for Auke Bay and Lemon Creek, and are underway for Downtown and Douglas/West Juneau, are very detailed summaries of development priorities and projects desired for specific areas within the Borough, generated by CDD in close partnership with their immediate community.

As such, *Area Plans* are more closely aligned with the kind of specificity that is typically included in a Capital Improvement Program (CIP). With this new CBJ emphasis on Area Plans, the Comprehensive Plan will be able to transition to a more generalized role, functioning as the over-arching vision for City and Borough growth and development. A re-write of the CBJ Comprehensive Plan with this new emphasis will be initiated in 2020.

PLANNING COMMISSION RECOMMENDATIONS

The Planning Commission has structured its review to include both a summary of general *Policy Recommendations* that fall under the Planning Commission's purview, as well as a list of recommended *Specific Projects* that follow from the general recommendations.

A. Policy Recommendations

The Planning Commission has identified three general categories which are relevant to its review authority and should inform a Planning Commission evaluation of the consistency of potential CIP projects with the Comprehensive Plan: *Housing, Community Vitality,* and *Sustainability*. The following general goals reflect those priorities:

Housing

1. Develop incentive programs to promote new housing development. Such programs should derive from recommendations of the CBJ Housing Officer, Committee on Affordable Housing, Economic Development Plan, and the Housing Action Plan.

2. Focus housing initiatives in the near-term on Downtown, which the Commission identifies as under-served by CBJ efforts to improve and increase housing stock Borough-wide.

3. Explore public/private mechanisms to help create new or renovated housing inventory, with a focus on under-utilized facilities in the Downtown core.

Community Vitality:

1. Focus on Downtown infrastructure, given the rapidly increasing levels of seasonal visitation. Projects should address vehicular and pedestrian traffic congestion, waterfront vitality and access, lessening of homeless impacts, and increased full-year economic vitality.

2. Initiate goals from the Lemon Creek Area Plan. This planning process was undertaken by the CBJ as a way for the community to articulate goals for Lemon Creek and to identify priority CBJ projects, including recreational areas, parks, trails, and community facilities.

Sustainability:

1. Prioritize and enact recommendations from the Climate Action and Implementation Plan and Juneau Renewable Energy Strategy. Work aggressively toward greater hydro utilization and building energy efficiency.

2. Prioritize recycling and landfill diversion strategies. Continue to support and analyze opportunities for organic waste composting, and recycling diversions from the land fill. Begin to plan and design for a composting facility, and more robust recycling initiatives.

B. Specific Projects

The following projects would implement Planning Commission priorities from the general policy goals above and are recommended for CBJ action:

- Housing: Implement an incentive program for the creation of new apartments in Downtown mixed-use facilities. The focus should be on renovation of underutilized existing properties. Recent 1% sales tax funds and/or property tax abatements should be explored as appropriate funding sources.

- Community Vitality: Implement capital project improvements from the Lemon Creek Area Plan. Of listed potential projects, a new bike trail linking Twin Lakes, crossing the wetlands, Lemon Creek, and connecting to Glacier Highway near Switzer Creek was a high priority. This bike trail comports with the 2001 Area-wide Transportation Plan and would link Lemon Creek residents in a positive way with adjoining Juneau neighborhoods.

- Community Vitality: Implement a seasonal Downtown circulator with simple on/off transit stops that link primary pedestrian areas, including the tram/dock area, transit center, and Auk Village District. This step would lessen traffic congestion in the downtown core, particularly South Franklin Street. Great enthusiasm has been shown for this step in on-going "Blueprint Downtown" studies, with a further recommendation to utilize electric buses, and make ridership free.

- Housing: Complete the mass wasting study across the downtown area, and enact new land use maps that reflect updated risk assessment. New mapping may increase the inventory of developable land. It will remove financing barriers where development ambiguity on properties currently exists. A study would have the benefit of providing a better understanding CBJ liability and establishing a more accurate risk assessment.

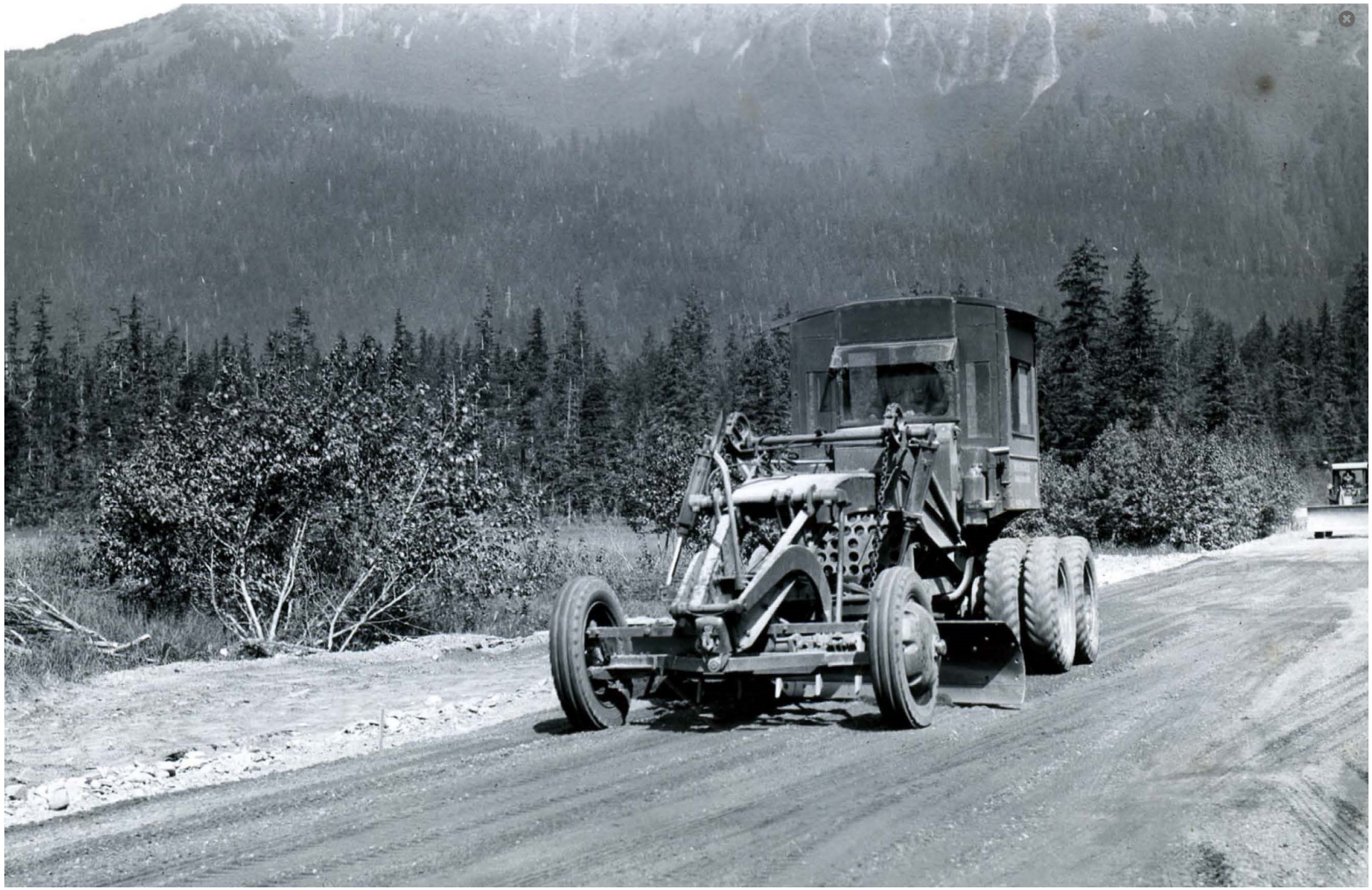
- Sustainability: Continue to develop a community-wide electric vehicle (EV) plan that supports adoption of EV's, acknowledges EV benefits, and encourages and coordinates public and private development of charging infrastructure. Such a plan would include consistent EV parking and charging policies and signage, require that all CBJ construction and street projects plan for and incorporate EV charging infrastructure where economical and practical.

- Sustainability: Develop baseline metering of city energy use. The city should integrate tracking software to monitor CBJ energy use consistently across all departments and facilities. This will provide necessary information to guide future CIP decisions and to better understand the energy efficiencies that can be gained.

- Sustainability: Develop a publicized process for land throughout the Borough unsuitable for other immediate development to be made available to the public for use as community gardens or commercial agriculture operations. Modest funding should be allocated to assist in initial development of improvements to these gardens.

CITY AND BOROUGH OF JUNEAU
CAPITAL IMPROVEMENT PROGRAM

FISCAL YEARS 2020-2025



CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Prepared By
City and Borough of Juneau
Engineering & Public Works Department
July 1, 2019

Attachment B - FY 2020-2025 Approved Capital Improvement Program

INTRODUCTION

Each year, the City and Borough of Juneau (CBJ) adopts a Capital Improvement Program (CIP). The legal requirements applicable to the CIP are set forth in Section 9 of the CBJ Charter. In general, the CIP is a plan of capital improvements proposed for a six-year period, together with an estimated cost of each improvement and the proposed method of financing it. The CIP serves as the overarching strategic plan for improving the public infrastructure of Juneau and is collectively developed by the CBJ Assembly, its boards and commissions, CBJ staff, and the citizens of CBJ.

The CBJ Charter requires the City Manager to assemble and submit a Preliminary CIP to the Assembly by April 5 of each year. The Charter further requires this document to be available for public inspection. This document is available from the CBJ Engineering Department at the third floor of the Marine View Building, or online at http://www.juneau.org/engineering/CIP_Process.php.

By May 1st, the Charter requires the Assembly to hold a public hearing on the CIP. In addition to the Charter requirement, the Assembly holds public hearings at its Public Works and Facilities Committee. The Planning Commission reviews it for conformance with the Area Wide Comprehensive Plan. The meetings are announced in the Juneau Empire, on the CBJ's Web Pages, and the public access channel. Citizens are encouraged to provide their comments at these meetings.

The Assembly Public Works and Facilities Committee (PWFC) introduced the CIP at the February 4th meeting and forwarded the CIP to the Assembly Finance Committee (AFC) at the March 18, 2019, PWFC meeting. The CIP resolution was introduced at the AFC on April 3, 2019, amended and forwarded to the Assembly at the April 10, 2019, AFC meeting. It was then opened for public comment during the Special Assembly meeting on April 24, 2019, and referred back to the AFC for further review at the meeting on May 8, 2019. The AFC approved Resolution 2845(e) as amended and referred it to the full Assembly for adoption.

By June 15th, the Assembly must adopt its own CIP or the City Manager's CIP. In practice, the Assembly uses the Manager's CIP as the starting point, adjusts it during the public comment period, and adopts its own CIP at the same time it adopts the budget in early June. The Assembly approved this CIP on June 3, 2019, and Resolution 2845(e) was adopted.

FY 2020 CIP IMPROVEMENTS

This section of the CIP lists capital improvements approved by the Assembly for FY 2020. Resolution number 2845(e) adopting the City and Borough Capital Improvement Program for fiscal years 2020 through 2025, and establishing the capital improvement project priorities for fiscal year 2020 is shown along with a table that shows the name of each improvement, the department recommending the improvement, and the amount and type of funding approved by the Assembly. Some of the projects listed herein are not CIP projects but have been inserted for clarity of fund distribution.

A summary table at the end of the section lists all funding sources, and the total amount recommended for expenditure in each fund.

The following criteria is used in determining approval of capital improvement projects:

Support: Projects that are a high priority of the Department or Committee proposing it, as well as the general public.

Consistency: Projects that are consistent with applicable CBJ plans or policies.

Health and Safety: Projects that will address an imminent or expected threat or danger to users or occupants.

Maintenance or Repair of Existing Property: Projects that will prevent further deterioration or damage to property.

Local Match for Federal/State Grants: Funds required to match federal or state capital project funds.

Maintenance Impact: Projects that will increase efficiency and reduce on-going operating costs.

Economic Development Stimulus: Projects that directly or indirectly stimulate economic development in the community.

Anticipated Need: Projects that enhance or expand an existing facility or service to accommodate increased public use.

Recreational: Projects that establish, enhance or expand a facility or service to accommodate new or increase public use.

Funding Alternatives: Funding alternatives are explored for each project.

Presented by: The City Manager
Introduced: April 3, 2019
Drafted by: Engineering & Public Works Department

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2845(e)

A Resolution Adopting the City and Borough Capital Improvement Program for Fiscal Years 2020 through 2025, and Establishing the Capital Improvement Project Priorities for Fiscal Year 2020.

WHEREAS, the CBJ Capital Improvement Program is a plan for capital improvement projects proposed for the next six fiscal years; and

WHEREAS, the Assembly has reviewed the Capital Improvement Program for Fiscal Year 2020 through Fiscal Year 2025, and has determined the capital improvement project priorities for Fiscal Year 2020.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Capital Improvement Program.

(a) Attachment A, entitled "City and Borough of Juneau Capital Improvement Program, Fiscal Years 2020 - 2025," dated June 1, 2019, is adopted as the Capital Improvement Program for the City and Borough.

(b) The following list, as set forth in the "City and Borough of Juneau Capital Improvement Program, Fiscal Years 2020 - 2025," are pending capital improvement projects to be undertaken in FY20:

FISCAL YEAR 2020
GENERAL SALES TAX IMPROVEMENTS

DEPARTMENT	PROJECT	FY20 BUDGET
Eaglecrest	Deferred Maintenance /Mountain Operations Improvements	$ 230,000
Manager's Office	Eaglecrest Financial Sustainability Plan	50,000
Manager's Office	JPD Facility Security Upgrades	150,000
Manager's Office	Hagevig Training Center Improvements	100,000
Parks & Recreation	Deferred Building Maintenance	370,000
Parks & Recreation	Park & Playground Deferred Maintenance and Repairs	275,000
Parks & Recreation	Sports Field Resurfacing & Repairs	100,000
Parks & Recreation	Trail Maintenance	100,000
Parks & Recreation	Chicken Yard Park	125,000
	General Sales Tax Improvements Total	**$ 1,500,000**

FISCAL YEAR 2020
AREAWIDE STREET SALES TAX PRIORITIES

DEPARTMENT	PROJECT	FY20 BUDGET
Street Maintenance	Pavement Management	$ 900,000
Street Maintenance	Sidewalk & Stairway Repairs	250,000
Street Maintenance	Areawide Drainage Improvements	250,000
Street Maintenance	Security System at 7 Mile Shop Yard	150,000
Street Maintenance	Capital Avenue Willoughby to Ninth	600,000
Street Maintenance	Hospital Drive	800,000
Street Maintenance	Calhoun Ave Main to Gold Creek Phase I	1,100,000
Street Maintenance	Mendenhall Boulevard - Poplar to Columbia	600,000
Street Maintenance	Savikko Road	650,000
Street Maintenance	Aspen Avenue (Mendenhall to Taku)	1,100,000
Street Maintenance	River Road Paving LID	2,100,000
Street Maintenance	Gold Creek Flume Repairs	400,000
Capital Transit	Bus Shelters Improvements	50,000
Capital Transit	Design Power Upgrades for Electric Buses	150,000
Capital Transit	Construction of Valley Transit Center - Grant Match	100,000
Engineering	EV (Electric Vehicle) Charging Infrastructure	50,000
Engineering	Contaminated Sites Reporting	100,000
Manager's Office	Land for Senior Housing	1,512,000
Manager's Office	Juneau Renewable Energy Strategy (JRES) Implementation	250,000
	Areawide Street Sales Tax Priorities Total	**$ 11,112,000**

FISCAL YEAR 2020
TEMPORARY 1% SALES TAX PRIORITIES
Voter Approved Sales Tax 10/01/18 - 09/30/23

DEPARTMENT	PROJECT	FY20 BUDGET	
Manager's Office	IT - Infrastructure Upgrades	$ 200,000	
Debt Service	Enterprise Computer System Upgrade	200,000	*
Manager's Office	Affordable Housing Fund	400,000	*
Wastewater Utility	Mendenhall Treatment Plant (MWWTP) Pretreatment Impvmts	1,000,000	
Wastewater Utility	MWWTP Basin Recirculation Pump Replacements	1,500,000	
Wastewater Utility	Auke Bay Treatment Plant (ABTP) Tank Repairs	100,000	
Water Utility	Douglas Hwy Water System replacement - David St. to I St.	1,000,000	
Parks & Recreation	Deferred Building Maintenance	700,000	
Parks & Recreation	Capital School Park Repairs and Playground Replacement	250,000	
Parks & Recreation	Parks and Playgrounds Improvements and Deferred Maint	250,000	
Parks & Recreation	Augustus Brown Pool Deferred Maintenance	1,700,000	
School District	JSD Buildings Major Maintenance / Match	1,000,000	
Public Works	Waste - RecycleWorks Waste Diversion Program	400,000	*
	Temporary 1% Sales Tax Priorities Total	**$ 8,700,000**	

** Operating Budget Funding*

FISCAL YEAR 2020
MARINE PASSENGER FEE PRIORITIES

DEPARTMENT	PROJECT	FY20 BUDGET
Docks	Seawalk Major Maintenance	$ 85,000
Docks	Seawalk Permitting/Planning/Design	46,100
Docks	Security Checkpoint Queuing Structure Phase II	200,000
Docks	Large Berth Shore Power Preliminary Design & Cost Estimate	300,000
	Marine Passenger Fee Priorities Total	**$ 631,100**

FISCAL YEAR 2020
STATE MARINE PASSENGER FEE PRIORITIES

DEPARTMENT	PROJECT	FY20 BUDGET
Docks	Statter Harbor	$ 4,500,000
	State Marine Passenger Fee Priorities Total	**$ 4,500,000**

Res. 2845(e)

FISCAL YEAR 2020
BARTLETT HOSPITAL ENTERPRISE FUND

DEPARTMENT	PROJECT	FY20 BUDGET
Bartlett Hospital	Hospital Drive Paving - Admin to Juneau Med Center	$ 500,000
Bartlett Hospital	Crises Stabilization	3,500,000
	Bartlett Hospital Enterprise Fund Total	**$4,000,000**

FISCAL YEAR 2020
HARBORS ENTERPRISE FUND

DEPARTMENT	PROJECT	FY20 BUDGET
Harbors	Anode Installation - Douglas Harbor - CBJ Match to ADOTGrant	$ 140,000
	Harbors Enterprise Fund Total	**$140,000**

FISCAL YEAR 2020
WATER ENTERPRISE FUND

DEPARTMENT	PROJECT	FY20 BUDGET
Water Utility	Douglas Highway Water Replacement David St. to I St.	$ 3,000,000
Water Utility	Cedar Park Pump Station Backup Generator and Tank Removal	500,000
Water Utility	Hospital Drive Waterline Replacement (Street Recon)	150,000
Water Utility	Savikko Road Waterline Replacement (Street Recon)	120,000
Water Utility	Mendenhall Blvd-Poplar-Columbia Water Replacement (Repave)	180,000
Water Utility	Capital Ave Water System (Willoughby to Ninth) Street Recon	50,000
Water Utility	Areawide Water Repairs / Minor Replacements	50,000
	Water Enterprise Fund Total	**$4,050,000**

FISCAL YEAR 2020
WASTEWATER ENTERPRISE FUND

DEPARTMENT	PROJECT	FY20 BUDGET
Wastewater Utility	Auke Bay Treatment Plant (ABTP) Tank Repairs	$ 145,000
Wastewater Utility	WW system SCADA Improvements	250,000
Wastewater Utility	Collection System Pump Station Upgrades	950,000
Wastewater Utility	Lift Station Upgrades / Outer Drive & W Juneau Improvements	350,000
Wastewater Utility	ABTP Disinfection Upgrades	400,000
Wastewater Utility	ABTP Generator / Backup Power	800,000
Wastewater Utility	Delta Drive Collection System Improvements (Street Recon)	75,000
Wastewater Utility	Aspen Ave - Mend to Taku - Collection Sys Imp. (Street Recon)	150,000
Wastewater Utility	River Road Paving LID - Utility Adjustments & Improvements	25,000
Wastewater Utility	Hospital Drive Sewer Improvements (Street Recon)	35,000
Wastewater Utility	Pavement Management Utility Adjustments	20,000
Wastewater Utility	ADOT Project Utility Adjustments	25,000
	Wastewater Enterprise Fund Total	**$ 3,225,000**

FISCAL YEAR 2020
LANDS FUND

DEPARTMENT	PROJECT	FY20 BUDGET
Lands	Pederson Hill Subdivision	$ 450,000
Lands	Pits and Quarries Infrastructure Maintenance and Expansion	50,000
	Lands Fund Total	**$ 500,000**

ORDINANCE 2019-06 CAPITAL PROJECTS FUNDING TOTAL	**$ 37,358,100**
ORDINANCE 2019-06 OPERATING BUDGET FUNDING TOTAL	**$ 1,000,000** *

** Operating Budget Funding*

(c) The following list, as set forth in the "City and Borough of Juneau Capital Improvement Program, Fiscal Years 2020-2025," are capital improvement projects identified as priorities proposed to be undertaken beginning in FY20, but are dependent on other unsecured funding sources. As the sources are secured, the funds will be appropriated:

FISCAL YEAR 2020
AIRPORT UNSCHEDULED FUNDING

DEPARTMENT	PROJECT		
Airport	Departure Lounge Secured ExitLane	$	380,000
Airport	Taxiway A Rehabilitation		17,000,000
Airport	Taxiway E Realignment (Geometry)		2,000,000
Airport	Taxiway D-1 Relocation (RIM)		1,500,000
Airport	26 MALSR (FAA F&E Project)		3,750,000
Airport	Space Reconfig (Old Dining Room/Kitchen) Tenants & Admin		292,000
	Airport Unscheduled Funding Total	**$**	**24,922,000**

FISCAL YEAR 2020
UNSCHEDULED FUNDING

DEPARTMENT	PROJECT		
Docks and Harbors	ADOT Grant - Aurora Harbor Rebuild - Phase III	$	2,000,000
Docks and Harbors	ADOT Grant - Anode Installation - Harris Harbor		125,000
Docks and Harbors	ACOE Grant - Statter Breakwater Feasibility		500,000
Harbors	Amalga Harbor Infrastructure		280,000
Eaglecrest	Magic Carpet Grant Funding		160,000
Lands	Pederson Hill Phase II		1,350,000
Lands	West Douglas Pioneer Road Extension		100,000
Manager's Office	Senior Housing Land		1,500,000
Manager's Office	State Parking		5,000,000
Manager's Office	City Hall		5,000,000
Parks and Recreation	Amalga Meadows Public Use Cabin Grant Request JCF		25,000
Parks and Recreation	Amalga Meadows Public Use Cabin Grant Request Rasmussen		25,000
	Unscheduled Funding Total	**$**	**16,065,000**

Section 2. Fiscal Year 2020 Budget. It is the intent of the Assembly that the capital improvement project budget allocations as set forth in the FY20 pending Capital Improvements List in Section 1(b), above, not already appropriated, shall become a part of the City and Borough's Fiscal Year 2020 Budget.

Section 3. State and Federal Funding. To the extent that a proposed CIP project, as set forth in Section 1(c), above, includes state funding, federal funding, or both, the amount of funding for that project is an estimate only, and is subject to appropriation contingent upon final funding being secured. It is the intent of the Assembly that once funding is secured, these items will be brought back to the Assembly for appropriation.

Section 4. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this **3rd** day of **June**, 2019.

Beth A. Weldon Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk

FY 2020 CIP IMPROVEMENTS

DEPARTMENT	Division	Priority	PROJECT	Funding Source	Amount
Administration	Manager's Office				
		1	IT - Infrastructure Upgrades	Temporary 1% Sales Tax - Voter Approved Sales Tax 10/01/18 - 09/30/23.	$ 200,000
		2	Enterprise Computer System Upgrade(Debt Service)	Temporary 1% Sales Tax - Voter Approved Sales Tax 10/01/18 - 09/30/23.	$ 200,000
		3	Affordable Housing Fund	Temporary 1% Sales Tax - Voter Approved Sales Tax 10/01/18 - 09/30/23.	400,000
		4	Eaglecrest Financial Sustainability Plan	General Sales Tax	50,000
		5	JRES Implementation	Areawide Street Sales Tax	250,000
		6	Senior Housing Land	Area Wide Street Sales Tax	1,512,000
		7	State Parking	Unscheduled Funding	5,000,000
		8	City Hall	Unscheduled Funding	5,000,000
		9	JPD Facility Security Upgrades	General Sales Tax	$ 150,000
		10	Hagevig Training Center Improvements	General Sales Tax	100,000
				Administration Total Funding:	**$ 12,862,000**
Airport					
		1	Departure Lounge Secured Exit Lane	Airport Unscheduled Funding	$ 380,000
		2	Taxiway A Rehabilitation	Airport Unscheduled Funding	17,000,000
		3	Taxiway E Realignment (Geometry)	Airport Unscheduled Funding	2,000,000
		4	Taxiway D-1 Relocation (RIM)	Airport Unscheduled Funding	1,500,000
		5	26 MALSR (FAA F&E Project)	Airport Unscheduled Funding	3,750,000
		6	Space Reconfig (old dining rm/ktn) Tenants & Admin	Airport Unscheduled Funding	292,000
				Airport Total Funding:	**24,922,000**
BRH					
		1	Hospital Drive Paving - Admin to Juneau Med Center	Bartlett Hospital Enterprise Fund	500,000
		2	Crises Stabilization	Bartlett Hospital Enterprise Fund	3,500,000
				BRH Total Funding	**$ 4,000,000**
Docks & Harbors	Harbors				
		1	Statter Harbor	State Marine Passanger Fees	4,500,000
		2	Aurora Harbor Rebuild-Phase III	Unscheduled Funding and Docks & Harbors Enterprise Fund (ADOT Grant)	4,000,000
		3	Annode Installation Matching Funds - Harris, Douglas	Unscheduled Funding and Docks & Harbors Enterprise Fund (ADOT Grant)	390,000
		4	Auke Bay Passenger for Hire IIIB - Cost Share	Docks & Harbors Enterprise Fund	690,000
		5	Cost Share w/ ACOE - Statter Breakwater Feasibility	Unscheduled Funding (ACOE Grant)	1,000,000
				Docks & Harbors Total Funding	**$ 10,580,000**
Docks & Harbors	Docks				
		1	Seawalk Major Maintenance	Marine Passenger Fees	85,000
		2	Seawalk Permit/Planning & Design	Marine Passenger Fees	46,100
		3	Security Checkpoint Queing Structure, Phase 2	Marine Passenger Fees	200,000

FY 2020 CIP IMPROVEMENTS

	4	Cruise Ship Shore Power	Marine Passenger Fees	300,000
			Docks & Harbors Total Funding	**$ 631,100**
Eaglecrest				
	1	Deferred Maintenance /Mountain Operations Improvements	General Sales Tax	$ 230,000
	2	Magic Carpet Grant Funding	Unscheduled Funding	160,000
			Eaglecrest Total Funding	**390,000**
Lands & Resources				
	1	Pederson Hill Subdivision	Unscheduled Funding and Lands Fund	$ 1,800,000
	2	West Douglas Pioneer Road Extension	Unscheduled Funding and Lands Fund	100,000
	3	Pits and Quarries Infrastructure Maintenance and Expansion	Lands Fund	50,000
			Lands & Resources Total Funding	**1,950,000**
Parks & Recreation Building Maintenance				
	1	Deferred Buildling Maintenance	General Sales Tax and Temporary 1% Sales Tax Voter Approved Sales Tax 10/01/18 - 09/30/23.	1,070,000
Parks/Rec Areas				
	1	Park & Playground Deferred Maintenance and Repairs	General Sales Tax	275,000
	2	Parks and Playgrounds Improvemments and Deferred Maint	Temporary 1% Sales Tax Voter Approved Sales Tax 10/01/18 - 09/30/23.	250,000
	3	Sports Field Resurfacing & Repairs	General Sales Tax	100,000
	4	Chicken Yard Park	General Sales Tax	125,000
	5	Capital School Park Repairs and Playground Replacement	Temporary 1% Sales Tax Voter Approved Sales Tax 10/01/18 - 09/30/23.	250,000
	6	August Brown Pool Deferred Maintenance	Temporary 1% Sales Tax Voter Approved Sales Tax 10/01/18 - 09/30/23.	1,700,000
	7	Amalga Meadows Public Use Cabin Grant Request - Juneau Com Fnd	Unscheduled Funding	25,000
	8	Amalga Meadows Public Use Cabin Grant Request - Rasmussen	Unscheduled Funding	25,000
Trail Maintenance				
	1	Trail Maintenance	General Sales tax	100,000
			Parks and Recreation Total Funding	**3,920,000**
Public Works & Engineering Departme				
Capital Transit				
	1	Bus Shelters Improvements	Areawide Street Sales Tax	50,000
	2	Design Power Upgrades for Electric Busses	Areawide Street Sales Tax	150,000
	3	Valley Transit Center - Grant Match	Areawide Street Sales Tax	100,000
Engineering				
	1	EV (Electric Vehicle) Charging Infrastructure	Areawide Street Sales Tax	50,000
	2	Contaminated Sites Reporting	Areawide Street Sales Tax	100,000
Recycle Works				
	1	Waste - RecycleWorks Waste Diversion Program	Temporary 1% Sales Tax Voter Approved Sales Tax 10/01/18 - 09/30/23	400,000

FY 2020 CIP IMPROVEMENTS

Streets				
	1	Pavement Management	Areawide Street Sales Tax	900,000
	2	Sidewalk & Stairway Repairs	Areawide Street Sales Tax	250,000
	3	Areawide Drainage Improvements	Areawide Street Sales Tax	250,000
	4	Security System at 7 Mile Shop Yard	Areawide Street Sales Tax	150,000
	5	Capital Avenue Willoughby to Ninth	Areawide Street Sales Tax	600,000
	6	Hospital Drive	Areawide Street Sales Tax	800,000
	7	Calhoun Ave Govenors House to Gold Creek	Areawide Street Sales Tax	1,100,000
	8	Mendenhall Boulevard - Poplar to Columbia	Areawide Street Sales Tax	600,000
	9	Savikko Road	Areawide Street Sales Tax	650,000
	10	Aspen Avenue (Mendenhall to Taku)	Areawide Street Sales Tax	1,100,000
	11	River Road Paving LID	Areawide Street Sales Tax	2,100,000
	12	Gold Creek Flume Repairs	Areawide Street Sales Tax	400,000
Wastewater Utility				
	1	Mendenhall Treatment Plant (MWWTP) Pretreatment Improvements	Temporary 1% Sales Tax Voter Approved Sales Tax 10/01/18 - 09/30/23	1,000,000
	2	MWWTP Basin Recirculation Pump replacements	Temporary 1% Sales Tax Voter Approved Sales Tax 10/01/18 - 09/30/23	1,500,000
	3	Auke Bay Treatment Plant (ABTP) Tank Repairs	$100,000 Temporary 1% Sales Tax Voter Approved Sales Tax 10/01/18 - 09/30/23 and $145,000 Wastewater Enterprise Fund	245,000
	4	WW System SCADA Improvements	Wastewater Enterprise Fund	250,000
	5	Collection System Pump Station Upgrades	Wastewater Enterprise Fund	950,000
	6	Lift Station Upgrades / - Outer Drive and W Jnu Improvements	Wastewater Enterprise Fund	350,000
	7	ABTP Disinfection Upgrades	Wastewater Enterprise Fund	400,000
	8	ABTP Generator / Back Up Power	Wastewater Enterprise Fund	800,000
	9	Delta Drive Collection System Improvements (street recon)	Wastewater Enterprise Fund	75,000
	10	Aspen Ave - Mend to Taku - Collection Sys Imp. (street recon)	Wastewater Enterprise Fund	150,000
	11	River Road Paving LID - Utility Adjusments and Impvmts	Wastewater Enterprise Fund	25,000
	12	Hospital Drive Sewer Improvements (street recon)	Wastewater Enterprise Fund	35,000
	13	Pavement Management Utility Adjustments	Wastewater Enterprise Fund	20,000
	14	ADOT Project Utility Adjustments	Wastewater Enterprise Fund	25,000
Water Utility				
	1	Douglas Hwy Water System Replacement - David St. to I St.	$1 Mil. Temporary 1% Sales Tax Voter Approved Sales Tax 10/01/18 - 09/30/23 and $3 Mil. Water Enterprise Fund	4,000,000
	2	Cedar Park Pump Station Backup Generator and Tank Removal	Water Enterprise Fund	500,000
	3	Hospital Drive Waterline Replacement (street recon)	Water Enterprise Fund	150,000
	4	Savikko Road Waterline Replacement (street recon)	Water Enterprise Fund	120,000
	5	Mendenhall Blvd-Poplar-Columbia Water Replacement (repave)	Water Enterprise Fund	180,000
	6	Captial Ave Water System - Willoughby to Ninth (street recon)	Water Enterprise Fund	50,000
	7	Areawide Water Repairs/Minor Replacements	Water Enterprise Fund	50,000
			Public Works and Engineering Total Funding	**20,625,000**

FY 2020 CIP IMPROVEMENTS

Schools				
	1	JSD Buildings Major Maintenance/Match	Temporary 1% Sales Tax Voter Approved Sales Tax 10/01/18 - 09/30/23.	1,000,000
			Schools Total Funding	**1,000,000**

2020
CAPITAL IMPROVEMENT PROJECTS FUNDING SOURCES

FUNDING SOURCES	General Sales Tax	$ 1,600,000
	Areawide Street Sales Tax	$ 9,600,000
	Temporary 1% Sales Tax - Voter Approved Sales Tax 10/01/18 - 09/30/23	$ 8,700,000
	Marine Passenger Fee	
	Water Enterprise Fund	$ 4,050,000
	Wastewater Enterprise Fund	$ 3,225,000
	Lands Fund	$ 150,000
	Bartlett Hospital Enterprise Fund	$ 5,740,000
	Docks and Harbors Enterprise Fund	$ 3,455,000
	Airport Unscheduled Funding	$ 24,922,000
	Unscheduled Funding	$ 16,135,000

SIX-YEAR DEPARTMENT IMPROVEMENT PLANS

This section of the CIP shows the capital improvement plan for each CBJ department for fiscal years 2020 – 2025. The plans were submitted by the director of the department and were developed in conjunction with a governing board or committee. For example, the Docks and Harbors plan was submitted by the Port Director and developed by the Port Director and the Docks and Harbors Board.

The projects identified for 2020 are those approved by the Assembly for funding in FY 2020. Projects identified in years 2021 and 2022 will be recommended for funding in the coming fiscal years. Those projects identified for funding beyond 2022 provide a general direction of capital spending in those years, not a specific direction.

SIX-YEAR DEPARTMENT IMPROVEMENT PLANS

Division	Project	Priority	FY20	FY21	FY22	FY23	FY24	Future
Administration								
Manager's Office	IT - Infrastructure Upgrades	1	$ 200,000	$ 400,000	$ 400,000			
	Enterprise Computer System Upgrade (Debt Service)	2	$ 200,000					
	Affordable Housing	3	$ 400,000	$ 400,000	$ 400,000	$ 400,000		
	Eaglecrest Financial Sustainability Plan	4	$ 50,000					
	JRES Implementation	5	$ 250,000					
	Senior Housing	6	$ 1,500,000					
	Willoughby Parking Structure	7						$ 15,000,000
	New City Hall	8						$ 50,000,000
	South End of Gastineau Ave.	9						$ 200,000
	Composting Feasibility Study	10						$ 100,000
	Wayfinding and Gateway Signage - Auke bay	11						$ 250,000
	W Douglas Road Feasibility Study/Plan	12						$ 250,000
	W Douglas Road Middle Creek Crossing	13						$ 4,000,000
	Cordova St. Alternate Access	14						$ 8,000,000
	Move Riverbend Elem. Access to Dimond Park Signalized Entrance	15						$ 1,500,000
	Replace Montana Creek Bridge - (Past Rifle Range)	16						$ 750,000
	North Douglas Channel Crossing	17						$ 90,000,000
	Mass Wasting Study for Downtown Area	18						$ 750,000
	Implement/Build Lemon Creek Area Plan	19						$ 15,000,000
	Administration Total:		**$ 2,600,000**	**$ 800,000**	**$ 800,000**	**$ 400,000**	**$ -**	**$ 185,800,000**
Airport								
	Departure Lounge Secured Exit Lane	1	$380,000					
	Const. Taxiway A Rehab	2	$17,000,000					
	Const. Taxiway E Realignment (Geometry)	3	$2,000,000					
	Const. Taxiway D-1 Relocation (RIM)	4	$1,500,000					
	26 MALSR (FAA F&E Project)	*5*	*$3,750,000*					
	Space Reconfig (old dining rm/kitn) Tenants & Admin	*6*	$292,000					
	Const. Terminal Reconstruction	7	$15,272,535	$3,163,735	$3,163,735			
	Terminal Camera Surveillance system Design & install	8	$200,000					
	Replace Trash Compactors and Pads	9	$100,000					
	Multi-Modal Feasibility Planning	10	$10,000					
	Passenger Terminal Parking Lot Rehab	11				$3,000,000		
	Terminal Area (121) Apron Rehabilitation	12				$3,500,000		
	Terminal Area (135) Apron Rehabilitation	13				$6,000,000		
	Emergency Vehicle Access Road (EVAR) extendDesign/construct	14				$500,000		
	Acquire Wetlands Access Vehicle (w/CCFR)	15				$250,000		
	Replace Snow Removal Equipment	16				$5,000,000		
	NE Development Area Sewer Infrastructure	17				$100,000		

SIX-YEAR DEPARTMENT IMPROVEMENT PLANS

Division	Project	Priority	FY20	FY21	FY22	FY23	FY24	Future
	Phase IC SREB (remainder of maintenance shop) non - FAA elig.	18				$5,500,000		
	Design & Reconstruct Alex Holden Way, Cessna and Renshaw	19					$2,200,000	
	Design/Const. Taxiway C Reconfiguration	20					$5,000,000	
	Design/Const. Safety Area Grading @ RW Shoulder and NAVAIDs (2025)	21						$3,300,000
	Design/Const. Conversion of Runway 8/26 to 9/27 - MAGVAR (2025)	22						$200,000
	Airport Total:		**$ 40,504,535**	**$ 3,163,735**	**$ 3,163,735**	**$ 23,850,000**	**$ 7,200,000**	**$ 3,500,000**
BRH								
	Asphalt Replacement Drive From Admin to JMC	1	500,000					
	Crises Stabilization	2	3,500,000					
	Parking Ramp (200 places)	3						4,000,000
	Operating Room Renovation	4						18,500,000
	Information Services Facility with Generator	5						2,000,000
	BOPS Replacement	6						9,000,000
	Remodel Laboratory (5000 Sq Ft)	7						3,750,000
	Maintenance Building for Equipment	8						750,000
	Oxygen Tank (Bulk) Storage	9						500,000
	Relocate & Remodel Biomed, Dietary, Laundry,	10						2,500,000
	BRH Total:		**$ 4,000,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 41,000,000**
Docks & Harbors								
Docks								
	Security Checkpoint Queuing Structure, Phase 2	1	$ 200,000.00					
	Seawalk Major Maintenance	2	$ 85,000.00					
	Seawalk Permit/Planning/Design	3	$ 46,100.00					
	Cruise Ship Shore Power	4	$ 300,000.00					
	Dock Waterside Safety Railings	5		$ 2,000,000				
	Deck Over at People's Wharf	6		$ 4,000,000				
	Shore Power at Cruise Ship Berths	7						$ 25,800,000
	Docks Total:		**$ 631,100**	**$ 6,000,000**	**$ -**	**$ -**	**$ -**	**$ 25,800,000**
Harbors								
	Statter Harbor	1	$ 4,500,000					
	Anode Installation Matching Funds - Harris, Douglas	2	$ 390,000					
	Auke Bay Passenger for Hire IIIB - Cost Share	3	$ 690,000					
	North Douglas Boat Ramp Improvements	4		$ 5,000,000				
	Auke Bay Net Repair Float	5		$ 300,000				
	Aurora Harbor Dredging	6		$ 350,000				

SIX-YEAR DEPARTMENT IMPROVEMENT PLANS

Division	Project	Priority	FY20	FY21	FY22	FY23	FY24	Future
	Wayside Float Maintenance Dredging	7		$ 350,000				
	Aurora Harbor Rebuild-Phase III	8						$ 4,000,000
	Cost Share w/ ACOE - Statter Breakwater Feasibility	9						$ 500,000
	Juneau Fisheries Terminal Development	10						$ 25,000,000
	Marine Services Center	11						$ 25,000,000
	Auke Bay Non-Motorized Coastal Transportation Link	12						$ 12,500,000
	Aurora Harbormaster Building and Shop	13						$ 3,000,000
	Douglas Harbor Uplands Improvements	14						$ 2,000,000
	Statter Harbor Shop/Garage/Storage Facility	15						$ 1,500,000
	Fish Sales Facility/Seaplane Float	16						$ 1,000,000
	Taku Harbor Stockade Point Float Replacement	17						$ 300,000
	Harbors Total:		**$ 1,080,000**	**$ 6,000,000**	**$ -**	**$ -**	**$ -**	**$ 74,800,000**
	Docks & Harbors Total:		**$ 1,711,100**	**$ 12,000,000**	**$ -**	**$ -**	**$ -**	
Eaglecrest Ski Area								
Lift/Mountain Operations Improvements								
	Mountain Operations - Hiking Trails	1	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000
	Mountain Operations - Trail Maintanence	2	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000
	Mountain Operations - Snowmaking Improvements	3	$ 20,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000
	Mountain Operations - Nordic Improvements	4	$ 30,000		$ 30,000	$ -	$ 35,000	
	Patrol Locker Room Rebuild	5	$ 50,000		$ 100,000			
	Trail/Road to Cropley	6	$ 55,000					
	RFID Ticketing system and automatic scanners	7	$ 40,000					
	Water Treatment Plant Upgrades	8	$ 10,000					
	Lift Paint	9	$ 25,000	$ 15,000.00			$ 40,000	
	Sand Shed	10	$ 10,000					
	Magic Carpet through Grant funds with Eaglecrest Foundation	11	$ 160,000					
	Lodge Maintenance/Improvements	12		$ 25,000	$ 25,000	$ 25,000	$ 100,000	$ 100,000
	Lift Operations - Misc Lift Parts	13		$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000
	Mountain Operations - Trail Conditioning	14		$ 10,000	$ 5,000	$ 15,000	$ 15,000	$ 15,000
	Mountain Operations - Caretaker Shack	15		$ 50,000		$ -		
	Mountain Operations - Septic System Upgrades	16		$ 40,000				
	Generator Building Repairs	17		$ 50,000				
	Mountain Operations - Night Lighting	18			$ 30,000	$ -		
	Lift Operations - Black Bear improvements	19		$ -		$ 90,000		
	Parking Lot and Traffic Flow Improvements	20				$ 60,000.00		$ 75,000
	Eaglecrest Ski Area Total:		**$ 445,000**	**$ 275,000**	**$ 275,000**	**$ 275,000**	**$ 275,000**	**$ 275,000**

SIX-YEAR DEPARTMENT IMPROVEMENT PLANS

Division	Project	Priority	FY20	FY21	FY22	FY23	FY24	Future
Fire								
	Ladder truck (fleet/equipment replacement fund)	1	$ 1,200,000					
	Hagevig Regional Training Center Improvements	2	$ 100,000					
	Lemon Creek Fire Station Design & Permits	3		$ 950,000				
	Juneau Station Kitchen Counter Replacement (Deferred Building Maintenance)	4				$ 15,000		
	Juneau Station SCBA Air Compressor Replacement	5					$ 100,000	
	New siding or siding renovation at the Glacier Fire Station (Deferred Building Maintenance)	6			$ 125,000			
	Douglas Fire Station Renovation (Deferred Building Maintenance)	7		$ 75,000				
	Lemon Creek Fire Station Construction & Permits	8						$ 12,000,000
	Station Alerting System for volunteer stations	9				$ 120,000		
	Glacier Station Classroom technology upgrade	10			$ 50,000			
	Auke Bay Live in Quarters	11					$ 1,250,000	
	Burn Pit replacement and paving at the training center	12						$ 1,500,000
	Juneau Station Apparatus Door replacement	13						$ 165,000
	Fire Department Total:		**$ 1,300,000**	**$ 1,025,000**	**$ 175,000**	**$ 135,000**	**$ 1,350,000**	**$ 13,665,000**
Lands & Resources								
	Peterson Hill Subdivision	1	$ 1,800,000					$ 2,500,000
	Pits and Quarries maintenance and development	2	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
	W Douglas Road - Middle Creek Crossing	3	$ 100,000	$ 100,000		$ 2,500,000		
	Auke Bay Access	4			$ 100,000	$ 300,000		
	Access to Property above Norway Point	5			$ 100,000		$ 4,500,000	
	6th Street Douglas - Design	6				$ 100,000		
	South Lemon Creek Pit - Install Utilities	7			$ 100,000	$ 100,000		
	Lands & Resources Total:		**$ 1,950,000**	**$ 150,000**	**$ 350,000**	**$ 3,050,000**	**$ 4,550,000**	**$ 2,550,000**
Parks & Recreation								
Building Maintenance	Deferred Building Maintenance	1	$ 975,000	$ 2,000,000	$ 2,000,000	$ 2,000,000	$ 2,000,000	$ 2,000,000
	Building Maintenance Total:		**$ 975,000**	**$ 2,000,000**	**$ 2,000,000**	**$ 2,000,000**	**$ 2,000,000**	**$ 2,000,000**
Centennial Hall	Centennial Hall - Major Renovations	1			$ 1,700,000	$ 2,800,000		
	Centennial Hall Total:		**$ -**	**$ -**	**$ 1,700,000**	**$ 2,800,000**	**$ -**	**$ -**
Trail Maintenance	General Trail Repairs and Improvements	1	$ 100,000	$ 255,000	$ 260,000	$ 265,000	$ 270,000	$ 275,000
	Kaxdigoowu Heen Dei Trail and Bridge Repairs (Grant)	2		$ 2,100,000				
	Trail Maintenance Total:		**$ 100,000**	**$ 2,355,000**	**$ 260,000**	**$ 265,000**	**$ 270,000**	**$ 275,000**

SIX-YEAR DEPARTMENT IMPROVEMENT PLANS

Division	Project	Priority	FY20	FY21	FY22	FY23	FY24	Future
Rec Buildings	Augustus Brown Pool - Major Renovations	1	$ 1,700,000	$ 4,500,000				
	Treadwell Ice Arena Roof Replacement	2		$ 1,000,000				
	Aquatics Facilities Security Cameras	3						
	Eagle Valley Center Building Repairs	4		$ 150,000	$ 150,000	$ 50,000	$ 100,000	
	Treadwell Ice Arena Parking Lot Paving	5		$ 280,000				
	Treadwell Ice Arena Custom Bleachers/Storage Unit	6		$ 90,000				
	Treadwell Ice Arena Overhead Light Fixture Replacement	7		$ 20,000				
	Room	8			$ 20,000			
	Treadwell Ice Arena Dehumidifier Replacement	9			$ 80,000			
	Consolidated Facilities & Park Maintenance Shop	10				$ 5,500,000		
	Treadwell Ice Arena Refrigeration System Replacement	11				$ 1,650,000		
	Treadwell Ice Arena HVAC BAS Upgrades	12				$ 30,000		
	Treadwell Ice Arena Hot Water Storage Tank Replacement	13				$ 15,000		
	Douglas Shop - Indoor Gym Conversion	14					$ 750,000	
	Recreation Buildings Total:		**$ 1,700,000**	**$ 6,040,000**	**$ 250,000**	**$ 7,245,000**	**$ 850,000**	**$ -**
Parks/Rec Areas	Park & Playground Maintenance & Improvements	**1**	$ 500,000	$ 410,000	$ 420,000	$ 430,000	$ 440,000	$ 450,000
	Sportsfield Repairs & Improvements	**2**	$ 100,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000
	Capital School Park Repairs & Playground Replacement	**3**	$ 250,000	$ 1,250,000				
	Amalga Meadows Public Use Cabin (Grant) (UNSCHEDULED FUNDING)	**4**	$ 50,000					
	Cope Park Paving, ADA Paths, & Drainage	**5**		$ 650,000				
	Riverside Rotary Park Parking Lot & Pathway Repairs, Lighting	6		$ 650,000				
	Melvin Park Parking Lot & Fence Repairs	7		$ 225,000				
	Jackie Renninger Skate Park Drainage, Parking Lot, Lighting & Security Repairs	8		$ 400,000				
	Hank Harmon Rifle Range Safety Improvements - Phase I	9		$ 50,000				
	Adair-Kennedy Park Restroom/Concession/Storage/Plaza	10		$ 1,800,000				
	Savikko Park Repairs (Lighting, Sidewalks, Shelters, & Parking Lot)	11		$ 2,500,000				
	Dimond Park Mountain Bike Pump Track	12		$ 200,000				
	Hank Harmon Rifle Range Safety Improvements - Phase II	13			$ 125,000			
	Amalga Meadows Park Access Road Repairs & Paving	14			$ 200,000			
	Adair-Kennedy Concrete Tennis Court Replacement & Pickleball Courts	15			$ 450,000			
	Arboretum Greenhouse	16			$ 200,000			
	Park Maintenance Shop Covered Storage	17			$ 50,000			
	Savikko Park Restroom #1 Replacement ((Docks & Harbors / Capital Transit)	18			$ 650,000			

SIX-YEAR DEPARTMENT IMPROVEMENT PLANS

Division	Project	Priority	FY20	FY21	FY22	FY23	FY24	Future
	Savikko Park (Sandy Beach) Restroom Replacement	19				$ 650,000		
	Adair-Kennedy Asphalt Basketball Court Replacement	20				$ 350,000		
	Riverside Rotary Park Restroom	21				$ 185,000		
	Downtown Mountain Bike Pump Track	22				$ 250,000		
	Auke Lake Wayside Restrooms, Dock & Picnic Shelter	23				$550,000		
	False Outer Point Campground & Vault Toilet	24				$ 225,000		
	Arboretum Building Repairs	25				$ 500,000	$ 75,000	$ 200,000
	Sunshine Cove Vault Toilet	26					$ 125,000	
	P&R Valley Operations Shop Security Lighting, Fencing, & Cameras	27					$250,000	
	Savikko Park Gold Rush Days Plaza Improvements	28						$ 650,000
	Parks/Rec Areas Total:		**$ 900,000**	**$ 8,385,000**	**$ 2,345,000**	**$ 3,390,000**	**$ 1,140,000**	**$ 1,550,000**
	Parks & Recreation Department Total:		**$ 3,675,000**	**$ 18,780,000**	**$ 6,555,000**	**$ 15,700,000**	**$ 4,260,000**	**$ 3,825,000**
Police Department								
	Building Flooring Replacement (Deferred Building Maintenance)	1	200,000					
	Impound Lot Security Improvements	2	90,000					
	JPD Secured Parking Lot Security Upgrades	3	120,000					
	Crow Hill Radio Site Improvements and Upgrades	4			150,000			
	Physical Evidence Storage	5					400,000	
	Police Department Total:		**$ 410,000**	**$ -**	**$ 150,000**	**$ -**	**$ 400,000**	**$ -**
Public Works & Engineering								
Capital Transit	Bus Shelter Improvements	1	$50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
	Design Power Upgrades For Electric Buses	2	$200,000					
	Construction of Valley Transit Center - Grant Match	3	$500,000					
	Purchase and Install Bus Shelters on loop Road	5		$180,000				
	Install Additional Bus Chargers - Bus Barn	6		$200,000				
	Install Additional Bus Chargers - Bus Barn	8			$200,000			
	Capital Transit Total:		**$ 750,000**	**$ 430,000**	**$ 250,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**
Engineering	EV (Electric Vehicle) Charging Infrastructure	1	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
	Contaminated Sites Reporting	2	$ 100,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
	Seawalk Next Phases	3		$ 1,200,000	$ 2,000,000	$ 2,000,000	$ 2,000,000	$ 2,000,000
	Engineering Department Total:		**$ 150,000**	**$ 1,300,000**	**$ 2,100,000**	**$ 2,100,000**	**$ 2,100,000**	**$ 2,100,000**

SIX-YEAR DEPARTMENT IMPROVEMENT PLANS

Division	Project	Priority	FY20	FY21	FY22	FY23	FY24	Future
RecycleWorks	RecycleWorks Waste Diversion Program and New Facility Development	1	$ 400,000	$ 400,000	$ 400,000			
	RecycleWorks Total:		**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ -**	**$ -**	**$ -**
Streets	Pavement Management Program	1	$900,000					
	Sidewalk and Stair Repairs	2	$250,000					
	Areawide Drainage Improvements	3	$250,000					
	Security System (7 Mile Shop Yard)	4	$150,000					
	Capital Ave - Willoughby to Nineth St	5	$600,000					
	Hospital Drive Reconstruction	6	$800,000					
	Calhoun Ave Improvements - Main St to Gold Creek - Ph I	7	$1,100,000					
	Mendenhall Boulevard Poplar to Columbia	8	$600,000					
	Savikko Road	9	$650,000					
	ASPEN AVE IMPROVEMENTS - (Mendenhall Blvd to Taku Blvd)	10	$1,100,000					
	RIVER ROAD IMPROVEMENTS - LID	11	$2,100,000					
	Gold Creek Flume Repairs	12	$400,000	$ 500,000	**$ 500,000**			
	PAVEMENT MANAGEMENT PROGRAM	13		$1,200,000				
	SIDEWALKS AND STAIRS REPAIRS	14		$200,000				
	AREAWIDE DRAINAGE IMPROVEMENTS	15		$250,000				
	CALHOUN AVE IMPROVEMENTS - MAIN ST TO GOLD CREEK - PH 2	16		$1,000,000				
	Meadow Lane (South end)	17		$900,000				
	Cedar St (Mendenahll Blvd to Columbia Blvd)	18		$600,000				
	Tongass Blvd (Trinity Dr. to Loop Rd.)	19		$1,200,000				
	Radcliffe Rd (Berner's Ave to End)	20		$850,000				
	Delta Dr Improvements	21		$950,000				
	Conifer Ln. Reconstruct	22		$400,000				
	Goodwin Rd Improvements	23		$800,000				
	Poplar Ave - (Mendenhall Blvd to Taku Blvd)	24		$850,000				
	Chelsea Ct Reconstruct	25		$600,000				
	Pavement Management Program	27			$1,200,000			
	Sidewalk and Stair Repairs	28			$250,000			
	Retaining Wall Maintenance	29			$200,000			
	Nowell Ave Improvements - (North of Cordova)	30			$600,000			
	Misty Ln Improvements - Bayview Subd	31			$600,000			
	Berhends Ave Improvements	32			$1,100,000			
	Starlite Ct Improvements - Bayview Subd	33			$800,000			
	Dudley St (Loop to End	34			$1,100,000			
	Basin Rd (8th to Trestle)	35			$700,000			
	Lakeview Ct Reconstruct	36			$600,000			
	Dogwood Ln Improvements	37			$1,100,000			
	PAVEMENT MANAGEMENT PROGRAM	39				$1,200,000		
	SIDEWALKS AND STAIRS REPAIRS	40				$200,000		
	CORDOVA)	41				$1,200,000		

SIX-YEAR DEPARTMENT IMPROVEMENT PLANS

Division	Project	Priority	FY20	FY21	FY22	FY23	FY24	Future
	DOGWOOD LN IMPROVEMENTS - (COLUMBIA TO POPLAR AVE)	42				$1,200,000		
	VINTAGE BLVD - RIVERSIDE TO EGAN	43				$1,200,000		
	MELROSE ST RECONSTRUCT AND DRAINAGE	44				$1,100,000		
	SHORT ST (GLACIER HWY TO END)	45				$600,000		
	THUNDER MOUNTAIN RD IMPROVEMENTS	46				$1,100,000		
	AREAWIDE DRAINAGE IMPROVEMENTS	47				$250,000		
	PAVEMENT MANAGEMENT PROGRAM	48					$1,200,000	
	SIDEWALKS AND STAIR REPAIRS	49					$200,000	
	AREWIDE DRAINAGE IMPROVEMENTS	50					$250,000	
	LONG RUN DR IMPROVEMENTS - DRAINAGE- Riverside to end	51					$1,300,000	
	EYELET CT IMPROVEMENTS	52					$400,000	
	MARK ALAN ST (END TO END)	53					$600,000	
	NOWELL AVE (North of Cordova)	54					$950,000	
	CROWHILL DR (DOUGLAS HWY TO END)	55					$1,100,000	
	TROY AVE IMPROVEMENTS	56					$1,100,000	
	RADCLIFFE RD - BERNER'S TO THE END	57					$850,000	
	NOWELL AVE (SOUTH OR CORDOVA)	58						$1,200,000
	SIDEWALKS AND STAIRS	59						$250,000
	AREWIDE DRAINAGE IMPROVEMENTS	60						$200,000
	NOWELL AVE (SOUTH OF CORDOVA)	61						$1,200,000
	BLACKERBY ST (GLACIER HWY TO END)	62						$1,100,000
	LAWSON CREEK RD (CROWHILL DR TO END)	63						$1,100,000
	FOSTER AVE (SOUTH OF CORDOVA)	64						$1,200,000
	Streets Division Total:		**$ 8,900,000**	**$ 10,300,000**	**$ 8,750,000**	**$ 8,050,000**	**$ 7,950,000**	**$ 6,250,000**
Wastewater Utility								
	ABTP Tank Repairs	1	$ 245,000		$ 2,250,000			
	MWWTP Pretreatment	2	$ 1,000,000	$ 2,000,000				
	SCADA	3	$ 250,000	$ 100,000	$ 100,000			
	Pump Station upgrades (7 outdated stations remain)	4	$ 950,000	$ 1,100,000	$ 2,000,000	$ 2,000,000		
	JDTP Office/Lab Building Updates	5	$ -					
	Basin Recirculation pump replacements - MWWTP	6	$ 1,500,000			$ 500,000		
	Pump and Motors Improvements/Lift Station Upgrades	7	$ 350,000		$ 250,000		$ 450,000	
	ABTP Disinfection Upgrades	8	$ 400,000					
	ABTP Generator/Backup Power	9	$ 800,000					
	Delta Dr road improvements - street reconstruction	10	$ 75,000					
	Aspen Ave - Mend to Taku - street reconstruction	11	$ 150,000					
	River Road Paving LID - street reconstruction	12	$ 25,000					
	Hospital Dr road improvements - street reconstruction	13	$ 25,000					

SIX-YEAR DEPARTMENT IMPROVEMENT PLANS

Division	Project	Priority	FY20	FY21	FY22	FY23	FY24	Future
	Outer Drive Pump Station Pump replacements and VFD Upgrades	14		$ 950,000				
	JDTP Pretreatment Improvements	15		$ 500,000	$ 2,500,000			
	MWWTP SBR/WS/TS Pump Replacement	16		$ 1,000,000				
	JDTP Facility Structural improvements	17		$ 250,000	$ 900,000	$ 900,000	$ 650,000	
	ABTP Facility Structural and Painting Projects	18		$ 100,000		$ 200,000		
	MWWTP Furnace and above ground fuel System upgrades	19		$ 650,000				
	Behrends road street reconstruction	20		$ 100,000				
	W. 9th St & Indian St improvements (8th to Capital)-st reconst.	21		$ 150,000				
	Conifer Lane street reconstruction	22		$ 25,000				
	Poplar Ave Mendenhall to Taku - street reconstruction	23		$ 90,000				
	Chelsea Court street reconstruction	24		$ 50,000				
	Bayview Subd- Starlight and Misty street reconstruction (inlcuding pump stations)	25		$ 950,000				
	Goodwin Rd Imp and pump station replacement street reconstruction	26		$ 850,000				
	MWWTP SBR Basin Repairs (Structural) and resurfacing / resealing	27			$ 2,000,000	$ 2,500,000	$ 1,600,000	
	MWWTP Outfall maintenance and rehabilitation	28			$ 1,000,000			
	ABTP SCADA and Instrumentation Upgrades	29			$ 350,000			
	ABTP Structural and building upgrades	30			$ 650,000			
	JDTP SCADA and Instrumentation Upgrades	31			$ 850,000			
	JDTP Instrumentation Upgrades	32			$ 400,000			
	Thunder Mt road - street reconstruction	33			$ 35,000			
	Crest, Alpine, Airport area roads -- street reconstruction	34			$ 150,000			
	Lakeview Court - street reconstruction	35			$ 100,000			
	Dogwood Lane -- street reconstruction	36			$ 150,000			
	West Juneau Pump Station Pump Replacements and VFD upgrades	37				$ 1,050,000		
	MWWTP Treatment process upgrades	38				$ 1,500,000		$ 7,500,000
	MWWTP Site Improvements (lighting, security, access)	39				$ 500,000		
	JDTP Outfall maintenance and rehabilitation	40				$ 1,000,000		
	Foster Avenue - street reconstruction	41				$ 200,000		
	Vintage Boulevard - street reconstruction	42				$ 125,000		
	Melrose street - street reconstruction	43				$ 125,000		
	Crow Hill Drive - street reconstruction	44				$ 55,000		
	JDTP Site Improvments (lighing, security, access)	45					$ 120,000	
	JDTP Treatment Process upgrades	46					$ 1,000,000	
	MWWTP Facility Structural and Painting Projects	47					$ 500,000	
	Wastewater Utility All Facilities Plan Update	48					$ 850,000	
	Long Run (Riverside to river) - street reconstruction	49					$ 150,000	
	Eyelet Ct - street reconstruction	50					$ 55,000	

SIX-YEAR DEPARTMENT IMPROVEMENT PLANS

Division	Project	Priority	FY20	FY21	FY22	FY23	FY24	Future
	Lawson Creek Rd - street reconstruction	51					$ 100,000	
	Troy Ave Imp -- street reconstruction	52					$ 45,000	
	Long Run Dr Lift Station Wet Well Improvements	53						$ 500,000
	Gruening Park forcemain replacement - Renninger to Mapco	54						$ 1,250,000
	ABTP Outfall preventative maintenance and repairs	55						$ 1,000,000
	Street Reconstructions	56						$ 400,000
Wastewater Utility Division Total:			**$ 5,770,000**	**$ 8,865,000**	**$ 13,685,000**	**$ 10,655,000**	**$ 5,520,000**	**$ 10,650,000**
Water Utility	Douglas Highway Water replacement - David St to Gastineau School	1	$ 4,000,000					
	Cedar Park Pump Station backup generator replacement and tank removal	2	$ 500,000					
	Areawide water repairs/replacement	3	$ 50,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000
	Hospital Drive Water System Replacement (street reconstruction)	4	$ 150,000					
	Savikko road waterline replace (street reconstruction)	5	$ 120,000					
	Mendenhall Boulvard - Poplar to Columbia (street repaving - water replacement)	6	$ 180,000					
	Capital Ave Willoughby to Ninth water system (street recon)	7	$ 50,000					
	Pavement Management Utility Adjustments (valve boxes, vault lids etc.)	8		$ 8,000	$ 8,000	$ 10,000	$ 10,000	$ 12,000
	ADOT Projects Utility Adjustments (provide valve boxes, vault lids etc.)	9		$ 50,000		$ 50,000		$ 60,000
	West Juneau Reservoir improvments, mixer, cathodic protection	10		$ 150,000				
	Last Chance Basin Chlorine Generator Replacement	11		$ 450,000				
	PRV Station Improvements/upgrades, crowhill, 5th street douglas	12		$ 500,000				
	Airport area water system replacement (Mallard, Alpine, Jordan Airport blvd etc)	13		$ 550,000				
	Cope Park Pump Station upgrades, pumps, motors, and communications	14		$ 750,000				
	LCB well pump VFD conversion and programming upgrades	15		$ 200,000	$ 500,000	$ 500,000		
	Crow Hill Reservoir Pax Mixer and Cathodic Protection upgrades	16		$ 300,000				
	AJ Tunnel No. 3 and Mill Tunnel Rehab	17		$ 500,000		$ 3,500,000		
	Bonnie Brae Pump Station upgrades and VFD install	18		$ 500,000				
	Metering system upgrades, MIU's replacement 10yr life span 1500 MIU's	19		$ 225,000				
	River Road Paving LID Utility Adjustments (street reconstruction)	20		$ 20,000				
	Delta Drive water (street recon)	21		$ 100,000				

SIX-YEAR DEPARTMENT IMPROVEMENT PLANS

Division	Project	Priority	FY20	FY21	FY22	FY23	FY24	Future
	Meadow Lane water system replacement (street reconstruction)	22		$ 150,000				
	Tongass Blvd Water System (street reconstruction)	23		$ 300,000				
	Goodwin Road Water System (street reconstruction)	24		$ 125,000				
	Conifer Ln water - (street reconstruction)	25		$ 75,000				
	Poplar Ave Water System (street reconstruction)	26		$ 100,000				
	Chelsea Ct water system (street reconstruction)	27		$ 60,000				
	Outer Drive watermain replacement Main St. south to Admiral Way/S.Franklin	28			$ 850,000			
	Metering upgrades, radio read, master station, mobile pack	29			$ 500,000			
	Well #3 onsite chlorine generation replacement	30			$ 400,000			
	Mendenhall Peninsula Water Replacement - Glacier Hwy to Engrs Cutoff	31			$ 3,000,000			
	East Valley Reservoir improvments, power to res, mixer, cathodic protection	32			$ 250,000			
	Last Chance Basin Wells Rehab	33			$ 250,000			
	Nowell Ave (north of Cordova) water (Street Recon)	34			$ 75,000			
	Dudley Street (Loop to End) water system (street reconstruction)	35			$ 180,000			
	Crest and Alpine Streets (airport area) water system (street reconstruction)	36			$ 300,000			
	Misty Lane - Bayview - water system (street reconstruction)	37			$ 100,000			
	Starlie Court - Bayview - Water system (street reconstruction)	38			$ 200,000			
	Basin Road water (8th to Trestle) (street recon)	40			$ 50,000			
	Lakeview CT Water Replacement (street recon)	41			$ 80,000			
	Salmon Creek onsite chlorine generation replace/upgrade	42				$ 400,000		
	Cedar Park (W Juneau) Pump Station upgrades / rehab	43				$ 750,000		
	Last Chance Basin Well #4 Rehab	44				$ 100,000		
	W 9th and Indian Street - 8th to Capital Ave water system (street reconstruction)	45				$ 175,000		
	Lena Loop water system replacement	46				$ 2,500,000		
	MOV installations & communications Mill Tunnel, W. Juneau, Crow Hill	47				$ 250,000	$ 1,250,000	
	I Street Douglas watermain replacement	48				$ 185,000		
	Egan Drive water crossings repl, Norway Point, Highland Drive, Salmon Creek.	49				$ 800,000		
	Downtown Stairway/Easements 3rd St. Franklin to Gold St.,(street reconstructions)	50				$ 220,000		
	Foster Avenue (s of Cordova) water system replacement (street reconstruction)	51				$ 180,000		
	Dogwood Water system - Columbia to Poplar (street reconstruction)	52				$ 180,000		
	Vintage Boulevard -- street reconstruction	53				$ 200,000		

SIX-YEAR DEPARTMENT IMPROVEMENT PLANS

Division	Project	Priority	FY20	FY21	FY22	FY23	FY24	Future
	Melrose St. - street reconstruction	54				$ 180,000		
	Short St (Glac Hwy to end) Water (street Recon)	55				$ 50,000		
	Thunder Mt Road Water (Street Recon)	56				$ 225,000		
	Crow Hill Reservoir improvments, mixer, cathodic protection	57					$ 150,000	
	Last Chance Basin Well #5 Rehab	58					$ 100,000	
	Channel Crossing Automation and SCADA Communication	59					$ 400,000	
	4th Street Douglas watermain replacement	60					$ 250,000	
	Crow Hill res fill line replacement above 5th st to reservoir.	61					$ 1,500,000	
	First Street Douglas Water system replacement	62					$ 300,000	
	Long run drive - riverside to river - street reconstruction	63					$ 225,000	
	Eyelet Ct -- street reconstruction	64					$ 45,000	
	Mark Alan St water system (street recon)	65					$ 75,000	
	Crow Hill Drive water system (street reconstruction)	66					$ 180,000	
	Troy Avenue - - street reconstruction	67					$ 180,000	
	N Douglas Highway Waterline replacement - bridge to 4000 block	68					$ 3,600,000	
	Salmon Creek Filter Plant Filter plant upgrades	69						$ 1,000,000
	Mendenhall Peninsula Water Replacement - Engrs Cutoff to end	70						$ 3,500,000
	East Valley Reservoir improvments, mixer, cathodic protection, need power to res.	71						$ 450,000
	East Valley Reservoir Fill line replacement	72						$ 850,000
	Harris Street 4th to 5th watermain replacement.(street reconstruction)	73						$ 80,000
	Lawson Creek Road - - street reconstruction	74						$ 175,000
	Blackerby Street	75						$ 175,000
	Street Reconstructions (do not have full updated STREETS CIP List)	76						$ 900,000
	Water Utility Division Total:		**$ 5,050,000**	**$ 5,213,000**	**$ 6,843,000**	**$ 10,555,000**	**$ 8,365,000**	**$ 7,302,000**
	Public Works & Engineering Department Total:		**$ 21,020,000**	**$ 26,108,000**	**$ 31,628,000**	**$ 31,410,000**	**$ 23,985,000**	**$ 26,352,000**
Schools								
	JSD Buildings Major Maintenance / Match	1	$ 800,000	$ 1,000,000	$ 1,000,000	$ 1,000,000	$ 1,000,000	$ 200,000
	Schools Total:		**$ 800,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 200,000**

FY 2020 CIP PROJECT DESCRIPTIONS

Department	Division	Priority	Project Description
Administration	**Manager's Office**	1	**IT INFRASTRUCTURE UPGRADES -** Provide funding for the updates and upgrades to the CBJ operational software.
		2	**ENTERPRISE COMPUTER SYSTEM UPGRADE** - Govern is our Enterprise software system for Land/Parcel Management & CBJ's major tax revenues and utility billing programs. The current version will not be maintained much longer by the vendor and must be upgraded to the newer Govern technology platform. The project has 3 phases and is expected to run from late 2019 though the end of 2021.
		3	**AFFORDABLE HOUSING FUND** - These funds would provide funding for housing activities that target families and individuals who earn 120% of the Area Median Income and below. The fund can be used by local housing developers, non-profit agencies and social service agencies for the creation, acquisition, rehabilitation or preservation of affordable housing.
		4	**EAGLECREST FINANCIAL SUSTAINABILITY PLAN -** This CIP would fund a long term fiscal plan for the ski area including evaluations of potential new developments and new summer use infrastructure and programs.
		5	**JRES IMPLEMENTATION -** This CIP provides funding to work toward implementing the Assembly's sustainability goal in conjunction with Juneau Renewable Energy Strategy (JRES).
		6	**SENIOR HOUSING -** A senior housing project has been repeatedly proposed for the same parcel of land in Vintage Park. A succession of developers have obtained purchase rights for the land, requested financial incentive from the CBJ and then abandoned the project. CBJ may wish to consider purchasing the parcel and pursuing some type of competitive solicitation, thereby facilitating competition for public incentive resources. The land could be eventually held on a long term lease or conveyed to a project developer.
		7	**STATE PARKING -** The State of Alaska owns the North State Office Building (NSOB) parking garage on Willoughby Avenue next to the Fireweed Place housing facility. The parking garage is in disrepair and the State acknowledges that a significant capital expenditure is necessary to keep the structure open for public use. Tearing down the structure and replacing it with a bigger, more efficient structure is believed by State and City officials to be in the best interests of both the City and the State.
		8	**CITY HALL -** Provides funding toward the new City Hall for the City & Borough of Juneau Government Offices.
		9	**JPD FACILITY SECURITY UPGRADES -** The JPD parking lot is occassionally used as a temporary storage area for evidence. It needs security upgrades. This includes motion detection lighting on every other post, installation of a fence cut sensor around the JPD parking lot.
		10	**HAGEVIG TRAINING CENTER IMPROVEMENTS -** Rezoning and growth around the training center do not allow us to generate smoke as we traditionally have. These funds are to expand the propane fire training prop capabilities to allow training to continue with reduced impact on the neighbors and environment.

FY 2020 CIP PROJECT DESCRIPTIONS

Department	Division	Priority	Project Description
Airport		1	**DEPARTURE LOUNGE SECURED EXIT LANE -** The exit lane is a mechanical egress door system which prohibits back-flow of passenger into the secured departure lounge. The current system is aged and producing multiple false alarms, thus locking down the system during peak passenger flow times. Back-flow prevention systems are allowed by TSA. These systems are less costly than using personnel to staff the exit lane doors.
		2	**TAXIWAY A REHABILITATION -** The main taxiway to access the runway is scheduled for rehabilitation. This aged taxiway was also heavily used during the runway rehabilitation project which had all aircraft landing on the taxiway while the runway was under construction. Several areas are starting to fail with age and use, as well as cracking too wide for traditional sealant repair.
		3	**TAXIWAY E REALIGNMENT (geometry) -** Taxiway E is a smaller taxiway (intersection) joining Taxiway A to the runway. Repairs are needed as well as realignment to make this intersection perpendicular to the runway to meet FAA specifications for airport geometry.
		4	**TAXIWAY D-1 RELOCATION (RIM) -** Taxiway D-1 is a smaller taxiway (intersection) joining Taxiway A to the runway via Taxiway D. D-1 intersection must be relocated so that it is no longer a 4-node intersection, and no longer gives direct access from a ramp to the runway. This is an FAA requirement for Runway Incursion Mitigation and to meet airport geometry specifications.
		5	**26 MALSR (FAA F&E PROJECT) -** The Airport currently has an abbreviated MALS system on the Runway 26 approach which goes out to the 800' station. Installing the remaining system out to 2400' on the approach would decrease the minimums for instrument equipped airlines to approximately one-half mile, thus increasing safety and efficiency into JNU. This has support from the Airport Board, the CBJ Assembly, Alaska Congressional Delegation and the airlines (Alaska and Delta). The State has participated in a special Legislative Grant of $93,750 for the remaining light installation.
		6	**SPACE RECONFIG (OLD DINING ROOM/KITCHEN) TENANTS & ADMIN -** In anticipation of the terminal reconstruction project scheduled for FY20, the Airport will reconfigure existing, vacated (dining room) space for displacement of offices and tenants.
BRH		1	**HOSPITAL DRIVE PAVING - Admin to Juneau Med Center** - Repair and reconstruct existing campus roadways that are deteriorating.
		2	**CRISES STABILIZATION:** This project would create an 8-bed crisis stabilization center at Bartlett Regional Hospital, serving adults (4 beds) and youth (4 beds) from Juneau and the surrounding communities who are experiencing behavioral health crises. A $500K grant will be applied to this project.

FY 2020 CIP PROJECT DESCRIPTIONS

Department	Division	Priority	Project Description
Docks & Harbors			
		1	**STATTER HARBOR** - Continuation of Statter Harbor upgrades to accommodate passenger vessels.
		2	**WATERFRONT SEAWALK : MAJOR MAINTENANCE** - This CIP would be used to battle the ongoing settlement issues that occur at the interface of the seawalk and the land. The seawalk is pile supported and does not settle, but adjacent filled land areas on public and private property continue to settle, causing potential tripping hazards. Installation of Landscaing barriers provides one solution to this problem.
		3	**WATERFRONT SEAWALK: CONTINUED PLANNING/PERMITTING** - Funds will be used for continued efforts on next phase(s) of the seawalk. Activities will include surveying, geotechnical investigations, property appraisals and negotiations, cost estimating, permitting and preparation of conceptual and detailed design plans. CBJ's goal continues to be a seawalk from the rock dump to the bridge.
		4	**LARGE BERTH SHORE POWER FEASIBILITY/SYSTEM IMPACT ANALYSIS** - These funds would be used to determine the feasibility of the installation of more shore power connections at the CBJ docks and/or the AJ Dock. Currently, the Franklin Dock is the only cruise ship dock that is equipped for shore power. These funds would accomplish the Assembly goal of figuring out the necessary steps to connect more ships to shore power.
		5	**PORT OF JUNEAU - SECURITY CHECKPOINT QUEUING STRUCTURE, PHASE II** - These funds would be used for the construction of a security structure at the top of the gangway at the CBJ berths. Recent upgraded Homeland Security protocols require the CBJ to monitor the flow of passengers as they return to the cruise ships.
		6	**AURORA HARBOR REBUILD - PHASE III -** This project continues the phased rebuilding of Aurora Harbor. The work includes removal and replacement of head floats; main floats; and associated finger floats at the northwest end of the harbor. In addition, new electrical; domestic water; and fire suppression systems will be replaced. Docks and Harbors applied for an ADOT Municipal Harbor Matching Grant for this work.
		7	**AREAWIDE ANODE INSTALLATION MATCHING FUNDS -** Docks and Harbors has applied for a matching grant to install zinc anodes to existing newer steel piling of Douglas, Harris, and Statter Harbors. Anodes protect the piling and provide longer life for the facility. Performing this work on multiple harbors at one time saves money by reducing mobilization costs. The funds identified would provide the required match for the ADOT Municipal Harbor Grant.
		8	**AUKE BAY PASSENGER for HIRE IIIB - Cost Share -** This project would install new steel piles; wood and poly floats; electrical and lighting systems; domestic water system; and fire suppression system for use by charter operators. The funding identified is for local match required for this cruise passenger fee funded project.
		9	**COST SHARE WITH ACOE FOR BREAKWATER FEASILITY -** This project would investigate the feasibility of a new wave attenuator at Statter Harbor which would allow expansion of the harbor and provide access to the newly acquired Auke Bay Marine Station. The Army Corps of Engineers would perform the study but requires a local funding match. The funds of this CIP item would provide the CBJ match.

FY 2020 CIP PROJECT DESCRIPTIONS

Department	Division	Priority	Project Description
Eaglecrest			**DEFERRED MAINTENANCE - LIFT/MOUNTAIN OPERATIONS IMPROVEMENTS** -This CIP funds the following projects:
			LODGE MAINTENANCE and PUB RENOVATIONS – Eaglecrest will be doing some small renovations to the Base Lodge to create a delineated space for Beer and Wine sales with our third party vendor. Eaglecrest will also continue to fund small to medium projects that ensure the building remains in serviceable condition until the lodge undergoes a major remodel. In the near term this includes roof maintenance, new flooring, deck repair and upgrades to the fire suppression system.
			LIFT OPERATIONS - MISC. LIFT PARTS - These funds will be used to keep up on the ongoing maintenance and servicing to our Chair Lifts. The Lift maintenance staff has held an extremely high standard of repair on our ski lifts and these funds will ensure that this continues. During our annual inspection that State Inspector described the condition on the lifts as exceptional. Being that our ski lifts are older in age it is of importance that we continue with this high standard of repair.
			MOUNTAIN OPERATIONS TRAIL CONDITIONING – The continued work on improving drainage around the mountain smoothing out low points and preventing washouts greatly improves the ability for the mountain to operate during low snow conditions providing a dependable skiing experience. We are in the need of culvert replacement and upgrades in certain locations to eliminate the risk of damaging erosion during peak storm and flood events that are occurring more frequently. This is an ongoing effort to continually improve the condition of the slopes.
			MOUNTAIN OPERATIONS - HIKING TRAILS - The Master Plan outlines hiking trails/multi-use trails as a top priority for the future of Eaglecrest. We will continue a multi-year plan to create more hiking/multi-use trails within the CBJ/Eaglecrest Boundary.
			MOUNTAIN OPERATIONS - TRAIL MAINTENANCE - The trail network at Eaglecrest was overgrown after many years of little annual maintenance. We have begun a program of yearly maintenance to reclaim the ski trail network enabling Eaglecrest to open as early as possible with the safest conditions possible. This will include cutting and trimming by hand all trails at Eaglecrest on a rotating basis.
			MOUNTAIN OPERATIONS - SNOWMAKING & WATER LINE REPLACEMENT/IMPROVEMENTS - We will begin multi-year plan to repair/replace the current snowmaking system and increase snowmaking coverage of the lower mountain. The mountain will also be working to install a spur leg of pipe to expand snowmaking coverage to the bottom of Black Bear and the top of the Hooter Chair Lift over the next couple of years to fortify access to the higher elevations that typically remain above the snowline. Investments in snowmaking maintenance and expansion will allow Eaglecrest to better handle low snow years and open as early as possible. In addition the snowmaking lines feed the hydroelectric system which significantly lowers our electric usage annually. The pipeline from Cropley Lake is showing increasing signs of decay and patching and welding is becoming less effective. The plan calls for replacement with new pipe in sections over the next few years.

FY 2020 CIP PROJECT DESCRIPTIONS

Department	Division	Priority	Project Description
		1	**BLACK BEAR MOTOR UPGRADES -** The motor and drive terminal upgrades will be an ongoing project over the next couple of years. This motor room is the least weather resistant and most difficult to perform maintenance on. Electricity to the motor is currently powered by a diesel generator. We will be looking at options to do a phased in approach to a new drive terminal to guarantee continued consistent safe operations into the future. It is the ultimate goal to be able to provide electrical grid power to the bottom of Black Bear in the near future.
		2	**MAGIC CARPET GRANT FUNDING -** Magic Carpet Ski Lifts have become the most commonly used first time beginner ski lift across the ski industry worldwide. Eaglecrest desires to install a Magic Carpet Conveyor Ski Lift to quicken the learning curve of the beginners to graduate to the Porcupine Chair Lift
Lands & Resources		1	**PEDERSEN HILL SUBDIVISION** - Construct Phase II of Pederson Hill.
		2	**WEST DOUGLAS PIONEER ROAD EXTENSION -** Begin design work on crossing structure at Middle Creek to allow extension of the pioneer road
		3	**PITS AND QUARRIES INFRASTRUCTURE MAINTENANCE & EXPANSION** - continue to provide funding for major maintenance (ex. haul roads, scales, truck wheel washes, environmental controls, drainage structures, etc.) and expansion activities to continue to meet the needs of the material users.
Parks & Rec	**Bldg. Maintenance**	1	**DEFERRED BUILDING MAINTENANCE -** Funds are for on-going capital funded projects to repair CBJ buildings. These funds will be used to improve public safety and reduce liability for potential injury by funding repairs of critical park elements like walkways, parking areas, area lighting, site security components and other site amenities.
	Parks/Rec Areas	1	**PARK AND PLAYGROUND REPAIRS AND MAINTENANCE** - This CIP funds repairs to park facilities throughout Juneau, including repair/maintenance of playgrounds and equipment and also replacement of playground equipment that has outlived its useful life. Many of Juneau's playgrounds are more than 25 years old. Due to their age, these playgrounds do not comply with modern safety standards or the Americans with Disabilities Act.
		2	**SPORTS FIELD RESURFACING & REPAIRS** - This CIP funds repairs to sports fields throughout Juneau, including softball, baseball, soccer, and football fields. Sport fields require repairs, replacements and preventative maintenance as surfacing is worn away and drainage problems require improvements. If fields surfaces are not properly maintained, adult and student athletes could suffer injuries.
		3	**CAPITAL SCHOOL PARK RETAINING WALL - DESIGN & SHORT TERM REPAIRS -** Repair hillside retaining wall. The retaining wall at Capital School Park is in need of significant repair due to weathering of aging concrete.
		4	**AUGUSTUS BROWN POOL DEFERRED MAINTENANCE -** Complete critical repairs to structural, mechanical, and operational systems at Augustus Brown Pool. This request initiates a wide range of work identified in a facility condition survey completed in 2014.

FY 2020 CIP PROJECT DESCRIPTIONS

Department	Division	Priority	Project Description
		5	**AMALGA MEADOWS PUBLIC USE CABIN GRANT REQUEST -** Construct Public Use cabin at Amalga Meadows.
	Trail Maintenance	1	**TRAIL MAINTENANCE -** This fund supports trail maintenance work, connections between existing trail infrastructure, signage, repair and/or replacement of structures (bridges, culverts, etc.), and other access improvements.
Public Works and Engineering Department			
	Capital Transit	1	**BUS SHELTER IMPROVEMENTS** - Add two new bus shelters, one on the North side of Back Loop Rd. at the Glacier Spur Rd. and one on Glacier Hwy. at or near the Gastineau Humane Society.
		2	**DESIGN POWER UPGRADES for ELECTRIC BUSES -** Evaluate current available power in bus barn and determine degree of upgrade needed to accommodate chargers for all busses and support vehicles. Design electrical changes needed to provide adequate power on a separate metered service for charging vehicles. Install a charger to facilitate charging the electric bus we are in the process of ordering. The bus is expected to be delivered to Juneau in late 2019.
		3	**VALLEY TRANSIT CENTER -** To be used as CBJ's match for an FTA grant to construct a Valley Transit Center.
	Engineering	1	**EV (ELECTRIC VEHICLE) CHARGING INFRASTRUCTURE -** This funding will support the installation of electric vehicle charging stations throughout Juneau.
		2	**CONTAMINATED SITES REPORTING -** This funding is to pay for ADEC administrative fees that are now passed onto CBJ for any correspondence with DEC Regarding contaminated sites, whether active or perceived closed. Funds will also be used to close/address CBJ contaminated sites
	RecycleWorks	1	**RECYCLEWORKS WASTE DIVERSION PROGRAM** - Provide operational funds to continue the CBJ's recycling, junk vehicle and hazardous household waste program to prolong the life of the landfill.
	Streets	1	**PAVEMENT MANAGEMENT PROGRAM -** This is an on-going pavement management program to provide chip seal, asphalt overlays, and other preventative maintenance treatments to CBJ streets. Pavement maintenance is required to extend the functional life of the road surfaces an additional 5 to 10 years. The program also provides capital funding to purchase and repair specialized asphalt maintenance equipment and to purchase necessary paving materials (oil, aggregates, chemicals) for pavement maintenance.
		2	**SIDEWALK AND STAIRWAY REPAIRS -** Reconstruct and repair areawide stairs and sidewalks. Programmed repair of sidewalks and stairs reduces maintenance costs and promotes pedestrian safety.
		3	**AREAWIDE DRAINAGE IMPROVEMENTS -** This is a multi-phase project that involves permitting, design, and construction of storm drainage improvements to both surface and underground infrastructure throughout the Juneau area to reduce the impacts from seasonal flooding and ground water damage to private and public property. Failure to repair or replace failing culverts and storm sewer piping may result in significant damage to roadways and adjacent private properties.

FY 2020 CIP PROJECT DESCRIPTIONS

Department	Division	Priority	Project Description
		4	**SECURITY SYSTEM - 7 MILE SHOP YARD -** Installed security cameras on building to cover the surrounding yard and install a remote motorized gate operator for entrance to the yard. This facility only has a fence along the road frontage to keep vehicles out and is isolated and vulnerable to theft. In the past year we have experienced nearly $10,000 worth of tools and equipment being stolen from vehicles and multiple thefts of fuel and valdalism of vehicles. The main CBJ fuel distribution point is in this yard and accessed by many CBJ departments throughout the day and night. The gate is very difficult to open by one person.
		5	**CAPITAL AVE IMPROVEMENTS - Willoughby to Ninth -** Reconstruct roadway, Install storm drainage and replace utilities as needed. Roadway base to be excavated and replaced with shot rock to improve drainage under roadway and new asphalt applied.
		6	**HOSPITAL DRIVE** - Replace road base, construct pedestrian improvements, repave roadway, replace aged water system that was not replace during the 2002 reconstruction. Improve drainage and sewer utilities as needed.
		7	**CALHOUN AVE IMPROVEMENTS, Phase I - MAIN ST TO GOLD CREEK -** Reconstruct roadway, sidewalk and curb and gutter. Replace Water Main, valves and services connects as needed. Replace sewer main and service connects as needed. Evaluate street light coverage and possible need for additional lights or moving existing. Roadway base to be excavated and replaced with shot rock to improve drainage under roadway and new asphalt.
		8	**Mendenhall Boulevard -Poplar to Columbia -** Replace road base course and repave roadway, replace aged water system that was not replaced during the 2002 reconstruction. Improve drainage and sewer utilities as needed.
		9	**Savikko Road -** Replace road base course, replace aged water system and repave roadway. Improve drainage and sewer utilities as needed.
		10	**ASPEN AVE IMPROVEMENTS - MENDENHALL BLVD TO TAKU BLVD -** Reconstruct roadway, improve drainage and replace utilities as needed. Roadway base to be excavated and replaced with shot rock to improve drainage under roadway and new asphalt applied.
		11	**RIVER RD IMPROVEMENTS - LID -** Reconstruct roadway, improve drainage and replace utilities as needed. Roadway base to be excavated and replaced with shot rock to improve drainage under roadway and new asphalt applied.
		12	**GOLD CREEK FLUME REPAIRS -** Repair failing strucutural and flow channel concrete in the Gold Creek Flume between Cope Park and Glacier Ave
	Wastewater Utility	1	**MENDENHALL TREATMENT PLANT (MWWTP) PRETREATMENT IMPROVEMENTS** - Install pretreatment at MWWTP to help address current influent organic over-loading situation.
		2	**MWWTP BASIN RECIRCULATION PUMP REPLACEMENTS -** Replacements of 30 yr old MWWTP SBR jet aeration/mix pumps.
		3	**AUKE BAY TREATMENT PLANT (ABTP) TANK REPAIRS -** Rebuild deteriorated tanks and infrastructure at ABTP. Limit 2020 scope to Cathodic protection if needed to fund reasonable SCADA scope.

FY 2020 CIP PROJECT DESCRIPTIONS

Department	Division	Priority	Project Description
		4	**WW SYSTEM SCADA IMPROVEMENTS -** Complete recontrol of outdated SBR building SCADA and integration with the upgraded Biosolids dryer SCADA system.
		5	**COLLECTION SYSTEM PUMP STATION UPGRADES - R**eplace outdated Wastewater Collection system pump stations and install new, standardized equipment and controls.
		6	**LIFT STATION UPGRADES/OUTER DRIVE and WEST JUNEAU IMPROVEMENTS -** Replacements of influent valves at West Juneau and Outer Drive lift stations- SAFETY ISSUE.
		7	**ADTP DISINFECTION UPGRADES** - Install UV disinfection system and remove the chlorine injection system.
		8	**ABTP GENERATOR/BACK-UP POWER -** Install generator and back up power system to ABTP. Currenly have no back up power and requires manual reset of system (including disinfection) with each power outage.
		9	**DELTA DRIVE COLLECTION SYSTEM IMPROVEMENTS (street recon) -** Provide funds to reconstruct Wastewater Utility infrastructure with the associated street reconstruction project.
		10	**ASPEN AVENUE - MENDENHALL BLVD. to TAKU - COLLECTION SYSTEM IMPROVEMENTS (street recon) -** Provide funds to reconstruct Wastewater Utility infrastructure with the associated street reconstruction project.
		11	**RIVER ROAD PAVING LID - UTILITY ADJUSTMENTS and IMPROVEMENTS -** Provide funds to reconstruct Wastewater Utility infrastructure with the associated street reconstruction project.
		12	**HOSPITAL DRIVE SEWER IMPROVEMENTS (street recon) -** Provide funds to reconstruct Wastewater Utility infrastructure with the associated street reconstruction project.
		13	**PAVEMENT MANAGEMENT UTILITY ADJUSTMENTS -** Area wide paving opportunity for mainline and manhole reconstruction - code compliance issues.
		14	**ADOT PROJECT UTILITY ADJUSTMENTS -** ADOT state road work opportunity for mainline and manhole reconstruction - code compliance issues.
	Water Utility	1	**DOUGLAS HWY WATER SYSTEM REPLACEMENT - DAVID ST. to I ST. -** Replace old water system on Douglas Hwy ahead of ADOT Reconstruction proejct from David St to Gastineau School
		2	**Cedar Park Pump Station Backup Generator and Tank Removal -** Replace old generator and remove underground fuel tank - replace with above ground day tank
		3	**HOSPITAL DRIVE WATERLINE REPLACEMENT (street recon) -** Replace old water system within street during street reconstruction project.
		4	**SAVIKKO ROAD WATERLINE REPLACEMENT (street recon) -** Replace old water system within street during street reconstruction project.
		5	**MENDENHALL BLVD.- POPLAR to COLUMBIA WATER REPLACEMENT (repave) -** Replace old water system within street during street reconstruction project.

FY 2020 CIP PROJECT DESCRIPTIONS

Department	Division	Priority	Project Description
		6	**CAPITAL AVE WATER SYSTEM - WILLOUGHBY to NINTH (street recon) -** Replace old water system within street during street reconstruction project.
		7	**AREAWIDE WATERMAIN REPAIRS -** Provides funding to make repairs to waterline breaks or complete smaller preventative maintenance
Schools		1	**JSD BUILDINGS MAJOR MAINTENANCE / MATCH -**fund ongoing civil, architectural, mechanical and electrical deferred maintenance projects and provide matching funds to any other outside maintenance or construction grant funding that could be acquired.

FINANCIAL SUMMARY OF CURRENT PROJECTS

This section of the CIP provides a financial summary for the capital improvements that were active on June 1, 2019. A table is presented showing the project name, budget, commitments, expenditures to date, and the funds available to complete each improvement. This financial information is obtained from Infor (formally known as Lawson), CBJ's official accounting system.

CAPITAL IMPROVEMENT PROJECTS
Financial Summary
as of June 1, 2019

Activity	Project Name	Budget	Commitments	Actuals	Funds Available
001-001	AC for Penny problems GM	$ -	$ -	$ 3	$ (3)
A50-001	Airport CIP Project Design	$ 305,331	$ -	$ 116,644	$ 188,687
A50-031	Airport Construction Cont. Res	$ 80,000	$ -	$ -	$ 80,000
A50-033	Airport Revovling Capital Rese	$ 551,101	$ -	$ -	$ 551,101
A50-071	Purchase Land/Airport Expansio	$ 33,822	$ -	$ 33,822	$ -
A50-078	Runway Safety Area (RSA)	$ 26,228,278	$ -	$ 26,228,278	$ -
A50-079	Runway Rehabilitation	$ 22,903,618	$ -	$ 22,903,618	$ -
A50-080	Master Plan Study	$ 787,789	$ -	$ 787,789	$ -
A50-081	Runway 26 MALSR	$ 93,750	$ -	$ 5,788	$ 87,962
A50-083	ARFF Building Modifications	$ 2,611,722	$ 0	$ 2,294,089	$ 317,633
A50-084	RSA Phase IIB & Fence	$ 838,983	$ -	$ 838,983	$ -
A50-085	New Terminal Renovation	$ 688,828	$ -	$ 688,828	$ -
A50-086	SREB	$ 21,790,411	$ 614,472	$ 19,529,527	$ 1,646,412
A50-087	Twy A & RIM	$ 700,000	$ -	$ 700,000	$ -
A50-088	Constr RSA IIB	$ 2,882,139	$ -	$ 2,882,139	$ -
A50-089	Part 121 Ramp	$ 543,903	$ -	$ 543,903	$ -
A50-090	Design Twy A Rehab/E&D-1 Reali	$ 2,111,000	$ 91,733	$ 1,350,210	$ 669,057
A50-091	RSA 2C-NE/NW Quad Apron	$ 11,200,000	$ 3,708,400	$ 6,018,195	$ 1,473,405
A50-092	Float Pond Improvements	$ 816,000	$ 33,289	$ 767,164	$ 15,547
A50-093	Snow Removal Equipment	$ 5,145,121	$ 1,950,000	$ 2,227,104	$ 968,017
A50-094	Ramp LED Lighting	$ 256,000	$ -	$ 11,791	$ 244,209
A50-095	Gate 2 Pax boarding bridge	$ 1,972,000	$ -	$ 1,757,830	$ 214,170
A50-096	Terminal Reconstr Desing/Const	$ 1,902,997	$ 529,838	$ 810,456	$ 562,704
A50-097	Constr Sand/Chem/Fuel Facility	$ 10,651,000	$ 5,454,566	$ 4,323,091	$ 873,343
A50-098	Twy A&E Rehab	$ 1,281,250	$ -	$ -	$ 1,281,250
A50-101	Replace Exit Lane System	$ 380,000	$ 5,000	$ 1,082	$ 373,918
A50-102	Terminal Construction	$ 6,486,160	$ 1,377,502	$ 359,982	$ 4,748,675
B55-075	BRH Roof for Medical Arts Bldg	$ 250,000	$ 80,069	$ 163,400	$ 6,531
B55-077	RFV Admin Build-Siding	$ 300,000	$ 11,206	$ 111,965	$ 176,829
B55-078	RRC Detox Addition	$ 3,100,000	$ 2,354,150	$ 245,427	$ 500,423
B55-079	BRH PHARMACY CLEANROOM RENO	$ 1,300,000	$ 776,221	$ 95,129	$ 428,650

CAPITAL IMPROVEMENT PROJECTS
Financial Summary
as of June 1, 2019

Activity	Project Name	Budget	Commitments	Actuals	Funds Available
D12-017	PRISM Core Financial Conver II	$ 151,346	$ -	$ 151,346	$ -
D12-045	Manager's Energy Efficiency	$ 269,999	$ -	$ 269,999	$ -
D12-046	Capitol Plaza Planning	$ 25,000	$ -	$ -	$ 25,000
D12-047	Areawide EV Charging Stations	$ 50,000	$ 7,193	$ 15,364	$ 27,443
D12-048	Busns Case-New City Hall Estim	$ 150,000	$ 18,089	$ 45,330	$ 86,581
D12-049	Manager's Energy Efficiency	$ 164,342	$ 50,222	$ 2,321	$ 111,799
D12-070	Open Space Waterfront Land Acq	$ 2,465,349	$ -	$ 2,023,840	$ 441,509
D12-081	Gastineau Apartments Demo	$ 1,800,000	$ -	$ 1,692,068	$ 107,932
D12-095	Vehicle&Equipment Wash Bays Pl	$ 2,200,000	$ 1,325,623	$ 759,656	$ 114,721
D12-096	North Douglas Crossing	$ 250,000	$ -	$ -	$ 250,000
D12-097	Dwntwn Wayfndng/Interpret Sign	$ 680,000	$ 9,018	$ 29,890	$ 641,092
D14-019	Lemon Creek 2nd Access	$ 300,000	$ -	$ 130,441	$ 169,559
D14-037	North Lemon Creek Gravel Sourc	$ 630,796	$ -	$ 630,796	$ -
D14-038	North Lemon Creek Gravel Sourc	$ 162,419	$ -	$ -	$ 162,419
D14-051	Pederson Hill Land Srvy & Plan	$ 6,465,560	$ 1,313,355	$ 4,316,672	$ 835,534
D14-060	N. Douglas Highway Extension	$ 2,972,785	$ -	$ 2,975,901	$ (3,116)
D14-096	Stabler Quarry Infr&Expansion	$ 1,065,000	$ 82,430	$ 457,292	$ 525,278
D14-097	Pits/Quarries Infrastructure	$ 100,000	$ -	$ -	$ 100,000
D23-059	City Museum Exhibit Case Repl	$ 100,000	$ 7,216	$ 71,296	$ 21,488
D24-001	AJ Mine	$ 250,000	$ 14,533	$ 152,318	$ 83,150
D24-010	Contaminated Sites Reporting	$ 176,951	$ 4,390	$ 168,347	$ 4,214
D24-044	Stormwater Mgmt Standard II	$ 21,521	$ -	$ -	$ 21,521
D28-054	Mountain Operations and Lift	$ 1,508,462	$ -	$ 1,508,462	$ -
D28-097	Eaglecrest Learning Center & L	$ 3,558,964	$ -	$ 3,533,386	$ 25,578
D28-098	EagleDfrrd Maint/Mtn Ops Impvm	$ 769,670	$ 189,732	$ 549,076	$ 30,862
D28-099	Snow Making Equip	$ 250,000	$ 197	$ 241,079	$ 8,724
D71-053	Capital Transit Bus Shelters	$ 632,980	$ 5,138	$ 387,151	$ 240,692
D71-085	Capital Transit Maint Shop	$ 6,318,301	$ 14,175	$ 6,198,704	$ 105,422
D71-086	Transit Technology	$ 100,000	$ -	$ 97,905	$ 2,095
D71-087	DT Passenger Trans Improv	$ 150,000	$ -	$ 150,000	$ -
D71-088	Bus Shelters/Interim Valley Im	$ 650,000	$ -	$ -	$ 650,000

CAPITAL IMPROVEMENT PROJECTS
Financial Summary
as of June 1, 2019

Activity	Project Name	Budget	Commitments	Actuals	Funds Available
D71-089	Valley Transit Center	$ 1,100,000	$ 8	$ 52,289	$ 1,047,704
D71-090	Electronic Fare Boxes	$ 775,780	$ -	$ -	$ 775,780
D77-001	Recycleworks Consolidated Faci	$ 1,474,553	$ 46,835	$ 47,207	$ 1,380,511
F21-038	DT Fire Station Roof Replaceme	$ 300,000	$ -	$ 300,000	$ -
F21-039	Glacier Station HVAC improv	$ 56,339	$ 5,742	$ 24,579	$ 26,019
H51-083	Marine Pk/Steamship Whrf II	$ 210,000	$ -	$ 163,546	$ 46,454
H51-092	Waterfront Seawalk II	$ 15,253,108	$ 35,722	$ 15,161,448	$ 55,938
H51-093	Statter Harbor Loading Fac/EI	$ 26,444,440	$ -	$ 26,304,522	$ 139,919
H51-095	Downtown Cruise Ship Berth Enh	$ 11,443,082	$ -	$ 11,443,082	$ -
H51-100	Aurora Harbor Improvements	$ 16,451,941	$ 1,125	$ 15,842,609	$ 608,207
H51-103	Weather Monitor & Communicatio	$ 169,848	$ -	$ 169,848	$ -
H51-104	Dock Cathodic Protection	$ 850,000	$ 46,704	$ 798,833	$ 4,463
H51-105	Amalga Fish Cleaning Station	$ 50,000	$ 4,500	$ 58,293	$ (12,793)
H51-106	Statter Harbor Breakwtr Sfty I	$ 466,000	$ -	$ 103,539	$ 362,461
H51-107	Tug Assist	$ 120,920	$ -	$ 14,300	$ 106,620
H51-108	Statter Improv-Phase III	$ 5,840,000	$ 486,016	$ 981,900	$ 4,372,084
H51-109	Taku Harbor Deferred Maintenan	$ 312,500	$ -	$ 172,438	$ 140,062
H51-110	Visitor Info Kiosk Replmt-Desi	$ 281,000	$ 28,057	$ 235,216	$ 17,728
H51-112	Dwntwn Restrooms Location/Desi	$ 575,000	$ -	$ 1,375	$ 573,625
H51-113	Waterfront Seawalk	$ 697,780	$ 54,506	$ 212,574	$ 430,700
H51-114	Cruise Ship Uplands Staging Ar	$ 10,000	$ -	$ 10,000	$ -
H51-115	Harris Harbor Restrooms	$ 149,095	$ -	$ 149,095	$ -
H51-116	MP to Taku Upland Improv	$ 20,512,876	$ 1,260,412	$ 2,532,879	$ 16,719,585
H51-117	ABMS Maint & Impr	$ 250,000	$ -	$ 262,466	$ (12,466)
H51-118	Public/Private Port Infrastruc	$ 150,000	$ -	$ -	$ 150,000
H51-119	Small Cruiseshp Moorg	$ 150,000	$ -	$ -	$ 150,000
H51-120	Seawalk Major Maintenance	$ 85,000	$ 22,028	$ 109	$ 62,863
H51-121	Pile Anode Installation	$ 140,000	$ -	$ -	$ 140,000
H51-122	Dock Security Stations	$ 299,000	$ 1,999	$ 43,967	$ 253,034
H51-123	Weather Monitor & Communicatio	$ 32,652	$ 10,313	$ 4,938	$ 17,402
M14-062	Switzer Area Muni Land Dev	$ 1,550,000	$ 21,714	$ 1,252,180	$ 276,106

CAPITAL IMPROVEMENT PROJECTS
Financial Summary
as of June 1, 2019

Activity	Project Name	Budget	Commitments	Actuals	Funds Available
M15-002	IT Infrastructure Modernizatio	$ 1,430,382	$ 32,565	$ 1,290,991	$ 106,827
M15-003	IT - Infrastructure Upgrades	$ 800,000	$ 75,000	$ 171,055	$ 553,945
M15-004	Accounting Systems Upgrade	$ 1,081,001	$ -	$ 230,100	$ 850,901
P41-059	Parks & Playground Improvement	$ 4,087,798	$ 5,000	$ 3,924,576	$ 158,223
P41-085	Sportfield Repairs	$ 1,543,139	$ 49,635	$ 1,324,069	$ 169,435
P41-089	Restrooms, Paving, & Concessio	$ 1,332,493	$ -	$ 1,022,300	$ 310,193
P41-090	Bridge Park	$ 1,560,000	$ 11,579	$ 1,548,421	$ -
P41-091	Horse Tram Trail Repairs	$ 125,000	$ 24,416	$ 25,584	$ 75,000
P41-092	Sports Field Resurfacing-Repai	$ 270,000	$ -	$ -	$ 270,000
P41-093	Parks & Playground Maint & Rep	$ 524,650	$ 8,340	$ 74,521	$ 441,789
P41-094	Treadwell Arena Prkng Lot Lite	$ 50,000	$ -	$ 42,497	$ 7,503
P41-095	Playground Rebuild	$ 1,643,074	$ 10,000	$ 1,618,636	$ 14,438
P41-096	Crow Hill Trail	$ 20,000	$ -	$ -	$ 20,000
P42-076	Arboretum Park Lot &Conservato	$ 106,087	$ -	$ 106,087	$ -
P42-077	Arboretum Residence Def Maint	$ 246,264	$ 3,363	$ 123,868	$ 119,033
P44-073	Deferred Bldg Maintenance III	$ 7,690,503	$ 13,047	$ 7,663,468	$ 13,988
P44-085	Mt Jumbo Gym Roof	$ 250,000	$ -	$ -	$ 250,000
P44-086	AB Pool Short Term Repairs	$ 395,000	$ 61,763	$ 15,842	$ 317,395
P44-087	Cent. Hall Floor Replacement	$ 125,000	$ -	$ 120,227	$ 4,773
P44-088	Deferred Building Maintenance	$ 2,320,000	$ 361,029	$ 1,561,875	$ 397,096
P46-069	Auke Lake Wayside POT/PT Match	$ 170,000	$ 1,500	$ 78,718	$ 89,782
P46-078	Treadwelll Historic Plan&Const	$ 140,770	$ -	$ 140,770	$ -
P46-090	OHV Park Site Analysis	$ 245,000	$ -	$ 95,394	$ 149,606
P46-091	Under Thunder Trail	$ 16,246	$ 10,592	$ 5,654	$ -
P46-101	ZGYC & AB Pool Improvements	$ 55,000	$ -	$ -	$ 55,000
P46-102	Trail Improvements	$ 273,754	$ 4,410	$ 10,919	$ 258,425
P46-103	Kax Trail Bridge River Bank St	$ 400,000	$ 1,691	$ 57,134	$ 341,176
P46-104	Treadwell Ditch Trail Repairs	$ 145,279	$ -	$ 123,066	$ 22,213
P46-105	Treadwell Mine Park Preservn	$ 285,625	$ -	$ 285,625	$ -
P46-106	Augustus Brown Pool Covers	$ 151,864	$ -	$ 51,157	$ 100,707
P46-107	Hut to Hut	$ 50,000	$ -	$ -	$ 50,000

CAPITAL IMPROVEMENT PROJECTS
Financial Summary
as of June 1, 2019

Activity	Project Name	Budget	Commitments	Actuals	Funds Available
P46-108	Dimond LoopField Repair	$ 228,983	$ 3,900	$ 72,903	$ 152,180
P46-109	Capital School Park Ret. Wall	$ 200,000	$ -	$ -	$ 200,000
P46-110	Lemon Creek Park	$ 250,000	$ -	$ -	$ 250,000
P46-111	Off-Highway Vehicle (OHV) Park	$ 100,000	$ -	$ -	$ 100,000
P47-072	Centennial Hall Renovation	$ 3,795,578	$ -	$ 3,795,578	$ -
P47-073	Cent Hall Reno Phase 2	$ 59,652	$ 47,199	$ 7,067	$ 5,386
P48-087	Willoughby District Parking	$ 1,574,466	$ 571,468	$ 710,480	$ 292,518
P48-088	Downtown Parking Management	$ 575,000	$ -	$ 27,580	$ 547,420
R72-004	Pavement Management	$ 11,155,457	$ 100,594	$ 10,998,879	$ 55,984
R72-035	Sidewalk & Stairway Repairs	$ 980,000	$ -	$ 1,005,000	$ (25,000)
R72-038	Valley Snow Storage Permitting	$ 1,791,562	$ -	$ 1,762,054	$ 29,508
R72-048	MntnaCrkRd Closure/Prkg Mdfctn	$ 100,000	$ -	$ 85,701	$ 14,299
R72-053	Eagles Edge Utility LID	$ 3,629,256	$ 34,165	$ 3,573,263	$ 21,829
R72-056	Areawide Drainage Improvements	$ 1,291,736	$ -	$ 706,135	$ 585,601
R72-060	City Shop Demolition/Removal	$ 300,000	$ 4,124	$ 295,876	$ -
R72-061	Industrial Boulevard Match	$ 1,534,815	$ -	$ 1,423,945	$ 110,871
R72-081	St Maint Shop Design - New Loc	$ 13,944,159	$ 10,530	$ 13,933,205	$ 424
R72-101	Glacier Ave Intersection	$ 15,000	$ -	$ -	$ 15,000
R72-103	Flood Plain Mappng Tech Assist	$ 150,000	$ -	$ 57,348	$ 92,653
R72-107	Meadow Lane Improvements	$ 1,325,000	$ 61,680	$ 1,236,263	$ 27,057
R72-110	Areawide Snow Storage Facility	$ 250,000	$ -	$ -	$ 250,000
R72-111	Distin/W. 8th St. Reconstructi	$ 1,271,000	$ 5,296	$ 1,219,398	$ 46,306
R72-112	McGinnis Sub LID Ph 1	$ 4,755,000	$ 463,147	$ 3,041,442	$ 1,250,411
R72-114	Blueberry Hills Road	$ 2,264,908	$ 2,655	$ 2,243,324	$ 18,929
R72-115	Dunn Street	$ 536,350	$ 1,060	$ 516,151	$ 19,139
R72-116	Downtown Street Improvements	$ 6,961,629	$ 183,813	$ 5,632,702	$ 1,145,115
R72-117	DOT Riverside/Stephen Richards	$ 250,000	$ -	$ 42,070	$ 207,930
R72-120	River Rd Reconstruct LID	$ 150,000	$ -	$ -	$ 150,000
R72-121	Bridge Repairs	$ 150,000	$ -	$ 13,547	$ 136,453
R72-122	Retaining Wall Repairs	$ 150,000	$ -	$ 142,062	$ 7,938
R72-123	West 8th Street Reconstruction	$ 720,000	$ 27,786	$ 656,292	$ 35,921

CAPITAL IMPROVEMENT PROJECTS
Financial Summary
as of June 1, 2019

Activity	Project Name	Budget	Commitments	Actuals	Funds Available
R72-126	F St Douglas- 3rd to 5th	$ 650,000	$ 10,755	$ 526,263	$ 112,982
R72-127	East Street-5th to 6th	$ 595,000	$ 405	$ 475,745	$ 118,850
R72-128	Pavement Management	$ 1,970,000	$ 668,874	$ 1,099,890	$ 201,236
R72-129	Sidewalk & Stairway Repairs	$ 450,000	$ 90,587	$ 36,280	$ 323,134
R72-130	Shaune Dr Imprv-Anka to Barrow	$ 1,112,010	$ 54,529	$ 654,373	$ 403,108
R72-131	Birch Lane Sewer Replacement	$ 2,978,000	$ 725,744	$ 1,668,445	$ 583,811
R72-132	Calhoun Av Imprv-Main to Gold	$ 350,000	$ -	$ -	$ 350,000
R72-133	Douglas Side Streets -D and E	$ 1,075,000	$ 151,577	$ 783,775	$ 139,648
R72-134	Sitka Street Reconstrution	$ 485,000	$ 79,867	$ 256,252	$ 148,881
R72-135	Contract Specif & Languag Upda	$ 65,000	$ -	$ -	$ 65,000
R72-136	Areawide Drainage Improv	$ 250,000	$ -	$ -	$ 250,000
R72-137	Gold Creek Flume Repairs	$ 300,000	$ 263,000	$ 9,363	$ 27,637
R72-138	Columbia/Poplar Reconstr	$ 2,540,000	$ 2,506,979	$ 143,244	$ (110,223)
S02-094	Gastineau Elem Reno	$ 13,288,820	$ -	$ 13,288,820	$ -
S02-102	JSD Def maint and Minor Impov	$ 3,065,410	$ 1,031,043	$ 1,905,433	$ 128,934
S02-103	JSD Comprehensive Facility Pla	$ 300,000	$ -	$ 164,866	$ 135,134
U76-004	Wastewater SCADA Improvements	$ 812,284	$ -	$ 113,519	$ 698,765
U76-014	Auke Bay Sewer Extension	$ 75,000	$ -	$ 49,784	$ 25,216
U76-015	JD Plant Infrastructure Improv	$ 204,245	$ -	$ 189,089	$ 15,156
U76-100	Glacier Hwy Sewer-Anka to Walm	$ 2,625,766	$ 49,027	$ 751,821	$ 1,824,918
U76-103	Facilities Planning	$ 250,000	$ 619	$ 57,739	$ 191,643
U76-106	Treatment Plants Headworks Imp	$ 5,275,156	$ 55,220	$ 4,178,511	$ 1,041,425
U76-107	MWWTP Instrumentation Upgrades	$ 300,000	$ -	$ -	$ 300,000
U76-108	MWWTP Roof Repair	$ 1,100,000	$ 920,371	$ 64,467	$ 115,163
U76-109	BioSolids Treatment and Dispos	$ 21,048,350	$ 1,273,092	$ 19,276,125	$ 499,133
U76-111	RealTime Cruise WW Dschrg Mntr	$ 50,000	$ -	$ -	$ 50,000
U76-112	JDTP New Vactor Dump	$ 625,000	$ 7,665	$ 3,619	$ 613,716
U76-113	Maier Dr Forcemain Emerg Repai	$ 500,000	$ 64,367	$ 1,427,639	$ (992,006)
U76-114	Wastewater Infrastructure Main	$ 3,000,000	$ -	$ -	$ 3,000,000
U76-115	Kaiser Forcemain Replac	$ 1,000,000	$ -	$ 108,747	$ 891,253
U76-116	JD Clarifier/DigestertankImpro	$ 225,000	$ -	$ -	$ 225,000

CAPITAL IMPROVEMENT PROJECTS
Financial Summary
as of June 1, 2019

Activity	Project Name	Budget	Commitments	Actuals	Funds Available
U76-117	Anode Repl. Outer Drive FM	$ 250,000	$ -	$ 2,268	$ 247,732
U76-118	ADOT Proj Utility Adj-F419	$ 40,000	$ 12	$ 4,988	$ 35,000
W75-036	Areawide Water Main Repairs	$ 498,018	$ -	$ 498,018	$ -
W75-037	Lst Chance Basin Hydro-Geo Inv	$ 3,454,136	$ -	$ 3,435,911	$ 18,225
W75-046	SCADA Upgrades	$ 405,000	$ -	$ 197,989	$ 207,011
W75-048	Back Loop Rd Auke Bay Waterlin	$ 926,576	$ -	$ 751,064	$ 175,512
W75-050	Egan Drive Water - Main to Ten	$ 2,080,939	$ -	$ 936,068	$ 1,144,871
W75-052	Crow Hill Reservoir improvemen	$ 700,000	$ 63,271	$ 548,836	$ 87,894
W75-054	Douglas Highway Water Repl.	$ 3,339,157	$ 1,941,201	$ 790,761	$ 607,195
W75-055	Salmon Creek Filtration Projec	$ 1,390,068	$ 153,896	$ 912,574	$ 323,598
W75-056	LCB Fuel Tank Removal and Relo	$ 215,000	$ -	$ -	$ 215,000
W75-057	Lee Street Pump Station Replac	$ 500,000	$ 302,773	$ 58,475	$ 138,751
W75-058	CrowHill/CedarParkPSControlUpd	$ 300,000	$ 7,100	$ 36,870	$ 256,030
W75-059	Areawide Watermain Repairs	$ 107,415	$ 20,000	$ -	$ 87,415
W75-060	ADOT Proj Utility Adj-F414	$ 45,000	$ -	$ -	$ 45,000
		$ 437,591,393	**$ 34,686,750**	**$ 329,016,554**	**$ 73,888,088**

Summary of studies, initiatives, and projects in selected CBJ plans for potential inclusion in the CBJ Capital Improvement Program - 2019

CDD staff reviewed a selection of adopted plans for potential projects identified in those plans that could be suitable for the CIP. The plans reviewed include the Comprehensive Plan and a number of the plans adopted into the Comprehensive Plan, or plans that are related to last year's Planning Commission recommendations. Some of the identified studies and projects are listed in the CIP or have already been completed. Others are yet to be included in the CIP list. The list is extensive and illustrates the demand on limited CIP money.

Plans reviewed are:

2013 City and Borough of Juneau Comprehensive Plan Update

1997 West Douglas Concept Plan

2015 Auke Bay Area Plan

2016 Housing Action Plan

2012 Willoughby District Land Use Plan

2009 Non-motorized Transportation Plan

2017 Lemon Creek Area Plan

2010 Downtown Parking Management Plan

2004 Long Range Transportation Plan

2015 Juneau Economic Development Plan

2018 Juneau Renewable Energy Strategy/ 2011 Juneau Climate Action and Implementation Plan.

Plan name	Potential CIP item	Page	Implementation period if given
	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.	36	
	POLICY 4.4. TO FACILITATE THE PRESERVATION AND REHABILITATION OF EXISTING HOUSING, PARTICULARLY HOUSING AFFORDABLE TO LOW- INCOME RESIDENTS. 4.4 - IA4 Identify and inventory substandard housing, including pre-1976 mobile homes that do not comply with HUD standards of habitability, and pursue strategies to rehabilitate or replace these units with safe, sanitary, and HUD-compliant units.	39	
	POLICY 5.5. TO MAINTAIN AND STRENGTHEN DOWNTOWN JUNEAU AS A SAFE, DYNAMIC AND PLEASANT CENTER FOR GOVERNMENT AND LEGISLATIVE ACTIVITIES, PUBLIC GATHERINGS, CULTURAL AND ENTERTAINMENT EVENTS, AND RESIDENTIAL AND COMMERCIAL ACTIVITIES IN A MANNER THAT COMPLEMENTS ITS RICH HISTORIC CHARACTER AND BUILDING FORMS. 5.5 - IA2 Develop a comprehensive multi-modal (e.g., pedestrian, bicycle, bus, vessel, vehicle) transportation plan for the downtown area that addresses the need to emphasize, provide for and/or improve non-private-vehicle transportation facilities throughout downtown while assuring adequate short-term parking to support business and government activities. This plan should be a key element of a larger transit system between the Alaska Marine Highway System Auke Bay Ferry Terminal, east and west Mendenhall Valley, Douglas, North Douglas, and downtown with convenient stops and bus transfer stations in-between, with dispersed park and ride facilities as components of this system, along with high-density, affordable housing. Consider implementing a downtown circulator shuttle or trolley. 5.5 - IA3 Facilitate the pedestrian usage of downtown with physical improvements, Land Use Code amendments, or other programs or initiatives which could include: A. Encourage development that improves year-round safe, convenient and	48	

Plan name	Potential CIP item	Page	Implementation period if given
	dry pedestrian facilities; B. Extend the waterfront seawalk; C. Repair and widen sidewalks and provide a network of canopies throughout downtown; D. Separate pedestrian ways from vehicular traffic, where practical; E. Encourage development of dry, secure bicycle storage throughout downtown;		
	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. 5.11 – IA5 Pursue funding and construction of a North Douglas Crossing, pursuant to CBJ Resolutions 2330(b) and 2415(am).	58	
	POLICY 5.13. TO SUPPORT THE EXTRACTION AND PROCESSING OF MINERAL RESOURCES IN AN ENVIRONMENTALLY-SOUND MANNER, GIVING PROPER RECOGNITION TO THE UNIQUE VALUES OF THIS COMMUNITY. 5.13 – IA2 Develop a five-year Action Plan for the sustainable development or long-term maintenance of the CBJ's AJ mine property. The plan should address potential economic, environmental, and social impacts of the City's AJ mine property with or without development and describe actions the City should take to accomplish either objective.	59	

Plan name	Potential CIP item	Page	Implementation period if given
	POLICY 6.1. TO WORK WITH UTILITY AND ENERGY PROVIDERS TO ANALYZE THE LOCAL ENERGY SYSTEM, POTENTIAL RENEWABLE ENERGY SOURCES, AND EMERGING TECHNOLOGIES; TO ESTABLISH A LONG-TERM ENERGY PLAN; AND TO IMPLEMENT THAT PLAN FOR THE AFFORDABLE AND SUSTAINABLE USE OF ENERGY IN THE COMMUNITY. 6.1 - IA2 Develop and implement a long range energy plan for Juneau that addresses both private-sector, public-sector, and CBJ government energy conservation and management goals, objectives, and an action plan. The plan should consider renewable energy sources, emerging technologies, and other plans being developed within the region and the state. 6.1 - IA4 (i) Develop and examine scenarios for alternative long-term energy plans, including a risk management plan. (ii) Based on alternative scenarios, identify courses of action for each scenario. (iii) Implement actions that maintain flexible energy strategies that best meet Juneau's future energy needs. 6.1 – IA7 Assign a CBJ staff member to work with the Commission on Sustainability and provide them resources as necessary to ensure that Implementing Actions 6.1 – IA1, 2, and 4 are implemented in the near-term.	69	
	POLICY 6.5. TO INCORPORATE TECHNOLOGIES AND OPERATING PRACTICES THAT WILL PROMOTE EFFICIENT AND COST EFFECTIVE ENERGY USE INTO ALL OF ITS NEW AND EXISTING BUILDINGS AND ENERGY-USING PROJECTS. 6.5 - SOP1 Replace inefficient street lighting and lighting in CBJ-owned buildings and facilities with efficient fixtures upon replacement cycle.	71	

Plan name	Potential CIP item	Page	Implementation period if given
	POLICY 7.1. TO PROTECT THE REGION'S SCENIC, ENVIRONMENTAL, AND ECONOMICALLYVALUABLE NATURAL RESOURCES FROM THE ADVERSE IMPACTS OF URBAN DEVELOPMENT. DEVELOPMENT SHALL BE CONTROLLED CAREFULLY AND, IF NECESSARY, PROHIBITED IN NATURALLY HAZARDOUS AND ECOLOGICALLY-PRODUCTIVE OR SENSITIVE AREAS. 7.1 - IA1 Fund a work program to include adequate staff, equipment, and software to establish and maintain an inventory and electronic map on the CBJ's Geographic Information System (GIS) of high-value delineated wetlands and anadromous fish watercourses within the roaded area.	78	
	POLICY 7.5. TO PROTECT HIGH-VALUE WETLANDS FROM ADVERSE EFFECTS OF DEVELOPMENT THROUGH LAND USE MANAGEMENT AND TO SPONSOR OR PARTICIPATE IN EFFORTS TO ENHANCE OR RESTORE THE ENVIRONMENTAL VALUES OF WETLANDS IN THE BOROUGH. 7.5 - SOP1 Seek acquisition of Category A and EP (enhancement potential) wetlands to CBJ ownership for protection, and for use as wetland mitigation projects, respectively. 7.5 - IA6 Develop and maintain a computer database and GIS mapping capability to map and track locally issued permits, wetlands acreage developed under CBJ permits, mitigation required, mitigation success, and enforcement actions.	82	
	POLICY 7.9. TO CONTINUE EDUCATIONAL PROGRAMS, CAPITAL IMPROVEMENT PROJECTS, AND REGULATORY MEASURES TO PROTECT AND IMPROVE OVERALL AIR QUALITY. 7.9 - IA1 Undertake public transit improvements to reduce congestion and encourage residents to utilize non-fossil-fuel dependent forms of transportation. This would include replacing public and private bus fleets with vehicles that operate on non-fossil fuels, such as batteries that can be recharged with renewable energy sources.	88	

Plan name	Potential CIP item	Page	Implementation period if given
	POLICY 7.11. TO PRESERVE AND PROTECT A DIVERSITY OF FISH AND WILDLIFE HABITAT THROUGHOUT THE CBJ. 7.11 - IA1 Develop a GIS database to identify natural resources, fish and wildlife habitats, riparian corridors and wetlands. Develop a GIS-based Critical Wildlife Habitat map in cooperation with the Alaska Department of Fish and Game, the Fish and Wildlife Service, and the U.S. Forest Service as an overlay to the Land Use Code maps. Use this map as a guide in managing and protecting these areas and in identifying un-fragmented fish and wildlife corridors aligned along anadromous fish streams from the icefield to the sea.	92	
	POLICY 7.12. TO PROTECT LOCAL BIODIVERSITY, INCLUDING NATIVE FLORA AND FAUNA, FROM INVASIVE SPECIES. 7.12 - IA1 The CBJ government should fund or otherwise support a study of the effects of climate change on the potential for invasive species to immigrate to and thrive in the borough, to the detriment of native species. If this study identifies potential harmful effects of invasive species, the CBJ government and community should undertake aggressive measures to prevent and eliminate this infestation hazard. 7.12 - IA2 The CBJ should fund or help fund a Borough-wide study of invasive plants to produce an inventory and maps of existing locations of invasive plants on, at least, CBJ-owned lands. This study should include the following elements: (1) development of a priority list of invasive plant species to be targeted for control and eradication throughout the CBJ and a five to ten year plan for achieving that goal; (2) development of a CBJ team within an existing Department or to a contracted non-profit group to coordinate the implementation of that eradication program; (3) development of a prevention plan to identify and address sources of invasive plant species; (4) development and implementation of a public education program to promote awareness of the impacts of and methods to eradicate invasive	92	

Plan name	Potential CIP item	Page	Implementation period if given
	plant species and to urge retailers not to sell invasive species or to prohibit them from selling them; (5) development of new land use controls to require private property owners to eradicate, or to prevent introduction of invasive species on their property as part of review and approval of new building or grading permits; and (6) designation of a secure site and procedures for safe disposal of pulled or cut invasive species.		
	POLICY 7.17. TO MINIMIZE THE THREAT TO HUMAN SAFETY AND DEVELOPMENT POSED BY LANDSLIDES (MASS WASTING) AND AVALANCHES. 7.17 - IA3 Complete the reassessment of hazard areas and include all areas of the original 1972 study, including the downtown Juneau waterfront area. Complete detailed mapping of the White Subdivision, Thunder Mountain and Thane Road hazard areas. 7.17 - IA5 The CBJ government should, to the greatest extent practical, acquire properties lying within areas designated as having high mass wasting or avalanche hazard potentials; these CBJ-owned lands should remain undeveloped.	96	
	POLICY 8.1. TO PROMOTE AND SUPPORT AVIATION SAFETY; TO DEVELOP AND MAINTAIN AIRPORT FACILITIES MEETING THE AVIATION TRANSPORTATION NEEDS FOR JUNEAU, ITS RESIDENTS, VISITORS AND COMMERCE; AND TO WORK WITH THE PUBLIC AND PRIVATE SECTORS TO FACILITATE COMMERCE, ECONOMIC DEVELOPMENT, AND ACCESS TO ALASKA'S CAPITAL CITY. 8.1 - IA1 Continue to fund and complete the expansion plans and mitigation measures recommended in the Airport Expansion Final Environmental Impact Statement (FEIS).	104	
	POLICY 8.2. TO PROMOTE BUSINESS PRACTICES THAT WILL ENCOURAGE OPEN COMPETITION BETWEEN COMMERCIAL AIR CARRIERS. 8.2 – IA1 Maintain, and upgrade as feasible, the airport terminal to showcase the CBJ as the Capital City of Alaska while promoting the continued viable operation of large and small carriers in the airport.	104	

Plan name	Potential CIP item	Page	Implementation period if given
	POLICY 8.5. TO PROMOTE A BALANCED, WELL-INTEGRATED LOCAL MULTI-MODAL SURFACE TRANSPORTATION SYSTEM THAT PROVIDES SAFE, CONVENIENT AND ENERGY-EFFICIENT ACCESS AND TRANSPORT FOR PEOPLE AND COMMODITIES. 8.5 - IA4 Identify, map and designate on the CBJ GIS system and in Land Use Maps of the Comprehensive Plan a Transit Corridor for which the CBJ government should purchase and/or maintain an adequate easement or right-of-way for travel lanes, park & ride facilities, and transit stops and transfer stations. 8.5 - IA7 The CBJ government should investigate the feasibility of providing light or heavy rail public transit service, powered by renewable energy sources, linking existing and new neighborhoods of Douglas Island with the mainland and, in the future, to the Alaskan and Canadian interior. The analysis of the feasibility of such a Borough-wide rail transport system should consider the life-cycle costs of design, construction, environmental mitigation and monitoring, as well as operation, maintenance costs. 8.5 - IA8 Construct or complete the improvements and planning documents called for in the Area Wide Transportation Plan as funding becomes available. Where there is a public need for those improvements in the immediate future, actively pursue the funding needed to complete those improvements.	109	
	POLICY 8.6. TO PROMOTE AND FACILITATE TRANSPORTATION ALTERNATIVES TO PRIVATE VEHICLES AS A MEANS OF REDUCING TRAFFIC CONGESTION, AIR POLLUTION AND THE CONSUMPTION OF FOSSIL FUELS, AND TO PROVIDE SAFE AND HEALTHY MEANS OF TRANSPORTATION TO ALL PEOPLE. 8.6 - IA1 Complete and/or upgrade a continuous separated bicycle/pedestrian pathway between the Mendenhall Valley and downtown Juneau by connecting those portions now existing.	114	

Summary of studies, initiatives, and projects in selected CBJ plans for potential inclusion in the CBJ Capital Improvement Program - 2019

Plan name	Potential CIP item	Page	Implementation period if given

Plan name	Potential CIP item	Page	Implementation period if given
	POLICY 8.8. TO RESPOND TO THE SPECIAL TRANSPORTATION NEEDS OF EACH SUBAREA OF THE CBJ AND TO INTEGRATE THEM INTO A BOROUGH-WIDE COMPREHENSIVE TRANSPORTATION PLAN. THIS SYSTEM SHOULD SEEK TO REDUCE THE CONSUMPTION OF FOSSIL FUELS BY FACILITATING EFFICIENT ROUTES OF TRAVEL, CONVENIENT AND RAPID TRANSIT, AND SAFE MOTORIZED- AND NON-MOTORIZED TRAVELWAYS. **<u>Downtown</u>** 8.8 - IA3 Update and revise the priority table of the CBJ Area Wide Transportation Plan. Potential priorities for federal, state, and local funding and implementation may include the following: A. In order to accommodate safe transit, private vehicle, bicycle and pedestrian traffic traveling to and from Douglas Island, urge ADOT&PF to immediately improve the traffic capacity and efficiency at the intersection of Tenth St. and Egan Dr. Any improvements to this intersection or the Juneau-Douglas Bridge should provide adequate safe space for motor vehicles (including industrial trucks and buses), pedestrians and bicyclists. B. The CBJ should seek funding to design, develop and operate a Downtown Transportation Management Program. [see also 8.5 - IA6 and subarea 6 Guideline and Consideration 13] C. Encourage ADOT&PF to construct one or more additional travel routes across Egan Drive for pedestrian travel to and from Aurora and Harris Harbors. D. Pursue the construction of a CBJ street parallel to Egan Drive that connects Aurora Harbor with the University of Alaska Southeast Marine Technology Center and Harris Harbor. 8.8 - IA4 The CBJ government, working in conjunction with ADOT&PF, should develop and manage an emergency transportation plan to address temporary or emergency access between all urbanized portions of the borough and emergency facilities, especially Bartlett Regional Hospital and the Juneau International Airport. Duplicate transportation routes and/or modes should be developed wherever access is currently limited to a single transportation route, such as the Juneau-Douglas Bridge, Egan Drive at Channel and Channel View Drives, and Egan Drive at Yandukin Drive and Glacier Highway.	116	

Plan name	Potential CIP item	Page	Implementation period if given
	Lemon Creek, Switzer Creek, and Salmon Creek 8.8 - IA7 Develop and implement a neighborhood transportation facilities improvement plan, in coordination with an area-wide neighborhood plan, for roadway access, sidewalks, pedestrian crossings, bus pullouts and shelters, intersection control and new intersections for Lemon Creek. Consider limiting new access directly onto Glacier Highway to preserve traffic operations in the roadway. In the vicinity of Dzantik'i Heeni Middle School, integrate future traffic control or new intersections with pedestrian needs. This plan and improvement program should include, at a minimum, the following transportation elements: A. Develop a complete sidewalk system and separated pedestrian/bicycle path throughout the Lemon/Switzer Creek neighborhood, connecting residential land uses to schools, playgrounds, employment centers, retailers, and transit facilities; B. Construct an industrial vehicle bypass route located away from residential neighborhoods and providing access for heavy vehicles, connecting the industrial area around the Lemon Creek gravel pits to Egan Drive via Glacier Highway; C. Develop a secondary roadway connection between downtown Juneau and Bartlett Regional Hospital. The connection would be two lanes with separated pedestrian and bicycle facilities. The road should function as a through-road and as a secondary access to the Hospital; D. Improvements to intersections in order to assure a Level of Service of D or better throughout the Plan study area; E. Crosswalks across Glacier Highway in mid-block or unsignalized locations should utilize medians for mid-crossing pedestrian refuges; the existing center turn lane should be eliminated except where it is needed for vehicles to queue for left turns off of Glacier Highway at major intersections. Medians should be used to reduce the number of locations where left turns onto Glacier Highway are possible. Snow removal and storage need to be considered in redesigning the roadway; and, F. Pedestrian-scale illumination, "bulb-outs" at intersections, medians, and other design treatments which provide visual cues to drivers regarding crossing locations and which lead drivers to adjust their speed accordingly.		

Plan name	Potential CIP item	Page	Implementation period if given
	The Mendenhall Valley 8.8 – IA11 Improve the area between Industrial Blvd. and Fritz Cove Road with a separated pedestrian/bicycle path and lighting. **North Douglas** 8.8 - IA23 Maintain strong municipal support for construction of a North Douglas crossing of Gastineau Channel to accommodate new, compact development of North Douglas and the New Growth Area on west Douglas Island. On the North Douglas landing, the bridge should connect to a roadway that provides sufficient right-of-way to accommodate a future fixed guideway transportation system to West Douglas. In the near term, the CBJ Community Development Department should conduct a neighborhood planning effort for the North Douglas neighborhood, which would include: A. Analysis of potential impacts and improvements needed to maintain and enhance the existing character of the North Douglas community. All improvements should be designed to provide adequate capacity to take residents, workers and visitors of Douglas Island to their destinations on the mainland. This may require improvements to the intersection of Tenth Street and Egan Drive as well as providing a new northern Gastineau Channel crossing route. B. Evaluation of the engineering design and costs and the environmental impacts of a North Douglas crossing landing intersection, including the options of the landing intersecting with North Douglas Highway or upland of the Highway at a bench road alignment; and C. Analysis of the location and configuration of separated pedestrian/bicycle pathways, bus pull-offs and any access road(s) carrying traffic from Douglas Island to the mainland.		
	POLICY 10.8. TO ENCOURAGE AND STRENGTHEN JUNEAU'S POSITION AS A REGIONAL TRADE CENTER FOR SOUTHEAST COMMUNITIES.	136	

Plan name	Potential CIP item	Page	Implementation period if given
	10.8 – IA1 Implement public transit service to and from the Alaska Marine Highway System ferry terminal.		
	POLICY 10.12. TO DESIGNATE AND RESERVE WATERFRONT LAND WITH ADEQUATE SERVICES AND IN APPROPRIATE LOCATIONS FOR WATER-DEPENDENT RECREATION, PUBLIC ACCESS AND COMMERCIAL/INDUSTRIAL ACTIVITIES WHILE PROTECTING IMPORTANT FISH AND WILDLIFE HABITAT AND OTHER COASTAL RESOURCES. 10.12 - SOP2 Within the Capital Improvement Program (CIP), identify special infrastructure needs for port and water-dependent development.		
	POLICY 12.2. TO EXTEND PUBLIC WATER, SEWER, STORM DRAINAGE, AND EARTH RETENTION FACILITIES TO ALL AREAS WITHIN THE URBAN SERVICE AREA. 12.2 - IA1 Amend the Land Use Code to specify that no permanent urban service infrastructure, specifically sewer and storm drainage, shall be provided by the CBJ in any location beyond the USAB, and that the CBJ water system will not be extended beyond its 2008 configuration except to serve lands within the USAB. Extensions should only be considered after a decision has been made to expand the Urban Service Area boundary as a Comprehensive Plan Land Use Map amendment. 12.2 - IA4 Develop plans for overall storm drainage systems, including public provision of a central drainage system within the USAB, and storm/sanitary sewer separation. 12.2 - IA5 Develop a water conservation plan for CBJ utility customers.	201	
	POLICY 12.4. TO FACILITATE THE REDUCTION OF WASTE MATERIALS GENERATED AND DISPOSED BY HOUSEHOLDS AND BUSINESSES THROUGH PROMOTION OF AN AGGRESSIVE SOLID WASTE DIVERSION PROGRAM INCLUDING ACTIVITIES FACILITATING WASTE PREVENTION, REUSE AND RECYCLING. 12.4 - IA1 Implement the Final Solid Waste Management Strategy for the City and Borough of Juneau, as adopted on November 29, 2007 and amended January 7, 2008.	202	

Plan name	Potential CIP item	Page	Implementation period if given
	POLICY 12.5. TO PROMOTE EFFICIENT, SAFE, CONVENIENT, COST—EFFECTIVE AND ENVIRONMENTALLY—SOUND METHODS FOR THE DISPOSAL OF SOLID AND HAZARDOUS WASTE. 12.5 - IA1 Implement the Final Solid Waste Management Strategy for the City and Borough of Juneau, as adopted on November 29, 2007 and amended January 7, 2008.	204	
	POLICY 13.2. TO PROVIDE ADEQUATE AND EFFICIENT FIRE PROTECTION AND FIELD EMERGENCY MEDICAL CARE FOR ALL. IT IS FURTHER THE POLICY OF THE CBJ TO MAINTAIN AN INCIDENT RESPONSE ORGANIZATION TO EFFECTIVELY RESPOND TO LARGE-SCALE EVENTS AND DISASTERS. 13.2 - IA2 Complete preparation of a plan, staff a Level A response team and equipment acquisition for emergency response to a hazardous materials incident, per the federal Community Right to Know Act. 13.2 - IA3 Develop a plan to sprinkle critical government or public buildings.	212	
	POLICY 15.1. TO SUPPORT THE ARTS AS A VITAL ELEMENT OF COMMUNITY LIFE AND TO RECOGNIZE THE IMPORTANT ROLE THAT THE ARTS PLAY IN THE CULTURAL, SOCIAL, AND ECONOMIC WELLBEING OF THE COMMUNITY. IT IS FURTHER THE POLICY OF THE CBJ TO STRENGTHEN ITS ROLE AS A REGIONAL CULTURAL RESOURCE TO THE COMMUNITIES OF SOUTHEAST ALASKA. 15.1 – IA1 Through the Capital Improvement Program (CIP), promote the expansion of facilities for a wide variety of cultural activities, including performing and visual arts and neighborhood cultural centers. 15.1 – IA2 Promote the development of a Juneau Performing Arts Center in downtown Juneau as well as making needed improvements to Centennial Hall to provide venues for live performances, visual arts, receptions, public meetings, and convention-related presentations.	220	

Plan name	Potential CIP item	Page	Implementation period if given
	POLICY 17.2. TO HOLD CERTAIN LANDS IN THE PUBLIC TRUST, AND TO DISPOSE OF CERTAIN LANDS FOR PRIVATE USE WHEN DISPOSAL SERVES THE PUBLIC INTEREST. 17.2 - IA1 Seek to acquire lands located in hazardous areas for open space/natural areas land use designations as well as lands located along riparian habitat for stream protection and greenbelt purposes.	226	

Plan name	Potential CIP item	Page	Implementation period if given
1997 West Douglas Concept Plan	No CIP projects listed in this plan. West Douglas Pioneer Road was funded through CIP		

Plan name	Potential CIP item	Page	Implementation period if given
2015 Auke Bay Area Plan	Create new gateways	50	2017 -2021
	Plan routes for future seawalk.	50	2017 -2021
	Plan routes for a future street grid in the Auke Bay Center planning area	50	2017 -2021
	Establish a new parking management plan	50	2017 -2021
	Establish a new parking management plan	50	2017 -2021
	Establish new park in the center planning area	50	2017 -2021
	Add pedestrian-level lighting along streets in Center planning area	50	2017 -2021
	Explore CBJ sewer renovations to accommodate growth in Auke Bay	50	2017 -2021
	Construct seawalk	51	2020-2035
	Construct future streets within the Center planning area	51	2020-2035
	Analyze parking at Spaulding Meadow trailhead to provide safer capacity	51	2020-2035
	Analyze and construct new parking structure within small town center	51	2020-2035
	Construct bicycle stations	51	2020-2035
	Connect pathways around Auke Lake to provide circular pedestrian path	51	2020-2035
	Construct separated pathway from the Auke Bay Ferry Terminal to the center planning area	52	2020-2035

Plan name	Potential CIP item	Page	Implementation period if given
	Design way finding signage to direct people to desitinations i.e. harbors, parks, trails	52	2020-2035
	Explore new CBJ Capital Transit hub to enable transportion options	52	2020-2035
	CBJ sewer upgrades to serve increased development in Auke Bay	52	2020-2035
	Design a by-pass highway around Auke Bay	52	2036+

Plan name	Potential CIP item	Page	Implementation period if given
2016 Housing Action Plan	CBJ should designate a minimum of 20% of Pederson Hill lots for affordable housing and made available to buyers earning less than 50% Area Median Income (AMI).	56	
	Develop Small Area (Neighborhood) Plans with detailed incentives for and direction on tackling affordability and availability issues	60	
	Seek and assemble resources, including Housing Fund resources, to coordinate restoration for housing above the retail level within historic buildings.	63	

Plan name	Potential CIP item	Page	Implementation period if given
2012 Willoughby District Land Use Plan	Two new picnic areas/ pocket parks	52	
	Expansions to the JACC and Centennial Hall	52	
	Restore Gold Creek including providing community path or trail	50	
	Prepare a downtown Egan Drive Master Plan including addressing LOS at 10th and Egan	50	
	Five new or improved walking connections to and from Willoughby District	53	
	New streets, sidewalks, paths to help break up 'super blocks' particularly those that in CBJ surface parking lot between Willoughby and Whittier	53	
	Relocate Zach Gordon Youth Center as Willoughby Area redevelops to prevent existing facility being sandwiched by taller development	54	
	Interpretive and wayfinding signage and public art	54	
	Redevelop Willoughby Avenue with landscaped 13ft sidewalks and pedestrian scaled lighting		

Plan name	Potential CIP item	Page	Implementation period if given
2009 Non-motorized Transportation Plan	Bicycle and pedestrian education and signage program		
	High priority projects (some have already been addressed in CBJ or DOT street reconstruction) - medium and low priority improvements are also identified in plan	3	
	Increase secure bicycle (U-lock compatible) bike racks and continue to provide on Capital Transit (Policy 10)	73	

Plan name	Potential CIP item	Page	Implementation period if given
2017 Lemon Creek Area Plan	Undertake an update to the Lemon Flats Second Access Study completed in 2007 with a recommendation for a minimum two lane paved surface	83	Mid
	Fund an industrial/commercial traffic impact study to better understand the uses and traffic patterns of the Lemon Flats area.	83	Mid
	Improve the perched culvert in Switzer Creek (located on city property at the end of Mountain Avenue) which impedes fish passage, and any other barriers to fish passage in the area, such as the barriers in Vanderbilt Creek.	85	Short
	Restore and recover Vanderbilt Creek watershed and enforce stream buffers as a method of protection.	85	Long
	Enhance pedestrian/recreational linkages connecting the residential neighborhoods to Dzantik'i Heeni Middle School	84	Mid
	Ensure all bus stops have enclosed bus shelters	84	Ongoing
	Identify and construct additional parkland in the area with continued input from the public.	86	Mid
	Repair the viewing platform and trail at Kingfisher Park, install wayfinding and parking signage	86	Mid
	Improve Davis Meadows and Marriott Loop trails by hardening the trail surfaces in damp areas	86	Mid
	Provide recreational trail extension from Lemon Creek water body under Egan Drive at the Lemon Creek Bridge, extending the trail to existing Egan Game Refuge pull-out	86	Long
	Provide an improved pedestrian trail from the Vanderbilt Hill area to the trail intersection at Home Depot, possibly making the trail bikeable	87	Mid
	Provide a new primary bike route as an alternative to Glacier Highway. Potential route to extend from Glacier Highway at Vanderbilt Hill, across wetlands, then extend parallel to Egan to reach the Lemon Creek area.	87	Mid

Plan name	Potential CIP item	Page	Implementation period if given
	Build a new trail on one or both sides of Lemon Creek, extending from upper Davis Avenue to the open wetland area near Egan Drive.	87	Mid
	Build a pedestrian bridge between upper Davis Avenue and the commercial and industrial area	87	Long
	Develop a community garden and composting site.	87	Mid

2010 Downtown Parking Management Plan	Install multi-space parking meters for on-and offstreet parking controlled by CBJ in downtown parking management area	58	
	Implement parking education campaign	59	
	Real-time parking occupancy information system including online and readerboard signage at downtown gateways	60	
	Purchase necessary enforcement equipment	60	

2004 Long Range Transportation Plan This includes studies and implementation of CBJ related components implementation table	Study of Expansion of Cruise Operations within the City and Borough	Table 8, P. 67	2005-2009
	Expansion/Redevelopment of Marine Park - Phase I	Table 8, P. 67	2005-2009
	Enhancement of South Franklin Street/Cruise Dock Portals	Table 8, P. 67	2005-2009
	Right-of-Way Acquisition for South Franklin Street Sidewalk Expansion	Table 8, P. 67	2005-2009
	South Franklin Street Sidewalk Expansion	Table 8, P. 67	2005-2009
	Relocation of the CBJ's City Maintenance Shop	Table 8, P. 67	2005-2009
	Cruise Ship Terminal Dock Expansion Design and Permitting	Table 8, P. 67	2005-2009/2010-2014
	Seawalk Phase 1: Marine Park and Steamship Wharf	Table 8, P. 67	2005-2009

	Public Library and Surrounding Area Improvements	Table 8, P. 67	2005-2009/2010-2014
	Gold Creek Marina Design and Permitting	Table 8, P. 68	2005-2009
	Security Enhancements to USCG and NOAA Facilities	Table 8, P. 68	2005-2009
	Subport Utility Enhancements	Table 8, P. 68	2005-2009
	Evaluation of Opening of the Little Rock Dump for Public Access and Recreation	Table 8, P. 68	2005-2009
	Redevelopment of the Little Rock Dump - Phase I	Table 8, P. 68	2005-2009
	Seawalk Phase 2: Taku Smokeries to the Franklin Street Dock	Table 8, P. 69	2010-2014
	Gateway into Downtown Juneau	Table 8, P. 69	2010-2014
	Seawalk Phase 3: Juneau-Douglas Bridge to Gold Creek	Table 8, P. 69	2010-2014
	Streetscape Enhancements and Reorganization of Parking - Phase 1	Table 8, P. 69	2010-2014
	Tidelands and Gold Creek Projection Zone Enhancements	Table 8, P. 69	2010-2014
	Gold Creek Marina Development	Table 8, P. 69	2010-2014
	Gold Creek Park Development	Table 8, P. 69	2010-2014
	Subport Utility Enhancements	Table 8, P. 69	2010-2014
	Subport Interior Access Roads and On-Street Parking Facilities	Table 8, P. 69	2010-2014
	Redevelopment of Merchant's Wharf and the Seadrome Building	Table 8, P. 70	2010-2014
	Expansion/Redevelopment of Marine Park - Phase 2	Table 8, P. 70	2010-2014

	Seawalk Phase 4: Marine Park to Subport	Table 8, P. 70	2010-2014
	Realignment of the City Tender Dock	Table 8, P. 70	2010-2014
	Civic Center Facility Expansion	Table 8, P. 70	2010-2014
	South Franklin Alternate Route Study	Table 8, P. 70	2010-2014
	Redevelopment of the AEL&P Building on South Franklin Street	Table 8, P. 70	2010-2014
	Downtown Transit Center	Table 8, P. 70	2010-2014
	Streetscape Enhancements and Reorganization of Parking - Phase 2	Table 8, P. 70	2015-2026
	South Franklin Alternate Route Development	Table 8, P. 70	2015-2026

2015 Juneau Economic Development Plan	No specific CIP initiatives		

2018 Juneau Renewable Energy Strategy Actions were prioritized list of **2011 Juneau Climate Action and Implementation Plan**. List is in priority order	T1-A Purchase low or zero-emission vehicles or renewable fuel vehicles to test for fleet use.	B2	
	U1-B Install Supervisory Control Data Acquisition System in lift stations, to eliminate the need for a staff person to visit on a daily basis.	B4	
	U1-B Complete the high priority Energy Conservation Opportunities outlined in the 2009 Juneau-Douglas and Mendenhall Treatment Plant Energy Audits	B4	
	U1-B Complete the medium priority Energy Conservation Opportunities outlined in the 2009 Juneau-Douglas and Mendenhall Treatment Plant Energy Audits.	B4	
	U2-A Implement the High Priority actions listed in the 2008 Water System Energy Audit.	B4	
	B1-B Set up a system to monitor heating oil, water, and electricity use. Determine if tracking should be done by building, division, or department, and select a system that is easy to install, wireless, and web-based (for example, www.esightenergy.com).	B5	
	B1-B Continue to implement high, medium, and low-priority measures recommended by the energy audits for local government buildings.	B6	

	B3-B Launch a community awareness campaign to promote energy efficiency. Actions could include the installation and use of programmable thermostats, weatherization strategies, and new and/or alternative heating systems. Connect businesses and nonprofits with information on state, federal, or other resources that provide financing for energy efficiency improvements.	B6	
	B3-B Implement ongoing financial incentives for energy efficiency measures taken by commercial and industrial building owners.	B6	
	B4-B Evaluate ways to provide incentives to home owners to carry out innovative energy projects (including solar hot water, micro-hydro, etc). Consider an annual competitive granting process.	B6	
	B4-B Implement energy efficiency incentive packages for homeowners.	B6	
	T3-B Create free or designated parking spaces and metered charging stations for electric and plug-in hybrid vehicles.	B7	
	T4-B Install bicycle racks, showers, and other amenities at City facilities to promote bicycle use by agency employees and visitors.	B7	
	T8-C Implement recommendations from the Juneau Non-Motorized Transportation Plan to improve the pedestrian environment, including crosswalk and streetscape improvements at specific locations.	B7	
	U2-A Implement the Low priority actions listed in the 2008 Water System Energy Audit.	B7	
	T6-A Mandate new commercial docks to provide electric plug-ins for cruise ships and other commercial vessels, and require that ships use electric power whenever it is available.	B8	
	B4-B Evaluate possible incentives local government could offer for home energy and heating efficiency improvements. (Incentives could include no/low interest loans, property tax reduction, waiving permit fees for innovative projects, using a Property Assessed Clean Energy program where the City offers a loan that is paid back through property taxes over 15 to 20 years.) Include incentives aimed at low-income residents and landlords.	B9	
	B4-C Consider local government incentives to encourage local energy-related training courses.	B9	
	T2-A Build a new maintenance facility to house expanding hybrid/electrical fleet.	B10	
	T4-A Implement the recommendations from the Safe Routes to Schools Plan.	B10	
	U5-E Consider the economic feasibility of developing a waste-to-energy facility in Juneau.	B11	
	U1-A Evaluate the feasibility of composting all sewage sludge. Consider adding other compostables, such as fish or brewery waste.	B12	

	U1-A If feasible, develop a system for composting sewage sludge.	B12	
	U3-A Adopt incentive program to encourage installation of water conservation measures in existing businesses and homes.	B12	
	U3-B Carry out ongoing maintenance and repairs to minimize leaks in the water system.	B12	
	U3-B Expand leak detection and ongoing maintenance and repairs to the water distribution system.	B12	
	U3-B Upgrade and retrofit CBJ plumbing systems with water conserving technology.	B12	
	U3-B Assess, maintain, and repair existing plumbing fixtures and pipes in all government buildings and facilities, including building and parking lot landscaping, public restrooms, and parks and other recreational facilities, to reduce borough-wide water consumption.	B13	
	U5-B Complete an audit of waste from various departments and use results to make changes that will reduce waste.	B13	
	U5-C Educate the public about opportunities for waste reduction and recycling.	B13	
	U5-C Place recycling collection bins in neighborhoods throughout the community, e.g., at schools, shopping centers, or publicly-owned buildings.	B14	
	U5-C Add a free store or take-it-or-leave-it location at the landfill where reusable items can be dropped off and picked up.	B14	
	U5-D Research and develop a municipal composting facility in a central location. Consider composting sewage sludge, fish waste, brewery waste, wood scraps, yard waste, and household compostables, drawing on the composting experiences of other communities in the region, e.g., Gustavus, Haines, and Whitehorse.	B14	
	U5-D Consider the feasibility of developing a commercial biomass recovery facility that could accept various biomass waste streams such as sewage sludge, landscape/tree residue, waste/recycled paper and cardboard, and cooking grease, for energy recovery.	B14	
	F1-A Encourage and support existing community gardens as well as neighborhood initiatives to launch additional community gardens. Consider avalanche chutes as possible locations.	B15	
	F1-A Support local seafood sales on or near the downtown waterfront.	B15	

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

(907) 586-0757
Jill.Maclean@juneau.org
www.juneau.org/CDD
155 S. Seward Street • Juneau, AK 99801

Date: **December 4, 2019**

To: **Planning Commission**
Benjamin Haight, Chair

From: **Jill Maclean, AICP, Director**

RE: **Planning Commission Draft Rules of Order**

Attached, please find the final draft version of the Rules of Order as revised by the Rules Committee. The Rules Committee, in addition to the revisions of the Rules, makes the following recommendations:

1. Rename the Rules Committee to Governance Committee
2. Recommend to the Assembly the disbandment of the Subdivision Review Committee (49.10.400)

CITY AND BOROUGH OF JUNEAU
PLANNING COMMISSION
RULES OF ORDER

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

Rule 1. COMMISSION STRUCTURE

The officers of the Planning Commission (Commission) shall be Chair, Vice-Chair, Clerk, and Assistant Clerk. Officers shall be elected by a majority vote of the members of the Commission.

Rule 2. MEETINGS

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

B. Place of Meetings. Planning Commission meetings shall be held in the Assembly Chambers at the Municipal Building at 155 South Seward Street, Juneau, Alaska, unless public notice is provided for a different location.

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

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

E. Time of Adjournment. Meetings will adjourn no later than 11:00 p.m. unless extensions are allowed by a majority of the members of the Commission present who are not recused from hearing the business under consideration at the time. Meetings may be extended past 11:30 p.m. only in accordance with Rule 13 and with consent of the Chair. No new business will be considered after 10:30 p.m. unless agreed to by a majority of the members present who are not recused from hearing the new business.

Rule 3. PUBLIC NOTICE OF MEETINGS

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

Rule 4. STAFF ATTENDANCE

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

Rule 5. ORDER OF BUSINESS

The order of business for Planning Commission meetings shall be:

I. Roll Call
II. Request for Agenda Changes and Approval of Agenda
III. Approval of Minutes
IV. Brief Review of the Rules for Public Participation
V. Public Participation on Non-Agenda Items
VI. Items for Reconsideration
VII. Consent Agenda
VIII. Unfinished Business
XI. Regular Agenda
X. Board of Adjustment
XI. Other Business
XII. Staff Reports
XIII. Committee Reports
XIV. Liaison Reports
XV. Continuation of Public Participation on Non-Agenda Items
XVI. Planning Commission Comments and Questions
XVII. Executive Session
XVIII. Adjournment

Rule 6. COMMITTEES

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

B. Committee Chair. A committee chair or designated alternate shall have full responsibility for conducting the affairs of a committee and reporting the same to the Commission. Committee chairs shall act as spokespersons for their committees at public meetings and hearings.

C. Standing Committees.

1. **Subdivision Review Committee**. The purpose of this committee is to study and conduct preliminary review of proposed subdivisions.

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

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

Rule 7. OTHER BOARDS, COMMISSIONS AND COMMITTEES

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

1. **Assembly Lands Committee**.

2. **Assembly Public Works and Facilities Committee.**

3. **Juneau Commission on Sustainability.**

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

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

Rule 8. PROTOCOLS FOR COMMISSIONER DEBATE AND DISCUSSIONS

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

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

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

vote, declare a recess not to exceed ten minutes.

Rule 9. PROTOCOL FOR MEETINGS

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

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

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

3. The applicant or the applicant's representative will have an opportunity to present information regarding the request and respond to initial Commission questions. This presentation is limited to no more than 10 minutes. The limit shall be extended as long as necessary to answer any questions addressed to the speaker by the members of the Commission. If the applicant wishes to use electronic slides (PowerPoint or the equivalent) during a presentation, the applicant must supply an electronic version of those slides to Community Development staff no later than 12 p.m. on the Friday before the hearing. This deadline may be altered for meetings held other than at the regular meeting time.

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

5. Public participation will be closed.

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

7. The Commission will deliberate and make its decision.

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

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

D. When recognized by the Chair, staff may participate in the same manner as the members

of the Commission except that staff cannot vote.

E. Once public participation is closed, it cannot be reopened except in accordance with Rule 13.

F. Telephonic participation by an applicant or member of the public is not permitted. An applicant or member of the public that wishes to participate at a meeting, but cannot attend the meeting, may submit comments in writing pursuant to these Rules or send a representative to present on his or her behalf.

Rule 10. PUBLIC PARTICIPATION AT MEETINGS

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

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

2. Time Limits for Public Testimony. Unless otherwise specified by the Chair, public testimony is limited to five minutes per speaker. The five-minute limit shall be extended as long as necessary to answer any questions addressed to the speaker by the Commission or CBJ staff. The Chair may set a different time limit if it appears necessary to gain maximum participation and conserve time and may, for the same reason, disallow questions from the Commission to members of the public. The time limit may be changed by a majority of the Commission. Except as otherwise provided in these rules, the time limit for individual speakers shall be uniform for all speakers and shall be strictly enforced.

3. Representatives. Members of the public shall not have the right to transfer their unused time to another. However, an individual may speak on behalf of a group of other individuals provided that all individuals are present during the meeting, have signed in on the sign-in sheet provided, and have indicated on the sign-in sheet that the representative individual will present on their behalf. Under these circumstances, the time limit for the oral testimony presented by the representative individual shall be extended by one minute for each individual represented up to a maximum of five additional minutes. Individuals that are represented in this manner shall not also have the right to present oral testimony for themselves

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

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

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

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

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

3. **Late Material**. Maps, graphics, photographs, and no more than the equivalent of two single-sided printed pages of written information are allowed to be submitted at the hearing when a person presents. Specifically, if the applicant, staff, or member of the public wishes to submit material after the timely material deadline (Friday at noon), that person or a representative for that person must (1) attend the meeting and present the material to the Commission during the opportunity for public comment, and (2) provide fifteen copies of the written and/or illustrative material.

4. **Written Comments**. Written comments, with the exception of e-mail

transmissions, must be signed, and the source of illustrative materials must be identified. E-mail transmissions must show the author's name. Anonymous submissions will not be accepted.

C. Decorum. The Chair is responsible for ensuring that members of the public have a reasonable opportunity to address the Commission during public participation periods and for maintaining proper order and decorum throughout each meeting. Audible communication from or in the audience, including communication directed to the Commission, CBJ staff, or applicant during meetings is not allowed. The Chair shall also ensure that during oral testimony, members of the public direct their comments and questions to the Chair and not to the applicant, staff or other members of the public. Questions shall be respectful and may not be argumentative. The Chair shall admonish any member of the public violating this rule, and may, without a vote, declare a recess not to exceed ten minutes.

Rule 11. MOTIONS

A. Seconds. Seconds to motions are not required.

B. Renewal of Defeated Motions. Defeated motions may be renewed only under suspension of the Rules.

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

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

Rule 12. CLERICAL ERRORS

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

Rule 13. VOTE REQUIRED

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

A. Limiting, extending, or closing debates.
B. Suspension of the rules.
C. Setting of or postponement of special orders.
D. Objection to consideration of question.

E. Motion for immediate vote (previous question).
F. Rescind.
G. To take up a motion for reconsideration at the meeting at which the action to be reconsidered was taken.
H. Reopen public participation.
I. Extend a meeting past 11:30 p.m.

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

Rule 14. PUBLIC PARTICIPATION CONFINED TO THAT AGENDA ITEM
No person except a member of the Commission, the Director of Community Development, the City Attorney, planner assigned to the agenda item, and other CBJ staff, may participate in Commission proceedings other than through opportunities provided for applicant presentations and public participation. Public participation shall be permitted on a motion to recess into executive session prior to the vote on such a motion. Public participation shall be permitted on all items on the agenda other than items before the Commission for information purposes.

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

Rule 15. RECONSIDERATION
A. What May Be Reconsidered. Main motions, amendments to main motions, privileged motions involving substantive questions, and appeals are subject to reconsideration. Procedural motions may not be reconsidered.

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

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

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

E. Successive Reconsideration. There may be only one reconsideration even if the action of

the Commission after reconsideration is opposite from the action of the Commission before reconsideration.

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

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

Rule 16. TELEPHONIC PARTICIPATION

A. A member of the Commission may participate by telephone in a regular Commission meeting or a Commission committee meeting if the member declares that circumstances prevent physical attendance at the meeting. If the presiding officer chooses to participate by telephone, the Vice Chair shall preside. Telephonic participation by Commission members is prohibited and in-person attendance required, to participate in appeal hearings.

B. The member of the Commission shall notify the Director and the presiding officer, if reasonably practicable, at least four hours in advance of the meeting which the member proposes to attend by telephone.

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

D. The member of the Commission participating by telephone shall make every effort to participate in the entire meeting. From time to time during the meeting the presiding officer shall confirm the connection.

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

F. To the extent reasonably practicable, the Director shall provide meeting materials to the member of the Commission participating by telephone.

G. If the telephone connection cannot be made or is made and then lost, the meeting shall commence or continue as scheduled. The Secretary shall attempt to establish or restore the connection, provided that if the member of the Commission participating by telephone is necessary to achieve a quorum, the meeting shall be at ease, recess, or adjourn as necessary until the telephone connection is established or restored.

H. Meeting times shall be expressed in Alaska Time regardless of the time at the location of any member of the Commission participating by telephone.

I. Remarks by members of the Commission participating by telephone shall be transmitted so as to be audible by all members of the Commission, staff and the public in attendance at the meeting.

Rule 17. ADOPTION OF ROBERT'S RULES OF ORDER
Meetings shall be conducted according to Robert's Rules of Order, 11th Edition.

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

Benjamin Haight, Chair Planning Commission _____ Date

Filed with the City Clerk _____ Date

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

(907) 586-0757
Jill.Maclean@juneau.org
www.juneau.org/CDD
155 S. Seward Street • Juneau, AK 99801

Date: **June 5, 2019**

To: **Planning Commission Committee of the Whole**
Benjamin Haight, Chair

From: **Jill Maclean, AICP, Director**

Re: **Proposed Revisions to Planning Commission Rules of Order**

The Rules Committee met on March 14 and April 5, 2019, to discuss on-going revisions and updates to the Planning Commission's Rules of Order. This process began in September 2017, and the first update was completed in December 2017. Since that time, staff and the Planning Commission have noted several items that benefit from further clarification and revision, namely the following:

- Re-naming of the committee to "Governance Committee" in order to provide an appropriate format to discuss issues pertinent to the facilitation of the Planning Commission
- Reorganization of the rules
- Revisions to participation by the commissioners, staff, applicants, and the public
- Clarification on submittals to the Planning Commission regarding cases

Attached please find a markup of the existing Rules of Order with track changes (Attachment A) and a clean version with tracked changes that have been accepted (Attachment B).

The Rules Committee recommends that the Committee of the Whole favorably recommend these revisions to the Planning Commission for adoption.

Attachments:

Attachment A – Rules of Order markup
Attachment B – Rules of Order clean version

CITY AND BOROUGH OF JUNEAU
PLANNING COMMISSION
RULES OF ORDER

The following rules and guidelines are hereby adopted by the Planning Commission of the City and Borough of Juneau~~, in order to:~~

~~1. Make the most efficient use of the time of the members, the Community Development staff, applicants, and the public.~~

~~2. Improve communications between the Commission, applicants, and the public-at-large.~~

~~Balance the efforts of the Commission between responding to applicants and recognizing the planning work necessary to guide the progressive development of the City and Borough of Juneau into the future.~~:

Rule 1. COMMISSION STRUCTURE

The officers of the Planning Commission shall be Chair, Vice-Chair, Clerk, and Vice-Clerk. Officers shall be elected at the first meeting after the annual appointment of new members by a majority vote of the members of the Planning Commission.

Rule 2. MEETINGS

A. Date and Time of Regular Meetings. The regular meetings of the Planning Commission shall be at 7:00 p.m. on the second and fourth Tuesday of each month.

B. Place of Meetings. ~~Regular~~ Planning Commission meetings shall be held in the Assembly Chambers at the Municipal Building at 155 South Seward Street, Juneau, Alaska, unless public notice is provided for a different location.

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

D. Special Meetings and Committee of the Whole Meetings. Special and Committee of the Whole meetings may be called at any time by the Chair~~,~~ or at the request of three Commission members.

Time of Adjournment. Meetings will adjourn no later than ~~promptly by~~ 11:00 p.m. unless extensions are allowed by a majority of the ~~non-recused~~ members present who are not recused from hearing from the business under consideration at the time. No new business will be considered after 10:30 p.m. unless agreed to by a majority of the members present who are not

Commented [ML1]: Not discussed during the meeting, but in looking at the rules, it's hard for me to see why we need these. And, in particular, what does the third one mean?

Commented [JMM2]: Is a purpose statement needed for the Rules?

recused from ~~to~~ hearing the new business. Meetings may be extended past 11:30 p.m. only by unanimous vote of the non-recused members present. Any action taken after 11:30 p.m. will be treated as if reconsideration has been noticed and will automatically be subject to a vote on reconsideration at the next regular meeting. The normal rules for reconsideration will apply to this action.

Rule 3. PUBLIC NOTICE OF MEETINGS

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

Rule 4. STAFF ATTENDANCE

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

Rule 5. ORDER OF BUSINESS

The order of business for Planning Commission meetings shall be:

I. Roll Call
II. Request for Agenda Changes and Approval of Agenda
III. Approval of Minutes
Brief Review of the Rules for Public Participation
IV. Public Participation on Non-Agenda Items
V. Items for Reconsideration
VI. Consent Agenda
VII. Unfinished Business
VIII. Regular Agenda
IX. Board of Adjustment
X. Other Business
XI. Staff Reports
XII. Committee Reports
XIII. Liaison Reports
XIV. Continuation of Public Participation on Non-Agenda Items
XV. Planning Commission Comments and Questions
XVI. Executive Session
XVII. Adjournment

Commented [JMM3]: Note to check numbering – should be a new IV

Rule 6. COMMITTEES

A. Appointment and Membership. The Chair ~~of the Commission~~, with the approval of the Commission, shall (i) appoint members to ~~a~~ the standing committees and appoint the chairs of those committees ~~chair~~; and (ii) create committees as deemed necessary, and appoint members and chairs of those ~~, and appoint the~~ committees ~~chair~~. Each committee shall consist of at least four Planning Commission members. The Planning Commission Chair is an ex officio of all committees; the Chair can debate and vote, but

Commented [JMM4]: Is 'of the Commission' necessary? It's not used above under Rule 2D for example

Note—we may need to go through the entire document to ensure we use "Chair" and "Members" consistently, and we might consider changing "members" to "commissioners" throughout.

is not considered a member for purposes of establishing ~~does not count toward~~ the minimum quorum necessary for action if absent.

B. Committee Chair. Committee chair~~person~~s or their designated alternate shall have full responsibility for conducting the affairs of their committees and reporting the same to the full Commission. Committee c~~C~~hair~~person~~s shall act as spokespersons for their committee at public hearings and meetings.

~~B.~~C. Standing Planning Commission Committees

1. **Subdivision Review Committee.** The purpose of this committee is to study and

2. **Title 49 Committee.** The purpose of this committee is to review the land use code and recommend changes to the Commission.

3. ~~**Rules and Procedures**~~**Governance.** The purpose of this committee is to review and recommend updates to these rules and procedures as necessary and to recommend other action as may be necessary to facilitate Commission meetings and debate.

~~C.~~D. Liaisons to Other Committees

1. **Assembly Lands Committee.** There will be one representative of the Planning Commission on the Assembly Lands committee.

2. **Assembly Public Works and Facilities Committee.** There will be one representative of the Planning Commission on the Assembly Public Works and Facilities Committee.

3. **Wetlands Review Board.** There will be two representatives of the Planning Commission on the Wetlands Review Board with voting authority.

4. **Juneau Commission on Sustainability.** There will be one representative of the Planning Commission on the Juneau Commission on Sustainability.

Rule 7. COMMISSIONER CONDUCT ~~PROTOCOL FOR~~DURING PUBLIC MEETINGS

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

B. Asking Questions. After obtaining recognition from the Chair, a member may ask direct questions of another member of the Commission, staff, or of a person appearing

Commented [ML5]: We suggest removing this committee.

Commented [ML6]: We need to review this—are the liaisons really "on" these other committees?

Commented [JMM7]: I suggest that we state which ones they are "voting" member of…which is only WRB, I believe.

Consistent with my note above—are these liaisons "on" the committees? I believe the non-voting ones are "liaisons to." Yes, let's confirm.

Commented [ML8]: Let's make this exactly consistent with whatever it says in Title 49.

Commented [JMM9R8]: T49 states:
The members of the wetlands review board shall be nine residents of the City and Borough who shall serve without pay. Two shall be members of the planning commission, and seven shall be members of the public

before the Commission. The questions may not be argumentative.

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

D. Members of the Commission will not direct questions to each other or to the Chair during public participation except as to the conduct of the hearing.

E. Members of the Commission may direct questions through the Chair to members of the public who are presenting so as to obtain clarification of material presented. Other than the Chair, members of the Commission may not communicate with members of the public under any other circumstances during the conduct of the meeting.

Rule 8. PROTOCOL FOR PUBLIC MEETINGS

A. Order of Public Hearings on Action Items:

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

~~1.~~2. Planning staff will present a report and recommendation, and respond to initial Commission questions. Staff is encouraged to limit its presentation to no more than 10 minutes. Members of the Commission are encouraged to hold questions until the completion of the initial presentation.

~~2.~~3. The applicant or the applicant's representative will have an opportunity to present information regarding the request and respond to initial Commission questions. This presentation is limited to no more than 10 minutes. The limit shall be extended as long as necessary to answer any questions addressed to the speaker by the members of the Commission. If the applicant wishes to use electronic slides (PowerPoint or the equivalent) during a ~~eir~~ presentation, the applicant must supply an electronic version of those slides to ~~Planning~~Community Development Department staff no later than 12pm on the Friday before the hearing. This deadline may be altered for meetings held other than at the regular meeting time.

~~3.~~4. Public participation will be opened, and the public will be invited to comment. Members of the Commission~~ers~~ may pose questions to those testifying through the Chair.

~~4.~~5. Public participation will be closed.

Commented [JMM10]: For consistency and succinctness, suggest changing to 'Commissioners'

Commented [ML11]: Check this language

Commented [JMM12]: I'm not sure 'conduct' is the term, maybe 'proceedings'?

Commented [ML13]: Again, check this.

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

6.7. The Commission will deliberate and make its decision.

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

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

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

1. Once public participation is closed, it cannot be reopened except by six votes.

E. Telephonic participation by an applicant or member of the public is not permitted. An applicant or member of the public that wishes to participate at a meeting, but cannot attend the meeting, may submit comments in writing pursuant to these Rules or send a representative to present on their behalf.

Rule 9. PUBLIC PARTICIPATION DURING HEARINGS

A. Oral ParticipationRules for Public Participation During Hearings. Public participation during hearings on permit applications, ordinances, resolutions, and matters other than appeals will be conducted according to the following rules:

1. **Public Participation.** Any person present desiring to be heard upon a matter which is the subject of a specific public hearing shall be given one opportunity to be heard during such public hearing portion of the meeting. In addition, there shall be a time during all regular meetings for members of the public to address the Planning Commission concerning any matter relevant to the Commission's jurisdiction and not on the agenda for specific public hearing at such meeting.

2. **Time Limits of Public Participation**. Unless otherwise specified by the Chair, public presentation is limited to five minutes per speaker. The five-minute limit shall be extended as long as necessary to answer any questions addressed to the speaker by the Commission or staff. The Chair may set a different time limit if it appears necessary to gain maximum participation and conserve time and may, for the same reason, disallow all questions from the Commission to members of the public. The time limit may be changed by a majority of the Commission. The

time limit for individual speakers shall be uniform for all speakers and shall be strictly enforced.

3. An individual may speak on behalf of a group of other individuals provided that all individuals are present during the meeting, have signed in on the sign-~~o~~in sheet, and have indicated on the sheet that the representative individual will present on their . Under these circumstances, the time limit for the oral testimony presented by the representative individual shall be extended by one minute for each individual represented up to a maximum of five additional minutes regardless of the total number of people represented~~Speakers shall not have the right to transfer their unused time to other speakers, but the Chair may grant additional time to a person speaking on behalf of a group present in the chambers~~. Individuals that are represented in this manner shall not also have the right to present oral testimony for themselves.

~~2.~~4. Members of the public will precede their remarks by stating their names and, unless otherwise allowed by the Chair, their place of residence. The public will write this information on the sign-in sheet provided.

B. **Submission of Written Material.** Members of the public are encouraged to submit written comments, reports, and exhibits. Written material, especially maps, graphics, photographs, and responses to specific code sections, generally aids the Commission in making its decision. However, written materialsubmitted close to the hearing date, especially voluminous written material offered at a public hearing, can present fairness problems. The Commission adopts this written material policy to give ~~staff~~ Staff and the applicant a reasonable opportunity to analyze public comments, to give the public a reasonable opportunity to submit written material before and after publication of the staff report, to give the members of the Commission a reasonable opportunity to review the meeting packets, and to give the Commission the ability to balance the relevance and prejudice of any late written material. Members of the public should assume that the Commission has read all materials submitted in advance of the hearing.

Formatted: List Paragraph, Indent: Left: 0.5", Right: 0.08", Numbered + Level: 1 + Numbering Style: A, B, C, … + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1", Tab stops: 1.07", Left

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

2. **Timely Written Material**. Written material—including public comments, applicant comments, and supplemental staff reports—submitted to the ~~Director's office~~Community Development Department before noon four days before the hearing (Friday at noon) is considered timely submitted and will be included in a packet for that meeting. If a member of the public wishes to use electronic slides (PowerPoint or the equivalent) during public testimony, an electronic version of those slides

must be provided to PlanningCommunity Development Department staff by the same deadline for timely written material. Written material submitted less than four days before a meeting is subject to the late submittal policy below. If justice so requires and with consultation with the Chair, the Director may extend the timely written material deadline to noon the day before the hearing (Monday).

3. **Late Written Material**. Maps, graphics, photographs, and no more than two pages of written information are allowed to be submitted at the hearing when a person presents. Specifically, if the applicant, ~~staff~~Staff, or a member of the public who wishes to submit written comment after the timely written material deadline (Friday at noon), that person or a representative for that person must (1) attend the meeting to orally comment, and (2) provide fifteen copies of the written material.

4. Written comments, with the exception of e-mail transmissions, must be signed. E-mail transmissions must show the author's name. Anonymous written comments will not be accepted.

~~3.~~

~~3.1. The Chair will set forth the item or subject to be discussed and will rule non- germane comments out of order.~~

~~4.1. All speakers, members of the public, and members of the Commission will be recognized by the chair by surname.~~

C. **Decorum. Members of the public shall be respectful at all times. ~~S~~Audible or visible displays of approval or disapproval of statements or actions by the Commission, staff, or members of the public will not be tolerated. During oral testimony, members of the** ~~The~~ public may direct questions to the Chair~~for staff or the applicant to the Chair for consideration~~. The questions may not be argumentative. Members of the public shall not direct questions to the applicant, ~~c~~Commissioners (other than the Chair), or other members of the public. When in the audience, members of the public shall not address the Commission, ~~S~~staff, the applicant, or other members of the public. The Chair shall admonish any member of the public violating this rule, and may, without a vote, declare a recess not to exceed ten minutes.

~~5.1. Members of the Commission will not direct questions to each other or to the Chair during public participation except as to the conduct of the hearing.~~

~~6.1. Members of the Commission may direct questions to members of the public who are presenting so as to obtain clarification of material presented.~~

Commented [JMM14]: Do you want to set a number of pages for these types in addition to the 2 pages of written?

Commented [JMM15]: Clarifying that it's one page with two-sided printing equaling 2 pages

Commented [JMM16]: Is this applicable to staff? We sometimes have a very brief memo on Monday or Tuesday if a discrepancy is noticed

~~7.1. The public may direct questions for staff or the applicant to the Chair for consideration. The questions may not be argumentative.~~

~~8.1. When recognized by the Chair, staff may participate in the same manner as the members of the Commission except they cannot vote.~~

~~9.1. Once public participation is closed, it cannot be reopened except by six votes.~~

~~10.1. Telephonic participation by an applicant or member of the public is not permitted. An applicant or member of the public that wishes to participate at a meeting but cannot attend the meeting may submit comments in writing pursuant to these rules or send a representative to present on their behalf.~~

Rule ~~8~~10. MOTIONS

A. Seconds. Seconds to motions are not required.

B. Renewal of Defeated Motions. Defeated motions may be renewed only under suspension of the ~~rules~~Rules.

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

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

Rule ~~9~~11. CLERICAL ERRORS

Clerical errors that do not affect the substance of an ordinance or resolution, such as errors in numbering or errors in spelling~~,~~ may be corrected by the Attorney upon discovery of the error.

Commented [JMM17]: Do we need to specify City Attorney?

Rule ~~10~~12. VOTE REQUIRED

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

A. Limiting, extending, or closing debates.
B. Suspension of the rules.
C. Setting of or postponement of special orders.
D. Objection to consideration of question.
E. Motion for immediate vote (previous question).
F. Rescind.

G. To take up a motion for reconsideration at the meeting at which the action to be reconsidered was taken.
H. Reopen public participation.

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

Rule ~~11~~13. PUBLIC PARTICIPATION CONFINED TO THAT AGENDA ITEM

No person except a member of the Commission or the Director of Community Development may participate in Commission proceedings except as provided in the agenda item for public participation and except that the Attorney, planner assigned to the agenda item, and other CBJ ~~staff~~ Sstaff may comment on professional or procedural aspects. Public participation shall be permitted on a motion to recess into executive session prior to the vote on such a motion. Public participation shall be permitted on all items on the agenda, except that public participation shall not be permitted on items before the Commission for information purposes.

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

Rule ~~12~~14. RECONSIDERATION

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

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

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

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

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

Commented [JMM18]: 'if'?

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

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

Rule ~~13~~15. TELEPHONIC PARTICIPATION

A. A member of the Commission may participate via telephone in a Planning Commission meeting or a Planning Commission committee meeting if the member declares that circumstances prevent physical attendance at the meeting. If the Chair chooses to participate via telephone, the Vice -Chair shall preside.

B. The member of the Commission shall notify the Director and the presiding officer, if reasonably practicable, at least four hours in advance of ~~a~~ the meeting which the member proposes to attend by telephone.

C. At the meeting, the Secretary shall establish the telephone connection when the call to order is imminent.

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

Commented [JMM19]: Suggested wording

E. The member of the Commission participating by telephone shall make every effort to participate in the entire meeting. From time to time during the meeting the presiding officer shall confirm the connection.

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

G. To the extent reasonably practicable, the Director shall provide backup materials to the member of the Commission participating by telephone.

H. If the telephone connection cannot be made or is made and then lost, the meeting shall commence or continue as scheduled. The Secretary shall attempt to establish or restore the connection, provided that if the member of the Commission participating by telephone is necessary to achieve a quorum, the meeting shall be at ease, recess, or adjourn as necessary until the telephone connection is established or restored.

I. Meeting times shall be expressed in Alaska Time regardless of the time at the location of any member of the Commission participating by telephone.

J. Remarks by members of the Commission participating by telephone shall be transmitted so as to be audible by all members of the Commission and the public in attendance at the meeting.

Rule 16. ADOPTION OF ROBERT'S RULES OF ORDER
The conduct of the meetings of the Planning Commission shall be governed by the Chair of the Commission according to Robert's Rules of Order, ~~10th~~ 11th Edition.

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

Benjamin Haight, Chair
Planning Commission

_____ _____
Filed with City Clerk Date

CITY AND BOROUGH OF JUNEAU
PLANNING COMMISSION
RULES OF ORDER

The following rules and guidelines are hereby adopted by the Planning Commission of the City and Borough of Juneau, in order to:

1. Make the most efficient use of the time of the members, the Community Development staff, applicants, and the public.

2. Improve communications between the Commission, applicants, and the public-at-large.

3. Balance the efforts of the Commission between responding to applicants and recognizing the planning work necessary to guide the progressive development of the City and Borough of Juneau into the future.

Rule 1. COMMISSION STRUCTURE

The officers of the Planning Commission shall be Chair, Vice-Chair, Clerk, and Vice-Clerk. Officers shall be elected at the first meeting after the annual appointment of new members by a majority vote of the members of the Planning Commission.

Rule 2. MEETINGS

A. Date and Time of Regular Meetings. The regular meetings of the Planning Commission shall be at 7:00 p.m. on the second and fourth Tuesday of each month.

B. Place of Meetings. Regular Planning Commission meetings shall be held in the Assembly Chambers at the Municipal Building at 155 South Seward Street, Juneau, Alaska, unless public notice is provided for a different location.

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

D. Special Meetings and Committee of the Whole Meetings. Special and Committee of the Whole meetings may be called at any time by the Chair, or three members.

E. Time of Adjournment. Meetings will adjourn promptly by 11:00 p.m. unless extensions are allowed by a majority of the non-recused members present. No new business will be considered after 10:30 p.m. unless agreed to by a majority of the members present who are not recused to hear the new business.

DRAFT

Rule 3. PUBLIC NOTICE OF MEETINGS

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

Rule 4. STAFF ATTENDANCE

A Community Development Department staff member will attend all meetings of the Commission and its committees.

Rule 5. ORDER OF BUSINESS

The order of business for Planning Commission meetings shall be:

I. Roll Call
II. Request for Agenda Changes and Approval of Agenda
III. Approval of Minutes
IV. Public Participation on Non-Agenda Items
V. Items for Reconsideration
VI. Consent Agenda
VII. Unfinished Business
VIII. Regular Agenda
IX. Board of Adjustment
X. Other Business
XI. Staff Reports
XII. Committee Reports
XIII. Liaison Reports
XIV. Continuation of Public Participation on Non-Agenda Items
XV. Planning Commission Comments and Questions
XVI. Executive Session
XVII. Adjournment

Rule 6. COMMITTEES

A. Appointment and Membership. The Chair of the Commission, with the approval of the Commission, shall (i) appoint members to a standing committee and appoint the committee chair; and (ii) create committees as deemed necessary, appoint members, and appoint the committee chair. Each committee shall consist of at least four Planning Commission members. The Planning Commission Chair is an ex officio of all committees; the Chair can debate and vote but does not count toward the minimum quorum if absent.

B. Committee Chair. Committee chairpersons or their designated alternate shall have full responsibility for conducting the affairs of their committees and reporting the same to the full Commission. Committee Chairpersons shall act as spokespersons for their committee at public hearings and meetings.

DRAFT

C. Standing Planning Commission Committees

1. **Subdivision Review Committee.** The purpose of this committee is to study and conduct preliminary review of proposed subdivisions.

2. **Title 49 Committee.** The purpose of this committee is to review the land use code and recommend changes to the Commission.

3. **Rules and Procedures.** The purpose of this committee is to review these rules and procedures as necessary.

D. Liaisons to Other Committees

1. **Assembly Lands Committee.** There will be one representative of the Planning Commission on the Assembly Lands committee.

2. **Assembly Public Works and Facilities Committee.** There will be one representative of the Planning Commission on the Assembly Public Works and Facilities Committee.

3. **Wetlands Review Board.** There will be two representatives of the Planning Commission on the Wetlands Review Board.

4. **Juneau Commission on Sustainability.** There will be one representative of the Planning Commission on the Juneau Commission on Sustainability.

Rule 7. PROTOCOL FOR MEETINGS

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

B. Asking Questions. After obtaining recognition from the Chair, a member may ask direct questions of another member of the Commission, staff, or of a person appearing before the Commission. The questions may not be argumentative.

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

D. Order of Public Hearings:

1. The Chair will open the public hearing and read the title of the matter at hand.

2. Planning staff will present a report and recommendation, and respond to initial Commission questions.

3. The applicant or the applicant's representative will have an opportunity to present information regarding the request and respond to initial Commission questions.

4. Public participation will be opened, and the public will be invited to comment. Commissioners may pose questions to those testifying.

5. Public participation will be closed.

6. The applicant or the applicant's representative will have an opportunity to present additional information regarding the request and respond to Commission questions.

7. The Commission will deliberate and make its decision.

E. Rules for Public Participation During Hearings. Public participation during hearings on permit applications, ordinances, resolutions, and matters other than appeals will be conducted according to the following rules:

1. **Public Participation.** Any person present desiring to be heard upon a matter which is the subject of a specific public hearing shall be given one opportunity to be heard during such public hearing portion of the meeting. In addition, there shall be a time during all regular meetings for members of the public to address the Planning Commission concerning any matter relevant to the Commission's jurisdiction and not on the agenda for specific public hearing at such meeting.

2. **Time Limits of Public Participation**. Unless otherwise specified by the Chair, public presentation is limited to five minutes per speaker. The five-minute limit shall be extended as long as necessary to answer any questions addressed to the speaker by the Commission or staff. The Chair may set a different time limit if it appears necessary to gain maximum participation and conserve time and may, for the same reason, disallow all questions from the Commission to members of the public. The time limit may be changed by a majority of the Commission. The time limit for individual speakers shall be uniform for all speakers and shall be strictly enforced. Speakers shall not have the right to transfer their unused time to other speakers, but the Chair may grant additional time to a person speaking on behalf of a group present in the chambers.

3. **Submission of Written Material.** Members of the public are encouraged to submit written comments, reports, and exhibits. Written material, especially maps, graphics, photographs, and responses to specific code sections, generally

aids the Commission in making its decision. However, written material submitted close to the hearing date, especially voluminous written material offered at a public hearing, can present fairness problems. The Commission adopts this written material policy to give staff and the applicant a reasonable opportunity to analyze public comments, to give the public a reasonable opportunity to submit written material before and after publication of the staff report, to give the members a reasonable opportunity to review the meeting packets, and to give the Commission the ability to balance the relevance and prejudice of any late written material. Members of the public should assume that the Commission has read all materials submitted in advance of the hearing.

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

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

c. **Late Written Material**. Maps, graphics, photographs, and no more than two pages of written information are allowed to be submitted at the hearing when a person presents. Specifically, if the applicant, staff, or a member of the public who wishes to submit written comment after the timely written material deadline (Friday at noon), that person or a representative for that person must (1) attend the meeting to orally comment, and (2) provide fifteen copies of the written material.

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

5. All speakers, members of the public, and members of the Commission will be recognized by the chair by surname.

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

7. Written comments, with the exception of e-mail transmissions, must be signed. E-

mail transmissions must show the author's name. Anonymous written comments will not be accepted.

8. Members of the Commission will not direct questions to each other or to the Chair during public participation except as to the conduct of the hearing.

9. Members of the Commission may direct questions to members of the public who are presenting so as to obtain clarification of material presented.

10. The public may direct questions for staff or the applicant to the Chair for consideration. The questions may not be argumentative.

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

12. Once public participation is closed, it cannot be reopened except by six votes.

13. Telephonic participation by an applicant or member of the public is not permitted. An applicant or member of the public that wishes to participate at a meeting but cannot attend the meeting may submit comments in writing pursuant to these rules or send a representative to present on their behalf.

Rule 8. MOTIONS

A. Seconds. Seconds to motions are not required.

B. Renewal of Defeated Motions. Defeated motions may be renewed only under suspension of the rules.

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

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

Rule 9. CLERICAL ERRORS

Clerical errors that do not affect the substance of an ordinance or resolution, such as errors in numbering or errors in spelling, may be corrected by the Attorney upon discovery of the error.

Rule 10. VOTE REQUIRED

The affirmative vote of five members of the Commission shall be sufficient to take any

DRAFT

action except as otherwise provided by Charter or ordinance and except in the following instances, which require the affirmative vote of at least six members:

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

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

Rule 11. PUBLIC PARTICIPATION CONFINED TO THAT AGENDA ITEM

No person except a member or the Director of Community Development may participate in Commission proceedings except as provided in the agenda item for public participation and except that the Attorney, planner assigned to the agenda item, and other CBJ staff may comment on professional or procedural aspects. Public participation shall be permitted on a motion to recess into executive session prior to the vote on such a motion. Public participation shall be permitted on all items on the agenda except public participation shall not be permitted on items before the Commission for information purposes.

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

Rule 12. RECONSIDERATION

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

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

C. Effect of Notice. The effect of giving notice of reconsideration is to suspend all action on the subject of the notice until a motion for reconsideration is made and acted upon

DRAFT

or until the time within which the motion for reconsideration may be made and acted upon has expired.

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

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

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

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

Rule 13. TELEPHONIC PARTICIPATION

A. A member may participate via telephone in a Planning Commission meeting or a Planning Commission committee meeting if the member declares that circumstances prevent physical attendance at the meeting. If the Chair chooses to participate via telephone, the Vice-Chair shall preside.

B. The member shall notify the Director and the presiding officer, if reasonably practicable, at least four hours in advance of a meeting which the member proposes to attend by telephone.

C. At the meeting, the Secretary shall establish the telephone connection when the call to order is imminent.

D. A member participating by telephone shall be counted as present for purposes of quorum, discussion, and voting.

E. The member participating by telephone shall make every effort to participate in the entire meeting. From time to time during the meeting the presiding officer shall confirm the connection.

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

G. To the extent reasonably practicable, the Director shall provide backup materials to

members participating by telephone.

H. If the telephone connection cannot be made or is made and then lost, the meeting shall commence or continue as scheduled. The Secretary shall attempt to establish or restore the connection, provided that if the member participating by telephone is necessary to achieve a quorum, the meeting shall be at ease, recess, or adjourn as

DRAFT

Planning Commission Meetings 2020 2nd & 4th Tuesdays/month 7:00 pm, Assembly Chambers
January 14
January 28
February 11
February 25
March 10
March 24
April 14
April 28
May 12
May 26
June 9
June 23
July 14
July 28
August 11
August 25
September 8
September 22
October 13
October 27
November 10
November 24
December 8
December 22
January 12, 2021