

Agenda

Planning Commission - Regular Meeting City and Borough of Juneau Ben Haight, Chair

July 12, 2016
Assembly Chambers
7:00 PM

I. ROLL CALL

II. APPROVAL OF MINUTES

- A. June 14, 2016 Regular Planning Commission Meeting
- B. May 24, 2016 Committee of the Whole Planning Commission Meeting

III. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

IV. PLANNING COMMISSION LIAISON REPORT

V. RECONSIDERATION OF THE FOLLOWING ITEMS

VI. CONSENT AGENDA

- A. CSP2016 0009 Consistency review for disposal of CBJ owned property; Lot 6 & Lot 7, Renninger Subdivision, Lemon Creek
- B. AAP2016 0011 Conditional Use permit for 600 square foot accessory apartment on an undersized lot.
- C. CSP2016 0007 Consistency review for disposal of CBJ owned property; Lot 3, Renninger Subdivision, Lemon Creek
- D. CSP2016 0008 A City Project Review of a proposed lot line adjustment resulting in disposal of CBJ land to a private owner.

VII. CONSIDERATION OF ORDINANCES AND RESOLUTIONS

VIII. UNFINISHED BUSINESS

IX. REGULAR AGENDA

- A. AME2016 0010 A Text Amendment to adopt the Housing Action Plan as part of the CBJ Comprehensive Plan

X. BOARD OF ADJUSTMENT

XI. OTHER BUSINESS

- A. Housing Presentation by Scott Ciambor, Chief Housing Officer

XII. DIRECTOR'S REPORT

XIII. REPORT OF REGULAR AND SPECIAL COMMITTEES

XIV. PLANNING COMMISSION COMMENTS AND QUESTIONS

XV. ADJOURNMENT

Agenda
Planning Commission
Regular Meeting
 CITY AND BOROUGH OF JUNEAU
Ben Haight, Chairman
 June 14, 2016

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 7:07 p.m.

Commissioners present: Ben Haight, Chairman; Michael LeVine, Percy Frisby, Nathaniel Dye, Matthew Bell, Kirstin Shelton-Walker (telephonically)

Commissioners absent: Bill Peters, Paul Voelckers, Carl Greene

Staff present: Rob Steedle, CDD Director; Beth McKibben, Planning Manager; Teri Camery, Senior Planner; Tim Felstead, Planner II; Allison Eddins, Planner I;

Assembly members: Debbie White, Loren Jones

I. APPROVAL OF MINUTES

- May 10, 2016 Regular Planning Commission Meeting

MOTION: *by Mr. LeVine, to approve the minutes of the May 10, 2016 Regular Planning Commission meeting with any minor modifications by Commission members or by staff.*

The motion passed with no objection.

III. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS - None

IV. PLANNING COMMISSION LIAISON REPORT

Assembly Liaison to the Planning Commission Debbie White reported that there was some confusion about Assembly rules. As an example she said on the Consent Agenda for the Assembly are included ordinances for introduction. Those items will then appear for public

hearing on the next Assembly meeting agenda, she explained. The Assembly cannot take action on items during their first reading before the Assembly, she clarified.

V. RECONSIDERATION OF THE FOLLOWING ITEMS - None

VI. CONSENT AGENDA - None

VII. CONSIDERATION OF ORDINANCES AND RESOLUTIONS - None

VIII. UNFINISHED BUSINESS - None

IX. REGULAR AGENDA

USE2016 0010 Conditional Use Permit for the Re-development of the old Thane Ore House into a restaurant and cultural immersion park.

Applicant: Jensen Yorba Lott Inc.

Location: 4400 Thane Road

Staff 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 Native cultural immersion park on land owned and managed by CBJ Docks and Harbors.

The approval is subject to the following conditions:

1. The applicant will execute a lease with the CBJ. This Notice of Decision does not authorize any development without an executed lease and any required building permits.
2. The applicant will receive an approved land use permit from the Alaska Department of Natural Resources that will allow the canoe exhibit and launch to be located on State property.
3. Any heavy construction activity shall be limited to 7:00 am to 10:00pm Monday through Friday, and 9:00am to 10:00pm Saturday and Sunday.
4. In order to ensure the health and safety of travelers along Thane Road, any driveway improvements required by the Alaska Department of Transportation must be installed prior to the issuance of a Certificate of Occupancy.
5. Prior to the issuance of a Certificate of Occupancy, the applicant must receive DEC approval for the on-site septic system.
6. Prior to the issuance of a building permit an exterior lighting plan, to be evaluated by the Community Development Department, showing light fixture type and location should be submitted in order to demonstrate that lighting will be directed away from surrounding properties.
7. If substantial improvements to the building are required, an engineer or architect licensed in the State of Alaska must inspect and certify that the building is properly

- anchored and safe to be in a flood zone.
8. The applicant shall submit a revised site plan showing all parking spaces and clearly marking the ADA space and the spaces reserved for roadside fishing.
 9. To the greatest extent possible, the existing vegetation should be maintained in order to minimize the visual impact of the project on adjacent State land.
 10. Per 04 CBJAC 050.020 all open storage shall conform to the 10 foot front yard setback requirement for a Waterfront Industrial zoning district and shall be enclosed by a sign obscuring fence or vegetation at least six feet high.

Ms. Eddins told the Commission that this item is a Conditional Use Permit request for the redevelopment of the Thane Ore House. The applicant, the Central Council Tlingit and Haida Indian Tribes of Alaska (CCTHITA) wants to develop a Native cultural immersion park at the location of the old Thane Ore House, said Ms. Eddins. Ms. Eddins clarified that this hearing is just to evaluate whether the uses that are proposed are suitable for the zoning district. The details of the lease will come back to the Commission as part of a CSP case, she noted.

Commission Comments and Questions

Mr. LeVine asked for the benefit of the new Commission members if Ms. Eddins could provide a brief summary of what is currently before the Commission and what the future CSP would cover.

Ms. Eddins explained that whenever the City leases or disposes of land it must first come to the Planning Commission as a CSP case, which stands for City State Project, she explained. The details of the lease such as its length and particulars are part of the CSP case, she said. It would then proceed to the Assembly which would either approve or deny the lease, she said.

She explained that the CBJ owns the property, with the land managed by Docks and Harbors. Tract B-1 and Tract B-2 combined total 1.28 acres, she said. The future land use for this parcel in the Comprehensive Plan is designated as Waterfront Commercial Industrial, said Ms. Eddins. The land is currently zoned Waterfront Industrial, said Ms. Eddins. There are no City utilities at the site, she said. It uses an on-site well water system and an on-site septic system, said Ms. Eddins. Access is via Thane Road, and the existing land use is a vacant commercial building and property, she said. Vacant land surrounds this property, owned by either the State or the AJ Mining Company, she said. There is also a small lot owned by AEL& P, she said.

Lots close to the property are zoned D-1 and all property to the east is zoned Rural Reserve, she said. In the spring and the summer they would like to use the land as a salmon bake style restaurant with a dance floor for Native dances. There would be a small gift shop with light manufacturing taking place on site, said Ms. Eddins. The light manufacturing would include hand woven baskets, and traditional masks, which would take place outside in the summer under a crafts pavilion, and moving to the indoor space in the closed restaurant and gift shop in the winter, she explained.

There would also be a canoe exhibit and launch which requires a Department of Natural Resources (DNR) permit, she said. The canoe exhibit and launch would be located on the beach state land, she added.

The existing building already resembles a traditional long house, said Ms. Eddins, which the architect will modify along those lines.

The three uses for the lot are light manufacturing, a restaurant and a gift shop, she said. The light manufacturing component meets the criteria of a water related use, said Ms. Eddins. Although the carving of canoes and totem poles, and production of other handmade goods are not directly dependent upon access to the water, the cultural component of their production would be diminished if it were not located near the water, she said.

The salmon bake style restaurant is part of the larger and fully planned development which incorporates the water related use which is the light manufacturing and a water dependent use which is the canoe exhibit and launch, said Ms. Eddins. They do believe that the restaurant is necessary to the overall success of the project. The restaurant will be located in the former Thane Ore House, converted to resemble a traditional long house, she said.

Tlingit and Haida has applied for a driveway permit from the Department of Transportation (DOT), said Ms. Eddins. This will allow DOT to examine the existing driveway for conformance, she said.

The project conforms to the remaining criteria which is to contribute to a diverse and healthy downtown core, said Ms. Eddins. Although the project is not located in the downtown core area, it would diversify the types of experiences that are offered to visitors and residents, and it certainly would not detract from the downtown core, she said.

The retail portion of the project could be considered as an accessory use to the restaurant and the light manufacturing, she said. The restaurant and gift shop would only take up about 28 percent of the building space, she said. The retail portion of the project would only operate from May through September, as would the restaurant, said Ms. Eddins.

A neighborhood meeting was conducted on this project in March and about 15 members of the Thane Neighborhood Association were in attendance, said Ms. Eddins. At that meeting, residents did express concern about the potential impacts of traffic, said Ms. Eddins. To alleviate these concerns, Tlingit and Haida proposes to use two busses to carry visitors to and from the site for lunch and dinner. They also plan on bussing the seasonal employees to the site as well, said Ms. Eddins. They anticipate a total of 14 – 26 round trips per day on average, said Ms. Eddins.

In the fall and the winter, when the restaurant, dance floor and gift shop are closed, light

manufacturing would continue to take place on site with an estimated 12 roundtrips daily. Projects that average 250 average daily trips or less do not require a traffic impact analysis, said Ms. Eddins.

A total of 20 parking spaces are required, with one ADA accessible space, said Ms. Eddins. At the request of Docks and Harbors, Tlingit and Haida agreed to set aside five additional parking spaces for recreational use for public access to the beach, said Ms. Eddins.

It is recommended that the applicant submit a site plan detailing the location of all of the parking spaces including the five public access spaces and the one ADA space, said Ms. Eddins. AJ Mining Company actually owns some land where the driveway is located and where some of the parking will be located, said Ms. Eddins. CBJ has access easements for that portion of the property, she said.

They do not feel that the surrounding area will be negatively impacted either by noise or by exterior lighting, said Ms. Eddins. The nearest residence is 1,700 feet away, and since the manufacturing will be performed using traditional techniques, there will be no loud noises, she said. They do require that any construction noise be limited to 7:00 a.m. to 10:00 p.m. Monday through Friday, and from 9:00 a.m. to 10:00 p.m. on Saturday and Sunday, noted Ms. Eddins. Most activity will take place in the spring and the summer, which would require minimal lighting. They will be illuminating the parking lot, and it has been requested that the applicant submit a site plan showing the type and location of the exterior lights, said Ms. Eddins.

They also recommend that all outdoor storage meet the requirements of Title IV, said Ms. Eddins. Tlingit and Haida wants to remove as little vegetative cover as possible, said Ms. Eddins. They also request that this be shown on the site plan as a condition of approval, she said.

This land is shown by FEMA as having a 1% probability of flooding each year, said Ms. Eddins. The majority of the building is located outside of the flood zone, she said.

The application is complete, said Ms. Eddins, and the uses that are proposed are allowed within the zoning district. The development does comply with all of the requirements of Title 49, she said. The proposed development will not materially endanger public health or safety, she said. There is no evidence to suggest that the development would be out of harmony or substantially decrease the value of the surrounding neighborhood, said Ms. Eddins.

Commission Comments and Questions

Mr. LeVine asked if there is a reason that the restaurant, retail and manufacturing, and canoe construction were presented in separate parts rather than being presented as one consolidated water-oriented use.

The reason was in part to provide the Commission with the opportunity to approve of the uses separately if it desired, said Ms. Eddins.

Ms. McKibben clarified that in order for no “N” to apply that the use needed to be either water oriented, water related, or water dependent. She said it did not have to be all three.

Applicant

Myrna Gardner, Manager for Economic Development for Central Council, Tlingit and Haida Indian Tribes of Alaska, said she would like to answer any questions the Commission may have.

Mr. LeVine said he appreciated the accommodations that CCTHITA was making for public access to the water on the site by providing parking spaces. He asked if there would be a marked path for the public which would not intrude on CCTHITA activities for those who wished to use the site for fishing or picking berries, for example.

Ms. Gardner responded that they have actually been looking at the site to identify a good means of public access.

She told the Commission that this is historic T’aaku Kwa’an and A’akw Kwa’an land. She added that the Douglas Indian Association has ties to this land. Their identity is tied up with this water and this land, she said. There was a time when their people had 50 and 60 foot canoes which would travel down south as far as Mexico, she said. They are by definition water people, said Ms. Gardner.

They want to use this immersion park as a way to share their culture and at the same time bring their children into better acquaintance with their own culture, said Ms. Gardner. This is a long-term commitment of the tribe to teach those trades and expand education by building totem poles and canoes, she said. They are proud of who they are and of what they do and they want to share their culture, she said. This is a long-term commitment, and one that they are willing to make, said Ms. Gardner. They will be providing employment and training through this endeavor as well as adding to the tax base of the community, she said. They are a federally recognized tribe, said Ms. Gardner. This is just one component of their overall commitment to the big community of Southeast Alaska, she said.

Thane resident Peter Naoroz said he is an eight minute walk up the beach from the Thane Ore House location. He said that he supports the application. He said he was very thrilled to hear that Central Council was the winner on who was to use the site. He said he feels they have a very thoughtful plan and a very capable architect to help them implement their vision for this project. He said currently this is an empty and unoccupied space which has led to people firing off automatic weapons in the area. They cannot afford to have this location vacant and it has been empty for a while, said Mr. Naoroz.

He said he is thrilled to hear that a restaurant will be part of the experience. He said it will be a nice option for the neighborhood who may not want to drive into town. There is great sponsorship for this project, he said. There is great financial capability behind his project, he said. He said he felt the staff has placed reasonable conditions on this project and that it is important to support businesses so that they can be successful in their endeavors. Mr. Naoroz said he felt this project would substantially improve the value of any property in the area. This project should have no negative impacts to the surrounding area, he said, unlike many other projects in industrial zones. This project will be very conducive to local hire, said Mr. Naoroz.

Commission Comments and Questions

Chairman Haight asked Mr. Naoroz how he felt the characteristics of this immersion park proposal weighed against the previous Thane Ore House located at the site in terms of use.

Mr. Naoroz said the Thane Ore House, especially when it was leased out to the local hunters and fishermen who had all-night parties at the site, had substantially more traffic than this new proposal. He said he hoped to find signs written in languages that he would have to learn as part of the experience.

Marcelo Quinto, President of Camp 70, Alaska Native Brotherhood, said he is in support of the business plan that Tlingit and Haida is undertaking. He said he looks at this as an opportunity for their people to be educated, and to provide opportunities for them to learn how to live in the business world and to learn how to deal with people other than those living within our own community. This endeavor will also provide income to the City as well as enrichment for the community, he said. They are people who are finally advancing and this is but a step in that direction, he said.

Larri Spengler, secretary of the Thane Neighborhood Association, said they have been delighted with the outreach and inclusion that Tlingit and Haida have offered to them. They are highly in favor of the development of the cultural immersion center occupying the former Thane Ore House space. They initially had three main concerns about the project:

1. The sharp left-hand turn that vehicles have to make leaving the immersion center
2. Traffic on Thane Road - a bus on that route going slowly could back up all of the other vehicles
3. Continued public access to the shore

Annette Ulmer, an employee of Central Council, said this project will result in new employment for the community. They will be shopping locally for their business, and hiring local people for employment will keep those funds within Juneau, she said. The area will be secured by their Village Public Safety officer, she said. This project will enable their children and their children's children to learn about their culture and pass on that knowledge to future generations, she said.

Tina Wright, of CCTHITA, said her work is to assist TANIF families by helping them to become self-sufficient and to build careers. This project will provide meaningful employment to their people, she said.

Ms. Gardner told the Commission that they are very excited to become a part of the Thane neighborhood with this project. They have millions of dollars to invest in this project, she said, which will create employment in many different areas for the community. This will have a significant positive economic impact on the community featuring local hire, she said.

Commission Comments and Questions

Mr. Bell commented that this is an exciting project. He said it is evident that they have a tremendous amount of support, and that he was anxious to watch as the project progressed.

Ms. Gardner said that Allison Eddins and the Planning Department as a whole have been very responsive and helpful with this process. She said the City has really great people within the Planning Department.

MOTION: *by Mr. Frisby, to approve 2016 0010 and to adopt the staff's findings, analysis and recommendations.*

The motion passed with no objection.

Mr. LeVine had to leave the meeting at 8:32 p.m.

USE2016 0016 Conditional Use permit to establish an asphalt plant at an existing contractor storage and service yard for two construction seasons.

Applicant: Walsh Planning & Development Services

Location: 2500 Sherwood Lane

Staff Recommendation

Staff recommends 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 temporary, two-year asphalt plant at an existing contractor storage and service yard. The approval is subject to the following conditions:

- 1) *Prior to issuance of a building (grading) permit, the applicant shall submit a lighting plan illustrating the location and type of exterior lighting proposed for the development. Exterior lighting shall be designed and located to minimize offsite glare.*
- 2) *Prior to the issuance of a building (grading) permit, the applicant shall provide CDD with the final Stormwater Pollution Prevention Plan, in conformance with ADEC requirements, to ensure protection of the adjacent anadromous stream.*

Ms. Camery told the Commission that they have received additional information on this project. One item was from the applicant which provided additional information on asphalt plant emissions, waste treatment and dust control, she explained. The second item which arrived late was received in the office that afternoon which is a petition signed by 11 individuals stating their opposition to the location of an asphalt plant on Sherwood Lane, said Ms. Camery.

Ms. Camery said that an adjustment was needed in her staff report on the first page under "Existing Use", and that it should read that the rock crusher should be removed. She said that the Background section notes that the rock crusher application was withdrawn. The applicant requests a Conditional Use Permit to operate an asphalt plant for two years at an existing contractor storage and service yard on Sherwood Lane. This parcel is located in the Industrial zoning district, she said, and the Comprehensive Plan designation is Heavy Industrial. The plant is proposed for two construction seasons, she said. The hours of operation would be Monday through Friday 7:00 a.m. to 8:00 p.m. The applicant indicated that weekend use would only be for special circumstances, she said.

There have been no written comments received by the staff regarding this proposal, said Ms. Camery, except for the petition signed by the 11 individuals.

The applicant estimates 170 truck trips per day with a maximum of 246 truck trips per day, said Ms. Camery. A Traffic Impact Analysis is not required by CBJ Code for trips under 250 trips a day, she noted.

The applicant has proposed traffic mitigation by using a flagger for left-hand turns onto Glacier Highway, noted Ms. Camery. This proposal has been accepted by DOT&PF, noted Ms. Camery. The plant is anticipated to operate with electricity rather than a generator, said Ms. Camery, except for the first month before electricity is installed. Anticipated noise from the operation complies with the CBJ Noise Ordinance requirements, she said, within this established industrial area.

The plant has an approved Department of Environmental Conservation (DEC) air quality permit, said Ms. Camery. The Fire Department has expressed no issues with this permit, she noted. The DEC air quality permit does require a 330 foot buffer from occupied structures for a temporary plant, noted Ms. Camery. The distance is estimated at 345 to 355 feet from the exhaust pipe, she said. This distance does not need to be exact in order for the CBJ to find compliance with health and safety, she said.

Adjacent uses include the State of Alaska Department of Motor Vehicles office to the north, the CBJ Fire Training Center and a vacant CBJ parcel to the east, and a vacant parcel to the south, said Ms. Camery. All of those parcels are zoned Industrial, she noted. There are two single family homes located to the west in the D-1 zoning district, she added.

The staff finds that the predicted noise from the proposed plant would be typical and reasonable for an industrial area, with low traffic impacts upon an established industrial route, said Ms. Camery. There are no adverse impacts expected upon neighborhood harmony or retail value, she noted.

There has been previous wetland fill on the proposed site, noted Ms. Camery. The area was established as a contractor storage yard and no new wetland fill is proposed, she noted. The development is outside of the 50 foot buffer for Pederson Creek, she said. Fish and Game stated they anticipate no negative impacts to the creek, said Ms. Camery, and they do not anticipate negative impacts to the pond at the northern end of the parcel.

Applicant

Speaking on behalf of the applicant, Murray Walsh said that asphalt is a key item in the development and maintenance of a community. It is the best material that can be used for road surfaces, he said. This site is only being proposed as a temporary measure until a permanent site can be found, he said. Permanent sites require an 800 foot setback from buildings that are occupied by people, said Mr. Walsh. It is hard to find a site which meets those requirements in Juneau, he said. They can see that the area is changing towards more commercial development, which is another reason why they are seeking a permanent site for the plant, he said.

The left turning traffic onto Glacier Highway will use flaggers every time such turns are made, noted Mr. Walsh. Most of their work will engender right-hand turns however, he noted. Regarding truck trips, said Mr. Walsh, as a practical matter truck trips could amount to three to six trips per day. A huge job could generate 90 truck trips a day, he added. This plant will be preparing asphalt for smaller jobs such as driveways and parking lots, he noted.

Neighbors had expressed concern about dust being picked up by the truck tires, said Mr. Walsh. The owners of the plant are going to pave their driveway all the way through the truck route by the plant so there will be no dust generated by gravel, he said.

Public Comment

Larry Bauer said he represents the owner of the property, Sherwood LLC, near the proposed asphalt plant site. Mr. Bauer said the owners of Sherwood LLC are opposed to this project because of concerns about the dust being raised in spite of the additional paving proposed by the applicant. There also concerned about the odors from the plant and the noise from the trucks, he said. He said he did not know if the crushed aggregate would be part of the current estimate for the truck traffic or if it would comprise additional truck traffic. Mr. Bauer said he believed that heavy trucks trying to head out off of Sherwood Lane in either direction would be a big challenge considering the amount of traffic on Glacier Highway. He also expressed concern about young people leaving the Department of Motor Vehicles for a driving test amidst problematic truck traffic.

They are also concerned about the possibility of losing tenants within a building located next to an asphalt plant, said Mr. Bauer. The value of their building would then decline since it is based upon the income created by the tenants, he said. He also expressed concern that the asphalt plant could affect the success of the housing development in that area recently approved by the Commission.

Engineer's Cutoff resident Hillary Reynolds said that a bed-and-breakfast has been constructed directly across the street from the Department of Motor Vehicles and next to the proposed asphalt plant. She said she worried about their business being affected by the asphalt plant. Ms. Reynolds expressed concern about additional traffic generated by the asphalt plant in what she viewed as an already busy area with two churches across Glacier Highway. She said it is a "hairy" area. Ms. Reynolds asked if air quality included the odor of the air.

Ms. Camery responded that they defer to the DEC air quality permit.

Chairman Haight said that Mr. Walsh could address that question about odor and air quality when he came up to speak after the public comments.

Juneau resident Wayne Coogan said that although he sits on the Housing Commission, that his appearance this evening was not in that capacity. Mr. Coogan said the recently adopted Juneau Economic Development Plan states that the City promotes housing affordability. The Housing Action Plan also promotes the strengthening of housing availability in the community, he said. He added the lack of competition in the asphalt business makes housing prices rise. Mr. Coogan said if they had competition in the asphalt business for the paving of the area where he is building some apartments it would decrease the costs to pave that project which translates to about \$50 per month per unit for a year.

Glacier Highway resident James Sidney said that his family homesteaded the property of the proposed asphalt plant. Mr. Sidney said his property has been flooded since that land was filled. As a result of this his fence has been pushed over about 15 feet, said Mr. Sidney. This area of the Valley is a natural area for the air to pool and congregate, said Mr. Sidney. He expressed concern that odors from the plant would remain in the area. The DEC permit deals with dust, not odor control, said Mr. Sidney. For this plant to be adjacent to residential land there should be a very large buffer, said Mr. Sidney, of what he estimated to be a quarter mile.

Mr. Joe Meek said that he and his wife own the commercial office building located on Sherwood Lane close to the proposed asphalt plant. Although the land is zoned Industrial, the Table of Permissible Uses does allow commercial land on that property as well, said Mr. Meek. They pay a lot of taxes in this community, he said. They oppose the asphalt plant because of the increased truck traffic, health and safety issues, decrease in property values and not being in harmony with the neighborhood, said Mr. Meek. Traffic is a big factor, said Mr. Meek. He said if they ran the plant at capacity, it would put a truck on Sherwood Lane every three

minutes. It is not fair to shut the rest of the neighborhood down for Mr. Miller's operation, said Mr. Meek. He said he felt the analysis was flawed and that the Director was in error to recommend approval for the asphalt plant. He said the mention of the possibility of 246 trucks per day was only for the trucks loaded with asphalt as they came and went. He said there was no mention in the report of how the aggregate would be transported to the asphalt plant. Mr. Meek said his tenants have expressed a lot of concern with this operation. The airborne particles are a health hazard, said Mr. Meek. They have already lost one tenant because of the potential of this plant opening up, said Mr. Meek.

Engineers Cutoff resident Bob Savier said that his family has lived in Juneau for over a century. He said he has not seen any temporary plans for the asphalt plant. He expressed concern about the growth in this area in general and about possible added traffic on Pederson road. Mr. Savier said he is not in favor of a plant in the proposed location and that he had received no notice of the proposal.

Jane Svinicki said she was the owner of Juneau Rain Forest Gardens. She said she has been running this business for 22 years, which consists of a nature and ethnobotany trail. She owns four acres across Glacier Highway from Swampy Acres, she said. This is beautiful property with an anadromous salmon stream, she said. She said she serves 50 to 400 tourists a day. She said she felt the asphalt plant was a huge problem for the neighborhood. She said she was worried about the effects on the neighborhood from the emissions from the plant. She named numerous businesses and activities which were close to the proposed plant location. She said the only industrial activity she saw in the area which was even remotely related to the proposed asphalt plant was the fire training center. That is very lightly used, she said. The asphalt plant would affect her business very directly, she said. She presented a three minute video on asphalt plants to the Commission and the audience. Ms. Svinicki stated that upon her investigation that she discovered that the plant was dated back to 1975. She said she was told that it would not be up to current emission standards. She said she worried about the neighborhood, the value of her business and the experience of her guests should the plant be approved.

Speaking up for the plant a representative said that he has run asphalt plants and been involved in emissions tests. It is just steam coming out of the top of the stack, he said. It is a very stringent emissions test which must be passed, he said. It will be a small plant, he said.

Commission Comments and Questions

Chairman Haight asked when the plant was last in operation.

He was told that was in Sitka, last summer.

At the motion of Mr. Bell, with no objection by the Commission, the meeting was continued to 10:30 p.m.

Co-owner of Juneau Rain Forest Garden, Jeff Svinicki, referenced conditions to which the plant must abide to the Commission, such as causing any conditions which would prove injurious to human health, welfare, animals, plants or property or unreasonably interfere with the enjoyment of property. He added that there are no substantive monitoring or restrictions on odor. He said he felt the plant would be injurious to all surrounding property owners and that he was very concerned about it. He said he felt the Commission should deny the application because it was riddled with problems which would negatively impact many people.

Engineers Cutoff resident Kristen Kolden read to the Commission a hazard review of the health effects from exposure to asphalt from the CDC (Centers for Disease Control and Prevention). She asked what type of air quality monitoring control was in place and which entity would be overseeing that function. She added that she agreed that helicopters were noisy, but that was a transient source of noise as opposed to what would be a continuous noise which she surmised would probably be heard from an asphalt plant.

Area resident Jeremy Sidney told the Commission that he is the closest resident to the asphalt plant. There is a big inversion in the area, he said, which makes them very susceptible to odors such as burning. He said it is not regulated, and there is no way they will be able to know how bad odors emanating from the plant would be. His main concern is smelling the odors from the plant in his home, he said. He said he has learned there are three separate runs of salmon in the stream in the area. Mr. Sidney said there is no drainage installed on the property. He said he has seen a lot of temporary things in Juneau which turned out to be permanent.

Area resident Timothy Tong said he lives near Jeremy Sidney, and that he also has no desire "to choke on asphalt fumes". He said he works in the asphalt business and that he knows how badly it smells and how far away one can smell the odor. He said the fumes from an asphalt plant can be smelled from 400 feet away and that the fumes are toxic. He said he would not want the asphalt plant next to his home.

Terry Miller, one of the owners of the property, said this is industrial property and they purchased it for an industrial lot. Regarding odors he said, anyone who runs an asphalt plant has to have numerous emission tests during the operation. The truck traffic will not be noticed by the residents, he said. He said the noise from the asphalt plant will not be an issue for the tourism business down the street.

Area resident Bobbi Epperly said she just had an apron put in near her driveway and that she could smell the asphalt odor all the way to her house. They could smell it in the area for hours, she said, and this was just a very small area which was covered. She said she was against the asphalt plant because of the odor.

Owner of land on Sherwood Lane, John Armstrong, said the area is Heavy Industrial and that he is in favor of the asphalt plant. He said he felt it was being located where it was zoned to be located, and that he felt it would be a benefit for the community.

Applicant

Speaking for the applicant, Murray Walsh said there is obviously a big misunderstanding about the off-site impacts of a plant such as this. He said he has interviewed businesses which are closer to the Secon temporary plant than the Bauer offices on Sherwood Lane. None of those businesses spoke of any ill effects while Secon has been running its plant, said Mr. Walsh. The exhaust from the plant is water vapor and heat, said Mr. Walsh. There will be no burning of fossil fuels on the site, he said. A plant similar to this one was run down Industrial Boulevard for about nine years and there were no complaints about its operation, said Mr. Walsh. The zoning for this area is meant to accommodate businesses such as the asphalt plant, said Mr. Walsh, which is why it is called Heavy Industrial. The permit has a two-year limit, he said. The trip estimates are for two trips, he said; a truck goes out with asphalt and it comes back with aggregate.

At the motion of Mr. Bell, the Commission agreed with no objection to continue the meeting until 10:45 p.m.

Drainage measures were taken and the land drains just fine, said Mr. Walsh. There will be no incompatibility with the residential development proposed next to the asphalt plant, said Mr. Walsh. He said he represents both entities and there are no issues. The Auke Bay project will take three to four days to accomplish, and that is the big project necessitating left turns onto Glacier Highway, said Mr. Walsh. The residential development will not be using Pederson Road for access, said Mr. Walsh. The plant components may have been built in 1975 but it has been continuously upgraded over the years and it has a current, valid, DEC air permit, said Mr. Walsh.

The Rain Forest Tour property is 1,700 feet away from the plant site, said Mr. Walsh. That distance is twice what DEC requires for a permanent plant, he added. That property will not be affected by the plant, said Mr. Walsh.

Ms. Shelton-Walker asked if the staff could explain about a traffic study for the project. She wanted to know if the trucks bringing the aggregate in to the project had been included in the truck traffic count.

The incoming trips are part of the high-end estimate, said Mr. Walsh. The traffic counts cover both the aggregate and the asphalt trips.

Chairman Haight asked the staff where the two year condition of operation had been imposed for the plant.

Ms. Camery responded that is established in the project description itself; that the plant could only operate for two construction seasons.

Chairman Haight said it may be appropriate to stipulate the two year limit within the conditions.

MOTION: *by Mr. Bell, to approve USE2016 0016 with staff's findings, analysis and recommendations.*

Mr. Dye asked to provide the friendly amendment that the project's permit expire December, 2017.

Mr. Bell accepted the friendly amendment.

Roll Call Vote:

Yeas: Dye, Frisby, Bell, Shelton-Walker, Haight

Nays:

The motion passed.

X. BOARD OF ADJUSTMENT

VAR2016 0006 and VAR2016 0007 were withdrawn from the agenda.

Chairman Haight changed the order of the agenda items by moving Board of Adjustment up on the agenda after the Planning Commission Liaison Report.

The Commission was adjourned as the Planning Commission and reconvened as the Board of Adjustment.

VAR2016 0004 Variance request for a reduction of the front yard setback for an addition to an existing dwelling.

Applicant: Hollis Handler

Location: 9831 Nine Mile Creek Road

Mr. LeVine said that the applicants were personal family friends and that he has had some business dealings with applicant Tyson Fick in the past. He said he consulted the Law Department as to whether he had a personal conflict and that he personally believed it was a close call.

Chairman Haight asked the other Commission members if there was any objection to Mr. LeVine remaining on the panel for this variance request.

The Commission members voiced no objection.

Ms. Shelton-Walker said that she also has a personal relationship with the applicants and that she has done some work with Mr. Fick in her position at the McDowell Group. She added that she has no personal or financial interest in the variance request before the Commission. She said that she also consulted the Law Department and they advised her to bring up this issue at the meeting for the record.

The Commission members voiced no objection.

Staff Recommendation

Staff recommends that the Board of Adjustment adopt the Director's analysis and findings and **DENY** on the requested Variance, VAR2016 0004.

If approved the variance would allow a reduction in the front yard setback to 17 feet for construction of a 14 foot by 14 foot addition to an existing dwelling unit as per the applicant's site plan.

The applicants propose to use the addition on their home as a dining area, said Mr. Feldstead. They want to locate the addition next to the existing kitchen, he explained. This parcel is located at Nine Mile Creek Road on North Douglas, said Mr. Felstead. The land is zoned D-1, said Mr. Felstead. The setbacks for this zone are 25 feet in the front and rear, and 15 feet for the side yard setbacks, said Mr. Felstead. A corner of this dwelling already encroaches into the setback, said Mr. Felstead, and received a de minimis variance in 2000. A second story to the structure was added in 2008 through a Conditional Use Permit, said Mr. Feldstead.

Mr. Felstead said in a letter that he received from the applicants' contractor today, that if an addition were placed on the east side of the lot, there is a steep hillside that borders a shared driveway, and that a retaining wall would be necessary to prevent erosion, doubling the price of the project.

The staff finds that the variance request does not meet the criteria listed in §49.20.250; specifically criterion one, five, and six are not met, said Mr. Felstead. Criterion two, three and four are met, he added.

Commission Comments and Questions

Mr. Dye asked Mr. Felstead if he could please explain further about the de minimis setback. Mr. Felstead explained that a de minimis variance is applied when a setback is encroached into by 25% of what is normally required. The Director then has to make the determination that it was essentially done by accident and not a deliberate attempt to evade the requirements of the setback, said Mr. Felstead.

Under further questioning from Mr. Dye, Mr. Felstead clarified that a de minimis setback applies only to the specific encroachment and the infraction that occurred.

Applicants

Mr. Fick said their dwelling was constructed initially in 1999. They purchased the home in 2007, he said. They moved into what was essentially a one bedroom cabin, and found out four months later that they were expecting twins, he said. Additional living space became a priority, he said. Through the permitting process to add the second story to their house, they discovered the de minimis encroachment into the setback, he said. Since that time they had added a garage, and are now addressing the kitchen which was original with the house, he said. They have discovered that it would be a hardship to move the existing plumbing, electrical system, fuel tank, and construct a retaining wall. It made much more sense and was financially not a hardship to add onto the forward portion of the house which would not negatively affect any neighbors, he explained.

Commission Comments and Questions

Chairman Haight explained that the Commission has six criteria which it must evaluate as to whether the variance requirements are met. He asked the applicant if he had any perspective on how criterion one, five and six could be met.

Applicant Holly Handler told the Commission that they have been unable to obtain an itemization of how much the financial hardship would be prior to the staff report. They had only just received the feedback from the contractor explaining the cost of the hardship which would be experienced should they construct their addition on the side of the home recommended by the City, said Ms. Handler. This would increase the construction costs of the project by 50 percent, said Ms. Handler. This would be a huge financial hardship, she said, which would mean they would have to abandon the project altogether.

While the staff found that the net effect of this project on the neighbors would be neutral, said Ms. Handler, she felt that the project would prove to be beneficial to the community by adding to the tax base. It would be extremely costly if they had to rip out all of their existing plumbing, electrical systems and oil tank and relocate them, said Ms. Handler.

Mr. Frisby asked if they have the current cost estimates from the contractor.

Mr. Felstead said this information has been provided in the updated blue folder handed out to the Commission this evening. He said the contractor has estimated that it would double the project costs if they were to build to the east of their existing dwelling.

Mr. Fick said he has an estimate from the builder based on the original construction costs. He said they could add 50% to that estimate for a construction figure.

Mr. Frisby said he does not feel comfortable moving ahead with a decision on this variance request without all of the complete information before them for consideration. He said he would like to postpone action on this item until all of the pertinent information was compiled.

Mr. LeVine asked if they had more time if the applicant could provide additional information to the Commission, and if that was so, why it was not prepared in readiness for their variance request before the Commission.

Ms. Handler responded that they have been awaiting this information from the builder, and that it has been a challenge.

Mr. Bell stated they have certain criteria and standards to which they must abide. He said that while staff has recommended denial of this variance request, he does not want to deny the variance if possible, especially since it impacts a family. He asked the applicant that if the Commission tables this issue, if the applicants could then come back to the Commission with the updated cost information from the contractor. Mr. Bell asked if this delay would present too much of a hardship cutting into the building time.

Mr. Fick said they could come back to the Commission with more information given a little more time.

MOTION: by Mr. LeVine, that VAR2016 0004 be continued to the next meeting.

The motion passed with no objection.

~~VAR2016 0006 Variance to Street Side Yard Setback along Martin Rd.~~

~~Applicant: Carl Brodersen~~

~~Location: 1309 Martin Road~~

Staff Recommendation

~~Staff recommends that the Board of Adjustment adopt the Director's analysis and findings and approve the requested Variance, VAR2016 0006, to allow for up to 1 ft. of exterior insulation siding to be added to the existing building façade, which would result in a minimum street side yard setback of 5 ft. from the corner of the structure closest to the Martin Road ROW.~~

~~VAR2016 0007 Variance to Side Yard Setback.~~

~~Applicant: Carl Brodersen~~

~~Location: 1309 Martin Road~~

Staff Recommendation

~~Staff recommends that the Board of Adjustment adopt the Director's analysis and findings and approve the requested Variance, VAR2016 0007, to allow for up to 1 ft. of exterior insulation siding to be added to the existing building façade, which would result in a minimum side yard setback of 4 ft. from the easterly property line.~~

XI. OTHER BUSINESS - None

XII. DIRECTOR'S REPORT

Mr. Steedle reported that the final CIP report has been provided to the Commissioners, which was approved by resolution at the May 23, 2016 meeting.

The Commission has also been provided with the Housing Action Plan draft that was released by the Affordable Housing Commission, said Mr. Steedle.

Ms. McKibben said that the Housing Action Plan will be coming forward at a future meeting to the Planning Commission with a staff report recommending its incorporation as an element of the Comprehensive Plan. She said they are being provided with the draft now so they can have time to read it.

XIII. REPORT OF REGULAR AND SPECIAL COMMITTEES – None

XIV. PLANNING COMMISSION COMMENTS AND QUESTIONS

Mr. Frisby wanted to thank the staff and said he voted for the asphalt project because of the zoning which carries the Heavy Industrial zoning jurisdiction.

XV. ADJOURNMENT

The meeting was adjourned at 10:41 p.m.

MINUTES
Planning Commission
Committee of the Whole
 CITY AND BOROUGH OF JUNEAU
Ben Haight, Chairman
 May 24, 2016

I. Roll Call

Ben Haight, Chairman, called the Committee of the Whole (COW) Meeting of the City and Borough of Juneau (CBJ) Planning Commission (PC), held in the Assembly Chambers of the Municipal Building, to order at 5:41 p.m.

Commissioners present: Ben Haight, Chairman; Paul Voelckers, Vice Chairman; Bill Peters, Michael LeVine, Percy Frisby, Nathaniel Dye, Matthew Bell, Kirsten Shelton-Walker, Carl Greene

Commissioners absent:

Staff present: Rob Steedle, CDD Director; Beth McKibben, Planning Manager; Chrissy Steadman, Planner II; Amy Mead, Municipal Attorney; Robert Palmer, Assistant Municipal Attorney II

Assembly members: Debbie White, Loren Jones

Regular Agenda

Purpose of the Planning Commission

The overall goal of the Commission is to make Juneau a better place, said Ms. McKibben. The challenge of the Commission, she said, is that Planning Commission members need to be knowledgeable on a diverse range of complicated information such as different permit types, complicated codes, and zoning regulations. The Commission also needs to have a vision for the community, anticipating and helping to decide what directions the community will take in its development, she added.

Open Meetings Act

Commission meetings are open to the public, said Ms. Mead, dictated both by state law and municipal charter, which requires all government entities of the municipality to hold their meetings in public. The other important concept is that members of the public are to be provided a reasonable opportunity to be heard, said Ms. Mead. This means that Commission

meetings must be accessible to the public, she said, and this means those meetings can be accessed by handicapped individuals as well.

What Constitutes a Meeting

Ms. Mead said a meeting is defined by a meeting of more than three or a majority of the Commission members, whichever is less. It must be a matter upon which the body is empowered to act or consider, she added. A subcommittee is also included if it consists of two or more members, she said. This can include serial communications such as email or phone calls and chance meetings, said Ms. Mead.

The entire decision-making process must be in public and be transparent, said Ms. Mead. She provided several examples from within the State of the Open Meetings Act being interpreted by the courts of Alaska. One case involved a site visit by Commission members which was challenged as being noncompliant with the Open Meetings Act. The defense was that the members were not meeting to make any decisions, said Ms. Mead. In this instance the court ruled that the proper question to ask under the Open Meetings Act (OMA) is whether the members of the governmental body collectively considered a matter upon which they were empowered to act at that site visit. Since the Commission was visiting property which involved a variance request it was considered an open meeting, said Ms. Mead, and thus constituted a violation of the Open Meetings Act.

She cited another example provided by an Anchorage case. In this case there was a quorum of the Assembly that met with a private developer whose recent application had been denied by the Anchorage Planning Commission. The quorum of the Anchorage assembly members met with the private developer in his office and at a subsequent meeting approved the rezone, said Ms. Mead. Even though the result was approved in public, the meeting with the contractor was not a public meeting, said Ms. Mead. The Anchorage Assembly said their meeting with the private developer was simply fact gathering, said Ms. Mead, with their action on the rezone taking place in public. The Alaska Superior Court agreed with the Anchorage Assembly, said Ms. Mead. However, the Alaska Supreme Court disagreed. It said a meeting includes every step of the deliberative and decision making process when a governmental unit needs to transact public business, said Ms. Mead. The Supreme Court's decision was based upon a California case, said Ms. Mead. It defined deliberation as connoting not only collective discussion, but the collective acquisition and exchange of facts preliminary to the ultimate decision, she said. The California court also stated that an informal conference or caucus permits crystallization of secret decisions to a point just short of ceremonial acceptance, said Ms. Mead.

The cure of an OMA violation is not to simply redo the action in public, said Ms. Mead. The cure has to be a de novo review of the facts, and a full discussion of the analysis which had been engaged in order to reach a full decision, because they must be making a clear record for the public which may want to challenge those decisions, said Ms. Mead.

Forms of a Meeting

Serial Meeting

A serial meeting is anything that happens in a consecutive manner, said Ms. Mead. This could take the form of an email sent out to all of the Commission members, and it is a reply all response, said Ms. Mead. This could also take the form of serial telephone conversations or communications, she added. If the court views the serial communication as an attempt to circumvent the Open Meetings Act, then an OMA violation is likely to be found, said Ms. Mead. In these circumstances quorum does not matter, said Ms. Mead. Talking to members one at a time about an issue the Commission is empowered to act upon would be a violation of the Open Meetings Act if the court found that the communication was to effect an ultimate decision, said Ms. Mead.

A member can call two people on the Commission to discuss issues, but a member cannot call four people, noted Ms. Mead. Deliberation should be saved for the public forum, she added. A chance meeting of four Commission members who talk about issues other than Commission business is not a problem, said Ms. Mead. A chance meeting of four Commission members cannot result in conversation about Commission business, said Ms. Mead.

Conflict of Interest

The conflict of interest policies are the same as the Open Meetings Act policies, said Ms. Mead. Anyone who sits on a government body must be open and transparent in all government business, said Ms. Mead. If a Commission member or a family member has a personal or financial interest on a matter before the Commission, they may not take part in the business on that issue, said Ms. Mead. They cannot have received compensation on the pertinent issue over the past three years, nor can they expect compensation in the future, said Ms. Mead. This includes the spouse, minor children, any other dependents or a regular member of the household, said Ms. Mead. A personal interest would be anything other than a financial interest when the member was exchanging something for a promise, patronage, privilege or advancement, said Ms. Mead.

If a Commission member contacts a municipal attorney for an opinion on whether there is a conflict of interest or not, if they act upon the advice of the municipal attorney they are protected if they follow that advice, said Ms. Mead. The other way to protect oneself from a conflict of interest issue is to disclose the potential conflict before the Commission in public. The Chair would make a recommendation and the Commission would vote on whether there was a perceived conflict, said Ms. Mead. That would cure the conflict, said Ms. Mead.

Commission Comments and Questions

Mr. Greene asked if there could be a potential conflict of interest acting as a liaison on a committee. The safest course of action would be to disclose any potential conflict, said Ms. Mead. However, she said, if the liaison was not participating in the discussion and not voting on

any issues, disclosure would not be necessary. If the liaison was to participate in the discussion the safest course would be to disclose any potential conflict at that time, said Ms. Mead.

Mr. Frisby asked if there could be a conflict if a voting member was a shareholder of a corporation. That could possibly result in a potential conflict, said Ms. Mead. It would be important to disclose the potential conflict if the Commission member was a shareholder of an entity which had business before the Commission, said Ms. Mead.

Mr. Voelckers asked if a conflict could come into play if a Commission member had contributed information many years ago to an issue which was then before the Commission. Ms. Mead said she did not see this as a conflict of interest issue. The best course of action would be to let the Commission know that the individual had participated in some of the information before it years ago but that there were no financial or personal interests involved.

Role and Duties of the Commission

Planning and land use regulation is a police power, said Ms. McKibben. It is important that the actions of the Commission be reasonable and fair, she said. The Planning Commission has three primary roles, said Ms. McKibben: advise the Assembly on issues such as planning, land use regulations and community development.

Title 49 lays out the Planning Commission role, said Ms. McKibben. The Commission helps adopt the Comprehensive Plan and makes its recommendations on the Plan to the Assembly, said Ms. McKibben. Towards this end the Commission develops and amends land-use regulations and zoning map changes among other duties, said Ms. McKibben. The Commission reviews and makes recommendations on the Capital Improvement Program, land acquisitions and disposals, and land use designations with rezones and platting, said Ms. McKibben. The Commission also makes decisions and considers variances as the Board of Adjustment, said Ms. McKibben.

For the Comprehensive Plan the Commission is primarily recommending actions to the Assembly for capital improvements, land acquisitions, land-use designations and rezones, said Ms. McKibben. The Commission has decision-making authority over platting, Conditional Use Permits, appeals of administrative decisions and variances, she said.

Another overarching theme regarding the performance of a planning Commissioner is to keep in mind the common good of the community, said Ms. McKibben. This is articulated by the goals and the policies of the Comprehensive Plan, she said. The Commission must be fair and consistent in its application of the law, said Ms. McKibben. Commission decisions should be based upon the public health, safety and welfare of the community, noted Ms. McKibben. The staff administers the land use regulations, so that anything that does not come to the Planning Commission for a decision is something that has been decided administratively, she said.

The staff interprets the laws and ordinances in its support of the Commission, said Ms. McKibben. It makes sure that meetings are properly noticed, they assist with community planning, they advise the Commission and educate the public and negotiate with different groups, organizations and developers, said Ms. McKibben. They enact enforcement and provide continuity, said Ms. McKibben.

The planning process can enhance the quality of life, and be a device for problem-solving, said Ms. McKibben. The planning process can promote development, conserve resources and balance competing points of view, said Ms. McKibben. One of the primary goals is to establish a degree of predictability and certainty over patterns and costs of development, noted Ms. McKibben. The creation of land-use regulations and the consistent application of those regulations creates a predictability for the developer as well as the residents of the community, said Ms. McKibben.

There are a variety of different kinds of plans such as:

- ✓ Comprehensive Plan
- ✓ Neighborhood plans, such as the Auke Bay Plan and the Lemon Creek Plan
- ✓ Draft Housing Plan
- ✓ Capital improvement plans
- ✓ Transportation plan
- ✓ Economic Development Plan
- ✓ Action plans
- ✓ Waterfront Development Plan

The Comprehensive Plan provides the framework for decision-making in the form of policy statements, goals and standards, said Ms. McKibben. The staff bases its findings for conditional uses upon the policies and goals of the Comprehensive Plan, said Ms. McKibben. In Juneau's Comprehensive Plan there is a chapter on sustainability, said Ms. McKibben, a chapter on energy, and a chapter on cultural resources which includes resources such as education and the libraries.

The Comprehensive Plan is implemented by a variety of tools, said Ms. McKibben, such as:

- ✓ Zoning regulations
- ✓ Subdivision regulations
- ✓ Capital improvement plan
- ✓ Floodplain regulations
- ✓ Land Management Plan

Conditional Use Permits

One of the permits the Planning Commission has decision-making authority over are conditional uses, said Ms. McKibben. This is a use that may or may not be appropriate in a particular zoning district according to the character and intensity or size of the surrounding uses, said Ms. McKibben. This is intended to afford the flexibility to the Commission to make determinations appropriate to individual sites, and to attach conditions necessary to mitigate external adverse impacts, said Ms. McKibben. If the Commission determines that conditions may not be satisfactorily overcome, then the permit must be denied, she said.

The concept is that the things that are committed outright in the table are determined to always be compatible, and to have a similar level of impact such as height, or traffic, said Ms. McKibben. There is the list of conditional uses which have a greater or different impact than the principal uses, she said.

Some of the things to keep in mind when contemplating conditions are the building size; is the size appropriate and in harmony with the surrounding neighborhood? Is it properly oriented so it is not creating undue impacts with noise or light? The site features must also be considered, she added.

Variances

Variances are for those situations where hardship and practical difficulties resulting from an extraordinary situation or unique physical feature affects only a specific parcel or property structure as lawfully existing and render it difficult to carry out the provisions of the Title. The Board of Adjustment may grant a variance in harmony with the general purpose and intent of the Title, said Ms. McKibben.

A key point to keep in mind when considering a variance means that without the variance the property owner is deprived of all beneficial use of the land, she said. Without a variance nothing can be built on the property in question, said Ms. McKibben.

Variance Concepts (why variances are so hard)

Mr. Palmer said a Conditional Use Permit is set up as an explicit use that is allowed.

Variances, by contrast, he said, if allowed, mean that the Commission is giving the applicant permission to violate the law, said Mr. Palmer. That is why variances are so difficult to achieve, he added. When someone's property is physically unique or has some extraordinary circumstance that causes a hardship or practical difficulty, a variance may be considered, said Mr. Palmer. If the Commission finds that someone's property does warrant the consideration of the variance, it then has six criteria which must be met for that variance to be issued, said Mr. Palmer.

The variance is the tool that preserves the constitutionality of Title 49, said Mr. Palmer.

If the variance is denied, said Mr. Palmer, the applicant could comply with Title 49. Alternatively, the Planning Commission, CDD, the Assembly or the applicant after the fact could petition to have Title 49 amended so that the application could proceed. The two questions which would need to be answered said Mr. Palmer are:

- ❖ Is Title 49 too restrictive?
- ❖ Should there be some type of substantive mitigation in the area the applicant is asking for and is that the appropriate way to get around the variance concept?

De minimus Setback Variance

A de minimis setback variance is a decision made by the CDD Director, said Mr. Palmer. This is defined as an after-the-fact administrative variance for a de minimis setback, he explained. Every other variance application must come before the Commission, said Mr. Palmer. When deciding a variance, said Mr. Palmer, it is very important that it have a unique feature or extraordinary circumstance which allows the variance to be considered.

Commission Comments and Questions

Mr. Voelckers asked if the unusual circumstance would be limited to the property or if it could be applied to the situation of the applicant as well.

Generally a building on the property either constructed by a current or former owner is not construed as a unique and unusual circumstance, said Mr. Palmer. That would be a self-created hardship, he said, not a situation calling for a variance, he said.

The alternative, said Mr. Palmer, would be to look to Title 49 and see if an amendment to the Title was necessary. A good test, said Mr. Palmer, is if the municipality is granting a large number of variances the code should probably be assessed to see if it is too restrictive or if there is a need for substantive mitigation.

If a property owner or the predecessor of that property owner builds a house incorrectly using the wrong measurements deep into the setback, that would be deemed a self-created hardship not unique to the property, said Mr. Palmer. The general rule he said, is that the variance request would probably need to be denied because there was nothing unique about the property, it was a self-created hardship.

It is difficult when someone comes into the office and says that they had built incorrectly but thought they were following the correct rules, said Mr. Palmer. This would not generally be a criteria for a variance, said Mr. Palmer. Ignorance of the law, good faith and being a subsequent buyer is generally not a basis for the granting of a variance, said Mr. Palmer.

Wanting to develop the economic potential of the property could be considered as one of the six factors needed to be approved in order to grant a variance, said Mr. Palmer.

Commission Comments and Questions

Mr. Voelckers asked if Mr. Palmer could speak on the concept of “equivalency” when considering the granting of a variance.

Mr. Palmer emphasized that when contemplating whether a variance should be considered the property could first be assessed to see if it had any unusual features. The initial threshold earlier described must first be considered, said Mr. Palmer. There needs to be something unique and extraordinary about that piece of property, he said, before a variance could be considered.

Subdivision Regulations

Subdivision regulations are important, and they shape the community, said Ms. McKibben. Juneau heavily regulates its subdivisions, said Ms. McKibben. These regulations decide how big the streets need to be per development, whether sidewalks are required and where, the dimensions of the lot and how many lots need to form the subdivision to trigger certain types of streets, said Ms. McKibben.

There are major subdivisions and minor subdivisions, said Ms. McKibben. Major subdivisions come to the Planning Commission as a two-step process for first a preliminary plat and then a final plat, she said. According to the new code, 14 or more lots constitutes a major subdivision, she said. The Commission approves or disapproves the general layout of the subdivision with the preliminary plat, said Ms. McKibben. At this juncture the Commission may recommend conditions. For the final plat to be approved it would need to be shown that all conditions had been met, said Ms. McKibben.

Pre-application conferences are required for major subdivisions, said Ms. McKibben. Sketch plats are required at that time, she said. Public notices are required, she said.

A minor subdivision is for developments up to 13 lots, said Ms. McKibben. It used to be four lots, she said. Those are approved administratively, she said. The minor subdivision application is also a two-step process with a preliminary plat and a final plat, said Ms. McKibben.

There is a Notice of Decision issued now after the preliminary plat which articulates the items anticipated to be completed in order for the final plat to be granted, said Ms. McKibben. The pre-application conference is new as is the required notice to adjacent property owners, said Ms. McKibben.

Cumulative Impacts Need to be Analyzed

If the project is going to be developed in phases or in parts, said Mr. Palmer, all of the adverse impacts of the entire project need to be considered at the initial phase, he said.

II. Other Business - None

III. Report of Regular and Special Committees - None

IV. Adjournment

The meeting was adjourned at 6:51 p.m.

DRAFT



Community Development

City & Borough of Juneau • Community Development
 155 S. Seward Street • Juneau, AK 99801
 (907) 586-0715 Phone • (907) 586-4529 Fax

DATE: June 28, 2016

TO: Planning Commission

FROM: Tim Felstead, Planner
 Community Development Department

FILE NO.: CSP2016 0009

PROPOSAL: Consistency review for disposal of CBJ owned property; Lot 6 & Lot 7, Renninger Subdivision, Lemon Creek.

GENERAL INFORMATION

Applicant: City and Borough of Juneau

Property Owner: City and Borough of Juneau

Property Address: 1598/1600 Renninger Street

Legal Description: Renninger Lot 6 and Lot 7

Parcel Code No.: 5-B14-0-100-023-0 and 5-B14-0-100-024-0

Site Size: 47, 851 Square Feet (1.0985 Acres) and 40, 734 Square Feet (0.9351 Acres) respectively

Comprehensive Plan Future Land Use Designation: Medium Density Residential (MDR)

Zoning: D15

Utilities: Public water available/Public sewer available

Access: Jackie Street (under construction)

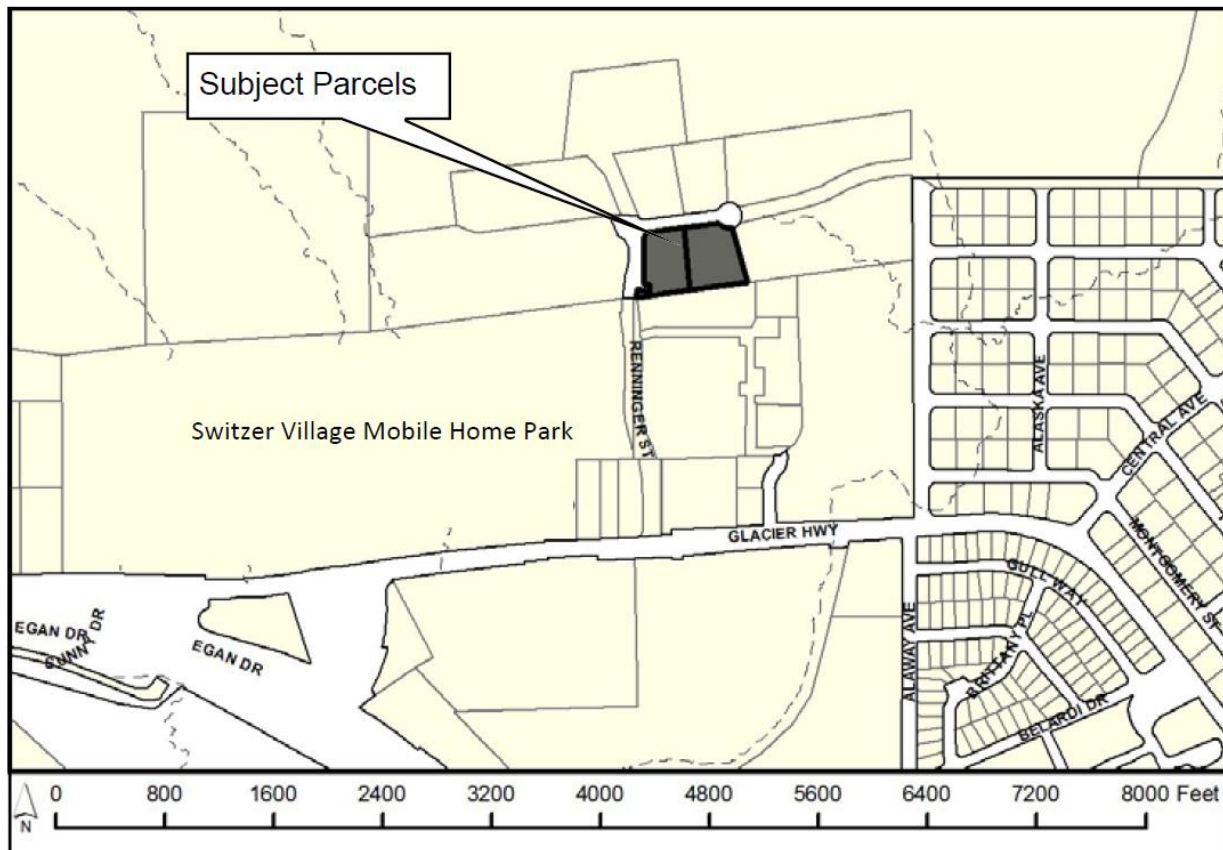
Existing Land Use: Vacant

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Surrounding Land Use:

North	- D15 (vacant)
South	- D15 (multifamily)
East	- D15 (vacant)
West	- D15 (Dzantik'i Heeni Middle School), Renninger St

VICINITY MAP



ATTACHMENTS

- Attachment A – Application including proposal
- Attachment B – Public Notice
- Attachment C – Extract from Draft minutes of May16, 2016 CBJ Lands and Resources Committee
- Attachment D – Renninger Subdivision plat

CBJ 49.10.170 (c) City and borough land acquisitions, disposals and projects. The commission shall review and make recommendations to the assembly on land acquisitions and disposals as prescribed by title 53, or capital improvement project by any City and Borough agency. The report and recommendation of the commission shall be based upon the provisions of this title, the comprehensive plan, and the capital improvements program.

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PROPOSAL

The CBJ Lands Division is proposing to dispose of two lots in the new Renninger Subdivision, Lemon Creek, to the Alaska Housing Development Corporation (AHDC). This would be a negotiated sale at fair market value. Title 53 requires that all negotiated land sales undergo a review by the Planning Commission before final authorization by the City Assembly.

53.09.260 - Negotiated sales, leases, and exchanges.

(b) Planning commission review, final assembly approval. Upon satisfactory progress in the negotiation or competition undertaken pursuant to subsection (a) of this section, and after review by the planning commission and authorization by the assembly by ordinance, the manager may conclude arrangements for the lease, sale, or exchange or other disposal of City and Borough land. The final terms of a disposal pursuant to this section are subject to approval by the assembly unless the minimum essential terms and the authority of the manager to execute the disposal are set forth in the ordinance enacted pursuant to this subsection. The disposal may not be executed until the effective date of the ordinance.

AHDC is proposing to build multi-family dwelling units on the two lots. ADHC owns and manages a number of multi-family dwelling complexes in the immediate vicinity of the subject parcels, and their headquarters is also located in the area. CBJ Lands Division has taken the proposal before the CBJ Lands Committee (see **Attachment A**), and they unanimously supported a motion for the Assembly to approve entering negotiations with AHDC. CBJ assisted financing is being sought as part of the negotiations.

BACKGROUND

The Renninger subdivision was recently platted in November 2015 (SMP20150005 and SMF20150007). The subdivision plat is provided in **Attachment D**. The subdivision review addressed relevant impacts covered by the CBJ Land Use code.

A new street for the subdivision is currently under construction and funded through the CBJ Capital Improvement Program (CIP), listed as Switzer Area Muni Land Development in 2012-2017 and 2013-2018 CIP. The subdivision created seven lots, six of which will have direct access to Jackie Street (under construction) and are available for development. In addition to Lots 6 and 7, CBJ Lands intend to sell lots 2, 3, 4 and 5 in the immediate future. The sale of Lot 3 to the Juneau House Build Program is reviewed in CSP2016-0007.

AHDC is a non-profit organization that provides housing to meet a range of income levels from very low income to market rate rentals (see **Attachment A**).

Planning Commission
File No.: CSP2016 0009
June 28, 2016
Page 4 of 6

The sale of Lots 6 and 7 to the AHDC was reviewed by the CBJ Lands and Resources Committee on May 16, 2016 (see **Attachment C**). The disposal was discussed in the context of two other proposals for the purchase of the subdivision's six lots. One organization was seeking three lots, ADHC was seeking two lots, and another organization was interested in one lot (this is the subject of CSP2016-0007). A motion of support from the Lands and Resources Committee for the Assembly to authorize negotiations to sell Lots 6 and 7 to ADHC was passed unanimously.

ANALYSIS

Number of Units - The subject lots are zoned D15. Lot 6 is 47, 851 square feet in size and has a theoretical build-out of 16 units. Lot 7 is 40, 734 square feet in size and has a theoretical build-out of 14 units. The actual number of units constructed may be affected by the limited buildable land available, but the prospective buyer has indicated to CBJ Lands Division that they hope to achieve the maximum possible build-out. Both lots contain recognized wetlands, and the Army Corp of Engineers (ACOE) and Alaska Department of Environmental Conservation (ADEC) have issued permits that allow limited filling of the wetlands. Taking into account the amount of fill that can be added, Lot 6 has 26,513 square feet of developable area and Lot 7 has 36,326 square feet of developable area. Setback requirements, maximum building heights, lot coverage limits and space for access/parking may also reduce the available land for buildings.

Additional development permits - The applicant has indicated that they intend to build apartment style, multi-family dwelling units in a style similar to their other developments in the immediate neighborhood. A Conditional Use permit would be required for each lot if nine or more dwelling units were constructed, since this would be considered a major development. It is not anticipated that the AHDC ownership model would require further subdivision. Building and grading permits would be required for the development of each building and the property in general.

CBJ Building, Planning, and General Engineering Divisions, and Capital City Fire and Rescue have no issues or concern with the proposed the land disposal.

CONFORMITY WITH ADOPTED PLANS

2013 Comprehensive Plan

A number of policies in the Comprehensive Plan support CBJ providing land to facilitate more affordable housing in Juneau.

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

POLICY 4.2. TO FACILITATE THE PROVISION OF AN ADEQUATE SUPPLY OF VARIOUS HOUSING TYPES AND SIZES TO ACCOMMODATE PRESENT AND FUTURE HOUSING NEEDS FOR ALL ECONOMIC GROUPS.

POLICY 4.6. TO FACILITATE AND ASSIST IN THE DEVELOPMENT OF AFFORDABLE HOUSING.

POLICY 10.1. TO FACILITATE AVAILABILITY OF SUFFICIENT LAND WITH ADEQUATE PUBLIC FACILITIES AND SERVICES FOR A RANGE OF HOUSING TYPES AND DENSITIES TO ENABLE THE PUBLIC AND PRIVATE SECTORS TO PROVIDE AFFORDABLE HOUSING OPPORTUNITIES FOR ALL JUNEAU RESIDENTS.

Regarding provision of water, sanitary service and, in the case of this subdivision, streets, the Comprehensive Plan suggests the provision of facilities and services through the Capital Improvement Plan should be prioritized for developments that provide a minimum of 10 units per acre, this being a threshold density that supports affordable housing.

POLICY 10.5. THAT RESIDENTIAL DEVELOPMENT PROPOSALS, OTHER THAN SINGLE-FAMILY RESIDENCES, MUST BE LOCATED WITHIN THE URBAN SERVICE AREA BOUNDARY OR WITHIN A DESIGNATED NEW GROWTH AREA. APPROVAL OF NEW RESIDENTIAL DEVELOPMENT PERMITS DEPENDS ON THE PROVISION OR AVAILABILITY OF NECESSARY PUBLIC AMENITIES AND FACILITIES, SUCH AS ACCESS, SEWER, AND WATER.

10.5 - IA1 Develop a Capital Improvement Plan to extend facilities and services to areas within the Urban Services Area planned for medium to high density residential development. Priority for capital improvements for road access, municipal water and sewer services should be given to land areas that can accommodate the densities that support affordable housing units (minimum 10 units per acre) or to properties on which affordable housing projects are proposed.

The Land Use Chapter (Chapter 11) highlights a number of areas for attention in Subarea 5 (Switzer Creek/Lemon Creek, and Salmon Creek) including the use of Renninger Street to access CBJ lands for affordable housing.

Guidelines and Considerations for Subarea 5:

11. Renninger Road serves a CBJ school and water reservoir and an affordable rental housing development and could further be used to access other CBJ lands suitable for development of affordable housing.

Planning Commission
File No.: CSP2016 0009
June 28, 2016
Page 6 of 6

2015 Juneau Economic Development Plan

Building on the Comprehensive Plan, the 2015 Juneau Economic Development Plan identifies the following relevant Initiative:

- Initiative: Promote housing affordability and availability (p.94)

CBJ 2016 Land Management Plan

The Land Management Plan references the Comprehensive Plan in noting that 10 dwelling units per acre are required to enable affordable housing developments in Juneau. When reflecting on residential developments on former CBJ property, the plan also notes:

In consideration of the expense of providing public services to property, it would be fiscally prudent for future CBJ land developments and/or disposals to occur for lots that are served by public sewer and are developed at a density of 5 dwelling units per acre or above. (p. 81)

AHDC has indicated they wish to achieve maximum build-out of 15 units per acre and that they intend to construct multi-family developments similar to their other developments in the immediate neighborhood.

HABITAT

A US Army Corps of Engineers wetland fill permit has been issued for this property. Habitat impacts for this subdivision were reviewed by the Planning Commission during the subdivision process and will also be reviewed as part of issuing any construction permits. There are no additional mapped habitats regulated by the CBJ Land Use code that impact this lot.

FINDINGS

CDD staff finds the proposed disposal of the subject parcel by CBJ Lands Division meets all applicable Land Use Codes and is consistent with adopted plans and studies.

RECOMMENDATION

Staff recommends that the Planning Commission forward the subject proposal to the Assembly with a **recommendation of approval** with the following condition:

1. *The development should achieve a minimum of 10 units per acre, resulting in 11 units for Lot 6 and 9 units for Lot 7, as suggested in the Comprehensive Plan.*

DEVELOPMENT PERMIT APPLICATION

Project Number		CITY and BOROUGH of JUNEAU		Date Received: 5/25/16		
Project Name (City Staff to Assign Name)						
Project Description Disposal of City owned property in the Renninger Subdivision to the Alaska Housing Development Corporation through a negotiated sale.						
PROJECT / APPLICANT INFORMATION	PROPERTY LOCATION					
	Street Address Jackie Street			City/Zip		
	Legal Description(s) of Parcel(s) (Subdivision, Survey, Block, Tract, Lot) Renninger LT 6, LT 7			Lot 6 & Lot 7, Renninger Subdivision		
	Assessor's Parcel Number(s)			5B1401000240 & 5B1401000230		
	LANDOWNER/ LESSEE					
	Property Owner's Name City & Borough of Juneau, Div. of Lands 7 Resources			Contact Person: Dan Bleidorn	Work Phone: 586-0224	
	Mailing Address 155 S. Seward Street			Home Phone:	Fax Number:	
	E-mail Address Dan.Bleidorn@juneau.org			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 <u>Daniel Bleidorn</u> <u>5/13/16</u> 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" and sign and date at X below						
Applicant's Name SAME			Contact Person:	Work Phone:		
Mailing Address			Home Phone:	Fax Number:		
E-mail Address			Other Contact Phone Number(s):			
X _____ Applicant's Signature			Date of Application			
STAFF APPROVALS	☒		Permit Type	***SIGN	Date Received	Application Number(s)
	☒		Building/Grading Permit			
	☒		City/State Project Review and City Land Action		5/25/16	49816-009
	☐		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)			
	☐		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 TOE

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

CITY/STATE PROJECT AND LAND ACTION REVIEW APPLICATION

Project Number	Project Name (15 characters)	Case Number CSP 16-009	Date Received																				
TYPE OF PROJECT REVIEW: ☒ City Project Review ☐ City Land Acquisition /Disposal ☐ State Project Review																							
DESCRIPTION OF PROJECT Disposal of City owned property in the Renninger Subdivision to the Alaska Housing Development Corporation through a negotiated sale. Title 53.09.260 states that "Upon satisfactory progress in the negotiation or competition undertaken pursuant to subsection (a) of this section, and after review by the planning commission and authorization by the assembly by ordinance, the manager may conclude arrangements for the lease, sale, or exchange or other disposal of City and Borough land."																							
Please attach a cover letter to fully explain the project if there is not adequate space on this form.																							
CURRENT USE OF LAND OR BUILDING(S): Currently this subdivision is being built, Jackie Street is under construction and the City has been planning on disposing of these lots for multi-family housing. The property that the Alaska Housing Development Corporation is proposing to buy is currently vacant.																							
PROPOSED USE OF LAND OR BUILDING(S): Multi-family Housing																							
PROJECT NUMBERS ASSOCIATED WITH PROPOSAL: Is this project associated with any other Land Use Permits? ☐ No ☐ Yes Case No.: _____ Capital Improvement Program # (CIP) _____ Local Improvement District # (LID) _____ State Project # _____																							
ESTIMATED PROJECT COST: \$ 0.00																							
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.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5">CITY/STATE PROJECT FEES</th> </tr> <tr> <th></th> <th>Fees</th> <th>Check No.</th> <th>Receipt</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Application Fees</td> <td>\$ _____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Total Fee</td> <td>\$ _____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>			CITY/STATE PROJECT FEES						Fees	Check No.	Receipt	Date	Application Fees	\$ _____	_____	_____	_____	Total Fee	\$ _____	_____	_____	_____
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	Fees	Check No.	Receipt	Date																			
Application Fees	\$ _____	_____	_____	_____																			
Total Fee	\$ _____	_____	_____	_____																			

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

**EVEN IF THE PROPOSED PROJECT IS ASSOCIATE WITH OTHER LAND USE PERMITS, THIS
APPLICATION MUST BE FILLED OUT**

CITY/STATE PROJECT REVIEW REQUIREMENTS

Each application for a City/State Project is reviewed by the Planning Commission at a public hearing. The permit procedure is intended to provide the Commission the flexibility necessary to make recommendations tailored to individual applications.

Application: An application for a City/State Project Review will not be accepted by the Community Development Department until it is determined to be complete. The items needed for a complete application are:

Forms: A completed City/State Project Review Application form and Development Permit Application form. The "land owner or lessee consent" signature is mandatory for all landowners on the Development Permit Application form.

Fees: No fee required for projects that cost less than \$2.5 million. For projects costing more than this amount, the fee is \$1,600.00. All fees are subject to change.

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. Plat, site plan, floor plan and elevation views of existing and proposed structures and land;
- B. Existing and proposed parking areas, including dimensions of the spaces, aisle width and driveway entrances;
- C. Proposed traffic circulation within the site including access/egress points and traffic control devices;
- D. Existing and proposed lighting (including cut sheets for each type of lighting);
- E. Existing and proposed vegetation with location, area, height and type of plantings; and,
- F. Existing physical features of the site (i.e. drainage, eagle trees, hazard areas, salmon streams, wetlands, etc.)

Document Format: All 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).

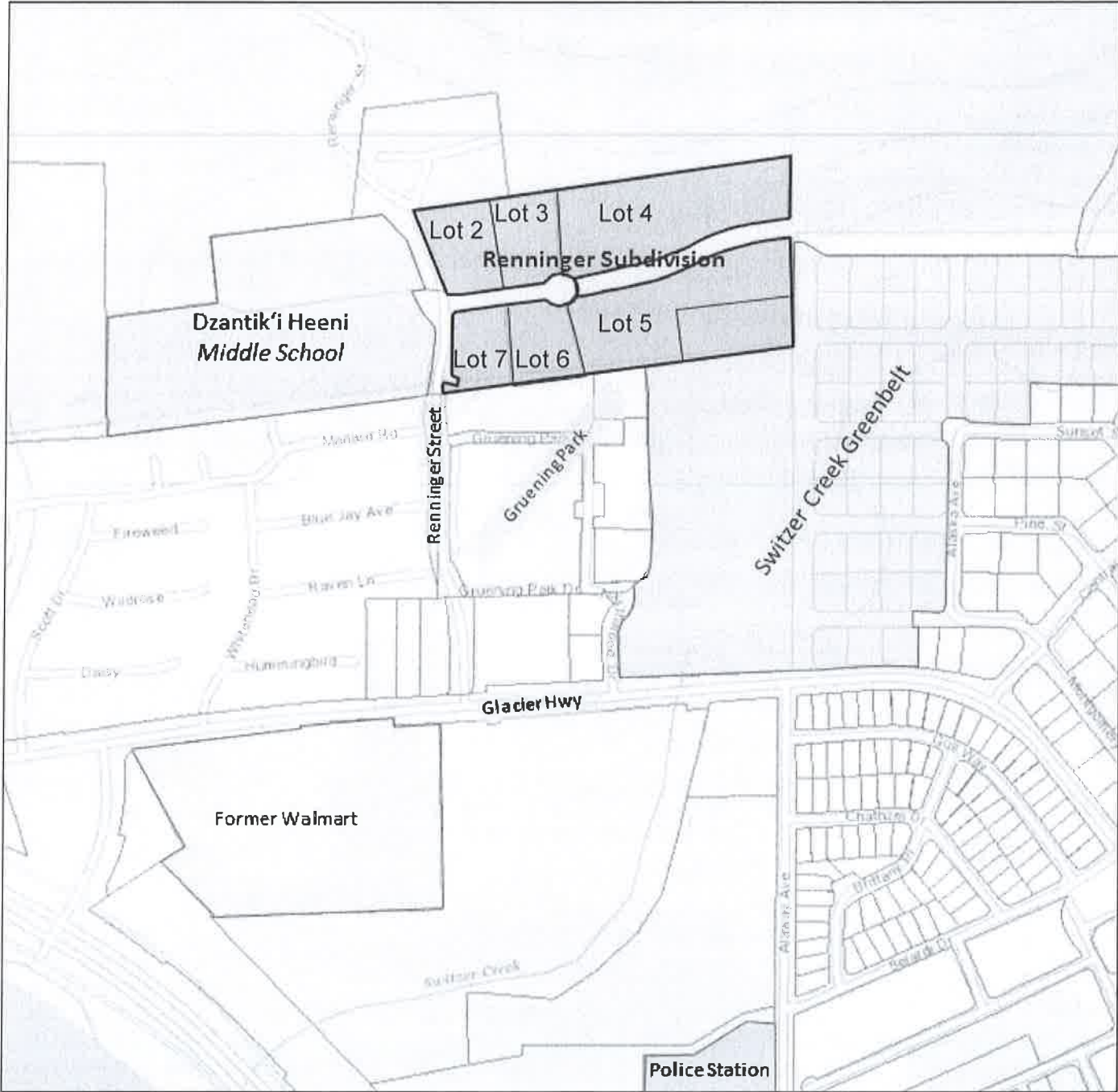
Application Review & Hearing Procedure: Once the application is determined to be complete, the Community Development Department will initiate the review and scheduling of the application. This process includes:

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. Review comments may require the applicant to provide additional information, clarification, or submit modifications/alterations for the proposed project.

Hearing: All City/State Project Review Permit Applications must be reviewed by the Planning Commission. Once an application has been deemed complete and has been reviewed by all applicable parties the Community Development Department will schedule the requested permit for the next appropriate meeting. The Planning Commission will make a recommendation based on staff's analysis and forward it to the Assembly for final approval/denial.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Renninger Subdivision Area Map



RECEIVED

MAY 25 2016

PERMIT CENTER/CDD

ALASKA
HOUSING DEVELOPMENT CORPORATION
1800 NORTHWOOD DRIVE
JUNEAU/AK. 99801
907-780-6666
907-780-4533 FAX

February 16, 2016

Mr. Greg Chaney, Lands Manager
Lands and Resources Department
City and Borough of Juneau
155 S. Seward Street
Juneau, AK. 99801

Re: Interest to purchase lots 6 & 7 on Jackie Street

Dear Mr. Chaney:

Alaska Housing Development Corporation is interested in purchasing for the appraised fair market value, lots 6 and 7 in the new Renninger Street Subdivision.

We are a nonprofit corporation organized in the 1970's whose primary mission is to develop, own and manage affordable housing. We currently own and operate 136 rental units in three different developments that are adjacent to this subdivision. In those properties we have a mixture of housing that includes very low or fixed income, workforce or moderate income, and market rate rentals.

Our Corporate, Management and Maintenance operations are located in this neighborhood at 1800 Northwood Drive.

For your reference I have attached a copy of an aerial view map that shows all three of our properties, in this area. As well as an example of the typical style of multiplex buildings we have developed in our other properties in this neighborhood.

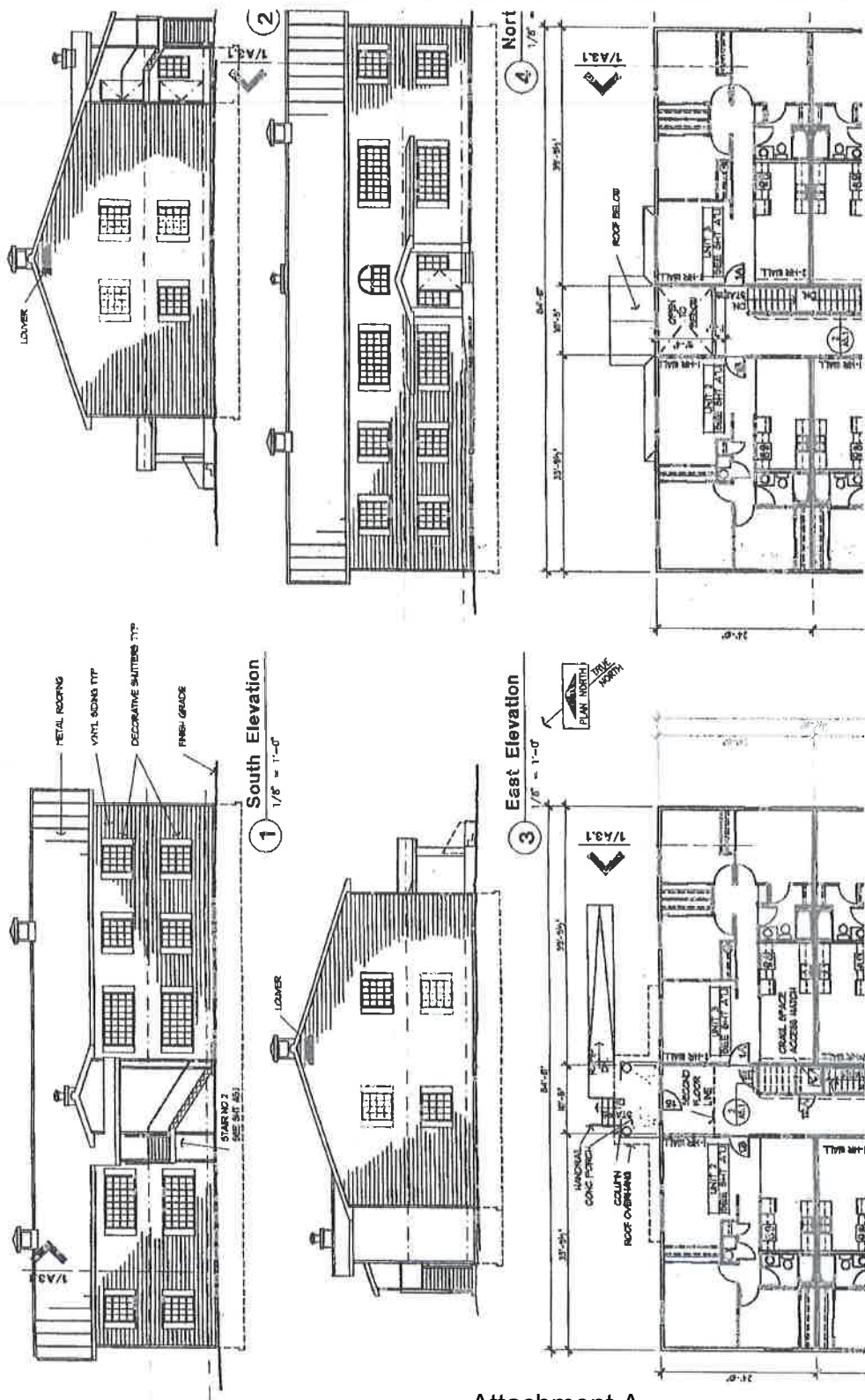
Please let us know what the next steps would be to pursue this land purchase with the city.

Sincerely,


Tamara Ruygroff, Executive Director
Alaska Housing Development Corporation

RECEIVED
MAY 25 2016
PERMIT CENTER/CDD

Attachment A



Attachment A

RECEIVED
MAY 25 2016
PERMIT CENTER/CDD

MEMORANDUM

CITY/BOROUGH OF JUNEAU

Lands and Resources Office
155 S. Seward St., Juneau, Alaska 99801
Dan_Bleidorn@ci.juneau.ak.us

Voice (907) 586-5252
Fax (907) 586-5385

TO: The Assembly Lands Committee

FROM: Dan Bleidorn, Deputy Land Manager *Daniel Bleidorn*

SUBJECT: Request for authorization to enter into negotiations for the sale of Lots 6 & 7 of the Renninger Subdivision with the Alaska Housing Development Corporation

DATE: May 9th, 2016

At the February 22nd, 2016 Lands Committee Meeting, the Lands Committee directed staff to advertise for letters of interest regarding the development of Renninger subdivision. After the 30 day advertisement period, the results were brought back before the Lands Committee at the April 25th, 2016 meeting. It was there that the Lands Committee passed a motion of support for Lands staff to work with the Alaska Housing Development Corporation (AHDC) to purchase two lots in the Renninger Subdivision for fair market value.

The current proposal that was received from the AHDC states that they would like to utilize City financing. For recent land sales, conditions have been 10% down, 10% interest, and the length of the financing has been 10 years. If staff receives a motion of support from the Assembly at the May 23rd meeting the next steps will be to solicit Planning Commission comments before requesting final Assembly approval to dispose of these properties. The AHDC has also expressed interest in lengthening the term to 15 years as well as lowering the interest rate. The reasoning behind these proposed changes is to allow for more available funds for construction.

Staff recommends the Lands Committee provide a motion of support for the Assembly to authorize the Manager to enter into direct negotiations with the Alaska Housing Development Corporation for the sale of Lots 6 and 7 in the Renninger Subdivision utilizing City financing.

RECEIVED

MAY 25 2016

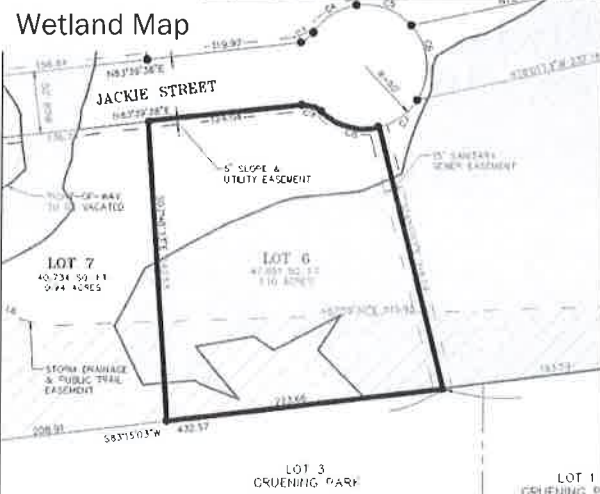
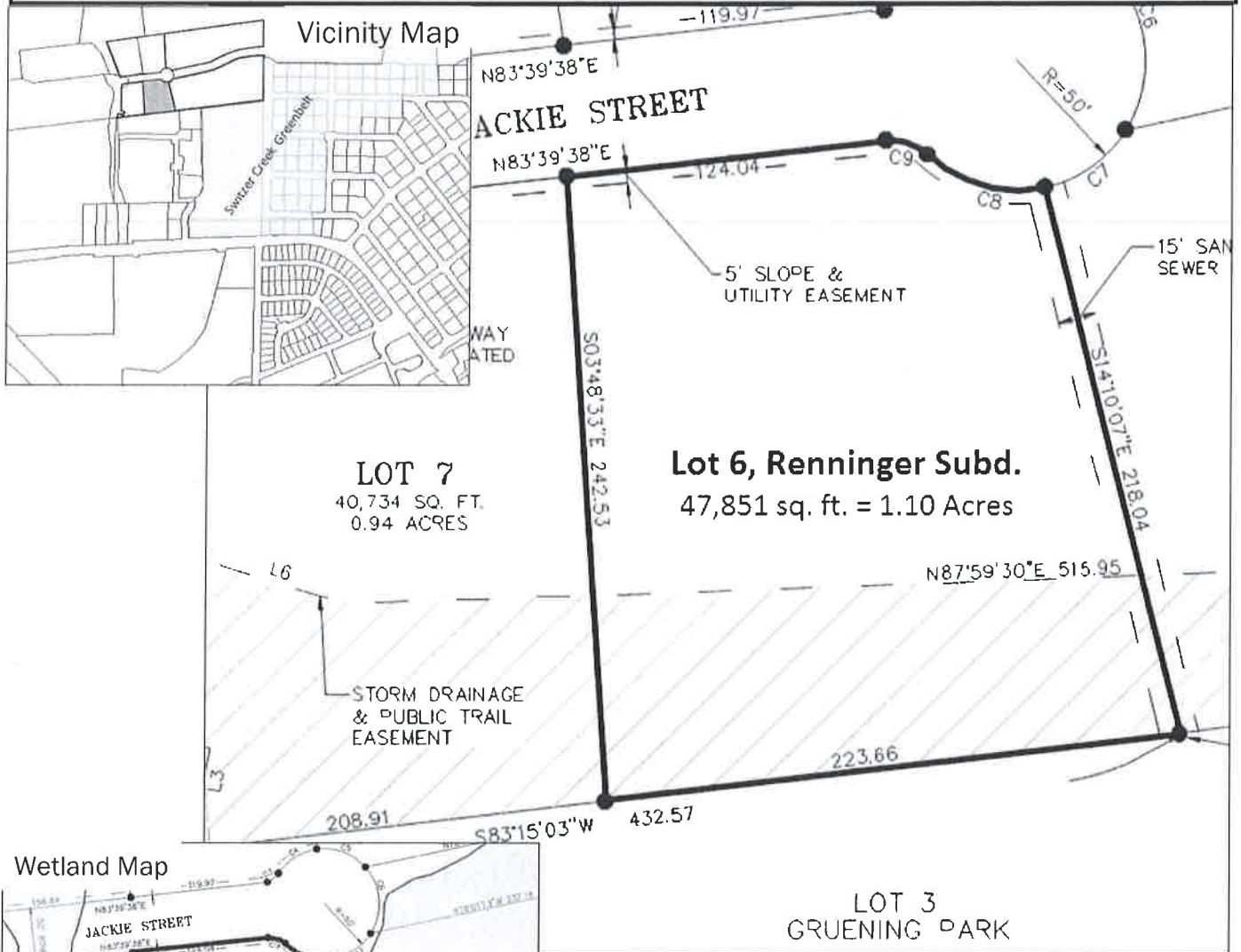
PERMIT CENTER/CDD

CITY/BOROUGH OF JUNEAU

★ ALASKA'S CAPITAL CITY

Legal Description: Lot 6 Renninger Subdivision

Acreage: 47,851 Sq. Ft. 1.10 Acres



Fair Market Value: \$144,000

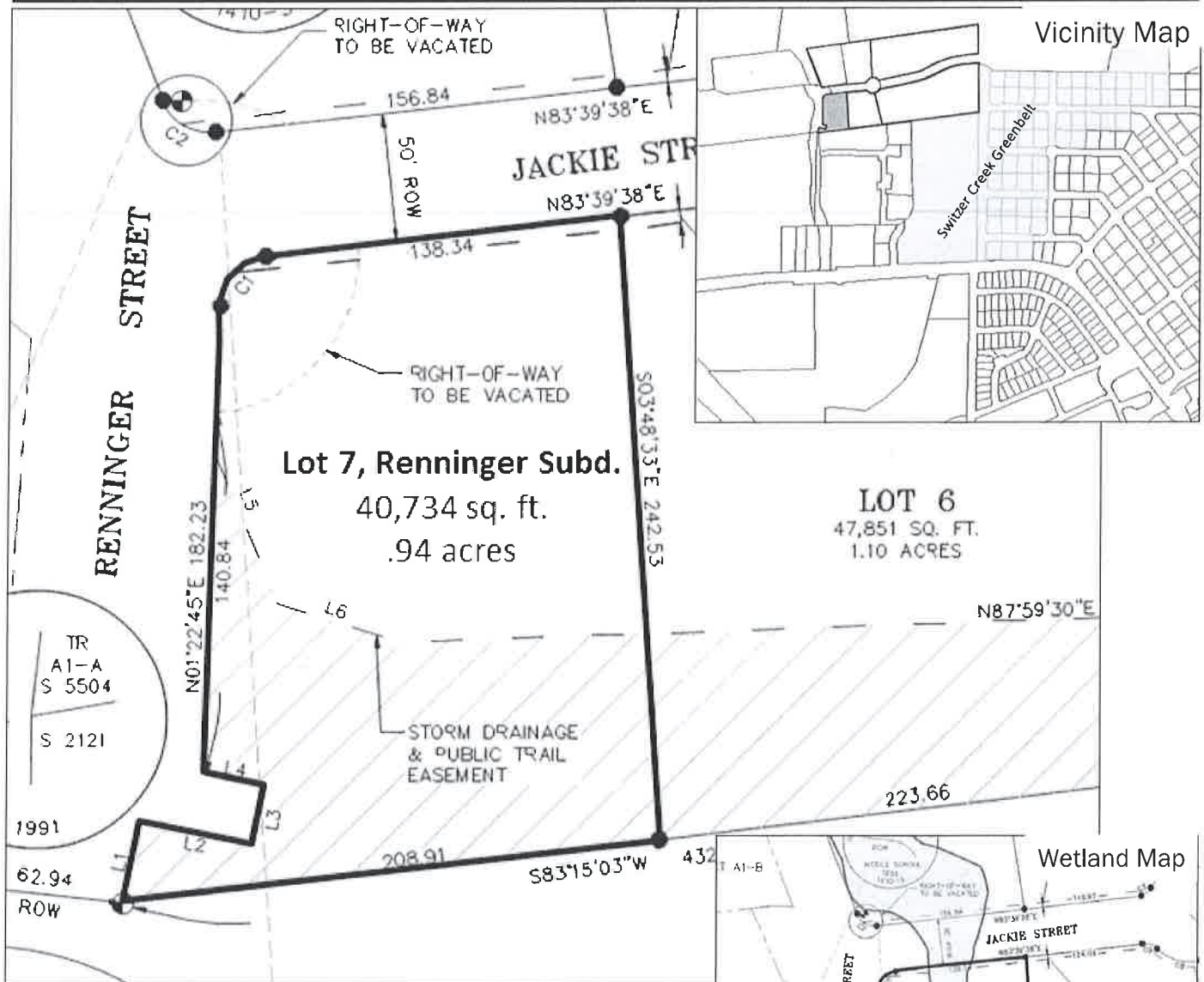
At 1.10 acres the theoretical maximum residential units that can be built on this lot is 16.

Wetlands: This lot contains 26,565 square feet of wetlands and the Army Corps of Engineers has permitted the filling of .12 acres or 5,227 square feet of wetlands.

Special Conditions: The southern portion of this lot has a storm drainage and trail easement. The eastern property line contains a 7.5' wide sewer easement.

Legal Description: Lot 7 Renninger Subdivision

Acreage: 40,734 Sq. Ft. .94 Acres



Fair Market Value: \$122,000

At 0.94 acres the theoretical maximum residential units that can be built on this lot is 14.

Wetlands: This lot contains 6,586 square feet of wetlands. The Army Corps of Engineers has permitted the filling of .05 acres or 2,178 square feet of wetlands.

Special Conditions: The southern portion of this lot is covered by a storm drainage and trail easement. The northern property line contains a 5' wide slope and utility easement.

, leases, and exchanges.

mbly authority to negotiate. Upon application, approval by the manager may submit a written proposal to lease, purchase, exchange, or convey. The proposal shall be reviewed by the assembly for a determination, so, whether by direct negotiation with the original proposer or by action of the assembly by motion, the manager may commence negotiations if City and Borough land.

inal assembly approval. Upon satisfactory progress in the negotiation of this section, and after review by the planning commission and a recommendation to conclude arrangements for the lease, sale, or exchange or other action pursuant to this section are subject to approval by the assembly manager to execute the disposal are set forth in the ordinance enacted until the effective date of the ordinance.

eff. 7-3-2013)

Edward Quinto

From: Eric Feldt
Sent: Friday, May 13, 2016 3:56 PM
To: Edward Quinto
Cc: Allison Eddins
Subject: FW: AHDC request to purchase City Property through a negotiated sale
Attachments: 53.09.260.gif; AHDC City_State_Project_Review_Application.pdf; AHDC DEVELOPMENT_PERMIT_APPLICATION.pdf; Area Map.pdf; Lands Memo requesting authority to Negotiate with AHDC for Renninger Lots .pdf; RFLOI Screen Shot.gif; AHDC Letter from RFLOI.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

We'll need a PAC for this project.

Eric Feldt, Planner AICP, CFM
 Community Development Dept.
 155 South Seward Street
 City & Borough of Juneau, AK
 Phone: (907) 586-0764
 Email: Eric.Feldt@juneau.org

From: Gret Burnett
Sent: Friday, May 13, 2016 10:42 AM
To: Eric Feldt; Allison Eddins
Subject: FW: AHDC request to purchase City Property through a negotiated sale

Gret Burnett

Permit Technician II
 Community Development Department
 City & Borough of Juneau
 907-586-0786



From: Dan Bleidorn
Sent: Friday, May 13, 2016 8:00 AM
To: Permits
Cc: Greg Chaney
Subject: AHDC request to purchase City Property through a negotiated sale

Good morning,
 CBJ Lands & Resources has received a letter from the Alaska Housing Development Cooperation in response to the Request for letters of interest. AHDC has requested to purchase two City owned properties in the Renninger

Attachment A

Subdivision. The Lands Committee directed staff to work with the AHDC on this sale. According to Title 53.09.260 this is a negotiated sale and requires Planning Commission review prior to the Assembly authorizing the manager to negotiate

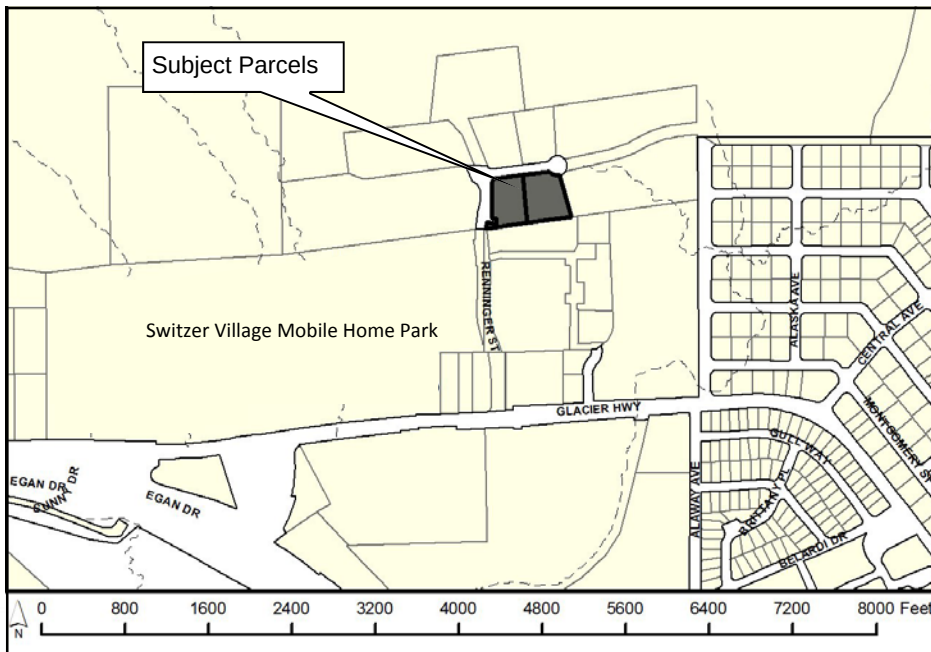
Attached are the CSP and the DPA along with my supporting documents.
Please let me know if I need to provide any additional information to complete my application.

Thank you,
Dan Bleidorn

Dan Bleidorn | Deputy Manager CBJ Lands and Resources | ph 907.586.0224
[Lands and Resources](#) | Dan.Bleidorn@Juneau.org |



NOTICE OF PUBLIC HEARING



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

SHIP TO:



PROPOSAL: Consistency review for disposal of CBJ owned property; Lot 6 & Lot 7, Renninger Subdivision, Lemon Creek.

File No:	CSP2016 0009	Applicant:	City and Borough of Juneau
To:	Adjacent Property Owners	Property PCN:	5-B14-0-100-024-0 and 5-B14-0-100-023-0
Hearing Date:	July 12, 2016	Owner:	City and Borough of Juneau
Hearing Time:	7:00 PM	Lot Size:	40,734 Sq Ft and 40,734 Sq Ft respectively
Place:	Assembly Chambers Municipal Building 155 South Seward Street Juneau, Alaska 99801	Zoned:	D15
		Site Address:	1598 Renninger St 1600 Renninger St
		Accessed Via:	Renninger St

PROPERTY OWNERS PLEASE NOTE:

You are invited to attend this Public Hearing and present oral testimony. The Planning Commission will also consider written testimony. You are encouraged to submit written material to the Community Development Department 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 Tim Felstead at Tim.Felstead@juneau.org or 586-0466.

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

Attachment B

**ASSEMBLY STANDING COMMITTEE MINUTES
LANDS AND RESOURCES COMMITTEE
THE CITY AND BOROUGH OF JUNEAU, ALASKA
MINUTES**

May 16, 2016 5:00 PM
Assembly Chambers

I. ROLL CALL

Kate Troll, Chair, called the meeting to order at 5:00 pm.

Members Present: Chair Kate Troll; Assembly members: Mary Becker, Jerry Nankervis, and Debbie White

Liaisons Present: Carl Greene, Planning Commission; Bob Janes, Docks & Harbors

Liaisons Absent: Chris Mertl, PRAC

Staff Present: Greg Chaney, Lands Manager; Dan Bleidorn, Deputy Lands Manager; Rachel Friedlander, Lands and Resources Specialist; Scott Ciambor, Chief Housing Officer; Mila Cosgrove, Deputy City Manager; Teri Camery, Senior Planner; Rorie Watt, City Manager

II. APPROVAL OF AGENDA

There were no agenda changes.

III. APPROVAL OF MINUTES

A. April 25, 2016

The April 25th, 2016 minutes will be on the upcoming June 6th, 2016 meeting agenda.

IV. PUBLIC PARTICIPATION

There was no public participation on non-agenda items.

V. AGENDA TOPICS

A. Request for authorization to enter into negotiations for the sale of Lots 6 & 7 of the Renninger Subdivision with the Alaska Housing Development Corporation

As directed by the Lands Committee, Lands prepared the terms for sale regarding Lots 6 and 7 between the City and Alaska Housing Development Corporation. Mr. Chaney also reviewed the process for this sale. First, the Assembly has to authorize Lands to negotiate, thus the motion of support before the Lands Committee, and once that authorization is approved, the proposal is taken before the Planning Commission, which makes a recommendation, and then the approved proposal is taken back to the Assembly to be authorized with an ordinance.

The Lands Committee unanimously made a motion of support for the Assembly to authorize the Manager to enter into direct negotiations with the Alaska Housing Development Corporation for the sale of Lots 6 and 7 in the Renninger Subdivision, utilizing City financing.

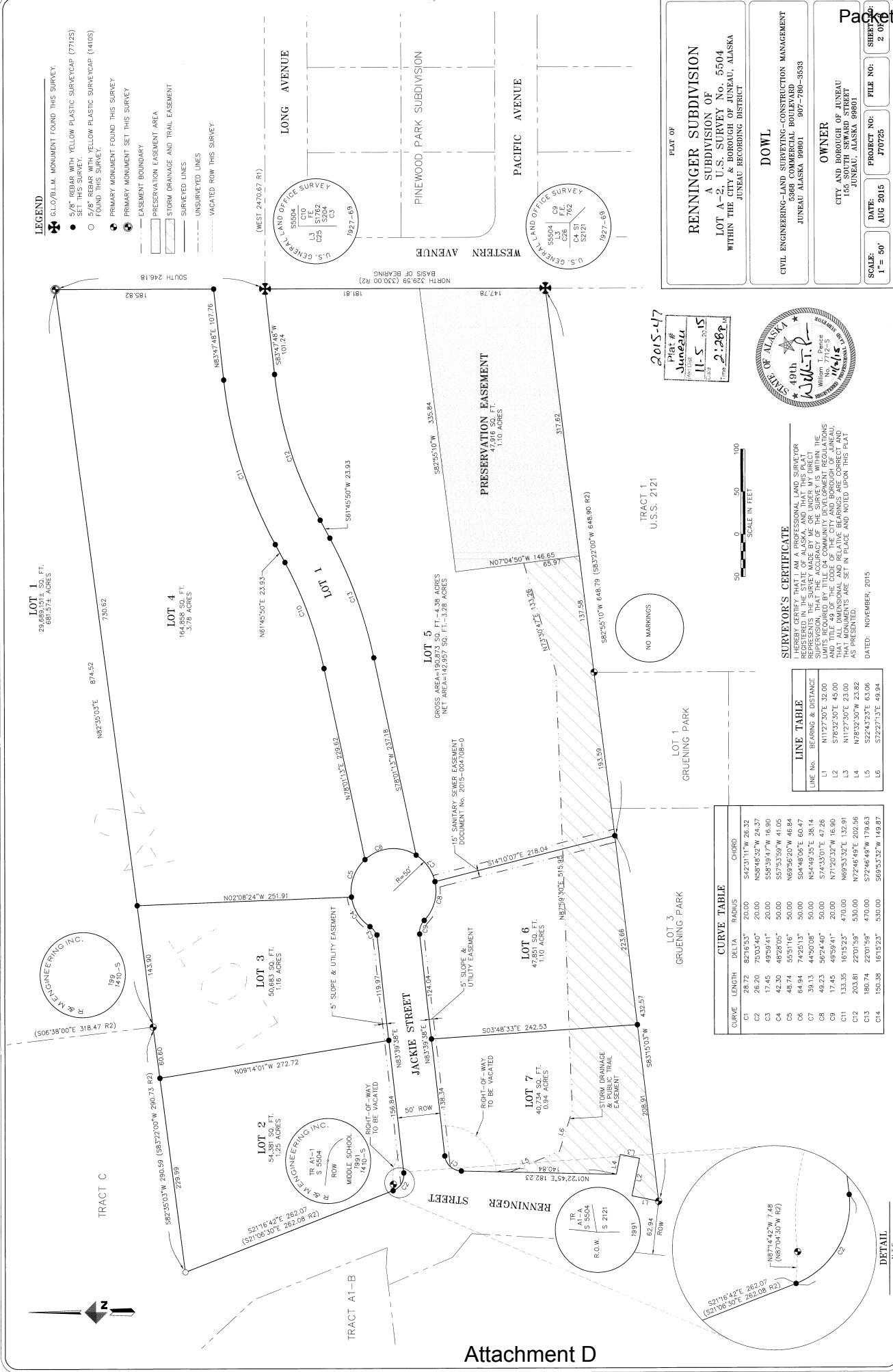
B. Distribution of Lots in Renninger Subdivision for Pacific Development Group, Educational Home Build partnership, and Prama Inc.

Mr. Chaney briefly reviewed each proposer's lot request (s) within Renninger subdivision. As directed by the Lands Committee, Lands staff devised recommendations for the distribution of lots. Mr. Chaney then reviewed the different allotment options as outlined in the packet materials. Mr. Chaney then directed the Committee's attention to the supplemental materials provided by Prama Inc. and noted that even with these additional materials, he would not change his recommendations. Mr. Chaney then gave two options for staff recommendations:

"If the CBJ agrees to enter into a partnership with the Pacific Development Group, then Option A (as presented in the staff memo) would be the most efficient use of resources."

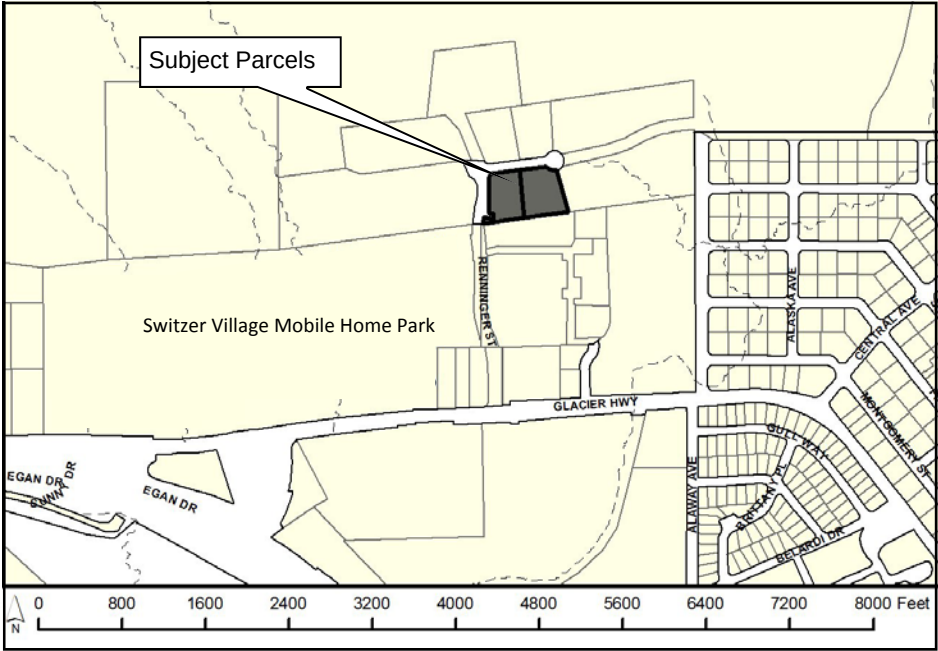
"If the CBJ determines that the Pacific Development Group's proposal is not appropriate, then allocation of lots within Renninger Subdivision should be reconsidered."

Attachment D





NOTICE OF PUBLIC HEARING



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

SHIP TO:



PROPOSAL: Consistency review for disposal of CBJ owned property; Lot 6 & Lot 7, Renninger Subdivision, Lemon Creek.

File No:	CSP2016 0009	Applicant:	City and Borough of Juneau
To:	Adjacent Property Owners	Property PCN:	5-B14-0-100-024-0 and 5-B14-0-100-023-0
Hearing Date:	July 12, 2016	Owner:	City and Borough of Juneau
Hearing Time:	7:00 PM	Lot Size:	40,734 Sq Ft and 40,734 Sq Ft respectively
Place:	Assembly Chambers	Zoned:	D15
	Municipal Building	Site Address:	1598 Renninger St 1600 Renninger St
	155 South Seward Street	Accessed Via:	Renninger St
	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 Tim Felstead at Tim.Felstead@juneau.org or 586-0466.

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



Community Development

City & Borough of Juneau • Community Development
155 S. Seward Street • Juneau, AK 99801
(907) 586-0715 Phone • (907) 586-4529 Fax

DATE: June 27, 2016

TO: Planning Commission

FROM: Allison Eddins, Planner *A Eddins*
Community Development Department

FILE NO.: AAP2016 0011

PROPOSAL: Conditional Use Permit for a 600 square foot accessory apartment on an undersized lot.

GENERAL INFORMATION

Applicant: Teri L. Stone

Property Owner: Teri L. Stone

Property Address: 503 F Street

Legal Description: DOUGLAS TOWNSITE BL 11 LT 4 FR

Parcel Code Number: 2-D04-0-T11-005-0

Site Size: 5,000 Square Feet

Comprehensive Plan Future Land Use Designation: Urban Low Density Residential

Zoning: D5

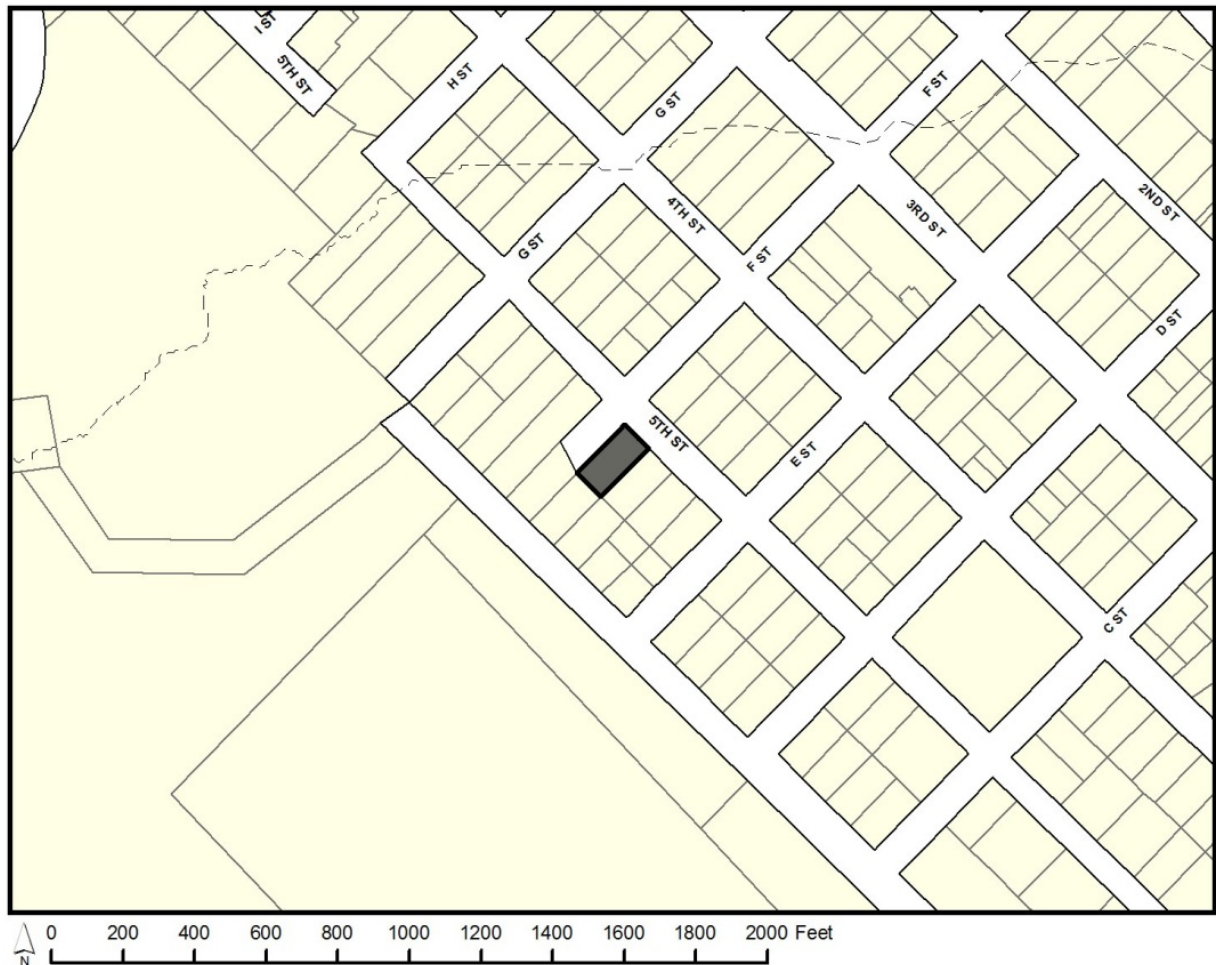
Utilities: City water & sewer

Access: F Street

Existing Land Use: Single family residential

Surrounding Land Use:	Northeast -	(D5) Single family residential
	Southeast -	(D5) Single family residential
	Northwest -	(D5) Undeveloped ROW
	Southwest -	(D5) Vacant land

Vicinity Map



ATTACHMENTS

- Attachment A: Development Permit and Conditional Use Permit Applications
- Attachment B: Site Plan
- Attachment C: Project Narrative
- Attachment D: Pre-Application Conference Notes
- Attachment E: Public Notice
- Attachment F: Public Comment

Planning Commission
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 June 27, 2016
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PROJECT DESCRIPTION

The applicant requests a Conditional Use Permit for the development of an accessory apartment on an under-sized lot in a D5 zoning district, where the minimum lot size is 7,000 square feet. A portion of the existing home would be converted into a 600 square foot, one bedroom accessory apartment in accordance with CBJ49.25.510 (k) (2) (E) (ii) (a) (see Attachments A and C).

CBJ 49.25.510 Special density consideration

(k) Accessory Apartments – No person shall construct or maintain an accessory apartment except in accordance with a permit issued under this section.

(2) Approval Standards

(E) Single family detached accessory apartment approval

(ii) The commission may approve, with a conditional use permit, an accessory apartment application if all of the requirements of this section are met:

(a) The application is for an efficiency or one-bedroom unit that does not exceed 600 square feet in net floor area, and is less than the minimum lot size

BACKGROUND

The subject lot was platted in 1936 as part of the Douglas Townsite Subdivision. The City of Douglas adopted a Planning and Zoning Ordinance and a Zoning Map in 1959 that shows the subject lot was zoned R1. The minimum lot size for the R1 district was 5,000 square feet. The subject lot is 5,000 square feet in area. The subject lot is now zoned D5 and is legally non-conforming.

The existing home was built in 1965. The setback requirements for R1 zoning districts in 1965 were 20 feet minimum setback for the front and rear yards, 15 feet for street side yards and 5 feet for side yards. The lot qualified for a 10 foot reduction to the front yard setback, per City of Douglas Ordinance 11.2 Section 7.02. The structure met all the required setbacks at the time of construction and is legally non-conforming.

In 2002, a building permit was issued for a second story balcony (BLD2002-00415). The balcony never received a final inspection and the building permit is still open. The applicants will be required to schedule a final inspection and close out the old building permit before a new building permit is issued.

In May 2016, the applicants applied for a building permit for the accessory apartment. The applicants also applied for the Accessory Apartment Grant. Both the building permit and the grant application are on hold pending the outcome of this request.

ANALYSIS

Project Site – The subject lot is located on the southwest corner of 5th Street and an undeveloped portion of F Street in the Douglas Townsite subdivision. The lot is 5,000 square feet and has a maximum lot coverage allowance of 50 percent, or 2,500 square feet. The current lot coverage is approximately 1,650 square feet. The accessory apartment would be an interior remodel that would convert a portion of the existing home into a 600 square foot apartment. The addition of the apartment will not increase the lot coverage.

Project Design – The existing home has approximately 1,560 square feet of living space. The applicants are proposing to convert 600 square feet of the downstairs living space into a one bedroom accessory apartment. The proposed design will meet the requirements to be considered an accessory apartment.

CBJ 49.80.120 Definitions

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

The proposed design also meets the special density requirements in CBJ 49.25.510. These requirements, as discussed above, limit the size of an accessory apartment on an under-sized lot to 600 square feet and limit the design to an efficiency or a one-bedroom unit.

Traffic – According to the Trip Generator Manual that is published by the Institute of Transportation Engineers, a single family home generates an average of 9.52 vehicle trips per day and an apartment generates an average of 6.65 trips per day. The addition of 6.65 average vehicle trips per day is expected to have a minimal impact on the neighborhood.

Parking and Circulation – Single-family dwelling units are required to have two off-street parking spaces and an accessory apartment is required to have one off-street parking space. The applicants have provided a site plan that shows the lot has two parking areas that can provide enough space to park three vehicles and allow the vehicles to turn-around before exiting to prevent back-out parking. One parking area is approximately 800 square feet and the second parking area is approximately 1,000 square feet (see Attachment B).

Noise – Construction noise for this project should be minimal since most of the work will take place inside the home. It would not be uncommon, however, for some of the work to take place outdoors, i.e. cutting frame work or tile. Since the neighborhood is fairly dense and the

Planning Commission
File No.: AAP2016 0011
June 27, 2016
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nearest neighbor is only 14 feet away, staff is recommending as a condition of approval any outdoor construction activity be limited to 7:00 am to 10:00 pm Monday through Friday, and 9:00 am to 10:00 pm Saturday and Sunday.

Exterior Lighting – The existing home has minimal exterior lighting. There is currently a small light fixture at both the front and the back door and one light fixture on the second story balcony. All of the existing light fixtures shine down away from neighboring properties and the public right-of-way. The proposed project will not add additional light fixtures to the home's exterior.

Vegetative Cover – The minimum vegetative cover requirement for lots in a D5 neighborhood are 20 percent. For the subject lot, which is 5,000 square feet, that equates to a minimum of 1,000 square feet of vegetation. The existing house has a footprint of 1,170 square feet and the lot has approximately 1,800 square feet of parking area. The proposed project will not increase the footprint of the house or require an expansion of the parking area. This leaves 2,030 square feet of the lot that is dedicated to vegetation. The vegetative requirement has been met.

Public Health or Safety – There is no evidence that this project will have any negative impacts to public health and safety. The CBJ Building Department, General Engineering and Capital City Fire and Rescue have reviewed the application and have no concerns. Single family homes are not required to have water meters installed. However, when an additional dwelling unit is added the City does require a water meter be installed. The water meter installation will be a part of the building permit process.

As mentioned above, the applicant did receive a building permit in 2002 (BLD 2002-00415) for the construction of a second story deck. There was never a final inspection and the permit is still open. The Building Department will require the applicant to schedule a final inspection for deck and close out the open permit before any new building permits are issued.

Habitat – CBJ 49.70.310 requires all development to be at least 50 feet from the ordinary high water mark of anadromous streams and restricts development within 330 feet of an active eagle's nest. There are no mapped habitat areas, either eagle's nests or anadromous streams, within 2,000 feet of this project.

Property Value or Neighborhood Harmony – There are examples of single-family homes in the surrounding neighborhood with small accessory apartments; there are two properly permitted accessory apartments within 200 feet of the subject property. With the proper building permits and conditions there is no evidence that this project will negatively impact existing property values. The proposed accessory apartment is in harmony with the surrounding neighborhood.

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File No.: AAP2016 0011
June 27, 2016
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Conformity with Adopted Plans – Chapter 3 of the 2013 Comprehensive Plan provides guidance on community form. Policy 3.2 specifically addresses compact urban development.

POLICY 3.2 TO PROMOTE COMPACT URBAN DEVELOPMENT WITHIN THE DESIGNATED URBAN SERVICE AREA TO ENSURE EFFICIENT UTILIZATION OF LAND RESOURCES AND TO FACILITATE COST EFFECTIVE PROVISION OF COMMUNITY SERVICES AND FACILITIES WHILE BALANCING PROTECTION OF NATURAL RESOURCES, FISH AND WILDLIFE HABITAT AND SCENIC CORRIDORS

Chapter 4 of the 2013 Comprehensive Plan addresses housing priorities for the Borough. Policy 4.2 specifically addresses the need for a variety of housing types.

POLICY 4.2 TO FACILITATE THE PROVISION OF AN ADEQUATE SUPPLY OF VARIOUS HOUSING TYPES AND SIZES TO ACCOMMODATE PRESENT AND FUTURE HOUSING NEEDS FOR ALL ECONOMIC GROUPS

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.

Planning Commission
File No.: AAP2016 0011
June 27, 2016
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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 Accessory Apartment permit complete?

Yes. Prior to submitting a conditional use permit application, the applicants had the required pre-application conference on May 5, 2016. The project and all applicable regulations were discussed with the applicants at that time. Staff finds the application contains the information necessary to conduct full review of the proposed operations. CDD followed the review procedures as laid out in CBJ 49.15.330 (d). 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 proposed use is listed at CBJ 49.25.300, Section 1.130 for single family detached dwelling unit with an accessory apartment in a D5 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 July 1, 2016 and the July 11, 2016 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. The proposal will meet special density requirements, vegetated cover requirements, lot coverage requirements, and off street parking requirements.

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

No. Based on the above analysis, there is no evidence that suggests the development of a 600 square foot accessory apartment on a 5,000 square foot lot 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. Based on the above analysis, there is no evidence that suggests the development of a 600 square foot accessory apartment on a 5,000 square foot lot will substantially decrease the value of or be out of harmony with the property in the neighboring area.

Planning Commission
File No.: AAP2016 0011
June 27, 2016
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6. *Will the proposed development be in general conformity with the land use plan, thoroughfare plan, or other officially adopted plans?*

Yes. Based on the above analysis, the proposed development of a 600 square foot accessory apartment on an under-sized lot is found to be in general conformity with the land use code and the Comprehensive 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?*

The Juneau Coastal Management Program is not applicable to this project.

RECOMMENDATION

It is recommended that the Planning Commission adopt the Director's analysis and findings and **approve** the requested accessory apartment permit. The permit would allow the development of a 600 square foot accessory apartment on an under-sized lot in a D5 zoning district.

The approval is subject to the following conditions:

1. The applicant must receive a final inspection for the second story deck that built in 2002 and must close out the existing building permit BLD2002-00415 prior to receiving a building permit for the accessory apartment.
2. Any outdoor construction activity shall be limited to 7:00 am to 10:00 pm Monday through Friday, and 9:00 am to 10:00 pm Saturday and Sunday.

DEVELOPMENT PERMIT APPLICATION

Project Number	CITY and BOROUGH of JUNEAU	Date Received:
Project Name (City Staff to Assign Name)		

INFORMATION	Project Description <i>converting partial first floor to accessory apartment</i>		
	PROPERTY LOCATION		
	Street Address <i>503 Fst.</i>	City/Zip <i>Douglas 99824</i>	
	Legal Description(s) of Parcel(s) (Subdivision, Survey, Block, Tract, Lot) <i>Douglas Townsite BL 11 LT 4 FR</i>		
	Assessor's Parcel Number(s) <i>2D040T110050</i>		
	LANDOWNER/ LESSEE		
	Property Owner's Name <i>Teri Stone and Mark Brooks</i>	Contact Person: <i>Mark</i>	Work Phone: <i>723-2628</i>
	Mailing Address <i>PO Box 240525 Douglas AK 99824</i>	Home Phone:	Fax Number:
	E-mail Address <i>Teri.stone@juneau.org</i>	Other Contact Phone Number(s):	
	PROJECT / APPLICANT	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		<i>Teri Stone</i> Landowner/Lessee Signature	<i>5/5/16</i> 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" and sign and date at X below			
Applicant's Name <i>Same as property owner</i>		Contact Person: <i>Mark</i>	
Mailing Address		Home Phone:	
E-mail Address		Other Contact Phone Number(s):	
X	<i>Teri Stone</i> Applicant's Signature	<i>5/5/16</i> Date of Application	

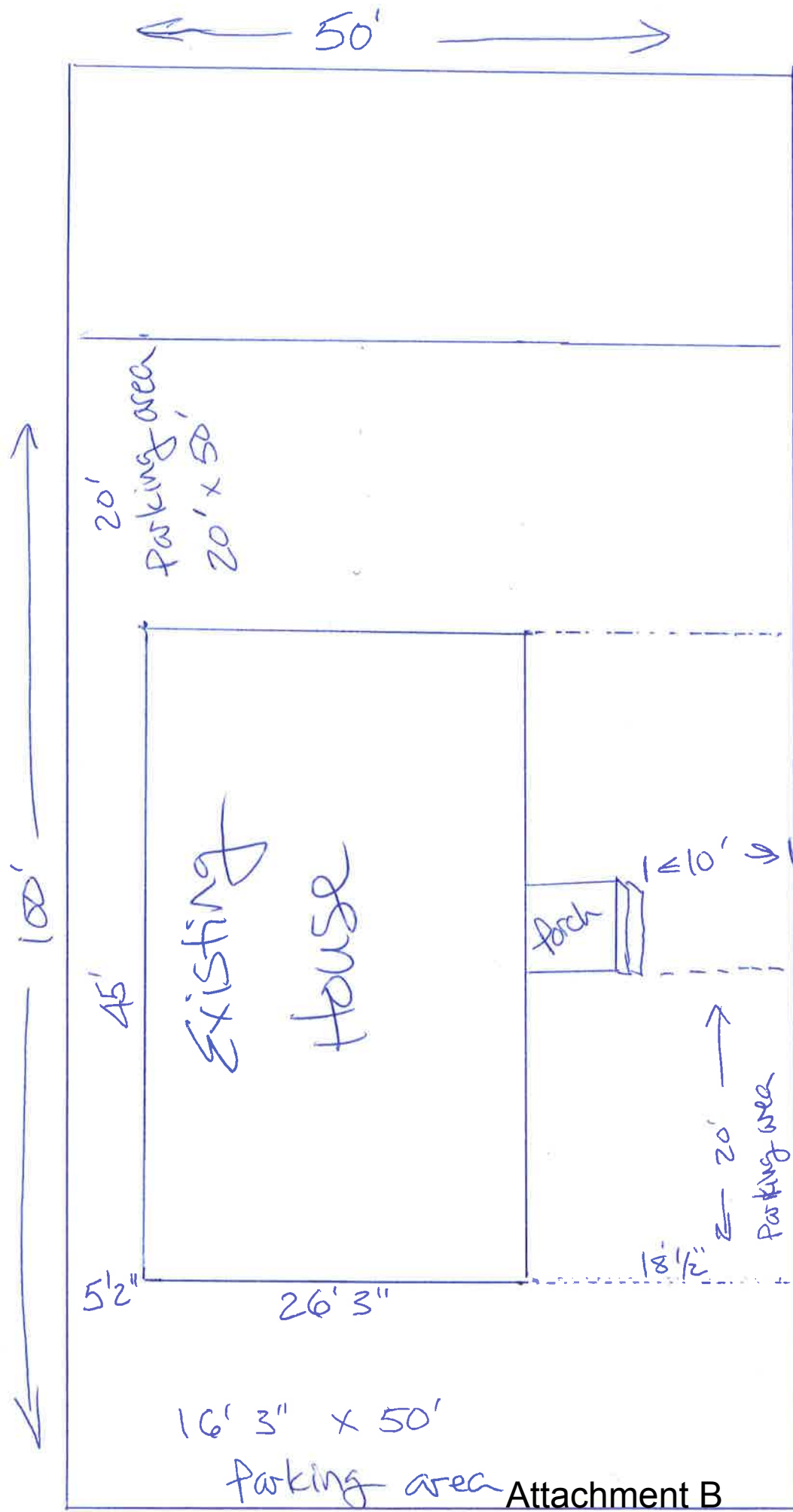
STAFF APPROVALS	OFFICE USE ONLY BELOW THIS LINE			
	☒	Permit Type	**SIGN	Date Received
		Building/Grading Permit		
		City/State Project Review and City Land Action		
		Inquiry Case (Fee In Lieu, Letter of ZC, Use Not Listed)		
		Mining Case (Small, Large, Rural, Extraction, Exploration)		
		Sign Approval (If more than one, fill in all applicable permit #'s)		
		Subdivision (Minor, Major, PUD, St. Vacation, St. Name Change)		
	X	Use Approval (Allowable, Conditional, Cottage Housing, Mobile Home Parks, Accessory Apartment)		<i>AAP 20160011</i>
		Variance Case (De Minimis and all other Variance case types)		<i>AAG 20160011</i>
		Wetlands Permits		
		Zone Change Application		
		Other (Describe)		
	***Public Notice Sign Form filled out and in the file.			
	Comments:			Permit Intake Initials <i>TJB</i>

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

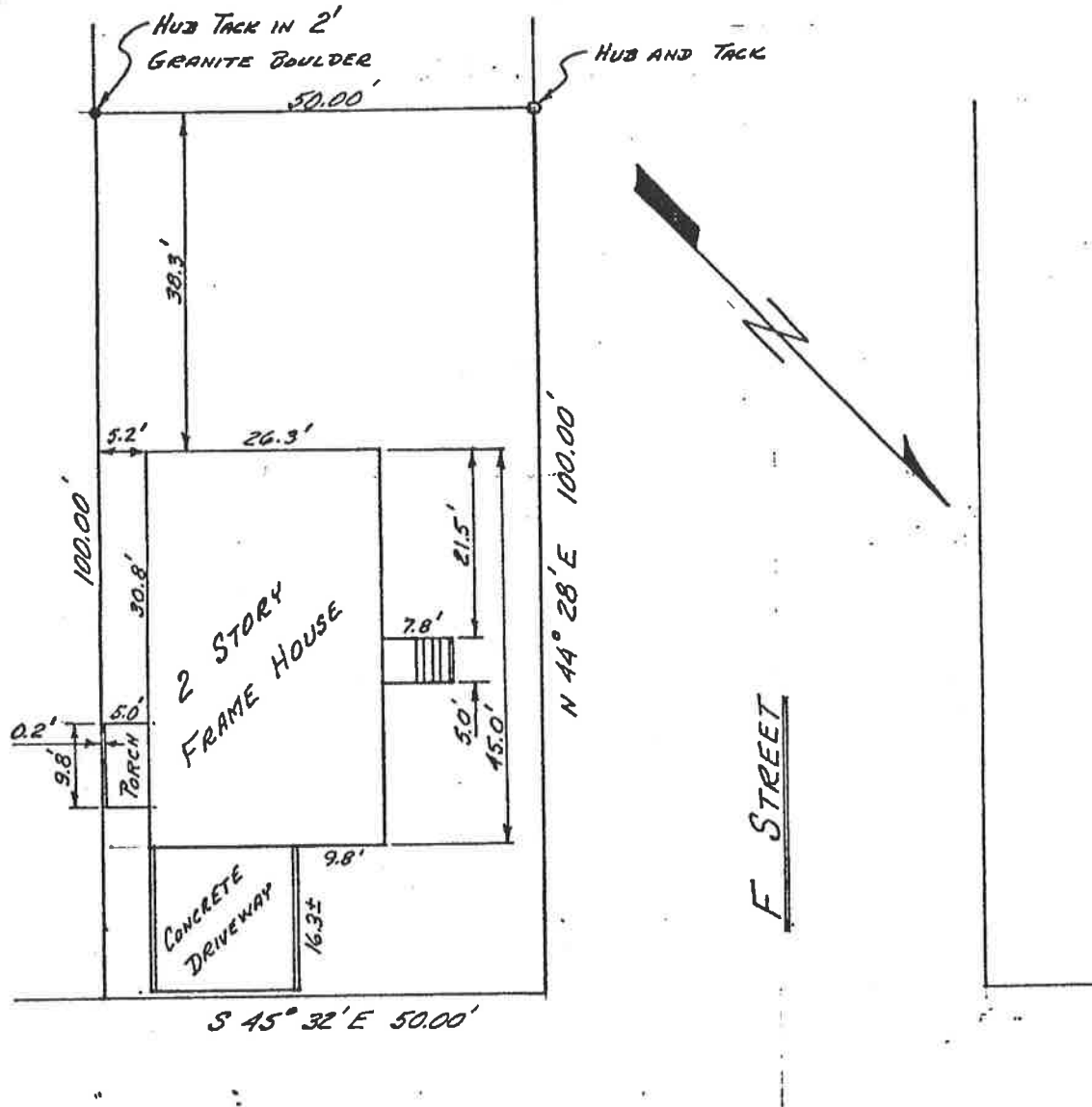
ALLOWABLE/CONDITIONAL USE PERMIT APPLICATION

TO BE COMPLETED BY THE APPLICANT

NOTE: MUST BE ACCOMPANIED BY DEVELOPMENT PERMIT APPLICATION FORM



Parking Detail
 Could potentially
 provide 8
 parking spots
 we are within
 required 3
 spots for
 parking



FIFTH STREET

I hereby certify that this is a true and correct plat of the N. E. $\frac{1}{2}$ of Lot 4, Block 11, Douglas, Alaska and that all improvements appearing on the land are as shown hereon, to the best of my knowledge.

RECEIVED

SEP 12 2005

PERMIT CENTER / CDD



PLAT OF
N.E. $\frac{1}{2}$ OF LOT 4 BLOCK 11
DOUGLAS, ALASKA

SCALE 1" = 20'

JULY 10, 1966
AND AUG. 2, 1970

D.E. HALSTED, CIVIL ENGINEER 860-E
DOUGLAS, ALASKA

BLD2002-00415
2-DOUGLAS-TIL-005-0
Attachment B

Mark Brooks
Teri Stone
503 F ST
Douglas, AK 99824

Project Description:

We would like to purpose our partial first floor into an accessory apartment.

Development:

Upon approval we plan to begin renovation on the house in July. We anticipate the time frame for renovation to be approximately four months.

Use:

We plan to use this space as an accessory apartment suitable for one to two tenants.

Habitat:

Given that it is already part of our existing home we do not anticipate that it would impact the surrounding environment any differently than its current use.

Sound:

Construction noise should be minimal since it is an indoor project. Because it is part of our house our efforts to respond to unwelcomed noises would be our priority.

Screening:

This is an interior renovation where public site lines would not be impacted.

Lot & Development:

Our lot size is 5000 sq. ft. The footprint of the structure would not be modified as this renovation would take place in our unfinished lower floor.

Drainage:

This lot already has adequate drainage.



Community Development

City & Borough of Juneau • Community Development
 155 S. Seward Street • Juneau, AK 99801
 (907) 586-0715 Phone • (907) 586-4529 Fax

Accessory Apartment on undersize lot

Case Number:

Project Description: Accessory apartment on 5,000 sf lot in the D-5 zoning district

Applicant: Teri Stone

Property Owner: Teri Stone

Property Address: 503 F Street

Parcel Code Number: 2D040T110050

Site Size: 5,000 sf

Zoning: D-5

Existing Land Use: Single Family Residence

Conference Date: 5/5/2016

Report Issued: 5/5/2016

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
Chrissy Steadman	Planner II	Christine.steadman@juneau.org

Neighborhood Association/Contact:

Attachment D

Pre-Application Conference Final Report

Conference Summary

Questions/issues/agreements identified at the conference that were not already 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.

1. Zoning – D-5; minimum lot size 7,000 sf
2. Setbacks – 20 feet in front and rear yards and 5 feet on the side yards
3. Height – 35 feet for principle use, 25 feet for accessory use
4. Parking – 2 parking spaces for Single family unit, 1 parking space for accessory apartment
5. Landscaping – vegetative cover requirement is 20% of lot or 1,000 sf for this lot.
6. Lighting – N/A
7. Building – Remodel will require building permit
8. Fire District – N/A ✓
9. Traffic – N/A
10. Engineering – Accessory unit will require installation of a water meter
11. Noise – N/A
12. Drainage – N/A
13. Utilities – (water, power, sewer, etc.) See 10.
14. Wetlands – N/A
15. Habitat – (Eagle, Riparian, etc.) – N/A
16. Hazard/Mass Wasting/Avalanche/Hillside Endorsement – N/A
17. Flood – N/A
18. Plat or covenant restrictions – N/A
19. Other Agency Reviews – (DOT&PF, AlcOhol Beverage Control Board, Corps of Engineers, DEC waste-water, DNR, USF&WL, FAA, US Coast Guard, Corrections etc.) – N/A

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.

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.
- 2.

Additional submittal requirements:

Attachment D

Pre-Application Conference Final Report

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

1. A copy of this pre-application conference report.
2. (Add any necessary supporting documents required in the application forms OR that may be useful supporting information)

Exceptions to submittal requirements:

Submittal requirements staff has determined **not** to be applicable or **not** required, given the specifics of the development proposal, are listed below. These items will **not** be required in order for the application to be reviewed.

- 1.
- 2.

Fee estimates

The preliminary plan review fees listed below can be found in the CBJ code section 49.85.

Based upon the project plan submitted for pre-application review, staff has attempted to provide an accurate estimate for the permits and permit fees which will be triggered by your proposal.

1. \$350 CUP fee, \$50 sign fee and \$100 sign deposit. Total \$500

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

Submit your completed application

You must submit your application(s) in person with payment to:

City/Borough of Juneau
Permit Center
230 S. Franklin Street,
Fourth Floor Marine View Center
Juneau, AK 99801

Phone: (907) 586-0715
Fax: (907) 586-4529
Web: www.Juneau.org



NOTICE OF PUBLIC HEARING



South Douglas

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

SHIP TO:



PROPOSAL: Conditional Use permit for 600 square foot accessory apartment on an undersized lot.

File No:	AAP2016 0011	Applicant:	Teri Stone
To:	Adjacent Property Owners	Property PCN:	2-D04-0-T11-005-0
Hearing Date:	07/12/2016	Owner:	Teri Stone
Hearing Time:	7:00 PM	Lot Size:	5,000 Sq. Ft.
Place:	Assembly Chambers	Zoned:	D5
	Municipal Building	Site Address:	503 F St
	155 South Seward Street	Accessed Via:	F St
	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 586-0758

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

Attachment E

From: Alan Wilson [<mailto:akrenovate@icloud.com>]

Sent: Monday, June 27, 2016 4:52 PM

To: Allison Eddins

Subject: AAP2016 0011

Ms Eddins- I am writing to support the creation of an accessory apartment at 503 F street, Douglas, AK. (AAP2016 0011) I own the property at 503 E St, three doors to the south. I find that Ms Stone proposed plan and parking is more than sufficient for the neighbor hood.

I encourage the commission to approve this request.

Alan Wilson & Sydney Mitchell, Property Owners

503 E St. Douglas, AK.

Alan Wilson

akrenovate@icloud.com

907-209-6320



NOTICE OF PUBLIC HEARING



South Douglas

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

SHIP TO:



PROPOSAL: Conditional Use permit for 600 square foot accessory apartment on an undersized lot.

File No:	AAP2016 0011	Applicant:	Teri Stone
To:	Adjacent Property Owners	Property PCN:	2-D04-0-T11-005-0
Hearing Date:	07/12/2016	Owner:	Teri Stone
Hearing Time:	7:00 PM	Lot Size:	5,000 Sq. Ft.
Place:	Assembly Chambers	Zoned:	D5
	Municipal Building	Site Address:	503 F St
	155 South Seward Street	Accessed Via:	F St
	Juneau, Alaska 99801		

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If you have questions, please contact Allison Eddins at Allison.Eddins@Juneau.org or 586-0758

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Community Development

City & Borough of Juneau • Community Development
155 S. Seward Street • Juneau, AK 99801
(907) 586-0715 Phone • (907) 586-4529 Fax

PLANNING COMMISSION NOTICE OF DECISION

Date: July 14, 2016
File No.: AAP2016 0011

Teri Stone
PO Box 240525
Douglas, AK 99824

Application For: Conditional Use Permit for a 600 square foot accessory apartment on an undersized lot.

Legal Description: DOUGLAS TOWNSITE BL 11 LT 4 FR

Property Address: 503 F Street

Parcel Code No.: 2-D04-0-T11-005-0

Hearing Date: July 12, 2016

The Planning Commission, at its regular public meeting, adopted the analysis and findings listed in the attached memorandum dated June 27, 2016, and approved the conditional use permit for a 600 square foot accessory apartment on an undersized lot to be conducted as described in the project description and project drawings submitted with the application and with the following conditions:

1. The applicant must receive a final inspection for the second story deck that was built in 2002 and must close out the existing building permit BLD2002-00415 prior to receiving a building permit for the accessory apartment.
2. Any outdoor construction activity shall be limited to 7:00 am to 10:00 pm Monday through Friday, and 9:00 am to 10:00 pm Saturday and Sunday.

Attachments: June 27, 2016, memorandum from Allison Eddins Community Development, to the CBJ Planning Commission regarding AAP2016 0011.

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.

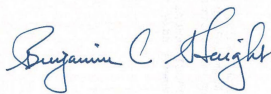
Teri Stone
File No.: AAP2016 0011
July 14, 2016
Page 2 of 2

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 on July 12, 2016.

Expiration Date: The permit will expire 18 months after the effective date, or January 12, 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.

Project Planner: 
Allison Eddins, Planner
Community Development Department



Ben Haight, Chair
Planning Commission



Filed With City Clerk

July 18, 2016

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.



Community Development

City & Borough of Juneau • Community Development
155 S. Seward Street • Juneau, AK 99801
(907) 586-0715 Phone • (907) 586-4529 Fax

DATE: June 27, 2016

TO: Planning Commission

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

FILE NO.: CSP2016 0007

PROPOSAL: Consistency review for disposal of CBJ owned property; Lot 3, Renninger Subdivision, Lemon Creek.

GENERAL INFORMATION

Applicant: City and Borough of Juneau

Property Owner: City and Borough of Juneau

Property Address: 1598/1600 Renninger Street

Legal Description: Renniger Lot 3

Parcel Code No.: 5-B14-0-100-020-0

Site Size: 50,683 Square Feet (1.1635 acres)

Comprehensive Plan Future
Land Use Designation: Medium Density Residential (MDR)

Zoning: D15

Utilities: Public water available/Public sewer available

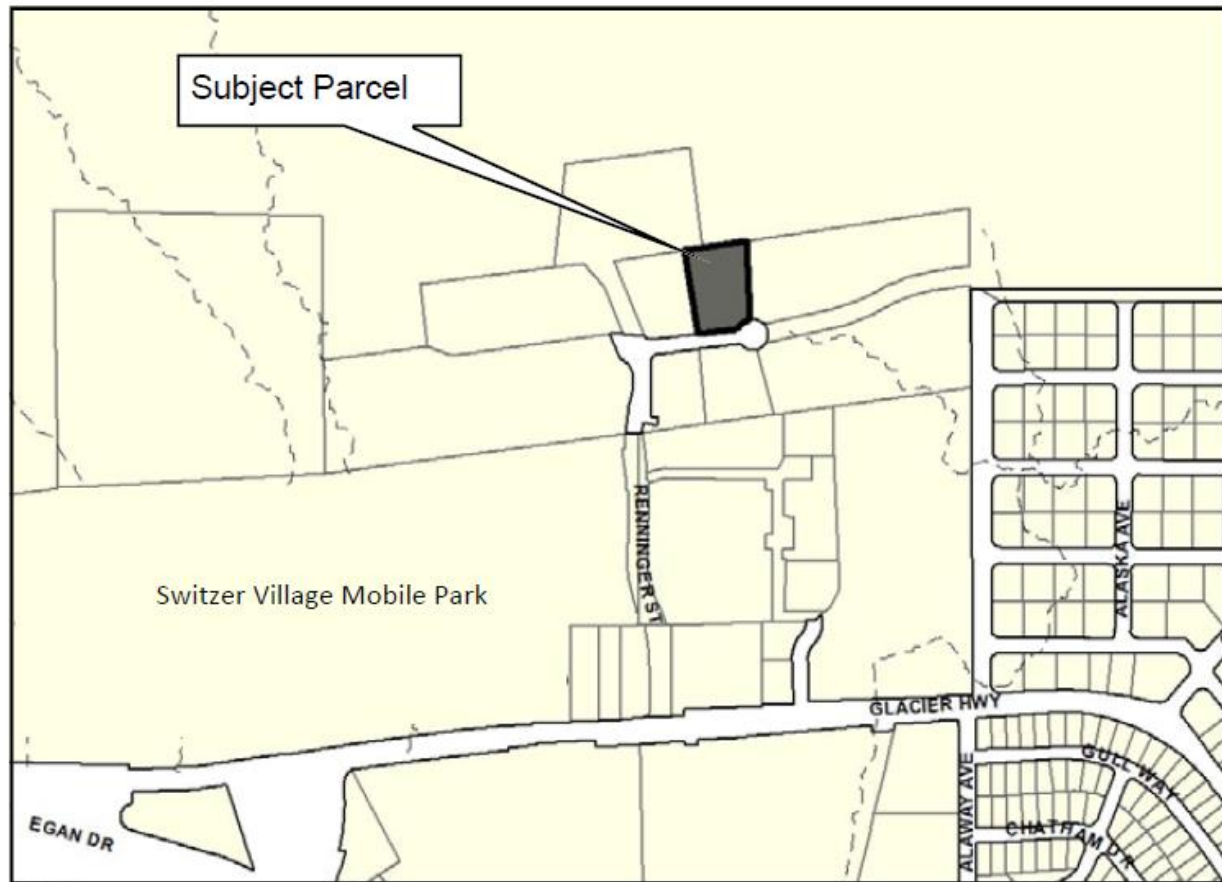
Access: Jackie Street (under construction)

Existing Land Use: Vacant

Planning Commission
File No.: CSP2016 0007
June 27, 2016
Page 2 of 8

Surrounding Land Use: North - D15 (Multifamily), D15/RR (vacant)
 South - D15 (vacant)
 East - D15 (vacant)
 West - D15 (vacant)

VICINITY MAP



ATTACHMENTS

Attachment A – Application including narrative
Attachment B – Public Notice
Attachment C – Extract of minutes from May 16, 2016 CBJ Lands and Resources Committee
Attachment D – Renninger Subdivision plat

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File No.: CSP2016 0007
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CBJ 49.10.170 (c) City and borough land acquisitions, disposals and projects. The commission shall review and make recommendations to the assembly on land acquisitions and disposals as prescribed by title 53, or capital improvement project by any City and Borough agency. The report and recommendation of the commission shall be based upon the provisions of this title, the comprehensive plan, and the capital improvements program.

PROPOSAL

CBJ Lands Division is proposing to dispose of a lot in the new Renninger Subdivision, Lemon Creek to the Juneau Housing Trust (JHT) for use by the Juneau School District House Build Program. This would be a negotiated sale at less than market value. Title 53 requires that all negotiated land sales under go review by the Planning Commission before final authorization by the Assembly.

53.09.260 - Negotiated sales, leases, and exchanges.

...

(b) Planning commission review, final assembly approval. Upon satisfactory progress in the negotiation or competition undertaken pursuant to subsection (a) of this section, and after review by the planning commission and authorization by the assembly by ordinance, the manager may conclude arrangements for the lease, sale, or exchange or other disposal of City and Borough land. The final terms of a disposal pursuant to this section are subject to approval by the assembly unless the minimum essential terms and the authority of the manager to execute the disposal are set forth in the ordinance enacted pursuant to this subsection. The disposal may not be executed until the effective date of the ordinance.

In general, sales must occur at fair market value as determined by the manager (CBJ 53.09.200) but there is provision for sale of land at less than market value.

53.09.270 - Disposals for public use.

...

(b) Disposal to nongovernmental agency. The sale, lease, or other disposal of City and Borough land or resources may be made to a private, nonprofit corporation at less than the market value provided the disposal is approved by the assembly by ordinance, and the interest in land or resource is to be used solely for the purpose of providing a service to the public which is supplemental to a governmental service or is in lieu of a service which could or should reasonably be provided by the state or the City and Borough.

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File No.: CSP2016 0007
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Due to the educational component of House Build Program, CBJ Lands Division has determined that sale at less than fair market value is appropriate.

The House Build Program has proposed to build 6-8 single family dwelling units in what they describe as a 'cottage style' development over the next 6-8 years (see **Attachment A**). More discussion on cottage developments and how the proposal is actually different from one is provided below.

BACKGROUND

The Renninger subdivision was recently platted in November 2015 (SMP2015 0005 and SMF2015 0007). The subdivision plat is shown in **Attachment D**. The subdivision was reviewed by the Planning Commission as a major subdivision.

A new street for the subdivision is currently under construction and funded through the CBJ Capital Improvement Program (CIP) program (listed as "Switzer Area Muni Land Development" in 2012-2017 and 2013-2018 CIP). The subdivision created 7 lots, 6 of which will have direct access to Jackie Street (under construction) and are available for development. In addition to Lot 3, CBJ Lands Division intends to sell lots 2, 4, 5, 6 and 7 in the immediate future. The sale of Lots 6 and 7 to the Alaska Housing Development Corporation is reviewed in CSP2016 0009.

The House Build Program is a partnership between Juneau School District (including both Juneau-Douglas and Thunder Mountain High Schools), the University of Alaska Southeast (UAS) and the Juneau Housing Trust (JHT). CBJ has a history of supporting the House Build Program with previous land sales to allow construction projects throughout the Borough. The House Build Program has supplied background information on their education program (see **Attachment A**). The subject lot is particularly attractive to the Program due to its central location between Juneau's high schools and easy access to all program participants including those from UAS (in particular via transit services). The proposal is to provide 6-8 smaller 'starter' homes for sale with the land continuing to be owned by the JHT. JHT would then have first refusal to buy the home back at market value when the dwellings were resold. This model removes the cost of land from house purchase cost. This is particularly beneficial in Juneau where land price makes up a relatively high percentage of a property's purchase price. In order to make the proposal achievable, the House Build Program is seeking to purchase the subject lot below market value.

There are no mapped wetlands on this lot making it one of the more desirable in the subdivision.

The sale of Lot 3 to the Home Build Program was reviewed by the CBJ Lands and Resources Committee on May 16, 2016 (see **Attachment C**). The disposal was discussed in the context of two other proposals for the purchase of the subdivision's six lots. One organization was seeking

Planning Commission
File No.: CSP2016 0007
June 27, 2016
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three lots, another organization was seeking two lots (CSP2016 0009) and the House Build Program was interested in one lot. The proposal to sell Lot 3 to the House Build Program would break up any contiguous row of three lots. The possibility of the program purchasing different lots in the subdivision (in particular Lots 2 and 5) was discussed but the cost of developing on wetlands was considered a negative factor. A motion of support from the Lands and Resources Committee for the Assembly to authorize sale negotiations for Lot 3 to the House Build Program was passed 3-1.

The sale of other lots in the Renninger Subdivision is proposed to be at market value. It is anticipated that these will be developed as multi-family apartment style buildings. The existence of wetlands on many of the surrounding lots will result in construction being concentrated where wetlands do not exist or where a limited amount of fill is permitted. This would result in a development of single family, single story units being surrounded by 2-3 story multi-family apartment units.

ANALYSIS

Number of units - The subject lot is zoned D15 and is 50,683 Square Feet (1.16 acres) in size. It has a potential maximum build out of 17 units. All 17 units can be in separate buildings providing all other zoning requirements such as parking, lot coverage and vegetative coverage allow. The proposed development is for between 6-8 units on the subject lot. The proposal would not be required to obtain a Conditional Use permit as a major development because it is less than 9 units in the D15 zoning district.

Cottage housing - The House Build Program's proposal is for what they describe as 'cottage style' development. While the CBJ Land Use code provides for cottage developments, the JHT ownership model would result in land being leased to individual property owners.

The CBJ Land Use code does not allow a cottage development to occur in a D15 zoning district. The House Build Program proposal would be limited to the density allowed by the underlying zoning district. While the House Build Program proposal could look like a cottage development it would not be required to meet the cottage development standards in the CBJ Land Use code.

Building permits and grading permits would be required for the development of each building and the property in general. CBJ Building, Planning, and General Engineering divisions, and Capital City Fire and Rescue have no issues or concerns with the proposed land disposal.

Typically, cottage style developments are collection of one or two bedroom dwellings arranged around a central green area. The dwellings are often similarly designed in terms of scale but with architectural features unique to each building. The dwellings are often connected by slightly meandering pedestrian pathways with parking, sometimes including garages/carports, located on the periphery of the development. The House Build Program proposal is for homes

to be located along a shared driveway and aligned in a very uniform manner. The design could be changed to provide a good example of what a good cottage development could look like in Juneau by incorporating more design features typical to a cottage housing development. The design could also be modified to provide space for future additional units, closer to the maximum density so CBJ would receive the maximum return in terms of additional housing despite selling at less than market value.

With the development occurring at a rate of one building per year, full build out of the site could take up to eight years. Care would need to be taken that the initial residents are not unduly affected by the continued construction on the site. Separation, screening and the order in which dwellings are constructed could contribute to mitigating this impact.

CONFORMITY WITH ADOPTED PLANS

2013 Comprehensive Plan

A number of policies in the Comprehensive Plan support CBJ providing land to facilitate more affordable housing in Juneau.

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

POLICY 4.2. TO FACILITATE THE PROVISION OF AN ADEQUATE SUPPLY OF VARIOUS HOUSING TYPES AND SIZES TO ACCOMMODATE PRESENT AND FUTURE HOUSING NEEDS FOR ALL ECONOMIC GROUPS.

POLICY 4.6. TO FACILITATE AND ASSIST IN THE DEVELOPMENT OF AFFORDABLE HOUSING.

POLICY 10.1. TO FACILITATE AVAILABILITY OF SUFFICIENT LAND WITH ADEQUATE PUBLIC FACILITIES AND SERVICES FOR A RANGE OF HOUSING TYPES AND DENSITIES TO ENABLE THE PUBLIC AND PRIVATE SECTORS TO PROVIDE AFFORDABLE HOUSING OPPORTUNITIES FOR ALL JUNEAU RESIDENTS.

POLICY 10.2. TO ALLOW FLEXIBILITY AND A WIDE RANGE OF CREATIVE SOLUTIONS IN RESIDENTIAL AND MIXED USE LAND DEVELOPMENT WITHIN THE URBAN SERVICE AREA.

Regarding provision of water, sanitary service and, in the case of this subdivision, streets, the plan suggests the provision of facilities and services through the Capital

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Improvement Plan should be prioritized for developments that provide a minimum of 10 units per acre. This is based on this being a threshold density that supports affordable housing.

POLICY 10.5. THAT RESIDENTIAL DEVELOPMENT PROPOSALS, OTHER THAN SINGLE-FAMILY RESIDENCES, MUST BE LOCATED WITHIN THE URBAN SERVICE AREA BOUNDARY OR WITHIN A DESIGNATED NEW GROWTH AREA. APPROVAL OF NEW RESIDENTIAL DEVELOPMENT PERMITS DEPENDS ON THE PROVISION OR AVAILABILITY OF NECESSARY PUBLIC AMENITIES AND FACILITIES, SUCH AS ACCESS, SEWER, AND WATER.

10.5 - IA1 Develop a Capital Improvement Plan to extend facilities and services to areas within the Urban Services Area planned for medium to high density residential development. Priority for capital improvements for road access, municipal water and sewer services should be given to land areas that can accommodate the densities that support affordable housing units (minimum 10 units per acre) or to properties on which affordable housing projects are proposed.

The Land Use Chapter (Chapter 11) highlights a number of areas for attention in Subarea 5 (Switzer Creek/Lemon Creek, and Salmon Creek) including the use of Renninger Street to access CBJ lands for affordable housing.

Guidelines and Considerations for Subarea 5:

11. Renninger Road serves a CBJ school and water reservoir and an affordable rental housing development and could further be used to access other CBJ lands suitable for development of affordable housing.

In addition, the Comprehensive Plan provides for a Standard Operating Procedure (SOP) for the support of vocational programs such as the House Build Program.

14.1 – SOP4 Support existing and development of new vocational education programs and facilities

2015 Juneau Economic Development Plan

Building on the Comprehensive Plan, the 2015 Juneau Economic Development Plan identifies two relevant Initiatives.

- Initiative: Attract and prepare the next generation workforce (p. 61).
- Initiative: Promote housing affordability and availability (p.94).

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CBJ 2016 Land Management Plan

The Land Management Plan notes reference the Comprehensive Plan in noting that 10 dwelling units per acre is required to allow affordable housing developments in Juneau. When reflecting on residential developments on former CBJ property, the plan goes on to note:

'In consideration of the expense of providing public services to property, it would be fiscally prudent for future CBJ land developments and/or disposals to occur for lots that are served by public sewer and are developed at a density of 5 dwelling units per acre or above.' (p. 81)

While the House Build Program proposal does not quite reach 10 units per acre, the removal of the cost of land from house purchase price contributes to making any homes more affordable. The proposal does achieve the 5 dwelling units per lot recommended above.

HABITAT

Habitat impacts for this subdivision were reviewed by the Planning Commission during the subdivision process and will also be reviewed as part of any construction permits. There are no mapped habitats regulated by the CBJ Land Use code that impact this lot.

There are no mapped wetlands in the subdivision.

FINDINGS

CDD staff finds the proposed disposal of the subject parcel by CBJ Lands Division meets all applicable Land Use Codes and is generally consistent with adopted plans and studies.

RECOMMENDATION

Staff recommends the Planning Commission forward the subject proposal to the Assembly with a **recommendation of approval** with the following recommendation:

1. *The development should achieve a minimum of 10 units per acre, resulting in 12 units total for the parcel, as suggested in the Comprehensive Plan.*
2. *The House Build Program should work with the CBJ, and possibly local architects, to refine the development's cottage style design. The design should incorporate best practices in such developments and attempt to mitigate impacts on residents that would occur from the long build out period.*

DEVELOPMENT PERMIT APPLICATION

Project Number	CITY and BOROUGH of JUNEAU	Date Received: 5-17-16
Project Name (City Staff to Assign Name)		

INFORMATION	Project Description Disposal of Lot 3, Renninger Subd. at less than fair market value		
	PROPERTY LOCATION		
	Street Address Jackie Street	City/Zip Juneau/99801	
	Legal Description(s) of Parcel(s) (Subdivision, Survey, Block, Tract, Lot) Lot 3, Renninger Subdivision Renninger Lt 3		
	Assessor's Parcel Number(s) 5B1401000200		
	LANDOWNER/ LESSEE		
	Property Owner's Name City & Borough of Juneau, Div. of Lands & Resources	Contact Person: Dan Bleidorn	Work Phone: 586-0224
	Mailing Address 155 S. Seward Street	Home Phone:	Fax Number:
	E-mail Address Dan.Bleidorn@juneau.org	Other Contact Phone Number(s):	
	LANDOWNER/ LESSEE CONSENT ****Required for Planning Permits, not needed on Building/ Engineering Permits****		
PROJECT / APPLICANT	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	Daniel Bleidorn	17 May 2016
		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" and sign and date at X below		
	Applicant's Name SAME	Contact Person:	Work Phone:
Mailing Address	Home Phone:	Fax Number:	
E-mail Address	Other Contact Phone Number(s):		
X			
	Applicant's Signature	Date of Application	

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

STAFF APPROVALS	☒	Permit Type	***SIGN	Date Received	Application Number(s)
		Building/Grading Permit			
		City/State Project Review and City Land Action		5/17/16	CSP 2016 0007
		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)			
		Variance Case (De Minimis and all other Variance case types)			
		Wetlands Permits			
	Zone Change Application				
	Other (Describe)				
Comments:					Permit Intake Initials
					JB

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

FORMS/2010 Applications

Revised November 2009

Attachment A – Application including narrative

CITY/STATE PROJECT AND LAND ACTION REVIEW APPLICATION

Project Number 5820160007	Project Name (15 characters)	Case Number CSP	Date Received 5/17/2016																				
TYPE OF PROJECT REVIEW: ☐ City Project Review ☒ City Land Acquisition /Disposal ☐ State Project Review																							
DESCRIPTION OF PROJECT Disposal of City owned property in the Renninger Subd. to the Juneau Housing Trust for the JDHS House Build Program though a negotiated sale at less than fair market value. Title 53.09.260 states "Upon satisfactory progress in the negotiation or competition undertaken pursuant to subsection (a) of this section, and after review by the planning commission and authorization by the assembly by ordinance, the manager may conclude arrangements for the lease, sale, or exchange or other disposal of City and Borough land." Please attach a cover letter to fully explain the project if there is not adequate space on this form.																							
CURRENT USE OF LAND OR BUILDING(S): Currently this subdivision is being built, Jackie Street is under construction and the City has been planning on disposing of these lots for multi-family housing. The property that the JDHS House Build Program is proposing to buy is currently vacant.																							
PROPOSED USE OF LAND OR BUILDING(S): JDHS Home Building project site																							
PROJECT NUMBERS ASSOCIATED WITH PROPOSAL: Is this project associated with any other Land Use Permits? ☐ No ☐ Yes Case No.: _____ Capital Improvement Program # (CIP) _____ Local Improvement District # (LID) _____ State Project # _____																							
ESTIMATED PROJECT COST: \$ _____ <i>disposal</i>																							
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.	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5">CITY/STATE PROJECT FEES</th> </tr> <tr> <th></th> <th>Fees</th> <th>Check No.</th> <th>Receipt</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Application Fees</td> <td>\$ _____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Total Fee</td> <td>\$ _____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>			CITY/STATE PROJECT FEES						Fees	Check No.	Receipt	Date	Application Fees	\$ _____	_____	_____	_____	Total Fee	\$ _____	_____	_____	_____
CITY/STATE PROJECT FEES																							
	Fees	Check No.	Receipt	Date																			
Application Fees	\$ _____	_____	_____	_____																			
Total Fee	\$ _____	_____	_____	_____																			

TO BE COMPLETED BY THE APPLICANT

**NOTE: MUST BE ACCOMPANIED BY DEVELOPMENT PERMIT APPLICATION FORM
&
EVEN IF THE PROPOSED PROJECT IS ASSOCIATE WITH OTHER LAND USE PERMITS, THIS
APPLICATION MUST BE FILLED OUT**

JB

CITY/STATE PROJECT REVIEW REQUIREMENTS

Each application for a City/State Project is reviewed by the Planning Commission at a public hearing. The permit procedure is intended to provide the Commission the flexibility necessary to make recommendations tailored to individual applications.

Application: An application for a City/State Project Review will not be accepted by the Community Development Department until it is determined to be complete. The items needed for a complete application are:

Forms: A completed City/State Project Review Application form and Development Permit Application form. The "land owner or lessee consent" signature is mandatory for all landowners on the Development Permit Application form.

Fees: No fee required for projects that cost less than \$2.5 million. For projects costing more than this amount, the fee is \$1,600.00. All fees are subject to change.

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. Plat, site plan, floor plan and elevation views of existing and proposed structures and land;
- B. Existing and proposed parking areas, including dimensions of the spaces, aisle width and driveway entrances;
- C. Proposed traffic circulation within the site including access/egress points and traffic control devices;
- D. Existing and proposed lighting (including cut sheets for each type of lighting);
- E. Existing and proposed vegetation with location, area, height and type of plantings; and,
- F. Existing physical features of the site (i.e. drainage, eagle trees, hazard areas, salmon streams, wetlands, etc.)

Document Format: All 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. Review comments may require the applicant to provide additional information, clarification, or submit modifications/alterations for the proposed project.

Hearing: All City/State Project Review Permit Applications must be reviewed by the Planning Commission. Once an application has been deemed complete and has been reviewed by all applicable parties the Community Development Department will schedule the requested permit for the next appropriate meeting. The Planning Commission will make a recommendation based on staff's analysis and forward it to the Assembly for final approval/denial.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

JDHS HOUSE BUILD PROGRAM

A COLLABORATION OF JUNEAU HOUSING TRUST,
THE JUNEAU SCHOOL DISTRICT, AND THE
UNIVERSITY OF ALASKA SOUTHEAST

04-14-16

City & Borough of Juneau, Purchasing Division
105 Municipal Way, Room 300
Juneau, AK 99801

Re: Renninger Subdivision Lot 3

Since its inception in 1973, the Juneau Douglas High School *House Build* Program has provided the community of Juneau with much needed affordable starter homes for young families and middle wage income residents. This kind of housing is urgently needed in our city. This program has long benefitted the community by answering that need, as well as enriching the education of students and providing work development skills as they prepare to graduate from school and enter the Juneau workforce.

The partnership for the *House Build* Program includes, Juneau Housing Trust, the Juneau School District, and the University of Alaska. This group is interested in acquiring Lot 3 of the Renninger Subdivision for future *House Build* Projects. The location of this property is ideal for *House Build* because students from both high schools and UAS can participate in this program for the next 6-8 years. We ask to acquire this property at a reduced price from the city. All of the homes constructed through this program have been sold to local families and property taxes are paid on the full value of the home and property with no exemptions.

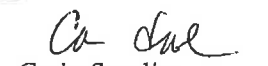
The site development and building projects will be managed jointly by the House Build partnership. The personnel involved in these projects have extensive experience and have worked with students building houses for many years.

For more information regarding our proposal for this property, please contact Tamara Rowcroft at 907-780-4500, or Justin Fantasia at 796-6132. Thank you for your consideration of our interest in this lot, and of the importance of continuing the *House Build* Program in Juneau.

Sincerely,


Tamara Rowcroft,
Vice President
Juneau Housing Trust


Justin Fantasia
Assistant Professor
UAS


Carin Smolin
Career and Technical
Ed. Coordinator JSD

2016 APR 15 AM 10:40
JUNEAU HOUSING TRUST

DESCRIPTION OF PROPOSED DEVELOPMENT, HOUSING TYPE AND PARKING PLANS

DESCRIPTION OF PROPOSED DEVELOPMENT

The intended housing type for the development on Lot 3 of the Renninger Subdivision will be a cluster of cottage style single family homes. Cost for the land will be excluded from the cost of purchase of these houses through the use of the Land Trust model. It is our plan to use this lot for multiple years of the *House Build* Project, and would result in between 6-8 cottage-style houses built at the rate of one each year. Each house will have parking provided on the site.

HOUSING TYPE

Like the houses being built in the Lena Subdivision, the square footage for the proposed houses will be approximately 800 square feet, single or two story unit with two bedrooms and one bath.

There are currently no small starter houses on the market, and in particular there are no new small homes being built. This type of housing is desperately needed for young families and middle wage workers. The proposed houses will not only be affordable for the initial purchase but will remain affordable permanently under the Housing Trust Model. In addition, these homes are being built with an emphasis on minimizing the monthly utility costs for heating and hot water use, and easy long term maintenance for the homeowners.

The houses will be exceptionally energy efficient with the installation of a high performance thermal enclosure and extremely efficient air-to-air heat exchange heating systems. High quality indoor air is provided with the inclusion of a Heat Recovery Ventilation (HRV) system.

PARKING

Development of Lot 3 into a cluster of house sites will include the necessary allocation of parking space as required by the CBJ land use ordinance, parking provision.

FUNDING SOURCES

FUNDING SOURCES AND STRATEGY

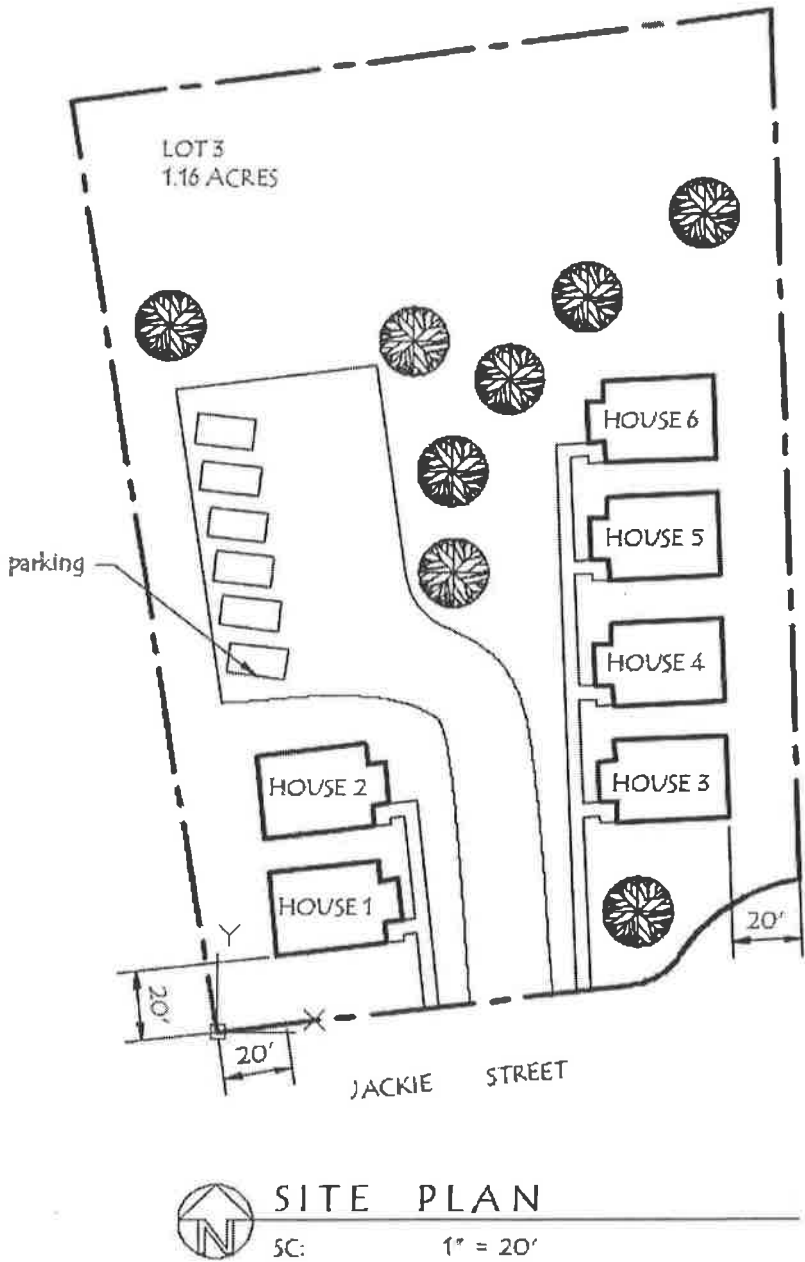
The House Build homes are developed through the Juneau Housing Trust (JHT). The JHT applies for grant funding to purchase the building sites for this program, typically at a reduced price for initial acquisition. This is particularly important in communities like Juneau, where the cost of land and site development is very expensive. The land then becomes a permanent part of the Juneau Housing Trust portfolio of affordable homeownership units. The JHT enters into a land lease with each homeowner for a term of 99 years with a renewal clause of an additional 99 years. This is one of the mechanisms that greatly reduce the sales price of the house and ultimately the monthly mortgage expense for the middle income home buyer, making the house affordable. When the homebuyer is ready to sell and move up to another home the JHT has the option to buy the house back from the homeowner through the resale process, exercising their right of first refusal. Then the JHT works with another income qualifying family, to assist them through the mortgage process, enters into another 99 year land lease and starts the process all over again. Therefore, any grants or discounted property acquisitions continue to benefit local families in perpetuity, as part of a permanently affordable group of homes in our community. Each home pays their share of the property taxes based on the full assessed value of the property, with no exemptions.

The development and construction process is managed jointly by the members of the House Build partnership which include; the Juneau Housing Trust; the Juneau School District; and the University of Alaska Southeast, Construction Technology Department. The personnel involved in these projects have extensive experience and have worked with students building houses for many years.

Key funding sources include grant funding from Alaska Housing Finance Corporation, local lenders, and the sale of the home. All sales proceeds are rolled back into the House Build Program. The majority of the site development and house construction costs are recovered through the sale of the home. The challenge is to fund the acquisition costs of the land, since those costs are not passed onto the middle wage income families in the house sales price, if those costs were included in the sales price it would render the house unaffordable. That is why a combination of grant funds and a reduced sales price on the property is so critical to the success of this program.

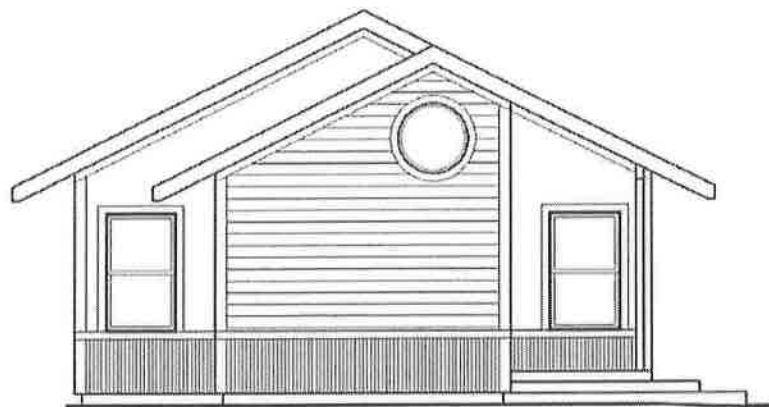
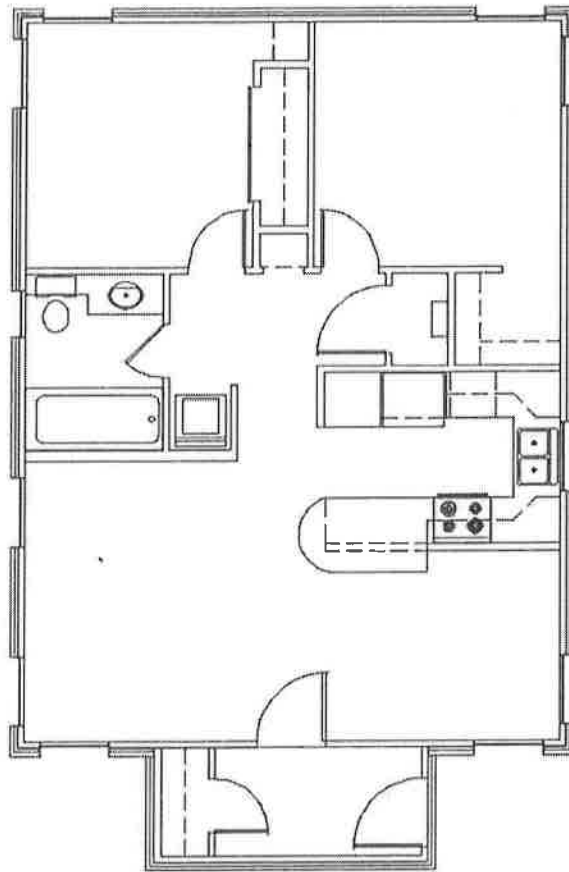
CONCEPTUAL DIAGRAMS

Land development concept



Draft floor plan and elevation concept - 24'x32'

Two bedrooms & one bath



JUNEAU HOUSE BUILD PARTNERSHIP PORTFOLIO

The House Build project has been an important learning experience in Juneau for over 40 years, dating back to the early 1970's. The current organizational structure came into existence in 2009 and is an admired model of community partnership that addresses two major community needs, affordable homeownership and workforce development. Under the current partnership all of the building sites have been acquired through working with the City and Borough of Juneau, Lands and Resources Department.

COMPLETED PROJECTS

3530 Greenwood Ave: Greenwood Avenue was a market value property designed and built by JDHS students. It marked the return of this great project after nearly a decade of inactivity. The partnerships forged during this project have endured through the present. It was a 1500sqft, two story single family unit with an attached garage (500sqft).



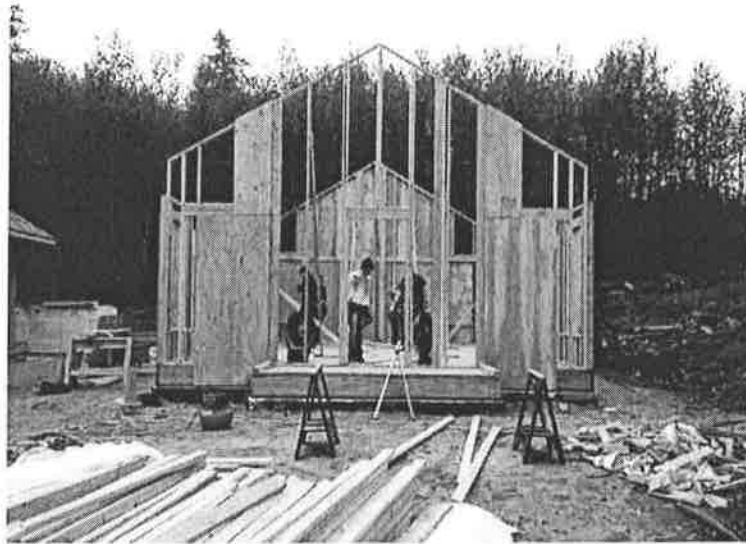
6017 and 6019 Lund Street: Utilizing the CBJ bungalow ordinance we were able to build two bungalow style homes in the pinewood park subdivision. Both homes were designed by JDHS students in the Residential Design class with the mentorship of University of Alaska Southeast faculty. The units are 5-star energy efficient affordable homes.



5821 and 5873 Churchill Way: Our Churchill Way development relieved the city of a blighted property and provided a site to build two bungalow style homes. The plans were an award winning design from a Seattle architect. Both units are 5-star energy efficient affordable homes built for the Juneau Housing Trust.



16200 Lena Loop Road: We are very excited about our current project in Lena Subdivision. In partnership with the Juneau Housing Trust, we are constructing two single story, energy efficient, affordable homes. Designs for these homes were completed by University of Alaska faculty and students. We anticipate our second unit will reach the 6-star energy rating level! We will conduct a side by side comparison between unit 1 with a high efficiency electric boiler and unit 2 with a cutting edge air to air heat exchanger. Nearly fifty high school and university students will have learned and served hands-on during this project.



PARTNER QUALIFICATIONS AND CONTACT INFORMATION

QUALIFICATIONS OF KEY PERSONNEL

Justin Fantasia, Assistant Professor of Construction Technology, University of Alaska Southeast, 2 years.

Justin has led the House Build Project for the past seven years as the Construction Manager and General Contractor. He joined the University of Alaska Southeast in 2014 where he currently teaches in the Construction Technology program and continues to lead university and high school students in the building of affordable housing. Justin is a seventeen year veteran of experiential education, small business owner, licensed contractor, has extensive experience in the nonprofit sector, and was appointed by the governor to work with the Serve Alaska State Commission. Justin holds a BS in Environmental Biology from the University of Massachusetts.

Andy Bullick, Construction, House Build and Metals Instructor, Juneau-Douglas High School, 14 years.

Andy earned a BS in Technical Education from the University of Wisconsin. He has taught technical and trades classes for high school students for 14 years in the Juneau School District, including Metals/Welding classes, Basic Construction, NCCER certifications, and House Build courses. Andy is also a local roofing contractor.

Tamara Rowcroft, Vice President Juneau Housing Trust, 16 years, Executive Director of Alaska Housing Development Corporation, 28 years.

Tamara has over 28 years of experience in management and development of affordable housing properties totaling 136 units. She has worked with the Alaska Housing Development Corporation since 1988, and holds a Certified Manager of Housing designation. In 2004 Tamara was honored as AHMA Northwest, Site Manager of the Year and holds numerous certifications in housing specialization including UPCS Fundamentals Specialist Certification and HCV Housing Quality Standards Specialist Certification. Tamara possesses unparalleled knowledge and skill in the arena of affordable housing in Juneau, and has been a member of the Juneau Housing Trust since 2000 and has participated in 7 House Build Projects.

Carin Smolin, Career and Technical Education Coordinator, Juneau School District, 10 years.

Carin has over 25 years of experience in developing and managing career training programs; 10 years with the Juneau School District where she is responsible for program development and management of all career and technical education programs. She coordinates community and business partnerships and serves as liaison with all house build community partners and UAS, and has provided district support for the past 5 house builds and 2 current (under-construction) house build projects. Carin holds an MAT from the University of Alaska Southeast and a BS in Business Management from the University of Maryland. She also has an Alaska Secondary Teaching Certification in Business.

Robin Gilcrist, Assistant Professor of Construction Technology, University of Alaska Southeast, 8 years.

Robin Gilcrist is an Assistant Professor of Construction Technology at the University of Alaska Southeast, a position held since 2008. In her capacity as Assistant Professor Robin has taught Residential Design Codes and Standards, AutoCAD at beginning and intermediate levels, and a host of other construction related courses. Prior to her work with the university, Robin worked full time as designer/owned of a very successful residential design firm, Interline Design, specializing in durable, energy efficient construction for cold maritime climates. Robin has worked with local high school students for several years on the House Build Program. Robin graduated with a BA from the University of Hawaii and a MEdTech from the University of Alaska Southeast.

David Means, Director of Administrative Services, Juneau School District, 16 years.

A graduate of the University of Oregon, David holds an MS in Accounting and Quantitative Methods and a BS in Mathematics. He was employed at Juneau School District beginning August 2005 as director of administrative services. Part of that position provides financial management oversight of Juneau School District House Build Program, especially purchasing supplies, contracting subs, and accounting. David has successfully completed five houses (Greenwood, Lund Street 1 & 2, Churchill Way 1 & 2)

Stephen F. Sorensen, Board President Juneau Housing Trust, Attorney at Simpson, Tillinghast, Sorensen and Sheehan, PC, 21 years.

Stephen F. Sorensen serves the local and state communities as an attorney at Simpson, Tillinghast, Sorensen & Sheehan, PC. and has a wide range of education and experience. Since moving to Juneau, in 1982 Steven is still active on several Boards of non-profit affordable housing agencies within the community including serving as Board President for the Juneau Housing Trust, the Alaska Housing Development Corporation and Juneau Housing First Collaborative, and Channel View, Inc.

CONTACT INFORMATION FOR HOUSE BUILD PARTNERS

Tamara Rowcroft, Juneau Housing Trust Vice President
ahdc@ptialaska.net 780-4500

Justin Fantasia UAS Construction Manager
jfantasi@uas.alaska.edu 907-796-6132

Carin Smolin, JDHS Career and Technical Education Coordinator
carin.smolin@juneauschools.org 907-523-1877

Timeframe

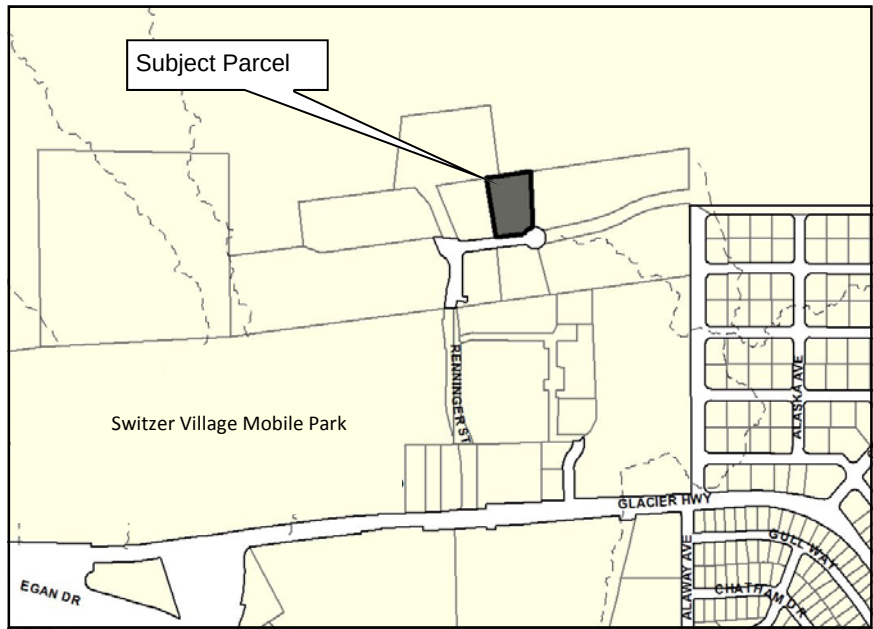
PROJECTED TIMELINE FOR CONSTRUCTION

Each House Build project will be built in 2 semesters, at the rate of one per year. We anticipate using this lot for 6 to 8 total houses, spanning a corresponding number of school years.

<u>Stage of Construction</u>	<u>Timeframe</u>
Start Development and Site Work	Fall 2016
Begin House #1	January 2017
Complete House #1	December 2017
Begin House #2	January 2018
Complete House#2	December 2018
Begin House #3	January 2019
Complete House #3	December 2019
Begin House #4	January 2020
Complete House#4	December 2020
Begin House #5	January 2021
Complete House #5	December 2021
Begin House #6	January 2022
Complete House #6	December 2022



NOTICE OF PUBLIC HEARING



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

SHIP TO:



PROPOSAL: Consistency review for disposal of CBJ owned property; Lot 3, Renninger Subdivision, Lemon Creek.

File No:	CSP2016 0007	Applicant:	City and Borough of Juneau Lands and Resources
To:	Adjacent Property Owners	Property PCN:	5-B14-0-100-020-0
Hearing Date:	July 12, 2016	Owner:	City and Borough of Juneau
Hearing Time:	7:00 PM	Lot Size:	50,683 Sq ft
Place:	Assembly Chambers	Zoned:	D15
	Municipal Building	Site Address:	1598/1600 Renninger St
	155 South Seward Street	Accessed Via:	Renninger St
	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 Tim Felstead at Tim.Felstead@juneau.org or 586-0466.

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

**ASSEMBLY STANDING COMMITTEE MINUTES
LANDS AND RESOURCES COMMITTEE
THE CITY AND BOROUGH OF JUNEAU, ALASKA
MINUTES**

May 16, 2016 5:00 PM
Assembly Chambers

I. ROLL CALL

Kate Troll, Chair, called the meeting to order at 5:00 pm.

Members Present: Chair Kate Troll; Assembly members: Mary Becker, Jerry Nankervis, and Debbie White

Liaisons Present: Carl Greene, Planning Commission; Bob Janes, Docks & Harbors

Liaisons Absent: Chris Mertl, PRAC

Staff Present: Greg Chaney, Lands Manager; Dan Bleidorn, Deputy Lands Manager; Rachel Friedlander, Lands and Resources Specialist; Scott Ciambor, Chief Housing Officer; Mila Cosgrove, Deputy City Manager; Teri Camery, Senior Planner; Rorie Watt, City Manager

II. APPROVAL OF AGENDA

There were no agenda changes.

III. APPROVAL OF MINUTES

A. April 25, 2016

The April 25th, 2016 minutes will be on the upcoming June 6th, 2016 meeting agenda.

IV. PUBLIC PARTICIPATION

There was no public participation on non-agenda items.

V. AGENDA TOPICS

A. Request for authorization to enter into negotiations for the sale of Lots 6 & 7 of the Renninger Subdivision with the Alaska Housing Development Corporation

As directed by the Lands Committee, Lands prepared the terms for sale regarding Lots 6 and 7 between the City and Alaska Housing Development Corporation. Mr. Chaney also reviewed the process for this sale. First, the Assembly has to authorize Lands to negotiate, thus the motion of support before the Lands Committee, and once that authorization is approved, the proposal is taken before the Planning Commission, which makes a recommendation, and then the approved proposal is taken back to the Assembly to be authorized with an ordinance.

The Lands Committee unanimously made a motion of support for the Assembly to authorize the Manager to enter into direct negotiations with the Alaska Housing Development Corporation for the sale of Lots 6 and 7 in the Renninger Subdivision, utilizing City financing.

B. Distribution of Lots in Renninger Subdivision for Pacific Development Group, Educational Home Build partnership, and Prama Inc.

Mr. Chaney briefly reviewed each proposer's lot request (s) within Renninger subdivision. As directed by the Lands Committee, Lands staff devised recommendations for the distribution of lots. Mr. Chaney then reviewed the different allotment options as outlined in the packet materials. Mr. Chaney then directed the Committee's attention to the supplemental materials provided by Prama Inc. and noted that even with these additional materials, he would not change his recommendations. Mr. Chaney then gave two options for staff recommendations:

"If the CBJ agrees to enter into a partnership with the Pacific Development Group, then Option A (as presented in the staff memo) would be the most efficient use of resources."

"If the CBJ determines that the Pacific Development Group's proposal is not appropriate, then allocation of lots within Renninger Subdivision should be reconsidered."

Ms. Becker asked what lot did the Educational Homebuilders Partnership first request and Mr. Chaney replied they have remained committed to Lot 3 all along.

Chair Troll noted that Option A also stresses the need to provide low-cost-or-free gravel in order to make Lot 5 attractive to the Educational Homebuilders Partnership, and pricing it to the same level as Lot 3. Mr. Chaney said for the Lena Subdivision, it was proposed to sell the lot to the Educational Homebuilder Partnership at half price, but the price was reduced to 40% because the Educational Homebuilder Partnership had to build a waste water disposal system. In this case, said Mr. Chaney, all utilities are provided, so using the same logic, if the City would be willing to give Lot 5 for the same price as Lot 3 plus low cost fill, it would be an amazing deal. The advantage of Lot 5 is its large size and that it would extend Educational Homebuild Partnership's development opportunities years into the future, but it would cost more to build there, said Mr. Chaney.

Chair Troll reiterated to the Committee that the decision before them is regarding the allocation of lots within the Renninger Subdivision and that the Committee of the Whole's agenda includes the partnership aspect with Pacific Development Group for discussion.

Mr. Nankervis offered a motion of support for the Assembly to authorize the Manager to enter into direct negotiations with the Educational Homebuild Partnership for the sale of Lot 3 in the Renninger subdivision and requested unanimous consent. Chair Troll asked if there were any objections, and both she and Docks and Harbors liaison Bob Janes objected to the motion (it was later clarified that liaisons do not vote).

Mr. Janes said the Educational Homebuild Partnership prefers Lot 3, and inquired about the implications associated with Lot 2. Mr. Chaney explained they were topography and drainage.

Chair Troll stated the basis of her objection was that single family homes fit better in Lots 2 or 5 rather than being surrounded by multifamily housing. Because there is multifamily housing above Grunening Park, below it would be more appropriate to locate single family dwellings on the edges of the subdivision rather than in the middle. Putting the Educational Homebuild Partnership on Lot 5 would allow for continuous PDG project design. It would provide further benefits by minimizing the cost to PDG and the City. This would also minimize the long term risks for the PDG proposal for PDG & CBJ. There are advantages to Lot 5 and the City could make it attractive for the Educational Homebuild Partnership. Overall it would be better for long term sustainability, said Chair Troll.

Ms. White called forward a representative of the Educational Homebuild Partnership program from the audience. Mr. Justin Fantasia addressed the Committee on the Partnership's thoughts regarding Lot 5. As proposed by the Lands Committee, Lot 5 was of interest, but Mr. Fantasia stated Lot 5 has additional challenges such as wetlands. Although the lot is large, the Corps has only issued a permit for a quarter acre of fill and most of the easily buildable land is restricted by the Corps. The Educational Homebuild Partnership has a clear development strategy for Lot 3, and Mr. Fantasia stated that if Option A is chosen for Renninger, the Educational Homebuild Partnership would do additional research for Lot 5. Mr. Janes asked what percentage of Lot 5 has been approved by the Corps for fill and Mr. Chaney guessed 20%. Mr. Janes said that 20% of Lot 5 isn't too much smaller than Lot 3 and leaves the group a future in creative design and permitting. Mr. Chaney corrected his earlier estimate and said the Corps has permitted 12,000 square feet of fill for the site, which is smaller than 20%. Ms. Becker asked if the challenges to the Educational Homebuild Partnership are worse, better, or different than it would be for Pacific Development, and would Pacific Development have the same challenges as Lot 5, and Mr. Chaney replied that the Pacific Development project is a different type of development project completely, and that the Educational Homebuild Partnership needs are smaller than the 90 unit development of Pacific Development. Chair Troll asked Mr. Fantasia what the group's preference was between Lot 2 and Lot 5 and Mr. Fantasia said Lot 5 would be of more interest as shown in Option B. Chair Troll then reiterated the motion before the Committee, which was to allocate Lot 3 to the Educational Homebuild Partnership as shown in Option B. Mr. Janes stated that without having walked the lot himself, he really felt that Lot 5 is worthy of strong consideration for what it could bring to the program's future. Ms. White said that Lot 5 only has 12,000 square feet of area to build on, which

is less than 10% of the square footage of Lot 3 and that she doesn't think having volunteers and people learning work on wetlands mitigation and drainage issues is a good idea, nor does the Committee know what the Corps is going to do in the future for Lot 5. Ms. White said these reasons are exactly why there is no affordable housing in Juneau. Ms. White also said that the City considering selling these properties for less than what it costs to put in the infrastructure shows why building in Juneau is not affordable. Ms. White then asked how many units were going into Lot 3 and Mr. Fantasia replied 6-8 units and the group has not proposed anything in particular for Lot 5. Ms. White said she is not comfortable putting the students on Lot 5.

Chair Troll directed the Committee to vote on the motion before them, Mr. Greene wished to recuse himself from voting due to conflict of interest, and Mr. Chaney clarified to the Committee that liaisons cannot vote.

Chair Troll- No
Ms. Becker – Yes
Mr. Nankervis- Yes
Ms. White- Yes

Motion passes 3 to 1

The Lands Committee made a motion of support for the Assembly to authorize the Manager to enter into direct negotiations with the Educational Homebuild Partnership for the sale of Lot 3 in the Renninger subdivision.

Chair Troll then directed the Committee to vote on Lots 2, 4, and 5. Mr. Nankervis made the motion for the Lands Committee to forward the discussion about entering into a contract for land sale negotiations with Pacific Development Group regarding Lots 2, 4, and 5 to the Committee of the Whole.

Chair Troll- Yes
Ms. Becker – Yes
Mr. Nankervis- Yes
Ms. White- Yes

Motion passes 4 to 0

The Lands Committee made a motion to forward the discussion about entering into contract for land sale negotiations with Pacific Development Group regarding Lots 2, 4, and 5 to the Committee of the Whole.

C. Presentation of the Draft Juneau Wetlands Management Plan

Ms. Teri Camery, Senior Planner with CBJ CDD, brought forward the Juneau Wetlands Management draft plan to the Committee for a second time. This is by no means the last draft, said Ms. Camery, only the last time the Committee will have a chance to ask the consultants questions before the grant and contract expire June 1st, 2016. CDD will continue working on the draft wetland management plan internally and will bring it forward to the Lands Committee and other entities in 2-3 months. Ms. Camery said all major changes made in September 2015 have been incorporated.

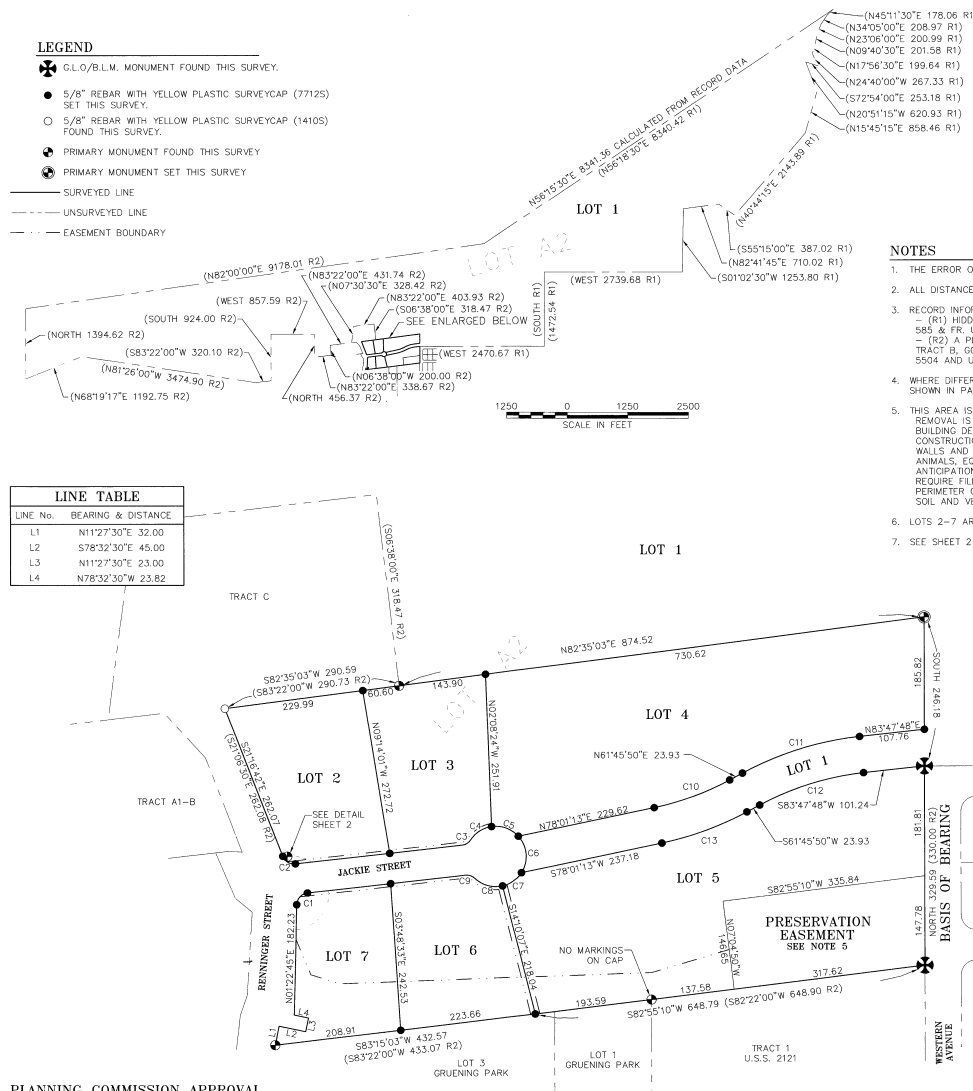
Chair Troll asked for a short presentation to be given by the consultants working on the draft plan. Mr. Paul Adamus gave a brief overview of the issues associated with construction within wetlands in Juneau.

Ms. White said it seems like the City has invited more tools, like the draft management plan, to prevent development. Mr. Chaney said what the City has received from the plan is knowledge of 'what's out there', and the plan doesn't change the law either way. When staff looks into the development of a subdivision, the first item needed is a wetlands assessment, said Mr. Chaney. This federal grant has allowed the CBJ to map all developable property so that when staff apply to

LEGEND

- ✱ G.L.O./B.L.M. MONUMENT FOUND THIS SURVEY.
- 5/8" REBAR WITH YELLOW PLASTIC SURVEYCAP (77125) SET THIS SURVEY.
- 5/8" REBAR WITH YELLOW PLASTIC SURVEYCAP (14105) FOUND THIS SURVEY.
- PRIMARY MONUMENT FOUND THIS SURVEY
- PRIMARY MONUMENT SET THIS SURVEY
- SURVEYED LINE
- - - UNSURVEYED LINE
- - - EASEMENT BOUNDARY

LINE TABLE		
LINE No.	BEARING & DISTANCE	
L1	N11°27'30"E 32.00	
L2	S78°32'30"E 45.00	
L3	N11°27'30"E 23.00	
L4	N78°32'30"W 23.82	



PLANNING COMMISSION APPROVAL

I HEREBY CERTIFY THAT THE PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF JUNEAU, ALASKA AND THAT SAID PLAT HAS BEEN APPROVED BY THE PLANNING COMMISSION BY PLAT RESOLUTION No. SMF2015-0007 DATED 2015, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT RECORDING OFFICE, JUNEAU, ALASKA.

DATED 11/14, 2015.

Justin J. Kim
CLERK
CITY AND BOROUGH OF JUNEAU

Demi Wataffika
CITY AND BOROUGH OF JUNEAU
PLANNING COMMISSION



SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR REGISTERED IN THE STATE OF ALASKA, AND THAT THIS PLAT REPRESENTS THE SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, THAT THE ACCURACY OF THE SURVEY IS WITHIN THE LIMITS REQUIRED BY TITLE 04 COMMUNITY DEVELOPMENT REGULATIONS AND TITLE 49 OF THE CODE OF THE CITY AND BOROUGH OF JUNEAU, THAT ALL DIMENSIONAL AND RELATIVE BEARINGS ARE CORRECT AND THAT MONUMENTS ARE SET IN PLACE AND NOTED UPON THIS PLAT AS PRESENTED.

DATED: NOVEMBER, 2015



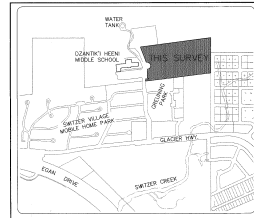
NOTES

- THE ERROR OF CLOSURE OF THIS SURVEY DOES NOT EXCEED 1:5000.
- ALL DISTANCES ARE MEASURED IN U.S. SURVEY FEET.
- RECORD INFORMATION DERIVED FROM:
- (R1) HIDDEN VALLEY SUBDIVISION, JUNEAU PLAT 99-35, WITHIN TRACT A, M.S. 584 & FR. U.S. SURVEY 5504.
- (R2) A PLAT OF A RESUBDIVISION OF TRACT A1-A U.S. SURVEY 5504 AND TRACT B, GOLDEN HEIGHTS SUBDIVISION, WITHIN PORTIONS OF LOT 3 U.S. SURVEY 5504 AND U.S. SURVEY 3801, JUNEAU PLAT No. 98-27.
- WHERE DIFFERENT FROM MEASURED OR CALCULATED, RECORDED DIMENSIONS ARE SHOWN IN PARENTHESES.
- THIS AREA IS SET ASIDE FOR HABITAT PRESERVATION PURPOSES. NO VEGETATION REMOVAL IS ALLOWED EXCEPT FOR REMOVAL OF INVASIVE SPECIES. NO FILL OR BUILDING DEVELOPMENT IS PERMITTED. BUILDING DEVELOPMENT MEANS CONSTRUCTION OF ANY STRUCTURE HAVING A ROOF SUPPORTED BY COLUMNS OR WALLS AND INTENDED FOR THE SHELTER, HOUSING, OR ENCLOSURE OF PERSONS, ANIMALS, EQUIPMENT, MATERIALS, OR ANY SITE WORK IN PREPARATION OR ANTICIPATION OF SUCH CONSTRUCTION. TRAIL CONSTRUCTION THAT DOES NOT REQUIRE FILL IS PERMITTED. INSTALLATION OF A FENCE ALONG THE OUTER PERIMETER OF THE EASEMENT IS PERMITTED USING TECHNIQUES THAT MINIMIZE SOIL AND VEGETATION DISTURBANCE.
- LOTS 2-7 ARE PART OF LOT A-2
- SEE SHEET 2 FOR EASEMENT DETAILS.

BASIS OF BEARING

THE BASIS OF BEARING FOR THIS PLAT IS THE RECORD BEARING OF NORTH BETWEEN FOUND PRIMARY MONUMENTS NOTED.

CURVE TABLE				
CURVE	LENGTH	DELTA	RADIUS	CHORD
C1	28.72	82°16'53"	20.00	S42°31'11"W 26.32
C2	26.20	75°03'40"	20.00	N58°48'32"W 24.37
C3	17.45	49°59'41"	20.00	S58°39'47"W 16.90
C4	42.30	48°28'05"	50.00	S57°53'59"W 41.05
C5	48.74	55°51'16"	50.00	N69°56'20"W 46.84
C6	64.94	74°25'13"	50.00	S04°48'06"E 60.47
C7	39.13	44°50'08"	50.00	N54°49'35"E 38.14
C8	49.23	56°24'40"	50.00	S74°33'01"E 47.26
C9	17.45	49°59'41"	20.00	N71°20'32"W 16.90
C10	133.35	16°15'23"	470.00	N69°53'32"E 132.91
C11	203.81	22°01'59"	530.00	N72°46'49"E 202.56
C12	180.74	22°01'59"	470.00	S72°46'49"W 179.63
C13	150.38	16°15'23"	530.00	S69°53'32"W 149.87



VICINITY MAP
SCALE: N.T.S.
SOURCE: CBJ BASEMAP SERIES

OWNERSHIP CERTIFICATE

I HEREBY CERTIFY THAT CITY AND BOROUGH OF JUNEAU, AK IS THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I AS LANDS MANAGER, HEREBY ADOPT THIS PLAT OF SUBDIVISION WITH MY FREE CONSENT, AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED:

DATED: Nov 3 2015, 2015

STATE OF ALASKA

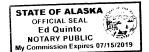
FIRST JUDICIAL DISTRICT

NOTARY ACKNOWLEDGMENT

THIS IS TO CERTIFY THAT ON THE 3, DAY OF November, 2015, BEFORE THE UNDERSIGNED A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, APPEARED GREG CHANEY TO ME KNOWN AND KNOWN TO ME TO BE THE PERSON HE REPRESENTS HIMSELF TO BE AND THE LANDS MANAGER FOR THE CITY & BOROUGH OF JUNEAU, WHO ACKNOWLEDGED TO ME THAT HE EXECUTED THE FOREGOING INSTRUMENT AS THE FREE ACT AND DEED OF THE SAID CORPORATION FOR THE PURPOSES THEREIN MENTIONED, BEING FULLY AUTHORIZED TO DO SO.

WITNESS MY HAND AND OFFICIAL SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST ABOVE WRITTEN.

Ed Hines
NOTARY PUBLIC FOR ALASKA
MY COMMISSION EXPIRES: 7/15/19



PLAT OF

RENNINGER SUBDIVISION
A SUBDIVISION OF
LOT A-2, U.S. SURVEY No. 5504
WITHIN THE CITY & BOROUGH OF JUNEAU, ALASKA
JUNEAU RECORDING DISTRICT

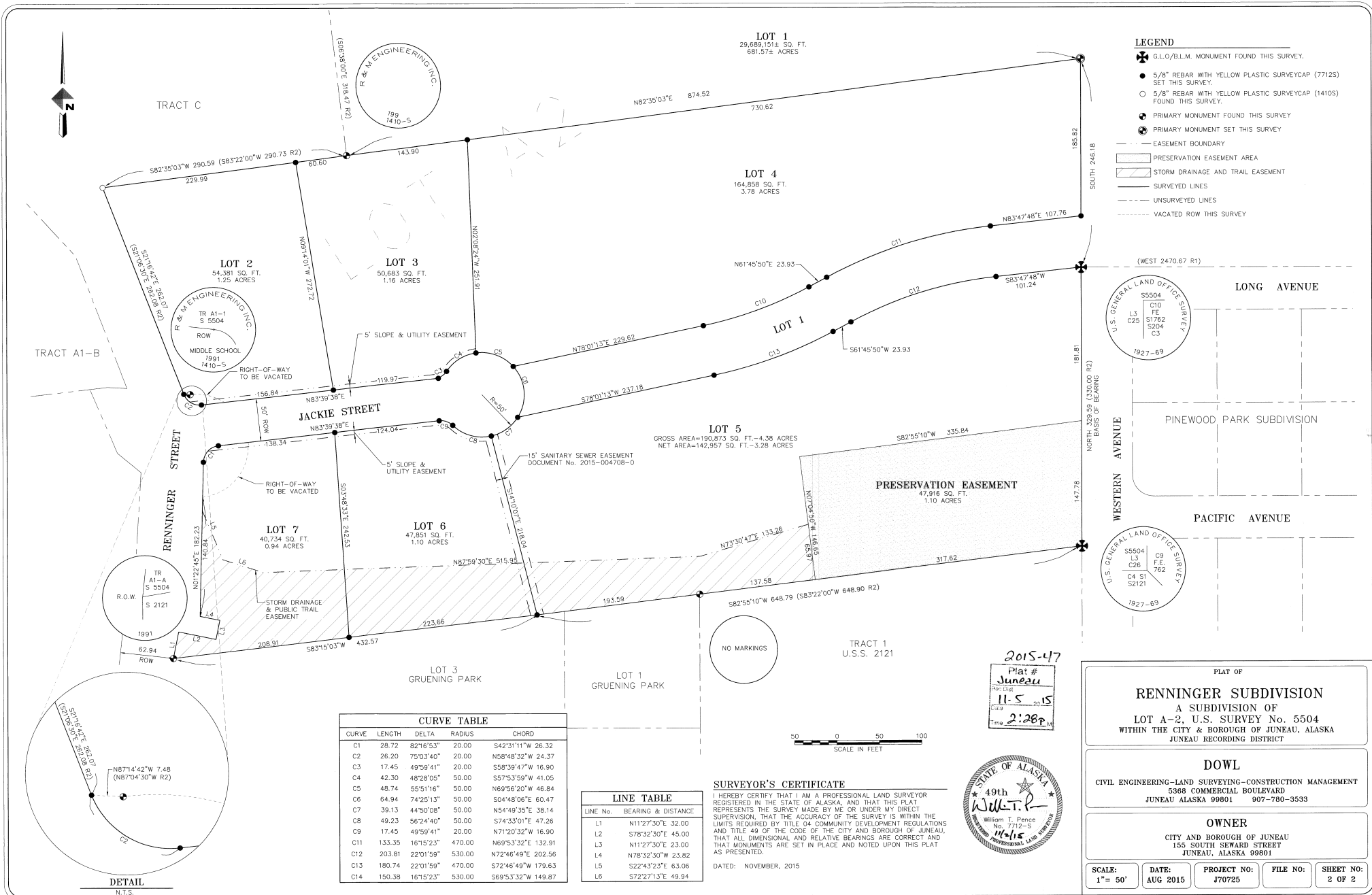
DOWL

CIVIL ENGINEERING-LAND SURVEYING-CONSTRUCTION MANAGEMENT
5368 COMMERCIAL BOULEVARD
JUNEAU ALASKA 99801 907-790-3533

OWNER

CITY AND BOROUGH OF JUNEAU
155 SOUTH SEWARD STREET
JUNEAU, ALASKA 99801

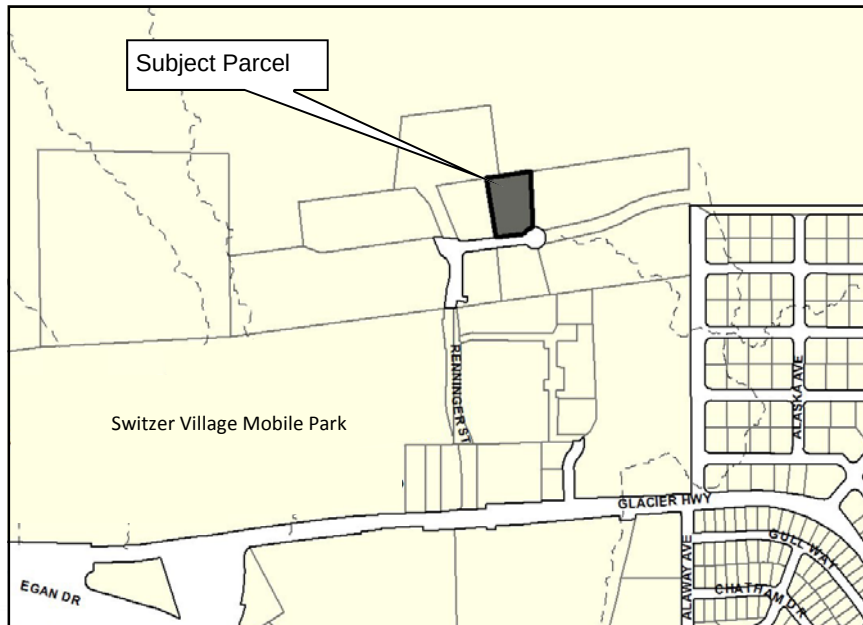
SCALE: 1"= 100' DATE: AUG 2015 PROJECT NO: J70725 FILE NO: SHEET NO: 1 OF 2



Attachment D – Renninger Subdivision plat



NOTICE OF PUBLIC HEARING



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

SHIP TO:



PROPOSAL: Consistency review for disposal of CBJ owned property; Lot 3, Renninger Subdivision, Lemon Creek.

File No:	CSP2016 0007	Applicant:	City and Borough of Juneau Lands and Resources
To:	Adjacent Property Owners	Property PCN:	5-B14-0-100-020-0
Hearing Date:	July 12, 2016	Owner:	City and Borough of Juneau
Hearing Time:	7:00 PM	Lot Size:	50,683 Sq ft
Place:	Assembly Chambers	Zoned:	D15
	Municipal Building	Site Address:	1598/1600 Renninger St
	155 South Seward Street	Accessed Via:	Renninger St
	Juneau, Alaska 99801		

PROPERTY OWNERS PLEASE NOTE:

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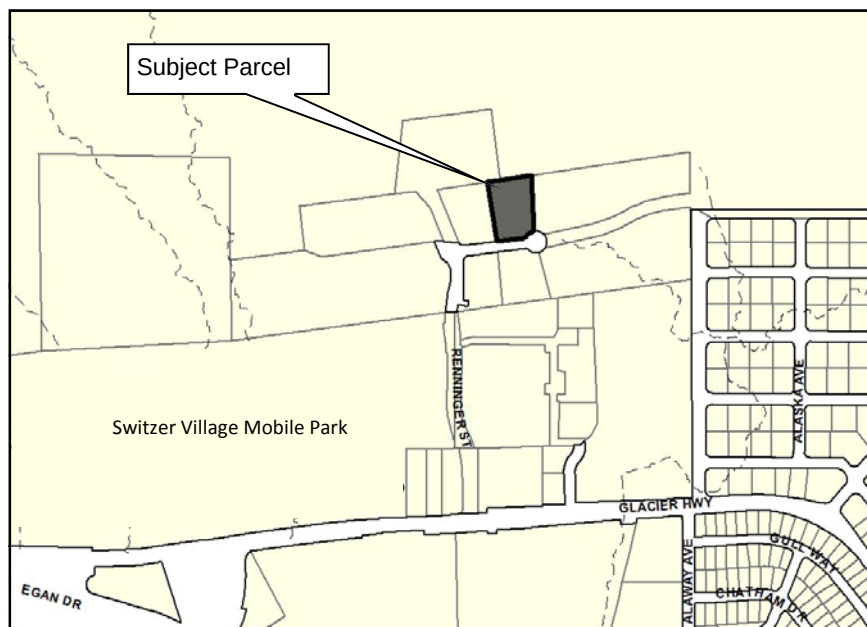


If you have questions, please contact Tim Felstead at Tim.Felstead@juneau.org or 586-0466.

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

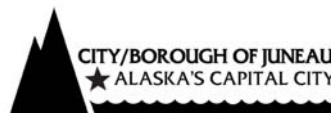


NOTICE OF PUBLIC HEARING



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

SHIP TO:



PROPOSAL: Consistency review for disposal of CBJ owned property; Lot 3, Renninger Subdivision, Lemon Creek.

File No:	CSP2016 0007	Applicant:	City and Borough of Juneau Lands and Resources
To:	Adjacent Property Owners	Property PCN:	5-B14-0-100-020-0
Hearing Date:	July 12, 2016	Owner:	City and Borough of Juneau
Hearing Time:	7:00 PM	Lot Size:	50,683 Sq ft
Place:	Assembly Chambers	Zoned:	D15
	Municipal Building	Site Address:	1598/1600 Renninger St
	155 South Seward Street	Accessed Via:	Renninger St
	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 Tim Felstead at Tim.Felstead@juneau.org or 586-0466.

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

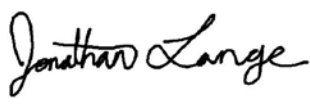


Community Development

City & Borough of Juneau • Community Development
155 S. Seward Street • Juneau, AK 99801
(907) 586-0715 Phone • (907) 586-4529 Fax

DATE: June 28, 2016

TO: Planning Commission

FROM: Jonathan Lange, Planner 
Community Development Department

FILE NO.: CSP2016 0008

PROPOSAL: A City Project Review of a proposed lot line adjustment resulting in disposal of CBJ land to a private owner.

GENERAL INFORMATION

Applicant: City and Borough of Juneau

Property Owner: City and Borough of Juneau; Alaska Power and Telephone

Property Address: 17255 & 17275 Pt. Lena Loop Road

Legal Description: USS 3808 LT 1A1 & USS 3055 LT 22A

Parcel Code No.: 8-B35-0-101-003-0 & 8-B35-0-101-004-0

Site Size: 1,305,929 Square Feet & 29,620 Square Feet

Comprehensive Plan Future Land Use Designation: NP – CBJ Natural Area Park; RLDR – Rural Low Density Residential

Zoning: D-3

Utilities: Public water and on-site sewer

Access: Point Lena Loop Road

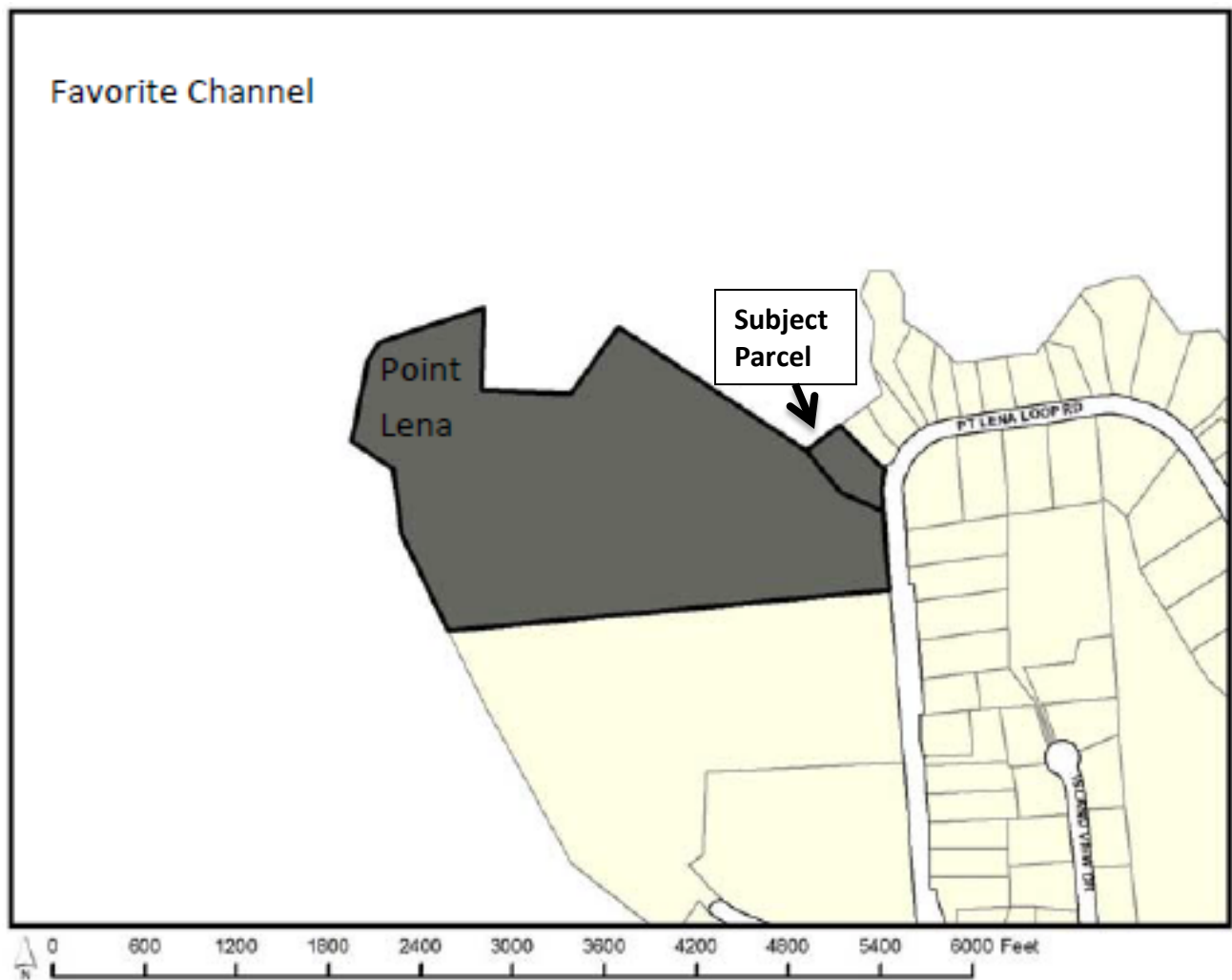
Existing Land Use: Vacant CBJ Natural Area Park; Single-family Residence

Planning Commission
File No.: CSP2016 0008
June 28, 2016
Page 2 of 6

Surrounding Land Use:

- North - Favorite Channel and Lena Cove
- South - D-3; NOAA Auke Bay Laboratories; Single-family Residences
- East - D-3; Single-family Residences
- West - Favorite Channel; D-3 CBJ Natural Area Park

VICINITY MAP



ATTACHMENTS

Attachment A – City Project Review Application, Narrative, and Site Plan
Attachment B – Public Notice
Attachment C – Pictures
Attachment D – Agency and Public Comments

Planning Commission
 File No.: CSP2016 0008
 June 28, 2016
 Page 3 of 6

CBJ 49.10.170 (c) City and borough land acquisitions, disposals and projects. The commission shall review and make recommendations to the assembly on land acquisitions and disposals as prescribed by title 53, or capital improvement project by any City and Borough agency. The report and recommendation of the commission shall be based upon the provisions of this title, the comprehensive plan, and the capital improvements program.

PROPOSAL

The City and Borough of Juneau (CBJ), Lands and Resources Department (Lands) received an Application to Use Lands Owned by the CBJ, from Alaska Power and Telephone Wireless (AP&T). The application proposes to buy a 2,345.68 square foot portion of the Lena Point CBJ Natural Area Park adjacent to 17275 Pt Lena Loop Road to create a utility easement on their parcel. Lands requests that staff evaluate the application with the Planning Commission and forward their motion to the Assembly.

53.09.260 - Negotiated sales, leases, and exchanges.

(a) Application, initial review, assembly authority to negotiate. Upon application, approval by the manager, and payment of a \$500.00 fee a person or business entity, may submit a written proposal to lease, purchase, exchange, or otherwise acquire City and Borough land for a specified purpose. The proposal shall be reviewed by the assembly for a determination of whether the proposal should be further considered and, if so, whether by direct negotiation with the original proposer or by competition after an invitation for further proposals. Upon direction of the assembly by motion, the manager may commence negotiations for the lease, sale, exchange, or other disposal of City and Borough land.

BACKGROUND

The CBJ Natural Area Park at 17255 Pt Lena Loop Road, and the AP&T lot and home located at 17275 Pt Lena Loop Road are zoned D-3. AP&T purchased the home and property at 17275 Pt Lena Loop Road in March of 2016, with the intent to use a portion of the land for a utility easement and to lay fiber optic cable. AP&T surveyed the land and found that the prior owner encroached on CBJ Lena Point Natural Area Park land with landscaping and a fence. AP&T is requesting to purchase the 2,345.68 square feet of land from the CBJ for the proposed utility easement (see Attachment A for site plan and proposed As-Built/Lot Line Adjustment). The new lot line will be just outside or along the fence line and the landscaping will then be a part of the 17275 Pt Lena Loop Road land.

Planning Commission
File No.: CSP2016 0008
June 28, 2016
Page 4 of 6

ANALYSIS

Agency Comments

CBJ Building Division and Police Department have no comments.

CBJ General Engineering Department commented that the proposal, if approved by the Assembly, would require a Lot Line Adjustment, through the Minor Subdivision process, and possibly a grading plan would be required (see Attachment D).

On May 16th, 2016 the Assembly Lands Committee approved for the Application to Use Lands Owned by the CBJ to be moved through the process for review by the Parks and Recreation Advisory Committee (PRAC) and the Planning Commission, prior to the application being considered by the full Assembly.

The application was to go before the *CBJ PRAC* on their June 7th regular meeting, but the item was not discussed due to lack of a quorum for the meeting. Please see the email correspondence, Attachment D, between staff and the CBJ Parks and Recreation Director.

Public Comments

Staff has received questions about the proposed application, but at the time of the staff report no public comments were received.

Title 49 – Land Use Code

49.15.401 Minor Subdivisions

(4) Lot Line Adjustments. The minor subdivision process shall be used to review adjustments to any number of lot boundary lines if the subdivision does not result in an increase in the number of lots.

The proposal, if approved for land disposal by the CBJ Assembly, would be required to go through the Lot Line Adjustment process.

The existing single-family home is a permissible use in the D-3 zoning district and meets the dimensional standards for that district.

Planning Commission
File No.: CSP2016 0008
June 28, 2016
Page 5 of 6

Conformity with Adopted Plans

The following sections of adopted plans relate to the proposal:

CBJ Comprehensive Plan (2013)

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

The laying of fiber optic cable would help provide Juneau with faster internet services and help AP&T provide better infrastructure and services to Juneau.

POLICY 9.3. TO PRESERVE AS PUBLIC NATURAL AREAS THOSE PUBLICLY-OWNED LANDS AND SHORELINE AREAS THAT POSSESS IMPORTANT RECREATIONAL, SCENIC, FISH AND WILDLIFE, AND OTHER ENVIRONMENTAL QUALITIES OR ARE SUBJECT TO NATURAL HAZARDS.

The CBJ Lena Point Natural Area Park is designated as a Natural Area Park in the Land Use Maps of the Comprehensive Plan.

Natural Area Park (NP)

Natural Area Parks are CBJ-owned lands characterized by areas of natural quality designed to serve the entire community by providing fish and wildlife habitat, open space/natural areas, access to water, and opportunities for passive and dispersed recreation activities. No development should be permitted other than structures, roads and trails necessary for the maintenance and protection of the resources or for managed public access for education and passive recreation purposes; this may include parking areas, educational kiosks, cabins, rest stations and similar convenience services for the recreational enthusiast. These lands should be zoned to prevent residential, commercial, and industrial development, as well as resource extraction activities. The CBJ should retain ownership of these lands.

Land Management Plan (2016)

The Land Management Plan identifies the CBJ Natural Area Park as managed by the Parks and Recreation department and that the plan calls for the park to be retained.

The proposal will not affect the CBJ Natural Area Park more than what was previously encroached upon by the former owners of 17275 Pt Lena Loop Road, or 2,345.68 square feet of land.

Planning Commission
File No.: CSP2016 0008
June 28, 2016
Page 6 of 6

Habitat

There are no mapped habitats regulated by the CBJ Land Use Code that impact this proposed land sale and lot line adjustment.

FINDINGS

The proposed City Project Review for a lot line adjustment resulting in disposal of CBJ land to AP&T is intended to correct a previous encroachment upon CBJ Lena Point Natural Area Park. Staff finds that the proposed lot line adjustment resulting in disposal of CBJ land to a private owner is consistent with Title 49, the 2013 Comprehensive Plan, and the 2016 Land Management Plan.

RECOMMENDATION

Staff recommends that the Planning Commission recommend approval to the Assembly of CSP2016 0008, a City Project Review of a proposed lot line adjustment resulting in disposal of CBJ land to a private owner.

DEVELOPMENT PERMIT APPLICATION

Project Number	CITY and BOROUGH of JUNEAU	Date Received:
Project Name (City Staff to Assign Name)		

INFORMATION	Project Description <u>Alaska Power and Telephone (AT&P) have requested a lot line adjustment in order correct a preexisting encroachment onto City property. Land use code title 53.09.260 states that a negotiated sale requires the Planning Commission comment prior to Assembly authorization.</u>		
	PROPERTY LOCATION		
	Street Address 17275 Pt Lena Loop Road & 17255 Pt Lena Loop Road	City/Zip Juneau	<i>owners:</i>
	Legal Description(s) of Parcel(s) (Subdivision, Survey, Block, Tract, Lot) USS 3055 LT 22A & USS 3808 LT 1A1		
	Assessor's Parcel Number(s) 8B3501010040 & 8B3501010030		
	LANDOWNER/ LESSEE		
	Property Owner's Name City & Borough of Juneau; Div. of Lands & Resources	Contact Person: Dan Bleidorn	Work Phone: 586-0224
	Mailing Address 155 S. Seward Street	Home Phone:	Fax Number:
	E-mail Address Dan.Bleidorn@Juneau.org	Other Contact Phone Number(s): 586-0205	
	PROJECT / APPLICANT	LANDOWNER/ LESSEE CONSENT ****Required for Planning Permits, not needed on Building/ Engineering Permits****	
I am (we are) the owner(s) or lessee(s) of the property subject to this application and I (we) consent as follows:			
A. This application for a land use or activity review for development on my (our) property is made with my complete understanding and permission.			
B. I (we) grant permission for officials and employees of the City and Borough of Juneau to inspect my property as needed for purposes of this application.			
X		<u>Daniel Bleidorn</u>	5/11/2016
		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" and sign and date at X below			
Applicant's Name SAME			
Contact Person: Home Phone: Work Phone: Fax Number:			
Mailing Address			
E-mail Address			
Other Contact Phone Number(s):			
X	<u>Daniel Bleidorn</u>	5/11/2016	
	Applicant's Signature	Date of Application	

OFFICE USE ONLY BELOW THIS LINE

STAFF APPROVALS	☒	Permit Type	***SIGN	Date Received	Application Number(s)	
		Building/Grading Permit				
	☒	City/State Project Review and City Land Action		5/24/16	CSP16-008	
		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)				
		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 <u>TJP</u>

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

CITY/STATE PROJECT AND LAND ACTION REVIEW APPLICATION

Project Number	Project Name (15 characters)	Case Number CSP	Date Received
----------------	------------------------------	--------------------	---------------

TYPE OF PROJECT REVIEW:

☒ City Project Review
 ☐ City Land Acquisition /Disposal
 ☐ State Project Review

DESCRIPTION OF PROJECT

Alaska Power and Telephone (AT&P) have requested a lot line adjustment in order correct a preexisting encroachment onto City property. Land use code title 53.09.260 states that a negotiated sale requires the Planning Commission comment prior to Assembly authorization.

Please attach a cover letter to fully explain the project if there is not adequate space on this form.

CURRENT USE OF LAND OR BUILDING(S):

The City Parks property contains the Lena Point Trail and there are also two existing easements for buried cables across the City Property.

PROPOSED USE OF LAND OR BUILDING(S):

The proposed use is to correct the existing encroachment onto City Park property and to create a utility easement on private property

PROJECT NUMBERS ASSOCIATED WITH PROPOSAL:

Is this project associated with any other Land Use Permits? ☐ No ☐ Yes Case No.: _____

Capital Improvement Program # (CIP) _____

Local Improvement District # (LID) _____

State Project # _____

ESTIMATED PROJECT COST: \$ 5,000

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.	<table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="5" style="text-align: left; padding: 2px;">CITY/STATE PROJECT FEES</th> </tr> <tr> <th style="width: 40%;"></th> <th style="width: 15%; text-align: center;">Fees</th> <th style="width: 15%; text-align: center;">Check No.</th> <th style="width: 15%; text-align: center;">Receipt</th> <th style="width: 15%; text-align: center;">Date</th> </tr> <tr> <td>Application Fees</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Total Fee</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>	CITY/STATE PROJECT FEES						Fees	Check No.	Receipt	Date	Application Fees	\$ _____	_____	_____	_____	Total Fee	\$ _____	_____	_____	_____
CITY/STATE PROJECT FEES																					
	Fees	Check No.	Receipt	Date																	
Application Fees	\$ _____	_____	_____	_____																	
Total Fee	\$ _____	_____	_____	_____																	

NOTE: MUST BE ACCOMPANIED BY DEVELOPMENT PERMIT APPLICATION FORM

&

EVEN IF THE PROPOSED PROJECT IS ASSOCIATE WITH OTHER LAND USE PERMITS, THIS APPLICATION MUST BE FILLED OUT

CITY/STATE PROJECT REVIEW REQUIREMENTS

Each application for a City/State Project is reviewed by the Planning Commission at a public hearing. The permit procedure is intended to provide the Commission the flexibility necessary to make recommendations tailored to individual applications.

Application: An application for a City/State Project Review will not be accepted by the Community Development Department until it is determined to be complete. The items needed for a complete application are:

Forms: A completed City/State Project Review Application form and Development Permit Application form. The "land owner or lessee consent" signature is mandatory for all landowners on the Development Permit Application form.

Fees: No fee required for projects that cost less than \$2.5 million. For projects costing more than this amount, the fee is \$1,600.00. All fees are subject to change.

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. Plat, site plan, floor plan and elevation views of existing and proposed structures and land;
- B. Existing and proposed parking areas, including dimensions of the spaces, aisle width and driveway entrances;
- C. Proposed traffic circulation within the site including access/egress points and traffic control devices;
- D. Existing and proposed lighting (including cut sheets for each type of lighting);
- E. Existing and proposed vegetation with location, area, height and type of plantings; and,
- F. Existing physical features of the site (i.e. drainage, eagle trees, hazard areas, salmon streams, wetlands, etc.)

Document Format: All 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. Review comments may require the applicant to provide additional information, clarification, or submit modifications/alterations for the proposed project.

Hearing: All City/State Project Review Permit Applications must be reviewed by the Planning Commission. Once an application has been deemed complete and has been reviewed by all applicable parties the Community Development Department will schedule the requested permit for the next appropriate meeting. The Planning Commission will make a recommendation based on staff's analysis and forward it to the Assembly for final approval/denial.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

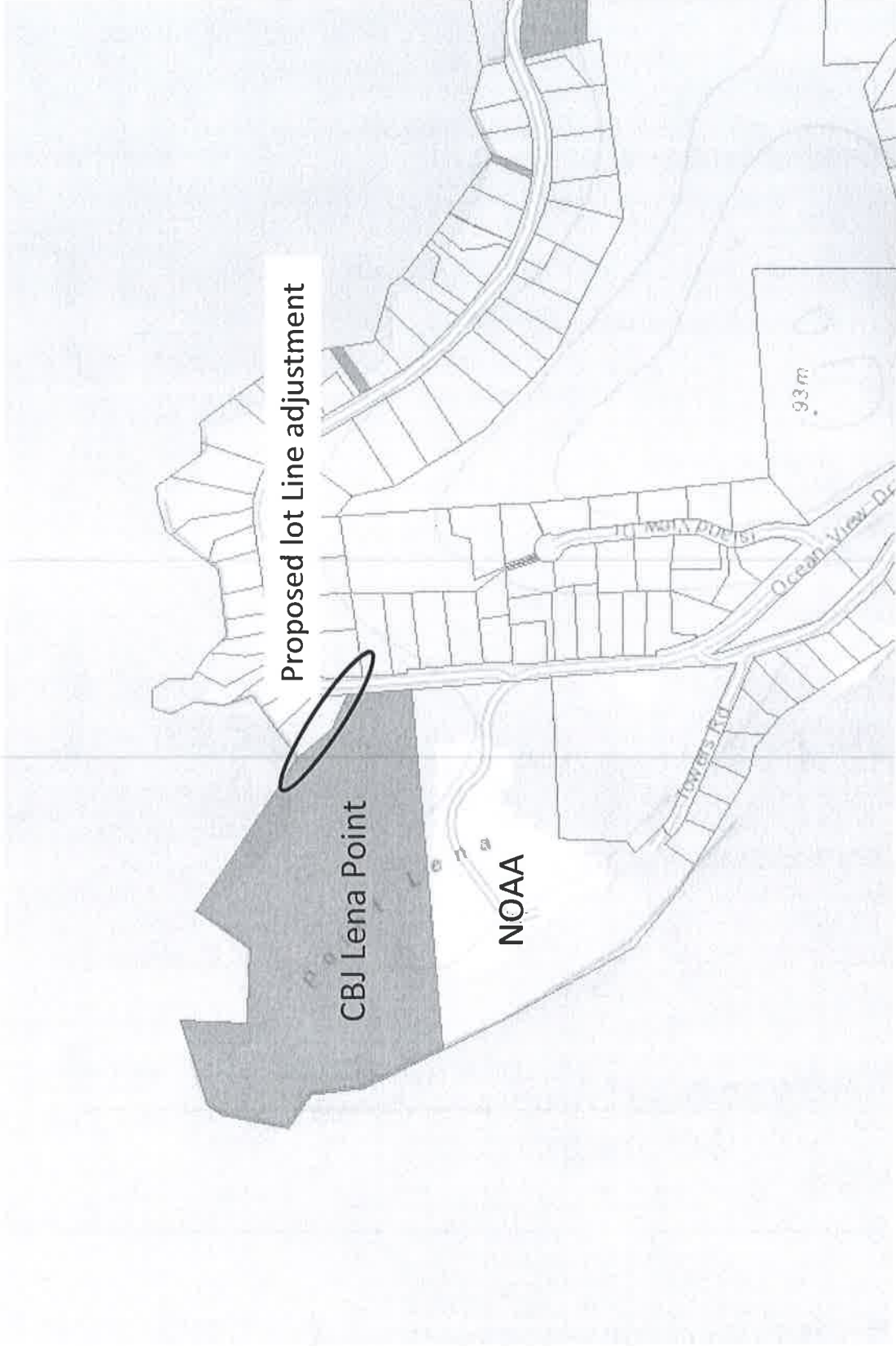
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RECEIVED

MAY 25 2016

ERMIT CENTER/CDD

RECEIVED
MAY 25 2016
PERMIT CENTER/CDD



APPLICATION TO USE LANDS OWNED BY THE CITY AND BOROUGH OF JUNEAU

Application No.

Assessor's No.

Type of use
(Lease, Easement, Use Permit, Purchase)

Legal name of applicant(s)

Mailing address

1. Legal description of property (attach map):

2. Existing parcel size

Square feet: Acres:

3. Existing utilities

Water: On Site ☐ Public ☒

Sewer: On Site ☒ Public ☐

RECEIVED

MAY 25 2016

PERMIT CENTER/CDD

4. Access:

5. Proposed term of usage:

6. Development plan (attach background materials in triplicate)

A. Purpose:

B. Use, value, and nature of proposed improvements to the land:

To Acquire EGRESS AREA TO maintain Functionality of Home and Value of Home.

C. The proposed type of construction:

No Construction JUST Surveyor needed.

D. Date construction would begin:

ASAP

E. Date construction would be completed:

7. Comprehensive plan designation for property:

8. Zoning designation:

I HEREBY CERTIFY THAT all of the statements made in this application and its incorporated incorporated attachments are true and correct.

Bruce Messerschmidt

GM Telecom Operations

Name and Title (Please Print)



Signature

RECEIPT of the above application and attachments together with filing fee (non-refundable) in the amount of is hereby acknowledged.

For the City Clerk: Date:

By:

RECEIVED
MAY 25 2016
PERMIT CENTER/CDD

MEMORANDUM

CITY/BOROUGH OF JUNEAU

Lands and Resources Office
155 S. Seward St., Juneau, Alaska 99801
Dan.Bleidorn@juneau.org
Voice (907) 586-5252

TO: The Assembly Lands Committee

FROM: Dan Bleidorn, Deputy Land Manager *Daniel Bleidorn*

SUBJECT: Alaska Power & Telephone Lena Loop Road Property Line Adjustment

DATE: May 6th, 2016

In February 2016, Lands and Parks & Recreation Staff met with Bruce Messerschmidt from the Alaska Power & Telephone Company regarding a request for a utility easement through a portion of the CBJ park property located at Lena Point.

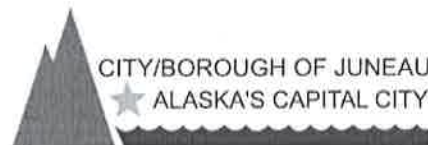
The easement would have provided a connection for a fiber optic cable running under Favorite Channel from the north and connecting to the Juneau internet network. The Parks property has existing easements through the property to provide similar utility connections

After meeting with Staff to discuss the easement, Alaska Power & Telephone went another route and purchased the property adjacent to the park land in order to use private property to connect to the Juneau internet network. Unfortunately, the previous owner of the property encroached on CBJ park property. The applicant has requested to purchase the encroached property from the City through a lot line adjustment in order to maintain the existing deck, fence and garden as well as provide an efficient location for a utility easement for the fiber optic cable..

If the Lands Committee makes a motion of support for this proposal, the next steps will be for staff to evaluate this application with the PRAC and the Planning Commission, and then request authorization to negotiate from the Assembly. Title 53.09.260 - Negotiated sales, leases, and exchanges states that:

Upon application, approval by the manager, and payment of a \$500.00 fee a person or business entity, may submit a written proposal to lease, purchase, exchange, or otherwise acquire City and Borough land for a specified purpose. The proposal shall be reviewed by the assembly for a determination of whether the proposal should be further considered and, if so, whether by direct negotiation with the original proposer or by competition after an invitation for further proposals. Upon direction of the assembly by motion, the manager may commence negotiations for the lease, sale, exchange, or other disposal of City and Borough land.

Lands staff requests a motion of support to the Assembly for further consideration of this application by direct negotiations with the original proposer



RECEIVED
MAY 25 2016
PERMIT CENTER/CDD

Edward Quinto

From: Dan Bleidorn
Sent: Wednesday, May 11, 2016 1:59 PM
To: Permits
Cc: Greg Chaney
Subject: CSP/DPA CBJ Lands & AP&T Lena Point
Attachments: USS 3808 .pdf; Subdivision of USS 3808.pdf; Fiber Installation on 17275 Point Lena Loop.pdf; DOC004.pdf; DEVELOPMENT_PERMIT_APPLICATION_ATP_Lena Point.pdf; City_State_Project_Review_Application_APT_Lena.pdf; as built with fence location highlighted.jpg; Area Map.pdf; APT Final Memo.pdf; AP&T Application to use lands owned by CBJ.pdf; 17275 Pt. Lena vault location.pdf; 53.09.260.pdf

Good afternoon,

CBJ Lands & Resources has received an application to purchase a fraction of a parcel of City property in the vicinity of Lena Point.

The application requests that this be complete through a lot-line adjustment. According to Title 53.09.260 this is a negotiated sale and requires Planning Commission review prior to the Assembly authorizing the manager to negotiate. If I understand correctly, the applicant will need to work with the CDD to complete a minor subdivision after negotiations but prior to finalizing the sale.

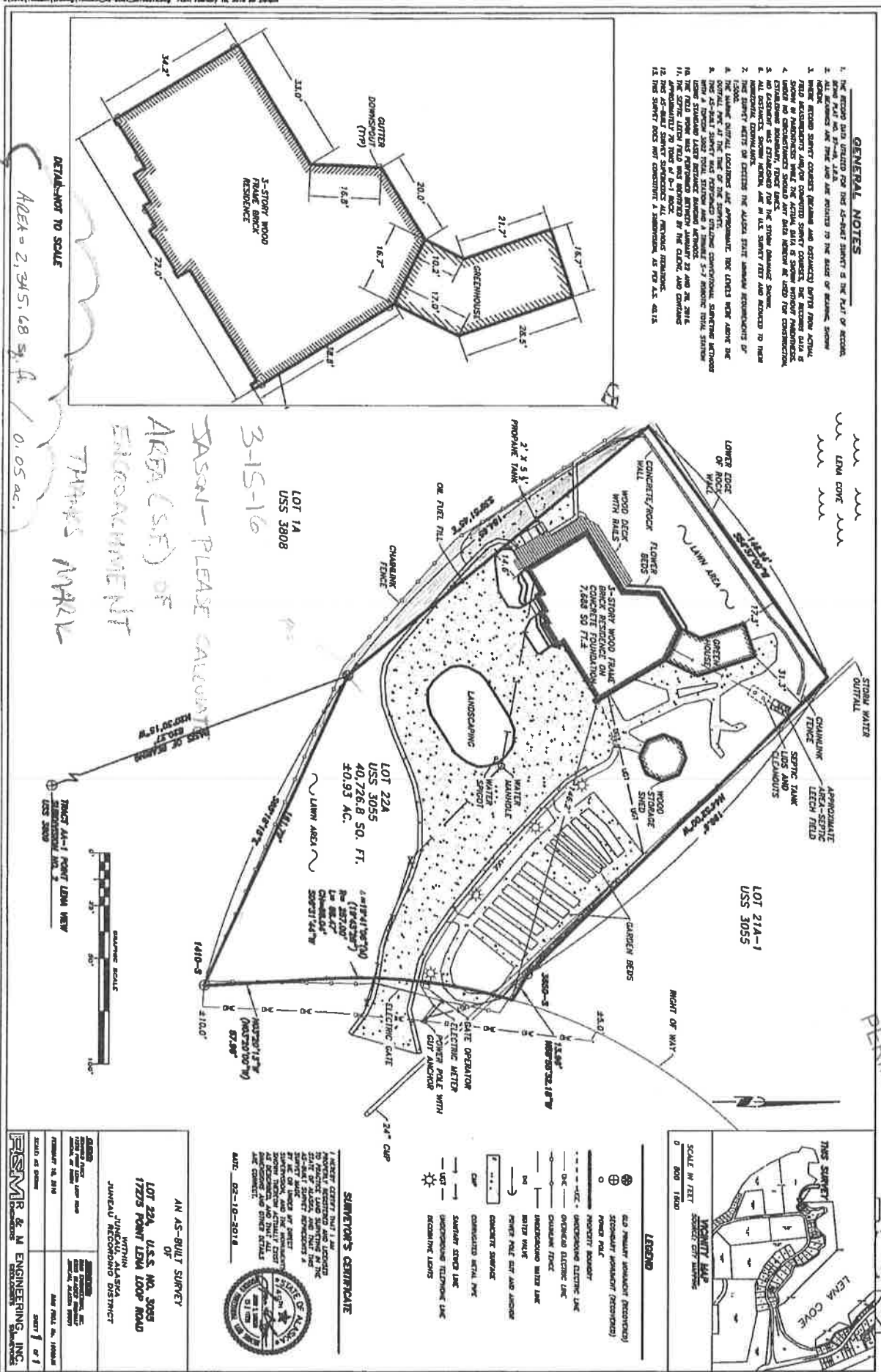
Attached are the CSP and the DPA along with my supporting documents.

Please let me know if I need to provide any additional information to complete my application.

Thank you,
 Dan

Dan Bleidorn | Deputy Manager CBJ Lands and Resources | ph 907.586.0224
[Lands and Resources](#) | Dan.Bleidorn@Juneau.org |

RECEIVED
 MAY 25 2016
 PERMIT CENTER/CDD



RECEIVED
MAY 25 2016
PERMIT CENTER/CDD

ORIGINAL

DEPENDENT RESURVEY
AND SUBDIVISION

U. S. SURVEY
No. 3808, ALASKA

SITUATED

AT

LENA POINT

ABOUT SEVENTEEN MILES

NORTHWESTELY OF JUNEAU, ALASKA

APPROXIMATE GEOGRAPHIC POSITION

LATITUDE 58°23' NORTH, LONGITUDE 134°46' WEST

EXECUTED BY

EDWARD T. PRENDERGAST, SUPERVISORY CADASTRAL SURVEYOR

JUNE 22, 1972 TO JULY 3, 1972

UNDER SUPPLEMENTAL SPECIAL INSTRUCTIONS

DATED

MAY 17, 1972

APPROVED

MAY 22, 1972

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Washington, D.C.

August 26, 1977

This plat is strictly conformable to the approved field notes, and the survey, having been correctly executed in accordance with the requirements of law and the regulations of this Bureau, is hereby accepted.

For the Director

J. Voorhees
Acting Chief, Division of Cadastral Survey

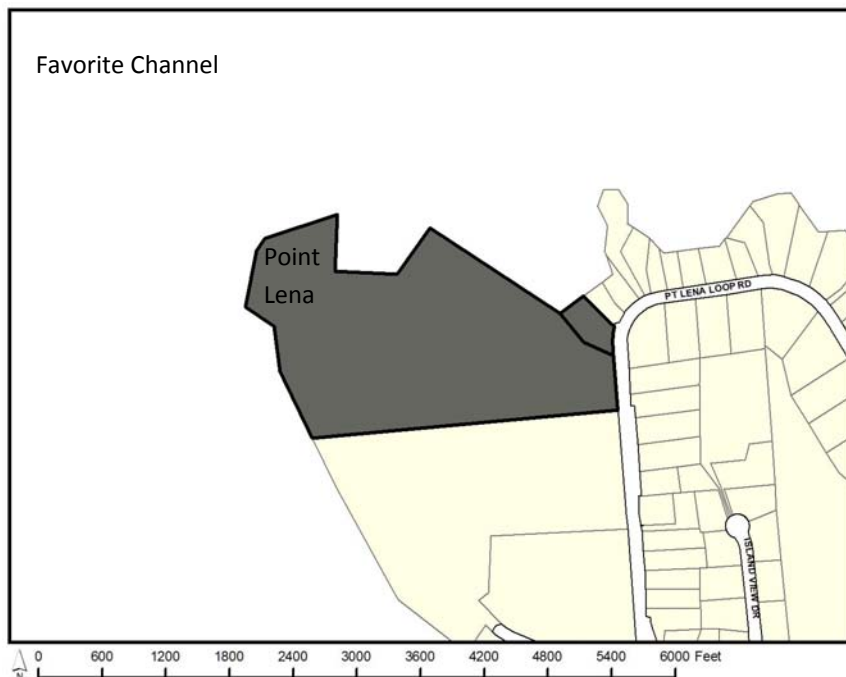
LENA

COVE



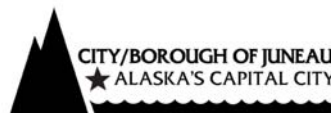


NOTICE OF PUBLIC HEARING



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

SHIP TO:



PROPOSAL: A City Project Review of a proposed lot line adjustment resulting in disposal of CBJ land to a private owner.

File No:	CSP2016 0008	Applicant:	City and Borough of Juneau
To:	Adjacent Property Owners	Property PCN:	8-B35-0-101-004-0 8-B35-0-101-003-0
Hearing Date:	July 12, 2016	Owner:	Alaska Power and Telephone
Hearing Time:	7:00 PM		City and Borough of Juneau
Place:	Assembly Chambers	Zoned:	D3
	Municipal Building	Site Address:	17275 Pt Lena Loop Rd 17255 Pt Lena Loop Rd
	155 South Seward Street	Accessed Via:	Pt Lena Loop Rd
	Juneau, Alaska 99801		

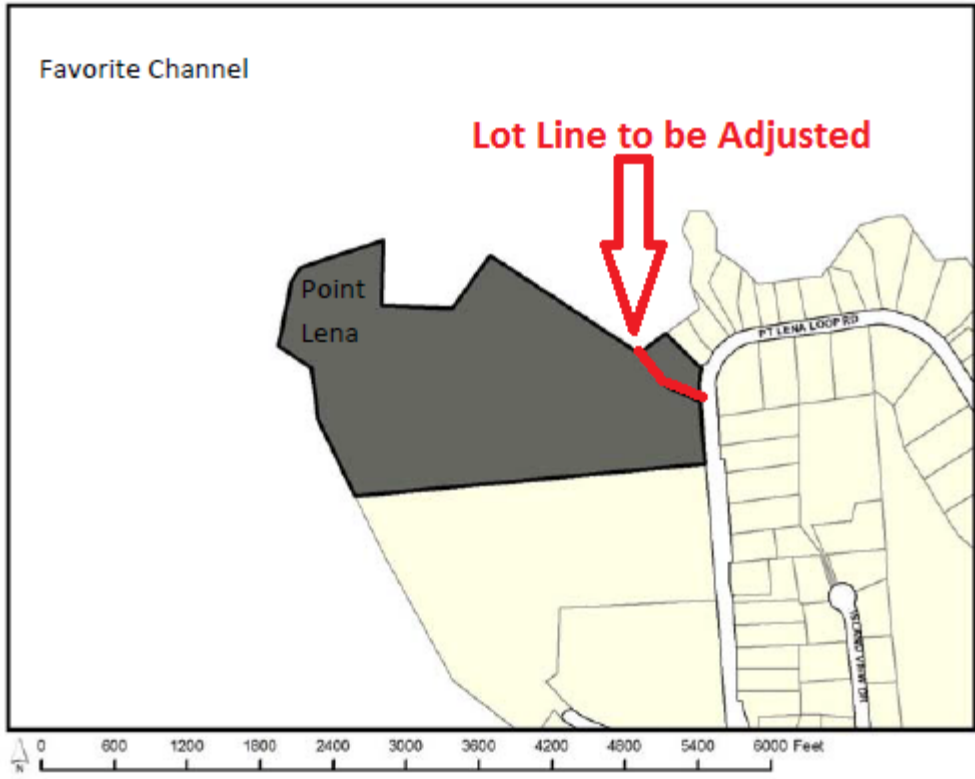
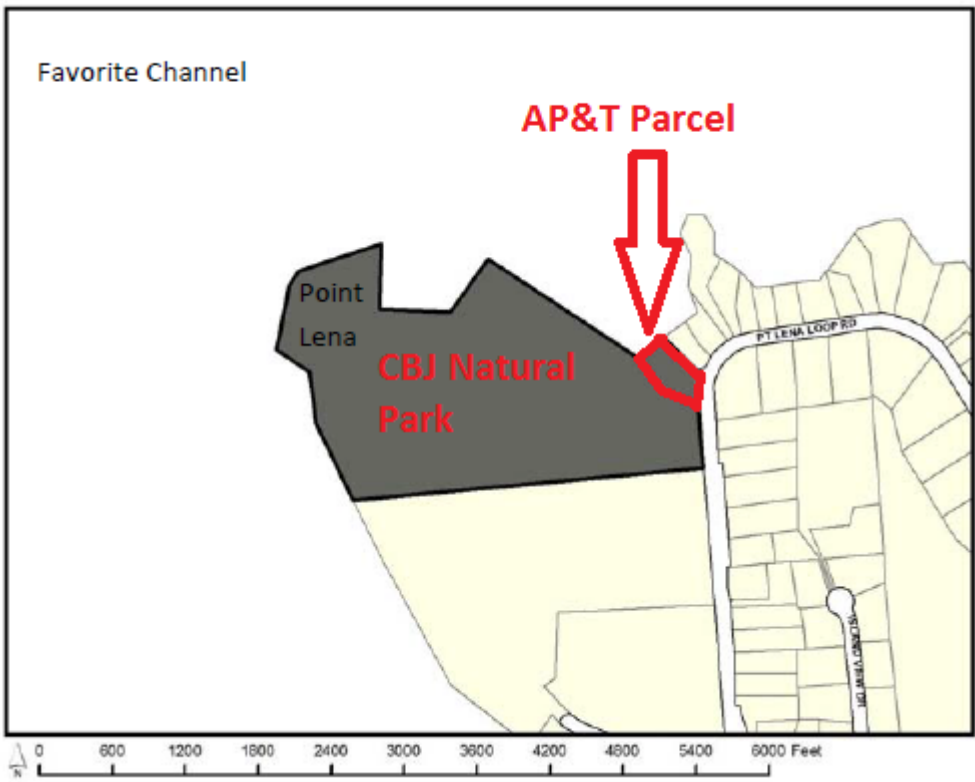
PROPERTY OWNERS PLEASE NOTE:

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 Jonathan Lange at Jonathan.Lange@juneau.org or 586-0218.

ATTACHMENT B







Jonathan Lange

From: Ron King
Sent: Tuesday, May 31, 2016 4:32 PM
To: Jonathan Lange
Subject: RE: Request for Review Comments on CSP2016 0008

Minor subdivision, grading plan. Note: utilities & other preliminary plat items not required and may be waived. Straight-forward sub.

Mitigation should be required along with fees from sale. I am thinking a donation of materials to upgrade the trail or constructing a parking lot ☺ Wouldn't it be nice

Ron King PLS

General Engineering
 907-586-0881

From: Jonathan Lange
Sent: Tuesday, May 31, 2016 4:23 PM
To: Ron King; Charlie Ford; Dan Jager; Sven Pearson; Kirk Duncan; Ed Mercer
Subject: Request for Review Comments on CSP2016 0008

Subject: Please review attached documents related to a City Project Review for a lot line adjustment to correct an encroachment into CBJ Parks lands and to then create a utility easement on private property.

File: CSP2016 0008

Location: 17275 Pt. Lena Loop Rd and 17255 Pt. Lena Loop Road



Please see the attached application and proposed plan narrative.

I look forward to receiving your comments. Please comment by June 14, 2016 or as soon as possible.
 Let me know if you require any additional information for this project or have any questions.
 Thank you and have a great day.

Jonathan Lange, CFM
 Planner II, Community Development Dept.
 City & Borough of Juneau, Alaska
 155 S. Seward St. Juneau, AK 99801
 Ph (907)586-0218
Jonathan.Lange@juneau.org

Jonathan Lange

From: Charlie Ford
Sent: Wednesday, June 01, 2016 7:42 AM
To: Jonathan Lange; Ron King; Dan Jager; Sven Pearson; Kirk Duncan; Ed Mercer
Subject: RE: Request for Review Comments on CSP2016 0008

Jonathan,
Buildings has no issues with this project.
Thanks,

Charlie Ford, Building Official
Community Development Dept.
City and Borough of Juneau
Tel (907)586-0767 Fax(907)586-4529
email Charlie.Ford@juneau.org
Web page www.juneau.org/permits

From: Jonathan Lange
Sent: Tuesday, May 31, 2016 4:23 PM
To: Ron King; Charlie Ford; Dan Jager; Sven Pearson; Kirk Duncan; Ed Mercer
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File: CSP2016 0008
Location: 17275 Pt. Lena Loop Rd and 17255 Pt. Lena Loop Road

Jonathan Lange

From: Ed Mercer
Sent: Wednesday, June 01, 2016 11:51 AM
To: Jonathan Lange; Ron King; Charlie Ford; Dan Jager; Sven Pearson; Kirk Duncan
Subject: RE: Request for Review Comments on CSP2016 0008

Hi Jonathan,

JPD does not have any issues with this request.

Thanks

From: Jonathan Lange
Sent: Tuesday, May 31, 2016 4:23 PM
To: Ron King; Charlie Ford; Dan Jager; Sven Pearson; Kirk Duncan; Ed Mercer
Subject: Request for Review Comments on CSP2016 0008

Subject: Please review attached documents related to a City Project Review for a lot line adjustment to correct an encroachment into CBJ Parks lands and to then create a utility easement on private property.
File: CSP2016 0008
Location: 17275 Pt. Lena Loop Rd and 17255 Pt. Lena Loop Road

Jonathan Lange

From: Kirk Duncan
Sent: Thursday, June 09, 2016 11:38 PM
To: Jonathan Lange
Subject: RE: Request for Review Comments on CSP2016 0008

No quorum, no meeting , no recommendation
Sorry

Sent from my Samsung device

----- Original message -----

From: Jonathan Lange <Jonathan.Lange@juneau.org>
Date: 06/09/2016 10:55 AM (GMT-09:00)
To: Kirk Duncan <Kirk.Duncan@juneau.org>
Subject: RE: Request for Review Comments on CSP2016 0008

Good Morning Kirk,

How did the PRAC meeting go in regards to the Pt. Lena Loop Road CSP?

Do you have an estimated time when minutes will be available?

Thanks for your help.

Jonathan Lange, CFM

Planner II, Community Development Dept.

City & Borough of Juneau, Alaska

155 S. Seward St. Juneau, AK 99801

Ph (907)586-0218

Jonathan.Lange@juneau.org



From: Kirk Duncan
Sent: Wednesday, June 01, 2016 10:58 AM
To: Jonathan Lange
Cc: Brent Fischer
Subject: RE: Request for Review Comments on CSP2016 0008

We will put it on the PRAC agenda

Thanks

From: Jonathan Lange
Sent: Wednesday, June 01, 2016 8:57 AM
To: Kirk Duncan
Cc: Brent Fischer
Subject: RE: Request for Review Comments on CSP2016 0008

Good Morning Kirk,

Thanks for your quick response.

It is my understanding that they are trying to buy the portion of CBJ land that the previous owners encroached upon. They would buy it at fair market value and then that land would be where they want to lay the new fiber optic cable in a utility easement.

I spoke with Greg Chaney and he said that the Lands and Resources Committee gave their approval for the CSP to go forward for discussion and hearings. The PRAC and Planning Commission are the next steps for this application prior to going to the Assembly.

Will the PRAC be discussing this at their next meeting?

Let me know what your thoughts are and if you have any questions.

Have a good day.

Jonathan Lange, CFM

Planner II, Community Development Dept.

City & Borough of Juneau, Alaska

155 S. Seward St. Juneau, AK 99801

Ph (907)586-0218

Jonathan.Lange@juneau.org



From: Kirk Duncan
Sent: Tuesday, May 31, 2016 7:00 PM
To: Jonathan Lange; Ron King; Charlie Ford; Dan Jager; Sven Pearson; Ed Mercer
Cc: Brent Fischer
Subject: RE: Request for Review Comments on CSP2016 0008

Jonathan – I assume that they are correcting the encroachment and moving the fence line back to the original surveyed property line. They will not be using CBJ land to run the utility line which will be installed on their property. If that is the case, Parks and recreation has no issue

Thanks

Kirk

From: Jonathan Lange
Sent: Tuesday, May 31, 2016 4:23 PM
To: Ron King; Charlie Ford; Dan Jager; Sven Pearson; Kirk Duncan; Ed Mercer
Subject: Request for Review Comments on CSP2016 0008

Subject: Please review attached documents related to a City Project Review for a lot line adjustment to correct an encroachment into CBJ Parks lands and to then create a utility easement on private property.

File: CSP2016 0008

Location: 17275 Pt. Lena Loop Rd and 17255 Pt. Lena Loop Road



Please see the attached application and proposed plan narrative.

I look forward to receiving your comments. Please comment by June 14, 2016 or as soon as possible.

Let me know if you require any additional information for this project or have any questions.

Thank you and have a great day.

Jonathan Lange, CFM

Jonathan Lange

From: Jonathan Lange
Sent: Monday, June 27, 2016 10:05 AM
To: 'SELMON HOLLAND'
Subject: RE: Public Testimony
Attachments: APP_CSP16-08.pdf

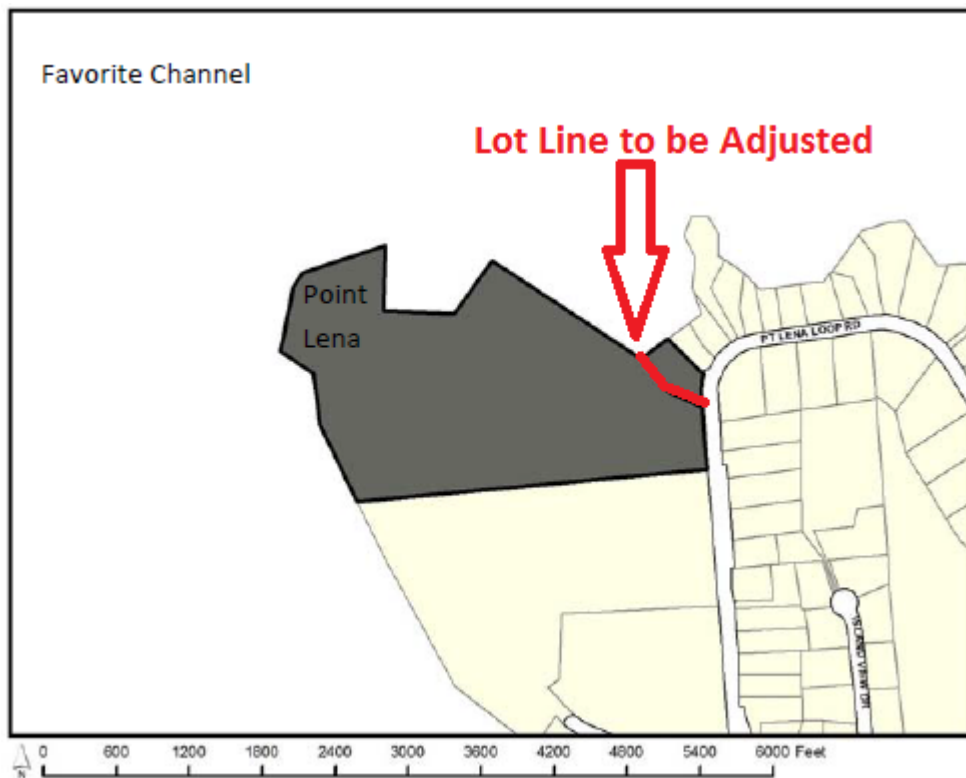
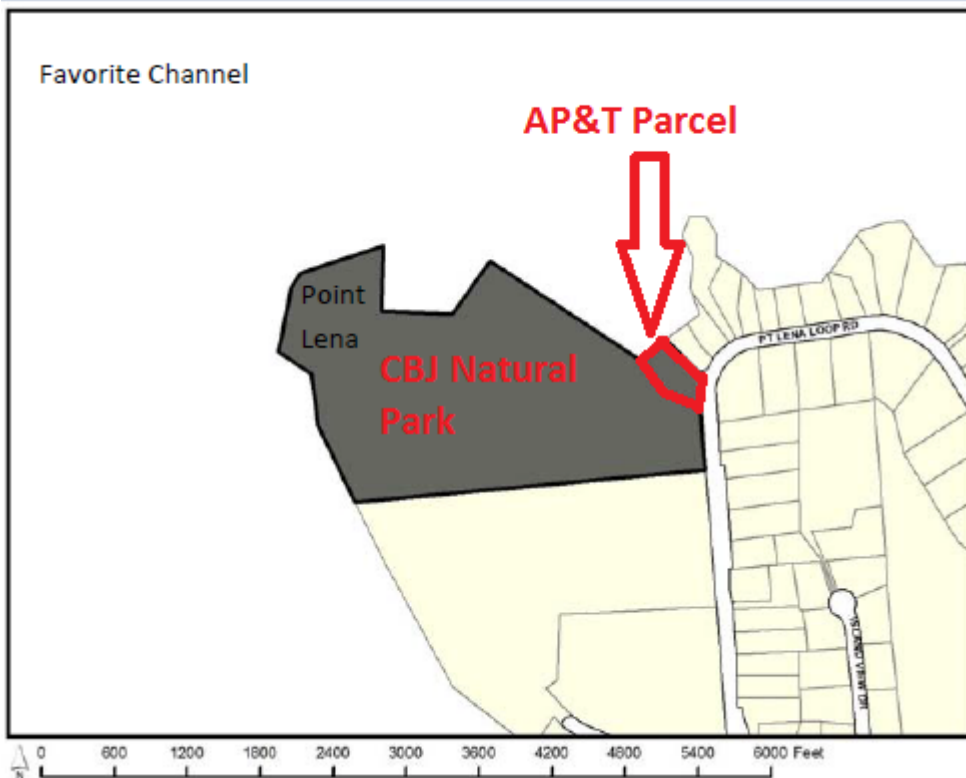
Good Morning,

I hope that the below maps will help you to understand the proposed lot line adjustment. The applicant has applied to buy, for fair market value, a portion of the CBJ Natural Park land. The second map shows the lot line to be adjusted. Please see the attached application. AP&T bought the parcel adjacent to the CBJ Natural Park. The previous owners of the parcel encroached on the CBJ land with landscaping and a fence. The encroachment and area of land that they would like to buy is 2,345.68 square feet; the new lot line would be near or at the existing fence. The applicant would use this land as an area for a utility easement, for laying of fiber optic cable.

The application goes through the Lands Committee, the Parks and Rec Advisory Committee, and the Planning Commission prior to its review by the Assembly.

Let me know if you have any further questions or concerns.

Have a good day.



Jonathan Lange, CFM
 Planner II, Community Development Dept.
 City & Borough of Juneau, Alaska
 155 S. Seward St. Juneau, AK 99801
 Ph (907)586-0218
Jonathan.Lange@juneau.org



From: SELMON HOLLAND [<mailto:selmonholland@gci.net>]

Sent: Tuesday, June 21, 2016 9:00 AM

To: Jonathan Lange

Subject: Public Testimony

Hello,

I received a notice in my mail recently regarding File No CSP2016 0008 proposing a "lot line adjustment resulting in disposal of CBJ land to a private owner". Do you have any further information you can share? The notice has a map of Point Lena and is unclear what property is proposed for a lot line adjustment and for what purpose.

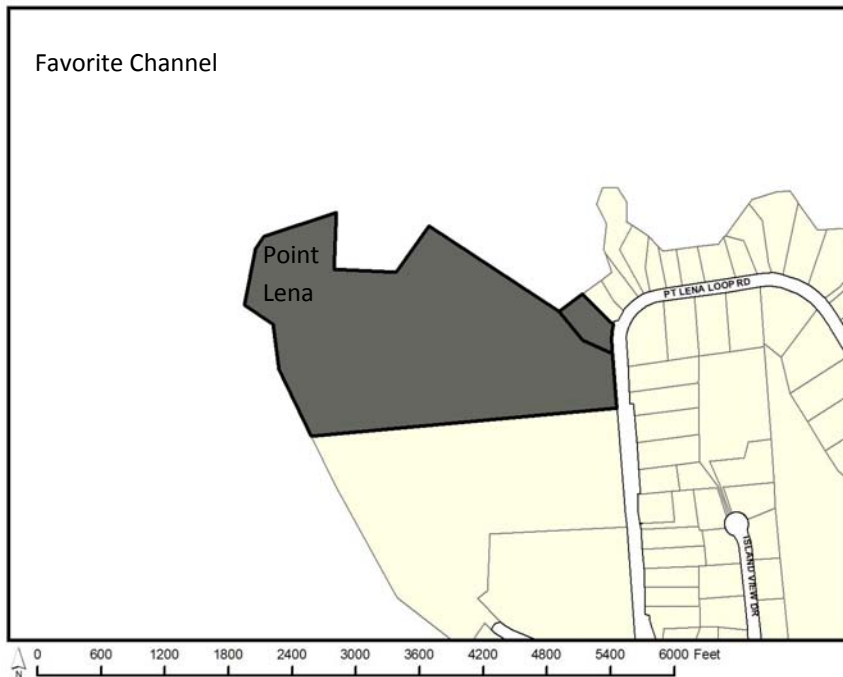
If you have more information I would like to know what is being proposed.

Thanks

Selmon Holland
17260 Lena Loop



NOTICE OF PUBLIC HEARING



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

SHIP TO:



PROPOSAL: A City Project Review of a proposed lot line adjustment resulting in disposal of CBJ land to a private owner.

File No:	CSP2016 0008	Applicant:	City and Borough of Juneau
To:	Adjacent Property Owners	Property PCN:	8-B35-0-101-004-0 8-B35-0-101-003-0
Hearing Date:	July 12, 2016	Owner:	Alaska Power and Telephone
Hearing Time:	7:00 PM		City and Borough of Juneau
Place:	Assembly Chambers	Zoned:	D3
	Municipal Building	Site Address:	17275 Pt Lena Loop Rd 17255 Pt Lena Loop Rd
	155 South Seward Street	Accessed Via:	Pt Lena Loop Rd
	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 Jonathan Lange at Jonathan.Lange@juneau.org or 586-0218.



Community Development

City & Borough of Juneau • Community Development
155 S. Seward Street • Juneau, AK 99801
(907) 586-0715 Phone • (907) 586-4529 Fax

PLANNING COMMISSION NOTICE OF RECOMMENDATION

Date: July 13, 2016
File No.: CSP2016 0008

City and Borough of Juneau
CBJ Assembly Members
155 S Seward Street
Juneau, AK 99801

Application For: A City Project Review of a proposed lot line adjustment resulting in disposal of CBJ land to a private owner.

Legal Description: USS 3808 LT 1A1 & USS 3055 LT 22A

Property Address: 17255 & 17275 Pt. Lena Loop Road

Parcel Code No.: 8-B35-0-101-003-0 & 8-B35-0-101-004-0

Hearing Date: July 12, 2016

The Planning Commission, at a regular public meeting, adopted the analysis and findings listed in the attached memorandum dated June 28, 2016, and recommended that the Assembly approve the proposed disposal of CBJ land to a private owner.

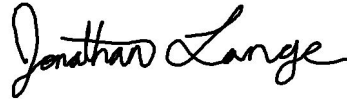
Attachments: June 28, 2016 memorandum from Jonathan Lange, Community Development, to the CBJ Planning Commission regarding CSP2016 0008.

This Notice of Recommendation constitutes a recommendation of the CBJ Planning Commission to the City and Borough Assembly. Decisions to recommend an action are not appealable, even

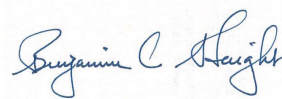
City and Borough of Juneau
CBJ Assembly
File No.: CSP2016 0008
July 13, 2016
Page 2 of 2

if the recommendation is procedurally required as a prerequisite to some other decision, according to the provisions of CBJ §01.50.020(b).

Project Planner:



Jonathan Lange, Planner
Community Development Department



Ben Haight, Chair
Planning Commission



Filed With City Clerk

July 18, 2016

Date

cc: Plan Review

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



Community Development

City & Borough of Juneau • Community Development
155 S. Seward Street • Juneau, AK 99801
(907) 586-0715 Phone • (907) 586-4529 Fax

DATE: June 27, 2016

TO: Planning Commission

FROM: Beth McKibben, Planning Manager
Community Development Department

FILE NO.: AME2016 0010

PROPOSAL: A Text Amendment to adopt the Housing Action Plan as part of the CBJ Comprehensive Plan

ATTACHMENTS

Attachment A - Draft Minutes, Affordable Housing Commission, June 7, 2106

Attachment B - Housing Action Plan, Planning Commission Review Draft, June 2016

INTRODUCTION

The City and Borough of Juneau Title 49 Land Use Code states in CBJ 49.10.170(a) that one of the duties of the Planning Commission is Comprehensive Plan review. Furthermore, CBJ 49.10.170(d) requires the Commission to “make recommendations to the Assembly on all proposed amendments to this title, zonings and re-zonings, indicating compliance with the provisions of this title and the Comprehensive Plan”. The Comprehensive Plan and its additions are incorporated into Title 49 at CBJ 49.05.200.

BACKGROUND

Juneau’s housing challenges are significant and long-standing. Housing Needs Assessments completed in 2010 and 2012 by the Juneau Economic Development Council found vacancy rates that indicated a critical shortage in housing. Based on these findings, the 2013 Comprehensive Plan recommended the development of a housing plan that strategizes methods to successfully create and sustain quality neighborhoods by developing affordable housing through a diversity of housing types and densities.

Planning Commission
 File No.: AME2016 0010
 June 27, 2016
 Page 2 of 3

Further, in 2014, the adopted Juneau Economic Development Plan found that Juneau's housing supply does not meet demand in terms of housing type, size, price, or location. One of its ten initiatives was to "Promote Housing Affordability and Availability". The plan placed the development of a housing action plan as the first of four objectives. Supporting the findings from the previous studies of 2010 and 2012, the Juneau Economic Development Plan further strengthened the case for the critical need of housing for all ages and income groups in order to obtain and maintain a strong and stable economy.

In 2014, the Affordable Housing Commission (AHC) requested funding from the Assembly to undertake the Housing Action Plan. After receiving approval, the AHC worked with staff from both the Community Development and Lands Departments to develop a scope of work. In January 2015, CBJ contracted with czb LLC, a planning firm from Alexandria Virginia specializing in housing analysis and neighborhood revitalization strategies.

The consultants met with housing providers, developers, real estate and finance professionals, elected and appointed officials, city staff and the AHC to gather information. The AHC, serving as the steering committee, worked with the consultants to synthesize the input, which the consultants analyzed and presented to Juneau residents in public meetings, seeking additional feedback. Meeting regularly with the AHC, the consultants presented a draft plan to the Assembly on October 26, 2015. Further refinements were made prior to czb handing off the plan to CBJ for final public input and subsequent adoption. At the June 7, 2016 meeting, the Affordable Housing Commission voted to move the plan to the Planning Commission.

The Housing Action Plan offers new thinking which incorporates the integration of housing into every aspect of community-wide priority-planning and recommends 30-year goals to build 1,980 new housing units and preserve 750 existing units. The plan includes a wide range of strategies and recommended actions which, if pursued with determination, are expected to:

- promote economic growth;
- give homeowners more options for up-sizing, down-sizing and relocating within Juneau;
- allow more families to move from renting to owning at an affordable price;
- ease stress on the rental market and reduce homelessness;
- enable younger workers and students to continue to live in or move back to Juneau to enjoy the support of their families; and
- help seniors to remain in Juneau and afford the services they require.

Nine primary solutions are recommended by the plan. Each recommendation includes a list of implementation steps as well as metrics to measure achievement of the recommendation. The recommended solutions are:

- Formally adopt the plan into Juneau's Comprehensive Plan
- Grow the Affordable Housing Fund and its potential uses
- Create and fund a full time housing director
- Grow the supply and diversity of housing, aiming at specific numerical targets, through new construction and preservation
- Preserve existing affordable housing

Planning Commission
File No.: AME2016 0010
June 27, 2016
Page 3 of 3

- Develop new policies for the use of CBJ-owned lands and assets to achieve key housing goals
- Update CBJ zoning tools/regulations with a focus on housing
- Develop small area/neighborhood plans with detailed incentives and direction on housing
- Develop a downtown strategy that has explicit housing elements

The plan states that there are no silver bullets that single-handedly reinvigorate or realign Juneau's housing market. While available capacity and funding may limit the number or scale of the actions taken, one thing is clear - Juneau must take action if our community is to remain vital and thrive in a globally competitive world.

STAFF RECOMMENDATION

Staff recommends that the Commission review the draft Housing Action Plan and recommend to the Assembly its adoption as an addition to the Comprehensive Plan.

Draft Minutes Affordable Housing Commission
Tuesday, June 7, 2016 - 5:15 pm
CBJ Conference Room #224
155 S Seward Street, Juneau, AK 99801

I. Call to Order

Commissioners Present: Margaret O'Neal; Tamara Rowcroft; Mandy O'Neal-Cole; Wayne Coogan; and Kathleen Strasbaugh; Russ MacDougal; and Norton Gregory

Commissioners Absent: Honey Bee Anderson; and Erin Walker –Tolles (resigned 6/7/16)

Staff Present: Scott Ciambor, Chief Housing Officer; Greg Chaney, Lands Manager; Beth McKibben, Planning Manager, and (briefly at outset) Rorie Watt, City Manager.

Assembly Liaison Present: Kate Troll

Others Present: None.

II. Approval of Agenda

Mandy moved amending the agenda to include AHC public comment protocol for commissioners be added. Approved unanimously.

III. Approval of Meeting Minutes

Draft minutes for regular meetings of April 5, 2016 and May 3, 2016 and a special meeting on April 30, 2016, were presented and approved unanimously with following amendment: May 3 commissioner and staff comments, if any, were unrecorded.

IV. Old/New Business

a) Finalize & Recommend Housing Action Plan (HAP)

Wayne passed along reservations expressed to him about regulation of apartments described on Page 54. Four landlords contacted Wayne regarding concerns about registration and inspection of apartments could put undue burden on landlords, and that should the HAP become adopted as the housing chapter of the Comprehensive Plan, CBJ staff could be emboldened to implement inspection and enforcement without due public process. Commissioners and staff discussed that how implementation of the HAP would still be prioritized by Assembly and CBJ management and subject to normal ordinance, appropriation, internal policy and staffing, most of which included some public or review process before commencement. There was discussion about the HAP and Comp Plans being “aspirational” and not automatically having the force of regulation. There was discussion about whether every tool recommended in the HAP would automatically be used. Greg asked if the commission was fully supportive of inclusionary zoning. Most commissioners indicated support.

Kathleen moved acceptance of the Housing Action Plan for review by the Planning Commission. Six for the motion. One against. Motion passed.

b) AHC Task List

Margaret explained the table she provided that came from the implantation matrix at the back of the Housing Action Plan. The commission began reviewing the list of implementing actions in

relation to whether they were consistent or part of the three priorities¹ chosen at the April 30 strategic planning session. The commission discussed whether the actions fit with these priorities. Scott agreed to review the list in relation to his work plan and provide feedback about where he sees the AHC's work being most helpful.

Commission assessed HAP implementing actions 1a-7e to determine whether they fit into the current AHC top priorities. This process, along with further defining and prioritizing for an AHC Task List, will continue at the next meeting.

c) Response to Builders / Recommendation for Pederson Hill

Item was tabled because City Manager, at beginning of the meeting, proposed meeting with AHC and builders to respond to concerns expressed at Lands Committee over Pederson Hill. He also explained the Planning Commission's role in recommending CBJ projects.

d) Public Comment Protocol

Mandy expressed concern that the public perceives AHC to have a position opposing Pederson Hill subdivision because of public testimony by Margaret, Wayne and Kathleen at the Lands Committee. Margaret and Kathleen stated they were both careful to say they were not speaking for the commission and that while they had different concerns about Pederson Hill (Kathleen's was for more density – closer to the recommendations in the HAP, and Margaret's was that given cost of construction, single family homes would not ultimately be affordable for the target market), they did not recommend the Land Management Plan not be approved. Wayne did not identify himself as a commissioner. There was some discussion about how and whether commissioners should speak out on issues the commission had taken a position on and whether it was ever possible to be sure the press would represent comments accurately. Mandy felt it was important, especially when promoting the HAP, the commission speak with one voice to be most effective. Greg offered that if the Pederson Hill concerns had caused the Lands Committee to not move the Land Management Plan forward, it would have been a major setback. Margaret suggested that voicing dissent or concern could be appropriate even after AHC has taken a position, because of new information or time constraints and that disruption that leads to a better outcome is a good thing. Wayne said it was not feasible everyone would always agree. Kathleen suggested issuing a statement to address misperception. Commissioners agreed to think more about how to handle public testimony that is not consistent with AHC's recommendations that both establishes boundaries/protocols yet still provides flexibility for members to respond to issues/concerns that are important to them in a timely way and without violating the open meetings act. Scott will ask Beth McEwan for guidance. The discussion will be continued at the next meeting.

V. Chief Housing Officer's Report

Scott went through his presentation to the Assembly about the housing continuum in Juneau, current and possible future CBJ involvement in housing. Scott gave the same presentation to

¹

1. Push adoption and implementation of the Housing Action Plan with/through the CBJ
2. Develop funding streams for housing
3. Clear the path for private sector housing development, and review policy and practices of CBJ to get more housing (these two topics were ranked the same and seemed to be two sides of the same issue).

AHC as he did to Lands Committee and Planning Commission. Margaret asked about the financial report in the Chief Housing Officer's Report, specifically the \$249,000 resources used in FY16. Tamara said it was detailed in the CBJ budget and she will look for it.

VI. Public Participation on Non Agenda Items. There was none.

VII. Future Agenda Items

- a) Continue AHC Task List identification, refinement and prioritization
- b) Public comment protocol for AHC commissioners when not representing AHC
- c) Schedule for AHC appearance at CBJ committee/assembly meetings
- d) AHC review of revised PDG Switzer proposal and recommendation

VIII. Staff Comments. Beth McKibben said, on June 28, the Planning Commission will review the conditional use permit for the Assisted Living facility at Vintage Park. There is also a pending rezone across the highway from Pederson Hill, transitioned to D3 then D5 after access issue resolved – this is meant to be a clustered housing development. Greg Chaney said he is always willing and will make himself available to discuss Pederson Hill.

IX. Assembly Liaison Comments. Kate suggested AHC, in determining its action plan, pick a housing project like creating apartments over commercial properties downtown. She suggested AHC grab hold of a couple projects and bring them forward.

X. Commission Reports. Norton Gregory said THRHA is looking at starting a tribal VASH program but have had trouble finding a case manager with an MSW. The salary will be paid by the Veterans Administration. Scott suggested Norton contact Gastineau Human Services, which is also looking. Others passed.

XI. Date for Next Meeting – July 5, 2016.

XII. Adjournment – 8:07 PM.

Housing Action Plan

City and Borough of Juneau

Prepared for and Under the Direction of the
City and Borough of Juneau, AK –
Community Development Department by czbLLC
October 2015 (Rev. 11/18/15)
Planning Commission Review Draft June 2016



Challenges & Problems

- The problem of having a stuck market
- A very informed and aware community
- How to get unstuck
- Creating a new framework

Key Observations

- Juneau needs a comprehensive housing strategy
- The community is already on board
- Juneau has a built in affordability disadvantage
- Inefficient land use policies worsen the situation
- Affordability *is* a problem, but not *the* problem
- The underlying root of the housing problem is a fragile economy
- There is a notable lack of product volume and diversity for young families
- Juneau can absorb the volume and diversity the market needs
- It is imperative that the market provide for aging in place
- Starter rental housing is in short supply
- Employers are doing a lot that could be durably leveraged

Recommendations

- Formally adopt *this* plan, into Juneau's comprehensive plan
- Grow the Affordable Housing Fund to a meaningful level
- Create and fund a full time housing director position in the CBJ
- Grow the supply and diversity of housing aiming at specific numerical targets through new construction and preservation
- Preserve existing affordable housing
- Develop new policies with a specific housing link for CBJ-owned lands
- Update CBJ zoning regulations to have specific housing links
- Develop small area plans tied to new policies affecting CBJ lands and updated zoning regulations
- Develop a specific strategy for Downtown that has explicit housing elements

ACKNOWLEDGEMENTS

City and Borough of Juneau

Rorie Watt, City Manager
Kim Kiefer, Former City Manager
Mila Cosgrove, Deputy City Manager

Assembly Members

Ken Koelsch, Mayor
Mary Becker
Karen Crane, past Assembly Member
Loren Jones
Jessie Kiehl
Jerry Nankervis
Maria Gladziszewski
Kate Troll (Liaison Affordable Housing Commission)
Barbara Sheinberg, past Assembly Member
Debbie White
Jamie Lynn Bursell

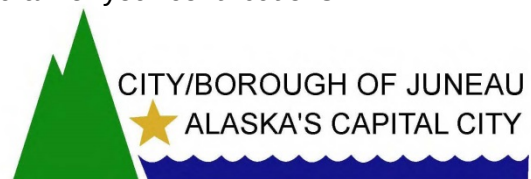
Planning Commission

Ben Haight, Chair
Paul Voelckers, Vice-Chair
Bill Peters, Clerk
Michael LeVine
Matthew Bell
Nathaniel Dye
Carl Greene
Percy Frisby

Affordable Housing Commission

Margaret O'Neal, Chair
Wayne Coogan, Vice-Chair
Norton Gregory, Secretary
Mandy O'Neal Cole
Tamara Rowcroft, past Chair
Russ McDougal
Erin Walker-Tolles
Kathleen Strasbaugh
Honey Bee Anderson

Many groups and individuals contributed to creation of the Juneau Housing Action Plan.
The City and Borough of Juneau thank you all for your contributions.





March 11, 2016

Dear Reader:

Juneau has a well-documented housing problem. For many years the community has recognized that the Borough suffers from a shortage of supply, limited housing choice, and high cost burdens for many who are forced to pay more than 30% of their income for housing. Unaffordable and inadequate housing depresses economic growth, hurts families and threatens Juneau's outlook for a prosperous future.

The City and Borough Assembly established the Affordable Housing Commission (AHC) in 2006 to begin tackling these problems. Since then the AHC has launched and supported many housing initiatives, but despite these efforts Juneau's housing problems persist. One of the recommendations the AHC made in the 2013 update to the CBJ Comprehensive Plan was that it was imperative for Juneau to develop a Housing Plan.

In 2015, the Borough hired an outside firm – czb LLC, from Alexandria Virginia, to complete the Housing Action Plan, with the goal of obtaining "fresh eyes" to the problem and bringing "fresh ideas" in response. The Housing Action Plan is result of the collaboration of our consultants, czb LLC, the AHC and the community of Juneau. The plan recognizes the work Juneau has done to address these challenges. It also makes quite clear that we need to go farther and be more aggressive if we want to make real progress.

Access to quality, affordable housing opportunities throughout all of Juneau is instrumental in creating a community that is strong, productive, vibrant and whole. The Housing Action Plan provides a framework for a new direction for Juneau housing policy. It has been designed to create fluidity in Juneau's housing market, create an inviting place for workers and new families to call home, and enable seniors to age in the community.

Sincerely,



Tamara Rowcroft, Chair
Affordable Housing Commission

155 So. Seward Street, Juneau, Alaska 99801-1397

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Executive Summary

Housing Action Plan

Committed to sustaining Juneau as a dynamic place to live, the CBJ contracted with czb LLC, a planning firm from Alexandria Virginia. Specializing in housing analysis and neighborhood strategy, czb worked with Juneau residents to develop this Housing Action Plan. The Plan offers a framework for a new direction in Juneau housing policy, one that strives to create fluidity in Juneau's housing market, creates an inviting place for workers and new families to call home, and enables seniors to remain in the community.

Juneau's housing challenges are significant and long-standing. Completed in 2010 and 2012 by the Juneau Economic Development Council, the Housing Needs Assessments found vacancy rates that indicated a critical shortage in housing. Based upon these concerning findings, the 2013 Comprehensive Plan recommended undertaking a housing plan that strategizes methods to successfully create and sustain quality neighborhoods by developing affordable housing through a diversity of housing types and densities.

In 2014, the adopted Juneau Economic Development Plan further found that Juneau's housing supply does not meet demand in terms of housing type, size, price, or location. Its top ten initiatives included the development of a housing action plan. Supporting the findings from the previous studies of 2010 and 2012, the Economic Development Plan further strengthened the case for the critical need of housing for all ages and income groups to gain and maintain a strong, stable economy.

The consultants, working with elected officials, appointed officials, including the CBJ Affordable Housing Commission (AHC), developed the Housing Action Plan. The consultants met with housing providers, developers, real estate and finance professionals, elected and appointed officials, city staff and the AHC to gather information. The AHC, serving as the steering committee, worked with the consultants to synthesize the input, which the consultants analyzed and presented to Juneau residents in public meetings for additional feedback. Meeting regularly with the AHC, the consultants presented the draft Plan to the Assembly on October 26, 2015. Further refinements were made prior to czb handing off the plan to CBJ for final public input and subsequent adoption.

Juneau's well-documented housing challenges require a new political and economic framework. This framework, at its core, should be driven by the expressed desire of Juneau residents to be a part of a community where people live, work and thrive throughout their lives. Developing and implementing a new housing framework for Juneau must be grounded in the basic question, "What do we desire as a community, and how willing are we as a community to fund housing programs, making tangible trade-offs to achieve the community we envision?" If affordability for moderate and low income

households is deemed a good thing in Juneau, worthy of having, obtaining it will have costs in some shape or form.

The Plan identifies the primary problem in providing adequate housing as having a “stuck market” and the primary challenge is how to get “unstuck.” The Plan is structured in two parts: the first describes Juneau’s housing challenges and its causes; and the second identifies solutions and provides specific recommendations for implementation. Key recommendations are summarized in Appendix 2, the Action Table.

The Plan recognizes the work already undertaken by Juneau to address these challenges. It also makes clear that it has not been enough. In order to make real, lasting progress, we must be more aggressive. The Plan emphasizes that the community must recognize that in order to solve our housing challenges, there must be trade-offs. If the community truly desires and values a healthy housing market then it must:

- Spend its own resources. Commit dollars from taxpaying Juneau residents, businesses, and property owners to back a bond, a housing levy, or other form of dedicated and significant public funding to offset excessive housing costs or mitigate developer risk – unstick the market. Quality housing and neighborhoods have costs, be they financially in the form of subsidies; density of developments on smaller swaths of land; or environmentally in the consumption of open space.
- Uphold policies. Support and uphold the policies needed to promote and encourage housing development, and require or mandate market behaviors currently missing.
- Create housing. Encourage more housing for young families, workers, and a growing senior population through incentives such as providing CBJ land or gap financing.
- Streamline permitting. Adjust zoning, permitting and related land-use processes to encourage clustered, moderate-density, and mixed-use development that utilizes existing infrastructure, which occurs with creative public financing coupled with design regulations and standards that ensure quality neighborhoods.

1,980 by 2046

The key goal recommended in the Plan is 1,980 newly constructed units for all housing types by the 30-year mark with an annual goal of 66 new units. The Plan breaks this recommendation into number of units by type, for example “independent senior housing”. The Plan further recommends a 30-year goal of preserving 750 existing units, as well as annual preservation targets.

Nine primary solutions are recommended by the Plan. Each recommendation includes metrics to measure achievement of the recommendation, as well as a list of implementation steps needed to successfully achieve the recommendation. The recommended solutions are:

- Formally adopt the Plan into Juneau's Comprehensive Plan
- Grow the Affordable Housing Fund and its potential uses
- Create and fund a full time housing director
- Grow the supply and diversity of housing aiming at specific numerical targets through new construction and preservation
- Preserve existing affordable housing
- Develop new policies for the use of CBJ-owned lands and assets to achieve key housing goals
- Update CBJ zoning tools/regulations with a focus on housing
- Develop small area/neighborhood plans with detailed incentives and direction on housing
- Develop a Downtown strategy that has explicit housing elements

The Plan states that there are no silver bullets that single-handedly reinvigorate or realign Juneau's housing market. While available capacity and funding may limit the number or scale of the actions taken, one thing is clear - Juneau must take action if our community is to remain vital and thrive in a globally competitive world.

This report provides a framework for a new direction for Juneau housing policy. It has been designed to help create fluidity in Juneau's housing market, create an inviting place for workers and new families to call home, and enable seniors to age in the community. The framework contained here requires more direct effort by the public sector than has historically been the case.

Part 1:

Housing Market Challenges & Problems

Challenges and Problems

Juneau's population has been relatively flat for more than a decade. This is projected to remain the case through 2040.¹ Juneau has what may be called a "*what comes first*" problem. If people can't find places to live, new workers and families considering moving to Juneau won't move there. If new families and workers don't move to Juneau, it won't be in a position to grow its economy. State workers currently have challenges finding places to live as do private sector workers. The stuck nature of Juneau's housing market hampers the economic potential of Juneau.

When the value of housing is uncertain, the willingness of the market to take risks declines. In Juneau today, many in the private sector view investment in the housing market as too risky. As a result, new housing products come on line infrequently. This greatly restricts the supply, or availability, of housing, in general and at specific points on the housing ladder. Limited choice in the housing market discourages businesses to invest because their employees have no place to live. It stifles entrepreneurial activities because businesses don't have potential employees living in the community to hire. It discourages people to move to Juneau for vacation housing or retirement.

Just as a consumer wouldn't want to go to a grocery store with only a small shelf of products, consumers don't like to participate in a housing market that does not have enough choices to satisfy their needs. To overcome these risks, those developers who do choose to invest typically do so only at the highest price points. This contributes to the community's housing stocks being less affordable, making it particularly hard for young families and lower wage workers to call Juneau home.

The focus of new housing at the higher price point makes it harder for current residents to move into new homes. Would-be sellers stay put because they are unable to move into new homes due to the lack of options. When these households do not move through the housing ladder – from starter homes up to dream homes – there are two results: 1) developers have even less incentive to provide the array of housing options needed for Juneau's housing market to be healthy; and 2) choices of entry-level homes are further restricted because "starter" homes become "lifelong" homes for residents

¹ Alaska Population Projections 2012-2042; Alaska Department of Labor, April 2014 pp 10-12 and 17-23.

and therefore are only infrequently made available to another young family or working household. Juneau's housing pipes are clogged.

A lack of confidence by developers for a positive return on the basis of real and perceived risks in the local economy, coupled with limited movement through the housing stocks creates a situation that forces many to look elsewhere to live and will ultimately threaten Juneau's ability to maintain its population. This certainly weakens Juneau's chances for population and economic growth. In this way, the development and implementation of a robust and strategic approach to housing in Juneau is the community's most important economic development initiative.

Furthermore, when there is little available housing on the market and little, if any, incentive for the private market to correct for this, most of the housing stock becomes stale. This further clogs the housing pipeline. When local housing markets become truly stuck, as *Juneau's has been for some time*, challenges on the owner side of the market spill onto the rental side. Renters hoping to buy their first home discover they cannot, and like owners, stay put. This lowers rental vacancy rates and puts pressure on rents. The clogged housing pipeline prohibits renters from purchasing their own homes as well as eliminating the opportunity for renters in subsidized housing to move up the housing ladder as well.

This is a problem with important contextual notes.

For starters, Juneau's housing problem is a long-standing one. The Borough's market has been stuck for an extended period of time. While Juneau has made strides to address these housing issues, its housing market is stuck to such a degree that far more effort is needed. As trends in sales and new development make clear, this is not a situation that the "market" is likely to magically "fix."

There are too many factors, real and perceived, standing in the way: land scarcity, higher development costs stemming from higher material costs, a difficult financing market as many lenders rely on decision making outside of Juneau, high labor costs, and the highly seasonal and state-dependent nature of the local economy. Taken together, these factors create too many expenses and too much risk for private developers and funders.

Explicit action to address either side of this equation – the expenses or the risks – will be required to better engage the private sector in Juneau's housing market to create more affordability and availability and, ultimately, rewrite currently soft projections for population growth and economic vitality.

Community Awareness

It is clear that the general public is aware of these issues and ready for bold action. The examination of 688 survey responses to the community wide survey highlights a general

consensus around two especially telling views:

- Fully two-thirds of respondents agreed that “there are not enough options for people, especially entry-level workers and seniors” and that Juneau, in general, has “a shortage of housing options.” One-third identified these shortages as a key reason why the community “has a hard time attracting workers.” Nearly half of all respondents (44%, or 302 out of 688) chose the terms “rundown,” “outdated,” and “aging” to describe Juneau. Roughly one-third considered the community to be “threatened” and unlikely to grow. At the same time, just 18 respondents (2.6% of those surveyed) chose the terms “vibrant” and “strong identity,” and only 12 (1.7% of those surveyed) selected “inviting,” to describe Juneau today. This contrasts somewhat to the kind of community survey respondents want: one that is affordable (49%), family friendly (41%), and sustainable (37%).
- Over half (59%) of survey respondents felt that existing systems and process “are not building enough housing to meet our community needs” and/or “have fallen behind where we should be with regard to housing.” The vast majority of respondents felt that municipal government should perhaps (31%) or absolutely (57%) “play a more active role to address housing issues, choice, availability and cost.” Three-in-four respondents (29%) would consider or already support (44%) the municipal government assuming “a direct financial role” to tackle housing issues. And most (69%) would allow for greater height and density in certain areas of the borough if it would create more housing options for local workers and seniors, use the community’s existing infrastructure more efficiently, and/or protect the area’s natural resources and “unique services and features” that residents enjoy.

The community strongly reaffirms what the data make clear: the implementation of good housing policies for Juneau is economic development policy just as much as the continued failure to sufficiently address housing availability and affordability undermines Juneau’s economic potential.

Getting Unstuck

Significant expense over the years has gone into procuring study after study, each reinforcing the findings of previous analyses. It is our hope, with this report, to build on the excellent research and policy work of the past by turning those previous findings and new ones contained here into specific steps that the Juneau community can take to respond to what is by now a well-understood set of interrelated housing and economic development challenges. These specific steps are found in Part 2 of this plan, Solutions.

Fortunately, these types of challenges are not unfamiliar to other municipalities nationwide, including places throughout the Mountain West that are similar in

important respects to Juneau. Other communities are using an array of tools such as bonds and levies, inclusionary policies, density bonuses, and public-private partnerships to successfully affect the availability and affordability of their housing stocks. Juneau can learn from these communities as well as develop its own solutions for the unique nature of its conditions.

The framework created by this plan does not only recommend more direct effort by the public sector than has historically been the case. More is not the sole antidote to insufficient. While more money is needed, more alone will not fix what is not working. A fundamentally different kind of response is called for, one that is robust in terms of dollars and is more partnership-oriented. Juneau cannot rely on some phantom notion of the so-called unfettered market.

Juneau's housing market, in reality, is not "free" at all. The market is already operating with a substantial and peculiar type of public intervention, propped up by high government wages and a disproportionate government-oriented (public subsidy-driven) economy. It also relies on the involvement of several large employers that have explicitly tried to address the challenges faced by their own employees. If these interventions can be harnessed, instead of resulting in a poorly functioning housing market, they could be vital components of a larger strategy to address the array of housing choices, and the cost of those choices, in Juneau.

Creating a New Framework

A review of the Borough's Comprehensive Plan and Zoning Ordinance, data from several sources such as: the State of Alaska's Department of Labor and Workforce Development, the 2012 Housing Needs Assessment, the US Census and the American Community Survey) as well as a number of reports commissioned by the CBJ and the Juneau Economic Development Council, leads to the conclusion that Juneau's long- standing housing problems are real and business-as-usual will only exacerbate them.

How would a new framework for housing policy look compared to the current course?

- Elevate housing as a priority – strongly support staff to oversee housing-related issues and strengthening the borough's approach to housing availability and affordability in existing plans. Juneau should reframe the larger narrative in Juneau with respect to municipal finance, economic stability, and housing such that it is clear that they are all dependent on each other.
 - o Elevating housing would also mean utilizing tools proven elsewhere to be meaningful in addressing availability and affordability issues, such as density and height bonuses and inclusionary zoning; and doing so at

scale. These would be incorporated into the Borough's Comprehensive Plan, by adding this report as a new chapter, as well as its Zoning Ordinance, not as mere statements of aspiration, but in the form of assertive policy objectives in the Plan and regulatory requirements in the Ordinance.²

- o Without these tools in place, current planning and regulatory documents ostensibly used to guide land use and development in Juneau are set up to neither successfully address the totality of the housing market's shortcomings, nor to properly guide policy makers and the community in prioritizing Juneau's housing needs. Current guiding documents in Juneau speak to the issue of housing, but they lack specific, measurable housing goals and fail to provide the development community with a clear picture of what types of new housing Juneau needs and can accommodate.
- Create stronger partnerships with both non-profit and for-profit developers. This includes creating a set of incentives to reduce private and nonprofit developer risk and to entice them to act in ways that help unstick Juneau's housing market; incentives that *convert the aspirations made clear in the plans into new units on the ground*.
 - o Such incentives could include below-market rate financing, shared equity investments, or transferal of low- or no-cost land and assets from the Borough's portfolio, for workforce housing or senior-oriented development. The market needs cost reductions and land to become unstuck, especially when it comes to products for first time buyers, lower-income renters, and retiring seniors. The public sector must provide these subsidies or deals won't get done (see *elevating housing as a priority*).
 - o While the Borough does not have an abundance of quality land or assets to transfer, it can, and under the right circumstance should, consider this. CBJ should be explicit about what belongs on the properties it transfers, and have provisions in place to hold the developers of those properties accountable for doing what they propose. If the community truly wants a functional housing market, it will have to create the room for one to emerge and prove profitable while also generating public benefit, and this will mean land and money.

² The Montana Creek West (MCW) Subdivision Phase 2a (12 units), approved as recently as 2013, is illustrative, and is amplified by the subsequent CBJ staff review (and recommendation for approval) of Phase 2B *while this housing policy project was occurring*. Staff concluded MCW is consistent with the CBJ's 2013 Comprehensive Plan. But that misses the point. The ULDR is inconsistent with the goals of economic diversity and housing affordability, so within the Comprehensive Plan itself is prime facia evidence of a lack of statutory commitment to affordable housing. Densities of 1-6 du/a run counter to the economics of housing affordability goals. Furthermore, staff analysis (conditions) is indicative of an insufficient review; missing is a criterion filtering out development that would add to the economic strength of the CBJ, not merely the presence of a threat to the value of adjoining property. "Will the proposed development substantially decrease the value of or be out of harmony with property in the neighboring area?" is a tautology that reinforces pre-existing conditions.

- Re-think resource priorities. *A market with Juneau's challenges cannot be fixed without spending dollars and making hard choices and trade-offs.* The good news is that the benefits of doing so – a better functioning housing market with choices for buyers and renters, and a more stable local economy – should outweigh the costs of these trade-offs and the required spending. These locally-generated resources would include:
 - o An affordable Housing Fund with at least \$3,000,000 in lendable, investable, and recyclable funding designed to support a range of housing-related objectives.³ A dedicated fund of this type and this magnitude is essential to countering the cost escalators associated with the borough's steep slopes, limited land, and high materials and labor costs and risks facing would-be Juneau developers.
 - o Additional local resources need to be re-budgeted to support related initiatives, such as downtown investments, code enforcement, staffing housing-related positions, and preparing public land and assets for redevelopment. Instead of looking to AHFC and other non-local sources to pay for Juneau's housing problems, the community should become self-reliant.
 - o Only 6% of survey respondents feel that "Juneau is presently capable of being economically self-sufficient, independent from money from the State or Federal government in the form of subsidies." Becoming economically self-sufficient, which half (50%) of survey respondents say they support, would require generating new local resources by reprioritizing spending and/or self-taxing through municipal bonds or property levies to raise funds to unclog the housing market.

The Borough's long-standing housing problem requires a new political and economic framework as well. One that, at its core, should be driven by the expressed desire on the part of stakeholders to be a part of a community where people can live and work and thrive throughout their lives. Developing and implementing such a new housing framework for Juneau must be grounded in the basic question, "what does the community really want, and how willing is the community to fight and pay for and make tangible trade-offs to achieve what it wants?"

To develop a new framework, it can be constructive to first understand the components

³ From Silicon Valley to Asheville, NC housing trust funds have operated for years, collecting resources (through taxes and other means) and investing them in projects to close cost and other gaps. The most significant of these is Seattle's Housing Levy with a per capita size in excess of \$200. Others are less generous. Burlington, VT's per capita rate of \$115 is in the high-middle of the range of the more successful funds in operation to today, and Austin's rate of \$73 is in the middle. Juneau's current trust fund per capita rate of about \$13 may be insufficient. High functioning trusts (Seattle, Minneapolis, Austin, Burlington) average \$93 per capita; at this rate, Juneau's trust would be about \$3M.

of Juneau's housing issues. The Borough *does* have an affordable housing problem for low wage households. The Borough *does* have a shortage of senior housing. The Borough *does* have a glut of older housing stocks on the one hand and a shortage of new product on the other. But only in part are these a function of the usual suspects: high materials and labor costs, limited land, and values outpacing incomes. The full picture is more nuanced.

No Free Market. The Juneau economy is not a “free-market” by any stretch of the imagination. Government-centric wages have distorted demand such that resulting prices bear little resemblance to quality.⁴ Obviously, Juneau wants to remain Alaska's Capital, yet that very status will perpetuate some elements of the housing problem. Not only does a portion of the community's housing problem stem from being the state capital, its ability to remain the state capital is ironically hampered by the same issues. The harder it is to find affordable and available housing in Juneau and the more precarious Juneau's economic future, the weaker the argument for Juneau as the state capital.

Strategy Needed. Strategies currently in play are not durable enough to significantly address Juneau's housing challenges. Existing strategies don't recognize that they relate directly to, and significantly inhibit, the borough's population and economic growth. Juneau's housing issues cannot simply be framed as affordable-housing-for-the poor problems. Juneau's housing issues are far larger than that; they include the lack of product for working and middle-income households and seniors and act as barriers to new businesses coming to town and impede expansion of existing business operations. As a result, addressing these housing market challenges is Juneau's most important economic development strategy. It may be wise to directly link this report, or a locally crafted rendition of it, to the CBJ Comprehensive Plan.

Workforce Impacts. Understanding first-hand the link between housing affordability and availability, and the ability to attract and retain a quality workforce, several Juneau employers have started implementing their own disparate and ad hoc system of providing or subsidizing housing for their workers. Under the umbrella of an organizing entity, and administered in a way to meet individual employers' needs while also positively impacting the housing market as a whole, these employers' investments in worker housing could go even further in unsticking the housing market and fostering additional economic vitality.

Using CBJ Land. Another way a new approach to existing aims could help positively impact the housing market relates to the way the borough handles the disposition of CBJ-owned land. The CBJ Land Management Plan makes important headway regarding the disposition of public lands for the purpose of righting the Juneau housing market. Similar work must be done to help the borough create comparable opportunities from those properties that fall into public ownership as the result of

⁴ The cost of housing in Juneau *should* be much lower than it is, given the condition and size of the majority of the stocks.

emergency code enforcement or demolition, such as that planned for the Gastineau Apartments.

The Potential of In-Fill. The potential for new housing development extends far beyond the developable parcels of public land and acquired blighted properties. Several sites served by existing infrastructure and already zoned for denser and/or mixed-use development currently house far fewer than they could. Drilled down neighborhood planning and specific, actionable neighborhood plans can both identify these locations (such as those areas surrounding Downtown, the Nugget Mall, and the hospital) and present clear alternatives for development and growth.

Leverage Existing Infrastructure. The need to most efficiently use existing infrastructure highlights the importance of acting to *preserve* the existing housing stock. Some of Juneau's older single-family housing stock was marginally built and has not been well maintained. This holds true to an even greater degree for the community's older mobile homes. Also, several older multifamily buildings, especially downtown, have either already been lost to deterioration or may soon be. Given the significant housing crunch, Juneau needs a proactive approach to either protecting or re-developing these units. *Preserve then develop.*

If the Juneau community wants a healthy housing market then it must:

- ❖ Spend its own resources – dollars from taxpaying Juneau residents, businesses, and property owners. These resources should support a bond, a housing levy, or some other form of dedicated and robust public funding to offset excessive housing costs or mitigate developer risk. Good things have costs, be it financial (subsidy), form (density and height), opportunity (inaction), quality of life (impeded view corridors), environmental (consumption of scarce open space). If affordability for moderate and low income households is deemed a good thing in Juneau, worthy of having, obtaining it will have costs in some shape or form.
- ❖ Authorize the Assembly to put in place the funds needed to unstick the housing market, and the policies needed to sometimes promote and encourage, and other times require or mandate market behaviors now missing.
- ❖ Create more housing for young families, workers, and a swelling senior population. And that will require land and gap financing.
- ❖ Adjust zoning, permitting and related land-use processes to encourage clustered, moderate-density, mixed-use development that makes wise use of existing infrastructure, which that can only occur with creative public financing on the carrot side and policies with teeth on the stick side (comprehensive plan).

As stated before, a healthy Juneau housing market is the key to a healthy Juneau economy. A healthy Juneau economy is one that is more self-reliant than subsidized. A new housing framework for Juneau will have to come from within, and that will mean the

community must both demand the benefits of a healthy housing market while demonstrating an actual willingness to bear its costs, whether in dollars or tradeoffs, or both.

Key Observations

A Comprehensive Housing Strategy is Needed

Juneau's Comprehensive Plan should add a new housing chapter and this report should be the initial draft of that chapter. Juneau's zoning regulations should be optimized to support the creation of a stable and well-functioning housing market in line with community needs.

There are presently too few incentives in place to encourage the creation of a diverse housing market for a range of incomes and life-stages. Juneau's Housing Trust Fund has insufficient resources to make a noticeable impact on the housing market. Zoning is not set up to encourage developers to make the most of existing infrastructure, nor to automatically allow for more intensive land uses as new infrastructure is added. Rules surrounding new construction and development are not always consistent or predictable.

Additionally, there is currently no municipal staff person dedicated to housing issues. As a result, there is limited coordination between CBJ and nonprofit housing providers. And there is no coordination between CBJ and local employers building or otherwise subsidizing housing for their workers. Several people interviewed by czb mentioned the need for such a full time person, one who would coordinate housing related-efforts and foster collaborations between the various housing market players.

Beyond these serious gaps, several key individuals interviewed by czb stressed that the community needs to be engaged and included in the development and understanding of a longer-term housing vision. Without community involvement, it will be hard (if not impossible) for the community to figure out how to prioritize local government housing-related spending and programming, which is something most survey respondents would like to see. Engagement should be instructive towards the goal of being constructive.

There is a strong desire for just such a long-term housing vision, as well as specific actions for CBJ and its public, for-profit and nonprofit partners to take. That is exactly what this document is designed to be, and what this process has been designed to have done.

To ensure that Juneau is doing all it can to support a healthy and diverse housing market, the Assembly must *explicitly link this report to the Comprehensive Plan, refine Juneau's zoning ordinance and development codes* to provide the incentives and regulations necessary to encourage the recommendations, and *hire a Housing Director* to foster and facilitate public/private partnerships and their ability to implement the recommendations described here.

The Community is Already on Board

The Juneau community is keenly aware of the need for such a comprehensive housing strategy. The community wants to be family-friendly, affordable for local workers, and sustainable for the long-term. It understands that the current housing market is limiting that potential. Residents understand that a stable economy, housing diversity, and quality-of-life go hand-in-hand. They believe the government, especially in the way it uses zoning and manages its land holdings, should play a role in helping address problems in the housing market. The community could benefit from a more focused conversation about the tradeoffs associated with shifting from business-as-usual to a new course of action, and such continued “give-get” dialogue is recommended. Many are concerned about the trajectory Juneau is on and do not see the emerging future Juneau as a place that will be as inviting and as attractive as it is now. They do not see the current economy as sustainable or self-sufficient. They have a specific desire to see their local government take action to support housing for workers, seniors, and families. They believe in an efficient government and want to maximize the community’s investment in infrastructure. They believe government should carefully guide housing issues, but also want to allow the marketplace to work without excessive government involvement. They want action and balance.

The community has a good grasp of the issues and challenges Juneau faces. They want there to be actions to address them, and understands the tradeoffs in terms of density, land-use and government activity.

Juneau’s Isolation Creates an “Affordability Disadvantage”

Construction costs in Juneau are higher than elsewhere due to the difficulty of obtaining supplies, the high cost and limited availability of developable land, difficult physical building conditions, a short construction calendar, difficulty finding construction workers and their high cost of labor, and high community expectations for quality. Financing for development in Juneau is also difficult as local lending institutions often have to go outside of Juneau for approval of loans, thus putting loan committee decisions in the hands of people that are not close to, or as knowledgeable about the Juneau economy and its potential. These factors inflate the price of “starter” homes, make it harder to build affordable housing for seniors or workers, and make the development of all but the most expensive homes too risky a proposition.

Countering these forces will require both private and public interventions in the housing market. Juneau cannot unlock its housing market and create affordability without specific zoning, targeted subsidies, and other private sector incentives to encourage the development and sustainability of lower cost housing. Governmental action that offsets some of these costs or otherwise mitigates a portion of developers’ risk can “prime the pump” of housing development and create a healthy market.

Inefficient Land Uses Make This “Affordability Disadvantage” Worse

Housing prices are inflated even more when existing infrastructure and land are not used efficiently. As described in the CBJ Land Management Plan, adding water, sewer, and roads to an individual lot can range from roughly \$47,600 to more than \$63,000. If that land is then used for low-density residential development, the price of those units will reflect these costs; if that land is slated for affordable housing, a substantial subsidy will be required to offset these costs. Alternatively, whenever new development takes advantage of existing infrastructure, or whenever land receiving new infrastructure is slated for higher density use, these costs can be defrayed in a way that does not overly burden buyers, renters, or taxpayers.

CBJ’s plans, zoning ordinance, development codes, and Land Management Plan, must all stress the value of utilizing existing infrastructure before building new and maximizing old and new infrastructure through higher densities and greater concentrations of uses wherever appropriate.

Juneau’s Housing Market is Stuck.

The unaffordability of for-sale housing in Juneau is well documented: the Juneau Housing Needs Assessment described Juneau’s “high cost of living and high real estate prices” (page 4). Compared to owner housing in Anchorage, for example, a larger share of Juneau’s stock is priced at or above \$400,000 (28% versus 19%) and a smaller share is valued below \$250,000 (30% versus 38%).

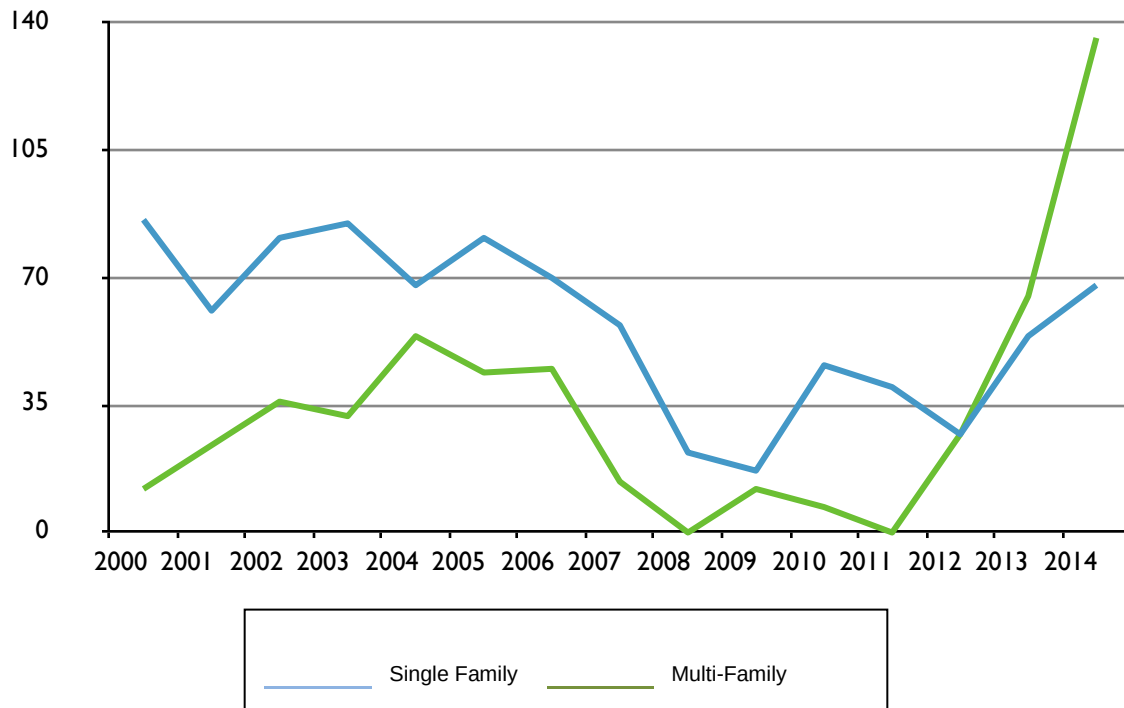
Higher wages do off-set these higher values for those households earning them. In 2013, Juneau’s median home value (\$309,900) was just over three times the community’s median owner income (\$97,917 that year) and about 3.8 times the community’s median household income (\$81,490). The median value was generally affordable to households (specifically owners and all households generally) at the median income. In San Francisco, in contrast, the median value of owner-occupied housing is 6.6 times the median owner income and nearly 10 times the median household income.

The larger issue in Juneau is the availability of housing choices for people across a range of incomes and life stages. Residents are well aware of this, and it was discussed in detail in the recent Juneau Housing Needs Assessment. According to that report, the “low supply rather than unsustainable market appreciation” is behind the current crunch (page 4).

Juneau, due to its isolated nature, does not benefit from a neighboring city or town to absorb some of its affordability issues. This magnifies Juneau’s predicament because it is solely responsible for its own housing issues. In less isolated communities, a nearby town would provide some of the housing options to offset gaps in affordability. For example, in Anchorage many employees take advantage of lower priced homes in the Mat-Su and commute to Anchorage.

Few new housing units are built in Juneau each year. According to the Census' Building Permits data, Juneau permitted, on average, just 58 single-family units and only 34 multifamily units each year between 2000 and 2014.

Number of Units Permitted in Juneau by Type, 2000-2014



Sources: U.S. Census Building Permit Data, czbLLC.

Given the cost of building in Juneau, most of the units that are constructed in a given year fall at the high end of the market. New construction permits were far outpaced by permits for residential remodels and/or additions, which, for example, averaged 430 annually between 2008 and 2011.

The good news is that Juneau homeowners spend money fixing up their homes. The bad news is that these improvements largely replace owners moving through the housing stock.

According to multiple listing service (MLS) data, there were about 150 to 200 single-family home sales per year between 2007 and 2013. At any moment in time, less than one percent of Juneau's housing stock is on the market. This rate far less than is healthy. On May 26, 2015, for example, there were only 49 single-family homes in Juneau listed for sale on the MLS, an amount equivalent to 0.6% of all single-family units in town (49 out of 7,697). While a similar share of Anchorage's single-family stock was listed for sale (0.6% of single-family units, or 451 out of 69,914), nearly 9% of Fairbanks' single-family homes were on the market on May 26th (590 units out of 6,725).

For some additional comparisons, 3% to 4% of single-family units – *five to six times Juneau's share* – were on the market in Minot (North Dakota), Rapid City (South Dakota), and Grants Pass (Oregon); and roughly 6% of single-family units – *or nine to ten times Juneau's share* – were on the market in more comparable Bozeman and Helena (Montana) and Bend (Oregon).

Geography	Single-Family Units	Single-family Units For Sale (May 26, 2015)	% For Sale
Juneau, Alaska	7,697	49	0.6%
Anchorage, Alaska	69,914	451	0.6%
Fairbanks, Alaska	6,725	590	8.8%
Bozeman, Montana	8,636	526	6.1%
Helena, Montana	8,131	464	5.7%
Minot, North Dakota	11,573	332	2.9%
Bend, Oregon	26,450	1,508	5.7%
Grants Pass, Oregon	10,422	394	3.8%
Rapid City, South Dakota	19,195	670	3.5%

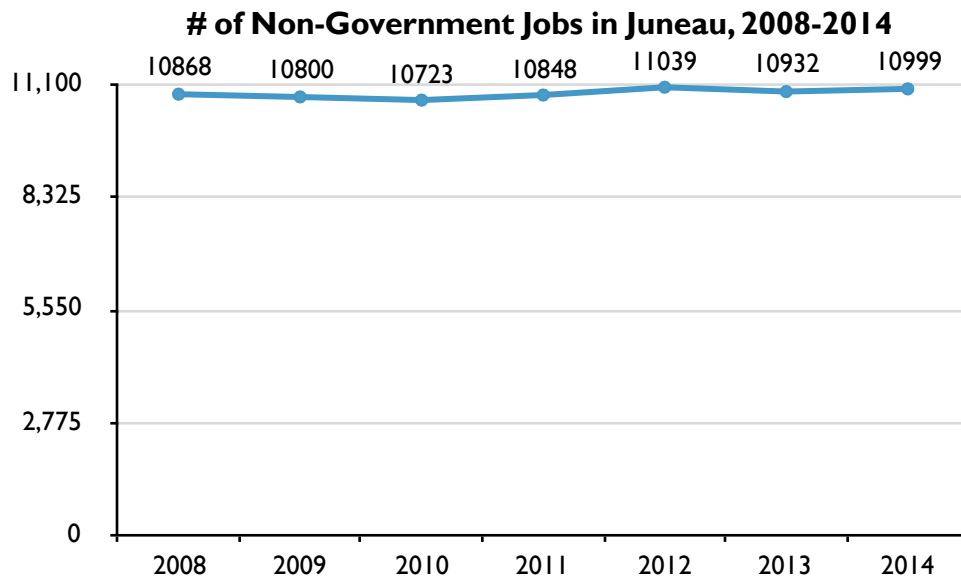
Sources: 2013 American Community Survey 5-Year Estimates, realtor.com.

This contributes to supply constraints as people are more likely to stay in their first home instead of moving as they age and earn more, or as they retire. Juneau's housing does not turn over quickly, and the re-sale of existing housing is significantly limited. The lack of available units and any barriers to homes transferring on the market (such as the availability of financing for the resale of mobile homes) are, in many ways, the key housing challenges facing Juneau today.

Juneau does not just have an affordability problem; it has a *quantity-of- choices problem* for people across the income spectrum and at all different life stages. New choices are needed so people can move and units can be freed up for new market entrants. Without this the entire market will remain over-priced but at the same time be unattractive, offering few viable alternatives, to potential newcomers.

A Stuck Housing Market = A Fragile Economy

Juneau's economy is precariously dependent on the borough not only maintaining its population at current levels but also being able to grow and on present employers not only maintaining their workforces at current levels but also being able to expand. When housing choices are as restricted as they are, population growth and economic growth are both severely limited. One sign of this reality: Since 2008, the number of non-government jobs in Juneau has been flat – up by barely 1%. This contrasts with, statewide trends. In Alaska as a whole, the number of private jobs was up nearly 7% over this same stretch of time.

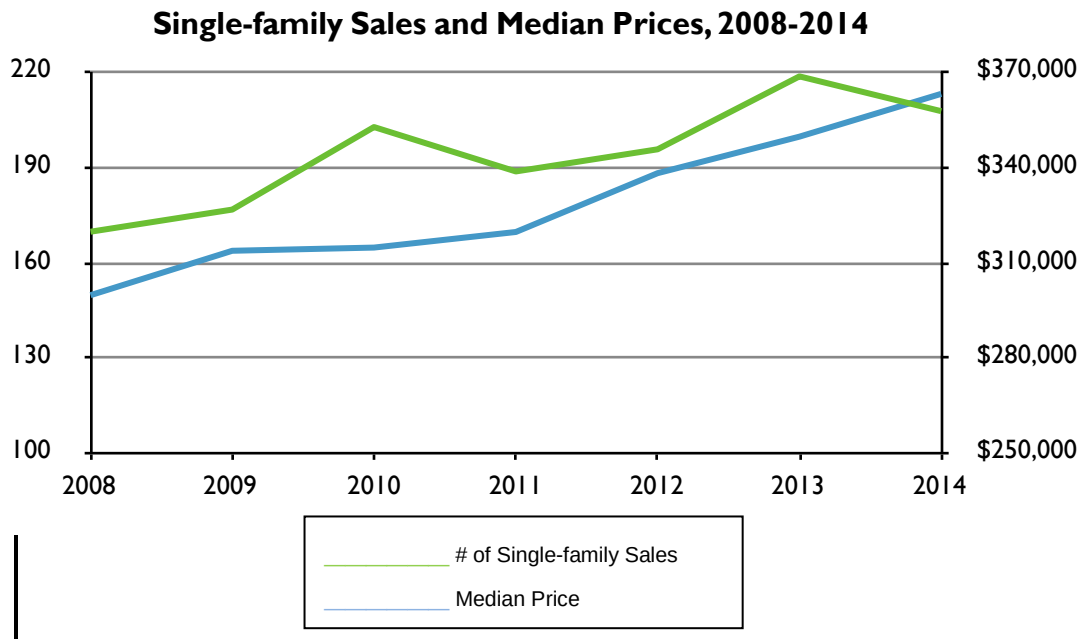


Sources: County Business Patterns, Alaska DOL, czbLLC.

Without starter homes for new young families, rentals affordable to and appropriate for entry-level workers, and independent or assisted living units aimed at enabling Juneau seniors to age within the community, the borough's workforce, population and home values will all inevitably decline. In many ways, this runs counter to popular thinking in Juneau. Understandably, since home equity often represents a household's largest asset, homeowners work hard to protect their homes' values. In Juneau, this has long meant community advocacy (by default and inaction) for keeping the housing market tight. The thinking goes like this: so long as the supply of housing is low, and so long as the demand for housing is at least somewhat higher, home values will remain high.

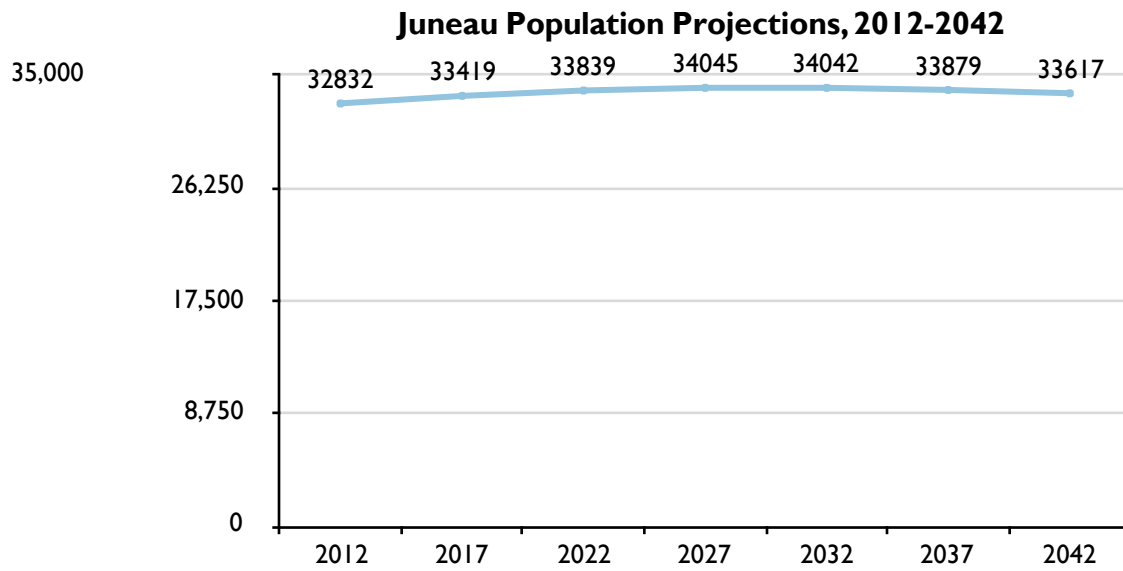
The paradox is that this approach – constraining the potential of the housing market – will ultimately lead to the exact opposite. As fewer young households are able to find appropriate housing and stay, or move, into Juneau; as fewer seniors are able to stay in Juneau as they need a greater level of assistance; as fewer employers are able to expand due to the lack of housing for new employees, everything – population, economy, and home values – will decline.

The lack of housing choices is a bigger constraint on the local economy and long-term home values than a greater supply would be. This cannot be emphasized enough. Time and again, the greater availability of an array of housing choices in markets with high demand translates into rising property values. Even in Juneau, as the number of single-family sales ticked up since 2008 (from 170 that year to 208 in 2014), so did the median sale price of single-family homes (from \$300,000 in 2008 to \$363,500 in 2014).



The quantity and median sale price of single-family homes rose together in countless other strong markets during this same time period; czb has seen such trends first hand in other czb client communities, such as Ann Arbor (MI), Charleston (SC), and Park City (UT).

Both Juneau's housing market and economy are currently on the wrong track. The Alaska Department of Labor and Workforce Development predicts that Juneau's population will remain nearly unchanged over the course of the next 30 years. The borough's population was 32,832 in 2012 and is predicted to be 33,617 in 2042 – a change of just 785 residents in over a 30 year time period.



Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section

Researchers project that any population gains during this stretch will come from births exceeding deaths, and to a degree greater than the number of residents lost to out-migration. Net migration numbers are expected to be negative for each 5-year period between 2012 and 2042. Births are expected to boost the population in the near term but be insufficient to do so by 2027-2032.

Components of Population Change, 2012-2042					
Year	Average Annual				
	Births	Deaths	Net Migration	Δ	Growth Rate
2012-2017	415	200	-98	117	0.35%
2017-2022	410	227	-99	84	0.25%
2022-2027	397	259	-97	41	0.12%
2027-2032	390	299	-92	-1	0.00%
2032-2037	389	338	-84	-33	-0.10%
2037-2042	389	367	-74	-52	-0.15%

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section

These projections and the reality they reflect are not only the result of little new construction but also a cause of it. When it is difficult to convince developers of the community's growth potential, they look elsewhere to invest. As a result, even fewer new units come into being and even fewer households end up migrating into Juneau.

While more supply, over time, could have some impact on prices, that concern is outweighed by the greater risk to long-term home values that comes when too many people write-off Juneau as a place to find a home and live. When that happens, people and businesses look elsewhere, state jobs slowly migrate out of Juneau and the local economy continues to underachieve.

Just as consumers will eventually stop shopping at a grocery store with unsatisfactory choices, housing consumers will stop looking at Juneau as well. Given the fact that the private market is creating housing for its employees and the many stories we have heard of people not finding a home to live in, there is good reason to believe this is already happening. There are many places in the United States with much larger percentages of the housing inventory on the market that have robust and dynamic housing markets. Increased housing inventory availability does not, as a rule, lead to a less dynamic market. It is an important part of the grease to smooth the mechanism of a healthy housing market and create the fluidity that Juneau needs.

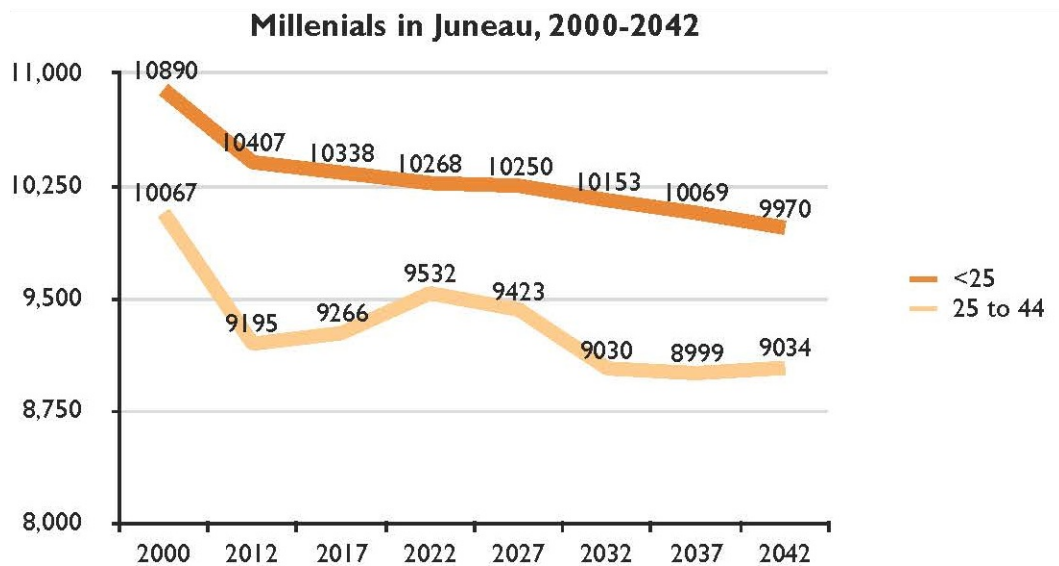
Changing this direction requires drawing the influx of new residents, especially younger adults who can start and raise families, giving Juneau a workforce and community into the future. It also requires that seniors age in Juneau rather than leave for better services elsewhere. With no proactive strategies to affect the number of in-migrants or the ability of seniors to stay in Juneau, the borough's present population and economic stability are both precarious. In a high cost setting it can be difficult to see, much less come to terms with, the fact that the future is one of flat or declining prices more typical of a weak market than the strong Juneau of peak past moments along its boom-bust continuum. Difficult to see or not, this is the reality.

With Juneau's stagnant population projections there needs to be more effort to attract and retain families, and that means spending to trigger higher density housing. It also requires being attentive to the housing and service needs of an aging population. And it means recognizing the central link between the borough's economy and its housing stock.

Juneau Lacks the Housing Products Demanded by Young Families

Given the often repeated stories of families unable to find suitable housing, czb is convinced that the lack of housing choices is a great constraint on the local economy. To keep the population stable or growing, a focused effort to attract and retain younger adults and families is critical. Without these cohorts, who require quality rental housing, starter homes, and move-up options, Juneau's population will decline, as will its economic prospects.

Current population projections for Juneau expect these age brackets, adults under 25 and adults aged 25 to 44, to decline dramatically over the next 30 years. Both groups are expected to lose roughly 1,000 people between 2012 and 2042.



Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section

Because of the limited turnover in housing stock, older homes, which in other places would be starter homes for new families, are not coming on the market. When they do, their prices are artificially high, even if they need to be fixed up, because the housing market is so constrained. The same affordability and availability challenges are also true for Juneau's rental market, putting younger potential in-migrants in a double bind.

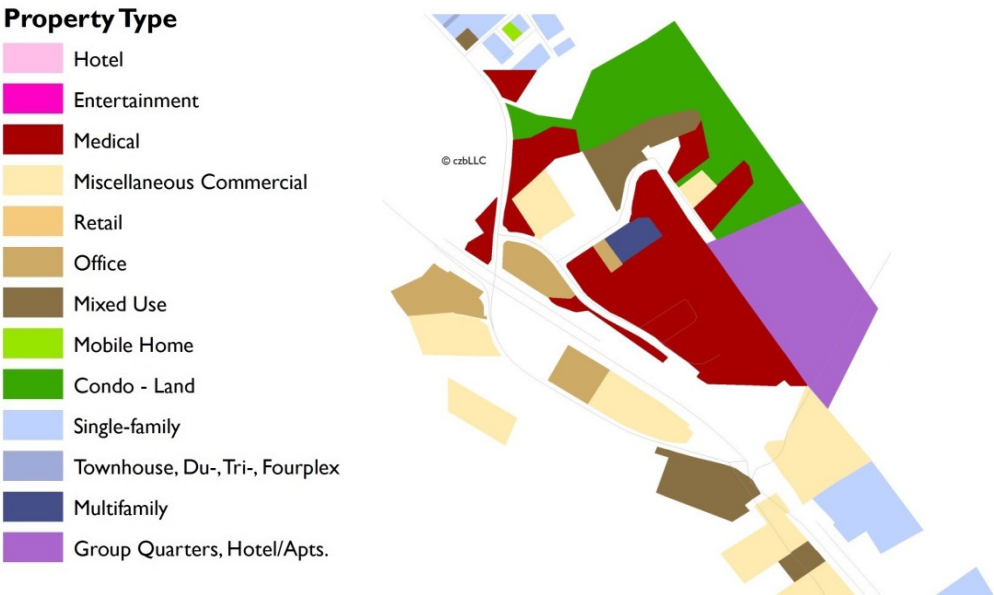
Juneau needs to incentivize development and design and implement zoning regulations and land-use policies that help the borough attract young adults and families. This means that such strategies must be both housing strategies and neighborhood strategies. The limited affordability and availability of for-sale housing and year-round rental units require a concerted effort to see that not only more housing units but *more types of housing units at more price points are developed*. How these housing units fit into Juneau, though, is very much a neighborhood issue. The natural growth constraints that surround Juneau – the mountains and inlets that, at the same time, provide the scenery and recreational opportunities that make the city so appealing, require that developable land be used as efficiently and effectively as possible.

The Capacity to Accommodate More Housing Exists throughout Juneau

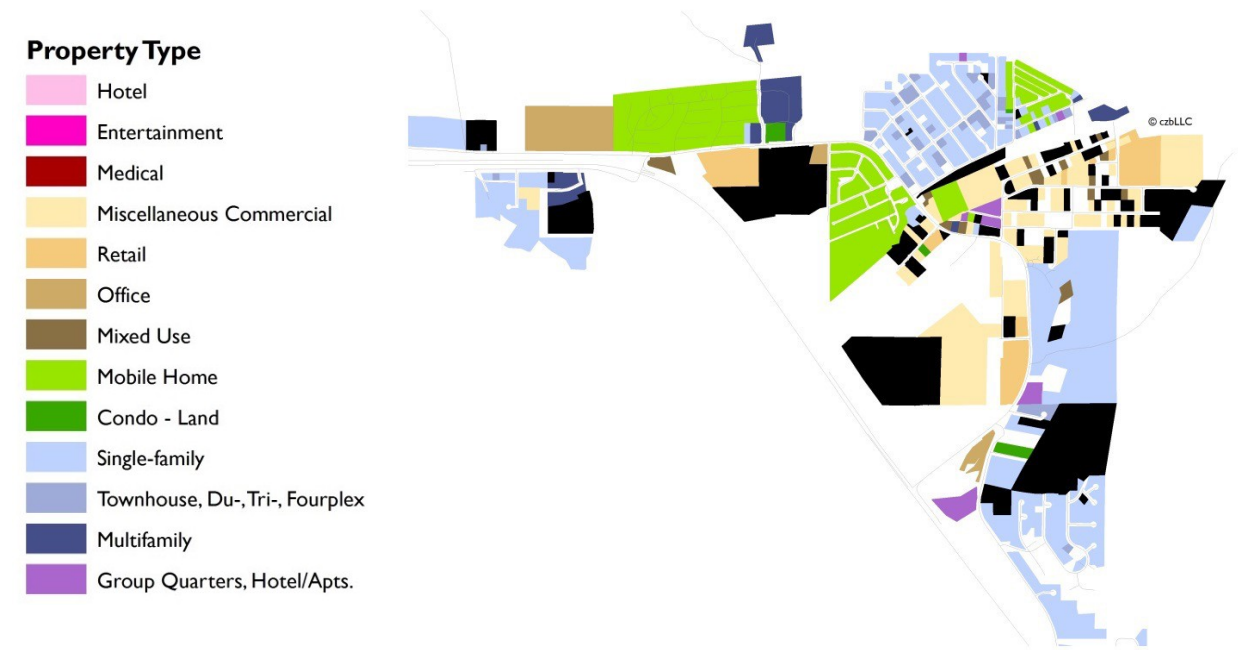
Juneau's downtown could be a much more vibrant, exciting place if more people lived there. Small scale industrial and retail areas of Juneau have great potential to be transformed into neighborhood-oriented mixed-use villages with a range of housing and business services. Older residential areas have the potential to add new housing in ways that would not detract from neighborhood character or feel. Numerous low-density sites exist throughout the borough – all representing excess infrastructure capacity and opportunities for addressing the affordability and availability of a range of housing types in Juneau. Each in their unrealized potential also stands as a beacon to inaction. The reduction in the number of such sites will be the best evidence that policies and dollars have been aligned to tackle the housing dilemma in Juneau.

It is recommended that Juneau pursue zoning and land use reviews for all neighborhoods, with the goal of highlighting where lower-density, single-use developments might be transformed into the types of mixed-use villages described in the Juneau Senior Housing and Services Market Demand Study (2014) and currently being developed in cities across the country. CBJ planning staff has already begun using this approach in certain sections of the city. These efforts would be easy to replicate, at a reasonable pace, elsewhere. Neighborhood plans provide planning staff the opportunity to drill down into specific areas, as well as also providing area residents the opportunity to participate in crafting the recommendations for an area's future and to understand where changes will and will not be made. This community engagement tends to reduce the incidence of NIMBY-inspired roadblocks to improvements.

For an example of where this may be appropriate, the area around Bartlett Regional Hospital has the capacity to accommodate more density and a wider mix of uses, including retail and additional housing, for example.

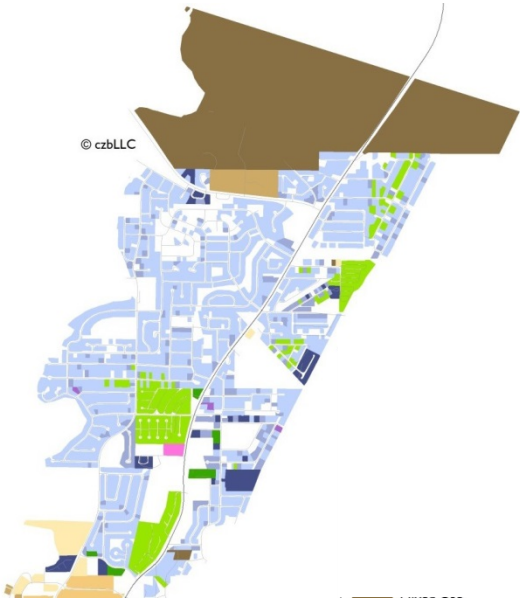


Lemon Creek has a number of vacant parcels and single-use zones where increased density and a wider array of uses could help address some of the lack of available housing, particularly units geared toward older residents and toward younger ones.



Prime examples of sites highly suited for dense, economically valuable, mixed-use development.

The same is true, too, in Mendenhall Valley, particularly on the neighborhood’s south side.



Nugget Mall



Safeway and surroundings

Nowhere is the importance of more efficiently using available land to address housing affordability and availability more important than in Downtown Juneau. While many buildings in the area require extensive, and expensive rehabilitation, rehabilitating these historic properties and creating a vibrant downtown have the potential to draw and keep households in Juneau more broadly. Of course, this will not happen, as noted throughout this plan, without a robust shift in policies and spending.

Property Type

- Hotel
- Entertainment
- Medical
- Miscellaneous Commercial
- Retail
- Office
- Mixed Use
- Mobile Home
- Condo - Land
- Single-family
- Townhouse, Du-, Tri-, Fourplex
- Multifamily
- Group Quarters, Hotel/Apts.

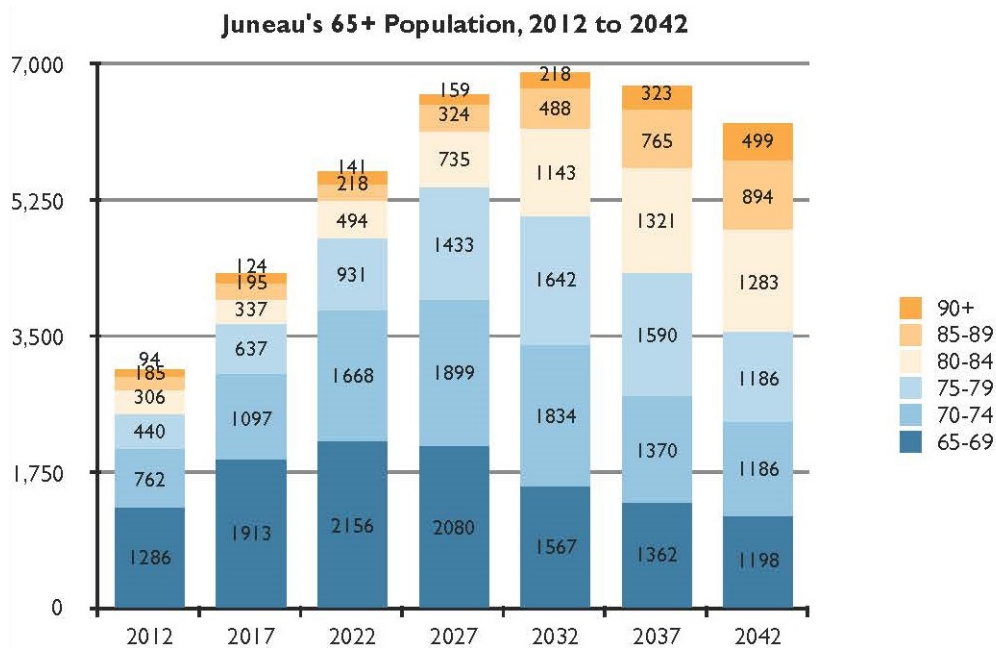


Juneau has the potential through zoning, public investment, and a downtown strategy to develop creative and long-lasting solutions to its housing market's challenges, solutions that will increase the desirability of living in Juneau and improve the long-term prospects of the community.

Housing is Needed for Young Households and an Aging Population

Juneau's declining number of births predicted by 2042 hint at another key component of the DOL's population projections: the age breakdown in Juneau is expected to change dramatically in the next thirty years. The number of Juneau residents aged 65 and older is predicted to more than double – from 3,073 to 6,246, and from 9.4% to 18.6% of all Juneau residents.

Furthermore, a growing share of the residents who are over 65 will be in older age cohorts. In 2012 and 2017, for example, about half of Juneau's population aged 65 and older will be between 65 and 69 years old; by 2042, just 19% of residents aged 65-years-old and older will be between 65 and 69 years old. In contrast, the population aged 85-years- old and older is expected to be five *times* larger in 2042 as it was in 2012: 1,393 residents vs. 279 residents.



Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section

These figures highlight two key issues to be included in any affordable housing plan for Juneau: 1) the need for additional housing for senior householders; and 2) the implications of an aging population for the housing market.

In response to these DOL projections, the recent Juneau Senior Housing and Services Market Demand Study (2014) found a need in Juneau for more assisted living units as

well as “the need for independent senior housing both with and without supportive services, short-term rehabilitation beds in skilled nursing facilities, dementia care, personal care assistant services, and a need for a more robust senior center system for Juneau” (page 4). That study determined that Juneau would need an additional 327 assisted living units by 2042 to meet the demand of the “silver tsunami” (pages 63, 14). The study further recommended that these units be co-located with senior independent housing units and medical services and supports to create a comprehensive aging-in-place community (page 63). The report went on to recommend that these campuses include “an assisted living facility of between 30 and 40 beds paired with approximately 40 to 50 units of senior independent housing units” (page 64). This would translate into the addition of roughly 420 senior independent living units to accompany the 327 assisted living units.

Juneau’s aging population, and the movement of older households into smaller homes, independent senior living facilities, or assisted living units, will have multiple ripple effects on the broader housing market. For one thing, as the Juneau Senior Housing and Services Market Demand Study pointed out, “Home and community based services in Juneau will need to grow to meet the demand. To help keep Juneau seniors in their own homes, a comprehensive set of home and community based services is required including trained personal care assistants who can afford to live and work in Juneau” (page 66).

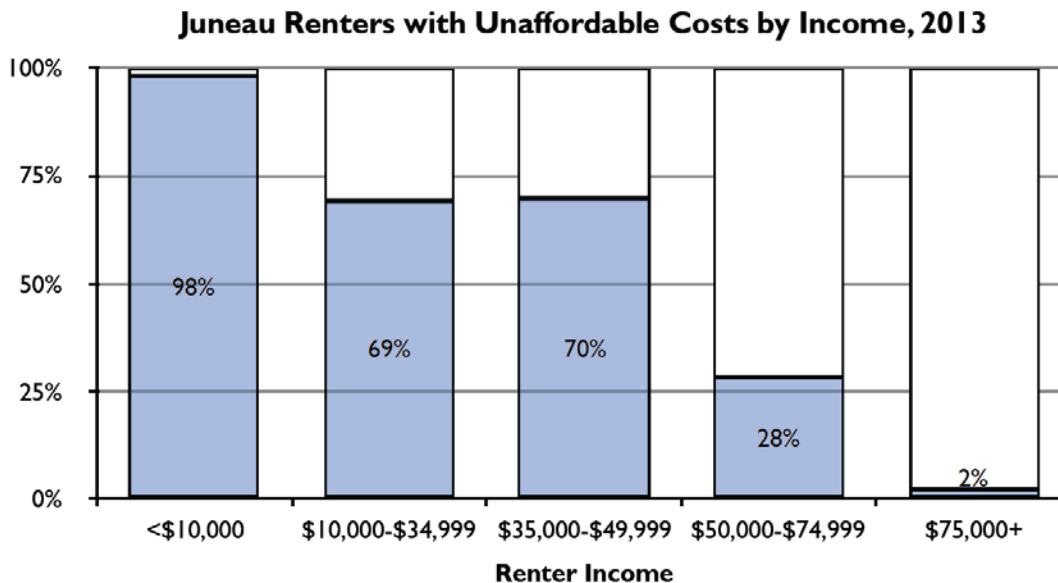
According to Senior Assisted Living for Juneau, submitted by Senior Citizens Support Services, Inc. (March 2015), the Department of Labor “estimates that assisted living facilities create about 1 job per resident” and these jobs pay between \$25,000 and \$30,000 (page 3). This suggests that, if these workers have to come from other places because they do not currently live in Juneau, approximately 327 units of affordable workforce (likely rental) housing will need to accompany the 327 new assisted living units. Additional affordable rental units will be needed for others employed in the community-based services oriented towards helping Juneau’s senior residents remain in their own homes or in independent living units.

Juneau’s population numbers depend on a growing senior population. Currently, there is neither the housing for this aging population nor adequate services to support them. If Juneau does not meet its senior housing needs it will have a very hard time maintaining its population. Indeed, the lack of housing and services for seniors, which will force seniors to go elsewhere, is a serious threat to Juneau’s future population stability.

Entry-Level and Low-Wage Workers' Need for Affordable Rental Housing is Substantial

The Juneau Housing Needs Assessment (2012) found that, even before taking in account the additional workers required to staff new assisted living facilities, Juneau needs roughly “441 rentals priced under \$700/month...to cover the income-rent gap for low- and very low-income households, many of whom are already eligible for subsidized housing or vouchers, which are already fully allocated” (page 5). This is in addition to another 170-230 market-rate rentals the analysis found a need for in Juneau (page 6).

Affordability and availability are also significant challenges for renters in Juneau. In 2013 most renter households with incomes below \$50,000 paid too much (more than 30% of their income) on housing. All (98%) renters with incomes below \$10,000 had unaffordable housing costs, as did seven out of every ten renter households with incomes between \$10,000 and \$49,999.



Source: U.S. Census Bureau, 2009-2013 5-Year American Community Survey

Affordability for renters in Juneau eases significantly after households' incomes exceed \$50,000. Yet nearly half (46%) of Juneau renters (roughly 2,000 households) have incomes below \$50,000.

The challenges of availability challenge renters as they do owners. On July 11, 2015, there were only 8 apartments listed in the Juneau Empire. Craigslist had just 35 apartments listed (and dated between July 1 and July 11, 2015). These 35 apartments had an average rent of \$1,719. In contrast, Helena (MT) had nearly twice as many rentals listed on Craigslist (64 versus 35) and the average rent was roughly half as much (\$944 versus \$1,719).



As described earlier, the number of new multifamily units permitted annually significantly trails the number of single-family units permitted, which is itself low. Not only are fewer multifamily units added to the existing stock, more are lost each year to property disinvestment and deterioration. Older and lower-cost rentals are the most at risk. According to the 2000 Census and the 2013

American Community Survey 5-Year Estimates, the number of renter-occupied units built prior to 1960 declined by 140 units between 2000 and 2013. Most of those lost (82 out of 140) were in larger buildings (those with at least 20 units per structure). CBJ needs a more proactive and aggressive property preservation strategy that blends code enforcement, “carrots” for rehabilitation and property improvements, and “sticks” like condemnation to get problematic buildings out of problematic hands.

1,000 rental units need to be added to Juneau’s current supply, with the majority of these (770) being affordable to entry-level and lower-wage workers. These totals assume that no additional units are lost to deterioration. For this to be the case, CBJ has to be prepared to preserve through rehabilitation or replacement approximately 100 rental units each decade (if recent trends continue).

Streamlining and Enhancing Employers’ Role in the Housing Market

The business community is trying to make up for the stagnant nature of the housing market by creating and operating housing for their workers. According to the 2012 Housing Needs Inventory, private sector employers provide housing support, particularly for workers in seasonal industries. A large portion of Juneau’s economy is comprised of these seasonal workers: workers in the “visitor and fish processing industries” who come for the summer season, legislative workers who spend the winter in Juneau, and mine workers (p 26). Large employers of summer tourist workers collectively provide group housing for more than 200 employees. Fish processors and hatcheries provide seasonal housing for about 120, and the two mine sites can house as many as 450 workers. Some of these units are also used by the roughly 200 non-resident workers who spend the legislative season in Juneau (p 26).

In this way, Juneau employers are far more involved in the housing market, and generous with employer-assisted housing support, than employers in most

communities. Ironically, while this generosity lessens housing cost burdens and provides affordable units for workers in these industries and of these employers, it makes it harder to provide year-round affordable rental housing and incorporate year-round renters into parts of town (like the downtown) that would benefit from a steady supply of renter households to demand services and amenities that could create more vibrant neighborhoods. Untangling this reality will be necessary to design an effective strategy for providing affordable housing for the projected employees affiliated with senior housing and services.

Some employers are taking it upon themselves to solve the housing issues for their own workers. This may solve a small slice of the overall housing affordability and availability problem, but it also contributes to inefficiencies in the market (as some of these units are not utilized year-round) and impedes solving these issues on a larger scale. These efforts need to be brought under a single umbrella to increase their scale through greater efficiencies and their impact on the overall market.

Part 2: Solutions

Recommendations

Based on qualitative findings as well as the quantitative data presented in this report, the following actions are recommended for consideration and implementation. They fall into two broad categories

1. Direct interventions in the housing market
2. Indirect interventions that instead focus on key policy reforms or planning initiatives.

Within each of these broad categories, recommendations are ranked according to their importance (as conveyed to czb through individual interviews and focus groups with key informants).

While there are no silver bullets that can single-handedly reinvigorate or realign a housing market as dysfunctional as Juneau's presently is, and while available capacity and funding may limit the number or scale of the actions taken, czb has concluded that these are important interventions to consider that are worthy of top priority ranking by local officials and partners.

1. Formally Adopt *this* Plan

Juneau's comprehensive plan could certainly benefit from being shorter and easier to follow, and having a more specific focus on housing. But, rather than reopening the full CBJ Comprehensive Plan, we believe the most effective short course is to utilize *this* plan, *its* recommendations and *these* implementation strategies for those purposes.

To use *this report* as the housing plan for Juneau, this document should be explicitly linked to the existing Comprehensive Plan.

If endorsed by the Affordable Housing Commission, this report should then move through the normal public process, including the Planning Commission and Assembly. This public process should be used as an opportunity to share information with the public about the state of housing in Juneau and to continue the dialogue started with the survey and many meetings used to create this plan. CBJ needs to make explicit its goal of supporting and sustaining a more diverse, better-functioning housing market. It must also put forth a more predictable and consistent message to residents and developers about how this will be done (who does what, where the money comes from, what the benefits in terms of market effectiveness will be, and what the costs of inaction - business as usual - look like). This plan outlines how to do this.

Formally linking this report to the CBJ Comprehensive Plan would reaffirm the borough's commitment to that goal as well as to the specific recommendations included here. It would also be a step in a decidedly different direction than in the past where in the wake following previous reports, adoption of goals and objectives did not occur in a robust formalized manner. Similar efforts exist throughout the United States in cities working to address the challenges to addressing affordable housing. Seattle has just adopted a particularly energetic affordable housing Action Plan that Juneau is encouraged to study.

Metrics

- Completion of the Plan
- Community Participation in the formal adoption of the plan

Implementation

- Public Meetings about and endorsement of the plan by the Affordable Housing Commission.
- Public Meetings to Share the Plan and Receive feedback from the community and Planning Commission.
- Updates to Plan.
- Endorsement of Plan by the Planning Commission.
- Public Meetings to share and plan to receive feedback from the community and the Assembly.
- Endorsement of the Plan by the Assembly.
- Development of a regular report card to the Affordable Housing Commission, Planning Commission and Assembly on the progress towards the goals in the plan.

2. Housing Trust Fund

- **Increase resources and potential uses of the Affordable Housing Fund**

With a few hundred thousand dollars and a limited mission, the existing Affordable Housing Fund does not have the capacity to support the development of enough units to noticeably affect local housing market conditions. czb estimates that it will take at least \$3 million for the fund to have meaningful impact. At 100% AMI, a single qualified buyer might need upwards of \$45,000 in assistance to buy a median priced home. A trust fund at half a million dollars is insignificant under these conditions. The “catch up” goals contained in this report - 66 new units a year and 25 preserved (91) - are such that, if the gap to close averaged \$40,000 each, \$3.6M would be needed annually.

As is the case in other communities, these funds should be lendable, investable, and recyclable, and allowed to support a range of housing-related objectives, from downtown revitalization to increased housing affordability to increased housing availability and choice. Housing funds are being used successfully throughout the country to enable public-private partnerships, to create new workforce housing and more. These funds could also be generated through developer contributions as new units are built, sales taxes, or real estate transfer fees. San Diego utilizes a Transient Occupancy Tax (TOT) as well as a real estate transfer fee to pay for affordable housing initiatives. Asheville, NC created a City Housing Trust Fund in 2011 and has allocated \$500,000 from the General Fund to this fund over the past two years. The nation’s best practice is the Seattle Housing Levy, and it is recommended that Juneau evaluate it for possible modeling purposes.

Metrics

- Sustainability of the fund: Resources flowing in and out of the fund in balance (10% Fund balance revolved each year).
- Number of annual projects supported by the fund (How many new projects started and how many projects finished).
- Breakdown of unit tenure and types in projects supported by the fund.
- Number of additional dollars leveraged by fund resources.

Implementation

- Consider sales tax, grants, private donations; even what would be an unpopular surcharges on premium homes (as is done in Pitkin County, CO based on a square foot formula), business community contributions, the sale of CBJ land, tourism industry tax revenues, real estate transfer fees (presently not a tool in use in Alaska), building department surcharge, direct annual allocation from CBJ’s General Fund, or voter approved bonds to add to the fund capital.
- Develop underwriting criteria and operating plan for the Housing Fund that supports deal-making and preservation of capital.
- Broaden the scope of projects eligible for support through the Housing Fund.
- Prioritize fund use for the creation of new fair market (unsubsidized) workforce and senior housing affordable for $\leq 80\%$ median household incomes.
- Prioritize fund use for the preservation of homes for families with less than 80%

- AMI.
- Hire a fund manager to grow the fund when it isn't being used to increase housing.

3. Housing Director

- **Create and Fully Fund and Fully Support a Full-Time a Housing Director**

Housing issues are complicated, and implementing a comprehensive and strategic housing strategy requires the focused attention of someone - a single point of contact with significant formal authority - able to work with for-profit and nonprofit developers, community-based organizations, banks, and other partners. Indeed, most communities with a strong focus on housing have designated staff to coordinate these issues. In fact, it is difficult to imagine executing the recommendations listed in this plan without a qualified point person in this position.

In Juneau, a Housing Director would develop and implement programs to help maintain and preserve the borough's aging housing stock; assist individual developers and public-private partnerships conceive of and solicit funds for housing construction or rehabilitation projects; and assist employers seeking to provide or find housing for their employees. This person could be located in various entities or departments, but it is recommended that the Housing Director be a senior member of CBJ's Administration Department and report directly to the Borough Manager.

For this role to be an effective use of CBJ resources, it is essential that this individual have experience with housing and development finance, and be in a position to work with and be trusted by private and non-profit developers and financing organizations. This individual should be able to organize development deals and to assist others with their development projects. This person should understand the essentials of housing finance as well as land use economics so that they are in the best position to collaborate with developers.

This approach is similar to efforts around the United States in communities with Housing Offices, affordable housing action plans and the like. These roles can be a part of a stand-alone housing office, a planning department, the city manager's office, a community development office or another similarly situated agencies. Bend OR has an affordable housing manager that also is part of Administrative Services and utilizes an appointed Affordable Housing Advisory Committee. Telluride, CO conducts the town's housing program through the Town Manager's office (regulatory functions such as inclusionary housing requirements are carried out through the Planning Department). In Seattle the Housing Director is an executive office of the Mayor, thus having high visibility and substantial formal authority.

Metrics

- Agency/Budget and Job description complete by September 2016.
- Recruitment complete and Housing Director hired by December 2016.
- FY17 Work Plan and Funding Proposals by April 2017.
- Quarterly reports begin December 2016.

Housing Director (con't)

Implementation

- Determine Agency To Oversee this Function.
- Develop Job Description and lines of authority.
- Develop Funding plan for staffing and project implementation.
- Hire a Housing Director.
- Refine work plan with new Director and the Affordable Housing Commission.
- Draft project list.
- Develop reporting mechanism and benchmarks to keep Assembly, AHC and Community updated on progress towards achievement of all plan targets.
- Appoint staff throughout CBJ departments to liaise with Director about housing- related projects/functions and direct them to prioritize activities that will support additional housing.
- Organize regular community meetings to update them on progress, educate them about housing issues and to increase awareness of the trade-offs between affordable housing and other community initiatives.
- Develop community housing web portal to track progress.
- Conduct annual needs assessment updates to verify and track change in vacancy rates, home prices, property tax base, new investment, new Housing Fund Capital, and changes in use of/functional age of existing housing.

Potential Partners

CBJ, AHC, JEDC, JCHH, DIG, Neighborhood associations, SCSSI, Juneau Community Foundation, UAS

4. Production Targets

- **Create additional housing units through new construction and preservation for Juneau workers, seniors, and young families**

Specific strategies for developing workforce housing, assisted and independent living units, and entry-level rental and homeownership opportunities, are described in more detail below. It is worth stating first, though, exactly how many units need to be constructed or preserved in order to give current and potential Juneau residents the range of housing choices they need. Based on our review of existing plans and our analysis of local conditions and recent trends, we are proposing the following 30-year goals for Juneau:

	30-Year Goal	Annual Goal
NEW CONSTRUCTION		
	1,980	66
Workforce Housing		
	450	15
Affordable Rentals for Today's Workforce Affordable	330	11
Rentals for Expanded Workforce		
Workforce Housing Subtotal	780	26
Senior Housing		
	420	14
Independent Living Units	330	11
Assisted Living Units	150	5
Step-Down Single Family Housing Units		
Senior Housing Subtotal	900	30
Workforce Owner Housing for Young Families		
	300	10
Starter Homes		
Workforce Owner Housing for Young Families Subtotal	300	10
PRESERVATION		
	750	25
	300	10
Affordable Rental Units	300	10
Single-family Homes	150	5
Mobile Homes		

Progress toward these annual goals should be monitored closely for individual categories, subtotals, and overall totals.

Develop Housing Choices to Accommodate Juneau's Workforce Needs

Many areas of the country subsidize workforce housing in order to ensure that their local economies function. Both practical and broader economic and other aims are often targeted. Aspen, CO, for example, has struggled to have workers (snow plowers, police, hotel employees) make it in to work from Glenwood Springs, Carbondale, Basalt, and elsewhere in the Valley, thus undermining Aspen's local economy. Park City, UT has struggled with air quality in the Wasatch Front owing to commuter congestion and air inversions as resort and other works commute from Salt Lake City. Residents of CBJ overwhelmingly support this type of initiative: fully three-fourths (76%) of those completing a czb survey on housing issues in Juneau (525 of 688 respondents) considered "Mak[ing] sure people who work here can live here" a top community priority. According to the recent Juneau Housing Needs Assessment (2012), the Juneau Senior Housing and Services Market Demand Study (2014), and this analysis, the borough would need 780 new lower-cost rentals and to meet these needs.

	30-Year Goal	Annual Goal
New Construction		
Workforce Housing		
Affordable Rentals for Today's Workforce	450	15
Affordable Rentals for Expanded Workforce	330	11
Workforce Housing Subtotal	780	26

These new units would complement the units already provided or subsidized by local employers for their employees. Juneau employers are far more involved in the housing market and generous with employer-assisted housing support than employers in most communities. However, while this generous support lessens housing cost burdens and provides affordable units for a select group of workers, it ironically only increases the challenges faced by other renter households. Ensuring that companies' involvement continues but that it becomes better coordinated and more explicitly linked to a broader public benefit (such as a greater supply of year-round rental units or a more vibrant downtown) will require some collaboration with and oversight of these efforts by the new Housing Director.

Metrics

- Number of employers working with Juneau to coordinate workforce housing (each year and over time).
- Number of units of workforce housing for seasonal and permanent workers per year owned or subsidized by employers (each year and over time).
- Number of workforce housing units constructed in the last year.
- Number of rental units available for less than \$700 per month.
- Percentage of Juneau workers living locally on a year-round basis (overall and by sector).

Implementation

- Develop annual targets (based on the annual goals established in this plan) for new workforce rental housing, specifying the appropriate mix of units by type, price, and location.
- Ensure the Housing Fund can be used for workforce housing projects .
- Solicit feedback from employers to learn how much is already being spent on worker housing and related services. (Determine how these units are used in the off- season).
- Solicit feedback from employers on the types of housing and housing-related services most in demand.
- Solicit feedback from employers to determine growth plans, issues affecting workforce
 - o Understand the specific housing requirements of seasonal workers/renters (legislative staff, tourism operators, fish-processors, university students)
 - o Develop an inventory of business owned/seasonal use housing.
- Maximize/leverage employer provided housing (Coordinate Business Community Efforts Around Housing).
 - o Evaluate if employer-owned housing would be more cost effective if it were owned by a private housing company or a non- profit developer.
- Consider creating a tax abatement program for workforce housing .
- Consider using CBJ funds to directly finance or enhance the private financing of substantial projects.
- Evaluate the use of Tax Increment Financing districts within CBJ (TIF financing enables a locality to pay for housing, infrastructure and other things by using future tax revenues from real estate as a tool to pay back bond payments on the infrastructure) (TIFs for affordable housing are in use in Minneapolis, Madison, Portland, Dallas, and elsewhere).
- Evaluate the potential of time-share or related tourist housing as a tool for temporary worker housing by talking with timeshare developers.
- Review and update the zoning ordinance in regards to mobile home parks and manufactured housing.
- Evaluate the potential to replace obsolete mobile homes, and install additional manufactured homes.
- Create a list of possible partners for CBJ and solicit participation from outside developers and funders.
- Establish an annual process to survey employers about the current and expected state of employee housing needs.

Potential Partners

CBJ, AHC, Juneau Realtors, SEBIA, JEDC Industry Cluster Working Groups, Major Employers, Bartlett, SEARHC, REACH, UAS, Mobile Home Park owners

Develop Assisted and Independent Living Units for Senior Citizens

Given population projections for Juneau and the expectation that individuals over 65 will come to represent not 9% but nearly 20% of the borough's population by 2042, facilitating the development of assisted living and independent living units for seniors (and the affordable housing units required by the service workers who will support them) must be a key housing-related objective for CBJ.

The recent Juneau Senior Housing and Services Market Demand Study (2014) determined that Juneau will need roughly 330 additional assisted living units and 420 independent living units over the next 30 years (pages 63, 14).

As with affordable housing more generally, the public sector should provide land and/or financial support for such projects.

The Housing Director should also lend some of his or her expertise to helping developers coordinate funding sources and zoning incentives to bring these projects to fruition.

	30-Year Goal	Annual Goal
New Construction		
Senior Housing		
Independent Living Units	420	14
Assisted Living Units	330	11
Step-Down Single Family Housing Units	150	5
Senior Housing Subtotal	900	30

This is similar to efforts throughout the Country. Local and state governments often help subsidize assisted living facilities so that residents can properly age in place. States like Maryland, New York, Connecticut, New Jersey and many others and cities like Seattle participate in programs to subsidize the cost of assisted living. Specific examples include St. George, UT where the city actively promotes and utilizes HUD (Housing and Urban Development) and USDA (United States Department of Agriculture) funding opportunities for low-income seniors. In Berkeley, CA, the city coordinates with Satellite Housing Associates (<http://sahahomes.org/>), a non-profit affordable housing developer and property manager, to locate seniors in the appropriate type of housing based upon lifecycle needs.

Metrics

- Number of new independent living units added each year (with the goal of 14 per year; 70 per 5-year period, and 140 per decade).
- Number of new assisted living units added each year (with the goal of 11 per year; 55 per 5-year period, and 110 per decade).
- Number of independent living units in all in Juneau.
- Number of assisted living units in all in Juneau.
- Growth in/size of the senior population in Juneau.
- Number of employees working at an assisted living facility or for providers serving senior citizens living in independent living units or non-age-restricted housing in Juneau.

Implementation

- Develop annual targets (based on the annual goals established in this plan) for new independent and assisted living units, specifying the appropriate mix of units by type, price, and location.
- Ensure Housing Fund moneys can be used for senior housing projects.
- Evaluate why Juneau does not have more small for-profit senior assisted living or independent living developments, and determine how it might have more.
- Consider creating a tax abatement program for senior housing.
- Consider CBJ financing or offering credit enhancement for private financing of substantial projects.
- Evaluate the use of Tax Increment Financing districts within CBJ (TIF financing enables a locality to pay for housing, infrastructure and other things by using future tax revenues from real estate as a tool to pay back bond payments on the infrastructure).
- Make CBJ land available for senior housing projects.
- Create a list of possible partners for CBJ and solicit participation from outside developers and funders.
- Develop a mechanism for ensuring that any assisted living projects either directly incorporate or are linked to off-site affordable housing for the workers who will staff them.
- Coordinate/support training for licensing & operating assisted living.
- Coordinate/support training for CNAS, LPNS, other types of caregivers.

Potential Partners

CCS, ALTF, SCSSI, AHFC, THRHA, CCTHIA, SEARHC, AHDC, St. Vincent's, Pioneer Home, Bartlett Regional Hospital, Wildflower Court, UAS

Develop Homeowner Opportunities for Young Adults and Families

As stated in the CBJ Comprehensive plan, housing is a key form of economic development, one that is best paired with the economic drivers of the local economy. In Juneau, these include sectors such as marine biology and high-end tourism, but they also include people, the most important group being innovative millennials. Young adults and families – who Juneau must have in order to maintain its current population and grow in the future – need affordable and market-rate rental units and lower-cost (“first time homebuyer”) for-sale opportunities.

	30-Year Goal	Annual Goal
New Construction		
Housing for Young Adults/Families		
Starter Homes	300	10
Young Adults/Families Subtotal	300	10

This is similar to efforts in Sonoma County, CA where the county implemented a workforce housing program in 2005. Prior to implementation, the county commissioned a study that noted a clear nexus between commercial development and the need for workforce housing. Based upon this data, the county created regulatory requirements for commercial development that include a pro-rata fee at time of building permit review or a pro-rata share (based on a square foot formula) for workforce housing.

Park City, UT has gone a step further and requires the provision of affordable housing for master planned developments for both commercial and residential developments. This is a regulatory requirement where the developer must provide 15% - 20% workforce housing based upon the square feet of the project. A fee in lieu option is available as well. Satisfying the needs of the local workforce is a common affordable housing priority throughout Summit Country.

Metrics

- Number of new market-rate rental units added each year (with the goal of about 8 per year; 40 per 5-year period, and 80 per decade).
- Number of new starter homes added each year (with the goal of 10 per year; 50 per 5-year period, and 100 per decade).
- Number of market-rate rental units in all in Juneau.
- Number of “starter homes” (lower-valued or entry-level for-sale units) in all in Juneau.
- Growth in/size of the young adult population in Juneau.

Implementation

- Develop annual targets (based on the annual goals established in this plan) for new market-rate rental units and starter homes, specifying the appropriate mix of units by type, price, and location.
- Ensure Housing Fund monies can be used for these types of housing projects⁵.
- Consider creating a tax abatement program for first-time homebuyer housing (Washington, DC's Department of Housing and Community Development has one of the most well developed programs of this kind in the country.)
- Consider using CBJ funds to directly finance or enhance the private financing of substantial projects.
- Evaluate the use of Tax Increment Financing districts within CBJ (TIF financing enables a locality to pay for housing, infrastructure and other things by using future tax revenues from real estate as a tool to pay back bond payments on the infrastructure).
- Make CBJ land available for higher density rental projects and affordable homeownership developments.
- Address Transit Oriented Demand (TOD) as identified in the 2013 Comprehensive Plan in CBJ codes to assist the development community create projects that will attract millennials and young families (allowing for reduced on-site parking, offsite parking at a low rate or for bike storage).
- Create a list of possible partners for CBJ and solicit participation from outside developers and funders.
- Develop home ownership and preservation tools like down payment assistance, property upgrade assistance, energy conservation loans (extremely well developed and evolved state level programs exist in New York (NYSERDA), California (Energy Upgrade), Connecticut (CHIF), and Massachusetts (Mass Save), and Pennsylvania HEELP through the state HFA). Cold climate cities operating their own program independent of the state include Buffalo, Milwaukee, and St. Paul.
- Work with local employers to develop down payment assistance programs (funded with business and housing fund money) to encourage workers to buy in Juneau

Potential Partners

CCS, ALTF, SCSSI, AHFC, THRHA, CCTHIA, SEARHC, AHDC, St. Vincent's, Pioneer Home, Bartlett Regional Hospital, Wildflower Court, UAS

⁵ If the Trust Fund becomes too focused on the most needy and too income restricted, its viability as a tool to loosen the stuck Juneau market may be compromised.

5. Preservation Targets

- **Preserve Existing Affordable Housing**

Even as it suffers from a severe lack of available and affordable housing, Juneau continues to lose older rental units, particularly in larger multifamily buildings. These properties typically have lower rents, and their loss only exacerbates the housing challenges faced by the community's most vulnerable households. Older single-family homes, and especially older mobile homes, are also at risk.

CBJ's Community Development Department should work to address existing problem properties and intervene in new cases that arise before property conditions deteriorate to such an extent that the buildings can no longer be saved. This can be done through housing and building inspections, code enforcement efforts, and the use of both "carrots" and "sticks" to encourage owners to address problematic conditions or transfer their properties to owners who will.

		30-Year Goal	Annual Goal
Preservation			
	Affordable Rental Units	300	10
	Single-family Homes	300	10
	Mobile Homes	150	5
	Preservation Total	750	25

This is similar to efforts in Miami Beach, FL where the city used Community Redevelopment Agency (CRA) funds in the form of TIF (Tax Increment Financing) to acquire three hotel/apartment structures. The city utilized the Miami Beach Community Development Corporation (MBCDC) to effectuate the acquisitions. This is the entity that was initiated in 1981 to begin efforts to save the city's Art Deco District. The CDC is a nonprofit entity that is dedicated to neighborhood revitalization and has affordable housing as a core goal today.

Metrics

- Number of rehabilitation permits pulled per year (including information on the properties being addressed, the scope and scale of the rehabilitation work, and the neighborhood in which the improved properties are located).
- Number of homes improved (projects completed) with energy efficiency upgrades.
- Number of properties on blighted property list or with serious code violations.
- Number of properties threatened with or lost to demolition.

Implementation

- Locate funds to reinstate Code Enforcement Officer.
- Develop a plan to address “slumlord” economy.
- Create a CBJ requirement that all rental property.
 - o Be registered with the CBJ and each property list a registered agent/manager/ 24-7 reachable point of contact for every unit in the rental inventory.
 - o Be subject to a periodic inspection (period can vary; but creating an inspection regimen parallel to Section 8 is recommended).
 - o Create a provision where owners passing inspections are subsequently eligible for property upgrade funding assistance.
- Establish prohibitive fines for code enforcement violations (these not only create safe housing for the lowest income residents in Juneau but also lead to building improvements and/or ownership changes when meeting “code” becomes cumbersome for current owner).
- Develop and implement a blighted property ordinance.
- Resolve issues surrounding the problematic Gastineau Building and consider acquisition of property to begin implementing housing in the downtown.
- Use Affordable Housing Fund and other sources to expand loan programs to help residents repair single-family homes, mobile homes, and manufactured housing.
- Use Affordable Housing Fund and other sources to support energy efficiency upgrades to existing affordable properties.

Potential Partners

CBJ, AHC, Planning Commission, Juneau Realtors, JEDC, SEBIA, Neighborhood associations, JEDC Industry Cluster Working Groups, Major Employers, Bartlett, SEARHC, REACH, Alaskan Brewing Co., UAS, Realtors, Mobile Home Park owners, SEBIA, Juneau Housing Trust, AHFC

6. CBJ Owned Land

- **Develop New Policies for the Use of CBJ-owned Land and Assets**

Publicly owned land and assets can be one of the most powerful tools a local government has to address housing availability and affordability issues. CBJ's Land Management Plan clearly recognizes this potential and the importance of having a transparent and strategic approach to making public land available for development. The Plan's stated goals – including guiding developers on the best future use of public land and disposing of land in a way that promotes compact urban growth – position it to do so. It is recommended that the CBJ build on this foundation in two important ways.

1. First, public land should be thought of not only as a means by which Juneau can encourage “beneficial private economic activity” and guide “a rational growth pattern,” but also, importantly, as a means by which Juneau can achieve key policy goals. These goals include filling key housing gaps – by making public land available more cheaply for projects that promise to provide affordable or senior housing, for example. These goals also include preserving land for future generations – by allowing developers to “pay for” their environmental mediation requirements, in part or whole, by “buying” city owned land for permanent conservation.
2. Second, it is suggested that it may be beneficial to bring the same strategic thinking (focused on undeveloped public land) to bear on buildings that come into CBJ's ownership as a result of tax foreclosure or code enforcement and demolition efforts.

In both cases – in efforts related to undeveloped land as well as to distressed properties in need of redevelopment – there must be genuinely sharp teeth in the disposition process to hold buyers of public land and buildings accountable for doing what they say they will do. There should also be a greater commitment to utilize a Request for Proposal Process (as described in the Land Management Plan) to limit the recipients of public land and assets to doing only those things that the borough wants on those sites. An RFP process creates additional opportunity for developers to demonstrate their capacity to carry out such projects, and also gives the community an opportunity to review and evaluate proposals. RFP's could be used to tie the final transfer of land ownership to the completion of a development project or other mechanisms to encourage project completion. The current draft Land Management Plan that is being prepared by the Lands Department presents an opportunity for CBJ to begin to put this recommendation into effect.

CBJ could use the 150 acres on Pederson Hill as a case study and develop the site with a combination of market and workforce housing.

- CBJ can utilize existing General Fund dollars, or bond, for the infrastructure costs.
- Upon completion of the utilities and roads, CBJ could sell the lots to builders (up to

- 30% of the lots) and individuals (self-build).
- The sales price for the lots should be utilized to reimburse the General Fund or pay back the bond. CBJ should institute a maximum of two years for all buyers to obtain Certificates of Occupancy (CO), thus ensuring that housing is built and that land is not simply land banked by developers or self-build individuals.
- CBJ should designate a minimum of 20% of Pederson Hill lots for affordable housing and made available to buyers earning less than 50% AMI. As one of the first efforts after adopting this strategy, this project would send all the right signals, hinge on important partnerships, and begin to clarify roles.

This would be similar to policies in Park City, UT where PCMC has recognized that the private market has neither the desire nor incentive to build workforce housing. PCMC has utilized payments in lieu from developers (a result of regulatory inclusionary requirements put into place in the late 1980s) to develop workforce-housing units. More recently, Park City dedicated \$35M from the General Fund over the next ten years to construct workforce housing units. Park City, UT and Seattle are two of the most forwarding thinking communities in the country right now; their policies - and their deployment of their own monies - exemplify acknowledgement and internalization of the fact that good things have costs.

Metrics

- In regard to developable parcels of land owned by the CBJ:
 - Portion identified for particular end use.
 - Portion with active RFP process underway.
 - o Number of RFPs distributed.
 - o Number of proposals returned.
 - o Portion with developer selected and contracts signed (note date of selection and agreement).
 - o Number of units proposed by type, tenure and price.
 - Slated for affordable housing.
 - Slated for senior housing.
 - o Portion in construction (note date construction began)
 - o Portion construction completed.
 - Number of units built by type, tenure and price.
- As regards problematic properties acquired through foreclosure or code enforcement
- Portion identified for particular end use.
- Portion with active RFP process underway.
 - o Number of RFPs distributed.
 - o Number of proposals returned.
 - o Portion with developer selected and contracts signed (note date of selection and agreement).
 - o Slated for affordable housing.
 - Number of units proposed by type, tenure and price.
 - o Slated for senior housing.
 - Number of units proposed by type, tenure and price.

- Portion in construction (note date construction began).
- Portion construction completed.
 - o Number of units built by type, tenure and price.
- Number of CBJ-owned parcels “bought” for permanent preservation.
- Dollars raised by the sale of publicly owned parcels for development or preservation.

Implementation

- Finalize new land management plan, including inventory of CBJ-owned land that identifies which sites are appropriate for development and which are not (based on topography, existing infrastructure, environmental impacts, etc.).
- Be sure any CBJ-owned land slated for developed is zoned for the least restrictive/ highest density use, consistent with the Comprehensive Plan; rezone certain parcels as necessary.
- Adopt formal criteria for determining the appropriate use of developable publicly owned land (such as its impact on housing affordability and gaps, and its ability to catalyze larger development projects).
- Work with Army Corps on Land banking concept for parcels inappropriate for development.
- Create a Problem Building Acquisition and Redevelopment Plan that mirror the thinking in the new land management plan, efforts to appropriately zone developable parcels, and the criteria for determining the appropriate use of land.
- Create a menu of disposition strategies for publicly owned land and buildings.
 - o Properties could be transferred incrementally (for example, as phases of construction are completed or as additional financing is secured or as certificates of occupancy are issued) to assist developers and maintain control
 - o Establish a process by which developers can ‘buy down’ the sale price for a particular property by building projects that meet key public objectives.
 - o Develop a competitive process for CBJ-owned property disposal that awards points for project design, capital investment, number of units, density, project timeline, overall expected property value increase, affordability of new units to be built and price. Reduce required cash price to 0-50% or less of current appraised value.
- Consider identifying a few CBJ-owned properties appropriate for workforce or senior housing and a mix of uses for disposition and development through a national RFP process. These sites could be sold at a low-cost sale, given away, made available through a public/private partnership (land lease through a Land Trust such as in Burlington, VT).

Potential Partners

CBJ, AHC, Planning Commission, Juneau Realtors, JEDC, SEBIA, Neighborhood associations

7. Zoning Changes

- **Update Zoning Tools with a Focus on Housing**

The existing Zoning Ordinance does not include any inclusionary zoning requirements for workforce or affordable housing.⁶

The CBJ Comprehensive Plan (Policy 4.6 – Implementing Action 3) calls for “an analysis of inclusionary affordable housing zoning standards and requirements that could be suitable for application in the borough.” There are several viable options for inclusionary zoning. It is proposed that two be advanced.

1. First, mandating that developers build a defined percentage of their project as affordable housing (with a density bonus making it a win/win for the city and developer); and
2. Second, adding “points” for affordable housing to the Bonus Procedures and Policies section of the Zoning Ordinance (Title 49, Chapter 49.60 (Articles I & II)).

Regulatory requirements such as these are an effective way to supplement CBJ’s more direct role in providing housing through the disposition and/or development of city-owned land and assets. Best practices suitable for modified use in Juneau include Montgomery County, MD’s Moderate Priced Dwelling Unit Ordinance, Madison Wisconsin’s Inclusionary Zoning Ordinance, and San Diego’s use of inclusionary policies in their NCFUA (North City Future Urbanizing Area).

In addition, Juneau cannot afford to build infrastructure and then allow low-intensity development to use it. That is the very definition of private gain at public expense.

The cost of such infrastructure is just too high, and allowing low-intensity development to benefit from expensive infrastructure means the rest of the community is paying to subsidize the infrastructure for those areas. The city must instead create and enforce a policy that directs new development to areas with existing infrastructure. (Incentivizing in-fill development where services and utilities already exist is one of the principle concepts in the CBJ Comprehensive Plan and is referenced, too, in the CBJ Land Management Plan.) In those instances where roads and sewer lines are expanded, the re-zoning of these areas should be automatic. The question about the impact of infrastructure and the development that goes with it on neighborhood character should be addressed and resolved before the infrastructure is funded and built. As resources are scarce, it is reasonable to apply a cost-benefit analysis to these projects and to establish a policy that they should be sustainable over their life without needing public support from tax payers who do not benefit from the infrastructure. For current areas with low-scale zoning and expensive infrastructure, there should be a regular review of the financial costs, including debt costs, to Juneau for the maintenance of that

⁶ Section 49.15.670(g)(3)(B) does note a specific bonus density opportunity for Planned Unit Developments of up to “five percent for a mixture of housing units, at least 15 percent of which are designed for purchase via a monthly mortgage payment of no more than 30 percent of the median income in the City and Borough, as calculated by the Alaska Department of Labor.”

infrastructure compared to the tax base it supports.

The concept of requiring developers to designate 10 – 25% of a development (generally greater than 5 or 10 units) as affordable housing with deed restrictions has been used extensively in the US as noted.

Metrics

- Number of affordable housing units built through inclusionary zoning.
- Number of developers taking advantage of “points” for affordable housing.
- Number of infill units constructed (new units that did not require any new infrastructure investment) .
- Return on investment for new water/sewer/road financed by public within 10 years.

Implementation

- Develop inclusionary housing ordinance and bonus points for workforce and senior housing.
- Evaluate policies designed to encourage new development areas that already have infrastructure.
- Streamline/fast-track infill housing permitting.
- Evaluate policies that stipulate that CBJ does not have to spend money on infrastructure for new development if those projects do not address community-wide workforce or senior housing needs.
- Evaluate policies that require clear cost recovery before CBJ will pay for infrastructure to outlying development areas.
- Use LID (local improvement district) financing for new roads and utility service so developers need not front the total cost of public infrastructure on new projects, and do so in a shared manner so the burden does not fall inordinately on the owner or the developer.
- Make infrastructure development automatically increase zoning density.
- Re-zone D-18 zoning districts to Mixed Use.
- Evaluate other areas that need to be “up-zoned” – either areas that would be appropriate for greater residential density or switched from residential only to mixed- use areas.
- Evaluate criteria for approving conditional use permits.
- Adjust the language in the zoning ordinance to “require” there be both housing and commercial uses in mixed-use zoning areas.
- Look at reducing set-backs and minimum lot sizes for duplex, ADUs and bungalow infill units.
- Complete the bonus section of Title 49 as envisioned in the 2013 Comprehensive Plan.

Potential Partners

SEBIA, AHC, AMHLT, landowners, Realtors, Mortgage lenders

8. Small Area Plans

- **Develop Small Area (Neighborhood) Plans**

(With detailed incentives for and direction on tackling affordability and availability issues)

Creating discrete, small area or neighborhood plans allows Juneau to look closely at a section of the borough and identify specific places that have the right infrastructure and capacity to be up-zoned, rezoned, or otherwise targeted for additional housing units.

These kind of plans also afford the community a chance to evaluate set-backs, lot size, home sizes and other details that are difficult to do in the abstract, but that can be useful tools when addressed on a smaller, more detailed scale. At a more localized scale there are more opportunities to see how different lot sizes and home sizes can be incorporated into a place without harming or dramatically changing the charm and character of the community. Plans should identify areas that could support additional height and density.

Neighborhood plans will not only help Juneau create a broader range of housing types, but also better utilize existing transportation and infrastructure. These types of plans take significant time and focus for the government and community, so doing one per year is a reasonable goal.

This strategy for ensuring strong community involvement in the creation of detailed and predictable neighborhood plans has been employed throughout the nation. It is a strategy designed to ensure the local community is directly involved in the detailed vision setting and planning for its neighborhood. Such plans are intentionally less broad than a city's comprehensive plan so that they can give the local community direct involvement and so as to allow for more detailed planning than would be attainable at the Comprehensive Plan level.

Metrics

- Number of neighborhood plans completed per year.
- Public participation in the planning projects.
- Total new housing (rental and ownership) allowed under approved neighborhood plans.
- Development activity associated with completed plans.
- Increased potential and realized economic value attributable to completed plans.

Implementation

- Identify five to ten areas appropriate for detailed neighborhood plans.
- Prioritize these areas based on development potential, developer/investor interest, community input, existing infrastructure, and ability to provide needed community benefits (e.g. senior housing, schools, parks, services).
- Invite neighborhood organizations and associations to help establish neighborhood or planning area boundaries.
- Invite local and outside developers to tour sites and discuss potential projects.
- Invite local and outside financing firms to help evaluate projects and potential

investment opportunities.

- Meet with property owners to discover current development plans and timing, the presence of any real and/or perceived obstacles to development, opportunities to provide assistance, opportunities to add housing to existing plans, and their willingness to sell if they have no plans for development.
- Work with area residents and stakeholders to digest feedback from developers, lenders, and property owners and create goals and objectives for area improvements
- Develop housing targets for each plan to encourage mixed-income housing.
- Develop preservation targets and implementation tools for each plan for housing preserved or replaced.
- Consider using TIF (Tax Increment Financing) funding methods to bring about implementation of neighborhood plans.

Potential Partners

Schools, Neighborhood Associations, Chamber of Commerce, DBA, DIG, Downtown Revitalization Group, Juneau Community Foundation

9. Downtown Strategy

The most important of these detailed neighborhood plans is the one that needs to be done for downtown. The downtown area has a significant opportunity to receive housing development on infill lots or via the redevelopment of some older structures. This would bring added vitality and increased economic activity to this essential part of Juneau.

CBJ-owned property (both land and buildings) is the ideal incubator for housing development in this area, and the disposition of these parcels should be strategic, closely aligned with public priorities for the area, and handled in a way (likely through an RFP process) that holds developers accountable. A reinvigorated downtown with a greater array of housing choices also stands to boost the borough's tourism industry, overall quality of life, and future population growth.

These recommendations are meant to build upon the planning efforts already underway in the Willoughby District and the Downtown Historic District.

Communities as diverse as Burlington, Vermont to South Bend, Indiana have taken similar initiatives. These communities have identified the need for specific planning documents that address the needs of a downtown environment coupled with the need for a diversity of housing options, both in typology and cost/rent.

Metrics

- Number of housing units in downtown area by type, tenure and price.
- Dollars of new investment activity in downtown.
- Development activity associated with completed plans.
- Number of people living in downtown CBJ.
- Retail sales activity in downtown CBJ (and associated sales tax revenues)
- Number of blighted properties in downtown CBJ.
 - o Number of units in problematic buildings and/or themselves in problematic condition.
 - o Number of people living in poor buildings or poor units.
- Increased property value and related taxes in downtown CBJ following the new construction, redevelopment, or rehabilitation of area properties.

Implementation

- Make downtown area one of first detailed neighborhood planning areas.
- Set a goal for number of residential units desired in downtown.
- Create a downtown improvement district with a revenue stream to fund activities, upgrades and other incentives for people to live and shop in downtown CBJ.
- Inventory abandoned and illegal housing units in Downtown.
- Implement a blighted properties ordinance to encourage land-owners to fix up downtown building.
- Develop incentives and provide assistance to upgrade and permit existing

illegal housing units in residential properties.

- Identify a development project that CBJ can partner in that will catalyze more activity in downtown.
- Invite local and outside developers to tour sites and discuss potential projects.
- Invite local and outside financing firms to help evaluate projects and potential investment opportunities.
- Seek and assemble resources, including Housing Fund resources, to coordinate restoration for housing above the retail level within historic buildings.
- Develop Historic Preservation Opportunities – create a locally funded program to augment other programs.
- Evaluate opportunity to utilize outside funding (e.g. Brownfields funding, historic preservation tax credits) to support downtown investment.
- Consider cruise ship passenger fees as a possible funding source for downtown tourism-related housing.
- Consider inclusionary zoning requirements for tourism-related businesses to ensure new businesses also contribute to housing needs for their workers and/or to ensure that as new tourism jobs develop, new CBJ development is working to meet housing needs.
- Consider tax incentives to bring a grocery store to downtown area.
- Evaluate, including potential state code changes to allow, postponing taxes (or lengthening an abatement period) on any new value created in downtown area for next 3-5 years in order to encourage activity (or consider a more targeted approach just focused on housing creation).
- Address Parking:
 - Review the 2010 parking plan and address issues related to Demand Management efforts and the coordination of new investors in public parking opportunities.
 - Examine opportunities to leverage new development to obtain public parking
 - Review offsite mitigation opportunities.
 - Evaluate the ability of a downtown transit network to counter the challenge of limited parking and to make it easier for residents and visitors to move around downtown. Consider the appropriate technology (bus, rail, trolley, electric, etc.) to do this.

Potential Partners

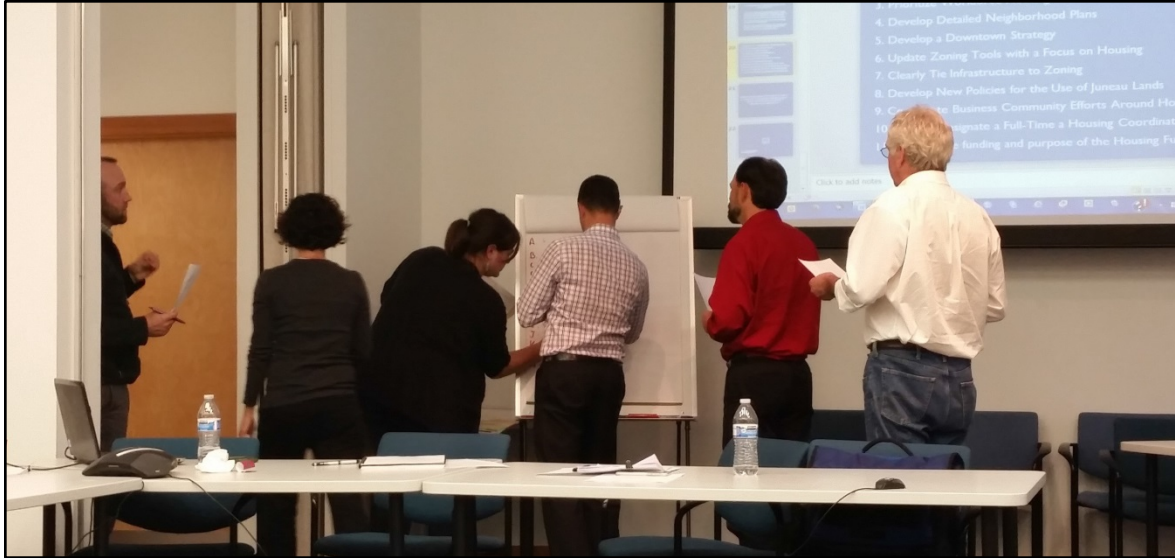
Schools, Neighborhood Associations, Chamber of Commerce, DBA, DIG, Downtown Revitalization Group, Juneau Community Foundation, JEDC

Potential Sources of Revenue

Main Street Programs

Business Improvement Districts

ArtPlace America (which recently awarded the Cook Inlet Housing Authority)



The research for this report was conducted by czbLLC (Alexandria, Virginia). It was prepared during the period February - September 2015 under the direction of the City and Borough of Juneau.

Appendix 1

Community Survey Results

Description			If "Business as Usual"			The Ideal Future		
			Chosen	Rank	Respondent Rank	Chosen	Rank	Respondent Rank
Please choose the five (5) keywords/phrases that best describe Juneau...	Smaller	157	7	2.8	14	20	2.9	
	About the same size	199	5	2.9	94	12	3.9	
	Vibrant	18	22	3.2	174	8	3.4	
	Multi Generational	24	19	3.3	177	7	3.5	
	Uninviting	248	2	2.6	3	22	3.3	
	Historic	56	14	3.7	87	13	4.1	
	Lacking Identity	72	12	3.4				
	Rundown/Outdated/Aging	302	1	2.4	3	22	3.0	
	Cultural/Arts/Entertainment	73	11	3.2	197	6	3.8	
	Threatened	225	3	2.5	3	22	1.5	
	Crowded	107	10	2.9	3	22	3.0	
	Uniform, Boring, 'Anywhere USA'	28	18	3.4				
	Family Friendly	45	15	2.5	280	2	2.7	
	Affordable	5	26	2.0	334	1	1.9	
	Diverse	29	17	3.3	122	10	3.3	
	Inviting	12	24	2.8	123	9	3.3	
	Contemporary	2	27	4.0	25	19	4.0	
	Funky/Colorful/Full of Character	43	16	2.8	86	14	3.5	
	Natural Setting	137	9	2.7	208	5	2.9	
	Growing	22	20	3.6	117	11	3.1	
	Strong Identity	18	22	3.6	74	15	3.7	
	Protected	20	21	3.5	27	18	3.5	
	Underutilized/Room to Grow	141	8	2.7	8	21	3.4	
	Sustainable	10	25	2.9	256	3	2.7	
	Tourism	208	4	3.4	69	16	3.6	
	Mining	65	13	3.9	61	17	3.7	
	State Capital	187	6	2.8	231	4	2.5	

Question	Response	#	Rank
Please choose the three (3) most accurate depictions of the Juneau's current housing situation.	It is fine; I don't think there is a problem.	33	7
	There are not enough options for people, especially entry-level workers and seniors	458	1
	We have a shortage of housing options	453	2
	We are overbuilt and should be a smaller city	28	8
	We have a hard time attracting workers because we don't have enough housing	236	4
	We are building too much right now	28	8
	We are not building enough housing to meet our community needs	256	3
	We have fallen behind where we should be with regard to housing	226	5
	Current housing is not going to stay around forever because of the challenge to maintain it	115	6
Under which conditions, if any, would you be willing to consider additional height/stories and density beyond current code requirements/allowances? Select all that apply.	If it means more people that work in Juneau can live here	326	1
	If it allows us to preserve for our our natural environment	253	4
	If it allows us to continue to support the unique services and features that we enjoy	236	5
	If it allows Juneau seniors to continue to live here after retirement	263	3
	It allows us to use our existing infrastructure in the most cost-effective way	293	2
	If it allows us to decrease the carbon footprint of a project	227	6
	If it reduces the need to build in un-touched natural areas	216	7
	I don't think anything justifies more height or density	73	8

Description		# Voted	Rank	Average Respondent Rank
Please choose the core values YOU BELIEVE SHOULD BE SHAPING decision making in Juneau. Pick your top five (5).	Economic Sustainability (fiscal stability and independence)	563	1	2.7
	Family Friendly	455	2	2.5
	A Good Place To Retire	165	9	3.4
	Resilient Spirit	50	14	3.9
	Historic Character	142	12	4.0
	Unique Culture	155	11	3.7
	Outdoors	301	5	3.5
	Independence	114	13	3.3
	Sense of Community	425	3	2.9
	Small Town	164	10	3.5
	Natural Setting	259	6	3.5
	Special and Unique Community Services (Ski Resort, Pools, etc.)	328	4	3.7
	Boating/Ocean Life	176	8	3.8
	Environmental Stewardship	227	7	3.1
Please choose the five (5) most important considerations to take into account when considering development in Juneau.	Eqty (Support/ promote diversity in people, housing and affordability)	300	5	2.6
	Make sure people who work here can live here	525	1	2.2
	Ensure seniors can age in place/stay in the community	225	6	3.4
	Provide housing choices for the whole community	370	2	3.1
	Environmental sustainability	195	7	3.3
	Ensuring all of us can maintain our connection to nature and the outdoors	155	11	3.8
	Supporting our business community	159	10	3.4
	Ensuring we can support the services that make Juneau unique (skiing, pools, libraries, etc.)	148	12	3.8
	Economic sustainability	364	3	2.8
	Protecting our role as a regional hub	172	9	3.6
	Quality of Life	343	4	3.1
	Carefully managing the local government budget	179	8	3.2

Description		# Voted	Rank	Average Respondent Rank
Please identify the top three (3) housing priorities for your community.	We need to protect the property values of people who own homes now	160	5	1.9
	Families, especially of workers in our area, should have the ability to make Juneau their home	425	1	2.0
	We should prioritize our environment first	89	6	2.0
	Children growing up in Juneau should be able to live here when they grow up	270	4	2.4
	People should be able to find a home whether they are starting their career or entering retirement	419	2	1.8
	We need a housing market that will ensure Juneau can sustain and survive into the future	391	3	2.0
Please describe the top three (3) guidelines for the disposition of land that CBJ controls now or could control.	Be careful how much is sold so as not to put so much out there it hurts our home values	231	4	2.0
	Only sell it for projects that will help address our housing options.	444	1	1.7
	Sell it for the highest value it can get	170	5	2.0
	Don't sell anything	49	6	2.2
	Consider giving some of it to non-profits that can develop more housing options	392	2	2.0
	Give it away to help build assisted living housing for seniors.	233	3	2.4
What are the top three (3) reasons you live in Juneau?	Access to the water	182	5	2.3
	Work	365	1	1.6
	My family has always lived here	167	6	1.7
	Mountains	191	4	2.4
	Natural Setting	355	2	2.1
	Community Character	234	3	2.2
		5	7	1.8

Question	Response	#	%
Juneau is presently capable of being economically self-sufficient, independent from money from the State or Federal government in the form of subsidies	True	38	6%
	False	572	94%
	Total	610	
Juneau should be capable of being economically self-sufficient, independent from money from the State or Federal government in the form of subsidies	Agree	305	50%
	Disagree	305	50%
	Total	610	
Should municipal government play a more active role to address housing issues. Choice, availability and cost?	Yes	313	57%
	No	63	12%
	Perhaps	171	31%
		547	
Should municipal government assume a direct financial role - Juneau itself writing a check in tackling affordable housing issues?	Yes, but only to a very nominal degree	68	12%
	Yes, to a moderate degree	102	19%
	Yes, to a substantial degree	71	13%
	No	149	27%
	Not sure	156	29%
	Total	546	

Appendix 2 Implementation Actions

ACTION	Adopt Housing Action Plan	Packet Page 213 of 215 Prioritize Affordable Housing Fund	Hire Housing Director	Create housing for workforce, seniors, and young families	Preserve Existing Affordable Housing	Develop policies for CBJ owned land and assets	Amend Zoning Code to promote housing	Develop Neighborhood Plans	Develop Downtown Strategy	Timeline
	Hold public meetings to gather community feedback on the Plan	Raise revenue for fund through taxes, grants, donations, sale of CBJ land, permit surcharges	Draft project list with Affordable Housing Commission	Set annual unit goal established in Plan	Reinstate Code Enforcement Officer	Finalize update to CBJ Land Management Plan to include inventory of buildable land	Develop inclusionary zoning ordinance	Identify and prioritize areas for neighborhood plans	Set goal for number of downtown housing units	
	Development of report card to measure progress	Broaden scope of eligible projects	Develop benchmarks	Maximize/ leverage employer provided housing	Impose prohibitive fines for code enforcement violations	Apply appropriate zoning for CBJ buildable lands	Use LID financing for new roads and utility service to facilitate development	Use plans to identify housing development opportunities	Create downtown improvement district with a revenue stream	
		Prioritize funding of workforce and senior housing	Conduct annual needs assessment	Create tax abatement program	Develop blighted property ordinance	Adopt criteria for determining how Plan goals are achieved through development of specific CBJ parcels	Create inability to vary transition zone designation	Develop housing targets for each subarea	Inventory vacant/ abandoned/ blighted housing units	
		Develop operating plan	Create work plan	Evaluate potential to replace obsolete mobile homes	Support energy efficiency upgrades to existing units	Consider disposing of unbuildable sites to Army Corps land bank	Re-zone D-18 lands to Mixed Use	Encourage mixed income housing	Market devleopment opportunities to outside developers and financiers	
		Hire fund manager to grow housing fund when it isn't being used to promote housing		Evaluate use of Tax Increment Financing (TIF)		Create stratety for CBJ land disposal aimed at meeting housing goals	Evaluate areas to be up-zoned		Review parking ordinance to ensure policies promote development	
				Make CBJ land available for projects		Identify land for workforce and senior housing to be developed through national	Require residential and commercial uses in mixed-use zoning		Implement blighted areas ordinance	
				Ensure assisted living facilities are connected to affordable workforce housing			Reduce setbacks and minimum lot sizes for duplex units		Develop incentives and provide assistance to	
				Coordinate and support training for CNAs, LPNs			Infrastructure development automatically triggers upzoning		upgrade and permit existing vacant residential units	
				Create tax abatement program for first time home buyers			Update T49 as envisioned by 2013 Comp. Plan Update			
				Down payment assistance and property upgrade assistance						

Appendix 3

czb presentation to Assembly, 10/28/15



Community Development

City & Borough of Juneau • Community Development
155 S. Seward Street • Juneau, AK 99801
(907) 586-0715 Phone • (907) 586-4529 Fax

PLANNING COMMISSION NOTICE OF RECOMMENDATION

Date: July 15, 2016
File No.: AME2016 0010

City and Borough of Juneau
City and Borough Assembly
155 South Seward Street
Juneau, AK 99801

Application For: Planning Commission Recommendation to the City and Borough Assembly to adopt the Housing Action Plan as part of the CBJ Comprehensive Plan.

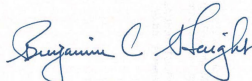
Hearing Date: July 12, 2016

The Planning Commission, at its regular public meeting, adopted the analysis and findings listed in the attached memorandum dated June 27, 2016, and recommended that the City and Borough Assembly adopt staff's recommendation to adopt the Housing Action Plan as part of the Comprehensive Plan.

Attachments: June 27, 2016 memorandum from Beth McKibben, Community Development, to the CBJ Planning Commission regarding AME2016 0010.

This Notice of Recommendation constitutes a recommendation of the CBJ Planning Commission to the City and Borough Assembly. Decisions to recommend an action are not appealable, even if the recommendation is procedurally required as a prerequisite to some other decision, according to the provisions of CBJ §01.50.020 (b).

Project Planner: 
Beth McKibben, Planning Manager
Community Development Department


Ben Haight, Chair
Planning Commission



July 18, 2016

Filed With City Clerk

Date

cc: Plan Review

NOTE: The Americans with Disabilities Act (ADA) is a federal civil rights law that may affect this recommended text amendment. ADA regulations have access requirements above and beyond CBJ - adopted regulations. 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.