

Agenda

Planning Commission - Regular Meeting City and Borough of Juneau Mike Satre, Chairman

December 8, 2015
Assembly Chambers
7:00 PM

I. ROLL CALL

II. APPROVAL OF MINUTES

A. November 10, 2015 Regular 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. AAP2015 0028, Converting an existing garage into an accessory studio apartment on an undersized lot.

VII. CONSIDERATION OF ORDINANCES AND RESOLUTIONS

VIII. UNFINISHED BUSINESS

IX. REGULAR AGENDA

A. AME2015 0015, Review and Recommendation to the Assembly of the 2015 Land Management Plan Update

X. BOARD OF ADJUSTMENT

XI. OTHER BUSINESS

XII. DIRECTOR'S REPORT

A. Area Plan Guidelines

XIII. REPORT OF REGULAR AND SPECIAL COMMITTEES

A. September 28, 2015 Public Works and Facilities Meeting

XIV. PLANNING COMMISSION COMMENTS AND QUESTIONS

XV. ADJOURNMENT

MINUTES
Planning Commission Regular Meeting
CITY AND BOROUGH OF JUNEAU
Mike Satre, Chairman

November 10, 2015

I. ROLL CALL

Mike Satre, 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 7:04 p.m.

Commissioners present: Mike Satre, Chairman; Dennis Watson, (telephonically) Vice Chairman; Bill Peters, Ben Haight, Matthew Bell, Paul Voelckers, Dan Miller

Commissioners absent: Michael LeVine, Nicole Grewe (was inadvertently prevented from connecting telephonically)

Staff present: Beth McKibben, Planning Manager; Jill Maclean, Senior Planner; Jonathan Lange, Planner II; Greg Chaney, Lands and Resources Manager; Michele Elfers, Architectural Assistant II

II. APPROVAL OF MINUTES

- October 13, 2015 – Regular Planning Commission Meeting

MOTION: *by Mr. Miller, that the minutes from the October 13, 2015 Regular Planning Commission meeting be approved with any minor corrections made by staff or Commission members.*

The motion was approved with no objection.

III. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS - None

IV. PLANNING COMMISSION LIAISON REPORT

Marijuana Business Zoning Ordinance

Assembly Liaison to the Planning Commission Loren Jones reported that at its regular meeting on November 9, (2015), the Assembly passed the zoning ordinance related to marijuana businesses. Mr. Jones said there were a couple of amendments to that ordinance.

Demolition of the Gastineau Apartments

The Assembly agreed to give the notice to proceed for the demolition of the Gastineau Apartments to the contractor, said Mr. Jones.

Planning Commission Applications

The applications for membership on the Planning Commission are due December 5, (2015), said Mr. Jones. The Assembly will meet December 15, (2015) as a Committee of the Whole to interview the applicants, he added.

Assembly Retreat

The Assembly will participate in a retreat at 1:00 p.m. on December 14, (2015), to set its policies for the forthcoming year, said Mr. Jones.

Centennial Hall Repair Public Meeting

Mr. Jones reported that on December 2, (2015), at Centennial Hall there is a public meeting from 5:00 p.m. to 6:30 p.m. to discuss what will be done with the courtyard in terms of renovations after the courtyard is torn up as a result of staging for the roof repair. How to deal with existing damage to the floor will also be discussed, said Mr. Jones.

Commission Comments and Questions

Mr. Voelckers asked if the potential expansion of the art center has been discussed in relation to the Centennial Hall plaza repairs.

Mr. Jones responded that at the Assembly level there has been no discussion specifically on this topic. He added that the five year commitment the Assembly made is coming up shortly; if the performing arts center comes up with the funds the Assembly would discuss the land issue.

Mr. Watson asked Mr. Jones if he could provide further information on the amendments inserted by the Assembly into the marijuana business zoning ordinance.

One amendment passed by the Assembly allowed for marijuana cultivation in D-1 zones only if the applicant was licensed by the State as a small cultivator, which is under 500 square feet, responded Mr. Jones. He added that the other amendment which passed stipulated that if there is cultivation in a Rural Reserve (RR) zone, and there was a certified neighborhood association in that area, then no cultivation would be allowed within 1,000 feet of the boundaries of that neighborhood association. He added that this was a similar amendment to the neighborhood association amendment to the cell tower ordinance. In addition, Mr. Jones said he believed that marijuana retail was added back to Waterfront Industrial zones.

V. RECONSIDERATION OF THE FOLLOWING ITEMS - None

VI. CONSENT AGENDA

CSP2016 0016: Replacement of utilities, sidewalk, curb and gutter, asphalt, water line and services, and pedestrian-scale lighting on Whittier Street between Egan Drive and Willoughby Avenue.
 Applicant: City and Borough of Juneau
 Location: Whittier Street

Staff Recommendation

~~Staff recommends that the Planning Commission adopt the Director's analysis and findings and APPROVE the requested Final Plat permit. The permit would allow Final Plat approval for the proposed Renninger Subdivision.~~^[GC1]

Staff recommends that the Planning Commission adopt the above analysis and findings, and recommend to the Assembly authorization of the reconstruction of Whittier Street between Egan Drive and Willoughby Avenue, with the following amendments:

1. Addition of a 5' wide bike lane;
2. Installation of pedestrian-scale lighting having a maximum height of 15' and located on both sides of Whittier Street;
3. Pedestrian-scale lighting will be a "full cut-off" design;
4. Pedestrian-scale lighting will be LED or other highly efficient light;
5. Pedestrian-scale lighting posts will accommodate banners.

MOTION: *by Mr. Miller, to approve the Consent Agenda as read, with staff's findings, analysis and recommendations.*

The motion passed with no objection.

VII. CONSIDERATION OF ORDINANCES AND RESOLUTIONS - None

VIII. UNFINISHED BUSINESS - None

IX. OTHER BUSINESS *The other item originally scheduled under "Other Business" will be addressed under "Director's Report"*

- Franklin and Front Street Final Report

Ms. Elfers reported that this is a street reconstruction project for the downtown core area. Earlier this year a community group approached the Assembly and asked for an appropriation of funds to explore a conceptual design for the area for street reconstruction. The focus has

been public outreach, said Ms. Elfers. They conducted two public meetings from which a final report was generated, she added.

~~This area in~~ The streetscape in the downtown project area ~~town~~ is 30 years old, said Ms. Elfers. This includes the water, sewer, and storm drainage, she said. There are a lot of ADA (Americans with Disabilities Act) accessibility problems, including tripping hazards, she said. The lighting poles have very large bases which take up a lot of sidewalk space, and they are very maintenance intensive, and she added. They are also very expensive to maintain, she said.

The general project area spans from the Red Dog Saloon up Franklin Street to Second Street, and from Front Street and lower Seward Street to Marine Way, said Ms. Elfers. It also encompasses the extension of Front Street out to Main Street, she said, as well as subsidiary streets within that area. This is what they call the downtown core district, which also correlates closely with the historic district, she said.

The first public meeting was held in April, with the goal of obtaining general feedback from the public regarding their aspirations and concerns about the area, said Ms. Elfers. One of the main points expressed by the public was about lighting, said Ms. Elfers. The public wants better lighting for the town area so that they could feel safer, she said. The aspect of lighting also pertains to making the area feel more vibrant and colorful, said Ms. Elfers.

Regular transportation available for the area and the installation of art were also common themes expressed by the public, she said.

A second public meeting was conducted in June, at which draft recommendations were presented which became the foundation of the final report before the Commission. At the June meeting utilities, lighting and curbs were discussed, said Ms. Elfers.

The staff is currently conducting research on the utility infrastructure for water and sewer, and analyzing which sections of the infrastructure would need to be replaced so that a cost estimate for the project could be formulated, she said.

Canopies

Canopies and the influence they have on the public right-of-way is a subject which needs to be addressed, said Ms. Elfers. The interesting aspect about canopies, she said, is that they are private property, not public property, and yet they hang over the right-of-way which is public property. The City code requires gutters on the canopies, but this aspect of the code is often not followed, she said. A result of this is that water drips down from the canopies and accelerates degeneration of the sidewalks, she said. The light poles are currently higher than the canopies with the consequence that the canopies block the light, she said. While many of the canopies are accompanied by their own light, many have no lighting, she said.

Lighting

Through the public meeting process the staff has discovered that the public really likes the existing light poles in the downtown area, said Ms. Elfers. They like decorative additions to the light poles such as flowers and banners because this adds color and vibrancy to the streets, she said. The staff has explored developing consistent surface mounted lighting that is publicly owned under the canopies which could reduce the number of light poles necessary for the area, since the light poles are a problem for street maintenance. This would allow the City to maintain some light poles which the public likes for aesthetic reasons, while at the same time creating consistent lighting under the canopies, said Ms. Elfers.

There will be another public meeting in December at which these ideas can be further explored, said Ms. Elfers.

They are also exploring the provision of storm drainage stub-outs above ground to each property, said Ms. Elfers.

Common Public Event Space

Other ideas explored in the report initiated by public comment concern the establishment of a common event and market space within the core area, said Ms. Elfers. Possibilities include Front Street or perhaps lower Seward Street, she added. One consideration is raising the street to the same grade as the sidewalks, but because of drainage issues this idea has been discarded, said Ms. Elfers. They will be looking at different design aspects exploring how a portion of the area could be made more pedestrian friendly and easier to temporarily close off for public events, she said. One idea is raised intersections which could create a possible plaza-like space, she said.

Focal Points

They are also trying to develop views and focal points to encourage the movement of pedestrians through the core area, said Ms. Elfers. The infrastructure currently in place at the intersection of Franklin Street and Ferry Way almost creates a wall, said Ms. Elfers, which discourages further exploration of the core area by pedestrians. They are trying to develop ideas to encourage movement through the entire area, she said.

Since the final report was written, they have also conducted further work identifying restrooms available for the public, said Ms. Elfers, so that restrooms can be strategically placed for the public in the future.

There are narrow sidewalks in town minimizing the right-of-way space, said Ms. Elfers, so one of the solutions, she said, is eliminating a lot of the clutter along the sidewalks.

They inventoried the canopies located in the downtown area, which will be beneficial to identify the direction they should take moving forward, said Ms. Elfers. That information is available on the City website, she added.

The next public meeting is scheduled for December 9, (2015), at 6 pm at the Baranof, said Ms. Elfers. They will present their most recent findings at that meeting and collect additional feedback from the public, enabling them to refine the document before it is presented to the Commission and in the Assembly, said Ms. Elfers. There are currently no funds allocated for construction, she added.

Commission Comments and Questions

Mr. Peters asked if there is a total number of parking spots identified for the core area.

Ms. Elfers responded that she did not know that answer but that it was available in the report.

Commenting that he had initially been involved with this project 30 years ago, Mr. Haight commented that he appreciated the upgrading of the utilities in the area to better correlate with the aesthetics of the streets. Mr. Haight said he thought that reducing the amount of pole-mounted fixtures was a very good idea. He said he felt they would still be appropriate in areas where there were not canopies or where there were intersections. He said he liked the idea of publicly owned canopy lighting where the canopies were actually privately owned but entered upon public access.

Mr. Haight mentioned that one of his concerns regarding canopy drainage onto public walkway's involved the question of which entity would address freeze protection, considering public versus private responsibilities. While there is criteria for privately owned signs, he noted that he has observed that publicly owned signs do not necessarily follow the regulations for signage. He said that public signage would be nailed upon buildings without any consideration for that facility. He said this issue should be addressed.

Mr. Voelckers asked for clarification on how this project would move forward. He asked how priorities and a budget to implement those priorities would be established.

Ms. Elfers answered that utility structure upgrades will be a priority for this project. She acknowledged that this is a very complicated project with many pieces which need to be addressed. She said she felt this would be approached as a street right-of-way reconstruction with the Assembly making the final decision on funding for the project. She said there did not currently exist a strategy for the final funding for the project.

Since this is a project initiated by community initiative, the strategies for its implementation are not clearly defined, said Ms. Elfers.

X. REGULAR AGENDA

AME2015 0015: Review and Recommendation to the Assembly of the 2015 Land Management Plan Update.
 Applicant: City and Borough of Juneau
 Location: Borough-wide

Staff Recommendation

Staff recommends that the Planning Commission recommend to the Assembly that AME2015 0015, 2015 Land Management Plan Update is consistent with Title 49, Title 53, and the 2013 Comprehensive Plan.

Mr. Lange reported that the Land Management Plan will henceforth be updated every two years, or more frequently as needed. He said that it includes goals, an update of the ownership maps for CBJ land, a plan for the land disposals and acquisitions, as well as recommendations for certain land parcels. The goals of the Plan are to place CBJ land into private ownership, said Mr. Lange. The Plan is also to determine the best use for CBJ land for land development or preservation, he added. Other goals include land disposals that promote compact urban growth with the effective expansion of municipal utilities and services, said Mr. Lange.

An atlas accompanies the Plan which identifies CBJ owned land and the departments to which each parcel belongs, said Mr. Lange. The retention status of each parcel is also noted in the atlas, said Mr. Lange. The atlas includes an index which indicates the general use of each parcel, said Mr. Lange.

The Plan directs the development of individual lots making property available to nonprofit entities for low-cost housing, and for public and private partnerships for property development, said Mr. Lange, as well as disposal of large tracts of land to private developers.

The Land Use Management Plan also identifies specific land for development such as:

- 🏠 Renninger Subdivision
- 🏠 South Lena Subdivision
- 🏠 Switzer Area Three - investigate feasibility of development
- 🏠 Pederson Hill
- 🏠 Parcel 1420 - adjacent to the Bonnie Brae Subdivision
- 🏠 Second and Franklin
- 🏠 Sixth Street, Douglas - lots are already platted
- 🏠 Parcel 0315 - Auke Bay adjacent to Auke Bay Elementary School
- 🏠 Obtain Access to Isolated CBJ Land When Property Comes on the Market

Board and Commission Land Management Plan Comments

Mr. Chaney presented the Plan to the pertinent boards and commissions in Juneau for input on

the Plan, said Mr. Lange. The Affordable Housing Commission recommended approval of the plan, said Mr. Lange. It was presented to the Douglas Advisory Board with most of their comments being neutral on the Sixth Street parcels, said Mr. Lange, with one member of that board being in opposition to the Sixth Street parcel development. The Airport Board recommended five lots for its acquisition should they become available on the market, said Mr. Lange.

The Parks and Recreation Advisory Board (PRAC) had a large list of land which it recommended either be disposed of, traded with another CBJ department, or acquire different lands, explained Mr. Lange. The PRAC has plans to update its own management plan, said Mr. Lange. The Juneau Commission on Sustainability recommended that the Land Management Plan stress the importance of infill development. It also recommended the connection of bike routes within subdivisions, said Mr. Lange.

The Auke Bay Steering Committee recommended maintaining a bypass route for Auke Bay, the rezone of land adjacent to Auke Bay Elementary School, as well as the preservation status maintained for Auke Cape, Auke Island and Pillar Rock, said Mr. Lange.

According to Title 53, said Mr. Lange, the Planning Commission is to make a recommendation to the Assembly regarding the Land Management Plan. The Plan is to address the retention, use, disposal, development and subdivision of CBJ lands, said Mr. Lange. The Commission can recommend changes to the Plan which should be guided by the criteria identified in the staff report.

Outlined in the staff report there is also a considerable list of factors which the Commission should consider in its recommendation when reviewing the Land Management Plan, said Mr. Lange, such as keeping the Land Management Plan in line with the Comprehensive Plan and the long-term capital improvements program, and other plans adopted by the Assembly.

The contents of the Plan should have a long term disposal schedule identifying which parcels should be transferred to private ownership with a list of proposed land acquisitions, a list of parcels to be retained for public use and the intended management description for each, a statement of the major factors and assumptions which led to the parcels being identified for long-term disposal, and a description of infrastructure development required of the City and Borough in order to support the long term disposal schedule, said Mr. Lange.

The staff has found that the Land Management Plan meets the criteria it is required to fulfill, said Mr. Lange.

Mr. Chaney said that he wanted to emphasize that the person on the Douglas Advisory Board who was against the Sixth Street land development not only expressed his opposition but that he was extremely opposed to that proposal. Mr. Chaney said he wanted to make it clear to the

Commission that should the development of that parcel be pursued, that there would be opposition in the community to that proposal.

The PRAC is getting ready to launch into a comprehensive plan update for the Parks and Recreation holdings, said Mr. Chaney. He said the feedback on the Land Management Plan provided by the PRAC was actually the commencement of its own comprehensive plan update. He said he did not feel that it was appropriate at this time to digest all of the PRAC's recommendations. The list is too ambitious, said Mr. Chaney. Those recommendations should be run through a thorough public process led by the Parks and Recreation Department itself, said Mr. Chaney. He said he recommended that those comments be put aside, for now.

The Docks and Harbors Department is also getting ready to implement its own land management plan from Norway Point to the bridge, said Mr. Chaney. He said he felt at this point it would be fairly easy to incorporate the recommendations from the Airport Board and Docks and Harbors into the current draft Land Management Plan proposal.

Mr. Chaney recommended incorporating the PRAC subsidiary land management plan into the main Land Management Plan once it is developed.

The Commission on Sustainability has recommended compact urban growth for the Land Management Plan, said Mr. Chaney. That is already goal number three in the Plan, he added. The protection of wild and scenic areas is a critical mission within the Plan, said Mr. Chaney. It also recommended more acknowledgment of bicycle and pedestrian connections, said Mr. Chaney. It would be easy to add that recommendation to page 92 of the Plan, he added.

Commission Comments and Questions

Chairman Satre said he felt the Plan was developed enough to move forward to the Assembly, and that he viewed this Plan like the Subdivision Ordinance, in which if everything was outlined that needed to happen at once, that the process would never be complete. He added that he did not want to eliminate the opportunity for the Commission to provide its input on the Plan.

Mr. Voelckers stated that as he interpreted Title 53, that it was explicit that the Planning Commission has a responsibility to provide a holistic overview of what the land recommendations are for the Borough. Stating that he agreed with Chairman Satre that a piecemeal approach should not be taken to the Plan, Mr. Voelckers stated that he felt there were still substantive issues that have not yet been addressed in the Plan. Most of the recommendations formulated at the end of the draft are good as far as they go, said Mr. Voelckers. He said, however, that specific issues they were to address outlined in Title 53 such as connectivity, and the assurance that industrial land be properly protected, as well as the topics of mixed use and multi-use, were not addressed to an adequate level of detail.

He said he felt it was the work of the Commission to translate the goal statements in the Plan into specific recommendations, and that it was that level of detail which was missing at this

juncture. He said he felt that it would be appropriate that there be some committee meetings with representatives from the Commission and the staff to look at the broad scope of the Plan and refine it into more specific recommendations.

Mr. Watson asked when the PRAC estimated that its own comprehensive plan would be complete. He said he had heard this mentioned for the nine years that he has been on the Commission and that he has yet to see a completed plan emanate from the PRAC.

Mr. Chaney said that a date has not been provided by the PRAC regarding its land plan.

Mr. Watson said that it was his understanding that the Comprehensive Plan was to be rewritten in the forthcoming year.

It is slated to be rewritten, said Ms. McKibben. She added that the Lemon Creek area is also slated for formulation, and that it was on the list first. She added there is not the staff capacity to accomplish both projects at the same time.

Mr. Watson said he felt both areas could be addressed simultaneously, and that he felt it was important to commence with the update of the Comprehensive Plan. The land maps within the Comprehensive Plan need to be updated, he said.

Mr. Watson asked if the Borough had access to the Auke Bay right-of-way corridor or if it had to purchase or exchange land for the proposed bypass.

Mr. Chaney said the preferred bypass route does not include very much City property. He added that a lot of the property involved belonged to the University, along with some privately owned land.

Chairman Satre said he was not opposed to taking additional time to run the Plan through committee work. He asked what form the additional committee work would take: would it take place within existing committees such as the Title 49 Committee or the Subdivision Review Committee, or would it transpire during Committee of the Whole meetings of the Commission. He said with three Commission member terms ending within the next couple of weeks, that it would be a new Commission addressing these issues.

Mr. Haight commented that he was in support of the approach recommended by Mr. Voelckers. He said the Commission does have the obligation dictated through Title 53 to thoroughly review the Land Management Plan draft. Mr. Haight said he would like to see this accomplished in such a manner that this transpired as soon as possible.

There are so many variables to consider in the Plan, said Mr. Bell, that he felt the Commission should take the extra time to provide the additional direction within the Plan.

Mr. Miller said he felt the most productive method that he has observed for reviewing plans was the approach to the Comprehensive Plan, with Committee of the Whole meetings.

Chairman Satre said he agreed with Mr. Miller that Committee of the Whole (COW) meetings were the best means to accomplish review and input for the Land Management Plan. He said that he recommended that the staff establish a Committee of the Whole meeting date for the Commission to begin addressing the Land Management Plan. He said one of the agenda items at the first COW meeting should be establishing a time frame for working through the Plan and presenting it again for review at a regular Planning Commission meeting. He said he felt the COW should focus on the latter portions of the Plan, where specific recommendations on the goals could be implemented.

The Housing Action Plan would be an excellent addition to incorporate into the Land Management Plan, said Mr. Voelckers. He said he understood that it is probably at least a month away from completion.

Mr. Voelckers said he felt that a time frame accompany the recommendations for those lands that were recommended to be disposed of or retained.

Mr. Chaney noted that in the past when there was a time frame attached to land disposals that it really did not seem to make much difference as to when these actions would actually transpire. He said the staff could easily go through and provide more information on the suggested actions for the land parcels.

Ms. McKibben mentioned that several years ago a study was presented to the Commission which involved the Switzer Creek property that is currently being subdivided, Pederson Hill and the greater Switzer property. These properties were specifically prioritized for disposal, said Ms. McKibben. She said she was curious how this land prioritization related to the current Land Management Plan. That study was more specific with the establishment of clear priorities, she said.

Mr. Chaney responded that they are following the recommendations of that planning effort very closely. Renninger Subdivision was the first recommendation with Pederson Hill as the second priority, said Mr. Chaney, and that is exactly the order in which they are progressing.

Mr. Watson said he liked the idea of setting a time frame for the accomplishment of recommendations for the Land Management Plan. He added that he would like to see specific priorities attached to the land such as priority number one, two, three and four.

XI. BOARD OF ADJUSTMENT - None

XII. DIRECTOR'S REPORT

Proposed site visit to USS 1555, Peterson Creek Land Owners' Association

Mr. Lange said that members of the Subdivision Review Committee discussed a proposed variance for the Peterson Creek Subdivision which will be before the Commission at its next regular meeting. The Association proposes that the Planning Commission visit the site so they would have a better idea of the area under consideration, said Mr. Lange. The dates of November 21, or November 22, from 10:00 a.m. to 3:00 p.m. were brought up as possibilities, said Mr. Lange. A meeting of three or more commissioners at the site would necessitate notification to the public, said Mr. Lange.

Chairman Satre suggested that a meeting time be established for the entire Commission to visit the property and that the public also be notified of the time and place of the visit.

Mr. Miller said as with many other properties which came up before the Commission for review that it was a very good idea for commissioners to actually pay visits to the site so they would have a better idea of the property under review. He said the land owner said Commission members could actually visit the property at any time between now and its next regular meeting.

Given that information, Chairman Satre said the invitation is open for Commission members to drive out and view the property on an individual basis.

Title 49 Committee Meeting

Ms. McKibben said there is a Title 49 Committee meeting scheduled for Friday, November 13, at 11:30 a.m. With the chairman of that committee unable to attend, Ms. McKibben asked if a quorum would still be available for that meeting. The topics under consideration for that committee meeting are reconsideration of the rezone request of the Engineering Department for Marine Industrial areas for the Rock Dump, as well as some proposed changes to Title 49 in relation to vesting of projects.

Mr. Watson asked for more information on the revisiting of the rezone of land in the area of the Rock Dump.

Ms. McKibben answered that earlier this year the Planning Commission heard and made a recommendation on a rezone request. That decision was protested to the Assembly, she said. The Assembly ruled that this rezone request go back to the Planning Commission, said Ms. McKibben. They would like to run this request through the Title 49 Committee before it appeared before the entire Commission, said Ms. McKibben.

Planning Commission Meetings for the Week of Thanksgiving and the Week of Christmas

Ms. McKibben asked if quorums would be possible for the Commission for those two meetings. Chairman Satre ascertained by polling the Commission members that a quorum would be available for the November 24, (2015) regular Commission meeting.

It could not be determined at this time if a quorum would be available for the December 22, (2015) regular Commission meeting.

XIII. REPORT OF REGULAR AND SPECIAL COMMITTEES - None

XIV. PLANNING COMMISSION COMMENTS AND QUESTIONS - None

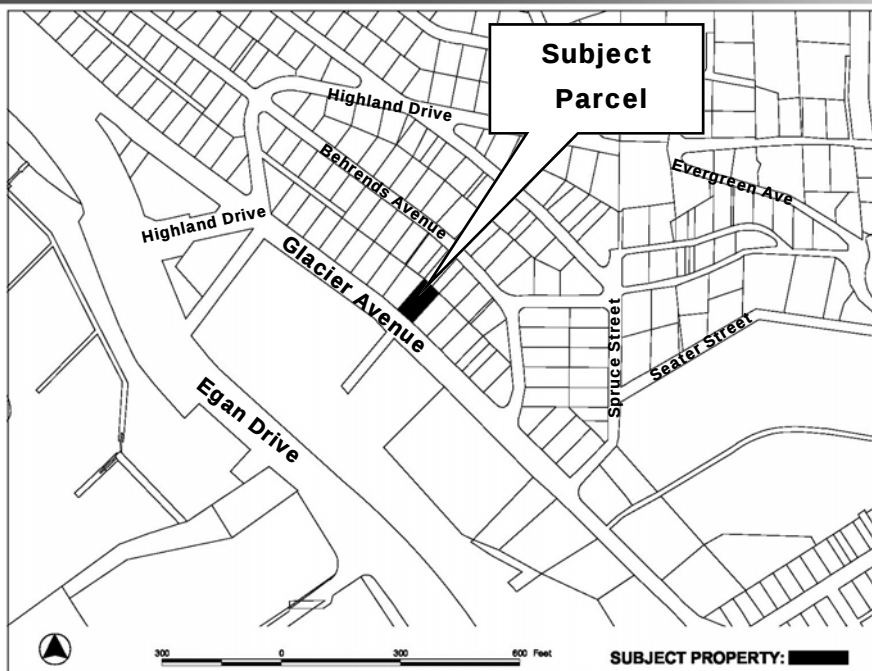
XV. ADJOURNMENT

The meeting was adjourned at 8:35 p.m.

DRAFT

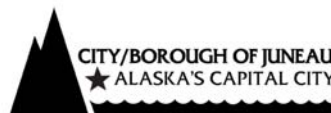


NOTICE OF PUBLIC HEARING



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

SHIP TO:



PROPOSAL: Convert existing garage into an accessory studio apartment on an undersized lot.

File No:	AAP2015 0028	Applicant:	John and Emily Harvey
To:	Adjacent Property Owners	Property PCN:	1-C03-0-J05-004-0
Hearing Date:	December 8, 2015	Owner:	John and Emily Harvey
Hearing Time:	7:00 PM	Size:	5,270 square feet
Place:	Assembly Chambers	Zoned:	D-5
	Municipal Building	Site Address:	1624 Glacier Avenue
	155 South Seward Street	Accessed Via:	Glacier Avenue
	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 Jill Maclean at 586-0756 or Jill.Maclean@juneau.org.



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: November 20, 2015

TO: Planning Commission

FROM: Jill Maclean, Senior Planner *Jill Maclean*
Community Development Department

FILE NO.: AAP2015 0028

PROPOSAL: Convert existing garage into an accessory studio apartment on an undersized lot

GENERAL INFORMATION

Applicant: John & Emily Harvey

Property Owner: John & Emily Harvey

Property Address: 1624 Glacier Avenue

Legal Description: Highlands Block B Lot 7

Parcel Code Number: 1-C03-0-J05-004-0

Site Size: 5,270 sq. ft.

Comprehensive Plan Future Land Use Designation: Urban Low Density Residential (ULDR)

Zoning: D5 (single family/duplex)

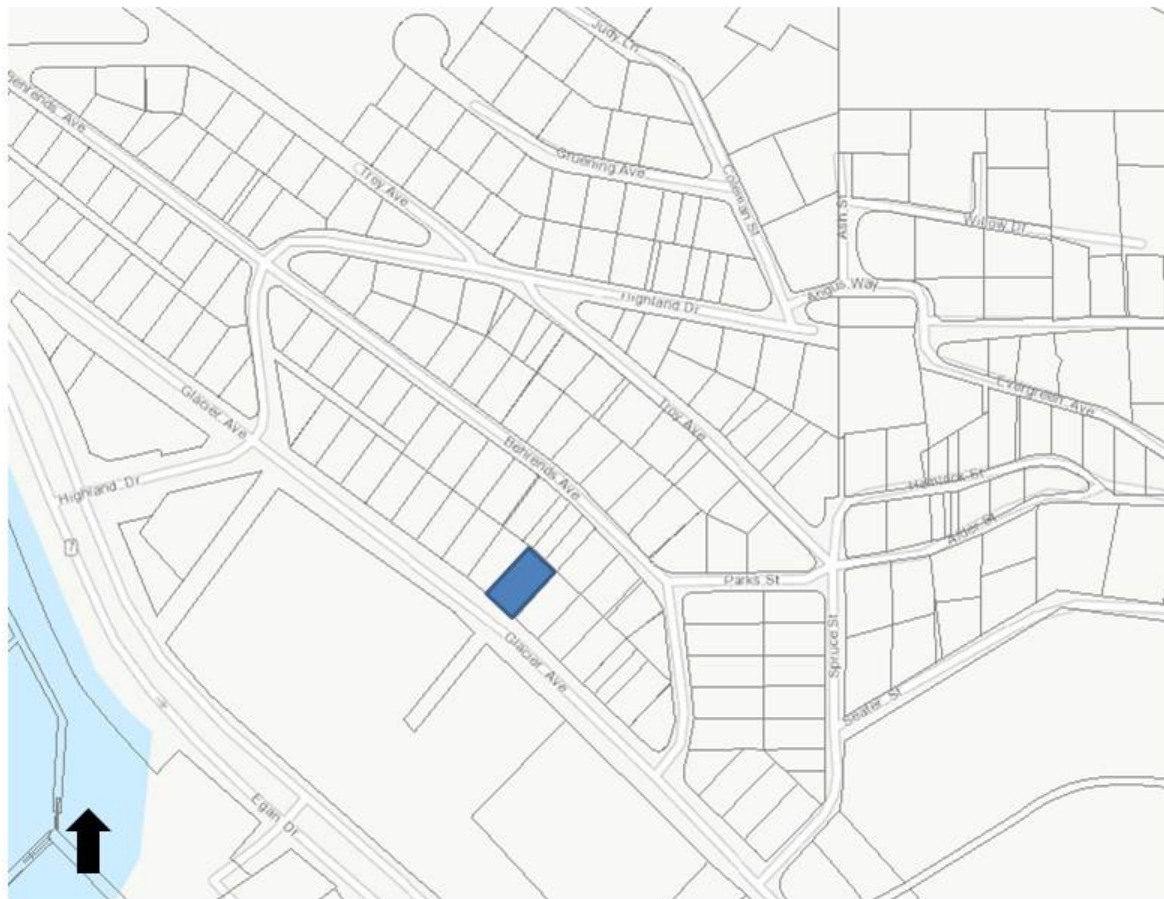
Utilities: Public Water/Public Sewer

Access: Glacier Avenue

Existing Land Use: Single family dwelling with a detached garage

Surrounding Land Use:	North	- Multi-family dwelling (D5)
	South	- Single-family dwelling (D5)
	East	- Single-family dwelling (D5)
	West	- Juneau-Douglas High School (D5)

Vicinity Map



 Subject Property

ATTACHMENTS

- Attachment A – Application for Accessory Apartment Permit including building plans
- Attachment B – Notice of public hearing
- Attachment C – Aerial photo of subject parcel
- Attachment D – Site Photos

Planning Commission
File No.: AAP2015 0028
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PROJECT DESCRIPTION

The applicant requests an Accessory Apartment Permit for the conversion of a 372 square foot existing garage into a studio apartment. As per the CBJ Land Use Code, 49.25.510(E)(ii), accessory apartments on lots smaller than the minimum lot size for the zoning district require Planning Commission approval via the Conditional Use Permit process.

BACKGROUND

The property is part of the Highlands Subdivision, platted in 1946. The applicant is proposing to renovate the existing 372 sq. ft. garage into a studio apartment. The existing shared driveway accommodates three parking spaces for the existing dwelling and the proposed studio apartment. The applicant will be required to obtain a building permit for any work required for the accessory apartment.

ANALYSIS

Project Site & Design -

The minimum lot size for the D5 zoning district is 7,000 square feet. The subject lot, like many surrounding lots is approximately 5,000 square feet. The Highlands Subdivision, including the subject parcel, was platted well before the current minimum lot size requirements.

The Land Use Code (CBJ 49.25.510) has a number of requirements for accessory apartments. The proposed accessory apartment meets all the criteria. At 372 square feet, it is below the maximum allowed size of 600 square feet with a maximum of one bedroom (Attachment A).

The current dwelling is a pre-existing non-conforming lot and dwelling, and thus does not meet the current rear yard setback of 20 feet. The proposal would not enlarge the current building footprint.

The required parking standard for three parking spaces is met – see below.

Traffic, Parking and Circulation –

Single family dwellings including an accessory apartment are required to have three off-street parking spaces (two for the single-family dwelling and one for the accessory apartment). The subject lot currently has at least three parking spaces in the existing shared driveway (tandem-style).

Noise -

The applicants are the owners and reside in the existing single-family dwelling. It is in their interest to control noise from the proposed studio apartment. Noise is not expected to be more than other dwelling units in the area.

Planning Commission
File No.: AAP2015 0028
November 20, 2015
Page 4 of 6

Public Health or Safety -

Staff is unaware of any public health or safety issues associated with the proposed reuse. CBJ Fire Department, CBJ General Engineering and CBJ Building divisions have stated they have no issues with the application. The accessory apartment will require a Building Permit which should ensure health and safety issues are addressed.

Habitat -

No sensitive areas, eagle nests, anadromous streams, or wetlands are known to exist on the subject site.

Property Value or Neighborhood Harmony -

No evidence has been identified or presented by neighbors indicating that the proposed development will have a negative impact on property value or neighborhood harmony. The neighborhood includes at least one other accessory apartment. No comments against the proposal have been received at the time of writing this memorandum.

Conformity with Adopted Plans -

The project substantially conforms to the 2013 Juneau Comprehensive Plan Policy 4.1 as follows:

'Policy 4.1 To facilitate the provision and maintenance of safe, sanitary, and affordable housing for its residents.'

The proposed development meets the intent of this policy by providing additional housing in the community.

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:

Planning Commission
File No.: AAP2015 0028
November 20, 2015
Page 5 of 6

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

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

1. Is the application for the requested Accessory Apartment permit complete?

Yes. Staff finds the application contains the information necessary to conduct full review of the proposed operations. The application submittal by the applicant, including the appropriate fees, substantially conforms to the requirements of CBJ Chapter 49.15.330 (c).

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

Yes. The requested permit is appropriate according to the Table of Permissible Uses. The permit is listed at CBJ 49.25.300, Section 1.130 for the 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 November 27, 2015 and December 7, 2015 issues of the Juneau Empire's "Your Municipality" section, and a Notice of Public Hearing was mailed to all property owners within 500 feet of the subject parcel. Moreover, a Public Notice Sign was posted on the subject parcel, visible from the public Right of Way.

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

No. As described in the preceding analysis, Building Permits will help ensure that the proposed development will not materially endanger the public health or safety.

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

No. As described in the preceding analysis, no evidence indicates that the development will substantially decrease the value of or be out of harmony with the property in the neighboring area.

Planning Commission
File No.: AAP2015 0028
November 20, 2015
Page 6 of 6

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

Yes. The proposed development meets the intent of the 2013 Juneau Comprehensive Plan, specifically Policy 4.1, regarding provision of safe and affordable housing.

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

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

RECOMMENDATION

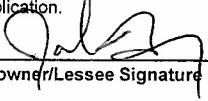
It is recommended that the Planning Commission adopt the Director's analysis and findings and **APPROVE** the requested Accessory Apartment permit. The permit would allow the development of a 372 sq. ft., studio accessory apartment on an undersized lot as per the submitted plans.

The approval is subject to the following condition:

1. All exterior lighting fixtures shall be of a “full cutoff” design.

DEVELOPMENT PERMIT APPLICATION

Project Number	CITY and BOROUGH of JUNEAU	Date Received: 10/16/15
Project Name (City Staff to Assign Name) AAP2015 0028		

INFORMATION	Project Description Converting garage to accessory apartment		
	PROPERTY LOCATION		
	Street Address 1624 Glacier Ave.	City/Zip 99801	
	Legal Description(s) of Parcel(s) (Subdivision, Survey, Block, Tract, Lot) Highlands block B lot 7		
	Assessor's Parcel Number(s) 1C0305050040		
	LANDOWNER/ LESSEE		
	Property Owner's Name John and Emily Harvey	Contact Person: John	Work Phone:
	Mailing Address Same as street address	Home Phone: 907-204-3977	Fax Number:
	E-mail Address harvey.john.c@gmail.com	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			10/16/15
		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 as property owner		Contact Person:	Work Phone:
Mailing Address		Home Phone:	Fax Number:
E-mail Address	Other Contact Phone Number(s):		
X		10/16/15	
	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			
		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)		10/16/15	AAP15-0028
		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 ANE

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

I:\FORMS\2010 Applications

ATTACHMENT A

Revised November 2009

ALLOWABLE/CONDITIONAL USE PERMIT APPLICATION

Project Number	Project Name (15 characters)	Case Number PERMIT CENTER/CDD AAP20150028	Date Received 10/08/15
----------------	------------------------------	--	----------------------------------

TYPE OF ALLOWABLE OR CONDITIONAL USE PERMIT REQUESTED

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

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

Please list the Table of Permissible Uses Category: _____

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

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

Repurpose unfinished garage into an accessory apartment

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

CURRENT USE OF LAND OR BUILDING(S): Residence - single family

PROPOSED USE OF LAND OR BUILDING(S): Residence - single family + accessory apartment

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

SITE AND BUILDING SPECIFICS:

Total Area of Lot 5,270 square feet Total Area of Existing Structure(s) 1,975.5 square feet

Total Area of Proposed Structure(s) 1,975.5 square feet

EXTERNAL LIGHTING:

Existing to remain ☒ No ☒ Yes – Provide fixture information, cutoff sheets, and location of lighting fixtures

Proposed ☒ No ☐ Yes – Provide fixture information, cutoff sheets, and location of lighting fixtures

no current fixtures

PROJECT NARRATIVE AND SUBMITTAL CHECKLIST:

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

For more information regarding the permitting process and the submittals required for a complete application, please see the reverse side. If you need any assistance filling out this form, please contact the Permit Center at 586-0770.	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">ALLOWABLE/CONDITIONAL USE FEES</th> <th style="text-align: center;">Fees</th> <th style="text-align: center;">Check No.</th> <th style="text-align: center;">Receipt</th> <th style="text-align: center;">Date</th> </tr> </thead> <tbody> <tr> <td>Application Fees</td> <td style="text-align: right;">\$ <u>350⁰⁰</u></td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Admin. of Guarantee</td> <td style="text-align: right;">\$ _____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Adjustment</td> <td style="text-align: right;">\$ _____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Pub. Not. Sign Fee</td> <td style="text-align: right;">\$ <u>50⁰⁰</u></td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Pub. Not. Sign Deposit</td> <td style="text-align: right;">\$ <u>100⁰⁰</u></td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Total Fee</td> <td style="text-align: right;">\$ <u>500⁰⁰</u></td> <td style="text-align: center;"><u>CC</u></td> <td style="text-align: center;"><u>7257</u></td> <td style="text-align: center;"><u>10/12/15</u></td> </tr> </tbody> </table>	ALLOWABLE/CONDITIONAL USE FEES	Fees	Check No.	Receipt	Date	Application Fees	\$ <u>350⁰⁰</u>	_____	_____	_____	Admin. of Guarantee	\$ _____	_____	_____	_____	Adjustment	\$ _____	_____	_____	_____	Pub. Not. Sign Fee	\$ <u>50⁰⁰</u>	_____	_____	_____	Pub. Not. Sign Deposit	\$ <u>100⁰⁰</u>	_____	_____	_____	Total Fee	\$ <u>500⁰⁰</u>	<u>CC</u>	<u>7257</u>	<u>10/12/15</u>
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NOTE: MUST BE ACCOMPANIED BY DEVELOPMENT PERMIT APPLICATION FORM

1624 Elader Avenue

1 SF unit

Proposed studio apartment

3 parking spaces required

↑
N



RECEIVED

OCT 08 2015

PERMIT CENTER/CDD

ATTACHMENT A

. Pre-app. time at 3:30pm is best for applicant.
 . Wed. @ 3:30pm works.

John and Emily Harvey
 1624 Glacier Ave.
 Juneau, AK 99801
 209-3977 *John*
 209-3241 *Emily*

Project description:

We would like to repurpose our unfinished 372 sq ft garage into an accessory studio apartment.

- Development Schedule

Upon approval we plan to begin renovation on the space starting later this Winter/Spring. Because of its small size, we anticipate the time frame for renovation to be reasonably short.

-Use

We plan to use this space as a studio accessory apartment suitable for one tenant.

-Habitat

Given that it is already part of the existing structure of the 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 and a reasonably small project. Because it is a one person dwelling attached to our home the noise impact would be minimal. In addition, because the unit is attached to our house our efforts to respond to un welcomed noises would be our priority.

-Screening

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

-Lot & Development Size - Lot is zoned D5. minimum lot size is 7,000 sq. ft. A.E 9/28/93

Our lot size is 5,270 sq ft. The footprint of the structure would not be modified as this renovation would take place in our unfinished 372 sq ft attached garage.

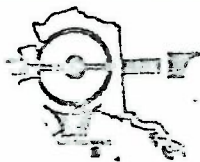
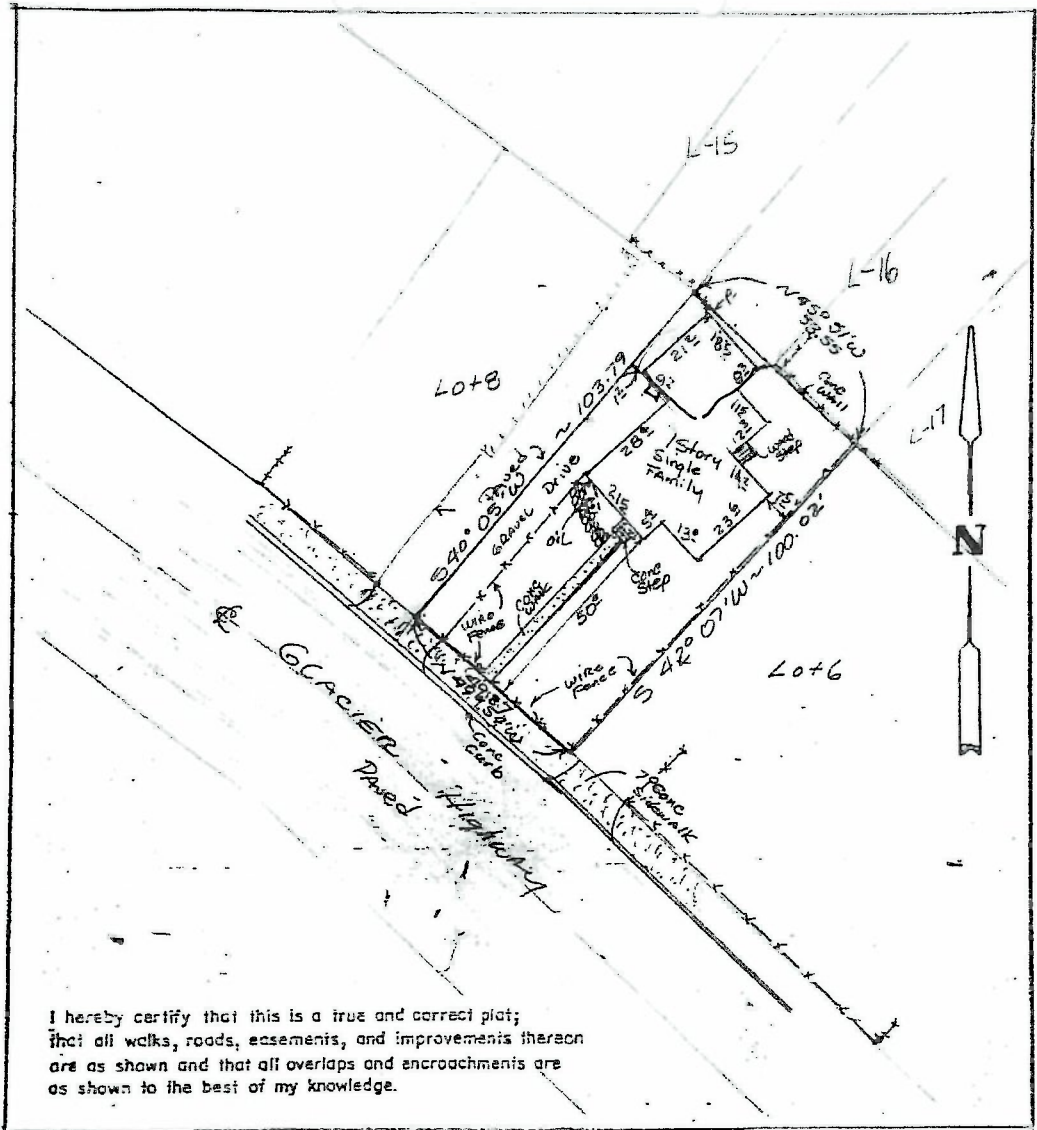
-Drainage

The space is already an existing structure with adequate drainage.

RECEIVED

OCT 08 2015

PERMIT CENTER/DP

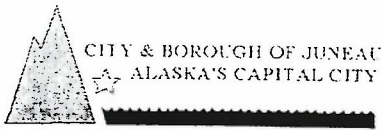


J.W. EGAN

PROFESSIONAL SURVEYOR
3803 KIOWA DRIVE
JUNEAU, ALASKA
907-789-0890
SURVEYOR - PLANNER

AS-Built Survey of:
Lot 7, Block B
Highlands Sub.
within U.S.S. 375

JOB NO.	10245	SCALE	1"=30'
DATE	10-1-88	SHEET	1/1



Public Notice Sign Lease Agreement

Community Development Department

RECEIVED

OCT 08 2015

PERMIT CENTER/CDD

Case # _____ Sign # _____ Hearing Date: _____

Assessor's Parcel # 1C030J05004-0 Check # _____ Receipt # _____Applicant: John and Emily Hanvey (please print) Phone #: 907-209-3977Application Received by: ANE Date: 10/8/15
(CDD staff initials/name)

I, JOHN HANVEY, in cooperation with the Community Development Department (CDD), have leased a Public Notice Sign and agree to the terms listed below:

CHARGE: \$50 Preparation Fee
\$100 Refundable Deposit

RETURN TIME: The sign **MUST** be returned to the Community Development Department **by 4:30 p.m. on the Monday** following the scheduled hearing date. If the sign is returned later than the Monday after the Planning Commission meeting, but within two weeks of the meeting, \$50.00 may be refunded.

PENALTIES: The sign **MUST** be returned to the Permit Center Staff in the same condition it was taken: clean, undamaged, and with no attachments. **If a sign is not returned on time, or has been damaged, the \$100 deposit fee will be forfeited.**

POSTING REQUIREMENTS:

- The sign must be posted by the applicant/developer on the site at least 14 days prior to the hearing date.
- The sign must be clearly visible and readable from a public Right-of-Way.

John Hanvey
(Applicant Signature)

10/8/15
(Date)

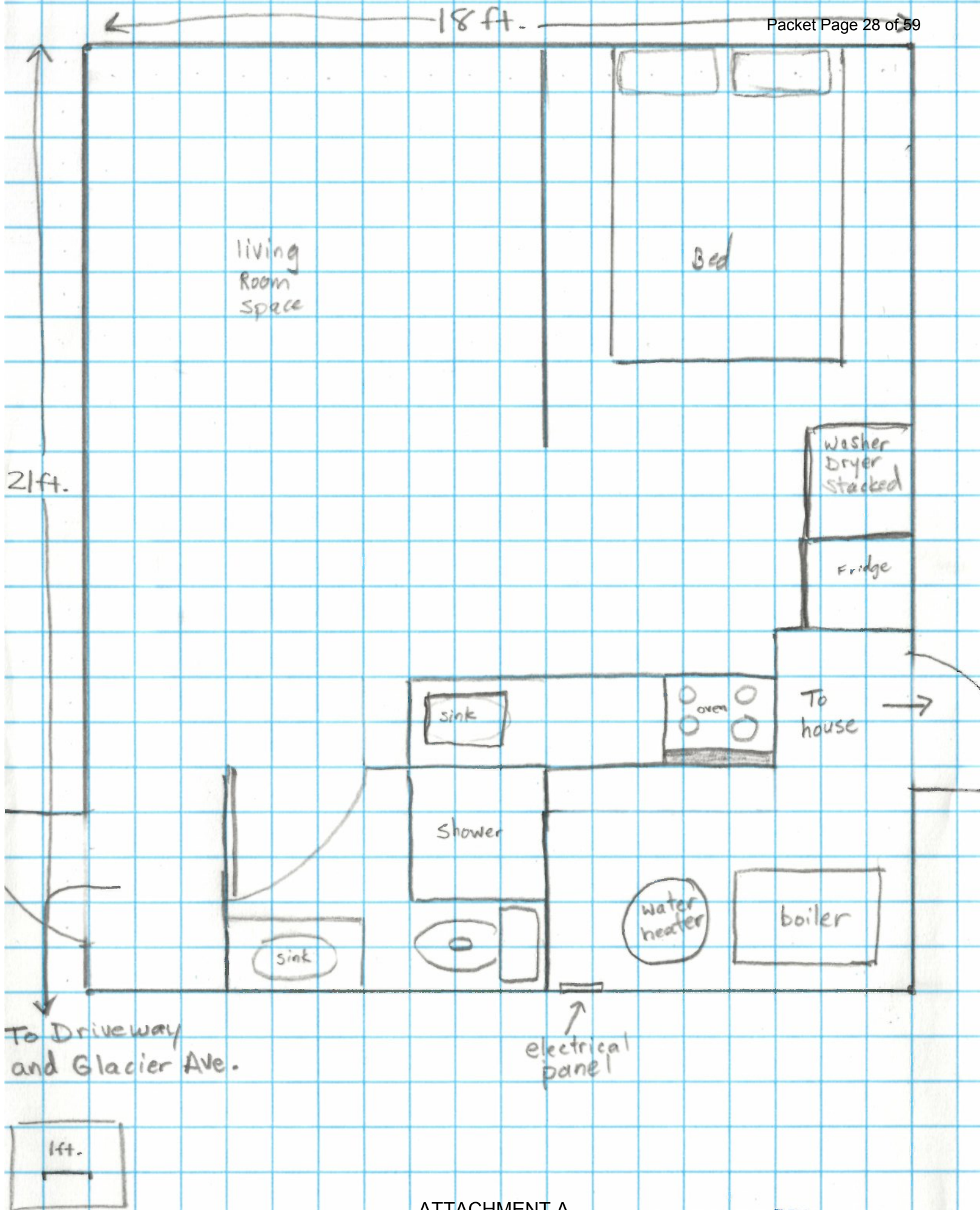
Sign Received by: _____ Date: _____ Staff Initials: _____

Sign Returned by: _____ Date: _____ Staff Initials: _____

REFUND INFORMATION: Receipt Number: _____

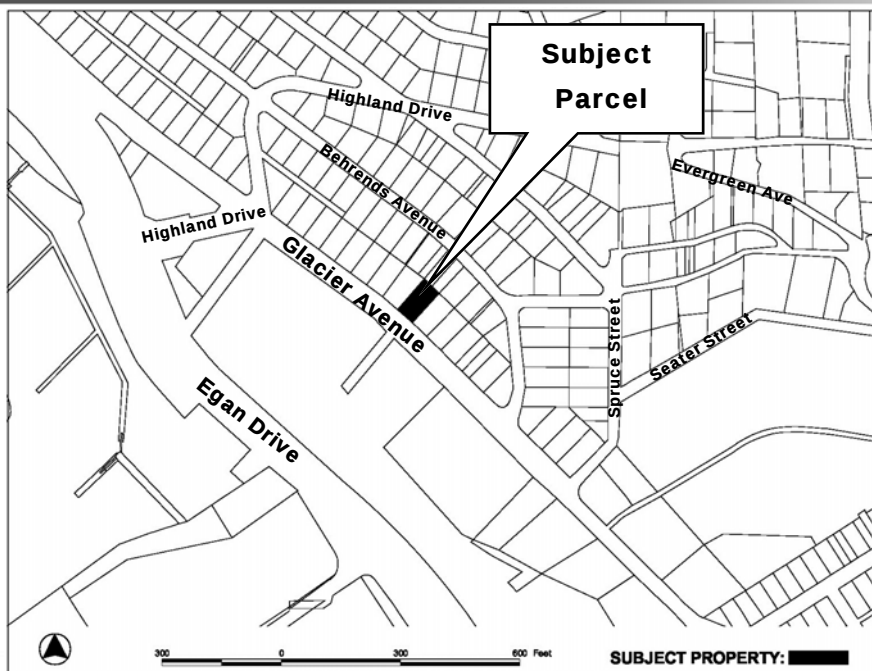
Amount Refunded: _____ Method: _____ Date: _____ Staff Initials: _____

Refund Received by: _____ /mailed to: _____



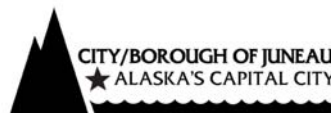


NOTICE OF PUBLIC HEARING



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

SHIP TO:



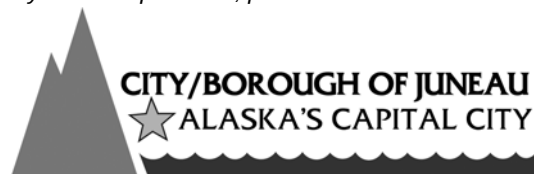
PROPOSAL: Convert existing garage into an accessory studio apartment on an undersized lot.

File No:	AAP2015 0028	Applicant:	John and Emily Harvey
To:	Adjacent Property Owners	Property PCN:	1-C03-0-J05-004-0
Hearing Date:	December 8, 2015	Owner:	John and Emily Harvey
Hearing Time:	7:00 PM	Size:	5,270 square feet
Place:	Assembly Chambers	Zoned:	D-5
	Municipal Building	Site Address:	1624 Glacier Avenue
	155 South Seward Street	Accessed Via:	Glacier Avenue
	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.

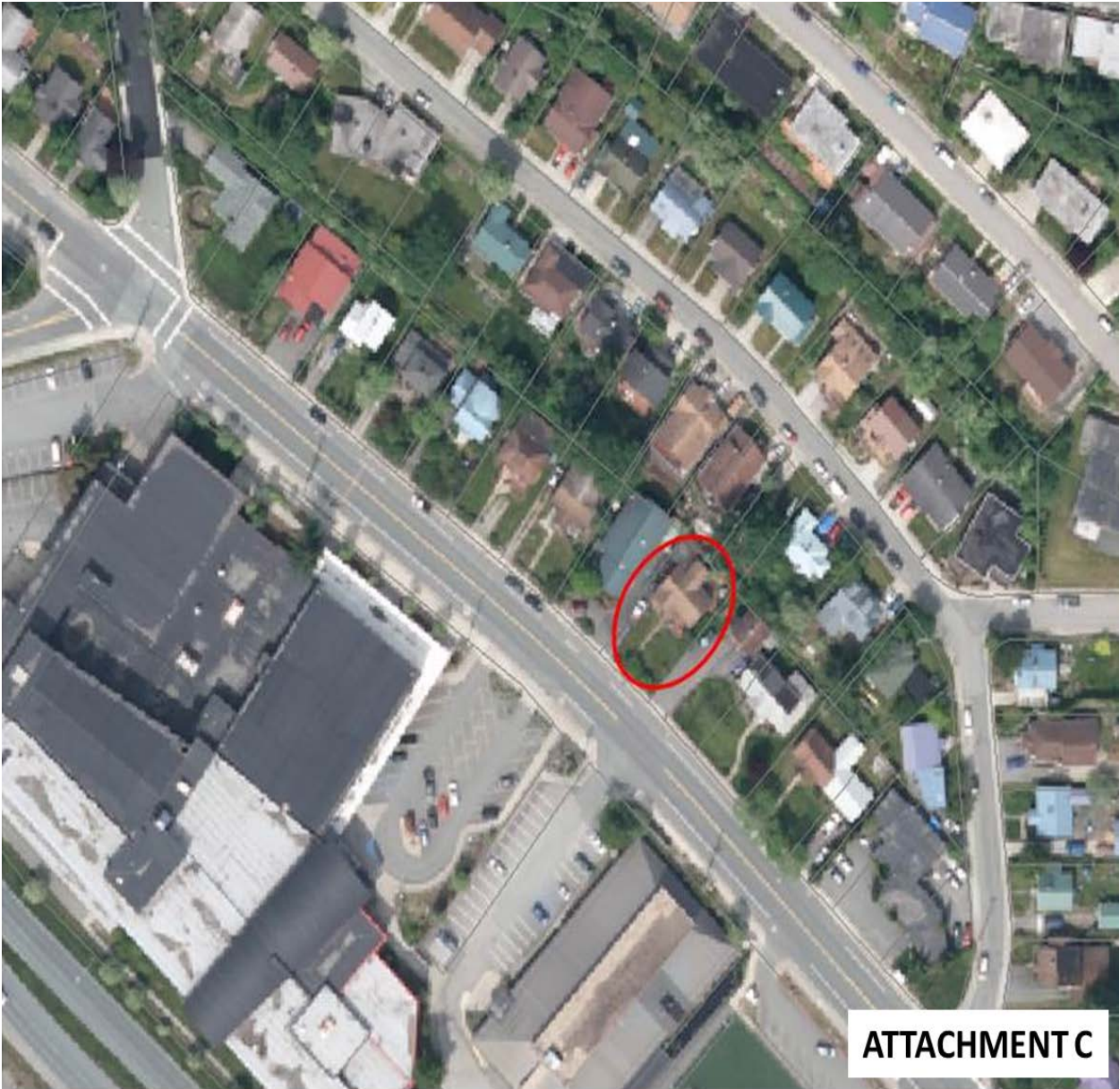
If you have questions, please contact Jill Maclean at 586-0756 or Jill.Maclean@juneau.org.



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

ATTACHMENT B

Date notice was printed: November 2, 2015









**PLANNING COMMISSION
NOTICE OF DECISION**

Date: December 7, 2015

File No.: AAP2015 0028

John & Emily Harvey
1624 Glacier Highway
Juneau, Alaska 99801

Application For: Convert existing garage into an accessory studio apartment on an undersized lot
Legal Description: Highlands Block B Lot 7
Property Address: 1624 Glacier Highway
Parcel Code No.: 1-C03-0-J05-004-0
Hearing Date: December 8, 2015

The Planning Commission, at its regular public meeting, adopted the analysis and findings listed in the attached memorandum dated November 20, 2015 and approved the conversion of the existing garage into an accessory studio apartment to be conducted as described in the project description and project drawings submitted with the application (and with the following conditions:)

1. All exterior lighting fixtures shall be of a "full cutoff" design.

Attachments: November 20, 2015, memorandum from Jill Maclean, Community Development, to the CBJ Planning Commission regarding AAP2015 0028.

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

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

Effective Date: The permit is effective upon approval by the Commission, December 8, 2015.

Expiration Date: The permit will expire 18 months after the effective date, or June 8, 2017, 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

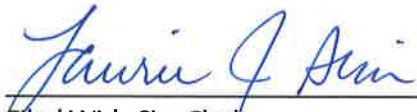
Harvey
File No.: AAP2015 0028
December 7, 2015
Page 2 of 2

authorized. Application for permit extension must be submitted thirty days prior to the expiration date.

Project Planner:


Jill Maclean, Planner
Community Development Department


Michael Satre, Chair
Planning Commission


Filed With City Clerk

12/10/15
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: December 2, 2015

TO: Planning Commission

FROM: Jonathan Lange, Planner II *Jonathan Lange*
Community Development Department

FILE NO.: AME2015 0015

RE: Planning Commission Review of 2015 Land Management Plan Update

At the November 24, 2015 Planning Commission Committee of the Whole Meeting, CBJ Lands Manager, Greg Chaney, addressed Planning Commission questions and comments on the 2015 Land Management Plan Update. Staff was directed to bring draft language and additional land parcel information back to the Commission at their next regular meeting. The following attachments address the Commission's questions and comments.

Staff Recommendation

Staff recommended at the November 10, 2015 Regular Planning Commission meeting, that the Planning Commission recommend to the Assembly that AME2015 0015, the 2015 Land Management Plan Update is consistent with Title 49, Title 53, and the 2013 Comprehensive Plan.

Attachments

Attachment A – Lands and Resources Memorandum
Attachment B – Email Web Link for West Douglas Master Plan

MEMORANDUM

CITY/BOROUGH OF JUNEAU

Lands and Resources Office
155 S. Seward St., Juneau, Alaska 99801
greg.chaney@juneau.org

Voice (907) 586-0205

Fax (907) 586-5385

TO: The Planning Commission

FROM: Greg Chaney 

SUBJECT: RE: Planning Commission Comments on the Draft Land Management Plan

DATE: December 2, 2015

This Memo is in response to the Planning Commission, at the November 24th, 2015 Committee of the Whole meeting regarding the Draft Land Management Plan. At that meeting Lands staff received comments and concerns regarding the Draft, and Lands staff has provided the following information.

- 1. Land Management Plan Process: A process needs to be defined so that when new plans are adopted such as a new Parks and Recreation Comprehensive Plan, any relevant portions will be incorporated into the Land Management Plan.**

Recommended text to be added to the *Recommendations* section of the draft Land Management Plan:

When new CBJ plans are adopted by ordinance, it would be appropriate to concurrently adopt an update of relevant portions of the new plan to the Land Management Plan so that the Land Management Plan will reflect all current adopted plans.

- 2. Property for Housing: Additional recommendations and direction are needed to provide housing in the City and Borough of Juneau. In particular housing opportunities on CBJ land near Juneau's downtown core, need to be further explored.**

Review of CBJ property near downtown and suitability for housing yielded the following parcels that could be further considered for disposal for residential development: page numbers of maps in draft Plan

LND-1089

Lands parcel LND-1089 is located at Norway Point. The majority of the site is in an avalanche hazard zone, however 7 of the 25 acres are not located in a mapped hazard zone and could be investigated further for development in the future, which now can occur with the updated site designation. This property was initially deemed "retain" but has been updated in the *Draft Land Management Plan* to "retain/dispose."

Current Draft Land Management Plan:

Norway Point	LND-1089	1C020J020020 7B0801000010	AL AIS 3 BL 84 FR USS 1462, Fraction USS 1452 & USS 2077, Fraction USS 375 Block F Highlands	24.80	Norway Point & Behrends Avenue; open space (avalanche hazard) Open space/geophysical hazard area	Lands & Resources	Retain
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Proposed Draft Land Management Plan:

Norway Point	LND-1089	1C020J020020 7B0801000010	AL AIS 3 BL 84 FR USS 1462, Fraction USS 1452 & USS 2077, Fraction USS 375	24.80	Norway Point & Behrends Avenue; a portion of this lot is outside of the avalanche hazard zone and could be investigated for development	Lands & Resources	Retain / Dispose
--------------	----------	------------------------------	---	-------	--	-------------------	---------------------

LND-1103

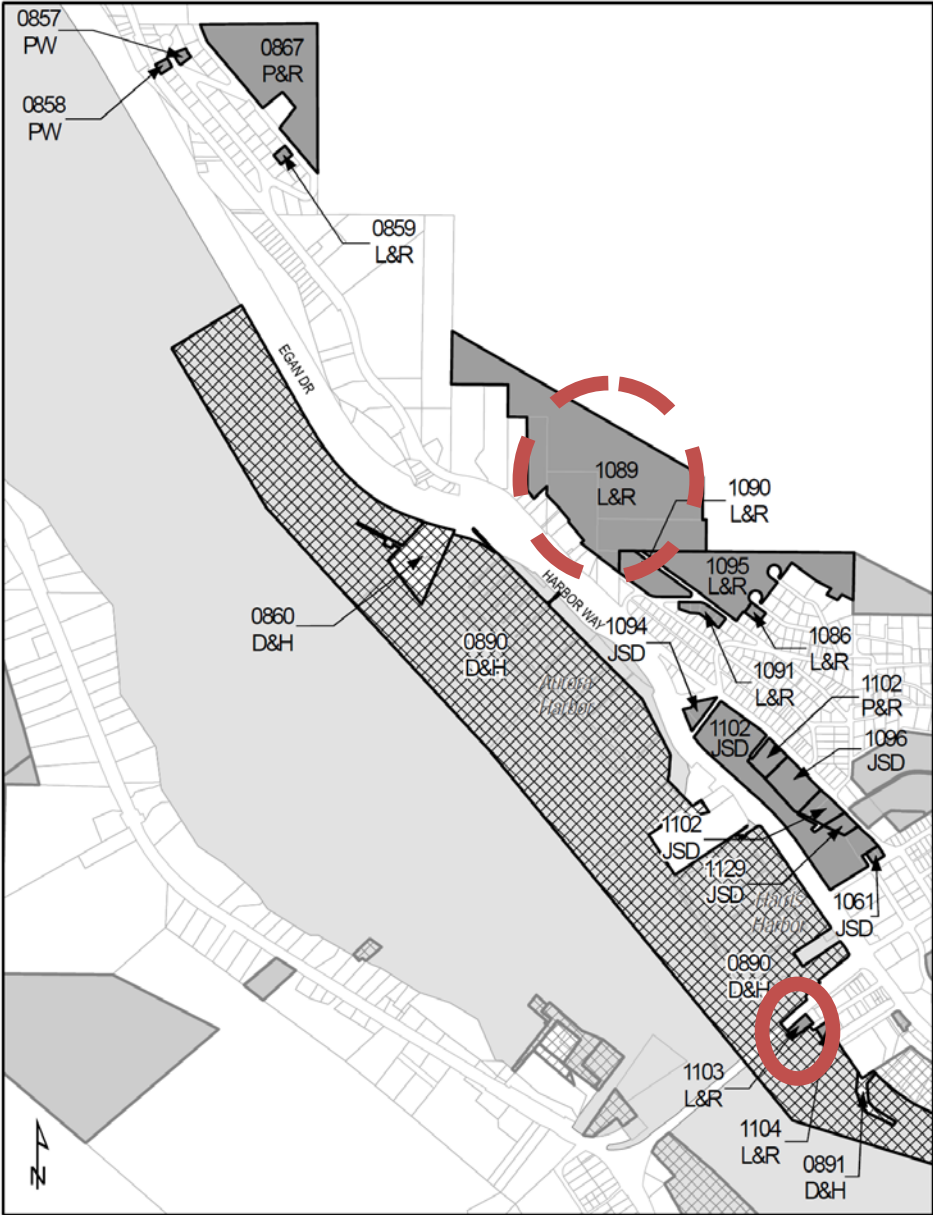
This parcel is located near the Juneau Douglas Bridge. The CBJ Assembly has directed staff to investigate the feasibility of building housing at this location. This property was initially deemed “retain” but has been updated in the *Draft Land Management Plan* to “retain/dispose.”

Current Draft Land Management Plan:

				Augustus Brown Swimming Pool		
LND-1103	1C060K580060	Lots 11 & 12, Block 58 & Fraction Block 87, Tideland's Addition	0.96	Waterfront open space	Lands & Resources	Retain
		Lot 16A Block 60				

Proposed Draft Land Management Plan:

				Augustus Brown Swimming Pool		
LND-1103	1C060K580060	Lots 11 & 12, Block 58 & Fraction Block 87, Tideland's Addition	0.96	Waterfront open space	Lands & Resources	Retain / Dispose
		Lot 16A Block 60				



Map No. 18: Aurora Harbor

0 500 1,000 2,000 Feet

Below is a list of all properties on Map 18 of the draft Land Management Plan with comments about suitability for housing.

Map 18: Aurora Harbor

LND-0857	Severe Avalanche Hazard
LND-0858	Severe Avalanche Hazard
LND-0859	Avalanche Hazard
LND-0860	Juneau Yacht Club
LND-0867	Severe Avalanche Hazard
LND-0890	Tidelands - Docks and Harbors
LND-0891	Tidelands - Docks and Harbors
LND-1061	Juneau School District
LND-1086	Moderate Avalanche & Mass Wasting Hazard
LND-1089	Moderate & Severe Hazard Zone - Some Area Outside of Mapped Hazard, Steep
LND-1090	Severe Hazard
LND-1091	Mass Wasting Hazard
LND-1095	Avalanche & Mass Wasting Hazard
LND-1096	Juneau School District – Soccer Field
LND-1102	Juneau School District & Parks and Recreation
LND-1103	Waterfront Open Space
LND-1104	Waterfront Open Space, Area Programmed for Seawalk Terminus and Whale Park
LND-1129	Juneau School District

LND-1020

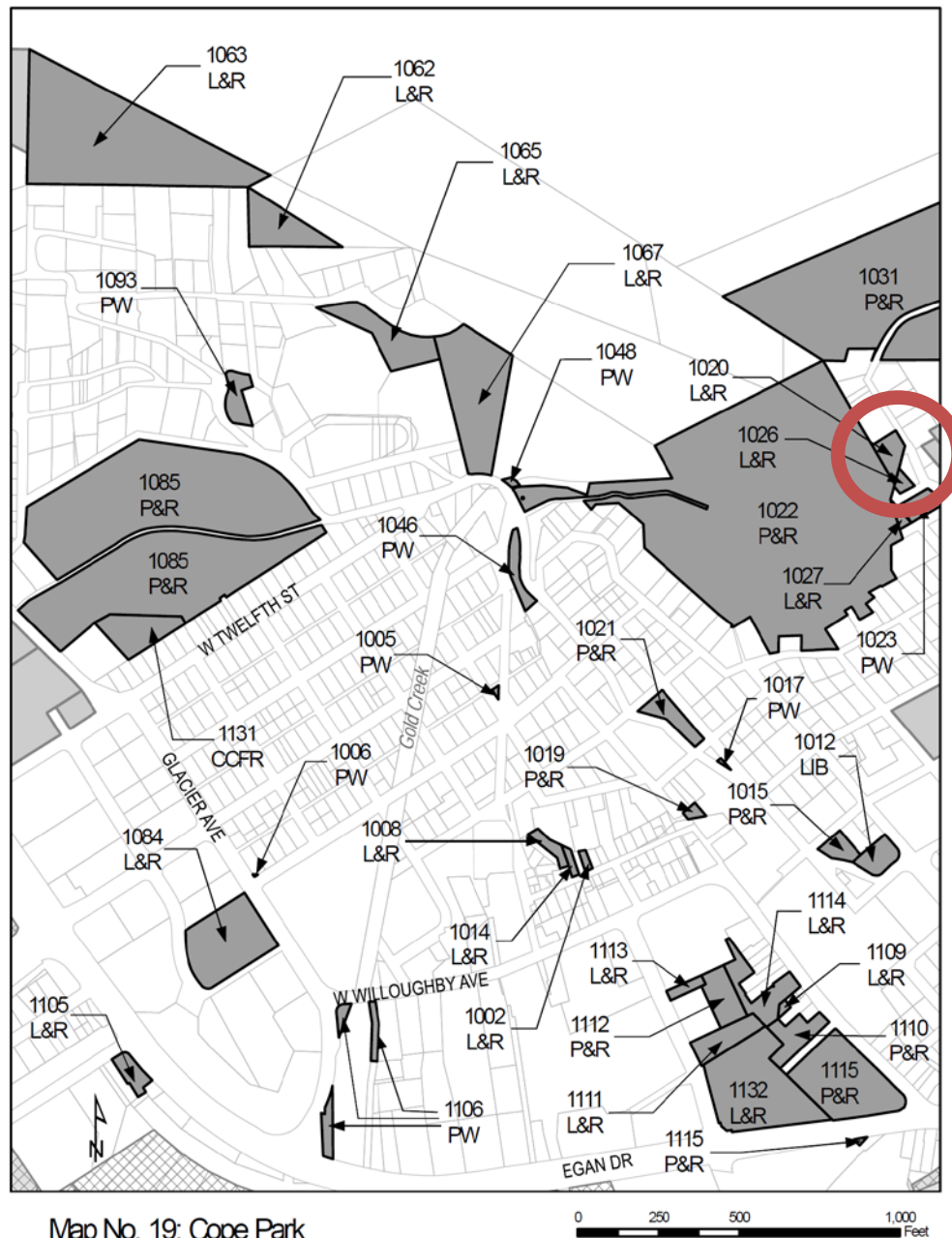
This parcel is located near Basin Road. The property has significant topographic challenges and historic development on the adjacent private lot reduces development options for this parcel. However with the need to review all potentially suitable properties for disposal, Lands will investigate the suitability of this parcel for disposal. This property was initially deemed “retain” but has been updated in the *Draft Land Management Plan* to “retain/dispose.”

Current Draft Land Management Plan:

LND-1020	1C040A400100	townsite Lots 11 & 12, USS 3379 Fraction of Lot 32	0.20	village, open space Lots on Basin Road near Cope Park Lot on Calhoun Avenue: greenbelt above	Lands & Resources	Retain
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Proposed Draft Land Management Plan:

LND-1020	1C040A400100	townsite Lots 11 & 12, USS 3379 Fraction of Lot 32	0.20	village, open space Lots on Basin Road near Cope Park Lot on Calhoun Avenue: greenbelt above	Lands & Resources	Retain / Dispose
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Map No. 19: Cope Park

Below is a list of all properties on Map 19 of the draft Land Management Plan with comments about suitability for housing.

Map 19: Cope Park

LND-1002	Indian Village - Dispose
LND-1005	Public Works
LND-1006	Public Works
LND-1008	Indian Village - Dispose
LND-1012	Juneau-Douglas Museum
LND-1014	Indian Village - Dispose
LND-1015	Parks and Recreation - Beatrix Park
LND-1017	Public Works
LND-1019	Parks and Recreation Open Space (0.05 acres)
LND-1020	Lots on Basin Road
LND-1021	Parks and Recreation, greenbelt near Governor's Mansion
LND-1022	Public Works and Parks & Recreation – Cope Park
LND-1023	Public Works, Parking Area
LND-1026	Lot near Basin Road – Retain/Dispose
LND-1027	2,009 Square Foot Triangular Lot Fragment Near Parking Lot on Eight Street
LND-1046	Public Works
LND-1048	Public Works
LND-1062	Severe Hazard Zone
LND-1063	Severe Hazard Zone
LND-1065	Access to Gold Creek Flume - Moderate Hazard Zone
LND-1067	Severe Hazard Zone
LND-1084	Leased to Taku Terrace Condominiums
LND-1085	Evergreen Cemetery
LND-1093	Public Works
LND-1105	Parking – Retain/Dispose
LND-1106	Public Works and Parks & Recreation
LND-1109	Remnant lot used for parking
LND-1110	Parking for Centennial Hall
LND-1111	Leased for Parking
LND-1112	Zach Gordon Youth Center
LND-1113	Access driveway
LND-1114	Zach Gordon Youth Center & parking
LND-1115	Centennial Hall Convention Center
LND-1131	Juneau Fire Station
LND-1132	Juneau Arts and Culture Center and Parking

LND-1011

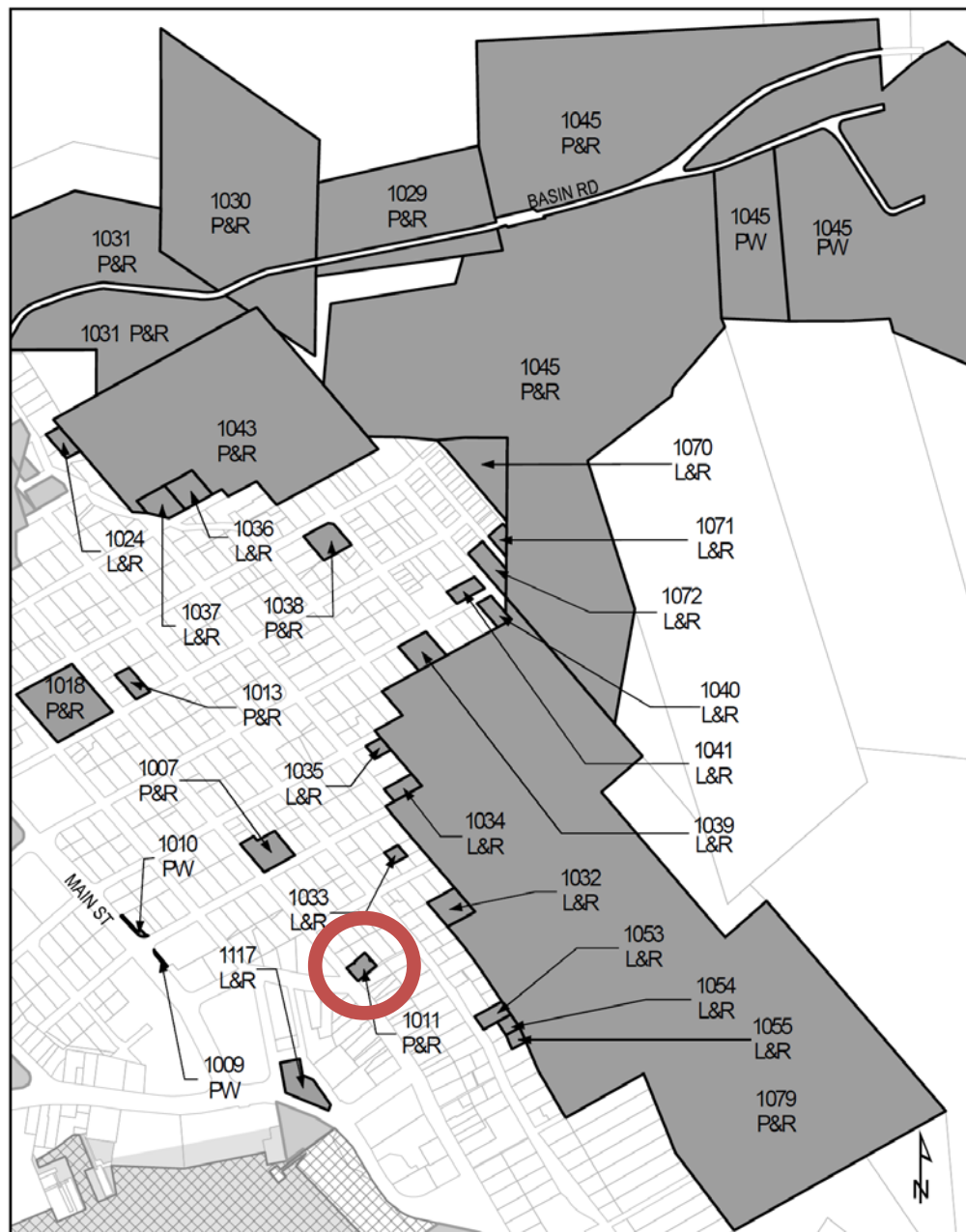
This parcel is located downtown at the intersection of Front and Franklin Streets. The property would provide a significant advantage for providing access to the Gastineau Apartment site when the building is demolished however, this site is currently a public park. With the need to review all potentially suitable properties for disposal, Lands will investigate the suitability of this parcel for disposal. This property was initially deemed “retain” but has been updated in the *Draft Land Management Plan* to “retain/dispose.”

Current Draft Land Management Plan:

LND-1011	1C070A130012	Townsite Lot 9, Block 13, Juneau Townsite	0.09	Guna-ka-deit Park	Parks & Recreation	Retain
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Proposed Draft Land Management Plan:

LND-1011	1C070A130012	Townsite Lot 9, Block 13, Juneau Townsite	0.09	Guna-ka-deit Park	Parks & Recreation	Retain / Dispose
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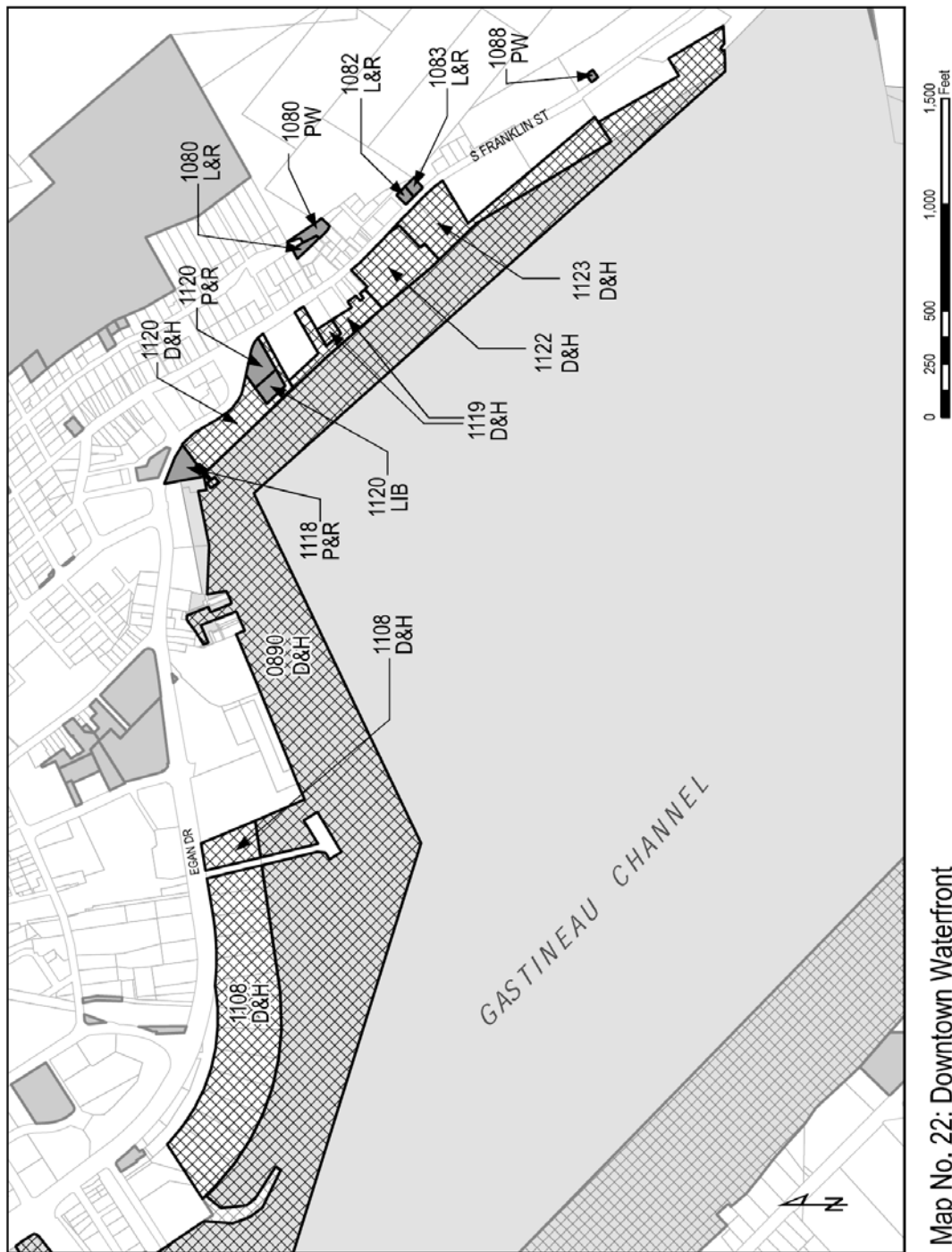
Map No. 20: Starr Hill & Basin Road

Below is a list of all properties on Map 20 of the draft Land Management Plan with comments about suitability for housing.

Map 20: Starr Hill & Basin Road

LND-1007	North Franklin Parking Lot - Dispose
LND-1009	Landscaping on Main Street, 302 square feet
LND-1010	Sidewalk along Main Street
LND-1011	Guna-ka-deit Park, Potential for disposal in conjunction w/ Gastineau Apt reconstruction
LND-1013	Encompasses part of Russian Orthodox Church building and grounds
LND-1018	Capital School Park
LND-1024	Moderate Hazard Zone
LND-1029	Gold Creek - Severe Hazard Zone
LND-1030	Gold Creek - Severe Hazard Zone
LND-1031	Gold Creek - Moderate & Severe Hazard Zone
LND-1032	Above Gastineau Avenue - Severe Hazard Zone
LND-1033	Above Gastineau Avenue - Severe Hazard Zone
LND-1034	Above Harris Street - Severe Hazard Zone
LND-1035	Above Third and Harris - Severe Hazard Zone
LND-1036	Above Basin Road - Severe Hazard Zone
LND-1037	Above Basin Road - Severe Hazard Zone
LND-1038	Chicken Yard Park
LND-1039	Above Fourth and Harris - Severe Hazard Zone
LND-1040	Above Fourth and Park - Severe Hazard Zone
LND-1041	Near Fourth and Park - Moderate Hazard Zone
LND-1043	North Park, Mount Maria - Moderate & Severe Hazard Zone
LND-1045	Last Chance Basin to Starr Hill - Moderate & Severe Hazard Zone
LND-1053	Above Gastineau Avenue - Severe Hazard Zone
LND-1054	Above Gastineau Avenue - Severe Hazard Zone
LND-1055	Above Gastineau Avenue - Severe Hazard Zone
LND-1070	Above Starr Hill - Moderate & Severe Hazard Zone
LND-1071	Above Starr Hill - Severe Hazard Zone
LND-1072	Above Starr Hill - Moderate & Severe Hazard Zone
LND-1079	East Park, above Gastineau Ave - Severe Hazard Zone
LND-1117	City Hall

No additional CBJ properties contained within the boundary of Map 22 were found to be appropriate for housing.

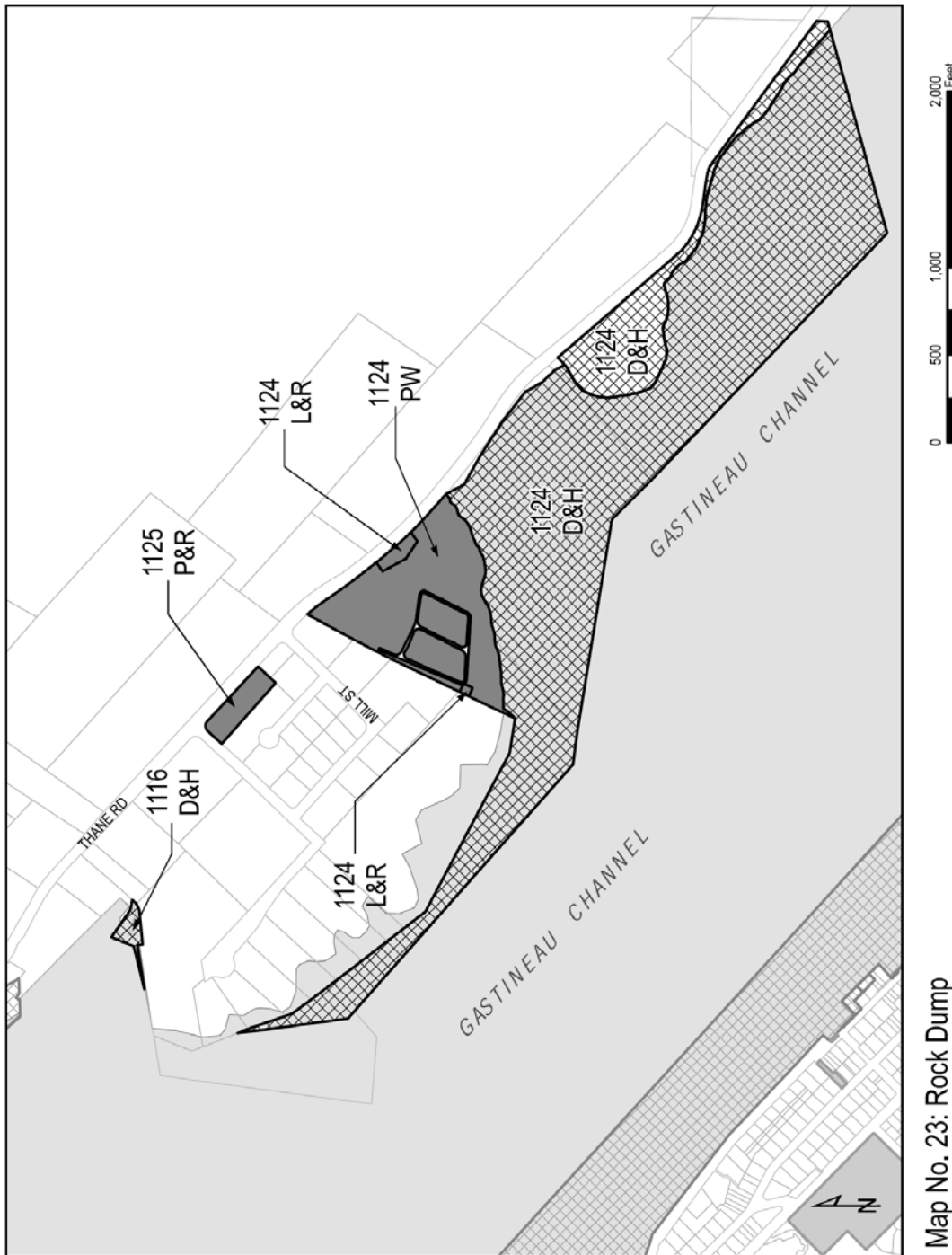


Below is a list of all properties on Map 22 of the draft Land Management Plan with comments about suitability for housing.

Map 22: Downtown Waterfront

LND-0890	Tidelands - Docks and Harbors
LND-1080	End of Gastineau Avenue - Severe Hazard Zone
LND-1082	Above S. Franklin Street, Retaining Wall – Moderate Hazard Zone
LND-1083	Above S. Franklin Street, Retaining Wall – Moderate Hazard Zone
LND-1088	Above S. Franklin Street, Sewer Pump Station – Severe Hazard Zone
LND-1108	Tidelands - Docks and Harbors
LND-1118	Marine Park
LND-1119	Tidelands Below South Franklin Street - Docks and Harbors
LND-1120	Downtown Library and Marine Parking Garage
LND-1122	Tidelands Below South Franklin Street - Docks and Harbors
LND-1123	Tidelands Below South Franklin Street - Docks and Harbors

No additional CBJ properties contained within the boundary of Map 22 were found to be appropriate for housing.



Map No. 23: Rock Dump

Below is a list of all properties on Map 23 of the draft Land Management Plan with comments about suitability for housing.

Map 23: Rock Dump

LND-1116	Tidelands Below Thane Road - Docks and Harbors
LND-1124	Juneau-Douglas Waste Water Treatment Plant, Little Rock Dump, Tidelands
LND-1125	Thane Storage Warehouse

3. Strategic Rezoning: Review areas where rezoning might facilitate planning goals.

As discussed at the Planning Commission Committee of the Whole, the CBJ Comprehensive Plan should provide direction for rezoning and the Land Management Plan should follow the direction provided by the Comprehensive Plan. Lands staff have reviewed the zoning of CBJ land holdings and have identified areas in Auke Bay and North Douglas that would be suitable for near term rezoning to support increased housing density.

AUKE BAY

The Land Management Plan follows the direction of the CBJ Comprehensive Plan as it relates to rezoning. Assembly Ordinance 2015-13 was adopted by the CBJ Assembly on March 16, 2015 and incorporated the Auke Bay Plan as an element of the CBJ Comprehensive Plan.

The CBJ owns several properties in the Auke Bay area. The tidewater properties are managed by the Dock and Harbors Board. The upland properties are managed by several CBJ Departments including Capital City Fire and Rescue, Juneau School District, CBJ Parks and Recreation Department and the Lands Division. The only property managed by the Lands Division in the Auke Bay hub is parcel LND-0134. In the Auke Bay Plan the southern portion of parcel LND-0134 has been designated as *Traditional Town Center (TTC)* on the map in Appendix C titled “Proposed Amendment to Comprehensive Plan Land Use Map” (*Auke Bay Plan*, pg. 66). The Auke Bay plan envisions this portion of LND-0134 being developed as an extension of the Auke Bay central hub neighborhood. The Lands Division supports this proposal and will be an active participant when rezoning for this area is proposed.

- *Preserve Indian Point through rezones, easements, or other preservation methods to limit activities allowed on the site, and amend the CBJ Parks and Recreation Comprehensive Plan to further limit activity at Indian Point.*
—Auke Bay Plan, pg. 26

CBJ upland property on Indian Point consists of lands parcels LND-0203 and LND-0205. Docks and Harbors manages tidelands parcel LND-0204. Lands is recommending that the CBJ Land Holdings Table for parcels LND-0203 and LND-0205 be amended to contain the following sentence:

“This parcel should be managed and protected in a manner that is sensitive to the cultural heritage of the A’ak’w Kwa’an people.”

NORTH DOUGLAS

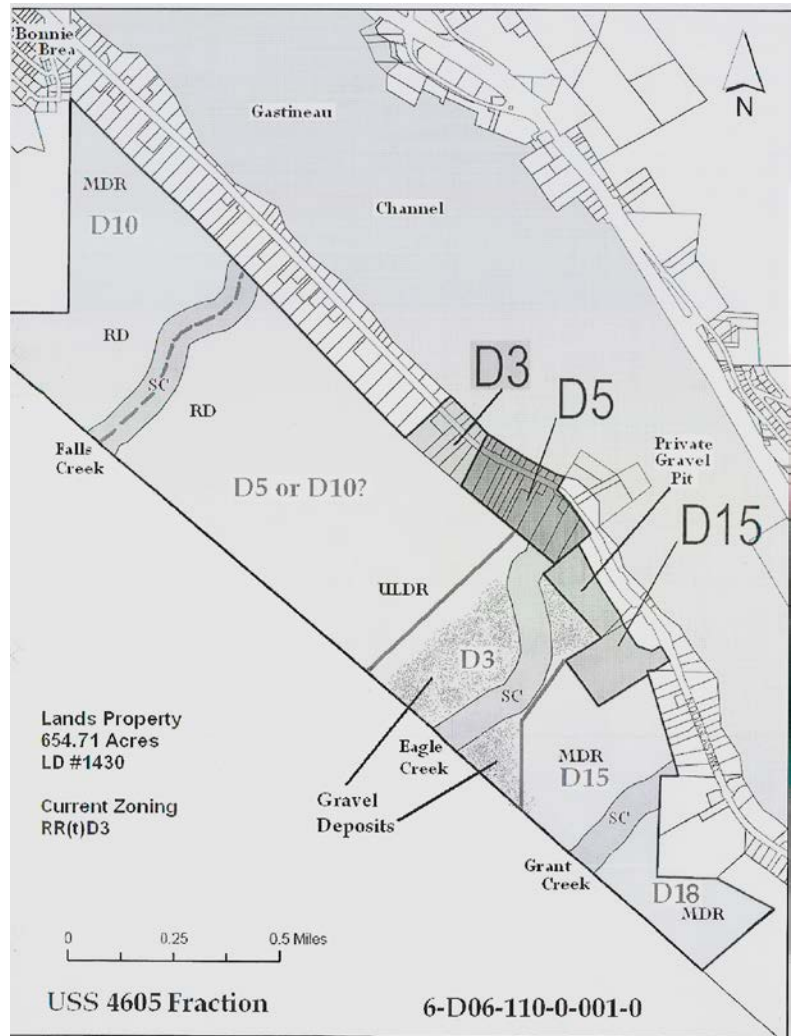
- 1) CBJ parcel LND-1430 is a large property that contains 655 acres located uphill from North Douglas Highway and stretches from near the Juneau Douglas Bridge to the Bonnie Brea neighborhood. This region contains the most significant potential for rezoning of all the City’s parcels.

As established in CBJ§49.70.110 rezoning can only be initiated during January and July. Lands staff will be applying for a rezone of this site at that time. It would not be appropriate to include detailed rezoning plans in the Land Management Plan but the following information is included in this memo so that Commissioners can see that Lands will be requesting significant rezoning in the near future. This site was recently rezoned from Rural Reserve (RR) to D3 single-family. This rezoning provided a start to classifying the property but fell short of meeting the lot’s potential to address Juneau’s housing needs.

The Lands and Resources Division will be proposing to rezone of LND-1430 by segmenting the parcel into different designations as outlined in the Comprehensive Plan. Lands staff will be recommending that the majority of the property – aside from the stream corridors and gravel deposits - be designated for multi-family development. Multi-family designation will help keep housing near the urban core since the Juneau Douglas bridge is in close proximity to the property and will allow for housing units to be clustered so that development could avoid steep slopes and sensitive habitat.

Lands will be recommending rezoning the following area(s) The descriptions below read from north to south:

- Map J of the Comprehensive Plan includes the portion of LND-1430 near Bonnie Brea. LND-1430 in this location has been designated by the Comprehensive Plan as Medium Density Residential (MDR) for multifamily dwelling units at a density of 10 to 20 units per acre. Lands staff recommends rezoning this portion of LND-1430 to D-10. D-10 zoning will be compatible with the existing development pattern of the adjacent properties.



- Falls Creek, Eagle Creek, and Grant Creek are designated anadromous streams and have been classified as Stream Protection Corridors (SC) on Maps J,K and L of the Comprehensive Plan to protect anadromous fish habitat. Lands staff is recommending that these stream corridors be rezoned to Rural Reserve since there are no development plans for these areas.
- The section of parcel LND-1430 between Falls Creek and Eagle Creek has been designated as Resource Development (RD) and as Urban/Low Density Residential (ULDR) on Maps J, K and L of the Comprehensive Plan at a density of 1-6 units per acre. Lands staff is recommending that this large region be rezoned to a combination of D-5 and D10 to allow clustering homes and avoid sensitive habitat. Due to the challenging conditions in this region the net development density will likely achieve a net density at or below 6 units per acre.

- There are significant gravel deposits on LND-1430 in the vicinity of Eagle Creek. Outside of the stream corridor, Lands staff is recommending that zoning remain D3 to prioritize the valuable gravel deposits in this area for resource extraction activities.
- The portion of LND-1430 between Eagle and Grant Creeks has been designated as Medium Density Residential (MDR) for multifamily dwelling units at a density of 5 to 20 units per acre on Map L of the Comprehensive Plan. Considering that the area adjacent to this section of LND-1430 is zoned D-15, Lands is recommending that this location be rezoned to D-15 to match the zoning of the adjacent properties.
- The portion of LND-1430 between Grant Creek and the edge of the parcel has been designated as Medium Density Residential (MDR) on Map L of the Comprehensive Plan indicating it would be appropriate for multifamily dwelling units at a density of 5 to 20 units per acre. The adjacent properties in this area have been zoned as D-18, therefore Lands is recommending that this location be rezoned to D-18.

4. **Establish ROW needs:** Auke Bay by-pass, access to CBJ Lands, a second Channel Crossing and the North Douglas Bench Road are all transportation items that should be considered in the Land Management Plan.

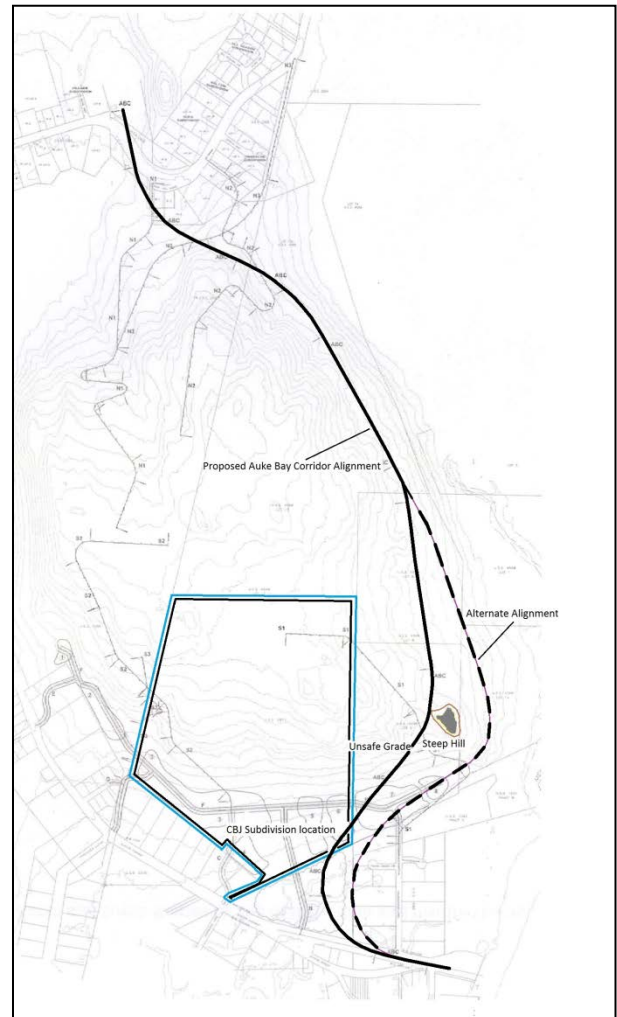
Auke Bay By-pass.

The adjacent diagram shows the latest route proposal for the Auke Bay bypass road, delineated with a solid line. DOT is not currently planning to construct the Auke Bay bypass but the best routes are limited due to topography. CBJ's lot is outlined with a double line. As can be seen from the diagram, the proposed route overlaps with CBJ property on the extreme southeastern corner of CBJ's property.

CBJ's Subdivision design is still in the preliminary stages; CBJ has not applied for any permits so the actual geometry of the plat in this area is still being developed. In the latest draft subdivision plan, the area of overlap is partially set aside for a transportation route and includes the lower edges of a couple of lots. So this potential Auke Bay bypass route could potentially be accommodated with minor modifications to the existing draft design.

However, the bypass route shown a solid line does have serious drawbacks. As shown, it would require more than twice the elevation gain in less than half the distance when compared to the current road to Auke Bay. On the diagram the crown of a small hill is shown in grey adjacent to this route. In order to create a high speed bypass road, a massive cut and fill project would be required unlike anything that exists on the Juneau road system today.

A far more practical route is shown with a dotted line which would involve building the road around the hill at a relatively uniform elevation. This route would be far easier and less expensive to build and would avoid the proposed CBJ residential subdivision altogether.



The North Douglas Bench Road

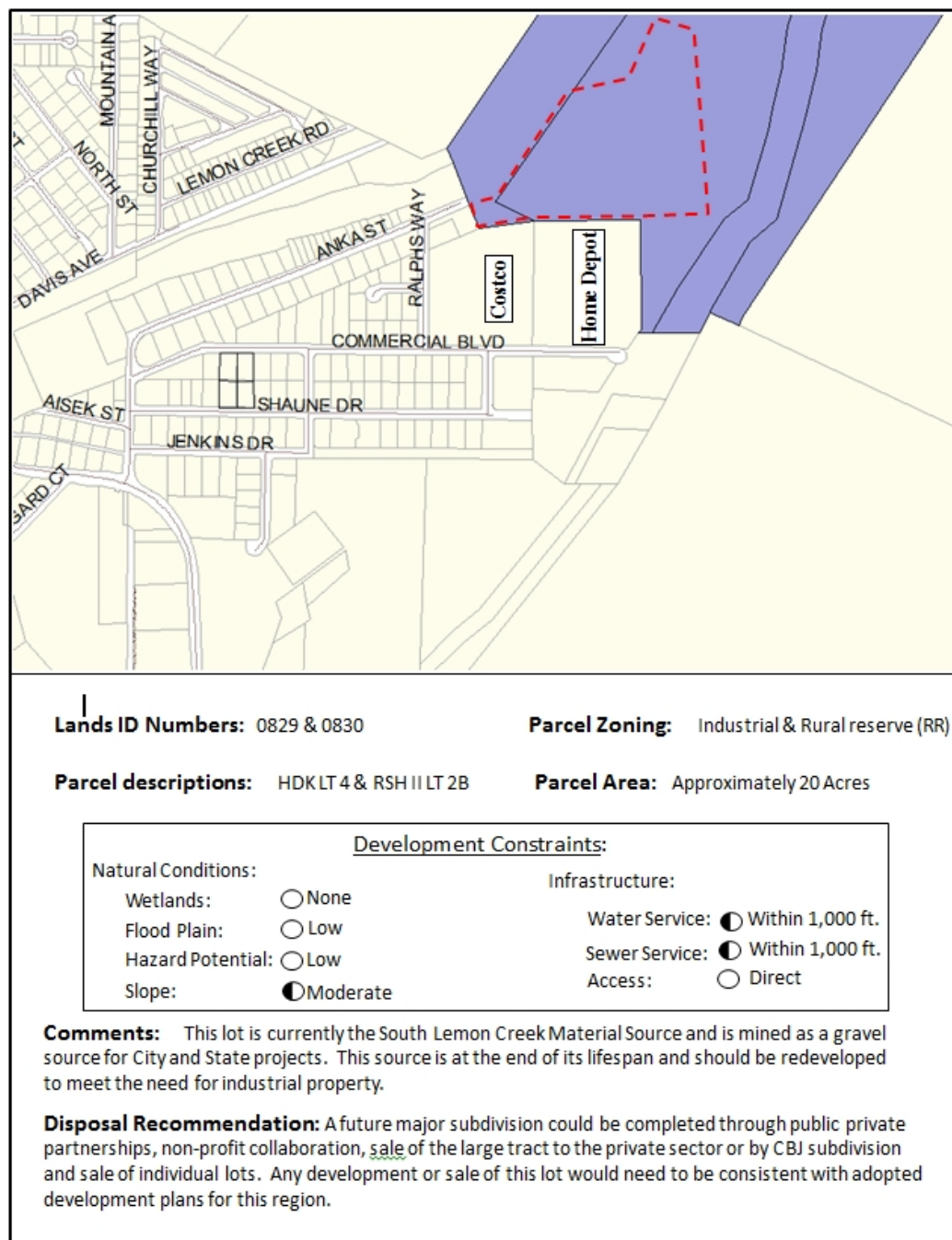
An approximate alignment for the North Douglas Bench Road is shown on maps contained in the CBJ Comprehensive Plan. The need for the bench road is addressed in the *Transportation* section of the *Implications for Plan Update* chapter.

Second Channel Crossing

The alignment of a second channel crossing is speculative at this point in the project development stage. It would be premature to purchase property in anticipation of this major transportation improvement.

5. **Industrial/Commercial Land Base:** More property is needed for Commercial and Industrial uses in Juneau. Examine where in Juneau, CBJ property could be utilized to meet these needs.

CBJ has very little land that is in the vicinity of commercial or industrial zones, however Lemon Creek is an exception to this. CBJ property that is zoned Industrial is located at the end of Anka Street on the east bank of Lemon Creek. This property is currently being used by the City as the Lemon Creek Material Source, and rock and gravel are extracted as needed for City and State projects. A new gravel source is being developed northwest of this location at which time this location could be developed as industrial land. The following page was added to the *Future Land Disposal* section of the Draft Land Management Plan:

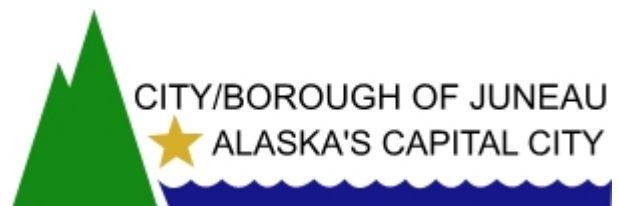


6. West Douglas Master Plan:

The West Douglas area represents an area where the community could expand in the future. Most of the CBJ property in this area is contained within parcel LND-1470 which contains 2,314 acres. West Douglas could host significant deep water port development along with clustered residential neighborhoods. Although CBJ has significant land holdings in this region, all of the waterfront property available for development is owned by Goldbelt Inc. As a result of this ownership pattern, Goldbelt will lead the development of specific waterfront areas while CBJ lands will largely be utilized for accessory uses on the landward side of these locations. In the near term, the CBJ parcel LND-1470 will be utilized for recreational purposes. This will likely transition to residential uses ultimately coalescing into nodes or villages as proposed under the West Douglas Conceptual Plan.

Lands is recommending that the CBJ Land Holdings Table for parcel LND-1470 be amended to contain the following sentence:

“This parcel should be managed in a manner that complies with the West Douglas Conceptual Plan as incorporated in the Comprehensive Plan under CBJ§49.05.200(b)(1)(G).”



Jonathan Lange

From: Jonathan Lange
Sent: Wednesday, December 02, 2015 1:11 PM
To: Jonathan Lange
Subject: West Douglas Conceptual Plan Link

The following is a link to the Planning Commission web page for the West Douglas Conceptual Plan:
<http://www.juneau.lib.ak.us/plancomm/WestDouglasConceptualPlan.php>

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





Community Development

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

DATE: December 2, 2015

TO: Planning Commission

CC: Rob Steedle, Interim Director, Community Development Department

FROM: Jill MacLean, Senior Planner, Community Development Department

SUBJECT: Guidelines for the Development or Update of Community-Based Area or Neighborhood Plans

Staff has developed a process for community and neighborhood planning in Juneau. The guidelines are meant to facilitate an efficient and effective planning process, while ensuring fairness and consistency throughout planning initiatives.

Staff Recommendation

Staff recommends that the Planning Commission endorse the Guidelines for the Development or Update of Community-Based or Neighborhood Plans. These guidelines provide a clear approach to undertaking a planning initiative from the conception to the adoption of a plan. These guidelines deliver a timely process with clear deliverables.

This approach provides the public with assurance that planning initiatives adhere to a format that is transparent and inclusive, with a bottom-up approach to planning. The development of community and neighborhood plans may vary based upon specific needs of the community; these guidelines offer flexibility to take those needs into account, while maintaining predictability and an opportunity for participation to the broadest range of residents possible. Further, these guidelines provide the CBJ staff, steering committee members, and the public, with a timeframe and commitment to each planning initiative.

The guidelines ensure that the outcome of the plan is not only the plan, but actions, and call for the public to continue involvement in their community, such as transforming the Steering Committee and other involved parties into a neighborhood association. The guidelines also call for the monitoring of plans and related activities, creating plans that are proactive and action-oriented.

ATTACHMENT A: Guidelines for the Development or Update of Community-Based Area or Neighborhood Plans

GUIDELINES FOR THE DEVELOPMENT OR UPDATE OF COMMUNITY-BASED AREA OR NEIGHBORHOOD PLANS

Request for Area or Neighborhood Plan:

The development or update of community-based area or neighborhood plans shall be initiated upon direction by the Assembly, the Planning Commission (PC), City Manager, or the Director of Community Development.

Scheduling:

Community-based planning initiatives will be scheduled on an individual case by case basis, and will be undertaken with consideration of staff availability and workload. Efforts should be made to complete the planning initiatives within 18-to-24-months of commencement, and may vary upon complexity of the issues and the plan.

Staff assistance for the planning effort and boundaries of the affected area shall be approved by the Director. The boundaries of the affected area shall be drafted by the Planning staff with direction from the Steering Committee and input from the public.

Notification & Planning Team Appointment:

Upon PC approval of the planning initiative, a Steering Committee shall be established. The CDD shall notify the public via a newspaper of general circulation, the City and Borough's website, Facebook, and other means appropriate (i.e. external business or agency newsletters) that a steering committee is being formed and that any member of the public fitting the criteria of the affected planning area initiative is encouraged to apply. The Director, with input from the Planning staff, shall recommend a slate of stakeholders from the affected area representing residents, property owners, business owners, education, youth, and other relevant groups to the PC. The size of steering committee shall range from no more than eleven depending on the planning initiative. A PC member, and the Assembly member from the affected district, may act as a liaison to the steering committee, and shall not be considered voting members.

The steering committee members shall reside in or own property within the affected area, or own a business or other community agency within the affected area; and commit to the following:

- Volunteer their time and commit to attending meetings for the planning initiative;
- Commit to consider compromises that may assist in managing conflict and build consensus;
- Listen and consider testimony from the public and government agencies;
- Commit to develop a plan that represents the affected study area;
- Commit to distribute accurate information to other community members and clarify misunderstandings or misperceptions.

Should any steering committee member fail to meet the commitments outlined above, or miss 50% of the steering committee meetings, or miss three meetings in a row, s/he may be removed by the Director.

Steering Committee & Public Outreach Methods:

Upon approval of a planning initiative, the Planning staff will conduct research, inventory resources; prepare background text and base maps, and other related items that may be useful for the needs of the steering committee. The information will be prepared in draft format and provided to the steering committee members in advance of the first steering committee meeting. The Planning staff shall determine which public engagement methods will be utilized throughout the planning initiative in order to identify issues and concerns within the affected area.

Steering committee meetings and public engagement sessions shall be advertised at a minimum with the newspaper of general circulation, and on the City and Borough's website. Property owners, registered voters, and current residents located within the affected area shall be notified by mailing that a planning initiative is being undertaken and public sessions are scheduled. Additional public outreach is strongly recommended, such as notification provided to business owners in the affected area, public notification posted on public information boards when available, notification sent home with schoolchildren, notification included in utility bills, PSAs on local radio, and other appropriate methods that may be identified. If specific dates are not known, a general description of the project and a phone number and email contact for more information shall be provided.

Planning staff shall hold public sessions within the affected area at locations that are ADA accessible. Planning staff shall facilitate all public sessions, including steering committee meetings, and public input shall be taken at a designated time during each session. Recommendations will be made by the steering committee, and votes shall require a simple majority. This allows the steering committee to hear from the public, discuss issues and concerns, and make recommendations based upon a full and complete understanding of the context.

Public sessions shall be held at times and locations determined by the Planning staff throughout the public participation process. Public session format and timing may vary depending on the planning initiative, the agenda, and the attempt to engage as many participants as possible. The public sessions allow the community to actively participate in the planning initiative, ensure that their voice is heard, and allows the Planning staff and steering committee to fully understand the needs of the affected area.

Draft Plan Document:

Upon completion of the public engagement process, the Planning staff shall develop a draft plan that will be available in the Community Development office, in the City and Borough libraries, and on the City and Borough website. A comment period timeframe shall be set, and property owners and registered voters located within the affected area shall be notified by mailing that the draft plan is complete and that they may submit comment either at the public session or via email or letter. Each planning initiative shall have a dedicated webpage and email address.

The draft shall also be provided to the steering committee no less than two weeks in advance of a publicly advertised session. The steering committee shall review and provide comment on the draft at the public session, at which time the public shall also be given the opportunity to provide feedback and

comments. A two-week public comment period shall be established after the draft plan is presented to the steering committee. Upon closing of the comment period, the Planning staff shall make recommendations to the steering committee, which shall address the comments received, and whether or not the comment was incorporated.

Steering Committee Review & Recommendation:

The Steering Committee shall review the Planning staff's revisions, and shall hold a public session (publicly noticed as detailed above) to recommend the plan to the Planning Commission. The Planning staff shall present and facilitate discussion on the sections of the plan, the public comments received, whether or not the comments were incorporated into the plan and the reasoning. Public comments shall be included as an appendix to the plan.

The steering committee shall vote by simple majority to recommend each section of the draft plan to the PC. Votes by the steering committee shall be either recommend the section to the PC or send the section back to the Planning staff for further revision. The steering committee should work towards consensus and attempt to minimize voting. If voting occurs, it shall be by roll call vote. No proxy voting is allowed; voting via conference call is permitted. If the steering committee determines that further revisions are necessary, the steering committee shall review the Planning staff's revisions, and shall hold a public session (public notice as detailed above).

The plan shall not be forwarded to the PC until the Steering Committee has made recommendations on all sections of the plan.

Public Hearings:

The PC shall hold a public hearing prior to voting on the adoption of an area or neighborhood plan to provide the public with an opportunity to present their support or objections to the draft plan. The PC shall hold a second public hearing to make their final recommendation on the draft plan. The PC may recommend revisions to the plan prior to submittal to the Assembly. The PC shall submit their recommendation to the Assembly.

The Assembly shall hold, at a minimum, one public hearing to vote on the adoption of the Planning Commission's recommended draft plan. The plan shall be adopted by ordinance as an element of the Comprehensive Plan.

Implementation and Monitoring:

The outcome of the plan should not be the plan, but actions. The actions of the plan should be considered in the budgetary process, Capital Improvement Plan, and integrated into the Comprehensive Plan. People who participated in the development of the plan should be encouraged to transform the Steering Committee and other involved parties into a neighborhood association or other such organization recognized by the CBJ with specific responsibilities for implementation. Further, monitoring of plans and related activities should be undertaken on a two-year basis, or as otherwise specified.

**Assembly Standing Committee
Public Works & Facilities Committee Meeting
September 28, 2015, 12:00 – 1:00 p.m.
City Hall, Conference Room 224**

Members Present: Jerry Nankervis, Chair, Karen Crane, Mary Becker, Loren Jones

Planning Commission Representative: Dennis Watson

Staff Present: Kim Kiefer, City Manager, Rob Steedle, Deputy City Manager, Rorie Watt, John Bohan, Rich Ritter, Ron King, Greg Smith, Tina Brown, Beth McKibben, Jim Penor, Samantha Stoughtenger, Steven Pfister, Brent Fischer, School District: Curtis Blackwell, David Means.

I. Call to Order

Meeting called to order at 12:00 p.m.

II. Approval of Minutes

June 22, 2015 - approved as corrected.

III. Public Participation on Non-Agenda Items

IV. Items for Action

A. Jordan Creek/East Valley Reservoir Grant De-Appropriation

Mr. Watt discussed the Jordan Creek/East Valley Reservoir Restoration Grant #44590. The project was completed and did not expend the full amount of the grant. Staff made an attempt to re-appropriate the remaining amount of \$108,000 through ADEC Municipal Grants and Loans and the Legislature, but was unsuccessful.

Ms. Crane moved to forward the re-appropriation request of \$108,000 from the Jordan Creek/East Valley Reservoir Restoration Grant #44590 to the full Assembly for approval.

Hearing no objections, the motion passed.

B. School Project Close Outs

Mr. Watt discussed the closeout of several School projects, at the request of the School Board of Education's September 15th meeting, to be transferred into the Auke Bay School Renovation (CIP S02-095 DEED 11-101): a. High School/Mendenhall Valley (CIP S02-083; DEED 03-125) approx. \$34,000, b. Glacier Valley Renovation (CIP S02-088; DEED 06-111) approx. \$7,500, c. Harborview Renovation (CIP S02-089; DEED 08-100), approx.. \$9,000. These transfers will require DEED approval.

Mr. Watt noted that a separate motion will be required to appropriate any remaining interest funds into the Auke Bay School Renovation (CIP S02-095 DEED 11-101 from the Harborview Renovation and the High School and Glacier Valley Projects. These appropriations would not require DEED approval.

Mr. Becker moved to forward the closeout of the following school bond funds: a. High School/Mendenhall Valley (CIP S02-083; DEED 03-125) approx. \$34,000, b. Glacier Valley Renovation (CIP S02-088; DEED 06-111) approx. \$7,500, c. Harborview Renovation (CIP S02-089; DEED 08-100), approx.. \$9,000 and any remaining interest funds from Harborview Renovation and the High School and Glacier Valley Projects requested by the School Board of Education's, September 15th meeting into the Auke Bay School Renovation (CIP S02-095; DEED 11-101, to the full Assembly for approval.

Mr. Watt discussed the following requested transfers into the JSD Facilities Renovation and Repair (CIP S02-101): a. Dzantik'i Heeni Middle School Roof Replacement (S02-099) approx., \$3,300, b. Mendenhall River Community Schools Renovation (S02-100) approx. \$1,200. These transfers do not require DEED approval.

Mr. Jones moved to forward the following transfer requests a. Dzantik'i Heeni Middle School Roof Replacement (S02-099) approx., \$3,300, b. Mendenhall River Community Schools Renovation (S02-100) approx. \$1,200 into the JSD Facilities Renovation and Repair (CIP S02-101) requested by the School Board of Education's, September 15th meeting, to the full Assembly for approval.

Hearing no objections, the motion passed.

V. Information Items

A. Willoughby Parking Study Update

Mr. Watt provided information on the Willoughby Parking Study funded by a grant from the State. Mr. Watt stated that there are a number of issues at stake and the report provides a variety of possible solutions. Mr. Watt advised the committee to not take any cost estimates into consideration at this point. These are just concepts that provide an idea of what you could do and what it could cost.

Discussion ensued.

B. West Douglas Road Permitting, Schedule

Mr. Watt gave an update on the West Douglas Road. We have received the Corps of Engineer's permit and are working on fish passage permits needed for the culverts. We are working towards getting this project out to bid in March.

C. Centennial Hall

Mr. Watt discussed the sprinkler failure at Centennial Hall which resulted in flooring damage. We are looking at other types of flooring options. CBJ will involve the public since this is a community space.

Discussion ensued.

D. Junk Cars

Mr. Watt informed the committee on changes to the handling of junk cars in the borough. Skookum Recycling is now charging a fee for junk car disposal due to the increased cost of hazardous waste disposal. As late as 2011, CBJ would fund junk car roundups. CBJ will need to pay for the roundups again. The round up will be funded through the motor vehicle tax that is already in place. Additional funding is available. CBJ is talking with Skookum in order to continue to provide junk car disposal service. Currently we need to dispose of approximately 400 cars per year to keep up with the junk cars, which cost approximately \$60,000 per year at current scrap metal prices.

Discussion ensued.

VI. **Contracts Division Activity Report**

June 22, 2015 – September 23, 2015.

VII. **Adjournment – Next Meeting Scheduled**

Next meeting is scheduled for October 26, 2015.