MINUTES

PLANNING COMMISSION
Regular Meeting
City and Borough of Juneau
Mike Satre, Chairman

January 13, 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 7:00 pm.

- Swearing-in of new Planning Commission member, Michael LeVine.

Commissioners present: Mike Satre, Chairman; Dennis Watson, Vice Chairman; Bill Peters, Michael LeVine, Ben Haight, Nicole Grewe, Gordon Jackson, Dan Miller, Paul Voelckers

Commissioners absent:

Staff present: Hal Hart, Planning Director; Beth McKibben, Senior Planner; Laura Boyce, Senior Planner; Eric Feldt, Planner II; Tim Felstead, Planner I, Robert Palmer, Assistant Municipal Attorney II

II. APPROVAL OF MINUTES

- December 9, 2014 – Committee of the Whole Meeting
- December 9, 2014 – Special Planning Commission Meeting

MOTION: *by Mr. Miller, to approve the December 9, 2014, Planning Commission Committee of the Whole meeting minutes and the December 9, 2014, Special Planning Commission meeting minutes with any minor modifications by any Commission members or by staff.*

The motion was approved with no objection.

III. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS – None

IV. PLANNING COMMISSION LIAISON REPORT

Assembly Liaison Loren Jones reported that at the January 12, (2015) Assembly meeting the Assembly did pass the moratorium on any applications for any marijuana manufacturing or sales. The moratorium expiration date was reduced to October 19, 2015. This is six months after the legislature ends its session April 19, (2015) said Mr. Jones. Mr. Jones said he assumes the Assembly will be putting together a group to look at zoning issues and other types of issues connected with the marijuana legislation.

The Bicknell appeal still rests with the hearing officer, said Mr. Jones. Land appraisals connected with a possible land exchange on this appeal are due the 22nd or 23rd of January, said Mr. Jones. There is still a status hearing regarding this appeal set for January 28, (2015) he said.

The Haven House appeal is currently scheduled to be heard by the Assembly on April 13, (2015) said Mr. Jones.

Alaska Housing Finance Corporation representatives walked through the Gastineau apartments, said Mr. Jones, and the City has been negotiating with them regarding a partnership with the City pending no other sale offers, he said.

Mr. Watson mentioned the Assembly might want to take note of the fact that there is a bill coming up in the Legislature that legalizes hemp as a farm product.

Mr. Voelckers asked what happens to the operation of Haven House and the building itself while it is under appeal.

Mr. Jones replied that once Haven House was granted the right to develop its property by the Planning Commission, that it has the right to use that property. In essence, he said, the applicant proceeds at his own risk when the issue is up for appeal.

Chairman Satre said he would assume that the direction from the Assembly to the City Manager regarding the moratorium would be to have the staff pursue the issues related to the moratorium dealing with the land use code as quickly as possible.

Mr. Jones said he was pretty sure that commercial businesses would not be allowed to be visible from the street under the marijuana initiative; he said he understood this to be a key difference from alcohol sales, for example.

V. RECONSIDERATION OF THE FOLLOWING ITEMS – None

VI. CONSENT AGENDA

USE2014 0019:	Conditional Use Permit to allow a State of Alaska licensed childcare group home providing care for up 12 children.
Applicant:	Rogelio & Ana Rodriquez
Location:	10200 Heron Way

Staff Recommendation
It is recommended that the Planning Commission adopt the Director's analysis and findings and grant the requested Conditional Use permit. The permit would allow the development of a State of Alaska licensed daycare group home providing care for up to 12 children in the D3 zoning district.

(The recommendation below was provided in a supplemental report)

In addition to the staff's recommendation of approval of the Conditional Use Permit to allow a daycare group home, staff recommends the following condition:

- No vehicles shall be parked in the public right-of-way when dropping off or collecting children as part of the daycare operations. **All parking must take place on-site.** This should be written as a policy under a specific parking section in a revised Chiquilladas Child Care Policies/Handbook (Attachment F). It should be stipulated as part of the agreement parents sign upon enrollment of their children in the daycare.

MOTION: *by Mr. Miller, to approve* USE2014 0019 *on the Consent Agenda as read with staff's findings, analyses, recommendations and conditions.*

The motion was approved with no objection.

VII. CONSIDERATION OF ORDINANCES AND RESOLUTIONS - None

VIII. UNFINISHED BUSINESS - None

IX. REGULAR AGENDA

~~AME2013 0012:~~	~~Planning Commission review of and recommendation to the Assembly regarding the Draft Auke Bay Area Plan.~~
~~Applicant:~~	~~City and Borough of Juneau~~
~~Location:~~	~~Borough-wide~~

~~**Staff Recommendation**~~
~~Staff recommends the Planning Commission forward the Draft of the Auke Bay Area Plan to the Assembly with a recommendation of adoption.~~

The above item (AME2013 0012) was withdrawn from the agenda and will be addressed at a later (February 10, 2015) meeting.

USE2014 0016:	Conditional Use for expansion/alteration of Glacier View Mobile Home Park.
Applicant:	Wright Services
Location:	9950 Stephen Richards Memorial Drive

Staff Recommendation
Staff recommends that the Planning Commission adopt the Director's analysis and findings and grant the requested Conditional Use Permit to modify and expand Glacierview Mobile Home Park to remove space 63, add spaces 26-1, 26-2, 27-1, 27-2, 29, 29A, 29B, 88B, 89A, 77B, 44B, 70, 29B, 110, 111 and 112. Staff further recommends the following conditions:

1. For proposed modifications to space 44B in no case can either space 44 or 44B be less than 3,000 square feet in area. Furthermore, in no case can the playground be reduced to be less than 2,500 square feet in area (CBJ 49.65.310(b)(3)). These dimensions must be verified prior to the issuance of a building permit to locate a mobile home on space 44B.
2. Space 43 will be returned to one single-wide mobile home space in compliance with the approved plans and CBJ 49.65.310 when the existing homes are beyond their useful life and removed from the park.
3. Mobile homes placed on space 88B and 89A will maintain a minimum setback of 15 feet from the exterior lot line of the mobile home park. The setback shall be verified prior to the issuance of temporary certificates of occupancy for homes placed on these lots.
4. Screening from Riverside Drive and Stephen Richards Drive shall be re-established for space 108 within 24 months of approval of this Conditional Use permit.
5. Provide CDD with an updated site plan of the mobile home park, showing:
   a. All sites as approved and numbered;
   b. Dimensions of each mobile home site; and,
   c. Location and dimensions of each playground space

<u>Advisory Condition</u>

1. Provide CBJ Utilities an updated count as to how many mobile homes are served by City water.

This is a request for the modification and expansion of Glacierview Mobile Home Park, located off Stephen Richards Drive and Riverside Drive, said Ms. McKibben. The mobile home park covers almost 18 acres, said Ms. McKibben, is zoned D15, and is listed in the Comprehensive Plan as Medium Residential zoning. There have been 129 mobile home spaces which have been approved, said Ms. McKibben.

They have found that the application is complete and in accordance with the Table of Permissible Uses, said Ms. McKibben. It is in compliance with the public notice requirements and meets all of the other necessary conditions for the permit, said Ms. McKibben. She added that she did receive one written letter with comments which she did not submit to the Commission because the letter was not signed.

There is one condition which has not already been listed said Ms. McKibben, and that is for the modifications to 44 and 44B to meet the requirements of code. The new resulting spaces must be at least 3,000 square feet, and the park space be at least 2,500 square feet, said Ms. McKibben.

Commission Comments and Questions
Mr. Watson commented that the vegetation that was removed from the lot on the corner of Riverside and Stephen Richards resulted in a vast improvement. He added that it would be important that a future modification to the vegetation at that location did not hinder the development of a possible four-way lighted intersection in that area.

Mr. Voelckers asked for background on the condition of the drainage in the mobile park area. He asked if drainage issues would be a City problem or if they would be a potential problem for the applicant.

Ms. Grewe said she had noted a comment about a possible water pressure issue within the mobile home park. She asked if the CDD staff had noticed a lot of complaints from that particular neighborhood about water pressure.

Ms. McKibben said that while this is not her area of expertise, that she has not been aware of complaints about the water pressure in that area.

Kyle Eyre said he was available as the applicant's representative to answer any questions.

Mr. Voelckers asked Mr. Eyre to expand upon any drainage issues in the area.

Mr. Eyre responded that he was not aware of any drainage issues. He said any work they do in the area would improve the drainage, not hinder it. He said everything they are trying to do is to correct work which has been performed incorrectly in the past.

Mr. Haight asked if the water system within the park was owned by the park or owned and maintained by the City and Borough of Juneau.

It is owned by the park, as far as he could understand, responded Mr. Eyre. He said there is plenty of water pressure, but that the older mobile homes have cast iron pipes.

MOTION: *by Mr. Watson, that USE2014 0016 be approved by the Commission with staff's findings and recommendations, and he asked for unanimous consent.*

The motion passed by unanimous consent.

Since it has been postponed and removed from the agenda, Chairman Satre asked for a brief overview and status of the Auke Bay Area Plan.

Mr. Hart explained that broadly this is the process that was begun a little over a year ago creating a steering committee composed of 17 to 18 individuals. This also included the very active participation of an ongoing gallery of active participants from the community, said Mr. Hart.

In reviewing the plan, said Mr. Hart, there are items to add which other departments have brought forward.

First they have to make sure that the language in the plan is aspirational rather than has the tone of a regulation, said Mr. Feldt. Next they have to make sure that Auke Lake is included in the Auke Bay Area Plan, he explained. They will include a master plan with a map that will be revised only in the Auke Bay area, said Mr. Feldt. To move the Comprehensive Plan map change forward it needs to go back to the Steering Committee, said Mr. Feldt. They will then come back to the Commission at its February 10, (2015) meeting with specific recommendations, said Mr. Feldt.

When the plan then moves to the Assembly, said Mr. Feldt, it will be a complete package; there will be a narrative with the matching map that will be in the Comprehensive Plan, providing guidance on zoning and building locations.

The final document which comes before the Commission will not only be vetted by the Law Department, but will also have been run through the other pertinent departments within the Borough, said Mr. Feldt.

X. <u>BOARD OF ADJUSTMENT</u> - None

XI. <u>OTHER BUSINESS</u>

Election of Officers and Planning Commission Committee Assignments:

<u>MOTION:</u> *by Mr. Haight, to re-elect the standing officers for another term.*

The motion passed with no objection.

<u>Planning Commission Officers:</u>
Current:
- ✓ Chairman- Michael Satre
- ✓ Vice Chairman- Dennis Watson
- ✓ Clerk- Dan Miller
- ✓ Vice Clerk- Nicole Grewe

Planning Commission Committee Assignments:

Chairman Satre said he foresaw the Title 49 Committee being a very busy committee this forthcoming year with the marijuana initiative coming up and other issues, as well as the Subdivision Review Committee. He asked that the Commission forward their committee preferences to Mr. Hart, naming either one of the latter committees as their choice.
He said he would like to leave Mr. Watson as the liaison to the Public Works and Facilities Committee.

He said Commission members could also indicate if they were interested in the Lands Committee liaison position, and also in the additional position on the Wetlands Review Board.

Chairman Satre added that he would not be making final committee decisions this evening.

He asked that Mr. Miller remain on the Wetlands Review Board.

Wetlands Review Board
- ✓ Two members
- ✓ Meet once per month on the 3rd Thursday
- ✓ Current Members: Dan Miller

Subdivision Review Committee
- ✓ Four members
- ✓ Meetings upon request of CDD Planner as applications are received
- ✓ Current Members: Ben Haight (Chair), Dennis Watson,
  Paul Voelckers, and Bill Peters.

Public Works & Facilities Committee
- ✓ One member
- ✓ Meets Mondays, as scheduled by the CBJ Engineering Department
- ✓ Current Member: Dennis Watson

Lands Committee
- ✓ One member
- ✓ Meets Mondays, as scheduled by the CBJ Lands and Resources Department
- ✓ Current Member: Vacant

Title 49
- ✓ Four members
- ✓ Meetings upon request of CDD Planner
- ✓ Current Members: Nicole Grewe (Chair)

Juneau Commission on Sustainability

- ✓ One Member
- ✓ Regular meetings 2nd Wednesday of each month
- ✓ Work sessions 4th Wednesday of each month
- ✓ Current Member: Ben Haight

Ms. Boyce said she was hoping to convene the Title 49 Committee prior to the Historic Resources Advisory Committee meeting on January 27, (2015). They wanted to move quickly on the issue of enforcement fees for signage, she said. Their group was scheduled to meet from 5:00 p.m. to 6:00 p.m. on that date, she said.

Chairman Satre clarified that with the exception of Ms. Grewe as chairman of the Title 49 Committee, its other members were composed of the same members as the Subdivision Review Committee. It was agreed that the Title 49 Committee members would show up for the Historic Resources Advisory Committee meeting on January 27, (2015).

XII. DIRECTOR'S REPORT

The permit totals equaled $99.6 million for the past year, said Mr. Hart. He said this is over $20 million over the previous year which in turn was higher than the year before that. He said increasingly the building permits seem to be commercial, with housing increasing as well. Multi-family housing this year is up significantly, said Mr. Hart. He said it will be time for the Commission to sit down and decide how much the market can bear before it would result in overbuilding within the community.

Housing is still tight within the community, said Mr. Hart, and is still the number one goal of the Assembly.

He said currently he sees about 100 proposed units in the future for this forthcoming year. He said there is still not a lot of housing construction slated for the downtown area. A building adjacent to the Baranof hotel with about 30 units has been proposed, said Mr. Hart.

He said the goal of the Subdivision Review Committee and The Title 49 Committee is to make land available in the community for development.

Mr. Hart said he would like Barb Sheinberg to return to the Commission to complete her presentation on the Juneau Economic Development Plan on a comparable analysis of land in different locations, and what the City can expect for its property tax return in a given area. They looked at both housing and commercial areas for their analysis, said Mr. Hart.

Mr. Watson asked where the City was in the process of an RFP issued for a housing action plan.

Ms. McKibben responded that the City has selected a contractor and is in the process of developing a contract. There is a nine-month schedule for completion of that contract, said Ms. McKibben.

Ms. McKibben requested a meeting of the Title 49 Committee on February 24, (2015) to discuss childcare.

XIII. REPORT OF REGULAR AND SPECIAL COMMITTEES

XIV. PLANNING COMMISSION COMMENTS AND QUESTIONS

Mr. Miller stated that last week he had a bookkeeper in for a brief business consultation, and while he was doing a comparison of his business from this year to the previous year he discovered that while his gross between 2013 and 2014 was almost identical, his freight cost for 2014 rose 247 percent.

XV. ADJOURNMENT

The meeting was adjourned at 7:59 p.m.