

Agenda
Planning Commission
Regular Meeting
CITY AND BOROUGH OF JUNEAU
Michael LeVine, *Chair*
October 10, 2023

I. LAND ACKNOWLEDGEMENT – Read by Chair LeVine.

We would like to acknowledge that the City and Borough of Juneau is on Tlingit land, and wish to honor the indigenous people of this land. For more than ten thousand years, Alaska Native people have been and continue to be integral to the well-being of our community. We are grateful to be in this place, a part of this community, and to honor the culture, traditions, and resilience of the Tlingit people. Gunalchéesh!

II. ROLL CALL

Michael LeVine, Chair, called the Regular Meeting of the City and Borough of Juneau (CBJ) Planning Commission (PC), held in Assembly Chambers of the Municipal Building, virtually via Zoom Webinar, and telephonically, to order at 7:02 p.m. and immediately called an at ease to correct some technical issues with the Zoom webinar. The meeting resumed at 7:11p.m. intermittent video.

Commissioners present: Commissioners present in Chambers – Michael LeVine, Chair; Mandy Cole, Vice Chair; Erik Pedersen, Assistant Clerk; Matthew Bell; Adam Brown; David Epstein

Commissioners present via video conferencing – Nina Keller

Commissioners absent: Travis Arndt, Clerk; Paul Voelckers;

Staff present: Jill Maclean, CDD Director; Lily Hagerup, CDD Administrative Assistant; Sherri Layne, Law Assistant Municipal Attorney

Staff present via video conferencing – Ilsa Lund, CDD Administrative Assistant; David Peterson, Plat Reviewer/Planner II;

Assembly members: None

III. **REQUEST FOR AGENDA CHANGES AND APPROVAL OF AGENDA** - None

IV. **APPROVAL OF MINUTES**

A. September 12, 2023 Draft Minutes, Regular Planning Commission

MOTION: *by Mr. Epstein to approve the September 23, 2023 Planning Commission Regular Meeting minutes.*

The motion passed with no objection.

V. **BRIEF REVIEW OF THE RULES FOR PUBLIC PARTICIPATION** – by Mr. LeVine

VI. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS** – None

VII. **ITEMS FOR RECONSIDERATION** – None

VIII. **CONSENT AGENDA** – None

IX. **UNFINISHED BUSINESS** – None

X. **REGULAR AGENDA**

SMF2023 0004: Applicant requests a Final Plat review of a private shared access subdivision of the Blacktail Mountain Estates, Tract C into four (4) lots, with access via Bonnie Doon Drive.

Applicant: Creative Development, Inc.

Location: Blacktail Mountain Estates Tract 3

RECOMMENDATION

Staff recommends the Planning Commission adopt the Director's analysis and findings and **APPROVE WITH CONDITIONS** the requested Final Plat. The permit would allow final plat approval for the shared access subdivision of Tract C into four (4) lots.

Approval is subject to the following conditions:

1. **Staff review memo comments will need to be addressed prior to the approval of the final plat.** [Added by Motion] Improvements made under the Right-of-Way End of Project Checklist must be approved by General Engineering before the Chair of the Planning Commission signs the Final Plat
2. The agreement required under CBJ 48.35.261(2) must include explicit recognition of all allowances for drainage and utilities before the Chair of the Planning Commission signs the Final Plat.

DIRECTOR'S REPORT

The applicant requests approval of the final plat for the Tract C subdivision, one (1) of three (3) shared access subdivisions above Bonnie Brae Estates Subdivision on North Douglas. The Commission approved the preliminary plat under SMP2021 0009 at its meeting on May 10, 2022. Proposed conditions require that Right-of-Way improvements are completed with General Engineering approval, and that homeowners' documents explicitly address utilities in the access easement.

STAFF PRESENTATION - Director MacLean presented **SMF2023 0004** and notified the Commission that Attachment I containing General Engineering comments was inadvertently omitted from the memo. The comments are similar to Condition 1 and CDD will ensure those comments are addressed before the commission will sign off the project.

QUESTIONS FOR STAFF – Mr. LeVine asked whether there are additional comments from engineering that need to be addressed and if so if the condition in the memo is sufficient to address engineering's concerns. Ms. Maclean confirmed that was the case.

APPLICANT PRESENTATION – Peter Peel explained engineering's concerns were cartography adjustments on the final plat that have been addressed and resubmitted. The comments regarding a shared access agreement have also been addressed.

QUESTIONS FOR APPLICANT - Mr. Epstein asked if the issue regarding asbestos has been addressed. Mr. Peel said an analysis of on-site asbestos had been completed and the quantity of asbestos detected was low enough that no mitigation procedures are needed.

QUESTIONS FOR STAFF – AT EASE 7:26 – 7:28

Condition 1 is good. Condition 2 may have been met but it should remain in place. The condition in the additional materials packet should also remain. New Condition (#3) is usual memo verbiage but it is necessary to keep.

MOTION: *by Mr. Pederson to accept staff's findings, analysis, and recommendations, and approve SMF2023 0004 with a combined Condition 1 to read "General Engineering review comments will need to be addressed prior to the approval of the final plat. Improvements made under the Right-of-Way End of Project Checklist must be approved by General Engineering before the Chair of the Planning Commission signs the Final Plat."*

Mr. LeVine asked if the Condition intended to include cartographer as well as engineer comments.

Mr. Pedersen rescinded his motion.

MOTION: *by Mr. Pederson to accept staff's findings, analysis, and recommendations, and approve SMF2023 0004 combining the condition in the additional materials with Condition 1 with the new condition to read "Staff review memo comments will need to be addressed prior to the approval of the final plat. Improvements made under the right-or-way end of project checklist*

must be approved by general engineering before the Chair of the Planning Commission signs the final plat.

The motion passed with no objection.

XI. OTHER BUSINESS - None

XII. STAFF REPORTS – Ms. Maclean reported there is an item in the packet regarding Chapter 35 ordinance revision.

Mr. Pedersen asked if the CBJ had made any declaration or other motion to facilitate permitting for those affected by the flooding. Ms. Maclean explained there was an emergency declaration to allow residents to do work necessary to make their properties safe and come get permits later.

Mr. Brown asked when the next Title 49 meeting will be. Ms. Maclean did not have that date.

Mr. LeVine asked when commission openings would be posted. Ms. Maclean said once the election work is completed, they could expect to see the clerk's office post the openings.

XIII. COMMITTEE REPORTS

Ms. Cole reported Lands, Housing and Economic Development met September 18 and were updated on the status of housing priorities and the grants given out.

XIV. LIAISON REPORTS- None

XV.

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

XVII. PLANNING COMMISSION COMMENTS AND QUESTIONS

Mr. Epstein will be absent October 24

Ms. Maclean added Mr. Haulk has withdrawn their appeal without prejudice.

XVIII. EXECUTIVE SESSION - None

XIX. ADJOURNMENT 7:42 p.m.

Next Regular Meeting October 24, 2023 7:00 p.m.

Respectfully submitted by *Kathleen Jorgensen Business Assists (907)723-6134* 🖊️