

DRAFT MINUTES

Agenda

Planning Commission

Regular Meeting

CITY AND BOROUGH OF JUNEAU

Mandy Cole, Chair

May 14, 2024

I. LAND ACKNOWLEDGEMENT – Read by Ms. Derr

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

Mandy Cole, 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 7:00 p.m.

Commissioners present: Commissioners present in Chambers – Mandy Cole, Chair; Erik Pedersen, Vice Chair; Travis Arndt, Clerk; Adam Brown; Nina Keller; David Epstein, Jessalynn Rintala, Lacey Derr

Commissioners present via video conferencing – None

Commissioners absent: Matthew Bell, Assistant Clerk

Staff present: Jill Lawhorne, CDD Director; Irene Gallion, Senior Planner; Joseph Meyers, Senior Planner; Teri Camery, Senior Planner; Ilsa Lund, Planner; Daniele Gaucher; Administrative Officer; Nicolette Chappell, CDD Administrative Coordinator; Sherri Layne, Attorney III

Assembly members: Paul Kelly

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

IV. APPROVAL OF MINUTES

A. April 9th, 2024 Draft Minutes Regular Planning Commission

MOTION: *by Mr. Epstein to approve the April 9th, 2024 Draft Minutes for the Regular Planning Commission Meeting.*

The motion passed with no objection.

B. April 23, 2024 Draft Minutes Special Meeting

C. April 23, 2024 Draft Minutes Regular Planning Commission

MOTION: *by Mr. Arndt to approve the April 23, 2024 Draft Minutes for the Special and Regular Planning Commission Meetings.*

The motion passed with no objection.

V. BRIEF REVIEW OF THE RULES FOR PUBLIC PARTICIPATION by Chair Cole

VI. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS - None

VII. ITEMS FOR RECONSIDERATION - None

VIII. CONSENT AGENDA

PWP2024 0001 Parking wavier to waive one (1) parking space for an accessory apartment.

Applicant: Jessica Barker

Location: 114 Sixth Street

Staff Recommendation

Staff recommends the Planning Commission adopt the Director's analysis and findings and APPROVE Parking Waiver Permit PWP2024 0001 with conditions.

MOTION: *by Mr. Arndt to accept staff's findings, analysis, and recommendations, and approve PWP2024 0001*

The motion passed with no objection.

USE2024 0005 Conditional Use Permit for an accessory apartment

Applicant: Jessica Barker

Location: 114 Sixth Street

Staff Recommendation

Staff recommends the Planning Commission adopt the Director's analysis and findings and APPROVE Conditional Use Permit USE2024 0005 with conditions.

MOTION: *by Mr. Arndt to accept staff's findings, analysis, and recommendations, and approve USE2024 0005*

The motion passed with no objection.

USE2024 0009 A Conditional Use permit for a temporary asphalt plant at the Juneau International Airport
Applicant: SECON
Location: Shell Simmons Drive

Staff Recommendation

Staff recommends the Planning Commission adopt the Director's analysis and findings and APPROVE Conditional Use Permit USE2024 0009 with conditions.

Ms. Keller noted for the record that the packet says no public comment was received. However, one public comment was received from the Southeast Alaska Land Trust. It is included in the additional materials.

MOTION: *by Mr. Arndt to accept staff's findings, analysis, and recommendations, and approve USE2024 0009*

The motion passed with no objection.

USE2024 0007 Pulled and moved to Regular Agenda by Mr. Pedersen

IX. UNFINISHED BUSINESS – None

X. REGULAR AGENDA

(From consent agenda. Moved to regular agenda by Commissioner Pedersen)

USE2024 0007 Expansion of Community Center from 7,625 to 9,984 square feet. Parking shared with neighboring buildings.
Applicant: MRV Architects
Location: Hospital Drive

Staff Recommendation

Staff recommends the Planning Commission adopt the Director's analysis and findings and approve Conditional Use Permit USE 2024 0007 with requested conditions.

STAFF PRESENTATION by Director Lawhorne

QUESTIONS FOR STAFF –

Chair Cole asked for clarification of the change in conditions regarding the number of parking spaces. Ms. Lawhorne explained the Department is working with the applicant to comply with parking requirements. Ms. Lawhorne said a solution exists and they are confident it will be met.

Ms. Cole noted the condition includes other properties coming into compliance with parking regulations and asked if it is proper to condition approval on the actions of an outside entity. Ms. Lawhorne said it is not usual but, in this case, there are agreements in place and this is the 'best' way to have conditions met. Attorney Layne added all of the involved parties have a vested interest in compliance.

Mr. Epstein wanted to be sure they are not setting the applicant up for failure and to ensure there is a solution that can be reached. Ms. Lawhorne said she is confident there is a solution, whether that is a parking waiver or not would be up to the applicant and the commissioners.

APPLICANT PRESENTATION

Kenneth Southerland and Paul Voelckers presented. Mr. Southerland explained the Juneau Tlingit & Haida Community Council building is primarily used for evening activities with very little daytime activity like occasional school educational events which do not require much parking. Parking is shared with SEARHC and Generation Southeast with them using the parking mostly during the daytime hours. In the past ten years, parking has not been an issue.

Mr. Voelckers explained the parking is not an issue considering the agreements in place and the cooperation between the three agencies. It came as a surprise when parking became an issue.

QUESTIONS FOR APPLICANT

Ms. Cole asked whether the condition means that other buildings are then responsible for coming into compliance and if the applicant had any objection to that. Mr. Voelckers said they do have an objection to it. He felt they had working agreements with the other agencies with how and when the parking is needed and used. He felt the project should not be held up if it is SEARHC that has not met requirements.

Mr. Pedersen noted the condition in additional materials specifies the parking issue must be resolved prior to issuing a permit. He wondered if the condition were to be modified to require the issue be resolved prior to issuing a temporary certificate of occupancy to allow some flexibility and get the project started. Mr. Voelckers agreed it would buy some time but reiterated that it should not be up to his client to ensure another entity's compliance.

Mr. Voelckers said they feel they have met the requirements at this time already.

AT EASE 7:28 p.m. – 7:32 p.m.

COMMISSIONER QUESTIONS FOR STAFF

Ms. Keller asked for clarification of the parking spaces needed. Ms. Lawhorne explained the Department needs information from the applicant that demonstrates how and when the spaces will be used by each of the agencies to justify the waiver. In particular, the days and times and number of spaces that will be utilized by each entity to illustrate there are enough spaces and available at all times.

Mr. Pedersen asked if the commission would be able to approve a parking waiver at this meeting. Ms. Layne said that a parking waiver would require public notice and notification to the involved parties. Mr. Pedersen asked if CBJ code allows parking spaces to be delineated between daytime and nighttime use. Ms. Lawhorne confirmed it is allowed.

Ms. Keller asked if the other agencies should be involved in the condition. Ms. Layne said the parking spaces in question are owned by the applicant so it is their responsibility to meet the condition.

Mr. Epstein asked how the required documentation will work or conflict with the other agencies. Ms. Lawhorne said it would hopefully not be a conflict but should align with current use agreements.

AT EASE 7:50 p.m. – 7:52 p.m.

MOTION: *by Mr. Pedersen to accept staff's findings, analysis, and recommendations, and approve USE2024 0007 retaining Conditions 1 and 3 and replacing Condition 2 to read:*

(2) Prior to issuance of a TCO, Shaan S'oox will submit an enumerated parking space plan with detailed uses and times per Code requirement.

The motion passed with no objection.

Prior to hearing USE2024 0006, Mr. Arndt declared a conflict and recused himself.

USE2024 0006

Conditional Use Permit for three, 16-unit apartment buildings with a total of 48 single-room occupancies with ties in the D15 zoning district.

Applicant:

William Heumann

Location:

Hillcrest Avenue

Staff Recommendation

Staff recommends the Planning Commission adopt the Director's analysis and findings and approve Conditional Use Permit USE2024 0006 with the following conditions:

- (1) Prior to Temporary Certificate of Occupancy, Hooter Lane must be accepted by the CBJ for maintenance.
- (2) Prior to TCO, a new plat of Chilkat Vistas Tract A3 must be recorded.

STAFF PRESENTATION – by Director Lawhorne USE2024 0006 listing conditions (1) and (2) and said they would like to add a condition (3) regarding lighting as well.

APPLICANT PRESENTATION

Michael Heumann said this project was originally met with controversy but over the last several years they have worked with the neighborhood. As a result, there is only one public comment. He said the applicants are comfortable with the conditions. This will be affordable housing priced below the average apartment rates.

COMMISSIONER QUESTIONS FOR STAFF

Ms. Derr asked if there were any issues with the condition for Hooter Lane being accepted for CBJ maintenance. Ms. Lawhorne said there were not any issues or concerns.

MOTION: *by Mr. Pedersen to accept staff's findings, analysis, and recommendations, and approve USE2024 0006 with the following conditions:*

- (1) Prior to Temporary Certificate of Occupancy, Hooter Lane must be accepted by the CBJ for maintenance.*
- (2) Prior to Temporary Certificate of Occupancy, a new plat of Chilkat Vistas Tract A3 must be recorded.*
- (3) Prior to issuance of the building permit, the applicant shall submit a lighting plan illustrating the location and type of exterior lighting proposed for the development. Exterior lighting shall be designated and determined to minimize offsite glare. Approval of the plan shall be at the discretion of the Community Development Department according to the requirements of CBJ 49.40.230 (d).*

The motion passed with no objection.

XI. OTHER BUSINESS - None

XII. STAFF REPORTS – Ms. Lawhorne presented:

- The Governance committee should meet soon and adopt the Rules of Order
- The department is currently interviewing for the Planner position
- Charlie Ford is retiring at the end of June
- Next meeting is May 28. The Director is recused so Scott Ciambor will be in her place.
- June 11 meeting is cancelled
- The week of June 11 is Orientation week for permit software
- Lands, Housing and Economic Development meeting June 3 will be discussing Blueprint Downtown

Mr. Pedersen will be contacting the Director to schedule a Governance committee meeting.

Ms. Layne announced the City attorney and Law department office manager, Deb Senn are both retiring this summer.

XIII. COMMITTEE REPORTS - None

XIV. LIAISON REPORTS – Mr. Kelly presented the Assembly:

- Passed an ordinance allowing approval of a homeless encampment should a location become available
- Approved a \$2 million grant to Gastineau Human Services for housing near Costco
- Held a very preliminary Title 49 discussion

XV. CONTINUATION OF PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

William Heumann spoke to say last August they had discussed shared access and bungalow ordinances. Mr. Heumann said a 1,000 sq ft limit was small and would like to see it changed to 1,300 sq ft. That size would be able to provide quality 3-bedroom, 2-bathroom entry level family housing.

XVI. PLANNING COMMISSION COMMENTS AND QUESTIONS –

Ms. Keller asked what is a CBJ employee like Planner I making 'ballpark' per year. Ms. Layne said they make approximately \$55,000 annually. Considering 30% for housing, that would be \$1,400 per month. She asked what does 'affordability' mean? Ms. Cole suggested a COW meeting to discuss the topic.

Mr. Arndt commented the PC wants the Title 49 rewrite to move forward. The Title 49 committee has not met because they are waiting to get it back from the Assembly.

Ms. Keller asked how to go about revisiting the 6:00 p.m. start time. Ms. Cole explained that would be a topic for the Governance committee.

XVII. EXECUTIVE SESSION – None

XVIII. ADJOURNMENT –

Having no other business, the meeting adjourned at 8:28 p.m.

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