



REGULAR PLANNING COMMISSION AGENDA

November 12, 2024 at 7:00 PM

Assembly Chambers/Zoom Webinar

<https://juneau.zoom.us/j/85359809226> or 1-253-215-8782 Webinar ID: 853 5980 9226

A. LAND ACKNOWLEDGEMENT

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!

B. ROLL CALL

C. REQUEST FOR AGENDA CHANGES AND APPROVAL OF AGENDA

D. APPROVAL OF MINUTES

E. BRIEF REVIEW OF THE RULES FOR PUBLIC PARTICIPATION

F. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

G. ITEMS FOR RECONSIDERATION

H. CONSENT AGENDA

1. USE2024 0013: Conditional Use Permit for a self-serve pet grooming kiosk. - APPROVED AS RECOMMENDED

Applicant: Adam Brown

Location: 9000 Glacier Highway

DIRECTOR'S REPORT

The applicant requests a Conditional Use Permit (CUP) for a portable, self-serve, pet grooming kiosk of approximately 168 sq located within a Light Commercial (LC) zoning district. The kiosk will be located in the Jordan Square parking lot. It will be 100% self-serving, with no on-site employees or drive through.

The permit would allow the development of pet grooming, walking and dog daycare services in a LC zone.

According to CBJ Table of Permissible Uses, 49.25.12.250 – “grooming” is an allowable use which requires planning commission approval via a conditional use permit.

STAFF RECOMMENDATION

Staff recommends the Planning Commission adopt the Director's analysis and findings and APPROVE the Conditional Use Permit USE2024 0013.

2. USE2024 0016: Riverside Baptist Church Expansion. - APPROVED AS AMENDED

Applicant: Riverside Baptist Church

Location: 4395 Riverside Drive

DIRECTOR'S REPORT

The applicant requests to add a 3,956 square foot addition to an existing 3,574 square foot church facility.

STAFF RECOMMENDATION

Staff recommends the Planning Commission adopt the Director's analysis and findings and approve Conditional Use Permit USE2024 0016 with conditions.

3. PWP2024 0004: Parking Waiver Permit. - APPROVED AS RECOMMENDED

Applicant: Thomas Fletcher

Location: 529 Kennedy Street

DIRECTOR'S REPORT

The applicant requests a Parking Waiver to waive one (1) parking space required for an accessory apartment on a substandard lot in a D5 zoning district.

This application relates to USE2024 0017.

STAFF RECOMMENDATION

Staff recommends the Planning Commission adopt Director's analysis and findings and APPROVE the requested Parking Waiver

4. USE2024 0017: Accessory Apartment on an undersized lot. - APPROVED AS RECOMMENDED

Applicant: Thomas Fletcher

Location: 529 Kennedy Street

DIRECTOR'S REPORT

The applicant requests a Conditional Use Permit to construct a 600 square foot accessory apartment on the ground level of an existing single-family dwelling in a D5 zoning district on Starr Hill.

STAFF RECOMMENDATION

Staff recommends the Planning Commission adopt the Director's analysis and findings and APPROVE the requested Conditional Use Permit.

I. UNFINISHED BUSINESS

J. REGULAR AGENDA


- K. OTHER BUSINESS
- L. STAFF REPORTS
- M. COMMITTEE REPORTS
- N. LIAISON REPORT
- O. CONTINUATION OF PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
- P. PLANNING COMMISSION COMMENTS AND QUESTIONS
- Q. EXECUTIVE SESSION
- R. SUPPLEMENTAL MATERIALS
- S. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.gov.



PLANNING COMMISSION STAFF
CONDITIONAL USE PERMIT USE2024 0013
HEARING DATE: NOVEMBER 12, 2024

(907) 586-0715
CDD_Admin@juneau.gov
www.juneau.org/community-development
155 Heritage Way • Juneau, AK 99801

DATE: November 5, 2024
TO: Mandy Cole, Chair, Planning Commission
BY: Jay Larson, Planner II 
THROUGH: Jill Lawhorne, Director, AICP

PROPOSAL: Applicant requests a Conditional Use Permit for a self-serve pet grooming kiosk.

STAFF RECOMMENDATION: Approval

KEY CONSIDERATIONS FOR REVIEW:

- Existing off-street parking agreement with property owner addresses off-street parking requirements.
- Use conforms with 2013 Comprehensive Plan

ALTERNATIVE ACTIONS:

1. **Amend:** require additional conditions, or delete or modify the recommended conditions.
2. **Deny:** deny the permit and adopt new findings for items 1-6 below that support the denial.
3. **Continue:** to a future meeting date if determined that additional information or analysis is needed to make a decision, or if additional testimony is warranted.

ASSEMBLY ACTION REQUIRED:

Assembly action is not required for this permit.

STANDARD OF REVIEW:

- Quasi-judicial decision
- Requires five (5) affirmative votes for approval
- Code Provisions:
 - 49.15.330
 - 49.25.230(a)
 - 49.25.300 12.250
 - 49.25.230(a)

GENERAL INFORMATION	
Property Owner	Adam Charles Brown
Applicant	Adam Charles Brown
Property Address	9000 Glacier Highway
Legal Description	POWELL LT 1
Parcel Number	5B1601010011
Zoning	Light Commercial (LC)
Land Use Designation	ULDR
Lot Size	35,184 sq ft
Water/Sewer	CBJ/CBJ
Access	Glacier Hwy
Existing Land Use	Commercial
Associated Applications	PAC 2024-XXXX

The Commission shall hear and decide the case per 49.15.330(a) Conditional Use Permit. A conditional use is a use that may or may not be appropriate in a particular zoning district according to the character, intensity, or size of that or surrounding uses. The conditional use permit procedures is intended to afford the commission the flexibility necessary to make determinations appropriate to individual sites. The commission may attach to the permit those conditions listed in subsection (g) of this section as well as any further conditions necessary to mitigate external adverse impacts. If the commission determines that these impacts cannot be satisfactorily overcome, the permit shall be denied.

SITE FEATURES AND ZONING



SURROUNDING ZONING AND LAND USES	
North (D5)	Residential
South (GC)	Commercial
East (LC)	Commercial
West (LC)	Commercial

SITE FEATURES	
Anadromous	Yes
Flood Zone	Zone AE
Hazard	Not Mapped
Hillside	No
Wetlands	No
Parking District	No
Historic District	No
Overlay Districts	Urban, Rural Mining District Mining & Exploration Surface Activities Exclusion

BACKGROUND INFORMATION

Project Description – The applicant requests a Conditional Use Permit (CUP) for a portable, self-serve, pet grooming kiosk of approximately 168 sq located within a Light Commercial (LC) zoning district (**ATTACHMENT A**). The kiosk will be located in the Jordan Square parking lot. It will be 100% self-serving, with no on-site employees or drive through.

According to CBJ Table of Permissible Uses, 49.25.12.250 – “grooming” is an allowable use which requires planning commission approval via a conditional use permit.

Background – This location has served as office space for several different small businesses.

Date	Item	Summary
1980	Certificate	Certificate of Occupancy (Attachment B)
1981	Plan	Site Plan of 9000 Glacier Hwy (Attachment C)
2004	Survey	Plat of Powell Subdivision, survey No. 381 (Attachment D)
2024	PAC2024 0021	Pre Application Conference (Attachment E)

ZONING REQUIREMENTS

Standard		Requirement	Existing	Code Reference
Lot	Size	2,000 sq ft	35,184 sq ft	CBJ 49.25.400
	Width	20 ft	127+ ft	CBJ 49.25.400
Setbacks	Front	25 ft	57 ft	CBJ 49.25.400
	Rear	10 ft	>10 ft	CBJ 49.25.400
	Side (West)	10 ft	10 ft	CBJ 49.25.400
	Side (East)	10 ft	~102 ft	CBJ 49.25.400
Lot Coverage Maximum		None	None	CBJ 49.25.400
Vegetative Cover Minimum		15%	>15%	CBJ 49.50.300
Height	Permissible	45 ft	8 ft	CBJ 49.25.400
	Accessory	35 ft	N/A	CBJ 49.25.400
Use		Commercial	Commercial	

SITE PLAN: Orange rectangle is the proposed location of the kiosk.



Site view: 9000 Glacier Hwy

Expanded View

ANALYSIS

The use is permissible with a conditional use permit under the Table of Permissible Uses, 49.25.300 12.250, “Day animal services, grooming, walking, day care.”

Commercial land use (2013 Comprehensive Plan, page 148):

Lands devoted to retail, office, food service or personal service uses, including neighborhood retail and community commercial centers, such as shopping centers and malls, office complexes or other large employment centers. Mixed retail/residential/office uses are allowed and encouraged. Residential and non-residential uses could be combined within a single structure, including off-street parking. Residential densities ranging from 18- to 60-units per acre are appropriate in this area, with even higher densities appropriate in mixed-use or transit-oriented developments. Ground floor retail space facing roads with parking behind the retail and housing above would be an appropriate and efficient use of the land.

Light Commercial [CBJ 49.25.230(a)]:

The LC, light commercial district, is intended to accommodate commercial development that is less intensive than that permitted in the general commercial district. Light commercial districts are primarily located adjacent to existing residential areas. Although many of the uses allowed in this district are also allowed in the GC, general commercial district, they are listed as conditional uses in this district and therefore require commission review to determine compatibility with surrounding land uses. A lower level of intensity of development is also achieved by stringent height and setback restrictions. Residential development is allowed in mixed- and single-use developments in the light commercial district.

Project Site – Kiosk is within the parking lot with ample parking space. No employee parking is required as it is a stand-alone kiosk.

Condition: None

Project Design – A 8.5 ft X 21 ft (168 sq ft) self-contained pet grooming kiosk. The development will be permanent and operate year-round. The kiosk will be electric payment only. Business hours will be between 7:00 am and 9:00 pm. There will be maintenance checks for drains, screens, and filters per manufacturer specs. Cameras will be on site for safety and security. Two ADA parking spaces and two standard parking spaces have been designated.

Condition: None

Traffic – A Traffic Impact Analysis (TIA) is not required [CBJ 49.40.300(a)(2)].

Condition: None

Vehicle Parking & Circulation – Required off-street parking is compliant.

Use	Spaces Required	Total Spaces
USE 12.250 Accessible parking spaces	2	4 (including 2 ADA)

Use	Spaces Required	Total Spaces
Per CBJ 49.40.210(b), two (2) accessible parking spaces must be provided as part of the total required off-street parking spaces.		

Condition: None

Noise – Noise is anticipated to be in character with the General Commercial district.

Condition: None

Lighting – Applicant stated the kiosk will have down facing lighting.

Condition: None

Vegetative Cover & Landscaping – The lot meets the minimum vegetative cover requirements. The kiosk placement will not remove any vegetative cover.

Condition: None

Habitat – The Northeastern corner of the lot contains an anadromous stream. The site plan illustrates its location further than the required 50 ft distance and is well outside of the 50-foot development setback.

Condition: None

Drainage and Snow Storage – No changes are required to the current drainage and snow storage plan.

Condition: None

Hazard Zones – The development is outside of mapped hazard areas.

Condition: None

Public Health, Safety, and Welfare – Maintenance, drain checks, screen checks, filter replacement will be performed on regular basis based on manufacturer recommendations. Security cameras will be installed.

Condition: None

Property Value or Neighborhood Harmony – The project expands an existing harmonious commercial use.

Condition: None

AGENCY REVIEW

CDD conducted an agency review comment period between October 15, 2024, and October 25 and received the following responses:

Agency	Summary
CBJ Fire Dept	No concerns at this time.
CBJ Building Dept	No concerns.
CBJ General Engineering	The new kiosk will need to be tied into an existing water line, volume shall be captured by existing meter. A water line information form shall be completed and submitted that shows water and sewer lines including sizes and material, any fittings or couplings, and cleanouts and valves. A site plan will be submitted to demonstrate the working site drainage. Utility permits required.

PUBLIC COMMENTS

CDD conducted a public comment period between October 15, 2024, and October 25, 2024. Public notice was mailed to property owners within 500 feet of the proposed development. **(Attachment F)**. A public notice sign was also posted on-site two weeks prior to the scheduled hearing. **(Attachment G)**. No public comments were submitted at time of writing.

CONFORMITY WITH ADOPTED PLANS

The proposed development is in general conformity with the 2013 Comprehensive Plan.

PLAN	Chapter	Page No.	Item	Summary
2013 Comprehensive Plan	11	64	Policy 5.18	TO ENCOURAGE AND SUPPORT ENTREPRENEURSHIP AND INNOVATION IN THE ECONOMY OF JUNEAU AND SOUTHEAST ALASKA.
	11	148	Commercial	Lands devoted to retail, office, food service or personal service uses, including neighborhood retail and community commercial centers, such as shopping centers and malls, office complexes or other large employment centers. Mixed retail/residential/office uses are allowed and encouraged. Residential and non-residential uses could be combined within a single structure, including off-street parking. Residential densities ranging from 18- to 60-units per acre are appropriate in this area, with even higher densities appropriate in mixed-use or transit-oriented developments. Ground floor retail space facing roads with parking behind the retail and housing above would be an appropriate and efficient use of the land.

PLAN	Chapter	Page No.	Item	Summary
	11	180	Subarea 4 East Mendenhall Valley	2. Provide for increased community commercial development close to existing commercial areas in the lower valley.

FINDINGS

Conditional Use Permit Criteria – 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 Conditional Use Permit complete?

Analysis: No further analysis required.

Finding: Yes. The application is complete.

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

Analysis: No further analysis required.

Finding: Yes. The use is appropriate according to the Table of Permissible Uses, 49.25.300 12.250..

3. Will the proposed development comply with the other requirements of this chapter?

Analysis: No further analysis required.

Finding: Yes. The proposed development will comply with Title 49, including parking, lighting, vegetative cover, noise, and flood zone development.

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

Analysis: No further analysis needed.

Finding: No. The requested self-serve pet grooming kiosk, in a Light Commercial zoning district, 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?

Analysis: No further analysis needed.

Finding: No. The requested self-serve pet grooming kiosk, in a General Commercial zoning district, will not substantially decrease the value or be out of harmony with the property in the neighboring area.

6. Will the proposed development conform with the Land Use Plan, Thoroughfare Plan, or other officially adopted plans?

Analysis: No further analysis needed.

Finding: Yes. The proposed cultural center expansion will conform with the 2013 Comprehensive Plan.

RECOMMENDATION

Staff recommends the Planning Commission adopt the Director's analysis and findings and APPROVE the requested Conditional Use Permit. The permit would allow the development of pet grooming, walking and dog daycare services in a LC zone.

STAFF REPORT ATTACHMENTS

Item	Description
Attachment A	<i>Application Packet</i>
Attachment B	<i>Certificate of Occupancy</i>
Attachment C	<i>Site Plan Agency Comments</i>
Attachment D	<i>Survey</i>
Attachment E	<i>Pre-Application Packet</i>
Attachment F	<i>Abutters Notice</i>
Attachment G	<i>Public Notice Sign Photo</i>



DEVELOPMENT PERMIT APPLICATION

NOTE: Development Permit Application forms must accompany all other Community Development Department land use applications.

To be completed by Applicant	PROPERTY LOCATION		
	Physical Address 9000 Glacier Hwy		
	Legal Description(s) (Subdivision, Survey, Block, Tract, Lot) POWELL LTI		
	Parcel Number(s) 5B1601010011		
	<input type="checkbox"/> This property located in the downtown historic district <input checked="" type="checkbox"/> This property located in a mapped hazard area, if so, which Flood		
	LANDOWNER/ LESSEE		
	Property Owner Adam Brown	Contact Person Adam Brown	
	Mailing Address PO Box 32684 Juneau AK 99803	Phone Number(s) (907) 723-6473	
	E-mail Address aandsrentals907@gmail.com		
	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		5/31/24	
	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"			
Applicant SAME		Contact Person	
Mailing Address		Phone Number(s)	
E-mail Address			
X		5/31/24	
	Applicant's Signature	Date of Application	

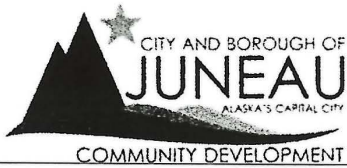
DEPARTMENT USE ONLY BELOW THIS LINE

This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

Intake Initials 	
Case Number USE 24-13	Date Received



ALLOWABLE/CONDITIONAL USE PERMIT APPLICATION

See reverse side for more information regarding the permitting process and the materials required for a complete application.

NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.

To be completed by Applicant

PROJECT SUMMARY Self serve Pet wash Kiosk

TYPE OF ALLOWABLE OR CONDITIONAL USE PERMIT REQUESTED
 Accessory Apartment – Accessory Apartment Application (AAP)
 Use Listed in 49.25.300 – Table of Permissible Uses (USE)
 Table of Permissible Uses Category: 49.70.12.250

IS THIS A MODIFICATION or EXTENSION OF AN EXISTING APPROVAL? YES – Case # _____ NO

UTILITIES PROPOSED WATER: Public On Site SEWER: Public On Site

SITE AND BUILDING SPECIFICS
 Total Area of Lot 31,184 square feet Total Area of Existing Structure(s) 6,800 square feet
 Total Area of Proposed Structure(s) 168 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

ALL REQUIRED DOCUMENTS ATTACHED

Narrative including:

- Current use of land or building(s)
- Description of project, project site, circulation, traffic etc.
- Proposed use of land or building(s)
- How the proposed use complies with the Comprehensive Plan

Plans including:

- Site plan
- Floor plan(s)
- Elevation view of existing and proposed buildings
- Proposed vegetative cover
- Existing and proposed parking areas and proposed traffic circulation
- Existing physical features of the site (e.g.: drainage, habitat, and hazard areas)

If this is a modification or extension include:

- Notice of Decision and case number
- Justification for the modification or extension
- Application submitted at least 30 days before expiration date

DEPARTMENT USE ONLY BELOW THIS LINE

ALLOWABLE/CONDITIONAL USE FEES			
	Fees	Check No.	Receipt
Application Fees	\$ <u>500</u>		
Admin. of Guarantee	\$ _____		
Adjustment	\$ _____		
Pub. Not. Sign Fee	\$ <u>100.00</u>		
Pub. Not. Sign Deposit	\$ <u>50.00</u>		
Total Fee	\$ <u>650.00</u>		

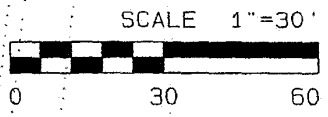
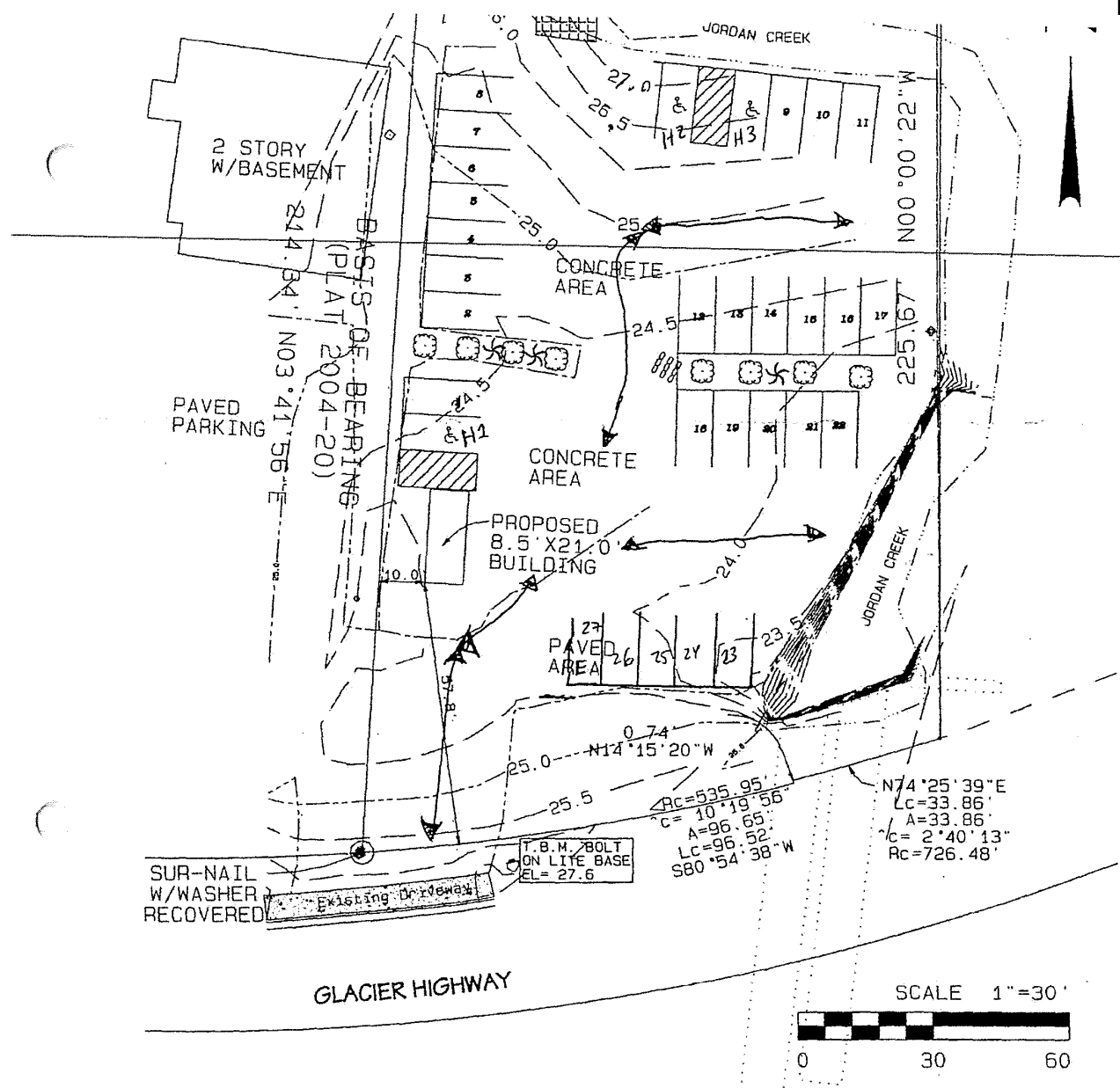
This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number	Date Received

We are proposing a pet wash kiosk that is a self-contained unit without any onsite employees. The kiosk is self-serve and will not have a drive-through. The development will be permanent and will operate year-round. The Kiosk will be electronic payment only. We will have daily business hours of 7am-9pm in which we will have a maintenance schedule to check drains, drain screens and filters per the manufacturer recommendations when we clean the facility and refill the necessary products. The Kiosk will only have down lighting with a back lite sign. We will have security cameras around the perimeter for safety. We will provide two ADA parking spaces with an 8' access aisle as well as two additional standard spaces. We think this will be an adequate amount of parking since the time of use in Kiosk should be a short range. We will have an ADA accessible ramp to Kiosk and the Kiosk itself is ADA compliant. We look forward to serving our community with a much need option for proper pet care and with the advantages and convenience to use a high quality professional equipment.

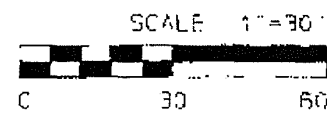
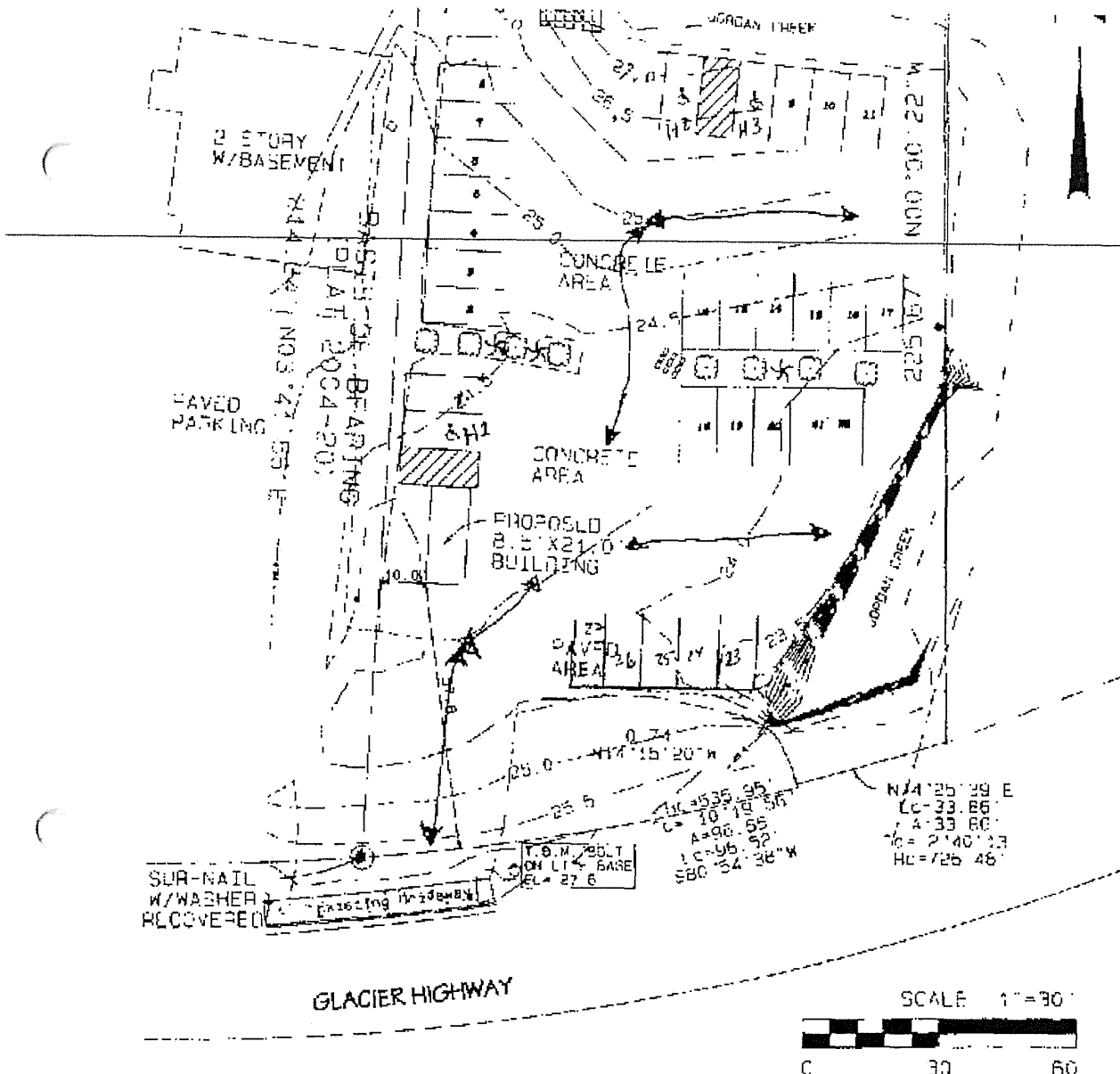


I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT PLAT; THAT ALL WALKS, ROADS, EASEMENTS AND IMPROVEMENTS THEREON ARE AS SHOWN AND THAT ALL OVERLAPS AND ENCROACHMENTS ARE AS SHOWN TO THE BEST OF MY KNOWLEDGE.

J.W. BEAN
 PROFESSIONAL SURVEYOR

F.B. ——— JOB No. 8083
 SCALE AS-SHOWN
 DATE 5-5-2024

PLOT PLAN FOR
 BUILDING
 LOT 1
 POWELL SUBDIVISION
 within USS 381



I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT PLAN, THAT ALL MARKS, BOUNDS, EASEMENTS AND IMPROVEMENTS THEREON ARE AS SHOWN AND THAT ALL OVERLAPS AND ENCROACHMENTS ARE AS SHOWN TO THE BEST OF MY KNOWLEDGE.

J.W. BEAN
 PROFESSIONAL SURVEYOR
 F.A. ——— JOB NO. 8083
 SCALE AS SHOWN
 DATE 5-5-2024

LOT PLAN FOR
 BUILDING
 LOT 1
 POWELL SUBDIVISION
 WITHIN USS 381



(907) 586-0715
 CDD_Admin@juneau.gov
 www.juneau.org/community-development
 155 Heritage Way • Juneau, AK 99801

Pet Grooming Station

Case Number: PAC2024 0021
 Applicant: Adam Brown
 Property Owner: Adam Brown
 Property Address: 9000 Glacier Highway
 Parcel Code Number: 5B1601010011
 Site Size: 35,184 square feet
 Zoning: Light Commercial
 Existing Land Use: Office Building with parking

Conference Date: April 24, 2024
 Report Issued: May 17, 2024

DISCLAIMER: Pre-application conferences are conducted for the purpose of providing applicants with a preliminary review of a project and timeline. Pre-application conferences are not based on a complete application and are not a guarantee of final project approval.

List of Attendees

Note: Copies of the Pre-Application Conference Report will be emailed, instead of mailed, to participants who have provided their email address below.

Name	Title	Email address
Adam Brown	Applicant	Alpineconstructionenterprises@gmail.com
Teri Camery	Planning	Teri.Camery@juneau.gov
Jay Larson	Planning	Jason.Larson@juneau.gov
Charlie Ford	Building	Charlie.ford@juneau.gov
Eric Vogel	General Engineering	Eric.Vogel@juneau.gov

Pre-Application Conference Final Report

Conference Summary

Questions/issues/agreements identified at the conference that weren't identified in the attached reports.
The following is a list of issues, comments and proposed actions, and requested technical submittal items that were discussed at the pre-application conference.

Project Overview

The applicant proposes a pet wash kiosk as a self-contained unit without any employees. The kiosk is self-serve and is not a drive-through. The development will be permanent and will operate year-round.

The development is in the Light Commercial zoning district and requires a Conditional Use Permit per CBJ 49.70.12.250, day animal services. In addition to the standard requirements on the Conditional Use Permit application, the application should include specific attention on the following:

- 1) A detailed project narrative that explains:
 - a. how the unit will operate;
 - b. hours and seasons of operation;
 - c. employees;
 - d. proposed parking, and as-built survey of the building on the site with square footage, so CDD can confirm the parking requirements of the current structure;
 - e. ingress and egress/traffic circulation;
 - f. lighting;
 - g. security;
 - h. drainage and wastewater management (with attention on how to prevent contaminants from reaching Jordan Creek, a salmon stream and DEC-listed impaired waterbody);
 - i. compatibility with the surrounding neighborhood.
- 2) A detailed site plan and building drawings that include:
 - a. Existing building(s) on the site and any reserved parking associated with the building(s);
 - b. Special Flood Hazard Area AE Floodplain and Special Flood Hazard Area AE floodway boundaries (CDD will provide a GIS layer with these boundaries on request);
 - c. Jordan Creek 50-foot no development setback boundaries. CDD staff will stake the 50-foot no-development boundary from the Ordinary High Water Mark.
 - d. An Elevation Certificate or equivalent survey that demonstrates that the lowest floor of the building will be at or above the 28.5 foot Base Flood Elevation.
 - e. Ingress and egress and traffic circulation, in relation to existing and proposed parking and existing uses on the site.

Conditional Use Permit reviews typically take 3-4 months to finalize after receiving a complete application.

Planning Division

1. **Zoning** – Light Commercial
2. **Table of Permissible Uses** - 49.70.12.250, day animal services
3. **Setbacks** – Light Commercial setbacks are 10 feet in the front, rear, and side yards. Site plans should be drawn to scale and confirm compliance with these standards.
4. **Height** – The maximum height of permissible uses in the Light Commercial zoning district is 45 feet. The maximum height of accessory uses in the Light Commercial zoning district is 35 feet.
5. **Access** – Glacier Highway

Pre-Application Conference Final Report

- 6. **Parking & Circulation**– CBJ 49.40.210(a) does not list a parking requirement for a self-service pet wash kiosk. The applicant should list proposed parking with a rationale in the project narrative and site plan, and CDD staff will do further research for a final recommendation if necessary. Traffic circulation on the site, including ingress and egress, should also be addressed in the project narrative and site plans.

The application also needs to include an as-built survey and square footage of the existing building on the site, in order to identify current parking requirements for the entire lot. There appears to be adequate parking space for the proposed development.

- 7. **Lot Coverage** – There is no maximum lot coverage in the Light Commercial zoning district.
- 8. **Vegetative Coverage** – The vegetative coverage requirement in the Light Commercial zoning district is 15 percent. The site plan should verify compliance with this requirement.
- 9. **Lighting** – Exterior lighting may not shed light or glare above the roofline of the building or beyond the property line of the site. Industrial and exterior lighting shall not be used in a manner that produces glare on public highways or neighboring property.

Prior to issuance of a 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 designed and located to minimize offsite glare. Approval of the plan shall at the discretion of the Community Development Department, according to the requirements at §49.40.230(d).

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

- 10. **Noise** – The project narrative should address any potential noise impacts from the development.
- 11. **Flood** – The development is located in a Special Flood Hazard Zone AE, per the screenshot of the adopted National Floodplain Insurance Rate Map below. The lot also includes the Jordan Creek floodway, shown as the cross-hatched lines. Structures are prohibited in the floodway without exception.

The proposed kiosk may be located in the floodplain with an approved Floodplain Development Permit. The floodplain development permit application will need to demonstrate compliance with CBJ 49.70.400, Flood Hazard Areas, attached. In particular, the application needs to demonstrate, with an Elevation Certificate or equivalent survey, that the lowest floor of the structure is at or above the Base Flood Elevation of 28.5 feet. Because this is an area of known and frequent flooding, CDD advises, but will not require, the applicant to build at a higher elevation that exceeds the minimum requirement. The structure also needs to be anchored to prevent flotation, collapse, or lateral movement of the structure. The Floodplain Development Permit must be finalized before or concurrently with the Conditional Use Permit.

Lastly, the floodway and floodplain boundaries must be shown on the site plan, in addition to the 50-foot no development setback from Jordan Creek as noted in the following section. CDD can provide the flood GIS layer to the surveyor if this is helpful for developing the site plan.

Pre-Application Conference Final Report



- 12. **Hazard/Mass Wasting/Avalanche/Hillside Endorsement** – The site is not in a mapped hazard zone.
- 13. **Wetlands** – There are no known wetlands on the site.
- 14. **Habitat** – Check with the U.S. Fish and Wildlife on the presence of eagle nests in the area. The presence of eagle nests may impact construction scheduling.

Jordan Creek, an anadromous waterbody and Alaska Department of Environmental Conservation (ADEC) listed in impaired waterbody, lies on the northern and western sections of the lot. Development is prohibited within 50 feet of the Ordinary High Water Mark (OHWM) of Jordan Creek. CDD staff will stake the OHWM on the site, and this boundary must be included on the site plan.

Wastewater from the kiosk must be treated and may not be discharged into Jordan Creek, and this needs to be addressed in the Conditional Use Permit project narrative. ADEC will provide comments during the Conditional Use Permit review process.

- 15. **Plat or Covenant Restrictions** – There are no known plat or covenant restrictions on the lot.

16. **Traffic**

Traffic should be addressed in the application as noted. There is no indication that a traffic impact analysis will be necessary.

- 17. **Nonconforming situations** – There are no known nonconforming situations on the lot.

Building Division

- 18. **Building** – The building division has no issues with the project.
- 19. **Outstanding Permits** – N/A

General Engineering/Public Works

Pre-Application Conference Final Report

20. **Engineering** – The new kiosk will need to be tied into existing water line, volume shall be captured by existing meter. A water line information form shall be completed and submitted that shows water and sewer lines including sizes and material, any fittings or couplings, and cleanouts and valves

21. **Drainage** – A site plan will be submitted to demonstrate the working site drainage.

22. **Utilities** – Utility permits required.

Fire Marshal

23. **Fire Items/Access** – CCFR did not attend the PAC meeting.

Other Applicable Agency Review

24. N/A

List of required applications

Based upon the information submitted for pre-application review, the following list of applications must be submitted in order for the project to receive a thorough and speedy review.

- 1. Conditional Use Permit
- 2. Floodplain Development Permit
- 3. Sign Permit

Additional Submittal Requirements

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

- 1. A copy of this pre-application conference report.

Exceptions to Submittal Requirements

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

- 1. None.

Fee Estimates

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

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

- 1. Conditional Use Permit Class II use, \$500
- 2. Conditional Use Permit Public Notice sign fee \$50; deposit \$100.
- 3. Floodplain Development Permit. \$100
- 4. Sign Permit. \$50 for the first two signs; \$20 for each additional sign.

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

Submit your Completed Application

Pre-Application Conference Final Report

You may submit your application(s) online via email to permits@juneau.gov
OR in person with payment made to:

City & Borough of Juneau, Permit Center
230 South Franklin Street
Fourth Floor Marine View Center
Juneau, AK 99801

Phone: (907) 586-0715
Web: www.juneau.org/community-development

Attachments:

- 49.70 Article IV – Flood Zone
- 49.15.330 – Conditional Use Permit
- Development Permit Application
- Conditional Use Permit Application
- FloodPlain Development Permit Application
- Sign Permit Application

49.70.400 Floodplain.

- (a) *Purpose.* ~~The purpose of this article is to promote the public health, safety, and general welfare and to minimize public and private losses due to flood conditions in specific areas. Other purposes are to:~~
- (1) Reserved;
 - (2) Prevent the erection of structures in areas unfit for human usage by reason of danger from flooding, unsanitary conditions, or other hazards;
 - (3) Minimize danger to public health by protecting the water supply and promoting safe and sanitary drainage;
 - (4) Reduce the financial burdens imposed on the community, its governmental units, and its individuals by frequent and periodic floods and overflow of lands;
 - (5) Reserved;
 - (6) Ensure that potential buyers are notified that property is in a special flood hazard area; and
 - (7) Ensure that those who occupy the special flood hazard area assume financial responsibility for their development.
- (b) *Interpretation.*
- (1) In the interpretation and application of this article, all provisions are considered minimum requirements and are liberally construed in favor of the governing body.
 - (2) This article is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. Where the provisions of this article and another ordinance conflict or overlap, whichever imposes the more stringent restrictions shall prevail.
 - (3) This article shall apply to all areas of special flood hazard areas (SFHAs) within the jurisdiction of the City and Borough of Juneau.
 - (4) The special flood hazard areas identified by the Federal Insurance Administrator (FIA) in a scientific and engineering report entitled the "Flood Insurance Study" (FIS) and the flood insurance rate maps (FIRMs) dated September 18, 2020 for the City and Borough of Juneau, Alaska are adopted. The FIS and FIRMs shall be on file with the community development department and available to the public at 155 South Seward Street, Juneau, Alaska.
- (c) *Implementation.* The director is responsible for administering and implementing the provisions of this chapter and is responsible for maintaining for public use and inspection appropriate records and information relevant to implementation of this chapter. Such records and information must include:
- (1) Actual elevations, in relation to mean lower low water, of the lowest floor, including basement, of all new or substantially improved structures located in the special flood hazard area (SFHA), and whether or not such structures have basements;
 - (2) Actual elevations, in relation to mean lower low water, of all new and substantially improved floodproofed structures and the required floodproofing certifications;
 - (3) Flood insurance studies (FISs);
 - (4) Flood insurance rate maps (FIRMs);
 - (5) Any reports or studies on flood hazards in the community, such as written reports by the U.S. Army Corps of Engineers, U.S. Geological Survey, or private firms provided to the director; and
 - (6) A file of all floodplain permit applications, permits, exceptions, and supporting documentation.

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(Supp. No. 155)

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- (d) *Enforcement.* Enforcement of this chapter is per CBJ 49.10.600—49.10.660.
- (e) *Floodplain development permit required.* A floodplain development permit is required for any development or industrial uses located within a special flood hazard area, including placement of manufactured homes. The director must:
- (1) Review all floodplain development permit applications for development in the special flood hazard area for compliance with the provisions of this chapter, and to determine if other permits may be necessary from local, state, or federal governmental agencies.
 - (2) Interpret the location of the special flood hazard area boundaries and regulatory floodway. If there appears to be a conflict between a mapped boundary and actual field conditions, the director must determine and interpret the documents. When base flood elevation data has not been provided, the director shall obtain, review, and reasonably utilize base flood elevation and floodway data available from any federal, state, municipal, or any other source to implement the provisions of this chapter.
 - (3) If the director determines that a proposed development is within a special flood hazard area, a permit fee must be collected and the following information must be provided before processing a floodplain development permit:
 - (A) Elevation of the lowest floor, including a basement, of all structures;
 - (B) Elevation to which any structure has been floodproofed;
 - (C) Certification by an engineer or architect that the floodproofing methods for any nonresidential structure meet generally accepted floodproofing standards;
 - (D) Description of the extent to which any watercourse will be altered or relocated as a result of proposed development;
 - (E) Description of the plan for maintenance of the altered or relocated portion of the watercourse so that the flood-carrying capacity is not diminished; and
 - (F) When base flood elevation data have not been provided, the director shall obtain, review and reasonably apply any base flood elevation and floodway data available from federal, state or other sources.
- (f) *Methods of reducing losses.* In order to accomplish its purpose, this article includes methods and provisions to:
- (1) Restrict or prohibit uses that are dangerous to health, safety, and property due to water or erosion hazards, or that result in damaging increases in erosion or flood heights or velocities;
 - (2) Require that uses vulnerable to floods, including facilities that serve such uses, be protected against flood damage at the time of initial construction;
 - (3) Control the alteration of natural floodplains, stream channels, and natural protective barriers, which help accommodate or channel floodwaters;
 - (4) Control filling, grading, dredging, and other development that may increase flood damage; and
 - (5) Prevent or regulate the construction of flood barriers that will unnaturally divert floodwaters or that may increase flood hazards in other areas.
- (g) *General standards for flood hazard protection.* In special flood hazard areas the following standards apply:
- (1) *Anchoring.*
 - (A) Design, modify, and anchor new construction and substantial improvements to prevent flotation, collapse, or lateral movement of the structure(s).

(B) A manufactured home must be anchored to prevent flotation, collapse, or lateral movement and be installed using methods and practices that minimize flood damage. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors.

(C) An alternative method of anchoring may be used if the system is designed to withstand a wind force of 90 miles per hour or greater. Certification must be provided to the director that this standard is met.

(2) *Construction materials and methods.*

(A) Construct new construction and substantial improvements with materials and utility equipment resistant to flood damage.

(B) Use methods and practices that minimize flood damage for new construction and substantial improvements.

(C) Design or locate electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities so as to prevent water from entering or accumulating within the components during conditions of flooding.

(D) Require adequate drainage paths around structures on slopes to guide floodwaters away from existing and proposed structures for new construction and substantial improvements within zones AH and AO.

(3) *Utilities.*

(A) Design new and replacement water supply systems to minimize or eliminate infiltration of floodwaters into the system.

(B) Design new and replacement sanitary sewage systems to minimize or eliminate infiltration of floodwaters into the systems and discharge from the systems into floodwaters.

(C) Locate on-site waste disposal systems to avoid impairment to them or contamination from them during flooding.

(4) *[Subdivision and development proposal criteria.]* Subdivision and development proposals must meet the following criteria:

(A) Be designed to minimize flood damage;

(B) Locate and construct utilities and facilities, such as sewer, gas, electrical, and water systems to minimize flood damage;

(C) Provide adequate drainage to reduce exposure to flood damage; and

(D) Include base flood elevation data if the development consists of at least 50 lots or five acres, whichever is the lesser. If base flood elevation data is not available, the proposal must provide the data and backup information for how the base flood elevation data was generated for the proposal.

(5) *[Floodplain development permit requirements.]* Review of floodplain development permits must include:

(A) Review of the flood insurance rate map and flood insurance study for flood zone determinations for new or substantially improved structures;

(B) For new or substantially improved structures:

(i) Submittal of the proposed and finished lowest floor elevations in zones A, AE, AO, and AH.

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- (ii) Submittal of the proposed and finished bottom elevation of the lowest horizontal structural member of the lowest floor and its distance from the mean lower low water mark in zones V and VE; and
 - (iii) Submittal of specific requirements for zones V and VE as set forth in subsection 49.70.400(i).
- (C) In zones A and V, where elevation data are not available through the flood insurance study or from another authoritative source, applications for floodplain development permit shall be reviewed to ensure that proposed construction will be reasonably safe from flooding. The test of reasonableness is a local judgment and may be based on historical data, high water marks, photographs of past flooding, and other similar or relevant data. Failure to elevate construction at least two feet above grade in these zones may result in higher insurance rates.
- (D) Provision of an elevation certificate to demonstrate that the lowest floor of a structure is at or above base flood elevation. The certification must be provided on a form approved by the National Flood Insurance Program and prepared by a registered land surveyor or professional engineer who is licensed in the State of Alaska and authorized to certify such information. This requirement may be waived by the director if an approved record elevation demonstrates that the lowest floor is substantially above the base flood elevation due to natural ground level.
- (6) *Other permits.* The applicant must certify that all other necessary permits have been obtained from any federal or state governmental agencies.
- (7) *[Maintaining watercourse.]* Maintain altered or relocated portions of a special flood hazard area mapped watercourse so that the flood-carrying capacity is not diminished. The department must notify the state coordinating agency, if any, and the Federal Emergency Management Agency prior to issuance of a floodplain development permit that seeks to alter or relocate any watercourse within a special flood hazard area.
- (h) *Specific standards for flood hazards protection.* In special flood hazard areas where base flood elevation data is provided, the following provisions are required:
- (1) *New structures or substantial improvements.* Fully enclosed areas below the lowest floor of new construction or substantial improvements, that are useable solely for parking of vehicles, building access, or storage in an area other than a basement, must automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect licensed in the State of Alaska or must meet or exceed the following minimum criteria:
 - (A) Provide a minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding;
 - (B) Height of the bottom of all openings must be no higher than one foot above grade; and
 - (C) Openings may be equipped with screens, louvers, or other coverings or devices provided that the automatic entry and exit of floodwaters is allowed.
 - (2) *Residential construction.* New construction and substantial improvement of any residential structure:
 - (A) Construct the lowest floor, including basement, elevated to or above the base flood elevation within zones A, AE, or AH; or
 - (B) Construct the lowest floor elevated to the base flood depth number specified on the flood insurance rate map, or higher, or if no depth number is specified, at least two feet above the highest adjacent natural grade within zone AO.
 - (3) *Manufactured homes.* New or substantially improved manufactured homes must:

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- (A) Be placed at or above, the base flood elevation, within zones A, AH, or AE, and shall be elevated to, or above, the base flood elevation, and comply with subsection (g); or
 - (B) Elevate the lowest floor to the depth number specified on the flood insurance rate map, or higher, or if no depth number is specified, at least two feet above the highest adjacent natural grade within zone AO; and meet the provisions of subsection (g)(1).
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- (4) *Recreational vehicles.* Recreational vehicles placed within any special flood hazard area must be:
 - (A) Situated on the site for fewer than 180 consecutive days;
 - (B) Fully licensed, operational, and approved for road use; or
 - (C) Meet the requirements of subsection (h)(3).
 - (5) *Nonresidential construction.* New construction or substantial improvement of any nonresidential structure must:
 - (A) Elevate the lowest floor, including basement, to or above the base flood elevation within zones A, AE, and AH;
 - (B) Elevate the lowest floor to the depth number specified on the flood insurance rate map, or higher, or if no depth number is specified, at least two feet above the highest adjacent natural grade within zone AO; or
 - (C) Floodproof the area below the base flood elevation within zones A, AE, AH, and AO, so that:
 - (i) The structure and utility and sanitary facilities are watertight with walls substantially impermeable to the passage of water;
 - (ii) Structural components shall have the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy;
 - (D) A floodproof structure must be designed by an engineer or architect licensed in the State of Alaska, certifying that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this subsection based on the engineer's or architect's development or review of the structural design, specifications, and plans. Certification must be provided to the director;
 - (E) Applicants proposing to floodproof nonresidential buildings must be notified at the time of floodplain development permit application that flood insurance premiums are based on rates that are one foot below the floodproofed level.
 - (6) *Industrial uses.* Industrial uses within the special flood hazard area are subject to the following provisions:
 - (A) Sand and gravel operations, recreation activities, open space, and parking lots may be allowed in 100-year floodplains if the use does not increase the flood hazard.
 - (B) Industrial equipment and raw materials stored in 100-year floodplains must be adequately bermed or otherwise protected.
 - (C) Disposal of hazardous materials in 100-year floodplains is prohibited. No new development that involves storage of hazardous materials will be permitted in the 100-year floodplain unless there is no feasible and prudent alternative and adequate safety measures are provided to prevent accidental discharge.
 - (D) Establishment of sanitary landfills in floodplains is prohibited.

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- (7) *Increasing water surface elevation in special flood hazard area mapped watercourses where floodways are not mapped.* Notwithstanding any other provisions of this article, development in zones A, AE, and AH may increase the water surface elevation of the base flood:
 - (A) Up to one foot with the submittal of an analysis completed by an engineer licensed in the State of Alaska demonstrating the cumulative effects of the proposed, existing and anticipated, development to the base flood; or
 - (B) By more than one foot only after a conditional letter of map revision and final letter of map revision is approved by the Federal Emergency Management Agency flood insurance administrator.
 - (i) *Additional provisions in floodways.*
 - (1) Residential and nonresidential structures are prohibited in floodways, no exceptions apply. Culverts and bridges are not subject to this prohibition.
 - (2) Encroachments, including fill, new construction, and other development, except subdivisions, within a floodway are prohibited unless an engineer licensed in the State of Alaska submits a hydrologic and hydraulic analyses to the director indicating that the encroachment would not result in any increase in flood levels during the occurrence of the base flood discharge. The hydrologic and hydraulic analyses must be performed in accordance with standard engineering practice acceptable by the Federal Emergency Management Agency.
 - (3) Development along a floodway cannot increase the water surface elevation unless a conditional letter of map revision and final letter of map revision that revises the floodway are approved by the Federal Emergency Management Agency.
 - (j) *Additional provisions in zones VE and V.*
 - (1) New construction and substantial improvements in zones V and VE must be elevated on pilings and columns so that:
 - (A) The bottom of the lowest horizontal structural member of the lowest floor, excluding the pilings or columns, is elevated to or above the base flood elevation; and
 - (B) The pile or column foundation and structure attached thereto is anchored to resist flotation, collapse and lateral movement due to the effects of wind and water loads acting simultaneously on all building components. Wind and water loading values must each have a one percent chance of being equaled or exceeded in any given year (100-year mean recurrence interval). Wind loading values used are those required by applicable state statute and local code. A registered professional engineer or architect licensed in the State of Alaska must develop or review the structural design, specifications, and plans for the construction and must certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of subsections (j)(1)(A) and (B) of this section.
 - (C) The use of fill for structural support of buildings is prohibited.
 - (2) In zones VE and V, new habitable construction must be located landward of the reach of mean high tide.
 - (3) In zones VE and V, new construction and substantial improvements must have the space below the lowest floor either free of obstruction or constructed with nonsupporting breakaway walls, open wood latticework, or insect screening intended to collapse under wind and water loads without causing collapse, displacement, or other structural damage to the elevated portion of the building or supporting foundation system.

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- (4) Breakaway walls must have a design safe loading resistance of not less than ten pounds per square foot and no more than 20 pounds per square foot. Use of breakaway walls that exceed a design safe loading resistance of 20 pounds per square foot (either by design or when so required by local or state codes) may be permitted only if a registered professional engineer or architect licensed in the State of Alaska certifies that the designs proposed meet the following conditions:
- (A) Breakaway wall collapse must result from a water load less than that which would occur during the base flood; and
 - (B) The elevated portion of the building and supporting foundation system must not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and nonstructural). Maximum wind and water loading values to be used in this determination must each have a one percent chance of being equaled or exceeded in any given year (100-year mean recurrence interval). Wind loading values used shall be those required by applicable state statute and local code.
 - (C) Enclosed space within breakaway walls are limited to parking of vehicles, building access, or storage. Such space must not be used for human habitation.
- (k) *Warning and disclaimer of liability.* The degree of flood protection required by this article is intended for minimum regulatory purposes only and is based on general scientific and engineering principles. Floods larger than expected, can and will occur. Flood heights may be increased by human or natural causes. This article does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This article shall not create liability on the part of the City and Borough, any officer or employee thereof for any flood damages that result from reliance on this article or any administrative decision made thereunder.
- (Serial No. 87-49, § 2, 1987; Serial No. 90-46, §§ 2—9, 1990; Serial No. 2013-19(b), § 2, 7-15-2013 ; Serial No. 2020-42, § 2, 8-24-2020, eff. 9-23-2020 ; Serial No. 2021-06, § 2, 4-26-2021, eff. 5-26-2021)

49.15.330 Conditional use permit.

- (a) *Purpose.* A conditional use is a use that may or may not be appropriate in a particular zoning district according to the character, intensity, or size of that or surrounding uses. The conditional use permit procedure is intended to afford the commission the flexibility necessary to make determinations appropriate to individual sites. The commission may attach to the permit those conditions listed in subsection (g) of this section as well as any further conditions necessary to mitigate external adverse impacts. If the commission determines that these impacts cannot be satisfactorily overcome, the permit shall be denied.
- (b) *Preapplication conference.* Prior to submission of an application, the developer shall meet with the director for the purpose of discussing the site, the proposed development activity, and the conditional use permit procedure. The director shall discuss with the developer, regulation which may limit the proposed development as well as standards or bonus regulations which may create opportunities for the developer. It is the intent of this section to provide for an exchange of general and preliminary information only and no statement by either the developer or the director shall be regarded as binding or authoritative for purposes of this code. A copy of this subsection shall be provided to the developer at the conference.
- (c) *Submission.* The developer shall submit to the director one copy of the completed permit application together with all supporting materials and the permit fee.
- (d) *Director's review procedure.*
 - (1) The director shall endeavor to determine whether the application accurately reflects the developer intentions, shall advise the applicant whether or not the application is acceptable and, if it is not, what corrective action may be taken.
 - (2) After accepting the application, the director shall schedule it for a hearing before the commission and shall give notice to the developer and the public in accordance with section 49.15.230.
 - (3) The director shall forward the application to the planning commission together with a report setting forth the director's recommendation for approval or denial, with or without conditions together with the reasons therefor. The director shall make those determinations specified in subsections (1)(A)—(1)(C) of subsection (e) of this section.
 - (4) Copies of the application or the relevant portions thereof shall be transmitted to interested agencies as specified on a list maintained by the director for that purpose. Referral agencies shall be invited to respond within 15 days unless an extension is requested and granted in writing for good cause by the director.
 - (5) Even if the proposed development complies with all the requirements of this title and all recommended conditions of approval, the director may nonetheless recommend denial of the application if it is found that the development:
 - (A) Will materially endanger the public health or safety;
 - (B) Will substantially decrease the value of or be out of harmony with property in the neighboring area; or
 - (C) Will not be in general conformity with the land use plan, thoroughfare plan, or other officially adopted plans.
- (e) *Review of director's determinations.*
 - (1) At the hearing on the conditional use permit, the planning commission shall review the director's report to consider:
 - (A) Whether the proposed use is appropriate according to the table of permissible uses;

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- (B) Whether the application is complete; and
 - (C) Whether the development as proposed will comply with the other requirements of this title.
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- (2) The commission shall adopt the director's determination on each item set forth in paragraph (1) of this subsection (e) 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.
- (f) *Commission determinations; standards.* Even if the commission adopts the director's determinations pursuant to subsection (e) of this section, it may nonetheless deny or condition the permit if it concludes, based upon its own independent review of the information submitted at the hearing, that the development will more probably than not:
 - (1) Materially endanger the public health or safety;
 - (2) Substantially decrease the value of or be out of harmony with property in the neighboring area; or
 - (3) Lack general conformity with the comprehensive plan, thoroughfare plan, or other officially adopted plans.
 - (g) *Specific conditions.* The commission may alter the director's proposed permit conditions, impose its own, or both. Conditions may include one or more of the following:
 - (1) *Development schedule.* A reasonable time limit may be imposed on construction activity associated with the development, or any portion thereof, to minimize construction-related disruption to traffic and neighborhood, to ensure that development is not used or occupied prior to substantial completion of required public or quasi-public improvements, or to implement other requirements.
 - (2) *Use.* Use of the development may be restricted to that indicated in the application.
 - (3) *Owners' association.* The formation of an association or other agreement among developers, homeowners or merchants, or the creation of a special district may be required for the purpose of holding or maintaining common property.
 - (4) *Dedications.* Conveyance of title, easements, licenses, or other property interests to government entities, private or public utilities, owners' associations, or other common entities may be required.
 - (5) *Performance bonds.* The commission may require the posting of a bond or other surety or collateral approved as to form by the city attorney to guarantee the satisfactory completion of all improvements required by the commission. The instrument posted may provide for partial releases.
 - (6) *Commitment letter.* The commission may require a letter from a public utility or public agency legally committing it to serve the development if such service is required by the commission.
 - (7) *Covenants.* The commission may require the execution and recording of covenants, servitudes, or other instruments satisfactory in form to the city attorney as necessary to ensure permit compliance by future owners or occupants.
 - (8) *Revocation of permits.* The permit may be automatically revoked upon the occurrence of specified events. In such case, it shall be the sole responsibility of the owner to apply for a new permit. In other cases, any order revoking a permit shall state with particularity the grounds therefor and the requirements for reissuance. Compliance with such requirements shall be the sole criterion for reissuance.
 - (9) *Landslide and avalanche areas.* Development in landslide and avalanche areas, designated on the landslide and avalanche area maps dated September 9, 1987, consisting of sheets 1—8, as the same may be amended from time to time by assembly ordinance, shall minimize the risk to life and property.
 - (10) *Habitat.* Development in the following areas may be required to minimize environmental impact:

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(A) Developments in wetlands and intertidal areas.

- (11) *Sound.* Conditions may be imposed to discourage production of more than 65 dBa at the property line during the day or 55 dBa at night.
- (12) *Traffic mitigation.* Conditions may be imposed on development to mitigate existing or potential traffic problems on arterial or collector streets.
- (13) *Water access.* Conditions may be imposed to require dedication of public access easements to streams, lake shores and tidewater.
- (14) *Screening.* The commission may require construction of fencing or plantings to screen the development or portions thereof from public view.
- (15) *Lot size or development size.* Conditions may be imposed to limit lot size, the acreage to be developed or the total size of the development.
- (16) *Drainage.* Conditions may be imposed to improve on and off-site drainage over and above the minimum requirements of this title.
- (17) *Lighting.* Conditions may be imposed to control the type and extent of illumination.
- (18) *Other conditions.* Such other conditions as may be reasonably necessary pursuant to the standards listed in subsection (f) of this section.

(Serial No. 87-49, § 2, 1987; Serial No. 2006-15, § 2, 6-5-2006; Serial No. 2015-03(c)(am), § 9, 8-31-2015 ; Serial No. 2017-29, § 3, 1-8-2018, eff. 2-8-2018)

Certificate of Occupancy

City & Borough of Juneau, Alaska

This Certificate issued pursuant to the requirements of Section 306 of the Uniform Building Code, as amended, certifying that at the time of issuance this structure was in compliance with the various ordinances of the City & Borough of Juneau regulating building construction or use. For the following:

Use Classification Office Commercial Bldg. Permit No. 11984

Occupancy Group B - 2

Type Construction V 1 hour Fire Zone 3 Use Zone C - 1

Owner of Building Richard Chapman Address 9000 Glacier Highway

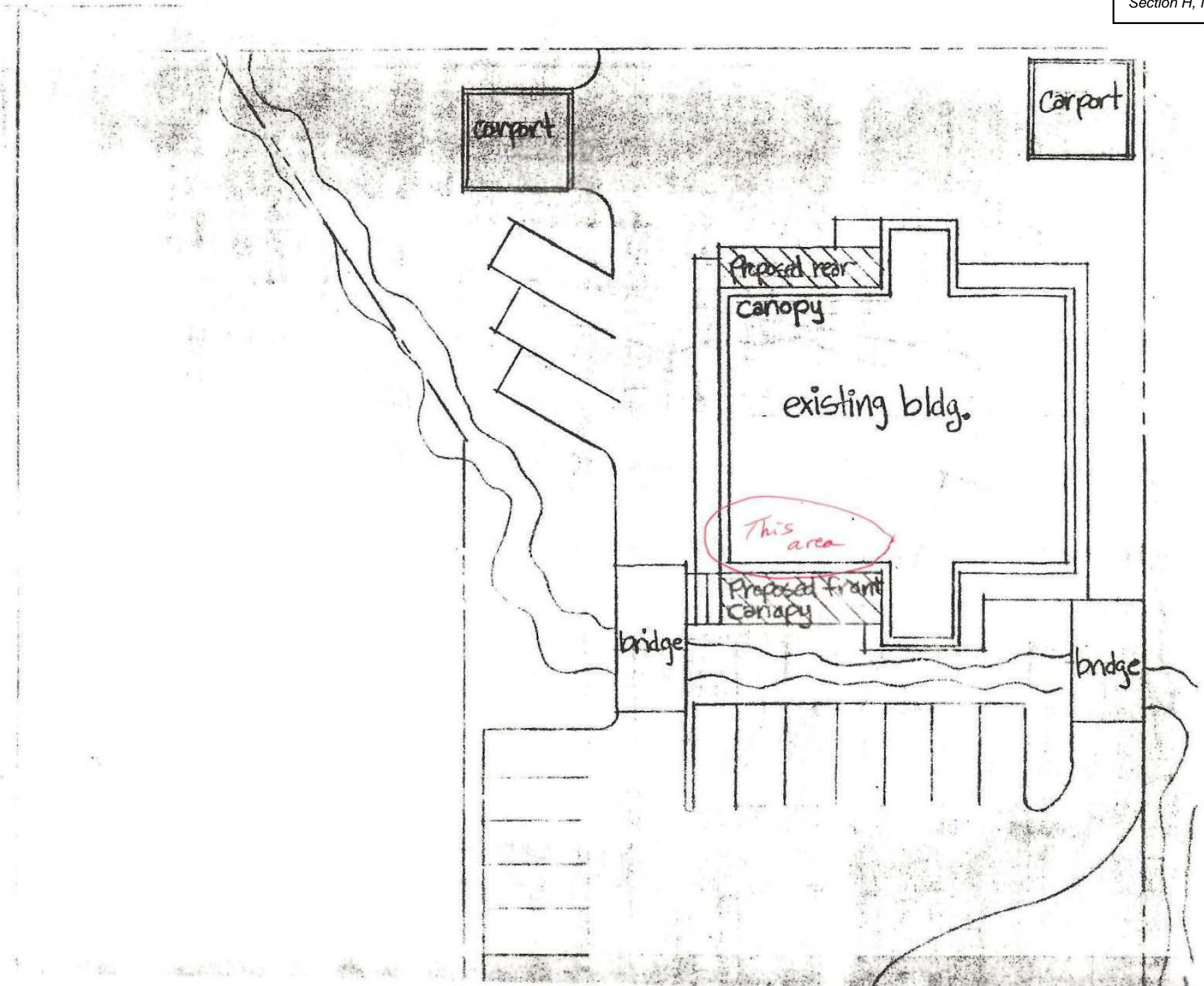
Building Address same Locality Juneau, Alaska

Legal Description of Building Lot _____

Stephen Shows for V. Rao Gulur
Building Official

File No. 5-1-431-00A-BOD-0381 Date: August 26, 1980

Post this Certificate and all identified attachments in a conspicuous place.



Jordon Square

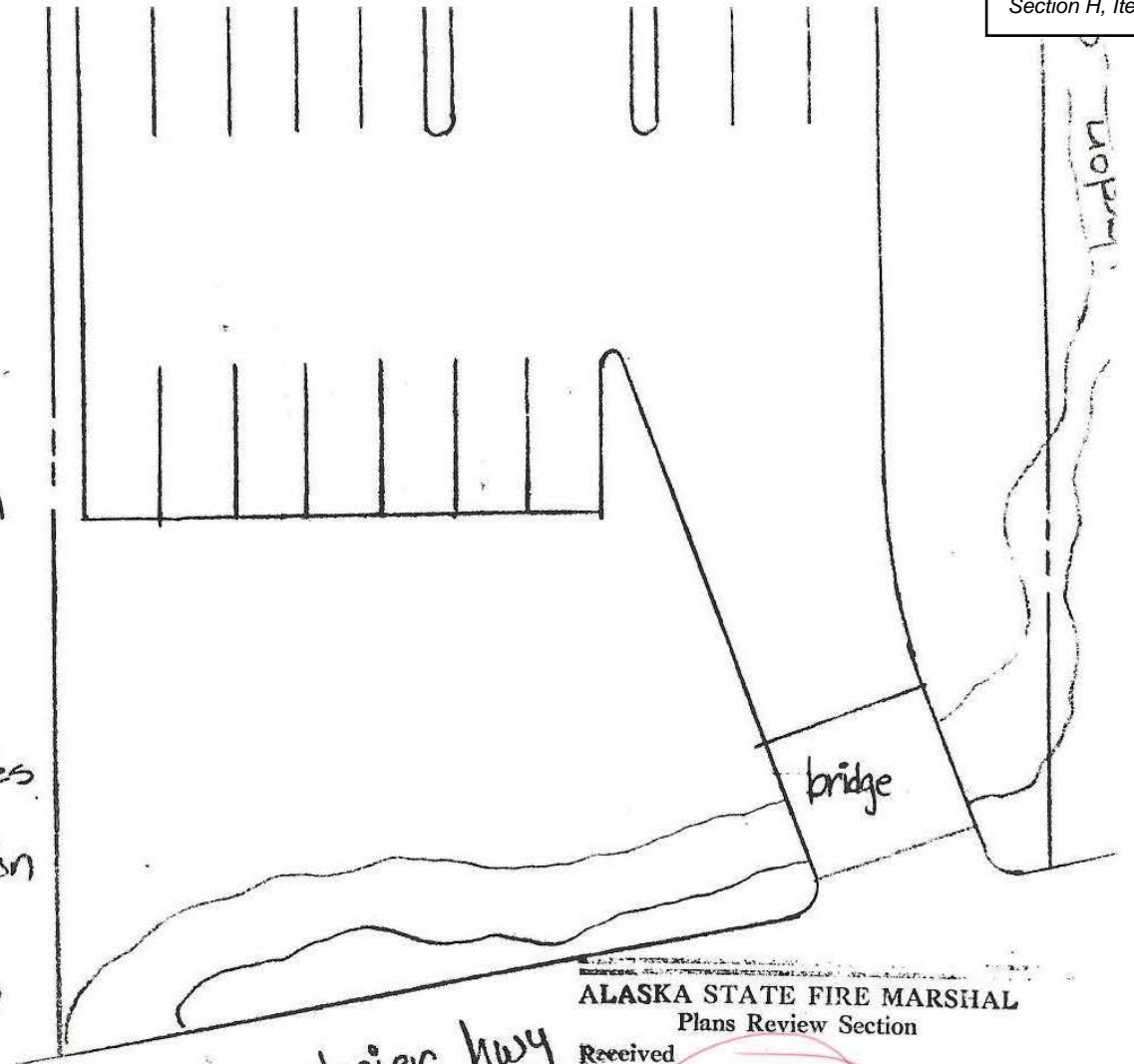
- building permit application to construct canopies over the front & rear existing decks.
- all structural details for front & rear canopies will be identical to each other with exception to width dimension:
 front 8'-6" wide
 rear 4'-6" wide

Applicant:

Richard Chapman

Scale:

1" = 20'



glacier hwy

ALASKA STATE FIRE MARSHAL
Plans Review Section

Received

Reviewed 10/12/81

Approved Conditionally Approved

Changes Required

By *[Signature]*

THIS IS NOT A BUILDING PERMIT
and is not an approval for non-compliance
with any applicable regulations of local gov-
ernment.

LEGEND
 * G.L.O./B.L.M. 2-1/2" BRASS MONUMENT RECOVERED THIS SURVEY
 ○ PRIMARY MONUMENT RECOVERED THIS SURVEY AS SHOWN
 • SECONDARY MONUMENT SET THIS SURVEY BY J.W. BEAN
 (J.W. BEAN) TYPICAL SECONDARY MON. 1-1/4" YELLOW PLASTIC CAP U.S. 3/8" DIA. 36" LONG.

STATEMENT OF OWNERSHIP:
 WE HEREBY CERTIFY THAT WE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ADOPT AND CONVEY THIS PLAT OF SUBDIVISION WITH OUR FREE CONSENT, AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED AND THAT WE HEREBY ADOPT AND CONVEY THIS FILING OF THE PLAT WITH OUR FREE CONSENT.

Date: 3-8-2003
 Owner: Daniel Hunt Owner: Tammy Hunt
 DANIEL HUNT TAMMY HUNT
 LOT 3 LOT 3

NOTARY'S ACKNOWLEDGEMENTS:
 UNITED STATES OF AMERICA)
 STATE OF ALASKA) S.S.

THIS IS TO CERTIFY THAT ON THIS 04 DAY OF March, 2003, before me the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared:

Daniel & Tammy Hunt

KNOWN TO ME TO BE THE PERSON (PERSONS) DESCRIBED IN AND WHO EXECUTED THE ABOVE AND FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE (SHE) (THEY) SIGNED AND SEALED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN MENTIONED.

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

STATEMENT OF OWNERSHIP:
 WE HEREBY CERTIFY THAT WE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ADOPT AND CONVEY THIS PLAT OF SUBDIVISION WITH OUR FREE CONSENT, AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED AND THAT WE HEREBY ADOPT AND CONVEY THIS FILING OF THE PLAT WITH OUR FREE CONSENT.

Date: December 23, 2002
 Owner: Audrey Lykstad
 ERYN LYKSTAD
 DT 1 AUDREY LYKSTAD
 LOT 1

NOTARY'S ACKNOWLEDGEMENTS:
 UNITED STATES OF AMERICA)
 STATE OF ALASKA) S.S.

THIS IS TO CERTIFY THAT ON THIS 23 DAY OF December, 2002, before me the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared:

Erin Lykstad & Audrey Lykstad

KNOWN TO ME TO BE THE PERSON (PERSONS) DESCRIBED IN AND WHO EXECUTED THE ABOVE AND FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE (SHE) (THEY) SIGNED AND SEALED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN MENTIONED.

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

Notary Public for Alaska
 My Commission Expires 12/23/03

CERTIFICATE OF REGISTERED LAND SURVEYOR
 I HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR, REGISTERED IN THE STATE OF ALASKA, AND THAT THIS PLAT REPRESENTS A SURVEY MADE BY OR UNDER MY DIRECT SUPERVISION, THAT THE ACCURACY OF THE SURVEY IS IN THE LIMITS REQUIRED BY TITLE 4, COMMUNITY DEVELOPMENT REGULATIONS, TITLE 49 OF THE CODE OF THE CITY AND BOROUGH OF JUNEAU, THAT ALL PERSONAL AND RELATIVE BEARINGS ARE CORRECT AND THAT MONUMENTS ARE IN PLACE AND NOTED UPON THIS PLAT AS PRESENTED.

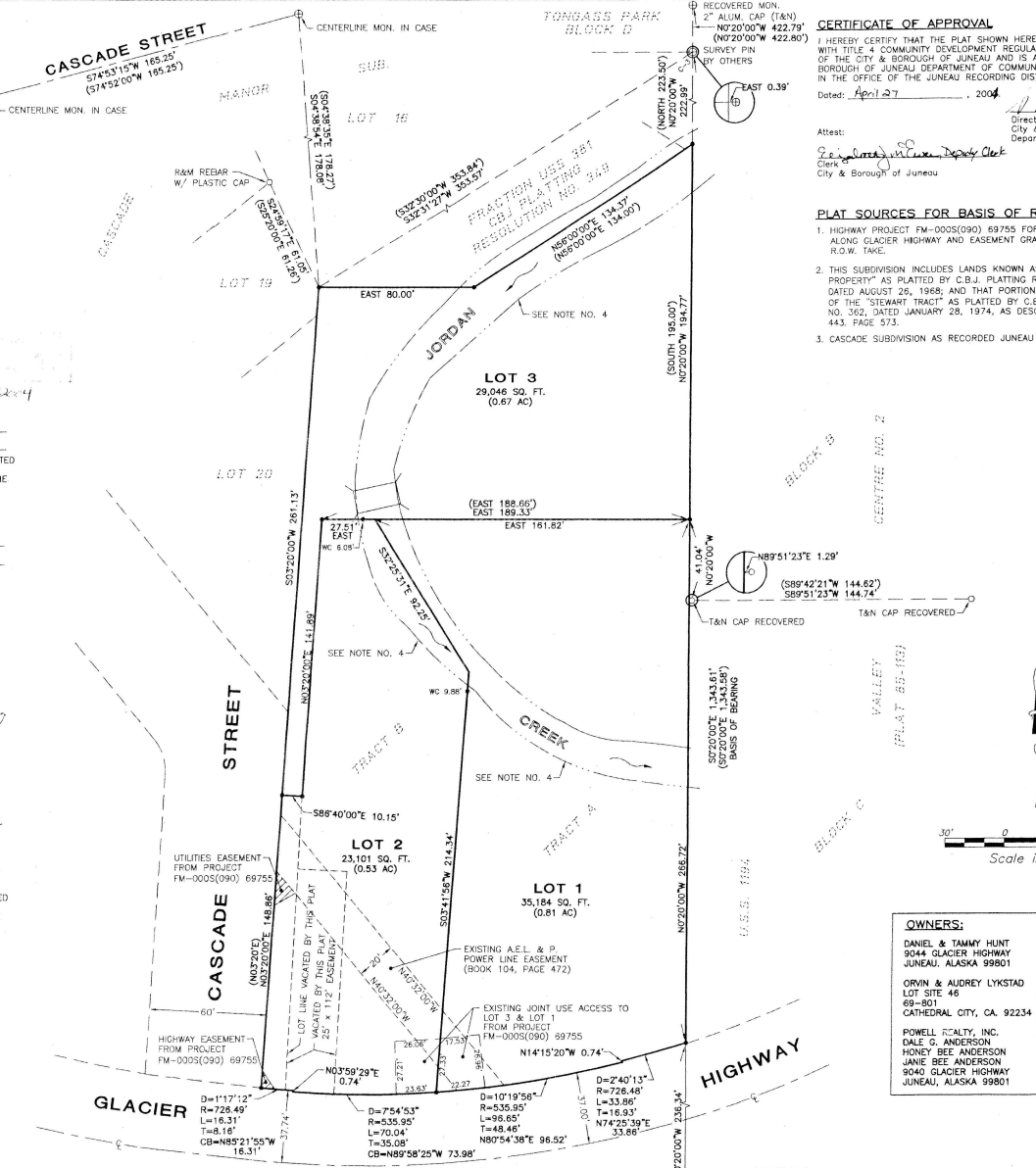
12-20-03

STATE OF ALASKA
 OFFICIAL SEAL
 FREDERICK CASH
 NOTARY PUBLIC
 My Commission Expires 12/23/03

POWER OF ALASKA
 J.W. BEAN
 No. 8050-S
 PROFESSIONAL SURVEYOR

REVISIONS:
 12/02/02
 10/29/02

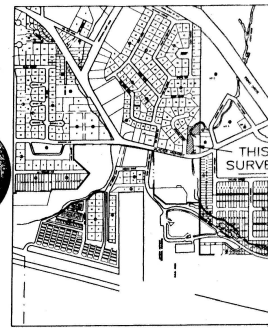
DRAWN BY: GDM Graphics
 CHECKED BY: J.W.B.
 DRAWING DATE: 7/03/2002
 FIELD BOOK:
 SCALE: 1" = 30'
 JOB NO.: 8043-LYKSTAD
 SURVEYOR = PLANNER



CERTIFICATE OF APPROVAL
 I HEREBY CERTIFY THAT THE PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH TITLE 4 COMMUNITY DEVELOPMENT REGULATIONS AND TITLE 49 OF THE CODE OF THE CITY & BOROUGH OF JUNEAU AND IS APPROVED BY THE CITY AND BOROUGH OF JUNEAU DEPARTMENT OF COMMUNITY DEVELOPMENT FOR RECORDING IN THE OFFICE OF THE JUNEAU RECORDING DISTRICT JUNEAU, ALASKA.
 Date: April 27, 2004

Attest:
[Signature]
 Director
 City & Borough of Juneau
 Department of Community Development

- PLAT SOURCES FOR BASIS OF RE-PLATTING**
- HIGHWAY PROJECT FM-0005(090) 69755 FOR RIGHT OF WAY ALONG GLACIER HIGHWAY AND EASEMENT GRANT AND RS-0960(3) FOR R.O.W. TAKE.
 - THIS SUBDIVISION INCLUDES LANDS KNOWN AS THE "FEATHERSTONE PROPERTY" AS PLATTED BY C.B.J. PLATTING RESOLUTION NO. 159, DATED AUGUST 26, 1968, AND THAT PORTION OF TRACTS "A" AND "B" OF THE "STEWART TRACT" AS PLATTED BY C.B.J. PLATTING RESOLUTION NO. 362, DATED JANUARY 28, 1974, AS DESCRIBED IN A DEED BOOK 443, PAGE 573.
 - CASCADE SUBDIVISION AS RECORDED JUNEAU RECORDING DISTRICT.



VICINITY MAP
 SOURCE: C.B.J. BASEMAP SERIES (M-1, M-4, M-5) -

STATEMENT OF OWNERSHIP:
 WE HEREBY CERTIFY THAT WE THE OWNERS OF THE PROPERTY DESCRIBED HEREON AND THAT WE HEREBY ADOPT AND CONVEY THIS SUBDIVISION WITH OUR FREE CONSENT, AND DEDICATE ALL STREETS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED AND THAT WE HEREBY ADOPT AND CONVEY THIS FILING WITH OUR FREE CONSENT.

Date: Dec. 23, 2002
 Owner: Dale G. Anderson Owner: Honey Bee Anderson
 DALE G. ANDERSON HONEY BEE ANDERSON
 LOT 2 LOT 2

NOTARY'S ACKNOWLEDGEMENTS:
 UNITED STATES OF AMERICA)
 STATE OF ALASKA) S.S.

THIS IS TO CERTIFY THAT ON THIS 23 DAY OF Dec BEFORE ME THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED:

Dale Anderson & Honey Bee Anderson

KNOWN TO ME TO BE THE PERSON (PERSONS) DESCRIBED IN THE ABOVE AND FOREGOING INSTRUMENT, AND ACKNOWLEDGED (SHE) (THEY) SIGNED AND SEALED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN MENTIONED.

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

Notary Public for Alaska
 OFFICIAL SEAL
 NIKKI WILKINS
 My Commission Expires 3/21/03
 My Commission Expires 3/21/03

STATEMENT OF OWNERSHIP:
 I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY DESCRIBED HEREON AND THAT I HEREBY ADOPT AND CONVEY THIS SUBDIVISION WITH MY FREE CONSENT, AND DEDICATE ALL STREETS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED AND THAT I HEREBY ADOPT AND CONVEY THIS FILING WITH MY FREE CONSENT.

Date: 12-23, 2002
 Owner: Janie Bee Powell
 DANIEL & TAMMY HUNT
 LOT 2
 JANIE BEE POWELL
 LOT 2

NOTARY'S ACKNOWLEDGEMENTS:
 UNITED STATES OF AMERICA)
 STATE OF ALASKA) S.S.

THIS IS TO CERTIFY THAT ON THIS 23rd DAY OF December BEFORE ME THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED:

Janie Bee Powell

KNOWN TO ME TO BE THE PERSON (PERSONS) DESCRIBED IN THE ABOVE AND FOREGOING INSTRUMENT, AND ACKNOWLEDGED (SHE) (THEY) SIGNED AND SEALED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN MENTIONED.

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

Notary Public for Alaska
 OFFICIAL SEAL
 JANECE A. CASH
 NOTARY PUBLIC
 My Commission Expires 12/23/03

OWNERS:
 DANIEL & TAMMY HUNT
 9044 GLACIER HIGHWAY
 JUNEAU, ALASKA 99801
 ORVIN & AUDREY LYKSTAD
 LOT SITE 46
 69-801
 CATHEDRAL CITY, CA. 92234
 POWELL REALTY, INC.
 DALE G. ANDERSON
 HONEY BEE ANDERSON
 JANIE BEE ANDERSON
 9040 GLACIER HIGHWAY
 JUNEAU, ALASKA 99801

- NOTES:**
- ALL PLAT BEARINGS SHOWN ARE TRUE BEARINGS AS ORIENTED TO THE BASIS OF BEARINGS.
 - ALL DISTANCES SHOWN ARE REDUCED TO HORIZONTAL.
 - RECORDED BEARINGS AND DISTANCES ARE SHOWN ENCLOSED IN PARENTHESES, MEASURED OR CALCULATED BEARINGS AND/OR DISTANCES ARE SHOWN WITHOUT PARENTHESES.
 - THESE LOTS ARE SUBJECT TO A SETBACK, (CREATED BY C.B.J. ORDINANCES 49.70.310(a) AND 49.70.950(f)) WHICH IS MEASURED FROM THE ORDINARY WATER LINE OF JORDAN CREEK.

2004-20
 JUNEAU RECORDING DISTRICT
 DATE: 4/27/04
 TIME: 3:04 P.M.
 Requested by: DBS
 Address:

STATE OF ALASKA
 OFFICIAL SEAL
 NOTARY PUBLIC
 My Commission Expires 12/23/03

A PLAT OF POWELL SUBDIVISION, A SUBDIVISION OF TRACTS A & B, U.S. SURVEY NO. 51 JUNEAU RECORDING DISTRICT - JUNEAU, ALASKA



(907) 586-0715
 CDD_Admin@juneau.gov
 www.juneau.org/community-development
 155 Heritage Way • Juneau, AK 99801

Pet Grooming Station

Case Number: PAC2024 0021
 Applicant: Adam Brown
 Property Owner: Adam Brown
 Property Address: 9000 Glacier Highway
 Parcel Code Number: 5B1601010011
 Site Size: 35,184 square feet
 Zoning: Light Commercial
 Existing Land Use: Office Building with parking

Conference Date: April 24, 2024
 Report Issued: May 17, 2024

DISCLAIMER: Pre-application conferences are conducted for the purpose of providing applicants with a preliminary review of a project and timeline. Pre-application conferences are not based on a complete application and are not a guarantee of final project approval.

List of Attendees

Note: Copies of the Pre-Application Conference Report will be emailed, instead of mailed, to participants who have provided their email address below.

Name	Title	Email address
Adam Brown	Applicant	Alpineconstructionenterprises@gmail.com
Teri Camery	Planning	Teri.Camery@juneau.gov
Jay Larson	Planning	Jason.Larson@juneau.gov
Charlie Ford	Building	Charlie.ford@juneau.gov
Eric Vogel	General Engineering	Eric.Vogel@juneau.gov

Conference Summary

Questions/issues/agreements identified at the conference that weren't identified in the attached reports.

The following is a list of issues, comments and proposed actions, and requested technical submittal items that were discussed at the pre-application conference.

Project Overview

The applicant proposes a pet wash kiosk as a self-contained unit without any employees. The kiosk is self-serve and is not a drive-through. The development will be permanent and will operate year-round.

The development is in the Light Commercial zoning district and requires a Conditional Use Permit per CBJ 49.70.12.250, day animal services. In addition to the standard requirements on the Conditional Use Permit application, the application should include specific attention on the following:

- 1) A detailed project narrative that explains:
 - a. how the unit will operate;
 - b. hours and seasons of operation;
 - c. employees;
 - d. proposed parking, and as-built survey of the building on the site with square footage, so CDD can confirm the parking requirements of the current structure;
 - e. ingress and egress/traffic circulation;
 - f. lighting;
 - g. security;
 - h. drainage and wastewater management (with attention on how to prevent contaminants from reaching Jordan Creek, a salmon stream and DEC-listed impaired waterbody);
 - i. compatibility with the surrounding neighborhood.
- 2) A detailed site plan and building drawings that include:
 - a. Existing building(s) on the site and any reserved parking associated with the building(s);
 - b. Special Flood Hazard Area AE Floodplain and Special Flood Hazard Area AE floodway boundaries (CDD will provide a GIS layer with these boundaries on request);
 - c. Jordan Creek 50-foot no development setback boundaries. CDD staff will stake the 50-foot no-development boundary from the Ordinary High Water Mark.
 - d. An Elevation Certificate or equivalent survey that demonstrates that the lowest floor of the building will be at or above the 28.5 foot Base Flood Elevation.
 - e. Ingress and egress and traffic circulation, in relation to existing and proposed parking and existing uses on the site.

Conditional Use Permit reviews typically take 3-4 months to finalize after receiving a complete application.

Planning Division

1. **Zoning** – Light Commercial
2. **Table of Permissible Uses** - 49.70.12.250, day animal services
3. **Setbacks** – Light Commercial setbacks are 10 feet in the front, rear, and side yards. Site plans should be drawn to scale and confirm compliance with these standards.
4. **Height** – The maximum height of permissible uses in the Light Commercial zoning district is 45 feet. The maximum height of accessory uses in the Light Commercial zoning district is 35 feet.
5. **Access** – Glacier Highway

6. **Parking & Circulation**– CBJ 49.40.210(a) does not list a parking requirement for a self-service pet wash kiosk. The applicant should list proposed parking with a rationale in the project narrative and site plan, and CDD staff will do further research for a final recommendation if necessary. Traffic circulation on the site, including ingress and egress, should also be addressed in the project narrative and site plans.

The application also needs to include an as-built survey and square footage of the existing building on the site, in order to identify current parking requirements for the entire lot. There appears to be adequate parking space for the proposed development.

7. **Lot Coverage** – There is no maximum lot coverage in the Light Commercial zoning district.
8. **Vegetative Coverage** – The vegetative coverage requirement in the Light Commercial zoning district is 15 percent. The site plan should verify compliance with this requirement.
9. **Lighting** – Exterior lighting may not shed light or glare above the roofline of the building or beyond the property line of the site. Industrial and exterior lighting shall not be used in a manner that produces glare on public highways or neighboring property.

Prior to issuance of a 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 designed and located to minimize offsite glare. Approval of the plan shall at the discretion of the Community Development Department, according to the requirements at §49.40.230(d).

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

10. **Noise** – The project narrative should address any potential noise impacts from the development.
11. **Flood** – The development is located in a Special Flood Hazard Zone AE, per the screenshot of the adopted National Floodplain Insurance Rate Map below. The lot also includes the Jordan Creek floodway, shown as the cross-hatched lines. Structures are prohibited in the floodway without exception.

The proposed kiosk may be located in the floodplain with an approved Floodplain Development Permit. The floodplain development permit application will need to demonstrate compliance with CBJ 49.70.400, Flood Hazard Areas, attached. In particular, the application needs to demonstrate, with an Elevation Certificate or equivalent survey, that the lowest floor of the structure is at or above the Base Flood Elevation of 28.5 feet. Because this is an area of known and frequent flooding, CDD advises, but will not require, the applicant to build at a higher elevation that exceeds the minimum requirement. The structure also needs to be anchored to prevent flotation, collapse, or lateral movement of the structure. The Floodplain Development Permit must be finalized before or concurrently with the Conditional Use Permit.

Lastly, the floodway and floodplain boundaries must be shown on the site plan, in addition to the 50-foot no development setback from Jordan Creek as noted in the following section. CDD can provide the flood GIS layer to the surveyor if this is helpful for developing the site plan.



12. **Hazard/Mass Wasting/Avalanche/Hillside Endorsement** – The site is not in a mapped hazard zone.
13. **Wetlands** – There are no known wetlands on the site.
14. **Habitat** – Check with the U.S. Fish and Wildlife on the presence of eagle nests in the area. The presence of eagle nests may impact construction scheduling.

Jordan Creek, an anadromous waterbody and Alaska Department of Environmental Conservation (ADEC) listed in impaired waterbody, lies on the northern and western sections of the lot. Development is prohibited within 50 feet of the Ordinary High Water Mark (OHWM) of Jordan Creek. CDD staff will stake the OHWM on the site, and this boundary must be included on the site plan.

Wastewater from the kiosk must be treated and may not be discharged into Jordan Creek, and this needs to be addressed in the Conditional Use Permit project narrative. ADEC will provide comments during the Conditional Use Permit review process.

15. **Plat or Covenant Restrictions** – There are no known plat or covenant restrictions on the lot.
16. **Traffic**

Traffic should be addressed in the application as noted. There is no indication that a traffic impact analysis will be necessary.

17. **Nonconforming situations** – There are no known nonconforming situations on the lot.

Building Division

18. **Building** – The building division has no issues with the project.
19. **Outstanding Permits** – N/A

General Engineering/Public Works

20. **Engineering** – The new kiosk will need to be tied into existing water line, volume shall be captured by existing meter. A water line information form shall be completed and submitted that shows water and sewer lines including sizes and material, any fittings or couplings, and cleanouts and valves
21. **Drainage** – A site plan will be submitted to demonstrate the working site drainage.
22. **Utilities** – Utility permits required.

Fire Marshal

23. **Fire Items/Access** – CCFR did not attend the PAC meeting.

Other Applicable Agency Review

24. N/A

List of required applications

Based upon the information submitted for pre-application review, the following list of applications must be submitted in order for the project to receive a thorough and speedy review.

1. Conditional Use Permit
2. Floodplain Development Permit
3. Sign Permit

Additional Submittal Requirements

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

1. A copy of this pre-application conference report.

Exceptions to Submittal Requirements

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

1. None.

Fee Estimates

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

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

1. Conditional Use Permit Class II use, \$500
2. Conditional Use Permit Public Notice sign fee \$50; deposit \$100.
3. Floodplain Development Permit. \$100
4. Sign Permit. \$50 for the first two signs; \$20 for each additional sign.

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

Submit your Completed Application

You may submit your application(s) online via email to permits@juneau.gov

OR in person with payment made to:

City & Borough of Juneau, Permit Center
230 South Franklin Street
Fourth Floor Marine View Center
Juneau, AK 99801

Phone: (907) 586-0715

Web: www.juneau.org/community-development

Attachments:

- 49.70 Article IV – Flood Zone
- 49.15.330 – Conditional Use Permit
Development Permit Application
- Conditional Use Permit Application
- FloodPlain Development Permit Application
- Sign Permit Application

49.70.400 Floodplain.

- (a) *Purpose.* The purpose of this article is to promote the public health, safety, and general welfare and to minimize public and private losses due to flood conditions in specific areas. Other purposes are to:
 - (1) Reserved;
 - (2) Prevent the erection of structures in areas unfit for human usage by reason of danger from flooding, unsanitary conditions, or other hazards;
 - (3) Minimize danger to public health by protecting the water supply and promoting safe and sanitary drainage;
 - (4) Reduce the financial burdens imposed on the community, its governmental units, and its individuals by frequent and periodic floods and overflow of lands;
 - (5) Reserved;
 - (6) Ensure that potential buyers are notified that property is in a special flood hazard area; and
 - (7) Ensure that those who occupy the special flood hazard area assume financial responsibility for their development.

- (b) *Interpretation.*
 - (1) In the interpretation and application of this article, all provisions are considered minimum requirements and are liberally construed in favor of the governing body.
 - (2) This article is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. Where the provisions of this article and another ordinance conflict or overlap, whichever imposes the more stringent restrictions shall prevail.
 - (3) This article shall apply to all areas of special flood hazard areas (SFHAs) within the jurisdiction of the City and Borough of Juneau.
 - (4) The special flood hazard areas identified by the Federal Insurance Administrator (FIA) in a scientific and engineering report entitled the "Flood Insurance Study" (FIS) and the flood insurance rate maps (FIRMs) dated September 18, 2020 for the City and Borough of Juneau, Alaska are adopted. The FIS and FIRMs shall be on file with the community development department and available to the public at 155 South Seward Street, Juneau, Alaska.

- (c) *Implementation.* The director is responsible for administering and implementing the provisions of this chapter and is responsible for maintaining for public use and inspection appropriate records and information relevant to implementation of this chapter. Such records and information must include:
 - (1) Actual elevations, in relation to mean lower low water, of the lowest floor, including basement, of all new or substantially improved structures located in the special flood hazard area (SFHA), and whether or not such structures have basements;
 - (2) Actual elevations, in relation to mean lower low water, of all new and substantially improved floodproofed structures and the required floodproofing certifications;
 - (3) Flood insurance studies (FISs);
 - (4) Flood insurance rate maps (FIRMs);
 - (5) Any reports or studies on flood hazards in the community, such as written reports by the U.S. Army Corps of Engineers, U.S. Geological Survey, or private firms provided to the director; and
 - (6) A file of all floodplain permit applications, permits, exceptions, and supporting documentation.

- (d) *Enforcement.* Enforcement of this chapter is per CBJ 49.10.600—49.10.660.
- (e) *Floodplain development permit required.* A floodplain development permit is required for any development or industrial uses located within a special flood hazard area, including placement of manufactured homes. The director must:
- (1) Review all floodplain development permit applications for development in the special flood hazard area for compliance with the provisions of this chapter, and to determine if other permits may be necessary from local, state, or federal governmental agencies.
 - (2) Interpret the location of the special flood hazard area boundaries and regulatory floodway. If there appears to be a conflict between a mapped boundary and actual field conditions, the director must determine and interpret the documents. When base flood elevation data has not been provided, the director shall obtain, review, and reasonably utilize base flood elevation and floodway data available from any federal, state, municipal, or any other source to implement the provisions of this chapter.
 - (3) If the director determines that a proposed development is within a special flood hazard area, a permit fee must be collected and the following information must be provided before processing a floodplain development permit:
 - (A) Elevation of the lowest floor, including a basement, of all structures;
 - (B) Elevation to which any structure has been floodproofed;
 - (C) Certification by an engineer or architect that the floodproofing methods for any nonresidential structure meet generally accepted floodproofing standards;
 - (D) Description of the extent to which any watercourse will be altered or relocated as a result of proposed development;
 - (E) Description of the plan for maintenance of the altered or relocated portion of the watercourse so that the flood-carrying capacity is not diminished; and
 - (F) When base flood elevation data have not been provided, the director shall obtain, review and reasonably apply any base flood elevation and floodway data available from federal, state or other sources.
- (f) *Methods of reducing losses.* In order to accomplish its purpose, this article includes methods and provisions to:
- (1) Restrict or prohibit uses that are dangerous to health, safety, and property due to water or erosion hazards, or that result in damaging increases in erosion or flood heights or velocities;
 - (2) Require that uses vulnerable to floods, including facilities that serve such uses, be protected against flood damage at the time of initial construction;
 - (3) Control the alteration of natural floodplains, stream channels, and natural protective barriers, which help accommodate or channel floodwaters;
 - (4) Control filling, grading, dredging, and other development that may increase flood damage; and
 - (5) Prevent or regulate the construction of flood barriers that will unnaturally divert floodwaters or that may increase flood hazards in other areas.
- (g) *General standards for flood hazard protection.* In special flood hazard areas the following standards apply:
- (1) *Anchoring.*
 - (A) Design, modify, and anchor new construction and substantial improvements to prevent flotation, collapse, or lateral movement of the structure(s).

- (B) A manufactured home must be anchored to prevent flotation, collapse, or lateral movement and be installed using methods and practices that minimize flood damage. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors.
 - (C) An alternative method of anchoring may be used if the system is designed to withstand a wind force of 90 miles per hour or greater. Certification must be provided to the director that this standard is met.
- (2) *Construction materials and methods.*
- (A) Construct new construction and substantial improvements with materials and utility equipment resistant to flood damage.
 - (B) Use methods and practices that minimize flood damage for new construction and substantial improvements.
 - (C) Design or locate electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities so as to prevent water from entering or accumulating within the components during conditions of flooding.
 - (D) Require adequate drainage paths around structures on slopes to guide floodwaters away from existing and proposed structures for new construction and substantial improvements within zones AH and AO.
- (3) *Utilities.*
- (A) Design new and replacement water supply systems to minimize or eliminate infiltration of floodwaters into the system.
 - (B) Design new and replacement sanitary sewage systems to minimize or eliminate infiltration of floodwaters into the systems and discharge from the systems into floodwaters.
 - (C) Locate on-site waste disposal systems to avoid impairment to them or contamination from them during flooding.
- (4) *[Subdivision and development proposal criteria.]* Subdivision and development proposals must meet the following criteria:
- (A) Be designed to minimize flood damage;
 - (B) Locate and construct utilities and facilities, such as sewer, gas, electrical, and water systems to minimize flood damage;
 - (C) Provide adequate drainage to reduce exposure to flood damage; and
 - (D) Include base flood elevation data if the development consists of at least 50 lots or five acres, whichever is the lesser. If base flood elevation data is not available, the proposal must provide the data and backup information for how the base flood elevation data was generated for the proposal.
- (5) *[Floodplain development permit requirements.]* Review of floodplain development permits must include:
- (A) Review of the flood insurance rate map and flood insurance study for flood zone determinations for new or substantially improved structures;
 - (B) For new or substantially improved structures:
 - (i) Submittal of the proposed and finished lowest floor elevations in zones A, AE, AO, and AH.

- (ii) Submittal of the proposed and finished bottom elevation of the lowest horizontal structural member of the lowest floor and its distance from the mean lower low water mark in zones V and VE; and
 - (iii) Submittal of specific requirements for zones V and VE as set forth in subsection 49.70.400(i).
- (C) In zones A and V, where elevation data are not available through the flood insurance study or from another authoritative source, applications for floodplain development permit shall be reviewed to ensure that proposed construction will be reasonably safe from flooding. The test of reasonableness is a local judgment and may be based on historical data, high water marks, photographs of past flooding, and other similar or relevant data. Failure to elevate construction at least two feet above grade in these zones may result in higher insurance rates.
- (D) Provision of an elevation certificate to demonstrate that the lowest floor of a structure is at or above base flood elevation. The certification must be provided on a form approved by the National Flood Insurance Program and prepared by a registered land surveyor or professional engineer who is licensed in the State of Alaska and authorized to certify such information. This requirement may be waived by the director if an approved record elevation demonstrates that the lowest floor is substantially above the base flood elevation due to natural ground level.
- (6) *Other permits.* The applicant must certify that all other necessary permits have been obtained from any federal or state governmental agencies.
- (7) *[Maintaining watercourse.]* Maintain altered or relocated portions of a special flood hazard area mapped watercourse so that the flood-carrying capacity is not diminished. The department must notify the state coordinating agency, if any, and the Federal Emergency Management Agency prior to issuance of a floodplain development permit that seeks to alter or relocate any watercourse within a special flood hazard area.
- (h) *Specific standards for flood hazards protection.* In special flood hazard areas where base flood elevation data is provided, the following provisions are required:
- (1) *New structures or substantial improvements.* Fully enclosed areas below the lowest floor of new construction or substantial improvements, that are useable solely for parking of vehicles, building access, or storage in an area other than a basement, must automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect licensed in the State of Alaska or must meet or exceed the following minimum criteria:
 - (A) Provide a minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding;
 - (B) Height of the bottom of all openings must be no higher than one foot above grade; and
 - (C) Openings may be equipped with screens, louvers, or other coverings or devices provided that the automatic entry and exit of floodwaters is allowed.
 - (2) *Residential construction.* New construction and substantial improvement of any residential structure:
 - (A) Construct the lowest floor, including basement, elevated to or above the base flood elevation within zones A, AE, or AH; or
 - (B) Construct the lowest floor elevated to the base flood depth number specified on the flood insurance rate map, or higher, or if no depth number is specified, at least two feet above the highest adjacent natural grade within zone AO.
 - (3) *Manufactured homes.* New or substantially improved manufactured homes must:

- (A) Be placed at or above, the base flood elevation, within zones A, AH, or AE, and shall be elevated to, or above, the base flood elevation, and comply with subsection (g); or
 - (B) Elevate the lowest floor to the depth number specified on the flood insurance rate map, or higher, or if no depth number is specified, at least two feet above the highest adjacent natural grade within zone AO; and meet the provisions of subsection (g)(1).
- (4) *Recreational vehicles.* Recreational vehicles placed within any special flood hazard area must be:
- (A) Situated on the site for fewer than 180 consecutive days;
 - (B) Fully licensed, operational, and approved for road use; or
 - (C) Meet the requirements of subsection (h)(3).
- (5) *Nonresidential construction.* New construction or substantial improvement of any nonresidential structure must:
- (A) Elevate the lowest floor, including basement, to or above the base flood elevation within zones A, AE, and AH;
 - (B) Elevate the lowest floor to the depth number specified on the flood insurance rate map, or higher, or if no depth number is specified, at least two feet above the highest adjacent natural grade within zone AO; or
 - (C) Floodproof the area below the base flood elevation within zones A, AE, AH, and AO, so that:
 - (i) The structure and utility and sanitary facilities are watertight with walls substantially impermeable to the passage of water;
 - (ii) Structural components shall have the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy;
 - (D) A floodproof structure must be designed by an engineer or architect licensed in the State of Alaska, certifying that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this subsection based on the engineer's or architect's development or review of the structural design, specifications, and plans. Certification must be provided to the director;
 - (E) Applicants proposing to floodproof nonresidential buildings must be notified at the time of floodplain development permit application that flood insurance premiums are based on rates that are one foot below the floodproofed level.
- (6) *Industrial uses.* Industrial uses within the special flood hazard area are subject to the following provisions:
- (A) Sand and gravel operations, recreation activities, open space, and parking lots may be allowed in 100-year floodplains if the use does not increase the flood hazard.
 - (B) Industrial equipment and raw materials stored in 100-year floodplains must be adequately bermed or otherwise protected.
 - (C) Disposal of hazardous materials in 100-year floodplains is prohibited. No new development that involves storage of hazardous materials will be permitted in the 100-year floodplain unless there is no feasible and prudent alternative and adequate safety measures are provided to prevent accidental discharge.
 - (D) Establishment of sanitary landfills in floodplains is prohibited.

- (7) *Increasing water surface elevation in special flood hazard area mapped watercourses where floodways are not mapped.* Notwithstanding any other provisions of this article, development in zones A, AE, and AH may increase the water surface elevation of the base flood:
 - (A) Up to one foot with the submittal of an analysis completed by an engineer licensed in the State of Alaska demonstrating the cumulative effects of the proposed, existing and anticipated, development to the base flood; or
 - (B) By more than one foot only after a conditional letter of map revision and final letter of map revision is approved by the Federal Emergency Management Agency flood insurance administrator.
- (i) *Additional provisions in floodways.*
 - (1) Residential and nonresidential structures are prohibited in floodways, no exceptions apply. Culverts and bridges are not subject to this prohibition.
 - (2) Encroachments, including fill, new construction, and other development, except subdivisions, within a floodway are prohibited unless an engineer licensed in the State of Alaska submits a hydrologic and hydraulic analyses to the director indicating that the encroachment would not result in any increase in flood levels during the occurrence of the base flood discharge. The hydrologic and hydraulic analyses must be performed in accordance with standard engineering practice acceptable by the Federal Emergency Management Agency.
 - (3) Development along a floodway cannot increase the water surface elevation unless a conditional letter of map revision and final letter of map revision that revises the floodway are approved by the Federal Emergency Management Agency.
- (j) *Additional provisions in zones VE and V.*
 - (1) New construction and substantial improvements in zones V and VE must be elevated on pilings and columns so that:
 - (A) The bottom of the lowest horizontal structural member of the lowest floor, excluding the pilings or columns, is elevated to or above the base flood elevation; and
 - (B) The pile or column foundation and structure attached thereto is anchored to resist flotation, collapse and lateral movement due to the effects of wind and water loads acting simultaneously on all building components. Wind and water loading values must each have a one percent chance of being equaled or exceeded in any given year (100-year mean recurrence interval). Wind loading values used are those required by applicable state statute and local code. A registered professional engineer or architect licensed in the State of Alaska must develop or review the structural design, specifications, and plans for the construction and must certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of subsections (j)(1)(A) and (B) of this section.
 - (C) The use of fill for structural support of buildings is prohibited.
 - (2) In zones VE and V, new habitable construction must be located landward of the reach of mean high tide.
 - (3) In zones VE and V, new construction and substantial improvements must have the space below the lowest floor either free of obstruction or constructed with nonsupporting breakaway walls, open wood latticework, or insect screening intended to collapse under wind and water loads without causing collapse, displacement, or other structural damage to the elevated portion of the building or supporting foundation system.

- (4) Breakaway walls must have a design safe loading resistance of not less than ten pounds per square foot and no more than 20 pounds per square foot. Use of breakaway walls that exceed a design safe loading resistance of 20 pounds per square foot (either by design or when so required by local or state codes) may be permitted only if a registered professional engineer or architect licensed in the State of Alaska certifies that the designs proposed meet the following conditions:
 - (A) Breakaway wall collapse must result from a water load less than that which would occur during the base flood; and
 - (B) The elevated portion of the building and supporting foundation system must not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and nonstructural). Maximum wind and water loading values to be used in this determination must each have a one percent chance of being equaled or exceeded in any given year (100-year mean recurrence interval). Wind loading values used shall be those required by applicable state statute and local code.
 - (C) Enclosed space within breakaway walls are limited to parking of vehicles, building access, or storage. Such space must not be used for human habitation.
- (k) *Warning and disclaimer of liability.* The degree of flood protection required by this article is intended for minimum regulatory purposes only and is based on general scientific and engineering principles. Floods larger than expected, can and will occur. Flood heights may be increased by human or natural causes. This article does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This article shall not create liability on the part of the City and Borough, any officer or employee thereof for any flood damages that result from reliance on this article or any administrative decision made thereunder.

(Serial No. 87-49, § 2, 1987; Serial No. 90-46, §§ 2—9, 1990; Serial No. 2013-19(b), § 2, 7-15-2013 ; Serial No. 2020-42, § 2, 8-24-2020, eff. 9-23-2020 ; Serial No. 2021-06, § 2, 4-26-2021, eff. 5-26-2021)

49.15.330 Conditional use permit.

- (a) *Purpose.* A conditional use is a use that may or may not be appropriate in a particular zoning district according to the character, intensity, or size of that or surrounding uses. The conditional use permit procedure is intended to afford the commission the flexibility necessary to make determinations appropriate to individual sites. The commission may attach to the permit those conditions listed in subsection (g) of this section as well as any further conditions necessary to mitigate external adverse impacts. If the commission determines that these impacts cannot be satisfactorily overcome, the permit shall be denied.
- (b) *Preapplication conference.* Prior to submission of an application, the developer shall meet with the director for the purpose of discussing the site, the proposed development activity, and the conditional use permit procedure. The director shall discuss with the developer, regulation which may limit the proposed development as well as standards or bonus regulations which may create opportunities for the developer. It is the intent of this section to provide for an exchange of general and preliminary information only and no statement by either the developer or the director shall be regarded as binding or authoritative for purposes of this code. A copy of this subsection shall be provided to the developer at the conference.
- (c) *Submission.* The developer shall submit to the director one copy of the completed permit application together with all supporting materials and the permit fee.
- (d) *Director's review procedure.*
 - (1) The director shall endeavor to determine whether the application accurately reflects the developer intentions, shall advise the applicant whether or not the application is acceptable and, if it is not, what corrective action may be taken.
 - (2) After accepting the application, the director shall schedule it for a hearing before the commission and shall give notice to the developer and the public in accordance with section 49.15.230.
 - (3) The director shall forward the application to the planning commission together with a report setting forth the director's recommendation for approval or denial, with or without conditions together with the reasons therefor. The director shall make those determinations specified in subsections (1)(A)—(1)(C) of subsection (e) of this section.
 - (4) Copies of the application or the relevant portions thereof shall be transmitted to interested agencies as specified on a list maintained by the director for that purpose. Referral agencies shall be invited to respond within 15 days unless an extension is requested and granted in writing for good cause by the director.
 - (5) Even if the proposed development complies with all the requirements of this title and all recommended conditions of approval, the director may nonetheless recommend denial of the application if it is found that the development:
 - (A) Will materially endanger the public health or safety;
 - (B) Will substantially decrease the value of or be out of harmony with property in the neighboring area; or
 - (C) Will not be in general conformity with the land use plan, thoroughfare plan, or other officially adopted plans.
- (e) *Review of director's determinations.*
 - (1) At the hearing on the conditional use permit, the planning commission shall review the director's report to consider:
 - (A) Whether the proposed use is appropriate according to the table of permissible uses;

- (B) Whether the application is complete; and
- (C) Whether the development as proposed will comply with the other requirements of this title.
- (2) The commission shall adopt the director's determination on each item set forth in paragraph (1) of this subsection (e) 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.
- (f) *Commission determinations; standards.* Even if the commission adopts the director's determinations pursuant to subsection (e) of this section, it may nonetheless deny or condition the permit if it concludes, based upon its own independent review of the information submitted at the hearing, that the development will more probably than not:
- (1) Materially endanger the public health or safety;
 - (2) Substantially decrease the value of or be out of harmony with property in the neighboring area; or
 - (3) Lack general conformity with the comprehensive plan, thoroughfare plan, or other officially adopted plans.
- (g) *Specific conditions.* The commission may alter the director's proposed permit conditions, impose its own, or both. Conditions may include one or more of the following:
- (1) *Development schedule.* A reasonable time limit may be imposed on construction activity associated with the development, or any portion thereof, to minimize construction-related disruption to traffic and neighborhood, to ensure that development is not used or occupied prior to substantial completion of required public or quasi-public improvements, or to implement other requirements.
 - (2) *Use.* Use of the development may be restricted to that indicated in the application.
 - (3) *Owners' association.* The formation of an association or other agreement among developers, homeowners or merchants, or the creation of a special district may be required for the purpose of holding or maintaining common property.
 - (4) *Dedications.* Conveyance of title, easements, licenses, or other property interests to government entities, private or public utilities, owners' associations, or other common entities may be required.
 - (5) *Performance bonds.* The commission may require the posting of a bond or other surety or collateral approved as to form by the city attorney to guarantee the satisfactory completion of all improvements required by the commission. The instrument posted may provide for partial releases.
 - (6) *Commitment letter.* The commission may require a letter from a public utility or public agency legally committing it to serve the development if such service is required by the commission.
 - (7) *Covenants.* The commission may require the execution and recording of covenants, servitudes, or other instruments satisfactory in form to the city attorney as necessary to ensure permit compliance by future owners or occupants.
 - (8) *Revocation of permits.* The permit may be automatically revoked upon the occurrence of specified events. In such case, it shall be the sole responsibility of the owner to apply for a new permit. In other cases, any order revoking a permit shall state with particularity the grounds therefor and the requirements for reissuance. Compliance with such requirements shall be the sole criterion for reissuance.
 - (9) *Landslide and avalanche areas.* Development in landslide and avalanche areas, designated on the landslide and avalanche area maps dated September 9, 1987, consisting of sheets 1—8, as the same may be amended from time to time by assembly ordinance, shall minimize the risk to life and property.
 - (10) *Habitat.* Development in the following areas may be required to minimize environmental impact:

(A) Developments in wetlands and intertidal areas.

- (11) *Sound.* Conditions may be imposed to discourage production of more than 65 dBa at the property line during the day or 55 dBa at night.
- (12) *Traffic mitigation.* Conditions may be imposed on development to mitigate existing or potential traffic problems on arterial or collector streets.
- (13) *Water access.* Conditions may be imposed to require dedication of public access easements to streams, lake shores and tidewater.
- (14) *Screening.* The commission may require construction of fencing or plantings to screen the development or portions thereof from public view.
- (15) *Lot size or development size.* Conditions may be imposed to limit lot size, the acreage to be developed or the total size of the development.
- (16) *Drainage.* Conditions may be imposed to improve on and off-site drainage over and above the minimum requirements of this title.
- (17) *Lighting.* Conditions may be imposed to control the type and extent of illumination.
- (18) *Other conditions.* Such other conditions as may be reasonably necessary pursuant to the standards listed in subsection (f) of this section.

(Serial No. 87-49, § 2, 1987; Serial No. 2006-15, § 2, 6-5-2006; Serial No. 2015-03(c)(am), § 9, 8-31-2015 ; Serial No. 2017-29, § 3, 1-8-2018, eff. 2-8-2018)



DEVELOPMENT PERMIT APPLICATION

NOTE: Development Permit Application forms must accompany all other Community Development Department land use applications.

To be completed by Applicant	PROPERTY LOCATION		
	Physical Address		
	Legal Description(s) (Subdivision, Survey, Block, Tract, Lot)		
	Parcel Number(s)		
	<input type="checkbox"/> This property located in the downtown historic district <input type="checkbox"/> This property located in a mapped hazard area, if so, which _____		
	LANDOWNER/ LESSEE		
	Property Owner	Contact Person	
	Mailing Address	Phone Number(s)	
	E-mail Address		
	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 _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> Landowner/Lessee Signature Date </div>			
X _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> Landowner/Lessee Signature Date </div>			
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"			
Applicant	Contact Person		
Mailing Address	Phone Number(s)		
E-mail Address			
X _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> Applicant's Signature Date of Application </div>			

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

	Intake Initials
Case Number	Date Received



ALLOWABLE/CONDITIONAL USE PERMIT APPLICATION

See reverse side for more information regarding the permitting process and the materials required for a complete application.

NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.

To be completed by Applicant

PROJECT SUMMARY	
TYPE OF ALLOWABLE OR CONDITIONAL USE PERMIT REQUESTED	
<input type="radio"/> Accessory Apartment – Accessory Apartment Application (AAP) <input type="radio"/> Use Listed in 49.25.300 – Table of Permissible Uses (USE) Table of Permissible Uses Category: _____	
IS THIS A MODIFICATION or EXTENSION OF AN EXISTING APPROVAL? <input type="radio"/> YES – Case # _____ <input type="radio"/> NO	
UTILITIES PROPOSED	WATER: <input type="checkbox"/> Public <input type="checkbox"/> On Site SEWER: <input type="checkbox"/> Public <input type="checkbox"/> On Site
SITE AND BUILDING SPECIFICS	
Total Area of Lot _____ square feet Total Area of Existing Structure(s) _____ square feet Total Area of Proposed Structure(s) _____ square feet	
EXTERNAL LIGHTING	
Existing to remain <input type="radio"/> No <input type="radio"/> Yes – Provide fixture information, cutoff sheets, and location of lighting fixtures Proposed <input type="radio"/> No <input type="radio"/> Yes – Provide fixture information, cutoff sheets, and location of lighting fixtures	
ALL REQUIRED DOCUMENTS ATTACHED	
<input type="checkbox"/> Narrative including: <input type="checkbox"/> Current use of land or building(s) <input type="checkbox"/> Description of project, project site, circulation, traffic etc. <input type="checkbox"/> Proposed use of land or building(s) <input type="checkbox"/> How the proposed use complies with the Comprehensive Plan <input type="checkbox"/> Plans including: <input type="checkbox"/> Site plan <input type="checkbox"/> Floor plan(s) <input type="checkbox"/> Elevation view of existing and proposed buildings <input type="checkbox"/> Proposed vegetative cover <input type="checkbox"/> Existing and proposed parking areas and proposed traffic circulation <input type="checkbox"/> Existing physical features of the site (e.g.: drainage, habitat, and hazard areas)	<i>If this is a modification or extension include:</i> <input type="checkbox"/> Notice of Decision and case number <input type="checkbox"/> Justification for the modification or extension <input type="checkbox"/> Application submitted at least 30 days before expiration date

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

ALLOWABLE/CONDITIONAL USE FEES				
	Fees	Check No.	Receipt	Date
Application Fees	\$ _____			
Admin. of Guarantee	\$ _____			
Adjustment	\$ _____			
Pub. Not. Sign Fee	\$ _____			
Pub. Not. Sign Deposit	\$ _____			
Total Fee	\$ _____			

This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number	Date Received
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Allowable/Conditional Use Permit Application Instructions

Allowable Use permits are outlined in CBJ 49.15.320, Conditional Use permits are outline in CBJ 49.15.330

Pre-Application Conference: A pre-application conference is required prior to submitting an application. There is no fee for a pre-application conference. The applicant will meet with City & Borough of Juneau and Agency staff to discuss the proposed development, the permit procedure, and to determine the application fees. To schedule a pre-application conference, please contact the Permit Center at 586-0770 or via e-mail at permits@juneau.org.

Application: An application for an Allowable/Conditional Use Permit will not be accepted by the Community Development Department until it is determined to be complete. The items needed for a complete application are:

1. **Forms:** Completed Allowable/Conditional Use Permit Application and Development Permit Application forms.
2. **Fees:** Fees generally range from \$350 to \$1,600. Any development, work, or use done without a permit issued will be subject to double fees. All fees are subject to change.
3. **Project Narrative:** A detailed narrative describing the project.
4. **Plans:** All plans are to be drawn to scale and clearly show the items listed below:
 - A. Site plan, floor plan and elevation views of existing and proposed structures
 - B. Existing and proposed parking areas, including dimensions of the spaces, aisle width and driveway entrances
 - C. Proposed traffic circulation within the site including access/egress points and traffic control devices
 - D. Existing and proposed lighting (including cut sheets for each type of lighting)
 - E. Existing and proposed vegetation with location, area, height and type of plantings
 - F. Existing physical features of the site (i.e. drainage, eagle trees, hazard areas, salmon streams, wetlands, etc.)

Document Format: All materials submitted as part of an application shall be submitted in either of the following formats:

1. Electronic copies in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif, .xlm, .rtf (other formats may be preapproved by the Community Development Department).
2. Paper copies 11" X 17" or smaller (larger paper size may be preapproved by the Community Development Department).

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

Review: As part of the review process the Community Development Department will evaluate the application for consistency with all applicable City & Borough of Juneau codes and adopted plans. Depending on unique characteristics of the permit request the application may be required to be reviewed by other municipal boards and committees. During this review period, the Community Development Department also sends all applications out for a 15-day agency review period. Review comments may require the applicant to provide additional information, clarification, or submit modifications/alterations for the proposed project.

Hearing: All Allowable/Conditional Use Permit Applications must be reviewed by the Planning Commission for vote. Once an application has been deemed complete and has been reviewed by all applicable parties the Community Development Department will schedule the requested permit for the next appropriate meeting.

Public Notice Responsibilities: Allowable/Conditional Use requests must be given proper public notice as outlined in CBJ 49.15.230:

The Community Development Department will give notice of the pending Planning Commission meeting and its agenda in the local newspaper a minimum of 10-days prior to the meeting. Furthermore, CDD will mail notices to all property owners within 500-feet of the project site.

The Applicant will post a sign on the site at least 14 days prior to the meeting. The sign shall be visible from a public right-of-way or where determined appropriate by CDD. Signs may be produced by the Community Development Department for a preparation fee of \$50, and a \$100 deposit that will be refunded in full if the sign is returned within seven days of the scheduled hearing date. If the sign is returned between eight and 14 days of the scheduled hearing \$50 may be refunded. The Applicant may make and erect their own sign. Please contact the Community Development Department for more information.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED



FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

See reverse side for more information regarding the permitting process and the materials required for a complete application.

NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.

To be completed by Applicant	PROJECT SUMMARY:
	National Floodplain Insurance Rate Map Panel #: _____
	Special Flood Hazard Area: _____
	Base Flood Elevation: _____
Elevation of the lowest floor of all structures, measured from MLLW. In V and VE zones, this number is the "lowest horizontal member": _____	
REQUIRED INFORMATION (see reverse for details)	
<input type="checkbox"/> Project Narrative describing how 49.70.400(e) is met. <input type="checkbox"/> Anchoring methods, if applicable <input type="checkbox"/> Floodproofing methods and certification, if applicable <input type="checkbox"/> Certification that all other permits for the development have been obtained by any federal or state governmental agency. <input type="checkbox"/> No-rise certification, if applicable. <input type="checkbox"/> Site Plans, engineered drawings, elevation certifications and/or surveys, as applicable.	

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

FZD REVIEW FEES	Fees	Check No.	Receipt	Date
Application Fees	\$ _____			
Admin. of Guarantee	\$ _____			
Adjustment	\$ _____			
Total Fee	\$ _____			

This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number	Date Received
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Floodplain Development Permit Review Application Instructions

Floodplain Development Permit Reviews are outlined in CBJ 49.70.400

Each application for a Floodplain Development Permit is reviewed by the Community Development Department. If the requirements of CBJ 49.70.400 cannot be met, the applicant may apply for a Flood Zone Exception, per CBJ 49.70.410. Each application for a Flood Zone Exception is reviewed by the Planning Commission at a public hearing. A Floodplain Development Permit will still be required if the Flood Zone Exception is approved; if the Flood Zone Exception is denied, the Floodplain Development will not be issued. Flood Zone Exceptions have a separate application process and fee.

Application: An application for a Floodplain Development Permit will not be accepted by the Community Development Department until it is determined to be complete. The items needed for a complete application are:

1. **Forms:** Completed Floodplain Development Permit and Development Permit Application forms.
2. **Fees:** Any development, work or use done without a permit issued may be subject to double fees. All fees are subject to change. Permit fees are:
 - A.) Minor development, no building permit required: \$45.00.
 - B.) Major development, building permit required, is \$100.00.
3. **Project Narrative:** A detailed narrative describing the project according to the criteria under CBJ 49.70.400
4. **Plans:**
 - A. Site plan showing the dimensions of the parcel, existing and proposed structures, mean lower low water line, and drawings that illustrate the lowest floor or lowest horizontal member of all structures. Topographical information may also be included as needed.
 - B. If development is proposed within the floodway, a no-rise analysis by a licensed engineer is required. Structures are specifically prohibited within floodways without exception.
 - C. If applicable:
 - A. Certification that the floodproofing methods for any nonresidential structure meet generally accepted floodproofing standards.
 - B. Description of how any watercourse will be altered or relocated as a result of the proposed development.
 - C. Description of the maintenance plan for the altered or relocated portion of the watercourse so that the flood-carrying capacity is not diminished.

Document Format: All materials submitted as part of an application shall be submitted in either of the following formats:

1. Electronic copies in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif, .xlm, .rtf (other formats may be preapproved by the Community Development Department).
2. Paper copies 11" X 17" or smaller (larger paper size may be preapproved by the Community Development Department).
3. Plans may be submitted electronically to permits@juneau.org

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

Review: As part of the review process the Community Development Department will evaluate the application for consistency with CBJ 49.70.400. Depending on unique characteristics of the permit request, the application may be reviewed by other departments or agencies during a 15-day agency review period. The applicant may be required to provide additional information, clarification, modify or alter the proposed project as result of agency review.

Decision: The Community Development Department will issue a Notice of Decision approving the Floodplain Development Permit if all requirements of CBJ 49.70.400 have been met, or disapproving the Floodplain Development Permit if requirements of CBJ 49.70.500 have not been met.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED



SIGN PERMIT APPLICATION

See reverse side for more information regarding the permitting process and the materials required for a complete application.

NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.

To be completed by Applicant

PROPOSED SIGNS

Description	Size (sq ft)	Materials	Mount Type	Illumination	Side of Building	Case Number <small>(To be filled in by Staff)</small>
i.e. Joe's Plumbing	10	Aluminum	Under Canopy	Internal	North	SGN
						SGN
						SGN
						SGN
						SGN
						SGN
						SGN

IS THE PROPOSED SIGN(S) LOCATED IN THE DOWNTOWNHISTORIC DISTRICT? YES NO

EXISTING SIGNS on BUILDING and/or SITE (or Freestanding sign(s) counted toward building)

Description	Size (sq. ft.)	Mount Type	Illumination	Side of Building	Case Number
i.e. Joe's Hardware	32	Façade	Internal	North	SGN1999-00001

TOTAL SIZE OF EXISTING and PROPOSED SIGNS on BUILDING and/or SITE

	Area of any Freestanding Signs	Total Area of Existing Signs	Total Area of Proposed Signs	Total Area of ALL SIGNS	Total ALLOWABLE Area*
North					
South					
East					
West					
TOTAL					

* Total Allowable Area:	Mixed Use, Waterfront, Light Commercial, General Commercial, and Industrial Districts	Rural Reserve and Residential Districts
	Length of side of the building X 1 ½ feet = Maximum Sign area in square feet for that one side of the building	Tri-plexes and smaller = 4 square feet
		Four-plexes and larger, and churches = 32 square feet

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

SIGN FEES	Fees	Check No.	Receipt	Date
Application Fees	\$ _____			
Admin Adjustment	\$ _____			
Total Fee	\$ _____			

This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number	Date Received

Sign Permit Application Instructions

Signs are outlined in CBJ 49.45

All signs constructed, altered, or changed in the City and Borough must comply with the Sign section of the Land Use Code. All sign permit applications are reviewed and approved by the Community Development Department.

Application: An application for a Sign Permit will not be accepted by the Community Development Department until it is determined to be complete. The items needed for a complete application are:

- 1. **Forms:** Completed Sign Permit and Development Permit Application forms.
- 2. **Fees:** The Sign Permit fee is \$50.00 for the first two signs, and \$20.00 for each additional sign. Any signs constructed or modified without a permit issued will be subject to double fees. All fees are subject to change.
- 3. **Submittals:** Sign Permit submittals shall include the following:
 - A. Plan View showing the location and dimensions of existing and proposed signs. (A photo of the façade with measurements shown will suffice.)
 - B. As-built Drawings, Site Plans or Aerial Views of building showing dimensions of each side of the building
 - C. Summary of Existing signs (on application)

Document Format: All information that is submitted as part of an application shall be submitted in either of the following formats:

- 1. Electronic copies may be submitted by CD, DVD or E-mail in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif, .xlm, .rtf or other formats pre-approved by the Community Development Department.
- 2. Paper copies may not be larger than 11" X 17" (Unless a larger paper size is preapproved by the Community Development Department).

Downtown Historic District Design Standards

All signs within the Downtown Historic District shall comply with the requirements of the Sign Code and the Downtown Historic District Design Standards and Guidelines. Please contact the Permit Center and ask for the Planner on Call for more information.

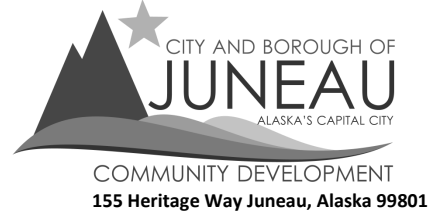
Sign Permit Exemptions and Exceptions

Not every sign requires a permit. Please refer to CBJ 49.45.300 for more detail.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Invitation to Comment

On a proposal to be heard by the CBJ Planning Commission
Your Community, Your Voice



TO

A **Conditional Use Permit** application has been submitted for consideration and public hearing by the Planning Commission for a **Self Service Pet Grooming Kiosk at 9000 Glacier Highway** in a **LC** zone.

PROJECT INFORMATION:

Project Information can be found at:
<https://juneau.org/community-development/short-term-projects>

PLANNING COMMISSION DOCUMENTS:

Staff Report expected to be posted **November 4, 2024** at
<https://juneau.org/community-development/planning-commission>
Find hearing results, meeting minutes, and more here, as well.

Now through Oct. 21	Oct. 22— noon, Nov. 8	HEARING DATE & TIME: 7:00 pm, Nov. 12, 2024	Nov. 13, 2024
Comments received during this period will be sent to the Planner, Jay Larson to be included as an attachment in the staff report.	Comments received during this period will be sent to Commissioners to read in preparation for the hearing.	This meeting will be held in person and by remote participation. For remote participation: join the Webinar by visiting https://juneau.zoom.us/j/85359809226 and use the Webinar ID: 853 5980 9226 OR join by telephone, calling: 1-253-215-8782 and enter the Webinar ID (above). You may also participate in person in City Hall Assembly Chambers, 155 Heritage Way Juneau, Alaska.	The results of the hearing will be posted online.

FOR DETAILS OR QUESTIONS,

Phone: (907)586-0753 ext. 4139
Email: pc_comments@juneau.gov or jason.larson@juneau.gov
Mail: Community Development, 155 Heritage Way, Juneau AK 99801

Case No.: USE2024 0013
Parcel No.: 5B1601010011
CBJ Parcel Viewer: <http://epv.juneau.org>



Attachment G - Public Notice Sign Photo



PLANNING COMMISSION STAFF
CONDITIONAL USE PERMIT USE2024 0016
HEARING DATE: NOVEMBER 12, 2024

(907) 586-0715
CDD_Admin@juneau.gov
www.juneau.org/community-development
155 Heritage Way • Juneau, AK 99801

DATE: November 4, 2024
TO: Mandy Cole, Chair, Planning Commission
BY: Ilsa Lund, Planner I *Ilsa Lund*
THROUGH: Jill Lawhorne, Director, AICP

PROPOSAL: The applicant requests to add a 3,956 square foot addition to an existing 3,574 square foot church facility.

STAFF RECOMMENDATION: Approval with conditions

KEY CONSIDERATIONS FOR REVIEW:

- A CUP was granted for this site in 2012 for a 3,500 sq. ft. existing church.
- The western property line extends into the Mendenhall River, an anadromous waterbody.
- The lot, zoned D15, is adjacent to a D5 zoning district, which effects the dimensional standards.
- A fence was constructed without required floodplain development review and must be relocated outside the 50 ft. no development setback.

ALTERNATIVE ACTIONS:

1. **Amend:** require additional conditions, or delete or modify the recommended conditions.
2. **Deny:** deny the permit and adopt new findings for items 1-6 below that support the denial.
3. **Continue:** to a future meeting date if determined that additional information or analysis is needed to make a decision, or if additional testimony is warranted.

ASSEMBLY ACTION REQUIRED:

Assembly action is not required for this permit.

STANDARD OF REVIEW:

- Quasi-judicial decision
- Requires five (5) affirmative votes for approval
- Code Provisions:
 - 49.15.330
 - 49.25.300
 - 49.25.400
 - 49.80

GENERAL INFORMATION	
Property Owner	Riverside Baptist Church
Applicant	Riverside Baptist Church
Property Address	4395 Riverside Drive
Legal Description	RIVERVIEW ACRES LT 14A
Parcel Number	5B2501510021
Zoning	D15
Land Use Designation	MDR- Medium Density Residential
Lot Size	116,136 sq. ft./ 2.67 acres
Water/Sewer	City and Borough of Juneau
Access	Riverside Drive
Existing Land Use	TPU 5.200- churches, synagogues, temples
Associated Applications	USE2012 0021

The Commission shall hear and decide the case per 49.15.330(a) Conditional Use Permit. A conditional use is a use that may or may not be appropriate in a particular zoning district according to the character, intensity, or size of that or surrounding uses. The conditional use permit procedure is intended to afford the commission the flexibility necessary to make determinations appropriate to individual sites. The commission may attach to the permit those conditions listed in subsection (g) of this section as well as any further conditions necessary to mitigate external adverse impacts. If the commission determines that these impacts cannot be satisfactorily overcome, the permit shall be denied.

SITE FEATURES AND ZONING



SURROUNDING ZONING AND LAND USES	
North (D15)	Riverside Condominiums
South (D5)	Single-family dwellings
East (D15)	Riverside Dr. ROW
West (D15)	Mendenhall River Floodway

SITE FEATURES	
Anadromous	Yes
Flood Zone	Yes, Zone AE
Hazard	None
Hillside	No
Wetlands	Yes
Parking District	No
Historic District	No
Overlay Districts	Mining & Exploration Surface Activities Exclusion District, Urban/ Rural Mining District Map, Recreational Vehicle Park Area

BACKGROUND INFORMATION

Project Description – The applicant requests a Conditional Use Permit (CUP) for the development of a 3,956 sq. ft. addition to Riverside Baptist Church (Attachment A). The addition will house three (3) classrooms, an office, a nursery, restrooms, mechanical and electrical space, a storage room, and a multipurpose room.

Proposed weekly usage of the church property is Sunday (9:30 to 11:30 a.m. and 6:00p.m. to 7:00 p.m.), Tuesday (6:30p.m. to 7 p.m.), and Wednesday (7 p.m. to 8 p.m.) Other activities outside of regular hours will occur throughout the month such as game nights, Bible studies, and special events like weddings and funerals.

Background – This site, once used for gravel extraction, was purchased by Bethany Baptist Church in 2002 with the intent of building a church. In January of 2013, a CUP (USE2012 0021) was granted by the Planning Commission for the construction of a 3,500 sq. ft. church. Construction was completed in 2014, though a

Certificate of Occupancy was not sought or issued until 2024. In September of 2014, paperwork was filed with the State of Alaska changing the name of the institution from Bethany Baptist to Riverside Baptist.

Date	Item	Summary
1976	Plat	Original plat of Riverview Acres, a subdivision of Tract D of the Riverdale Heights Subdivision (Attachment B).
2004	Plat	A lot line adjustment affecting Lot 15 from the 1976 plat creating Lots 1 and 2 of Lind’s Oasis (Attachment C).
2005	Plat	A lot consolidation of Lots 13 and 14 of Riverview Acres and Lot 1 of Lind’s Oasis, creating Lot 14 A Riverview Acres where Riverside Baptist is currently located (Attachment D).
2013	Notice of Decision	CUP Notice of Decision (NOD) allowing the construction of a 3,500 square foot church with conditions (USE2012 0021) (Attachment E).
2013	NOD	CUP NOD for placement of a 5 th wheel trailer on site as a caretaker residence during construction of the church (USE2013 0009) (Attachment F).
2014	Articles of Amendment	Documents filed with the State of Alaska for a name change from Bethany Baptist to Riverside Baptist (Attachment G).
2016	Quit Claim Deed	Bethany Baptist to Riverside Baptist (Attachment H).
2024	CO	Certificate of Occupancy issued June 26,2024 (Attachment I).

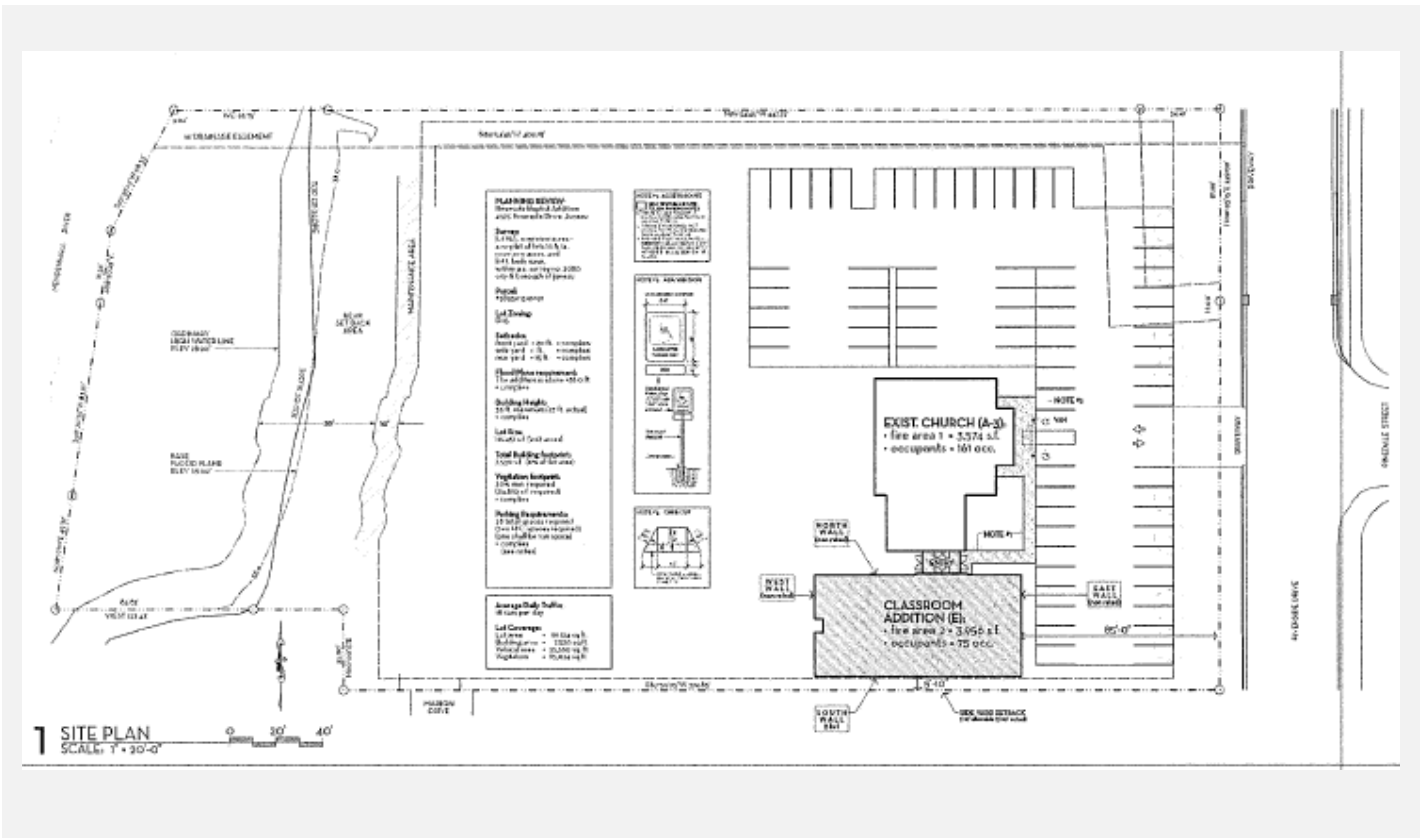
ZONING REQUIREMENTS

Standard		Requirement	Existing	Code Reference
Lot	Size	5,000 sq. ft.	116,136 sq. ft.	CBJ 49.25.400
	Width	50 ft.	252 ft.	CBJ 49.25.400
Setbacks	Front	20 ft.	88 ft.	CBJ 49.25.400
	Rear	50 ft. from anadromous stream	~47 ft. (fence erected in 2024)*	CBJ 49.70.330
	Side	5 ft. (N)/ 20 ft.(S) ¹	116 ft. (N), 58 ft. (S)	CBJ 49.25.400
	Street Side	13 ft.	N/A	CBJ 49.25.400
Lot Coverage Maximum		50%	5%	CBJ 49.25.400
Vegetative Cover Minimum		30%	~47%	CBJ 49.50.300
Height	Permissible	35 ft.	27 ft.	CBJ 49.25.400
	Accessory	25 ft.	<25 ft.	CBJ 49.25.400
Maximum Dwelling Units (15/Acre)		One (1) per lot	None	CBJ 49.25.500
Use		Multi-family Residential	Religious	CBJ 49.50.300

***Indicates a non-permitted activity that must be made compliant prior to the issuance of building permits.**

¹ In accordance with CBJ 49.25.400 Note No. 3, where one district abuts another, the greater of the two setbacks is required for both uses on the common property line. Because the southern lot line abuts a rear yard in D5, a 20 ft. setback is required from this lot line.

SITE PLAN



ANALYSIS

Project Site – The site is located on 2.67 acres in a D15 residential zoning district on a lot that borders the Mendenhall River (an anadromous stream) and is accessed off Riverside Drive. The western lot line extends past the riverbank into the river and a portion of the lot is located within a floodway. In accordance with CBJ 49.70.310 (a)(4), there is a 50 foot no development setback from anadromous streams and, CBJ 49.70.310(b)(1) mandates a 25 foot no disturbance zone. GIS aerial imagery and a site visit confirm that some time after June 18, 2023, the bank above the river was clear-cut and a chain link fence was installed in violation of CBJ 49.70.310.

CDD staff conducted a site visit to determine the ordinary high water mark (OHWM) and the required anadromous stream setbacks; however, with the vegetation removed from the bank, it was not possible to determine the OHWM accurately. CBJ is working to mitigate impacts of glacial outburst flooding of properties located in the vicinity of the Mendenhall River. The placement of the fence may negatively affect the ability to apply mitigation techniques. Regardless, the fence was constructed without proper permits and must be removed.

Being located adjacent to a D5 zoning district, a 20 foot setback must be maintained from the southern lot line in accordance with CBJ 49.25.400 Note 3.

Condition: Prior to the issuance of a building permit, the chain link fence must be removed.

Project Design – The 3,956 sq. ft. addition includes a multipurpose room, an office, three (3) classrooms, a nursery, restrooms, storage, and utility space. The project design is based off preapplication conference report (PAC2024 0037). The PAC fails to indicate the requirement to adhere to the more restrictive zoning district standards when two different zoning districts abut. As submitted, the project design is not permissible. The proposed addition will need to be reoriented to adhere to the required 20 foot (side) setback from the southern lot line.

Condition: Prior to the issuance of a building permit, the applicant shall submit a revised site plan showing a 20 foot side setback from the southern property line.

Traffic – Using the ITE Trip Generation Manual, staff estimates the average daily traffic on any given Sunday to be approximately 168 trips based on the maximum occupancy of the sanctuary. When calculating trip generation based on square footage of the original church building (~3,500 sq. ft.), trip generation on a Sunday would be 128. Because the uses of the proposed addition are ancillary to the structure housing the sanctuary, the proposed addition is not expected to generate any additional traffic. CBJ 49.40.300 states that a traffic impact analysis is not required when a development is projected to generate less than 250 average trips in a day.

Condition: None.

Vehicle Parking & Circulation – A site visit during Sunday service hours showed 20 cars in the parking lot. Attendance may be higher on significant Christian holidays, like Easter and Christmas. The church was previously required to provide 28 parking spaces, two (2) of which must be ADA accessible. The proposed uses indicate that 10 additional spaces will be required. On the submitted plans, the number of parking spaces varies from 68 to 74. There is ample space to accommodate the minimum parking requirements for the proposed uses. The addition of 10 spaces does not trigger the need for any additional ADA Accessible parking spaces.

Use	Unit/Per	Spaces Required	Total Spaces
Existing (sanctuary)	1/ 4 seats	28	28
Office	1/ 300 sq. ft.	1	1
Classrooms	2/ classroom	6	6
Nursery	1/ each on-shift employee + 1 for every 10 children	~3	3
Total Parking Requirement:			38
Off-Street Loading Spaces Required:			N/A
ADA Accessible Spaces Required:			2

Condition: None.

Noise – Noise is not expected to be of concern. Indoor church services and Bible studies are generally quiet with some singing to piano accompaniment. Other noise related to church activities include Summer Vacation Bible School, which is held for one week during the summer, generally Monday through Friday from approximately 9:30 a.m. to 12:00 p.m. The site is approximately one-quarter mile from Mendenhall River Elementary School and Melvin Park, both of which host outdoor activities that create more noise than is expected from a church where the primary activities take place inside a building.

Condition: None.

Lighting -Exterior lighting shall not be used in a manner that produces glare on public roadways or neighboring property. Lighting fixtures must direct light only onto the parcel. Lighting shall be shielded from residential uses.

Condition: Prior to the issuance of a 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 designed and located to minimize offsite glare.

Vegetative Cover & Landscaping – The minimum vegetative coverage in D15 is 30% in accordance with CBJ 49.50.300. This equates to 34,892 sq. ft. (0.80 acres) of required vegetative area for this site. A site visit showed that, in addition to the riverbank being clear cut of vegetation, vegetation has recently been removed from the site for the construction of a group of picnic pavilions. Some of the cleared area has been reseeded with grass, but some cleared area remains covered with gravel. An estimation of vegetative coverage using GIS imagery and data gathered from site visits is approximately 47 percent.

Condition: See condition under “Habitat” section.

Habitat – The western property line extends into the Mendenhall River, an anadromous stream. There is a 50 foot no development setback per CBJ 49.70.130(a)(4) and a 25 foot no disturbance setback per CBJ 49.70.310(b)(1). While the proposed addition is not anticipated to encroach into these setbacks, site visits revealed that picnic pavilions and a fence have been installed near the riverbank and the majority of the vegetation from the riverbank has been cleared.



Condition: Prior to the issuance of a building permit, the applicant must submit a revegetation plan in accordance with CBJ 49.70.330(c)(4).

Drainage and Snow Storage – A submitted site plan and the 2005 plat show a 16 foot drainage easement along the northern property line. Snow storage was not addressed in the submitted application.

Condition: Prior to the issuance of a building permit, the applicant shall submit a revised site plan showing snow storage location(s).

Historic District – Not applicable.

Condition: None.

Hazard Zones – A portion of the property extends past the east bank of the Mendenhall River and is classified as a floodway. Federal regulations prevent any development within a floodway.

Condition: None.

Public Health, Safety, and Welfare – There are no anticipated public health or safety issues associated with this proposed development.

Condition: None.

Property Value or Neighborhood Harmony – Available evidence indicates that property values will not be affected and the proposed use is in harmony with the surrounding neighborhood.

Condition: None.

AGENCY REVIEW

CDD conducted an agency review comment period between September 17 and October 25, 2024, and received the following responses (Attachment J):

Agency	Summary
Building Division	No comments received.
General Engineering	No comments received.
Capital Fire Department	An automatic sprinkler system is required.

PUBLIC COMMENTS

CDD conducted a public comment period between August 30, 2024, and September 18, 2024. Public notice was mailed to property owners within 500 feet of the proposed development. A public notice sign was also posted on-site two weeks prior to the scheduled hearing. Public comments submitted at time of writing this staff report can be found in Attachment K.

Name	Summary
Steve Bradford	Resident of Riverside Condos. Supports the expansion.
John Dittrich	Resident of Riverside Condos. Supports the expansion.
David Means	In support but concerned about proximity to Mendenhall River.

CONFORMITY WITH ADOPTED PLANS

The proposed development is in general conformity with the 2013 Comprehensive Plan.

Chapter	Page No.	Item	Summary
10	133	Policy 10.4	Minimize conflicts between nonresidential uses in residential zoning districts.
	137	10.7-IA1	Evaluate nonresidential uses in residential zoning districts with regard to site design, building placement, landscaping, screening and buffers, etc.

FINDINGS

Conditional Use Permit Criteria – 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 Conditional Use Permit complete?*

Analysis: No further analysis required.

Finding: Yes. The application is complete.

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

Analysis: The proposed addition (TPU 5.200) require approval from the Planning Commission because it is located within a residential zoning district.

Finding: Yes. The proposed use is appropriate according to the Table of Permissible Uses.

3. *Will the proposed development comply with the other requirements of this chapter?*

Analysis: No further analysis needed.

Finding: Yes. With the recommended conditions, the proposed development will comply with Title 49.

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

Analysis: No further analysis needed.

Finding: No. There is no evidence to suggest that with appropriate conditions, the requested addition to Riverside Baptist Church, in a D15 zoning district, will materially endanger the public health or safety.

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

Analysis: No further analysis needed.

Finding: No. There is no evidence to suggest that with appropriate conditions, the requested addition to Riverside Baptist Church, in a D15 zoning district, will substantially decrease the value or be out of harmony with the property in the neighboring area.

6. Will the proposed development be in general conformity with the Comprehensive Plan, or other officially adopted plans?

Analysis: No further analysis needed.

Finding: Yes. The proposed addition to Riverside Baptist Church, with the recommended conditions, will be in general conformity with the Comprehensive Plan.

RECOMMENDATION

Staff recommends the Planning Commission adopt the Director's analysis and findings and APPROVE the requested Conditional Use Permit. The permit would allow a 3,956 sq. ft. addition to Riverside Baptist Church in a D15 zone.

The approval is subject to the following conditions:

1. Prior to the issuance of a building permit, the chain link fence must be removed.
2. Prior to the issuance of a building permit, the applicant shall submit a revised site plan showing a 20 foot setback from the southern property line.
3. Prior to the issuance of a 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 designed and located to minimize offsite glare.
4. Prior to the issuance of a building permit, the applicant must submit a revegetation plan in accordance with CBJ 49.70.330(c)(4).
5. Prior to the issuance of a building permit, the applicant shall submit a revised site plan showing snow storage location(s).

STAFF REPORT ATTACHMENTS

Item	Description
Attachment A	Application Packet
Attachment B	1976 Plat- Riverdale Heights Tract D
Attachment C	2004 Plat- Lind's Oasis
Attachment D	2005 Plat- Riverview Acres Lot 14A
Attachment E	2013 Notice of Decision for 3,500 sq. ft. church (USE2012 0021)
Attachment F	2013 Notice of Decision for placement of a temporary caretaker residence (USE2013 0009)
Attachment G	Name change, Bethany Baptist to Riverside Baptist
Attachment H	Quit Claim Deed, Bethany Baptist to Riverside Baptist
Attachment I	2024 Certificate of Occupancy
Attachment J	Agency Comment
Attachment K	Abutters Notice and Public Notice Sign Photo

Item	Description
Attachment L	<i>Public Comments</i>



DEVELOPMENT PERMIT APPLICATION

NOTE: Development Permit Application forms must accompany all other Community Development Department land use applications. This form and all documents associated with it are public record once submitted.

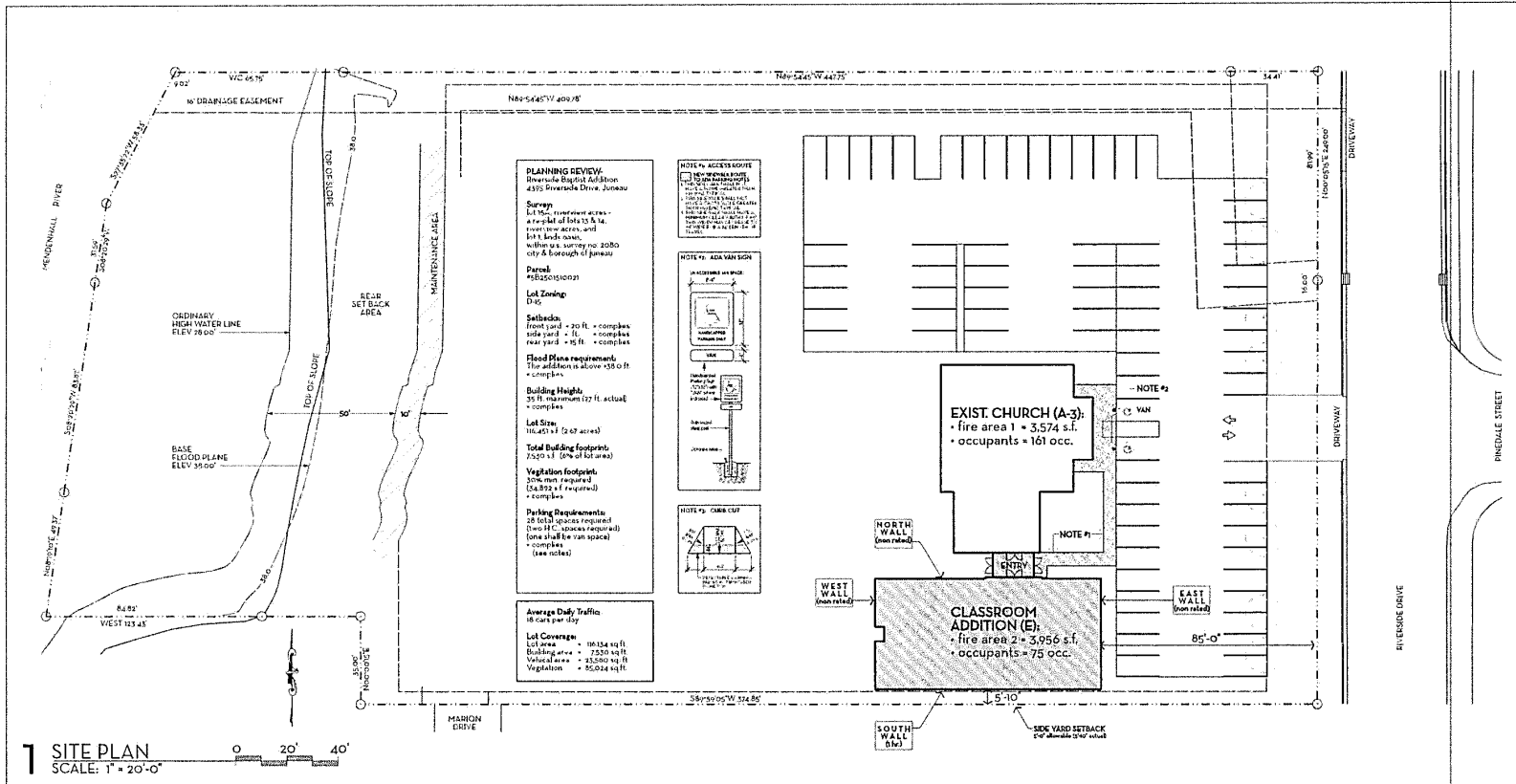
To be completed by Applicant	PROPERTY LOCATION					
	Physical Address 4395 Riverside Dr., Juneau Alaska 99801					
	Legal Description(s) (Subdivision, Survey, Block, Tract, Lot) Riverview Acres LT 14A					
	Parcel Number(s) 5B2501510021					
	<input type="checkbox"/> This property is located in the downtown historic district <input type="checkbox"/> This property is located in a mapped hazard area, if so, which _____					
	LANDOWNER/ LESSEE					
	Property Owner	Riverside Baptist Church	Contact Person Rev. Dean Blood			
	Mailing Address	4395 Riverside Dr., Juneau AK 99801	Phone Number(s) 907-360-6083			
	E-mail Address	bloodline@alaskan.com				
	LANDOWNER/ LESSEE CONSENT					
Required for Planning Permits, not needed on Building/ Engineering Permits. Consent is required of all landowners/ lessees. If submitted with the application, alternative written approval may be sufficient. Written approval must include the property location, landowner/ lessee's printed name, signature, and the applicant's name.						
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 the City and Borough of Juneau officials/employees to inspect my property as needed for purposes of this application.						
<table style="width:100%; border: none;"> <tr> <td style="width: 50%; border: none;"><u>Rev. Dean C. Blood</u></td> <td style="width: 50%; border: none;"><u>Pastor</u></td> </tr> <tr> <td style="border: none;">Landowner/Lessee (Printed Name)</td> <td style="border: none;">Title (e.g.: Landowner, Lessee)</td> </tr> </table>			<u>Rev. Dean C. Blood</u>	<u>Pastor</u>	Landowner/Lessee (Printed Name)	Title (e.g.: Landowner, Lessee)
<u>Rev. Dean C. Blood</u>	<u>Pastor</u>					
Landowner/Lessee (Printed Name)	Title (e.g.: Landowner, Lessee)					
<table style="width:100%; border: none;"> <tr> <td style="width: 60%; border: none;">X _____</td> <td style="width: 40%; border: none;"><u>06-26-2024</u></td> </tr> <tr> <td style="border: none;">Landowner/Lessee (Signature)</td> <td style="border: none;">Date</td> </tr> </table>			X _____	<u>06-26-2024</u>	Landowner/Lessee (Signature)	Date
X _____	<u>06-26-2024</u>					
Landowner/Lessee (Signature)	Date					
<table style="width:100%; border: none;"> <tr> <td style="width: 50%; border: none;">_____</td> <td style="width: 50%; border: none;">_____</td> </tr> <tr> <td style="border: none;">Landowner/Lessee (Printed Name)</td> <td style="border: none;">Title (e.g.: Landowner, Lessee)</td> </tr> </table>			_____	_____	Landowner/Lessee (Printed Name)	Title (e.g.: Landowner, Lessee)
_____	_____					
Landowner/Lessee (Printed Name)	Title (e.g.: Landowner, Lessee)					
<table style="width:100%; border: none;"> <tr> <td style="width: 60%; border: none;">X _____</td> <td style="width: 40%; border: none;">_____</td> </tr> <tr> <td style="border: none;">Landowner/Lessee (Signature)</td> <td style="border: none;">Date</td> </tr> </table>			X _____	_____	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. We will make every effort to contact you in advance, but may need to access the property in your absence and in accordance with the consent above. Also, members of the Planning Commission may visit the property before a scheduled public hearing date.						
APPLICANT If same as LANDOWNER, write "SAME"						
Applicant (Printed Name)	Riverside Baptist Church	Contact Person Rev. Dean C. Blood				
Mailing Address	4395 Riverside Baptist Church	Phone Number(s) 907-360-6083				
E-mail Address	bloodline@alaskan.com					
<table style="width:100%; border: none;"> <tr> <td style="width: 60%; border: none;">X _____</td> <td style="width: 40%; border: none;"><u>06-26-2024</u></td> </tr> <tr> <td style="border: none;">Applicant's Signature</td> <td style="border: none;">Date of Application</td> </tr> </table>			X _____	<u>06-26-2024</u>	Applicant's Signature	Date of Application
X _____	<u>06-26-2024</u>					
Applicant's Signature	Date of Application					

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

Intake Initials FAC	
Case Number USE24-016	Date Received 8/1/24



PERMIT SET.
Jan. 25, 2024

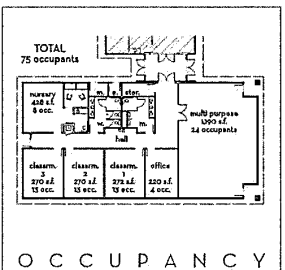
GENERAL CONSTRUCTION NOTES:
 1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF JUNEAU REGULATIONS AND ORDINANCES.
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF JUNEAU.
 3. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
 4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES ON THE SITE.
 5. THE CONTRACTOR SHALL MAINTAIN THE SITE IN ACCORDANCE WITH THE CITY OF JUNEAU REGULATIONS AND ORDINANCES.
 6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF JUNEAU.
 7. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
 8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES ON THE SITE.
 9. THE CONTRACTOR SHALL MAINTAIN THE SITE IN ACCORDANCE WITH THE CITY OF JUNEAU REGULATIONS AND ORDINANCES.
 10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF JUNEAU.

REVISÉ
7/18/24

CODE REVIEW:
 CODE: RIVERSIDE BAPTIST - ADDITION
 Description: Int. Addition
 Construction Type: Type III (Wood)
 Construction Table 501.4
 Construction Group: II
 Estimated Fire Resistance: 1.5 hrs (1.5 hr)
 Fire-rated Wall Assembly: (Type III)
 Fire-rated Floor Assembly: (Type III)
 Fire-rated Roof Assembly: (Type III)

AREA COUNT - FIRE AREA #1 (A-3)
 TOTAL FIRE AREA = 3,574 s.f.
OCCUPANCY COUNT - FIRE AREA #1 (A-3)
 TOTAL OCCUPANCY = 161 occupants
OCCUPANCY COUNT - FIRE AREA #2 (E)
 TOTAL OCCUPANCY = 75 occupants
TOTAL OCCUPANCY = 236 occupants

ENTRANCES:
 1. Main Entrance
 2. Side Entrance
CONCENTRATION:
 Maximum height: 10 ft 0 in (10 ft)
 Maximum area: 100 sq ft (100 sq ft)
PLUMBING COUNT:
 1. Toilet
 2. Sink
 3. Shower
MINIMUM CLEARANCE:
 1. 8'0" (8'0")
 2. 7'6" (7'6")



2 1/2 HOUR RATED WALL ASSEMBLY - 1A, DESIGN NO. U105 & U1314
 1. 1 1/2" non-ferrous wire mesh (per structural)
 2. 3/8" leaden gypsum
 3. 5/8" concrete
 4. 1/2" non-ferrous wire mesh (per structural)
GA FILE NO. FC 5511
ONE HOUR RATED



RIVERSIDE BAPTIST CHURCH
 4395 Riverside Drive, Juneau, Alaska
 495 5th Street
 Suite 4020
 Juneau, Alaska
 907.723.3199
 rbc@rbc.net



ALLOWABLE/CONDITIONAL USE PERMIT APPLICATION

See reverse side for more information regarding the permitting process and the materials required for a complete application.

NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.

To be completed by Applicant

PROJECT SUMMARY

Educational wing consisting of three Sunday School classrooms, a nursery, additional bathrooms, and recreational area.

TYPE OF ALLOWABLE OR CONDITIONAL USE PERMIT REQUESTED

- Accessory Apartment – Accessory Apartment Application (AAP)
- Use Listed in 49.25.300 – Table of Permissible Uses (USE)
Table of Permissible Uses Category: 5.200

IS THIS A MODIFICATION or EXTENSION OF AN EXISTING APPROVAL?

YES – Case # 2012-0021 NO

UTILITIES PROPOSED

WATER: Public On Site

SEWER: Public On Site

SITE AND BUILDING SPECIFICS

Total Area of Lot 116,136 square feet Total Area of Existing Structure(s) 3,500 square feet
Total Area of Proposed Structure(s) 3,900 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

ALL REQUIRED DOCUMENTS ATTACHED

Narrative including:

- Current use of land or building(s)
- Description of project, project site, circulation, traffic etc.
- Proposed use of land or building(s)
- How the proposed use complies with the Comprehensive Plan

If this is a modification or extension include:

- Notice of Decision and case number
- Justification for the modification or extension
- Application submitted at least 30 days before expiration date

Plans including:

- Site plan
- Floor plan(s)
- Elevation view of existing and proposed buildings
- Proposed vegetative cover
- Existing and proposed parking areas and proposed traffic circulation
- Existing physical features of the site (e.g.: drainage, habitat, and hazard areas)

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

ALLOWABLE/CONDITIONAL USE FEES				
	Fees	Check No.	Receipt	Date
Application Fees	\$ <u>500.00</u>			
Admin. of Guarantee	\$ _____			
Adjustment	\$ _____			
Pub. Not. Sign Fee	\$ <u>50.00</u>			
Pub. Not. Sign Deposit	\$ <u>100.00</u>			
Total Fee	\$ <u>650.00</u>			

This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number <u>USE24-016</u>	Date Received <u>8/1/24</u>
---------------------------------	--------------------------------

Allowable/Conditional Use Permit Application Instructions

Allowable Use permits are outlined in CBJ 49.15.320, Conditional Use permits are outline in CBJ 49.15.330

Pre-Application Conference: A pre-application conference is required prior to submitting an application. There is no fee for a pre-application conference. The applicant will meet with City & Borough of Juneau and Agency staff to discuss the proposed development, the permit procedure, and to determine the application fees. To schedule a pre-application conference, please contact the Permit Center at 586-0770 or via e-mail at permits@juneau.org.

Application: An application for an Allowable/Conditional Use Permit will not be accepted by the Community Development Department until it is determined to be complete. The items needed for a complete application are:

1. **Forms:** Completed Allowable/Conditional Use Permit Application and Development Permit Application forms.
2. **Fees:** Fees generally range from \$350 to \$1,600. Any development, work, or use done without a permit issued will be subject to double fees. All fees are subject to change.
3. **Project Narrative:** A detailed narrative describing the project.
4. **Plans:** All plans are to be drawn to scale and clearly show the items listed below:
 - A. Site plan, floor plan and elevation views of existing and proposed structures
 - B. Existing and proposed parking areas, including dimensions of the spaces, aisle width and driveway entrances
 - C. Proposed traffic circulation within the site including access/egress points and traffic control devices
 - D. Existing and proposed lighting (including cut sheets for each type of lighting)
 - E. Existing and proposed vegetation with location, area, height and type of plantings
 - F. Existing physical features of the site (i.e. drainage, eagle trees, hazard areas, salmon streams, wetlands, etc.)

Document Format: All materials submitted as part of an application shall be submitted in either of the following formats:

1. Electronic copies in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif, .xlm, .rtf (other formats may be preapproved by the Community Development Department).
2. Paper copies 11" X 17" or smaller (larger paper size may be preapproved by the Community Development Department).

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

Review: As part of the review process the Community Development Department will evaluate the application for consistency with all applicable City & Borough of Juneau codes and adopted plans. Depending on unique characteristics of the permit request the application may be required to be reviewed by other municipal boards and committees. During this review period, the Community Development Department also sends all applications out for a 15-day agency review period. Review comments may require the applicant to provide additional information, clarification, or submit modifications/alterations for the proposed project.

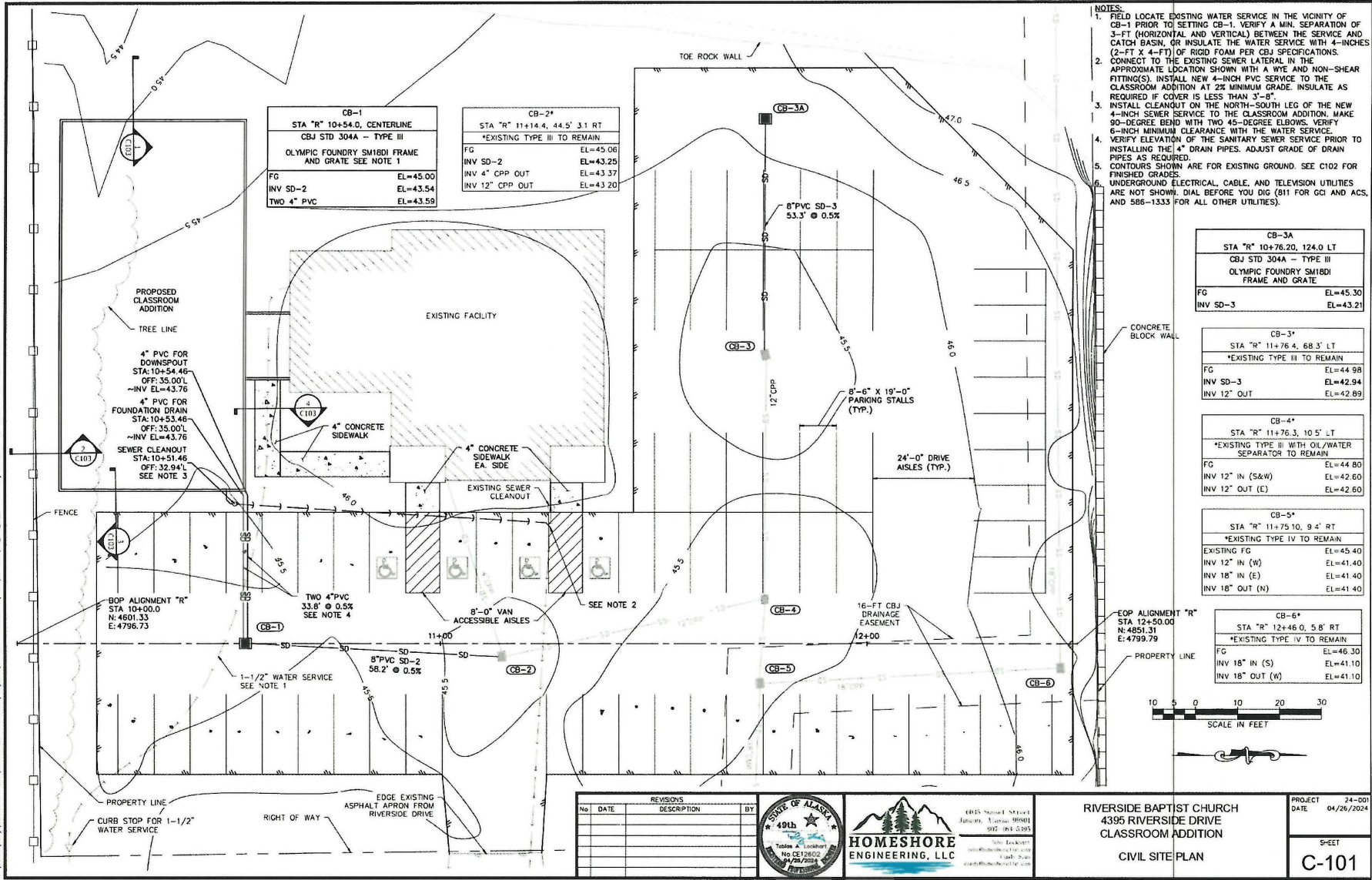
Hearing: All Allowable/Conditional Use Permit Applications must be reviewed by the Planning Commission for vote. Once an application has been deemed complete and has been reviewed by all applicable parties the Community Development Department will schedule the requested permit for the next appropriate meeting.

Public Notice Responsibilities: Allowable/Conditional Use requests must be given proper public notice as outlined in CBJ 49.15.230:

The Community Development Department will give notice of the pending Planning Commission meeting and its agenda in the local newspaper a minimum of 10-days prior to the meeting. Furthermore, CDD will mail notices to all property owners within 500-feet of the project site.

The Applicant will post a sign on the site at least 14 days prior to the meeting. The sign shall be visible from a public right-of-way or where determined appropriate by CDD. Signs may be produced by the Community Development Department for a preparation fee of \$50, and a \$100 deposit that will be refunded in full if the sign is returned within seven days of the scheduled hearing date. If the sign is returned between eight and 14 days of the scheduled hearing \$50 may be refunded. The Applicant may make and erect their own sign. Please contact the Community Development Department for more information.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED



- NOTES:**
- FIELD LOCATE EXISTING WATER SERVICE IN THE VICINITY OF CB-1 PRIOR TO SETTING CB-1. VERIFY A MIN. SEPARATION OF 3'-3" (HORIZONTAL AND VERTICAL) BETWEEN THE SERVICE AND CATCH BASIN. OR INSULATE THE WATER SERVICE WITH 4-INCHES (2'-FT X 4'-FT) OF RIGID FOAM PER CBJ SPECIFICATIONS.
 - CONNECT TO THE EXISTING SEWER LATERAL IN THE APPROXIMATE LOCATION SHOWN WITH A WYE AND NON-SHEAR FITTING(S). INSTALL NEW 4-INCH PVC SERVICE TO THE CLASSROOM ADDITION AT 2% MINIMUM GRADE. INSULATE AS REQUIRED IF COVER IS LESS THAN 3'-8".
 - INSTALL CLEANOUT ON THE NORTH-SOUTH LEG OF THE NEW 4-INCH SEWER SERVICE TO THE CLASSROOM ADDITION. MAKE 90-DEGREE BEND WITH TWO 45-DEGREE ELBOWS. VERIFY 6-INCH MINIMUM CLEARANCE WITH THE WATER SERVICE. VERIFY ELEVATION OF THE SANITARY SEWER SERVICE PRIOR TO INSTALLING THE 4" DRAIN PIPES. ADJUST GRADE OF DRAIN PIPES AS REQUIRED.
 - CONTOURS SHOWN ARE FOR EXISTING GROUND. SEE C102 FOR FINISHED GRADES.
 - UNDERGROUND ELECTRICAL, CABLE, AND TELEVISION UTILITIES ARE NOT SHOWN. DIAL BEFORE YOU DIG (811 FOR GCI AND ACS, AND 586-1333 FOR ALL OTHER UTILITIES).

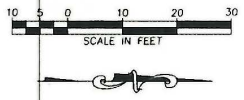
CB-3A	
STA "R" 10+76.20, 124.0 LT	
CBJ STD 304A - TYPE III	
OLYMPIC FOUNDRY SM18DI	
FRAME AND GRATE	
FG	EL=45.30
INV SD-3	EL=43.21

CB-3*	
STA "R" 11+76.4, 68.3' LT	
*EXISTING TYPE III TO REMAIN	
FG	EL=44.98
INV SD-3	EL=42.94
INV 12" OUT	EL=42.89

CB-4*	
STA "R" 11+76.3, 10.5' LT	
*EXISTING TYPE III WITH OIL/WATER SEPARATOR TO REMAIN	
FG	EL=44.80
INV 12" IN (S&W)	EL=42.60
INV 12" OUT (E)	EL=42.60

CB-5*	
STA "R" 11+75.10, 9.4' RT	
*EXISTING TYPE IV TO REMAIN	
EXISTING FG	EL=45.40
INV 12" IN (W)	EL=41.40
INV 18" IN (E)	EL=41.40
INV 18" OUT (N)	EL=41.40

CB-6*	
STA "R" 12+46.0, 5.8' RT	
*EXISTING TYPE IV TO REMAIN	
FG	EL=46.30
INV 18" IN (S)	EL=41.10
INV 18" OUT (W)	EL=41.10

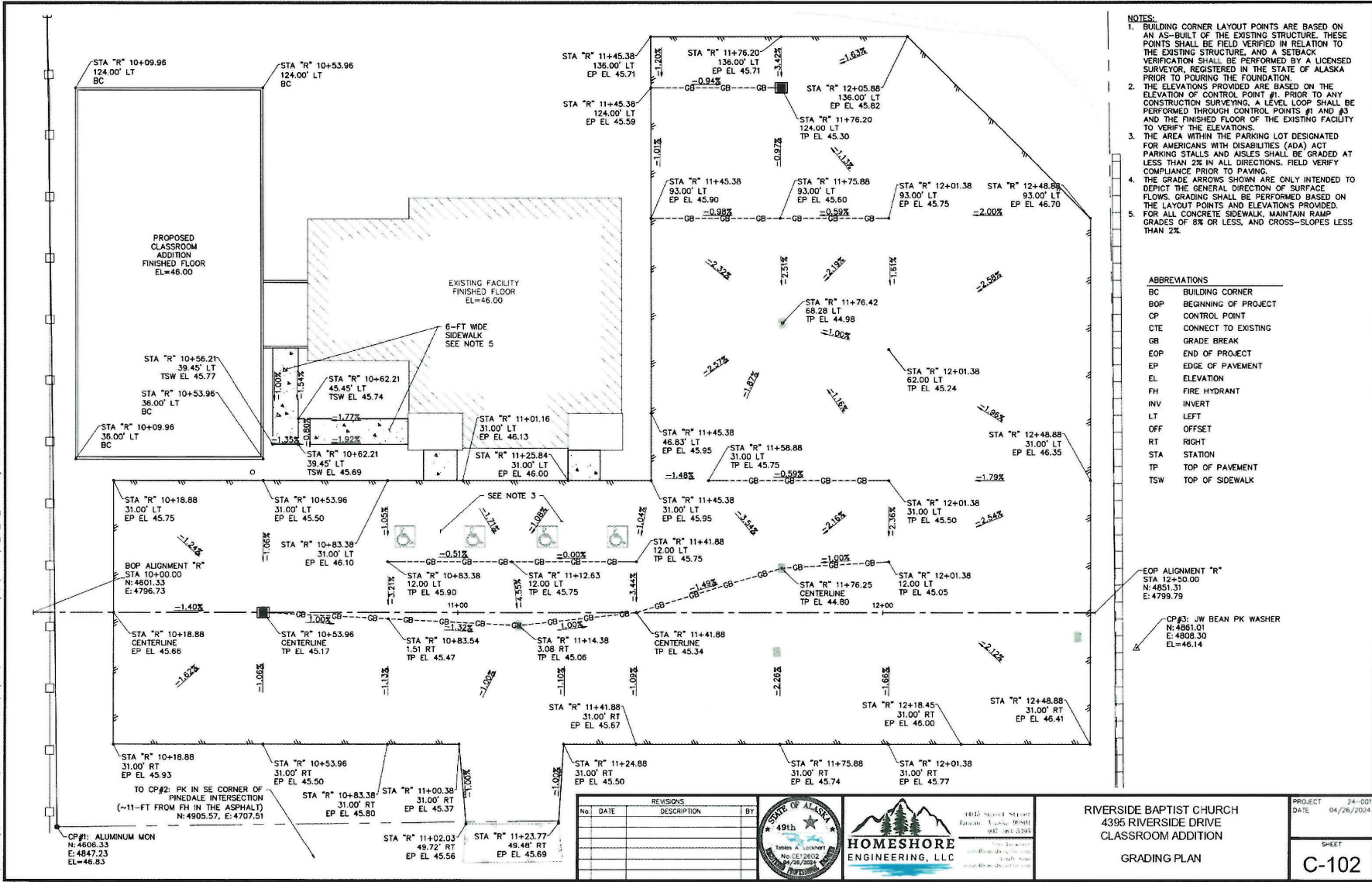


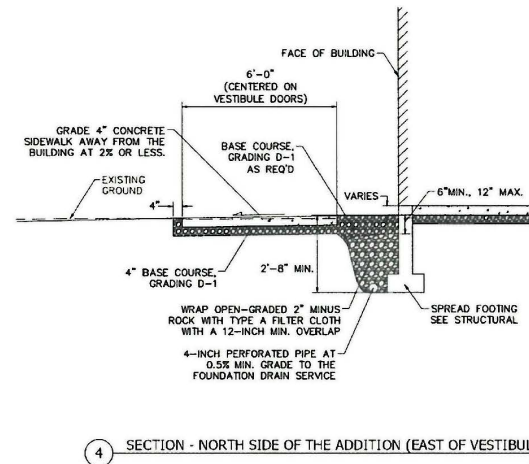
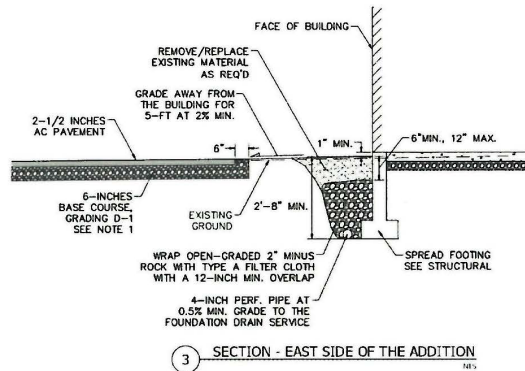
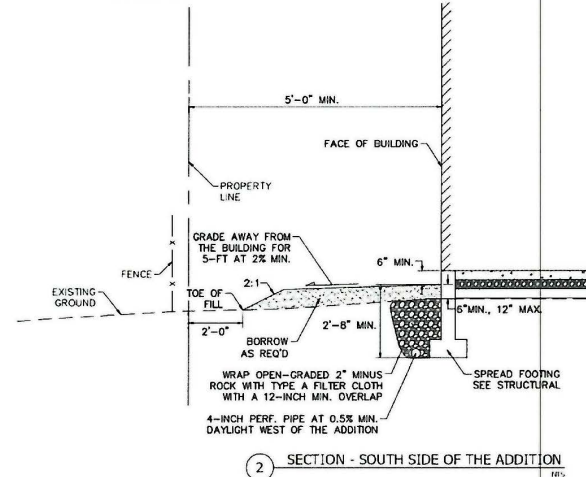
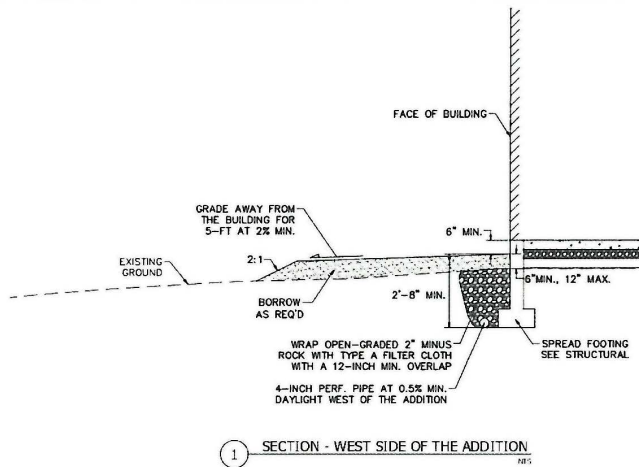
REVISIONS		
No.	DATE	DESCRIPTION



RIVERSIDE BAPTIST CHURCH
4395 RIVERSIDE DRIVE
CLASSROOM ADDITION
CIVIL SITE PLAN

PROJECT 24-001
DATE 04/26/2024
SHEET
C-101

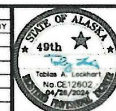




NOTES:

- FOR THE PARKING LOT SECTION, 2-INCH MINUS SHOT ROCK SHALL BE CONSIDERED AN ACCEPTABLE SUBSTITUTE FOR BASE COURSE GRADING D-1 PROVIDED A 1-2\"/>

REVISIONS			
No.	DATE	DESCRIPTION	BY



4610 Sunset Street
Anchorage, Alaska 99503
907.661.5795
TODD LECKNER
REGISTERED PROFESSIONAL ENGINEER
No. 05129602

PROJECT 24-001
DATE 04/26/2024
SHEET
C103

C:\Users\Tad\OneDrive - Shared\Projects\24-001 Riverside Baptist Church 4395 Riverside Drive Classroom Addition - 2024-4-26 USCB - 1087



(907) 586-0715

CDD_Admin@juneau.gov
 www.juneau.org/community-development
 155 Heritage Way • Juneau, AK 99801

Riverside Baptist Church Expansion

Case Number: PAC2024 0037
 Applicant: Riverside Baptist Church
 Property Owner: Riverside Baptist Church
 Property Address: 4395 Riverside Dr.
 Parcel Code Number: 5-B25-0-151-002-1
 Site Size: 116,136 sq. ft./ 2.67 acres
 Zoning: D15 (Multifamily)
 Existing Land Use: Church

Conference Date: June 26, 2024
 Report Issued: July 3, 2024

DISCLAIMER: Pre-application conferences are conducted for the purpose of providing applicants with a preliminary review of a project and timeline. Pre-application conferences are not based on a complete application and are not a guarantee of final project approval.

List of Attendees

Note: Copies of the Pre-Application Conference Report will be emailed, instead of mailed, to participants who have provided their email address below.

Name	Title	Email address
Paul Sprenger	Applicant	rbcjuneau@gmail.com
Ilsa Lund	Planning	Ilsa.Lund@juneau.gov
Jeff Hedges	Building	Jeffrey.Hedges@juneau.gov
Theresa Ross	Fire Marshal, CCFR	Theresa.Ross@juneau.gov
Dan Jager	Assistant Chief, CCFR	Dan.Jager@juneau.gov
Sydney Hawkins	Permitting	Sydney.Hawkins@juneau.gov

Revised 5/31/2024

I:\DOCUMENTS\CASES\2024\PAC\PAC24-037 - Riverside church expansion\PAC24-37 Notes Final Draft.doc

Conference Summary

Questions/issues/agreements identified at the conference that weren't identified in the attached reports.

The following is a list of issues, comments and proposed actions, and requested technical submittal items that were discussed at the pre-application conference.

Project Overview

The proposed project will construct a new addition to the existing church building. The approximately 3,900 sq ft addition will include a multipurpose room, classrooms, nursery, bathrooms, and storage. According to the Table of Permissible Uses (TPU), section 5.200 requires a church to obtain a Conditional Use Permit (CUP) for development in a D15 zoning district. This property was granted a CUP (USE2012 0021) for the existing structure (3,500 sq. ft. church) in 2013. A new CUP is required for the proposed expansion.

Conditional Use Permits have been required for churches in residential zoning districts since the adoption of city-wide zoning regulations in 1969 (see attached).

Planning Division

1. **Zoning** – D15
2. **Table of Permissible Uses** – 5.200- Churches, synagogues, temples; A CUP is required for this use in all residential zoning districts.
3. **Subdivision** – N/A
4. **Setbacks** –
 - a. **Front** - 20 ft.
 - b. **Rear** - 15 ft.
 - c. **Side Yard** - 5 ft.
 - d. **Anadromous Stream** - A 50 ft. setback is required from the Ordinary High Water Mark (OHWM) of the Mendenhall River. No construction is permitted in the floodway per FEMA.
5. **Height** – 35 ft./ 25 ft. (accessory)
6. **Access** – Riverside Dr.
7. **Parking & Circulation** –
 - a. 1 parking space for every 4 seats in the “auditorium.”
 - b. Storage - 1 parking space for each 1,000 ft. of gross floor area
 - c. Nursery - one parking space for each on-shift employee + one parking space for every 10 children served
8. **Lot Coverage** – 50 % maximum
9. **Vegetative Coverage** – 30 % minimum
10. **Lighting** – Exterior lighting may not shed light or glare above the roofline of the building or beyond the property line of the site. Industrial and exterior lighting shall not be used in a manner that produces glare on neighboring property.
11. **Noise** – Noise is not expected to be significantly increased by this development.

Pre-Application Conference Final Report

12. Flood – No development is permitted within the floodway.



13. Hazard/Mass Wasting/Avalanche/Hillside Endorsement – N/A

14. Wetlands – Contact the Army Corps of Engineers if filling wetlands [(907) 753-2689].

15. Habitat – Check with the U.S. Fish and Wildlife on the presence of eagle nests in the area. The presence of eagle nests may impact construction scheduling. No anadromous waterbodies are on the subject parcel, or within 50 feet.

16. Plat or Covenant Restrictions – N/A

17. Traffic – In accordance with CBJ 49. 40.300(a)(4), the applicant shall provide traffic projections for the project.

Nonconforming situations – N/A

Building Division

18. Building – Construction plans must be designed and stamped by professionals licensed in the State of Alaska.

19. Outstanding Permits – No open permits.

General Engineering/Public Works

20. Engineering – No comments at this time.

21. Drainage – No comments at this time.

22. Utilities – No comments at this time.

Fire Marshal

23. Fire Items/Access – No concerns at this time.

Other Applicable Agency Review

24. N/A

List of required applications

Pre-Application Conference Final Report

Based upon the information submitted for pre-application review, the following list of applications must be submitted in order for the project to receive a thorough and speedy review.

1. Development Permit Application (DPA)
2. Conditional Use Permit Application (USE/ CUP)

Additional Submittal Requirements

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

1. A copy of this pre-application conference report.

Exceptions to Submittal Requirements

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

1. N/A

Fee Estimates

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

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

1. CUP Class II – \$500
2. Public Notice Sign – \$150 (\$100 deposit refunded when sign is returned timely, exact date TBD)

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

Submit your Completed Application

You may submit your application(s) online via email to permits@juneau.gov
OR in person with payment made to:

City & Borough of Juneau, Permit Center
230 South Franklin Street
Fourth Floor Marine View Center
Juneau, AK 99801

Phone: (907) 586-0715
Web: www.juneau.org/community-development

Attachments:

- 49.15.330 – Conditional Use Permit
- 49.25.300 – Table of Permissible Uses
- 49.85.100 – Fees for Land Use Actions
- 49.25.404 (1969) – RM (Garden Apartment) Multi-Family District

Riverside Baptist Church
4395 Riverside Drive
Juneau, AK 99801

June 26, 2024

Dear City of Juneau,

I am writing this letter to clarify the purpose of the construction of an educational wing onto our existing structure. In the comments below you will find answers to what we were asked on the original build.

Project Site:

The site on Riverside Drive, Riverview Acres Lot 14A, was purchased in March 2002 for the purpose of developing a church building. In 2013 a 3,500 Square foot church was constructed, which was completed in 2014. On the original plans there was shown a future “phase two” building structure to be constructed as we anticipated the future need for classrooms, multi-purpose room, and infant care. We are now pursuing the second phase of construction to meet the needs of our congregation in the community.

The proposed building will consist of three Sunday School classrooms for kids from Pre-school age to high school, multi-purpose room for activities, nursery for infants, young toddlers, and nursing mothers, and bathrooms.

Our goal is to use the facilities for the purpose of training our kids in God’s Word, giving the youth a safe place to play and a nursery to provide a place for toddlers and nursing mothers. We desire to be an outreach in the community by providing a place of support and guidance for all ages.

Project Design:

Our goal is to offer a structured and safe environment for kids of all ages. Through the past eleven years we have helped young people in our community to overcome struggles of life by offering spiritual counsel, as well as helping those dealing with depression, suicide, family problems, and drug addictions. Many today have grown into stable adults starting families and becoming grounded pillars in our community. This project will provide the space needed to accomplish these goals.

The building will be used for the following times and reasons:

1. Regular services – Sunday discipleship hour (9:30 – 10:30am), Morning worship (10:30 – 11:30am)
Sunday evening (6:00 – 7:00pm), Tuesday Youth group (6:30 - 7:00pm),
Wednesday Evening (7:00 – 8:00pm)
2. There will be occasional activities throughout the month such as: Bible Studies, Game nights,

Counseling, once a year Vacation Bible Club.

3. Occasionally it will be used for weddings, funerals, and special events.

Our building will be designated to provide a spiritual resource for anyone in our community that is seeking spiritual guidance, marital council, emotional council and a place to worship and fellowship with others. We have and will continue to work alongside our city by providing help to those who have been incarcerated, abused, victimized, or suffered great loss financially, emotionally, personally. We want to provide a stable, healthy, and safe environment for all in our community.

Property Value:

A question maybe asked, "How will this building impact the value of surrounding properties?" I think the last few years have answered that question as the main building is very appealing to those driving by and neighboring properties have increased in value around us. The structure is very "fitting" to Juneau, and we have received many compliments on the beauty of the Alaskan architectural design. The building and grounds are well maintained and bring value to all the surrounding properties.

We strive to keep peace with our neighbors and have a good relationship with them. Donations have been received from our neighboring properties, especially when they see us improving the grounds for utility. Most of the time the building will sit unused during the week, except for a few weekly events.

Noise:

Our church is very quiet, there are no bells or P.A. systems, or loud music used externally. Internally the church building will be used for preaching, congregational singing, discipleship, and youth activities. We have and will continue to keep our place peaceful respecting our adjoining neighbors.

Traffic:

Plans were submitted in 2013 for traffic flow and times. Most traffic will be Sunday mornings which account for about 30 vehicles coming in around 10:00am and departing around 12:00pm. Wednesday night there will be approximately 15 vehicles coming and leaving an hour later around 7:00pm. time. There will be vehicles throughout the week in and out, but on a very limited basis, due to some special function or youth activity.

Conclusion:

We are asking the City of Juneau to consider granting us a "Conditional Use Permit" located on 4395 Riverside Drive, Riverview Acres Lot 14A. We look forward to working with the city in development of this property to bring a service to our community, one which will benefit the people

Respectfully Submitted,

Rev. Dean Blood,



Riverside Baptist Church

Bethany Baptist Church
8493 Forest Lane
P. O. Box 32897
Juneau, AK 99803

November 01, 2012

Dear City Borough of Juneau,

I am writing this letter regarding a "Conditional Use Permit" {49.15.330}. Upon our per-application meeting held on Aug. 22th. 2012, some questions were asked of us to comment on regarding certain areas of clarification. I hope that this letter satisfies the committee's concerns and that the supporting data provides a visualization of our response.

Project Site:

The site on Riverside Drive, Riverview Acres Lot 14A, was purchased in March of 2002 for the purpose of developing a church building for Bethany Baptist Church. The site, at this present time, is large gravel lot with some shrub overgrowth. Years ago the site was once used as a gravel pit providing materials to construct road surfaces. Since then approximately 10,000 cubic yards of clean fill has been brought in to bring the land up to developable conditions. We are looking to erect a church building that will provide Biblical guidance and beautification to the community. The building concept plans are enclosed in this narrative, which I hope you see will bring ascetics, value and usefulness to the community. Our plan is to construct a 3,500 sq. ft. single story building, with a parking capacity of 30 spaces (city required plus some). Our goal is to be an outreach and help in the community, providing support and help to Juneau.

We ask for your approval of a "conditional use permit" so that we can build a church building on our Riverside property. Over the past twenty years Bethany Baptist Church has helped many families in this community find hope and help, and we look forward to expanding this ministry on Riverside Drive.

Project Design:

It is our goal at Bethany Baptist Church to organize and build a place of worship for those who desire to learn about God's Word. It is also our goal to offer spiritual guidance to those in our community who are struggling in life's battles.

The church building will be used for the following reasons:

- 1. Regular services. Sundays: Sunday school 9:30a.m.; Morning worship 10:45a.m.;
Evening service 6:00p.m.
Wednesdays: Bible study, Youth Group 7:00p.m. to 8:00p.m.

2. Once a year we hold a Vacation Bible School program for five days and invite the neighborhood kids in for a time of Bible stories, games & snacks. (In the month of July)

3. We, on occasion when needed, hold funeral services, wedding ceremonies, and special events.

The church building will be designed to provide a spiritual rescores for those in our community. Several families have already ~~have~~ called upon us for help either financially, spiritually, relationally, emotionally, and physically over the past several years. We consider it a privilege to serve Juneau in these areas of life. Our goal is to see God glorified, families' reunited, healthy relationships established, and kids trained to become upstanding leaders in our community.

Our involvement within the community also entails helping those who are struggling with life's addictions in relation to drugs or alcoholism. We have provided support to those who have had run-ins with the local law enforcement, plus guide several youth who have had behavioral problems. We enjoy working alongside the state, hospital and prison facilities in the areas of rehabilitation, counseling and community service mandates. Our purpose is to help those who are less fortunate get a grip on life and get back on track to becoming upright citizens of Juneau.

Public Health & Safety:

A church should always contribute to the health and safety of a community and we have done just that over the past twenty years. Many individuals have come and gone from our doors a changed person. Whether it is from the ringing of wedding bells when a couple is joined together in holy matrimony or the reading of one's final epithet, we (as a church) should be there for our community.

Our primary purpose in the community is not to just see people helped temporarily, but it is to introduce them to the creator of the universe, so that they may accept Him as their personal Savior. We find it our duty to be a servant to our community, providing those with free biblical guidance that will help them conquer or overcome life's problems, as well as prepare them eternally.

We provide many services to the community, which often entail the use of our facility resources.

1. **Counseling:** To those who are struggling with: Marriage, Drug/Alcohol addiction, Sickness, Loss of Spouse or Child, Job stress, Finances, and the list goes on.
2. **Bible Studies/Services:** Ladies groups, Men's groups, Children's groups, Youth Camp, Retirement Home services.
3. **Support:** To those who have been arrested for crimes, the homeless, abused and victimized.

As we serve people our desire is to provide a place and the service that will be healthy to our community and offer a haven of safety to individuals in Juneau. At this time we are meeting in a school building until we can build a regular church building on Riverside Drive.

Property Value:

The question has been asked, "What kind of impact would this building have upon the value of surrounding properties". The construction of the building will add value to the neighborhood. We are designing a building that "fits" Juneau's natural beauty and the subdivision surrounding it. We are spending considerable time and finances to make it eye-appealing and welcoming. The building and grounds will be well maintained in such a way that it reflects a positive appeal to those in the area and to those who pass by.

We strive to keep peace within the neighborhood and will use and maintain the property in such a way that it keeps a positive relationship with in the community. The church building will remain unused for most of the time during the week, which is far less usage then if it were a typical business or household. The Pastor's study is at his own residence, which means that the building remains quiet, without traffic throughout the week except for regular service times and special events.

Noise:

This is a church and there will not be a bell up or have a P.A. system set up outside. Our aim is to remain quiet and unnoticed by any neighboring property. Inside we will have a sound system for speaking and special music, but we will not be holding any concerts of any kind. The main reason for our sound system will be for the hearing impaired. During vacation Bible school for a few days of the year we will have kids playing outdoor games, but they will be well supervised.

At service time, everyone is to remain quiet except for those who are teaching. We do have a piano and sing for about twenty minutes each week, but the music would be no louder than that of someone's stereo system playing at a normal volume inside their home. The greatest "noise" concern would be when the people are talking together as they leave to go home. We do monitor the kids and expect them to respect the property and not mistreat it or tear around on it when they are there.

Traffic:

We have submitted a layout of our parking and circulation plans. This layout provides far more parking than what we intend to use. The number of cars coming and going will only be for services on Sundays and Wednesday evening, they will all be arriving at the same time and leaving the same. At this time we have approximately 15 cars coming for services, at full capacity there will be no more than 30 vehicles. Traffic will be at a minimum due to our usage of the building.

Water Drainage:


There is a drainage system already installed on the property and will keep all water from flowing onto neighboring properties. Plot layout shows the location and path of drainage. The property has ample space for snow storage and melt. We will submit a storage site for snow if City requests one.

Conclusion:

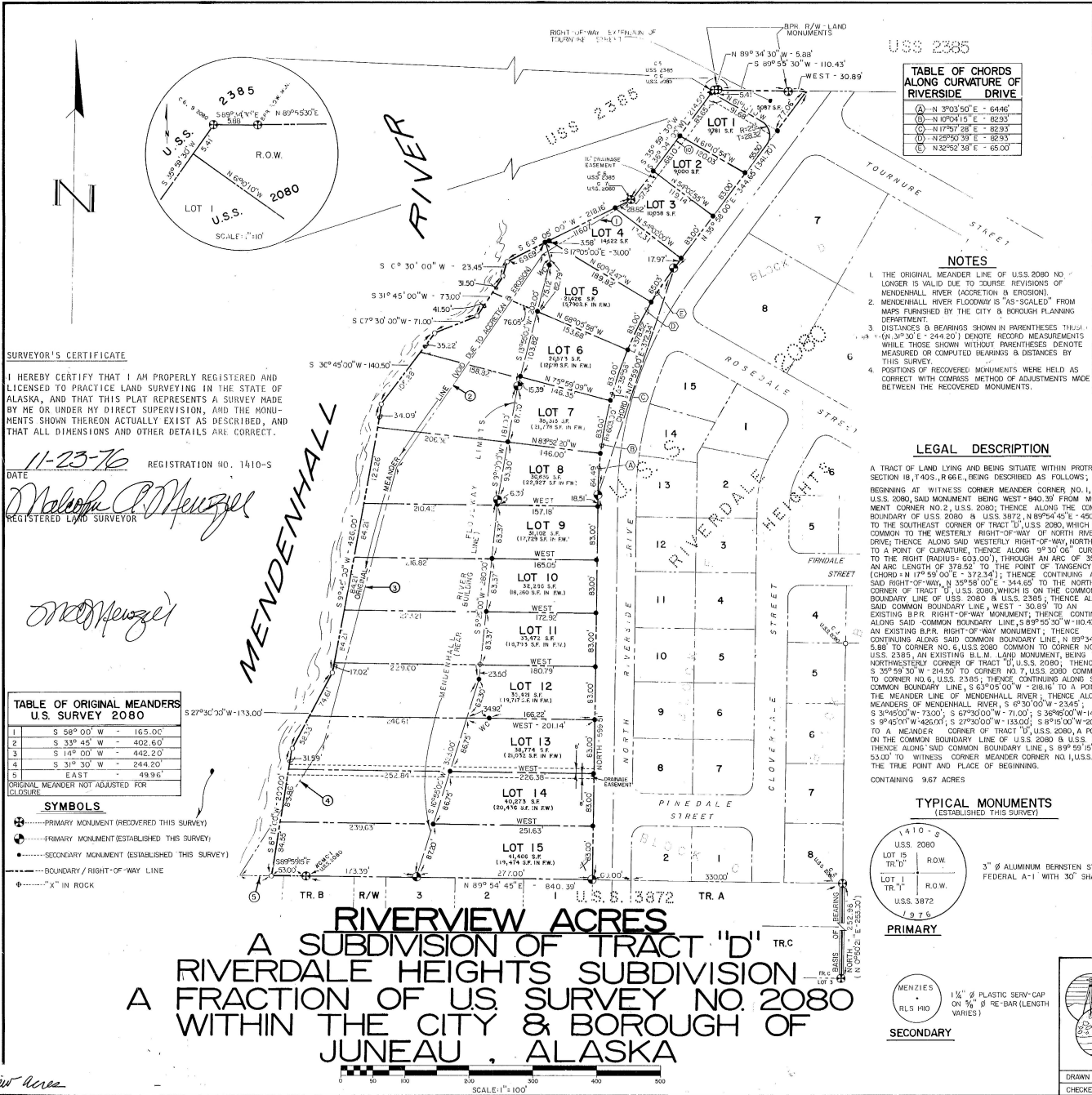
I ask that the City of Juneau consider granting us a Conditional Use Permit located on, Riverside Drive, Riverview Acres Lot 14A. We are looking forward to working with the city in the development of this property and trust that it will be a great benefit to the city and community.

Thank you for your time in considering our proposal of a Conditional Use Permit.

Respectfully Submitted;
Bethany Baptist Church


Rev. Dean C. Blood
{Missionary/Pastor}

1975-X-004 00717



SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA, AND THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, AND THE MONUMENTS SHOWN THEREON ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT.

DATE 11-23-76 REGISTRATION NO. 1410-S

M. A. J.
REGISTERED LAND SURVEYOR

M. A. J.

TABLE OF ORIGINAL MEANDERS U.S. SURVEY 2080

1	S 58° 00' W - 165.00'
2	S 33° 45' W - 402.60'
3	S 14° 00' W - 442.20'
4	S 31° 30' W - 244.20'
5	EAST - 493.6'

- SYMBOLS**
- PRIMARY MONUMENT (RECOVERED THIS SURVEY)
 - PRIMARY MONUMENT (ESTABLISHED THIS SURVEY)
 - SECONDARY MONUMENT (ESTABLISHED THIS SURVEY)
 - BOUNDARY / RIGHT-OF-WAY LINE
 - ⊕ "X" IN ROCK

Riverview Acres

TABLE OF CHORDS ALONG CURVATURE OF RIVERSIDE DRIVE

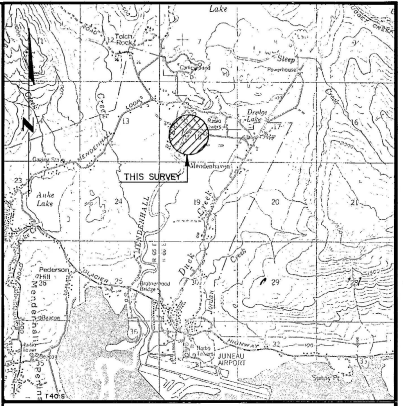
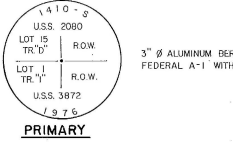
1	N 3° 03' 30" E - 64.46'
2	N 1° 07' 15" E - 62.93'
3	N 1° 47' 28" E - 62.93'
4	N 2° 50' 39" E - 62.93'
5	N 3° 52' 38" E - 65.00'

- NOTES**
1. THE ORIGINAL MEANDER LINE OF U.S.S. 2080 NOW LONGER IS VALID DUE TO COURSE REVISIONS OF MENDENHALL RIVER (ACCRETION & EROSION).
 2. MENDENHALL RIVER FLOODWAY IS "AS-SCALED" FROM MAPS FURNISHED BY THE CITY & BOROUGH PLANNING DEPARTMENT.
 3. DISTANCES & BEARINGS SHOWN IN PARENTHESES THROUGHOUT (N 3° 30' E - 244.20') DENOTE RECORD MEASUREMENTS WHILE THOSE SHOWN WITHOUT PARENTHESES DENOTE MEASURED OR COMPUTED BEARINGS & DISTANCES BY THIS SURVEY.
 4. POSITIONS OF RECOVERED MONUMENTS WERE HELD AS CORRECT WITH COMPASS METHOD OF ADJUSTMENTS MADE BETWEEN THE RECOVERED MONUMENTS.

LEGAL DESCRIPTION

A TRACT OF LAND LYING AND BEING SITUATE WITHIN PROTRACTED SECTION 18, T.40S, R.66E, BEING DESCRIBED AS FOLLOWS:
 BEGINNING AT WITNESS CORNER MEANDER CORNER NO. 1, U.S.S. 2080, SAID MONUMENT BEING WEST 940.30' FROM MONUMENT CORNER NO. 2, U.S.S. 2080; THENCE ALONG THE COMMON BOUNDARY OF U.S.S. 2080 & U.S.S. 3872, N 89° 54' 45" E - 400.39' TO THE SOUTHWEST CORNER OF TRACT "D", U.S.S. 2080, WHICH IS COMMON TO THE WESTERLY RIGHT-OF-WAY OF NORTH RIVERSIDE DRIVE; THENCE ALONG SAID WESTERLY RIGHT-OF-WAY, NORTH - 598.8' TO A POINT OF CURVATURE; THENCE ALONG 99° 05' CURVE TO THE RIGHT (RADIUS: 603.00'), THROUGH AN ARC OF 35° 58' 00" AN ARC LENGTH OF 378.82' TO THE POINT OF TANGENCY (CORNER NO. 11, U.S.S. 2080 & U.S.S. 3872); THENCE CONTINUING ALONG SAID RIGHT-OF-WAY, N 35° 58' 00" E - 344.65' TO THE NORTHEAST CORNER OF TRACT "D", U.S.S. 2080, WHICH IS ON THE COMMON BOUNDARY LINE OF U.S.S. 2080 & U.S.S. 2385; THENCE ALONG SAID COMMON BOUNDARY LINE, WEST - 30.89' TO AN EXISTING B.P.R. RIGHT-OF-WAY MONUMENT; THENCE CONTINUING ALONG SAID COMMON BOUNDARY LINE, S 89° 55' 30" W - 110.43' TO AN EXISTING B.P.R. RIGHT-OF-WAY MONUMENT; THENCE CONTINUING ALONG SAID COMMON BOUNDARY LINE, N 89° 54' 30" W - 5.88' TO CORNER NO. 6, U.S.S. 2080 COMMON TO CORNER NO. 5, U.S.S. 2385, AN EXISTING B.L.M. LEAD MONUMENT, BEING THE NORTHWESTERLY CORNER OF TRACT "U", U.S.S. 2080; THENCE S 35° 59' 30" W - 244.50' TO CORNER NO. 7, U.S.S. 2080 COMMON TO CORNER NO. 6, U.S.S. 2385; THENCE CONTINUING ALONG SAID COMMON BOUNDARY LINE, N 6° 30' 00" W - 218.16' TO A POINT ON THE BOUNDARY LINE OF MENDENHALL RIVER; THENCE ALONG MEANDERS OF MENDENHALL RIVER, S 6° 30' 00" W - 234.5'; S 3° 45' 00" W - 73.00'; S 67° 30' 00" W - 71.00'; S 36° 45' 00" W - 140.50'; S 9° 45' 00" W - 460.00'; S 27° 30' 00" W - 133.00'; S 8° 15' 00" W - 200.00' TO A MEANDER CORNER OF TRACT "D", U.S.S. 2080, A POINT ON THE COMMON BOUNDARY LINE OF U.S.S. 2080 & U.S.S. 3872; THENCE ALONG SAID COMMON BOUNDARY LINE, S 89° 59' 15" E - 830.0' TO WITNESS CORNER MEANDER CORNER NO. 1, U.S.S. 2080, THE TRUE POINT AND PLACE OF BEGINNING.
 CONTAINING 9.67 ACRES

TYPICAL MONUMENTS
(ESTABLISHED THIS SURVEY)



VICINITY MAP
 SOURCE: U.S.G.S. QUADRANGLE JUNEAU 8-2
 JUNEAU, ALASKA
 SCALE = 1" = 63,360'
 DATE: 1962 REV: 1966

STATEMENT OF OWNERSHIP

I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I (WE) HEREBY ADOPT THIS PLAT OF SUBDIVISION WITH MY (OUR) FREE CONSENT, AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED:

DATE Nov 23, 1976
M. A. J. SURVEYOR
J. M. Johnson OWNER
Shirley A. Haddock WITNESS
M. W. Williamson OWNER

NOTARY ACKNOWLEDGEMENT

Dorance S. Johnson
 STATE OF ALASKA
 Florence E. Johnson
 NOTARY PUBLIC

CERTIFICATION OF APPROVAL BY THE BOARD

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF JUNEAU, ALASKA AND THAT SAID PLAT HAS BEEN APPROVED BY THE PLATTING BOARD BY PLAT RESOLUTION NO. 479 DATED March 8, 1976 AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT RECORDING OFFICE, JUNEAU, ALASKA.

DATED May 2, 1977
Robert H. Smith
 CHAIRMAN
 CITY AND BOROUGH OF JUNEAU
 PLATTING BOARD

ATTEST:

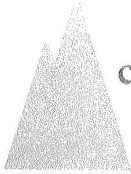
M. A. J.
 CLERK
 CITY AND BOROUGH OF JUNEAU
 PLATTING BOARD

Riverview Acres
 CONSULTANTS, INC.
 JUNEAU AND BRIDGE PARKS

RIVerview ACRES; A SUBDIVISION OF TRACT "D", RIVERDALE HEIGHTS SUBDIVISION A FRACTION OF U.S. SURVEY NO. 2080 WITHIN THE CITY & BOROUGH OF JUNEAU, ALASKA

DRAWN BY: M.A.J. DATE: 11/10/75 PROJECT NO. 537058
 CHECKED BY: M.A.M. SCALE: 1" = 100' SHEET 1 OF 1

2004-44
Juneau



**CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY**

**CERTIFICATION OF PAYMENT OF TAXES
AND SPECIAL ASSESSMENTS**

I, the undersigned, being duly appointed, qualified Treasurer for the City and Borough of Juneau, First Federal District, State of Alaska, do hereby certify that, according to the records of the City and Borough of Juneau, the following described property is carried on the tax records in the name of:

Jeffry & Ann Lind

Current Owner
Van Vleit's Landing L2

Description
5-B25-0-146-001-3

Parcel Code Number

and that, according to the records in my possession, all taxes and special assessments assessed against said lands and in favor of the City and Borough of Juneau are paid in full; that current taxes of the year 2004, due on or before September 30, 2004, have been paid.

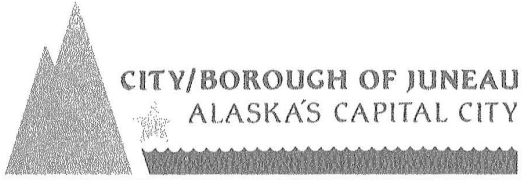
Barbara J. Rolfe

 Barbara J. Rolfe, Treasurer

October 22, 2004

 Date

2004-44
Juneau



CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

**CERTIFICATION OF PAYMENT OF TAXES
AND SPECIAL ASSESSMENTS**

I, the undersigned, being duly appointed, qualified Treasurer for the City and Borough of Juneau, First Federal District, State of Alaska, do hereby certify that, according to the records of the City and Borough of Juneau, the following described property is carried on the tax records in the name of:

Bethany Baptist Church

 Current Owner

Riverview Acres L 15

 Description

5-B25-0-151-001-0

 Parcel Code Number

and that, according to the records in my possession, all taxes and special assessments assessed against said lands and in favor of the City and Borough of Juneau are paid in full; that current taxes of the year 2004, due on or before September 30, 2004, have been paid.

Barbara J. Rolfe

 Barbara J. Rolfe, Treasurer

October 22, 2004

 Date

CERTIFICATE OF OWNERSHIP:

WE HEREBY CERTIFY THAT WE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ADOPT AND CONVEY THIS PLAT OF SUBDIVISION WITH OUR FREE CONSENT AND DELIGHT. ALL STREETS, ALLEYS, WALKS, DRIVES AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED, AND THAT WE HEREBY ADOPT AND CONVEY THIS FILING OF THE PLAT WITH OUR FREE CONSENT.

Date March 10, 2006

Owner: John R. Bigelow
 BETHANY BAPTIST CHURCH
 P.O. BOX 32897
 JUNEAU, ALASKA 99803

NOTARY'S ACKNOWLEDGMENTS:

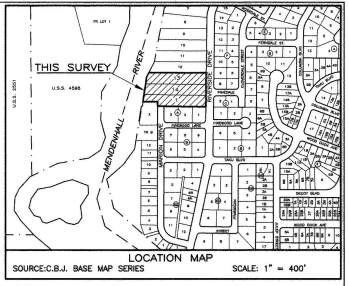
SUBSCRIBED AND SHOWN TO BEFORE ME THIS 10 DAY OF March, 2006.
 By: John R. Bigelow

Heidi L. Adams
 Notary Public for Alaska
 MY COMMISSION EXPIRES 3/14/2010
 STATE OF ALASKA
 OFFICIAL SEAL
 HEIDI L. ADAMS
 NOTARY PUBLIC
 MY COMMISSION EXPIRES 3/14/2010

OWNERS:
 BETHANY BAPTIST CHURCH
 P.O. BOX 32897
 JUNEAU, ALASKA 99803

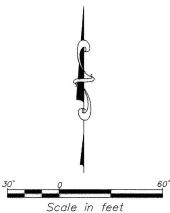
- LEGEND**
- ⊕ OLD MONUMENT RECOVERED THIS SURVEY
 - ⊙ PRIMARY MONUMENT RECOVERED THIS SURVEY AS SHOWN
 - SECONDARY MONUMENT SET THIS SURVEY BY J.W. BEAN
 - ⊙ SECONDARY MONUMENT RECOVERED THIS SURVEY BY J.W. BEAN

⊙ TYPICAL SECONDARY MON. 1-1/4" YELLOW PLASTIC CAP 3/8" REBAR, 30" LONG



CERTIFICATE OF APPROVAL
 I HEREBY CERTIFY THAT THE PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH TITLE 4 COMMUNITY DEVELOPMENT REGULATIONS AND TITLE 49 OF THE CODE OF THE CITY & BOROUGH OF JUNEAU AND IS APPROVED BY THE CITY AND BOROUGH OF JUNEAU DEPARTMENT OF COMMUNITY DEVELOPMENT FOR RECORDING IN THE OFFICE OF THE JUNEAU RECORDING DISTRICT, JUNEAU, ALASKA.

Dated: March 10, 2006.
 Attest: Dale Rowland
 Director
 City & Borough of Juneau
 Department of Community Development



2006-17
 JUNEAU RECORD
 DATE April 6, 2006
 TIME 10:52 AM
 REQUESTED BY CRJ
 A63389

CERTIFICATE OF REGISTERED LAND SURVEYOR

I HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR REGISTERED IN THE STATE OF ALASKA, AND THAT THIS PLAT REPRESENTS THE SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, THAT THE ACCURACY OF THE SURVEY IS WITHIN THE LIMITS REQUIRED BY TITLE 4 COMMUNITY DEVELOPMENT REGULATIONS AND TITLE 49 OF THE CODE OF THE CITY AND BOROUGH OF JUNEAU, THAT ALL COMPARISONAL AND RELATIVE BEARINGS ARE CORRECT AND THAT MONUMENTS ARE SET IN PLACE AND NOTED UPON THIS PLAT AS PRESENTED.

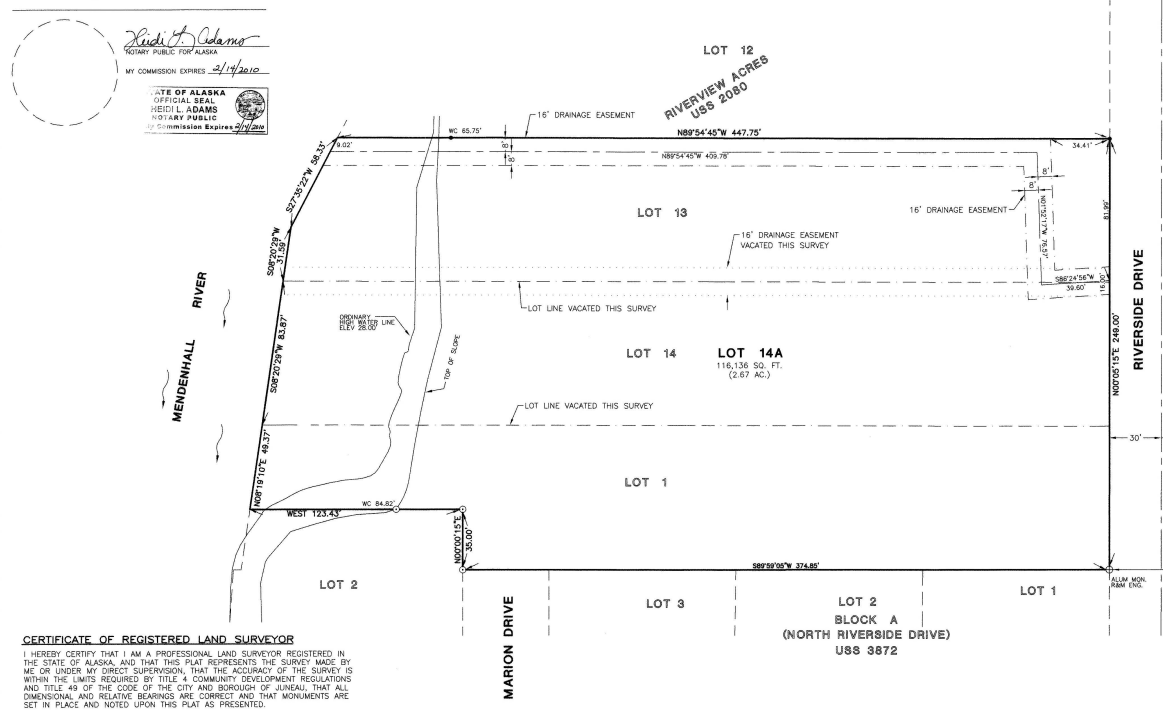
Date 12-27-05



DRAWN BY: GDM Graphics
CHECKED BY: J.W.B.
DRAWING DATE: 12-28-2005
FIELD BOOK:
SCALE: 1"=30'
JOB NO.: 8027A-BIGELOW-LOT14A
GRID:

J.W. BEAN INC.
 PROFESSIONAL SURVEYOR
 1019-A NASTIC CIRCLE
 JUNEAU - ALASKA
 (907) 788-0500
 SURVEYOR - PLANNER

- GENERAL NOTES:**
1. THE ERROR OF CLOSURE OF THIS SURVEY DOES NOT EXCEED 1:5000.
 2. ALL BEARINGS SHOWN ARE TRUE BEARINGS AS ORIENTED TO THE BASIS OF BEARING AND THE DISTANCES SHOWN ARE REDUCED TO HORIZONTAL FIELD DISTANCES.
 3. RECORDED BEARINGS AND DISTANCES ARE SHOWN ENCLOSED IN PARENTHESES; MEASURED BEARINGS AND/OR DISTANCES ARE SHOWN WITHOUT PARENTHESES.



A PLAT OF LOT 14A, RIVERVIEW ACRES A RE-PLAT OF LOTS 13 & 14, RIVERVIEW ACRES, AND LOT 1, LINDS OASIS, WITHIN U.S. SURVEY NO. 2080 JUNEAU RECORDING DISTRICT CITY & BOROUGH OF JUNEAU, ALASKA

Juneau 2006-11



CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

CERTIFICATION OF PAYMENT OF TAXES

I, the undersigned, being duly appointed, qualified Deputy Treasurer for the City and Borough of Juneau, First Federal District, State of Alaska, do hereby certify that, according to the records of the City and Borough of Juneau, the following described property is carried on the tax records in the name of:

BETHANY BAPTIST CHURCH

Current Owner

LIND'S OASIS L 1

Description

5-B25-0-151-001-1

Parcel Code Number

and that, according to the records in my possession, all taxes and special assessments assessed against said lands and in favor of the City and Borough of Juneau are paid in full; that current taxes of the year 2005, due on or before September 30, 2005, have been paid.

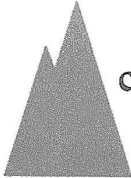
Calvin L. Kubota, Deputy Treasurer

March 15, 2006

Date

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

Juneau 2006-11



CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

CERTIFICATION OF PAYMENT OF TAXES

I, the undersigned, being duly appointed, qualified Deputy Treasurer for the City and Borough of Juneau, First Federal District, State of Alaska, do hereby certify that, according to the records of the City and Borough of Juneau, the following described property is carried on the tax records in the name of:

BETHANY BAPTIST CHURCH
 Current Owner

RIVERVIEW ACRES L 13
 Description

5-B25-0-151-003-0
 Parcel Code Number

and that, according to the records in my possession, all taxes and special assessments assessed against said lands and in favor of the City and Borough of Juneau are paid in full; that current taxes of the year 2005, due on or before September 30, 2005, have been paid.

Calvin L. Kubota
 Calvin L. Kubota, Deputy Treasurer

March 15, 2006
 Date

Juneau 2006-17



**CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY**

CERTIFICATION OF PAYMENT OF TAXES

I, the undersigned, being duly appointed, qualified Deputy Treasurer for the City and Borough of Juneau, First Federal District, State of Alaska, do hereby certify that, according to the records of the City and Borough of Juneau, the following described property is carried on the tax records in the name of:

BETHANY BAPTIST CHURCH

Current Owner

RIVERVIEW ACRES L 14

Description

5-B25-0-151-002-0

Parcel Code Number

and that, according to the records in my possession, all taxes and special assessments assessed against said lands and in favor of the City and Borough of Juneau are paid in full; that current taxes of the year 2005, due on or before September 30, 2005, have been paid.

Calvin L. Kubota, Deputy Treasurer

March 15, 2006

Date

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

Juneau 2006-17

JUNEAU RECORDING DISTRICT NOTICE OF MINOR LOT CONSOLIDATION

The property formerly described as: Riverview Acres Lots 13 E, N, Lot 1 Linda Osis

[Original legal description of lots that have been consolidated]

has been consolidated into one lot, tract, or parcel, described as:

Lot 14A, Riverview Acres

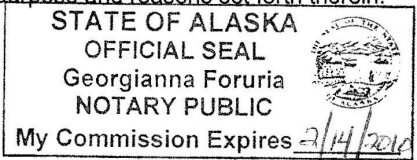
[New legal description of the lot, tract, or parcel]

Dated this 28 day of MARCH, 2006.

John Bigelow
[Notarized Signature of Owner(s) of the above described new lot, tract, or parcel]

STATE OF ALASKA)
FIRST JUDICIAL DISTRICT) :ss.

THIS IS TO CERTIFY that on the 28th day of MARCH, 2006, before me, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared JOHN BIGELOW and _____, to me known and known to me to be the person(s) whose names are subscribed to the foregoing instrument freely and voluntarily for the stated purpose and reasons set forth therein.



Georgianna Foruria
Notary Public in Alaska;
My commission expires 2/14/2010

I hereby certify that the legal description shown hereon has been found to comply with Title 4 Community Development Regulations and Title 49 Land Use Code of the City and Borough of Juneau and is approved by the City and Borough of Juneau Department of Community Development for recording in the office of the Juneau Recording District, Juneau, Alaska.

Attest:

Dated _____, 20____

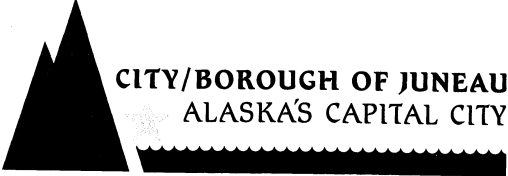
City Clerk,
City and Borough of Juneau

Director, Community Development Department
City and Borough of Juneau

File No.: SUB 2004-00050

After recording return to:
CBJ-Community Development Department
155 South Seward Street
Juneau, Alaska 99801

I:\Forms\planform\lotconsform2003
Revised 04/10/2003



CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

PLANNING COMMISSION
NOTICE OF DECISION

Date: January 10, 2013
File No.: USE2012 0021

Bethany Baptist Church
PO Box 032897
Juneau AK 99803

Application For: Construct a 3,500 square foot church
Legal Description: Riverview Acres Lot 14A
Property Address: Riverside Drive
Parcel Code No.: 5-B25-0-151-002-1
Hearing Date: January 8, 2013

The Planning Commission, at its regular public meeting, adopted the analysis and findings listed in the attached memorandum dated January 4, 2013, and approved the construction of a 3,500 square foot church to be conducted as described in the project description and project drawings submitted with the application and with the following conditions:

1. Prior to issuance of a 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 designed and located to minimize offsite glare. Approval of the plan shall be at the discretion of the Community Development Department.
2. Prior to the final certificate of occupancy, the applicant will install a 6-foot, sight-obscuring fence, or plant trees that are a minimum of 6 feet high at sufficient intervals so as to block glare from headlights along the northern property line adjacent to the parking area where the fence will be within 20' of the travel way of Riverside Drive, it can only be 4' high per CBJ § 49.25.430 (4)(L).
3. In addition to the landscaped areas shown on the site plan submitted with the project application, an additional 34,892 square feet of vegetative cover (at a minimum) shall be provided, and shown on a site plan reviewed and approved by CDD staff prior to issuance of a building permit for the proposed structure.

Attachments: January 4, 2013, memorandum from Beth McKibben, Community Development, to the CBJ Planning Commission regarding USE2012 0021.

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.

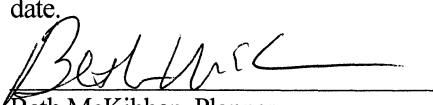
This Notice of Decision constitutes a final decision of the CBJ Planning Commission. Appeals must be brought to the CBJ Assembly in accordance with CBJ §01.50.030. Appeals must be filed by 4:30 P.M. on the day twenty days from the date the decision is filed with the City Clerk, pursuant to CBJ §01.50.030

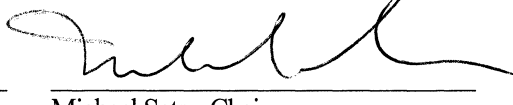
155 So. Seward Street, Juneau, Alaska 99801-1397

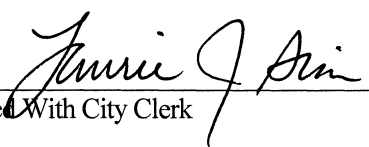
Applicant
File No.: USE2012 0021
January 10, 2013
Page 2 of 2

(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, January 8, 2013.
Expiration Date: The permit will expire 18 months after the effective date, or **July 8, 2014**, if no Building Permit has been issued and substantial construction progress has not been made in accordance with the plans for which the development permit was authorized. Application for permit extension must be submitted thirty days prior to the expiration date.

Project Planner: 
Beth McKibben, Planner
Community Development Department

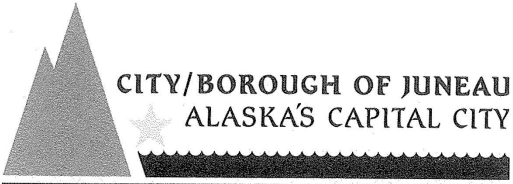

Michael Satre, Chair
Planning Commission


Filed With City Clerk

1/14/13
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.



**PLANNING COMMISSION
NOTICE OF DECISION**

Date: April 24, 2013
File No.: USE2013 0009

Bethany Baptist Church
PO Box 32897
Juneau, AK 99803

- Application For: Temporary placement of a 5th wheel trailer on-site as a caretaker residence during construction of a new church.
- Legal Description: Riverview Acres Lot 14A
- Property Address: 4395 Riverside Drive
- Parcel Code No.: 5-B25-0-151-002-1
- Hearing Date: April 23, 2013

The Planning Commission, at its regular public meeting, adopted the analysis and findings listed in the attached memorandum dated April 23, 2013, and approved the conditional use permit for temporary placement of a fifth wheel trailer on-site as a caretaker residence during construction of a new church to be conducted as described in the project description and project drawings submitted with the application and with the following condition:

1. The fifth wheel trailer, used as a caretaker residence, shall be removed prior to issuance of a Certificate of Occupancy or Temporary Certificate of Occupancy for the church.

Attachments: April 16, 2013, memorandum from Jonathan Lange, Community Development, to the CBJ Planning Commission regarding USE2013 0009.

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, April 23, 2013.
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155 So. Seward Street, Juneau, Alaska 99801-1397

Bethany Baptist Church
File No.: USE2013 0009
April 24, 2013
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Project Planner: Jonathan Lange
Jonathan Lange, Planner
Community Development Department

Dennis Watson
Dennis Watson, Vice Chair
Planning Commission

Janice J. Stein 4/24/13
Filed With City Clerk Date

cc: Plan Review


NOTE: The Americans with Disabilities Act (ADA) is a federal civil rights law that may affect this 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.

MEMORANDUM

CITY/BOROUGH OF JUNEAU
155 South Seward Street, Juneau, Alaska 99801

DATE: April 16, 2013

TO: Planning Commission

FROM: Jonathan Lange, Planner 
Community Development Department

FILE NO.: USE2013 0009

PROPOSAL: Place temporary 5th wheel trailer on site as caretaker residence during construction of new church.

GENERAL INFORMATION

Applicant: Bethany Baptist Church, Reverend Dean C. Blood

Property Owner: Bethany Baptist Church

Property Address: 4395 Riverside Drive

Legal Description: Riverview Acres Lot 14A

Parcel Code Number: 5-B25-0-151-002-1

Site Size: 2.67 acres or 116,136 square feet

Comprehensive Plan Future Land Use Designation: MDR – Medium Density Residential

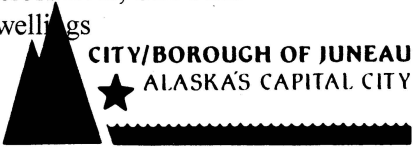
Zoning: D-15

Utilities: City water and sewer.

Access: Riverside Drive

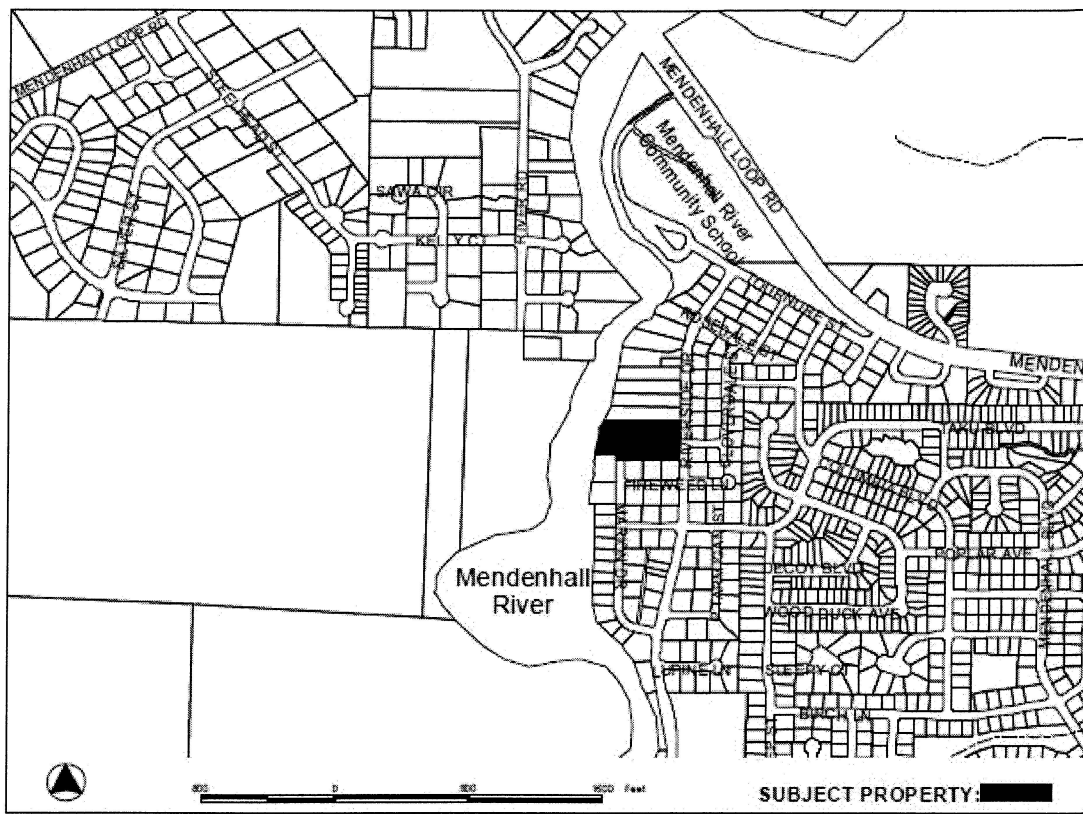
Existing Land Use: Vacant

Surrounding Land Use: North - D-15, Vacant
South - D-5, 3 Single-family dwellings and a Duplex
East - Mendenhall River; D-1 across river, CBJ Park
West - D-15, 2 Single-family dwellings



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Vicinity Map



ATTACHMENTS

- Attachment A – Notice of Public Hearing
- Attachment B – Conditional Use Permit and Development Permit Application
- Attachment C – Site Plan
- Attachment D – Pictures of Existing Site

Planning Commission
 File No.: USE2013 0009
 April 16, 2013
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PROJECT DESCRIPTION

The applicant requests a Conditional Use Permit to place a fifth wheel trailer on-site at 4395 Riverside Drive, to be a temporary caretaker residence from May 15, 2013 to October 30, 2013, during construction of the new Bethany Baptist Church. The site is currently vacant, construction is expected to begin soon and the temporary caretaker residence would be on-site as a security precaution.

A Conditional Use Permit is required per the Table of Permissible Uses in the City and Borough of Juneau's Land Use Code, CBJ 49.25.300 1.815 for a D-15 zoned lot to have a caretaker mobile home on an individual lot.

ANALYSIS

Project Site and Design - The site is located in a D-15 residential zoning district on a lot that borders the Mendenhall River and is accessed off of Riverside Drive. The lot is 116,136 square feet which far exceeds the 5,000 square foot minimum lot size for the D-15 zoning district.

The applicant has proposed to place the fifth wheel trailer at the back of the proposed construction area. See Attachment C for site plan. Usually a mobile home is used as a caretaker residence and would need to be hooked up to the city utilities, i.e. water and sewer. In this case the applicant is proposing to use a fifth wheel trailer as the caretaker residence. The fifth wheel trailer is a recreation vehicle pulled behind a truck and has a contained sewer and water system. The applicant has stated that the fifth wheel would be taken to an RV waste water disposal to dispose of the waste and water in the contained system.

Traffic, Parking, and Circulation - The parking requirement for the caretaker residence is two spaces. The site has ample space to park for the caretaker residence. The property is served by access off of Riverside Drive. The proposed project has adequate space for parking and meets the parking requirement for a caretaker residence.

Noise - The proposed caretaker residence will not generate significant noise.

Public Health or Safety - There are no anticipated public health or safety issues associated with this proposed caretaker residence.

Habitat - The lot is partially within an A flood zone with a base flood elevation of 38 feet. Please see Attachment C for the site plan. The plan shows and takes in account the mapped flood plain and the requirement for a 50 foot setback from the Mendenhall river which is an anadromous stream (per CBJ 49.70.310(a)(4)). The proposed caretaker residence is far from the flood zone and the 50 foot setback from the river.

Planning Commission
 File No.: USE2013 0009
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Property Value or Neighborhood Harmony - No available evidence indicates that the proposed caretaker residence will have a negative impact on the property value or neighborhood harmony.

Conformity with Adopted Plans – CBJ 49.65.300(3) allows for the use of a mobile home on an individual lot for a caretaker's residence within any district, with the issuance of a Conditional Use Permit.

Staff recommends the following as a condition of approval:

1. The fifth wheel trailer, used as a caretaker residence, shall be removed prior to issuance of a Certificate of Occupancy or Temporary Certificate of Occupancy for the church.

FINDINGS

CBJ §49.15.330 (e)(1), Review of Director's Determinations, states that the Planning Commission shall review the Director's report to consider:

1. Whether the application is complete;
2. Whether the proposed use is appropriate according to the Table of Permissible Uses;
and,
3. Whether the development as proposed will comply with the other requirements of this chapter.

The Commission shall adopt the Director's determination on the three items above unless it finds, by a preponderance of the evidence, that the Director's determination was in error, and states its reasoning for each finding with particularity.

CBJ §49.15.330 (f), Commission Determinations, states that even if the Commission adopts the Director's determination, it may nonetheless deny or condition the permit if it concludes, based upon its own independent review of the information submitted at the public hearing, that the development will more probably than not:

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

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 conditional use permit complete?

Yes. We find the application contains the information necessary to conduct full review of the proposed operations. The application submittal by the applicant, including the appropriate fees,

Planning Commission
File No.: USE2013 0009
April 16, 2013
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substantially conforms to the requirements of CBJ Chapter 49.15.

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

Yes. The requested permit is appropriate according to the Table of Permissible Uses. The permit is listed at CBJ §49.25.300, Section 1.815 for the D-15 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 April 12, 2013 and April 22, 2013 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, available evidence indicates 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. Based upon the preceding staff analysis, having a caretaker residence on this site during construction of the new church can provide a security measure for the site. No evidence has been found to indicate that the temporary caretaker residence would substantially decrease the value of or be out of harmony with property in the neighboring area.

To insure that the proposed temporary caretaker residence does not substantially decrease the value of or be out of harmony with the property in the neighboring area staff recommends the following condition of approval:

- 1. The fifth wheel trailer, used as a caretaker residence, shall be removed prior to issuance of a Certificate of Occupancy or Temporary Certificate of Occupancy for the church.

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

Yes. Based upon the preceding staff analysis, it is found that the proposed development is in general conformity with City and Borough of Juneau's Land Use plan.

Planning Commission
File No.: USE2013 0009
April 16, 2013
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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?

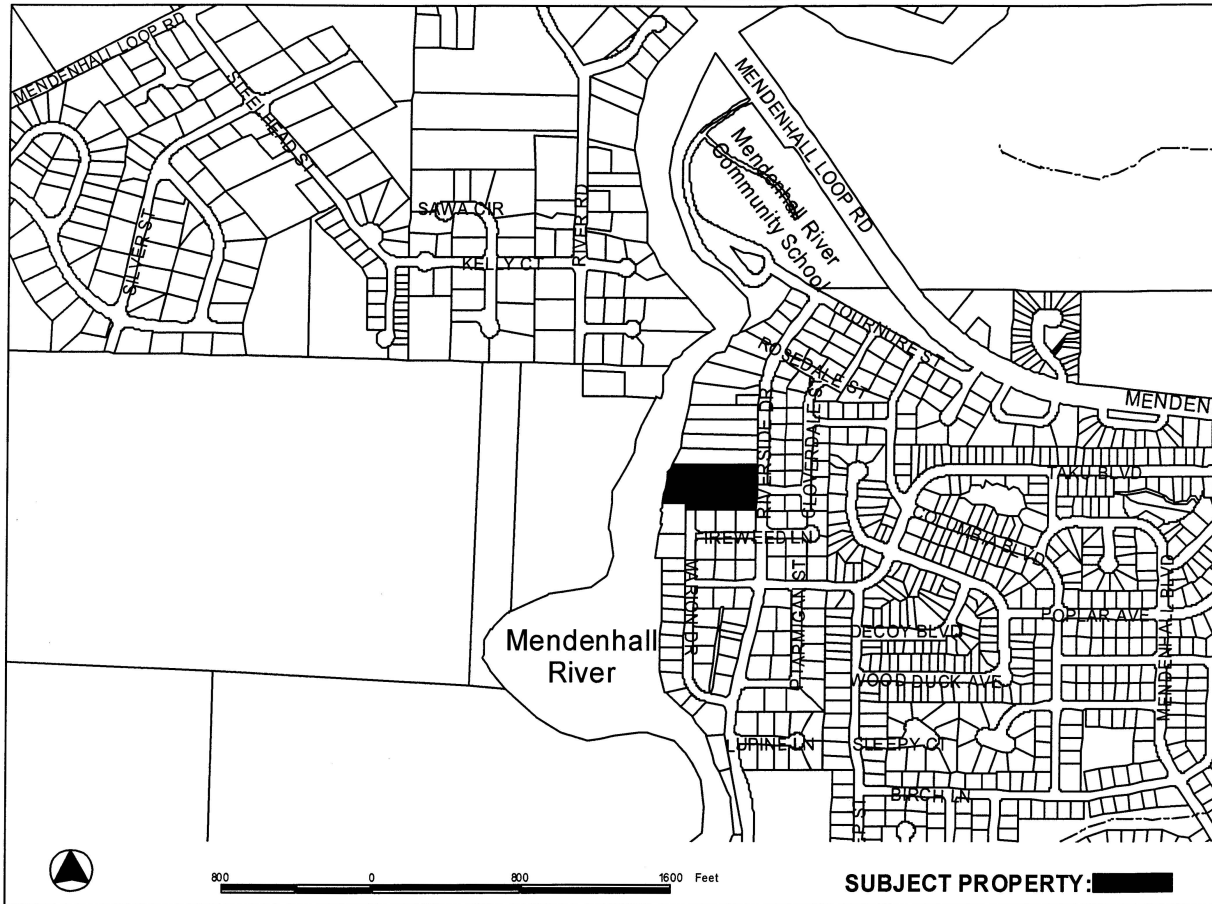
Not applicable.

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 for a caretaker residence in the D-15 zoning district, at 4395 Riverside Drive, for security measures, from May 15, 2013 through October 30, 2013. The approval is subject to the following condition:

1. The fifth wheel trailer, used as a caretaker residence, shall be removed prior to issuance of a Certificate of Occupancy or Temporary Certificate of Occupancy for the church.

NOTICE OF PUBLIC HEARING



PROPOSAL: Conditional Use Permit for a temporary 5th wheel trailer placed on site as a caretaker residence during construction of new church.

FILE NO: USE2013 0009	APPLICANT: BETHANY BAPTIST CHURCH
TO: Adjacent Property Owners	Property PCN: 5-B25-0-151-002-1
HEARING DATE: Apr 23, 2013	Owner: BETHANY BAPTIST CHURCH
HEARING TIME: 7:00 PM	Size: 2.67 acres
PLACE: ASSEMBLY CHAMBERS Municipal Building 155 South Seward St Juneau, Alaska 99801	Zoned: D15
	Site Address: 4395 RIVERSIDE DR
	Accessed via: RIVERSIDE DR

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 no later than 8:30 A.M. on the Wednesday preceding the Public Hearing. Materials received by this deadline are included in the information packet given to the Planning Commission a few days before the Public Hearing. Written material received after the deadline will be provided to the Planning Commission at the Public Hearing.

If you have questions, please contact Jonathan Lange at jonathan_lange@ci.juneau.ak.us or at 586-0218.

Planning Commission Agendas, Staff Reports and Meeting Results can be viewed at www.juneau.org/plancomm.

Date notice was printed: April 11, 2013

ATTACHMENT A

ALLOWABLE/CONDITIONAL USE PERMIT APPLICATION

Project Number	Project Name (15 characters)	Case Number USE20130009	Date Received 3/19/13
----------------	------------------------------	-----------------------------------	---------------------------------

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: 49.65.300(3) 49.25.300.1,815

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

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

WE WOULD LIKE TO PLACE A TEMPORARY 5TH WHEEL TRAILER ON THE JOB SITE FOR SECURITY PURPOSE. THIS IS ONLY TO BE ON SITE FROM MAY 15TH, 2013 TO OCT. 30, 2013. WE ARE REQUESTING THIS TO KEEP MATERIALS AND TOOLS SECURE WHILE WE BUILD THE STRUCTURE.

IS THIS A MODIFICATION OF AN EXISTING APPROVAL?

- NO YES - Case # _____

CURRENT USE OF LAND OR BUILDING(S): EMPTY LOT. BUT, WE ARE GOING TO START CONSTRUCTION ON PROPERTIES IN MAY 2013. OUR GOAL IS TO BE COMPLETE BY TIME SNOW FALLS IN 2013.

PROPOSED USE OF LAND OR BUILDING(S): SECURITY PURPOSE TO HAVE AN EYE ON MATERIALS AND TOOLS DURING CONSTRUCTION OF BUILDING

UTILITIES PROPOSED: WATER: Public On Site SEWER: Public On Site

SITE AND BUILDING SPECIFICS:

Total Area of Lot 116,451 square feet Total Area of Existing Structure(s) 0 square feet
 Total Area of Proposed Structure(s) N/A 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

PROJECT NARRATIVE AND SUBMITTAL CHECKLIST:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Site Plan | <input checked="" type="checkbox"/> Existing and proposed parking areas (including dimensions) and proposed traffic circulation |
| <input checked="" type="checkbox"/> Floor Plan of proposed buildings | <input checked="" type="checkbox"/> Existing Physical Features of the site (drainage, habitat, hazard areas, etc.) |
| <input checked="" type="checkbox"/> Elevation view of existing and proposed buildings | |
| <input checked="" type="checkbox"/> Proposed Vegetative Cover | |

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.

ALLOWABLE/CONDITIONAL USE FEES

Fees	Check No.	Receipt	Date
Application Fees	\$ <u>350</u>		
Admin. of Guarantee	\$ _____		
Adjustment	\$ _____		
Pub. Not. Sign Fee	\$ <u>50</u>		
Pub. Not. Sign Deposit	\$ <u>100</u>		
Total Fee	\$ <u>500</u>	<u>Credit Card CDD03394</u>	<u>3/19/13</u>

NOTE: MUST BE ACCOMPANIED BY DEVELOPMENT PERMIT APPLICATION FORM

ATTACHMENT B

DEVELOPMENT PERMIT APPLICATION

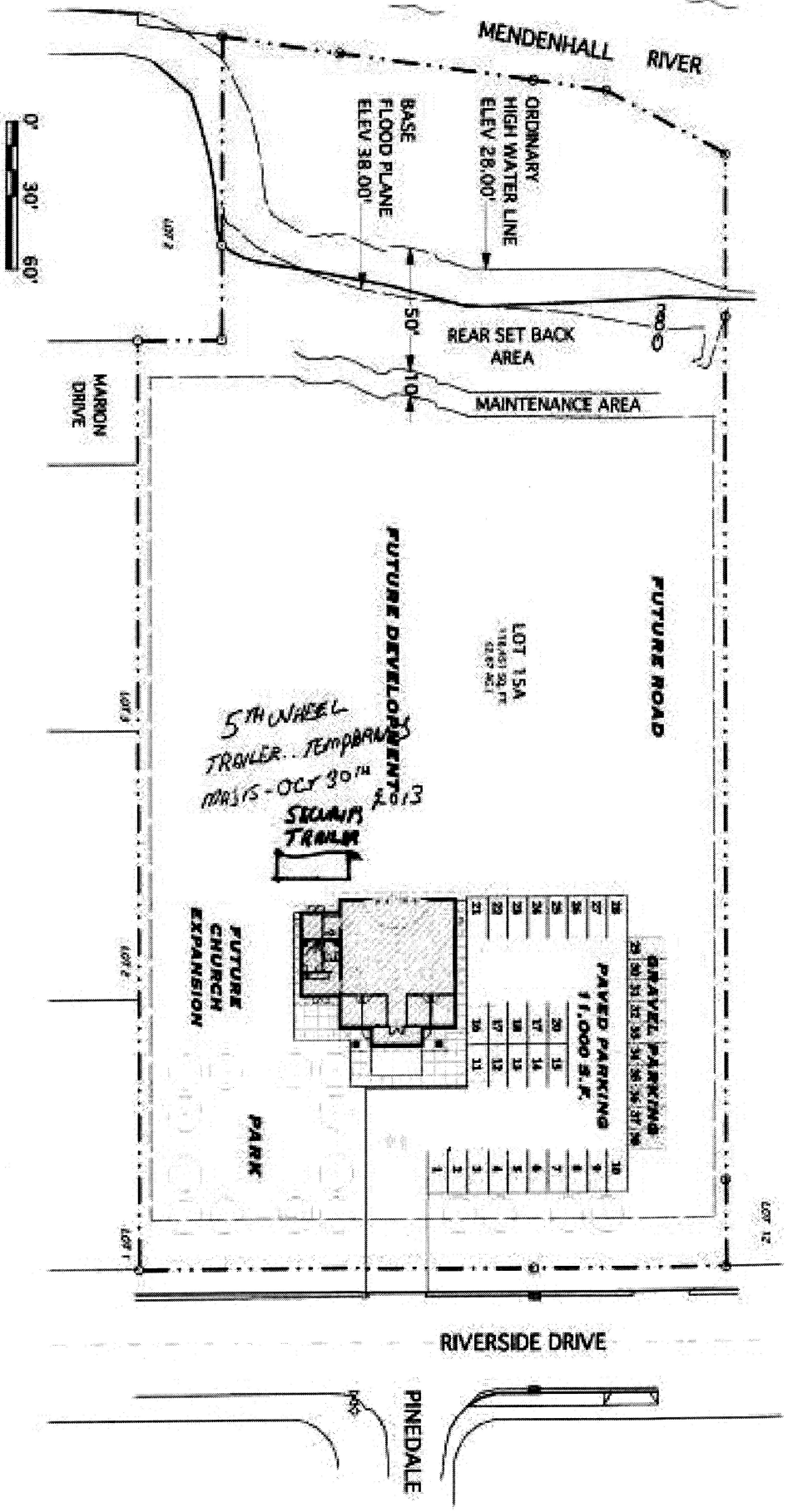
Project Number USE20130009	CITY and BOROUGH of JUNEAU	Date Received: 3/19/13
Project Name (City Staff to Assign Name)		

PROJECT / APPLICANT INFORMATION	Project Description		
	PROPERTY LOCATION		
	Street Address LOT 15A, RIVERVIEW ACRES	City/Zip JUNEAU 99801	
	Legal Description(s) of Parcel(s) (Subdivision, Survey, Block, Tract, Lot) RIVERSIDE DRIVE		
	Assessor's Parcel Number(s) 5-825-0-151-002-1		
	LANDOWNER/ LESSEE		
	Property Owner's Name BETHANY BAPTIST CHURCH	Contact Person: DEAN BLOOD	Work Phone: 360-6033
	Mailing Address P.O. BOX 32877, JUNEAU AK 99803	Home Phone: 523-7790	Fax Number:
	E-mail Address BLOODLINE@ALASKA.COM	Other Contact Phone Number(s):	
	LANDOWNER/ LESSEE CONSENT <small>***Required for Planning Permits, not needed on Building/ Engineering Permits***</small>		
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. <input checked="" type="checkbox"/> <u>REV. DEAN C. BLOOD</u> <u>3-18-13</u> Landowner/Lessee Signature Date <input type="checkbox"/> _____ _____ Landowner/Lessee Signature Date			
<small>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.</small>			
APPLICANT <small>If the same as OWNER, write "SAME" and sign and date at X below</small>			
Applicant's Name SAME	Contact Person:	Work Phone:	
Mailing Address	Home Phone:	Fax Number:	
E-mail Address	Other Contact Phone Number(s):		
<input checked="" type="checkbox"/> <u>REV. DEAN C. BLOOD</u> _____ _____ Applicant's Signature Date of Application			

STAFF APPROVALS	OFFICE USE ONLY BELOW THIS LINE				
	<input checked="" type="checkbox"/>	Permit Type Building/Grading Permit	Sign	Date Received	Application Number(s)
		City/State Project Review and City Land Action			
		Inquiry Case <small>(Fee In Lieu, Letter of ZC, Use Not Listed)</small>			
		Mining Case <small>(Small, Large, Rural, Extraction, Exploration)</small>			
		Sign Approval <small>(If more than one, fill in all applicable permit #'s)</small>			
		Subdivision <small>(Minor, Major, PUD, St. Vacation, St. Name Change)</small>			
	<input checked="" type="checkbox"/>	Use Approval (Allowable, Conditional , Cottage Housing, Mobile Home Parks, Accessory Apartment)	<input checked="" type="checkbox"/>	3/19/13	USE20130009
		Variance Case <small>(De Minimis and all other Variance case types)</small>			
		Wetlands Permits			
	Zone Change Application				
	Other <small>(Describe)</small>				
<small>***Public Notice Sign Form filled out and in the file.</small>					
Comments:				Permit Intake Initials BSL	

NOTE: DEVELOPMENT PERMIT APPLICATION FORMS MUST ACCOMPANY ALL OTHER COMMUNITY DEVELOPMENT DEPARTMENT APPLICATIONS
L:\FORMS\2010 Applications Revised November 2009

ATTACHMENT B



ATTACHMENT C

RICH CONNEEN
Architects LLC
141 B9071 588-3180
141 B9071 588-3182
rich@richconneen.com

Bethany Baptist Church ~ proposed site layout

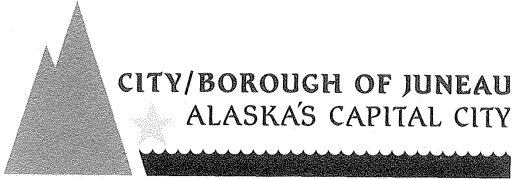
A PLAT OF
LOT 15A, RIVERVIEW ACRES
A RE-PLAT OF
LOTS 13 & 14, RIVERVIEW ACRES, AND
LOT 1, LINDS OAKS,
WITHIN U.S. SURVEY NO. 2080
JANEAU RECORDING DISTRICT
CITY & BOROUGH OF JUNEAU, ALASKA



ATTACHMENT D



ATTACHMENT D



CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

PLANNING COMMISSION
NOTICE OF DECISION

Date: April 24, 2013

File No.: USE2013 0009

Bethany Baptist Church
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Bethany Baptist Church
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Jamie J. Stein
Filed With City Clerk

4/24/13
Date

cc: Plan Review

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5460203

AK Entity #: 36794D
Date Filed: 09/30/2014
State of Alaska, DCCED



State of Alaska
Division of Corporations, Business and Professional Licensing
CORPORATIONS SECTION
PO Box 110806
Juneau, AK 99811-0806
Phone: (907) 465-2550
Fax: (907) 465-2974
Website: www.commerce.alaska.gov/occ

DO NOT STAMP ABOVE THIS BOX

Office Use Only **CORP**

RECEIVED
Juneau

SEP 30 2014

Division of Corporations, Business
and Professional Licensing

✓ 25 DA

ARTICLES OF AMENDMENT
Domestic Nonprofit Corporation
AS 10.20.181

\$25.00 Filing Fee (non-refundable)

Pursuant to Alaska Statutes 10.20.181, the undersigned corporation adopts the following amended Articles of Amendment.

ITEM 1: Name of the corporation:	Alaska Entity #:
BETHANY BAPTIST CHURCH	36794D

ITEM 2: Authorization:
Date the amendment was adopted by a majority of the board of directors, or by a majority of its members (mm/dd/yyyy format):
February 16, 2014

If adopted by the members of the corporation:

- There are members entitled to vote on the amendment; a quorum was present at the meeting and the amendment received at least two-thirds of the vote, which members present at the meetings or represented by proxy were entitled to cast.
- The amendment was adopted by consent in writing signed by all members entitled to vote with respect to the amendment.

If adopted by the Board of Directors:

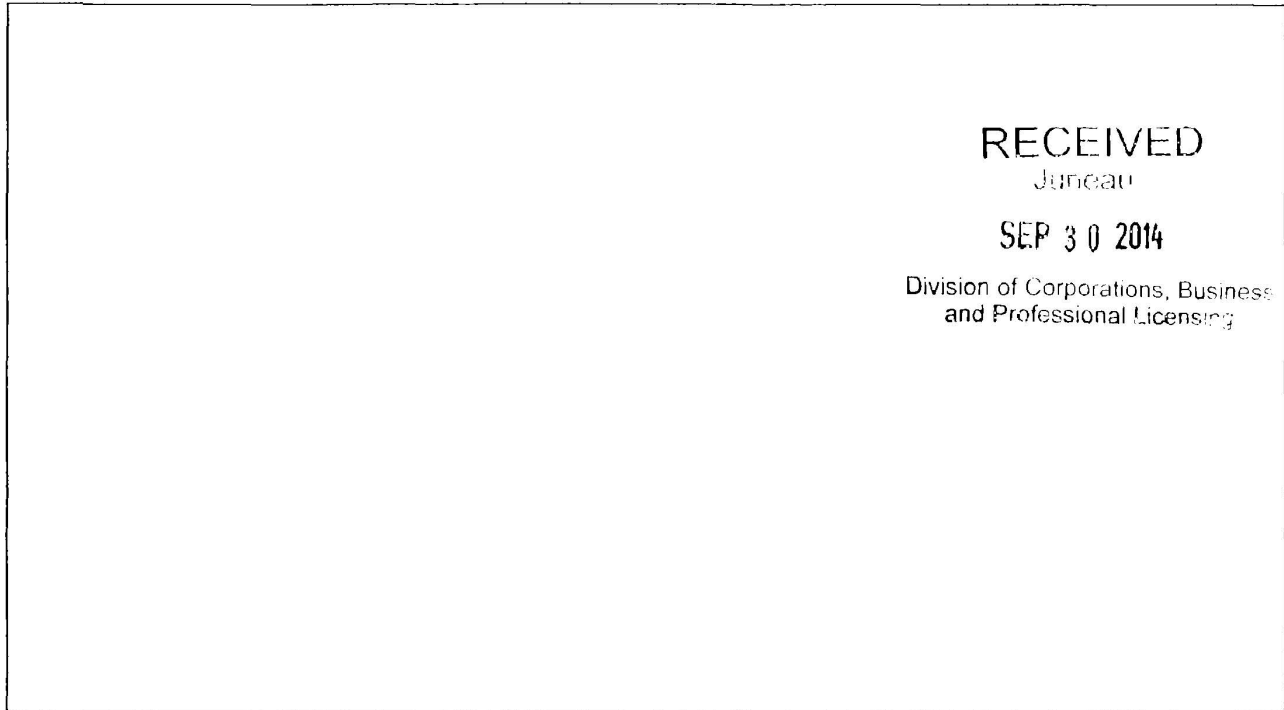
- There are no members and the amendment received the vote of a majority of the directors in office.
- There are no members entitled to vote and the amendment received the vote of a majority of the directors in office.

ITEM 3: List each article number being amended, and the amended article in full. Any article being changed is considered an amendment; this includes deletions, edits, corrections, or renumbering of the articles. Verify with previous Articles of Incorporation and amendments already filed.

This is a name change only. Change of name from Bethany Baptist Church to RIVERSIDE BAPTIST CHURCH.

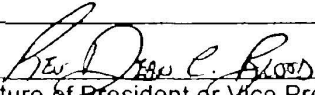
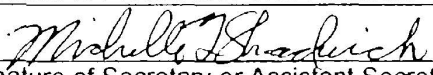


Item 3 continued:



Attach an additional sheet if necessary.

ITEM 4: The Articles of Amendment must be signed by the president or vice president and by its secretary or an assistant secretary of the entity.

	REV DEAN C. BLOOD	9-29-14
Signature of President or Vice President	Printed Name of President or Vice President	Date
	Michelle G. Shadwick	9-29-14
Signature of Secretary or Assistant Secretary	Printed name of Secretary or Asst. Secretary	Date

NOTE: Persons who sign documents filed with the commissioner that are known to the person to be false in material respects are guilty of a class A misdemeanor.

NOTE: Bylaws are not required to be filed with this office they are to be maintained by the entity. If you include your bylaws they will be returned, without being filed for record.

Mail the Articles of Amendment and the non-refundable \$25.00 filing fee in U.S. dollars to:
State of Alaska, Corporations Section, PO Box 110806, Juneau, AK 99811-0806

STANDARD PROCESSING TIME for complete and correct applications submitted to this office is approximately 10-15 business days. All applications are reviewed in the date order they are received.

Alaska Entity #36794D

State of Alaska
Department of Commerce, Community and Economic Development
Corporations, Business and Professional Licensing

Certificate of Amendment

The undersigned, as Commissioner of Commerce, Community and Economic Development of the State of Alaska, hereby certifies that a duly signed and verified filing pursuant to the provisions of Alaska Statutes has been received in this office and has been found to conform to law.

ACCORDINGLY, the undersigned, as Commissioner of Commerce, Community and Economic Development, and by virtue of the authority vested in me by law, hereby issues this certificate to

RIVERSIDE BAPTIST CHURCH
formerly
BETHANY BAPTIST CHURCH OF JUNEAU, ALASKA



IN TESTIMONY WHEREOF, I execute the certificate and affix the Great Seal of the State of Alaska effective **September 30, 2014**.

Susan K. Bell
Commissioner

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2016 – 002316 – 0

Recording District 101 Juneau
05/20/2016 11:50 AM Page 1 of 2



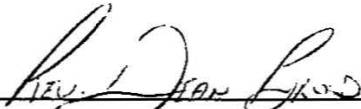
QUIT CLAIM DEED

The Grantor, **Bethany Baptist Church, an Alaska non-profit corporation**; of 4395 Riverside Drive, Juneau, Alaska 99801

For and in consideration of one dollar (\$1.00) and other good and valuable consideration, conveys and quit claims to **Riverside Baptist Church, an Alaska non-profit corporation**; whose address is 4395 Riverside Drive, Juneau, Alaska 99801; the following described real estate, located in the Juneau Recording District, First Judicial District, State of Alaska:

Lot 14A, Riverview Acres, according to the official plat thereof, filed under Plat 2006-17, Records of the Juneau Recording District, First Judicial District, State of Alaska.

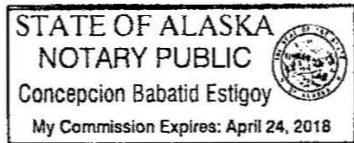
Dated this 12th day of May 2016.



Rev. Dean C. Blood, President
Riverside Baptist Church

This is to certify that on this day personally appeared before me, Rev. Dean C. Blood, to me known to be the person which executed the foregoing instrument, who on oath acknowledged to that that she signed the same freely and voluntarily for the uses and purposes therein mentioned.

Given under my hand and official this 12th day of MAY, 2016



[Signature]
Notary Public for Alaska
My Commission Expires April 24, 2018.

After Recording
Return to:
Rev. Dean C. Blood
Riverside Baptist Church
4395 Riverside Drive
Juneau, Alaska 99801



Certificate of Occupancy

City & Borough of Juneau, Alaska

This Certificate is issued pursuant to the requirements of CBJ Title 19.01 certifying that at the time of issuance, this structure was in compliance with the various ordinances of the City & Borough of Juneau regulating building construction or use for the following project:

New church for Bethany Baptist

Building Address: 4395 RIVERSIDE DR

Occupancy Group: A-3* / E*

Owner of Building: BETHANY BAPTIST CHURCH
4395 RIVERSIDE DR
JUNEAU AK 99801

Building Permit No. BLD20130147

Construction Type: Type V-B

Code Edition: 2006 IBC

Occupant Load: 161

Sprinklers: Required No

Provided No

Legal Description of Building Lot:

RIVERVIEW ACRES LT 14A

Building Official: Charlie Ford, BO



Signature

Parcel No: 5-B25-0-151-002-1

Date of Issuance: June 26, 2024

Post this Certificate in a conspicuous place for the duration of the stated occupancy.

Ilsa Lund

From: Theresa Ross
Sent: Friday, October 25, 2024 3:17 PM
To: Ilsa Lund
Subject: RE: Please comment- USE24-16 Riverside Baptist Church addition

Follow Up Flag: Follow up
Flag Status: Flagged

Hello,
It looks like the addition is an E occupancy and per the states amendments to the IFC will require a sprinkler system.

Chapter 9, Section 903.2.3 (Group E) of the *IFC*, is revised to read: “903.2.3 Group E. An automatic sprinkler system must be provided throughout all buildings with Group E occupancies. The use of a fire wall or barrier does not establish a separate building or fire area for purposes of this section.

As determined by the building official an automatic fire-extinguishing system approved under Section 904 shall be installed in a Group E occupancy in accordance with Section 903.2.3, whenever alterations or additions are made to an existing structure containing a Group E occupancy.

Exception: Buildings with Group E occupancies having an occupant load of 50 or less.

I am glad this came back around because I think the designer may have not looked at the states changes when designing the addition.

Have a great weekend.

Theresa Ross, Fire Marshal
Capital City Fire Rescue
820 Glacier Avenue
Juneau AK 99801
907-586-5322 ext. 4323
<https://www.juneau.org/fire>



From: Ilsa Lund <Ilsa.Lund@juneau.gov>
Sent: Friday, October 25, 2024 2:27 PM
To: Theresa Ross <Theresa.Ross@juneau.gov>
Subject: FW: Please comment- USE24-16 Riverside Baptist Church addition

Hi Theresa,

Director Lawhorne asked me to follow up with you to get feedback regarding this proposed development for expansion of Riverside Baptist Church. Originally, the case was scheduled for October 8, but was rescheduled for November 12 due to lack of compliance with the public notice requirements by the applicant.

Please let me know if you need more information. Would you please have a response to me by early next week please?

Have a great weekend!

Ilsa Lund | Planner I

Community Development Department | City & Borough of Juneau, AK

Location: 230 S. Franklin Street, 4th Floor Marine View Building

Office: 907.586.0753 ext. 4128



Fostering excellence in development for this generation and the next.

From: Ilsa Lund

Sent: Tuesday, September 17, 2024 3:07 PM

To: Jeffrey Hedges <Jeffrey.Hedges@juneau.gov>; General Engineering <General_Engineering@juneau.gov>; Theresa Ross <Theresa.Ross@juneau.gov>

Subject: Please comment- USE24-16 Riverside Baptist Church addition

Hello CBJ Team,

We have received an application from Riverside Baptist Church (4395 Riverside Dr.) to build an addition next to the existing building that houses the sanctuary. As part of the review process, we are circulating the application amongst CBJ departments for input that will be provided to the Planning Commission for review.

Attached is the application. You can also find information at the short-term planning web site:

<https://juneau.org/community-development/short-term-projects>

We have the case scheduled for the Planning Commission meeting on October 8th. If you could provide feedback by **September 27, 2024**, that would be very helpful. I've attached an Agency Comment Form for your use.

Warm regards,

Ilsa Lund | Planner I

Community Development Department | City & Borough of Juneau, AK

Location: 230 S. Franklin Street, 4th Floor Marine View Building

Office: 907.586.0753 ext. 4128

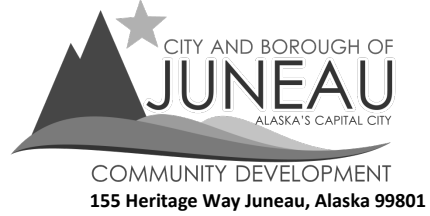
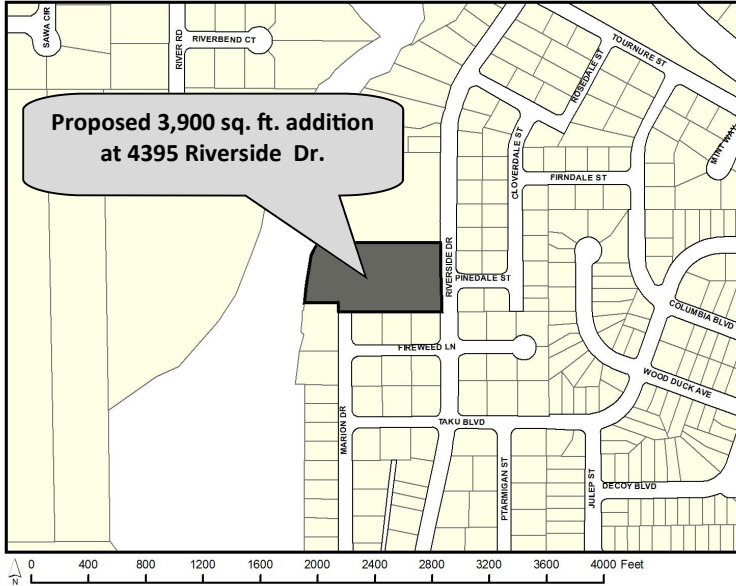


Fostering excellence in development for this generation and the next.

Invitation to Comment

On a proposal to be heard by the CBJ Planning Commission

Your Community, Your Voice



TO

A **Conditional Use Permit** application has been submitted for consideration and public hearing by the Planning Commission for a **3,900 sq. ft. addition consisting of classrooms, nursery, and multipurpose room at 4395 Riverside Dr.** in a **D15** zoning district.

PROJECT INFORMATION:

Project Information can be found at:

<https://juneau.org/community-development/short-term-projects>

PLANNING COMMISSION DOCUMENTS:

Staff Report expected to be posted **September 30, 2024** at

<https://juneau.org/community-development/planning-commission>

Find hearing results, meeting minutes, and more here, as well.

Now through Sept. 20	Sept. 21 noon, Oct. 4	HEARING DATE & TIME: 7:00 pm, Oct. 8, 2024	Oct. 9, 2024
Comments received during this period will be sent to the Planner, Ilsa Lund , to be included as an attachment in the staff report.	Comments received during this period will be sent to Commissioners to read in preparation for the hearing.	This meeting will be held in person and by remote participation. For remote participation: join the Webinar by visiting https://juneau.zoom.us/j/86982434879 and use the Webinar ID: 869 8243 4879 OR join by telephone, calling: 1-253-215-8782 and enter the Webinar ID (above). You may also participate in person in City Hall Assembly Chambers, 155 Heritage Way Juneau, Alaska.	The results of the hearing will be posted online.

FOR DETAILS OR QUESTIONS,

Phone: (907)586-0753 ext. 4128

Email: pc_comments@juneau.gov or ilsa.lund@juneau.gov

Mail: Community Development, 155 Heritage Way, Juneau AK 99801

Case No.: USE2024 0016
Parcel No.: 5B2501510021
CBJ Parcel Viewer: <http://epv.juneau.org>



Attachment K - Abutters Notice and Public Notice Sign Photo

Ilsa Lund

From: GCI <sbradford@gci.net>
Sent: Thursday, September 26, 2024 8:32 AM
To:
Subject: Community Development Case #USE2024 0016

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Dear CBJ Planning Commission,

As a unit owner of the adjacent Riverside Condominiums, and also as the vice president of the Riverside Condominium HOA (acting in my individual capacity), I am in full support of the conditional use request for the addition to the Riverside Baptist Church. I am unable to testify at the October 8th meeting, however please include this written testimony as my support for the project.

Thank you,

Steve Bradford
4401 Riverside Dr Unit B3

Sent from Steve's iPhone

Ilsa Lund

From: John Dittrich <jpd99663@gmail.com>
Sent: Thursday, September 26, 2024 8:06 AM
To:
Subject: Community Development Case #USE2024 0016

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Dear CBJ Planning Commission,

As a unit owner of the adjacent Riverside Condominiums, and also as the treasurer of the Riverside Condominium HOA (acting in my individual capacity), I am in full support of the conditional use request for the addition to the Riverside Baptist Church. I am unable to testify at the October 8th meeting, however please include this written testimony as my support for the project.

Thank you,

John Dittrich

Ilsa Lund

From: David & Stephanie Means <dsmeans@yahoo.com>
Sent: Saturday, September 28, 2024 10:20 AM
To:
Subject: Case USE2024 0016

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Hi

I received my second request to comment on this conditional use permit. I will not be in town for the hearing.

I favor you granting the conditional use permit. An expanded church would be a welcome addition to our neighborhood.

My only concern is that this property is close to Mendenhall River. Hopefully the church is cognizant of this when they prepare their building plans.

Sincerely

David Means
4301 Riverside Drive
Juneau



PLANNING COMMISSION STAFF
PARKING WAIVER PWP2024 0004
HEARING DATE: NOVEMBER 12, 2024

(907) 586-0715
 CDD_Admin@juneau.gov
 www.juneau.org/community-development
 155 Heritage Way • Juneau, AK 99801

DATE: November 5, 2024
TO: Mandy Cole, Chair, Planning Commission
BY: Ilsa Lund, Planner I *Ilsa Lund*
THROUGH: Jill Lawhorne, Director, AICP

PROPOSAL: Applicant requests a parking waiver to waive one (1) required parking space for an accessory apartment.

STAFF RECOMMENDATION: Approval

KEY CONSIDERATIONS FOR REVIEW:

- The lot is located outside of the Town Center Parking Area (TCPA).
- The lot is located on Starr Hill with the single-family dwelling covering approximately 99 percent of the lot.
- Public transportation is within a (7)-minute walking distance.
- The proposal complies with adopted plans, which contain policies promoting in-fill housing development.

GENERAL INFORMATION	
Property Owner	Thomas W Fletcher
Applicant	Thomas W Fletcher
Property Address	529 Kennedy Street
Legal Description	JUNEAU TOWNSITE BL 120 LT 8 FR
Parcel Number	1C040A200110
Zoning	D5 (Single-Family)
Land Use Designation	Medium Density Residential- Single Family
Lot Size	1,631 sq. ft./ 0.0374 acre
Water/Sewer	City/ City
Access	Kennedy Street
Existing Land Use	Residential
Associated Applications	NCC2024 0025, USE2024 0017

ALTERNATIVE ACTIONS:

1. **Amend:** require additional conditions, or delete or modify the recommended conditions.
2. **Deny:** deny the permit and adopt new findings for items 1-6 below that support the denial.
3. **Continue:** to a future meeting date if determined that additional information or analysis is needed to make a decision, or if additional testimony is warranted.

ASSEMBLY ACTION REQUIRED:

Assembly action is not required for this permit.

STANDARD OF REVIEW:

- Quasi-judicial decision
- Requires five (5) affirmative votes for approval
- Code Provisions:
 - CBJ 49.30.270
 - CBJ 49.40.210(d)(6)
 - CBJ 49.80

The Commission shall hear and decide the case per CBJ 49.40.210(d)(6) PARKING WAIVERS. The required number of non-accessible parking spaces required by this section may be reduced if the requirements of this subsection are met. The determination of whether these requirements are met, with or without conditions, deemed necessary for consistency with this title, shall be made by the director in the case of minor development; the commission in the case of major development; and the commission if the application relates to a series of applications for minor developments that, taken together, constitute major development, as determined by the director

SITE FEATURES AND ZONING



SURROUNDING ZONING AND LAND USES	
North (D5)	Single-Family Dwelling
South (D5)	Kennedy St. Right-of-Way
East (D5)	Single- Family Dwelling
West (D5)	Single- Family Dwelling

SITE FEATURES	
Anadromous	None
Flood Zone	No, 02110C1567E
Hazard	None
Hillside	Yes, 22% slope
Wetlands	None
Parking District	No
Historic District	No
Overlay Districts	Mining & Exploration Surface Activities Exclusion District, Urban/Rural Mining District Map, Alternative Development Overlay District (ADOD)

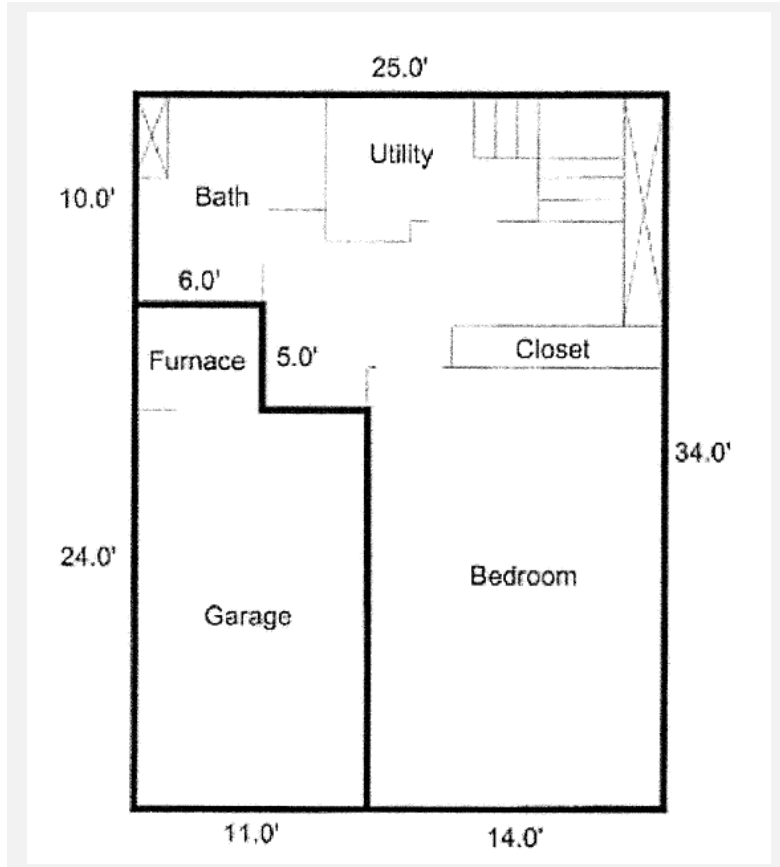
BACKGROUND INFORMATION

Project Description – The applicant requests a Parking Waiver to waive one (1) required parking space for an accessory apartment in a D5 zoning district (Attachment A). This application is associated with Conditional Use Permit application USE2024-0017. The 600 square foot accessory apartment will be located on the ground floor of the existing single-family dwelling that has been certified nonconforming for setbacks, lot size, lot coverage, vegetative coverage, and parking. Due to the existing lot coverage, on-site parking is not feasible.

Background - The table below summarizes relevant history for the parcel and proposed development. Duplicative supporting documentation is attached to the USE24-0017 Staff Report as indicated. Please note, over the years, this same property has been identified as 525, 529, and 531 Kennedy Street.

Item	Summary
Plat	1892 Plat of Juneau Townsite (USE24-0017, Attachment B).
Sanborn Map	1914 Tax Map showing the single-family dwelling at its current location under address “531 Kennedy St.” (USE24-0017, Attachment C).
Sanborn Map	1941 Tax Map lists address as “529 Kennedy St.” (USE24-0017, Attachment D).
Inventory	1986 CBJ Inventory of Starr Hill Miner’s Houses (USE24-0017, Attachment G).
Easement	2013 Easement Agreement for encroachments between 523 and 529 Kennedy St. (USE24-0017, Attachment I).
Nonconforming Certification	2024 Certified nonconforming for lot, structure, and parking (USE24-0017, Attachment J).

SITE PLAN



ANALYSIS

Project Site – This property is located on Starr Hill. This single-family dwelling was constructed around 1913 on Block 120 Lot 8 with two (2) other houses.

Project Design – The accessory apartment will be located within the footprint of the existing structure. The nonconforming situations will not be aggravated in accordance with CBJ 49.30.400. If the parking waiver were granted, providing zero off-street parking spaces for the proposed development would not be considered an aggravation to the existing nonconforming parking situation. The parking waiver process is an acceptable exception process according to CBJ 49.30.400(a).

Vehicle Parking & Circulation – The lot is located outside of the Town Center Parking Area (TCPA) and the No Parking Required Area (NPRA) per CBJ 49.40.200. According to CBJ 49.40.210(a), one (1) additional off-

street parking space is required for the proposed accessory apartment (USE24-0017). Nonconforming lot coverage prevents off-street parking from being provided on-site. If the parking waiver is not granted, the accessory apartment cannot be constructed due to the unavailability of on-site parking, and per CBJ 49.40.200(k)(1), the space must be located on the same lot.

Condition: None.

Impacts to Nearby On-street Parking – Due to the steep topography of Starr Hill and the fact that the area was developed during the early 1900s, the neighborhood is accessed via staircases. A number of dwellings in the neighborhood do not have off-street parking. The main road leading into Starr Hill, Sixth Street, has a slope of approximately 15%. Parking is prohibited along Sixth Street between East Street and Nelson Street from November 1 through April 1 for snow removal purposes.

Staff conducted a parking study between September 30, 20204, and October 24, 2024, to assess the availability of on-street parking during different times of day and days of the week.

Time of the Week	Time of Day	Number of Available Spaces	
		Summer	Winter*

Weekday	Early Morning, before 8 a.m.	22	13
	Late Morning, around 11 a.m.	23	17
	Early Afternoon, around 1:30 p.m.	22	18
	Late afternoon, around 4:30 p.m.	16	9
Weekend	Midday	26	19

*Available winter parking spaces were calculated by subtracting the number of spaces that are not permitted for use between November 1 and April 1 of each year.

Condition: None.

Non-motorized Transportation – The lot is within a 1/3 mile walking distance from downtown. Sixth Street has a guarded pedestrian walkway along the entire northwest side. As stated previously, many access points to Starr Hill are for pedestrians only.

Condition: None.

Proximity to Transit – The closest bus stop is approximately 0.3 mile from the lot on Fourth Street. The Downtown Transit Center is approximately a 1/2 mile from the lot. The 2013 Comprehensive Plan promotes *Transit Oriented Development* and allows for higher residential densities within a five to ten minute walking distance to public transit service.

Condition: None.

Public Health or Safety – There is no evidence to suggest that the proposed development will materially endanger the public health, safety, and welfare.

Condition: None.

Property Value or Neighborhood Harmony – There is no evidence to suggest that the proposed development will be out of character with the existing neighborhood, or that it would reduce property values of neighboring properties. The lot is in a D5 single-family zoning district and is surrounded by residential uses. Compact, in-fill development is generally in character with the 2013 Comprehensive Plan and the existing neighborhood.

Condition: None.

AGENCY REVIEW

CDD conducted an agency review comment period between October 16 and October 28, 2024. Agency review comments can be found in Attachment B.

Agency	Summary
General Engineering	No comments received.
Streets Department	No comments received.
Building Division	No comments received.
Capital Fire Department	No concerns.

PUBLIC COMMENTS

CDD conducted a public comment period between October 17 and November 8, 2024. Public notice was mailed to property owners within 500 feet of the subject parcel. A public notice sign was also posted on-site two weeks prior to the scheduled hearing (Attachment C). No public comments were submitted at time of writing this staff report.

CONFORMITY WITH ADOPTED PLANS

The proposed development is in general conformity with the 2013 Comprehensive Plan, and the 2015 Juneau Economic Development Plan.

PLAN	Chapter	Page No.	Item	Summary
2013 Comprehensive Plan	3	20	Policy 3.2	Promotes compact urban development within the designated urban service area to ensure efficient utilization of land resources and to facilitate cost effective provisions of community services and facilities.
	4	37	Policy 4.2	Facilitates the provision of an adequate supply of various housing types and sizes to accommodate present and future housing needs for all economic groups.
	11	147	Land Use Designation	Complies with the <i>Medium Density Residential – Single Family</i> land use designation; this land use designation allows single-family dwellings with accessory apartments.
2015 Juneau Economic Development Plan	A-6	118	2	Downtown Juneau generates the highest property tax return per acre.

FINDINGS

Parking Waiver Criteria - Per CBJ 49.40.210(d)(6)(1-4) the Director makes the following findings on the proposed parking waiver:

1. *Will granting the waiver result in more benefits than detriments to the community as a whole as identified by the Comprehensive Plan?*

Analysis: The 2013 Comprehensive Plan identifies the need for compact, in-fill development within the urban service area. The proposal will provide one additional dwelling unit to Juneau’s housing market. The Comprehensive Plan promotes Transit Oriented Development, and this proposal could encourage the use of public transportation.

Finding: Yes. Granting the requested parking waiver will result in more benefits than detriments to the community as a whole, as identified in the 2013 Comprehensive Plan.

2. *Is the development located within the Town Center Parking Area or the No Parking Area Required?*

Analysis: No further analysis is required.

Finding: No. The lot is located outside of the above listed parking districts.

3. *Will granting the waiver result in adverse impacts to property in the neighboring area?*

Analysis: Available on-street parking spaces that meet parking dimensional standards are located within a 500 foot radius from the property. Public transportation is located within a 1/3 mile walking distance from the property.

Finding: No. There is no evidence to suggest that with appropriate conditions, granting the requested waiver will result in adverse impacts to neighboring property.

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

Analysis: No further analysis needed.

Finding: No. There is no evidence to suggest that with appropriate conditions, granting the requested waiver will materially endanger the public health or safety.

RECOMMENDATION

Staff recommends the Planning Commission adopt the Director's analysis and findings and APPROVE the requested parking waiver. The permit would waive one (1) parking space for the proposed accessory apartment.

STAFF REPORT ATTACHMENTS

Item	Description
Attachment A	Application Packet
Attachment B	Agency Comments
Attachment C	Abutters Notice and Public Notice Sign Photo



DEVELOPMENT PERMIT APPLICATION

NOTE: Development Permit Application forms must accompany all other Community Development Department land use applications. This form and all documents associated with it are public record once submitted.

PROPERTY LOCATION									
Physical Address	529 Kennedy Street. Juneau Alaska 99801								
Legal Description(s) (Subdivision, Survey, Block, Tract, Lot)	Residential D5								
Parcel Number(s)	1C040A200110								
<input type="checkbox"/> This property is located in the downtown historic district									
<input type="checkbox"/> This property is located in a mapped hazard area, if so, which _____									
LANDOWNER/ LESSEE									
Property Owner	Thomas Fletcher								
Contact Person	Thomas Fletcher								
Mailing Address	529 Kennedy St.								
E-mail Address	tfletch40@gmail.com								
Phone Number(s)	907.209.7131								
LANDOWNER/ LESSEE CONSENT									
Required for Planning Permits, not needed on Building/ Engineering Permits.									
Consent is required of all landowners/ lessees. If submitted with the application, alternative written approval may be sufficient. Written approval must include the property location, landowner/ lessee's printed name, signature, and the applicant's name.									
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 the City and Borough of Juneau officials/employees to inspect my property as needed for purposes of this application.									
X	<table style="width:100%; border: none;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;">Thomas FLetcher</td> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;">Landowner</td> </tr> <tr> <td style="font-size: small; text-align: center;">Landowner/Lessee (Printed Name)</td> <td style="font-size: small; text-align: center;">Title (e.g.: Landowner, Lessee)</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">_____</td> <td style="border-bottom: 1px solid black; text-align: center;">6/03/2024</td> </tr> <tr> <td style="font-size: small; text-align: center;">Landowner/Lessee (Signature)</td> <td style="font-size: small; text-align: center;">Date</td> </tr> </table>	Thomas FLetcher	Landowner	Landowner/Lessee (Printed Name)	Title (e.g.: Landowner, Lessee)	_____	6/03/2024	Landowner/Lessee (Signature)	Date
Thomas FLetcher	Landowner								
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_____	_____								
Landowner/Lessee (Printed Name)	Title (e.g.: Landowner, Lessee)								
_____	_____								
Landowner/Lessee (Signature)	Date								
NOTICE: The City and Borough of Juneau staff may need access to the subject property during regular business hours. We will make every effort to contact you in advance, but may need to access the property in your absence and in accordance with the consent above. Also, members of the Planning Commission may visit the property before a scheduled public hearing date.									
APPLICANT									
If same as LANDOWNER, write "SAME"									
Applicant (Printed Name)	Contact Person								
Mailing Address	Phone Number(s)								
E-mail Address									
X	<table style="width:100%; border: none;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;">_____</td> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;">_____</td> </tr> <tr> <td style="font-size: small; text-align: center;">Applicant's Signature</td> <td style="font-size: small; text-align: center;">Date of Application</td> </tr> </table>	_____	_____	Applicant's Signature	Date of Application				
_____	_____								
Applicant's Signature	Date of Application								

To be completed by Applicant

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

Intake Initials 	Date Received 8/9/24
Case Number PWP24-004	Date Received 8/9/24

I:\FORMS\PLANFORM\DPA_Final Draft.docx

Updated 6/2022- Page 1 of 1

Parking Waiver Information

Parking waivers are outlined in CBJ 49.40.210(d)(6)

Parking Waivers are pursuant to 49.40.210(d) Exceptions (6) Parking Waivers. The required number of non-accessible parking spaces required by this section may be reduced if the requirements of this subsection are met. The determination of whether these requirements are met, with or without conditions, deemed necessary for consistency with this title, shall be made by the Director of the Community Development Department in the case of minor development; the Planning Commission in the case of major development; and the Planning Commission if the application relates to a series of applications for minor developments that, taken together, constitute major development, as determined by the director.

Any waiver granted under this subsection shall be in writing and shall include the following required findings and any conditions, such as public amenities, imposed by the director or commission that are consistent with the purpose of this title:

- (1) The granting of the waiver would result in more benefits than detriments to the community as a whole as identified by the comprehensive plan;
 - (2) The development is located outside of the PD-1 parking district, PD-2 parking district, and Downtown Fee in Lieu of Parking District Map areas;
 - (3) Granting the waiver will not result in adverse impacts to property in the neighboring area; and
 - (4) The waiver will not materially endanger public health, safety, or welfare.
-
- Applications for parking waivers shall be on a form specified by the director and shall be accompanied by a one-time fee of \$400. If the application is filed in conjunction with a major development permit, the fee shall be reduced by 20 percent.
 - The director shall mail notice of any complete parking waiver application to the owners of record of all property located within a 250 foot radius of the site seeking the waiver. If the parking waiver application is filed in conjunction with a major development permit, notice of both applications shall be made concurrently in accordance with CBJ 49.15.230.

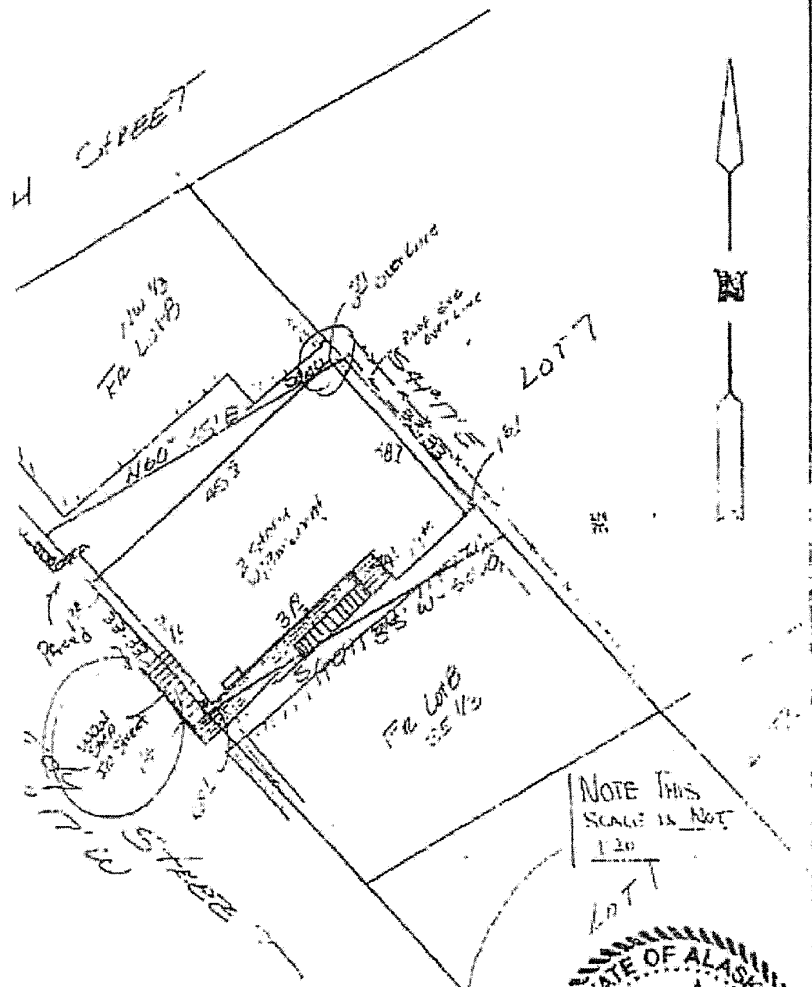
Approved parking waivers shall expire upon a change in use.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

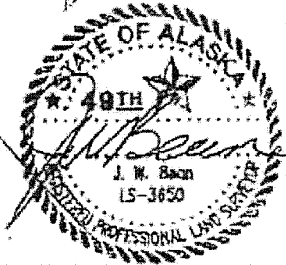
Jul-27-2007 17:54 From: AKUSA FCU

T-001 P 007/007 F-250

11579.04



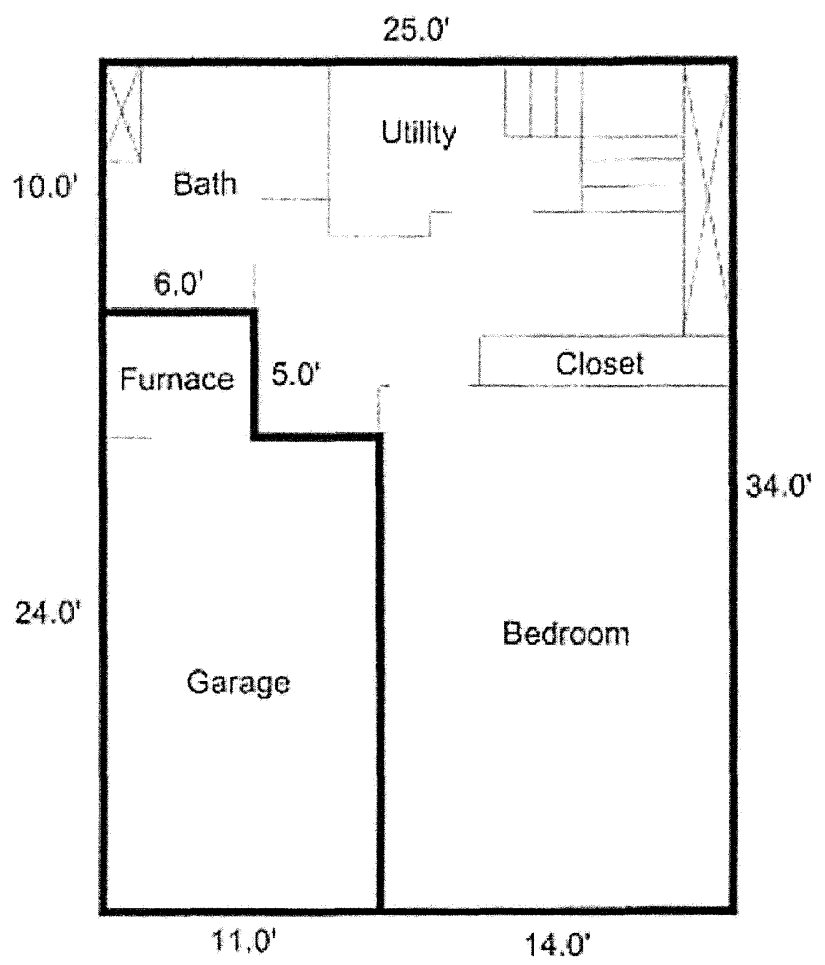
NOTE THIS SCALE IS NOT 1" = 20'



THIS IS A TRUE AND CORRECT PLAT, EASEMENTS, AND IMPROVEMENTS THEREON. I AM NOT RESPONSIBLE FOR ANY OVERLAPS AND ENCROACHMENTS ARE OF MY KNOWLEDGE.

W. BEAN
 PROFESSIONAL SURVEYOR
 1070 ARDEN AVENUE
 JUNEAU -- ALASKA
 (907) 789-0580
 SURVEYOR - PLANNER

AS-BUILT SURVEY		
Middle 1/3 OF LOT 9 Block 127		
TOWNSHIP OF JUNEAU		
SITKA, ALASKA		
DESIGNED BY <i>W. Bean</i>	JOB No 11765	SCALE 1" = 20'
DRAWN BY <i>W. Bean</i>	DATE 5-22-05	SHEET 1 OF 1





(907) 586-0715
 CDD_Admin@juneau.gov
 www.juneau.org/community-development
 155 Heritage Way • Juneau, AK 99801

Starr Hill ADU

Case Number: PAC2024 0024
 Applicant: Thomas Fletcher
 Property Owner: Thomas W Fletcher
 Property Address: 529 Kennedy St.
 Parcel Code Number: 1C040A200110
 Site Size: 1,631 sq. ft.
 Zoning: D5
 Existing Land Use: Residential

Conference Date: May 15, 2024
 Report Issued: May 22, 2024
DISCLAIMER: Pre-application conferences are conducted for the purpose of providing applicants with a preliminary review of a project and timeline. Pre-application conferences are not based on a complete application and are not a guarantee of final project approval.

List of Attendees

Note: Copies of the Pre-Application Conference Report will be emailed, instead of mailed, to participants who have provided their email address below.

Name	Title	Email address
Tom Fletcher	Applicant	TFletch40@gmail.com
Ilsa Lund	Planning	Ilsa.Lund@juneau.gov
Jay Larson	Planning	Jason.Larson@juneau.gov
Jeff Hedges	Building	Jeffrey.Hedges@juneau.gov
Bridget LaPenter	General Engineering	Bridget.LaPenter@juneau.gov
Sydney Hawkins	Permit Center	Sydney.Hawkins@juneau.gov

Pre-Application Conference Final Report

Conference Summary

The following is a list of issues, comments and proposed actions, and requested technical submittal items that were discussed at the pre-application conference.

Project Overview

The applicant would like to convert the lowest level of an existing single-family dwelling into an accessory apartment. The property is located on Starr Hill and is part of the original Juneau Townsite. The property will need to be certified nonconforming for lot, parking, and structure before development can proceed; however, most of the required applications can be applied for concurrently.

Applying for the Accessory Apartment Grant must be done concurrently with the Building Permit application. This will take place during the second round of application submissions (see below for details).

Please note: In accordance with CBJ 49.25.510(k)(2)(A), the accessory apartment cannot exceed 600 sq. ft.

Planning Division

- 1. **Zoning** – D5
- 2. **Table of Permissible Uses** – Accessory apartment allowable with a Conditional Use Permit (CUP) according to the TPU.

		RR	D-1	D-3	D-5
1.000	Residential				
1.100	Single-family dwellings				
1.110	Single-family detached, one dwelling per lot	1	1	1	1
1.120	Single-family detached, two dwellings per lot	1	1	1	
1.130	Single-family detached, accessory apartment ^x	1, 3	1, 3	1, 3	1, 3
1.140	Single-family detached, two dwellings per lot, accessory apartments ^x	1, 3	1, 3	1, 3	

X. Special requirements apply to accessory apartment applications. See CBJ § 49.25.510(k).

- 3. **Subdivision** – N/A, undersized lot with structure exceeding allowable lot coverage would not allow for a subdivision.
- 4. **Setbacks** – Required setbacks for D5 are: 20 ft. front, 20 ft. rear, 5 ft. side. Existing setbacks are mere inches. It’s hard to tell exactly because the as-built survey is illegible. In this are of town, the lots were essentially created around the existing structures. Because the single-family dwelling was built at a slight angle, the north and south corners of the building encroach slightly over the property lines. The structure will need to be certified nonconforming for setbacks before Planning Commission review of the CUP.
- 5. **Height** – A maximum building height of 35 ft. is allowable.
- 6. **Access** – Kennedy St.
- 7. **Parking & Circulation** – This property is located outside of the downtown parking area. The lot will need to be certified nonconforming for the two (2) required parking spaces for a single-family dwelling, and a parking waiver permit (PWP) will be required for the proposed accessory dwelling.

Pre-Application Conference Final Report

8. **Lot Coverage** – Maximum allowable lot coverage for D5 is 50%. Since the lot was created around the existing structure, maximum coverage is exceeded at close to 100%. This will be certified nonconforming.
9. **Vegetative Coverage** – The single-family dwelling covers most of the lot, so the minimum vegetative coverage (20%) is not met. This will be certified during the nonconforming review process.
10. **Lighting** – Full cutoff lighting fixtures are required. *Full cutoff lighting fixture* means a lighting fixture with a flat lens that eliminates or minimizes direct glare and does not cast light upward or to the side. Full cutoff lighting fixtures are mounted with the lens in a horizontal position. The bulb is shielded on all sides and the top by an opaque housing.
11. **Noise** – N/A
12. **Flood** – N/A
13. **Hazard/Mass Wasting/Avalanche/Hillside Endorsement** – None mapped.



14. **Wetlands** – None.
15. **Habitat** – Check with the U.S. Fish and Wildlife on the presence of eagle nests in the area. The presence of eagle nests may impact construction scheduling. No anadromous waterbodies are on the subject parcel, or within 50 feet.
16. **Plat or Covenant Restrictions** – None.
17. **Traffic** – This development is expected to have minimal impact on traffic.
18. **Nonconforming situations** – A Nonconforming Certificate (for lot, structures, and parking) is required prior to the issuance of a building permit or land use permit

Building Division

19. **Building** – Items to consider: Fire and sound separation, access to electrical overcurrent protection, added plumbing fixtures, egress from sleeping area, smoke and carbon monoxide detection.
20. **Outstanding Permits** – BLD20230875 – Heat pump installation. Needs final inspection.

General Engineering/Public Works

21. **Engineering** – N/A
22. **Drainage** – N/A
23. **Utilities** – (water, power, sewer, etc.) **WATER.** An additional dwelling unit will require a metered water service. Should the increased number of fixtures require increasing the water service size per the building

Pre-Application Conference Final Report

department, the applicant is invited to pursue engineering analysis by an Alaska-licensed mechanical engineer or hire a licensed, bonded and insured contractor to increase the water line size. Increasing the water line size will require a new water assessment (fee), and a refundable performance bond.
SEWER. A 4" sewer line should be sufficient for the additional dwelling unit.

Fire Marshal

24. Fire Items/Access – No concerns.

Other Applicable Agency Review

25. N/A

List of required applications

Based upon the information submitted for pre-application review, the following list of applications must be submitted in order for the project to receive a thorough and speedy review.

1. Round 1 of Applications
 - a. Nonconforming Certification Review (NCC) ✓
 - b. Conditional Use Permit (CUP) ✓
 - c. Parking Waiver Permit (PWP) ✓
2. Round 2 of Applications (contingent on CUP and PWP approval)
 - a. Accessory Apartment
 - b. Accessory Apartment Grant Application
 - c. Building Permit

Additional Submittal Requirements

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

1. A copy of this pre-application conference report ✓
2. Project narrative
3. Floor plan with square footage measurements ✓
4. Waterline information sheet w/ BLD ✓

Fee Estimates

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

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

Round 1 Submission		
Case/ Fee Type	Fee amount (\$)	Notes
Nonconforming Certification Review (NCC)	0.00	Waived when submitted in conjunction with a major development permit application.
Conditional Use Permit (USE or CUP)	350.00	Class I use in accordance with CBJ

Pre-Application Conference Final Report

		49.85.100(3)(A)(iii).
Parking Waiver Permit (PWP)	320.00	\$400 reduced by 20% in accordance with CBJ 49.85.100(21).
Public Notice Sign	150.00	\$100 refundable deposit
	820.00	

Round 2 Submission		
Case/ Fee Type	Fee amount (\$)	Notes
Accessory Apartment	0.00	
Accessory Apartment Grant Application	0.00	
Building Permit	?	Based on the overall cost estimate for the development.
	?	

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

Submit your Completed Application

You may submit your application(s) online via email to permits@juneau.gov

OR in person with payment made to:

City & Borough of Juneau, Permit Center
 230 South Franklin Street
 Fourth Floor Marine View Center
 Juneau, AK 99801

Phone: (907) 586-0715

Web: www.juneau.org/community-development

Attachments:

- 49.15.330 – if a Conditional Use Permit
- 49.25.510(k)- Accessory apartments
- 49.30.110-270- Nonconforming Situations
- 49.35.410(c)- Residential wastewater- property owner responsibility
- 49.40.220- Parking reductions

Applications:

- Development Permit Application
- Conditional Use Permit Application
- Nonconforming Certification Application
- Parking Waiver Application
- Accessory Apartment Application
- Accessory Dwelling Unit Grant Application

Ilsa Lund

From: Theresa Ross
Sent: Thursday, October 17, 2024 7:22 AM
To: Ilsa Lund
Subject: RE: Please provide comment- Accessory apartment conditional use and parking waiver on Starr Hill

Follow Up Flag: Follow up
Flag Status: Flagged

No concerns from fire.

Thanks,

Theresa Ross, Fire Marshal
Capital City Fire Rescue
820 Glacier Avenue
Juneau AK 99801
907-586-5322 ext. 4323
<https://www.juneau.org/fire>



From: Ilsa Lund <Ilsa.Lund@juneau.gov>
Sent: Wednesday, October 16, 2024 3:38 PM
To: Chad 'Kit' Watts <Kit.Watts@juneau.gov>; James 'Red' Langel <James.Langel@juneau.gov>; Scott Gray <Scott.Gray@juneau.gov>; Theresa Ross <Theresa.Ross@juneau.gov>; CDD Building Division <CDD.Bldg@juneau.gov>; General Engineering <General_Engineering@juneau.gov>
Subject: Please provide comment- Accessory apartment conditional use and parking waiver on Starr Hill

Hello CBJ Team,

We have received applications from the resident of 529 Kennedy St. to build an accessory apartment on the ground floor of the existing single-family dwelling (USE2024 0017), and to waive the minimum required parking for the addition of the accessory dwelling (PWP2024 0004). As part of the review process, we are circulating the application amongst CBJ departments for input that will be provided to the Planning Commission for review.

Attached is the application for the parking waiver (the same materials were submitted for both applications). You can also find information at the short-term planning web site:
<https://juneau.org/community-development/short-term-projects>

We have the case scheduled for the Planning Commission meeting on November 12. If you could provide feedback by **October 28, 2024**, that would be very helpful. I've attached an Agency Comment Form for your use.

Warm regards,

Ilsa Lund | Planner I

Community Development Department | City & Borough of Juneau, AK

Location: 230 S. Franklin Street, 4th Floor Marine View Building

Office: 907.586.0753 ext. 4128

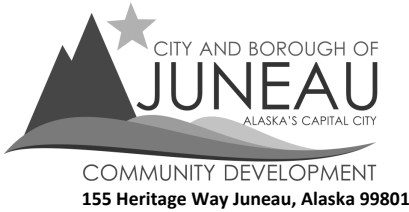
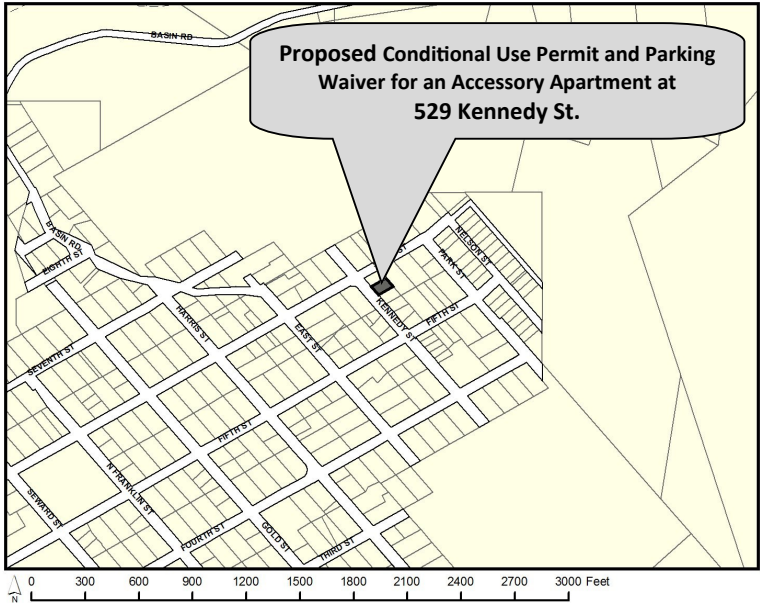


Fostering excellence in development for this generation and the next.

Invitation to Comment

On a proposal to be heard by the CBJ Planning Commission

Your Community, Your Voice



TO

Conditional Use Permit & Parking Waiver applications have been submitted for consideration and public hearing by the Planning Commission for **an Accessory Apartment at 529 Kennedy Street** in a **D5** zone.

PROJECT INFORMATION:

Project Information can be found at:
<https://juneau.org/community-development/short-term-projects>

PLANNING COMMISSION DOCUMENTS:

Staff Report expected to be posted **November 4, 2024** at
<https://juneau.org/community-development/planning-commission>
Find hearing results, meeting minutes, and more here, as well.

Now through Oct. 21	Oct. 22 — noon, Nov. 8	HEARING DATE & TIME: 7:00 pm, Nov. 12 2024	Nov. 13
Comments received during this period will be sent to the Planner, Ilsa Lund , to be included as an attachment in the staff report.	Comments received during this period will be sent to Commissioners to read in preparation for the hearing.	This meeting will be held in person and by remote participation. For remote participation: join the Webinar by visiting https://juneau.zoom.us/j/85359809226 and use the Webinar ID: 853 5980 9226 OR join by telephone, calling: 1-253-215-8782 and enter the Webinar ID (above). You may also participate in person in City Hall Assembly Chambers, 155 Heritage Way Juneau, Alaska.	The results of the hearing will be posted online.

FOR DETAILS OR QUESTIONS,

Phone: (907)586-0753 ext. 4128
Email: pc_comments@juneau.gov or ilsa.lund@juneau.gov
Mail: Community Development, 155 Heritage Way, Juneau AK 99801

Case No.: USE2024 0017 & PWP 2024 0004
Parcel No.: 1C040A200110
CBJ Parcel Viewer: <http://epv.juneau.org>

Printed October 16, 2024

Section H, Item 3.



Attachment M - Public Notice Sign Photo

Attachment C - Abutters Notice and Public Notice Sign Photo

Section H, Item 3.



Attachment M - Public Notice Sign Photo

150

Attachment C - Abutters Notice and Public Notice Sign Photo



PLANNING COMMISSION STAFF
CONDITIONAL USE PERMIT USE2024 0017
HEARING DATE: NOVEMBER 12, 2024

(907) 586-0715
CDD_Admin@juneau.gov
www.juneau.org/community-development
155 Heritage Way • Juneau, AK 99801

DATE: November 4, 2024
TO: Mandy Cole, Chair, Planning Commission
BY: Ilsa Lund, Planner I *Ilsa Lund*
THROUGH: Jill Lawhorne, Director, AICP

PROPOSAL: Applicant requests a Conditional Use Permit to construct a 600 square foot (sq. ft.) accessory apartment on the ground level of an existing single-family dwelling in a D5 zoning district.

STAFF RECOMMENDATION: Approval with conditions

KEY CONSIDERATIONS FOR REVIEW:

- This accessory apartment will be constructed within the ground floor of an existing single-family dwelling.
- This property is certified nonconforming for setbacks, lot size, and parking (NCC2024-0025).
- Constructing the accessory apartment within the existing single-family dwelling will not aggravate the nonconforming setbacks, lot coverage, or vegetative coverage situations.
- A Parking Waiver has been requested and is recommended for approval (PWP2024-0004).

ALTERNATIVE ACTIONS:

1. **Amend:** require additional conditions, or delete or modify the recommended conditions.
2. **Deny:** deny the permit and adopt new findings for items 1-6 below that support the denial.
3. **Continue:** to a future meeting date if determined that additional information or analysis is needed to make a decision, or if additional testimony is warranted.

ASSEMBLY ACTION REQUIRED:

Assembly action is not required for this permit.

STANDARD OF REVIEW:

- Quasi-judicial decision
- Requires five (5) affirmative votes for approval
- Code Provisions:
 - 49.15.330
 - 49.25.510(k)(2)(E)
 - 49.80

GENERAL INFORMATION	
Property Owner	Thomas W Fletcher
Applicant	Thomas Fletcher
Property Address	529 Kennedy Street
Legal Description	JUNEAU TOWNSITE BL 120 LT 8 FR
Parcel Number	1C040A200110
Zoning	D5 (Single-Family)
Land Use Designation	Medium Density Residential - Single Family Detached (MDR/SF)
Lot Size	1,631 sq. ft./ 0.0374 acre
Water/Sewer	City/ City
Access	Kennedy Street
Existing Land Use	Residential
Associated Applications	NCC2024 0025, PWP2024 0004

The Commission shall hear and decide the case per 49.15.330(a) Conditional Use Permit. A conditional use is a use that may or may not be appropriate in a particular zoning district according to the character, intensity, or size of that or surrounding uses. The conditional use permit procedures is intended to afford the commission the flexibility necessary to make determinations appropriate to individual sites. The commission may attach to the permit those conditions listed in subsection (g) of this section as well as any further conditions necessary to mitigate external adverse impacts. If the commission determines that these impacts cannot be satisfactorily overcome, the permit shall be denied.

SITE FEATURES AND ZONING



SURROUNDING ZONING AND LAND USES	
North (D5)	Single-Family Dwelling
South (D5)	Kennedy St. Right-of-Way
East (D5)	Single- Family Dwelling
West (D5)	Single- Family Dwelling

SITE FEATURES	
Anadromous	None
Flood Zone	No, 02110C1567E
Hazard	None
Hillside	Yes, 22% slope
Wetlands	None
Parking District	No
Historic District	No
Overlay Districts	Mining & Exploration Surface Activities Exclusion District, Urban/Rural Mining District Map, Alternative Development Overlay District (ADOD)

BACKGROUND INFORMATION

Project Description – The applicant requests a Conditional Use Permit (CUP) to construct a 600 sq. ft. accessory apartment within the ground floor of an existing single-family dwelling in a D5 zoning district (Attachment A).

According to CBJ 49.25.510(k)(2)(E), the commission may approve efficiency or one-bedroom accessory apartments not exceeding 600 sq. ft. on a substandard lot with a Conditional Use Permit. In conjunction with this permit, the applicant has also applied for a Parking Waiver to waive one (1) required parking space for the accessory apartment (PWP2024-0004).

Background – The table below summarizes relevant history for the lot and proposed development. Please note, over the years, this same property has been identified as 525, 529, and 531 Kennedy Street.

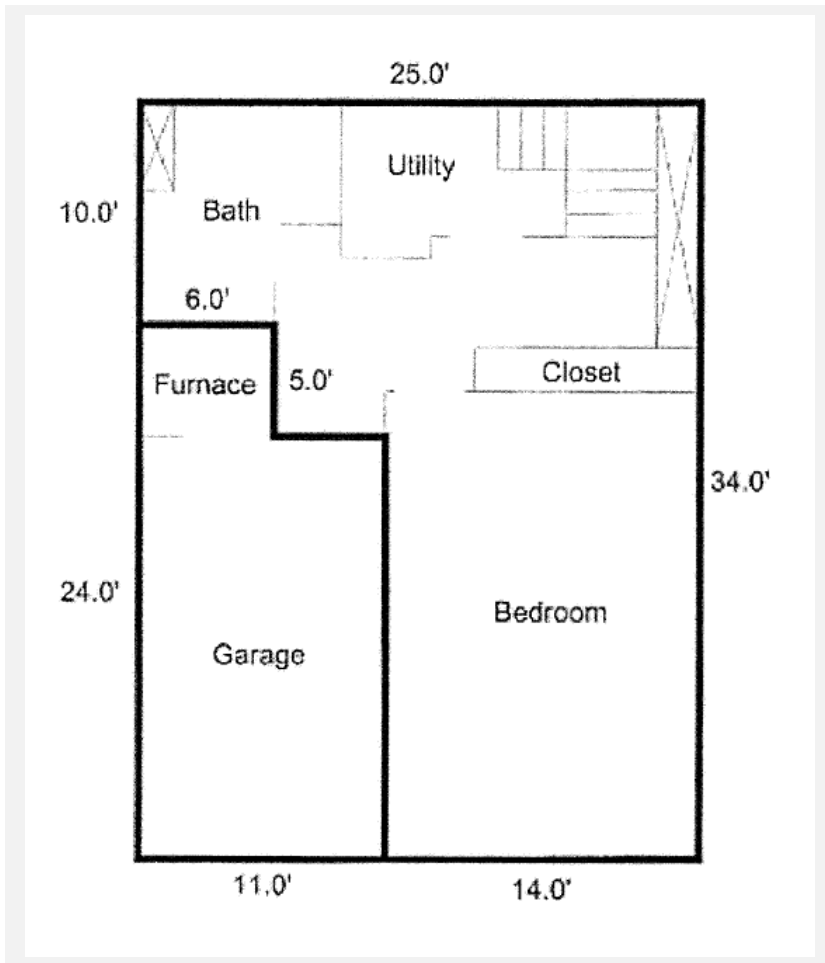
Date	Item	Summary
1892	Plat	Plat of Juneau Townsite (Attachment B).
1914	Tax Map	Sanborn Map showing the single family dwelling at its current location under address "531 Kennedy St." (Attachment C).
1941	Tax Map	Sanborn Map lists address as "529 Kennedy St." (Attachment D).
1980	Assessor's Records	Records indicate that the top half-story of the single-family dwelling was being used as an apartment (Attachment E).
1981	Assessor's Records	Records indicate that the single-family dwelling with accessory apartment was converted into a duplex (Attachment F).
1986	Inventory	CBJ Inventory of Starr Hill Miner's Houses (Attachment G).
1996	Assessor's Records	Records indicate that the second dwelling was removed and the structure was converted back into a single-family dwelling (Attachment H).
2013	Easement	Easement Agreement for encroachments between 523 and 529 Kennedy St. (Attachment I).
2024	Nonconforming Certification	Certified nonconforming for lot, structure, and parking (Attachment J).

ZONING REQUIREMENTS

Items in bold are certified nonconforming under NCC2024-0025.

Standard		Requirement (D5)	Existing	Code Reference
Lot	Size	7,000 sq. ft.	1,631 sq. ft.	49.25.400
	Width	70 ft.	33.333 ft.	49.25.400
Setbacks	Front	20 ft.	0 ft.	49.25.400
	Rear	20 ft.	0 ft.	49.25.400
	Side	5 ft.	-2.69 ft. (SE), -1.19 (NW)	49.25.400
	Street Side	13 ft.	N/A	49.25.400
Lot Coverage Maximum		50 %	~100%	49.25.400
Vegetative Cover Minimum		20	~0%	49.50.300
Height	Permissible	35 ft.	2-story	49.25.400
	Accessory	25 ft.	N/A	49.25.400
Maximum Dwelling Units (5/Acre)		One (1) single-family dwelling; One (1) accessory apartment	One (1) single-family dwelling	49.25.500
Use		Residential	Residential	49.25.300
Parking		Two (2) spaces	Zero (0) spaces	49.40.210(a)

SITE PLAN



ANALYSIS

Project Site – This property is located on Starr Hill. This single-family dwelling was constructed around 1913 on Block 120 Lot 8 with two (2) other houses. The property owner of Lot 8 sold individual dwellings and the lot was split into thirds.

Project Design – The applicant proposes to convert the ground level of the single-family dwelling into a 600 square foot efficiency-style accessory apartment with a combined living area and bedroom, a kitchen, and a bathroom. Because the accessory apartment will be located within the footprint of the existing structure, the nonconforming situations will not be aggravated in accordance with CBJ 49.30.400.

Traffic – According to CBJ 49.40.300(a)(2) a traffic impact analysis is not required; the proposed development is anticipated to generate less than 250 Average Daily Trips (ADTs). Additional traffic generated by the accessory apartment is expected to be minimal, and is not expected to be out of character with the existing neighborhood.

Use	Total Sq. Ft.	Trips Generated	Total Trips
Single-family dwelling	1	9.52	9.52
Accessory Apartment	1	6.65	6.65
Total ADTs:			16.17

Condition: N/A

Vehicle Parking & Circulation – The lot is located outside of the Town Center Parking Area (TCPA) and the No Parking Required Area (NPRA) per CBJ 49.40.200. According to CBJ 49.40.210(a), one (1) additional off-street parking space is required for this proposed accessory apartment. Nonconforming lot coverage prevents off-street parking from being provided on-site. If the parking waiver (PWP2024-0004) is not granted, the accessory

apartment cannot be constructed due to the unavailability of on-site parking, and per CBJ 49.40.200(k)(1), the space must be located on the same lot.

Condition: Prior to issuance of a building permit, the applicants must demonstrate that the parking requirements are met.

Noise – Noise is not anticipated to be out of character with the existing residential neighborhood.

Condition: N/A

Lighting - According to CBJ 49.40.230(d), exterior lighting fixtures shall be “full cutoff” design. If new lighting is proposed, design will be verified during the building permit review process; however, no new lighting is proposed.

Condition: N/A

Vegetative Cover & Landscaping – This lot is certified nonconforming for vegetative coverage (NCC2024-0025).

Condition: N/A

Habitat - There are no known habitats governed by the Title 49 land use code on the lot.

Condition: N/A

Drainage and Snow Storage – Any proposed grading or changes to drainage will be reviewed through the building permit review process.

Condition: N/A

Historic District – This lot is not located within the Juneau Downtown Historic District.

Condition: N/A

Hazard Zones - The lot is classified as having a low hazard designation for avalanche and landslides.

Condition: N/A

Public Health, Safety, and Welfare – There is no evidence to suggest that the proposed development, with the appropriate conditions, will materially endanger the public health, safety, and welfare.

Condition: N/A

Property Value or Neighborhood Harmony – There is no evidence to suggest that the proposed development will be out of character with the existing neighborhood, or that it would reduce property values of neighboring properties. The lot is in a D5 single-family zoning district and is surrounded by residential uses.

Condition: N/A

AGENCY REVIEW

CDD conducted an agency review comment period between October 16 and October 28, 2024. Agency review comments can be found in Attachment K.

Agency	Summary
General Engineering	No comment received.
Streets Department	No comment received.
Building Division	No comment received.
Capital Fire Department	No concerns.

PUBLIC COMMENTS

CDD conducted a public comment period between October 17 and November 8, 2024. Public notice was mailed to property owners within 500 feet of the subject parcel (Attachment L). A public notice sign was also posted on-site two weeks prior to the scheduled hearing (Attachment M). No public comments were submitted at time of writing this staff report.

CONFORMITY WITH ADOPTED PLANS

The proposed development is in general conformity with the 2013 Comprehensive Plan, and the 2015 Juneau Economic Development Plan.

PLAN	Chapter	Page No.	Item	Summary
2013 Comprehensive Plan	3	20	Policy 3.2	Promotes compact urban development within the designated urban service area to ensure efficient utilization of land resources and to facilitate cost effective provisions of community services and facilities.
	4	37	Policy 4.2	Facilitates the provision of an adequate supply of various housing types and sizes to accommodate present and future housing needs for all economic groups.
	11	147	Land Use Designation	Complies with the <i>Medium Density Residential – Single Family</i> land use designation; this land use designation allows single-family dwellings with accessory apartments.
2015 Juneau Economic Development Plan	A-6	118	2	Downtown Juneau generates the highest property tax return per acre.

FINDINGS

Conditional Use Permit Criteria – 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 Conditional Use Permit complete?*

Analysis: No further analysis needed.

Finding: Yes. The application contains the information necessary to conduct a full review of the proposed development. The application submittal by the applicant, including the appropriate fees, substantially conforms to the requirements of CBJ Chapter 49.15.

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

Analysis: The application is for an accessory apartment within the ground floor of an existing, certified nonconforming single-family dwelling. The use is listed at CBJ 49.25.300, Section 1.130 for the D5 zoning district.

Finding: Yes. The requested permit is appropriate according to the Table of Permissible Uses.

3. *Will the proposed development comply with the other requirements of this chapter?*

Analysis: No further analysis needed.

Finding: Yes. With the recommended conditions, the proposed development will comply with Title 49.

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

Analysis: No further analysis needed.

Finding: No. There is no evidence to suggest that, with the recommended condition, the requested accessory apartment, in a D5 zoning district, will materially endanger the public health or safety.

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

Analysis: No further analysis is needed.

Finding: No. There is no evidence to suggest that, with the recommended condition, the requested accessory apartment, in a D5 zoning district will substantially decrease the value or be out of harmony with the property in the neighboring area.

6. *Will the proposed development be in general conformity with the Land Use Plan, Thoroughfare Plan, or other officially adopted plans?*

Analysis: Policies in the Comprehensive Plan call for compact, in-fill development within the Urban Service Boundary. Staff finds the proposed development is in general conformity with the land use designation identified in the Comprehensive Plan.

Finding: Yes. The proposed accessory apartment, with the recommended condition, will be in general conformity with the 2013 Comprehensive Plan.

RECOMMENDATION

Staff recommends the Planning Commission adopt the Director's analysis and findings and APPROVE the requested Conditional Use Permit. The permit would allow the development of an accessory apartment within a certified nonconforming structure in a D5 zoning district.

The approval is subject to the following condition:

- Prior to issuance of a building permit, the applicants must demonstrate that the parking requirements are met.**

STAFF REPORT ATTACHMENTS

Item	Description
Attachment A	Application Packet
Attachment B	1892 Plat of Juneau Townsite
Attachment C	1914 Sanborn Map
Attachment D	1941 Sanborn Map
Attachment E	Assessor's Records indicating existence of apartment
Attachment F	Assessor's Records indicating conversion to duplex
Attachment G	1986 CBJ Inventory of Starr Hill Miner's Houses (excerpt)
Attachment H	Assessor's Records indicating conversion back to single-family dwelling
Attachment I	2013 Easement Agreement
Attachment J	Nonconforming Certification NCC2024-0025
Attachment K	Agency Comments
Attachment L	Abutters Notice
Attachment M	Public Notice Sign Photo



DEVELOPMENT PERMIT APPLICATION

NOTE: Development Permit Application forms must accompany all other Community Development Department land use applications. This form and all documents associated with it are public record once submitted.

PROPERTY LOCATION					
Physical Address 529 Kennedy Street. Juneau Alaska 99801					
Legal Description(s) (Subdivision, Survey, Block, Tract, Lot) Residential D5					
Parcel Number(s) 1C040A200110					
<input type="checkbox"/> This property is located in the downtown historic district <input type="checkbox"/> This property is located in a mapped hazard area, if so, which _____					
LANDOWNER/ LESSEE					
Property Owner Thomas Fletcher	Contact Person Thomas Fletcher				
Mailing Address 529 Kennedy St.	Phone Number(s) 907.209.7131				
E-mail Address tfletch40@gmail.com					
LANDOWNER/ LESSEE CONSENT					
Required for Planning Permits, not needed on Building/ Engineering Permits. Consent is required of all landowners/ lessees. If submitted with the application, alternative written approval may be sufficient. Written approval must include the property location, landowner/ lessee's printed name, signature, and the applicant's name.					
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 the City and Borough of Juneau officials/employees to inspect my property as needed for purposes of this application.					
<table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;"><u>Thomas Fletcher</u></td> <td style="width:50%; border: none;"><u>Landowner</u></td> </tr> <tr> <td style="border: none;">Landowner/Lessee (Printed Name)</td> <td style="border: none;">Title (e.g.: Landowner, Lessee)</td> </tr> </table>		<u>Thomas Fletcher</u>	<u>Landowner</u>	Landowner/Lessee (Printed Name)	Title (e.g.: Landowner, Lessee)
<u>Thomas Fletcher</u>	<u>Landowner</u>				
Landowner/Lessee (Printed Name)	Title (e.g.: Landowner, Lessee)				
<table style="width:100%; border: none;"> <tr> <td style="width:60%; border: none;">X _____</td> <td style="width:40%; border: none;"><u>6/03/2024</u></td> </tr> <tr> <td style="border: none;">Landowner/Lessee (Signature)</td> <td style="border: none;">Date</td> </tr> </table>		X _____	<u>6/03/2024</u>	Landowner/Lessee (Signature)	Date
X _____	<u>6/03/2024</u>				
Landowner/Lessee (Signature)	Date				
<table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;">_____</td> <td style="width:50%; border: none;">_____</td> </tr> <tr> <td style="border: none;">Landowner/Lessee (Printed Name)</td> <td style="border: none;">Title (e.g.: Landowner, Lessee)</td> </tr> </table>		_____	_____	Landowner/Lessee (Printed Name)	Title (e.g.: Landowner, Lessee)
_____	_____				
Landowner/Lessee (Printed Name)	Title (e.g.: Landowner, Lessee)				
<table style="width:100%; border: none;"> <tr> <td style="width:60%; border: none;">X _____</td> <td style="width:40%; border: none;">_____</td> </tr> <tr> <td style="border: none;">Landowner/Lessee (Signature)</td> <td style="border: none;">Date</td> </tr> </table>		X _____	_____	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. We will make every effort to contact you in advance, but may need to access the property in your absence and in accordance with the consent above. Also, members of the Planning Commission may visit the property before a scheduled public hearing date.					
APPLICANT If same as LANDOWNER, write "SAME"					
Applicant (Printed Name) Same	Contact Person _____				
Mailing Address _____	Phone Number(s) _____				
E-mail Address _____					
<table style="width:100%; border: none;"> <tr> <td style="width:60%; border: none;">X _____</td> <td style="width:40%; border: none;">_____</td> </tr> <tr> <td style="border: none;">Applicant's Signature</td> <td style="border: none;">Date of Application</td> </tr> </table>		X _____	_____	Applicant's Signature	Date of Application
X _____	_____				
Applicant's Signature	Date of Application				

To be completed by Applicant

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

Intake Initials 	
Case Number USE24-017	Date Received 8/9/24



ALLOWABLE/CONDITIONAL USE PERMIT APPLICATION

See reverse side for more information regarding the permitting process and the materials required for a complete application.

NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.

To be completed by Applicant

PROJECT SUMMARY

ADU Project at 529 Kennedy St.

TYPE OF ALLOWABLE OR CONDITIONAL USE PERMIT REQUESTED

- Accessory Apartment – Accessory Apartment Application (AAP)
- Use Listed in 49.25.300 – Table of Permissible Uses (USE)

Table of Permissible Uses Category: _____

IS THIS A MODIFICATION or EXTENSION OF AN EXISTING APPROVAL? YES – Case # _____ NO

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

SITE AND BUILDING SPECIFICS

Total Area of Lot 1,631 sq. ft. _____ square feet Total Area of Existing Structure(s) 1904 _____ square feet
 Total Area of Proposed Structure(s) 600 _____ 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

ALL REQUIRED DOCUMENTS ATTACHED

Narrative including:

- Current use of land or building(s)
- Description of project, project site, circulation, traffic etc.
- Proposed use of land or building(s)
- How the proposed use complies with the Comprehensive Plan

If this is a modification or extension include:

- Notice of Decision and case number
- Justification for the modification or extension
- Application submitted at least 30 days before expiration date

Plans including:

- Site plan
- Floor plan(s)
- Elevation view of existing and proposed buildings
- Proposed vegetative cover
- Existing and proposed parking areas and proposed traffic circulation
- Existing physical features of the site (e.g.: drainage, habitat, and hazard areas)

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

ALLOWABLE/CONDITIONAL USE FEES		Check No.	Receipt	Date
Application Fees	\$ <u>350⁰⁰</u>			
Admin. of Guarantee	\$ _____			
Adjustment	\$ _____			
Pub. Not. Sign Fee	\$ <u>150⁰⁰</u>			
Pub. Not. Sign Deposit	\$ _____			
Total Fee	\$ _____			

This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number	Date Received
<u>USE24-017</u>	<u>8/9/24</u>

Allowable/Conditional Use Permit Application Instructions

Allowable Use permits are outlined in CBJ 49.15.320, Conditional Use permits are outline in CBJ 49.15.330

Pre-Application Conference: A pre-application conference is required prior to submitting an application. There is no fee for a pre-application conference. The applicant will meet with City & Borough of Juneau and Agency staff to discuss the proposed development, the permit procedure, and to determine the application fees. To schedule a pre-application conference, please contact the Permit Center at 586-0770 or via e-mail at permits@juneau.org.

Application: An application for an Allowable/Conditional Use Permit will not be accepted by the Community Development Department until it is determined to be complete. The items needed for a complete application are:

1. **Forms:** Completed Allowable/Conditional Use Permit Application and Development Permit Application forms.
2. **Fees:** Fees generally range from \$350 to \$1,600. Any development, work, or use done without a permit issued will be subject to double fees. All fees are subject to change.
3. **Project Narrative:** A detailed narrative describing the project.
4. **Plans:** All plans are to be drawn to scale and clearly show the items listed below:
 - A. Site plan, floor plan and elevation views of existing and proposed structures
 - B. Existing and proposed parking areas, including dimensions of the spaces, aisle width and driveway entrances
 - C. Proposed traffic circulation within the site including access/egress points and traffic control devices
 - D. Existing and proposed lighting (including cut sheets for each type of lighting)
 - E. Existing and proposed vegetation with location, area, height and type of plantings
 - F. Existing physical features of the site (i.e. drainage, eagle trees, hazard areas, salmon streams, wetlands, etc.)

Document Format: All materials submitted as part of an application shall be submitted in either of the following formats:

1. Electronic copies in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif, .xlm, .rtf (other formats may be preapproved by the Community Development Department).
2. Paper copies 11" X 17" or smaller (larger paper size may be preapproved by the Community Development Department).

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

Review: As part of the review process the Community Development Department will evaluate the application for consistency with all applicable City & Borough of Juneau codes and adopted plans. Depending on unique characteristics of the permit request the application may be required to be reviewed by other municipal boards and committees. During this review period, the Community Development Department also sends all applications out for a 15-day agency review period. Review comments may require the applicant to provide additional information, clarification, or submit modifications/alterations for the proposed project.

Hearing: All Allowable/Conditional Use Permit Applications must be reviewed by the Planning Commission for vote. Once an application has been deemed complete and has been reviewed by all applicable parties the Community Development Department will schedule the requested permit for the next appropriate meeting.

Public Notice Responsibilities: Allowable/Conditional Use requests must be given proper public notice as outlined in CBJ 49.15.230:

The Community Development Department will give notice of the pending Planning Commission meeting and its agenda in the local newspaper a minimum of 10-days prior to the meeting. Furthermore, CDD will mail notices to all property owners within 500-feet of the project site.

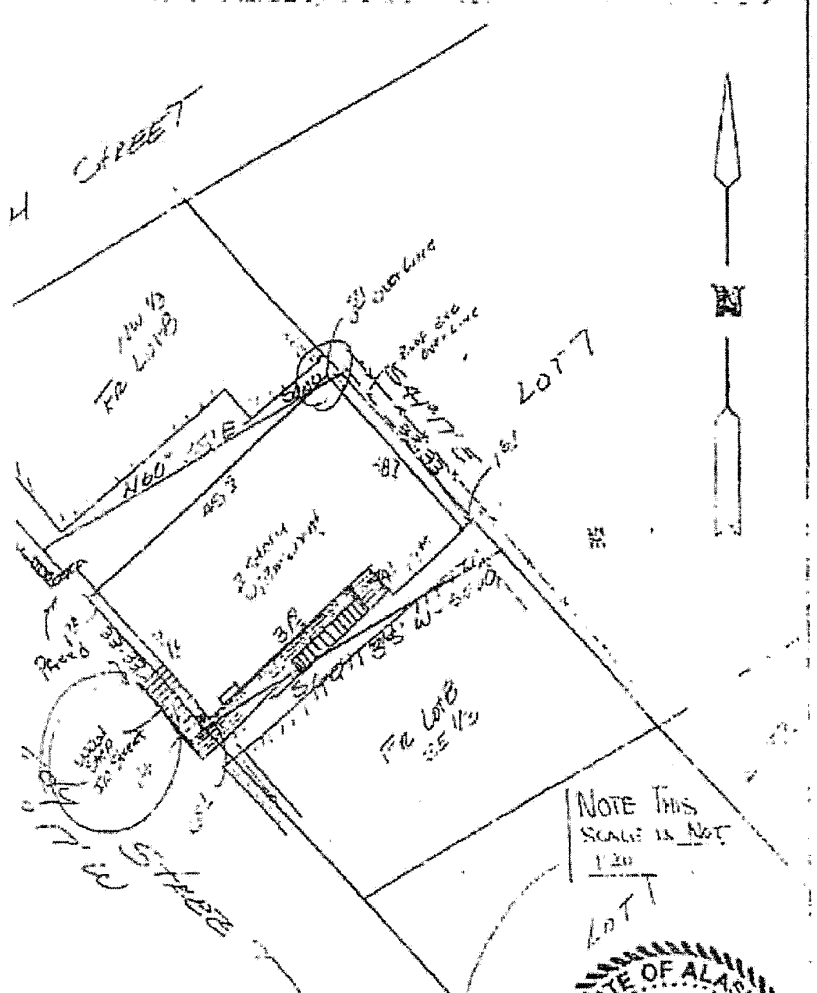
The Applicant will post a sign on the site at least 14 days prior to the meeting. The sign shall be visible from a public right-of-way or where determined appropriate by CDD. Signs may be produced by the Community Development Department for a preparation fee of \$50, and a \$100 deposit that will be refunded in full if the sign is returned within seven days of the scheduled hearing date. If the sign is returned between eight and 14 days of the scheduled hearing \$50 may be refunded. The Applicant may make and erect their own sign. Please contact the Community Development Department for more information.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

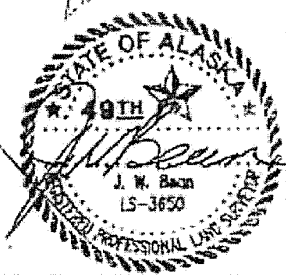
Jul-27-2007 17:54 From-AKUSA FCU

T-001 P 007/007 F-250

11559.04



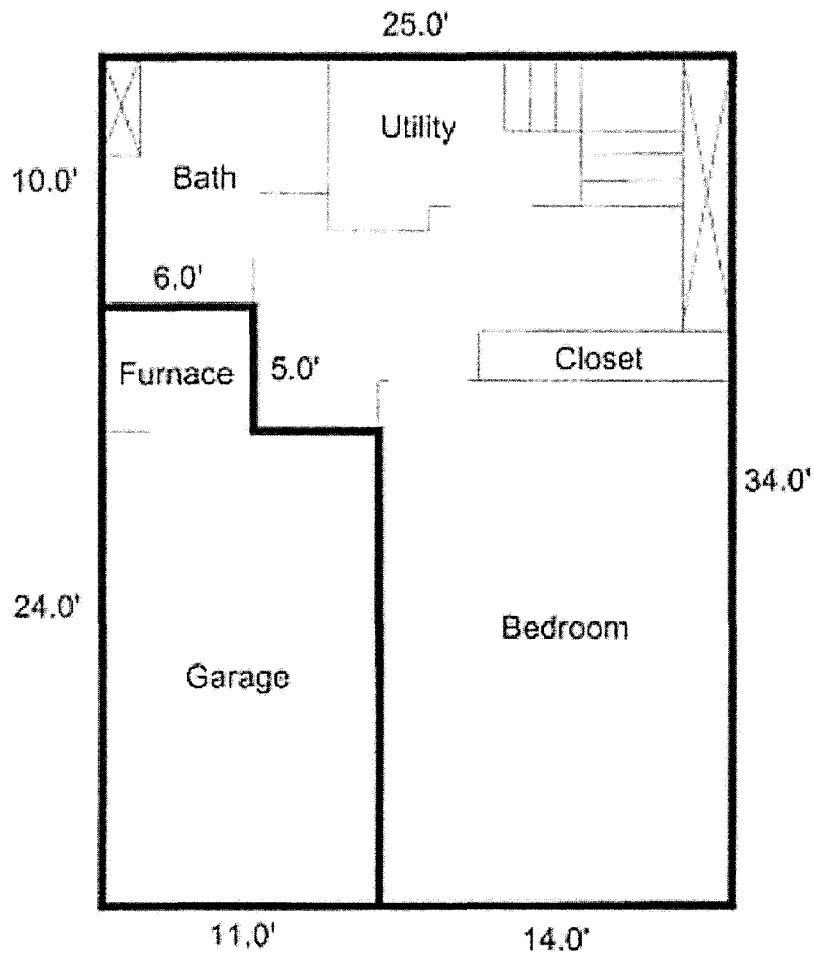
NOTE THIS SCALE IS NOT 1"=20'



THIS IS A TRUE AND CORRECT PLAT, EASEMENTS, AND IMPROVEMENTS THEREON T ALL OVERLAPS AND ENCROACHMENTS ARE OF MY KNOWLEDGE.

W. BEAN
 PROFESSIONAL SURVEYOR
 1175 ARCADE CIRCLE
 JUNEAU - ALASKA
 (907) 718-0580
 SURVEYOR - PLANNER

AS-BUILT SURVEY		
Middle 1/3 OF LOT 9 Block 127		
TOWNSHIP OF JUNEAU		
SITING 145.00'		
DESIGNED BY J.W.B.	JOB No 11765	SCALE 1"=20'
DRAWN BY J.W.B.	DATE 5-22-05	SHEET 1 OF 1





(907) 586-0715
 CDD_Admin@juneau.gov
 www.juneau.org/community-development
 155 Heritage Way • Juneau, AK 99801

Starr Hill ADU

Case Number: PAC2024 0024
 Applicant: Thomas Fletcher
 Property Owner: Thomas W Fletcher
 Property Address: 529 Kennedy St.
 Parcel Code Number: 1C040A200110
 Site Size: 1,631 sq. ft.
 Zoning: D5
 Existing Land Use: Residential

Conference Date: May 15, 2024
 Report Issued: May 22, 2024

DISCLAIMER: Pre-application conferences are conducted for the purpose of providing applicants with a preliminary review of a project and timeline. Pre-application conferences are not based on a complete application and are not a guarantee of final project approval.

List of Attendees

Note: Copies of the Pre-Application Conference Report will be emailed, instead of mailed, to participants who have provided their email address below.

Name	Title	Email address
Tom Fletcher	Applicant	TFletch40@gmail.com
Ilsa Lund	Planning	Ilsa.Lund@juneau.gov
Jay Larson	Planning	Jason.Larson@juneau.gov
Jeff Hedges	Building	Jeffrey.Hedges@juneau.gov
Bridget LaPenter	General Engineering	Bridget.LaPenter@juneau.gov
Sydney Hawkins	Permit Center	Sydney.Hawkins@juneau.gov

Revised 5/07/2021

i:\documents\cases\2024\pac\pac24-024 star hill adu\pac24-24 report draft final.doc

Pre-Application Conference Final Report

Conference Summary

The following is a list of issues, comments and proposed actions, and requested technical submittal items that were discussed at the pre-application conference.

Project Overview

The applicant would like to convert the lowest level of an existing single-family dwelling into an accessory apartment. The property is located on Starr Hill and is part of the original Juneau Townsite. The property will need to be certified nonconforming for lot, parking, and structure before development can proceed; however, most of the required applications can be applied for concurrently.

Applying for the Accessory Apartment Grant must be done concurrently with the Building Permit application. This will take place during the second round of application submissions (see below for details).

Please note: In accordance with CBJ 49.25.510(k)(2)(A), the accessory apartment cannot exceed 600 sq. ft.

Planning Division

1. Zoning – D5
2. Table of Permissible Uses – Accessory apartment allowable with a Conditional Use Permit (CUP) according to the TPU.

		RR	D-1	D-3	D-5
1.000	Residential				
1.100	Single-family dwellings				
1.110	Single-family detached, one dwelling per lot	1	1	1	1
1.120	Single-family detached, two dwellings per lot	1	1	1	
1.130	Single-family detached, accessory apartment ^X	1, 3	1, 3	1, 3	1, 3
1.140	Single-family detached, two dwellings per lot, accessory apartments ^X	1, 3	1, 3	1, 3	

X. Special requirements apply to accessory apartment applications. See CBJ § 49.25.510(k).

3. **Subdivision** – N/A, undersized lot with structure exceeding allowable lot coverage would not allow for a subdivision.
4. **Setbacks** – Required setbacks for D5 are: 20 ft. front, 20 ft. rear, 5 ft. side. Existing setbacks are mere inches. It’s hard to tell exactly because the as-built survey is illegible. In this are of town, the lots were essentially created around the existing structures. Because the single-family dwelling was built at a slight angle, the north and south corners of the building encroach slightly over the property lines. The structure will need to be certified nonconforming for setbacks before Planning Commission review of the CUP.
5. **Height** – A maximum building height of 35 ft. is allowable.
6. **Access** – Kennedy St.
7. **Parking & Circulation** – This property is located outside of the downtown parking area. The lot will need to be certified nonconforming for the two (2) required parking spaces for a single-family dwelling, and a parking waiver permit (PWP) will be required for the proposed accessory dwelling.

Pre-Application Conference Final Report

8. **Lot Coverage** – Maximum allowable lot coverage for D5 is 50%. Since the lot was created around the existing structure, maximum coverage is exceeded at close to 100%. This will be certified nonconforming.
9. **Vegetative Coverage** – The single-family dwelling covers most of the lot, so the minimum vegetative coverage (20%) is not met. This will be certified during the nonconforming review process.
10. **Lighting** – Full cutoff lighting fixtures are required. *Full cutoff lighting fixture* means a lighting fixture with a flat lens that eliminates or minimizes direct glare and does not cast light upward or to the side. Full cutoff lighting fixtures are mounted with the lens in a horizontal position. The bulb is shielded on all sides and the top by an opaque housing.
11. **Noise** – N/A
12. **Flood** – N/A
13. **Hazard/Mass Wasting/Avalanche/Hillside Endorsement** – None mapped.



14. **Wetlands** – None.
15. **Habitat** – Check with the U.S. Fish and Wildlife on the presence of eagle nests in the area. The presence of eagle nests may impact construction scheduling. No anadromous waterbodies are on the subject parcel, or within 50 feet.
16. **Plat or Covenant Restrictions** – None.
17. **Traffic** – This development is expected to have minimal impact on traffic.
18. **Nonconforming situations** – A Nonconforming Certificate (for lot, structures, and parking) is required prior to the issuance of a building permit or land use permit

Building Division

19. **Building** – Items to consider: Fire and sound separation, access to electrical overcurrent protection, added plumbing fixtures, egress from sleeping area, smoke and carbon monoxide detection.
20. **Outstanding Permits** – BLD20230875 – Heat pump installation. Needs final inspection.

General Engineering/Public Works

21. **Engineering** – N/A
22. **Drainage** – N/A
23. **Utilities** – (water, power, sewer, etc.) **WATER.** An additional dwelling unit will require a metered water service. Should the increased number of fixtures require increasing the water service size per the building

Pre-Application Conference Final Report

department, the applicant is invited to pursue engineering analysis by an Alaska-licensed mechanical engineer or hire a licensed, bonded and insured contractor to increase the water line size. Increasing the water line size will require a new water assessment (fee), and a refundable performance bond.
SEWER. A 4" sewer line should be sufficient for the additional dwelling unit.

Fire Marshal

24. **Fire Items/Access** – No concerns.

Other Applicable Agency Review

25. N/A

List of required applications

Based upon the information submitted for pre-application review, the following list of applications must be submitted in order for the project to receive a thorough and speedy review.

- 1. Round 1 of Applications
 - a. Nonconforming Certification Review (NCC) ✓
 - b. Conditional Use Permit (CUP) ✓
 - c. Parking Waiver Permit (PWP) ✓
- 2. Round 2 of Applications (contingent on CUP and PWP approval)
 - a. Accessory Apartment
 - b. Accessory Apartment Grant Application
 - c. Building Permit

Additional Submittal Requirements

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

- 1. A copy of this pre-application conference report ✓
- 2. Project narrative
- 3. Floor plan with square footage measurements ~~att~~ ✓
- 4. Waterline information sheet w/ BLD

Fee Estimates

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

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

Round 1 Submission		
Case/ Fee Type	Fee amount (\$)	Notes
Nonconforming Certification Review (NCC)	0.00	Waived when submitted in conjunction with a major development permit application.
Conditional Use Permit (USE or CUP)	350.00	Class I use in accordance with CBJ

Pre-Application Conference Final Report

		49.85.100(3)(A)(iii).
Parking Waiver Permit (PWP)	320.00	\$400 reduced by 20% in accordance with CBJ 49.85.100(21).
Public Notice Sign	150.00	\$100 refundable deposit
	820.00	

Round 2 Submission		
Case/ Fee Type	Fee amount (\$)	Notes
Accessory Apartment	0.00	
Accessory Apartment Grant Application	0.00	
Building Permit	?	Based on the overall cost estimate for the development.
	?	

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

Submit your Completed Application

You may submit your application(s) online via email to permits@juneau.gov
OR in person with payment made to:

City & Borough of Juneau, Permit Center
230 South Franklin Street
Fourth Floor Marine View Center
Juneau, AK 99801

Phone: (907) 586-0715
Web: www.juneau.org/community-development

Attachments:

- 49.15.330 – if a Conditional Use Permit
- 49.25.510(k)- Accessory apartments
- 49.30.110-270- Nonconforming Situations
- 49.35.410(c)- Residential wastewater- property owner responsibility
- 49.40.220- Parking reductions

Applications:

- Development Permit Application
- Conditional Use Permit Application
- Nonconforming Certification Application
- Parking Waiver Application
- Accessory Apartment Application
- Accessory Dwelling Unit Grant Application

SEPT. 1914
JUNEAU
ALASKA.



Attachment C - 1914 Sanborn Map

YEAR	OWNER	ASSESSED VALUATION			REASON FOR CHANGE
		Land	Bldgs.	Total	
1979		7100	53,900	61,000	
80		7100	57,900	65,000	
81		11400	59,900	71,300	Chg to Duplex
1982		12600	65,800	78,400	
1983		14800	70,600	85,400	
1984		17300	75,300	92,600	

REMARKS: 11-21-80 Yr floor used as Apt. - New Duplex Lk.
Sold S/S \$90,000

PLACE PICTURE HERE

BUILDING AREA CALCULATION

SKETCH OF PROPERTY: 1C040A200110

Parcel No 1C040A200110

Property Address 529 Kennedy Street

City

Owner

Client

Attachment E - Assessor's Records indicating existence of apartment

YEAR	OWNER	ASSESSED VALUATION			REASON FOR CHANGE
		Land	Bldgs.	Total	
1979		7100	53,900	61,000	
80		7100	52,900	60,000	
81		11,900	59,900	71,300	Chg to Duplex
1982		12,600	65,800	78,400	
1983		14,800	70,600	85,400	
1984		17,300	75,300	92,600	

REMARKS: 11-21-80 1/2 floor used as Apt. - New Duplex Bldg.
Sold 5/15 @ 90,000

PLACE PICTURE HERE

BUILDING AREA PARTICIPATION

SKETCH OF PROPERTY: 1C040A200110

Parcel No 1C040A200110

Property Address 529 Kennedy Street

City

Owner

Client

Attachment F - Assessor's Records indicating conversion to duplex

INVENTORY OF HISTORIC SITES AND STRUCTURES
City and Borough of Juneau

AHRS#: JUN-311

CBJ #: C-31

HISTORIC NAME: Fries/Mine Workers House II.

DATE(S): c. 1914, but prior to May 22, 1914.

LOCATION: 525 Kennedy Street

LOT/BLOCK #: Lot FR-8, Block 120 Juneau Townsite

DESCRIPTION: 1-1/2 story, wood frame structure; gable roof with composition shingles; wood shakes exterior, double-hung window, open porch, glazed porch, two decks, risers, garage, partial basement, concrete foundation.

SIGNIFICANCE: One of the row of houses known as the C. W. Fries cottages, probably built for miners. The lot or a portion thereof was owned by E. R. Jaeger from 1908-1927. He established the Alaska Steam Laundry, and built and owned many residential and commercial buildings in Juneau. Jaeger served on the Juneau City Council for several terms.

SOURCES: 17B, 5/22/1914, Vol. IV, No. 474; 17B, 7/8/1937, Vol. L, No. 7530.

AHRS#: JUN-310

CBJ #: C-32

HISTORIC NAME: Fries/Mine Workers House III.

DATE(S): c. 1914, but prior to May 22, 1914.

LOCATION: 523 Kennedy Street

LOT/BLOCK #: Lot FR-8 Block 120 Juneau Townsite

DESCRIPTION: 1-1/2 story, wood frame structure; gable roof with composition shingles; aluminum siding, two decks, risers, partial basement, concrete foundation.

SIGNIFICANCE: One of the row of houses known as the C. W. Fries cottages, probably built for miners. The lot or a portion thereof was owned by E. R. Jaeger from 1908-1927. He established the Alaska Steam Laundry, and built and owned many residential and commercial buildings in Juneau. Jaeger served on the Juneau City Council for several terms.

SOURCES: 17B, 5/22/1914, Vol. IV, No 474; 17B, 7/8/1937, Vol. L, No. 7530.

Appraiser & Date

94 Appeal

1996

Item No.	Area or Prop.	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost
4.33	① 1142 #	47 42	54154					
	② 378 #	28 45	10754					
2a	③ 858 #	10 85	9309					
2c	Fin. ④ 192	16 75	3216					
6D 6F	# + # D/W	195 620	815					
6h	X-KIT.		1400					
8P	WOODSTOVE		1275					
9a	②-3-5: X	1810	3620					
9b	KIT. SINK		385					
11B	Gar. 212 #	4 45	943					
12c	Deck 350 #	7 55	2643					
12a	CP 74 #	10 05	744					

Total Replacement Cost

89258

87473

Cost Conversion Factor

Adjusted Replacement Cost

Effective Age/Depreciation

45

49092

50% Inc.

Total Depreciation

Remodel In progress

Final Net Condition

1.51

Principal Building Total + 1.5068

64153

66042

Other Buildings

Total Building Appraisal

Total Building Apprais

82156

A
L
A
S
K
A

2013-007889-0

Recording Dist: 101 - Juneau
12/3/2013 09:49 AM Pages: 1 of 5



EASEMENT AGREEMENT

2101011

This agreement is entered into this 01 day of November, 2013, by and between James W. Greenough and Carol C. Greenough, individually and as Trustees of the James and Carol Greenough Family Trust Agreement dated October 3, 2008, whose address is 9965 Southwest Jurgens Lane, Tualatin, Oregon, (the "Greenoughs") and Thomas W. Fletcher, a married man, whose address is 529 Kennedy Street, Juneau, Alaska ("Fletcher").

The Greenoughs are the owners of certain real property in the Juneau Recording District, First Judicial District, State of Alaska, described as:

The Southeasterly One-Third (1/3) of Lot Eight (8), Block 120, Townsite of Juneau, Juneau Recording District, First Judicial District, State of Alaska.

referred to herein as "523 Kennedy Street."

Fletcher is the owner of certain adjacent real property in Juneau Recording District, First Judicial District, State of Alaska, described as:

A tract of land in Lot 8, Block 120, Townsite of Juneau, described as:
BEGIN at the South corner of said lot, run thence Northwesterly along the Southwesterly line of said lot 33.333 feet to the true point of beginning; thence continuing Northwesterly 33.333 feet; thence Northeasterly, parallel with the Southeasterly line of said lot, 50.00 feet to the Northeasterly line of said lot; thence Southeasterly along said Northeasterly line, 33.333 feet; thence Southwesterly, parallel with the Southeasterly line of said lot, 50.00 feet to the true point of beginning.

referred to herein as "529 Kennedy Street."

WHEREAS, the Greenoughs have recently obtained an "as-built" survey, incorporated by reference and attached to this Agreement as Attachment A, indicating that a certain part of the home at 523 Kennedy Street encroaches onto 529 Kennedy Street, and a certain part of the deck and concrete of the home at 529 Kennedy Street encroaches onto 523 Kennedy Street.

WHEREAS, the Greenoughs and Fletcher desire, in neighborly fashion, to accommodate these encroachments and prevent any disputes between them or their successors in the future;

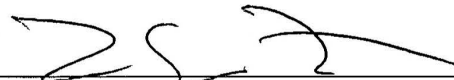
WHEREAS, the Greenoughs and Fletcher desire to grant mutual easements, the one to the other, to bind themselves and their successors-in-interest to the properties, to accommodate

these encroachments, and also each to allow the other access to their respective properties in order to maintain and repair the portions of the other's structures that encroach;

NOW, THEREFORE, in consideration of the mutual easements each grants to the other, the Greenoughs and Fletcher agree as follows:

1. Fletcher hereby grants a perpetual right and easement to the Greenoughs for the encroachment by the home at 523 Kennedy St. onto the property at 529 Kennedy Street as shown in Attachment A. This easement includes the right to access the property at 529 Kennedy Street as reasonably necessary to maintain, repair and improve the encroachment.
2. The Greenoughs hereby grant a perpetual right and easement to Fletcher for the encroachment by the deck and concrete of the home at 529 Kennedy St. onto the property at 523 Kennedy Street as shown in Attachment A. This easement includes the right to access the property at 523 Kennedy Street as reasonably necessary to maintain, repair and improve the encroachment.
3. The easements granted in Paragraphs 1 and 2 shall run with the land and continue perpetually.
4. These easements are limited to the size and dimensions of the encroachments shown in Attachment A. The parties may repair and improve the quality of the encroaching structures but they may not increase the physical dimensions of the encroachments.
5. This agreement constitutes the entire agreement of the parties regarding these easements. No oral agreements not incorporated into this document exist. Changes to this agreement shall be valid only if made in writing, signed by the parties to this agreement or their successors-in-interest to the properties bound by these easements, and recorded in the Juneau Recording District, First Judicial District, State of Alaska. The laws of the State of Alaska shall govern this agreement.
7. This agreement may be executed in two or more counterparts, each of which when executed shall be deemed an original but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the date first above written.



 Thomas Fletcher



2 of 5

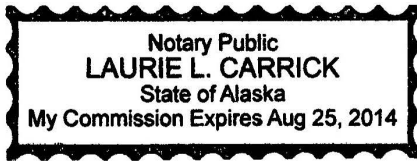
2013-007889-0

ACKNOWLEDGMENT

STATE OF ALASKA)
)
FIRST JUDICIAL DISTRICT) ss:

THIS CERTIFIES that on this 25 day of November, 2013, before me, a Notary Public in and for the State of Alaska, personally appeared Thomas Fletcher ~~and Amy Fletcher~~ ^{TC}, to me known and known to me to be the persons whose names are subscribed to the foregoing instrument, and who acknowledged to me that they executed the same freely and voluntarily for the uses and purposes therein mentioned.

WITNESS my hand and official seal the day and year in this certificate above written.



Laurie L. Carrick
Notary Public for Alaska

Carol Greenough

James Greenough

ACKNOWLEDGMENT

STATE OF ALASKA)
)
FIRST JUDICIAL DISTRICT) ss:

THIS CERTIFIES that on this ____ day of November, 2013, before me, the undersigned, a Notary Public in and for the State of Alaska, personally appeared James W. Greenough and Carol C. Greenough, to me known and known to me to be the persons whose names are subscribed to the foregoing instrument, and after being first duly sworn according to law, stated to me under oath that they are the sole Trustees of the James and Carol Greenough Family Trust Agreement dated October 3, 2008, and that as such they are authorized to execute the foregoing instrument on behalf of the Trust and did execute the same freely and voluntarily for the uses and purposes therein mentioned.

WITNESS my hand and official seal the day and year in this certificate above written.

Notary Public for Alaska

Return to: Lael Harrison, Faulkner Banfield PC, 8420 Airport Blvd. Ste. 101, Juneau, AK 99801



3 of 5

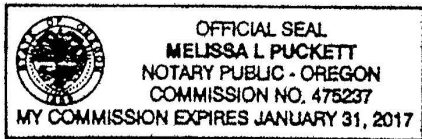
2013-007889-0

ACKNOWLEDGMENT

STATE OF ALASKA)
)
FIRST JUDICIAL DISTRICT) ss:

THIS CERTIFIES that on this _____ day of _____, 2013, before me, a Notary Public in and for the State of Alaska, personally appeared Thomas Fletcher and Amy Fletcher, to me known and known to me to be the persons whose names are subscribed to the foregoing instrument, and who acknowledged to me that they executed the same freely and voluntarily for the uses and purposes therein mentioned.

WITNESS my hand and official seal the day and year in this certificate above written.



Notary Public for Alaska
Carol Greenough
Carol Greenough

James Greenough
James Greenough

ACKNOWLEDGMENT

STATE OF ALASKA)
)
FIRST JUDICIAL DISTRICT) ss:

THIS CERTIFIES that on this 21 day of November, 2013, before me, the undersigned, a Notary Public in and for the State of Alaska, personally appeared James W. Greenough and Carol C. Greenough, to me known and known to me to be the persons whose names are subscribed to the foregoing instrument, and after being first duly sworn according to law, stated to me under oath that they are the sole Trustees of the James and Carol Greenough Family Trust Agreement dated October 3, 2008, and that as such they are authorized to execute the foregoing instrument on behalf of the Trust and did execute the same freely and voluntarily for the uses and purposes therein mentioned.

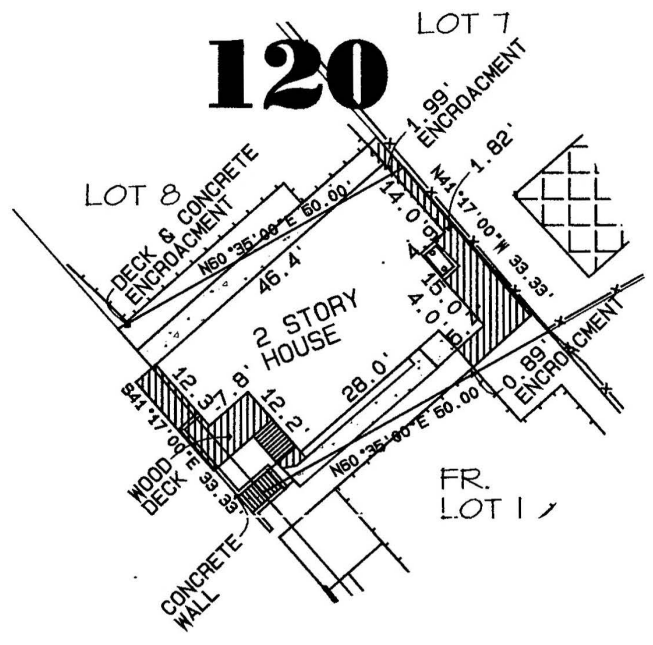
WITNESS my hand and official seal the day and year in this certificate above written.

Melissa L. Puckett

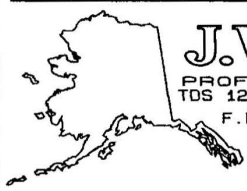
Notary Public for Alaska
oream

Return to: Lael Harrison, Faulkner Banfield PC, 8420 Airport Blvd. Ste. 101, Juneau, AK 99801





I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT PLAT; THAT ALL WALKS, ROADS, EASEMENTS AND IMPROVEMENTS THEREON ARE AS SHOWN AND THAT ALL OVERLAPS AND ENCROACHMENTS ARE AS SHOWN TO THE BEST OF MY KNOWLEDGE.



J.W. BEAN
PROFESSIONAL SURVEYOR
TDS 125 JUNEAU TOWN
F.B. _____ JOB No. 13258
SCALE AS-SHOWN
DATE 10-02-2013

AS-BUILT SURVEY OF
NORTHEAST 1/3
LOT 1, BLOCK 120
JUNEAU TOWNSITE, USS 7



2013-007889-0



(907) 586-0715
 CDD_Admin@juneau.gov
 www.juneau.org/community-development
 155 Heritage Way • Juneau, AK 99801

NONCONFORMING CERTIFICATE

Date: November 1, 2024
 File No.: NCC2024 0025

Thomas Fletcher
 529 Kennedy Street
 Juneau, AK 99801
 tfletch40@gmail.com

Proposal: A Nonconforming Situation Review for lot, structure, and parking.

Property Address: 529 Kennedy Street
 Property Legal Description: JUNEAU TOWNSITE BL 120 LT 8 FR
 Property Parcel Code No.: 1C040A200110

The Director of Community Development adopted the analysis and findings listed in the attached memorandum dated November 1, 2024, and has found the following situations on the lot to be certified nonconforming to the Title 49 Land Use Code of the City and Borough of Juneau:

- Nonconforming Structures (CBJ 49.30.250):
 - Front yard setback of zero (0) feet
 - Rear yard setback of zero (0) feet
 - Side yard (NW) setback of -1.9 feet
 - Side yard (SE) setback of -2.69 feet
 - Vegetative cover of ~0%
- Nonconforming Lots (CBJ 49.30.260):
 - Lot size of 1,631 square feet
 - Lot width of 33.3333 feet
 - Lot coverage of ~100%
- Nonconforming Parking (CBJ 49.30.270):
 - Number of off-street parking spaces

This Nonconforming Certificate applies to the nonconforming situations stated above. The nonconforming rights provided herein may be relinquished under certain circumstances provided under the CBJ Title 49 Land Use Code. It is the responsibility of the owner or agent of the owner to ensure that all development on the lot is in compliance with this certification and the CBJ Title 49 Land Use Code.

CBJ 49.30.215: Accidental damage or destruction. Structures receiving a nonconforming certification may have the right to reconstruct a nonconforming structure per CBJ Chapter 49.30.

Thomas Fletcher
File No.: NCC2024 0025
November 1, 2024
Page 2 of 2

This Nonconforming Certificate constitutes a final decision of the Director of Community Development. Appeals must be brought to the CBJ Planning Commission in accordance with CBJ 49.20.110. Appeals must be filed by 4:30 P.M. on the day twenty days from the date the decision is filed.

If you have any questions regarding your project or anticipate any changes to your plans, please call the Community Development Department at (907) 586-0715.

Project Planner: *Ilsa Lund*
Ilsa Lund, Planner I
Community Development Department

Scott Ciambor, Planning Manager, for
Jill Lawhorne, Director, AICP
Community Development Department

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.



**DIRECTOR'S REVIEW STAFF REPORT
NONCONFORMING CERTIFICATION
NCC2024 0025**

(907) 586-0715
CDD_Admin@juneau.gov
www.juneau.org/community-development
155 Heritage Way • Juneau, AK 99801

DATE: November 1, 2024
TO: Jill Lawhorne, AICP | Director
BY: Ilsa Lund, Planner I *Ilsa Lund*

PROPOSAL: A Nonconforming Situation Review for lot, structure, and parking.

KEY CONSIDERATIONS FOR REVIEW:

- The single-family dwelling was constructed circa 1913 before zoning was established in Juneau.
- The lot area is less than the required minimum for the zoning district.
- There is a single-car garage on site, but the footprint of the single-family dwelling takes up the majority of the lot, so accommodating additional parking is not feasible.

STAFF RECOMMENDATION:

Staff recommends the following situations receive Nonconforming Certification:

- Nonconforming Structures (CBJ 49.30.250)
- Nonconforming Lots (CBJ 49.30.260)
- Nonconforming Parking (CBJ 49.30.270)

ABANDONMENT:

If a nonconforming situation is deemed to be abandoned by the Director, the decision may be reconsidered in accordance with CBJ 49.30.220. After reconsideration is reviewed, an appeal may be filed in accordance with CBJ 49.20.110.

NONCOMPLIANCE:

If a situation fails to be certified as nonconforming, an appeal of this decision may be filed in accordance with CBJ 49.20.110.

○ N/A

GENERAL INFORMATION	
Property Owner	Thomas W Fletcher
Applicant	Thomas Fletcher
Property Address	529 Kennedy Street
Legal Description	JUNEAU TOWNSITE BL 120 LT 8 FR
Parcel Number	1C040A200110
Zoning	D5 (Single-Family)
Lot Size	1,631 sq. ft./ 0.0374 acre
Water/Sewer	City/ City
Access	Kennedy Street
Existing Land Use	Residential
Associated Applications	USE2024 0017, PWP2024 0004

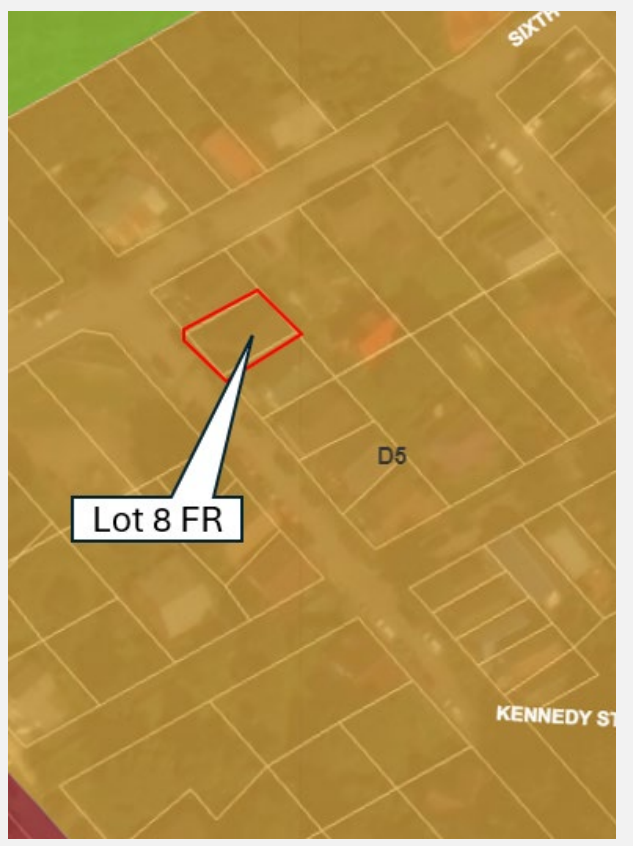
CBJ 49.30.215: Accidental damage or destruction. Structures receiving a nonconforming certification may have the right to reconstruct a nonconforming structure per CBJ Chapter 49.30.

Thomas Fletcher
 File No: NCC2024 0025
 November 1, 2024
 Page 2 of 8

SITE FEATURES AND ZONING



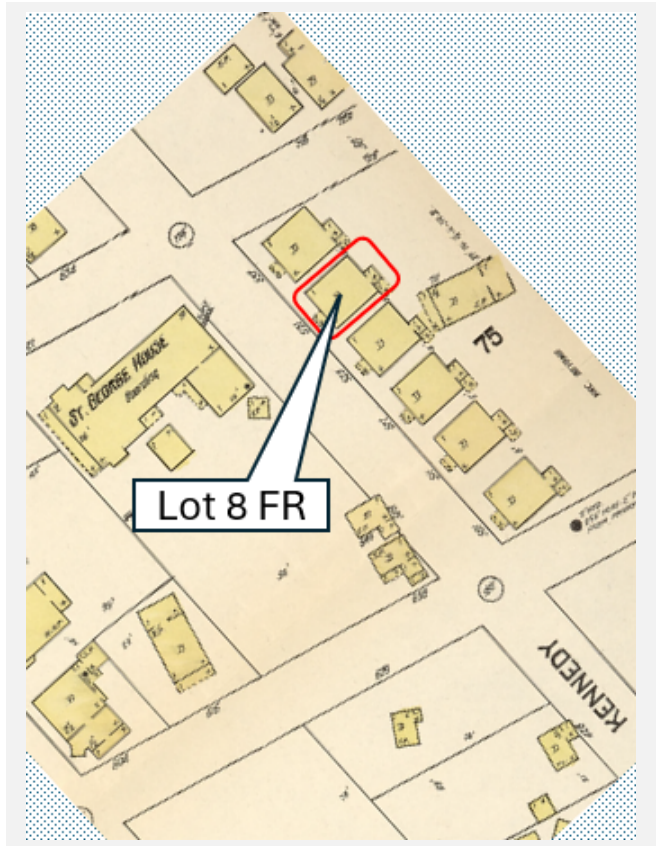
CURRENT ZONING MAP



SURROUNDING ZONING AND LAND USES	
North (D5)	Single-Family Dwelling
South (D5)	Kennedy St. Right-of-Way
East (D5)	Single-Family Dwelling
West (D5)	Single-Family Dwelling

SITE FEATURES	
Anadromous	None
Flood Zone	No, 02110C1567E
Hazard	None
Hillside	Yes, 22% slope
Wetlands	None
Parking District	No
Historic District	No
Overlay Districts	Mining & Exploration Surface Activities Exclusion District, Urban/Rural Mining District Map, Alternative Development Overlay District (ADOD)

ZONING AT TIME OF ESTABLISHMENT



ZONING HISTORY

Year	Zoning District	Summary
1913	N/A	This single-family dwelling was constructed around 1913 on Block 120 Lot 8 with two (2) other houses. The property owner of Lot 8 sold individual dwellings and the lot was split into thirds.
1956	R-2	<p>In 1956, the lot and surrounding area was zoned R-2.</p> <ul style="list-style-type: none"> Minimum lot size: 3,600 square feet Minimum lot width: 40 feet Maximum lot coverage: 60% Maximum height: 30 feet Minimum front yard setback: 15 feet Minimum rear yard setback: 10 feet Minimum side yard setback: 5 feet Minimum street-side yard setback: 10 ft. One (1) off-street parking space per dwelling unit. <p>The use was conforming for parking. The dwelling was conforming for height. The lot became nonconforming for size, width, and coverage. The dwelling became nonconforming for front, side, and rear yard setbacks.</p>
1969	RMM	<p>In 1969, the lot and surrounding area was rezoned RMM (Medium Density) Multi-Family Residential.</p> <ul style="list-style-type: none"> Minimum lot size: 4,800 square feet Minimum lot width: 40 feet Minimum lot depth*: 90 ft. Maximum lot coverage: 60% Maximum height: 60 feet Minimum front yard setback: 15 feet Minimum rear yard setback: 10 feet Minimum side yard setback: 6 feet Minimum street-side yard setback: 15 ft. One (1) off-street parking space per dwelling unit. <p>The use remained conforming for parking. The dwelling remained conforming for height. The lot remained nonconforming for size, width, and coverage. The dwelling remained nonconforming for front, side, and rear yard setbacks. The lot became nonconforming for depth*.</p>
1974	RM	<p>In 1974, the lot and surrounding area was rezoned RM (Garden Apartment) Multi-Family District.</p> <ul style="list-style-type: none"> Minimum lot size: 5,400 square feet Minimum lot width: 60 feet Minimum lot depth*: 90 ft. Maximum lot coverage: 40%

Thomas Fletcher
 File No: NCC2024 0025
 November 1, 2024
 Page 4 of 8

Year	Zoning District	Summary
		<p>Maximum height: 35 feet Minimum front yard setback: 20 feet Minimum rear yard setback: 20 feet Minimum side yard setback: 5 feet Minimum street-side yard setback: 15 ft. One (1) off-street parking space per dwelling unit.</p> <p>The use remained conforming for parking. The dwelling remained conforming for height. The lot remained nonconforming for size, width, coverage, and depth*. The dwelling remained nonconforming for front, side, and rear yard setbacks.</p>
1987	D5	<p>In 1987, the lot and surrounding area was rezoned D5. Assessor’s records indicate that this residential structure was being used as a duplex at this time.</p> <p>Minimum lot size: 10,500 square feet Minimum lot width: 70 feet Minimum lot depth*: 85 ft. Maximum lot coverage: 50% Maximum height: 35 feet Minimum front yard setback: 20 feet Minimum rear yard setback: 20 feet Minimum side yard setback: 5 feet Minimum street-side yard setback: 20 ft. Minimum vegetative coverage: 20% Two (2) off-street parking spaces per dwelling unit.</p> <p>The dwelling remained conforming for height. The use became nonconforming for parking. The lot remained nonconforming for size, width, coverage, and depth*. The dwelling remained nonconforming for front, side, and rear yard setbacks.</p>
1996	D5	<p>In 1996, Assessor’s records indicate that the duplex was converted back into a single-family dwelling.</p> <p>Minimum lot size: 7,000 square feet Minimum lot width: 70 feet Minimum lot depth*: 85 ft. Maximum lot coverage: 50% Maximum height: 35 feet Minimum front yard setback: 20 feet Minimum rear yard setback: 20 feet Minimum side yard setback: 5 feet Minimum street-side yard setback: 20 ft. Minimum vegetative coverage: 20%</p>

Thomas Fletcher
 File No: NCC2024 0025
 November 1, 2024
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Year	Zoning District	Summary
		Two (2) off-street parking spaces per dwelling unit. The dwelling remained conforming for height. The lot remained nonconforming for size, width, coverage, and depth*. The dwelling remained nonconforming for front, side, and rear yard setbacks. The use remained nonconforming for parking.
2021	*All zoning districts – lot depth repealed	On August 23, 2021, the CBJ Assembly adopted Ordinance 2021-28, repealing lot depth as a minimum dimensional standard. Other dimensional standards for D5 remain the same.

BACKGROUND INFORMATION

The applicant requests a Nonconforming Situation Review for lot, structure, and parking (Attachment A). The lot was platted in 1892 as part of the Juneau Townsite and the structure was constructed in 1913.

INFORMATION REVIEWED

Year	Type	Summary
1892	Plat	Plat of Juneau Townsite (Attachment B).
1914	Sanborn Map	Tax Map showing the single family dwelling at its current location under address “531 Kennedy St.” (Attachment C).
1927	Sanborn Map	Tax Map indicates the addition of a deck to the front of the house (Attachment C).
1941	Sanborn Map	1941 Tax Map lists address as “529 Kennedy St.” (Attachment C).
1970	Assessor’s Records	First notation of an extra kitchen indicating multiple dwellings within the structure (Attachment D).
1980	Assessor’s Records	Notation: “11-21-80 ½ floor used as Apt.-non Duplex” (Attachment D) Extra kitchen indicated in table.
1986	Inventory	CBJ Inventory of Starr Hill Miner’s Houses (Attachment E).
1996	Assessor’s Records	Property undergoing major remodel. Second dwelling unit removed (Attachment D).
2013	Easement	2013 Easement Agreement for encroachments between 523 and 529 Kennedy St. (Attachment F).

ANALYSIS

Zoning District Comparison Table – The table below lists the required standards for the D5 zoning district compared to the lot. A description of these situations is provided in the following sections. Items bolded do not meet current requirements.

Standard		Requirement	Existing	Code Reference
Lot	Size	7,000 sq. ft.	1,631 sq. ft.	CBJ 49.25.400
	Width	70 ft.	33.333 ft.	CBJ 49.25.400
Setbacks	Front	20 ft.	0 ft.	CBJ 49.25.400
	Rear	20 ft.	0 ft.	CBJ 49.25.400

Thomas Fletcher
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 November 1, 2024
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	Side (NW)	5 ft.	-1.19 ft.	CBJ 49.25.400
	Side (SE)	5 ft.	-2.69 ft.	CBJ 49.25.400
	Street Side	13 ft.	N/A	CBJ 49.25.400
Lot Coverage		50%	~100%	CBJ 49.25.400
Height	Permissible	35 ft.	2-story	CBJ 49.25.400
	Accessory	25 ft.	N/A	CBJ 49.25.400
Maximum Dwelling Units		One (1) single-family dwelling; One (1) accessory apartment	One (1) single-family dwelling	CBJ 49.25.500
Use		Residential	Residential	CBJ 49.25.300
Vegetative Cover		20%	~0%	CBJ 49.50.300
Parking		Two (2) spaces	One (1) space	CBJ 49.40.210(a)

Minimum Lot Requirements – The lot was originally platted before zoning, three (3) single-family dwellings were constructed, and then the lot was divided into thirds.

Finding: Staff finds the lot nonconforming for lot size and lot width.

Minimum Setback Requirements – The single-family dwelling was constructed in 1913 prior to zoning. The dwelling has a setback of zero (0) feet.

Finding: Staff finds the structure nonconforming for setbacks.

Lot Coverage – The dwelling covers approximately 100 percent of the lot.

Finding: Staff finds the lot nonconforming for lot coverage.

Structure Height – The dwelling is two (2) stories.

Finding: Staff finds the structure conforming for height.

Residential Density – There is only one dwelling on this lot.

Finding: Staff finds the lot conforming for residential density.

Use – The use of the lot is residential.

Finding: Staff finds the lot conforming for use.

Vegetative Cover – Because the structure covers approximately 100 percent of the lot, vegetative coverage is approximately zero (0) percent.

Finding: Staff finds the lot nonconforming for vegetative cover.

Parking – CBJ 49.40.210 requires two (2) off-street parking spaces. Back-out parking may be allowed for single-family dwellings in residential zoning districts per CBJ 49.40.235(b)(6)(A). This single-family dwelling has a single car garage.

Finding: Staff finds the use nonconforming for number of off-street parking spaces.

NONCOMPLIANT SITUATIONS

Thomas Fletcher
 File No: NCC2024 0025
 November 1, 2024
 Page 7 of 8

CBJ 49.30.310(j) Failure of a situation to qualify for nonconforming certification. If a situation does not qualify for or is denied nonconforming certification, it is noncompliant and the property is subject to enforcement actions consistent with this title.

No information has been found to suggest noncompliant situations exist on the lot.

ABANDONMENT

CBJ 49.30.220(b) Abandonment of a nonconforming situation. A nonconforming situation is abandoned if any of the following events occur:

- (1) The owner indicates in writing that the nonconforming situation is being permanently discontinued;
- (2) The nonconforming situation is damaged, destroyed, removed or demolished intentionally by the owner or intentionally by an authorized agent of the owner;
- (3) The nonconforming structure is moved;
- (4) The owner takes action consistent with an intent to abandon the nonconforming situation;
- (5) The structure(s) associated with the nonconforming situation has been vacant for 365 consecutive days;
- (6) Except for a structure with a nonconforming residential density, the nonconforming use has ceased and not substantially resumed for 365 consecutive days; or
- (7) A structure with a nonconforming residential density has been unoccupied for 1095 consecutive days.

No information has been submitted to suggest the nonconforming situations on the lot have been abandoned.

FINDINGS

1. Was the nonconforming situation allowed, or not prohibited by law, when it was established?

Analysis: The lot was platted and the dwelling was constructed before zoning was established in Juneau.

Finding: Yes. The nonconforming situation was allowed, or not prohibited by law, when established.

2. Has the nonconforming situation been abandoned?

Analysis: Staff finds that none of the above-listed abandonment events have taken place.

Finding: No. The nonconforming situations have not been abandoned.

RECOMMENDATION

Staff recommends that the Director adopt the analysis and findings, and find the following situations on the lot to be NONCONFORMING to the Title 49 Land Use Code and issue a Nonconforming Certification for the following situations:

Thomas Fletcher
 File No: NCC2024 0025
 November 1, 2024
 Page 8 of 8

- Nonconforming Structures (CBJ 49.30.250):
 - Front yard setback of zero (0) feet
 - Rear yard setback of zero (0) feet
 - Side yard (NW) setback of -1.19 feet
 - Side yard (SE) setback of -2.69 feet
 - Vegetative cover of ~0%
- Nonconforming Lots (CBJ 49.30.260):
 - Lot size of 1,631 square feet
 - Lot width of 33.3333 feet
 - Lot coverage of ~100%
- Nonconforming Parking (CBJ 49.30.270):
 - Number of off-street parking spaces

STAFF REPORT ATTACHMENTS

Item	Description
Attachment A	Application Packet
Attachment B	1892 Plat of Juneau Townsite
Attachment C	Sanborn Maps
Attachment D	Assessor’s File
Attachment E	1986 CBJ Inventory of Starr Hill Miner’s Houses
Attachment F	2013 Easement Agreement



DEVELOPMENT PERMIT APPLICATION

NOTE: Development Permit Application forms must accompany all other Community Development Department land use applications. This form and all documents associated with it are public record once submitted.

To be completed by Applicant	PROPERTY LOCATION		
	Physical Address 529 Kennedy Street. Juneau Alaska 99801		
	Legal Description(s) (Subdivision, Survey, Block, Tract, Lot) Residential D5		
	Parcel Number(s) 1C040A200110		
	<input type="checkbox"/> This property is located in the downtown historic district <input type="checkbox"/> This property is located in a mapped hazard area, if so, which _____		
	LANDOWNER/ LESSEE		
	Property Owner Thomas Fletcher	Contact Person Thomas Fletcher	
	Mailing Address 529 Kennedy St.	Phone Number(s) 907.209.7131	
	E-mail Address tfletch40@gmail.com		
	LANDOWNER/ LESSEE CONSENT		
Required for Planning Permits, not needed on Building/ Engineering Permits.			
Consent is required of all landowners/ lessees. If submitted with the application, alternative written approval may be sufficient. Written approval must include the property location, landowner/ lessee's printed name, signature, and the applicant's name.			
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 the City and Borough of Juneau officials/employees to inspect my property as needed for purposes of this application.			
Thomas Fletcher		Landowner	
Landowner/Lessee (Printed Name)		Title (e.g.: Landowner, Lessee)	
X	_____	6/03/2024	
	Landowner/Lessee (Signature)	Date	
	_____	_____	
	Landowner/Lessee (Printed Name)	Title (e.g.: Landowner, Lessee)	
X	_____	_____	
	Landowner/Lessee (Signature)	Date	
NOTICE: The City and Borough of Juneau staff may need access to the subject property during regular business hours. We will make every effort to contact you in advance, but may need to access the property in your absence and in accordance with the consent above. Also, members of the Planning Commission may visit the property before a scheduled public hearing date.			
APPLICANT If same as LANDOWNER, write "SAME"			
Applicant (Printed Name) Same	Contact Person _____		
Mailing Address _____	Phone Number(s) _____		
E-mail Address _____			
X	_____	_____	
	Applicant's Signature	Date of Application	

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

Intake Initials 8/9/24

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number NCC24-025	Date Received 8/9/24
---------------------------------	--------------------------------



APPLICATION FOR A NONCONFORMING CERTIFICATION REVIEW

See reverse side for more information regarding the permitting process and the materials required for a complete application.

NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.

TYPE OF NONCONFORMING SITUATION (CHECK ALL THAT MAY APPLY) <input type="checkbox"/> USE <input checked="" type="checkbox"/> STRUCTURE <input type="checkbox"/> DENSITY <input checked="" type="checkbox"/> PARKING <input checked="" type="checkbox"/> LOT	Is this property for sale: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, what is the projected closing date?																				
Have you submitted a narrative that fully explains the above listed nonconforming situations? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> The narrative should explain the nature of the nonconforming situation(s). Be specific, state past and present uses of the building, property, etc.																					
List all relevant information being submitted. Include this material and an as-built or site plan with the application. Relevant information to show that the <i>situation was allowed when established</i> may include: building or land use permits, recorded plats, zoning codes or maps, dated photographs.																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Situation</th> <th style="width: 50%;">Type of Documentation</th> </tr> </thead> <tbody> <tr> <td>Non Conforming set-backs</td> <td>As Built for 529 Kennedy</td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>		Situation	Type of Documentation	Non Conforming set-backs	As Built for 529 Kennedy																
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Non Conforming set-backs	As Built for 529 Kennedy																				
Relevant information to show that the <i>situation was maintained over time</i> may include: business licenses, dated photographs, insurance records and maps, utility bills, property tax records, business license, telephone listing, advertisement in dated publications, leases.																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Maintained Situation</th> <th style="width: 50%;">Type of Documentation</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>		Maintained Situation	Type of Documentation																		
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NOTE: If an as-built survey is not submitted, the Community Development Department may not be able to issue a Nonconforming Certificate for setbacks. As-built surveys should show the property in its current condition.																					
ALL REQUIRED MATERIALS ATTACHED <input type="checkbox"/> Complete Application (Per CBJ 49.30.310) <input type="checkbox"/> Narrative <input type="checkbox"/> As-built survey or similar document <input type="checkbox"/> Documentation <input type="checkbox"/> Fees	NONCONFORMING CERTIFICATION REVIEW FEES: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Fees</th> <th style="width: 15%;">Check No.</th> <th style="width: 15%;">Receipt</th> <th style="width: 30%;">Date</th> </tr> </thead> <tbody> <tr> <td>Application Fees</td> <td>\$</td> <td> NONE</td> <td> </td> </tr> <tr> <td>Admin. of Guarantee</td> <td>\$</td> <td> </td> <td> </td> </tr> <tr> <td>Adjustment</td> <td>\$</td> <td> </td> <td> </td> </tr> <tr> <td>Total Fee</td> <td>\$</td> <td> </td> <td> </td> </tr> </tbody> </table>	Fees	Check No.	Receipt	Date	Application Fees	\$	 NONE		Admin. of Guarantee	\$			Adjustment	\$			Total Fee	\$		
Fees	Check No.	Receipt	Date																		
Application Fees	\$	 NONE																			
Admin. of Guarantee	\$																				
Adjustment	\$																				
Total Fee	\$																				

This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center 907-586-0770.

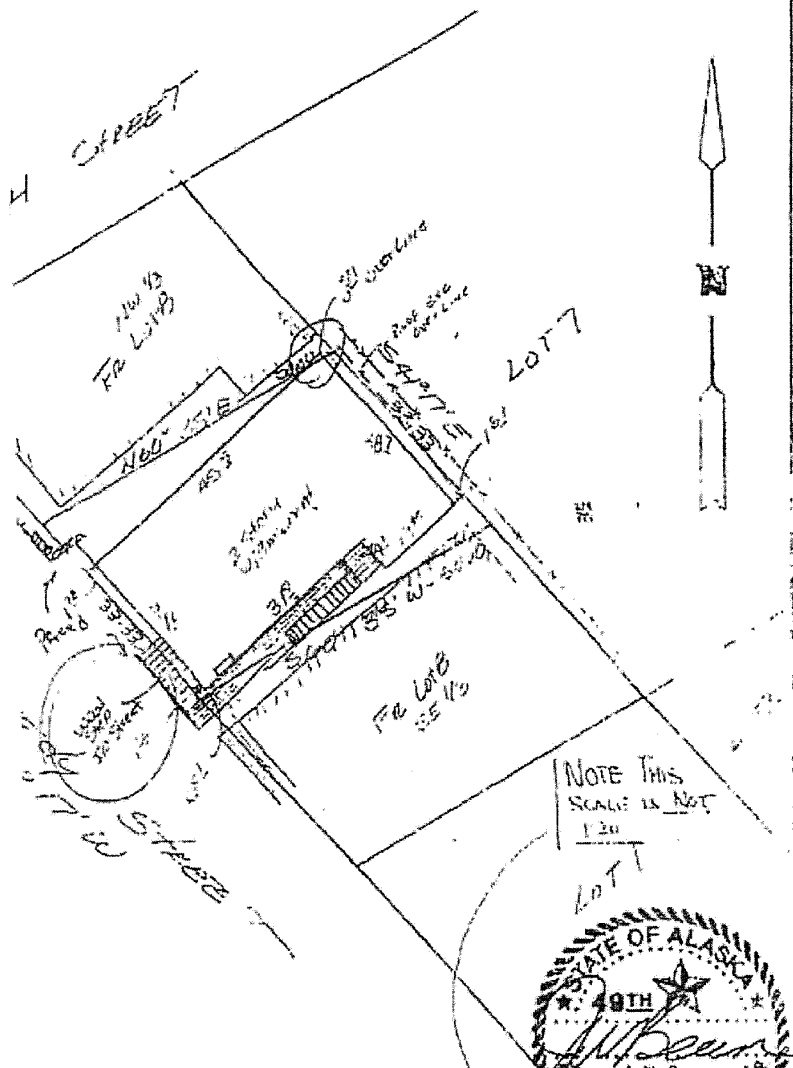
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NCC24-025	8/9/24

Jul-27-2007 17:54

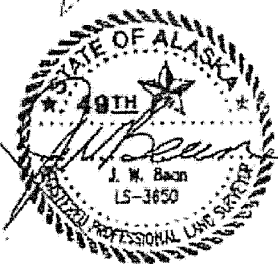
From-AKUSA FCU

T-001 P.007/007 F-250

11559.04



NOTE THIS SCALE IS NOT 1"=20'



THIS IS A TRUE AND CORRECT PLAT, EASEMENTS, AND IMPROVEMENTS THEREON. ALL OVERLAPS AND ENCROACHMENTS ARE OF MY KNOWLEDGE.

W. BEAN
 PROFESSIONAL SURVEYOR
 1070 ARDEN AVENUE
 JUNEAU -- ALASKA
 (907) 748-0380
 SURVEYOR - PLANNER

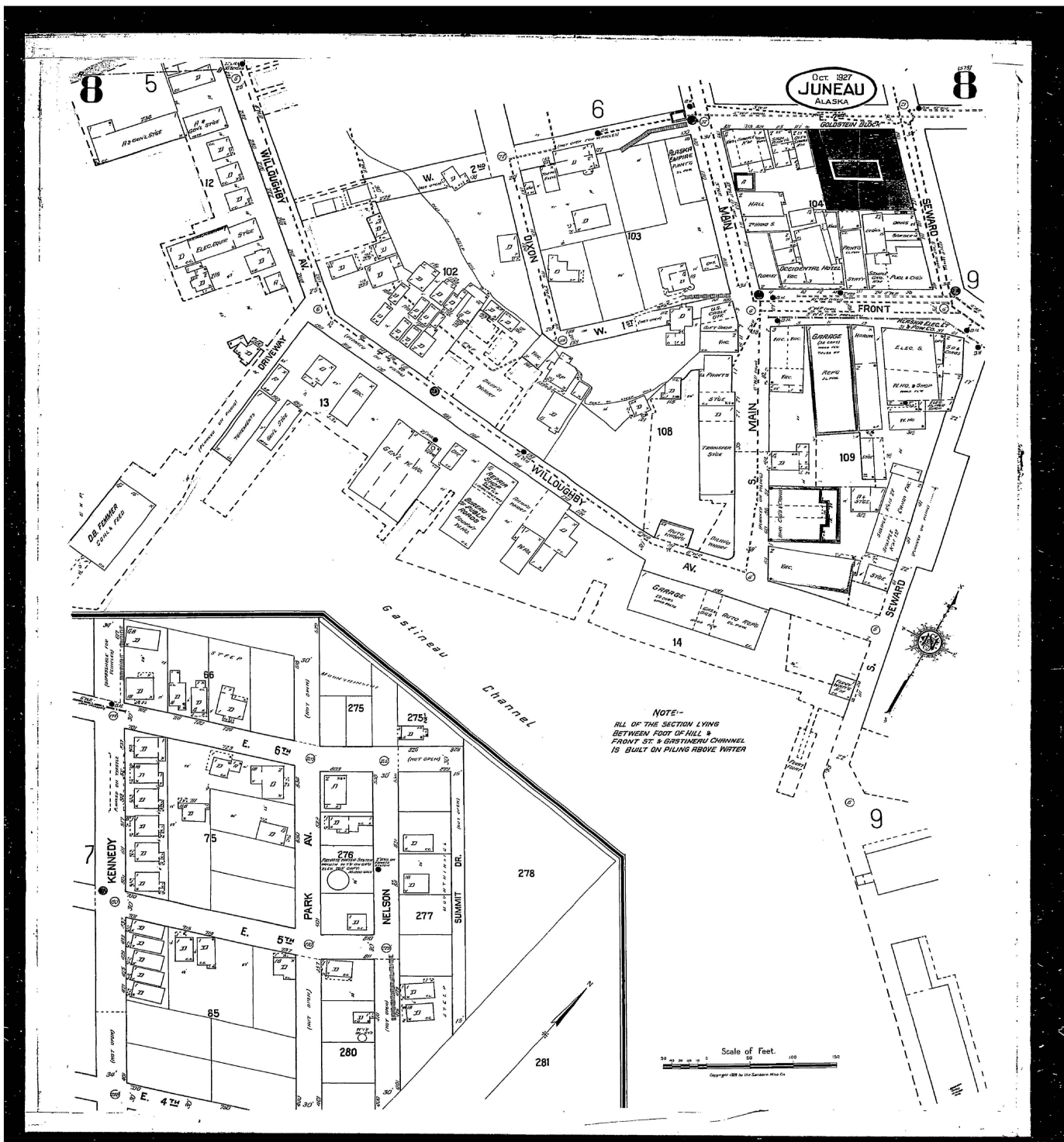
AS-BUILT SURVEY of Middle 1/3 OF LOT 9 Block 12 TOWNSHIP OF JUNEAU Seward Alaska		
JOB No 11765 DATE 5-22-07	SCALE 1"=20' SHEET 1 OF 1	DESIGNED BY DRAWN BY


SEPT. 1914
JUNEAU
ALASKA.

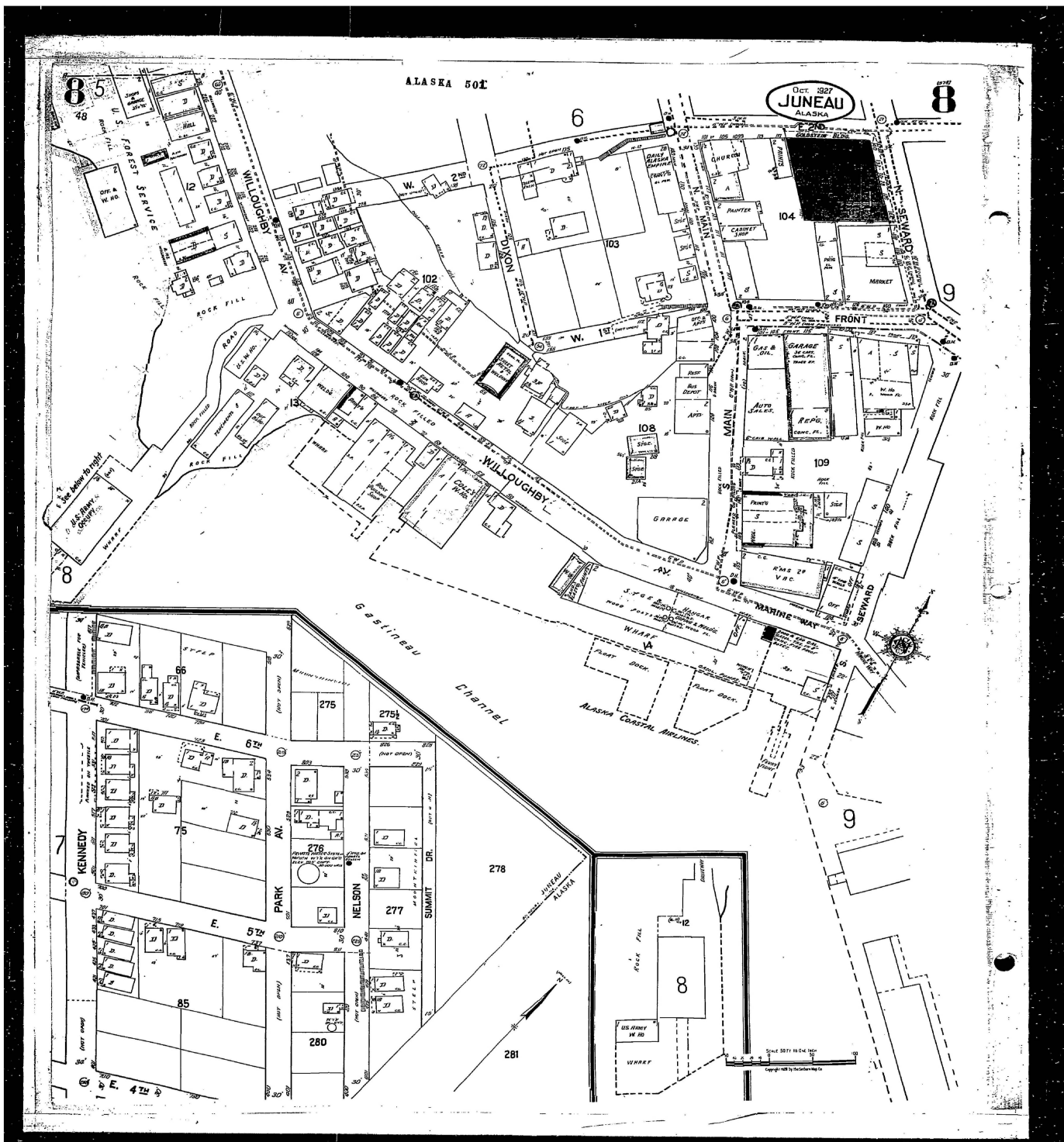
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


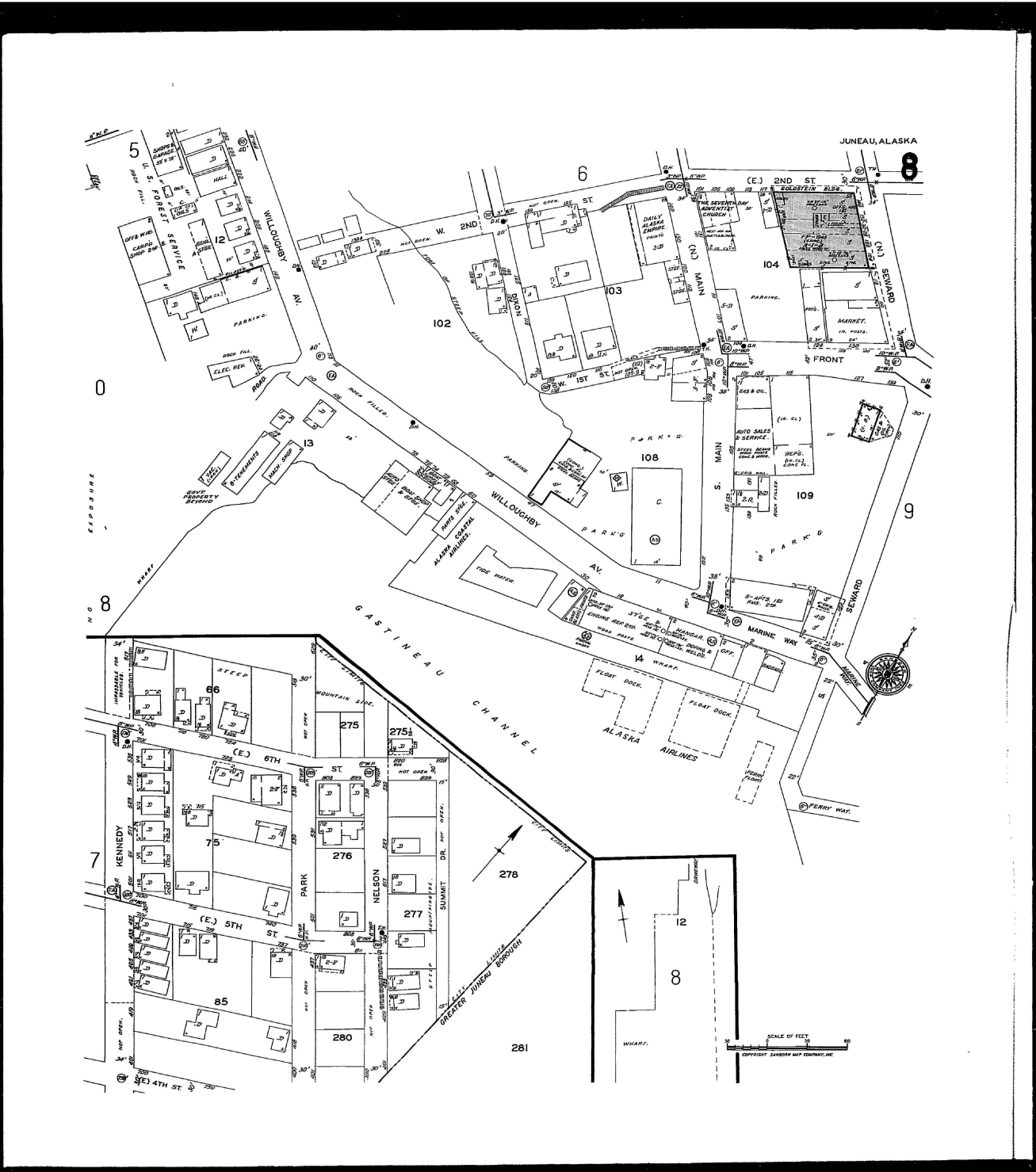
Attachment C - Sanborn Maps
Attachment J - Nonconforming Certification NCC2024-0025





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Assessor's Database

Current Owner

THOMAS W FLETCHER
529 KENNEDY ST, JUNEAU AK 99801

Parcel #: 1C040A200110 ([Map](#))

Address: 529 KENNEDY ST

Legal Desc. 1: JUNEAU TOWNSITE BL 120
LT 8 FR

Legal Desc. 2:

Prev. Owner: GEORGE J HARALOVICH
Use Code: Residential

Site Value: \$159500.00
Exempt: No Data

Building PV: \$442700.00
Zoning: -Single Family and Duplex -7,000
sq.ft minimum lot size-5 units per acre

Total PV: \$602200.00
Tax Year: 2024

No. of Units: 001

Year Built: 1913

Lot Size: 1631.00

Gross Liv. Area: 001904 sqft

Garage: Yes

Garage Area: 000209

Exempt Total: 0

Last Trans: 20070807

City Water: Yes

City Sewer: Yes

Road/No Road: Roaded

Exempt Land: 0

Exempt Building: 0

Search the Database

Search the database using the search box below. The field accepts any search parameter (owner's name, address, parcel number, year built, etc.).

Attachment D - Assessor's File

Physical Barriers									
Access									
Corner									
Water									
Sewer									
Paving									
Other									
TOTAL									
Net + (-)									

LAND VALUE COMPUTATIONS

APPRAISAL YEAR	19 95		19 99		20 07		19		19	
	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
BASE LOT VALUE		60,000		60,000		60,000				
Parking			OFFSTR	5000		5000				
SITE SIZE			SIZE	<5000>		<5000>				
Loc						5000				
C, G, SW						5000				
Size		70,000								
ITEM 13										
NET ADJUSTMENT						70000				
ADJUSTED LAND VALUE										

Year	Owner	ASSESSED VALUATION			Reason for Change
		Site	Buildings	Total	
2002		70000	164400	234400	
03		70000	172700	242700	
04		80000	184800	264800	
05		100000	207000	307000	
04/07		100000	248400	348400	

REMARKS: 11-21-10 Va. Home used as Apt. - Mid-Duplex Mk.
 Sold 5/15 @ 90,000

PLACE PICTURE HERE

BUILDING AREA CALCULATION

TOTAL
Net + (-)

LAND VALUE COMPUTATIONS

LOT	YEAR	19 95		19 97		19 98		19		19	
		Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
			60,000		60,000		60,000				

YEAR	OWNER	ASSESSED VALUATION			REASON FOR CHANGE
		Land	Bldgs.	Total	
1991		28100	73500	101600	
1992		28100	82100	110200	
1993		28100	82100	110200	
94		28100	90300	118400	
94		28100	64200	92300	appeal
95		50,000	67,300	117,300	

REMARKS: 11-21-80 1/2 floor used as Apt. - New Duplex Bldg.
 Sold 5/15 @ 90,000

PLACE PICTURE HERE

BUILDING AREA CALCULATION

SKETCH OF PROPERTY: 1C040A200110

Parcel No 1C040A200110

Property Address 529 Kennedy Street

City _____

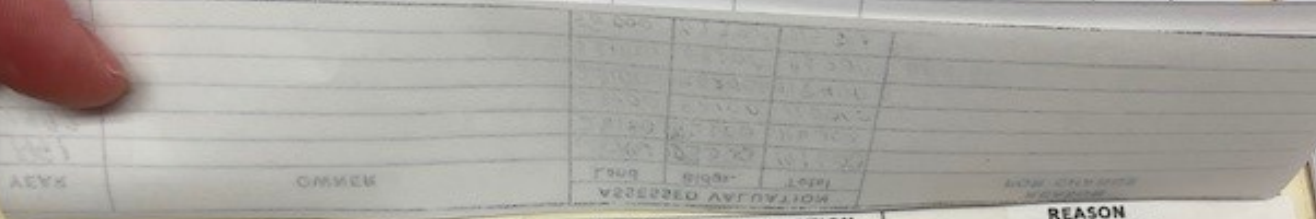
Owner _____

Client _____

ACCESS										
Corner										
Water										
Sewer										
Paving										
Other										
TOTAL										
Net + (-)										

LAND VALUE COMPUTATIONS

APPRAISAL YEAR	19 92		19 97		19 07		19		19	
	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
BASE LOT VALUE		60,000		60,000		60,000				
				5000		5000				



YEAR	OWNER	ASSESSED VALUATION			REASON FOR CHANGE
		Land	Bldgs.	Total	
1985		24,600	25,300	99,900	
1986		29,800	71,300	101,100	
1987		29,100	65,300	94,400	
1988	Gladys R. Tinney	29,100	59,300	88,400	
1989		28,100	59,300	87,400	
1990		28,100	66,800	94,900	

REMARKS: 11-21-80 1/2 floor used as Apt. - New Dwyler Bldg.
 Sold 5/15 @ 90,000

PLACE PICTURE HERE

BUILDING AREA CALCULATION

SKETCH OF PROPERTY: 1C040A200110

Parcel No 1C040A200110

Property Address 529 Kennedy Street

City

Owner

LAND VALUE COMPUTATIONS

	19 79		19 80		19 81		19 82		19 83	
	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
1979		60,000		60,000		60,000				

YEAR	OWNER	ASSESSED VALUATION			REASON FOR CHANGE
		Land	Bldgs.	Total	
1979		7100	53,900	61,000	
80		7200	7900	15,000	
81		11400	59,900	71,300	Chg to Duplex
1982		12600	65,800	78,400	
1983		14800	70,600	85,400	
1984		17300	75,300	92,600	

REMARKS: 11-21-80 1/2 floor used as Apt. - New Duplex Lk.
 Sold 5/85 @ 92,000

PLACE PICTURE HERE

BUILDING AREA CALCULATION

SKETCH OF PROPERTY: 1CD40A200110

Parcel No: 1CD40A200110

Property Address: 529 Kennedy Street

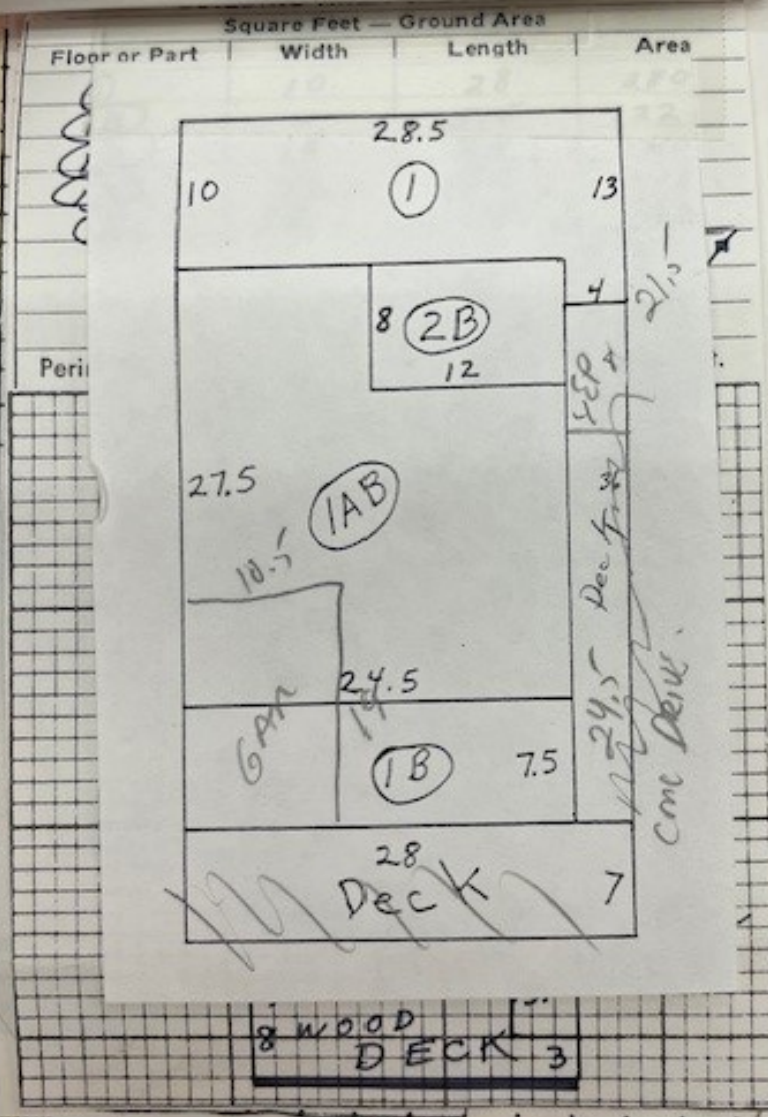
City: _____

Owner: _____

Client: _____

Appraiser Name: _____

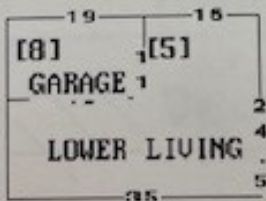
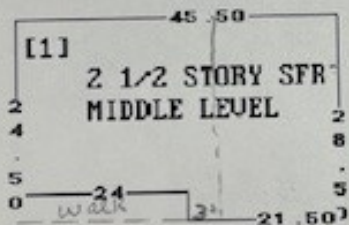
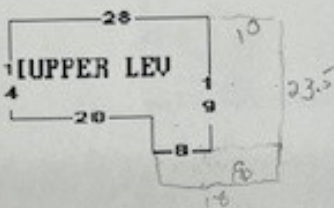
Attachment D - Assessor's File
 Attachment J - Nonconforming Certification NCC2024-0025



ATTN 2702
 GAR = 209 + FIN BSMT = 189

BUILDING AREA CALCULATION

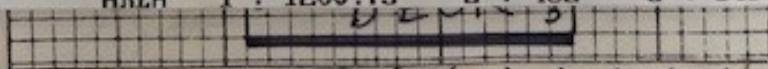
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 RECORD NUMBER: 704
 DATE PRINTED: 08-19-1998



FRONT STREET
 KENNEDY

8 : 209

AREA 1 : 1200.75 2 : 432 5 : 648.5

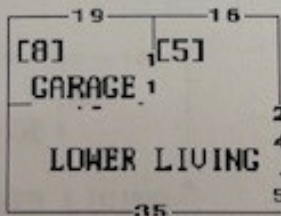
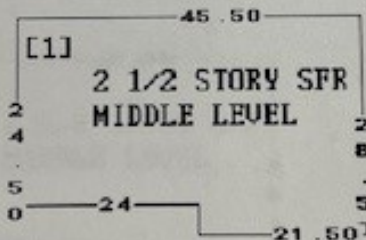
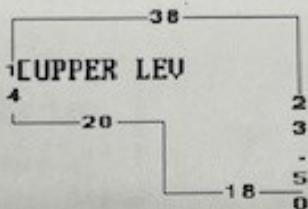


GAR = 209 + FIN BSMT = 189

SK
RE
DA

RECORD NUMBER: 704
DATE PRINTED: 12-21-1999

STREET



8 : 289

5 : 648.5

AREA 1 : 1200.75 2 : 783

AREA 1 : 1200.75 2 : 432 5 : 648.5

ATTN: 702

GAR = 209 + FIN BSMT = 189

Duplex 1/2

BUILDING AREA CALCULATION

SKETCH OF PROPERTY: 1C040A200110

Parcel No 1C040A200110

Property Address 529 Kennedy Street

City

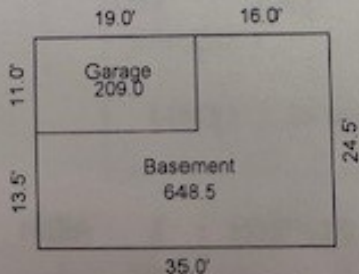
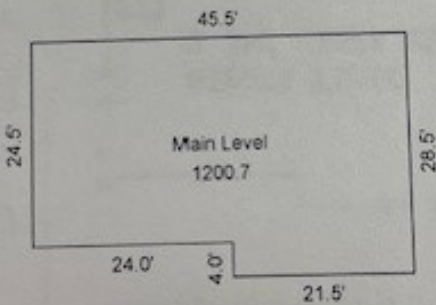
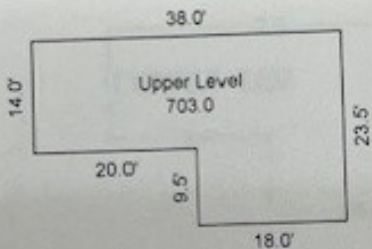
Owner

Client

Appraiser Name

SK
RE
DA

F



3.5

COMPUTATION											
Appraiser & Date		1999		Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
Item No.	Area or Prop.	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
52a	① 1201	54.92	65838								
	② 420	32.79	17208								
2a	① 258	13.24	11746								
2c	② 1249	16.25	10871								
9A	3 Fix GAR ①		4020								
12c	② GAR 209	7.15	1754								
T	Total Replacement Cost		107877								
C	Cost Conversion Factor		1.15								
A	Adjusted Replacement Cost		124058								
E	Effective Age/Depreciation	6%									
T	Total Depreciation		11665								
F	Final Net Condition		1151								
P	Principal Building Total		176089								
P	Other Buildings										
C	Total Building Appraisal										

Appraiser & Date		1997		98							
Item No.	Area or Prop.	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
5.00	① 1188 ⁺	5255	62429		62429						
	② 1255	3153	39570		39570						
6.00	H&F		195								
6.00	DW		620								
8P	WS		1485		1500						
9A	3 Fix Bath	2010	4020		4020						
11A	AS Gan 209	(1465)	(2062)		-3022						
12											
Total Replacement Cost			105257		104457						
Cost Conversion Factor											
Adjusted Replacement Cost											
Effective Age/Depreciation			1/10		7/10 + 30						
Total Depreciation			2090		1571						
Final Net Condition			1.27		100917						
Principal Building Total			101720								
Other Buildings											
Total Building Appraisal											

Appraiser & Date		94 Appeal		1996							
Item No.	Area or Prop.	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
4.33	① 1142 sq	47.42	54154								
	② 328 sq	28.45	10754								
2a	③ 858 sq	10.85	9309								
2c	Fin. ④ 172	16.25	3216								
6F	2/2	1.50	815								
6h	X-KIT.		1400								
8P	WOODSTOVE		1275								
9a	⑤ 3-5: X	18.10	3620								
9b	KIT. SINK		380								
11B	Gas. 212 sq	4.45	943								
12c	Back 322 sq	7.25	2643								
18a	CP 74 sq	10.05	744								
Total Replacement Cost			89258		87472						
Cost Conversion Factor											
Adjusted Replacement Cost											
Effective Age/Depreciation			49.098		50% Inc.						
Total Depreciation					Remodel In progress						
Final Net Condition					1.51						
Principal Building Total			64153		66042						
Other Buildings											
Total Building Appraisal											
Total Building Apprais											

Appraiser & Date		70		71		72		Unit Cost	Total	Unit Cost	Total
Item No.	Area or Prop.	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
4.66	1142					57.31	57454				
	192					30.15	5796				
22	862					13.35	11507				
2C	192					18.05	1530				
6D	H4F						195				
6F	DW						620				
6E	Fan						115				
6h	X Kit						3100				
8P	FP GOOD						1275				
92	1-3 EX Bath						2010				
98	KR. SINK					7.15	425				
11B	212						21526				
12a	GP 52					24.70	1269				
12	OP 227					2.10	330				
12C	DECK 350					7.55	2643				
12S	12x12x3					33.15	398				
6J	ATT-C 408					11.35	4631				
Total Replacement Cos			93,843				92,184				
Cost Conversion Factor											
Adjusted Replacement											
Effective Age/Depreci		35/60		+10%		25	69,138				
Total Depreciation							+1.1				
Final Net Condition							1.08				
Principal Building Tot			66,829								
Other Buildings							7,511				
Total Building Apprais							82,136				

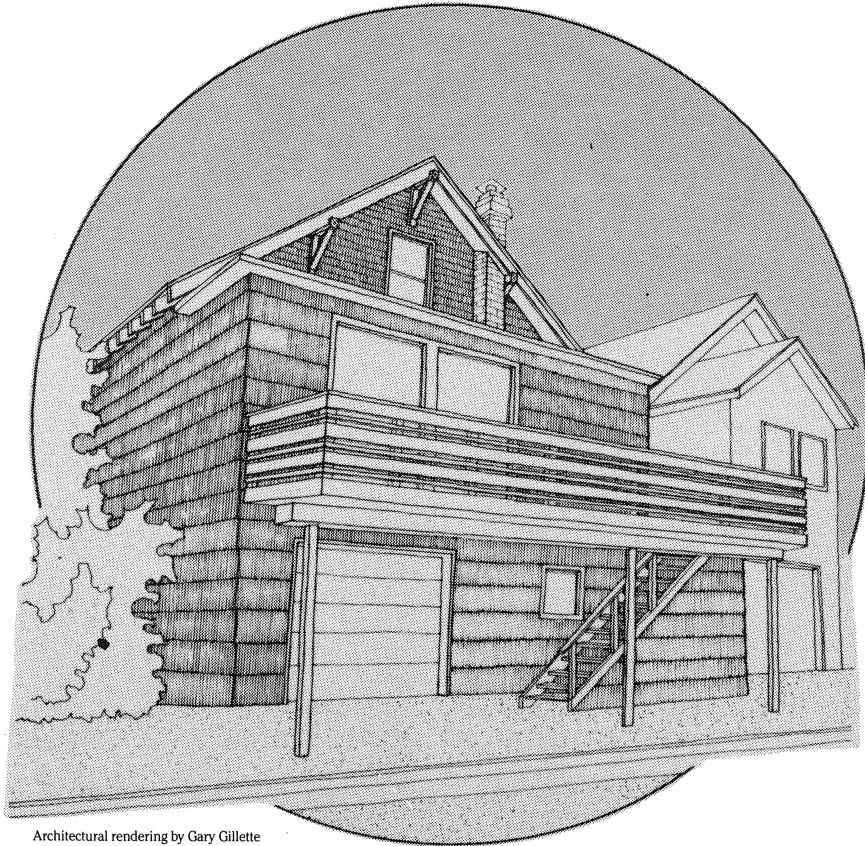
Appraiser & Date		1984		1985		1986		87		1988 (87)	
Item No.	Area or Prop.	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
4.66	① 1142 ✓	50.37	57,523								
	② 192 ✓	22.67	4,353								
29	83-100 862 ✓	10.25 13.35	11,508								
20	81-100 Living 192 ✓	10.05	1,930								
6D	H+F		195								
6F	DW		620								
6E	Fch		115								
6h	X Kit		300								
8P	FP 600D		1,275								
7g	1-3Fk Bath		2,010								
9B	X KIT SINK		425								
11B	216 GY 212	2.15	1,516								
12a	GP 52 ✓	24.40	1,267								
12	OP 22 ✓	16.10	332								
12c	DECK 350 ✓	7.38	2,642								
125	12 Wx 3	33.15	398								
6J	ATT. C 408	11.35	4,631								
Total Replacement Cost			93,843						93,843		93,843
Cost Conversion Factor			1.07								
Adjusted Replacement			100,412								
Effective Age/Depreci		36	307			40/37-1		41/37-1	6944	41/35-1	68,775
Total Depreciation		25				24		26		14	
Final Net Condition		75				76		806			
Principal Building Total			75,309		75,309		71,301		65,277		59,318
Other Buildings											
Total Building Apprais											

Appraiser & Date		1979		20		71		1982		1983	
Item No.	Area or Prop.	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
4.66	① 1142					3737	38063	23.33	32063		
	② 192					11.65	2237	18.33	2559	16.00	2879
22	ES-100 862					8.86	7637		7637		
20	ES-100 812					6.65	1277		1277		
6D	H+F						130		130		
6F	DW						410		410		
6E	Feh						75		75		
6h	X Kit						1470		1470		
87	FP GOOD						845		845		
74	1-3FR Bath						1330		1330		
78	X Kit SINK					4.75	1007		1007		
11B	8164 212					16.15	840		840		
12a	GP 52					5.00	1750		1750		
12c	DECK 350					21.70	262		262		
12f	12 Wx 3					7.50	3060		3060		
6J	ATT.C 408						60673		60995		61535
Total Replacement Cost							130		14		151
Cost Conversion Factor							78875		25393		92918
Adjusted Replacement Cost						35	29 - 5	16	30 - 7	37	31 - 7
Effective Age/Depreciation							24		23		24
Total Depreciation							76		77		76
Final Net Condition							59945		65753		70618
Principal Building Total											
Other Buildings											
Total Building Appraisal											

Item No.	Area or Prop.	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
4.78	D11424	34.2	32965								
2A	Board 262	3.80	7637				7637				
2C	Bliv 192	6.45	1276				1276				
6D	H&F		130				130				
6F	DW		410				410				
6J	Fin Attic ⁶²²	9.95	6189				6189				
8P	EP		700				700				
11B	B GAR 212	4.75	1007				1007				
12A	GP 524	16.15	840				840				
12	DECK 350	5.00	1750				1750				
12	DWR 13	21.90	262				262				
6h	X Kit ^{Mar}						1470				
9a	J First Bath						1330				
6c	X Fan						75				
Total Replacement Cost			59,160		59,166						
Cost Conversion Factor			81.11		46.20						
Adjusted Replacement Cost			65,675		70,999						
Effective Age/Depreciation			33 28	34	28.5	35/29.5					
Total Depreciation -10			18	-10	18.5	24					
Final Net Condition			32		81.5	76					
Principal Building Total			55,853		57,864		60,389				
Other Buildings											
Total Building Appraisal					57,864						

JAEGER-DAUGHERTY HOUSE

525 KENNEDY STREET



Architectural rendering by Gary Gillette

Owned by Juneau businessman and entrepreneur, Ernest R. Jaeger, the house was used as rental property from 1913 to 1926. Miners W.R. Ducey, J.M. Ousby and W.L. Martin lived here as renters. The property was sold to Gustav E. Anderson, a miner, in 1926, and then to Juneau businessman, Ludwig Nelson, in 1927. Nelson, a jeweler, had his own business for a number of years which was located on South Franklin Street.

William Steinbach, carpenter and miner, owned the house from 1929 to 1932. The *Alaska Yukon Gazetteer and Dictionary* in 1911-1912 listed William Steinbach as jailer at the U.S. Jail. He reportedly built other structures throughout the city. John and Lena Kron Marshall, investors in local real estate and owners of the Fries-Fiorella House at 511 Kennedy, acquired the property for a time and then sold to Ray S. Day in 1948. The John Daughterty Family owned and raised a family of eight

children in the house from 1955 to 1979. Elizabeth Daugherty was a school teacher while John Daugherty worked for the Department of Revenue. The house was sold to Gladys Tinney Foris in 1979.

The Jaeger-Daugherty House has had extensive changes to its exterior. A dormer was added to one side of the upper level to create space for a small apartment with outside entry by exterior stairs. The rear porch was enclosed and a large addition placed on the back of the house. The front porch has been enlarged to run the entire length of the front of the house and enclosed. A garage on the street level has also been added. A fireplace was installed and the chimney appears on the front facade of the building and extends through the roof. The original roofing material was replaced with three-tab asphalt composition roofing. Large sliding glass doors were placed on the front addition. Original shingle siding remains and all addition work was sided to match. The roof

beam extensions are in place. The house is painted deep red with black trim.



Starr Hill boys. From left to right, Jimmy May, Chris Thomas, and Tom Daugherty. 1958-1959. Daugherty family photograph collection.

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2013-007889-0

Recording Dist: 101 - Juneau
12/3/2013 09:49 AM Pages: 1 of 5



EASEMENT AGREEMENT

2101011

This agreement is entered into this 31 day of November, 2013, by and between James W. Greenough and Carol C. Greenough, individually and as Trustees of the James and Carol Greenough Family Trust Agreement dated October 3, 2008, whose address is 9965 Southwest Jurgens Lane, Tualatin, Oregon, (the "Greenoughs") and Thomas W. Fletcher, a married man, whose address is 529 Kennedy Street, Juneau, Alaska ("Fletcher").

The Greenoughs are the owners of certain real property in the Juneau Recording District, First Judicial District, State of Alaska, described as:

The Southeasterly One-Third (1/3) of Lot Eight (8), Block 120, Townsite of Juneau, Juneau Recording District, First Judicial District, State of Alaska.

referred to herein as "523 Kennedy Street."

Fletcher is the owner of certain adjacent real property in Juneau Recording District, First Judicial District, State of Alaska, described as:

A tract of land in Lot 8, Block 120, Townsite of Juneau, described as:
BEGIN at the South corner of said lot, run thence Northwesterly along the Southwesterly line of said lot 33.333 feet to the true point of beginning; thence continuing Northwesterly 33.333 feet; thence Northeasterly, parallel with the Southeasterly line of said lot, 50.00 feet to the Northeasterly line of said lot; thence Southeasterly along said Northeasterly line, 33.333 feet; thence Southwesterly, parallel with the Southeasterly line of said lot, 50.00 feet to the true point of beginning.

referred to herein as "529 Kennedy Street."

WHEREAS, the Greenoughs have recently obtained an "as-built" survey, incorporated by reference and attached to this Agreement as Attachment A, indicating that a certain part of the home at 523 Kennedy Street encroaches onto 529 Kennedy Street, and a certain part of the deck and concrete of the home at 529 Kennedy Street encroaches onto 523 Kennedy Street.

WHEREAS, the Greenoughs and Fletcher desire, in neighborly fashion, to accommodate these encroachments and prevent any disputes between them or their successors in the future;


WHEREAS, the Greenoughs and Fletcher desire to grant mutual easements, the one to the other, to bind themselves and their successors-in-interest to the properties, to accommodate

these encroachments, and also each to allow the other access to their respective properties in order to maintain and repair the portions of the other's structures that encroach;

NOW, THEREFORE, in consideration of the mutual easements each grants to the other, the Greenoughs and Fletcher agree as follows:

1. Fletcher hereby grants a perpetual right and easement to the Greenoughs for the encroachment by the home at 523 Kennedy St. onto the property at 529 Kennedy Street as shown in Attachment A. This easement includes the right to access the property at 529 Kennedy Street as reasonably necessary to maintain, repair and improve the encroachment.
2. The Greenoughs hereby grant a perpetual right and easement to Fletcher for the encroachment by the deck and concrete of the home at 529 Kennedy St. onto the property at 523 Kennedy Street as shown in Attachment A. This easement includes the right to access the property at 523 Kennedy Street as reasonably necessary to maintain, repair and improve the encroachment.
3. The easements granted in Paragraphs 1 and 2 shall run with the land and continue perpetually.
4. These easements are limited to the size and dimensions of the encroachments shown in Attachment A. The parties may repair and improve the quality of the encroaching structures but they may not increase the physical dimensions of the encroachments.
5. This agreement constitutes the entire agreement of the parties regarding these easements. No oral agreements not incorporated into this document exist. Changes to this agreement shall be valid only if made in writing, signed by the parties to this agreement or their successors-in-interest to the properties bound by these easements, and recorded in the Juneau Recording District, First Judicial District, State of Alaska. The laws of the State of Alaska shall govern this agreement.
7. This agreement may be executed in two or more counterparts, each of which when executed shall be deemed an original but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the date first above written.



Thomas Fletcher



2 of 5

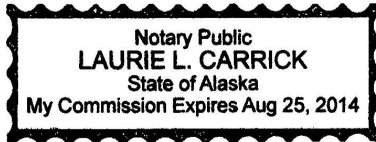
2013-007889-0

ACKNOWLEDGMENT

STATE OF ALASKA)
)
FIRST JUDICIAL DISTRICT) ss:

THIS CERTIFIES that on this 25 day of November, 2013, before me, a Notary Public in and for the State of Alaska, personally appeared Thomas Fletcher ~~and Amy Fletcher~~ ^{sc} Fletcher, to me known and known to me to be the persons whose names are subscribed to the foregoing instrument, and who acknowledged to me that they executed the same freely and voluntarily for the uses and purposes therein mentioned.

WITNESS my hand and official seal the day and year in this certificate above written.



Laurie L. Carrick
Notary Public for Alaska

Carol Greenough

James Greenough

ACKNOWLEDGMENT

STATE OF ALASKA)
)
FIRST JUDICIAL DISTRICT) ss:

THIS CERTIFIES that on this _____ day of November, 2013, before me, the undersigned, a Notary Public in and for the State of Alaska, personally appeared James W. Greenough and Carol C. Greenough, to me known and known to me to be the persons whose names are subscribed to the foregoing instrument, and after being first duly sworn according to law, stated to me under oath that they are the sole Trustees of the James and Carol Greenough Family Trust Agreement dated October 3, 2008, and that as such they are authorized to execute the foregoing instrument on behalf of the Trust and did execute the same freely and voluntarily for the uses and purposes therein mentioned.

WITNESS my hand and official seal the day and year in this certificate above written.

Notary Public for Alaska

Return to: Lael Harrison, Faulkner Banfield PC, 8420 Airport Blvd. Ste. 101, Juneau, AK 99801



3 of 5

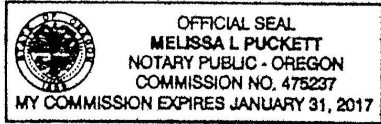
2013-007889-0

ACKNOWLEDGMENT

STATE OF ALASKA)
)
FIRST JUDICIAL DISTRICT) ss:

THIS CERTIFIES that on this _____ day of _____, 2013, before me, a Notary Public in and for the State of Alaska, personally appeared Thomas Fletcher and Amy Fletcher, to me known and known to me to be the persons whose names are subscribed to the foregoing instrument, and who acknowledged to me that they executed the same freely and voluntarily for the uses and purposes therein mentioned.

WITNESS my hand and official seal the day and year in this certificate above written.



Notary Public for Alaska
Carol Greenough
Carol Greenough
James Greenough
James Greenough

ACKNOWLEDGMENT

STATE OF ALASKA)
)
FIRST JUDICIAL DISTRICT) ss:

THIS CERTIFIES that on this 21 day of November, 2013, before me, the undersigned, a Notary Public in and for the State of Alaska, personally appeared James W. Greenough and Carol C. Greenough, to me known and known to me to be the persons whose names are subscribed to the foregoing instrument, and after being first duly sworn according to law, stated to me under oath that they are the sole Trustees of the James and Carol Greenough Family Trust Agreement dated October 3, 2008, and that as such they are authorized to execute the foregoing instrument on behalf of the Trust and did execute the same freely and voluntarily for the uses and purposes therein mentioned.

WITNESS my hand and official seal the day and year in this certificate above written.

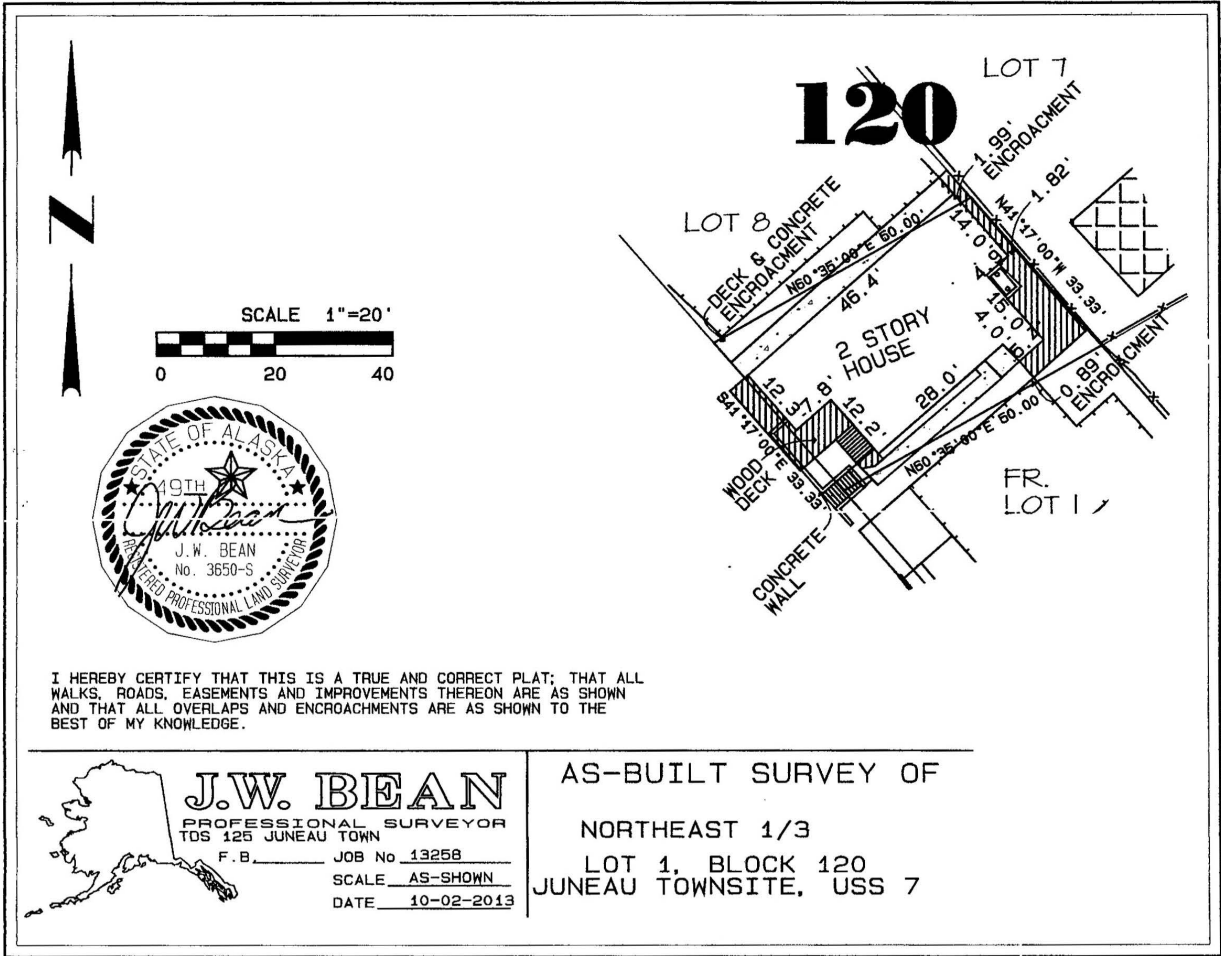
Melissa L. Puckett
Notary Public for Alaska
oregn

Return to: Lael Harrison, Faulkner Banfield PC, 8420 Airport Blvd. Ste. 101, Juneau, AK 99801



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2013-007889-0



eRecorded Document



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2013-007889-0

Ilsa Lund

From: Theresa Ross
Sent: Thursday, October 17, 2024 7:22 AM
To: Ilsa Lund
Subject: RE: Please provide comment- Accessory apartment conditional use and parking waiver on Starr Hill

Follow Up Flag: Follow up
Flag Status: Flagged

No concerns from fire.

Thanks,

Theresa Ross, Fire Marshal
Capital City Fire Rescue
820 Glacier Avenue
Juneau AK 99801
907-586-5322 ext. 4323
<https://www.juneau.org/fire>



From: Ilsa Lund <Ilsa.Lund@juneau.gov>
Sent: Wednesday, October 16, 2024 3:38 PM
To: Chad 'Kit' Watts <Kit.Watts@juneau.gov>; James 'Red' Langel <James.Langel@juneau.gov>; Scott Gray <Scott.Gray@juneau.gov>; Theresa Ross <Theresa.Ross@juneau.gov>; CDD Building Division <CDD.Bldg@juneau.gov>; General Engineering <General_Engineering@juneau.gov>
Subject: Please provide comment- Accessory apartment conditional use and parking waiver on Starr Hill

Hello CBJ Team,

We have received applications from the resident of 529 Kennedy St. to build an accessory apartment on the ground floor of the existing single-family dwelling (USE2024 0017), and to waive the minimum required parking for the addition of the accessory dwelling (PWP2024 0004). As part of the review process, we are circulating the application amongst CBJ departments for input that will be provided to the Planning Commission for review.

Attached is the application for the parking waiver (the same materials were submitted for both applications). You can also find information at the short-term planning web site:
<https://juneau.org/community-development/short-term-projects>

We have the case scheduled for the Planning Commission meeting on November 12. If you could provide feedback by **October 28, 2024**, that would be very helpful. I've attached an Agency Comment Form for your use.

Warm regards,

Ilsa Lund | Planner I

Community Development Department | City & Borough of Juneau, AK

Location: 230 S. Franklin Street, 4th Floor Marine View Building

Office: 907.586.0753 ext. 4128

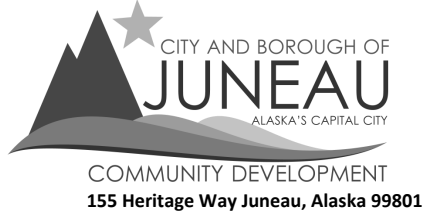
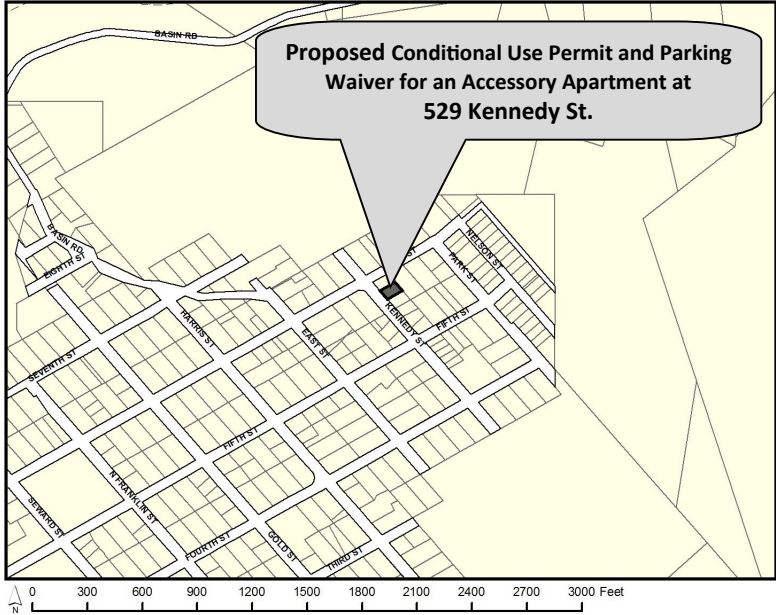


Fostering excellence in development for this generation and the next.

Invitation to Comment

On a proposal to be heard by the CBJ Planning Commission

Your Community, Your Voice



TO

Conditional Use Permit & Parking Waiver applications have been submitted for consideration and public hearing by the Planning Commission for **an Accessory Apartment at 529 Kennedy Street** in a **D5** zone.

PROJECT INFORMATION:

Project Information can be found at:
<https://juneau.org/community-development/short-term-projects>

PLANNING COMMISSION DOCUMENTS:

Staff Report expected to be posted **November 4, 2024** at
<https://juneau.org/community-development/planning-commission>
Find hearing results, meeting minutes, and more here, as well.

Now through Oct. 21	Oct. 22 — noon, Nov. 8	HEARING DATE & TIME: 7:00 pm, Nov. 12 2024	Nov. 13
Comments received during this period will be sent to the Planner, Ilsa Lund , to be included as an attachment in the staff report.	Comments received during this period will be sent to Commissioners to read in preparation for the hearing.	This meeting will be held in person and by remote participation. For remote participation: join the Webinar by visiting https://juneau.zoom.us/j/85359809226 and use the Webinar ID: 853 5980 9226 OR join by telephone, calling: 1-253-215-8782 and enter the Webinar ID (above). You may also participate in person in City Hall Assembly Chambers, 155 Heritage Way Juneau, Alaska.	The results of the hearing will be posted online.

FOR DETAILS OR QUESTIONS,

Phone: (907)586-0753 ext. 4128
Email: pc_comments@juneau.gov or ilsa.lund@juneau.gov
Mail: Community Development, 155 Heritage Way, Juneau AK 99801

Case No.: USE2024 0017 & PWP 2024 0004
Parcel No.: 1C040A200110
CBJ Parcel Viewer: <http://epv.juneau.org>

Section H, Item 4.



Attachment M - Public Notice Sign Photo

Section H, Item 4.



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Attachment M - Public Notice Sign Photo