



**PLANNING COMMISSION STAFF REPORT
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.

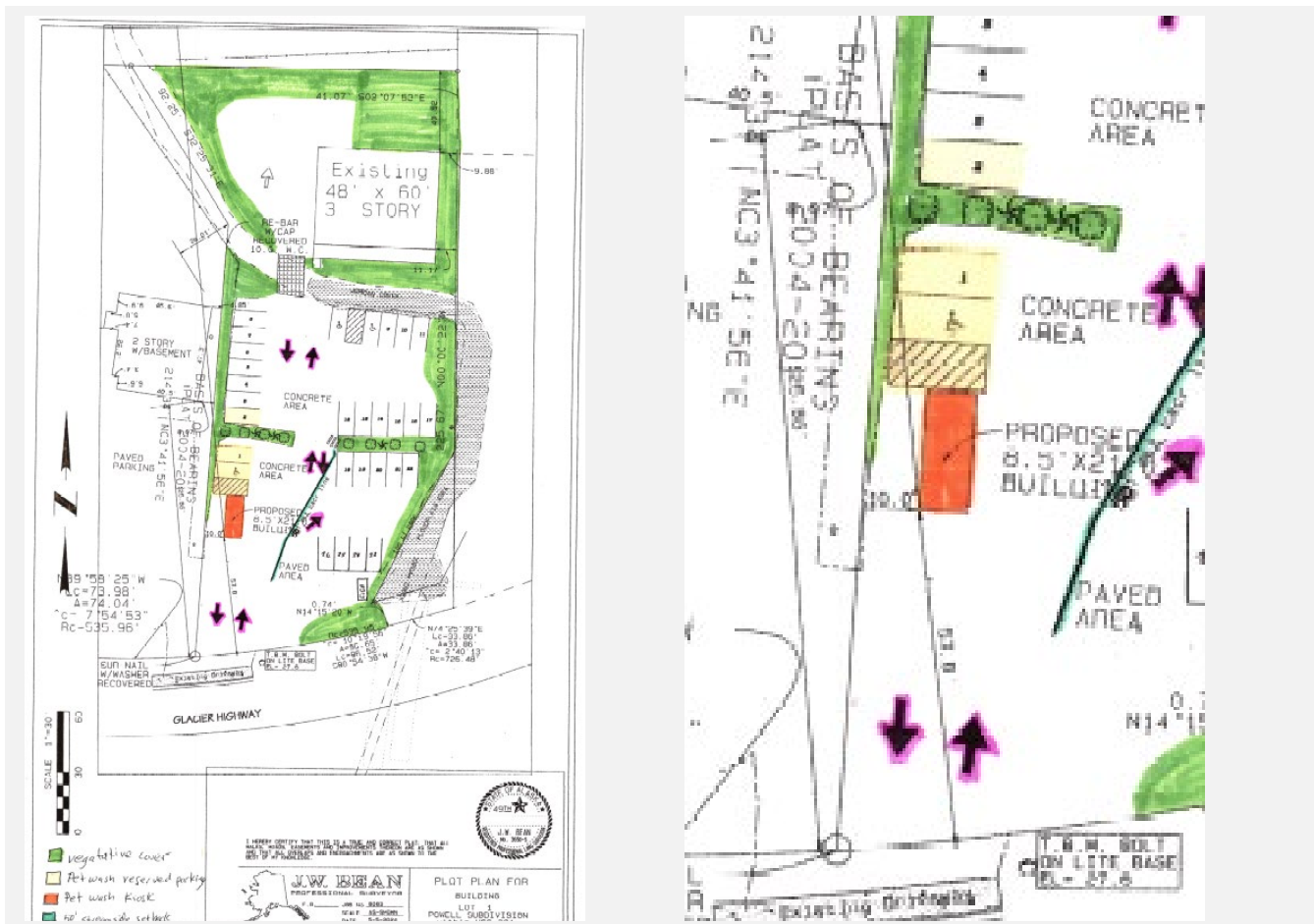
Background – This location has served as office space for several different small businesses.

| 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 |

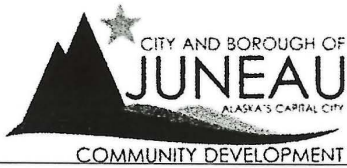
DEPARTMENT USE ONLY BELOW THIS LINE

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> | | |

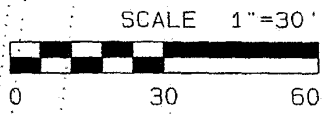
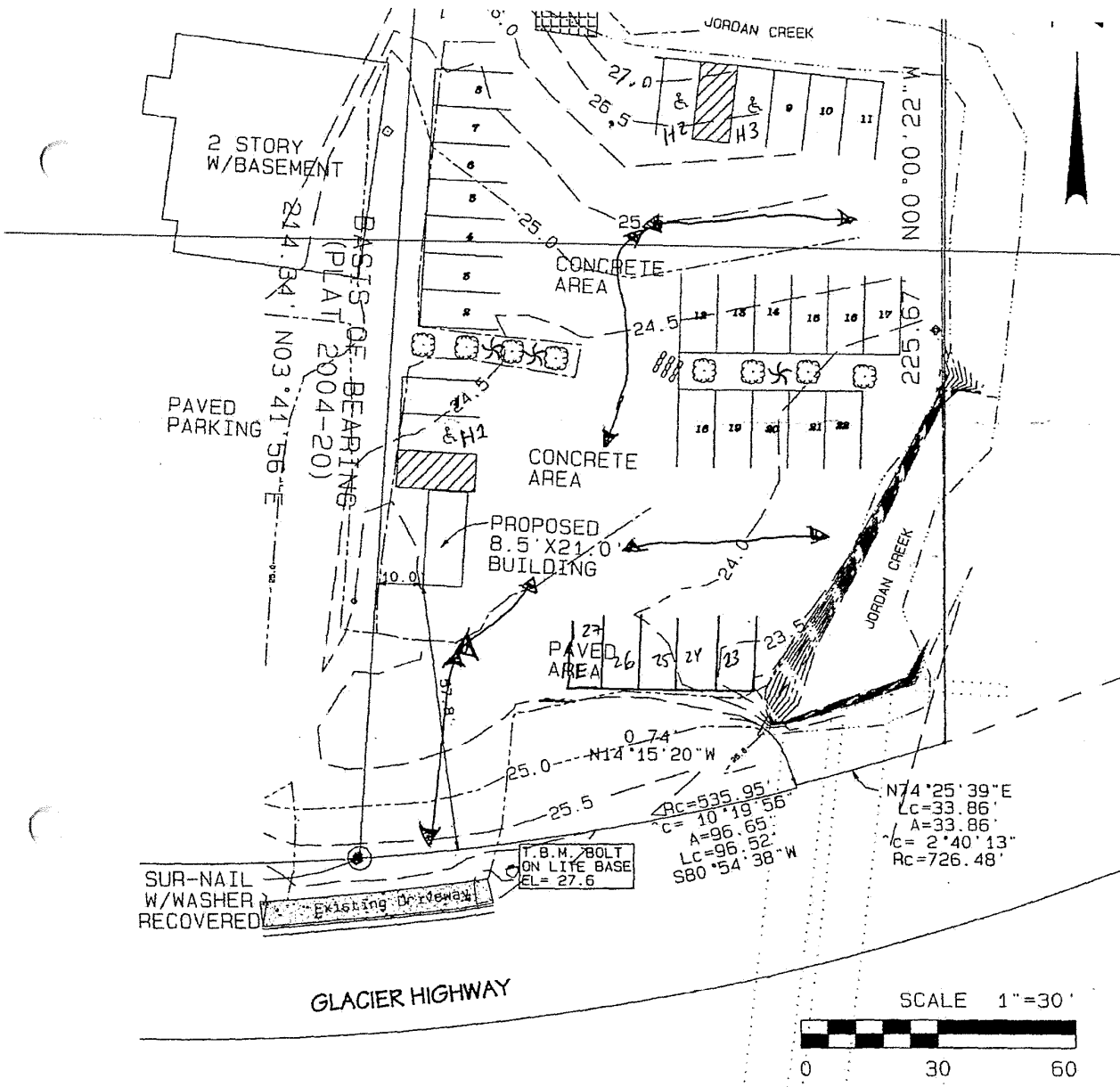
This form and all documents associated with it are public record once submitted.

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.

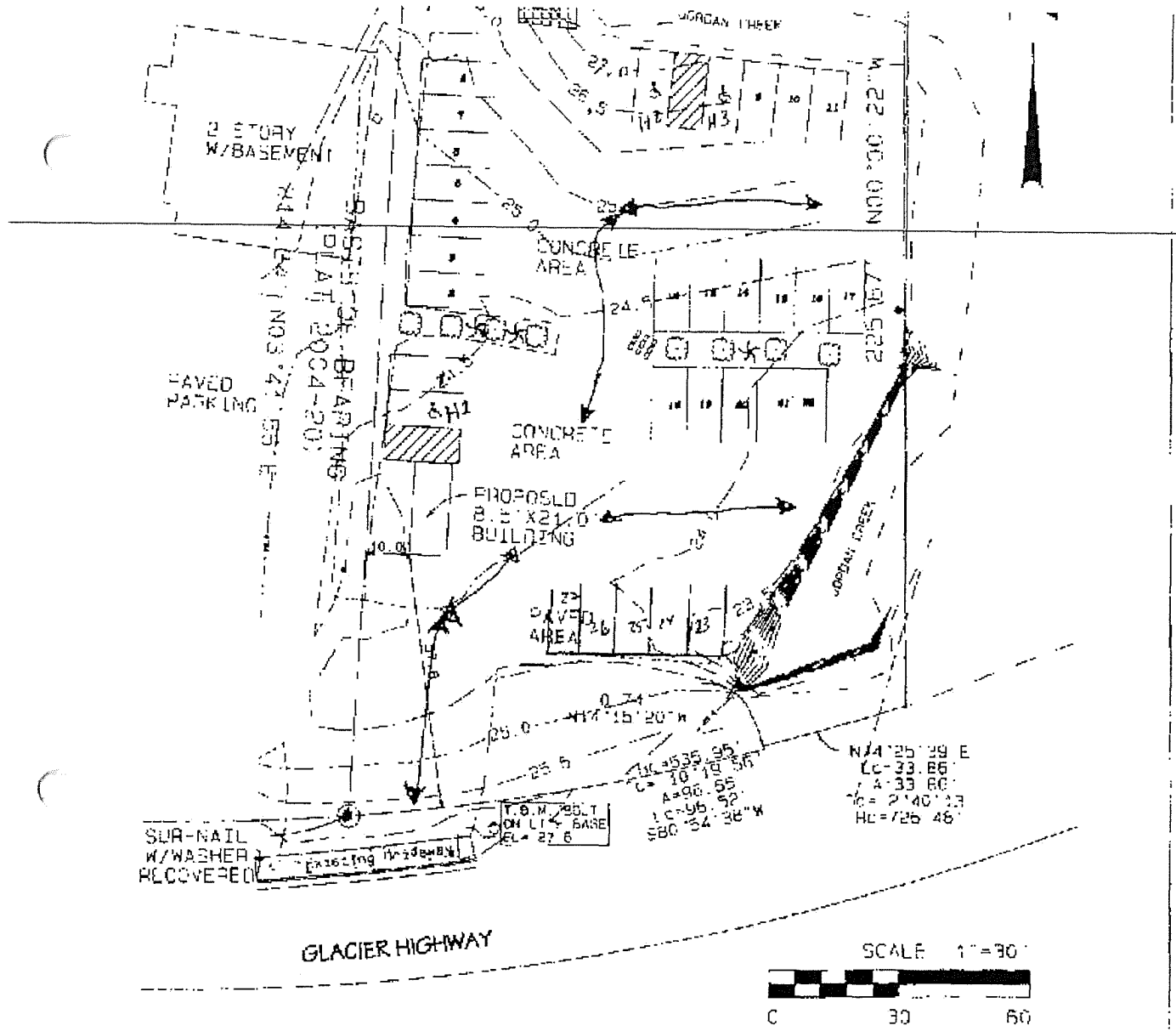


I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT PLAT; THAT ALL WALKS, ROADS, EASEMENTS AND IMPROVEMENTS THEREON ARE AS SHOWN AND THAT ALL OVERLAPS AND ENCROACHMENTS ARE AS SHOWN TO THE BEST OF MY KNOWLEDGE.

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, 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

ALASKA

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 |

Revised 5/07/2021

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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

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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- (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).

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- (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.
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- (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).
- (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;

(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.

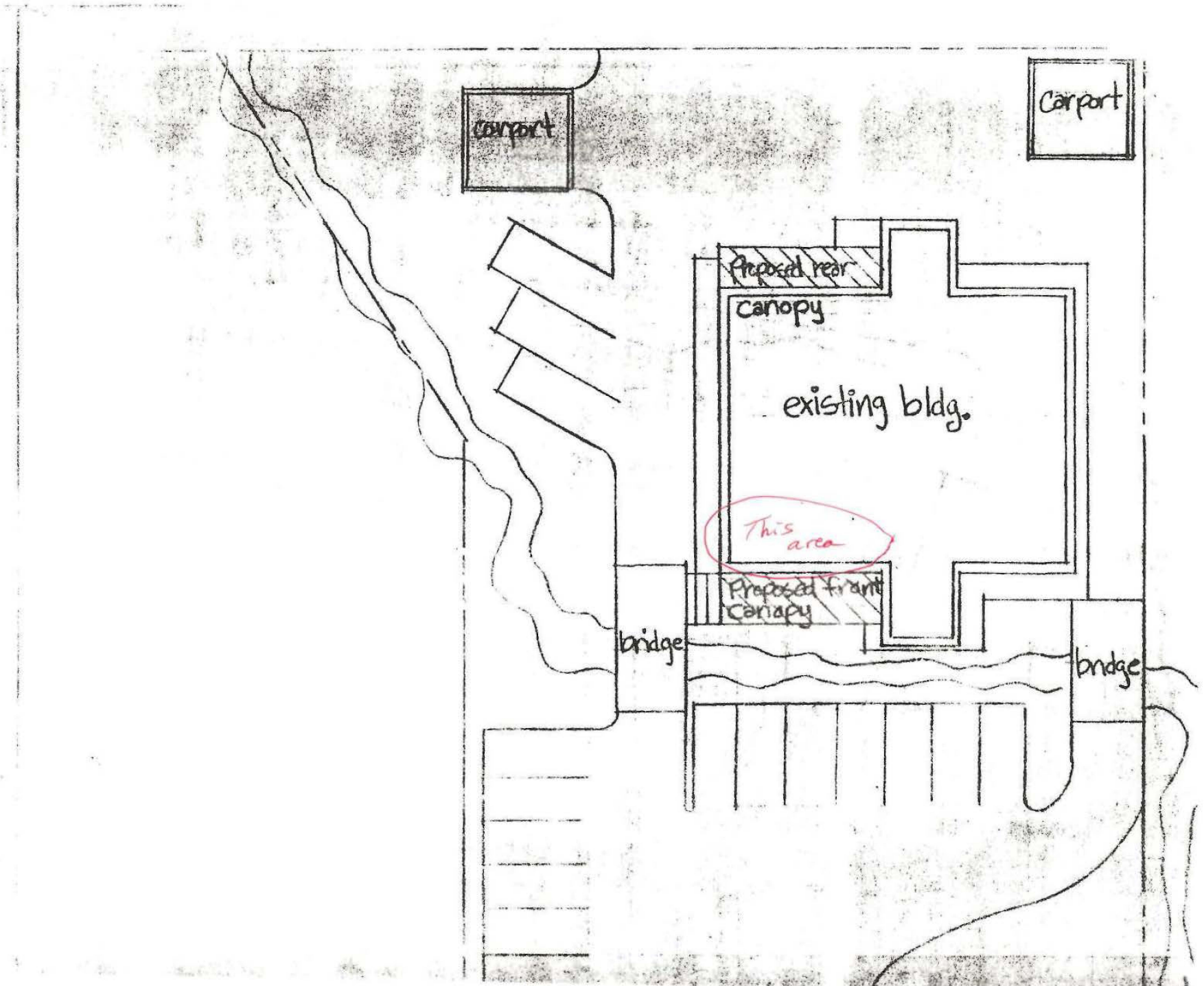
(10) *Habitat.* Development in the following areas may be required to minimize environmental impact:

310

(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)



Attachment C - Site Plan Agency Comments

Jordon Square

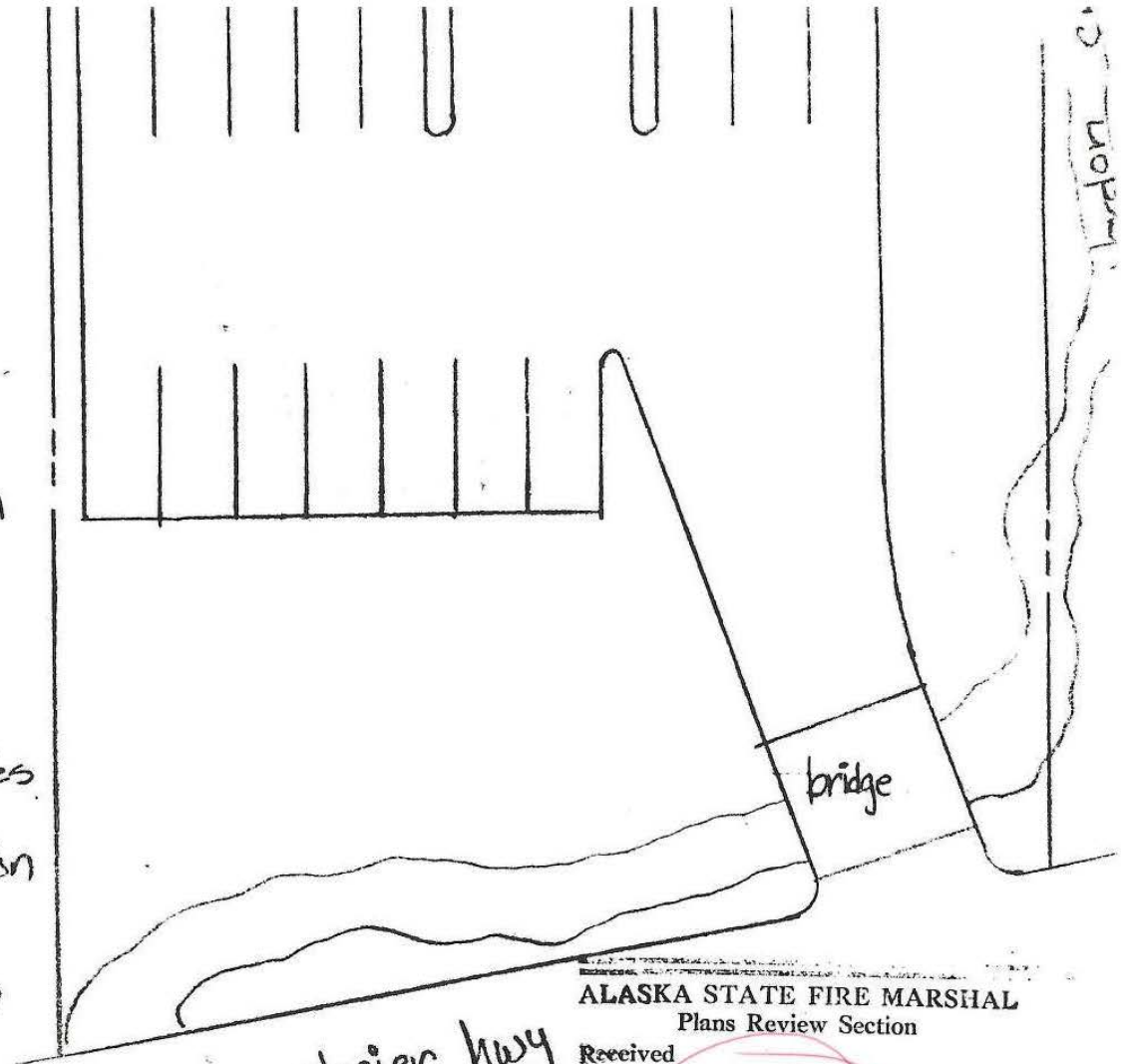
- building permit application to construct canopies over the front & rear existing decks.
- all structural details for front & rear canopies will be identical to each other with exception to width dimension:
 - front 8'-6" wide
 - rear 4'-6" wide

Applicant:

Richard Chapman

Scale:

1" = 20'



ALASKA STATE FIRE MARSHAL
Plans Review Section

Received

Reviewed 10/12/81

Approved Conditionally Approved

Changes Required

By *S. B...*

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

LEGEND

- GL.O./B.L.M. 2-1/2" BRASS MONUMENT RECOVERED THIS SURVEY
- SECONDARY MONUMENT RECOVERED THIS SURVEY AS SHOWN
- SECONDARY MONUMENT SET THIS SURVEY BY J.W. BEAN

TYPICAL SECONDARY MON. 1-1/4" YELLOW PLASTIC CAP 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.

Notary Public for Alaska [Signature]
 My Commission Expires December 1, 2007

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 Owner: Orvin Lykstad
 AUDREY LYKSTAD ORVIN LYKSTAD
 LOT 1 LOT 1

NOTARY'S ACKNOWLEDGEMENTS:

UNITED STATES OF AMERICA)
 STATE OF ALASKA) S.S.

THIS IS TO CERTIFY THAT ON THIS 26 DAY OF December, 2002, before me the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared, Orvin 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 [Signature]
 My Commission Expires 12/21/03

CERTIFICATE OF REGISTERED LAND SURVEYOR

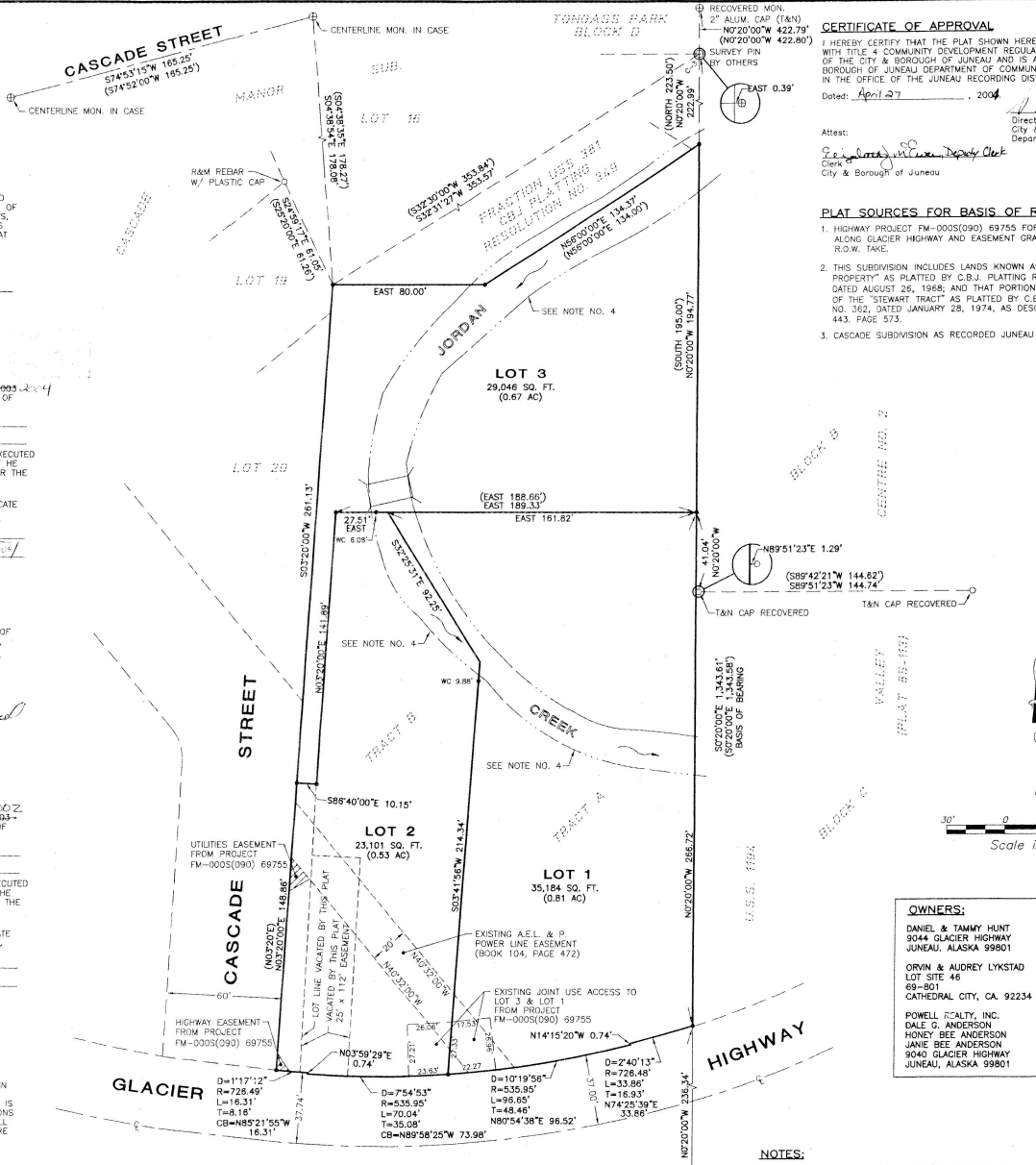
I HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR, REGISTERED IN THE STATE OF ALASKA, AND THAT THIS PLAT REPRESENTS A SURVEY MADE BY OR UNDER MY DIRECT SUPERVISION, THAT THE ACCURACY OF THE SURVEY IS IN THE LIMITS REQUIRED BY TITLE 4, COMMUNITY DEVELOPMENT REGULATIONS, TITLE 49 OF THE CODE OF THE 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



| | |
|-------------------------|-----------------------|
| DRAWN BY: GDM Graphics | CHECKED BY: J.W.B. |
| DRAWING DATE: 7/03/2002 | FIELD BOOK: |
| SCALE: 1" = 30' | JOB No.: 8043-LYKSTAD |
| REVISIONS: 12/02/02 | DATE: 12/29/07 |
| REVISIONS: 10/29/02 | DATE: |

J.W. BEAN INC.
 PROFESSIONAL SURVEYOR
 1070 ARCTIC CIRCLE
 JUNEAU - ALASKA
 (907) 788-0590
 SURVEYOR - PLANNER



CERTIFICATE OF APPROVAL

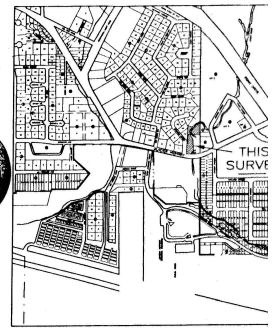
I HEREBY CERTIFY THAT THE PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH TITLE 4 COMMUNITY DEVELOPMENT REGULATIONS AND TITLE 49 OF THE CODE OF THE CITY & BOROUGH OF JUNEAU AND IS APPROVED BY THE CITY AND BOROUGH OF JUNEAU DEPARTMENT OF COMMUNITY DEVELOPMENT FOR RECORDING IN THE OFFICE OF THE JUNEAU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

Date: April 27, 2004
 Director
 City & Borough of Juneau
 Department of Community Development

Attest:
[Signature]
 City & Borough of Juneau

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, 2003
 Owner: Dale G. Anderson Owner: Honey Bee Powell
 DALE G. ANDERSON HONEY BEE POWELL
 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 Powell

KNOWN TO ME TO BE THE PERSON (PERSONS) DESCRIBED IN 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 [Signature]
 My Commission Expires 3/21/08

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, 2003
 Owner: Honey Bee Powell
 HONEY BEE POWELL
 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, Honey Bee Powell

KNOWN TO ME TO BE THE PERSON (PERSONS) DESCRIBED IN 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 [Signature]
 My Commission Expires 12/29/07

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 Public or Alaska
 OFFICIAL SEAL
 Notary Public
 My Commission Expires 12/29/07

A PLAT OF POWELL SUBDIVISION, A SUBDIVISION OF TRACTS A & B, U.S. SURVEY NO. FEATHERSTONE PARCEL NO. 2, FRACTION U.S. S. 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 |

Revised 5/07/2021

i:\documents\cases\2024\pac\pac24-021 pet grooming station\to admin\pac24-21 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 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 _____ 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 | Contact Person | | |
| Mailing Address | Phone Number(s) | | |
| E-mail Address | | | |
| X _____ 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 | 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

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 _____ square feet Total Area of Existing Structure(s) _____ square feet

Total Area of Proposed Structure(s) _____ 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 | Date |
| Application Fees | \$ _____ | | | |
| Admin. of Guarantee | \$ _____ | | | |
| Adjustment | \$ _____ | | | |
| Pub. Not. Sign Fee | \$ _____ | | | |
| Pub. Not. Sign Deposit | \$ _____ | | | |
| Total Fee | \$ _____ | | | |

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INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

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| | |
|-------------|---------------|
| Case Number | Date Received |
|-------------|---------------|

Attachment E - Pre-Application Packet

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 |
|-------------|---------------|

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

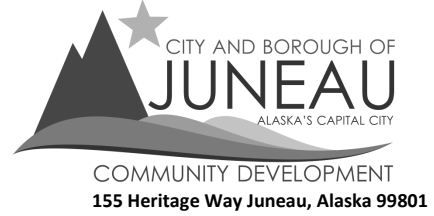
Not every sign requires a permit. Please refer to CBJ 49.45.300 for more detail.

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.

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| <p>Now through Oct. 21</p> | <p>Oct. 22— noon, Nov. 8</p> | <p>HEARING DATE & TIME: 7:00 pm, Nov. 12, 2024</p> | <p>Nov. 13, 2024</p> |
| <p>Comments received during this period will be sent to the Planner, Jay Larson to be included as an attachment in the staff report.</p> | <p>Comments received during this period will be sent to Commissioners to read in preparation for the hearing.</p> | <p>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).</p> <p>You may also participate in person in City Hall Assembly Chambers, 155 Heritage Way Juneau, Alaska.</p> | <p>The results of the hearing will be posted online.</p> |
| <p>FOR DETAILS OR QUESTIONS,</p> | | | |
| <p>Phone: (907)586-0753 ext. 4139</p> | | | |
| <p>Email: pc_comments@juneau.gov or jason.larson@juneau.gov</p> | | | |
| <p>Mail: Community Development, 155 Heritage Way, Juneau AK 99801</p> | | | |
| <p>Case No.: USE2024 0013 Parcel No.: 5B1601010011 CBJ Parcel Viewer: http://epv.juneau.org</p> | | | |



Attachment G - Public Notice Sign Photo