



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

(907) 586-0715

CDD\_Admin@juneau.gov

www.juneau.org/community-development

155 Heritage Way • Juneau, AK 99801

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

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

**STAFF RECOMMENDATION:** Approval

**KEY CONSIDERATIONS FOR REVIEW:**

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

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

**ALTERNATIVE ACTIONS:**

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

**ASSEMBLY ACTION REQUIRED:**

Assembly action is not required for this permit.

**STANDARD OF REVIEW:**

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

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

**SITE FEATURES AND ZONING**



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

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

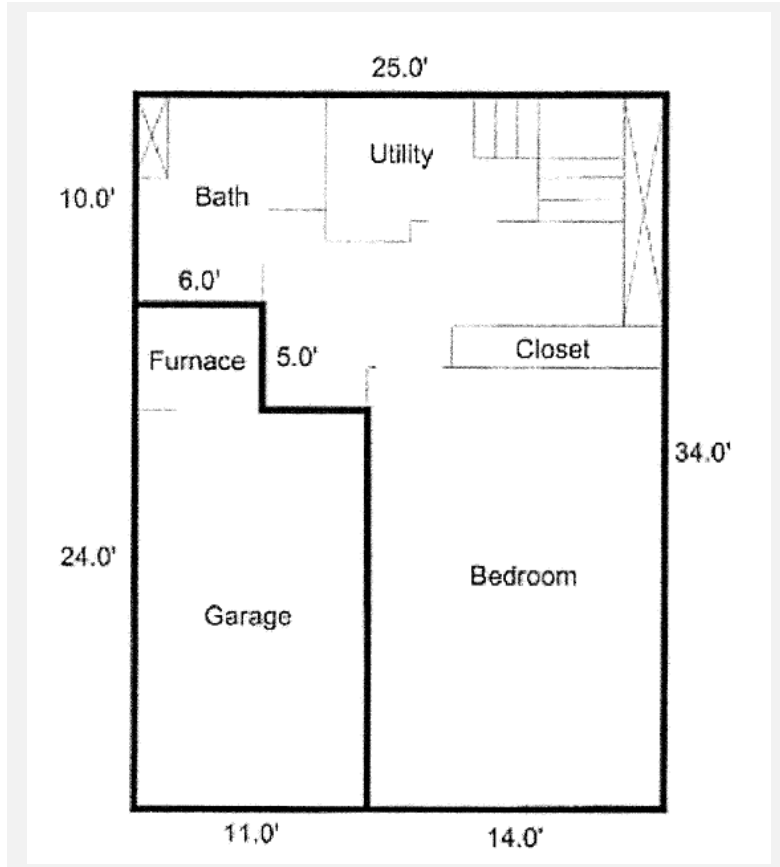
**BACKGROUND INFORMATION**

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

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

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

**SITE PLAN**



**ANALYSIS**

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

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

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

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

**Condition: None.**

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

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

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

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

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

**Condition: None.**

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

**Condition: None.**

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

**Condition: None.**

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

**Condition: None.**

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

**Condition: None.**

**AGENCY REVIEW**

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

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

**PUBLIC COMMENTS**

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

**CONFORMITY WITH ADOPTED PLANS**

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

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

## **FINDINGS**

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

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

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

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

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

**Analysis:** No further analysis is required.

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

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

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

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

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

**Analysis:** No further analysis needed.

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

## **RECOMMENDATION**

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

**STAFF REPORT ATTACHMENTS**

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



# DEVELOPMENT PERMIT APPLICATION

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

<b>PROPERTY LOCATION</b>					
Physical Address <b>529 Kennedy Street. Juneau Alaska 99801</b>					
Legal Description(s) (Subdivision, Survey, Block, Tract, Lot) <b>Residential D5</b>					
Parcel Number(s) <b>1C040A200110</b>					
<input type="checkbox"/> This property is located in the downtown historic district <input type="checkbox"/> This property is located in a mapped hazard area, if so, which _____					
<b>LANDOWNER/ LESSEE</b>					
Property Owner <b>Thomas Fletcher</b>	Contact Person <b>Thomas Fletcher</b>				
Mailing Address <b>529 Kennedy St.</b>	Phone Number(s) <b>907.209.7131</b>				
E-mail Address <b>tfletch40@gmail.com</b>					
<b>LANDOWNER/ LESSEE CONSENT</b>					
Required for Planning Permits, not needed on Building/ Engineering Permits. Consent is required of all landowners/ lessees. If submitted with the application, alternative written approval may be sufficient. Written approval must include the property location, landowner/ lessee's printed name, signature, and the applicant's name.					
I am (we are) the owner(s) or lessee(s) of the property subject to this application and I (we) consent as follows: A. This application for a land use or activity review for development on my (our) property is made with my complete understanding and permission. B. I (we) grant permission for the City and Borough of Juneau officials/employees to inspect my property as needed for purposes of this application.					
<table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;"><u>Thomas FLetcher</u></td> <td style="width:50%; border: none;"><u>Landowner</u></td> </tr> <tr> <td style="border: none;">Landowner/Lessee (Printed Name)</td> <td style="border: none;">Title (e.g.: Landowner, Lessee)</td> </tr> </table>		<u>Thomas FLetcher</u>	<u>Landowner</u>	Landowner/Lessee (Printed Name)	Title (e.g.: Landowner, Lessee)
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X _____	_____				
Landowner/Lessee (Signature)	Date				
NOTICE: The City and Borough of Juneau staff may need access to the subject property during regular business hours. We will make every effort to contact you in advance, but may need to access the property in your absence and in accordance with the consent above. Also, members of the Planning Commission may visit the property before a scheduled public hearing date.					
<b>APPLICANT</b>					
If same as LANDOWNER, write "SAME"					
Applicant (Printed Name) <b>Same</b>	Contact Person _____				
Mailing Address _____	Phone Number(s) _____				
E-mail Address _____					
<table style="width:100%; border: none;"> <tr> <td style="width:60%; border: none;">X _____</td> <td style="width:40%; border: none;">_____</td> </tr> <tr> <td style="border: none;">Applicant's Signature</td> <td style="border: none;">Date of Application</td> </tr> </table>		X _____	_____	Applicant's Signature	Date of Application
X _____	_____				
Applicant's Signature	Date of Application				

To be completed by Applicant

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

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

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

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





# PARKING WAIVER 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**  
I am planning on converting the bottom floor of my residence on 529 Kennedy St to a 600 SQ Ft ADU. I currently have one parking space (garage) and will rely on on-street parking for a second parking spot.

**TYPE OF PARKING WAIVER REQUESTED** (check one)

**MINOR DEVELOPMENT**  Parking Waiver Departmental Review (PWD)      **MAJOR DEVELOPMENT**  Parking Waiver Planning Commission Review (PWP)

**DEVELOPMENT FOR WHICH THE PARKING IS REQUIRED** (check one)

Existing       Proposed – Related Case Number: \_\_\_\_\_

**NUMBER OF REQUIRED PARKING SPACES PER CBJ 49.40.210(A)**

For Residential Uses: 2 spaces       For Non-Residential Uses: \_\_\_\_\_ spaces

**NUMBER OF PARKING SPACES THAT WILL BE PROVIDED**

For Residential Uses: 1 spaces       For Non-Residential Uses: \_\_\_\_\_ spaces

**ALL REQUIRED MATERIALS ATTACHED**

Complete application per CBJ 49.15 and CBJ 49.40.210(d)(6)

Narrative including:

Why the parking waiver is being requested?

How the requested waiver meets items 1-4 on page 2

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

PARKING WAIVER FEES			
Residential Spaces	_____	Non-Residential Spaces	_____
Residential Fee	\$ <u>320.00</u>	Non-Residential Fee	\$ _____
Total Residential	\$ _____	Total Non-Residential	\$ _____
<b>Total Fee</b>		\$ _____	

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
PWP24-004	8/9/24

### **Parking Waiver Information**

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

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

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

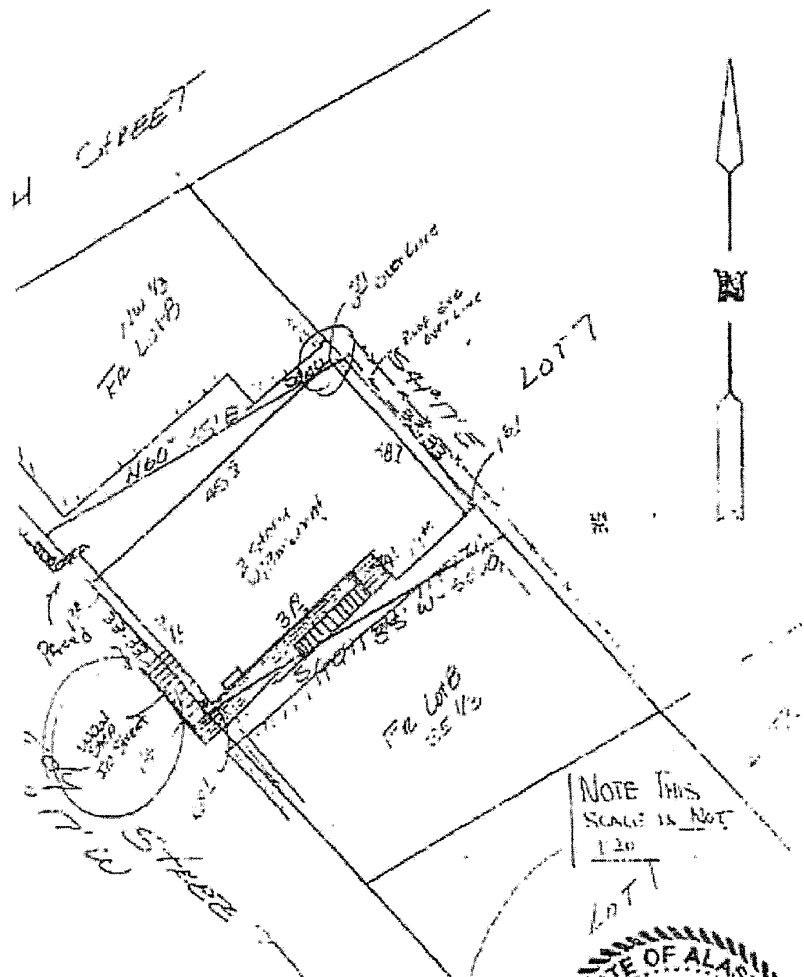
- (1) The granting of the waiver would result in more benefits than detriments to the community as a whole as identified by the comprehensive plan;
  - (2) The development is located outside of the PD-1 parking district, PD-2 parking district, and Downtown Fee in Lieu of Parking District Map areas;
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

Approved parking waivers shall expire upon a change in use.

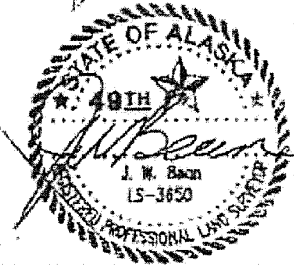
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**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

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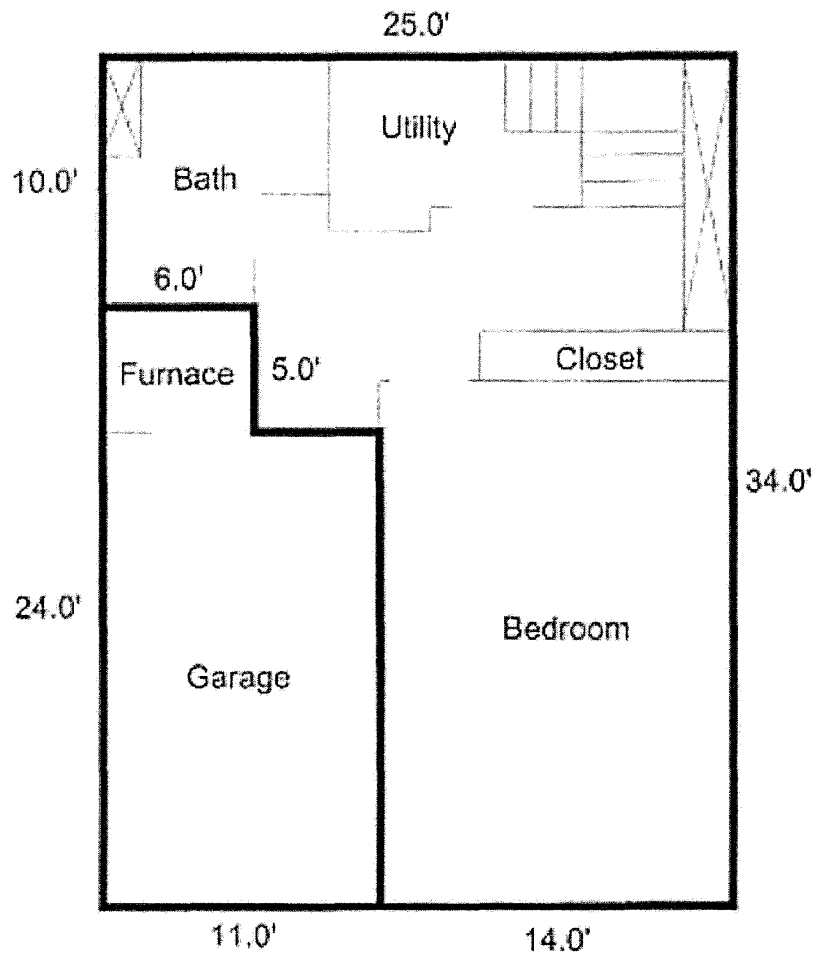


THIS IS A TRUE AND CORRECT PLAT,  
 EASEMENTS, AND IMPROVEMENTS THEREON  
 T ALL OVERLAPS AND ENCROACHMENTS ARE  
 OF MY KNOWLEDGE.



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

<b>AS-BUILT SURVEY</b>		
Middle 1/3 OF LOT 9 Block 127		
TOWNSHIP OF JUNEAU		
SITTING AS SHOWN		
DESIGNED BY <i>W. Bean</i>	JOB No 11765	SCALE 1" = 20'
DATE 24/5/07	DATE 5-22-07	SHEET 1 OF 1





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 155 Heritage Way • Juneau, AK 99801

## Starr Hill ADU

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

Conference Date: May 15, 2024  
 Report Issued: May 22, 2024

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

## List of Attendees

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

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

Revised 5/07/2021

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**Conference Summary**

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

**Project Overview**

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

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

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

**Planning Division**

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

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

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

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

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



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

#### Building Division

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

#### General Engineering/Public Works

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

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

**Fire Marshal**

24. Fire Items/Access – No concerns.

**Other Applicable Agency Review**

25. N/A

**List of required applications**

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

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

**Additional Submittal Requirements**

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

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

**Fee Estimates**

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

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

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



Pre-Application Conference Final Report

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

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

For informational handouts with submittal requirements for development applications, please visit our website at [www.juneau.org/community-development](http://www.juneau.org/community-development).

**Submit your Completed Application**

You may submit your application(s) online via email to [permits@juneau.gov](mailto: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](http://www.juneau.org/community-development)

Attachments:

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

Applications:

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

## Ilsa Lund

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

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

No concerns from fire.

Thanks,

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



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**From:** Ilsa Lund <Ilsa.Lund@juneau.gov>  
**Sent:** Wednesday, October 16, 2024 3:38 PM  
**To:** Chad 'Kit' Watts <Kit.Watts@juneau.gov>; James 'Red' Langel <James.Langel@juneau.gov>; Scott Gray <Scott.Gray@juneau.gov>; Theresa Ross <Theresa.Ross@juneau.gov>; CDD Building Division <CDD.Bldg@juneau.gov>; General Engineering <General\_Engineering@juneau.gov>  
**Subject:** Please provide comment- Accessory apartment conditional use and parking waiver on Starr Hill

Hello CBJ Team,

We have received applications from the resident of 529 Kennedy St. to build an accessory apartment on the ground floor of the existing single-family dwelling (USE2024 0017), and to waive the minimum required parking for the addition of the accessory dwelling (PWP2024 0004). As part of the review process, we are circulating the application amongst CBJ departments for input that will be provided to the Planning Commission for review.

Attached is the application for the parking waiver (the same materials were submitted for both applications). You can also find information at the short-term planning web site:  
<https://juneau.org/community-development/short-term-projects>

We have the case scheduled for the Planning Commission meeting on November 12. If you could provide feedback by **October 28, 2024**, that would be very helpful. I've attached an Agency Comment Form for your use.

Warm regards,

**Ilsa Lund** | Planner I

Community Development Department | City & Borough of Juneau, AK

Location: 230 S. Franklin Street, 4<sup>th</sup> Floor Marine View Building

Office: 907.586.0753 ext. 4128

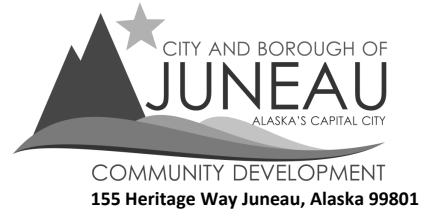
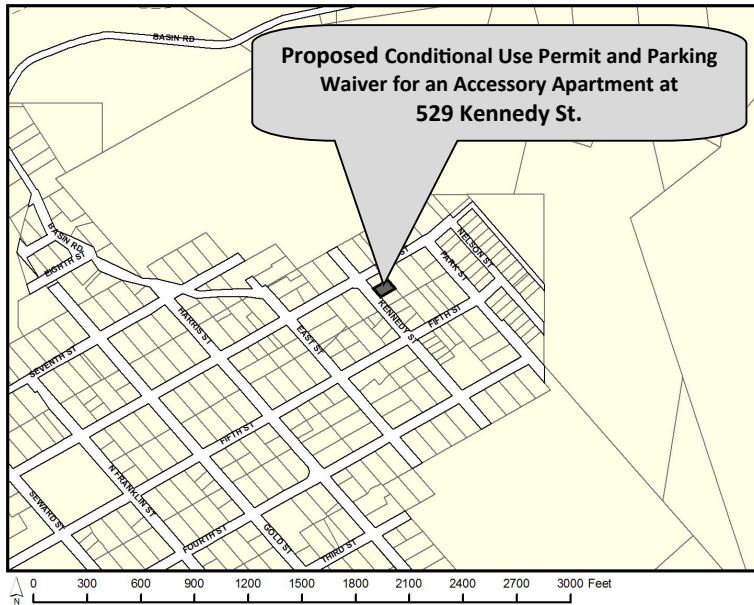


*Fostering excellence in development for this generation and the next.*

# Invitation to Comment

On a proposal to be heard by the CBJ Planning Commission

*Your Community, Your Voice*



TO

**Conditional Use Permit & Parking Waiver applications** have been submitted for consideration and public hearing by the Planning Commission for **an Accessory Apartment at 529 Kennedy Street** in a **D5** zone.

**PROJECT INFORMATION:**

Project Information can be found at:

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

**PLANNING COMMISSION DOCUMENTS:**

Staff Report expected to be posted **November 4, 2024** at

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

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

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

**FOR DETAILS OR QUESTIONS,**

Phone: (907)586-0753 ext. 4128

Email: [pc\\_comments@juneau.gov](mailto:pc_comments@juneau.gov) or [ilsa.lund@juneau.gov](mailto:ilsa.lund@juneau.gov)

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

Printed October 16, 2024

**Case No.: USE2024 0017 & PWP 2024 0004**  
**Parcel No.: 1C040A200110**  
**CBJ Parcel Viewer: <http://epv.juneau.org>**



Attachment M - Public Notice Sign Photo

Attachment C - Abutters Notice and Public Notice Sign Photo



Attachment M - Public Notice Sign Photo

Attachment C - Abutters Notice and Public Notice Sign Photo