

# ***DRAFT MINUTES***

Agenda

**Planning Commission**

***Regular Meeting***

CITY AND BOROUGH OF JUNEAU

*Mandy Cole, Chair*

August 13, 2024

## **I. LAND ACKNOWLEDGEMENT – Read by Chair Cole.**

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

## **II. ROLL CALL**

Mandy Cole, Chair, called the Regular Meeting of the City and Borough of Juneau (CBJ) Planning Commission (PC), held in Assembly Chambers of the Municipal Building, virtually via Zoom Webinar, and telephonically, to order at 7:00 p.m.

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

Commissioners present via video conferencing – None

**Commissioners absent:** Matthew Bell, Assistant Clerk; Adam Brown

**Staff present:** Jill Lawhorne, CDD Director; Irene Gallion, Senior Planner; Ilsa Lund, Planner I; Daniele Gaucher, CDD Administrative Officer; Kevin Allen, Meeting Clerk

Staff present via video conferencing – Sherri Layne, Attorney III

**Assembly members:** Paul Kelly

## **III. REQUEST FOR AGENDA CHANGES AND APPROVAL OF AGENDA - No changes or comments.**

- IV. **APPROVAL OF MINUTES** - No minutes.
- V. **BRIEF REVIEW OF THE RULES FOR PUBLIC PARTICIPATION** - by Chair Cole.
- VI. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS- None.**
- VII. **ITEMS FOR RECONSIDERATION** – None.
- VIII. **CONSENT AGENDA**

**USE2024 0014:** Conditional Use Permit for an additional two-story structure providing 10,200 square feet for warehousing, retail and restaurant use.

**Applicant:** Kristel Liska

**Location:** Jensine Street

Director's Report

The proposed structure is in addition to the existing coffee cart on Jensine Street, which received a conditional use permit in 2013. The proposed structure would enhance current coffee service with an 1,800 square foot café and provide 1,800 square feet of retail space for relocation of the applicant's snow sports business. 6,600 of warehousing would support multiple businesses owned by the applicant.

**Staff Recommendation**

Staff recommends approval with conditions.

**MOTION:** *by Mr. Arndt to accept staff's findings, analysis, and recommendations, and approve USE2024 0014.*

***The motion passed with no objection.***

**USE2024 0015:** Conditional Use Permit for 51 Single-Room Occupancy units with private facilities.

**Applicant:** Gastineau Human Services

**Location:** Aisek Street

Director's Report

The Applicant proposes a residential building consisting of 51 Single-Room Occupancy units with private facilities on a 5-acre lot in a General Commercial zone. A Single-Room Occupancy with private facilities is defined in CBJ 49.80 as a dwelling unit composed of a private bathroom and a combined kitchen, living, and sleeping area, designed for occupancy by a single person. This development is designed for individuals experiencing a combination of income disparities, recovery, and reentry challenges. This is Phase I of a multi-phase development.

### **Staff Recommendation**

Staff recommends the Planning Commission adopt the Director's analysis and findings and APPROVE Conditional Use Permit USE2024 0015 with the requested conditions stated in the Staff Report.

**MOTION:** *by Mr. Arndt to accept staff's findings, analysis, and recommendations, and approve USE2024 0015.*

***The motion passed with no objection.***

**IX. UNFINISHED BUSINESS- None.**

**X. REGULAR AGENDA**

**PAD2024 0002:** Disposal of CBJ property for future utility access.

**Applicant:** City & Borough of Juneau

**Location:** Auke Rec Bypass Road

### **Director's Report**

The applicant requests a Property Disposal Review for approximately one acre from a 151-acre CBJ parcel creating an easement to CBJ land. This property is located outside of the sewer service boundary. This property also does not have water service as service out the road is located south of their property, on Auke Rec Bypass Road. The applicant's property is served by municipal water. If this application is approved there is an opportunity for an access and utility easement to provide municipal drinking water to the remaining CBJ parcel. Access to Municipal Drinking water would help facilitate development of the remaining CBJ property.

### **Staff Recommendation**

Staff recommends the Planning Commission adopt the Director's analysis and findings and approve Property Acquisition and Disposal, No. PAD2024 0002.

Mr. Arndt asked about the mention of only one parcel in the packet, but two in the appendix.

Ms. Lawhorne referred the question to the CBJ applicant.

Mr. Epstein expressed confusion on the background information, stating the applicant submitted an application requesting to purchase one acre of CBJ property, but on a different page it says the applicant wants to dispose of an acre. He also noted background information states the property does not have water service, but in another location, it states the property is served by municipal water.

Chair Cole explained Mr. Bleidorn is the CBJ applicant before them, but there is also an applicant to purchase a piece of CBJ property.

Mr. Peterson asked if the intent of the one-acre land disposal is to be consolidated with an existing property or if it is to become one parcel or lot.

Ms. Lawhorne referred the question to the CBJ applicant.

Mr. Bleidorn, CBJ applicant, addressed the applicant/applicant question. An adjacent property owner applied to acquire city property from CBJ. While reviewing the application, Mr. Bleidorn learned the municipal drinking water runs through Old Glacier Highway. Access to water is blocked by privately-owned land. The application includes an easement across private property to provide water service to CBJ land. The Lands Committee reviewed and accepted it. He explained that the Assembly is very keen on housing, and they have tasked with him to work on applications to rezone several city properties, including this rural reserve property, to D3 in movement towards future development. Mr. Bleidorn also addressed the two lots question, stating he believed that was a typo.

Mr. Arndt inquired about what property the easement would go through.

Mr. Bleidorn answered that they would plat an easement through both the applicant's existing property and the piece they are disposing of.

Ms. Keller asked if the applicant would have to go through one of the private properties in order to get any utilities.

Mr. Bleidorn explained the municipal water runs through the old Glacier Highway, which is lined with houses right now, and has no public access point to bring utilities up to the city property. He said they met with the City Engineering Department and some members of CDD to try and figure out what it would take to get utilities by extension along the Auke Rec Bypass. It would be very costly. It became apparent that the easement is an opportunity for CBJ to get a utility line without having to create a loop or construct additional infrastructure that must be maintained.

Mr. Pedersen noted the route proposed through the purchaser's current property does not seem to be fully shown and does not connect to the right of way in the packet. He asked if there would have to be some configuration for that.

Mr. Bleidorn explained the diagram showing the route. Glacier Highway has a wide right-of-way, which fronts the southeast corner of the Applicant's property.

Mr. Arndt asked if he sees any issues coming up from the lot line adjustment subdivision portion if they dispose of the lot.

Ms. Lawhorne responded no.

Mr. Peterson said they could condition or suggest to the Assembly that the process used to dispose of the property would be a lot line adjustment or could pursue obtaining the easement as part of the sale.

Ms. Keller agreed and said they should make lot line adjustment part of the motion and stick with the original proposer instead of opening it up for further proposals. She proposed to add language that the access and utility easement will be included.

Chair Cole asked if there had been any other interest from adjacent neighbors in purchasing the lot.

Ms. Lawhorne answered not to her knowledge.

**MOTION:** *by Mr. Pedersen that the Planning Commission adopt the Director's analysis and findings and forward a recommendation of approval to the CBJ Assembly for the disposal of a portion of Parcel Number 8B3401000100 to the original proposer. The Planning Commission additionally recommends obtaining the proposed utility easement as part of the negotiated land sale.*

***The motion passed with no objection.***

**XI. OTHER BUSINESS- None.**

**XII. STAFF REPORTS**

Ms. Lawhorne reported that they filled the Planner I position. Ms. Lawhorne informed the Commission that emails seemed to have been hacked and the hackers used the Commission's agenda and maybe the Assembly's agenda. She asked the Commission to pass the word.

**XIII. COMMITTEE REPORTS**

Mr. Epstein reported that he attended the Public Works Facility Committee meeting last week before the flood. He said they discussed the installation of the check valves that were completed just a couple weeks before the event, and after seeing pictures of the incident he wonders if the check valves worked as intended. He will follow up on that at the next meeting.

**XIV. LIAISON REPORTS**

Mr. Kelly reported the Assembly has had two special meetings since they last met, where they declared the local emergency. The Assembly also gave staff direction to draft an ordinance to extend the zero-parking area to include the Telephone Hill area.

Mr. Arndt said they were told Mr. Dumoshel would be doing revisions, so he is confused why he is saying it is going to staff instead of to Mr. Dumoshel.

Ms. Lawhorne explained that as they have been working on the redevelopment of Telephone Hill, they brought the place guide for Telephone Hill to ask for direction on an RFI and expand the no parking required area to include Telephone Hill at the Lands Committee. She stated it is an ordinance limited to changing the boundaries of the area with little writing involved.

Chair Cole stated the Assembly slightly changed the boundary on the first no parking ordinance they forwarded, and it did not come back to them before it was adopted. She said this would be similar to that since they are changing the boundary at the ordinance level and not looking for input from the Planning Commission.

Ms. Lawhorne voiced that she understands that because it had already gone through the Commission through the Staff's analysis and would be staying at the Assembly level to expand it to include Telephone Hill.

Mr. Pedersen asked what the general purpose of the emergency declaration is.

Mr. Kelly explained the emergency declaration gives emergency powers to city managers and the ability to elevate emergency response to the State level.

**XV. CONTINUATION OF PUBLIC PARTICIPATION ON NON-AGENDA ITEMS- None.**

**XVI. PLANNING COMMISSION COMMENTS AND QUESTIONS**

Mr. Epstein wondered how their comprehensive plan may take into consideration the recent tragic flooding event and if their consultant would take that into consideration.

Ms. Lawhorne answered that the comprehensive plan should touch on all matter of disasters and should have those discussion when working with the public during the outreach process.

Chair Cole mentioned the memo put before them about potentially designating certain review to CDD rather than to the Commission for existing phase development, including the Ridgeview Development. That topic is intended for the next agenda for discussion. The Commission is anticipating a late night in October when they hear eight rezones.

Ms. Lawhorne clarified they are not booking any other cases that evening.

Ms. Keller asked what happened to the discussion on an earlier starting time.

Chair Cole responded that she thinks there was enough opposition on that to not push it forward.

Mr. Pedersen commented that they discussed it and decided not to move it forward, but there are other items they may need to bring up in governance. He would like to get the meeting on the books, but it is not the right time yet.

Mr. Epstein asked for consideration to start early for the late-night October meeting.

Chair Cole voiced they would start at 6 p.m. for that night.

**XVII. EXECUTIVE SESSION** – None.

**XVIII. ADJOURNMENT**

The August 13, 2024 Planning Commission Meeting was adjourned at 8:00 p.m.