



## Planning Commission

{907} 586-0715

PC\_Comments@juneau.org

[www.juneau.org/community-development/planning-commission](http://www.juneau.org/community-development/planning-commission)

155 S. Seward Street • Juneau, AK 99801

### PLANNING COMMISSION NOTICE OF RECOMMENDATION

Date: April 20, 2022  
Case No.: AME2021 0010

City and Borough of Juneau  
City and Borough Assembly  
155 South Seward Street  
Juneau, AK 99801

Proposal: Planning Commission Recommendation to the City and Borough Assembly regarding rezone for 2.6 acres from D10 to Light Commercial.

Property Address: 1801, 1803 and 1805 Glacier Highway

Legal Description: USS 3871 & USS 667 FR

Parcel Code Number: 7B0801030060

Hearing Date: April 12, 2022

The Planning Commission, at its regular public meeting, adopted the analysis and findings, as amended, listed in the attached memorandum dated April 5, 2022, and recommended that the City and Borough Assembly rezone 2.6 acres from D10 to Light Commercial (LC), with modifications to Finding #5.

***5. Is the proposed zoning district and the uses allowed therein found to be in substantial conformance with the land use maps of the comprehensive plan and policies of the comprehensive plan, in accordance with CBJ 49.75.120?***

**Analysis:** The NC LC zoning is consistent with the Medium Density Residential Land Use designation proposed in the 2013 Comprehensive Plan in that the emphasis is on densities of 15 units per acre, and neighborhood scale commercial use. Assembly decisions on AME2021 0001 and AME2013 0006 have found LC to comply.

City and Borough Assembly  
Case No.: AME2021 0010  
April 20, 2022  
Page 2 of 2

Attachments: April 5, 2022 memorandum from Irene Gallion, Community Development, to the CBJ Planning Commission regarding AME2021 0010.

This Notice of Recommendation constitutes a recommendation of the CBJ Planning Commission to the City and Borough Assembly. Decisions to recommend an action are not appealable, even if the recommendation is procedurally required as a prerequisite to some other decision, according to the provisions of CBJ 01.50.020 (b).



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Michael LeVine, Chair  
Planning Commission

April 21, 2022

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Date



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Filed With City Clerk

April 21, 2022

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Date

**cc: Plan Review**

**NOTE:** The Americans with Disabilities Act (ADA) is a federal civil rights law that may affect this recommended text amendment. ADA regulations have access requirements above and beyond CBJ - adopted regulations. Contact an ADA - trained architect or other ADA trained personnel with questions about the ADA: Department of Justice (202) 272-5434, or fax (202) 272-5447, NW Disability Business Technical Center (800) 949-4232, or fax (360) 438-3208.



**PLANNING COMMISSION STAFF REPORT**  
**REZONE AME2021 0010**  
**HEARING DATE: APRIL 12, 2022**

(907) 586-0715

CDD\_Admin@juneau.org

www.juneau.org/community-development

155 S. Seward Street • Juneau, AK 99801

**DATE:** April 5, 2022  
**TO:** Michael LeVine, Chair, Planning Commission  
**BY:** Irene Gallion, Senior Planner  
**THROUGH:** Jill Maclean, AICP, Director

**PROPOSAL:** Applicant requests a rezone for 2.6 acres from D10 to Neighborhood Commercial (NC) or Light Commercial (LC).

**STAFF RECOMMENDATION:** Staff recommends the Planning Commission forward a recommendation of APPROVAL to the Assembly from D10 to NC.

**KEY CONSIDERATIONS FOR REVIEW:**

- Neighborhood Commercial is preferred, Light Commercial is a second choice.
- Neighborhood Commercial densities of 15 units/acre conforms to Comprehensive Plan Land Use Map designation of Medium Density Residential of 5-20 units/acre.
- Neighborhood Commercial supports commercial use consistent with residential uses.

GENERAL INFORMATION	
Property Owner	Catholic Community Service
Applicant	Edward Rivera
Property Address	1801/1803/1805 Glacier Highway
Legal Description	USS 3871 & USS 667 FR
Parcel Number	7B0801030060
Zoning	D10
Land Use Designation	Medium Density Residential (Map K)
Lot Size	113,256 square feet, 2.6 acres
Water/Sewer	Yes
Access	Glacier Highway
Existing Land Use	Social services, offices, and facilities
Associated Applications	N/A

**ALTERNATIVE ACTIONS:**

1. **Amend:** recommend an amended rezone boundary; recommend an alternative zoning district; or recommend conditions.
2. **Deny:** recommend denial of the requested rezone. Planning Commission must make its own findings.
3. **Continue:** continue the hearing to a later 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 required for this rezone.

**STANDARD OF REVIEW:**

- Quasi-legislative decision
- Requires five (5) affirmative votes for approval
- Code Provisions:
  - 49.75.120
  - 49.10.170(d)
  - 49.80

**The Commission shall hear and decide the case per 49.75.120 - Restrictions on rezoning.** Rezoning requests covering less than two acres shall not be considered unless the rezoning constitutes an expansion of an existing zone. Rezoning requests which are substantially the same as a rezoning request rejected within the previous 12 months shall not be considered. A rezoning shall only be approved upon a finding that the proposed zoning district and the uses allowed therein are in substantial conformance with the land use maps of the comprehensive plan.

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

# SITE FEATURES AND ZONING

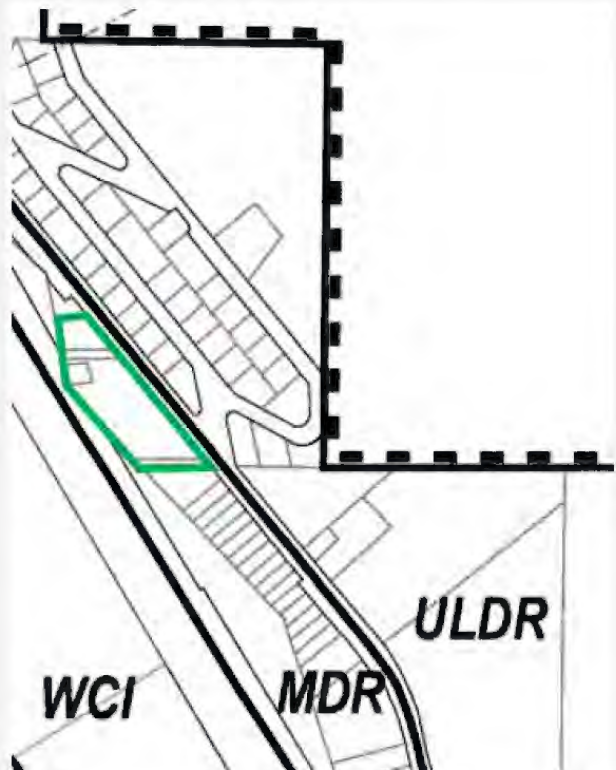


SURROUNDING ZONING AND LAND USES	
North (D10)	Vacant
South (D10)	Vacant
East (Glacier Hwy)	Residential (D5)
West (Egan Drive)	Egan Expressway

SITE FEATURES	
Anadromous	No
Flood Zone	AE, 23 feet
Hazard	None mapped
Hillside	Yes
Wetlands	Yes
Parking District	No
Historic District	No
Overlay Districts	No

CURRENT ZONING MAP

LAND USE DESIGNATION MAP





## **BACKGROUND INFORMATION**

**Project Description** – Catholic Community Services (CCS) seeks to rezone the site from D10 to a zoning that accommodates more office development. The applicant prefers rezoning to Neighborhood Commercial (NC), but could find Light Commercial (LC) acceptable (**Attachments A, B, C, and D**).

The applicant originally applied for LC. Meanwhile, AME2021 0001 (North Douglas Highway) had experienced delays during the approval process due to discussions regarding rezoning Medium Density Residential (MDR) to commercial use. Staff and the applicant paused pursuit of the CCS property rezone to assess implications of the North Douglas Highway rezone discussions. During the pause, the NC zoning was developed. NC better fits the intent of the applicant, while supporting residential opportunity. When NC was approved by the Assembly on February 7, 2022, staff and the applicant planned a public meeting for after the effective date of the ordinance, 30 days later.

This is the first proposal to use NC zoning since it was established on March 7, 2022. MuniCode has been updated ( [https://library.municode.com/ak/juneau/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_TIT49LAUS](https://library.municode.com/ak/juneau/codes/code_of_ordinances?nodeId=PTIICOOR_TIT49LAUS) ).

LC has been found to comply with the Comprehensive Plan land use designation of MDR in Assembly decisions on AME2021 0001 (North Douglas Highway) and AME2013 0006 (Atlin Drive).

**Background** – Assessor documents estimate structures on the site were constructed in the 1940s.

The site has accommodated residential uses in the past. 1801 Glacier Highway included residential apartments. 1803 Glacier Highway included residential apartments with the Bridge Adult Day Center.

As client needs have evolved, so has CCS. Currently, the apartments at 1803 Glacier Hwy have been remodeled to offices for services and programs. 1805 Glacier Highway houses operations and dispatch for Capital AKcess.

CCS no longer provides residential services, and would like to remodel 1801 and 1803 Glacier Highway for additional office and program space. They currently rent space in St. Anne's Center downtown, and would like to be able to consolidate their operations.



**Permit and Site History** – The below table summarizes relevant history for the lot and proposed development.

Item	Summary
BLD2013 0503	Change of use from apartments to day care, office space, and 3-bedroom respite apartments.
USE2013 0030	Day care center for children with behavioral health issues in grades pre-K through 5 <sup>th</sup> .
BLD2005-00054	Main floor change of use with office addition, and sprinkler for entire structure.
BLD2005-00043	Remodel ground floor of north structure into three apartments.
BLD2004-00767	Remodel existing garage space into office space for Care-a-Van Transit center.
USE2004-00020	Transit center for Care-a-Van offices.
BLD2000-00423	Major interior renovation, from day care center into bed and breakfast.
Hazard District Modification	2000, removal from the moderate hazard zone.
BLD1997-00489	Grading permit for approximately 3,000 cubic yards of fill to construct storm drain.
BLD-0306001	1988, Remodel for use as daycare.
BLD-0016801	1986, Approximately 700 cubic yards of fill.
1997 Storm Drain Easement	To CBJ to maintain a 30-inch storm outfall pipe and rock lined drainage ditch.
CU-15-88	Conditional Use Permit for daycare for up to 75 children.
1987 As-built	Representative of current conditions.

**Zoning History** – The below table summarizes zoning history for the lot.

Year	Zoning	Summary
2006	D10	New zoning map, same zoning.
1987	D10	The D10 residential district is intended to accommodate primarily multi-family residential development at ten units per acre. These are relatively low-density multi-family districts.
1969	CWR	This district was primarily for waterfront apartments and service-commercial uses oriented to the marine element of the community and was designed to be located in close proximity to residential districts. This district recognized the community's increasing interest in water-related activities and was designated on zoning maps as further need developed.

## **ZONING ANALYSIS**

**CBJ29.25.200 Zoning Districts Defined** – Note that the intent of both CWR (original zoning, see above) and NC (preferred proposed zoning) is for commercial uses that complement residential uses.

<b>Current Zoning – D10</b>	<b>Proposed Zoning – NC</b>	<b>Alternative – LC</b>
The D10 residential district is intended to accommodate primarily multi-family residential development at ten units per acre. These are relatively low-density multi-family districts. [CBJ 49.25.210(e)]	The NC, or Neighborhood Commercial, zoning district is a new district (February 7, 2022) intended to encourage the development of lively, mixed-use neighborhoods that are compact and walkable. Greater emphasis is placed upon medium density residential as the primary use with neighborhood-scale commercial activity that is less intensive than that permitted in the light commercial, general commercial and mixed use zoning districts. Neighborhood Commercial zoning districts are primarily used as a buffer between commercial and mixed use zoning districts and single-family and lower density multi-family residential zoning districts. [CBJ 49.25.230(c)]	The LC, or Light Commercial, zoning 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. [CBJ 49.25.230(a)]

**CBJ 49.25.300 Table of Permissible Uses Comparison** – CCS has used the property as housing and office space, with ratios varying in response to community need.

<b>Use No.</b>	<b>Use Description</b>	<b>D10 Approval Level</b>	<b>NC Approval Level</b>	<b>LC Approval Level</b>
1.300	Multi-family housing ≤ 8 units	Director	Director	Director
1.300	8 units < multi-family housing ≤ 12 units	Commission	Director	Director
1.300	12 units < Multi-family housing	Commission	Commission	Commission
3.050	Offices ≤ 1,000 square feet	Commission	Director	Director
3.100	1,000 sf < Offices ≤ 2,500 square feet	Commission	Director	Director
3.400	2,500 < Offices < 10,00 square feet <sup>A</sup>	Not permissible	Director	Director
3.400	10,000 sf ≤ Offices <sup>A</sup>	Not permissible	Commission	Commission

*A: While the Table of Permissible Uses describes a use of offices over 2,500 square feet, the approval level is dependent on the definition of major development versus minor development for the zoning district. The definition of major versus minor development varies between residential and commercial districts [CBJ 49.25.300(c)(3)(C) and (D)]. For the uses above, the Director makes the approval decision for minor development, and the Commission for major development. Note that Director decisions are delivered through the building permit process.*

The site appears to be nonconforming for use (a Nonconforming Situation Review is not required for a rezone). A rezone to either NC or LC would bring the site into conformity for use.

**CBJ 49.25.400 Dimensional Standards** – The site is made up of five lots. However, the analysis below considers the five lots as one site.

The height restriction in NC is preferable to LC because of consistency with current zoning under D10 and the surrounding residential uses.

Standard		Existing Parcel	D10	NC	LC
Minimum Lot	Size	113,256	6,000	3,000	2,000
	Width	620	50	40	20
Setbacks	Front, min	8.19 <sup>A</sup>	20	0	25
	Front, max	8.19 <sup>A</sup>	N/A	15	N/A
	Rear, min	53.6	20	0	10
	Side	50.88	5'	0	10
Maximum Lot Coverage		6%	50%	None	None
Maximum Height	Permissible	~ 35	35	35	45
	Accessory		25	25	35

A: Garage, per 1987 as-built survey (**Attachment E**).

The site is nonconforming for front setback. Regardless of ownership, further development would require each lot to meet setback standards under current code. Discussed below is how this situation developed, considerations in future development, and impacts to conformity.





History: The first documents available for lots B and E indicate retention as private access to Egan Expressway from the uphill lots. Lots B and E are described in transfer documents from 1975 and 1976, which is when Egan Expressway was platted. Lots B and E are 20 feet wide. This would result in no buildable width in LC, and 10 feet of buildable width in D10.

An existing structure (1805 Glacier Highway, which houses Capital AKcess) crosses the lot line between Lots B and D.

The history of Lot C is unknown, but seems to have been transferred after platting of Egan Expressway.

Future Development: CCS has expressed interest in remodeling 1801 Glacier Highway.

- Lot consolidation is not required for internal remodel. A Nonconforming Certification would be required as part of the development.
- Lot consolidation is required for any exterior construction or modification on a structure that crosses a lot line. 1801 Glacier Highway does not cross a lot line.

Conformity: Consolidation of Lots B, C, and D would bring the new lot into conformity with the setback requirements of NC. D10 and LC do not provide a path to setback conformity unless the Capital AKcess structure (1805 Glacier Highway) is demolished.

**CBJ 49.25.500 Density** – The site is 2.6 acres. There are no existing residences.

	<b>Current Zoning (10 DU/Acre)</b>	<b>NC (15 DU/Acre)</b>	<b>LC 30 DU/Acre)</b>
<b>Maximum Number of Dwelling Units</b>	26	39	78

**Potential for Subdivision** – Subsequent subdivisions could be considered if proposed lots met dimensional standards. Development patterns, including structures and off-street parking, have used the flatter areas. Undeveloped areas have slopes of approximately 30 percent.

### **TRAFFIC AND TRANSPORTATION**

Level of Service information for Glacier Highway is unavailable.

<b>Access</b>	<b>Roadway Classification</b>	<b>Current AADT*</b>
Glacier Highway	Arterial	1,010

*\*2020 Average Annual Daily Traffic Counts, provided by Alaska Department of Transportation and Public Facilities.*

Eventual traffic impacts would be analyzed when developed in the future.

For context, under current zoning the property could support 26 residences, as single-family or multi-family structures. The Institute of Traffic Engineers' (ITE) Trip Generation Manual (6<sup>th</sup> edition) estimates approximately 10 average annual daily traffic (AADT) per single-family unit, or 260. Single-family units have the highest AADT of the residential types.

Under NC or LC, the property could support 10,000 square feet of office space without a Conditional Use Permit. ITE estimates 11 AADT per 1,000 square feet of general office space, or 110 AADT. Expansion beyond 10,000 square feet of office space would require a Conditional Use Permit, and may trigger a traffic impact analysis.

**Non-motorized transportation** – Glacier Highway is the sole corridor for cyclists travelling between downtown and locations north of Juneau Douglas High School (**Attachment F**). Use of Egan Expressway is for highway-legal vehicles only due to safety concerns.

**Proximity to Public Transportation** – Capital City Transit stops for both inbound and outbound transit users approximately 975 feet to the east and 400 feet to the west of the driveway for the site. See yellow ovals in the figure below.



### **COMMUNITY SERVICES**

The table below summarizes community services that may be affected by the proposed rezone.

Service	Summary
Water/Sewer	CBJ
Fire Service	Juneau Fire Station (800 Glacier Avenue)
Schools	Juneau Douglas High School, Yaakoosge Daakahidi Alternative High School, Harborview Elementary, Montessori Borealis

### **ENVIRONMENTAL, CONSERVATION, HISTORIC, AND ARCHEOLOGICAL RESOURCES**

The table below summarizes Conservation, Historic, and Archeological Resources which may be affected by the proposed rezone.

Resource	Summary
Conservation	Closest Comprehensive Plan-designated stream corridor is across the channel (Map K)
Wetlands	None mapped. Wetlands on lot next to Egan Expressway.
Anadromous	No.
Historic	The structures are over 50 years old.
Archeological	Unknown.

### **CONFORMITY WITH ADOPTED PLANS**

**2013 COMPREHENSIVE PLAN VISION:** *The City and Borough of Juneau is a vibrant State Capital that values the diversity and quality of its natural and built environments, creates a safe and satisfying quality of life for its diverse population, provides quality education and employment for its workers, encourages resident participation in community decisions and provides an environment to foster state-wide leadership.*

<b>2013 COMPREHENSIVE PLAN -</b>			
Chapter	Page No.	Item	Summary
10	140	Policy 10.13	Encourage mixed use development (SOP 1). Utilize appropriate zoning standards (SOP 2). Rezone for mixed use (IA1).
11	147	Map K	Medium Density Residential: Urban residential lands accommodating multi-family structures with densities from 5-20 units per acre. Commercial development must be consistent with residential uses.

Other plans are mute to the value of rezoning.

The Juneau Economic Development Plan (2015) recognizes the importance of the “Senior Economy” and establishing support services to keep seniors in Juneau (page 54). Future CCS plans for the property and services provided would support this plan element.

CCS services are integral to Juneau's Coordinated Entry protocols for housing people experiencing homelessness. Supportive services are critical to keeping vulnerable populations housed once housing is found.

### **AGENCY REVIEW**

CDD conducted an initial agency review comment period between September 1, 2021 and September 13, 2021. A notification was sent to commenters on March 23, 2022 to advise them that the proposed zoning was changing from LC to NC, and asking for any additional comments. Agency review comments can be found in **Attachment G**.

<b>Agency</b>	<b>Summary</b>
CDD Building Division	No issues at this time.
Alaska Department of Transportation and Public Facilities	When uses change, please contact ADOT&PF to confirm compliant access onto Glacier Highway.
CBJ Capital City Fire and Rescue	No code or department concerns.
CBJ Engineering and Public Works	General Engineering has no concerns.

### **PUBLIC COMMENTS**

A public meeting was hosted on March 10, 2022 (**Attachment H**). No public attended.

CDD conducted a public comment period between March 11, 2022 and April 4, 2022. Public notice was mailed to property owners within 500 feet of the proposed rezone (**Attachment I**). A public notice sign was also posted on site two weeks prior to the scheduled hearing (**Attachment J**). Public comments submitted at the time of writing this staff report can be found in **Attachment K**.

<b>Name</b>	<b>Summary</b>
Paul Khera	Questions about taxation.

### **ZONE CHANGE OPTIONS AND ALTERNATIVES**

As stated in CBJ 49.75.130(a), the Commission may recommend approval, approval with modifications or denial of a rezone request. The Commission may recommend approval to the Assembly for different zoning districts than what is requested by the applicant or recommended by staff. Additionally, the Commission can recommend modifications to the boundaries of the area to be rezoned. This means that if the Commission wishes to do so, the zoning district boundary line may be moved from its current location, as long as it is found to be in substantial conformance with the Comprehensive Plan and Title 49 – Land Use Code. Zoning district boundary lines are intended to follow property lines, centerlines of streets, alleys, and streams (CBJ 49.25.110(f)).

**Staffs analysis above includes the LC zoning district as an alternative to the applicant's preferred zoning of NC.**

## **FINDINGS**

In accordance with CBJ 49.75, the Director makes the following findings on the proposed rezone:

**1. *Was the rezone application filed timely in accordance with CBJ 49.75.110?***

**Analysis:** No additional analysis required.

**Finding:** Yes. The rezone application was filed in July of 2021.

**2. *Was adequate public notice provided in accordance with CBJ 49.75.110?***

**Analysis:** CDD staff held a public meeting on March 10, 2022; mailed written notice to property owners within 500 feet of the proposed rezone; and a public notice sign was posted on the site two weeks prior to the scheduled hearing.

**Finding:** Yes. Adequate public notice was provided in accordance with CBJ 49.75.110.

**3. *Is this request for an area covering more than two acres or an expansion of an existing zoning district as required by CBJ 49.75.120?***

**Analysis:** The rezone is proposed for 2.6 acres.

**Finding:** Yes. The proposed rezone meets the minimum area.

**4. *Has a similar request been made within the previous 12 months as required by CBJ 49.75.120?***

**Analysis:** No additional analysis required.

**Finding:** No. No similar rezone request has been filed within the previous 12 months.

**5. *Is the proposed zoning district and the uses allowed therein found to be in substantial conformance with the land use maps of the comprehensive plan and policies of the comprehensive plan, in accordance with CBJ 49.75.120?***

**Analysis:** The NC zoning is consistent with the MDR Land Use designation proposed in the 2013 Comprehensive Plan in that the emphasis is on densities of 15 units per acre, and neighborhood scale commercial use.

**Finding:** Yes. The proposed rezone is in substantial conformance with the land use maps and policies of the comprehensive plan.

**6. *Is the proposed zoning district and the uses allowed therein found to be in substantial conformance with Title 49 – Land Use Code, in accordance with CBJ 49.75.120?***

**Analysis:** The proposed rezone supports the purpose of Title 49 by rezoning for mixed use that conforms to density standards established in the 2013 Comprehensive Plan.

**Finding:** Yes. The proposed rezone is in substantial conformance with Title 49 – Land Use Code.

**RECOMMENDATION**

Staff recommends the Planning Commission adopt the Director's analysis and findings and forward a recommendation of APPROVAL to the Assembly for the requested rezone for 2.6 acres from D10 to Neighborhood Commercial (NC).

**STAFF REPORT ATTACHMENTS**

<b>Item</b>	<b>Description</b>
<b>Attachment A</b>	Application Packet
<b>Attachment B</b>	Ordinance 2014-14(c)am
<b>Attachment C</b>	Proposed Rezone Ordinance (Pending)
<b>Attachment D</b>	Map of Rezone Area (Pending)
<b>Attachment E</b>	As-built 1987
<b>Attachment F</b>	Bike Routes
<b>Attachment G</b>	Agency Comments
<b>Attachment H</b>	Neighborhood Meeting notice
<b>Attachment I</b>	Abutters Notice
<b>Attachment J</b>	Public Notice Sign (Pending)
<b>Attachment K</b>	Public Comments





# DEVELOPMENT PERMIT APPLICATION

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

To be completed by Applicant	<b>PROPERTY LOCATION</b>		
	Physical Address 1801/1803/1805 Glacier Highway Juneau Alaska 99801		
	Legal Description(s) (Subdivision, Survey, Block, Tract, Lot) USS3871 <del>SS</del> ; USS667 FR		
	Parcel Number(s) 7B0801030060		
	<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 _____		
	<b>LANDOWNER/ LESSEE</b>		
	Property Owner Catholic Community Service	Contact Person Edward Rivera	Phone Number(s) 907-465-6153
	Mailing Address 1803 Glacier Highway Juneau AK 99801		907-465-6153
	E-mail Address edward.rivera@ccsjuneau.org		
	<b>LANDOWNER/ LESSEE CONSENT</b> 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 <u><i>Janifer Carson</i></u> Landowner/Lessee Signature		<u>7/27/2021</u> 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.			
<b>APPLICANT</b> If the same as OWNER, write "SAME"			
Applicant Edward Rivera	Contact Person Edward Rivera	Phone Number(s) 907-465-6153	
Mailing Address 1803 Glacier Highway Juneau AK 99801		907-465-6153	
E-mail Address edward.rivera@ccsjuneau.org			
X <u><i>Ed Rivera</i></u> Applicant's Signature		<u>July 18, 2021</u> 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 <b>ANE</b>
Case Number <b>AME21-10</b>
Date Received <b>7/27/21</b>



# **ZONE CHANGE 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	<b>PROJECT SUMMARY</b> Change existing D10 zone to Light Commercial (LC)	
	<b>IS THIS AN EXPANSION OF AN EXISTING ZONE?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	
	Total Land Area of Proposed Change <u>2.8</u> acres	Comprehensive Plan Land Use Designation <u>MDR</u>
	Current Zone(s) <u>D 10</u>	Comprehensive Plan Map Letter <u>K</u>
	New Zone Requested <u>Light Commercial LC</u>	
	<b>TYPE OF ZONE CHANGE REQUESTED</b> <input checked="" type="radio"/> Regular <input type="radio"/> Transition	
<b>Has this or a similar zone change been requested in the previous 12 months?</b> <input type="radio"/> Yes Case # _____ <input checked="" type="radio"/> No		
<b>UTILITIES AVAILABLE</b> WATER: <input checked="" type="checkbox"/> Public <input type="checkbox"/> On Site    SEWER: <input checked="" type="checkbox"/> Public <input type="checkbox"/> On Site		
<b>ALL REQUIRED MATERIALS ATTACHED</b> <input checked="" type="checkbox"/> Complete application <input checked="" type="checkbox"/> Pre-Application Conference notes <input checked="" type="checkbox"/> Narrative including: <input checked="" type="checkbox"/> Purpose of the requested zone change <input checked="" type="checkbox"/> Any potential impacts to public infrastructure (streets, water, & sewer) <input checked="" type="checkbox"/> How the requested zone change comply with the maps and policies of the Comprehensive Plan <input checked="" type="checkbox"/> Site Plan and/or map of proposed zone change (details on reverse side)		

DEPARTMENT USE ONLY BELOW THIS LINE

ZONE CHANGE FEES	Fees	Check No.	Receipt	Date
Application Fees	\$ <u>100</u> <sup>00</sup>			
Admin. of Guarantee	\$ _____			
Adjustment	\$ _____			
Pub. Not. Sign Fee	\$ <u>50</u> <sup>00</sup>			
Pub. Not. Sign Deposit	\$ <u>100</u> <sup>00</sup>			
Total Fee	\$ <u>750</u> <sup>00</sup>			

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

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

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

Case Number <u>AME21-10</u>	Date Received <u>7/27/21</u>
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### **Zone Change Application Information**

Zone changes are outlined in CBJ 49.75 article I

**Pre-Application Conference:** A pre-application conference is encouraged prior to submitting an application. The applicant shall meet with City & Borough of Juneau (CBJ) staff to discuss the Zone Change process and analysis. To schedule a pre-application conference, please contact the Permit Center at 586-0770 or via email at [Permits@juneau.org](mailto:Permits@juneau.org).

**Application:** An application for a Zone Change will not be accepted by the CBJ until it is determined to be complete. Zone Change may only be applied for during January and July. The items needed for a complete application are:

1. **Forms:** Completed Zone Change Application and Development Permit Application.
2. **Fees:** The fee for Zone Change Application is \$600.00. No work can be approved with a Zone Change. All fees are subject to change.
3. **Project Narrative:** A detailed narrative describing the purpose for the requested zone change.
4. **Plans:** A site plan showing the following information:
  - A. The boundaries of the existing and proposed zone change and proposed buffers;
  - B. The location of existing structures (i.e. buildings, fences, signs, parking areas, etc.); and
  - C. The location of existing physical features of the site (i.e. drainage, topography, eagle trees, hazard areas, salmon streams, wetlands, etc.).
5. A traffic study may be required for zone changes.

**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:** 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 Zone Change request, the application may be required to be reviewed by other municipal boards and committees. During this review period, the Community Development Department will coordinate the review of this application by other agencies, as necessary. Review comments may require the applicant to provide additional information, clarification, or submit modifications/alterations for the proposed Zone Change.

**Hearing:** Once an application has been reviewed by all applicable parties the Community Development Department will schedule the zone change for the next appropriate Planning Commission meeting. All Zone Change Applications will be reviewed by the Planning Commission who will send a recommendation to the Assembly. Following a recommendation of approval by the Planning Commission, the Community Development Department will coordinate the zone change review by the Assembly. In order for zone changes to become effective, they must be adopted by ordinance by the CBJ Assembly.

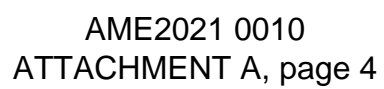
**Public Notice Responsibilities:** All Zone Change requests must be given the following public notice as outlined in CBJ 49.15.230:

**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, the department 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.

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### **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**





(907) 586-0715  
CDD\_Admin@juneau.org  
www.juneau.org/CDD  
155 S. Seward Street • Juneau, AK 99801

## Glacier Highway rezone

Case Number: PAC2021 0024

Applicant: Edward Rivera

Property Owner: Catholic Community Services

Property Address: 1801, 103, and 1805 Glacier Highway; one PCN, 7B0801030060

Parcel Code Number: one PCN for all three addresses: 7B0801030060

Site Size: 2.6 acres

Zoning: D-10

Existing Land Use: Social Services

Conference Date:	April 7, 2021
Report issued:	April 16 2021

### 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
Edward Rivera	Applicant	Edward.rivera@ccsjuneau.org
Teri Camery	Planning	teri.camery@juneau.org
Kyle Paw	Permit tech	Kyle.paw@juneau.org

## 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.

### Planning Division

1. **Zoning** – D-10, proposed for LC
2. **Setbacks** – D-10 setbacks are 20' front, 20' rear, 5' side; LC setbacks are 25' front, 10' rear, 5' side
3. **Height** – D-10 maximum height is 25' feet for both permissible and conditional uses; proposed LC maximum height is 45' for permissible uses and 25' for accessory uses
4. **Access** – Glacier Highway
5. **Minimum Lot Size** – 6,000 square feet for D-10; 2,000 square feet for LC
6. **Minimum Lot width and minimum lot depth** – 85' min lot depth and 50' min lot width for D-10; 80' min lot depth and 20' min lot width for LC
7. **Maximum Lot Coverage** – 50 percent for D-10; no maximum lot coverage for LC
8. **Minimum vegetative Coverage** – 30 percent for D-10, 15 percent for LC
9. **Hazard/Mass Wasting/Avalanche/Hillside Endorsement** – The proposed rezone area is within a moderate landslide/avalanche area.
10. **Wetlands** – No mapped wetlands exist on this lot.
11. **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.
12. **Flood** – Portions of the parcel are within the AE flood zone, with a base flood elevation of 25 feet. Any new structures proposed within this zone will need to comply with applicable CBJ Land Use Code flood regulations in 49.70 Article IV, and a Floodplain Development Permit will be required.
13. **Nonconforming situations** – The CBJ GIS map indicates that the parcel includes at least three legal lots. Some of these lots do not meet appear to meet minimum lot size, minimum lot width, and/or minimum lot depth requirements for the current D-10 zoning district. CDD recommends a lot consolidation as the easiest method to bring these lots into conformance. In the absence of a lot consolidation, a Non-Conforming Certificate must be applied for and issued prior to issuance of a building permit. This applies to the property in its current status.

If LC zoning is approved, it appears—but would need to be verified by a licensed surveyor—that the lots would meet the smaller minimum lot size of LC which is 2,000 square feet. However the lots still may not meet the minimum lot width and lot depth requirements for the LC zoning district, as listed in Item 6 above. Lot consolidation would again be the easiest method to resolve the issue. In the absence of a lot consolidation, a Non-Conforming Certificate must be applied for and issued prior to issuance of a building permit.

### Proposal

The applicant proposes to rezone the 2.6 acre parcel from D10 residential zoning to Light Commercial zoning. CBJ Code 49.75 Article 1, included below, describes the rezone process. Code dictates that *"A rezoning shall only be*



*approved upon a finding that the proposed zone district and the used allowed therein are in substantial conformance with the land use maps of the comprehensive plan."* The 2013 Juneau Comprehensive Plan land use map future land use designation designates this area as MDR, Medium Density Residential. The Comprehensive Plan definition of Medium Density Residential allows for commercial development "at a scale consistent with a residential neighborhood." This indicates that the Light Commercial has the potential to "substantially conform" with the Comprehensive Plan designation. Community Development Department review of the rezone application will include a review of the uses and requirements of the existing and proposed zoning districts, a review of the Comprehensive Plan designation, and a review of the surrounding neighborhood.

The parcel is adjacent to D-5 residential zoning, so it is not an expansion of an existing zone. However the parcel is over the two acre minimum requirement for rezones, therefore the proposal meets the minimum requirement to be accepted. CDD is working on a subarea plan for downtown Juneau, Blueprint Downtown (BPDT). BPDT may make recommendations to change land use designations and zoning. It may be prudent to wait and see what BPDT recommends in this area before requesting a rezone. For questions regarding BPDT, please contact Beth McKibben, Senior Planner, at 586-0465.

Rezone applications may only be accepted during the months of January and July. Applications require a recommendation from the CBJ Planning Commission and a final decision by the CBJ Assembly. The full process typically takes 3-6 months.

Rezone process/criteria: CBJ 49.75 Article I, Rezoning.

*CBJ 49.75.110. Initiation. A rezoning may be initiated by the director, the commission or the assembly at any time during the year. A developer or property owner may initiate a request for rezoning in January or July only. Adequate public notice shall be provided by the director to inform the public that a rezoning has been initiated.*

*CBJ 49.75.120. Restrictions on Rezoning. Rezoning requests covering less than two acres shall not be considered unless the rezoning constitutes an expansion of an existing zone. Rezone requests which are substantially the same as a rezoning request rejected within the previous twelve months shall not be considered. A rezoning shall only be approved upon a finding that the proposed zone district and the used allowed therein are in substantial conformance with the land use maps of the comprehensive plan.*

Link for Blueprint Downtown and 2013 Juneau Comprehensive Plan  
[CDD -- Plan and Studies -- City and Borough of Juneau](#)

## Building Division

### 14. Building

### 15. Outstanding Permits –

- a. BLD20140036 – Boiler replacement for 1803 Glacier Hwy
- b. BLD-0349001 – Disconnect switch box and change inside box new breaker system
- c. BLD-0401101 – New roof over flat room, new rafter & sheeting @ bed & Breakfast

## **Pre-Application Conference Final Report**

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- d. BLD1998-00345 – Change out windows; paint exterior on southernmost building
- e. BLD20130503 – Change of use from apartments to daycare, office space, and 3 bedroom respite apartments at 1801 Glacier Hwy.

### **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. Development Permit Application
- 2. Zone Change Application

### **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. A map of the parcel, and a Project Narrative including the purpose of the rezone, why the existing zoning designation of D-10 is inadequate, an explanation of how the requested zone change substantially complies with the maps and policies of the 2013 Juneau Comprehensive Plan, and how the proposed zone change is compatible with the existing neighborhood.

### **Exceptions to Submittal Requirements**

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

- 1. N/A

### **Fee Estimates**

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

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

- 1. Zone change and comprehensive plan amendments - \$600.00
- 2. Public Notice Sign: \$50 plus \$100 refundable deposit.

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

### **Submit your Completed Application**

You must submit your application(s) 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

**Pre-Application Conference Final Report**

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Fax: (907) 586-4529  
Web: [www.iunEAU.org/cdd](http://www.iunEAU.org/cdd)



# Catholic Community Service, Inc.

Dignity • Care • Compassion

Diocese of  
Juneau

Southeast Senior Services • Children & Family Services • Hospice & Home Care of Juneau

July 15, 2021

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

To whom it may concern,

Catholic Community Service (CCS) would like to rezone our properties of 1801/1803/1805 Glacier Highway Juneau Alaska 99801 from residential D-10 to Light Commercial. Previously, the property of 1801 was a residential building that included several apartments that were rented by CCS to tenants. In the past, 1803 was also a residential building with some apartments in addition to TheBridge Adult Day Center. The apartments have now been converted into offices for several CCS employees and programs. The property of 1805 is currently the base of operations and dispatch office for the Capital Access program that is provided by Capital Transit and operated by CCS.

Since we no longer have any residential apartments or tenants in any of the buildings, we would like to rezone and be able to rehabilitate buildings 1801 and 1803 in order to create additional offices and program space. We currently rent several offices and office space at the St Ann's Building in downtown Juneau, and we would like to be able to stop renting space at that location in order to locate all of our employees and programs on the same property.

The rezoning of our property is compatible with the existing neighborhood, since nothing new will be built on the property, and we are solely planning to renovate the buildings and turn the existing apartments into offices/program space for our employees. Our closest neighbor at the location is Design North Roofing, which is a small local business, so we do not anticipate that renovations or improvements will disturb any private residents and is compatible with the growth of the existing neighborhood.

Thank you for taking the time and reviewing our application. If you have any questions or need anything else, please don't hesitate to call me at 907-465-6153 or through email at [edward.rivera@ccsjuneau.org](mailto:edward.rivera@ccsjuneau.org).

Sincerely,

Edward Rivera  
Fleet and Facilities Specialist  
Catholic Community Service/Southeast Senior Services



CATHOLIC COMMUNITY SERVICE



Memorandum

---

To: Board of Directors  
Senior Staff

From: Erin Walker-Tolles  
Executive Director

Date: July 27, 2021

RE: Delegation of Authority

I am working remotely and variable hours through August 4.

I am appointing Jennifer Carson as Acting Executive Director in my absence.

Jennifer has full authority to take action on personnel, legal, and programmatic business, as well as take action on financial business, as needed for daily operations for Catholic Community Service as Acting Executive Director in my absence.

Please feel free to contact her in my absence, or for immediate assistance call 463-6100

Thanks so much,

A handwritten signature in blue ink that reads "Erin Walker-Tolles". The signature is fluid and cursive, with a long horizontal stroke at the end.

Erin

Cc: Anneka Morgan  
Susan Loseby

Presented by: The Manager  
Introduced: 05/19/2014  
Drafted by: A. G. Mead

## **ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

**Serial No. 2014-14(c)am**

### **An Ordinance Amending the Land Use Code Relating to Rezoning Procedures.**

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

**Section 1. Classification.** This ordinance is of a general and permanent nature and shall become a part of the City and Borough of Juneau Municipal Code.

**Section 2. Amendment to Section.** CBJ 49.75.130 Procedure, is amended to read:

#### **49.75.130 Procedure.**

A rezoning shall follow the procedure for a major development permit except for the following:

(a) The commission shall make a recommendation to the assembly to approve, approve with modifications, or deny a rezoning request. The commission shall prepare written findings in support of its recommendation. The commission's notice of recommendation shall be posted on the department's website within 10 days of the public hearing on the proposed rezone. If the commission recommends approval of the rezoning request or approval with modifications, the director shall forward the commission's written recommendation to the assembly with an ordinance to amend the official zoning map in accordance with the recommendation. If the commission recommends denial, the amendment shall be deemed disapproved unless the applicant files a notice of protest in accordance with CBJ 49.75.130(b).

#### **(b) Protests.**

- (1) An applicant may protest the commission's recommendation to deny the rezoning by filing a written statement with the municipal clerk within 20 days of the commission's written notice of recommendation for denial, requesting that an ordinance amending the zoning map as set out in the application be submitted for action by the assembly. The director shall, within 30 days of the filing of the protest with the municipal clerk, prepare a draft ordinance to be appended to the notice of recommendation for consideration by the assembly.
- (2) Any person may protest the commission's recommendation to approve a rezoning request or approve a rezoning request with modification by filing a written protest



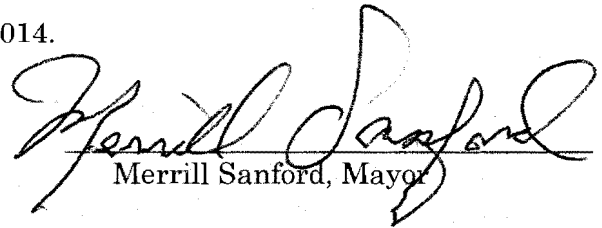
with the municipal clerk within 20 days of the commission's written notice of recommendation.

- (3) In the case of a timely filed protest and after introduction of the proposed ordinance at a regularly scheduled assembly meeting, the assembly shall hold a public hearing on the proposed rezoning. At the close of the hearing, the assembly shall approve the zoning map amendment as recommended by the commission, approve the zoning map amendment with modifications, or deny the zoning map amendment. If approved with modifications, the ordinance shall become effective only with the written consent of the owner(s) of the property to be rezoned.

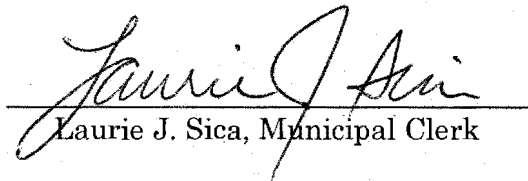
(c) All rezonings shall be adopted by ordinance, and any conditions thereon shall be contained in the ordinance. Upon adoption of any such ordinance, the director shall cause the official zoning map to be amended in accordance with the adopted ordinance.

**Section 3. Effective Date.** This ordinance shall be effective 30 days after current, outstanding appeals are resolved.

Adopted this 29<sup>th</sup> day of September, 2014.

  
Merrill Sanford, Mayor

Attest:

  
Laurie J. Sica, Municipal Clerk

Presented by:  
Introduced:  
Drafted by: I. M. Gallion DRAFT 1

## ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2018-XX

**An Ordinance Amending the Official Zoning Map of the City and Borough to Change the Zoning of Catholic Community Services Property: USS 3871, USS 667 FR and private right-of-way lots; Located at 1801, 1803 and 1805 Glacier Highway, from D10 to Neighborhood Commercial zoning (NC).**

WHEREAS, the area of the proposed rezone to Neighborhood Commercial zoning, located near Wickersham Avenue, is currently zoned as D10; and

WHEREAS, the CBJ Comprehensive Plan maps this area for Medium Density Residential, and

WHEREAS, the proposed rezone conforms to the Medium Density Residential designation, and

WHEREAS, the proposed rezone has been determined compatible with nearby D5 and D10 lots, and

WHEREAS, the proposed rezone provides for medium density residential, and commercial uses that are compatible with residential uses,

NOW, THEREFORE, BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

**Section 1. Classification.** This ordinance is of a general and permanent nature and shall become a part of the City and Borough of Juneau Municipal Code.

**Section 2. Amendment to the Official Zoning Map.** The official zoning map of the City and Borough, adopted pursuant to CBJ 49.25.110, is amended to change the zoning of USS 3871, USS 667 FR and private right-of-way lots; located at 1801, 1803 and 1805 Glacier Highway; from D10, to Neighborhood Commercial zoning.

The described rezone is shown on the attached Exhibit "A" illustrating the area of the proposed zone change.

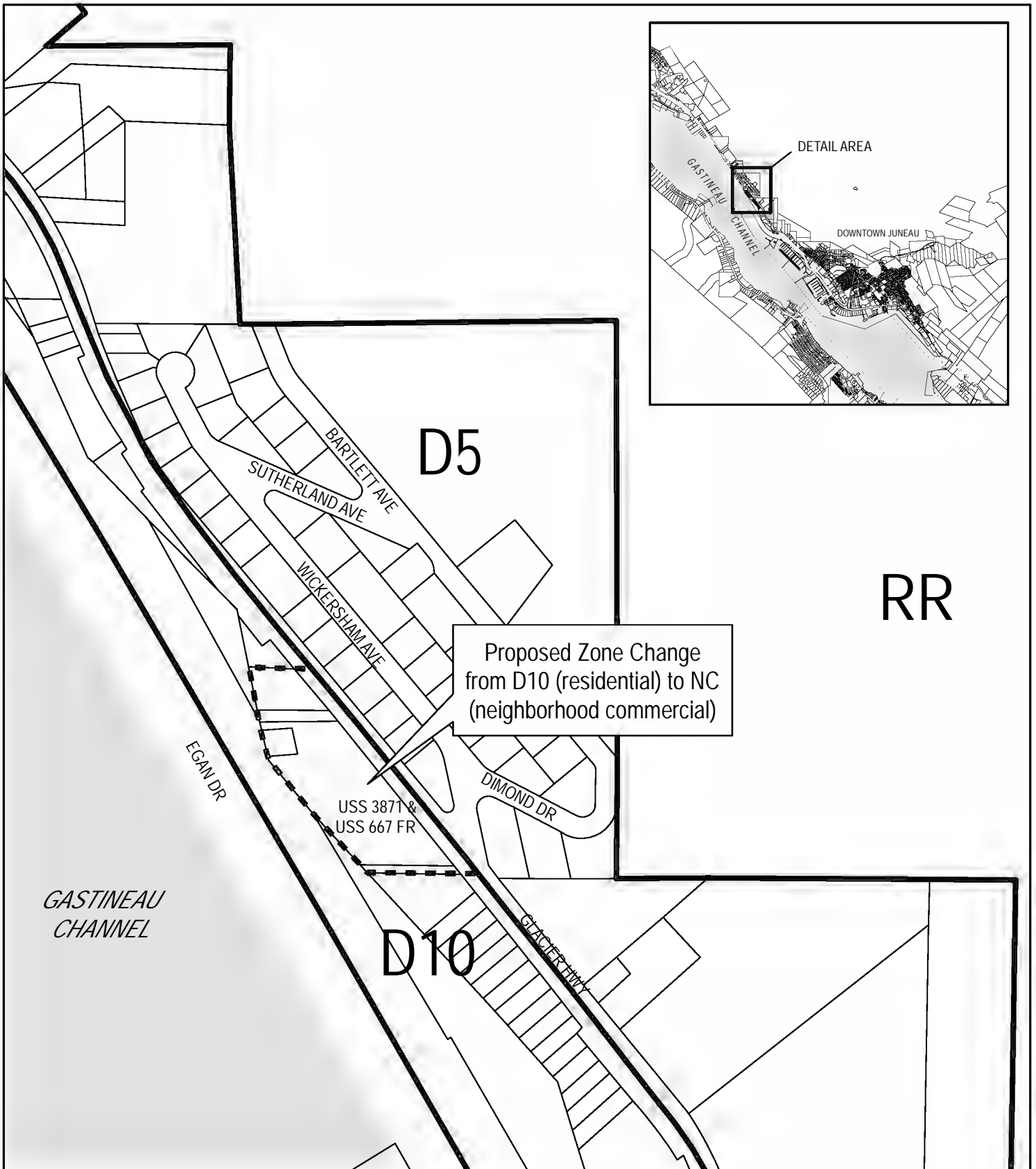
**Section 3. Effective Date.** This ordinance shall be effective 30 days after its adoption.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
, Mayor

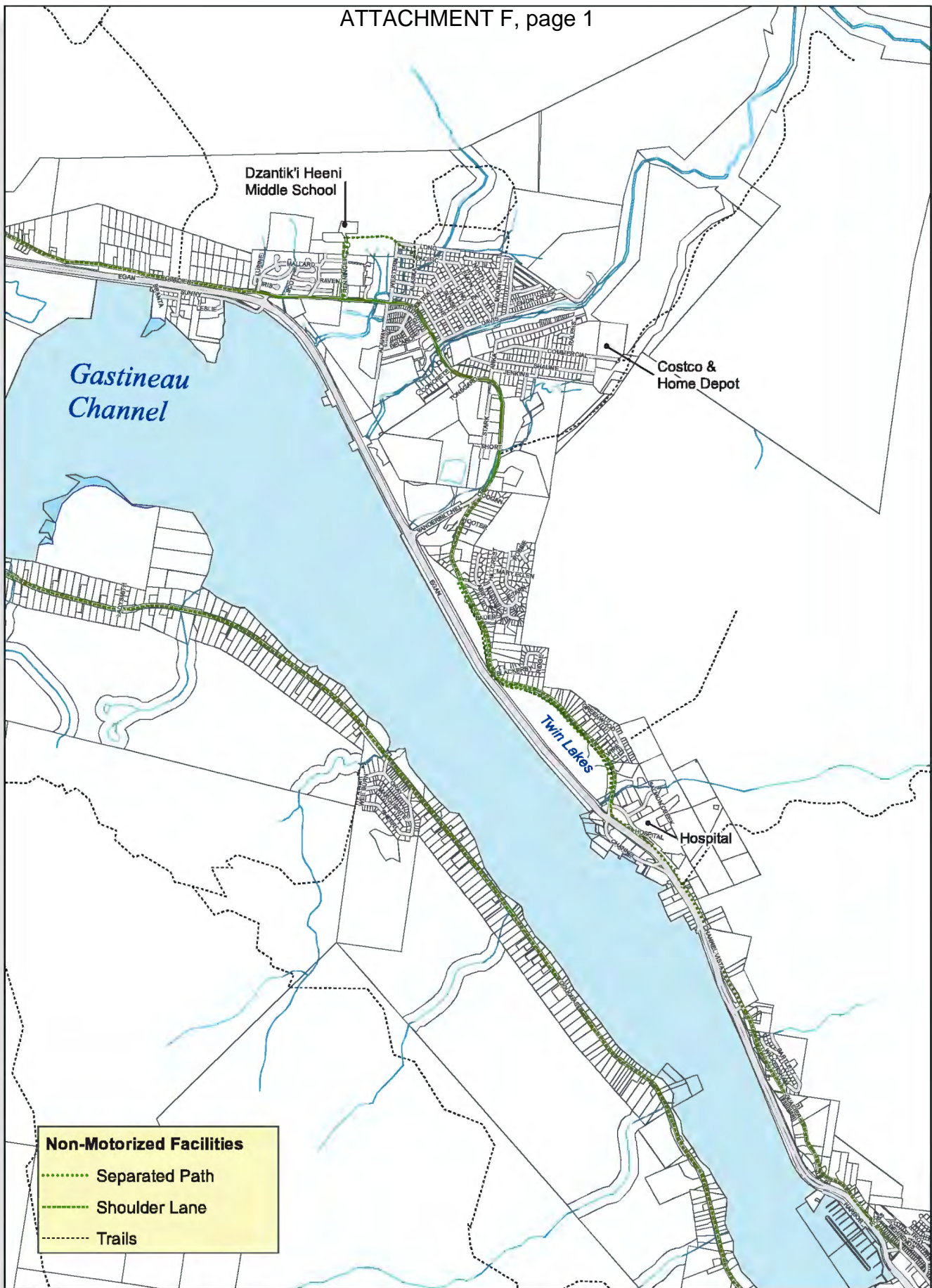
Attest:

\_\_\_\_\_  
Laurie J. Sica, Municipal Clerk



<p><b>AME20210010</b>          Zone Change for  <b>USS 3871 &amp; USS 667 FR</b>          from D10 (residential) to NC (neighborhood commercial)</p>	<p>0 125 250 500 Feet</p>
--	---------------------------





**Figure 3: Twin Lakes and Lemon Creek Area - Existing**

**Juneau**

**Non-Motorized**

**Transportation Plan**

Source data: City and Borough of Juneau GIS  
USGS National Elevation Dataset  
Date: 4/20/2009  
Drawn By: GAG  
Datum: Nad 27  
Projection: Alaska State Plane Zone 1



0 1,000 2,000 4,000 Feet  
0 0.5 1 Miles

Information originally obtained from the CBJ GIS was used to create this product. The CBJ assumes no responsibility for the completeness or accuracy of the data contained within.



## Irene Gallion

---

**From:** Jeffrey Hedges  
**Sent:** Wednesday, September 1, 2021 8:23 AM  
**To:** Irene Gallion  
**Subject:** RE: AME21-10: Rezone for Catholic Community Services

Morning,

The Building division has no issues with the rezone at this time.

Thanks,

**Jeff Hedges, MCP, CBO, CSP | Building Inspector III**  
Community Development Department | City & Borough of Juneau, AK  
Location: 230 S. Franklin Street, 4<sup>th</sup> Floor Marine View Building  
Mailing: 155 S. Seward Street, Juneau, AK, 99801  
Office: 907.586.0767 x4137 | Cell: 907.321.4361



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---

**From:** Irene Gallion <Irene.Gallion@juneau.org>  
**Sent:** Wednesday, September 1, 2021 7:35 AM  
**To:** Charlie Ford <Charlie.Ford@juneau.org>; Jeffrey Hedges <Jeffrey.Hedges@juneau.org>; Dan Jager <Dan.Jager@juneau.org>; Alec Venechuk <Alec.Venechuk@juneau.org>; John Bohan <John.Bohan@juneau.org>; Mark Millay <Mark.Millay@juneau.org>  
**Subject:** AME21-10: Rezone for Catholic Community Services

Hello team,

Attached is an application to rezone 2.6 acres on Old Glacier Highway from D10 to Light Commercial. You might best know the location as that of The Bridge adult day care center.

Please let me know if you have comments by September 13, 2021 at 8:00 am (that's a Monday). If you need more time let me know, I can work with you on that.

Thanks!



**Irene Gallion | Senior Planner**

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 X2



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## Irene Gallion

---

**From:** Bizzarro, Caleb T (DOT) <caleb.bizzarro@alaska.gov>  
**Sent:** Thursday, September 2, 2021 11:03 AM  
**To:** Irene Gallion  
**Cc:** Schuler, Michael K (DOT)  
**Subject:** RE: AME21-10: Rezone along Old Glacier Highway  
**Attachments:** AME\_21-10\_Agency Comments Form.pdf; APP\_AME21-10.pdf

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

---

Thank you Irene,

Whenever a change in use occurs (rezoning) it triggers examination of any approaches within the rezone area. If the applicant is approved for this rezone to Light Commercial, then they should reach out to DOT&PF SCR ROW to request driveway permits to certify their access is compliant.

Best Regards,

**Caleb Bizzarro**  
Right Of Way Agent  
Department of Transportation & Public Facilities  
Southcoast Region Design & Engineering Services  
Ph: (907) 465 4519  
Email: [caleb.bizzarro@alaska.gov](mailto:caleb.bizzarro@alaska.gov)

---

**From:** Irene Gallion <Irene.Gallion@juneau.org>  
**Sent:** Wednesday, September 1, 2021 3:56 PM  
**To:** Bizzarro, Caleb T (DOT) <caleb.bizzarro@alaska.gov>  
**Subject:** AME21-10: Rezone along Old Glacier Highway

Hi Caleb,

Attached is an application to rezone 2.6 acres on Old Glacier Highway from D10 to Light Commercial. You might best know the location as that of The Bridge adult day care center.

Please let me know if you have comments by September 13, 2120 at 8:00 am (that's a Monday). Let me know if you need more information. If you need more time let me know, I can work with you on that.

Thanks!



**Irene Gallion | Senior Planner**

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 X2



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(907) 586-0715  
CDD\_Admin@juneau.org  
www.juneau.org/CDD  
155 S. Seward Street • Juneau, AK 99801

**COMMUNITY DEVELOPMENT DEPARTMENT - REQUEST FOR AGENCY COMMENT**

**DEPARTMENT:** Fire  
**STAFF PERSON/TITLE:** Daniel Jager, Fire Marshal  
**DATE:** 9-2-2021  
**APPLICANT:** Catholic Community Services  
**TYPE OF APPLICATION:** Rezone

**PROJECT DESCRIPTION:**

Rezone 2.6 acres from D10 to Light Commercial, to accommodate program and office space.

**LEGAL DESCRIPTION:** USS 3871/USS677FR  
**PARCEL NUMBER(S):** 7B0801030060  
**PHYSICAL ADDRESS:** 1801/1803/1805 Glacier Highway

**SPECIFIC QUESTIONS FROM PLANNER:**

**AGENCY COMMENTS:**

No fire code or fire department concerns for this request.

**AGENCY COMMENTS (CONTINUED):**

## Irene Gallion

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**From:** Mark Millay  
**Sent:** Friday, September 3, 2021 1:38 PM  
**To:** Alec Venechuk; Charlie Ford; Irene Gallion; Jeffrey Hedges; Dan Jager; John Bohan  
**Subject:** RE: AME21-10: Rezone for Catholic Community Services

No issues here.  
Thanks Mark

---

**From:** Alec Venechuk <[Alec.Venechuk@juneau.org](mailto:Alec.Venechuk@juneau.org)>  
**Sent:** Thursday, September 2, 2021 12:56 PM  
**To:** Charlie Ford <[Charlie.Ford@juneau.org](mailto:Charlie.Ford@juneau.org)>; Irene Gallion <[Irene.Gallion@juneau.org](mailto:Irene.Gallion@juneau.org)>; Jeffrey Hedges <[Jeffrey.Hedges@juneau.org](mailto:Jeffrey.Hedges@juneau.org)>; Dan Jager <[Dan.Jager@juneau.org](mailto:Dan.Jager@juneau.org)>; John Bohan <[John.Bohan@juneau.org](mailto:John.Bohan@juneau.org)>; Mark Millay <[Mark.Millay@juneau.org](mailto:Mark.Millay@juneau.org)>  
**Subject:** RE: AME21-10: Rezone for Catholic Community Services

General Engineering has no issue with the rezone request, unless John Bohan or Mark Millay want to speak out next week.

Alec

---

**From:** Charlie Ford <[Charlie.Ford@juneau.org](mailto:Charlie.Ford@juneau.org)>  
**Sent:** Thursday, September 2, 2021 7:59 AM  
**To:** Irene Gallion <[Irene.Gallion@juneau.org](mailto:Irene.Gallion@juneau.org)>; Jeffrey Hedges <[Jeffrey.Hedges@juneau.org](mailto:Jeffrey.Hedges@juneau.org)>; Dan Jager <[Dan.Jager@juneau.org](mailto:Dan.Jager@juneau.org)>; Alec Venechuk <[Alec.Venechuk@juneau.org](mailto:Alec.Venechuk@juneau.org)>; John Bohan <[John.Bohan@juneau.org](mailto:John.Bohan@juneau.org)>; Mark Millay <[Mark.Millay@juneau.org](mailto:Mark.Millay@juneau.org)>  
**Subject:** RE: AME21-10: Rezone for Catholic Community Services

Hi Irene,

Buildings has no issues with this rezone request.  
Thanks,

### Charlie Ford | Building Official

Community Development Department | City & Borough of Juneau, AK  
Location: 230 S. Franklin Street, 4<sup>th</sup> Floor Marine View Building  
Office: 907.586.0767



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**From:** Irene Gallion <[Irene.Gallion@juneau.org](mailto:Irene.Gallion@juneau.org)>  
**Sent:** Wednesday, September 1, 2021 7:35 AM



**To:** Charlie Ford <[Charlie.Ford@juneau.org](mailto:Charlie.Ford@juneau.org)>; Jeffrey Hedges <[Jeffrey.Hedges@juneau.org](mailto:Jeffrey.Hedges@juneau.org)>; Dan Jager <[Dan.Jager@juneau.org](mailto:Dan.Jager@juneau.org)>; Alec Venechuk <[Alec.Venechuk@juneau.org](mailto:Alec.Venechuk@juneau.org)>; John Bohan <[John.Bohan@juneau.org](mailto:John.Bohan@juneau.org)>; Mark Millay <[Mark.Millay@juneau.org](mailto:Mark.Millay@juneau.org)>  
**Subject:** AME21-10: Rezone for Catholic Community Services

Hello team,

Attached is an application to rezone 2.6 acres on Old Glacier Highway from D10 to Light Commercial. You might best know the location as that of The Bridge adult day care center.

Please let me know if you have comments by September 13, 2120 at 8:00 am (that's a Monday). If you need more time let me know, I can work with you on that.

Thanks!



**Irene Gallion | Senior Planner**

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 X2



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# NEIGHBORHOOD MEETING

**March 10, 2022, 6:00 pm**

Project details at: [juneau.org/community development/short term projects](http://juneau.org/community%20development/short%20term%20projects)



COMMUNITY DEVELOPMENT

155 S. Seward Street Juneau, Alaska 99801

TO:

The Community Development Department has received an application to rezone 2.6 acres at 1801, 1803 and 1805 Glacier Highway (Catholic Community Services) from D10 to Neighborhood Commercial (NC, preferred) or Light Commercial (LC, second choice) to accommodate office expansion. We are hosting a public meeting for those who are interested in learning more about the proposal.

This virtual meeting will be by video and telephonic participation only.

To join the Webinar, visit: <https://juneau.zoom.us/j/88291460906> . The Webinar ID is: 882 9146 0906 .

To join by telephone, call: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 301 715 8592 or +1 312 626 6799 or +1 929 436 2866 and enter the Webinar ID.

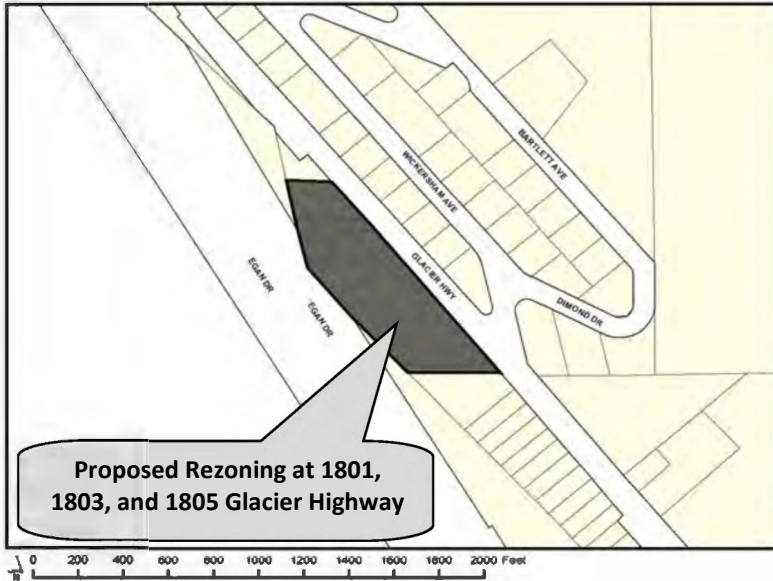
If you are not able to attend this meeting but have questions or comments, please contact **Irene Gallion**, CDD Planner, at (907) 586-0753 ext. 4130 or [irene.gallion@juneau.org](mailto:irene.gallion@juneau.org).

*This project is scheduled for review by the Planning Commission on April 12, 2022. All property owners within 500 feet of the proposed rezone will receive a separate notice with details on how and where to submit comments or testify before the Commission.*

**Case No.:** AME2021 0010  
**Parcel No.:** 7B0801030060  
**CBJ Parcel Viewer:** <http://epv.juneau.org>

# Invitation to Comment

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



COMMUNITY DEVELOPMENT

155 S. Seward Street Juneau, Alaska 99801

TO:

An application has been submitted for consideration and public hearing by the Planning Commission for a **rezone of 2.6 acres from D10 to Neighborhood Commercial (NC) or Light Commercial (LC) at Glacier Highway.**

## TIMELINE

Staff Report expected to be posted **April 4, 2022** at  
<https://juneau.org/community-development/planning-commission>.  
Find hearing results, meeting minutes and more here as well.

**Now through Mar. 21**

Comments received during this period will be sent to the Planner, **Irene Gallion**, to be included as an attachment in the staff report.

**Mar. 22 noon, Apr. 8**

Comments received during this period will be sent to Commissioners to read in preparation for the hearing.

**HEARING DATE & TIME: 7:00 pm, Apr. 12, 2022**

This meeting will be held in person and by remote participation. For remote participation: join the Webinar by visiting <https://juneau.zoom.us/j/88987928148> and use the Webinar ID: 889 8792 8148 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 S. Seward Street, Juneau, Alaska.\*

**Apr. 13**

The results of the hearing will be posted online.

**FOR DETAILS OR QUESTIONS,**  
Phone: (907)586-0715 ♦  
Email: [pc\\_comments@juneau.org](mailto:pc_comments@juneau.org)  
Mail: Community Development, 155  
S. Seward St, Juneau AK 99801  
Printed March 11, 2022

*\*Please note that under current Covid-19 Mitigation strategies, Chambers has a limit of 50 people total, including commissioners and staff. Overflow standing room is provided in the lobby of City Hall.* AME2021 0010

ATTACHMENT I, page 1

**Case No.:** AME2021 0010

**Parcel No.:** 7B0801030060

**CBJ Parcel Viewer:** <http://epv.juneau.org>

## Irene Gallion

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**From:** Edward Rivera <edward.rivera@ccsjuneau.org>  
**Sent:** Wednesday, March 23, 2022 2:42 PM  
**To:** Irene Gallion; Marianne Mills  
**Subject:** RE: AME21-10: Public Notice Sign and Question  
**Attachments:** CCS rezone public notice sign 2.jpg; CCS rezone public notice sign.jpg

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

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I've attached two pictures to show that the sign is up and visible. Please let us know if there is anything else you need. Thank you for all your help.

Edward

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**From:** Irene Gallion <Irene.Gallion@juneau.org>  
**Sent:** Tuesday, March 22, 2022 9:07 AM  
**To:** Edward Rivera <edward.rivera@ccsjuneau.org>; Marianne Mills <marianne.mills@ccsjuneau.org>  
**Subject:** AME21-10: Public Notice Sign and Question

Hi Edward and Marianne,

A Public Notice Sign is ready for you to pick up from the permit center (4<sup>th</sup> floor of the Marine View). The fee is \$150, and \$100 is refundable if the sign is returned by the Monday after the meeting. Please check in with Permit staff before taking the sign, they have some paperwork for you to fill out.

Post the sign where it can be seen from the road, and will not be obscured by snow removal (maybe we are done with that concern for the year?)

Send me a picture of the sign when you have posted it. The e mail will be used to date stamp the sign posting. Note that the sign needs to be up by Tuesday, March 29, 2022.

And as for the question: Do you guys have an estimate on how much office space you'd like to establish? An approximation is fine.

Thanks!

### Irene Gallion | Senior Planner

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 X2



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**PUBLIC NOTICE**

**ZONE CHANGE**

AME20210010  
Rezone of 2.6 acres from D10 to  
Neighborhood Commercial (NC)  
or Light Commercial (LC).

**HEARING DATE:**  
**4/12/2022**

TO SUBMIT COMMENTS OR OBTAIN ADDITIONAL  
INFORMATION CONTACT THE COJ COMMUNITY  
DEVELOPMENT DEPARTMENT AT THE MAKING  
VIEW CENTER BY CALLING 586-0715

CONTACT  
780-2228



## Irene Gallion

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**From:** Irene Gallion  
**Sent:** Tuesday, March 22, 2022 9:00 AM  
**To:** Paul Khera  
**Cc:** Irene Gallion  
**Subject:** RE: Rezone of 1801, 1803, and 1805 Glacier Highway

Hi Paul, see answers below.

### **How will this affect property taxes?**

*The property being rezoned is classified as "charitable exempt," so our Assessor's Office does not value it. If the property was transferred to a non-exempt entity, taxes could possibly go up, it would depend on the "highest and best use of the property."*

*Catholic Community Services intends to retain the property.*

*The rezone will not change how the Assessor's Office values neighboring property.*

### **Will the rezone require a higher property tax for the applicant?**

*The Applicant does not pay taxes.*

### **What infrastructure will be needed to support this increased office space and how will that affect my property taxes?**

*Under both Neighborhood Commercial and Light Commercial, office space up to 10,000 square feet is allowed. The Commission will determine if improvements to city infrastructure are required. ADOT&PF has reviewed the proposal, and stated that if the applicant changes the use of the area they should reach out to ADOT&PF to verify their driveway access is complaint.*

### **Will the increase in office space cause additional traffic congestion and highway safety issues for us residents?**

*Under current zoning, the property could support 26 residences. The Institute of Traffic Engineers' (ITE) Trip Generation Manual estimates approximately 10 average annual daily traffic (AADT) per unit, or 260.*

*Under proposed zoning, the property could support 10,000 square feet of office space without a Conditional Use Permit. ITE estimates 11 AADT per 1,000 square feet of general office space, or 110. Expansion beyond 10,000 square feet of office space would require a conditional use permit, and an associated public process.*

*Again, ADOT&PF has reviewed the proposal, and stated that if the applicant changes the use of the area they should reach out to ADOT&PF to verify their driveway access is complaint.*

### **Will the applicant provide parking for all persons using this facility or can we expect more roadside parking along the bike path?**

*The Applicant will need to accommodate parking on their lot, or receive a parking waiver. The parking waiver would require Planning Commission approval and an associated public process.*

Let me know if you have further questions or comments. Thanks for participating!

**Irene Gallion | Senior Planner**

[Community Development Department](#) | City & Borough of Juneau, AK



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**From:** Paul Khera <alaskakhera@yahoo.com>  
**Sent:** Saturday, March 12, 2022 4:55 PM  
**To:** Irene Gallion <Irene.Gallion@juneau.org>; PC\_Comments <PC\_Comments@juneau.org>  
**Subject:** Rezone of 1801, 1803, and 1805 Glacier Highway

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

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Questions/Comments:

1. How will this affect property taxes?
2. Will the rezone require a higher property tax for the applicant?
3. What infrastructure will be needed to support this increased office space and how will that affect my property taxes?
4. Will the increase in office space cause additional traffic congestion and highway safety issues for us residents?
5. Will the applicant provide parking for all persons using this facility or can we expect more roadside parking along the bike path?

Sincerely,  
Paul Khera