

**From:** [Chelsea Wallace](#)  
**To:** [Paul Voelckers](#); [Michael LeVine](#)  
**Cc:** [Breckan Hendricks](#); [Jill Maclean](#)  
**Subject:** RE: Request for Governance Committee - PC Rules - Rule 11. Section C Late Materials  
**Date:** Monday, August 15, 2022 12:56:19 PM

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Hi there,

The other Governance Committee members are Travis and Ken.

Thank you!  
Chelsea

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**From:** Paul Voelckers <Paul.Voelckers@juneau.org>  
**Sent:** Monday, August 15, 2022 11:52 AM  
**To:** Michael LeVine <Michael.LeVine@juneau.org>  
**Cc:** Breckan Hendricks <Breckan.Hendricks@juneau.org>; Chelsea Wallace <Chelsea.Wallace@juneau.org>; Jill Maclean <Jill.Maclean@juneau.org>  
**Subject:** Re: Request for Governance Committee - PC Rules - Rule 11. Section C Late Materials

All,

I understand and would support the change suggested. Remind me who is on the governance committee and we'll work with you to set up a meeting. I remember Mandy but not others.

Paul

Sent from my iPhone

On Aug 15, 2022, at 11:40 AM, Michael LeVine <[Michael.LeVine@juneau.org](mailto:Michael.LeVine@juneau.org)> wrote:

Thanks, Breckan.

Paul--I spoke to Breckan and Chelsea about this and asked that they send this email. Recommend that we (you) convene a governance committee meeting to discuss this and any other changes we might want to make.

Thanks!

Mike

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**From:** Breckan Hendricks  
**Sent:** Monday, August 15, 2022 9:13 AM  
**To:** Paul Voelckers  
**Cc:** Chelsea Wallace; Jill Maclean; Michael LeVine  
**Subject:** Request for Governance Committee - PC Rules - Rule 11. Section C Late Materials

Hello Paul,

CDD Administrative staff ask that the Planning Commission consider revising Rule 11 Section C of the PC Rules to allow more time for CDD Administrative staff to coordinate the printing and distributing of late materials. This deadline can be challenging for staff to meet, and there is no buffer if the responsible staff is out unexpectedly. Other hard deadlines often fall on Tuesdays, and although two pages may seem insignificant, it is an additional task that staff may struggle to complete should our office be understaffed (which we currently are). I recommend changing the Late Materials deadline from 8 A.M. the day of the hearing to noon the day before the hearing (Monday).

#### **RULE 11. WRITTEN and/or ILLUSTRATIVE MATERIALS**

A. Publication of Staff Report.

The original staff report should be published by close of business eight days before the hearing (Monday). If justice so requires, the Director may extend the publishing deadline to close of business six days before the hearing (Wednesday).

B. Timely Material for Packet.

1. Material—including public comments, applicant comments, and supplemental staff reports—submitted to CDD before noon four days before the hearing (Friday at noon) is considered timely submitted and will be included in a packet for that meeting. Material submitted less than four days before a meeting is subject to the late submittal policy below. If justice so requires and with consultation with the Chair, the Director may extend the timely material deadline to noon the day before the hearing (Monday).
2. If a member of the public wishes to use electronic slides (PowerPoint or the equivalent) during public testimony, an electronic version of those slides must be provided to the Community Development staff by the same deadline for timely written material.

C. Late Material.

Maps, graphics, photographs, and no more than the equivalent of two single-sided printed pages of written information are allowed to be submitted at the hearing when a person presents. Specifically, if the applicant, staff, or member of the public wishes to submit material after the timely material deadline (Friday 12 P.M.), that person or a representative for that person must attend the meeting and present the material to the Commission during the opportunity for public comment,

and (1) provide fifteen copies of the written and/or illustrative material; or  
(2) email the material to the Community Development Department no  
later than 8A.M. the day of the hearing noon the day before the hearing.  
Community Development staff will print and distribute the materials for  
the scheduled hearing and the materials will be added retroactively to the  
packet.

**Breckan Hendricks | Administrative Officer**

Community Development Department | City & Borough of Juneau, AK

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

Office: 907.586.0715 ext. 4119



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