



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

DATE: October 21, 2022

TO: Mayor Weldon and Assembly Members

FROM: Jill Maclean, AICP | Director *Jill Maclean*

SUBJECT: Ordinance 2022-57: An Ordinance Amending the Land Use Code Regarding Planning Commission Meetings

Background

As you are aware, CDD and CBJ as a whole have been experiencing a number of staffing capacity challenges. We have managed to fill two positions (Planner II and one of two Administrative Assistant positions), and we need to focus on their onboarding and training in order to ensure their success. We continue to recruit and train up the other vacant positions in the department.

To better ensure that we achieve our core responsibilities—permitting, plan review, and inspections—the following changes to the level of services provided by CDD will be implemented:

- On October 24th, at the Assembly COW, an ordinance is being introduced that will reduce the required number of Planning Commission meetings from the second and fourth Tuesday, to the second Tuesday of each month (one meeting per month)
- CDD will continue to staff and see Blueprint Downtown Juneau and the S. Douglas / W. Juneau area plans to completion providing no further impacts to staff capacity
- CDD will continue to staff the Building Advisory Code committee to ensure that the new ICC code updates are implemented as soon as possible
- Beginning November 1, 2022:
 - CDD will discontinue staffing the subcommittees of the Commission, and other boards and committees not mentioned above, that are staffed by CDD until further notice:
 - Title 49 Subcommittee
 - CIP Subcommittee
 - Governance Subcommittee (unless required to revise Rules of Order)
 - HRAC
 - WRB

I recognize that these measures are impactful, and I appreciate your support as we continue to prioritize permitting, plan review, and inspections to support development throughout the community.