



**PLANNING COMMISSION STAFF REPORT  
CONDITIONAL USE PERMIT USE2025 0008  
HEARING DATE: APRIL 8, 2025**

(907) 586-0715

CDD\_Admin@juneau.gov

www.juneau.org/community-development

155 Heritage Way • Juneau, AK 99801

**DATE:** March 27, 2025  
**TO:** Mandy Cole, Chair, Planning Commission  
**BY:** Ilsa Lund, Planner I *Ilsa Lund*  
**THROUGH:** Jill Lawhorne, Director, AICP

**PROPOSAL:** Use of a portion of the building formerly known as Floyd Dryden Middle School as a childcare center.

**STAFF RECOMMENDATION:** Approval with condition

**KEY CONSIDERATIONS FOR REVIEW:**

- The 2013 Comprehensive Plan highlights the need to ensure an adequate supply of affordable, quality childcare.
- At the direction of the Assembly, CBJ is currently negotiating lease terms for use of this City-owned facility with the applicant.
- The applicant will share the building with another childcare provider.

**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:
  - 49.15.330
  - 49.40.215(a)
  - 49.65.1120
  - 49.80

| GENERAL INFORMATION            |   |
|--------------------------------|---|
| <b>Property Owner</b>          | City and Borough of Juneau  |
| <b>Applicant</b>               | Carolina Sekona   |
| <b>Property Address</b>        | 3800 Mendenhall Loop Rd.  |
| <b>Legal Description</b>       | USS 2084 LT 1A  |
| <b>Parcel Number</b>           | 5B2401000020  |
| <b>Zoning</b>                  | D5  |
| <b>Land Use Designation</b>    | RS- CBJ Recreational Service Park                                     |
| <b>Lot Size</b>                | 661,240.8 sq. ft./ 15.18 acres  |
| <b>Water/Sewer</b>             | CBJ/ CBJ  |
| <b>Access</b>                  | Mendenhall Loop Road  |
| <b>Existing Land Use</b>       | Emergency Childcare Center after 2024<br>Mendenhall River Flood Event |
| <b>Associated Applications</b> | BLD2025 0002; USE2024 0021  |

**The Commission shall hear and decide the case per 49.15.330(a) Conditional Use Permit.** A conditional use is a use that may or may not be appropriate in a particular zoning district according to the character, intensity, or size of that or surrounding uses. The conditional use permit procedure is intended to afford the commission the flexibility necessary to make determinations appropriate to individual sites. The commission may attach to the permit those conditions listed in subsection (g) of this section as well as any further conditions necessary to mitigate external adverse impacts. If the commission determines that these impacts cannot be satisfactorily overcome, the permit shall be denied.

**SITE FEATURES AND ZONING**



| SURROUNDING ZONING AND LAND USES |                                   |
|----------------------------------|-----------------------------------|
| North (D5)                       | Residential                       |
| South (D5)                       | Adair-Kennedy Memorial Park       |
| East (D5)                        | Residential                       |
| West (D5)                        | Mendenhall Loop Road Right-of-Way |

| SITE FEATURES     |  |
|-------------------|--|
| Anadromous        | None   |
| Flood Zone        | Yes*- Zone AE  |
| Hazard            | None mapped  |
| Hillside          | No   |
| Wetlands          | No   |
| Parking District  | No   |
| Historic District | No   |
| Overlay Districts | Mining & Exploration Surface Activities Exclusion District, Urban/ Rural Mining District |

\*The structure and courtyard are not located within the flood zone.

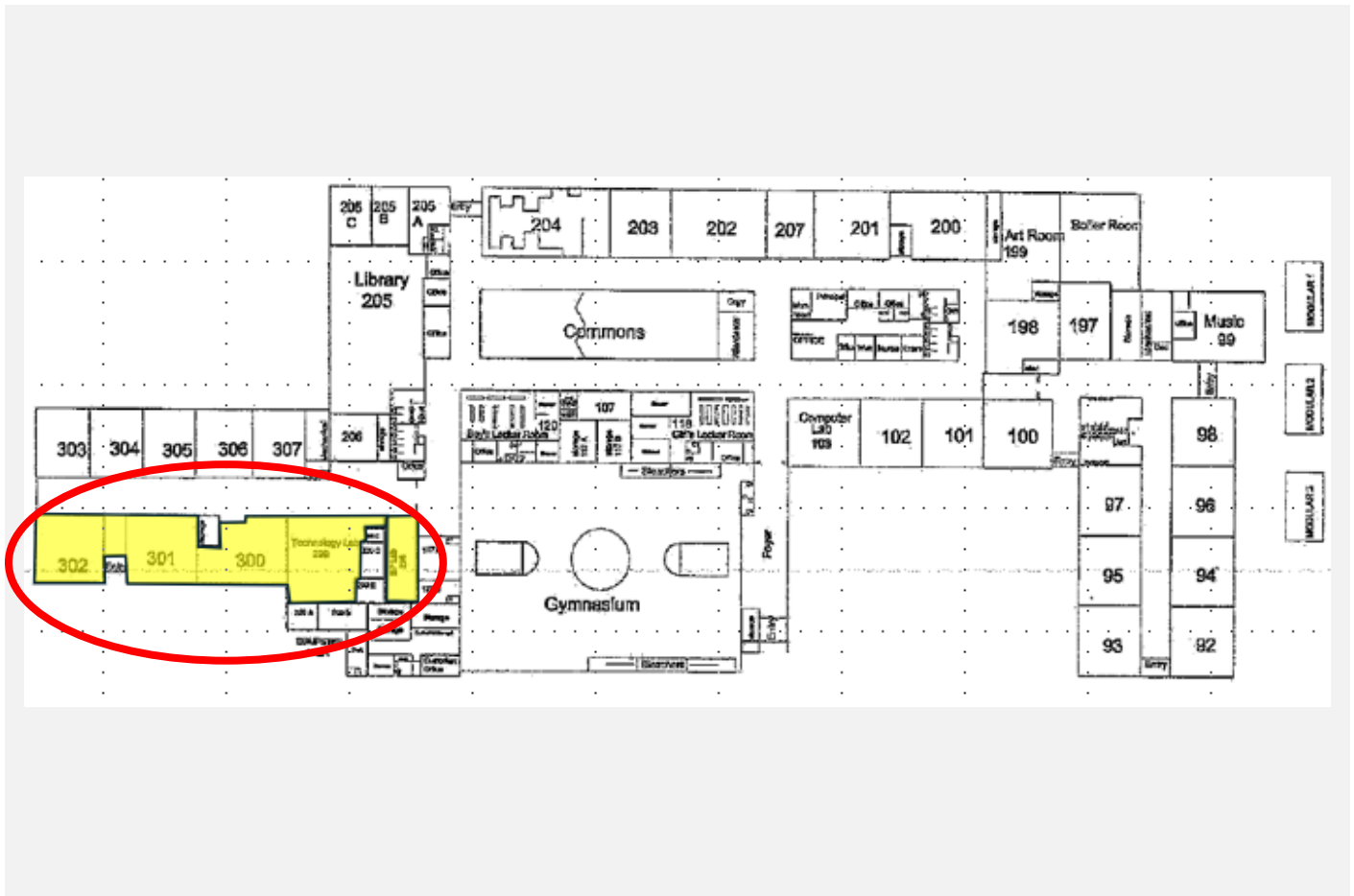
**BACKGROUND INFORMATION**

**Project Description** – The applicant has applied for a Conditional Use Permit (CUP) to use a portion of the building formerly used as a middle school for a childcare center (Attachment A). The applicant is currently operating a childcare center at this location under emergency approval after the applicant’s residence on Emily Way was damaged in the 2024 Glacial Lake Outburst Flood. The applicant operated a childcare home in this residence. The proposed use would increase the applicant’s capacity up to 45 students and will employ eight (8) teachers.

**ZONING REQUIREMENTS**

| Standard                        |             | Requirement   | Existing          | Code Reference |
|---------------------------------|-------------|---------------|-------------------|----------------|
| Lot                             | Size        | 7,000 sq. ft. | 1,471,457 sq. ft. | CBJ 49.25.400  |
|                                 | Width       | 70 ft.        | 430 ft.           | CBJ 49.25.400  |
| Setbacks                        | Front       | 25 ft.        | ~254 ft.          | CBJ 49.25.400  |
|                                 | Rear        | 20 ft.        | ~158 ft.          | CBJ 49.25.400  |
|                                 | Side (NE)   | 5 ft.         | ~172 ft.          | CBJ 49.25.400  |
|                                 | Side (SW)   | 5 ft.         | ~13 ft.           | CBJ 49.25.400  |
| Lot Coverage Maximum            |             | 50%           | ~5%               | CBJ 49.25.400  |
| Vegetative Cover Minimum        |             | 20%           | ~23%              | CBJ 49.50.300  |
| Height                          | Permissible | 35 ft.        | >35 ft.           | CBJ 49.25.400  |
|                                 | Accessory   | 25 ft.        | >25 ft.           | CBJ 49.25.400  |
| Maximum Dwelling Units (5/Acre) |             | N/A           | 0                 | CBJ 49.25.500  |
| Use                             |             | Residential   | Educational       | CBJ 49.25.300  |

**SITE PLAN**



**ANALYSIS**

**Project Site** – The applicant proposes to lease a portion of the facility formerly known as Floyd Dryden Middle School located in the Mendenhall Valley adjacent to Adair Kennedy Memorial Park and accessible from Mendenhall Loop Road for the purpose of providing childcare.

The sign at the intersection of Mendenhall Loop Road and the Floyd Dryden campus was not permitted and, in accordance with CBJ 49.45.270(d), is not permissible. The code prohibits signs with any light component that is moving, flashing, or otherwise animated except for time and temperature displays.

**Condition: Signs are regulated under CBJ 49.45. A separate permit is required for most signs. Contact the Community Development Department for more information prior to designing, purchasing, or installing exterior signs.**

**Project Design** – The applicant has not proposed any changes to the facility at this time.

**Condition: None.**

**Traffic** – In 2019, Alaska Department of Transportation installed a roundabout at the entrance of the Floyd Dryden campus as a traffic calming and safety measure.

| Use                | Number of Students | Trips Generated | Total Trips |
|--------------------|--------------------|-----------------|-------------|
| Day Care Center    | 45                 | 182             | 425         |
| <b>Total ADTs:</b> |                    |                 | <b>425</b>  |

**Condition: None.**

**Vehicle Parking & Circulation** – Childcare centers have special parking provisions under Chapter 65. CBJ 49.65.1120(a)(3) mandates that for each on-shift employee, one (1) off-street parking space shall be provided and an additional one (1) space per 10 children served. The applicant anticipates an enrollment of 45 students with 8 teachers.

There are currently 115 parking spaces with an additional seven (7) ADA parking spaces for a total of 122 parking spaces. The applicant provided a parking plan showing 19 parking spaces for the proposed use.

In accordance with CBJ 49.40.210(a), 65 parking spaces are required for the community-use gym managed by the CBJ Parks and Recreation Department. Operating hours of the applicant’s proposed use and use of the community gym are not anticipated to pose a substantial conflict.

| Use  | Unit              | Spaces Required | Total Spaces               |
|--|-------------------|-----------------|----------------------------|
| Childcare center, students                 | 1 per 10 children | 4               | 4                          |
| Childcare center, employees                | 1 per employee    | 8               | 8                          |
| <b>Total Parking Requirement:</b>          |                   |                 | <b>12</b>                  |
| <b>Off-Street Loading Spaces Required:</b> |                   |                 | <b>1 for every 2 buses</b> |

| Use                             | Unit | Spaces Required | Total Spaces |
|---------------------------------|------|-----------------|--------------|
| ADA Accessible Spaces Required: |      |                 | 1            |

**Condition: None.**

**Noise** – Noise associated with the proposed development is not expected to be out of character with the previous use of the structure.

**Condition: None.**

**Lighting** – The applicant is not proposing any changes to the exterior lighting.

**Condition: None.**

**Vegetative Cover & Landscaping** – The applicant is not proposing to make changes to the vegetative cover or landscaping.

**Condition: None.**

**Habitat** – No anadromous streams or wetlands are on the property. No natural resources are mapped on the site in the 2013 Comprehensive Plan.

**Condition: None.**

**Drainage and Snow Storage** – No modifications to existing drainage are proposed at this time. Snow storage was not addressed in the submitted application. In July of 2024, CBJ put out Request for Bid to contract out snow removal to a third party.

**Condition: None.**

**Historic District** – Not applicable.

**Condition: None.**

**Hazard Zones** – A portion of the property is in a flood zone, but the structure was built above base flood elevation outside of the flood zone.

**Condition: None.**

**Public Health, Safety, and Welfare** – There are no anticipated public health or safety issues associated with this proposed development.

**Condition: None.**

**Property Value or Neighborhood Harmony** – Available evidence indicates that property values will not be affected and the proposed use is in harmony with the surrounding neighborhood.

**Condition: None.**

**AGENCY REVIEW**

CDD conducted an agency review comment period between March 10, 2025, and March 25, 2025, and received the following responses (Attachment B):

| <b>Agency</b>                | <b>Summary</b>       |
|------------------------------|----------------------|
| Building Division            | No concerns.         |
| General Engineering          | No comment received. |
| Capital City Fire and Rescue | No comment received. |

**PUBLIC COMMENTS**

CDD conducted a public comment period between March 10, 2025, and April 4, 2025. Public notice was mailed to property owners within 500 feet of the proposed development (Attachment C). A public notice sign was also posted on-site two weeks prior to the scheduled hearing (Attachment D). Public comments submitted at time of writing this staff report can be found in Attachment E.

| <b>Name</b>      | <b>Summary</b> |
|------------------|----------------|
| Ann Liebergesell | In support.    |

**CONFORMITY WITH ADOPTED PLANS**

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

| <b>PLAN</b>                    | <b>Chapter</b> | <b>Page No.</b> | <b>Item</b> | <b>Summary</b>  |
|--------------------------------|----------------|-----------------|-------------|---|
| <b>2013 Comprehensive Plan</b> | 14             | 216             | 14.1-SOP4   | Incorporate Planning Commission review in the siting of public, parochial and private schools to assure land use compatibility and to encourage the shared use of outdoor play areas and parking resources with nearby residential, cultural or institutional uses. |
|                                |                | 218             | Policy 14.3 | Support the provision of quality childcare by working with providers, advocates, and other stakeholders to ensure an adequate supply of affordable, quality childcare in Juneau.  |

| PLAN                                  | Chapter   | Page No. | Item                       | Summary   |
|---------------------------------------|---|----------|----------------------------|---|
| <b>2015 Economic Development Plan</b> | Initiative- Attract and Prepare the Next Generation Workforce | 61       | Potential Threats          | The lack of availability and affordability of childcare is a detriment to increasing the workforce.                     |
|                                       |   | 65       | Ease the childcare barrier | Increase capacity, quality and affordability of childcare so more residents can fully participate in the workforce.     |
|                                       |   |          | Action 2-B                 | Collaborate on development of an 80-100 child daycare facility in Juneau.   |
|                                       |   |          | Action 2-D                 | Support and expand after school and summer childcare options that are compatible with working parent schedules.         |
|                                       |   |          | Action 2-E                 | Collaborate with childcare and pre-K education providers to secure affordable and appropriate space for pre-K programs. |

**FINDINGS**

**Conditional Use Permit Criteria** – Per CBJ 49.15.330 (e) & (f), Review of Director's & Commission’s Determinations, the Director makes the following findings on the proposed development:

**1. Is the application for the requested Conditional Use Permit complete?**

**Analysis:** No further analysis required.

**Finding: Yes.** The application is complete.

**2. Is the proposed use appropriate according to the Table of Permissible Uses?**

**Analysis:** The application is for a Childcare Center in a D5 zoning district. The use is listed at CBJ 49.25.300, Section 7.310.

**Finding: Yes.** The proposed use is appropriate according to the Table of Permissible Uses.

**3. Will the proposed development comply with the other requirements of this chapter?**

**Analysis:** No further analysis needed.

**Finding: Yes.** With the recommended condition, the proposed development will comply with Title 49.

**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 the requested Childcare Center, located in a D5 residential zoning district, will materially endanger the public health or safety.

**5. Will the proposed development substantially decrease the value of or be out of harmony with property in the neighboring area?**

**Analysis:** No further analysis needed.

**Finding: No.** There is no evidence to suggest that the requested Childcare Center, located in a D5 residential zoning district, will substantially decrease the value or be out of harmony with the property in the neighboring area.

**6. Will the proposed development be in general conformity with the Comprehensive Plan, or other officially adopted plans?**

**Analysis:** No further analysis needed.

**Finding: Yes.** The proposed Childcare Center, with the recommended condition, will be in general conformity with the 2013 Comprehensive Plan, and the 2015 Economic Development Plan.

**RECOMMENDATION**

Staff recommends the Planning Commission adopt the Director's analysis and findings and APPROVE the requested Conditional Use Permit. The permit would allow the development of a Childcare Center in a D5 zone.

The approval is subject to the following condition:

1. Signs are regulated under CBJ 49.45. A separate permit is required for most signs. Contact the Community Development Department for more information prior to designing, purchasing, or installing exterior signs.

**STAFF REPORT ATTACHMENTS**

| Item         | Description              |
|--------------|--------------------------|
| Attachment A | Application Packet       |
| Attachment B | Agency Comments          |
| Attachment C | Abutters Notice          |
| Attachment D | Public Notice Sign Photo |
| Attachment E | Public Comments          |





# 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.**

|   |  |                                   |                                      |
|---|--|-----------------------------------|--------------------------------------|
| To be completed by Applicant  | <b>PROPERTY LOCATION</b>   |                                   |                                      |
|   | Physical Address<br><b>3800 Mendenhall <del>St</del> Loop Rd. Juneau Alaska 99801</b>  |                                   |                                      |
|   | Legal Description(s) (Subdivision, Survey, Block, Tract, Lot)  |                                   |                                      |
|   | Parcel Number(s)   |                                   |                                      |
|   | <input type="checkbox"/> This property is located in the downtown historic district<br><input type="checkbox"/> This property is located in a mapped hazard area, if so, which _____ |                                   |                                      |
|   | <b>LANDOWNER/ LESSEE</b>   |                                   |                                      |
|   | Property Owner   | <b>CBJ</b>                        | Contact Person<br><b>Robert Barr</b> |
|   | Mailing Address  | <b>55 Heritage Way</b>            | Phone Number(s)                      |
|   | E-mail Address   | <b>Lands Office @ Juneau. Gov</b> | <b>907 586-5240</b>                  |
|   | <b>LANDOWNER/ LESSEE CONSENT</b>   |                                   |                                      |
| Required for Planning Permits, not needed on Building/ Engineering Permits.<br>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:<br>A. This application for a land use or activity review for development on my (our) property is made with my complete understanding and permission.<br>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. |  |                                   |                                      |
| <b>CBJ / Dan Bleidorn</b> Land Manager<br>Landowner/Lessee (Printed Name) Title (e.g.: Landowner, Lessee)   |  |                                   |                                      |
| X <b>[Signature]</b> <b>2/12/25</b><br>Landowner/Lessee (Signature) Date  |  |                                   |                                      |
| _____<br>Landowner/Lessee (Printed Name) Title (e.g.: Landowner, Lessee)  |  |                                   |                                      |
| X _____<br>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)  | Contact Person   |                                   |                                      |
| Mailing Address   | Phone Number(s)  |                                   |                                      |
| E-mail Address  | <b>907 419-8713</b>  |                                   |                                      |
| X _____<br>Applicant's Signature  | <b>2-11-2025</b><br>Date of Application  |                                   |                                      |

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<br><b>[Signature]</b> | Case Number<br><b>USE 25-008</b> |
| Date Received<br><b>2/18/2025</b>     |                                  |



# ALLOWABLE/CONDITIONAL USE PERMIT 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>  |  |  |                                    |                                    |   |   |                                     |   |   |  |                         |  |           |  |               |  |   |  |                           |  |  |  |  |  |
|  | Glacier Bears Childcare Center  |  |  |                                    |                                    |   |   |                                     |   |   |  |                         |  |           |  |               |  |   |  |                           |  |  |  |  |  |
|  | <b>TYPE OF ALLOWABLE OR CONDITIONAL USE PERMIT REQUESTED</b>  |  |  |                                    |                                    |   |   |                                     |   |   |  |                         |  |           |  |               |  |   |  |                           |  |  |  |  |  |
|  | Accessory Apartment – Accessory Apartment Application (AAP)<br>Use Listed in 49.25.300 – Table of Permissible Uses (USE)<br>Table of Permissible Uses Category: _____                   |  |  |                                    |                                    |   |   |                                     |   |   |  |                         |  |           |  |               |  |   |  |                           |  |  |  |  |  |
|  | <b>IS THIS A MODIFICATION or EXTENSION OF AN EXISTING APPROVAL?</b> YES – Case # _____ <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px;">NO</span> |  |  |                                    |                                    |   |   |                                     |   |   |  |                         |  |           |  |               |  |   |  |                           |  |  |  |  |  |
|  | <b>UTILITIES PROPOSED</b>   | WATER: <u>Public</u> On Site      SEWER: <u>Public</u> On Site |  |                                    |                                    |   |   |                                     |   |   |  |                         |  |           |  |               |  |   |  |                           |  |  |  |  |  |
|  | <b>SITE AND BUILDING SPECIFICS</b>  |  |  |                                    |                                    |   |   |                                     |   |   |  |                         |  |           |  |               |  |   |  |                           |  |  |  |  |  |
| Total Area of Lot _____ square feet      Total Area of Existing Structure(s) _____ square feet<br>Total Area of Proposed Structure(s) _____ square feet  |   |  |  |                                    |                                    |   |   |                                     |   |   |  |                         |  |           |  |               |  |   |  |                           |  |  |  |  |  |
| <b>EXTERNAL LIGHTING</b>   |   |  |  |                                    |                                    |   |   |                                     |   |   |  |                         |  |           |  |               |  |   |  |                           |  |  |  |  |  |
| Existing to remain <span style="margin-left: 100px;"><u>No</u></span> Yes – Provide fixture information, cutoff sheets, and location of lighting fixtures<br>Proposed <span style="margin-left: 100px;"><u>NO</u></span> Yes – Provide fixture information, cutoff sheets, and location of lighting fixtures   |   |  |  |                                    |                                    |   |   |                                     |   |   |  |                         |  |           |  |               |  |   |  |                           |  |  |  |  |  |
| <b>ALL REQUIRED DOCUMENTS ATTACHED</b>   |   |  |  |                                    |                                    |   |   |                                     |   |   |  |                         |  |           |  |               |  |   |  |                           |  |  |  |  |  |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"><b>Narrative including:</b></td> <td style="width: 40%;"><i>If this is a modification or extension include:</i></td> </tr> <tr> <td>Current use of land or building(s)</td> <td>Notice of Decision and case number</td> </tr> <tr> <td>Description of project, project site, circulation, traffic etc.</td> <td>Justification for the modification or extension</td> </tr> <tr> <td>Proposed use of land or building(s)</td> <td>Application submitted at least 30 days before expiration date</td> </tr> <tr> <td>How the proposed use complies with the Comprehensive Plan</td> <td></td> </tr> <tr> <td><b>Plans including:</b></td> <td></td> </tr> <tr> <td>Site plan</td> <td></td> </tr> <tr> <td>Floor plan(s)</td> <td></td> </tr> <tr> <td>Elevation view of existing and proposed buildings</td> <td></td> </tr> <tr> <td>Proposed vegetative cover</td> <td></td> </tr> <tr> <td>Existing and proposed parking areas and proposed traffic circulation</td> <td></td> </tr> <tr> <td>Existing physical features of the site (e.g.: drainage, habitat, and hazard areas)</td> <td></td> </tr> </table> |   | <b>Narrative including:</b>                                    | <i>If this is a modification or extension include:</i> | Current use of land or building(s) | Notice of Decision and case number | Description of project, project site, circulation, traffic etc. | Justification for the modification or extension | Proposed use of land or building(s) | Application submitted at least 30 days before expiration date | How the proposed use complies with the Comprehensive Plan |  | <b>Plans including:</b> |  | Site plan |  | Floor plan(s) |  | Elevation view of existing and proposed buildings |  | Proposed vegetative cover |  | Existing and proposed parking areas and proposed traffic circulation |  | Existing physical features of the site (e.g.: drainage, habitat, and hazard areas) |  |
| <b>Narrative including:</b>  | <i>If this is a modification or extension include:</i>  |  |  |                                    |                                    |   |   |                                     |   |   |  |                         |  |           |  |               |  |   |  |                           |  |  |  |  |  |
| Current use of land or building(s)   | Notice of Decision and case number  |  |  |                                    |                                    |   |   |                                     |   |   |  |                         |  |           |  |               |  |   |  |                           |  |  |  |  |  |
| Description of project, project site, circulation, traffic etc.  | Justification for the modification or extension   |  |  |                                    |                                    |   |   |                                     |   |   |  |                         |  |           |  |               |  |   |  |                           |  |  |  |  |  |
| Proposed use of land or building(s)  | Application submitted at least 30 days before expiration date   |  |  |                                    |                                    |   |   |                                     |   |   |  |                         |  |           |  |               |  |   |  |                           |  |  |  |  |  |
| How the proposed use complies with the Comprehensive Plan  |   |  |  |                                    |                                    |   |   |                                     |   |   |  |                         |  |           |  |               |  |   |  |                           |  |  |  |  |  |
| <b>Plans including:</b>  |   |  |  |                                    |                                    |   |   |                                     |   |   |  |                         |  |           |  |               |  |   |  |                           |  |  |  |  |  |
| Site plan  |   |  |  |                                    |                                    |   |   |                                     |   |   |  |                         |  |           |  |               |  |   |  |                           |  |  |  |  |  |
| Floor plan(s)  |   |  |  |                                    |                                    |   |   |                                     |   |   |  |                         |  |           |  |               |  |   |  |                           |  |  |  |  |  |
| Elevation view of existing and proposed buildings  |   |  |  |                                    |                                    |   |   |                                     |   |   |  |                         |  |           |  |               |  |   |  |                           |  |  |  |  |  |
| Proposed vegetative cover  |   |  |  |                                    |                                    |   |   |                                     |   |   |  |                         |  |           |  |               |  |   |  |                           |  |  |  |  |  |
| Existing and proposed parking areas and proposed traffic circulation   |   |  |  |                                    |                                    |   |   |                                     |   |   |  |                         |  |           |  |               |  |   |  |                           |  |  |  |  |  |
| Existing physical features of the site (e.g.: drainage, habitat, and hazard areas)   |   |  |  |                                    |                                    |   |   |                                     |   |   |  |                         |  |           |  |               |  |   |  |                           |  |  |  |  |  |

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

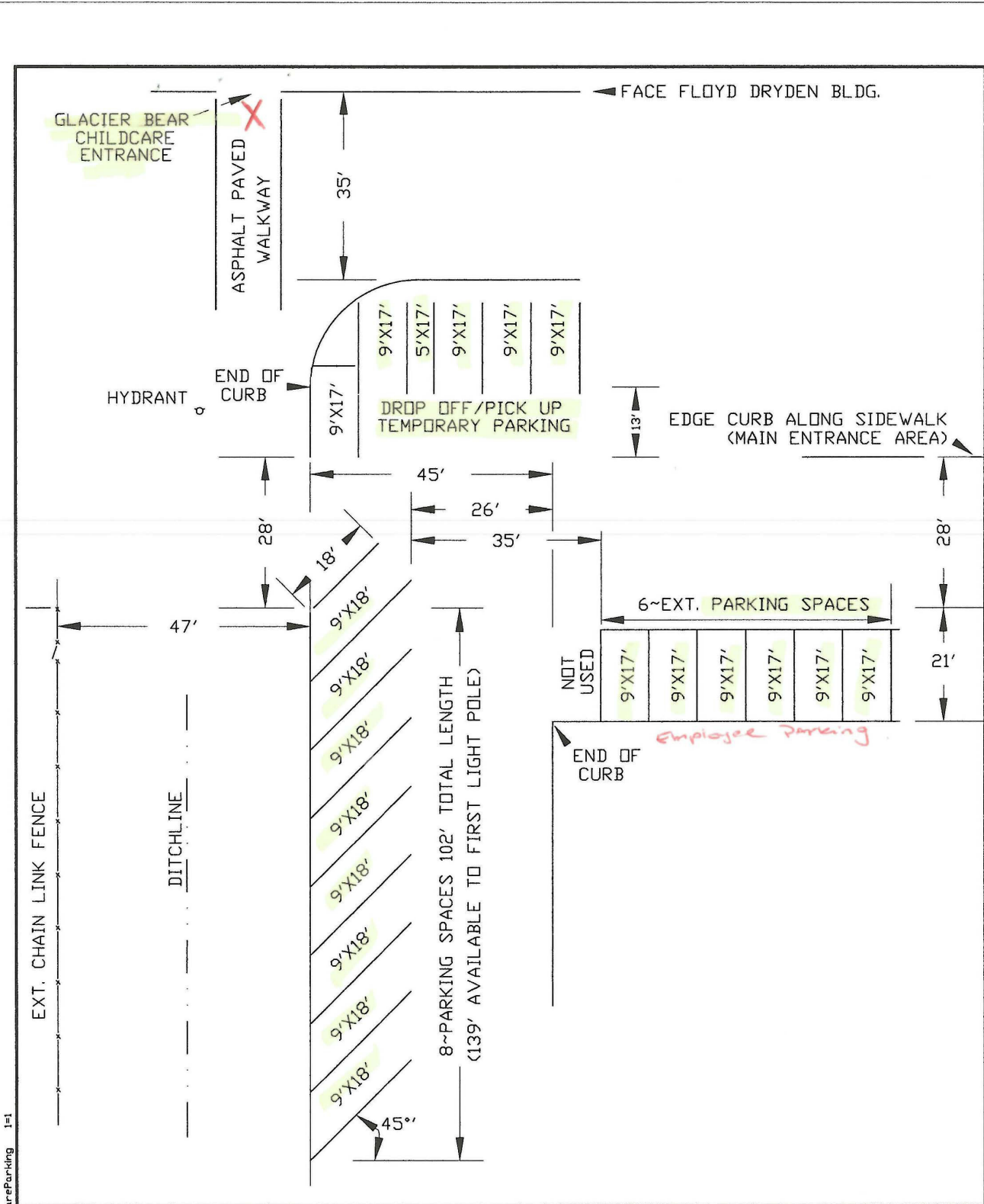
| ALLOWABLE/CONDITIONAL USE FEES |                         |           |         |      |
|--------------------------------|-------------------------|-----------|---------|------|
|                                | Fees                    | Check No. | Receipt | Date |
| Application Fees               | \$ <u>500.00</u>        |           |         |      |
| Admin. of Guarantee            | \$ _____                |           |         |      |
| Adjustment                     | \$ _____                |           |         |      |
| Pub. Not. Sign Fee             | \$ <u>50</u>            |           |         |      |
| Pub. Not. Sign Deposit         | \$ <u>100</u>           |           |         |      |
| <b>Total Fee</b>               | <b>\$ <u>650.00</u></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<br><u>USE25-08</u> | Date Received<br><u>2/18/2025</u> |
|--------------------------------|-----------------------------------|



D:\HOME\AJH\FDG\BCHildcareParking 1=1

**GLACIER BEAR CHILDCARE  
PARKING LAYOUT  
© FLOYD DRYDEN  
PLAN**

DRAWN BY: **WJH**  
DATE: **2-2025** SHEET **1** OF **1**

Parking circulation plan for Glacier Bears childcare center at Floyd Dryden Middle School

As today we are the only ones in the building currently occupying the right wing of the building rooms 98 & 99.

We are scheduled to move to the other opposite side of the building occupying rooms 302-301-300 & 118 as April 2025 (propose time frame)

Please see the attached parking layout.

Our intent is to keep parents and children safe while dropping off at the center.

And occupy the parking spaces closer to the facility for easy convenient access.

We will coordinate with other tenants once they have moved into the building to make sure we are all in good understanding and avoid parking issues.

## **Project Narrative for Glacier Bear Child Care**

**Applicant:** Carolina Sekona

**Proposed Location:** Floyd Dryden Middle School, Juneau, Alaska

**Proposed Child Care Center Name:** Glacier Bear Child Care

**Introduction** Carolina Sekona, the current owner and operator of Glacier Valley Kids child care program, proposes to expand her operations to meet the growing demand for high-quality child care in Juneau. The proposed new center, Glacier Bear Child Care, would be located in part of the recently vacated Floyd Dryden Middle School, owned by the City and Borough of Juneau (CBJ). With a capacity to serve up to 45 children and employ eight teachers, Glacier Bear Child Care will address the critical need for accessible and reliable child care in our community. This narrative outlines the proposed project's alignment with community needs and its operational readiness, demonstrating why the issuance of an allowable use permit is essential.

**Project Overview** The proposed Glacier Bear Child Care Center will:

- Serve up to 42 children, significantly increasing the availability of childcare in Juneau.
- Employ a team of eight trained and qualified teachers to ensure a safe and nurturing environment.
- Operate in partnership with the University of Alaska Southeast (UAS), which will lease the space from the CBJ and collaborate to provide professional development opportunities for childcare staff.

**Applicant Qualifications** I have over a dozen years of experience in child care and program management and hold a current Child Development Associate credential. My current program, Glacier Valley Kids, has a proven track record of providing exceptional care to 12 children for the past several years. My deep understanding of the childcare industry equips me with the skills and knowledge to manage and scale this new venture. I am highly committed to the Juneau community and am passionate about addressing the childcare shortage.

**Readiness to Operate** I have taken substantial steps to ensure the success of Glacier Bear Child Care, including:

- Initiating the state licensing process for the new center.
- Purchasing equipment and materials necessary for setting up a high-quality childcare environment.
- Beginning the hiring process to secure a team of skilled educators, ensuring the center will be staffed upon opening.
- Building a waitlist of dozens of families eager for childcare services, demonstrating strong demand for the program.

**Community Partnerships** The partnership with UAS will provide a dual benefit: offering professional training and development for childcare staff and ensuring the delivery of high-quality educational

services to children. This collaboration will help to build a sustainable workforce pipeline for the childcare sector in Juneau.

**Addressing a Critical Community Need** The shortage of childcare options in Juneau has long been a barrier for families and the local workforce. Glacier Bear Child Care will be critical in addressing this issue by increasing capacity and supporting working families. The project aligns with the CBJ's goals of fostering economic development and enhancing the quality of life for residents.

**Space Utilization** The vacated area of Floyd Dryden Middle School is an ideal location for this project. The facility's size, accessibility, and existing infrastructure will allow for a seamless transition to its new purpose as a childcare center. The adaptive reuse of this space aligns with community goals to maximize public resources.

Classrooms to be used for childcare services are 302-301-300-118.

Gym access for physical activity (shared used space and on a schedule)

Two restrooms 189 Girls & 190 Boys

**Conclusion** This proposal for Glacier Bear Child Care represents an opportunity to meaningfully impact the lives of children and families in Juneau. My extensive experience, proactive planning, and commitment to high-quality care will ensure the success of this project. Approval of the allowable use permit will enable me to meet the pressing need for child care services and contribute to the community's economic vitality.

## **Allowable/Conditional Use Permit Application Instructions**

Allowable Use permits are outlined in CBJ 49.15.320, Conditional Use permits are outlined in CBJ 49.15.330

**Pre-Application Conference:** A pre-application conference is required prior to submitting an application. There is no fee for a pre-application conference. The applicant will meet with City & Borough of Juneau and Agency staff to discuss the proposed development, the permit procedure, and to determine the application fees. To schedule a pre-application conference, please contact the Permit Center at 586-0770 or via e-mail at [permits@juneau.org](mailto:permits@juneau.org).

**Application:** An application for an Allowable/Conditional Use Permit will not be accepted by the Community Development Department until it is determined to be complete. The items needed for a complete application are:

1. **Forms:** Completed Allowable/Conditional Use Permit Application and Development Permit Application forms.
2. **Fees:** Fees generally range from \$350 to \$1,600. Any development, work, or use done without a permit issued will be subject to double fees. All fees are subject to change.
3. **Project Narrative:** A detailed narrative describing the project.
4. **Plans:** All plans are to be drawn to scale and clearly show the items listed below:
  - A. Site plan, floor plan and elevation views of existing and proposed structures
  - B. Existing and proposed parking areas, including dimensions of the spaces, aisle width and driveway entrances
  - C. Proposed traffic circulation within the site including access/egress points and traffic control devices
  - D. Existing and proposed lighting (including cut sheets for each type of lighting)
  - E. Existing and proposed vegetation with location, area, height and type of plantings
  - F. Existing physical features of the site (i.e. drainage, eagle trees, hazard areas, salmon streams, wetlands, etc.)

**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:** As part of the review process 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 permit request the application may be required to be reviewed by other municipal boards and committees. During this review period, the Community Development Department also sends all applications out for a 15-day agency review period. Review comments may require the applicant to provide additional information, clarification, or submit modifications/alterations for the proposed project.

**Hearing:** All Allowable/Conditional Use Permit Applications must be reviewed by the Planning Commission for vote. Once an application has been deemed complete and has been reviewed by all applicable parties the Community Development Department will schedule the requested permit for the next appropriate meeting.

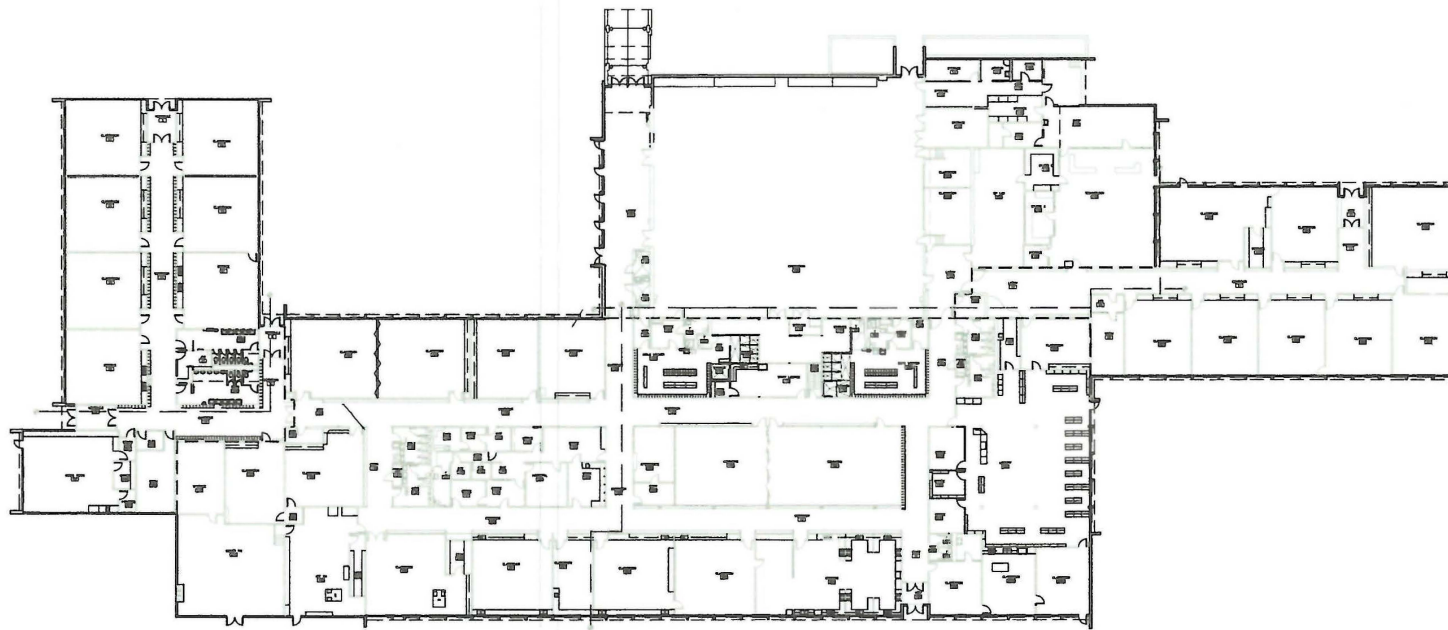
**Public Notice Responsibilities:** Allowable/Conditional Use requests must be given proper public notice as outlined in CBJ 49.15.230:

**The 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, CDD 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.

---

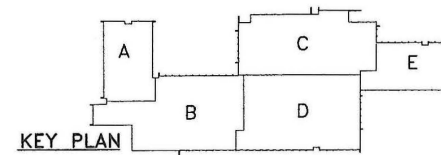
**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**



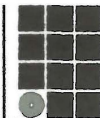
KEY PLAN

SCALE: 0 4' 8' 16'

Incorrect scale



KEY PLAN



**Jensen  
Yorba  
Lott  
Inc.**

522 West 10th Street  
Juneau, Alaska 99801  
phone 907-586-1050  
fax 907-586-3059  
jensenyorbalott.com



**Floyd Dryden Renovation**  
**PHASE 2**  
CBJ Contract No. E05-049  
Juneau, Alaska

REVISIONS:



CONFIRMED 03/14/05

SHEET TITLE  
RENO  
KEY PLAN

DATE: DECEMBER 13, 2004  
FILE: 0359

**A200**





(907) 586-0715  
 CDD\_Admin@juneau.gov  
 www.juneau.org/community-development  
 155 Heritage Way • Juneau, AK 99801

**Case name**

Case Number: PAC2024 0065  
 Applicant: Carolina Sekona – Glacier Bear Childcare Center  
 Property Owner: City and Borough of Juneau Lands and Resources  
 Property Address: 3800 Mendenhall Blvd  
 Parcel Code Number: 5B2401000020  
 Site Size: Floyd Dryden: 1,471,457 square feet; 33.78 acres  
 Proposed Use: 5 classrooms, shared outdoor/gym space  
 Zoning: D5  
 Existing Land Use: TPU 5.100 - Educational

Conference Date: January 8, 2025  
 Report Issued: January 24, 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  |
|-----------------|-------------------|--|
| Carolina Sekona | Applicant         | <a href="mailto:Gvkids15@gmail.com">Gvkids15@gmail.com</a>               |
| Blue Shibler    | Attendee          | <a href="mailto:bshibler@aeyc-sea.org">bshibler@aeyc-sea.org</a>         |
| Irene Gallion   | Planning          | <a href="mailto:irene.gallion@juneau.gov">irene.gallion@juneau.gov</a>   |
| Jolene Murphy   | Planning          | <a href="mailto:jolene.murphy@juneau.gov">jolene.murphy@juneau.gov</a>   |
| Dan Bleidorn    | Lands & Resources | <a href="mailto:dan.bleidorn@juneau.gov">dan.bleidorn@juneau.gov</a>     |
| Jeff Hedges     | Building          | <a href="mailto:jeffrey.hedges@juneau.gov">jeffrey.hedges@juneau.gov</a> |

Revised 5/31/2024

|             |                 |  |
|-------------|-----------------|--|
| David Sevdy | Permit Tech III | <a href="mailto:david.sevdy@juneau.gov">david.sevdy@juneau.gov</a> |
|-------------|-----------------|--|

## 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.

Will truck training occurring in the parking lot continue?

*Lands and CCD do not have information on the truck training and are checking with Parks and Recreation.*

How much will a lease cost?

*There are many variables. Contact the Lands Manager, Dan Bleidorn, at (907) 586-5252 extension 4177, or [dan.bleidorn@juneau.gov](mailto:dan.bleidorn@juneau.gov)*

How do we use the gym? Who manages the tennis courts and ball field?

*Recreational uses are scheduled through Parks and Recreation. You can contact them at (907) 586-5226. We'd suggest you talk to Lauren Verrelli or Nate Abbott.*

*It is still not clear how parking and circulation will be handled. There are two ways it could go:*

- *CBJ requires tenants to work together on a plan.*
- *CBJ manages parking and circulation.*

## Project Overview

The Assembly has reviewed and conceptually approved use of Floyd Dryden School for childcare. The original proposal split the space between CCTHITA and UAS/Auke Lake Preschool. CCTHITA has applied for a Conditional Use Permit and is working with the Lands Division on a lease.

The applicant is not affiliated with Auke Lake Preschool or UAS. UAS has spoken with Lands about a potential lease in the building, but not applied for a lease or Conditional Use Permit. Currently the UAS relationship to Glacier Bear is limited to teacher training. The Alaska Association for the Education of Young Children (AYEC) provided funding to restart Glacier Bear in its current location and is aiding with the permitting process and costs. This funding is not specifically used to lower individual childcare costs.

The Glacier Valley Kids facility was transferred on an Emergency license to the former Floyd Dryden Middle School campus on August 12, 2024. It is currently operating in room 98 with 12 children and 5 staff. The applicant hopes to remain at Floyd Dryden under a new lease as Glacier Bears Childcare Center. Glacier Bears will have to move from their current location to accommodate the CCTHITA childcare lease. The move will facilitate expansion of services.

The proposed childcare center will expand to house 42-48 children, aged 0-6 years old, divided between classrooms 118, 298, 301, 300 and 302. Room 302 will be used as a stationary nursery. There will be seven to 11 staff. Room 298 is proposed to be a meal prep area. Parents will be instructed to provide their own meals and snacks. At this time no commercial prep area is proposed. The shared school gym would also be used

**Pre-Application Conference Final Report**

occasionally. Hours of operation would be Monday – Friday 7:30 am – 5:00 pm with 7-11 employees. Attached is a floorplan diagram with the proposed uses.

According to CBJ code:

*Child care center means a building or portion thereof, used for the purpose of providing for the paid care and supervision of 13 or more children under the age of 12. Child care centers include pre-schools and nursery schools not associated or co-located with an elementary, middle, or high school.*

*Child care home means a building or portion thereof, used for the purpose of providing for the paid care and supervision of no more than 12 children under the age of 12 at any one time.*

In D5, a child care home does not require a Conditional Use Permit, but a child care center does.



**The applicant will have two CBJ processes operating concurrently:**

|                    |                                  |                |
|--------------------|----------------------------------|----------------|
| CBJ Entity         | Community Development Department | Lands Division |
| Documents required | Conditional Use Permit           | Lease          |
| Approval           | Planning Commission              | Assembly       |

The applicant will be working with Lands concurrently to draft a lease agreement with parking and shared indoor/outdoor space requirements outlined.

Note that the intent is to have the CBJ lease provisions reviewed by the Planning Commission at the same time as the Conditional Use Permit is reviewed.

The purpose of these notes is to document process and requirements for the Conditional Use Permit.

### Summary of the Conditional Use Permit Process

- Submit the application and back-up materials (listed on ten back of the application).
  - Electronic submissions accepted at [Permits@juneau.gov](mailto:Permits@juneau.gov) . Note that the permit center will call you for payment when the application is processed. Applications are submitted in the order in which they are received, and it may be a few days before you get a call.
- The project will be assigned to a planner. They will review submitted materials, and coordinate where necessary. When the planner assesses the file is complete, they will schedule a hearing before the Planning Commission.
  - A notice will be sent to property owners within 500 feet of the project.
  - There will be two newspaper ads for the case.
  - The Applicant is required to post a Public Notice sign, which will be provided by CDD. The sign must be posted two weeks before the hearing.
  - Staff will prepare a report analyzing the project and make a recommendation to the Commission. The report will be publicly available the week before the hearing.
- At the Planning Commission meeting, the project can be:
  - On the Consent Agenda, where it will be passed without discussion.
  - On the Regular Agenda:
    - The Director will briefly describe the project.
    - The Applicant has 15 minutes to describe the project.
    - The public has the opportunity to comment. There is usually a time limit of two to three minutes.
    - The Applicant has time to respond to issues raised.
    - Public comment is closed and there is no additional opportunity to participate.
- The Planning Commission will:
  - Approve the project
  - Approve the project with conditions (the most common outcome)
  - Deny the project
  - Continue the project – if more information is required or if the Commission runs out of time.
- The decision can be appealed for 20 days after the Notice of Decision is filed with the City Clerk. If the decision is appealed, the Applicant can continue with their project at their own risk.

Videos of the Planning Commission activities are posted on Assembly's Minutes and Agendas site.

<https://juneau-ak.municodemeetings.com/>

### Planning Division

1. **Zoning – D5**
2. **Table of Permissible Uses –**
  - a. Paragraph 7.310: Childcare centers.
  - b. Paragraph 1.510: Childcare home.
3. **Subdivision – N/A**
4. **Setbacks – No increase in current structure footprint is anticipated as part of this development.**
  - a. **Front (west): 20 feet**

- b. **Rear (east):** 20 feet
- c. **Side (north and south):** 5 feet
- 5. **Height** – No increase in current structure height is anticipated as part of this development.
  - a. 35 feet for permissible uses.
  - b. 25 feet for accessible uses.
- 6. **Access** – Mendenhall Loop Road
- 7. **Parking & Circulation** – Assuming 10 staff and 48 children, 15 parking spaces will be required – one for each employee, and one for each 10 children [CBJ 49.65.1120 (c)].
- 8. **Lot Coverage** – 50% maximum
- 9. **Vegetative Coverage** – 20% minimum
- 1. **Lighting** – Exterior lighting may not shed light or glare above the roofline of the building or beyond the property line of the site. Industrial and exterior lighting shall not be used in a manner that produces glare on public highways or neighboring property.

Prior to issuance of a building permit, the applicant shall submit a lighting plan illustrating the location and type of exterior lighting proposed for the development. Exterior lighting shall be designed and located to minimize offsite glare. Approval of the plan shall at the discretion of the Community Development Department, according to the requirements at §49.40.230(d) All exterior lighting fixtures shall be of a “full cutoff” design.

- 10. **Noise** – Not expected to be out of character with previous use.
- 11. **Flood** – There are flood zones on the property. The structure is not located within the flood zone.
- 12. **Hazard/Mass Wasting/Avalanche/Hillside Endorsement** – None mapped.
- 13. **Wetlands** – None
- 14. **Habitat** –No anadromous waterbodies are on the subject parcel, or within 50 feet.
- 15. **Plat or Covenant Restrictions** – None
- 16. **Traffic** – Traffic is estimated using the Institute of Traffic Engineer’s Trip Generation Manual, 9<sup>th</sup> Edition (ITE). The “day care center” use most closely resembles the possible traffic generated.

The proposed use is estimated to generate fewer than 250 average daily trips and will not require a traffic impact analysis [CBJ 49.40.300(a)(3)]. Because the proposed use directly accesses ADOT&PF infrastructure, Mendenhall Loop Rd, the applicant should be referred to ADOT&PF.

A parking narrative should be included in the lease agreement. Conditional Use Permit application materials should include a plan for how traffic and flow will be managed for the site.

| Use                        | Volume/Page | Metric             | Approximate | Total AADT   |
|----------------------------|-------------|--------------------|-------------|--------------|
| Day Care Center – Students | 3:1134      | 4.38 trips/student | 45 students | 197.1        |
| <b>Total (rounded)</b>     |             |                    |             | <b>197.1</b> |

- 17. **Nonconforming situations** – None.

### **Building Division**

1. **Building** – A permit is required for and architectural, structural, plumbing, mechanical, or electrical changes. Cosmetic work (carpet, paint, etc.) does not require a permit.
2. **Outstanding Permits** – In review BLD20250002-Remodel for Head Start

### **General Engineering/Public Works**

3. **Engineering** –
4. **Drainage** –
5. **Utilities** – (water, power, sewer, etc.)

### **Fire Marshal**

6. **Fire Items/Access** –
7. *Remove if not applicable.* Suppression system plans must be submitted with the building permit application. Suppression system design cannot be deferred.

### **Other Applicable Agency Review**

8. DOT&PF will be contacted to provide feedback during the Conditional Use Permit Review.

### **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 signed by CBJ lands manager
2. Conditional Use Permit Application with completed narrative
3. A Building Permit will be required to relocate the bathroom door near 206. No Permit is currently on file
4. A Building Permit Application will be required after a Conditional Use Permit is issued. The Building Permit will be used to document the final structure inspections before the use starts.

### **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 clear site plan showing areas that will be used, and how those areas will be accessed.
3. A parking and circulation plan, coordinated with other tenants.

### **Exceptions to Submittal Requirements**

Submittal requirements that 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. Conditional Use Permit, Class II: \$500
2. Public Notice Sign: \$150, with \$100 refunded if the sign is returned by Monday following the Planning Commission meeting.
3. Building Permit:
4. Building Permit: \$54

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:**

- Development Permit Application
- Conditional Use Permit Application
- Floorplan

**49.15.330 Conditional use permit.**

(a) *Purpose.* A conditional use is a use that may or may not be appropriate in a particular zoning district according to the character, intensity, or size of that or surrounding uses. The conditional use permit procedure is intended to afford the commission the flexibility necessary to make determinations appropriate to individual sites. The commission may attach to the permit those conditions listed in subsection (g) of this section as well as any further conditions necessary to mitigate external adverse impacts. If the commission determines that these impacts cannot be satisfactorily overcome, the permit shall be denied.

(b) *Preapplication conference.* Prior to submission of an application, the developer shall meet with the director for the purpose of discussing the site, the proposed development activity, and the conditional use permit procedure. The director shall discuss with the developer, regulation which may limit the proposed development as well as standards or bonus regulations which may create opportunities for the developer. It is the intent of this section to provide for an exchange of general and preliminary informa-



tion only and no statement by either the developer or the director shall be regarded as binding or authoritative for purposes of this code. A copy of this subsection shall be provided to the developer at the conference.

(c) *Submission.* The developer shall submit to the director one copy of the completed permit application together with all supporting materials and the permit fee.

(d) *Director's review procedure.*

- (1) The director shall endeavor to determine whether the application accurately reflects the developer intentions, shall advise the applicant whether or not the application is acceptable and, if it is not, what corrective action may be taken.
- (2) After accepting the application, the director shall schedule it for a hearing before the commission and shall give notice to the developer and the public in accordance with section 49.15.230.
- (3) The director shall forward the application to the planning commission together with a report setting forth the director's recommendation for approval or denial, with or without conditions together with the reasons therefor. The director shall make those determinations specified in subsections (1)(A)—(1)(C) of subsection (e) of this section.
- (4) Copies of the application or the relevant portions thereof shall be transmitted to interested agencies as specified on a list maintained by the director for that purpose. Referral agencies shall be invited to respond within 15 days unless an extension is requested and granted in writing for good cause by the director.
- (5) Even if the proposed development complies with all the requirements of this title and all recommended conditions of approval, the director may nonetheless recommend denial of the application if it is found that the development:
  - (A) Will materially endanger the public health or safety;

- (B) Will substantially decrease the value of or be out of harmony with property in the neighboring area; or
- (C) Will not be in general conformity with the land use plan, thoroughfare plan, or other officially adopted plans.

(e) *Review of director's determinations.*

- (1) At the hearing on the conditional use permit, the planning commission shall review the director's report to consider:
  - (A) Whether the proposed use is appropriate according to the table of permissible uses;
  - (B) Whether the application is complete; and
  - (C) Whether the development as proposed will comply with the other requirements of this title.
- (2) The commission shall adopt the director's determination on each item set forth in paragraph (1) of this subsection (e) unless it finds, by a preponderance of the evidence, that the director's determination was in error, and states its reasoning for each finding with particularity.

(f) *Commission determinations; standards.* Even if the commission adopts the director's determinations pursuant to subsection (e) of this section, it may nonetheless deny or condition the permit if it concludes, based upon its own independent review of the information submitted at the hearing, that the development will more probably than not:

- (1) Materially endanger the public health or safety;
- (2) Substantially decrease the value of or be out of harmony with property in the neighboring area; or
- (3) Lack general conformity with the comprehensive plan, thoroughfare plan, or other officially adopted plans.

(g) *Specific conditions.* The commission may alter the director's proposed permit conditions, impose its own, or both. Conditions may include one or more of the following:

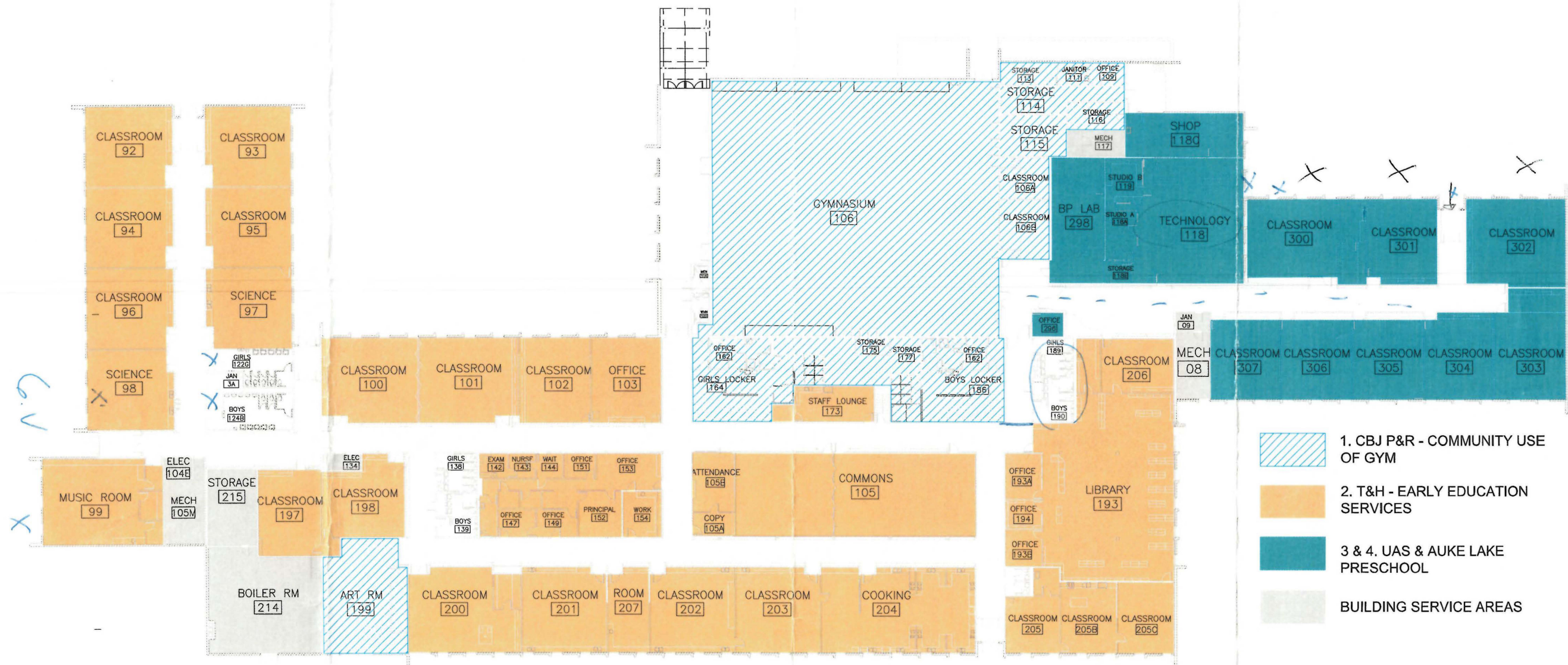
- (1) *Development schedule.* A reasonable time limit may be imposed on construction activity associated with the development, or any portion thereof, to minimize construction-related disruption to traffic and neighborhood, to ensure that development is not used or occupied prior to substantial completion of required public or quasi-public improvements, or to implement other requirements.
- (2) *Use.* Use of the development may be restricted to that indicated in the application.
- (3) *Owners' association.* The formation of an association or other agreement among developers, homeowners or merchants, or the creation of a special district may be required for the purpose of holding or maintaining common property.
- (4) *Dedications.* Conveyance of title, easements, licenses, or other property interests to government entities, private or public utilities, owners' associations, or other common entities may be required.
- (5) *Performance bonds.* The commission may require the posting of a bond or other surety or collateral approved as to form by the city attorney to guarantee the satisfactory completion of all improvements required by the commission. The instrument posted may provide for partial releases.
- (6) *Commitment letter.* The commission may require a letter from a public utility or public agency legally committing it to serve the development if such service is required by the commission.
- (7) *Covenants.* The commission may require the execution and recording of covenants, servitudes, or other instruments satisfactory in form to the city attorney as necessary to ensure permit compliance by future owners or occupants.
- (8) *Revocation of permits.* The permit may be automatically revoked upon the occurrence of specified events. In such case, it shall be the sole responsibility of the owner to apply for a new permit. In other cases, any order revoking a permit shall state with particularity the grounds therefor and the requirements for reissuance. Compliance with such requirements shall be the sole criterion for reissuance.
- (9) *Landslide and avalanche areas.* Development in landslide and avalanche areas, designated on the landslide and avalanche area maps dated September 9, 1987, consisting of sheets 1—8, as the same may be amended from time to time by assembly ordinance, shall minimize the risk to life and property.
- (10) *Habitat.* Development in the following areas may be required to minimize environmental impact:
  - (A) Developments in wetlands and intertidal areas.
- (11) *Sound.* Conditions may be imposed to discourage production of more than 65 dBa at the property line during the day or 55 dBa at night.
- (12) *Traffic mitigation.* Conditions may be imposed on development to mitigate existing or potential traffic problems on arterial or collector streets.
- (13) *Water access.* Conditions may be imposed to require dedication of public access easements to streams, lake shores and tidewater.
- (14) *Screening.* The commission may require construction of fencing or plantings to screen the development or portions thereof from public view.
- (15) *Lot size or development size.* Conditions may be imposed to limit lot size, the acreage to be developed or the total size of the development.

(16) *Drainage.* Conditions may be imposed to improve on and off-site drainage over and above the minimum requirements of this title.

(17) *Lighting.* Conditions may be imposed to control the type and extent of illumination.

(18) *Other conditions.* Such other conditions as may be reasonably necessary pursuant to the standards listed in subsection (f) of this section.

(Serial No. 87-49, § 2, 1987; Serial No. 2006-15, § 2, 6-5-2006; Serial No. 2015-03(c)(am), § 9, 8-31-2015; Serial No. 2017-29, § 3, 1-8-2018, eff. 2-8-2018)



|         |  |   |  |                             |
|---------|--|---|--|-----------------------------|
| SCHOOL: | <b>FLOYD DRYDEN MS - PROPOSED USES BLOCK DIAGRAM</b> |  | CITY AND BOROUGH OF<br><b>JUNEAU</b><br><small>ALASKA'S CAPITAL CITY</small><br>ENGINEERING & PUBLIC WORKS | PAGE: <b>1</b> OF: <b>1</b> |
| FLOOR:  | <b>T&amp;H USING UP TO 2/3 OF BUILDING</b>           |   |  |                             |

DO NOT USE FOR CONSTRUCTION

## Ilsa Lund

---

**From:** Ilsa Lund  
**Sent:** Tuesday, March 11, 2025 4:18 PM  
**To:** Shawn Williams  
**Subject:** RE: USE25-08 Please Comment (Glacier Bear Child Care at Floyd Dryden)

Thank you, Shawn!

*Gunalchéesh!*

**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.*

---

**From:** Shawn Williams <Shawn.Williams@juneau.gov>  
**Sent:** Tuesday, March 11, 2025 3:23 PM  
**To:** Ilsa Lund <Ilsa.Lund@juneau.gov>  
**Subject:** RE: USE25-08 Please Comment (Glacier Bear Child Care at Floyd Dryden)

Notes on the building side look fine to me. Thanks.

**Shawn Williams | Building Inspector III**

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 ext. 4136



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

How are we doing? Provide feedback here: <https://juneau.org/community-development/how-are-we-doing>

---

**From:** Ilsa Lund <[Ilsa.Lund@juneau.gov](mailto:Ilsa.Lund@juneau.gov)>

**Sent:** Monday, March 10, 2025 1:02 PM

**Subject:** USE25-08 Please Comment (Glacier Bear Child Care at Floyd Dryden)

Hello CBJ Team,

We have received an application from Carolina Sekona for a Conditional Use Permit to use four (4) classrooms in Floyd Dryden for childcare. 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. Later this week, 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 April 8th. If you could provide feedback by **March 25, 2025**, that would be very helpful. I've attached an Agency Comment Form for your use.

*Gunalchéesh!*

**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

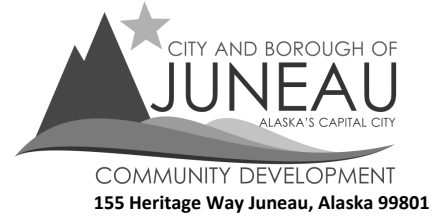
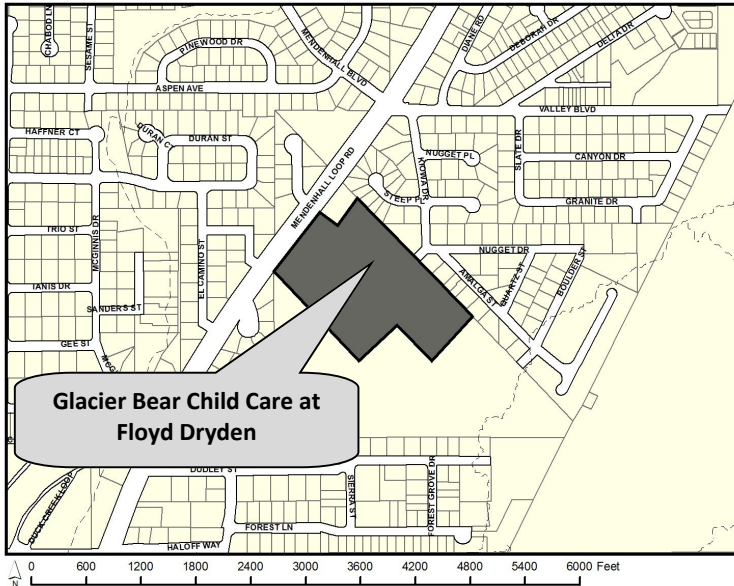


*Fostering excellence in development for this generation and the next.*

# Invitation to Comment

On a proposal to be heard by the CBJ Planning Commission

*Your Community, Your Voice*



TO

**A Conditional Use Permit application has been submitted for consideration and public hearing by the Planning Commission for use of four (4) classrooms by Glacier Bear Child Care at Floyd Dryden in a D5 zoning district.**

#### 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 **Tuesday, April 1, 2025** at

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

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

|   |  |  |   |
|---|--|--|---|
| <b>Now through March 20</b>   | <b>March 21 - noon, Apr. 4</b>   | <b>HEARING DATE &amp; TIME: 6:00 pm, April 8, 2025</b>   | <b>April 9</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/85421744892">https://juneau.zoom.us/j/85421744892</a> and use the Webinar ID: 854 2174 4892 OR join by telephone, calling: 1-253-215-8782 and enter the Webinar ID (above).<br><br>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

**Case No.: USE2025 0008**

**Parcel No.: 5B2401000020**

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

**Ilsa Lund**

---

**From:** carolina sekona <gvkids15@gmail.com>  
**Sent:** Monday, March 24, 2025 10:23 AM  
**To:** Ilsa Lund  
**Subject:** Re: Your Public Notice Sign is Ready

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





Attachment D - Public Notice Sign Photo

## Ilsa Lund

---

**From:** Ann Liebergesell <ann.liebergesell@yahoo.com>  
**Sent:** Sunday, March 16, 2025 1:17 PM  
**To:** Ilsa Lund  
**Subject:** USE:2025 0008: Conditional Use Permit for Glacier Bear Child Care at Floyd Dryden

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

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

Dear Ms. Lund and the Planning Commission,

I want to express my support for this permit for relocation and expansion of child care services at Floyd Dryden. It is a much needed service in Juneau and the location in the Mendenhall Valley makes it convenient for parents who reside here. I particularly like the partnership with UAS for professional development of child care staff.

Thanks you,

Ann Liebergesell  
8673 Dudley Street, Juneau