

# ***DRAFT MINUTES***

Agenda

**Planning Commission**

***Regular Meeting***

CITY AND BOROUGH OF JUNEAU

*Mandy Cole, Chair*

January 14, 2025

## **I. LAND ACKNOWLEDGEMENT** – Read by Ms. Derr.

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

## **II. ROLL CALL**

Mandy Cole, Chair, called the Regular Meeting of the City and Borough of Juneau (CBJ) Planning Commission (PC), held in Assembly Chambers of the Municipal Building, virtually via Zoom Webinar, and telephonically, to order at 6 p.m.

**Commissioners present:** Commissioners present in Chambers – Mandy Cole, Chair; Erik Pedersen, Clerk; Matthew Bell, Assistant Clerk; Adam Brown; Nina Keller; David Epstein, Jessalynn Rintala, Lacey Derr, Douglas Salik

Commissioners present via video conferencing – None.

**Commissioners absent:**

**Staff present:** Jill Lawhorne, CDD Director; Daniele Gaucher, CDD Administrative Officer; Nicolette Chappell, CDD Administrative Coordinator; Madeline Carse, CDD Administrative Assistant; Sherri Layne, Attorney III

**Assembly members:** Christine Woll

## **III. REQUEST FOR AGENDA CHANGES AND APPROVAL OF AGENDA**

Mr. Pedersen added Item 3 under Other Business for assignments and officer positions.

**IV. APPROVAL OF MINUTES**

None.

**V. BRIEF REVIEW OF THE RULES FOR PUBLIC PARTICIPATION**

**VI. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS**

**VII. ITEMS FOR RECONSIDERATION**

**VIII. CONSENT AGENDA**

**IX. UNFINISHED BUSINESS**

**X. REGULAR AGENDA**

**XI. OTHER BUSINESS**

1. Confirm Regular Meeting Start Times for Summer and Winter Seasons
2. Amend Rules of Order to adopt new start times

Chair Cole asked the commissioners for guidance on what month they want to start the 7 p.m. start time for the summer season.

Mr. Brown suggested May through September, but was open to do April through October.

The Commission decided on a 6 p.m. start time for January through April, 7 p.m. start time May through September, and a 6 p.m. start time again October through December.

**MOTION:** by Mr. Pedersen to approve the Planning Commission Meetings conducted in May, June, July, August, and September start at 7 p.m., with the remainder of the meetings over the course of the year starting at 6 p.m.

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

3. Other Business and Officer Positions

Chair Cole stated that she and Mr. Pedersen were fine to continue chairing and vice-chairing, and Mr. Bell would be the clerk, and Mr. Brown would be assistant-clerk. She explained that the clerk's role is to chair the meeting if she and Mr. Pedersen are out and be responsible for the minutes, and the assistant clerk would then step in if the clerk was also absent.

Mr. Bell and Mr. Brown accepted the roles of clerk and assistant clerk.

Chair Cole went over the committee assignments. Mr. Epstein accepted continuing to be the liaison for Public Works and Facilities. Ms. Keller agreed to maintain the assignment of JCOS. Mr. Pedersen will remain on the Douglas West Juneau Area Plan Committee. Mr. Bell agreed to give his previous assignment of Lands Committee to Ms. Derr. Mr. Pederson agreed to give up the position of chairing Governance to Ms. Rintala. Mr. Pedersen accepted continuing to be the liaison for the Short Term Rentals Task Force. Chair Cole agreed to continue her role as representative to the Title 49 Advisory Board.

Director Lawhorne encouraged all liaisons to check their email once a week for reminders.

## **XII. STAFF REPORTS**

Director Lawhorne noted a member resigned on the West Douglas South Juneau Area Plan, but believes someone will be appointed quickly at the next meeting, and they are trying to wrap up the area plan this spring. She gave some announcements, including a new hire, that the permit software is still on track with the end goal of December 2025, and vacancies at the Planner II and Senior Planner positions. She shared that her plan is to have two certified floodplain managers on staff, one being the senior planner and the other a planner II. She added that her hope is she, as the planning manager, the permit center manager, and building official will have basic flood training so they can serve as backup. She added that the planning staff also would be trained on processing the easier flood plain permits. Director Lawhorne expressed that the Comp Plan is under contract and her hope is to have the managers and other staff with her on January 28th to meet and talk about different aspects of the department. She explained the contract goal for the Comp Plan process is completed, adopted, and sent to Assembly in under three years. She noted that her staff has been in direct contact with FEMA staff and they are working with them closely, and are not in danger of losing compliance if they keep doing what they have been doing. Director Lawhorne voiced that she believes 2025 will bring a lot of change and that 2025 and 2026 are going to be CDD's year.

Mr. Epstein asked who the consultant was for the Comp Plan.

Director Lawhorne answered Cascadia Partners out of Oregon, who are partnering with Corvus, DOWL, and SALT as subconsultants.

Chair Cole said they will discuss housing at the next meeting and will frame the discussion in what the lane is for the Planning Commission and other city departments. She noted it is a confusing process for the public, so the more they can spell it out the better.

Ms. Layne stated that the cheat sheet on motions will be moved to the front so that it is easier. She expressed that the people at the law department are available for the benefit of their new commissioner if there are any questions about anything, especially conflict of interest. She said at some point they will do a refresher training on conflict of interest and the Open Meetings Act, even though the Planning Commission is one of the most well run commission/board in Juneau and very rarely have any issues with OMA or conflicts.

**XIII. COMMITTEE REPORTS**

**XIV. LIAISON REPORTS**

Ms. Woll highlighted that at the last Assembly Meeting they took action on a lot of things the Planning Commission had been working on, and passed most of the city initiated rezone requests, and approved the Blueprint Downtown Plan as an ordinance. She said they also approved two loans to private developers out of the Affordable Housing Fund, including \$3 million to an apartment complex project in the Valley and \$1 million to renovate the Gross Alaska Theatre downtown into an apartment building. She voiced that they approved the City's Legislative Capital Proprieties Ranking, with the top five being glacial outburst flood response, Juneau Douglas North Crossing, Mendenhall Wastewater Treatment Plant Compliance, Telephone Hill Redevelopment, and Pederson Hill Housing Development. She noted that looking forward they will continue to be focused on flooding, including preparation for next season and mitigation efforts.

Chair Cole asked if the rezone for Fish Creek application passed.

Ms. Woll answered no, that it was not moved forward to the body, as a result of failing at the Planning Commission level.

**XV. CONTINUATION OF PUBLIC PARTICIPATION ON NON-AGENDA ITEMS**

**XVI. PLANNING COMMISSION COMMENTS AND QUESTIONS**

Mr. Epstein asked if there was an update on the Planning Commissioner 101 training .

Director Lawhorne answered she did not know, and did not believe that was the APA's course, but she will doublecheck on that.

Mr. Epstein commented that he will be gone the week of the 27th of January and will need help with the Public Works and Facilities Committee.

Mr. Salik introduced himself.

**XVII. EXECUTIVE SESSION**

**XVIII. ADJOURNMENT**

The January 14, 2025 Planning Commission Meeting was adjourned at 6:41 p.m.