

DRAFT MINUTES

Agenda

Planning Commission

Regular Meeting

CITY AND BOROUGH OF JUNEAU

Mandy Cole, Chair

May 28, 2024

I. LAND ACKNOWLEDGEMENT – Read by Commissioner 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 7:00 p.m.

Commissioners present: Commissioners present in Chambers – Mandy Cole, Chair; Matthew Bell, Assistant Clerk; Adam Brown; Nina Keller; Jessalynn Rintala; Lacey Derr

Commissioners present via video conferencing – Erik Pedersen, Vice Chair; David Epstein

Commissioners absent: Travis Arndt, Clerk

Staff present: Scott Ciambor, CDD Planning Manager; David Peterson, CDD Planner II; Irene Gallion, CDD Senior Planner, Ilsa Lund, CDD Planner; Daniele Gaucher, CDD Administrative Officer; Nicolette Chappell, CDD Administrative Coordinator; Sherri Layne, LAW Assistant Municipal Attorney

Assembly members: Paul Kelly

III. REQUEST FOR AGENDA CHANGES AND APPROVAL OF AGENDA – Planning Manager Ciambor noted his name should appear on the agenda in place of Jill Lawhorne as she is

recused and not present at this meeting. Additionally, public testimony was received prior to the deadline and not included in the packet. Therefore, **SMP2024 0002** will be moved to the regular agenda.

IV. APPROVAL OF MINUTES

A. May 14, 2024 Draft Minutes, Regular Planning Commission

MOTION: *by Ms. Keller to approve the May 14, 2024, Planning Commission Regular Meeting minutes.*

The motion passed with no objection.

V. BRIEF REVIEW OF THE RULES FOR PUBLIC PARTICIPATION – by Chair Cole

VI. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS - None

VII. ITEMS FOR RECONSIDERATION - None

VIII. CONSENT AGENDA –

SMP2024 0002 Moved to Regular Agenda by Staff

IX. UNFINISHED BUSINESS - None

X. REGULAR AGENDA

SMP2024 0002: Applicant requests a preliminary plat review for a subdivision that will result in ten (10) lots. The lots will consist of three (3) panhandle lots and one (1) private shared access serving four (4) lots. Additionally, Lots 9 & 10 may be further subdivided into private shared access subdivisions in the future.

Applicant: Shawn Kantola

Location: Silver Street

Staff Recommendation

Staff recommends the Planning Commission adopt the Director’s analysis and findings and approve Minor Subdivision SMP2024-0002 with the Conditions.

STAFF PRESENTATION – by Manager Ciambor

QUESTIONS FOR STAFF –

Ms. Cole asked which of the 4 lots would share a single access. They are lots 4, 5, 6, and 7.

Ms. Keller asked if the department had considered providing for a public easement regarding access to the trails in the neighborhood. Planner Peterson explained there is an existing surface drainage easement. He added the developer will need to work with and around the easement.

Ms. Derr asked if there were any examples in Juneau with 10 or more units sharing a cul-de-sac. Mr. Peterson said this will be the most lots within a single cul-de-sac. He said there will be a lot of traffic in that cul-de-sac but he could not say whether that would be good or bad.

Ms. Keller asked how many lots a subdivision would need to have in order to have multiple access required. Mr. Peterson was not sure of the cutoff but said this case is being treated as a major subdivision because of the potential for future subdivision. Miss Cole said the limit is 14.

Mr. Epstein asked what provisions are planned for signs noting no parking areas and asked what is the cross-hatch area on the diagram on packet page 26. Mr. Peterson said it is the private shared access.

APPLICANT PRESENTATION –

Shawn Kantola presented he and his wife purchased the property and plan to build and live on it. There is currently access to trails via existing CBJ drainage and utility easements. Mr. Kantola did not agree that this would be the busiest cul-de-sac in CBJ. While this one may have the most lots, there are subdivisions with multifamily units that would have more traffic.

QUESTIONS FOR APPLICANT –

Ms. Keller noted Mr. Kantola described 10 lots but the diagrams show 16 lots. Mr. Kantola explained, when filling the forms he was told to draw to what was allowed but he is not currently planning to build all of the lots.

Ms. Derr asked if he plans on developing the lots himself or selling them to be built. Mr. Kantola has not yet decided.

Ms. Keller noted the area around the property is set aside as wetland conservation area and asked if he is working with the Southeast Alaska Land Trust. He has not met with them yet.

PUBLIC COMMENT –

- *Michael Scott, 10115 Silver Street* – said he has no problem with developing the area but he is concerned that access to the trail might be blocked. He also expressed concerns with snow removal and snow storage in the cul-de-sac.

Ms. Cole asked if he is asking for the trail to be documented separately as a public easement even though it is already on an existing easement. Mr. Scott said the easement is utility access but is not specifically an easement for public access.

Mr. Pedersen remembered there was a ditch that was filled in that became the trail in question and asked if that was Mr. Scott's recollection as well. Mr. Scott remembered the trail being there since he moved into the area in 1986.

- Adrienne Scott, 10115 Silver Street – would love to see the utility easement become a public access easement. She also has concerns about snow removal and the number of driveways and shared access roads off the cul-de-sac.
- Sheryl Weinberg, 4920 Hummingbird Lane (via Zoom) – would also like to see an official trail designation. She asked that there be some consideration that they not remove all the trees from the area. She expressed concern regarding pavement degradation as the original paving was paid for by the residents via a Local Improvement District (LID) assessment.
- Reuben Glaves, 10209 Heron Way (via Zoom) – is concerned with drainage when it rains and the possibility that more development will flood potential. He also has concerns regarding the trail access and snow removal issues.

ADDITIONAL APPLICANT COMMENTS –

Mr. Kantola addressed the trail concerns saying he has no plans to cut off the access.

QUESTIONS FOR APPLICANT –

Ms. Rintala asked for information regarding the drainage calculations in the engineer report by ProHNS. Mr. Kantola said the culvert nearing capacity will have to be replaced with a larger one when the road is built.

Mr. Epstein asked where to find the trail on the map on packet page 6. Mr. Kantola said it starts on Silver Street and runs east and connects with the Brotherhood Bridge Trail.

Ms. Cole asked if it would be acceptable to him if the trail easement was a condition. Mr. Kantola was amenable to that and read a proposed condition that he wrote to address the issue. *“For many years, the public have utilized a portion of the CBJ easement along the northern property line of lot 10 as a trail. Public pedestrian access within the CBJ easement will continue to be allowed unless a suitable alternative is created. The owner of lot 10 maintains the right to utilize/develop that section of lot 10 as long as pedestrian access is not cutoff, except for a short time if needed during construction activities and after consideration for the existing CBJ drainage/sewer easement.”*

Ms. Derr asked if there is any other access to the trail. Mr. Kantola said there is one at the end of Steelhead Street and another at the end of River Road.

QUESTIONS FOR STAFF –

Ms. Keller asked if staff have any concerns regarding snow removal or storage in the area. Planner Peterson said they do not yet.

Mr. Pedersen asked if the cost of repaving the road would fall to CBJ or create another LID assessment to the neighbors. Planner Peterson said the number of average daily trips created by the subdivision will require paving and maintenance by CBJ. Ms. Layne explained a LID is a one-time expense. Once the project is complete, the CBJ maintains it without further cost to the residents.

Ms. Keller asked if there is code regarding percentage of areas that are to be left vegetated. Planner Peterson said in the D5 zoning, there is a requirement for at least 20% vegetative coverage.

Ms. Keller asked Attorney Layne if there were any concerns to be aware of if they were considering adding a plat note. Ms. Layne cautioned against adding an overly specific or restrictive condition but suggested they could offer a less restrictive condition.

AT EASE 8:04 p.m. – 8:09 p.m.

MOTION: *by Mr. Brown to accept staff's findings, analysis, and recommendations, and approve SMP2024 0002. Adding condition 4 stating: "Prior to approval of final plat, CDD will work with the developer to develop a plat note that will care for public access along the existing utility easement to connect to the Brotherhood Bridge Trail."*

Ms. Layne expressed concerns with a condition designating the easement as different than it currently is. She said they can condition the easement be maintained as an easement or a right of way but should not designate it as public access. Mr. Pedersen said he was not overly concerned with the access created by the plat because the CBJ can override it and designate it as solely a utility easement as needed.

The motion passed with no objection.

XI. OTHER BUSINESS – None

XII. STAFF REPORTS – Mr. Ciambor reported Lands, Housing, and Economic Committee will meet June 3 and will hear the draft Blueprint Downtown Plan

XIII. COMMITTEE REPORTS - None

XIV. LIAISON REPORTS – Mr. Kelly presented the Assembly Finance Committee:

- met and set the Mill Rate at 10.04
- voted to add \$2M to the Affordable Housing Fund. This could fund one large or several small projects.
- Forwarded the draft CIP to the full assembly

XV. CONTINUATION OF PUBLIC PARTICIPATION ON NON-AGENDA ITEMS – None

XVI. **PLANNING COMMISSION COMMENTS AND QUESTIONS** – Ms. Cole noted the June 11 meeting is cancelled.

XVII. **EXECUTIVE SESSION** – None

XVIII. **ADJOURNMENT** –

Having no other business, the meeting adjourned at 8:20 p.m.

The next Regular Planning Commission meeting will be held June 25, 2024 at 7:00 p.m.

Respectfully submitted by *Kathleen Jorgensen Business Assists (907)723-6134* 