

DRAFT MINUTES

Agenda

Planning Commission

Regular Meeting

CITY AND BOROUGH OF JUNEAU

Michael LeVine, Chairman

May 9, 2023

I. LAND ACKNOWLEDGEMENT – Read by Commissioner Epstein

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

Michael LeVine, Chairman, 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 – Michael LeVine, Chairman; Mandy Cole, Vice Chair; Travis Arndt, Clerk; Erik Pedersen, Deputy Clerk; Matthew Bell; Nina Keller; David Epstein

Commissioners present via video conferencing – Adam Brown

Commissioners absent: Paul Voelckers

Staff present: Jill Maclean, CDD Director; Jennifer Shields, Planner II; Lily Hagerup, CDD Administrative Assistant; Ilsa Lund, CDD Administrative Assistant; Emily Wright, Assistant Municipal Attorney

Assembly members: None

III. REQUEST FOR AGENDA CHANGES AND APPROVAL OF AGENDA - None

IV. APPROVAL OF MINUTES

A. April 11, 2023 Draft Minutes, Regular Planning Commission

B. April 11, 2023 Draft Minutes, Planning Commission Committee of the Whole

MOTION: *by Mr. Arndt to approve the April 11, 2023 Planning Commission Regular Meeting minutes.*

The motion passed with no objection.

MOTION: *by Mr. Arndt to approve the April 11, 2023 Planning Commission Committee of the Whole Meeting minutes.*

The motion passed with no objection.

V. BRIEF REVIEW OF THE RULES FOR PUBLIC PARTICIPATION – No members of the public were present, so Chair LeVine decided to forego the overview of rules.

VI. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS - None

VII. ITEMS FOR RECONSIDERATION - None

VIII. CONSENT AGENDA

PWP2023 0002: Parking Waiver to waive one (1) required parking space for an accessory apartment.

Applicant: Bridget Lapenter

Location: 312 Sixth Street

Staff Recommendation

Staff recommends the Planning Commission adopt the Director's analysis and findings and APPROVE the requested parking waiver. The permit would waive one (1) parking space for the proposed accessory apartment.

MOTION: *by Ms. Cole to accept staff's findings, analysis, and recommendations, and approve PWP2023 0002.*

The motion passed with no objection.

USE2023 0005: Conditional Use Permit for an Accessory Apartment on a substandard lot in a D18 zoning district
Applicant: Bridget Lapenter
Location: 312 Sixth Street

Staff Recommendation

Staff recommends the Planning Commission adopt the Director's analysis and findings and APPROVE the requested Conditional Use Permit. The permit would allow for the development of an accessory apartment on an undersized lot in a D18 zoning district.

MOTION: *by Ms. Cole to accept staff's findings, analysis, and recommendations, and approve USE2023 0005.*

The motion passed with no objection.

IX. UNFINISHED BUSINESS - None

X. REGULAR AGENDA - None

XI. OTHER BUSINESS - None

XII. STAFF REPORTS

- Lands Housing and Economic Development Committee will be discussing Streams at the May 22 meeting.
- Avalanche and Landslides public hearing on PC agenda for May 23 meeting.

Mr. LeVine asked for the Commission to have the draft avalanche ordinance before the public hearing.

- CDD is in Request For Proposal (RFP) process for permitting software.
- CDD is currently in process of hiring 3 Planner positions.
- An issue has come up whereby a property was surveyed and permitted. A house was built. It was found that the survey was inaccurate and does not meet setbacks by a number of feet. Recommendation is for Title 49 Committee to consider Bungalow Lot standards and see if they can be adjusted. The developer will seek a variance in the meantime.

Mr. Arndt asked if this would be a case where floating setbacks would work. Ms. Maclean did not know if it would apply.

Mr. Pedersen suggested bungalow lots may qualify as substandard. If so, then the setback requirements might also be reduced proportionally.

Mr. Arndt asked which setback is nonconforming. Ms. Maclean explained it is the rear setback abutting another landowner.

Mr. LeVine asked about the possibility of easements. Ms. Maclean said that has been considered, but one neighbor is not willing.

XIII. COMMITTEE REPORTS

- **Title 49** – Mr. Arndt – They met and went through the landslide/avalanche ordinance, it will be before PC in a couple of weeks. Next meeting on the 18th to discuss Title 49, Chapter 35.

XIV. LIAISON REPORTS - None

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

XVI. PLANNING COMMISSION COMMENTS AND QUESTIONS

Mr. LeVine asked about the status of the RFP for the Comprehensive Plan. Ms. Maclean confirmed it is budgeted but they may not have the staff currently to follow up.

XVII. EXECUTIVE SESSION - None

XVIII. ADJOURNMENT - 7:20 p.m.

Next meeting May 23 2023 7:00 p.m.

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