

# **Additional Materials**

## **Regular Planning Commission Meeting**

Assembly Chambers  
7:00pm  
Meeting Date: 12/10/2024

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- 1. USE2024 0019:**
  - a. Public comment: Teresa R. Camphere 12/4/24
- 2. Comments on Non-Agenda Items:**
  - a. Public comment: Julius Adolfsson, received 12/2/24
  - b. Public comment: Tonja Moser, received 12/4/24
- 3. Draft Rules of Order for Discussion**
- 4. AME19-15 Downtown Douglas/West Juneau (DD/WJ) Area Plan Steering Committee Appointments**
- 5. 10.22.24 PC Draft Meeting Minutes**

To Jolene Murphy

I support the conditional  
Use permit

for Galen Lamphere  
England + Katie Thomas Canfield

Case # USE20240019

at 20136 Cohen Drive  
for a 219 sf accessory apt.  
Juneau, AK 99801

As a young married couple  
they will need additional  
space for grandparents  
suite, and visiting friends  
annex. I see no reason to  
prevent this remodel from going  
forward. The drainfield


is more than adequate  
and the structure is the  
same, only use is different.

So please approve  
this use permit

Season's Greetings

Thank you

Teresa T. (Ruby Lamphere)

  
Juneau, AK 99801

cell 

**From:** Adolfsson, Julius A (DOT) <julius.adolfsson@alaska.gov>  
**Sent:** Monday, December 2, 2024 1:28 PM  
**Subject:** Juneau: Planning and Designing for Pedestrian Safety, 12/17-19

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

Hello,

I'm reaching out to you with a courtesy email about an upcoming and free training in Juneau: [Planning and Designing for Pedestrian Safety](#), Tuesday, December 17, 2024 - Thursday, December 18 from 8:30 AM - 5:00 PM. This 3-day comprehensive course is designed to help state and local officials learn 'HOW TO' address pedestrian safety issues in the development of a pedestrian safety action plan, and specific programs and activities tailored to their community. The Planning and Designing for Pedestrian Safety is a combination of the information from the 2-day "Developing a Pedestrian Safety Action Plan" (NHI-380089) and the 2-day "Designing for Pedestrian Safety" (NHI-380090) course. It is also intended to assist agencies in the further enhancement of their existing pedestrian safety plan, programs, and activities, including involving partners and stakeholders, collecting and analyzing data and information, prioritizing issues and concerns, selecting and implementing an optimal combination of education, enforcement, and engineering strategies.

Feel free to share this training opportunity within your respective networks, there are still 14 spots available.

Best,



**Julius Adolfsson (he/him)**

Active Transportation Planner & Statewide Bike-Ped Coordinator

**Alaska Department of Transportation & Public Facilities**

Office: 907.465.6978 • [julius.adolfsson@alaska.gov](mailto:julius.adolfsson@alaska.gov)

***Keep Alaska Moving through service and infrastructure.***



**From:** [Jill Lawhorne](#)  
**To:** [Tonja Moser](#)  
**Cc:** [Beth Weldon](#); [Irene Gallion](#); [David Peterson](#); [Edward Quinto](#); [Scott Ciambor](#); [PC Comments](#); [Rob Dumouchel](#)  
**Subject:** RE: Title 49 Committee  
**Date:** Wednesday, December 4, 2024 12:38:40 PM

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Good afternoon Tonja,

As you may be aware the Assembly funded a rewrite of the land use code, and the city manager has hired a special project manager for the task—Rob Dumouchel. I've added Rob to your email as he is the best person to speak to regarding the Title 49 (land use code) rewrite. CDD is no longer conducting revisions to the land use code while the rewrite is underway. Rob has been given the final draft ordinance for Ch. 35 that I drafted. This draft allows the subdivisions on the arterials, along with revisions to private shared access and other content.

I recommend reaching out to Rob and following the Title 49 rewrite process—there will be opportunities for public input, and he can best speak to his schedule.

Thank you,

Jill

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**From:** Tonja Moser  
**Sent:** Wednesday, December 4, 2024 11:43 AM  
**To:** Jill Lawhorne <[Jill.Maclean@juneau.gov](mailto:Jill.Maclean@juneau.gov)>; Beth Weldon <[Beth.Weldon@juneau.gov](mailto:Beth.Weldon@juneau.gov)>; Irene Gallion <[Irene.Gallion@juneau.gov](mailto:Irene.Gallion@juneau.gov)>; PC\_Comments <[PC\\_Comments@juneau.gov](mailto:PC_Comments@juneau.gov)>; David Peterson <[David.Peterson@juneau.gov](mailto:David.Peterson@juneau.gov)>; Edward Quinto <[edward.quinto@juneau.gov](mailto:edward.quinto@juneau.gov)>; Scott Ciambor <[Scott.Ciambor@juneau.gov](mailto:Scott.Ciambor@juneau.gov)>  
**Subject:** Fwd: Title 49 Committee

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

Hi all

I am reviving this email thread and adding David Peterson and Edward Quinto, as I have been talking with them most recently. We were told to schedule a meeting with Edward Quinto, who added David, thinking they could help us appeal to the commission about the illogical zoning issues. However, their hands are tied, and they are waiting for the planning commission to meet and finalize their code work.

It seems that the people at the city see the inequities and incongruous zoning issues, and agree with our premise that subdividing our lot will not increase traffic on North Douglas Highway, yet can't help us. We are frustrated and need some direction on our next steps.

To recap and reiterate what I have written to the Title 49 Rewrite Project:

1. Classification of North Douglas Highway is incongruous between CBJ and DOT.
2. Lack of consistency and equitable zoning compliance on North Douglas Highway. Our stretch of highway has three zones and multiple variations of lot sizes, many of which are non-conforming.
3. Per CBJ zoning, we are permitted to build a second home on our land and were granted CBJ permits to do so. However, the argument is that CBJ does not condone more traffic entering N Douglas Highway (considered a minor arterial), yet subdividing the lot will not increase any traffic that isn't already going to happen.
4. We have a severe lack of land and a shortage of housing. Allowing homeowners to subdivide within the minimum lot size would create more homes.

Solutions:

1. Allow an easy way for residents to appeal an imperfect zoning situation.
2. Allow all people with zoning issues to apply for a non-conforming permit, similar to the ones given to homeowners with non-conforming lot size or setback issues.
3. Invite affected homeowners to a regularly scheduled Title 49/Planning Commission meeting to hear their case, and don't cancel the meeting.

Thank you for continuing to work with us on this,  
Tonja and Hans

Latitude 58 Real Estate Group  
3000 Vintage Blvd Suite 260  
Juneau, AK 99801  
907-321-3538 (cell)  
907-789-5858 (office)  
[www.homesalesinjuneau.com](http://www.homesalesinjuneau.com)

----- Forwarded message -----

From: **Jill Maclean** <[Jill.Maclean@juneau.gov](mailto:Jill.Maclean@juneau.gov)>

Date: Sun, Nov 5, 2023 at 7:58 AM

Subject: RE: Title 49 Committee

To: Tonja Moser, Beth Weldon <[Beth.Weldon@juneau.gov](mailto:Beth.Weldon@juneau.gov)>, Irene Gallion <[Irene.Gallion@juneau.gov](mailto:Irene.Gallion@juneau.gov)>

Tonja,

The next Title 49 Committee meeting is scheduled for November 16 at 12PM Zoom only. The agenda item is the ADU ordinance revision.

The Ch. 35 draft language was at the commission and sent to staff for revision. CDD's revision work is complete. The ordinance is being drafted by the Law dept. Once the draft is ready, CDD staff will need to draft an updated report for the commission. At that time, a public hearing will be scheduled. There is not a date to provide you. This is the ordinance process that CBJ follows.

Scott is Scott Ciambor, the Planning Manager at CDD. He did not reply because I did.

Jill

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**From:** Tonja Moser

**Sent:** Saturday, November 4, 2023 11:43 AM

**To:** Beth Weldon <[Beth.Weldon@juneau.gov](mailto:Beth.Weldon@juneau.gov)>; Irene Gallion <[Irene.Gallion@juneau.gov](mailto:Irene.Gallion@juneau.gov)>; Jill Maclean <[Jill.Maclean@juneau.gov](mailto:Jill.Maclean@juneau.gov)>

**Subject:** Re: Title 49 Committee

Hi Beth, Irene, and Jill:

I apologize for not responding sooner. I needed to ensure Hans hadn't heard anything separately in his email, and we were apart last week.

No, we have yet to hear back from the planning commission. I heard from Irene Gallion (who is awesome!) and Jill, but Scott (not sure who that is) needs to reply. I need to determine who is in charge of the meeting and who will decide. It seems like a reasonably simple request, and I think it would be an easy decision, but the T49 committee seems to cancel every meeting, and the Planning Commission hasn't told

us when they will be meeting. When we started the process over a year ago, we were directed to attend the public comment section of the Title 49 Committee meeting and then that would get us on the agenda but then Jill wrote this below email, so maybe we wait for them to do work on the ordinance? My concern is if they do work and decide that we can't subdivide when, as of right now, I believe we can, then I want to push for a decision sooner. It feels like no one is sure, and everyone else is waiting for someone to pick it up, but no one wants to be responsible for the decision.

Thank you so much for reaching out and following up. It helps us not to feel so lost in the bureaucracy.

Tonja and Hans

Good morning Tonja,

I believe you should've received an out of office response from Irene Gallion.

As for the Title 49 Committee, it will not meet until November due to lack of staffing capacity to work on land use code revisions.

If your specific question is in regards to the minimum lot size to subdivide on an arterial road (i.e. Mendenhall Loop Road, N. Douglas Hwy), then that code revision work is at the Planning Commission level, and not the Title 49 Committee. The Commission kept this ordinance at their level and continue to work on it. As of now, there is not a date scheduled for a meeting. The ordinance requires more work.

If you'd like to speak to your concern or ideas, I recommend attending a Commission meeting and speaking on non-agenda items.

Best,

Jill

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907-789-5858 (office)  
[www.homesalesinjuneau.com](http://www.homesalesinjuneau.com)

On Fri, Oct 20, 2023 at 3:08 PM Beth Weldon <[Beth.Weldon@juneau.gov](mailto:Beth.Weldon@juneau.gov)> wrote:

Did you ever get contacted on this?  
Beth

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**From:** Tonja Moser  
**Sent:** Thursday, March 16, 2023 12:16 PM  
**To:** PC\_Comments <[PC\\_Comments@juneau.gov](mailto:PC_Comments@juneau.gov)>; Borough Assembly  
<[BoroughAssembly@juneau.gov](mailto:BoroughAssembly@juneau.gov)>  
**Cc:** Irene Gallion <[Irene.Gallion@juneau.gov](mailto:Irene.Gallion@juneau.gov)>; hans moser  
**Subject:** Title 49 Committee

Hello

My name is Tonja Moser and my husband, Hans Moser, and I are writing to express our interest in the city overturning the minimum 36,000 square foot lot requirement. We have been tracking the Title 49 Committee scheduled meetings for a number of months and it seems to keep getting postponed. Today's meeting was cancelled and moved to April 20.

Our situation is that we live on North Douglas (3850) and have a permit to build a second house on our current property and we are in the beginning stages of building; we have put in a second driveway, the lot prep is started, we have water and sewer at the site, and we have forms waiting for the snow to cease. We are hoping that the Title 49 Committee sees the incongruity of allowing us to build but not allowing us to subdivide so that, when we are finished building, we can sell our current home. We have numerous examples of lots on either side of us that were allowed to be subdivided and would be happy to present our case to the committee, if need be.

Thank you for your time,

Tonja and Hans Moser



not allowing us to subdivide so that, when we are finished building, we can sell our current home. We have numerous examples of lots on either side of us that were allowed to be subdivided and would be happy to present our case to the committee, if need be.

Thank you for your time,

Tonja and Hans Moser



## **CITY AND BOROUGH OF JUNEAU PLANNING COMMISSION RULES OF ORDER**

The following rules and guidelines are hereby adopted by the Planning Commission of the City and Borough of Juneau.

Purpose. These Rules of Order are intended to guide meetings and other operations of the City & Borough of Juneau Planning Commission in a manner that ensures consistency, fairness, and an equitable opportunity for Members of the Commission and the public to participate in an open and orderly manner.

### **Rule 1. COMMISSION OFFICERS AND ROLES**

- A. The officers of the Planning Commission (Commission) shall be Chair, Vice-Chair, Clerk, and Assistant Clerk.
- B. Officers shall be elected by a majority vote of the members of the Commission held annually at the start of the first regular meeting of the year.
- C. Officer Duties:
  - 1. The Chair shall preside over regular Commission meetings, establish committees, and coordinate with the Community Development Department (CDD) Director on issues including meeting agendas.
  - 2. The Vice-Chair shall preside over Committee of the Whole meetings and fulfill the duties of the Chair when the Chair is absent or otherwise unable to fulfill those obligations.
  - 3. If neither the Chair nor Vice-Chair is available, another member of the Commission shall be identified to fulfill the designated duties.

### **Rule 2. MEETINGS**

- A. Date and Time of Regular Meetings. The regular meetings of the Commission shall be at ~~7:00 P.M.~~ (discuss earlier start time) on the second and fourth Tuesdays of each month.
- B. Commission Attendance. Members of the Commission are expected to attend meetings and arrive on time. If a member of the Commission arrives, or joins remotely, after the Commission has begun proceedings on an item, that member will not be allowed to participate in the hearing on that issue. If a member of the Commission cannot attend a Commission or Committee meeting

or will be late to a meeting, that member is expected to notify the Director and Chair with as much notice as possible. If a member is absent without providing notice, that absence will be considered unexcused. ~~If any member reaches three unexcused absences from regular, special, and committee meetings in one calendar year, the Director will notify the Assembly Human Resources Committee (HRC).~~

- C. Place of Meetings. Commission meetings shall be held in the Assembly Chambers at the Municipal Building at 155 South Seward Street, Juneau, Alaska, unless public notice is provided for a different location. Meetings will also be available by remote platform.
- D. All Meetings Public. All meetings of the Commission and any of its committees shall be open to the public except for executive sessions.
- E. Special Meetings and Committee of the Whole Meetings. Special and Committee of the Whole meetings may be called at any time by the Chair and must be called if requested by at least three members of the Commission.
- F. Time of Adjournment. Meetings will adjourn no later than 11:00 P.M. unless extensions are allowed by a majority of the members of the Commission present who are not recused from hearing the business under consideration at the time. Meetings may be extended past 11:30 P.M. only in accordance with Rule 14 and with consent of the Chair. No new business will be considered after 10:30 P.M. unless agreed to by a majority of the members present who are not recused from hearing the new business.

### Rule 3. PUBLIC NOTICE OF MEETINGS

Notice of all meetings of the Commission and its committees shall be supplied to a newspaper of general circulation and posted on the City and Borough website and on the Municipal Bulletin Board.

### Rule 4. STAFF ATTENDANCE

At least one CDD staff member will attend all meetings of the Commission and its committees.

### Rule 5. ORDER OF BUSINESS

The order of business for Commission meetings shall be:

- I. Land Acknowledgement
- II. Roll Call
- III. Request for Agenda Changes and Approval of Agenda
- IV. Approval of Minutes
- 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
- XII. Staff Reports
- XIII. Committee Reports
- XIV. Liaison Reports
- XV. Continuation of Public Participation on Non-Agenda Items
- XVI. Planning Commission Comments and Questions
- XVII. Executive Session
- XVIII. Adjournment

## Rule 6. COMMITTEES

- A. Appointment and Membership. The Chair shall (i) appoint members to the standing committees and appoint the chairs of those committees; and (ii) create committees, as deemed necessary, and appoint members and chairs of those committees. Standing committees shall consist of at least four members of the Commission. The Chair is an ex officio member of all committees; the Chair can debate and vote, but is not required for purposes of establishing the minimum quorum necessary for action. If present, the Chair counts toward establishing a quorum.
- B. Committee Chair. A committee chair or, in their absence, the most senior member of the committee present, shall have full responsibility for conducting the affairs of the committee and reporting the same to the Commission. Committee chairs shall act as spokespersons for their committees at public meetings and hearings. Public testimony shall be allowed at committee meetings only with permission from the chair of that committee.
- C. Standing Committees.
  - 1. Title 49 Committee. The purpose of this committee is to review the land use code and recommend changes to the land use code, as needed, to the Commission.
  - 2. Governance Committee. The purpose of this committee is to review and recommend updates to these rules and procedures as necessary and to consider other action as may be beneficial to facilitate Commission and committee meetings and debate.
  - 3. CIP Committee. The purpose of this committee is to lead Commission participation in development of the annual CBJ CIP project list, including efforts to ensure the projects reflect CBJ planning priorities as enumerated in the Comprehensive Plan, Area Plans, and other plans adopted by the Assembly.

## Rule 7. OTHER BOARDS, COMMISSIONS, AND COMMITTEES

- A. Appointment of Liaisons. Commission liaisons serve as connections to establish and maintain communication between the Commission and other boards, commissions, or committees on issues, projects, and other matters of mutual concern and interest. A liaison is not a member of the other body or counted to determine a quorum, has no voting power on the body, and is encouraged, but not required, to attend all meetings of the body. The Chair shall appoint one liaison to each of the following:

1. Assembly Lands, Housing, and Economic Development Committee.
  2. Assembly Public Works and Facilities Committee.
  3. Juneau Commission on Sustainability.
- B. Appointments to seats on other Boards, Commissions, or Committees. The Chair shall appoint members to serve on other boards, commissions, and committees, in seats designated for the Commission, as ~~follows:~~ necessary.
- ~~1. Wetlands Review Board. Two members of the Commission shall be appointed to serve as full, voting members of the Wetlands Review Board.~~

#### Rule 8. PROTOCOLS FOR COMMISSIONER DEBATE AND DISCUSSIONS

- A. Speaking on the Question. In all questions and comments, members of the Commission shall endeavor to provide the Commission with relevant facts and arguments and shall strive to avoid redundancy. The Chair may disallow non-germane questions and comments. Members of the Commission, the CDD Director, and staff may speak more than once to the same question at the same stage of proceedings. In determining the order of speakers, the Chair shall give priority to members who have not spoken on the question.
- B. Asking Questions. After obtaining recognition from the Chair, a member may ask direct questions of another member of the Commission, City and Borough of Juneau (CBJ) staff, or of a person appearing before the Commission. All questions shall be respectful and may not be argumentative.
- C. Decorum. Members of the Commission shall not question the motives, competency, or integrity of any person except as necessary to decide a matter in which such issues are relevant. The Chair shall admonish any member violating this rule, and may, without a vote, declare a recess not to exceed ten minutes.

#### Rule 9. PROTOCOL FOR MEETINGS

- A. Order and Procedure for Public Hearings on Action Items:
  1. The Chair will open the hearing on an individual item for action and read the title of the matter at hand.
  2. CDD staff will present a report and recommendation and will respond to initial Commission questions. Staff is encouraged to limit its presentation to no more than 10 minutes. Members of the Commission are encouraged to hold questions until the completion of the initial presentation.
  3. The applicant or the applicant's representative will have an opportunity to present information regarding the request and respond to initial Commission questions. Applicant must notify the CDD Administrative staff if they wish to participate remotely and must

provide their user name. This presentation is limited to no more than 10 minutes. The limit shall be extended as long as necessary to answer any questions addressed to the speaker by the members of the Commission. If the applicant wishes to use electronic slides (PowerPoint or the equivalent) during a presentation, the applicant must supply an electronic version of those slides to Community Development staff in accordance with Rule 11. This deadline may be altered for meetings held other than at the regular meeting time.

4. Public participation will be opened, and the public will be invited to comment. Public participation shall be carried out in accordance with Rule 10. Members of the Commission may pose questions through the Chair in accordance with Rule 8.
  5. Public participation will be closed.
  6. The applicant or the applicant's representative will have an opportunity to present additional information regarding the request and respond to questions from the Commission. This presentation shall be limited to no more than 5 minutes; this time limit shall be extended as long as necessary to answer any questions addressed to the speaker by members of the Commission.
  7. The Commission will deliberate and make its decision.
- B. The Chair will set forth the item or subject to be discussed and will rule non-germane or inappropriate comments out of order.
  - C. All speakers, members of the public, and members of the Commission will be recognized by the Chair by surname.
  - D. When recognized by the Chair, staff may participate in the same manner as the members of the Commission except that staff cannot vote.
  - E. Once public participation is closed, it cannot be reopened except in accordance with Rule 14.
  - F. ~~Except in accordance with Rule 17, remote participation by an applicant or member of the public is not permitted.~~ A member of the public that wishes to participate at a meeting, but cannot attend the meeting, may submit comments in writing pursuant to these Rules or send a representative to present on his or her behalf. Applicants or members of the public that choose to participate remotely do so at their own risk. If remote connection is lost, the public hearing may continue without the applicant's participation.

#### Rule 10. PUBLIC PARTICIPATION AT MEETINGS (ORAL)

- A. Public Testimony. Public participation in the form of oral testimony during hearings on permit applications, ordinances, resolutions, matters other than appeals, and on non-agenda items, will be conducted according to the following rules:

1. Subject Matter. Members of the public present during a hearing shall be given one opportunity to be heard during the hearing on that item. In addition, there shall be a time during all regular Commission meetings for members of the public to address the Commission concerning any matter relevant to the Commission's jurisdiction and not on the agenda for specific public hearing at that meeting. Questions posed to Commissioners or staff will not be answered directly during the time allotted for public testimony.
  2. Time Limits for Public Testimony. Unless otherwise specified by the Chair, public testimony on agenda items is limited to five minutes per speaker. The five-minute limit shall be extended as long as necessary to answer any questions addressed to the speaker by the Commission or CBJ staff. The Chair may set a different time limit if it appears necessary to gain maximum participation and conserve time and may, for the same reason, disallow questions from the Commission to members of the public. The time limit may also be changed by a majority of the Commission, which the Chair cannot overrule. Except as otherwise provided in these Rules, the time limit for individual speakers shall be uniform for all speakers and shall be strictly enforced. The time limit for public testimony on non-agenda items is limited to three minutes.
  3. Public Representatives. Members of the public shall not have the right to transfer their unused time to another. However, an individual may speak on behalf of a group of other individuals provided that all individuals are present, either in person or remotely, during the meeting. If present in person, all individuals must have signed in on the sign-in sheet provided, and have indicated on the sign-in sheet that the representative individual will present on their behalf. If participating remotely, all individuals must have provided an email to the Director and Chair by 12 P.M. the day of the meeting stating that the representative individual will present on their behalf. Under these circumstances, the time limit for the oral testimony presented by the representative individual shall be extended by one minute for each individual represented up to a maximum of five additional minutes. Individuals that are represented in this manner shall not also have the right to present oral testimony for themselves. The Chair has discretion over the order in which public testimony will be taken from members of public participating in person and members of the public participating remotely.
  4. Identification. Members of the public will precede their remarks by stating their names and, unless otherwise allowed by the Chair, their place of residence. The public will write this information on the sign-in sheet provided.
- B. Decorum. The Chair is responsible for ensuring that members of the public have a reasonable opportunity to address the Commission during public participation periods and for maintaining proper order and decorum throughout each meeting. Audible communication from or in the audience, including communication directed to the Commission, CBJ staff, or applicant during meetings is not allowed. The Chair shall also ensure that during oral testimony, members of the public direct their comments and questions to the Chair and not to the applicant, staff or other members of the public. Questions shall be respectful and may not be argumentative. The Chair

shall admonish any member of the public violating this rule, and may, without a vote, declare a recess not to exceed ten minutes.

#### RULE 11. WRITTEN and/or ILLUSTRATIVE MATERIALS

Members of the public are encouraged to submit written comments, reports, and exhibits. Such material, especially maps, graphics, photographs, and responses to specific code sections, generally aids the Commission in making its decision. However, materials submitted close to the hearing date, especially voluminous written material offered at a public hearing, can result in inequities. The Commission adopts this written and/or illustrative material policy to give staff and the applicant a reasonable opportunity to analyze public comments, to give the public a reasonable opportunity to submit material before and after publication of the staff report, to give the members of the Commission a reasonable opportunity to review the meeting packets, and to give the Commission the ability to balance the relevance and prejudice of any late material. Members of the public should assume that the members of the Commission have read all materials submitted in advance of the hearing.

- A. Publication of Staff Report. The original staff report should be published by close of business ~~eight~~ six business days before the hearing ~~(Monday). If justice so requires, the~~ The Director may extend the publishing deadline to close of business six days before the hearing (Wednesday).
- B. Timely Material for Packet.
  - 1. Material—including public comments, applicant comments, and supplemental staff reports—submitted to CDD before noon four days before the hearing (Friday at noon) is considered timely submitted and will be included in a packet for that meeting. Material submitted less than four days before a meeting is subject to the late submittal policy below. ~~If justice so requires and The Director in~~ with consultation with the Chair, the Director may extend the timely material deadline to noon the day before the hearing ~~(Monday).~~
  - 2. If a member of the public wishes to use electronic slides (PowerPoint or the equivalent) during public testimony, an electronic version of those slides must be provided to the Community Development staff by the same deadline for timely written material.
- C. Late Material. Maps, graphics, photographs, and no more than the equivalent of two single-sided printed pages of written information are allowed to be submitted at the hearing when a person presents. Specifically, if the applicant, staff, or member of the public wishes to submit material after the timely material deadline (Friday 12 P.M.), that person or a representative for that person must attend the meeting and present the material to the Commission during the opportunity for public comment, and (1) provide fifteen copies of the written and/or illustrative material; ~~or (2) and~~ email the material to the ~~Community Development Department Chair~~ no later than 8 A.M. the day of the hearing for distribution to the commission.
- D. Written Comments. Written comments, with the exception of e-mail transmissions, must be signed, and the source of illustrative materials must be identified. E-mail transmissions must show the author's name. Anonymous submissions will not be accepted.



## Rule 12. MOTIONS

- A. Seconds. Seconds to motions are not required.
- B. Priority of Privileged Motions. Privileged motions shall have the following priority:
  - 1. Fix time to adjourn
  - 2. Give notice of reconsideration
  - 3. Adjourn
  - 4. Recess
  - 5. Question of privilege of the Commission
  - 6. Question of personal privilege

## Rule 13. CLERICAL ERRORS

Clerical errors that do not affect the substance of an ordinance or resolution, such as errors in numbering or spelling, may be corrected by the City Attorney without Commission approval upon discovery of the error.

## Rule 14. VOTE REQUIRED

The affirmative vote of five members of the Commission shall be sufficient to take any action except as otherwise provided by Charter or ordinance and except in the following instances, which require the affirmative vote of at least six members:

- A. Limiting, extending, or closing debates.
- B. Suspension of the rules.
- C. Setting of or postponement of special orders.
- D. Objection to consideration of question.
- E. Motion for immediate vote (previous question).
- F. Rescind.
- G. To take up a motion for reconsideration at the meeting at which the action to be reconsidered was taken.
- H. Reopen public participation.
- I. Extend a meeting past 11:30 P.M.

Charter 3.16 (e) allows the prevailing vote to be reduced by one vote for every two members of the Commission who are present, but who do not vote because they have a conflict of interest or have been excused from voting by a vote of all the remaining members of the Commissioners who may vote on the question. However, the prevailing vote may not be reduced to less than one-third of the membership of the Commission. A quorum of the Commission shall consist of a majority of the full membership.

## Rule 15. PUBLIC PARTICIPATION CONFINED TO THAT AGENDA ITEM

No person except a member of the Commission, CDD Director, the City Attorney, the planner assigned

to the agenda item, and other CBJ staff, may participate in Commission proceedings other than through opportunities provided for applicant presentations and public participation. Public participation shall be permitted on a motion to recess into executive session prior to the vote on such a motion. Public participation shall be permitted on all items on the agenda other than items before the Commission for information purposes.

Unless specifically authorized at the meeting by a majority of the Commission or by the Chair, public participation shall not be permitted at the Committee of the Whole meetings, committee meetings, and meetings advertised as work sessions only.

#### Rule 16. RECONSIDERATION

- A. What May Be Reconsidered. Main motions, amendments to main motions, privileged motions involving substantive questions, and appeals are subject to reconsideration. Procedural motions may not be reconsidered.
- B. Who May Reconsider. Any member of the Commission, whether or not that member voted on the prevailing side, may give notice of or move for reconsideration.
- C. Effect of Notice. The effect of giving notice of reconsideration is to suspend all action on the subject of the notice until a motion for reconsideration is made and acted upon or until the time within which the motion for reconsideration may be made and acted upon has expired.
- D. Time in Which Notice Must Be Taken Up. A notice of reconsideration expires unless a motion for reconsideration is made and acted upon prior to adjournment of the next regular meeting succeeding the meeting at which the action to be reconsidered occurred.
- E. Successive Reconsideration. There may be only one reconsideration even if the action of the Commission after reconsideration is opposite from the action of the Commission before reconsideration.
- F. Precedence. A motion for reconsideration has precedence over every main motion and may be taken up at any time during the meeting when there is no other motion on the floor.
- G. Effect. A successful motion for reconsideration completely cancels the previous vote on the question to be reconsidered as though the previous vote had never been taken. The motion for reconsideration is debatable to the same extent as the underlying motion.

#### Rule 17. REMOTE PARTICIPATION AT MEETINGS [Note: Includes In-person and Hybrid (in-person/remote) Meetings]

- A. Members of the public, applicants, CDD staff, and the Commission may participate remotely in regular or special Commission meetings, Committees of the Whole, or committee meetings.
- B. Members of the public participating remotely shall comply with the protocols and requirements of Rule 10 and Rule 11.

- C. Members of the Commission, for in-person or hybrid meetings, ~~shall endeavor to~~ will notify the Director and the presiding officer by 8 A.M. the day of the meeting which the member proposes to attend remotely. Commissioners are encouraged to appear in person to the fullest extent practicable.
- D. A member of the Commission participating remotely shall be counted as present for purposes of quorum, discussion, voting, and attendance.
- E. A member of the Commission participating remotely shall make every effort to participate in the entire meeting. From time to time during the meeting, the presiding officer shall confirm the connection.
- F. The member of the Commission participating remotely may ask to be recognized by the presiding officer to the same extent as any other member.
- G. If the Chair participates remotely at any in-person or hybrid meeting, the Vice-Chair or otherwise identified member of the Commission shall preside.
- H. To the extent reasonably practicable, the Director shall provide meeting materials to the member of the Commission participating remotely.
- I. If the remote connection cannot be made or is made and then lost, the meeting shall commence or continue as scheduled. The Secretary shall attempt to establish or restore the connection. If the member of the Commission participating remotely is necessary to achieve a quorum and the connection is lost, the meeting shall take an at-ease, recess, or adjourn as necessary until the remote connection is established or restored.
- J. Meeting times shall be expressed in Alaska Time regardless of the time at the location of any member of the Commission participating remotely.
- K. Remote communication shall be audible to all members of the Commission, staff, and the public in attendance at the meeting.
- L. Except as provided in Rule 18, remote participation by members of the Commission is prohibited for appeal hearings. In-person attendance is required.
- M. As used in these Rules, "remote" means any system for synchronous two-way voice communication (e.g. telephone) or video conferencing technology. ~~If a member~~ Members of the Commission ~~participates~~ remotely, with video and sound technology ~~conferencing is preferred.~~ If a Member of the Commission cannot participate with both video and sound technology, the member may not participate as a voting member.

Rule 18. REMOTE MEETINGS [Note: Does not include Hybrid (in-person/remote) Meetings]

- A. Special considerations, such as health advisories, may require the suspension of in-person Commission meetings. In those situations, alternative protocols for remote meetings will be utilized.
- B. For remote meetings:
  - 1. Rules 9(F), 10(A)(3), 10(B)(2)(a), 10(B)(3), and 17(B) will be suspended;
  - 2. Any materials that the applicant wishes to use as part of a presentation during the hearing must be submitted electronically to CDD no later than the Thursday before the meeting. If it is not possible to submit materials electronically, the applicant should call CDD to arrange delivery of materials.
- C. Additional protocols may be developed by the Chair and CDD Director for review and adoption by the full Commission. Such alternate meeting protocols will follow the general rules and procedures for the Commission as closely as practical, with the broadest public access and participation, consistent with the available system technical capabilities.

Rule 19. ADOPTION OF ROBERT’S RULES OF ORDER

Meetings shall be conducted according to Robert’s Rules of Order, 11th Edition.

REPEAL AND EFFECTIVE DATE

The existing Planning Commission Rules of Order are repealed, and these Rules of Order shall be effective upon filing with the City Clerk.

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Mandy Cole, Chair Planning Commission

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Date

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Filed with the City Clerk

---

Date



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

**DATE:** December 6, 2024

**TO:** Mandy Cole, Chair, Planning Commission

**BY:** Scott Ciambor, Planning Manager  
Community Development Department

**THROUGH:** Jill Lawhorne, AICP, Director  
Community Development Department

**FILE NO.:** AME19-15 Downtown Douglas/West Juneau (DD/WJ) Area Plan

**PROPOSAL:** Downtown Douglas/ West Juneau Area Plan Steering Committee  
Appointments

The [Downtown Douglas/West Juneau Area Plan Steering Committee](#) continues to work on the long-term vision for the area from Sandy Beach to the Douglas Bridge.

The committee renewed meeting regularly in October 2024 and are currently reviewing a draft plan of the final document. The committee has set a timeline for the winter that includes meetings twice monthly through March to attempt to complete the plan in a timely manner. (See flier)

Two members of the committee have recently withdrawn taking committee membership down to seven members from nine. The committee would like new members to be appointed to assist with completing the plan. Staff solicited applications for these seats; three applications were received and are in your packet.

Staff request that the Planning Commission appoint two members to the steering committee. Please note that of the remaining members of the DD/WJ Steering Committee, none represent the West Juneau area.

The committee has also requested confirmation of a Planning Commission liaison to the DD/WJ committee.

# **DOUGLAS/ WEST JUNEAU PUBLIC MEETING**

## **WHEN**

**November 13  
5 – 6:30 pm**

## **WHERE**

**Sayéik: Gastineau  
School Library**

**1507 3<sup>rd</sup> Street, Juneau**

**Join the Downtown Douglas/West Juneau Steering  
Committee to learn about the DD/WJ Area Plan project  
and how you can get involved.**

**Pizza and Meet & Greet: 5-5:30 pm  
Area Plan Discussion: 5:30-6:30 pm**

## **STEERING COMMITTEE MEMBERS WANTED!**

**Live or work in  
Douglas or West  
Juneau? Want to  
help plan for the  
future? Scan the QR  
Code to learn more:**



## **STEERING COMMITTEE MEETINGS**

**November 26  
December 11  
January 8  
January 22  
February 12  
February 26**

**Meetings will be held  
5-6:30 pm at the  
Douglas Public  
Library. The public is  
welcome to attend.**



Published on *City and Borough of Juneau Alaska Meetings* (<https://juneau-ak.municodemeetings.com>)

[Home](#) > [CBJ Board Application](#) > [Webform results](#) > CBJ Board Application

Submission information

Form: [CBJ Board Application](#) [1]  
Submitted by Visitor (not verified)  
Wed, 11/13/2024 - 5:57pm  
166.198.252.37

**First Name**  
Brian

**Last Name**  
Lieb

**Residence Address**  
2698 David Street, Juneau, AK 99801

**Mailing Address**  
PO Box 240165, Douglas, AK 99824

**Primary Phone Number**  
9077231730

**Secondary Phone Number**

**Email**  
[brianlieb@hotmail.com](mailto:brianlieb@hotmail.com)

**Board, Commission, Committee**  
Other Board

**Current of Prior Experience on CBJ Boards/Commissions/Committees**  
None

**Reasons for Applying**  
DDWJSC

I own a house and have lived in West Juneau for 22 years. I have seen it grow and change. I recreate, live, and commute in Douglas and West Juneau. I have a vested interest in the future of West Juneau and Douglas. I also have opinions.

I have an interest in West Juneau

**Qualifications**

I have managed large projects, understand planning processes professionally.

I have lived, commuted, and recreated in Douglas and West Juneau for over 20 years.

**Civic Activities, Memberships or Non-profits Involved With**

Southeast Alaska Sailing

**Working with a Group**

I manage a team of 20+ people, from different backgrounds, locations around the country, ethnicities, and genders on large software projects that manage billion dollar fisheries.

My primary approach to managing the team is to have a team charter that includes modes of conduct, decision making processes, and goals.

We also use an agile methodology that focuses on accountability, communication, and equitable treatment of members.

**Meeting Schedule and Attendance**

Yes

**Date of Birth (Optional)**

04/19/1973

**Ethnicity (Optional)**

White

**Gender (Optional)**

Male

**Acknowledgment/Certification**

Brian J Lieb

**Resume, Education, etc. (Optional)**

- [Home](#)
- [Logout](#)
- [Dashboard](#)

[Municode - Connecting You and Your Community](#)

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**Source URL:**<https://juneau-ak.municodemeetings.com/node/791/submission/110>

**Links**

[1] <https://juneau-ak.municodemeetings.com/bc/application>





Published on *City and Borough of Juneau Alaska Meetings* (<https://juneau-ak.municodem meetings.com>)

[Home](#) > [CBJ Board Application](#) > [Webform results](#) > CBJ Board Application

Submission information

Form: [CBJ Board Application](#) [1]  
Submitted by Visitor (not verified)  
Wed, 11/13/2024 - 10:46pm  
139.64.185.123

**First Name**  
Darren

**Last Name**  
Snyder

**Residence Address**  
527 5th st, Douglas, AK 99824

**Mailing Address**  
Same

**Primary Phone Number**  
9072098642

**Secondary Phone Number**

**Email**  
darrengsnyder@gmail.com

**Board, Commission, Committee**  
Other Board

**Current of Prior Experience on CBJ Boards/Commissions/Committees**  
None

**Reasons for Applying**  
DD/WJ Area Plan

**Qualifications**  
I am a resident of downtown Douglas since 2010 and very active in community activities and organizations both personally and through my work. I am an original and ongoing board member of the Douglas Community Garden. Through my work as a UAF Extension Faculty/Agent, I have the opportunity to collaborate with and support many residents and entities in Douglas and throughout southeast Alaska.

**Civic Activities, Memberships or Non-profits Involved With**  
Douglas Community Garden board member at large.  
Southeast Master Gardener Association and Juneau Community Garden board advisory board member.

**Working with a Group**

I regularly professionally interact, partner and collaborate with diverse individuals and organizations including municipalities, businesses and tribes.

**Meeting Schedule and Attendance**

Yes

**Date of Birth (Optional)**

**Ethnicity (Optional)**

**Gender (Optional)**

**Acknowledgment/Certification**

I do- Darren Snyder

**Resume, Education, etc. (Optional)**

- [Home](#)
- [Logout](#)
- [Dashboard](#)

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**Source URL:**<https://juneau-ak.municodemeetings.com/node/791/submission/111>

**Links**

[1] <https://juneau-ak.municodemeetings.com/bc/application>



Published on *City and Borough of Juneau Alaska Meetings* (<https://juneau-ak.municodem meetings.com>)

[Home](#) > [CBJ Board Application](#) > [Webform results](#) > CBJ Board Application

Submission information

Form: [CBJ Board Application](#) [1]  
Submitted by Visitor (not verified)  
Fri, 11/22/2024 - 1:58pm  
65.74.47.238

**First Name**  
Monica

**Last Name**  
Southworth

**Residence Address**  
2116 B Second Street

**Mailing Address**  
PO Box 20654 Juneau AK 99802

**Primary Phone Number**  
9079579797

**Secondary Phone Number**

**Email**  
monicasouthworth@gmail.com

**Board, Commission, Committee**  
Other Board

**Current of Prior Experience on CBJ Boards/Commissions/Committees**  
None.

**Reasons for Applying**  
I am applying for the Downtown Douglas/Wes Juenau Area plan committee. I was asked to apply for this board. I am filling out the application because I have not volunteered on a board yet and think that this is a good opportunity to provide feedback for my neighborhood and be involved. The impact I would like to have is providing another view and set of eyes on the development of Downtown Douglas Douglas/West Juneau Area plan.

Also, I would like to note that I have reviewed the schedule for the remaining board meetings. I am able to be present for all meetings as long as zoom is an option for attendance. If zoom is not an option for attendance, please disregard this application.

**Qualifications**  
I am a resident of Douglas and recreate in the area.

**Civic Activities, Memberships or Non-profits Involved With**

I am involved with other non-profit boards but they are not directly related to the work of this committee.

**Working with a Group**

In my day job, I regularly work with groups that have diverse experiences. Regularly I am in the position of mediating and hearing all sides in order to come to a consensus of some type or acknowledging that there is no consensus or middle ground on an issue. My approach is to listen more than speak, paraphrase what people have said, seek confirmation on understanding, and try and move a group forward. I challenge assumptions, seek information that has been verified/validated, and attempt to find a path forward. However, when it is evident that there are no paths forward, it is important to acknowledge that and either move on or review the issue and try to find an alternative path forward.

**Meeting Schedule and Attendance**

Yes, and my understanding is that zoom is a viable option to participate. If not, please do not consider me.

**Date of Birth (Optional)**

July 1988

**Ethnicity (Optional)**

White

**Gender (Optional)**

Female

**Acknowledgment/Certification**

Monica Southworth

**Resume, Education, etc. (Optional)**

- [Home](#)
- [Logout](#)
- [Dashboard](#)

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**Source URL:**<https://juneau-ak.municodemeetings.com/node/791/submission/112>

**Links**

[1] <https://juneau-ak.municodemeetings.com/bc/application>

# ***DRAFT MINUTES***

Agenda

**Planning Commission**

***Regular Meeting***

CITY AND BOROUGH OF JUNEAU

*Adam Brown, Acting Chair*

October 22, 2024

## **I. LAND ACKNOWLEDGEMENT – Read by Mr. 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**

Adam Brown, Acting 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 6:03 p.m.

**Commissioners present:** Commissioners present in Chambers – Adam Brown, Acting Chair; Matthew Bell, Assistant Clerk; Nina Keller; David Epstein

Commissioners present via video conferencing – Mandy Cole, Chair; Lacey Derr; Erik Pedersen, Vice Chair

**Commissioners absent:** Travis Arndt, Clerk; Jessalynn Rintala

**Staff present:** Staff present in Chambers- Jill Lawhorne, CDD Director; Sherri Layne, Attorney III; Ilsa Lund, Planner I; Dan Bleidorn, CBJ Lands and Resources Manager  
Staff present via video conferencing- Nicolette Chappell, CDD Administrative Coordinator; Jay Larson, Planner II

**Assembly members:** Christine Woll, Assembly Liaison

- III. **REQUEST FOR AGENDA CHANGES AND APPROVAL OF AGENDA**- None
- IV. **APPROVAL OF MINUTES**- None
- V. **BRIEF REVIEW OF THE RULES FOR PUBLIC PARTICIPATION**- by Director Lawhorne
- VI. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS**- None
- VII. **ITEMS FOR RECONSIDERATION**- None
- VIII. **CONSENT AGENDA**- None
- IX. **UNFINISHED BUSINESS**- None
- X. **REGULAR AGENDA**

**AME2024 0003:** Proposed rezone of 2.3 acres at the end of Davis Avenue from D10 to D15.  
**Applicant:** Chilkat Vistas LLC  
**Location:** 1925 Davis Avenue

#### **Director's Report**

This rezone request would facilitate the addition of eleven (11) units to this lot. The neighboring Alaska Department of Corrections is concerned that increased density would result in development closer to the common lot line, for which mitigation would be challenging due to terrain. While rezone conditions are limited to health and safety, the development will require a new or updated Conditional Use Permit. The lot had been rezoned D15 but was downzoned due to intersection concerns at Davis Avenue and Glacier Highway. Since then, the intersection has been signalized.

#### **Staff Recommendation**

Staff recommends the Planning Commission forward a recommendation of APPROVAL to the Assembly.

Michael Heumann explained this piece of land used to be D15 and was downzoned during the development process of the condominiums due to traffic concerns that have since been approved. He expressed they do not have any firm plans on what will go here, but this piece of property could be upzoned and create possibilities to do some development. He stated that on the edge of downtown Anchorage there is a pre-trial facility, so it is possible to have a correctional facility next to very intensive development. Mr. Heumann voiced they have attempted to speak with neighbors and have had a hard time communicating. He noted we desperately need more housing in this town.

Ms. Cole asked if the property was ever D15 or if it was just approved for zoning to D15.

Director Lawhorne responded she did not believe it ever became D15 in the past.

Ms. Cole asked if the improvements were done.

Director Lawhorne answered that the traffic concerns with the intersection were addressed, and that is step one for rezones. The applicant will still have to apply for a permit, and this would still go to CBJ or DOT for comment and review.

**MOTION:** *by Mr. Epstein to accept staff's findings, analysis, and recommendations for AME2024 0003, and forward a recommendation of approval to the Assembly.*

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

**AME2024 0002:        Rezone of 39 acres of CBJ land south of Grant Creek on Douglas from D3 to D18.**

**Applicant:**            City & Borough of Juneau

**Location:**            North Douglas Highway

#### **Director's Report**

The applicant requests to rezone 39 acres of CBJ land south of Grant Creek from D3 to D18. A fraction of these 39 acres was subject to a 2022 Property Acquisition and Disposal (PAD2022 0002) that received a recommendation of approval from the Planning Commission and Assembly Lands Housing and Economic Development Committee.

#### **Staff Recommendation**

Staff recommends the Planning Commission forward a recommendation of APPROVAL to the Assembly.

Dan Bleidorn, CBJ Lands and Resources Manager, explained that in 2023, the Assembly retreat gave direction to evaluate city property holdings for areas they could upzone to think about future disposal or development. Lands and Resources staff went through the 2016 Land Management Plan and submitted seven applications to CDD in July. CDD staff held public meetings and got great feedback. Mr. Bleidorn noted the final step in the process will be a public hearing at the Assembly level and the Assembly adopting an ordinance.

Mr. Bleidorn discussed the rezone of 39 acres of CBJ land south of Grant Creek on Douglas from D3 to D18 and projections and development for the area. He noted that if a zone change is successful, there are opportunities to look at and evaluate things like access and alignment, traffic impacts, utility expansion, stormwater drainage, wetlands delineation, and continuing to work with applicants and partners.

Mr. Epstein asked if the clearcut area on the upland side as you come off the bridge and go north on North Douglas Highway is included in any of the parcels.

Mr. Bleidorn responded no.

Mr. Pedersen voiced he was unsure how CBJ was going to obtain access to the larger remainder piece. He asked for clarification on that.

Mr. Bleidorn responded that the images included are preliminary with the proposed acquisition and disposal, and part of that will be negotiated. He said they already noted with the applicant that they would want access to the other properties up there and city code also mandates that, so they would potentially get an access point through that and maybe an additional access point.

Ms. Cole asked if the plan is that the upzone would potentially benefit disposing land to Grant Creek Homes to the kind of partnerships that would build access to the road for CBJ.

Mr. Bleidorn answered that both projects would provide potential access to the city property.

Ms. Keller said the 2016 update said a bench road should be developed before any future development on North Douglas due to the traffic, and the comprehensive plan map has a corridor for the bench road. She inquired how the corridor fell into plans for the property.

Mr. Bleidorn confirmed the bench road on Douglas still remains a priority and if any future development plans along these zoning changes, the bench road will still be a part of that.

Ms. Cole asked if the reason they are considering D18 to D3 is because the surrounding areas are D18 already and that there is a lot of unbuildable space.

Mr. Bleidorn said that is basically correct, and added that when first evaluating the properties, they mainly looked at properties adjacent to match zoning, but each property will have slope above 18%, wetlands, and areas along creek sides within setbacks, or other constraints.

Ms. Keller queried why this is a priority right now to rezone before a comprehensive or transportation plan.

Mr. Bleidorn explained he was given directive by the City Manager and Assembly to evaluate city land holdings for upzoning and future disposal to make progress where they can instead of waiting several years for them to be done.

Mr. Epstein inquired who would govern if the rezone is approved, but a developer does not step forward, and the parcel lays fallow, and the comprehensive update comes up with a different zoning classification.

Mr. Bleidorn stated he is not very familiar with the planning process, but feels that if the plan is adopted, the newest zoning would stand.

Director Lawhorne explained the comp plans sets the tone and goals for the community, and through that plan it does not dictate zoning, but creates future land use designations and maps. She expressed that land use designation is not zoning. She expressed they need housing now.

Ms. Keller asked if the comprehensive plan will be figuring out what the community wants and



needs now and if it will also look into where things should be built. She said if they update the plan, they may figure out something is not what they need or where they need it.

Director Lawhorne expressed the last comprehensive plan update was in 2013, but it has been looked at over the years and the Commission has made amendments to it and updated it and its maps. She added a comprehensive plan should be looking out 20 to 30 years. She believed they are still hitting it at a good time for the community and what they are facing today.

The Commission heard public testimony on the item.

Ms. Keller said she was leaning towards voting no, because even though housing is a big need currently, she is afraid to develop in a panic mode without looking at the bigger picture.

Ms. Cole stated they have struggled with rezones over the last four years over the idea of the second crossing and traffic on Douglas. She said they all want and need the second crossing and it is a priority. She voiced they have to take a targeted approach to development projects in Douglas with those who propose smart and targeted projects. She is in support of the rezone.

Mr. Epstein expressed he is inclined to vote in favor and this proposal conforms with the current comprehensive plan and a future plan will take the needs of the community and housing in account. He added there are significant hoops and hurdles to jump over and through.

Ms. Derr asked if a rezone does go through, would any potential development proposed go through the multiple steps and come back before the Planning Commission and hear public comment on it.

Director Lawhorne that is right, except that if it is a director's approval for a minor proposal. And major proposals will come before the Planning Commission.

Mr. Pedersen will be voting in favor. He commented that development in that area has not been successful in the past and the zoning does not conform with itself and this will bring it into more harmonious zoning.

**MOTION:** *by Ms. Cole to accept staff's findings, analysis, and recommendations for AME2024 0002, and forward a recommendation of approval to the Assembly.*

**ROLL CALL VOTE:**

**YEA:** Cole, Pedersen, Bell, Brown, Derr, Epstein

**NO:** Keller

***The motion passed 6-1***

**AME2024 0009:**      **Rezone of approximately 87 acres of CBJ-owned land north of Grant Creek.**

**Applicant:**              City & Borough of Juneau

**Location:**              North Douglas Highway

### **Director's Report**

The applicant requests to rezone approximately 87 acres of undeveloped land north of Grant Creek from D3 to D15. Rezone is consistent with the adjacent zoning district.

### **Staff Recommendation**

Staff recommends the Planning Commission forward a recommendation of APPROVAL to the Assembly.

Mr. Bleidorn discussed the rezone of 87 acres of undeveloped land north of Grant Creek from D3 to D15. He expressed that if the rezone is successful, there could be opportunity to look at alignment and access, traffic impacts, utility expansion, advances to the highway, storm drainage, and delineate wetlands and permit fill. He added this is a large, attractive property has a long highway, water and utilities close by and potential for future development.

Ms. Cole asked if they have any ideas of right of way or frontage to get it to the highway.

Mr. Bleidorn explained there may be an opportunity to get road frontage to this section, but they would have to cross Grant Creek.

The Commission heard public testimony on the item.

Ms. Keller expressed her main concerns are the bench road corridor and that the comprehensive plan goes through the middle of this property. She is worried the development in the bench road corridor could limit future use.

Mr. Pedersen had similar concerns, but believes they can be flushed out in the future. He said they need to preserve the area for the bench road.

Director Lawhorne stated that when the comprehensive plan was developed, it is uncertain how much topography and actual built environment was taken into account, and when they looked at it, they could not accommodate that future road or make access to it. She said they are aware of those corridors, but they are not so finite.

Ms. Keller asked what CBJ would need to make the bench road a plan.

Director Lawhorne guessed time and money or other infrastructure that has taken precedence.

**MOTION:** *by Ms. Cole to accept staff's findings, analysis, and recommendations for AME2024 0009, and forward a recommendation of approval to the Assembly.*

### **ROLL CALL VOTE:**

**YEA:** Cole, Pedersen, Bell, Brown, Epstein, Derr

**NO:** Keller

***The motion passed 6-1.***

**AME2024 0008:**      **Proposed rezone for rezone approximately 77 acres of RR to D3 in the vicinity of Fish Creek on North Douglas Highway.**

**Applicant:**              City & Borough of Juneau

**Location:**              North Douglas Highway

**Director's Report**

This rezone would provide 57 acres with slopes less than 18 percent and no mapped wetlands. Closest sewer is approximately 3,000 feet away. The Alaska Department of Fish and Game has asked that development accommodate Western Toad habitat by providing buffers around seeps and streams.

**Staff Recommendation**

Staff recommends the Planning Commission forward a recommendation of APPROVAL to the Assembly.

Mr. Pedersen asked how common it is for a to have a D3 zone without public sewer available.

Director Lawhorne answered said it was kind of a mix.

Mr. Bleidorn discussed the proposed rezone for 77 acres of RR to D3 in the area of Fish Creek on North Douglas. He added that the proposal to D3 makes the most sense. He stated that if the zone change is successful, the next steps could include an access and alignment study, traffic investigation, utility expansion planning, a storm drainage plan, delineate wetlands and permit fill, and solicit development partnerships. He expressed the goal he is being directed towards is housing and D3 zoning could allow for future potential for that.

Ms. Cole understood why they want to go to D3, but said it is still a buildable spot. She wondered if there is a danger of disposing to the land putting it to D3 and getting development when it could be a more densely built area. She asked if D3 could be something more dense in the future or if it is what they have envisioned for the parcel.

Mr. Bleidorn responded that at this time D3 is the final spot and there is no timeframe for the CBJ to run a sewer line to this area. He noted that Juneau needs all types of housing.

The Commission heard public testimony on the item.

Mr. Bleidorn added that Fish Creek Park is not in this rezone. He said if they were to run sewer to this property, they would have recommended a higher density zoning. He added that D3 only makes sense because there is not sewer.

Ms. Cole asked if the primary reason the 77 acres was identified is because the slopes are less than 18% on most of it.

Mr. Bleidorn answered this property rezone was determined by the property lines. He added that data from 2006 from the buildable land study identified the lack of wetlands and slope being less than 18%.

Ms. Keller commented that it was mentioned that the Bayview neighborhood is bordering Fish Creek Park. She said the map shows the land adjacent to the park as Parks and Rec land.

Ms. Cole expressed she understands that D3 zoning takes into consideration there is no sewer, but there is nothing in the packet about impacts to Fish Creek Park.

Mr. Bleidorn responded that the City has no plan for development at this time. He expressed there is no point to spending time and money to evaluate the property potential if the rezone fails. He added that Fish Creek protection is the highest part of their list and they will work with all agencies as they do with any development of city property.

Mr. Epstein voiced with the earlier rezone proposals that they were setting the table for what might happen in the future, but with this rezone it is a table he does not want to set. He said he does not think this parcel should be developed across the street from a park.

Ms. Keller commented that CBJ is planning on developing some areas or working with the Corps of Engineers. She suggested considering this property as mitigation for any other CBJ project.

Mr. Pedersen stated he did not know if this parcel is appropriate for D3 at this time.

Director Lawhorne recommended the Commission discuss the distinction with this parcel.

Chair Brown commented that a lot of it has to do with on-site sewer treatment, and that changes the game for rezoning no matter the district.

Ms. Derr stated was not comfortable approving on-site sewage right above Fish Creek.

Mr. Pedersen expressed he is not opposed to development of this parcel and it could make a wonderful subdivision here without the smaller sized lots.

Mr. Bell thanked staff for providing in-depth points to evaluate, but he has reservations with this being D3. He noted he would like to see this flushed out more.

**MOTION:** *by Ms. Cole to accept staff's findings, analysis, and recommendations for AME2024 0008, and forward a recommendation of approval to the Assembly.*

**ROLL CALL VOTE:**

**YEA: Cole, Brown**

**NO: Epstein, Pedersen, Derr, Keller, Bell**

***The motion failed 2-5***

**AME2024 0004:**      **Proposed rezone of 66 acres uphill (southwest) of 6101 through 6615 North Douglas Highway from RR to D3.**  
**Applicant:**              City & Borough of Juneau  
**Location:**                North Douglas Highway

**Director's Report**

This proposed rezone is consistent with development to the west and north. Bonnie Brae and Blacktail Subdivisions to the west are zoned D3. Lots to the north along North Douglas Highway are also zoned D3. Development will be challenging due to mapped wetlands and slopes in excess of 18 percent.

**Staff Recommendation**

Staff recommends the Planning Commission forward a recommendation of APPROVAL to the Assembly.

Mr. Bleidorn discussed the proposed rezone of 66 acres uphill of 6101 through 6615 N Douglas Highway from RR to D3. He stated that if the zone change is successful next steps could include access and alignment study, traffic investigation, utility expansion planning, a storm drainage plan, delineation of wetlands and permit fill, and soliciting development partnerships.

Mr. Pedersen asked the applicant to talk about the access and if Lands & Resources had any general plans for this parcel.

Mr. Bleidorn responded that the two lots along the highway are very steep and one is Parks managed with a drainage through it. He said it could make sense to utilize that to run utilities through or have a secondary emergency access, but there are no finite plans.

Ms. Derr inquired if there are similar asbestos concerns to Bonnie Brae.

Mr. Bleidorn answered that a lot of the asbestos concerns have been secondary or tertiary and the city property was not involved in any asbestos concerns.

The Commission heard public testimony on the item.

Mr. Bleidorn added that when they first evaluated this property and determined that D3 was the appropriate zoning, he struggled for a while with upzoning a property to D3 that has access to city sewer, but in the end they chose D3 because it made sense to be cohesive with the area.

Ms. Cole asked if they include a recommendation and add that it for Assembly to consider a further upzone.

Ms. Layne responded yes, they can add that to the recommendation.

Director Lawhorne explained that when the Commission approved the subdivision of Blacktail above Bonnie Brae, the developer was required to plat a public right of way.

Ms. Keller had the same concerns for this property as the Grant Creek area property.

**MOTION:** *by Ms. Cole to accept staff's findings, analysis, and recommendations for AME2024 0004, and forward a recommendation of approval to the Assembly.*

**ROLL CALL VOTE:**

**YEA:** Cole, Pedersen, Bell, Epstein, Brown, Derr

**NO:** Keller

***The motion passed 6-1.***

**AME2024 0005:**      **Proposed rezone of 36 acres uphill (north) of 11900 through 12170  
Glaciers Highway from D3 to D15.**  
**Applicant:**            City & Borough of Juneau  
**Location:**            11860 Glacier Highway

**Director's Report**

This proposed rezone is uphill from the Auke Bay community core. Staff recommends reducing the applicant's scope to eliminate incompatible Comprehensive Plan land use designations, resulting in a total of approximately 29.5 acres for rezone. Mapped wetlands cover most of the proposed rezone, which will increase development costs.

**Staff Recommendation**

Staff recommends the Planning Commission reduce the scope of the rezone and forward a recommendation of APPROVAL to the Assembly.

Mr. Bleidorn discussed the proposed rezone of 36 acres uphill of 11900 through 12170 Glacier Highway from D3 to D15. He stated that if a zone change is successful, one of the first things the City will do is evaluate the trailhead access, and then an access and alignment study, make trailhead improvements and design, traffic investigation, utility expansion planning, storm water and drainage plan, delineate wetlands and permit fill, and soliciting development partnership. He added that wetlands need to be mapped more significantly because there are high quality wetlands in here that need to be preserved.

The Commission received written testimony on the item.

Ms. Cole asked if the applicant had any comments on the 30 acre versus the 35 acre concepts.

Mr. Bleidorn explained that decision at the CDD level was based on land use designations in the comp plan, so he does not see any major concerns with that and the primary objective will be to avoid high quality wetlands and develop in areas that are developable at less expense.

**MOTION:** *by Mr. Pedersen to accept staff's findings, analysis, and recommendations, and approve AME2024 0005.*

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

**AME2024 0006:**      **CBJ property Rezone request from RR to D3.**  
**Applicant:**        Dan Bleidorn, City & Borough of Juneau  
**Location:**         15700 Auke Rec Bypass Road

**Director's Report**

The applicant requests a rezone of approximately 33 acres uphill (north) of 15700 Glacier Highway from RR to D3 (in the Auke Bay area).

**Staff Recommendation**

Staff recommends the Planning Commission adopt the Director's analysis and findings and forward a recommendation of APPROVAL to the Assembly.

Mr. Bleidorn discussed the CBJ property rezone request from RR to D3. He said the property was labeled retain/dispose, and the retain portion is the park land on the uphill side of the highway. If the rezone is successful, they will further consider the land disposal and water line easement, investigate traffic, planning of utility expansion, storm drainage plan, delineate wetlands and permit fill, and solicit development partnerships.

The Commission heard public testimony on the item.

Mr. Bleidorn added that drainage will be something considered here when they think about storm water drainage.

Ms. Cole was in support of the rezone because it appears to be consistent with the Land Use Code and a D3 zoning.

Mr. Pedersen was also in support. He has wondered why this property has not been developed before and said it may be appropriate to have a buffer zone to separate the old from the new.

**MOTION:** *by Ms. Keller to accept staff's findings, analysis, and recommendations for AME2024 0006, and forward a recommendation of approval to the Assembly.*

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

**AME2024 0007:**      **Rezone request of a portion of Parcel No. 4B2201010102 from D10SF to D10.**  
**Applicant:**        Dan Bleidorn, City & Borough of Juneau  
**Location:**         0 Karl Reishus Boulevard

**Director's Report**

Applicant requests a rezone for approximately six acres at the end of Karl Reishus Boulevard from 10SF to D10.

**Staff Recommendation**

Staff recommends the Planning Commission forward a recommendation of APPROVAL to the Assembly.

Mr. Bleidorn discussed the rezone request of 6 acres at the end of Karl Reishus Blvd from 10SF to D10 and the land management plan. He voiced this has a unique designation of strictly disposed. He stated that if the zone change is successful, they will start the access and alignment study, traffic investigation, utility expansion planning, a storm drainage plan, wetlands delineation and what permitting would need to be done for fill, and solicit development partnerships.

Mr. Pedersen said his understanding is that D10SF allows for smaller lots with lower setback requirements and no multifamily or duplexes. He asked if the proposed use of this property trending toward duplex and multifamily.

Mr. Bleidorn responded there has been no planning on what type of units would go here yet.

The Commission heard public testimony on the item.

Mr. Bleidorn expressed that the number of units that have been permitted under phase one is the maximum amount allowable given the need for a secondary access, so for any development to happen, they will need another access route that goes to another street to connect.

Ms. Cole supported the recommendation because it does not make sense for 6 acres D10 to be special or carved out, but the original dream was a walkable neighborhood, which is still wanted.

Mr. Bell spoke in support of the item.

Ms. Keller added it does not make sense to have a sliver of land as a D10SF on its own.

**MOTION:** *by Ms. Cole to accept staff's findings, analysis, and recommendations for AME2024 0007, and forward a recommendation of approval to the Assembly.*

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

**XI. OTHER BUSINESS- None**

**XII. STAFF REPORTS**

Director Lawhorne said the Comp Plan RFP was issued this past Saturday and is out for 20 or 21 days. She said CBJ participated in the federal grant program and they are working closely with Engineering, Public Works, Lands Division, and others. She expressed they will be looking at the three properties they own on Douglas, and access and infrastructure, and how they can work together to develop those properties. She stated that they applied for a pro-housing grant and there is a Title 49 Rewrite Committee Meeting next week. Director Lawhorne expressed the nonconforming situation reviews are spiking again, which makes her think people are trying to sell properties. She discussed job positions that are open. She said it might be of interest of the commissioners to look at the story map that GIS staff put together regarding private and public lands.

**XIII. COMMITTEE REPORTS**



Ms. Cole stated there is a Title 49 Rewrite Committee Meeting on Monday.

**XIV. LIAISON REPORTS**

Christine Woll stated she is starting her second term on the Assembly. She voiced that yesterday was their reorganization meeting and they welcomed two new Assembly members. She said the main focus of the meetings has been flood related. She noted that the rezone that was sent to them last night did pass.

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

**XVI. PLANNING COMMISSION COMMENTS AND QUESTIONS**

Ms. Keller shared she received a question from Assembly Member Kelly asking about the status of the roundabout and if they have heard any follow-up. She said she did not know the answer.

Director Lawhorne expressed that the Assembly approved the roundabout and the planner for that is out of the office right now, so she is not sure if they heard from DOT or not on that.

Mr. Pedersen thanked Commissioner Brown for chairing the meeting and did a wonderful job.

Ms. Cole agreed with Mr. Pedersen.

Mr. Epstein said he would not be there for the meeting on November 12<sup>th</sup>.

**XVII. EXECUTIVE SESSION - None**

**XVIII. SUPPLEMENTAL MATERIALS**

Additional Materials

**XIX. ADJOURNMENT**

The meeting was adjourned at 9:33 p.m.