

**THE CITY AND BOROUGH OF JUNEAU, ALASKA  
HOUSING AND DEVELOPMENT TASK FORCE (HDTF)**

September 30, 2021 – Meeting Minutes

**A. Call to Order**

The first meeting of the Housing and Development Task Force was held in the 4<sup>th</sup> Floor Conference Room of the Marine View Building, and was called to order by Chair Loren Jones at 12:00p.m.

**Housing Task Force Members:**

Deputy Mayor Loren Jones – Ex-Officio Chair., Assemblymember Maria Gladziszewski (and former Planning Commission member), Assemblymember Michelle Hale, Planning Commissioner Nathaniel Dye, Planning Commissioner Paul Voelkers (and local architect), Juneau Chamber of Commerce representatives: Wayne Jensen (local architect), William (Bill) Heumann (local developer), Dave Hanna (local contractor and developer).

**Others present:** Mayor Beth Weldon, City Manager Rorie Watt, Community Development Director Jill Maclean, Assistant City Attorney, Sherri Layne.

**B. Introductions**

All HDTF members and CBJ staff members in the room and on Zoom introduced themselves and their role with the task force.

**C. Election/Selection of Vice Chair**

Mr. Hanna nominated Ms. Gladziszewski to be the Vice Chair of the HDTF. Ms. Gladziszewski accepted to the nomination.

*Hearing no objections, Maria Gladziszewski was appointed as Vice Chair of the Housing and Development Task Force by unanimous consent.*

**D. Discussion of Housekeeping Rules**

**a. Communications**

Mr. Jones explained that email communications will be managed by Community Development Department (CDD) Staff and the City Clerk's Office.

**b. Staff Support**

Staff support for the HDTF will be provided by CDD Staff and the City Clerk's Office.

**c. Minutes**

Mr. Jones said that HDTF Meeting Minutes will be provided by a staff member from the City Clerk's Office.

**d. Chair's Role**

Mr. Jones described his role as Chair as a non-voting position that works in collaboration with CDD Staff and the City Clerk's Office.

**e. Web Presence**

Mr. Jones has reached asked Clerk staff to set up a webpage for the HDTF that is similar to the Economic Stabilization Task Force, which will include HDTF Agendas and Minutes from previous meetings.

**E. Attorney's Conflict of Interest and Open Meetings Act Issues**

Ms. Layne gave an overview of the Open Meetings Act, and explained that the OMA ensured transparency and provided the public with a general understanding of what happens during meetings. She added that hitting "Reply All" to an email could potentially imply that a meeting is taking place that is not open to the public. Ms. Layne advised against selecting "Reply All" for emails, and explained that if that were to occur, anything that was disclosed in that email will need to be disclosed at the next public meeting.

Ms. Layne gave an example of the "Rule of Three", which allows for members to discuss matters with at most two other task force members without violating the Open Meetings Act. Having a discussion that exceeds more than three task force members would be a violation of the OMA.

Ms. Layne also provided an explanation of the CBJ Conflict of Interest Code, which essentially states that if a member has a personal or financial interest in the topic/item being discussed, it is the member's responsibility to either declare it at the meeting, or discuss the matter with the Law Department.

Ms. Hale asked Ms. Layne if she could elaborate on serial OMA violations.

Ms. Layne explained that task members cannot "play telephone" with various members to discuss task force matters.

There was further discussion regarding the details of the Open Meetings Act.

Mr. Voelkers asked Mr. Jones if he could think of the HDTF engaging in a specific form of public process to receive public comment, or if that process would evolve organically.

Mr. Jones believed that process would evolve organically as they decide on their first tasks and meeting schedule.

Mr. Jensen added that each HDTF will provide Public Notice for upcoming meetings.

Mr. Jones agreed, and said that the HDTF website will include a public Zoom link and each meeting's agenda for public access.

Mr. Heumann asked for further clarification regarding the Conflict of Interest Code. He noted that nearly everything that the HDTF will discuss could be of interest to his business, and would like an explanation on how to discern what would be a violation of the Conflict of Interest Code.

Mr. Jones explained that the value of having developers on the task force is to receive their input, and he would not see there being a conflict of interest unless their discussion topic directly involved a specific project of theirs.

Mr. Hanna noted that the developers on the task force do not have any judiciary powers, they are only there to make recommendations.

Mr. Watt described the Conflict of Interest Code as an early disclosure, and how to avoid advocating for something that could directly benefit one of his development projects.

#### **F. Discussion of Meeting Schedules – Responses from “Welcome E-mail”**

Mr. Jones asked if anyone had any recommendations for meeting times and schedules.

There was a discussion about scheduling and timing for subsequent meetings.  
(*See Item I below.*)

#### **G. Mayor’s Charge – Mayor to Present, then Questions and Clarifications**

Before reading her charge, Mayor Weldon thanked everyone for their willingness to devote their time and effort into this task force.

**Charge #1:** Review the path that a project must take to gain approval, identify areas where pathways may be improved (keeping within staff constraints), evaluate the current pre-application process, and make recommendations.

**Charge #2:** Discuss possible structures to engage a working group that interfaces with land and industry developers.

**Charge #3:** Identify general processes and areas in existing Title 49 code that inhibit growth and development.

Mr. Voelkers asked if this task force’s primary job would be to remove impediments, or would they also be discussing big-picture issues such as housing.

Mayor Weldon felt that this task force would be primarily focused on big-picture discussions, in addition to removing impediments.

#### **H. Discussion of First Topic to be Discussed at Next or Subsequent Meetings**

Mr. Jones suggested one of the first tasks that the HDTF target could be to analyze the Title 49 pre-application process with CDD.

#### **I. Set Next Meeting Date and Agenda**

Mr. Jones mentioned that the Assembly typically meets on Mondays, and the Planning Commission typically meets every other Tuesday. He asked if anyone had a preference between meeting on Wednesdays, Thursdays, or Fridays.

The HDTF agreed to meet every other Friday at 12:00p.m., and scheduled the next meeting to be held on October 15, 2021 at 11:00a.m.

In regards to the next meeting's agenda, Mr. Jones recommended the developers provide a presentation about the pre-application process.

There was a discussion about gathering agenda materials ahead of future meetings.

Ms. Maclean offered to send out examples of pre-application conference reports to help others familiarize themselves with what the report looks like, and the HDTF can discuss if there needs to be any changes made to the process. She explained that the intent of the pre-application process should streamline the permitting process for the applicants.

Mr. Dye recommended discussing the TPU and Conditional Standards, as those are some of the more common issues that come up during the pre-application process.

*There being no further business to come before the committee, the Housing and Development Task Force meeting was adjourned at 1:21p.m.*