

THE CITY AND BOROUGH OF JUNEAU, ALASKA
HOUSING & DEVELOPMENT TASK FORCE

October 15, 2021 – Meeting Minutes

A. Call to Order

The meeting of the Housing and Development Task Force was held in the 4th Floor Conference Room of the Marine View Building, and was called to order by Chair Loren Jones at 11:03a.m.

Roll Call

Members Present: Ex-Officio Chair Loren Jones, Vice Chair Maria Gladziszewski, Nathaniel Dye, Paul Voelkers, Dave Hanna, Wayne Jensen, and Bill Heumann.

Members Absent: Michelle Hale.

Staff Present: Community Development Department Director Jill Maclean, CDD Planning Manager Alexandra Pierce

Approval of Agenda

Mr. Hanna noted that the current agenda did not have a designated item for agenda approval; he added that he would prefer the agenda to have an item to allow for public participation.

MOTION to reorder the agenda to place Item D (Discussion of Pre-Application Process) before Item C (Review of Documents Emailed Out to Members: Question or Discussion) .

Hearing no objections, the motion passed by unanimous consent.

Ms. Maclean recommended placing the public participation item towards the bottom of the agenda. She spoke to her previous experience in doing this, and said that it allowed suitable time for the meeting's agenda to be addressed prior to public participation. She added that public comment at the end of the meeting gave insight on what should be featured in the next meeting's agenda.

Mr. Jones questioned the need for public comment for a task force meeting, particularly considering that there has not yet been an agenda item they have dealt with that has called for testimony.

B. Minutes for Approval

a. September 30, 2021 Draft Minutes

MOTION by Mr. Hanna to approve the September 30, 2021 Minutes, with the corrected spelling of Mr. Heumann's name throughout the document.

Hearing no objections, the minutes were approved, as corrected, by unanimous consent.

D. Discussion of Pre-Application Process

Ms. Maclean provided the committee with a recent pre-application conference report. She explained that the pre-application conference became a requirement after many local developers found that their application was incomplete several weeks into the process.

The rewritten subdivision ordinance was adopted in 2015, this ordinance established that pre-application conference requirement.

Ms. Maclean described the pre-application conference as a service provided by CDD staff to help developers understand all of the information they must provide in their application. This service also ensures that the developers and any involved entities are all on the same page in the process.

Ms. Pierce added that oftentimes pre-application conferences can be held via phone or email.

Mr. Hanna mentioned that there have been times in which he felt that the pre-application conference process was not needed. He asked if CDD could possibly streamline the process, or if there was a breaking point that decided whether or not the pre-application process was necessary.

Ms. Pierce explained that it is a complicated issue, and part of the reason why CDD began conducting pre-application conferences via telephone and email. She noted that the process as it stands can help applicants who might otherwise waive a service that could be beneficial to their application.

There was further discussion about the timing and the necessity of the pre-application conference.

Mr. Heumann added that he appreciated giving applicants the option to decide whether to opt-in to the conference process, and spoke to the preparation that often occurs prior to applying.

Mr. Dye brought up a topic of conversation from his Title 49 Committee meetings: minimum submittals for applications. He also suggested finding a way to streamline the minimum requirements for pre-applications.

There was further discussion on various aspects on the conference process, particularly in comparison to other government agencies.

MOTION by Ms. Gladziszewski to draft an ordinance that allows minor subdivisions to have the option to opt-out of the pre-application conference.

Ms. Maclean expressed concern regarding this action, as CDD had been directed by the Assembly, and explained that changes to Title 49 must be reviewed by the Title 49 Committee, the Planning Commission, the Law Department, and the Assembly.

Ms. Gladziszewski noted that the Assembly will be hosting a retreat in December, during which they can decide where the HDTF could fit within their priorities.

Mr. Dye suggested allowing all applicants to have the option to opt-out of the pre-application conference, instead of only restricting to minor subdivision applicants.

Amendment #1 by Ms. Gladziszewski. Ms. Gladziszewski amended her motion to state “to draft an ordinance that gives all applicants the option to opt-out of the required pre-application conference process.”

There was further discussion about the committee creating ordinances, and the notion to consider waiting until after the Assembly retreat to receive direct instruction on how to move forward with their priorities.

Ms. Gladziszewski clarified the intent of her motion was for the committee to draft an ordinance, and then take the time to discuss and amend it if needed.

Mr. Jones spoke to his experience in dealing with the continuous work and occasional disagreements that come with making changes to processes, especially considering the various entities represented on this committee.

Ms. Maclean had to exit the meeting.

Hearing no objections, the motion passed by unanimous consent as amended.

There was a discussion about CDD staffing levels, the workload given to CDD staff, and the amount of that workload that could be handled within the committee or by a third-party entity.

C. Review of Documents Emailed Out to Members: Question or Discussion

a. 2020 Housing Forum Presentation

b. Example of a Pre-Application Conference Report

c. August 2021 Title 49 Land Use Code Updates Memo to Lands, Housing, & Economic Development Committee

d. July 2021 Title 49 Land Use Code and Industrial Zoning and Table of Permissible Uses Memo to Lands, Housing, & Economic Development Committee

e. Community Development Department Overview

f. Final Comprehensive Plan Memo to CBJ Assembly 2018

g. Links to:

i. Table of Permissible Uses

ii. Table of Dimensional Standards

iii. Upstairs Downtown

iv. Comprehensive Plan

E. Suggestions for Next Agenda

Mr. Jones mentioned that the agenda for the next two meetings would focus on coming up with Task Force recommendations to the Assembly priorities. These recommendations will be brought to the Assembly prior to the Assembly Retreat on December 4.

F. Next Meeting Date

Mr. Jones scheduled the next Housing & Development Task Force meeting to be held on October 29 at 12:00p.m.

There being no further business to come before the committee, the Housing & Development Task Force meeting was adjourned at 1:14p.m.