



## HOUSING AND DEVELOPMENT TASK FORCE

Appointed by the City & Borough of Juneau's Mayor

### Meeting Agenda

Friday, October 15, 2021

11:00 A.M. – 12:30 P.M.

Marine View Building, 4<sup>th</sup> Floor Conference Room & Zoom Webinar

Members of the public may listen in or watch by following one of these options.

Please click the link to join the meeting:

<https://juneau.zoom.us/j/82232276771>, or call 1-669-900-6833 or 1-253-215-8782 or 1-346-248-7799 or 1-929-436-2866 or 1-301-715-8592 or 1-312-626-6799, and enter Webinar ID: 822 3227 6771

### Assembly Charge

The purpose of this task force shall be to provide helpful advice to the Assembly regarding housing and development issues.

Specifically, the task force is asked to:

1. Review the path that a project must take to gain approval. Identify areas where pathways may be improved, keeping in mind staff constraints. Evaluate the current pre-application process and make recommendations.
2. Discuss possible structures to engage a working group that interfaces with land and facility developers in the industry.
3. Consistent with Assembly goals, identify general processes and areas in existing Title 49 code that inhibit growth and development. The goal is to identify and prioritize tasks or projects that could be worked on by this task force or other groups.

- A. Call to Order
- B. Minutes for Approval
  - a. September 30, 2021 Draft Minutes
- 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
- D. Discussion of Pre-Application Process
- E. Suggestions for Next Agenda
- F. Next Meeting Date is November 12, 2021, 12:00 P.M.

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

**B. Introductions**

Michelle Hale – Current Assemblymember.

Nathaniel Dye – Planning Commissioner.

Paul Voelkers – Planning Commission member and local architect.

Wayne Jensen – Local Architect.

Phil Newman – Developer.

Mayor Beth Weldon – Current Mayor of the City and Borough of Juneau.

Maria Gladziszewski – Current Assemblymember, former Planning Commission member.

Dave Hanna – Local Contractor and Developer.

Sherri Layne – CBJ Law Department, Assistant Municipal Attorney (Civil)

Jill Maclean – Director, Community Development Department.

Rorie Watt – Current City Manager.

**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 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 collaborate with CDD Staff and the City Clerk's Office.

**e. Web Presence**

Mr. Jones has reached out to a Juneau Public Library staff member 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. Newman 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.

#### **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 engages 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 discuss 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 to 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.*

DRAFT

# Planning for Permitting

**CBJ Housing and Development Forum  
February 28, 2020**







# What does the lot allow - Zoning

- Zoning district
- Uses allowed
  - Departmental review or Conditional Use permit
  - Number of dwelling units allowed and maximum size
- Dimensional standards
  - Lot area, depth and width (subdivisions)
  - Maximum lot coverage, building heights
  - Setbacks
- Site design
  - Parking and site access
  - Vegetative Cover/Landscaping
  - Lighting
- Subdivision standards
- Overlay districts/Specified Area
  - Flood and Hazard zones
  - Anadromous Streams
  - Historic District
  - Hillside endorsement



# Building Permit Considerations

- Grading and drainage requirements
- Utilities and driveways (Right of way permits)
- Waterline size (based on number of fixtures) – need to increase?
- Water meter for anything larger than single family
- Bonding for grading compliance - winter time construction
- ADA requirements
- Fire code requirements
  - Sprinklers/Alarms/Knox box
  - Access
  - Hydrants
- Commercial vs residential plan requirements
- Building permit expiration – Valid for 360 days unless at least one inspection per year.





# Find your zoning district

The screenshot displays the CBJ Parcel Viewer interface. On the left, the 'Map Layers' panel includes options for Street Map, World Street Map, 2013 Aerial Layers (with sub-options for June 11, May 28, and June 9), specialty imagery, Labels, Properties (with sub-options for condominiums, manufactured homes, cell phone towers, parcels with light/dark lines), Contours - 20ft, and Departments. The main map area shows an aerial view of a city block with yellow parcel boundaries. A red box highlights a specific parcel. On the right, a 'Showing result 1 of 1' information panel provides details for this parcel, with the 'Zoning' field highlighted in red. Below the map, a red box highlights the 'Zoning' field in a summary table.

Showing result 1 of 1	
<b>PARCEL</b>	
Tax ID	1C060K010010 ( <a href="#">assessor summary</a> )
Owner(s)	Juneau Arts & Humanities Council; City and Borough of Juneau; and Resources; Lands and Resources
Previous owner(s)	STATE OF ALASKA
Site address(es)	350 Whittier St
Mail address(es)	155 S Seward St - Juneau, AK 99801; 350 Whittier St - 99801
Legal description	JUNEAU SUBPORT LT A
Lot square feet	71,984
Lot acres	1.6525
<b>Zoning</b>	<b>(MU2) Mixed Use 2 (Willoughby)</b>
Road system	yes
Fire service	yes
Water available	yes
Sewer available	yes
Year built	NA
Living area	64207
Assessment year	2019

<b>Zoning</b>	<b>(MU2) Mixed Use 2 (Willoughby)</b>
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CBJ Parcel Viewer  
<http://epv.juneau.org>

# What does the lot allow - uses

VERSION: JAN 21, 2020 (CURRENT)

- ▶ Chapter 49.05 - ESTABLISHMENT
- ▶ Chapter 49.10 - ADMINISTRATION AND COMPLIANCE
- ▶ Chapter 49.15 - PERMITS
- ▶ Chapter 49.20 - APPEALS, VARIANCES AND INTERPRETATIONS
- ▼ Chapter 49.25 - ZONING DISTRICTS
  - ▶ ARTICLE I. - ZONING MAPS
  - ▼ ARTICLE II. - ZONING DISTRICTS
    - 49.25.200 - RR, rural reserve district.
    - 49.25.210 - Residential districts.
    - 49.25.220 - Mixed use districts.
    - 49.25.230 - Commercial districts.
    - 49.25.240 - I, industrial district.
    - 49.25.250 - Waterfront districts.
  - ▶ ARTICLE III. - TABLE OF PERMISSIBLE USES

TABLE OF PERMISSIBLE USES - CBJ [49.25.300](#)

	Use Description	Zones														
		RR	D-1	D-3	D-5	D-10 SF	D-10	D-15	D-18	LC	GC	MU	MU2	WC	WI	I
1.000	RESIDENTIAL															
1.100	Single-family dwellings															
1.110	Single-family detached, one dwelling per lot	1	1	1	1	1	1	1	1	1	1	1	1	1	1 <sup>A</sup>	1 <sup>A</sup>
1.120	Single-family detached, two dwellings per lot	1	1	1												
1.130	Single-family detached, accessory apartment <sup>x</sup>	1, 3	1, 3	1, 3	1, 3	1, 3	1, 3	1, 3	1, 3	1, 3	1, 3	1, 3	1, 3	1, 3		
1.140	Single-family detached, two dwellings per lot, accessory apartments <sup>x</sup>	1, 3	1, 3	1, 3												
1.200	Duplex	1	1	1	1		1	1	1	1	1	1	1	1		
1.300	Multifamily dwellings							1, 3	1, 3	1, 3	1, 3	1, 3	1, 3	1, 3	3	

1, 3

Table of Permissible Uses

[https://library.municode.com/ak/juneau/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_TIT49LAUS](https://library.municode.com/ak/juneau/codes/code_of_ordinances?nodeId=PTIICOOR_TIT49LAUS)

# Number of dwellings

Zoning District	Maximum Dwelling Units/Acre
RR	Density determined by minimum lot size in <a href="#">section 49.25.400</a> and special density requirements in <a href="#">section 49.25.510</a> .
D-1	Density determined by minimum lot size in <a href="#">section 49.25.400</a> and special density requirements in <a href="#">section 49.25.510</a> .
D-3	Density determined by minimum lot size in <a href="#">section 49.25.400</a> and special density requirements in <a href="#">section 49.25.510</a> .
D-5	Density determined by minimum lot size in <a href="#">section 49.25.400</a> and special density requirements in <a href="#">section 49.25.510</a> .
D-10	10 units per acre
D-10 SF	Density determined by minimum lot size in <a href="#">section 49.25.400</a> and special density requirements in <a href="#">section 49.25.510</a> .
D-15	15 units per acre
D-18	18 units per acre
MU	No maximum density
MU2	80 units per acre
LC	30 units per acre
GC	50 units per acre
WC	18 units per acre

Showing result 1 of 1

**PARCEL**

Tax ID	1C060K010010 ( <a href="#">assessor summary</a> )
Owner(s)	Juneau Arts & Humanities Council; City and Borough of Juneau; Department of Planning and Resources; Lands and Resources
Previous owner(s)	STATE OF ALASKA
Site address(es)	350 Whittier St
Mail address(es)	155 S Seward St - Juneau, AK 99801; 350 Whittier St - Juneau, AK 99801
Legal description	JUNEAU SUPPORT LT A
Lot square feet	71,984
Lot acres	1.6525
Zoning	(MU2) Mixed Use 2 (Willoughby)
Road system	yes
Fire service	yes
Water available	yes
Sewer available	yes
Year built	NA
Living area	64207
Assessment year	2019

Lot square feet	71,984
Lot acres	1.6525



# Setbacks, heights, minimum lot sizes and area

TABLE 49.25.400

TABLE OF DIMENSIONAL STANDARDS

Zoning Regulations	RR	D-1	D-3	D-5	D-10 SF	D-10	D-15	D-18	MU	MU2	LC	GC	WC	WI	I
Minimum Lot Size <sup>1</sup>															
Permissible Uses	36,000	36,000	12,000	7,000	3,600 <sup>10</sup>	6,000	5,000	5,000	4,000	4,000	2,000	2,000	2,000	2,000	2,000
Bungalow <sup>9</sup>		18,000	6,000	3,500	2,500	3,000	3,000	2,500							
Duplex	54,000	54,000	18,000	10,500											
Common Wall Dwelling				7,000	3,600 <sup>10</sup>	5,000	3,500	2,500		2,500					
Single-family detached, two dwellings per lot	72,000	72,000	24,000												
Minimum lot width	150'	150'	100'	70'	40'	50'	50'	50'	50'	50'	20'	20'	20'	20'	20'
Bungalow <sup>9</sup>		75'	50'	35'	25'	25'	25'	25'							
Common wall dwelling				60'	40'	40'	30'	20'		20'					
Minimum lot depth	150'	150'	100'	85'	85' <sup>10</sup>	85'	80'	80'	80'	80'	80'	60'	60'	60'	60'
Maximum lot coverage															
Permissible uses	10%	10%	35%	50%	50%	50%	50%	50%	None	80%	None	None	None	None	None
Conditional uses	20%	20%	35%	50%	50%	50%	50%	50%	None	80%	None	None	None	None	None
Maximum height permissible uses	45'	35'	35'	35'	35'	35'	35'	35'	None	45' <sup>4</sup>	45'	55'	35' <sup>4</sup>	45' <sup>4</sup>	None
Accessory	45'	25'	25'	25'	25'	25'	25'	25'	None	35'	35'	45'	35' <sup>4</sup>	45' <sup>4</sup>	None
Bungalow <sup>9</sup>		25'	25'	25'	25'	25'	25'	25'							
Minimum front yard setback <sup>3</sup>	25'	25'	25'	20'	20' <sup>10</sup>	20'	20'	20'	0'	5' <sup>5,8</sup>	25'	10'	10'	10'	10'
Minimum street side yard setback	17'	17'	17'	13'	10'	13'	13'	13'	0'	5'	17'	10'	10'	10'	10'
Minimum rear yard setback <sup>3</sup>	25' <sup>2</sup>	25'	25'	20'	10'	20'	15'	10'	0'	5'	10'	10'	10'	10'	10'
Minimum side yard setback <sup>3</sup>	15' <sup>2</sup>	15'	10'	5'	3'	5'	5'	5'	0'	5'	10'	10'	10'	10'	0'
Common wall dwelling				10' <sup>6</sup>	3'	5' <sup>7</sup>	5' <sup>7</sup>	5' <sup>7</sup>		5' <sup>7</sup>					

**Notes:**

1. Minimum lot size is existing lot or area shown on chart in square feet.

# Site design



# of spaces (incl. ADA)

Drainage (incl. snow storage)

Vegetative cover and landscaping

Access Aisles

Pedestrian walkways

Parking reductions (joint use, off-site or shared parking, PD-1/PD-2/Fee-in-lieu/ parking waivers)

Adequate lighting/full cut-off

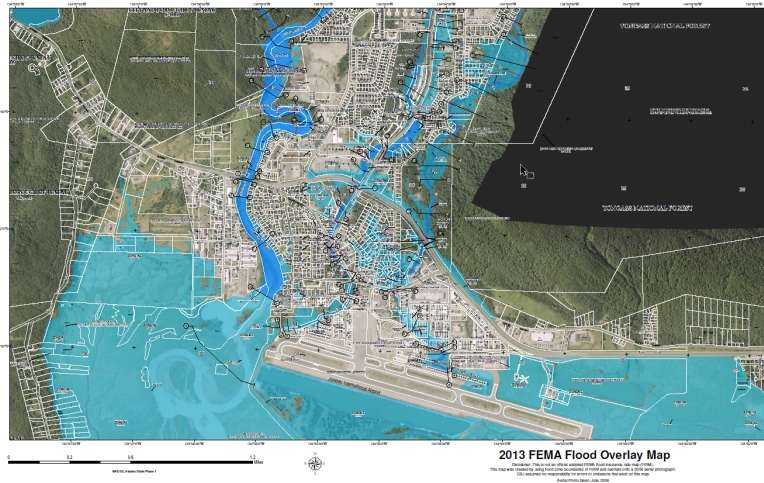
Stripping/signs /delineation



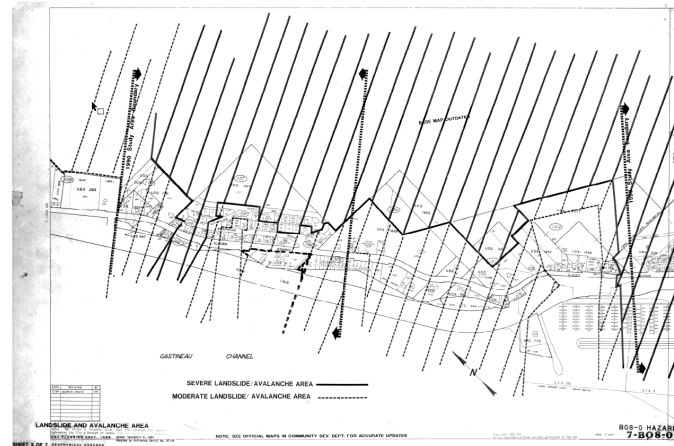
# Planning for Permitting

# Special Areas

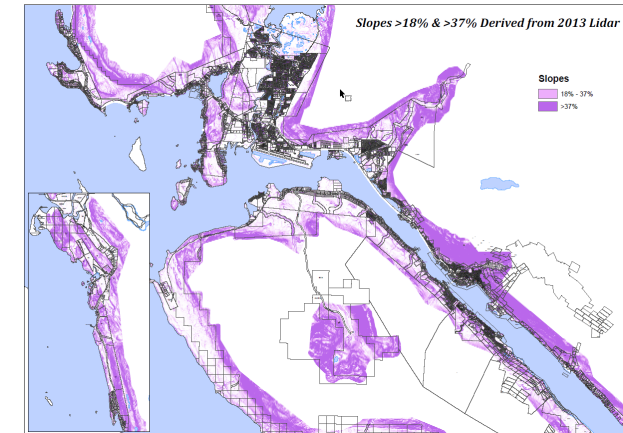
## Flood Zones



## Mass-wasting zone

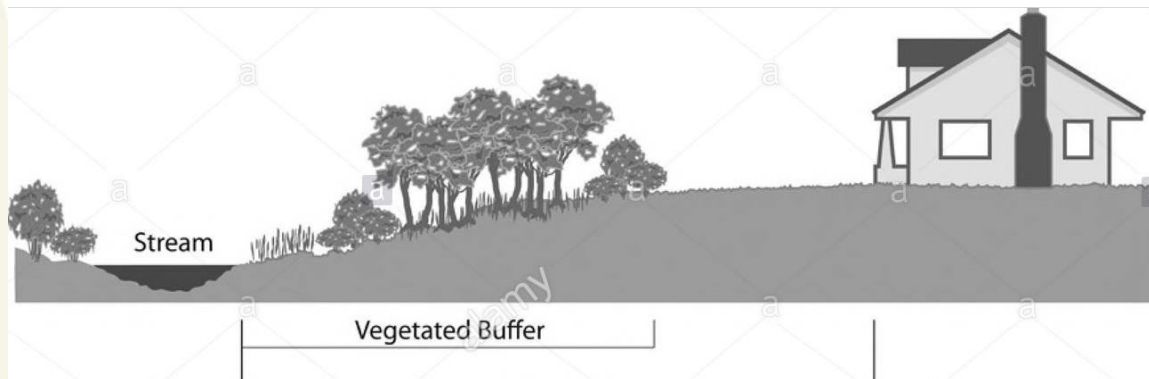


## Hillside endorsement

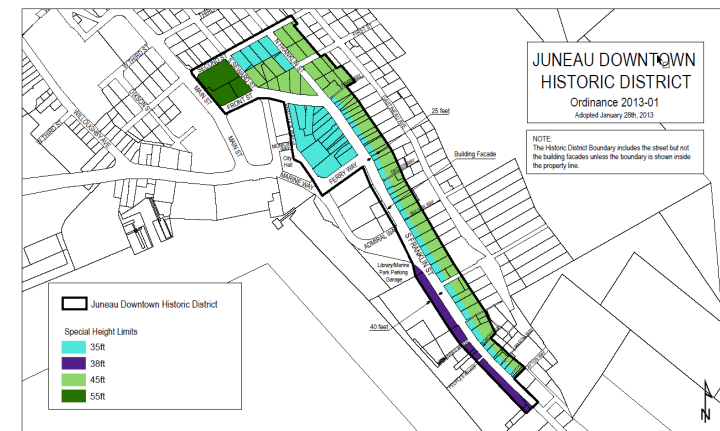


<https://beta.juneau.org/community-development/maps>

## Anadromous stream buffers



## Historic district



# Provide a good site plan



## Site Plan Checklist

This checklist should be used for minor residential and commercial development.



The site plan must be accurately drawn to scale and show the following features:

- The entire lot must be displayed. If there are no structures located on a significant portion of the lot, broken lines may be used (see attached Sample Site Plan)
- North Arrow and Scale (e.g. - 1" = 30', 1/4" = 1', if using graph paper - One Square = 1 square foot) or exact dimensions and distances labeled
- Lot lines identified and labeled (Front, Rear, Side, etc.) and lot dimensions labeled
- Yard setbacks identified and labeled (e.g. - 25' Front Yard Setback)
- Adjacent rights-of-ways, easements, alleys, and waterbodies labeled
- Existing structures (with dimensions and distances to property lines if they are involved in the permit)
- Proposed structure in proposed location with dimensions and distances to property lines shown (including eaves, cantilevers, bay windows, etc.)
- Encroachment
- Location of utilities and connections (if they are involved in the permit)
- Onsite parking and access aisles with dimensions and distance to property lines shown (if permit increases the parking requirement)
- Vegetative cover
- Hazard zones on the lot (flood zone, avalanche zone, etc.)
- Drainage features, elevation, and topography (when drainage is added or changed)
- Topographic lines, if relevant to permit. The lines must be in 5' or 10' increments at a minimum
- Habitat, if present on your lot or near your proposed project (anadromous streams, wetlands, etc.)
- Additional information specific to a project requested by CDD:

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**\*\*\* If all items are not shown on your site plan, your permit may not be accepted \*\*\***

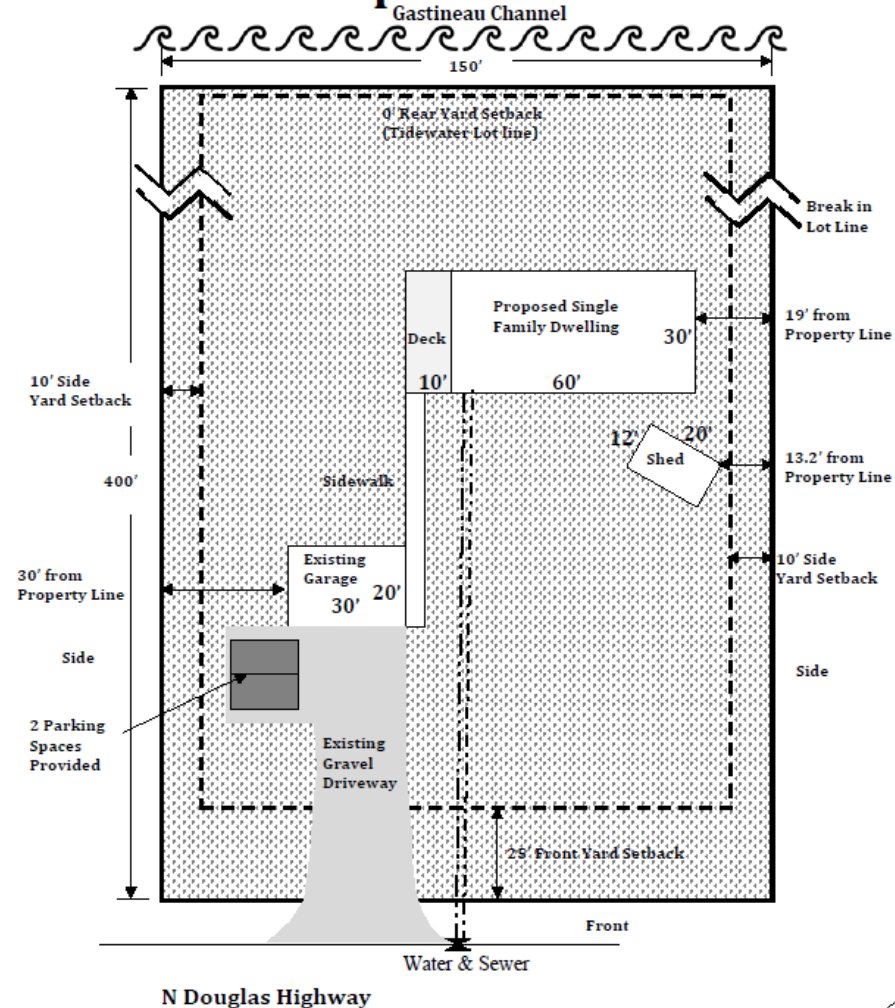
*An accurate and complete site plan is the key to a quick review. Thank you for your cooperation.*

### Please Note:

An as built survey **MAY BE REQUIRED** if an inspector is unable to verify the setbacks OR if the proposed structure is within 3 feet of any required yard setback.

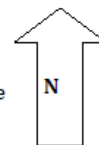
If you are unsure if your site plans needs one of the above items, please contact the Community Development Department Permit Center:  
 907-586-1703  
 230 South Franklin Street  
 4th Floor - Marine View Center  
 permits@juneau.org

## Sample Site Plan



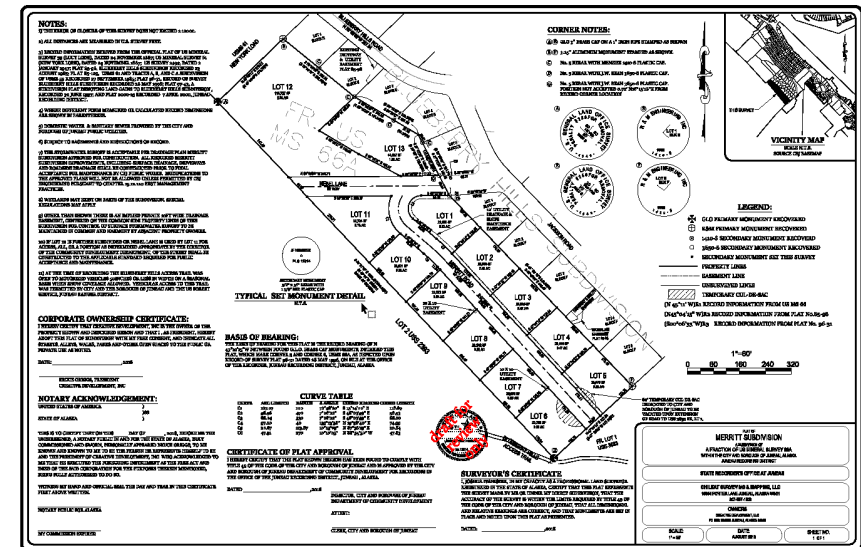
Scale: 1" = 30'

Vegetative Cover



# Subdivisions

- Lots of ways to subdivide
  - Conventional subdivision on existing publicly maintained ROW (includes panhandles)
  - Conventional subdivision using shared private access
  - Conventional subdivision using privately maintained access in public right-of-way
  - Alternative Residential Subdivision (Needs HOA)
  - Planned Unit Development (May need HOA)
  - Bungalow Lot
- Cottage housing (Needs HOA)
- Condos (Needs HOA)





# Conditional Use Permit

- *Purpose. A conditional use is a use that may or may not be appropriate in a particular zoning district according to the character, intensity, or size of that or surrounding uses. The conditional use permit procedure is intended to afford the commission the flexibility necessary to make determinations appropriate to individual sites. The commission may attach to the permit those conditions listed in subsection (g) of this section as well as any further conditions necessary to mitigate external adverse impacts. If the commission determines that these impacts cannot be satisfactorily overcome, the permit shall be denied.*



# Pre-application conference

- Required for Conditional Use Permits and Subdivisions
- Arrange appointment through Permit Center
- Held on Wednesday mornings or afternoons
- Chance for feedback from Zoning, Building, General Engineering, CCFR
- Results in report highlighting specific considerations for your project



If you don't need a pre-app you can still call to ask – [586-0715](tel:586-0715) OR visit us at the Permit Center in the Marine View Building Downtown (230 S. Franklin St.)

# Minimum timelines to expect

- Building/Grading Permit – 2 weeks
- Conditional Use permit or other Planning Commission land use permits – 8 weeks
- Minor Subdivisions – 3 months





# Non-CBJ permits to consider

- Dept. of Environmental Conservation – On-site wastewater
- Army Corp of Engineers – Wetlands fill permit
- Dept. of Transportation
  - Right of way utility permit
  - Driveway permit
- FEMA - LOMR/LOMA (remove building or area from flood zone)





(907) 586-0715  
 CDD\_Admin@juneau.org  
 www.juneau.org/CDD  
 155 S. Seward Street • Juneau, AK 99801

**Delta Drive Alternative Residential Subdivision**

Case Number: PAC20200026

**Applicant:** Spike Bicknell & David Blommer

Property Owner: Delta Park LLC

Property Address: 4090 Delta Drive

Parcel Code Number: 5B2401620011

Site Size: 79,189 Square Feet

Zoning: D-18

Existing Land Use: Manufactured Homes

Conference Date:	4/29/20
Report Issued:	05/06/20
List of Attendees	

Note: Copies of the Pre-Application Conference Report will be emailed, instead of mailed, to participants who have provided their email address below.

Name	Title	Email address
David Blommer	Applicant	dblommer@bicknellinc.com
Laurel Christian	Planning	<a href="mailto:Laurel.christian@juneau.org">Laurel.christian@juneau.org</a>
Kyle Paw	Permit staff	<a href="mailto:Kyle.paw@juneau.org">Kyle.paw@juneau.org</a>
Autumn Sapp	General Engineering	<a href="mailto:Autumn.Sapp@juneau.org">Autumn.Sapp@juneau.org</a>
Mark Pusich	PDC	MarkPusich@pdceng.com

## Conference Summary

### Questions/issues/agreements identified at the conference that weren't identified in the attached reports.

The following is a list of issues, comments and proposed actions, and requested technical submittal items that were discussed at the pre-application conference.

The Alternative Residential Subdivision (ARS) requires a two-step approval process. The ARS preliminary plan is reviewed the and then then ARS final plan is reviewed. A major subdivision application is also required. The applicant may apply for the preliminary ARS plan and preliminary major subdivision plat at the same time.

The preliminary ARS plan is reviewed through the conditional use permit process with additional requirements found in the ARS section of code. The major subdivision plat is reviewed for platting requirements. The ARS section of code is attached to this report, approval criteria are highlighted.

## Planning Division

1. **Zoning** – D18 Zoning District. There is no minimum lot size for the unit lots, however; you should demonstrate on the plan their size, and show how large the parent parcel is. CBJ 49.80 Definitions for Parent Lot and Unit Lot:

*Parent lot means the original lot and the residual area from which unit-lots are created through an alternative residential subdivision.*

*Unit-lot means any lot, site, parcel, unit-site, and similar geographically defined property that is created through an alternative residential subdivision and that is substantially smaller than the minimum lot size required for the zoning district*

2. **Setback/buffer** – There are no setbacks for the unit lots. A perimeter buffer is required in lieu of the setback requirements of this title on the parent lot. The buffer shall not be less than the setbacks required for the zoning district. Setbacks for the D18 zoning district are: Front: 20'; Rear: 10'; Side: 5'; Street side:13'
  - a. The commission may enlarge the required buffer to up to 25 feet.
  - b. The buffer shall be vegetated unless the commission requires non-vegetated screening. A buffer may include fencing, natural berm, or other similar features.
  - c. No parking areas, dwelling units, unit-lots, or permissible uses may be located within the perimeter buffer. Access to the development may cross a portion of the buffer.
3. **Height** – 35' primary uses; 25' accessory uses
4. **Parking & Circulation** – Each single-family dwelling requires 2 parking spaces. Residential parking lots with more than 10 parking spaces but fewer than 25 parking spaces require 1 ADA van accessible parking space.
  - a. Parking can be either on the unit lots or on the parent lot. On the ARS plan, parking areas should be shown.
5. **Access** – Access to the ARS must be publically maintained (Delta Drive is a publically maintained right-of-way). Access within the ARS must be located completely on the parent lot, be paved, and meet emergency service access requirements.

6. **Lot Coverage** – There is no maximum lot coverage for the unit lots, maximum lot coverage applies to the parent lot. The maximum lot coverage is 50%.
7. **Vegetative Coverage** – There is a minimum vegetative cover requirement for the parent lot. In the D18 zoning district, 30% vegetative cover is required.
  - a. Shared open space is not required for an ARS in the D18 zoning district.
8. **Density** – Site measures 79,189 square feet (1.8 acres). At 18 units per acre, the site could accommodate up to 32 dwelling units.
  - a. **Density bonuses** – The commission may award a density bonus to an ARS for enhancements to the development. For the D18 zoning district, the total bonus shall not exceed 25%. Applicant should state in the project narrative if they are requesting density bonuses and how they meet the enhancement criteria.
9. **Lighting** – In the project narrative, the applicant should discuss if lighting will be installed.
10. **Noise** – Noise is not expected to be out of character with the D18 residential zoning district.
11. **Flood** – NA
12. **Hazard/Mass Wasting/Avalanche/Hillside Endorsement** – No Known
13. **Wetlands** – No Known
14. **Habitat** – (Eagle – remind applicant to check with Feds; Riparian, etc.) – No Known
15. **Plat or Covenant Restrictions** – No known
16. **Traffic** – Per CBJ 49.40.300 a traffic impact analysis is required for projects that are anticipated to generate more than 500 average daily trips (ADTs). A single-family dwelling generates 9.52 ADTs. The proposal of 14 lots for single-family dwellings would generate 133.28 ADTs. A TIA will not likely be required for this project.
17. **Homeowners Association** – The ARS requires that a HOA be formed. The HOA documents must be recorded with the final plat.

**Building Division**

18. **Building** - plans will be addressed in plan review
19. **Outstanding Permits** -

	Permit Application	Pstatus	Permit Type	Location	Permit Id	Purpose
1	BLD20130336	Issued	BMH	4090 DELTA DR	2000993	Place 10 manufactured homes on existing foundations

**General Engineering/Public Works**

20. **Engineering** –
  - a. **Easements:** Site plan shall include all easements for drainage, utility lines including plumbing lines, access, snow storage, trash (dumpster) storage, or any other shared use that requires crossing the property line.
  - b. **Agreements:** A maintenance and hold harmless (of CBJ) agreement will need to be drafted, signed, and recorded for all shared infrastructure for the development, e.g. driveway, water, sewer, etc.

21. **Drainage** – Submit a drainage plan indicating how drainage from the proposed subdivision will join an established drainage channel or channels. Easements must be provided on the plat for all established drainage ways or any proposed drainage ways that cross any current or future abutting property lines.
22. **Utilities** – (water, power, sewer, etc.) A master water meter shall be installed by the developer prior to any branches or services. The meter must be in an above ground heated space. Water and sewer sizing shall be determined by an Alaskan licensed civil or mechanical engineer.

Beyond the shared private main and master water meter, a minimum of 1” water service and 4” sewer service will need to be installed to the front property line of each newly created lot prior to the recording of the final plat. At the time of preliminary plat submittal, please submit a construction plan with for the new utilities. The plan needs to include pipe locations, sizing, and grades for sewer to indicate appropriate fall will be achieved. Existing water services not being utilized shall be decommissioned and removed back to the mainline. If utilizing existing services or branches please show their location, size, and material type on the plan.

If a new private water and/or sewer mains are to be installed within the ROW, the following permits will need to be obtained to provide utilities to the newly created lot:

- a. **CBJ right-of-way (ROW) permit**- Once the construction plan for the utilities is approved, CBJ will create the ROW permit. The permit will allow the tapping of the water and sewer mains, water and sewer service installation, and road restoration within the right-of-way. Inspection fees, refundable bond amount, and conditions will be determined after review of the proposed construction plan. The extension of the utilities within the property will require further permitting and fee assessments. This process is done separately from the subdivision and typically in conjunction with the building permit application.
- b. **CBJ Water and Sewer Utility permits** – The installation of the private water and sewer main lines, services, and the water meter within the private property will be covered by these utility permits.

### Fire Marshal

23. **Fire Items/Access** –

### List of required applications

Based upon the information submitted for pre-application review, the following list of applications must be submitted in order for the project to receive a thorough and speedy review.

1. ARS Preliminary Plan Approval Application
2. Major Subdivision Application (Required when the subdivision plat is submitted)
3. Development Permit Application

### Additional Submittal Requirements

Submittal of additional information, given the specifics of the development proposal and site, are listed below. These items will be required in order for the application to be determined Counter Complete.

1. A copy of this pre-application conference report.



2. Preliminary Plat Checklist (Required when the subdivision plat is submitted)
3. Please see 49.15.940(b) for a description of the Required submissions with an ARS Preliminary Plan Approval:
  - a. Ownership
  - b. Preliminary Development Plan
  - c. Design
  - d. Open space, common facilities, and general landscaping
  - e. Request for density bonuses (if applicable)
  - f. Description of phased development (if applicable)
4. As built survey of existing foundations if you plan to utilize them.

### Fee Estimates

The preliminary plan review fees listed below can be found in the CBJ code section 49.85.

Based upon the project plan submitted for pre-application review, staff has attempted to provide an accurate estimate for the permits and permit fees which will be triggered by your proposal.

1. ARS Review Fee
  - a. Preliminary Plan – \$400.00 plus \$80.00 per residential unit
  - b. Final Plan - \$300.00 plus \$60.00 per residential unit
  - c. Public notice sign fee \$50 plus \$100 refundable deposit
2. Major Subdivision Review Fee
  - a. Preliminary Plat - \$110 per lot
  - b. Final Plat - \$70 per lot
  - c. Public notice sign fee \$50 plus \$100 refundable deposit
3. ROW Permit (work within the ROW):
  - a. \$10 permit fee
  - b. Inspection fees - \$60 per inspection trip or hour, will be determined at time of construction plan review
  - c. Refundable bond – will be determined at time of construction plan review. Can be paid in the form of cash, check, surety, or conveyance.
  - d. Bond fee – dependent on type of bond payment.
1. Water Utility Permit (work within private property):
  - a. Water Connection charge – based on the line size at the location of the water meter as determined by an Alaskan licensed civil engineer.
2. Sewer Utility Permit (work within private property):
  - a. Sewer Connection charge – based on the number of drainage fixture units and shall be supplied in the civil construction plans as determined by an Alaskan licensed civil engineer.

- b. \$60.00 per inspection or trip, will be determined at time of construction plan review.

For informational handouts with submittal requirements for development applications, please visit our website at [www.juneau.org/cdd](http://www.juneau.org/cdd).

**Submit your Completed Application**

You must submit your application(s) in person with payment made to:

City & Borough of Juneau, Permit Center  
230 South Franklin Street  
Fourth Floor Marine View Center  
Juneau, AK 99801

Phone: (907) 586-0715  
Fax: (907) 586-4529  
Web: [www.juneau.org/cdd](http://www.juneau.org/cdd)





(907) 586-0757  
Jill.Maclean@juneau.org  
www.juneau.org/CDD  
155 S. Seward Street • Juneau, AK 99801

## MEMO

**To: Chair Gladyszewski, and Assembly Lands, Housing, and Economic Development Committee**

**CC: Chair LeVine, and Planning Commission**

**From: Jill Maclean, Director, AICP** *Jill Maclean*

**Date: August 5, 2021**

**RE: Assembly Priorities and Title 49 Land Use Code Update**

Each year, the Assembly sets priorities with the Planning Commission (PC) at a joint meeting. Staff proceeds to prioritize those items, ensuring that Title 49 Land Use Code updates and ordinance revisions directly implement the Assembly / PC priorities or more often, support an Assembly Goal; or are required to meet new case law or federal and state regulations, e.g. signs, small cell wireless, floodplain.

### **Assembly 2021 Priorities Related to Community Development:**

- Downtown Housing incentives (complete)
- Area Plans:
  - Auke Bay Area Plan adopted in 2015; PC recommended approval of the two new zoning districts (NC and MU3) to be added to Title 49, which may be applied throughout the borough providing the zoning conforms to the Comp Plan; PC did not recommend rezoning areas of Auke Bay to NC and MU3;
  - Blueprint Downtown Juneau Area Plan completion expected 2021;
  - S. Douglas / W. Juneau Area Plan underway, on schedule for completion winter 2022
- Comprehensive Plan cut from FY21 budget
- Protect Industrial Land (memo submitted to LHEDC July 19, no recommendation from LHEDC)

**Assembly Goals, Assembly / Planning Commission Priorities, and Staff Works in Progress:**

Code Revision	Last Action	Status	Next Step	Assembly 2021 Goals	Assembly / PC Priority
Floodplain Maps*		Maps adopted, in effect 09/18/2020	Complete		
Floodplain Regulations*		Effective 05/25/2021	Complete		
Auke Bay Zoning**	PC	PC hearing 06/22/2021	Complete		
Hazard Maps (Landslide / Avalanche)	Community meeting 07/21/21	Scheduled for PC Hearing 08/10/21	PC Hearing	N/A	N/A
Downtown Parking	CD staff drafted recommendation	PC hearing 05/25/2021	Second PC hearing TBD	No	New Assembly priority in 2020
New Zoning Districts NC, MU3	PC	PC recommended for approval	Assembly date TBD	Goals 1, 2	Yes
Landscape / Vegetative Cover	PC	PC recommended for approval	Assembly date TBD	Goal 2	Yes
ADOD Downtown Juneau	PC	PC recommended for approval	Assembly date TBD	Goals 1, 2	Yes
ADOD Downtown Douglas***	Assembly extended sunset date to 08/2021		N/A	Goals 1, 2	Yes
Accessory Apartments	PC COW	PC recommended for approval	Assembly date TBD	Goal 1	Yes
Common Walls (Residential / Mixed Use)	CD staff review	Law review	PC COW	Goal 1	Yes
Streamside Buffers	T49	T49	Law review; PC COW	Goal 1, 2	Yes
Lot Depth	PC hearing 07/13/2021	PC recommended for approval	Assembly 08/02/2021; 08/23/2021	Goal 1	No
Other Dimensional Standards / Forms of Zoning	LHECD requested info 07/19/2021	New priority	Assign planner	Goal 1	No
Coastal Management*	PC hearing 06/22/2021	PC recommended for approval	Assembly 08/02/2021, sent to COW 08/30/2021	N/A	N/A

Code Revision	Last Action	Status	Next Step	Assembly 2021 Goals	Assembly / PC Priority
Small Cell Wireless*		CD staff review	Law review; T49	N/A	N/A
Signs*	CD drafted ord.	On Hold	CD leadership review; T49	N/A	N/A
Urban Agriculture	PC COW; Law review	CD staff review	T49 date TBD	No	Yes
Mobile Homes / RVs***	CD staff review	On Hold	CD leadership review; Law review	N/A	N/A
Private Shared Access	First revision adopted	On Hold	TBD	Goal 1	No
ROWs Phrasing Cleanup	CD staff review	On Hold	CD leadership review	Goal 2	No

\* Required to meet new regulations, case law, etc.

\*\*49.75.130, the commission shall make a recommendation to the assembly to approve, approve with modifications, or deny a rezoning request

\*\*\*South Douglas / West Juneau Area Plan is progressing on schedule, zoning is expected to follow spring 2022; ADOD has not been used in Douglas and is not recommended to extend the sunset date of August 2021

**Recommendation**

None at this time.



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155 S. Seward Street • Juneau, AK 99801

July 15, 2021

**MEMO**

**To: Chair Gladziszewski, and Assembly Lands, Housing, and Economic Development Committee**

**From: Jill Maclean, Director, AICD** *Jill Maclean*

**Date: July 14, 2021**

**RE: Title 49 Land Use Code and Industrial Zoning and Table of Permissible Uses**

Industrial zoning has been a priority of the Assembly for a number of years. Before staff can address this priority fully, a dialogue around the desire for industrial zoning is necessary. As the borough has developed, less “true” industrial land may be needed.

Several topics ought to be addressed to direct staff in order to accomplish this priority.

**What is industrial zoning in Juneau?**

Industrial zoning is *intended to accommodate industrial activity which includes manufacturing, processing, repairing and assembling goods. Because of noise, odors, waste and other impacts inherent in industrial activity, performance standards are applied.* (CBJ 49.25.240)

**What uses are permissible in Industrial zoning districts in Juneau?**

Permissible uses include (CBJ 4.25.300):

- Storage of goods
- Marijuana uses
- Research laboratory
- Light, Medium, Heavy manufacturing
- Rock crusher
- Storage of explosives
- Seafood processing
- **Schools**
- **Places of Worship**
- **Social, fraternal, and yacht clubs**
- **Bowling alley, tennis club**
- **Miniature golf**
- **Restaurants**
- Motor vehicle sales
- Fuel station
- Veterinary clinic
- **Zoo**
- Mining
- Gravel operations
- Laundry
- **Open air markets**
- Crematorium

If the intent of preserving and identifying industrial land is a priority, then the Table of Permissible Uses (CBJ 49.25.300) should be analyzed. The number of non-industrial uses permissible in industrial zoning is a key detriment to preserving industrial land.

#### **How much industrial zoning does Juneau need?**

Juneau is an off-the road system community—we do not serve a greater region for asphalt production, gravel processing, explosives, and so on, in a similar fashion to a community on the road system. We care for ourselves, and the need for these uses is limited. Unlike other communities, we may not need as much industrial land as previously thought. If CBJ analyses the land use code, and updates the TPU with appropriate uses for industrial zones, we may find that less industrial is needed and should be offset with more commercial and mixed use. Alternatively, we may find that we need to identify land for “heavy industrial” uses, e.g. explosives, asphalt plants, rock crushing, landfill, while rezoning certain industrial zones to commercial or mixed use zones. If deemed necessary, CBJ owned-land in the Lemon Creek area should be analyzed to determine whether it can support “true” industrial uses. The land use code needs to work for Juneau—and zoning needs to be looked at through a Juneau lens.

#### **Recommendation**

The Assembly should direct the manager to have staff work with the development sector, analyze real industrial needs versus perceived industrial needs, and move forward with identifying potential land for industrial uses if warranted—true industrial uses such as, gravel processing, rock crushing, waste management.

# LEAP Department Overview

# COMMUNITY DEVELOPMENT

October 1, 2021



# Fostering excellence in development for this generation and the next.

**Mission:** The Community Development Department facilitates sustainable and responsible development that respects and preserves the history and cultures of Juneau.

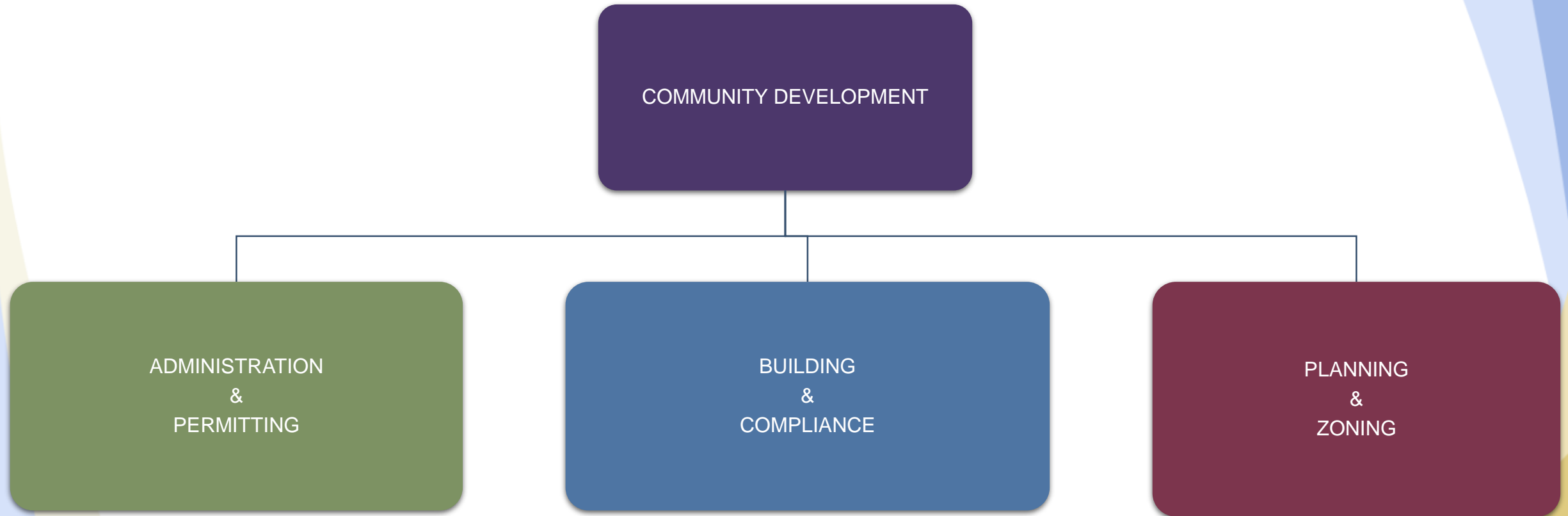
Integrity

Professionalism

Inclusivity

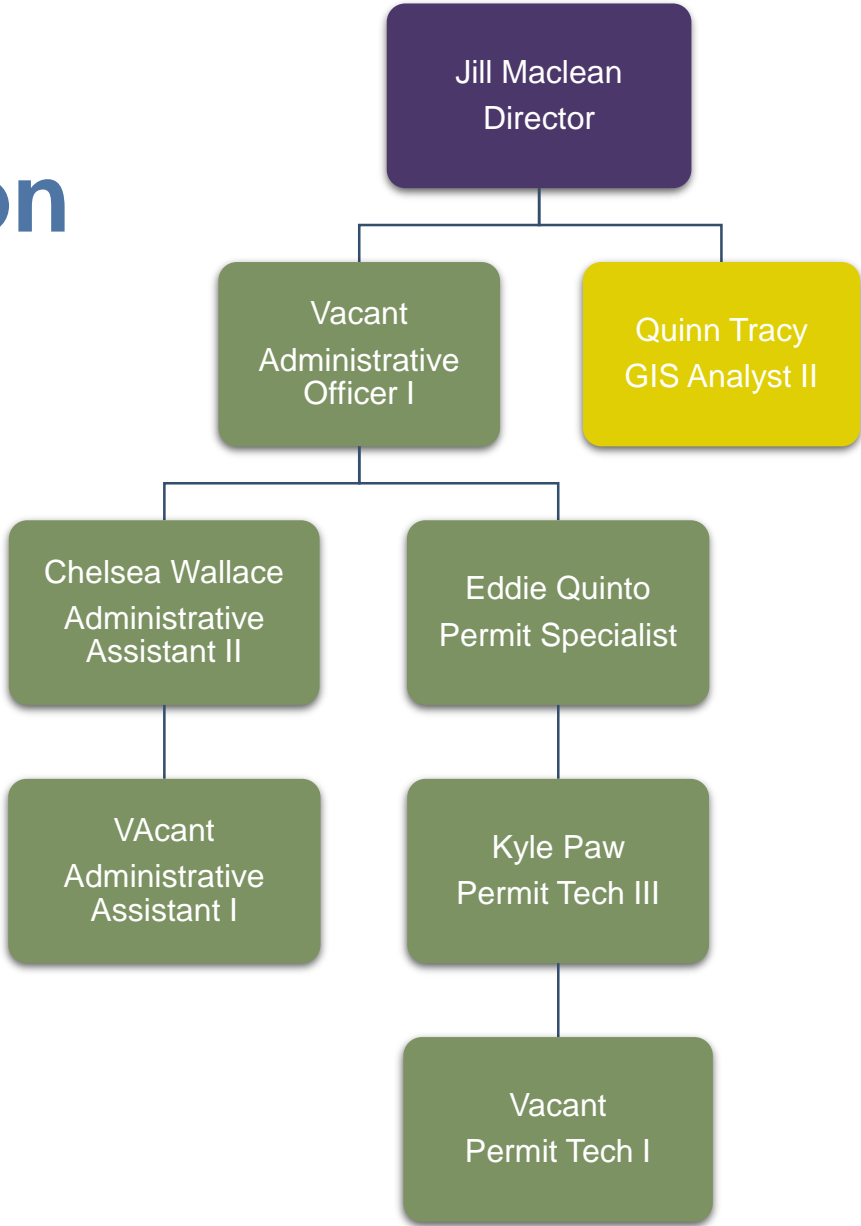
Innovation

# Community Development

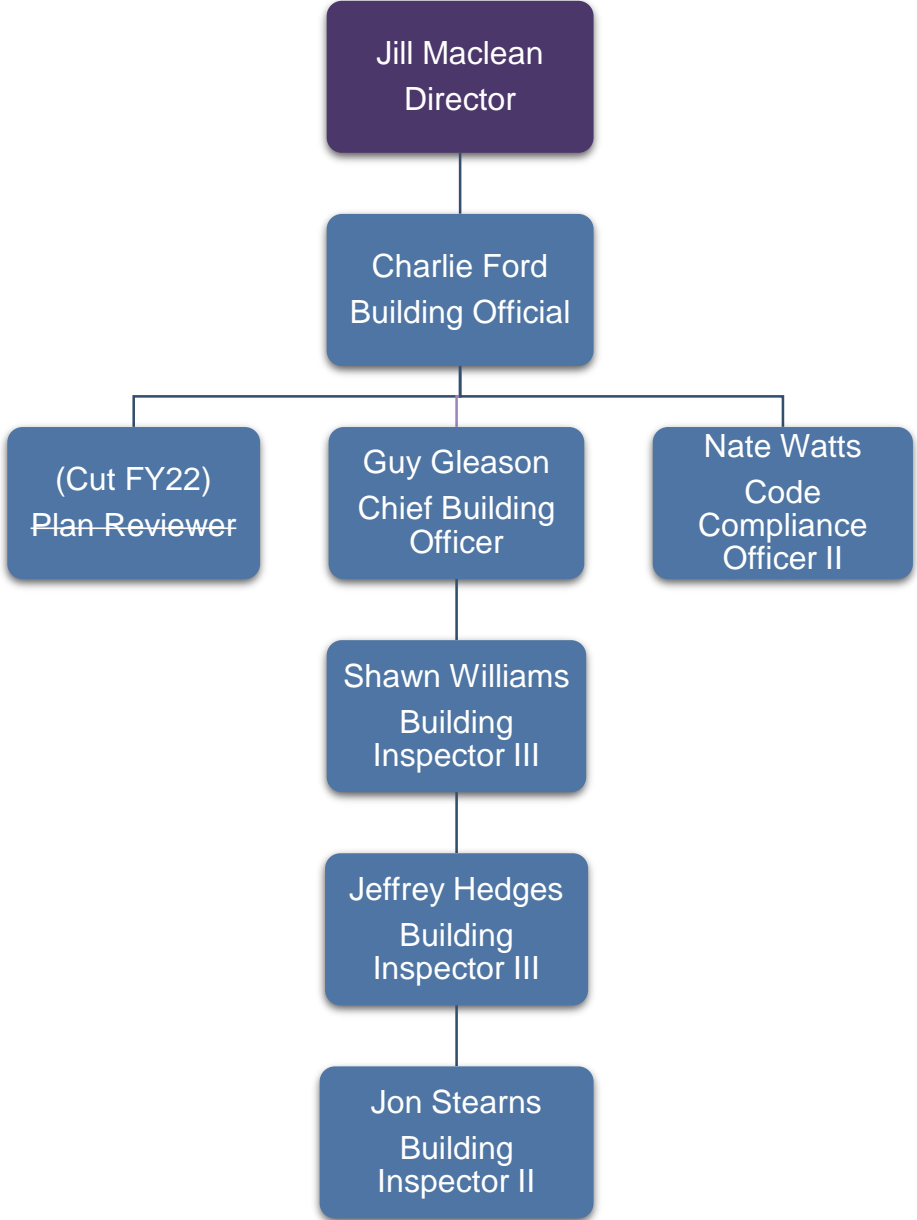




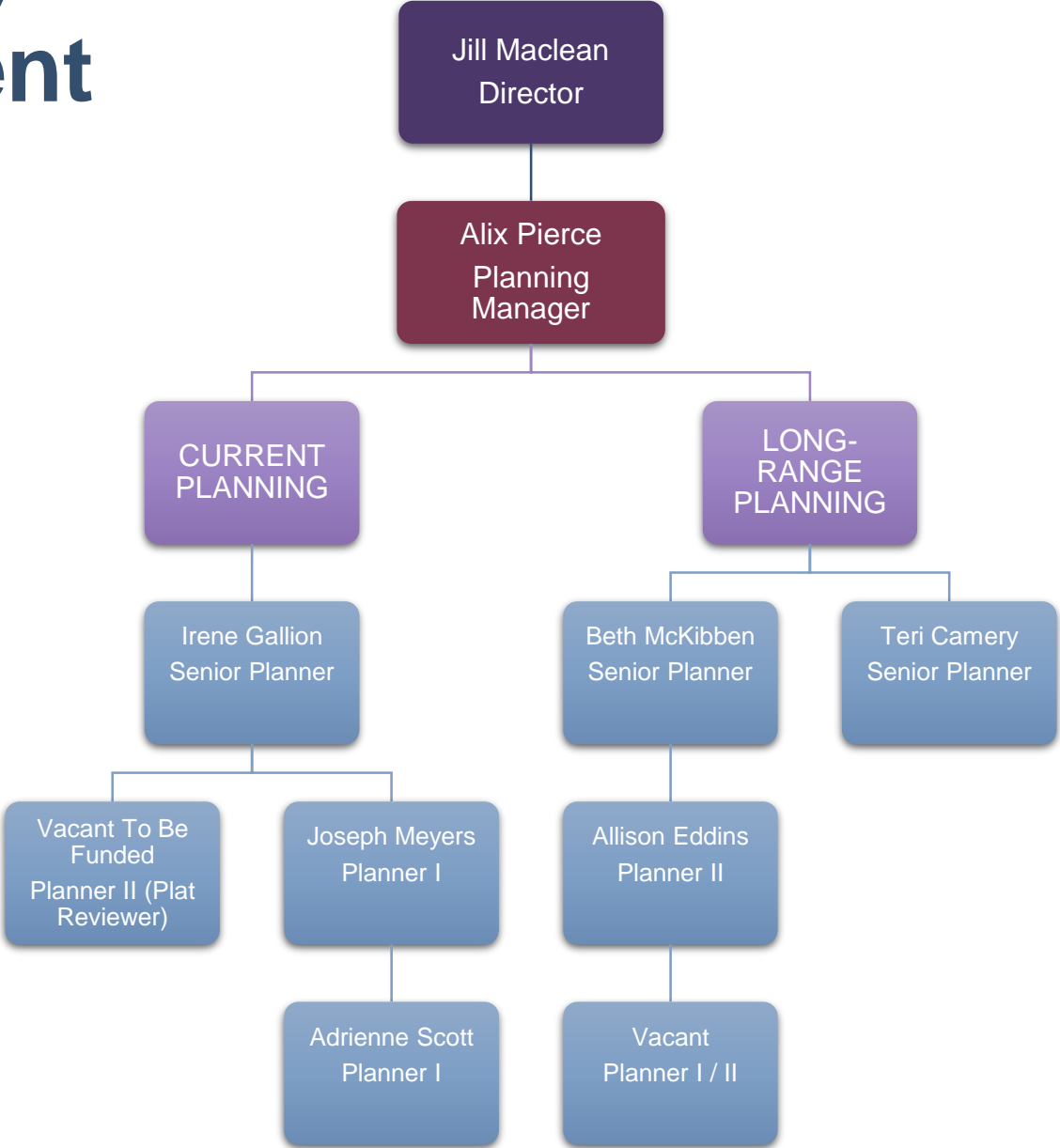
# Community Development Administration



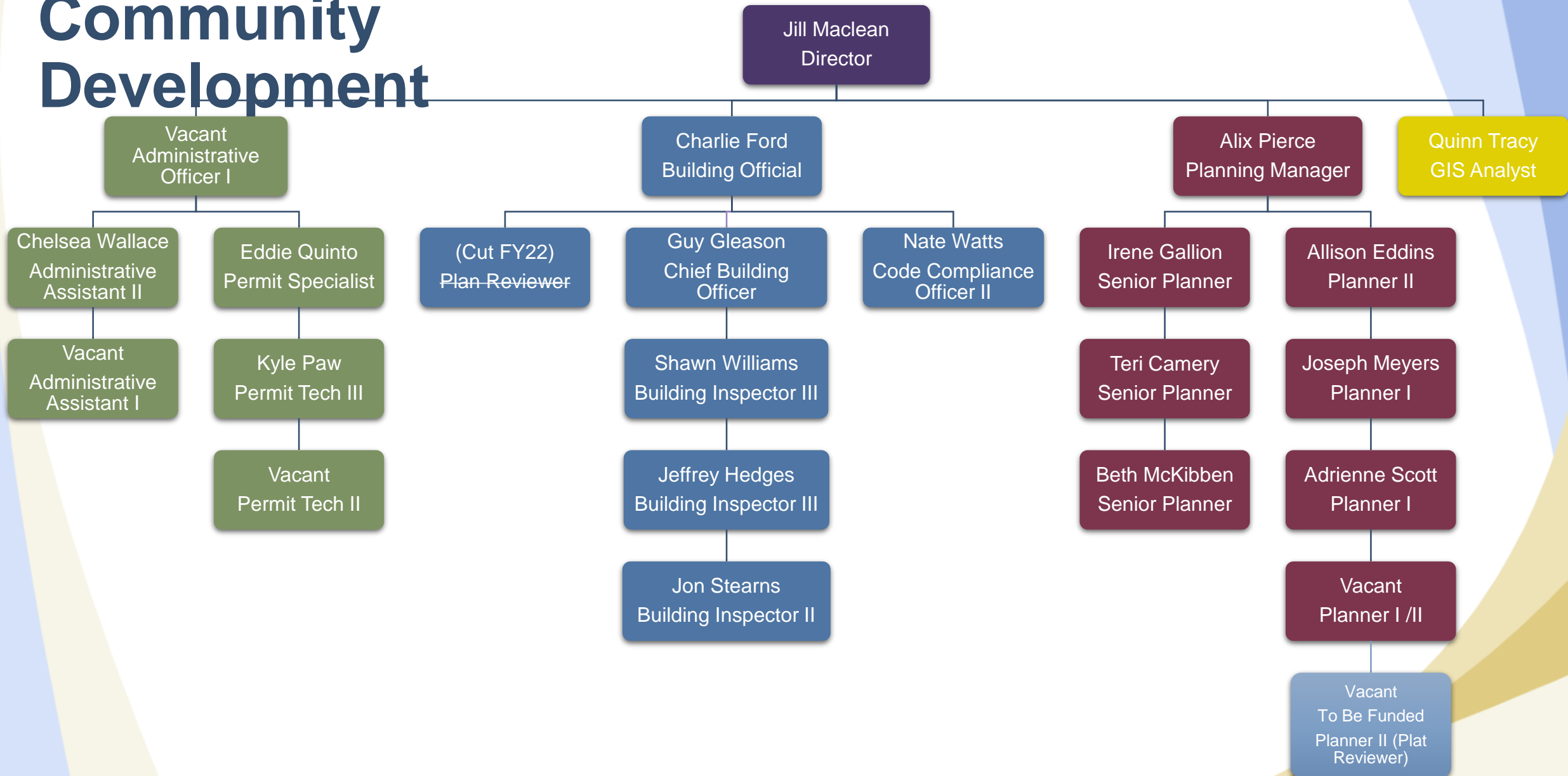
# Community Development Building



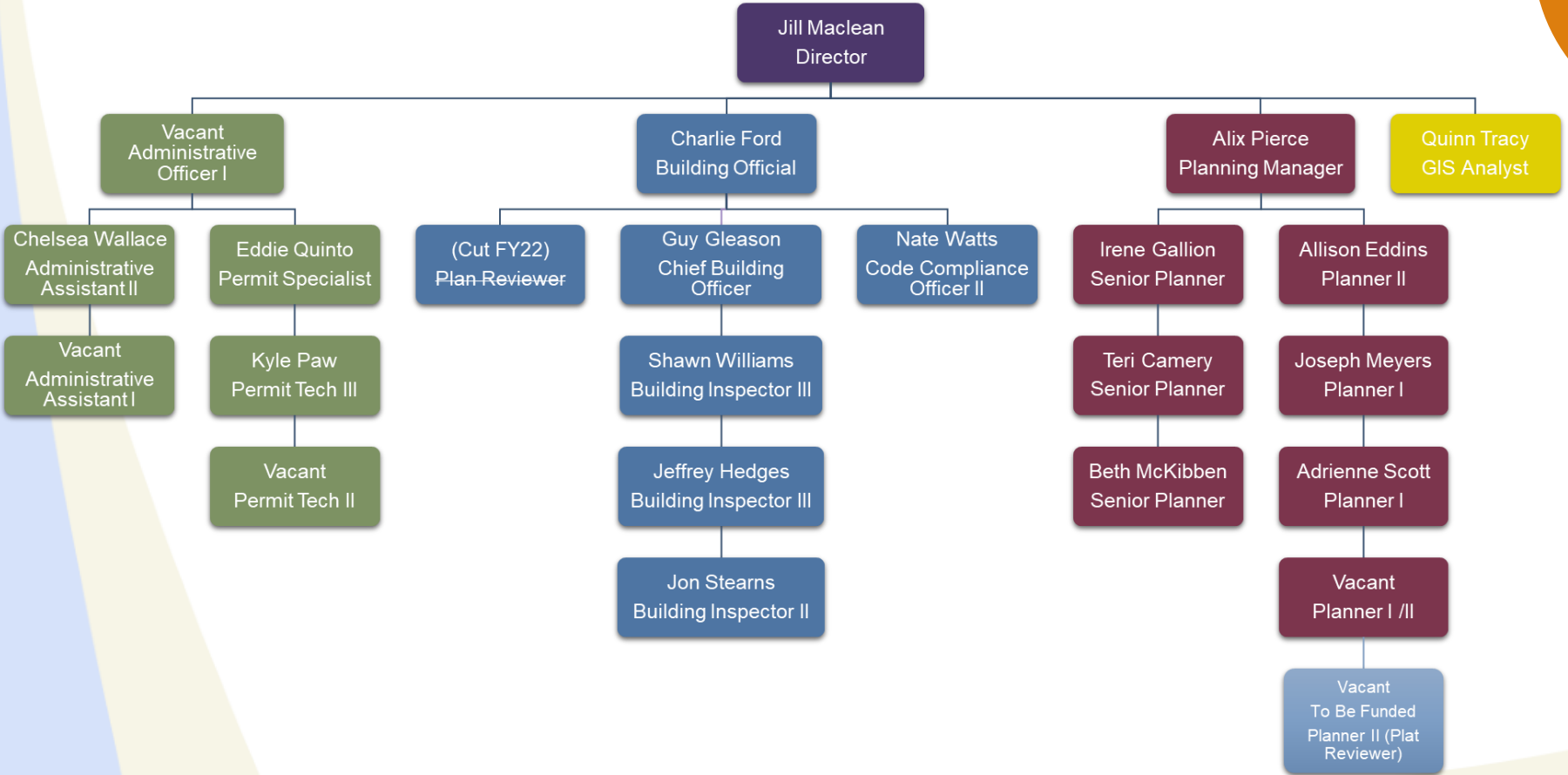
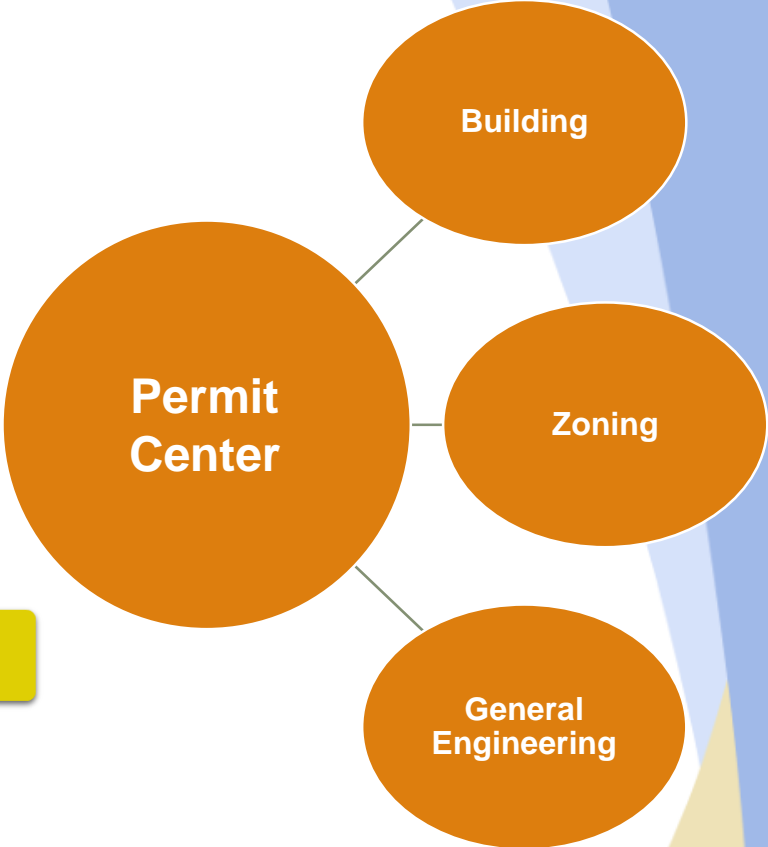
# Community Development Planning



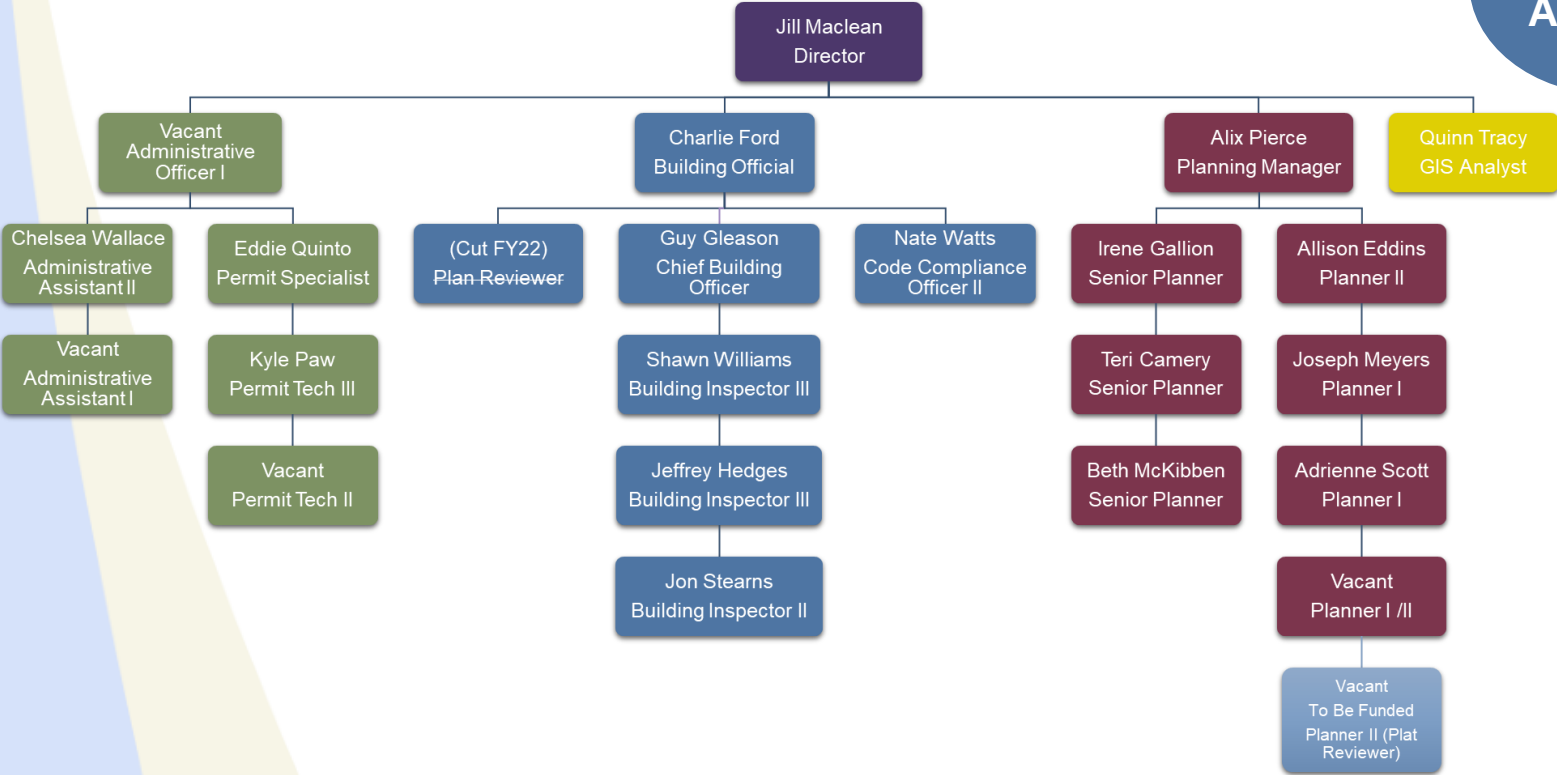
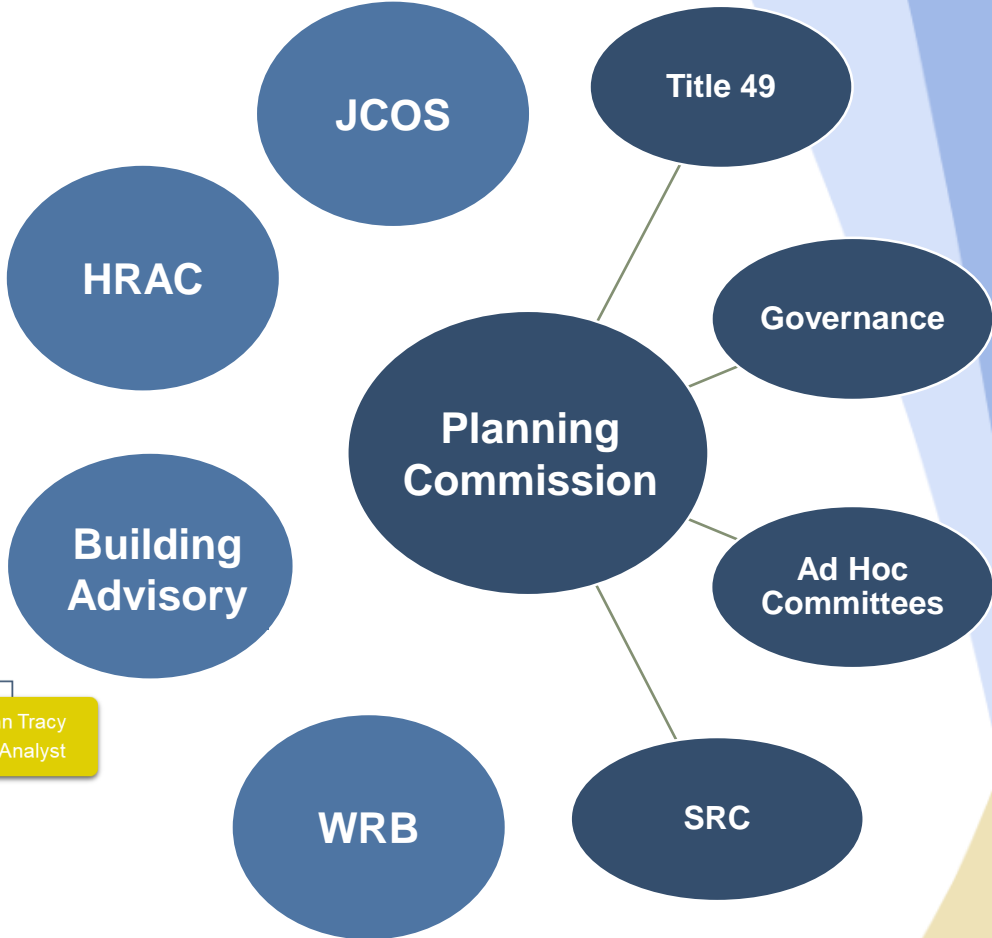
# Community Development



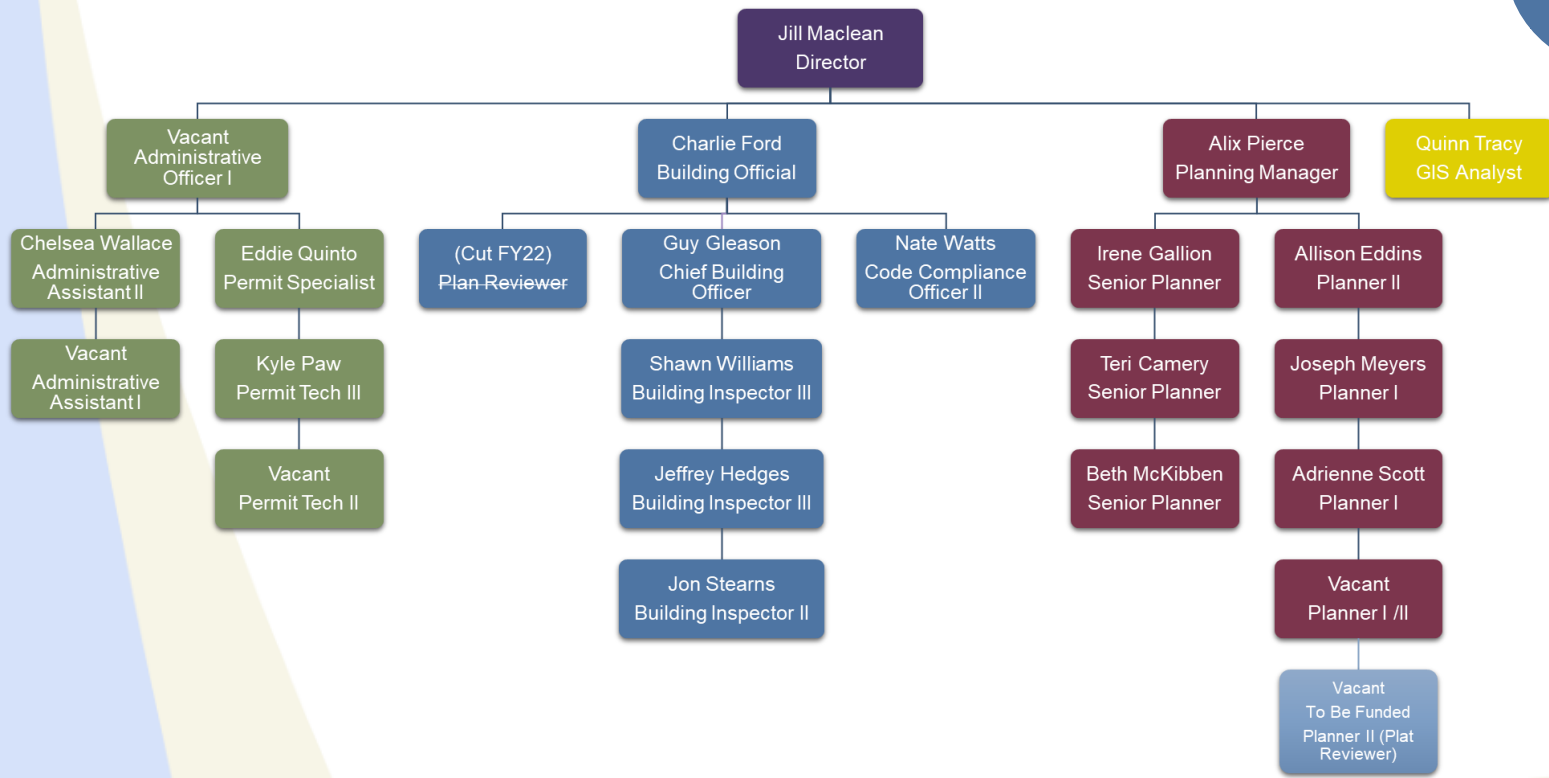
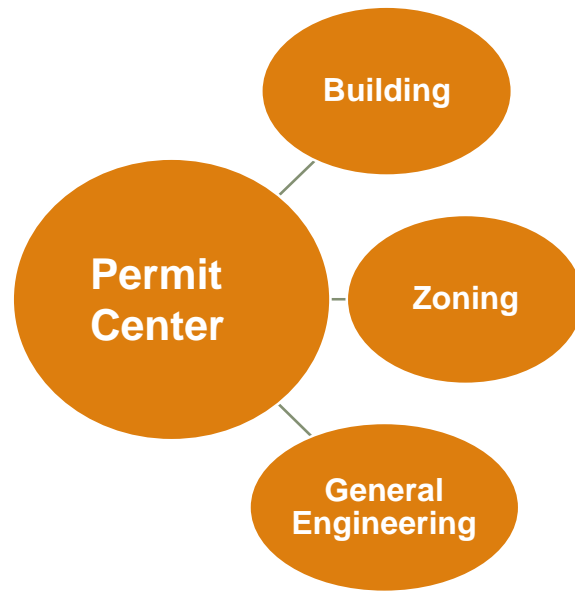
# Community Development



# Community Development



# Community Development



# Community Development

# Budget Overview

- ❑ CDD has a budget of \$3.1 million
- ❑ About 20% of the budget is supported in user fees, the other 80% is general fund
- ❑ Receive 1 – 3 grants each year to supplement the budget; grants typically pay for contractual services, and sometimes support part of a position
  - ❑ Currently have a \$205,000 federal grant to support a mass wasting assessment (landslides and avalanches)
  - ❑ Last year, had a state grant that partially (60%) funded a \$76,000 Historic and Cultural Preservation Plan project





## Planning Commission

(907) 586-0715

PC\_Comments@juneau.org

www.juneau.org/plancomm

155 S. Seward Street • Juneau, AK 99801

### MEMORANDUM

**TO:** Ken Koelsch, Mayor  
CBJ Assembly

**FROM:** Benjamin Haight, Chair  
CBJ Planning Commission

**DATE:** July 11, 2018

**RE:** Recommendation to update the *Comprehensive Plan of the City & Borough of Juneau*

Pursuant to the discussion at the February 13, 2018 joint meeting of the Assembly and Planning Commission, the Comprehensive Plan Ad Hoc Committee has worked with staff to evaluate options for a review or update of the *Comprehensive Plan of the City & Borough of Juneau*. As explained below, the Commission recommends that the Assembly direct a full update of the Comprehensive Plan. This memorandum provides background, a summary of the work done by the Ad Hoc Committee, and several options and considerations for the Assembly.

### Background

The City & Borough of Juneau has had a comprehensive plan since 1965. Since that time, the Comprehensive Plan has undergone a series of revisions and updates; the most recent of these were completed in 2008 and 2013. The Comprehensive Plan was amended to its current format in 1984, and the format and organization of the plan have remained largely unchanged. Over those 25 years, a series of plans (area plans, transportation plans, park and recreation plans, etc.) have been adopted by the City, and some of these plans have been adopted as components of the Comprehensive Plan.

The Comprehensive Plan calls for a “review” every two years. A review is described as “*one or more public sessions of discussion and examination of the Plan*”. The result of the review may be the conclusion that no amendments are necessary at the time or that some mid-course corrections may be in order.

There may also be an “update,” which the Comprehensive Plan differentiates from a “review”. An “update” is a more thorough and holistic evaluation of all text, policies, goals, implementing actions, land use maps, etc. The current plan describes the processes that were completed in 2008 and 2013 as “updates.” As mentioned above, however, those updates did not alter the format or organization of the plan and did not address the relationship between other plans and the Comprehensive Plan.

It is now five years since the completion of the 2013 update. A review is overdue, and interest has been expressed in evaluating the Comprehensive Plan, identifying needed improvements, if any, and determining whether a more complete “update” is needed. To address this need, the Commission appointed a Comprehensive Plan Ad Hoc Committee, which was charged with evaluating the Comprehensive Plan and recommending to the full Planning Commission a

recommendation to forward to the Assembly. Assembly Liaison Weldon participated in the meetings of the Ad Hoc Committee.

The Ad Hoc Committee reviewed the current Comprehensive Plan, discussed past updates and revisions, and considered the accessibility of the current Comprehensive Plan. The Community Development (CDD) planning staff researched comprehensive plans from communities around the country and synthesized 14 plans for the Ad Hoc Committee to review. Where possible, this review included understanding the process that those communities underwent to develop these plans. Example plans were studied and compared by staff identifying:

- The timeframe of the planning process:
- Whether or not consultants were used:
- If existing or “sub” plans were addressed, and, if so, what was the relationship between the plans and is that relationship explained in the plan:
- Chapters included:
- Size (population and area) of the community: and
- Similarities to Juneau including capital city status, geography, and municipal activities such as airports and ski areas.

### Discussion

The Planning Commission recognizes that the current Comprehensive Plan reflects significant work and compromise. The evaluation of Juneau’s Comprehensive Plan with respect to other comprehensive plans revealed significant opportunities for improvement, including:

- The current Comprehensive Plan is dense, not easily accessible online, and not web- friendly;
- The relationship between the Comprehensive Plan and other plans that have been adopted as elements of the Comprehensive Plan is not clear;
- A review of plans that have been adopted and/or incorporated into the Comprehensive Plan is needed;
- The contents, format, and organization of comprehensive plans have evolved along with technical and graphical tools in the 25 years since the format of Juneau’s Comprehensive Plan was created;
- Including more graphics and photographs (which is now easier and more affordable to do) would help make the Comprehensive Plan more accessible and understandable to the community;
- The current Comprehensive Plan has no implementation table, including responsible departments, timeframes, and measureable actions;
- The current Comprehensive Plan could be streamlined by separating background from actions and recommendations;
- The Land Use Maps are in need of review and revision;
- The Comprehensive Plan should be improved to address conflicting policies and reduce duplication and repetition; and
- The latest updates did not include community visioning, and there is both need and opportunity to engage members of the public to actively participate in the long-range planning of the community.

Based on the evaluation of the Ad Hoc Committee and staff and a discussion among Commissioners,

the Planning Commission concludes that a holistic re-evaluation of the substance and format of the Comprehensive Plan is warranted.

### **Recommendation**

The Planning Commission recommends that the Assembly direct the CDD to undertake a full update of the Comprehensive Plan. The update should be designed to result in a more streamlined plan that reflects current community values and vision, is easily accessible and user friendly online, and addresses the relationship between other CBJ plans and the Comprehensive Plan.

Development of the updated comprehensive plan would necessarily involve an extensive and inclusive public process. One possible pathway to developing an updated comprehensive plan would be to follow an expanded version of the process CDD has used to prepare the Auke Bay and Lemon Creek Area Plans.

The Commission recognizes that CDD is undertaking other planning processes that may compete for resources and public attention. It may be necessary to hire a consultant to lead the update. In light of those considerations, the Commission recommends that the Assembly direct a full update. The Commission further recommends that the Assembly request staff to provide options for timing and cost of the process and that the Commission work with staff on those recommendations.

### **Attachments**

- Attachment A: Comprehensive Plan Comparison Table
- Attachment B: Meeting minutes from February 27, 2018 and draft minutes from May 29, 2018
- Attachment C: February 8, 2018 Memorandum to Assembly and Planning Commission

Juneau, AK

Population: approx. 34,000 / Visitors: 1,055,000

Square Miles: 3,255

Comp Plan	Time-frame	Pros	Cons	Chapters Included	Are Existing Plans / Studies Addressed?	Similar to Juneau?	Population & Size	Did They Use Consultants?
Portland, ME  <b>Portland's Plan 2030</b>	2030  2 years to complete	"Putting Portland Plan to Work" section (p.11)  Graphics and design  Engaged the youth  Graphic depicting how the comp plan, neighborhood and area plans, and studies, relate (p.15)  Measurable objectives  Data and analytics in appendices, not the body of the plan	No clear update process	Vision Community Engagement Putting Portland's Plan to Work Policy Guides Future Land Use Regional Coordination Implementation Appendices (data)	Yes - "Putting Portland Plan to Work" section outlines the relationship between plans (p.11-15)	Outdoor lifestyle  Creative economy/arts  History/preservation  Historic district  University  Port city with commercial fishing  Municipal ice arena	66,937  69.44 sq. mi.	Yes – some for focused work and a graphic design company for the format
Website: <a href="http://www.portlandmaine.gov/1861/PortlandsPlan2030">http://www.portlandmaine.gov/1861/PortlandsPlan2030</a>								
Cincinnati, OH  <b>Plan Cincinnati</b>	2012 to...  3 years to complete  One of the first cities to have a comp plan (1925)	Solid, creative public outreach process  Guiding Principles & Five Initiative Areas  Committee to oversee implementation  1 Steering Committee & 6 Action Teams to encourage involvement in specific, focused areas  Website is user-friendly and	Not clear on relationship to existing plans	History and Past Plans Demographics Location and Physical Features The Process Plan Organization (12 Elements) Guiding Policy Principles Guiding Geographic Principles Five Initiative	Yes – it references other city master plans and comp plans, states that area plans should be updated to guide future development, but is not clear on the relationship	Historic downtown  Creative economy  University  Floodplain	298,800  79.54 sq. mi.	Unclear – did have assistance from AIA, APA, other outside entities

Juneau, AK

Population: approx. 34,000 / Visitors: 1,055,000

Square Miles: 3,255

Comp Plan	Time-frame	Pros	Cons	Chapters Included	Are Existing Plans / Studies Addressed?	Similar to Juneau?	Population & Size	Did They Use Consultants?
		logical, easy to follow  Reviewed annually; updated every 5 years  Glossary		Areas Implementation Glossary				
Website: <a href="https://www.cincinnati-oh.gov/planning/plan-cincinnati/about-plan-cincinnati/">https://www.cincinnati-oh.gov/planning/plan-cincinnati/about-plan-cincinnati/</a>								
Spokane Valley, WA  <b>Spokane Valley Comprehensive Plan</b>  (not to be confused with Spokane; Spokane Valley was incorporated in 2003 and is located adjacent to Spokane)	2017 – 2037  Adopted in 2016	User-friendly, web-friendly  Graphics  Strategies for Implementation (p.2-34)  Comp Planning Framework (p.1-12)  “Approach” to the chapter  “Planning context” for each chapter  9 Land Use Designations (CBJ has 26)  Best Practices  Clear direction on Comp Plan Amendments	High Level of detail ”  No clear update process	Intro & Vision Goals, Policies, Strategies Econ. Dev. Land Use Transportation Housing Capital Facilities & Public Services Public & Private Utilities Parks, Rec. & Open Space Natural Resources	No – existing plans were used as “guiding documents”, and are different than area plans - they include a tourism strategy and a retail strategy	Outdoor lifestyle  Tourism industry  Mineral / resources  Housing affordability  6.5% is industrial 49.7% is SF residential  Vacancy rate is low, rents rising  Aging population	94,000  38.2 sq. mi.	Yes
Website: <a href="http://www.spokanevalley.org/cp">http://www.spokanevalley.org/cp</a> <a href="http://www.spokanevalley.org/filesstorage/6836/6896/7066/Comprehensive_Plan.pdf">http://www.spokanevalley.org/filesstorage/6836/6896/7066/Comprehensive_Plan.pdf</a>								
Casper, WY	2030	Action-oriented and grounded	Format  No clear	Our Story Our Lifestyle Our Vision	Yes – studies and master plans	Outdoor lifestyle  Reliance on gas and	59,324  27.24 sq.	Yes



Juneau, AK

Population: approx. 34,000 / Visitors: 1,055,000

Square Miles: 3,255

Comp Plan	Time-frame	Pros	Cons	Chapters Included	Are Existing Plans / Studies Addressed?	Similar to Juneau?	Population & Size	Did They Use Consultants?
<b>Generation Casper</b>		<p>Monitoring chapter with metrics (p.5-4)</p> <p>The Schedule – easy to understand, with a user-friendly approach (p.1-8)</p> <p>Various outreach methods</p> <p>Kept at a high level and relies on more focused area plans for specifics</p>	update process	Our Framework Our Path Forward	Used the existing plan to provide more specific recommendations on topic areas	<p>oil industries, and tourism</p> <p>Looking to diversify their economy</p> <p>Similar municipal uses, i.e. ski area</p>	mi.	
<p>Website: <a href="http://www.casperwy.gov/UserFiles/Servers/Server_62983/File/Government/Departments/Community%20Development/Planning/GenCasperCompPlan/PlanBreakdown/Summer%202017%20Generation%20Casper_Adopted%207.5.17_Reduced.pdf">http://www.casperwy.gov/UserFiles/Servers/Server_62983/File/Government/Departments/Community%20Development/Planning/GenCasperCompPlan/PlanBreakdown/Summer%202017%20Generation%20Casper_Adopted%207.5.17_Reduced.pdf</a></p>								
Boise, ID <b>Blueprint Boise</b>	<p>Adopted in 2011</p> <p>4 years to complete</p> <p>numerous updates since</p>	<p>Well structured: vision, city-wide policies, area-specific policies, implementation plan</p> <p>Design &amp; Graphics</p>	Navigation of digital document impeded by absence of hyperlinks and bookmarks	<p>Introduction</p> <p>Citywide Vision and Policies</p> <p>Community Structure and Design</p> <p>Planning Area Policies</p> <p>Action Plan appendices</p>	Yes. Prefatory pages	<p>Outdoor lifestyle</p> <p>Arts orientation</p>	<p>223,154</p> <p>80 sq. mi.</p>	Yes
<p>Website: <a href="https://pds.cityofboise.org/media/114868/blueprintboise.pdf">https://pds.cityofboise.org/media/114868/blueprintboise.pdf</a></p>								
Sitka, AK <b>Sitka 2030 Comprehensive Plan</b>	<p>2018 – 2030</p> <p>Not yet adopted</p>	<p>Two volumes: the Plan and the technical document</p> <p>Design and Graphics</p>	Not yet adopted	<p>Vision</p> <p>Introduction</p> <p>Community Profile</p> <p>Economic Development</p>	References specific plans but does not define the relationship between the comp plan and focus plans	<p>Vast undeveloped area</p> <p>Demographics</p>	<p>8,900</p> <p>4,811 sq. mi</p>	Yes

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Comp Plan	Time-frame	Pros	Cons	Chapters Included	Are Existing Plans / Studies Addressed?	Similar to Juneau?	Population & Size	Did They Use Consultants?
		Accessibility		Housing Historic, Cultural, and Arts Resources Borough Budget, Utilities, Facilities, and Services Transportation Land Use and Future Growth Appendix: Goals, Objectives, and Actions		Historic downtown Maritime Not road accessible Outdoor lifestyle Tourism industry Housing challenges		
Website: <a href="http://www.sitkacomprehensiveplan.com/documents/Sitka2030ComprehensivePlan-NovemberPublicHearingDraft8Dec2017.pdf">http://www.sitkacomprehensiveplan.com/documents/Sitka2030ComprehensivePlan-NovemberPublicHearingDraft8Dec2017.pdf</a> <a href="http://www.sitkacomprehensiveplan.com/documents/TechnicalPlanDraft8Feb2018.pdf">http://www.sitkacomprehensiveplan.com/documents/TechnicalPlanDraft8Feb2018.pdf</a>								
Ashville, NC  <b><i>Living Ashville, A Comprehensive Plan for Our Future</i></b>	2017 – 2037  Adopted in 2016	Organized around six sustainable city themes.  Comp Plan uses city's planning history and its relationship to other plans	Digital document not easy to navigate	Book 1: Introduction  Book 2: Themes  Book 3: Physical Strategies  Book 4: Implementation  Appendices	Yes	Tourism industry Arts & culture	425,000  45.25 sq. mi.	Yes
Website: <a href="http://www.ashevillenc.gov/departments/urban_design/comprehensive_plan/default.htm#draft">http://www.ashevillenc.gov/departments/urban_design/comprehensive_plan/default.htm#draft</a>								
Sarasota County, FL  <b><i>Sarasota</i></b>	2017 – 2037  Adopted	Includes CIP, justifies projects and creates priorities Cohesion between chapters and other plans		Quality of Life Environmental Systems Land Use		Outdoor recreation lifestyle  Tourism industry	800,000 approx. County only not	No

Juneau, AK  
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Comp Plan	Time-frame	Pros	Cons	Chapters Included	Are Existing Plans / Studies Addressed?	Similar to Juneau?	Population & Size	Did They Use Consultants?
<b>Comprehensive Plan, A Planning Tool for the Future of Sarasota County</b>	in 2016	<p>Focus on lands within the USB Quality of Life element is listed first</p> <p>Explanation of chapters and the layout of the plan</p> <p>Very user friendly.</p> <p>Contains a Thoroughfare plan Includes age-friendly policies, objectives, and goals.</p>		<p>Health Sustainability Mobility Public Utilities Implementation Economic Development</p>		<p>Mineral / resources Housing affordability</p> <p>6.5% is industrial 49.7% is SF residential</p> <p>Vacancy rate is low, rents rising</p> <p>Aging population; number of households with children is declining</p>	incorporated cities within it.	
Website: <a href="https://www.scgov.net/Home/ShowDocument?id=9378">https://www.scgov.net/Home/ShowDocument?id=9378</a>								
Comp Plan	Time-frame	Pros	Cons	Chapters Included	Are Existing Plans / Studies Addressed?	Similar to Juneau?	Population & Size	Did They Use Consultants?
<p>Alachua County, FL</p> <p><b>Alachua County Comprehensive Plan, 2011-2030</b></p>	<p>2011-2030</p> <p>2 years</p>	<p>States key Principles and their benefits</p> <p>Energy Conservation and GHG Emissions</p> <p>Clear connections between chapters</p> <p>Integrated CIP</p>	<p>Long</p> <p>No clear update process</p>	<p>Maps Future Land Use Transportation Mobility Housing Potable Water &amp; Sanitary Sewer Solid Waste Storm Water Conservation &amp; Open Space Recreation Intergovernmental Coordination</p>	no		<p>259,964</p> <p>969 sq. mi.</p>	No

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Comp Plan	Time-frame	Pros	Cons	Chapters Included	Are Existing Plans / Studies Addressed?	Similar to Juneau?	Population & Size	Did They Use Consultants?
				CIP Economics Public Schools Community Health Energy				
Website: <a href="https://growth-management.alachuacounty.us/formsdocs/comp-plan.pdf">https://growth-management.alachuacounty.us/formsdocs/comp-plan.pdf</a>								
City of Tallahassee, FL  <b>Tallahassee-Leon Comprehensive Plan</b>	1990-2030	Integrated CIP  Chapter on Plan monitoring and evaluation procedures	Word dense  Not many graphics  Long	Introduction Vision & Implementation Land Use Mobility Utilities & Solid Waste Conservation Parks & Rec Historic Preservation Intergovernmental Coordination CIP Economic Development Plan Monitoring & Evaluation Procedures	No	Capital City	190,894  98.2 sq. mi.	No
Website: <a href="http://www.talgov.com/Uploads/Public/Documents/planning/pdf/compln/tallahassee-leon-county-comprehensive-plan.pdf">http://www.talgov.com/Uploads/Public/Documents/planning/pdf/compln/tallahassee-leon-county-comprehensive-plan.pdf</a>								
Olympia, WA  <b>Comprehensive</b>	2014-2036	User friendly  Sustainability	Plan is accessed through code	Introduction to the Comprehensive	No	Outdoor lifestyle  State Capital	49,670 19.68 sq. mi.	No

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Comp Plan	Time-frame	Pros	Cons	Chapters Included	Are Existing Plans / Studies Addressed?	Similar to Juneau?	Population & Size	Did They Use Consultants?
<b>Plan, Olympia</b>		Focus Areas "How to use this plan" Separate "action plan" 31 community indicators Plan to fund the future Photos, maps	website – by individual chapter Update process mandated by state law and outlined in plan	Plan; Community Values & Vision; Public Participation and Partners; Natural Environment; Land Use and Urban Design; Transportation; Utilities; Economy; Public Health, Arts, Parks and Recreation; Public Services.  Volume II: Capital Facilities		Historic downtown Seeking downtown revitalization		
Website: <a href="http://www.codepublishing.com/WA/Olympia/">http://www.codepublishing.com/WA/Olympia/</a> <a href="http://olympiawa.gov/city-government/codes-plans-and-standards/action-plan">http://olympiawa.gov/city-government/codes-plans-and-standards/action-plan</a>								
Anchorage, AK  <b>Anchorage 2020</b>	2002 – 2022  Adopted in 2002	User-friendly, web-friendly  Graphics  Policies and Strategies for Implementation in text and table  FAQ  Growth scenarios with		Introduction Overview Anchorage Today Foundations Land Use Concept Plan Plan Implementation	Yes –explanation of the relationship of the overall comprehensive plan and neighborhood/area plans etc.  Includes graphic to show relationships	Outdoor lifestyle Tourism industry Regional hub Housing affordability challenges Vacancy rate is low, rents rising	298,192 1,963 sq. mi.	No



Juneau, AK

Population: approx. 34,000 / Visitors: 1,055,000

Square Miles: 3,255

Comp Plan	Time-frame	Pros	Cons	Chapters Included	Are Existing Plans / Studies Addressed?	Similar to Juneau?	Population & Size	Did They Use Consultants?
		preferred option				Aging housing stock		
Website: <a href="http://www.muni.org/Departments/OCPD/Planning/Publications/Pages/Anchorage2020.aspx">http://www.muni.org/Departments/OCPD/Planning/Publications/Pages/Anchorage2020.aspx</a>								
Boulder, CO  <b>Boulder Valley Comprehensive Plan</b>  <b>Note:</b> the plan incorporates the area outside the city. City and county have an intergovernmental agreement (IGA)	2015-2030	Web-friendly  Graphics and design  Organized around sustainability principles and framework  Entire chapter dedicated to "sub community" and area plans  Action Plan	Big No clear update process	Introduction Plan Organization and Implementation Policies Land Use Map Designations Sub-community and neighborhood Planning Master Plan Summary and Trails Map Urban Service Areas Criteria and Standards	Yes - Addressed in introduction and includes chapter about area plans in relation to the comp plan.	Outdoor lifestyle  Arts & culture  Small local businesses  Housing challenges	104,800 25 sq. mi City  740 sq. mil-county  Unable to determine valley planning area	No
Website: <a href="https://bouldercolorado.gov/bvcp">https://bouldercolorado.gov/bvcp</a>								

## Comprehensive Plan Committee of the Planning Commission

Tuesday, February 27, 2018, 5:30 pm  
Assembly Chambers

### **Members Present:**

Andrew Campbell, Nathaniel Dye, Ben Haight, Dan Hickock, Mike LeVine

### **Members Absent:**

Dan Miller

### **Staff Present:**

Laura Boyce, Jill Maclean, Beth McKibben, Rob Steedle

### **I) Call to Order**

Meeting called to order at 5:35 pm.

### **II) Agenda Topic**

Chair LeVine began the discussion by focusing on process. There were differing views among committee members on the purpose of the committee. Eventually, consensus was reached that the committee is charged with making a recommendation to the Assembly on whether an update to the Comprehensive Plan is warranted and, if so, what the scope of that update should be. The committee will forward its recommendation to the Planning Commission, which would then forward its recommendation to the Assembly Committee of the Whole.

The committee would like the participation of the city manager, the Assembly liaison to the Planning Commission, and one other Assembly member.

The committee would like staff to:

- provide links to comprehensive plans from other communities similar to Juneau and from other Alaskan communities,
- research models for reviews or updates to comprehensive plans used by other communities,
- report on how the individual plans that are adopted as part of the comprehensive plan relate to the comprehensive plan.

Chair LeVine posed the rhetorical question “How do we know the plan reflects community values?” The committee agreed that the level of public input should be proportional to the degree of change contemplated by the comprehensive plan update.

### **III) Next Meeting**

Tentative: Wednesday, January 17, 3:15 pm.

### **VI) Adjournment**

The meeting adjourned at 6:50 pm.

## Comprehensive Plan Committee of the Planning Commission

**Tuesday, May 29, 2018, 6:00 pm**  
**Marine View, 4<sup>th</sup> Floor Conference Room**

### **Members Present:**

Andrew Campbell, Nathaniel Dye, Ben Haight, Dan Hickok, Mike LeVine, Dan Miller

### **Members Absent:**

None

### **Other Officials Present:**

Beth Weldon – Assembly

Paul Voelckers – Planning Commission

### **Staff Present:**

Laura Boyce, Jill Maclean, Beth McKibben, Laurel Bruggeman, Bhagavati Braun

### **I) Call to Order**

Meeting called to order at 6:05 pm.

### **II) Approval of Agenda**

Approved

### **III) Approval of Minutes**

Approved with changes

### **IV) Agenda Topics**

#### **a) Review of Committee Purpose**

Mr. LeVine began the meeting by restating the Committee's purpose: to provide a recommendation to the Assembly regarding how to move forward in updating the Comprehensive Plan. Mr. LeVine stated that he sees this Committee as a short lived one that will deliver a set of recommendations to the Assembly. Mr. Voelckers added that the Committee is not intended to solve a problem, but to ascertain if there is a problem to solve, and to recommend how to do so if that is the case. Mr. LeVine continued that he would like to review the CBJ Comprehensive Plan and other adopted plans as well as look over plans from other jurisdictions to help inform the Committee's recommendations.

Mr. Voelckers asked if Ms. Weldon could inform the Committee about the Assembly's thoughts on this project. Ms. Weldon stated that she has heard the public state that the current Comprehensive Plan is cumbersome and outdated. She would like to see where it needs to be updated and update those places. She stated that the term cumbersome is subjective, and noted that it could be difficult to make a Comprehensive Plan that is much smaller, so would like to focus on the outdated parts of the document and update those. Ms. Weldon continued that the cumbersome element specifically relates to how adopted plans work together and confusion over what to do when the plans are duplicative or contradict each other. Mr. LeVine echoed Ms. Weldon, saying that it is not clear how adopted plans relate to each other and to the Comprehensive Plan. He added that the format of the plan is difficult to navigate online, and a search of the Comprehensive Plan may leave you without the full knowledge if part of what you were looking for is in another adopted plan. Mr. LeVine continued stating that the current Plan could be used to justify a wide range of development, saying that may be the right thing, but he would like to

address this issue. He stated that he thinks this Comprehensive Plan has stayed largely in the same format and model since it was conceived and he would like to strive for a more user friendly, useful, and inclusive Plan.

Ms. Weldon asked what staff thinks of the current Plan. Ms. McKibben stated that she certainly uses hers. She added that she would find an implementation table helpful to help see all of the actions, and to note progress more easily. She stated that a table could be a useful tool for others outside the department, both the public and other departments within the CBJ. Ms. McKibben continued that the current Plan looks a lot like it did in the 1980s, adding that the example plans provided have a lot more graphics and white space, many of the example plans have background or actions in separate documents. Ms. Maclean agreed with Ms. McKibben, adding that she thinks it's time for a new Plan. She continued stating that the community has changed a lot since the original Plan was written in the 1980s and has outgrown the current Plan. She stated that the current Plan lacks the more visionary aspect that the CBJ could use, it gets lost in the details which should live in the area plans or other specialized plans. She added that the Comprehensive Plan should be the umbrella that captures all of those smaller plans and the Capital Improvement Program (CIP).

Ms. McKibben stated that one of her frustrations in using the current Plan is the maps. She stated that she would like to revisit the Future Land Use Designations, adding that these designations, instead of being aspirational, are a reflection of the current use of the area. She added that there may be too many of these designations.

Mr. Miller stated that he was on the Planning Commission (PC) for the first major revision of the Plan in 2006-2008. He stated that at the time the PC was split, the two sides were in conflict and that is why the Plan is written so broadly with strong protection for the natural environment and strong protections for development (for example). He stated that it was a struggle to make everyone happy and compromises had to be made. He also added that he agrees with Ms. McKibben that the maps need more work.

Mr. LeVine asked if the rewrite he referenced was an update or a fundamental rethinking. Ms. McKibben answered that the department hired a planner specifically to update the Plan, stating that we have many of the tiles from the work she did, the outreach and other efforts during the time. She added that the effort was intended to be a rewrite, but it didn't result in a full overhaul. Ms. McKibben continued that the update in 2011-2013 was intended to be an update on data.

Mr. LeVine stated that the community generally agrees on general principles, but not how to get there, suggesting that the Comprehensive Plan might be better containing those general principles. He thanked Mr. Miller for his comments.

Mr. Campbell stated that he thought the Committee is on the right track, he would like to update how the Plan is delivered to the public stating that he hadn't heard complaints on the content of the plan but on the outdated and cumbersome nature of the document. He continued that changing the content could be difficult, but changing the format could be a simple solution. Mr. LeVine supported Mr. Campbell's statement adding that he is confident that there are better mechanisms for delivering the Plan. He continued that he would like to look at the more substantive questions of how the plans relate to each other; how plans adopted by ordinance versus adopted by resolution apply; and how progress on the goals of the plan are measured. He added that the Committee might want to look at the Plan in detail and find where there are clear issues of duplication that should be harmonized, as well as looking for other substantive issues. Mr. Dye asked if there was a flowchart that outlined the plans' importance, Ms. McKibben stated that one does not exist, but could be created. Mr. Hickok stated that he would like to see a flowchart, and that it could be helpful for other users of the plans as well.

Mr. Voelckers brought up protected views, asking how the Comprehensive Plan might handle an issue like this moving forward.

## **b) Discussion on Model Plans**

Ms. McKibben gave a presentation which highlighted the table of contents for a number of model plans, she gave her presentation, listing some of the notes from the table (see packet) that listed all of the model plans and some of their attributes. Below follows some notes on specific plans that were discussed:

- Boise – Mr. LeVine stated he liked the relationship noted between the plan and zoning ordinances.
- Sika – Mr. LeVine liked the information on their website, specifically information about their approach to writing the plan.
- Anchorage – This plan won APA awards and explains its relationship to other plans well. Mr. Miller stated his interest in looking more closely at this plan; Mr. LeVine added that we could probably call them and talk with them about their process. Ms. McKibben stated that Anchorage wrote this plan partially using consultants, but mostly in house. She added that the director who undertook the project was now gone but a few of the planners are probably around. Ms. McKibben continued speaking to the APA's Comprehensive Plan Standards for Sustaining Places, relating it to LEED certification – bodies can earn medals for how well their plans align with the framework. Ms. McKibben added that she could send a link of the criteria to Committee members.

Mr. LeVine discussed document length and that certain sections seem superfluous to the plan, such as “how we made the plan” sections. Ms. McKibben added that some plans have pulled the technical information and appendixes out of the main plan.

Mr. LeVine brought up the Comprehensive Plans relation to other plans asking if all of the plans are supposed to agree. Ms. McKibben stated that the CBJ's Comprehensive Plan has competing policies and suggested the direction of weighing these competing policies and making decisions based on that. She gave the example of the housing chapter in the Plan, stating that it was updated in 2013, but it wasn't a substantial rewrite. The Housing Action Plan (HAP) came out of that and is more focused on housing, and is at a greater level of detail than the Comprehensive Plan's chapter. Ms. McKibben cited the Lemon Creek Area Plan as another “finer grain” plan that echoes the Comprehensive Plan's broader ideas, stating that Ms. Maclean's writing of the Lemon Creek Area Plan was well thought out in how it related to the Comprehensive Plan. Mr. Voelckers added his support for the implementation steps that were included in the Lemon Creek Area Plan.

Committee members asked if there is a level of precedence between the different plans. Ms. McKibben replied that all of the plans carry the same weight. Committee members again asked if a future rewrite would be bound by existing adopted plans, stating that if the plans were all in concert it wouldn't matter which takes precedence, but voicing concern for conflicts between plans. Ms. Maclean replied that most bodies would be in a similar situation where multiple plans exist and each new one will reflect those, but also push them forward. She pointed to the example of downtown where there are many plans that affect the whole area, the Blueprint Downtown process plans to analyze them all and create some organization and harmony between the many plans, and hopefully push the borough further with the new plan. Ms. McKibben echoed this by stating the new document can be a framework for moving forward, and during the process it may be found that some plans are less relevant.

Mr. LeVine stated that some of the plans have been superseded and not removed from the adopted plans. He noted issues about each of the plans, how they relate to each other, hoping that the rewrite could see where the documents are redundant, conflicting, and where the holes are. Mr. Voelckers stated three categories that he could see: area plans that have greater specificity; old plans that are no longer applicable; and current still germane plans that disagree, stating that some of these plans are in conflict so cannot be reconciled. Mr. LeVine noted that one of the Committees recommendations could be to identify the problems and attempt to smooth them over.

Mr. Hickok asked if anyone could foresee problems hiring a consultant. Ms. Weldon surmised that the Assembly could be amenable if there is a solid plan for the consultant's work. Mr. LeVine stated that weather or not a consultant is hired the project will take an outlay of funds and time. He laid out three steps for this Committee to take: do we have to make changes to the plan; why do we have to; and how do we make changes.



Mr. Dye stated his desire to undertake changes to the plan and to have a more succinct document, perhaps with appendixes in a separate document to make it more user-friendly.

Mr. Hickok asked if the city could easily make the current Plan more technologically up-to-date. Mr. LeVine stated that the city doesn't seem to have those strengths, adding that that could be a good use of a consultant.

The Committee looked at the Anchorage Plan online:

Mr. LeVine liked that before opening the plan on the website there are descriptions and ways to access the document by chapter. He asked if the history of a town is something that needs to live in a Comprehensive Plan. Ms. Maclean stated that it can be inclusive of a places heritage, showing where the area came from and where it is headed, adding that it makes for a more interesting document. Ms. McKibben stated that background and implementation could be housed in a separate document. Mr. Voelckers stated that he liked the snapshot of the economic plan (last page of Chapter 3 of the Anchorage plan). Mr. LeVine liked that all of the goals and actions for the plan were on three pages, adding that the measurements and implementations could add ease of use for the Planning Commission and the Department.

Mr. Voelckers asked staff if they view a good comprehensive plan as a terminal document or a more diffuse document that is meant to set the area up for more detailed action or area plans. Ms. McKibben stated that it could be either one; and Ms. Maclean stated her preference for the latter.

The Committee looked at the Spokane Valley Plan online:

Of note were their pull-out boxes and their tourism section. Ms. McKibben added that Olympia also had some good strategies for aging and homeless populations.

The Committee looked at the Sitka Draft Plan online:

Of note were their community engagement efforts, the website with a lot of info before you open the plan, and the Comprehensive Plan and Technical Plan.

The Committee looked at the Portland, ME Plan online:

Of note was its executive summary, its 92 pages of plan, with a large appendix, the color and graphics, public participation, and their discussion of other plans (page 20).

Mr. LeVine asked if doing a new plan is out of the question. Ms. Maclean stated that doing a new plan would allow for a lot of outreach and community building, both with the public and between CBJ departments. Ms. McKibben agreed, voicing her support for an implementation table to aid CDD and other departments in following through with the plan and using it more effectively. Mr. LeVine asked Ms. Weldon what she thought of a revision/update/new plan. Ms. Weldon replied that the name of it is less important to her, that if the city needs it then we should do it. Mr. Voelckers voiced support for bringing other departments in, so they have buy-in and use the Comprehensive Plan.

Mr. Dye stated that some of the chapters in the current Plan don't seem to belong there. Ms. McKibben stated that some states require certain chapters so this level of detail would need some more information; she added that the chapters in this document were created through the public process so the community must have wanted them.

Mr. LeVine stated his sense of the room was to move toward a new Comprehensive Plan more like some of the model plans that the Committee liked. Ms. Weldon offered that her idea Comprehensive Plan would be one that is a skeleton with the smaller plans filling in the muscles. Mr. Hickok agreed, stating that the Plan should be an umbrella over the borough that allows each community or stakeholder group develop plans for their specific area or interest.

Mr. Campbell suggested this could be two separate processes; creating a more internet friendly version and creating substantive changes to the Plan. Mr. LeVine stated he would like to figure out the next step before answering that, he thought there might be a hybrid, and that this decision might be up to the Assembly. He added that it might be one large process with both of the above outcomes. He then stated that he is hearing support from the Committee on moving forward with a new plan, and that the next steps are to determine the reasons why we want to do this and what we hope to accomplish in this process. He also called for the group to determine how they would like to proceed. He asked staff to pull the best parts of the model plans and make some recommendations on how to move forward. This will all aid in our recommendation to the Assembly.

The Committee was still concerned about how to tie in other adopted plans and how to make the Plan more user friendly in the short and long term. Mr. Voelckers and Mr. LeVine voiced their support for community input aiding in creating both a better document and a more accessible one. Mr. Dye echoed this stating that beautifying the Plan now, knowing it will be replaced soon, might be a wasted effort. He voiced his preference for sticking to content and why the Committee wants to change it, stating that the mechanisms for how it will look aren't in the Committee's hands until the Assembly approves changes anyway.

Mr. LeVine suggested that he work with Ms. McKibben to draft a recommendation to the Assembly that explains why what the Committee wants is necessary, shows a few models of plans and public process, and gives a flavor for what the Committee thinks would be an effective process for this.

Mr. Hickok added three goals: to be user friendly; cut the fat; and have a better grasp on how the plans relate. Mr. Campbell stated his preference for giving the Assembly a few options including smaller more user-friendly update.

Mr. Voelckers asked staff to look at the plans they find the best and see if they can find a range of costs for their creation, he suggested Ms. McKibben and Mr. LeVine choose which plans to use. Mr. Dye suggested that the Committee lay out options for the Assembly including public process, budget, and staff involvement.

Mr. LeVine suggested that the Assembly and Ms. Maclean might work together to come up with a direction for this process. Ms. McKibben spoke to the many in-house issues including multiple large scale plans being undertaken currently. Mr. LeVine asked that Ms. McKibben help him draft a plan that highlights the constraints in the Department in addition to what the Committee is looking for. Ms. McKibben and Mr. LeVine were to schedule a meeting to draft this document for the rest of the Committee to review.

#### **c) How Ancillary Plans are Adopted as Part of Overall Comprehensive Plan**

#### **V) Committee Member Questions...**

Next Meeting: Tentatively before the regular Planning Commission Meeting on June 26 at 5:30 PM.

#### **VI) Adjournment**

Meeting adjourned at 7:52 pm.



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www.juneau.org/CDD  
155 S. Seward Street • Juneau, AK 99801

**DATE:** February 8, 2018

**TO:** CBJ Assembly and Planning Commission

**FROM:** Beth McKibben, Planning Manager, AICP  
Community Development Department

**SUBJECT:** **Comprehensive Plan Review**

*BMc*  
*Jul Maclean*

Juneau has had a Comprehensive Plan since 1965; the current Comprehensive Plan was updated in 2013. Interest has been expressed by some members of the Assembly and the Planning Commission in updating the Plan at this time. The Comprehensive Plan calls for a “review” of the Plan every two years. The Plan distinguishes between a “review” and an “update” of the plan. A review is described as “one or more public sessions of discussion and examination of the Plan.” The result of the review might be the conclusion that no amendments are necessary at the time or that some mid-course corrections are in order. An update is considered to involve a holistic review of all text, policies, implementing actions, and land use maps. The 2013 plan states that both the 2008 and 2013 plans were updates. Included below are potential strategies for either an update or a review of the Comprehensive Plan.

### **Comprehensive Plan Update**

An update involves a complete planning process, the creation of a steering committee, focus groups, significant public outreach, review of goals, policies, implementing actions, and maps. This also could include the development of a new format for the Plan. The 2013 plan organization and format are essentially unchanged since the 1984 Plan was adopted. The following are options for how an update to the Comprehensive Plan might be accomplished.

- In-house – CDD staff, with assistance from other CBJ Departments, would be responsible for all aspects of plan development.
- In-house temporary hire – a temporary position would be created for the specific purpose of managing and over seeing this project with assistance from permanent CDD staff.
- Consultant – a consultant hired through a competitive proposal process would be responsible for all aspects of plan development.
- Combination in-house/consultant – this could take several forms, with a consultant being hired to facilitate the public outreach and visioning aspects, or consultant being hired to focus on specific topics of the plan.

### **Comprehensive Plan Review**

The Planning Commission, with staff support, would review the goals, policies, implementing actions, and each chapter. The Commission's recommendations for updates would be forwarded to the Assembly for consideration. This process took place in 2001, and in early 2002 the Commission made specific recommendations, such as adjusting the boundary of the Urban Service Area and adding a policy direction to address storm water management. These recommendations would inform future work for CBJ staff and the Planning Commission.

### **Recommendation**

The Community Development Department is committed to community-based planning, as evidenced by the Auke Bay Area Plan and the Lemon Creek Area Plan. Juneau residents articulate their vision and help develop a plan to shape the future. Community involvement and participation builds commitment to the effort, allows differing perspectives to help identify solutions, and ensures more accountability. Both the Auke Bay and Lemon Creek Area Plans have been identified as successful planning processes and have been well received by the community. CDD has been directed to work on a Downtown Plan now that the Lemon Creek Area Plan is complete; this downtown planning initiative is the subject of a separate memorandum. Additionally, CBJ has received grant funds to complete the Historic and Cultural Preservation Plan. The review and development of new residential zoning districts mandated by the adoption of the Alternative Overlay Development District (ADOD) (which sunsets August 1, 2019) is underway. In addition to the above planning efforts being undertaken by CDD, the Parks and Recreation Master Plan is currently being updated and a public process is occurring this year. Community input is critical for these planning efforts to be successful, and too many competing efforts may jeopardize public participation in one or all of these efforts. Additionally, completion of these planning efforts will provide a solid foundation to begin the update to the Comprehensive Plan. A comprehensive plan update that values community involvement may benefit from a short delay.

Staff recommends that the Planning Commission form a committee to review how well the 2013 Plan reflects the community now and make recommendations for areas to be updated in the mid-term. This effort will inform the Assembly and the community while not diluting the other planning work that is underway.

**Links for the October 15, 2021 Housing & Development Task Force Meeting**

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