



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

## Planning Commission Member Frequently Asked Questions

<p>What is the position?</p>	<p>A person who serves as a voting member on a nine-person commission.</p>
<p>How are representatives appointed to the Planning Commission?          What is the length of service?</p>	<p>The Assembly appoints Planning Commission members. Appointment begins at the first Commission meeting in January and continues for a three-year term. Appointments may begin later in the year, and may continue for shorter terms if a member resigns and a new member is appointed to fulfill that position for the remainder of the term.</p>
<p>When are applications for a Planning Commissioner position due?</p>	<p>November, unless a seat becomes available due to a resignation. The Assembly typically holds interviews in December.</p>
<p>Do Planning Commissioners receive training?</p>	<p>Training is provided in January / February, and as needed. Each year, three members are sent for training at the Alaska Chapter of the American Planning Association's annual conference.</p>
<p>When does the Planning Commission meet?</p>	<p>The Commission holds regular meetings every second and fourth Tuesday of the month at 7 P.M. Special meetings may be scheduled as needed, and are infrequent. Currently, all meetings are occurring online via Zoom.</p> <p>Committee of the Whole meetings occur occasionally, and typically take place prior to a regular meeting, starting between 5 P.M and 6 P.M. These are work sessions for the Commission.</p>

<p>How much time is needed to prepare for a Planning Commission meeting?</p>	<p><b>Preparation for regular meetings requires approximately two to four hours. However, this is case-dependent, so more or less time may be needed.</b></p>
<p>What does a Planning Commission meeting entail?</p>	<p>Regular meetings typically last three hours. However, some may run shorter or longer.</p> <p>The Commission reviews and may recommend updates to the Comprehensive Plan, Capital Improvement Program, and city and state projects. The Commission reviews private and public development plans for compliance with the land use code and adopted plans.</p> <p>The Commission functions as the Board of Adjustment in reviewing variances and certain special permits. This function occurs during the course of a regular meeting.</p>
<p>How do Commissioners obtain information for the meetings?</p>	<p>Meeting packet materials are provided to Commissioners by Community Development Department staff one week prior to the meeting.</p> <p>Additional materials are emailed the Friday and Monday directly preceding the meeting day. Before the COVID-19 pandemic, there was only one additional materials packet, which would be emailed on the Friday directly preceding the meeting. Two additional materials packets are now being emailed to better accommodate the public, as people cannot attend the meetings in person.</p>
<p>Are there other responsibilities of a Planning Commissioner and what is the time commitment?</p>	<p>Yes, Commissioners are usually assigned to serve on a subcommittee or as liaison or voting member to an Assembly board or subcommittee. Preparation for committee and board meetings is approximately zero to one hour. The Title 49 subcommittee may require more time, depending on the item for discussion.</p>

<p>What is a Planning Commissioner's role as a member of a subcommittee of the Planning Commission, and how often do they meet?</p>	<p>Subcommittees typically meet during the weekday at the lunch hour on a date agreed upon by subcommittee members. Their role is to examine more complex subject matters in greater detail and present a recommendation to the full Commission.</p> <p>Subcommittees and boards include:</p> <ul style="list-style-type: none"> <li>• Title 49 – Land Use Code review and revisions. Typically meets on a three-week cycle; however, COVID-19 has affected this schedule.</li> <li>• Governance – Sets the Commission's Rules of Order. Meets on an as-needed basis.</li> <li>• All meetings are currently occurring online via Zoom.</li> </ul>
<p>What is a Planning Commissioner's role as a liaison or board member to a CBJ Assembly subcommittee and / or a CBJ board, and how often do they meet?</p>	<p>A Commissioner may be assigned as a liaison to an Assembly subcommittee or commission, or to a CBJ board.</p> <p>Liaison assignments include:</p> <ul style="list-style-type: none"> <li>• Assembly Lands Committee – Typically meets once a month or as needed by the Assembly on a Monday evening at 5 P.M.</li> <li>• Assembly Public Works and Facilities Committee – Typically meets once a month or as needed by the Assembly on a Monday at 12 P.M.</li> <li>• Juneau Commission on Sustainability (JCOS) - COVID-19 has affected this schedule, and the commission is currently meeting only on the first Wednesday of the month. Normally JCOS meets twice a month.</li> <li>• Wetlands Review Board – Reviews cases that may impact wetlands or habitat areas that are under CBJ jurisdiction. Meets as needed in the evening.</li> <li>• Area Plan Steering Committee, e.g. Blueprint Downtown, South Douglas/West Juneau - Steering committees are temporary in nature and organized to work on projects that will come before the Planning Commission and the Assembly. Meeting schedules are determined with the steering committee and staff.</li> <li>• All meetings are currently occurring online via Zoom.</li> </ul>