

# DEVELOPMENT PERMIT APPLICATION

**NOTE: Development Permit Application forms must accompany all other Community Development Department land use applications. This form and all documents associated with it are public record once submitted.**

To be completed by Applicant	<b>PROPERTY LOCATION</b>						
	Physical Address 10011 Glacier Hwy Juneau AK 99801						
	Legal Description(s) (Subdivision, Survey, Block, Tract, Lot) USS 1041 LT 2						
	Parcel Number(s) 4B1701020020						
	<input type="checkbox"/> This property is located in the downtown historic district <input type="checkbox"/> This property is located in a mapped hazard area, if so, which _____						
	<b>LANDOWNER/ LESSEE</b>						
	Property Owner Alaska OnPoint Properties LLC	Contact Person Casey Wilkins					
	Mailing Address 2521 E MT Village Dr - Wasilla AK 99681	Phone Number(s) 907-957-3877					
	E-mail Address cwilkins907@gmail.com						
	<b>LANDOWNER/ LESSEE CONSENT</b>						
Required for Planning Permits, not needed on Building/ Engineering Permits. Consent is required of all landowners/ lessees. If submitted with the application, alternative written approval may be sufficient. Written approval must include the property location, landowner/ lessee's printed name, signature, and the applicant's name.							
I am (we are) the owner(s) or lessee(s) of the property subject to this application and I (we) consent as follows: A. This application for a land use or activity review for development on my (our) property is made with my complete understanding and permission. B. I (we) grant permission for the City and Borough of Juneau officials/employees to inspect my property as needed for purposes of this application.							
<table style="width:100%; border:none;"> <tr> <td style="width:50%; border:none;">Landowner/Lessee (Printed Name)</td> <td style="width:50%; border:none;">Title (e.g.: Landowner, Lessee)</td> </tr> <tr> <td style="border:none;">X <u>Casey Wilkins</u></td> <td style="border:none;">12/12/2023</td> </tr> <tr> <td style="border:none;">Landowner/Lessee (Signature)</td> <td style="border:none;">Date</td> </tr> </table>		Landowner/Lessee (Printed Name)	Title (e.g.: Landowner, Lessee)	X <u>Casey Wilkins</u>	12/12/2023	Landowner/Lessee (Signature)	Date
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Landowner/Lessee (Printed Name)	Title (e.g.: Landowner, Lessee)						
X _____	_____						
Landowner/Lessee (Signature)	Date						
NOTICE: The City and Borough of Juneau staff may need access to the subject property during regular business hours. We will make every effort to contact you in advance, but may need to access the property in your absence and in accordance with the consent above. Also, members of the Planning Commission may visit the property before a scheduled public hearing date.							
<b>APPLICANT</b>							
If same as LANDOWNER, write "SAME"							
Applicant (Printed Name) SAME	Contact Person						
Mailing Address	Phone Number(s)						
E-mail Address							
<table style="width:100%; border:none;"> <tr> <td style="width:50%; border:none;">X <u>Casey Wilkins</u></td> <td style="width:50%; border:none;">12/14/2023</td> </tr> <tr> <td style="border:none;">Applicant's Signature</td> <td style="border:none;">Date of Application</td> </tr> </table>		X <u>Casey Wilkins</u>	12/14/2023	Applicant's Signature	Date of Application		
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Applicant's Signature	Date of Application						

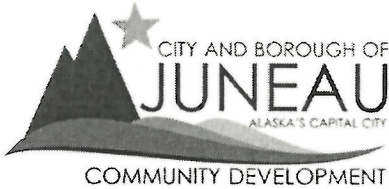
DEPARTMENT USE ONLY BELOW THIS LINE

Intake Initials EPS	Date Received 12/19/2023
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**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number USE23-019
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# ALLOWABLE/CONDITIONAL USE PERMIT APPLICATION

See reverse side for more information regarding the permitting process and the materials required for a complete application.

**NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.**

To be completed by Applicant

**PROJECT SUMMARY**

Marijuana Retail, On-Site Consumption and Cultivation Project with AK Vibes

**TYPE OF ALLOWABLE OR CONDITIONAL USE PERMIT REQUESTED**

- Accessory Apartment – Accessory Apartment Application (AAP)
- Use Listed in 49.25.300 – Table of Permissible Uses (USE)  
Table of Permissible Uses Category: 2.3 Marijuana retail and 14.245 Marijuana Cultivation

**IS THIS A MODIFICATION or EXTENSION OF AN EXISTING APPROVAL?**  YES – Case # \_\_\_\_\_  NO

**UTILITIES PROPOSED** WATER:  Public  On Site SEWER:  Public  On Site

**SITE AND BUILDING SPECIFICS**

Total Area of Lot 17534 square feet Total Area of Existing Structure(s) 4160 square feet  
Total Area of Proposed Structure(s) 4160 square feet

**EXTERNAL LIGHTING**

- Existing to remain  No  Yes – Provide fixture information, cutoff sheets, and location of lighting fixtures
- Proposed  No  Yes – Provide fixture information, cutoff sheets, and location of lighting fixtures

**ALL REQUIRED DOCUMENTS ATTACHED**

- Narrative including:**
- Current use of land or building(s)
  - Description of project, project site, circulation, traffic etc.
  - Proposed use of land or building(s)
  - How the proposed use complies with the Comprehensive Plan
- Plans including:**
- Site plan
  - Floor plan(s)
  - Elevation view of existing and proposed buildings
  - Proposed vegetative cover
  - Existing and proposed parking areas and proposed traffic circulation
  - Existing physical features of the site (e.g.: drainage, habitat, and hazard areas)

*If this is a modification or extension include:*

- Notice of Decision and case number
- Justification for the modification or extension
- Application submitted at least 30 days before expiration date

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

ALLOWABLE/CONDITIONAL USE FEES	Fees	Check No.	Receipt	Date
Application Fees	\$ <u>500</u>	<u>CASH #</u>		
Admin. of Guarantee	\$ _____			
Adjustment	\$ _____			
Pub. Not. Sign Fee	\$ <u>50</u>			
Pub. Not. Sign Deposit	\$ <u>160</u>			
<b>Total Fee</b>	\$ <u>650</u>			

This form and all documents associated with it are public record once submitted.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number	Date Received
<u>USE23-019</u>	<u>12/19/2023</u>

## **Allowable/Conditional Use Permit Application Instructions**

Allowable Use permits are outlined in CBJ 49.15.320, Conditional Use permits are outline in CBJ 49.15.330

**Pre-Application Conference:** A pre-application conference is required prior to submitting an application. There is no fee for a pre-application conference. The applicant will meet with City & Borough of Juneau and Agency staff to discuss the proposed development, the permit procedure, and to determine the application fees. To schedule a pre-application conference, please contact the Permit Center at 586-0770 or via e-mail at [permits@juneau.org](mailto:permits@juneau.org).

**Application:** An application for an Allowable/Conditional Use Permit will not be accepted by the Community Development Department until it is determined to be complete. The items needed for a complete application are:

1. **Forms:** Completed Allowable/Conditional Use Permit Application and Development Permit Application forms.
2. **Fees:** Fees generally range from \$350 to \$1,600. Any development, work, or use done without a permit issued will be subject to double fees. All fees are subject to change.
3. **Project Narrative:** A detailed narrative describing the project.
4. **Plans:** All plans are to be drawn to scale and clearly show the items listed below:
  - A. Site plan, floor plan and elevation views of existing and proposed structures
  - B. Existing and proposed parking areas, including dimensions of the spaces, aisle width and driveway entrances
  - C. Proposed traffic circulation within the site including access/egress points and traffic control devices
  - D. Existing and proposed lighting (including cut sheets for each type of lighting)
  - E. Existing and proposed vegetation with location, area, height and type of plantings
  - F. Existing physical features of the site (i.e. drainage, eagle trees, hazard areas, salmon streams, wetlands, etc.)

**Document Format:** All materials submitted as part of an application shall be submitted in either of the following formats:

1. Electronic copies in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif, .xlm, .rtf (other formats may be preapproved by the Community Development Department).
2. Paper copies 11" X 17" or smaller (larger paper size may be preapproved by the Community Development Department).

**Application Review & Hearing Procedure:** Once the application is determined to be complete, the Community Development Department will initiate the review and scheduling of the application. This process includes:

**Review:** As part of the review process the Community Development Department will evaluate the application for consistency with all applicable City & Borough of Juneau codes and adopted plans. Depending on unique characteristics of the permit request the application may be required to be reviewed by other municipal boards and committees. During this review period, the Community Development Department also sends all applications out for a 15-day agency review period. Review comments may require the applicant to provide additional information, clarification, or submit modifications/alterations for the proposed project.

**Hearing:** All Allowable/Conditional Use Permit Applications must be reviewed by the Planning Commission for vote. Once an application has been deemed complete and has been reviewed by all applicable parties the Community Development Department will schedule the requested permit for the next appropriate meeting.

**Public Notice Responsibilities:** Allowable/Conditional Use requests must be given proper public notice as outlined in CBJ 49.15.230:

**The Community Development Department** will give notice of the pending Planning Commission meeting and its agenda in the local newspaper a minimum of 10-days prior to the meeting. Furthermore, CDD will mail notices to all property owners within 500-feet of the project site.

**The Applicant** will post a sign on the site at least 14 days prior to the meeting. The sign shall be visible from a public right-of-way or where determined appropriate by CDD. Signs may be produced by the Community Development Department for a preparation fee of \$50, and a \$100 deposit that will be refunded in full if the sign is returned within seven days of the scheduled hearing date. If the sign is returned between eight and 14 days of the scheduled hearing \$50 may be refunded. The Applicant may make and erect their own sign. Please contact the Community Development Department for more information.

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**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**





**NorthWind**  
Architects, LLC

RE: Conditional Use Permit (CUP) Application- Marijuana Cultivation and Retail  
by Alaska Vibes

7 December 2023

**Site Location:**

10011 Glacier Highway

Juneau, Alaska 99801

**Project Overview**

Alaska Vibes, LLC seeks to open a marijuana retail facility at 10011 Glacier Highway, with a proposed outdoor consumption area with consumption by smoking or vaping. Additionally, a small cultivation facility will be located at the south end of the building. The building exterior will not undergo significant changes at this time, nor will its footprint be expanded, but the interior will be remodeled and the enclosed outdoor consumption area will be constructed. The construction, design and components will all comply with state and local requirements. An attached accessory dwelling unit is not allowable with an on-site consumption area. The upstairs residential unit has undergone significant demolition and will be used as storage by the retail location for t-shirts, bags, cleaning supplies, and other retail/commercial products that are not under AMCO regulations.

**Existing Site & Building:** The site's legal description USS 1041 LT 2 is listed as 17,534 SF on the City and Borough of Juneau Parcel Viewer. The existing building is 4,160 SF. The property is bordered by Glacier Highway to the north, Pavitt Plaza LLC to the east, Brentwood Place to the South and SJ Rentals LLC to the West. The site is flat with a band of vegetation on the west property line. There is enough parking on site for the uses described.

**Zoning**

**Use:** The property at 10011 Glacier Highway is currently zoned industrial (I). Marijuana retail sales and cultivation are all allowable uses in the Industrial zoning district with approved Conditional Use Permits.

Sean M Boily AIA  
Principal Architect

James Bibb AIA  
Principal Architect

David Hurley AIA  
Principal Architect

126 Seward Street  
Juneau, AK 99801

p.907.586.6150  
f.907.586.6181

**Setbacks:** The building currently complies with the required setbacks (10' front, rear and street side yard). There is a side yard setback of 0'-0" in the industrial zone, so the proposed outdoor consumption area would comply with this requirement.

**Utilities:** The site is served by municipal sewer and water. Additional plumbing fixtures will need to be added in Phase II, and will be proposed in the building permit process. Electricity is provided via underground conduit to the building. An electrical and mechanical engineer will be engaged for Phase III of the project.

**Habitat:** The property is bordered on all sides with significant development of road ways and of private property. There is a band of vegetation on the west side of the property of alder trees and long grasses bordering SJ Rentals property that meets the requirements for 5% vegetative cover in the industrial zone. This band will be preserved between the properties, and additional vegetation will be added with the grass pet area and the long planter in front of the covered outdoor patio. Rainwater from the proposed covered patio will drain into the vegetative swale.

**Development Schedule and Noise:** Improvements to the property will occur during normal working hours (7AM-6PM). Sound and noise consistent with construction may occur during this time. Once operational, the retail location may be staffed between 8AM and 12AM, with the bulk of the traffic occurring between 10AM and 8PM. Noise generated by activities on site are expected to be kept minimal- customers talking in the outdoor consumption area or movement of materials from the cultivation will likely be the primary sources of noise, beyond traffic entering and exiting the property, however the traffic noise from Glacier Highway is more substantial.

The estimated maximum number of employees on-site at any time is 6.

**Property Value & Neighborhood Harmony:** The proposed use at 10011 Glacier Highway matches the current mixed industrial and commercial uses currently in the area. Neighboring property owners should not be affected by the proposed operations and may benefit from the increased visitation to the site. The aesthetic for the covered area will be similar to a brew pub or coffee café, a gathering place for people to enjoy light imbibing of product in a safe environment. Negative impacts from noise and traffic are expected to be minimal.

**Public Health & Safety:** On-site operations will minimize threats and risk to public safety and the natural environment. No chemicals, nutrients or nutrient-enriched solutions will enter the local waterways or sewer system. Waste will be disposed of properly and in a way that minimizes additions to the landfill. All disposal will be done in accordance to state law:

**Lighting:** Surface-mounted exterior lighting will discourage loitering and unlawful entry. Lenses will prevent light spillage onto adjacent properties and the roadways.

**Parking, Traffic & Circulation:** There may be an increase in traffic to the site compared to past uses as a U-Haul rental and childcare facility. However, the traffic level will be congruous with the existing industrial/commercial uses in the area. Parking for the retail and employees will be on site, as required by CBJ code. Vehicular traffic access to the site is provided via Glacier Highway and Bentwood Place, with a one-way traffic lane from Bentwood Place to the retail parking along Glacier Highway. Project will have 14 parking spaces, 2 to the south for the cultivation area, 12 for the retail/office/consumption area, 1 of which is ADA compliant for van access. (See table below) Small passenger vans may be used by the property owner to transport people safely from a downtown location to the valley onsite consumption area.

<b><u>Parking Requirements</u></b>				
Use Type	SF of Use	Spaces per SF	Spaces Req	
Agriculture	1285 SF	1 Per 1000	1	
Mercantile/ Office	1725 SF	1 Per 300	6	
Outdoor Patio	813 SF	1 Per 300	3	
Mercantile Storage	927 SF	1 Per 1000	1	
			11	Total
			1	Req ADA spaces
			14	Planned Parking

### Commercial Marijuana Establishment CUP Application Requirements

**Site Plan:** The attached Site Plan shows the layout of the site and proposed uses of the different parts of the building. Due to state law, the entire first floor of the building will be an Alcohol and Marijuana Control Office (AMCO) licensed premises.

**Security Plan:** Please see attached Elec Floor Plan for layout of video surveillance and exterior lighting. The state requires extensive security measures, such as lighting, video surveillance, protocols for visitors and prevention of those under the age of 21, security and alarm systems, product tracking, transportation and labeling of products, restricted access areas and more. The clients are well versed with the State Law's surrounding both retail and cultivation, with several stores and facilities in Juneau and around the state of Alaska. These restrictions include but do are not limited to:

- All doors leading to restricted access areas (the north entry to retail space, south entry to cultivation area, west entry to offices) will have commercial grade locks. Required signage states "Restricted Access Area. Visitors must be escorted" will be posted on the rear exterior door and the employee-only door leading from the commercial outdoor patio area into the observation area for employees only. Video surveillance will record both entry points.
- Exterior lighting will be sufficient to facilitate surveillance, as well as discourage loitering.
- All areas where marijuana is grown, cured, processed, and packaged, or where marijuana waste is destroyed will be monitored by video surveillance. Areas where marijuana or marijuana products are sold or consumed will also be under video surveillance.
- The services of an alarm company will be contracted for the purpose of maintaining a secure facility. All exterior ground floor windows and each exterior door will be connected to the alarm system.

**Waste Disposal Plan:** All waste, trash, and wastewater disposal will meet federal, state and local requirements.

- Marijuana will be disposed of per AMCO required protocols, including the notification of AMCO for proposed waste disposal.

- Expired growing medium will be mixed with marijuana waste and taken off-site for composting.
- Non-marijuana waste will be picked up by the local waste hauler weekly.

**Screening Plan:** Secured doors, opaque window coverings, and fencing will prevent observation of facility and activities occurring inside. (See elevations)

**Ventilation and Filtration Plan:** Significant efforts will be made to prevent nuisance odors from affecting the area. The State of Alaska has significant requirements to ensure onsite consumption of marijuana will not detract from the area.







- Continually-running carbon filters will reduce odors the ambient air in the cultivation area, as well as air exhausted. Carbon filters will be maintained and replaced per manufacturer's specifications.
- CBJ Code 36.60.030 allows smoking outdoors for a marijuana facility licensed by the state and in compliance with regulations adopted by the Marijuana Control Board. In addition to the stringent security measures mentioned above, additional regulation and requirements include:
  - Freestanding licensed retail marijuana store with an approved onsite consumption endorsement;
  - The consumption area being fully enclosed by a sight-obscuring wall or fence and separated from the remainder of the premises by a secure door;
  - Limitations on the amount of marijuana or marijuana product sold for consumption on the premises;
  - Prohibition on the consumption of tobacco or tobacco products in the consumption area;
  - A smoke-free area for employees to monitor the marijuana consumption area;
  - Protocols and training for employees to identify overconsumption;
  - Protocols and training for preventing marijuana from another source from entering the consumption area;
  - A finding by the board to be compatible with the surrounding area after considering neighborhood uses, location of air intake vents of neighboring buildings, sight-obscuring wall or fencing, objections by property owners within 500' (a notice will be sent to all property owners within 500' of the boundaries of the property).



- **Mold Prevention and Wastewater Discharge:** Cleanliness and sanitation is a priority. Appropriate hand washing equipment and procedures will be in place to ensure proper hygiene. Cultivation and retail facilities (including the outdoor consumption area) will be cleaned as necessary to maintain a high level of cleanliness and sanitation
  - Below is a list of chemicals, fertilizers and additives expected to be used at the cultivation facility:

Product	Class	Manufacturer
Forge	Bacteria additive	Blacksmith Bioscience
Cal-Mag Plus	Supplement	Botanicare
Pure Blend Pro Grow	Nutrient - vegetative	Botanicare
Silica Blast	Supplement	Botanicare
Pure Bloom Pro Bloom	Nutrient - flowering	Botanicare
Type A	Nutrient - flowering	RX Green Technologies
Type B	Nutrient - flowering	RX Green Technologies
FloraBloom	Nutrient	General Hydroponics
FloraMicro	Nutrient	General Hydroponics
FloraGro	Nutrient	General Hydroponics
Clonex Rooting Gel	Growth Regulator	
Clonex Clone Solution	Clone nutrient	
Coco-Wet	Aids in nutrient absorption	
Great White Mycorrhizae	Nutrient	
H202 Liquid Oxygen	Increases nutrient uptake	
General Hydroponics	pH Up	
General Hydroponics	pH Down	
Armor Si	Nutrient	
Botanicare Hydroguard		
Botanicare Power Clone		
RX Green Energy		

**KEY**

-  SNOW STORAGE
-  VEGETATIVE COVER
-  PARKING DIMENSIONS
-  SETBACK
-  PROPERTY LINE
-  ONE WAY TRAFFIC ARROW

NOT FOR CONSTRUCTION



NorthWind Architects, LLC  
 108 Howard St.  
 Anchorage, Alaska 99501  
 Phone: 907.561.1111  
 Fax: 907.561.1112

IF THE ARCHITECT RECEIVES NOTIFICATION FROM THE LOCAL AGENCIES THAT THE PROJECT DOES NOT MEET ALL REQUIREMENTS, THE ARCHITECT SHALL BE RESPONSIBLE FOR REVISIONS AND RE-APPROVAL OF THE PLAN.

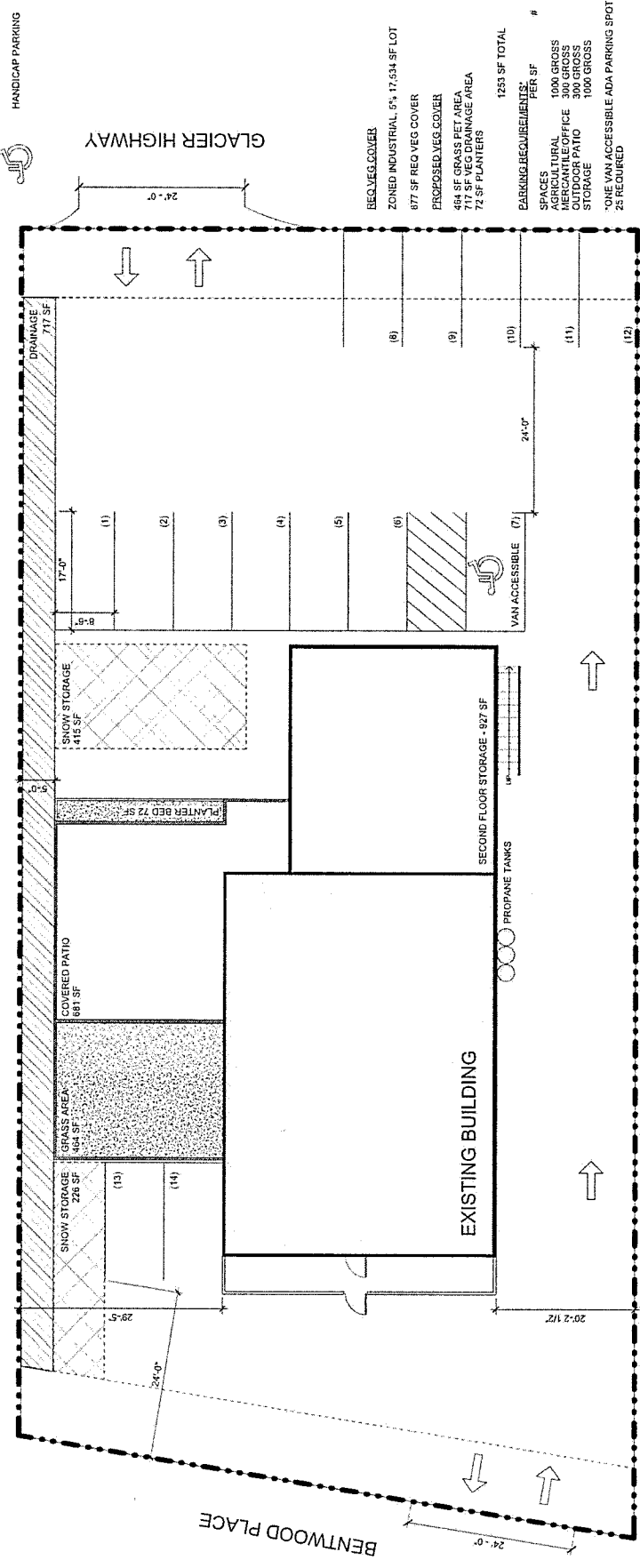
**ALASKA VIBES RENOVATION**

10011 GLACIER HIGHWAY  
 JUNEAU, AK

SHEET TITLE:  
**SITE PLAN**

CHECKED: JB  
 DRAWN: SCC  
 PROJECT: 20230001

SHEET # **A0.1**  
 PLOT DATE: 12/19/2023  
 ISSUE DATE: 12/19/2023



**PARKING REQUIREMENTS:**

SPACES	PER SF	#
1000 GROSS AGRICULTURAL		
300 GROSS MERCANTILE/OFFICE		
100 GROSS DECK/PATIO		
1000 GROSS STORAGE		
<b>1253 SF TOTAL</b>		

\*ONE VAN ACCESSIBLE ADA PARKING SPOT PER 25 REQUIRED



1 SITE PLAN  
 1/8" = 1'-0"



NOT FOR CONSTRUCTION



IF THIS DOCUMENT IS USED FOR ANY OTHER PROJECT, THE ARCHITECT SHALL BE NOTIFIED IMMEDIATELY BY E-MAIL OR TELEPHONE.

# ALASKA VIBES RENOVATION

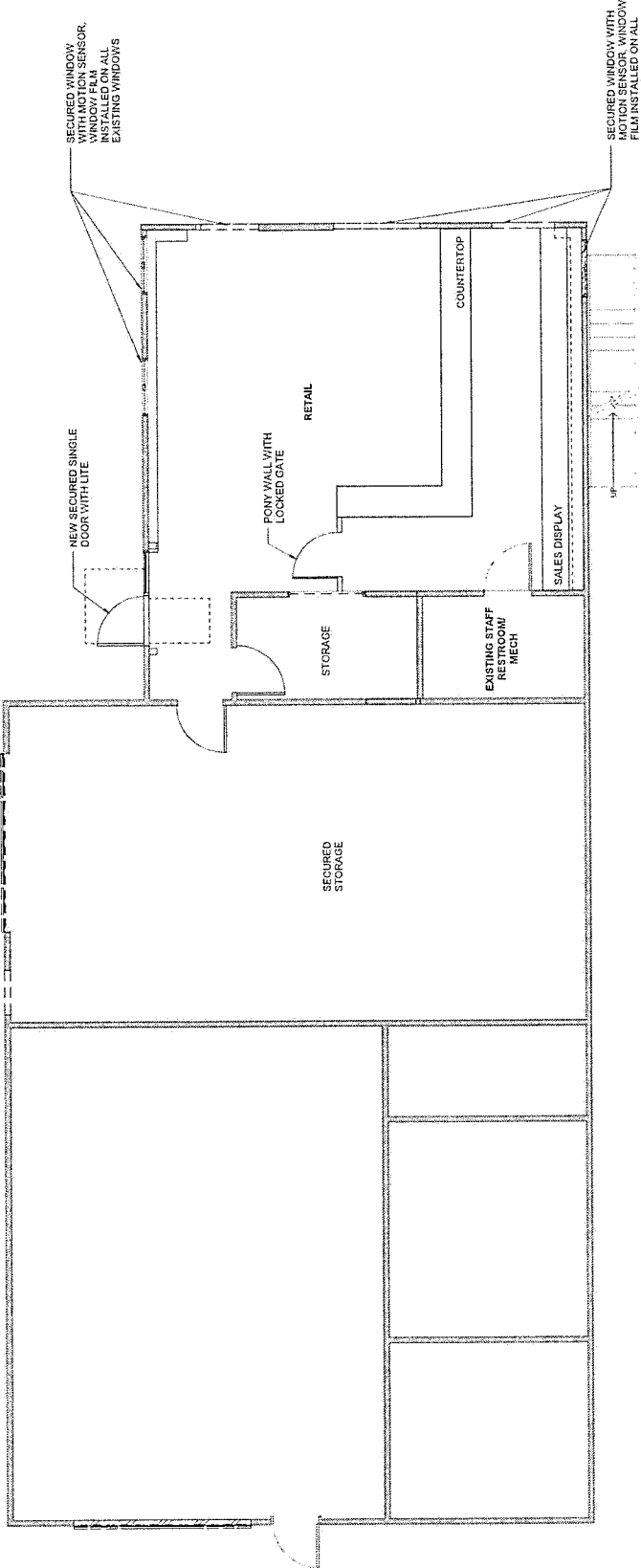
10011 GLACIER HIGHWAY  
JUNEAU, AK

SHEET TITLE:  
**FIRST FLOOR  
PHASE I**

DESIGNED	JB
DRAWN	SCC
CHECKED	
DATE	

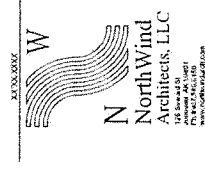
SHEET # **A1.1**  
PROJECT DATE 12/07/2023  
ISSUE DATE 12/07/2023

RETAIL: PHASE I  
798 SF



1 FIRST FLOOR PLAN- PHASE I  
1/4" = 1'-0"

NOT FOR CONSTRUCTION



10011 GLACIER HIGHWAY  
JUNEAU, AK  
99901  
907.586.1100  
WWW.NORTHWINDARCHITECTS.COM

IF THE ABOVE DIMENSIONS DO NOT  
CORRESPOND TO THE ACTUAL  
DIMENSIONS OF THE BUILDING,  
REVISIONS WILL BE MADE TO MAINTAIN  
REDUCED AFFECTING ALL LABEL SIZES.

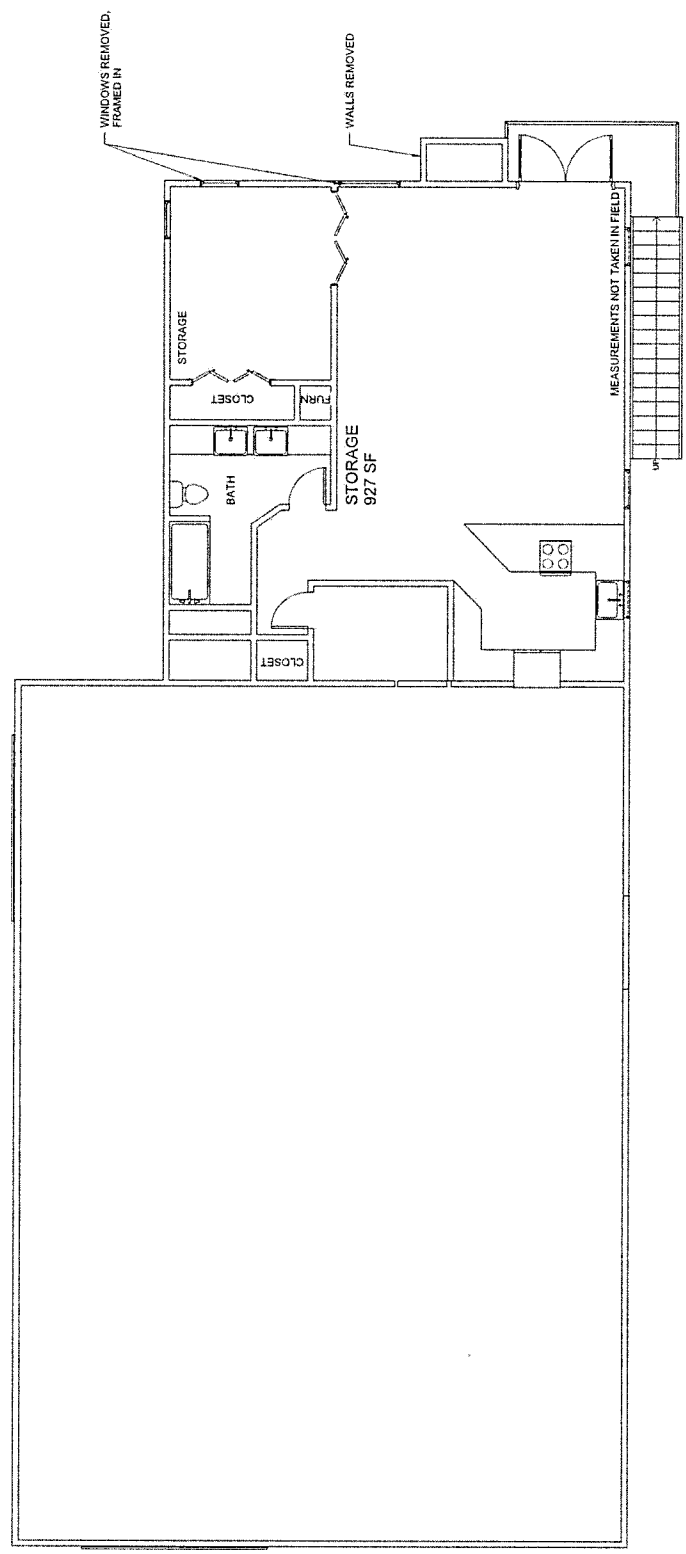
# ALASKA VIBES RENOVATION

10011 GLACIER HIGHWAY  
JUNEAU, AK

SHEET TITLE:  
**SECOND FLOOR  
PLAN**

CHECKED	JB
DRAWN	SCC
DATE	06/20/2023
SCALE	AS SHOWN

SHEET # **A1.2**  
PLOT DATE 12/07/2023  
ISSUE DATE 12/07/2023



1 SECOND FLOOR  
1/4" = 1'-0"

NOT FOR CONSTRUCTION



NorthWind Architects, LLC  
128 Seward St.  
Juneau, Alaska 99801  
Phone: 907.586.1100  
www.northwindarchitects.com

IF THE ABOVE DIMENSIONS DO NOT  
MATCH THE DIMENSIONS OF THE  
DRAWING, THE DIMENSIONS OF THE  
DRAWING SHALL TAKE PRECEDENCE FOR  
REDUCED, AFFECTING ALL LABEL SIZES.

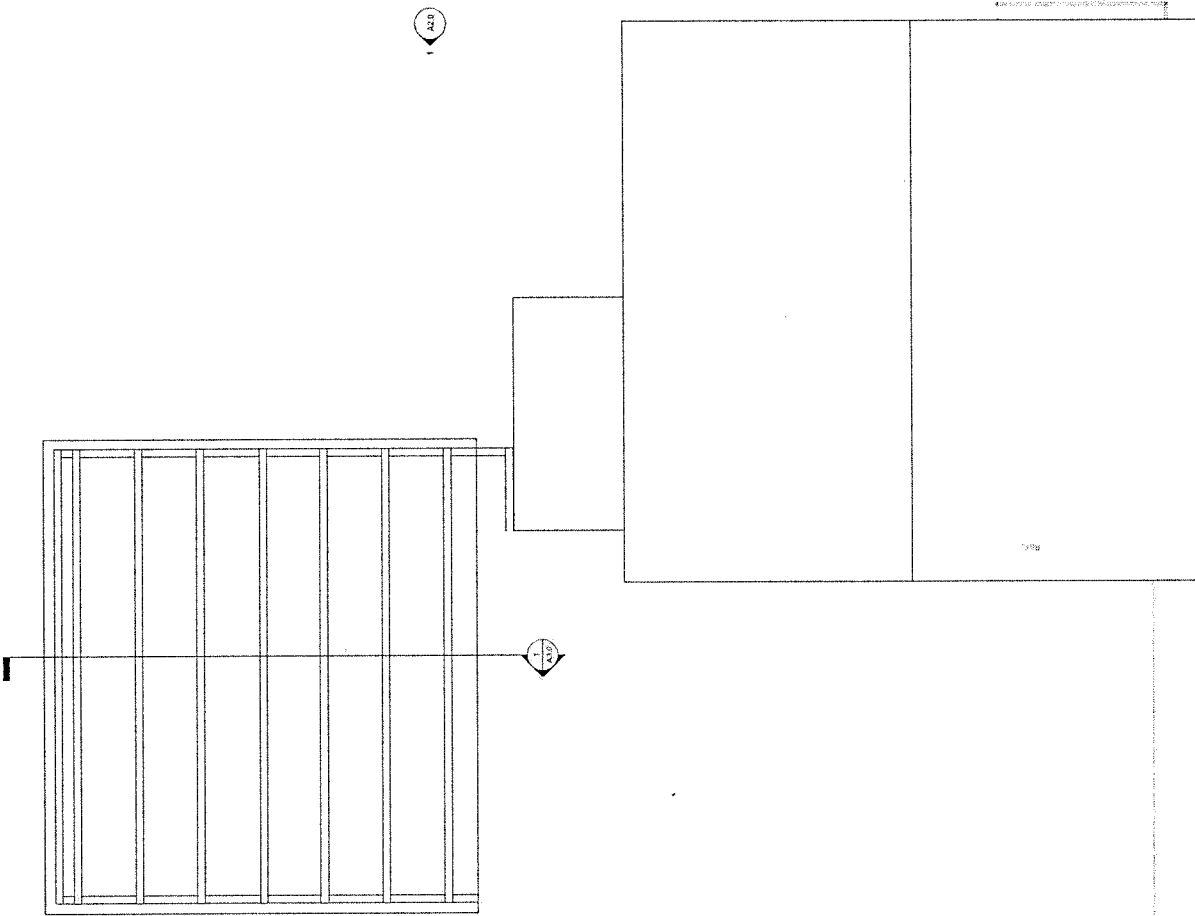
# ALASKA VIBES RENOVATION

10011 GLACIER HIGHWAY  
JUNEAU, AK

SHEET TITLE:  
**ROOF PLAN**

CHECKED	JB
DRAWN	SCC
DATE	02/27
PROJECT	ALASKA VIBES

SHEET # **A1.3**  
PLOT DATE 12/07/2023  
ISSUE DATE 12/07/2023



1 ROOF PLAN  
1/4" = 1'-0"



NOT FOR CONSTRUCTION



XXXXX-XXXXX  
NORTH WIND ARCHITECTS, LLC  
JUNEAU, AK 99901  
WWW.NORTHWINDARCHITECTS.COM

IF THE ABOVE DIMENSIONS DOES NOT MATCH THE ACTUAL DIMENSIONS OF THE PROJECT, THE DRAWING WILL HAVE BEEN IN AN ERROR OR MISUNDERSTANDING. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

# ALASKA VIBES RENOVATION

10011 GLACIER HIGHWAY  
JUNEAU, AK

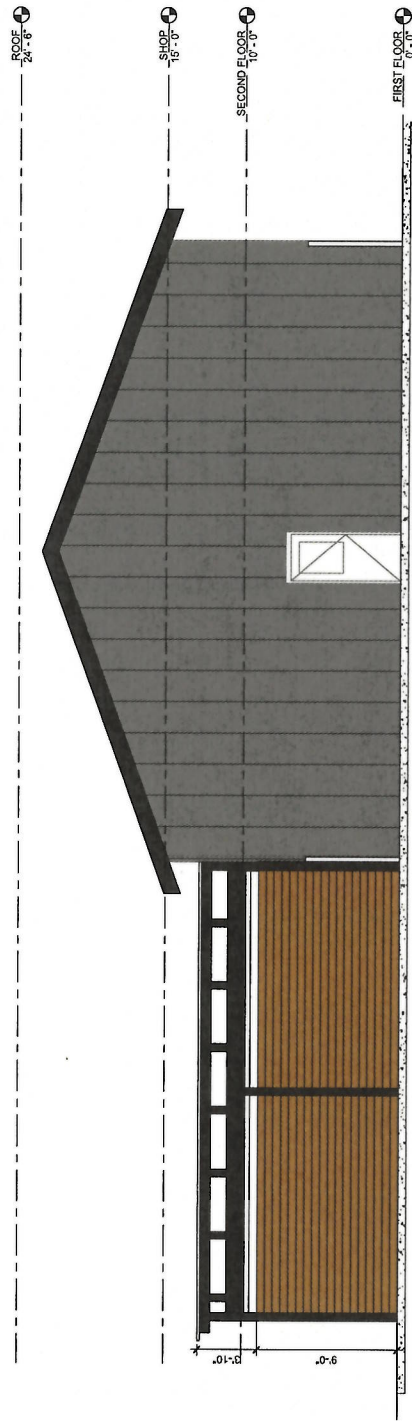
SHEET TITLE:  
ELEVATIONS

CHECKED	JB
DRAWN	SCC
DATE	02/21/2023
SCALE	AS SHOWN

SHEET #	A2.0
PLOT DATE	12/07/2023
ISSUE DATE	12/07/2023




① NORTH ELEVATION  
1/4" = 1'-0"



② SOUTH ELEVATION  
1/4" = 1'-0"

NOT FOR CONSTRUCTION

2020200002



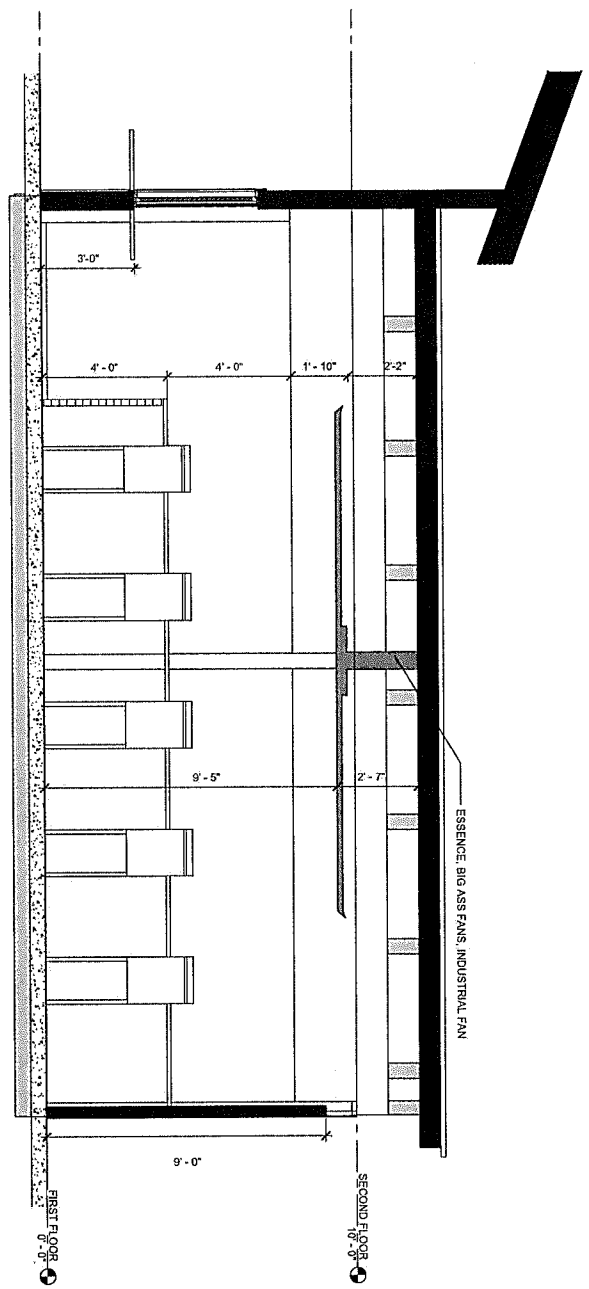
North Wind  
Architects, LLC

138 Stewart St.  
Juneau, Alaska 99801  
PH: 907.586.6155  
WWW.NORTHWINDARCH.COM

IF THE ABOVE CONSTRUCTION DOES NOT  
INCLUDE ONE HOUR FIRE RATED CURTAIN WALL  
SYSTEMS, THE CURTAIN WALL SHALL BE  
REMOVED, AFFECTING ALL USEABLE SPACES

ALASKA VIBES RENOVATION

10011 GLACIER HIGHWAY  
JUNEAU, AK



① SECTION THROUGH PATIO  
1/2" = 1'-0"

SHEET #  
**A3.0**

PLOT DATE  
12/07/2023

ISSUE DATE  
12/07/2023

SHEET TITLE:  
**SECTIONS**

CHECKED  
JB

DRAWN  
SOC

SCALE: AS SHOWN

NOT FOR CONSTRUCTION



128 Glenwood St  
Juneau, Alaska 99801  
Phone: 907.586.1181

10011 GLACIER HIGHWAY  
JUNEAU, AK

# ALASKA VIBES RENOVATION

SHEET TITLE:  
**RENDERINGS**

CHECKED	Checker
DRAWN	Author
DATE	DATE
SCALE	SCALE

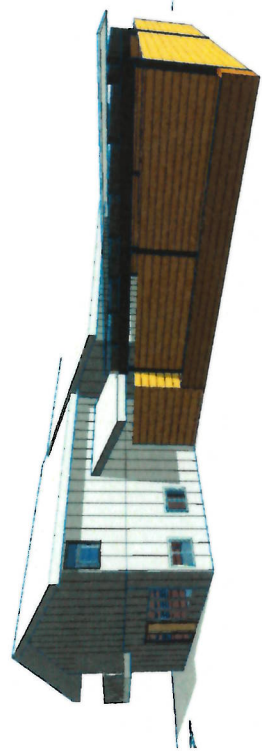
SHEET #	<b>G0.2</b>
PLOT DATE	12/07/23
ISSUE DATE	12/07/2023



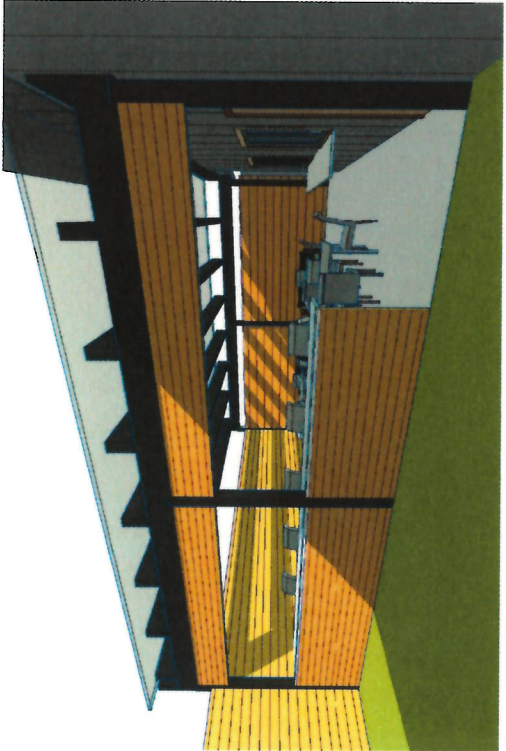
② EXTERIOR RENDERING



④ PATIO RENDERING



① EXTERIOR RENDERING



③ PATIO RENDERING



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

## AK Vibes USE Renewal

Case Number: PAC2023 0046  
 Applicant: Shannon Crossley, NorthWind Architects  
 Property Owner: Alaska On Point Properties LLC  
 Property Address: 10011 Glacier Highway  
 Parcel Code Number: 4B1701020020  
 Site Size: 17,534 square feet (nonconforming)  
 Zoning: Industrial  
 Existing Land Use: Vacant Building

Conference Date: November 1, 2023  
 Report Issued: November 16, 2023

**DISCLAIMER: Pre-application conferences are conducted for the purpose of providing applicants with a preliminary review of a project and timeline. Pre-application conferences are not based on a complete application and are not a guarantee of final project approval.**

## 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
Tara Smith	Applicant	<a href="mailto:Tara@alaskankushcompany.com">Tara@alaskankushcompany.com</a>
Shannon Crossley	Applicant	<a href="mailto:Shannon@northwindarch.com">Shannon@northwindarch.com</a>
Irene Gallion	Planning	<a href="mailto:Irene.Gallion@juneau.gov">Irene.Gallion@juneau.gov</a>
Nate Watts	Code Compliance Officer	<a href="mailto:Nate.Watts@juneau.gov">Nate.Watts@juneau.gov</a>
David Sevdy	Permitting	<a href="mailto:David.Sevdy@juneau.gov">David.Sevdy@juneau.gov</a>



Lot size is nonconforming and will require certification (see below).

Conditional Use Permit Process:

- Submit the application and back-up materials (listed on ten back of the application).
  - Electronic submissions accepted at [Permits@juneau.gov](mailto:Permits@juneau.gov) . Note that the permit center will call you for payment when the application is processed. Applications are submitted in the order in which they are received, and it may be a few days before you get a call.
- The project will be assigned to a planner. They will review submitted materials, and coordinate where necessary. When the planner assesses the file is complete, they will schedule a hearing before the Planning Commission.
  - A notice will be sent to property owners within 500 feet of the project.
  - There will be two newspaper ads for the case.
  - The Applicant is required to post a Public Notice sign, which will be provided by CDD. The sign must be posted two weeks before the hearing.
  - Staff will prepare a report analyzing the project and make a recommendation to the Commission. The report will be publicly available the week before the hearing.
- At the Planning Commission meeting, the project can be:
  - On the Consent Agenda, where it will be passed without discussion.
  - On the Regular Agenda:
    - The Director will briefly describe the project.
    - The Applicant has 15 minutes to describe the project.
    - The public has the opportunity to comment. There is usually a time limit of two to three minutes.
    - The Applicant has time to respond to issues raised.
    - Public comment is closed and there is no additional opportunity to participate.
- The Planning Commission will either:
  - Approve the project
  - Approve the project with conditions (the most common outcome)
  - Deny the project, OR
  - Continue the project – if more information is required or if the Commission runs out of time.
- The decision can be appealed for 20 days after the Notice of Decision is filed with the City Clerk. If the decision is appealed, the Applicant can continue with their project at their own risk.

Videos of the Planning Commission activities are posted on Assembly's Minutes and Agendas site.  
<https://juneau-ak.municodemeetings.com/>

## Planning Division

1. **Zoning – Industrial**
2. **Table of Permissible Uses –**
  - a. **Marijuana Retail**, paragraph 2.300, requires a conditional use permit.
  - b. **Marijuana Cultivation**, paragraph 14.240/14.245, requires a conditional use permit.
  - c. **Marijuana Manufacture**, paragraph 4.220, requires a conditional use permit.
  - d. **Marijuana Consumption**



- i. On-site consumption is an endorsement under the Alaska Administrative Code [3 AAC 3.6.370(c)(4)].
  - ii. CBJ’s smoking ordinance allows outdoor consumption in accordance with state regulations [CBJ 36.60.030(2)].
- e. **Offices.** Office space under 2,500 square feet must be subordinate to primary use. Office space as a stand-alone use (for instance, rented out) is not allowed in Industrial zoning UNLESS over 2,500 square feet (Paragraph 3.400)
3. **Setbacks** – based on a 1983 as-built.

Setback	Cardinal Direction	Required	Actual
Front	North	10 feet	52 feet (scaled)
Side	East	10 feet	20.12 feet
Side	West	10 feet	29.62 feet
Street side	South	10 feet	11.57 feet

4. **Height** – No height limit.
5. **Access** – Primarily from Glacier Highway, with secondary access via Jensine Street.
6. **Parking & Circulation**– Square footages used to calculate parking were pulled from the figure, rather than from the key on the right.
- Change of use may change the number of parking spaces required.

Use	Total Square Feet	Spaces Required	Total Spaces
Retail	1,780	1 per 300 square feet	5
Restaurants/Dispensaries	814	1 per 200 square feet	4
Warehouse (cultivation)/storage	1285+878	1 per 1,000 square feet	2
Manufacture		1 per 1,000 square feet	
<b>TOTAL PARKING REQUIRED</b>			11
<b>Total ADA</b>			1
<b>Total Loading</b>			

Up to 25 parking spaces requires one ADA space [CBJ 49.40.210(b)].

Total square footage is 4,757. Commercial facilities less than 5,000 square feet do not require a loading space [CBJ 49.40.210(c)].

7. **Lot Coverage** – No maximum.
8. **Vegetative Coverage** – Five percent, or 877 square feet. The proposal shows 592 square feet of pet grass area, 463 square feet of vegetated drainage area, and 50 square feet of planters, for 1,105 square feet of vegetative cover.
9. **Lighting** – Lighting will need to be downward cast, and not fall on neighboring property.
10. **Noise** – Noise is anticipated to be in keeping with the industrial area.
11. **Flood** – The structure is not in a Special Flood Hazard Area.
12. **Hazard/Mass Wasting/Avalanche/Hillside Endorsement** – The lot is not in a mapped hazard area, and no slopes in excess of 18 percent are being created or cut.
13. **Wetlands** – None present.
14. **Habitat** – Check with the U.S. Fish and Wildlife on the presence of eagle nests in the area. The presence of eagle nests may impact construction scheduling. No anadromous waterbodies are on the subject parcel, or within 50 feet.
15. **Plat Restrictions** – None noted.
16. **Traffic** – According to CBJ 49.40.300(a)(2) a traffic impact analysis IS NOT required. The project will generate less than 250 Average Annual Daily Traffic.

The Institute of Transportation Engineers’ Trip Generation Manual (9th Edition) does not have data specifically for the uses proposed. For this application we used similar projections:

- Marijuana retail – Pharmacy/drugstore without drive-through window (page 1795, Volume 3)
- Marijuana cultivation – General light industrial (page 102, Volume 2)
- On-site consumption – Drinking place (page 1862, Volume 3)
- Marijuana manufacturing – Manufacturing (page 173, Volume 2)

Use	Total Sq. Ft.	Trips Generated	Total Trips
Pharmacy/drugstore	1780	90.06 per 1,000 sq. ft.	160
General light industrial	1285+878	6.97 per 1,000 sq. ft.	15
Drinking place	814	11.34 per 1,000 sq. ft.	9
Manufacturing		3.82 per 1,000 sq. ft.	
<b>Total ADTs:</b>			<b>184</b>

This project will directly access Glacier Highway. Contact Alaska Department of Transportation and Public Facilities to check on any access issues:

Arthur Drown  
 Right of Way Agent  
 Property Management, Right of Way  
 Department of Transportation & Public Facilities

Southcoast Region  
6860 Glacier Hwy, Juneau, AK 99801  
(907)465-4517  
[Arthur.Drown@alaska.gov](mailto:Arthur.Drown@alaska.gov)

17. **Nonconforming situations** – A nonconforming certification will be required because the lot size is less than 36,000 square feet [CBJ 49.35.210(b)(3), Ordinance 2013-9].

### **Building Division**

18. **Building** – Any proposed changes shall be reviewed during the permitting process. Demolition plans & architectural plans stamped by an architect licensed within the State of Alaska shall be required. Engineering may be required if there are structural changes proposed.

### **19. Outstanding Permits**

- a. BLD20220464 – “Remodel of existing space to create new marijuana retail AK Vibes” (*Contingent upon renewal of USE permit to continue review process*).
- b. BLD-0393301 – “INSTALLATION OF A 1000 GALLON LPG DISPENSER”

### **General Engineering/Public Works**

20. **Engineering** – N/A
21. **Drainage** – N/A
22. **Utilities** – N/A

### **Fire Marshal**

23. **Fire Items/Access** – From PAC20-058: “The use of ethanol for THC extraction is prohibited by the State Fire Marshal and will not be allowed for this operation. Fire Marshal will review plans during the building permit review.”

### **Other Applicable Agency Review**

24. This project will directly access Glacier Highway. Contact Alaska Department of Transportation and Public Facilities to check on any access issues:

Arthur Drown  
Right of Way Agent  
Property Management, Right of Way  
Department of Transportation & Public Facilities  
Southcoast Region  
6860 Glacier Hwy, Juneau, AK 99801  
(907)465-4517  
[Arthur.Drown@alaska.gov](mailto:Arthur.Drown@alaska.gov)

### **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. Development Permit Application
2. Conditional Use Permit Application
3. Nonconforming Certification Review

### **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.

### **Exceptions to Submittal Requirements**

Submittal requirements that staff has determined **not** to be applicable or **not** required, given the specifics of the development proposal, are listed below. These items will **not** be required in order for the application to be reviewed.

1. N/A

### **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. Conditional Use Permit: \$500 for Class II application.
2. Nonconforming Certification Review: No cost if submitted with another development permit application.
3. Public Notice sign: \$150, with \$100 refundable if the sign is returned before the Monday following the Commission meeting.
4. If you decide to pursue manufacture, check in with CBJ Wastewater at (907) 586-0393. Get in writing if any additional wastewater provisions, such as a sample port, are required for your operations. Note that CBJ is operating under a Compliance Order by Consent with the Alaska Department of Environmental Conservation to address violation of wastewater limits.
5. Note that the eventual marijuana licensure will be \$250. A conditional use permit is required for licensure.

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

### **Submit your Completed Application**

You may submit your application(s) online via email to [permits@juneau.gov](mailto:permits@juneau.gov)

OR 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

Web: [www.juneau.org/community-development](http://www.juneau.org/community-development)

### **Attachments:**

- 49.15.330 – if a Conditional Use Permit
- Development Permit Application (DPA)

Conditional Use Permit Application (USE)  
Nonconforming Certification Application (NCC)

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### 49.15.330 Conditional use permit.

- (a) *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.
- (b) *Preapplication conference.* Prior to submission of an application, the developer shall meet with the director for the purpose of discussing the site, the proposed development activity, and the conditional use permit procedure. The director shall discuss with the developer, regulation which may limit the proposed development as well as standards or bonus regulations which may create opportunities for the developer. It is the intent of this section to provide for an exchange of general and preliminary information only and no statement by either the developer or the director shall be regarded as binding or authoritative for purposes of this code. A copy of this subsection shall be provided to the developer at the conference.
- (c) *Submission.* The developer shall submit to the director one copy of the completed permit application together with all supporting materials and the permit fee.
- (d) *Director's review procedure.*
  - (1) The director shall endeavor to determine whether the application accurately reflects the developer intentions, shall advise the applicant whether or not the application is acceptable and, if it is not, what corrective action may be taken.
  - (2) After accepting the application, the director shall schedule it for a hearing before the commission and shall give notice to the developer and the public in accordance with section 49.15.230.
  - (3) The director shall forward the application to the planning commission together with a report setting forth the director's recommendation for approval or denial, with or without conditions together with the reasons therefor. The director shall make those determinations specified in subsections (1)(A)—(1)(C) of subsection (e) of this section.
  - (4) Copies of the application or the relevant portions thereof shall be transmitted to interested agencies as specified on a list maintained by the director for that purpose. Referral agencies shall be invited to respond within 15 days unless an extension is requested and granted in writing for good cause by the director.
  - (5) Even if the proposed development complies with all the requirements of this title and all recommended conditions of approval, the director may nonetheless recommend denial of the application if it is found that the development:
    - (A) Will materially endanger the public health or safety;
    - (B) Will substantially decrease the value of or be out of harmony with property in the neighboring area; or
    - (C) Will not be in general conformity with the land use plan, thoroughfare plan, or other officially adopted plans.
- (e) *Review of director's determinations.*
  - (1) At the hearing on the conditional use permit, the planning commission shall review the director's report to consider:
    - (A) Whether the proposed use is appropriate according to the table of permissible uses;



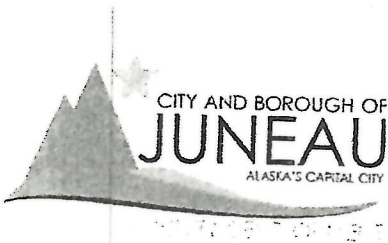
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- (B) Whether the application is complete; and
  - (C) Whether the development as proposed will comply with the other requirements of this title.
- (2) The commission shall adopt the director's determination on each item set forth in paragraph (1) of this subsection (e) unless it finds, by a preponderance of the evidence, that the director's determination was in error, and states its reasoning for each finding with particularity.
- (f) *Commission determinations; standards.* Even if the commission adopts the director's determinations pursuant to subsection (e) of this section, it may nonetheless deny or condition the permit if it concludes, based upon its own independent review of the information submitted at the hearing, that the development will more probably than not:
- (1) Materially endanger the public health or safety;
  - (2) Substantially decrease the value of or be out of harmony with property in the neighboring area; or
  - (3) Lack general conformity with the comprehensive plan, thoroughfare plan, or other officially adopted plans.
- (g) *Specific conditions.* The commission may alter the director's proposed permit conditions, impose its own, or both. Conditions may include one or more of the following:
- (1) *Development schedule.* A reasonable time limit may be imposed on construction activity associated with the development, or any portion thereof, to minimize construction-related disruption to traffic and neighborhood, to ensure that development is not used or occupied prior to substantial completion of required public or quasi-public improvements, or to implement other requirements.
  - (2) *Use.* Use of the development may be restricted to that indicated in the application.
  - (3) *Owners' association.* The formation of an association or other agreement among developers, homeowners or merchants, or the creation of a special district may be required for the purpose of holding or maintaining common property.
  - (4) *Dedications.* Conveyance of title, easements, licenses, or other property interests to government entities, private or public utilities, owners' associations, or other common entities may be required.
  - (5) *Performance bonds.* The commission may require the posting of a bond or other surety or collateral approved as to form by the city attorney to guarantee the satisfactory completion of all improvements required by the commission. The instrument posted may provide for partial releases.
  - (6) *Commitment letter.* The commission may require a letter from a public utility or public agency legally committing it to serve the development if such service is required by the commission.
  - (7) *Covenants.* The commission may require the execution and recording of covenants, servitudes, or other instruments satisfactory in form to the city attorney as necessary to ensure permit compliance by future owners or occupants.
  - (8) *Revocation of permits.* The permit may be automatically revoked upon the occurrence of specified events. In such case, it shall be the sole responsibility of the owner to apply for a new permit. In other cases, any order revoking a permit shall state with particularity the grounds therefor and the requirements for reissuance. Compliance with such requirements shall be the sole criterion for reissuance.
  - (9) *Landslide and avalanche areas.* Development in landslide and avalanche areas, designated on the landslide and avalanche area maps dated September 9, 1987, consisting of sheets 1—8, as the same may be amended from time to time by assembly ordinance, shall minimize the risk to life and property.
  - (10) *Habitat.* Development in the following areas may be required to minimize environmental impact:

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(A) Developments in wetlands and intertidal areas.

- (11) *Sound*. Conditions may be imposed to discourage production of more than 65 dBa at the property line during the day or 55 dBa at night.
- (12) *Traffic mitigation*. Conditions may be imposed on development to mitigate existing or potential traffic problems on arterial or collector streets.
- (13) *Water access*. Conditions may be imposed to require dedication of public access easements to streams, lake shores and tidewater.
- (14) *Screening*. The commission may require construction of fencing or plantings to screen the development or portions thereof from public view.
- (15) *Lot size or development size*. Conditions may be imposed to limit lot size, the acreage to be developed or the total size of the development.
- (16) *Drainage*. Conditions may be imposed to improve on and off-site drainage over and above the minimum requirements of this title.
- (17) *Lighting*. Conditions may be imposed to control the type and extent of illumination.
- (18) *Other conditions*. Such other conditions as may be reasonably necessary pursuant to the standards listed in subsection (f) of this section.

(Serial No. 87-49, § 2, 1987; Serial No. 2006-15, § 2, 6-5-2006; Serial No. 2015-03(c)(am), § 9, 8-31-2015 ; Serial No. 2017-29, § 3, 1-8-2018, eff. 2-8-2018 )



# DEVELOPMENT PERMIT APPLICATION

**NOTE: Development Permit Application forms must accompany all other Community Development Department land use applications. This form and all documents associated with it are public record once submitted.**

To be completed by Applicant	<b>PROPERTY LOCATION</b>														
	Physical Address 10011 Glacier Hwy Juneau AK 99801														
	Legal Description(s) (Subdivision, Survey, Block, Tract, Lot) USS 1041 LT 2														
	Parcel Number(s) 4B1701020020														
	<input type="checkbox"/> This property is located in the downtown historic district <input type="checkbox"/> This property is located in a mapped hazard area, if so, which _____														
	<b>LANDOWNER/ LESSEE</b>														
	Property Owner Alaska On Point Properties LLC	Contact Person Casey Wilkins													
	Mailing Address 2521 E MT Village Dr - Wasilla AK 99683	Phone Number(s) 907-957-3877													
	E-mail Address cwilkins907@gmail.com														
	<b>LANDOWNER/ LESSEE CONSENT</b>														
Required for Planning Permits, not needed on Building/ Engineering Permits. Consent is required of all landowners/ lessees. If submitted with the application, alternative written approval may be sufficient. Written approval must include the property location, landowner/ lessee's printed name, signature, and the applicant's name.															
I am (we are) the owner(s) or lessee(s) of the property subject to this application and I (we) consent as follows: A. This application for a land use or activity review for development on my (our) property is made with my complete understanding and permission. B. I (we) grant permission for the City and Borough of Juneau officials/employees to inspect my property as needed for purposes of this application.															
<table style="width:100%; border: none;"> <tr> <td style="width: 50%; border: none;">Landowner/Lessee (Printed Name)</td> <td style="width: 50%; border: none;">Title (e.g.: Landowner, Lessee)</td> </tr> <tr> <td style="border: none;">X <u>Casey Wilkins</u></td> <td style="border: none;">12/12/2023</td> </tr> <tr> <td style="border: none;">Landowner/Lessee (Signature)</td> <td style="border: none;">Date</td> </tr> <tr> <td style="border: none;"> </td> <td style="border: none;"> </td> </tr> <tr> <td style="border: none;">Landowner/Lessee (Printed Name)</td> <td style="border: none;">Title (e.g.: Landowner, Lessee)</td> </tr> <tr> <td style="border: none;">X _____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">Landowner/Lessee (Signature)</td> <td style="border: none;">Date</td> </tr> </table>		Landowner/Lessee (Printed Name)	Title (e.g.: Landowner, Lessee)	X <u>Casey Wilkins</u>	12/12/2023	Landowner/Lessee (Signature)	Date			Landowner/Lessee (Printed Name)	Title (e.g.: Landowner, Lessee)	X _____	_____	Landowner/Lessee (Signature)	Date
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Landowner/Lessee (Printed Name)	Title (e.g.: Landowner, Lessee)														
X _____	_____														
Landowner/Lessee (Signature)	Date														
NOTICE: The City and Borough of Juneau staff may need access to the subject property during regular business hours. We will make every effort to contact you in advance, but may need to access the property in your absence and in accordance with the consent above. Also, members of the Planning Commission may visit the property before a scheduled public hearing date.															
<b>APPLICANT</b>															
Applicant (Printed Name) SAME	If same as LANDOWNER, write "SAME" Contact Person														
Mailing Address	Phone Number(s)														
E-mail Address															
<table style="width:100%; border: none;"> <tr> <td style="width: 60%; border: none;">X <u>Casey Wilkins</u></td> <td style="width: 40%; border: none;">12/14/2023</td> </tr> <tr> <td style="border: none;">Applicant's Signature</td> <td style="border: none;">Date of Application</td> </tr> </table>		X <u>Casey Wilkins</u>	12/14/2023	Applicant's Signature	Date of Application										
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Applicant's Signature	Date of Application														

DEPARTMENT USE ONLY BELOW THIS LINE

Intake Initials EPS	Date Received 12/14/2023
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**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number NCC23-054
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# APPLICATION FOR A NONCONFORMING CERTIFICATION REVIEW

See reverse side for more information regarding the permitting process and the materials required for a complete application.

**NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.**

**TYPE OF NONCONFORMING SITUATION (CHECK ALL THAT MAY APPLY)**

- USE  
  STRUCTURE  
  DENSITY  
  PARKING  
  LOT

Have you submitted a narrative that fully explains the above listed nonconforming situations? YES  NO

The narrative should explain the nature of the nonconforming situation(s). Be specific, state past and present uses of the building, property, etc.

**List all relevant information being submitted. Include this material and an as-built or site plan with the application.**

Relevant information to show that the *situation was allowed when established* may include: building or land use permits, recorded plats, zoning codes or maps, dated photographs.

Situation	Type of Documentation
Undersized Lot for Development along Major Arterial Roadway	Narrative with historic site survey

Relevant information to show that the *situation was maintained over time* may include: business licenses, dated photographs, insurance records and maps, utility bills, property tax records, business license, telephone listing, advertisement in dated publications, leases.

Maintained Situation	Type of Documentation
Undersized Lot for Development along Major Arterial Roadway	Narrative with historic site survey

**NOTE:** If an as-built survey is not submitted, the Community Development Department may not be able to issue a Nonconforming Certificate for setbacks. As-built surveys should show the property in its current condition.

**ALL REQUIRED MATERIALS ATTACHED**

- Complete Application (Per CBJ 49.30.310)
- Narrative
  - As-built survey or similar document
  - Documentation
  - Fees

**NONCONFORMING CERTIFICATION REVIEW FEES:**

Fees	Check No.	Receipt	Date
Application Fees	\$ _____	Please call Tara Smith at 907-796-9394 for payment.	
Admin. of Guarantee	\$ _____		
Adjustment	\$ _____		
Total Fee	\$ <u>  4  </u>		

This form and all documents associated with it are public record once submitted.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

For assistance filling out this form, contact the Permit Center  
907-586-0770.

Case Number	Date Received
NCC23-054	12/14/2023



## **Nonconforming Certification Application Instructions**

Nonconforming Situations is outlined in CBJ 49.30.310

**Pre-Application Conference:** A pre-application conference is **NOT** required prior to submitting an application. It is highly recommended that applicants meet with a planner to discuss the nonconforming situation(s) and necessary or appropriate documentation for submittal. Staff may have access to documentation that the applicant does not. Please contact the Permit Center at 907-586-0770 or via e-mail at [permits@juneau.org](mailto:permits@juneau.org).

**Application:** An application for a Nonconforming Certificate will not be accepted by the Community Development Department until it is determined to be complete. The items needed for a complete application are:

1. **Forms:** Completed application for Nonconforming Certificate and Development Permit Application forms.
2. **Fees:** Fee is \$150. If submitted in conjunction with a development permit, the fee is waived. All fees are subject to change.
3. **Project Narrative:** A detailed narrative describing the nonconforming situation(s).

**Document Format:** All materials submitted as part of an application shall be submitted in either of the following formats:

1. Electronic copies in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif, .xlm, .rtf (other formats may be preapproved by the Community Development Department).
2. Paper copies 11" X 17" or smaller (larger paper size may be preapproved by the Community Development Department).

**Application Review:** Once the application is determined to be complete, the Community Development Department will initiate the review and scheduling of the application. This process includes:

**Review:** As part of the review process, the Community Development Department will evaluate the application for consistency with all applicable City & Borough of Juneau codes. Depending on the details of the permit request, the application may require review by other City & Borough of Juneau departments. Applicants may be required to provide additional information and clarification.

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**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**



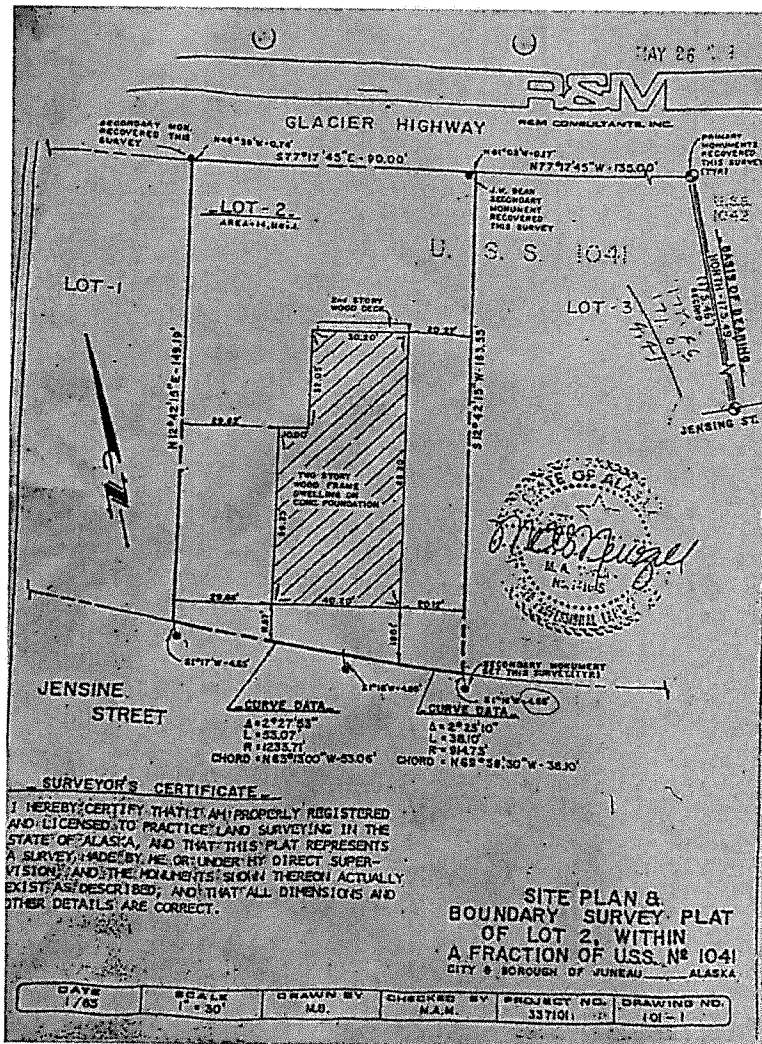
18 December 2023

Re: 10011 Glacier Highway Application for Nonconforming Certification Review

The existing commercial building at 10011 Glacier Highway was built around 1976, according to CBJ parcel viewer. Our client is not proposing to alter the existing building footprint. The proposed development has site improvements listed, such as an outdoor covered patio, landscaping, and parking striping.

The lot is less than 36,000 square feet and undersized for being adjacent to a major arterial roadway. According to CBJ parcel viewer, the lot size is 17,534 SF.

Please see attached survey (Figure 1) of property, completed in 1983.



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Figure 1: 1983 Survey of 10011 Glacier Highway