



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.

PROPERTY LOCATION			
Physical Address 114 6th St, Juneau, AK 99801			
Legal Description(s) (Subdivision, Survey, Block, Tract, Lot) Lot 2, Block 29, Juneau Townsite			
Parcel Number(s) 1C060A290030			
<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 _____			
LANDOWNER/ LESSEE			
Property Owner Jessica Barker & Caitlin Stern		Contact Person Jessica Barker	
Mailing Address 114 6th St, Juneau, AK 99801		Phone Number(s) 907-419-0663	
E-mail Address jessiebarker@gmail.com, caitlin.stern@gmail.com		907-713-7458	
LANDOWNER/ LESSEE CONSENT			
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.			
Jessica Barker		Landowner	
Landowner/Lessee (Printed Name)		Title (e.g.: Landowner, Lessee)	
X	_____	30 Jan 2024	
Landowner/Lessee (Signature)		Date	
Caitlin Stern		Landowner	
Landowner/Lessee (Printed Name)		Title (e.g.: Landowner, Lessee)	
X	_____	30 Jan 2024	
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.			
APPLICANT			
If same as LANDOWNER, write "SAME"			
Applicant (Printed Name) SAME		Contact Person	
Mailing Address		Phone Number(s)	
E-mail Address			
X _____		_____	
Applicant's Signature		Date of Application	

To be completed by Applicant

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

Intake Initials

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

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

Case Number PWP24-001	Date Received 2/13/24
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PARKING WAIVER 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
Construct 430 sq ft accessory dwelling unit on top of existing garage.

TYPE OF PARKING WAIVER REQUESTED (check one)

MINOR DEVELOPMENT **MAJOR DEVELOPMENT**

Parking Waiver Departmental Review (PWD) Parking Waiver Planning Commission Review (PWP)

DEVELOPMENT FOR WHICH THE PARKING IS REQUIRED (check one)

Existing Proposed – Related Case Number: _____

NUMBER OF REQUIRED PARKING SPACES PER CBJ 49.40.210(A)

For Residential Uses: 3 spaces For Non-Residential Uses: _____ spaces

NUMBER OF PARKING SPACES THAT WILL BE PROVIDED

For Residential Uses: 2 spaces For Non-Residential Uses: _____ spaces

ALL REQUIRED MATERIALS ATTACHED

Complete application per CBJ 49.15 and CBJ 49.40.210(d)(6)

Narrative including:

Why the parking waiver is being requested?

How the requested waiver meets items 1-4 on page 2

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

PARKING WAIVER FEES			
Residential Spaces	_____	Non-Residential Spaces	_____
Residential Fee	\$ _____	Non-Residential Fee	\$ _____
Total Residential	\$ _____	Total Non-Residential	\$ _____
Total Fee		\$ <u>320.00</u>	

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Case Number	Date Received
<u>PWP 24-001</u>	<u>2/13/24</u>

Parking Waiver Information

Parking waivers are outlined in CBJ 49.40.210(d)(6)

Parking Waivers are pursuant to 49.40.210(d) Exceptions (6) Parking Waivers. The required number of non-accessible parking spaces required by this section may be reduced if the requirements of this subsection are met. The determination of whether these requirements are met, with or without conditions, deemed necessary for consistency with this title, shall be made by the Director of the Community Development Department in the case of minor development; the Planning Commission in the case of major development; and the Planning Commission if the application relates to a series of applications for minor developments that, taken together, constitute major development, as determined by the director.

Any waiver granted under this subsection shall be in writing and shall include the following required findings and any conditions, such as public amenities, imposed by the director or commission that are consistent with the purpose of this title:

- (1) The granting of the waiver would result in more benefits than detriments to the community as a whole as identified by the comprehensive plan;
 - (2) The development is located outside of the PD-1 parking district, PD-2 parking district, and Downtown Fee in Lieu of Parking District Map areas;
 - (3) Granting the waiver will not result in adverse impacts to property in the neighboring area; and
 - (4) The waiver will not materially endanger public health, safety, or welfare.
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- Applications for parking waivers shall be on a form specified by the director and shall be accompanied by a one-time fee of \$400. If the application is filed in conjunction with a major development permit, the fee shall be reduced by 20 percent.
 - The director shall mail notice of any complete parking waiver application to the owners of record of all property located within a 250 foot radius of the site seeking the waiver. If the parking waiver application is filed in conjunction with a major development permit, notice of both applications shall be made concurrently in accordance with CBJ 49.15.230.

Approved parking waivers shall expire upon a change in use.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Allowable/conditional use permit application

The current use of the land/building is a “greenhouse” on top of the existing garage. This was constructed by the previous property owners, and consists of a single room with electric heating plus a deck with wooden siding. The greenhouse is not used by the current property owners due to rot in the floor and a lack of plumbing.

This application is to remove the greenhouse and construct an accessory dwelling unit in the same space, with heating and plumbing. It would be a standalone unit with a kitchen and bathroom, suitable for long-term rental. This proposed use complies with the Comprehensive Plan.

Parking waiver application

We request a parking waiver for the 430 sq ft accessory dwelling unit being proposed at 114 6th St downtown. The property currently has 2 parking spaces, of which we (the property owners) only use 1. In fact we are currently letting this second space to our neighbors at 128 6th St. These tenants also do not use the space to park a vehicle. This means that there is currently an available parking space that we would assign to the ADU. Using this space would result in more benefits and fewer detriments to the community and neighboring area than using up more land to create an extra parking space.

The above paragraph demonstrates how the proposed waiver meets items 1, 3 and 4 of the Parking Waiver Application. Regarding item 2, the development is located outside of the PD-1 parking district, PD-2 parking district, and Downtown Fee in Lieu of Parking District Map areas.

Landowners:

Jessica Barker
jessiebarker@gmail.com
907-419-0663

Caitlin Stern
caitlin.stern@gmail.com
907-713-7458



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

Stern / Barker Accessory Apartment Conditional Use Permit and Parking Waiver

Case Number: PAC2023 0052
 Applicant: Kara Sepel
 Property Owner: Caitlin Stern and Jessica Barker
 Property Address: 114 Sixth Street
 Parcel Code Number: 1C060A290030
 Site Size: 4,893 square feet
 Zoning: D18 (Multi-Family Residential)
 Existing Land Use: Residential

Conference Date: November 29, 2023
 Report Issued: 12/12/2023

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
Caitlin Stern	Applicant	Caitlin.stern@gmail.com
Jessie Barker	Applicant	jessiebarker@gmail.com
Kara Sepel	Applicant	Karasepel.interiordesign@gmail.com
Jennifer Shields	Planning	Jennifer.Shields@juneau.gov
Charlie Ford	Building	Charlie.Ford@juneau.gov
David Sevdy	Permit Tech	David.Sevdy@juneau.gov

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.

Project Overview

The lot currently contains a single-family dwelling, a detached, 2-story accessory structure in the front (lower-level 400 square foot garage and 200 square foot upper-level greenhouse), and a detached accessory structure (sauna) in the rear. The applicant would like to **convert and expand** the upper-level greenhouse into an approximately 400 square foot accessory apartment, matching the existing size of the lower-level garage.

Planning Division

1. **Zoning** – The property is zoned D18 (Multi-Family Residential) and is located within the Alternative Development Overlay District (ADOD). The lot is 5,000 square feet and meets the D18 zoning district minimum lot size requirement of 5,000 square feet.
2. **Table of Permissible Uses – Proposed:** USE 1.130, Single-Family Detached with an Accessory Apartment.

Per CBJ 49.25.510(k)(2)(G)(i): *“Multifamily dwelling and accessory apartment approval. Unless authorized by this section, an accessory apartment is prohibited in multifamily, commercial, and mixed-use zoning districts. The Director may approve a 49.25.300.1.300 accessory apartment application if all the requirements of this section and the following are met: (a) The application is for an efficiency, or one-bedroom unit that does not exceed 600 square feet in net floor area, is on a lot that exceeds the minimum lot size, and the primary use of the lot is a single-family dwelling.”*
3. **Subdivision** – N/A
4. **Setbacks** –
 - D18 setbacks: Front – 20 feet; Rear – 10 feet; Sides – 5 feet.
 - ADOD setbacks: All sides, 3 feet.
 - Nonconforming Structures per NCC2021-0065:
 - Zero-foot front yard setback for the garage
 - 4.69-foot east side yard setback for the garage
 - 2.71-foot east side yard setback for the dwelling
 - Additional Stories:
 - Per CBJ 49.25.430(4)M: *“Additional stories. The Commission, through the Conditional Use Permit process, may allow the addition of a second or third story atop or below an existing enclosed structure which projects into a required yard setback if the structure is either nonconforming or if a variance was previously granted for the structure. The commission may deny such request if it finds that the structure, with the addition, would result in excessive blockage of views, excessive restriction of light and air, or other deleterious impacts.”*
 - Per USE2013-0016, an after-the-fact Conditional Use Permit was approved for a 200 square foot greenhouse that encroached *10 feet 3 inches into the 20-foot front yard setback* (correct measurements) and 3 inches into the 5-foot side yard setback.
 - The proposed accessory structure would be 400 square feet and encroach 20-feet into the 20-foot front yard setback and 3 inches into the 5-foot side yard setback, doubling both the size and setback encroachment of the upper-level.
 - **A new Conditional Use Permit Application is required (see attached code and applications).**
5. **Height** – Maximum height allowed for an accessory structure in the D18 zoning district is 25 feet.

6. **Access** – Sixth Street.
7. **Parking & Circulation** – CBJ 49.40.210 requires two off-street parking spaces for a single-family dwelling unit. Back-out parking may be allowed in residential zoning districts per 49.40.230(b)(7)(A). The existing garage includes two off-street parking spaces.

An accessory apartment would require one additional parking space on the property. Since topography is likely a constraint, per CBJ 49.40.220, **a Parking Waiver Application for the addition of an accessory apartment will be required (see attached code and applications).**
8. **Lot Coverage** – Maximum of 50% allowed. Per NCC2021-0065, existing lot coverage is 37%. The proposed upper-level accessory apartment would not increase lot coverage.
9. **Vegetative Coverage** – Minimum of 30% required. Per NCC2021-0065, existing vegetative cover is 32%. The proposed upper-level accessory apartment would not decrease vegetative cover.
10. **Lighting** – Exterior lighting shall be designed and located to minimize off-site glare.
11. **Noise** – N/A
12. **Flood** – N/A
13. **Hazard/Mass Wasting/Avalanche/Hillside Endorsement** – A Hillside Endorsement may be required prior to issuance of a Building Permit for the proposed accessory apartment if construction involves excavation of any slope in excess of 18% or the creation of a new slope in excess of 18% for a vertical distance of at least 5 feet.
14. **Wetlands** – N/A
15. **Habitat** – No anadromous waterbodies are on the subject parcel, or within 50 feet.
16. **Plat or Covenant Restrictions** – N/A
17. **Traffic** – N/A
18. **Nonconforming situations** – A Nonconforming Certificate (NCC2021-0065) for the property was issued on September 3, 2021.

Building Division

19. **Building** – Building staff will comment during the plan review for a building permit.
20. **Outstanding Permits** – BLD2009-00103 – Construction of a detached green house. Modified 5/29/2012 for structural changes to roof

General Engineering/Public Works

21. **Engineering** – N/A
22. **Drainage** – N/A
23. **Utilities** – (water, power, sewer, etc.) Additional dwelling units may trigger additional utility assessment or requirement for water meter installation. General Engineering will review during building permit application and review.

Fire Marshal

24. **Fire Items/Access** – N/A

Other Applicable Agency Review

25. N/A

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 (one for each of the applications listed below)
2. Conditional Use Permit Application
3. Parking Waiver Application (submit concurrently with the Conditional Use 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.

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. Development Permit Application: N/A
2. Conditional Use Permit (USE): \$350
3. Public Notice Sign: \$150 (with \$100 refundable if the sign is returned by the Monday after the Planning Commission meeting).
4. Parking Waiver (PWP): \$320 (reduced due to major development)

For informational handouts with submittal requirements for development applications, please visit our website at www.juneau.org/community-development.

Submit your Completed Application

You may submit your application(s) online via email to 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

Attachments:

CBJ 49.15.330 Conditional Use Permits
CBJ 49.40.220 Parking Waivers
Development Permit Application (DPA)
Conditional Use Permit Application (USE)
Parking Waiver Application (PWP)