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Shaan S'oox Community Center Renovation and Expansion

Case Number: PAC2023-0058
 Applicant: MRV Architects, Paul Voelckers
 Property Owner: Juneau Tlingit and Haida Community Council
 Property Address: 3235 Hospital Drive
 Parcel Code Number: 7B0901040101
 Site Size: 46,477 Square Feet
 Zoning: GC (General Commercial)
 Existing Land Use: Social

Conference Date: December 20, 2023
 Report Issued: January 8, 2024

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
Paul Voelckers	Applicant	Paul@mrvarchitects.com
Zane Jones	Applicant	Zane@mrvarchitects.com
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Jennifer Shields	Planning	Jennifer.Shields@juneau.gov
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Bridget LaPenter	General Engineering	Bridget.LaPenter@juneau.gov
Sydney Hawkins	Permitting	Sydney.Hawkins@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

In 1978, the Shaan S'oox Community Center, managed by the Juneau Tlingit and Haida Community Council (JTHCC), was constructed on Parcel No. 2 of the Salmon Subdivision. At that time, the most closely associated land use category for the Community Center did not require a Conditional Use Permit (CUP): *Private and semi-public uses, such as: clubs, lodges, convents, social and community buildings*. 80 off-street parking spaces were required at that time, and a Certificate of Occupancy was issued in 1979.

The Community Center will continue to function as a social space, and will be partially renovated and expanded as follows:

- Expansions for a new entry and office area, support areas off the rear of the building, and the kitchen.
- Upgrades to ventilation and exiting in the main gathering hall.
- Incorporation of new mechanical equipment in the mechanical mezzanine.
- Structural alterations to the entrance, lobby, staff, kitchen, and rear storage areas.

Community Center Square Footage	
Existing	7,625 square feet
Additional	2,259 square feet
Total Proposed	9,884 square feet

Planning Division

1. **Zoning** – The property is zoned GC (General Commercial). The lot size is 46,477 square feet, exceeding the minimum lot size requirement of 2,000 square feet. The lot width is 20.10 feet (as approved in 1991 with variance VAR1991-0001), exceeding the minimum lot width requirement of 20 feet.
2. **Table of Permissible Uses** – Currently, CBJ 49.25.300 lists USE 5.400: *Social, fraternal clubs, lodges, union halls, yacht clubs* as the most closely associated land use category for the Community Center, with development approval procedures varying, depending on whether the project is a Major or a Minor development.

Per CBJ 49.25.300(c)(3)(D), in a GC zoning district, non-residential buildings totaling 10,000 square feet OR using less than one-half acre of land in total constitute Minor Development. Minor Developments are reviewed at the department level. Major Development means all development activity that is not Minor Development. Major Developments are reviewed by the Planning Commission.

As the site is over one-half acre of land, a Conditional Use Permit is required for expansion of the existing use.

3. **Density** – N/A
4. **Subdivision** – N/A
5. **Setbacks** – Front and side yards: 10-foot minimum required for structures. The rear yard includes required anadromous waterbodies setbacks for Salmon Creek, as measured from the Ordinary High-Water Mark (OHWM). These setbacks are listed below under 'Habitat'.

CUP Application: Include setback dimensions for all structures on the Site Plan, including from anadromous waterbodies setbacks. **SHOW THE LOT IN ITS ENTIRETY (ALL LOT LINES).**

6. **Height** – Maximum allowed of 55-feet for primary structures and 45-feet for accessory structures.

CUP Application: Include elevation drawings, with heights labeled.

7. **Access** – Hospital Drive via Glacier Highway.

8. Parking & Circulation – Existing / Background

- In 1977, a proposed Site Plan for a Community Center on Parcel No. 2 of the Salmon Subdivision (the lot at that time) showed 80 off-street parking spaces. A letter from the project architect dated February 21, 1978, provides justification for proposing **80 parking spaces**.
- On September 11, 1978, a building permit (BLD-12057) was issued for the Community Center which stated:
- *“Parking plan approved based on a seating capacity of 320 spaces. If additional seating capacity is provided, the required additional parking spaces must be provided.”* At that time, CBJ 49.25.500(M) for “Churches, auditoriums, and similar enclosed places of assembly” required 1 parking space for each 4 seats in the auditorium. Therefore, **80 parking spaces** were required for the Community Center.
- In 1979, a Certificate of Occupancy was issued for the Community Center.
- In 1991, the lot was re-platted with the Tlingit / Haida Subdivision Plat 91-34. As part of the subdivision process, VAR1991-0001 was approved to reduce the minimum required lot width from 30-feet to 20-feet. One condition of approval for the Variance stated:
 - *“In connection with the proposed replat, the owner/applicant shall submit a revised parking plan, in accordance with applicable standards, to show not less than **80 parking spaces** for proposed Tract 2A [subject lot]. Parking shall be located on the parcel which said parking is intended to serve, or shall be within allowable distance, and the availability shall be guaranteed with long-term agreement, acceptable to the City and Borough of Juneau Law Department, for a period commensurate with the life of the building, but not less than 30 years.”*
- In 1991, a shared Parking Agreement was signed between the CBJ, the JTHCC, and Generations Southeast to the east. This agreement automatically **expired** on July 1, 2021.
- Currently, JTHCC has two privately arranged parking agreements, with adjacent lots to the east and west, that **have not been approved by the CBJ Law Department** as required by VAR1991-0001. The following table illustrates current parking deficits for the three lots:

Parking Spaces	3225 Hospital Drive SEARHC	3235 Hospital Drive Community Center (JTHCC) (subject lot)	3239 Hospital Drive Central Council (CC) Generations SE
Current Requirement	58 (per VAR2002-0046: 25 on-site 26 off-site, JTHCC 7 off-site, Birthing Center)	80 (per VAR1991-0001)	55
Existing On-Site	25	21 (per 2023 Existing Site Survey)	38
Shared Agreements (not approved by CBJ)	26 – M-F 6am-6pm (off-site, JTHCC) 7 – (off-site, Birthing Center)	ALL – JTHCC 6pm-6am / 6am-6pm CC	
Shortage	0	59	17

Parking & Circulation – Proposed Renovation and Expansion

- CBJ 49.40.210(a) for “Churches, auditoriums, and similar enclosed places of assembly” requires 1 parking space for each 4 seats in the auditorium.
- MRV Architects has provided detailed calculations on determining the number of seats that should be considered in determining parking requirements based upon an unconcentrated use without fixed seating.
- Per CBJ 49.40.210, the following minimum number of parking spaces with dimensions of 8.5 feet x 17 feet is required on the lot. ADA space dimensions of 13 feet x 17 feet, with a 8 feet x 17 feet aisle width, is also required.

Use	Parking Standard	Spaces Required
<u>USE 5.400:</u> <i>Social, fraternal clubs, lodges, union halls, yacht clubs</i> <u>Parking:</u> <i>Churches, auditoriums, and similar enclosed places of assembly</i> <u>Square Footage:</u> 4,629 square feet – 20% for circulation, unconcentrated use without fixed seating = 3,703 square feet	1 space for each 4 seats	247 seats = 61.75 = 61 spaces (rounded down)
Total Per CBJ 49.40.210(b), three (3) accessible parking spaces must be provided as part of the total required off-street parking spaces.		61 (including 3 ADA)

CUP Application: On the Site Plan, number all proposed off-street parking spaces, including accessible spaces, with a minimum of 61 spaces required. Label typical parking space dimensions and all drive aisle widths.

Alternatively, CBJ 49.40.215 Parking Alternatives and CBJ 49.40.220 Parking Reductions list potential options the applicant may want to consider if the required number of off-street parking spaces cannot be met on site.

9. **Lot Coverage** – The GC zoning district does not require a maximum lot coverage percentage.
10. **Vegetative Coverage** – Per CBJ 49.50.300, minimum vegetative cover of 10% (4,647 square feet) is required for the lot.

CUP Application: Show vegetative cover areas within the lot on the Site Plan.

11. **Lighting** – All lighting should be full cut-off lighting to prevent glare on neighboring properties or the right-of-way. Parking and circulation standards require that parking lots shall be “adequately lit.”

CUP Application: Show all existing and proposed outdoor lighting locations on the Site Plan.

12. **Noise** – N/A
13. **Hazard/Mass Wasting/Avalanche/Hillside Endorsement** – No mapped hazard areas.
14. **Wetlands** – If wetlands are to be impacted, contact the U.S. Army Corps of Engineers, Juneau Field Office, at (907) 753-2689 for permitting requirements.

15. **Flood** – Portions of the lot contain both the Salmon Creek Floodway (pink hatched areas on the map to the right) and Special Flood Hazard Area (SFHA) Zone AE (blue shaded areas).

CUP Application: Show all SFHA areas on the Site Plan.

A Floodplain Development Permit will be required prior to the issuance of a Building Permit for any type of development proposed in SFHA areas.



16. **Habitat** –

- Check with U.S. Fish and Wildlife on the presence of eagle nests in the area. The presence of eagle nests may impact construction scheduling.
- Salmon Creek is an anadromous waterbody. Per CBJ 49.70.330, there is a 25-foot 'no disturbance' setback measured from the OHWM, and a 50-foot 'no development' setback measured from the OHWM.

CUP Application: Show the 50-foot anadromous waterbodies setback on the Site Plan, as staked by CBJ staff.

17. **Plat or Covenant Restrictions** – N/A

18. **Easements** – The lot includes the following recorded easements:

- 1988 Powerline Easement – Book 304, Pages 328-331
- 1988 Rip Rap Easement – Book 304, Pages 332-335
- 1991 Common Driveway Easement – Book 345, Pages 645-648

CUP Application: Show all easements of record on the Site Plan.

19. **Traffic** – According to CBJ 49.40.300(2), a Traffic Impact Analysis is not required since the project will generate less than 250 Average Daily Trips. For this application, staff used the Institute of Transportation Engineers' Trip Generation Manual (9th Edition) projections for a *Lodge/Fraternal Organization* on a weekday, based upon the number of employees. This projection represents the highest estimated Average Daily Trips (ADTs) across all categories for this type of use.

Use	Trips Generated	# Employees	Total Trips
Lodge/Fraternal Organization	46.90 per employee	3	140.7
Total ADT's:			140.7

20. **Nonconforming situations** – See nonconforming situation report NCC2023-0052.

Building Division

21. **Building** – BLD20230925 is currently under review, pending a Conditional Use Permit for Zoning review.

22. **Outstanding Permits** –

- BLD20140420 – "Reroof Metal to Metal"
- BLD2004-00889 – "Remove dry Chem System and install new UL 300 wet Chem System."
- BLD-0900701 – "PAINT; CARPET; LIGHTING; GUTTERS; COUNTER TOPS; CLEAN-UP BOILER"

General Engineering/Public Works

23. **Engineering** – No concerns at this time.
24. **Drainage** – No concerns at this time.
25. **Utilities** – Proposed waterline increase shall require a utility permit. (proposed upsizing the main to supply sprinklers)

Fire Marshal

26. **Fire Items/Access** – N/A

Other Applicable Agency Review

27. 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 application type listed below
2. Conditional Use Permit Application
3. Floodplain Development Permit Application
4. Parking Waiver Application, if proposed

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. Project Narrative
3. Site Plan (with details as outlined above)
4. Elevation Drawings
5. Lighting Plan / Fixtures Data Sheet

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 Application – Class III Uses: \$750
3. Floodplain Development Permit Application – \$100

4. Parking Waiver Application, if proposed – \$320
5. Public Notice Sign: \$150, with \$100 refundable if the sign is returned by the Monday after the Planning Commission meeting.

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 49.40.200 Parking and Loading
CBJ 49.40.215 Parking Alternatives
CBJ 49.40.220 Parking Reductions
CBJ 49.70.330 Anadromous Habitat Protections
CBJ 49.70.400 Floodplain
Development Permit Application
Conditional Use Permit Application
Floodplain Development Permit Application
Parking Waiver Application