

# **DRAFT MINUTES**

Agenda

**Planning Commission**

***Regular Meeting***

CITY AND BOROUGH OF JUNEAU

*Michael LeVine, Chairman*

December 13, 2022

## **I. LAND ACKNOWLEDGEMENT – Read by Ms. Cole**

We would like to acknowledge that the City and Borough of Juneau is on Tlingit land, and wish to honor the indigenous people of this land. For more than ten thousand years, Alaska Native people have been and continue to be integral to the well-being of our community. We are grateful to be in this place, a part of this community, and to honor the culture, traditions, and resilience of the Tlingit people. Gunalchéesh!

## **II. ROLL CALL**

Michael LeVine, Chairman, called the Regular Meeting of the City and Borough of Juneau (CBJ) Planning Commission (PC), held in Assembly Chambers of the Municipal Building, virtually via Zoom Webinar, and telephonically, to order at 7:00 p.m.

**Commissioners present:** Commissioners present in Chambers – Michael LeVine, Chairman; Travis Arndt, Clerk; Dan Hickok, Deputy Clerk; Joshua Winchell; Erik Pedersen; Mandy Cole

Commissioners present via video conferencing – None

**Commissioners absent:** Paul Voelckers, Vice Chair; Matthew Bell;

**Staff present:** Jill Maclean, CDD Director; Jennifer Shields, Planner II; Irene Gallion, Senior Planner; David Peterson, Planner II; Ilsa Lund, CDD Administrative Assistant; Lily Hagerup, CDD Administrative Assistant; Sherri Layne, Law Assistant Municipal Attorney

**Assembly members:** Waahlaal Giidaak - Barbara Blake

## **III. REQUEST FOR AGENDA CHANGES AND APPROVAL OF AGENDA – Chairman LeVine moved the Liaison report to immediately follow Approval of Minutes**

## **IV. APPROVAL OF MINUTES**

A. November 8, 2022 Draft Minutes, Regular Planning Commission

**MOTION:** *by Mr. Arndt to approve the November 8, 2022 Planning Commission Regular Meeting minutes.*

- V. **LIAISON REPORTS** – Waahlaal Giidaak reported the assembly met last evening and passed the Board of Equalization rules and procedures amendments. The Affordable Housing fund report funded several applicants. The Land, Housing and Economic Development committee is looking for someone to manage the Telephone Hill project. They also discussed the CBJ Christmas tree and firewood harvesting program.
- VI. **BRIEF REVIEW OF THE RULES FOR PUBLIC PARTICIPATION** – Mr. LeVine explained the process for participating in person or via zoom format
- VII. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS** – None
- VIII. **ITEMS FOR RECONSIDERATION** – None
- IX. **CONSENT AGENDA** (USE2022 0016 and CSP2022 0005 moved to Regular Agenda by Mr. Winchell)

**SMF2022 0002:** Applicant requests a Modification to the Final Plat regarding Note 9 HOA Bylaws  
**Applicant:** Bicknell Inc.  
**Location:** 4090 Delta Drive Unit 15

**Staff Recommendation**

Staff recommends the Planning Commission adopt the Director's analysis and findings and APPROVE the requested final plat. The permit would modify Final Plat Note 9 regarding HOA Bylaws.

**MOTION:** *by Mr. Arndt to accept staff's findings, analysis, and recommendations, and approve SMF2022 0002.*

***The motion passed with no objection.***

- X. **UNFINISHED BUSINESS** - None

**XI. REGULAR AGENDA**

(USE2022 0016 and CSP2022 0005 heard and discussed together)

**USE2022 0016:** Applicant requests a Conditional Use Permit for Bartlett Regional Hospital's (BRH) Emergency Department addition and renovation project.

**Applicant:** CBJ Engineering Department

**Location:** 2000 Salmon Creek Lane & 3260 Hospital Drive

**Staff Recommendation**

Staff recommends the Planning Commission adopt the Director's analysis and findings and APPROVE the requested Conditional Use Permit. The permit would allow the development of Emergency Department addition and renovations.

**CSP2022 0005:** Applicant requests a City Project Review for Bartlett Regional Hospital's (BRH) Emergency Department addition and renovation project.

**Applicant:** CBJ Engineering Department

**Location:** 2000 Salmon Creek Lane & 3260 Hospital Drive

**Staff Recommendation**

Staff recommends the Planning Commission adopt the Director's analysis and findings and forward a recommendation of APPROVAL to the CBJ Assembly for the Bartlett Regional Hospital Emergency Department Addition and Renovation project.

STAFF PRESENTATION - Director Maclean presented **USE2022 0016** and **CSP2022 0005**

Mr. LeVine explained to the commissioners the difference between conditional use permits and city/state project reviews. When hearing a USE, the PC can approve or deny the permit. When hearing a CSP, they are to make a recommendation to the assembly to either approve or deny the project.

QUESTIONS FOR STAFF

Mr. Winchell asked if all safety concerns were taken into consideration when designing the ambulance bays. It was decided this was a question for the applicant.

QUESTIONS FOR APPLICANT

Addressing Mr. Winchell's concern regarding safety of the traffic patterns relating to the ambulance bays, Jeanne Rhyne, CBJ architect confirmed traffic regulations were considered and CCFR was involved

in the design as well. Ms. Rhyne added construction of the behavioral health building would be completed in April and congestion related to that construction would be over by then.

**MOTION:** *by Mr. Hickok to accept staff's findings, analysis, and recommendations, and approve USE2022 0016.*

***The motion passed with no objection.***

**MOTION:** *by Mr. Hickok to accept staff's findings, analysis, and recommendations, and recommend the assembly approve CSP2022 0005.*

***The motion passed with no objection.***

ARF2022 0001 and SMP2022 0001 were heard and discussed together.

**ARF2022 0001:** Final Alternative Residential Subdivision Plan for Phase 1, to develop 96 dwelling units on approximately three acres in a D18 Zone. Final proposed project: 444 units on 19.71 acres.  
**Applicant:** Rooftop Properties, LLC  
**Location:** 7400 Glacier Highway

### **Staff Recommendation**

Staff recommends the Planning Commission adopt the director's analysis and findings and APPROVE WITH CONDITIONS the final plan for the Phase 1, to develop 96 dwelling units on approximately three acres at 7400 Glacier Highway in a D18 Zone. Final project: 444 units on 19.71 acres.

The approval is subject to the following conditions:

1. Establish unique names for the roadways in the subdivision.
2. Install signage where Vista del Sol Drive and the proposed subdivision road meet, with directional arrows depicting the split.
3. The developer will submit documentation of approval of the mail box location by the United States Post Office.

**SMP2022 0001:** Applicant requests Preliminary Plat Approval for a subdivision of one 19.71 acre lot into three parent lots: 7.5 acres, 6.8 acres, and 4 acres. Subdivision includes dedication of Right-of-Way.  
**Applicant:** Rooftop Properties, LLC  
**Location:** 7400 Glacier Highway

### Staff Recommendation

Staff recommends the Planning Commission adopt the Director's analysis and findings and APPROVE the requested preliminary plat for the Ridgeview Subdivision. This permit would allow the applicant to submit for the final plat application.

STAFF PRESENTATION - Director Maclean presented **ARF2022 0001** and **SMP2022 0001**

Ms. Maclean reminded the PC while these permits are related, one is a plat and requires approval or denial and the other is a plan that the commission can condition.

### APPLICANT PRESENTATION

Garrett Johnson, Rooftop Properties, reported the status of the project, including minor changes to original plans, and that they currently meet or exceed CBJ requirements for open spaces and parking.

### QUESTIONS FOR APPLICANT

Mr. Hickok asked if the multiunit buildings would be sold upon completion or be held by the company. Mr. Johnson said they are designing them to accommodate either option. Mr. Hickok noted the presentation shows the apartments will be a mixture of middle income and market rate units and asked for clarification of those terms. Mr. Johnson explained that they can qualify for a loan through the Juneau Affordable Housing Fund by designating 20% of the units as workforce housing and capping the rent on those units.

Mr. LeVine asked if the open space requirements would be met with each phase going forward. Mr. Johnson confirmed they would. He added the ARF code allows density bonuses and their goal is to meet and exceed the open space requirements in order to earn those bonuses.

Mr. Hickok asked which phase would include completion of the road through the complex. Mr. Johnson said that would happen during phase two.

Ms. Maclean informed the PC that there was a mistake in the preliminary plat whereby the emergency turnaround is shown as part of phase four but there needs to be a condition requiring an emergency turnaround as part of phase one.

### PUBLIC COMMENT

Tim Storbeck, Vista Del Sol subdivision resident, expressed concerns regarding the 15-foot vegetative barrier and the projected increases in traffic at the Old Dairy intersection.

Mr. Pedersen asked Mr. Storbeck to describe the intersection currently. Mr. Storbeck said visibility is limited at the intersection by a retaining wall on one side and mailboxes on the other.

### ADDITIONAL APPLICANT COMMENTS

Mr. Johnson thanked Mr. Storbeck for his comments and encouraged him to contact the traffic engineer with any questions. As for the vegetative barrier question, Mr. Johnson said that will depend on the soil conditions in that area.

Mr. Hickok asked if the trees will be cut. Mr. Storbeck said they hope to save whichever trees that they can but for the sake of safety, they may need to remove them all.

Mr. Pedersen asked whether utilities are available or would need to be brought in for the project. Mr. Storbeck explained a preliminary analysis has been conducted but a more detailed design and engineering will be included in future phases.

\*AT EASE 7:46-7:50\*

#### COMMISSIONER DISCUSSION

Ms. Cole expressed concern that the Egan Drive/Old Dairy Road intersection is reported as 'poor but will be better' and asked Ms. Maclean for clarification regarding the ADT increases.

Ms. Maclean explained the planner's description of traffic patterns follow a formula. However, the subsequent numbers are based on actual engineer studies. Phase 1, before the PC this evening, is not of concern.

**MOTION:** *by Mr. Hickok to accept staff's findings, analysis, and recommendations, and approve ARF2022 0001.*

***The motion passed with no objection.***

**MOTION:** *by Mr. Winchell to accept staff's findings, analysis, and recommendations, and approve SMP2022 0001.*

Mr. Arndt suggested correction of a typo in Plat Note #2. It was accepted without motion.

***The motion passed with no objection.***

#### **XII. OTHER BUSINESS – None**

#### **XIII. STAFF REPORTS**

Director Maclean reported:

- Lands Committee met and discussed affordable housing
- Application period for Planning Commissioners has been extended and the assembly is planning to make an appointment on January 13, 2023
- Commissioner training will be included in the January 10 meeting

Mr. Arndt asked if the Assembly retreat generated any suggestions or ideas regarding housing. Ms. Maclean said the retreat included discussions on housing, tourism, and budget.

**XIV. COMMITTEE REPORTS**

Ms. Cole attended the JCOS meeting. Transformers were discussed.

**XV. CONTINUATION OF PUBLIC PARTICIPATION ON NON-AGENDA ITEMS – None**

**XVI. PLANNING COMMISSION COMMENTS AND QUESTIONS**

Mr. LeVine reminded members to encourage peers to apply to join the PC. Mr. Hickok has agreed to remain on the PC at least through the application period.

**XVII. EXECUTIVE SESSION – None**

**XVIII. ADJOURNMENT – 8:08 p.m.**

Next regular meeting December 27, 2022, 7:00 p.m.