



# 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.

<b>PROPERTY LOCATION</b>	
Physical Address <b>10187 Jensine Street</b>	
Legal Description(s) (Subdivision, Survey, Block, Tract, Lot) <b>Fraction lot 4, block "B" Sherwood estates</b>	
Parcel Number(s) <b>4B1701100180</b>	
<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 <b>Jacob &amp; Kristel Liska</b>	Contact Person <b>Kristel Liska</b>
Mailing Address <b>14066 Glacier Hwy</b>	Phone Number(s) <b>907-209-5598</b>
E-mail Address <b>Kristel@thegrindcoffeeco.com</b>	
<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.	
<div> <div> <b>Jacob Liska</b>            Landowner/Lessee (Printed Name)  <i>[Signature]</i>            Landowner/Lessee (Signature)         </div> <div> <b>Landowner</b>            Title (e.g.: Landowner, Lessee)         </div> </div>	
<div> <div> <b>Kristel Liska</b>            Landowner/Lessee (Printed Name)  <i>[Signature]</i>            Landowner/Lessee (Signature)         </div> <div> <b>Landowner</b>            Title (e.g.: Landowner, Lessee)         </div> </div>	
<div> <div> <b>05/11/2024</b>            Date         </div> </div>	
<div> <div> <b>05/11/2024</b>            Date         </div> </div>	
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) <b>SAME</b>	Contact Person <b>SAME</b>
Mailing Address <b>SAME</b>	Phone Number(s) <b>SAME</b>
E-mail Address <b>SAME</b>	
<div> <div> <b>Applicant's Signature</b>  <i>[Signature]</i> </div> <div> <b>Date of Application</b> </div> </div>	

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

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

Intake Initials <b>PHC</b> <b>-1 IMG</b>
Case Number <b>USE24-014</b>
Date Received <b>6.25.24</b>



# 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.**

## PROJECT SUMMARY

Build a 60X110sqft 2 story building to relocated our retail shop, warehouse, and a new cafe.

## 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: use 2013 0018, 4.050, 4.070, 2.120, 8.100 (all allowable with conditional use permits)

## 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 63,598 square feet Total Area of Existing Structure(s) 156 square feet

Total Area of Proposed Structure(s) 6,600 square feet

## EXTERNAL LIGHTING

Existing to remain  
Proposed

☐ No  
☐ No

☒ Yes – Provide fixture information, cutoff sheets, and location of lighting fixtures  
☒ 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

*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

### ☒ 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)

DEPARTMENT USE ONLY BELOW THIS LINE

ALLOWABLE/CONDITIONAL USE FEES		Check No.	Receipt	Date
	Fees			
Application Fees	\$ <u>500.00</u>			
Admin. of Guarantee	\$ _____			
Adjustment	\$ _____			
Pub. Not. Sign Fee	\$ <u>60.00</u>			
Pub. Not. Sign Deposit	\$ <u>100.00</u>			
Total Fee	\$ <u>660.00</u>			

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## INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

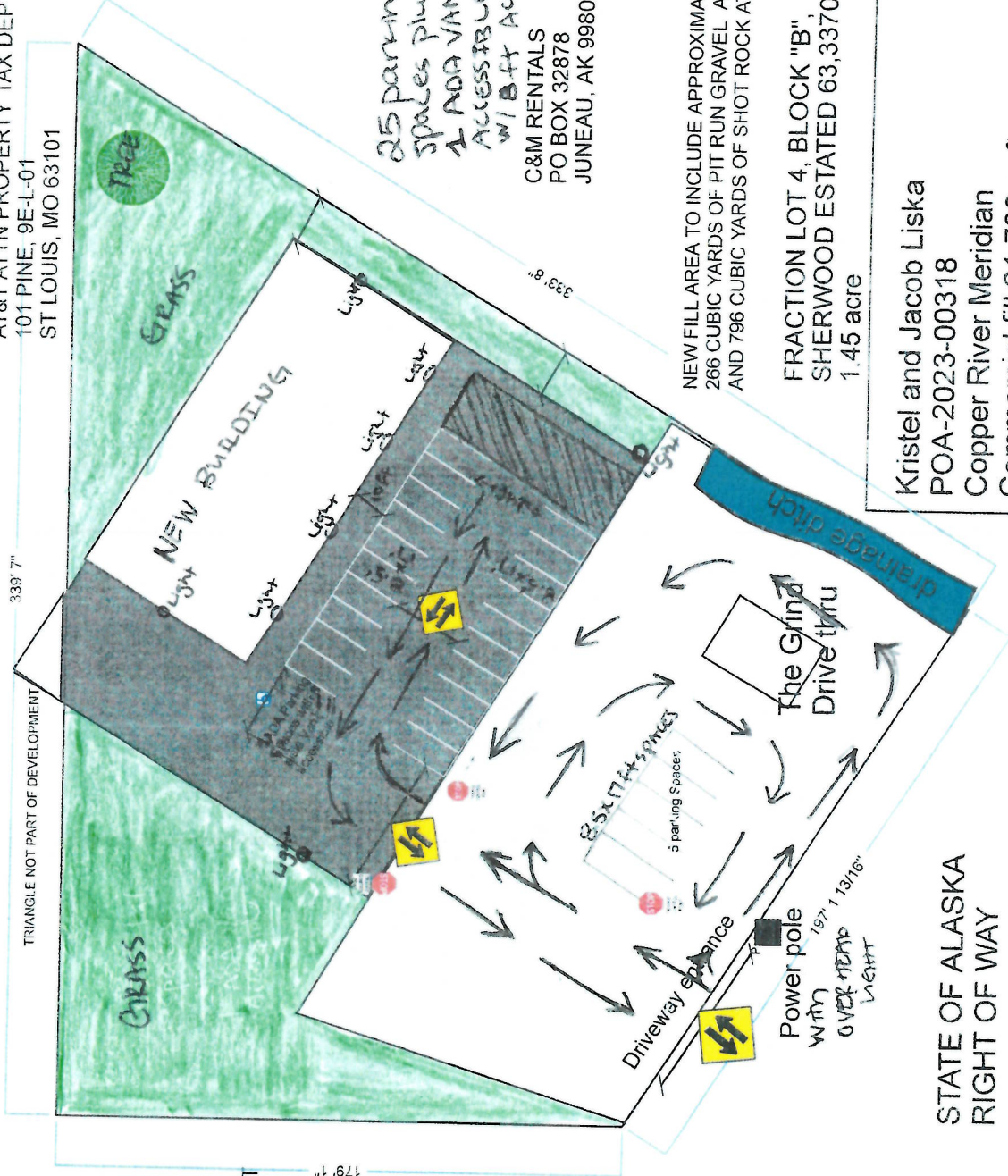
For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number	Date Received
<u>USE 24-014</u>	<u>6.20.24</u>

AT&T ATTN PROPERTY TAX DEPT  
101 PINE, 9E-L-01  
ST LOUIS, MO 63101

TRIANGLE NOT PART OF DEVELOPMENT

339' 7"



AEL&P  
5601 TONGARD CT  
JUNEAU, AK 99801

179' 1"

1"-50"  
25 parking  
spaces plus  
1 ADA VAN  
ACCESSIBLE PARKING  
w/ B&H ACCESS

C&M RENTALS  
PO BOX 32878  
JUNEAU, AK 99803

NEW FILL AREA TO INCLUDE APPROXIMATELY  
266 CUBIC YARDS OF PIT RUN GRAVEL AT A DEPTH OF 1 FT  
AND 796 CUBIC YARDS OF SHOT ROCK AT A DEPTH OF 3 FT

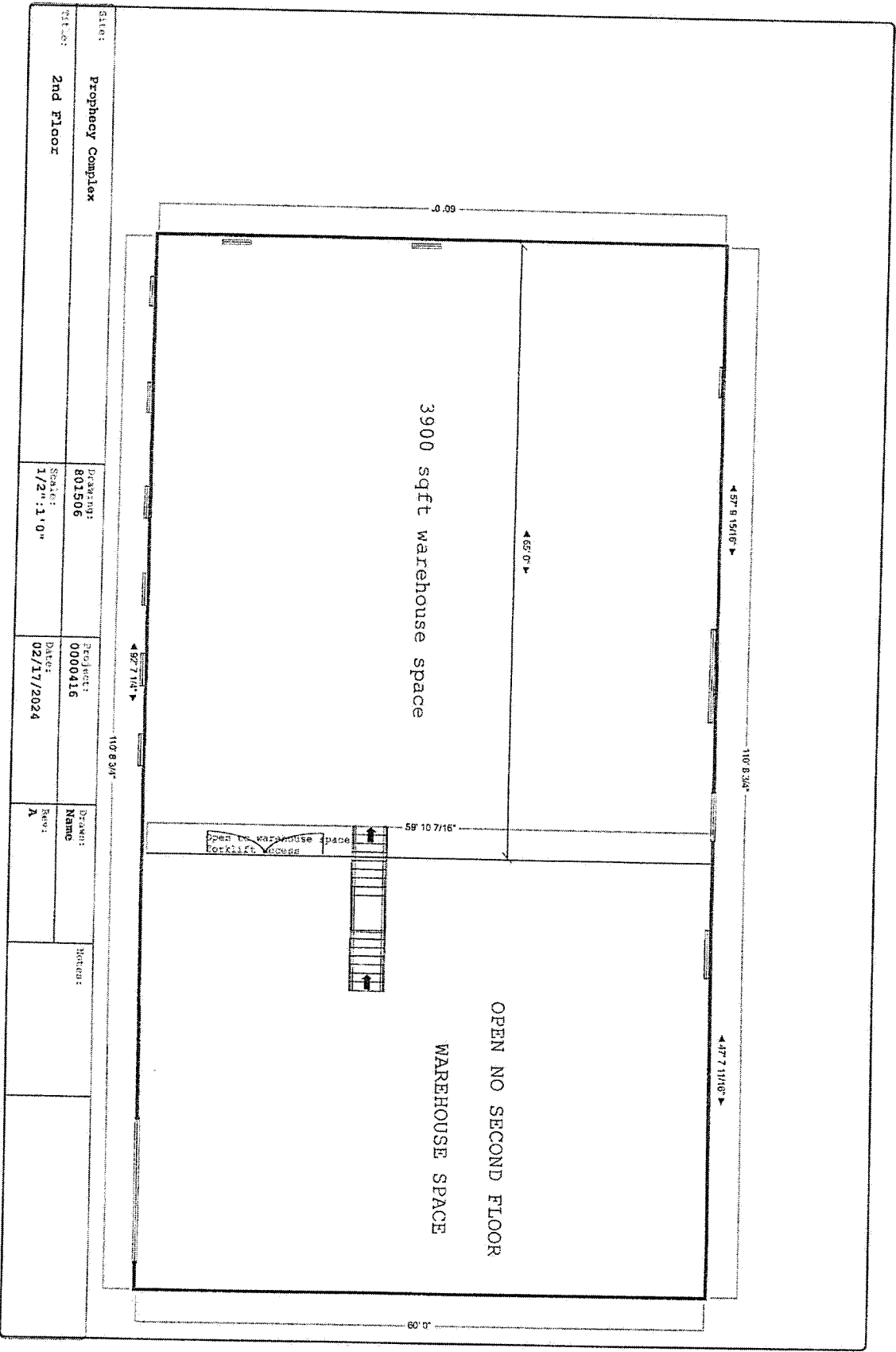
FRACTION LOT 4, BLOCK "B"  
SHERWOOD ESTATE 63,3370 sqft  
1.45 acre

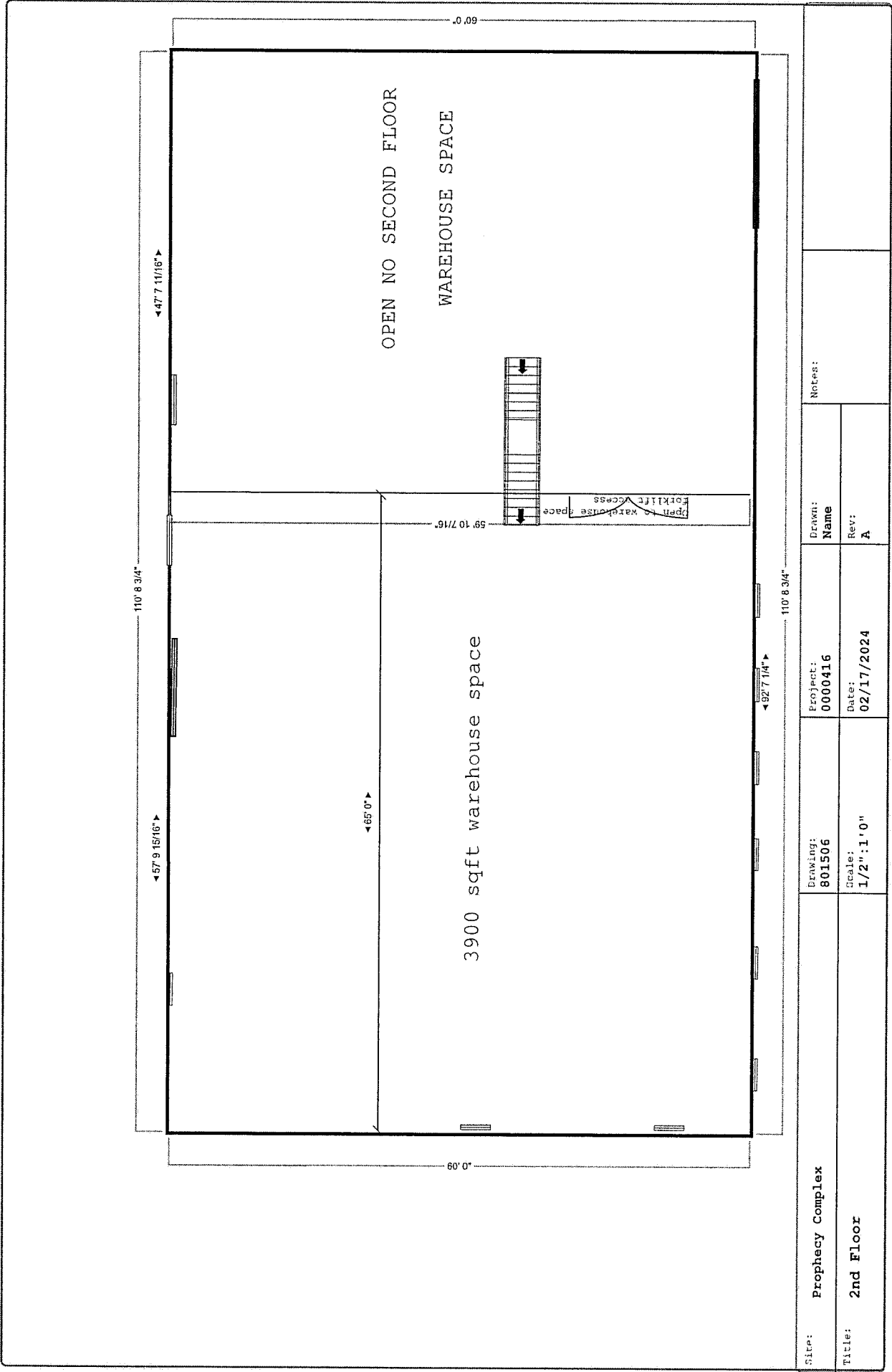
Kristel and Jacob Liska  
POA-2023-00318  
Copper River Meridian  
Commercial fill 21,780 sqft  
section 25, T. 40 S., R. 65 E.,  
Copper River Meridian, USGS Map Juneau B-2  
Latitude 58.370872 N., Longitude 134.613072 W.  
Sheet of February 11, 2024

LOCATION OF BUILDINGS, DRAINAGE DITCH,  
POWER POLE, AND ENTRANCE AND ADDRESSES  
PROPERTY OWNERS AND NEIGHBORING

STATE OF ALASKA  
RIGHT OF WAY

CITY & BOROUGH OF JUNEAU  
10187 JENSINE STREET  
JUNEAU, AK 99801





Site:	Prophecy Complex	Drawing:	801506	Project:	0000416	Drawn:	Name	Notes:
Title:	2nd Floor	Scale:	1/2" = 1' 0"	Date:	02/17/2024	Rev:	A	

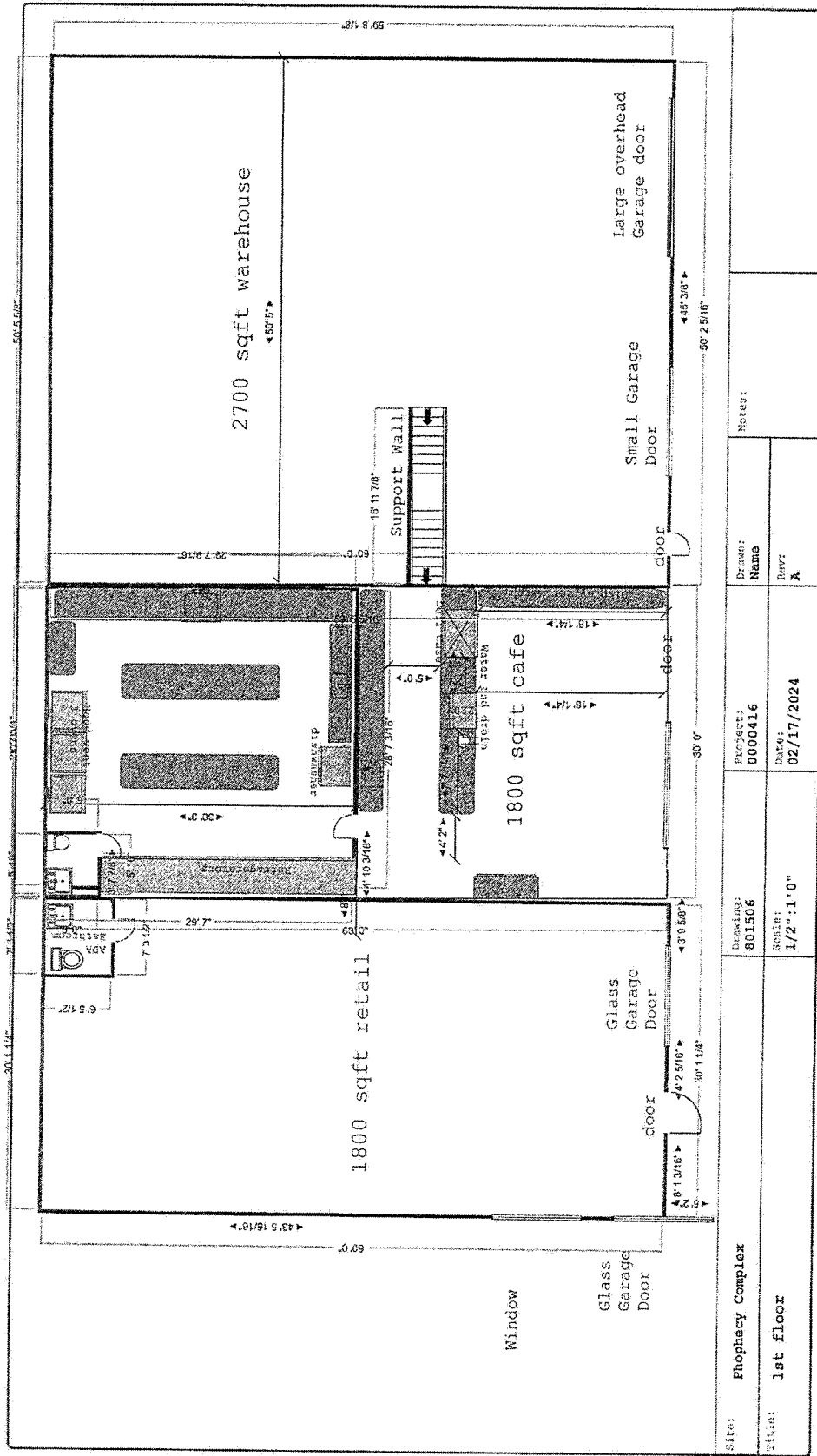
Currently this property is occupied by The Grind Coffee drive through building. The owner has paved the access to the property and currently a pad of just shy of ½ acre has been filled and paved. At this time the drive thru coffee shop is the only building on the property.

The plan for this project is to build a structure that will be used to consolidate multiple businesses' into one site. These include recreational retail store Boarderline and a warehouse storage for The Grind Coffee Co. There will be an addition of a Café that The Grind Coffee Company will also operate. The Structure will be divided into 6,600 square feet of warehouse space, 1800 square feet of retail space, and 1750 square feet of café space.

The property has already been granted two Army Corp of Engineers wetlands permits, one has the work completed in 2013 and the other was just obtained, the work will begin in conjunction with the permitting from CBJ for this project.

The traffic will flow into the property off of Jensine Street, the drive way has been paved and is over 30 ft wide. ADOT&PF has been notified about the project and has no concern with the impact that the proposed building will have on traffic of and on to Glacier hwy. They currently have the property allotted for 100 to and from vehicles per hour before they have a concern of the impacts of the traffic on Glacier Hwy.

Traffic will circulate on the property for the Drive thru coffee shop the way that it currently does with the exception of adding one stop sign to the turning circulation of the drive through facing Easterly when driving out of the window located at the western side of the property where traffic would flow into the traffic leaving the back side of the property, this is shown on the parking and traffic circulation map. An additional stop sign will be placed on the eastern side of the parking lot when the traffic leaving the back half of the property enters the front side.



Site:	Phophecy Complex	Drawing:	801506	Project:	0000416	Drawn:	Name	Notes:
Title:	1st floor	Scale:	1/2"=1'0"	Date:	02/17/2024	Rev:	A	

LOCATION OF BUILDINGS, DRAINAGE DITCH,  
POWER POLE, AND ENTERANCE AND  
NEIGHBORING PROPERTY OWNERS AND  
ADDRESSES

AEL&P  
5601 TONGGARD CT  
JUNEAU, AK 99801

STATE OF ALASKA  
RIGHT OF WAY

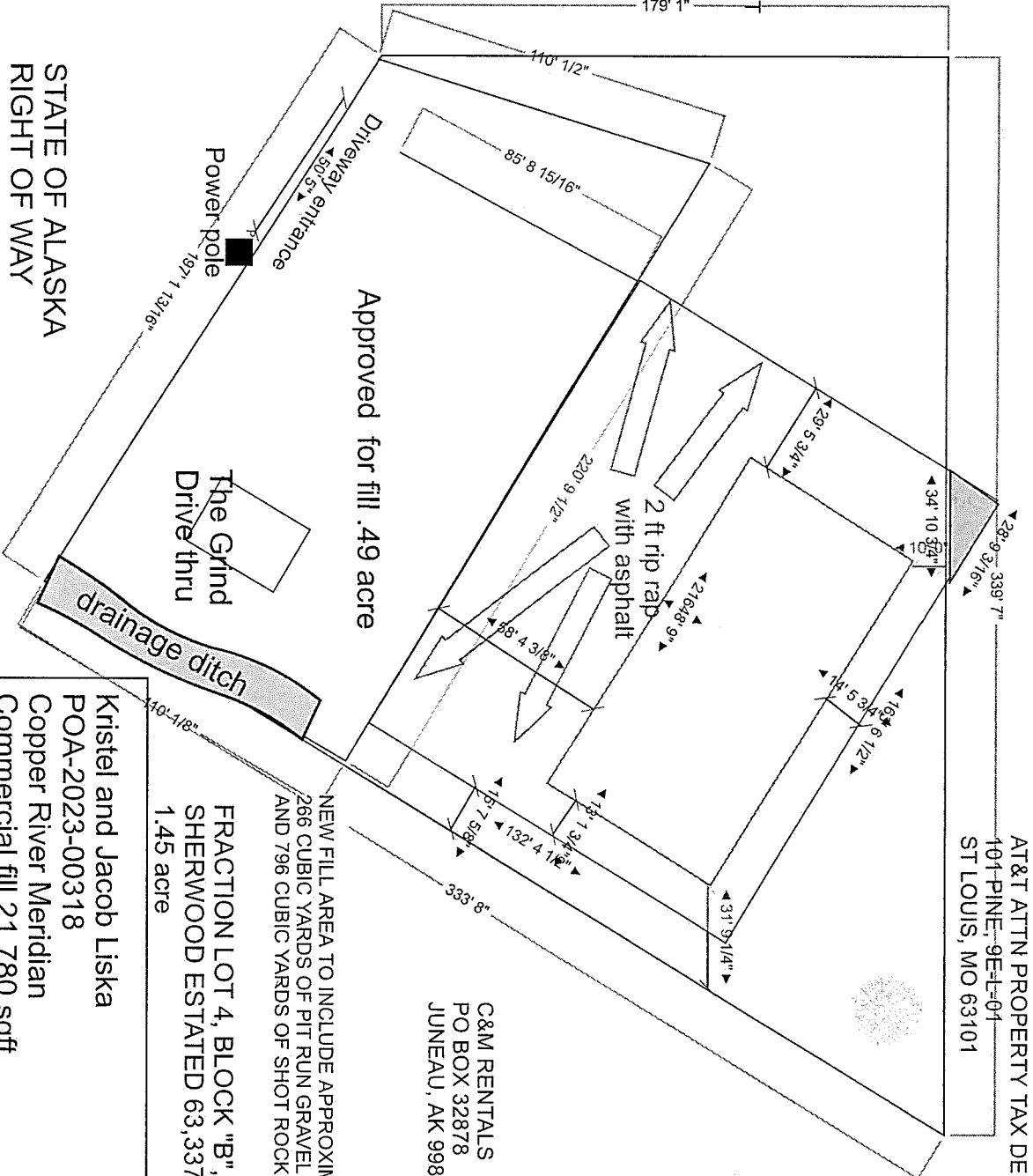
CITY & BOROUGH OF JUNEAU  
10187 JENSINE STREET  
JUNEAU, AK 99801

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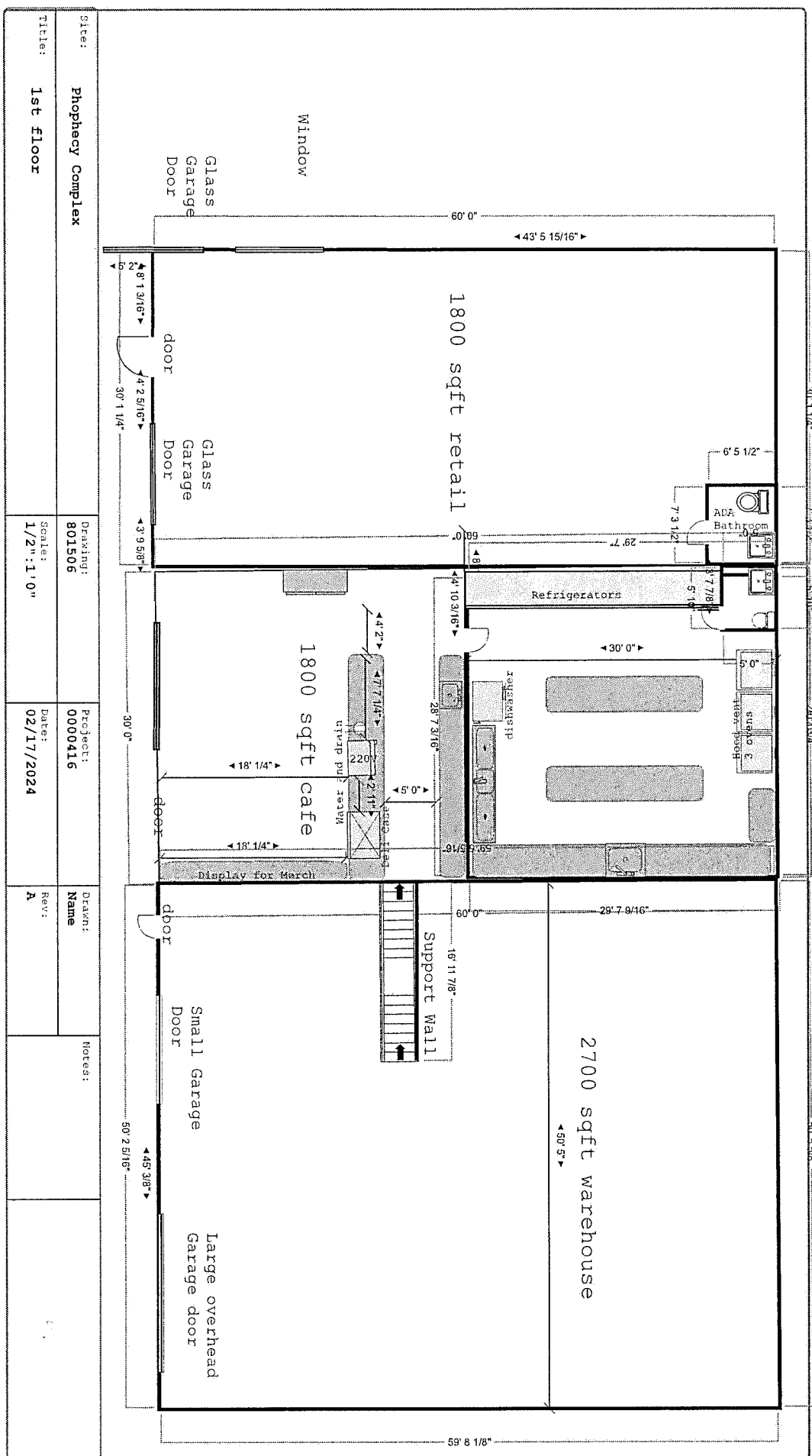
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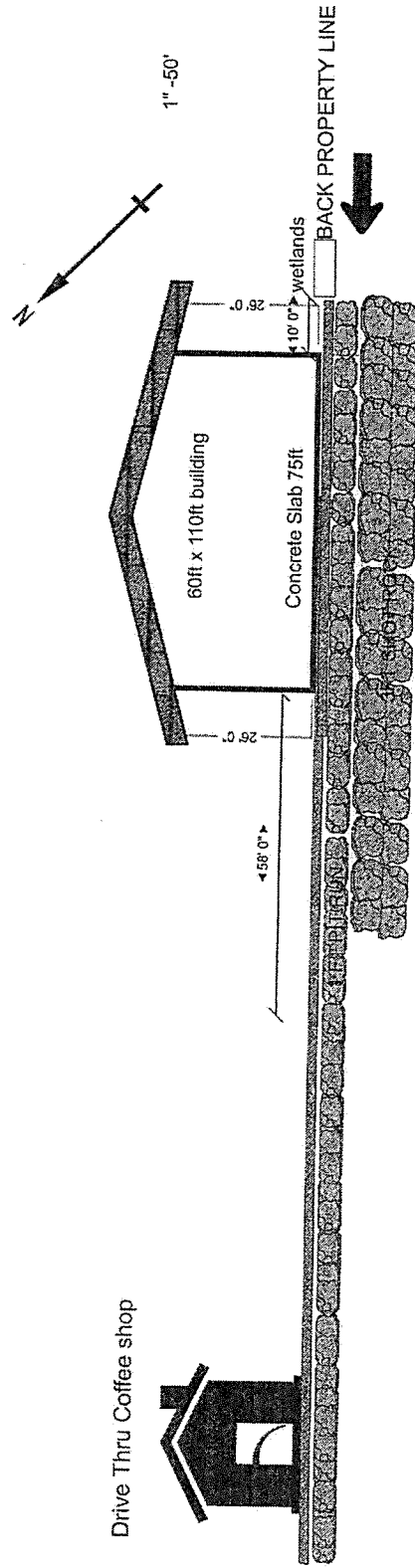
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1.45 acre

Kristel and Jacob Liska  
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Copper River Meridian  
Commercial fill 21,780 sqft  
section 25, T. 40 S., R. 65 E.,  
Copper River Meridian, USGS Map Juneau B-2  
Latitude 58.370872 N., Longitude 134.613072 W.  
Sheet 2 of 5  
February 11, 2024



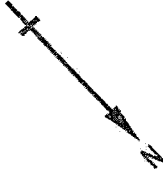




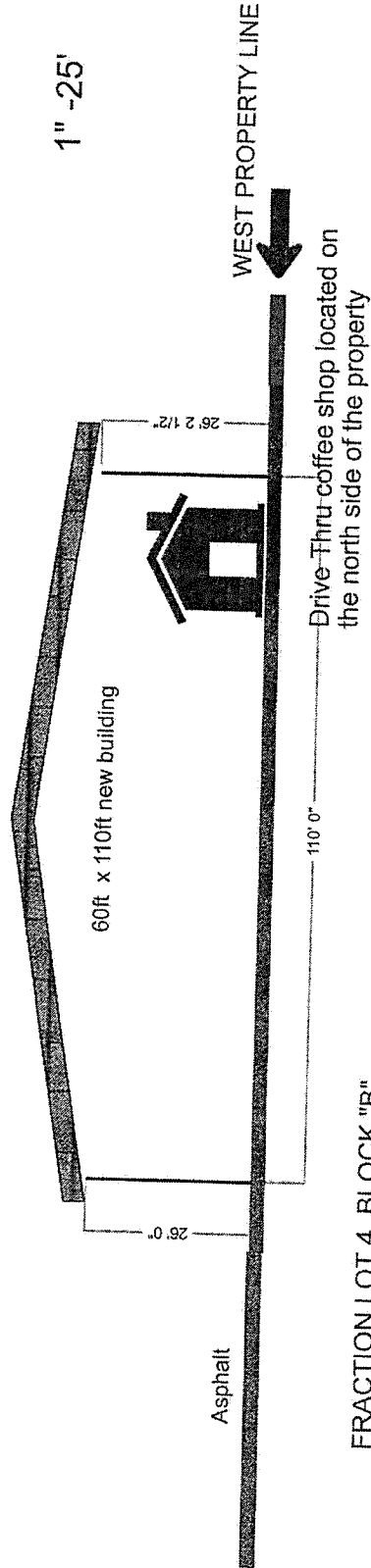


FRACTION LOT 4, BLOCK "B",  
SHERWOOD ESTATES 63,3370 sqft  
1.45 acre

CITY & BOROUGH OF JUNEAU  
10187 JENSEN STREET  
JUNEAU, AK 99801



1" = 25'



FRACTION LOT 4, BLOCK "B",  
SHERWOOD ESTATE 63,3370 sqft  
1.45 acre

CITY & BOROUGH OF JUNEAU  
10187 JENSINE STREET  
JUNEAU, AK 99801

# 150W NextGen IV Series | LED SHOEBOX LIGHT



DLC For Tunable 3000K Model

Product ID: S-2Z7PYG

RGL-NEXTGEN4-TT-150WBT3DA1-abcdefW

Manufacturer: RuggedGrade  
Brand: RuggedGrade



Classification	Premium
Primary Use	Outdoor Pole/Arm Mounted Area and Roadway Luminaires
Reported Input Wattage	150.8 W
Reported Light Output	20962 lm
Reported CCT	3000 K
Reported CRI (Ra)	81
Product ID	S-2Z7PYG
DLC Family Code	SLFAR
Listing Status	Listed
Date Qualified	2022-12-11

Qualified Product List	Solid State Lighting
Technical Requirements Version	5.1
Product ID	S-2Z7PYG
Manufacturer	RuggedGrade
Brand	RuggedGrade
Model Number	RGL-NEXTGEN4-TT-150WBT3DA1-abcdefW
Parent	Yes
Classification	Premium
Reported Light Output	20962 lm
Reported Efficacy (lm/W)	139.35 lm/W
Reported CCT	3000 K
Reported CRI (Ra)	81
Reported R <sub>h</sub>	12
Reported IES R <sub>1</sub>	85
Reported IES R <sub>2</sub>	95
Reported IES R <sub>3</sub> ,h1	11
Reported Input Wattage	150.8 W
Reported Total Harmonic Distortion	14 %
Reported Power Factor	0.9
Reported Minimum Input Wattage	130 W
Reported Maximum Input Wattage	160.8 W
Reported Default Input Wattage	150.8 W
Voltage Range	120-277 V

Rugged Grade Lighting  
Industrial Grade Solutions



888-953-2476  
sales@ruggedgrade.com



kristel liska <kristel@thegrindcoffeeco.com>

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## PAC24-09: No TIA required at this time

2 messages

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Irene Gallion <Irene.Gallion@juneau.gov>

Mon, Jun 17, 2024 at 1:52 PM

To: kristel liska <kristel@thegrindcoffeeco.com>, "Schuler, Michael K (DOT)" <michael.schuler@alaska.gov>

Hi Kristel and Michael,

Thanks for working with us on the traffic issue.

Kristel, you can apply for your Conditional Use Permit without a TIA, if you submit the project as attached. Please include this e mail with your application. Note that any tiny change could impact the need for a TIA. The Director has discretion up to 500 AADT, and we are at 499 AADT with the attached .

Michael, your team will be asked for more formal comments during the Conditional Use Permit process, but the e mail can get us started.

Thanks!

**Irene Gallion | Senior Planner**

Community Development Department | City & Borough of Juneau, AK

Location: 230 S. Franklin Street | 4<sup>th</sup> Floor Marine View Building

Office: 907.586.0753 x4130



*Fostering excellence in development for this generation and the next.*

*How are we doing? Provide feedback here: <https://juneau.org/community-development/how-are-we-doing>*

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2 attachments



Liska Prophecy Complex .pdf

234K



AADT 2024.05.10.xlsx

18K

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kristel liska <kristel@thegrindcoffeeco.com>

Wed, Jun 19, 2024 at 11:19 AM

To: Irene Gallion <Irene.Gallion@juneau.gov>

Thank you Irene, appreciate your help through this process.

Sincerely,  
Kristel Liska

Owner

at The Grind Coffee Company LLC

Owner

The Grind Coffee Company LLC

707-309-6588



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

## The Grind Warehouse

Case Number: PAC2024 0009  
Applicant: Kristel Liska  
Property Owner: Kristel Liska; Jacob Liska  
Property Address: 10187 Jensine Street  
Parcel Code Number: 4B1701100180  
Site Size: 63,598 square feet, 1.46 acres  
Zoning: Industrial  
Existing Land Use: Coffee cart

Conference Date: February 28, 2024

Report Issued: March 11, 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.

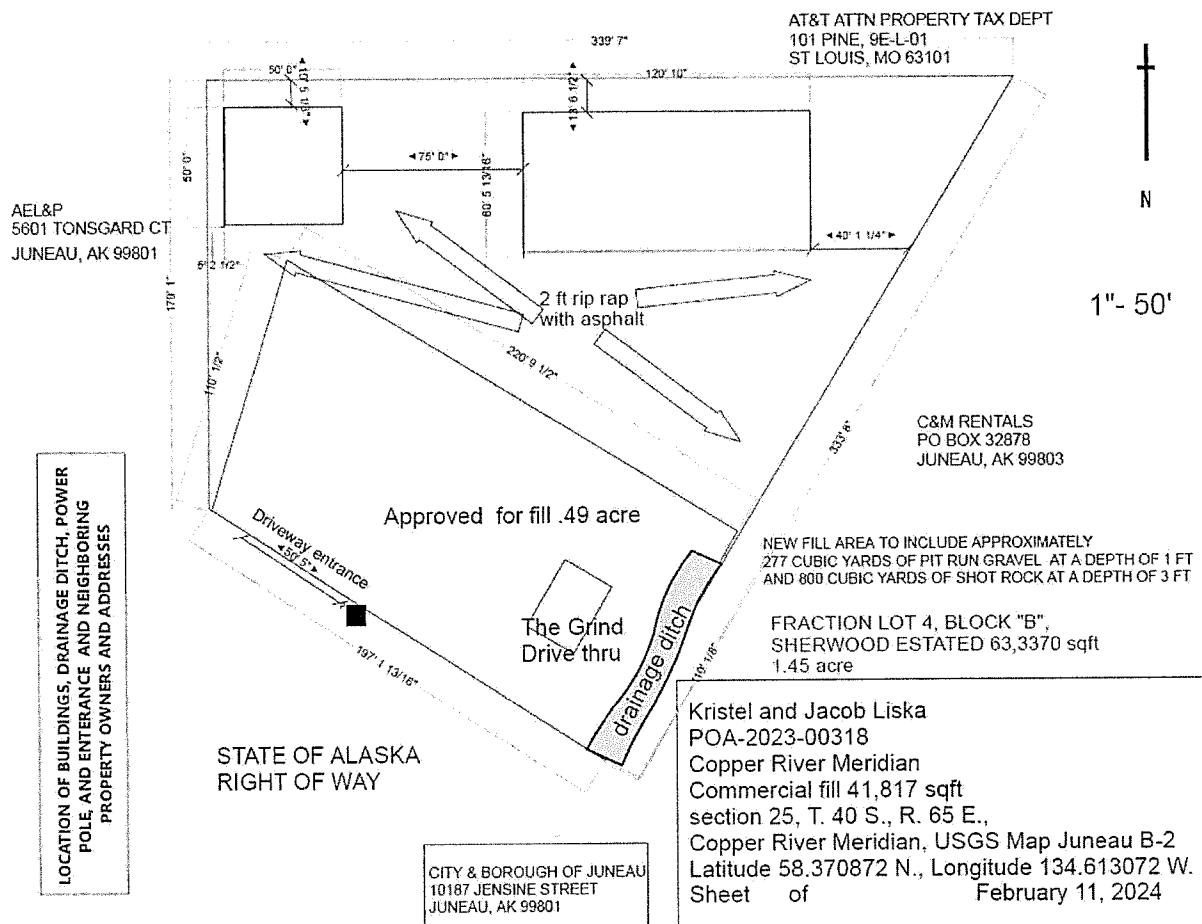
Name	Title	Email address
Kristel Liska	Applicant	<a href="mailto:Kristel@thegrindcoffeeco.com">Kristel@thegrindcoffeeco.com</a>
Irene Gallion	Planning	<a href="mailto:Irene.Gallion@juneau.gov">Irene.Gallion@juneau.gov</a>
Jeff Hedges	Building	<a href="mailto:Jeff.Hedges@juneau.gov">Jeff.Hedges@juneau.gov</a>
Bridget LaPenter, P.E.	General Engineering	<a href="mailto:Bridget.LaPenter@juneau.gov">Bridget.LaPenter@juneau.gov</a>
Sydney Hawkins	Permitting	<a href="mailto:Sydney.Hawkins@juneau.gov">Sydney.Hawkins@juneau.gov</a>

## 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 has been developed with paved access to a coffee cart. Wetlands fill has been permitted, and the applicant would like to develop two additional structures.

- Proposed warehouse and commercial space: 7,200 square feet x 2 stories, 14,400 square feet
- Proposed equipment storage: 2,500 square feet

The structures will be used to consolidate multiple businesses into one site. These include recreational retail (Borderline), and storage of construction equipment (including an excavator).

With the existing coffee cart at 156 square feet, the total building square footage is 17,056 square feet.



The multi-structure development is on a lot that is over one acre and requires a Conditional Use Permit. Additionally, retail and restaurant uses in the Industrial zoning district require a Conditional Use Permit.

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:
  - Approve the project
  - Approve the project with conditions (the most common outcome)
  - Deny the project
  - 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. **Coffee Cart:** USE2013 0018
  - b. **Warehouse:** Light or medium manufacturing, allowed under 4.050 and 4.070. Requires a conditional use permit on a lot more than one acre.
  - c. **Retail:** Allowed under 2.120 with a Conditional Use Permit.

- d. **Café: Allowed under 8.100 with a Conditional Use Permit.**
  - e. **Dry storage:** All storage within a structure, allowed under 10.210.
3. **Setbacks –**
- a. **Front:** 10 feet
  - b. **Rear:** 10 feet
  - c. **Side:** zero feet
4. **Height –** No height limit.
5. **Access –** Via Jensine Street, which is in an Alaska Department of Transportation and Public Facilities (ADOT&PF) right-of-way. The current facility has a driveway permit from ADOT&PF.

As part of the Conditional Use Permit process, CBJ will ask ADOT&PF if they have any comments or concerns regarding the project. I recommend you contact ADOT&PF and see if your proposed expansion will impact permitting.

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

6. **Parking & Circulation–**

Parking requirements are outlined in CBJ 49.40.210:

Use	Requirement	Provided, square feet	Total Parking Required
Coffee cart	1 per 400 sf	156	0.39
Warehouse	1 per 1,000 sf	9,900	9.9
Retail	1 per 300 sf	2,400	8
Café	1 per 200 sf	1,900	9.5
Dry storage	1 per 1,000 sf	2,500	2.5
Total Parking Required (round down)			30
ADA spaces required			2
Loading spaces required			2

Dimensions are outlined in CBJ 49.40.225:

A standard pull-in parking space is 8.5 x 17 feet.

A standard parallel parking space is 6.5 x 22 feet.

At least one ADA space must be 16 x 16 feet, with an 8 foot aisle, and be designated “van accessible.”

- The second space can share an aisle with the first.

- If the spaces don't share an aisle, the second space can be 13 x17 feet, with a 5 foot aisle.
- ADA spaces will require signage and marking.

The loading spaces must be 12 x 30 feet and have an unobstructed height of 14.5 feet.

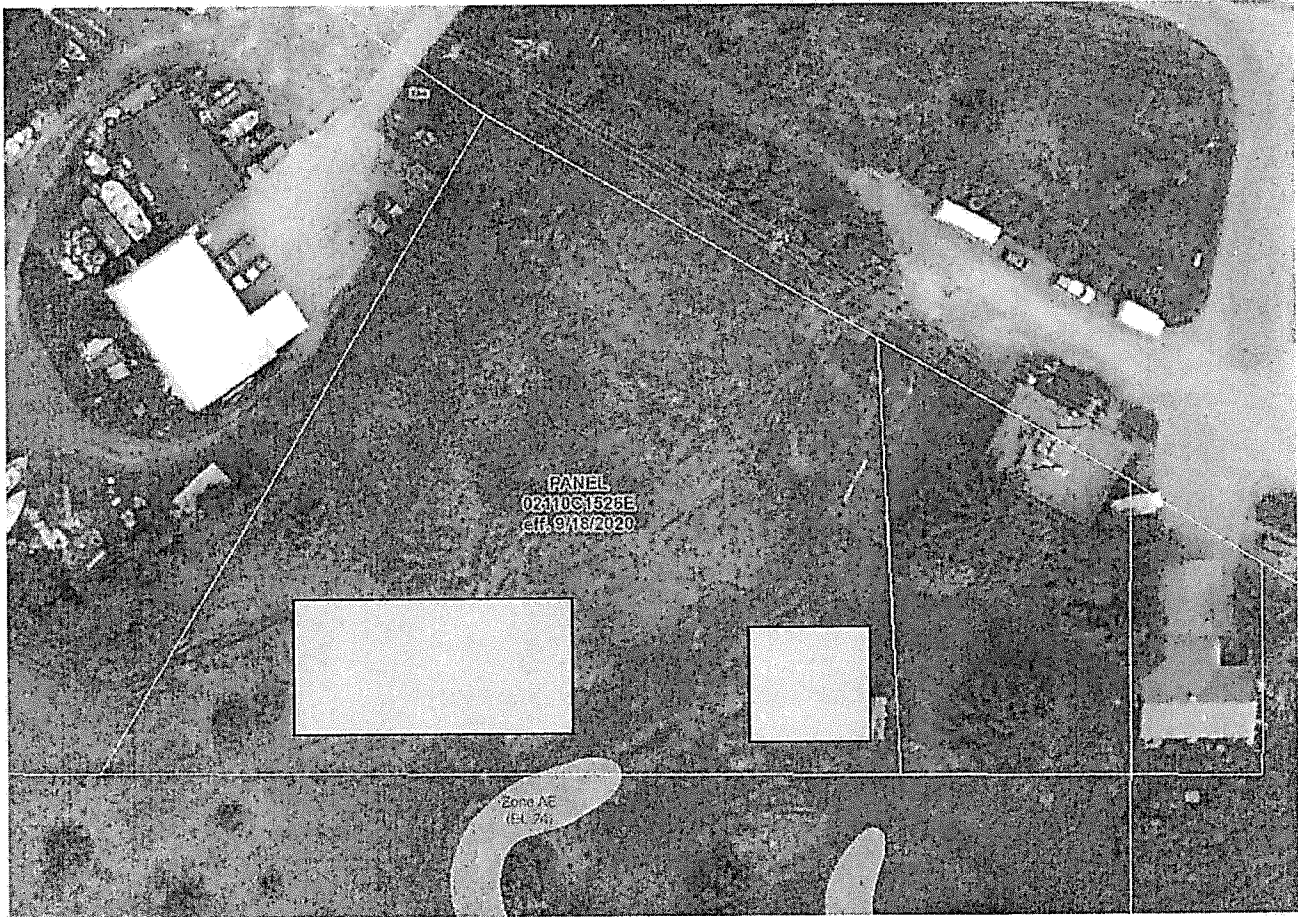
7. **Lot Coverage** – No maximum, except to maintain setback and vegetative cover requirements.
8. **Vegetative Coverage** – Five percent required.
9. **Lighting** – Exterior lighting may not shed light or glare above the roofline of the building or beyond the property line of the site. Industrial and exterior lighting shall not be used in a manner that produces glare on public highways or neighboring property.

Prior to issuance of a building permit, the applicant shall submit a lighting plan illustrating the location and type of exterior lighting proposed for the development. Exterior lighting shall be designed and located to minimize offsite glare. Approval of the plan shall at the discretion of the Community Development Department, according to the requirements at §49.40.230(d) [and Historic District Design Guidelines, if applicable].

All exterior lighting fixtures shall be of a "full cutoff" design.

10. **Noise** – Noise is anticipated to be in character with Industrial zoning.
11. **Flood** – The Applicant will want to be mindful of the flood zone. While it is not anticipated to be a problem, minor modifications to the plan could create impacts.

FEMA flood maps show an AE flood hazard area extending approximately ten feet across the south lot line. There is a ten foot minimum setback from this lot line, and current proposals show the structure 13 feet from the lot line. To verify, I juxtaposed the site plan on top of flood zone imagery, and traced the new buildings, image below.



12. **Hazard/Mass Wasting/Avalanche/Hillside Endorsement** – The lot is not in a mapped hazard area and will not require a Hillside Endorsement.

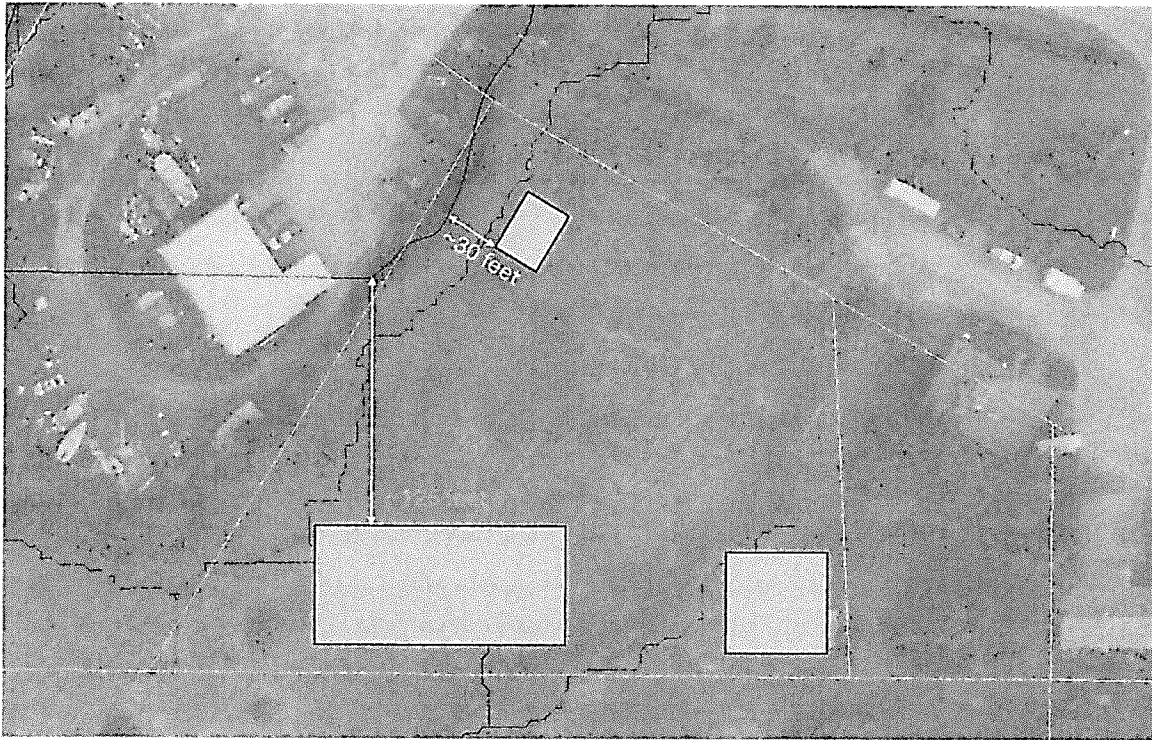
13. **Wetlands** – The applicant has started the wetlands fill permit process under POA-2023-00318. The permit should be provided with application materials for the building permit.

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.

An anadromous stream runs along the northwest lot line. Code requires a 25 foot no-disturb setback, and a 50 foot no-development setback for streams listed in Appendix B of the 2013 Comprehensive Plan.

The ADF Catalog number for the stream is 111-50-10490-2020-3008. This number is **NOT** in Appendix B.

The proposed buildings are outside of the stream setbacks.



15. **Plat Restrictions** – None noted by staff.

16. **Traffic** – There are two entities interested in traffic generated by the development – CBJ and ADOT&PF.

CBJ will require a Traffic Impact Analysis (TIA) to be submitted with the application, because more than 500 average daily traffic (ADT) is estimated for the project.

A TIA requires a traffic engineer and can take months and thousands of dollars. Plan accordingly.

A hearing before the Planning Commission will not be held until the TIA is received.

Traffic is estimated using the Institute of Traffic Engineer's Trip Generation Manual, 9<sup>th</sup> Edition (ITE).

Use	Volume/Page	Metric	Provided	Total AADT
Coffee Cart	3: 1958	1800 per 1,000 sf	156	280.8
Warehouse	2: 202	3.56 per 1,000 sf	9,900	35.2
Retail	3: 1579	44.32 per 1,000 sf	2,400	106.37
Café	3: 1939	64.21 per 1,000 sf	1,900	122.0
Storage	2: 202	3.56 per 1,000 sf	2,500	8.9
Total (rounded)				553

The ITE does not include break-outs for a commercial kitchen. A traffic engineer licensed in the State of Alaska may have more favorable sources of information.

The recommended way forward is:

- Advise the Alaska Department of Transportation and Public Facilities (ADOT&PF) of your plans and see if they will need a TIA.

- If ADOT&PF *does not* need a TIA, work with a traffic engineer licensed in the State of Alaska to see if you can get estimated traffic counts below 500 ADT.
  - If you can, ask them to provide a stamped memo demonstrating that fact. Note that between 250 and 500 the Director has the discretion to require a TIA. If, regardless of an engineer's memo, they have concerns regarding traffic, they can require a TIA. However, a well-thought-out engineer's memo is extremely helpful in making the decision.
  - If the engineer cannot get ADT below 500, a TIA will be required.

The general process for a TIA is:

- Select a traffic engineer licensed in Alaska.
- They will meet with CBJ (and, if applicable, with ADOT&PF) to make sure they are meeting our requirements.
- During development of the report, the engineer may continue to discuss different elements with CBJ or ADOT&PF.
- The engineer will provide a "DRAFT FINAL" version of the report. This report is done enough that the ADOT&PF and the Planning Commission can determine impacts but allows for modifications if requested.
- Once modifications have been accepted the engineer will stamp the report. Provide the stamped report to CBJ and to ADOT&PF.

**Nonconforming situations** – None noted at this time.

#### **Building Division**

- 17. **Building** – No concerns at this time; appropriate submittal documents shall be prepared by Alaska licensed design professionals.
- 18. **Outstanding Permits** – No outstanding permits.

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

- 19. **Engineering** – Easements: Please submit a site plan that includes all easements for drainage, utility lines, access, snow storage, trash (dumpster) storage, or any other shared use that requires crossing the property line.
- 20. **Drainage** – Please submit a drainage plan that indicates runoff direction of flow and shows how existing drainage channels will be modified, if applicable.
- 21. **Utilities** – (water, power, sewer, etc.) A master water meter shall be installed by the developer prior to any branches or services. The meter must be in an above ground heated space. Water and sewer sizing shall be determined by an Alaska-licensed civil or mechanical engineer.

#### **Fire Marshal**

- 22. **Fire Items/Access** – No comments at this time.

#### **Other Applicable Agency Review**

- 23. The Alaska Department of Transportation and Public Facilities (ADOT&PF) will be contacted to review and comment on the conditional use permit application. I suggest you reach out to them in advance to:
  - a. Make sure driveway permits are active and applicable to the expanded project.
  - b. Ask them if there are details of a TIA that they would be interested in.

You can contact:

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

### **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. Allowable/Conditional Use Permit Application
3. Building 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.
2. A Traffic Impact Analysis to be completed by a traffic engineer licensed in Alaska.
3. Set of plans designed by appropriate design professionals, Architectural, Structural, Mechanical, Electrical

### **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, Class III: \$500
2. Public Notice Sign: \$150, with \$100 refunded if the sign is returned by the Monday following the Planning Commission meeting.
3. Building Permit fees will be based on the square footage for each occupancy class.

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**

## Pre-Application Conference Final Report

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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  
Conditional Use Permit Application



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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) *Avalanche areas.* Development in moderate and severe avalanche hazard areas shown on the Avalanche Hazard Designation Mapping, dated April 27, 2022, and attached to Serial No. 2023-18(am) as Appendix A, must minimize the risk to life and property.
  - (10) *Habitat.* Development in the following areas may be required to minimize environmental impact:

(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 ; Serial No. 2023-18(am) , § 3, 12-11-2023, eff. 1-11-2024)