

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.

20136 Cohen Drive Juneau,	AK 99801					
egal Description(s) (Subdivision, Survey, Block, Tract, Lot) Tee Harbor Alaska BL 2 Lot 20						
rcel Number(s) 8B3701020210						
This property is located in the downtown historic district						
This property is located in a mapped hazard area, if so, which						
LANDOWNER/ LESSEE	Contact Person					
Property Owner Galen Lamphere-Englund, Katherine Thomas-Canfield	n Lamphere-Englund					
Mailing Address 20136 Cohen Drive Juneau, AK 998	Phone Number(s) 520-223-8024					
^{E-mail Address} g.englund@pm.me						
LANDOWNER/ LESSEE CONSENT						
Required for Planning Permits, not needed on Building/Engineering Permi						
Consent is required of all landowners/ lessees. If submitted with the appli						
include the property location, landowner/lessee's printed name, signature	re, and the applicant's name	2.				
Galen Lamphere-Englund Landowner/Lessee (Printed Name)	Landowner Title (e.g.: Landowner, Less					
Landowner/Lessee (Printed Name)		07/08/2024				
Landowner/Lessee (Printed Name) X Landowner/Lessee (Signature)	Title (e.g.: Landowner, Less					
Landowner/Lessee (Printed Name) Landowner/Lessee (Signature) Katherine Thomas-Canfield	Title (e.g.: Landowner, Less	07/08/2024 Date				
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-----DEPARTMENT USE ONLY BELOW THIS LINE-

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

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

Case Number Date Received 8/30/6

Intake Initials

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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.

	49.25.510(k)(2)(E)]. The ex		ccessory apartment, Becal area, The apartment would	use the lot is less than requi d be a 219 square foot studio	red for the zoning dis o (interior dimension	strict, the applicant will t s; exterior=250 sq ft). L	need a Conditional Use Permit [CBJ oft space would be available for
	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:						
		THIS A MODIFICATION OF EXTENSION OF AN EXISTING APPROVAL? One of the state of the					
	UTILITIES PROP	UTILITIES PROPOSED WATER: Public On Site SEWER: Public On Site					
	SITE AND BUILD	ING SPECIFICS		W-1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	 		
ıţ	Total Area	a of Lot 31,799	square feet To	tal Area of Existing St	ructure(s) 771	sqı	uare feet
olicai	Total Area	a of Proposed Structure(s	219	square feet			
To be completed by Applicant	EXTERNAL LIGH Existing to rem Proposed			de fixture information de fixture informatio			
mple	ALL REQUIRED	DOCUMENTS ATT	ACHED	, d (solid)	If this is	a modification	or extension include:
e co	✓ Narrative in	icluding:			☐ Noti	ce of Decision	and case number
رة ق	☑ Current ເ	use of land or buildin	g(s)		☐ Just	ification for th	e modification or
	Description of project, project site, circulation, traffic etc.						
	1 = '	d use of land or build					itted at least 30 days
	⊬ How the	proposed use compl	ies with the Com	iprehensive Plan	beit	ore expiration	uate
	Plans includi	ng:					
	Site plai						
	✓ Floor pl						
		n view of existing an	d proposed build	dings			
		ed vegetative cover	a arass and aras	acced traffic sire	dation		
		and proposed parking				eac)	
	Existing physical features of the site (e.g.: drainage, habitat, and hazard areas)						
	DEPARTMENT USE ONLY BELOW THIS LINE						
		ALLOWABLE/CONDITION	AL USE FEES Fees	Check No.	Receipt	Date	
		Application Fees	\$ 350°°		,		
		Admin. of Guarantee	\$				
		Adjustment	\$ \$_ 6 D				
	Pub. Not. Sign Fee \$ 50 Pub. Not. Sign Deposit \$ 100						
		Total Fee \$ 500					

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INCOMPLE	TE APPLICATION	1S WILL NOT	BE ACCEPTED

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

Case Number (1) £ 24-019

Date Received

8/30/24

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

<u>Pre-Application Conference</u>: 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.

<u>Application</u>: 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).

<u>Application Review & Hearing Procedure</u>: 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.

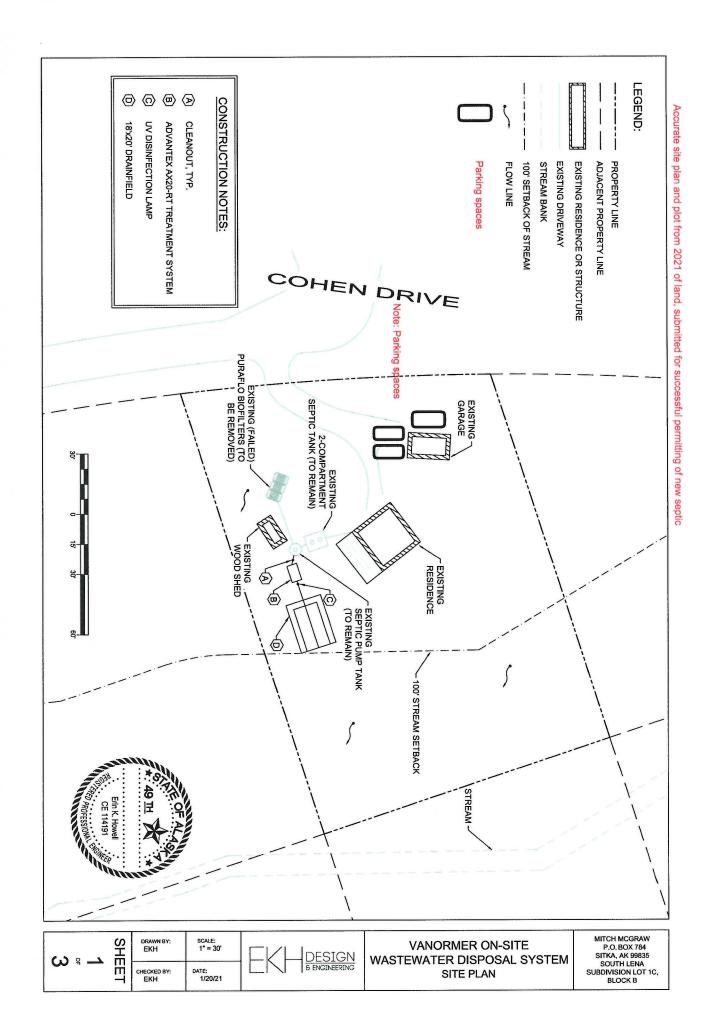
The Applicant will post a sign on the site at least 14 days prior to the meeting. The sign shall be visible from a public right-of-way or where determined appropriate by CDD. Signs may be produced by the Community Development Department for a preparation fee of \$50, and a \$100 deposit that will be 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.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED



20136 Cohen Drive -- Aerial view of lot, 2013 during construction. Footprint visible.

Note -- squares indicate parking spaces





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

Case name: Cohen Accessory Dwelling Unit

Case Number: PAC2024 0036

Applicant: Jake Lapenter

Property Owner: Galen Lamphere-Englund, Katherine Thomas-Canfield

Property Address: 20136 Cohen Drive

Parcel Code Number: 8B3701020210

Site Size: 31,799

Zoning: D1

Existing Land Use: Residential

Conference Date: June 19, 2024

Report Issued: June 26, 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.

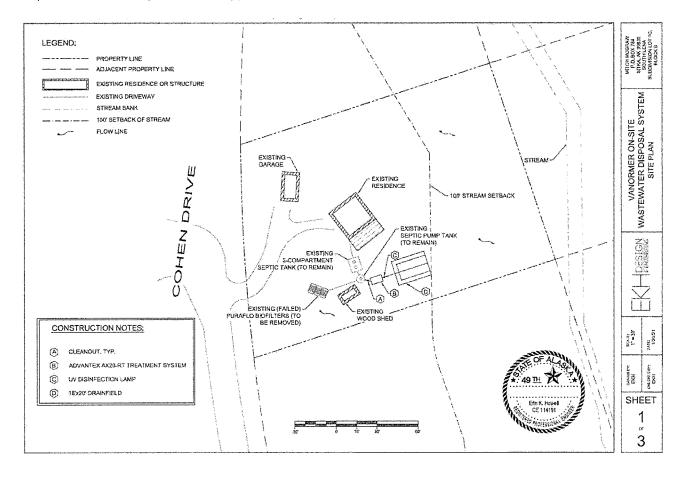
Name	Title	Email address
Jake Lapenter	Applicant	modernalaskabuilders@gmail.com
Irene Gallion	Planning	irene.gallion@juneau.gov
Charlie Ford	Building	Charlie.Ford@juneau.gov
Eric Vogel	General Engineering	Eric.Vogel@juneau.gov
Dave Sevdy	Permits	<u>Dave.Sevdy@juneau.gov</u>

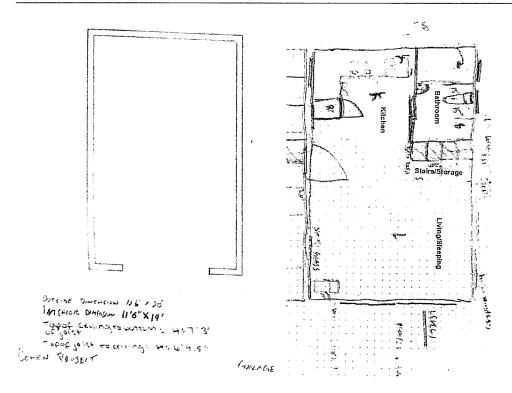
Conference Summary

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 Applicant would like remodel an existing garage into an accessory apartment. Because the lot is less than required for the zoning district, the applicant will need a Conditional Use Permit [CBJ 49.25.510(k)(2)(E)].





The existing garage is 11.5×19 net floor area. The apartment would be a 219 square foot studio. Loft space would be available for storage.

Conditional Use Permit Process:

- Submit the application and back-up materials (listed on ten back of the application).
 - o Electronic submissions accepted at <u>Permits@juneau.gov</u>. 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.
 - o A notice will be sent to property owners within 500 feet of the project.
 - o There will be two newspaper ads for the case.
 - o 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:
 - o 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:
 - o Approve the project
 - o Approve the project with conditions (the most common outcome)
 - o Deny the project
 - o 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/

Building permit

The building permit application may be <u>submitted</u> before the Conditional Use Permit is approved, but will not be <u>issued</u> until after approval. Early submittal gives review departments additional time to work with the Applicant on revisions or requirements, as needed.

Accessory Dwelling Unit (ADU) Grant Program

IMPORTANT NOTE: To qualify for the grant program, the ADU application needs to be received at the same time as the building permit application.

CBJ provides a \$13,500 grant incentive for development of an ADU. An information sheet is attached. To summarize:

- The application must be submitted with the Building Permit Application.
- The ADU must receive a Certificate of Occupancy within two years from the date the building permit was issued.
- A deed restriction must be recorded, agreeing not to rent the resulting unit as a short-term rental for five
 years from the date of issuance of the Certificate of Occupancy.
- The grant is non-transferable to a new property owner.

There is no additional cost for applying for the ADU Grant Program. More information at: https://juneau.org/community-development/ADUG

If you have further questions you can contact Joseph Meyers at (907) 586-0753 x4209

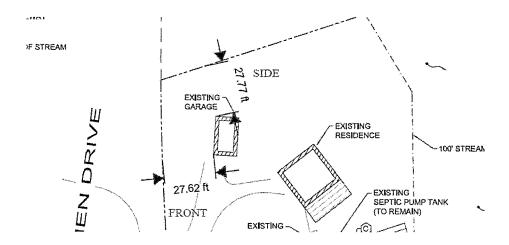
Planning Division

- 1. **Zoning** D1
- 2. Table of Permissible Uses Allowed under Paragraph 1.110
- 3. Lot size requirements Minimum lot size in D1 is 36,000 square feet. This lot is 31,799 square feet and has been certified nonconforming.
- 4. Setbacks -

a. Front: 25 feetb. Rear: 25 feet

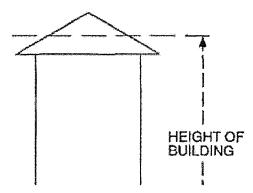
- c. Side: 15 feet
- d. Setback from anadromous stream:
 - i. 25 foot no disturbance
 - ii. 50 foot no development

Based on a site plan submitted by the applicant, the proposed apartment is on top of an existing garage that meets setbacks.



5. **Height** – The height of the garage and apartment is limited to 25 feet. Height will be measured to the average height of the roof.

The proposal converts the existing garage to an ADU. No additional structures and no increase of height is proposed at this time.



- 6. Access Access to the property is via Cohen Drive,
- 7. **Parking & Circulation** The accessory apartment will require one additional parking space on the property.
- 8. **Lot Coverage** Maximum lot coverage is 10 percent. Lot coverage is any structure with a roof. The existing garage is approximately 250 square feet, and the single-family structure is 600 square feet, for a

- total of 850 square feet, or three percent lot coverage. The addition of an accessory apartment on top of the existing garage will not increase lot coverage.
- 9. **Vegetative Coverage** Minimum vegetative cover is 20 percent, or 6,360. Current development is set back 100 feet from the stream, providing 10,670 square feet of vegetative cover. Additional vegetative cover is provided in the developed area.
- 10. **Lighting** Exterior lighting may not shed light or glare above the roofline of the building or beyond the property line of the site.
- 11. Noise An accessory apartment is not anticipated to create noise out of character with the D1 zoning district
- 12. Flood The property is not in a flood zone (FEMA Panel 02110C 1185D).
- 13. Hazard/Mass Wasting/Avalanche/Hillside Endorsement There are no mapped hazards in the area of the lot. Lot slope is approximately five percent. A hillside endorsement is not required.
- 14. Wetlands Contact the Army Corps of Engineers if filling wetlands [(907) 753-2689].
- 15. **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.
 - Tee Creek (Anadromous Waters Catalog number 111-50-10200) is within 10 feet of the lot line at its closest mapped point. Lot development is approximately 100 feet from this point. Future development will need to be a minimum of 50 feet from the stream. The proposed accessory apartment on top of the existing garage does not impact this setback.
- 16. Plat Restrictions There are no restrictions documented on Plat #499, Juneau serial number 67-830.
- 17. **Traffic** A traffic impact analysis is not required.
- 18. **Nonconforming situations** The lot size is certified nonconforming. There are no other documented nonconforming or noncomplying conditions (NCC2021 0043).

Building Division

- 19. Building
 - a. Fire and sound separation will be required between the garage and apartment.
 - b. The apartment is required to have outside access. No entrance or exit through the garage is allowed.
 - c. A water meter will be required.
- 20. Outstanding Permits None.

General Engineering/Public Works

- 21. Engineering
 - a. Please show utilities on the site plan. This can be drawn by hand on the existing as-built.
- 22. Drainage N/A
- 23. **Utilities** (water, power, sewer, etc.)
 - **Septic** ADEC review required. Please provide formal ADEC approval.
 - Water A water meter is required.

Fire Marshal

24. Fire Items/Access - The Fire Marshal did not provide notes for this report.

Other Applicable Agency Review

25. Alaska Department of Environmental Conservation may be required to evaluate the septic capacity for the extra load.

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.

Items 1-3 must be submitted together. Items 4-5 must be submitted together.

- 1. Development Permit Application
- 2. Allowable/Conditional Use Permit Application
- 3. Accessory Apartment Application
- 4. Building Permit Application
- 5. Accessory Dwelling Unit Grant Program Application (if desired)

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 site plan (the one you've provided for this conference will do). Please show the parking space for the Accessory Apartment, and utilities to the new ADU.
- 3. Plans for modification of the garage.

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. None.

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: \$350
- 2. Public Notice Sign: \$150: \$100 refundable if the sign is returned by the Monday following the Commission meeting.
- 3. Building permit fees will depend on the value of the improvements.

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:

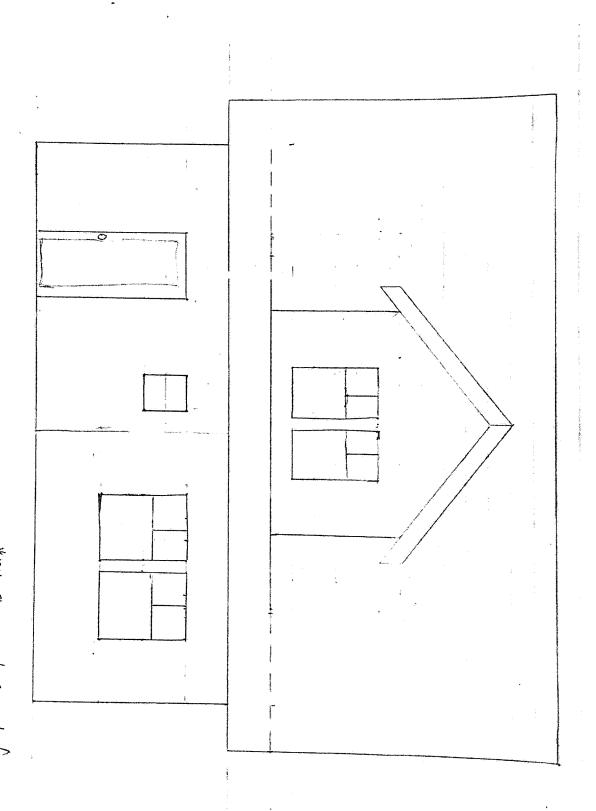
(907) 586-0715

Web:

www.juneau.org/community-development

Attachments:

49.15.330 – Conditional Use Permit
Development Permit Application
Allowable/Conditional Use Permit Application
Accessory Apartment Application
Accessory Dwelling Unit Information and Grant Application



*not Shown w/ covered from porch

West Section*

COHEN PROJECT

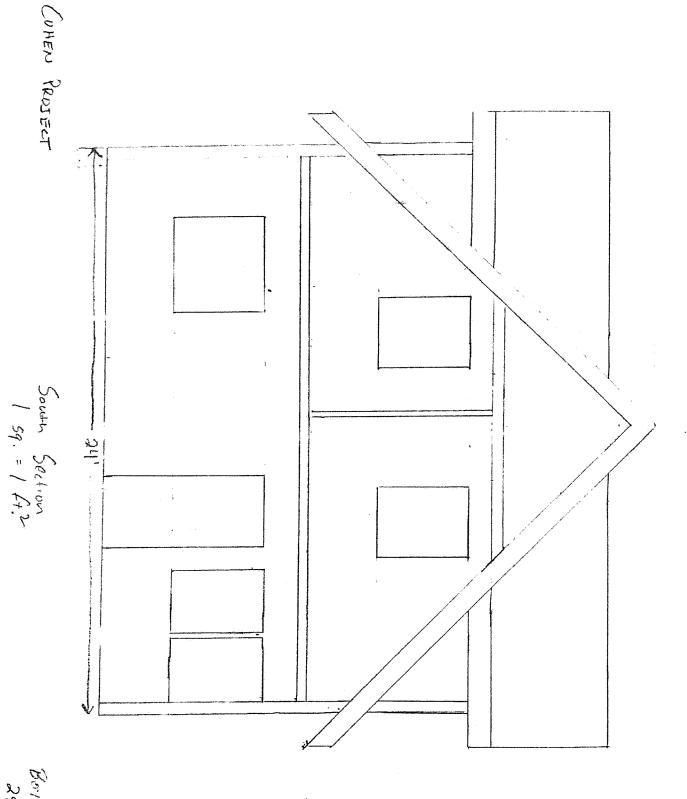
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Loss Society

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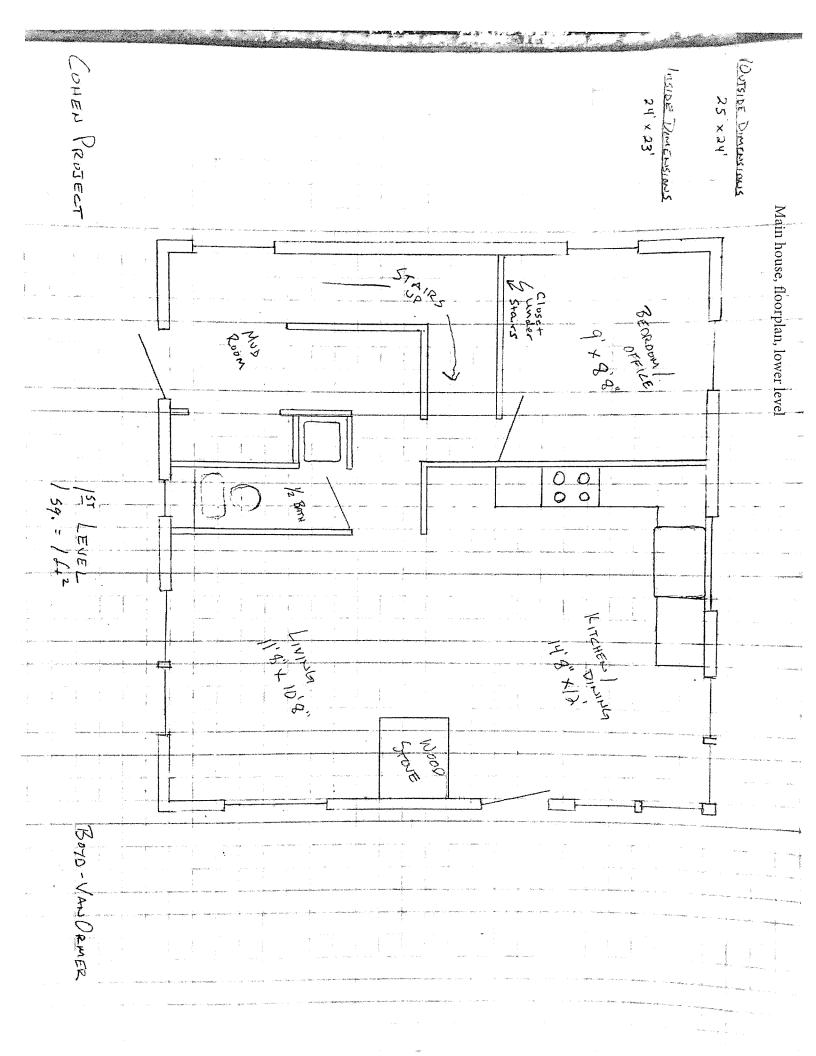


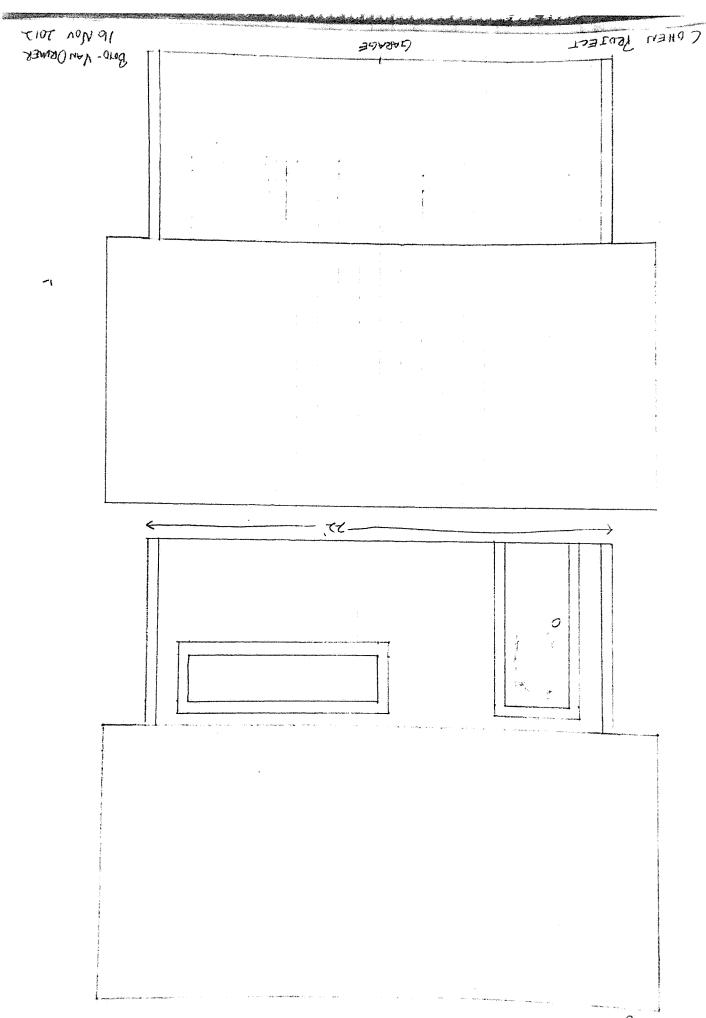
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North Profile

COHEN PROJECT

BOYD-VANDRMER 28 Jan 2013





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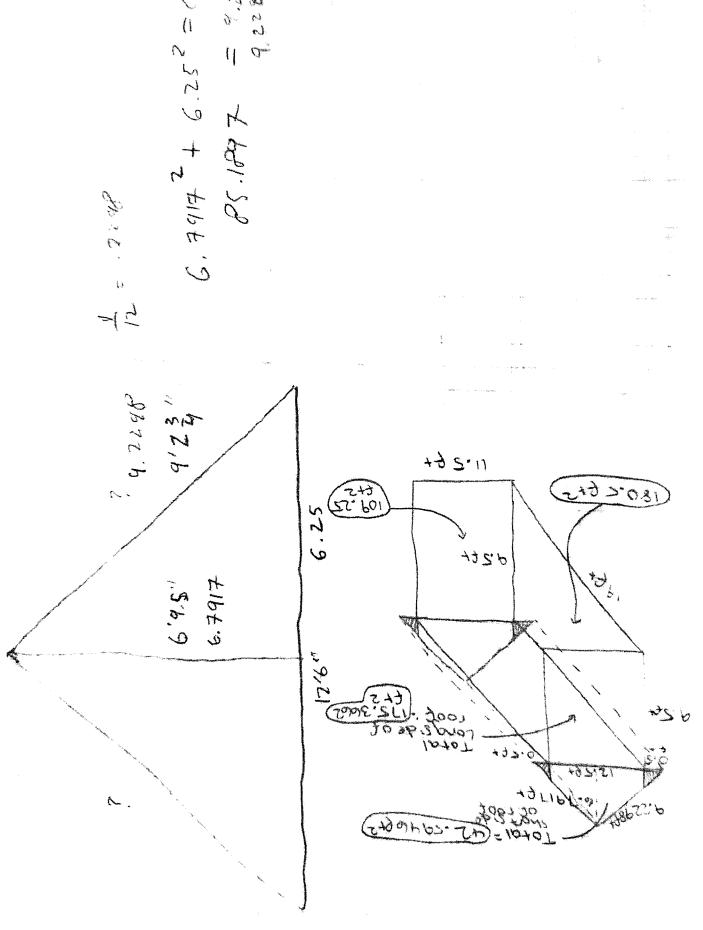
CONVACE

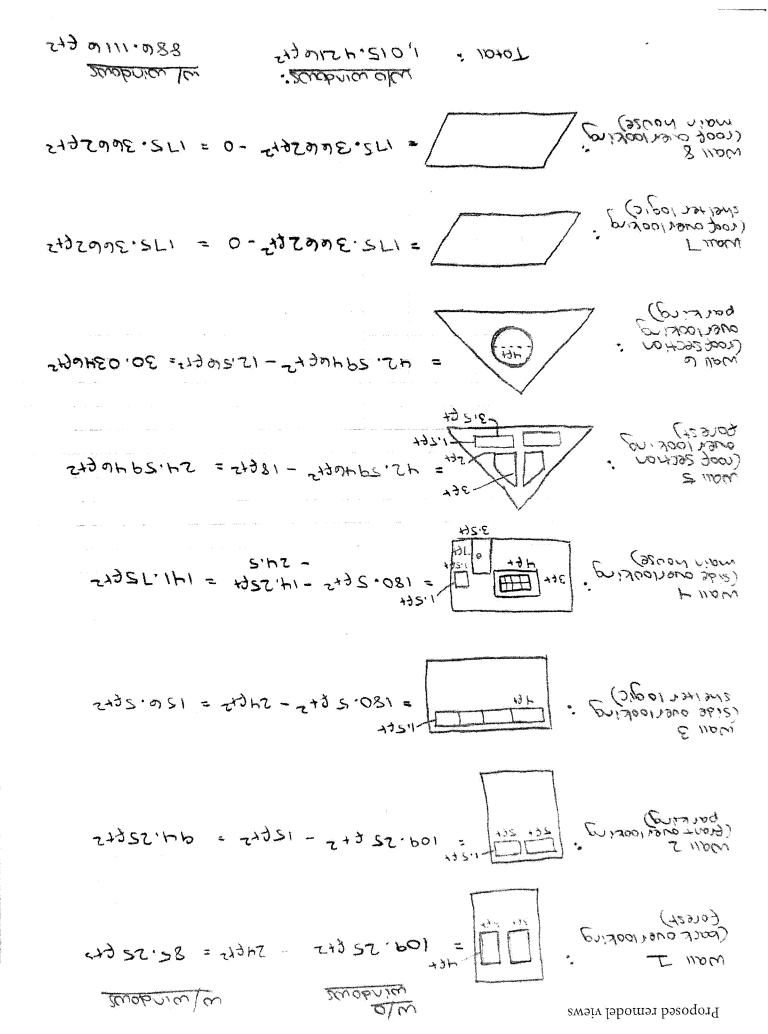
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INTERNAL HEAVING TO JOSET Total Interior Helbit 16'9

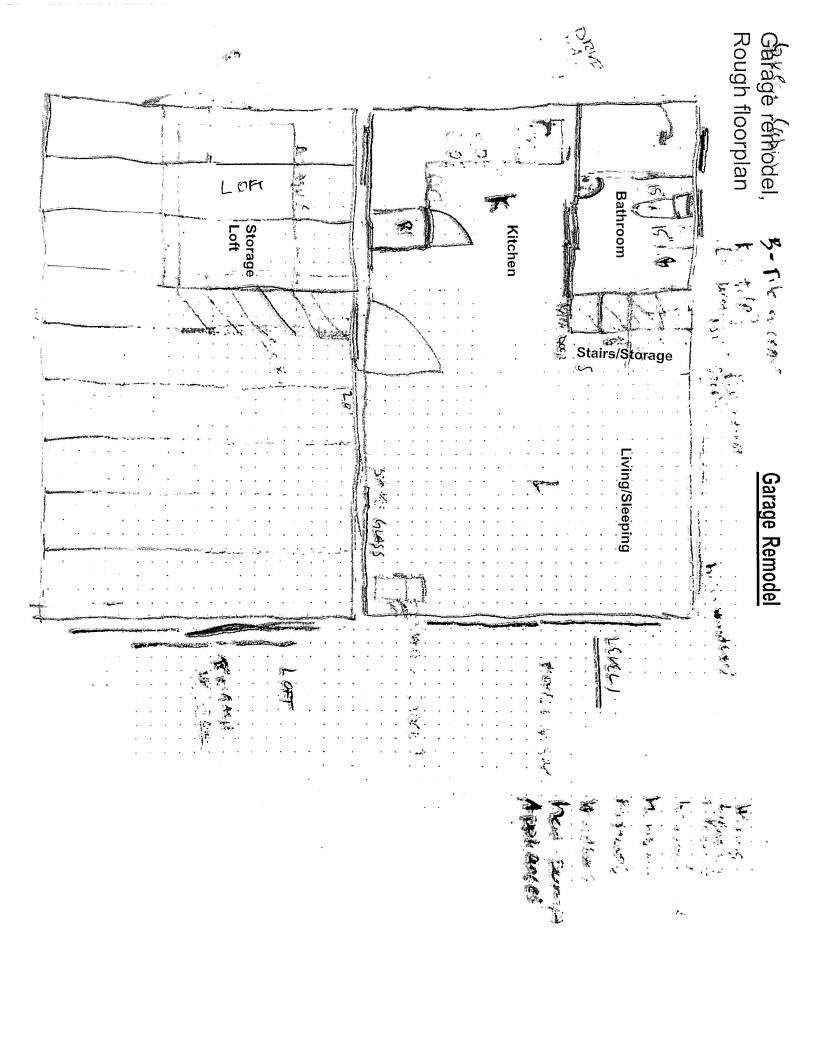
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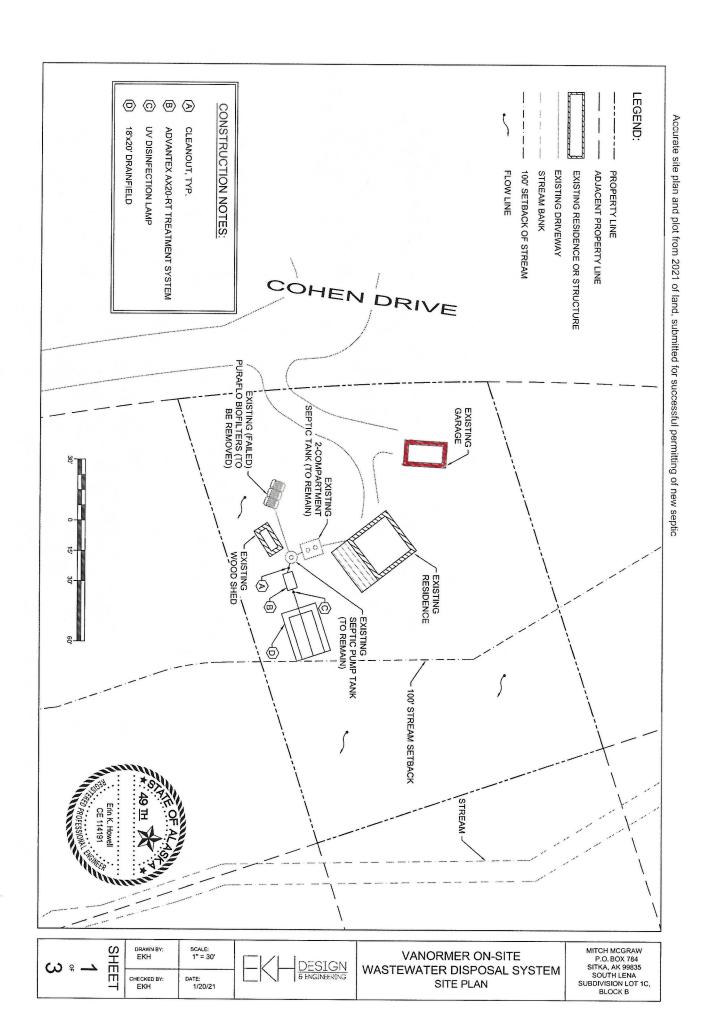
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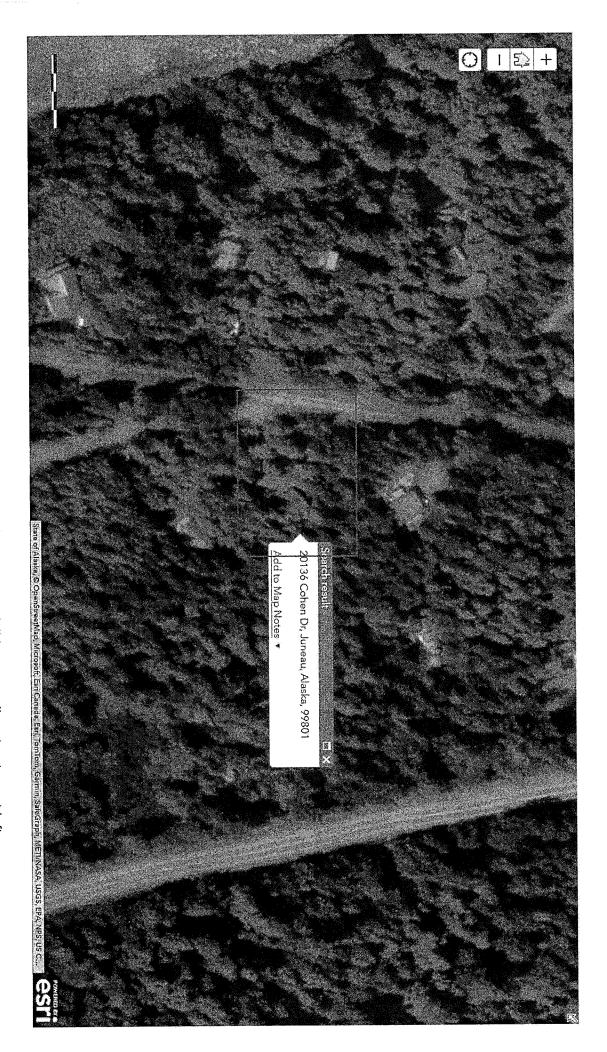




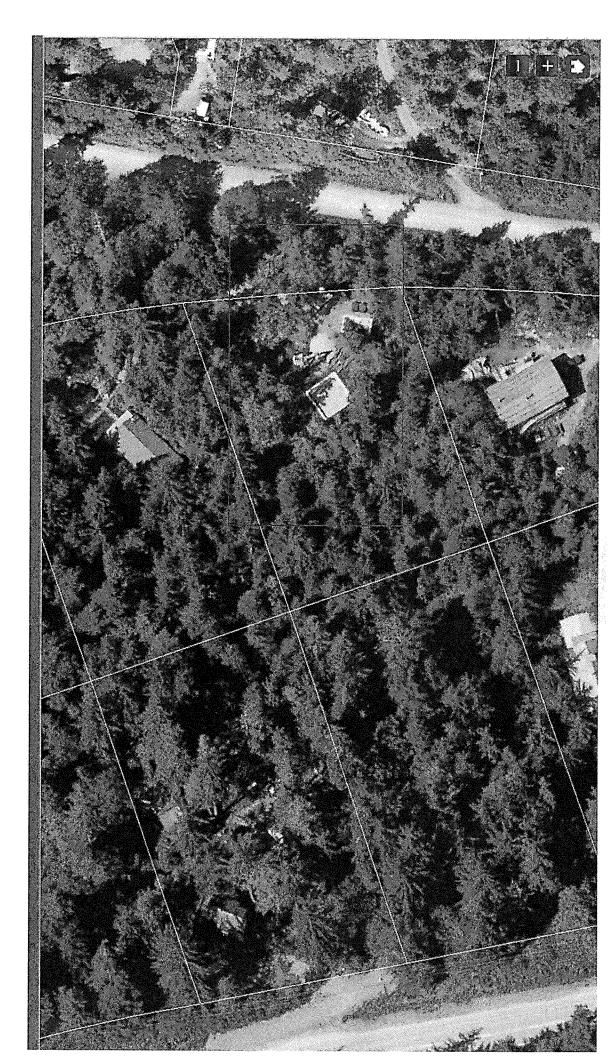
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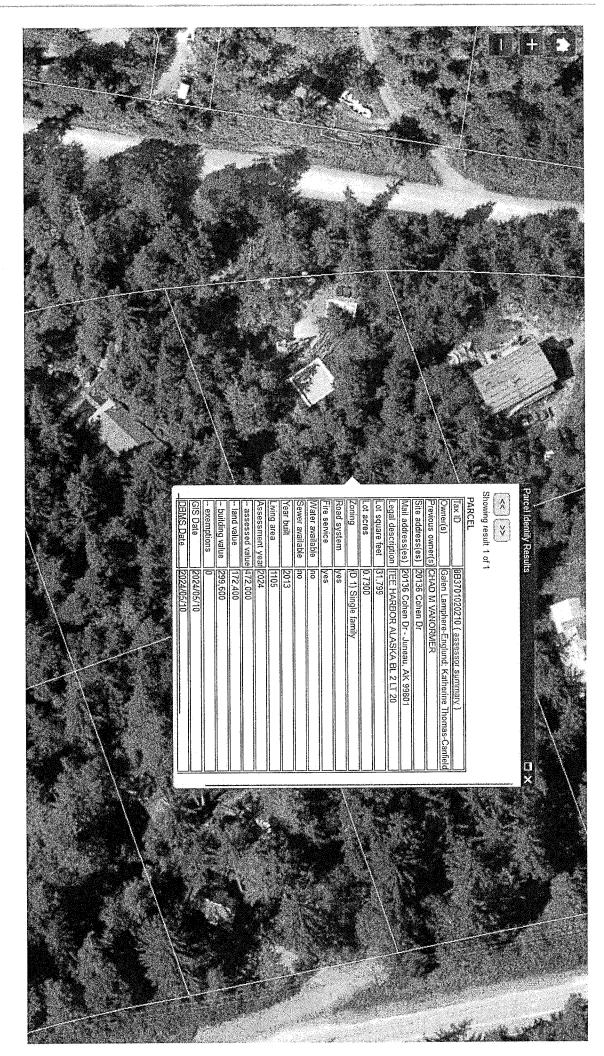




Aerial view, 2020, of current footprint. Garage visible as smaller structure at left.



20136 Cohen Drive -- Aerial view of lot, 2013 during construction. Footprint visible.



20136 Cohen Drive -- Aerial view of lot, 2013 during construction. Footprint visible.