



# 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.**

To be completed by Applicant	<b>PROPERTY LOCATION</b>	
	Physical Address <u>2217 DUNN ST</u>	
	Legal Description(s) (Subdivision, Survey, Block, Tract, Lot) <u>SW McIcSnley BL32 LT8A</u>	
	Parcel Number(s) <u>581601130096</u>	
	<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 <u>RH RENTALS LLC</u>	Contact Person <u>RICH HARRIS</u>
	Mailing Address <u>P.O. Box 32403 JUNEAU, AK 99803</u>	Phone Number(s) <u>907-723-4791</u> <i>(Rich cell)</i>
	E-mail Address <u>N/A</u>	
<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.		
<u>Jesse Hay</u> <u>Lessee</u>		
Landowner/Lessee (Printed Name) Title (e.g.: Landowner, Lessee)		
x	<u>Jesse Hay</u> <u>Lessee</u> <u>2.5.25</u>	
Landowner/Lessee (Signature) Date		
<u>Anna L. Hay</u> <u>Lessee</u>		
Landowner/Lessee (Printed Name) Title (e.g.: Landowner, Lessee)		
x	<u>Anna L. Hay</u> <u>2.5.25</u>	
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.		
<b>APPLICANT</b> If same as LANDOWNER, write "SAME"		
Applicant (Printed Name) <u>ANNA L HAY</u>	Contact Person <u>ANNA HAY</u>	
Mailing Address <u>P.O. Box 32339 JUNEAU, AK 99803</u>	Phone Number(s) <u>907.957.8107-work</u>	
E-mail Address <u>AKGLDW907@gmail.com</u>	<u>907-713-9215-personal</u>	
x <u>Anna L. Hay</u>	<u>2.5.25</u>	
Applicant's Signature	Date of Application	

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 <u>USE25-06</u>	Intake Initials <u>J 2/6/25</u>
Date Received <u>2-6-25</u>	



# 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.**

To be completed by Applicant

**PROJECT SUMMARY**  
 Set up and operation of a dog grooming salon / animal boarding *no later night*

**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: 12.250

**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 16,045 - 0.37 acres square feet Total Area of Existing Structure(s) 16,045 square feet  
 Total Area of Proposed Structure(s) 720 square feet

**EXTERNAL LIGHTING**  
 Existing to remain  No  Yes – Provide fixture information, cutoff sheets, and location of lighting fixtures  
 Proposed  No  Yes – Provide fixture information, cutoff sheets, and location of lighting fixtures

**ALL REQUIRED DOCUMENTS ATTACHED**  
 Narrative including: *→ in PIC notes*  
 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  
 Plans including:  
 Site plan  
 Floor plan(s)  
 Elevation view of existing and proposed buildings  
 Proposed vegetative cover *existing*  
 Existing and proposed parking areas and proposed traffic circulation *pg 3 of PIC*  
 Existing physical features of the site (e.g.: drainage, habitat, and hazard areas) *existing*

*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  
*→ N/A*

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>50.00</u>			
Pub. Not. Sign Deposit	\$ <u>100.00</u>			
Total Fee	\$ <u>650.00</u>			

This form and all documents associated with it are public record once submitted.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

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

Case Number	Date Received
<u>USE25-06</u>	<u>2/6/25</u>

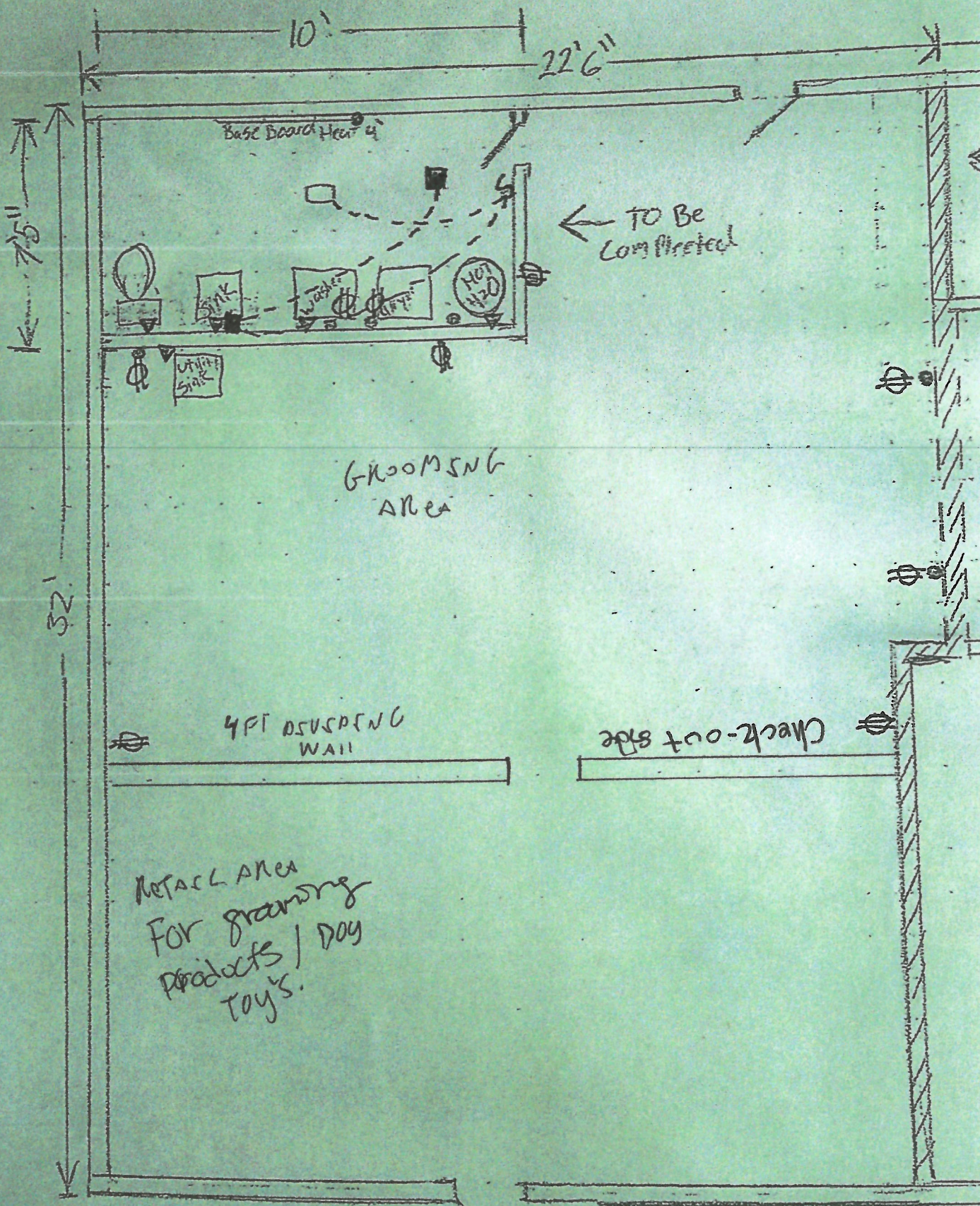
# NARRATIVE

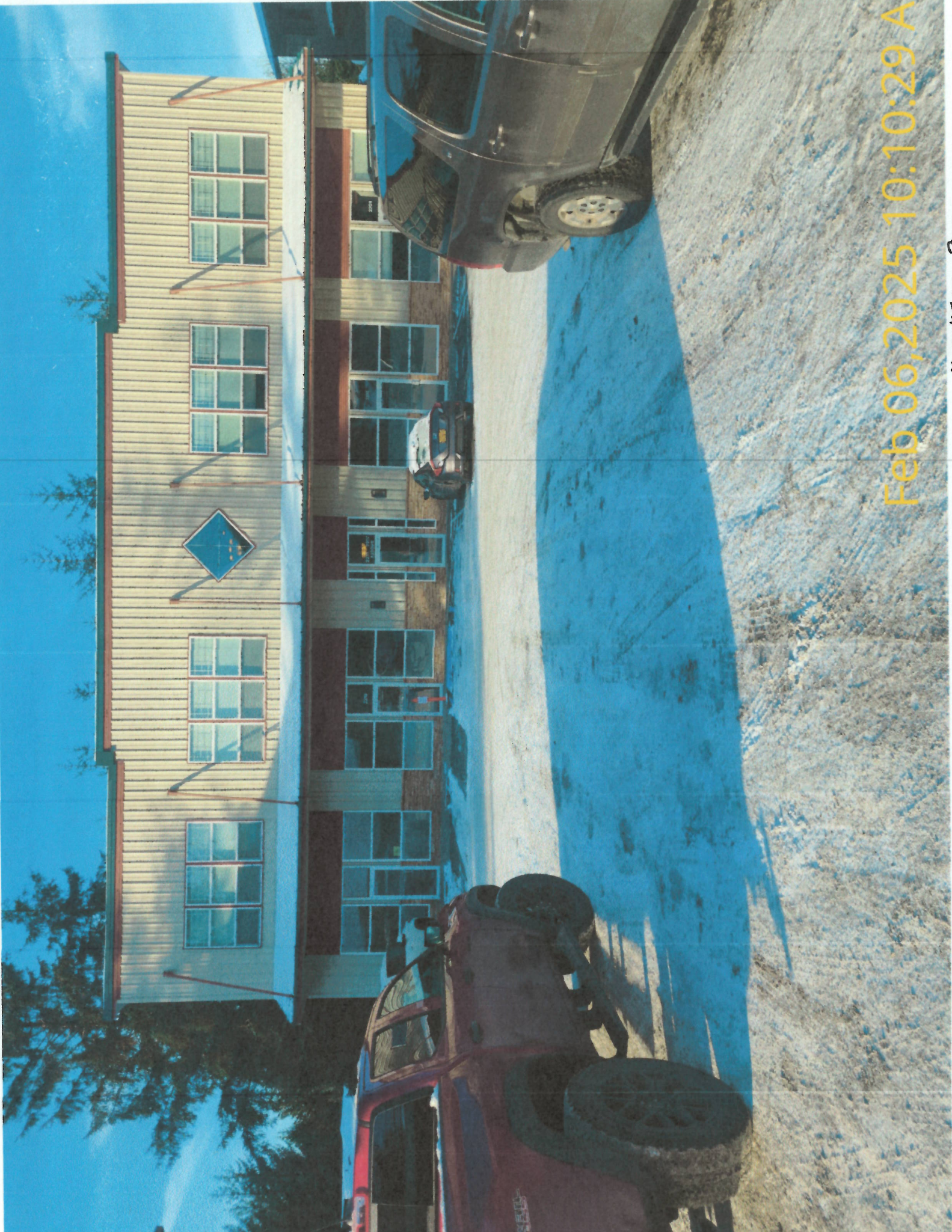
Pampered Paws Grooming is a one-on-one family operated dog grooming salon that provides bathing, hair cutting, and nail trims. Pet boarding is not offered, no animals will be left overnight. The hours of the operation will be Sunday through Thursday 8am till 5pm and Friday & Saturday noon till 5pm. A small retail section will be in the front section of the store offering treats, toys etc. Staff will be 1 to 2 employees.

Pampered paws grooming will be located at 2217 Dunn st, the building currently has 2 spaces on the street level occupied by Anchor Ak Real estate & RH rentals office along with 4 apartments on the upper floor. The space Pampered paws is going into is currently being divided in half under building permit 20240811, the remaining half of this space will currently be vacant. There will be no changes to the overall footprint of the building or any surface disruption to the existing site.

---

FLOOR PLAN





Feb 06, 2025 10:10:29 A

Fire Station 2025

SITE PLAN





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

## Pampered Paws Grooming

Case Number: PAC2025 0004  
 Applicant: ~~Anne Hay~~ Anna Hay  
 Property Owner: R H Rentals LLC  
 Property Address: 2217 Dunn St  
 Parcel Code Number: 5B1601130046

Site Size: Lot size: 16,045 square feet, 0.37 acres  
 Space used: 720 square feet

Zoning: LC  
 Existing Land Use: Commercial

Conference Date: January 29, 2025  
 Report Issued: February 5, 2025

**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
Jessie Hay Anne Hay	Applicant	akgldn907@gmail.com
Jolene Murphy	Planning	Jolene.Murphy@juneau.gov
Jeff Hedges	Building	Jeffrey.Hedges@juneau.gov
Sydney Hawkins	Permit Tech III	Sydney.Hawkins@juneau.gov

Revised 5/31/2024

## 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.

- Q: Are you adding any signs? A: No plans at this time.

## Project Overview

(Provide a brief description of the proposed project. *Note to Planners be aware if there have been any previous PACs for this applicant or site.*)

Applicant is proposing to operate a dog grooming salon from 2217 Dunn Street with 1-2 employees from Sunday-Thursday 8:00am – 5:00pm. A small retail space will be in the front of the store. Overnight pet boarding is not offered.

BLD2024-811 permitted a conversion of the existing space to include 2 additional sinks, a washer and dryer and additional water-line hookups to prepare the site.

A Conditional Use Permit will be required (CBJ 49.25.300, paragraph 12.250).

## Summary of the 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

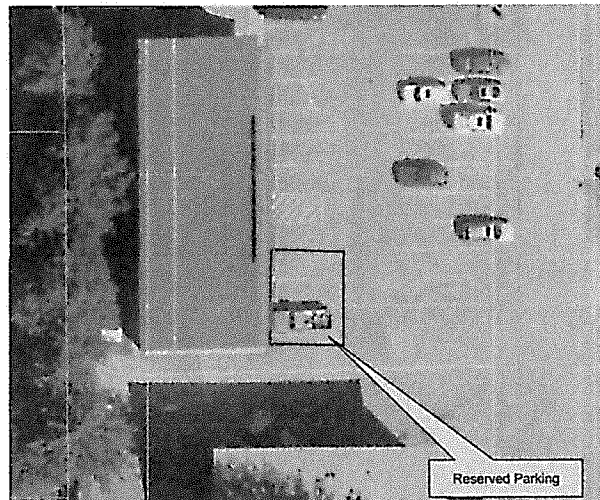


- Continue the project – if more information is required or if the Commission runs out of time.
- The decision can be appealed for 20 days after the Notice of Decision is filed with the City Clerk. If the decision is appealed, the Applicant can continue with their project at their own risk.

Videos of the Planning Commission activities are posted on Assembly's Minutes and Agendas site.  
<https://juneau-ak.municodemeetings.com/>

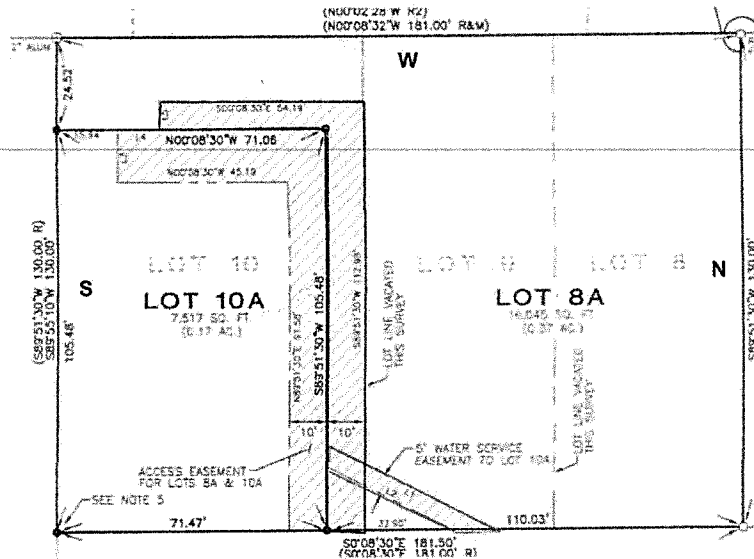
### Planning Division

1. **Zoning** – LC (Light Commercial)
2. **Table of Permissible Uses**
  - a. Paragraph 12.250 - day animal services, grooming, walking, daycare. The TPU requires all pet grooming facilities in LC zoning to get a conditional use permit.
3. **Subdivision** – N/A
4. **Setbacks** – No increase in structure footprint is anticipated as part of this development.
  - a. Front (East) – 25 feet
  - b. Rear (West) – 10 feet
  - c. Side (North/South) – 10 feet
5. **Height** – No increase in structure height is anticipated as part of this development.
  - a. 35 feet for permissible uses
  - b. 25 feet for accessory uses
6. **Access** – Dunn Street
7. **Parking & Circulation** – 1 parking space is required per 300 square feet of gross floor area for a total of 3 spaces per the "salon" use in CBJ 49.40.210. There will be 3 designated parking spaces directly in front of the first-floor salon and access to the remaining unreserved spaces in the lot.



8. **Lot Coverage** – None
9. **Vegetative Coverage** – 15%

- 10. **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.
- 11. **Noise** – Noise generated by this use is not expected to be out of character for the area.
- 12. **Flood** – The property is not located in a flood zone.
- 13. **Hazard/Mass Wasting/Avalanche/Hillside Endorsement** – None mapped.
- 14. **Wetlands** – None.
- 15. **Habitat** – No anadromous waterbodies are on the subject parcel, or within 50 feet.
- 16. **Plat or Covenant Restrictions** – 10-foot access Easement along southern lot line and eastern portion of panhandle: 5-foot water service easement across eastern and southern lot lines.



17. **Traffic** – Traffic is estimated using the Institute of Traffic Engineer’s Trip Generation Manual, 9<sup>th</sup> Edition (ITE). The “Hair Salon with 1,000 square feet of GFA” use most closely resembles the possible traffic generated for a dog grooming salon with 1-2 employees. A metric for AADT is not provided in the ITE. Only peak hour traffic estimates are included in the table below.

The proposed use is estimated to generate fewer than 250 average daily trips and will not require a traffic impact analysis [CBJ 49.40.300(a)(3)].

Use	Volume/Page	Metric	Approximate	Total AADT Using Peak Hour Estimates
Hair Salon	3:1857	1.21 trips/AM peak hour	4 hours	4.84
Hair Salon	3:1857	1.49 trips/AM peak hour	4 hours	5.96
<b>Total (rounded)</b>				<b>10.8</b>

18. **Nonconforming situations** – No nonconforming situations exist.

**Building Division**

19. **Building** – No issues with this project.

20. **Outstanding Permits** – BLD2006-00679 Construct the Building. BLD20110712 Convert Yoga Studio to Apartments. BLD20240811 This Project. Need to Final all three of these permits as soon as possible.

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

21. **Engineering/Drainage/Utilities** – No comments at this time.

### **Fire Marshal**

22. **Fire Items/Access** – N/A

### **Other Applicable Agency Review**

23. 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
2. 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. Conditional Use Permit, Class II: \$500
2. Public Notice Sign: \$150, with \$100 refunded if the sign is returned by Monday following the Planning Commission meeting.

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**

You may submit your application(s) online via email to [permits@juneau.gov](mailto:permits@juneau.gov)  
OR in person with payment made to:

Pre-Application Conference Final Report

---

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:

Development Permit Application  
Conditional Use Permit Application  
Sign Permit Application

---