



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	PROPERTY LOCATION	
	Physical Address 3800 Mendenhall St Loop Rd. Juneau Alaska 99801	
	Legal Description(s) (Subdivision, Survey, Block, Tract, Lot)	
	Parcel Number(s)	
	<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 _____	
	LANDOWNER/ LESSEE	
	Property Owner CBJ	Contact Person Robert Barr
	Mailing Address 55 Heritage Way	Phone Number(s) 907 586-5240
	E-mail Address Lands Office @ Juneau . Gov	
	LANDOWNER/ LESSEE CONSENT	
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.		
CBJ / Dan Bleidorn Land Manager Landowner/Lessee (Printed Name) Title (e.g.: Landowner, Lessee)		
X [Signature] 2/12/25 Landowner/Lessee (Signature) Date		
_____ Landowner/Lessee (Printed Name) Title (e.g.: Landowner, Lessee)		
X _____ 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.		
APPLICANT If same as LANDOWNER, write "SAME"		
Applicant (Printed Name)	Contact Person	
Mailing Address	Phone Number(s)	
E-mail Address	907 419-8713	
X [Signature]	2-11-2025	
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 USE 25-008	Intake Initials [Signature]
Date Received 2/18/2025	



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	
Glacier Bears Childcare Center	
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: _____	
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 _____ square feet	Total Area of Existing Structure(s) _____ square feet
Total Area of Proposed Structure(s) _____ 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:	
Current use of land or building(s)	<i>If this is a modification or extension include:</i> Notice of Decision and case number Justification for the modification or extension Application submitted at least 30 days before expiration date
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 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-----

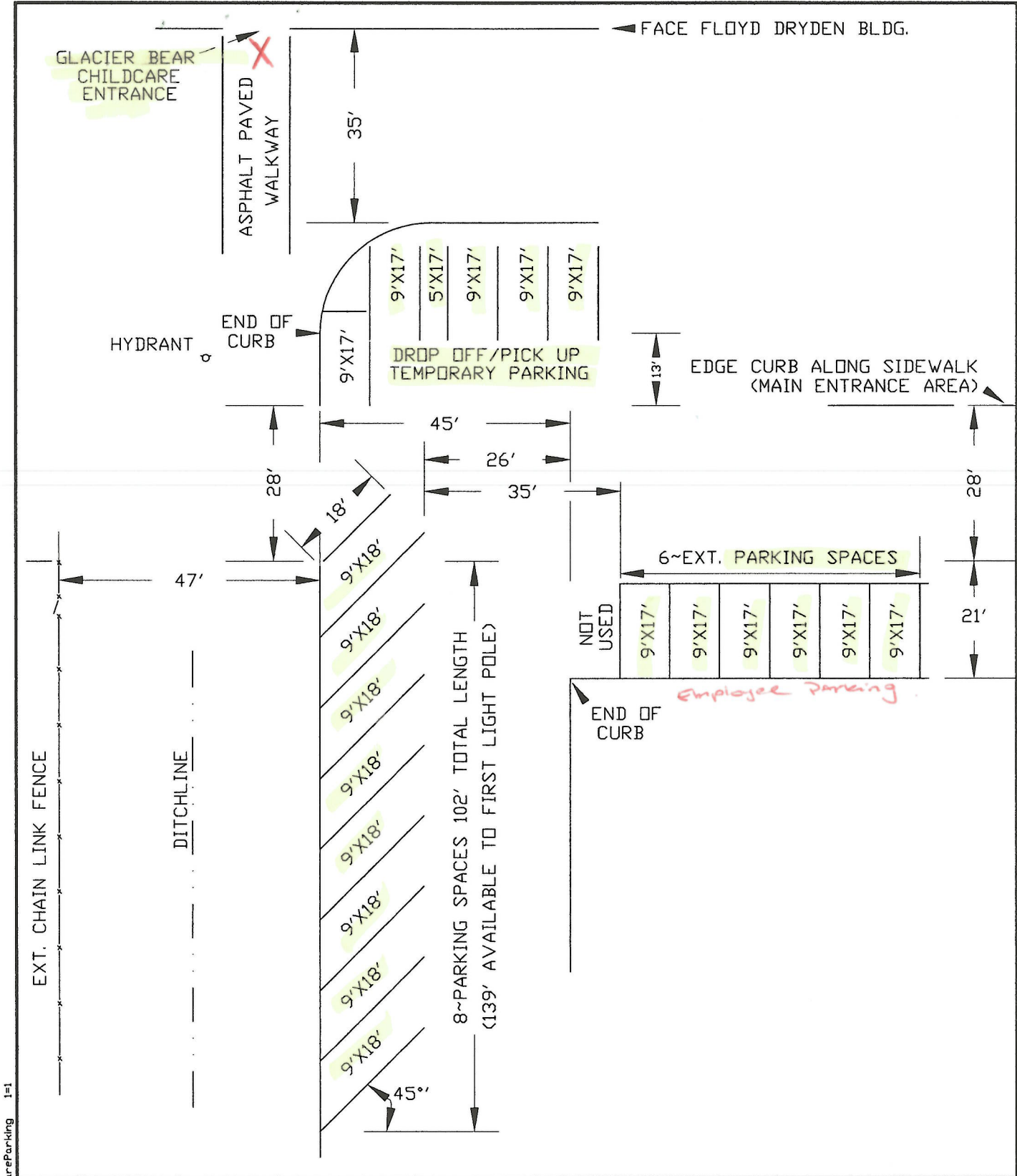
ALLOWABLE/CONDITIONAL USE FEES				
	Fees	Check No.	Receipt	Date
Application Fees	\$ 500.00			
Admin. of Guarantee	\$ _____			
Adjustment	\$ _____			
Pub. Not. Sign Fee	\$ 50			
Pub. Not. Sign Deposit	\$ 100			
Total Fee	\$ 650.00			

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 USE25-08	Date Received 2/18/2025
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D:\HOME\WJH\FDGBChildcareParking 1=1

**GLACIER BEAR CHILDCARE
PARKING LAYOUT
© FLOYD DRYDEN
PLAN**

DRAWN BY: WJH
DATE: 2-2025 SHEET 1 OF 1

Parking circulation plan for Glacier Bears childcare center at Floyd Dryden Middle School

As today we are the only ones in the building currently occupying the right wing of the building rooms 98 & 99.

We are scheduled to move to the other opposite side of the building occupying rooms 302-301-300 & 118 as April 2025 (propose time frame)

Please see the attached parking layout.

Our intent is to keep parents and children safe while dropping off at the center.

And occupy the parking spaces closer to the facility for easy convenient access.

We will coordinate with other tenants once they have moved into the building to make sure we are all in good understanding and avoid parking issues.

Project Narrative for Glacier Bear Child Care

Applicant: Carolina Sekona

Proposed Location: Floyd Dryden Middle School, Juneau, Alaska

Proposed Child Care Center Name: Glacier Bear Child Care

Introduction Carolina Sekona, the current owner and operator of Glacier Valley Kids child care program, proposes to expand her operations to meet the growing demand for high-quality child care in Juneau. The proposed new center, Glacier Bear Child Care, would be located in part of the recently vacated Floyd Dryden Middle School, owned by the City and Borough of Juneau (CBJ). With a capacity to serve up to 45 children and employ eight teachers, Glacier Bear Child Care will address the critical need for accessible and reliable child care in our community. This narrative outlines the proposed project's alignment with community needs and its operational readiness, demonstrating why the issuance of an allowable use permit is essential.

Project Overview The proposed Glacier Bear Child Care Center will:

- Serve up to 42 children, significantly increasing the availability of childcare in Juneau.
- Employ a team of eight trained and qualified teachers to ensure a safe and nurturing environment.
- Operate in partnership with the University of Alaska Southeast (UAS), which will lease the space from the CBJ and collaborate to provide professional development opportunities for childcare staff.

Applicant Qualifications I have over a dozen years of experience in child care and program management and hold a current Child Development Associate credential. My current program, Glacier Valley Kids, has a proven track record of providing exceptional care to 12 children for the past several years. My deep understanding of the childcare industry equips me with the skills and knowledge to manage and scale this new venture. I am highly committed to the Juneau community and am passionate about addressing the childcare shortage.

Readiness to Operate I have taken substantial steps to ensure the success of Glacier Bear Child Care, including:

- Initiating the state licensing process for the new center.
- Purchasing equipment and materials necessary for setting up a high-quality childcare environment.
- Beginning the hiring process to secure a team of skilled educators, ensuring the center will be staffed upon opening.
- Building a waitlist of dozens of families eager for childcare services, demonstrating strong demand for the program.

Community Partnerships The partnership with UAS will provide a dual benefit: offering professional training and development for childcare staff and ensuring the delivery of high-quality educational

services to children. This collaboration will help to build a sustainable workforce pipeline for the childcare sector in Juneau.

Addressing a Critical Community Need The shortage of childcare options in Juneau has long been a barrier for families and the local workforce. Glacier Bear Child Care will be critical in addressing this issue by increasing capacity and supporting working families. The project aligns with the CBJ's goals of fostering economic development and enhancing the quality of life for residents.

Space Utilization The vacated area of Floyd Dryden Middle School is an ideal location for this project. The facility's size, accessibility, and existing infrastructure will allow for a seamless transition to its new purpose as a childcare center. The adaptive reuse of this space aligns with community goals to maximize public resources.

Classrooms to be used for childcare services are 302-301-300-118.

Gym access for physical activity (shared used space and on a schedule)

Two restrooms 189 Girls & 190 Boys

Conclusion This proposal for Glacier Bear Child Care represents an opportunity to meaningfully impact the lives of children and families in Juneau. My extensive experience, proactive planning, and commitment to high-quality care will ensure the success of this project. Approval of the allowable use permit will enable me to meet the pressing need for child care services and contribute to the community's economic vitality.

Allowable/Conditional Use Permit Application Instructions

Allowable Use permits are outlined in CBJ 49.15.320, Conditional Use permits are outlined in CBJ 49.15.330

Pre-Application Conference: 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.

Application: 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).

Application Review & Hearing Procedure: 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.

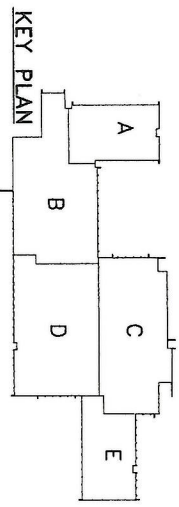
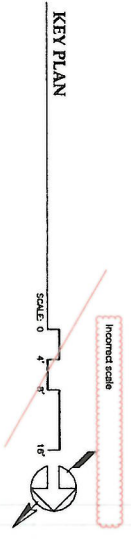
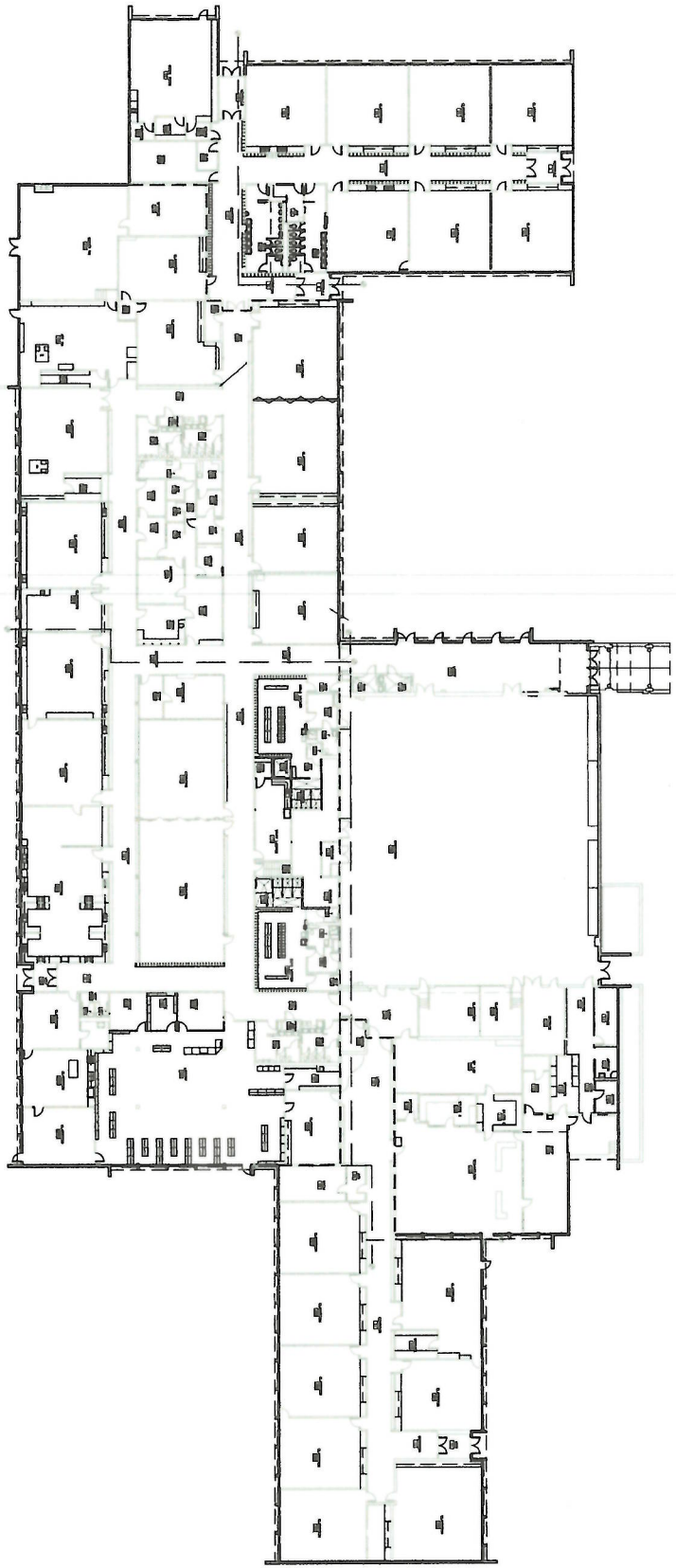
Hearing: All Allowable/Conditional Use Permit Applications must be reviewed by the Planning Commission for vote. Once an application has been deemed complete and has been reviewed by all applicable parties the Community Development Department will schedule the requested permit for the next appropriate 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

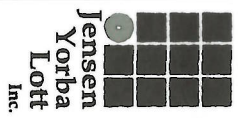


EXTENSIONS:
 △△△ CONTINUED 02/14/09
 SHEET TITLE:
 RENO
 KEY PLAN
 DATE: DECEMBER 14, 2004
 FILE: 009
A200

Floyd Dryden Renovation
PHASE 2
CBJ Contract No. E05-049
 Juneau, Alaska



573 West 11th Street
 Juneau, Alaska 99801
 Phone: 907-586-1070
 Fax: 907-586-3199
 jenseny@alaska.com





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

Case name

Case Number: PAC2024 0065
 Applicant: Carolina Sekona – Glacier Bear Childcare Center
 Property Owner: City and Borough of Juneau Lands and Resources
 Property Address: 3800 Mendenhall Blvd
 Parcel Code Number: 5B2401000020
 Site Size: Floyd Dryden: 1,471,457 square feet; 33.78 acres
 Proposed Use: 5 classrooms, shared outdoor/gym space
 Zoning: D5
 Existing Land Use: TPU 5.100 - Educational

Conference Date: January 8, 2025
 Report Issued: January 24, 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
Carolina Sekona	Applicant	Gvkids15@gmail.com
Blue Shibler	Attendee	bshibler@aeyc-sea.org
Irene Gallion	Planning	irene.gallion@juneau.gov
Jolene Murphy	Planning	jolene.murphy@juneau.gov
Dan Bleidorn	Lands & Resources	dan.bleidorn@juneau.gov
Jeff Hedges	Building	jeffrey.hedges@juneau.gov

David Sevdy	Permit Tech III	david.sevdy@juneau.gov
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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.

Will truck training occurring in the parking lot continue?

Lands and CCD do not have information on the truck training and are checking with Parks and Recreation.

How much will a lease cost?

There are many variables. Contact the Lands Manager, Dan Bleidorn, at (907) 586-5252 extension 4177, or dan.bleidorn@juneau.gov

How do we use the gym? Who manages the tennis courts and ball field?

Recreational uses are scheduled through Parks and Recreation. You can contact them at (907) 586-5226. We'd suggest you talk to Lauren Verrelli or Nate Abbott.

It is still not clear how parking and circulation will be handled. There are two ways it could go:

- *CBJ requires tenants to work together on a plan.*
- *CBJ manages parking and circulation.*

Project Overview

The Assembly has reviewed and conceptually approved use of Floyd Dryden School for childcare. The original proposal split the space between CCHITA and UAS/Auke Lake Preschool. CCHITA has applied for a Conditional Use Permit and is working with the Lands Division on a lease.

The applicant is not affiliated with Auke Lake Preschool or UAS. UAS has spoken with Lands about a potential lease in the building, but not applied for a lease or Conditional Use Permit. Currently the UAS relationship to Glacier Bear is limited to teacher training. The Alaska Association for the Education of Young Children (AYEC) provided funding to restart Glacier Bear in its current location and is aiding with the permitting process and costs. This funding is not specifically used to lower individual childcare costs.

The Glacier Valley Kids facility was transferred on an Emergency license to the former Floyd Dryden Middle School campus on August 12, 2024. It is currently operating in room 98 with 12 children and 5 staff. The applicant hopes to remain at Floyd Dryden under a new lease as Glacier Bears Childcare Center. Glacier Bears will have to move from their current location to accommodate the CCHITA childcare lease. The move will facilitate expansion of services.

The proposed childcare center will expand to house 42-48 children, aged 0-6 years old, divided between classrooms 118, 298, 301, 300 and 302. Room 302 will be used as a stationary nursery. There will be seven to 11 staff. Room 298 is proposed to be a meal prep area. Parents will be instructed to provide their own meals and snacks. At this time no commercial prep area is proposed. The shared school gym would also be used

Pre-Application Conference Final Report

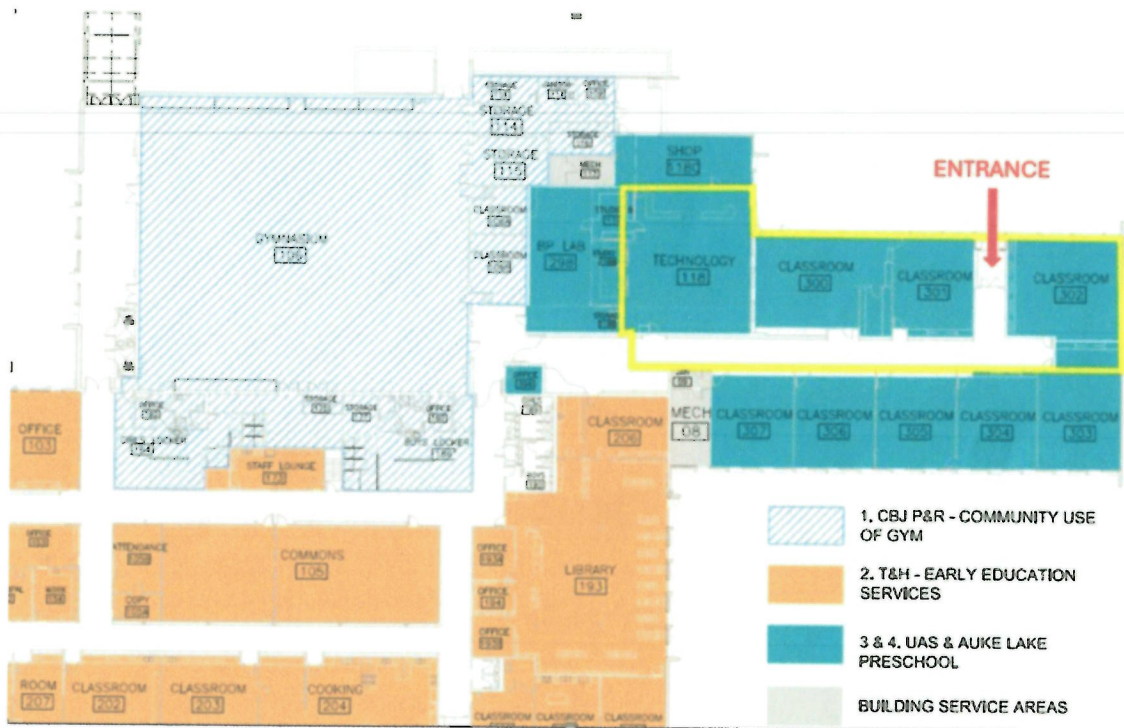
occasionally. Hours of operation would be Monday – Friday 7:30 am – 5:00 pm with 7-11 employees. Attached is a floorplan diagram with the proposed uses.

According to CBJ code:

Child care center means a building or portion thereof, used for the purpose of providing for the paid care and supervision of 13 or more children under the age of 12. Child care centers include pre-schools and nursery schools not associated or co-located with an elementary, middle, or high school.

Child care home means a building or portion thereof, used for the purpose of providing for the paid care and supervision of no more than 12 children under the age of 12 at any one time.

In D5, a child care home does not require a Conditional Use Permit, but a child care center does.



The applicant will have two CBJ processes operating concurrently:

CBJ Entity	Community Development Department	Lands Division
Documents required	Conditional Use Permit	Lease
Approval	Planning Commission	Assembly

The applicant will be working with Lands concurrently to draft a lease agreement with parking and shared indoor/outdoor space requirements outlined.

Note that the intent is to have the CBJ lease provisions reviewed by the Planning Commission at the same time as the Conditional Use Permit is reviewed.

The purpose of these notes is to document process and requirements for the Conditional Use Permit.

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 . 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 – D5**
2. **Table of Permissible Uses –**
 - a. Paragraph 7.310: Childcare centers.
 - b. Paragraph 1.510: Childcare home.
3. **Subdivision – N/A**
4. **Setbacks – No increase in current structure footprint is anticipated as part of this development.**
 - a. **Front (west): 20 feet**

- b. **Rear (east):** 20 feet
- c. **Side (north and south):** 5 feet
- 5. **Height** – No increase in current structure height is anticipated as part of this development.
 - a. 35 feet for permissible uses.
 - b. 25 feet for accessible uses.
- 6. **Access** – Mendenhall Loop Road
- 7. **Parking & Circulation** – Assuming 10 staff and 48 children, 15 parking spaces will be required – one for each employee, and one for each 10 children [CBJ 49.65.1120 (c)].
- 8. **Lot Coverage** – 50% maximum
- 9. **Vegetative Coverage** – 20% minimum
- 1. **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) All exterior lighting fixtures shall be of a “full cutoff” design.
- 10. **Noise** – Not expected to be out of character with previous use.
- 11. **Flood** – There are flood zones on the property. The structure is not located within the flood zone.
- 12. **Hazard/Mass Wasting/Avalanche/Hillside Endorsement** – None mapped.
- 13. **Wetlands** – None
- 14. **Habitat** –No anadromous waterbodies are on the subject parcel, or within 50 feet.
- 15. **Plat or Covenant Restrictions** – None
- 16. **Traffic** – Traffic is estimated using the Institute of Traffic Engineer’s Trip Generation Manual, 9th Edition (ITE). The “day care center” use most closely resembles the possible traffic generated.

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)]. Because the proposed use directly accesses ADOT&PF infrastructure, Mendenhall Loop Rd, the applicant should be referred to ADOT&PF.

A parking narrative should be included in the lease agreement. Conditional Use Permit application materials should include a plan for how traffic and flow will be managed for the site.

Use	Volume/Page	Metric	Approximate	Total AADT
Day Care Center – Students	3:1134	4.38 trips/student	45 students	197.1
Total (rounded)				197.1

- 17. **Nonconforming situations** – None.

Building Division

1. **Building** – A permit is required for and architectural, structural, plumbing, mechanical, or electrical changes. Cosmetic work (carpet, paint, etc.) does not require a permit.
2. **Outstanding Permits** – In review BLD20250002-Remodel for Head Start

General Engineering/Public Works

3. **Engineering** –
4. **Drainage** –
5. **Utilities** – (water, power, sewer, etc.)

Fire Marshal

6. **Fire Items/Access** –
7. *Remove if not applicable.* Suppression system plans must be submitted with the building permit application. Suppression system design cannot be deferred.

Other Applicable Agency Review

8. DOT&PF will be contacted to provide feedback during the Conditional Use Permit Review.

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 signed by CBJ lands manager
2. Conditional Use Permit Application with completed narrative
3. A Building Permit will be required to relocate the bathroom door near 206. No Permit is currently on file
4. A Building Permit Application will be required after a Conditional Use Permit is issued. The Building Permit will be used to document the final structure inspections before the use starts.

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 clear site plan showing areas that will be used, and how those areas will be accessed.
3. A parking and circulation plan, coordinated with other tenants.

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.
3. Building Permit:
4. Building Permit: \$54

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:

Development Permit Application
Conditional Use Permit Application
Floorplan

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 informa-

tion 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;

(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) *Landslide and avalanche areas.* Development in landslide and avalanche areas, designated on the landslide and avalanche area maps dated September 9, 1987, consisting of sheets 1—8, as the same may be amended from time to time by assembly ordinance, shall 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)



- 1. CBJ P&R - COMMUNITY USE OF GYM
- 2. T&H - EARLY EDUCATION SERVICES
- 3 & 4. UAS & AUKE LAKE PRESCHOOL
- BUILDING SERVICE AREAS

SCHOOL:	FLOYD DRYDEN MS - PROPOSED USES BLOCK DIAGRAM		  ENGINEERING & PUBLIC WORKS
FLOOR:	T&H USING UP TO 2/3 OF BUILDING		
			PAGE 1 OF 1 DO NOT USE FOR CONSTRUCTION