



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 5220 & 5200 COMMERCIAL BLVD	
	Legal Description(s) (Subdivision, Survey, Block, Tract, Lot) SSG IV TR 5 & HDK LT 2A	
	Parcel Number(s) SB1201030030 SB1201360051	
	☐ This property is located in the downtown historic district ☐ This property is located in a mapped hazard area, if so, which _____	
	LANDOWNER/ LESSEE	
	Property Owner Geoffrey & Marcelle Larson	Contact Person Geoffrey Larson
	Mailing Address PO Box 240575 DOUGLAS AK 99824	Phone Number(s) 907-957-2835
	E-mail Address GEOFFMARAK@GMAIL.COM	
	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.		
Geoffrey Larson LANDOWNER Landowner/Lessee (Printed Name) Title (e.g.: Landowner, Lessee)		
x 7/28/25 Landowner/Lessee (Signature) Date		
Marcelle Larson LANDOWNER Landowner/Lessee (Printed Name) Title (e.g.: Landowner, Lessee)		
x 7/28/25 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) Charles Dowart	Contact Person Charles Dowart	
Mailing Address PO Box 211071 ANCHORAGE AK 99821	Phone Number(s) 907-500-8936	
E-mail Address CDOWART@GMAIL.COM		
x 7.28.25 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.

Intake Initials BR 1/29
Case Number AME25-02
Date Received 7/29



ZONE CHANGE 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

REQUEST RE-ZONE FROM INDUSTRIAL TO LIGHT COMMERCIAL, TO DEVELOP MULTI FAMILY HOUSING.

IS THIS AN EXPANSION OF AN EXISTING ZONE?

☐ Yes ☒ No

Total Land Area of Proposed Change 3.79 acres

Comprehensive Plan Land Use Designation _____

Current Zone(s) INDUSTRIAL

Comprehensive Plan Map Letter _____

New Zone Requested LIGHT COMMERCIAL

TYPE OF ZONE CHANGE REQUESTED

☒ Regular ☐ Transition

Has this or a similar zone change been requested in the previous 12 months?

☐ Yes Case # _____ ☒ No

UTILITIES AVAILABLE

WATER: ☒ Public ☐ On Site

SEWER: ☒ Public ☐ On Site

ALL REQUIRED MATERIALS ATTACHED

- ☒ Complete application
- ☒ Pre-Application Conference notes
- ☒ Narrative including:
 - ☒ Purpose of the requested zone change
 - ☒ Any potential impacts to public infrastructure (streets, water, & sewer)
 - ☒ How the requested zone change comply with the maps and policies of the Comprehensive Plan
- ☒ Site Plan and/or map of proposed zone change (details on reverse side)

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

ZONE CHANGE FEES	Fees	Check No.	Receipt	Date
Application Fees	\$ <u>600.⁰⁰</u>			
Admin. of Guarantee	\$ _____			
Adjustment	\$ _____			
Pub. Not. Sign Fee	\$ <u>50.⁰⁰</u>			
Pub. Not. Sign Deposit	\$ <u>100.⁰⁰</u>			
Total Fee	\$ <u>750.⁰⁰</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
AME25-02	7/29



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

Case name

Case Number: PAC2024 0014
Applicant: Charles Donart
Property Owner: Geoffrey L Larson; Marcelle A Larson
Property Address: 5220 & 5200 Commercial Blvd
Parcel Code Number: 5B1201030030 & 5B1201360051
Legal Description: SSG IV TR B & HDK LT 2A
Site Size: 78,632 square feet & 86,401 square feet
Zoning: Industrial
Existing Land Use: Vacant

Conference Date: March 19, 2025
Report Issued: April 17, 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
Charles Donart	Applicant	cdonart@gmail.com
Jolene Murphy	Planning	Jolene.murphy@juneau.gov
Theresa Ross	Fire	theresa.ross@juneau.gov
Bridget LaPenter	General Engineering	bridget.lapenter@juneau.gov

Conference Summary

Questions/issues/agreements identified at the conference that weren't identified in the attached reports.

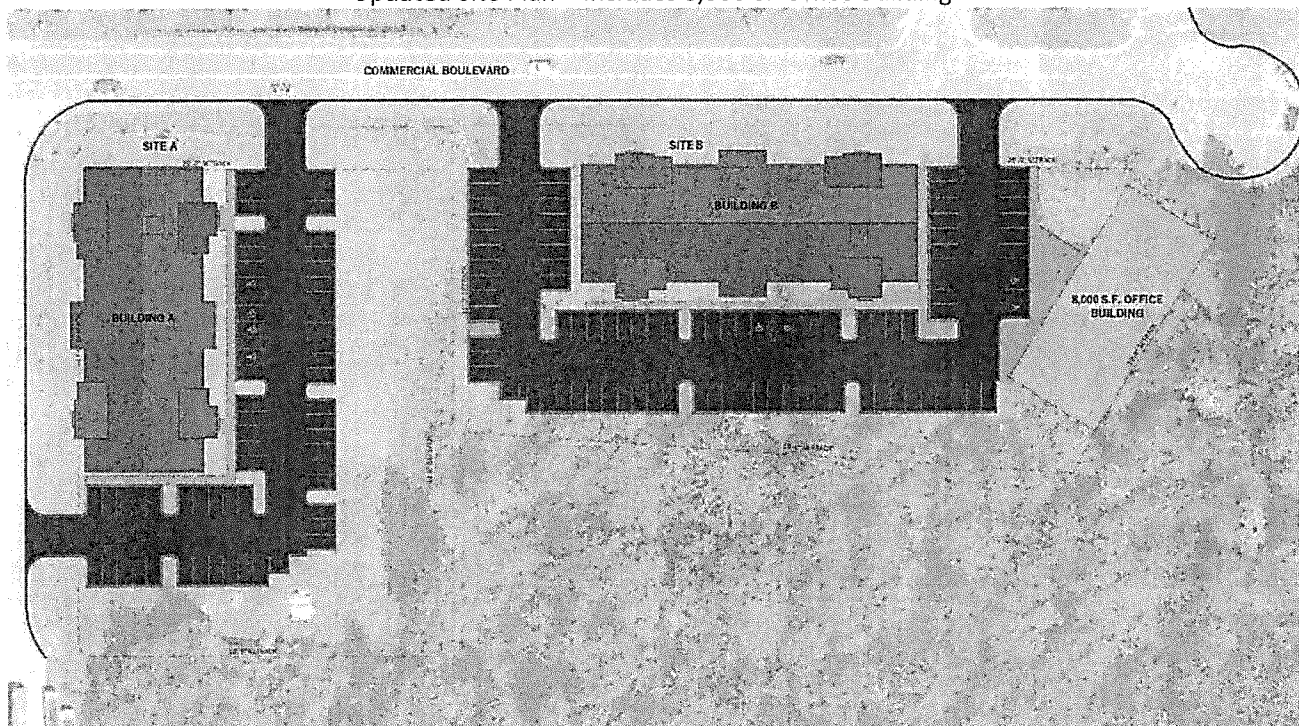
The following is a list of issues, comments and proposed actions, and requested technical submittal items that were discussed at the pre-application conference.

- This PAC is a part of the public record and can be viewed by the property owners upon request.
- General Recommendations:
 - Our department would not recommend rezone due to conflict with the Light Industrial Land Use Designation of the Comprehensive Plan
 - However, the planning commission may approve/deny rezone despite CDD's recommendation
 - I would recommend submitting input to Title 49 rewrite website asking why residential uses should be permitted in Industrial zones as a Rezone is not likely. Title 49 rewrites are estimated to be completed in 2027

Project Overview

Rezone request from Industrial (I) to Light Commercial (LC) for 2 parcels. Applicant seeks to combine the parcels then construct a multifamily development.

Updated Site Plan – Includes 8,000 SF Office Building



REZONE PROCESS

- Apply for the rezone by July 29, 2025, or wait until January 2026.
- Work with Community Development on organizing a public meeting. Community Development would present on the regulatory details, and CCTHITA would be able to present based on the vision for the area.
- Modify the proposal as warranted by public comments.
- Present the proposal to the Planning Commission. They will forward to the Assembly, and:

- Recommend approval, OR
- Recommend approval with conditions, OR
- Recommend denial, OR
- If they need more information, they will “continue.”
- The Assembly will most likely consider the rezone:
 - At a subcommittee, probably Lands, Housing and Economic Development.
 - At a Committee of the Whole (work group), then
 - At a regular Assembly Meeting, the rezone will be voted on.

Previous PAC2021 0005 attempted to rezone from Industrial to General Commercial.

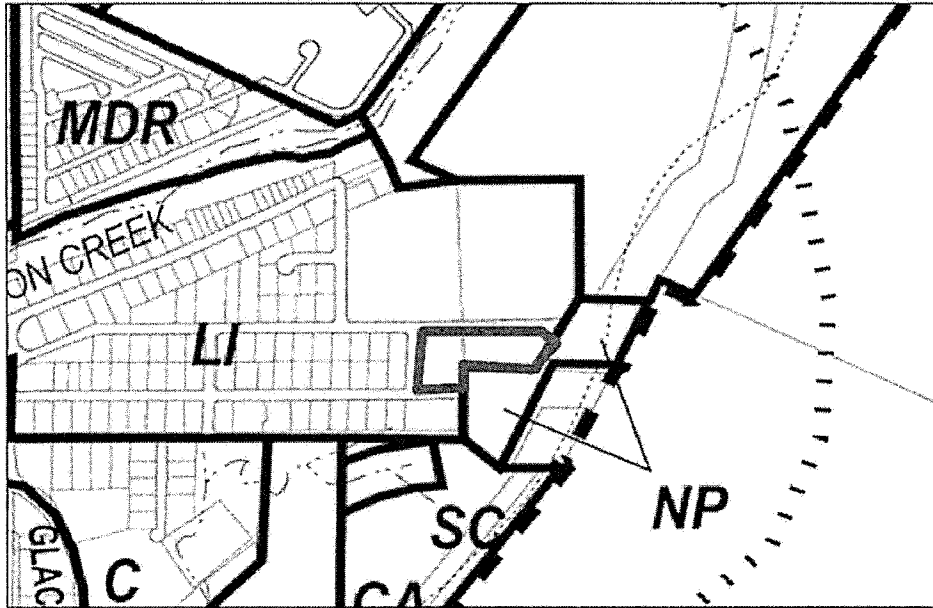
CBJ 49.75.120 Restrictions on Rezoning. Rezoning requests covering less than two acres shall not be considered unless the rezoning constitutes an expansion of an existing zone. Rezoning requests, which are substantially the same as a rezoning request rejected within the previous 12 months shall not be considered. A rezoning shall only be approved upon a finding that the proposed zoning district and the uses allowed therein are in substantial conformance with the land use maps of the comprehensive plan.

In considering re-zoning requests, the Planning Commission and Assembly should aim to promote the highest and best use of the land under consideration and all new zoning or re-zoning designations are required to be substantially consistent with the Comprehensive Plan and associated land use maps. In some cases, the highest and best use may be increased density or more intensive use of the land; in other cases, the highest and best use may be preservation in an undisturbed state for purposes of habitat preservation, flood control, or providing a buffer between development and areas subject to natural hazards.

The Assembly makes the ultimate decision on rezoning. A strict interpretation of the Comprehensive Plan would make rezone seem unlikely due to the definition of Light Industrial, which is how the property is mapped.

Per the 2013 Comprehensive Plan, both parcels are designated **Light Industrial** which is defined as:

Land to be developed for heavy commercial or light industrial uses such as small- to medium-scale food processing; printing and other business services; wholesale trade; research and development laboratories; light manufacturing processes; metal fabrication; warehousing, trucking; animal kennels; crematoria; indoor and outdoor storage; car, boat, and heavy equipment sales; and repair and maintenance activities. Residential units should be limited to caretaker units where the occupant works directly for or owns the business for which the occupant is caretaking.



Land Use Code definitions:

Industrial: The I, industrial district, is intended to accommodate industrial activity which includes manufacturing, processing, repairing and assembling goods. Because of noise, odors, waste and other impacts inherent in industrial activity, performance standards are applied.

Light Commercial: The LC, light commercial district, is intended to accommodate commercial development that is less intensive than that permitted in the general commercial district. Light commercial districts are primarily located adjacent to existing residential areas. Although many of the uses allowed in this district are also allowed in the GC, general commercial district, they are listed as conditional uses in this district and therefore require commission review to determine compatibility with surrounding land uses. A lower level of intensity of development is also achieved by stringent height and setback restrictions. Residential development is allowed in mixed- and single-use developments in the light commercial district.

Planning Division

1. **Zoning – Industrial**
2. **Table of Permissible Uses** – Multifamily units are not permitted in Industrial zoning districts. A rezone to LC would permit a residential development up to 12 units without a USE permit. Development over 12 units would require planning commission approval. With lot consolidation, a development with up to 92 units would be permitted on the 3.07-acre lot.

An office up to 10,500 square feet would not require a USE permit in LC.

3. **Setbacks** – Lot SSG IV TR B is bordered by three rights-of-way and therefore does not have to provide a rear yard setback. Setbacks will be front, street side and side.

	Industrial	Light Commercial
Front	10 feet	25 feet
Rear	10 feet	10 feet
Side	10 feet	10 feet
Side	10 feet	10 feet

4. **Height –**

	Industrial	Light Commercial
Permissible	None	45 feet
Accessory	None	35 feet

5. **Access** – Access for Lot SSG IV TR B can come from either Commercial Blvd. or Charles Way. Per applicant's proposal, development on Site A would be accessible from both streets.
6. **Parking & Circulation**– Parking requirements will be assessed during the Conditional Use Permit (CUP) and/or Building Permit process.
7. **Lot Coverage** – Both zoning restrictions have no lot coverage restrictions.
8. **Vegetative Coverage** – Vegetative coverage would increase with a rezone to LC.

Industrial: 5%

Light Commercial: 15%

1. **Lighting** – All on-site lighting must be of full cut-off design. Lighting plans must be submitted with CUP & Building Permit applications.
9. **Noise** – Noise impacts will be assessed during the Conditional Use Permit and/or Building Permit process
10. **Flood** –Flood Zone X Area of Minimal Flood Hazard (Panel 02110C1551E)
11. **Hazard/Mass Wasting/Avalanche/Hillside Endorsement** – None mapped
12. **Wetlands** – No known wetlands
13. **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. No anadromous waterbodies are on the subject parcel, or within 50 feet.
14. **Plat or Covenant Restrictions** – N/A
15. **Traffic** – Traffic impacts will be assessed during the Conditional Use Permit and/or Building Permit process.
16. **Nonconforming situations** – N/A

Building Division

17. **Building** – N/A

General Engineering/Public Works

18. **Engineering** – No concerns at this time

Fire Marshal

19. **Fire Items/Access** –No concerns at this time

Other Applicable Agency Review

20. 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. Two (2) Development Permit Applications (1 for Rezone signed by property owners , 1 for Lot Line Adjustment)
2. Rezone Application (Accepted in July or January)
3. Subdivision 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 preliminary plat for the lot line adjustment and closure 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. Rezone Application Fee: \$600 + \$150 public notice sign fee (\$100 of which is refundable upon return of the sign)
2. Lot line adjustment fee: \$160 (\$110 plus \$25 for each lot changed)

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:

49.75 Article I - Rezoning

49.15.411 – Preliminary Plat Requirements

Re: Zone Change application -- Industrial to Light Commercial

From Brandon Robinson <Brandon.Robinson@juneau.org>

Date Tue 7/29/2025 11:04 AM

To Charles <cdonart@gmail.com>

Good Morning Charles,

Thank you for the update. I'll sign off on the application and you should hear from our permit staff soon regarding the fees.

Best regards,
Brandon

Brandon Robinson | Planner II

Community Development Department | City & Borough of Juneau, Alaska

Physical Location: 230 S. Franklin Street, 4th Floor, Marine View Building

Office: (907) 586-0753; Extension 4139

From: Charles <cdonart@gmail.com>

Sent: Tuesday, July 29, 2025 10:40 AM

To: Brandon Robinson <brandon.robinson@juneau.org>

Subject: Zone Change application -- Industrial to Light Commercial

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Brandon --

The additional information requested to complete the Zone Change is as follows:

The potential impact to public infrastructure will be an increase in housing in the immediate neighborhood, resulting in additional use of the existing public streets, water, and sewer.

The requested zone change will comply with the overall policies of the comprehensive plan by increasing housing availability -- which is one of the stated policy objectives of the CBJ Assembly.

Thank you -
Charles

