SPECIAL ASSEMBLY HUMAN RESOURCES COMMITTEE
THE CITY AND BOROUGH OF JUNEAU, ALASKA

May 4, 2016 5:00 PM
City Hall Conference Room #224
Immediately followed by Special Assembly Meeting for Board Appointment;
Immediately followed by Regular Assembly Finance Committee Meeting in the Assembly Chambers

I. ROLL CALL

II. APPROVAL OF AGENDA

III. AGENDA TOPICS

A. Board Matters

1. Planning Commission Applicant Interviews

   The Planning Commission has one open seat for a term expiring December 31, 2017.

   Applicant Interviews:
   5:00pm: Daniel Hickok
   5:10pm: Lennon Weller
   5:20pm: Kirsten Shelton-Walker
   5:30pm: Kenneth Southerland
   5:40pm: Myrna Gardner

B. Other Business

1. Future meeting schedule for Full Assembly sitting as the HRC

   The following meetings of the Full Assembly sitting as the HRC have been scheduled for interviewing applicants for the Aquatics, Airport, Docks & Harbors, and Eaglecrest Boards:

   Wednesday, June 15, 2016 - 5:00p.m. Aquatics Board & Docks and Harbors Board. The deadline to submit an application for these two boards is Tuesday, May 31.

   Wednesday, June 29, 2016 - 5:00p.m. Airport Board & Eaglecrest Board. The deadline to submit an application for these two boards is Wednesday, June 15.

IV. EXECUTIVE SESSION

A. Executive session for committee deliberation of board applicants.

   If the committee concludes its business prior to 6pm, a motion for appointment to the Planning Commission would be in order. However, if the committee needs to

continue its deliberations, a motion to continue the HRC meeting following adjournment of the Assembly Finance Committee meeting would be in order. The Special Assembly Meeting would then be postponed to follow the continuation of the HRC meeting.

V. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 72 hours prior to any meeting so arrangements can be made to have a sign language interpreter present or an audiotape containing the Assembly's agenda made available. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.org

PLANNING COMMISSION

Governing Legislation: Code 49.10

Total # of Seats: 9

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Reappointed 1	Reappointed 2	Comments & Committee/Liaison Assignments
Yes	Planning Commission	Mr.	Michael	LeVine	Public	Deputy Clerk	1/1/2015	12/31/2017	12/10/2014			*Title 49 Comm., Alternate for Subdivision Review Comm.*
Yes	Planning Commission	Mr.	Nathaniel	Dye	Public		1/1/2016	12/31/2018	12/22/2015			*Title 49 Comm.; Subdivision Review Comm.*
Yes	Planning Commission	Mr.	Matthew	Bell	Public		6/10/2015	12/31/2016	6/10/2015			*Liaison to Assembly PWF&C*
Yes	Planning Commission	Mr.	Percy	Frisby	Public		1/1/2016	12/31/2018	12/22/2015			*Juneau Commission on Sustainability Liaison; Wetlands Review Board Member*
Yes	Planning Commission	Mr.	Carl	Greene	Public		1/1/2016	12/31/2018	12/22/2015			*Subdivision Review Committee; Liaison to Assembly Lands Committee*
Yes	Planning Commission	Mr.	Paul	Voelckers	Public	Vice-Chair	12/17/2013	12/31/2017	12/17/2013	12/10/2014		*Title 49 Comm.; Subdivision Review Comm.*
Yes	**Planning Commission**		**Open Seat**	**Open Seat**	**Public**			**12/31/2017**				
Yes	Planning Commission	Mr.	Ben	Haight	Public	Chair	1/1/2014	12/31/2016	12/7/2009	12/6/2010	12/17/2013	*Alternate for Title 49 Comm.; Wetlands Review Board member*
Yes	Planning Commission	Mr.	Bill	Peters	Public	Clerk	1/1/2014	12/31/2016	12/17/2013			*Title 49 Comm.; Subdivision Review Comm.*
Yes	Planning Commission	Ms.	Debbie	White	Assembly Liaison		n/a	n/a				Assemblymember Liaison
Yes	Planning Commission	Mr.	Rob	Steedle	Staff Liaison	Staff						Staff Liaison
Yes	Planning Commission	Ms.	Brenwynne	Grigg	Staff Liaison	Staff						Staff Liaison
Yes	Planning Commission	Ms.	Megan	Daniels	Staff Liaison	Staff						Staff Liaison

Chapter 49.10 ADMINISTRATION AND COMPLIANCE

ARTICLE I. - PLANNING COMMISSION

ARTICLE II. - BOARD OF ADJUSTMENT

ARTICLE III. - DESIGN REVIEW BOARD (RESERVED)

ARTICLE IV. - ADVISORY COMMITTEES

ARTICLE V. - COMMUNITY DEVELOPMENT DIRECTOR

ARTICLE VI. - ENFORCEMENT

ARTICLE VII. - WETLANDS REVIEW BOARD

ARTICLE I. PLANNING COMMISSION [1]

49.10.100 Establishment.

49.10.110 Membership; term of office.

49.10.120 Seal.

49.10.130 Meetings.

49.10.140 Decisions.

49.10.150 Committees.

49.10.160 Office and staff.

49.10.170 Duties.

49.10.100 Establishment.

There is established the planning commission for the City and Borough to perform the areawide functions of planning, platting and zoning for the City and Borough.

(Serial No. 87-49, § 2, 1987)

49.10.110 Membership; term of office.

(a) The members of the commission shall be nine citizens who are residents of the City and Borough and who shall serve without pay but may be paid an honorarium. Members of the commission shall be appointed by the assembly.

(b) Members of the commission shall be appointed for a term of three years. Terms shall end on December 31 of the third year, provided that a member shall continue to serve until a successor is appointed and takes office. Appointments to fill vacancies shall be for the unexpired term. In the

event a seat has six months or less remaining to the unexpired term, the assembly, at its discretion, may choose to appoint the member to the remainder of the current term as well as to the full term immediately following the expiration date of the unexpired term. No member of the planning commission who has served for three consecutive terms or nine years shall again be eligible for appointment until one full year has intervened, provided, however, that this restriction shall not apply:

(1) If there are no other qualified applicants at the time reappointment is considered by the assembly human resources committee, or

(2) To qualified board members serving in board seats for which a specific occupation or expertise is set forth by ordinance.

(c) Officers of the commission shall be chair, vice chair, clerk and assistant clerk elected by a majority vote of the members of the commission at the second meeting after the appointment of new commissioners each year or when necessary because of a vacancy.

(d) A vacancy in the planning commission shall exist under the following conditions:

(1) If a person appointed to membership fails to qualify and take office within 30 days of appointment;

(2) If a member departs from the City and Borough with the intent to remain away for a period of 90 or more days;

(3) If a member submits his or her resignation to the commission or assembly;

(4) If a member is unable to attend regular commission meetings for a period of more than 90 days;

(5) If a member misses more than 40 percent of the regular commission meetings in a 12-month period; or

(6) If a member is removed by the assembly, in its sole discretion, for the convenience of the City and Borough.

(e) For the purposes of counting attendance, a member participating telephonically in accordance with the Assembly Rules of Procedure shall be counted as present.

(f) The chair of the commission shall notify the clerk's office of any new vacancy on the planning commission. Upon notification, the assembly shall appoint a new member for the unexpired term.

(Serial No. 87-49, § 2, 1987; Serial No. 2004-08, § 6, 3-22-2004; Serial No. 2005-03(d), § 6, 6-13-2005; Serial No. 2006-08, § 2, 4-3-2006)

Charter reference— Quorum, § 3.16(e).

49.10.120 Seal.

The seal of the commission shall consist of two concentric circles within which appear the words "City and Borough of Juneau Planning Commission," "Seal" and "State of Alaska." It shall be retained in the custody of the director.

(Serial No. 87-49, § 2, 1987)

49.10.130 Meetings.

(a) Regular meetings shall be held on the second and fourth Tuesday of each month.

(b) Special meetings may be called by the chair or any three members of the commission. Public notice of special meetings shall be made 24 hours in advance and shall be supplied to the local news media and posted on the municipal bulletin board. Commission members will be notified by the department.

(c) Public notice for all permits and other land use ordinance actions shall be according to the requirements established for such actions.

(d) Meetings shall be conducted under Robert's Rules of Order, as modified by the commission.

(e) The commission may, by motion, establish its own rules of procedure and committees, meeting times, dates and places, media for public notice, development application forms, referral and review agencies and procedures, and any other matter reasonably necessary or desirable for the full and complete conduct of its duties pursuant to this title and any other provision of law.

(Serial No. 87-49, § 2, 1987; Serial No. 2015-03(c)(am), § 2, 8-31-2015)

49.10.140 Decisions.

All permit actions of the commission shall be in the form of a notice of decision setting forth the reasons therefor and conditions thereon, if any, signed by the presiding officer of the commission, and promptly filed with the municipal clerk. Notice shall be mailed to the applicant with a copy retained in the department permanent records.

(Serial No. 87-49, § 2, 1987; Serial No. 97-01, § 3, 1997)

49.10.150 Committees.

Committees shall be established and appointments thereto made in accordance with the rules of order.

(Serial No. 87-49, § 2, 1987)

49.10.160 Office and staff.

(a) The department shall maintain the planning commission minutes, resolutions, records, reference materials, correspondence and maps, plats, and charts, all of which shall constitute public records of the City and Borough.

(b) The planning commission shall be furnished secretarial assistance at each regular or special meeting to assist in preparing its minutes and resolutions, and as required to prepare the commission's correspondence under the direction of the commission chair and the director.

(Serial No. 87-49, § 2, 1987)

49.10.170 Duties.

(a) Comprehensive plan review. The commission shall undertake a general review of the comprehensive plan two years after the adoption of the most recent update, and shall recommend appropriate amendments to the assembly. Proposed map changes shall be reviewed on a neighborhood or community basis as directed by the planning commission.

(b) Review of the capital improvements program. Upon adequate notice which shall be provided by the director, the commission shall review annually the capital improvements program of the City and Borough and submit its recommendations to the assembly.

(c) City and borough land acquisitions, disposals and projects. The commission shall review and make recommendations to the assembly on land acquisitions and disposals as prescribed by title 53, or capital improvement project by any City and Borough agency. The report and recommendation of the commission shall be based upon the provisions of this title, the comprehensive plan, and the capital improvements program.

(d) Development code amendments. The commission shall make recommendations to the assembly on all proposed amendments to this title, zonings and rezonings, indicating compliance with the provisions of this title and the comprehensive plan.

(e) Land use actions.

(1) All plats approved by the platting board prior to adoption of Serial No. 87-49 are ratified, notwithstanding the use of the commission seal or resolution.

(2) The commission shall hear and decide all major development permit applications, density bonus requests and appeals of decisions made by the director.

(Serial No. 87-49, § 2, 1987; Serial No. 2013-26(am), § 3, 11-4-2013, eff. 12-5-2013)

FOOTNOTE(S):

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Cross reference— Docks and harbors board, § 49.05.170.(Back)

ARTICLE II. BOARD OF ADJUSTMENT

49.10.200 Organization.

49.10.210 Duties.

49.10.200 Organization.

The board of adjustment is created. The commission is the board of adjustment.

(1) Meetings of the board shall be held at the call of the chair of the board.

(2) The chair, or in the absence of the chair, the vice chair, may administer oaths and compel attendance of witnesses.

(3) All meetings of the board shall be open to the public.

(4) The board shall keep minutes of its proceedings, showing the vote of each member on each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be public record.

(Serial No. 87-49, § 2, 1987; Serial No. 96-41, § 14, 1996)

49.10.210 Duties.

The board of adjustment shall have and shall be limited strictly to the powers and duties prescribed by this chapter and as elsewhere provided in this title to:

(1) Hear and decide variance request other than de minimus variances.

(2) Rule upon map boundary questions and interpret the text of the title as provided in section 49.20.300.

(3) Make similar use determinations as provided in section 49.20.320.

(Serial No. 87-49, § 2, 1987)

ARTICLE III. DESIGN REVIEW BOARD (RESERVED)

ARTICLE IV. ADVISORY COMMITTEES

49.10.400 Subdivision review committee.

49.10.410 Historic resources advisory committee.

49.10.400 Subdivision review committee.

(a) Establishment and purpose. There is established a subdivision review committee, as a standing committee of the planning commission, for the City and Borough whose purpose is to provide comments on subdivisions and to assist the department staff in review of subdivisions.

(b) Membership. Membership shall consist of a minimum of four members of the planning commission appointed by the chair of the commission.

(c) Officers. The committee shall elect a chair to conduct the meetings and a vice chair to serve in the chair's absence.

(d) Meetings. Meetings shall be held as necessary, and shall be preceded by at least three days' public notice.

(Serial No. 87-49, § 2, 1987)

State Law reference— Open meetings of governmental bodies, AS 44.62.310.

49.10.410 Historic resources advisory committee.

(a) Establishment. There is established the Juneau historic resources advisory committee.

(b) Membership. The committee shall consist of nine members appointed by the assembly. Members shall be appointed for a term of three years. The assembly shall invite applications for membership from archaeologists, historians, architects, people knowledgeable in the customs and language of the Tlingit and Haida people, owners of locally recognized historic property, people familiar with the operations and issues relating to the city museum, teachers, and the general public.

(c) Officers. The committee shall select its own officers.

(d) Meetings. The committee shall meet monthly.

(e) Staffing. The community development and library departments shall provide such staff support and assistance as the committee may require to the extent funds are available.

(f) Duties. The duties of the committee shall include:

(1) Reviewing and making recommendations about local projects that might affect properties identified in the local historic preservation plan;

(2) Reviewing and developing nominations to the National Register of Historic Places for properties within the City and Borough;

(3) Cooperating and consulting with the assembly, the historic district commission, the community development department and the state historic commission on matters concerning historical districts and historic, prehistoric and archaeological preservation in the City and Borough;

(4) Reviewing and making recommendations about the collections, exhibitions, educational programs, long range plans, and other pertinent activities of the Juneau-Douglas City Museum;

(5) Cooperating and consulting with the library department on matters concerning the Juneau-Douglas City Museum; and

(6) Performing other actions which are necessary and proper to carry out the above duties.

(Serial No. 87-49, § 2, 1987; Serial No. 93-41, §§ 3, 4, 5, 1993; Serial No. 99-22, § 5, 1999; Serial No. 2001-01, § 2, 2-5-2001; Serial No. 2014-06(b), § 4, 2-24-2014, eff. 3-26-2014)

ARTICLE V. COMMUNITY DEVELOPMENT DIRECTOR

49.10.500 Community development director.

49.10.510 Approvals.

49.10.520 Meetings.