

Agenda

Planning Commission - Regular Meeting City and Borough of Juneau

June 23, 2020
Virtual Meeting Only
7:00 PM

This virtual meeting will be by video and telephonic participation only. To join the webinar, paste this URL into your browser: <https://juneau.zoom.us/j/95328546768>. To participate telephonically, call: 1-346-248-7799 or 1-669-900-6833 or 1-253-215-8782 or 1-312-626-6799 or 1-929-436-2866 or 1-301-715-8592 and enter Webinar ID: 953 2854 6768.

- I. ROLL CALL
- II. REQUEST FOR AGENDA CHANGES AND APPROVAL OF AGENDA
- III. APPROVAL OF MINUTES
- IV. BRIEF REVIEW OF THE RULES FOR PUBLIC PARTICIPATION
- V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
- VI. ITEMS FOR RECONSIDERATION
- VII. CONSENT AGENDA
 - A. CSP2020 0004: Land disposal by sale to neighboring property
 - B. AME2020 0003: FEMA Flood Zone Ordinance
- VIII. UNFINISHED BUSINESS
- IX. REGULAR AGENDA
- X. BOARD OF ADJUSTMENT
- XI. OTHER BUSINESS
- XII. STAFF REPORTS
- XIII. COMMITTEE REPORTS
- XIV. LIAISON REPORT
- XV. CONTINUATION OF PUBLIC PARTICIPATION ON NON-AGENDA ITEMS
- XVI. PLANNING COMMISSION COMMENTS AND QUESTIONS
- XVII. EXECUTIVE SESSION
- XVIII. ADJOURNMENT

DEVELOPMENT PERMIT APPLICATION

Project Number	CITY and BOROUGH of JUNEAU	Date Received:
Project Name <small>(City Staff to Assign Name)</small>		

INFORMATION	Project Description	
	PROPERTY LOCATION	
	Street Address	City/Zip
	Legal Description(s) of Parcel(s) (Subdivision, Survey, Block, Tract, Lot)	
	Assessor's Parcel Number(s)	
	LANDOWNER/ LESSEE	
	Property Owner's Name	Contact Person: Work Phone:
Mailing Address	Home Phone: Fax Number:	
E-mail Address	Other Contact Phone Number(s):	
LANDOWNER/ LESSEE CONSENT <small>****Required for Planning Permits, not needed on Building/ Engineering Permits****</small>		
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 officials and employees of the City and Borough of Juneau to inspect my property as needed for purposes of this application.		
X	<div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"><i>Daniel Bleidorn</i></div> <div style="flex: 1; text-align: right;">05/11/2020</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="flex: 1; font-size: small;">Landowner/Lessee Signature</div> <div style="flex: 1; text-align: right; font-size: small;">Date</div> </div>	
X	<div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> </div> <div style="flex: 1; text-align: right;"> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="flex: 1; font-size: small;">Landowner/Lessee Signature</div> <div style="flex: 1; text-align: right; font-size: small;">Date</div> </div>	
NOTICE: The City and Borough of Juneau staff may need access to the subject property during regular business hours and will attempt to contact the landowner in addition to the formal consent given above. Further, members of the Planning Commission may visit the property before the scheduled public hearing date.		
APPLICANT <small>If the same as OWNER, write "SAME" and sign and date at X below</small>		
Applicant's Name	Contact Person: Work Phone:	
Mailing Address	Home Phone: Fax Number:	
E-mail Address	Other Contact Phone Number(s):	
X	<div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> </div> <div style="flex: 1; text-align: right;"> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="flex: 1; font-size: small;">Applicant's Signature</div> <div style="flex: 1; text-align: right; font-size: small;">Date of Application</div> </div>	

-----OFFICE USE ONLY BELOW THIS LINE-----

STAFF APPROVALS	<input checked="" type="checkbox"/> Permit Type	***SIGN	Date Received	Application Number(s)
	Building/Grading Permit			
	City/State Project Review and City Land Action			
	Inquiry Case (Fee In Lieu, Letter of ZC, Use Not Listed)			
	Mining Case (Small, Large, Rural, Extraction, Exploration)			
	Sign Approval (If more than one, fill in all applicable permit #'s)			
	Subdivision (Minor, Major, PUD, St. Vacation, St. Name Change)			
	Use Approval (Allowable, Conditional, Cottage Housing, Mobile Home Parks, Accessory Apartment)			
	Variance Case (De Minimis and all other Variance case types)			
	Wetlands Permits			
	Zone Change Application			
	Other (Describe)			
***Public Notice Sign Form filled out and in the file.				
Comments:			Permit Intake Initials	

CITY/STATE PROJECT AND LAND ACTION REVIEW APPLICATION

Project Number	Project Name (15 characters)	Case Number CSP	Date Received
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TYPE OF PROJECT REVIEW:

City Project Review
 City Land Acquisition /Disposal
 State Project Review

DESCRIPTION OF PROJECT _____

Please attach a cover letter to fully explain the project if there is not adequate space on this form.

CURRENT USE OF LAND OR BUILDING(S): _____

PROPOSED USE OF LAND OR BUILDING(S): _____

PROJECT NUMBERS ASSOCIATED WITH PROPOSAL:

Is this project associated with any other Land Use Permits? No Yes Case No.: _____

Capital Improvement Program # (CIP) _____

Local Improvement District # (LID) _____

State Project # _____

ESTIMATED PROJECT COST: \$ _____

For more information regarding the permitting process and the submittals required for a complete application, please see the reverse side.

If you need any assistance filling out this form, please contact the Permit Center at 586-0770.

CITY/STATE PROJECT FEES

	Fees	Check No.	Receipt	Date
Application Fees	\$ _____	_____	_____	_____
Total Fee	\$ _____	_____	_____	_____

**NOTE: MUST BE ACCOMPANIED BY DEVELOPMENT PERMIT APPLICATION FORM
&
EVEN IF THE PROPOSED PROJECT IS ASSOCIATE WITH OTHER LAND USE PERMITS, THIS
APPLICATION MUST BE FILLED OUT**

TO BE COMPLETED BY THE APPLICANT

Each application for a City/State Project is reviewed by the Planning Commission at a public hearing. The permit procedure is intended to provide the Commission the flexibility necessary to make recommendations tailored to individual applications.

Application: An application for a City/State Project Review will not be accepted by the Community Development Department until it is determined to be complete. The items needed for a complete application are:

Forms: A completed City/State Project Review Application form and Development Permit Application form. The "land owner or lessee consent" signature is mandatory for all landowners on the Development Permit Application form.

Fees: No fee required for projects that cost less than \$2.5 million. For projects costing more than this amount, the fee is \$1,600.00. All fees are subject to change.

Project Description: A detailed letter or narrative describing the project.

Plans: All plans are to be drawn to scale and clearly show the items listed below:

- A. Plat, site plan, floor plan and elevation views of existing and proposed structures and land;
- 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; and,
- F. Existing physical features of the site (i.e. drainage, eagle trees, hazard areas, salmon streams, wetlands, etc.)

Document Format: All information that is submitted as part of an application shall be submitted in either of the following formats:

- A. Electronic copies may be submitted by CD, DVD or E-mail in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif, .xlm, .rtf or other formats pre-approved by the Community Development Department.
- B. Paper copies may not be larger than 11" X 17" (Unless a larger paper size is 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. Review comments may require the applicant to provide additional information, clarification, or submit modifications/alterations for the proposed project.

Hearing: All City/State Project Review Permit Applications must be reviewed by the Planning Commission. 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. The Planning Commission will make a recommendation based on staff's analysis and forward it to the Assembly for final approval/denial.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

MEMORANDUM

CITY/BOROUGH OF JUNEAU
 Lands and Resources Office
 155 S. Seward St., Juneau, Alaska 99801
 Greg.Chaney@Juneau.org
 Voice (907) 586-0205

TO: Rob Edwardson, Chair of the Assembly Lands Committee
FROM: Greg Chaney, Lands and Resources Manager
DATE: March 18, 2020
SUBJECT: Ke Mell Application to Purchase City Property at 848 Basin Road

The Lands Office has received an application from Ke Mell to purchase a 8,538 square foot City lot at 848 Basin Road, in downtown Juneau. Ms. Mell's house is located next door at 850 Basin Road. The applicant is interested in purchasing the 848 Basin Road lot in order to build a house on the property. The area is zoned for D18 multifamily development but Basin Road is mostly developed with single family residences on very steep lots. Ke Mell is a registered architect and currently works as a project manager for the University of Alaska. She has significant construction management expertise and would use her experience to address the challenges presented by building on this very steep property. The application stated that the lot at 848 is extremely precipitous and would be extremely difficult to access from Basin Road. However, her lot could provide an access route to 848. Therefore her plan is to stage the construction from her property. As an adjacent property owner, she is uniquely situated to develop the neighboring City lot. Anyone else attempting to build on this property would be required to stage construction from Basin Road and would have to access the lot over a steep retaining wall. These factors would make the prospect tremendously difficult.

The parcel of land requested by Ke Mell is managed by the Lands and Resources Division.

CBJ§53.09.260 Negotiated sales, leases, and exchanges stipulates that once an application has been received, it must first be determined by the Assembly whether the proposal should be further considered by direct negotiation with the original proposer or if the property should be offered for public sale to other individuals. In this case, the subject property is very steep. Since this lot is zoned for residential development but is unusually steep, it is listed in the Land Management Plan LND 1020 for retain/dispose. The Lands Division has not offered this property as a candidate for general sale due to the extreme difficulties associated with developing this steep lot. By selling this lot to the applicant, a residential development could be built. Since this lot is not intended to be used by the City for any other purpose and it could be developed by the applicant to increase housing options within the downtown region, Lands staff is recommending that this lot be sold to the original proposer.

Suggested Motion: A motion of support to the Assembly for a fair market value sale of City property located at 848 Basin Road to the original applicant, Ke Mell.



Figure 1. Location of 848 Basin Road property. Note structures clustered along Basin Road due to steep terrain. The applicant's home is located adjacent to the subject lot and could provide enhanced access to the site for construction.



City and Borough of Juneau Land Purchase Applicants

Applicant Information

Business / Individual *

Ke Mell

Address *

PO Box 2-1898

Street Address

Juneau

City

AK

State / Province / Region

99802

ZIP / Postal Code

Phone *

(907) 463-3942

Email

kemell@alaskan.com

Add Another Business/Individual

CBJ Land Information

The [CBJ Assessor's Database](#) will provide information regarding site address and legal description. The [CBJ Parcel Viewer](#) tool can provide necessary maps needed to complete this application.

Site Address *

848 Basin Road

Legal Description *

Lot 11 of U.S. Survey No. 3378

Provide Brief Description of Your Proposal *

I propose to purchase Lot 11 and pay taxes on it. When resources allow, I plan to build housing on it, in accordance with CBJ Titles 49 and 19.

Provide a Map of CBJ Land you wish to Purchase *

[848-Basin-Road.pdf](#)  

Have you mailed the \$500.00 filing fee? *

- Yes
- Not Yet

Applications can only be processed when the \$500 fee is received. All checks are made out to "The City and Borough of Juneau" and can be sent to:
The City and Borough of Juneau
Attn:Lands and Resources Division
155 S. Seward St.
Juneau, AK 99081

Additional Comments for CBJ Staff to Consider

I'm a neighbor: Lot 11 adjoins Lots 10 and 9A at 850 Basin Road, which I have occupied since 2002 when I contracted with Anne Meeker, owner of record, to buy the house and lots from her. (Her husband Richard Meeker passed away in 1992.) Based on the 1' topographic contours in CBJ's staff parcel viewer, the best access to Lot 11 for development purposes (foundations) appears to be across Lot 10.

I have the skills to work out how best to develop a very difficult site: I'm a registered architect with 35 years of professional experience in Juneau. I'm currently (and for the past 11 years) employed by UAS as a Facilities Planning and Construction Project Manager, taking all sorts of projects--from tens of thousands to millions of dollars--from initial scoping thorough design and construction.

I'm well acquainted with neighborhood conditions: the topography of lots 11, 10, and 9A (and of Lots 9 and 8 to the northwest) is extremely difficult, as all slope down from Basin Road at 30 to 35 degrees over the depth of the lot (totaling 55-60' in elevation), with some areas sloping at 40 to 45 degrees. This considerably complicates any construction on the properties. On account of the slope, the ground is continuously mass wasting downhill--at varying rates--into Evergreen Bowl/Cope Park. Lot 11 has a retaining wall which supports two off-street parking places on Basin Road, but the retaining wall was never designed to support a building and will need to be removed or re-engineered.

I'm committed to more housing downtown: I'd like my kids to be able to live in Juneau. Over twenty-five years ago, when Cathy Munoz was newly elected to the Juneau Assembly, we sat on the summer grass watching our oldest children play, and I told her that what downtown really needs, is more people living here; that means more housing. Businesses will find their customers; housing needs more help.

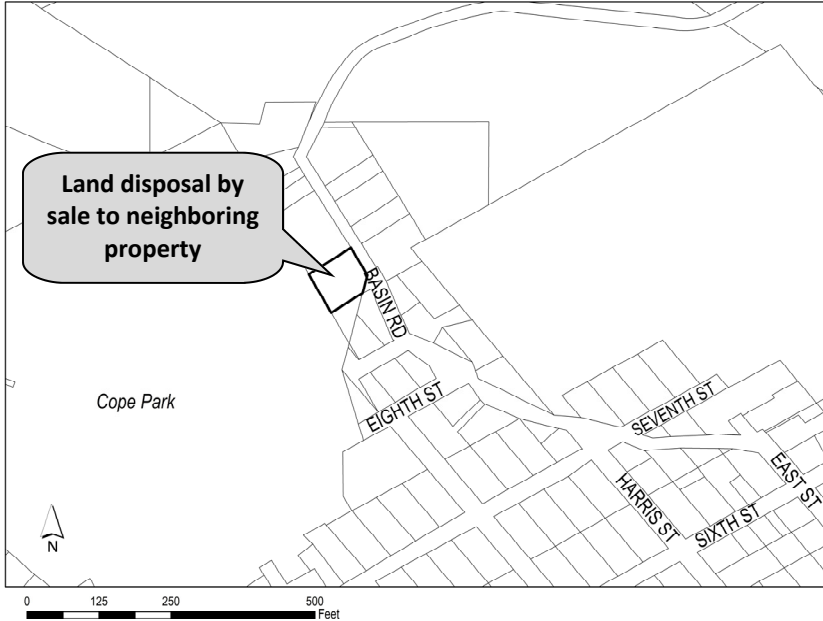
"By submitting this form, I agree all information is accurate. Submission of this request is NOT approval by the City and Borough of Juneau. I understand that staff will review my application and follow up with questions. Once staff have reviewed my application, ultimate determination of my request to purchase City property will be made by the City Assembly."

Legal Representative of Business / Individual *

Ke	Mell
First	Last

Invitation to Comment

On a proposal to be heard by the CBJ Planning Commission
Your Community, Your Voice



COMMUNITY DEVELOPMENT

155 S. Seward Street Juneau, Alaska 99801

TO:

An application has been submitted for consideration and public hearing by the Planning Commission to **dispose of 848 Basin Road by land sale to the neighboring property owner**. Subject parcel is in a **D18 zone**.

TIMELINE

Staff Report expected to be posted **Monday, June 15, 2020** at <https://beta.juneau.org/assembly/assembly-minutes-and-agendas>
 Find hearing results, meeting minutes and more here as well.

Now through June 1	June 2 — noon, June 19	HEARING DATE & TIME: 7:00 pm, June 23	June 24
Comments received during this period will be sent to the Planner, Irene Gallion , to be included as an attachment in the staff report.	Comments received during this period will be sent directly to Commissioners to read over the weekend in preparation for the hearing.	This virtual meeting will be by video and telephonic participation only. To join the webinar, visit: http://juneau.zoom.us/j/95328546768 . The Webinar ID is: 953 2854 6768. To join by telephone, call: +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782 or +1 312 626 6799 or +1 929 436 2866 or +1 301 715 8592 and enter the Webinar ID.	The results of the hearing will be posted online.

Phone: (907)586-0715 ♦ Email: pc_comments@juneau.org
 Mail: Community Development, 155 S. Seward St, Juneau AK 99801

Case No.: **CSP2020 0004**
 Parcel No.: **1C040A400100**
 CBJ Parcel Viewer: <http://epv.juneau.org>