

# MEMORANDUM

CITY/BOROUGH OF JUNEAU  
155 South Seward Street, Juneau, Alaska 99801

**DATE:** June 23, 2011

**TO:** Planning Commission

**FROM:** Beth McKibben, Planner *BM*  
Community Development Department

**FILE NO.:** USE2011 0009

**PROPOSAL:** To add 4 mobile home spaces and modify traffic patterns in Creekside Mobile Home Park.

## GENERAL INFORMATION

**Applicant:** Wayne Coogan

**Property Owner:** Coogan General LLC

**Property Address:** 5875 Glacier Highway

**Legal Description:** B & S Tract 2

**Parcel Code Number:** 5-B13-0-108-000-0

**Site Size:** 14.99 acres

**Zoning:** D-15

**Utilities:** City water & sewer

**Access:** Bellardi Drive and Alaway Avenue

**Existing Land Use:** 91 space mobile home park

**Surrounding Land Use:**

North	- (D15) Eagles Edge Mobile Home Park
South	- (D15 & I) Mountain Meadows Mobile Home Park & Commercial/Industrial
East	- Glacier Highway (D5) residential
West	-(GC) Juneau Police Department

## **PROJECT DESCRIPTION**

The applicant requests a Conditional Use permit to expand and modify Creekside Mobile Home Park. The proposal includes the closing of one short street connecting Bellardi Drive to an unnamed internal street and extending the same internal unnamed street to connect with Alaway Avenue. The closed connecting street would become 2 mobile home spaces (68B & 78B). Two more mobile home spaces would be added (71B & 72A) by eliminating undeveloped park space (see application). If approved there will be a total of 95 mobile home spaces in Creekside Mobile Home Park.

## **BACKGROUND**

An application to expand the mobile home park to 162 spaces was made with CU 76-18. This conditional use application was denied. In 1977 (CU 77-02) another conditional use permit was applied for, to expand the mobile home park to 154 spaces. Initially this application was denied. The decision was reconsidered and an expansion of 60 spaces was approved with conditions. The decision to add 60 spaces was appealed and the decision was upheld. In 1978 (CU 78-18) another conditional use permit was applied for to add 104 mobile home spaces, for a total of 176 mobile home spaces. This application was denied. Another conditional use permit application was submitted in 1981 (CU 81-14) to add 16 spaces to the existing mobile home park. This was approved with the following conditions:

1. That the area designated as a playground be developed and playground equipment installed before any permits are issued for placement of the 16 additional mobile homes.
2. That suitable landscaping be provided adjacent to the added spaces and further, if apartments are not constructed on the remaining adjacent property before September 17, 1983, a tree planting berm, similar to the one now in existence, shall be constructed along the westerly boundary of the 16 unit addition.

The staff report submitted for CU 81-14 indicates that the 60 unit expansion approved with CU 77-02 was in compliance with all the conditions of approval.

In 1984 a conditional use permit application was submitted to operate a commercial egg farm. This application was denied.

## **Public Comments**

At the time of the writing of this staff report one email had been received (Attachment A). The email shares concerns about drainage, locations of the playground areas, and the size of the new mobile home spaces. CDD staff did receive four phone calls from residents of Creekside Mobile Home Park, all seeking clarification about the application.

## **ANALYSIS**

**Project Site** - The site is 14.99 acres and is zoned D-15. It is developed as a 91 space mobile home park. It is primarily flat. Access is from Bellardi Drive.

**Project Design** - The applicant seeks to close a private cross street that connects Bellardi Drive to a private street in the center of the mobile home park. The closed street would be converted into 2 mobile home spaces (see site plans in application). This will result in a block length of approximately 890 feet. One area, previously used as a play area will be converted into 2 mobile home spaces. There is no language in Title 49 that specifies how long a block can be. To enhance walkability shorter blocks are encouraged.

The 2008 Comprehensive Plan Policy 8.1 (pg 111) states:

“It is the policy of the CBJ to promote a balanced, well integrated local multi-modal surface transportation system that provides safe, convenient and energy efficient access and transport for people and commodities.”

Further, Development Guideline 8.1DG2 states:

“Review, implement and maintain adequate development standards for major subdivisions and major developments to ensure safe and convenient vehicular traffic and to provide safe pedestrian and bicycle access internal to the subdivision/development as well as to ensure Level of Service D or better for roadways and intersections serving the development.” (emphasis added)

To ensure and provide safe pedestrian and bicycle access internal to the development, CDD staff recommends a 5 foot wide pedestrian/bicycle pathway be provided adjacent to the two new mobile home spaces where the connecting road will be closed. The plans show this connecting road to be 40 feet wide. The plans showing the new spaces indicate the spaces will be 46 feet wide. CBJ § 49.65.310 (b)(1)(D)(ii) requires the minimum lot size for a single mobile home lot to be 3,000 square feet. This can be met while providing a 5 foot wide pedestrian/bicycle pathway.

CU 77-02 required a “meaningful” playground area of no less than 16,000 square feet be provided. CU 81-14 required that the area designated as playground be developed and playground equipment installed before any permits were issued for placement of the 16 new mobile homes.

CBJ§ 49.65.310 Establishes standards for mobile home parks. It also exempts mobile home parks existing on September 5, 1981 from the provisions of subsections (b)(2)-(5), except that if expanded the entire park shall be made to conform with the requirements for new parks except those establishing street width and space layout. The last conditional use permit for this park was approved September 22, 1981.

CBJ§ 49.65.310(b)(3) requires a minimum of 200 square feet of playground in the mobile home park for each mobile home lot. The site plan submitted by the applicant shows 19,336 square feet of

playground area. A mobile home park of 95 spaces requires 19,000 square feet. The playground meets current requirements. The applicant lists the planned improvements that are to be provided in the playground areas to meet the intent of “meaningful” in CU 77-02. The listed improvements are new.

According to the site plan submitted, the four new mobile home spaces will meet the dimensional standards required by CBJ § 49.65.310 (b)(1)(D)(ii). The requirements for separation of mobile homes and maximum lot coverage will be evaluated when building permits are applied for prior to locating mobile homes in these spaces. There are no transient camper spaces or sales lots in Creekside and therefore these standards are not applicable. Sales lots are for where unoccupied trailers are displayed for sale.

**Traffic** - The addition of four mobile home spaces will not have a significant impact to traffic in the mobile home park or the neighborhood surrounding it. The opening of the cul-de-sac providing access to Alaway Avenue will improve internal circulation for emergency vehicles. The 2009 Non-Motorized Transportation Plan (pg 27) discourages cul-de-sacs.

**Parking and Circulation** - As mentioned above, the proposed street changes will improve internal circulation within the mobile home park, particularly for emergency vehicles. Adding a pedestrian/bicycle pathway where the connecting road is to be removed will maintain circulation for pedestrians and bicyclists. The new mobile home spaces will meet the requirements of CBJ§ 49.65.310(b)(1)(D)(ii). These lots provide sufficient area for the required off street parking requirements per CBJ§ 49.65.310(b)(2)(C), which is 2 per dwelling unit.

**Noise** - Noise is not expected to be of concern with the development of 4 additional mobile home spaces within the existing mobile home park.

**Public Health or Safety** - As discussed above, the proposed changes to the mobile home park street system, with the condition of a pedestrian/bicycle pathway, will have a positive affect on public health and safety by improving access for emergency vehicles. Adding four mobile home spaces to a developed mobile home park will provide four new affordable housing units, which also benefits public health and safety.

**Property Value or Neighborhood Harmony** - The four new mobile home spaces are within the existing mobile home park. The new spaces meet the dimensional requirements of Title 49. They are in harmony with the surrounding neighborhood.

**Conformity With Adopted Plans** - Chapter 4 of the 2008 Comprehensive Plan addresses Housing. Policy 4.1 states:

“It is the policy of the CBJ to facilitate the provision and maintenance of safe, sanitary and affordable housing for its residents.”

Policy 4.2 states:

“It is the policy of the CBJ to facilitate the provision of an adequate supply of various housing types and sizes to accommodate present and future housing needs for all economic groups.

Expanding an existing mobile home park to add four new spaces implements these two policies.

#### **49.70.900-49.70.1097 COASTAL DEVELOPMENT, HABITAT, AND WETLANDS**

##### **ALASKA COASTAL MANAGEMENT PROGRAM (ACMP)**

Not applicable. This project does not require a state-coordinated ACMP review.

##### **FINDINGS**

CBJ §49.15.330 (e)(1), Review of Director's Determinations, states that the Planning Commission shall review the Director's report to consider:

1. Whether the application is complete;
2. Whether the proposed use is appropriate according to the Table of Permissible Uses;  
and,
3. Whether the development as proposed will comply with the other requirements of this chapter.

The Commission shall adopt the Director's determination on the three items above 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.

CBJ §49.15.330 (f), Commission Determinations, states that even if the Commission adopts the Director's determination, it may nonetheless deny or condition the permit if it concludes, based upon its own independent review of the information submitted at the public 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. Not be in general conformity with the comprehensive plan, thoroughfare plan, or other officially adopted plans.

Per CBJ §49.15.330 (e) & (f), Review of Director's & Commission's Determinations, the Director makes the following findings on the proposed development:

***1. Is the application for the requested conditional use permit complete?***

**Yes.** We find the application contains the information necessary to conduct full review of the proposed operations. The application submittal by the applicant, including the appropriate fees, substantially conforms to the requirements of CBJ Chapter 49.15.

***2. Is the proposed use appropriate according to the Table of Permissible Uses?***

**Yes.** The requested permit is appropriate according to the Table of Permissible Uses. The permit is listed at CBJ §49.25.300, Section 1.820 for the D-15 zoning district.

***3. Will the proposed development comply with the other requirements of this chapter?***

**Yes.** The proposed development complies with the other requirements of this chapter. Public notice of this project was provided in the [date] and [date] issues of the Juneau Empire's "Your Municipality" section, and a Notice of Public Hearing was mailed to all property owners within 500 feet of the subject parcel. Moreover, a Public Notice Sign was posted on the subject parcel, visible from the public Right of Way.

***4. Will the proposed development materially endanger the public health or safety?***

**No.** Based on the above analysis the proposed development will enhance the public health and safety.

***5. Will the proposed development substantially decrease the value of or be out of harmony with property in the neighboring area?***

**No.** Based on the above analysis the use will maintain values and will be in harmony with the neighboring area.

***6. Will the proposed development be in general conformity with the land use plan, thoroughfare plan, or other officially adopted plans?***

**Yes.** As discussed above, the proposed development is in general conformity with the land use plan.

***7. Will the proposed development comply with the Alaska Coastal Management Program?***

**Not applicable.**

**RECOMMENDATION**

It is recommended that the Planning Commission adopt the Director's analysis and findings and grant the requested Conditional Use permit. The permit would allow the development of 4 new mobile home spaces, the closure of the street connecting Bellardi Drive to the internal street within the mobile home park, and the connection of that same internal street through to Alaway Avenue. The approval is subject to the following condition:

1. Prior to issuance of a Certificate of Occupancy or Temporary Certificate of Occupancy for any new mobile homes a 5 foot wide gravel or paved pedestrian/bicycle pathway shall be provided adjacent to the two new mobile home spaces where the connecting road will be closed.

Attachment

A- Email from Lisa Marie Tourtellot

# DEVELOPMENT PERMIT APPLICATION

Project Number	<b>CITY and BOROUGH of JUNEAU</b>	Date Received: <u>5/16/11</u>
Project Name (City Staff to Assign Name)		

<b>INFORMATION</b>	<b>Project Description</b> Creskside Park Affordable Housing Expansion 2011		
	<b>PROPERTY LOCATION</b>		
	Street Address 5875 Glacier Highway	City/Zip Juneau Alaska 99801	
	Legal Description(s) of Parcel(s) (Subdivision, Survey, Block, Tract, Lot)		
	Assessor's Parcel Number(s) <u>8B-2975 5B13 00000000</u>		
	<b>LANDOWNER/ LESSEE</b>		
	Property Owner's Name Coogan General LLC	Contact Person: Wayne Coogan	Work Phone: 780-6000
	Mailing Address PO Box 34499 Juneau, Ak 99803	Home Phone:	Fax Number: 780-6001
	E-mail Address mail@cooganalaska.com	Other Contact Phone Number(s): 723-7634	
	<b>PROJECT / APPLICANT</b>	<b>LANDOWNER/ LESSEE CONSENT</b> ****Required for Planning Permits, not needed on Building/ Engineering Permits****	
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		 Landowner/Lessee Signature	<u>2011-MAY-16</u> Date
X		 Landowner/Lessee Signature	 Date
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.			
<b>APPLICANT</b> If the same as OWNER, write "SAME" and sign and date at X below			
Applicant's Name Same		Contact Person:	Work Phone:
Mailing Address		Home Phone:	Fax Number:
E-mail Address	Other Contact Phone Number(s):		
X	 Applicant's Signature	<u>2011-MAY-16</u> Date of Application	

<b>STAFF APPROVALS</b>	OFFICE USE ONLY BELOW THIS LINE				
	✓	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)	Bme	<u>5/16/11</u>	<u>USE2011 0009</u>
		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 



TO BE COMPLETED BY THE APPLICANT

Revised December 2009 - I:\FORMS\2010 Applications

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NOTE: MUST BE ACCOMPANIED BY DEVELOPMENT PERMIT APPLICATION FORM

Revised December 2009 - I:\FORMS\2010 Applications

\* LAST EXPANSION PERMIT HAD THE CONDITION OF A 14,000 SQ. FT. PLAY AREA. THE ADDITION OF 4 SPACES WOULD BRING THE REQUIRED PLAY AREA TO 16,800 SQ. FT.

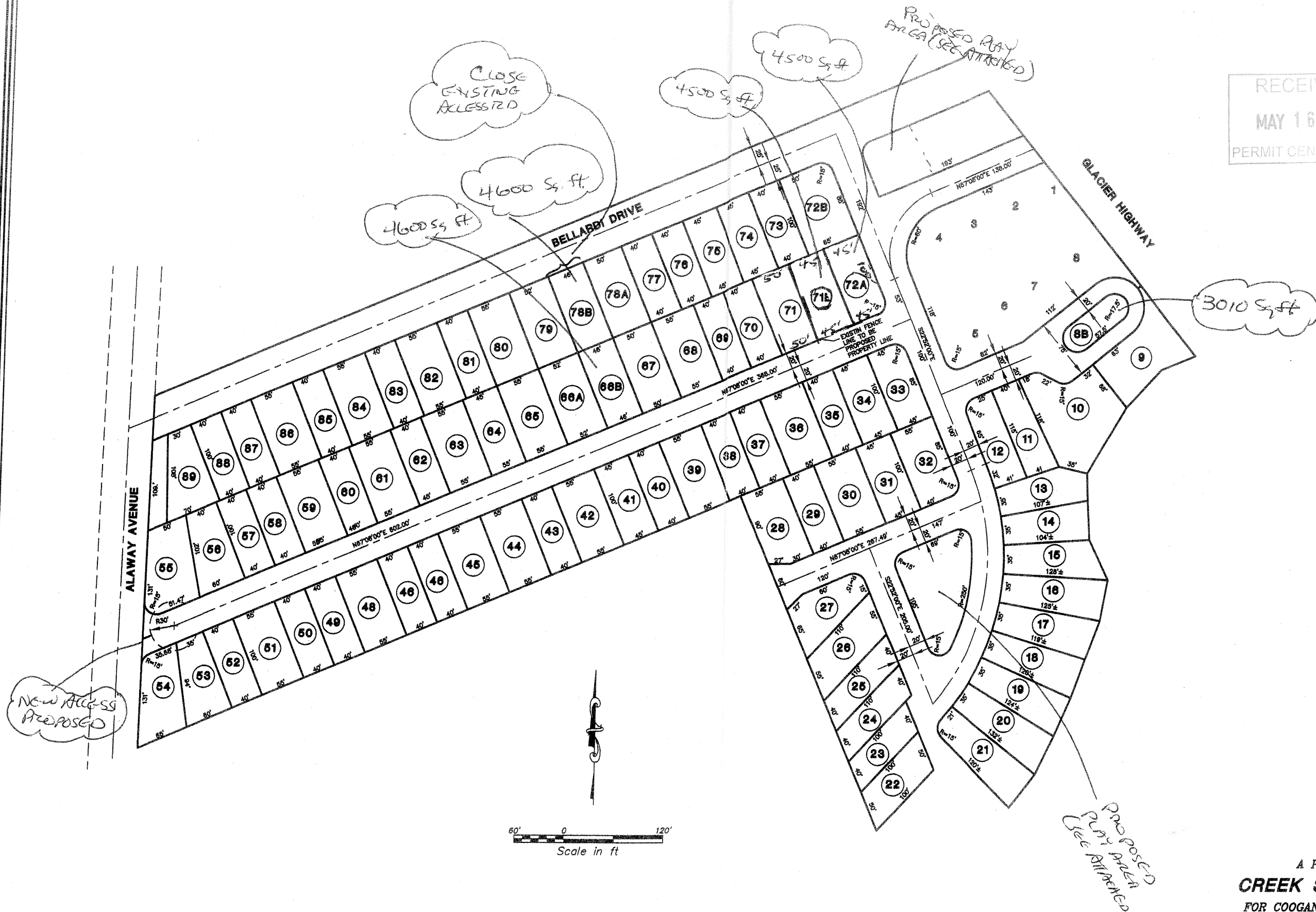
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## Proposed Playground for Creekside Park

We propose to add a Natural Playground to satisfy the requirement for a “meaningful playground” as a condition for the Creekside 2011 Affordable Home Expansion Project.

The Natural Playground will consist of the following:

1. 10' X 10' Sandbox using landscape timbers as boundaries
2. Slide set on a sloping, grass covered hill
3. Wooden stepping timbers placed at varying heights, the tallest being 12” high, to promote balance and development of large motor skills in children
4. A series of 3 balance beams placed 6” above the ground at alternating angles to promote balance and development of large motor skills in children
5. Construction and placement of a short sided boat with seats and 2 steering wheels to promote creative and imaginative play
6. Placement of medium size (2' max diameter) boulders for climbing and sitting
7. 2 picnic tables to encourage family play outings



RECEIVED  
MAY 16 2011  
PERMIT CENTER/ODD

A PLAT OF  
**CREEK SIDE PARK**  
FOR COOGAN CONSTRUCTION  
SHEET: 1 OF 1

DRAWN BY: GDM DATE: 5/16/2011

# LEMON ROAD

YELLOW SPACE = 22,561 sq. ft.  
75' X 300' SQ. FT. = 19,000 sq. ft.  
ADDITIONAL IDENTIFICATION = 5941 sq. ft.  
(TOTAL 28,500 sq. ft.)

PROPOSED  
PLAY AREA

RECEIVED  
MAY 16 2011  
PERMIT CENTER

## LEMON CREEK

3225. SQ. FEET

3834 SQ. FEET

4336 SQ. FEET

1303  
SQ. FEET

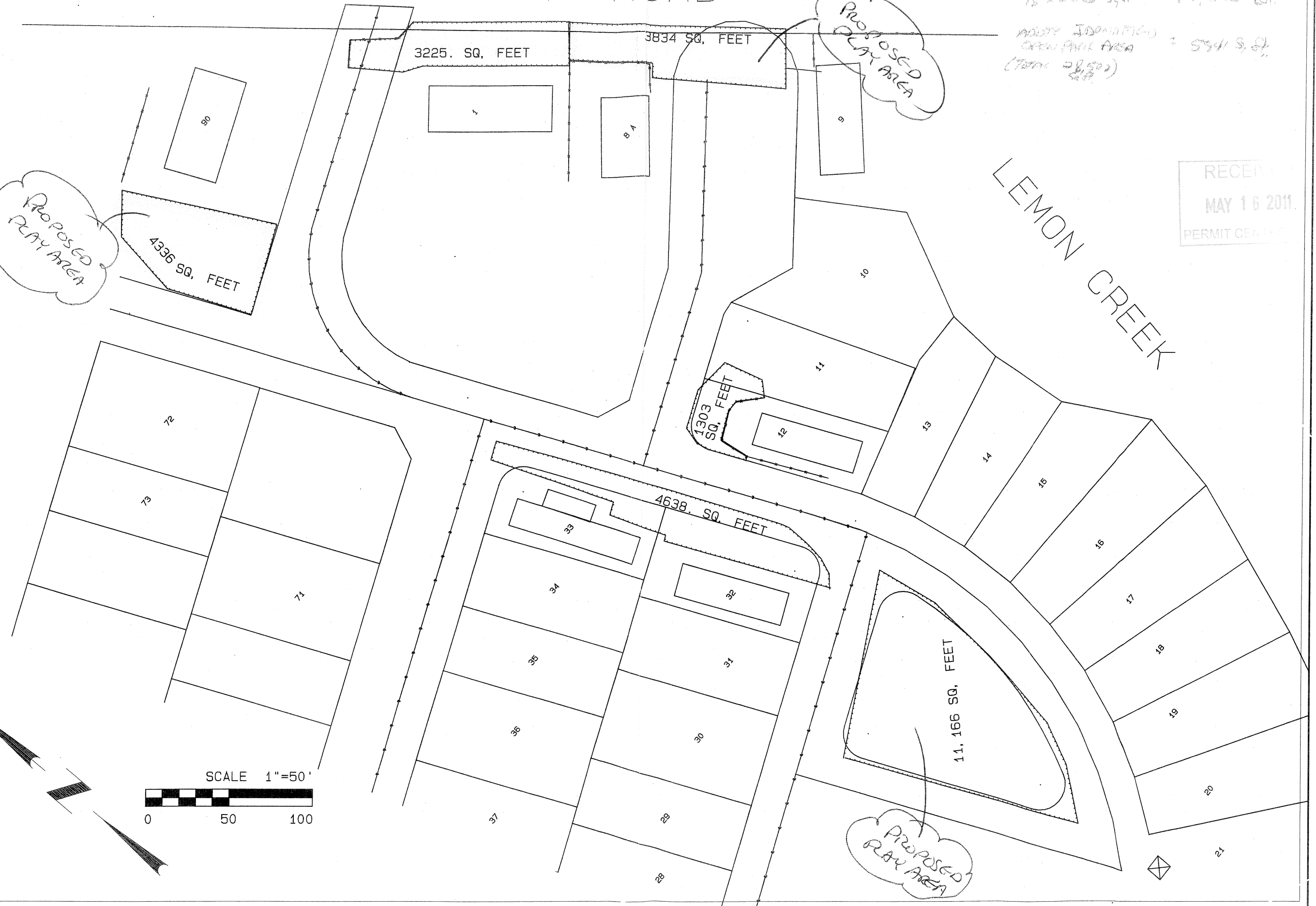
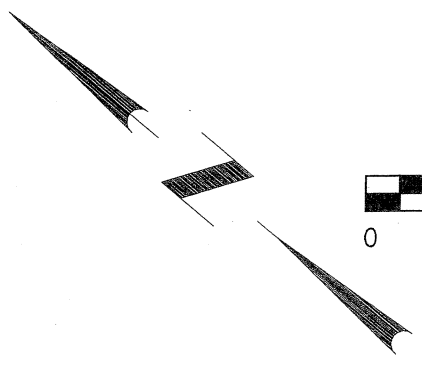
4638. SQ. FEET

11,166 SQ. FEET

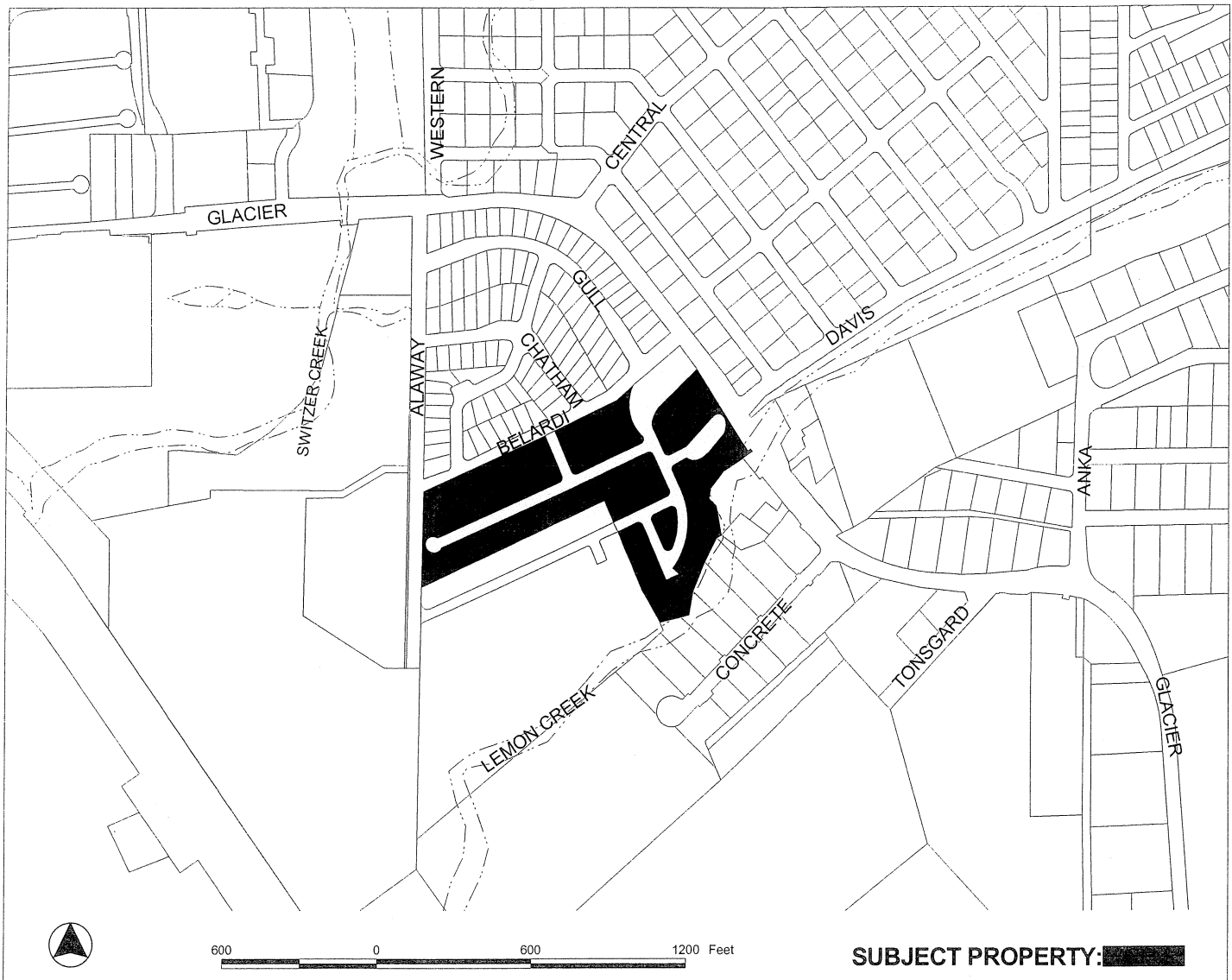
PROPOSED  
PLAY AREA

PROPOSED  
PLAY AREA

SCALE 1"=50'  
0 50 100



# NOTICE OF PUBLIC HEARING



**PROPOSAL:** Add four mobile home spaces to Creekside Park; close existing road from Belardi Drive and add new entrance/exit from Alway Ave. resulting in 95 space Mobile Home Park.

<b>FILE NO:</b>	USE20110009	<b>APPLICANT:</b>	COOGAN GENERAL LLC
<b>TO:</b>	Adjacent Property Owners	<b>Property PCN:</b>	5B1301080000
<b>HEARING DATE:</b>	Jun 28, 2011	<b>Owner(s):</b>	COOGAN GENERAL LLC
<b>HEARING TIME:</b>	7:00 PM	<b>Size:</b>	14.99 acres
<b>PLACE:</b>	<b>ASSEMBLY CHAMBERS</b> Municipal Building 155 South Seward St Juneau, Alaska 99801	<b>Zoned:</b>	D15
		<b>Site Address:</b>	5875 GLACIER HWY
		<b>Accessed via:</b>	GLACIER HWY

## PROPERTY OWNERS PLEASE NOTE:

You are invited to attend this Public Hearing and present oral testimony. The Planning Commission will also consider written testimony. You are encouraged to submit written material to the Community Development Department no later than 8:30 A.M. on the Wednesday preceding the Public Hearing. Materials received by this deadline are included in the information packet given to the Planning Commission a few days before the Public Hearing. Written material received after the deadline will be provided to the Planning Commission at the Public Hearing.

If you have questions, please contact Beth McKibben at (907)586-0465 or email: [beth\\_mckibben@CI.JUNEAU.AK.US](mailto:beth_mckibben@CI.JUNEAU.AK.US)

Planning Commission Agendas, Staff Reports and Meeting Results can be viewed at [www.juneau.org/plancomm](http://www.juneau.org/plancomm).

**Beth McKibben****From:** Lisa Marie Tourtellot [lmtourtellot@gmail.com]**Sent:** Wednesday, June 22, 2011 7:55 AM**To:** Beth McKibben**Cc:** Home**Subject:** USE 20110009 - June 28th Meeting

Hi –

I live in Creekside Park at 5875 Glacier Highway and the landlord, Coogan General Contractors, has applied for a conditional use permit to add spaces and make street revisions. This will be reviewed next Tuesday by the Planning Commission.

I have some concerns but my first is that most of the tenants are unaware of these changes. Coogan's only notification was putting up the public notice board by the mailboxes that many folks don't use. Aside from that, we received the City letter on Saturday. I looked at the website but the information there, as well as what was in the letter, didn't provide detailed maps of the affected areas. I was able to obtain these from a neighbor. Since comments are due to the Commission for inclusion in their packets by this morning, I don't think this gave enough time for people to educate themselves. I contacted Coogan on Friday to request a walkthrough of the changes and am still playing phone tag to set up a time to do this. I'm uncertain if there is a way we can delay the hearing to allow folks time to comment but would appreciate any thoughts you have on that topic.

Also I didn't see that a staff recommendation was available yet. Do you have that or know the planner this has been assigned to?

The proposal raises several concerns for me including the proximity of the play areas to busy streets but foremost is the closure of the street our lot is on and placing two mobile homes there instead. The street is 25 feet wide but the lot size is indicated at 4600 square feet. Is 4600 square feet a permissible lot size under city code? It seems that it will be a very tight fit. I would think they will need to take at least 10 feet from either side to make lots that size.

The street already has drainage issues – causing large puddles of water that obscure half the road, back up into our drive and into our gardens. Some of this, and the freeze/thaw of that runoff in the winter has caused the city-owned Belardi Drive to crumble where it meets our driveway. Assuming that this is approved, can a condition be placed to require Coogan to remove the pavement and ensure the fill is done in such a manner to ensure appropriate drainage away from the other lots and homes?

Thank you for your time in getting me this information; I do appreciate it.

Lisa Marie Tourtellot

--  
*Lisa Marie*

6/22/2011

**ATTACHMENT A**