


MEMORANDUM

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

DATE: August 1, 2011

TO: Planning Commission

FROM: Laura A. Boyce, AICP, Planner
Community Development Department 

FILE NO.: MHF2011 0001

PROPOSAL: A Mobile Home Park Final Permit to allow the addition of three spaces within Sprucewood Mobile Home Park.

GENERAL INFORMATION

Applicant: Coogan General, LLC.

Property Owner: Coogan General, LLC.

Property Address: 9951 Stephen Richards Memorial Drive

Legal Description: USS 1564 Tract A & B & USS 2100 FR

Parcel Code Number: 5-B21-0-131-000-0

Site Size: 19.59 Acres

Zoning: D-15

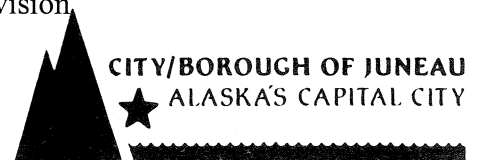
Future Land Use: MDR (Medium Density Residential)

Utilities: Public Water and Sewer

Access: Stephen Richards Memorial Drive

Existing Land Use: Mobile home park, Alderwood Apartments, Convenience Store

Surrounding Land Use: North - D-15, Stephen Richards Memorial Dr., Glacier View Mobile Home Park
South - D-15, Gross Alaska Movie Theater, Aldersgate Church
East - D-15, Duck Creek, Mendenhall Loop Road
West - D-15, Park Place Subdivision.



PROJECT DESCRIPTION

The applicant requests a Mobile Home Park Final Permit to allow the addition of three spaces within Sprucewood Mobile Home Park, for a total of 112 spaces within the mobile home park. Three new spaces, 52A, 89B, and 64B are proposed (see Attachment A). Additionally, the applicant requests to relocate the previously approved playground (never constructed) to other locations distributed throughout the property (see Attachment A). Specifically, the applicant requests that the approved playground area be moved to the vacant areas along Duck Creek, while also proposing smaller pocket parks adjacent to the mobile homes. There is a concurrent variance request to allow playground areas less than 2,500 square feet in size (VAR2011 0014).

BACKGROUND

A conditional use permit established the mobile home park in 1971 as a 106-unit mobile home park. The permit was modified over the years as follows:

- approval of additional mobile home spaces (1972, 1977, and 2003),
- approval of a 50-unit apartment complex of which only 30 were constructed (1982),
- approval of the Duck Creek convenience store (1989), and
- approval of the relocation of the playground area (1971, 1972, 1977, and 1982).

The applicant proposes to reconfigure existing mobile homes in order to create space for three additional mobile homes. Additionally, the playground was never provided as required. The current area approved for the playground is, and has been used for many years, as tenant boat storage. The applicant proposes to place the playground along either side of Duck Creek while also proposing three smaller pocket parks for younger children closer to the homes. A concurrent variance request to allow playground areas less than 2,500 square feet in size (VAR2011 0014) is being sought by the applicant.

ANALYSIS

Project Site – This 19.59 acre site is zoned D-15 and is developed with a 109-unit mobile home park. Alderwood Apartments, which includes 30 multi-family units, and Duck Creek Market convenience store are also located on the parcel. Duck Creek, an anadromous stream, is located on the eastern portion of the property. Access to the property is from Stephen Richards Memorial Drive.

Project Design -

The applicant seeks to reconfigure existing mobile homes within the park to create additional spaces. Two of the spaces, 89B and 52A, will be immediately occupied by a mobile home if this permit is approved. The remaining requested space, 64B, will be reconfigured and created at some point in the future when the current mobile home spaces are vacated. In this instance, the applicant is requesting approval for this future space now so that all impacts can be reviewed at once, rather than piecemeal. The three proposed spaces are designed to allow a manufactured home on each lot with adequate parking space available for two cars each. There will be sufficient space to meet or exceed all setbacks, lot coverage and access requirements.

According to the site plan submitted, along with detailed plans for each proposed space, the three 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 further when building permits are applied for prior to locating mobile homes in these spaces.

Regarding the playground area, the requirements for mobile home parks have not changed significantly since this park was established in 1971. Each mobile home space requires a minimum of 200 square feet of playground within the park. When this park was originally approved (CU-7-71), one of the conditions of approval was that the playground area be relocated to a larger site as the proposed site didn't meet the minimum size requirements. Since then, subsequent approvals for the property have moved the playground location a total of four times. To date, the playground area has never been provided as required. Instead, the currently designated playground area is used for tenant boat storage. This area has been used for boat storage prior to the current owners purchasing the property. An informal playground area exists along a small area of Duck Creek. A picnic table and a climbing apparatus are placed along the bank of the creek. The applicant would like to retain the tenant boat storage area in its current location as it's a popular amenity with the residents. The applicant proposes to locate the playground area along Duck Creek on the east and west sides, proposing to stay outside of the 25 foot no disturbance area adjacent to anadromous streams. The applicant provided a list of playground amenities that will be placed in the playground areas. Duck Creek bisects the playground areas proposed along Duck Creek. Access to Playground Area East (see Attachment A) is either by crossing Duck Creek or by the sidewalk along Stephen Richards Memorial Drive. Because Duck Creek is a protected anadromous stream, staff does not want to encourage crossing of the stream to get to the east side. Because of this, staff recommends that proposed Play Area East remain in its natural setting, with placement of a picnic table at most on the site. Staff recommends that Play Area West, outside of the 25 foot no disturbance area, be the designated larger playground area with typical playground amenities such as swings and climbing apparatus. As such, staff recommends conditions regarding this.

Since the playground areas are proposed along the eastern portion of the property, away from the majority of the mobile home park residents, the applicant is additionally proposing three smaller infill pocket playgrounds in larger spaces within the park. It is presumed that older children will play in the areas along Duck Creek, while smaller children who need to stay within viewing of their parents would use the smaller parks closer to home. The applicant submitted a list of playground amenities that would be placed in each park if approved. Staff recommends a condition regarding the pocket park amenities.

Traffic -

The addition of three mobile home spaces will not have a significant impact to traffic in the mobile home park or surrounding neighborhoods.

Parking and Circulation - Each space is required to have at least two off-street parking spaces. The

site plan and subsequent detailed drawings (see Attachments A and B) show adequate parking in the driveway areas. Circulation is through established streets within the park and onto Stephen Richards Memorial Drive and will not be changed if this proposal is approved.

Noise - Noise is not expected to be of concern with the addition of three mobile homes spaces within the existing park. However, brief construction noise can be expected when the mobile homes are placed within the park.

Public Health or Safety - CBJ Fire, Public Works, and JPD reviewed this proposal and have no concerns or objections. The proposed addition is consistent in scale with the intent of the original permit and creates no additional public health or safety risks. CBJ Engineering recommends a condition regarding drainage to ensure that run-off does not affect neighboring properties within and outside of the mobile home park.

Property Value or Neighborhood Harmony – The three additional mobile home spaces will be located within the existing mobile home park. The new spaces will meet the dimensional requirements of Title 49. As they will be within the existing mobile home park, they will be in harmony with the surrounding neighborhood.

Conformity With Adopted Plans – Chapter 4 of the Comprehensive Plan addresses housing. Specifically, 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.”

Additionally, 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.”

Furthermore, according to the Comprehensive Plan, in 2006, there were 966 mobile home dwelling units available in parks with a vacancy rate of less than 1%. The Plan states that a “1 percent vacancy rate is equivalent to zero availability of housing and demonstrates a critical housing shortage.” Providing additional spaces within the park would further the Comprehensive Plan’s policies to facilitate additional affordable housing as well as providing a variety of housing types and sizes.

JUNEAU COASTAL MANAGEMENT PROGRAM (ACMP)

Not applicable.

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 August 12th, 2011 and August 22nd, 2011 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 review provided above, the proposed addition will not endanger public health or 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 proposed addition of three spaces will be consistent with the existing mobile home park. The additional residences will not be out of harmony with adjacent properties.

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

Yes. As discussed in the staff report, the proposed additions are in general conformity with the land use plan, CBJ Comprehensive Plan and other adopted plans.

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

Not applicable.

RECOMMENDATION

It is recommended that the Planning Commission adopt the Director's analysis and findings for a preliminary and final review of a mobile home park and grant the request of three additional spaces within Sprucewood Mobile Home Park. The permit would allow the development of three additional mobile home spaces, one of which will be provided in the future, for a total of 112 spaces within the park. Since some of the required playgrounds are substantial in size, approval of this Conditional Use permit is contingent upon the approval of concurrent VAR2011 0014. If the variance is not approved, this application should be continued and revised for further review. The approval is subject to the following conditions:

1. Prior to issuance of a Certificate of Occupancy or Temporary Certificate of Occupancy for any new mobile home, at least four of the playground improvements listed below are to be in place in the large play area along Duck Creek (Play Area West):

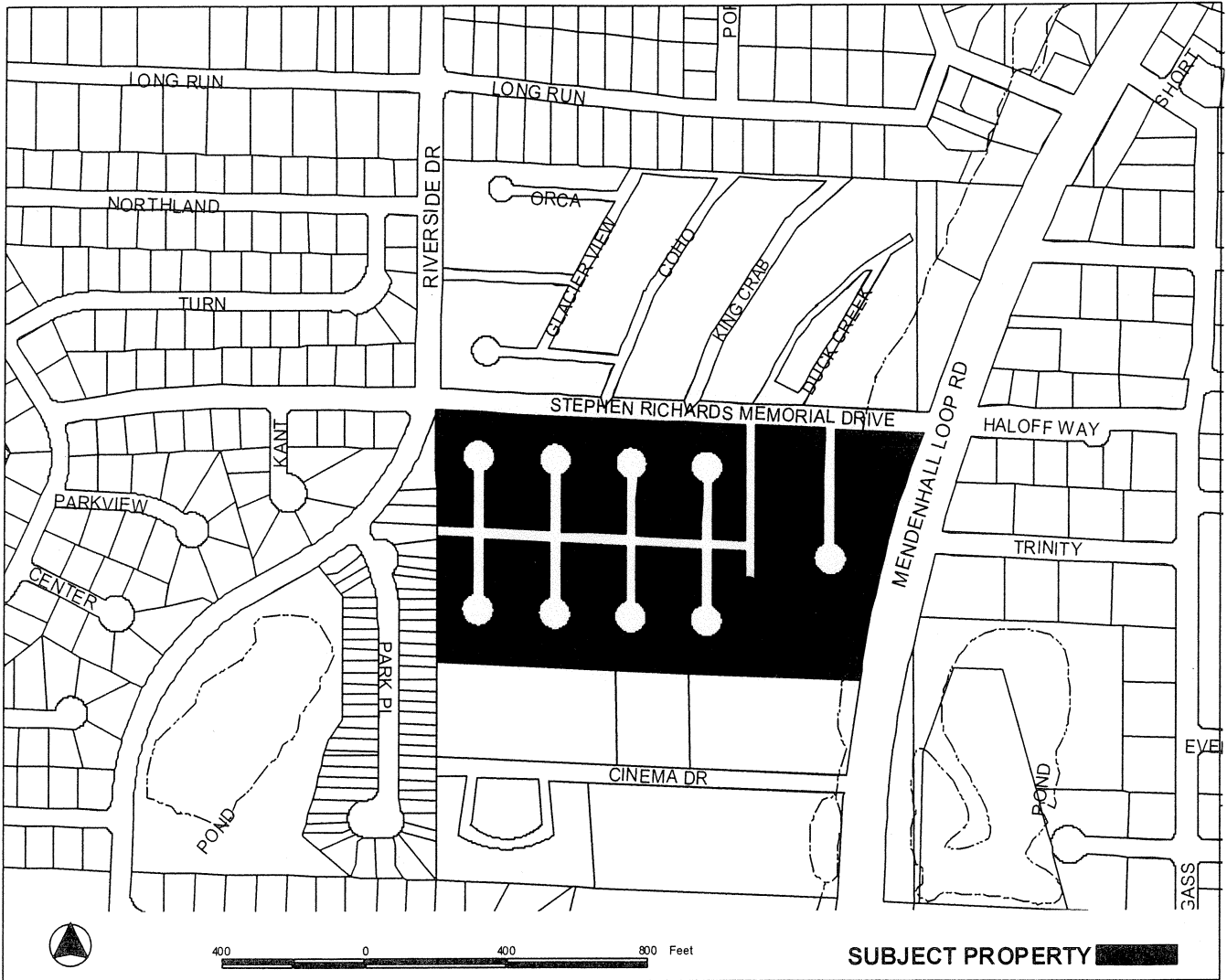
- Wooden stepping timbers or tires placed at varying heights;
- Sand box using natural landscape timbers as boundaries;
- Picnic table;

- Swing set;
 - Slide; or
 - A series of balance beams placed 6” above the ground at alternating angles.
2. Prior to issuance of a Certificate of Occupancy or Temporary Certificate of Occupancy for any new mobile home, a picnic table and at least one of the following playground improvements listed below are to be in place in each approved pocket park:
- Wooden stepping timbers or tires placed at varying heights;
 - Sand box using natural landscape timbers as boundaries;
 - Swing set;
 - Slide; or
 - A series of balance beams placed 6” above the ground at alternating angles.
3. Play Area East is to remain in its natural state; no park amenities, other than picnic tables, are to be placed in this location.

Advisory Condition:

1. Grading for the site shall be done in accordance with CBJ Chapter 19.12 *Excavation and Grading Code*. Care shall be taken to ensure that stormwater runoff from fill/grading work for the new mobile homes does not encroach onto neighboring properties. Toe of slopes must meet the setback requirements per Chapter 19.12.

NOTICE OF PUBLIC HEARING



VAR20110014: A Variance Request to allow playground areas less than 2,500 square feet in size.

PROPOSAL:

MHF20110001: A Mobile Home Final permit for the addition of two new spaces within Sprucewood Mobile Home Park.

<p>FILE NO: VAR20110014 MHF20110001</p> <p>TO: Adjacent Property Owners</p> <p>HEARING DATE: August 09, 2011</p> <p>HEARING TIME: 7:00 PM</p> <p>PLACE: ASSEMBLY CHAMBERS Municipal Building 155 South Seward St Juneau, Alaska 99801</p>	<p>APPLICANT: COOGAN GENERAL LLC</p> <hr/> <p>Property PCN: 5-B21-0-131-000-0</p> <p>Owner(s): COOGAN GENERAL LLC</p> <p>Size: 19.59 acres</p> <p>Zoned: D-15</p> <p>Site Address: 9951 STEPHEN RICHARDS MEMORIAL DR</p> <p>Accessed via: STEPHEN RICHARDS MEMORIAL DR</p>
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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 Laura Boyce at (907)-586-0753 or e-mail laura_boyce@ci.juneau.ak.us

Planning Commission Agendas, Staff Reports and Meeting Results can be viewed at www.juneau.org/plancomm.

ALLOWABLE/CONDITIONAL USE PERMIT APPLICATION

Project Number	Project Name (15 characters)	Case Number <i>USE 10-27</i>	Date Received <i>9/22/10</i>
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TYPE OF ALLOWABLE OR CONDITIONAL USE PERMIT REQUESTED

- Accessory Apartment*** (AAP) Driveway in Right-of-Way (ADW)
 Use Listed in §49.25.300 (USE)
 (Table of Permissible Uses)

Please list the Table of Permissible Uses Category: _____

***An Accessory Apartment Application will also be required.

DESCRIBE THE PROJECT FOR WHICH AN ALLOWABLE OR CONDITIONAL USE APPROVAL IS NEEDED *tree*

Add *one* mobile home space to Sprucewood Park. The new space results from the removal of the mobile home on Space-52. This space was over-sized and can be easily divided to create two spaces instead of one. Space 52 would become 52A and 52B. Approval of this application will result in a total of *11* mobile home rental spaces.

IS THIS A MODIFICATION OF AN EXISTING APPROVAL?

NO YES - Case # _____

CURRENT USE OF LAND OR BUILDING(S):

Mobile Home Park -- 110 units

PROPOSED USE OF LAND OR BUILDING(S):

Mobile Home Park -- 111 Units

UTILITIES PROPOSED:

WATER: Public On Site

SEWER: Public On Site

SITE AND BUILDING SPECIFICS:

Total Area of Lot 4500 square feet

Total Area of Existing Structure(s) n/a square feet

Total Area of Proposed Structure(s) 1000 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

PROJECT NARRATIVE AND SUBMITTAL CHECKLIST:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Site Plan | <input type="checkbox"/> Existing and proposed parking areas (including dimensions) and proposed traffic circulation |
| <input type="checkbox"/> Floor Plan of proposed buildings | <input type="checkbox"/> Existing Physical Features of the site (drainage, habitat, hazard areas, etc.) |
| <input type="checkbox"/> Elevation view of existing and proposed buildings | |
| <input type="checkbox"/> Proposed Vegetative Cover | |

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.

ALLOWABLE/CONDITIONAL USE FEES

Fees	Check No.	Receipt	Date
Application Fees \$ <u>300</u>	_____	_____	_____
Admin. of Guarantee \$ _____	_____	_____	_____
Adjustment \$ _____	_____	_____	_____
Pub. Not. Sign Fee \$ <u>50</u>	_____	_____	_____
Pub. Not. Sign Deposit \$ <u>100</u>	_____	_____	_____
Total Fee \$ <u>450</u>	<u>V035880</u>	<u>000572</u>	<u>9/22/10</u>

NOTE: MUST BE ACCOMPANIED BY DEVELOPMENT PERMIT APPLICATION FORM

TO BE COMPLETED BY THE APPLICANT

ALSO REPLACE SPACE 89 WITH SPACES 89A & 89B AND FOR THE FUTURE - REPLACE SPACE 64 WITH 64A & B

9.9.2010

DEVELOPMENT PERMIT APPLICATION

Project Number:	CITY and BOROUGH of JUNEAU	Date Received: 9/22/10
Project Name (City Staff to Assign Name) three spaces		

INFORMATION	Project Description Add <u>one</u> mobile home space to Sprucewood Park. The new space results from the removal of the mobile home on Space-52. This space was over-sized and can be easily divided to create two spaces instead of one. Space 52 would become 52A and 52B. Approval of this application will result in a total of <u>11</u> mobile home rental spaces. 112 spaces total		
	Street Address 9951 Stephen Richards		City/Zip Juneau AK 99801
	Legal Description(s) of Parcel(s) (Subdivision, Survey, Block, Tract, Lot)		
	Assessor's Parcel Number(s) 5B 2101310000		
	Property Owner's Name Coogan General LLC	Contact Person: Wayne Coogan	Work Phone: 907-780-6000
	Mailing Address PO 34499 Juneau AK 99803	Home Phone: 907-723-7634	Fax Number: 907-780-6001
	E-mail Address mail@cooganalaska.com	Other Contact Phone Number(s): 907-723-7631	
	<p>I am (we are) the owner(s) or lessee(s) of the property subject to this application and I (we) consent as follows:</p> <p>A. This application for a land use or activity review for development on my (our) property is made with my complete understanding and permission.</p> <p>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.</p>		
	<input checked="" type="checkbox"/>	 Landowner/Lessee Signature	2010-SEP-09 Date
	<input checked="" type="checkbox"/>	_____ Landowner/Lessee Signature	_____ Date
<p>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.</p>			
PROJECT / APPLICANT	Applicant's Name Same		Contact Person:
	Mailing Address		Home Phone:
	E-mail Address		Fax Number:
	<input checked="" type="checkbox"/>		Other Contact Phone Number(s):
	 Applicant's Signature		2010-SEP-09 Date of Application

STAFF APPROVALS	<input checked="" type="checkbox"/>	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)		
	<input checked="" type="checkbox"/>	Use Approval (Allowable, Conditional, Cottage Housing, Mobile Home Parks, Accessory Apartment)	9-22-10	USE 20700027 CONDITIONAL USE
		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:			 	

AND FOR THE FUTURE - REPLACE SPACE 64 WITH 64A & B
 ALSO REPLACE SPACE 89 WITH SPACES 89A & 89B

ATTACHMENT A

STEPHEN RICHARDS MEMORIAL DRIVE

EAST - 1320.00

187.00

RIVERSIDE DRIVE

PARK PLACE
U.S.S. 4598

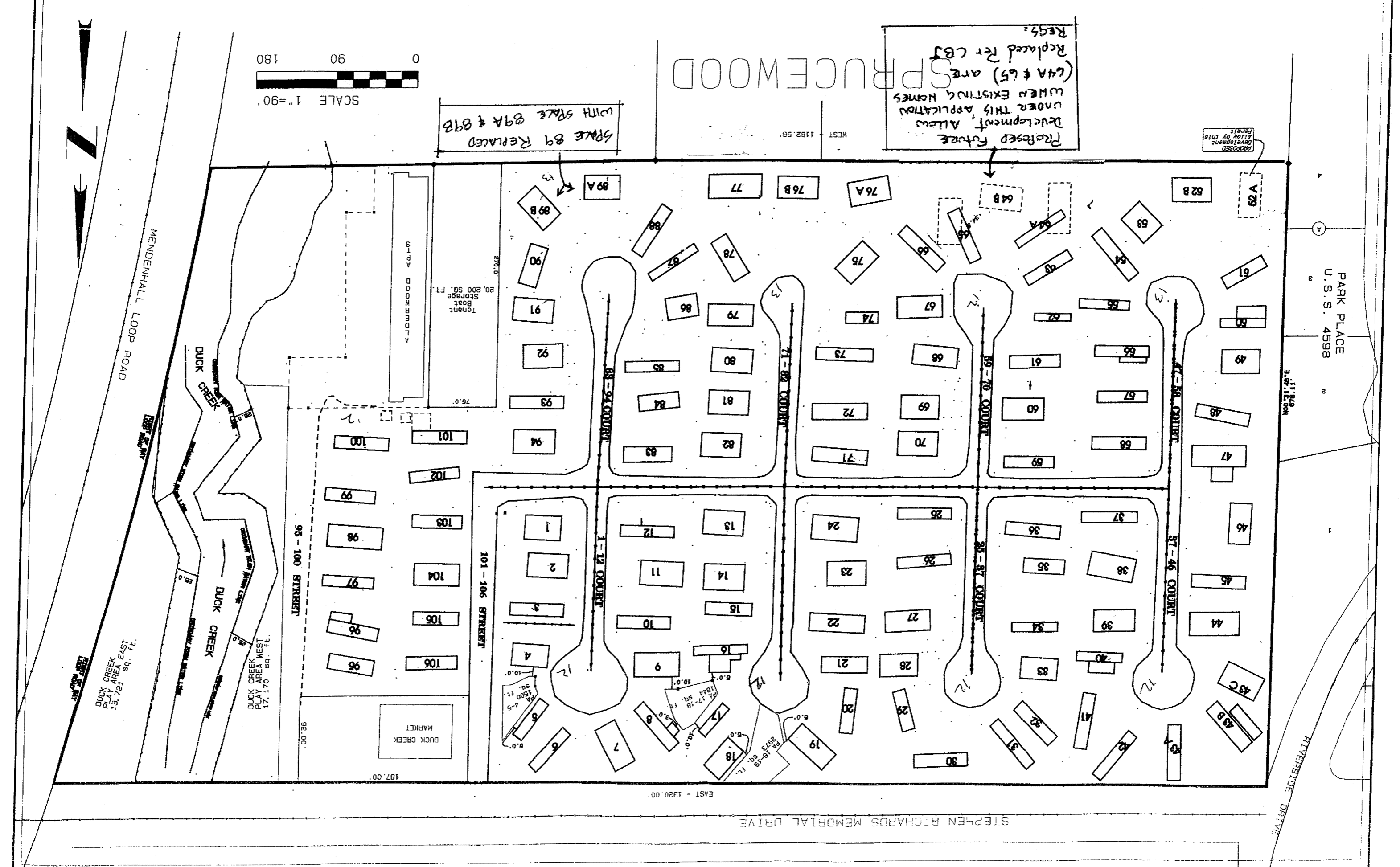
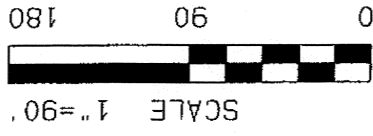
3.47' 12.00'
1.11' 8.29'

PROPOSED DEVELOPMENT ALLOW BY THIS PERMIT

Proposed Future Development Allow Under This Application When Existing Homes (44 & 65) are Replaced Per CGS Regs:

SPRUCEWOOD

SPACE 89 REPLACED WITH SPACE 89A & 89B



MENDENHALL LOOP ROAD

DUCK CREEK

DUCK CREEK

DUCK CREEK PLAY AREA WEST
17,170 sq. ft.

DUCK CREEK PLAY AREA EAST
13,721 sq. ft.

MARKET
DUCK CREEK

TENT
BOAT
STORAGE
20,200 SQ. FT.

UNIT BOOMERANG

Proposed Playground for Sprucewood Park

We propose to add a Natural Playground to the Sprucewood Park. This playground would consist of the following:

Larger Play Area

1. Slide set on a sloping, grass covered hill
2. Wooden stepping timbers placed at varying heights, the tallest being 12" high to promote balance in younger children
3. 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
4. Large sand box using natural landscape timbers as boundaries
5. Picnic tables to encourage family play outings in the play area
6. Construct a short sided boat with seats and 2 steering wheels to promote creative and imaginative play

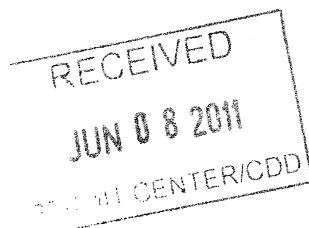
Smaller Play Area

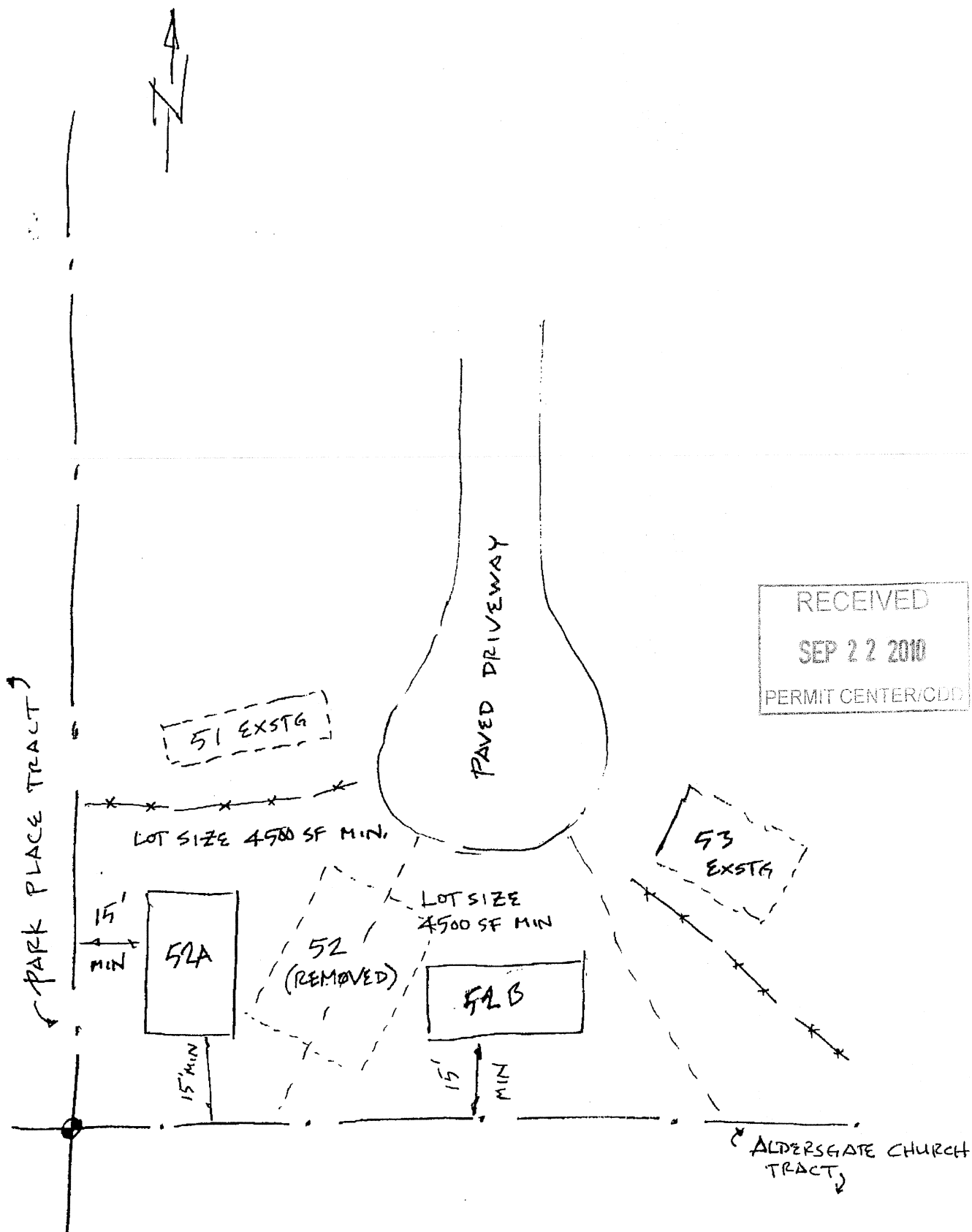
1. Use one or more of the items above as space allows

The larger area that borders Duck Creek will be left as an open space with no fencing. We can post signs noticing people that the creek and the fish therein are not to be disturbed.

The smaller "pocket parks" will not have additional fencing at this time. The park perimeter fence along Steven Richards Drive will keep children inside the park area.

Approval of the variance request to use the smaller pocket parks as part of the playground area requirement as specified in the Municipal Code Article III, 49.65.310 will allow us to maximize the amount of affordable housing spaces in Sprucewood Park and meet the spirit of the code requirement. The tenants we spoke with liked the idea of a small area with a play item or two and picnic tables.

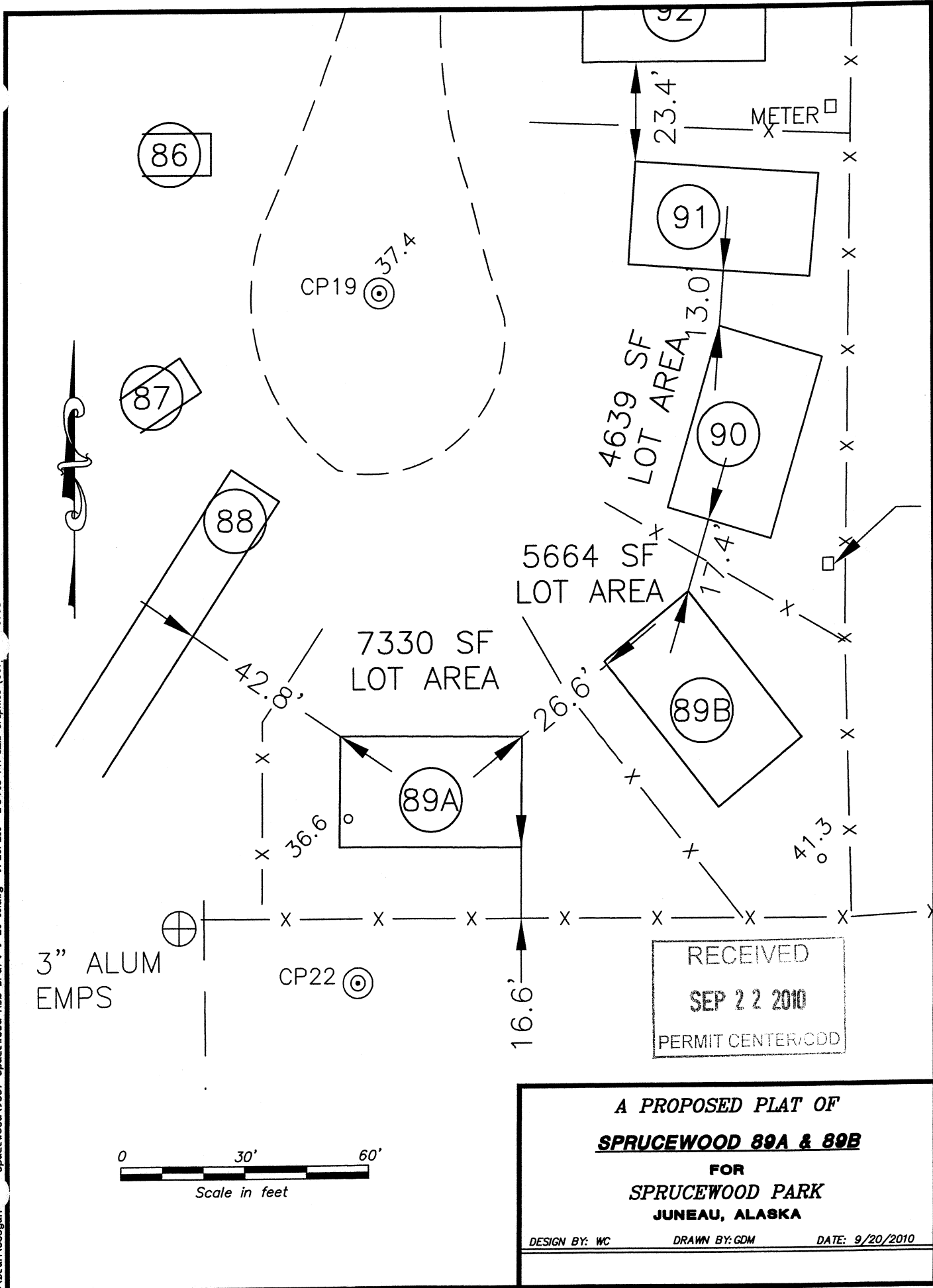




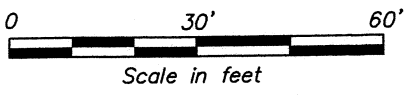
2010.SEP.09

PORTION OF SPRUCEWOOD PARK
NO SCALE

G:\Beal\Coogan -Sprucewood\9537-Sprucewood-Asb-Draft-9-20-10.dwg 9/20/2010 2:34:16 PM GDM Graphics (90) .5798

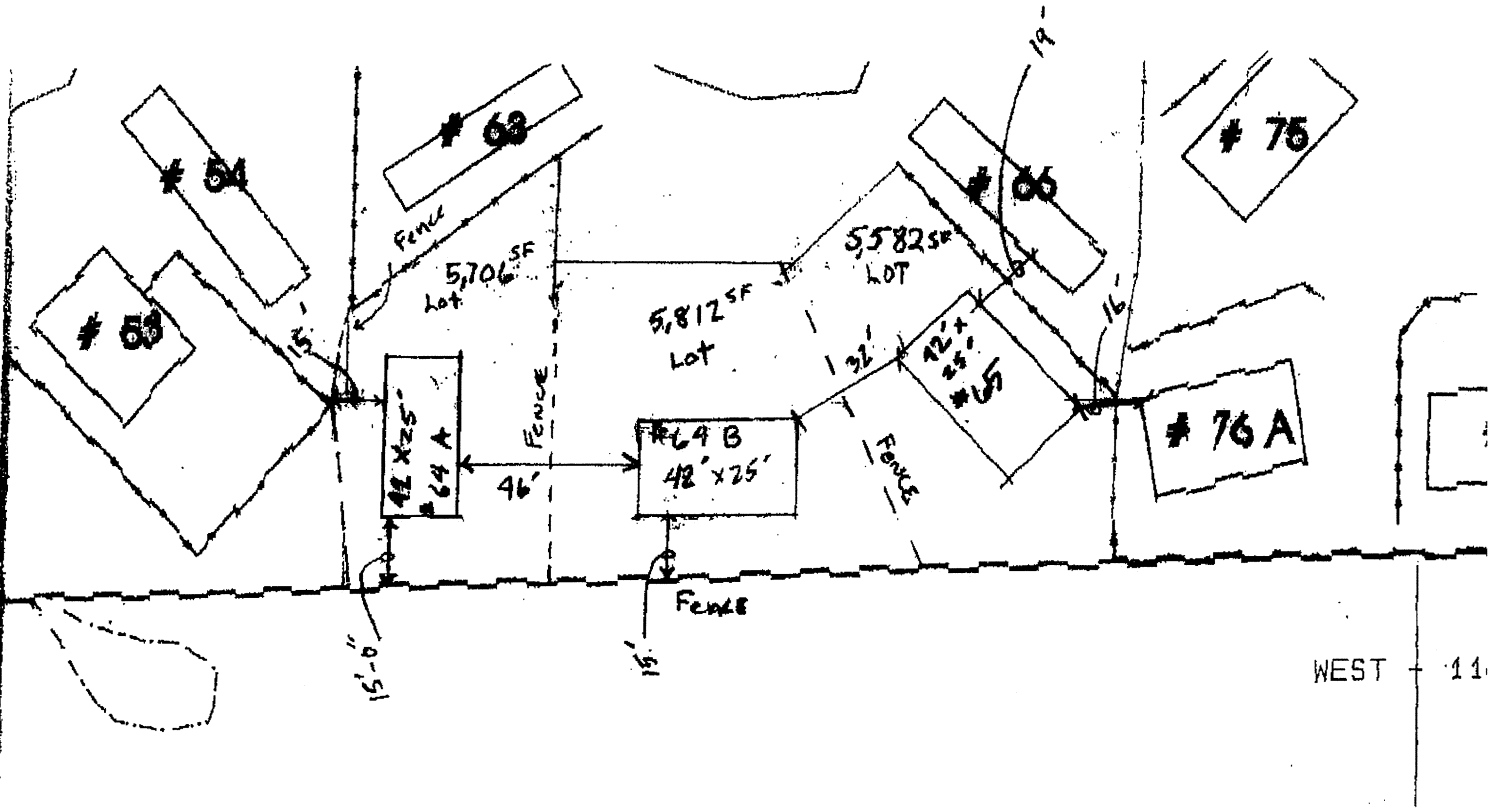


RECEIVED
 SEP 22 2010
 PERMIT CENTER/CDD



A PROPOSED PLAT OF
SPRUCEWOOD 89A & 89B
FOR
SPRUCEWOOD PARK
JUNEAU, ALASKA

DESIGN BY: WC DRAWN BY: GDM DATE: 9/20/2010



PROPOSED SITE CONFIGURATION AFTER
EXIST UNITS L4 & L6 ARE REMOVED!

SCALE = 1" = 50'