


MEMORANDUM

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

DATE: November 17, 2011

TO: Planning Commission

FROM: Kelly Keenan, Planner 
Community Development

FILE NO.: AAP20110012

PROPOSAL: A Conditional Use permit request to establish an accessory apartment within an existing home on a 10,018 square foot lot.

GENERAL INFORMATION

Applicant: Nick & Kathleen Goddard

Property Owner: Nick & Kathleen Goddard

Property Address: 5160 North Douglas Highway

Legal Description: Graham Lot 3B

Parcel Code Number: 6-D07-0-108-004-0

Site Size: 10,018 square feet

Zoning: D-1(T)D-3

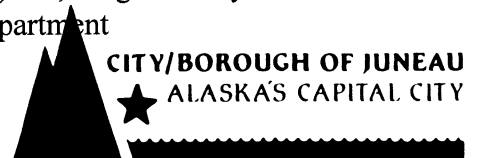
Utilities: CBJ Water and Sewer

Access: North Douglas Highway

Existing Land Use: D-1(T)D-3; Single-family residential

Surrounding Land Use:

Northwest	D-1(T)D-3; Single-family residential
Northeast	Gastineau Channel
Southwest	D-1(T)D-3; North Douglas Highway, Duplex residential
Southeast	D-1(T)D-3; Single-family residential with apartment



ATTACHMENTS

Attachment A – Vicinity Map
Attachment B – Dwelling Photo
Attachment C – 2003 Letter from CBJ Building Official
Attachment D – Recorded Deed Restriction
Attachment E – Zoning Map
Attachment F – Site Plan
Attachment G – Floor Plan
Attachment H – Applicant's Narrative Project Description
Attachment I – Parking Area Photo
Attachment J – Email of Support for Project.

PROJECT DESCRIPTION

The applicants request a Conditional Use permit to establish an accessory apartment within an existing single-family dwelling on a 10,018 square foot lot. Per CBJ§49.25.510(G)(i), accessory apartments must be reviewed through the Conditional Use permit process if the lot upon which the accessory apartment is proposed is smaller than the Minimum Lot Size for Permissible Uses listed in the Table of Dimensional Standards, CBJ§49.25.300. In D-1 zoning districts, the minimum lot size for Permissible Uses is 36,000 square feet. Because the subject lot is in a D-1 zoning district and is 10,018 square feet, the proposed use requires a Conditional Use permit.

BACKGROUND

The subject property is located on the water side of North Douglas Highway, just north of Channel View Terrance Mobile Home Park (see Attachment A). The lot contains a single-family dwelling, constructed in 1993 under building permit number BLD0755601. A photo of the dwelling is provided as Attachment B. The applicants purchased the property in 2003. At that time, it was brought to their attention that a final inspection of the dwelling had never been completed and that a Certificate of Occupancy had never been issued. They were also informed that the Land Use Code in place at the time did not allow for an accessory apartment to be established on the subject lot. After receiving an engineer's reports on the existing dwelling, the CBJ Building Official provided the applicants with a letter "in lieu of" a Certificate of Occupancy. That letter, dated September 2, 2003, is provided as Attachment C. To ensure that the dwelling would be used exclusively as a single-family dwelling, Community Development staff worked with the applicants to record a deed restriction. A copy of the deed restriction, recorded in 2003, is provided as Attachment D.

While the deed restriction serves to limit the use of the property to a single-family dwelling, it also contains conditions for release. The conditions for release are provided below:

Upon changes, modifications, or updates in City and Borough of Juneau Land Use Code with respect to density which would allow additional dwelling units, this deed restriction may be terminated by the written release of the City if at the time of the release request, the current Land Use Code zoning will allow an extra dwelling and if a building permit for the work is obtained, inspected and approved.

The current Land Use Code allows for an accessory apartment to be established on the subject lot with an approved Conditional Use permit. Therefore, the applicants have applied to obtain the appropriate Land Use permit and, if the Conditional Use permit is approved, to have the deed restriction released. The conditions of release outlined in the deed restriction require that a building permit for the accessory apartment be obtained, inspected, and approved. Taking those conditions into account, staff recommends a condition of approval requiring that the applicants obtain a building permit and a Certificate of Occupancy prior to utilizing the proposed accessory apartment. Staff also recommends a condition of approval requiring that a release of the deed restriction be recorded prior to issuance of any occupancy permits. These two conditions would ensure that the apartment complies with applicable building codes and is fully legal before it is utilized as an independent dwelling unit.

ANALYSIS

Project Site:

The subject lot is zoned D-1(T)D-3 and has an area of 10,018 square feet. Platted in 1970, the lot is similar in size to surrounding lots on the water side of North Douglas Highway, but is considerably smaller than the current standard for minimum lot sizes in the D-1 zoning district, which is 36,000 square feet. The lot is bounded on the northeast side by Gastineau Channel and on the southwest side by North Douglas Highway. All surrounding properties are zoned D-1(T)D-3 (see Attachment E) and contain residential uses.

Development on the subject lot includes a single-family dwelling, a shed, and parking areas (See Attachment F). Despite the fact that the lot has substandard size and dimensions, the development meets setback and vegetative cover standards for D-1 zoning districts. The development exceeds the current standard for maximum lot coverage in D-1 zoning districts, which is 10%. However, because CBJ§49.25.440 provides an allowance for increased lot coverage on lots in D-1 zoning districts that are smaller than minimum lot size standard, this condition conforms with the Land Use Code. Staff has noted that if the zoning at the subject site is transitioned from D-1 to D-3 at some point in the future, as the transition zone overlay designation suggests, the nonconformity of the lot's dimensional standards will be considerably reduced.

The subject site is connected to municipal water and sewer services.

Project Design:

Based on plans provided by the applicants, the proposed accessory apartment will be located in the daylight basement of the existing dwelling on the site. The apartment is laid out as an efficiency unit

consisting of a living/bedroom area, a bathroom, and a kitchen. The net floor area of the unit will be 585 square feet (see Attachment G). Because the proposed accessory apartment is to be located within the existing dwelling on the site, no additional external construction is proposed with this application. This means that the current proposal does not aggravate the nonconforming lot coverage at the site.

Per CBJ§49.25.510(A), accessory apartments may not exceed 600 square feet in net floor area and are limited to one bedroom. According to the floor plans provided by the applicants, the proposed accessory apartment meets these criteria. The applicant's narrative description of the project is provided as Attachment H.

Traffic:

The traffic generated by the proposed accessory apartment is expected to be very low and is unlikely to adversely impact traffic on North Douglas Highway. As North Douglas Highway is a State facility, staff solicited comments on the proposed land use from the Alaska Department of Transportation (ADOT). Sheila Good with ADOT provided the following comment:

The existing parking pad will have to accommodate the additional vehicles, and the dimensions appear to support this.

Staff has confirmed that the parking area indicated on the site plan (Attachment F) provided by the applicant is sufficient to provide for the parking that is required of this development. The specifics of parking requirements are discussed below under "Parking and Circulation".

Parking and Circulation:

The subject site is accessed directly off of North Douglas Highway. Per CBJ§49.40.210(a), the Table of Minimum Parking Standards, two off-street spaces are required for each single-family dwelling unit and one off-street space is required for an accessory apartment. This means that in total the proposed development will require three off-street spaces. According to the plans submitted by the applicants, these three spaces will be provided on an existing concrete parking pad and adjacent gravel parking pad. A photo of the parking area at the site is provided as Attachment I. As proposed with the application, the development meets the parking requirements of Title 49.

Public Health and Safety:

As mentioned previously, the subject site is connected to public water and sewer. Staff solicited comments on this application from CBJ Building, Fire, General Engineering, and Public Works Departments. Staff received the following comments:

The Building Department has no issues with the Use Permit. FYI - the structure was built as a single family dwelling and there was no mention of an apartment on the plans or any of the inspections. The applicants will run into fire and sound separation issues along with possible egress issues in the lower floor bedroom(s) if they proceed (Charlie Ford, CBJ Building Department).

No apparent Fire Department issues (Dan Jager, CBJ Fire and Rescue).

I have no issue with the use; however the water line needs to be sized appropriately for the additional fixture units (Ron King, CBJ General Engineering).

This residence will require a meter. Please inform of the requirement to purchase and install the water meter (Dave Crabtree, CBJ Public Works).

Staff received no objections to the proposed use, and has noted that potential issues related to separation, a water meter, and water lines will be addressed through the building permit process. The applicant has been informed of the potential building code and utility issues mentioned above. In consideration of this analysis, and with the recommended condition of approval, staff believes the proposed project will not materially endanger public health and safety.

Habitat:

Because no external construction is proposed with this development, impact to habitat is expected to be minimal. Moreover, no eagle nests, anadromous streams, wetlands, or other sensitive areas are known to exist on the subject site.

Property Value or Neighborhood Harmony:

If the request permit is approved, the applicants will be allowed to establish an accessory apartment on the subject site, in addition to the existing single-family dwelling. This will result in a slight increase to the residential density on the lot. The increase in density is notable because subject lot has an area of 10,018 square feet, less than 30 percent of the minimum lot size for D-1 zoning districts. However, because the proposed accessory apartment is to be located within the existing dwelling and is limited to 600 square feet and one bedroom, the increased density is not expected to noticeably impact neighboring property. Additionally, as of the date of this memorandum, staff has received no objections to the proposed project from surrounding property owners. Staff did receive one email expressing support for the project, provided as Attachment J.

Conformity with Adopted Plans:

The subject site is located in Subarea 8 and within an area designated Rural Dispersed Residential (RDR) transitioning to Urban/Low Density Residential (ULDR) by the 2008 Comprehensive Plan (Comp Plan). The Comp Plan describes RDR lands as characterized by:

...dispersed, very low density development not provided with municipal sewer or water. Densities are intended to permit one dwelling unit per acre or larger lot sizes, based on existing platting and capability of the land to accommodate on-site septic systems and wells. Uses may include small-scale, visitor-oriented, seasonal recreational facilities. (page 163)

The Comp Plan describes ULDR land as characterized by:

..urban or suburban residential lands with detached single-family units, duplex, cottage or bungalow housing, zero-lot-line dwelling units and manufactured homes on permanent foundations at densities of one to six units per acre. Any commercial development should be of a scale consistent with a single-family residential neighborhood. (page 163)

Because the subject lot is served by municipal water and sewer, staff believes it is appropriate to evaluate this project for it's conformity with the ULDR land use designation. As mentioned previously, Title 49 limits accessory apartments to one bedroom and 600 square feet of net floor area. These limitations result in lesser impacts to surrounding properties than are typically associated with full dwelling units. Because the proposed accessory apartment meets the Title 49 requirements, staff believes that establishing one accessory apartment within a single-family dwelling on a 10,018 square foot lot fits within the ULDR land use designation.

In addition to providing land use designations, the Comp Plan provides "Guidelines and Considerations" for each Subarea. Subarea 8, Guideline and Consideration 4 states:

Unless and until municipal water and sewer services are provided to the North Douglas area, continue to allow for rural residential densities along the North Douglas highway corridor and maintain the Resource Development land use designation for upland areas. Where municipal water and sewer service are provided, more efficient use of this land should be encouraged (page 218).

Again, because the subject site has been provided with municipal water and sewer services, staff believes the proposed project is consistent with the above directive.

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 1.130 for the D-1 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 November 11, 2011, and November 21, 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 (see Attachment I).

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

No. Based on the analysis in this report and with the recommended condition of approval, establishing a 585 square foot accessory apartment within the existing home on the subject lot will not materially 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. As noted in the previous analysis, due to the size restrictions on accessory apartments, the impacts to surrounding properties are less than those associated with full dwellings. In this case, the fact that the proposed accessory apartment is located within the existing dwelling on the site serves to further reduce impacts on surrounding property, because the establishment of the apartment results in no additional visual impact to the neighborhood. Furthermore, staff received no objections to the proposal, and received an email expressing support from an adjacent property owner.

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

Yes. As stated above, the slight increase in density that is associated with this proposal fits within the Comprehensive Plan's land use designation for the subject site. Furthermore, the design and scale of the apartment meets standards for accessory apartments set forth in the Land Use Code.

Per CBJ §49.70.900 (b)(3), General Provisions, the Director makes the following Juneau Coastal Management Program consistency determination:

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

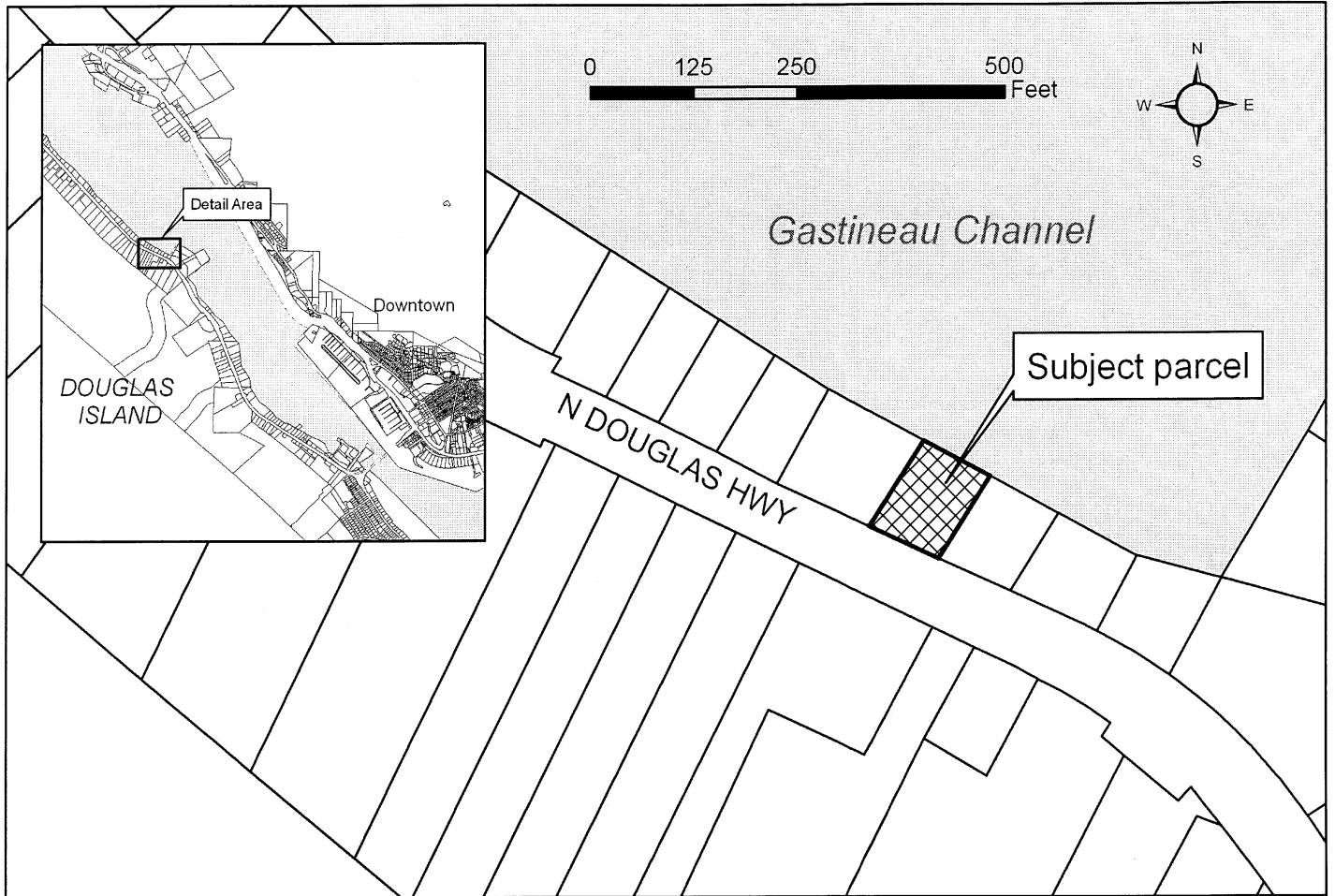
Not applicable. No provisions of the Juneau Coastal Management Program apply to this proposal.

RECOMMENDATION

Staff recommends 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 an accessory apartment within an existing home on a 10,018 square foot lot. Staff recommends the following conditions of approval:

1. The applicant must obtain a building permit and a Certificate of Occupancy prior to utilizing the proposed accessory apartment.
2. Prior to issuance of any occupancy permits, a release of the deed restriction recorded October 9, 2003, on the subject property must be recorded.

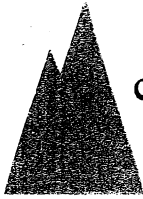
Vicinity Map



Site Photo



Northeast side of residence at 5160 North Douglas Highway. Assessor photo dated 11/4/08.



CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

COMMUNITY DEVELOPMENT
DEPARTMENT

Date: September 2, 2003
File: 6-D07-0-108-004-0
Subject: Certificate of Occupancy

To Whom It May Concern:

The City and Borough of Juneau Building Division has records of several inspections occurring between 8/13/92 and 1/8/93, under building permit 0755601, for construction of the house at 5160 North Douglas Highway. Corrections were requested during several of the inspections but were not reinspected. No final inspection or Certificate of Occupancy was issued for this project.

With the engineer's reports that have been submitted, it appears that the building meets the minimum requirements for an existing housing unit under the Uniform Housing Code. At this time, we cannot certify that the building was built to the then current building codes as we did not inspect all of it.

In order to assure that the structure will be used as a single family dwelling, the 220V electrical to the downstairs kitchen has been de-energized at the circuit breaker panel and the former kitchen outlet has been covered with gypsum board wall covering and inspected. Additionally, a deed restriction has been completed and will be recorded by CBJ to document that the structure is limited to use as a single family dwelling.

We offer the following statement in lieu of a Certificate of Occupancy:

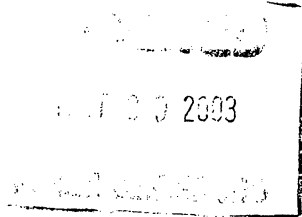
In the absence of continual and complete inspection of the phases of construction of this structure, the City and Borough of Juneau Building Official hereby certifies that, to the best of my knowledge, and from the information available to me, including the inspections by Civil Engineer John K. Bowman, P.E., the house at 5160 North Douglas Highway meets the minimum requirements of the Uniform Housing Code and all other pertinent codes as adopted by the City and Borough of Juneau for occupancy and use as a single family home. Note that this lot does not have sufficient area to allow either a second dwelling unit or an accessory apartment under current zoning requirements.

Sincerely,

Chris Roust
Building Official

RiderCO.doc

ATTACHMENT C



cc

JUNEAU RECORDING DISTRICT
**NOTICE OF AGREEMENT OF RESTRICTION ON
USE OF RECREATION ROOM**
APN: 6-D07-0-108-004-0 CBJ Permit No: BLD-0755601

PROPERTY INVOLVED: GRAHAM LT 3B

Lot 3B, Graham Subdivision, Juneau, Alaska, Assessors Parcel Number, 6-D07-0-108-004-0, at 5160 North Douglas Highway, located in the Juneau Recording District, State of Alaska.

PARTIES TO THIS AGREEMENT OF RESTRICTION:

Kathleen Goddard and Nick A. Goddard, property owners at the time of recording this document, whose mailing address is 5160 North Douglas Highway, Juneau, Alaska 99801 or other owners or parties that have security interest in the real property described above; and the City and Borough of Juneau, Community Development Department, at 155 South Seward Street, Juneau, Alaska 99801 all agree to this restriction and the conditions for releasing the restriction.

AGREEMENT OF RESTRICTION:

Only one dwelling unit is allowed on the real property described above under current zoning regulations in a D-1(Transition) D-3 zoning district. However, a second area located in the lowest level labeled "Recreation Room" of the building constructed with building permit, BLD-0755601 was unlawfully used by the previous owner as an apartment. This area was constructed with the elements of a dwelling unit namely a portion of a building that provides complete and independent cooking, sleeping, living and toilet facilities. The kitchen area contains a kitchen sink, counters, cupboards, cabinets and countertop electrical outlets and meets the definition of a kitchen in a dwelling unit, and will be allowed to remain under the terms of this agreement as a family room, recreation room, wet bar or similar use which is considered accessory to the primary dwelling on the property.

The extra kitchen located in the lowest level labeled "Recreation Room" of the building constructed with building permit, BLD-0755601, is to be used as a family room, recreation room, wet bar or other similar use; but is not to be used for any rental of space to another party for any fees or compensation, or to be used as a separate dwelling unit for another family.

No transfer, sale or encumbrance of Lot 3B, Graham Subdivision, Juneau, Alaska, Assessors Parcel Number, 6-D07-0-108-004-0, at 5160 North Douglas Highway is allowed unless a new agreement of restriction is executed with the City and Borough of Juneau; or the additional kitchen is removed, inspected and approved by the City and Borough of Juneau; or if current Land Use Code zoning will allow an extra dwelling and a building permit for the work to bring it to all dwelling unit standards is obtained, inspected and approved.

This agreement is perpetual and runs with the property, and is binding upon the heirs and assigns of the owner.

CONDITIONS FOR RELEASE OF RESTRICTION:

Upon changes, modifications, or updates in City and Borough of Juneau Land Use Code with respect to density which would allow additional dwelling units, this deed restriction may be terminated by the written release of the City if at time of the release request, the current Land Use Code zoning will allow an extra dwelling and if a building permit for the work is obtained, inspected and approved.

The restriction may be terminated if the additional kitchen has been removed, inspected and approved by the City and Borough of Juneau, Community Development Department, Building Division, using the building permit process. Removal of a kitchen consists of removal of the kitchen cabinets, counter tops, sink, and capping of plumbing to the sink and de-energizing of the 220V-wiring for the range. Once the kitchen has been removed and work approved by the City and Borough of Juneau, this restriction may be terminated by the written release of the City.

Nick A. Goddard
Nick A. Goddard, owner at time of recording

STATE OF ALASKA)
)
FIRST JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this 2nd day of September, 2003, before me, a Notary Public in and for the State of Alaska duly commissioned and sworn, personally appeared Nick A. Goddard, owner, to me known and known to me to be the person whose name is subscribed to the foregoing instrument freely and voluntarily for the stated purposes and reasons set forth therein on the 2nd day of September, 2003.

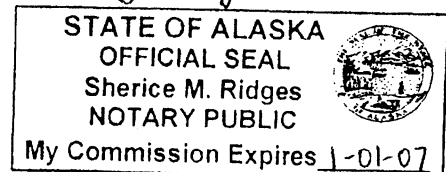
Sherice M. Ridges
Notary Public for Alaska

My Commission Expires: January 1, 2007



2 of 4

2003-010862-0



AND

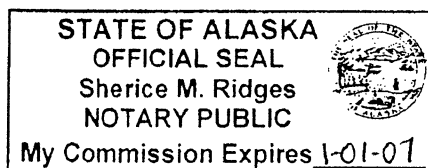
Kathleen Goddard
Kathleen Goddard, owner at time of
recording

STATE OF ALASKA)
)
FIRST JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this 2 day of September, 2003, before me, a
Notary Public in and for the State of Alaska duly commissioned and sworn, personally appeared
Kathleen Goddard, owner, to me known and known to me to be the person whose name is
subscribed to the foregoing instrument freely and voluntarily for the stated purposes and reasons
set forth therein on the 2nd day of September, 2003.

Sherice M. Ridges
Notary Public for Alaska

My Commission Expires: January 1, 2007



AND

Dated: 9/2/03

CITY AND BOROUGH OF JUNEAU
COMMUNITY DEVELOPMENT DEPARTMENT

Dale Pernula
Dale Pernula, Director
Community Development Dept.



3 of 4
2003-010862-0

RELEASE OF AGREEMENT

(To be executed when all conditions have been met for release)

The City and Borough of Juneau, Community Development Department, agrees that the restriction with regard to, Lot 3B, Graham Subdivision, Juneau, Alaska, Assessors Parcel Number, 6-D07-0-108-004-0, at 5160 North Douglas Highway, located in the Juneau Recording District is released for the following reason:

CITY AND BOROUGH OF JUNEAU
COMMUNITY DEVELOPMENT DEPARTMENT

Dated: _____

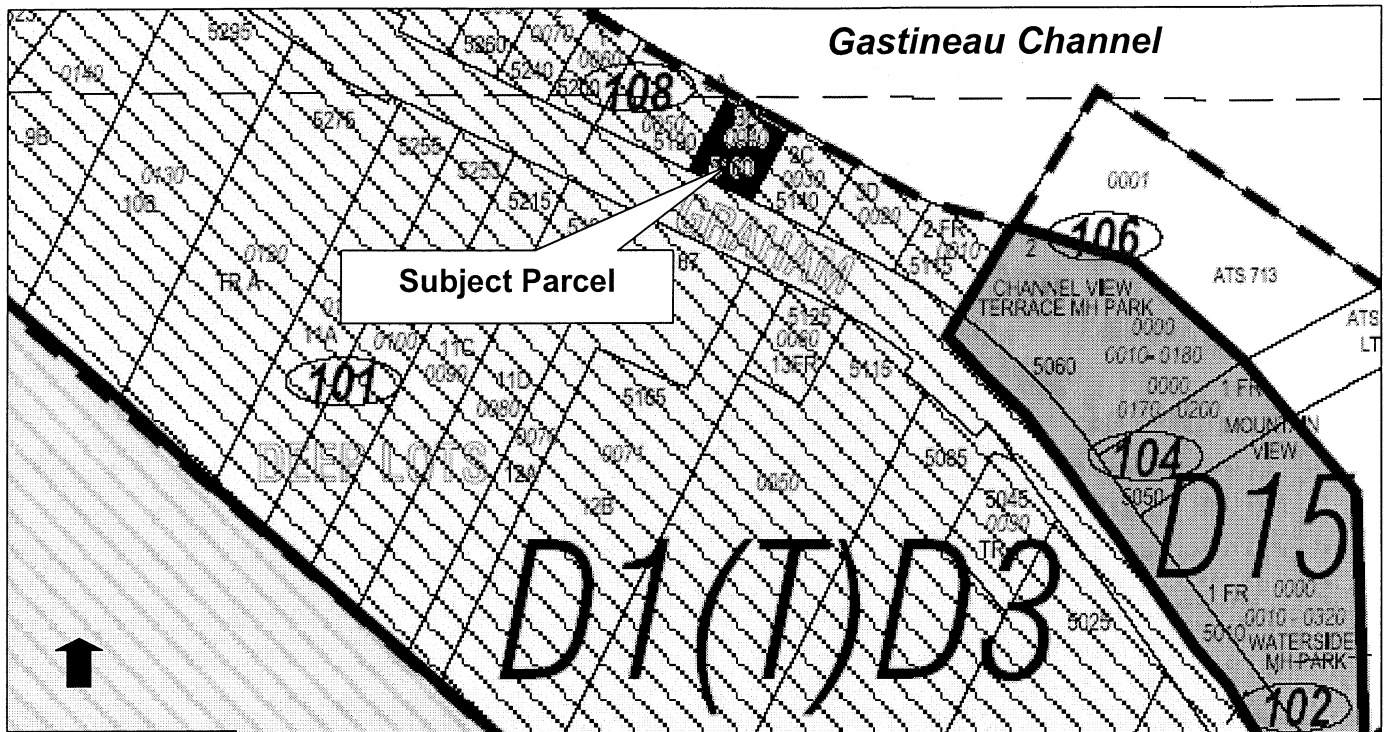
By: _____

Title: _____

When recorded return to:
City and Borough of Juneau
Community Development
155 South Seward Street
Juneau AK 99801



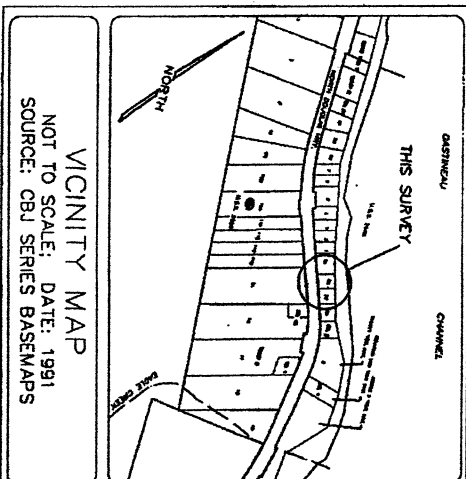
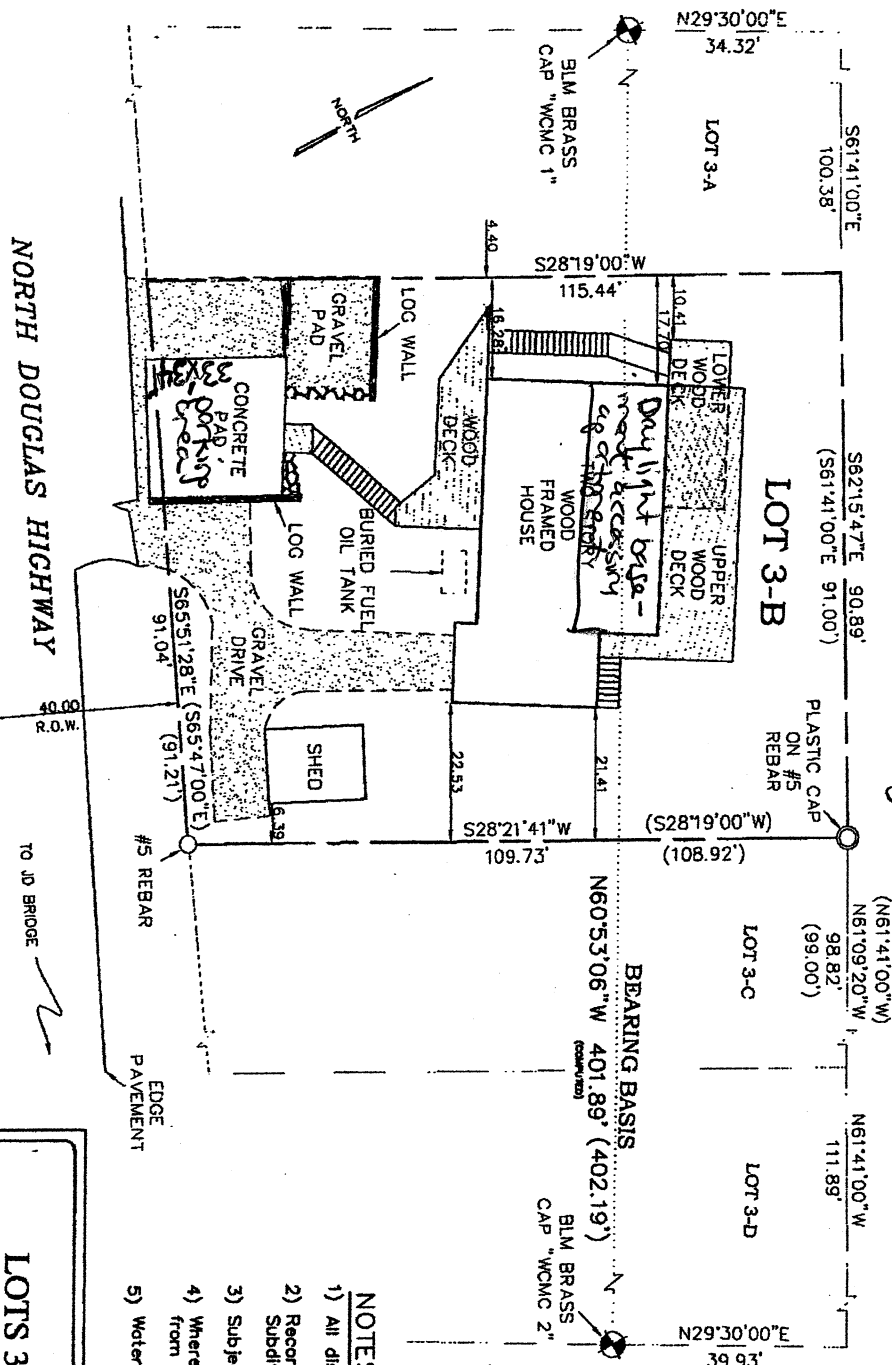
Zoning Map



6D076108 0040 S160 N. Douglas Hwy.

61D-0755601

AP



VICINITY MAP
NOT TO SCALE: DATE: 1991
SOURCE: CBJ SERIES BASEMAPS

NOTES:

- 1) All distances are measured in U.S. Survey feet.
- 2) Record information derived from Official Plat of Graham Subdivision, on file at the Office of the Recorder, Juneau, AK.
- 3) Subject to easements and restrictions of record.
- 4) Where measured or calculated bearings and distances differ from record, record information is shown in parenthesis.
- 5) Water and sewer provided by City and Borough of Juneau.

SURVEYOR'S CERTIFICATE

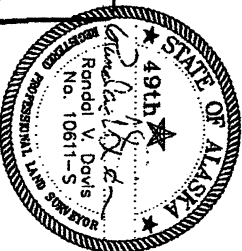
I hereby certify that I am a Registered Land Surveyor licensed to practice land surveying in the State of Alaska and that this asbuilt represents a survey made by me or under my direct supervision, and all walls, roads, improvements, encroachments and overlaps are shown correctly to the best of my knowledge.

Date: AUGUST 18, 2003

RECEIVED

Sept 03 2003

PERMIT GEN/EM/CD



LOTS 3B, GRAHAM SUBDIVISION

JUNEAU RECORDING DISTRICT - JUNEAU, ALASKA

RANDAL V. DAVIS, PLS

9240 N. DOUGLAS HIGHWAY
JUNEAU ALASKA 99801 907-509-3400

SCALE:
1" = 20'

DATE:
AUG, 2003

CAD BY:
RYD

CHECKED BY:
RYD

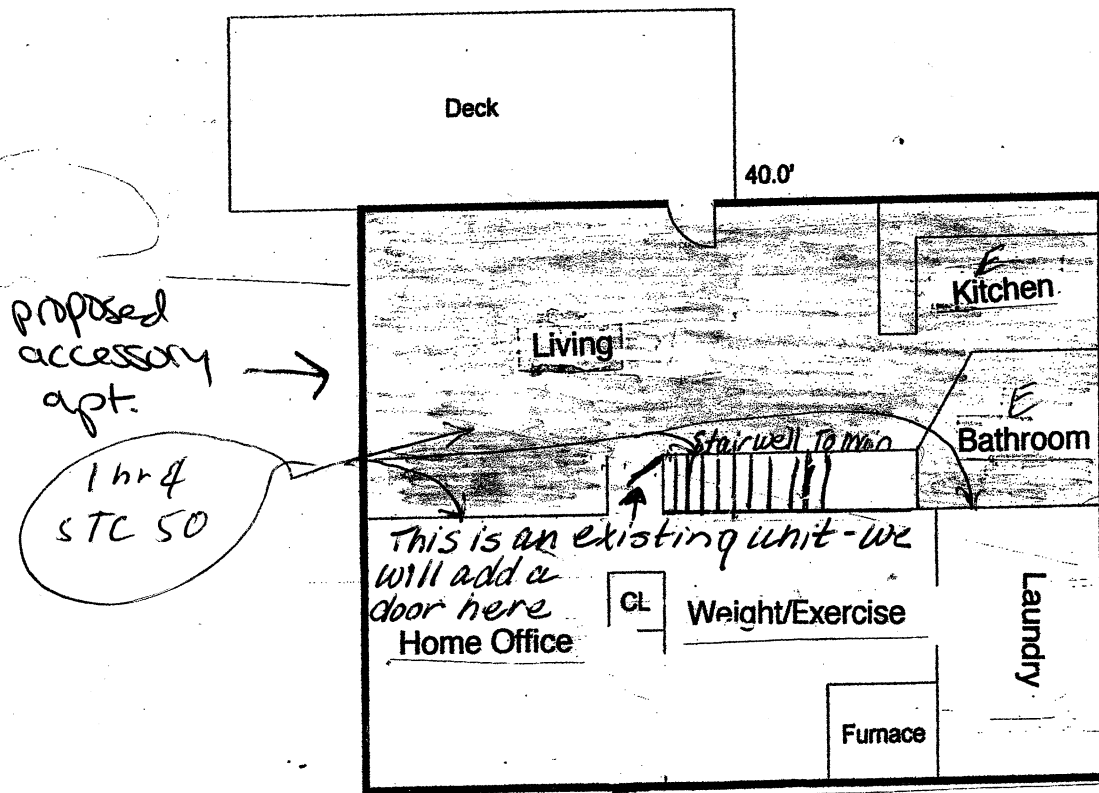
SHEET NO.
1 OF 1

Total Lower level 5160 North Douglas Hwy

Shaded area is proposed area of conversion to an Accessory Apt.

39 feet 15 feet

total shaded area = 585 sq. ft.



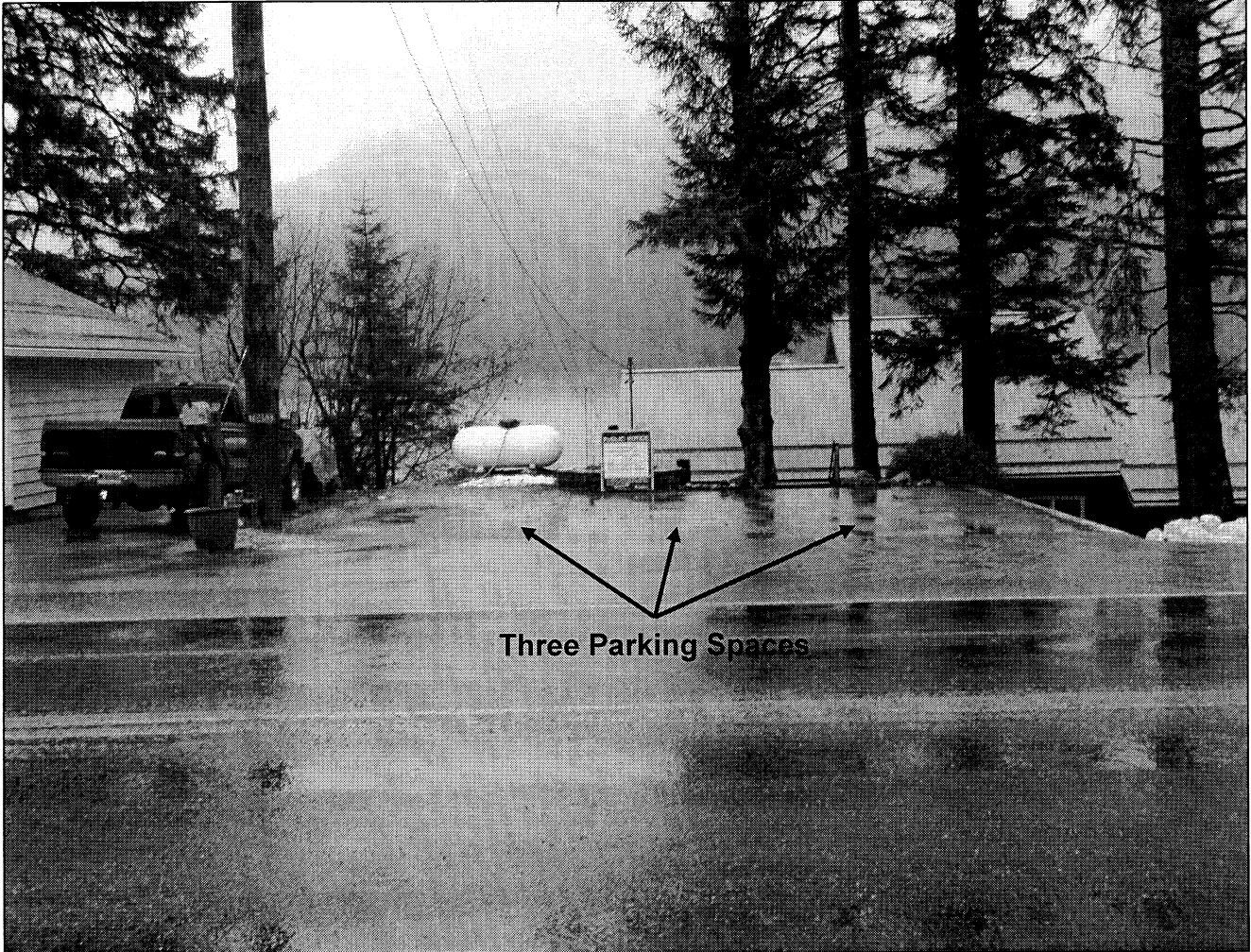
Applicant's Narrative - AAP20110012

5160 North Douglas Hwy., single family home built in 1993.

The area of conversion is in the lower level of the house, currently used as a recreation room, although all the elements of a separate unit exist. The kitchen area contains a kitchen sink, counters, cupboards, fridge & stove outlet. The bathroom area contains a shower, toilet and sink, the floor is tile. The dining and kitchen flooring is wood laminate. The living area has new carpeting. The walls are painted 5/8 in sheetrock and have electrical outlets. There are three overhead lights in the main part of the area and one overhead light in the bathroom. The area is in excellent condition, and is move-in ready. All windows and front door are located on a waterfront side with a view of the channel. A large covered deck is accessible from the front door.

In order to have a separate dwelling unit, current zoning code requires a larger lot size then exists. We are requesting a Conditional Use Permit to convert the area to an Accessory Apt. and lift the Restriction of Use put on at the time we purchased the home in 2003. Please attached pictures.

Parking Area



Parking area at 5160 North Douglas Highway. Photo taken by staff on 11/10/11.

Kelly Keenan

From: Scott Wagner [scottwagnerhomes@hotmail.com]

Sent: Thursday, October 27, 2011 4:44 PM

To: Kelly Keenan

Subject: Goddard- 5160 N Douglas Hwy

Hi Kelly,

My neighbors, Nick & Kathi Goddard, let me know they are working on getting an accessory apartment approved for their home. I live directly next door at 5140 N. Douglas Hwy. and we fully support the approval of the accessory apartment. As I'm sure you are aware, we were all just connected to the city sewer. Although the zoning has not yet changed, I'm hoping this improvement will help with approval of the apartment.

Please let me know if you have questions or need further information from us!

Thank you,

Scott Wagner
(907) 723-7424 Cell

10/28/2011

ATTACHMENT J

DEVELOPMENT PERMIT APPLICATION

Project Number	CITY and BOROUGH of JUNEAU	Date Received: 10/20/2011
Project Name (City Staff to Assign Name)		

INFORMATION

Project Description

Convert existing portion of SF dwelling into an accessory apt.

PROPERTY LOCATION

Street Address

5160 N. Douglas Hwy

City/Zip

Legal Description(s) of Parcel(s) (Subdivision, Survey, Block, Tract, Lot)

Graham + 3B

Assessor's Parcel Number(s)

600701080040

LANDOWNER / LESSEE

Property Owner's Name

Nick + Kathleen Goddard

Contact Person:

Kathy

Work Phone:

Cell 209-8444

Mailing Address

5160 N. Douglas Hwy

Home Phone:

789-6838

Fax Number:

E-mail Address

nkagoddard@hotmail.com

Other Contact Phone Number(s):

LANDOWNER / LESSEE CONSENT

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

Kathleen Goddard

Landowner/Lessee Signature

10-19-11

Date

X

Nick A. Goddard

Landowner/Lessee Signature

10-19-11

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.

APPLICANT

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

Kathleen Goddard

Applicant's Signature

10-20-11

Date of Application

OFFICE USE ONLY BELOW THIS LINE

STAFF APPROVALS



Permit Type

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)

Staff

Date Received

Application Number(s)

Yes

10/20/11

AAP-11-012

***Public Notice Sign Form filled out and in the file.

Comments:

There is a recorded deed restriction that will need to be addressed if this use permit is approved.

Permit Intake Initials

NKT

NOTE: DEVELOPMENT PERMIT APPLICATION FORMS MUST ACCOMPANY ALL OTHER COMMUNITY DEVELOPMENT DEPARTMENT APPLICATIONS

ACCESSORY APARTMENT APPLICATION

Project Number	Project Name (15 characters)	Case Number AAP: 20110012	Date Received 10/20/2011
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DESCRIBE THE ACCESSORY APARTMENT:

Please see attached

TYPE OF ACCESSORY APARTMENT

- ☒ Attached to or Within a Single-Family Dwelling ☐ Associated With a Detached Garage
☐ Within a Two-Unit Common-Wall Dwelling ☐ Not Affiliated with Another Structure (Stand alone)

AREA OF APARTMENT

Total Area 585 square feet

(Maximum of 600 square feet allowed. Areas common to more than one dwelling unit including entry ways, furnace rooms, laundry rooms, and interior stairways are not be included in the computation of net floor area.)

PARKING

Existing Spaces 4 Proposed Total Spaces 4

(Parking dimensions must be a minimum of 8.5' X 17', and each parking space must be drawn to scale on the site plan.)

SITE INFORMATION

ZONING DISTRICT D1

UTILITIES AVAILABLE

MINIMUM LOT SIZE (\$49.25.400) 36,000

WATER: ☒ Public ☐ On Site

ACTUAL LOT SIZE**** 19,018

SEWER: ☒ Public ☐ On Site****

****Applicants please note that if the parcel utilizes an on site septic system OR the Actual Lot Size is less than the Minimum Lot Size required, the Accessory Apartment must be reviewed through the Conditional Use Permitting Process.

Permitting Process:

- ☐ Departmental Review ☒ Planning Commission Approval

Fees (Departmental Approval)

Fees Check No. Receipt No. Date

Application Fees See Building Permit

Fees (Conditional Use Permit)

Application Fee \$ 350.00

Public Notice Sign Fee \$ 50.00

Public Notice Sign Deposit \$ 100.00

Total \$ 500.00

651170 CDJ 2179 10/20/11

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.

NOTE: MUST BE ACCOMPANIED BY DEVELOPMENT PERMIT APPLICATION FORM