

MEMORANDUM

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

DATE: March 10, 2014

TO: Planning Commission

FROM: Jonathan Lange, Planner *Jonathan Lange*
Community Development Department

FILE NO.: AAP2014 0001

PROPOSAL: A Conditional Use permit application for an accessory apartment on a substandard sized lot in a D-1 zone, not served by city sewer.

GENERAL INFORMATION

Applicant: George & Lynette Campbell

Property Owner: George & Lynette Campbell

Property Address: 17090 Glacier Hwy

Legal Description: USS 3267 Lot 41 FR

Parcel Code Number: 8-B34-0-108-011-0

Site Size: 35,053 Square Feet or 0.805 Acres

Comprehensive Plan Future Land Use Designation: RDR – Rural Dispersed Residential

Zoning: D-1

Utilities: Public water; On-site wastewater disposal system

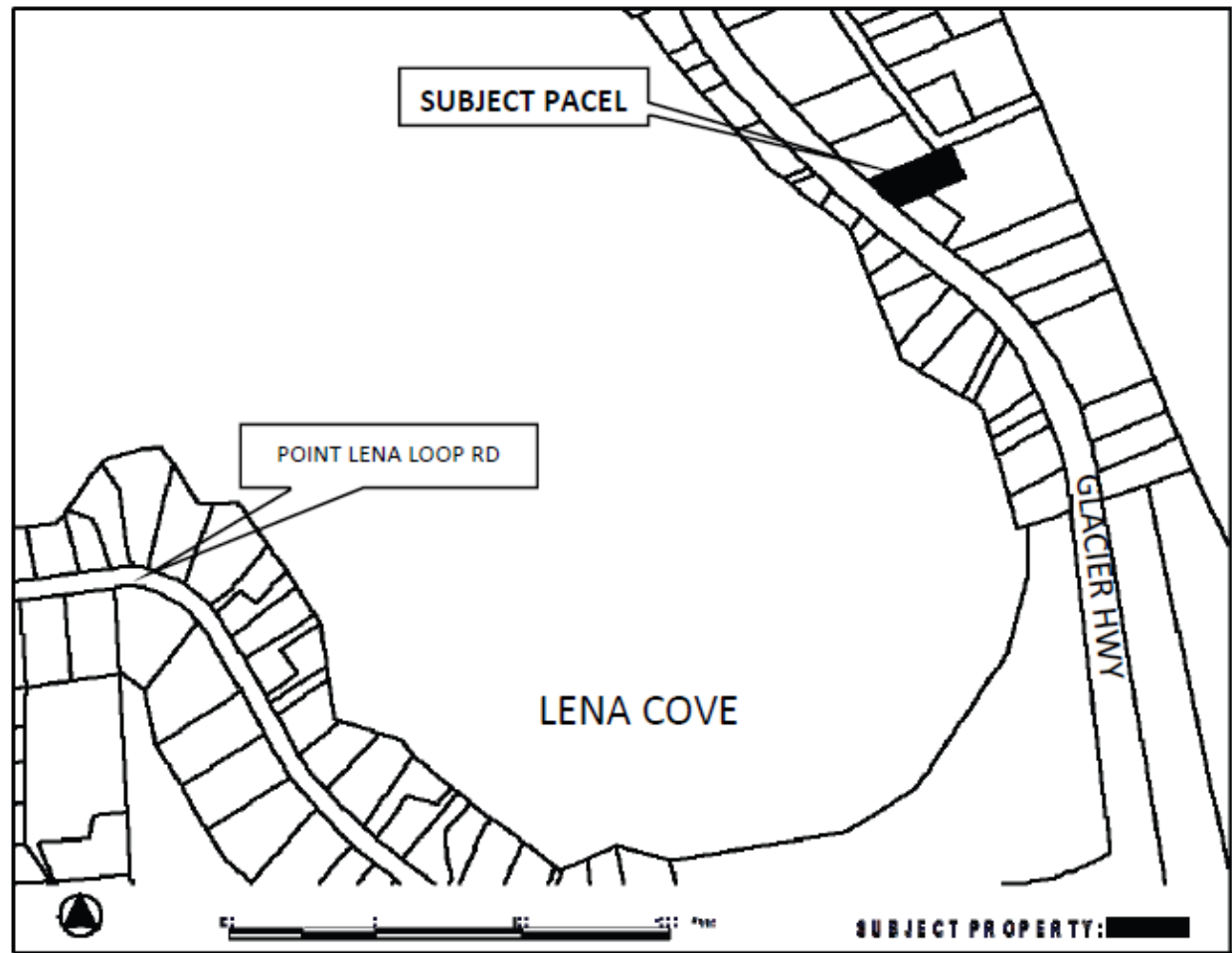
Access: Andreanof Drive

Existing Land Use: Single-Family Residence

Surrounding Land Use:

North	D-1 – Single-Family Residence
Northwest	D-1 – Single-Family with Apartment
South	D-1 – Single-Family Residence
East	D-1 – Single-Family Residence
West	D-1 – Duplex

VICINITY MAP



ATTACHMENTS

- Attachment A – Development Permit and Accessory Apartment Application
- Attachment B – Floor Plan and Site Plan
- Attachment C – Alaska DEC Permit for On-Site Wastewater Disposal System
- Attachment D – Photos of Existing Building and Site
- Attachment E – Notice of Public Hearing

PROJECT DESCRIPTION

The applicant requests an Accessory Apartment permit for the development of a 600 square foot accessory apartment to be constructed within a two story detached garage at 17090 Glacier Highway (see Attachment B).

The apartment will be a remodel of an existing detached garage with additional living space for the main home on the parcel. The lot has an on-site wastewater disposal system.

ANALYSIS

Project Site and Design - According to the City and Borough of Juneau's Land Use Code Title 49 section CBJ §49.25.510 (d)(2)(G)(i) and (ii), the Accessory Apartment permit requires Planning Commission approval under the Conditional Use Permit process due to the lot being smaller than the Minimum Lot Size for Permissible Uses listed in the Table of Dimensional Standards, CBJ 49.25.400; and due to the lot not being served by public sewer.

The lot size is 35,053 square feet which is below the 36,000 square foot minimum lot size for a lot in the D-1 zone, per the Table of Dimensional Standards, CBJ §49.25.400.

The applicant has proposed to use the existing two story detached garage as the accessory apartment. The apartment would be an efficiency unit or studio apartment in that the sleeping, living, and kitchen areas of the apartment will be in one room (see Attachment B) with the bathroom on the bottom floor next to the garage parking spaces. The applicant has proposed to use the two existing rooms upstairs as common or shared space, with one of them proposed to contain a shared laundry area. The applicant has proposed to access the two rooms by building an exterior stairway at the rear of the garage to the second floor. They also have proposed to build a doorway between the two rooms to make both rooms accessible to the main dwelling unit and designated as common areas.

The applicant has supplied a letter of approval from the Alaska Department of Environmental Conservation (ADEC) regarding the capacity of the existing wastewater disposal system for the existing two bedroom single-family home and for two extra bedrooms (see Attachment C).

Traffic, Parking, and Circulation - The proposed project has adequate space for parking and meets the parking requirements for a single-family home and accessory apartment. The parking requirements for this property are three parking spaces; two for the single-family home and one for the accessory apartment. Please see Attachment B for the site plan and floor plan. The property is served by Andeanof Drive.

Noise - The proposed development will generate normal residential noise levels.

Public Health or Safety - Staff is unaware of any public health or safety issues associated with

the proposed development. However, the improvement will require a Building Permit which should ensure structural safety and health issues are addressed.

Habitat - No sensitive areas, eagle nests, anadromous fish streams, or wetlands are known to exist on the subject site.

Property Value or Neighborhood Harmony - Minimal external changes will be made to the structure, so there should be no change to the perceived use of the property. No evidence indicates that the proposed development will have a negative impact on property value or neighborhood harmony.

Conformity with Adopted Plans - The project substantially conforms with the 2013 Juneau Comprehensive Plan Policy 4.1 as follows:

Policy 4.1 To facilitate the provision and maintenance of safe, sanitary, and affordable housing for its residents.

The proposed development meets the intent of this policy by providing an accessory apartment on an existing lot.

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 Accessory Apartment permit complete?

Yes. Staff finds 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 March 14, 2014 and March 24, 2014 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. As described in the preceding analysis, Building Permits will help ensure that the proposed development will not materially endanger the 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 described in the preceding analysis, no evidence indicates that the development will substantially decrease the value of, or be out of harmony with the property in 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. The proposed development meets the intent of the 2013 Juneau Comprehensive Plan, specifically Policy 4.1, regarding provision of affordable housing.

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.

RECOMMENDATION

Based upon the proposed plan (identified as Attachments A, B, and C), and the findings and conclusions stated above, the Community Development Department Director **RECOMMENDS** the Planning Commission **APPROVE** the request.

DEVELOPMENT PERMIT APPLICATION

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

INFORMATION

Project Description Change of use To make Living area about THE Detached Garage an accessory apt.

PROPERTY LOCATION

Street Address 17090 Glacier Hwy City/Zip 99801

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

Assessor's Parcel Number(s)

LANDOWNER/ LESSEE

Property Owner's Name George & Lynette Campbell Contact Person: George Work Phone:

Mailing Address Box 458 Haines AK 99827 Home Phone: 907 767-5589 Fax Number:

E-mail Address Other Contact Phone Number(s): 907 723-0435

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 [Signature] Feb 7, 2014
Landowner/Lessee Signature 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.

PROJECT / APPLICANT

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 [Signature] Feb 7, 2014
Applicant's Signature Date of Application

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

STAFF APPROVALS

<input checked="" type="checkbox"/>	Permit Type	Origin	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)			
X	Use Approval (Allowable, Conditional, Cottage Housing, Mobile Home Parks, Accessory Apartment)		<u>2/7/14</u>	<u>AAP 14-001</u>
	Variance Case (De Minimis and all other Variance case types)			
	Wetlands Permits			
	Zone Change Application			
	Other (Describe)			

Comments: _____

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

Permit Intake Initials
[Signature]

ATTACHMENT A

ACCESSORY APARTMENT APPLICATION

Project Number	Project Name (15 characters)	Case Number AAP 2014-001	Date Received
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DESCRIBE THE ACCESSORY APARTMENT:

Living space above detached garage ~~with one bedroom~~,
 living/kitchen area; shared laundry on same floor.
 Bathroom on lower floor.
 Basic structure is existing and will be modified to
 conform to code as discussed with CAD staff.
 Studio apartment w/access to laundry & rec room

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 600 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 8 Proposed Total Spaces 8
 (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 D-1 **UTILITIES AVAILABLE**
 MINIMUM LOT SIZE (\$49.25.400) ~~39,000~~ WATER: Public On Site
 ACTUAL LOT SIZE**** 39,000 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	\$ <u>350</u>			
Public Notice Sign Fee	\$ <u>50</u>			
Public Notice Sign Deposit	\$ <u>100</u>			
Total	\$ <u>500</u>	<u>1083</u>	<u>cd4779</u>	<u>2/7/14</u>

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

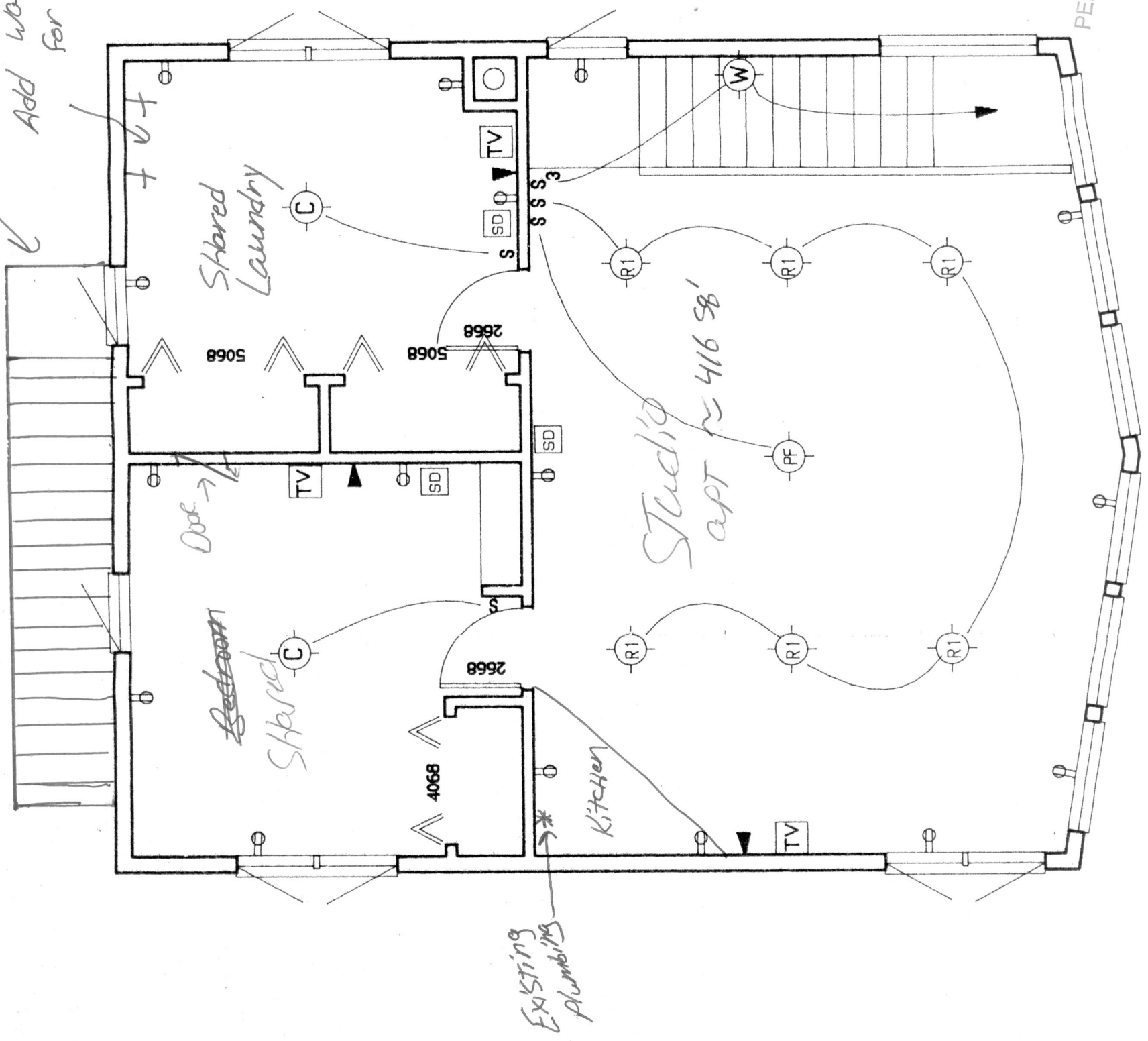
ATTACHMENT A

TO BE COMPLETED BY THE APPLICANT

TOP Floor

Add Stairs (exterior) and entry
to meet code

Add Washer & Dryer Hook ups
for full Laundry facility



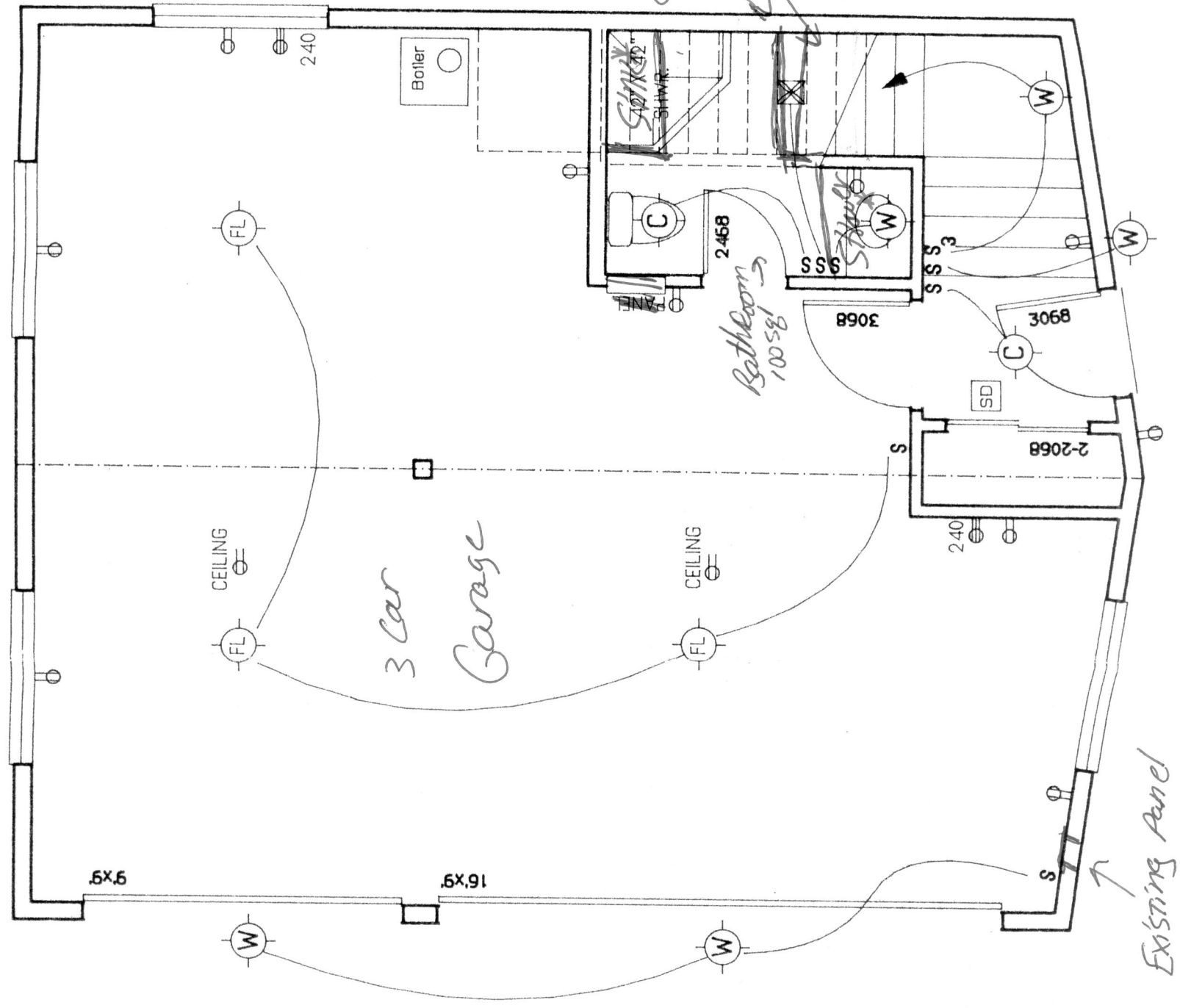
INTAKE REVIEW
 Gen Eng. CM/JL
 POC _____
 IOC _____
 Tech. _____

RECEIVED
 FEB 07 2014
 PERMIT CENTER/CDD

ATTACHMENT B

~~2ND FLOOR ELECTRICAL~~
806 SQ. FT.

Bottom Floor



~~Construct wall~~
~~Dead space~~
~~under stairs~~
~~* Shower & Sink~~
~~were installed~~
~~with listed~~

RECEIVED
FEB 07 2014
PERMIT CENTER/CDD

~~FIRST FLOOR ELECTRICAL~~
806 SQ. FT.

ATTACHMENT B

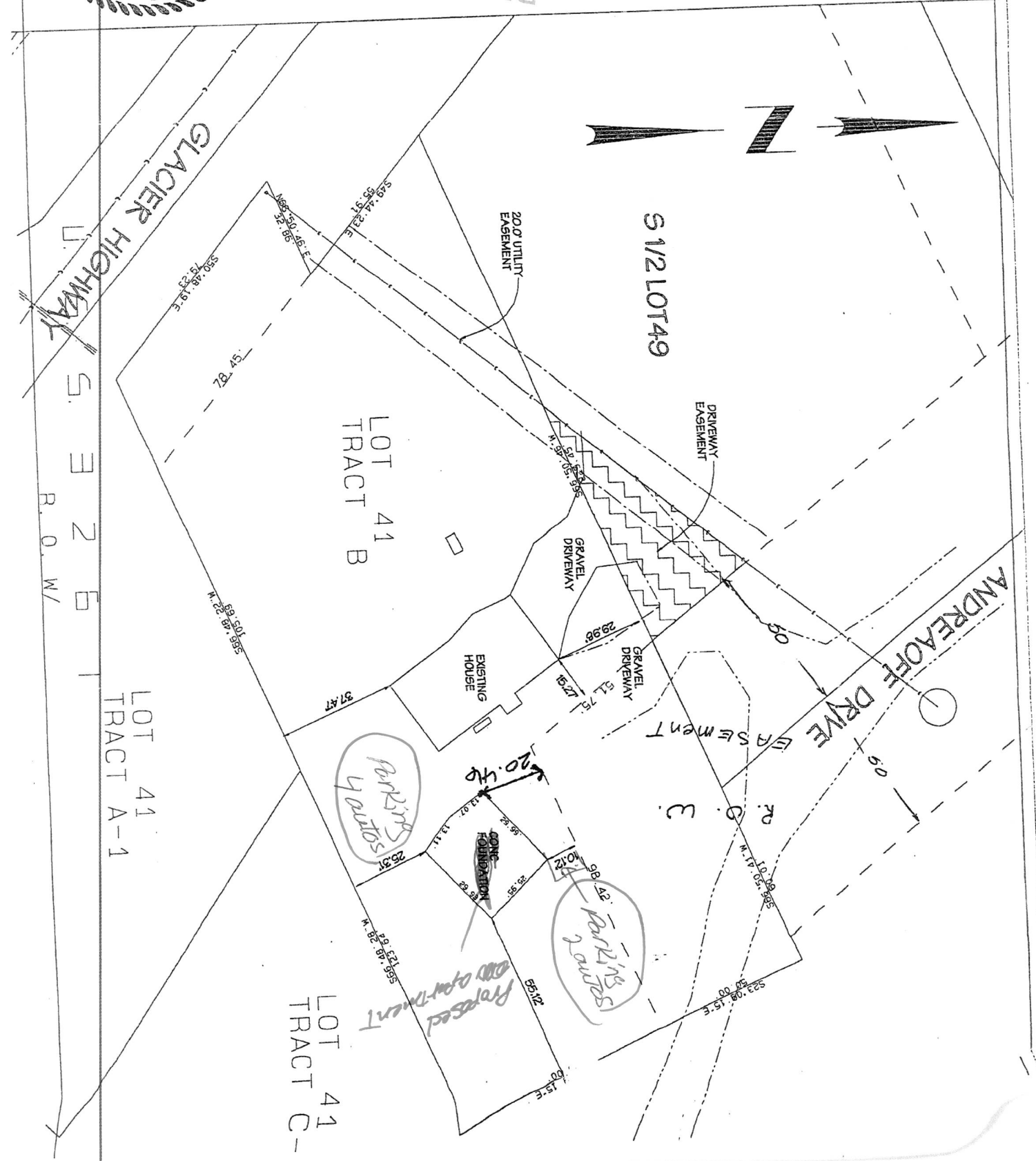
AS-BUILT SURVEY OF TRACT B OF LOT 41, U.S.S. 3267 (PLAT NO. 95.52)

J.W. BEAN
PROFESSIONAL SURVEYOR
TOS 10271
53267
JOB No. 8670/10086
SCALE 1"=40'
DATE 3-2-2001



I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT PLAT THAT ALL WALKS, ROADS, EASEMENTS AND IMPROVEMENTS THEREON ARE AS SHOWN AND THAT ALL OVERLAPS AND ENCROACHMENTS ARE AS SHOWN TO THE BEST OF MY KNOWLEDGE.

RECEIVED
FEB 07 2014
PERMIT CENTER/CDD



ATTACHMENT B



STATE OF ALASKA
DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Jet 353 S + Drainfield
400 S.F.

PERMIT TO INSTALL ON-LOT WATER/SEWER SYSTEM

This permit is granted to GEORGE CAMPBELL

APPROVED

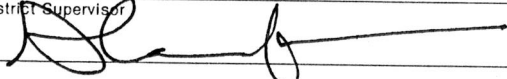
To install a water sewer system

located at USS 3267
FRACTION OF LOTS 49 1/4 41

This permit is for construction purposes only and does not represent final approval in any form.

This permit expires one year from date of issuance.

* Jet + Drainfield already exist
for a two bedroom house. This
system can handle 4 bedrooms.
David Khan, P.E.

Permit Number 96 AK 3161	District Supervisor 	Date 10-16-96	4-3-01 907.465.5317
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STATE OF ALASKA
DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Original approval

APPROVAL OF ON-SITE RESIDENTIAL WATER AND SEWER SYSTEMS

PROPERTY DESCRIPTION

Lot, Block & Subdivision or U.S. Survey	
USS 3267 Lot 49	
17090 Glacier Hwy	Received on George Campbell

Certificate Issued for Application No.: 97 GV 1602

JUN 18 1997
CBJ
Permit Center

This approval does not constitute a guarantee of any kind, explicit or implied, as to the performance of the water supply and wastewater disposal systems.

WATER SUPPLY

A recent water sample was tested and found to meet Department of Environmental Conservation drinking water standards for total coliform bacteria.

Name	Title
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APPROVED

WASTEWATER DISPOSAL

The domestic wastewater system was:

- inspected by the Department of Environmental Conservation and found to be in compliance with applicable requirements of 18 AAC 72;
- inspected by a Professional Engineer who certifies that the system complies with applicable requirements of 18 AAC 72;
- installed by a Certified Installer who certifies that the system complies with applicable requirements of 18 AAC 72; or
- tested by a Professional Engineer who certifies that the performance of the system is satisfactory and that the system complies with the minimum separation distances specified in 18 AAC 72.

This approval is valid for a single family multi-family unit with a total of 2 bedrooms.

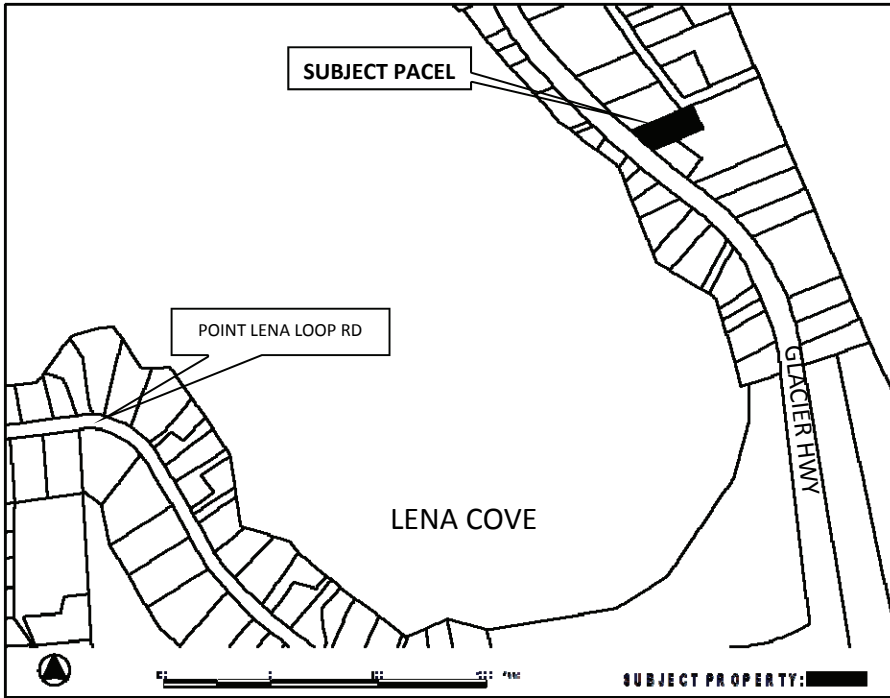
Name <i>John M. Davis</i>	Title ES III	Date 6/13/97
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ATTACHMENT C





NOTICE OF PUBLIC HEARING



City & Borough of Juneau
Community Development Department
155 S Seward Street • Juneau, Alaska 99801

SHIP TO:



PROPOSAL: A Conditional use permit application for an accessory apartment on a substandard sized lot in a D-1 zone, not served by city sewer.

File No:	AAP2014 0001	Applicant:	George & Lynette Campbell
To:	Adjacent Property Owners	Property PCN:	8-B34-0-108-011-0
Hearing Date:	March 25, 2014	Owner:	George & Lynette Campbell
Hearing Time:	7:00 PM	Size:	0.80 Acres
Place:	Assembly Chambers	Zoned:	D-1
	Municipal Building	Site Address:	17090 Glacier Highway
	155 South Seward Street	Accessed Via:	Glacier Highway
	Juneau, Alaska 99801		

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 14 days prior to 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 Jonathan Lange at jonathan_lange@ci.juneau.ak.us or at 586-0218.



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

Date notice was printed: February 14, 2014

ATTACHMENT E