

SUMMARY OF  
**PLANNING COMMISSION**  
COMMITTEE OF THE WHOLE  
Maria Gladziszewski, Chair

5:00 P.M., August 30, 2011

Members Present: Chair Gladziszewski, Rue, Watson, Bennett, Grewe, Miler, Haight, Bishop, Assembly liaison Menzies; Members Absent: Satre; Staff Present: Pernula, Chaney.

Overall, Planning Commissioners expressed general satisfaction with staff reports, presentations, and staff interactions. Any suggestions are to make those products and services better, not to suggest they are currently inadequate.

1. Staff reports

- Generally quite good.
- Avoid acronyms.
- Use more and accurate maps, especially for site location.
- Staff needs to be aware that color photos and diagrams often don't copy well in black and white.
- Stick with the facts.
- Recommendations:
  - If recommendation is to deny, there was considerable discussion as to whether conditions should be suggested if the proposal is approved.
  - One suggestion was to improve introductory statement to such possible conditions, such as "if additional information is provided at the hearing and the planning commission approves the application, the following conditions should be considered."
  - Another suggestion was to keep potential conditions in the planner's "back pocket" so that the Commission does not attach poorly worded conditions to the permit.
- Commissioners like consistency in staff reports.
- Commissioners have noticed staff progress as they learn their jobs.
- Sometimes have too much narrative, need to be more succinct.
- Provide more graphics and less text.

2. Presentations

- Generally quite good; appropriate length.
- Be sure to turn down the lights near screen and provide pointers to all Planning Commissioners.
- Don't just read conditions; provide a general overview explaining the conditions. However, do provide the nuggets of unresolved issues.

- Move the place where applicants and the public address the Commission to the end of the staff dais.

### 3. Staff interactions and Outreach with the Public and Applicants

- Generally good.
- Need to be clearer where staff reports are located on CDD web page.
- People often complain that they did not get notice.
- Move the current agenda to the CDD home page with direct links to staff reports (not PDF's of agendas).
- Applicants need to know what the proposed conditions are well in advance of the meeting.
- Some applicants need to have their hands held more than the seasoned applicants, and we (staff) need to spend time with the less-seasoned applicants.
- It would be best if recommendations were given to the applicants orally and in writing the week prior to the hearing.
- It was suggested to have an electronic map of Juneau on a web page with a red dot you could click on to access a proposed project at the location of the red dot. This possibility will be explored. Anchorage Daily News, for example, has a map showing where crimes were committed and you can click on them.
- An example of a good, high standard for outreach was what was done by Ben Lyman in providing information and addressing groups regarding parking management.
- After Planning Commission takes action on a project, one Commissioner suggested that it can become cumbersome to complete the project. Staff needs to recap projects after they are closed out to review the process.
- The last person who sees the customer leaves the lasting impression.
- Staff and the Commission needs to work closer with neighborhood associations for public input.
- A survey of public use of CDD planning staff should be conducted, similar to the one the League of Women Voter conducted for the permit center.

### 4. Planning Commission Goals – Establishment and attainment

- Goals need to be set once each year, just after the Assembly.
- Need to do visioning.
- Commission wants to hold a COW on goals; also put on regular agenda when it is short.
- Need old goals and the Assembly goals to work from.
- Need to survey developers why low income housing is not happening.

### 5. Long-Range Planning – especially Comprehensive Planning

- Commissioners asked what their role is regarding plans such as the Willoughby District Plan.

- It was suggested to establish a “Planning Committee” to be directly involved in planning projects originating from any CBJ department; and the Planning Commission will be involved sooner than in the past.
- Most of the efforts on area plans are on downtown, but we are growing in other areas as well. Bonuses could be useful in those areas too.
- CIP projects – begin identifying them in the fall.
- Review of City Projects should be at the earliest possible date before they have been substantially designed and there is little room for modification.
- There was considerable discussion about improving relations with DOT.
- CDD should designate staff to be a liaison with DOT.
- It is important to analyze the long-range impact of projects.
- Especially on zone changes, and possibly other items forwarded to the Assembly, the Commission agreed that the Chair or other suitable representative should attend the Assembly hearing. A Planning Commissioner representing the Commission can reflect the Commissioners’ views and adds a perspective different from CDD staff.
- It is also important to have Planning Commission representation with the Public Works and Facilities Committee.

#### 6. CDD Staffing, generally

- At one time, there was a lot of staff turnover, but not now. Staff was very helpful in proposed bungalow lot. Staff has been good for the last 4-5 years.
- Staff great on staff reports.
- Need more staff time on preparation of area plans.
- Staff needs to spend more time with AK DOT&PF on the STIP. Should be meeting with Andy Hughes at project infancy. Juneau was the only city in Southeast that has not actively lobbied in the Southeast office.
- Need to define where the insertion point is for the planning Commission in the STIP process.

It was moved by Grewe to go into executive session, noting that notice was given of the executive session and that it deals with staff performance that could affect the reputation of an individual. With no objections, the Commission went into executive session at 7:40 PM.

After conclusion of the executive session at 8:45 PM, the Commission announced that they want to hold a COW concerning goals in the near future.