

MEMORANDUM

CITY & BOROUGH OF JUNEAU

155 South Seward Street, Juneau, Alaska 99801

DATE: July 16, 2003

TO: Planning Commission

FROM: Peter Freer, Planning Supervisor
Community Development Department

FILE NO: USE 2003-00033 – Conditional Use

PROPOSAL: The Southeast Alaska Friends of Montessori (SEAFOM) proposes to locate a Montessori Adolescent Program (MAP) in the Arcticorp Building at 416 Harris Street. The program will comprise 15 students in grades 7 and 8 and will be located in a single classroom on the second floor of the building. Access will be via the parking lot on the Gold Street side of the building.

GENERAL INFORMATION

Applicant: Southeast Alaska Friends of Montessori (SEAFOM)

Property Owner: Arcticorp

Property Address: 416 Harris Street

Legal Description: Juneau Townsite Block 16, Lots 4-8

Parcel Code No.: 1-C07-0-A16-004-0

Site Size: 21,849 square feet

Zoning: Mixed Use

Utilities: CBJ Water and Sewer Services

Access: Harris Street

Existing Land Use: Charter School/Offices/Storage

Surrounding Land Use: North: Residential
South: Residential/downtown mixed use
East: Residential
West: Mixed Use/Residential/Public Offices



PROJECT DESCRIPTION

This proposal will implement a middle school-aged Montessori education program for 7th and 8th graders to begin in August 2003. The project is located in a single office suite on the second floor of the Arcticorp Building at 416 Harris Street (see Vicinity Map).

BACKGROUND

Southeast Alaska Friends of Montessori (SEAFOM) is a non-profit organization supporting Montessori education for children. SEAFOM is the “umbrella” organization for Montessori education programs in the community including a grade 1 through 6 program offered through the Juneau School District at Harborview Elementary School. The Montessori Adolescent Program is sponsored by SEAFOM and will be offered under the auspices of the Juneau School District’s Cyber School (home school) program.

Enrollment will start with 15 students this Fall and may increase to 27 students by year three. The Arcticorp Building currently houses 60 students enrolled in the Juneau Community Charter School (JCCS). The Montessori program will be located on the second floor, north end of the building in a single 977 square foot classroom.

ANALYSIS

Project Site- The project is located in a single office suite in an existing building at 416 Harris Street (see Vicinity Map).

Project Design- The project will utilize an existing 977 square foot office suite located on the second floor of the building as a classroom. The space will be furnished as a classroom, and will require a building permit for minor modifications.

Public Health or Safety- No impacts on public health and safety in the surrounding area have been identified in association with this project. The health and safety of the students occupying the building is protected by ‘capping’ total school enrollment in the building at 94 students. The building does not have a sprinkler system, but does have an interior firewall that separates the building north-and-south. To comply with building code requirements, no more than 47 students may be housed on either side of the firewall. With the addition of the Montessori program, 35 students (15 Montessori, 20 JCCS) will be housed on the north side of the firewall, allowing for the eventual addition of 12 more Montessori students. The Juneau Community Charter School is limited in its charter to a total of 60 students. All 60 of these students occupy the first floor, with 40 of them on the south side of the firewall.

Signage- A small sign will be located outside the entry door for the program. The applicant will obtain all necessary approval for this sign before it is placed on the building.

Traffic and Circulation- The cumulative impact of this project is not anticipated to place undue demands on parking, traffic volume or traffic circulation in the area. Each of these is discussed below.

Traffic Volume and Circulation- SEAFOM has secured an agreement with the Church of the Holy Trinity to use the parking lot at McPhetres Hall for drop-off and pick-up of students. Pick-up and drop-off will also be available in the Arcticorp parking lot on Gold Street near the entry door to the classroom. Having these two locations will allow the school to use the McPhetres Hall location if winter conditions make use of the Arcticorp parking lot unfeasible. The program will include periodic field trips during the morning hours, however, these trips are not anticipated to adversely affect traffic volume or circulation in the neighborhood. Parents are not anticipated to be present in the classroom like the primary grades as the MAP stresses independence. In addition, and while this is subject to change, ten of the fifteen students are downtown residents who will walk to the site.

The Montessori program will begin at 8:30AM, a half-hour earlier than the Juneau Community Charter School arrivals, and after neighborhood "rush hour" traffic, which will 'stagger' traffic sufficiently to avoid cumulative traffic impacts in the morning. Likewise, the Montessori program ends at noon, well before the charter school, and most Montessori students will walk to the Capital Building and ride the city bus to D'zantik'I Heeni Middle School for afternoon classes. No school buses will be used to transport students to or from the location.

Parking. The location is within the PD-1 Parking District and does not require parking. However, SEAFOM is renting a parking space in the Arcticorp parking lot for the classroom's single teacher. The Arcticorp parking lot has five spaces reserved for visitors, and a handicapped space are located adjacent to the ramp leading into the building. Other nearby handicapped spaces are located across the street from the Mendenhall Apartments and in front of the Catholic Church. Parking demands for the project are anticipated to be negligible because, unlike the primary grades, parents are not expected to participate in classroom activities and guest presenters are anticipated at a rate of not more than one per week. Parking will not be required for field trips, which will be staged from the McPhetres Hall or Arcticorp parking lots.

Property Value or Neighborhood Harmony- The site currently houses the Juneau Charter School on the first floor as well as professional offices and storage space on the second and third floors. The addition of fifteen students now, and possibly twenty-seven within three to five years, is not expected to have any effect on property values or neighborhood harmony. Essentially, the use will be 'invisible' to the surrounding area as no exterior modifications will be made to the building, and traffic impacts will be negligible. The MAP has plans to implement a voluntary neighborhood beautification program including cleaning up and landscaping around the Arcticorp building.

Conformity With Adopted Plans- The location is within the mixed use downtown zone. The Comprehensive Plan defines Mixed Use as “land in the downtown and other areas intended for a mixture of retail, office, general commercial, and high density residential uses at a density of 60 residential units per acre downtown, and a density of 40 units per acre elsewhere. These uses could be combined within a single building.” Comprehensive plan policies do not specifically address schools within the downtown Mixed Use area, however, the preamble to the mixed use development policy (#5.10) identifies downtown schools as a desirable urban support component. Location of the Montessori Adolescent Program within the downtown mixed-use area is consistent with the intent of the plan.

Juneau Coastal Management Program- No policies of the Juneau Coastal Management Program apply to this project.

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; and,
2. Whether the proposed use is appropriate according to the Table of Permissible Uses;
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. Lack general conformity with the comprehensive plan, thoroughfare plan, or other officially adopted plans.

Per CBJ §49.15.330 (e)(1)(A thru C), Review of Director's Determinations, the director makes the following findings on the proposed development:

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

Yes, the information provided in the application and attachments permits a complete review of the proposed project.

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

Yes, the proposed use is a conditional use within the downtown mixed use district and is an appropriate according to the Table of Permissible Uses

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. Notice was published in the Juneau Empire on July 11th, and July 21st, under the "Your Municipality" section. A Public Notice sign was posted on the site at least 14 days prior to the meeting, and notice was mailed to property owners within 500 feet of the subject site.

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

No, the proposed project will not materially endanger the public health and safety.

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

No, the proposed project will neither substantially decrease the value of property nor be out of harmony with property in the surrounding area.

7. *Will the proposed development not be in general conformity with the land use plan, thoroughfare plan, or other officially adopted plans?*

No, The proposed project is in general conformity with the land use plan with regard to mixed use in the downtown area.

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

NA, The policies, standards and guidelines of the Juneau Coastal Management Program are not applicable to this project.

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 establishment of a Montessori Adolescent Program in a single suite of the Arcticorp Building for 15 students in the first year and up to 27 students in ensuing years. The approval is subject to the following conditions:

1. The applicant agrees to retain a permanent teacher parking space in the Arcticorp parking lot for the duration of the program at this site.
2. The number of students in the program cannot exceed the maximum number allowed under the building code.
3. The applicant will obtain Department approval for signage under CBJ 49.45.120 before any signage is placed on the building.

CONDITIONAL USE APPLICATION

(APPLICANT PLEASE FILL IN "APPLICANT INFORMATION" AT TOP OF PAGE)

Project Number	Project Name <i>Northstar Montessori School</i>	Case Number <i>USE 2003-0033</i>	Date Received <i>6-19-03</i>
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APPLICANT INFORMATION

DESCRIBE THE PROJECT FOR WHICH AN ALLOWABLE OR CONDITIONAL USE APPROVAL IS NEEDED. ATTACH A DETAILED DESCRIPTIVE LETTER ABOUT THE PROJECT DESCRIBED IN THIS APPLICATION.

SEE ATTACHED NARRATIVE - Adolescent Montessori School

MODIFICATION OF EXISTING APPROVAL? No Yes - CASE NUMBER _____

EXISTING USE OF LAND AND/OR BUILDING(S):

SEE ATTACHED NARRATIVE - multi use buildings charter school, offices, and storage.

PROPOSED USE OF LAND AND/OR BUILDING(S):

SEE ATTACHED NARRATIVE -

UTILITIES PROPOSED WATER: Public On Site SEWER: Public On Site

SITE DIMENSIONS: *SEE ATTACHED FLOOR PLAN*

Width _____ ft. Depth _____ ft. Total Area *977* ^{School Area} square feet

DIMENSIONS OF STRUCTURE: (Outside Dimensions) *ON FILE W/ CBJ BUILDING PERMIT APP.*

Length _____ ft. Width _____ ft. Height *3 storys* ft. Total Area _____ square feet

SIGNS: Sign Approvals are a separate permit approval. Provide sign plan as an information item.

EXTERNAL LIGHTING

Existing to remain No Yes - provide fixture information, illumination pattern, and location of lighting fixtures.

Proposed No Yes - provide fixture information, illumination pattern, and location of lighting fixtures. *SEE BUILDING PERMIT APP.*

PARKING *SEE ATTACHED*

Existing Spaces: _____ Proposed Spaces: _____

PLEASE NOTE: INCOMPLETE APPLICATIONS MAY NOT BE SCHEDULED FOR PLANNING COMMISSION ACTION. UNACCEPTED APPLICATIONS WILL BE RETURNED TO THE APPLICANT FOR COMPLETION.

CIRCLE TYPE OF PERMIT:	CONDITIONAL USE	TABLE OF PERMISSIBLE USES	
		CATEGORY: 5.10 <i>5.10</i>	
	<u>Fees</u>	<u>Check No.</u>	<u>Receipt No.</u>
Application Fees	\$ <i>400</i>	_____	_____
Adjustment	\$ _____	_____	_____
Public Notice Sign Fee	\$ <i>50</i>	_____	_____
Public Notice Sign Deposit	\$ <i>100</i>	_____	_____
Total Fee	\$ <i>550</i>	<i>1686</i>	<i>16217</i>
			<i>6-19-03</i>

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NOTE: MUST BE ACCOMPANIED BY "DEVELOPMENT PERMIT APPLICATION" FORM WHICH HAS LAND OWNER OR LESSEE CONSENT SIGNED

DEVELOPMENT PERMIT APPLICATION

(APPLICANT - PLEASE FILL IN THE PROJECT/APPLICANT INFORMATION)

Project Number	CITY and BOROUGH of JUNEAU	Date Received:	6-19-03
Project Name (City Staff to assign name)	Northstar Montessori School		

Project Description TENANT IMPROVEMENTS AT ARCTICORP BUILDING, JUNEAU
(MONTESSORI ADOLESCENT PROGRAM - 2ND FLOOR)

PROPERTY LOCATION

Street Address	416 HARRIS STE 224	City / Zip	JUNEAU 99801
Subdivision (if known)	JUNEAU TOWNSITE	Block / Tract (if known)	16
Assessor's Parcel Number (if known)	10070A160040	Lot (if known)	4-8

I AND OWNER / LESSEE

Property Owner's Name	ARCTICORP	Contact Person	Ken Fuller	Work Phone No.	561-1130
Mailing Address	P.O. BOX 90978, ANCHORAGE, AK 99509	Home Phone No.		FAX No.	

LANDOWNER/LESSEE CONSENT (Required for Planning permits not needed on Building/Engineer 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 Sec Attached
 Landowner/Lessee Signature _____ Date _____

X Attached
 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 and/or the Design Review Board may visit the property and may do so during the weekend before the scheduled public hearing date.

INITIAL ALL THAT MAY APPLY	
APPLICATION TYPE	OWNER'S INITIALS
ALLOWABLE USE	
CONDITIONAL USE	★
VARIANCE	
DESIGN REVIEW	
SUBDIVISION	
OTHER	

APPLICANT (If same as OWNER, write "SAME" and sign and date at X below)

Applicant's Name	SOUTHEAST AK. FRIENDS OF MONTESSORI	Contact Person	Darla Buck	Work Phone No.	586-8006
Mailing Address	P.O. BOX 021142 JUNEAU, AK 99802	Home Phone No.		FAX No.	586-8006
Applicant's Signature	<u>Darla S. Buck, BOARD MEMBER</u>	Date of Application	<u>6/19/03</u>		

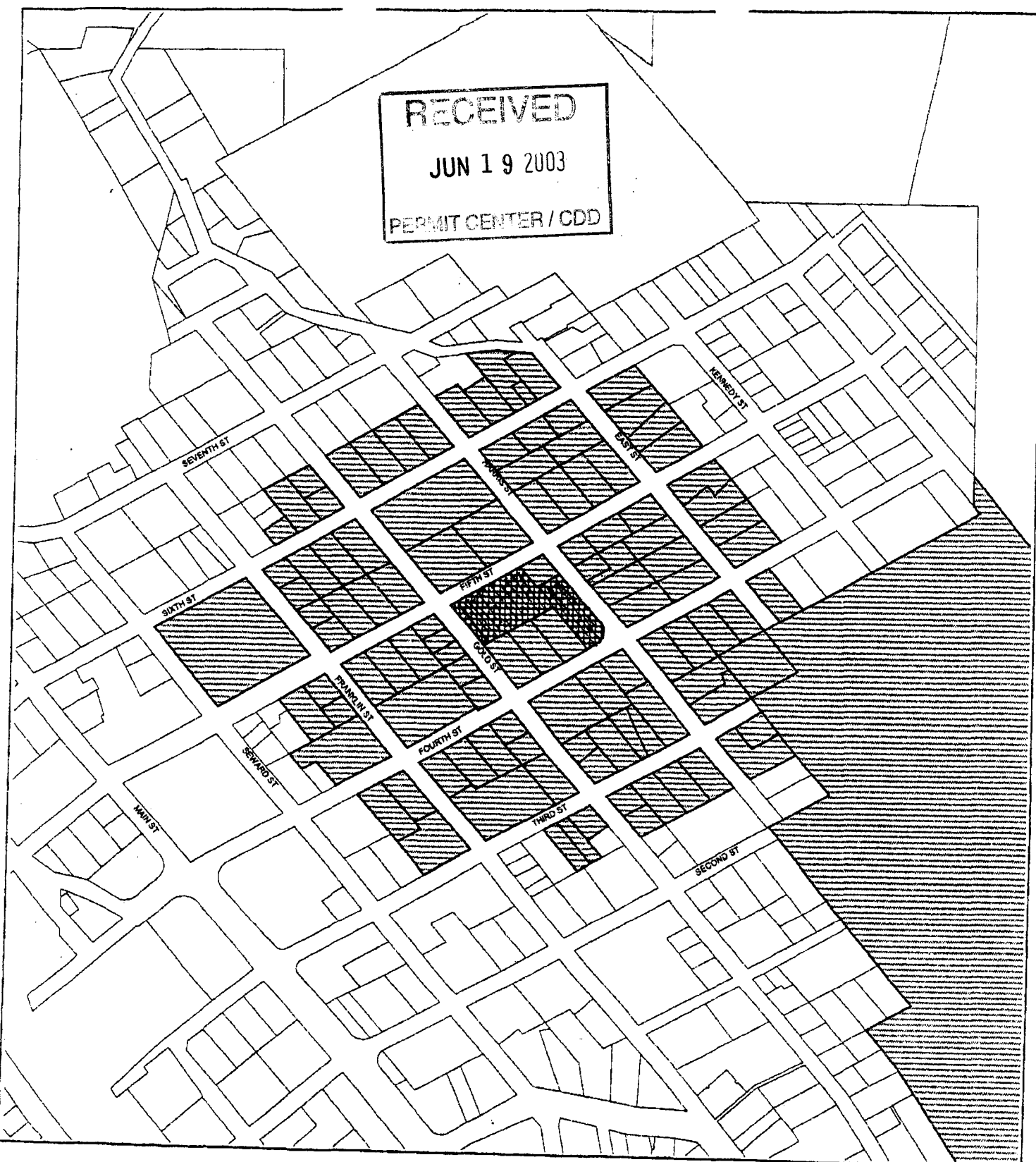
(OFFICE USE ONLY BELOW THIS LINE)

C	PERMIT TYPE	DATE RECEIVED	APPLICATION NO.	C	PERMIT TYPE	DATE RECEIVED	APPLICATION NO.
	ALLOWABLE USE APPROVAL				WATER PERMIT		
	CONDITIONAL USE APPROVAL	6-19-03	USE03-33		SEWER PERMIT		
	VARIANCE				GRADING PERMIT		
	DESIGN REVIEW APPROVAL				DRIVEWAY PERMIT		
	SUBDIVISION				RIGHT-OF-WAY PERMIT		
	STREET VACATION				PUB. FAC. TRANSMISS. & EXCAV. PERMIT		
	SIGN APPROVAL				OTHER - (Describe)		
	BUILDING PERMIT				Permit Intake Initials	<u>KCF</u>	

Zone _____ Total Lot Area _____ Required Setbacks
 Front _____ Back _____ Side _____ Other _____

COMMENTS: Pre-application done 6/19/03.

RECEIVED
JUN 19 2003
PERMIT CENTER / CDD

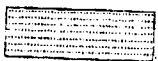


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Vicinity Map
USE03-33



Subject Parcel



Adjacent Property Owners

The subject parcel for this project is located at:
416 HARRIS ST
JUNEAU BL 16, LOTS 4 - 8

RECEIVED

JUN 19 2003

PERMIT CENTER / CDD

Attachment to the "Allowable/Conditional Use Application"

PROJECT NAME

Southeast Alaska Friends of Montessori (Montessori Adolescent Program - MAP)

DESCRIPTION

Southeast Alaska Friends of Montessori (SEAFOM) is a nonprofit organization that is implementing a middle school age program to begin August 2003. We are starting with one classroom of 15 children in grades 7 and 8 in the first year. We plan to grow to ~~26~~²⁷ children (adding upper grades) within 3-5 years and do not foresee more than one classroom in that time period. One full time position will be employed, consisting of part time teaching and part time program development functions.

The MAP program is in conjunction with the Juneau School District's (JSD) Cyber School. The students will be in the Montessori classroom (proposed site: 416 Harris Street - 2nd floor) from 8:30 a.m. to 12:30 p.m. for the 9-month school year.

At 12:30 p.m. daily most of the children will take CBJ public transit from the 4th street bus stop to Dzantik'i Heeni Middle School (DZ) to finish their last two classes of the day (exploratory type classes such as art, gym, languages, media, etc.) and ride JSD buses home from there. A few student families have opted to gain their exploratory experiences in a "home school" setting and will be picked up by parents or guardians at 12:30.

This program will also include project field trips during the morning hours.

EXISTING USE OF LAND AND/OR BUILDING

The first floor of the building at 416 Harris Street (Arcticorp Building) is currently housing the Juneau Community Charter School (JCCS), which serves children K through 6th grade. Their school hours of operation are from 9:00 am to 3:30 pm. The second floor is being used for storage and offices with vacancies. The third floor serves as office spaces.

PROPOSED USE OF LAND AND/OR BUILDING

SEAFOM proposes partial use of the second floor only. Contingent upon permits, SEAFOM would lease suite 224 as the classroom space (977 sq. ft.). There is no plan to alter the exterior structure.

SEAFOM has an agreement with the JCCS APC Board that complies with the State of Alaska Group E occupancies where no more than a total of 49 students and teachers will occupy the space on the north side of the building firewall. The APC Board has indicated that no more than twenty JCCS students will occupy the area north of the firewall on the first floor.

TRAFFIC AND PARKING

The proposed rental agreement includes one parking space, which would be used by the teacher and/or a visitor. There are currently 5 "visitor" spaces for the Arcticorp Building. The Arcticorp Building management has agreed to include a "Disabled Access" space next to the ramp leading into the building. Currently, there is one on Fifth Street in front of the Catholic Church and one on Fourth Street between Franklin and Gold across from the Mendenhall Apartments.

The existing sixty JCCS children enter and exit the building at the Fourth Street entrance. Their school day begins at 9:00 a.m. which would provide a staggered schedule to the MAP children. Parent attendance during school hours would be minimal as adolescent children are moving closer to independence.

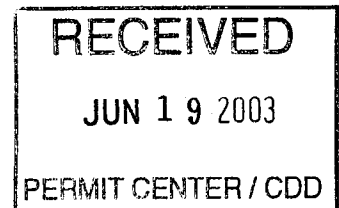
Parents will be using the McPhetres Hall parking lot as a drop off zone. Students would enter and exit at the 2nd floor level. Traffic impact would be minimal as the MAP starts 1/2 hour earlier than JCCS and most of the students enrolled live downtown and would walk to the school.

Traffic in the neighborhood is derived mainly from nearby church attendees up until 7:30 a.m. and on weekends, and from business and personal use. With the MAP starting later than the regular business hour of 8:00 am, traffic flow would also be staggered within the neighborhood.

SITE

Signage would be minimal and not exceed CBJ allowable dimensions. A small sign would be located outside the entrance next to the 2nd floor west door.

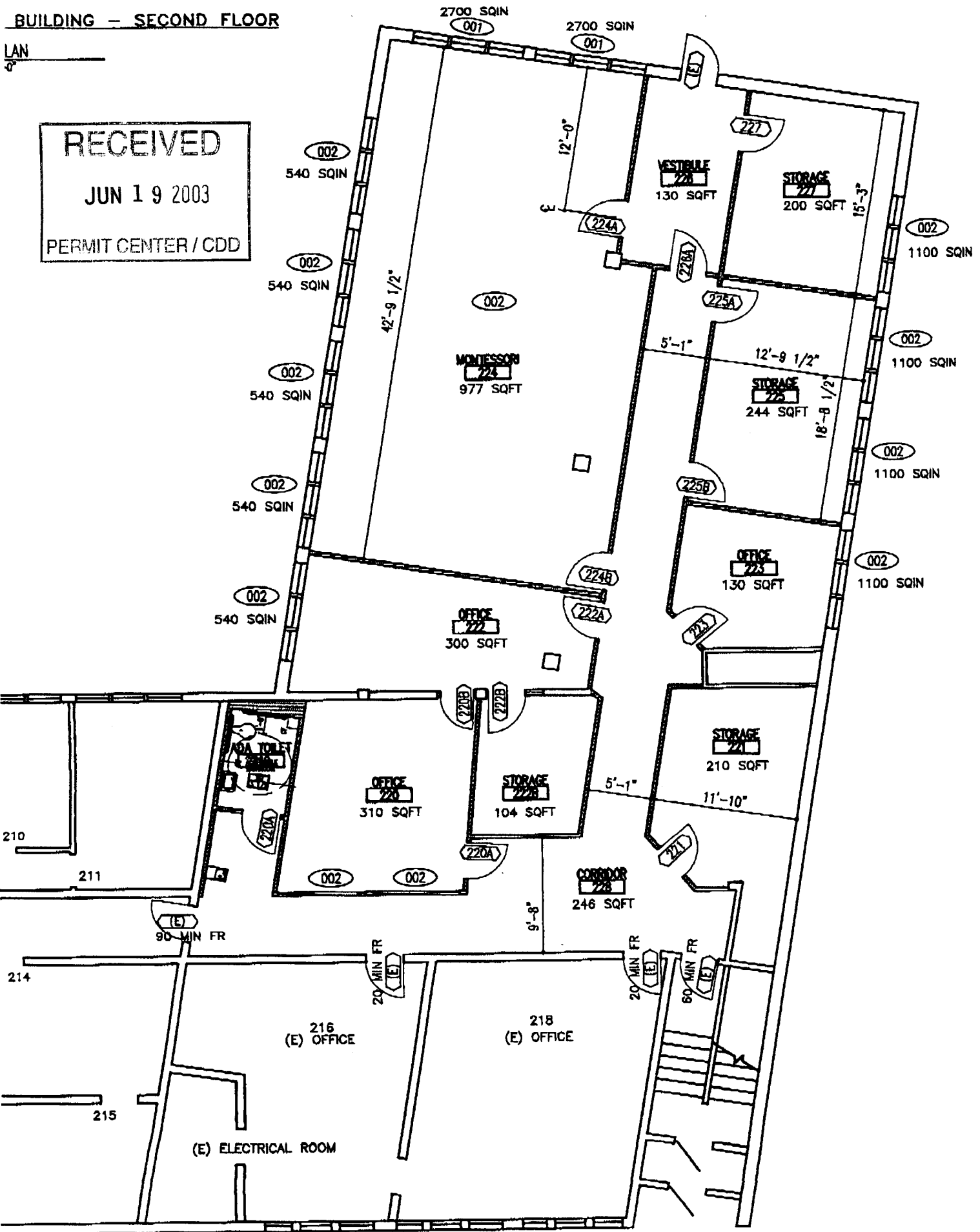
In addition, the MAP intends on implementing neighborhood beautification projects including cleaning and landscaping of which the Arcticorp site would be a recipient.



BUILDING - SECOND FLOOR

LAN
0"

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Juneau Community Charter School and Montessori Adolescent Program

Circulation Plan

⊛ = MAP Site

ⓔ = Entrance/exit for Map students

