

THE CITY AND BOROUGH OF JUNEAU, ALASKA
ASSEMBLY RETREAT/WORKSESSION
Meeting Minutes – December 11, 2022

I. CALL TO ORDER

The Retreat/Worksession of the City and Borough of Juneau Assembly, held in-person at Bartlett Regional Hospital Administrative Boardroom, was called into order by Mayor Beth Weldon at 10:02 a.m.

II. LAND ACKNOWLEDGMENT

Assemblymember Greg Smith acknowledged that the City and Borough of Juneau is on Tlingit land, and wished to honor the people of this land. For more than ten thousand years, Alaska Native people have been and continue to be integral to the well-being of our community. We are grateful to be in this place, a part of this community, and to honor the culture, traditions, and resilience of the Tlingit people. *Gunalchéesh!*

III. ROLL CALL

Assemblymembers Present: Mayor Beth Weldon, Deputy Mayor Maria Gladziszewski, Wade Bryson, Carole Triem, Michelle Hale, Christine Woll, Greg Smith, and Alicia Hughes-Skandijns

Assemblymembers Absent: ‘Wáahlaal Gíidaak

Staff present: City Manager Rorie Watt, Deputy Manager Robert Barr, Municipal Attorney Robert Palmer, Municipal Clerk Beth McEwen, Community Development Director Jill Maclean, CDD Planning Manager Scott Ciambor, Lands Manager Dan Bleidorn, Engineering/Public Workers Director Katie Koester, Port Director Carl Uchtyl, Finance Director Jeff Rogers, Tourism Manager Alexandra Pierce, Assistant City Attorney Sheri Layne, Law Department Office Manager Deb Senn

Others present: Kirby Day, Karla Hart, Kim Metcalfe

IV. APPROVAL OF AGENDA

The agenda was approved as presented.

The Mayor welcomed everyone to the retreat. She invited attendees to split up into groups of 2-3 and come up with a CBJ slogan or cheer to start the day off. There were so very inventive cheers and slogans that members brought forward.

Manager Watt provided a high level overview of the 2021 goals, specifically those related to housing, and what the status of each one of them was at this time.

V. AGENDA TOPICS

The following are the agenda topics and links to resources that were included in the retreat packet:

1. **Housing**

- a. **Housing Information Through a Juneau Lens**
 - b. **Housing Action Plan Update from 6/6/22**
 - c. **Law/CDD Legislation Per Year Graphs**
 - d. **Planning Commission Priorities**
 - e. **Link to CBJ's [Housing Action Plan](#)**
 - f. **Inventory of Vacant and Underdeveloped Properties within the Urban Service Area Map <https://cbj-gis.maps.arcgis.com/apps/webappviewer/index.html?id=ccad49cd1fff4cbaa25dd0dcf5c030fc>**
- [Assembly Retreat 2022 Housing Memo FINAL.pdf](#)
[Legislation by year.pdf](#)
[PC letter to Assembly re priorities 11 25 22.pdf](#)

Assemblymember Woll facilitated the discussion on Housing and the Assembly split into three groups with 2-3 members in each group. Each group then took turns meeting with Lands, CDD, and Finance staff to discuss each of the following aspects related to housing: Land, Regulations, and Money. Below are the notes that Assemblymember Woll compiled following those discussions.

Land Table

Rank Projects 1-5. 1 = We have serious concerns; 5 = We're ready

Telephone Hill: 3, 4.5 (excited to do extensive planning and public visioning), 5-excited to plan

Questions and concerns to address:

- We already own the land (yay!) but we need to do a lot of planning and prelim work
- How much money to get rid of the hump?
- How much control do we keep?
- What kind of housing provides the maximum public good?
- How much interest is there from private developers?

Peterson Hill: 4,5,5

Questions and concerns to address:

- Do we rezone? Current D10-SF, should we go to D10?
- Determine assembly vision for what we want to see there?
- Do we go further up the hill? How much \$\$?

2nd Street + Franklin Street corner lot: 5

- Can we acquire the 2nd and Gold parcel from the state? Are there ways to encourage the State to work with CBJ on this?
- Should we use a process similar to Vintage Park (i.e., decide what we want, then use RFP)

How do we get more done on land issues to support housing?

- Evaluate easement code and low-value transactions to remove from committee process...cautiously, this would provide the manager more authority to do transactions.
- Explore community land trusts (ask Tamara Rowcraft)
- Add FTEs / \$\$ to the lands department

- Buy or otherwise acquire vacant land / minor subdivisions
- Develop process to use CBJ land for USCG housing
- Analyze state land to acquire
- Evaluate LHED staff (RN staff is Lands staff; committee includes housing and economic development)

Regulation Table

What regulation changes should we prioritize to increase housing in the short term? Do we have the appetite to tackle public and private improvements (i.e., roads and utilities)? What big ideas do we want to prioritize?

- Table of dimensional standards including floating setbacks
- Allow extra accessory apartments
- Increase density wherever possible (set minimums, reward maximums)
- Consider making Chapter 35 variable (cautiously)
- Consider decreasing road standards AND changing LID code (so that roads build past houses aren't paid for 90% by the CBJ)
- Short Term Rentals (STRs)
- Customize/eliminate pieces of ICC for Juneau?
- Tiny homes / manufactured home villages / senior 1 story housing
- Eliminate Single Family zoning / Inclusionary zoning

How can we get more work done? Do we work on the system that results in Title 49 changes?

- Maybe?
- Limited hearing officer for some things; take things from Director and PC to give more time for other things
- Goal is to lighten load, not take all authority away
- Actively work on PC recruitment
- Example of different flow for Title 49 changes:
 - o Assembly has idea -> Director/CDD draft concept -> Law writes code change -> comes back to Assembly (PC comments on change).

Money Table

How aggressive should we be with grants, loans, and tax abatement?

- Rankings:
 - o Cautiously aggressive (as 39% of public in HAP suggested) (1)
 - o Very aggressive and targeted (6)
 - o Extremely aggressive (1)
- Existing programs:
 - o Mobile home loans
 - o Accessory apt grant
 - o Tax abatement
 - o Affordable housing fund
 - o Public-private partnerships
 - o CBJ Development – Sale
- Additional Comments:
 - o No individual developers should come to the Assembly \$\$ (use AHF instead)

What new (or existing) \$\$ programs should we focus on?

- Renters to homeowners
- Title 49 – Build to maximum capacity? – impact fees
- Move JAHF to 2x year, develop dedicated revenue source, and look to state/federal match
- Bonding – capital improvement or private
- Preserve housing
- Interest rates = Bank/CBJ loans
- Use “patient” capital – i.e., extend repayment timelines
- Loan/grants to build new or remodel multifamily homes
- Reassess JAHF terms of loans
- RFP / Competitive bids for Multi-Family (MF) and Seasonal
- Loan Program for Roads at sale of property. Partial grant if MF target
- Community Loan Program
- Coast Guard land
- Telephone Hill
- CBJ Develop and Sell

2. Budget

- a. Update on FY22 Year-End Close
- b. Mid-Year Update on FY2023
- c. Looking Ahead to FY2024
- d. FY21-FY24 Budget Summary and Impact on Fund Balance
- e. Sales Tax Actuals and Forecast
- f. Inflation Adjusted Per Capita CBJ General Government Spending
- g. 16-Year General Government Fund Balance History and Projections
- h. Use of Fund Balance

[Memo-Update on FY22 YearEnd Close.pdf](#)

[Memo-Mid-Year Update on FY23.pdf](#)

[Memo-Looking Ahead to FY24.pdf](#)

[Budget Summary FY21-24.pdf](#)

[Consolidated Revenue Forecasting FY22-24.pdf](#)

[CBJ Inflation Adjusted Per Capita Spending.pdf](#)

[GGF Graph FY21-24.pdf](#)

[GF Balance Graph without One-Time Expenditures 12.1.2022.pdf](#)

[FY12-FY23 General Government One-Time Expenditures 12.1.2022.pdf](#)

[Fund Balance Usage Assembly Retreat 12 11 22.pdf](#)

[1% Sales Tax Consolidated List with Aggregate Ranking Final for retreat.pdf](#)

Following the Housing discussion, the Assemblymembers went around the room discussing whether they felt the Budget/funding for CBJ government services was sized Too Big, Too Small, or Just Right. They provided direction to the City Manager for development of the FY24 budget that due to inflation and other considerations, it is likely the Manager’s budget will need to see some increases. It was a consensus of the body that they understood staff expenses may go up based on recruitment and retention challenges. They discussed at length moving some money out of the unrestricted budget reserve into the restricted budget reserve but they were not able to come to a consensus as to how much money that might be. The base floor amount that they all could agree with was for keeping at least \$8 million in the general fund.

Additional discussion took place about other financially related matters including Mr. Bryson asking for a Sales Tax Holiday to be declared for 2/29/2024 and Ms. Hale asking that they build a buffer into the budget to provide the Assembly room to take on risks.

3. Tourism

- a. **Long-Term Tourism Strategy**
- b. **Juneau Tourism Survey**
- c. **Juneau Docks and Seawalk Map**
- d. [Visitor Industry Task Force webpage.](#)
[11.22.22 COW memo long-term tourism strategy.pdf](#)
[2021-01-07-VITF-final-report_COW.pdf](#)
[VITF Implementation Status 12.1.22.pdf](#)
[Juneau Tourism Survey 2022 Report REV 12_1_22.pdf](#)
[Docks.pdf](#)

Tourism Manager Alix Pierce gave a presentation on tourism issues incorporating some of the questions from the recent Tourism Survey, the Visitor Industry Task Force (VITF) recommendations and waterfront management. The action steps she proposed the Assembly may wish to consider were as follows:

- Direct the Manager to draft a resolution adopting the long-term goals established by the VITF. (Actions re: VITF)
- Direct the Manager to bring CLAA under contract for the scheduling and port agent services at the municipal docks. Do so in a manner that allows coordination and support for other southeast communities. (Actions re: Scheduling)
- Complete analysis of passenger fees and docking fees with the goal of solving disparity in rates charged by CBJ and the private docks so that concepts like “best ship at best dock” are implementable. (Actions re: Scheduling)
- Direct Manager to develop long term waterfront capital plan that becomes part of the annual CIP. (Actions re: Waterfront Management)
- Direct Manager to enter into discussions with the owners of the private docks to create a pathway to municipal management of the waterfront. Methods that should be explored include dock acquisition (friendly or even adversarial) or other creative methods. (Actions re: Waterfront Management)

Assemblymembers discussed these action steps at length and agreed that any resolution related to the VITF recommendations include language to incorporate restrictions on Hot Berthing. With respect to the topic of scheduling, the Assembly provided direction to the City Manager to bring CLAA under contract for scheduling city docks.

4. Assembly Goals + PWFC Report

- a. **2022 Assembly Goals Updates**
- b. **Assembly Goals - Submitted Changes & Comments**
- c. **PWFC Input on 2023 Goals**
- d. **JCOS Input on 2023 Goals**
[2022 Goals Final updated for retreat v2.pdf](#)
[Assembly Member Goals - changes comments \(002\).pdf](#)
[PWFC input on 2023 assembly goals amended by PWFC on Nov 28.pdf](#)
[2022-11-18-JCOS-Letter to Assembly for Retreat.pdf](#)

The Mayor and Manager went through the status of the 2021 goals and they decided which ones they want to carry forward and which ones could be considered complete and to be removed from the list.

Mr. Barr will work on incorporating all those changes into the goals and along with Assemblymember Christine Woll, will compile the notes of the Housing discussion along with the goals and bring it back to the next Assembly COW meeting. An updated goals document will then be brought back to the Assembly COW for review/approve, hopefully at the December 19, 2022 Assembly COW meeting if possible or a subsequent meeting as soon as it is ready.

VII. ADJOURNMENT

There being no further business to come before the Assembly, the meeting was adjourned at 4:35 p.m.

Signed: _____
Elizabeth J. McEwen
Municipal Clerk

Signed: _____
Beth A. Weldon
Mayor