



# ASSEMBLY LANDS HOUSING AND ECONOMIC DEVELOPMENT AGENDA

November 06, 2023 at 5:00 PM

Assembly Chambers/Zoom Webinar

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<https://juneau.zoom.us/j/94215342992> or 1-253-215-8782 Webinar ID: 942 1534 2992

**A. CALL TO ORDER**

**B. LAND ACKNOWLEDGEMENT**

We would like to acknowledge that the City and Borough of Juneau is on Tlingit land, and wish to honor the indigenous 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!

**C. ROLL CALL**

**D. APPROVAL OF AGENDA**

**E. September 18, 2023 Draft Minutes**

[1.](#) September 18 2023 LHED Draft Minutes

**F. AGENDA TOPICS**

[2.](#) FAA Crazy Horse Drive Lease Renewal

[3.](#) Juneau Affordable Housing Fund – 2023 Funding Recommendations

**G. STAFF REPORTS**

[4.](#) CBJ Christmas Tree & Firewood Harvesting Policy

**H. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS**

**I. NEXT MEETING DATE - December 18, 2023**

**J. ADJOURNMENT**

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: [city.clerk@juneau.org](mailto:city.clerk@juneau.org).

# ASSEMBLY LANDS HOUSING AND ECONOMIC DEVELOPMENT MINUTES

September 18, 2023 at 5:30 PM

Assembly Chambers/Zoom Webinar



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## C. ROLL CALL

**Members Present:** Chair Alicia Hughes-Skandijs, Wade Bryson, Wáahlaal Gíidaak, Christine Woll

**Members Absent:** none

**Liaisons Present:** Mandy Cole, Planning Commission; Jim Becker, Docks & Harbors Committee

**Liaisons Absent:** Chris Mertl, PRAC

**Staff Present:** Dan Bleidorn, Lands Manager; Roxie Duckworth, Lands & Resources Specialist; Scott Ciambor, Planning Manager; Joseph Meyers, Senior Planner/Housing & Land Use Specialist; Sherri Layne, Assistant Municipal Attorney

## D. APPROVAL OF AGENDA – approved as presented

## E. APPROVAL OF MINUTES - August 28, 2023 Draft Minutes – approved as presented

1. August 28, 2023 Draft Minutes

## F. STAFF REPORTS

### 2. Municipal Way Lease Verbal Update

Mr. Bleidorn discussed this topic. No questions or discussion from the committee.

### 3. Second Street and Franklin Street

Mr. Bleidorn, Mr. Ciambor, and Mr. Meyers discussed this topic. Ms. Woll asked if this property was in the town center parking area, or the no parking required area. Mr. Ciambor replied that it was in the town center. Chair Hughes-Skandijs followed up to ask that this is not in the no parking required area as that was certainly something we talked about and needs this clarified. Mr. Ciambor replied that the parking in the town center parking area has been greatly reduced but there's also a waiver option for potential projects that could further reductions on parking in that area.

Mr. Bryson commented that when we were having the parking discussion, Ms. Triem specifically brought this piece of property up, so when we expanded the no parking area, this being part of it, because we were planning for that at that time. He was looking for follow up on that for a future meeting and added that we hear the phrase that when something doesn't pencil out, the rule of thumb for rent is, it should be roughly, 1% of the value of the property would be the rent roll per month. If you take a property, for example, a \$600,000 fourplex should roughly pencil out to \$6,000 a month in rents. As we're discussing things, trying to get down to \$700 or \$900 rents, that means that the unit has to cost \$70,000 \$90,000 to accomplish that or the Juneau Affordable Housing Fund is subsidizing it to get to that point. As we're discussing housing options, those are the 2 numbers that we're working on with the private sector to get stuff to pencil out for them. We have to figure out how we want to get our incentives down to make those numbers match, that's where numbers aren't matching. That's why

people aren't developing, if they go to develop a project and the unit costs \$200,000, that means rent's going to be \$2,000 a month for that unit. When you multiply that into larger things, and all of a sudden that's where some of these issues have run up against and a background on penciling out for rents, those are the 2 benchmark figures that landlords use. Chair Hughes-Skandijs noted that she had the same memory on this. Attorney Layne pulled up the ordinance for the special parking areas, the town center parking area and then the no parking required area, which are the lots within the area bound by Gastineau Avenue, Fourth Street, Seward Street, Gastineau Channel, and 290 South Franklin Street, those are excluded from parking requirements.

Ms. Woll asked about Second and Gold, the city applied to acquire it, do we have any sense of when we're going to hear something on that, or should we wait, but how long would it be for us to wait, what is the latest on this. Mr. Bleidorn replied that he doesn't have a timeframe from the state but if acquiring that property is an assembly goal then we make it a priority and begin to work with the state. I'll continue to contact them in the next few weeks, we just submitted it before the last meeting, so it was probably about a month or 2 ago. I'll start calling and reaching out to them to make sure they understand that it's something that the city's really considering and wants to move forward with.

Chair Hughes-Skandijs commented that this is a great summary and background for thinking about the retreat. Mr. Ciambor in the past has talked about what's typical now for development and how many funding sources developers typically tap into, maybe having that for the future assembly would be useful. Mr. Ciambor replied that moving forward, he wanted to highlight the last paragraph in the memo which talks about getting to disposal. The assembly is going to decide on the parking lot whether you want to wait for the other property because that changes the whole timeline for everything. What you have to do think about is the disposal process. Highlighting the Riverview Assisted Living, that was a sealed competitive bid process, which is similar to this scenario, except instead of senior assisted living, you would just be going for multifamily workforce housing, but the process is pretty much the same. What really helped was an individual assisted living developer had tried to develop that property on their own for 10 years with 2 different attempts and they provided the city the pro forma and financial analysis showing us where that gap was missing. It became clear that they were not going to be able to develop assisted living unless they had some sort of city support. With a lot of that information it came down to a lot of the same tools that the assembly has at their disposal, a \$2 million grant to purchase the property for them with a deferred payment for 5 years and 12 years of tax payment. That was the incentive needed to make that happen. Looking at the sealed competitive bid process, you might want to think about providing the incentives into that sealed competitive bid when you're trying to get rid of the property, such as "we are looking for XYZ, these are the tools that you can use, we are open to other requests if it still doesn't pencil out." Then at that point you go out and really solicit hard to find somebody who can put that project together for you.

Chair Hughes-Skandijs commented that knowing that a developer, depending on what they like to develop, would be bringing us different flavors of development, but as the assembly considers whether it's worth just going with what we have now versus waiting a bit for the State, and aggressively bothering the State to know the difference in scale. I've talked one on one with Mr. Bleidorn, but that would probably be helpful to an assembly that was trying to make that decision. Mr. Bleidorn replied that he will talk to the engineering department and see the difference in scale between that property and if we could get it from the State, and I'll work on that and bring it forward once we have it, that way we can compare what it would be going forward with or without the State.

**4. Housing Update Staff Report**

Mr. Ciambor, and Mr. Meyer discussed this topic. Ms. Woll asked about the Mobile Home Down Payment Assistance Program, is that something that people are using and what's the status of that program. Mr. Ciambor replied that the Mobile Home Down Payment Assistance Program started in 2016 and was active for the first 4 or 5 years and we're averaging about 4 loans. As everything in the housing world has changed, the \$10,000 doesn't go as far and there's been less turnover in the mobile home market. We did reach out and talk with True North Federal Credit Union last year and felt like it would probably be a good time to sit down for a revamp. Changes to consider would be upping the down payment amount and whatever else tech staff might technically need to make it more effective. People do continue to ask about it, but we just haven't done any loans lately.

**G. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS**

Newly appointed D&H liaison Jim Becker introduced himself to the committee.

PC Cole commented that the Planning Commission has a couple of items they are working on with law but hopefully you will see some new ordinances that are meant to make the code a little bit more flexible in terms of development. One thing I wanted to say which is that something I've heard a lot from developers who talk to me a lot about problems, there used to be a practice of asking for a variance if your lot size was substandard if you're development just needed a little bit of tweaking in order to come to fruition. We, based on our direction from law, really tighten down the variances that you can do, what conditions have to be in place in order to get a variance, but the sum total of that is that there isn't a lot of wiggle room. It means basically all the flexibility has to be rewritten into the code rather than looked at on a case by case basis. This is a difficult situation to work with, because basically, it means if someone's 6 inches into a setback, we have to change the rules for step backs instead of varying that property, and I understand from all that there are very good reasons why that happened, and I have to say it's very difficult, I would imagine, for the Assembly, and definitely for the Commission, to hear what feels like reasonable requests for things to be slightly different in order to make something happen for our community, and we're really kind of hamstrung to not allowing those variances. As you're thinking of just global tools, but dang if I wouldn't like some ability to make some small tweaks that would allow us to bring some of these projects forward. I mean, the public hates it, we hate it, everybody hates it, so there's got to be an answer.

**H. NEXT MEETING DATE - November 6, 2023**

**I. ADJOURNMENT – 6:32pm**

# MEMORANDUM

## CITY/BOROUGH OF JUNEAU

Lands and Resources Office  
155 Heritage Way, Juneau, Alaska 99801  
[Dan.Bleidorn@juneau.gov](mailto:Dan.Bleidorn@juneau.gov)  
(907) 586-5252

**TO:** Alicia Hughes-Skandijs, Chair of the Assembly LHED Committee  
**FROM:** *Daniel Bleidorn*  
Dan Bleidorn, Lands and Resources Manager  
**SUBJECT:** FAA Crazy Horse Drive Lease  
**DATE:** November 2nd, 2023

In 2004 the Assembly authorized a lease of CBJ property located at the end of Crazy Horse Drive to the FAA for the purposes of installing and maintaining a Low-Level Windshear Alert System to provide weather advisories to pilots and the airport. Resolution 2248, signed in 2004 authorized a term of 20 years, and this lease is set to expire on November 30<sup>th</sup>. This lease was authorized at no cost to the FAA. This tower continues to be part of the airport Low-Level Windshear Alert System and the FAA and CBJ are working on a renewal. This lease was authorized under CBJ Code 53 09 270 Disposals for Public Use, which has since been updated and now requires an ordinance rather than a resolution. If this lease moves forward and Ordinance will be drafted by the CBJ Attorney and introduced to the Assembly.

**Staff request that the Lands Housing and Economic Development Committee provide a motion to continue to lease CBJ property located off Crazy Horse Drive to the FAA at no cost in accordance with 53.09.270.**

Attachments:

1. 2004 FAA Crazy Horse Drive Lease
2. Resolution 2248
3. CBJ Code 53 09 270 Disposals for Public Use



U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

LAND LEASE OFF AIRPORT

Lease No: DTFAAL 04 L-45441

Geographical Location: Easterly Portion of U.S. Survey No. 1041, Juneau, Alaska

THIS LEASE is hereby entered into by City/Borough of Juneau, whose address is 155 S. Seward St., Juneau, AK 99801-1397 hereinafter referred to as the Lessor and the United States of America, herein after referred to as the Government. This lease shall become effective when it is fully executed by all parties. The terms and provisions of this lease, and the conditions herein, bind the Lessor and the Lessor's heirs, executors, administrators, successors, and assigns.

WITNESSETH: The parties hereto, for the consideration hereinafter mentioned covenant and agree as follows:

1. PREMISES (AUG-02):

The Lessor hereby leases to the Government the following described property, hereinafter referred to as the premises, viz:

TEMPORARY SITE:

The temporary site boundaries will be for a period of one year or until the permanent installation can be accomplished, whichever comes first.

METES AND BOUNDS DESCRIPTION  
TEMPORARY LOW LEVEL WINDSHEAR ALERT SYSTEM (L.L.W.A.S.) SITE,  
WITHIN A FRACTION U.S. SURVEY NO. 1041  
LOWER MENDENHALL VALLEY

A CERTAIN TRACT OR PARCEL LAND LYING AND BEING SITUATE WITHIN U.S. SURVEY NO. 1041 AND PROTRACTED SECTION 25, T. 40S., R.66E., COPPER RIVER MERIDIAN, FIRST JUDICIAL DISTRICT, JUNEAU RECORDING DISTRICT, CITY AND BOROUGH OF JUNEAU, STATE OF ALASKA, BEING MORE PARTICULARLY BOUNDED AND DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF THE PERMANENT L.L.W.A.S. SITE WITHIN U.S. SURVEY NO. 1041, SAID CORNER BEING LOCATED N63°04'27"W - 8,669.91' FROM U.S.C AND G.S. TRANGULATION STATION "EDDIE" AND BEING LOCATED N85°18'32"W - 3,973.79' FROM THE WESTERLY CENTERLINE MONUMENT 7000 WITHIN JUNEAU INTERNATIONAL AIRPORT'S RUNWAY, AND ALSO BEING S75°10'30"W A DISTANCE OF 122.37' FROM A SUBDIVISION MONUMENT LOCATED



ON THE EASTERLY BOUNDARY OF LEASE LOT "A", A FRACTION OF U.S. SURVEY NO. 1041, THENCE ALONG THE NORTHERLY BOUNDARY OF SAID LEASE LOT "A" N77°10'30"E-122.37' TO THE NORTHEAST CORNER OF LEASE LOT "A"; THENCE N0°33'17"E-75.97'; THENCE N89°06'13"W-158.38'; THENCE S0°54'47"W-193.60' TO A POINT ON THE NORTHERLY RIGHT-OF-WAY LINE OF CURTIS AVENUE; THENCE ALONG SAID NORTHERLY RIGHT-OF-WAY S89°04'00"E-20.00' TO THE SOUTHWEST CORNER OF SAID LEASE LOT "A"; THENCE ALONG THE WESTERLY BOUNDARY OF SAID LEASE LOT "A" N0°54'47"E-73.73' TO THE NORTHWEST CORNER OF SAID LEASE LOT "A"; THENCE N77°10'30"E-20.58' TO THE TRUE POINT AND PLACE OF BEGINNING.

CONTAINING 16,553 SQUARE FEET, MORE OR LESS.

PERMANENT SITE:

METES AND BOUNDS DESCRIPTION  
LOW LEVEL WINDSHEAR ALERT SYSTEM (L.L.W.A.S.) SITE,  
WITHIN A FRACTION U.S. SURVEY NO. 1041  
LOWER MENDENHALL VALLEY

A CERTAIN TRACT OR PARCEL LAND LYING AND BEING SITUATED WITHIN U.S. SURVEY NO. 1041 AND PROTRACTED SECTION 25, T. 40S., R.66E., COPPER RIVER MERIDIAN, FIRST JUDICIAL DISTRICT, JUNEAU RECORDING DISTRICT, CITY AND BOROUGH OF JUNEAU, STATE OF ALASKA, BEING MORE PARTICULARLY BOUNDED AND DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF THE L.L.W.A.S. SITE WITHIN U.S. SURVEY NO. 1041, SAID CORNER BEING LOCATED N63°04'27"W - 8,669.91' FROM U.S.C. AND G.S. TRANGULATION STATION "EDDIE" AND BEING LOCATED N35°18'32"W - 3,973.79' FROM THE WESTERLY CENTERLINE MONUMENT 7000 WITHIN JUNEAU INTERNATIONAL AIRPORT'S RUNWAY, AND ALSO BEING S77°10'30"W A DISTANCE OF 122.37' FROM A SUBDIVISION MONUMENT LOCATED ON THE EASTERLY BOUNDARY OF LEASE LOT "A", A FRACTION OF U.S. SURVEY NO. 1041; THENCE ALONG THE SOUTHERLY BOUNDARY OF THIS DESCRIPTION N89°06'13"W - 20.00' TO THE SOUTHWEST CORNER OF THIS DESCRIPTION; THENCE N0°54'47"E - 20.00' TO THE NORTHWEST CORNER OF THIS TRACT; THENCE ALONG THE NORTHERLY BOUNDARY S89°06'13"E - 20.00' TO THE NORTHEAST CORNER MONUMENT OF THIS DESCRIPTION; THENCE S0°54'47"W - 20.00' TO THE TRUE POINT AND PLACE OF BEGINNING.

CONTAINING 400 SQUARE FEET, MORE OR LESS. As shown on Drawing No. 030786wk attached hereto and made a part of this lease.

And Together with a right-of-way for ingress to and egress from the premises; a right-of-way for establishing and maintaining a pole line or pole lines for extending electric power and/or telecommunication lines to the premises; and a right-of-way for subsurface power, communication and/or water lines to the premises; all rights-of-way to be over said lands and adjoining lands of the Lessor, and unless herein described otherwise, to be by routes reasonably determined to be the most convenient to the Government.



and the right of grading, conditioning, and installing drainage facilities, and seeding the soil of the premises, and the removal of all obstructions from the premises which may constitute a hindrance to the establishment and maintenance of Government facilities.

2. TERM (AUG-02):

To have and to hold, for the term commencing on December 1, 2003 and continuing through November 30, 2023 inclusive.

3. CONSIDERATION(NO COST) (AUG-02): The Government shall pay the Lessor no monetary consideration in the form of rental, it being mutually agreed that the rights extended to the Government herein are in consideration of the obligations assumed by the Government in its establishment, operation and maintenance of facilities upon the premises hereby leased.

4. CANCELLATION (AUG-02):

The Government may terminate this lease, in whole or in part, if the Real Estate Contracting Officer (RECO) determines that a termination is in the best interest of the Government. The RECO shall terminate by delivering to the lessor a written notice specifying the effective date of the termination. The termination notice shall be delivered by registered mail, return receipt requested and mailed at least 30 days before the effective termination date.

5. QUIET ENJOYMENT (OCT-96):

The Lessor warrants that they have good and valid title to the premises, and rights of ingress and egress, and warrants and covenants to defend the Government's use and enjoyment of said premises against third party claims.

6. NOTIFICATION OF CHANGE IN LAND TITLE (AUG-02):

If the Lessor sells or otherwise conveys to another party or parties any interest in the aforesaid land, rights of way thereto, and any areas affecting said demised premises, they shall notify the Government, in writing, of any such transfer or conveyance affecting the demised premises within 30 calendar days after completion of the "change in property rights". Concurrent with the written notification, the Lessor shall provide the Government copies of the legal document(s) (acceptable to local authorities) for transferring and or conveying the property rights.

7. SUBORDINATION, NONDISTURBANCE AND ATTORNMENT (OCT-96):

The Government agrees, in consideration of the warranties herein expressed, that this lease is subject and subordinate to any and all recorded deeds of trust, mortgages, and other security instruments now or hereafter imposed upon the premises, so long as such subordination shall not interfere with any right of the Government under this lease. It is mutually agreed that this subordination shall be self-operative and that no further instrument shall be required to effect said subordination.

In the event of any sale of the premises, or any portion thereof, or any such transfer of ownership, by foreclosure of the lien of any such security instrument, or deed provided in lieu of foreclosure, the Government will be deemed to have attorned to any purchaser, successor, assigns, or transferee. The succeeding owner will be deemed to have assumed all rights and obligations of the Lessor under this lease, establishing direct privity of estate and contract between the Government and said purchasers/transferees, with the same force, effect and relative priority in time and right as if the lease had initially been entered into between such purchasers or transferees and the Government; provided that such transferees shall promptly provide, following such sale or transfer, appropriate documentation deemed necessary by the Real Estate Contracting Officer, and shall promptly execute any instrument, or other writings, as shall be deemed necessary to document the change in ownership.

#### 8. NOTICES (OCT-96):

All notices/correspondence shall be in writing, reference the lease number, and be addressed as follows:

##### TO LESSOR:

City, Borough of Juneau  
Lands & Resources  
185 S. Seward St  
Juneau, AK 99801-1397

##### TO GOVERNMENT:

Federal Aviation Administration  
Acquisition & Real Estate Branch  
222 W. 7<sup>th</sup>, #14  
Anchorage, AK 99513-7587

#### 9. PROTEST AND DISPUTES (OCT-96)

All contract disputes arising under or related to this contract or protests concerning awards of contracts shall be resolved under this clause, and through the Federal Aviation Administration (FAA) Dispute Resolution System. Judicial review, where available, will be in accordance with 49 U.S.C.46110 and shall apply only to final agency decisions. The decision of the FAA shall be considered a final agency decision only after a Lessor or Offeror has exhausted their administrative remedies for resolving a contract dispute under the FAA Dispute Resolution System. Protests must be filed with the Office of Dispute Resolution within 5 calendar days of the date that the protester was aware, or should reasonably have been aware, of the agency action or inaction, which forms the basis of the protest. Unless otherwise stated in this contract, a dispute by the Lessor against the government shall be submitted to the Real Estate Contracting Officer within 1 year after the accrual of the contract

dispute. Information relating to submitting a protest or dispute will be provided by the Contracting Officer upon request.

10. ANTI-KICKBACK (OCT-96):

The Anti Kickback Act of 1986 (41 U.S.C. 51-58) (the Act), prohibits any person from (1) Providing or attempting to provide or offering to provide any kickback; (2) Soliciting, accepting, or attempting to accept any kickback; or (3) Including, directly or indirectly, the amount of any kickback in the contract price charged by a prime Contractor to the United States Government or in the contract price charged by a subcontractor to a prime contractor or higher tier subcontractor.

11. COVENANT AGAINST CONTINGENT FEES (AUG-02):

The Lessor warrants that no person or agency has been employed or retained to solicit or obtain this contract upon an agreement or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the Government shall have the right to annul this contract without liability or, in its discretion, to deduct from the contract price or consideration, or otherwise recover the full amount of the contingent fee.


12. OFFICIALS NOT TO BENEFIT (OCT-96):

No member of or delegate to Congress, or resident commissioner, shall be admitted to any share or part of this contract, or to any benefit arising from it. However, this clause does not apply to this contract to the extent that this contract is made with a corporation for the corporation's general benefit.

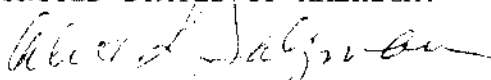
13. SIGNATURE BLOCK (AUG 02):

IN WITNESS WHEREOF, the parties hereto have signed their names:

LESSOR

 Date: 2/13/04  
(Signature)  
City Manager  
(Official Title)

UNITED STATES OF AMERICA:

 Date: 11/17/03  
Alice L. Salzman  
(Signature)

Real Estate Contracting Officer  
(Official Title)

## GENERAL NOTES

- 1) BEARINGS DENOTED BY THIS PLAT REFLECT A S.E.C. LINE & ARE BEARINGS.
- 2) INSTANCES DENOTED ARE TRUE GROUND DISTANCES.
- 3) WHEN RECORD SURVEY COURSES (BEARING AND/OR DISTANCES) DIFFER FROM MEASURED AND/OR COMPUTED SURVEY COURSES, THE RECORD COURSE IS SHOWN WITHIN PARENTHESES, WHILE THE MEASURED AND/OR COMPUTED COURSES ARE SHOWN WITHOUT PARENTHESES, THUSLY  $N77^{\circ}10'00''E-142.85'$  ( $N76^{\circ}26'00''E-142.82'$ )

PRIMARY MONUMENT  
(ESTABLISHED THIS SURVEY)

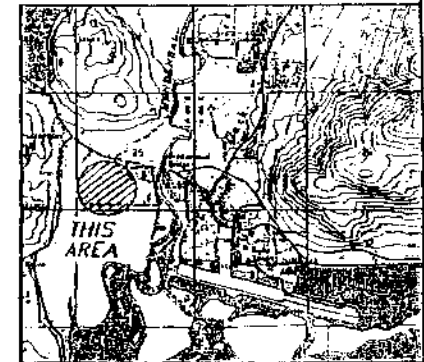
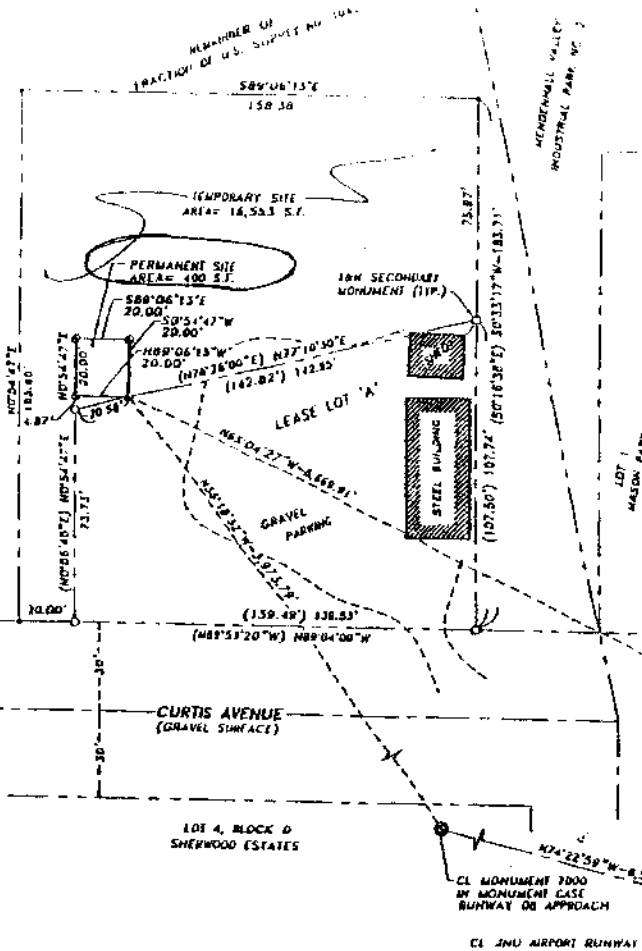


2 1/2" ALUMINUM CAP  
ON 5/8"x30" REBAR



## SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA, AND THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION AND THE MONUMENTS SHOWN THEREON ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONS AND DETAILS ARE CORRECT.



VICINITY MAP  
SOURCE: U.S.C.S. QUAD "JUNEAU (N 2) ALASKA" 1986  
SCALE: 1" = 1 MILE

## LEGEND

- ① 7570-S PRIMARY MONUMENT ESTABLISHED THIS SURVEY
- + SURVEY SPIKE ESTABLISHED THIS SURVEY
- ⊙ JNU AIRPORT CL MONUMENT RECOVERED THIS SURVEY
- ⊙ 3-1/2" U.S.G.S. BRASS CAP RECOVERED THIS SURVEY
- TAN SECONDARY MONUMENT RECOVERED THIS SURVEY
- PROPERTY/BOUNDARY LINE
- - - CENTERLINE

U.S.C.&G.S. TRIANGULATION STATION "EDDIE" 3 1/2" BRASS CAP  
BASIS OF BEARING  
U.S.C.&G.S. TRIANGULATION STATION "JNU 0" 3 1/2" BRASS CAP

PLAT OF  
L.L.W.A.S. SITE  
WITHIN  
U.S. SURVEY No. 1041  
CITY & BOROUGH OF JUNEAU, ALASKA

DATE	SCALE	DRAWN BY	CHECKED BY	PROJECT NO.	DRAWING NO.
SEPT. 2003	1"=40'	SMB	MAJ	031786	031786-4

### Managers Report for FAA Resolution for Feb 9 Assembly

Resolution 2248 authorizes a lease of 400 sq. ft. of land to the Federal Aviation Administration (FAA) for a project to install a Low Level Windshear Alert System to help provide weather advisories to pilots at the Juneau Airport. The system consists of a tilt down pole with equipment at the top that transmits readings to the airport.

Staff have worked with FAA and identified a site for placement of the equipment on City land adjacent to the Foodbank on Crazy Horse Drive (a portion of U.S. Survey 1041). The site consists of a 20 ft x 20 ft area adjacent to the Foodbank parking lot. For a temporary installation, a small skid mounted trailer with a pole will be set up adjacent to the site. This equipment has been used at various other sites to determine the best location for acquiring the needed weather data. Once the new equipment has been manufactured and shipped to Juneau, the permanent site will be utilized.

The City and the FAA have an ongoing relationship for the operation of the airport. This project is a continuation of that cooperative effort. The system will be at no cost to the City other than providing the site. The term of the lease is for 20 years.

I recommend adoption of this resolution.

Presented by: The Manager  
Introduced: 02/09/2004  
Drafted by: J.W. Hartle

**RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

**Serial No. 2248**

**A Resolution Authorizing the Manager to Lease a Parcel of Land to the Federal Aviation Administration for the Purpose of Installing Weather Monitoring Equipment.**

WHEREAS, the Federal Aviation Administration is undertaking a project to install a Low Level Windshear Alert System to provide weather advisories to pilots using the Juneau Airport; and

WHEREAS, the City and Borough owns land at the end of Crazy Horse Drive that is a suitable site for the location of such equipment; and

WHEREAS, the City and Borough and the Federal Aviation Administration have a cooperative working arrangement to provide aviation aides to the Juneau Airport; and

WHEREAS, the Federal Aviation Administration is requesting a twenty year lease of a 400 square foot portion of U.S. Survey 1041 for installation of the equipment; and

WHEREAS, CBJ 53.09.610(a) authorizes the lease of City and Borough land at no cost to government agencies; and

WHEREAS, the Assembly Lands Committee at its meeting of January 12, 2004, recommended approval of the proposed lease.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

**Section 1. Authorization to Lease.** The Manager is authorized to lease a fraction of U.S. Survey 1041, comprising 400 square feet, more or less, to the Federal Aviation Administration for the purpose of installing aviation related weather monitoring equipment.

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**Section 2. Term.** The lease shall be for a period of 20 years.

**Section 3. Rent.** The lease shall be at no cost.

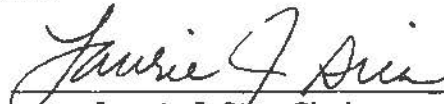
**Section 4. Other Terms and Conditions.** The Manager is authorized to include other lease terms and conditions as may be in the public interest.

**Section 5. Effective Date.** This resolution shall be effective immediately upon adoption.

Adopted this 9<sup>th</sup> day of February, 2004.

  
Bruce Botelho, Mayor

Attest:

  
Laurie J. Sica, Clerk

Vote: Unanimous



**53.09.270 - Disposals for public use.**

(a) *Disposal to governmental agency.* The lease, sale, or other disposal of municipal land or resources may be made to a state or federal agency for less than the market value provided the assembly approves the terms and conditions of such disposal by ordinance.

(b) *Disposal to nongovernmental agency.* The sale, lease, or other disposal of City and Borough land or resources may be made to a private, nonprofit corporation at less than the market value provided the disposal is approved by the assembly by ordinance, and the interest in land or resource is to be used solely for the purpose of providing a service to the public which is supplemental to a governmental service or is in lieu of a service which could or should reasonably be provided by the state or the City and Borough.

(c) The market value, as determined by the manager, of City and Borough land, interest in land or resources, which is granted to a governmental or nongovernmental agency under this section, shall be set forth in the authorizing ordinance. The City and Borough may require the grantee to provide an appraisal to determine the market value.



## JUNEAU AFFORDABLE HOUSING FUND 2023 FUNDING RECOMMENDATIONS

(907) 586-0715  
CDD\_Admin@juneau.gov  
www.juneau.org/community-development  
155 Heritage Way • Juneau, AK 99801

### MEMORANDUM

**DATE:** 11/1/2023

**TO:** Alicia Hughes-Skandijs, Chair, Lands, Housing, and Economic Development (LHED) Committee

**FROM:** Joseph Meyers, Housing & Land Use Specialist

**SUBJECT:** Juneau Affordable Housing Fund – 2023 Funding Recommendations

In July 2023 the [CBJ Assembly made available \\$1,100,000](#) for use by for-profit and non-profit organizations, public and regional housing authorities, and tribal governments interested in the creation of affordable and workforce housing in the City and Borough of Juneau.

The FY24 Fund balance is \$1,595,000. Funds to be assigned through the voter approved 1% Sales Tax Program for FY25-29 equals \$4.15 million.

This memo provides details on the applications that were received and includes the Juneau Affordable Housing Fund 2023 Round Three funding recommendation.

The application review committee included two CBJ employees and two private sector citizens from the lending and construction industries.

In your packet is a project summary spreadsheet and a project scoring sheet. All submitted applications are available for review upon request.

### 2023 Round Three Project Proposals

The JAHF Round Three request for applications received six (6) applications from the following entities:

- Chilkat Vistas, LLC for Chilkat Vistas apartments
- Coogan Alaska, LLC for Island Hills LMN
- VP Valley Rentals for Apartments on Mendenhall Mall Road
- Catholic Community Service, Inc. for Apartments for Very Low-Income Seniors
- Brave Enterprises, LLC for Bergmann Hotel
- Duran Construction Company, LLC for 22 Mobile Homes

### Juneau Affordable Housing Fund Status

The Review Committee completed a thorough analysis and ranked projects based on the criteria in the 2023 JAHF Program Description and Guidelines. The JAHF received just over \$6.3 million in Round Three funding requests. \$1.1 million in funding was available for award this year.

After checking with Finance there is \$1.5 million in funding available in the JAHF for FY24

## Project Review and Rankings

The JAHF review committee received applications shortly after the deadline and met on October 16<sup>th</sup> and October 20<sup>th</sup>, 2023. The decision in this round was challenging for the application review committee because of limited funding availability (\$1.1 million), the number and quality of applications received, the diversity of project types, and the urgent need for housing in the community.

Ultimately, Chilkat Vistas apartment project scored the highest due to the inclusion of mixed-income market rate and affordable units, extensive team experience, site control, energy efficiency and accessibility, and expected occupancy in the Fall of 2024.

The rankings for the reviewed applications are in the table below.

Applicant/Sponsor	Project Name	Project Type	Average score	Recommendations	Funding Request	Developer Type	Grant/Loan
Chilkat Vistas, LLC	Chilkat Vistas	45 unit building with 14 affordable units under 80% AMI	79%	Position 1: Full funding recommended	\$2,250,000	For-profit	Loan
*Coogan Alaska, LLC	Island Hills LMN	18 units of market-rate housing	75%	Not recommended	\$900,000	For-profit	Loan
Brave Enterprises, LLC	Bergmann Hotel	Renovation of Bergmann Hotel into 18 units of low- to moderate-income apartments and a ground floor restaurant	71%	Not recommended	\$900,000	For-profit	Loan
Duran Construction Company, LLC	22 mobile homes	22 manufactured homes	66%	Not recommended	\$1,100,000	For-profit	Loan
VP Valley Rentals	Mendenhall Mall Apartments	9 units at Mendenhall Mall, with 7 being affordable to households with incomes of 80% AMI and below	65%	Not recommended	\$450,000	For-profit	Loan
Catholic Community Service, Inc.	Glacier Highway Apartments	Predevelopment loan for long-term affordable units for very low-income seniors	40%	Not recommended	\$721,000	Non-profit	Grant
<div>Recommended for funding this round</div> <div>Not recommended for funding this round</div>							

\*If additional funding were available, this project would also be recommended for funding

## JAHF Program Future Review

Special thanks to the review committee for taking the time to participate. The review committee plans to meet once the Assembly completes Round Three funding decisions to report on JAHF process improvements and policy recommendations in time for the JAHF report in the spring of 2024.

## Recommendation

The Lands, Housing, and Economic Development (LHED) Committee adopt the Juneau Affordable Housing Fund application review committee recommendations and forward the following funding request to the Assembly for approval.

**Funding of \$2.25 million to Chilkat Vistas for Chilkat Vistas apartments.**

*Total Funding Recommended:* \$2.25 million

If additional funding was available, the committee recommends funding the next highest scoring project Coogan Alaska, LLC for Island Hills building LMN.

***Attachments:***

- A. Project Summary Memo**
- B. Program Description and Guidelines**
- C. Project summary sheet**
- D. Project score sheet**
- E. Lands Presentation Slides**



## JUNEAU AFFORDABLE HOUSING FUND 2023 PROJECT SUMMARIES

(907) 586-0715  
CDD\_Admin@juneau.gov  
www.juneau.org/community-development  
155 Heritage Way • Juneau, AK 99801

### MEMORANDUM

**DATE:** 11/1/2023

**TO:** Alicia Hughes-Skandijs, Chair, Lands, Housing, and Economic Development (LHED) Committee

**FROM:** Joseph Meyers, Housing & Land Use Specialist *JM*

**SUBJECT:** Juneau Affordable Housing Fund – 2023 Project Summaries

### Juneau Affordable Housing Fund- 2023 Project Summaries

- **Chilkat Vistas, LLC for Chilkat Vistas apartments**
  - **Number of Units:** 45 units; 14 affordable (80% AMI and below)
  - **Unit type:** 18 efficiency units, 27 one-bedroom units
  - **Proposed rent:** \$1,100 to \$1,400, depending on unit size
  - **Request:** \$2,250,000

This was the highest-ranking project based on team experience, committed funds, site control, unit mix, and development timeline. The affordable units will consist of eight efficiency units and six 1-bedroom units. The committee recommends providing a loan in the amount of \$2,250,000 with terms to be negotiated. The applicant has stated that the full amount of funding is needed to facilitate the success of this project.

- **Coogan Alaska, LLC for Island Hills building LMN**
  - **Number of Units:** 18 units, market rate
  - **Unit type:** 18 one-bedroom units
  - **Request:** \$900,000

This project landed in second place and ranked highly in feasibility, readiness to proceed, team experience, site control, and development timeline. This project is seeking to develop 18, 1-bedroom, market-rate units with anticipated rents to be between \$1,300 and \$1,400 per month. While these rents may be subject to change, this project helps address community need for rental units, fair-market, low-income, and middle-income housing of all types.

- **Brave Enterprises, LLC for Bergmann Hotel**
  - **Number of Units:** 18 units at 80% AMI and below
  - **Unit type:** Two efficiency units, 16 one-bedroom units
  - **Proposed rent:**
  - **Request:** \$900,000

This project is seeking to build 18 units available for individuals making 80% AMI and below in Downtown Juneau. This project is one that the committee would like to see move forward, however the primary concerns expressed by the committee about this project are summarized below.

This application scored in the top three applications however, it scored lower than the top two projects in the rankings for feasibility, readiness to proceed, and team experience. If the applicant gains full site control by

the next funding round, that will significantly bolster their chances of securing funding in this competition in Round Four.

- **Duran Construction Company, LLC**
  - **Number of Units:** 22 manufactured homes
  - **Unit type:** 3 one-bedroom, 11 two-bedroom and 8 three-bedroom units
  - **Proposed rent:** \$1,834 to \$2,551 depending on unit size
  - **Request:** \$1,100,000

This applicant proposes the purchase of twenty-two manufactured homes to rent at Switzer Village. These units would eventually be sold as other units need replacement, and then replaced units would become rentals.

This application scored fourth in the committee rankings. The reason for this score includes a lack of specific information about accessibility and energy efficiency, documentation that a bank loan has been applied for, and loan repayments not being reflected in the operating cost budget. This applicant is encouraged to apply again for the next round of funding with these details included in the application submittal.

- **VP Valley Rentals for Mendenhall Mall Road apartments**
  - **Number of Units:** 9 units; 7 affordable (80% AMI and below)
  - **Unit type:** One efficiency, 4 one-bedroom, 4 two-bedroom
  - **Request:** \$450,000

This project is seeking to build nine (9) units on Mendenhall Mall Road, seven (7) of which would be available for individuals making 80% AMI and below. The affordable units will consist of 2 two-bedroom units, 4 one-bedroom units, and one efficiency unit.

This application scored fifth overall. The committee cited minimal information about team experience, and accessibility and energy efficiency in their application as reasons for their score. The applicant can improve their score next year if they address the items above.

- **Catholic Community Service, LLC**
  - **Number of Units:** Unknown
  - **Unit type:** Efficiency and one-bedroom apartments
  - **Proposed rent:** Unknown; targeting very-low income seniors
  - **Request:** \$721,000

This applicant is requesting predevelopment funds to construct efficiency and one-bedroom units for very low-income seniors. This project is early in the process and is not as competitive as other applications received given the timeline and amount of funding available. Some information that could be useful in the process includes the designation of a project manager and identification of other potential funding sources. The applicant is encouraged to re-apply next year.



## 2023 Description & Guidelines

**For more information, contact:**

Joseph Meyers, Housing & Land Use Specialist  
City and Borough of Juneau  
155 S. Seward St.  
Juneau, Alaska 99801  
Phone: 907-586-0753 ext. 4209  
Email: [joseph.meyers@juneau.gov](mailto:joseph.meyers@juneau.gov)



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## About the Fund

The City and Borough of Juneau (CBJ) created the Juneau Affordable Housing Fund (JAHF) to promote the creation of affordable housing in the Capital City. On July 19, 2010, the CBJ Assembly passed an ordinance that steered \$400,000 into the JAHF to begin funding local projects that promote and provide affordable housing in Juneau.

In 2017, the CBJ Assembly recommended and CBJ voters approved \$2 million of the 1% Special Sales Tax renewal funds to go into the JAHF over five years (FY19-FY23).

In 2023, the CBJ Assembly made available \$1,100,000 for use by for-profit and non-profit organizations, public and regional housing authorities, and tribal governments interested in the creation of affordable and middle-income housing in the City & Borough of Juneau. For information on previous funding rounds, visit the Juneau Affordable Housing Fund web page.

## Program Goals and Objectives

The primary purpose for establishing the JAHF is to direct resources toward the creation of affordable (0% to 80% area median income (AMI)) and middle-income housing units (80% to 120% AMI) in the City and Borough of Juneau through the following activities:

- Funding capital costs of rental and ownership housing;
- Funding for capacity-building activities of non-profit housing developers;

An additional objective is to leverage CBJ investments with other fund sources to maximize the number of quality affordable housing units that are created or preserved each round.

Projects must be located in the City and Borough of Juneau.

## Availability of Funds & Funding Terms

The CBJ Assembly will determine the amount of funding available each year. JAHF funds will be made available for qualifying affordable and middle-income housing projects that meet goals of the CBJ Housing Action Plan or other identified community housing needs.

Funds will typically be made available in the form of grants for non-profit organizations and public housing authorities targeting households in the affordable housing range (0% to 80% AMI) and zero-interest loans for private developers that meet middle-income housing (80% to 120%) affordability requirements.

- **Qualifying projects are eligible for grants and loans up to \$50,000 per affordable or middle-income housing unit created, or for other eligible uses on a similar per unit basis.**
- **For profit-developer projects utilizing JAHF funds for middle-income housing must reserve at least 20% of units for tenants with gross incomes at 80% or less AMI for at least ten years or the life of the loan.**

Projects incorporating affordable housing will be more highly recommended in the review committee process. The scope and nature of the project may require deviation from these program guidelines that CBJ Housing staff will review with the City Manager on a case-by-case basis.

## Eligibility

### Eligible Applicants

- For-profit developers
- Non-profit organizations
- Public and regional housing authorities
- Tribal governments

### Eligible Uses

- For acquisition, construction, rehabilitation or preservation of affordable housing located within the City and Borough of Juneau, including activities such as:
  - Predevelopment project expenses, such as land surveys, site engineering, and permitting; \$250,000 maximum funding for predevelopment
  - Purchase of developed real estate or land;
  - Fees for architects and other professionals;
  - Demolition to make way for affordable housing; and

- Building materials and labor costs.
- Costs incurred by nonprofit organizations to develop or implement a specific affordable housing project. Examples include:
  - Capacity building such as training, legal and accounting costs;
  - Technical assistance such as development consultants; and

## Priorities for the Juneau Affordable Housing Fund

The priorities of the JAHF match with the CBJ Housing Action Plan.

1. **Use of capital to develop housing units:** Funding for capital costs for acquisition, construction, rehabilitation, or preservation of affordable housing especially middle-income housing, senior housing, and homeowner opportunities for young adults and families are preferred.
2. **Long-Term Affordability:** Units created using JAHF funds that include affordability covenants or that are permanently affordable are preferred.
3. **Downtown Housing Development:** Units developed within the boundaries established by the Downtown Juneau Residential Tax Abatement Map (Appendix D) are preferred.

## Application Process

Applications will be posted online upon Assembly determination of funding availability for each round. Potential applicants are encouraged to contact the CBJ Housing and Land Use Specialist with questions about the program and how individual housing projects may utilize the funds. **Please be aware that preliminary review of applications cannot be performed by Staff during the open application period.**

Total application submission length should not exceed 25 pages of supporting documentation, excluding application form and table of contents. To support streamlined review, if supporting documentation exceeds 25 pages, only the first 25 pages will be considered.

Completed applications will be reviewed by a committee to include CBJ staff, a public member with direct experience in housing development, and a public member with financing/banking experience.

The review committee will score projects based on the selection criteria and score sheet.

The 2023 schedule is as follows:

- **July 31, 2023:** JAHF Program Guidelines posted
- **August 7, 2023:** Applications Posted; application period begins
- **August 25, 2023:** Public Information Meeting @ 3:00pm AKST via Zoom

- **September 17, 2023:** Housing Project Proposals Due 11:59pm AKST
- **October 1, 2023 – October 28, 2023:** Committee Review and Project Ranking Period
- **November 6, 2023 (tentatively):** Committee Report to Lands, Housing, and Economic Development Committee
- **December through February:** Final Assembly approval and grant and loan agreements signed

Proposals are to be emailed to Joseph Meyers, Housing & Land Use Specialist at [joseph.meyers@juneau.gov](mailto:joseph.meyers@juneau.gov) by 11:59pm AKST on September 17, 2023.

All applications are ultimately approved by the CBJ Assembly in an open public process. For private projects, an appropriation ordinance may be required.

Applicants should expect that their submitted project plans, costs and other supporting documentation will be available to the public. The Assembly may impose or modify terms, conditions, and other provisions that clearly protect the public interest.

## Selection Criteria

Projects considered to be ready or feasible will be evaluated with the following criteria:

1. **Team Experience:** (1) Demonstrated experience on projects of similar size and scope; (2) Established development and/or operating partnerships, including support services; (3) Qualified staff – Developer, Director, Property Manager, Supportive Services; and (4) Capacity to maintain/manage project.
  2. **Population Targeting & JAHF Priority Targeting:** (1) Use of capital to develop housing units; (2) Long-term or permanent affordability; and (3) Downtown Housing Development.
  3. **Project Design and Characteristics:** **For Capital projects:** (1) Plans stamped by appropriate engineer or architect, or professionally qualified staff on the development team; (2) Energy Efficiency: JAHF projects should be energy-efficient and adhere to either the Alaska Building Energy Efficiency Standard (BEES) or HUD’s Energy Star Home Standard. **For programs/operational projects:** (1) Comply with national guidance/best practice for target population. **For all projects:** (1) Accessibility Standards: Proposals must comply with the federal Fair Housing Act (42U.S.C. 3601-3619) and the Americans with Disabilities Act of 1990.
  4. **Feasibility:** (1) Ability to secure other financing needed to carry out project; (2) Operational feasibility/long-term financial viability; and (3) Reasonable and balanced budget with cost controls. The intention for JAHF funds is to assist projects that need gap financing and have a 100% chance of being successful. Site ownership, the percentage of total costs supported by other funding sources, and work schedule for the project will factor.
  5. **Readiness to Proceed:** (1) Leveraging/percentage of total cost with commitments; (2) site
- Juneau Affordable Housing Fund – Program Description and Application Guidelines

ownership; (3) plans, environmental permitting, estimate complete; (4) construction/operation within following fiscal year.

**Score Sheet:** A sample of the score sheet used by the review committee is included as Appendix C.

## Compliance and Monitoring

The CBJ, at any time, could inspect and monitor the records and work of the proposed project as to performance and compliance with JAHF program rules and loan requirements. Project information, including rents and tenant income will be collected annually on March 31<sup>st</sup>, during the affordability period.

The CBJ City Manager may terminate any agreement in the event that awardees: 1) lose the ability to proceed with the project, 2) make material alterations, or 3) fail to comply with the project schedule.

## Annual Report

An annual JAHF report will be presented to the CBJ Committee of the Whole in preparation for future funding rounds. The report will include:

- Project progress reports;
- Details on funds disbursed, JAHF expenses, amount of leveraged funds acquired; and
- Guidance on funding availability for the following year

## Appendix A: Glossary of Terms

- **Affordable Housing** - The U.S. Department of Housing and Urban Development defines “Affordable” as housing costs no more than 30 percent of a household’s monthly income. This means rent and utilities in an apartment or the monthly mortgage payment and other housing expenses (utilities, home maintenance and repairs) for a homeowner should be less than 30 percent of monthly household income. Housing programs targeting households with income between 0% and 80% AMI are also considered “affordable” programs.
- **Area Median Income** HUD uses the median income for families to calculate income limits for eligibility in a variety of housing programs. HUD Income Limits by size of household are used by JAHF to determine level of affordability. See Appendix B.
- **Assumable soft debt** – Mortgages or loans that can be taken over by another individual to maintain favorable interest rates or affordability.
- **Capacity-building** - Activities that increase the operating efficiencies of agencies or organizations that create more affordable housing, including organizational assistance, training, legal, and accounting costs – but specifically to support the housing project proposed.
- **Capital Funds** - Funding contributed for the development, acquisition, rehabilitation, or new construction of the physical structure.
- **Extremely Low-income households** - Households with incomes at the HUD 30% Limit. See Appendix B.
- **Gap Financing** - Loans or grants used for housing development projects that bridge the gap between available funding sources, usually a combination of raised capital and state or federal housing subsidies.
- **Local dedicated revenue source** - Affordable housing funds are most successful when securing a local dedicated revenue source; a source of public revenue directed at affordable housing activities.
- **Low-income households** - Households with incomes at the HUD 80% Limit. See Appendix B.
- **Middle-income housing**: Middle-income housing is not a HUD recognized term. Middle-income housing is generally used here to mean affordable housing for households between 80% and 120% of area median income – typically without attachment to other subsidy or rental assistance.
- **Non-profit Organization** - A corporation of foundation granted exemption from income taxation by the IRS.
- **Ownership housing** - Housing for which the sales price minus the sum of grants and deferred loans provided to the borrower results in a monthly payment which qualifies a low-income household for a mortgage loan under standard lender underwriting standards.
- **Recoverable Loans** - Loans provided for activities such as predevelopment costs. Loans are required to be paid back once long-term funding has been secured for the project.
- **Self-sufficiency Assistance** - Services that help residents become more productive and capable of independent living, such as job training, budget counseling, substance-abuse treatment, and childcare.
- **Unit** - A self-contained apartment with sanitation and kitchen facilities within the apartment or partial facilities in the unit and other shared facilities located on the same floor as the unit.
- **Very Low-income households** - Households with incomes at the HUD 50% Limit. See Appendix B.
- **Zero-interest loans** - Zero-interest loans are loans where full repayment of the principle is expected.



## Appendix B: FY2023 Income Limits and Rental Limits

### City and Borough of Juneau Income Limits for 2023 (effective 5/16/23)

4-person AMI \$122,200

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30% AMI	\$25,680	\$29,340	\$33,000	\$36,660	\$39,600	\$42,540	\$45,480	\$48,420
60% AMI	\$51,360	\$58,680	\$66,000	\$73,320	\$79,200	\$85,080	\$90,960	\$96,840
80% AMI	\$68,480	\$78,240	\$88,000	\$97,760	\$105,600	\$113,440	\$121,280	\$129,120
100% AMI	\$85,600	\$97,800	\$110,000	\$122,200	\$132,000	\$141,800	\$151,600	\$161,400
120% AMI	\$102,720	\$117,360	\$132,000	\$146,640	\$158,400	\$170,160	\$181,920	\$193,680

Source: HUD User Datasets: [https://www.huduser.gov/portal/pdrdatas\\_landing.html](https://www.huduser.gov/portal/pdrdatas_landing.html)

### City and Borough of Juneau Rental Limits for 2023 (effective 5/16/23)

Bedrooms (People)	Fair Market Rent	30% AMI	60% AMI	80% AMI	100% AMI	120% AMI
Efficiency (1.0)	\$1,002	\$642	\$1,284	\$1,712	\$2,140	\$2,568
1 Bedroom (2.0)	\$1,176	\$688	\$1,375	\$1,834	\$2,292	\$2,934
2 Bedrooms (3.0)	\$1,499	\$825	\$1,650	\$2,200	\$2,750	\$3,300
3 Bedrooms (4.0)	\$2,130	\$953	\$1,906	\$2,541	\$3,176	\$3,666
4 Bedrooms (5.0)	\$2,236	\$1,063	\$2,126	\$2,835	\$3,544	\$3,960
5 Bedrooms (6.0)	\$2,571	\$1,174	\$2,347	\$3,130	\$3,912	\$4,254

Source: HUD User Datasets: [https://www.huduser.gov/portal/pdrdatas\\_landing.html](https://www.huduser.gov/portal/pdrdatas_landing.html)

## Appendix C: Score Sheet

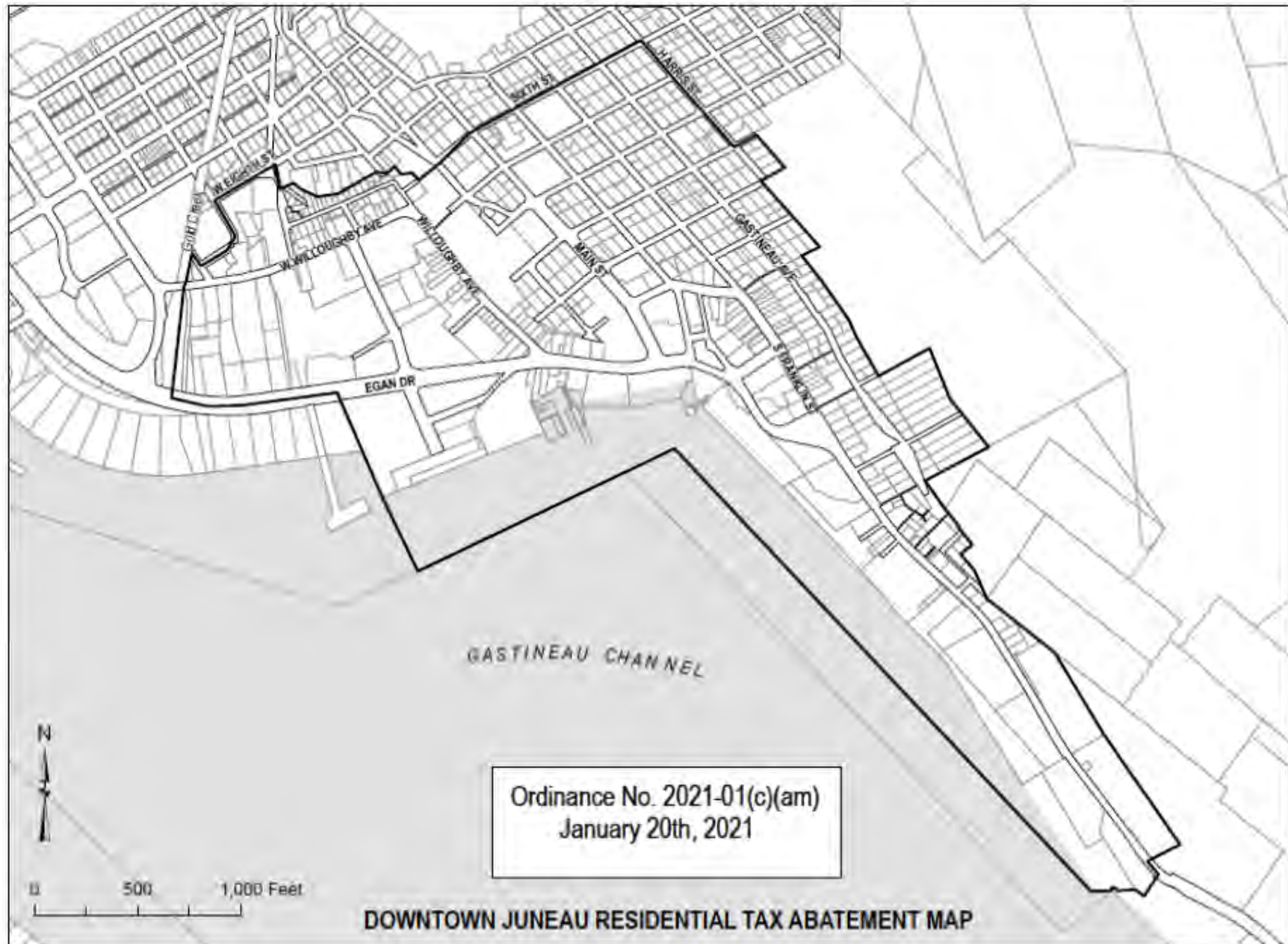
2023 Juneau Affordable Housing Fund Score Sheet				
<b>Program Name:</b>				
<b>Evaluation Criterion</b>				
<i>points); Each question is worth a maximum of 5 points</i>		<b>INPUT POINTS HERE</b>	<b>Possible Points</b>	<b>Score</b>
<b>Section 1: Team Experience</b>				
Demonstrated experience on projects of similar scope and nature		25	0	
Established development and/or operating partnerships, including support services				
Qualified staff: developer, director, property manager, supportive services				
Capacity to maintain/manage the project				
Performance history of previous loan or grant from the JAHF				
		<b>Section 1 Subtotal</b>		
<b>Section 2: Juneau Affordable Housing Fund Priorities and Population Targeting</b>				
Capital projects to develop housing		15	0	
Long-term or permanent affordability				
Downtown housing				
		<b>Section 2 Subtotal</b>		
<b>Section 3: Project Design and Characteristics</b>				
Stamped plans by appropriate engineer or architect, or staff on development team		15	0	
Energy efficiency				
Accessibility				
		<b>Section 3 Subtotal</b>		
<b>Section 4: Feasibility</b>				
Ability to secure other financing needed to carry out the project		15	0	
Operational feasibility/long-term financial viability				
Reasonable and balanced budget with cost controls				
		<b>Section 4 Subtotal</b>		
<b>Section 5: Readiness to Proceed</b>				
Construction/operation within the fiscal year		20	0	
Site ownership				
Plans, environmental permitting, estimate complete				
Leveraging/percentage of total costs with commitments				
		<b>Section 5 Subtotal</b>		
		<b>Points Possible</b>	<b>90</b>	<--- total points possible
		<b>Total Points</b>	<b>0</b>	<--- points earned
		<b>Score:</b>	<b>0%</b>	<--- total score

Applicant: \_\_\_\_\_ Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

Juneau Affordable Housing Fund – Program Description and Application Guidelines

## Appendix D: Downtown Juneau Residential Tax Abatement Map

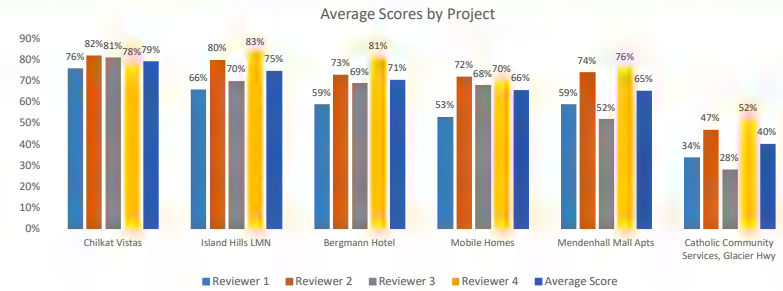
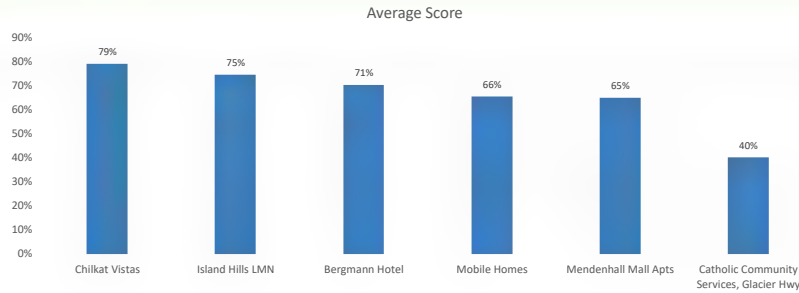
Section F, Item 3.



Round II Priorities: 1) capital projects to develop housing, 2) long-term or permanent affordability, 3) downtown housing development

Juneau Affordable Housing Fund Round 1 Project Summary													
Agency/Project Name	Project Location	Grant or Loan?	JAHF Request	Total Project Cost	Per Unit Cost	Committed Funds	Leveraging % (JAHF funds / total project costs)	Affordable Units (80% AMI or below)	Workforce Units (80% - 120% AMI)	Total Units	Target Population	Project type	Description
New housing construction (Loans)													
Chilkat Vistas, LLC: Chilkat Vistas	Chilkat Vistas, Tract A3	Loan	\$2,250,000	\$5,250,000	\$116,667	\$3,000,000	42.9%	14	31	45	Affordable and middle-income housing	Construction	
Brave Enterprises, LLC: Bergmann Hotel	343 3rd Street, Juneau, AK 99801	Loan	\$900,000	\$2,765,000	\$153,611	\$2,000,000	32.5%	18	0	18	Affordable and middle-income housing	Construction, rehabilitation	
Coogan Alaska, LLC: Island Hills LMN	401 Cordova Street, Juneau, AK 99801	Loan	\$900,000	\$2,903,520	\$161,307	\$2,003,520	31.0%	0	18	18	Market-rate housing	Construction	
Duran Construction Company, LLC: Mobile Homes	6590 Glacier Highway, Juneau, AK 99801	Loan	\$1,100,000	\$4,296,616	\$195,301	\$3,196,616	25.6%	3	19	22	Affordable and middle-income housing	Acquisition	Acquisition of 22 new manufacturing housing units to set up as rentals
VP Valley Rentals: Mendenhall Mall Apartments	9106 Mendenhall Mall Road, Juneau, AK 99801	Loan	\$450,000	\$1,249,500	\$138,833	\$800,000	36.0%	7	2	9	Affordable and middle-income housing	Construction	
New housing construction (Grants)													
Catholic Community Service, Inc: Glacier Highway Senior Units	1801 Glacier Highway, Juneau AK 99801	Grant	\$721,000	\$721,000	Unknown	\$0	100.0%	TBD	TBD	TBD	Very low-income seniors	Predevelopment costs	
Acquisition of housing													
None													
Rehabilitation of housing (already owned by agency)													
None													
Housing Assistance and Services (Non-profit capacity building, supportive services, rent assistance)													
None													
Total Requests			\$6,321,000	\$17,185,636									
2023 Funds Available			\$1,100,000	Potential # of units 112									

Reviewer Scores						
Project Name	Applicant/Sponsor	Project Type	Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4
Chilkat Vistas	Chilkat Vistas, LLC	45 unit building with 14 affordable units under 80% AMI	76%	82%	81%	78%
Island Hills LMN	Coogan Alaska, LLC	18 units of market-rate housing	66%	80%	70%	83%
Bergmann Hotel	Brave Enterprises, LLC	Predevelopment work for renovation of Bergmann Hotel into 18 units low- to moderate-income apartments and a ground floor restaurant	59%	73%	69%	81%
Mobile Homes	Duran Construction Company, LLC	22 rental mobile home units at under 80% AMI	53%	72%	68%	70%
Mendenhall Mall Apts	VP Valley Rentals	9 units at Mendenhall Mall, with 7 being affordable for individuals and families with incomes at 80% AMI and below.	59%	74%	52%	76%
Catholic Community Services, Glacier	Catholic Community Service, Inc.	Creation of long-term affordable units for very low-income seniors	34%	47%	28%	52%
			Average Score			



# STAFF REPORT

## CITY/BOROUGH OF JUNEAU

Lands and Resources Office  
155 Heritage Way, Juneau, Alaska 99801  
[Lands\\_Office@juneau.gov](mailto:Lands_Office@juneau.gov)  
(907) 586-5252

**TO:** Alicia Hughes-Skandijs, Chair of the Assembly Lands Housing and Economic Development Committee

**FROM:** *Daniel Bleidorn*  
Dan Bleidorn, Lands & Resources Manager

**SUBJECT:** CBJ Christmas Tree & Firewood Harvesting Policy

**DATE:** November 2, 2023

### Christmas Tree Policy

The City of Juneau allows a household to remove one live evergreen tree per year from municipal land, designated by the CBJ Wood Cutting Area Map. Households may harvest a Christmas tree each year beginning on Thanksgiving Day and ending on December 31<sup>st</sup> of the same year. Trees must be cut at ground level and discarded branches must be scattered around the harvest site. Trees may not be harvested from municipal lands that are used for parks, recreation sites, scenic corridors, schools, residential subdivisions, or public facilities or from any muskeg areas or regions outside of the CBJ Wood Cutting Area Map. Christmas trees may not be cut within fifty (50) feet of a hiking trail. No permit is needed to harvest a Christmas tree for personal use.

### Firewood Policy

For those interested in harvesting trees for firewood this winter, you may do so in the areas designated on the CBJ Wood Cutting Area Map. Trees that are allowed to be harvested for personal use include dead and/or down trees. No permit is required for this use. As indicated in the Christmas tree policy above, trees may not be harvested from municipal land used for parks, recreation sites, scenic corridors, schools, residential subdivisions, or public facilities or from any muskeg areas or regions outside of the CBJ Wood Cutting Area Map.







<b>Policy No. 14-03R - 2023</b>	<b>Title: CBJ Tree Policy</b>
<b>Date Approved: October 17, 2023</b>	<b>Last Reviewed and Revised: June 22, 2021</b>
<b>CBJ Code / Regulation:</b> CBJ 53.09, 53.12.020, 42.15.140	<b>Other Reference:</b>
<p><b>Purpose &amp; Need:</b> The City and Borough of Juneau manages thousands of acres of land and hundreds of thousands of trees. This policy articulates three goals:</p> <ul style="list-style-type: none"> <li>A. Ensure the safety of people in Juneau through a process for inspection and mitigation of hazard trees on City and Borough of Juneau property.</li> <li>B. Establish the process for property owners to request work on non-hazardous trees on CBJ property.</li> <li>C. Provide the public with reasonable opportunities to harvest trees and wood for personal and commercial use.</li> </ul>	

### Policy Statement

This policy revises and amends Administrative Policy 14-03R. The purpose of the revision is to recognize hazards posed by steep hillsides, where tree removal may result in slope instability. The revised policy balances the considerations of the CBJ Tree Policy with the CBJ All Hazards Mitigation Plan.

### Guidelines

#### **I. HAZARD TREES ON CBJ PROPERTY**

**NOTE: CBJ staff does not routinely inspect trees on CBJ property. It is the responsibility of adjacent property owners to identify potential hazards to their own properties and to notify the CBJ Lands Manager if they believe that a hazard may exist.**

*Hazard Tree Defined:* Any tree that is evaluated by qualified CBJ staff and determined to have an overall tree risk rating of “high” or “extreme,” according to the ISA Basic Tree Risk Assessment form or similar industry standard tree assessment form.

Any tree on CBJ property that is believed to be a hazard to property or public safety should be reported immediately to the Lands Manager. The Lands Manager will verify that the tree is on municipal land, and forward the report to the department responsible for managing the property.





CBJ staff will visually assess the tree(s) to determine the level of risk associated with the tree. The assessment will be conducted according to standard industry practices, and documented using a standard form. Trees determined to be Hazard Trees will be disposed of as follows:

**A. Hazard Trees not Located in Severe/Moderate Hazard Zones for Mass Wasting Events**

Following the CBJ assessment, trees not located in a designated Landslide Hazard area as classified by the CBJ's All Hazards Mitigation Plan, or with a known, documented history of mass wasting events, that are determined to be Hazard Trees will be removed by the CBJ as soon as practical. If the property owner disagrees with the CBJ's assessment of a tree, the property owner may obtain a second opinion from another qualified arborist at the property owner's expense. This assessment will be reviewed and considered before a final decision is made by the director of the department responsible for managing the property.

**B. Hazardous Trees in Severe/Moderate Hazard Zones for Mass Wasting Events**

Hazardous trees that are located within a designated Landslide Hazard area as classified in the CBJ's All Hazards Mitigation Plan (Plan), or with a known, documented history of mass wasting events, will not be subject to removal by the CBJ. The All Hazards Mitigation Plan recommends prohibiting the removal of vegetation in areas prone to landslides:

"Removal of vegetation from slopes can compromise the integrity of the soil and lead to landslides. Requests to remove vegetation should be handled through a permit process that involves an assessment of the area for landslide hazard." (page 57)

Currently, there is no permit process for removal of vegetation from these areas. Balancing the risks of removing a hazardous tree and the risks of a potential mass wasting event, the CBJ will abide by the All Hazards Mitigation Plan. If a property owner within a designated Landslide Hazard or known mass wasting area seeks to remove potentially hazardous trees from adjacent CBJ property, CBJ staff will consider the request and, if approved, will require that the owner and any contractors agree to indemnify the CBJ and provide proof of adequate liability insurance, as determined by CBJ Risk Management.

## **II. NON-HAZARD TREES ON CBJ PROPERTY**

Requests to cut or prune non-hazardous trees on municipal land may be submitted to the Lands Manager. At a minimum, the request must include the following:

- A. A detailed explanation of why the tree(s) should be removed.
- B. Photographs indicating which tree(s) would be removed or pruned.
- C. A map indicating the location of the tree(s)



The Lands Manager will verify that the tree(s) is on municipal land and forward the request to the department responsible for managing the property. The managing department will approve the request if it is consistent with the department's management of the property. A permit authorizing the work will be issued to the applicant. The applicant shall be responsible for all costs of removal. Decisions may be appealed to the City Manager upon written request.

### **III. TREE HARVESTING ON CBJ PROPERTY**

Under section 42.15.140 of CBJ code, it is unlawful to cut a tree or part of a tree without the prior specific authorization of the tree owner. However, the Lands Manager may designate areas where the public may harvest trees on the CBJ Public Use Tree Harvest Map. The Lands Manager may restrict the harvestable trees to members of certain species, for example, alder (*Alnus rubra*). In all other cases, cutting of live trees by members of the public is prohibited on municipal land and rights-of-way unless written authorization has been received from the Lands Manager. All portions of the tree shall be removed from roadways, ditches, and waterways. Dead or down trees may not be removed from the following areas without specific written authorization from the Lands Manager:

- Recreation sites
- Greenbelts
- Municipal Cemeteries
- Scenic corridors
- Within 25 feet of streams, rivers, and other water bodies
- Public facility grounds
- Muskeg
- Hillsides where disturbing the site might cause slope instability

Commercial use or sale of trees is prohibited, unless the Lands Manager has given specific written authorization.

Each year, beginning on Thanksgiving Day and ending on December 31 of the same year, a household may remove one evergreen tree per year from municipal land designated by the CBJ Christmas Tree Harvest Area Map. Trees must be cut at ground level; discarded branches must be scattered. In addition to the prohibited locations listed in the previous section, Christmas trees may not be cut within fifty feet of a hiking trail.

### **VI. GENERAL PROVISION**

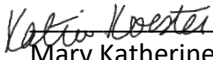
Scope: This policy applies to all agencies and employees of the City and Borough of Juneau, Alaska.

- A. **Authority to promulgate policy:** The City Manager of the City and Borough of Juneau, Alaska, maintains the authority granted by the CBJ Charter to order policy and the guidelines for implementation.

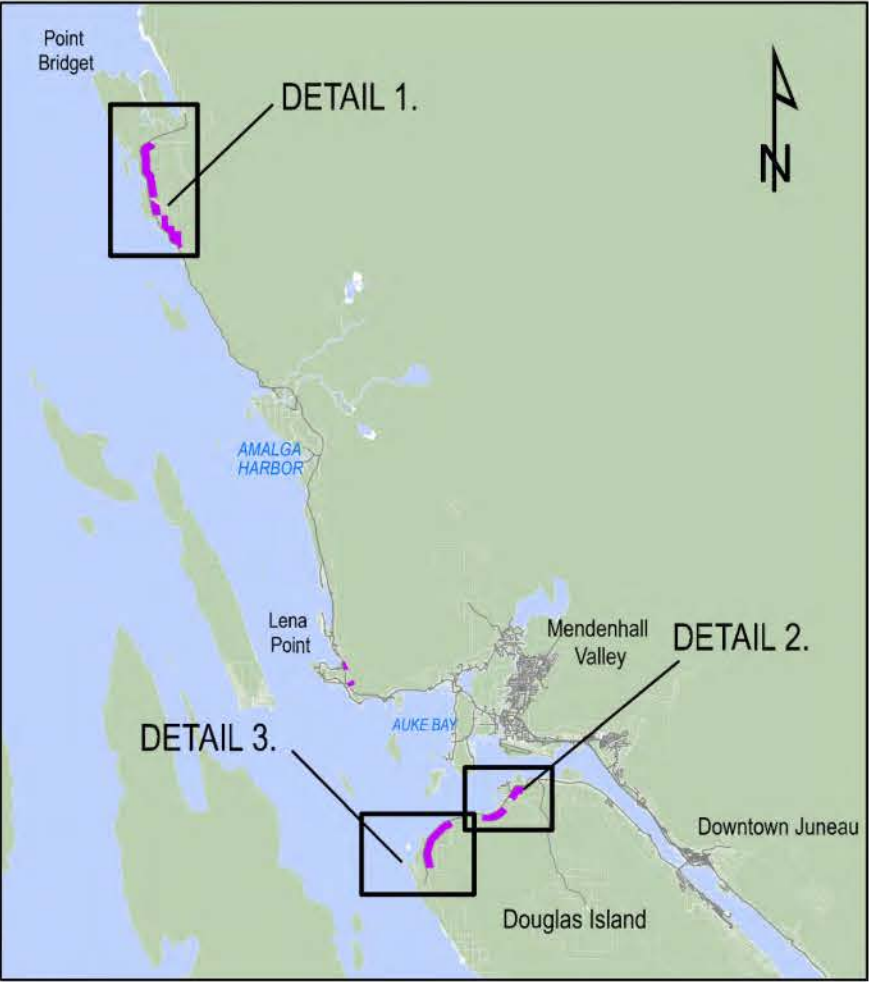


B. **Effective Date:** This policy will take effect on date policy is signed.

Dated at Juneau, Alaska, this 19th day of October, 2023

  
\_\_\_\_\_  
Mary Katherine Koester  
City and Borough Manager





# WOOD CUTTING AREA MAP

● Mile Marker

Wood Cutting Area

This map is not a survey quality representation. It is intended for general reference only. The CBJ assumes no responsibility for errors, omissions, or positional accuracy of features on this map.

