



SPECIAL ASSEMBLY MEETING 2022-21

AGENDA

August 29, 2022 at 6:00 PM

Assembly Chambers/Zoom Webinar/YouTube Livestream

Meeting No. 2022-21 <https://juneau.zoom.us/j/91515424903> or 1-253-215-8782 Webinar ID: 915 1542 4903

Agenda/Manager's Report Submitted By:

Duncan Rorie Watt, City Manager

A. CALL TO ORDER

B. LAND ACKNOWLEDGEMENT

C. ROLL CALL

D. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

1. Instruction for Public Participation

The public may participate in person or via Zoom webinar. Testimony time will be limited by the Mayor based on the number of participants. Members of the public that want to provide oral testimony via remote participation must notify the Municipal Clerk prior to 4pm the day of the meeting by calling 907-586-5278. For in-person participation at the meeting, a sign-up sheet will be made available at the back of the Chambers and advance sign-up is not required. Members of the public are encouraged to send their comments in advance of the meeting to BoroughAssembly@juneau.org.

E. CONSENT AGENDA

i. Public Requests for Consent Agenda Changes, Other than Ordinances for Introduction

ii. Assembly Requests for Consent Agenda Changes

iii. Assembly Action

2. Ordinance 2022-06(b)(K) An Ordinance Appropriating \$100,000 to the Manager for the Telephone Hill Redevelopment Capital Improvement Project; Funding Provided by General Funds.

This ordinance would appropriate \$100,000 to begin the redevelopment process of Telephone Hill upon completion of the property conveyance from the State Department of Natural Resources to CBJ. An additional \$2 million in project funding will be provided by temporary 1% sales tax, if extended by voters during the October election. This project is #9 on CBJ's FY23 Legislative Priority List.

The Lands, Housing, and Economic Development Committee reviewed this request at the August 8 and August 29, 2022 meeting.

The City Manager recommends the Assembly introduce this ordinance and forward it to the Lands, Housing, and Economic Development Committee, and set it for public hearing at the regular Assembly meeting on September 12, 2022.

3. Ordinance 2022-06(b)(L) An Ordinance Appropriating \$187,442 to the Manager for the Design Phase of the Gate 5 Passenger Boarding Bridge Capital Improvement Project; Funding Provided by the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Grant.

This ordinance would appropriate \$187,442 in Airport Improvement Program grant funding for the Gate 5 Passenger Boarding Bridge CIP. This funding would provide for the design phase of the acquisition and

installation of a new passenger boarding bridge. The local match requirement will be provided by previously appropriated 1% sales tax funds in the Gate 5 Passenger Boarding Bridge CIP.

The Airport Board reviewed this request at the August 11, 2022 meeting. The Public Works and Facilities Committee reviewed this request at the June 6, 2022 meeting.

The City Manager recommends the Assembly introduce this ordinance and set it for public hearing at the next regular Assembly meeting.

4. Ordinance 2022-06(b)(M) An Ordinance Appropriating \$2,017,881 to the Manager for the Design Phase of the Ramp Improvements Capital Improvement Project; Funding Provided by the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Grant.

This ordinance would appropriate \$2,017,881 in Airport Improvement Program grant funding for the Ramp Improvements CIP. This funding would provide for the design phase of the rehabilitation of large air carrier and air taxi ramps. The local match requirement will be provided by previously-appropriated 1% sales tax funds in the Ramp Improvements CIP.

The Airport Board reviewed this request at the August 18, 2022 meeting. The Public Works and Facilities Committee reviewed this request at the June 6, 2022 meeting.

The City Manager recommends the Assembly introduce this ordinance and set it for public hearing at the next regular Assembly meeting.

5. Ordinance 2022-06(b)(N) An Ordinance Appropriating \$2,254,418 to the Manager for the Construction Phase of the Float Pond Improvements Capital Improvement Project; Funding Provided by the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Grant.

This ordinance would appropriate \$2,254,418 in Airport Improvement Program grant funding for the Float Pond Improvements CIP. This funding would provide for the construction of raising the existing roadbed, introducing a drainage ditch, armoring the pond bank with rock, and reconstructing fourteen floatplane dock headwalls. The local match requirement will be provided by previously appropriated 1% sales tax funds in the Float Pond Improvements CIP.

The Airport Board reviewed this request at the August 18, 2022 meeting. The Public Works and Facilities Committee reviewed this request at the June 6, 2022 meeting.

The City Manager recommends the Assembly introduce this ordinance and set it for public hearing at the next regular Assembly meeting.

6. Ordinance 2022-06(b)(O) An Ordinance Appropriating \$2,400,000 to the Manager for the Purchase of the Family Practice Building at 10301 Glacier Highway; Funding Provided by Hospital Funds.

Bartlett Regional Hospital desires to acquire the Family Practice property near Industrial Boulevard to ensure the hospital has space to expand into as the demand for medical care increases. This property currently houses multiple established medical practices, and it would provide convenient access to medical care for people that live in the Mendenhall Valley. The hospital would like to eventually provide easy access to specialty care practitioners closer to patients' homes.

This request was reviewed by the Lands, Housing and Economic Development Committee at the March 7, 2022 meeting. This request was reviewed by the Hospital Board at the February 22, 2022 meeting. The Hospital Board recommended the purchase of the building at the August 23, 2022 meeting.

The Manager recommends the Assembly introduce this ordinance and set it for public hearing at the next regular Assembly meeting.

7. Ordinance 2022-06(b)(Q) An Ordinance Appropriating \$1,185,900 to the Manager for the Hospital CT/MRI Replacement Capital Improvement Project; Funding Provided by Hospital Funds.

This ordinance would appropriate \$1,185,900 of hospital funds for the replacement and installation of one MRI and two CT scanners at Bartlett Regional Hospital. The existing apparatus has reached end of useful life and upgrades to the HVAC, electrical, and magnetic shielding are required for installation of the new equipment. This funding will supplement the original project appropriation of \$2,300,000 in order to award the bid, which came in 65%-75% above the architect's estimate.

The hospital Board reviewed this request at the August 23, 2022 meeting and the Hospital Finance Committee will review this request at the September 9, 2022 meeting.

The Manager recommends this ordinance be introduced and set for public hearing at the next regular Assembly meeting.

8. Ordinance 2022-22 An Ordinance Amending the City and Borough of Juneau Code Related to the Aquatic Board of Directors.

Over the last two years, the Aquatics Board has had vacancies, which contributed to meetings being cancelled for lack of quorum. The Aquatics Board recommended changes to its membership requirements, so it can continue to provide effective oversight of the pool facilities. The Assembly Human Resources Committee reviewed this topic on August 1, 2022 and recommended the Assembly reduce the membership from nine to seven and allow up to three members to be from a local aquatic organization. Assemblymember Triem has also proposed an amendment to remove the current code requirement that inserts the Aquatics Board into the hiring process for the Aquatics Manager.

The City Manager recommends the Assembly introduce this ordinance and set it for public hearing at the next regular Assembly meeting.

9. Resolution 2999 A Resolution Accepting Telephone Hill at No Cost from the State of Alaska.

This legislative session, the Alaska Legislature enacted HB349, directing the Alaska Department of Natural Resources to convey, without cost, State-owned properties on Telephone Hill to the City and Borough of Juneau. In exchange for receiving these properties, the City and Borough of Juneau acknowledges that the State of Alaska has satisfied any and all obligations originating from a \$2M contribution made by the City and Borough of Juneau in 1984.

The Lands, Housing, and Economic Development Committee reviewed this topic at the August 8, 2022 meeting and passed a motion of support for a resolution to acquire Telephone Hill properties.

The Manager recommends the Assembly adopt this resolution.

10. Resolution 3000 A Resolution Amending the City and Borough of Juneau Personnel Rules.

This resolution would update the Personnel Rules as a result of recent three-year collective bargaining agreements, market conditions, and changes to the State of Alaska pay policies related to attorneys. A more detailed summary of the changes is included with a memo from Human Resources Director Dallas Hargrave.

The Assembly Human Resources Committee reviewed this matter on August 25, 2022.

The Manager recommends the Assembly adopt this resolution.

F. NEW BUSINESS

11. Notices of Appeals to Assembly: Goldstein Improvement Company Appeal #2022-AA03, #2022-AA04, #2022-AA05, and #2022-AA06

Greg Adler, on behalf of Goldstein Improvement Company, filed four Notices of Appeal regarding real property valuations by the Assessor from 2022 as follows:

Appeal to Assembly #2022-AA03 for the property located at 119 Second St., parcel #1C070A020043

Appeal to Assembly #2022-AA04 for the property located at 201 Seward St., parcel #1C070A040010

Appeal to Assembly #2022-AA05 for the property located at 224 Second St., parcel #1C070A040020

Appeal to Assembly #2022-AA06 for the property located at 234 Seward St., parcel #1C070A050060

State law (AS29.45.210(d)) provides that a taxpayer can appeal a Board of Equalization decision to Superior Court within 30 days of distribution of the Board of Equalization decision---not to the Assembly. Additionally, CBJ Charter has two provisions that may be relevant: CBJ Charter 3.16(b) (allowing appeals from Boards created by the Assembly to the Assembly) with CBJ Charter 3.11 (prohibiting the Assembly from giving orders on administrative matters to an employee of the Manager). Prior to the expiration of the 30 day window to appeal the Board of Equalization decisions to Superior Court, the City Clerk informed Mr. Adler that the Assembly would likely address these subject matter jurisdiction issues before deciding the merits of the appeals and that may cause Mr. Adler to forego his ability to timely appeal the Board of Equalization decision to Superior Court.

The Assembly needs to decide if it is going to accept these appeals, and if it is going to appoint a presiding officer or appoint a hearing officer.

The City Attorney recommends the Assembly accept these appeals for the limited purpose of receiving briefing from the parties and deciding if it has jurisdiction over the subject matter of these appeals, and refer these to the same hearing officer as the two prior appeals.

12. Staff Reports: Juneau Terminal Reconstruction CIP: Supplemental Agreement #2

At the July 11, 2022 regular meeting, the Manager notified the Assembly that he had approved a supplemental agreement to the JNU Terminal Reconstruction Project with Dawson Construction for up to \$223,506.25 for the installation of additional acoustical tiles in the terminal building. CBJC 53.50.040(C) authorizes the execution of supplemental agreements; the Manager is limited to approving supplemental agreements to an amount not greater than \$250,000, or 25% of the contract amount, whichever is less. The base contract with Dawson was for approximately \$16M. The Manager is also required to notify the Assembly of approved supplemental agreements at its next regularly scheduled meeting.

The Airport has requested approval for a second supplemental agreement for the installation of additional flooring for a price of \$176,266.32. As the value of these two requests exceeds the Manager's authority, Assembly approval for this proposed addition to the construction contract is required.

The logic for these two supplemental agreements is similar. The Airport desires to capitalize on the already mobilized contractor, the ability to lock in building materials at current prices, and the value of having consistent building materials throughout the building, which allows for lower maintenance costs. These reasons support a finding that not requiring competitive bidding for these improvements is in the best interests of the City and Borough.

The Manager recommends that the Assembly approve supplemental agreement #2.

13. Staff Report: Update on Catholic Community Service - Hospice and Home Health

14. Staff Report: Update on Municipal Election Matters

15. Assembly retreat date discussion

16. Hardship and Senior Citizen/Disabled Veteran Late-Filed Real Property Tax Exemption Applications

There is one property owner that has requested the Assembly authorize the Assessor to consider a late-filed exemption for their property assessment.

The Assembly should consider this request and determine whether the property owner was unable to

comply with the April 30 filing requirement. A.S. 29.45.030(f); CBJC 69.10.021(d). The burden of proof is upon the property owner to show the inability to file a timely exemption request. If the Assembly decides to accept this late-filed exemption request, the application will be referred to the Assessor for review and action.

The City Manager recommends the Assembly act on this application.

G. SPECIAL ORDER OF BUSINESS

17. Joint Assembly Meeting with the Planning Commission

Topics:

Brief overview of CDD

Priorities discussion

H. SUPPLEMENTAL MATERIALS

I. 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.

Presented by: The Manager
Introduced: August 29, 2022
Drafted by: Finance

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2022-06(b)(K)

An Ordinance Appropriating \$100,000 to the Manager for the Telephone Hill Redevelopment Capital Improvement Project; Funding Provided by General Funds.

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is a noncode ordinance.

Section 2. Appropriation. There is appropriated to the Manager the sum of \$100,000 for the Telephone Hill Redevelopment Capital Improvement Project (D14-098).

Section 3. Source of Funds

General Funds	\$100,000
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Section 4. Effective Date. This ordinance shall become effective upon adoption.

Adopted this _____ day of _____, 2022.

Beth A. Weldon, Mayor

Attest:

Elizabeth A. McEwen, Municipal Clerk

Presented by: The Manager
Introduced: August 29, 2022
Drafted by: Finance

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2022-06(b)(L)

An Ordinance Appropriating \$187,442 to the Manager for the Design Phase of the Gate 5 Passenger Boarding Bridge Capital Improvement Project; Funding Provided by the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Grant.

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is a noncode ordinance.

Section 2. Appropriation. There is appropriated to the Manager the sum of \$187,442 for the design phase of the Gate 5 Passenger Boarding Bridge Capital Improvement Project (A50-107).

Section 3. Source of Funds

Federal Aviation Administration	\$187,442
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Section 4. Effective Date. This ordinance shall become effective upon adoption.

Adopted this _____ day of _____, 2022.

Beth A. Weldon, Mayor

Attest:

Elizabeth A. McEwen, Municipal Clerk

Presented by: The Manager
Introduced: August 29, 2022
Drafted by: Finance

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2022-06(b)(M)

An Ordinance Appropriating \$2,017,881 to the Manager for the Design Phase of the Ramp Improvements Capital Improvement Project; Funding Provided by the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Grant.

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is a noncode ordinance.

Section 2. Appropriation. There is appropriated to the Manager the sum of \$2,017,881 for the design phase of the Ramp Improvements Capital Improvement Project (A50-104).

Section 3. Source of Funds

Federal Aviation Administration	\$2,017,881
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Section 4. Effective Date. This ordinance shall become effective upon adoption.

Adopted this _____ day of _____, 2022.

Beth A. Weldon, Mayor

Attest:

Elizabeth A. McEwen, Municipal Clerk

Presented by: The Manager
Introduced: August 29, 2022
Drafted by: Finance

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2022-06(b)(N)

An Ordinance Appropriating \$2,254,418 to the Manager for the Construction Phase of the Float Pond Improvements Capital Improvement Project; Funding Provided by the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Grant.

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is a noncode ordinance.

Section 2. Appropriation. There is appropriated to the Manager the sum of \$2,254,418 for the construction phase of the Float Pond Improvements Capital Improvement Project (A50-092).

Section 3. Source of Funds

Federal Aviation Administration	\$2,254,418
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Section 4. Effective Date. This ordinance shall become effective upon adoption.

Adopted this _____ day of _____, 2022.

Beth A. Weldon, Mayor

Attest:

Elizabeth A. McEwen, Municipal Clerk

Presented by: The Manager
Introduced: August 29, 2022
Drafted by: Finance

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2022-06(b)(O)

An Ordinance Appropriating \$2,400,000 to the Manager for the Purchase of the Family Practice Building at 10301 Glacier Highway; Funding Provided by Hospital Funds.

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is a noncode ordinance.

Section 2. Appropriation. There is appropriated to the Manager the sum of \$2,400,000 for the purchase of the Family Practice building at 10301 Glacier Highway.

Section 3. Source of Funds

Hospital Funds	\$2,400,000
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Section 4. Effective Date. This ordinance shall become effective upon adoption.

Adopted this _____ day of _____, 2022.

Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk

Presented by: The Manager
Introduced: August 29, 2022
Drafted by: Finance

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2022-06(b)(Q)

An Ordinance Appropriating \$1,185,900 to the Manager for the Hospital CT/MRI Replacement Capital Improvement Project; Funding Provided by Hospital Funds.

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is a noncode ordinance.

Section 2. Appropriation. There is appropriated to the Manager the sum of \$1,185,900 for the Hospital CT/MRI Replacement Capital Improvement Project (B55-084).

Section 3. Source of Funds

Hospital Funds	\$ 1,185,900
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Section 4. Effective Date. This ordinance shall become effective upon adoption.

Adopted this _____ day of _____, 2022.

Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk

Presented by: HRC
Presented: 08/29/2022
Drafted by: R. Palmer III

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2022-22

An Ordinance Amending the City and Borough of Juneau Code Related to the Aquatic Board of Directors.

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is of a general and permanent nature and shall become a part of the City and Borough of Juneau Municipal Code.

Section 2. Amendment of Section. CBJC 67.10.010 Board of directors, is amended to read:

67.10.010 Board of directors.

(a) The aquatics board shall consist of seven ~~nine~~ voting members appointed by the assembly to serve without compensation for staggered three-year terms. Members of the board shall serve at the pleasure of the assembly. Terms shall commence on July 1. Appointments to fill vacancies shall be for the unexpired term. In the event a seat has six months or less remaining to the unexpired term, the assembly, at its discretion, may choose to appoint the member to the remainder of the current term as well as to the full term immediately following the expiration date of the unexpired term. No board member who has served for three consecutive terms or nine years shall again be eligible for appointment until one full year has intervened, provided, however, that this restriction shall not apply if there are no other qualified applicants at the time reappointment is considered by the assembly.

(b) One board member shall be from and represent the Juneau School District. One board member shall be from any local aquatics organization that rents a pool facility. To the extent possible, appointments to the remaining seven seats on the aquatics board shall include persons having skills relevant to matters concerning the aquatics facilities. No more than three ~~two~~ members of the aquatics board shall be a member or employee of any local aquatics organization, or the immediate family member of any member or employee of any local aquatics organization.

(c) The parks and recreation department director may participate in any board proceedings like a member but shall not have the power to vote and shall not be counted in determining whether a quorum of the board is present.

Section 3. Effective Date. This ordinance shall be effective 30 days after its adoption.
Adopted this _____ day of _____, 2022.

Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk

Ord 2022-22 Amendment _____ (via Assemblymember Triem)

Motion: I move to amend Ordinance 2022-22 as follows to remove the Aquatics Board from the hiring process of the Aquatics Manager:

1. Insert a new Section 3 and renumber existing Section 3 as Section 4:

"Section 3. Amendment of Section. CBJC 67.10.020 is amended to read:

67.10.020 General powers.

- (a) Subject to state laws and City and Borough ordinances, the aquatics board shall make policy decisions and generally direct the operation and maintenance of the municipally-owned aquatics facilities according to the best interests of the public and in a sound business manner. The aquatics board:
 - (1) Shall be responsible for generally directing the operation, maintenance, development and marketing of the municipally owned and operated aquatics facilities, except as otherwise provided by the assembly by resolution.
 - (2) Shall prescribe the terms under which persons and groups may use the aquatics facilities under the board's management and establish and enforce standards of operation.
 - (3) May adopt regulations pursuant to CBJ 01.60 necessary for the administration of the aquatics facilities under the board's management.
 - (4) Shall facilitate and receive citizen input on the management and operations of the aquatics program.
- (b) Shall ensure all legal services for the aquatics board and aquatics facilities are provided by or under the supervision of the municipal attorney.
- (c) Shall annually provide to the assembly a written review of the aquatics program. The review shall include public usage, financial trends, facility maintenance needs, capital needs, and the efficiency of the program operation.
- (d) Shall annually provide a personnel evaluation to the parks and recreation department director of the aquatics manager's performance in supporting the board and implementing board direction. The aquatics manager personnel evaluation and the board's deliberation of it shall be confidential unless the aquatics manager requests a public discussion.
- ~~(e) Shall participate in the selection process for the hiring of the aquatics manager. In the event the board does not support the hiring recommendation of the parks and recreation department director, the board chair shall timely notify the city manager. The city manager shall then make the hiring decision.~~

Section 4 ~~Section 3.~~ Effective Date. This ordinance shall be effective 30 days after its adoption."

Presented by: The Manager
Presented: 08/29/2022
Drafted by: R. Palmer III

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2999

A Resolution Accepting Telephone Hill at No Cost from the State of Alaska.

WHEREAS, in 1984, the City and Borough of Juneau and the State of Alaska, through the Department of Transportation and Public Facilities (DOT&PF), entered into a Cooperative Use Agreement for the properties known as Telephone Hill in which the City provided \$2,000,000 for the State's purchase of Telephone Hill as a possible location for a new State Capitol; and

WHEREAS, in 2008, the Cooperative Use Agreement was amended in order for the City to build the parking garage and transit center, which capped the value of the CBJ investment at \$6,400,000 and allowed for the City to lease land located at Telephone Hill to build the parking garage and transit center with the intent that the State would work with the City to convey ownership at a future date; and

WHEREAS, the Property Disposal Directive Report released by the Governor's Office on June 6, 2019, listed this property as one to consider for divestment by the State; and

WHEREAS, the Alaska Legislature enacted HB349, §4 (2022), which directs the Alaska Department of Natural Resources to convey—without cost—Telephone Hill to the City and Borough of Juneau; and

WHEREAS, there are approximately twelve dwelling units on Telephone Hill, which are occupied by approximately seventeen tenants who have been on month-to-month leases with the DOT&PF; and

WHEREAS, the City and Borough of Juneau recognizes the DOT&PF gave tenants 30-day notices of eviction on July 28, 2022; and

WHEREAS, given the recent enactment of HB349, the City and Borough of Juneau is beginning a public planning process to redevelop Telephone Hill and intends to have the properties inspected for tenant health and safety, for condition assessment, and for environmental hazards.

42 NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF
43 JUNEAU, ALASKA:
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45 **Section 1. Acceptance of Donation.** Consistent with CBJC 53.04.030, the City and
46 Borough of Juneau accepts the donation of the Telephone Hill properties identified in
47 HB349, §4 (2022).
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49 **Section 2. Release and Satisfaction of Debt.** In exchange for receiving the
50 Telephone Hill properties at no cost, the City and Borough of Juneau acknowledges the
51 State of Alaska, and its departments, satisfied any and all obligations originating from the
52 \$2,000,000 initial investment by the City and Borough of Juneau, and the City and Borough
53 of Juneau releases and waives any current or future claim arising out of or related to the
54 original \$2,000,000 investment.
55

56 **Section 3. Tenant Soft Landing.** The City and Borough of Juneau requests the
57 State of Alaska, and its departments, not actively enforce the eviction proceedings initiated
58 by the July 28, 2022, eviction notices. The City and Borough of Juneau intends on requiring
59 new short-term leases for any holdover tenants while the public planning process for
60 redevelopment occurs.
61

62 **Section 4. Effective Date.** This resolution shall be effective immediately after its
63 adoption.
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65 Adopted this _____ day of _____, 2022.
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68 _____
69 Beth A. Weldon, Mayor
70 Attest:
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72 _____
73 Elizabeth J. McEwen, Municipal Clerk
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Department of Human Resources / Risk Management

155 Municipal Way Suite 101, Juneau, AK 99801

907-586-5250 <phone> 907-586-5392 <fax>

Email: Dallas.Hargrave@juneau.org

MEMORANDUM

Date: August 19, 2022

To: Human Resources Committee

 Thru: Duncan Rorie Watt
City Manager

 From: Dallas Hargrave
Human Resources & Risk Management Director

Re: Request to implement changes to Personnel Rules

With the recent implementation of the three-year collective bargaining agreements for the employees represented by the Public Safety Employees Association (PSEA) and the Marine Engineers Beneficial Association (MEBA), along with recent changes to State of Alaska pay policies related to attorneys, we are presenting the following changes to the City and Borough of Juneau Personnel Rules. The relevant Personnel rules are attached with the additions and subtractions noted. We have provided a brief summary of the proposed changes below.

4 PR 015. Eligible Lists

On a limited basis, the City and Borough of Juneau uses an eligibility list process to fill positions. Once an eligibility list is established, there are a limited number of situations under which a department director may remove a name from the eligibility list. This proposed change allows a director to remove a current employee from the eligibility list if their performance becomes less than fully acceptable or they engage in misconduct prior to the appointment to a position.

11 PR 055. Banked Medical Leave

There are a small number of current employees who still have a Banked Medical Leave balance. This leave bank was formed with the CBJ converted to personal leave. Over the years, through attrition, the number of employees to which this provision applies has decreased significantly. The proposed changes increase the flexibility under which the Banked Medical Leave can be used in an effort to sooner eliminate this rule.

18 PR 007. Attorney Pay Premium.

This additional Personnel Rule relating to pay for attorneys is being proposed in response to a recent State of Alaska action to increase attorney pay for state employees by 15%. In order to remain competitive as a public employer in Juneau for attorneys, we are proposing that the CBJ also increase pay for our employed attorneys. After a comparison of the CBJ attorney salaries to what the State of Alaska attorney salaries will be after the 15% increase, we believe that the percent increases for each pay step will allow the CBJ to keep our pay competitive with the Juneau public sector attorney market. If this change is implemented, we estimate that the total

Human Resources Committee
Request to Implement Changes to Personnel Rules.

Page 2

increase in salaries for the current employed attorneys will be \$75,000 with an average increase of \$15,000 of annual salary for attorneys. Note that this new proposed personnel rule does not apply to the City Attorney because that position is completely exempt from the personnel rules.

18 PR 027. Health Benefits and Employee Wellness

This proposed change is being implemented concurrent with similar new language in the MEBA contract to make clear that a part time employee can use personal leave to pay the prorated portion of the employer health insurance contribution.

18 PR 035. Tool Allowance

This proposed change is a “housekeeping” change that clarifies the language of the rule and provides that the Emergency Program Manager is eligible for a \$1500 a year allowance if required to use his/her personal snow machine to perform work duties related to the avalanche program.

18 PR 065. Police Certification Pay

This proposed new personnel rule will provide the intermediate and advanced police certification pay that was recently approved for bargaining unit employees at the Juneau Police Department to the non-represented command staff. This language is being proposed to enhance recruitment and retention of leadership at JPD. We estimate this will increase total salaries for command staff at JPD by approximately \$24,000 per year, with an average salary increase of \$4,700 for command staff.

Conclusion and Request for Action:

We recommend that the Human Resources Committee approve these changes to the personnel rules and forward to the Assembly the draft changes so that a resolution incorporating these changes can be placed on the consent agenda of the August 29, 2022 Assembly meeting.

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Presented by: The Manager
Presented: 08/29/2022
Drafted by: R. Palmer III

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 3000

A Resolution Amending the City and Borough of Juneau Personnel Rules.

WHEREAS, the Assembly has adopted personnel rules in accordance with CBJ 44.05.050; and

WHEREAS, the Personnel Rules apply to non-represented employees of the City and Borough of Juneau and to represented employees when the collective bargaining agreement does not apply; and

WHEREAS, the Personnel Rules occasionally should be updated to reflect modern human resources practices or to address recruitment and retention needs.

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

Section 1. The Assembly of the City and Borough of Juneau approves the following and hereby modifies the Personnel Rules to reflect the language changes in the attached Exhibit A.

Section 2. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this _____ day of _____, 2022.

Attest: _____
Beth A. Weldon, Mayor

Elizabeth J. McEwen, Municipal Clerk

**RULE 4
SELECTION****Section****005. General****006. Preferential Appointment Rights****007. Preferential Rights Due to a Request from a Pregnant Employee or an Employee with a Temporary Disability.****008. Preferential Rights Due to Layoff.****009. Preferential Rights Due to ADA Reassignment****010. Nonpreferential Appointment Rights without Public Announcement****011. Nonpreferential Appointment Rights of Injured Employees.****015. Eligible Lists****020. Local Hire Preference****021. Veteran's Preference****025. Notice to Applicants****030. Applicant Appeal Process***(Res. No. 2370, 2006)***4 PR 015. Eligible Lists.**

(a) As part of the selection process for job classifications unique to a department, the department director may use an eligible list according to the following procedure:

(1) Each list must be by job classification and must contain the names in rank order of all persons who have passed the required examinations;

(2) If there are no employees with preferential appointment rights to the job classification, an offer of appointment will be made first to that person with the highest score on the eligible list;

(3) Eligible lists may remain in effect no longer than 2 years from the effective date of the list.

(b) To maintain an adequate pool of eligibles, the department director may combine a new list with an existing list. Eligible lists may only be combined if the same examination procedure is used to compile each list. If a different examination is used, applicants on the existing list must take the new examination to be placed on the new list.

(c) If the same examination procedure is used to compile each list, applicants remaining on an active eligible list will be re-ranked into the new eligible list based on their existing scores. An applicant may re-test if he or she so chooses; however, the applicant's ranking on the eligible list will be based on the updated score.

(d) The department director may remove names from eligible lists for any of the following reasons:

- (1) Failure to respond to a written inquiry on availability for appointment within 10 days, or upon return as undeliverable a properly addressed letter;
- (2) Refusal to accept appointment;
- (3) Failure to report for duty at the time prescribed; or
- (4) Failure to satisfactorily complete a required examination, such as a background investigation or a medical examination.

(5) Documented misconduct or less than fully acceptable performance for current employees during the period of time between eligibility determination and appointment.

(e) The department director may return a name to an eligible list when removal from the list was because:

- (1) The candidate failed to respond to a written inquiry; or
- (2) The candidate refused appointment. *(Res. No. 2370, 2006)*

RULE 11

LEAVE

Section

005. Scope

010. Accrual Rates

012. Personal Leave Cash-in

016. Reserved

017. Reserved

020. Accrual During Unauthorized Leave

025. Leave Anniversary

030. Minimum Leave Use

035. Maximum Leave Carry-over

040. Use of Personal Leave

045. Direction to Take Leave

050. Bereavement Leave

055. Banked Medical Leave

060. Use of Leave to Supplement Workers' Compensation

065. Leave Without Pay

067. Family/Medical Leave

070. Cancellation of Leave

075. Effect of Leave Without Pay

080. Adjustment of Anniversary Dates

081. Employee Furlough

085. Court Leave

090. Military Leave Without Pay

095. Military Leave with Pay

100. Emergency Service Leave

**105. Maximum Paid Military and Emergency
Service Leave**

110. Donation of Leave

115. Seasonal Leave

120. Medical Leave on Separation

125. Personal Leave on Separation

130. Parent-Teacher Conference Leave

(Res. No. 2069, 2001; 2370, 2006; 2422(c), 2007; 2476, 2009; 2618, 2012)

...

11 PR 055. Banked Medical Leave.

(a) An employee who has banked medical leave may take such leave only when one of the following conditions exists:

(1) The employee ~~has no accrued personal leave and the employee~~ is sick or disabled to the extent that the employee cannot attend to the employee's regular duties.

(2) The ~~employee has no accrued personal leave and the~~ illness or disability of a member of the employee's immediate family requires the attendance of the employee.

(3) The employee has an FMLA qualifying condition and must take time off work for that condition. ~~exceeding one working day. In such instances the use of banked medical leave begins on the second day of absence.~~

(4) The employee's absence is due to an on-the-job injury with the Employer which qualifies as a workers' compensation claim to the extent that the employee's absence is not covered by workers' compensation.

(5) The employee has no accrued personal leave and the absence is due to the death of the employee's immediate family member, in which case the use of medical leave is limited to 2 weeks. A department director may require a physician's statement or other acceptable proof that an employee's condition meets the requirements of this section before authorizing the use of banked medical leave.

(b) Banked medical leave cannot be cashed in when an employee separates from CBJ service. Employees who are reemployed with the CBJ to a position that accrues leave within three calendar years of separation, and who had banked medical leave upon separation, shall have their medical leave bank restored. *(Res. No. 1875, 1997; 2223, 2003; 2370, 2006; 2618, 2012)*

...

RULE 18

COMPENSATION AND REIMBURSEMENTS

Section

005. Pay Schedules

007. Attorney Pay Premium

010. Daily Pay Rate for Salaried Employees

015. Shift Differentials

020. Standby Rate

025. Increased Responsibilities Differential

026. Temporary Supervision Pay

027. Health Benefits and Employee Wellness

030. Uniforms

035. Tool Allowance

037. Repayment to Employer

040. Travel Reimbursement

045. Mileage and Vehicle Allowance

050. Awards

055. Reimbursement of Interview Travel Expenses

060. Relocation Expense

065. Police Certification Pay

(Res. No. 2370, 2006)

18 PR 005. Pay Schedules.

The pay schedules attached as Appendix I shall be effective on the date shown thereon. *(Res. No. 1875, 1997; 2069, 2001; 2112, 2001; 2223, 2003; 2336, 2005; 2459, 2009; 2622, 2012; 2649, 2013, 2860, 2019)*

18 PR 007. Attorney Pay Premium.

The amounts set out in the City and Borough of Juneau MEBA/unrepresented pay schedule provided by 18 PR 005 of this Rule are increased as follows for partially exempt positions within the Department of Law that require admission to the practice of law in the state of Alaska as a condition of employment:

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>
13%	13%	13%	13%	13%	13%	13%	11%	9%	8%	7%	6%	4%

...

18 PR 027. Health Benefits and Employee Wellness.

The CBJ maintains a health benefit and employee wellness program for its employees on a defined contribution basis.

(a) The CBJ provides a tiered health insurance employee benefit to eligible employees. Eligible employees pay, by payroll deduction, any difference between the CBJ's contribution and the amount required to provide the coverage elected by the employee under the tiered benefits program.

(1) Effective July 1, 2022, the employer's contribution rate shall be \$1,533.00 per month per full-time, eligible employee.

Effective July 1, 2023, the employer's contribution rate shall be up to \$1,610.00 per month, per full time, eligible employee.

Effective July 1, 2024, the employer's contribution rate shall be up to \$1,690.00 per month, per full time, eligible employee.

(2) Effective with the first full payroll in July 2013, employees who participate in the Healthy Rewards program will receive a \$50.00 per pay period reduction in their health insurance premium contribution rate. Participation will be tracked on a yearly basis and the premium reduction will be effective the next plan year. For example, participation in plan year 2012 would result in a premium reduction for plan year 2013.

(3) The criteria established for the Healthy Rewards program is subject to modification by the Human Resources and Risk Management Office, in consultation with the Health Benefits Committee.

(4) The eligibility of the employees and their dependents for coverage and the precise benefits to be provided shall be as set forth in the three-tiered insurance benefit plan written and maintained by the City and Borough for that purpose.

(b) Part-time and seasonal part-time, eligible employees working 780 hours per year or more shall be provided the option of participating in the group insurance plan by paying a prorated portion of the benefit cost. A part-time employee shall have the option of using accrued personal leave to cover the pro-rated portion of benefits, subject to the minimum leave balance provisions of 11 PR 012, by completing a form provided by the employer. Eaglecrest limited positions are not eligible to participate in the health insurance plan.

(c) When an employee leaves employment due to termination, resignation or lay off, health insurance coverage ends at 12:01 a.m. on the day following the last day of pay status.

(d) When an employee is on Leave Without Pay while on Family/Medical Leave, the provisions of the Family/Medical Leave policy which maintain health benefit coverage remain in effect and the employee contribution remains unchanged.

(e) The CBJ maintains a Health Benefits Committee, which is made up of designated union members and unrepresented employee members. The Committee will meet at least quarterly to review progress of cost containment efforts, review the administrative company's performance and offer suggestions regarding other options concerning employee health insurance. The Committee

will develop checks and balances on plan adjustments with the goal of maintaining the relative cost and value of the tiers. This committee may also develop, implement and evaluate Wellness Program activities and services and review the effectiveness of the Employee Assistance Program. The Health Committee will review the health benefit costs at its quarterly meetings and make recommendations to the parties that address increased costs.

(f) The CBJ shall pay not less than \$12.80 per full time employee per month to fund a Wellness Program in order to promote education about healthy lifestyles.

(g) Employees who are placed in furlough status on a reduced workweek or workday basis shall not be required to pay a prorated portion of the Employer's health insurance contribution rate provided the employee continues to work a minimum of 60 hours per pay period. (*Res. No. 1875, 1997; 2069, 2001; 2223, 2003; 2336, 2005; 2370, 2006, 2459, 2009; 2476, 2009; 2622, 2012; 2649, 2013; 2860, 2019; 2994, 2022*)

...

18 PR 035. Tool Allowance.

(a) ~~CFor~~ current employees, subject to a written CBJ requirement to provide their own hand tools shall receive a tool allowance as provided in this rule. The specified annual amounts shall be paid in advance by separate check to each employee during the month of July, except that employees who are in leave without pay or seasonal leave status for two weeks or longer beginning on July 1st of any given fiscal year, shall receive their tool allowance with the first full paycheck after their return to paid status. The tool allowance will be prorated according to the employees anticipated work schedule, e.g, a seasonal employee who is budgeted to work for 7 months will receive 7/12 of the total relevant allowance.

(b) New employees subject to a written CBJ requirement to provide their own hand tools shall receive the relevant, pro-rated amount based upon what month they were hired within the fiscal year (example: an employee hired in October shall receive 9/12 of the total relevant allowance). This amount shall be included in the paycheck issued after the first full pay period of employment.

(c) The annual tool allowance is as follows:

(1) Automotive mechanics: \$1100.00

(2) Building maintenance mechanics: \$550.00

(3) Eaglecrest Vehicle Maintenance Supervisor: \$700.00.

(4) Emergency Program Manager, if required to use a personal snow machine for the CBJ avalanche program: \$1500.00 (*Res. No. 2069, 2001; 2370, 2006; 2459, 2009; 2649, 2013*)

...

18 PR 065. Police Certification Pay.

- (a) Juneau Police Department employees who submit evidence of receiving an Alaska Police Standards Council intermediate or advanced police certificate shall receive a pay enhancement upon application to the employer and effective on the first day of the pay period immediately following approval by the employer.
- (1) Intermediate police certification: Juneau police department employees who are approved for an intermediate police certification pay enhance shall receive a two percent (2%) pay enhancement above the rate of pay in the pay schedule in 18 PR 005.
- (2) Advanced police certification: Juneau police department employees who are approved for an advanced police certification pay enhance shall receive a three percent (3%) pay enhancement above the rate of pay in the pay schedule in 18 PR 005. An employee who is eligible for the Advanced police certification pay enhancement shall not be eligible for the Intermediate police certification pay enhancement.

AUG 09 2022



RECEIVED

OFFICE OF THE MUNICIPAL CLERK

155 S. Seward St., Room 202

Phone: (907)586-5278 Fax: (907)586-4552

email: city.clerk@juneau.org

Appeal # 2022-AA03 Bjm

Notice of Appeal

This appeal is governed by CBJ 01-50, the Municipal Appellate Code. This code establishes the standards and procedures for appeals.¹ Anyone who files an appeal should be familiar with the appellate code. The clerk can give you a copy of the code.

Attach a copy of the decision being appealed. Do not attach any other documents, exhibits, or additional pages to this form, except for any pages needed to continue the answers to the requested information below. The clerk will accept this form only if the appropriate filing fee is attached. The fee to file an appeal to the assembly is \$500.00. To be timely, an appeal must be filed within 20 days of the date the decision being appealed is filed with the clerk.

Action Being Appealed

Board decisions are appealable: board recommendations and most staff decisions are not.

City and Borough of Juneau, Finance Department,
☐ Agency Appealed From: *Assessor Division*
see below

☐ Description and Date of Decision: *Parcel # 1C070A020043 (130 Seward St & 119 2nd St)*
See attached
Incorporated by Reference

Concerned Parties

Date of Decision: July 22, 2022

Identify the people who have an interest in the action being appealed: yourself and others.

☒ Party Filing Appeal

Addstar Improvement Company

Mailing Address

406 East Rustic Road
Santa Monica, CA

Telephone

310-612-1312

Fax

Email

gregoryladlere@gmail.com

☐ Parties Who Won the Decision Appealed

Mailing Address

Telephone

Fax

Email

gregoryladlere@gmail.com

1 01.50.070 STANDARD OF REVIEW AND BURDEN OF PROOF. (a) The appeal agency may set aside the decision being appealed only if:

(1) The appellant establishes that the decision is not supported by substantial evidence in light of the whole record, as supplemented at the hearing;

(2) The decision is not supported by adequate written findings or the findings fail to inform the appeal agency of the basis upon which the decision appealed from was made; or

(3) The agency failed to follow its own procedures or otherwise denied procedural due process to one or more of the parties.

(b) The burden of proof is on the appellant. (Serial No. 92-36 1) 2 (part), 1992).1

-over-

Issues on Appeal²

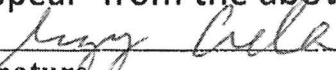
Concisely describe the legal and factual errors that form the basis for your appeal. Do not argue them: argument will be heard later.

Fraud, improper, excessive, and unequal valuation including methodology by the Juneau Assessor; including but not limited to factual errors such as square feet used in valuations, malicious misrepresentation of "Leased Fee Interest;" improper building costs. See Attached Notice of Appeal, Table of Contents, Exhibits 1-46, Julie Dinneen appraisals and Expense Related Expenses and Corrected Pages, The Assembly has Jurisdiction and Appellant Materials and Requests which are hereby incorporated by reference as the legal and factual errors that form the basis of our appeal.

Relief Requested

What should the Assembly do with the action being appealed: send it back, modify it, or something else?

Respectfully, we request the Assembly hear this appeal and resolve this matter. We believe a hearing officer should be appointed to examine and investigate the issues we describe "Issues on Appeal" herein. In the interim, we request our property taxes and all property taxpayers be assessed at 2020 assessments levels; that an Oversight Board be appointed to watch over the Hearing Officer with an equal number of members coming from commercial property owners; all appeal rights are stayed, including the obligation to file legal actions in Superior Court. We hereby incorporate by reference the "Issues on Appeal" from the above paragraph into the Relief Requested.


Signature

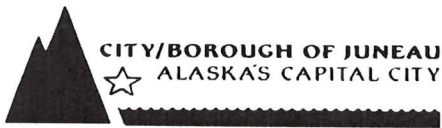
7/31/2022
Date

If you are representing any group, or a person other than yourself, you must sign a notarized statement that you are authorized to represent them.

2 01.50.030(b)(5) COMMENCEMENT OF ACTION.

The notice of appeal shall include a concise statement of the legal and factual errors in the decision that form the basis of the appeal.

-over-



Office Of The Assessor
155 South Seward Street
Juneau, AK 99801

GOLDSTEIN IMPROVEMENT COMPANY
130 SEWARD ST STE 001
JUNEAU AK 99801

Section F, Item 11.

NOTICE OF DECISION BOARD OF EQUALIZATION	
Date of BOE	Thursday, July 21, 2022
Location of BOE	Via ZOOM Webinar
Time of BOE	5:30 pm
Mailing Date of Notice	July 25, 2022
Parcel Identification	1C070A020043
Property Location	119 SECOND ST
Appeal No.	APL20220158
Sent to Email Address:	gregoryladler@gmail.com

ATTENTION OWNER

The Board of Equalization (BOE) held a hearing on the date shown above to consider and decide your appeal of the 2022 Assessed Value for your parcel. Based on the findings of fact and conclusions of law contained in the recorded hearing and record on appeal, the BOE hereby certifies its decision as shown below:

CBJ CLERK

AUG 09 2022

RECEIVED

	Before BOE	After BOE
Site/Land	\$1,216,278.00	\$1,216,278.00
Building/Improv	\$5,376,631.00	\$5,376,631.00
Total	\$6,592,909.00	\$6,592,909.00
Exempt Total	\$0.00	\$0.00
2022 Taxable Value	\$6,592,909.00	\$6,592,909.00

This is a final administrative decision of the Board of Equalization of the City and Borough of Juneau. It may be appealed to the Alaska Superior Court, in Juneau, pursuant to AS 29.45.210(d), CBJ 15.05.200 and the Alaska Rules of Court, if such appeal is filed within 30 days from the mailing/distribution date of this notice.

7/22/2022

Date

Chair/Presiding Officer
Board of Equalization

CONTACT US: CBJ Assessor's Office

Phone	Email	Website	Physical Location
Phone (907) 586-5215 Fax (907) 586-4520	Assessor.Office@juneau.org	http://www.juneau.org/finance/	155 South Seward St Room 114

PROPERTY TAX BILLS MAILED JULY 1

PROPERTY TAXES DUE SEPTEMBER 30

CITY AND BOROUGH OF JUNEAU

Treasury Division

155 South Seward
Juneau, AK 99801
(907) 586-5218

DATE 8/9/2022 RECEIPT NUMBER 086215

REC'D FROM: NAME Gregg Miller Interiors, LLC

ADDRESS Agreement 426 E Rustic Rd.

CITY Santa Monica, CA

STATE CA ZIP 90402

DESCRIPTION

ARS ☐ BUS TAX ☐ REA TAX ☐ POLICE CIT ☐ SALES TAX ☐ HBR ☐ UTL ☐ G/L ☐

OTHER 11/11/2021 Assembly & 4000 sq ft

CODE	AMOUNT
1-110030101-4/420-0009	\$2000.00
Parcel #s	
10070A020043 (119 2nd St)	
10070A040010 (201 Seward St)	
10070A040020 (224 Seward St)	
10070A050060 (234 Seward St)	

Assigned Assembly Appeal
Numbers as shown below.
Beth McEwen

#2022-AA03
#2022-AA04
#2022-AA05
#2022-AA06

RECEIVED

CREDIT CARD ☐

AMOUNT \$ 2000.

CASH ☐ CHECK ☒

REC'D BY: Beth McEwen

TREA CASH 10/88

AUG 09 2022



RECEIVED

OFFICE OF THE MUNICIPAL CLERK

155 S. Seward St., Room 202

Phone: (907)586-5278 Fax: (907)586-4552

email: city.clerk@juneau.org

Appeal # 2022-AA04 Bjm

Notice of Appeal

This appeal is governed by CBJ 01-50, the Municipal Appellate Code. This code establishes the standards and procedures for appeals.¹ Anyone who files an appeal should be familiar with the appellate code. The clerk can give you a copy of the code.

Attach a copy of the decision being appealed. Do not attach any other documents, exhibits, or additional pages to this form, except for any pages needed to continue the answers to the requested information below. The clerk will accept this form only if the appropriate filing fee is attached. The fee to file an appeal to the assembly is \$500.00. To be timely, an appeal must be filed within 20 days of the date the decision being appealed is filed with the clerk.

Action Being Appealed

Board decisions are appealable: board recommendations and most staff decisions are not.

City and Borough of Juneau, Finance Department,
☐ Agency Appealed From: *assessor Division*
see below

☐ Description and Date of Decision: *Parcel # 1COT0A04 00 10 (201, 205, 209, 213, 217, 221 Seward St & 216 Second St.)*
see attached
Incorporated by Reference

Concerned Parties

Date of Decision: July 22, 2022
 Identify the people who have an interest in the action being appealed: yourself and others.

☒ Party Filing Appeal
Holdston Improvement Company
 Mailing Address: *426 East Route 1, Santa Monica, CA 90402*
 Telephone: *310-612-1312*
 Fax: *gregoryladdere@gmail.com*
 Email: *can*

☐ Parties Who Won the Decision Appealed
 Mailing Address: *gregoryladdere@gmail.com*
 Telephone: *can*
 Fax: *can*
 Email: *can*

1 01.50.070 STANDARD OF REVIEW AND BURDEN OF PROOF. (a) The appeal agency may set aside the decision being appealed only if:

- (1) The appellant establishes that the decision is not supported by substantial evidence in light of the whole record, as supplemented at the hearing;
 - (2) The decision is not supported by adequate written findings or the findings fail to inform the appeal agency of the basis upon which the decision appealed from was made; or
 - (3) The agency failed to follow its own procedures or otherwise denied procedural due process to one or more of the parties.
- (b) The burden of proof is on the appellant. (Serial No. 92-36 112 (part), 1992).¹

-over-

Issues on Appeal²

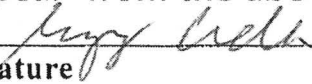
Concisely describe the legal and factual errors that form the basis for your appeal. Do not argue them; argument will be heard later.

Fraud, improper, excessive, and unequal valuation including methodology by the Juneau Assessor; including but not limited to factual errors such as square feet used in valuations, malicious misrepresentation of "Leased Fee Interest;" improper building costs. See Attached Notice of Appeal, Table of Contents, Exhibits 1-46, Julie Dinneen appraisals and Expense Related Expenses and Corrected Pages, The Assembly has Jurisdiction and Appellant Materials and Requests which are hereby incorporated by reference as the legal and factual errors that form the basis of our appeal.

Relief Requested

What should the Assembly do with the action being appealed: send it back, modify it, or something else?

Respectfully, we request the Assembly hear this appeal and resolve this matter. We believe a hearing officer should be appointed to examine and investigate the issues we describe "Issues on Appeal" herein. In the interim, we request our property taxes and all property taxpayers be assessed at 2020 assessments levels; that an Oversight Board be appointed to watch over the Hearing Officer with an equal number of members coming from commercial property owners; all appeal rights are stayed, including the obligation to file legal actions in Superior Court. We hereby incorporate by reference the "Issues on Appeal" from the above paragraph into the Relief Requested.


Signature

7/31/2022
Date

If you are representing any group, or a person other than yourself, you must sign a notarized statement that you are authorized to represent them.

2 01.50.030(b)(5) COMMENCEMENT OF ACTION.

The notice of appeal shall include a concise statement of the legal and factual errors in the decision that form the basis of the appeal.

-over-



**Office Of The Assessor
155 South Seward Street
Juneau, AK 99801**

GOLDSTEIN IMPROVEMENT COMPANY
INC
130 SEWARD ST STE 001
JUNEAU AK 99801

Section F, Item 11.

**NOTICE OF DECISION
BOARD OF EQUALIZATION**

Date of BOE	Thursday, July 21, 2022
Location of BOE	Via ZOOM Webinar
Time of BOE	5:30 pm
Mailing Date of Notice	July 25, 2022
Parcel Identification	1C070A040010
Property Location	201 SEWARD ST
Appeal No.	APL20220157
Sent to Email Address:	gregoryladler@gmail.com

ATTENTION OWNER

The Board of Equalization (BOE) held a hearing on the date shown above to consider and decide your appeal of the 2022 Assessed Value for your parcel. Based on the findings of fact and conclusions of law contained in the recorded hearing and record on appeal, the BOE hereby certifies its decision as shown below:

CBJ CLERK

AUG 09 2022

RECEIVED

	Before BOE	After BOE
Site/Land	\$866,565.00	\$866,565.00
Building/Improv	\$627,564.00	\$560,435.00
Total	\$1,494,129.00	\$1,427,000.00
Exempt Total	\$0.00	\$0.00
2022 Taxable Value	\$1,494,129.00	\$1,427,000.00

This is a final administrative decision of the Board of Equalization of the City and Borough of Juneau. It may be appealed to the Alaska Superior Court, in Juneau, pursuant to AS 29.45.210(d), CBJ 15.05.200 and the Alaska Rules of Court, if such appeal is filed within 30 days from the mailing/distribution date of this notice.

7/22/2022

Date

Chair/Presiding Officer
Board of Equalization

CONTACT US: CBJ Assessor's Office

Phone	Email	Website	Physical Location
Phone (907) 586-5215 Fax (907) 586-4520	Assessor.Office@juneau.org	http://www.juneau.org/finance/	155 South Seward St Room 114

PROPERTY TAX BILLS MAILED JULY 1

PROPERTY TAXES DUE SEPTEMBER 30

CITY AND BOROUGH OF JUNEAU
Treasury Division

155 South Seward
Juneau, AK 99801
(907) 586-5218

DATE 8/9/2022 RECEIPT NUMBER 086215

REC'D FROM: NAME Greig Miller Interiors, LLC
ADDRESS Highmont 426 E Rustic Rd.
CITY Santa Monica, CA
STATE CA ZIP 90402

DESCRIPTION

ARS ☐ BUS TAX ☐ REA TAX ☐ POLICE CIT ☐ SALES TAX ☐ HBR ☐ UTL ☐ G/L ☐
OTHER Appeals to Assembly v 4/10/22 \$500/m.

CODE	AMOUNT
1-110030101-4/4/20-0009	\$2000.00
Parcel #s	
10070A020043 (119 2nd St)	
10070A040010 (201 Seward St)	
10070A040020 (224 Seward St)	
10070A050060 (234 Seward St)	

Assigned Assembly Appeal
Numbers as shown below.
Beth McEwen

#2022-AA03
#2022-AA04
#2022-AA05
#2022-AA06

RECEIVED CREDIT CARD ☐
AMOUNT \$ 2000. CASH ☐ CHECK ☒
REC'D BY: Beth McEwen

AUG 09 2022



RECEIVED

OFFICE OF THE MUNICIPAL CLERK

155 S. Seward St., Room 202

Phone: (907)586-5278 Fax: (907)586-4552

email: city.clerk@juneau.org

Appeal # 2022-AA05 Bjm

Notice of Appeal

This appeal is governed by CBJ 01-50, the Municipal Appellate Code. This code establishes the standards and procedures for appeals.¹ Anyone who files an appeal should be familiar with the appellate code. The clerk can give you a copy of the code.

Attach a copy of the decision being appealed. Do not attach any other documents, exhibits, or additional pages to this form, except for any pages needed to continue the answers to the requested information below. The clerk will accept this form only if the appropriate filing fee is attached. The fee to file an appeal to the assembly is \$500.00. To be timely, an appeal must be filed within 20 days of the date the decision being appealed is filed with the clerk.

Action Being Appealed

Board decisions are appealable: board recommendations and most staff decisions are not.

City and Borough of Juneau, Finance Department,
☐ Agency Appealed From: *Assessor Division*
see below

☐ Description and Date of Decision: *Parcel # 1C 070A 050000 (224 Second ST)*
See attached
Incorporated by Reference

Concerned Parties

Date of Decision: July 22, 2022
 Identify the people who have an interest in the action being appealed: yourself and others.

☒ Party Filing Appeal

*Adelstein Improvement
 Company*

Mailing Address

*426 East Route 100
 Santa Monica, CA*

Telephone

310-612-1312

Fax

Email

gregoryl.adler@gmail.com

☐ Parties Who Won the Decision Appealed

Mailing Address

Telephone

Fax

Email

gregoryl.adler@gmail.com

1 01.50.070 STANDARD OF REVIEW AND BURDEN OF PROOF. (a) The appeal agency may set aside the decision being appealed only if:

- (1) The appellant establishes that the decision is not supported by substantial evidence in light of the whole record, as supplemented at the hearing;
 - (2) The decision is not supported by adequate written findings or the findings fail to inform the appeal agency of the basis upon which the decision appealed from was made; or
 - (3) The agency failed to follow its own procedures or otherwise denied procedural due process to one or more of the parties.
- (b) The burden of proof is on the appellant. (Serial No. 92-36 12 (part), 1992).1

-over-

2016 - Appeal Form
Page 2 of 2

Issues on Appeal²

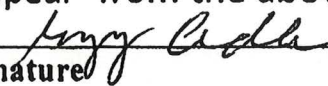
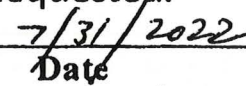
Concisely describe the legal and factual errors that form the basis for your appeal. Do not argue them; argument will be heard later.

Fraud, improper, excessive, and unequal valuation including methodology by the Juneau Assessor; including but not limited to factual errors such as square feet used in valuations, malicious misrepresentation of "Leased Fee Interest;" improper building costs. See Attached Notice of Appeal, Table of Contents, Exhibits 1-46, Julie Dinneen appraisals and Expense Related Expenses and Corrected Pages, The Assembly has Jurisdiction and Appellant Materials and Requests which are hereby incorporated by reference as the legal and factual errors that form the basis of our appeal.

Relief Requested

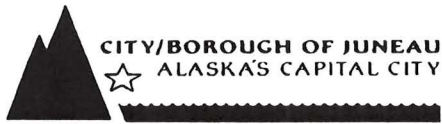
What should the Assembly do with the action being appealed: send it back, modify it, or something else?

Respectfully, we request the Assembly hear this appeal and resolve this matter. We believe a hearing officer should be appointed to examine and investigate the issues we describe "Issues on Appeal" herein. In the interim, we request our property taxes and all property taxpayers be assessed at 2020 assessments levels; that an Oversight Board be appointed to watch over the Hearing Officer with an equal number of members coming from commercial property owners; all appeal rights are stayed, including the obligation to file legal actions in Superior Court. We hereby incorporate by reference the "Issues on Appeal" from the above paragraph into the Relief Requested.

 
Signature Date

If you are representing any group, or a person other than yourself, you must sign a notarized statement that you are authorized to represent them.

2 01.50.030(b)(5) COMMENCEMENT OF ACTION.
The notice of appeal shall include a concise statement of the legal and factual errors in the decision that form the basis of the appeal.



Office Of The Assessor
155 South Seward Street
Juneau, AK 99801

GOLDSTEIN IMPROVEMENT COMPANY
130 SEWARD ST STE 001
JUNEAU AK 99801

Section F, Item 11.

**NOTICE OF DECISION
BOARD OF EQUALIZATION**

Date of BOE	Thursday, July 21, 2022
Location of BOE	Via ZOOM Webinar
Time of BOE	5:30 pm
Mailing Date of Notice	July 25, 2022
Parcel Identification	1C070A040020
Property Location	224 SECOND ST
Appeal No.	APL20220155
Sent to Email Address:	gregoryladler@gmail.com

ATTENTION OWNER

The Board of Equalization (BOE) held a hearing on the date shown above to consider and decide your appeal of the 2022 Assessed Value for your parcel. Based on the findings of fact and conclusions of law contained in the recorded hearing and record on appeal, the BOE hereby certifies its decision as shown below:

CBJ CLERK

AUG 09 2022

RECEIVED

	Before BOE	After BOE
Site/Land	\$397,194.00	\$397,194.00
Building/Improv	\$0.00	\$0.00
Total	\$397,194.00	\$397,194.00
Exempt Total	\$0.00	\$0.00
2022 Taxable Value	\$397,194.00	\$397,194.00

This is a final administrative decision of the Board of Equalization of the City and Borough of Juneau. It may be appealed to the Alaska Superior Court, in Juneau, pursuant to AS 29.45.210(d), CBJ 15.05.200 and the Alaska Rules of Court, if such appeal is filed within 30 days from the mailing/distribution date of this notice.

7/22/2022

Date

Chair/Presiding Officer
Board of Equalization

CONTACT US: CBJ Assessor's Office

Phone	Email	Website	Physical Location
Phone (907) 586-5215 Fax (907) 586-4520	Assessor.Office@juneau.org	http://www.juneau.org/finance/	155 South Seward St Room 114

PROPERTY TAX BILLS MAILED JULY 1

PROPERTY TAXES DUE SEPTEMBER 30

CITY AND BOROUGH OF JUNEAU
Treasury Division

155 South Seward
Juneau, AK 99801
(907) 586-5218

DATE 8/9/2022 RECEIPT NUMBER 086215

REC'D FROM: NAME Gregg Miller Interiors, LLC

ADDRESS Agreement 426 E Rustic Rd.

CITY Santa Monica, CA

STATE CA ZIP 90402

DESCRIPTION

ARS ☐ BUS TAX ☐ REA TAX ☐ POLICE CIT ☐ SALES TAX ☐ HBR ☐ UTL ☐ G/L ☐

OTHER 1/2 units to assembly & 4/10 500/ea.

CODE	AMOUNT
1-110030101-4/420-0009	\$2000.00
Parcel #s	
10070A020043 (119 2nd St)	
10070A040010 (201 Seward St)	
10070A040020 (224 Seward St)	
10070A050060 (234 Seward St)	

Assigned Assembly Appeal
Numbers as shown below.
Beth McEwen
#2022-AA03
#2022-AA04
#2022-AA05
#2022-AA06

RECEIVED

CREDIT CARD ☐

AMOUNT \$ 2000.

CASH ☐ CHECK ☒

REC'D BY: Beth McEwen

AUG 09 2022



RECEIVED

OFFICE OF THE MUNICIPAL CLERK

155 S. Seward St., Room 202

Phone: (907)586-5278 Fax: (907)586-4552

email: city.clerk@juneau.org

Appeal # 2022-AA06 Bpm

Notice of Appeal

This appeal is governed by CBJ 01-50, the Municipal Appellate Code. This code establishes the standards and procedures for appeals.¹ Anyone who files an appeal should be familiar with the appellate code. The clerk can give you a copy of the code.

Attach a copy of the decision being appealed. Do not attach any other documents, exhibits, or additional pages to this form, except for any pages needed to continue the answers to the requested information below. The clerk will accept this form only if the appropriate filing fee is attached. The fee to file an appeal to the assembly is \$500.00. To be timely, an appeal must be filed within 20 days of the date the decision being appealed is filed with the clerk.

Action Being Appealed

Board decisions are appealable: board recommendations and most staff decisions are not.

City and Borough of Juneau, Finance Department,
☐ Agency Appealed From: *assessor Division*
see below

☐ Description and Date of Decision: *Parcel # 1C070A050060 (234 Seward St)*
see attached
Incorporated by Reference

Concerned Parties

Date of Decision: July 22, 2022

Identify the people who have an interest in the action being appealed: yourself and others.

☒ Party Filing Appeal

Holdsten Improvement Company

Mailing Address

426 East Rustle Road
Santa Monica, CA

Telephone

310-612-1312

Fax

Email

gregoryladlere@gmail.com

☐ Parties Who Won the Decision Appealed

Mailing Address

Telephone

Fax

Email

Co.

gregoryladlere@gmail.com

1 01.50.070 STANDARD OF REVIEW AND BURDEN OF PROOF. (a) The appeal agency may set aside the decision being appealed only if:

(1) The appellant establishes that the decision is not supported by substantial evidence in light of the whole record, as supplemented at the hearing;

(2) The decision is not supported by adequate written findings or the findings fail to inform the appeal agency of the basis upon which the decision appealed from was made; or

(3) The agency failed to follow its own procedures or otherwise denied procedural due process to one or more of the parties.

(b) The burden of proof is on the appellant. (Serial No. 92-36 12 (part), 1992).1

-over-

2016 - Appeal Form
Page 2 of 2

Issues on Appeal²

Concisely describe the legal and factual errors that form the basis for your appeal. Do not argue them; argument will be heard later.

Fraud, improper, excessive, and unequal valuation including methodology by the Juneau Assessor; including but not limited to factual errors such as square feet used in valuations, malicious misrepresentation of "Leased Fee Interest;" improper building costs. See Attached Notice of Appeal, Table of Contents, Exhibits 1-46, Julie Dinneen appraisals and Expense Related Expenses and Corrected Pages, The Assembly has Jurisdiction and Appellant Materials and Requests which are hereby incorporated by reference as the legal and factual errors that form the basis of our appeal.

Relief Requested

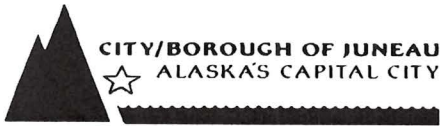
What should the Assembly do with the action being appealed: send it back, modify it, or something else?

Respectfully, we request the Assembly hear this appeal and resolve this matter. We believe a hearing officer should be appointed to examine and investigate the issues we describe "Issues on Appeal" herein. In the interim, we request our property taxes and all property taxpayers be assessed at 2020 assessments levels; that an Oversight Board be appointed to watch over the Hearing Officer with an equal number of members coming from commercial property owners; all appeal rights are stayed, including the obligation to file legal actions in Superior Court. We hereby incorporate by reference the "Issues on Appeal" from the above paragraph into the Relief Requested.

Signature  Date 7/31/2022

If you are representing any group, or a person other than yourself, you must sign a notarized statement that you are authorized to represent them.

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Office Of The Assessor
155 South Seward Street
Juneau, AK 99801

GOLDSTEIN IMPROVEMENT COMPANY
426 E RUSTIC RD
SANTA MONICA CA 90402

Section F, Item 11.

NOTICE OF DECISION
BOARD OF EQUALIZATION

Date of BOE	Thursday, July 21, 2022
Location of BOE	Via ZOOM Webinar
Time of BOE	5:30 pm
Mailing Date of Notice	July 25, 2022
Parcel Identification	1C070A050060
Property Location	234 SEWARD ST
Appeal No.	APL20220131
Sent to Email Address:	gregoryladler@gmail.com

ATTENTION OWNER

The Board of Equalization (BOE) held a hearing on the date shown above to consider and decide your appeal of the 2022 Assessed Value for your parcel. Based on the findings of fact and conclusions of law contained in the recorded hearing and record on appeal, the BOE hereby certifies its decision as shown below:

CBJ CLERK

AUG 09 2022

RECEIVED

	Before BOE	After BOE
Site/Land	\$864,066.00	\$864,066.00
Building/Improv	\$1,683,454.00	\$1,683,454.00
Total	\$2,547,520.00	\$2,547,520.00
Exempt Total	\$0.00	\$0.00
2022 Taxable Value	\$2,547,520.00	\$2,547,520.00

This is a final administrative decision of the Board of Equalization of the City and Borough of Juneau. It may be appealed to the Alaska Superior Court, in Juneau, pursuant to AS 29.45.210(d), CBJ 15.05.200 and the Alaska Rules of Court, if such appeal is filed within 30 days from the mailing/distribution date of this notice.

7/22/2022

Date

Chair/Presiding Officer
Board of Equalization

CONTACT US: CBJ Assessor's Office

Phone	Email	Website	Physical Location
Phone (907) 586-5215 Fax (907) 586-4520	Assessor.Office@juneau.org	http://www.juneau.org/finance/	155 South Seward St Room 114

PROPERTY TAX BILLS MAILED JULY 1

PROPERTY TAXES DUE SEPTEMBER 30

CITY AND BOROUGH OF JUNEAU
Treasury Division

155 South Seward
Juneau, AK 99801
(907) 586-5218

DATE 8/9/2022 RECEIPT NUMBER 086215

REC'D FROM: NAME Gregg Miller Interiors, Inc.

ADDRESS Agreement 426 E Rustic Rd.

CITY Santa Monica, CA

STATE CA ZIP 90402

DESCRIPTION

ARS ☐ BUS TAX ☐ REA TAX ☐ POLICE CIT ☐ SALES TAX ☐ HBR ☐ UTL ☐ G/L ☐

OTHER 1/2 units to Assembly & 4 @ \$500/ea.

CODE	AMOUNT
1-110030101-4/420-3009	\$2000.00
Parcel #s	
10070A020043 (119 2nd St)	
10070A040010 (201 Seward St)	
10070A040020 (224 Seward St)	
10070A050060 (234 Seward St)	

Assigned Assembly Appeal
Numbers as shown below.
Beth McEwen

#2022-AA03
#2022-AA04
#2022-AA05
#2022-AA06

RECEIVED

CREDIT CARD ☐

AMOUNT \$ 2000.

CASH ☐ CHECK ☒

REC'D BY: Beth McEwen



August 12, 2022

TO: Beth Weldon, Mayor
City and Borough of Juneau
Beth.Weldon@juneau.org

Dear Mayor Weldon,

On June 28, Catholic Community Service Board President John Greely informed the Board of Directors of Bartlett Regional Hospital that CCS was experiencing financial challenges in maintaining hospice and home health services due to the dramatic increase in the cost of providing healthcare services since the start of the COVID-19 pandemic.

As always, our intention and goal is to ensure that those in Juneau who need home health care, and services at end of life, receive these services locally.

Our CCS Board of Directors has asked me to engage with SEARHC, Bartlett Regional Hospital and the City and Borough of Juneau to see how we might work together to maintain these services for the community. We have asked both BRH and SEARHC if either of them are willing and able to take on management of hospice and home health programs in Juneau.

Due to financial constraints, Catholic Community Service will stop taking referrals for new patients effective Friday, September 2, unless the agency is assured of receiving funding of \$50,000 per month to cover additional expenses and stem financial losses. CCS is committed to providing care to patients served by Hospice and Home Care of Juneau until they can be safely discharged or 3 months from date of final referral, whichever comes first.

Catholic Community Service is committed to serving Juneau and will do all we can to provide for a transition that will allow the citizens of Juneau to access hospice and home health services that are so critical to healing and quality of life for all.

I would be happy to discuss this more with you and answer any questions you may have. Please don't hesitate to contact me at 907-463-6151 or at erin.walker-tolles@ccsjuneau.org.

Thanks so much,

Erin Walker-Tolles
Executive Director

CC: Rory Watt, City Manager Rorie.Watt@juneau.org
Michelle Hale, Assembly Liaison to Bartlett Regional Hospital Board of Directors Michelle.Hale@juneau.org



**OFFICE OF THE MUNICIPAL CLERK/
ELECTION OFFICIAL**

City and Borough of Juneau (CBJ)
155 S. Seward St., Room 202
Juneau, Alaska 99801

Phone: (907)586-5278 x4175 Fax: (907)586-4552
email: Beth.McEwen@juneau.org

TO: Mayor Weldon & Assembly

DATE: August 26, 2022

FROM: Beth McEwen, Municipal Clerk/Election Official

RE: CBJ Elections Updates

Over the past month, Clerk staff has been shifting into election mode as the construction of the new Thane Ballot Processing Center winds down and the installation, testing, and training on our new equipment has ramped up. Beginning the week of August 29, we will be in full election mode with all other Clerk duties taking second or lower priority through the conclusion of the election cycle at the end of October.

It is our goal to schedule some time slots for Assemblymembers, staff, and the public (in small groups) to tour the new facility during the week of September 6-9 before we have “live ballots” on site for the October 4, 2022 Regular Municipal Election.

On May 16, 2022, the Assembly adopted Resolution 2982 reaffirming the CBJ Assembly District Boundaries based on the 2020 Census Data. We then received notice from the State of Alaska Division of Elections in July that they were implementing temporary redistricting maps which subsequently renumbered the House Districts and precinct numbers as well as changed their maps. There was not sufficient time after we received notice from the state to make the necessary changes to our local election Assembly District Maps in time for the October 4, 2022 Municipal Election Cycle. As such, we will be unable to split the results data for our municipal election out according to district/precinct boundaries as we have in the past. This year’s results will therefore just be reported out as overall results for each race without any more granular statistics based on geographic representation. I will however provide a final report to the Assembly following the conclusion of the election on a variety of election statistics including how many votes were received By Mail, via Secure Drop Box, or at a Vote Center.

Following the conclusion of this year’s election cycle, I will work with our GIS Cartographer and the Law Department to bring a new resolution back to the Assembly with respect to the Assembly District re-mapping/re-numbering needs based on the State Division of Elections final redistricting maps.

2022 6th Late File List to Assembly

Hardship List:

Name	Parcel Number	Property Address
JAN CONITZ	1C060C170050	619 W 11 th STREET

Late File Senior & Disabled Veteran Exemption List:

Name	Parcel Number	Property Address
JAN CONITZ	1C060C170050	619 W 11 th STREET

AUG 15 2022

619 W. 11th St.
Juneau AK 99801
Phone: 907-209-1769
Email: jconitz@gmail.com

City and Borough of Juneau Assembly
155 S. Seward St.
Juneau AK 99801
boroughassembly@juneau.org

August 14, 2022

To the City and Borough of Juneau Assembly,

I am writing to request a one-time waiver of the March 31 deadline to apply for a Senior Citizen property tax exemption. I turned 65 in February 2021 so according the information provided on the CBJ website, I should be eligible this year for the exemption. The reason that I am requesting a waiver of the application deadline is that I did not receive any timely notice of my assessment value or property tax due, and as a new applicant for the senior exemption, was unaware of this filing deadline until long after the deadline had passed. I did not receive a notice of assessed value at all, and the property tax bill arrived just last Friday, August 12, after having been forwarded from an out-of-date address.

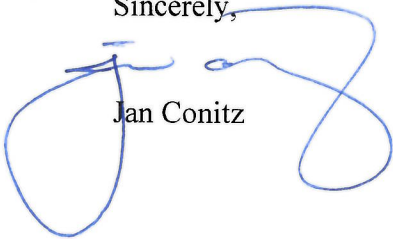
I was temporarily living Fairbanks prior to last year, but I re-established residence in Juneau on September 1, 2021 and re-occupied my property at 619 W. 11th St. at that time. Because I had some business to finish there, I kept my mailing address at a post office in Fairbanks for the remainder of 2021. However, I changed my mailing address to my Juneau residence address early in 2022, and at the same time, I filed a change of address form with the City and Borough of Juneau. I am unsure why my property tax bill was mailed to the old address, and why I never received the assessment notice at all.

I would like to point out that I have paid my property tax on time and in full each year since I first owned this property, in 1993. I am hoping to continue to live in my house here in Juneau for the long-term, but like many seniors, I am increasingly concerned about affordability, including the steep increases in the property tax.

Thank you for your consideration of my request.

Sincerely,

Jan Conitz





{907} 586-0715
jill.maclean@juneau.org
www.juneau.org/community-development
155 S. Seward Street • Juneau, AK 99801

August 24, 2022

MEMO

**To: Chair Maria Gladziszewski and Committee of the Whole Members
Chair Michael LeVine and Planning Commission Members**

From: Jill Maclean, AICP, Director 

**CC: Rorie Watt, City Manager
Robert Barr, Deputy City Manager**

RE: Community Development Department Overview

This memo provides background information on the Community Development Department, its key functions, and recent strategies to improve customer service and assist housing and overall development in the community.

Mission of Community Development Department

The Community Development Department facilitates sustainable and responsible development that respects and preserves the history and cultures of Juneau.

Key Functions

The Community Development Department (CDD) currently has 25 full-time positions and 21 employees currently within three divisions: Administration, Building, and Planning. Staff perform a wide-range of tasks that includes permitting, inspections, and code compliance, writing code amendments and ordinances related to city code, staffing CBJ committees, facilitating a range of public outreach, including developing short and long-term plans with community groups, and updating and maintaining the property records database and GIS mapping system.

Highlights – Maintain Operations through COVID-19

Despite the challenges with COVID-19, CDD takes pride in having continued operations amid uncertainty.

- CDD never closed and moved to online operations within three (3) days. The Permit Center, while closed to walk-in customers for several months, still accepted dropped off plans, answered phones and emails.
- CDD did not stop conducting plan reviews, inspections, site visits, and processing permit types or performing code enforcement.

- The Building Official and a minimum of two inspectors were present in the office through the height of the period.
- The Planner on Call service has been available throughout – shifting to four days a week since October 22, 2021 (the Permit Center returned to five days a week on March 11, 2022).
- **The Permit Center will be closing on Fridays beginning September 23, 2022. Inspections will be able to be scheduled for the following week.**

There was no interruption in CDD's role as facilitator of Boards, Commissions, and community groups during COVID-19. In fact, this role increased during this timeframe with additional responsibilities managing the Economic Stabilization Taskforce, the CARES Act Building Solicitation, the online COVID-19 community dashboard, and the Housing and Development Taskforce.

Community Development Department: Details

The Community Development Department is a high volume workplace with numerous official and unofficial contact with elected officials, the development community, and the general public. Below are some details of note.

Total Actions and Permitting Data:

Data shows that total official actions within the department has ranged between 4,100 and 4,425 actions per year over the past four years. These actions include 28 different activities captured in the CBJ Govern database and includes building permits, city state project reviews, utility permits, accessory apartment grant incentive applications, compliance orders, and more.

	CY18	CY19	CY20	CY21	CY22 (Jan – Aug)
Total Actions	4375	4425	4104	4277	3052

Building permits are the largest category of activity each year. The following is the breakout:

	CY18	CY19	CY20	CY21	CY22 (Jan – Aug)
CO or TCO Issued	528	582	338	320	301
Building Permit Issued	1247	1279	1052	1261	965
Application Complete	1206	1223	1296	1311	878
Totals	2981	3084	2686	2892	2144

Note: These numbers do not include general inquiries or Planner on Call (POC) or Inspector on Call (IOC) activity that does not result in a CDD official action.

Compliance

CBJ compliance activities are handled by one full-time Code Compliance Officer, and administrative support from the department. These activities include working with the public to address noncompliant issues, conducting site visits, and engaging with CBJ Law and other departments in more complex cases.

CDD receives an average of nearly 100 enforcement cases through the complaint process yearly. Compliance resources are in high demand for zoning, building, health and sanitation violations through the public-driven complaints and the occasional department referrals. Educating the public on the code, managing expectations, and seeking voluntary compliance when possible.

	CY18	CY19	CY20	CY21	CY22 (Jan – Aug)	Open Cases by Title
Title 49 (Land Use Code)	37	34	23	36	20	16
Title 19 (Building Code)	51	43	54	48	23	18
Title 36 (Health Sanitation Code)	25	22	19	14	6	11
Totals	113	99	96	98	49	45
						All Open Cases
Open Cases	6	0	5	9	25	45

Code Ordinances and Resolutions

Staff support to facilitate creation of regulations and changes to the Land Use Code requires significant staff time, technical expertise, alignment, and prioritization of a number of CBJ departments (Manager's Office, Law) and decision-making bodies (Title 49 Subcommittee, Planning Commission, Assembly) in order to bring to fruition. Additionally, CDD staff often participate in code ordinances passed through other CBJ Departments. (**Example:** *JPD-190607-1 Ordinance 2019-30 Chronic Nuisance Properties*)

An update of the ordinances and status will be provided at the August 29, 2022 Joint Assembly / Planning Commission meeting.

Working with the Planning Commission and Title 49 Committee is one of the primary focuses of Administration Division and the Planning Division work. Since 2016, there have been 242 Planning Commission and Title 49 Subcommittee meetings. (See Table on next page)

Planning Commission Meetings				
Year	Regular / Special	COW	Title 49 Subcomm.	Total
2016	21	5	12	38
2017	18	5	11	34
2018	17	5	15	37
2019	22	6	10	38
2020	21	5	6	32
2021	24	4	14	42
2022	13	1	7	21
Totals	136	31	75	242

Staffing for CBJ Committees, Commissions, Community Outreach, and Plans: CDD staff continues to provide public outreach and engagement for core CBJ Commissions as well as other community and Assembly driven initiatives. Here is a sample of activity for the past five years:

Staffing for CBJ Committees, Commissions, Community Outreach, and Plans		
Planning Commission	Downtown Blueprint	Juneau Economic Stabilization Taskforce
Title 49 Committee	Douglas West Juneau Plan	CARES Act Building Solicitation
CBJ Building Code Advisory	Lemon Creek Area Plan	
Wetlands Review Committee	Auke Bay Area Plan	
Juneau Commission on Sustainability	Aak'w Village Arts District Steering Committee	
Historic Resources Advisory Committee	Juneau Trails Master Plan	
	Landslide and Avalanche Assessment	
	Community Development Block Grant	

Notes on Staffing: Staffing levels for the department are determined by the Manager’s Office and Assembly. In recent years, CDD has lost a Plan Reviewer (architectural) FTE, and two Planner I/II FTE. Through the last budget cycle, CDD has gained a Housing & Land Use Specialist FTE, a GIS Technician FTE (to be filled), and one Planner I/II FTE.

Staff turnover is a consistent challenge to recruiting and maintain staff with specific technical skills and with department and community historical knowledge. Without a career ladder within CDD, high performing staff are frequently lost as they move up within CBJ to other departments or they move on to other communities where they have an opportunity for advancing their career.

- Staff cite cost of living; need for advancement opportunities as some of the reasons for leaving.
- Good news is that many hired are promoted from within – permit techs to planner I, or are promoted to another department.
- CDD Staff Appreciation: CDD staff are often credited for assistance in understanding complex processes and for project assistance. A sample of comments from the last week:

CDD Staff Recruitments	
Year	# of recruitments
FY16	4
FY17	3
FY18	4
FY19	4
FY20	3
FY21	2
FY22	7

- “Thank you, this has indeed been a pleasant experience.” –field engineer
- “(Staff) really took the time to walk him through the issues. He also acknowledged that his situation might not be in favor, but (staff) was great to work with and has great customer service.” –property owner
- “Report format is really good, helped present the information clearly.” –city manager

Response to the Development Community

In addition to following the guidance of the Assembly and the Planning Commission--through the Manager’s Office --- CDD has been at the heart of ongoing public discussion for the past ten years.

- 2012-2014 Assembly Ad-Hoc Housing Committee
- Affordable Housing Commission (2008-2018)
- CDD organized Housing Forums (2013-2017, 2019)
- Housing Development Taskforce (current)

Many of the recommendations from the Ad-Hoc Committees’ Housing Matrix were adopted (Land Use code changes to accessory apartments, rezoning procedures, hiring a code compliance officer, etc.) or were incorporated into the [Housing Action Plan](#) that was adopted in December, 2016.

Included in the 2014 housing matrix effort was a development fee comparison with other Alaskan communities.

	Anchorage	Fairbanks	Ketchikan	Juneau
<u>\$350,00 Single Family Dwelling</u>				
Permit Fee	\$3,150.00	\$1,962.00	\$2,393.75	\$2,033.34
Plan Review Fee	\$1,977.50	\$1,472.00	-	\$1,016.67
Total	\$5,127.50	\$3,434.00	\$2,393.75	\$3,050.01
<u>\$750,000 4-Plex</u>				
Permit Fee	\$6,000.00	\$4,155.00	\$7,500.00	\$3,716.34
Plan Review Fee	\$3,712.50	\$4,570.50	\$4,875.00	\$2,415.62
Total	\$9,712.50	\$8,725.50	\$12,375.00	\$6,131.96

CDD organized Housing Forums (2013-2017) were one-day events held to engage with the development committee, provide updated guidance on changes, and take feedback. Covid-19 halted organization of a 2020 forum but CDD staff are targeting Fall 2023 for the next event. One perk provided were getting the forum approved to allow for continuing education credits for both developers and realtors.

Moving Forward: Work to Be Done

CDD staff recognize that there is continued work to be done to meet the overall mission of the department and to improve service for the community.

Specific recommendations based on Housing and Economic Development Taskforce discussions on the need for the land use code to be more flexible, include:

1. Undertake new Comprehensive Plan
2. Review and amend Table of Permissible Uses
 - a. Specifically, what constitutes a minor vs. major development
3. Review and amend Table of Dimensional Standards
4. Review and update permit fee schedule
5. Enact the Transition Zones that meet the condition to be upzoned
6. Review application submittal requirements
7. Review plat review requirements and standards

Priorities from previous Joint Assembly and Planning Commission meetings, and the Housing & Development Task Force are attached.

Much of the land use code work can be accomplished through focused staff attention and the Planning Commission/Title 49 structure that is in place at CBJ. Given the success and work completed in the past 10 years, there is a path to make similar impact in the next few years. However, factors such as staffing and volume of other work will determine how quickly this can be accomplished. Final decision-making authority is through the Planning Commission and CBJ Assembly.



April 1, 2022

TO: Mayor and CBJ Assembly

FROM: Housing & Development Task Force, Maria Gladyszewski, Vice Chair

RE: Final Recommendations

In September 2021, the Mayor established the Housing and Development Task Force (HDTF) and asked that it provide helpful advice to the Assembly regarding housing and development issues. Specifically, the HDTF was asked to:

- Review the path that a project must take to gain approval. Identify areas where pathways may be improved, keeping in mind staff constraints.
- Evaluate the current pre-application process and make recommendations.
- Consistent with Assembly goals, identify general processes and areas in existing Title 49 code that inhibit growth and development.

The HDTF held its first meeting on September 30, 2021, and wrapped up on March 25, 2022. The Committee previously recommended changes to ordinances requiring mandatory pre-application meetings. Those recommendations are currently working their way through the Planning Commission and Assembly processes.

In addition, the HDTF makes the following recommendations for action. The items are grouped into those under the jurisdiction of the manager and those that need Planning Commission or Assembly action.

OPERATIONAL ITEMS (under the jurisdiction of the Manager and CDD Director)

- Ensure that CDD's first priority is to process permits in a timely manner. This function should not suffer when additional duties (such as regulatory reviews or plan updates) are also tackled.
- Allocate resources to enable review and revision of Title 49.
- Develop or acquire an online permit tracking system to track status of active permits.

- Improve and clarify communication with permittees.
 - Initial permit review should identify any issues that would require additional information.
 - Permittees should be provided with a list of requirements needed for approval and timeline.
 - Communicate timely with permittees.
- Review other Alaska communities' fees and work to update the permit fee schedule in line with findings.
- Investigate possibilities for subcontracting of reviews and inspections.
- Interpretations of Title 49, building code, or other CBJ ordinances should be consistent. Consistency can be achieved by upper level review, written guidelines, or possibly even adopted regulations. Similar projects should receive consistent treatment and similar conditions.

REGULATORY ITEMS (under the jurisdiction of the Assembly or Planning Commission)

- Review and amend the *Table of Dimensional Standards* to provide more consistent flexibility and facilitate housing and other development.
- Review and amend the *Table of Permissible Uses* to facilitate housing and other development.
- Enact the Transition Zones that meet the condition to be “up-zoned.”
- Review and enact explicit application submittal requirements.
- Evaluate whether denser multi-family zoning (above D10) should be more flexible, including consideration of multiple use and bonus provisions.

The Task Force — including Assembly members, Planning Commissioners, and members of the building community — thank the mayor for the opportunity to work together to serve the community. We look forward to continued progress on the above issues.



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MEMO

To: Chair Gladziszewski, and Assembly Lands, Housing, and Economic Development Committee

CC: Rorie Watt, City Manager
Robert Barr, Deputy City Manager
Sherri Layne, City Attorney

From: Jill Maclean, Director, AICP

Date: August 27, 2021

RE: Joint Assembly / Planning Commission Priorities

Attached, please find memos related to priorities identified at the Joint Assembly / Planning Commission meetings from 2016, 2018, 2019, and 2020.

November 3, 2020

Dear Mayor Weldon, Deputy Mayor Jones, and Assembly Members:

On behalf of the Planning Commission, first let me thank you for your leadership during these difficult times. We are grateful for the manner in which the Assembly has prioritized the safety of our community and continued to advance important priorities even as the global pandemic affects us.

We were looking forward to the annual Assembly-Planning Commission joint session. We value those meetings as opportunities to share priorities and to get feedback from the Assembly about our work. In light of the cancellation of this year's meeting, the Planning Commission scheduled a Committee of the Whole to discuss our work and identify some priorities for the coming year. Our liaison, Assembly member Smith, listened to that discussion.

This letter identifies the priorities we discussed at the Committee of the Whole. We are sending it in advance of the Assembly's annual retreat in the hopes that it might be useful to those conversations. In addition, we welcome feedback from the Assembly.

- Comprehensive Plan Revision: The Assembly and Commission have recognized the need to update the Comprehensive Plan. We understand the budget realities that led to delay for this year. We are ready to work on updating the plan, and we strongly encourage the Assembly to prioritize funding to move forward next year.
- Parking: The Commission understands that updating the downtown parking regulations is a priority for the Assembly, and we have been working with the Community Development Department in an effort to move forward with analysis and updates for any needed changes to parking downtown and borough-wide.
- Zoning Updates: The Commission has been working with CDD to finalize updates to the Auke Bay zoning, needed to implement to Auke Bay Area Plan. That process was disrupted by the coronavirus pandemic, and we intend to prioritize completion of those updates. We have also begun the process of updating the downtown zoning to replace the Alternative Overlay District. We will also prioritize completion of that process.
- Area Plans: The Commission continues to favor CIP allocations by the Assembly to implement the area plans that have been developed. We understand that the Assembly and CDD have prioritized completion of the Blueprint Downtown and West Juneau/Douglas processes. We will look forward to working with the Assembly to find ways to complete those plans, and to implement priorities from the existing Lemon Creek and Auke Bay plans.
- Downtown Housing: The Commission is highly supportive of efforts to increase and diversify housing downtown, including further analysis of unutilized space downtown that could support increased housing. Meaningful housing increases will likely require Assembly fiscal support in the form of tax deferrals and targeted grant programs to incentivize development.
- Other Title 49 updates: The Commission will work with CDD to complete other needed revisions to Title 49 that have been started but need additional work. We hope to work on updating code

related to common walls, accessory apartments, and vegetative cover. We also recognize the need to revisit the manner in which plats are reviewed and approved by the Commission. In addition, the Commission notes that the Conditional Use Permits awarded for marijuana facilities will soon be due for mandatory five-year reviews. We suggest that this is an opportune time to revisit the code created at that time and see whether updates are needed.

Thank you considering this letter. We would welcome feedback and a dialogue about these issues. I am available to speak with, and the Commission would be open to a more informal conversation in the absence of a joint session.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael LeVine". The signature is written in a cursive, flowing style with a large, looped initial "M".

Michael LeVine
Chair, Juneau Planning Commission



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 155 S. Seward Street • Juneau, AK 99801

DATE: January 18, 2019

TO: CBJ Assembly and Planning Commission

FROM: Jill Maclean, AICP, Director *Jill Maclean*

SUBJECT: **Community Development Planning Division Priorities 2019**

The following seven (7) items are proposed priorities recommended for the 2019 calendar year for the Planning Division of Community Development. These priorities do not include the ongoing work that staff is undertaking with the Land Use Code, permitting and other studies.

2018 Priorities Underway:

- Blueprint Downtown Juneau
- Downtown Juneau Alternative Development Overlay District Zoning
- Auke Bay Rezoning (Implementation of the Auke Bay Area Plan)

2018 Priorities Continued (not started) and New Priorities:

- Downtown Douglas Visioning Plan
- Downtown Douglas Alternative Development Overlay District Zoning
- Mass Wasting Assessment (Landslide and Avalanche Study)
- Comprehensive Plan Revision
- Industrial Zoning Table of Permissible Uses Analysis and Update
 - Industrial Land Expansion/Identification of New Land

UPDATES ON 2018 PRIORITIES UNDERWAY:

Blueprint Downtown Juneau

Blueprint Downtown Juneau is underway, and the public visioning piece is wrapping up at the end of January. The consultants intend to have a final visioning report submitted to CDD by mid-February, 2019. Next steps include a continuous meeting cycle (approximately every 3 weeks) with the Steering Committee and staff is drafting the Blueprint based upon the input received throughout the visioning process. The draft plan is anticipated to be completed by January, 2020 with the public hearing process commencing tentatively in the spring of 2020, with a recommendation that the Blueprint is adopted into the Comprehensive Plan.

Downtown Juneau Alternative Development Overlay District (ADOD) Zoning

The ADOD for downtown Juneau expires August 1, 2019. Staff is engaged in an effort to develop new zoning for the areas located within the overlay district. This effort is running concurrently with the Blueprint Downtown Juneau planning process. The ADOD process may identify updates to the Comprehensive Plan Land Use Maps in order for the proposed zoning to conform to the Comprehensive Plan. Staff is working together in public outreach efforts to lessen the burden on residents participating in both of these efforts and ensure that each process informs the other, creating complementary planning and zoning results. Neighborhood meetings are scheduled for January 30, February 5, and 7.

Auke Bay Rezoning

The Auke Bay Area Plan was adopted in 2015 and staff is currently engaged in an effort to develop new zoning for a portion of the planning study area. The Planning Commission has appointed a 4-person ad hoc committee to the draft zoning proposed by staff. This zoning process may identify updates to the Comprehensive Plan Land Use Maps in order for the proposed zoning to conform to the Comprehensive Plan. Staff is now working with the ad hoc committee and the Auke Bay Neighborhood Group to solicit feedback and input from the community. The next ad hoc committee meeting and Auke Bay Neighborhood Group meeting have not yet been scheduled. The intent is to have draft zoning to the Planning Commission the summer of 2019.



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155 S. Seward Street • Juneau, AK 99801

DATE: February 8, 2018

TO: CBJ Assembly and Planning Commission

FROM: Beth McKibben, Planning Manager, AICP *BMc*
Jill Maclean, Senior Planner, AICP *Jill Maclean*

SUBJECT: ***Blueprint Downtown Juneau***

The CDD Planning Division recommends creating “*Blueprint Downtown Juneau*”. After considering several options for undertaking a plan for downtown Juneau, we recommend the Blueprint, rather than a traditional area plan, since many plans have been undertaken for downtown Juneau, or include downtown Juneau, since the 1980s. The Blueprint approach differs from a traditional plan in that the history and existing conditions have been well-documented in downtown. What is missing is a community vision of how downtown Juneau should continue to grow and develop, how to harness the opportunities while addressing the challenges, and ensuring that downtown continues to be a place to live, work, and visit. We recommend using the existing plans, and the time and effort that was spent to create them, as the foundation for *Blueprint Downtown Juneau* – an action-oriented strategy to enhance downtown, leverage assets, create placemaking opportunities, update zoning, and develop a community vision for downtown Juneau, built from a dynamic public engagement process.

Blueprint Downtown Juneau

Visioning & Values

The community visioning piece of the Blueprint will focus on identifying common values and priorities necessary to create downtown Juneau for the next 20 years. The community visioning process may include:

1. Intensive public process to develop a long-term vision for sustaining downtown Juneau as the state capital, as an economic driver for Southeast Alaska, and as a cultural, social, and governmental center for the Borough through:
 - a. Steering Committee and focus groups
 - b. Neighborhood walking tours and neighborhood meetings
 - c. Soliciting public engagement through social media and community events – such as the Juneau Maritime Festival– to gather ideas on downtown, and inform the public about other ways to participate and ask questions of CDD etc.
2. Identifying Key Opportunities and Challenges by:
 - a. Involving residents, property owners, business owners, developers, and visitors to identify opportunities and challenges
 - b. Working with the core business district, the residential neighborhoods, and the shoulder areas (Rock Dump and Norway Point) to identify opportunities as a means to extend downtown Juneau, and its user base, encourage more year-

- round uses, and improve connectivity
- c. Identifying opportunities and challenges may:
 - i. Inform Capital Improvement Projects
 - ii. Include a review of existing zoning

Implementation Strategies for Creative Growth – “Knitting together past initiatives”

Implementation Strategies will focus on synthesizing existing plans related to downtown Juneau, such as:

1. Developing a complete list of action items from each existing plan
2. Engaging the public to determine which actions from existing plans have been completed and which are still outstanding; which actions are still relevant and which are no longer relevant; and to identify the gaps.
 - a. Similar to the Lemon Creek Area Plan, a Work Plan will be developed of the actions, with responsible parties and timeframes for accomplishment.

Zoning for Downtown Juneau

Blueprint Downtown Juneau will include a review of the current zoning that regulates those areas of the downtown that are located outside of the Alternative Development Overlay District (ADOD). This zoning diagnostic will be part of the public outreach process, and may identify areas to update and revise existing zoning regulations and/or identify new zoning that supports the community’s vision for the downtown. The zoning diagnostic may create actions that become part of the Blueprint’s Work Plan. The zoning diagnostic may identify updates to the Comprehensive Plan Land Use Maps in order for proposed zoning to conform to the Comprehensive Plan.

Additionally, the ADOD for downtown Juneau expires August 1, 2019. Staff is engaged in an effort to develop new zoning for the areas located within the overlay. This effort will run concurrent with the *Blueprint Downtown Juneau* planning process. Similar to the zoning diagnostic conducted through the Blueprint, the ADOD process may identify updates to the Comprehensive Plan Land Use Maps in order for the proposed zoning to conform to the Comprehensive Plan. Community Development staff will work together in public outreach efforts to lessen the burden on residents of participating in both of these efforts and ensure that each process informs the other, creating complementary planning and zoning results.

Placemaking

Placemaking is about creating public places that promote people’s health, happiness, and well-being. Placemaking facilitates creating desirable neighborhoods and shaping their surroundings; it leverages a neighborhood’s character. Placemaking may include enhanced pedestrian connections with wayfinding signage, branding neighborhoods by creating gateways, and encouraging festivals or block parties. Placemaking encourages community engagement and activity. Working with downtown organizations, such as JEDC (specifically the Downtown Coordinator) the Main Street Program, the Downtown Business Association, the Downtown Improvement Group, and other neighborhood groups, residents, and businesses (permanent and seasonal) will be critical to the success of any placemaking initiatives

Timeframe and Deliverables

Blueprint Downtown Juneau requires approximately 18 to 24 months to complete. *Blueprint Downtown Juneau* will consist of:

1. Community Vision for Downtown Juneau 2040
2. Implementation Strategy
 - a. Actions and Policies
 - b. Key Challenges and Opportunities
 - c. Capital Improvement Projects
 - d. Proposed Zoning Revisions/Updates
 - e. Work Plan identifying Actions, Responsible Parties, Timeframes (similar to the Lemon Creek Area Plan)
 - f. Comprehensive Plan updates (potentially)

Staff is enthusiastic to undertake *Blueprint Downtown Juneau*, and your input into the process is appreciated. We look forward to working with the Assembly and the Planning Commission to bring this effort to completion.



Community Development Department

MEMORANDUM

Date: April 21, 2016
To: Assembly and Planning Commission
From: Rob Steedle
Subject: Land Use Legislation Priorities

Updating Title 49, CBJ's land use code, is an ongoing effort that takes a great deal of time for Community Development and Law staff, the Planning Commission, and the Assembly. The Planning Commission's Title 49 Committee and Community Development recently reviewed the work currently in progress or contemplated and recommend that these items be priorities. There is a much longer list of updates and some of the other items on that list may come before you sooner, depending on circumstances.

Auke Bay zoning changes and development incentives

The Auke Bay Area Plan was adopted in March, 2015. We need to make zoning changes and provide development incentives to help the community realize the plan. Law and CDD staff have been working on those changes and expect to bring an ordinance to the Planning Commission and then the Assembly by the end of this summer.

Shared Access

Juneau's challenging terrain can make orderly development of the community problematic. In many instances, shared, private access to lots is the most expedient and affordable way to allow development to take place. Such development can pose challenges for fire and rescue vehicles and can also lead to friction among neighbors. When considering the subdivision code changes adopted last summer, the Assembly directed staff to address this issue. A draft ordinance is nearly complete and will be before the Planning Commission and the Assembly this summer.

Variances

Variances are needed to provide relief from land use regulations when peculiarities of lots prevent them from being usable. They are intended to be used only to provide relief in exceptional circumstances. In Juneau, for many years this remedy has been applied overly liberally. For example, from 2011-2015, 160 variances were considered, and 109 were approved. This is a clear sign that the current land use code does not fit the community's needs. Staff has begun work on developing codes that provide flexibility for development in order to reduce the number of variance requests. Streamside setbacks and setbacks for eagle trees may be folded into the general ordinance, or they may come before you in separate ordinances.

Street Standards

Street standards are under review now to ensure that requirements are not overly costly for developers. There will be a provision codifying practice: reconstruction of existing streets by the CBJ does not need to conform to the same standards as new construction.

Parking

Staff will be reviewing CBJ's parking requirements and recommending changes, likely reducing the requirements in some instances.

Signs

The US Supreme Court ruled last year that signs cannot be regulated on the basis of content. CBJ needs to revise its sign code in order to conform to that ruling.

November 3, 2020

Dear Mayor Weldon, Deputy Mayor Jones, and Assembly Members:

On behalf of the Planning Commission, first let me thank you for your leadership during these difficult times. We are grateful for the manner in which the Assembly has prioritized the safety of our community and continued to advance important priorities even as the global pandemic affects us.

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Thank you considering this letter. We would welcome feedback and a dialogue about these issues. I am available to speak with, and the Commission would be open to a more informal conversation in the absence of a joint session.

Sincerely,

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Michael LeVine
Chair, Juneau Planning Commission



(907) 586-0757
 Jill.Maclean@juneau.org
 www.juneau.org/CDD
 155 S. Seward Street • Juneau, AK 99801

DATE: January 18, 2019

TO: CBJ Assembly and Planning Commission

FROM: Jill Maclean, AICP, Director *Jill Maclean*

SUBJECT: **Community Development Planning Division Priorities 2019**

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City and Borough of Juneau
City & Borough Manager's Office
155 South Seward Street
Juneau, Alaska 99801
Telephone: 586-5240 | Facsimile: 586-5385

TO: Chair Gladyszewski and Assembly Lands, Housing and Economic Development Committee
DATE: June 24, 2021
FROM: Rorie Watt, City Manager
RE: Amending the Land Use Code (Title 49)

At the 6/7/21 meeting, the Committee expressed some frustration at the length of time it takes to make amendments to the Land Use Code (Title 49), particularly regarding requirements that pose barriers to housing projects.

I think it is helpful to paint the historical landscape to inform our current situation. For years, the Planning Commission (PC) frequently issued Variances as a means to "practicalize" the code. They would hear from applicants and neighbors and in a transactional manner would apply the code in a way that felt fair to the public and developers – everyone felt like they had their "day in court."

However, upon legal review in around 2015, the Municipal Attorney determined that this use of Variances actually undermines the authority of the entire Land Use code and that the practice should cease (this legal opinion is not disputed); and that if the Assembly or the PC wanted flexibility in the code, then it should be imbedded in Code amendments.

Ironically, a reduction in the issuance of Variances may actually be responsible for an increase in Appeals – applicants feel that a more rigid application of the code is not fair, they desire the transactional approach. These appeals can be enormously burdensome on staff and the PC (as well as the Assembly).

The Assembly may wish to consider current practice for code review and the associated workloads of all groups that work on code amendments (Community Development, Law). In general, it takes a lot of time and coordination to research other community codes and case law and game out intended and unintended consequences of various ideas. In brief, the process is:

- A. Code prioritization is discussed at the annual meeting of Assembly and PC
- B. Staff from CDD and Law work with the PC on proposed amendments at the PC Title 49 Committee, the PC COW and eventually the full PC.
- C. Assembly reviews and works on the PC product (usually with committee work at Lands and/or COW)

It is not uncommon for a code amendment to take a year, or so. Analyzing obstacles to workloads, I offer the following analysis/comments:

Planning Commission:

We currently ask the PC to do the following:

- Review the CIP
- Review Land Disposals
- Hear Conditional and Special Use Permits, Variances, and Major Subdivisions
- Work on Code Amendments
- Work on Area Plans
- Work on Comprehensive Plan Updates

In short, we should consider whether we ask too much of our PC volunteers. If we want the on Code amendments, then given their current duties, we have to be realistic about their ability to prioritize workload.

Community Development Department:

CDD's budget was cut last year (and partially restored this year) and the Assembly has prioritized area plans and the Comp Plan. Complex code analysis can be time intensive. Reducing code complexity, prioritizing code work and trying to reduce Appeals should be prioritized.

Law Department:

Spends an enormous amount of time whenever we have an Appeal. Appeal work takes priority over code amendments and often derails code projects. Appeal reduction should be a priority.

Assembly:

The Assembly deals with a remarkably diverse number of issues. The Land Use Code is detailed and technical. It is unusual for the Assembly to be able to digest and agree to a code amendment in one pass. System changes that take some burden off of the Assembly could be prioritized. Prior Assemblies have been generally reluctant to reduce code complexity by removing requirements and have been interested in the details of proposed code changes.

The Assembly has charged the Systemic Racism Review Committee with reviewing all ordinances. At a national level, the President has suggested policy consideration of zoning rules that have exclusionary effects. The Assembly may need to conceptually address this issue at a macro level.

The Juneau Chamber of Commerce has also formed a sub-committee that desires to work on ideas to streamline permitting requirements. Organized involvement from the development community may help streamline consideration of ideas.

Big Picture Concepts:

1. The Assembly should continue to prioritize the Comprehensive Plan as it should be a driving force for code amendments.
2. The Assembly could prioritize making the code less complex. A recent example is our layered jurisdiction to anadromous stream permitting. Similar to when CBJ removed our codes regarding Bald Eagles, the Assembly could leave some issues to more expert environmental regulatory agencies.
3. The Assembly could consider reducing the workload of the PC in several ways, including:
 - a. Splitting the duties between two appointed boards. One would work on code, Comprehensive and area plans, focusing on the policy issues, the other would retain the permitting duties, focusing on the implementation of the code and policies; or
 - b. Appointing a Hearing Officer who would hear all permitting issues; or
 - c. Deciding to reduce the PC's workload, perhaps removing the duty to analyze land sales or the CIP.

Recommendation:

No recommendation at this time. The Assembly should consider whether it prefers to explore different code amendment processes, taking into account the delicate balance of careful deliberation and timely action. All changes to Title 49 are required by code to go to the PC. We should ask for their advice and opinion. Our goal should be to have expectations that match the level of staffing that is funded and the time constraints placed on both the PC and the Assembly.