



ASSEMBLY LANDS HOUSING AND ECONOMIC DEVELOPMENT AGENDA

November 3, 2025 at 5:00 PM

Assembly Chambers/Zoom Webinar

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

A. CALL TO ORDER

B. LAND ACKNOWLEDGEMENT

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

C. ROLL CALL

D. APPROVAL OF AGENDA

E. APPROVAL OF MINUTES

1. September 29, 2025 Draft Assembly LHED Minutes

F. AGENDA TOPICS

1. Downtown Douglas/West Juneau Draft Area Plan

- Planning Commission Notice of Recommendation with Draft DD/WJ Plan, Agency Comments, and Public Comments ([link](#))

2. Juneau Affordable Housing Fund Round Five

G. STAFF REPORTS

1. Mark Thorson, Alaska's Capital Inn Bed & Breakfast request to purchase CBJ parkland
2. AT&T request to lease CBJ property at Dimond Park

H. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS

I. NEXT MEETING DATE - DECEMBER 1, 2025

J. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any

meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, e-mail: city.clerk@juneau.gov.

ASSEMBLY LANDS HOUSING AND ECONOMIC DEVELOPMENT MINUTES

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C. ROLL CALL

Members Present: Chair Wade Bryson, Paul Kelly, Ella Adkison, Neil Steininger

Liaisons Present: Paulette Schirmer, PRAC liaison; Lacey Derr, Planning Commission liaison; Jim Becker, Docks & Harbors Board liaison

Liaisons Absent: none

Staff Present: Dan Bleidorn, Lands Manager; John King, Deputy Lands Manager; Roxie Duckworth, Lands and Resources Specialist; Rob Dumouchel, Special Projects Planning Manager

D. APPROVAL OF AGENDA – approved as presented

E. APPROVAL OF MINUTES

1. September 8, 2025 Draft LHED Minutes – approved as presented

F. AGENDA TOPICS

1. Title 49 Rewrite, Phase 1 Wave 2: Reasonable Accommodation, Zoning Maps, and Subdivision on Arterials

Mr. Dumouchel discussed this topic. Ms. Adkison asked about reasonable accommodation and was wondering, since this is for an existing property owner, is there a way for someone who is disabled to reach out to CDD to see if there could be a reasonable accommodation for a property before they purchase it or only once they own it? Mr. Dumouchel replied that he would interpret that this could apply in both cases. The more typical case is if it's already there and you don't want to set people up for failure by getting them into situations where they build a non-conforming unit. Some of the instances you're getting into may end up with a variance where there's a fiscal hardship on the property that forces them into that with a new build. It could be used either way, but it's a case-by-case situation for that individual's barrier to housing.

Ms. Adkison asked if we know why the original code was in place, with the 36,000 square feet. Mr. Dumouchel replied that he thinks some of it may have been concerns about access to the roadway, but this was written 40 years ago, when people's idea of personal space was different and driven by that. You'll see this in older codes, way more space and more micromanagement of these situations. As a town grows and develops, these don't make sense anymore, and so that's what we're attempting to address here.

Mr. Kelly asked about zoning maps and how the director can make changes to the digital map to reflect changes in geography, because that seems potentially be a very consequential decision being made, not in a public process. Is there any sort of public process for the director or a notice at least that needs to be sent out from the director such as "I am making this correction because I have noticed this change," or how does that work? Mr. Dumouchel replied that there is not that process in there, and this is intended for relatively minor changes, not for instances such as you moved 2 acres over and you picked up a huge amount of land, that's a very different situation. This is more if you had a little bit of isostatic rebound and got a couple extra feet on the waterfront that's still the same zone as the property that's attached to it. That's more where we're trying to go. If it were a really significant change, you're back to more of a rezone situation or even some other kind of land subdivision-type movement that requires full public process.

Chair Bryson asked what other cities have done to clean up their codes, are you using other models, can you elaborate a bit more Mr. Dumouchel replied that he's been through this before in other communities, he's worked for the City of Eureka in Northern California, they are also about 30,000 people remote for California, four and a half hours to the next biggest city with mountains, trees, and water. They had a similar deal, a 40-year-old code that wasn't fitting very well. A lot of it was looking at it, cleaning it up, making it streamlined and easier to read. Part of what I'm doing in Phase 1.5 is reorganizing the title. Right now there's 17 top-level articles, and then it goes into all these other pieces, I'm trying to bring that down to about 5 or 6 articles, such as general administration, general provisions, zone districts, and uses, make it easier for a person to grab the pages they need and use. The other big piece is finding these barriers that have been put up over time and deciding if we actually care about those. We've got all these rules, which ones we actually care about, which ones we need to protect, and which ones can we let go that are just creating busy work or making it harder for people to get into housing. Trends also change, what the assembly wants, what the public wants, and what the zone allows. If it's not matching, we have to figure out how to get that back in line. Every city's going to be different with political and building norms and culture, what they want and what they allow. The big pieces are streamlining, plain English, and remove barriers to things that you actually want. Phase one was really big on those items, it was about making sure people could build that ADU, or build multifamily, or a small change they could adjust that in an easier process than what we had before.

No motion for this topic, already moving to the full Assembly.

2. Holm Driveway and Utility Easement Application

Mr. Bleidorn discussed this topic. No additional discussion from the committee members.

Ms. Adkison moved that the Lands, Housing and Economic Development Committee forward this application for an easement to the full assembly with a motion of support. Motion passed unanimously.

3. Sams Request to Purchase City Property

Mr. Bleidorn discussed this topic. No additional discussion from the committee members.

Mr. Steininger moved that the Lands, Housing and Economic Development Committee forward this application to the full assembly with a motion of support for working with the original proposer for the negotiated sale of City property. Motion passed unanimously.

G. STAFF REPORTS – none

H. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS

- Docks and Harbors Board Update – Mr. Becker provided an update from the last D&H meeting that they are designing a new dock at the current university dock, and it'll come off the stick dock and take a right angle and go down. We are building a new dock where we can take larger vehicles with loads to take care of bigger things that are going to come out of that area. Similar to the one that's in Auke Bay; you can drive down dock. We spend a lot of time discussing the different features, especially since it's going to have a right angle at the top to bring bigger trucks down. The proposed price at this point from the developers is going to be about \$13 million.
- Parks and Recreation Advisory Committee (PRAC) Update – no update
- Planning Commission Update – no update

I. NEXT MEETING DATE – November 3, 2025

J. SUPPLEMENTAL MATERIALS – none

K. ADJOURNMENT – 5:25pm



(907) 586-0715
CDD_Admin@juneau.org
www.juneau.org/CDD
155 S. Seward Street • Juneau, AK 99801

DATE: October 29, 2025

TO: Alicia Hughes-Skandijs, Chair, LHED Committee

BY: Scott Ciambor, Planning Manager
Community Development Department

THROUGH: Jill Lawhorne, AICP, Director
Community Development Department

FILE NO.: AME2019 0015

PROPOSAL: A Text Amendment to adopt the *Downtown Douglas / West Juneau Area Plan* as part of the CBJ Comprehensive Plan

This staff report provides details on the draft *Downtown Douglas / West Juneau Area Plan* planning process and includes attachments that provide a copy of the plan, Planning Commission notice of recommendation, agency comments, and public comments.

These materials and more can be found on the CDD website at: [CDD – NPC – Douglas – West Juneau – City and Borough of Juneau](#)

STAFF RECOMMENDATION

Staff recommend that the Lands, Housing, and Economic Development Committee review and consider the draft *Downtown Douglas / West Juneau Area Plan* and refer the Plan to the full Assembly for further discussion and adoption into the Comp Plan as an addendum.

CBJ ASSEMBLY ROLE

Section 49.05.200 (b) notes, "The comprehensive plan adopted by the assembly by ordinance contains the policies that guide and direct public and private land use activities in the City and Borough." (emphasis added)

The *Downtown Douglas / West Juneau Area Plan* (Plan) is an area plan for downtown Douglas and West Juneau to establish the community's 20-year vision, goals, priorities, and action strategies to guide downtown Douglas and West Juneau development. The Assembly is being

asked to consider the Plan as an addition to the Comprehensive Plan. Additions to the Comprehensive Plan are adopted by ordinance and are listed in Section 49.05.200(b)(1). Previous additions (A-P) include the Lemon Creek Area Plan, the Juneau Economic Development Plan, Chapter 5 of the Willoughby District Land Use Plan, and the Blueprint Downtown Area Plan.

PLANNING COMMISSION ROLE

Three sections of Title 49 cover the purpose of the *Comprehensive Plan* and the duties of the Planning Commission in the *Comprehensive Plan* review process.

- Section 49.05.200 (b) notes, "The comprehensive plan adopted by the assembly by ordinance contains the policies that guide and direct public and private land use activities in the City and Borough."
- Section 49.10.170 (a) notes, "The commission shall undertake a general review of the comprehensive plan two years after the adoption of the most recent update and shall recommend appropriate amendments to the assembly. Proposed map changes shall be reviewed on a neighborhood or community basis as directed by the planning commission."
- CBJ 49.10.170(d) states that the Commission shall make recommendations to the Assembly on all proposed amendments to this title, zonings and re-zonings, indicating compliance with the provisions of this title and the Comprehensive Plan.

PURPOSE OF THE DOWNTOWN DOUGLAS / WEST JUNEAU PLAN

The Plan seeks to maintain the small town feel of Downtown Douglas, while enhancing connectivity to West Juneau and the greater community, and honoring the island's rich and diverse history and culture. The Plan provides a framework to guide the City and Borough of Juneau (CBJ) Assembly, departments, the Planning Commission, and other CBJ boards and commissions that will refer to this document to:

- Make informed decisions concerning future growth and development while maintaining a positive quality of life for residents; Plan for projects more efficiently;

- Assign appropriate resources to community needs;
- Identify needs for new or revised zoning and/or development regulations; and
- Identify infrastructure priorities.

The Plan also provides a framework to guide individuals, private companies, and other stakeholders when making investment and development decisions, and when questions affecting community development arise.

STEERING COMMITTEE, COMMUNITY ENGAGEMENT, AND PUBLIC INPUT

Most of this information is available [on the Downtown Douglas / West Juneau Area Plan website](#).

- 2019: Assembly approved budget for Douglas area plan
- January 2020: Corvus Designs awarded contract for public visioning process
- February 2020: Planning Commission appointed 9 members to Steering Committee
- 2020-2023: COVID delays, public focus groups, Steering Committee meetings
- August 2024: Project work resumed
- December 2024: Planning Commission appointed 2 committee members to fill vacancies
- May 2025: Open House, online survey, and public comment period
- June 2025: Steering Committee considered public input, finalized draft Plan

PLANNING COMMISSION ACTION AND NOTICE OF RECOMMENDATION

With the draft *Downtown Douglas / West Juneau Area Plan* available, the Commission held the following public meetings on the topic:

- 7.22.2025: [Introduction to draft Downtown Douglas / West Juneau Area Plan](#), continued to August 12, 2025, Planning Commission meeting; and
- 8.12.2025: [Continued discussion of draft Downtown Douglas / West Juneau Area Plan](#).

Planning Commission Notice of Recommendation

At the 8.12.2025 Regular Meeting, the Commission provided the following recommendation to the Assembly:

The Planning Commission, at its regular public meeting, adopted with amendments the analysis and findings listed in the attached memorandum dated July 14, 2025, and

recommended that the City and Borough Assembly adopt the Downtown Douglas/West Juneau Area Plan as an addendum to the CBJ Comprehensive Plan.

The Commission, concerned about clarity and ensuring historical context around the Alaska Native settlement in the area, made the following amendments:

- Plan p. 7: Delete the first paragraph under “Downtown Douglas. The current wording seems to indicate a historical record, but does not discuss Alaska Native stewardship.
- Plan p. 25: Delete Action C under Goal 4.2, as the transfer of Mayflower Island to DIA is underway and this goal was written prior to the Assembly’s stated intent to transfer.
- Plan p. 27: Move content to follow “Equity” language on p. 4 to better reflect the equity discussion in the context of Alaska Native land use.
- Plan p. 29: Delete Goal 5.3 and Action A to ensure these parcels are treated the same as any parcel in the CBJ in terms of land use and regulation.
- Appendices: Delete four “Steering Committee Mapping Exercise” maps.
- Appendices: Move Traffic Calming graphics to follow p. 11, Goal 1.2, and remove street names.

COMPLIANCE WITH THE COMPREHENSIVE PLAN (COMP PLAN)

Chapter 4 Housing Element

- Policy 4.4. To facilitate the preservation and rehabilitation of existing housing, particularly housing affordable to low-income residents.

Chapter 6 Energy

- Policy 6.1. To work with utility and energy providers to analyze the local energy system, potential renewable energy sources, and emerging technologies; to establish a long-term energy plan; and to implement that plan for the affordable and sustainable use of energy in the community.

Chapter 7 Natural Resources and Hazards

- Policy 7.1. To protect the region’s scenic, environmental, and economically-valuable natural resources from the adverse impacts of urban development. Development shall be controlled carefully and, if necessary, prohibited in naturally hazardous and ecologically-productive or sensitive areas.

Chapter 8 Transportation

- Policy 8.5. To promote a balanced, well-integrated local multi-modal surface transportation system that provides safe, convenient and energy-efficient access and transportation for people and commodities.

Comprehensive Plan Guidelines and Considerations for Subarea 9 (Maps M, O, P) include:

- Conduct an area plan or neighborhood plan for the downtown Douglas area that would address residential and non-residential uses in the vicinity of the harbor and town center with the goal of creating a Marine Mixed Use, transit and pedestrian-oriented community. Marine Mixed Use land uses could include: Water-related recreation, eco-tourism, commercial fisheries, sport fisheries, marine-related research and aquaculture, and other private and public use of the waters and shoreline; inland areas of housing, neighborhood-commercial needs, transportation systems, habitat protection, educational facilities, careful urban design, and viewscape protection measures. This study should address the needs of and should include the participation of all stakeholders including property owners, residents, business operators, the Alaska Department of Transportation and Public Facilities, and all relevant CBJ Departments and Divisions.

While the *Downtown Douglas / West Juneau Area Plan* does not specifically discuss Marine Mixed Use, it does support and implement many of these uses, including recreation, shoreline access, mixed use development, public transit, pedestrian and bicycle traffic, and wildlife protection.

If adopted, the *Downtown Douglas / West Juneau Area Plan* will be an addition to the Comp Plan. The Plan provides a 20-year vision to guide growth, protect natural, historical and cultural resources, and enhance and maintain amenities for livability. Where DD/WJ and the Comp Plan conflict, or where DD/WJ is more specific, the *Downtown Douglas / West Juneau Area Plan* supersedes the *Comprehensive Plan*.

Findings

Based upon the information presented, the draft *Downtown Douglas / West Juneau Area Plan* conforms to the *Comprehensive Plan*.

COMPLIANCE WITH OTHER RELEVANT CBJ PLANS AND STUDIES

The draft *Downtown Douglas / West Juneau Area Plan* reviews relevant CBJ plans and studies.

The *Juneau Renewable Energy Strategy (2018)* outlines a general approach for transitioning to an 80% renewable energy economy by 2045:

- Reduce and transform energy use.
- Increase use of renewable energy.
- Increase the supply of renewable energy.

The *Transit Development Plan Update (2014)* describes the ongoing Shelter Improvement Program and recommends providing shelter lighting to improve the safety of public transit users.

The *Historic and Cultural Preservation Plan (2020)* promotes citizen participation in identifying historic resources and outlines incentives for historic preservation.

The draft *Downtown Douglas / West Juneau Area Plan* complies with these plans and studies, and in some instances, makes more specific recommendations. For example, Chapter 1, Goal 3: Ensure that Downtown Douglas / West Juneau residents have access to year-round public transit that is safe, convenient, and reliable, includes actions to cover bus stops on Route 1 with lighting and increase appropriate funding for Capital Transit.

Findings

Based upon the information presented, the draft *Downtown Douglas / West Juneau Area Plan* conforms to other relevant CBJ plans and studies.

STAFF RECOMMENDATION

Staff recommend that the Lands, Housing, and Economic Development Committee review and consider the draft *Downtown Douglas / West Juneau Area Plan* and refer the Plan to the full Assembly for further discussion and adoption into the Comp Plan as an addendum.

ATTACHMENTS

- Attachment: Planning Commission Notice of Recommendation with Draft DD/WJ Plan, Agency Comments, and Public Comments
- Attachment: DD/WJ slides

Downtown Douglas West Juneau Area Plan



Land Use Code

Section 49.05.200 (b) notes, "The comprehensive plan adopted by the assembly by ordinance contains the policies that guide and direct public and private land use activities in the City and Borough."

Plan Creation Through The Planning Commission

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- June 2025: Steering Committee considered public input, finalized draft Plan
- June & July 2025: Planning Commission public meetings



Downtown Douglas West Juneau Area Plan



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RECOMMENDATION



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www.juneau.org/community-development
155 Heritage Way • Juneau, AK 99801

MEMORANDUM

DATE: November 3, 2025

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

FROM: Joseph Meyers, AICP, Senior Planner, Housing & Land Use Specialist

SUBJECT: Juneau Affordable Housing Fund – 2025 Funding Recommendations

In 2025 the CBJ Assembly made available \$2,500,000 for use by for-profit and non-profit organizations, public and regional housing authorities, and tribal governments interested in the creation of affordable and workforce housing in the City and Borough of Juneau through the [Juneau Affordable Housing Fund](#).

According to the [FY26 approved budget](#), the FY26 Fund balance is \$2,745,200 with additional funding available in future years through the hotel bed tax and the 1% sales tax through FY29. This memo provides details on the applications that were received and includes the Juneau Affordable Housing Fund 2025 *Round Five* funding recommendation. The application review committee included three CBJ employees and two private sector citizens from the lending and construction industries.

In your packet is a project summary spreadsheet and a project scoring sheet. All submitted applications are available for review on the JAHF website¹.

2025 Round Five Project Proposals

Six (6) applications were received from the following entities:

- Southeast Endeavors LLC, for a fourplex project on Lee Street
- Family Promise of Juneau for the Family Promise Resource Center
- Brave Enterprises LLC for the Bergman Hotel Project
- Society of Saint Vincent de Paul St. Therese Conference for Maintenance and Upkeep
- Tlingit Haida Regional Housing Authority for Séet Kanax Dutéen
- Tlingit Haida Regional Housing Authority for Pederson Hill

Juneau Affordable Housing Fund Status

The Review Committee completed a thorough analysis and ranked projects based on the criteria in the 2025 JAHF Program Description and Guidelines. The JAHF received \$2.5 million in Round Five funding requests and \$2.5 million in funding was available for award this year.

Project Review and Rankings

The JAHF review committee received applications shortly after the deadline and met on September 15, and

¹ <https://juneau.org/community-development/grants-juneau-affordable-housing-fund>

October 3, 2025, to ask clarifying questions and score applications. The rankings for the reviewed applications are in the table below in order of highest score to lowest score.

Applicant	Project name	Project Type	Score	Request	Affordability Term
Tlingit Haida Regional Housing Authority	Pederson Hill	16 single-family ownership homes at 80% AMI or below	86%	\$800,000	30+ years; THRHA has first right of refusal at property sale
Tlingit Haida Regional Housing Authority	Séet Kanax̄ Dutéen	15 single-family at 80% AMI	85%	\$250,000	30+ years; THRHA has first right of refusal at property sale
Brave Enterprises, LLC	Bergman Hotel Project	18 units at 80% AMI	77%	\$900,000	20 years
Southeast Endeavors, LLC	Fourplex Project	4 units; 2 affordable	73%	\$200,000	10 years
Society of St. Vincent de Paul	Long-term Maintenance and Upkeep	Maintenance and upkeep	60%	\$150,000	Permanent
Family Promise of Juneau	Family Promise Resource Center	Four families	55%	\$200,000	Permanent

Five out of six projects that applied are recommended for funding for Round 5. The project that did not receive funding was for Family Promise of Juneau for \$200,000. While this was not funded, the review team recognizes the need for this type of family static shelter facility in the community and expressed desire to fund this facility. However, the project was not seen as ready to proceed at this time and has received a debrief from staff on their application status.

Recommendation

The review committee recommends that the Lands, Housing, and Economic Development (LHED) Committee adopt the Juneau Affordable Housing Fund committee recommendation and forward the following funding requests to the Assembly for approval:

1. Grant of \$800,000 to Tlingit Haida Regional Housing Authority for Pederson Hill
2. Grant of \$250,000 to Tlingit Haida Regional Housing Authority for Séet Kanax̄ Dutéen
3. Loan of \$900,000 to Brave Enterprises, LLC for Bergman Hotel
4. Loan of \$200,000 to Southeast Endeavors, LLC for Lee Street Fourplex
5. Grant of \$150,000 to Society of St Vincent de Paul for maintenance and upkeep

Total Funding Recommended: \$2.3 million

Total Funding Available: \$2.5 million

JAHF Program Future Review

Annually, staff reviews process and policy to determine if any changes can be made to improve the program to make the process more efficient, more effective, and more user-friendly. Staff has received feedback from both reviewers and applicants this round regarding assignment of points to projects who have previously received funds as a way of gauging readiness to proceed. This grading criteria could be reconsidered in future rounds based on this feedback. The annual JAHF report to the Assembly will be scheduled in April 2026.

Attachments:

- A. [Program Description and Guidelines](#)
- B. Project score sheet

Links to Project Applications:

1. Bergman Hotel: <https://juneau.org/wp-content/uploads/2025/10/Bergman-Hotel.pdf>
2. Family Promise Juneau: <https://juneau.org/wp-content/uploads/2025/10/Family-Promise-Juneau.pdf>
3. Southeast Endeavors: <https://juneau.org/wp-content/uploads/2025/10/Southeast-Endeavors.pdf>
4. THRHA: <https://juneau.org/wp-content/uploads/2025/10/THRHA-Pederson-Hill.pdf>
5. Society of St. Vincent DePaul: <https://juneau.org/wp-content/uploads/2025/10/St-Vincent-de-Paul.pdf>
6. THRHA: <https://juneau.org/wp-content/uploads/2025/10/THRHA-SKD.pdf>



**FY2026 Description & Guidelines
Round 5**

For more information, contact:
Joseph Meyers, AICP
Senior Planner, Housing & Land Use
City and Borough of Juneau
155 Heritage Way
Juneau, Alaska 99801
Phone: 907-586-0753 x4209

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About the Fund

The City and Borough of Juneau (CBJ) created the Juneau Affordable Housing Fund (JAHF) to promote the creation of affordable and workforce housing in the Capital City.

In 2025, the CBJ Assembly made \$2,500,000 available for use by for-profit and non-profit organizations, tribal governments, and public and regional housing authorities, interested in the creation of very low, low, and middle-income housing in the City & Borough of Juneau. For information on previous funding rounds, visit the [Juneau Affordable Housing Fund](#).

Program Goals and Objectives

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

1. Gap funding for capital costs of rental and ownership housing;
2. Gap funding for capacity-building activities of non-profit housing developers;
3. Leveraging CBJ investments with other fund sources to maximize the number of quality affordable and middle-income housing units that are created or preserved.

Availability of Funds & Funding Terms

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

1. Funds will typically be made available in the following forms:

- a. Qualifying projects are eligible for grants and loans up to \$50,000 per housing unit created and for other eligible uses on a similar per unit basis.
- b. Grants for non-profit organizations and public housing authorities targeting households in the affordable housing range (0% to 80% AMI), and;
- c. Low-interest loans for private developers building affordable or

middle-income housing; and

- d. Long-term rental units, with restrictions on short-term rentals; For profit-developer projects utilizing JAHF funds for middle-income housing must reserve at least 20% of units for tenants with gross incomes at 80% or less AMI for at least ten years or the life of the loan.

2. Loan terms:

- a. All loans will bear 0% interest for the first five years of the loan and 2% interest for the second five years of the loan with a single balloon payment of the outstanding loan balance due at 10 years.
- b. The first Certificate of Occupancy (CO) for a project must be obtained within 24 months of contract execution and payments are required to begin the first day of the month, six months after a CO is issued. A longer timeline to obtain a CO may be granted with written justification from the applicant and written permission from the City and Borough of Juneau.
- c. Loan recipients are required to provide an annual report to the grant administrator for review by the Assembly on an annual basis until one year after satisfaction of the loan or one year after project completion, whichever is earliest. Initial reports are due by March 31st the year after the loan is issued.

3. Grant terms:

- a. Grants will only be issued to local housing authorities, tribal organizations, and non-profit organizations
- b. Grant recipients are required to provide an annual report to the grant administrator for review by the Assembly on an annual basis until the year after project completion. Initial reports are due by March 31st the year after the grant is issued.

Eligibility

Threshold Review

All applicants must be in good standing with the CBJ at the time of application. All projects are subject to a threshold review prior to being sent to the review committee, which includes:

- Review to determine that the applicant is in financial good standing with

the CBJ including payment of all taxes, fines, and fees.

- Review to determine that the proposed project meets the minimum requirements of the land use code.
- Review to determine if the project meets the affordable housing requirement of 20% of units at 80% AMI or less.

Staff will review each application upon receipt to ensure the minimum eligibility threshold requirements are met. If an applicant does not meet these requirements, staff will notify the applicant. The applicant will have three (3) business days from the date that the email is sent to correct the application deficiency. Applications not meeting the minimum requirements of the above will be disqualified and removed from consideration. All information provided in the application will be used to make an award determination. If rent rates, unit counts, or any other project parameters change once a decision is made, this may result in a withdrawal of award.

Eligible Applicants

1. Public and regional housing authorities
2. Non-profit organizations
3. Tribal governments
4. For-profit developers

Eligible Uses

Funding is available for the following uses:

1. For acquisition, construction, rehabilitation, or preservation of affordable housing located within the City and Borough of Juneau, including activities such as:
 - a. Purchase of developable real estate;
 - b. Fees for architects and other professionals;
 - c. Demolition to make way for affordable or middle-income housing;
 - d. Building materials and labor costs; and
 - e. Technical assistance such as development consultants for non-profit organizations

Priorities for the Juneau Affordable Housing Fund

The following are priorities of the JAHF in line with the priorities of the [CBJ Housing Action Plan](#).

1. **Use of Capital to Develop Housing Units:** Funding for capital costs for acquisition, construction, rehabilitation, or preservation of affordable or middle-income housing, senior housing, and possibly homeowner opportunities.
2. **Long-Term Affordability:** Units created using JAHF funds that include affordability covenants or that are permanently affordable are preferred.
3. **Downtown Housing Development:** Units developed within the boundaries established by the Downtown Juneau Residential Tax Abatement Map, Ordinance 2021-01(c)(am) [Appendix D].

Application and Review Process

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

The total application submission length should not exceed 30 pages of supporting documentation, **excluding the application form and table of contents**. To support streamlined review,

- (a) a table of contents is REQUIRED and;
- (b) if supporting documentation exceeds 30 pages, only the first 30 pages will be considered.

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

The review committee will score projects based on the selection criteria and score sheet included in this packet.

The 2025 schedule is as follows:

- **By June 15th, 2025:** Assembly will decide on a funding amount for the JAHF.

- **July 21, 2025:** JAHF Program Guidelines and application Posted; application period begins.
- **July 28, 2025:** Public Information Meeting at 3:00pm AKDT
- **August 22, 2025:** Housing Project Proposals due at 4:30 pm AKDT; late submissions are not accepted
- **September 15, 2025 – October 6, 2025: Committee Review and Project Ranking Period**
- **November 3, 2025:** Committee Report to Lands, Housing, and Economic Development Committee
- **December 1, 2025:** Introduction of ordinances for grant and loan applicants at the Assembly Committee of the Whole
- **Between December 15, 2025, and January 2026:** Assembly approval of grant and loan ordinances
- **January to April 2026 (tentatively):** Staff work with awardees to put grant and loan agreements in place.

Proposals must be received by **4:30pm AKDT, Friday, August 22, 2025**. Submit applications via email or in-person at the addresses below:

In person: Permit Center Hub, 230 S. Franklin Street, 4th Floor, Marine View Building, Juneau, AK, 99801

E-mail: joseph.meyers@juneau.gov

All applications are ultimately approved by the CBJ Assembly in an open public process. Applicants should expect that their submitted project plans, costs and other supporting documentation will be available to the public. The Assembly may impose or modify terms, conditions, and other provisions that clearly protect the public interest.

Selection Criteria

Projects considered to be ready or feasible will be evaluated with the criteria in the following areas. All information provided in the application will be used to make a funding recommendation to the Assembly. Any information provided should be representative of the project. Any changes made after a recommendation is made that are not in line with the goals of the program may result in loss of award.

a. Team Experience:

1. Demonstrated experience on projects of similar size and scope;

2. Established development and/or operating partnerships
3. Qualified staff – developer, director, property manager, supportive services;
4. Capacity to maintain/manage project; and
5. Performance history of previous loan or grant from the JAHF.

b. Population Targeting & JAHF Priority Targeting:

Use of capital to develop housing units;

1. Long-term or permanent affordability;
2. Affordability at or beyond 10 years;
3. Housing located in Downtown Juneau; and
4. Proximity to a public transportation stop or transit center. Projects will earn up to five points in scoring based on their proximity to public transportation based on the following intervals:

Distance	Points
¼ mile or less	5 points
½ mile or less	3 points
¾ mile or less	1 point
More than ¾ mile	0 points

c. Project Design and Characteristics: For Capital projects:

- 1) Plans stamped by appropriate engineer or architect, or professionally qualified staff on the development team; and
- 2) Energy Efficiency: JAHF projects should be energy-efficient and adhere to either the Alaska Building Energy Efficiency Standard (BEES) or HUD’s Energy Star Home Standard.
- 3) **For all projects:** Accessibility Standards: Proposals must comply with the federal Fair Housing Act (42 U.S.C. 3601-3619) and the Americans with Disabilities Act of 1990.

d. Feasibility and Readiness to Proceed:

- 1) Ability to secure other financing needed to carry out project;
- 2) Operational feasibility/long-term financial viability; and
- 3) Reasonable and balanced budget with cost controls. The intention for JAHF funds is to assist projects that need gap

financing and have a 100% chance of being successful.

- 4) Leveraging/percentage of total cost with commitments;
- 5) Site ownership or long-term lease. Proof of long-term lease or ownership is required;
- 6) Plans, environmental permitting, estimate complete;
- 7) Construction/operation within following fiscal year;
- 8) Land use and building permits received; and
- 9) In good standing with the CBJ Finance department; including taxes, utilities, fees, etc.

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

Compliance and Monitoring

- a. **Inspection and Monitoring.** The CBJ, at any time, could inspect and monitor the records and work of the proposed project as to performance and compliance with JAHF program rules and loan requirements. **Project information, including rents and tenant income must be submitted annually by March 31st, during the affordability period.**
- b. **Termination.** The CBJ City Manager may terminate any agreement if awardees:
 - 1) Fail to comply with the stated project schedule;
 - 2) Allow required permitting to lapse;
 - 3) Make material alterations to the project;
 - 4) Fail to submit a complete and timely annual report;
 - 5) Lose the ability to proceed with the project; or
 - 6) Take no action to claim the funds awarded within 12 months of award.
- c. **Annual Reporting.** All projects that receive funding from the JAHF must submit an annual report to Community Development by March 31st the year following award and for the duration of the loan or until the year after a project is completed in the case of a grant.

The report should include:

- i. Project progress reports;
- ii. Details on funds disbursed, JAHF expenses, amount of leveraged

- iii. Updates on any required land use permitting;
- iv. Guidance on funding availability for the following year
- v. Summary of rental and occupancy rates

Repayment Terms for JAHF Awards

1. **Housing Authorities, tribal governments, and not-for-profit developers:**
 - a. In general, not-for-profit developers will receive funds in the form of a grant.
2. **For-profit developer:**
 - a. Low-interest loan; 0% for the first five years, 2% for the second five years with full repayment required by year ten.
 - b. Term begins at disbursement of funds; and
 - c. Payments start 6 months after receipt of a final Certificate of Occupancy.
 - d. The Manager may add additional terms consistent with the intent of this resolution.

Appendix A: Glossary of Terms

- **Affordable Housing** – The U.S. Department of Housing and Urban Development (HUD) defines “Affordable” as housing costs no more than 30 percent of a household’s monthly income. This means rent and utilities in an apartment or the monthly mortgage payment and other housing expenses (utilities, home maintenance and repairs) for a homeowner should be less than 30 percent of monthly household income. Affordability under the Juneau Affordable Housing Fund is defined as units offered as affordable for households with incomes at or below 80% AMI.
- **Area Median Income (AMI)** – HUD uses the median income for families to calculate income limits for eligibility in a variety of housing programs. HUD Income Limits by size of household are used by JAHF to determine level of affordability. See Appendix B.
- **Assumable soft debt** – Mortgages or loans that can be taken over by another individual to maintain favorable interest rates or affordability.
- **Capital Funds** – Funding contributed for the development, acquisition, rehabilitation, or new construction of the physical structure.
- **Gap Financing** – Loans or grants used for housing development projects that bridge the gap between available funding sources, usually a combination of raised capital and state or federal housing subsidies.
- **HUD Income Limits:**
 - **Extremely low-income households** – Households with incomes at or below the HUD 30% Limit. See Appendix B.
 - **Very low-income households** – Households with incomes at or below the HUD 50% Limit. See Appendix B.
 - **Low-income households** – Households with incomes that fall below the maximum 80% limit. See Appendix B.
 - **Middle-income housing** – Middle-income housing is not a HUD recognized term. Middle-income housing is generally used here to mean affordable housing for households between 80% and 120% of area median income – typically without attachment to other subsidy or rental assistance.
- **Non-profit Organization** – A corporation or foundation granted exemption from income taxation by the IRS.

- **Ownership housing** – Housing for which the sales price minus the sum of grants and deferred loans provided to the borrower results in a monthly payment which qualifies a low-income household for a mortgage loan under standard lender underwriting standards.
- **Short-term rental (STR)** – Short-term rental means a dwelling unit that is rented, leased, or otherwise advertised for occupancy for a period of less than 30 days.
- **Unit** – means a residential use consisting of a building or portion thereof, providing independent and complete cooking, living, sleeping and toilet facilities for one household, and used exclusively for human habitation.
- **Low-interest loans** – Low-interest loans through the Juneau Affordable Housing Fund will bear 0% interest for the first five years of the loan and 2% interest for the second five years of the loan with a single balloon payment of the outstanding loan balance due at 10 years.

Appendix B: FY2025 Income Limits and Rental Limits

City and Borough of Juneau Income Limits for 2025 (effective 4/1/25)

4-person AMI: \$128,700

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30% AMI	\$27,030	\$30,900	\$34,740	\$38,610	\$41,700	\$44,790	\$47,880	\$50,970
60% AMI	\$54,060	\$61,800	\$69,480	\$77,220	\$83,400	\$89,580	\$95,760	\$101,940
80% AMI	\$72,080	\$82,400	\$92,640	\$102,960	\$111,200	\$119,400	\$127,600	\$135,920
100% AMI	\$90,100	\$103,000	\$115,800	\$128,700	\$139,000	\$149,300	\$159,600	\$169,900
120% AMI	\$108,120	\$123,600	\$138,960	\$154,440	\$166,800	\$179,160	\$191,520	\$203,880

Source: HUD User Datasets:

https://www.huduser.gov/portal/pdrdatas_landing.html

City and Borough of Juneau Rental Limits for 2025 (effective 4/1/25)

Bedrooms (People)	Fair Market Rent	30% AMI	60% AMI	80% AMI	100% AMI	120% AMI
Efficiency	\$1,202	\$675	\$1,351	\$1,802	\$2,252	\$2,703
1 Bedroom	\$1,336	\$724	\$1,448	\$1,931	\$2,412	\$2,896
2 Bedrooms	\$1,753	\$868	\$1,737	\$2,316	\$2,894	\$3,474
3 Bedrooms	\$2,456	\$1,003	\$2,007	\$2,677	\$3,346	\$4,015
4 Bedrooms	\$2,544	\$1,119	\$2,239	\$2,986	\$3,732	\$4,479

Source: HUD User Datasets: https://www.huduser.gov/portal/pdrdatas_landing.html

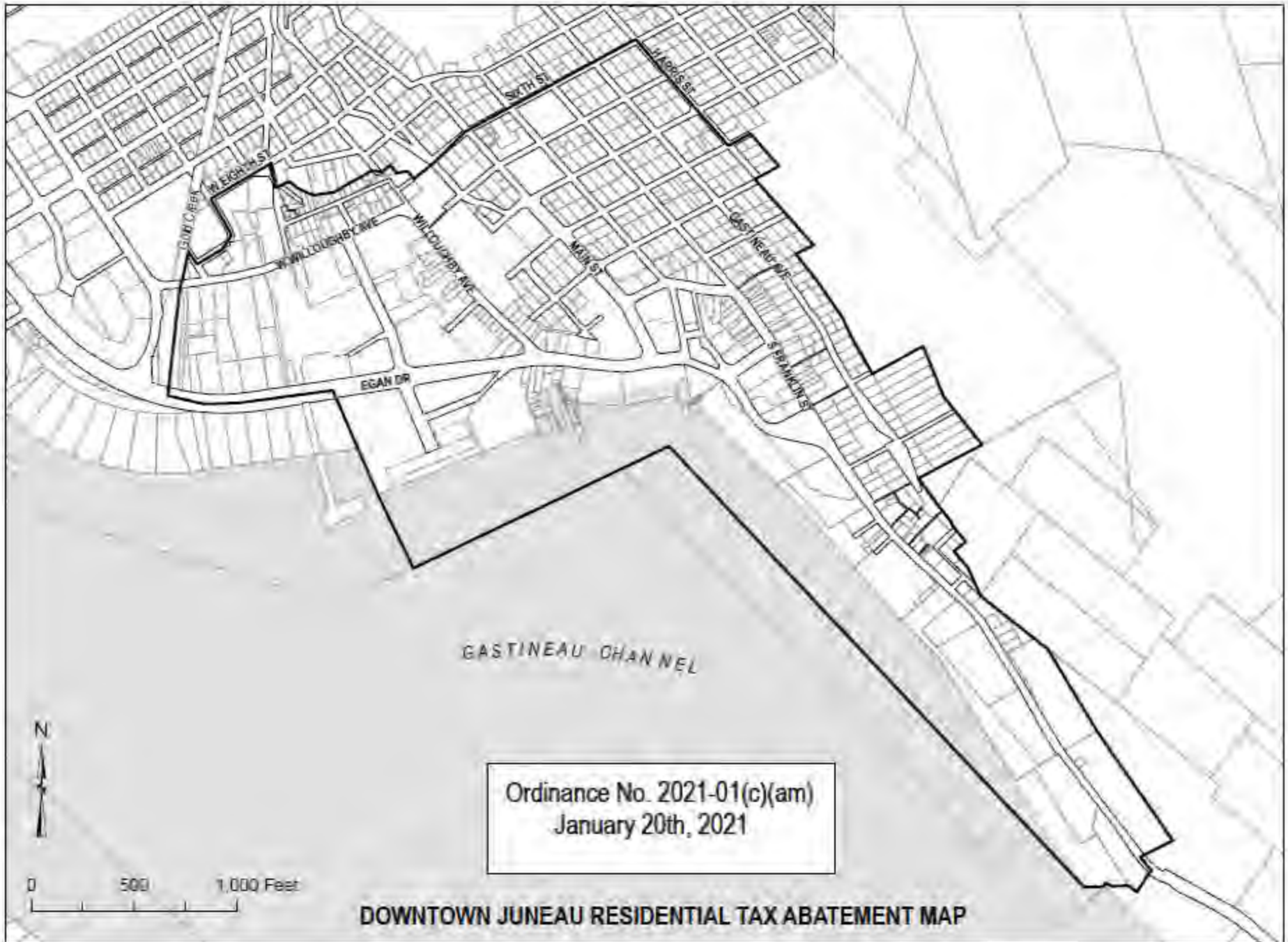
Appendix C: Score Sheet

2025 Juneau Affordable Housing Fund Score Sheet			
Program Name:			
Evaluation Criterion			
<i>Outstanding (5 points), Good (4 points), Average (3 points), Marginal (1-2 points), Unacceptable (0 points); Each question is worth a maximum of 5 points</i>			
<i>INPUT POINTS HERE</i>	Possible Points	Score	Questions and Comments
Section 1: Team Experience			
Demonstrated experience on projects of similar scope and nature			
Established development and/or operating partnerships, including support services			
Qualified staff: developer, director, property manager, supportive services	25	0	
Capacity to maintain/manage the project			
Performance history of previous loan or grant from the JAHF			
		Section 1 Subtotal	
Section 2: Juneau Affordable Housing Fund Priorities and Population Targeting			
Capital projects to develop housing			
Long-term or permanent affordability			
Downtown housing	20	0	
Proximity to public transportation stop or transit center			
		Section 2 Subtotal	
Section 3: Project Design and Characteristics			
Stamped plans by appropriate engineer or architect, or staff on development team			
Energy efficiency	15	0	
Accessibility			
		Section 3 Subtotal	
Section 4: Feasibility			
Ability to secure other financing needed to carry out the project			
Operational feasibility/long-term financial viability	15	0	
Reasonable and balanced budget with cost controls			
		Section 4 Subtotal	
Section 5: Readiness to Proceed			
Leveraging/percentage of total costs with commitments			
Site control; (purchase agreement with timeline, ownership, or long-term lease required)			
Plans, environmental permitting, estimate complete	20	0	
Construction/operation within the fiscal year			
		Section 5 Subtotal	
		Points Possible	95 <--- total points possible
		Total Points	0 <--- points earned
		Score:	0% <--- total score

Applicant: _____ Evaluator: _____ Date: _____

Juneau Affordable Housing Fund – Program Description and Application Guidelines

Appendix D: Downtown Juneau Residential Tax Abatement Map



2025 Review Scoresheet

Project Name	Applicant/Sponsor	Project Type	Average Score	Funding Request	Developer Type	Grant/Loan
Pederson Hill	THRHA	Single-family homes	86	\$800,000		Grant
Séet Kanax Dutéen	THRHA	Single-family homes	85	\$250,000		Grant
Bergman Hotel Apartments	Brave Enterprises, LLC	Renovation of hotel into apartments	77	\$900,000		Loan
Fourplex	SE Endeavors	Fourplex/ 50% affordable	73	\$200,000		Loan
Renovations	SVdP	Preservation grants	60	\$150,000		Grant
Family Promise Resource Center	Family Promise	Shelter and services for families experiencing homelessness	55	\$ 200,000		Grant
				\$2,500,000		
Recommended for funding						
Not recommend for funding						
Pending						

Juneau Affordable Housing Fund Round Five



Purpose

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

1. Gap funding for capital costs of rental and ownership housing;
2. Gap funding for capacity-building activities of non-profit housing developers;
3. Leveraging CBJ investments with other fund sources to maximize the number of quality affordable and middle-income housing units that are created or preserved.

1

Round Five Timeline

Assembly JAHF Program Review and Funding Allocation for Next Round

- June 2, 2025: LHED Committee annual JAHF Review
- June: Final CBJ budget adoption includes allocation for next round

Competition Begins

- July 21, 2025: JAHF Program Guidelines and application Posted; application period begins
- July 28, 2025: Public Information Meeting at 3:00pm AKDT
- August 22, 2025: Housing Project Proposals due at 4:30 pm AKDT; late submissions are not accepted
- September 15, 2025 – October 6, 2025: Committee Review and Project Ranking Period
- **November 3, 2025: Committee Report to Lands, Housing, and Economic Development Committee**
- December 1, 2025: Introduction of ordinances for grant and loan applicants at the Assembly Committee of the Whole
- Between December 15, 2025, and January 2026: Assembly approval of grant and loan ordinances

Post-Competition: Staff Work With Awardees

- January to April 2026 (tentatively): Staff work with awardees to put grant and loan agreements in place
- April 1: Annual Report due from awardees



2

Round Five Applications

Applicant	Project name	Project Type	Score	Request	Affordability Term
Tlingit Haida Regional Housing Authority	Pederson Hill	16 single-family ownership homes at 80% AMI or below	86%	\$800,000	30+ years; THRHA has first right of refusal at propret sale
Tlingit Haida Regional Housing Authority	Séet Kanax Dutéen	15 single-family at 80% AMI	85%	\$250,000	30+ years; THRHA has first right of refusal at propret sale
Brave Enterprises, LLC	Bergman Hotel Project	18 units at 80% AMI	77%	\$900,000	20 years
Southeast Endeavors, LLC	Fourplex Project	4 units; 2 affordable	73%	\$200,000	10 years
Society of St. Vincent de Paul	Long-term Maintenance and Upkeep	Maintenance and upkeep	60%	\$150,000	Permanent
Family Promise of Juneau	Family Promise Resource Center	Four families	55%	\$200,000	Permanent



3

Round Five Scoresheet

Project Name	Applicant/Sponsor	Project Type	Average Score	Funding Request	Developer Type	Grant/Loan
Pederson Hill	THRHA	Single-family homes	86	\$800,000	Regional Housing Authority	Grant
Séet Kanax Dutéen	THRHA	Single-family homes	85	\$250,000	Regional Housing Authority	Grant
Bergman Hotel Apartments	Brave Enterprises, LLC	Renovation of hotel into apartments	77	\$900,000	For-profit	Loan
Fourplex	SE Endeavors	Fourplex/ 50% affordable	73	\$200,000	For-profit	Loan
Renovations	SVdP	Preservation grants	60	\$150,000	Non-profit	Grant
Family Promise Resource Center	Family Promise	Shelter and services for families experiencing homelessness	55	\$ 200,000	Non-profit	Grant

\$2,500,000

Recommended for funding

Not recommend for funding

Pending



4

Round Five Recommendation



The review committee recommends that the Lands, Housing, and Economic Development (LHED) Committee adopt the Juneau Affordable Housing Fund committee recommendation and forward the following funding requests to the Assembly for approval:

1. Grant of \$800,000 to Tlingit Haida Regional Housing Authority for Pederson Hill
2. Grant of \$250,000 to Tlingit Haida Regional Housing Authority for Séet Kanax Dutéen
3. Loan of \$900,000 to Brave Enterprises, LLC for Bergman Hotel
4. Loan of \$200,000 to Southeast Endeavors, LLC for Lee Street Fourplex
5. Grant of \$150,000 to Society of St Vincent de Paul for maintenance and upkeep

MEMORANDUM

CITY/BOROUGH OF JUNEAU

Lands and Resources Office
155 Heritage Way, Juneau, Alaska 99801
John.King@Juneau.gov
(907) 586-5252

TO: Alicia Hughes-Skandijs, Chair of the Assembly LHED Committee

FROM: John King, Deputy Lands Manager *John King*

SUBJECT: Mark Thorson, Alaska's Capital Inn Bed & Breakfast request to purchase CBJ parkland

DATE: October 28, 2025

In September 2025, Mark Thorson of Alaska's Capital Inn Bed & Breakfast, submitted an application to purchase a portion of a CBJ park located at Juneau Townsite Block 20 Lot 7, which is adjacent to his property at Block 20 Lot 6. The park contains an encroachment from Mr. Thorson's property. The application states that a retaining wall and fence were authorized under an agreement signed between Mr. Thorson and the previous owner of the parkland. The 15-year agreement that authorized the encroachment of a deck and stairway remained valid when CBJ purchased the parkland in 2002, but expired in 2015. The wedge-shaped encroachment, identified on the survey dated 02/10/2000, shows the fence starting 1.3-feet from the northwest corner of Lot 6, and running to 3.5-feet from the southwest corner of Lot 6.

An existing structure within the encroachment was recently converted to an accessory bedroom prior to obtaining a building permit from the CBJ Community Development Department (CDD). The structure was flagged by the CBJ Code Compliance Officer, and a building permit application was submitted by Mr. Thorson. Despite the submittal of this application, CDD is unable to retroactively issue a building permit because of the expansion onto the adjacent CBJ parkland. Mr. Thorson is requesting to purchase the parkland encroachment area occupied by his retaining wall, fence, and accessory structure encroachment in order to obtain a building permit from CDD. If approved, final acreage to be sold will be determined by an Alaska-licensed surveyor.

The 2019 Parks and Recreation Master Plan

The individual or entity seeking to purchase parkland begins the process by contacting the Parks & Recreation Department to present their proposal. This initial step can help avoid unnecessary expense by identifying any immediate issues. The next step requires the proponent to submit an application and pay a fee to the Lands & Resources Division. The proposal will then be reviewed by Parks & Recreation Department, which will provide a staff recommendation to the PRAC. The PRAC will consider the request and staff recommendation and receive public comment. The PRAC will then make a recommendation to the Assembly in support of, or opposition to, the proposed disposal. At this point, the process proceeds according to CBJ 53.09.260.

53.09.260 - Negotiated sales, leases, and exchanges.

(a) Application, *initial review, assembly authority to negotiate*. Upon application, approval by the manager, and payment of a \$500.00 fee, a person or business entity may submit a written proposal to lease, purchase, exchange, or otherwise acquire City and Borough land for a specified purpose. The proposal shall be reviewed by the assembly for a determination of whether the proposal should be further considered and, if so, whether by direct negotiation with the original proposer or by competition after an invitation for further proposals. Upon direction of the assembly by motion, the manager may commence negotiations for the lease, sale, exchange, or other disposal of City and Borough land.

No motion is requested at this meeting. Once this application has been reviewed by the PRAC it will be brought back to this Committee for direction prior to requesting Assembly authority to negotiate a sale. This application is scheduled for the agenda of the November 4, 2025 PRAC meeting.

Attachments:

- 1) Mark Thorson, Alaska's Capital Inn Bed & Breakfast, Application
- 2) Site Diagram



City and Borough of Juneau Land Purchase Applicants

[← Go back](#)

Applicant Information

Alaska's Capital Inn Bed & Breakfast / Mark Thorson

Mailing Address: 113 W Fifth St. JUNEAU, AK 99801

Legal Representative: Mark Thorson **Phone:** (907) 500-8782 **Email:** facstie@gmail.com

CBJ Land Information

Site Address: No Address

Legal Description: JUNEAU TOWNSITE BL 20 LTS 7 &

Map: [Map Link](#)

Have you mailed the \$500.00 filing fee?: Yes

Provide a brief description of your proposal:

We remodeled an existing structure into an accessory bedroom. The remodel extended over the property line unbeknownst to us, as we believed the chain link fence and wood retaining wall was the property line separating Lot 6 (our Lot) and Lot 7 (now the park). We eventually discovered that the fence/retaining wall was not the actual property line from a survey completed by Doug Finley for Lauren Kosinski. We obtained Lauren's permission for the construction over the line at the time, but apparently that permission has now expired. We have submitted a Building Permit application for the completed remodel work last October for the existing structure. That Permit application is now sitting on Ilsa Lund's desk. Her response to us was, " I am writing to inform you that I am unable to approve this building permit for zoning purposes, as the existing structure encroaches over the property line. Zoning regulations do not allow for structures to extend beyond the boundaries of the property". Ms., Lund then outlined the potential paths forward in order to resolve the issue. We wish to purchase approximately 2 to 3 feet inside Lot 7 that is next to our Lot 6 in order to retain the structure as is constructed. There would be no impact on the park as the land is behind all the existing trees and foliage. The area mentioned consists of piles of leaves, tree cuttings, rocks, and no shrubs or plantings. Park staff is never back there and there is no grass to mow. No existing foliage has been disturbed as of this application. We would be willing to donate any necessary plantings deemed necessary by park staff for additional screening as necessary to improve the aesthetics of the park itself if desired. The existing fence has really improved the overall park view already, shielding 2 fuel oil and 2 propane tanks, sheds, and many other items that were clearly visible as a back drop through the chain link fence. Clearly an improvement as the park is viewed from the street or sitting bench. It was never our intention to cross the property line into lot 7. The old chain link fence was on the property line at the top on Fifth St. when we received permission to pour concrete from the building inspector. Located on Fifth St. the fence in that area was on the property line as seen on the 1985 survey. The CBJ had that survey in hand before we started any construction, in retrospect, we wish it would have been shared with us by our building inspector at the time we began construction, informing us that the chain link fence veered away from the lot 6 property line as it descended towards lots 2&3 behind the City Museum. The chain link fence followed a wood retaining wall constructed by the Olds family to contain the considerable fill they brought in to elevate lots 4,5,and 6 when they built their house in 1906. Lot 7 only received fill for about 25 feet as it approached the area of Lot 3. At that time the Olds family owned all 8 lots on the block. To this day, surviving members of the Olds clan believe that lot 7 was surreptitiously stolen from them by the B M Behrends family after a fire at the bank. The Olds family kept their deed for lot 7 at the B M Behrends bank, which ultimately disappeared in the aftermath of the fire there. When a new deed was brought forth, it listed the Behrends family as the owners of lot 7. We received the Mayor's Award from Sally Smith 20 years ago in recognition of our restoration efforts of the Olds House within the downtown historic district. Preserving one of Juneau's gold rush era homes that will clearly be part of the community for another 100 years.

- [Weep-Hole.pdf](#)
- [Elevation2.pdf](#)



MEMORANDUM

CITY/BOROUGH OF JUNEAU

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

TO: Alicia Hughes-Skandijs, Chair of the Assembly LHED Committee
FROM: Dan Bleidorn, Lands and Resources Manager *Daniel Bleidorn*
SUBJECT: AT&T request to lease CBJ property at Dimond Park
DATE: October 24, 2025

In 2024, AT&T contacted the Lands Office to apply to lease CBJ property in the Mendenhall Valley at Dimond Park in order to build a new communications tower. Since this request is for property managed by the Parks Department, Lands staff met with Parks staff to review the initial proposal and determined that the original location did not work for CBJ as the location would potentially impact the future use of the property by the Parks Department. Based on this initial discussion, AT&T revised their application and changed their request from a free-standing tower to incorporating their infrastructure into an existing light pole location that illuminates the ball fields.

This application requests the replacement of the existing 85-foot-tall standard light with a 110-foot steel light to allow for up to two (2) carriers to install antennas above the lights. Existing lights will be re-installed at the same height on the new structure. If approved, conduits would be run underground from the replacement structure to a newly created 16' x 36' fenced lease area. The fencing will be slatted for privacy/screening and new perimeter landscaping will be planted around the fencing. AT&T would own and control the replacement light structure, but the CBJ would continue to maintain the lighting on the structure. The fenced lease area would be controlled by AT&T along with an access/utility easement. Utilities are directly adjacent and would be trenched to the lease area.

The 2019 Parks and Recreation Master Plan:

The individual or entity seeking to purchase parkland begins the process by contacting the Parks & Recreation Department to present their proposal. This initial step can help avoid unnecessary expense by identifying any immediate issues. The next step requires the proponent to submit an application and pay a fee to the Lands & Resources Division. The proposal will then be reviewed by Parks & Recreation Department, which will provide a staff recommendation to the PRAC. The PRAC will consider the request and staff recommendation and receive public comment. The PRAC will then make a recommendation to the Assembly in support of, or opposition to, the proposed disposal. At this point, the process proceeds according to CBJ 53.09.260.

53.09.260 - Negotiated sales, leases, and exchanges.

(a) Application, *initial review, assembly authority to negotiate.* Upon application, approval by the manager, and payment of a \$500.00 fee, a person or business entity may submit a

written proposal to lease, purchase, exchange, or otherwise acquire City and Borough land for a specified purpose. The proposal shall be reviewed by the assembly for a determination of whether the proposal should be further considered and, if so, whether by direct negotiation with the original proposer or by competition after an invitation for further proposals. Upon direction of the assembly by motion, the manager may commence negotiations for the lease, sale, exchange, or other disposal of City and Borough land.

No motion is being requested at this meeting and once this application has been reviewed by the PRAC it will be brought back to this Committee for direction prior to requesting Assembly authority to negotiate a lease. This application is scheduled for the agenda of the November 4 PRAC meeting.

Attachments:

- 1) Dimond Park Site Diagram

AT&T - JN3077
Diamond Park -
Alternative Design #3

Replacement of (E) 85-foot light standard with a 110-foot monopole that will allow 2 carriers to collocate above the lights.

(P) Underground conduits along the fencing to the replacement structure.

(P) 16' x 36' fenced compound with vinyl slats and perimeter landscaping. (2 carriers)



The City and Borough of Juneau is not responsible and shall not be liable to the user for damages of any kind arising out of the use of data or information provided by the City and Borough of Juneau, including the installation of the data or information, its use, or the results obtained from its use. ANY DATA OR INFORMATION PROVIDED BY THE City Borough of Juneau IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. Data or information provided by the City Borough of Juneau shall be used and relied upon only at the user's sole risk, and the user agrees to indemnify and hold harmless the City Borough of Juneau, its officials, officers and employees from any liability arising out of the use of the data/information provided. NOT FOR ENGINEERING PURPOSES.