



REGULAR ASSEMBLY MEETING 2025-21

AGENDA - UPDATED 12/12/2025

December 15, 2025 at 6:00 PM

Centennial Hall Ballroom #3/Zoom Webinar

<https://juneau.zoom.us/j/91515424903> or 1-253-215-8782 Webinar ID: 915 1542 4903

Submitted by:

Katie Koester, City Manager

A. FLAG SALUTE

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. SPECIAL ORDER OF BUSINESS

E. APPROVAL OF MINUTES

1. November 17, 2025 Regular Assembly Meeting 2025-20 Minutes- Draft

[Minutes uploaded to Supplemental Materials]

F. MANAGER'S REQUEST FOR AGENDA CHANGES

G. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS (Limited to no more than 20 minutes, with each speaker limited to a length of time set by the Mayor not to exceed three minutes.)

H. CONSENT AGENDA

1. Public Request for Consent Agenda Changes Other Than Ordinances for Introduction

2. Assembly Request for Consent Agenda Changes

3. Assembly Action

A) Ordinances for Introduction

1) Ordinance 2025-01(b)(X) An Ordinance Transferring \$200,000 from the General Fund to the Marine Passenger Fee Fund for Unused Federal Staffing Support

Related to Tourism; Funding Provided by State Marine Passenger Fees.

This ordinance would transfer a total of \$200,000 from the General Fund to the State Marine Passenger Fee Fund. Ordinance 2024-01(b)(AL) appropriated these funds as a contingency to supplement organizations with existing operating agreements at the Mendenhall Glacier Visitors Center to maintain staffing continuity in the event further Reductions in Force or other unforeseen circumstances occurred during the 2025 summer tourism season. These funds went unused and will be returned to the State Marine Passenger Fee Fund.

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

2) Ordinance 2025-44 An Ordinance Amending the Commercial Passenger Vehicle Fine Schedule to Include Fines Relating to Vehicle Standards.

This ordinance is a housekeeping measure following the adoption of [Ordinance 2025-04 in June](#). This ordinance updates the commercial passenger vehicle fine schedule to include fine amounts for violations relating to commercial passenger vehicle standards, such as violations of regulations regarding vehicle markings, documentation, and taximeter.

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

B) Resolutions

1) Resolution 4032 A Resolution Adopting an Alternative Allocation Method for the FY2026 Shared Fisheries Business Tax Program and Certifying that this Allocation Method Fairly Represents the Distribution of Significant Effects of Fisheries Business Activity within the Northern Southeast Fisheries Management Area.

This resolution would facilitate the CBJ's participation in the State's FY2026 Shared Fisheries Business Tax Program by certifying to the State that the CBJ suffered significant effects during calendar year 2024 from fisheries business activities within the CBJ's qualifying area.

Pursuant to this program, the State distributes a share of State fishery revenues to each participating community in the Northern Southeast area.

It is anticipated that the CBJ's share will be approximately \$1,581.16.

The City Manager recommends the Assembly adopt this resolution.

C) Liquor/Marijuana Licenses

These liquor and marijuana license actions are before the Assembly to either protest or

waive its right to protest the license actions.

Liquor License — Transfer of Ownership

Transfer From: Barnaby Brewing Company LLC d/b/a Barnaby Brewing Company

Transfer To: Harbor Mountain Brewing Company LLC d/b/a Harbor Mountain Brewing Company

License Type: Brewery Manufacturer License: #5524 & License Type: Brewery Retail License: #15149

Location: 165 Shattuck Way, Juneau

Marijuana License — Renewal

Licensee: Alaskan Kush Company LLC d/b/a Alaskan Kush Company

License Type: Retail Marijuana Store License: #16213 Location: 159 S. Franklin St.

Staff from the Police, Finance, Fire, Public Works (Utilities) and Community Development Departments reviewed the above licenses and recommended the Assembly waive its right to protest these applications. Copies of the documents associated with these licenses are available in hard copy upon request to the Clerk's Office.

The City Manager recommends the Assembly waive its right to protest the above-listed liquor and marijuana license actions.

D) Bid Awards

1) BE25-061 Marine Park Improvements

Bids are due for the subject project on December 11, 2025. The bid protest period will expire at 4:30 p.m. on December 12, 2025.

The work generally consists of improvements to Marine Park in downtown Juneau including various quantities of mobilization, traffic control, demolition and disposal, erosion and sediment control, clearing and grubbing, excavation and imported fill, water, sewer and storm drain pipe, two tensioned fabric pavilions (Tensioned Fabric Structures), two permanent 10' x 14' vendor kiosks, bar-top seating, structures and appurtenances, pavement, play area, curb and gutter, topsoil and seeding, tree and shrub planting, construction surveying, signage, lighting and associated electrical, site furnishings, and other miscellaneous improvements and appurtenances necessary for a complete project. The engineers estimate for base bid and all alternates is \$6,574,534.00

The low bidder recommendation memo will be provided at the December 15, 2025 Assembly meeting.

2) BE26-099 Dudley Street Improvements – Phase II

Bids opened for the subject project on December 10, 2025. The bid protest period will expire at 4:30 p.m. on December 12, 2025. Results of the bid opening are:

BIDDER TOTAL BID

Coogan Construction Company - \$2,730,083.00

North40 Construction Corp - \$2,783,676.00

Henricksen Constructors, Inc \$3,780,607.00

Admiralty Construction, LLC \$3,863,260.00

Engineer's Estimate \$3,403,480.00

The work covered in the Contract Documents includes reconstruction of Dudley Street from Tongass Blvd. to the east end. Work will include replacement of the ductile iron water main and services with high-density polyethylene, replacement of the 8-inch cement sanitary sewer main and services with polyvinyl chloride, and replacement of the corrugated metal pipe storm drain system with polyvinyl chloride. Work will also include replacement of the roadway subbase to a depth of 12-inches, resurfacing with asphalt cement pavement, and the addition of curb and gutter and sidewalk along the south side and valley gutter along the north side of the roadway and other miscellaneous related items of work. Work will also include installing two streetlights, one at Sierra Street intersection, and one at Forest Grove Dr. intersection. The project will be conducted in two phases; Phase one to be completed in September 2026. Phase two is to be completed in August 2027.

The City Manager recommends the Assembly approve BE26-099 (Dudley Street Improvements) award to Coogan Construction Company for \$2,730,083.00.

E) Other

1) FY2027 CBJ Legislative Capital Priorities List

The annual Legislative Capital Priorities (LCP) process began on [September 29, 2025](#), at the Public Works and Facilities Committee (PWFC). Various boards and commissions provided input. At the [December 1, Assembly Finance Committee meeting](#), the Assembly made some modifications to the order of the ranking and referred it to the Assembly for approval.

The Systemic Racism Review Committee reviewed the draft Legislative Capital Priorities at its [October 28, 2025](#) meeting.

The City Manager recommends the Assembly adopt this ranking and direct staff to finalize the report.

I. PUBLIC HEARING

1. Ordinance 2025-40(b) An Ordinance Amending Title 49 Land Use Code Relating to Reasonable Accommodation, Zoning Maps, Subdivisions on Arterials, And Remove References to Committees and Programs No Longer in Existence.

The rewrite of Title 49, Land Use Code, is a multi-phase project. Phase 1 is focused on updates that are not dependent on the ongoing rewrite of the Comprehensive Plan. This ordinance is part of the second wave of Phase 1 amendments for the project. The

first wave (Ordinance 2025-15am) was adopted by the Assembly in April 2025.

Ordinance 2025-40 creates a process for granting reasonable accommodations to Title 49 to ensure equal access to housing under the Federal Fair Housing Act; allows for parcels adjacent to arterial streets to be subdivided based on the standards of the underlying zone district (current code requires subdivided lots to meet D-1 standards regardless of zone district which is a major barrier to development); modernizes the zoning map code to allow for the use of a digital map as the official zoning map of the Borough; allows the CDD Director to revise the official zoning map to reflect changes resulting from naturally occurring changes to land like erosion or accretion; and removes references to committees and programs no longer in existence (i.e., Subdivision Review Committee, Coastal Management Program).

The ordinance received input from multiple advisory and review bodies. The Ad Hoc Title 49 Advisory Committee discussed and supported the development of the text amendment at their [February 13, 2025](#), meeting, and held additional discussions on [September 24](#) and [October 28, 2025](#). It was also presented to the Lands, Housing, & Economic Development Committee on [September 29, 2025](#). In addition, the Systemic Racism Review Committee reviewed the ordinance on [September 23, 2025](#).

Planning Commission Review: Ordinance 2025-40vIntro was initially shared with the Planning Commission on [October 28, 2025](#), for informational purposes. It was later scheduled for public hearing on [November 18, 2025](#), during which the Planning Commission recommended the following amendments: (1) removal references to the Federal Fair Housing Act, except for the reference in the 49.15.170(a) Purpose; (2) replacement of “does not violate” with “conforms with” in regards to the Comprehensive Plan in 49.15.170(c)(6); and (3) replaces the proposed definitions of minor collectors and arterials in 49.35.210(a)(4) with an improved set of definitions which use an average annual daily traffic threshold between major and minor.

The City Manager recommends the Assembly take public testimony and adopt this ordinance.

2. Ordinance 2025-43 An Ordinance Authorizing the Manager to Lease an 8.0 Acre Fraction of the Parcel of Land near 10020 Crazy Horse Drive at a Reduced Rate to Juneau Animal Rescue for the Purpose of Operating an Animal Shelter.

Juneau Animal Rescue (JAR) submitted a proposal to lease an 8.00-acre fraction of the CBJ parcel located at 10020 Crazy Horse Drive for less than fair market value, for the purpose of constructing and operating a new permanent animal shelter. [CBJC 53.09.270\(b\)](#) authorizes the lease of CBJ land “to a private, nonprofit corporation at less than the market value provided the disposal is approved by the assembly by ordinance, and the interest in land or resource is to be used solely for the purpose of providing a service to the public which is supplemental to a governmental service...” The fair market value lease rate has been determined to be \$3,000 per month, and the

proposed lease rate shall be \$10.00 per year with a term of 35 years.

The Lands Housing and Economic Development (LHED) Committee reviewed this application at the [January 27, 2025, meeting](#) and passed a motion of support for granting this lease.

The CBJ Assembly reviewed the proposal and passed a motion of support at its Regular Assembly Meeting on [July 28, 2025](#).

The Systemic Racism Review Committee reviewed this ordinance at its [December 4, 2025 meeting](#).

The City Manager recommends the Assembly take public testimony and adopt this ordinance.

3. Ordinance 2024-01(b)(BC) An Ordinance Appropriating \$1,316,554 to the Manager for the City and Borough of Juneau's Fiscal Year 2025 Operating Costs; Funding Provided by Various Sources.

This ordinance appropriates \$1,316,554 for the City and Borough of Juneau's FY2025 operating costs. The following funds require supplemental budget authority in FY2025:

Risk Management: this ordinance appropriates \$1,298,432 of Risk Management funds for health insurance claims that exceeded budget estimates.

Pandemic Response: this ordinance provides budget authority to transfer residual funds of \$14,077 from the Pandemic Response Fund to the General Fund. This final housekeeping transfer closes the Pandemic Response Fund.

Downtown Parking: this ordinance appropriates \$2,510 for the purchase and installation of cameras at the Downtown Parking Center that exceeded budget estimates. This expense is funded by greater than anticipated parking revenue.

Capital Projects: this ordinance provides budget authority to transfer \$1,535 of general funds from the Parks and Recreation Capital Improvement Projects Fund to the General Fund. This is a housekeeping transfer that corrects a historical accounting entry.

The Systemic Racism Review Committee reviewed this ordinance at its [December 4, 2025 meeting](#).

The City Manager recommends the Assembly take public testimony and adopt this ordinance.

4. Ordinance 2025-42 An Ordinance Amending the Comprehensive Plan by Adopting the Downtown Douglas/West Juneau Area Plan.

On [August 12, 2025](#), the Planning Commission 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 added the following recommendations:

- 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.

On [November 3, 2025](#), the Assembly Lands, Housing, and Economic Development Committee discussed the recommendations and favorably moved the Downtown Douglas / West Juneau Area Plan to the full Assembly for consideration and adoption into the Comprehensive Plan. The Systemic Racism Review Committee reviewed this ordinance at its [December 4, 2025](#) meeting.

The City Manager recommends the Assembly take public testimony and adopt this ordinance.

5. Resolution 4034 A Resolution Authorizing the Manager to Grant an Extension of an Existing Driveway and Utility Easement Across City and Borough Property within Lot 3, U.S. Survey 3816, on the Tip of Mendenhall Peninsula.

Bradley and Amy Holm, the owners of Lot 6, U.S.S. 3297, a property on the tip of Mendenhall Peninsula without public road frontage, applied to extend an existing driveway and utility easement across CBJ-owned land in order to provide access to their property. The existing driveway and utility easement issued to Smuggler’s Cove Road Association, an Alaska non-profit corporation comprised of owners of seven lots, terminates at the corner of the Holm’s property. CBJC 53.09.300(a) authorizes the manager to convey or lease an easement in City and Borough-owned land upon approval by the assembly. Fair market value has been determined to be approximately \$4,014.08.

The Lands, Housing, and Economic Development Committee reviewed this request at the [September 29, 2025, meeting](#) and passed a motion of support for granting this easement extension.

The City Manager recommends the Assembly take public testimony and adopt this

Resolution.

J. UNFINISHED BUSINESS

K. NEW BUSINESS

L. STAFF REPORTS

M. ASSEMBLY REPORTS

- 1. Mayor's Report**
- 2. Committee, Liaison Reports, Assemblymember Comments and Questions**
- 3. Presiding Officer Reports**

N. CONTINUATION OF PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

O. EXECUTIVE SESSION

1. Executive Session - Update on Collective Bargaining

The City Manager recommends the Assembly recess into executive session to discuss an update to collective bargaining negotiations, the immediate knowledge of which would adversely affect the finances of the municipality.

Suggested Motion: *I move that the Assembly enter into Executive Session to discuss collective bargaining negotiations, the immediate knowledge of which would adversely affect the finances of the municipality and ask for unanimous consent.*

P. SUPPLEMENTAL MATERIALS

- 1. November 17, 2025 Regular Assembly Meeting 2025-20 Minutes - Draft**
- 2. Bid Award - Recommendation Memos**

Q. 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 and indicating the topic(s) upon which they wish to testify.** 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.gov.

R. 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.