

ASSEMBLY HUMAN RESOURCES COMMITTEE THE CITY AND BOROUGH OF JUNEAU, ALASKA

January 28, 2019 6:00 PM
Assembly Chambers

AGENDA

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

- A. December 17, 2018 Human Resources Committee Minutes - DRAFT
- B. January 7, 2019 Assembly Human Resources Committee Minutes - DRAFT

IV. PUBLIC PARTICIPATION

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

V. AGENDA TOPICS

A. Board Matters

1. Douglas Advisory Board Appointment

There are currently 2 vacant seats, each for various terms, on the Douglas Advisory Board. One seat is for a partial term beginning immediately and ending September 30, 2020. The other seat is for a partial term beginning immediately and ending September 30, 2021.

There is one Douglas Advisory Board application in the Human Resources Committee January 28, 2019 packet.

2. Jensen Olson Arboretum Advisory Board - Appointments & Annual Report

The Jensen-Olson Arboretum Advisory Board is a nine member board. To the extent practicable, one shall be a representative of the horticulture or botanical community, two shall be representatives of the financial community, one shall be a representative from Discovery Southeast, one shall be a working artist, one shall be a representative of the Southeast Alaska Land Trust, one shall be the Superintendent of the Juneau School District or designee, and two shall be representatives of the public.

There are currently three seats coming due on the Jensen Olson Arboretum Advisory Board. Two of the three incumbents, Peter Froehlich and Deborah Rudis, have applied for reappointment. No other applications have been received for the board.

All three seats are for a term beginning February 1, 2019 and ending January 31, 2022. At its February meeting, the Parks & Recreation Advisory Committee (PRAC) will appoint a PRAC member to the vacant Ex-Officio seat.

3. Juneau Commission on Aging - Appointments & Annual Report

The Juneau Commission On Aging consists of nine voting members appointed from the general public. Members shall be appointed to staggered two-year terms. The Assembly shall appoint members from a diverse population of people with knowledge of issues relating to aging or with expertise on health, housing, transportation, finances, insurance, and other areas of concern for seniors in Juneau. At least five public members shall be 65 years of age or older. Four public members shall serve without restriction as to age.

There are currently three seats coming due on the commission. Two of the three incumbents, Katrina Lee and Joann Flora, have applied for reappointment. No other applications have been received.

All three seats are for a term beginning immediately and ending December 31, 2020.

4. Juneau Public Library Endowment Board - Appointment

Per Resolution 1609; members of the Juneau Public Library Endowment Board (JPLEB) shall be appointed to three year terms. One member shall be the Library Director, one shall be a member of the Friends of the Library and one shall be a member of the general public.

There is currently one seat up for renewal with a term beginning February 1, 2019 and ending January 31, 2022. Incumbent, Donna Pierce, has reapplied; no other applications have been received.

The JPLEB will submit an annual report at a future HRC meeting as the board has not recently met.

5. Wetlands Review Board Appointments & Annual Report

The Wetlands Review Board is composed of seven members of the public and two members from the Planning Commission. When making appointments, the Assembly is required to consider obtaining the 'broadest possible representation from those technical fields with knowledge of the values, functions and uses of wetlands, such as fish or wildlife biology, geology, hydrology, land use planning, and engineering'.

There are currently four seats on the Wetlands Review Board up for renewal, each with terms beginning immediately and ending December 31, 2021. As of this meeting none of the members that previously filled those seats have applied for reappointment.

The Clerk's Office has received two applications for the Wetlands Review Board.

B. Other Business

1. Affordable Housing Committee Discussion

VI. STAFF REPORTS

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

VIII. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 72 hours prior to any meeting so arrangements can be made to have a sign language interpreter present or an audiotape containing the Assembly's agenda made available. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.org

ASSEMBLY HUMAN RESOURCES COMMITTEE THE CITY AND BOROUGH OF JUNEAU, ALASKA

December 17, 2018 6:00 PM
Assembly Chambers
Minutes-DRAFT

I. ROLL CALL

Chair Rob Edwardson called the meeting to order at 6:00 p.m.

HRC Members Present: Rob Edwardson, Jesse Kiehl, Carole Triem and Wade Bryson

HRC Members Absent: None

Other's Present: Diane Cathcart, Deputy Clerk, Loren Jones, Assemblymember, Beth McEwen, Municipal Clerk, Michelle Brown, Emergency Programs Grant Coordinator, Daniel Garcia, LEPC Chair

II. APPROVAL OF AGENDA

agenda approved as presented

III. APPROVAL OF MINUTES

A. November 5, 2018 Assembly Human Resources Committee Minutes

November 5, 2018 Human Resources Committee minutes approved as amended.

B. November 26, 2018 Assembly Human Resources Committee Minutes

November 26, 2018 Human Resources Committee minutes approved as amended.

IV. PUBLIC PARTICIPATION

none

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

V. AGENDA TOPICS

A. Board Matters

1. Juneau Human Rights Commission (JHRC) - Appointment

MOTION: by Mr. Kiehl to forward to the full Assembly for approval, the recommendation to appoint Ibn Bailey to the Juneau Human Rights Commission for the remainder of term ending May 31, 2020. ***Hearing no objections, motion passed.***

2. Local Emergency Planning Committee (LEPC) - Appointments and Annual Report

Daniel Garcia, Local Emergency Planning Committee Chair gave an overview of the LEPC annual report. LEPC continues to grow and be very active, we have strong participation from board members and members of the public; we average 25 people per meeting.

The LEPC has regular participation by Juneau School District (JSD), Southeast Regional Health Consortium (SEARHC), University of Southeast AK (UAS), US Coast Guard, National Guard, CBJ Fire, Police, EMS and Airport, Southeast Independent Living (SAIL) and State Troopers; it is the committee for local emergency planning. Thankful to have the Assembly Liaison attend the meetings as well. Mr. Garcia would also like to thank Bartlett Regional Hospital for allowing the committee to use the BRH boardroom, it's a great central location and can accommodate the large group.

The LEPC has submitted a request to the Assembly, via the Human Resources Committee, to add a Health Seat to the committee and to change the name of the *Vulnerable Population* seat to *Access and Functional Needs* seat. Mr. Garcia noted these actions require a change to the committee's resolution and by-laws.

The Juneau LEPC grant is being used for emergency disaster training and team building. Every other year the committee creates and hosts a community preparedness expo which between 750 - 900 people attend. 2019 will be the next expo. The committee works closely with Red Cross.

Mr. Bryson noted the large number of members for this committee and is that helpful to have such a large membership. Mr. Garcia stated that it is extremely helpful especially when dealing with an emergency and/or planning for one.

Chair Edwardson, clarified this is a working committee with many different organizations working together vs an advisory committee. Once the Human Resources Committee recommends the appointments of members to the various seats, and the full Assembly approves, that list is then forwarded to the State for final approval.

MOTION: by Ms. Triem to direct the City Attorney to create a resolution establishing the a Health seat and changing the name of the Vulnerable Population seat to Access and Functional Needs seat and forward that resolution to the full Assembly for approval.

Hearing no objections, motion passed.

MOTION: by Mr. Kiehl to forward the names as presented on the memo in the Human Resources Committee packet to the full Assembly for approval. for the terms and seats as described in the memo. ***Hearing no objections, motion passed.***

3. Building Code Advisory Committee (BCAC) - Appointments and Annual Report

MOTION: by Mr. Kiehl to forward to the full Assembly for approval, the names of Chris Gianotti and Doug Murray for reappointment to the Building Code Advisory Committee for full terms beginning immediately and ending on November 30, 2021. ***Hearing no objections, motion passed.***

B. Other Business

Chair Edwardson spoke briefly on the process he and Mayor Weldon are working on for filling Mr. Kiehl's seat once Mr. Kiehl steps down from his District 1 Assembly seat to be sworn in as a State Senator.

VI. STAFF REPORTS

None

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

None

VIII. ADJOURNMENT

There being no further business to come before the committee, the meeting was adjourned at 6:22 p.m.

ASSEMBLY HUMAN RESOURCES COMMITTEE

January 7, 2019 6:00 PM

Assembly Chambers

MINUTES

I. ROLL CALL

Assembly Human Resources Committee Chair Rob Edwardson called the meeting to order at 6:01p.m. in the Assembly Chambers.

Assemblymembers present: Chair Rob Edwardson, Jesse Kiehl, Carole Triem and Wade Bryson.

Staff Present: Diane Cathcart, Deputy Clerk, Rorie Watt, City Manager, Patty Wahto, Airport Manager, George Schaaf, Parks & Recreation Director, Lauren Anderson, Treadwell Arena Manager, Kollin Monahan, Aquatics Manager, and Beth McEwen, City Clerk.

II. APPROVAL OF AGENDA

agenda approved as ammended.

III. APPROVAL OF MINUTES

A. December 13, 2018 Special Assembly Human Resources Committee Minutes-DRAFT

minutes approved as presented.

IV. PUBLIC PARTICIPATION

none

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

V. AGENDA TOPICS

A. Board Matters

A. 1% for Art Panel for Airport Project - Appointments

Patty Wahto, Airport Manager described the timeline for 1% for Art Panel Airport Project.

MOTION: by Mr. Kiehl for the Assembly Human Resources Committee to recommend the full Assembly make the following public seat appointments to the 1% for Art Panel-Airport Project; Rhonda Guest and Glenn Ojard for terms beginning immediately and ending on July 31, 2019. ***Hearing no objections, motion passed.***

B. Historic Resources Advisory Committee - Appointment

MOTION: by Ms. Triem for the Assembly Human Resources Committee to

recommend the full Assembly make the following appointment to the Historic Resources Advisory Committee; Charles Kidd to a term beginning immediately and ending June 30, 2020. **Hearing no objections, motion passed.**

C. Treadwell Arena Advisory Board - Governing Ordinance

George Schaaf, Parks & Recreation Director and Jason Soza, Treadwell Arena Advisory Board Chair, were on hand to speak to any questions the committee may have.

Chair Edwardson, requested Ordinance 2019-04 be amended to reflect that, moving forward, the Treadwell Arena Advisory Board's Annual Report come before the Human Resources Committee as is standard procedure for advisory boards and committees instead of being presented to the Committee of the Whole. The requested change will be forwarded to Law and will be reflected in the ordinance going forward to the full Assembly for public hearing and approval.

MOTION: by Mr. Bryson to recommend the Human Resources Committee move Ordinance 2019-04, as amended, to the full Assembly for approval. **Hearing no objections, motion passed.**

D. Aquatics Board - Governing Ordinance

Rorie Watt, City Manager was present to speak on Ordinance 2019-03.

This ordinance clarifies everyone's duties on the board and staff.

Mr. Bryson asked what the reasoning or advantages were for moving from a 7 voting member to a 9 voting member board. Mr. Watt stated it was a request of the Aquatics Board to ensure they had enough representation from user groups, the school board, the public and created a more functioning subcommittee structure so they could break out the work better and be more effective.

Mr. Kiehl noted the deleted references to the City pay plan, personnel rules, classification system; will the pool have its own? Mr. Watt, it now follows under the standard procedures. In the original ordinance it was a bit of a mash up with an indication that the board would be an empowered entity with some hiring authority. This is no longer necessary.

Mr. Kiehl asked about the submission of the Capital Improvement Project budget in December and general operating budget in February; are those dates early enough for a board to take a meeting and referenced the , is that early enough for board to meet and get to you the proposed budgets in a timely manner. Mr. Watt said those are the latest dates we could receive anything budget wise from the board so the department will need to make sure we are getting those draft budgets earlier.

Chair Edwardson posed the question as to why a board that had a sunset date and now does not have a sunset date if they accomplished their task. Mr. Watt stated we need to back in time to the ballot initiative that authorized the Assembly to create the Aquatics

Board. The Assembly put the sunset date on due to the quasi nature of the Aquatics Board being a hybrid type of board. Mr. Watt thinks the board adds value and should stay in existence; the program currently is being run very well and the Board wants to continue to help out and contribute to the community.

Chair Edwardson, would it be fair to say the board still a hybrid? Mr. Watt, that would be fair to say; they have more duties then an advisory board.

Mr. Kiehl, regarding membership; the Juneau School District member is now a voting member, a swim organization is a voting member with a cap at 2 members of swim organizations, and 6 public seats.

MOTION: by Mr. Kiehl that the Human Resources Committee forward Ordinance 2019-03 to the full Assembly for introduction and recommend approval. ***Hearing no objections, motion passed.***

E. Other Business

none

VI. STAFF REPORTS

none

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

Chair Edwardson noted this is Mr. Kiehl's last Human Resources Committee and appreciated all his hard work and mentoring, thank you Mr. Kiehl.

VIII. ADJOURNMENT

There being no further business to come before the committee, the meeting was adjourned at 6:29 p.m.



DOUGLAS ADVISORY BOARD

BOARD ROSTER



TERI TIBBETT

1st Term Apr 24, 2017 - Sep 30, 2019

Appointing Authority Assembly

Position Voting Member

Office/Role Secretary

Category Public

Dais Seat 6



MARY KAY PUSICH

4th Term Apr 21, 2008 - Sep 30, 2019

Appointing Authority Assembly

Position Voting Member

Office/Role Vice-Chair

Category Public

Dais Seat 5



ADAM GARNER

3rd Term Jan 10, 2011 - Sep 30, 2019

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 2



JOHN DELGADO

4th Term Jun 02, 2008 - Sep 30, 2019

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 1



JOYCE VICK

4th Term Jan 12, 2009 - Sep 30, 2020

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 7



VACANCY

term ending Sep 30, 2020

Appointing Authority Assembly

Position Voting Member

Office/Role Chair

Category Public

Dais Seat 3



VACANCY

term ending Sep 30, 2021

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 4



To: CBJ Assembly Human Resources Committee

From: Ed Buyarski, Chair
Jensen-Olson Arboretum Advisory Board

Date: January 28, 2019

Subject: Jensen-Olson Arboretum (JOA) Advisory Board 2018 Annual Report

This Annual Report contains a recap in four parts: infrastructure, education, outreach, and plant collection. JOA hosted approximately 9,500 visitors in 2018.

Infrastructure – staff and volunteers made significant time commitments toward infrastructure projects in 2018 resulting in the following: completion of the new parking lot (begun in Fall 2017); completion of the long-overdue sunroom renovation to address maintenance concerns; completion of the new visitor access trail with gate (many thanks to CBJ staff, Trail Mix personnel, and volunteers); completion of the new entry court to coincide with the visitor access trail; completion of re-graveling Pt. Caroline Trail. Additionally, infrastructure projects included initial construction on the new visitor information entry panel located near the parking lot as well as initial research into installation of a permanent restroom. The visitor entry panel will be complete in Spring 2019, and the restroom is likely to be installed later this year. Funds for all of these projects came from a variety of sources including Arboretum general funds, Friends of Jensen Olson Arboretum, donations from other organizations, private donors, and future possible grant awards (restroom).

Education – JOA expanded its children's program offerings serving ~ 72 kids in 2018 including a sold-out BugDay! event; JOA co-hosted the American Primrose Society's National Show and Conference with 65 attendees including visitors from across North America; JOA docents (now in the third year of the docent program) contributed over 150 hours of volunteer time greeting and interacting with visitors throughout the season; as funding allows, interpretive signage and visitor information is added throughout the Arboretum.

Outreach – the JOA Director made presentations to multiple Juneau civic groups highlighting history and plant collections; JOA hosted multiple Juneau School District field visits as well as visits from Discovery Southeast, Montessori, and SAIL. JOA continues to partner with researchers and seed exchanges throughout the world through its plant collections.

Plant Collection – JOA continues to hold the National Collection for the genus *Primula* and makes the collection available for research and education; our plant collections database, IrisBG, is regularly updated; bear damage during the Fall to many of the specimen trees will result in removal of 4 -5 trees leaving an opportunity for new, non-bear-attracting plant material; The Word Garden suffered catastrophic plant loss during the freeze-thaw cycles of Winter 2017 resulting in assessment and replacement during 2018.

Resolution of the Commercial Use Policy is still in progress pending final approval from CBJ Law.

Ed Buyarski
Jensen-Olson Arboretum Advisory Board, Chair

Attachment: 2018 Attendance Record

JENSEN-OLSON ARBORETUM ADVISORY BOARD ATTENDANCE 2018

LEGEND: **A** – Absent / **P** – Present /
P(t) Present telephonically

	2/21/18	5/9/18	8/8/18	12/5/18
Ed Buyarski, Chair Appt: 4/2007	P	P	P	P
Kristin Bartlett Appt: 8/2015	P	P	P	P
Shawn Eisele Appt: 11/2014	P	P	P	P
Peter Froehlich Appt: 4/2010	A	A	A	P
Kim Garnero Appt: 2/2011	P(t)	P	P	P
Patricia Harris Appt: 4/2007	P	P	A	P
Nell McConahey Vice-Chair Appt: 11/2014	A	P	P	P
Deborah Rudis Appt: 10/2009	P	P	P	P
Catherine “Rose” Evans Appt: 10/2018				P



JENSEN-OLSON ARBORETUM ADVISORY BOARD

BOARD ROSTER



DEBORAH RUDIS

3rd Term Oct 12, 2009 - Jan 31, 2019

Appointing Authority Assembly
Position Voting Member
Category General Public Seat
Dais Seat 8



PETER FROELICH

4th Term Jan 01, 2007 - Jan 31, 2019

Appointing Authority Assembly
Position Voting Member
Category Public
Dais Seat 4



SHAWN EISELE

2nd Term Nov 10, 2014 - Jan 31, 2019

Appointing Authority Assembly
Position Voting Member
Category Discovery Southeast Representative
Dais Seat 3



KRISTIN BARTLETT

1st Term Sep 02, 2015 - Jan 31, 2020

Appointing Authority Assembly
Position Voting Member
Category School Superintendent's Designee
Dais Seat 1



NELL MCCONAHEY

2nd Term Nov 10, 2014 - Jan 31, 2020

Appointing Authority Assembly
Position Voting Member
Office/Role Vice-Chair
Category Public: Artist
Dais Seat 7



KIM GARNERO

3rd Term Feb 07, 2011 - Jan 31, 2020

Appointing Authority Assembly
Position Voting Member
Category Public: Financial
Dais Seat 5



CATHERINE R EVANS

1st Term Nov 05, 2018 - Jan 31, 2021

Position Voting Member
Category Public: Financial
Dais Seat 9



PATRICIA HARRIS

5th Term Feb 01, 2018 - Jan 31, 2021

Appointing Authority Assembly
Position Voting Member
Category SEAL Trust Representative
Dais Seat 6



ED BUYARSKI

5th Term Feb 01, 2018 - Jan 31, 2021

Appointing Authority Assembly
Position Voting Member
Office/Role Chair
Category Public: Horticulture
Dais Seat 2



VACANCY

Appointing Authority PRAC
Position Ex-Officio
Category PRAC Liaison
Dais Seat 10

Juneau Commission on Aging Annual Report, 2018

Purpose – The City and Borough of Juneau reestablished the Juneau Commission on Aging (JCOA) by resolution on 8/21/2017. As stated in the resolution, *“The purpose of the JCOA is to advise the Assembly on issues regarding seniors in Juneau and promote awareness of Juneau’s senior population, the quality of life of seniors, and the role of seniors in the social and economic life of Juneau.”* The commission is also tasked with surveying Juneau seniors on issues important to them every 10 years.

Membership – At the end of 2018, there were three open board seats, with Andy Hughes, Katrina Lee, and Joann Flora’s board seats having expired. Andy and Joann do not intend to reapply to serve on the board. Katrina reapplied on 12/31/18. Another individual applied for a board seat, leaving one open board seat. Carol Trebian vacated her seat, and it was filled by Linda Kruger. There are nine voting members on the JCOA board, as follows:

- Eileen Hosey
- Tisket Seslar
- Emily Kane
- Susan Warner
- Katrina Lee (reapplied for her seat)
- Paul Douglas
- Linda Kruger

Loren Jones was the assembly liaison in 2018, and Michelle Bonnet Hale is the current liaison.

Meetings - The Commission met monthly, on the second Tuesday of every month, with the exception of August and December, when few members were available. Meetings have been held from 12:00pm – 1:00pm in the JEDC conference room at 612 West Willoughby.

Up to six members of the public have attended each meeting. Most of that interest is related to the upcoming senior survey and coordination with other existing groups, such as AARP.

Activities – The JCOA put on an event on Sunday, May 20th from 2:00 – 4:00pm at the Juneau Pioneer Home to highlight May being Older American’s month. The theme was “Engage at Every Age.” The event included snacks, flowers, and a reception that honored Juneau’s centenarians.

The JCOA has also invited speakers to inform members on issues pertinent to seniors in the community. Wayne Stevens of United Way and Sioux Douglas, who has worked on senior housing, presented information and answered questions. A presentation from Chuck Bill, CEO of Bartlett, is being planned. Our first meeting in 2019 had a presentation on the “Strong Women” fitness program, where the JCOA was asked to help initiate this program for senior women along with the Alaska Cooperative Extension Service.

The JCOA has formed subcommittees based on interest. The subcommittees are as follows:

- Survey subcommittee – this committee was formed to survey organizations in Juneau about senior needs and gaps in senior services in Juneau. The survey was sent to medical providers in Juneau via a contact at Bartlett Hospital. It was also sent to other organizations in Juneau. The survey has thus far generated 21 responses. The commission will be introduced to the results at the January meeting and will explore the responses more in depth at a future meeting.
- Villages subcommittee – this committee is looking into the idea of a senior “village” in Juneau, whereby seniors are connected with volunteers for assistance with transportation, household chores, social gatherings, and other important senior needs. There is a national Village to Village network, which can support this initiative, and the state and local AARP chapters plan to be involved. The creation of such an organization may be outside of JCOA’s duties, but we may want to advise the assembly on any role the CBJ could play.
- 211 subcommittee- this committee was formed to assess 211, a telephone helpline for social services, and explore how helpful the program is. The committee members all called 211 and provided feedback on how 211 might be improved.

Plans – With so many new members, the JCOA was slow to get traction, but we now are feeling up to speed and look forward to a very productive 2019. The commission will continue to invite knowledgeable speakers to make sure we understand the needs of Juneau’s seniors.

We are on the road to provide another 10-year, senior-focused survey to assess any gaps in senior services that make living in Juneau difficult for our aging population. We will also look for what seniors enjoy, so Juneau will be a desirable retirement option. This will help the CBJ in ensuring seniors in Juneau feel happy and safe and have access to food, adequate housing, healthcare, recreation, and social activities. This will be an important and time-consuming task for the JCOA.

The subcommittees plan to continue to meet to pursue their goals, and JCOA will likely take aim at other issues as they come up. Additionally, after the Strong Woman program presentation at the January meeting, four members of the JCOA volunteered to assist the Alaska Cooperative Extension Service with this fitness program for senior women.

Leadership – Eileen Hosey had to step down as chair, so the JCOA has appointed interim chairs. The following will chair the meetings until a new chair is elected:

January/February – Susan Warner

March – Emily Kane

April – Linda Kruger

Respectfully submitted,

Susan H. Warner, Interim Chair



JUNEAU COMMISSION ON AGING

BOARD ROSTER



JOANN FLORA

1st Term Nov 27, 2017 - Dec 31, 2018

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 2



ANDY HUGHES

1st Term Nov 27, 2017 - Dec 31, 2018

Appointing Authority Assembly

Position Voting Member

Category Public Member over 65

Dais Seat 4



KATRINA LEE

1st Term Nov 27, 2017 - Dec 31, 2018

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 6



MICHELLE BONNET HALE

1st Term Oct 15, 2018 - Oct 14, 2019

Position Assembly Liaison

Office/Role Assemblymember

Category Assembly Liaison



EMILY KANE

1st Term Nov 27, 2017 - Dec 31, 2019

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 5



SUSAN H. WARNER

1st Term Nov 27, 2017 - Dec 31, 2019

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 9



TISKET SESLAR

1st Term Nov 27, 2017 - Dec 31, 2019

Appointing Authority Assembly

Position Voting Member

Category Public Member over 65

Dais Seat 7



EILEEN HOSEY

1st Term Nov 27, 2017 - Dec 31, 2019

Appointing Authority Assembly

Position Voting Member

Office/Role Acting Chair

Category Public Member over 65

Dais Seat 3



PAUL DOUGLAS

1st Term Nov 27, 2017 - Dec 31, 2019

Appointing Authority Assembly

Position Voting Member

Category Public Member over 65

Dais Seat 1



LINDA KRUGER

1st Term Aug 13, 2018 - Dec 31, 2021

Appointing Authority Assembly

Position Voting Member

Category Public Member over 65

Dais Seat 8

Application Form

Profile

NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

Joann _____
First Name

Flora _____
Last Name

bombeck53@gmail.com _____
Email Address

P.O. Box 34841 _____
Home Address

_____ Suite or Apt

Juneau _____
City

AK _____
State

99801 _____
Postal Code

Home: (907) 419-7444 _____
Primary Phone

Home: _____
Alternate Phone

McDowell Group _____
Employer

Survey Supervisor/Surveyor _____
Job Title

8155 Easy St. _____
Residence Address if different from your Mailing "Home"
Address listed above

Residence Address Line 2

Juneau _____
Residence City

AK _____
Residence State

99801 _____
Residence Postal Code

Comments

Secondary Email Address (if any)

Which Boards would you like to apply for?

Juneau Commission on Aging: Submitted

Are you applying for reappointment to this board?

☒ Yes ☐ No

If you are applying for more than one board, how many total boards are you willing to serve on?

None Selected

Special Needs - please list any special needs below
such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. [Please respond to each of the below questions and don't just write "see attached resume."]

Please explain, with specificity, your reasons for applying to serve on this particular board.

Concern for the lack of services and support borough wide that supports our citizens desire to age in place

Please select the type of board seat for which you are applying *

☒ General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

Juneau Commission on Aging Juneau Raptor Center Big Brothers Big Sisters Re-organization committee

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

KRBD - volunteer and two term board member Downtown Business Association board member ATIA committee member

Education/Training: Please list both formal and informal education & training experiences:

San Jose State University - BA

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

Upload a Resume

Demographics

The following ***optional*** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Female

07/31/1953

Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree

Application Form

Profile

NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

Katrina E Lee
First Name Middle Initial Last Name

anjirtak474@yahoo.com
Email Address

4504 Chelsea Court
Home Address

Suite or Apt

Juneau
City

AK
State

99801
Postal Code

907-209-0545
Primary Phone

907-465-4105
Alternate Phone

SOA DAFG Division of Habitat
Employer

Program Technician
Job Title

Residence Address if different from your Mailing "Home"
Address listed above

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

Secondary Email Address (if any)

Which Boards would you like to apply for?

Commission on Aging

None Selected

Are you applying for reappointment to this board?

☒ Yes ☐ No

If you are applying for more than one board, how many total boards are you willing to serve on?

None Selected

Special Needs - please list any special needs below
such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. [Please respond to each of the below questions and don't just write "see attached resume."]

Please explain, with specificity, your reasons for applying to serve on this particular board.

My mother had to move out of state in order to get the care she needed when the time came. I would like to help more seniors stay in Junell.

Please select the type of board seat for which you are applying *

None Selected

Please list any organizations for which you currently serve as a board member, officer, or employee.

Theater at Latitude 58 Board President

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

Education/Training: Please list both formal and informal education & training experiences:

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

[Upload a Resume](#)

Demographics

The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity Caucasian

None Selected

Gender Female

None Selected

4/1/1974

Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree

Presented by: Mayor and Assembly
on Behalf of the Friends
of the Library
Introduced: 11/16/92
Drafted by: B.R.C.

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 1609

A RESOLUTION ESTABLISHING A "JUNEAU PUBLIC LIBRARIES ENDOWMENT BOARD" TO ADMINISTER A BEQUEST OF VERNA CARRIGAN, AND FUTURE GIFTS FROM DONORS FOR THE BENEFIT OF THE LIBRARIES.

WHEREAS, the Juneau Public Library has received a generous bequest from Mrs. Verna Carrigan, a longtime resident of Juneau, and

WHEREAS, it was Mrs. Carrigan's intent that the bequest be used for certain enumerated library purposes, and

WHEREAS, it is important that the City and Borough of Juneau honor Mrs. Carrigan's intentions in making the gift, and carefully oversee the stewardship of Mrs. Carrigan's gift as well as the gifts of future library donors so that all donors to the Juneau Public Libraries may be assured that their gifts will be used for their intended purposes, and for the benefit of the library and the public, and

WHEREAS, The Assembly joins with the Friends of the Library in expressing gratitude for the generosity of Mrs. Carrigan and in resolving to honor it;

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

* Section 1. Library Endowment Board Established. There is established a board of three persons, which shall be known as the Juneau Public Libraries Endowment Board.

(a) The Assembly shall appoint members of the board to three-year terms. One member shall be the Director of the Juneau Public Libraries, one shall be a member of the Friends of the Library, and one shall be a member of the general public. The term of the director shall be for as long as they hold that position with the library. Of the two other members, of those members first appointed, one shall be appointed for a term of two years, and one for a term of three years. A member chosen to fill a vacancy other than by expiration of a term shall be appointed for the unexpired term of the member whom he or she is to succeed. A member of the board shall be eligible for reappointment.

(b) The presence of all members shall be required for a quorum and any action of the board shall require two or more affirmative votes to be approved.

(c) The Director of the Juneau Public Libraries shall be chair and conduct the meetings of the board.

(d) Regular Meetings. The board shall meet annually in September of each year for the purpose of making recommendations in accordance with paragraph 3.

* Section 2. Board Powers.

(a) The board shall advise the Director of Libraries regarding the Juneau Public Libraries Endowment Fund, which shall be composed of all gifts and donations over \$2,000.00 made to the Juneau Public Libraries. Fund monies shall be maintained in a trust account managed by the City and Borough Treasurer for the purposes of augmenting the Juneau Public Libraries' budget and not supplanting normal operational funds.

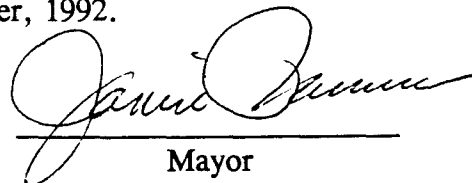
(b) The board shall make such recommendations regarding the fund as will preserve the principal, including the use of interest income to protect the value of the principal from devaluation due to inflation. The board shall determine annually whether and how much of the interest income is to be expended each year for the benefit of the libraries and to accomplish the goals of the donors to the fund.

* Section 3. Board Rules and Procedures. The board shall establish written rules and procedures in accordance with this resolution to guide it in administering endowments to the libraries, and for the information of potential donors.

* Section 4. Deposit of Bequest. The bequest from Verna Carrigan shall be deposited in the fund for use in accordance with the requirements of this resolution and subject to the restrictions of the bequest.

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

Adopted this 16th day of November, 1992.



Mayor

Attest:



Clerk



City and Borough of Juneau, AK

JUNEAU PUBLIC LIBRARIES ENDOWMENT BOARD

BOARD ROSTER



DONNA PIERCE

1st Term Mar 21, 2016 - Jan 31, 2019

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 3



BARBARA BERG

2nd Term Jan 27, 2014 - Jan 31, 2020

Appointing Authority Assembly

Position Voting Member

Category Friends of the Library Representative

Dais Seat 2



ROBERT BARR

2nd Term N/A - N/A

Appointing Authority Assembly

Position Voting Member

Office/Role Chair

Category Library Director

Dais Seat 1



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

DATE: January 10, 2019

TO: CBJ Assembly Human Resources Committee and CBJ Planning Commission

FROM: Teri Camery, Senior Planner
Community Development Department

SUBJECT: Wetlands Review Board Annual Report 2018

BACKGROUND

The City and Borough of Juneau Wetlands Review Board was established in 1992 to implement the Juneau Wetlands Management Plan (JWMP). The Board also acts as a technical advisory body to the Assembly, the Planning Commission, and CBJ's Community Development Department on a variety of wetland and riparian area issues, including commenting on U.S. Army Corp of Engineers' wetlands fill permits, Comprehensive Plan updates, and federal, state, and local projects and land disposals that affect wetlands, streamside areas, and other sensitive habitats.

2018 BOARD MEETINGS AND MEMBERSHIP

During 2018, the Board held two regular meetings. Planning Commission members on the Board were Andrew Campbell and Dan Miller. Brenda Wright served as Board Chair throughout the year while Dr. Hal Geiger served as Vice-Chair.

In October, Board Member Amy Sumner left the board as she left town. Board members Brenda Wright and Irene Gallion chose not to re-apply for their seats with their expiring terms. At this writing, Dr. Hal Geiger has not applied for his seat with his expiring term. Dan Miller resigned from the Planning Commission and therefore the Wetlands Review Board in December. Chip MacMillan, Tyler Adams, and John Hudson were appointed to the Board in February. The two Planning Commission representatives on the Board will be appointed at the January 22, 2019 Planning Commission meeting, before the deadline for this annual report. Andrew Campbell is listed as the current Planning Commission member known at this time. The Board has four vacant seats.

The following is a list of current 2018 members with their area of expertise:

Andrew Campbell, Civil Engineer, Planning Commission Member

John Hudson, Biologist
Chip MacMillan, Chemistry and Geology
Tyler Adams, Biologist

Regarding Board membership, the Juneau Wetlands Management Plan states the following:

The Board is composed of seven members of the public at large and two representatives of the CBJ Planning Commission. Board members are appointed by the Assembly. When making appointments, the Assembly is required to consider obtaining the 'broadest possible representation from those technical fields with knowledge of the values, functions and uses of wetlands, such as fish or wildlife biology, geology, hydrology, land use planning, and engineering'.

As noted, Board members (except for Planning Commission representatives) are required to have technical expertise regarding wetlands in one of the fields listed above. Current Board representation in these fields includes the following:

Fish or Wildlife Biology	Two represented
Geology	One represented
Hydrology	None represented
Land Use Planning	None represented
Engineering	One represented

BOARD REVIEWS FOR 2018

Project Reviews:

- Advisory review of the South Lena Minor Subdivision

Other Issues:

- Discussion of wetland mitigation options with the Southeast Alaska Land Trust and the Southeast Alaska Watershed Coalition
- Updates on the stream ordinance revision and Juneau Wetlands Management Plan.

CDD staff for the Wetlands Review Board

Teri Camery, Senior Planner; teri.camery@juneau.org 586-0755

2017 Board Meeting Dates

Regular Meetings:

April 19
September 20

2018 Wetlands Review Board Attendance

	4/19	9/20		
	Reg	Reg	missed	attended
Campbell	X	X	0	2
Wright	0	0	2	0
Sumner	X	0	1	1
Hudson	X	X	0	2
Adams	0	0	2	0
McMillan	0	X	1	1
Gallion	X	X	0	2
Miller	X	0	1	1
Geiger	0	0	2	0



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

DATE: January 23, 2019

TO: Rob Edwardson, Chair Assembly Human Resources Committee

FROM: Rorie Watt, City Manager

RE: Affordable Housing Commission

The Affordable Housing Commission has been in place since 2007 as a way to identify opportunities that increase affordable housing and, upon renewal in 2009, to also address public need to reduce or eliminate homelessness and to make recommendations and provide oversight for the Juneau Affordable Housing Fund.

Since 2007, the Commission has been helpful to the Assembly in several specific ways;

- By making sure housing/homelessness issues have been Assembly priorities;
- Providing guidance on incentive programs like the Juneau Affordable Housing Fund, Accessory Apartment Incentive Grant, and Mobile Home Loan Down Payment Program; and
- Facilitating the establishment of the CBJ Housing Action Plan – a 30-year plan to address a wide range of housing concerns by the City & Borough of Juneau.

At the outset, the primary goal of the Affordable Housing Commission was to make sure the CBJ as an organization takes action to address affordable housing and homeless concerns in the community. With the establishment of the Housing Action Plan, continued prioritization of housing and homelessness issues by the CBJ Assembly, and the creation of the Chief Housing Officer position to implement the Plan – this goal has been completed.

The Commission should be recognized for these accomplishments and the Assembly should decide whether the Commission should continue to exist, or whether their work has come to a logical conclusion. Other actions that complete the original mission of the AHC include:

- Streamlined process for award of housing grants (before the Assembly)
- Possible creation by the Planning Commission of two seats on the Title 49 Committee for participation by community members with direct experience in housing development, real estate, and/or finance. These seats would be appointed by the Planning Commission, subject to their rules of order and are proposed to be non-voting. CDD Director Maclean has had a preliminary conversation with the PC chair on this topic.
- Development by the Housing Officer of a standardized dashboard on housing metrics.

Recommendation:

Given that the original duties of the AHC have been completed, the Assembly should decide whether to give the AHC new tasks or whether to thank the Commissioners for their work and to dissolve the body.

Presented by: The Manager
Introduced: 11/23/2009
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2506

A Resolution Reestablishing the Juneau Affordable Housing Commission for the Purpose of Removing the Sunset Date, and Repealing Resolution 2390.

WHEREAS, there is a public need for affordable housing in Juneau, housing for which a household pays no more than thirty percent of its gross income; and

WHEREAS, there is a public need to eliminate homelessness in this community; and

WHEREAS, the Assembly acknowledges the continued work of the Affordable Housing Commission and the Juneau Homeless Coalition; and

WHEREAS, affordable housing is not an isolated issue and should be considered in many aspects of the community and its municipal government; and

WHEREAS, there is expertise in the community willing to volunteer to work on these important issues; and

WHEREAS, the Assembly would like to tap that expertise and put it to work to identify and pursue public and private funding opportunities, advise the Assembly, and identify and advocate for regulatory, procedural and legal action in support of affordable housing; and

WHEREAS, the Assembly originally established the Juneau Affordable Housing Commission on January 8, 2007, through the adoption of Resolution 2390, with a three-year sunset date of January 31, 2010; and

WHEREAS, the Juneau Affordable Housing Commission finds that the work of the Commission needs to continue indefinitely; and

WHEREAS, at its meeting on November 2, 2009, the Human Resources Committee reviewed Resolution 2506 and recommended that it be forwarded to the Assembly for adoption.

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

Section 1. Affordable Housing Commission Reestablished. There is hereby reestablished the Affordable Housing Commission.

Section 2. Membership. The commission shall consist of nine members appointed by the Assembly to serve for three-year staggered terms; provided the terms of the initial commission members shall be as follows:

- (a) 3 members shall be appointed for a three-year term;
- (b) 3 members shall be appointed for a two-year term;
- (c) 3 members shall be appointed for a one-year term.

Commission members serving at the time of the adoption of this resolution shall serve out their terms.

The commission membership shall be drawn from the public, with appropriate expertise including, but not limited to, homelessness issues, land management, real estate, construction, financial, taxation, permitting, and energy and environmental efficiency to be appointed by the Assembly based on the recommendation of the Human Resources Committee.

The commission may also include non-voting liaison members from the Juneau Homeless Coalition and other agencies of similar expertise, as needed.

Section 3. Duties. The commission shall make recommendations to the CBJ Assembly through the Lands Committee, on all aspects of affordable housing.

Section 4. Staff Liaison. The Manager shall designate a staff liaison to the Commission.

Section 5. Procedure. The commission shall operate pursuant to the CBJ Advisory Board Rules of Procedure, as such may be amended from time to time.

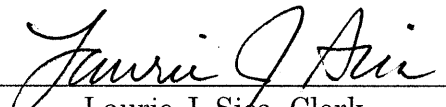
Section 6. Repeal of Resolution. Resolution 2390 is hereby repealed.

Section 7. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 23rd day of November, 2009.


Bruce Botelho, Mayor

Attest:


Laurie J. Sica, Clerk

Presented by: The Manager
Introduced: 01/08/2007
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2390

A Resolution Creating the Juneau Affordable Housing Commission.

WHEREAS, there is a public need for affordable housing in Juneau, housing for which a household pays no more than thirty percent of its gross income; and

WHEREAS, the Assembly would like to acknowledge and continue the work of the Affordable Housing Task Force and the Affordable Housing Summit; and

WHEREAS, the Assembly would like to acknowledge the generous offer of United Way to house staff for a Commission to address this issue; and

WHEREAS, affordable housing is not an isolated issue and should be considered in many aspects of municipal government; and

WHEREAS, there is expertise in the community willing to volunteer; and

WHEREAS, the Assembly would like to tap that expertise and put it to work to identify public and private funding opportunities, advise the Assembly, and identify and advocate for regulatory, procedural and legal action in support of affordable housing.

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

Section 1. Creation. There is created the Affordable Housing Commission.

Section 2. Composition. The Commission shall comprise nine members drawn from the public, with appropriate expertise including land management, real estate, construction, taxation, permitting, and energy and environmental efficiency, to be appointed by the Assembly based on the recommendation of the Human Resources Committee.

Section 3. Duration. The board shall have a duration of three years from its appointment.

Section 4. Duties. The Commission shall make recommendations to the CBJ Assembly, through the Lands Committee, on all aspects of affordable housing.

Section 5. Staff Liaison. The City Manager shall designate a staff liaison to the Commission.

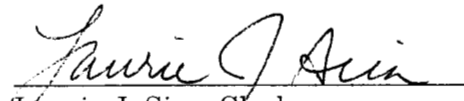
Section 6. Procedure. The Commission shall operate pursuant to the CBJ Advisory Board Rules of Procedure, as such may be amended from time to time.

Section 7. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 8th day of January, 2007.


Bruce Botelho, Mayor

Attest:


Laurie J. Sica, Clerk



City and Borough of Juneau, AK

JUNEAU AFFORDABLE HOUSING COMMISSION

BOARD DETAILS



OVERVIEW



SIZE 9 Seats



TERM LENGTH 3 Years



TERM LIMIT 0

On December 2, 2006, the Assembly held an Affordable Housing Summit in a joint meeting of the CBJ Assembly, Planning Commission, and the Affordable Housing Coalition. As an outcome of that Housing Summit, the Assembly adopted Resolution 2390 creating the Juneau Affordable Housing Commission. The Commission was established for a three-year period beginning January 2007 to make recommendations to the CBJ Assembly, through the Lands Committee, on all aspects of affordable housing. The Commission became a continuing CBJ Commission on November 23, 2009 with Resolution 2506 which repealed Resolution 2390.



CONTACT



Chief Housing Officer Scott Ciambor



Scott.Ciambor@juneau.org



(907) 586-0220

The commission membership shall be drawn from the public, with appropriate expertise including, but not limited to, homelessness issues, land management, real estate, construction, financial, taxation, permitting, and energy and environmental efficiency to be appointed by the Assembly based on the recommendation of the Human Resources Committee. The commission may also include non-voting liaison members from the Juneau Homeless Coalition and other agencies of similar expertise, as needed.



DETAILS

BOARD WEBSITE

<https://beta.juneau.org/housing>

REGULAR MEETING DAYS/TIMES/LOCATIONS

Regular meetings of the Juneau Affordable Housing Commission are scheduled for the first Tuesday of each month at 5:15p.m. at the Juneau Economic Development Council unless otherwise noted on the CBJ Meeting calendar at <https://beta.juneau.org/calendar>.
Agendas/Minutes for the commission are available online at <https://beta.juneau.org/assembly/assembly-minutes-and-agendas>.

GOVERNING LEGISLATION

Resolution 2506

ENACTING RESOLUTION WEBSITE

ALTERNATE CONTACT NAME

Municipal Clerk's Office

ALTERNATE CONTACT EMAIL

City.Clerk@juneau.org

ALTERNATE CONTACT PHONE

907-586-5278

PLEASE UPLOAD A FILE



JUNEAU AFFORDABLE HOUSING COMMISSION

BOARD ROSTER



MARGARET O'NEAL

2nd Term Feb 11, 2013 - Jan 31, 2019

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 7



KATHLEEN STRASBAUGH

1st Term Feb 08, 2016 - Jan 31, 2019

Appointing Authority Assembly

Position Voting Member

Office/Role Chair

Category Public

Dais Seat 9



MANDY COLE

2nd Term Feb 11, 2013 - Jan 31, 2019

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 3



CAROLE TRIEM

1st Term Oct 15, 2018 - Oct 14, 2019

Appointing Authority Assembly

Position Ex-Officio

Office/Role Assemblymember

Category Assembly Liaison

Dais Seat 10



HONEY BEE ANDERSON

3rd Term Jan 04, 2010 - Jan 30, 2020

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 1



FRANK BERGSTROM

1st Term Nov 28, 2016 - Jan 31, 2020

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 2



DAVE HANNA

1st Term Jul 11, 2016 - Jan 31, 2020

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 5



TAMARA ROWCROFT

3rd Term Jan 04, 2010 - Jan 31, 2021

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 8



RUSS MCDOUGAL

2nd Term Mar 17, 2014 - Jan 31, 2021

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 6



WAYNE COOGAN

2nd Term Apr 23, 2012 - Jan 31, 2021

Appointing Authority Assembly

Position Voting Member

Office/Role Vice-Chair

Category Public

Dais Seat 4

Juneau Affordable Housing Commission

2018 Commissioners

Kathleen Strasbaugh, Chair
Wayne Coogan, Vice Chair
and Secretary
Honey Bee Anderson
Tamara Rowcroft
Mandy O'Neal Cole
Margaret O'Neal
Russ McDougal
Frank Bergstrom
Dave Hanna

February 7, 2018

Mayor Ken Koelsch and Assembly
City and Borough of Juneau
155 S. Seward Street Juneau, AK 99801

Re: Juneau Affordable Housing Commission Annual Report for 2017

Dear Mayor Ken Koelsch and members of Human Resource Committee,

Under Resolutions 2390 and 2506, the CBJ Assembly determined that there is a continuing need for affordable housing and the elimination of homelessness, and that housing is not an isolated issue, but one that must be considered in many aspects of the community and municipal government. The Juneau Affordable Housing Commission (AHC) has as its mission making recommendations to the CBJ Assembly on all aspects of affordable housing.

In 2017 the Juneau Affordable Housing Commission (AHC) continued to focus on implementation of the Housing Action Plan (HAP) adopted by the Assembly at the end of 2016 as Resolution 2780, with increasing workforce housing as the top priority. This is our annual report of these efforts and other activities over the course of the year.

Affordable Housing Commission History and Mission

In December 2006 the CBJ Assembly held an Affordable Housing Summit including the CBJ Assembly, the Planning Commission, and the Affordable Housing Coalition. In January 2007, the Assembly adopted Resolution 2390 establishing the Juneau Affordable Housing Commission to make recommendations to the CBJ Assembly, through the Lands Committee on matters affecting affordable housing in Juneau. With Resolution 2506, adopted in November 2009, the three-year sunset provision of the Affordable Housing Commission authorization was removed and it became a continuing commission of the CBJ with the added responsibility of making recommendations to the CBJ for solicitation, evaluation and recommendation of proposals for CBJ-funded affordable housing grants and loans.

2017 Activities

Housing Action Plan implementation:

- Studied and reviewed information concerning the use of the Community Land (Housing) Trust model to increase the amount of affordable workforce housing, including extended discussion with the Juneau Housing Trust about their past and current projects and their capacity to expand

to address this need

- Reviewed, recommended and supported the use of the 1% sales tax to fund the Affordable Housing Fund for community land trust for development of workforce housing, for the development of the downtown revitalization program, and requests from other housing providers; and for support of the existing accessory apartment program
- Received reports about and supported the accessory apartment, downtown reviewed work of the Chief Housing Officer and the Community Development Department's downtown revitalization/Downstairs Upstairs program and other neighborhood development efforts
- Supported the Juneau Housing Trust House Build project in the Renninger subdivision
- In connection with mobile home development, supported projects that offer higher density development
- Reviewed and supported planned CIP budget priorities:
 - Capital for Rental and Ownership Housing (0-120% AMI)
 - Capacity-Building for Non-profit Developers
 - Supportive Services for Occupants of Affordable Housing
 - Operating Expenses of Housing Developments

Additional activities

- Met with Keith Gregory, CEO, Tlingit-Haida Regional Housing Authority
- Heard from commission members investigating land use code improvements
- Heard a presentation from Neighborworks, an Alaska nonprofit homeownership assistance program
- Received information concerning developments in tax policy related to affordable housing (potential local abatement ordinance, state Section 8 voucher regulations, and federal tax policy affecting housing tax credits)
- Discussed construction challenges, including limited freight options and high demand for building materials, obtaining permits, and any role AHC might have with respect to reviewing builder and developer concerns

Activities continuing from prior years

- **Manufactured¹ Home Loans** - The program was successfully implemented as of September 2016 with local lender and partner True North Federal Credit Union. \$100,000 from the Juneau Affordable Housing Fund was set aside for the program. Through September, 2017, six loans were made for a total of \$35,415. The Chief Housing Officer will be reacquainting lenders and mobile/manufactured home park operators with this program in the coming months.
- **Accessory Apartment Incentive Program** - The accessory apartment grant program was successfully implemented in 2016. All available funds were encumbered, and applicants are

¹ Formerly known as mobile homes. In 1974, Congress enacted the National Mobile Home Construction and Safety Act, which became effective in 1976. The Act sets standards for the safety, durability, and quality of mobile homes. Thereafter, the "manufactured home" has been the term employed in the industry for mobile homes produced after June 15, 1976.

standing by waiting for new funding. The Assembly will be considering the appropriation of additional funds to this program in its upcoming February and March 2018 meetings.

- **Receiving information and direction from the Chief Housing Officer.** The Chief Housing Officer's keeps AHC up-to-date on developments regarding housing in the CBJ and before the Assembly and its committees. From this advice AHC develops its decisions and recommendations concerning affordable housing projects and policy. The Chief Housing Officer has also developed a website to provide housing data for public use, a valuable tool for AHC members in meeting their obligations.
- **Monitoring.** AHC continues to monitor
 - o The Pederson Hill, Renninger, and 2nd and Franklin developments and CBJ's CIP budget as it relates to housing;
 - o Rental advertising and available data on vacancy rates, home sales and prices;
 - o Developments in homeless and supported housing; and
 - o Status of the Bergman and other blighted housing.

Members, Liaisons and Support

Current Members of the Commission

<u>Commissioner</u>	<u>Appointment</u>	<u>Reappointed</u>	<u>Current Term Began</u>	<u>Date Term Expires</u>
Kathleen Strasbaugh, Chair	2/8/2016		2/8/2016	1/31/2019
Wayne Coogan, Vice President and Secretary	4/23/2012	1/12/2015	2/1/2015	1/31/2018
Tamara Rowcroft	1/4/2010	1/30/2015	2/1/2014	1/31/2018
Honey Bee Anderson	1/4/2010	2/27/2014; 4/3/2017	2/1/2017	1/31/2020
Margaret O'Neal	2/1/2013	3/08/2016	2/1/2016	1/31/2019
Mandy O'Neal Cole	2/11/2013	2/8/2016	2/1/2016	1/31/2019
Russ McDougal	3/17/14	1/12/2015	2/1/2015	1/31/2018
Dave Hanna	7/11/2016		7/11/2016	1/31/2020
Frank Bergstrom	11/28/2016		11/28/2016	1/31/2020

Current Assembly Liaison: Maria Gladziszewski

Member Margaret O'Neal served as chair until May, 2017. Beth McKibben of the CBJ Community Development Department (CDD) was staff liaison to the Commission from 2013. Greg Chaney of the CBJ Lands and Resources Department has also served as CBJ staff liaison to the Commission. The Assembly liaison through 2017 was Norton Gregory. Scott Ciambor, Chief Housing Officer, now directs, assists, and updates AHC.

To: Mayor Ken Koelsch & CBJ Assembly Human Resource Committee
Re: Affordable Housing Commission, 2017 Annual Report

February 7, 2018
Page 4 of 4

The Affordable Housing Commission looks forward to working with the Chief Housing Officer, and you, in the coming year to increase the availability of affordable homes in Juneau. We are particularly hopeful that the newly expanded Affordable Housing Fund will accelerate progress toward meeting the goals set out in the Housing Action Plan.

Sincerely,

Kathleen Strasbaugh, Chair
Juneau Affordable Housing Commission

Juneau Affordable Housing Commission

2017 Commissioners

Margaret O'Neal, Chair
Wayne Coogan, Vice Chair
Kathleen Strasbaugh
Tamara Rowcroft
Russ McDougal
Honey Bee Anderson
Mandy O'Neal Cole
Frank Bergstrom
Dave Hanna

March 29, 2017

Mayor Ken Koelsch & Assembly
City and Borough of Juneau
155 S. Seward Street
Juneau, AK 99801

Re: Juneau Affordable Housing Commission Annual Report for 2016

Dear Mayor Ken Koelsch and Human Resource Committee,

2016 was a year of implementation and refinement for the Juneau Affordable Housing Commission (AHC). Many projects conceptualized in past years became reality and this year the group spearheaded and recommended to the Assembly several projects that address the housing crisis in the community. The AHC is made up of a group of professional people from all facets of Juneau who spent many hours investigating and strategizing to develop solutions to create affordable housing options for all community members in line with language in Resolution 2506:

WHEREAS, there is a public need for affordable housing in Juneau, housing for which a household pays no more than thirty percent of its gross income; and

WHEREAS, there is a public need to eliminate homelessness in this community.

This letter reports our activities of 2016, including recommendations to the Assembly, actions taken by the Commission, participation in community events, and topics brought to our attention by others.

Affordable Housing Commission History and Mission

In December 2006 the CBJ Assembly held an Affordable Housing Summit including the CBJ Assembly, the Planning Commission, and the Affordable Housing Coalition. In January 2007, the Assembly adopted Resolution 2390 establishing the Juneau Affordable Housing Commission to make recommendations to the CBJ Assembly, through the Lands Committee on matters affecting affordable housing in Juneau. With Resolution 2506, adopted in November 2009, the three-year sunset provision of the Affordable Housing Commission authorization was removed and it became a continuing commission of the CBJ with the added responsibility of making recommendations to the CBJ for solicitation, evaluation and recommendation of proposals for CBJ-funded affordable housing grants and loans.

2016 Accomplishments

The work completed by the Juneau Affordable Housing Commission in 2016 includes:

- **Housing Action Plan** - This year the Commission began public outreach for the Housing Action Plan by advertising and taking comments from the public and discussed steps to get the Plan adopted into the comprehensive plan. The Plan was released March 30th at KTOO, and March 31st at the Valley Library. AHC appeared at CBJ Committee Assembly meetings to present revisions and next steps. The Housing Action Plan was adopted on December 19, 2016 by Resolution 2780.
- **Mobile Home Loans** - The program was successfully implemented as of September 2016 with local lender and partner True North Federal Credit Union. 2 loans were made in early 2017. (Total=\$12,300). A couple more loans are expected to close in the spring. \$100,000 from the Juneau Affordable Housing Fund was set aside for the program.
- **Accessory Apartment Incentive Program** - The accessory apartment grant program was successfully implemented and to date all \$72,000 obligated was encumbered. We expect all these funds will be expended in the summer of 2017 as the 12 grantees file their Certificate of Occupancy requests, once apartment construction is completed.
- **Integrated the Chief Housing Officer's Report into JAHC meetings** - The Chief Housing Officer's position was important in keeping the Commission abreast of developments and changes within the city regarding housing, and the Commission uses this information to make educated decisions to address affordable housing in Juneau.
- Continued Involvement in Pederson Hill Development, Renninger Subdivision, and CIP Priorities
- Strategic Planning Session with the Chief Housing Officer. In the spring, while awaiting adoption of the Housing Action Plan, the AHC met to prioritize completion of initiatives that already had been developed or which appeared likely to bear fruit soon. The focus areas chosen were:
 - Blighted property policies
 - Improved financing for mobile/manufactured homes and park development
 - Investigating the Loans to Sponsors program through Alaska Housing Finance Corporation
 - Researching additional funding for implementation of the Housing Action Plan
 - a. Housing/neighborhood plans
 - b. Increase JAHC balance (including revision of JAHF program parameters, metrics and funding sources)
 - c. Creative funding for lowering cost to buy homes
 - d. Downtown accessory apartment incentives

These priorities were all delegated to two-commissioner teams to expedite progress. Teams report to the Commission monthly on their findings until actionable steps require the Commission to act as a whole.

Related Activities

- Provided content suggestions for the 2016 CBJ Housing Forum.
- The Affordable Housing Commission heard presentations throughout the year including:
 - o Evelyn Russo and Dana Herndon of the Downtown Business Association. They had attended a conference for Main Street USA, and learned about transformative strategies and work plans to make improvements to the downtown area.
 - o The Douglas Neighborhood Association for the development of 6th street.

- o Jan Miyagishima – AHFC Jan spoke with the JAHF about mobile home financing opportunities and Loans to Sponsors funds. She outlined True North’s terms, and AHFC’s requirements, and suggested options for other funding. She also noted that AHFC is looking into a tiny home loan program.
- o Alaska Coalition on Housing and Homelessness Conference 2016
- o Developers and construction contractors outlined their concerns about the implications of the CBJ’s land disposal plans for the market, and the high cost of construction.
- o A manager of the Bergman addressed the commission about plans for improvement. Two commissioners participated in walk-throughs with CDD officials. (The Bergman is now closed.)

FY18 Funding Recommendations

The AHC’s role is to work within the CBJ to improve the availability of affordable housing in the community. Our mission is to address the public need for affordable housing and to eliminate homelessness in the community while supporting the City’s goals and responsibilities to serve the population of Juneau.

A key objective of the AHC is integrating Housing Action Plan goals into CBJ’s budget process. The AHC discussed various Housing CIP elements and we recommend the following as priority housing investments for FY18:

- Collection and analysis of current housing market data (\$20,000)
- Continuation of the Accessory Apartment Grant Incentive Program (\$100,000)
- Continuation of the Mobile Home Loan Down Payment Assistance Program (\$100,000)
- Development of a Private Subdivision Development Loan Program (\$500,000)

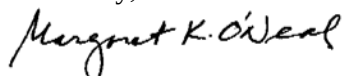
Additional funding to fulfill goals of the Housing Action Plan (Code Compliance, Neighborhood Improvement matching grants, Downtown Upstairs Fund, Community Land Trust) will be requested in future years.

Future AHC Activities

- Need assessment, program development, recommendations and assistance to secure supplemental resources to implement the Housing Action Plan, such as AHFC’s Loans to Sponsors Program
- Participation in the 2017 Home Show
- Participation in the 2017 Housing Forum
- Review utilization and efficacy of Mobile Home Down Payment Assistance Loan Program
- Research and make recommendations for blighted property policies
- Evaluate opportunities for mobile home park development to provide additional homeownership inventory

The Juneau Affordable Housing Commission appreciates the opportunity to serve Juneau and solve the communities’ housing problems.

Sincerely,



Margaret O’Neal, Chair
Juneau Affordable Housing Commission

Members, Liaisons and Support

Current Members of the Commission

<u>Commissioner</u>	<u>Appointment Date</u>	<u>Reappointed</u>	<u>Current Term Began</u>	<u>Term Expires</u>
Margaret O’Neal, Chair	2/1/2013	3/08/2016	2/8/2016	1/31/2019
Wayne Coogan, Vice	4/23/2012	3/1/2016	1/12/2015	1/31/2018
Tamara Rowcroft	1/4/2010	1/30/2015	2/1/2014	1/31/2018
Honey Bee Anderson	1/4/2010	2/27/2014	2/27/2014	1/31/2017
Mandy O’Neal Cole	2/11/2013	2/8/2016	2/8/2016	1/31/2019
Russ McDougal	3/17/14	1/12/2015	1/12/2015	1/31/2018
Kathleen Strasbaugh	2/8/2016		2/8/2016	1/31/2019
Dave Hanna	7/11/2016		7/11/2016	1/31/2020
Frank Bergstrom	11/28/2016		11/28/2016	1/31/2020

Norton Gregory, Assembly Liaison

Also members of the commission in 2016 were now-assembly member Norton Gregory and Erin Walker-Tolles. Tamara Rowcroft and Mandy O’Neal Cole served as co-chair in early 2016. The CBJ Liaison to the Commission was Beth McKibben of the CBJ Community Development Department, since the beginning of 2013. Greg Chaney of the CBJ Lands and Resources Department also serves as CBJ Liaison to the Commission. The Assembly Liaison through 2016 was Kate Troll. Scott Ciambor, Chief Housing Officer, is the Affordable Housing Commission liaison who updates the group monthly.

Juneau Affordable Housing Commission

2015 Commissioners

Tamara Rowcroft, Chair
Mandy O'Neal Cole, Co-Chair
Russ McDougal
Norton Gregory
Honey Bee Anderson
Wayne Coogan
Erin Walker-Tolles
Margaret O'Neal

February 03, 2016

Mayor Mary Becker & Assembly
City and Borough of Juneau
155 S. Seward Street
Juneau, AK 99801

Re: Juneau Affordable Housing Commission Annual Report for 2015

Dear Mayor Mary Becker and Human Resource Committee,

The Juneau Affordable Housing Commission has used the year 2015 to further projects that had been introduced in the previous year, as well as addressing many more issues in an attempt to alleviate the cost of housing. This topic has been identified as a crisis in our community, and this group of professional people has come together from all facets of Juneau to investigate and implement solutions to this problem. This letter will serve as a report of our activities during this last year, including actions taken by the Commission, participation in community events, and topics that were brought to our attention by other entities.

Affordable Housing Commission History and Mission

In December 2006 the CBJ Assembly held an Affordable Housing Summit including the CBJ Assembly, the Planning Commission and the Affordable Housing Coalition. In January 2007, the Assembly adopted Resolution 2390 establishing the Juneau Affordable Housing Commission to make recommendations to the CBJ Assembly, through the Lands Committee on matters affecting affordable housing in Juneau. With Resolution 2506, adopted in November 2009, the three-year sunset provision of the Affordable Housing Commission authorization was removed and it became a continuing commission of the CBJ with the added responsibility of making recommendations to the CBJ for solicitation, evaluation and recommendation of proposals for CBJ-funded affordable housing grants and loans.

The work completed by the Juneau Affordable Housing Commission (AHC) in 2015 included:

- Accessory Apartment Grant Program

This program, initiated in 2014 is now complete and fully functional as of December 2015. The amount per Accessory Apartment was amended to \$6,000 per approved application. The AHC has worked diligently on this project, and anticipates it providing 12 new housing units in the community for the low cost of \$72,000.

- Housing Action Plan

A consultant was hired to prepare a Housing Action Plan with the goal of getting Juneau's housing market "unstuck". This plan has been completed and presented to the Assembly, and has been refined to include a set of specific Action Items that will eventually return the community's housing market to a healthy state.

These action items are:

- Create a new, housing-centric comprehensive plan
- Prioritize assisted living for seniors
- Prioritize workforce housing
- Develop detailed neighborhood plans
- Develop downtown strategy
- Update zoning tools with a focus on housing
- Clearly tie infrastructure to zoning
- Develop new priorities for the use of Juneau lands
- Coordinate business community efforts around housing
- Hire or designate a full-time housing coordinator for the City
- Increase the funding and purpose of the Housing Fund

The Action plan has been completed. A Chief Housing Officer is being recruited at this time to begin fulfilling these action items. It is planned that the community will see the plan in February/March of 2016, and the AHC will take their comments under consideration. After the public review and any necessary revisions, we hope that the Assembly will review and adopt the plan in its entirety.

- 6th Street Lots

The Affordable Housing Commission was involved in requesting a formal disposal plan for the existing lots on 6th Street on Douglas.

- Tax Abatement Law

AHC members Russ McDougal and Norton Gregory testified on the tax abatement law at the legislature and were received favorably. The CBJ is in favor of making tax abatement within 3 years instead of matching the State's 5 year policy, and Russ McDougal proposed that the AHC make a statement to the Assembly asking for tax abatement to match the State's policy. The group passed a unanimous motion to make a statement to the Assembly that the AHC supports a 5 year period for the tax abatement policy.

- Supported the Land Management Plan update, Pederson Hill Rezone, Renninger Subdivision, and CIP Priorities

The AHC voted unanimously to support the draft Land Management Plan update which included several policies for using CBJ property to support housing production and proposed several parcels to be disposed of for residential development. The Land Management Plan is scheduled to be heard by the Assembly Committee of the Whole on February 1st, 2016.

The AHC has been involved in planning and support of the Pederson Hill Rezoning project.

The AHC has been involved in planning and support of the Pederson Hill Rezoning project.

The City has completed a minor subdivision in order to finalize a land trade with the Christ Evangelical Lutheran Church of Juneau. The land trade provides an access route to the much larger parcel which would be subdivided into single family and multifamily lots for new housing. Lands and Resources has recorded the land trade for the Christ Lutheran Church, firming up plans for Pederson Hill. Lands is currently preparing the preliminary plot for this development.

The Renninger subdivision has been recorded and the access road, "*Jackie Street*" is officially slated to be completed next summer.

Pederson Hill is CIP priority number one, and has expanded from the original plan, having gone from 60 units to 300 units with smaller lots.

The AHC passed a unanimous motion of support for the CIP priorities as proposed by the Lands and Resources Division.

Related Activities

- Participation in the 2015 Housing Forum (*See Attachment A*)
- Participation and outreach in the 2015 Home and Outdoor Show – collected surveys (*See Attachment B*)
- The Affordable Housing Commission heard presentations throughout the year on a variety of topics including:
 - Colleen Bickford, Carma Reed HUD
Colleen Bickford and Carma Reed presented on the role of HUD in the Juneau housing market, and offered any help they can give to work with the AHC. HUD contributes money annually to Alaska, with most HUD funds going through State and Tribal entities. They contribute funding for Section 8, public housing, and 10 VA HUD housing vouchers in Juneau. Also, the 811 housing grant has awarded \$7 million to help de-institutionalize people that do not need that level of care. Carma Reed said that the funds are entitlement funds, - HOME funds and CDBG funding. CDBG is intended to go to local governments to help meet their needs. She noted that the Commission should consider how the CDBG can proactively help them achieve their goals.
 - Assisted Living Project
Sioux Douglas presented on the Senior Assisted Living Project. She discussed history, features, and the status of the project. The Senior Citizen Support Board voted to pursue a purchase option at Vintage Park, as opposed to supporting an MHT property. The developer is Ted Johnson of Marathon Development. The Project is 100 units, and they hope to have it complete by mid-year, 2017.
 - Interest in the Gastineau Apartments
Wayne Coogan presented updates to the group on the Gastineau Apartments. The AHC retains an interest in the outcome of this property and its impact on housing in Juneau.

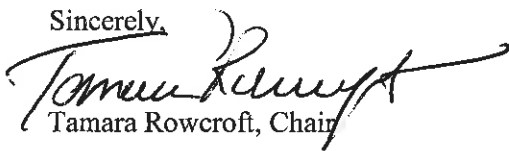
- Mobile Home Down Payment Assistance Loan Pilot Program
The AHC commissioners have been working diligently with bankers regarding the mobile home loan program, and have opened up participation to include other banks and entities. True North remains the most solid participant and the AHC plans to continue developing this program in the coming year. This program is currently being reviewed by the CBJ Law Department.
- Alaska Coalition on Housing and Homelessness Conference
Lloyd Pendleton, director of Utah's Homeless Task Force, was a guest at the meeting of Alaska Coalition on Housing and Homelessness 2015 Annual Conference, and presented on how he used the Housing First model in Utah to almost eliminate homelessness.
- VOA application for Housing Funds
The group has discussed the loan application of the Volunteers of America. The applicant is currently seeking conceptual support and will pursue the loan at a later date. The Commission drafted a letter urging the Assembly to support this project.

Future Consideration

- Implementation of the Housing Action Plan
- Community Meeting on the Housing Action Plan
- 2016 Housing Forum
- Implementation of Accessory Apartment Incentive
- Mobile Home Down Payment Assistance Loan Pilot Program

We look forward to working closely with the Chief Housing Officer to develop more housing opportunities in Juneau.

The Juneau Affordable Housing Commission looks forward to serving Juneau into the year 2016 and for future years.

Sincerely,

Tamara Rowcroft, Chair

Juneau Affordable Housing Commission

Members, Liaisons and Support

<u>Commissioner</u>	<u>Appointment Date</u>	<u>Reappointed</u>	<u>Current Term Begins</u>	<u>Term Expires</u>
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Mandy O'Neal Cole, Vice Chair	2/11/2013		2/11/2013	1/31/2016
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Norton Gregory	1/4/2010	2/27/2014	2/27/2014	1/31/2017
Honey Bee Anderson	1/4/2010	2/27/2014	2/27/2014	1/31/2017
Erin Walker-Tolles	8/17/2015		8/17/2015	1/31/2017
Wayne Coogan	4/23/2012		2/1/2015	1/31/2018
Margaret O'Neal	2/1/2013		2/11/2013	1/31/2018

The CBJ Liaison to the Commission was Beth McKibben of the CBJ Community Development Department, since the beginning of 2013. Greg Chaney of the CBJ Lands and Resources Department also serves as CBJ Liaison to the Commission. The Assembly Liaison through 2015 was Kate Troll.

Attachment A
HOUSING FORUM 2015

The Forum was held on February 25th, 2015 and included presentations and discussions on:

- Affordable Housing Program Updates
- Senior Housing Study
- Permits and Permitting
 - “General Engineering – The 11th hour from permitting to occupancy”
 - Third Party Plan Review and Inspections
 - Expedited Plan Review
- Lands and Resources Updates
 - Subdivision Regulation Changes
 - Accessory Apartment Changes
 - Switzer Creek and Pederson Hill
- Building Code Updates
- Subdivision Regulation Changes, and;
- Fire and Utility Department Requirements
 - Utility Rates
 - How to Prepare for Your Inspection

The Forum was attended by local contractors and developers. Presentations were made by City staff as well as the Fire Marshall, and other prominent professionals. A question and answer period was held after every presentation section, and overall the Forum was considered well-received and informative.

This Forum provided attendees with 5 Business Continuing Education Credits toward the Residential Contractor Endorsement, and has proven to be a helpful and popular event. AHC plans to continue their involvement in this event in coming years, but will schedule it to better coincide with the continuing education cycle for contractors.

Attachment B
Affordable Housing Commission Home Show 2015 Survey Results

The results of 69 completed surveys are as follows:

1) Are you a renter or owner in Juneau?

- 86% Own
- 10% Rent
- 3% Neither rent or own
- 1% Both rent and own

2) If you are an owner, are you contemplating selling or buying a different home in the next 2 years?

- 69% of owners answered no
- 21% of owners answered yes
- 8% of owners answered maybe
- 2% of owners did not answer

3) Are you concerned about escalating housing costs?

- 78% Yes
- 22% No

4) If you are a renter, would you like to buy and own in Juneau?

- 71% of renters answered yes
- 29% of renters answered no

4a) If no, why?

- **Answers include:**
Military service, too densely populated and not enough/large enough available land, lack of suitable housing available at a decent price, and already owning another home out of state.

4b) If yes, are you able to do so without financial assistance?

- 14.5% Yes with traditional financing
- 14.5% Maybe
- 57% No
- 14% Left blank

Juneau Affordable Housing Commission

2014 Commissioners

Tamara Rowcroft, Chair
Mandy O'Neal Cole, Vice Chair
Norton Gregory
Russ McDougal
Honey Bee Anderson
Wayne Coogan
Justin Shearer
Margaret O'Neal
Jeremy Kerr

January 07, 2015

Mayor Merrill Sanford & Assembly
City and Borough of Juneau
155 S. Seward Street
Juneau, AK 99801

Re: Juneau Affordable Housing Commission Annual Report for 2014

Dear Mayor Sanford and Human Resource Committee,

The Juneau Affordable Housing Commission has had a busy and productive year, and has addressed many issues in an attempt to alleviate the cost of housing, as well as investigate and implement ways to provide more and lower cost housing in Juneau. This is an ongoing topic in our community, and this group is comprised of professional people from all facets of the Juneau housing market. This letter provides a report of our activities during this last year, including actions taken by the Commission, participation in community events, and topics that were brought to our attention by other entities.

Affordable Housing Commission History and Mission

In December 2006 the CBJ Assembly held an Affordable Housing Summit including the CBJ Assembly, the Planning Commission and the Affordable Housing Coalition. In January 2007, the Assembly adopted Resolution 2390 establishing the Juneau Affordable Housing Commission to make recommendations to the CBJ Assembly, through the Lands Committee on matters affecting affordable housing in Juneau. With Resolution 2506, adopted in November 2009, the three-year sunset provision of the Affordable Housing Commission authorization was removed and it became a continuing commission of the CBJ with the added responsibility of making recommendations to the CBJ for solicitation, evaluation and recommendation of proposals for CBJ-funded affordable housing grants and loans.

The work by the Juneau Affordable Housing Commission (AHC) in 2014 included:

- Housing Action Plan

It was decided that a housing action plan was necessary to determine the need and strategies to help alleviate the housing situation in Juneau.

The purpose/objective was to develop an overall Housing Action Plan to provide a stable supply of affordable housing for current and future residents of Juneau at all income levels. The focus is on finding ways to provide housing to those segments of the community identified as having the highest needs through the updated Housing Needs Assessment.

The group discussed how the consultant would engage with the Economic Development Plan and the senior housing demand study. The Scope of Work would ideally include some work on planning for making residential units more affordable (for example with energy efficiency).

It was decided to ask for \$75,000 from the Juneau Affordable Housing Fund. The Assembly approved the funds for the Housing Action Plan. An RFP was put out and a consultant has been found to conduct research and identify creative ways to carry out the Scope of Work.

- Accessory Apartment Incentive Grant Program

AHC has had significant discussion regarding the Accessory Apartment Incentive Grant Program. The group decided to implement a grant program rather than the original loan program. The grant program would involve approving an applicant when they apply for their building permit and issue them a check when they receive their Certificate of Occupancy. It was decided to move forward with an Accessory Apartment Incentive Rebate Program that would give \$5,000 to homeowners who create a new accessory apartment. There was \$77,000 left in the grant the JAHF received from the state. This money will be used for the \$5,000 grants (totaling \$75,000). This is a wonderful program for serving population growth and potentially creating 15 new units for \$75,000. This program is currently scheduled to be presented to the Assembly Lands Committee at their January 29th meeting.

The grant currently expires on 6/30/16 but a one year extension has been requested. They will have 12 months to get their C.O. They may ask for an extension for extenuating circumstances but must ask for it at least 60 days in advance. The decision for these extensions will be approved by the AHC on a case-by-case basis. The grants are limited to one grant per application per permit per project per person.

- Down payment Loan Assistance Program for Mobile Home Purchases

Juneau has many potentially affordable housing units that are mobile homes. Only two local lenders currently offer any type of financing for mobile home purchases. As a result of the perceived high level of risk associated with financing mobile homes, both of these lenders currently require a 15-20% down payment. This high down payment makes it extremely difficult for many families to be able to afford to purchase a mobile home.

This program would provide a low interest loan, not to exceed \$10,000 to assist the home buyer with the required down payment. A local lender would be working with the household for financing and to determine they are creditworthy and can afford the loan payment. The lender would escrow the CBJ loan repayments in conjunction with their loan servicing. The mobile home would be owner occupied for the CBJ loan term. A secondary lien would be placed on the mobile home title to secure the loan. Currently the AHC is working develop a partnership with a local lender for this program.

- Supported 2014 Housing Forum (*See feedback on Attachment A*)

On February 24, 2014 the City & Borough of Juneau held a Housing & Development Forum. The purpose of the forum was to have an open, friendly dialogue and presentations regarding

housing and development with builders, realtors, mortgage lenders and other interested participants. Builders had the opportunity to earn 5 business continuing education credits towards a Residential Contractor Endorsement.

Over 14 staff contributed to putting the forum together and having it run smoothly. Nine city staff and one volunteer from the Affordable Housing Commission made presentations. This was similar to the Housing Forum held in February 2013, but with new topics in hopes of moving forward with discussions. City staff involved were from the Community Development Department, Lands & Resources Division, Fire Department, General Engineering and Public Works Department.

Approximately 35 people attended. If the CBJ holds this forum again, we would like to also include continuing education credits for the realtors to encourage more of them to attend.

- Initial review of Haven House application for JAHF – they retracted their application.

The Haven House formally withdrew their application for the Juneau Affordable Housing Fund via email. They were appreciative of the work the commission has done but they found alternative funding sources.

- Passed motion of support for changing the legislation on subdivision taxes.

The Affordable Housing Commission passed a motion to endorse the letter supporting changing the legislation from a tax deferral to tax abatement as an incentive to affordable housing.

- Passed motion of support for the Pederson Hill Rezone & testified in favor

The Planning Commission adopted a motion recommending the Assembly rezone Pederson Hill to a combination of D10 and D10SF. A piece of the property proposed to be rezoned in the Auke Lake watershed was removed. The AHC passed a motion of support for this Rezone.

- Provided a pre-development loan to the St. Vincent DePaul *Home Run* Project that was awarded construction funding in 2014. The investment was made initially in 2012.
- Selected a new AHC Chair and Co-Chair
The AHC selected Tamara Rowcroft as its new Chair, and Mandy O’Neal Cole as its Co-Chair.

Related Activities

- Participation and outreach in the 2014 Home and Outdoor Show – collected surveys (*See Attachment B*)

The Affordable Housing Commission heard presentations throughout the year on a variety of topics including:

- Switzer Subdivision and Pederson Hill Subdivision development updates

The Army Corps of Engineers has put the Switzer 2A application out for public comment. DOWL HKM is on board for the Pederson Hill subdivision. They are laying out some road alignments around the church. The Army Corps of Engineers wetland fill permit for the Switzer 2A subdivision is in Anchorage for review. There is a CBJ project manager on board and an RFP is out for subdivision design.

- o Challenges for operating condo associations
Mary Sternfeld presented on her experience with her condo association which has been a difficult one. She would like there to be more formal record keeping for condo associations, classes for condo associations on planning, RFPs, etc. The Affordable Housing Commission added Condo Association Best Management Practices to the AHC Task List.
- o Juneau School District House Build lot search updates
The Lands Committee approved selling one lot at the South Lena Subdivision to the Juneau Housing Trust for the high school home build program for \$40,000. They faced challenges trying to build a foundation on it before the ground froze. Since they will be driving out the road to work on this project, they are now able to include TMHS students also.
- o Commented on the Economic Development Plan and the Housing Initiative
Kirsten Shelton and Jim Calvin, from the McDowell Group gave an overview of the Economic Development Plan. They listened to suggestions and ideas from commissioners regarding the reasons for the high cost of housing and solutions for the housing issue in Juneau.

Barb Sheinberg presented on the two town meetings held to go over the plan's initiatives that approximately 125 people attended. She reviewed and discussed with the commissioners the objectives under the housing initiative. The Economic Development Plan will be finalized in spring of 2015.

- o Senior Housing Plan updates
Agnew Beck Consulting was hired to complete the Senior Housing Plan. They have implementation experience. The plan was completed in 2014.
- o Accessory apartment size changes – proposed code amendment
The Community Development Department is looking at changing the size requirement for accessory apartments. The AHC reviewed a memo regarding what might be the right size for the proposed change, and discussed it at length.
- o Mobile home property tax issues
The taxes on a mobile home are attached to a parcel number, which creates an issue when a home is removed and a new home is placed in the same location. This could also be a

problem when someone is buying a mobile home and doesn't do the research to see if there are taxes owed on the property. The AHC discussed this problem to come up a way make sure all prospective buyers are informed and understand what they need do before they make a purchase.

- o Mobile home financing issues
AHC commissioners Wayne Coogan and Margaret O'Neal spoke with bankers and AHFC about the mobile home financing issues, and presented their findings to the Commission. Work will continue in 2015 on this item.
- o North Franklin Lot development proposal
The proposal from the Juneau Legacy Properties to build a 29 unit apartment building on the North Franklin Parking Lot was presented to the Lands Committee. The Lands Committee has forwarded it to the full Assembly for further discussion.
- o USDA rural housing loan program opportunities
The USDA has 3 loan programs now available in Juneau: Guaranteed Rural Housing Loans, Single Family Housing Direct Loans and Home Improvement/Repair Loans and Grants. These programs offer different routes and open up another avenue to get home loans for people.
- o Subdivision Ordinance
The commission heard two presentations on the proposed changes to the Subdivision Ordinance both presentations were followed by discussion and an opportunity to provide comments on the proposed changes.
- o Alaska Coalition on Housing and Homelessness Conference
The conference provided a good overview of successful models of Housing First projects being operated in other communities around the country. There also were many good workshops on AHFC programs, VA Homeless services and programs, and efforts by other communities on how to address the chronic shortage of housing and services. The conference was attended by several members of the Commission and CBJ Lands department staff as well.

Future Work for the Commission in 2015

- Creation of a housing action plan
- 2015 Home Show
- 2015 Housing Forum
- Presentation of Accessory Apartment Incentive
- Presentation of Mobile Home Down Payment Loan Program
- Continue to Support Local Affordable Housing Initiatives
Like the Housing First Project

Mayor Merrill Sanford & Human Resource Committee
January 31, 2015
Re: 2014 Juneau Affordable Housing Commission Annual Report

The Affordable Housing Commission looks forward to serving Juneau into the year 2015 and for future years.

Sincerely,

Tamara Rowcroft, Chair
Juneau Affordable Housing Commission

Members, Liaisons and Support

<u>Commissioner</u>	<u>Appointment Date</u>	<u>Reappointed</u>	<u>Current Term Begins</u>	<u>Term Expires</u>
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Wayne Coogan	4/23/2012		4/23/2012	1/31/2015
Justin Shearer	1/4/2010	2/11/2013	2/11/2013	1/31/2016
Margaret O'Neal	2/11/2013		2/11/2013	1/31/2016
Open Seat				1/31/2017

The CBJ Liaison to the Commission was Beth McKibben of the CBJ Community Development Department, since the beginning of 2013. Greg Chaney of the CBJ Lands and Resources Department also serves as CBJ Liaison to the Commission. Jessica Beck of the CBJ Lands and Resources serves as meeting secretary for the Commission. The Assembly Liaison through 2014 was Jesse Kiehl.

Attachment A

Housing Forum Feedback Monday, February 24, 2014, 9:30am to 4:00pm Vocational Training & Resource Center

Question:	How did you hear about this forum?							
Options:	Newspaper	Radio	Flyer on bulletin board	Invitation via mail	Invitation via email	Other: SEABIA	Other: From Staff	Other: CBJ Website
Responses:	1	1	4	7	4	3	1	2

Question:	Did you attend the Housing Forum last year?	
Options:	Yes	No
Responses:	11	12

Question:	Are you earning continuing education credits for your Residential Contractor Endorsement?	
Options:	Yes	No
Responses:	20	3

Question:	Please rate the housing forum				
Options:	Excellent	Good	Fair	Poor	Very Poor
Responses:	6	14	3	0	0

Question:	Should we hold this forum again?	
Options:	Yes	No
Responses:	23	0

Question:	If we were to hold the forum again, how often should we have it?			
Options:	Twice a year	Once a year	Every two years	Other
Responses:	7	15	0	0

Did you learn anything from attending this forum?

- Yes
- Permit Information
- Fire & Zoning
- Staff attitude towards the housing problem
- Process
- Seems to be new energy/staff interested in making the process quicker. Good job.
- Development guidelines
- Fire Info
- Roundtable
- New projects the city is working on
- New subdivision requirements
- Learned small amount
- Learned lots
- Yes, I think this was an improvement from last year – well presented and organized

If we were to hold this forum again, what topics would you like added?

- Open minded discussion on new topics. New section.
- Updates on other forums
- New items
- Building code specifics as a new topic
- You covered everything
- Charlie Ford/Jay Srader time to help with permitting
- Permit center inspectors and inspections
- Updates on status of changes accomplished from previous meeting
- Plan review
- Utility department (water/sewer)
- Continue with same information
- Maintaining existing structures
- Neighborhood development

If we were to hold this forum again, what topics would you drop?

- Recycling
- None
- Expand/more in depth on existing topic agendas

Other comments:

- Very complicated subjects – Good effort
- Thanks
- Enjoyed the recycling topic and info
- Thank you for hosting this!!!
- Adoption of new codes should be weighed against the cost benefit. NAHB is saying each code changes increase the “cost” 7%.
- Beth mentioned that site plans are going to have to be done by a professional. I very much hope this isn’t something that will be taken lightly

Attachment B

Affordable Housing Commission Home Show 2014 Survey Results

The results of 110 completed surveys are as follows:

1) Do you support additional housing development in Juneau?

- 94% answered yes, 5% answered no, and 1% left the question blank.

2) Do you support additional housing development in your neighborhood?

- 59% said yes, 36% said no (most citing lack of building space as the reason), and 5% were unanswered.

3) What do you believe are some of the “barriers” that prevent your housing situation from being affordable for your household?

- 42% Rent or Mortgage cost currently too expensive
- 27% House utilities too costly
- 23% My housing needs some energy upgrades
- 23% I would like to find some more affordable housing options in Juneau
- 45% I am satisfied with my current housing situation
- 1% Other issues including:
Lack of housing that accepts pets; cost of land; single occupancy for low/mid income, cost of materials and shipping and permitting and labor; the need to address energy to help families save money; property tax; too many permits; development cost and city codes; utility bills; no loans available for mobile homes.

4) Has your home had any major energy retrofits or upgrades in the last 5 years?

- 60% answered no, 37% said yes, and 3% were unanswered.

5) Do you have any suggestions on how to improve the housing situation in Juneau?

- **Answered are varied and include:**
Less density per acre; lower property tax for affordable units, city cut property tax for landlords who might then be willing to rent units for less; better staffing in the CBJ building department; more affordable housing built, small cottage single family homes, moderate rent allowing pets, “safe” housing for recently released/paroled and probationers and those individuals coming out of treatment programs that are homeless and trying to live a recovery lifestyle; deferred infrastructure costs for new subdivision; a store for used building materials, like habitat for humanity; open more land; less restrictions on building; increase housing options in downtown area; less regulations for building and development; rent ceilings; open up more land for building; mid-range housing; lower city property assessments; secondary access to Douglas island, with land available there; federal funding vouchers; more single family homes; eliminate the IRS home mortgage interest deduction because it adversely affects renters; and more high density housing.

**JUNEAU AFFORDABLE HOUSING COMMISSION
ATTENDANCE 2014**

	1/7/14	2/1/14**	2/4/14	2/19/14	3/4/14	3/17/14	4/1/14	5/6/14	6/3/14	7/1/14	8/5/14	8/12/14	9/2/14	10/13/14	11/4/14	12/11/14
Norton Gregory	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P
Jeremy Kerr					P	P	P	P	P	P	P	P	P	P	A	P
Honey Bee Anderson	A	A	A	A	P	P	A	P	P	P	A	A	P	P	P	P
Wayne Coogan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Russ McDougal							P	P	P	A	A	P	P	A	P	P
Tamara Rowcroft Chair	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P
Justin Shearer	P	P	P	P	P	A	P	P	P	A	A	P	P	P	P	P
Margaret O'Neal Co-Chair	P	P	P	P	P	A	P	A	P	P	P	P	A	P	P	P
Mandy O'Neal Cole	P	P	A	P	P	P	A	P	A	P	A	A	P	P	P	A

LEGEND: **A** – Absent / **P** – Present

* Special Meeting or Work Session; **Retreat

Juneau Affordable Housing Commission

2013 Commissioners

Norton Gregory, Chair

Shari Partin

Honey Bee Anderson

Rosemary Hagevig

Tamara Rowcroft, Vice Chair

Wayne Coogan

Justin Shearer

Margaret O'Neal

Mandy O'Neal Cole

January 31, 2014

Mayor Merrill Sanford & Assembly
City and Borough of Juneau
155 S. Seward Street
Juneau, AK 99801

Re: Juneau Affordable Housing Commission Annual Report for 2013

Dear Mayor Sanford and Human Resource Committee:

Opening Statement

The work completed by the Juneau Affordable Housing Commission (AHC) in 2013 included:

- Changes to the Affordable Housing Fund
 - Development of the proposed Accessory Apartment loan program
 - Development of the proposed Mobile Home down payment assistance program
- Continued discussion regarding the development of a Housing Action Plan
- Review of the JAHF request for \$150,000 for Haven House
- Provided comments and feedback to the Assembly Ad-Hoc Housing Committee – see attached letter
- Support of the Lands and Resources CIP projects and priorities
- Participation and outreach in the 2013 Home Show March 8-10, 2013
- Promotion of the February 27, 2013 Housing Forum at UAS – total of 38 participants
- Monitoring/following the AHFC December 17, 2012 announcement of \$7.6 million to aid in easing the housing crunch in Juneau
- Letter of support for VOA 40 unit affordable housing development on Vista Drive
- Work to integrate the affordable housing action plan into the comprehensive plan

Affordable Housing Commission History & Mission

In December 2006, the CBJ Assembly held an Affordable Housing Summit including the CBJ Assembly, the Planning Commission and the Affordable Housing Coalition. In January 2007, the Assembly adopted Resolution 2390 establishing the Juneau Affordable Housing Commission to

make recommendations to the CBJ Assembly, through the Lands Committee on matters affecting affordable housing in Juneau. With Resolution 2506, adopted in November 2009, the three-year sunset provision of the Affordable Housing Commission authorization was removed and it became a continuing commission of the CBJ with the added responsibility of making recommendations to the CBJ for solicitation, evaluation and recommendation of proposals for CBJ-funded affordable housing grants and loans.

Members, Liaisons and Support

The nine-member Affordable Housing Commission is appointed for staggered three-year terms. In 2013, the Commission's membership was:

<u>Commissioner</u>	<u>Appointment</u>		<u>Current Term</u>	
	<u>Date</u>	<u>Reappointed</u>	<u>Begins</u>	<u>Term Expires</u>
Norton Gregory, Chair	1/4/2010	3/21/2011	3/21/2011	1/31/2014
Shari Partin	1/4/2010	3/21/2011	3/21/2011	1/31/2014
Honey Bee Anderson	1/4/2010	3/21/2011	3/21/2011	1/31/2014
Rosemary Hagevig	1/4/2010	2/1/2012	2/1/2012	1/31/2015
Tamara Rowcroft	1/4/2010	1/30/2012	1/30/2012	1/31/2015
Wayne Coogan	4/23/2012		4/23/2012	1/31/2015
Justin Shearer	1/4/2010	2/11/2013	2/11/2013	1/31/2016
Margaret O'Neal	2/11/2013		2/11/2013	1/31/2016
Mandy O'Neal Cole	2/11/2013		2/11/2013	1/31/2016

The CBJ Liaison to the Commission was Beth McKibben of the CBJ Community Development Department, at the beginning of 2013. Greg Chaney of the CBJ Lands and Resources Department also serves as CBJ Liaison to the Commission. Jessica Beck of CBJ Lands and Resources serves as meeting secretary for the Commission. The Assembly Liaison through 2013 was Jesse Kiehl.

Major Accomplishments

Revision of the Juneau Affordable Housing Fund – Incentive for Homeowners to Create New Rental Units

The commission is currently in its final stage of modifying the Juneau Affordable Housing Fund to offer a new accessory apartment incentive for homeowners who desire to add an accessory apartment to their existing home by offering up to \$20,000 in post-construction financing which would be paid back at a 1% interest rate over a 5 year loan period. The goal is to promote the construction of new rental units within existing developed neighborhoods. The low interest loans will allow current homeowners to pay off other short term financing that may have been utilized to construct the accessory apartment such as credit cards, charge accounts, etc. The commission is proposing \$160,000 from the fund be used for this program.

Revision of the Juneau Affordable Housing Fund – New mobile home down payment assistance

The Affordable Housing Commission is currently developing a mobile home down payment assistance program that would allow people to get into mobile homes, open up rental units, build credit, and get equity. Currently lenders are requiring a large down payments for mobile homes and the terms of the financing are difficult. Borrowers are faced with having to save for a large down payments of 15% to 20% which varies based on the borrower's credit score. The Commission is proposing that CBJ offer a program to assist mobile home buyers by offering a low interest loan for up to 50% of the required down payment, not to exceed \$10,000, to purchase a mobile home through a local bank or credit union loan program. The loan would be paid back at a 1% interest rate over a 5 year period.

Juneau has many potential affordable housing units that are mobile homes. Currently, only two lenders offer financing for mobile home purchases. Both lenders currently require a 15%-20% down payment. For the purchase of an \$80,000 mobile home, the down payment would be \$12,000 to \$16,000. This high down payment requirement has made it extremely difficult for many families to be able to afford to buy a mobile home. The commission is proposing \$100,000 from the fund be used for this program.

Continued discussion regarding the development of a Housing Action Plan

The development of a Housing Action Plan continues to be a priority for the Affordable Housing Commission. The commission is preparing to lay out the groundwork for a Housing Action Plan for the community, not just affordable housing. The AHC has already reviewed several examples of plans from other communities, and in 2014 will be compiling a list of example plans which will be reviewed during a retreat so that commissioners can go over the plans and begin to prepare a scope of work for a Juneau Housing Action Plan. The commission plans to lay out specific questions they want answered through the plan and will likely then ask the Assembly to approve funding for the plan once specific goals and questions have been established.

Juneau Affordable Housing Fund request for \$150,000 for Haven House

In November the Affordable Housing Commission heard an overview of the Haven House group and their request for funding for a group home which is seeking to provide long-term transitional housing for women who leave prison, and have a need for housing, life skills training, and a determination to succeed. These women often times face significant hurdles including atrophied life skills, low earning potential, and potentially destructive habits and relationships. Haven House has proposed to provide a faith based community with successful role models and opportunities for positive relationships, life skills training, and an opportunity for the women to help each other. The proposed target population is single women who are chronically homeless and are transitioning into the community after being released from prison. The proposed site is

located at 3202 Malissa Drive. Since this report was initially written, Haven House was able to obtain funding to fulfill their mission and did not submit an application for funding from the Affordable housing Fund.

AHC provides feedback to the Assembly Ad-Hoc Housing Committee

On April 2, 2013 the Affordable Housing Commission provided detailed and concise feedback in response to Ad-Hoc committee's request for input from key stakeholders within our community. The Affordable Housing Commission suggested several areas of focus that would benefit the Ad-Hoc committee's mission.

The first recommendation made by the AHC is that the CBJ provide an experienced affordable housing coordinator to stay ahead of the community needs related to housing. The affordable housing coordinator would also provide guidance and support to the Affordable Housing Commission, the Juneau Homeless Coalition, non-profit housing providers, and also maintain engagement with the builder groups. The coordinator would also explore applying best practices, as well as monitor and communicate progress towards key benchmarks. In order to find solutions to our high cost of housing, Juneau needs someone at CBJ to champion promising solutions to our high cost of housing, which should be encapsulated in a Housing Action Plan.

The second recommendation is that CBJ must adopt a Housing Action Plan to provide a roadmap to remove barriers to development and provide incentives so that a sufficient number of new housing units are built to meet the needs of the community now and in the future. Creation and adoption of a Housing Action Plan will continue to be a primary focus of the Affordable Housing Commission. Ideally, the plan would be a major deliverable of the new affordable housing coordinator.

The CBJ must move forward with the infrastructure development and disposal plans for the Switzer and Pedersen hill tracts. CBJ has already made substantial investments in these development and disposal plans. These plans address the long standing goal of increasing Juneau's supply of buildable land.

Lastly, the CBJ Assembly must maintain its focus on the community wide issue of affordable housing to ensure that the issue stays top of mind among CBJ staff, community leaders, and stakeholder groups. No housing plan will be successful without dedicated resources for implementation.

AHC supports the Land and Resources CIP projects and priorities

With unanimous support, the Affordable Housing Commission supports the Lands and Resources Capital Improvement Program. The AHC supports the list with emphasis that Pederson Hill and Switzer lands get infrastructure including roads, water, sewer, and sidewalks. If land disposal in the Pederson Hill and Switzer area occur, the AHC requests that the land for affordable housing developments be included in the formula for both areas.

The Affordable Housing Commission provides letter of support for the Volunteers of America Vista Drive housing project

The Volunteers of America and their design team gave an overview of the proposed affordable housing project on Vista Drive. We reviewed the project with the development team at our regular October Meeting and were very favorably impressed. The Affordable Housing Commission and all of its members strongly supported the project and we were glad to see that the project is moving forward. With Juneau's critical shortage of rental housing that is affordable for residents with incomes below Juneau's median household income, this new affordable rental project will be filling a very important niche.

Other Related Activities

Participation and outreach in the 2013 home show

The Affordable Housing Commission continues to promote the mission of the Commission at the annual Juneau Home Show. When home show participants were asked about challenges that they face when seeking housing in our community, the majority of participants exclaimed that cost and adequate selection was their primary challenge when finding new suitable housing. The majority of participants, both renters and homeowners alike, expressed that they would prefer to own their own home over renting. Participants were asked "What strategies can the Assembly employ to alleviate our current housing situation, the following is a summary of the suggestions that were received:

- ***Build, build, build. Lower cost, \$100,000 to \$150,000***
- ***Rental market is too tight***
- ***Make land available with better access***
- ***Make the building/permitting process more affordable and less cumbersome to navigate***
- ***More options for singles looking to buy***
- ***Open land for development and encourage multi-unit dwellings***
- ***Sell city land to private builders to build affordable housing***
- ***Revisit our recent local demographic – population growth, need of new development, recognize the demand and limited options***
- ***Free up city land for building, rehab and/or tear down old buildings around town, work with social service providers to ensure people who need housing support receive it.***

Promotion of the February 27, 2013 Housing Forum at UAS

The Affordable Housing Commission in collaboration with the CBJ Lands Division and Community Development Department developed and promoted a Housing Forum for local builders. The Housing Forum was held on February 27, 2013 from 9:30Am to 2:30PM at the University of Alaska Southeast. The forum was free for anyone to attend and builders in attendance received 5 continuing education credits towards their residential contractor

endorsement of which they need 16 credits every two years. Typically they have to travel out of town to attend continuing education courses which cost money to attend.

The forum was developed as a result of feedback and comments from local builders. When builders were asked what can be done at the city level to make the permitting process more streamlined and efficient, many of the comments and suggestions that were provided were processes that were already in place. The builders were just unaware that the processes were already in place. The Housing forum at UAS provided local builders and general contractors an opportunity to become more familiar with changes that have occurred over the years in the CBJ permit office.

38 people RSVP's for this event and a total of 29 people signed in. The majority of attendees were builders, and also included in the mix were land owners as well as interested individuals from other organizations. The presentations at the forum were CBJ staff as well as 3 people from other organizations. It was noted that the attendees enjoyed seeing a mixture of other organizations presenting along with CBJ. The feedback received from the forum indicated that everyone would like to see the forum held again, and that people would like to see more question and answer time scheduled or more of a round table discussion.

The Affordable Housing Commission looks forward to continuing to serve Juneau in 2014.

Sincerely,



Norton Gregory, Chair
Juneau Affordable Housing Commission

Juneau Affordable Housing Commission

2012 Commissioners

Norton Gregory, Chair
Tamara Rowcroft, Vice Chair
Honey Bee Anderson
Justin Shearer
Alan Wilson
Rosemary Hagevig
Shari Partin
Stephen Sorensen
Wayne Coogan

February 6, 2013

Mayor Merrill Sanford & Assembly
City and Borough of Juneau
155 S. Seward Street
Juneau, AK 99801

Re: Juneau Affordable Housing Commission Annual Report for 2012

Dear Mayor Sanford and Assembly Members:

Opening Statement

The work completed by the Juneau Affordable Housing Commission (AHC) in 2012 included:

- Revision of the Juneau Affordable Housing Fund processes and forms
- Review of the AWARE application for the Juneau Affordable Housing Fund
- AHC subcommittee meeting with local builders to address builder comments and concerns
- AHC Task List update incorporating the builder comments received by AHC subcommittee and establishing priorities for AHC in 2013
- Home Run Project review and recommendation to the Assembly
- 2012 Housing Needs Assessment
- Recommendations to the Assembly regarding AK House Bill 264 – subdivision property tax deferral
- Recommendations to the Assembly regarding CIP funds for development of CBJ owned buildable land

Affordable Housing Commission History & Mission

In December 2006, the CBJ Assembly held an Affordable Housing Summit including the CBJ Assembly, the Planning Commission and the Affordable Housing Coalition. In January 2007, the Assembly adopted Resolution 2390 establishing the Juneau Affordable Housing Commission to make recommendations to the CBJ Assembly, through the Lands Committee on matters affecting

affordable housing in Juneau. With Resolution 2506, adopted in November 2009, the three-year sunset provision of the Affordable Housing Commission authorization was removed and it became a continuing commission of the CBJ with the added responsibility of making recommendations to the CBJ for solicitation, evaluation and recommendation of proposals for CBJ-funded affordable housing grants and loans.

Members, Liaisons and Support

The nine-member Affordable Housing Commission is appointed for staggered three-year terms. In 2012, the Commission's membership was:

<u>Commissioner</u>	<u>Appointment</u>		<u>Current Term</u>	
	<u>Date</u>	<u>Reappointed</u>	<u>Begins</u>	<u>Term Expires</u>
Alan Wilson	1/4/2010		2/1/2010	1/31/2013
Justin Shearer	1/4/2010		2/1/2010	1/31/2013
Stephen Sorensen	1/4/2010		2/1/2010	1/31/2013
Honey Bee Anderson	1/4/2010	3/21/2011	3/21/2011	1/31/2014
Norton Gregory, Chair	1/4/2010	3/21/2011	3/21/2011	1/31/2014
Shari Partin	1/4/2010	3/21/2011	3/21/2011	1/31/2014
Wayne Coogan	4/23/2012		4/23/2012	1/31/2015
Rosemary Hagevig	1/4/2010	2/1/2012	2/1/2012	1/31/2015
Tamara Rowcroft	1/4/2010	1/30/2012	1/30/2012	1/31/2015

The CBJ Liaison to the Commission was Heather Marlow, Lands and Resources Manager, at the beginning of 2012. Beth McKibben of the CBJ Community Development Department also serves as CBJ Liaison to the Commission. Jessica Beck of CBJ Lands and Resources serves as meeting secretary for the Commission. The Assembly Liaison through 2012 was Jesse Kiehl. Margaret O'Neal is the JEDC point of contact for the Affordable Housing Commission at JEDC.

Major Accomplishments

Juneau Affordable Housing Fund

The Commission completed its work to redesign a financing program which would provide developers of affordable housing gap financing of up to \$150,000 and also provide a limited amount of pre-development financing for worthy projects likely to be built. The redesigned program was modified to have one preliminary application and one full application, with all timelines removed. The applications that are received will receive feedback and technical assistance from JEDC staff and applications can be updated until the application is recommended for AHC approval or declination. All deadlines to submit application have been removed, and applications can be submitted for preliminary review at any time. The AHC sets priorities for the fund annually. For 2012, projects for construction of one-bedroom rental units for low-income residents priced at and below 80% MFI HUD income limits are most desired. Other projects were considered depending on funding available and need.

In 2012 applications were received from AWARE, Juneau Rentals and Smith Hall, Inc. The Commission decided that it would be best that the AWARE application be processed once AWARE has received their notice of funding and once they have more information regarding their project. Juneau Rentals request for funding was turned down due to a lack of information regarding their project. The Smith Hall, Inc. application was denied funding from the Affordable Housing Fund due to lack of owner financing for the desired project. The AHC supports the use of public funding for the Home Run project. However 12 units is not a big enough number of units given the square foot costs.

Site Development for future Affordable Housing on CBJ-Owned Land using Capital Improvement Project Funding

In 2011, the Commission supported CBJ efforts to assess the cost of development of selected CBJ owned tracts. Studies were undertaken of land adjacent in the Switzer Creek drainage above and south of Dzantik'i Heeni Middle School and in the Peterson Hill area between the Mendenhall River and Auke Lake. CBJ-built water and sewer mainlines and arterial roads would allow denser construction and, in theory, lead to greater affordability. The reports detailing the cost and economic feasibility of developing select parcels within these larger areas were nearly complete by the end of 2011, with the Draft report for the Switzer drainage reported to the Commission in early January 2012. Development strategies for these parcels along with short and long-term priorities were addressed in the Commission's March 3, 2012 retreat. A motion was passed that the Commission recommend to the Assembly that CIP funds be used for the initial phase of development for areas 2A and 3A of Switzer land.

Other Related Activities

- Supported the Alaska House Bill 264 (Deferral of Property Taxes). A motion was passed in January of 2012 and a letter was sent to the Assembly stating that the commission supports the bill
- Provided feedback and comments for the Housing section of the Comprehensive Plan
- Reviewed and provided recommendations for the 2012 Housing Needs Assessment
- Provided recommendations to the Assembly regarding the ordinance for density zoning changes
- Provided an informational booth at the 2012 Home show
- Presented information regarding the Affordable Housing Commission and the Affordable Housing fund to the Juneau Gastineau Rotary
- Held a retreat to review the CBJ Switzer/Peterson Hill site development plans

2013 Activities and goals

- Providing an informational booth at the Home Show
- Developing a housing forum with local builders (tentatively scheduled for February 27, 2013)
- Creation of a Housing Plan

Mayor Merrill Sanford & Assembly
February 6, 2013
Re: 2012 Juneau Affordable Housing Commission Annual Report
Page 4

The Affordable Housing Commission looks forward to continuing to serve Juneau in 2013.

Sincerely,

Norton Gregory, Chair
Juneau Affordable Housing Commission

**JUNEAU AFFORDABLE HOUSING COMMISSION
ATTENDANCE 2012**

Regularly 2 nd Tuesday of the month at 5:15pm	1/10/12	2/15/12*	3/3/12**	4/17/12*	5/8/12	6/12/12	6/26/12*	7/10/12	7/31/12*	8/14/12	8/28/12*	10/9/12	11/13/12	12/11/12	1/8/13
Norton Gregory Chair	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
Shari Partin	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Honey Bee Anderson	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A
Wayne Coogan					P	P	P	P	P	A	P	P	P	P	P
Rosemary Hagevig	P	P	A	P	P	P	A	P	A	A	P	A	P	P	A
Tamara Rowcroft Co-Chair	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P
Justin Shearer	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P
Stephen Sorensen	P	P	P	P	A	A	A	A	A	P	P	P	P	P	P
Alan Wilson	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P

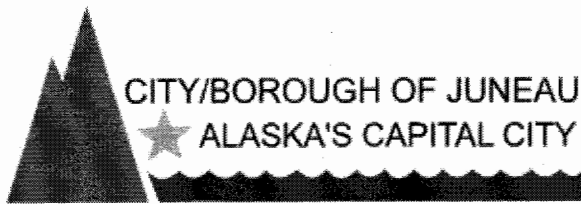
LEGEND: A – Absent / P – Present

*** Special Meeting; ** Retreat**

Total # of Seats: 9

Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Reappointed 1	Comments
Yes	Mr.	Norton	Gregory	Public		3/21/2011	1/31/2014	1/4/2010	3/21/2011	Tlingit-Haida Regional Housing Authority Manager - Housing Programs
Yes	Ms.	Shari	Partin	Public		3/21/2011	1/31/2014	1/4/2010	3/21/2011	Alaska Housing Development Corp. Program Coordinator
Yes	Ms.	Honey Bee	Anderson	Public		3/21/2011	1/31/2014	1/4/2010	3/21/2011	Powell Realty Inc. Associate Broker - Realtor
Yes	Mr.	Wayne	Coogan	Public		4/23/2012	1/31/2015	4/23/2012		Manager Coogan Construction Retired (Former Catholic Comm. Services Director)
Yes	Ms.	Rosemary	Hagevig	Public		2/1/2012	1/31/2015	1/4/2010	1/30/2012	General Manager Alaska Housing Development Corp.
Yes	Ms.	Tamara	Rowcroft	Public	Co-Chair	2/1/2012	1/31/2015	1/4/2010	1/30/2012	Branch Manager NC Machinery Co.
Yes	Mr.	Justin	Shearer	Public		2/1/2010	1/31/2013	1/4/2010		Attorney, Simpson Tillinghast & Sorensen, PC (Not applying for reappointment.)
Yes	Mr.	Stephen	Sorensen	Public		2/1/2010	1/31/2013	1/4/2010		Alaska Renovators, Inc.; Construction Worker (Not applying for reappointment.)
Yes	Mr.	Alan	Wilson	Public		2/1/2010	1/31/2013	1/4/2010		Assemblymember Term 10/2011-10/2014
Yes	Mr.	Jesse	Kiehl	Assembly Liaison	Liaison	n/a	n/a	n/a		CDD Senior Planner
Yes	Ms.	Beth	McKibben	Staff Liaison	staff liaison	n/a	n/a	n/a		Lands & Resources Specialist
Yes	Ms.	Jessica	Beck	Staff Liaison	staff liaison	n/a	n/a	n/a		

Juneau Affordable Housing Commission
3 seats for full terms
expiring 1/31/2016.



City and Borough of Juneau
155 S. Seward Street
Juneau, Alaska 99801
tel. 907-586-5240
fax 907-586-5385
<http://www.juneau.org>

CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Juneau Affordable Housing Commission Fact Sheet

Title: Juneau Affordable Housing Commission

Type of Board/Commission/Committee: Advisory

Affiliated Department: City Manager

Status: Active

Governing Legislation:

- Resolution 2506
- Resolution 2390 - Repealed by Res. 2506
- Date Created: January 08, 2007
- Sunset Date: N/A

To reference the general rules of procedure and informational booklet for all boards, please see the documents available on the General Board Information page.

Description: On December 2, 2006, the Assembly held an Affordable Housing Summit in a joint meeting of the CBJ Assembly, Planning Commission, and the Affordable Housing Coalition. As an outcome of that Housing Summit, the Assembly adopted Resolution 2390 creating the Juneau Affordable Housing Commission. The Commission was established for a three-year period beginning January 2007 to make recommendations to the CBJ Assembly, through the Lands Committee, on all aspects of affordable housing. The Commission became a continuing CBJ Commission on November 23, 2009 with Resolution 2506 which repealed Resolution 2390.

Membership: Nine members - The commission membership shall be drawn from the public, with appropriate expertise including, but not limited to, homelessness issues, land management, real estate, construction, financial, taxation, permitting, and energy and environmental efficiency to be appointed by the Assembly based on the recommendation of the Human Resources Committee. The commission may also include non-voting liaison members from the Juneau Homeless Coalition and other agencies of similar expertise, as needed.

Officers: Chair, Co-Chair, & Secretary

Quorum: 5

Term Limits: None

Annual Appointment Period (Annual Reports Due): January

Meetings: The Commission held its first meeting on February 8, 2007 and their meetings are scheduled for the second Tuesday of the month at 5:15 p.m. at the Juneau Economic Development Council Boardroom (612 Willoughby Ave.) unless otherwise advertised.

Special Facts:

Staff Contact: Lands & Resources Manager, Heather Marlow - 586-5252 - Heather_Marlow@ci.juneau.ak.us

Website: http://www.juneau.org/clerk/boards/Affordable_Housing_Commission/Affordable_Housing_Commission.php

[Back to List](#)

Presented by: The Manager
Introduced: 11/23/2009
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2506

A Resolution Reestablishing the Juneau Affordable Housing Commission for the Purpose of Removing the Sunset Date, and Repealing Resolution 2390.

WHEREAS, there is a public need for affordable housing in Juneau, housing for which a household pays no more than thirty percent of its gross income; and

WHEREAS, there is a public need to eliminate homelessness in this community; and

WHEREAS, the Assembly acknowledges the continued work of the Affordable Housing Commission and the Juneau Homeless Coalition; and

WHEREAS, affordable housing is not an isolated issue and should be considered in many aspects of the community and its municipal government; and

WHEREAS, there is expertise in the community willing to volunteer to work on these important issues; and

WHEREAS, the Assembly would like to tap that expertise and put it to work to identify and pursue public and private funding opportunities, advise the Assembly, and identify and advocate for regulatory, procedural and legal action in support of affordable housing; and

WHEREAS, the Assembly originally established the Juneau Affordable Housing Commission on January 8, 2007, through the adoption of Resolution 2390, with a three-year sunset date of January 31, 2010; and

WHEREAS, the Juneau Affordable Housing Commission finds that the work of the Commission needs to continue indefinitely; and

WHEREAS, at its meeting on November 2, 2009, the Human Resources Committee reviewed Resolution 2506 and recommended that it be forwarded to the Assembly for adoption.

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

Section 1. Affordable Housing Commission Reestablished. There is hereby reestablished the Affordable Housing Commission.

Section 2. Membership. The commission shall consist of nine members appointed by the Assembly to serve for three-year staggered terms; provided the terms of the initial commission members shall be as follows:

- (a) 3 members shall be appointed for a three-year term;
- (b) 3 members shall be appointed for a two-year term;
- (c) 3 members shall be appointed for a one-year term.

Commission members serving at the time of the adoption of this resolution shall serve out their terms.

The commission membership shall be drawn from the public, with appropriate expertise including, but not limited to, homelessness issues, land management, real estate, construction, financial, taxation, permitting, and energy and environmental efficiency to be appointed by the Assembly based on the recommendation of the Human Resources Committee.

The commission may also include non-voting liaison members from the Juneau Homeless Coalition and other agencies of similar expertise, as needed.

Section 3. Duties. The commission shall make recommendations to the CBJ Assembly through the Lands Committee, on all aspects of affordable housing.

Section 4. Staff Liaison. The Manager shall designate a staff liaison to the Commission.

Section 5. Procedure. The commission shall operate pursuant to the CBJ Advisory Board Rules of Procedure, as such may be amended from time to time.

Section 6. Repeal of Resolution. Resolution 2390 is hereby repealed.

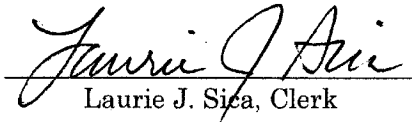
Section 7. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 23rd day of November, 2009.

A handwritten signature in black ink, appearing to read "Bruce Botelho", written over a horizontal line.

Bruce Botelho, Mayor

Attest:

A handwritten signature in black ink, appearing to read "Laurie J. Sica", written over a horizontal line.

Laurie J. Sica, Clerk

Juneau Affordable Housing Commission Annual Report

Period of January 1, 2010-March 1, 2011

Opening Statement

Based on the work undertaken by the Juneau Affordable Housing Commission this year, the Commission would like to emphasize a number of key findings at the outset of this report:

- (1) The affordable housing situation is more problematic than previously understood.
- (2) The effects of the lack of affordability resonate greatly throughout the entire community -- from businesses, professionals, and the community workforce populations to those that are low-income, have special needs, or are homeless.
- (3) The community needs to be extremely proactive in upcoming years to collaborate and create the type of housing units needed immediately and for the future. A failure to do so inhibits the prospects of economic growth and prosperity for the residents of Juneau.

Affordable Housing Commission History & Mission

On December 2, 2006, the Assembly held an Affordable Housing Summit in a joint meeting of the CBJ Assembly, Planning Commission, and the Affordable Housing Coalition. As an outcome of that Housing Summit, the Assembly adopted Resolution 2390 creating the Juneau Affordable Housing Commission. The Commission was established for a three-year period beginning January 2007 to make recommendations to the CBJ Assembly, through the Lands Committee, on all aspects of affordable housing. The Commission became a continuing CBJ Commission on November 23, 2009 with Resolution 2506 which repealed Resolution 2390.

Members

The Affordable Housing Commission consists of nine members, including:

- Alan Wilson, Chair;
- Norton Gregory, Vice-Chair;
- Stephen Sorensen;
- Honey Bee Anderson;
- Tamara Rowcroft;
- Justin Shearer;
- Rosemary Hagevig;
- Robert Banghart; and
- Shari Partin.

Liaisons to the Commission are Assembly member Karen Crane, Lands & Resources Manager Heather Marlow, and Scott Ciambor, Affordable Housing Coordinator at the Juneau Economic Development Council who serves as Secretary of the Commission.¹

¹ Appendix A: Affordable Housing Commission Attendance.

Major Accomplishments

In 2010, the Affordable Housing Commission focused on three areas of improvement: (1) **data collection** to help gain a better understanding of the local housing situation, (2) finding **additional funding and financing options** for the creation of affordable housing, and (3) creating a forum for the community that encourages **collaboration and the combination of assets**.

Juneau Housing Needs Assessment

The Affordable Housing Commission requested the completion of a housing needs assessment by the affordable housing coordinator at the Juneau Economic Development Council. The report consolidated demographic information, surveyed the housing stock, studied affordability, estimated local housing need by category, and included a set of recommendations for the future.

Some of the major findings included:

- Nearly 4000 households (10,124 residents) lack safe and affordable housing in Juneau.
- 62% of homeowners with income less than \$50,000 are mortgage-burdened. (900+ households)
- 56% of renters ages 65 and over are rent-burdened. (Pay more than 30% of their income to rent.)
- 85% of Juneau renters that earn less than \$35,000 are rent-burdened. (1100+ households)
- Median rental costs for a two-bedroom apartment, including utilities, are highest in Juneau. (\$1,155/month)
- In 2010, 8.2% of household units (966 of 11,740) were available for low-income, special needs, and homeless populations. To reach a 10% target used in many other communities, Juneau needs to build and support 208 new units of low-income special needs housing.
- In order to reach a 5% vacancy rate in all housing categories and meet current pent up demand, **343 total housing units are needed immediately, including 138 multi-family units and 205 single-family homes.**

The needs assessment has provided the Commission with the information necessary to create future housing strategies and to make recommendations to the CBJ Lands and Community Development Departments, the Planning Commission, and the CBJ Assembly.

The needs assessment has increased the dialogue between the CBJ and community developers with state and federal partners Alaska Housing Finance Corporation and the Department of Housing and Urban Development. It has also been presented to numerous local leaders and organizations, including the Alaska State delegation, the Juneau Chamber of Commerce, Southeast Alaska Building Industry Association, and is currently featured on numerous local realtor web pages.

A copy of the Juneau Housing Needs Assessment is available on the JEDC website at <http://jedc.org/affordablehousing.shtml>.

Juneau Affordable Housing Fund

From the outset, the Commission recognized that there weren't enough resources available for local affordable housing developers. A study commissioned by the U.S. Department of Housing and Urban Development, finds that nonprofit development deals involve, on average, 7.8 different sources of funding. (Bratt, 2006)

In Alaska, the amount of funding available through Alaska Housing Finance Corporation and the Department of Housing and Urban Development is limited and competitive – meaning local affordable housing developers must utilize their own funding streams and hope that their projects receive funding over other balance of state communities. (Outside of Anchorage) The result of this dynamic has been that local construction of affordable housing has been inconsistent and has not kept up with the needs of the community. By having an additional funding source through the JAHF, the desired effect is to give affordable housing developers the opportunity to use a local funding source for projects that meet current community needs and to create a competitive advantage for those developers applying to get state and federal funds.

With that said, the Juneau Affordable Housing Fund is a local housing fund with its own process and guidelines. Whereas most state and federal housing development funding targets low-income households (80% and below), the Commission recognized that the extent of the affordability issue in Juneau reaches beyond this range to the workforce and young professional housing range, up to 120% AMI. By extending this target range for the JAHF, this move allows an opportunity to attract funding for projects for housing development at higher income ranges and to spur innovation within the local community.

Each year, however, the Commission will be able to set priorities for the use of the Juneau Affordable Housing Fund. Round One priorities, based on the Juneau Housing Needs Assessment, are:

1. Use of capital to develop housing units (vs. capacity-building activities, operating expenses, or self-sufficiency assistance)
2. One bedroom rental units for low-income residents (50% AMI and below)
3. Long-term affordability (50+ years)

The Commission intends to utilize the Juneau Affordable Housing Fund in the upcoming year. Round One of the JAHF will include a Request for Proposal release to the public in March 2011.

The Commission will continue to search for potential resources and make recommendations to the CBJ on how to acquire more dollars to be put to use for affordable housing activities. These will likely include: (a) a percentage of future CBJ sales tax to be dedicated to the Juneau Affordable Housing Fund, (b) a direct request of Alaska Housing Finance Corporation for JAHF funds, (c) pursuit of an Alaska legislative allocation, and (d) outreach to private entities, foundations, or other donors that are willing to contribute to the JAHF.

The JAHF is the first housing trust fund in the state of Alaska. Within the state housing industry, the creation of the JAHF is looked upon favorably and a few communities are looking to set-up similar arrangements in their parts of the state.

Information on the Juneau Affordable Housing Fund is available on the JEDC website at <http://jedc.org/housing-fund.shtml>.²

Recommendations on local, state, and federal housing policies

In upcoming years, the Commission envisions providing more recommendations, especially on the local level to the Lands Committee, the Assembly, and the Planning Commission, now that the true nature of the affordable housing situation has been identified. The emphasis shifts to individual projects, long-range planning, and the development of affordable housing.

Recommendations from the past year include:

Local: The Commission made presentations on the results of the Juneau Housing Needs Assessment to the Committee of the Whole as well as a number of CBJ Departments, including the Lands and Community Development departments. The presentations highlighted the projected housing need and recommendations included in the report. The Commission recommended that this information be utilized throughout the CBJ.

The Commission recommended that the Public Works and Facilities department include a \$1.5 million state allocation to the Juneau Affordable Housing Fund. This request was included on the list of State funding priorities.

In January 2011, the Commission recommended that the Public Works and Facilities Committee direct \$250,000 from the Capital Improvement Program (CIP) to the Lands Department to create initial plans to develop CBJ-owned property above Dzantik'I Heeni middle school. The recommendation was accepted.

State: For the past two years, the Commission has made recommendations to the CBJ Assembly on the Consolidated Housing and Community Development Plan for the State of Alaska. This plan establishes the guiding principles on how

² Appendix B: Preliminary Application draft for the Juneau Affordable Housing Fund

funds are distributed in the balance of state (outside of Anchorage) for the Community Development Block Grant program, Emergency Shelter Grants (ESG), the Home Investment Partnerships Program (HOME), as well as for smaller low-income housing and homeless programs.

Considering that the amount of funding to be distributed around the state is small (\$6.2 million in FY2011) and that the affordable housing needs within the state are so diverse, it is important that the CBJ consistently provides feedback and input on this plan. In the past, the guiding principles and other programmatic details have not been favorable to Juneau and only a handful of local housing developers may have taken the time to comment. This formalized process and endorsement by the CBJ Assembly will be more impactful.

Federal: The Commission has tracked the progress of the National Housing Trust Fund and recommended that the Assembly encourage the Governor of Alaska to accept funding for this program when it becomes available. The Juneau Affordable Housing Fund has been arranged to eventually receive funds from this national program.

Alaska Coalition on Housing and Homelessness Conference

Two Affordable Housing Commissioners (Tamara Rowcroft and Shari Partin) and the affordable housing coordinator (Scott Ciambor) were in attendance at the 2010 statewide conference in Anchorage. Five members from local social service providers and housing agencies were also in attendance.

The affordable housing coordinator presented an update on the progress of the Affordable Housing Commission as well as the efforts of the Juneau Homeless Coalition. A seminar was also held on the establishment of the Juneau Affordable Housing Fund. Scott was named to the board of the Alaska Coalition on Housing and Homelessness.

The Alaska Coalition on Housing and Homelessness is looking to take on greater responsibility for these issues throughout the State. It will be important that members of the Juneau housing community continue to have a strong presence within this organization in order to get local funding and policy concerns addressed on the statewide level.

Guest Speakers

The Commission tries to ensure that its work and especially the monthly meetings are viewed as an open forum where members of the community can bring potential housing problems, development issues, or ideas for collaboration.

In the past year, some of the speakers at Commission meetings have included:

- Colleen Bickford, Department of Housing and Urban Development
- Mary Marks, resident, Fair Housing/Condition of housing concern

- Bruce Griggs, local developer & contractor
- Dr. Blake Kazama, Tlingit-Haida Regional Housing Authority
- Zoe Morrison, Sheinberg Associates, Willoughby District Redevelopment Plan

Role of the Affordable Housing Coordinator

The affordable housing coordinator position has been vital to the Commission as it continues to pursue its work. Some of the essential tasks covered in the past year:

- **Secretary to the Commission:** Provided support to the Chair, notes and minutes for the Commission, and completed other various requests.
- **Writing, Research, and Analysis:** Handled the majority of writing, research and analysis involved with the Juneau Housing Needs Assessment, the Juneau Affordable Housing Fund, and the policy recommendations sent to local, state, and federal agencies. This background work guided the Commission's decisions on each of these issues, allowing the Commission to be proactive.
- **Spokesperson and Information Resource:** Helped to disseminate the work of the Commission to the Assembly and CBJ staff, state policymakers, and the general public. Meetings have been held with members of the state delegation, presentations made at the Alaska Coalition on Housing and Homelessness, and a booth set-up at the 2011 Homeshow.
- **Co-Chair of the Juneau Homeless Coalition:** Assisted member organizations of the local Continuum of Care, those agencies responsible for providing low-income, supportive housing in the community and the annual Point In Time Homeless (PIT) Count. Facilitated monthly meetings and assisted in planning the Project Homeless Connect event that coincides with the PIT count.

Future Steps and Recommendations

The Commission looks forward to building on the foundation of work from the previous year. A look at some of the priorities for the Commission:

- **Affordable Housing Coordinator:** Maintain the affordable housing coordinator position to help monitor the local housing situation, to participate within the state and federal housing policy arenas, to manage the Juneau Affordable Housing Fund, and to continue to highlight trends in overall housing need.
- **Juneau Affordable Housing Fund:** The goal is to begin operation of the JAHF with a Round One funding round and to continue to look at the acquisition of resources, including a dedicated local revenue source.
- **Planning for affordable housing:** The Commission wants to ensure that affordable housing concerns are included in any future planning dialogue for the CBJ, including the update of the Land Management Plan and any CBJ-owned property that will be developed in the future.
- **Investigation of other affordable housing strategies:** The Commission intends to look at more affordable housing strategies, those that include further and potential measures for the CBJ to take to keep down the costs of development.

The Commission thanks the CBJ for the opportunity to work on such an important problem in our City and hopes to provide more direction to the Assembly in the coming year.

Appendix:

A. Affordable Housing Commission Attendance

B: Juneau Affordable Housing Fund – Preliminary Application draft

Affordable Housing Commission 2010 Attendance

Member	12-Jan	2-Feb	9-Mar	30-Mar	20-Apr	11-May	1-Jun	6-Jul	3-Aug	7-Sep	12-Oct	16-Nov
Robert Banghart	x	x	x	x	x	x	C	x	A	x	x	A
Honey Bee Anderson	x	x	x	x	x	A	C	x	x	x	x	x
Rosemary Hagevig	x	x	x	x	x	x	C	x	x	x	x	x
Tamara Rowcroft	x	x	x	x	x	x	C	x	x	x	x	x
Justin Shearer	A	x	x	x	A	x	C	x	x	x	x	x
Alan Wilson	x	A	x	x	x	A	C	x	x	A	x	x
Shari Partin		x	x	x	x	x	C	x	x	x	x	x
Stephen Sorenson	x	x	A	x	x	x	C	A	A	x	x	A
Norton Gregory		x	x	x	x	x	C	x	x	x	x	x
	Work Session											

x- in attendance

y- attended but meeting not held because of no quorum to start meeting

A - absent

c- cancelled meeting in advance because of no quorum

grey cell - vacant seat

All meetings held at Juneau Economic Development Council (JEDC) Conference Room on the 2nd Tuesday of the Month unless otherwise noted.

Affordable Housing Commission 2011 Attendance

Member	18-Jan	8-Feb	8-Mar	12-May	10-May	14-Jun	12-Jul	9-Aug	13-Sep	11-Oct	8-Nov	13-Dec
Robert Banghart	x	x										
Honey Bee Anderson	x	x										
Rosemary Hagevig	x	x										
Tamara Rowcroft	x	x										
Justin Shearer	x	x										
Alan Wilson (Chair)	x	x										
Shari Partin	x	x										
Stephen Sorenson	x	x										
Norton Gregory (Co-Chair)	x	x										

x- in attendance

y- attended but meeting not held because of no quorum to start meeting

A - absent

c- cancelled meeting in advance because of no quorum

grey cell - vacant seat

All meetings held at Juneau Economic Development Council (JEDC) Conference Room on the 2nd Tuesday of the Month unless otherwise indicated



Juneau Affordable Housing Fund

Notice of Preliminary Application

Juneau Affordable Housing Fund Funding Round I

Issued by:

Informational Meeting:

Deadline for Questions:

_____, Noon at
JEDC Conference Room
612 W. Willoughby Ave. Ste. A
Juneau, Alaska 99801

April 20 (Tentative)

Deadline for Preliminary Applications: (May 9 – Tentative), 4:30 p.m., Alaska Time

Note: Late submittals will not be accepted.

Applicants that do not submit a preliminary application will not be eligible for this round of funding.

Contact: Scott Ciambor, Affordable Housing Coordinator at JEDC

Phone: (907) 523-2338

Email: sciambor@gmail.com

FY 2011 Preliminary Application

Overview

In June 2011, the City and Borough of Juneau will announce the FY 2011 Notice of Funding Availability (NOFA) for its Juneau Affordable Housing Fund Program (JAHF). The purpose of the JAHF program is to provide low-interest rate loans and grants to non-profit organizations, public housing authorities, and profit-motivated entities for the creation and rehabilitation of affordable housing, or housing-related services.

The application process for a JAHF award involves two (2) steps. Applicants must complete (1) a *Preliminary Application* and (2) submit a *JAHF Application for Funding*. Reference materials and documents necessary to apply for the JAHF program can be found at <http://jedc.org/affordablehousing.shtml>.

Priorities for the Juneau Affordable Housing Fund – Round One, 2011

All projects that meet the general guidelines for the JAHF are eligible for funding. However, with limited resources available, the Affordable Housing Commission has established priorities that target pressing housing needs based on available data. Information from the 2010 Juneau Housing Needs Assessment indicates the following priorities for Round I of the Juneau Affordable Housing Fund:

I. Use of JAHF capital to develop housing units: Of the many eligible uses for JAHF funds, the Affordable Housing Commission prioritizes the use of Round One funding for capital costs for creation, acquisition, construction, rehabilitation, or preservation of affordable housing. Future funding rounds will be available for capacity-building activities, operating expenses, and self-sufficiency assistance once a dedicated revenue source has been identified.

II. One-bedroom rental units for low-income residents (50% AMI and below):

With an overall pent up housing demand of 343 housing units (138 apartment units, 205 single-family homes), as well as a 2010 Point in Time Homeless Count number of 537 persons who are homeless, it is essential to encourage high-density, high volume housing to meet optimal 5% vacancy rates for one and two-bedroom apartments.

85% of renters that have incomes less than \$35,000 (50%AMI or Low-Income), approximately 1200 Juneau households, are rent-burdened. This means the lack of affordable housing weighs heaviest on these households -- working poor, fixed income, youth, special needs, veterans, seniors. The greatest impact of JAHF funds would be for the creation and development of one-bedroom apartment units targeting these low-income populations.

III. Long-Term Affordability: Given Juneau's history of a lack of affordable housing, land constraints, and the complex financing involved in putting together affordable housing projects, it is essential that units created using JAHF funds are affordable for as long as possible. At the minimum, units newly created or rehabilitated should have a 50-year term of affordability. Ideally, covenants would be longer -- even permanently affordable.

Timeline for the Juneau Affordable Housing Fund Application Process

I. Preliminary Application process

- Release of Preliminary Application Notice – (March 28)_____
- Informational Meeting – ____ (April 5)_
- Deadline for Questions – (April 20)
- Deadline for Preliminary Application – (May 9)
- Affordable Housing Commission Review – (May 10, May 17?)
- Feedback & Notice of Invitation to Apply for JAHF Funding – (May 24, 2011)

II. JAHF Application for Funding – Funding Round One

- Notice of Funding – (June 1)
- Deadline for Questions – (June 22)
- Deadline for Funding Round One Application – (July 4)
- Affordable Housing Commission Review – (July 12)
- Notice of Funding Award – July 29, 2011

Round One Funding Awards

Currently, there is \$400,000 available in the Juneau Affordable Housing Fund. Until a dedicated revenue source is established, the Affordable Housing Commission has set the following parameters for JAHF funding in Round One:

- 65% of JAHF funds will be available for award in Round One. (\$260,000)
- The maximum award available for an individual applicant is \$150,000.
- 5% of JAHF funds are available for grants. (\$13,000)
- The rest of JAHF funds are available as low-interest loans.

Purpose of Preliminary Application

The purpose of the preliminary application process is to provide sufficient information to the Juneau Affordable Housing Commission (AHC) about potential qualifying project proposals.

The CBJ Affordable Housing Commission envisions the use of JAHF funds for **gap financing** that will strengthen affordable housing project proposals that compete for other state and federal housing development resources. The preliminary

application process gives the AHC the opportunity to evaluate key aspects of the proposal to see if the proposed project will meet certain basic thresholds and thus be a viable candidate for awards from other funding sources.

The preliminary application process enables the AHC to evaluate the following aspects of the project proposal:

- Sufficient capacity and experience has been demonstrated to develop and operate the proposed project.
- Market feasibility: Is there sufficient need/or demand for the project? Does the project focus on the AHC Priorities for JAHF Round One Funding?
- Whether or not changes to the project design, scope, and/or funding mix are necessary or would be recommended by the Commission.
- Performance of all entities participating in the project team will be reviewed, including prior work history and references.

The preliminary application process will allow potential applicants to receive feedback on their project proposal prior to completion of the *JAHF Application for Funding*.

The deadline for completion of a Preliminary Application is 4:30 p.m. on March 31, 2011. If you are not planning to complete and submit a *JAHF Application for Funding – Round One*, do not complete this preliminary application.

Please provide six (6) copies of your Preliminary Application and submit them to:

Scott Ciambor
CBJ Affordable Housing Coordinator
Juneau Economic Development Council
612 W. Willoughby, Ste. A
Juneau, Alaska 99801
Phone: (907) 523-2338
Fax: (907) 463-3929
sciambor@jedc.org

Juneau Affordable Housing Fund

FY2011 Preliminary Application

1. Applicant Identification

TYPE: ☐ Non-profit ☐ Public Housing Authority ☐ Limited Partnership
☐ For-profit ☐ Limited Liability Corporation ☐ CHDO
☐ Other (specify): _____

Applicant: _____

Address: _____

City: _____ State _____ Zip: _____

Phone: () _____ Fax: () _____

Email: _____

Executive Director: _____

Federal I.D. or Social Security Number: _____

Contact Person for Award Notification: _____

I, the _____ (title) of the organization, am authorized to sign for the applicant and certify that the information contained in this application is correct and accurate.

Signature _____ Date _____

2. Juneau Affordable Housing Fund - Anticipated Funding Request

JAHF amount requested: (a)\$ _____ Total project cost (b)\$ _____
 (NOT TO EXCEED \$150,000 OR NECESSARY GAP FUNDING)

TENURE TYPE	ACTIVITY TYPE	
☐ Rental	☐ Capital (CHOOSE BELOW)	☐ Non-capital (MUST BE RELATED TO SPECIFIC PROJECT LISTED IN APPLICATION)
☐ Homeownership (MAX \$30K per unit)	☐ New Construction	☐ Operating Expenses
☐ Homeowner Occupied Rehab (MAX \$30K/unit)	☐ Rehabilitation	☐ Capacity Building
	☐ Preservation	☐ Self-
	☐ Acquisition	sufficiency/Supportive Services

Other Anticipated Funding Requests:

Source	Amount requested (in \$)	Amount requested (in \$)
Alaska Housing Finance Corporation LIHTC Program		
Alaska Housing Finance Corporation HOME Program		
Alaska Housing Finance Corporation Other Programs:		
Other Funding Sources: (Federal/State grants)		
Loans:		
Other:		
Total Funds Requested or Awarded	\$	\$

3. Project and Unit Information

Unit Type	Total # of Units	Unit Size (Sq. Ft.)	Total Unit Area: Garage + Unit Size	# Less than 30% Median Income	# Less than 50% Median Income	# Less than 60% Median Income	Market Rate Units
SRO							
Efficiencies							
1 Bedroom							
2 Bedroom							
3 Bedroom							
4 Bedroom							
5 Bedroom							
Total Units							

Residential Square Footage			
Total Floor Area			Manager's Unit included? _____

Development Design #Units #Buildings ☐ Detached Single Family _____ ☐ Townhouse _____ ☐ 2-, 3-, 4-plex _____ ☐ Multi-Family _____ ☐ Scattered Sites _____ # of scattered sites _____	Other Amenities: ☐ Units contain Washer/Dryer Appliances ☐ Units contain Washer/Dryer hook-ups only ☐ Common Laundry with: _____ washers and _____ dryers. ☐ Covered parking spaces: # _____ ☐ Uncovered parking spaces: # _____ ☐ Other amenities: _____
--	---

4. Project Site Information

Project Street Address: _____

Project's Complete Legal Description:

Site Size (Indicate acres or square feet): _____

Current Site zoning: _____

Is the site properly zoned for the project? ☐ Yes ☐ No

If no, is rezoning in process? ☐ Yes ☐ No

Estimate how long rezoning will take _____

Are all utilities available at the site? ☐ Yes ☐ No

If no, which utilities need to be brought to the site? _____

Estimate the cost to bring utilities to the site: _____

Is road access currently available to the site? ☐ Yes ☐ No

If no, estimate the cost to bring necessary road to the site: _____

Property Site Control	Property Status
Property Site Control will be evidenced at time of application by: ☐ Deed (Applicant holds title to property) ☐ Executed Purchase Contract Expiration date of contract: _____ ☐ Option to Purchase Expiration date of option _____ ☐ Long term lease – Expiration date of long-term lease (no sooner than 50 years after expected completion date): _____ ☐ Other: _____	Property Status: ☐ Improved ☐ Unimproved If improved, is property: ☐ Occupied ☐ Unoccupied If occupied, property is occupied by: ☐ Owner ☐ Tenant (household or business)

5. Development and Management Team

Development Team Member	Qualifying Experience	References: Email, Telephone
Developer:	Please demonstrate at least three (3) years of experience.	
Project Sponsor:	Can the project sponsor provide at least two years of audited or un-audited financial statements in their JAHF application? Yes or No:	
Property Manager:	Please demonstrate at least three years of successful property management experience.	

Team Position	Name and Organization	Telephone Number and Email
General Contractor		
Architect		
Structural Engineer		
Mechanical Engineer		
Electrical Engineer		
Tax Attorney		
Consultant		
Accountant		

6. Project Description

On a separate piece of paper, please provide a brief description of your project. Include the name of the project and sponsor, as well as the following information:

1. Discuss the nature of the development proposal.
2. Describe the target population to be served by the project.
3. Describe the anticipated timeline for the project development.
4. List the proposed/anticipated funding partners.
5. Are there any other anticipated partners who will participate in this project? If yes, please describe these partners and the roles they will play in the project.
6. Describe any challenges to the project proposal that have been overcome to date.
7. Describe the project design.
8. Describe any amenities that will be available to households at the proposed project when completed.
9. Describe any special project services and features.

7. Project Need

Answer the following questions to help determine the basis for the applicant request for JAHF funding.

1. Has the applicant consulted the Juneau Housing Needs Assessment as a resource? If so, please describe the identified community need the project proposal is targeting.
2. Has the applicant conducted its' own needs assessment or market study? If so, please describe:
3. If the answer to #2 is yes, please attach a copy of the results of the needs assessment.
4. Please describe any additional evidence available to substantiate the economic demand and need for the proposed project: