





# CITY/STATE PROJECT AND LAND ACTION REVIEW APPLICATION

See reverse side for more information regarding the permitting process and the materials required for a complete application.

**NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.**

To be completed by Applicant

**PROJECT SUMMARY**  
 Requesting to purchase roughly 3,000 square feet in order to subdivide and create an ocean front lot with street access.

**TYPE OF PROJECT REVIEW:**  
 City Project Review     City Land Acquisition /Disposal     State Project Review

**PROJECT NUMBERS ASSOCIATED WITH PROPOSAL:**  
 Is this project associated with any other Land Use Permits?     YES Case No.: \_\_\_\_\_     NO  
 Capital Improvement Program # (CIP) \_\_\_\_\_  
 Local Improvement District # (LID) \_\_\_\_\_  
 State Project # \_\_\_\_\_

**ESTIMATED PROJECT COST: \$** \_\_\_\_\_

**ALL REQUIRED MATERIALS ATTACHED**  
 Complete application  
 Pre-Application notes (if applicable)  
 Narrative including:  
      Current use of land or building(s)  
      Proposed use of land or building(s)  
      How the proposed project complies with the Comprehensive Plan  
      How the proposed project complies with the Land Use Code (Title 49)  
 Site Plan (details on page 2)

**NOTE: This application is required even if the proposed project is associated with other Land Use permits.**

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

CITY/STATE PROJECT FEES	Fees	Check No.	Receipt	Date
Application Fees	\$ <u>100</u>			

*\$100 sign deposit  
\$50 sign fee*

This form and all documents associated with it are public record once submitted.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number <i>CSP22-002</i>	Date Received <i>5/31/22</i>
---------------------------------	---------------------------------

*PAD22-cc1*

## City/State Project and Land Action Review Information

City and State project review is outlined in CBJ 49.15.580

Each application for a City/State Project is reviewed by the Planning Commission at a public hearing. The permit procedure is intended to provide the Commission the flexibility necessary to make recommendations tailored to individual applications.

**Application:** An application for a City/State Project Review will not be accepted by the Community Development Department until it is determined to be complete. The items needed for a complete application are:

1. **Forms:** Completed City/State Project Review Application and Development Permit Application forms.
2. **Fees:** No fee required for projects that cost less than \$2.5 million. For projects costing more than this amount, the fee is \$1,600.00. All fees are subject to change.
3. **Project Narrative:** A detailed narrative describing the project.
4. **Plans:** All plans are to be drawn to scale and clearly show the items listed below:
  - a. Plat, site plan, floor plan and elevation views of existing and proposed structures and land;
  - b. Existing and proposed parking areas, including dimensions of the spaces, aisle width and driveway entrances;
  - c. Proposed traffic circulation within the site including access/egress points and traffic control devices;
  - d. Existing and proposed lighting (including cut sheets for each type of lighting);
  - e. Existing and proposed vegetation with location, area, height and type of plantings; and,
  - f. Existing physical features of the site (i.e. drainage, eagle trees, hazard areas, salmon streams, wetlands, etc.)

**Document Format:** All materials submitted as part of an application shall be submitted in either of the following formats:

1. Electronic copies in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif, .xlm, .rtf (other formats may be preapproved by the Community Development Department).
2. Paper copies 11" X 17" or smaller (larger paper size may be preapproved by the Community Development Department).

**Application Review & Hearing Procedure:** Once the application is determined to be complete, the Community Development Department will initiate the review and scheduling of the application. This process includes:

**Review:** As part of the review process the Community Development Department will evaluate the application for consistency with all applicable City & Borough of Juneau codes and adopted plans. Depending on unique characteristics of the permit request the application may be required to be reviewed by other municipal boards and committees. Review comments may require the applicant to provide additional information, clarification, or submit modifications/alterations for the proposed project.

**Hearing:** All City/State Project Review Permit Applications must be reviewed by the Planning Commission. Once an application has been deemed complete and has been reviewed by all applicable parties the Community Development Department will schedule the requested permit for the next appropriate meeting. The Planning Commission will make a recommendation based on staff's analysis and forward it to the Assembly for final approval/denial.

---

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

# MEMORANDUM

CITY/BOROUGH OF JUNEAU

Lands and Resources Office  
155 S. Seward St., Juneau, Alaska 99801  
Dan.Bleidorn@juneau.org  
(907) 586-5252

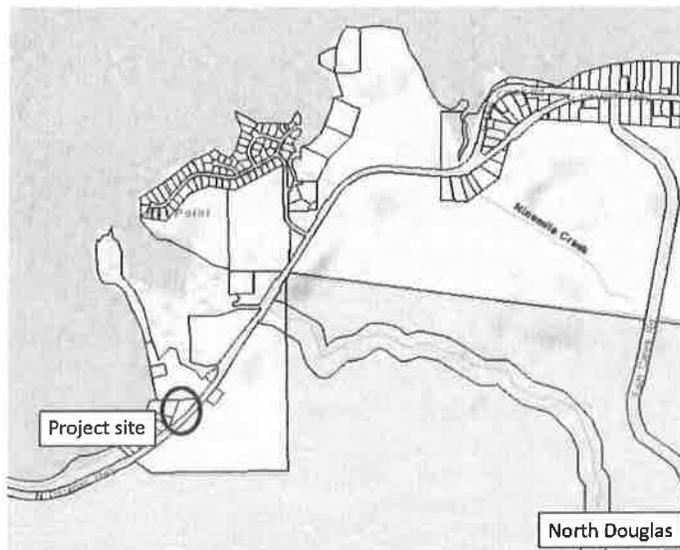
**TO:** Michelle Hale, Chair of the Assembly Lands Housing and Economic Development Committee

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

**SUBJECT:** Reiswig Request to Purchase City Property adjacent to 11260 Douglas Highway

**DATE:** April 28, 2022

The Lands Office has received a request to purchase city property from Jon and Susanne Reiswig, the owners of 12260 Douglas Highway. The Reiswigs propose to purchase a fraction of the adjacent City property in order to subdivide their lot. According to the application, there is currently insufficient land to access the highway so they are requesting around 1,400 square feet of City property.



The City property is a large 92-acre parcel transected by Douglas Highway, with the sub-parcel created by the Highway is 1.5 acres. The requested property is managed by Lands and the 2016 Land Management Plan designated this property as retain/dispose. The Plan also states that this property could be utilized for a future residential subdivision. The northern part of the City property has Fish Creek running through it and is designated as retain in the Plan.

## **53.09.260 - Negotiated sales, leases, and exchanges.**

(a) *Application, initial review, assembly authority to negotiate.* Upon application, approval by the manager, and payment of a \$500.00 fee, a person or business entity may submit a written proposal to lease, purchase, exchange, or otherwise acquire City and Borough land for a specified purpose. The proposal shall be reviewed by the assembly for a determination of whether the proposal should be further

considered and, if so, whether by direct negotiation with the original proposer or by competition after an invitation for further proposals. Upon direction of the assembly by motion, the manager may commence negotiations for the lease, sale, exchange, or other disposal of City and Borough land.

The next step in the process is for this application to be forwarded to the Assembly as New Business to make a determination under 53.09.260. In order to dispose of this property, the Assembly must adopt an ordinance authorizing the sale after the Planning Commission has had the opportunity to review it.

**Staff request that the Lands, Housing and Economic Development Committee forward this application to the Assembly with a motion of support for disposal of City property to Jon and Susanne Reiswig.**

Attachments:

1. Jon and Susanne Reiswig Applicant to Purchase City Property



## Application to Purchase City and Borough of Juneau Lands

### Applicant Information

**Business / Individual \***

Jon A. & Susanne L. Reiswig

**Address \***

11260 north douglas hwy.

**Street Address**

Juneau

**City**

AK

**State / Province / Region**

99801

**ZIP / Postal Code**

**Phone \***

(907) 586-3821

**Email**

salmoncreekmedical@gci.net

Add Another Business/Individual

### CBJ Land Information

The CBJ Assessor's Database will provide information regarding site address and legal description. The CBJ Parcel Viewer tool can provide necessary maps needed to complete this application.

**Site Address \***

11260 North Douglas Hwy. Mile 8.75

**Legal Description \***

6D1201120080 USS3559 Lt.2

**Provide Brief Description of Your Proposal \***

I want to develop lot 2 USS 1369. I need highway access on North Douglas Hwy. I propose purchasing a small segment of city land adjacent to tract D of Entrance Pt. Subdivision. The city land is adjacent to the south side of the present driveway (lot 1 USS 3281. There is insufficient land to access the highway for lot 2

**Provide a Map of CBJ Land you wish to Purchase \***

No file selected.

Accepted file types: pdf, Max. file size: 50 MB.

**Have you mailed the \$500.00 filing fee? \***

- Yes
- Not Yet

Applications can only be processed when the \$500 fee is received. All checks are made out to "The City and Borough of Juneau" and can be sent to:

*The City and Borough of Juneau  
Attn:Lands and Resources Division  
155 S. Seward St.  
Juneau, AK 99081*

**Additional Comments for CBJ Staff to Consider**

Notify as my representative JW Bean 907723 3610

**Upload Supporting Documents (optional)**

Drop files here or



Accepted file types: pdf, doc, docx, Max. file size: 50 MB.

**"By submitting this form, I agree all information is accurate. Submission of this request is NOT approval by the City and Borough of Juneau. I understand that staff will review my application and follow up with questions. Once staff have reviewed my application, ultimate determination of my request to purchase City property will be made by the City Assembly."**

**Legal Representative of Business / Individual \***

Jon

First

Reiswig

Last

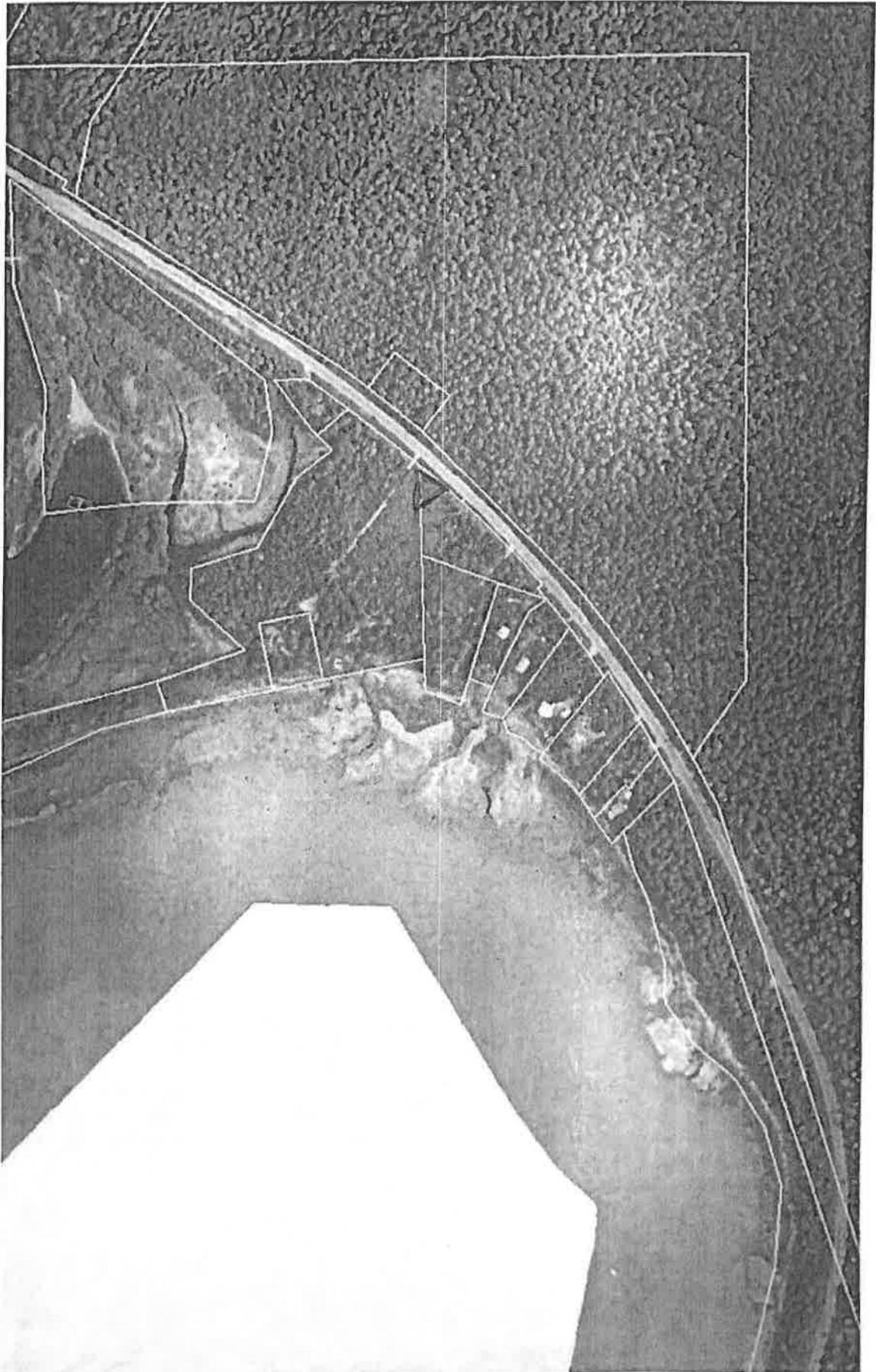
**CAPTCHA**

I'm not a robot

reCAPTCHA  
Privacy - Terms

SUBMIT





# Lands, Housing & Economic Development Committee

May 02, 2022



## Reiswig Request to Purchase City Property adjacent to 11260 Douglas Highway

---

- The Lands Office has received a request to purchase city property from Jon and Susanne Reiswig, the owners of 12260 Douglas Highway.
- The Reiswigs propose to purchase a fraction of the adjacent City property in order to subdivide their lot.
- According to the application, there is currently insufficient land to access the highway so they are requesting around 3,000 square feet of City property.

# Reiswig Request to Purchase City Property adjacent to 11260 Douglas Highway

---

- The City property is a large 92-acre parcel transected by Douglas Highway.
- The requested property is managed by the Lands Division and the 2016 Land Management Plan designated this property as retain/dispose.
- The northern part of the City property has Fish Creek running through it and is designated as retain in the Plan.







# Reiswig Request to Purchase City Property adjacent to 11260 Douglas Highway

---

**Staff request that the Lands, Housing and Economic Development Committee forward this application to the Assembly with a motion of support for disposal of City property to Jon and Susanne Reiswig.**