



Project Planning: Attachment B Project Development Form

This form is to be used to document project planning and approval to assure that: project options are well-considered; the best option is put forward; initial and continuing costs and funding are addressed; and that Council approval has been given for implementation. Use this project scoping form with the Project Planning and Approval Process Flow Chart.

Answer the questions that pertain to your proposed project. Attach additional narrative pages if necessary. Type in the electronic form using as much space as you feel is necessary.

Part 1. Project Identification

Name of project: **Old Post Office Building Renovation Phase 2**

Department: **Administration**

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Phone: **697-2451**

Part 2. Project Scope refers to a project's size, goals, and requirements. It identifies what the project is supposed to accomplish and the estimated budget (of time and money) necessary to achieve these goals. Changes in scope will need Council approval.

1. What is the project?

■ Background:

About two years ago, the City of Gustavus began a project to restore the WW2 era building on Gustavus Road across from the School. Since the 1970s, the structure served as the Gustavus Post Office and then as a preschool. After becoming City property through municipal entitlement at incorporation, the City used it as cold storage, but the appearance of the site deteriorated. The building, seemingly abandoned in overgrown brush, made a poor impression on residents and visitors alike.

In 2022, the City Council appropriated \$10,000 toward upgrading the site's appearance and to put the building into productive use. A civil contractor cleared brush, bladed uneven ground over an old septage crib, and planted new grass. An electrical contractor installed new electric service, re-wired the building, and installed new outlets and lighting fixtures. The City leased the building to a private bike repair business with a rent-free period, during which the proprietor agreed to clean up the building interior, complete initial repairs, drawing from the budget appropriated by the city to enable the business to start up. The initial interior work is substantially complete, and the rear exterior entry has been replaced using that budget. The initial appropriation has been fully applied. In addition to the agreed work, the proprietor also installed a heat pump, provided by the city through a separate grant.

The business proprietor now pays the full negotiated rent, maintains the exterior grounds and continues to make small improvements toward improving the utility and appearance of the structure and site. A feature of the business is to engage students in skill development, bike repairs and maintenance.

• What are its goals and objectives?

Several tasks remain to complete the work to make the site an attractive complement to its city ownership. The original (1942?) cedar siding shingles need to be replaced. The 2-3 lower courses are severely deteriorated and the courses above are in poor condition for repainting.

Because new cedar materials are now very expensive and would also need to be painted, we would replace all the siding (1200 ft²) with pre-coated look-alike, faux-cedar, vinyl shingles (e.g. The Foundry Staggered Shake Siding – Rustic Cedar Look). We would choose white for the color to match the original color of the historic structure. Alternatively, we could choose red color similar to how the existing shakes were painted more recently. The dilapidated front entry structure facing Gustavus Road needs to be replaced. Several cracked or broken windowpanes need to be replaced. The business proprietor proposes to do the work to install a 580 ft² ceiling of locally-purchased spruce or hemlock boards under the exposed vapor barrier. The city would purchase the lumber for the ceiling. The site appearance would be greatly improved with an entry walkway and landscaping by a local contractor. Building identification signage and perhaps a display of the history of the building would be integrated with the landscaping.

- Who/what will be aided by this project? Who are the targeted stakeholders/customers? Our town will benefit from having a historic building in the center of the community fully restored to an attractive and productive site. The site is among the first to be seen by visitors arriving by plane. The City owns the site and *is responsible for its appearance and utility*, so the upgrade reflects well on the City of Gustavus.
- Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey? No survey is needed.
- What is NOT covered by this project? What are its boundaries? The project will not restore the old bathroom or water system that once served the Post Office facility decades ago. There is no septic system or water supply, but the existing business does not need them. Also, the site is probably too small to accommodate both a water well and onsite septic system.

2. Why is the project needed?

- What community problem, need, or opportunity will it address? See background statement above.
- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address? See background statement above.

3. Where did the idea for this project originate? (Public comments, Council direction, committee work?) The project has been discussed at times by the council and administration nearly since incorporation.

4. Is this project part of a larger plan? (For example, the Gustavus Community Strategic Plan, or committee Annual Work Plan?) It is not.

5. What is your timeline for project planning?

- By when do you hope to implement the project? The project will begin as soon as funding is confirmed and could be completed by Spring 2026, depending on contractor availability.
- Will the planning or final project occur in phases or stages? Planning and execution will be continuous until the work is done, and the City is happy with the appearance and utility of the building and site.

6. What is your budget for the planning process? Will you be using a consultant? **Planning is being done inhouse and no consultant is needed. However, the NPS historical structures expert has been a helpful advisor on how to put the building into modern use while maintaining its original historic character.**

7. What is your rough estimate of the total cost of the planning and final product? At the least, please list cost categories. See Part 4. (Ques. 4-8) and Part 5 (Budget) for guidance.

a. Replace front entry structure maintaining original historic nature:	\$2,000
b. Replace siding shingles (1200 ft ²): matls \$6200, lbr \$5000:	\$11,200
c. Paint trim:	\$1,000
d. Install interior ceiling (580 ft ²) using locally sawed lumber:	\$820
e. Replace cracked windowpanes:	\$200
f. Exterior entry walkway, landscaping, bench by willow shrub:	\$3,000
g. Signage and historic display:	\$1,500
h. Contingency (unexpected items or opportunities):	\$2,000
Total:	\$21,720

Note: This is indeed a rough estimate. The siding shingles are priced per a seller's website. We have a price for the required square footage of ceiling lumber from a local mill. I don't have actual quotes on labor for building the exterior entry for installing the siding shingles, painting trim, replacing cracked windows, exterior entry walkway, landscaping, and the signage and historic display. I have guessed at those. We will only know for sure when we get actual quotes after the project is approved and funded sufficiently to proceed.

Parts 3 - 6. Project Investigation and Development

Parts 3.—6. refer to social, environmental, and financial impacts of various options. These questions will help you document your consideration of alternatives and your choice of the option providing the best value for the community. Your goal is to generate alternatives and make a recommendation from among them. Return to Part 3., "Summary" after applying Parts 4.—6.

Summary:

1. What alternative approaches or solutions were considered? Make a business case for your top two or three options by discussing how effectively each would fulfill the project goals, and by comparing the economic, social, and environmental costs vs. benefits of each one.

- a. One option is to do nothing and leave the building looking in disrepair.
- b. For the siding I considered using cedar shingles at over twice the cost and having to paint them.
- c. We could skip the walkway, landscaping, and signage.

2. What solution was chosen as the best and why is it the best?

I hope to do the most finished job possible in a single project so the building will have an attractive appearance that reflects well on the City immediately and for decades to come. It won't require continuing work in the coming years. The cedar shingles were unnecessarily expensive and would require costly painting and future maintenance. The faux-cedar vinyl shingles will give the same historical look with much lower initial and future cost. The lot already looks much better due to the brush clearing, leveling,

and grass planting done in the first phase. Finishing it out with a new walkway (possibly of crushed rock or plastic decking like the walkway in the Salmon River Park), a few more colorful plantings, a building name sign identifying the City's ownership, a bench in front of the willow, and a small historical kiosk or similar display would be the icing on the cake. Our city should continue to upgrade the appearance of its facilities and parks to meet the goal of being a distinctive city, attractive to current residents, new commers, and visitors. This is a key opportunity. The money spent will be small compared to the long-term benefits.

3. Identify your funding source(s).

- How will the project be funded initially, and for its operating life?
Project will be funded by city capital appropriation. An alternative source would be an Endowment Fund grant. Lifetime maintenance will be funded by operating budget.
- Is there a matching fund requirement? No. Please provide details.

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

Will this project affect:	No	Yes (+/-)	Maybe
Environmental quality? (+ = impact is beneficial; - = harmful)			
• Climate change	X		
• Streams/groundwater quality	X		
• Air quality	X		
• Soils/land quality	X		
• Fish/wildlife habitat, populations	X		
• PFAS soil or water contamination	X		
• Plant Resources (timber, firewood, berries, etc)	X		
• Invasive or pest species	X		
• Natural beauty of landscape or neighborhoods		+	
• Neighborhood character		+	
• Noise or other environmental impacts	x		
• Environmental sustainability	X		
• Hazardous substances use	X		
• Community waste stream	X		
• Light pollution at night	X		
Recreational opportunities?			
• Public land use and access		+	
• Trails/waterways	X		
• Parks	X		
• Public assembly/activities			+
Education/training/knowledge & skill development?		+	
Public safety?	X		
Public health?	X		

Medical services?	X		
Emergency response?	X		
Economic performance & sustainability?			
• Employment of residents		+	
o Short-term (i.e. construction)		+	
o Long-term (operating and maintenance)		+	
• Cost of living reduction	X		
• Return on investment	X		
• Visitor opportunities/impressions/stays/ purchases		+	
• Competitive business environment	X		
• Support for existing businesses		+	
• New business opportunities	X		
• Economic sustainability		+	
• Attractiveness of City to new residents/businesses		+	
City government performance?			
• Infrastructure quality/effectiveness/reach (more people)		+	
• Existing services	X		
• New services	X		
• Cost of City services	X		
• Tax income to City		+	
Transportation?			
• Air	X		
• Water	X		
• Roads	X		
Communications?			
• Internet	X		
• Phone	X		
• TV/radio	X		
Other? (type in)			

2. How does this project provide benefits or add value in multiple areas? (E.g., benefits both to the environment and to business performance.) **The improved appearance of the site benefits community appearance. The bike servicing and sales business benefits many residents who ride bikes here. The business may eventually rent bikes. The proprietor has a strong interest in developing work skills in young Gustavus residents.**

3. Are other projects related to or dependent on this project?

- Is this project dependent on other activities or actions? **No**
- If yes, describe projects, action or activities specifying phases where appropriate.

4. Will the project require additional infrastructure, activity, or staffing outside the immediate department or activity? (E.g., will the construction of a new facility require additional roads or road maintenance or more internal City staffing?) **No**

5. What regulatory permits will be required and how will they be obtained? [None, but we do check with historical structure experts at the NPS and state offices for advice on maintaining the historical nature of the structure.](#)

6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project? [\\$21,720.](#)

7. Is an engineering design or construction estimate necessary? [No](#)

8. Will operation of the project generate any revenue for the City such as sales, user fees, or new taxes? If so, how will the new revenue be collected? [Yes, the city collects rent now on the building.](#)

Part 5. Project Budget

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$
Land, structures, ROW, easements	\$	Training	\$
Engineering work	\$	Travel	\$
Permitting, inspection		Equipment	\$
Site work	\$	Contractual	\$
Construction	\$21,720	Supplies	\$
Waste disposal	\$	Utilities	\$
Equipment	\$	Insurance	\$
Freight	\$	Repair & maintenance	\$
Contingencies	\$	Other (list)	\$
Other (list)	\$	Other (list)	\$
Other (list)		Total direct costs	\$
		Indirect costs	\$
		Income (fees, taxes)	\$
		Balance: costs-income	\$

Part 6. Jobs and Training (required by some granting agencies)

1. What service jobs will be needed for operation and maintenance? [The shop is rented out to a local business, which includes training and development of students through work experience. Maintenance, such as lawn care is done by the renting business.](#)

2. How many full-time, permanent jobs will this project create or retain?

1 Create/retain in 1-3 years

_____ Create/retain in 3-5 years

3. What training is necessary to prepare local residents for jobs on this project? **None.**
4. How many local businesses will be affected by this project and how? Several during construction, and one as the building renter continuing after construction.

Part 7. Business Plan (Upon Council request)

Upon Council request, please prepare a business plan for the operating phase of your leading option(s). Plans will differ according to the nature of the project.

There are a number of good Internet sites that will assist you in developing a business plan. One example (05/2018) is: http://va-interactive.com/tools/business_plan.html

Basic components of a business plan:

- The Product/Service
- The Market
- The Marketing Plan
- The Competition
- Operations
- The Management Team
- Personnel

Part 8. Record of Project Planning and Development Meetings

1. Please document the manner in which public input was received.
 - Public comment on agenda item at committee or Council meeting
 - Special public hearing
 - Dates and attendance for the above.
 - Written comment from the public (please attach)
2. Please use the following chart to document committee meetings, Council reports, and so on. Did the committee make recommendations or requests? Did the Council make requests of the committee?

Meeting Record

Event (Meeting of committee, Council report, public hearing, etc.	Date	Agenda Posted (date)	Minutes or record Attached? (yes/no)	Outcome Rec to Council, requested action of Council, etc.	No. of atten- dees

Submitted by: _____ Meeting Date: _____ Approved _____ Not Approved _____

Part 9. Feedback to the Council

With the understanding that this form must be adapted to a variety of projects, please provide feedback on how the form worked for your committee. Thank you for your suggestions.