

# Project Planning: Attachment B Project Development Form [Amended]

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:** Gustavus Beach Meadows Project—Renamed from the Gustavus Natural Lands Leasing Project Scoping Document

Department: [Conservation Lands Advisory Committee](#)  
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**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.

**Note: This scoping document reflects new project developments. It updates and replaces the earlier scoping document for the Gustavus Natural Lands Leasing Project.**

### 1. What is the project?

- What are its goals and objectives?  
Pursuant to City of Gustavus Resolution CY24-12 Establishing a Conservation Lands Committee, this project seeks to secure continuing public recreation and wildlife habitation on beach and upland meadow lands on both sides of Dock Road currently held privately by the DeBoer family, while encouraging the family to work with a land trust to assure continued public recreational access to the lands in their natural condition.

The project will support acquisition by the Southeast Alaska Land Trust (SEALT), on behalf of the community of Gustavus, of a *temporary, two-year, conservation easement* covering the Beach Meadows tracts (AKA the former Mt. Fairweather Golf Course) owned by the DeBoer family on the east and west sides of Dock Road. It will enable and encourage SEALT and the private property owners to investigate, pursue, and obtain funding for long term protection of the natural character of the lands and public recreational access thereto, absent competing pressures on the properties. During the two-year term the conservation easement will assure continuing public recreational access and protection from development or sale. The temporary conservation easement will be held by SEALT for the benefit of the community of Gustavus. During the easement period work can begin to bring the property under permanent conservation status, should all parties agree, and sufficient funding is obtained. The project described in this scoping document will terminate with the conclusion of the temporary conservation easement.

Future provisions for and management of the lands involved after the expiration of the temporary conservation easement will be the responsibility of the private property owners and SEALT in accordance with their negotiated agreement.

The Beach Meadow tracts will remain in private ownership. The project does not commit the City of Gustavus to any continuing responsibility for stewardship of the lands and there is no intent that the City will take ownership of the lands in the future.

The role of the City of Gustavus Conservation Lands Advisory Committee, which conceived this project, shall be to monitor the acquisition of the temporary conservation easement and its implementation to assure that the interests of the community of Gustavus are understood and assured, and that the terms of Endowment Fund grant for the temporary easement are met.

- **Who/what will be aided by this project? Who are the targeted stakeholders/customers? The community of Gustavus will benefit from assured protection of the beach upland tracts on both sides of Dock Road, which the public enjoys for low impact recreational activities through the grace and generosity of the owners, the DeBoer family.**
- **Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey?**  
No survey is anticipated but observations of Conservation Lands Committee members indicate that the trails and meadows are used daily by a wide range of hikers, dog walkers, birders and more. The meadows offer remarkable unobstructed open views, even from Dock Road, of beaches, Icy Passage, nearby islands, the Salmon River, and the Fairweather Range. The west side meadows and the Fairweather Range beyond are the background to the information kiosk that welcomes visitors arriving by ferry.
- **What is NOT covered by this project? What are its boundaries?**  
This project addresses the undeveloped natural lands tracts on both sides of Dock Road formerly known as the Mount Fairweather Golf Course. On the west side of the road Tracts 8A, D, and E are included. On the east side of the road Lot 36 of Plat 89-18. *Not included* are the adjacent State-owned Tracts A and B2 under cooperative management with the City of Gustavus as the Gustavus Beach Park, and the City-owned Bulk Fuel Facility Tract B1.

Provisions that may be agreed to be implemented after the term of the temporary conservation easement ends are beyond the scope of this project.

The City Conservation Lands Advisory Committee has been awarded a grant from the City of Gustavus Endowment Fund in the amount of \$21,036.32 to cover the estimated direct cost of the temporary conservation easement and associated necessary legal fees. Other work to secure a conservation easement for the easement acquisition are the responsibility of SEALT to be paid for with funding from SEALT's private sources.

## 2. Why is the project needed?

- **What community problem, need, or opportunity will it address?**  
Community members enjoy recreational use of the beach meadows properties as an extension of the Gustavus Beach Park but do so only through the grace and generosity of

the private owners who receive no return on the value of the property. There is no guarantee the public will continue to enjoy such access indefinitely and there are competing options such as subdivision and leasing for grazing purposes that may preclude future public use. Fortunately, the DeBoer family understands and appreciates the importance of the lands to the Gustavus Community and has entertained discussions with SEALT regarding conservation options. SEALT assigns high value to the tracts for conservation purposes if they can be held intact. It may take months or a few years to develop options and to acquire fair compensation for long-term protection of the tracts. Time is of the essence because competing financial options could impact or eliminate options for conservation of the valuable tracts. Working with SEALT, the community of Gustavus has the opportunity now to secure the lands in their natural condition for future generations. On behalf of the community, the Conservation Lands Advisory Committee believes Gustavus should act with all deliberate speed. This project will recognize the value of the tracts to the community and provide some financial compensation for the public use the DeBoer family graciously allows.

- **What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?**

Establishing a temporary conservation easement for the lands is the first step to retaining their superb natural value for Gustavus residents, visitors, and wildlife long into the future.

**3. Where did the idea for this project originate?**

The idea was developed by the Conservation Lands Advisory Committee as part of its assigned work.

**4. Is this project part of a larger plan?**

The project is part of the larger remit of the Conservation Lands Advisory Committee, which was established by Resolution 24-12 to take more active measures to assure maintenance and protection of natural lands valuable to the community, in accordance with the Gustavus Community Vision Statement.

**5. What is your timeline for project planning?**

Planning has begun already. With grant funding from the City Endowment Fund now assured, SEALT Director Ms. Margaret Custer and staff have begun negotiations with the DeBoer family toward a temporary conservation easement for the tracts involved. The DeBoer family has responded positively.

- **By when do you hope to implement the project?**

We hope to implement the initial lease by early in CY 2025.

- **Will the planning or final project occur in phases or stages?**

The present project has a single phase—the two-year temporary conservation easement. However, during the term of the temporary easement, negotiations will evolve to seek permanent conservation assurance for the tracts. If negotiations are successful and funding can be acquired, a second, permanent conservation phase will evolve. That second phase will be a separate project conducted by the private landowners and SEALT. The Conservation Lands Advisory Committee’s role during a second phase will be solely

observational with no expense to the City.

**Milestones** for the 2024 Endowment Fund Grant for the Conservation Lands Advisory Committee (CLAC) to initiate a temporary conservation easement to the DeBoer property and work toward obtaining a permanent conservation easement include:

- 2024-Nov; CLAC report to Council, Council EFG Work Group session
- 2024-Dec; EFG Awards announced 12/09, Project start-up work 12/10
- 2025-Jan; Review draft SEALT lease agreement with landowners, SEALT legal review
- 2025-Feb-Mar; SEALT initiates easement agreement, and implements terms
- 2025-Mar; 1st Quarter CLAC report to Council, SEALT makes 1st easement cost payment
- 2025-Apr-Jun; SEALT prepares and files application for large grant from appropriated funding under the North American Wetlands Conservation Act (NAWCA) for permanent conservation easement provisions.
- 2025-May; SEALT summer field site work to survey resources in support of grant funding and of provisions for permanent conservation arrangements.
- 2025-June; 2nd quarterly CLAC report to Council
- 2025-June to Dec; SEALT continues to seek grant funding for permanent conservation easement and negotiates terms with DeBoer family for permanent measures.
- 2025-Dec; SEALT makes 2nd annual lease payment. CLAC files final 2024 Endowment Fund Grant report to Council
- 2026-Jan-Dec. SEALT finalizes long term protection agreements with DeBoer family.

**6. What is your budget for the planning process?** Will you be using a consultant?  
Planning is conducted by SEALT using private funds acquired for the project already.

**7. What is your rough estimate of the total cost of the planning and final product?**  
Project budget for portion of the project funded by Endowment Fund grant:

\$18,800     2 X \$9,400 lease payments  
\$ 2,236.32 Legal Review  
\$21,036.32 Total     Equals 2024 Endowment Fund Grant total

Additional costs to SEALT for acquiring the temporary conservation easement will be funded by SEALT from private funds already on hand.

### **Parts 3 - 6. Project Investigation and Development**

#### **Summary:**

#### **1. What alternative approaches or solutions were considered?**

Alternatives considered included:

- a) Do nothing, hope the land remains available to public use, but accept that it may not.
- b) Lease land for a limited period to allow further options to be developed and implemented. The lease would be to the City for public use, including by visitors.
- c) Agree a legal temporary conservation easement with similar terms to a lease.

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

The Conservation Lands Advisory Committee recommends working with SEALT toward achieving c) a temporary conservation easement subject to negotiations with the DeBoer family. SEALT recommended the option of a conservation easement because it is a standard method used by land trusts to secure conservation values and public access on lands held by private owners. Standard legal and operating provisions can be applied to the mutual benefits of the easement holder (eg SEALT), the private landowner, and public.

**3. Identify your funding source(s).**

▪ **How will the project be funded initially, and for its operating life?**

Initial and final funding for the conservation easement will be \$21,000 from the Endowment Fund grant plus \$9,000 already on hand from public donations to SEALT for the project.

▪ **Is there a matching fund requirement?**

No matching funding is required.

**Project budget Note for January 31, 2025:**

At the December 16, 2024, General Meeting, the City Council approved a Scoping Document for the Gustavus Natural Lands Lease Project and awarded \$21,036.32 from the 2024 Endowment Fund Grants (Resolution CY24-19) The project originally proposed a \$30,000 budget, requesting \$25,000 from the Endowment Funds and offering a 20% match of \$5,000 from private donations. Since the Endowment money awarded was approximately \$4,000 short of that requested, the *private contribution* was upped to a 30% match of \$9,000, which will be paid directly to the Southeast Alaska Land Trust, to keep to the original project budget as approved by the Council. Thus, the budget portion paid by grant funds has been revised as follows:

\$18,800      2 X \$9,400 easement payments  
\$ 2,236.32    Legal Review  
 \$21,036.32 Total (Amount funded by 2024 Endowment Fund Grant)

Furthermore, it was proposed at the December 3rd meeting of the Conservation Lands Advisory Committee to change the project name to the Gustavus Beach Meadows Project, for better positioning for future outside grant applications. The City’s interests and support for this *community project* will be managed through the Conservation Lands Advisory Committee’s point of contact with the Southeast Alaska Land Trust, which will be the holder of the Conservation Easement.

**Part 4. Environmental, Social, Financial Impacts**

1. Project Impacts Checklist

<b>Will this project affect:</b>	<b>No</b>	<b>Yes (+/-)</b>	<b>Maybe</b>
<b>Environmental quality? (+ = impact is beneficial; - = harmful)</b>			
• Climate change		+	
• Streams/groundwater quality		+	
• Air quality		+	
• Soils/land quality		+	
• Fish/wildlife habitat, populations		+	
• PFAS soil or water contamination	X		

• Plant Resources (timber, firewood, berries, etc)		+	
• Invasive or pest species		+	
• Natural beauty of landscape or neighborhoods		+	
• Neighborhood character		+	
• Noise or other environmental impacts		+	
• Environmental sustainability		+	
• Hazardous substances use	X		
• Community waste stream	X		
• Light pollution at night			X
<b>Recreational opportunities?</b>			
• Public land use and access		+	
• Trails/waterways		+	
• Parks		+	
• Public assembly/activities			X
<b>Education/training/knowledge &amp; skill development?</b>			X
<b>Public safety?</b>	X		
<b>Public health?</b>		+	
<b>Medical services?</b>	X		
<b>Emergency response?</b>	X		
<b>Economic performance &amp; sustainability?</b>			
• Employment of residents	X		
o Short-term (i.e. construction)	X		
o Long-term (operating and maintenance)	X		
• Cost of living reduction	X		
• Return on investment	X		
• Visitor opportunities/impressions/stays/purchases		+	
• Competitive business environment	X		
• Support for existing businesses			X
• New business opportunities			X
• Economic sustainability			X
• Attractiveness of City to new residents/businesses		+	
<b>City government performance?</b>			
• Infrastructure quality/effectiveness/reach (more people)	X		
• Existing services	X		
• New services	X		
• Cost of City services	X		
• Tax income to City	X		
<b>Transportation?</b>			
• Air	X		
• Water	X		
• Roads	X		

<b>Communications?</b>			
• Internet	X		
• Phone	X		
• TV/radio	X		
<b>Other? (type in)</b>			

**2. How does this project provide benefits or add value in multiple areas**

The project exemplifies the Gustavus Community Vision Statement in that it supports and demonstrates our ability to prosper while and by protecting our natural resources.

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

• **Is this project dependent on other activities or actions?**

It is not dependent on other projects, but coordinates with protection of the Beach Park lands and other goals of the Conservation Lands Advisory Committee.

• **If yes, describe projects, action or activities** specifying phases where appropriate.  
N/A.

**4. Will the project require additional infrastructure, activity, or staffing outside the immediate department or activity?**

The project as now conceived will not require any new infrastructure, activity, or staffing. The Conservation Lands Advisory Committee, a group of volunteers, will provide monitoring and oversight during the two-year easement period to assure the expectations of the community and the requirements of the Endowment Grant funding are assured.

**5. What regulatory permits will be required and how will they be obtained?**

None

**6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project?**

Initial cost against the Endowment Fund grant will be \$21,036.32. There are no further costs to the City of Gustavus or its Conservation Lands Advisory Committee. SEALT will fund costs beyond the Endowment Fund grant from private donations already on hand for the project.

**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?**

The project will enhance Gustavus as a visitor location by retaining the open character of the lands and making them available for visitor use. Recreational opportunities on the beach meadow lands and the Gustavus Beach Park offer visitors opportunities and reasons to extend their stay in Gustavus. We are a visitor economy, and more stays generate more business for firms here and more tax revenue for the City.

**Part 5. Project Budget**

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$
Land, structures, ROW, easements	\$18,800	Training	\$
Engineering work	\$	Travel	\$
Permitting, inspection		Equipment	\$
Site work	\$	Contractual	\$
Construction	\$	Supplies	\$
Waste disposal	\$	Utilities	\$
Equipment	\$	Insurance	\$
Freight	\$	Repair & maintenance	\$
Contingencies	\$	Other (list)	\$
Other (list)SEALT Legal review	\$2,236.32	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)**

Not Applicable.

1. What service jobs will be needed for operation and maintenance?
2. How many full-time, permanent jobs will this project create or retain?  
\_\_\_\_\_ 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?
4. How many local businesses will be affected by this project and how?

**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](http://va-interactive.com/tools/business_plan.html)

**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
CLAC	10/11/24	5 days ahead	Posted on website		4
CLAC	10/25/24	5 days ahead	Posted on website	Approved filing Endowment Grant	4
CLAC	11/22/24	5 days ahead	Posted on website	Recommended approval of EF grant and scoping document	4
City Council	12/16/24	5 days ahead	Posted on website	Approved grant and original scoping document	7
CLAC	1/3/25	5 days ahead	Posted on website		7
CLAC	2/7/25	10 days ahead	To be Posted on website	Approved updated resolution and scoping document	6