



## 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 Natural Lands Leasing Project

Department: [Conservation Lands Advisory Committee](#) Contact: Susan Warner  
E-mail: [Susan.warner@gustavus-ak.gov](mailto:Susan.warner@gustavus-ak.gov) Phone: 907-750-7846

**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?

- 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.

[Planning for the Gustavus Natural Lands Lease Project \(Project\) envisions two phases: \(1\) a multi-year two-year temporary conservation easement \(CE\) lease of the property will allow the City, SEALT, landowners, and project partners time to investigate, pursue, and obtain funding for an \(up to\) five-year temporary conservation easement \(CE\), while preserving the land's natural character for future conservation plans with the City and landowner\(s\). It will also provide protection from near term development or sale. The temporary CE, sometimes referred to as a lease in this request, will be held by the Southeast Alaska Land Trust \(SEALT\) for the benefit of the community of Gustavus. Once temporary protection is established, a \[phase \\(2\\)\]\(#\) plan can be developed to bring the property under permanent conservation status, should all parties agree, and sufficient funding is obtained.](#)

- 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 east 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. Also excluded is City-owned Bulk Fuel Facility Tract B1.

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 the Southeast Alaska Land Trust (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 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 City of Gustavus has the opportunity now to [assist in efforts to](#) secure the lands in their natural condition for future generations and the Committee believes it should act with all deliberate speed to do so. 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?  
Leasing or establishing a conservation easement for the lands is the first step to retain their superb natural value for Gustavus residents, visitors, and wildlife long into the future.

3. Where did the idea for this project originate? (Public comments, Council direction, committee work?)

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? (For example, the Gustavus Community Strategic Plan, or committee Annual Work 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.

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5. What is your timeline for project planning?

Planning has begun already. Although Phase 1 is not a City project, ~~t~~The Committee is working with-in close collaboration with SEALT Director Margaret Custer in the te-~~negotiations fore~~ a lease or conservation easement for the tracts involved.

- 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? See phased implementation described in Part 2. Project Scope paragraph 1. above.  
Milestones for the 2024 Endowment Fund Grant for the Conservation Lands Advisory Committee (CLAC) to assist SEALT in ~~initiate~~ing a lease to the DeBoer property and work toward obtaining a permanent conservation easement (CE) include:  
2024-Nov CLAC report to Council, Council EFG Work Group session  
2024-Dec EFG Awards announced 12/16, Project start-up work 12/17  
2025-Jan Review of D~~raft~~ SEALT lease agreement with landowners, ~~attorney review~~  
2025-Feb SEALT initiates lease agreement, and implements  
2025-Mar 1st Quarter CLAC report to Council, 1st lease payment  
2025-Apr Assist in developing ~~Begin~~ 5-year temporary CE plan with landowners  
2025-May plan summer work  
2025-June 2nd quarterly CLAC report to Council  
2025-July – October Develop Plan to apply for 5-year temporary CE  
2025-Dec 2nd lease payment, final 2024 Endowment Fund Grant report to Council  
2026-Jan-July Assist d~~evelopment of~~ plan to apply for permanent CE

6. What is your budget for the planning process? Will you be using a consultant? See budget outline in item 7, below. The Committee is partnering with and serving as consultant to SEALT, ~~as our consultant.~~

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.

|               |  |
|---------------|--|
| \$18,800      | 2 X \$9,400 lease payments                     |
| \$2,310       | Legal review                                   |
| \$3,000       | Baseline Documentation Report                  |
| \$1,000       | Title work, GIS, and project planning          |
| \$4,000       | Monitoring, stewardship, and enforcement       |
| <u>\$ 890</u> | Contribution towards property access/use signs |
| \$30,000      | Total  |

**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.

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Alternatives would include

- 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 held by SEALT for the benefit of 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 either b) or c) depending on negotiations with the DeBoer family.

3. Identify your funding source(s).

- How will the project be funded initially, and for its operating life?
- Is there a matching fund requirement? Please provide details.

The committee proposes ~~to fund~~ the initial phase of the project would be funded through a grant from the Endowment Fund in the amount of \$25,000, plus private donations of at least \$5,000. The committee is aware of potential private local donors who express interest in supporting the project.

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

1. Project Impacts Checklist

| Will this project affect:  | No | Yes (+/-) | Maybe |
|--|----|-----------|-------|
| <b>Environmental quality?</b><br>(+ = impact is beneficial; - = harmful) |    |           |       |
| • 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     |

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|--|---|---|---|
| <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? (E.g., benefits both to the environment and to business performance.)

The project exemplifies the City 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? If yes, describe projects, action or activities specifying phases where appropriate.

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.

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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?)

The project may eventually require some budget for part time stewardship of City conservation lands. The Committee is in discussions with SEALT regarding such future requirements.

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 is approximately \$30,000. Continuing costs, if any, will depend on what future options are developed for the lands.

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**

|               |  |
|---------------|--|
| \$18,800      | 2 X \$9,400 lease payments                     |
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| \$3,000       | Baseline Documentation Report                  |
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| \$30,000      | Total  |

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

1. What service jobs will be needed for operation and maintenance?

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

| 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                         | \$   | 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                | \$   |
|                                      |      |                                      |      |

\_\_\_\_\_ 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)

Basic components of a business plan:

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

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**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<br>(Meeting of committee,<br>Council report, public<br>hearing, etc. | Date     | Agenda<br>Posted<br>(date) | Minutes or<br>record<br>Attached?<br>(yes/no) | Outcome<br>Rec to Council,<br>requested<br>action of<br>Council, etc. | No. of<br>atten-<br>dees |
|--|----------|----------------------------|---|---|--------------------------|
| General Meeting  | 12-16-24 | 12-11-24                   | No  | Approved<br>4 yea/3 nay   | 7 council<br>members     |
|  |          |                            |   |   |                          |
|  |          |                            |   |   |                          |
|  |          |                            |   |   |                          |
|  |          |                            |   |   |                          |
|  |          |                            |   |   |                          |

**Part 9. Feedback to the Council**

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