



**OFFICE OF THE ASSESSOR**

**155 Heritage Way**

**Juneau, AK 99801**

**Room 114**

**Phone: (907) 586-5215**

**Email: [Assessor.Office@juneau.gov](mailto:Assessor.Office@juneau.gov)**

**Board of Equalization (BOE) Meeting  
and Presentation of Real Property Appeal**

<b>Date of BOE:</b>	5/15/2025
<b>Location:</b>	Zoom Virtual Meeting
<b>Meeting Time:</b>	5:30 PM
<b>Mailing Date of BOE Notice:</b>	5/2/2025
<b>Parcel Identification:</b>	5B1201350030
<b>Property Location:</b>	5326 SHAUNE DR
<b>Appeal Number:</b>	N/A
<b>Sent to Email Address on File:</b>	shane@modern-mechanical.com

**Appellant:** SHANE D HOOTON  
11101 BLACK BEAR DR  
JUNEAU AK 99801

**ATTENTION APPELLANT**

Under Alaska Statutes and CBJ Code, you, as the appellant, bear the burden of proof. The only grounds for adjustment of an assessment are proof of unequal, excessive, improper, or under-valuation based on facts that are stated in your written appeal or proven at the appeal hearing.

Any evidence or materials not already submitted to the Assessor's Office for inclusion in the Board of Equalization packet must be submitted to the Assessor's Office (preferred method via email to [assessor.office@juneau.gov](mailto:assessor.office@juneau.gov) Attn: Assessment Appeal by **4:00 PM April 15, 2025**. Material submitted after **April 15, 2025** will only be accepted per 15.05.190(c)(8)(ii).

Your Board of Equalization hearing is scheduled for: **5/15/2025** beginning at **5:30 PM** and your BOE packet will be emailed to you by 4:00 PM on **May 08, 2025**. For a paper copy of your packet or other questions please contact the City Clerk's Office at (907) 586-5278 or [city.clerk@juneau.gov](mailto:city.clerk@juneau.gov).

You or your representative may be present at the hearing via Zoom Webinar. Participation and login information will be included in the agenda packet sent to you prior to your scheduled appeal hearing. If you choose not to be present or be represented, the Board of Equalization will proceed in the absence of the appellant.

It should be noted that, between the date of this letter and the Board hearing date, your appeal may be resolved between you and the Assessor. If your appeal is resolved, you will not need to appear before the Board.

**If you have any questions, please contact the Assessor's Office.**