



**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)**

**Appellant:** ALLEN D SHATTUCK  
JANICE E SHATTUCK  
301 SEWARD ST  
JUNEAU AK 99801

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

<b>Date of BOE:</b>	May 23, 2024
<b>Location:</b>	Via ZOOM Webinar
<b>Meeting Time:</b>	5:30 PM
<b>Mailing Date of BOE Notice:</b>	May 13, 2024
<b>Parcel Identification:</b>	1D050L04D160
<b>Property Location:</b>	2616 DOUGLAS HWY UNIT 105
<b>Appeal Number:</b>	APL20240232
<b>Sent to Email Address on File:</b>	

**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, 2024**. Material submitted after **April 15, 2024** will only be accepted per 15.05.190(c)(8)(ii).

Your Board of Equalization packet will be emailed to you by 4pm on 5/16/24 from [city.clerk@juneau.gov](mailto:city.clerk@juneau.gov) to the email listed on this notice. For a paper copy of your Board of Equalization 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/log in information will be listed on the agenda packet you receive for the hearing your appeal is scheduled for}. 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.