



MEMORANDUM

Date: September 22, 2026

To: Mayor and City Council

From: Jackie C. Wilde, City Manager

Subject: Denial of Lease Application for Harbor Triangle Lots 12 and 13

This memorandum provides notice that the lease application submitted by **Chou Joe Shen and Yenwen Anne Shen** for **Harbor Triangle Lots 12 and 13** has been reviewed and denied.

Under **Whittier Municipal Code Section 3.38.360**, the City Manager is responsible for reviewing lease applications and determining whether an application is complete and meets the applicable criteria. **Whittier Municipal Code Section 3.38.380** establishes the criteria used to evaluate lease applications.

The proposed use identified in the application was primarily to lease the property from the City and then sublease it to another business. The application did not demonstrate that the applicants intended to directly operate a business on the property or provide sufficient information regarding proposed improvements and development, relevant business experience, anticipated employees, or the direct community and economic benefits to the City.

Based on my review, the application did not meet the criteria necessary for the award of a lease. I have therefore not accepted or approved the application, and the application for Harbor Triangle Lots 12 and 13 is denied.

Gateway to Western Prince William Sound

P.O. Box 608, Whittier, Alaska 99693 | Phone: 907-472-2327 | Fax: 907-472-2404 |

www.whittieralaska.gov



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LEASE APPLICATION

Per Whittier Municipal Code Chapter 3.38

- ☐ Request for New Lease; New Lessee
- ☒ Request for New Lease; Existing Lessee (*with no remaining options to renew*)
- ☐ Request for Assignment of Lease (*transfer existing lease to a new owner/business*)
- ☐ Request for Amendment of Lease (*modify existing lease*)

APPLICATION INSTRUCTIONS

- The information provided on the following pages shall be used by City Staff, City Council, and Commissions (as applicable) during the review process of your lease proposal. This application is considered public information and will be included in the public meeting packets.
- Any financial information included with your application is considered confidential and will be used by City Staff only; it will not be part of the public review process.
- All applicable fees must be included with your application in order to process the application. Payments can be made either by check payable to "City of Whittier" or by credit card. Current fees established by the City Fee Schedule are:

Lease Application Fee - \$500.00

Lease Amendment/Assignment Fee - \$250.00

- Submit your completed application, required attachments, and application fee to:

City of Whittier
Attn: Assistant City Manager
PO Box 608, Whittier, AK 99693
acm@whittieralaska.gov
(907) 472-2327 ext. 206

- Answer all questions, noting "N/A" on any question that is not applicable. Attach additional pages, if needed.
- Your application will go through an initial review to ensure completeness. Lease staff will be in touch to coordinate any follow-up meetings, requests for missing information, and to schedule your lease application for the applicable public meetings.
- Lease applications are evaluated based on the criteria outlined in [Whittier Municipal Code 3.38.380](#)

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PROPERTY INFORMATION			
Physical Address	204 Harbor Triangle Rd, Whittier, AK		
Legal Description	Lots 12 & 13 Whittier Harbor Triangle, Whittier, AK (Previously Lots 11 & 12 prior to 2017 Amendment)		
Lot Size	☒ Full Lot ☐ Portion of Lot	If portion, list dimensions	

APPLICANT INFORMATION			
Legal Name	Chou Joe Shen & Yenwen Anne Shen		
Doing Business As	Anchor-Sportsman Inn		
Type of Entity	☐ Individual ☒ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ LLC ☐ Nonprofit ☐ Governmental Entity ☐ Other: _____		
Alaska Entity Number (if applicable)		Alaska Business License Number (if applicable)	981320
Authorized Representative Full Name & Title	Chou Joe Shen & Yenwen Anne Shen		
Mailing Address	PO Box 750		
City, State, Zip Code	Whittier, AK 99693		
Phone Number(s)	907-440-4639	Email	anchorinnwhittier@yahoo.com

LEASE PROPOSAL	
1. Proposed Use of Property Briefly describe the proposed use of the property, including the primary activities to be conducted on the site.	
Continuing the existing business "Fee's Custom Seafood" operation which includes: Retail sales and seafood processing.	
Please see attached letter from applicants Chou Joe Shen and Yenwen Anne Shen for additional explanation. If we are approved to lease Lots 12 & 13, we will continue subleasing to Fee's Custom Seafood. When the remaining escrow balance is paid off for the sale of the buildings, the lease will be transferred to Fee's Custom Seafood.	

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2. Proposed Improvements and Development

Describe any proposed improvements, development, structures, utilities, or other site work associated with this proposal. If applicable, include the anticipated phases of development and estimated commencement and completion dates.

We do not have planned improvements and development. But Fee's Custom Seafood does, please see below for Fee's Custom Seafood Response:

Paint building, potentially utilize the City of Whittier' Beautification Grant for painting the outside freezer (if grant is available next year), and additional freezer updates.

3. Estimated Capital Investment (if applicable): \$50,000 (per Fee's Custom Seafood Response)**4. Funding Source**

Briefly describe how the proposed project will be funded.

Per Fee's Custom Seafood response:

Savings, and potentially Small Business Loans for Women-owned business

5. Applicant Experience

Describe the applicant's experience related to the proposed use, project, business, or activity.

Per Fee's Custom Seafood response:

Existing business has 20-plus years of experience in retail sales and seafood processing. Countless of sportfishers and commercial fishers have used and trust Fee Custom Seafood's quality services.

6. Anticipated Employees at Site: 4 to 6 (per Fee's Custom Seafood Response)**7. Community or Economic Benefits (Optional)**

Describe any anticipated community, public, economic, or employment benefits associated with the proposal.

Per Fee's Custom Seafood response:

Business provides employment opportunity, fish processing service available in a small town that serves as Prince William Sound gateway for fishing excursions, and community involvement.

Requested Initial Lease Term: 25 years

Requested Renewal Options (if any): ☐ 1 additional term ☐ 2 additional terms of _____ years each

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FINANCIAL DISCLOSURE

Has the applicant, or any principal of the applicant entity, within the last ten years:

☐ Yes ☒ No

Filed for bankruptcy protection?

☐ Yes ☒ No

Had a judgment entered against them that remains unsatisfied?

☐ Yes ☒ No

Had a lien filed that could materially affect the applicant's ability to perform the proposed lease obligations?

If yes, explain:

REQUIRED SUBMITTALS

Application Form (signed and dated)



Site Plan or Concept Drawing



Proof of Financing



Nonrefundable Application Fee

CERTIFICATION

I understand that I may be required to pay the cost of surveys, appraisals, recording fees, permits, and other costs associated with lease processing, development, and lease administration.

I understand that insurance may be required as a condition of lease approval and ongoing occupancy of City property.

I certify that the information provided in this application is true and complete. I understand that submission of this form does not guarantee approval and that additional documentation, appraisal, or public process may be required before a lease is awarded.

I certify that I am authorized to submit this application and enter into lease negotiations on behalf of the applicant.

Applicant Signature:

Chloe Shen
Yun Wei Shen

Date:

8/31/26
8/31/2026

City Use Only

Date		Current Lessee?	☐ Yes ☐ No
Application Fee Paid	☐ Yes ☐ No	In good standing?	☐ Yes ☐ No
Staff Reviewer		Completeness Review Date	
Alaska Entity Active Through		Next Steps	
Alaska Business License Expiration			