



# CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS  
330 Harbor Drive  
Sitka, AK  
(907)747-1811

## Meeting Agenda City and Borough Assembly

*Mayor Mim McConnell  
Deputy Mayor Pete Esquiro,  
Vice Deputy Mayor Thor Christianson,  
Phyllis Hackett, Matthew Hunter, Mike Reif and Michelle Putz*

*Interim Municipal Administrator: John P. Sweeney III  
Municipal Attorney: Robin L. Koutchak  
Municipal Clerk: Colleen Ingman, MMC*

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Tuesday, August 27, 2013

6:00 PM

Assembly Chambers

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### REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

A [13-168](#) Correspondence

Attachments: [Correspondence Aug 27](#)

V. CEREMONIAL MATTERS

VI. SPECIAL REPORTS: Government to Government, Municipal Boards/Commissions/Committees, Municipal Departments, School District, Students and Guests (time limits apply)

- 1) Video Conferencing Review - Jim DiGennaro
- 2) Sawmill Cove Feasibility and Planning Study Brief - Cal Kerr & Linda Snow

VII. PERSONS TO BE HEARD

*Public participation on any item off the agenda. Not to exceed 3 minutes for any individual.*

VIII. REPORTS

a. Mayor, b. Administrator, c. Attorney, d. Liaison Representatives, e. Clerk, f. Other

**IX. CONSENT AGENDA**

*All matters under Item IX Consent Agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

- A**     [13-166](#)     Approve the minutes of the August 5, 6, 7 & 13, 2013 Assembly meetings.  
*Attachments:*   [Minutes](#)

**X. UNFINISHED BUSINESS:**

- B**     [ORD 13-33](#)    Reenacting Sitka General Code at Chapter 2.32 entitled "Long-Range Strategic Planning Commission"  
*Attachments:*   [ORD 2013-33](#)

**XI. NEW BUSINESS:****New Business First Reading**

- C**     [ORD 13-34](#)    Amending SGC Title 22 Zoning to revise SGC 22.20.038 Residential Demolition Guarantee.  
*Attachments:*   [ORD 2013-34](#)
- D**     [ORD 13-35](#)    Authorizing the sale of municipal benchland property identified as Tract A14-III in Whitcomb Heights III and Tracts A13, A12-III and Blocks 8 and 9 in Whitcomb Heights Subdivision - passage will include approval of associated Purchase Agreement and Warranty Deeds.  
*Attachments:*   [ORD 2013-35 Benchlands](#)  
                      [Benchlands Purchase Agreement Warranty Deeds](#)

**Additional New Business Items**

- E**     [13-165](#)     Approve a non-monetary sponsorship for Sitka Sound Science Center's application to the Alaska Energy Authority for a salt water heat pump.  
*Attachments:*   [Sitka Sound Science Center](#)

**XII. PERSONS TO BE HEARD:**

*Public participation on any item on or off the agenda. Not to exceed 3 minutes for any individual.*

**XIII. EXECUTIVE SESSION**

*Sitkans for Responsible Government V. City and Borough of Sitka - Litigation Discussion*

**XIV. ADJOURNMENT**

*Colleen Ingman, MMC  
Municipal Clerk  
Publish: 8-23-13*



## Legislation Details

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**Type:** Correspondence      **Status:** AGENDA READY  
**File created:** 8/22/2013      **In control:** City and Borough Assembly  
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Date	Ver.	Action By	Action	Result
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# City and Borough of Sitka

100 Lincoln Street Sitka, Alaska 99835

*Coast Guard City, USA*

DATE: August 13, 2013

MEMO TO: Karen Rehfeld, Director  
Office of Management and Budget

FROM: *Marlene Campbell*  
Marlene Campbell, Government Relations Director

Senator Bert Stedman, CBS Utility Director Christopher Brewton, and I look forward to meeting with you this Thursday, August 15 at 11:30 AM. Per your request, the following are summaries and attachments on the three issues we wish to discuss.

**Blue Lake Hydroelectric Expansion Project** is in construction to expand Sitka's hydroelectric capacity by 34,500 mWh of energy, a 27% increase. CBS has requested a 50/50 partnership with the State to help Sitka repay the cost of these energy upgrades essential to Sitka's economic future. The State has provided \$53.5 million, but total project cost is now \$152 million and CBS requests to share this cost have been unsuccessful. This is a fairness issue—the FY'14 State Capital Budget included up to 100% energy funding of more than \$130 million for Susitna, gas (bullet) line, and North Slope LNG project among others. CBS requests that the State provide a 50 percent match for Sitka's energy project, the balance of which is \$18,750,000 to fully partner to help CBS reduce its energy debt. This could either be achieved through an appropriation or through cost reimbursement similar to six electric projects funded in HB528 in 2002 under Sec. 42.45.065 "Reimbursement for costs of power projects".

**Temporary Potable Water Filtration Equipment** is required by DEC when the City must use Indian River water while the Blue Lake water supply is out of service for four months due to the construction. CBS must rent the equipment for \$3 million, including operations and other costs (see rent vs. purchase budget). If the State of Alaska were to purchase this four-unit system, which can provide up to 4 million gallons of potable water per day, for \$5,645,000, this system could then be kept to enable emergency potable water response throughout Alaska – from small rural communities using only 100,000 gallons per day to as large as Ketchikan, requiring 4 million GPD. Alaska has flood and other events requiring emergency water filtration, and fabrication of membrane filtration trailer units requires a 30 week lead time. If the Alaska Emergency Services Division had these units in state, they could respond immediately and provide safe drinking water quickly. The State's purchase of this equipment would save Sitka \$1,555,000, which is about half of the estimated cost of providing safe water for the upcoming four month Blue Lake shutdown period in 2014.

**Mt. Edgecumbe Pool** will be owned and operated by the State of Alaska, and will provide many benefits to Sitka and the State beyond the direct benefits to Mt. Edgecumbe students, Public Safety Trooper Academy, U.S. Coast Guard, and community of Sitka. A full-size 46,818 square foot, 25 meter wide by 50 meter length Olympic competition sized pool will permit Sitka to share this great resource with the other communities of the Southeast Alaska region and statewide. The attached summary of benefits from the new artificial-turf and lighted Moller Ballfield speaks to the unforeseen economic and cultural benefits of this new resource not only to Sitka, but to the many other youth and adults in Alaska who are coming to Sitka to use it. These same greatly expanded impacts would be felt with Sitka having an Olympic size pool.

Providing for today ... preparing for tomorrow



# Blue Lake Hydroelectric Expansion Project

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## **Construction:**

The project will raise the dam by 83 feet from a spillway crest elevation of 342 to 425 feet msl. The maximum elevation of the reservoir will increase the maximum surface area from 1,284 to 1,646 acres (an increase of 362 acres). The project also includes construction of a new intake with an invert elevation of 313 feet msl feeding a new, underground, 850-foot-long intake tunnel that intersects the existing intake tunnel. The new intake will include a fixed wheel gate and gate hoist with power supplied by a 1,400-foot-long underground power line running from the Fish Valve unit following the intake tunnel and Blue Lake road. To improve operational flexibility of the electric system, a 20-foot-diameter surge chamber vented to the atmosphere at an elevation of 465 feet msl about 900 feet upstream the power tunnel will be installed, including replacement of the existing 7-foot-diameter lower penstock with a new, 9-foot-diameter one.

To make use of the additional head from the dam raise, the existing 670 kW Fish Valve unit would be replaced with a 1,000 kW turbine/generator unit. The Blue Lake Substation will be upgraded with new 69 kV power transformers and circuit breakers. The project will decommission the existing Blue Lake unit powerhouse and construct a new one, 60 feet downstream on Sawmill Creek that would be 64-feet-wide, 140-feet-long, and 40-feet-tall. The new powerhouse would hold three Francis turbines each rated at 5,300 kW. The project's total authorized installed capacity would increase from 7,540 to 16,900 kW.



Figure 1 - Blue Lake Dam Construction



**Construction Costs:**

Project Element	Current Contract Total or Projected Amount	Payments	
		Paid this Month	Paid to Date*
<b>Supply Contracts</b>			
Contract 1 - Turbine Generator Equipment	\$11,573,707	\$0	\$5,586,730
Contract 2 - Switchgear	\$647,672	\$0	\$64,581
Contract 2A - SS Switchgear	\$300,000	\$0	\$0
Contract 3 - Gates and Hoist	\$780,185	\$0	\$586,349
Contract 4 - Penstock	\$836,315	\$0	\$753,962
Contract 5 - 69 kV Transformers	\$592,584	\$0	\$119,721
Contract 6 - Bridge Crane Equipment	\$270,518	\$0	\$245,246
Contract 7 - Steel Building	\$1,138,918	\$0	\$283,610
Contract 8, Debris Management	\$1,530,000	\$0	\$0
Contract 9, General Construction	\$88,175,661	\$5,324,883	\$33,211,112
Diesel Fuel	\$1,260,000	\$0	\$0
Temporary Filtration**	\$3,000,000	\$0	\$0
<b>Remaining Project Costs</b>			
License Amendment	\$1,400,000	\$1,406	\$1,130,123
Engineering	\$9,498,393	\$13,113	\$11,473,228
Construction Management	\$8,076,201	\$45,226	\$2,760,530
City Performed Work	\$1,495,000	\$17,454	\$1,226,338
Incentive Payment	\$1,600,000	\$0	\$0
Cost of Insurance/Reserve Account	\$3,500,000	\$0	\$0
<b>TOTALS</b>	<b>\$135,675,154</b>	<b>\$5,402,082</b>	<b>\$57,441,530</b>
<b>ESTIMATED TOTAL PROJECT COST</b>	<b>\$141,517,667</b>		

**Funding:**

Prior to the completion of the Engineer's Cost Estimate in 2012, CBS had estimated the cost of the project to be \$102 million. The financing plan for this initial cost estimate was:

- An initial bond issuance for \$21 million
- State legislative grants for \$49.5 million
- A second planned bond issuance of 31.5 million

In 2011, when bonds were issued for the first \$21million necessary to begin the Blue Lake Project, the CBS still had \$32.965 million in outstanding bonds for its Green Lake Hydroelectric facility. Due to the high interest rates Sitka was paying on these bonds Sitka was able to refinance these bonds and raise the additional \$21 million in new capital for the Blue Lake Project with essentially no change in annual debt service. This combined refinancing and new debt issuance was completed in February 2011 through the Alaska Municipal Bond Bank Authority. Debt service remained essentially unchanged and no rate increases were required for the \$21 million in new capital.

Prior to the planned issuance of the remaining \$31.5 million in bonds, two events occurred which altered the amount of additional subsequent bonded debt that the CBS needed to incur:



- The Construction Bids (Contract 9) for the Blue Lake Project were in excess of Engineer's Estimates for the Project, raising the total project cost from \$102 million to \$145 million.
- The backup diesel generation capacity was insufficient to reliably supply electricity during construction, requiring the acceleration of the planned diesel capacity project at a cost of \$15 million of which \$7.125 million in State Legislative grants were obtained. The remaining cost, \$7.875 million, was added to the Blue Lake Project, making the new overall projected cost of the Blue Lake Project \$152 million.

The Assembly elected to continue the project, and the CBS Administration developed a new financing plan which included:

- An initial bond issuance for \$21 million
- State legislative grants for \$49.5 million
- A second bond issuance of \$40 million
- An AEA Renewable Energy Fund Round VI Grant for \$4 million
- Continued requests to the State of Alaska for additional legislative support, and
- A third and final bond issue for any remaining project costs.

#### **Impacts:**

The CBS completed a Cost of Service study to determine a long-term plan for implementation of electrical rate increases to meet required financial bond covenants. The Assembly approved a series of rate increases to meet these requirements.

- September 2012 – 12.3% increase in electric rates
- July 2013 – 15% increase in electric rates
- Fall 2013 – 22.7% planned increase in electric rates

The final raise in electrical rates is unknown until the amount to be borrowed is established and will also be dependent on interest rates at the time of borrowing. Based on current projections, however, the final combined rise in Sitka's average electricity cost could potentially be as high as 59%.

#### **Request:**

The CBS requests additional State of Alaska support in one of two capacities:

1. Additional direct funding through legislative appropriations. Possible funding could be:
  - a. The entire additional amount needed to complete the project - \$37.5 million.
  - b. An amount equal to the remaining Green Lake bonds - \$32.965 million.
  - c. State of Alaska investment to be a 50/50% partner in the project - \$18.75 million.
2. Assistance with debt forgiveness or debt reimbursement. As all of Sitka's hydroelectric debt has been issued through the Alaska Municipal Bond Bank Authority (Bond Bank), the restrictions and requirements of the Bond Bank govern what is possible. The following are feasible alternatives:
  - a. A legislative appropriation placing funding in escrow that would pay all or some of Sitka's debt service payments for the bonds.
  - b. A modification of the agreements with the Bond Bank which would reduce or eliminate required debt service payments. (The Bond Bank would still be required to make debt service payments to the holders of the debt.)
  - c. Debt service reimbursement by the State of Alaska of some percentage of the total debt service Sitka makes on its hydroelectric bonds. This proposal would be similar to the program now in place statewide for reimbursement of school construction debt.





# Memorandum

## City and Borough of Sitka

### Environmental Division

100 Alice Loop • Sitka, Alaska 99835

907 747-4060 • 907 966-2257 fax

Date: August 12, 2013  
To: Marlene Campbell, Government Relations Director  
From: Mark Buggins, Environmental Superintendent *MB*  
Re: **Temporary Filtration Equipment – Rental vs. Purchase**

When the City and Borough of Sitka's (CBS) Blue Lake water supply is out of service the community needs an approved alternative potable water source. In prior years the old Indian River Water Plant has served the community when Blue Lake has been off line for short periods of time for inspection and maintenance. Indian River Water Treatment Plant provided water to the community for many years before the Blue Lake Supply came on line in 1986. The Alaska Department of Environmental Conservation (ADEC) has made the determination that the Indian River Water Plant cannot produce potable water meeting current state and federal standards and as such the community would be required to go on a boil-water notice. A community wide boil-water notice would essentially cripple the business and health care entities: fish processors could not process fish or provide ice; restaurants would not be allowed to use the water for washing dishes; the Sitka Community Hospital and SEARHC Regional Hospital would be unable to properly provide for patients; schools and many businesses would be forced to close.

The attached memo from our consultant, CH2MHill, summarizes the cost comparison between renting units for four months, the anticipated time required for the tunnel work associated with the current Blue Lake Dam Project and purchase of the four membrane filtration units and associated required tankage, piping and pumps. This information is provided to allow for consideration by the State in outright purchasing this hardware so the State would have the equipment for responding to emergency drinking water situations as they occur around Alaska such as those caused by flooding or earthquakes. Sitka's four month equipment rental costs, which include purchase of pumps and piping that are not feasible to rent, are estimated at \$1,555,000 compared to purchase cost of \$5,645,000. The total cost estimate for Sitka's four month use, including water quality testing and operational costs, is \$3,000,000 or \$750,000 per month.

CBS is exploring an equipment rental with an option for the State to purchase the units for \$5,645,000, which includes reimbursing the CBS for \$1,555,000 for its FY'14 equipment cost, which represents around half of the four month cost for the CBS to provide potable water to Sitka. This arrangement would allow the State to share in the cost of providing potable water in Sitka next year while acquiring four versatile state-of-the-art water treatment units that can be used in other communities during emergency situations thus improving overall health and sanitation throughout Alaska. This equipment, that will meet ADEC Drinking Water Program approval, would be a tremendous resource to add to the State Emergency Services water treatment equipment supply.

Sitka needs to have an alternative potable water supply operational and approved by ADEC next summer, 2014. Membrane filtration trailer units have a 30 week lead time. To meet Sitka's project time line which is controlled by the natural lake level fluctuations and have units arrive in Sitka around May 1, 2014, CBS needs to approve shop drawings and submittals by October 3, 2013.

It is important to understand that this system, sized for Sitka at 4 million gallons per day, consists of four units that can easily be used individually, each providing approximately 1 million gallons per day. This system would be very flexible for emergency response to different sized communities; from small rural communities needing only a hundred thousand gallons per day to Sitka or Ketchikan at four million gallons.



## Indian River Water Treatment Plant Rental vs. Purchase Price Summary

PREPARED FOR: Stephen Weatherman  
Mark Buggins

PREPARED BY: Rebecca Venot, PE

REVIEWED BY: Kim Ervin, PE

DATE: August 8, 2013

PROJECT NUMBER: 472216

This memorandum summarizes the costs for renting and purchasing membrane filtration equipment and CT tanks for the temporary filtration of the Indian River Supply during the Blue Lake Dam Project. The required supply flow rate is 4.0 MGD, about 2,800 gpm. Treatment of the Indian River supply requires a minimum of 3-log (99.9%) removal or inactivation of *Giardia* and 4-log (99.99%) removal or inactivation of viruses.

### Equipment

The equipment considered is identical for both the rental and purchase options. The conceptual design included rental of membrane filtration trailers and CT tanks. Rental equipment for the raw and finished water pumping was evaluated, but was determined to be more cost effective to purchase due to high rental costs. Other costs that do not change between the rental and purchase options are, shipping, site preparation, temporary power, piping on site, instrumentation and controls, and improvements to the existing chlorination facility.

### Membrane Trailers

The membrane trailers considered are the Pall PAM-T trailers. The purchase price for the trailers is \$1.15 million per unit. The lead time on membrane trailers for purchase is approximately 30 weeks from approved submittals which means the trailers would need to be ordered by the end of the month (August 2013) to meet a May 1, 2014 delivery date. Rental costs for the trailers are \$45,000 per month per trailer. To provide adequate capacity at Indian River, four trailers are required.

### CT Tanks

CT Tanks considered are a coated carbon steel 21,000 gallon tank, provided by Rain-for-Rent. The purchase price for the tanks is approximately \$56,000 per unit, and the lead time is 12 weeks. Rental costs for the tanks are approximately \$2,500 per month per tank. Five tanks are required to provide adequate CT at Indian River.

### Cost Summary

Table 1 summarizes the difference between purchase and rental costs for the equipment needed for temporary filtration at Indian River. The rental costs are the same as what was provided in the October 2012 Conceptual Design Report. Additional costs identified in the Conceptual Design Report such as shipping, water quality testing, engineering, permitting, services during construction, startup, commissioning, and operating costs do not change for the purchase option. The project contingency, estimated as a percent of equipment cost, was updated for the purchase option.

**TABLE 1**  
**Rental and Purchase Cost Estimate for Temporary Filtration**

Cost Component	Rental Cost	Purchase Cost
Filtration Equipment Rental (4 mo) <sup>1</sup>	\$720,000	\$4,600,000
Shipping and Set-Up (Filtration Equipment)	\$160,000	\$160,000
CT Tank Rental <sup>2</sup>	\$90,000	\$300,000
Site Preparation	\$85,000	\$85,000
Temporary Power	\$80,000	\$80,000
Intake Pumping	\$150,000	\$150,000
Piping and Valves	\$150,000	\$150,000
Instrumentation and Control	\$80,000	\$80,000
Chlorination Facility (existing, minor upgrades)	\$10,000	\$10,000
Finished Water Pumping <sup>3</sup>	\$200,000	\$200,000
<b>Materials, Equipment, Construction Subtotal (rounded)<sup>4</sup></b>	<b>\$1,730,000</b>	<b>\$5,820,000</b>
Water Quality Testing	\$50,000	\$50,000
Engineering (10% of Rental Cost)	\$180,000	\$180,000
Permitting <sup>5</sup>	\$30,000	\$30,000
SDC, Startup & Commissioning (10% of Rental Cost)	\$180,000	\$180,000
Project Contingency (30% Materials, Equipment, Construction Subtotal)	\$520,000	\$1,750,000
<b>Project Subtotal</b>	<b>\$2,690,000</b>	<b>\$8,010,000</b>
<b>Operating Costs:</b>		
Consumables Allowance (excluding power)	\$40,000	\$40,000
Power Consumption (4 months)	\$160,000	\$160,000
Vendor Operations (4 weeks)	\$20,000	\$20,000
Operations Subtotal (excluding labor)	\$220,000	\$220,000
<b>Total (rounded)<sup>5</sup></b>	<b>\$3,000,000</b>	<b>\$8,300,000</b>

1. For Pall Membrane Filtration - Provides 2.5-log removal

2. Assumes 5 Trailer Tanks

3. Filtration rental unit includes pumps sized to pump from the membrane trailers to the Disinfection Tanks. Additional pump cost is for pumping out of the disinfection tanks and into the distribution system.

4. Construction costs include mobilization (5%), contractor overhead and profit (15%), and a location adjustment factor (25%).

5. Assumes that CBS performs a majority of the permitting work

6. Costs for standby power are not included





# City and Borough of Sitka

100 Lincoln Street Sitka, Alaska 99835

*Coast Guard City, USA*

Date: August 13, 2013  
To: Marlene Campbell, Government Relations Director  
From: Mark Buggins, Acting Public Works Director *MB*  
Re: **One Season's Experience with the New Moller Baseball Field**

The new synthetic surface and lighting at Moller Baseball field have allowed for many new and expanded local activities at the park and has brought an increasing number of out-of-town teams to Sitka which is positive for our economy. The combination of the free-draining synthetic surface and lights has allowed a huge increase in both day and night use of the field. The field is used nearly every night.

Activities which used the new field that previously had not used Moller Field are: Sitka High Softball, Youth Baseball Club (newly formed), Sitka High Flag Football, Sitka High Football, Sitka High Soccer, Community Adult Soccer, Ultimate Frisbee Group, Mt. Edgecumbe High School Activities, USCG family recreation day.

Activities that previously used Moller Baseball Field that were expanded due to the new field, include: Sitka Jr./Sr. League baseball (age 13-15) – kids turned out this year who had not previously played baseball, this league expanded from 2 teams to 3 teams and overall Sitka Little League saw an increase of nearly 100 players; Blatchley Middle School PE classes' use of the field increased by ~ 500%; Adult Baseball lengthened its season by 40%, adding 2 months and increasing participation by one full team.

The new Moller Baseball Field has brought out-of-town teams to Sitka to stay and play; a boost to our economy. Sitka High Boys were able to have three preseason weekends bringing in six out-of-town teams and parents, Sitka High Girls Softball had preseason games that included three out-of-town teams. The newly formed baseball club team, ages 13-15, hosts a tournament with two out-of town teams this week, August 14-17. The field and new club organization has generated a lot of excitement and opportunities for teams of different ages and more tournaments next summer. Juneau and Ketchikan Jr. League teams came to Sitka for the district tournament and Anchorage came to play in the State Jr. League championship against Juneau. Anchorage won. They had planned if they won to head to Vancouver, WA their next tournament stop as soon as possible. After practicing and playing on the field every day and staying at the Fine Arts Camp dormitories the Anchorage coaches decided to lengthen their stay in Sitka to the maximum extent possible, an additional four nights. Their coach commented to me in a text message, "Why would we leave this place? We have a great place to stay and we get to practice on this beautiful field every day. Sitka is my new favorite place. Sitka rocks!"

The new field will bring the 2014 State High School Baseball Championships to Sitka in June of next year. This will be seven or eight teams (hopefully, seven with the eighth being Sitka) and their supporters to Sitka at a time before tourism has really kicked off. This is an estimated 250-300 people for five or six nights. Hosting the State High School Tournament would not have been possible without the new field surface and lights. This championship has never been off the road system before.

One final note – there is a wedding planned at the field for this Saturday, August 17<sup>th</sup>. One of our old High School Baseball players – how cool is that!

*Providing for today ... preparing for tomorrow*



Assembly Update  
8-21-13

**\*Centennial Hall & Library Site Parking Lot Development:**

- Phase IV concrete pedestrian plaza is complete.
- Landscape planting for Phase I and II is complete.
- Modifications intended to accommodate visitors in future Centennial Hall expansion area have been completed to the satisfaction of the Public Works, the Harbormaster, and Centennial Hall staff.
- Work on Phase III parking lot (Crescent Harbor Parking Lot) began on June 21, 2013 and will be completed in sub phases to keep as much parking available at all times as possible. Partial closures will begin mid-August and will last until project completion on September 30, 2013.
- The Crescent Harbor Parking Lot was stripped of pavement the weekend of August 17, 2013 and the underground work for storm drain and electrical has begun for the remainder of the parking lot area.

The project includes the complete reconstruction of the Centennial Hall Parking Lot and Crescent Harbor Parking lot. The improvements include storm drain, water, sewer, curb and gutter, paving, lighting, pedestrian plaza and landscaping. S&S General Contractors was awarded the construction contract in the amount of \$2,613,651. The total project budget is \$3,950,000. Substantial completion is required by September 30, 2013.

**\*Baranof Street Water and Sewer Improvements:**

- Storm drain, sanitary sewer and water lines installed from Lincoln Street to Sawmill Creek Road.
- Water system has been tested and approved.
- Conduit for power, cable and telephone completed from Lincoln Street to Sawmill Creek Road.
- Water and sewer connections to Pacific High School completed.
- Organic material was removed from the roadbed at several locations. All portions of the right-of-way will be backfilled with suitable material. Reconstruction of roadbed began August 1, 2013.
- Baranof Street to Biorka Street is now open temporarily to accommodate Market Center traffic.
- Public Works will work with the Contractor to ensure access to Baranof Elementary School by the first day of school.
- Curb and gutter is planned to be complete on or before Friday, August 23, 2013.
- The goal is to have the paving completed before the start of school on August 28, 2013.

The project includes water, sewer, storm drain, curb and gutter, sidewalk and pavement improvements and has a total funding of \$2,672,500 including Alaska Department of Environmental Conservation (ADEC) Municipal Matching Grant and Loan funds.

The Assembly awarded the construction contract to S&S General Contractors on the April 23, 2013 Assembly meeting, in the amount of \$1,712,916. The total estimated project cost is \$2,232,000. Substantial completion is required by August 28, 2013.

**\*ANB Harbor Replacement:**

- CBS returned the signed grant agreement to the State of Alaska and will begin receiving grant proceeds to cover 50% of the Procurement Contract. The agreement will be amended to increase the grant amount once bids are opened and a contract is awarded for the Installation Contract.
- The Alaska Department of Environmental Conservation (ADEC) permit application package for ANB Harbor water system has been submitted and associated fees have been paid to ADEC.
- Moffatt & Nichol and Public Works continue to work on the bid documents for the Installation Contract. Advertising is scheduled to begin in early September.
- The anticipated bid opening date for the Installation Contract is October 4, 2013.

CBS received a FY13 State of Alaska Municipal Harbor Facility Matching Grant, for the ANB Harbor Replacement Project, which will cover 50% of eligible construction costs not to exceed \$4,250,000 in match funding. CBS has received bond proceeds from the Alaska Municipal Bond Bank in the amount of \$4,600,000 for this project. On January 10, 2013, the Assembly awarded a Professional Services Contract to Moffatt & Nichol for the ANB Harbor Replacement Project. On June 25, 2013, the Assembly approved award of the Procurement Contract to Transpac Marinas, Inc. for \$2,698,870. The total project cost is estimated at \$8,130,000.

**\*Sitka Community Hospital Roof Replacement:**

- Installation of the new roofing has begun and will continue through September.

The Assembly approved award of a construction contract to CBC Construction, Inc. in the amount of \$784,754.16 for the Sitka Community Hospital Roof Replacement project on April 23, 2013. Due to the very competitive bid received, a change order to the contract was approved to upgrade the insulation to a better product (polyiso instead of EPS). The project is funded through a \$1,200,000 FY2013 State Legislative Grant. Substantial Completion is required by September 30, 2013.

**\*Swan Lake Restoration / Dredging Project:**

- Public Works has reviewed the Contractor's revised work plan and anticipates change ordering the contract to accommodate more dredging to fully utilize the grant funds. The Contractor is currently reviewing the Public Works accounting of the additional work.
- Public Works and the Contractor are working on different scenarios to increase productivity to allow most, if not all of the dredging to be completed by late 2014.
- Purchase of a refurbished aquatic weed harvester was included in the grant funding. These floating machines cut and remove the vegetation to improve

recreational opportunities and water flow through the lake. The search for a suitable harvester is on-going with several suppliers.

The Assembly approved award of a construction contract to Island Enterprises, Inc. in the amount of \$399,806 for the Swan Lake Restoration – Lake Dredging project on April 23, 2013. The project includes dredging prioritized selected locations to improve water flow through the lake, winter habitat for fish, access and recreation in general. The City and Borough of Sitka received \$771,236 in Federal funds through the Coastal Impact Assistance Program (CIAP) for this restoration project on Swan Lake. The grant is administered through the Wildlife and Sport Fish Restoration Program, CIAP Branch and runs through December 2015.

#### **Edgecumbe Drive Street Reconstruction:**

- Public Works in the process of signing a contract with O'Neill Surveying and Engineering to survey Edgecumbe Drive to assist in the design of the improvements. The asbuilt/topographic survey is anticipated to be completed no later than December 15, 2013.
- Public Works anticipates advertising a Request for Qualifications for professional engineering services late summer/early fall 2013.

The project is funded through a \$2,900,000 FY2013 State Legislative Grant (Paving Failed Collector Streets – Edgecumbe Drive and Jeff Davis Street). Budgetary cost estimates were completed to help scope the project based on funds available. That estimate indicates approximately \$5.5 million would be required to completely rebuild Edgecumbe Drive from Kimsham to Cascade Creek to include paving, curb and gutter, sidewalk, and storm drain (budget shortfall of \$3.25 million); approximately \$3.5 million would be required to rebuild Edgecumbe Drive from Kimsham to Cascade Creek to include paving and storm drain only (budget shortfall of \$1.25 million); and approximately \$2.5 million would be required to rebuild Edgecumbe Drive from Kimsham to Cascade Creek to include paving the drive lanes (not shoulders) and storm drain (budget shortfall of \$250,000). Public Works staff has begun planning level work for this project. Test borings were completed along Edgecumbe Drive in areas of suspected subgrade failure and in other areas of interest on March 4-5, 2013. This information will assist in the design of the improvements. Public Works anticipates construction during the summer of 2014.

#### **\*Sea Walk – Crescent Harbor Park to National Historic Park:**

- Work is progressing through the Conservation Easement. Grading for new concrete sidewalk has begun.
- Sidewalk and curb have been poured along Crescent Harbor. The Contractor has leapfrogged the harbor parking lots to avoid disruption during the summer. This work is anticipated for early September. Public notice will be provided for any shutdown.
- Construction is anticipated to continue through the summer 2013 with substantial completion September 30, 2013.



On March 12, 2013, the Assembly approved award of a contract to CBC Construction for the Sea Walk – Crescent Harbor Park to National Historic Park project in the amount of \$1,222,662.14 for the base bid and all five additive alternates. The current phase of the Sea Walk extends from the Centennial Hall Parking Lot to the Sitka National Historic Park boundary near Kelly Street. The Sea Walk is funded by way of the following: \$1,000,000 FY 2011 State of Alaska Grant (Sea Walk Extension Part C), \$700,000 FY 2011 State of Alaska Grant (Crescent Park Sidewalk Widening), \$80,000 Paul Sarbanes Transit in the Parks Programs (TRIP) Grant (applied for and administered by National Park Service), and \$175,000 CPET funds (Sea Walk – Centennial Building to Tennis Courts).

#### **Centennial Hall Renovation:**

- The design consultant, McCool Carlson Green, is incorporating the comments from the public meeting into the exterior building design concepts.

The current total estimated cost for this project is \$15.2 million including the new museum wing. Current grant funding allocated specifically to the project is only \$8,230,000. A \$2,000,000 FY10 Legislative Grant designated for a lightering facility visitor's center (previously planned for under the O'Connell Bridge), is eligible to be used for this project since Centennial Hall serves as a visitor center for the Crescent Harbor Lightering Facility. A FY14 Legislative Priority Request was submitted consisting of \$4,200,000 for the Centennial Hall building improvements and \$3,341,000 for combined Library/Centennial Hall heating system improvements; however it does not appear that either request will be funded at this time. Additionally, approximately \$2,000,000 is available in the Marine Passenger Fee Fund that could be used for this project. If additional funds are not secured, the scope of the project will need to be scaled back or phased with additional museum and meeting space expansion planned for the future when funding becomes available.

#### **\*Ultra Violet (UV) Disinfection Facility:**

- The kick-off meeting for the final design of the project with CH2MHill is planned for August 26 and 27, 2013.

The Blue Lake drinking water system is a surface water system, which must comply with the EPA Enhanced Surface Water Treatment Rules (ESWTRs). The subject UV Disinfection Facility will provide the additional microbial and disinfection controls required under the ESWTRs.

The current project cost estimate is \$8,966,000. Funding for this project is provided by State of Alaska Department of Environmental Conservation (ADEC) loans and grants:

- \$4,000,000 FY 2011 ADEC Loan. Includes \$2,500,000 financed with \$1,500,000 subsidized.
  - \$2,550,000 FY 2012 ADEC Loan (pending).
  - \$3,500,000 FY 2012 ADEC Grant (30% local match requirement).
  - \$2,061,000 FY 2013 ADEC Grant (pending - 30% local match requirement).
- \$12,111,000 Total Project Funding.

The grants and loans indicated as pending are grants and loans listed on the Alaska Drinking Water Fund intended use plans, for which CBS has submitted appropriate paper work to have the grant or loan finalized.

**\*Library Development Planning:**

- The draft of the Facility Needs Assessment and as-builts has been complete.
- A Building Design Committee meeting and a Public Meeting is planned for September 4, 2013.
- The consultant has prepared floor plan layouts to address the current funding and revised site plan. These have been reviewed by the design development team and will be revised for the September 4, 2013 meetings.
- Finalization of the FEMA information is still outstanding.

The design phase is expected to take 12 months at a minimum with the earliest advertisement for construction planned for late summer/fall 2014. The project construction may be completed in 2015, depending on the phasing plan that is developed.

The State funding of \$5.7 million awarded to CBS is a direct appropriation with no funding match requirements. A private donation of \$400,000 has also been given to the project by the John J. and Eleanor Brust Family. \$350,000.00 of the budget was allocated to the Centennial Hall Parking Lot Project to relocate the Swan Lake storm drain, leaving a current project budget of \$5.75 million for the expansion and renovation of the Library.

**\*Storm Water Master Plan Phase II:**

- The project is complete. A report to the Assembly is planned for the September 4, 2013 meeting.

The first phase of the Storm Water Master Plan was completed in late June 2012 with Tetra Tech Alaska, LLC gathering existing infrastructure data and condition inventory to include in our GIS system along with precipitation analysis and drainage basin delineation as part of the first phase of the project. The second year grant funding (FY13) was approved by the Alaska Department of Environmental Conservation and the grant agreement was authorized by the Assembly in July 2012. The grant amount of \$43,388 requires a forty percent CBS match of \$28,925.

**\*Alternative Water Source Investigation Filtration (Blue Lake Project):**

- The consultant has prepared the draft RFP for the leasing of the water filter units. The guarantee that the units will be available for installation when needed is under evaluation.
- The consultant will be in town on August 26 and 27, 2013 to assist the utility department in preparing the taste test panels.

The proposed schedule has the design completed in October 2013, ADEC permitting completed in March 2014, construction of the piping and pumping completed in April 2014 and final installation of the filter units in June 2014 for operation in July 2014. The preliminary design cost estimate has a projected design and construction cost of \$3,000,000. Due to the lack of well potential in the Indian River Valley, temporary

surface water filtration will need to be utilized during the Blue Lake Project outage. Award of the design contract to CH2MHILL, was approved by the Assembly on February 12, 2013.

**\*Blatchley Middle School:**

- The Blatchley Middle School Remodel Project is substantially complete with the exception of the door correction (installation), which will have its own completion date.
- Commissioning was completed as scheduled the week of July 15-19, 2013 and went very well. Minor modifications were implemented and a punch list for the remaining modifications and/or corrections is short.
- The DesertAire Pool Unit is functioning properly after the programming changes the Manufacturer's Representative implemented during re-commissioning of the unit July 30, 2013. It is worth noting, DesertAire set up a unit similar to the BMS unit in their manufacturing facility and spent two weeks re-creating the unique problems we were experiencing and then resolving them. The programming changes are being added the base programming for all future units. DesertAire and Schmolck Mechanical deserve recognition for the effort expended to get the BMS unit functioning properly.
- The Hubble Lighting Control Manufacturer's Rep was onsite with Sitka Electric July 30 through August 2, 2013 and reprogrammed the lighting controls and tested the system and its devices. The lighting controls are functioning properly now.
- Punch lists of items to be completed for Final Completion are being generated and/or completed.

The project budget is \$12.475 million.

**\*Pacific High School:**

- Installation of doors, wall and floor finishes nearing completion.
- Start up of heat pump system was completed.
- Exterior landscape and walkways is underway.
- Installation of interior lighting, computer network, & power is nearly complete.
- Students will begin the school year at the Vocational Center, allowing for the completion of the building, it's furnishings and the landscaping prior to the school being occupied by the students.

The project budget is \$2.671 million and the project is within its budget. The contract required substantial completion date is December 1, 2013.

**\*Municipal Harbor Facility Grant Applications:**

- Public Works and Harbor Staff put significant effort into completing grant applications for Harbor facilities under the 50/50 grant program.
- The Sitka Transient Float grant application was mailed on July 24, 2013.



- The Eliason Harbor Floatation Upgrades grant application was mailed on July 30, 2013.

The Assembly approved Public Works/Harbor Dept. to apply and execute Municipal Harbor Facility Grants for the Sitka Transient Float (\$2.7M) and Eliason Harbor Floatation Upgrades (\$320K) on July 9 and July 23 respectively. The local match will come from reserve working capital from the Harbor Fund or bonding.

**\*Alaska Department of Environmental Conservation (ADEC) Grant Municipal Matching Questionnaires:**

Each year, the ADEC solicits grant questionnaires from communities for projects which they wish to have funded. The questionnaires are competitively scored against other communities and funding is at the discretion of the legislature. Public Works has historically done well with these grants, however for the last fiscal year no local projects were funded.

For communities the size of Sitka, the projects receive 70% grant funding with a 30% local match required. Whenever possible, the grants are used to help receive loan funds for the same project and vice versa. If both are received for a particular project (an example is the current Baranof Street project) the loans are used to cover the local match requirement.

Public Works is completing grant questionnaires for the following projects which are due by August 5. No commitment is made by the CBS in completing these questionnaires

- Channel, Lake, Monastery and Landfill Lift Station Upgrades
- Lift Station Cathodic Protection
- Monastery and Baranof Street Water & Sewer – SMC to DeGroff
- Jeff Davis Water and Sewer
- DeGroff Water and Sewer
- Alternative Potable Water Source
- Hollywood Way Water & Sewer/New Archangel Sewer

**\*Federal Land Access Program (FLAP) Grant:**

The City and Borough of Sitka has been awarded a \$916,897 MAP-21 Federal Lands Access Program (FLAP) Grant for Phase 5 Cross Trail multimodal pathway (Cross TMP), Baranof Street and Yaw Drive connectors, by Western Federal Lands (WFL). The Assembly approved submission of the grant in Resolution 2013 - 03 in February.

Phase 4 of the project, pathway reconstruction and re-routing from Yaw Drive to the CBS property was funded by the Department of Transportation in the STIP in 2009. DOT planners, with the concurrence with Western Federal Lands (WFL) and CBS, initiated action to combine the two projects as a single \$1.8 million grant and have the project managed by Western Federal Lands for greater efficiency and cost savings.

The CBS is starting to work with the property owners to secure construction licenses and easements of the properties that will be affected during and after the trail is constructed.

- Match Agreement with Western Federal Land has been signed.
- Mental Health Land Trust (MHLT) construction License and Easement documentation has been signed.
- Bureau of Land Management application has been signed and submitted.
- Memorandum of Understanding with Sitka Trail Works and CBS has been signed.

**\*Alaska Community Forestry CBS Inventory:**

CBS Parks and Recreation staff is working with the Alaska Community Forestry Program to complete a Community Forest Management Plan and survey for urban trees in park areas owned by CBS. This plan includes a tree ordinance that is being worked on by the Tree and Landscape Committee. The project is funded with a \$26,000 grant from the Alaska Community Forestry Program. The draft plan was presented at the April 9, 2013 Assembly meeting. The final version of the management plan was put in front of the Assembly on August 13, 2013 and approved.

**\*Drop off Recycle Center:**

On July 1, 2013, CBS Public Works Department took over the operation of the recycle center. Since then, major changes have been made at the center to help with the transition. Roll off containers have been set in place of the handling system that was designed for plastics in the past. This will allow for a more efficient way of handling the plastics and for a cleaner recycle center. The containers have been moved and the area underneath them has been cleaned. For accessibility, the Baranof Barracuda building has been moved back beside the collection area for aluminum cans. The aluminum can roll off container has also been moved back beside the Barracuda's area.

CBS hired a Recycle Center Operator that started his new position on Tuesday, 20 August 2013. CBS will be looking at picking up recyclables utilizing the same schedule as before. The box truck previously owned and used by the Sitka School district for recyclable pickups, has been transferred to the CBS, and will continue to be used for the recycling operation.

**Erler Street Mill and Overlay:**

This project consists of milling and overlaying Erler and Spruce Streets. Aggregate Construction Inc. was awarded the contract in the amount of \$148,152. Substantial completion is scheduled for August 31, 2013.

- Lowering of the utilities for the milling process has been completed.
- Milling started on 20 August and will take two – three days.
- Overlaying the Erler/Spruce will follow within a couple of days.

**AT&T Cell on Wheels:**

AT&T requested that the City and Borough of Sitka consider a proposal for AT&T to locate a Cell on Wheels (COW) at Kimsham due to the service issues that they are experiencing. The AT&T Cell on Wheels arrived at Kimsham on Friday, July 12, 2013. As soon as AT&T installs electric on the COW, the installation can be scheduled.



This would be a temporary site initially while they negotiated with Department of Education (near Mt. Edgecumbe School) on a permanent site placing a cell tower in place of the water tower that exists now.

- COW is hooked up to electricity and awaiting the circuits.
- Should be activated within the week of August 19, 2013.

**\*Water Service Calls; Leaks/Locates/Routine Repairs & Maintenance:**

During the last two weeks, the Water Division responded to two customer service leaks and two city-side service leaks – one has been repaired and the other is tentatively scheduled for the week of August 19, 2013. Additionally operators have responded to two dips in the normally steady chlorine residual; they have dismantled and cleaned the chlorinator and are continuing to closely monitor this critical compliance parameter. When a contractor was making new service connections for a zero-lot-line on Biorca St. operators noted the exterior of the 6” main was badly corroded in the vicinity of the old service tap. Operators worked with the contractor installing the new services to remove and replace 32 feet of 6” ductile iron main; connecting to the new stub and 6” valve installed as part of the Baranof Street project.

Water operators continue working daily with DOT’s HPR Road subcontractor by performing locates near their storm drain crossing locations as the contractor makes their way towards town.

Water operators were busy with other duties so no progress was made on the annual fire hydrant ‘weed whacking’ and painting program as time allows – 25 hydrants have been washed and repainted so far in the Indian River, Lillian Drive, and Price Street neighborhoods. With about 450 hydrants to maintain it is our goal to get around 75 repainted each year – a six-year cycle. With this busy construction season it will be difficult for our small three person crew to accomplish this goal.

Wastewater operators continue working with DOT’s HPR sub-contractor locating sewer system infrastructure as they install drainage culverts across HPR. Operators also continued to clean and paint the interior of lift station generator buildings. The hypochlorite generation system was repaired and has been operating fine since the last update. Both pumps at Monastery lift station had to be pulled; one was plugged with rags and the other had a large rock in the suction, operators used the “camel” to vacuum out the wet well, cleaned the impeller of rags and had the lift station back in service the same day. Another rock was removed from inside one of the pumps at Jamestown Bay lift station. An E-one pump was replaced in the Shotgun Alley area, where the city has the ownership of the individual residential pump stations.

**\*Sawmill Cove Industrial Site – Wastewater Update:**

Operators started the second WWTP at SMCIP last week and began building up the bacterial colonies to hopefully be ready to treat all the waste from the park. For the last year and half only a portion of the wastewater has been directed to the on-site WWTP; with the remainder being pumped to town by the new lift station that was installed in

2011. The SMC Rd project will need to cut and move our 6" force main to allow construction of retaining walls along three sections of the road. We have kept the biological treatment plant operating so that the bacteria are alive for this transition. It will take at least two weeks to get the second treatment tank online and fully operational. It will be a challenge for this little biological treatment plant to handle all the wastewater from the very active SMCIP for the two-or-three weeks it will take the contractor to excavate the poor material, build the walls, back fill and reconnect our force main.

Also last week at SMCIP operators were called to a problem at the lift station for the "Boat Company Building" which has been leased by the Electric Department for the dam project. The pump station was completely flooded. Both pumps in the duplex system were not operational. Electrical connections were wet; they were left to dry and we will see if we can get that pump station operating next week. In the meantime the restroom in this building is out of service.

**\*Summer Water Quality Monitoring of Indian River:**

On July 1, 2013, we started this summer's special monitoring of Indian River water; several coolers of samples have been sent to the lab for analysis, other daily and weekly monitoring continues. This data is needed to fine tune the temporary filtration system design that is needed to serve the public during the Blue Lake penstock outage in 2014. We have scheduled a taste and odor testing panel which will help determine if additional treatment steps should be included in the treatment train when the salmon are in the river. This testing will be held in the Centennial Building; will be open to the public and will precede the Assembly meeting on August 27, 2013. Assembly members are invited to be part of the taste and odor testing just prior to the meeting.

**\*Water Division and Electric Department Working Together on Blue Lake Water Quality:**

The Water Division is working with the Electric Department to gather background water quality data out in the lake and around the construction activity as required during the project. This background data from out in the lake and at different depths will help us understand water quality changes in the future as the lake fills to new greater depths and as the water moves through the lake towards the intake. The first field monitoring was completed and the first set of samples was sent to the lab for analysis.

**\*Annual Lead and Copper Sampling:**

Lead and Copper sampling took place on July 23, 2013. This in-the-home sampling by residents went very smoothly. Results of the sampling guide our corrosion control program and the addition of soda ash solution to the transmission main before the water gets to town. Addition of soda ash solution to our water increases the alkalinity and pH, reducing the amount of corrosion to household plumbing, resulting in lower levels of copper and lead which come from the household piping and faucets. Results were received and we passed so no changes or additional sampling will be required. The next round of Lead and Copper sampling will be summer of 2014.

**Water Division Works on ANB Harbor Renovation & new Service Line to Crescent Harbor: [S1]**

The Water Division reviewed the consultant's design and submittal to Alaska Department of Environmental Conservation (ADEC) for construction of the new water service to (and system within) ANB Harbor. Parts are beginning to arrive for the replacement of the Crescent Harbor water service. The Water operators will install the new HDPE service line with excavation assistance from CBC Construction, the Sea Walk project contractor.



# Public Reception



City and Borough of Sitka and Sitka Tribe of Alaska  
are co-sponsoring a public reception  
for the Marine Transportation Advisory Board (MTAB).

The reception will be held in the Sheet'ka Kwaan NaKahidi  
Community House at 456 Katlian Avenue  
on Thursday, August 29 from 4:00pm to 6:00pm.

Persons interested in the Alaska Marine Highway are encouraged  
to welcome MTAB to Sitka.

The Board is holding its meeting in Sitka on Friday, August 30, at 9:00am  
in the Harrigan Centennial Hall Maksoutoff Room.

The meeting is open to the public.

MTAB is the statewide board advising the  
Alaska Marine Highway System about ferry issues.

The members of the Marine Transportation Advisory Board are:  
Chair, Robert Venables, Ronald Bressette, Jr., John (Mark) Eliason, Gerry Hope,  
Joshua Howes, Timothy Joyce, Daniel Kelly, Mike Korsmo, Shirley Marquardt,  
Cathie Roemmich, Maxine Thompson.



## Legislation Details

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**File #:** 13-166      **Version:** 1      **Name:**  
**Type:** Minutes      **Status:** AGENDA READY  
**File created:** 8/21/2013      **In control:** City and Borough Assembly  
**On agenda:** 8/27/2013      **Final action:**  
**Title:** Approve the minutes of the August 5, 6, 7 & 13, 2013 Assembly meetings.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Minutes](#)

Date	Ver.	Action By	Action	Result
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# CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS  
330 Harbor Drive  
Sitka, AK  
(907)747-1811

## Minutes - Draft City and Borough Assembly

*Mayor Mim McConnell*  
*Deputy Mayor Pete Esquiro,*  
*Vice Deputy Mayor Thor Christianson,*  
*Phyllis Hackett, Matthew Hunter, Mike Reif and Michelle Putz*

*Interim Municipal Administrator: John P. Sweeney III*  
*Municipal Attorney: Robin L. Koutchak*  
*Municipal Clerk: Colleen Ingman, MMC*

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Monday, August 5, 2013

5:00 PM

Assembly Chambers

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### SPECIAL MEETING

#### I. CALL TO ORDER

#### II. FLAG SALUTE

#### III. ROLL CALL

**Present:** 6 - Christianson, Esquiro, Reif, Hunter, Putz, and Hackett

**Telephonic:** 1 - McConnell

#### IV. CORRESPONDENCE/AGENDA CHANGES

#### V. PERSONS TO BE HEARD

Jennifer Robinson, Executive Director of the Greater Sitka Chamber, distributed a letter from the Board of Directors which emphasized the importance of the business community and economic development. The letter also requested particular questions to be asked of each candidate.

#### VI. NEW BUSINESS:

##### **13-147**

##### **Administrator Interview Preparation**

Mark Danielson, Human Resources Director, provided an outline for the evening: review of interview questions, decision to review references prior to interviews, and process for interviews.

The Assembly decided a discussion on applicants would be held at the end of the meeting on Wednesday, with a possible executive session if needed.

**A motion was made by Christianson to go into Executive Session to discuss subjects that tend to prejudice the reputation and character of a person in consideration of tonight's review of applicant reference checks and invite the Human Resources Director and Municipal Attorney in. The motion PASSED by**

a unanimous voice vote.

The Assembly was in Executive Session from 5:40pm to 6:40pm.

A motion was made by Christianson to reconvene as the Assembly in regular session. The motion PASSED by a unanimous voice vote.

The Assembly reviewed the list of interview questions.

**VII. EXECUTIVE SESSION**

**VIII. ADJOURNMENT**

A motion was made by Christianson to ADJOURN. The motion passed by a unanimous voice vote. The meeting ADJOURNED at 6:45pm.

ATTEST: \_\_\_\_\_  
Sara Peterson, CMC  
Acting Municipal Clerk



# CITY AND BOROUGH OF SITKA

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*Interim Municipal Administrator: John P. Sweeney III  
Municipal Attorney: Robin L. Koutchak  
Municipal Clerk: Colleen Ingman, MMC*

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Tuesday, August 6, 2013

4:30 PM

Assembly Chambers

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### SPECIAL MEETING

#### I. CALL TO ORDER

#### II. FLAG SALUTE

#### III. ROLL CALL

**Present:** 6 - Christianson, Esquiro, Reif, Hunter, Putz, and Hackett

**Telephonic:** 1 - McConnell

#### IV. CORRESPONDENCE/AGENDA CHANGES

None.

#### V. PERSONS TO BE HEARD

None.

#### VI. NEW BUSINESS:

**13-151**

Applicant interviews via video conferencing (Allen/Sherman, Bennett, Caskie, Gorman, Bradshaw)

Applicant interviews via video conferencing were held for Rob Allen/Robin Sherman, Robin Bennett, Pamela Caskie, Mark Gorman, and Steve Bradshaw.

**13-148**

Discussion/Direction/Decision regarding tonight's applicants for Municipal Administrator

The Assembly agreed they would prefer to discuss all applicants at the end of Wednesday night's interviews.



**VII. EXECUTIVE SESSION**

None.

**VIII. ADJOURNMENT**

A motion was made by Christianson to ADJOURN. The motion passed by a unanimous voice vote. The meeting ADJOURNED at 8:05pm.

ATTEST:

\_\_\_\_\_  
Sara Peterson, CMC  
Acting Municipal Clerk



# CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS  
330 Harbor Drive  
Sitka, AK  
(907)747-1811

## Minutes - Draft

### City and Borough Assembly

*Mayor Mim McConnell  
Deputy Mayor Pete Esquiro,  
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Phyllis Hackett, Matthew Hunter, Mike Reif and Michelle Putz*

*Interim Municipal Administrator: John P. Sweeney III  
Municipal Attorney: Robin L. Koutchak  
Municipal Clerk: Colleen Ingman, MMC*

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Wednesday, August 7, 2013

4:30 PM

Assembly Chambers

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#### SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

**Present:** 6 - Christianson, Esquiro, Reif, Hunter, Putz, and Hackett

**Telephonic:** 1 - McConnell

IV. CORRESPONDENCE/AGENDA CHANGES

None.

V. PERSONS TO BE HEARD

None.

VI. NEW BUSINESS:

**13-149** Applicant interviews via video conferencing (Pascale, Sciorra, Lanning, Gubatayo)

Applicant interviews via video conferencing were held for Jim Pascale, Arthur Sciorra, Alan Lanning and Cynna Gubatayao.

A recess was taken from 7:20pm to 7:25pm.

**13-150** Discussion/Direction/Decision regrading tonight's applicants for Municipal Administrator

The Assembly discussed the option of going into Executive Session.

**A motion was made by Hackett to go into Executive Session to discuss subjects that tend to prejudice the reputation and character of a person in consideration of tonight's and last night's video conference interviews of applicants for Municipal Administrator and invite the Human Resources Director and Municipal Attorney in. The motion FAILED by the following vote.**

**Yes:** 2 - Putz, and Hackett

**No:** 5 - Christianson, Esquiro, Reif, Hunter, and McConnell

Robert Woolsey of Raven Radio and Shannon Haugland of the Daily Sitka Sentinel urged the Assembly to hold as much of the discussion about the candidates in public as possible.

The Assembly further discussed the idea of going into executive session. Municipal Attorney, Robin Koutchak, reviewed her memo regarding executive session.

The Assembly put forth the names of the individuals they were most interested in: Allen, Caskie, Gorman, Pascale, Gubatayao, and Lanning

A discussion was held regarding the number of applicants to invite for in person interviews.

**A motion was made by Reif to invite the top four applicants for an in person interview: Pamela Caskie, Mark Gorman, Cynna Gubatayao, and Jim Pascale. The motion PASSED by the following vote.**

**Yes:** 6 - Christianson, Esquiro, Reif, Hunter, Putz, and Hackett

**Absent:** 1 - McConnell

**An amendment to the motion was made by Hunter to include Rob Allen.**

Assembly members offered their opinions on including Rob Allen in the in person interview selection.

**A motion was made by Reif to amend the amendment to ask the Municipal Attorney to research the issue of inviting Allen and come back with a recommendation on inviting Allen and not Lanning.**

**Further discussion occurred between Assembly members. Both Hunter and Reif withdrew their amendments.**

**A motion was made by Hackett to go into executive session to discuss subjects that tend to prejudice the reputation and character of a person in consideration of the personality traits of the candidates we have interviewed by video conference for the Municipal Administrator position and invite the Human Resources Director and Municipal Attorney in. The motion PASSED by the following vote.**

**Yes:** 4 - Christianson, Putz, McConnell, and Hackett

**No:** 3 - Esquiro, Reif, and Hunter

The Assembly was in executive session from 8:30pm to 9:08pm.

Mayor McConnell signed off during the executive session.

**A motion was made by Hackett to reconvene as the Assembly in regular**

session. The motion PASSED by a unanimous voice vote.

A vote was taken on the previously stated main motion.

Chamber of Commerce Executive Director, Jennifer Robinson, asked the Assembly to offer their reasons for choosing the four finalists.

**VII. EXECUTIVE SESSION**

**VIII. ADJOURNMENT**

A motion was made by Christianson to ADJOURN. The motion passed by a unanimous voice vote. The meeting ADJOURNED at 9:15pm.

ATTEST: \_\_\_\_\_  
Sara Peterson, CMC  
Acting Municipal Clerk



# CITY AND BOROUGH OF SITKA

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*Interim Municipal Administrator: John P. Sweeney III  
Municipal Attorney: Robin L. Koutchak  
Municipal Clerk: Colleen Ingman, MMC*

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Tuesday, August 13, 2013

6:00 PM

Assembly Chambers

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### REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

**Present:** 7 - Christianson, Esquiro, Reif, Hunter, Putz, McConnell, and Hackett

IV. CORRESPONDENCE/AGENDA CHANGES

13-161 Correspondence

None.

V. CEREMONIAL MATTERS

13-152 Service Award: Jeremy Twaddle - Planning Commission

Mayor McConnell presented Jeremy Twaddle with a Service Award for his six years of service on the Planning Commission.

VI. **SPECIAL REPORTS: Government to Government, Municipal Boards/Commissions/Committees, Municipal Departments, School District, Students and Guests (time limits apply)**

Carol Goularte with the US Forest Service, provided an update to the Assembly on Redoubt Lake, plans for a new office location on Halibut Point Road, and possible loss of jobs due to funding cuts. Goularte stated the hope was to retain the current 63 positions in Sitka and noted there had been a 62% decrease in personnel since 1996.

**VII. PERSONS TO BE HEARD**

Albert Judson offered an outsider's viewpoint of Sitka.

Tiffany Shaquanie spoke to the health risks associated with fluoridated water.

**VIII. REPORTS****a. Mayor, b. Administrator, c. Attorney, d. Liaison Representatives, e. Clerk, f. Other**

Acting Administrator- Michael Harmon reported existing asphalt would be removed at the Centennial Hall parking lot this weekend and underground drainage work would be started. Harmon stated vehicles would need to be out of the parking lot during this time and asked folks to be patient.

Liaison Reps- Assembly member Putz reported on the Historic Preservation Commission and Assembly member Hackett reported on the Sitka Community Hospital Board.

Clerk- Times were determined for the Blue Lake Dam tour, administrator candidate interviews, public reception for candidates, and special Assembly meeting for administrator selection.

Other - Chris Brewton, Utility Director, provided an update on the Blue Lake Dam project.

**IX. CONSENT AGENDA**

- A 13-160** Approve the minutes of the July 23 Special Assembly Meeting and July 23 Regular Meeting

**This item was APPROVED ON THE CONSENT AGENDA.**

- B 13-158** Appoint Don Jones to a term on the Local Emergency Planning Committee and reappoint 1) Jeff Feldpausch to a term on the Parks and Recreation Committee and 2) Curt Ledford to a term on the Library Commission

**This item was APPROVED ON THE CONSENT AGENDA.**

- C 13-159** Approve a request filed by Baranof Island Brewing Company for an expansion of the existing licensed premises under liquor license #4912

**A motion was made by Putz that this Item be APPROVED. The motion PASSED by the following vote.**

**Yes:** 7 - Christianson, Esquiro, Reif, Hunter, Putz, McConnell, and Hackett

**D 13-156** Accept the Sitka Urban Forest Management Plan

Lynne Brandon, Parks and Recreation Manager, explained the plan was an urban management plan and directed toward trees actively managed by the City in parks and on City grounds.

**A motion was made by Hackett that this Item be APPROVED. The motion PASSED by the following vote.**

**Yes:** 7 - Christianson, Esquiro, Reif, Hunter, Putz, McConnell, and Hackett

A recess was taken from 7:00pm to 7:10pm.

**E 13-155** Approve the award of a construction contract in the amount of \$56,425 to ANC Research & Development, LLC for the repair of the Airport water main near the USCG housing project

Reif asked if there were any health issues associated with asbestos pipe. Environmental Superintendent, Mark Buggins, stated there were no health issues in pipe form. Buggins also noted the USCG regularly tested for asbestos.

**A motion was made by Christianson that this Item be APPROVED. The motion PASSED by the following vote.**

**Yes:** 7 - Christianson, Esquiro, Reif, Hunter, Putz, McConnell, and Hackett

**X. UNFINISHED BUSINESS:**

**F ORD 13-31A** Amending chapter 11.40 of the SGC entitled "Stopping Standing and Parking" to provide for civil administration process for parking offenses under this chapter

Christianson and Putz thanked the Police and Fire Commission for their willingness to serve as the hearing officer.

**A motion was made by Hackett that this Ordinance be APPROVED. The motion PASSED by the following vote.**

**Yes:** 7 - Christianson, Esquiro, Reif, Hunter, Putz, McConnell, and Hackett

**G ORD 13-32** Amending the Sitka General Code at Chapter 15.05 entitled "Water System" at subsection 15.05.620 entitled "Rates and Fees" to adjust the rates for water service

**A motion was made by Hackett that this Ordinance be APPROVED. The motion PASSED by the following vote.**

Yes: 7 - Christianson, Esquiro, Reif, Hunter, Putz, McConnell, and Hackett

**XI. NEW BUSINESS:**

**New Business First Reading**

**H ORD 13-33** Reenacting Sitka General Code at Chapter 2.32 entitled "Long-Range Strategic Planning Commission"

Putz provided a brief explanation of the reasons for creating the ordinance.

Assembly members offered their opinions and suggested further work be done on the ordinance.

**A motion was made by Hackett that this Ordinance be POSTPONED to the August 27, 2013 Assembly meeting. The motion PASSED by the following vote.**

Yes: 7 - Christianson, Esquiro, Reif, Hunter, Putz, McConnell, and Hackett

**Additional New Business Items**

**I 13-157** Additional discussion/direction/decision on the sale of the South Benchlands and proposals submitted by Sound Development, LLC

Developers, Todd Fleming and Jeremy Twaddle, provided an overview of the subdivision materials they submitted for the Assembly packet and stated their goal was to provide an opportunity for private individuals or entities to buy land. They noted there would be numerous public meetings held and requirements to be met throughout the subdivision process.

John Holst, a member of the Benchlands Ad Hoc Group, spoke in favor of the motion and urged the Assembly to move forward.

Assembly members offered their opinions on selling the parcels.

Municipal Attorney, Robin Koutchak, asked for clarification of what the Assembly would like to see in a sales agreement.

**A motion to amend was made by Putz to include in the sales agreement a right of first refusal as a parcel.**

Acting Administrator, Michael Harmon, stressed the need for the sales agreement to follow the RFP as submitted by Sound Development LLC.

**Putz withdrew her motion to amend.**

Municipal Attorney, Robin Koutchak, reviewed some of the requirements set forth in the RFP. The goal would be for the developer, Municipal Attorney and staff to work together to develop a sales agreement to come back before the Assembly for approval.



A motion was made by Putz to amend the last sentence of the main motion to read, "I further move to direct the Municipal Attorney, in conjunction with the Administrator and developer, to draft a sales agreement as described in this motion, and execute the sales agreement forthwith with final review by the Assembly." The amendment PASSED by the following vote.

Yes: 7 - Christianson, Esquiro, Reif, Hunter, Putz, McConnell, and Hackett

The Assembly further discussed the need to follow the RFP.

A motion was made by Reif to sell parcels A, B, C, & D of the South Benchlands property to Sound Development, LLC, for the price as described in Sound Development, LLC's proposal in response to the RFP issued on December 4, 2012, by the City and Borough of Sitka, and to further direct the Municipal Attorney, in conjunction with the Administrator and developer, to draft a sales agreement as described in this motion, and execute the sales agreement forthwith with final review by the Assembly. The motion as previously amended PASSED by the following vote.

Yes: 7 - Christianson, Esquiro, Reif, Hunter, Putz, McConnell, and Hackett

**J 13-153**

Authorize the Interim Administrator to execute a Memorandum of Agreement with the Alaska Department of Transportation and Public Facilities for completion of the Baranof Warm Springs Dock reconstruction and ownership transfer

Reif stated the City had received a \$1,900,000 grant to reconstruct the Baranof Warm Springs dock and suggested the need for a financial plan for long term maintenance. Public Works Director, Michael Harmon, noted this was something that would definitely be looked at.

The Assembly commended Public Works staff for a job well done and was pleased with the direction the project was headed.

A motion was made by Hunter that this Item be APPROVED. The motion PASSED by the following vote.

Yes: 7 - Christianson, Esquiro, Reif, Hunter, Putz, McConnell, and Hackett

**K 13-154**

Authorize the Interim Administrator to negotiate, execute and administer all documents required for the Cross Trail Multimodal Project phases 4 & 5 including the Reimbursable Agreement with Federal Highways Administration, Western Federal Lands, for construction of the Cross Trail Multimodal Pathway

Brian Hanson, president of Sitka Trail Works, encouraged the Assembly to authorize this item. Hanson added Sitka Trail Works had pledged their support in any way they could to get this project complete.

Lynne Brandon, Parks and Recreation Manager, noted improvements such as a separated pathway along most of Yaw Drive.

A motion was made by Putz that this Item be APPROVED. The motion PASSED by the following vote.

Yes: 7 - Christianson, Esquiro, Reif, Hunter, Putz, McConnell, and Hackett

**XII. PERSONS TO BE HEARD:**

None.

**XIII. EXECUTIVE SESSION**

None.

**XIV. ADJOURNMENT**

A motion was made by Christianson to ADJOURN. The motion passed by a unanimous voice vote. The meeting ADJOURNED at 9:25pm.

ATTEST:

\_\_\_\_\_  
Sara Peterson, CMC  
Acting Municipal Clerk



## Legislation Details

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**File #:** ORD 13-33    **Version:** 1    **Name:**  
**Type:** Ordinance    **Status:** AGENDA READY  
**File created:** 8/7/2013    **In control:** City and Borough Assembly  
**On agenda:** 8/27/2013    **Final action:**  
**Title:** Reenacting Sitka General Code at Chapter 2.32 entitled "Long-Range Strategic Planning Commission"  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [ORD 2013-33](#)

Date	Ver.	Action By	Action	Result
8/13/2013	1	City and Borough Assembly		



# City and Borough of Sitka

100 Lincoln Street Sitka, Alaska 99835

*Coast Guard City, USA*

## Memorandum

August 20, 2013

To: Mayor and Assemblymembers

From: Michelle Putz and Matt Hunter

### **Background:**

Michelle Putz and Matt Hunter co-sponsored a proposal to reenact a "Long-Range Strategic Planning Commission," Ordinance No. 2013-33, at the August 13 Sitka Assembly meeting. After discussion with the assembly, a committee consisting of Matt, Michelle, and Thor Christianson was formed to adjust and further develop the proposal. This committee met by phone and, based on assembly input, wrote the following revised ordinance.

Several changes were made to the ordinance, including simplifying the name to the Strategic Planning Commission. One of the more significant changes in the ordinance is the addition of the duty stating that the commission shall, annually, draft its goals for the assembly to approve. Goals will be based on the annual assembly/commission joint meeting (see 2.32.060) or the assembly's recent visioning or strategic planning sessions. Initial goals might include:

- developing a community vetted priority list of facilities, road maintenance, and services,
- developing alternative means and methods for reviewing the City's commission framework and improving the effectiveness of City committees and commissions, and, at the direction of the assembly, assist the assembly in implementing the chosen alternative,
- providing a public forum for providing ideas of ways to increase revenue or reduce costs, and for other suggestions from the community, or
- assisting with implementation of any tasks directly assigned by the assembly related to strategic planning and visioning sessions,

We propose this commission as a means of allowing the Sitka Assembly to become more strategic and less reactive by assisting the assembly in developing, planning, and implementing strategic and long-range planning priorities as determined by the assembly.

**CITY AND BOROUGH OF SITKA**

**ORDINANCE NO. 2013-33**

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA REENACTING SITKA  
GENERAL CODE AT CHAPTER 2.32 ENTITLED “ STRATEGIC PLANNING  
COMMISSION”**

**1. CLASSIFICATION.** This Ordinance is of a permanent nature and is intended to become part of the Sitka General Code (“SGC”).

**2. SEVERABILITY.** If any provision of this Ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and application to any person or circumstances shall not be affected.

**3. PURPOSE.** The Assembly has periodically established an economic development and long range planning commission over the past three decades (Ordinance No. 88-818, Ordinance No. 99-1538, Ordinance No. 01-1649, and dissolution by Ordinance No. 2011-05).

The purpose of this ordinance is to recreate SGC 2.32 to reenact this commission as the Sitka Strategic Planning Commission to assist the assembly in developing, planning, and implementing strategic and long-range planning priorities as determined by the assembly . The newly formed commission will focus on strategic planning for the city rather than economic development. The Sitka Economic Development Association (SEDA), a non-profit organization established in 1997 by a committee of the Greater Sitka Chamber of Commerce, and other entities have taken on many of the economic development roles of the former Long-Range Planning and Economic Development Commission.

**4. ENACTMENT.** **NOW, THEREFORE, BE IT ENACTED** by the Assembly of the City and Borough of Sitka that the former repealed SGC 2.32 is now reenacted to form the Strategic Planning Commission as follows (new language underlined; deleted language stricken):

**Title 2  
ADMINISTRATION**

**Chapters:**

- 2.04 City and Borough Assembly**
- 2.08 City and Borough Departments**
- 2.12 City and Borough of Sitka Hospital Board**
- 2.13 Health Needs and Human Services Commission**
- 2.14 Historic Trust Board**
- 2.16 Library Commission**
- 2.18 Planning Commission**
- 2.19 Police and Fire Commission**
- 2.20 Fire Department**

49           **2.25 Sitka Police Department**  
50           **2.32 Strategic Planning Commission**  
51           **2.34 Sitka Convention and Visitors’ Bureau**

\* \* \*

**Chapter 2.32**  
**Strategic Planning Commission**

**Sections:**

- 58           **2.32.010 Establishment.**
- 59           **2.32.020 Formation.**
- 60           **2.32.030 Organization.**
- 61           **2.32.040 Powers and duties.**
- 62           **2.32.050 Term.**

**2.32.010 Establishment.**

There shall be a commission known as the strategic planning commission to assist the assembly in developing, planning, and implementing strategic and long-range planning priorities; provide a public forum for strategic and long-range community planning discussions and proposals; and, as determined by the assembly, review, comment, and assist on all referred issues for the purposes of strategic planning

**2.32.020 Formation.**

The commission shall be composed of five members appointed by the Assembly and, to the extent deemed advisable by the Assembly, include members active in roles from the major industries of Sitka: seafood, healthcare, tourism and education; along with members from the community at large. A member of the assembly will serve as a liaison for the commission. At least annually, the assembly and the commission shall meet jointly in a special session to discuss strategic planning priorities.

**2.32.030 Term.**

The term of a member shall be two years or until a successor is appointed; except, term of the Assembly Liaison shall be for one year. The first members appointed to the commission shall, upon appointment, determine the length of the terms so that the terms of two (2) members shall be for one year and the terms of three (3) members shall be for two years, resulting in staggered terms for members subsequently appointed. A vacancy on the commission shall be filled by appointment by the assembly for any remainder of an unexpired term.

**2.32.040 Organization.**

The commission shall organize itself, naming of the officers a chairperson, vice chairperson and secretary, each of whom shall be elected by the members of the commission at the first meeting of the newly appointed commission and shall serve a term to expire upon election of officers at the first meeting of the following year.



95 **2.32.050 Resignation.**

96 Should an officer resign from their position prior to expiration of their term, or otherwise is  
97 unable or unwilling to perform duties as required of the office, the commission may elect an  
98 officer to serve out the remainder of that term. In addition to the above officers, the  
99 commission, by a majority vote of its members, may designate and elect or appoint such  
100 other officers, assistant officers and agents as it deems necessary at such time, in such  
101 manner, and upon and for such terms as it shall prescribe. All officers and agents shall serve  
102 at the pleasure of the commission, whenever in its judgment the best interest of the  
103 commission will be served.

104  
105 **2.32.060 Meetings.**

- 106 A. Except during the summer, the commission shall meet at least quarterly.
- 107
- 108 B. Additional meetings may be held to provide a public forum for strategic planning  
109 priorities.
- 110
- 111 C. Give reasonable public notice of its meetings and shall comply in all respects with the  
112 Alaska Open Meetings Law.
- 113
- 114 D. At least once on an annual basis, the assembly and the commission shall meet jointly in a  
115 special session to discuss strategic planning priorities (see 2.32.020).
- 116
- 117 E. At least twice annually, representatives of the commission will provide a five-minute  
118 update to the assembly at a regular assembly meeting during “Special Reports” and will use  
119 assembly feedback to adjust the activities and annual goals of the commission.

120  
121 **2.32.070 Powers and duties.**

- 122 A. The commission shall assist the assembly in developing, planning, and implementing  
123 strategic and long-range planning priorities as determined through assembly visioning;
- 124
- 125 B. The commission shall, annually, draft its goals for the assembly to approve. These goals  
126 shall be based on the annual assembly/commission joint meeting (see 2.32.060) or the  
127 assembly’s recent visioning or strategic planning sessions. Specific issues the commission  
128 may be directed to pursue include but are not limited to: sustainability of city infrastructure,  
129 sustainability/efficiency of city services, targeted actions to improve quality of life, cost of  
130 single family dwellings/affordable housing, tourism, etc.
- 131
- 132 C. The commission shall provide a public forum for strategic and long-range community  
133 planning discussions and proposals. In that role, the commission shall develop a process in  
134 which the public can participate in setting goals for future use of publicly owned resources;
- 135
- 136 D. The commission shall, with the direction of the assembly, take specific action to facilitate  
137 strategic and long-range planning for the community;

140 E. As determined by the assembly, the commission shall review and comment on all  
141 referred issues for purposes of strategic planning;

142

143

\* \* \*

144

**5. EFFECTIVE DATE.** This Ordinance shall become effective the day after the date  
145 of its passage.

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**PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of  
148 Sitka, Alaska this 27th day of August, 2013.

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ATTEST:

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Colleen Ingman, MMC

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Municipal Clerk

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\_\_\_\_\_  
Mim McConnell, Mayor

## C I T Y   A N D   B O R O U G H   O F   S I T K A

## ORDINANCE NO. 88-818

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA  
CREATING A SITKA ECONOMIC DEVELOPMENT COMMISSION

1. **CLASSIFICATION.** This ordinance is of a permanent nature and is intended to become a part of the SITKA GENERAL CODE.

2. **SEVERABILITY.** If any provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and application thereof to any person or circumstance shall not be affected thereby.

3. **PURPOSE.** It is the responsibility of the municipality to provide realistic public services which will attract and sustain public and private businesses and industry; to remove any unnecessary public barriers to economic stability and development; and where appropriate, to take specific action to facilitate economic growth and development and sustain existing business and industry. With these goals in mind, it is the intent of the Assembly to create an Economic Development Commission to provide input and information regarding these matters and advise the Assembly as to future actions.

4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that Chapter 2.32 of the Sitka General Code is hereby enacted as follows:

## CHAPTER 2.32

## SITKA ECONOMIC DEVELOPMENT COMMISSION

2.32.010 Establishment. There shall be a Sitka Economic Development Commission to maintain and collect current economic data and trends concerning community activities, to annually formulate an economic plan for local governmental purposes, to review past and proposed city ordinances, coastal management plans, economic grant proposals, etc., to identify unnecessary barriers, which would impede economic development.

2.32.020 Formation. The Economic Development Commission shall consist of 7 members active in roles of the major industries of Sitka; forest products, seafood, national interest, health care, tourism, education, and heavy construction; and 2 members from the community at large; and 1 Planning Commission member (ex-officio).

2.32.030 Organization. The Commission shall organize itself, naming a chairman and secretary, as well as any other officers it deems necessary. The Commission shall meet at least once a month.

2.32.040 Procedure. (A) The Commission shall develop a process in which the public can participate in setting goals for future economic development.

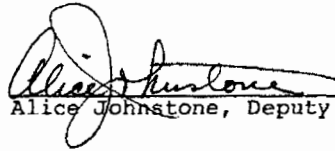
(B) The Commission shall review and comment on all referred issues for purposes of economic analysis.

(C) The Commission shall comply with all statutes, ordinances, and regulations regarding public meetings and notice to the public of such meetings.

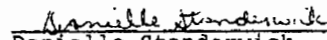
2.32.050 Term. The terms of the Commission members shall be 3 years, however the first Commission members shall be appointed to serve terms as follows: 3 members for terms of 3 years; 3 members for terms of 2 years; and 3 members for a term of 1 year. Members shall serve until their successors have been confirmed by the Assembly. There shall be no pay for Commission membership.

5. EFFECTIVE DATE. This ordinance shall become effective on the day after the date of its passage.

PASSED, APPROVED AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 25th day of MAY, 1988.

  
Alice Johnstone, Deputy Mayor

ATTEST:

  
Danielle Standerwick  
Acting Municipal Clerk

Sponsor: Administrator

**CITY AND BOROUGH OF SITKA  
ORDINANCE NO. 99-1538**

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA, ALASKA REPEALING  
AND REENACTING SITKA GENERAL CODE RELATING TO THE SITKA  
LONG-RANGE PLANNING & ECONOMIC DEVELOPMENT COMMISSION**

1. **CLASSIFICATION.** This ordinance is of a permanent nature and is intended to be a part of the Sitka General Code of the City and Borough of Sitka, Alaska.
2. **SEVERABILITY.** If any provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and application thereof to any person and circumstances shall not be affected thereby.
3. **PURPOSE.** The purpose of this ordinance is to repeal SGC Chapter 2.32 Sitka Economic Development Commission and enact SGC Chapter 2.32 Sitka Long-range Planning and Economic Development Commission for the creation of a long-range community planning & economic development commission. The concept was discussed in the development of the 1999 Sitka Comprehensive Plan.
4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that SGC Chapter 2.32 Sitka Economic Development Commission is repealed and reenacted as SGC Chapter 2.32 Sitka Long-range Planning and Economic Development Commission as stated below:

**SITKA LONG-RANGE PLANNING & ECONOMIC DEVELOPMENT COMMISSION**

**2.32.010 Establishment**

There shall be a Sitka long-range planning and economic development commission to undertake long-range community planning, to maintain and collect current economic data and trends concerning community activities, to annually, with concurrence of the assembly, formulate an economic plan for local governmental purposes, to annually review the Sitka Comprehensive Plan, to review past and proposed city ordinances, legislative priorities, and coastal management plans, to implement other programs including economic funding proposals, approved by the assembly, and to identify unnecessary barriers, which would impede economic development. (Ord. 93-1143§4 (part), 1993)

**2.32.020 Formation**

The long-range planning and economic development commission shall consist of nine members as follows: eight members active in roles of the major industries of Sitka: natural resources, seafood, national/state interest, health care, tourism, education, construction, and finance/real estate; and one member from the community at large. In the event that a qualified representative of an industry group is not available, a representative from the community at large may be appointed for the three-year term. Upon the completion of that term, every attempt shall be made to fill the position with an industry representative. Two alternates shall be appointed to the board by the Assembly who shall have the ability to participate and vote in the event regular board members are absent. The chair shall determine which alternate will participate if only one regular board member is not present. (Ord. 93-1143§4 (part), 1993)

**Ordinance 99-1538**

**Page 2**

**2.32.030 Organization**

The commission shall organize itself, naming a chairperson and vice chairperson, as well as any other officers it deems necessary. The commission shall meet at least once a month, or at the request of the assembly, except that the commission may vote to adjourn during the summer months, where attendance difficulties preclude a quorum. (Ord. 93-1143§4 (part), 1993)

**2.32.040 Procedure**

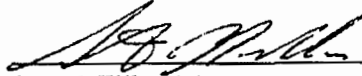
- A. The commission shall develop a process in which the public can participate in setting goals for future use of publicly owned resources and economic development.
- B. The commission shall, with the concurrence of the assembly, take specific action to facilitate long-range planning for the community.
- C. The commission shall, with the concurrence of the assembly, take specific action to facilitate economic growth and development.
- D. The commission shall review and comment on the Sitka Comprehensive Plan in an annual joint meeting with the Planning Commission.
- E. The commission shall review and comment on all referred issues for purposes of economic analysis.
- F. The commission shall, at the request of the assembly, review and provide recommendations concerning loan programs and foundation funding strategies.
- G. The commission shall comply with all statutes, ordinances, and regulations regarding public meetings and notice to the public of such meetings. (Ord. 93-1143§4 (part), 1993)

**2.32.050 Term**

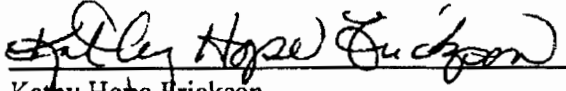
The terms of the commission members shall be three years. Members of the existing Economic Development Commission shall serve their terms as already set. Members shall serve until their successors have been confirmed by the assembly. There shall be no pay for commission membership. (Ord. 93-1143§4 (part), 1993.)

**5. EFFECTIVE DATE.** This ordinance shall become effective on the day after the date of its passage.

**PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of Sitka, Alaska this 22<sup>nd</sup> day of June 1999.

  
\_\_\_\_\_  
Stan J. Filler, Mayor

ATTEST:

  
\_\_\_\_\_  
Kathy Hope Erickson  
Municipal Clerk



**CITY AND BOROUGH OF SITKA****ORDINANCE NO. 01-1649****AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA, ALASKA REPEALING AND REENACTING SITKA GENERAL CODE CHAPTER 2.32 RELATING TO THE SITKA LONG-RANGE PLANNING & ECONOMIC DEVELOPMENT COMMISSION**

1. **CLASSIFICATION.** This ordinance is of a permanent nature and is intended to be a part of the Sitka General Code of the City and Borough of Sitka, Alaska.

2. **SEVERABILITY.** If any provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and application thereof to any person and circumstances shall not be affected thereby.

3. **PURPOSE.** The purpose of this ordinance is to repeal SGC Chapter 2.32 Sitka Economic Commission and enact SGC Chapter 2.32 Sitka Long-range Planning and Economic Development Commission for the creation of a long-range community planning & economic development commission. The board has historically had nine members and there have been substantial difficulties filling all the seats and obtaining meeting quorums.

4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that SGC Chapter 2.32 Sitka Economic Development Commission is repealed and reenacted as SGC Chapter 2.32 Sitka Long-range Planning and Economic Development Commission as stated below. This ordinance, prepared in consultation with long standing board members, reduces the board membership to seven members and increases the percentage of at large members so the board can quickly return to full strength and can quickly pursue important tasks.

**SITKA LONG-RANGE PLANNING & ECONOMIC DEVELOPMENT COMMISSION****2.32.010 Establishment**

There shall be a Sitka long-range planning and economic development commission to undertake long-range community planning, to maintain and collect current economic data and trends concerning community activities, to annually formulate an economic plan for local governmental purposes, to annually review the Sitka Comprehensive Plan, to review past and proposed city ordinances, [LEGISLATIVE PRIORITIES,] and coastal management plans, to implement other programs including economic funding proposals, approved by the assembly, and to identify unnecessary barriers, which would impede economic development. (Ord. 93-1143§4 (part), 1993)

**2.32.020 Formation**

The long-range planning and economic development commission shall consist of ~~seven~~ [NINE] members as follows: ~~four~~ [EIGHT] members active in roles of the major industries of Sitka: [NATURAL RESOURCES,] ~~seafood~~ [NATIONAL/STATE INTEREST,] health care, tourism, education, [CONSTRUCTION, AND FINANCE/REAL ESTATE]; and ~~three~~ [ONE] members from the community at large. In the event that a qualified representative of an industry group is not

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Ordinance 01-1649

Page 2

available, a representative from the community at large shall [MAY] be appointed for the three-year term. Upon the completion of that term, every attempt shall be made to fill the position with an industry representative. [TWO ALTERNATES SHALL BE APPOINTED TO THE BOARD BY THE ASSEMBLY WHO SHALL HAVE THE ABILITY TO PARTICIPATE AND VOTE IN THE EVENT REGULAR BOARD MEMBERS ARE ABSENT. THE CHAIR SHALL DETERMINE WHICH ALTERNATE WILL PARTICIPATE IF ONLY ONE REGULAR BOARD MEMBER IS NOT PRESENT.] (Ord. 93-1143§4 (part), 1993)

#### 2.32.030 Organization

The commission shall organize itself, naming a chairperson and vice chairperson, as well as any other officers it deems necessary. Except during the summer, the commission shall meet at least once a month. (Ord. 93-1143§4 (part), 1993)

#### 2.32.040 Procedure

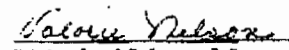
- A. The commission shall develop a process in which the public can participate in setting goals for future use of publicly owned resources and economic development.
- B. The commission shall, with the concurrence of the assembly, take specific action to facilitate long-range planning for the community.
- C. The commission shall, with the concurrence of the assembly, take specific action to facilitate economic growth and development.
- D. The commission shall review and comment on the Sitka Comprehensive Plan [IN AN ANNUAL JOINT MEETING] with the Planning Commission.
- E. The commission shall review and comment on all referred issues for purposes of economic analysis.
- F. The commission shall implement loan programs and foundation funding strategies.
- G. The commission shall comply with all statutes, ordinances, and regulations regarding public meetings and notice to the public of such meetings. (Ord. 93-1143§4 (part), 1993)

#### 2.32.050 Term

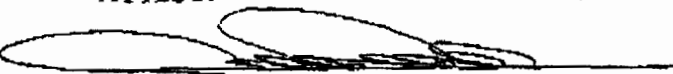
The terms of the commission members shall be three years. Members of the existing commission shall serve their terms as already set. Members shall serve until their successors have been confirmed by the assembly. There shall be no pay for commission membership. (Ord. 93-1143§4 (part), 1993)

5. **EFFECTIVE DATE.** This ordinance shall become effective on the day after the date of its passage.

**PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of Sitka, Alaska this 20th, day of November 2001.

  
\_\_\_\_\_  
Valorie Nelson, Mayor

ATTEST:

  
\_\_\_\_\_  
Colleen Pellett, CMC  
Municipal Clerk

**CITY AND BOROUGH OF SITKA  
ORDINANCE NO. 2011-05**

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA REPEALING  
SITKA GENERAL CODE AT CHAPTER 2.32 ENTITLED "SITKA LONG-  
RANGE PLANNING AND ECONOMIC DEVELOPMENT COMMISSION"**

1. **CLASSIFICATION.** This Ordinance is of a permanent nature and is intended to become part of the Sitka General Code ("SGC").

2. **SEVERABILITY.** If any provision of this Ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and application to any person or circumstances shall not be affected.

3. **PURPOSE.** This Ordinance repeals SGC at Chapter 2.32 entitled "Sitka Long-Range Planning and Economic Development Commission." The Assembly has determined that the Sitka Long-Range Planning and Economic Development Commission ("Commission") is no longer needed, having fulfilled its mission, or its duties are better addressed by the Assembly or other municipal boards, commissions, or committees. This decision was reached by the Assembly after meeting with Commission members and receiving their recommendations about dissolving the Commission.

4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that SGC 2.32 *et seq.* entitled "Sitka Long-Range Planning and Economic Development Commission" is repealed to read as follows (new language underlined; deleted language stricken):

**Title 2  
ADMINISTRATION**

**Chapters:**

- 2.04 City and Borough Assembly**
- 2.08 City and Borough Departments**
- 2.12 City and Borough of Sitka Hospital Board**
- 2.14 Historic Trust Board**
- 2.16 Library Commission**
- 2.18 Planning Commission**
- 2.19 Police and Fire Commission**
- 2.20 Fire Department**
- 2.25 Sitka Police Department**
- ~~**2.32 Sitka Long-Range Planning and Economic Development Commission**~~
- 2.34 Sitka Convention and Visitors' Bureau**

- 2.36 Public Notice of Meetings
- 2.38 Sawmill Cove Industrial Site
- 2.40 Elections
- 2.44 Municipal Court
- 2.46 Municipal Correctional Officers
- 2.47 Steps for Disaster Preparedness
- 2.48 District Civil Defense Council
- 2.52 Parks and Playgrounds
- 2.54 Sitka Tree and Landscape Committee
- 2.56 Parks and Recreation Committee
- 2.58 Sitka Historical Preservation Commission
- 2.60 Municipal Boards, Commissions and Committees
- 2.62 Sitka Investment Committee
- 2.64 Seafood Processing Economic Development Committee
- 2.66 Tourism Commission

\* \* \*

Chapter 2.32

~~Sitka Long-Range Planning and Economic Development Commission~~

Sections:

- ~~2.32.010—Establishment.~~
- ~~2.32.020—Formation.~~
- ~~2.32.030—Organization.~~
- ~~2.32.040—Procedure.~~
- ~~2.32.050—Term.~~

~~2.32.010 Establishment.~~

~~There shall be a Sitka long-range planning and economic development commission to undertake long-range community planning, to maintain and collect current economic data and trends concerning community activities, to annually formulate an economic plan for local governmental purposes, to annually review the Sitka Comprehensive Plan, to review past and proposed city ordinances, and coastal management plans, to implement other programs including economic funding proposals, approved by the assembly, and to identify unnecessary barriers which would impede economic development.~~

~~2.32.020 Formation.~~

~~The long range planning and economic development commission shall consist of seven members as follows: four members active in roles of the major industries of Sitka: seafood, health care, tourism, education; and three members from the community at large. In the event that a qualified representative of an industry group is not available, a representative from the community at large shall be appointed for the three-year term. Upon the completion of that term, every attempt shall be made to fill the position with an industry representative.~~

**~~2.32.030 Organization.~~**

~~The commission shall organize itself, naming a chairperson and vice chairperson, as well as any other officers it deems necessary. Except during the summer, the commission shall meet at least once a month.~~

**~~2.32.040 Procedure.~~**

~~A.—The commission shall develop a process in which the public can participate in setting goals for future use of publicly owned resources and economic development.~~

~~B.—The commission shall, with the concurrence of the assembly, take specific action to facilitate long range planning for the community.~~

~~C.—The commission shall, with the concurrence of the assembly, take specific action to facilitate economic growth and development.~~

~~D.—The commission shall review and comment on the Sitka Comprehensive Plan with the planning commission.~~

~~E.—The commission shall review and comment on all referred issues for purposes of economic analysis.~~

~~F.—The commission shall implement loan programs and foundation funding strategies.~~

~~G.—The commission shall comply with all statutes, ordinances and regulations regarding public meetings and notice to the public of such meetings.~~

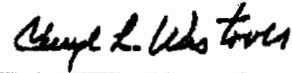
**~~2.32.050 Term.~~**

~~The terms of the commission members shall be three years. Members of the existing commission shall serve their terms as already set. Members shall serve until their successors have been confirmed by the assembly. There shall be no pay for commission membership.~~

Ordinance 2011-05  
Page 4

5. **EFFECTIVE DATE.** This Ordinance shall become effective the day after the date of its passage.

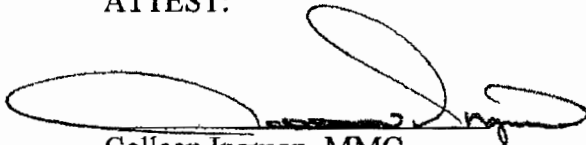
PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 22nd day of February, 2011.



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Cheryl Westover, Mayor

ATTEST:



Colleen Ingman, MMC  
Municipal Clerk





## Legislation Details

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**File #:** ORD 13-34    **Version:** 1    **Name:**  
**Type:** Ordinance    **Status:** AGENDA READY  
**File created:** 8/21/2013    **In control:** City and Borough Assembly  
**On agenda:** 8/27/2013    **Final action:**  
**Title:** Amending SGC Title 22 Zoning to revise SGC 22.20.038 Residential Demolition Guarantee.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [ORD 2013-34](#)

Date	Ver.	Action By	Action	Result
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## MEMORANDUM

**To:** Jay Sweeney, Interim Municipal Administrator  
Mayor McConnell and Members of the Assembly

**From:** Maegan Bosak, Planner I *MB*

**Subject:** Zoning Text Amendment- Residential Demolition Guarantee

**Date:** August 20, 2013

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The Sitka Planning Commission is recommending approval of a zoning text amendment to amend SGC 22.20.038 Residential Demolition Guarantee. Ordinance 2013-34 is on the Assembly agenda for review. The ordinance amends the Sitka Zoning Code to revise the Residential Demolition Guarantee to include the single family SF zone as a conditional use. Barnaby Dow and Christine Marie proposed the code changes. After deliberating, the Planning Commission recommended in favor of the changes during their August 6<sup>th</sup>, 2013 meeting on a 4-0 vote.

SGC currently states that lots in the R-1 and R-2 or related zones may enter into a binding financial agreement that allows them to have two residential structures on one lot for the period of up to one year. The demolition and removal of the older structure is at the owner's expense but allows flexibility in neighborhoods where structures are older and dilapidated. By going through the conditional use permit process, owners have the ability to stay in the neighborhoods they love and have a house that better fits their needs.

This amendment would allow owners in the single family SF zone to go through the guarantee process with a conditional use permit. As required in the conditional use permit process, the applicant would be required to submit site plans and drawings detailing new structures. Each permit request would go through the public process, allowing for neighborhood comment, as well as the Planning Commission and Assembly.

The single family SF zone spans from behind the Fire Hall to Princess Way, neighboring the Russian Orthodox Cemetery. This single family zone is one of the most restrictive zones however there has been no public comments received.

**Recommended Action:** Approve the zoning text amendment allowing the Residential Demolition Guarantee (SGC 22.20.038) to include the single family SF zone as a conditional use as recommended by the Planning Commission.

SPONSOR: ADMINISTRATOR

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2013 – 34

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA, ALASKA AMENDING SITKA GENERAL CODE TITLE 22 ZONING TO REVISE SGC 22.20.038 RESIDENTIAL DEMOLITION GUARANTEE.

BE IT ENACTED by the Assembly of the City and Borough of Sitka, Alaska as follows:

1. CLASSIFICATION. This ordinance is of a permanent nature and is intended to be a part of the Sitka General Code of the City and Borough of Sitka, Alaska.

2. SEVERABILITY. If any provision of this ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and application the to any person and circumstances shall not be affected.

3. PURPOSE. The purpose of this ordinance is to allow the single family SF zone as a permissible zone by conditional use of the residential demolition guarantee.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough to:

A. Amend SGC Section 22.20.038 Residential Demolition Guarantee to read "Two residential structures may be allowed on one lot in an R-1 and R-2 or related zone upon the execution of a binding financial guarantee that insures and provides a vehicle for the demolition and removal of the older residence at the owner's expense. Residential Demolition Guarantees may be permitted in single family SF and related zone if approved through the conditional use process."

5. EFFECTIVE DATE. This ordinance shall become effective on the day after the date of its passage.

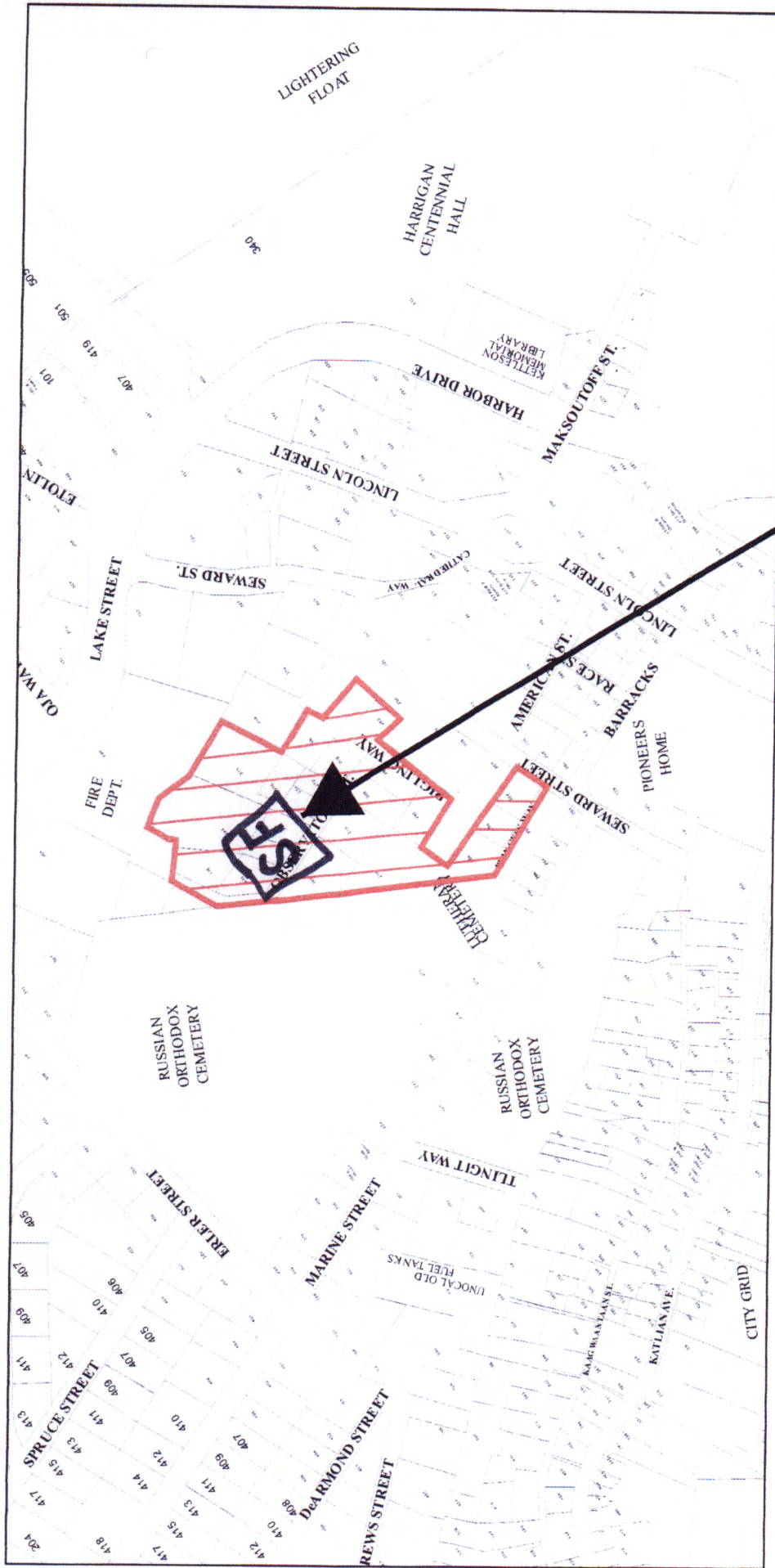
PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 27<sup>th</sup> day of August, 2013.

Mim McConnell, Mayor

ATTEST:

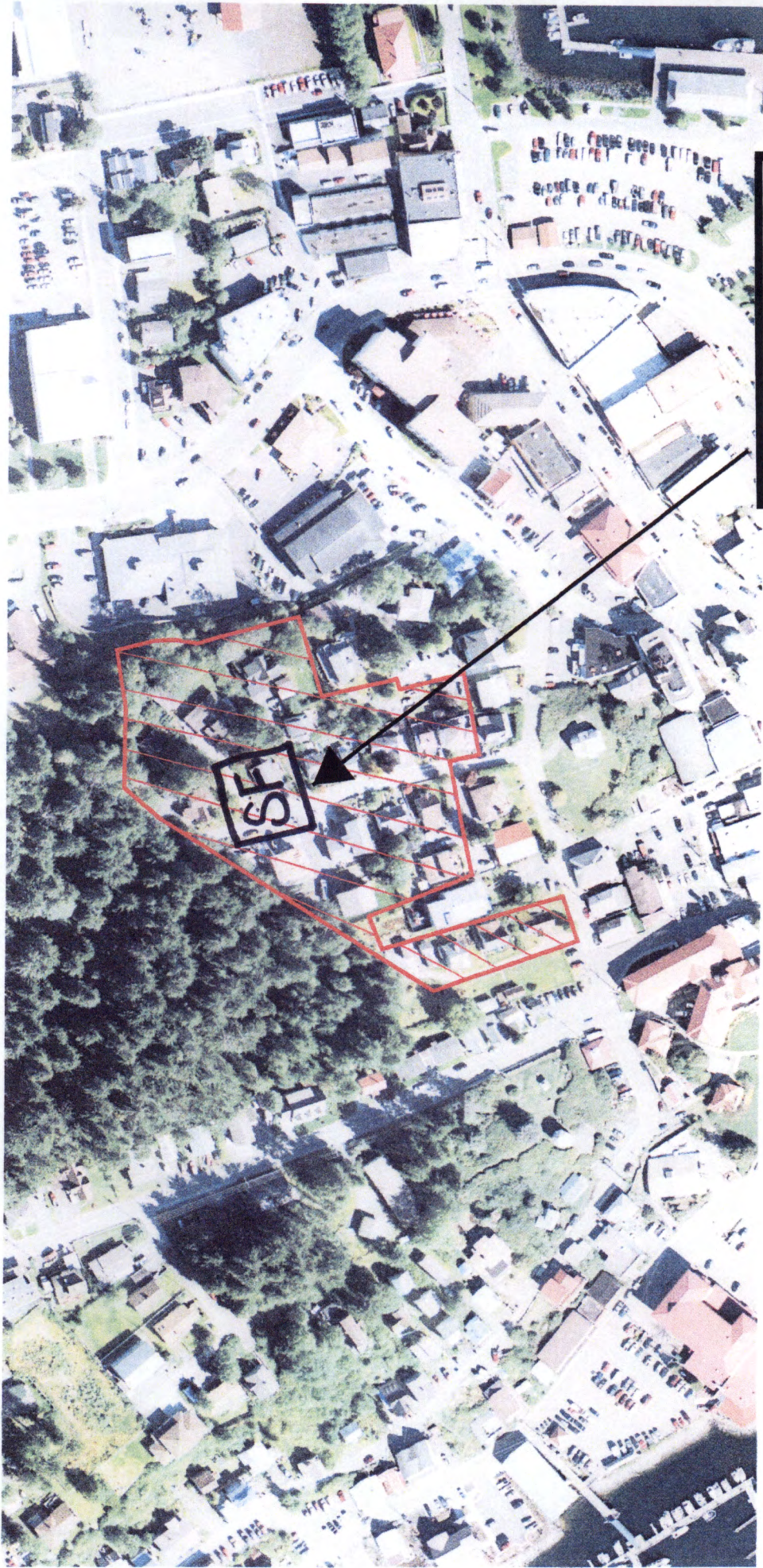
Colleen Ingman, CMC  
Municipal Clerk





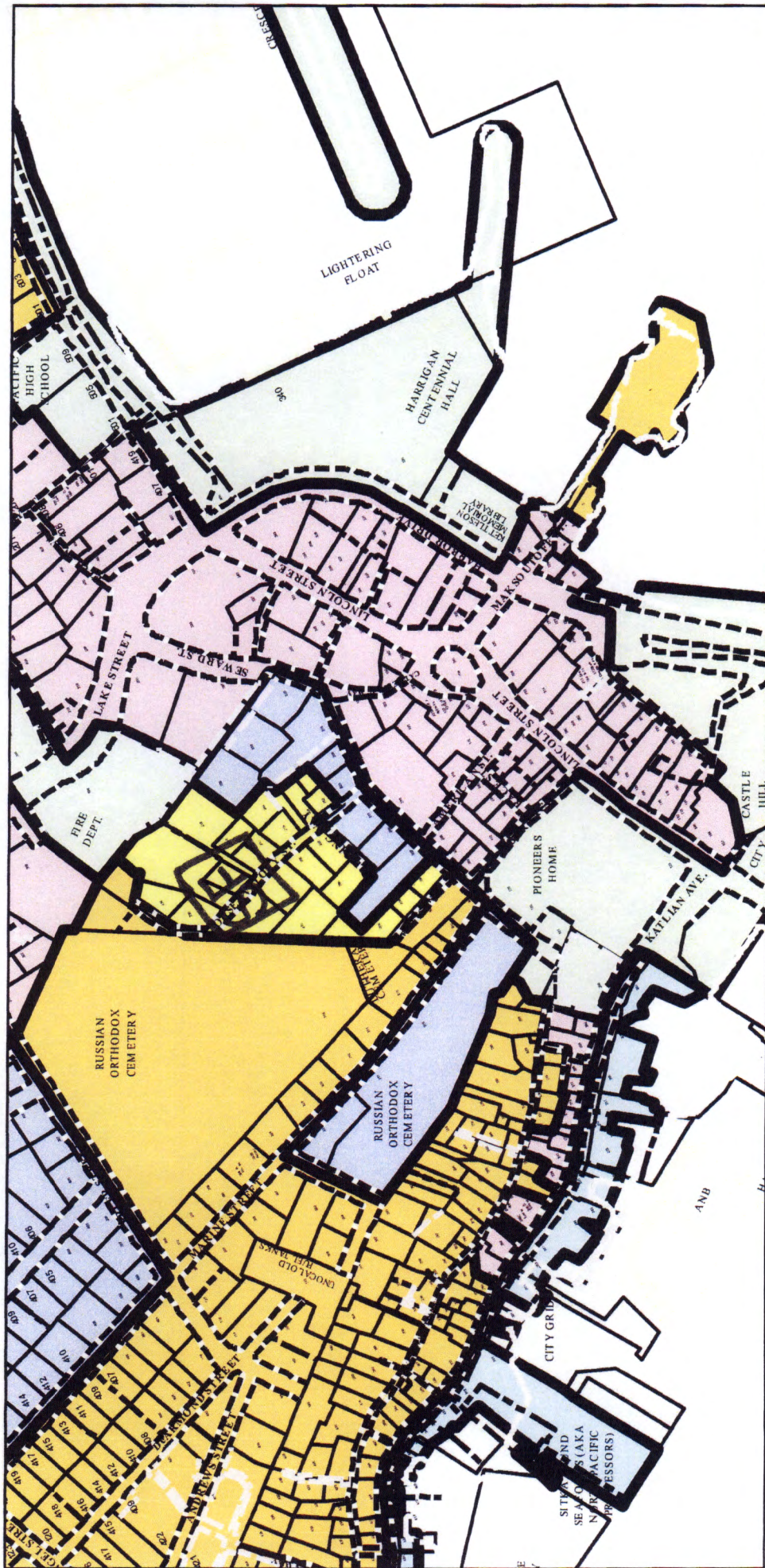
**Barnaby Dow and Christine Marie**  
 Zoning Text Amendment  
 204 Observatory Street





Barnaby Dow and Christine Marie  
Zoning Text Amendment  
204 Observatory Street





**Barnaby Dow and Christine Marie**  
 Zoning Text Amendment  
 204 Observatory Street



**CITY AND BOROUGH OF SITKA  
Planning Commission  
Minutes of Meeting  
August 6, 2013**

**Present:** Richard Parmelee (Chair), Darrell Windsor (Member), Chris Spivey (Member), Debra Pohlman (Member), Wells Williams (Planning Director), Maegan Bosak (Planner I)

**Members of the Public:** Tom Heese (Sitka Setinel), Michael Tisher, Barnaby Dow, Evans and Kim Sparks, Pete Martin, Dan Tadic (CBS Senior Engineer)

Chair Parmelee called the meeting to order at 7:00 p.m.

**Roll Call:**

**PRESENT:** 4 – Parmelee, Windsor, Spivey, Pohlman

**Consideration of the Minutes from the July 16, 2013 meeting:**

**MOTION: M/S SPIVEY/WINDSOR** moved to approve the meeting minutes for July 16, 2013

**ACTION:** Motion **PASSED unanimously 4-0** on a voice vote.

**The evening business:**

**ZONING MAP AMENDMENT**

**A PORTION OF LOT 5C, DEPARTMENT OF PUBLIC SAFETY SUBDIVISION U.S. SURVEY 407, TRACT B  
BARANOF ISLAND HOUSING AUTHORITY**

*Public hearing and consideration of a proposed zoning map amendment to rezone a portion of Lot 5C, Department of Public Safety Subdivision U.S. Survey 407, Tract B from R-2 MHP multifamily and mobile home district to I industrial district. This request is filed by Baranof Island Housing Authority. The property is located at the end of Yaw Drive.*

Planning Director Williams reviews process and request. He describes information turned in by BIHA and explains how BIHA acquired land. Process is two step; first the map amendment and then the conditional use permit to expand the quarry site. This is the third public meeting for the zoning map amendment and conditional use permit. Williams suggests the Commission takes public comment for the last time this evening. Commission should make a recommendation on the map amendment and then wait until the next meeting for a recommendation on the conditional use permit and findings.

**APPLICANT:** Executive Director Bart Meyer, calls in, says he has no additional changes or suggestions just here for the continuation of the public process.

**PUBLIC COMMENT:** No public comment.



**COMMISSIONER DELIBERATION:** Commissioners feel that all questions/concerns have been answered in prior meetings.

**MOTION: M/S SPIVEY/WINDSOR** recommends approval of the requested zoning map amendment filed by BIHA to rezone a portion of Lot 5C, Department of Public Safety U.S. Survey 407, Tract B from R-2 MHP multifamily and mobile home district to I industrial district increasing in size from 18.8 acres to 36 acres.

**ACTION:** Motion **PASSED unanimously 4-0** on a voice vote.

Staff recommended the following findings in support of the approved request:

**MOTION: M/S SPIVEY/WINDSOR** moved to approve the following findings in support of the recommended approval:

1. That the granting of such zoning map amendment will not adversely affect the comprehensive plan. Consistent with Comprehensive Plan 2.3.1 To guide the orderly and efficient use of private and public land in a manner that maintains a small-town atmosphere, encourages a rural lifestyle, recognizes the natural environment, and enhances the quality of life for present and future generations without infringing on the rights of private landowners.
2. The zoning map change is consistent with the public purpose to facilitate expansion of rock sources.
3. No adverse effects on surrounding neighbors.

**ACTION:** Motion **PASSED unanimously 4-0** on a voice vote.

**CONDITIONAL USE PERMIT  
A PORTION OF LOT 5C, DEPARTMENT OF PUBLIC SAFETY SUBDIVISION U.S. SURVEY  
407, TRACT B  
BARANOF ISLAND HOUSING AUTHORITY**

*Public hearing and consideration of a conditional use permit request for natural resource extraction (rock quarry) & mining support facilities. The conditional use permit would allow for the expansion of the existing quarry at the end of Yaw Drive including use of a rock crusher during permitted hours. The location area is 36 acres of land also known as a portion of Lot 5C, Department of Public Safety Subdivision U.S. Survey 407, Tract B from R-2 MHP multifamily and mobile home district to I industrial district. This request is filed by Baranof Island Housing Authority.*

Planning Director again reviews permit and shows exhibit A1-A3 to highlight proposed benching of site. Williams reminds Commissioners of the amended request to add use of a rock crusher on site. This meeting will conclude the public comment period. Next meeting will be for a motion, conditions and findings.

**APPLICANT:** Executive Director Bart Meyer says he is available for any questions.

**COMMISSIONER DELIBERATION:** No deliberation.



**PUBLIC COMMENT:** No public comment.

Public comment period is closed.

**MINOR SUBDIVISION  
LOT 13, U.S. SURVEY 3695  
MICHAEL TISHER**

*Public hearing and consideration of a concept plat for a minor subdivision at 205 Price Street. The request is filed by Michael Tisher. The property is also known as Lot 13, U.S. Survey 3695.*

Planner Bosak reviewed the minor subdivision request and explained the layout of the lots. Staff has concerns over property lines not matching proposed property lines as well as metal tank storage incorporated into retaining wall.

**COMMISSIONER DELIBERATION:** Commissioners also questioned retaining walls and asked applicant to step forward.

**APPLICANT:** Applicant Michael "Mick" Tisher came forward to address Commissioners concern for retaining walls and property lines. Proposed property line was placed behind retaining walls so new owner could remove metal tank as well as provide enough room for benching if desired.

**PUBLIC COMMENT:** No public comment.

Applicant will come back before the Commission for review of the final plat.

**VARIANCE REQUEST  
LOT 4, CASCADE SUBDIVISION, A SUBDIVISION OF LOT 6, U.S. SURVEY 2417  
EVANS AND KIMBERLY SPARKS**

*Public hearing and consideration of a variance request filed by Evans and Kimberly Sparks at 100 Donna Drive. The variance request is for a reduction in the front setback from 20 feet to 8 feet to allow for an addition of an attached garage. The property is also known as Lot 4, Cascade Subdivision, a subdivision of Lot 6, U.S. Survey 2417.*

Planner I reviewed variance request explaining that the lot is disadvantaged due to two front setbacks, difficult grades and a small stream.

**APPLICANT:** Evans Sparks Sr. came forward to describe the hardships of the lot specifically the stream and sloping grade. Looking for more room for nets and fishing materials.

**COMMISSIONER DELIBERATION:** Questions regarding the proposed garage measurements. Multiple drawings showing different marks. Asks applicant. Applicant says they would prefer a 6 foot setback. Planning Director Williams informs the board that if the applicant is asking for something different than what was on the application, they would need to resubmit and start the public process over. Applicant responds that he would like to leave the request as is and will alter the drawings to fit.

**PUBLIC COMMENT:** No public comment.

**MOTION: M/S SPIVEY/WINDSOR** moved to approve the variance request filed by Evans and Kimberly Sparks at 100 Donna Drive. The variance request is for a reduction



in the front setback from 20 feet to 8 feet to allow for an addition of an attached garage. The property is also known as Lot 4, Cascade Subdivision, a subdivision of Lot 6, U.S. Survey 2417.

**ACTION:** Motion **PASSED unanimously 4-0** on a voice vote.

Staff recommended the following findings in support of the approved request:

**MOTION: M/S WINDSOR/SPIVEY** moved to approve the following findings in support of the recommended approval:

1. That there are special circumstances to the intended use that do not apply generally to the other properties. Specifically that this property has two front setbacks and steep topography.
2. The variance is necessary for the preservation and enjoyment of a substantial property right or use possessed by other properties but are denied to this parcel; Necessary to fully utilize the lot for a new addition.
3. That the granting of such a variance will not be materially detrimental to the public welfare or injurious to the property, nearby parcels or public infrastructure;
4. That the granting of such a variance will not adversely affect the comprehensive plan. Consistent with Comprehensive Plan 2.4.1 To encourage diverse housing types and densities, assure decent housing in all income groups.

**ACTION:** Motion **PASSED unanimously 4-0** on a voice vote.

#### **ZONING TEXT AMENDMENT**

#### **SGC 22.20.038 ADDING SINGLE FAMILY ZONE AS CONDITIONAL USE TO THE RESIDENTIAL DEMOLITION GUARANTEE BARNABY DOW AND CHRISTINE MARIE**

*Public hearing and consideration of a proposed zoning text amendment on residential demolition guarantee SGC 22.20.038 to allow the SF single family zone as a conditional use. Proposed by Barnaby Dow and Christine Marie.*

Bosak reviews the residential demolition guarantee and encourages Commissioners to ask questions as this hasn't come before the Board before.

**APPLICANT:** Applicant Barnaby Dow stepped forward to share his plans with the commission. Currently, his home is small and old and he would like to replace it. The residential demolition guarantee would allow owners to stay in old house while building new. Only change on property would be that a small shed might have to be torn down. He has spoken with many neighbors and everyone was fine with the idea.

**COMMISSIONER DELIBERATION:** Pohlman asks if building materials will be left out on the property. Dow says he plans to keep them neatly stacked and organized as they will still be living there.

**PUBLIC COMMENT:** No public comment.

**MOTION: M/S POHLMAN/SPIVEY** moved to recommend approval of the proposed zoning text amendment on residential demolition guarantee SGC 22.20.038 to allow the



SF single family zone as a conditional use. Proposed by Barnaby Dow and Christine Marie.

**ACTION:** Motion PASSED unanimously 4-0 on a voice vote.

Staff recommended the following findings in support of the approved request:

**MOTION:** M/S WINDSOR/SPIVEY moved to approve the following findings in support of the recommended approval:

4. That the granting of such zoning text amendment will not adversely affect the comprehensive plan. Consistent with Comprehensive Plan 2.4.2 To encourage quality residential areas which function as integral neighborhood units with adequate public facilities, and to: A. Encourage formation of neighborhood associations to develop concise plans. B. Encourage new developments that provide quality design and amenities, preserve or create habitat, and maintain open space. C. Encourage planned unit developments. D. Provide an adequate amount of housing that meets the need of Sitka's elderly and handicapped.
5. The zoning text change is integral in facilitating affordable housing in the single family zone.
6. No adverse comments from surrounding neighbors were received.

**ACTION:** Motion PASSED unanimously 4-0 on a voice vote.

**PLANNING DIRECTOR'S REPORT:** Planning staff attended meeting with FEMA, reviewing floodplain maps which will be updated in the next 3 years. From this meeting, we anticipate getting quality GIS data including contours layer. On the next agenda will be Delta Western conditional use permit. Staff plans to take a thorough approach and make sure the request is fully vetted through the public process.

**ADJOURNMENT:**

**MOTION:** M/S SPIVEY/WINDSOR moved to adjourn at 7:45 pm.

**ACTION:** Motion PASSED unanimously 4-0 on a voice vote.

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Richard Parmelee, Chair

---

Maegan Bosak, Secretary

MERLE ENLOE-STEWART  
ENLOE-STEWART, MERLE  
P.O. BOX 1568  
SITKA AK 99835

SITKA HERITAGE PROPERTIES, LLC  
SITKA HERITAGE PROPERTIES, LLC  
1 MAKSOUTOFF ST  
SITKA AK 99835

NEWSPAPER PROPERTIES, LLC  
DAILY SITKA SENTINEL  
NEWSPAPER PROPERTIES, LLC  
1 MAKSOUTOFF ST  
SITKA AK 99835

LINDA/NANCY TRIERSCHIELD/MC GRAW  
TRIERSCHIELD BUILDING  
TRIERSCHIELD, L./MC GRAW, NANCY  
P.O. BOX 718  
SITKA AK 99835

U.S. RESERVE  
U.S. RESERVE  
210 SEWARD ST  
SITKA AK 99835

KARL/ROBIN STEDMAN  
STEDMAN INSURANCE AGENCY  
STEDMAN, KARL, E./ROBIN  
1302 EDGE CUMBE DR  
SITKA AK 99835

SITKA HERITAGE PROPERTIES, LLC  
APARTMENT, THE  
SITKA HERITAGE PROPERTIES, LLC  
1 MAKSOUTOFF ST  
SITKA AK 99835

KCCR PROPERTIES, LLC  
KCCR PROPERTIES, LLC  
P.O. BOX 614  
SITKA AK 99835

TELEPHONE UTILITIES OF NORTHLAND  
ATTN: TAX DEPT.  
TELEPHONE UTILITIES OF NORTHLAND  
600 TELEPHONE AVE, MS#8  
ANCHORAGE AK 99503

DOCK STREET BLDG. CORP.  
DOCK STREET BLDG. CORP.  
P.O. BOX 7920  
KETCHIKAN AK 99901

HEATH/G./CANDI  
BARGER/CHAMBERS/BARGER  
BARGER, HEATH, CHAMBERS, G. &  
BARGER, C.  
P.O. BOX 365  
SITKA AK 99835

SHEE ATIKA HOLDINGS LINCOLN ST, LLC  
SHEE ATIKA HOLDINGS LINC. ST, LLC  
315 LINCOLN ST, #300  
SITKA AK 99835

SNOWDEN GROUP, LLC  
SNOWDEN GROUP, LLC  
P.O. BOX 178  
SITKA AK 99835

JAMES & JOYCE MARTIN JOINT LIVING  
TRUST  
MARTIN, JAMES, E./JOYCE, M.  
830 FRANKTON RD  
HOOD RIVER OR 97031

LUTHERAN CHURCH  
LUTHERAN CHURCH  
P.O. BOX 598  
SITKA AK 99835

MONICA MILLS  
MILLS, MONICA, B.  
P.O. BOX 317  
SITKA AK 99835

LUCINDA WILLIAMS  
WILLIAMS, LUCINDA, M.  
P.O. BOX 2885  
SITKA AK 99835

LAWRENCE WIDMARK  
WIDMARK, LAWRENCE  
202 PRINCESS WAY  
SITKA AK 99835

ORTHODOX CHURCH OF AMERICA  
ORTHODOX CHURCH OF AMERICA  
P.O. BOX 210569  
ANCHORAGE AK 99521

SITKANS AGAINST FAMILY VIOLENCE  
SITKANS AGAINST FAMILY VIOLENCE  
P.O. BOX 6136  
SITKA AK 99835

DENNIS ROGERS  
ROGERS, DENNIS, J.  
P.O. BOX 1801  
SITKA AK 99835

FRANK/GLORIA SCIGLIANO  
SCIGLIANO, FRANK/GLORIA  
109 SAND DOLLAR DR.  
SITKA AK 99835

CRAIG/BRENDA SHOEMAKER  
SHOEMAKER, CRAIG, A./BRENDA, S.  
P.O. BOX 2174  
SITKA AK 99835

WILLIAM/IRENE FERGUSON  
FERGUSON, WILLIAM, G./IRENE, G.  
207 OBSERVATORY ST  
SITKA AK 99835

DORIK/CAROLYN MECHAU/SERVID  
MECHAU, DORIK/SERVID, CAROLYN  
P.O. BOX 2420  
SITKA AK 99835

WILLIAM/LIBBY STORTZ  
STORTZ, WILLIAM, A./LIBBY  
215 OBSERVATORY ST  
SITKA AK 99835

LON/LITIA GARRISON  
GARRISON, JR., LON & LITIA  
219 OBSERVATORY ST.  
SITKA AK 99835

RALPH/CHOHLA MOLL  
MOLL, RALPH & CHOHLA  
223 OBSERVATORY ST  
SITKA AK 99835

WAYNE/LINDA OLSON  
OLSON, WAYNE, R./LINDA, K.  
230 OBSERVATORY ST.  
SITKA AK 99835

MELVIN/BEVERLY HOLMGREN  
HOLMGREN, MELVIN, H./BEVERLY, R.  
236 OBSERVATORY ST.  
SITKA AK 99835



JOHN/MARIE MURRAY  
MURRAY, JOHN, L./MARIE, E.  
224 OBSERVATORY ST  
SITKA AK 99835

JEREMY PETERSON  
PETERSON, JEREMY, E.  
P.O. BOX 6286  
SITKA AK 99835

KAREN LUCAS  
LUCAS, KAREN, J.  
218 OBSERVATORY ST.  
SITKA AK 99835

SCOJO, LLC  
WESTMARK SITKA  
SCOJO, LLC  
330 SEWARD ST.  
SITKA AK 99835

OBSERVATORY, LLC  
OBSERVATORY, LLC  
P.O. BOX 1785  
SITKA AK 99835

RACHEL MYRON  
MYRON, RACHEL, E.  
P.O. BOX 53  
TENAKEE SPRINGS AK 99841

DARRYL/BERNADET REHKOPF/RASMUSSEN  
REHKOPF, DARRYL/RASMUSSEN,  
BERNADETTE  
210 OBSERVATORY ST  
SITKA AK 99835

BARNABY/C.A. DOW/MARIE  
DOW, BARNABY & MARIE, CHRISTINE A  
6537 17TH AVE NE  
SEATTLE WA 98115

BRYAN/DANA HOWEY/JORGENSEN-HOWEY  
HOWEY, BRYAN & JORGENSEN-HOWEY,  
DANA  
P.O. BOX 506  
SITKA AK 99835

STEVEN/KARI FISH/JOHNSON  
FISH, STEVEN, T./JOHNSON, KARI, L.  
P.O. BOX 6448  
SITKA AK 99835

ELIZABETH/GEORG KILKEARY/HARDISON, III  
KILKEARY, ELIZABETH & HARDISON,  
GEORGE  
305 SEWARD STREET  
SITKA AK 99835

S & C/ M & G SHAFFER TRUST/TISHER  
SHAFFER, ST./CA./ TISHER, MI/GL  
315 SEWARD ST  
SITKA AK 99835

DOROTHY/SHERRIE BREEDLOVE  
BREEDLOVE, DOROTHY, L./SHERRIE, L.  
319-B SEWARD ST.  
SITKA AK 99835

WHITE ELEPHANT SHOP, INC.  
WHITE ELEPHANT(BLDG ONLY)  
WHITE ELEPHANT SHOP, INC.  
323 SEWARD ST  
SITKA AK 99835

R. SCOTT/LAURA HARRIS/KRONSPERGER  
HARRIS, R. SCOTT/KRONSPERGER, LAURA,  
L.  
325 SEWARD ST  
SITKA AK 99835

Assembly Notice - August 16, 2013  
Mailing

Barnaby Dow and Christine Marie  
Zoning Text Amendment  
204 Observatory Street



MERLE ENLOE-STEWART  
ENLOE-STEWART, MERLE  
P.O. BOX 1568  
SITKA AK 99835

SITKA HERITAGE PROPERTIES, LLC  
SITKA HERITAGE PROPERTIES,LLC  
1 MAKSOUTOFF ST  
SITKA AK 99835

NEWSPAPER PROPERTIES, LLC  
DAILY SITKA SENTINEL  
NEWSPAPER PROPERTIES, LLC  
1 MAKSOUTOFF ST  
SITKA AK 99835

LINDA/NANCY TRIERSCHIELD/MC GRAW  
TRIERSCHIELD BUILDING  
TRIERSCHIELD, L./MC GRAW, NANCY  
P.O. BOX 718  
SITKA AK 99835

U.S. RESERVE  
U.S. RESERVE  
210 SEWARD ST  
SITKA AK 99835

KARL/ROBIN STEDMAN  
STEDMAN INSURANCE AGENCY  
STEDMAN, KARL, E./ROBIN  
1302 EDGE CUMBE DR  
SITKA AK 99835

SITKA HERITAGE PROPERTIES, LLC  
APARTMENT, THE  
SITKA HERITAGE PROPERTIES, LLC  
1 MAKSOUTOFF ST  
SITKA AK 99835

KCCR PROPERTIES, LLC  
KCCR PROPERTIES, LLC  
P.O. BOX 614  
SITKA AK 99835

TELEPHONE UTILITIES OF NORTHLAND  
ATTN: TAX DEPT.  
TELEPHONE UTILITIES OF NORTHLAND  
600 TELEPHONE AVE, MS#8  
ANCHORAGE AK 99503

DOCK STREET BLDG. CORP.  
DOCK STREET BLDG. CORP.  
P.O. BOX 7920  
KETCHIKAN AK 99901

HEATH/G./CANDI  
BARGER/CHAMBERS/BARGER  
BARGER, HEATH, CHAMBERS, G. &  
BARGER, C.  
P.O. BOX 365  
SITKA AK 99835

SHEE ATIKA HOLDINGS LINCOLN ST, LLC  
SHEE ATIKA HOLDINGS LINC. ST, LLC  
315 LINCOLN ST, #300  
SITKA AK 99835

SNOWDEN GROUP, LLC  
SNOWDEN GROUP, LLC  
P.O. BOX 178  
SITKA AK 99835

JAMES & JOYCE MARTIN JOINT LIVING  
TRUST  
MARTIN, JAMES, E./JOYCE, M.  
830 FRANKTON RD  
HOOD RIVER OR 97031

LUTHERAN CHURCH  
LUTHERAN CHURCH  
P.O. BOX 598  
SITKA AK 99835

MONICA MILLS  
MILLS, MONICA, B.  
P.O. BOX 317  
SITKA AK 99835

LUCINDA WILLIAMS  
WILLIAMS, LUCINDA, M.  
P.O. BOX 2885  
SITKA AK 99835

LAWRENCE WIDMARK  
WIDMARK, LAWRENCE  
202 PRINCESS WAY  
SITKA AK 99835

ORTHODOX CHURCH OF AMERICA  
ORTHODOX CHURCH OF AMERICA  
P.O. BOX 210569  
ANCHORAGE AK 99521

SITKANS AGAINST FAMILY VIOLENCE  
SITKANS AGAINST FAMILY VIOLENCE  
P.O. BOX 6136  
SITKA AK 99835

DENNIS ROGERS  
ROGERS, DENNIS, J.  
P.O. BOX 1801  
SITKA AK 99835

FRANK/GLORIA SCIGLIANO  
SCIGILANO, FRANK/GLORIA  
109 SAND DOLLAR DR.  
SITKA AK 99835

CRAIG/BRENDA SHOEMAKER  
SHOEMAKER, CRAIG, A./BRENDA, S.  
P.O. BOX 2174  
SITKA AK 99835

WILLIAM/IRENE FERGUSON  
FERGUSON, WILLIAM, G./IRENE, G.  
207 OBSERVATORY ST  
SITKA AK 99835

DORIK/CAROLYN MECHAU/SERVID  
MECHAU, DORIK/SERVID,CAROLYN  
P.O. BOX 2420  
SITKA AK 99835

WILLIAM/LIBBY STORTZ  
STORTZ, WILLIAM, A./LIBBY  
215 OBSERVATORY ST  
SITKA AK 99835

LON/LITIA GARRISON  
GARRISON, JR., LON & LITIA  
219 OBSERVATORY ST.  
SITKA AK 99835

RALPH/CHOHLA MOLL  
MOLL, RALPH & CHOHLA  
223 OBSERVATORY ST  
SITKA AK 99835

WAYNE/LINDA OLSON  
OLSON, WAYNE, R./LINDA, K.  
230 OBSERVATORY ST.  
SITKA AK 99835

MELVIN/BEVERLY HOLMGREN  
HOLMGREN, MELVIN, H./BEVERLY, R.  
236 OBSERVATORY ST.  
SITKA AK 99835

JOHN/MARIE MURRAY  
MURRAY, JOHN, L./MARIE, E.  
224 OBSERVATORY ST  
SITKA AK 99835

JEREMY PETERSON  
PETERSON, JEREMY, E.  
P.O. BOX 6286  
SITKA AK 99835

KAREN LUCAS  
LUCAS, KAREN, J.  
218 OBSERVATORY ST.  
SITKA AK 99835

SCOJO, LLC  
WESTMARK SITKA  
SCOJO, LLC  
330 SEWARD ST.  
SITKA AK 99835

OBSERVATORY, LLC  
OBSERVATORY, LLC  
P.O. BOX 1785  
SITKA AK 99835

RACHEL MYRON  
MYRON, RACHEL, E.  
P.O. BOX 53  
TENAKEE SPRINGS AK 99841

DARRYL/BERNADET REHKOPF/RASMUSSEN  
REHKOPF, DARRYL/RASMUSSEN,  
BERNADETTE  
210 OBSERVATORY ST  
SITKA AK 99835

BARNABY/C.A. DOW/MARIE  
DOW, BARNABY & MARIE, CHRISTINE A  
6537 17TH AVE NE  
SEATTLE WA 98115

BRYAN/DANA HOWEY/JORGENSEN-HOWEY  
HOWEY, BRYAN & JORGENSEN-HOWEY,  
DANA  
P.O. BOX 506  
SITKA AK 99835

STEVEN/KARI FISH/JOHNSON  
FISH, STEVEN, T./JOHNSON, KARI, L.  
P.O. BOX 6448  
SITKA AK 99835

ELIZABETH/GEORG KILKEARY/HARDISON,III  
KILKEARY, ELIZABETH & HARDISON,  
GEORGE  
305 SEWARD STREET  
SITKA AK 99835

S & C/ M & G SHAFFER TRUST/TISHER  
SHAFFER, ST./CA./ TISHER, MI/GL  
315 SEWARD ST  
SITKA AK 99835

DOROTHY/SHERRIE BREEDLOVE  
BREEDLOVE, DOROTHY, L./SHERRIE, L.  
319-B SEWARD ST.  
SITKA AK 99835

WHITE ELEPHANT SHOP, INC.  
WHITE ELEPHANT(BLDG ONLY)  
WHITE ELEPHANT SHOP, INC.  
323 SEWARD ST  
SITKA AK 99835

R. SCOTT/LAURA HARRIS/KRONSPERGER  
HARRIS, R. SCOTT/KRONSPERGER, LAURA,  
L.  
325 SEWARD ST  
SITKA AK 99835

**July 26, 2013**  
**Mailing**

**Barnaby Dow and Christine Marie**  
Zoning Text Amendment  
*204 Observatory Street*



**CITY AND BOROUGH OF SITKA**  
PLANNING DEPARTMENT  
ZONE CHANGE APPLICATION

ZONE MAP AMENDMENT FEE	\$100.00
ZONE TEXT AMENDMENT FEE	\$100.00
<i>Plus current city sales tax</i>	

Applicant's Name: Christine Marie | Barnaby Dow  
Phone Number: 206.963.5836 | 206.963.5839  
Mailing Address: 204 Observatory St. Sitka  
Applicant's Signature: *Christine Marie* Date Submitted 7/23/13

**Provide information or data, as necessary, to fully outline the reasons and justifications for the request. Attach additional sheets as necessary.**

- For official map amendments, the application shall contain:
1. A legal description of **each** subject property along with the owner's name, address, and contact person for **each** subject property;
  2. An analysis showing the public benefit of the proposed amendment;
  3. An analysis showing the proposal's consistency with the Comprehensive Plan;
  4. A map of the area to be rezoned.

**LIST SPECIFIC REQUEST:** To allow for SFR1 to be included  
under 22.20.038 under conditional use  
only.

**EXPLANATION OF REQUEST:**  
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*After the application and supporting materials has been determined to be complete by the Planning Office, the request will be placed on the next available Planning Commission agenda.*

**Barnaby Dow and Christine Marie**  
Zoning Text Amendment  
204 Observatory Street

## Maegan Bosak

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**From:** Barnaby Dow [sitkaspruce42@gmail.com]  
**Sent:** Tuesday, July 23, 2013 9:10 AM  
**To:** Maegan Bosak  
**Cc:** Randy Hitchcock; Christine Marie  
**Subject:** Code change request - 204 Observatory Street  
**Attachments:** Zoning Ord. Change.pdf; ATT00022.txt

Hello Maegan:

I am requesting consideration of a code change relating to SF/R1zoning. We are working with our designer and building contractor - Randy Hitchcock - to build a new home on our property at 204 Observatory Street.

We are asking that we be allowed to build the new structure, while we live in our current house, with a guarantee that the current house will be taken down within a year of the new building's passing final acceptance by the City.

If this can be placed on the August 6th agenda, I would be most grateful. See attached wording suggestion.

I also authorize Randy Hitchcock of Oceanside Custom Carpentry to act on our behalf for matters relating to the planning and construction of our home at 204 Observatory Street, Sitka, AK.

Please let me know if you need more information.

All the Best,

Barnaby B. Dow  
Christine A. Marie  
206-963-5839



## Legislation Details

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**File #:** ORD 13-35    **Version:** 1    **Name:**

**Type:** Ordinance    **Status:** AGENDA READY

**File created:** 8/21/2013    **In control:** City and Borough Assembly

**On agenda:** 8/27/2013    **Final action:**

**Title:** Authorizing the sale of municipal benchland property identified as Tract A14-III in Whitcomb Heights III and Tracts A13, A12-III and Blocks 8 and 9 in Whitcomb Heights Subdivision - passage will include approval of associated Purchase Agreement and Warranty Deeds.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [ORD 2013-35 Benchlands](#)  
[Benchlands Purchase Agreement Warranty Deeds](#)

Date	Ver.	Action By	Action	Result
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CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2013-35

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AUTHORIZING THE SALE OF MUNICIPAL BENCHLAND PROPERTY IDENTIFIED AS TRACT A14-III IN WHITCOMB HEIGHTS III AND TRACTS A13, A12-III AND BLOCKS 8 AND 9 IN WHITCOMB HEIGHTS SUBDIVISION

1. CLASSIFICATION. This ordinance is not of a permanent nature and is not intended to become a part of the Sitka General Code ("SGC").

2. SEVERABILITY. If any provision of this ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and application to any person or circumstances shall not be affected.

3. PURPOSE. The purpose of this ordinance is to authorize the sale of certain municipal benchland property known as Whitcomb Heights III and Whitcomb Heights Subdivisions to make land available for new development for residents of the City and Borough of Sitka ("CBS"). The Assembly finds that it is in the best public interest to make this land available for new development in accordance with the proposal submitted by Sound Development LLC in response to the South Benchland Request for Proposal ("RFP") issued by CBS on December 4, 2012.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka:

- A. The sale of Tracts A14-III and Tract A12-III in Whitcomb Heights III Subdivision and Tract A13 and Blocks 8 and 9 in Whitcomb Heights Subdivision is authorized for sale to Sound Development LLC;
B. The Assembly finds the above described property is of a value less than \$500,000, and that there is no requirement that the sale of such property be ratified by the voters;
C. The Assembly further finds that the lands to be disposed of are not required for other public purposes;
D. Finally, the Assembly finds that the lands exceed municipal needs; and
E. The Interim Municipal Administrator is authorized to execute the attached Purchase Agreement for Sale of Land and Warranty Deeds associated with this sale.

5. EFFECTIVE DATE. This ordinance shall become effective on the day after the date of its passage.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 10th of September, 2013.

Mim McConnell, Mayor

ATTEST:

Colleen Ingman, MMC
Municipal Clerk

**PURCHASE AGREEMENT BETWEEN  
CITY AND BOROUGH OF SITKA  
AND SOUND DEVELOPMENT LLC**

This Purchase Agreement Between City and Borough of Sitka and Sound Development LLC (“Agreement”) is made between the City and Borough of Sitka, 100 Lincoln Street, Sitka, Alaska 99835 (“CBS” or “Seller”) and Sound Development LLC, PO Box 1401, Sitka, Alaska 99835 (“SDL” or “Buyer”). “Parties” refer to both the Buyer and the Seller.

**OFFER AND ACCEPTANCE:** CBS agrees to sell and SDL agrees to purchase the following real property (land), in fee simple together with all improvements, fixtures, and equipments, attached to or situated thereon, on the terms and subject to the conditions specified in this agreement and subject to any reservation, restriction and rights of way of record:

Parcels A, B, C & D (SDL response to Benchland Request for Proposal (“RFP”) issued December 4, 2012):

- Parcel A - TR A14 – III, Whitcomb Heights III Subdivision, Plat 2011-15
- Parcel B - TRACT A 13, Whitcomb Heights Subdivision, Plat 83-17
- Parcel C - TRACT A 12-III, Whitcomb Heights III Subdivision, Plat 2011-15
- Parcel D - Block 8, Whitcomb Heights Subdivision, Plat 83-17
- Parcel D - Block 9, Whitcomb Heights Subdivision, Plat 83-17

1. **Purchase Price:** SDL agrees to pay a total purchase price of Three hundred forty-four thousand, three hundred one dollars and seventy eight cents (\$344,301.78), the money to be paid by cashier check.

2. **Possession:** Possession shall be given to buyers upon execution of this agreement.

3. **Buyer’s Cost:** SDL agrees to pay the following costs:

- a. Any taxes and assessments on the property occurring after the date of this agreement;
- b. Any recording fees associated with the recording of this contract or the deed from CBS to SDL;
- c. Recording Fee; and
- d. Escrow Closing Fee.

4. **Binding On Successor:** The parties agree that the terms of this contract will apply to and bind their heirs, executors, administrators, assigns, or any successor in interest of the parties. If the buyer is more than one person, all obligations, promises, conditions, covenants and warranties are joint and several.

5. **Deed:** CBS shall convey to SDL a Warranty Deed in fee simple to the property described above upon the purchase described in paragraph one.

6. **Waiver:** Waiver by CBS of any default in the performance by SDL of any of the terms covenants, or conditions contained in this agreement, shall not be deemed a continuing

waiver of the same or any subsequent default. Any waiver of rights accruing under this agreement to the CBS or SDL shall be in writing.

7. **Notices:** Any notices which are required of this agreement, or which either CBS or SDL may serve upon the other, shall be in writing and shall be deemed served when delivered personally or when deposited in the United States mail, postage prepaid, return receipt requested addressed to SDL at P.O. Box 1401, Sitka, Alaska 99835 or addressed to CBS at 100 Lincoln Street, Sitka, AK 99835, attention Municipal Clerk.

8. **Utilities.** SDL is prohibited from selling any lots in Block 8 and 9 of Whitcomb Heights Subdivision prior to the installation of all electrical, sewer and water utilities and the acceptance of them by CBS. The Emmons and Cushing Street right of way shall also be constructed and accepted by CBS for maintenance prior to any sale. SDL may, with approval of CBS sell multiple lots, in aggregate, if a bond or any other financial guarantee is provided prior to the installation and acceptance of roads and utilities. CBS will not arbitrarily withhold acceptance of road and utilities for maintenance.

9. **Permits.** SDL accepts responsibility for complying with U.S. Army Corps of Engineers permit No. POA -2008-1351, Sitka Sound, issued May 27, 2009.

10. **Access Trail.** Parcels A and B contain a developed trail that is an access to the Sitka Cross Trail Network. The location of the trail can be relocated, as noted in the RFP of December 4, 2012 and as agreed to in the Response by Sound Development LLC, dated April 30, 2013, at the expense of SDL and with prior approval by CBS. CBS agrees to not arbitrarily withhold approval of such plan to relocate the access trail.

11. **Provision for Parcel C.** SDL commits to a work session with the Assembly prior to the submission of the conceptual subdivision plat for Parcel C to the Planning Commission.

12. **Time of Performance.** Per the RFP on December 4, 2012 and Response by SDL on April 30, 2013, development must occur in a timely manner with total build out of the project expected within 10 years from the date of purchase.

13. **Integrated Agreement:** This Agreement, in conjunction and reliance with the Proposal submitted by SDL, as signed by the parties constitutes the entire agreement between them. Any modification or alteration of this Agreement shall not be valid unless evidenced by a duly signed writing supported by consideration additional and independent from the consideration for this Agreement.

14. **No Warranties:** This property is sold "as-is" "where is" and SDL has fully inspected the property. SDL has been advised to investigate and inspect the parcels to determine regulations, restrictions and potential defects. Costs to remedy defects or comply with restrictions will be borne by SDL.

15. **Neutral Authorship of Document:** Each provision of this Agreement has been reviewed and negotiated, and represents the combined work product of both parties herein. No presumption or other rules of constructions which would interpret the provisions of this

Agreement in favor of or against the parties preparing this Agreement shall be applicable in connection with the interpretation of any provision. Both parties have had the opportunity to seek legal counsel before signing this Agreement.

16. **Authorization:** This Agreement is entered into by CBS pursuant to authority granted by Ordinance 2013-\_\_\_\_, passed and approved by the Assembly for the City and Borough of Sitka on the \_\_\_\_ day of \_\_\_\_\_, 2013.

**BUYERS:  
SOUND DEVELOPMENT LLC.**

\_\_\_\_\_  
Jeremy Twaddle, Member

STATE OF ALASKA                    )  
  ) ss:  
FIRST JUDICIAL DISTRICT        )

On this \_\_\_\_ day of \_\_\_\_\_, 2013, personally appeared before me Jeremy Twaddle, whose identity is personally known to me or proved to me on the basis of satisfactory evidence, and who states under oath by signing this document, he has the authority to sign this Agreement and does so freely and voluntarily.

\_\_\_\_\_  
Notary Public for Alaska  
My Commission Expires: \_\_\_\_\_

**SOUND DEVELOPMENT LLC.**

\_\_\_\_\_  
Todd Fleming, Member

STATE OF ALASKA                    )  
  ) ss:  
FIRST JUDICIAL DISTRICT        )

On this \_\_\_\_ day of \_\_\_\_\_, 2013, personally appeared before me Todd Fleming, whose identity is personally known to me or proved to me on the basis of satisfactory evidence, and who states under oath by signing this document, he has the authority to sign this Agreement and does so freely and voluntarily.

\_\_\_\_\_  
Notary Public for Alaska  
My Commission Expires: \_\_\_\_\_

**SOUND DEVELOPMENT LLC.**

\_\_\_\_\_  
Brandi Fleming, Member

**STATE OF ALASKA** )  
 ) **ss:**  
**FIRST JUDICIAL DISTRICT** )

On this \_\_\_\_ day of \_\_\_\_\_, 2013, personally appeared before me Brandi Fleming, whose identity is personally known to me or proved to me on the basis of satisfactory evidence, and who states under oath by signing this document, she has the authority to sign this Agreement and does so freely and voluntarily.

\_\_\_\_\_  
Notary Public for Alaska  
My Commission Expires: \_\_\_\_\_

**SOUND DEVELOPMENT LLC.**

\_\_\_\_\_  
Diana Twaddle, Member

**STATE OF ALASKA** )  
 ) **ss:**  
**FIRST JUDICIAL DISTRICT** )

On this \_\_\_\_ day of \_\_\_\_\_, 2013, personally appeared before me Diana Twaddle, whose identity is personally known to me or proved to me on the basis of satisfactory evidence, and who states under oath by signing this document, she has the authority to sign this Agreement and does so freely and voluntarily.

\_\_\_\_\_  
Notary Public for Alaska  
My Commission Expires: \_\_\_\_\_

**SELLER:**  
**CITY AND BOROUGH OF SITKA**

\_\_\_\_\_  
John P. Sweeney, III  
Interim Municipal Administrator

**STATE OF ALASKA** )  
 ) **ss:**  
**FIRST JUDICIAL DISTRICT** )

On this \_\_\_\_ day of \_\_\_\_\_, 2013, personally appeared before me John P. Sweeney, III, whose identity is personally known to me or proved to me on the basis of satisfactory evidence, and who states under oath by signing this document that he has the authority as Interim Municipal Administrator for the City and Borough of Sitka to sign on its behalf, and does so freely and voluntarily.

\_\_\_\_\_  
Notary Public for Alaska  
My Commission Expires: \_\_\_\_\_









AFTER RECORDING, RETURN TO:  
Sound Development LLC  
PO Box 1401  
Sitka, Alaska 99835

**WARRANTY DEED**

Grantor, CITY AND BOROUGH OF SITKA, 100 Lincoln Street, Sitka, Alaska, 99835, for and in consideration of the sum of \$344,301.78, conveys and warrants to Grantee, Sound Development LLC, PO Box 1104, Sitka, Alaska 99835, property described as Benchland property parcel C, and more particularly described as follows:

Tract A12-III, Whitcomb Heights III Subdivision, according to the official plat thereof, filed under Plat Number 2011-15, Records of the Sitka Recording District, First Judicial District, State of Alaska.

This conveyance is based on Ordinance 2013-35 and by motion passed by City and Borough of Sitka Assembly on September 10, 2013.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2013 at Sitka, Alaska.

\_\_\_\_\_  
John P. Sweeney, III  
Interim Municipal Administrator

STATE OF ALASKA            )  
  ) ss.  
FIRST JUDICIAL DISTRICT    )

THIS CERTIFIES that on this \_\_\_\_ day of \_\_\_\_\_, 2013, before me, a Notary Public in and for the State of Alaska, personally appeared John P. Sweeney, III, Interim Municipal Administrator of the City and Borough of Sitka, a municipal corporation organized under the laws of the State of Alaska, confirming by signing this document, that he has been authorized by the Assembly for the City and Borough of Sitka to execute this deed on its behalf, and he does so freely and voluntarily.

\_\_\_\_\_  
Notary Public for the State of Alaska  
My commission Expires: \_\_\_\_\_





## Legislation Details

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**File #:** 13-165      **Version:** 1      **Name:**

**Type:** Item      **Status:** AGENDA READY

**File created:** 8/21/2013      **In control:** City and Borough Assembly

**On agenda:** 8/27/2013      **Final action:**

**Title:** Approve a non-monetary sponsorship for Sitka Sound Science Center's application to the Alaska Energy Authority for a salt water heat pump.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Sitka Sound Science Center](#)

Date	Ver.	Action By	Action	Result
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# SITKA SOUND SCIENCE CENTER

834 Lincoln Street, Suite 200  
Sitka, Alaska 99835  
Admin Phone: 907.747.8878  
www.sitkascience.org



August 16, 2013

Dear City Administrator,

The Sitka Sound Science Center asks that City and Borough of Sitka consider being the sponsoring organization for an application to the Alaska Energy Authority for a salt water heat pump. The project will cost \$501,364.

This project will connect the Science Center's saltwater intake system to seawater source heat pumps that will provide energy to our building and relieve our operating expenses. While we will still require electricity, this project will save our organization roughly \$35,000 annually in fuel costs. The project will also serve as a demonstration project to community members and visitors who come through our facility. The Science Center rents tidelands from the City and Borough of Sitka and so we believe it is reasonable for the project to be submitted by CBS.

Additionally, the Science Center has recently heard that we have been awarded a National Science Foundation grant to upgrade our salt water intake pipe and pumps which will be a match for the saltwater heat pump proposal.

We met with the City Public Works staff - Stephen Weatherman and Dan Tadic – who were extremely supportive of the idea and instructed us to write this letter.

We respectfully request that this be put before the City and Borough Assembly at the next Assembly meeting.

Gratefully yours,

A handwritten signature in blue ink, appearing to read 'Lisa Busch', is written over a light blue rectangular background.

Lisa Busch  
Executive Director  
Sitka Sound Science Center