



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

MEMORANDUM

To: Mark Gorman, Municipal Administrator
Mayor Hunter and Members of the Assembly

From: Michael Scarcelli, Planning and Community Development Department Director *MS.*
Samantha Pierson, Planner I

Subject: Ordinance for Lease of 725 Siginaka Way

Date: April 13, 2017

April Wheldon and William Akan dba Latte Landing LLC request a lease of 1000 square feet of land at 725 Siginaka Way, Also known as US Survey 3377 Griffith Island. The Planning Department is processing this request in accordance with existing procedures. Following SGC, an ordinance is required to authorize the land lease.

725 Siginaka Way was leased in 2012 on a 5 year term for the purpose of operating a coffee stand. The lessee defaulted on the lease agreement in July 2015 and the municipality terminated the lease in April 2016. Seeking to rent the property again, the municipality initiated a lease bid process which yielded 7 bids. A selection committee comprised of Planning, Finance, and Legal staff selected William Akan and April Wheldon as the bid winners.

The minimum bid was set at \$4491 annually plus sales tax. Ms. Wheldon and Mr. Akan bid \$6000 per year. Sales tax is in addition to this amount. The lease term is for 5 years with the option to renew.

At their April 4, 2017 meeting, the Planning Commission recommended approval 5-0. At their April 12, 2017 meeting, the Port and Harbors Commission unanimously recommended approval with recommendations to address vagrancy, the management of on-site trash, and clarification that no parking shall be specifically designated for this business. The proposed lease now requires approval by ordinance.

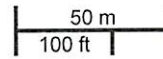
RECOMMENDED ACTION: Pass a motion to approve the lease ordinance.



City & Borough of Sitka, Alaska

Selected Parcel: 617 KATLIAN ID: 15408000

Printed 3/30/2017 from <http://www.mainstreetmaps.com/ak/sitka/internal.asp>



This map is for informational purposes only. It is not for appraisal of, description of, or conveyance of land. The City & Borough of Sitka, Alaska and MainStreetGIS, LLC assume no legal responsibility for the information contained herein.







Torani
SUGAR FREE
IRISH CREAM
MONIN
Almond

CAFFE CHOC
VANILLA

Handwritten notes on a menu board attached to the espresso machine, including sections for "Dishes & Side Orders" and "Desserts".

Chefmate
COUNTRY SAUSAGE GRAVY

NEW NSF STANDARD 7

ORIGINAL

U. S. SURVEY
NO. 3377, ALASKA

EMBRACING

ALL OF GRIFFITH ISLAND IN SITKA HARBOR

APPROXIMATELY 1 MILE NORTHWEST OF THE TOWN OF SITKA

AREA: 0.33 ACRES

Latitude $57^{\circ}03'29.509''$ N Longitude $136^{\circ}20'56.968''$ W

AT U. S. COAST AND GEODETIC SURVEY

TRIANGULATION STATION "GRIF"

SURVEYED BY

JOHN H. SHOOT, CARTOGRAPHER (CADASTRAL)

SEPTEMBER 7, 1954

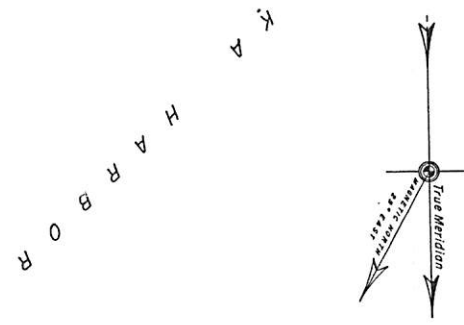
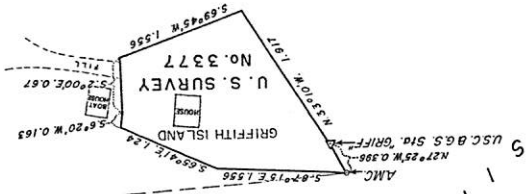
UNDER SPECIAL INSTRUCTIONS

DATED AUGUST 25, 1954

AND APPROVED AUGUST 31, 1954

U. S. SURVEY No. 225

AMENDED U. S. SURVEY No. 6 1/2



UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Washington, D. C. December 17, 1954

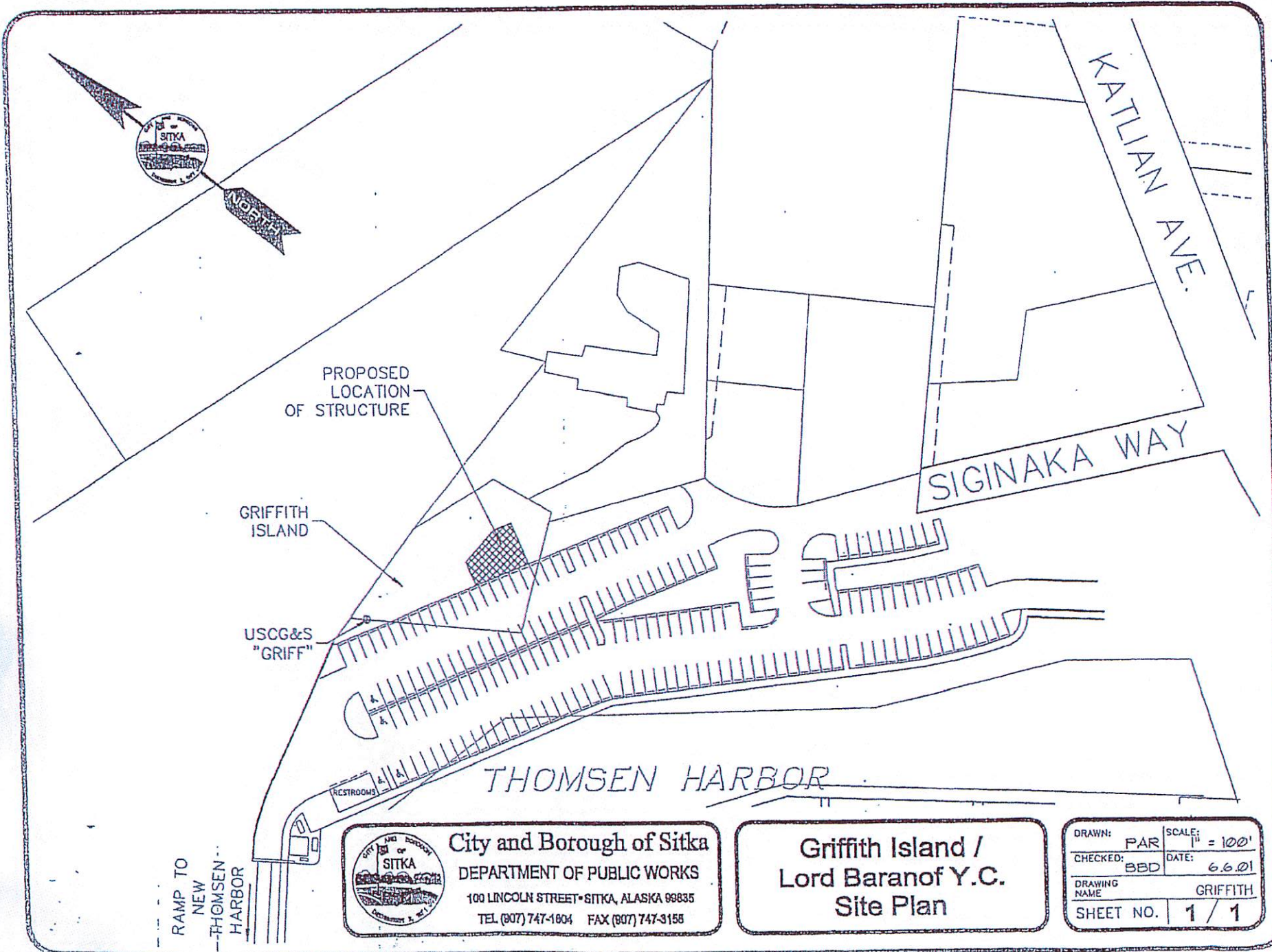
This plat is strictly conformable to the approved field notes, and the survey, having been correctly executed in accordance with the requirements of law and the regulations of this Bureau, is hereby accepted.

For the Director

[Signature]
Acting Cadastral Engineer
Staff Officer

D.S. 1
11/25/1969

Exhibit A



City and Borough of Sitka
 DEPARTMENT OF PUBLIC WORKS
 100 LINCOLN STREET • SITKA, ALASKA 99835
 TEL (907) 747-1804 FAX (907) 747-3158

**Griffith Island /
 Lord Baranof Y.C.
 Site Plan**

DRAWN:	PAR	SCALE:	1" = 100'
CHECKED:	BBD	DATE:	6.6.01
DRAWING NAME:	GRIFFITH		
SHEET NO.	1 / 1		

VII. THE EVENING BUSINESS

E Public hearing and consideration of a land lease for 725 Siginaka Way. The property is also known as US Survey 3377. The applicants are William Akan and April Wheldon for Coastal Transport. The owner of record is the City and Borough of Sitka.

Scarcelli described the history of the property and prior lease. The property was put out for a request for bid process. The bid winner was chosen for its lease rate and risk level as determined through conversations between planning, legal, and finance departments. Staff recommend that the commission recommend approval to the Assembly.

No public comment.

Windsor stated support for moving forward without the applicant present and stated support for the project. Parmelee and Spivey stated support. Pohlman stated that this seems like a pass through item and would prefer that such items not come through the Planning Commission. Community Affairs Director Maegan Bosak stated that staff will be working on a way to streamline Title 18 procedures for leasing and selling municipal property.

Windsor/Pohlman moved to RECOMMEND approval to the Assembly.

Motion PASSED 5-0.

F Public hearing and consideration of the draft transportation chapter of the Comprehensive Plan.

Community Affairs Director Maegan Bosak gave an update on the comprehensive plan process.

Consultant Barb Sheinberg gave an overview of the evening's agenda and shared about future meetings. Commissioner Windsor and Chair Spivey requested that the commission have the final draft for review at least 2 weeks prior to the meeting.

Sheinberg outlined the topics addressed in the transportation chapter. Transportation infrastructure is critical for the community. The number of air travelers into and out of Sitka is increasing. Air mail and freight is declining. Airport challenges include a lack of lease land to meet demand, an undersized terminal, and inadequate parking supply. The expected lifespan of the municipal seaplane base is 5 more years.

Municipal harbors provide approximately 1300 boat slips. Harbors are at 85-90% occupancy. 227 individuals are currently on the waiting list for slips. Sitka is the first multi-basin harbor in Alaska to earn the Alaska Clean Harbors certificate. If everyone on the waiting list could obtain moorage, that would bring an additional \$396,000 per year. Knox clarified that some boats are "hot berthing" and are being moved around to vacant slips, so some revenue is being gathered. The moorage rates required to support infrastructure repairs and upgrades would increase moorage rates out of line with other communities. Sheinberg stated that creative thinking can buy more time, but cost will increase the longer maintenance and repairs are deferred. A new



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Planning and Community Development Department

AGENDA ITEM:

Case No: LM 17-01
Proposal: Request for lease of US Survey 3377
Applicant: William Akan and April Wheldon for Coastal Transport
Owner: City and Borough of Sitka
Location: 725 Siginaka Way
Legal: US Survey 3377
Zone: C-1 Commercial
Size: Lease parcel: 1000 square feet
Parcel ID: 1-5005-001
Existing Use: Commercial (not operational)
Adjacent Use: Commercial, Public
Utilities: Full city services
Access: Siginaka Way to Katlian Avenue

KEY POINTS AND CONCERNS:

1. Historical use as a lease parcel – creates revenue for municipality
2. Neighborhood harmony – surrounding uses are commercial and public in use, zoned for commercial use, coffee shop or similar retail would be less intensive than other nearby uses (harbor)

RECOMMENDATION:

Staff recommends that the Planning Commission recommend approval of LM 17-01 to the Assembly.

ATTACHMENTS

Attachment A: Vicinity Map
Attachment B: Aerial Vicinity Map
Attachment C: Zoning Map
Attachment D: Current Plat

Attachment E: Parcel Pictures
Attachment F: Bid Application
Attachment G: Flood Zone Map
Attachment H: Mailing List

BACKGROUND

725 Siginaka Way was leased in 2012 on a 5 year term for the purpose of operating a coffee stand. The lessee defaulted on the lease agreement in July 2015 and the municipality terminated the lease in April 2016. Seeking to rent the property again, the municipality initiated a lease bid process which yielded 7 bids. A selection committee comprised of Planning, Finance, and Legal staff selected Mr. Akan and Ms. Wheldon as the bid winners.

The lease application is coming before the Planning Commission to seek a recommendation of approval to the Assembly. The item is scheduled for the April 12th Port and Harbors Committee meeting. The lease application will then go to the Assembly for approval of the lease by ordinance.

PROJECT DESCRIPTION

This request is to lease 725 Siginaka Way. The applicants state the intent to continue the historical use of a coffee stand.

ANALYSIS

Project/Site: The property is identified in the survey as US Survey 3377 or Griffith Island. The surrounding parking lot is comprised of filled tidelands. The lease parcel is approximately 1000 square feet. Site improvements consist of an approximately 120 square foot structure on a 320 square foot pad.

Traffic: A coffee stand of this size and without a drive through could be expected to generate 13 vehicle trips at peak AM hour and 5 vehicle trips at peak PM hour.¹ A shop at this location may generate less new traffic because some patrons may be combined harbor/coffee shop patrons.

Parking: A municipal parking lot is adjacent to the proposed lease location.

Noise: No concerns.

Public Health or Safety: No concerns. Coffee shop would need to meet DEC requirements for sanitation.

Habitat: No concerns.

¹ Spack Consulting ITE Trip Generation Rates – 9th Edition

Property Value or Neighborhood Harmony: Neighboring uses are a lodge and a harbor. A coffee stand is less intense of a use than the harbor. Harbor and lodge patrons may appreciate a nearby option for drinks and snacks.

Conformity with Comprehensive Plan: The proposal conforms to Comprehensive Plan Section 2.4.19 which states, "To consistently follow and enforce land use policies, codes, regulations, and decisions..." by leasing a parcel according to the competitive bid process.

RECOMMENDATION

It is recommended that the Planning Commission adopt the staff analysis and move to recommend approval of the lease of 725 Siginaka Way.

RECOMMENDED MOTION

- 1) I move to recommend approval of the lease request for 725 Siginaka Way. The property is also known as US Survey 3377. The request is filed by William Akan and April Wheldon for Coastal Transport. The owner of record is the City and Borough of Sitka.

LAND LEASE BID PROPOSAL FORM

To: City and Borough of Sitka
Attention: Municipal Clerk
100 Lincoln Street
Sitka, Alaska 99835

Having read the Invitation to Bid and Instruction to Bidders, I hereby submit a bid to lease the land and structure known and described as 725 Siginaka Way (Griffith Island, U.S. Survey 3377). It is approximately 1,000 square feet subject to the terms within the Invitation to Bid, Instructions to Bidders, Sitka General Code, and the following terms.

If my bid is provisionally accepted subject to further City Assembly approval of contract terms, I agree to furnish to the City and Borough of Sitka, within 10 days of "Notice of Acceptance of Bid," payment equivalent to one month's lease payment as a deposit; and once the City Approves the lease, I promise to furnish an executed lease agreement to the satisfaction of all parties and tender all payments as due.

MINIMUM LAND AND STRUCTURE LEASE BID: \$4,491.00 annually plus sales tax (\$374.25 per month plus sales tax)

Land Lease Bid Amount: \$ 6,000.00 Annually (\$500.00/month) 1st yr. paid in advance

Proposed Term of Lease (minimum 5 years): 5 years


Sale of Included Surplus Property: Having read the Invitation to Bid and Instructions to Bidders, I hereby acknowledge that if my Land Lease Bid is accepted and executed, I agree that the surplus property becomes the property of the winning bidder whom assumes all rights, liabilities, and risk associated with the surplus property, upon receipt of the notice of acceptance subject to fulfillment of the payment obligations under the lease.

SUBMITTED BY:

Name: William Akan + April Wheldon

Mailing Address: P.O. Box 6370 Sitka, Ak 99835

Phone Number: 206-730-3369

Signature:  April Wheldon

Proposal for 725 Siginaka Way
Sitka, AK 99835

City and Borough of Sitka
Attn: Planning Commission
100 Lincoln Street
Sitka, AK 99835

April Wheldon
P.O. Box 6370
Sitka, AK 99835
(360) 595-3147
april_tori@yahoo.com

Dear Planning Commission,

Thank you for your consideration on the land lease for 725 Siginaka Way. I have been very interested in this property for some time. I have extensive experience in the food service industry from food preparation and bartending to fine dining food service. I have many plans and ideas for the success of this small business. I would like to be open for business as soon as possible. The harbor area is already becoming busy for the fishing season. Thank you again for your consideration.

Sincerely,

April Wheldon

725 Siginaka Way Proposal:

Mission:

My mission is to provide the public with early morning beverages and healthy breakfast food options in a timely and convenient manor. I will provide quality coffee at a competitive price and special daily sweet and savory breakfast options.

Plan:

My plan is to renovate the property and structure so that it is safe, secure, and pleasing to the eye. I will clean up the lot and provide seating with some weather-protected areas. Renovations will include improvements to the main structure, storage unit and will also include the landscaping of the lot.

Goals:

My goal is to have "Latte Landing" open to the public and providing them with stellar products and excellent early morning service that continues throughout the day!



City and Borough of Sitka

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Notice of Public Hearings

The Assembly of the City and Borough of Sitka will hold a public hearing during a regular meeting scheduled Tuesday, April 25, 2017 on the following item:

- A. **Public hearing and consideration of a land lease for 725 Siginaka Way. The property is also known as US Survey 3377. The applicants are William Akan and April Wheldon. The owner of record is the City and Borough of Sitka.**

The Assembly may take action on April 25, 2017. The Assembly meeting will begin at 6:00 pm at Harrigan Centennial Hall at 330 Harbor Drive in Sitka.

Interested residents are encouraged to make comments during the meeting and written comments can be submitted to the Municipal Clerk at 100 Lincoln Street.

Parcel ID: 15010000
ALASKA PREMIER CHARTERS, INC.
ALASKA PREMIER CHARTERS, INC.
P.O. BOX 2300
SITKA AK 99835-2300

Parcel ID: 15015000
JUAN/THERESA BELCHER/WEISER
BELCHER, JUAN & WEISER, THERESA
P.O. BOX 1505
SITKA AK 99835-1505

Parcel ID: 15020000
ALASKA PREMIER CHARTERS, INC.
ALASKA PREMIER CHARTERS, INC.
P.O. BOX 2300
SITKA AK 99835-2300

Parcel ID: 15030001
NORTH PACIFIC SEAFOODS, INC.
NORTH PACIFIC SEAFOODS, INC.
4 NICKERSON ST, STE 400
SEATTLE WA 98109

Parcel ID: 15030002
K & R ENTERPRISES, INC.
USFS BLDG
K & R ENTERPRISES, INC.
300 W. 123RD AVE
ANCHORAGE AK 99515

Parcel ID: 15031000
K & R ENTERPRISES, INC.
% JAY KASSNER
K & R ENTERPRISES
300 W. 123RD AVE
ANCHORAGE AK 99515

Parcel ID: 15060000
KATLIAN COMMERCIAL
PROPERTIES, LLC
KATLIAN COMMERCIAL PROPERTIES,
LLC
117 GRANITE CREEK RD, STE 201
SITKA AK 99835

Parcel ID: 15406000
K & R ENTERPRISES, INC.
% JAY KASSNER
K & R ENTERPRISES, INC.
300 W. 123RD AVE
ANCHORAGE AK 99515

Parcel ID: 15408000
CITY & BOROUGH OF SITKA
THOMSEN BOAT HARBOR
C/B OF SITKA
100 LINCOLN ST
SITKA AK 99835

Parcel ID: 15630000
CITY & BOROUGH OF SITKA
TURNAROUND
C/B OF SITKA
100 LINCOLN ST
SITKA AK 99835

Parcel ID: 15651000
CITY & BOROUGH OF SITKA
TURNAROUND (LESSEE, C.A.P)
C/B OF SITKA
100 LINCOLN ST
SITKA AK 99835

Parcel ID: 15652000
MARY/DALE/DUANE VILANDRE
VILLANDRE, MARY LOU, DALE &
DUANE
803 HALIBUT POINT RD, #6
SITKA AK 99835

Assembly Mailing
April 14, 2017

Parcel ID: 15010000
ALASKA PREMIER CHARTERS, INC.
ALASKA PREMIER CHARTERS, INC.
P.O. BOX 2300
SITKA AK 99835-2300

Parcel ID: 15015000
JUAN/THERESA BELCHER/WEISER
BELCHER, JUAN & WEISER, THERESA
P.O. BOX 1505
SITKA AK 99835-1505

Parcel ID: 15020000
ALASKA PREMIER CHARTERS, INC.
ALASKA PREMIER CHARTERS, INC.
P.O. BOX 2300
SITKA AK 99835-2300

Parcel ID: 15030001
NORTH PACIFIC SEAFOODS, INC.
NORTH PACIFIC SEAFOODS, INC.
4 NICKERSON ST, STE 400
SEATTLE WA 98109

Parcel ID: 15030002
K & R ENTERPRISES, INC.
USFS BLDG
K & R ENTERPRISES, INC.
300 W. 123RD AVE
ANCHORAGE AK 99515

Parcel ID: 15031000
K & R ENTERPRISES, INC.
% JAY KASSNER
K & R ENTERPRISES
300 W. 123RD AVE
ANCHORAGE AK 99515

Parcel ID: 15060000
KATLIAN COMMERCIAL
PROPERTIES, LLC
KATLIAN COMMERCIAL PROPERTIES,
LLC
117 GRANITE CREEK RD, STE 201
SITKA AK 99835

Parcel ID: 15406000
K & R ENTERPRISES, INC.
% JAY KASSNER
K & R ENTERPRISES, INC.
300 W. 123RD AVE
ANCHORAGE AK 99515

Parcel ID: 15408000
CITY & BOROUGH OF SITKA
THOMSEN BOAT HARBOR
C/B OF SITKA
100 LINCOLN ST
SITKA AK 99835

Parcel ID: 15630000
CITY & BOROUGH OF SITKA
TURNAROUND
C/B OF SITKA
100 LINCOLN ST
SITKA AK 99835

Parcel ID: 15651000
CITY & BOROUGH OF SITKA
TURNAROUND (LESSEE: C.A.P)
C/B OF SITKA
100 LINCOLN ST
SITKA AK 99835

Parcel ID: 15652000
MARY/DALE/DUANE VILANDRE
VILLANDRE, MARY LOU, DALE &
DUANE
803 HALIBUT POINT RD, #6
SITKA AK 99835

P&Z Mailing
March 27, 2017