



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 Matt Hunter
Vice-Deputy Mayor Benjamin Miyasato
Aaron Swanson, Steven Eisenbeisz
Tristan Guevin, and Michelle Putz*

*Municipal Administrator: Mark Gorman
Municipal Attorney: Robin L. Koutchak
Municipal Clerk: Colleen Ingman, MMC*

Tuesday, January 13, 2015

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

[14-253](#) Correspondence

Attachments: [Reminders and Calendars](#)

[Public Works Update](#)

[Blue Lake Update](#)

V. CEREMONIAL MATTERS

none anticipated

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

VII. PERSONS TO BE HEARD

Public participation on any item off the agenda. All public testimony is not to exceed 3 minutes for any individual, unless the mayor imposes other time constraints at the beginning of the agenda item.

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** [14-248](#) Approve the minutes from the December 23, 2014 and January 2, 2015 Assembly meetings

Attachments: [Motion CONSENT](#)
 [Motion and Minutes](#)

- B** [14-250](#) Approve the Acting Municipal Administrator list for 2014

Attachments: [Motion and Memo](#)

X. UNFINISHED BUSINESS:

- C** [14-239](#) Board of Adjustment: Approve a conditional use permit, with conditions, for a horse stable at 5304 Halibut Point Road, filed by David Allen. The property is owned by Allen Marina, LLC

Attachments: [BOA Motion.pdf](#)
 [BOA Hearing Outline](#)
 [Memo Planning Department](#)
 [Site Maps and Photos](#)
 [Planning Commission Minutes and Staff Reports](#)
 [District Regulations](#)
 [Public Comment](#)
 [Application](#)

- D** [ORD 14-41](#) Amending SGC Section 2.04.020 to clarify who shall attend Assembly executive sessions

Attachments: [Motion Ord 2014-41](#)
 [Memo Executive Session](#)
 [Ord 2014-41](#)

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

- E** [ORD 15-01](#) Authorizing a lease amendment to the tidelands lease in Alaska Tidelands Survey 1160 to Wade and Gretchen Parrish
Attachments: [Motion Ord 2015-01](#)
[Memo and attachments](#)
[Ord 2015-01](#)
[Tidelands Lease Agreement](#)
[Planning Comm. minutes, staff reports](#)
- F** [ORD 15-02](#) Adjusting the FY15 Budget
Attachments: [Motion Ord 2015-02](#)
[Ord 2015-02](#)
- G** [ORD 15-03](#) Formally dissolving the Sitka Convention and Visitor's Bureau under the City's oversight effective July 1, 2015; with plans to issue a Request for Proposal(s) for an entity to take on the responsibilities for planning, coordinating, promoting and executing all phases of conventions, tourism and marketing for Sitka. The CBS will provide a percentage of bed tax revenues for funding purposes
Attachments: [Motion Ord 2015-03](#)
[Ord 2015-03](#)

Additional New Business Items

- H** [14-252](#) Update on the Takatz Hydroelectric Feasibility Project
Attachments: [Memo Takatz](#)
[Takatz Appraisal Study Report](#)
- I** [14-249](#) Appoint Clay Davis to an unexpired term on the Port and Harbors Commission
Attachments: [Motion appointment](#)
[Davis application](#)
- J** [14-251](#) Approve travel expenses for the Mayor to attend the Innovation Summit in Juneau on January 28 and 29
Attachments: [Motion and information](#)

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

XIV. ADJOURNMENT

*Sara Peterson, CMC
Acting Municipal Clerk
Publish: January 9*



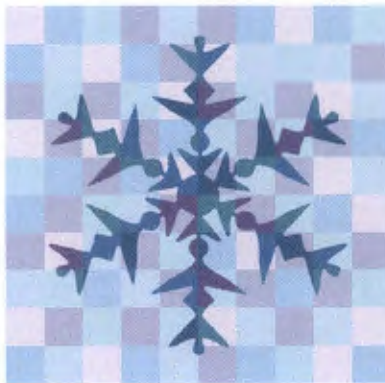
Legislation Details

File #: 14-253 **Version:** 1 **Name:**
Type: Correspondence **Status:** AGENDA READY
File created: 1/8/2015 **In control:** City and Borough Assembly
On agenda: 1/13/2015 **Final action:**
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Sponsors:
Indexes:
Code sections:
Attachments: [Reminders and Calendars](#)
[Public Works Update](#)
[Blue Lake Update](#)

Date	Ver.	Action By	Action	Result
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REMINDERS

<u>DATE</u>	<u>EVENT</u>	<u>TIME</u>
Tuesday, January 13	Regular Meeting	6:00 PM
Tuesday, January 27	Regular Meeting	6:00 PM
Tuesday, February 10	Regular Meeting	6:00 PM
Tuesday, February 24	Regular Meeting	6:00 PM



Assembly Calendar

[2014](#)
[Jan](#)
[Feb](#)
[Mar](#)
[Apr](#)
[May](#)
[Jun](#)
[Jul](#)
[Aug](#)
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[Oct](#)
[Nov](#)
[Dec](#)
[2016](#)

January 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 Dec	29	30	31	1 Jan	2	3
Hackett	Hackett	1:00pm SCVB Board		12:00pm - 1:30pm SEDA Board Meeting		
4	5	6	7	8	9	10
	Eisenbeisz	Eisenbeisz Guevin 7:00pm Planning 7:00pm <u>School</u>	Eisenbeisz Guevin 7:00pm Library Board	Eisenbeisz Guevin Putz 12:00pm LEPC 12:00pm <u>Parks & Rec</u> 6:00pm Worksession: GPIIP Board and Assembly	Eisenbeisz Guevin	Guevin
11	12	13	14	15	16	17
Guevin		6:00pm <u>Reg Assembly Mtg</u>	6:00pm Historic Preservation			
18	19	20	21	22	23	24
		12:00pm <u>Tree/Landscape</u> 7:00pm <u>Planning</u> 7:00pm <u>School</u>	6:30pm STA	6:30pm <u>Hospital Board</u>		
25	26	27	28	29	30	31 Feb
		Putz 1:00pm SCVB Board 6:00pm <u>Regular Assembly Mtg</u>	6:00pm Police and Fire Commission - Fire Hall			

Assembly Calendar

2014 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2016

February 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Feb	2	3	4	5	6	7
	Eisenbeisz	Eisenbeisz 7:00pm Planning 7:00pm School	Eisenbeisz 7:00pm Library Board	Eisenbeisz 12:00pm - 1:30pm SEDA Board Meeting	Eisenbeisz	Eisenbeisz
8	9	10	11	12	13	14
Eisenbeisz	Eisenbeisz	6:00pm Reg Assembly Mtg	6:00pm Historic Preservation 6:00pm Worksession with School Board at School District Office	12:00pm LEPC 12:00pm Parks & Rec		
15	16	17	18	19	20	21
		12:00pm Tree/Landscape 7:00pm Planning 7:00pm School	6:30pm STA			
22	23	24	25	26	27	28
		1:00pm SCVB Board 6:00pm Regular Assembly Mtg	6:00pm Police and Fire Commission - Fire Hall	6:30pm Hospital Board		Mar

PUBLIC WORKS ASSEMBLY UPDATE - WORK COMPLETED IN DECEMBER 2014

Kettleson Memorial Library Expansion:

Milestones This Period

- Material submittals provided by contractor.
- Concrete shear walls completed.
- Exterior demolition of roof, walls, and windows continuing.
- Backfill and site grading continuing.
- Change order request (RFP 06) issued to address required structural revisions. Costs to be borne by designer and will result in project delay yet to be determined.

Future Milestones

- Framing of new structure to be complete April 2015.
- With current changes in consideration, construction is anticipated to be complete no later than December 2015.

Background

Completion date is anticipated to be impacted by structural changes required to correct a design error; actual schedule impact is being evaluated. 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 and the City has committed \$200,000 in CPET funding and \$357,000 from the General Fund. The Friends of the Library have also raised almost \$90,000. A total of \$350,000 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 approximately \$6.4 million for the expansion and renovation of the Library.

Ultra Violet (UV) Disinfection Facility:

Milestones This Period

- All foundation concrete completed.
- Wall water-proofing installed on basement north, east and south sides.
- Backfill around basement north, east and south sides brought up to subgrade elevation.
- Exterior process piping delivered on site.
- Temporary stairs to basement installed.
- Holiday break security fencing installed.
- Basement and under upper floor drain lines installed.
- UV equipment arrived and is being stored at the Boat Company Building.

Future Milestones

- Holiday Break December 15, 2014 to January 8, 2015.
- Exterior process piping installation.
- Begin erection of metal building.
- Begin interior installation of interior process piping.
- Construction completion anticipated by fall 2015.

Background

The Blue Lake drinking water system is a surface water system, which must comply with the EPA Enhanced Surface Water Treatment Rules (ESWTRs). The UV Disinfection Facility will provide the additional microbial and disinfection controls required under the ESWTRs. The current total 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
 - \$3,500,000 FY 2012 ADEC Grant (30% local match requirement).
 - \$2,061,000 FY 2013 ADEC Grant (30% local match requirement).
- \$12,111,000 Total Project Funding

Jarvis Control and Crescent Harbor Shelter Re-roofing:

Milestones This Period

- 65% design development meeting held December 19, 2014.
- Contractor has prepared submittals and CBS PW Staff review is ongoing.

Future Milestones

- Review/Approve Engineered Systems and other submittals prior to January 16, 2015.
- Complete construction before June 2015.

Background

The Crescent Harbor Shelter roof is the original from the 1985 construction of the Shelter and is failing. It will be replaced with architectural shingles and will match the roofs planned for Harrigan Centennial Hall and Kettleton Memorial Library. The Jarvis Substation Control Building currently has a flat (low slope) roof. It is leaking, under-insulated, and expensive to maintain, thus a shingled gable roof and added insulation are in this design to reduce annual operating and replacement costs. The Assembly awarded a Design-Build contract in the amount of \$185,500 to CBC Construction for completion of this project during the September 23, 2014 assembly meeting. Total project funding includes \$105,493 from the Harbor Fund and \$120,000 from the Electric Fund for a total approved budget of \$225,493.

Lake Street / Monastery Street Lift Station Improvements:

Milestones This Period

- Concrete structures (manhole, wet well, valve vault) installed and backfilled at site of new Lake Street lift station.

Future Milestones

- Work to resume late January upon arrival of more materials. Project scheduled for completion in early March 2015.

Background

The Lake Street and Monastery Street lift stations require an inordinate amount of maintenance and repair by the wastewater staff and are in need of immediate replacement; the pumps are outdated and replacement parts are difficult to find. Access to the Lake Street lift station is dangerous due to the location of the ladder rungs. Current available funding is from the Wastewater Enterprise Fund (\$350,000 for Lake Street and \$420,000 for Monastery Street) and from an ADEC loan for \$1,379,170. The Assembly awarded a design-build contract to CBC Construction for \$841,000 on August 12, 2014.

Baranof Warm Springs Dock Replacement:

Milestones This Period

- Alaska Department of Transportation continued design efforts with CBS Public Works, Harbor Department and Baranof Property Owner Association feedback.

Future Milestones

- Provide review/comment for State of Alaska as needed to keep project moving forward.
- Design development through early 2015.
- Construction is anticipated in fall 2015.

Background

The City and Borough of Sitka (CBS) received a \$1,900,000 FY2013 Alaska Legislature Grant to reconstruct the Baranof Warm Springs Dock. The funding was provided with the understanding that CBS would assume ownership and maintenance responsibilities for the dock once it is reconstructed. The Assembly approved the Administrator to execute a Memorandum of Agreement with the Alaska Department of Transportation and Public Facilities (ADOT&PF) for completion of the Baranof Warm Springs Dock Reconstruction and Ownership Transfer. ADOT&PF will be reimbursed the cost of designing and constructing the improvements from the FY13 Legislative Grant.

Eagle Way and Old Harbor Mountain Road Utility and Road Upgrades:

Milestones This Period

- Design contract award to DOWL HKM by Assembly December 23, 2014.

Future Milestones

- Begin design January 2015.
- Final design of the project is expected in Summer/Fall 2015.
- Construction is anticipated summer 2016.

Background

The project includes reconstruction and paving of the roadway, storm facilities, a new water line and a possible sidewalk along Eagle Way. The project will also include a minimum of 24-foot wide paved road and storm drain improvements for Old Harbor Mountain Road. Funding for the project is provided by a 2013 Commerce Community and Economic Development Grant in the amount of \$1,500,000.

Nelson Logging Road Upgrades:

Milestones This Period

- LEI Engineering & Surveying selected for design.
- LEI Engineering & Surveying preparing scope and design fees based on Request for Qualifications and conversations with Public Works.

Future Milestones

- Complete design fees and scope documents.
- Request Assembly approval to award design contract January/February 2015.
- Construction is anticipated summer 2016.

Background

This project includes upgrading Nelson Logging Road to 28 feet for two-way traffic and upgrading both inadequate bridges. The roadway may be moved toward the south to raise the roadway above the winter and spring flooding at the Starrigavan Creek estuary and eliminate sloughing off of the roadway into Starrigavan estuary. The project also includes three parking areas, the Tony Hrebar Shooting Range, the USDA Forest Service Off-Road Vehicle Recreation Area and the State Park Forest and

Muskeg Trailhead. Funding for the project is provided by a 2013 Commerce Community and Economic Development Grant in the amount of \$2,343,000.

Edgecumbe Drive Street Reconstruction:

Milestones This Period

- Received revised 35% design drawings from design-build consultant DOWL HKM, showing proposed Multi-Use Path (MUP).
- Received proposal from S&S General Contractors with changes in scope with the 10ft-wide MUP.
- Received proposal from S&S for credit to CBS for contract work not required due to better-than-expected condition of the subgrade.

Future Milestones

- Construction to begin in April 2015. Substantial completion date is August 21, 2015. Final completion date is October 30, 2015.

Background

The project includes drainage, sidewalk, curb and gutter, road subgrade and pavement improvements on Edgecumbe Drive from Peterson Street to Cascade Creek Road. The total project budget is \$5.46 M. The Assembly approved award of a design-build contract to S&S for \$4,636,500 on May 27, 2014.

Monastery and Baranof Water and Sewer Project:

Milestones This Period

- Initial public meeting was held December 17, 2014 to inform the public about the project scope, schedule and budget and solicit feedback on design options. Unanimous support was provided for a one-way road designation for the narrow section of Monastery Street between SMC Road and DeGroff Street.

Future Milestones

- 35% Design submission and review January 2015.
- Present one way recommendation for Monastery Street to Police and Fire Commission.
- Final design of the project is expected in March 2015.
- Construction is anticipated as early as summer 2015.

Background

The project includes replacement of the water and wastewater systems, new pavement with curb and gutter, storm drain improvements and sidewalk.

Funding for the project is provided by the following sources:

- \$533,000 FY 2014 ADEC Sewer Loan
 - \$497,000 FY2014 ADEC Water Loan
 - \$763,000 FY 2015 ADEC Grant (30% local match requirement)
 - \$102,000 CBS Capital Improvement Monastery Street FY15
 - \$81,000 CBS Capital Improvement Baranof Street FY15
- \$1,976,000 Total Project Funding

Storm Water Management Plan:

Milestones This Period

- Storm Water Ordinance was submitted to the Planning Commission for review and comment in December 2014. The commission wanted a final version of the ordinance to be prepared before approval.

Future Milestones

- Final Storm Water Ordinance will be submitted to the Planning Commission for review and comment in January 2015.
- Storm Water Ordinance will be submitted to the Assembly for approval in 2015.

Background

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. This phase included collecting more field data, preparing the Storm Water Management plan, Sitka specific rainfall intensities, recommended Best Management Practices, Capital Improvement Plan and an example Storm Water Ordinance.

Federal Land Access Program (FLAP) Grant: Phases 4&5:

Milestones This Period

- Next section scheduled for work is the separated pathway along Yaw Drive which will end at the Indian River Trailhead parking lot. Work will continue this winter as long as weather permits.
- Compensatory mitigation negotiated with a restrictive covenant conservation easement on a tract of City land near the Cross Trail project, Corps of Engineers (COE) has reviewed the R&M Wetlands study, and the final paperwork for the restrictive covenant has been approved by the COE.
- Restrictive Covenant has been recorded at the recorder's office.

Future Milestones

- US Geologic Survey easement agreement and permit reviewed, awaiting final document.
- The completion date is estimated around November 2015.
- Fourth quarter reporting for the Western Federal Lands Access Program will be completed.

Background

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 2013.

Phase 4 of the project, a \$926,000 STIP Grant for a multimodal pathway reconstruction and re-routing from Yaw Drive to the CBS property was funded by the Department of Transportation in the 2009 STIP. DOT planners, with the concurrence of 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.

Federal Land Access Program (FLAP) Grant: Phase 6:

Milestones This Period

- Grant application was submitted and awarded on June 26, 2014 by Western Federal Lands.
- Match agreement signed and sent off to Western Federal Lands for their signature.

Future Milestones

- Secure a reimbursable agreement.
- Hire a consulting company for planning, design, and complete environmental and permitting.
- The completion date is estimated around May 2016.

Background

The City and Borough of Sitka has been awarded a \$250,000 MAP-21 Federal Lands Access Program (FLAP) Grant for Phase 6 Cross Trail multimodal pathway (Cross TMP), connector from Kramer Drive to Alaska Marine Ferry Terminal, by Western Federal Lands (WFL). The Assembly approved submission of the grant in Resolution 2014-06 in April 2014. The Western Federal Lands Access Program application was submitted in April 2014, and then awarded on July 26, 2014. This is listed as a FY16 budgeted project with Western Federal Lands Access Program.

Solid Waste Management Plan:

Milestones This Period

- SWAC meeting November 13, 2014, the group decided to open up a bid process to obtain quotes for commingle curbside recycle pick up and trash pickup.
- A consultant company was hired to put together an RFP for the bidding of the curbside recycling and trash pickup, and scrapyards services for CBS. We are currently working on a draft RFP.

Future Milestones

- Final draft of an RFP that will be sent out to prospective bidders.
- Proposed project schedule: SWAC meeting March or April 2015
- Request for proposals to be sent out for commingle recycling and garbage pickup.

Background

The City and Borough of Sitka currently does not have a Solid Waste Management Plan to address the current or future needs of the Solid Waste Fund and general operations. As we approach the end of the current collection and off-island disposal contracts in 2015, we believe it is in the best interest of the CBS to be better prepared with a plan that details the goals and direction of our solid waste management backed with data and a financial plan. At the June 6, 2013 Assembly Meeting, the Assembly approved advertising for a Request of Qualifications and select a consultant to develop a Solid Waste Management Plan. The funding for a Solid Waste Management Plan will come from the working capital of the Solid Waste Fund which is approximately \$1.3 million. The Solid Waste Management Plan is a time and materials, not to exceed \$250,000 contract. The total amount is dependent on the complexity of future goals and the amount of public process exploring options.

Sitka Transient Float Replacement:

Milestones This Period

- Bathymetric survey and geotechnical investigation completed.
- Concept float plan, section and cost estimates completed.

Future Milestones

- Presentation of concept development to Port & Harbor Commission Meeting in January 2015.
- Finalize scope and fees for design development through construction documents and initiate contract amendment.
- Construction is anticipated to begin in fall 2015.

Background

CBS received a FY15 State of Alaska Municipal Harbor Facility Matching Grant, for the Sitka Transient Float Replacement Project, which will cover 50% of eligible construction costs not to exceed 2,700,000 in match funding. CBS has allocated a total of \$3,450,000 from the Harbor Enterprise Fund for the project for a total budget of \$6,150,000.

Airport Terminal Upgrades:

Milestones This Period

- Hosted teleconference with design consultant McCool Carlson Green (MCG) and Alaska Airlines to discuss passenger flow improvements at the terminal. Delayed workshop to discuss improvements with Airport Users Group until Delta Airlines finalizes its plans to operate out of the Sitka Rocky Gutierrez Airport.

Future Milestones

- Host a January 2015 visit from Delta Airlines to select location for their ticket counter.
- Host a workshop with the Airport Users Group to develop passenger-flow improvements.
- After improvements are fully developed, MCG will make a presentation to the Assembly with cost estimates and recommendations.

Background

The original project included design of improvements to the baggage makeup and TSA baggage screening areas, which will primarily be covered by a TSA grant. Funding collected from a previous PFC program amounts to \$275,000 and can be used to scope passenger-flow improvement options.

Hollywood & New Archangel Water, Sewer and Road Upgrades:

Milestones This Period

- Sent out Notice of Award to Coastal Excavation, Inc., for construction contract.

Future Milestones

- Finalize construction contract in January 2015.
- Substantial Completion date is August 28, 2015.

Background

The project includes water, sewer, storm drain, pavement, curb and gutter and sidewalk improvements on Hollywood Way and New Archangel Street from Halibut Point Road to Marine Street. Funding is available from ADEC Loans (\$750,000), an ADEC Grant (\$552,300) and from the General Fund (\$232,000) for ADEC-ineligible expenses.

Gary Paxton Industrial Park Dock:

Milestones this period

There was no significant progress on this project this period. The project remains on hold while changes to the proposed use of the dock facility are considered by the GPIIP Board of Directors, and the CBS/DPW staff. Major changes to the original basis of design are being considered. The most prominent of these considerations are 1) construct facilities that will be fully ready and able to accommodate a large (250 ton) sling-type boat haulout device, and 2) design/construct whatever configuration is chosen, so that the facility can be easily expanded in the future to accommodate container ships of the sort used in other major Alaskan ports. The GPIIP Board of Directors had a relatively short discussion regarding this project at their December 17, 2014 meeting. The CBS Project Engineer and the Director of Public Works informed the Board that given the project's limited funding, electing to construct full haulout facilities might very well result in a structure that would have very limited capabilities as a 'dock'. The Board requested more specifics. The CBS Project

Engineer will endeavour to have more information available in time for the scheduled Work Session (GPIP Board and Municipal Assembly) on January 8, 2015.

Future Milestones

Discussion of the possible directions for this project may be an item on the agenda for the Municipal Assembly's work session on January 8, 2015.

Background

The project is funded by a Designated Legislative Grant, administered by the State of Alaska, Department of Commerce, Community & Economic Development, Division of Community & Regional Affairs. The total amount of the Grant is \$7.5 M. On the local level, the project is administered by Public Works and the Sawmill Cove Industrial Park Director (Mr. Garry White). The firm of Moffatt & Nichol (M&N) has been awarded a contract to provide the design for the GPIP Dock Project. By the end of the month of June M&N had prepared a Draft Alternatives Analysis Report (AA), utilizing recently collected data, the Basis of Design document prepared in May, and site data from past projects. This report presents three possible ways to build a dock structure at the Sawmill Cove location, and provides an "opinion of Probable Construction Costs" (OPCC) for each alternative. This analysis will help the CBS to see which construction method gives the most facility for the limited funds available.

Seaplane Base:

Milestones This Period

- None.

Future Milestones

- Meetings with upland property owners to discuss potential for them to provide tidelands access for new seaplane facility.

Background

In August 2002, the Sitka Seaplane Base Master Plan was completed and includes a Condition & Needs Assessment and Master Plan Alternatives Report. The plan considered 12 alternative sites for a new seaplane base and found the north end of Japonksi Island, between the Coast Guard Base and the cove behind the SEARHC buildings on Seward Avenue was the best alternative. In February 2009, the Assembly unanimously approved Resolution 2009-35 "Supporting the development of the Sitka Seaplane Base." This approved staff applying for and executing a Federal Aviation Administration Airport Improvement Program grant for up to \$500,000 to develop the siting plan, issues resolution, design, environmental, and permitting phases of the project. Utilizing proceeds from that grant, in June 2012, an updated Sitka Seaplane Base Siting Analysis was completed which considered a new site and redevelopment of the existing site in addition to the previously recommended Japonski site. The Japonski site was again selected as the preferred site. The findings of this study were presented to the Port and Harbors Commission on April 11, 2012 where they unanimously approved further study of the Japonski Island site. Preliminary discussions with the US Coast Guard (USCG) regarding potential Seaplane Base access from USCG property were encouraging.

Jeff Davis Street Water and Sewer Improvements:

Milestones This Period

- None.

Future Milestones

- Advertisement for professional design services.
- Final design of the project is expected in fall 2015.
- Construction is anticipated summer 2016.

Background

The project will replace approximately ~50-year old undersized water main with new, large diameter pipe within Jeff Davis Street. The project will also remove 3 residences on Jeff Davis from a section of failing 1930's vintage wood stave sewer and connect them to the existing sewer main. Funding for the project is provided by the following sources; \$644,000 FY2015 ADEC Grant and \$812,000 FY2014 ADEC Water Loan

Centennial Hall & Crescent Harbor Parking Lot Development:

Milestones This Period

- None

Future Milestones

- Installation of additional guardrail near the boat harbor will be completed this winter. Pavement repairs and sealing the decorative pavers will be completed next spring.

Background

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. The project was accepted as substantially complete on September 30, 2013. S&S General Contractors was awarded the construction contract in the amount of \$2,613,651.

Building Department – Fourth Quarter 2014

- 6 new single family dwellings were permitted this quarter.
- 3 single family dwellings are under permit for demolition. We continue to see outdated housing stock replaced.
- 65 building permits were issued.
- 13 fire and life safety inspections were performed under the authority of Sitka's deferral from the state fire marshal.
- 167 building inspections were performed.
- The Builders Seminar was presented by the building department staff on October 9 & 10, 2014. We had an expert in building science from Anchorage present a segment on insulation and vapor control in buildings; representatives from Boise Cascade, Glu-lam, Simpson Strong Tie, Hilti fasteners, Malarkey roofing products, among others, presented on code compliant installations of engineered wood products and fastening systems, fire resistant construction techniques and various subjects of interest to the local building community. This seminar was certified by the Alaska Department of Commerce for 16 continuing education units (CEU) for contractor licensing. This service allowed contractors to satisfy State of Alaska CEU requirements for their bi-annual residential contractor license renewal. 25 people attended the seminar and 19 of them received CEU's. This seminar will be held again in 2016.

Year End – 2014

- 287 building permits were issued in 2014.
- 11 dwelling units were demolished.
- 22 dwelling units were added.
- Total construction valuation under permit was \$22,545,819.
- 773 building inspections were performed by building department staff.
- 58 fire and life safety inspections were performed by the fire marshal.

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

- The Water Division responded to several calls for potential water leaks – all were found to be ground water, no water service leaks were identified in December!
- Water operators have performed locates for the design project on one block sections of Monastery and Baranof Streets between Sawmill Creek Road and DeGroff Street. Also locates were performed along the length of Edgumbe Drive for the design/build project.
- The Water Division had our annual filtration avoidance inspection by the DEC Drinking Water engineering section on December 16, 2014. This is a critical annual inspection where DEC evaluates our compliance with watershed protection, water quality and water treatment processes.
- At the request of Garry White, water operators collected and shipped samples of raw Blue Lake water to a potential customer in Mexico.
- Special water quality sampling and analysis were started on Blue Lake water that is required as a result of raising the lake level. These additional samples continue through 2015 to determine changes in the water quality as a result of flooding land previously above the lake level.
- While the Blue Lake supply was off line, operators cleaned the soda ash system tanks. In December they cleaned the soda ash hopper and bucket elevator and performed annual maintenance on the soda ash solution pumps.
- Barnard Construction's fence contractor moved the Indian River WTP fence back near its original location and reestablished the path to the river below the Indian River WTP in early December.

Wastewater (WW) Operations:

- WW operators CCTV inspected the sewer mains and located service connections for the one block sections of Monastery and Baranof Streets to aid in the design for replacing the utilities on these two blocks. Operators also worked closely with the geotech drilling test holes along these streets.
- Over the last two months WW operators, including our apprentice mechanic, have been performing annual preventative maintenance on lift stations (LS). At each LS: the wet well is cleaned using the camel high pressure washer/vacuum truck, all valves are exercised and lubed, all check valves are opened and inspected/cleaned and the dry well or valve vault is cleaned in general after the above procedures have been completed. This work will continue into 2015.
- WW operators replaced leaking high pressure PVC piping in the WWTP hypochlorite system.
- In early December 2014, the WW crew in cooperation with the PW crew replaced another short section of the Landfill LS force main that had developed a leak caused by exterior corrosion. This is the fourth leak in this main. Landfill LS is the next LS that we will replace and that project will include a force main that is plastic so it is not susceptible to corrosion.
- Several WWTP pumps were removed from service and "raggy" material was removed from them. These included the sludge thickener decant pump and thickened sludge pumps.

MONTHLY UPDATE FOR CITY ASSEMBLY

BLUE LAKE EXPANSION PROJECT

Month ending December 31, 2014

Report No. 25

FINAL Blue Lake Expansion Monthly Update

SCOPE

- 83 ft. dam raise with modified tunnel system and new 15.9 MW powerhouse (\$89 million)
- Eight supply contracts for Owner-Furnished equipment and materials (\$16 million)

PROJECT HIGHLIGHTS DURING THIS MONTH

- December 1 – Alaska Crane began demobilizing the 600 ton crane.
- December 2 – Conducted final executive partnering meeting.
- December 3 – Clif Stump left. Ely Johnson is now Project Manager for Barnard.
- December 3 – Conducted a site visit at GPIIP with Garry White to review overburden storage.
- December 8 – Issued Substantial Completion for dam, left abutment, spillway and plunge pool, gatehouse, site utilities, powerhouse excavation and backfill.
- December 11 – Began moving rock at dam site.
- December 16 – Jim Rutherford visited site to confirm that the project was constructed in accordance with the Hatch design.
- December 16 – A leak was noticed in the adit plug cold joint.
- December 17 – Loaded WEG transformer for shipment to Mexico.
- December 19 – Identified all overburden located on lot 15 and confirmed identification with Garry White.
- December 20 – Issued Certificate of Final Substantial Completion of Contract 9 and issued the final punch list identifying retained funds.
- December 20 – Barnard site staff left for the holidays.
- December 22 – Completed the removal of overburden from lot 15.

COST SUMMARY - updated 12/31/2014

Project Element	Current Contract Total or Projected Amount	Payments	
		Paid this Month	Paid to Date*
Supply Contracts			
Contract 1 - Turbine Generator Equipment	\$11,801,058	\$ 334,181	\$ 12,673,056
Contract 2 - Switchgear	\$647,672	\$ 15,823	\$ 628,622
Contract 2A/2B - SS/Raw Water Switchgear	\$300,000	\$ -	\$ 208,547
Contract 3 - Gates and Hoist	\$780,185	\$ 78,019	\$ 781,395
Contract 4 - Penstock	\$836,315	\$ -	\$ 837,593
Contract 5 - 69 kV Transformers	\$603,406	\$ 3,397	\$ 576,766
Contract 6 - Bridge Crane Equipment	\$270,518	\$ -	\$ 272,298
Contract 7 - Steel Building	\$1,145,712	\$ -	\$ 1,147,754
Contract 8, Debris Management	\$2,258,714	\$ 269,598	\$ 1,420,208
Contract 9, General Construction	\$92,226,581	\$ 2,645,773	\$ 93,811,578
Temporary Filtration	\$1,651,424	\$ 5,605	\$ 1,121,795
Diesel Fuel	\$1,260,000	\$ -	\$ 236,412
Remaining Project Costs			
License Amendment	\$1,400,000	\$ 1,606	\$ 1,338,844
Engineering	\$9,498,393	\$ 9,883	\$ 12,006,057
Construction Management	\$8,076,201	\$ 39,790	\$ 7,741,136
City Performed Work	\$1,495,000	\$ 74,332	\$ 2,187,460
Incentive Payment	\$1,600,000	\$ -	\$ -
Cost of Bond Issuance/Reserve Account	\$3,500,000	\$ -	\$ -
TOTALS	\$139,351,179	\$ 3,478,007	\$ 136,989,521
ESTIMATED TOTAL PROJECT COST	\$145,256,724		

*Paid to Date includes unpaid retainage

COST CHANGES THIS MONTH

- Contract 9, Change Order 14 executed for \$496,784.85.
- Certain project elements have exceeded their budgeted cost, however, due to underruns in other elements the overall budget is not expected to be exceeded.
- It will be necessary to transfer funds within the project to balance the individual contracts and project elements.

CONSTRUCTION SCHEDULE MILESTONES: PLANNED/ACTUAL

Construction Start	11-20-2012 / 12-03-2012	Sub. Comp. BLU #3	10-26-2014 / 10-25-2014
Drainage Tunnel complete	07-01-2013 / 05-05-2013	Sub. Comp. FVU	11-12-2014 /
Tunnel Ex. complete	08-19-2013 / 07-24-2013	Sub. Comp. BLU #5	11-22-2014 / 10-24-2014
Intake Structure complete	06-04-2014 / 06-04-2014	Substantial Completion	02-01-2015 / 12-20-2014
Begin Generation outage	08-24-2014 / 08-17-2014		
End Generation outage	10-26-2014 / 10-24-2014		

NOTES ON PROJECT SCHEDULE

- The most recent look-ahead schedule submitted by Barnard shows the following work to be performed in January:
 - Reach final completion on all project features.
 - Perform work itemized on the punch list.
- CBS will be responsible for the reinstallation of the repaired WEG transformer.
- The damaged WEG transformer has been returned to the factory.
- Bruce Belley will install the FVU controls in January.
- Barnard will return to complete the punch list on January 2.

OTHER ITEMS OF INTEREST

- The weather and rainfall during the construction of the project have been so good that there is ample water in the reservoirs for forecasted generation over the next two water years.
- All interruptible loads are being returned to service.
- The Generation Department is transitioning from construction to generation.
- A site service representative from Gilkes, UEE and EPS will be required to return in February to complete electrical testing of the FVU and synchronous motor mode operation of the BLU units.
- During January the CM team will complete the Final Construction Report and other FERC requirements in preparation for the final Board of Consultant meeting.
- We hope to schedule the final BOC meeting during the week of February 16.
- The official Blue Lake Project dedication ceremony has been scheduled for May 7 & 8, 2015.
- Paul, Dean, and Retha will be writing the Blue Lake Operations Manual.

PROJECT RISK PROFILE

The City believes that since construction has reached Substantial Completion there is very low risk relative to construction.

PROJECT PHOTO RECORD THIS MONTH

Photos are taken of each work area each month from a fixed location to document construction progress by work area. Relevant photos of the project for this month are provided on the following pages.



Figure 1. Dam and Left Abutment Area, Complete.



Figure 2. Intake Portal and Right Abutment, Complete.



Figure 3. Gate House Location, Complete.



Figure 4. Dam Staging area, The 600 ton crane has been demobilized and the area is being prepped for the Forest Service site work.



Figure 5. Lower Portal Area, Complete.



Figure 6. Powerhouse Site, Complete.

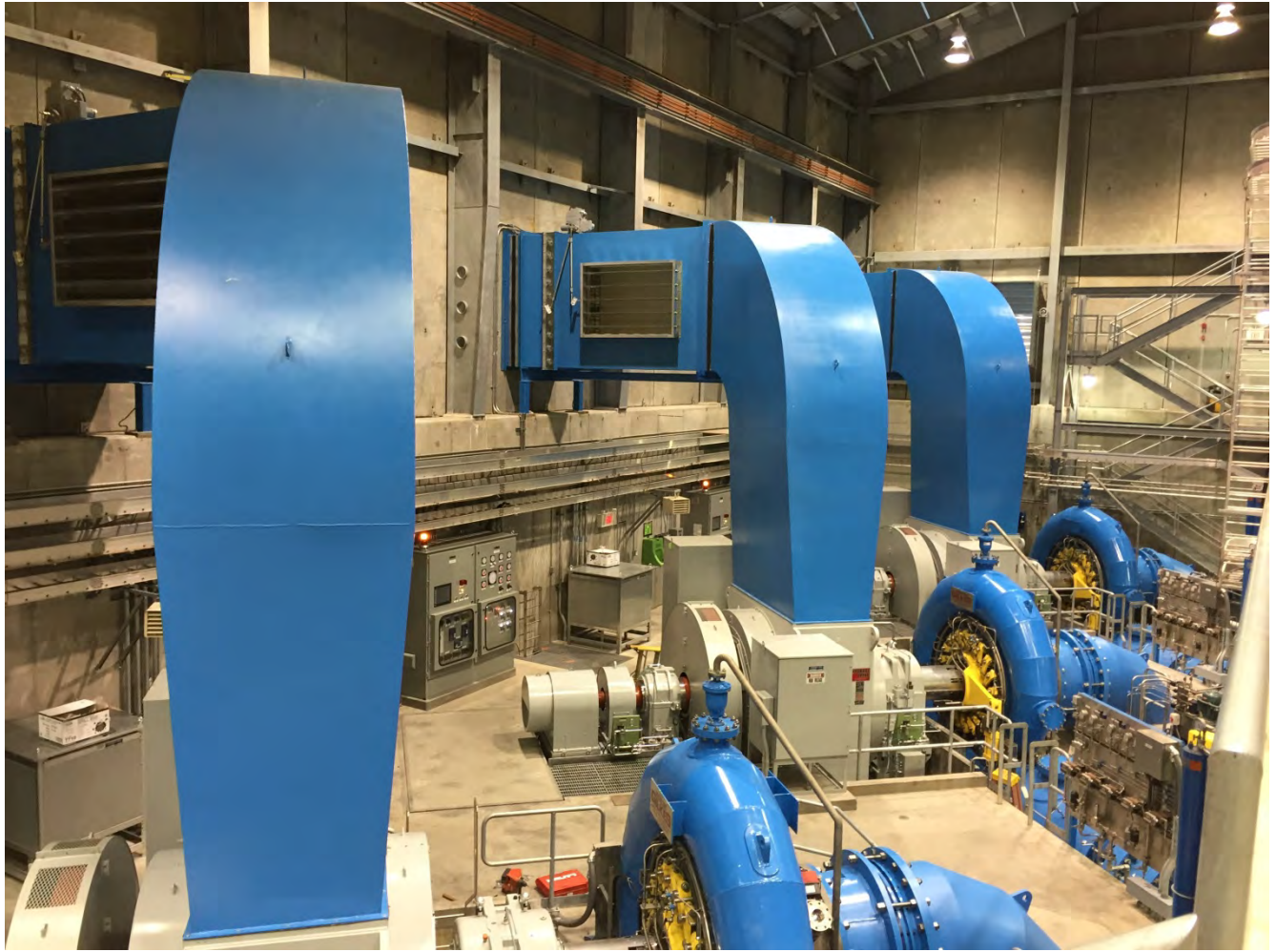


Figure 7. Powerhouse Interior, Complete.



Figure 8. Surge Chamber Adit, Complete.

Blue Lake Level Forecast

The Lake Level Forecast has been removed from this report because it will no longer impact the project construction or performance.

Appendix 1 to Monthly Update for City Assembly

December 31, 2014

Summary of Temporary Filtration Project Status

Alternative Water Source Filtration System (Blue Lake Project):

Completed.

Summary of Titan 130 Diesel Turbine Project Status

Only punch list items remain on this project.



Legislation Details

File #: 14-248 Version: 1 Name:

Type: Minutes Status: AGENDA READY

File created: 1/6/2015 In control: City and Borough Assembly

On agenda: 1/13/2015 Final action:

Title: Approve the minutes from the December 23, 2014 and January 2, 2015 Assembly meetings

Sponsors:

Indexes:

Code sections:

Attachments: [Motion CONSENT](#)
[Motion and Minutes](#)

Date	Ver.	Action By	Action	Result
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CONSENT AGENDA

POSSIBLE MOTION

**I MOVE TO APPROVE THE CONSENT AGENDA
CONSISTING OF ITEMS A & B**

I wish to remove Item(s) ____

**REMINDER – Read aloud a portion of each item being
voted on that is included in the consent vote.**

If this item is pulled from the consent agenda the following motion would be in order:

POSSIBLE MOTION

I MOVE TO approve the minutes of the December 23, 2014 and January 2, 2015 Assembly meetings.



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 Matt Hunter
Vice-Deputy Mayor Benjamin Miyasato
Aaron Swanson, Steven Eisenbeisz
Tristan Guevin, and Phyllis Hackett*

*Municipal Administrator: Mark Gorman
Municipal Attorney: Robin L. Koutchak
Municipal Clerk: Colleen Ingman, MMC*

Tuesday, December 23, 2014

6:00 PM

Assembly Chambers

WORK SESSION

- A 14-241 Municipal Solutions Final Report - David Evertsen

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 6 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin

Absent: 1 - Hackett

IV. CORRESPONDENCE/AGENDA CHANGES

- B 14-242 Reminders - Calendars - Correspondence

V. CEREMONIAL MATTERS

None.

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

Tim Fulton, School Board Clerk, updated the Assembly on School District events and thanked the Assembly for their work.

Kay Turner, an employee of Sitka Community Hospital, and Celeste Tydingco, Sitka Community Hospital Board President, reported on recent financial events at Sitka

Community Hospital and asked for the support of the Assembly.

C 14-208 Solid Waste Advisory Committee - update Representative Jonathan Kreiss-Tomkins <10

Representative Jonathan Kreiss-Tomkins, Chair of the Solid Waste Advisory Committee, provided a report to the Assembly. He stated the next step was to issue an RFP within the next couple of months with a base bid for the status quo system and an additional bid with the curbside component.

VII. PERSONS TO BE HEARD

None.

VIII. REPORTS

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

Mayor - Attended the AARP luncheon honoring Elizabeth Howard, attended the STA Christmas party and CBS Holiday party, attended GPIIP Board meeting on December 17, helped the Chamber of Commerce select the winners of the Holiday Lighting contest.

Administrator - Attended December 17 GPIIP Board meeting, reported on the initiation of the "back to the future roads program" in which certain roads would revert back to gravel due to a lack of resources - the first being Anna Drive. Gorman noted he and Jay Sweeney had been working closely with Sitka Community Hospital CEO, Jeff Comer, and would continue to do so.

Attorney - Noted most of her time recently had been spent on Sitka Community Hospital issues.

Liaisons - Assembly member Miyasato reported on the recent Parks and Recreation Committee meeting and reminded the public to be cautious of those folks in crosswalk areas. Assembly member Eisenbeisz reported on the Tree and Landscape Committee.

Clerk - Informed the Assembly there would be a worksession on January 8 with the Gary Paxton Industrial Park Board.

IX. CONSENT AGENDA

A 14-238 Approve the minutes of the December 9, 2014 Assembly meeting

This item was APPROVED on the Consent Agenda.

B 14-237 Authorize the purchase of a power hose roller for Sitka Fire Department in the amount of \$9,488

This item was APPROVED on the Consent Agenda.

- C 14-240** Award a design contract for Eagle Way and Old Harbor Mountain Road Utility and Road Upgrades Project to DOWL HKM not to exceed \$112,728.00

This item was **APPROVED** on the Consent Agenda.

X. UNFINISHED BUSINESS:

- D ORD 14-34** Amending SGC at 2.40 elections, adding Section 2.40.095 Candidate biographical information, amending sections 2.40.110 Withdrawal or amendment of nomination, 2.40.115 Write-in candidates, renaming Chapter Section VI to add Advanced voting, amending Sections 2.40.190 Eligibility, 2.40.200 Assisted voting, adding Section 2.40.205 Voting by electronic transmission, amending Sections 2.40.220 Issuance of absentee or advanced ballots, 2.40.230 Casting absentee or advanced ballots, 2.40.250 Election officials (E) Oath, 2.40.310 Ballot box, 2.40.315 (D)(2) Marking of ballot, 2.40.315 (G) Improperly marked ballots, adding Sections 2.40.315 (H) closing of polls, and 2.40.316 Poll watchers, amending Sections B2.40.320 reports of unused and damaged ballots, 2.40.330 (B), (C), (D) Counting ballots - hand-counted, 2.40.390 (H) Counting ballots, 2.40.420 Canvass board, 2.40.430 Election results, renaming Section 2.40.440 Assembly approval, amending Sections 2.40.460 Certificate of election, 2.40.470 Notice of election contest, 2.40.500 Costs, and 2.40.520 Prohibited practices

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

Yes: 6 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin

Absent: 1 - Hackett

- E ORD 14-37** Adjusting the FY15 Budget

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

Yes: 6 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin

Absent: 1 - Hackett

- F ORD 14-38** Amending SGC Title 22 Zoning regarding commercial home horticulture

Hunter thanked members of the public for advocating for this change.

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

Yes: 6 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin

Absent: 1 - Hackett

- G ORD 14-39** Amending SGC Section 2.08.015 Selection of acting administrator to include a procedure for unforeseen appointments
- A motion was made by Miyasato that this Ordinance be APPROVED. The motion PASSED by the following vote.**
- Yes:** 6 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin
- Absent:** 1 - Hackett
- H ORD 14-40** An ordinance amending SGC Chapter 15.01 Entitled "Electric Utility Policies" by adding a new Section 15.01.090 entitled "Rebate Program for Electric Heat Pump Heating Systems"
- Hunter noted the Assembly had received letters of support and also mentioned correspondence from Petro Marine Services indicating the City may be competing with private business.
- Guevin stated the role of the Assembly was to do right by the citizens of Sitka. It was clear this was both an economic and environmental savings.
- Utility Director, Chris Brewton, noted it was important to help folks in whatever way possible.
- Eisenbeisz wondered if the language regarding funding needed to be clarified with a definitive sunset date so that when funds were no longer available the rebate program would terminate. Municipal Attorney, Robin Koutchak, noted this type of clarifying language would not be a substantive change to the ordinance and therefore would not require an additional reading.
- A motion was made by Eisenbeisz to AMEND the language of the ordinance to indicate that when funding was no longer available the ordinance would sunset. The motion PASSED by the following vote.**
- Yes:** 6 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin
- Absent:** 1 - Hackett
- A motion was made by Hunter to approve the Ordinance as AMENDED. The motion PASSED by the following vote.**
- Yes:** 6 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin
- Absent:** 1 - Hackett

XI. NEW BUSINESS:

New Business First Reading

- I ORD 14-41** Amending SGC Section 2.04.020 to clarify who shall attend Assembly executive sessions
- Eisenbeisz felt the ordinance could potentially lock the Assembly into a situation where they might not want to be. Municipal Attorney, Robin Koutchak, stated there

was still the option for the Assembly to exclude the Administrator, Attorney or Clerk as stated on line 41 and that exclusion would need to be stated in the motion to enter into executive session.

A motion was made by Swanson to APPROVE this Ordinance on first reading. The motion PASSED by the following vote.

Yes: 5 - McConnell, Hunter, Swanson, Miyasato, and Guevin

No: 1 - Eisenbeisz

Absent: 1 - Hackett

Additional New Business Items

J 14-236 Authorize the increase in Line of Credit for Sitka Community Hospital from \$500,000 to \$1.5 Million

Assembly member Hunter stated he may have a potential conflict of interest and asked for determination from the Assembly. He disclosed his brother worked in the IT Dept at Sitka Community Hospital (SCH) and his father was a physician in Sitka and had worked at SCH for over 30 years. He noted his father was not an employee of SCH. The Mayor determined there was no conflict and no objection was heard from the Assembly.

Public testimony:

Beth Kindig, a hospital employee, stated jobs were at risk and noted a contract with HRG had been awarded. She wondered what services had been contracted and if staff, the Hospital Board or Assembly had been consulted. Kindig expressed concern this was the first step in skelatonizing the Hospital and urged the Assembly and Hospital Board to work with those staff members involved.

Dr. Coruzzi, a physician at SCH, stated she was shocked at learning of the financial situation and was baffled by it all. She urged the need for oversight and transparency.

Thor Christianson stated he was on the Assembly the last time this issue arose and felt it was a short-term problem.

Bridgett Hitchcock, a physical therapist at SCH, was also shocked at the financial picture but expressed her commitment to the process and support of the leadership.

Assembly discussion:

Miyasato likened this situation to a recent financial hardship the Sitka Tribe of Alaska had been through. He offered that SCH had been in the community for many years and would weather the storm and reminded folks to look at this as an opportunity. Miyasato also noted the importance of transparency.

Guevin reminded the situation didn't happen overnight but rather over a long period of time. He stressed a need to look at short-term and long-term solutions and encouraged folks to get involved. He applauded SCH CEO, Jeff Comer, for his ability to get his hands around the situation despite being new to the position.

Hunter reminded the Hospital's liabilities were ultimately the City's liabilities. He felt at

this point there wasn't any other option other than to extend the line of credit and give the Hospital a chance to get turned around. He urged folks to work together and stressed the importance of hearing routine reports from Comer, Gorman and Sweeney as well as Hospital staff.

Eisenbeisz wondered what the potential costs would be if the line of credit wasn't extended and what could be done to help streamline the process.

Chief Finance and Administrative Officer, Jay Sweeney, explained that by January 10th \$960,000 of the million dollars would be expended in the payment of health insurance, payroll, PERS contributions and accounts payable.

Comer, attending by videoconference, reiterated that the line of credit would give SCH some breathing room and allow the Hospital to focus on a viable plan. He expressed thanks to the Assembly for their commitment and continued support.

Mayor McConnell echoed the comments of Assembly members and asked Sweeney to expand on why the money would come from the emergency response fund. Sweeney explained approximately 18 months ago he came forward with a proposal to take a piece of the general fund to have 90 days operating funds and also set aside \$2 million for purposes of responding to an emergency. McConnell thanked Sweeney for his foresight.

Mayor McConnell wondered what the likelihood was that SCH would be coming back for additional funding. Gorman suggested that he and Sweeney work with Comer to develop a specific plan and bring this back to the Assembly within 4 weeks. Comer agreed and expressed a need for further financial management leadership.

A motion was made by Guevin to approve an increase to the line of credit for Sitka Community Hospital from \$500,000 to \$1.5 million. Terms are to remain the same with repayment to be one-half of the tobacco tax the CBS receives each month until paid in full. Funds will come from the Municipal General Fund balance designated for emergency response. The motion PASSED by the following vote.

Yes: 6 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin

Absent: 1 - Hackett

- K 14-239** Board of Adjustment: Approve a conditional use permit, with conditions, for a horse stable at 5304 Halibut Point Road, filed by David Allen. The property is owned by Allen Marina, LLC

This item was POSTPONED to the January 13, 2015 Assembly meeting.

- L 14-243** Formally accept the resignation of Assembly member Phyllis Hackett and determine the procedural direction and/or fill her replacement

Assembly members thanked Hackett for her service and discussed the process for appointing an acting Assembly member to serve the remainder of Hackett's term.

It was decided the Municipal Clerk would advertise the vacancy and a special meeting would be held on January 2, 2015 to appoint an acting Assembly member.

A motion was made by Hunter to accept the resignation of Assembly member Phyllis Hackett. The motion PASSED by the following vote.

Yes: 6 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin

Absent: 1 - Hackett

M 14-244 Assignments: Vice Deputy Mayor and Sitka Community Hospital Assembly Liaison

Assembly member Miyasato and Assembly member Swanson were nominated to serve as Vice-Deputy Mayor. A vote was taken and Assembly member Miyasato was appointed as Vice-Deputy Mayor.

Assembly member Eisenbeisz offered to serve as Assembly Liaison to the Sitka Community Hospital Board. There were no objections from the Assembly.

XII. PERSONS TO BE HEARD:

Thor Christianson indicated he would be submitting a letter of interest to fill the vacant Assembly seat. He indicated he had been the Assembly Liaison to the Hospital Board and would like to be actively involved if he should be appointed to the Assembly.

XIII. EXECUTIVE SESSION

None.

XIV. ADJOURNMENT

A motion was made by Miyasato to ADJOURN. Hearing no objections the meeting was ADJOURNED at 7:55pm.

ATTEST:

**Sara Peterson, CMC
Acting Municipal Clerk**



Minutes - Draft
City and Borough Assembly

Mayor Mim McConnell
Deputy Mayor Matt Hunter
Vice-Deputy Mayor Benjamin Miyasato, Aaron Swanson,
Steven Eisenbeisz, Tristan Guevin, and Michelle Putz

Municipal Administrator: Mark Gorman
Municipal Attorney: Robin L. Koutchak
Municipal Clerk: Colleen Ingman, MMC

Friday, January 2, 2015

5:30 PM

Assembly Chambers

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 6 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin

IV. PERSONS TO BE HEARD

None.

V. NEW BUSINESS:

A 14-245

Appoint an Assembly Member to serve the remainder of Phyllis Hackett's term until the results of the next regular election are certified on October 13, 2015 (individual will be sworn in if present)

A motion was made by Hunter to nominate Orion Hughes-Knowles, Thor Christianson, Larry Crews, Michelle Putz, and Mitch McGraw to serve the remainder of Phyllis Hackett's term until the results of the next regular election are certified on October 13, 2015.

Shannon Haugland of the Daily Sitka Sentinel requested the Assembly vote in public rather than by secret ballot.

Michelle Putz, Orion Hughes-Knowles, and Thor Christianson thanked the Assembly for the opportunity to submit their names for the vacant seat.

The Assembly offered thoughts on the process of filling a vacancy and thanked the applicants for applying. Ultimately, the Assembly decided to vote by voice vote in

public.

On the first round there was not a majority vote for any of the applicants. Christianson received 3 votes, Putz 2 votes, and Crews 1 vote.

The Assembly proceeded with a second round in which Michelle Putz received 4 votes. Ms. Putz was sworn in and took a seat at the Assembly table.

B 14-246**Update/Direction on Sitka Community Hospital matters**

Mayor McConnell announced an email had been received late afternoon from Sitka Community Hospital (SCH) CEO, Jeff Comer. Celeste Tydingco, SCH Board President, came forward to read his email. Comer relayed he had been physically attacked earlier in the day and therefore would not be at the meeting to provide an update on the matters of SCH. Comer, who had submitted his resignation December 30, shared his thoughts on the future of the Hospital and that he would be willing to help with a transition plan after he returned to Arizona.

Administrator Gorman noted it was unfortunate there was misinformation circulating within the community. He urged the community to come together to help address the significant challenges and find solutions to address the healthcare of citizens.

Tydingco stated the Hospital Board would be holding a special meeting on January 5 to formally accept Comer's resignation and decide how to proceed.

Mayor McConnell suggested the Assembly task the Administrator and Jay Sweeney, Chief Finance and Administrative Officer, with working on a transition plan. She noted the importance of continued communication between the Hospital Board, Assembly, City Staff, and Hospital Staff.

Eisenbeisz commented he would like to see Gorman working side by side with the SCH Board and pointed out the Board was responsible for appointing a Hospital Administrator. He hoped the Board would come together and start the search for a new Administrator and develop a plan for moving forward.

Hunter stated it was important to step back from the emotions and look objectively at the issue. He reminded that ultimately the liabilities of the Hospital were the liabilities of the City. Hunter suggested the Assembly direct the Administrator and Attorney to develop a plan on how to move forward.

Miyasato hoped the Hospital Board would be mindful of some of the comments made by Comer regarding his resignation. He urged the Board to look at other ways to generate revenue. Miyasato reminded that transparency was crucial throughout the process.

Gorman noted that with the agreement of the SCH Board, the critical issue was identifying a transition team, an agile team moving quite quickly to ensure that there was confidence and stability at SCH and that all patient care functions were moving forward and to ultimately determine a plan. He reminded the power to appoint a

hospital administrator rested within the Hospital Board and he could only be active to the extent that the Hospital Board wanted that involvement. His professional view was that during this critical time the Hospital CEO should either report directly to the Assembly or the City Administrator.

Eisenbeisz wondered how much money was left on the line of credit and how long that might last. Sweeney noted that \$650,000 in payroll liabilities needed to be paid leaving approximately \$400,000. He stated a cash flow forecast needed to be prepared and suspected the Hospital would be asking for more money. Eisenbeisz also wondered on what level the community was willing to support SCH.

Guevin noted the sense of urgency and the need to know the cash position moving forward. Ultimately the fiduciary responsibility was with the City.

The general consensus was the Administrator, Chief Finance and Administrative Officer, and Municipal Attorney would meet to further develop a plan and keep the Assembly apprised of matters at Sitka Community Hospital.

Public Comment:

Ann Wilkinson - SCH Board member shared that charity care had decreased over the last few years. She shared Comer had been working to initiate point of service payment and she would like to see continued movement in that direction.

Hans von Rekowski - SCH Board member offered the Hospital was beginning to collect money and urged the Assembly to give the Hospital a chance. There were many options to be explored.

Beth Kindig - spoke in support of organizing a committee.

VI. ADJOURNMENT

A motion was made by Miyasato to ADJOURN. Hearing no objections, the meeting ADJOURNED at 6:38pm.

ATTEST:

Sara Peterson, CMC
Acting Municipal Clerk



Legislation Details

File #: 14-250 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 1/6/2015 In control: City and Borough Assembly
On agenda: 1/13/2015 Final action:
Title: Approve the Acting Municipal Administrator list for 2014
Sponsors:
Indexes:
Code sections:
Attachments: [Motion and Memo](#)

Date	Ver.	Action By	Action	Result
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If this item is pulled from the consent agenda the following motion would be in order:

POSSIBLE MOTION

I MOVE TO approve the Acting Administrator list for 2014.

Mark Gorman
Municipal Administrator
City and Borough of Sitka
100 Lincoln St.
Sitka AK 99835
P: 907-747-1808 F: 907-747-7403
markgorman@cityofsitka.com

ADMINISTRATION

Memo

To: Mayor and Assembly

From: Mark Gorman, Municipal Administrator 

Date: January 5, 2015

Re: Acting Municipal Administrators

Following is the updated Acting Administrator list for the calendar year 2015. The following Department Heads are authorized to serve in my capacity, in no particular order, should I be absent.

1. Jay Sweeney, Chief Finance and Administrative Officer
2. Chris Brewton, Electric Utility Director
3. Dave Miller, Fire Chief
4. Michael Harmon, Public Works Director



Legislation Details

File #: 14-239 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 12/16/2014 In control: City and Borough Assembly

On agenda: 1/13/2015 Final action:

Title: Board of Adjustment: Approve a conditional use permit, with conditions, for a horse stable at 5304 Halibut Point Road, filed by David Allen. The property is owned by Allen Marina, LLC

Sponsors:

Indexes:

Code sections:

Attachments: [BOA Motion.pdf](#)
[BOA Hearing Outline](#)
[Memo Planning Department](#)
[Site Maps and Photos](#)
[Planning Commission Minutes and Staff Reports](#)
[District Regulations](#)
[Public Comment](#)
[Application](#)

Date	Ver.	Action By	Action	Result
12/23/2014	1	City and Borough Assembly		

BOARD OF ADJUSTMENT

1)

I MOVE TO CONVENE AS THE BOARD OF ADJUSTMENT

2)

I MOVE TO approve a conditional use permit request filed by David Allen on behalf of Allen Marina, LLC to build a horse stable with three stalls at 5304 Halibut Point Road under the following findings and conditions as proposed by the Planning Commission and request that they be entered into the minutes as part of the permanent record (no need to read further):

FINDINGS

1. The granting of the proposed conditional use permit will not:
 - a. Be detrimental to the public health, safety, and general welfare;
 - b. Adversely affect the established character of the surrounding vicinity; nor
 - c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located.
2. The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives and policies of the comprehensive plan and any implementing regulation, *specifically:*
Section 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.
Section 2.7.9 To assure that animal regulations in outlying areas and islands shall be as liberal as possible.
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced. *Specifically, the four conditions that have been added to the conditional use permit.*
4. The proposed use will not introduce hazardous conditions at the site that cannot be mitigated to protect adjacent properties, the vicinity, and the public health, safety and welfare of the community from such hazard.
5. The conditional use will be supported by, and not adversely affect, adequate public facilities and services; or that condition can be imposed to lessen any adverse impacts on such facilities and services.
6. Burden of proof: the applicant has met the burden of proof.

The request is supported by general approval criteria as follows:

1. Site topography, slope and soil stability, geophysical hazards such as flooding, surface and subsurface drainage and water quality, and the possible or probable effects of the proposed conditional use upon these factors;
2. Utilities and service requirements of the proposed use, including sewers, storm drainage, water, fire protection, access and electrical power; the assembly and planning commission may enlist the aid of

the relevant public utility officials with specialized knowledge in evaluating the probable effects of the proposed use and may consider the costs of enlarging, upgrading or extending public utilities in establishing conditions under which the conditional use may be permitted;

3. Lot or tract characteristics, including lot size, yard requirements, lot coverage and height of structures; *specifically, that the proposed use is in a large lot with no downstream residential uses.*
4. Use characteristics of the proposed conditional use that affect adjacent uses and districts, including hours of operation, number of persons, traffic volumes, off-street parking and loading characteristics, trash and litter removal, exterior lighting, noise, vibration, dust, smoke, heat and humidity, recreation and open space requirements;
5. Community appearance such as landscaping, fencing and screening, dependent upon the specific use and its visual impacts.

The following criteria determining impacts of conditional uses have been considered.

- a. Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses.
- b. Amount of noise to be generated and its impacts on surrounding land uses.
- c. Odors to be generated by the use and their impacts.
- d. Hours of operation.
- e. Location along a major or collector street.
- f. Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario.
- g. Effects on vehicular and pedestrian safety.
- h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site.
- i. Logic of the internal traffic layout.
- j. Effects of signage on nearby uses.
- k. Presence of existing or proposed buffers on the site or immediately adjacent the site.
- l. Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan.
- m. Other criteria that surface through public comments or planning commission assembly review.

CONDITIONS

1. The facility shall be operated consistent with the application and plans that were submitted with the request.
2. The facility shall be operated in accordance with the narrative that was submitted with the application.
3. The Planning Commission, at its discretion, may schedule a public hearing at any time following the first year of operation for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties.
4. Failure to comply with any of the conditions may result in revocation of the conditional use permit.

3)

**I MOVE TO RECONVENE AS THE ASSEMBLY IN
REGULAR SESSION**

BOA – HEARING OUTLINE
Conditional Use Permit

- I. **Board of Adjustment** (BOA) - Assembly (*SGC 22.30.060A*)
- A. Quasi-judicial – avoid *ex parte* contacts
 - B. Authority to approve or deny conditional use permits -*SGC 22.30.060A*¹
 - C. Assembly’s Other Options - *SGC 22.30.170B.1*²
 - 1. Approve Planning Comm’n recommendation
 - 2. Approve with additional conditions
 - 3. Modify with or without applicant’s consent (some limitations)
 - 4. Deny application
 - 5. Remand –
 - a. Issues not covered
 - b. Procedural due process problems (new pertinent evidence)
- II. **Review Criteria**
- A. Assembly reviews Planning Comm’n recommended decision regarding conditional use permit applications – *SGC 22.30.050F*³

¹ *SGC 22.30.060 Board of adjustment.*

The assembly of the city and borough shall function as the board of adjustment with the authority to:

- A. *Approve or deny conditional use permits.*

* * *

² *SGC 22.30.170 Assembly actions.* (emphasis added)

* * *

- B. *Decisions. The assembly shall make its decision by motion or ordinance as appropriate.*

- 1. *An assembly decision on a planning commission recommendation or following a public hearing shall include one of the following actions:*

- a. *Approve as recommended.*

- b. *Approve with additional conditions.*

- c. *Modify, with or without the applicant’s concurrence; provided, that the modifications do not:*

- i. *Enlarge the area or scope of the project.*

- ii. *Increase the density or proposed building size.*

- iii. *Significantly increase adverse environmental impacts as determined by the responsible official.*

- d. *Deny (reapplication or resubmittal is permitted).*

- e. *Deny with prejudice (reapplication or resubmittal is not allowed for one year).*

- f. *Remand for further proceedings.*

³ *SGC 22.30.050 Planning commission.*

The planning commission shall be constituted in accordance with Chapter 2.18 of this code and the Sitka Home Rule Charter and shall have the responsibility of reviewing and acting on the following:

* * *

B. Planning Comm'n decision and recommendation in this case regarding conditional use permit applications subject to Assembly review

C. Nature of the review by Assembly – review recommended Findings of Fact and General Approval Criteria Considerations and proposed conditions made by Planning Commission regarding each conditional use permit application

1. **FF criteria– All criteria must be met (SGC 22.30.160C)**
 - a. Not detrimental to public health, safety, general welfare;
 - b. Not adversely affect established character of surrounding vicinity;
 - c. Not injurious to uses, property or improvements adjacent to or in vicinity;
 - d. Not inconsistent with Comprehensive Plan;
 - e. Conditions to lessen impacts are monitorable & enforceable
 - f. No hazardous conditions that cannot be mitigated regarding adjacent & vicinity properties ; and
 - g. Not adversely affect public facilities & services, or imposed conditions mitigate impact.

2. **General Approval Criteria Considerations (SGC 22.20.160C)**
 - a. Effects of the conditional use on site (topography, slope and soil stability) and geophysical hazards (flooding, surface and subsurface drainage, water quality);
 - b. Utilities and service requirements (sewers, storm drainage, water, fire protection, access and electrical power);
 - c. Lot or tract characteristics (lot size, yard requirements, lot coverage and height of structures);
 - d. Use characteristics that affect adjacent uses and districts (operating hours; number of persons, traffic, parking and loading, trash and litter removal, exterior lighting, noise, vibration, dust, smoke, heat and humidity, recreation and open space requirements); and
 - e. Community appearance (landscaping, fencing, screening).

3. **Proposed Conditions**

F. Recommendations on conditional use permit applications.

4. SGC 22.30.160C – Planning Comm’n decision requirements⁴

⁴ *SGC 22.30.160 Planning commission review and recommendation.* (emphasis added)

Planning commission decision and action authority is defined in Section 22.30.050.

* * *

C. *Required Findings for Conditional Use Permits.* The planning commission shall not recommend approval of a proposed development unless it first makes the following findings and conclusions:

1. The city may use design standards and other elements in this code to modify the proposal. A conditional use permit may be approved only if all of the following findings can be made regarding the proposal and are supported by the record that the granting of the proposed conditional use permit will not:

- a. *Be detrimental to the public health, safety, and general welfare;*
- b. *Adversely affect the established character of the surrounding vicinity; nor*
- c. *Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located.*

2. *The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives and policies of the comprehensive plan and any implementing regulation.*

3. *All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced.*

4. *The proposed use will not introduce hazardous conditions at the site that cannot be mitigated to protect adjacent properties, the vicinity, and the public health, safety and welfare of the community from such hazard.*

5. *The conditional use will be supported by, and not adversely affect, adequate public facilities and services; or that conditions can be imposed to lessen any adverse impacts on such facilities and services.*

6. *Burden of Proof. The applicant has the burden of proving that the proposed conditional use meets all of the criteria in subsection B of this section.*

The city may approve, approve with conditions, modify, modify with conditions, or deny the conditional use permit. The city may reduce or modify bulk requirements, off-street parking requirements, and use design standards to lessen impacts, as a condition of the granting of the conditional use permit. In considering the granting of a conditional use, the assembly and planning commission shall satisfy themselves that the general criteria set forth for uses specified in this chapter will be met. The city may consider any or all criteria listed and may base conditions or safeguards upon them. The assembly and planning commission may require the applicant to submit whatever reasonable evidence may be needed to protect the public interest. The general approval criteria are as follows:

1. *Site topography, slope and soil stability, geophysical hazards such as flooding, surface and subsurface drainage and water quality, and the possible or probable effects of the proposed conditional use upon these factors;*

2. *Utilities and service requirements of the proposed use, including sewers, storm drainage, water, fire protection, access and electrical power; the assembly and planning commission may enlist the aid of the relevant public utility officials with specialized knowledge in evaluating the probable effects of the proposed use and may consider the costs of enlarging, upgrading or extending public utilities in establishing conditions under which the conditional use may be permitted;*

3. *Lot or tract characteristics, including lot size, yard requirements, lot coverage and height of structures;*

4. *Use characteristics of the proposed conditional use that affect adjacent uses and districts, including hours of operation, number of persons, traffic volumes, off-street parking*

III. BOA Procedure

A. Packet Review

1. Planning Comm'n FF and motions
2. Planning Comm'n minutes
3. Planning Comm'n record (written submissions)

B. Hearing (SGC 22.30.180)⁵

1. Follow Assembly procedures
2. Order
 - a. Staff
 - b. Applicant
 - c. Public
 - d. Rebuttal
 - i. Staff
 - ii. Applicant
 - e. Close evidentiary hearing – Deliberate
 - f. Make Findings of Fact & Decision
 - i. Planning Comm'n recommended Findings of Fact and conditions
 - ii. Modify FF and conditions (use *SGC 22.30.160C* criteria)

C. Burden of proof on Applicant (SGC 22.30.160C.6)⁶

and loading characteristics, trash and litter removal, exterior lighting, noise, vibration, dust, smoke, heat and humidity, recreation and open space requirements;

5. *Community appearance such as landscaping, fencing and screening, dependent upon the specific use and its visual impacts.*

⁵ *SGC 22.30.180 Procedures for public hearings.* (emphasis added)

Public hearings shall be conducted in accordance with the hearing body's rules of procedure and shall serve to create or supplement an evidentiary record upon which the body will base its decision. The chair shall open the public hearing and, in general, observe the following sequence of events:

A. *Staff presentation*, including submittal of any administrative reports. Members of the hearing body may ask questions of the staff.

B. *Applicant presentation*, including submittal of any materials. Members of the hearing body may ask questions of the applicant.

C. *Testimony or comments by the public* germane to the matter. Questions directed to the staff or the applicant shall be posed by the chair at its discretion.

D. *Rebuttal, response or clarifying statements by the staff and the applicant.*

E. *The evidentiary portion of the public hearing shall be closed and the hearing body shall deliberate on the matter before it.*

⁶ *SGC 22.30.160 Planning commission review and recommendation.* (emphasis added)

* * *

D. Assembly Options – See Section I.B above

IV. Actions after Assembly Decision

A. Remand - *SGC 22.30.200*⁷

B. Reconsideration - *SGC 22.30.190*⁸

C. Judicial Appeal (Superior Court – Sitka) - *SGC 22.30240A*⁹

C. *Required Findings for Conditional Use Permits. The planning commission shall not recommend approval of a proposed development unless it first makes the following findings and conclusions:*

* * *

6. *Burden of Proof. The applicant has the burden of proving that the proposed conditional use meets all of the criteria in subsection B of this section.*

⁷ *SGC 22.30.200 Remand.*

In the event the assembly determines that the public hearing record or record on appeal is insufficient or otherwise flawed, the assembly may remand the matter back to the hearing body. The assembly shall specify the items or issues to be considered and the time frame for completing the additional work. The assembly may hold a public hearing on a closed record appeal only for the limited purposes identified in the remand.

⁸ *SGC 22.30.190 Reconsideration.*

A party to a public hearing or closed record appeal may seek reconsideration only of a final decision by filing a written request for reconsideration with the administrator within fourteen calendar days of the oral announcement of the final decision. The assembly shall consider the request at its next regularly scheduled meeting. If the request is denied, the previous action shall become final. If the request is granted, the assembly body may immediately revise and reissue its decision or may call for argument in accordance with the procedures for closed record appeals.

⁹ *SGC 22.30.240 Judicial appeal.*

A. *Appeals from the final decision of the assembly, or other city board or body involving Title 21 SGC, and for which all other appeals specifically authorized have been timely exhausted, shall be made to superior court within thirty days of the date the decision or action became final, unless another time period is established by state law or local ordinance.*

* * *



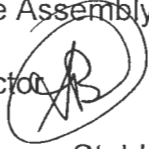
City and Borough of Sitka

100 Lincoln Street Sitka, Alaska 99835

Coast Guard City, USA

MEMORANDUM

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

From: Scott Brylinsky, Interim Planning Director 

Subject: Conditional Use Permit approval for Horse Stable
5304 Halibut Point Road

Date: December 16, 2014

The Sitka Planning Commission unanimously recommended approval, with conditions, of a conditional use permit for a horse stable at 5304 Halibut Point Road, filed by David Allen. The property is owned by Allen Marina, LLC. The Board's recommendation followed two public hearings on November 18th and December 2nd, 2014.

The applicant is requesting a conditional use permit in order to build a 50' by 50' stable with three horse stalls. The proposed stable would house horses kept primarily for personal use. The applicant may also want to offer riding lessons onsite in the future.

The property is across Halibut Point Road from the Alaska State Ferry Terminal. Two homes are located at the rear of the property. Two additional buildings are located onsite. One of the buildings is used solely for storage. The other building is used for storage and also contains a thrift store. A corral/riding area has recently been constructed on the property.

The property is zoned C-2 general commercial mobile home district. The general commercial district is intended to be served by major essential utilities and to include those areas which are heavily dependent upon vehicular access. The district is intended for those areas surrounding major intersections where personal services, convenience goods and auto-related service facilities are desirable and appropriate land uses. Manufactured homes and manufactured home parks are also permitted uses in this zone.

Public comment was received from one adjacent property owner with concerns about horse manure disposal. David Bryant, who was representing the applicant, stated at the December 2nd, 2014 Planning Commission Meeting that some of the horse manure would be given to public gardeners and the remainder would be disposed of at the Granite Creek overburden site.

The Planning Commission's recommendation includes the conditions below and follow up findings.

RECOMMENDED ACTION: Approve the request with the conditions and findings recommended by the Planning Commission.

Conditions:

1. The facility shall be operated consistent with the application and plans that were submitted with the request.
2. The facility shall be operated in accordance with the narrative that was submitted with the application.
3. The Planning Commission, at its discretion, may schedule a public hearing at any time following the first year of operation for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties.
4. Failure to comply with any of the conditions may result in revocation of the conditional use permit.

Findings:

MOTION: M/S WINDSOR/POHLMAN move to approve the following findings 22.30.160 Required Findings for Conditional Use Permits as outlined by staff:

The granting of the proposed conditional use permit will not:

- a. Be detrimental to the public health, safety, and general welfare;
 - b. Adversely affect the established character of the surrounding vicinity; nor
 - c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located.
2. The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives and policies of the comprehensive plan and any implementing regulation, *specifically:*
Section 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.
Section 2.7.9 To assure that animal regulations in outlying areas and islands shall be as liberal as possible.
 3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced. *Specifically, the four conditions that have been added to the conditional use permit.*
 4. The proposed use will not introduce hazardous conditions at the site that cannot be mitigated to protect adjacent properties, the vicinity, and the public health, safety and welfare of the community from such hazard.
 5. The conditional use will be supported by, and not adversely affect, adequate public facilities and services; or that conditions can be imposed to lessen any adverse impacts on such facilities and services.
 6. Burden of proof: the applicant has met the burden of proof.

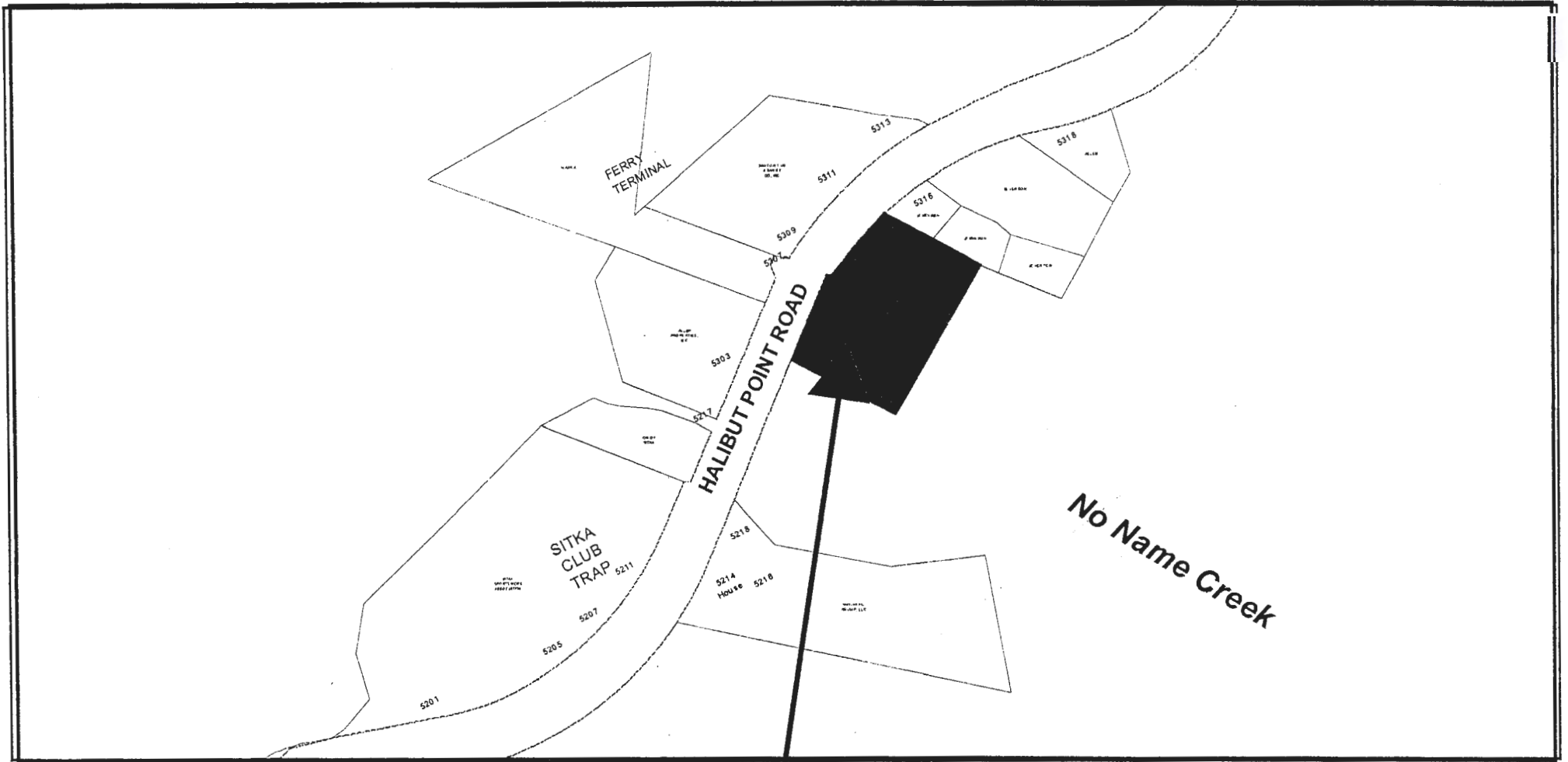
The request is supported by general approval criteria as follows:

1. Site topography, slope and soil stability, geophysical hazards such as flooding, surface and subsurface drainage and water quality, and the possible or probable effects of the proposed conditional use upon these factors;
2. Utilities and service requirements of the proposed use, including sewers, storm drainage, water, fire protection, access and electrical power; the assembly and planning commission may enlist the aid of the relevant public utility officials with specialized knowledge in evaluating the probable effects of the proposed use and may consider the costs of enlarging, upgrading or extending public utilities in establishing conditions under which the conditional use may be permitted;
3. Lot or tract characteristics, including lot size, yard requirements, lot coverage and height of structures; *specifically, that the proposed use is in a large lot with no downstream residential uses.*
4. Use characteristics of the proposed conditional use that affect adjacent uses and districts, including hours of operation, number of persons, traffic volumes, off-street parking and loading characteristics, trash and litter removal, exterior lighting, noise, vibration, dust, smoke, heat and humidity, recreation and open space requirements;
5. Community appearance such as landscaping, fencing and screening, dependent upon the specific use and its visual impacts.

The following criteria determining impacts of conditional uses have been considered.

- a. Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses.
- b. Amount of noise to be generated and its impacts on surrounding land uses.
- c. Odors to be generated by the use and their impacts.
- d. Hours of operation.
- e. Location along a major or collector street.
- f. Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario.
- g. Effects on vehicular and pedestrian safety.
- h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site.
- i. Logic of the internal traffic layout.
- j. Effects of signage on nearby uses.
- k. Presence of existing or proposed buffers on the site or immediately adjacent the site.
- l. Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan.
- m. Other criteria that surface through public comments or planning commission assembly review.

ACTION: Motion PASSED unanimously 3-0 on a voice vote.



Allen
Conditional Use Permit Request
5304 Halibut Point Road



Allen
Conditional Use Permit Request
5304 Halibut Point Road



Allen
Conditional Use Permit Request
5304 Halibut Point Road

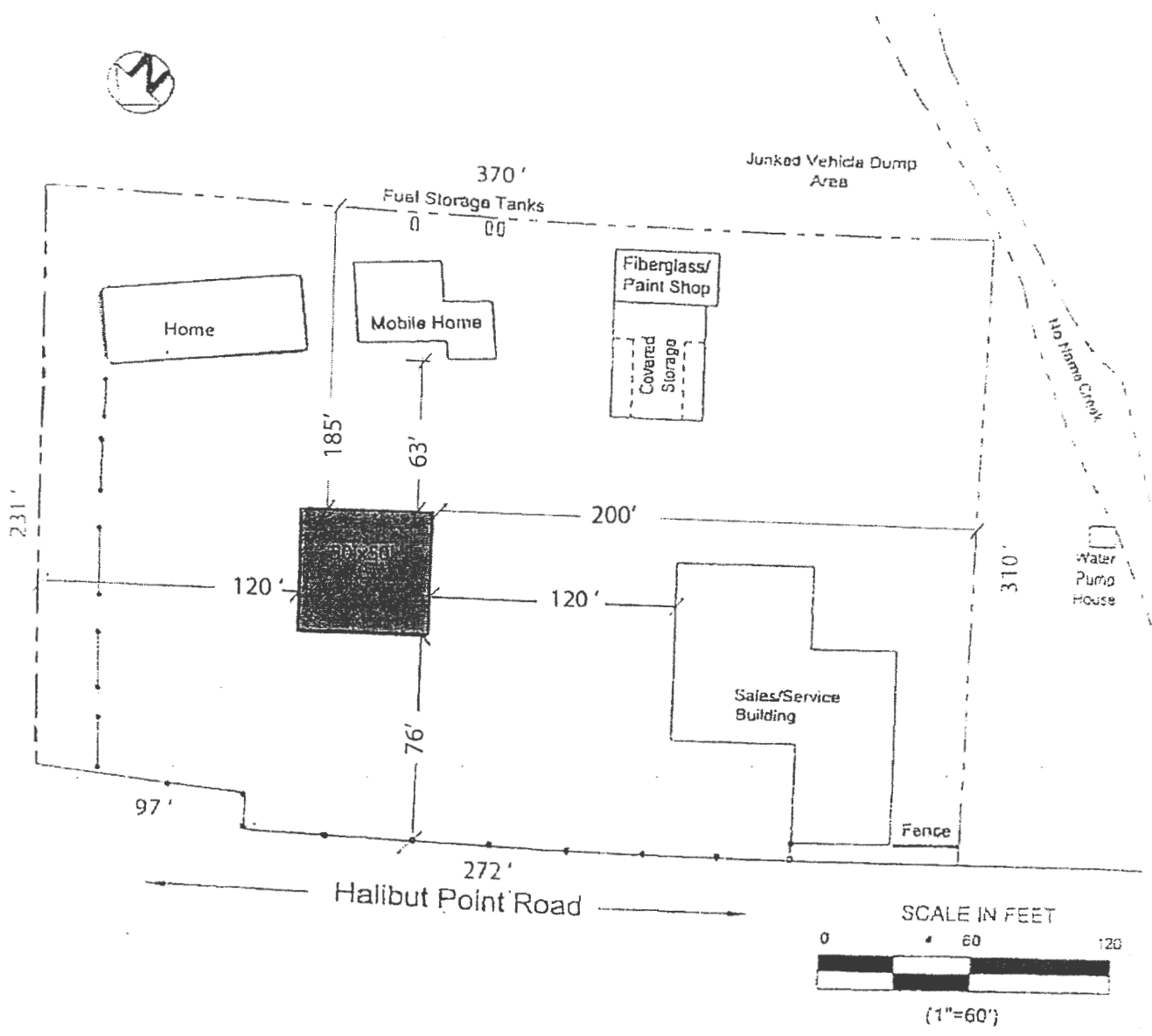
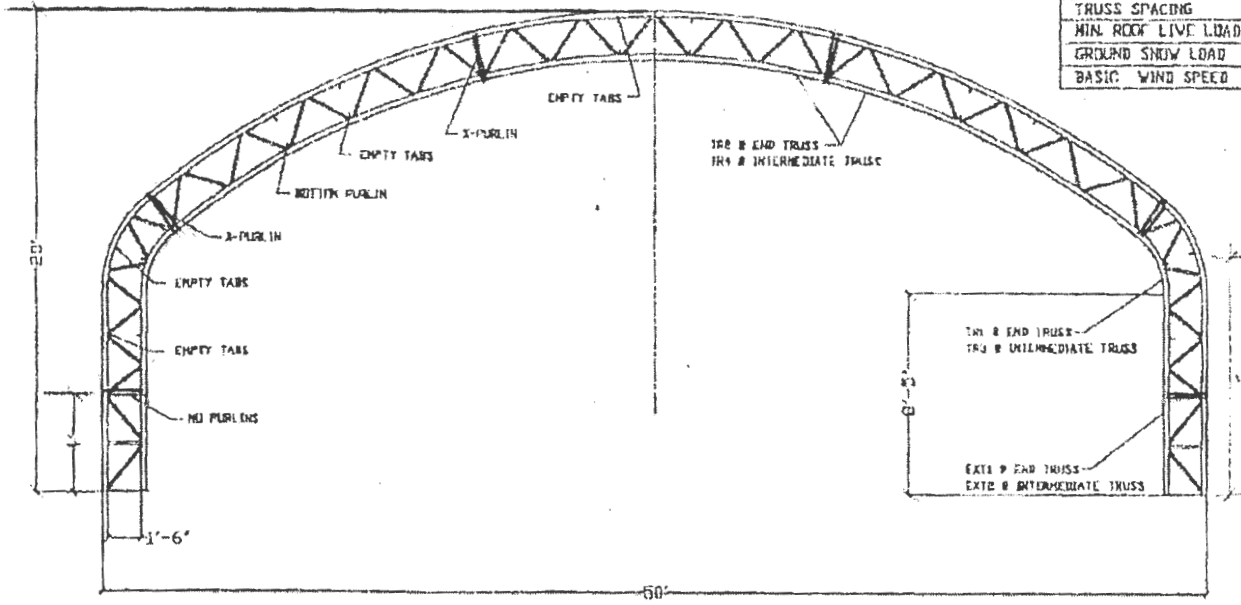



Figure 1. Southeast Marine Property



DESIGN LOADS		
ALL LOADS ARE APPLIED PER ASCE 7-95		
TRUSS SPACING	10'-0"	8'-0"
MIN. ROOF LIVE LOAD	12 PSF	13 PSF
GROUND SNOW LOAD	50 PSF	60 PSF
BASIC WIND SPEED	100 MPH	110 MPH

TYPICAL TRUSS ELEVATION
 (ALL INFORMATION SYMMETRICAL ABOUT E)

STRUCTURAL ENGINEERING GROUP
 265 E. LA GRASSA BLVD. NEW HAVEN, CT 06511

COVER 
 INSTANT GARAGES AND GREENHOUSES

PRODUCT NAME: SHELTER W50-50 20-R10

DRAWN BY	CHECKED BY	DATE	SCALE	JOB #	REVISION #
AT	W.E.L	11-12-99	1/8"=1'		2 OF 1

Brylinsky asked CRA if there would be an opportunity to discuss some of the impacts to the Mudrys, such as the wheel chair accessibility.

McDonald and Carrier responded in the affirmative.

COMMISSIONER DELIBERATION: Commissioners discussed the action item.

MOTION: M/S POHLMAN/WINDSOR moved to postpone indefinitely items C and D.

ACTION: Motion **PASSED unanimously 3-0** on a voice vote.

**CONDITIONAL USE PERMIT
HORSE STABLE
DAVID ALLEN**

Public hearing and consideration of a conditional use permit for a stable at 5304 Halibut Point Road. The applicant is requesting approval to construct a stable with three horse stalls. The property is also known as Lot 6, US Survey 3670. The owner of record is Allen Marina, LLC.

STAFF REPORT: Brylinsky stated that one public comment was received and copies were provided to the commissioners. The project is as reviewed at the last meeting and a straight forward request seemingly without controversy. Staff recommends moving forward with approval.

APPLICANT: David Bryant came forward to interact and answer questions on behalf of the applicant (David Allen). Chair Spivey asked Bryant if he has anything to add that was not discussed at the last meeting. Bryant discussed the public comment that was received. He said that, to his knowledge, the horse manure is to be offered to the public for gardening uses and anything beyond that would go to the overburden site on Granite Creek.

PUBLIC COMMENT: No public comment.

FINDINGS: 22.30.160 Planning commission review and recommendation.

C. Required Findings for Conditional Use Permits. The planning commission shall not recommend approval of a proposed development unless it first makes the following findings and conclusions:

Brylinsky read the following findings.

The granting of the proposed conditional use permit will not:

- a. Be detrimental to the public health, safety, and general welfare;
- b. Adversely affect the established character of the surrounding vicinity; nor
- c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located.

2. The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives and policies of the comprehensive plan and any implementing regulation, *specifically*:

Section 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.

Section 2.7.9 To assure that animal regulations in outlying areas and islands shall be as liberal as possible.

3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced. *Specifically, the four conditions that have been added to the conditional use permit.*
4. The proposed use will not introduce hazardous conditions at the site that cannot be mitigated to protect adjacent properties, the vicinity, and the public health, safety and welfare of the community from such hazard.
5. The conditional use will be supported by, and not adversely affect, adequate public facilities and services; or that conditions can be imposed to lessen any adverse impacts on such facilities and services.
6. Burden of proof: the applicant has met the burden of proof.

The request is supported by general approval criteria as follows:

1. Site topography, slope and soil stability, geophysical hazards such as flooding, surface and subsurface drainage and water quality, and the possible or probable effects of the proposed conditional use upon these factors;
2. Utilities and service requirements of the proposed use, including sewers, storm drainage, water, fire protection, access and electrical power; the assembly and planning commission may enlist the aid of the relevant public utility officials with specialized knowledge in evaluating the probable effects of the proposed use and may consider the costs of enlarging, upgrading or extending public utilities in establishing conditions under which the conditional use may be permitted;
3. Lot or tract characteristics, including lot size, yard requirements, lot coverage and height of structures; *specifically, that the proposed use is in a large lot with no downstream residential uses.*
4. Use characteristics of the proposed conditional use that affect adjacent uses and districts, including hours of operation, number of persons, traffic volumes, off-street parking and loading characteristics, trash and litter removal, exterior lighting, noise, vibration, dust, smoke, heat and humidity, recreation and open space requirements;

5. Community appearance such as landscaping, fencing and screening, dependent upon the specific use and its visual impacts.

The following criteria determining impacts of conditional uses have been considered.

- a. Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses.
- b. Amount of noise to be generated and its impacts on surrounding land uses.
- c. Odors to be generated by the use and their impacts.
- d. Hours of operation.
- e. Location along a major or collector street.
- f. Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario.
- g. Effects on vehicular and pedestrian safety.
- h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site.
- i. Logic of the internal traffic layout.
- j. Effects of signage on nearby uses.
- k. Presence of existing or proposed buffers on the site or immediately adjacent the site.
- l. Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan.
- m. Other criteria that surface through public comments or planning commission assembly review.

MOTION: M/S WINDSOR/POHLMAN moved to approve that these findings can be met.

ACTION: Motion **PASSED unanimously 3-0** on a voice vote.

MOTION: M/S POHLMAN/WINDSOR moved to recommend affirmation for the conditional use permit for a stable at 5304 Halibut Point Road. The property is also known as Lot 6, US Survey 3670. Owner of record is Allen Marina, LLC.

ACTION: Motion **PASSED unanimously 3-0** on a voice vote.

Brylinsky suggested that the following conditions be added to the motion recommending approval:

1. The facility shall be operated consistent with the application and plans that were submitted with the request.

2. The facility shall be operated in accordance with the narrative that was submitted with the application.
3. The Planning Commission, at its discretion, may schedule a public hearing at any time following the first year of operation for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties.
4. Failure to comply with any of the conditions may result in revocation of the conditional use permit.

MOTION: M/S POHLMAN/WINDSOR moved to add the conditions to the motion of approval.

ACTION: Motion PASSED unanimously 3-0 on a voice vote.

**VARIANCE REQUEST
616 SAWMILL CREEK ROAD
ZACH PORTER**

Public hearing and consideration of a variance requested by Zach Porter at 616 Sawmill Creek Road. The variance requested is for a reduction in the rear property setback from 10ft to 1ft and for an increase in the maximum allowable building coverage from 35% to 42%. The purpose of the variance is to allow for construction of a two car garage. The property is also known as Lot 7, Block 22, US Survey 1474.

STAFF REPORT: Brylinsky first verified that the commissioners received the additional materials submitted by the applicant and had a chance to review them. He described the variance request. He noted that in reviewing variances previously granted, this variance is on the edge of what has been previously approved as far as the magnitude of the setback reduction and lot coverage increase. He noted that the lot in question is a small lot of less than 5,000 ft² where the minimum lot size for this zoning district is 8,000ft². He also noted that the applicant may be open to discussion about the overall nature of the project.

APPLICANT: Zach Porter came forward. Porter said that his goal is to work within the city requirements. Porter referred the commission to the original plot plan and to the extension of the DOT right of way which reduced the site by 7ft at the front. He said the size of the lot makes it difficult to provide adequate space and meet city standards. Porter stated that the side of the proposed garage would be 5'6" from the property line, while the stairs and landing will be 1' from the property line.

Porter discussed drainage concerns from the neighbors. He presented a drainage plan to direct all roof runoff to the front of the yard.

Commissioner Pohlman stated that the drainage plan submitted by Porter would divert stormwater from the roofs but not from the remainder of the raised yard. Porter stated that the whole yard has already been raised prior to the construction of the house and that the existing condition will lead to a natural runoff and that this plan will at least mitigate the runoff from a 20ft by 20ft section.

Commissioner Spivey stated that when the previous buildings were demolished a big hole was left and the water drained into the area of the former residence.

**CITY AND BOROUGH OF SITKA
Planning Commission
Minutes of Meeting
November 18, 2014**

Present: Richard Parmelee (Chair), Debra Pohlman (Member), Darrell Windsor (Member), Scott Brylinsky (Interim Planning Director), Erin Clay (Temporary Planner I)

Absent: Chris Spivey (Vice-Chair)

Members of the Public: David Bryant

Chair Parmelee called the meeting to order at 7:01 p.m.

Roll Call:

PRESENT: 3 –Parmelee, Pohlman, Windsor

Consideration of the Minutes from the October 21, 2014 meeting:

MOTION: M/S WINDSOR/POHLMAN moved to approve the meeting minutes for October 21, 2014.

Brylinsky noted for the record that the Agenda contained a typo and that the minutes to be considered were from the October 21, 2014 meeting and not the October 7, 2014 meeting.

ACTION: Motion **PASSED unanimously 3-0** on a voice vote.

The evening business:

**CONDITIONAL USE PERMIT
HORSE STABLE
DAVID ALLEN**

Public hearing and consideration of a conditional use permit for a stable at 5304 Halibut Point Road. The applicant is requesting approval to construct a stable with three horse stalls. The property is also known as Lot 6, US Survey 3670. The owner of record is Allen Marina, LLC.

STAFF REPORT: Brylinsky discussed the request and proposed structure. The Planning office has received no public comment on this project to date.

APPLICANT: David Bryant came forward to interact and answer questions on behalf of the applicant (David Allen).

COMMISSIONER DELIBERATION: Chair Parmelee asked Bryant to describe the project. Commissioner Pohlman asked if there are any concerns or additional regulations, such as horse waste disposal, bear impacts, etc., that should be considered. Brylinsky reported that Planning Staff consulted Sitka Animal Control Officer Nancy Buckmaster about the project and she had no concerns about the proposed stable location.

Brylinsky noted that conditional use permit applications are typically reviewed at two planning commission meetings to provide for sufficient public comment prior to consideration.

PUBLIC COMMENT: No public comment.

PLANNING DIRECTOR'S REPORT: Brylinsky summarized the upcoming Planning Agenda items. He also discussed projects that the Planning Department will be working on in the coming months including a potential homestead program on CBS land, a review of the Accessory Dwelling Unit permitting process and float homes in CBS harbors.

PUBLIC COMMENT: No public comment.

ADJOURNMENT:

MOTION: M/S POHLMAN/WINDSOR moved to adjourn at 7:27 pm.

ACTION: Motion PASSED unanimously 3-0 on a voice vote.

Richard Parmelee, Chair

Erin Clay, Temporary Secretary

Request:

Conditional use permit request for a stable with three horse stalls.

Zoning District: C-2

- Front: 10ft (Due to width of HPR ROW)
- Rear: 10ft
- Side: 5ft
- Maximum Heights
Principal Structures – 40 feet
Accessory Structures – 16 feet
- Maximum building coverage = None, except for setback areas

Meeting Flow

- Report from Staff
- Applicant comes forward
- Applicant identifies him/herself – provides comments
- Commissioners ask applicant questions
- Staff asks applicant any questions
- Floor opened up for Public Comment
- Applicant has opportunity to clarify or provide additional information
- Comment period closed - brought back to the board
- Motions

Tonight's Motions

- Motion to approve findings – required for approval or denial
- Motion of recommendation to the Assembly

**Allen
Conditional Use Permit
Horse Corral
5304 Halibut Point Road
December 2, 2014**

This is the second hearing of a conditional use permit request to construct a horse stable at 5304 Halibut Point Road. The Planning Department has not received any public comments or inquiries regarding this project and no public comments were received at the last meeting.

Staff recommends that this be the final meeting for Planning Commission deliberations. Following discussion, the board will vote on a motion to approve findings and then a motion recommending approval to the Assembly. After a motion recommending approval, whether approved or denied, the application will be elevated to the Assembly for review.

The following conditions are suggested if a motion recommending approval is made:

1. The facility shall be operated consistent with the application and plans that were submitted with the request.
2. The facility shall be operated in accordance with the narrative that was submitted with the application.
3. The Planning Commission, at its discretion, may schedule a public hearing at any time following the first year of operation for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties.
4. Failure to comply with any of the conditions may result in revocation of the conditional use permit.

Staff proposes the following findings:

The granting of the proposed conditional use permit will not:

- a. Be detrimental to the public health, safety, and general welfare;
- b. Adversely affect the established character of the surrounding vicinity; nor
- c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located.

2. The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives and policies of the comprehensive plan and any implementing regulation, *specifically*:
Section 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.
Section 2.7.9 To assure that animal regulations in outlying areas and islands shall be as liberal as possible.
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced. *Specifically, the four conditions that have been added to the conditional use permit.*
4. The proposed use will not introduce hazardous conditions at the site that cannot be mitigated to protect adjacent properties, the vicinity, and the public health, safety and welfare of the community from such hazard.
5. The conditional use will be supported by, and not adversely affect, adequate public facilities and services; or that conditions can be imposed to lessen any adverse impacts on such facilities and services.
6. Burden of proof: the applicant has met the burden of proof.

The request is supported by general approval criteria as follows:

1. Site topography, slope and soil stability, geophysical hazards such as flooding, surface and subsurface drainage and water quality, and the possible or probable effects of the proposed conditional use upon these factors;
2. Utilities and service requirements of the proposed use, including sewers, storm drainage, water, fire protection, access and electrical power; the assembly and planning commission may enlist the aid of the relevant public utility officials with specialized knowledge in evaluating the probable effects of the proposed use and may consider the costs of enlarging, upgrading or extending public utilities in establishing conditions under which the conditional use may be permitted;
3. Lot or tract characteristics, including lot size, yard requirements, lot coverage and height of structures; *specifically, that the proposed use is in a large lot with no downstream residential uses.*
4. Use characteristics of the proposed conditional use that affect adjacent uses and districts, including hours of operation, number of persons, traffic volumes, off-street parking and loading characteristics, trash and litter removal, exterior lighting, noise, vibration, dust, smoke, heat and humidity, recreation and open space requirements;
5. Community appearance such as landscaping, fencing and screening, dependent upon the specific use and its visual impacts.

The following criteria determining impacts of conditional uses have been considered.

- a. Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses.
- b. Amount of noise to be generated and its impacts on surrounding land uses.
- c. Odors to be generated by the use and their impacts.
- d. Hours of operation.

- e. Location along a major or collector street.
- f. Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario.
- g. Effects on vehicular and pedestrian safety.
- h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site.
- i. Logic of the internal traffic layout.
- j. Effects of signage on nearby uses.
- k. Presence of existing or proposed buffers on the site or immediately adjacent the site.
- l. Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan.
- m. Other criteria that surface through public comments or planning commission assembly review.

Allen
Conditional Use Permit
Horse Corral
5304 Halibut Point Road
November 18, 2014

The project location is 5304 Halibut Point Road, across from the State Ferry Terminal. The applicant is David Allen and the owner of record is Allen Marina, LLC. David Bryant has been representing the applicant throughout the conditional use permitting process.

Two homes are located at the rear of the property. Two additional buildings are located onsite. One of the buildings is used solely for storage. The other building is used for storage and also contains a thrift store. A corral/riding area has recently been constructed on the property.

The applicant is requesting approval to construct a 50' by 50' stable with three horse stalls. Drawings of the proposed structure were submitted by Bryant and are attached.

Bryant has stated that the proposed stable would house horses kept primarily for personal use. The applicant may also want to offer riding lessons onsite in the future, as described in the attached letter that was submitted by Bryant on behalf of the applicant.

Staff recommends that this request be considered at the next Planning Commission meeting in order to provide sufficient time for public comment prior to being placed on an Assembly Agenda.

**Table 22.16.015-3
General Services Uses**

ZONES	P(1)	SF	SFLD	R-1 (6)	R-1 MH (6)	R-1 LDMH (6)	R-2	R-2 MHP	CBD	C-1	C-2	WD (2)	I	GI(3)	LI(3)	R	OS	GP (8)
PERSONAL SERVICES																		
• General services									P	P	P			C				
• Dry cleaning									P	P	P							
• Industrial laundry									C	C	C		P					
• Funeral home/crematorium									C	P	P			C				
• Cemeteries/mausoleum	P													C	C			
• Day care/kindergartens	P			P(6)	P(6)	P(6)	P(5)	P(5)	C	P(5)	P(5)			P	P			
• Veterinary clinic							(7)		C	C	C		P	C				
• Automotive repair									C	P	P	P	P	C				
• Automotive service									C	P	P	P	P	C				
• Miscellaneous repair									P	P	P	P	P	C	C			
• Social service agencies									P	P	P	C		CU/*S	C			
* Stable	C									C	C			PU/CS		C		
• Kennel										C	C		C	P				
• Bank							C	C	P	P	P			C	C			
• Credit union							C	C	P	P	P			C	C			
• Massage treatments																	C	
HEALTH SERVICES																		
• Offices/outpatient clinic							C	C	P	P	P			C	C			
• Hospital	C(4)								C	P	P			C	C			
• Medical/dental laboratory							C	C	P	P	P		P	C	C			
• Miscellaneous health facility							C	C	C	C	C			C	C			
EDUCATIONAL SERVICES																		
• Elementary school	P						C	C	C	C	C			C	C			
• Middle/junior high school	P						C	C	C	C	C			C	C			
• Secondary/high school	P						C	C	C	C	C			C	C			
• Vocational school	P						C	C	C	C	C			C	C			
• Specialized instruction school	P						C	C	C	C	C			C	C			
• College/university	P								C	C	C			C	C			
• School district support facility (excluding bus barns)	P						C	C	C	P	P		P	C	C			
• Auditorium	P																	

P: Public Lands District

SF: Single-Family District

SFLD: Single-Family Low Density District

R-1: Single-Family/Duplex District

R-1 MH: Single-Family/Duplex/Manufactured Home District

R-1 LDMH: Single-Family/Duplex and Single-Family/Manufactured Home Low Density Districts

R-2: Multifamily District

R-2 MHP: Multifamily/Mobile Home District

CBD: Central Business District

P—Permitted

C—Conditional Use Permit Required

PU/CS—Permitted on Unsubdivided Islands and Conditional Use on Subdivided Islands

CU/*S—Conditional Use on Unsubdivided Islands and Prohibited on Subdivided Islands

C-1/C-2: General Commercial and General Commercial/Mobile Home Districts

WD: Waterfront District

I: Industrial District

GI: General Island District

LI: Large Island District

R: Recreational District

OS: Open Space District

GP: Gary Paxton Special District

E. General Services Uses Table 22.16.015-3 Footnotes.

1. Public facilities not otherwise identified may be permitted in the public zone subject to planning commission recommendation and assembly approval subject to findings of fact that show the use is in the public interest, all reasonable safeguards are to be employed to protect the surrounding area, and that there are no reasonable alternative locations for the use.
2. All uses in the waterfront district are intended to be water-related or water-dependent except that upland uses may be non-water-related.
3. Uses listed as conditional uses in the GI and LI zones may be considered, but not necessarily approved, on a case-by-case basis.
4. Hospital buildings shall be set back a minimum of ten feet from all property lines.
5. Establishments accommodating five or more children require state licenses and are conditional uses.
6. Day cares with four children or less not related to the provider are a permitted use in owner occupied detached single-family dwellings in the R-1 and related zones.

Day cares with four children or less not related to the provider are a conditional use in residential zero lot line dwellings in the R-1 and related zones. Day cares with four children or less not related to the provider are also a conditional use in two-family dwellings, that are constructed as duplexes where each unit is of similar size, in the R-1 and related zones.

Day cares are not allowed in apartments or similar dwelling units in R-1 or related zones.

Day cares with five children or more not related to the provider are a conditional use, in owner occupied detached single-family dwellings only, in the R-1 and related zones.

7. A replacement vet clinic in the 1200 block of Halibut Point Road as a substitute for the long standing historical use in the area is expressly authorized and shall be the only vet clinic allowed in an R-2 zone.
8. Any uses, except retail and business uses, and natural resource extraction and mining support facilities uses may be approved in accordance with Section 2.38.080.

**Table 22.16.015-4
Public Facilities Uses**

ZONES	P(1)	SF	SFLD	R-1	R-1 MH	R-1 LDMH	R-2	R-2 MHP	CBD	C-1	C-2	WD (2)	I	GI(3)	LI(3)	R	OS	GP (6)
GOVERNMENT SERVICES										C								
• Public agency or utility office	P								P	C				PU/CS	C			
• Public agency or utility service yard	P									C		P	P	C	C			
• Public agency warehouse	P									C		P	P	C	C			
PUBLIC SERVICES																		
Courts	P								P					C	C			
Police station	P								P	P	P			C	C			
Fire station	P			C	C	C	C	C	P	P	P	C	C	PU/CS	C	C		
Utility facilities (transformers, pump stations, etc.)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Solid waste transfer facility	C(4)									C	C	C	C	C	C			
Landfill	P												C	C	C	C		
Land clearing landfills	C												C					
Wastewater treatment plant	C									C	C	P	P	C	C			
Public water supply facility	P									P	P	P	P	C	C	P		

Maegan Bosak

From: Kay Levenson <kaylevenson@gmail.com>
Sent: Tuesday, December 02, 2014 2:37 PM
To: maegan@cityofsitka.com
Subject: Planning commission - public testimony

Hi,

I am writing as I received a notice of a planning commission meeting that is considering the permitting of a barn building on the property at 5304 HPR.

My husband, Aryeh, and I have no issues with a barn being built - but we wanted to make sure that the removal of manure would be addressed. Having lived on the property next door, 5316 HPR, I know that there is significant bear traffic. I was never able to use cow manure on my garden - as the bears would come and either - drag away the bags or eat it directly from my gardens. So, I would want to make sure that they were not going to plan on dumping the manure down a ravine on the property - as it will for sure attract bears!

I know the Allen's and know that they will be responsible horse owners - but having owned horses all my life (outside of my Sitka time) - I know that a 3 stall barn will create a significant amount of manure.

So, as long as this issue is discussed and a reasonable solution is addressed then we, as property owners next door, have no issues in approving their stable.

Thank you for keeping us informed! Please don't hesitate to call or email with any questions, my contact information is below.

Sincerely,
Kay Levenson

--

Kay Levenson, MS, OTR/L
3141 Legacy Drive
Anchorage, Alaska 99516
907.227.3939
kaylevenson@gmail.com

CITY AND BOROUGH OF SITKA
PLANNING DEPARTMENT
CONDITIONAL USE PERMIT APPLICATION

Conditional Use Permit FEE	\$100.00
plus current city sales tax	

APPLICANT'S NAME: _____
PHONE NUMBER: _____
MAILING ADDRESS: _____

OWNER'S NAME: David Allen
(If different from applicant)
PHONE NUMBER: 747-6432
MAILING ADDRESS: 1900 Sawmill Creek Road

PROJECT ADDRESS: 5304 Halibut Point Road
LEGAL DESCRIPTION Lot: Lot 6 Block: _____
Subdivision: _____
U.S. Survey: USS 3670/6010 Zoning Classification: C2

List specific request: A covered shelter and riding area for three horses

State all reasons for justifying request: Allen Marine owns the property and some adjacent property. The location has low residency, with the closest residence being part of the Allen family. The area is large enough for the shelter and a riding arena with good barriers from the closest none family residence. There probably isn't a better location in all of Sitka for housing horses.

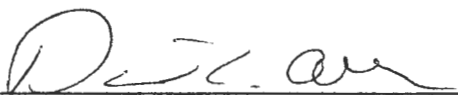
List all features and details of request: The shelter is a commercial engineered structure with fire retardant fabric. It's measures 50'x50'x20' giving enough room for three stalls and a covered walking area. There will be electricy and water, with some room for hay. The road side chain link fence will have privacy slats so as not to distract road traffic.

State the schedule and timing of request: For use as soon as permitted.

Please attach drawings, maps, and additional narrative as appropriate.

The applicant must verify, to the satisfaction of the Public Works Department, that utility lines and services are not under proposed structures.

In applying for and signing this application, the property owner hereby grants permission to Municipal staff to access the property before and after Planning Commission's review for the purposes of inspecting the proposed and/or approved structures.

SIGNATURE OF APPLICANT:  Date: 11-4-14
SIGNATURE OF OWNER: _____ Date: _____
(If different from the applicant)

*Approval will be based on plans submitted
or approved by the Planning Commission or Assembly*

Erin Clay

From: Dave Bryant <dbryant@allenmarine.com>
Sent: Wednesday, November 05, 2014 4:40 PM
To: 'Erin Clay'
Subject: RE: Horse Shelter
Attachments: City of Sitka.docx

Hi Erin

I hope this is what you're looking for. Dave Allen asked me to write you something to explain what their intent is.

Thanks

Dave Bryant

From: Erin Clay [<mailto:erin@cityofsitka.com>]
Sent: Thursday, October 30, 2014 10:23 AM
To: dbryant@allenmarine.com
Cc: Chris Duguay
Subject: Horse Shelter

Hi Dave,

The Planning Department has reviewed the proposed stable site plan that you submitted on October 29th. The proposed location, as illustrated, meets all setback requirements.

In Sitka, stables are conditional uses in Commercial Zones. Prior to a building permit being issued, the project will need to go through the Conditional Use process. I have attached the Conditional Use Application to this email. November 4th at noon is the deadline to get on the next Planning Commission Agenda, which will be held on November 18th. Please feel free to call or stop by the Planning Office to discuss the process.

Thanks!

Erin Clay

Temporary Planner I
City and Borough of Sitka
907.747.1814

Please Note: Maegan Bosak is on maternity leave through the end of the year.

City of Sitka

11-6-14

Part of the reason for having horses out at our Old Sitka property is to provide exposure to horses to the locals here in Sitka that might not have the opportunity otherwise. It is also our intent to offer riding lessons at that location in the 12,500 sq.ft. arena.

I'm submitting this letter on behalf of the Allen's.

Dave Bryant

ALLEN PROPERTIES, LLC
ALLEN PROPERTIES, LLC
P.O. BOX 1049
SITKA AK 99835-1049

STATE OF ALASKA
FERRY TERMINAL
STATE OF ALASKA
6860 GLACIER HWY
JUNEAU AK 99801

SAMSON TUG & BARGE CO.,INC
SAMSON TUG & BARGE CO.
P.O. BOX 559
SITKA AK 99835

D. LANGDORF
LANGDORF, D., BRADLEY
5316 HALIBUT POINT RD
SITKA AK 99835

ARYEH/KAY LEVENSON
LEVENSON, ARYEH, L./KAY, L.
3141 LEGACY DR.
ANCHORAGE AK 99516

JACK/TRACY ALLEN
ALLEN, JACK, S./TRACY, S.
P.O. BOX 652
HAINES AK 99827-0652

P&Z Mailing
November 7, 2014

Allen
Conditional Use Permit Request
5304 Halibut Point Road

JACK/TRACY ALLEN
ALLEN, JACK, S./TRACY, S.
P.O. BOX 652
HAINES AK 99827-0652

ARYEH/KAY LEVENSON
LEVENSON, ARYEH, L./KAY, L.
3141 LEGACY DR.
ANCHORAGE AK 99516

D. LANGDORF
LANGDORF, D., BRADLEY
5316 HALIBUT POINT RD
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ALLEN PROPERTIES, LLC
ALLEN PROPERTIES, LLC
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SITKA AK 99835-1049

STATE OF ALASKA
FERRY TERMINAL
STATE OF ALASKA
6860 GLACIER HWY
JUNEAU AK 99801

SAMSON TUG & BARGE CO.,INC
SAMSON TUG & BARGE CO.
P.O. BOX 559
SITKA AK 99835

P&Z Mailing
November 21, 2014

Allen
Conditional Use Permit Request
5304 Halibut Point Road

ALLEN PROPERTIES, LLC
ALLEN PROPERTIES, LLC
P.O. BOX 1049
SITKA AK 99835-1049

STATE OF ALASKA
FERRY TERMINAL
STATE OF ALASKA
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JUNEAU AK 99801

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SAMSON TUG & BARGE CO.
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D. LANGDORF
LANGDORF, D., BRADLEY
5316 HALIBUT POINT RD
SITKA AK 99835

ARYEH/KAY LEVENSON
LEVENSON, ARYEH, L./KAY, L.
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ANCHORAGE AK 99516

JACK/TRACY ALLEN
ALLEN, JACK, S./TRACY, S.
P.O. BOX 652
HAINES AK 99827-0652

Allen
Conditional Use Permit Request
5304 Halibut Point Road

Assembly Mailing
December 12, 2014

ALLEN PROPERTIES, LLC

ALLEN PROPERTIES, LLC
P.O. BOX 1049
SITKA AK 99835-1049

D. LANGDORF

LANGDORF, D., BRADLEY
5316 HALIBUT POINT RD
SITKA AK 99835

STATE OF ALASKA
FERRY TERMINAL
STATE OF ALASKA
6860 GLACIER HWY
JUNEAU AK 99801

ARYEH/KAY LEVENSON

LEVENSON, ARYEH, L./KAY, L.
3141 LEGACY DR.
ANCHORAGE AK 99516

SAMSON TUG & BARGE CO.,INC

SAMSON TUG & BARGE CO.
P.O. BOX 559
SITKA AK 99835

JACK/TRACY ALLEN

ALLEN, JACK, S./TRACY, S.
P.O. BOX 652
HAINES AK 99827-0652

Assembly Mailing
January 5, 2014

Allen
Conditional Use Permit Request
5304 Halibut Point Road



Legislation Details

File #: ORD 14-41 Version: 1 Name:

Type: Ordinance Status: SECOND READING

File created: 12/16/2014 In control: City and Borough Assembly

On agenda: 1/13/2015 Final action:

Title: Amending SGC Section 2.04.020 to clarify who shall attend Assembly executive sessions

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2014-41](#)
[Memo Executive Session](#)
[Ord 2014-41](#)

Date	Ver.	Action By	Action	Result
12/23/2014	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2014-41 on second and final reading.



City & Borough of Sitka
Municipal Clerk's Office

100 Lincoln Street, Sitka AK 99835
Telephone: 907-747-1811 Fax: 907-747-4004



Memorandum

To: Mayor and Assembly Members

Cc: Municipal Administrator, Mark Gorman and Municipal Attorney Robin Koutchak

From: Municipal Clerk Colleen Ingman, MMC

Date: December 17, 2014

Subject: Code Clarification Executive Session Invites

Executive session is not a secret meeting. It is a part of the public meeting from which the public may be excluded that is conducted in private with only members of the governing body and any person(s) invited in by the governing body present.

Historically, the municipal administrator, municipal attorney, and parliamentarian have been included in executive sessions; however, Sitka General Code is silent on the process.

In order to give clarity to future assemblies and staff it is recommended that our current procedure be codified resulting in the attached ordinance for your consideration.

Attachment

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2014-41

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA, ALASKA AMENDING SITKA GENERAL CODE SECTION 2.04.020 MEETINGS TO CLARIFY WHO SHALL ATTEND ASSEMBLY EXECUTIVE SESSIONS

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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 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.** Alaska’s Open Meetings Act (Alaska Statute 44.62.310) intends to ensure that decisions made and actions taken by governing bodies are public knowledge and represent the will of the served public. An executive session is part of a public meeting from which the public may be excluded to discuss a limited and specific subject matter. The governing body may, at its discretion, invite others into the executive session. This ordinance clarifies that the municipal administrator (as chief administrative officer for the assembly); the municipal attorney (to assure compliance with Alaska’s Open Meetings Act and to advice on legal issues); and the parliamentarian (to advice on meeting conduct) will attend executive sessions. Alaska Statute 29.20.380 and Sitka General Code 2.04.110 designate the municipal clerk to act as the parliamentarian. Historically, the municipal administrator, municipal attorney, and parliamentarian routinely attend an executive session, unless a motion made and approved by the assembly states otherwise. However, these practices have never been codified.

4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that Section 2.04.020 of the Sitka General Code is amended to read as follows:

Chapter 2.04
CITY AND BOROUGH ASSEMBLY

2.04.020 Meetings.
F. The municipal administrator or (his/her designee) serving as chief administrative officer for the assembly; the municipal attorney to assure compliance with Alaska’s Open Meetings Act and to advise on legal issues; and the municipal clerk as parliamentary advisor will attend executive sessions of the assembly, unless otherwise excluded in the motion to enter into executive session. Other persons may be invited into the executive session by an approved motion of the assembly and must be named in said motion.

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 13th day of January, 2014.

Mim McConnell, Mayor

ATTEST:

Sara Peterson, CMC
Acting Municipal Clerk



Legislation Details

File #: ORD 15-01 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 1/6/2015 In control: City and Borough Assembly

On agenda: 1/13/2015 Final action:

Title: Authorizing a lease amendment to the tidelands lease in Alaska Tidelands Survey 1160 to Wade and Gretchen Parrish

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2015-01](#)
[Memo and attachments](#)
[Ord 2015-01](#)
[Tidelands Lease Agreement](#)
[Planning Comm. minutes, staff reports](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2015-01 on
first reading.



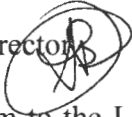
City and Borough of Sitka

100 Lincoln Street Sitka, Alaska 99835

Coast Guard City, USA

Memorandum

To: Mark Gorman, Municipal Administrator
Mayor McConnell and Assembly Members

From: Scott Brylinsky, Interim Planning Director 

Subject: Ordinance Authorizing an Addendum to the Lease of Approximately 0.04 Acres of Tidelands in Alaska Tidelands Survey 1160 to Wade and Gretchen Parrish

Date: December 30, 2014

The attached ordinance authorizes an addendum to a tidelands lease with Wade and Gretchen Parrish. That lease was renewed for a 30-year term in December of 2013. The addendum is to associate the lease with the upland property to provide a means for the Parrish's to obtain financing for their home.

General procedure set out in ordinance and by historical practice is that tidelands leases are reviewed by the Planning Commission, and authorized by the Assembly through ordinance. The Planning Commission reviewed and approved the addendum on December 16, 2014.

This action item is, so far as we know, the first of its kind to come before the Assembly. The Lessees have encountered a problem with financing of their home, an upland structure adjacent to the leased tidelands. That structure encroaches onto the city leased tidelands. The encroachment is approximately 2 feet in depth, by 6 feet in width on the long leg of the triangle. (Attachment A).

This addendum provides a means for the Parrish's to obtain financing for their property, by allowing their property interest in the tidelands lease to be mortgaged along with the upland property.

The transfer document of these tidelands from the State to the municipality (Attachment B) stipulates that the city may lease the land, but may not sell it. The Municipal Attorney assures us that the terms of the Addendum do not constitute a sale.

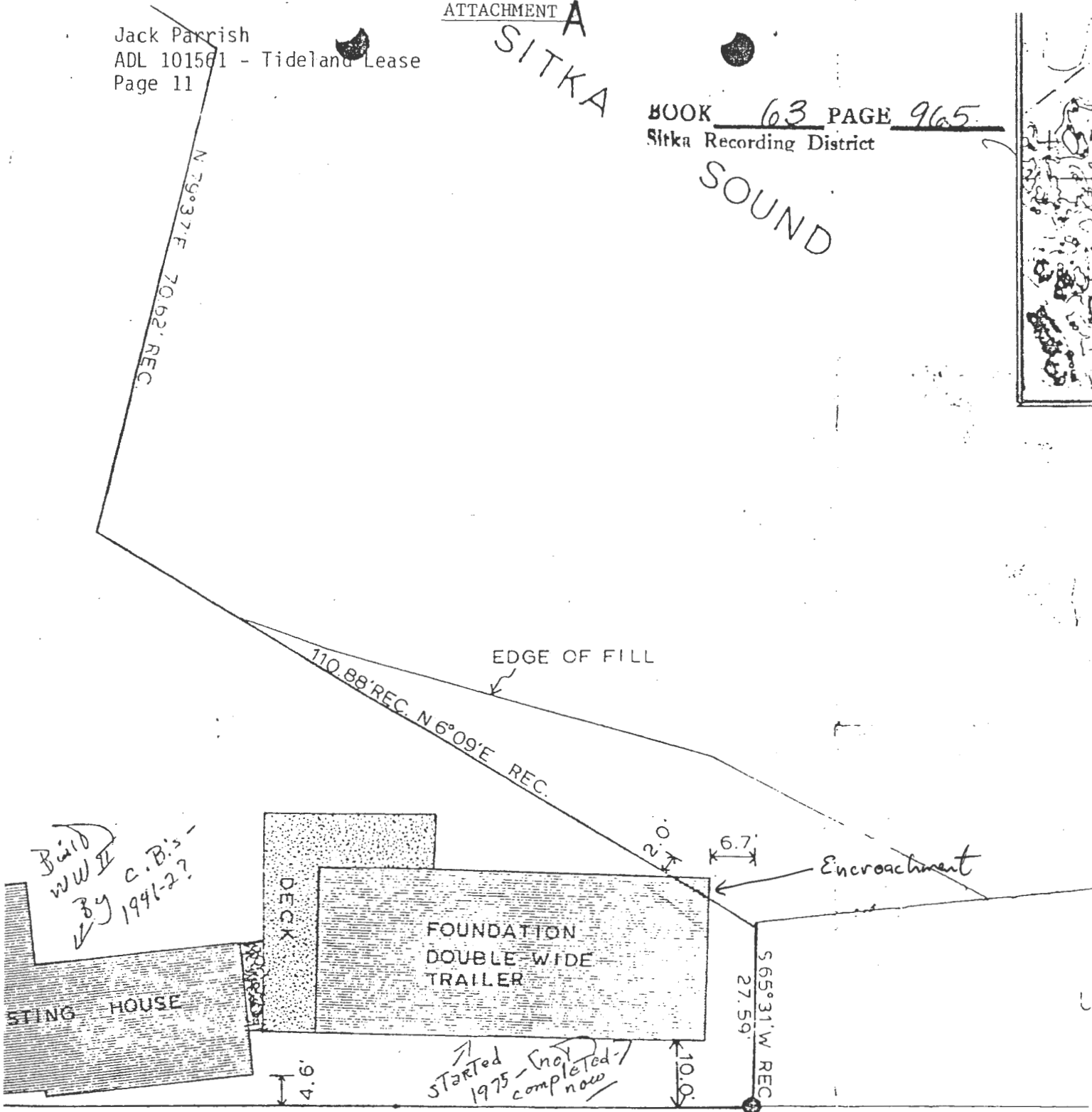
Recommendation: Authorize the Addendum.

Jack Parrish
ADL 101561 - Tideland Lease
Page 11

ATTACHMENT A
SITKA

BOOK 63 PAGE 965
Sitka Recording District

SOUND



8 4-0 2 8 2
N/C

RECORDED-FILED
SITKA REC.
DISTRICT

FEB 3 3 08 PM '84

REQUESTED BY (AS/DL+WM)

ADDRESS _____

After Recording Mailto:

AK. Dept. of Nat. Resources
Division of Land + Water Mgt.
Contract Administration
Pouch 7-005

State of Alaska



Tidelands Patent No. 439

ADL No. 106345

Know Ye By These Presents that the Grantor, the STATE OF ALASKA, DEPARTMENT OF NATURAL RESOURCES, 550 West 7th Avenue, Suite 1050A, Anchorage, Alaska 99501-3579, pursuant to AS 38.05.825 the regulations promulgated thereunder, and the Final Finding and Decision dated August 11, 1997, for good and valuable consideration, grants and conveys to the Grantee, the CITY AND BOROUGH OF SITKA, whose mailing address of record is 100 Lincoln Street, Sitka, Alaska 99835, Grantee's successors and assigns, those tidelands situated in the Sitka Recording District, State of Alaska, and described as follows:

ALASKA TIDELANDS SURVEY NO. 580, CONTAINING 1.463 ACRES, MORE OR LESS, ACCORDING TO THE SURVEY PLAT RECORDED IN THE SITKA RECORDING DISTRICT ON JULY 16, 2007, AS PLAT 2007-19.

ALASKA TIDELANDS SURVEY NO. 1160, CONTAINING 0.04 ACRE, MORE OR LESS, ACCORDING TO THE SURVEY PLAT FILED IN THE SITKA RECORDING DISTRICT ON OCTOBER 26, 1982, AS PLAT 82-41.

VACATION AND REPLAT OF ALASKA TIDELANDS SURVEY NO. 1286, CONTAINING 0.664 ACRE, MORE OR LESS, ACCORDING TO THE SURVEY PLAT RECORDED IN THE SITKA RECORDING DISTRICT ON MAY 22, 1990, AS PLAT 90-10.

TRACT A OF ALASKA TIDELAND SURVEY NO. 1496, CONTAINING 33.35 ACRES, MORE OR LESS, ACCORDING TO THE SURVEY PLAT FILED IN THE SITKA RECORDING DISTRICT ON OCTOBER 5, 1995, AS PLAT 95-28.

AGGREGATING 35.517 ACRES, MORE OR LESS.

Subject to: valid existing rights, including reservations, easements, and exceptions in the U.S. Patent or other state or federal conveyance, and in acts authorizing the issue thereof; easements, rights-of-way, covenants, conditions, reservations, notes on the plat, and restrictions of record, if any.



Further subject to: the terms and conditions of AS 38.05.825, including the condition the grantee may lease the land, but may not sell it; title to the land conveyed under this authority reverts to the State of Alaska upon dissolution of the municipality and the grantee takes title to the tidelands subject to the rights of the public under the Public Trust Doctrine.

The Grantor hereby expressly saves, excepts and reserves out of the grant hereby made, unto itself, its lessees, successors, and assigns forever, all oils, gases, coal, ores, minerals, fissionable materials, geothermal resources, and fossils of every name, kind or description, and which may be in or upon said lands above described, or any part thereof, and the right to explore the same for such oils, gases, coal, ores, minerals, fissionable materials, geothermal resources, and fossils, and it also hereby expressly saves and reserves out of the grant hereby made, unto itself, its lessees, successors, and assigns forever, the right to enter by itself, its or their agents, attorneys, and servants upon said lands, or any part or parts thereof, at any and all times for the purpose of opening, developing, drilling, and working mines or wells on these or other lands and taking out and removing therefrom all such oils, gases, coal, ores, minerals, fissionable materials, geothermal resources, and fossils, and to that end it further expressly reserves out of the grant hereby made, unto itself, its lessees, successors, and assigns forever, the right by its or their agents, servants and attorneys at any and all times to erect, construct, maintain, and use all such buildings, machinery, roads, pipelines, powerlines, and railroads, sink such shafts, drill such wells, remove such soil, and to remain on said lands or any part thereof for the foregoing purposes and to occupy as much of said lands as may be necessary or convenient for such purposes hereby expressly reserving to itself, its lessees, successors, and assigns, as aforesaid, generally all rights and power in, to, and over said land, whether herein expressed or not, reasonably necessary or convenient to render beneficial and efficient the complete enjoyment of the property and rights hereby expressly reserved.

To Have and to Hold the said land, together with the tenements, hereditaments, and appurtenances thereunto appertaining, unto the said Grantee and Grantee's successors and assigns forever.

[Signature Page to Follow]



In Testimony Whereof the State of Alaska has caused these presents to be executed by the Director of the Division of Mining, Land and Water, Department of Natural Resources, State of Alaska, pursuant to delegated authority, this 21st day of August, 2009.

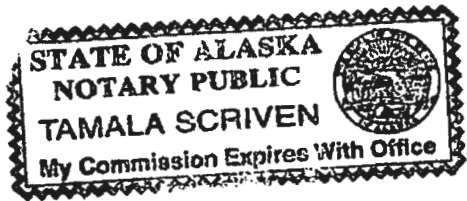
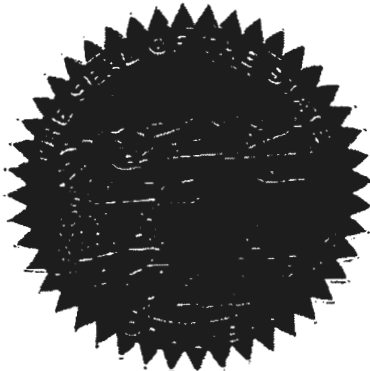
By: *Wyn Menefee*
Wyn Menefee, Deputy Director
Division of Mining Land & Water
Department of Natural Resources

State of Alaska)
) ss.
Third Judicial District)

This is to certify that on the 21st day of August, 2009, personally appeared before me WYN MENELEE, who is known to me to be the person who has been lawfully delegated the authority of Richard H. Mylius, the Director of the Division of Mining, Land & Water, Department of Natural Resources, State of Alaska, to execute the foregoing document under such legal authority and with knowledge of its contents; and that such act was performed freely and voluntarily upon the premises and for the purposes stated therein.

Witness my hand and official seal the day and year in this certificate first above written

Tamala Scriven
Notary Public in and for the State of Alaska
My commission expires with office



Tidelands Patent No. 439
ADL No. 106345
Location Index:
T. 55 S., R. 63 E., C.R.M.
Sections 16, 27, 34, 35



CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2015 – 01

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA, ALASKA AUTHORIZING A LEASE AMENDMENT TO THE TIDELANDS LEASE IN ALASKA TIDELANDS SURVEY 1160 TO WADE AND GRETCHEN PARRISH

1. **CLASSIFICATION.** This ordinance is not of a permanent nature and is not 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 approve a minor lease amendment to allow a leaseholder to obtain bank financing on their building on an upland parcel, a portion of which encroaches onto the lessee’s tidelands lease with the City and Borough.
4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough to:
 - A. A lease addendum to Tideland Lease ADL 101561 is hereby authorized with the following terms:
 - 1) Lessees shall be entitled to mortgage their interest in the Lease so long as (a) that mortgage also covers Lessee’s adjacent upland property, and, (b) that mortgage is secured through a financing entity licensed to business in the State of Alaska.
 - 2) Should Lessees default on their mortgage, their interest in the Lease shall be subject to foreclosure and transfer/sale along with, and only along with, the adjacent upland property, pursuant to the mortgage, and without consent of Lessor – so long as there is compliance with all lease terms. Mortgagee would have the right to acquire in its own name, or a designee, the rights of the Lessees upon foreclosure or assignment in lieu of foreclosure.
 - 3) During the term of the Lease, the City and Borough of Sitka will give the mortgaging entity 30 days advance written notice, duplicate to that provided in paragraph 2(f) of the Lease, of any conditions that might trigger a default of the lease, so long as the mortgaging entity has already given the office of the Municipal Attorney of the City and Borough of Sitka a mailing address for such notice(s).
 - 4) The parties understand that this addendum does not confer to the Lessee, the Mortgagee, or any other party an ownership right to the leased tidelands.
 - B. The Administrator is authorized to execute a lease document consistent with the terms of this ordinance, SGC Title 18 that governs tidelands leases, Tidelands Patent 439, and existing municipal policies and practices on tideland leases.

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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 27th day of January, 2015.

Mim McConnell, Mayor

ATTEST:

Sara Peterson, CMC
Acting Municipal Clerk



Document Title: Tidelands Lease Agreement

Grantor: City and Borough of Sitka

Grantee: Wade and Gretchen Parrish

Recording District: Sitka Recording District

Property Description: 0.04 acres of Alaska Tideland Survey No. 1160

After Recording Return to: Clerks Office - City and Borough of Sitka
100 Lincoln Street
Sitka, AK 99835

THIS COVER SHEET HAS BEEN ADDED TO THIS DOCUMENT TO PROVIDE SPACE FOR THE RECORDING DATA. THIS COVER SHEET APPEARS AS THE FIRST PAGE OF THE DOCUMENT IN THE OFFICIAL PUBLIC RECORD.

DO NOT DETACH

**WADE AND GRETCHEN PARRISH
TIDELANDS LEASE AGREEMENT**

The City and Borough of Sitka ("CBS" or "Lessor") and Wade and Gretchen Parrish ("Parrish" or "Lessee"), collectively referred to as the "Parties," enter into this Tidelands Lease Agreement ("Lease"), based on the terms and conditions set out in this "Lease," and as approved by the City and Borough of Sitka Assembly in Ordinance 2013-45, effective December 24, 2013.

WHEREAS, the Lessor is the owner of certain tidelands within protracted Section 16, Township 55 South, Range 63 East, Copper River Meridian in Sitka, Alaska, comprising of approximately 0.04 acres in Alaska Tidelands Survey No. 1160, and graphically represented on the copy of the attached Exhibit A, hereafter referred to as the "Subject Property;" and

WHEREAS, the Assembly determines that the criteria in Sitka General Code 18.16.130 Preference Rights and Nonpreference Rights do not apply since the City and Borough of Sitka is the upland owner.

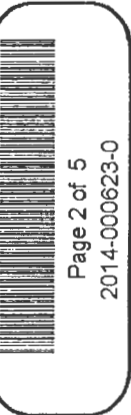
NOW THEREFORE, based on the consideration set out below, the Lessor and Lessee agree to the following terms and conditions:

1. Lessor leases to the Lessee, for a term of approximately thirty (30) years, expiring December 31, 2043, the Subject Property described as:

Alaska Tidelands Survey No. 1160, located within protracted Section 16, Township 55 South, Range 63 East, Copper River Meridian, according to the plat filed in the Sitka Recording District on October 26, 1982 as Plat 82-52 containing 0.04 acres, more or less.

2. Lessee, in consideration of this Lease, agrees as follows:

- a. Lease payments shall be made annually to Lessor. The annual lease payments shall be \$751.28 per year, which is the equivalent of 4.5% of the value of the Subject Property, which is valued at \$16,695.00. All subsequent annual lease payments shall be subject to adjustment in accordance with Sitka General Code ("SGC") Section 18.16.210, and any subsequent amendment to this code section.
- b. The current version of SGC Section 18.16.210 subjects the annual lease payment to adjustment on the seventh anniversary of the lease and each seven years thereafter, with the annual lease payment being changed by the percentage change in the amount established by dividing the grand total of the land value on the official municipal real property assessment roll for the initial tax year, compared with similar calculation using the figures seven years later. The base figure the initial tax year is \$16,695. The Lessee shall be subject to any adjustment to rent as set out in any subsequent amendment to SGC Section 18.16.210.
- c. Lessee shall pay sales tax to the City and Borough of Sitka, based on the amount of each annual lease payment.



- d. The first year's payment is due on the date the Lease is signed and executed by all of the parties to the Lease. All subsequent payments shall be made by that same date each year.
- e. The Lease may not be assigned or sublet by the Lessee without the consent of the Lessor.
- f. If the full lease payment is not timely paid, and Lessee fails to remedy default within thirty (30) days after receipt of written notice of any such lease payment arrears, the Lessor may immediately, or at any time thereafter while such default continues, terminate the lease, repossess the Subject Property, enter on Subject Property, expel Lessee and those claiming right to possession or to be on the Subject Property based on the rights of the Lessee, and remove Lessee's effects (forcefully if necessary) without being guilty of any trespass. These rights are in addition to any other rights and remedies, without prejudice, which might otherwise be used for arrears or lease payments, proceedings on breach of agreement, or collection on arrears.
- g. The Lessee agrees to pay any Local Improvement District assessments that may be levied against the Subject Property to the same extent and in the same amount as if the Lessee were the owner of the Subject Property which would be included in the Local Improvement District to be formed or contemplated. The Lessee shall share the Lessor's right as owner in all proceedings under the Local Improvement District (except for payment of assessments) in proportion that the remaining years of the lease bear to twenty (20). (For example: If the lease has five (5) years to run, the Lessee shall have the right to exercise 5/20ths of the Lessor's vote and the Lessor, 15/20ths.)

3. The Parties mutually agree as follows:

- a. The terms and conditions herein contained shall apply to and bind the heirs, successors, and agents of the respective Parties.
- b. Waiver by Lessor of any term or condition setout in this Lease shall not be considered a waiver of any subsequent breach of said term or condition.
- c. Lessee agrees to hold harmless, insure and indemnify the Lessor from any liability for property damage or personal injury to any person or persons on or about the Subject Property and to carry and provide proof of liability insurance in such amounts as may be agreed to between the parties to cover such liability, with the Lessor as an additional named insured.
- d. The Lease may be renewed if upon the expiration of the Lease, the Lessee desires a renewal lease on the Subject Property or property interests covered herein. Lessee shall within thirty (30) days before the expiration of the Lease, make a written request to the Lessor for renewal of lease in which Lessor must certify under oath as to the character and value of all the improvements existing upon the land, the purpose for which Lessee desires a renewal, and such other information as may be required.
- e. If Lessee occupies the Subject Property after the expiration date of this Lease without the consent of the Lessor, such possession shall be construed as an annual tenancy and Lessee



shall annually pay Lessor the amount of the rent paid during the last year of the Lease until the Lease is terminated by the Lessor.

- f. The Lessee may terminate the Lease upon giving the Lessor thirty (30) days prior written notice.
- g. At any termination of the Lease, all improvements placed on the Subject Property and attached to the land so as to become part of the real property by common law definition shall become the property of the Lessor.
- h. Each Party to the Lease represents that its representative or agent who signs and executes the Lease has been delegated and is authorized to legally bind each Party regarding this Lease.

LESSEE

Wade Parrish

CITY AND BOROUGH OF SITKA

Mark Gorman, Municipal Administrator

LESSEE

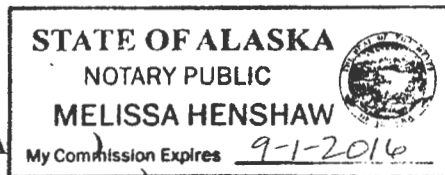
Gretchen Parrish

STATE OF ALASKA)

) ss.

FIRST JUDICIAL DISTRICT)

On this 30th day of December, 2013, Wade and Gretchen Parrish, whose identities are personally known to me or proved to me on the basis of satisfactory evidence, sign this Lease Agreement and affirms by signing this document to be authorized to sign and does so freely and voluntarily.



Notary Public for Alaska

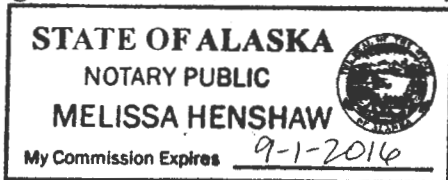
My Commission Expires: 9-1-2016

STATE OF ALASKA)

) ss.

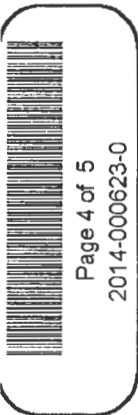
FIRST JUDICIAL DISTRICT)

On this 30th day of December, 2013, Mark Gorman, Municipal Administrator of the City and Borough of Sitka, Alaska, a municipal corporation organized under the laws of the State of Alaska, signs this Lease Agreement on its behalf, and affirms by signing this document to be authorized to sign on its behalf, and does so freely and voluntarily.



Notary Public for Alaska

My Commission Expires: 9-1-2016



CERTIFICATE OF OWNERSHIP AND DEDICATION

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ACCEPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE: 6/28/00
 SIGNATURE: Jon Parrish
 TRUSTEE FOR STATE N. PARRISH TRUST

NOTARY'S ACKNOWLEDGMENT

US OF AMERICA
 STATE OF ALASKA
 CITY & BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS 28 DAY OF JUNE 2000 BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED Jon Parrish, Trustee FOR STATE N. PARRISH TRUST

TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND HE ACKNOWLEDGED TO ME THAT HE SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST

MY COMMISSION EXPIRES Nov. 18, 2001
 STATE OF ALASKA
 NOTARY PUBLIC
 JENNIFER MARINEY
 HEREIN WRITTEN Jennifer Mariney
 NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY AS RECORDED IN MINUTE BOOK N/A PAGE N/A DATED N/A 2000 AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX OFFICIO RECORDER, SITKA, ALASKA.

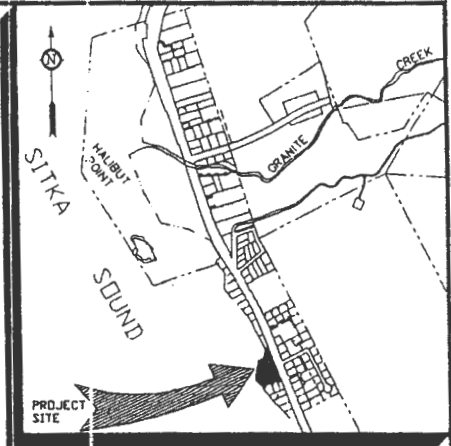
DATE: 6/27/00
 MAYOR: [Signature]
 CITY AND BOROUGH CLERK: [Signature]



CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND FINANCE DIRECTOR FOR THE CITY & BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY & BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE RECORDS IN THE NAME OF: STATE N. PARRISH TRUST (CALL OWNERS OF RECORD), AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL L.I.D.'S ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL.

DATED THIS 28th DAY OF June 2000 AT SITKA, ALASKA
 FINANCE DIRECTOR: [Signature]
 CITY & BOROUGH OF SITKA



VICINITY MAP
 SCALE 1"=1,000'

- LEGEND**
- ⊕ BLM/GLD PRIMARY BRASS CAP (RECOVERED)
 - ⊙ SECONDARY MONUMENT (SET)
 - ⊞ 1 1/2" ALUM WOOD TABLET (SET)
 - ⊞ 1x2 HUB SET
 - ⊞ RECORDED DATA
 - ⊞ COMPUTED DATA
 - ⊞ MEASURED DATA

CERTIFICATE STATE OF ALASKA (FIRST JUDICIAL DISTRICT)

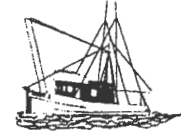
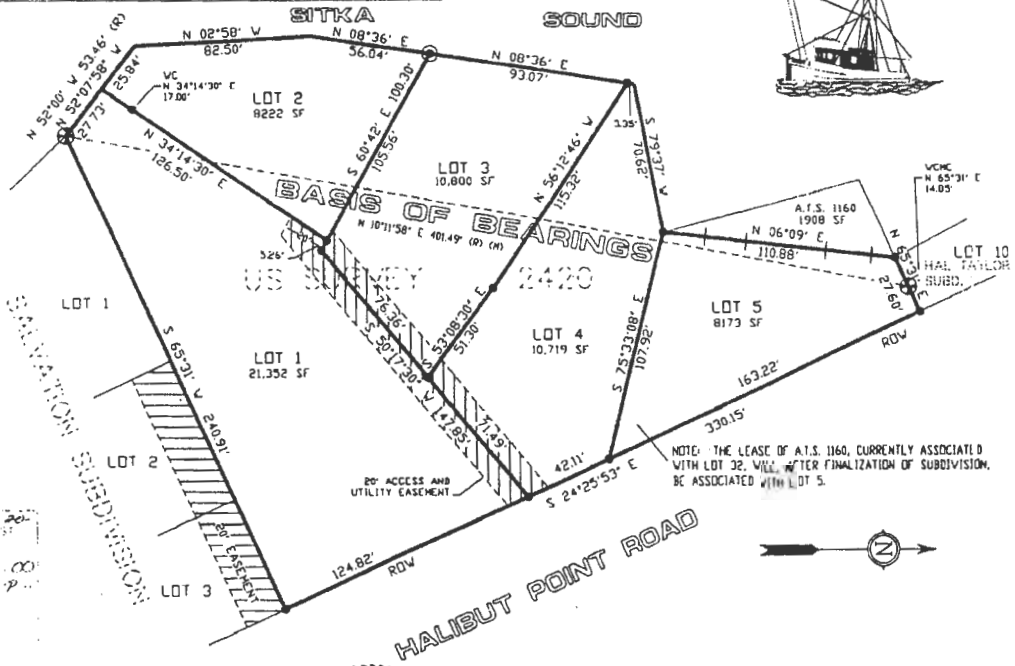
I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE CITY & BOROUGH OF SITKA, HEREBY CERTIFY THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY & BOROUGH OF SITKA, IN THE NAME OF: STATE N. PARRISH TRUST AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL; THAT CURRENT TAXES FOR THE YEAR 2000, WILL BE DUE ON OR BEFORE AUGUST 7, 2000 DATED THIS 28th DAY OF June 2000.

ASSESSOR: [Signature]
 CITY AND BOROUGH OF SITKA

CERTIFICATE OF APPROVAL BY THE BOARD

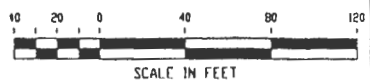
I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLATTING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. P00-4 DATED May 30 2000, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, SITKA, ALASKA.

DATE: 7-6-00
 CHAIRMAN, PLATTING BOARD: [Signature]
 SECRETARY: [Signature]



PLAT NOTES

1. THE PURPOSE OF THIS PLAT IS TO SUBDIVIDE LOT 32 INTO 5 LOTS OF APPROXIMATELY EQUAL VALUE.
2. LOT 1 OF THIS SUBDIVISION MAY NOT BE FURTHER SUBDIVIDED UNLESS ALTERNATE ACCESS FROM HALIBUT POINT ROAD CAN BE PROVIDED.
3. NO NEW STRUCTURES MAY BE BUILT OR PLACED ON THE LOTS IN THIS SUBDIVISION UNLESS THE EXISTING UTILITIES ARE FIRST LOCATED ON THE LOT INVOLVED, AND THE NEW STRUCTURE DOES NOT INTERFERE WITH THOSE UTILITIES.
4. LOT 5 CAN BE ACCESSED ONLY FROM HALIBUT POINT ROAD.
5. THE SMALLER TRAILER ON LOT 3 MUST BE REMOVED WITHIN ONE YEAR OF THE RECORDING DATE OF THIS PLAT.



O'NEILL
 SURVEYING AND ENGINEERING

BOX 1849 SITKA, ALASKA 99835
 (907) 747-6700

BY	DATE	REV	DESCRIPTION OF CHANGE



DESIGNED: P. O'NEILL
 DRAWN: STIGAS/ACAR
 CHECKED: PH
 DATE OF PLAT: JAN. 2003
 SCALE: 1" = 80'
 DRAWING NAME: 30224-01
 PROJECT NO.: 30224-01-00

SURVEYOR'S CERTIFICATE
 I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN CONDUCTING THIS SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL ENCLOSURES AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.
 DATE: 6/27/00
 PATRICK H. O'NEILL, L.S.

PARRISH SUBDIVISION
LOT 32
U. S. SURVEY 2420
 CLIENT: PARRISH ESTATE

**CITY AND BOROUGH OF SITKA
Planning Commission
Minutes of Meeting
December 16, 2014**

Present: Richard Parmelee (Chair), Chris Spivey (Vice-Chair), Debra Pohlman (Member), Darrell Windsor (Member, Arrived at 7:11), Scott Brylinsky (Interim Planning Director), Maegan Bosak (Planner I), Erin Clay (Temporary Planner I), Dan Tadic (Municipal Engineer)

Absent: None

Members of the Public: Marjorie Hennessy, Sara and Dennis Peterson, Sam Smith, Amy and Dalton Bergman, Gretchen and Wade Parrish, Bart Meyer, Marie Murray, Michelle Huang, Jonathan Kreiss-Tomkins

Chair Parmelee called the meeting to order at 7:02 p.m.

Roll Call:

PRESENT: 4 – Parmelee, Spivey, Pohlman, Windsor

Consideration of the Minutes from the December 2, 2014 meeting:

MOTION: M/S SPIVEY/POHLMAN moved to approve the meeting minutes for December 2, 2014.

ACTION: Motion **PASSED unanimously 3-0** on a voice vote.

The evening business:

**VARIANCE
101 MOLLY LANE
SAM SMITH**

Public hearing and consideration of a variance requested by Sam Smith at 101 Molly Lane. The variance request is for a reduction in the Price Street front property setback from 10ft to 8ft and for a reduction in the Molly Lane front property setback from 20ft to 18ft. The property is also known as Lot 1, Mountainview Subdivision.

STAFF REPORT: Brylinsky described the application materials and discussed the variance request. One public comment was received by the Planning Department from a neighbor objecting to the variance requested on the Price Street front due to impacts on their view.

APPLICANT: Sam Smith came forward to describe his project. Smith stated that the building would be used for commercial purposes with one bay being used for his construction business and the other bay as a rental. Two apartments will be located above the bays. The building ridge will be 5ft below the maximum height allowed by code. The intent is to maximize the use of the lot and provide more operating room around the building.

~~**MOTION: M/S SPIVEY/ WINDSOR** moved to approve disposal of CBS property located at 105 Thomas Young Sr Circle, Kaasda Heen Shaak Subdivision. The parcel was acquired as a space for a future park during the Kaasda Heen Shaak Subdivision process. The Sitka Parks and Recreation Committee recently approved a non-objection to remove the restriction "Space for Future Park" from the lot.~~

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

~~-----The Commission took a five minute recess from 8:13 to 8:18-----~~

**TIDELAND LEASE AMMENDMENT
SEAWARD OF 3403 HALIBUT POINT ROAD
GRETCHEN AND WADE PARRISH**

Public hearing and consideration of an amendment to a CBS Tideland lease held by Wade and Gretchen Parrish. The tidelands are adjacent to 3403 Halibut Point Road.

STAFF REPORT: Brylinsky discussed the history of the lease for tidelands that the city is able to lease but not sell. The Parrish house slightly encroaches on the leased tidelands. The purpose of the lease addendum is to attach the tidelands to the adjacent property so that the Parrish's are able to obtain a mortgage. The lease amendment has been reviewed by the legal department and does not constitute a sale or conflict with state requirements for the tidelands lease.

PUBLIC COMMENT: Gretchen Parrish came forward and reiterated that the amendment was needed for them to get a home mortgage.

PLANNING COMMISSION DELIBERATION: Commissioner Spivey commented that he could understand why the bank is requiring this action.

MOTION: M/S SPIVEY/ POHLMAN moved to approve an amendment to a CBS Tideland lease held by Wade and Gretchen Parrish. The tidelands are adjacent to 3403 Halibut Point Road.

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

~~**VARIANCE
KASEY DAVIS
505 HIRST STREET**~~

~~*Public hearing and consideration of a variance requested by Kasey Davis at 505 Hirst Street. The variance request is for a reduction in the front property setback from 20ft to 15ft and for a reduction in the rear setback from 10ft to 9ft. The property is also known as Lot 13, Block 4, Sirstad Addition No. 1.*~~

~~**STAFF REPORT:** Brylinsky described the variance request. The lot is smaller than the minimum lot size and is located at the end of a dead end street.~~

~~**APPLICANT:** Kasey Davis came forward. Davis described the subject lot and how the existing drainage ditch, French drain and garden beds limit the proposed shed orientation.~~



City and Borough of Sitka

100 Lincoln Street Sitka, Alaska 99835

Coast Guard City, USA

Sitka Planning Commission Agenda

Tuesday, December 16, 2014

Held at Harrigan Centennial Hall

209 Lake Street, Sitka, Alaska

7:00pm

- I. CALL TO ORDER AND ROLL CALL
- II. CONSIDERATION OF THE AGENDA
- III. CONSIDERATION OF THE MINUTES FROM December 2, 2014
- IV. THE EVENING BUSINESS

A. Public hearing and consideration of a variance requested by Sam Smith at 101 Molly Lane. The variance request is for a reduction in the Price Street front property setback from 10ft to 8ft and for a reduction in the Molly Lane front property setback from 20ft to 18ft. The property is also known as Lot 1, Mountainview Subdivision.

B. Public hearing and consideration of a proposed amendment to Sitka General Code Title 15 Public Utilities, adding a new section SGC 15.07 Storm Drainage. CBS Public Works requests Planning Commission consideration of this ordinance because of its relationship to subdivision development.

C. Public hearing and consideration of a proposal to dispose of CBS property located at 105 Thomas Young Sr Circle, Kaasda Heen Shaak Subdivision. The parcel was acquired as a space for a future park during the Kaasda Heen Shaak Subdivision process. The Sitka Parks and Recreation Committee recently approved a non-objection to remove the restriction "Space for Future Park" from the lot.

D. Public hearing and consideration of an amendment to a CBS Tideland lease held by Wade and Gretchen Parrish. The tidelands are adjacent to 3403 Halibut Point Road.

E. Public hearing and consideration of a variance requested by Kasey Davis at 505 Hirst Street. The variance request is for a reduction in the front property setback from 20ft to 15ft and for a reduction in the rear setback from 10ft to 9ft. The property is also known as Lot 13, Block 4, Sirstad Addition No. 1.

F. Discussion of possible modifications to the SGC requirements for Accessory Dwelling Units (ADU)s.

G. Appointment of a chair and vice-chair for the 2015 calendar year.

- V. PLANNING DIRECTOR'S REPORT
- VI. PUBLIC BUSINESS FROM THE FLOOR
- VII. ADJOURNMENT

NOTE: Individuals having concerns or comments on any item are encouraged to provide written comments to the Planning Office or make comments at the Planning Commission meeting. Written comments may be dropped off at the Planning Office in City Hall, emailed to maegan@cityofsitka.com, or faxed to (907) 747-6138. Those with questions may call (907) 747-1814.

Publish: December 8 and December 10

Request:

Review Addendum to Tideland Lease Agreement

Zoning District: R2-MHP

Front: 20 feet
Rear: 10 feet
Side: 8 feet

Meeting Flow

- o Report from Staff
- o Floor opened up for Public Comment
- o Comment period closed - brought back to the board
- o Motion to approve the lease amendment

Tonight's Motions

- o Move to recommend approval

Amend Parrish Tideland Lease Agreement

Approximately 0.04 Acres in Alaska Tideland Survey No. 1160
Seaward of 3403 Halibut Point Road
December 16, 2014

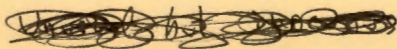
This action item is, so far as we know, the first of its kind to come before the Planning Commission. The request was initiated by Wade and Gretchen Parrish. This action item is to recommend Planning Commission Approval of an ordinance to authorize an addendum to a Tidelands lease with the estate of Jack Parrish (Attachment A). That lease was renewed for a 30-year term in December of 2013.

The Lessees have encountered a problem with financing of an upland structure adjacent to the leased tidelands. That structure encroaches onto the city leased tidelands. The encroachment is approximately 2 feet in depth, by 6 feet in width on the long leg of the triangle. (Attachment B).

This addendum is to provide a means for the Parrish's to obtain financing for their property.

The transfer document of these tidelands from the State to the municipality (Attachment C) stipulates that the city may lease the land, but may not sell it. The Municipal Attorney assures us that the terms of the Addendum do not constitute a sale.

Recommendation: Recommend Assembly approval of the Draft Ordinance.



1 CITY AND BOROUGH OF SITKA
2 ORDINANCE NO. 2014 - XX
3 AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA, ALASKA AUTHORIZING A
4 LEASE AMENDMENT TO THE TIDELANDS LEASE IN ALASKA TIDELANDS SURVEY 1160
5 TO ESTATE OF JACK N. PARRISH
6

7 BE IT ENACTED by the Assembly of the City and Borough of Sitka, Alaska as follows:
8

9 1. CLASSIFICATION. This ordinance is not of a permanent nature and is not intended to be a
10 part of the Sitka General Code of the City and Borough of Sitka, Alaska.
11

12 2. SEVERABILITY. If any provision of this ordinance or any application thereof to any person
13 or circumstance is held invalid, the remainder of this ordinance and application thereof to any
14 person and circumstances shall not be affected thereby.
15

16 3. PURPOSE. The purpose of this ordinance is to approve a minor lease amendment to allow
17 a leaseholder to obtain bank financing on their building on an upland parcel, a portion of which
18 encroaches onto the lessee's tidelands lease with the City and Borough.
19

20 4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and
21 Borough to:
22

23 A. A lease addendum to Tideland Lease ADL 101561 is hereby authorized with the
24 following terms:

- 25 1) Lessees shall be entitled to mortgage their interest in the Lease so long as (a)
26 that mortgage also covers Lessee's adjacent upland property, and, (b) that
27 mortgage is secured through a financing entity licensed to business in the
28 State of Alaska.
- 29 2) Should Lessees default on their mortgage, their interest in the Lease shall be
30 subject to foreclosure and transfer/sale along with, and only along with, the
31 adjacent upland property, pursuant to the mortgage, and without consent of
32 Lessor – so long as there is compliance with all lease terms. Mortgagee
33 would have the right to acquire in its own name, or a designee, the rights of
34 the Lessees upon foreclosure or assignment in lieu of foreclosure.
- 35 3) During the term of the Lease, the City and Borough of Sitka will give the
36 mortgaging entity 30 days advance written notice, duplicate to that provided
37 in paragraph 2(f) of the Lease, of any conditions that might trigger a default of
38 the lease, so long as the mortgaging entity has already given the office of the
39 Municipal Attorney of the City and Borough of Sitka a mailing address for
40 such notice(s).
- 41 4) The parties understand that this addendum does not confer to the Lessee,
42 the Mortgagee, or any other party an ownership right to the leased tidelands.
43

44 B. The Administrator is authorized to execute a lease document consistent with the
45 terms of this ordinance, SGC Title 18 that governs tidelands leases, Tidelands
46 Patent 439, and existing municipal policies and practices on tideland leases.
47

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

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PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka,
Alaska this XXth day of [month], 2014.

Mim McConnell, Mayor

ATTEST:

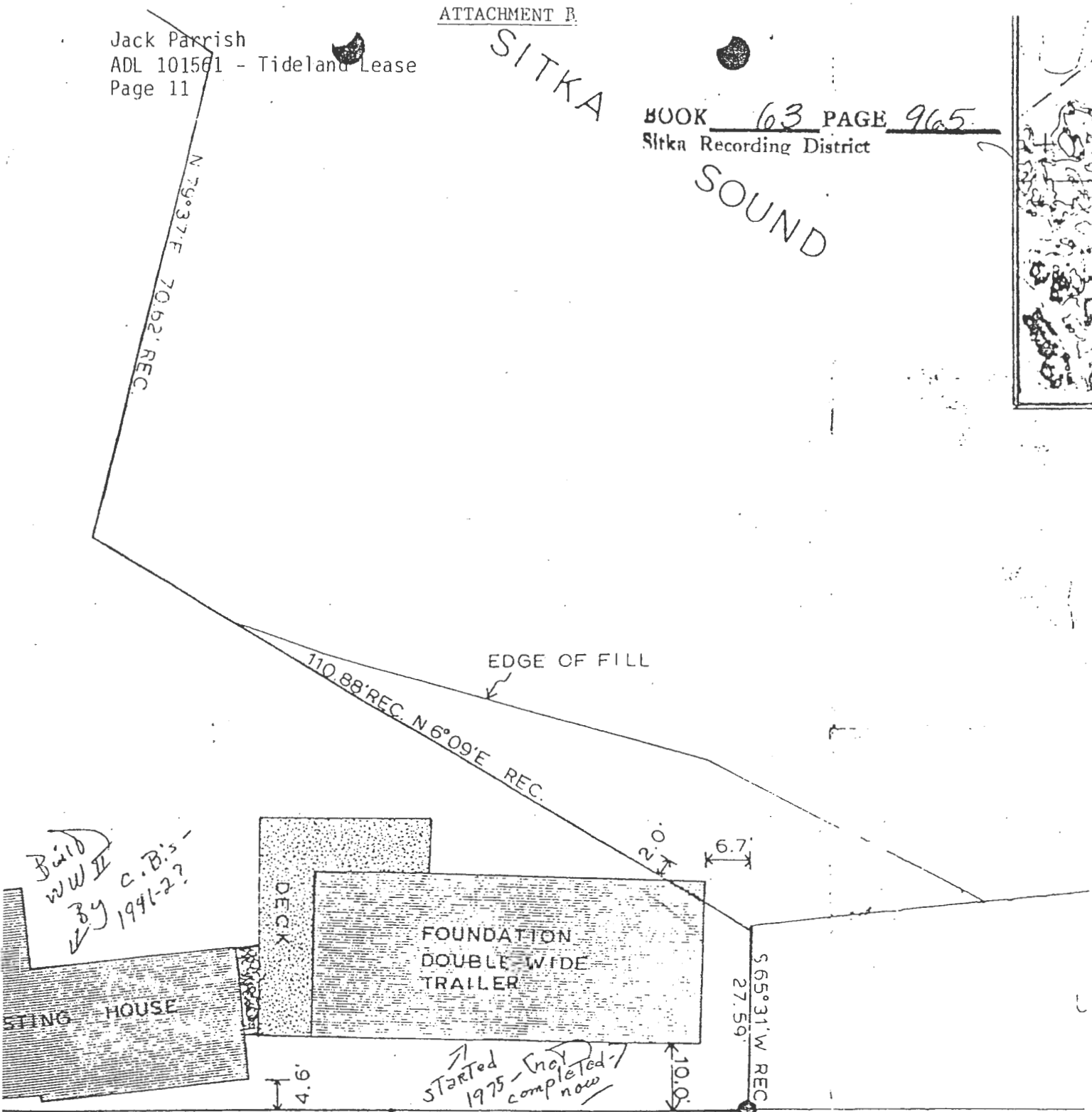
Colleen Ingman, CMC
Municipal Clerk

Jack Parrish
ADL 101561 - Tideland Lease
Page 11

SITKA

BOOK 63 PAGE 965
Sitka Recording District

SOUND



8 4 - 0 2 8 2
N/C

RECORDED-FILED
SITKA REC.
DISTRICT

FEB 3 3 08 PM '84
REQUESTED BY (AS/DL+WM)

After Recording Mailto:

AK. Dept. of Nat. Resources
Division of Land + Water Mgt.
Contract Administration
Pouch. 7-005

ADDRESS

Further subject to: the terms and conditions of AS 38.05.825, including the condition the grantee may lease the land, but may not sell it; title to the land conveyed under this authority reverts to the State of Alaska upon dissolution of the municipality and the grantee takes title to the tidelands subject to the rights of the public under the Public Trust Doctrine.

The Grantor hereby expressly saves, excepts and reserves out of the grant hereby made, unto itself, its lessees, successors, and assigns forever, all oils, gases, coal, ores, minerals, fissionable materials, geothermal resources, and fossils of every name, kind or description, and which may be in or upon said lands above described, or any part thereof, and the right to explore the same for such oils, gases, coal, ores, minerals, fissionable materials, geothermal resources, and fossils, and it also hereby expressly saves and reserves out of the grant hereby made, unto itself, its lessees, successors, and assigns forever, the right to enter by itself, its or their agents, attorneys, and servants upon said lands, or any part or parts thereof, at any and all times for the purpose of opening, developing, drilling, and working mines or wells on these or other lands and taking out and removing therefrom all such oils, gases, coal, ores, minerals, fissionable materials, geothermal resources, and fossils, and to that end it further expressly reserves out of the grant hereby made, unto itself, its lessees, successors, and assigns forever, the right by its or their agents, servants and attorneys at any and all times to erect, construct, maintain, and use all such buildings, machinery, roads, pipelines, powerlines, and railroads, sink such shafts, drill such wells, remove such soil, and to remain on said lands or any part thereof for the foregoing purposes and to occupy as much of said lands as may be necessary or convenient for such purposes hereby expressly reserving to itself, its lessees, successors, and assigns, as aforesaid, generally all rights and power in, to, and over said land, whether herein expressed or not, reasonably necessary or convenient to render beneficial and efficient the complete enjoyment of the property and rights hereby expressly reserved.

To Have and to Hold the said land, together with the tenements, hereditaments, and appurtenances thereunto appertaining, unto the said Grantee and Grantee's successors and assigns forever.

[Signature Page to Follow]



In Testimony Whereof the State of Alaska has caused these presents to be executed by the Director of the Division of Mining, Land and Water, Department of Natural Resources, State of Alaska, pursuant to delegated authority, this 21st day of August, 2009.

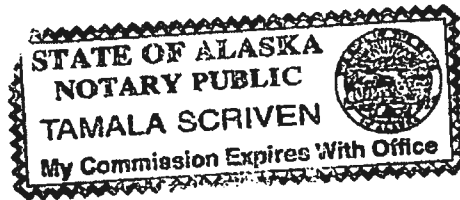
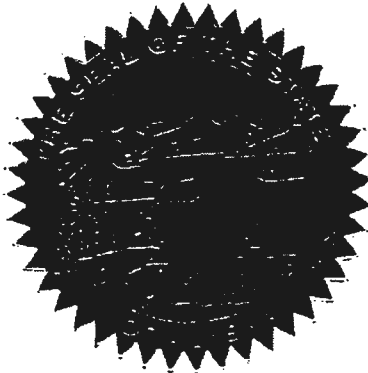
By: *Wyn Menefee*
Wyn Menefee, Deputy Director
Division of Mining Land & Water
Department of Natural Resources

State of Alaska)
) ss.
Third Judicial District)

This is to certify that on the 21st day of August, 2009, personally appeared before me WYN MENELEE, who is known to me to be the person who has been lawfully delegated the authority of Richard H. Mylius, the Director of the Division of Mining, Land & Water, Department of Natural Resources, State of Alaska, to execute the foregoing document under such legal authority and with knowledge of its contents; and that such act was performed freely and voluntarily upon the premises and for the purposes stated therein.

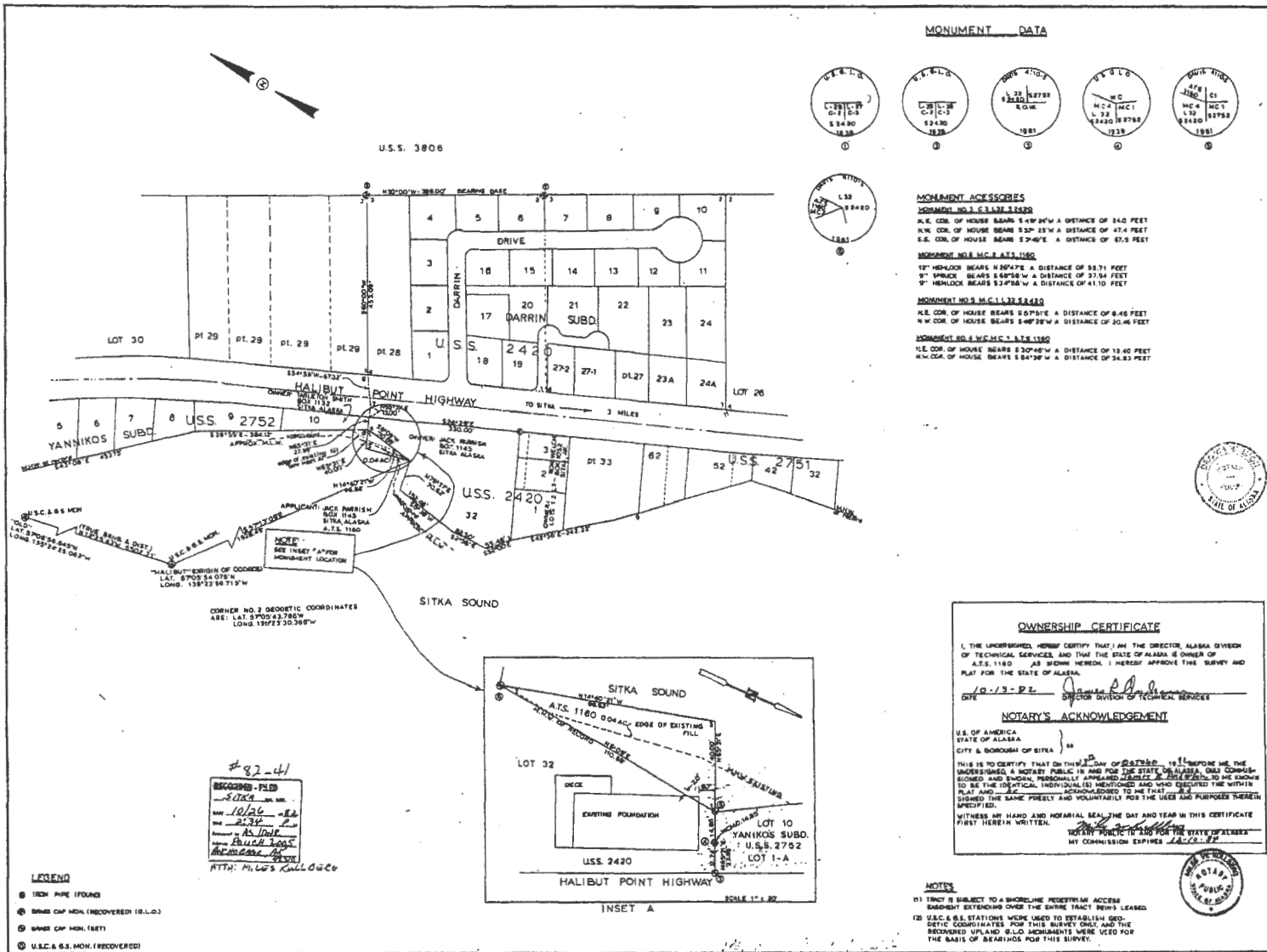
Witness my hand and official seal the day and year in this certificate first above written

Tamala Scriven
Notary Public in and for the State of Alaska
My commission expires with office



Tidelands Patent No. 439
ADL No. 106345
Location Index:
T. 55 S., R. 63 E., C.R.M.
Sections 16, 27, 34, 35





VICINITY MAP
 SCALE 1" = 1 MILE
 SOURCE: U.S.G.S. QUAD SITKA (4-3)

CERTIFICATE OF LESSEE

WE HEREBY CERTIFY THAT WE ARE THE LEGAL CLAIMANTS OF THE PROPERTY SHOWN HEREON AND THAT WE HEREBY APPROVE THIS PLAT OF SURVEY.

DATE: 10-17-92
 Witness: James P. Davis, Notary Public

NOTARY'S ACKNOWLEDGEMENT

U.S. OF AMERICA
 STATE OF ALASKA
 CITY & BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS 17th DAY OF OCTOBER, 1992, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DID COME AND PERSONALLY APPEAR JAMES P. DAVIS, ONE OF THE INDIVIDUALS MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND AS ACKNOWLEDGED TO ME THAT HE SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESS MY HAND AND NOTARIAL SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA
 MY COMMISSION EXPIRES 12-31-93

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA AND THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION AND THAT THE MONUMENTS SHOWN HEREON ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT.

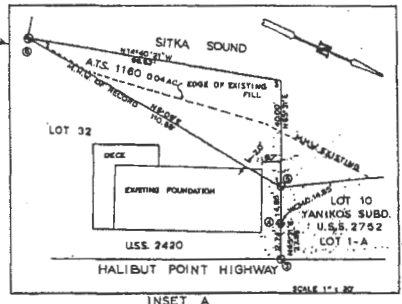
DATE: 10-17-92
 REGISTRATION NO. 4110-S
 JAMES P. DAVIS
 REGISTERED LAND SURVEYOR

BAR SCALE

0 100 200 300 400 500
 0 20m 40m 60m 80m 100m
 1 METER = 3.28083 U.S. SURVEY FEET
 1" = ADL NO. 101561

ALASKA TIDELANDS SURVEY NO. 1180
 WITHIN PROTRACTED SEC. 16, T55S, R63E, CRM.

DATE: 10-14-1990
 SCALE: 1" = 100'



#92-41
 RECORDED FILED
 -SITKA-
 DATE 10/26/92
 BY 2:34 PM
 JAMES P. DAVIS
 Notary Public
 State of Alaska
 ATTA: M.L.S. KALLOOGE

- LEGEND**
- ① 15CM PIPE (FOUND)
 - ② BRASS CAP MON. (RECOVERED) (G.L.O.)
 - ③ BRASS CAP MON. (SET)
 - ④ U.S.C. & G.S. MON. (RECOVERED)

PLAT # 72-41



Legislation Details

File #: ORD 15-02 Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 1/6/2015 In control: City and Borough Assembly
On agenda: 1/13/2015 Final action:
Title: Adjusting the FY15 Budget
Sponsors:
Indexes:
Code sections:
Attachments: [Motion Ord 2015-02](#)
[Ord 2015-02](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2015-02 on
first reading.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2015-02

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
ADJUSTING THE FY15 BUDGET

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

1. **CLASSIFICATION.** This ordinance is not of a permanent nature and is not 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 adjust the FY15 budgets for known changes.

4. **ENACTMENT.** The Assembly of the City and Borough of Sitka hereby adjusts the FY15 budget for known changes. In accordance with Section 11.10(a) of the Charter of the City and Borough of Sitka, Alaska, the budget for the fiscal period beginning July 1, 2014 and ending June 30, 2015 is hereby adjusted as follows:

<u>Account Number</u>	<u>Account</u>	<u>Increase</u>	<u>Decrease</u>
FISCAL YEAR 2015 EXPENDITURE BUDGETS			
GENERAL FUND			
Fire Department – Fixed Assets:			
100-520-022-800-5223.000	Tools & Small Equipment		\$9,488
100-550-670-7106.022	Fixed Assets/Equipment	\$9,488	
To Purchase a Fire Hose Transporter.			
Hospital Support:			
100-550-660-953-5290.000	Other Expense	\$1,000,000	
To recognize financial support in terms of a loan for the Sitka Community Hospital.			
Planning Department – Travel & Training:			
100-500-006-5212.000	Contracted/Purchased Services		\$3,200
100-500-006-5201.000	Travel & Training	\$3,200	
To attend valuable training that was not budgeted for the interim Planning Director and the Planner I position.			
Finance Department – Operations:			
100-500-004-5212.000	Contracted/Purchased Services	\$15,000	
To pay for arbitrage rebate compliance fees (General Obligation Bonds).			

<u>Account Number</u>	<u>Account</u>	<u>Increase</u>	<u>Decrease</u>
GENERAL FUND (cont.)			
Finance Department – Wages & Salaries:			
100-500-004-5110.001	Wages		\$5,306
100-500-004-5120.002	SBS		\$330
100-500-004-5120.004	PERS		\$1,171
200-600-601-5214.000	Interdepartment Services		\$2,076
210-600-601-5214.000	Interdepartment Services		\$1,441
220-600-601-5214.000	Interdepartment Services		\$1,416
230-600-601-5214.000	Interdepartment Services		\$1,392
240-600-601-5214.000	Interdepartment Services		\$482
100-300-370-3701.200	Electric Interfund Billing		\$2,076
100-300-370-3701.210	Water Interfund Billing		\$1,441
100-300-370-3701.220	Wastewater Interfund Billing		\$1,416
100-300-370-3701.230	Solid Waste Interfund Billing		\$1,392
100-300-370-3701.240	Harbor Interfund Billing		\$482
To adjust the FY15 budget for the remaining budgeted amount of the half time Customer Service Position.			
ENTERPRISE & INTERNAL SERVICE FUNDS			
Electric Fund – Debt Service:			
200-600-650-5295.000	Interest Expense	\$1,121,140	
Recognize Interest Payment on Bonds.			
Electric Fund – Operations:			
200-600-601-5212.000	Contracted/Purchased Services	\$10,000	
To pay for arbitrage rebate compliance fees.			
Harbor Fund – Operations:			
240-600-680-7200.000	Interfund Transfers Out	\$100,000	
To adjust the FY15 budget to authorize transfer of portion of raw fish tax to General Fund. Transfer in revenue was properly budgeted in General Fund, matching transfers out outlay was inadvertently omitted in Harbor Fund.			
MIS Fund – Operations:			
300-600-670-7106.000	Fixed Assets	\$28,114	
To adjust the budget for the remainder of the ERP.Net Project and to add an additional amount of \$20,000 for the Utilities Management Module expenses scheduled for February.			
MIS Fund – Operations:			
100-550-680-7200.000	Interfund Transfers Out	\$4,200	
300-300-390-3950.100	Transfer in General Fund	\$4,200	
300-600-670-7106.000	Fixed Assets	\$4,200	
To purchase a Purchase Card interface.			

<u>Account Number</u>	<u>Account</u>	<u>Increase</u>	<u>Decrease</u>
CAPITAL PROJECTS (cont.)			
Fund 706 – 2008 School Bond Project:			
706-300-360-3610.000	Interest Income	\$279,239	
706-600-630-5212.000	Contracted/Purchased Services	\$279,239	
To approve using interest earned from the Bond Issuance proceeds for the Blatchley Middle School Mechanical Upgrade Project #90640.			

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68 **EXPLANATION**

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70 **Necessary revisions in the FY 2015 budget were identified. These changes involve the increase of**
71 **expenditure accounts and causes decreased cash flows to the fund balance of various funds. A short**
72 **explanation of each budget revision is included.**

73

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

76

77 **PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka,**
78 **Alaska this 27th Day of January, 2015.**

79

80

81 **ATTEST:**

Mim McConnell, Mayor

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83

84

85 **Sara Peterson, CMC**
86 **Acting Municipal Clerk**



Legislation Details

File #: ORD 15-03 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 1/8/2015 In control: City and Borough Assembly

On agenda: 1/13/2015 Final action:

Title: Formally dissolving the Sitka Convention and Visitor's Bureau under the City's oversight effective July 1, 2015; with plans to issue a Request for Proposal(s) for an entity to take on the responsibilities for planning, coordinating, promoting and executing all phases of conventions, tourism and marketing for Sitka. The CBS will provide a percentage of bed tax revenues for funding purposes

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2015-03](#)
[Ord 2015-03](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2015-03 on
first reading.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. – 2015-03

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA (CBS), ALASKA FORMALLY DISSOLVING THE SITKA CONVENTION AND VISITOR’S BUREAU UNDER THE CITY’S OVERSIGHT EFFECTIVE JULY 1, 2015; WITH PLANS TO ISSUE A REQUEST FOR PROPOSAL(S) FOR AN ENTITY TO TAKE ON THE RESPONSIBILITIES FOR PLANNING, COORDINATING, PROMOTING AND EXECUTING ALL PHASES OF CONVENTIONS, TOURISM AND MARKETING FOR SITKA. THE CBS WILL PROVIDE A PERCENTAGE OF BED TAX REVENUES FOR FUNDING PURPOSES

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 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, through passage of this ordinance, has determined that Sitka’s bed tax supported visitor services will be better served by an organization that is not under the municipality’s purview and responsibility. By dissolving the Sitka Convention and Visitor’s Bureau and issuing a request for proposals to assume the responsibilities for planning, coordinating, promoting and executing all phases of conventions, tourism and marketing for Sitka, that it will better serve the community and the city’s management structure.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that SGC Chapter 2.34 is deleted in its entirety effective July 1, 2015:

Chapter 2.34
SITKA CONVENTION AND VISITORS’ BUREAU

Sections:

- 2.34.010 Formation.
2.34.020 Term.
2.34.030 Powers and duties.
2.34.040 Fiscal matters.
2.34.050 Voluntary association.

2.34.010 Formation.

45 ~~There shall be a board known as the Sitka convention and visitors' bureau, composed of seven members. The~~
46 ~~members shall be nominated by the assembly and confirmed by a majority vote of the assembly members who~~
47 ~~are present at any regular or special meeting. The bureau shall organize itself and function according to the~~
48 ~~provisions of Chapter 2.60 of the Sitka General Code.~~

49 ~~**2.34.020 Term.**~~.....

50 ~~The term of office of the Sitka convention and visitors' members shall be three years, but the first bureau~~
51 ~~members shall be appointed and serve terms as follows:~~

52 ~~A.—Three members for a term of three years;~~

53 ~~B.—Three members for a term of two years;~~

54 ~~C.—One member for a term of one year.~~

55 ~~Members shall serve until their successors have been confirmed by the assembly. There shall be no pay for~~
56 ~~bureau membership.~~

57 ~~**2.34.030 Powers and duties.**~~.....

58 ~~A.—The bureau shall be responsible for the formulation of policies governing the planning and execution of~~
59 ~~programs dealing with all phases of convention and tourist promotion and service to tourists.~~

60 ~~All such policies and plans of operation, shall be approved by the assembly prior to execution, but after~~
61 ~~approval, the bureau shall administer such programs to see that they are executed in line with assembly~~
62 ~~authorization.~~

63 ~~B.—The bureau shall submit periodic reports to the assembly as may be determined by the assembly, but not~~
64 ~~less than quarterly.~~

65 ~~**2.34.040 Fiscal matters.**~~.....

66 ~~A.—The city may allocate funds from its budget to assist in programs of the bureau. The bureau may also~~
67 ~~solicit funds from other sources, but all funds directly received become city property even though used~~
68 ~~specifically for bureau purposes.~~

69 ~~B.—The bureau shall submit an annual budget and sources of income for the coming year, which shall be~~
70 ~~approved by the assembly as part of the general fund budget of the municipality.~~

71 ~~C.— Within the limits of the budgeted amounts, the bureau may incur expenses. Bills before payment shall be~~
72 ~~approved by the assembly under the same procedures as ordinary bills.~~

73 ~~**2.34.050 Voluntary association.**~~.....

74 ~~A.— The bureau may form an auxiliary voluntary association to aid in the bureau purposes. Such purposes may~~
75 ~~include the solicitation of funds. Any actions and solicitations by such an auxiliary shall make it clear that its~~
76 ~~actions are not those of an official branch of the municipality, but rather those of a private voluntary~~
77 ~~organization.~~

78 ~~B.— Any funds received by such auxiliary shall be expended only with prior bureau approval. If any auxiliary~~
79 ~~funds remain upon termination of the auxiliary, such funds revert to the Sitka general fund.~~

80 ~~C.— Any disbursements by the auxiliary shall be reported to the assembly in no less than itemized quarterly~~
81 ~~reports.~~

82 ~~D.— The bureau may not guarantee payment of any auxiliary expense without prior assembly approval, nor~~
83 ~~may the bureau donate any moneys to the auxiliary without prior assembly approval, nor may the bureau solicit~~
84 ~~funds for the auxiliary.~~

85 ~~E.— The auxiliary may be dissolved at any time by the bureau or the assembly.~~

86 5. **EFFECTIVE DATE.** This ordinance shall become effective on July 1, 2015.

87
88 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and
89 Borough of Sitka, Alaska this 27th day of January, 2015.

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Mim McConnell, Mayor

ATTEST:

Sara Peterson, CMC
Acting Municipal Clerk



Legislation Details

File #: 14-252 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 1/8/2015 In control: City and Borough Assembly

On agenda: 1/13/2015 Final action:

Title: Update on the Takatz Hydroelectric Feasibility Project

Sponsors:

Indexes:

Code sections:

Attachments: [Memo Takatz](#)
[Takatz Appraisal Study Report](#)

Date	Ver.	Action By	Action	Result
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Memorandum

January 8, 2015

To: Assembly, City and Borough of Sitka
Via: Mark Gorman, Municipal Administrator
From: Christopher Brewton, Utility Director
Subject: **Takatz Hydroelectric Feasibility Project – Final Report**

Attached is the Executive Summary of the Final Takatz Appraisal Study. This study addresses the feasibility and cost of constructing the Takatz Lake Project. The complete document is fairly large and can be downloaded or reviewed on the Electric Department website or in hard copy version at the library.

This final document was filed with the Federal Regulatory Energy Commission (FERC) and project stakeholders on December 30, 2014 and essentially concludes the Takatz Project studies. Please note the 2nd FERC Preliminary Permit to study this project will expire on January 18, 2015. The primary purpose of the Preliminary Permit is to establish priority of application for a license. This simply means that unless the CBS files a license application before January 18, 2015, any entity could file a license application with FERC to construct and operate the project.

Funding for the Takatz Lake Project is from the following sources:

Alaska Energy Authority Renewable Energy Grant Number 2195418	\$2,000,000
CBS Matching Funds (Electric Department)	\$231,768
Designated Legislative Grant (2012)	<u>\$770,000</u>
	\$3,001,768

There are a couple of action items to resolve before the Preliminary Permit expires.

1 – Should the CBS proceed with a license application for the project?

The cost to relicense the existing Blue Lake project was several million dollars and this project was considered non-controversial and supported by the community at large. The cost to complete the additional studies and license the Takatz Lake project will be in the tens of millions of dollars, not counting estimated construction costs of \$298 - \$436 million dollars.

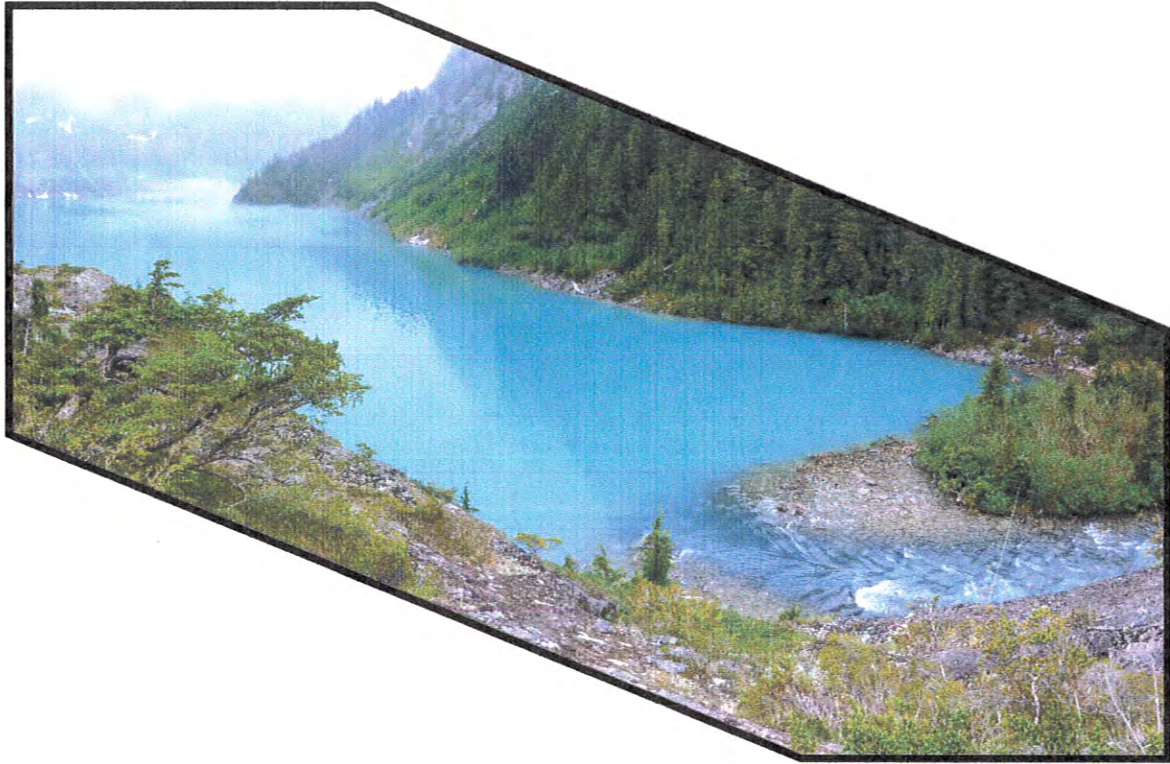
I recommend we do not request a 3rd Preliminary Permit or file a license application.

2 – Are there any post-permit costs or actions the CBS should pursue?

The CBS has a 3-year joint funding agreement with the U.S. Department of Interior – U.S. Geological Survey for the establishment and maintenance of two (2) stream gages at Takatz Lake. This agreement will expire on December 31, 2015. The total cost to maintain these gages is \$207,774 for the CBS and \$56,177 for the USGS, billed on a quarterly basis. We have requested the use of remaining AEA grant funds to continue these gages while we seek alternative funding sources to maintain the gages.

If we cannot find an agency or source of funding I recommend we cancel the USGS agreement and remove the gages.

**Takatz Lake Hydroelectric Development
Appraisal Study Report**



Submitted to:

**City and Borough of Sitka
Sitka, Alaska**

Submitted by:

**Currents Consulting
Seattle, Washington**

October 2014

SECTION 1 – EXECUTIVE SUMMARY

1.1 Background

Takatz Lake represents one of the best hydroelectric development sites on Baranof Island, with a lake perched at El. 905 ft about a mile from tidewater. The Project was studied extensively by the Alaska Power Administration (APA) in the 1960's. The site has not been developed mainly due to its remote location, about 18 miles from Sitka on the eastern shore of Baranof Island.

In September, 2008, the City and Borough of Sitka (the City) obtained a Federal Energy Regulatory Commission (FERC) preliminary permit (FERC No. P-13234) to study the possible development of Takatz Lake as a hydroelectric generation project. Since 2009, the City has completed a series of site surveys, hydrological analyses, environmental studies, and engineering assessments in and around Takatz Lake and along the electrical transmission corridor to Sitka. This Appraisal Study Report provides a summary of the historical studies conducted, our evaluation of alternatives for developing the dam and powerplant site, and a concept level cost estimate for our preferred development alternative.

1.2 Objectives

The objectives of the Appraisal Study were to 1) develop, based on technical feasibility, a number of development alternatives for the power generating facilities of the Project: i.e., the dam, power conduit and powerhouse and 2) select a Preferred Alternative based on a combination of technical feasibility, energy generation and cost. In addition, we evaluated environmental factors to determine which might affect issuance of necessary licenses and permits, or which might affect project operations and/or economics.

A key element of the Appraisal Study was an examination of whether a phased development of the project is feasible. Construction in phases could reduce initial capital costs while still allowing full development of the site, when electric loads increases merit this. This study sought to confirm that a phased development of the Takatz Lake Project would be technically feasible and cost effective, compared to alternatives previously developed for the Takatz site.

1.3 Hydrology, Environmental Studies and Constraints

With the new stream gage at the outlet of Takatz Lake, the City was able to significantly improve the hydrologic record for Takatz Lake. Prior studies relied on an 18 year record based only on estimated data for sites away from the lake outlet. The improved record spans 28 years including 5 years of actual gage data at the lake outlet. The estimated average outflow from Takatz Lake is 169 cfs based on this 28 year record.

A synopsis of the environmental studies is included at Section 4 and the historical reports are available as an appendix to this report. The upper reaches of Takatz Creek are free of salmonid species, due to a barrier falls 0.73 stream miles (SM) from the mouth of the creek. Takatz Lake does not have a native fish population due to the heavy sediment load in the lake and a lack of habitat and food. Dolly Varden have been observed in the middle reaches of Takatz Creek, below

the lake, where tributaries contribute additional inflow. This area also provides habitat for wildlife and birds. Redirecting flow from Takatiz Lake through a power tunnel to a powerhouse at tidewater would reduce flow in these middle reaches. Additional environmental studies have been recommended to gain a better understanding of contribution flows along Takatiz Creek.

Recreational and aesthetic resources would be impacted by the development of the Takatiz Project in an otherwise undisturbed remote area. Local communities (Sitka, Baranof Warm Springs) and some area businesses have voiced opposition to the Project, mainly related to the electric transmission line route across the island and the possible future road from Sitka to the Baranof Hot Springs area.

The 2008 Tongass National Forest Land and Resource Management Plan (Forest Plan) and the Roadless Rule may continue to restrict certain types of development associated with a hydropower project, such as roads. However, a transportation utility system (TUS) Land Use Designation (LUD) overlay does exist for a potential power transmission and proposed state road corridor across Baranof Island. The proposed Takatiz transmission line is situated within this corridor over part of its length. Also, the 2005 Federal Highway SAFETEA-LU Act (Public Law 109-59) established a similar transportation corridor across the island. Limits within the TUS LUD have not been clarified by the Forest Service, U.S. Department of Agriculture (Forest Service), and will require consultation.

The transmission line has been the source of most major environmental concerns because of its potential inconsistency with the Forest Plan restrictions. Public opposition has centered more on transmission than on generation facilities.

Construction and operation of the generating facilities, while challenging and costly due to remoteness and terrain, could have reduced environmental impacts relative to other locations in southeast Alaska. This is based on the following findings from several years of environmental study:

- Takatiz Lake and Takatiz Creek upstream of the lake support no fish populations;
- Takatiz Creek above a barrier falls near tidewater harbors no anadromous fish populations;
- Salmon populations in Takatiz Bay should not be significantly impacted;
- There are no potentially-affected threatened or endangered species in the Project area;
- No significant cultural resources were found within the proposed footprint of the generation and proximal transmission facilities.

It is expected, however, that more environmental issues will arise as field surveys extend beyond the rather limited areas examined up to the time of this report. It is already known that there are wetlands in the area, and that certain Project features, as designed, are not consistent with the scenic integrity objectives of the Forest Plan Land Use Designations.

1.4 Project Development Alternatives

This study examined three main alternatives for development of the Takatiz site, see Table 1-1. These include:

- Alternative 1: The “1968 plan of development” which is slightly modified from the APA’s 1968 recommended plan of development. In Alternative 1 we eliminated the surface penstock and surge chambers which were proposed in 1968 and we modified the tunnel alignments.
- Alternative 2: A phased development of the Project which sought to reduce the initial capital cost of the project. This option includes the Phase 1 development of a lake tap, tunnel, powerhouse, and site support facilities, with no dam constructed. Phase 2 of this alternative would include the future addition of a dam to increase the average generation and greatly expand the project’s storage capacity.
- Alternative 3: A single-stage development similar to the 1968 APA plan, with a lower main dam, to avoid construction of the saddle dam initially proposed.

All alternatives include a two-unit powerhouse with a nominal hydraulic capacity of 450 cfs, a dock in Takatz Bay with an 800-ft access road to the powerhouse site, support facilities in the powerhouse area, and an 18-mile long, primarily overhead transmission line to Sitka.

1.5 Power Operations Studies

The power operations studies estimated both the required reservoir storage capacity of the Takatz Project and the likely energy generation of each development alternative, using the updated hydrology. Comparisons to the storage volume, reserve energy and annual rule curves of the City’s Blue Lake and Green Lake Projects show that each of the three alternatives would provide sufficient storage to effectively regulate inflows to Takatz Lake. Average annual generation from the project would range from 87,500 MWH to 102,600 MWH per year, depending on the alternative selected. The very large reservoir storage volumes possible with the 1968 APA Plan and the Phase 2 development would allow the Takatz Project to provide significant carry-over energy storage for use during dry years or system emergencies.

1.6 Construction Cost Estimates

The Takatz site’s remote location will make it a challenging project to develop. The high elevations, lack of road access, avalanche risk, and extreme terrain along the transmission line route all combine to make the transmission line construction a costly element of the project.

This study included a contractor’s style cost estimate with development of mobilization plans, staging, crew types, and a preliminary construction schedule to estimate the overall cost of construction. Our estimates indicate that the project’s total construction cost may range from \$298 million to \$436 million (2014\$), depending on the development plan selected, with a cost per kW of installed capacity ranging from \$11,900 to \$14,880 per kW.

1.7 Recommended Development Plan

Major statistics for the three alternatives examined in this study are shown in Table 1-1. This table shows that the Phased development of the Takatz site offers the best combination of reduced initial investment, adequate reservoir storage and annual energy generation. Phase 1 of this development would include a lake tap intake, approximately 5,700 feet of tunnel, a 25 MW powerhouse, and an

18 mile transmission line from the Project to the City of Sitka. This initial development would provide 70,200 MWH of firm energy with an average annual energy of 87,500 MWH. The total project cost for this Phase 1 development is estimated at \$298 million.

The initial Phase 1 construction would increase the City's installed hydropower capacity by 75% (from 33 MW to 58 MW) with a 57% increase in average annual energy generation, increasing the system's hydro generation from 156,000 MWH to 243,000 MWh per year. Phase 2 of this development alternative would increase energy generation by a modest 7% to 93,840 MWH but would greatly increase the project's carry-over energy storage. This long-term storage capability may have significant future value to the City of Sitka or to a regional electric system.

The Southeast Alaska Power Agency (SEAPA) transmission system currently ties the Ketchikan/Saxman area to Wrangell and Petersburg. A transmission extension to the Kake area is in the permitting stage. Completion of the transmission extension to Kake will bring an interconnection opportunity for the Takatz Project. Kake is approximately 40 miles east of Takatz Bay. An interconnection to Kake would require 35 miles of submarine cable plus a short length of overhead line and associated termination facilities at each end.

1.8 Future Studies

Development of the Takatz Project will require a series of site investigations for geotechnical conditions at the intake area, dam site, tunnel alignments, powerhouse area, and along the transmission line. The transmission line portion of the project will also require further studies by meteorologists and avalanche specialists to evaluate and refine wind/ice design criteria and to define specific avalanche locations/risk. The meteorologist and avalanche specialists would recommend appropriate mitigation measures that can be incorporated into the transmission line design.

Additional environmental and engineering studies will likely be required as part of a FERC license application process and to confirm the optimum arrangement and design of the Project elements. Both engineering and environmental studies should be completed according to a timeline based on the FERC licensing process and the final design/procurement/construction program.

In early 2015 the City of Sitka will complete the Blue Lake Expansion Project, boosting Sitka's average annual hydro energy generation to 156 million MWH, vs. a current annual system load of about 120 million MWH. Thus, development of the Takatz Project is not an urgent priority for the City. It likely will require a period of years before the City's system energy demand sufficiently exceeds the available hydro energy by a large enough margin to merit development of the Takatz Project.

A comprehensive electrical load analysis and load development plan will be needed to ensure that a sufficient demand for power is present when the Taktaz Project is ultimately completed. The isolated nature of Sitka's electric grid makes this a particular challenge. A regional intertie to the Ketchikan area may greatly facilitate the City's ability to market the project's energy and may ultimately provide the impetus for development of the Takatz Lake Hydroelectric Project.

Table 1-1 Takatz Project Development Alternatives
(Summary of Project Characteristics, Annual Energy Generation, & Estimated Costs)

Alternative:	No. 1	No. 2	No. 2	No. 2	No. 3
Basic Project Plan Description:	1968 APA	Phase 1 only	Phase 2 only	Phases 1&2	Single-Stage
Intake Type (Invert Elev, mllw ¹)	Conv (880)	Lake Tap (717)	NA	Lake Tap (717)	Conv (860)
Main Dam Crest El. (ft mllw)	1040	None	990	990	990
Lake Minimum WSEI (mllw)	900	747	747	747	890
Lake Maximum WSEI (mllw)	1040	905	990	990	990
Active Storage (ac-feet)	80,910	52,970	44,605	97,575	50,643
Main Dam Max WSEI (mllw):	1040	NA	990	990	990
Saddle Dam Max WSEI (mllw):	1040	NA	NA	NA	NA
Installed Gen. Capacity (MW):	29.3	25.0	4.2	29.2	27.8
Annual Energy Firm (MWH):	94,354	70,221	19,406	89,627	79,277
Annual Energy Avg (MWH):	102,558	87,548	6,292	93,840	98,691
Est. Total Construction Cost ^{2,3} (\$M):	\$372	\$254	\$81	\$309	\$307
Est. Other Project Costs ⁴ (\$M)	\$64	\$44	\$15	\$54	\$54
Est. Total Project Cost ^{2,3} (\$M):	\$436	\$298	\$96	\$363	\$361
Installed Cost per kW, \$	\$14,880	\$11,920	\$24,000	\$12,430	\$12,980
Capital Cost per firm annual MWH, \$	\$4,620	\$4,240	\$4,950	\$4,050	\$4,550

Notes:

1. Mean Lower Low Water (mllw) is Southeast Alaska datum.
2. Includes state and local sales taxes (if applicable), equipment markups, Contractors overhead and profit, and construction bonding and construction loan financing.
3. Does not include interest costs during construction, legal services, land acquisition or easement costs. Costs are based upon concept level design, and should be considered accurate to within -20% to +30%.
4. Includes geotechnical investigations (for both transmission line and hydro projects), all design engineering services, environmental studies and permitting services (for both transmission line and hydro projects), FERC licensing services, bid and construction management services, and Owner's administration needs. Does not include cost of mitigation and enhancements possibly required by the FERC license.



Legislation Details

File #: 14-249 Version: 1 Name:

Type: Appointment Status: AGENDA READY

File created: 1/6/2015 In control: City and Borough Assembly

On agenda: 1/13/2015 Final action:

Title: Appoint Clay Davis to an unexpired term on the Port and Harbors Commission

Sponsors:

Indexes:

Code sections:

Attachments: [Motion appointment](#)
[Davis application](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO appoint Clay Davis to an unexpired term on the Port and Harbors Commission.



Application for Appointment to Boards, Committees, and Commissions
City and Borough of Sitka

Board/Commission/Committee: Ports and Harbors
Name: CLAY DAVIS Daytime Phone: 747-4225
Address: 511 Verstorvia Ave. Evening Phone: 747-3331
Email Address: clayrdavis@fs.fed.us Fax Number: _____
Length of Residence in Sitka: 4 years Registered to vote in Sitka? Yes No
Employer: USDA Forest Service

Organizations you belong to or participate in:

Explain your main reason for applying:

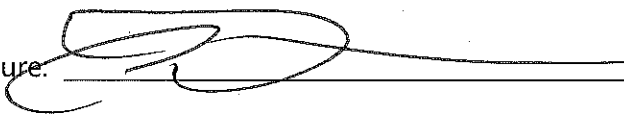
I enjoy being a part of the Sitka community. I enjoy my work here coordinating projects with Federal, State, local, and Tribal governments and other parties. I hope I have some talents to offer.

What background, experience or credentials will you bring to the board, commission, or committee membership?

Resume attached

Please attach a letter of interest, outline, or resume which includes your education, work, and volunteer experience that will enhance your membership.

→ (To be considered, your application must be complete AND be accompanied by one of the above supporting documents.)

Date: 12/18/14 Signature: 

Your complete application and resume should be returned to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting. Applications received after the deadline will be considered but will not be included in the Assembly packets for review prior to appointment.

Appointments are normally made during open session of an Assembly meeting, however, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? Yes No

Return to:
Sara Peterson, Deputy Clerk
100 Lincoln Street
Fax: 907-747-7403
Email: sara@cityofsitka.com

Clay Richard Davis
511 Verstovia Avenue
Sitka, AK 99835 US
Day Phone: 907 747-4225
Evening Phone: 907 747-3331
Mobile: 907 738-8151
Email: clayrdavis@fs.fed.us

Ports and Harbors Commission

Work Experience: Forest Service
Sitka Ranger District
02/2011 - Present

Lands Specialist

I manage lands, lands and recreation special uses, and minerals for a 1.7 million acre district. My duties include coordinating land use authorizations; identifying unauthorized use of federally controlled property; conducting on-the-ground compliance inspections and resolving problems. I participate in the monitoring of natural resources programs and activities to ensure their quality and effectiveness. I work to coordinate multiple resource uses, activities, and requirements with other resource management activities.

I provide expertise and advice in the administration of lands and recreation facilities and projects. I review proposals for new facilities or activities and recommend actions and ensure action is taken in accordance with approved plans. Much of this is accomplished by coordinating activities between other agents, units, and among multiple resources specialists to ensure consistency in program emphasis, development, and use. This includes serving as an interdisciplinary team leader or member for NEPA analysis. Most of this work is through preparing and reviewing a number of environmental documents including Categorical Exclusions and Environmental Assessments and decisions for Forest Service line officers to approve and sign. I advise on the development of recreation and lands management plans.

I plan, develop, and implement annual and long-range plans for the administration of special uses, minerals, land uses by aligning availability of funding and specialist resources to line officer priorities. This includes coordination of efforts within and across units as well as using cost recovery and collection agreements to find outside sources of funding to move priority projects along within management goals and priorities.

I seek out and establish mutual working relationships with outside entities, such as Federal, State, Tribal and local agencies, non-government organizations, and members of the public who partner with the Forest Service to develop issues, proposed actions, and mitigation for program activities. I provide professional expert advice and support in the planning, designing, development, implementation, and evaluation of projects. I respond to customer needs through a wide variety of oral and written communications and site visits.

My accomplishments include environmental analysis and permit issuance for Sitka Blue Lake Hydropower Expansion, USCG Duffield Peninsula Communication Site, Sitka Takatz Lake Hydropower Investigation, Sitka Sandy Beach Pump Station, ADF&G Research at Ford Arm, Armstrong-Keta Fish Hatchery Support, GCI Mud Bay Communication Facility, Harbor Enterprises Marine Service Station, Tenakee Inlet Geothermal Reconnaissance, and many applications for film, research, and temporary storage. I am an Interdisciplinary Team Member for the Shoreline II Outfitter Guide EIS. I've also prepared carrying capacity analysis, roadless resource reports, and subsistence analysis for environmental analysis as well as Forest Plan errata and non-significant changes to the Forest Plan. I co-authored a grant proposal for More-Kids-in-the-Woods funding to leverage partnerships to increase interpretation projects across the district.

US Army

Surgeon's Office, I (US Army) Corps
Fort Lewis, WA 98433 United States
10/1990 - 10/2010

Sergeant First Class

I have twenty years' experience as a military leader and staff officer running teams, squads, platoons, sections, clinics, and community-wide programs. I conducted inspections to evaluate program quality, effectiveness, and compliance. As operations manager of a regional dental command and medical operations manager of a US Army Corps, I have managed, coordinated, and provided technical support for programs and projects. I developed policy and planned current and future operations. I am a graduate of three formal military leadership courses along with thousands of hours of specialized training.

I have nine years of specialized experience in the US Army as a senior noncommissioned officer planning and directing a broad variety of operations; planning, directing, and evaluating programs; developing and implementing long and short term management plans; supervising staffs and teams of up to 66; program manager of an installation-wide service with hundreds of participants daily. My job was to understand the governing regulations and expressed mission, to envision my team's part in the mission and then develop plans to carry out those mission essential tasks. These experiences include writing a business plan to successfully obtain Army Surgeon General funding to change the way dental care was delivered at first one and eventually four dental clinics at Joint Base Lewis McChord, Washington. After my business plan was fully funded, I was in charge of implementing dental care optimization at Okubo dental clinic a 25-chair clinic serving 12,500 Soldiers. As Senior Dental Noncommissioned Officer at Fort Leavenworth, Kansas I had duties as first sergeant and executive officer of a small command. In that role I collected data, analyzed program needs, developed annual programs of work, and developed and submitted the out-year budget to regional headquarters. When current year budgets were released I monitored expenditures and recommended actions to maintain a balanced budget throughout the year. I have planned and executed regional competitions and meetings, social functions for groups of hundreds, field and situational exercises. I have developed individuals and teams to compete and win at various levels of organization. I have served on committees as a member and chair. On the ground, I have planned field sites, convoys, and load plans. I have been trained in various aspects of field medicine including completing Emergency Medical Technician training and being awarded the Expert Field Medical Badge. I have completed three levels of formal Army leadership courses, and specialty training in management, supervision, counseling, suicide prevention, and a variety of computer applications, as well as lean six sigma. I have extensive experience in human resources management which includes interviewing applicants and making hiring decisions, employee evaluations, approving leave, planning, assigning, and reviewing work performance, addressing performance and conduct issues, and all other basic supervisory responsibilities.

Washington Dept of Fish and Wildlife

Olympia, WA 98501 United States
03/2008 - 09/2010

Volunteer

I have worked as a volunteer with Wildlife Science Division and Region Six biologists on threatened and endangered species and marine mammals. This work included the western pond turtle, *Clemmys marmorata* head start program, part of a recovery action using direct observation and radio telemetry to track pregnant females to nesting so that each nest can be marked and protected through incubation and hatchlings recovered to be zoo raised to juveniles and released into protected areas. I also worked on studies of the harbor seal, *Phoca vitulina*. Projects included assisting in necropsies; observations and inventories at rookeries during and after pupping season; capture and handling of animals including helping to deploy nets, pulling animals out of nets and containing in individual hoop nets, keeping animals wet and cool during handling, handling animals to weigh, measure, take samples, and tag. I have worked on surveys of the Mazama pocket gopher, *Thomomys mazama* including gathering habitat data on random plots evaluated for occurrence and nonoccurrence of animals, live trapping, implanting passive integrated transponder (PIT) tags, capture recapture

of native populations and animals transplanted to reintroduction sites. I assisted a dispersal study of the Mazama pocket gopher as part of WDFW's ongoing protection and recovery efforts. Other field research includes assisting a Nature Conservancy researcher on a project using fur capture stations to survey western gray squirrel, *Sciurus griseus*; red squirrel, *Tamiasciurus hudsonicus*; and introduced eastern gray squirrel, *Sciurus carolinensis* in remanant Garry oak, *Quercus garryana* woodland habitat. I assisted the Kansas Biological Survey with monitoring live and pitfall traps during a herpetological survey and by sharing data on Kansas species of concern gathered during my thesis research. I worked with Dr. Lynn Robbins and a group of his graduate students from Missouri State University on a bat survey of Fort Leavenworth, Kansas and adjacent Missouri using mist nets to capture bats. We then gathered data and released bats or collected limited specimens which I prepared. This work included learning how to apply bands and radio telemetry tags. It also gave me exposure to using ultrasonic detection to quantitatively identify bats by their echolocation call structure. I volunteered as field assistant with Dr. Fred Stangl and students from Midwestern State University on a mammalogy field trip to Lincoln National Forest in New Mexico. I assisted on a mammal survey in Humboldt Co., in Nevada's high desert. I designed, planned, and executed a three year survey of mammals on Fort Leavenworth, Kansas as my M.S. Thesis. I have performed extensive field work in north central and west Texas for mammalogy and araneology graduate courses. My work includes the preparation of hundreds of specimens and the publication of several scientific papers in peer reviewed journals. I have continued my volunteer work assisting University of Alaska researchers on bat studies and bat and small mammal survey and public education during Sitka's BioBlitz.

Central Texas College
Fort Lewis Education Center
10/2004 - 09/2010

Part-Time Instructor

I worked as a part-time undergraduate science instructor for Central Texas College at Fort Lewis, Washington and Seoul, Korea. My experience includes teaching on-line classes as well as formal classroom instruction and laboratories. My classes taught are: Principles of Biology, Environmental Science I, Environmental Geology, and General Anthropology. I used lecture, demonstration, laboratory assignments, illustrations, and field trips to communicate scientific principles of biology, chemistry, physics, geology, environmental sciences, and anthropology; to understand relationships between biotic and abiotic factors that affect the environment, ecosystems, species, and man and his societies; to use scientific knowledge and reasoning to understand and access problems; to organize, analyze, and interpret data; work independently and cooperatively in a laboratory setting; convey information in a scientific, coherent, and concise manner. I use literature reviews to teach principles, concepts, and theories in wildlife biology and habitat management which includes endangered species, migratory birds, and indigenous wildlife and plants. I use case studies of U.S. environmental policy and major environmental laws to teach concepts of sustainability in biodiversity, natural resources and environmental quality. I have an additional four years' experience as an occupational instructor/writer for the US Army teaching dental assisting to Soldiers, Sailors, and Airmen at Sheppard Air Force Base, Texas. This gives me a combined nine years' experience in planning and implementing adult education programs as well as performing as primary instructor or part of an instructor team. Specialized training: Instructor Training Course, Principles of Counseling, Basic Instructor Course, Technical Training Teaching Practicum, Instructional Systems Design, Tests and Objectives, PPPT Installation Instructor Trainer Course. Certification: Community College of the Air Force Trainer Instructor, Air Education and Training Command Master Instructor, Basic Cardiac Life Support Instructor.

Education:

Midwestern State University Wichita Falls, TX
Master's Degree 05/2003, Biology

Cornell College Mount Vernon, IA
Bachelor's Degree 05/1982, Art/Political Science



PORT AND HARBORS COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
KEVIN KNOX 324 Wachusetts Street	738-4664 c kevin@bluesteel.org	12/10/13	4/10/15	CHAIR <i>Lamade's term</i>
JOSH ARNOLD 106 Shotgun Alley	738-0854 c 747-0545 oceanlure@gmail.com	5/13/14	5/22/15	VICE CHAIR <i>Coleman's term</i>
STAN JOHNSON 405 Louise Court	752-0947 c 747-6145 h nwslj@acsalaska.net	5/27/12	5/27/15	
MICHAEL JOHNSON 2017 Cascade Creek Road	752-7900 c 966-4042 h southeastmike@hotmail.com	6/11/13	6/11/16	
MARY ANN PETERSON PO Box 593	752-3684 map3684@gmail.com	10/7/13	10/7/16	
DAVID T. JOSMSLAND PO Box 6293	738-1447 c 747-3927 <i>no email address</i>	10/23/12 7/8/14	7/12/14 7/8/17	<i>Resigned 12/1/14</i>
BEN LAWRIE 2015 Cascade Creek Road	738-6150 c 747-6150 h lawriebs@gmail.com	3/26/13	3/26/16	<i>Resigned 12/12/14</i>
Stan Eliason Office: 617 Katlian Street	747-3439 w 738-0832 stan@cityofsitka.com			Harbormaster Non-voting
Matthew Hunter 102 Remington Way	738-6851 c assemblyhunter@cityofsitka.com			Assembly Liaison
Melissa Greenhalgh Harbor Dept. Staff	747-3439 w melissarae@cityofsitka.com			Secretary

7 members from the public, 3-year terms
 Established by Resolution 88-375
 Nine meetings per year, September – May, 2nd Wednesday
 Harrigan Centennial Hall 6:00 p.m.

Revised: January 8, 2015



Legislation Details

File #: 14-251 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 1/8/2015 In control: City and Borough Assembly

On agenda: 1/13/2015 Final action:

Title: Approve travel expenses for the Mayor to attend the Innovation Summit in Juneau on January 28 and 29

Sponsors:

Indexes:

Code sections:

Attachments: [Motion and information](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve travel expenses for the Mayor to attend the Innovation Summit in Juneau on January 28 and 29.

Note:

This is not a budgeted item and therefore is coming before the Assembly for approval. Estimated cost is \$950.

Fostering collaboration, productivity, and prosperity in the region

INNOVATION SUMMIT

Presented by the Juneau Economic Development Council

January 28-29, 2015

Juneau, Alaska

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Agenda

WEDNESDAY, JANUARY 28

7:45
AM **Registration Open** for Cluster Tour Attendees

8:30
AM **Cluster Tours**

11:30
AM **Open Registration – Sign up for Dine Around Juneau**

1:00
PM **Welcome to the 2015 Innovation Summit**

National Anthem and Alaska Flag Song

Richard Peterson, President, Central Council Tlingit Haida Indian Tribes of Alaska

Merrill Sanford, Mayor, City and Borough of Juneau

Byron Mallott, Lieutenant Governor, State of Alaska (invited)

2:00 **Innovation, Clusters and our Economy**
PM

Brian Holst, Executive Director, Juneau Economic Development Council --
Innovation in the North

Anthony Mallott, CEO Sealaska Corporation -- Sealaska Lands Bill and our
regional economy,

Regional Clusters Industry Updates

3:00
PM **Coffee Break & Snacks** – Sign up for Dine Around Juneau

**Mark Skinner - From Cluster Development to System Change: Thoughts
for Shaping our Region's Future**

3:30
PM Mark Skinner, is founding Director of the Regional Innovation Acceleration
Network (RIAN), a federally-funded project striving to make public-private
investments in innovation-based growth more efficient while achieving greater
impact. Applying systems thinking to regional development strategies, RIAN is
working to establish a national network of existing and emerging nonprofit
Venture Development Organizations for peer-to-peer sharing of information,
best/common practices and collaborative investment and entrepreneurship
opportunities.

Scott Stern - Innovation, Entrepreneurship and Alaska Competitiveness

5:00
PM Dr. Scott Stern, PhD is the *David Sarnoff Professor of Management of
Technology* and Chair of the Technological Innovation, Entrepreneurship, and
Strategic Management Group at the MIT Sloan School of Management.

Downtown Connections

6:30
PM Access Innovation Summit specials from participating Juneau businesses with
special coupons for dining and shopping.

Dine around Juneau – Networking

7:30
PM Meet up with your group and walk to dinner. Transportation will be provided
for inclement weather.

THURSDAY, JANUARY 29

7:30 Coffee and Pastries

AM

8:00 Welcome to Day Two of the 2015 Innovation Summit

AM Bill Walker, Alaska State Governor (invited)

Armelle Solelhac - French Mountain Cluster Experience

8:30 Armelle Solelhac, Founder and CEO of the experiential marketing & digital
AM communication agency SWiTCH -- is all about hunting the new consumer
trends and designing amazing brands experiences to make the world even more
fun and beautiful.

9:15 Industry Working Group Meetings

AM

Ocean Products Cluster

Visitor Products Cluster

Research & Development Cluster

Renewable Energy Cluster

Working Forest Group

Mining Service & Supply Cluster

Arts Cluster discussion

10:30 Coffee Break

AM

11:00 Innovation Shorts I

AM

12:00 Networking Lunch

1:00 Mini Sessions

PM

Mark Skinner, RIAN – Regional Innovation Acceleration Network

Scott Stern, Massachusetts Institute of Technology (MIT)

Armelle Solelhac, CEO, Switch, member of French Mountain Cluster

2:30 Break in the Innovation Lounge

PM

3:00 Innovation Shorts II

PM

4:15 Closing Remarks

PM

Closing remarks from Industry Clusters; Outlook and Challenges for 2015

Path to Prosperity Winners Announced, Haa Aani

5:00 Reception in the Innovation Lounge

PM

Cocktails and hors d'oeuvre

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