



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: Sara Peterson, CMC*

Wednesday, May 27, 2015

6:00 PM

Assembly Chambers

WORK SESSION 5:00 PM

[15-083](#) Taxation Overview by Assessor, Wendy Lawrence

Attachments: [Worksession documents](#)

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

[15-085](#) Reminders, Calendars and Correspondence

Attachments: [Reminders and Calendars](#)

[STIP Letter](#)

[Thank you letter](#)

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** [15-079](#) Approve the minutes of the May 12, 2015 Assembly meeting
Attachments: [Revised CONSENT Minutes](#)
- B** [15-077](#) Approve a request filed by Dove Island Lodge for an expansion of licensed premises under liquor license #5126
Attachments: [Liquor License expansion](#)
- C** [RES 15-12](#) Setting the millage rates for the Fiscal Year July 1, 2015 through June 30, 2016
Attachments: [Resolution 2015-12](#)
- D** [15-076](#) Award the Tree and Brush Clearing service contract to Marshall Albertson dba Absolute Tree Care not to exceed an amount of \$175,000 for the FY2016 budget - PULLED
Attachments: [Award tree and brush clearing service contract](#)
- E** [15-080](#) Award a contract to MCG Constructors, Inc. in the amount of \$1,145,204.00 for completion of the Baranof Street and Monastery Street Utility and Street Improvements project
Attachments: [Award Baranof and Monastery St project](#)
- X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS**
- F** [15-078](#) Reappoint Roberta Littlefield and Ana Dittmar to three-year terms on the Historic Preservation Commission
Attachments: [Reappointments Littlefield and Dittmar](#)
- XI. UNFINISHED BUSINESS:**

- G** [ORD 15-24A](#) Amending SGC Section 4.09.100 N entitled Over One Thousand Five Hundred Dollars on Sales and Rents of Tangible Personal Property and on Sales and Services to increase the taxable transaction limit from \$1,500 to \$3,000 (amend as previously adopted on May 12, 2015 to amend the effective date to October 1, 2015 and reinsert previously stricken language on line 44 "on a Monthly Basis") - a third and final reading of this ordinance will be required on June 9, 2015

Attachments: [Motion Ordinance 2015-24A](#)

[Ord 2015-24A](#)

- H** [ORD 15-31](#) Clarifying Sitka General Code Title 2 Administration, at Chapter 2.40 Elections, Section 2.40.095 Candidate Biographical Information

Attachments: [Motion Ord 2015-31](#)

[Ord 2015-31](#)

XII. NEW BUSINESS:

New Business First Reading

- I** [ORD 15-34](#) Amending Sitka General Code Title 23 "Parks and Recreation" by adding a new Chapter 23.40 entitled "Municipal Trees and Landscaping"

Attachments: [Motion Ord 2015-34](#)

[Ord 2015-34](#)

- J** [ORD 15-10](#) Amending Title 15 of the Sitka General Code to increase water rates at Section 15.04.100 entitled "Service Connection Charge", 15.04.320 entitled "Rates and Fees" Sections 15.05.240A entitled "Service Connection Charge", 15.05.620 entitled "Rates and Fees" and to increase wastewater rates

Attachments: [Motion Ord 2015-10](#)

[REVISED 2015-10](#)

[Ord 2015-10](#)

- K** [ORD 15-35](#) Repealing Sitka General Code Chapter 4.09 "Sales Tax" Section 4.09.100Y. "Exemption for Persons Who Have Reached the Age of Sixty-Five" and establishing section 4.09.130 "Rebate of a portion of Sales Tax for Certain Persons Who Have Reached the Age of Sixty-Five and are Experiencing Financial Hardship"

Attachments: [Motion Ord 2015-35](#)

[Ord 2015-35](#)

- L [ORD 15-36](#) Placing a Ballot Question on the Regular Election on October 6, 2015 to amend the Home Rule Charter of the City and Borough of Sitka at Article 13.03 entitled "Property Tax Limit" to increase the millage rate limit by one tenth of one percent (.001), which would be seven tenths of one percent (.007), or seven (7.0) mills to be used to support the Sitka School District
 Attachments: [Motion Ord 2015-36](#)
 [Ord 2015-36](#)
- M [ORD 15-32](#) Adjusting the FY15 Budget
 Attachments: [Motion Ord 2015-32](#)
 [Ord 2015-32](#)
- N [ORD 15-33](#) Adopting budgets for the Fiscal Year July 1, 2015 through June 30, 2016
 Attachments: [Motion Ord 2015-33](#)
 [Ord 2015-33](#)

Additional New Business Items

- O [15-081](#) Approve moving forward with a land swap concept between the City and Borough of Sitka and Sound Development, LLC above Emmons Street in the Whitcomb Heights Subdivision
 Attachments: [Motion and documents Sound Development LLC](#)
- P [15-082](#) Approve a final subdivision plat for a Planned Unit Development Subdivision at 100 Indian River Road filed by the Baranof Island Housing Authority
 Attachments: [Motion and documents BIHA final subdivision plat](#)
- Q [15-084](#) Approve the formation of a Citizens' Revenue Taskforce and select members
 Attachments: [Motion Taskforce](#)

XIII. PERSONS TO BE HEARD:

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

XIV. EXECUTIVE SESSION**XV. ADJOURNMENT**

Sara Peterson, CMC
Municipal Clerk
Publish: May 22



Legislation Details

File #: 15-083 **Version:** 1 **Name:**
Type: Item **Status:** AGENDA READY
File created: 5/20/2015 **In control:** City and Borough Assembly
On agenda: 5/27/2015 **Final action:**
Title: Taxation Overview by Assessor, Wendy Lawrence
Sponsors:
Indexes:
Code sections:
Attachments: [Worksession documents](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Worksession: Taxation Overview

Assessor Wendy Lawrence



City and Borough of Sitka
Work Session Topic: Taxation Overview
May 27, 2015

1. Taxation Overview:

- a. Mr. Gatti Overview of Municipal Taxation
 - i. Real and personal property taxation
 - ii. Sales taxes
 - iii. Excise taxes
- b. Purpose of this work session
 - i. expand on this overview
 - ii. provide perspective
 - iii. outline options for a focused & comprehensive taxation policy discussion
- c. Sitka has a very diverse tax base
 - i. Tools for perspective and analysis
 - ii. Historical perspective
 1. Population trends
 2. Property tax revenue trends
 3. Sales tax revenue trends
 4. Growing mandatory exemption trends
- d. Sitka taxation policy in regard to Home Rule Authority per AS 29.10.200

2. Effective Taxation Policies:

- a. Goal is a diverse tax base
 - i. Two general areas of taxation
 1. Property taxes
 2. Sales taxes
- b. Enforce current taxation policies
- c. Audit regularly
- d. Review overall taxation policy periodically

3. Current Taxation Revenue Mix (Percentage of Total Taxation Revenues):

i. Sitka's Taxation Revenue Mix (Property Tax 35%/Sales Tax 65%)

Property Taxes

- Mill rate capped since 1989 (26 years)

Sales Taxes

- Rate has risen steadily over time

ii. What Has This Accomplished?

- | | |
|--|---|
| <ul style="list-style-type: none">• Property tax revenues have remained constant | <ul style="list-style-type: none">• Sales tax revenues have grown and fluctuated with the economy |
|--|---|

4. Is There Even Such a Thing as an Optimal Taxation Revenue Mix?

- a. Optimal is dependent on each individual community's priorities in light of a comprehensive analysis of its strengths and weaknesses in regard to taxation segments
- b. Formulating priorities and goals:
 - i. Does the community want to:

- Provide relief for certain segments (lower income classes, local residents etc?)
 - to provide relief for lower-income residents sales tax exemption options can be considered (exempt necessities such as food)
 - to provide relief for local residents we can consider implementing the optional homestead exemption, but we cannot implement different mill rates (targeted exemptions can accomplish this effect if properly implemented and planned (Optional \$50k Homestead Exemption))
- maintain a budget that is protected during up and down markets?
- provide a constraint against reassessment driven windfalls?
- c. In light of identified priorities and goals, we need to understand the basics of mill rates and budgeting

5. Mill Rates and Budgeting Basics:

- a. Most mill rates in Alaska are budget driven
- b. Rate-driven mill rates (tax caps) do still exist but most have implemented inflation proof measures

Budget Driven Mill Rate:

$\text{MR} = \frac{\text{PTax Revenues - Non PTax Revenues}}{\text{Total Assessed Values}}$

Rate Driven Mill Rate:

$\text{MR} \times \text{Total Assessed Value} = \text{Revenues}$
--

- 6. **Summary:** The City and Borough of Sitka currently has a diverse taxation policy in place; however, a comprehensive discussion is in order to review policies and goals for all stakeholders.



Legislation Details

File #: 15-085 Version: 1 Name:

Type: Correspondence Status: AGENDA READY

File created: 5/21/2015 In control: City and Borough Assembly

On agenda: 5/27/2015 Final action:

Title: Reminders, Calendars and Correspondence

Sponsors:

Indexes:

Code sections:

Attachments: [Reminders and Calendars](#)
[STIP Letter](#)
[Thank you letter](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

REMINDERS

<u>DATE</u>	<u>EVENT</u>	<u>TIME</u>
Wednesday, May 27	Worksession Taxation Overview	5:00 PM
Wednesday, May 27	Regular Meeting	6:00 PM
Thursday, May 28	BOA Meeting	5:00 PM
Tuesday, June 9	Regular Meeting	6:00 PM



Assembly Calendar

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

May 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26 Apr	27	28	29	30	1 May	2
<p>McConnell Guevin</p>	<p>McConnell 6:00pm 2nd Municipal Budget Worksession</p>	<p>Miyasato 1:00pm SCVB Board 6:00pm <u>Regular Assembly Mtg</u></p>				
3	4	5	6	7	8	9
	<p>5:00pm Special Meeting Electrical Rates 6:00pm Board of Equalization</p>	<p>6:00pm 3rd Municipal Budget Worksession 7:00pm Planning</p>	<p>7:00pm Library Board</p>	<p>6:00pm - 8:00pm Blue Lake Dedication Dinner</p>	<p>12:00pm - 1:00pm Blue Lake Dedication Ceremony at the Powerhouse</p>	
10	11	12	13	14	15	16
		<p>6:00pm <u>Reg Assembly Mtg</u></p>	<p>McConnell 6:00pm Historic Preservation</p>	<p>McConnell 12:00pm LEPC 12:00pm <u>Parks & Rec</u> 12:00pm SEDA Board Meeting</p>		
17	18	19	20	21	22	23
	8:00am - 5:00pm* Hunter All Day Class			<p>6:00pm Assembly 4th Municipal Budget Worksession</p>		
		<p>12:00pm Health Needs & Human Services Commission 7:00pm Planning</p>				
24	25	26	27	28	29	30
		<p>1:00pm SCVB Board</p>	<p>5:00pm Worksession: Taxation Overview 6:00pm Police and Fire Commission - Fire Hall 6:00pm <u>Regular Assembly Mtg</u></p>	<p>5:00pm Special Meeting: Board of Adjustment</p>		
31	1 Jun	2	3	4	5	6
		<p>7:00pm Planning</p>	<p>7:00pm Library Board</p>	<p>12:00pm - 1:30pm SEDA Board Meeting</p>		

Assembly Calendar

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

June 2015

Sunday		Monday		Tuesday	Wednesday	Thursday	Friday	Saturday
31	May	1	Jun	2	3	4	5	6
				7:00pm Planning	7:00pm Library Board	12:00pm - 1:30pm SEDA Board Meeting		
7		8		9	10	11	12	13
				12:00pm Health Needs & Human Services Commission 6:00pm Reg Assembly Mtg	6:00pm Historic Preservation	12:00pm LEPC 12:00pm Parks & Rec		
14		15		16	17	18	19	20
				7:00pm Planning				
21		22		23	24	25	26	27
				6:00pm Regular Assembly Mtg	6:00pm Police and Fire Commission - Fire Hall			
28		29		30	1	Jul	2	3
				1:00pm SCVB Board	7:00pm Library Board		12:00pm - 1:30pm SEDA Board Meeting	



City and Borough of Sitka

100 Lincoln Street Sitka, Alaska 99835

Coast Guard City, USA

May 15, 2015

Andy Hughes, Southcoast Region Planning Chief
Department of Transportation and Public Facilities
P.O. Box 112506
Juneau, AK 99811-2506

Dear Mr. Hughes:

Thank you for your letter of March 16, 2015 and attached newsletter and STIP Needs List for Sitka. We noted the needs list did not include all the projects listed in City and Borough of Sitka Resolution 2010-22 that the Assembly requested be added to the Needs List (see copy enclosed), and others which were approved by the Assembly for submittal to the Alaska State Legislature and Department of Transportation and Public Facilities for FY'2016 (see enclosed project requests). Please add these projects to the STIP Needs List:

Road Projects

- Reconstruction of Sitka's Failing Paved Roads is included in the City and Borough of Sitka's FY'2016 Legislative Priorities. The following high-priority roads are included in this request:
 - DeGroff Street (\$1,890,000 – Full Reconstruction)
 - Lincoln Street – Harbor Drive to Metlakatla Street (\$2,600,000 – Full reconstruction)
 - Brady Street – Halibut Point Road to Gavan Street (\$410,000 – Full reconstruction)
 - Cathedral Way (\$150,000 – Full reconstruction)
 - Lake Street – Sawmill Creek Road to Peterson Street (\$3,600,000 – Full reconstruction)
 - American Street (\$250,000 – Full reconstruction)
 - Barracks Street – Seward Street to Race Street (\$140,000 – Full reconstruction)
 - Kashevaroff Street – Edgecumbe Drive to Kimsham Street (\$210,000 – Repave)
 - Marine Street – Seward Street to New Archangel Street (\$1,900,000 – Full reconstruction)
- Road to Resources – Granite Creek to Starrigavan (\$7,400,000—New construction)
- Lincoln Street Improvements – Harbor Way to Harbor Drive (\$1,900,000)

Trails and Paths

- Cross Trail Multimodal Pathway Project – Please incorporate Phase 6 (Kramer Avenue to Starrigavan) to Need ID 28452. Phase 6 is funded for planning and design by a FLAP grant and should be reflected as a priority transportation project. This modified project can be titled Cross Trail Multimodel Pathway and eliminate the phase numbers and locations. The description could be “Design, complete environmental clearance, permit, and build remaining phases of the Cross Trail Multimodal Pathway.
- The Sawmill Creek Road Bypass Trail, National Historical Park to Raptor Center, which was included in 2010 CBS Resolution 2010-22, was apparently not added to the Needs List. It remains an active priority. This project entails resolving the safety issues with uncontrolled pedestrian crossings on Sawmill Creek Road where the National Historical Park pedestrian pathway crosses to the Raptor Rehabilitation Center, a major visitor destination. This project may qualify for FLAP funds. Please add this project to the Needs List.
- Harbor Drive Seawalk Construction (subsequently renamed Sea Walk Phase II) was also included in CBS Resolution 2010-22 but not added to the Needs List. This project is also an active priority. CBS obtained FLAP grant funds for design and planning for this project. Including this partially funded project in the Needs List helps secure additional FLAP grants. Please add this project to the Needs List.

City and Borough of Sitka also requests that DOTPF delete the Needs List ID 26108 Edgecumbe Drive Pavement Rehabilitation Project and Needs List ID 26111 Jeff Davis Street Reconstruction. These projects are funded and planned for construction in 2015 and 2016 respectively.

City and Borough of Sitka appreciates your notice that the Southeast Alaska region has been expanded and renamed. This is an excellent opportunity to reiterate our request as detailed in the December 29, 2010 comment on the DOTPF transportation planning process under the Non-Metropolitan Local Official Consultation Process (NMLOCP). CBS requested, at a minimum, that a Regional Transportation Planning Organization (RTPO) be established for the Southeast Alaska region. Although this recommendation was not favorably received, City and Borough of Sitka resubmits this request to give Southcoast communities a “seat at the table” with DOTPF and improve the inadequate two-way communication and cooperation that could greatly benefit the Southcoast region. Please see enclosed December 2010 comment letter for more information.

Finally, City and Borough of Sitka requests that DOTPF engage with CBS and Sitka Airport users in a meaningful planning process for the Sitka Airport, before any large-scale deviation from the Sitka Airport Master Plan occurs. Rather than dealing with each lease lot development application without regard to the impacts it will have on the entire airport including future lease lot and general aviation impacts, the City and Borough of Sitka requests to review the entire near-term Sitka Airport Master Plan development proposals. A detailed discussion is needed to determine how DOTPF and CBS, as well as airport users, can cooperate to ensure that Sitka Airport development can proceed consistent with the Master Plan and will not cause adverse consequences for Sitka Airport and its users.

DOTPF's response to the above requests would be much appreciated. Thank you for the opportunity to discuss Sitka's transportation needs.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Gorman', with a long horizontal flourish extending to the right.

Mark Gorman
Municipal Administrator

Enclosures

cc: Senator Bert Stedman
Representative Jonathan Kreiss-Tomkins
Verne Skagerberg, DOTPF
Mayor McConnell and Assembly
Michael Harmon, Public Works Director

CITY AND BOROUGH OF SITKA

RESOLUTION 2010-22

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF SITKA IN SUPPORT OF SITKA TRANSPORTATION PROJECTS FOR THE STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP)

WHEREAS, the City and Borough of Sitka wishes to work with the State of Alaska to upgrade Sitka’s streets, pedestrian facilities, utilities, harbors and docks, airports, trails, and other transportation facilities, regardless of ownership; and

WHEREAS, the Alaska Department of Transportation and Public Facilities (ADOT-PF) is beginning work on the 2012-2015 State Transportation Improvement Plan (STIP), a rolling three year plan for transportation projects utilizing State funds or Federal funds provided through the State; and

WHEREAS, the ADOT-PF has asked communities to nominate additional items for the STIP “Needs List”, “a state-maintained list of transportation priorities for the State, including community nominated and community-owned and maintained infrastructure”, and the deadline for nominations is September 13, 2010; and

WHEREAS, only projects on the Needs List can be considered for inclusion in the STIP;

NOW, THEREFORE, BE IT RESOLVED by the Assembly of the City and Borough of Sitka, Alaska, that the following projects are the Sitka City and Borough’s STIP priorities (highest are prioritized) for the State Transportation Improvement Program, and the Assembly requests that they be included on the Needs List:

Priorit

<u>Y</u>	<u>Project Name</u>
1	Sitka: Halibut Point Road Pavement Rehabilitation
2	Sawmill Creek Road Reconstruction (Roundabout to Jeff Davis)
3	Paving Failed Collector Streets
4	Sawmill Creek Road Upgrade - Stage 3 (Whale Park to SCIP)
5	Paving Failed Arterial Streets
6	ANB Harbor Replacement
7	Intermodal and Harbor Systems Analysis
8	Airport Terminal Expansion
9	Seaplane Facility Relocation and Upgrade
10	Baranof Warm Springs State Dock Reconstruction
-	Nelson Logging Road Upgrade
-	Sawmill Cove Industrial Park Waterfront Development
-	Upgrade State Eagle Way and Old Harbor Mountain Road
-	Commercial Passenger Vessel Visitors Facilities Improvements
-	Granite Creek Road Improvements
-	Crescent Harbor Sidewalk Widening
-	Katlial Street Widening

- Monastery Street Sidewalk Construction
- Baranof Street Sidewalk Construction
- Sawmill Creek Road Surface Treatment (Bridge to End of Route)
- Blue Lake Road Upgrades
- Green Lake Road Upgrades
- New Harbor Construction
- Parallel Taxiway, Phase I
- Parallel Taxiway, Phase II
- General Aviation Apron and Lease Lot Development, Phase I
- General Aviation Apron and Lease Lot Development, Phase II
- General Aviation Apron, Lease Lot Development, Phase III
- Terminal: Sitka FT Mooring Modifications
- Sitka Access EIS
- Sitka Community Ride
- Sitka, Alaska - Transit Needs
- Halibut Point Road Bridge Replacement
- Takatz Lake Road Construction
- Safe Routes to Schools Projects
- Lightering Facility Breakwater Construction
- Upgrade State Highway Sidewalks to ADA Requirements
- Mass Transit Bus Pullout Facilities on State Highways

Trails and Paths

- 1 Path Connection to Indian River Trail
- 2 Cross Trail Construction, Ferry Terminal to Harbor Mountain Road
- 3 Cross Trail Cascade Creek to Kramer Avenue
- Cross Trail Construction High School to Baranof, Charles, Yaw and Pherson
- 4 St.
- 5 Cross Trail Construction, Yaw Drive to Indian River Trailhead
- 6 Sitka: Halibut Point Road Multiuse Path
- 7 Cross Trail Pedestrian Access
- 8 Harbor Drive Seawalk Construction
- 9 Oja Way Path Upgrade
- 10 Japonski Island Walkway Construction
- 11 Moller Field to Lake Street Connection (Trail)
- 12 Cross Trail Construction, Indian River trailhead to Verstovia Trail
- Sawmill Road Bypass Trail, NHP to Raptor Center

30

31 PASSED AND APPROVED by the Assembly of the City and Borough of Sitka, Alaska, on this 24th
 32 day of August, 2010.

33

34

35

 Scott McAdams, Mayor

36 ATTEST:

37

38 _____
 Colleen Ingman, MMC

39 Municipal Clerk

CBS HIGHEST MUNICIPAL PRIORITIES

PROJECT TITLE

Reconstruction of Sitka's Failing Paved Roads

Total Project Cost.....	\$11,000,000 (100%)
FY 2016 State Funding Request.....	\$11,000,000 (100%)
City and Borough of Sitka Federal Tax ID Number.....	92-0041163

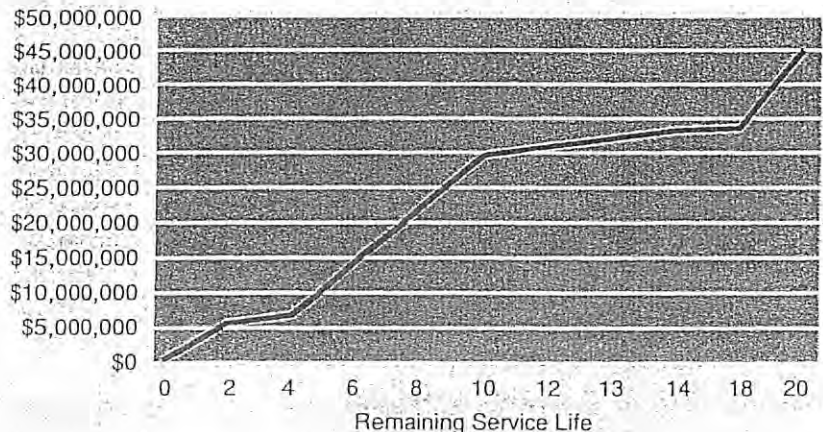
City and Borough of Sitka (CBS) requests \$11,000,000 to reconstruct Sitka priority roads. Many of the Sitka's paved roads are failing. A sustainable road program would require up to \$2.7 million annually. Recognizing the critical nature of the issue and with no current local funding stream in place, the Sitka Assembly is considering a vehicle registration fee or other mechanisms to provide an estimated \$700,000 per year. Even with that level of funding, the local taxpayers need state participation in order to address the need and ensure that paved roads do not return to gravel out of necessity. The following high priority roads are included in this request:



An example of poor asphalt condition due to subgrade issues. This is indicative of the condition of many municipal roads in Sitka.

- DeGroff Street (\$1,890,000 – Full Reconstruction)
- Lincoln Street – Harbor Drive to Metlakatla Street (\$2,600,000 – Full Reconstruction)
- Brady Street – Halibut Point Road to Gavan Street (\$410,000 – Full Reconstruction)
- Cathedral Way (\$150,000 – Full Reconstruction)
- Lake Street – Sawmill Creek Road to Peterson Street (\$3,600,000 – Full Reconstruction)
- American Street (\$250,000 – Full Reconstruction)
- Barracks Street – Seward Street to Race Street (\$140,000 – Full Reconstruction)
- Kashevaroff Street – Edgecumbe Drive to Kimsham Street (\$210,000 – Repave)
- Marine Street – Seward Street to New Archangel Street (\$1,900,000 – Full Reconstruction)

Cumulative Total RSL Cost
Total Road System



CBS LEGISLATIVE CAPITAL PROJECTS REQUESTS

PROJECT TITLE

Road to Resources – Granite Creek to Starrigavan

Total Project Cost	\$7,400,000 (100%)
FY 2016 State Funding Request	\$7,400,000 (100%)
City and Borough of Sitka Federal Tax ID Number	92-0041163

Due in part to recent large construction projects – including the State Department of Transportation’s (DOT) airport, Sawmill Creek Road and Halibut Point Road projects – City and Borough of Sitka (CBS) and privately owned rock quarries in Sitka are near the end of their productive lives. There do not appear to be many opportunities for additional private quarries, leaving CBS as the primary source of construction rock products in Sitka. If additional quarries are not developed, rock materials for future development projects may need to come from outside of Sitka, greatly driving up construction costs. CBS is proposing to build a “Road to Resources” to help us develop additional quarries.

Laboratory testing indicates that rock from No Name Mountain, which would be made accessible by the proposed road, is of superior quality. A comparison of material testing results on a 2012 sample taken from No Name Mountain to the 2004 Alaska DOT Standard Specifications for Highway Construction indicates that this rock, when crushed, may satisfy the conditions of the Superior Performing Asphalt Pavements (“Superpave”) requirements. It is our understanding that no quarry in Southeast Alaska was able to provide Superpave-quality materials for the Halibut Point Road project, forcing the DOT to pay for aggregate imported from Washington State.

In addition, access to the Starrigavan Valley is required to develop a water well field which could provide an alternate source for drinking water for the community. Currently, CBS drinking water is provided from Blue Lake. Required maintenance at the penstock periodically causes this water source to be unavailable. The only other currently feasible source of drinking water is Indian River. This historical water source would require expensive filtration to meet current federal drinking water standards.

The requested funding would provide a road from the developed Granite Creek Rock Quarries area north to Nelson Logging Road, with a spur road north of No Name Mountain connecting to Halibut Point Road. This request would not only provide access to much-needed rock sources, but also provide a route for a future potable water supply line from Starrigavan Valley.

City and Borough of Sitka requests state assistance of \$7,400,000 to provide a Road to Resources to access additional rock for state, city, and private Sitka projects between Granite Creek and No Name Mountain. The project also would also provide an access route for a potable water transmission line from Starrigavan Valley to the community.

CBS LEGISLATIVE CAPITAL PROJECTS REQUESTS

PROJECT TITLE

Commercial Passenger Visitor Facilities – Lincoln Street Improvements

Total Project Cost	\$1,900,000 (100%)
FY 2016 State Funding Request	\$1,900,000 (100%)
City and Borough of Sitka Federal Tax ID Number	92-0041163

The City and Borough of Sitka requests \$1,900,000 funding from the State of Alaska to complete a capital project to enhance commercial passenger vessel services, enhance passenger safety, and support cruise ship visitor activities. Sitka has experienced a precipitous drop in cruise ship visitors from a high of 286,000 in 2006 to less than 100,000 in 2014. Efforts are underway to regain the visitor counts through dialogue with the cruise lines and investment in infrastructure which supports the visitor industry.

The 2012 Sitka Health Summit listed Downtown Revitalization as a top priority for the community. Lincoln

Street is the primary economic center for the cruise industry in Sitka. This project would replace the existing aging and failing asphalt, curb & gutter and sidewalk along the central business district of Lincoln Street from Harbor Way to Lake Street with new hardscape. Improvements will also include replacement of existing non-conforming wheelchair ramps with new Americans with Disabilities Act (ADA) wheelchair ramps and new enhanced pavement crosswalks. These improvements will support visitor activities within Sitka's downtown by improving the visitor experience and enhancing pedestrian safety and demonstrate to the cruise industry that Sitka is open for business.



An example of how new hardscape can enhance public space.



City and Borough of Sitka

PUBLIC WORKS

100 LINCOLN STREET • SITKA, ALASKA 99835
PHONE (907) 747-1894 • FAX (907) 747-3158

December 29th, 2010

Marcheta Moulton
DOT&PF – SWP Program Development
PO Box 112500
Juneau, AK 99811-2500

**RE: Non-Metropolitan Local Official Consultation Process (NMLOCP)
Request for Comments by 12/30/2010**

Dear Ms. Moulton:

The City and Borough of Sitka (CBS) appreciates the opportunity to comment on the State Department of Transportation (DOT) transportation planning process. There is no doubt that our community is seeking more input in the transportation planning process. Specifically, we are concerned about the lack of opportunities to improve this process to include non-metropolitan municipalities on a regional basis much like other states have been doing for over 20 years. Alaska is a young State with a relatively undeveloped transportation system making this planning process vitally important. However, it appears that our State may be taking a minimalist approach in allowing the lowest level of Federal requirements to drive the process.

It has been requested for our comments to consider the following basic essentials:

- How frequently community and borough officials are contacted
- What communication methods are used to work with local officials
- How transportation priorities are identified at the local and state levels
- If there is a clear way that projects are selected to be included on the state's priority list, and if the progress toward construction on those projects is transparent (for example, projects do not drop off the list after a period of time)
- Whether transportation decisions are linked with local efforts to create jobs or decisions about where community facilities like schools and health clinics are located

Unfortunately these basic essentials to transportation planning highlight the areas that are weak or nonexistent in regards to DOT's involvement in coordinating with the CBS. Our regional planning strategy is primarily run by email and postcard announcements requesting information such as comments, needs, or filling out STIP project applications. We are not aware of any organized regional transportation strategies developing the "Needs List" or what gets submitted to the STIP. The municipalities basically respond to the requested information, which is often unclear and then follow up to find out what decisions were made by DOT.

To create a strategic and transparent plan, CBS recommends implementing Regional Transportation Planning Organizations (RTPO). RTPO's can establish a consistent and meaningful method of making transportation decisions on a regional basis. Such a process could assure that all issues are brought out for open discussion and debated. This is an important element of the planning process that is currently absent in Alaska that could help determine the future direction and characteristics of each RTPO for years to come.

At a minimum, an RTPO should be established for Southeast Alaska. It would be important for the organization to embody some of the following basic essentials:

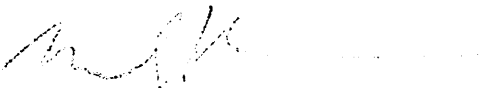
- An RTPO Organization should be a formal organization, with membership of boroughs, cities, and tribes within the region.
- The RTPO should determine its own structure to ensure equitable and acceptable representation by member governments.
- Once the RTPO is established, it should be subject to certification and consistency requirements.
- The RTPO should be established exclusively as a transportation planning organization.
- DOT would have an interlocal agreement that establishes the organization and defines duties and relationships.
- RTPO's would designate a Lead Planning Agency to staff the Regional Transportation Planning Program. The lead planning agency is the designated recipient for any regional transportation planning grants from DOT.
- DOT would develop a planning grant program to help support the RTPO's in developing comprehensive transportation plans and provide match money grants required for STIP projects.
- RTPO's would be responsible for developing and maintaining a Regional Transportation Plan that spans four years consistent with the STIP.
- RTPO's would also create a Transportation Policy Board, to provide policy advice to the RTPO. The RTPO would allow representatives of major employers, DOT, bus transit organizations, port districts/departments, tribal organizations, cities, and boroughs to participate in policy making. The Transportation Policy Board would provide a means of formal participation in the Regional Transportation Plan development for those not a member of the RTPO, but who have a major stake in regional transportation facilities.
- RTPO's would utilize the technical expertise of member jurisdictions and Transportation Policy Board members through technical advisory committees in the development and upkeep of the Regional Transportation Plan. A citizen participation process should be required as part of the Regional Transportation Plan Standards being developed for this program. RTPO's would provide for meaningful citizen participation at all stages in the regional transportation planning process.

It is difficult to decipher how Southeast Alaska's transportation priorities are being discussed and decided. Each jurisdiction should decide this for itself. The collective discussion of transportation issues under an RTPO process makes it easier to determine transportation costs and benefits leading to the adoption of effective strategies and policies. It should be the responsibility of each community to determine its regional vision, the transportation systems its citizens want to plan for, and the resources its citizens are willing to invest to achieve these goals.

For example, although our ferry service is a vital transportation rural highway that connects Southeast to the rest of the Nation, planning direction by DOT appears to be emphasizing ridership and revenue versus Level of Service (LOS). Highways commonly generate little to no revenue and are extremely expensive to operate and maintain. Transportation planning should be about maintaining or increasing the LOS, not based on revenue. Ridership should only dictate the size of the infrastructure needed to maintain a high LOS. Other States would never reduce the availability of their highways to increase the traffic volumes when the roads are open. Likewise, Alaska should not reduce the ferry availability to increase passenger volumes. A Southeast RTPO would better serve in developing such important planning policies and direction for the region.

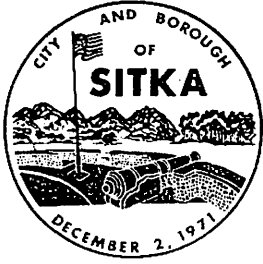
CBS continues to strongly endorse a regional planning process that is about local citizens, private interests, public interests, elected officials, and resource agencies partnering to jointly determine a future for our local communities, boroughs, and regions. Starting on the required RTPO legislation should be a high priority for the State and DOT. The basic motivation for the planning process legislation should be driven by the need for a community/regional vision that supports how the community wants its transportation system to look and perform in the years ahead. CBS looks forward to cooperating with other Southeast Communities to implement this much needed Regional Transportation Planning Organization.

Sincerely,



Michael Harmon
Public Works Director

c: Senator Bert Stedman
Representative Peggy Wilson
Mike Korsmo, MTAB Chair
Shelly Wright, SE Conference
Kathie Wasserman, Alaska Municipal League
Jim Dinley, CBS Municipal Administrator
Marlene Campbell, CBS Government Relations Director



City and Borough of Sitka

100 Lincoln Street Sitka, Alaska 99835

Coast Guard City, USA

May 20, 2015

Clay Davis
511 Verstovia Street
Sitka AK 99835

Dear Clay,

On behalf of the City and Borough of Sitka, I want to thank you for your personal contributions of time and service to our community.

The Port and Harbors Commission relies on the guidance and leadership of its board members; your time and energy were appreciated and we hope that you, too benefited from the experience.

We wish you all the best!

Warmest wishes,

Melissa Henshaw
Deputy Clerk

Service Award

The Assembly of the City and Borough of Sitka awards to

Clay Davis

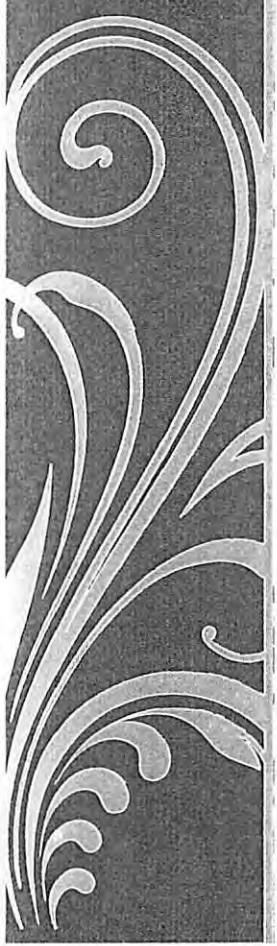
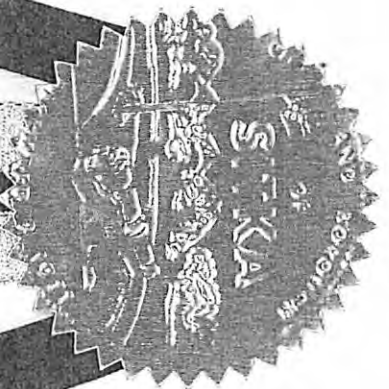
this expression of grateful acknowledgment for your valued service rendered in the public interest while serving on the Port and Harbors Commission.

Signed and sealed this 20th day of May 2015

Attest:

Sara Peterson

Sara Peterson, CMC
Municipal Clerk





Legislation Details

File #: 15-079 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 5/19/2015 In control: City and Borough Assembly

On agenda: 5/27/2015 Final action:

Title: Approve the minutes of the May 12, 2015 Assembly meeting

Sponsors:

Indexes:

Code sections:

Attachments: [Revised CONSENT Minutes](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

CONSENT AGENDA

POSSIBLE MOTION

I MOVE TO APPROVE THE CONSENT AGENDA
CONSISTING OF ITEMS, A, B, C, & E

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

POSSIBLE MOTION

I MOVE TO approve the minutes of the
May 12, 2015 Assembly meeting.



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 Michelle Putz*

*Municipal Administrator: Mark Gorman
Municipal Attorney: Robin L. Koutchak
Municipal Clerk: Sara Peterson, CMC*

Tuesday, May 12, 2015

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Putz

IV. CORRESPONDENCE/AGENDA CHANGES

15-075 Reminders, Calendars and General Correspondence

V. CEREMONIAL MATTERS

Mayor McConnell read a proclamation celebrating May 18, 2015 as Arbor Day in Sitka. Joe D'Arienzo, Chair of the Tree and Landscape Committee, accepted the proclamation.

15-064 Arbor Day Proclamation

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

Lawrence SpottedBird, General Manager of Sitka Tribe of Alaska (STA), provided an update to the Assembly. SpottedBird reported the recent Town Hall meeting between the Sitka Police Department and STA was a success. He also mentioned STA was looking for property to purchase in Sitka to build a bus maintenance facility.

VII. PERSONS TO BE HEARD

Ann Wilkinson, urged the Assembly to look into the possibility of an alcohol tax.

Robb Farmer, Director of the Kettleson Memorial Library, reminded the public the annual adult spelling bee would be held May 24.

Ed Kimmel, spoke to the cost of living and high turnover rate of employees.

Michelle Putz, speaking as a member of the public, expressed concern over the increasing number of short-term rentals and the effect on the long-term rental supply.

VIII. REPORTS

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

Mayor - Attended the opening of the art show at City Hall May 1 and encouraged the community to stop by and enjoy the display during the month of May, attended the Hospital Stakeholder Focus Group meeting on May 6, and attended two events the week of May 4 celebrating the completion of the Blue Lake Hydroelectric Dam Expansion project. The first was a dinner hosted by Barnard Construction and the second was the dedication ceremony at the new powerhouse. She added this was the largest municipal project the City had ever done in turn providing local employment and new careers for some Sitkans. She further added the project would provide stable, clean, renewable, affordable energy today, tomorrow and for generations to come. She thanked Sitkans for seeing the need and voting to approve the important project. On May 8, Mayor McConnell attended the dedication ceremony of the new Tech Center at Sitka High School and was impressed by what was happening in this new, sheltered space. Most noticeable were cars up on lifts and three buildings under construction, including a tiny home. She added students for many years to come would be graduating from high school with hands-on knowledge of careers that would set them up well for their futures. On Mother's Day, Mayor McConnell joined some other Sitkans for the inaugural visit of the Norwegian Sun cruise ship. Plaques were exchanged, photos taken, and lunch was served in one of the restaurants. She noted on May 13 she was traveling to Juneau to attend the Alaska Municipal League spring board meeting for two days.

Administrator - Gorman met with Sound Development partners to work on a land swap, informed by DNR last week that a mistake had been made in conveyance of tidelands to CBS, announced there would be a Town Hall meeting May 13 to talk about city services and municipal government, and reported the temporary fencing at the overlook area at Blue Lake was unsafe for public access and CBS was working with the Forest Service to determine access and solutions.

Liaisons - Putz mentioned a tree ordinance would be coming forward May 27, Hunter reported the Port and Harbors Commission would like to be involved in further worksessions regarding the transient float project, Miyasato reported the Library Commission recommended keeping the library hours at status quo and were continuing to have discussions regarding the library name change. Guevin attended the School District strategic planning worksession on May 6.

Clerk - Outlined the process and timeline for a citizen ballot initiative and announced that the 2015 municipal election would not be conducted by mail. Peterson shared she was in the process of securing two precinct locations with the State of Alaska Division of Elections.

IX. CONSENT AGENDA

- A 15-066 Approve the minutes of the April 21, 23, 28 and May 4 Assembly meetings

 This item was APPROVED on the Consent Agenda.
- B 15-065 Appoint Lauren Hughey to an unexpired term on the Health Needs and Human Services Commission and appoint Dr. Debra Pohlman to serve as Medical Staff Liaison on the Hospital Board through December 31, 2015

 This item was APPROVED on the Consent Agenda.
- C ORD 15-31 Clarifying Sitka General Code Title 2 Administration, at Chapter 2.40 Elections, Section 2.40.095 Candidate Biographical Information

 This item was APPROVED on the Consent Agenda.
- X. **UNFINISHED BUSINESS:**
- D ORD 15-24A Amending SGC Section 4.09.100 N entitled Over One Thousand Five Hundred Dollars on Sales and Rents of Tangible Personal Property and on Sales and Services to increase the taxable transaction limit from \$1,500 to \$3,000 (amend as previously adopted on May 12, 2015 to amend the effective date to October 1, 2015 and reinsert previously stricken language on line 44 "on a Monthly Basis") - a third and final reading of this ordinance will be required on June 9, 2015

 Shirley Robards, Ann Wilkinson, Greg Kane, Theresa Weiser, John Belcher, Mike Trotter, David Russell, Peggy Gipple, Chuck McNamee, Seth Bone and Casey Gould spoke in opposition to the ordinance. Wilkinson and Kane spoke in opposition to an effective date of July 1, 2015. Bone suggested a smaller increase.

 Lon Garrison and Christine Pate spoke in support of the ordinance.

 Phil Burdick and Robin Taylor encouraged the Assembly to support the schools in whatever way possible.

 Jay Sweeney, Chief Finance and Administrative Officer, commented that the revenue generation estimate of \$400,000-\$800,000 was just that, an estimate. There would be a cost of \$150,000-\$200,000 delaying this until October.

 Assembly members Miyasato, Putz, Eisenbeisz, Hunter and Guevin offered their opinions on the ordinance.

 A motion was made by Putz that this Ordinance be APPROVED on second and final reading. The motion PASSED by the following vote.

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

 No: 2 - Swanson, and Eisenbeisz

 Lon Garrison, Seth Bone, Theresa Weiser and Michelle Kane spoke in support of the

amendment.

Eric Jordan spoke in opposition to the amendment.

Administrator Gorman and Chief Finance and Administrative Officer, Jay Sweeney, offered the amendment would be difficult for the Finance Department staff to enforce and it would therefore be on the honor system.

A motion was made by Hunter to AMEND the main motion to exempt sales agreed to prior to May 12, 2015 for services to be provided prior to October 1, 2015. The motion to AMEND FAILED by the following vote.

Yes: 3 - Hunter, Swanson, and Miyasato

No: 4 - McConnell, Eisenbeisz, Guevin, and Putz

E ORD 15-25

Amending Title 4 Revenue and Finance, at Chapter 4.26 Excise Tax on Cigarettes and Tobacco Products, under Sections 4.26.010 Applicability of Chapter; 4.26.020 Tax on Cigarettes; and 4.26.030 Tax on other Tobacco Products

Lon Garrison spoke in support of the ordinance.

A discussion ensued among Assembly members. Guevin offered the proposed ordinance put an additional burden on low income populations. Hunter shared some research he had done on the extended health consequences and healthcare costs associated with smoking. He felt tobacco was costing Sitka a lot of money and spoke in support of the ordinance. Eisenbeisz stated it was unfair for SEARHC beneficiaries to have to subsidize the Hospital more than they already did and offered this might be a worthwhile ballot proposition.

A motion was made by Eisenbeisz to AMEND the ordinance to be considered as a ballot proposition for 2015. The motion FAILED by the following vote.

Yes: 2 - Swanson, and Eisenbeisz

No: 5 - McConnell, Hunter, Miyasato, Guevin, and Putz

A motion was made by Eisenbeisz to POSTPONE this item to the June 9, 2015 Assembly meeting. The motion PASSED by the following vote.

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

No: 1 - Miyasato

F ORD 15-26

Adjusting the FY15 Budget

Eisenbeisz asked for further explanation on the water main easement line item. Jay Sweeney, Chief Finance and Administrative Officer, along with Michael Harmon, Public Works Director, explained the easement was not on City property and was essentially in trespass. To provide land that was needed to protect and maintain the line, Public Works was taking care of the issue now.

A motion was made by Hunter that this Ordinance be APPROVED on second and final reading. The motion PASSED by the following vote.

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

No: 1 - Eisenbeisz

- G** ORD 15-28 Amending SGC Title 2 Administration, Chapter 2.62 Sitka Investment Committee Section 2.62.010 Established-Membership-Terms to add a member category entitled "Alternate Voting Member"

A motion was made by Putz that this Ordinance be APPROVED on second and final reading. The motion PASSED by the following vote.

Yes: 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Putz

- H** ORD 15-29 Amending SGC Title 2 Administration, at Chapter 2.04.010 Agenda, to add an item under Order of Business entitled "Board, Commission, Committee Appointments"

A motion was made by Swanson that this Ordinance be APPROVED on second and final reading. The motion PASSED by the following vote.

Yes: 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Putz

- I** ORD 15-30 To amend Title 4, Revenue and Finance, of the SGC by amending Section 4.09.010, Levy of Sales Tax, to raise the sales tax in the April through September period from six percent to seven percent; proposing to amend the Home Rule Charter of the City and Borough of Sitka to create a dedicated fund for Sitka School District and place in that dedicated fund any revenues gained from that seasonal increase in the sales tax from six to seven percent; and submitting to the voters these amendments for ratification - Ballot Proposition

Mary Wagner, Jennifer McNichol, Lon Garrison, Davey Lubin, Dawn Barragan, Heather Powell, Mikolas Bekeris, Christine Pate, Cory Kelly, Kris Fulton, and Ben White spoke in support of the ordinance.

Assembly members offered comments on the ordinance and some suggested they wanted to explore other revenue raising options.

A motion was made by Putz to POSTPONE this item to the June 23, 2015 Assembly meeting. The motion PASSED by the following vote.

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

No: 1 - Miyasato

XI. NEW BUSINESS:

- J** 15-070 Consider waiving personal property non-filing fees in their entirety for: 1) David Coleman, 2) Thomas Emerson, 3) Edward Kimmel, 4) Robert Reid, 5) Robert Rules, 6) Wayne Taranoff, and 7) Joseph Weyhmler. Note: On May 4, 2015 the Assembly reduced the personal property non-filing fee from \$100 to \$20 for Tax Year 2015.

Ed Kimmel expressed his displeasure at the process and explained his reasons for filing late.

Wendy Lawrence, Assessor, explained all taxable personal property was required to be self-reported by February 15 annually and that the applicants before the Assembly were requesting a waiver of the personal property non-filing fee for tax year 2015. The waiver amount had previously been reduced from \$100 to \$20 at the May 4, 2015 Assembly meeting.

Attorney, Robin Koutchak, reminded the Assembly there needed to be a compelling reason for missing the filing deadline and ultimately waiving the fee.

A motion was made by Miyasato to APPROVE waiving the personal property non-filing fee which was reduced from \$100 to \$20 at the May 4, 2015 Assembly meeting for David Coleman, Thomas Emerson, Edward Kimmel, Robert Reid, Wayne Taranoff and Joseph Weyhmiller. The motion FAILED by the following vote.

Yes: 2 - Swanson, and Miyasato

No: 5 - McConnell, Hunter, Eisenbeisz, Guevin, and Putz

K 15-067

Approve the transfer of \$10,000 from the Public Works Street Department Snow Removal budget to the Other Expenditures, Donations budget, and authorize an expenditure of \$10,000 to the Sitka Historical Society for a grant match for the Sesquicentennial (150th) Grant

The Assembly discussed the options of taking the money from the Visitor Activities Enhancement Fund or the Southeast Economic Development Fund rather than the FY15 snowplowing budget.

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

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

No: 1 - Eisenbeisz

L 15-068

Sitka School District Budget Funding for FY16

Lon Garrison, President of the Sitka School Board, spoke in support of the motion.

Administrator Gorman provided clarification of the funding for Community Schools.

A motion was made by Hunter to approve \$6,537,658 for the FY16 Sitka School District (SSD) budget. Additionally, the SSD would receive 50% of any Federal Secure Rural Schools funding received by the municipality, and up to \$150,000 for building repair and maintenance, and, \$179,863 to fund Community Schools. SSD would manage Community Schools for the first quarter at a cost of \$44,966 and contract out the service thereafter with the remaining \$134,897. The motion PASSED by the following vote.

Yes: 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Putz

M 15-069

Approve a lease agreement, with the option to purchase Block 4 Lot 8 of Gary Paxton Industrial Park, between Alaska & Pacific Packing and

the City and Borough of Sitka (CBS) and a tidelands lease agreement between Alaska & Pacific Packing and CBS as recommended by the Gary Paxton Industrial Park Board and authorize the Municipal Administrator to execute the documents

Troy Denkinger, President of Silver Bay Seafoods, urged the Assembly to put restrictions and requirements on the Alaska & Pacific Packing (APP) lease. Rich Riggs, CEO of Silver Bay Seafoods, expressed similar concerns and feared if APP didn't follow through with its business plan that there would be a hole left in the Industrial Park delaying plans for further development.

Pat Glaab of Alaska & Pacific Packing explained his proposal and that it had been fully vetted and approved by the Gary Paxton Industrial Park (GPIP) Board.

Steven Reifenhohl suggested the City put the property out to bid.

Putz asked Garry White, Executive Director of the Gary Paxton Industrial Park, whether the proposal met the needs of the GPIP and if the proposal would interfere with future plans. White noted that a location for the big dock had not yet been chosen. Overall, the GPIP Board felt the mission of the Park was to create jobs and bring tax revenue into the City and Borough and the Board felt that this proposal met that need. White stated he stood behind the recommendations of the Board and indicated the sale could happen once Glaab met the four benchmarks.

Hunter clarified that the water meter building would not be sold. White confirmed and noted a survey would be done.

Guevin spoke in opposition to the sale of public land and believed some of the steps in the strategic plan had not been accomplished. He added that far less conditions were placed on the sales to Silver Bay Seafoods and Monarch Tannery and that Glaab's proposal had gone through a longer public process.

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

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

No: 1 - Guevin

A motion was made by Hunter to extend the meeting time to 11pm. The motion PASSED by the following vote.

Yes: 6 - Hunter, Guevin, Miyasato, Putz, McConnell, Swanson

No: 1 - Eisenbeisz

N 15-071

Board of Adjustment: Approve a conditional use permit request for operation of a short-term rental filed by Chris and Tiffany Bryner at 413 Baranof Street

A motion was made Hunter to CONVENE as the Board of Adjustment. The motion PASSED by the following vote.

Yes: 7 - Swanson, Miyasato, Eisenbeisz, Putz, McConnell, Guevin, Hunter

Maegan Bosak, Planning and Community Development Director, gave an overview of the request.

The applicant, Chris Bryner, provided a summary of his short-term rental request. He

hoped to rent his home for a three week period this summer.

A motion was made by Hunter to APPROVE a conditional use permit filed by Chris and Tiffany Bryner for operation of a short-term rental at 413 Baranof Street, and further, adopt the conditions and findings as recommended by the Planning Commission and request that they are listed in their entirety as part of the official record:

Required Findings

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 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 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.

CONDITIONS

1. Contingent upon a completed satisfactory life safety inspection.
2. The facility shall be operated consistent with the application and plans that were submitted with the request.
3. The facility shall be operated in accordance with the narrative that was submitted with the application.
4. The applicant shall submit an annual report every year, covering the information on the form prepared by the Municipality, summarizing the number of nights the facility has been rented over the twelve month period starting with the date the facility has begun operation. The report is due within thirty days following the end of the reporting period.
5. The Planning Commission, at its discretion, may schedule a public hearing at any time following the first nine months of operations for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties.
6. Failure to comply with any of the conditions may result in revocation of the conditional use permit.

The motion **PASSED** by the following vote.

Yes: 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Putz

O 15-072

Board of Adjustment: Approve a conditional use permit request for operation of a short-term rental filed by Ali Clayton at 1601 Davidoff Street

Maegan Bosak, Planning and Community Development Director, and applicant, Ali Clayton, provided an overview of the request for a short-term rental.

A motion was made by Hunter to **APPROVE** a conditional use permit filed by Ali Clayton for operation of a short-term rental at 1601 Davidoff Street, and further, adopt the conditions and findings as recommended by the Planning Commission and request that they are listed in their entirety as part of the official record:

Required Findings

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 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 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.

CONDITIONS

1. Contingent upon a completed satisfactory life safety inspection.
2. The facility shall be operated consistent with the application and plans that were submitted with the request.
3. The facility shall be operated in accordance with the narrative that was submitted with the application.
4. The applicant shall submit an annual report every year, covering the information on the form prepared by the Municipality, summarizing the number of nights the facility has been rented over the twelve month period starting with the date the facility has begun operation. The report is due within thirty days following the end of the reporting period.
5. The Planning Commission, at its discretion, may schedule a public hearing at any time following the first nine months of operations for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties.
6. Failure to comply with any of the conditions may result in revocation of the conditional use permit.

The motion PASSED by the following vote.

Yes: 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Putz

P 15-073

Board of Adjustment: Approve a conditional use permit request for an accessory dwelling unit (ADU) filed by George and Tamara Eliason at 2314 Halibut Point Road

Maegan Bosak, Planning and Community Development Director, explained the request and the intent behind accessory dwelling units.

A motion was made by Hunter to APPROVE a conditional use permit filed by George and Tamara Eliason for an accessory dwelling unit (ADU) at 2314 Halibut Point Road, and further, adopt the conditions and findings as recommended by the Planning Commission and request that they are listed in their entirety as part of the official record:

Required Findings

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 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 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.

CONDITIONS

1. The facility shall be operated consistent with the application and plans that were submitted with the request.
2. 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.
3. Failure to comply with any of the conditions may result in revocation of the conditional use permit.

The motion PASSED by the following vote.

Yes: 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Putz

Q 15-074

Board of Adjustment: Approve a conditional use permit request for operation of an outdoor restaurant/portable structure filed by Ashley Moore at 331 Lincoln Street

Maegan Bosak, Planning and Community Development Director, explained the request and noted an outdoor restaurant/portable structure was a conditional use permit request in the Central Business District.

Ashley Moore, applicant, explained her request. She stated the subject property allowed her to be closer to town.

Putz thanked staff for their work.

A motion was made by Putz to APPROVE a conditional use permit filed by Ashley Moore for an outdoor restaurant/portable structure at 331 Lincoln Street, and further, adopt the conditions and findings as recommended by the Planning Commission and request that they are listed in their entirety as part of the official record. The owner of record is Christopher Bowen.

Required Findings

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 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 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.

CONDITIONS

1. The facility shall be operated consistent with the application and plans that were submitted with the request including the location.
2. 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.
3. Failure to comply with any of the conditions may result in revocation of the conditional use permit.
4. Must gain all necessary agency permits.
5. Must submit an updated site plan showing the proposed tent and tables.

The motion PASSED by the following vote.

Yes: 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Putz

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

XII. PERSONS TO BE HEARD:

Administrator Gorman noted that he would be working with staff to have a special meeting for Board of Adjustment items in the future.

XIII. EXECUTIVE SESSION

None.

XIV. ADJOURNMENT

A motion was made by Hunter to ADJOURN. Hearing no objection the meeting ADJOURNED at 10:39pm.

ATTEST: _____
Sara Peterson, CMC
Municipal Clerk



Legislation Details

File #: 15-077 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 5/18/2015 In control: City and Borough Assembly

On agenda: 5/27/2015 Final action:

Title: Approve a request filed by Dove Island Lodge for an expansion of licensed premises under liquor license #5126

Sponsors:

Indexes:

Code sections:

Attachments: [Liquor License expansion](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Should this item be pulled from the consent the following motion is suggested:

POSSIBLE MOTION

I MOVE TO approve a request filed by Dove Island Lodge for an expansion of their licensed premises under liquor license #5126.

Note: Alaska Statute requires the local governing body to take action on the expansion of serving area request.



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
From: Sara Peterson, Municipal Clerk *SP*
Date: May 20, 2015
Subject: Liquor License 5126 Dove Island Lodge
Request for expansion of licensed serving area

This office has received notification of the following liquor license expansion of premises:

License 5126 Dove Island Lodge
Dove Island

Dove Island Lodge is a licensed premises and is requesting approval to expand their licensed serving area. Pages 1 through 3 of the attached document show the approved existing serving areas in red. Pages 4 and 5 show the proposed expansion of serving areas in red. Alaska Statute requires the local governing body to take action on the expansion request.

A memo was circulated to the various departments who may have a reason to protest. No protests were received.

STATE OF ALASKA
ALCOHOL BEVERAGE CONTROL BOARD
Licensed Premises Diagram

INSTRUCTIONS: Draw a detailed floor plan of your present or proposed licensed premises on the graph below; show all entrances and exits, and all fixtures such as tables, booths, games, counters, bars, coolers, stages, etc.

DBA: Dove Island Lodge

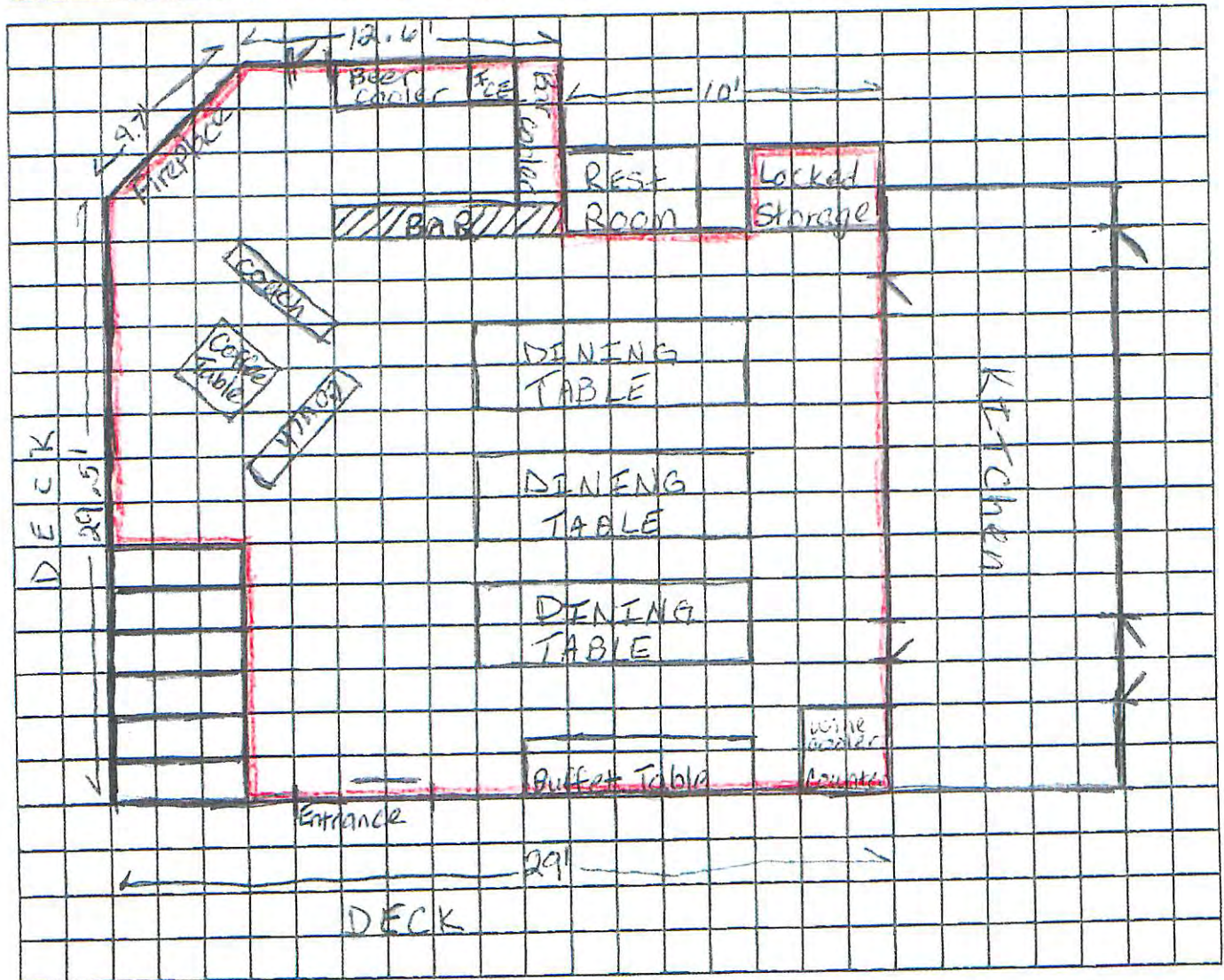
PREMISES LOCATION: Dove Island, Sitka, AK

Indicate scale by x after appropriate statement or show length and width of premises.

SCALE A: _____ 1 SQ. = 4 FT. SCALE B: _____ 1 SQ. = 1 FT.

Length and width of premises in feet:

Outline the area to be designated for sale, service, storage, and consumption of alcoholic beverages in red.
DO NOT USE BLUE INK OR PENCIL ON THIS DIAGRAM.



STATE OF ALASKA
ALCOHOL BEVERAGE CONTROL BOARD
Licensed Premises Diagram

INSTRUCTIONS: Draw a detailed floor plan of your present or proposed licensed premises on the graph below; show all entrances and exits, and all fixtures such as tables, booths, games, counters, bars, coolers, stages, etc.

DBA: DOVE ISLAND LODGE

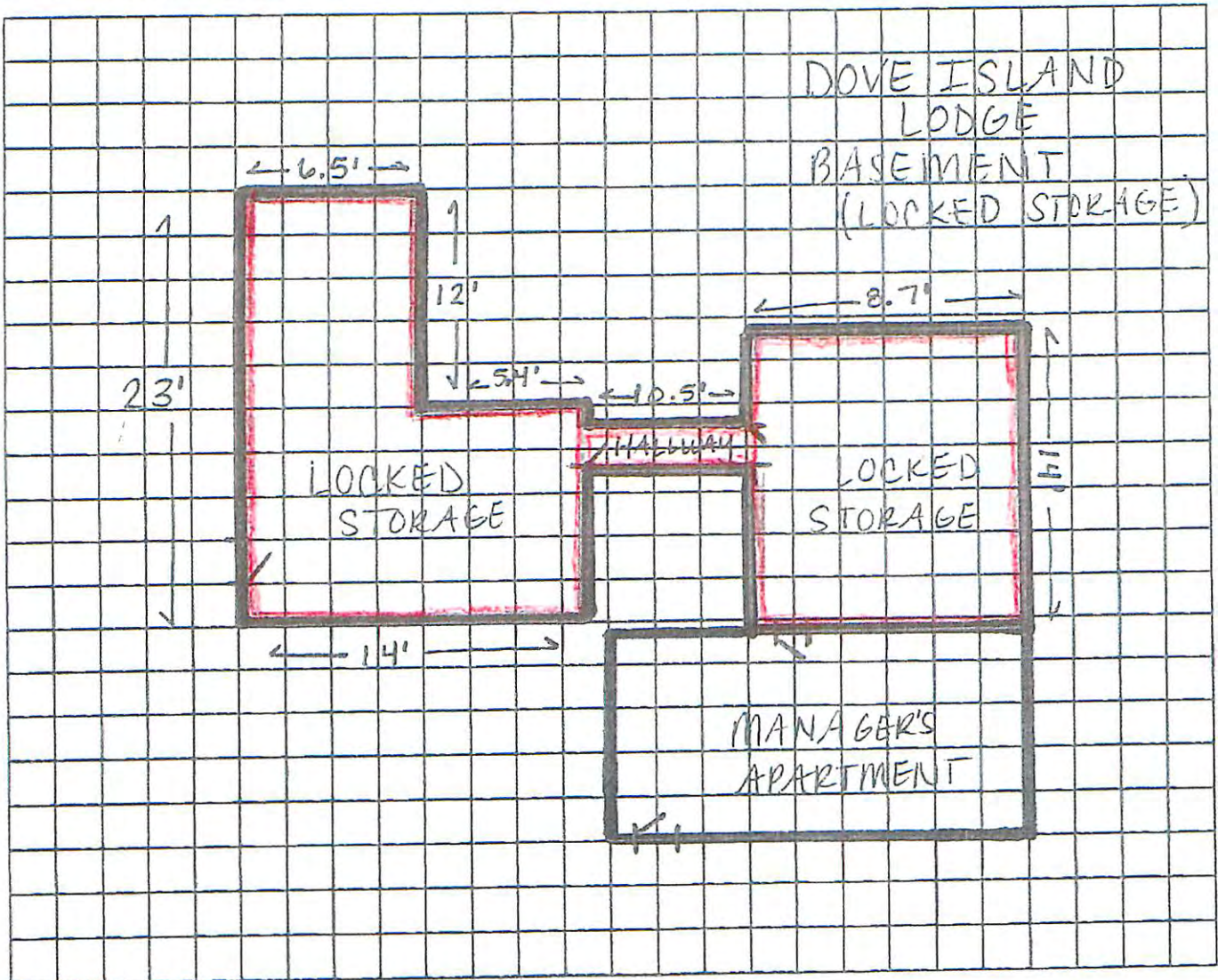
PREMISES LOCATION: DOVE ISLAND, SITKA, AK

Indicate scale by x after appropriate statement or show length and width of premises.

SCALE A: _____ 1 SQ. = 4 FT. SCALE B: _____ 1 SQ. = 1 FT.

Length and width of premises in feet: 23' x 33'

Outline the area to be designated for sale, service, storage, and consumption of alcoholic beverages in red.
DO NOT USE BLUE INK OR PENCIL ON THIS DIAGRAM.



STATE OF ALASKA
ALCOHOL BEVERAGE CONTROL BOARD
Licensed Premises Diagram

INSTRUCTIONS: Draw a detailed floor plan of your present or proposed licensed premises on the graph below; show all entrances and exits, and all fixtures such as tables, booths, games, counters, bars, coolers, stages, etc.

DBA: Dove Island Lodge

PREMISES LOCATION: Dove Island, Sitka, AK

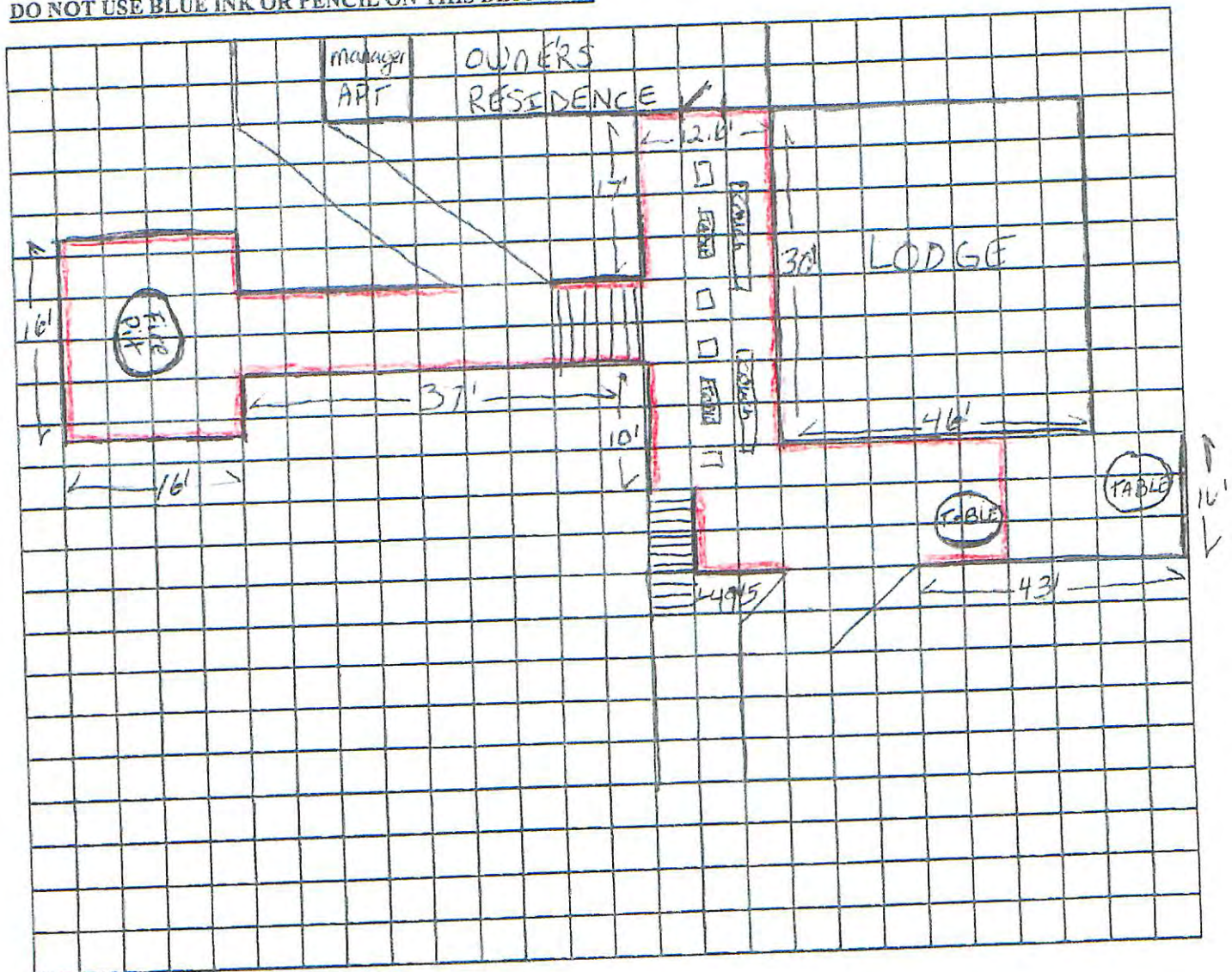
Indicate scale by x after appropriate statement or show length and width of premises.

SCALE A: _____ 1 SQ. = 4 FT. SCALE B: _____ 1 SQ. = 1 FT.

Length and width of premises in feet:

Outline the area to be designated for sale, service, storage, and consumption of alcoholic beverages in red.

DO NOT USE BLUE INK OR PENCIL ON THIS DIAGRAM.



STATE OF ALASKA
ALCOHOL BEVERAGE CONTROL BOARD
Licensed Premises Diagram

INSTRUCTIONS: Draw a detailed floor plan of your present or proposed licensed premises on the graph below; show all entrances and exits, and all fixtures such as tables, booths, games, counters, bars, coolers, stages, etc.

DBA: Dove Island Lodge

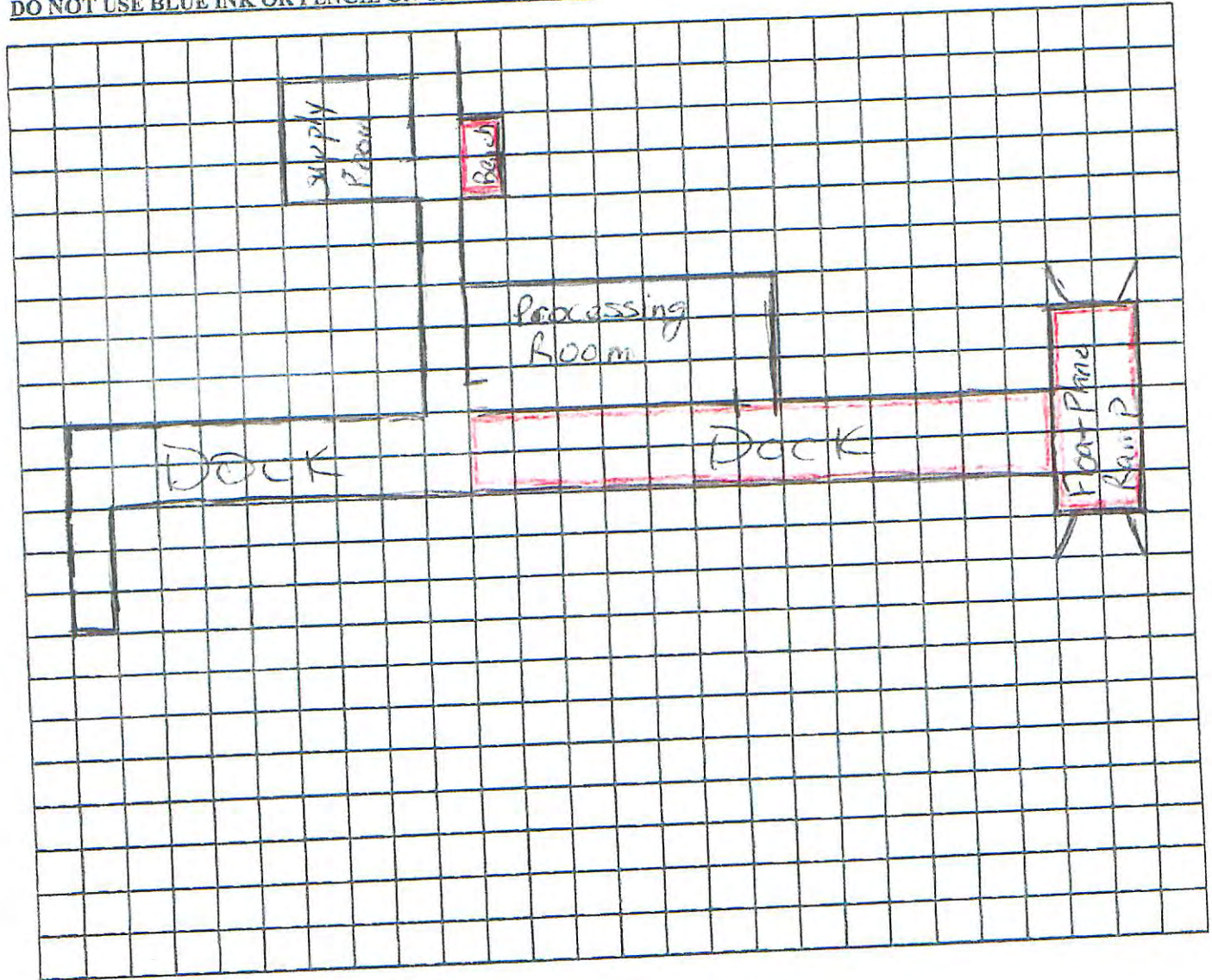
PREMISES LOCATION: Dove Island, Sitka, AK

Indicate scale by x after appropriate statement or show length and width of premises.

SCALE A: _____ 1 SQ. = 4 FT. SCALE B: _____ 1 SQ. = 1 FT.

Length and width of premises in feet:

Outline the area to be designated for sale, service, storage, and consumption of alcoholic beverages in red.
DO NOT USE BLUE INK OR PENCIL ON THIS DIAGRAM.



STATE OF ALASKA
ALCOHOL BEVERAGE CONTROL BOARD
Licensed Premises Diagram

INSTRUCTIONS: Draw a detailed floor plan of your present or proposed licensed premises on the graph below; show all entrances and exits, and all fixtures such as tables, booths, games, counters, bars, coolers, stages, etc.

DBA: Dove Island Lodge

PREMISES LOCATION: Dove Island, Sitka, AK

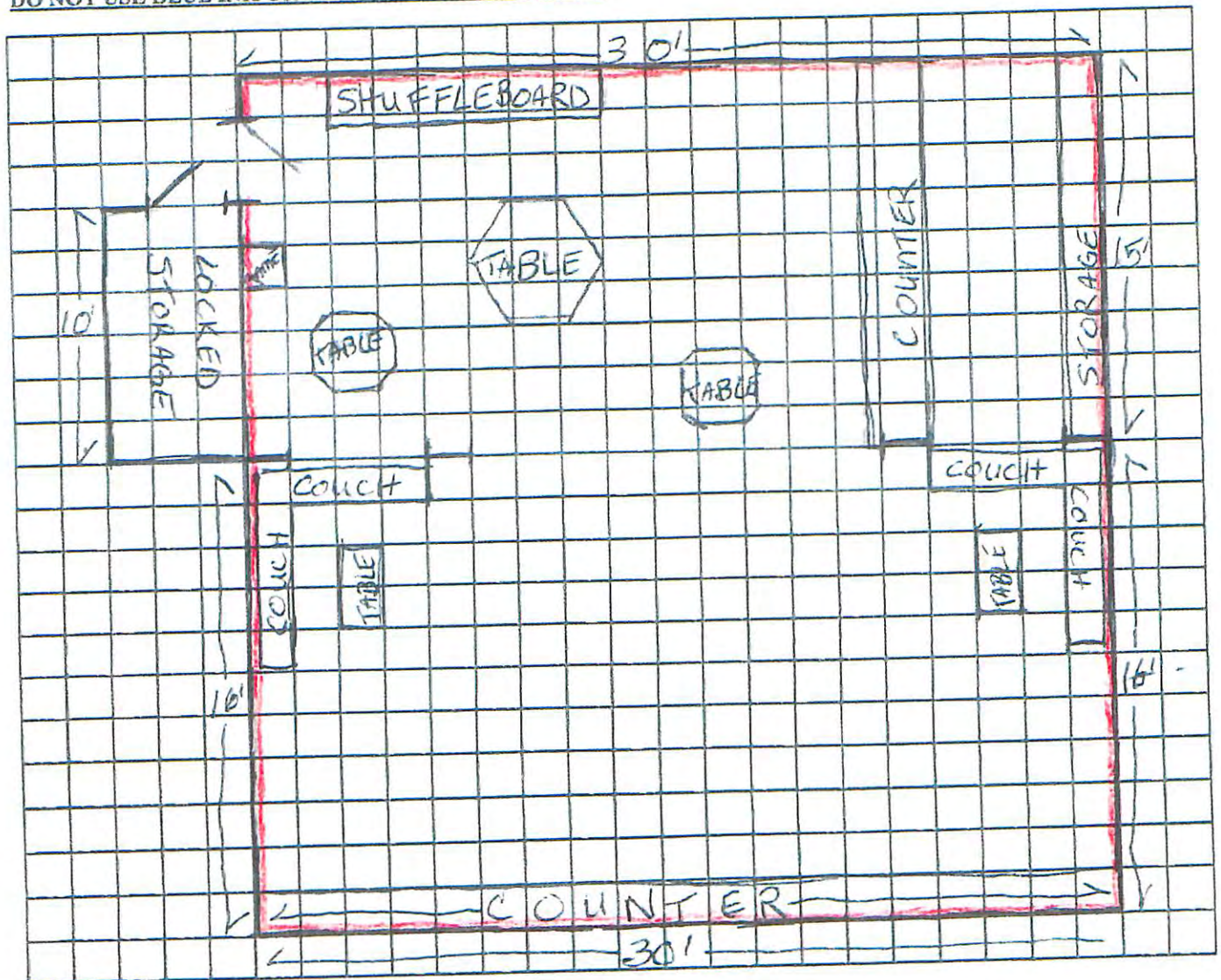
Indicate scale by x after appropriate statement or show length and width of premises.

SCALE A: _____ 1 SQ. = 4 FT. SCALE B: _____ 1 SQ. = 1 FT.

Game Room

Length and width of premises in feet:

Outline the area to be designated for sale, service, storage, and consumption of alcoholic beverages in red.
DO NOT USE BLUE INK OR PENCIL ON THIS DIAGRAM.



Revised 6/16/06

proposed expansion of serving area
(in red)



City & Borough of Sitka
Municipal Clerk's Office
100 Lincoln Street, Sitka AK 99835
Telephone: 907-747-1811 Fax: 907-747-4004



Memorandum

To: Assessing – Ruth
Collections - Mary
Municipal Billings – Mike
Sales Tax/Property Tax - Hardik
Utility Billing Clerk – Bev

Fire Department
Police Department
Building Official(s)

From: Sara Peterson, Municipal Clerk *SP*

Date: May 13, 2015

Subject: Liquor License 5126 Dove Island Lodge
Request for Expansion of Licensed Serving Area

This office has received notification of the following liquor license expansion of premises:

License 5126 Dove Island Lodge
Dove Island

Dove Island Lodge is a licensed premises and is requesting approval to expand the licensed serving area. The expansion area is indicated on pages 4 and 5 of the attached document.

Please notify no later than May 19 at 5pm of any reason to protest this request.

Thank you.

Attachment

Sara Peterson

From: Dove Island Lodge <doveislandlodge@gmail.com>
Sent: Wednesday, May 20, 2015 11:00 AM
To: Sara Peterson
Subject: Dove island lodge

Hello Sara,

This is just an explanation of the diagrams we brought into you. Page 1,2 and 3 are diagrams of our current existing serving areas under our alcohol license. These were turned into you per ABCs request. The areas outlined in red are the serving areas. A serving area is an area where customers can buy and drink alcohol and people that are under 21 cannot be in this area without a parent or guardian. Areas on this diagram not outlined in red are areas that people under 21 can go without a parent or guardian. Also those are areas where no alcohol can be served. We have submitted to ABC our request for expanding our serving areas. Page 4 is a diagram of our existing dock outlining areas where we would like to serve alcohol to customers 21 and over. Again areas not outlined in red are areas where alcohol will not be served therefore customers under 21 can hang out without a parent or guardian. Page 5 is another area where we are requesting to add as a new serving area. The purpose of all of these diagrams is simply to request approval of new serving areas these are not request for new buildings. All of these diagrams are required to be submitted to ABC for approval.

Sincerely,
Nicole
Dove Island Lodge, Manager
907-747-5660 ofc
907-738-1543 cell

Sent from my iPhone



Legislation Details

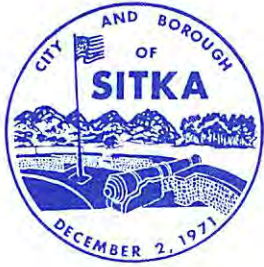
File #: RES 15-12 Version: 1 Name:
Type: Resolution Status: AGENDA READY
File created: 5/19/2015 In control: City and Borough Assembly
On agenda: 5/27/2015 Final action:
Title: Setting the millage rates for the Fiscal Year July 1, 2015 through June 30, 2016
Sponsors:
Indexes:
Code sections:
Attachments: [Resolution 2015-12](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Should this item be pulled from the consent the following motion is suggested:

POSSIBLE MOTION

I MOVE TO approve Resolution 2015-12 on first and final reading.



City and Borough of Sitka

100 Lincoln Street Sitka, Alaska 99835

Coast Guard City, USA

Memorandum

TO: Mark Gorman, Municipal Administrator
Sara Peterson, Municipal Clerk
Jay Sweeney, Finance Director
Mayor Mim McConnell and Members of the Assembly

FROM: Wendy Lawrence, Assessing Director

SUBJECT: Certification of Assessment Rolls, as of January 1, 2015

DATE: May 27, 2015

I have completed the 2015 certification of the assessment rolls for the City and Borough of Sitka. The real property roll includes taxable land and building improvements and the value of the Senior/Veteran exempted properties. The personal property roll includes equipment, supplies, float houses, business personal property and similar items. The total 2015 assessment of taxable property is declared as:

Real Property:	\$1,026,297,013
Personal Property:	<u>\$ 59,076,654</u>

Total Assessed Value of Taxable Property: \$1,085,373,667

Boats, vessels, and motor vehicle taxes are not included in the above totals.

Boat taxes assessed on boat length will generate \$136,520 in tax revenue.

Roll Certification

January 1, 2015

Assessed Values

TAXABLE REAL PROPERTY VALUE

\$ 951,331,148

SEN EXEMPT VALUE \$ 56,048,200

SNC EXEMPT VALUE \$ 116,100

SNV EXEMPT VALUE \$ 16,089,765

VET EXEMPT VALUE \$ 2,711,800

\$ 74,965,865

TOTAL SEN/VET EXEMPTED VALUES

\$ 74,965,865

TOTAL ASSESSED REAL PROPERTY VALUE

\$ 1,026,297,013

TAXABLE PERSONAL PROPERTY VALUE

\$ 59,076,654

TOTAL ASSESSED RP/PP VALUES

\$ 1,085,373,667

TOTAL TAX AMOUNT @ 6 MIL

(1,085,373,667 X .006 = \$6,512,242)

\$ 6,512,242

FLAT TAX BOAT AMOUNT

\$ 137,720

SEN/VET EXEMPTED AMOUNTS:

REAL PROPERTY \$ 449,795

PERSONAL PROPERTY \$ 1,200

\$ 450,995

LESS SENIOR CITIZEN/VET EXEMPTION

\$ (450,995)

ASSESSMENT PROJECTED REVENUES

\$ 6,198,967

Prepared by Wendy Lawrence

Boat Tax

January 1, 2015

Taxable Boats

Class	Length	Tax	Number		Revenue	Assessed Value
B1	<15'	\$	20	204	\$ 4,080	
B2	15'< 20'	\$	30	633	\$ 18,990	
B3	20'< 30'	\$	50	715	\$ 35,750	
B4	30'< 50'	\$	100	563	\$ 56,300	
B5	50'+	\$	200	113	\$ 22,600	
Totals				2228	\$ 137,720	

Less Senior Exempt Boats

Class	Length	Tax	Number		Revenue	Assessed Value
B4	30'< 50'	\$	100	-6	\$ (600)	
B5	50'+	\$	200	-3	\$ (600)	
Totals				-9	\$ (1,200)	

Total Boat Tax Revenue	2219	\$	136,520
-------------------------------	-------------	-----------	----------------

Boat Flat Fee Tax Full Value Equivalency	\$	22,753,330
---	-----------	-------------------

(\$ 136,520 / 0.006)

Full Value - State Reported*	\$	89,552,980
-------------------------------------	-----------	-------------------

Less Boat Tax Equivalency	\$	(22,753,330)
----------------------------------	-----------	---------------------

Optionally Exempted Boat Full Value	\$	66,799,650
--	-----------	-------------------

Optionally Exempted Boat Tax	\$	400,800
-------------------------------------	-----------	----------------

(\$ 66,799,650 X 0.006)

*Owner Declared Boat Values from Personal Property Surveys

Prepared By: Wendy Lawrence, City & Borough of Sitka Assessor

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2015-12

**A RESOLUTION OF THE CITY AND BOROUGH OF SITKA
SETTING THE MILLAGE RATES FOR THE FISCAL YEAR JULY 1, 2015
THROUGH JUNE 30, 2016**

WHEREAS, the Assessor has completed the final assessment records and the total assessed value of all real and personal property within the City and Borough of Sitka as of January 1, 2015, is **\$1,085,373,667**; and

WHEREAS, Sitka General Code 4.12.110 states that the Assembly shall fix the rate of tax levy and designate the number of mills upon each dollar of assessed taxable real and personal property.

THEREFORE, BE IT RESOLVED that the Assembly of the City and Borough of Sitka, Alaska by this resolution hereby adopts and levies the following millage rate upon each dollar of assessed taxable real and personal property for the fiscal year July 1, 2015 through June 30, 2016:

GENERAL PURPOSES.....	2.000 mills
SCHOOLS.....	4.000 mills
TOTAL.....	6.000 mills

BE IT FURTHER RESOLVED, all property taxes shall become due sixty days after the billing date and if not paid by the due date are delinquent.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska on the 27th day of May, 2015.

Mim McConnell, Mayor

ATTEST:

Sara Peterson, CMC
Municipal Clerk



Legislation Details

File #: 15-076 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 5/18/2015 In control: City and Borough Assembly

On agenda: 5/27/2015 Final action:

Title: Award the Tree and Brush Clearing service contract to Marshall Albertson dba Absolute Tree Care not to exceed an amount of \$175,000 for the FY2016 budget - PULLED

Sponsors:

Indexes:

Code sections:

Attachments: [Award tree and brush clearing service contract](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Should this item be pulled from the consent the following motion is suggested:

POSSIBLE MOTION

I MOVE TO approve the Tree and Brush Clearing service contract to Marshall Albertson dba Absolute Tree Care not to exceed an amount of \$175,000 for the FY2016 budget.



City and Borough of Sitka

ELECTRIC DEPARTMENT

Memorandum

May 15, 2015

To: Mark Gorman, Municipal Administrator
From: Dale Goerner, Interim Utility Director
Subject: Tree and Brush Clearing Contract Award

Request

This is to request Assembly approval of a Tree and Brush Clearing contract to Marshall Albertson dba Absolute Tree Care for transmission and distribution line clearing.

Background:

The current Tree and Brush Clearing contract expires June 30, 2015. This award went through a competitive bidding process. Two bids were received. We are selecting the low bidder.

Analysis:

The Electric Department has utilized a service contractor to maintain clearance to power lines by trimming trees and cutting brush. Consistent line clearing and maintenance is critical to the reliable operation of any electric utility. Maintaining adequate clearance on our lines results in savings in operational costs by reducing outages and crew callouts and improves the level of electrical service to our customers.

The on-going line clearance tree and brush clearing work was bid with two responsive bidders. Absolute Tree Care was the lowest responsive, responsible and qualified bidder.

Fiscal Note:

The requested FY2016 budget is not to exceed \$175,000.

Recommended Motion:

I MOVE to approve the Tree and Brush Clearing service contract to Marshall Albertson dba Absolute Tree Care not to exceed \$175,000 for FY 2016.



Legislation Details

File #: 15-080 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 5/20/2015 In control: City and Borough Assembly

On agenda: 5/27/2015 Final action:

Title: Award a contract to MCG Constructors, Inc. in the amount of \$1,145,204.00 for completion of the Baranof Street and Monastery Street Utility and Street Improvements project

Sponsors:

Indexes:

Code sections:

Attachments: [Award Baranof and Monastery St project](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------



Should this item be pulled from the consent the following motion is suggested:




POSSIBLE MOTION

I MOVE TO award a contract to MCG Constructors, Inc. in the amount of \$1,145,204.00 for completion of the Baranof Street and Monastery Street Utility and Street Improvements project.

MEMORANDUM

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

From: Mark Buggins, Acting Public Works Director 
Stephen Weatherman, P.E., Senior Engineer 

Reviewed: Dan Tadic, P.E., Municipal Engineer 
Tori Fleming, Contract Coordinator 
Jay Sweeney, Chief Finance and Administrative Officer 

Date: May 20, 2015

Subject: Baranof Street and Monastery Street Utility and Street Improvements
SMC to Degroff, Recommendation for Award of Contract to MCG
Constructors Inc.

Background:

The Public Works Department advertised an Invitation to Bid for the Baranof Street and Monastery Street Utility and Street Improvements project in accordance with City and Borough of Sitka (CBS) procurement policies. The project scope includes replacement and/or extension of existing CBS water, sewer and storm drainage utilities and new pavement, curb & gutter and sidewalk.

Bids were opened for this project on May 19, 2015. Three responsive and responsible bids were received, as indicated in the following table

Bidder	Total Bid
MCG Constructors Inc.	\$ 1,145,204.00
CBC Construction Inc.	\$ 1,157,177.00
Coastal Excavation	\$ 1,266,544.25
Engineer's Estimate	\$ 1,402,875.00

Analysis:

Public Works proposes to award a contract to MCG Constructors Inc., in the amount of \$1,145,204.00 for this project. The work is anticipated to be substantially completed by August 26, 2015.

Fiscal Note:

The project funding consists of the following revenue sources:

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

The total estimated budget for the project to include construction, engineering, permitting, PM/CM is \$1,879,540.84. It is anticipated that a portion of the loan will not be needed and the remaining balance will be returned to ADEC.

Recommendation:

Award a contract to MCG Constructors Inc., in the amount of \$1,145,204.00 for completion of the Baranof Street and Monastery Street Utility and Street Improvements project.



Legislation Details

File #: 15-078 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 5/18/2015 In control: City and Borough Assembly

On agenda: 5/27/2015 Final action:

Title: Reappoint Roberta Littlefield and Ana Dittmar to three-year terms on the Historic Preservation Commission

Sponsors:

Indexes:

Code sections:

Attachments: [Reappointments Littlefield and Dittmar](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

POSSIBLE MOTION

I MOVE TO reappoint Roberta Littlefield and Ana Dittmar to three-year terms on the Historic Preservation Commission.



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

Board/Commission/Committee: Historic Preservation Commission
Name: Roberta (Roby) Littlefield Daytime Phone: 738-4004
Address: 4102 HPR Evening Phone: 777-3444
Email Address: robylittlefield@gci.net Fax Number: _____
Length of Residence in Sitka: 45 years Registered to vote in Sitka? Yes ___ No
Employer: Sitka School Dist. U of A Southeast

Organizations you belong to or participate in:
NoowTlein Dancers, Daughters of the American Revolution (DAR) Raven Radio Board, Kaagwaantaan Inc., Dog Point Fish Camp, ANS,

Explain your main reason for applying: I'm interested in local history, Native (Tlingit) oral history & language, education, archival research & genealogy.

What background, experience or credentials will you bring to the board, commission, or committee membership? I speak Tlingit, teach a childrens culture camp, well known in the Native Community,

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: 4/8/15 Signature: [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

Roberta N. Littlefield
4102 Halibut Point Road - Sitka, Alaska 99835
Home Phone (907) 747-6866 Cell phone (907) 738-4004
robittlefield@gci.net

Objective:

Tlingit language and cultural instruction, curriculum development, oral history research, documentation, and digital archiving.

Accomplishments:

- Learned to understand, speak and write the Tlingit language.
- Founding member or teacher of three traditional dance groups.
- In 2003, created a Tlingit language and culture email discussion blog that provides answers to questions; identifies resources; shares curriculum & facilitates communications for over 400 group members including students, parents, teachers, fluent Elders, & linguists from all over USA.
- Developed curricula to instruct other teachers and students in Tlingit language, a series of 15 lessons for beginning language learners.
- Researched, documented, digitized, transcribed and translated local oral history for over 30 years and provided free transcritservices to fluent Elders and other language students and community members.
- Founding board member of N.A.T.I.V.E. Inc., 502(c)3 nonprofit corporation in 1991.
- Founder, in 1978, of the Dog Point Children's Fish Camp Cultural and Language Immersion Programs.

Experience:

Adjunct Professor at University of Alaska, Southeast	2009-2012
Digital Archivist and Cultural Specialist for Sitka Tribe	2007-2009
Director of Family Recovery Culture Camps	2000-2003
Tlingit Language Curricula developer for Sealaska Heritage Foundation, Goldbelt Inc. and Sitka School District	1999-2012
Tlingit language instructor in Sitka School district	1994-2012
Drum making, regalia sewing, and traditional art teacher	1986-2012
Board Secretary for NATIVE, Inc. 501(c)3 non-profit	1986-2012
Language instructor for Sitka Native Education Program	1982-1983
Cultural Camp Facilitator for Dog Point Fish Camp	1978-2012
Preschool van driver for Sitka Native Education Program	1976-1981

Education: Transcripts available on request
Type M teaching certificate valid until 2015

References:

Steve Bradshaw 907-747-3263
bradshaws@mail.ssd.k12.ak.us
Ethel Makinen 907-747-7447
Catrina Mitchel 907-723-6931
catrina.mitchell@sealaska.com
Linda Belarde 907-209-6081
lindabelarde@hotmail.com



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

Board/Commission/Committee: HISTORIC PRESERVATION COMMISSION
 Name: ANA DITTMAR Daytime Phone: 907623-7537
 Address: 217 MARINE ST Evening Phone: SAME
 Email Address: anadittmar1@hotmail.com Fax Number: _____
 Length of Residence in Sitka: 5.5 years Registered to vote in Sitka? Yes No
 Employer: RETIRED FROM N.P.S.

Organizations you belong to or participate in:

ST MICHAEL'S RUSSIAN ORTHODOX CATHEDRAL: PARISH COUNCIL OFFICER, CHOIR, MUSEUM CURATOR

City of SITKA HISTORIC PRESERVATION COMMISSION: member at large
 Explain your main reason for applying:

CONCERN ABOUT AND SENSE OF RESPONSIBILITY FOR HISTORIC PRESERVATION IN SITKA.

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

PH.D. IN CULTURAL ANTHROPOLOGY, 30 YEARS EXPERIENCE IN CULTURAL RESOURCES
 15 YEARS IN RESOURCE MANAGEMENT, ARCHEOLOGY.

Please disclose any potential conflicts of interest that may arise from your appointment. These may include but are not limited to:

- A substantial financial interest of \$1000 annually that could be influenced by your appointment.
- An immediate family member employed within the scope of this appointment.

NONE

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: MAY 4 2015 Signature: ANA DITTMAR

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

ANA DITTMAR, Ph.D.

~~407 Hemlock St~~ 217 Marine ST
Sitka, Alaska 99835
(907) ~~738-8001~~ (cell and home) 623-7537
~~(907) 747-0140 (office)~~
anadittmar1@hotmail.com
~~ana_dittmar@nps.gov (work)~~

EMPLOYMENT/WORK EXPERIENCE

JOB TITLE: GS-0193-12, Cultural & Natural Resources Manager/Archeologist

EMPLOYER: National Park Service, Department of Interior,

Sitka National Historical Park, 103 Monastery St, Sitka, AK 99835

SUPERVISOR: Park Superintendent Randy Larson, (907) 747-0111

STARTING DATE: November 8, 2009 to present, full-time permanent RETIRED 12/30/12

PERMANENT, GS-12, step 6

MAJOR DUTIES AND ACCOMPLISHMENTS:

Supervise Park Cultural and Natural Resources Programs and staff

NEPA, NAGPRA, coordinator

Acts as Contracting Officer's Representative and maintains certification

Section 106 Coordinator

Acts as primary Park contact with SHPO, State Historic Preservation Officer

Manages compliance oversight

Enforces resource management laws

Establishes Resources Programs

Analyzes existing inventory data, identifies gaps in information, develops strategies for obtaining needed scientific information

Prepares Resources Management Plan

Provides innovative ideas for professional and community partnerships

Acts as Agreements Technical Representative for formal Agreements

Maintains professional relationships with researchers, subject matter experts and other agencies, parks, and traditionally associated groups

Participates on advisory committees, task forces and others to the benefit of the Park

Participates in professional meetings

Establishes partnerships between agencies and municipal and other groups for furtherance of resource stewardship goals

Co leads the development of a strategy for a new, sustainable cultural center in cooperation with the Native community.

Assists in technical support to National Historic Landmark, St Michael's Cathedral

Conducts professional oral histories and produces appropriate digital records

Makes public presentations and organizes others in giving presentations

Creates museum exhibits integrating natural and cultural resources with traditional Native knowledge.

JOB TITLE: GS-0193-12, Cultural Resources Program Manager/Archeologist
EMPLOYER: US National Forest Service, Department of Agriculture,
Six Rivers National Forest, 1330 Bayshore Way, Eureka, CA, 95501
SUPERVISOR: Jean Hawthorne, Line Officer for Recreation/Engineering/Heritage
(707) 441-3543, jhawthorne@fs.fed.us, may contact if being considered
STARTING DATE: April 4, 2004 to present, full-time and permanent
PERMANENT, GS-12, step 4,

MAJOR DUTIES AND ACCOMPLISHMENTS:

Cultural Resources Program Manager and Forest Archeologist for a 1,300,000 acre management area including a National Forest with four District Offices, a National Recreation Area, several Wilderness Areas, and Tribal Trust Lands on the Redwoods Coast of Northwestern California. Duties and professional responsibilities include:

Management of Forest's cultural resource program, including following roles and duties:

- Management of the Forest's cultural resources program and budget;
- Serve as primary agency specialist and contact with SHPO
- Implementation of all Programmatic Agreements with SHPO,
- Integrate Cultural Program with Natural Resource Program
- Serve on interdisciplinary NEPA teams, write specialist documents
- Develop and lead public activities relating to cultural resources;
- Interpret the forest's heritage to the public and to resource specialists;
- Tribal consultation and partnership with tribes associated with the forest;
- Supervision of four staff archeologists, contractors, and forest volunteers;
- Development and operation of the Land Management Plan for protection of the forest's cultural resources;
- Act as point of contact to the Regional Office for cultural issues;
- Serve as member of forest interdisciplinary teams with natural resource program managers, EIS teams, IDTeams, Fires, Fuels reduction projects, Community Protection Projects, Special Use Permits, Timber and Fire Salvage Sales Projects, OHV management team, NEPA, recreational areas development projects, grazing program;
- Coordination with stakeholders on projects; private, public and tribal;
- Develop and maintain professional peer relationships with tribal staffs, & Interagency relationships with Federal, State, and Local agencies;
- Create, negotiate and oversee Co-operative Agreements, Cost-Share, and other contracts with agency and private groups;
- Develop and manage resource inventory and monitoring strategies;
- Design and implement scientific monitoring programs;
- Act as primary Forest representative to Regional CRM, SHPO, ACHP;
- Operation and coordination of the projects that ensure protection of cultural resources with compliance to applicable federal laws;
- Oversight and management of forest museum collections, library and records database;

Act as forest Data Steward for cultural resource, Oracles, I-Web database;
Maintain GIS files and database for Cultural Resources Program;
Serve as authoritative expert in appeals and litigations associated with
cultural resources, especially those involving Native American
religious values and sensitive archeological resources;
Preparation and submission of nominations for the National Register of
Historic Places and Determinations of Eligibility;
Submission of required, detailed Forest Annual Reports to SHPO;
Participation in forest-wide team to prepare annual work plan & budget;
Serve on the Forest Leadership Team.

JOB TITLE: GS-0193-11, Integrated Resources Program Manager/Archeologist

EMPLOYER: US National Park Service, Department of Interior,

Pu'uhonua o Honaunau National Historical Park, Hawai'i

SUPERVISOR: Geri Bell, Superintendent Pu'uhonua o Honaunau NHP, Hawai'i

(808) 328-2326 or (808) 329-6881, may contact if being considered

STARTING DATE: Nov 4, 2002 to April 3, 2004, full-time and permanent

PERMANENT, GS-11

MAJOR DUTIES AND ACCOMPLISHMENTS:

Chief of Natural and Cultural Resources Programs at a Hawaiian park
in which natural resources were often considered cultural resources.
Integrated management specialist whose duties and professional
responsibilities included:

Management of an interdisciplinary program and program budget for the
park's natural and cultural resources;

Supervision of the division's staff of 5, physical and cultural employees
including archeologist through CESU University of Hawaii,
park biologist, vegetation control workers, general laborers,
seasonals, YCC, volunteers;

Planning & implementing division work plans, weekly division meetings,
PMIS project design and planning,

Maintain the park's ASMIS (archeology), ANCS+ (museum collections),
and GIS databases, cooperate in the Inventory and Monitoring
Program as well as Natural Resource & Cultural Resource MAP.

Contracting, acting as COTR/COR for Agreements and contracts,

Maintenance of cooperative partnerships with other federal, state, and
state and indigenous groups, organizations, and agencies;
partnership with educational institutions and private non-profit
groups, creation and maintenance of working relationships with
Native Hawaiian groups and institutions.

Primary responsibility for maintaining relationships with regulating
agencies and applying laws and policies regarding cultural

and natural resources, conducting and supervising federal compliance activities and acting as the park's Section 106 Coordinator.

At conferences and professional meetings, to represent the park superintendent, give presentations and participate in agency-wide, regional and local policy decision making,

Act as Selecting Official in hiring,

Participate in and provide leadership at annual traditional cultural festival.

Partner with Chief of Interpretation on various park projects,

Professional member of the Society for Hawaiian Archeology.

JOB TITLE: GS-1015-11, Museum Curator/Cultural Resources Manager

**EMPLOYER: US National Park Service, Department of Interior,
War In The Pacific National Historical Park, Guam, USA, and
American Memorial Park, Saipan, Commonwealth of the Northern
Mariana Islands**

**SUPERVISOR: Karen Gustin, formerly WAPA & AMME, Parks Superintendent
Currently Superintendent of Big Cypress National Preserve
May contact anytime, (239) 695-2000**

**STARTING DATE: January, 2001 to November 2002, full-time and permanent
PERMANENT, GS-11**

MAJOR DUTIES AND ACCOMPLISHMENTS

Museum Curator with collateral duties as Cultural Resource Manager whose professional responsibilities included:

Management of the museum program, park library and archives,
Collateral duties as cultural resources program manager;
Oversight of NPS funded projects and PMIS projects,
Management of division budget, supervision of a staff of one,
Partnership with University of Guam to oversee graduate student interns;
Initiation and maintenance of cooperative relationships and partnerships with the Department of Defense, Department of Interior, Government of Guam, Government of the Commonwealth of the Northern Mariana Islands, other federal, state and local groups, organizations, and agencies. International cooperation with Japan, Micronesia, & US territories in the Pacific Islands,

Primary responsibility for supervising and conducting federal compliance activities, acting as the park Section 106 coordinator

Regional Coordinator for the ASMIS (Archeological Sites Management Information System) Pacific Islands.

Familiarity and experience with NAGPRA, NADB, and SHPO, ARPA protocol and policy. Archeological survey and field crew leader.

Act as point of contact in the Western Pacific for Federal Agency cultural

Activities and for public heritage tours related to WWII.
Member of the Society for Hawaiian Archeology.

JOB TITLE: GS-0193-05 Archeological Technician

**EMPLOYER: US National Park Service, Department of Interior,
Zion National Park, Springdale Utah.**

SUPERVISOR: Jack Burns, Formerly Cultural Resources, contact him anytime
currently at Zion NP, Utah, (435) 772-0145

STARTING DATE: March, 1999 to January 2001

MAJOR DUTIES AND ACCOMPLISHMENTS: several, seasonal sessions
As Arch Tech and as Visitor Use Assistant, both GS-05
About 350 hours as volunteer archeologist, and museum technician.
Archeologist Technician whose responsibilities included technical
archeological tasks, specifically:
Field surveys, inventory broad landscapes on the Colorado Plateau for
fuels reduction projects.
ASMIS (Archeological Sites Management Information System) database
building and maintenance,
GPS and GIS, digitize all documentation during inventory
Relocate, update site reports, and monitor sites for condition assessment
Digital documentation of the park's 90+ List of Classified Structures,
Site condition assessments and field monitoring of archeological sites,
Survey of archeological sites for the Zion Park Controlled Burn Program.
Combination of field and office work.
Volunteer museum technician, with curatorial duties.
Also initiated a student internship program between Southern Utah
University where I had previously been a faculty member and Zion
National Park Resources Management and Research Division.
Recruited Native American interns.

JOB TITLE: Assistant Professor of Anthropology and Sociology

EMPLOYER: Southern Utah University, Cedar City, Utah

SUPERVISOR: Department Chair, now retired

Contact Lynne Brown, Director of Multicultural Center, Southern Utah
University (435) 586-7771, brown_lj@suu.edu, or Professor
Larry Ping, Ph.D, Dept Social Sciences, Southern Utah University
(415) 586-7860, ping@suu.edu

STARTING DATE: August 1989 to January 1995

MAJOR DUTIES AND ACCOMPLISHMENTS:

Full-time, tenure-track faculty member at Southern Utah University

Taught upper and lower division anthropology and sociology courses, Tested, advised, supervised, and evaluated students and their research, Developed curriculum, served on university committees, conducted original research, wrote technical and original research papers, conducted ethnographic interviews, wrote and presented professional papers at conferences and meetings. Created and implemented a student field internship program, In 1992, was awarded a NEH (National Endowment for the Humanities) grant for research at the University of Southern California. Conferences at which I presented professional papers and participated in panels include: American Anthropological Association, Southwestern Anthropological Association, Society for Popular Culture.

Relevant university courses taught included:

Introduction to Anthropology, World Geography, Native America, The Origins of Human Society, Social Change. Also taught Yoga through department of physical sciences.

EDUCATION:

Ph.D. Anthropology, Rutgers University, New Jersey, 1984

Emphasis: Cultural Anthropology

M.A. Anthropology, Rutgers University, New Jersey, 1981

Physical Anthropology and Cultural Anthropology

B.A. Anthropology/Sociology, Stockton State College, N.J., 1978

RELEVANT GRADUATE SCHOOL COURSEWORK TOPICS:

Cultural Anthropology, Physical Anthropology, Ethnography, Archeology, Native American Studies, Paleontology, Social and Ecological Systems (Human Ecology), Field Research Design,

RELEVANT GRADUATE SCHOOL PROFESSIONAL SKILLS:

Curriculum development, lecturing, teaching, presenting
Active fieldwork methods, field research technology
Supervision of college students, evaluation, testing,
Implementation of field excavation and analysis of artifacts
Field survey, mapping, classifying, & analysis
Implement cultural research with living, indigenous peoples
Narrative reports and technical reports
Public presentation of information and research summaries
Establish and maintain community and professional contacts
Interviewing skills, oral histories, ethnographic interviews
Foreign language skills (all in novice or disuse status): French, Serbo-Croatian, Swedish, Russian, German, Hawaiian

ADDITIONAL FEDERAL SERVICE TRAINING AND CERTIFICATION:

COTR, Federal Contractor Technical Representative, 40 hrs. 3/2009

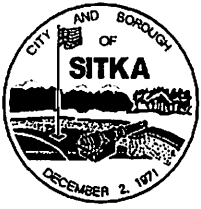
COTR, Level II, Federal Contractor Technical Representative, 24 hrs.
COTR, Level II, Refresher Course, 16 hours, 3/2005
COTR, Level II, Refresher Course, 16 hours, 4/2007
Supervision, DOD, Basic-40 hours, Reeves-Martin & Assoc., 2003
Supervision, DOA, Basic 40 hours, 2006
Supervision refresher, 16 hours, 2007
NEPA Project Planning, 40 hours, 2/2009
NEPA accumulated Effects 16 hours, 2007
NEPA accumulated Effects, 16 hours, 2006
NEPA, On-Line Basic, 2005
INFRA (a cultural resources Oracle Database) 24 hours
Section 106, Federal Compliance/Historic Preservation Law, 24 hrs.
ARPA, Archeological Law Enforcement Training, 24 hours, 2002
OSHA 600, Occupational Safety & Health for Supervisors, 24 hours
American Red Cross, Standard First Aid, & Adult CRP w/AED
FMSS, Asset Management Process, 32 hours, Indiana University
GPS-GIS, Trimble, Pathfinder
ARC-GIS 32 hours, 2006, ARC-GIS 9.2 version
ANCS+, NPS Museum Management System, 32 hours
ASMIS, Archeological Sites Management Information system, 24 hours
GPRA, Government Performance and Results Act, 24 hours training
MAXIMO, Work Planning System, 32 hours, 11/2002

RECENT AWARDS: Certificates of Merit

For assistance in the resolution of long-standing trespass lawsuit on
Six Rivers National Forest; 3/2009
For contribution to EIS for North Fork Eel Grazing Allotments; 2007

ENVIRONMENTAL IMPACT STATEMENTS (EIS): Contributing Specialist

Travel Management (OHV Route Designation) Project: 2009
Orleans Community Fuels Reduction Project: 2008
SPI Road Project: October 2007



HISTORIC PRESERVATION COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
PETER GORMAN 103 Rands Dr.	747-5553 pcgorman@gmail.com	12/23/03 1/9/07 12/22/09 1/8/13	12/23/06 1/9/10 12/22/12 1/8/16	VICE-CHAIR At-large
ROBERTA LITTLEFIELD 4102 Halibut Point Road	738-4004 c 747-6866 h robbylittlefield@gci.net	7/13/10 4/24/12	01/27/12 4/24/15	SECRETARY Native community
JUDITH OZMENT 2028 Halibut Point Road	738-7811 jozment@gci.net	4/27/10 9/11/12	9/22/12 9/11/15	Historical Society
JAMES POULSON 1610 Sawmill Creek Rd	747-3219 w 747-6567 h sitka@operamail.com	2/22/11 2/25/14	2/22/14 2/25/17	At large
ANA DITTMAR 407 Hemlock St	623-7537 anadittmar1@hotmail.com	4/10/12	4/10/15	At large
Anne Pollnow PO Box 6326	738-0794 sealevelanne@gmail.com	4/28/15	4/22/17	At Large
ROBERT SAM 448 Katlian Street	623-7097 bob.sam@sitkatriben-sn.gov	2/24/15	2/24/18	STA
MIKE MILLER 448 Katlian Street	752-0423 mike.miller@sitkatriben-sn.gov	2/24/15	2/24/18	STA (alternate)
Carole Gibb Planner I	747-1814 carole@cityofsitka.com			Staff Liaison/ Secretary
Aaron Swanson 1410 C Sawmill Creek Rd	747-5499 h 623-7869 c assemblyswanson@cityofsitka.com			Assembly Liaison

Established by Ordinance 02-1683

7 members from selected categories 3-year terms

Sitka Historical Society (1), Native Community (2 - one representing Sitka Tribe of Alaska), At-Large (4)

Established by Ordinance 92-1075

Second Wednesday, 6 p.m. – Harrigan Centennial Hall

Quorum is met when 4 Commission members are present

Revised: April 30, 2015



Legislation Details

File #: ORD 15-24A Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 4/15/2015 In control: City and Borough Assembly

On agenda: 5/27/2015 Final action:

Title: Amending SGC Section 4.09.100 N entitled Over One Thousand Five Hundred Dollars on Sales and Rents of Tangible Personal Property and on Sales and Services to increase the taxable transaction limit from \$1,500 to \$3,000 (amend as previously adopted on May 12, 2015 to amend the effective date to October 1, 2015 and reinsert previously stricken language on line 44 "on a Monthly Basis") - a third and final reading of this ordinance will be required on June 9, 2015

Sponsors: Tristan Guevin, Michelle Putz

Indexes:

Code sections:

Attachments: [Motion Ordinance 2015-24A](#)
[Ord 2015-24A](#)

Date	Ver.	Action By	Action	Result
5/12/2015	1	City and Borough Assembly		
5/12/2015	1	City and Borough Assembly		
4/28/2015	1	City and Borough Assembly	PASSED ON FIRST READING	Pass

Sponsors: Hunter/Eisenbeisz

POSSIBLE MOTION

I MOVE TO amend Ordinance 2015-24A as previously adopted at the May 12, 2015 Assembly meeting by changing the effective date to October 1, 2015 and reinserting previously stricken language on line 44 (“on a Monthly Basis”) and approving Ordinance 2015-24A as amended on second reading.

Note: A third and final reading of this ordinance will be required on June 9, 2015.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2015-24A

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
AMENDING THE SALES TAX EXEMPTION AT SITKA GENERAL CODE
SUBSECTION 4.09.100N ENTITLED "OVER ONE THOUSAND FIVE HUNDRED
DOLLARS ON SALES AND RENTS OF TANGIBLE PERSONAL PROPERTY AND ON
SALES OF SERVICES"**

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

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

3. **PURPOSE.** The Assembly is looking at ways to increase revenues without deleting services. The purpose of this ordinance is to amend the sales tax exemption at SGC 4.09.100N entitled "Over One Thousand Five Hundred Dollars on Sales and Rents of Tangible Personal Property and on Sales of Services, and Over One Thousand Five Hundred Dollars in Rent or Lease of Real Property on a Monthly Basis." This ordinance concerns the "sales tax cap" beyond which sales are exempt from taxation. It increases the dollar threshold over which sales are exempt from \$1,500 to \$3,000.

4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that SGC4.09.100N is amended as follows (new language underlined; deleted language stricken):

**Chapter 4.09
Sales Tax**

* * *

4.09.100 Exemptions.

The following sales are exempt from taxation:

* * *

N. Over ~~One Three Thousand Five Hundred~~ Dollars on Sales and Rents of Tangible Personal Property and on Sales of Services, and Over ~~One Three Thousand Five Hundred~~ Dollars in Rent or Lease of Real Property on a Monthly Basis. That portion of a selling price for a single piece of equipment or tangible personal property or sale unit in excess of ~~one three thousand five hundred dollars~~ (\$3,000) is exempt. A single sale unit is:

47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89

- 1. Any retail merchandise sale where the selling price is totaled on one invoice or any sales slip, although this exemption does not apply if any portion of the invoice or sales slip refers to more than one business day;
- 2. Any sale of services sold by an individual unit price; or
- 3. Any liquor sale by lodges that hold an outdoor recreation lodge liquor license.

Notwithstanding any other provision of law, the exemption described in this subsection does not apply to any “running” invoice or sales slip representing the sale of items or commodities which are not services. The exemption described in this subsection applies to any sales of services in which services provided to more than one individual are packaged together or “bundled” for purposes of payment on one invoice or sales slip to the extent that such individuals are members of the immediate family of the person making the payment and the person making the payment provides to the seller a certification of such relationship on a form provided by the city and borough. For purposes of this subsection, “members of the immediate family” are the individual’s spouse, children, parents, parents-in-law, siblings, grandparents, grandchildren, and domestic partners.

* * *

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

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 9th day of June, 2015.

Mim McConnell, Mayor

ATTEST:

Sara Peterson, CMC
Municipal Clerk

1st reading 4/28/15
2nd reading 5/12/15
2nd reading as amended 5/27/15
3rd reading 6/9/15



Legislation Details

File #: ORD 15-31 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 5/5/2015 In control: City and Borough Assembly

On agenda: 5/27/2015 Final action:

Title: Clarifying Sitka General Code Title 2 Administration, at Chapter 2.40 Elections, Section 2.40.095
Candidate Biographical Information

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2015-31](#)
[Ord 2015-31](#)

Date	Ver.	Action By	Action	Result
5/12/2015	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2015-31 on second and final reading.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2015-31

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA, ALASKA CLARIFYING SITKA GENERAL CODE TITLE 2 ADMINISTRATION, AT CHAPTER 2.40 ELECTIONS, SECTION 2.40.095 CANDIDATE BIOGRAPHICAL INFORMATION

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.** A candidate for elected office may file a biographical statement with the municipal clerk. This amendment clarifies when it must be filed.

4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the following sections of Title 2 are amended as follows:

Title 2
Administration

Chapter 2.40 Elections
IV. Nomination of Candidates

Section 2.40.095 Candidate biographical information

A candidate for elected office shall provide the municipal clerk with biographical information of not more than one hundred fifty words, a recent photo of the candidate, and a candidate's advocacy statement of not more than two hundred fifty words for publication on the municipal website. All information is to be turned in at the time of filing and must be received by the municipal clerk no later than ten working days after submittal of a completed candidate packet. A candidate...

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 May, 2015.

Mim McConnell, Mayor

ATTEST:

Sara Peterson, CMC
Municipal Clerk



Legislation Details

File #: ORD 15-34 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 5/19/2015 In control: City and Borough Assembly

On agenda: 5/27/2015 Final action:

Title: Amending Sitka General Code Title 23 "Parks and Recreation" by adding a new Chapter 23.40 entitled "Municipal Trees and Landscaping"

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2015-34](#)
[Ord 2015-34](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

POSSIBLE MOTION

I MOVE TO approve Ordinance 2015-34 on
first reading.

April 28, 2015

Dear City Administrator, Mayor McConnell and members of the Assembly,

The passage of Sitka Tree Ordinance has been a goal of the Tree and Landscape Committee for many years. The Sitka Urban Forest Management Plan (accepted by the Assembly 7/13) has the establishment of an ordinance as a key component of good urban forest management. The Committee members have spent considerable time reviewing other municipality's ordinances and crafting an ordinance that they believe matches both CBS's and community's interests, financial and personnel resources as well as political and public acceptance.

In recognition of the many benefits conveyed by trees, many local governments adopt tree ordinances that, for the most part, apply to publicly owned trees and hazardous trees on private property. Properly applied ordinances are tools that help communities protect trees and preserve green space.

Tree ordinances reflect the values of a community and the worth of its trees. An ordinance encourages tree maintenance to secure air purification, noise and dust abatement, storm water management, water quality, property value enhancements, beautification, public health, safety and other benefits trees provide.

The Tree Ordinance and Sitka Urban Forest Management Plan (an Assembly accepted plan completed in 2012) will be integrated into the overall management strategy for public trees. This Tree Ordinance provides the city an opportunity institute regulation and levels of authority that the Tree and Landscape Committee members have tailored to community capacity and CBS resources. It provides clear authorization for CBS to manage public trees.

This ordinance has been reviewed by CBS staff, including Chris Brewton, Utility Director; Michael Harmon, Public Works Director, Mark Gorman, Municipal Administrator and Robin Koutchak, Municipal Attorney as well as the staff at the Alaska Community Forestry Program.

The Tree Ordinance doesn't include any fiscal obligation.

Thank you for your careful consideration of Ordinance 2015-34 amending the Sitka General Code at Title 23 to add Chapter 23.40 titled "Municipal Trees and Landscaping".

Sincerely,

Joe D'Arienzo
Chair, Sitka Tree and Landscape Committee

Attachments:
Sitka Tree Ordinance No.2015-34

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2015 -34

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING SITKA GENERAL CODE TITLE 23 "PARKS AND RECREATION" BY ADDING A NEW CHAPTER 23.40 ENTITLED "MUNICIPAL TREES AND LANDSCAPING"

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

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

3. INTRODUCTION. Urban trees and forestlands are essential to the health and sustainability of the community. The intent of this ordinance is, through the preservation, protection, and planting of trees, to:

- a. Protect vital water resources and reduce storm water runoff;
b. Provide for healthy salmon fisheries and wildlife habitat;
c. Foster additional retail activity;
d. Improve community health;
e. Improve air and water quality;
f. Reduce crime;
g. Increase property value;
h. Counter climate change;
i. Improve local food security with use of edible plantings;
j. Ensure roadway safety by traffic calming and
k. Enhance Sitka as an attractive visitor destination which will lead to better visitor experiences.

3. PURPOSE. This ordinance adds a new chapter to the SGC at Title 23 regarding "Parks and Recreation." This is chapter 40, entitled "Municipal Trees and Landscaping."

The purpose of this ordinance is to promote and protect the public health, safety and general welfare by managing trees on municipal property and to maximize their benefits while reflecting the values of the community. The ordinance establishes standards and guides the planting, pruning, removal, and maintenance of trees, shrubs and other plants within municipal parks and rights-of-way and on other municipal land.

Further, the ordinance supports implementation of the "Sitka Urban Forest Management Plan" and maintaining Sitka's status as a Tree City USA.

46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88

Responsible Official

The Sitka Park and Recreation Division exercises jurisdiction over all trees, shrubs, other plants, and landscaping in municipal parks and rights-of-way and other lands owned and managed by the City and Borough of Sitka.

The Public Works Director is designated as the official responsible for municipal landscaping. The Public Works Director may designate an employee to perform the duties of administering the program.

The Public Works Director or designee regulates the planting, pruning, removal, replacement and maintenance of all trees and shrubs within the City right-of-way and properties and is the main point of contact.

The Public Works Director or designee shall determine whether a tree within City right-of-way or land is contagiously diseased, dead, or hazardous, obstructing the right-of-way or posing a threat to public safety and has the right to take samples from trees and shrubs for laboratory testing.

4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that Chapter 40 entitled “Municipal Trees and Landscaping” is added to SGC at Title 23 which concerns Parks and Recreation:

**Title 23
PARKS AND RECREATION
* * ***

Chapter 23.40

MUNICIPAL LANDSCAPING AND TREES

Sections:

- 23.40.010** **Definitions.**
- 23.40.020** **Purpose.**
- 23.40.030** **Requirements.**
- 23.40.040** **General Tree and Landscaping standards.**
- 23.40.050** **Installation of landscaping for municipal projects.**
- 23.40.060** **Tree planting recommendations and guidelines.**
- 23.40.070** **Municipal tree care.**
- 23.40.080** **Tree removal and tree topping on municipal property.**
- 23.40.090** **Tree pruning on municipal property or right-of-way.**

89 **23.40.010 Definitions.**

90 The terms and phrases used in this chapter shall have the following meanings:

- 91 A. "Landscaping" means an area in which plants and/or landscape features or
92 hardscape elements have been placed or constructed, and may include mounds
93 and berms but doesn't include turf.
94 B. "Roadways" means any highway, street, alley, or lane.
95 C. "Urban forest or street tree" means trees, shrubs, bushes and all other woody
96 vegetation located in named municipal parks and rights-of-way and on municipal
97 building grounds and/or identified in the Parks Division's tree inventory.
98 D. "Woody vegetation" means a plant that produces wood as its structural issue. It
99 may have one or many hard, woody stems and includes trees, shrubs or bushes.
100 E. "Turf" means a surface layer of soil containing a dense growth of grass and its
101 matted roots, including sod or lawn.
102 F. "Right-of-way" means the land covered by and adjacent to the roadway that the
103 municipality maintains, is used as legal access and is reserved for the purposes of
104 maintenance or expansion of existing services. This also includes easements on
105 lands over which power lines and other utilities extend (e.g. utility easements).
106 G. "Tree topping" means removal of the leader stem of a tree or the severe cutting
107 back of limbs larger than three inches in diameter within the tree's crown to stubs
108 to such a degree so as to remove the normal canopy and disfigure the tree.
109 to such a degree so as to remove the normal canopy and disfigure the tree.

110 **23.40.020 Purpose.**

111 The purpose of this ordinance is to guide the planting and maintenance of trees and
112 landscaped areas in the City and Borough of Sitka's urban forest. The ordinance
113 establishes guidelines and standards for the care of and the installation of trees and
114 landscape materials on municipal projects.

115 **23.40.030 Requirements.**

116 Tree and Landscape planting requirements shall be based on standards set out in this
117 chapter and shall apply to new or existing landscaping and any associated with publicly
118 accessible municipal buildings that are constructed or renovated.
119
120
121
122
123
124
125
126
127
128
129
130
131

132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176

23.40.040 General Tree and Landscaping Standards.

- A. Trees and landscaping for municipal projects shall be planned in consultation with Parks and Recreation Division staff. Installation and maintenance shall be directed by the Public Works Director or designee and according to The Sitka Urban Forest Management Plan and associated best management practices and standards for tree planting and care outlined in this document.
- B. The municipality shall encourage at least one staff person to be a certified arborist.

23.40.050 Installation of landscaping for municipal projects.

Consultation with municipal Parks and Recreation Division staff will occur during project planning and implementation including changes. Landscaping and turf for municipal projects shall be installed according standards established in the *Sitka Urban Forest Management Plan* and industry standard best management practices.

23.40.060 Tree planting recommendations and guidelines.

Tree planting on municipal lands shall conform to the Sitka Urban Forest Management Plan and industry standard best management practices.

23.40.070 Municipal tree care.

The Municipality shall have the right to plant, prune, maintain and remove trees, plants and shrubs along all roadways and on municipal land as may be necessary to ensure public safety and for municipal purposes. Consultation with the Parks and Recreation Division staff should occur prior to removal of any urban tree, insofar as practicable.

23.40.080 Tree removal and tree topping on municipal property.

- A. The City and Borough of Sitka will continue to maintain ROW and utility easements to ensure public safety and to protect CBS infrastructure which at times does include removal of hazardous trees.
- B. Tree Topping. Tree topping on municipal property is not permitted.

23.40.090 Tree pruning on municipal property or right-of-way.

Pruning shall be conducted according to this chapter.

- A. Tree pruning on municipal property shall conform to standards established in the Sitka Urban Forest Management Plan for tree care operations and under the general supervision of the Parks and Recreation Staff who is a certified arborist.
- B. No one other than qualified utility employees or contractor shall prune any plant within ten feet (10') of an overhead utility line.

- 177 C. Any person growing a tree adjacent to municipal roadways, sidewalks or within
- 178 an access rights-of-way is:
- 179 1. Responsible for removing all dead, diseased or dangerous trees, or broken or
- 180 decayed limbs, which constitute a menace to the safety of the public.
- 181 D. The Municipality shall have the right to prune any tree or shrub on private
- 182 property when it interferes with visibility of any traffic control device or
- 183 intersections or to ensure public safety.
- 184

185 5. **EFFECTIVE DATE.** This ordinance shall become effective on the day

186 after the date of its passage.

187

188 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and

189 Borough of Sitka, Alaska this day of 9th day of June, 2015.

190

191

192 _____

Mim McConnell, Mayor

193 **ATTEST:**

194

195

196 _____

197 Sara Peterson, CMC

198 Municipal Clerk



Legislation Details

File #: ORD 15-10 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 2/18/2015 In control: City and Borough Assembly

On agenda: 5/27/2015 Final action:

Title: Amending Title 15 of the Sitka General Code to increase water rates at Section 15.04.100 entitled "Service Connection Charge", 15.04.320 entitled "Rates and Fees" Sections 15.05.240A entitled "Service Connection Charge", 15.05.620 entitled "Rates and Fees" and to increase wastewater rates

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2015-10](#)
[REVISED 2015-10](#)
[Ord 2015-10](#)

Date	Ver.	Action By	Action	Result
2/24/2015	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2015-10 on
first reading.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2015-10

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING TITLE 15 OF THE SITKA GENERAL CODE TO INCREASE WATER RATES AT SECTIONS 15.04.100 ENTITLED "SERVICE CONNECTION CHARGE", 15.04.320 ENTITLED "RATES AND FEES" SECTIONS 15.05.240A ENTITLED "SERVICE CONNECTION CHARGE", 15.05.620 ENTITLED "RATES AND FEES" AND TO INCREASE WASTEWATER RATES

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 circumstance shall not be affected.

3. PURPOSE. The purpose of this ordinance is to increase user fees for water and wastewater service; and, to increase the connection charges for connecting a structure to the Municipal water and wastewater systems.

4. ENACTMENT, NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that SGC Sections: 15.04.100A, 15.04.320, 15.05.240A, 15.05.0620, and are amended to read as follows (new language underlined; deleted language stricken):

* * *

15.04.100 Service Connection Charge.

A. At the time the applicant files for a connection permit where no service previously existed; or, if the applicant is filing for a change in service connection, or size, or to serve a new structure, the applicant shall submit with the application the service connection charge of ~~six hundred ninety~~ seven hundred twenty five dollars. This charge is to cover the costs to the CBS of locating the stub-out from the sewer main (if available), inspection of the sewer service line, administrative costs, and permit fees. Upon approval of the connection, the property owner may proceed in accordance with the provisions in Section 15.04.130.

* * *

15.04.320 Rates and Fees.

A. Base rate: ~~fifty dollars and fifty nine~~ fifty three dollars and seven cents per unit per month.

Table with 2 columns: UNIT DESCRIPTION and UNIT

UNIT DESCRIPTION		UNIT
Residential/Dwelling Unit⁽¹⁾		1.0 ⁽²⁾
Commercial (General, Miscellaneous)⁽³⁾		1.0
Clubs and lodges without bar or restaurant		
Garages, service stations		
Offices including medical (10 or less employees)		
Shops and stores without food processing		
Commercial Specifics⁽³⁾ (1 Minimum) Plus	Per Each	
Bar, lounge, restaurant, snack bar	seat or stool	0.05
Barber, beauty shop (one station = 1.0)	station	0.6
Bowling alley	lane	1.0
Church	10 seats	0.1
Office/office space	over 10 employees	0.2
Hospital	bed	0.8
Meat market		3.0
Supermarket, grocery store with food process		8.0
Rest home	bed	0.2
Hotel, motel ⁽⁴⁾	bed or room	0.3
Dormitory, boardinghouse ⁽⁴⁾	bed or room	0.3
RV park ⁽⁴⁾⁽⁶⁾	RV space	0.3
Bed and breakfast ⁽⁴⁾	bed or room	0.15
Commercial laundry	wet machine	8.0
Launderette	wet machine	1.0
Schools, college, day care ⁽⁵⁾	10 students	0.4
Theater	10 seats	0.2
Car wash (no minimum)	stall	2.0

46

47

48

49

50

51

Notes:

⁽¹⁾ Including apartments and trailers, per each. (Apartments shall be assessed as if on a separate meter.)

⁽²⁾ Base rate.

⁽³⁾ Business in homes shall be assessed for the additional appropriate commercial rate.

52 (4) Hotel, motel, B&B may count rooms only. Dormitory or boardinghouse must count
53 beds or rooms. RV parks count RV spaces with utility hookups. (Vacation rates do not
54 apply.)

55 (5) Approximate enrollment—may be reviewed annually.

56 (6) RV parks have all mobile units able to be underway on the road with a minimal
57 amount of time and not require special permits to drive on the road. Underway can be
58 under its own power, pulled by a vehicle or in the bed of a pickup. Rental rates are
59 based on the day and utilities are included.

60

61 B. Sewer Service in Conjunction with Metered Water.

62 1. General Sewer Service in Conjunction with Metered Water. Minimum charge:
63 One times the unmetered sewer base rate plus ~~two dollars and seventy three~~
64 two dollars eighty six cents per one thousand metered gallons.

65 2. Gary Paxton Industrial Park. Treated wastewater, metered: ~~one hundred dollars one~~
66 hundred four dollars and ninety cents per month minimum.

67 a. Treated wastewater, metered: ~~two dollars and ninety nine cents~~ three dollars and
68 fourteen cents per one thousand gallons water use.

69 C. Connection Fee. ~~Six hundred ninety dollars~~ seven hundred twenty five dollars per
70 connection.

71 * * *

72

73 **15.05.240. Service Connection Charge.**

74

75 A. At the time the applicant files for a connection permit where no service previously
76 existed; or, if the applicant is filing for a change in service location, or size, or to serve a
77 new structure, the applicant shall submit with this application the service connection
78 charge of ~~six hundred and ninety~~ seven hundred twenty five dollars. This charge is to
79 cover permit fees, inspection, and administrative costs.

80 * * *

81 **15.05.620 Rates and fees.**

82 A. Unmetered Water. Base rate: ~~thirty five dollars and forty two cents~~ thirty eight dollars and ninety six
83 cents per unit.

UNIT DESCRIPTION	UNIT
Residential/Dwelling Unit ⁽¹⁾	1.0 ⁽²⁾
Commercial (General, Miscellaneous) ⁽³⁾	1.0
Clubs and lodges without bar or restaurant	

UNIT DESCRIPTION	UNIT	
Garages, service stations		
Offices including medical (10 or less employees)		
Shops and stores without food processing		
Commercial Specifics⁽³⁾ (1 Minimum) Plus	Per Each	
Bar, lounge, restaurant, snack bar	seat or stool	0.05
Barber, beauty shop (one station = 1.0)	station	0.6
Bowling alley	lane	1.0
Church	10 seats	0.1
Office/office space	over 10 employees	0.2
Hospital	bed	0.8
Meat market		3.0
Supermarket, grocery store with food process		8.0
Rest home	bed	0.2
Hotel, motel ⁽⁴⁾	bed or room	0.3
Dormitory, boardinghouse ⁽⁴⁾	bed or room	0.3
RV park ⁽⁴⁾⁽⁶⁾	RV space	0.3
Bed and breakfast ⁽⁴⁾	bed or room	0.15
Commercial laundry	wet machine	8.0
Launderette	wet machine	1.0
Schools, college, day care ⁽⁵⁾	10 students	0.4
Theater	10 seats	0.2
Car wash (no minimum)	stall	2.0

- 85 ⁽¹⁾Including apartments and trailers, per each. (Apartments shall be assessed as if on a separate meter.)
- 86 ⁽²⁾ Base rate.
- 87 ⁽³⁾ Business in homes shall be assessed for the additional appropriate commercial rate.
- 88 ⁽⁴⁾ Hotel, motel, B&B may count rooms only. Dormitory or boardinghouse must count beds or rooms. RV parks count
- 89 RV spaces with utility hookups. (Vacation rates do not apply.)
- 90 ⁽⁵⁾ Approximate enrollment—may be reviewed annually.
- 91 ⁽⁶⁾ RV parks have all mobile units able to be underway on the road with a minimal amount of time and not require
- 92 special permits to drive on the road. Underway can be under its own power, pulled by a vehicle or in the bed of a
- 93 pickup. Rental rates are based on the day and utilities are included.

94 B. Metered Water Service.

95 1. General Metered Water Service

Meter Size	Allowance (GAL)	Minimum Charge
Up to 1”	15,000	\$50.50 <u>\$55.55</u>
2”	50,000	\$110.75 <u>\$121.83</u>
3”	100,000	\$166.12 <u>\$182.73</u>
4”	250,000	\$332.24 <u>\$365.46</u>
6” and above	500,000	\$664.47 <u>\$730.92</u>

96

97 All over allowance charged at minimum charge plus ~~one dollar ten cents~~ one dollar twenty one cents per

98 one thousand gallons. The over allowance charged at minimum charge plus ~~fifty one cents~~ fifty-six cents

99 per one thousand gallons will apply to major fish processing plants (Seafood Producers Cooperative,

100 Sitka Sound Seafoods, Inc., aka North Pacific Seafoods, and Stikine Holdings, LLC, aka Silver Bay

101 Seafoods).

102 2. Gary Paxton Industrial Park.

103 a. Metered water: ~~one hundred ten dollars and seventy five cents~~ one hundred twenty one dollars and
104 eighty three cents per month minimum.

105 i. Treated water: ~~two dollars and twenty two cents~~ two dollars and forty four cents per one
106 thousand gallons.

107 ii. Treated water, fish processing use: ~~one dollar and sixty seven cents~~ one dollar and eighty four
108 cents per one thousand gallons.

109 C. Curb Stop/Service Valve Operation Fee. Except for the initial turn-on that occurs when property
110 is first connected to the municipal water system, each customer or applicant for service shall pay a fee of
111 ~~fifty~~ fifty five dollars for turning on or turning off the water service to the property. The fee shall be paid
112 for each turn-on and turn-off whether at the customer's or applicant's request or due to nonpayment for
113 water services. The water service to a property may not be turned on unless all water system fees
114 associated with the property have been paid in full.

115
116 E. Connection Fee. ~~Six hundred ninety dollars~~ seven hundred twenty five dollars per connection.

117
118 * * *

119
120 **5. EFFECTIVE DATE.** This ordinance shall become effective July 1, 2015.

121
122 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of
123 Sitka, Alaska this 9th day of June, 2015.

124
125 _____
126 Mim McConnell, Mayor

127 ATTEST:

128
129
130 _____
131 Sara Peterson, CMC
132 Municipal Clerk
133

Memo

To: City and Borough of Sitka Assembly
Thru: Mark Gorman, Municipal Administrator
From: Jay Sweeney, Chief Financial and Administrative Officer *JS*
Michael Harmon, Public Works Director *MH*
Date: May 20, 2015
Re: FY16 Wastewater and Water Fee Increase

Staff is recommending fee increases for FY16 for wastewater and water. The following is a summary justification for each fund including a potential alternative that could reduce the proposed water rates.

Wastewater:

Staff is recommending a 4.9% fee increase in wastewater rates for FY16. The fee has been determined through the wastewater long range financial plan and is the amount necessary to continue to generate sufficient cash flow from operations to fund debt service and capital improvements. The fee increase takes into account potential State of Alaska grants for the future with one major matching grant per fiscal year built into the rate model. The fee increase for FY16 is less than what the Wastewater Master Plan recommended and what was passed last year for the FY15 budget.

Water:

Over the course of the last five years, the user fee in the Water Fund has been increased by 14% per year. Staff is recommending a 10% fee increase in water rates for FY16. A key issue necessitating these fee increases has been the annual debt service for the Whitcomb Heights Water Tank loan, which has been borne by the Water Fund since 2011. The annual debt service for the Whitcomb loan has been approximately \$200,000 per year. The challenge with the water tank loan is that the improvements primarily benefit a small group of customers – those in Whitcomb Heights – while all of the rate payers have borne the annual fee increases.

Alternatively, this water system debt could be funded by way of special user fees assessed within the benefited area of Whitcomb Heights. For example a Local Improvement District (LID) assessment could be placed on CBS property and a special water connection fee could be adopted for properties connecting to this system in the future. The CBS has an LID Fund that could be used to pay the annual assessments on CBS property. The LID Fund would be recouped eventually through the future sales of these properties. After these fees are adopted, it would be possible to reduce the overall water rates by up to 10% effectively eliminating the current proposed increase.

Looking beyond FY16, it is important to note that the current rate model projects the need to increase user fees by approximately 5.7% annually through 2026. These future fee increases are projected through the long range financial plan and is the amount necessary to continue to generate sufficient cash flow from operations to fund debt service and capital improvements. These user fee projections will be reanalyzed and adjust every year as appropriate.

Recommendation:

Staff recommends passing the attached fee ordinance consisting of a 4.9% fee increase in wastewater and a 10% fee increase in water. If the Assembly directs staff to pursue alternative water fees/assessments associated to the Whitcomb Heights development, that course of action will be initiated. It is anticipated that this would be a lengthy process.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2015-10

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING TITLE 15 OF THE SITKA GENERAL CODE TO INCREASE WATER RATES AT SECTIONS 15.04.100 ENTITLED "SERVICE CONNECTION CHARGE", 15.04.320 ENTITLED "RATES AND FEES" SECTIONS 15.05.240A ENTITLED "SERVICE CONNECTION CHARGE", 15.05.620 ENTITLED "RATES AND FEES" AND TO INCREASE WASTEWATER RATES

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 circumstance shall not be affected.

3. PURPOSE. The purpose of this ordinance is to increase user fees for water and wastewater service; and, to increase the connection charges for connecting a structure to the Municipal water and wastewater systems.

4. ENACTMENT, NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that SGC Sections: 15.04.100A, 15.04.320, 15.05.240A, 15.05.0620, and are amended to read as follows (new language underlined; deleted language stricken):

* * *

15.04.100 Service Connection Charge.

A. At the time the applicant files for a connection permit where no service previously existed; or, if the applicant is filing for a change in service connection, or size, or to serve a new structure, the applicant shall submit with the application the service connection charge of ~~six hundred ninety~~ seven hundred twenty five dollars. This charge is to cover the costs to the CBS of locating the stub-out from the sewer main (if available), inspection of the sewer service line, administrative costs, and permit fees. Upon approval of the connection, the property owner may proceed in accordance with the provisions in Section 15.04.130.

* * *

15.04.320 Rates and Fees.

A. Base rate: ~~fifty dollars and fifty nine~~ fifty three dollars and seven cents per unit per month.

UNIT DESCRIPTION	UNIT
------------------	------

UNIT DESCRIPTION		UNIT
Residential/Dwelling Unit ⁽¹⁾		1.0 ⁽²⁾
Commercial (General, Miscellaneous) ⁽³⁾		1.0
Clubs and lodges without bar or restaurant		
Garages, service stations		
Offices including medical (10 or less employees)		
Shops and stores without food processing		
Commercial Specifics⁽³⁾ (1 Minimum) Plus	Per Each	
Bar, lounge, restaurant, snack bar	seat or stool	0.05
Barber, beauty shop (one station = 1.0)	station	0.6
Bowling alley	lane	1.0
Church	10 seats	0.1
Office/office space	over 10 employees	0.2
Hospital	bed	0.8
Meat market		3.0
Supermarket, grocery store with food process		8.0
Rest home	bed	0.2
Hotel, motel ⁽⁴⁾	bed or room	0.3
Dormitory, boardinghouse ⁽⁴⁾	bed or room	0.3
RV park ⁽⁴⁾⁽⁶⁾	RV space	0.3
Bed and breakfast ⁽⁴⁾	bed or room	0.15
Commercial laundry	wet machine	8.0
Launderette	wet machine	1.0
Schools, college, day care ⁽⁵⁾	10 students	0.4
Theater	10 seats	0.2
Car wash (no minimum)	stall	2.0

46

47

48

49

50

51

Notes:

⁽¹⁾ Including apartments and trailers, per each. (Apartments shall be assessed as if on a separate meter.)

⁽²⁾ Base rate.

⁽³⁾ Business in homes shall be assessed for the additional appropriate commercial rate.

- 52 (4) Hotel, motel, B&B may count rooms only. Dormitory or boardinghouse must count
- 53 beds. RV parks count RV spaces with utility hookups. (Vacation rates do not apply.)
- 54 (5) Approximate enrollment—may be reviewed annually.
- 55 (6) RV parks have all mobile units able to be underway on the road with a minimal
- 56 amount of time and not require special permits to drive on the road. Underway can be
- 57 under its own power, pulled by a vehicle or in the bed of a pickup. Rental rates are
- 58 based on the day and utilities are included.

B. Sewer Service in Conjunction with Metered Water.

1. General Sewer Service in Conjunction with Metered Water. Minimum charge:
One times the unmetered sewer base rate plus ~~two dollars and seventy three~~
two dollars eighty six cents per one thousand metered gallons.

2. Gary Paxton Industrial Park. Treated wastewater, metered: ~~one hundred dollars one~~
hundred four dollars and ninety cents per month minimum.

a. Treated wastewater, metered: ~~two dollars and ninety nine cents~~ three dollars and
fourteen cents per one thousand gallons water use.

C. Connection Fee. ~~Six hundred ninety dollars~~ seven hundred twenty five dollars per
connection.

* * *

15.05.240. Service Connection Charge.

A. At the time the applicant files for a connection permit where no service previously
existed; or, if the applicant is filing for a change in service location, or size, or to serve a
new structure, the applicant shall submit with this application the service connection
charge of ~~six hundred and ninety~~ seven hundred twenty five dollars. This charge is to
cover permit fees, inspection, and administrative costs.

* * *

15.05.620 Rates and fees.

A. Unmetered Water. Base rate: ~~thirty five dollars and forty two cents~~ thirty eight dollars and ninety six
cents per unit.

UNIT DESCRIPTION	UNIT
Residential/Dwelling Unit ⁽¹⁾	1.0 ⁽²⁾
Commercial (General, Miscellaneous) ⁽³⁾	1.0
Clubs and lodges without bar or restaurant	
Garages, service stations	

UNIT DESCRIPTION		UNIT
Offices including medical (10 or less employees)		
Shops and stores without food processing		
Commercial Specifics⁽³⁾ (1 Minimum) Plus	Per Each	
Bar, lounge, restaurant, snack bar	seat or stool	0.05
Barber, beauty shop (one station = 1.0)	station	0.6
Bowling alley	lane	1.0
Church	10 seats	0.1
Office/office space	over 10 employees	0.2
Hospital	bed	0.8
Meat market		3.0
Supermarket, grocery store with food process		8.0
Rest home	bed	0.2
Hotel, motel ⁽⁴⁾	bed or room	0.3
Dormitory, boardinghouse ⁽⁴⁾	bed or room	0.3
RV park ⁽⁴⁾⁽⁶⁾	RV space	0.3
Bed and breakfast ⁽⁴⁾	bed or room	0.15
Commercial laundry	wet machine	8.0
Launderette	wet machine	1.0
Schools, college, day care ⁽⁵⁾	10 students	0.4
Theater	10 seats	0.2
Car wash (no minimum)	stall	2.0

83 Notes:

84 ⁽⁴⁾Including apartments and trailers, per each. (Apartments shall be assessed as if on a separate meter.)

85 ⁽²⁾ Base rate.

86 ⁽³⁾ Business in homes shall be assessed for the additional appropriate commercial rate.

87 ⁽⁴⁾ Hotel, motel, B&B may count rooms only. Dormitory or boardinghouse must count beds. RV parks count RV spaces
88 with utility hookups. (Vacation rates do not apply.)

89 ⁽⁵⁾ Approximate enrollment—may be reviewed annually.

90 ⁽⁶⁾ RV parks have all mobile units able to be underway on the road with a minimal amount of time and not require
91 special permits to drive on the road. Underway can be under its own power, pulled by a vehicle or in the bed of a
92 pickup. Rental rates are based on the day and utilities are included.

93 B. Metered Water Service.

94 1. General Metered Water Service

Meter Size	Allowance (GAL)	Minimum Charge
Up to 1"	15,000	\$50.50 <u>\$55.55</u>
2"	50,000	\$110.75 <u>\$121.83</u>
3"	100,000	\$166.12 <u>\$182.73</u>
4"	250,000	\$332.24 <u>\$365.46</u>
6" and above	500,000	\$664.47 <u>\$730.92</u>

95
96 All over allowance charged at minimum charge plus ~~one dollar ten cents~~ one dollar twenty one cents per
97 one thousand gallons. The over allowance charged at minimum charge plus ~~fifty one cents~~ fifty-six cents
98 per one thousand gallons will apply to major fish processing plants (Seafood Producers Cooperative,
99 Sitka Sound Seafoods, Inc., aka North Pacific Seafoods, and Stikine Holdings, LLC, aka Silver Bay
100 Seafoods).

101 2. Gary Paxton Industrial Park.

102 a. Metered water: ~~one hundred ten dollars and seventy five cents~~ one hundred twenty one dollars and
103 eighty three cents per month minimum.

104 i. Treated water: ~~two dollars and twenty two cents~~ two dollars and forty four cents per one
105 thousand gallons.

106 ii. Treated water, fish processing use: ~~one dollar and sixty seven cents~~ one dollar and eighty four
107 cents per one thousand gallons.

108 C. Curb Stop/Service Valve Operation Fee. Except for the initial turn-on that occurs when property
109 is first connected to the municipal water system, each customer or applicant for service shall pay a fee of
110 ~~five~~ fifty five dollars for turning on or turning off the water service to the property. The fee shall be paid
111 for each turn-on and turn-off whether at the customer's or applicant's request or due to nonpayment for
112 water services. The water service to a property may not be turned on unless all water system fees
113 associated with the property have been paid in full.

114
115 E. Connection Fee. ~~Six hundred ninety dollars~~ seven hundred twenty five dollars per connection.
116

117 * * *

118
119 **5. EFFECTIVE DATE.** This ordinance shall become effective July 1, 2015.
120

121 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of
122 Sitka, Alaska this 9th day of June, 2015.
123

124
125 _____
Mim McConnell, Mayor

126 ATTEST:

127
128
129 _____
130 Sara Peterson, CMC
131 Municipal Clerk
132



Legislation Details

File #: ORD 15-35 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 5/20/2015 In control: City and Borough Assembly

On agenda: 5/27/2015 Final action:

Title: Repealing Sitka General Code Chapter 4.09 "Sales Tax" Section 4.09.100Y. "Exemption for Persons Who Have Reached the Age of Sixty-Five" and establishing section 4.09.130 "Rebate of a portion of Sales Tax for Certain Persons Who Have Reached the Age of Sixty-Five and are Experiencing Financial Hardship"

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2015-35](#)
[Ord 2015-35](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

POSSIBLE MOTION

I MOVE TO approve Ordinance 2015-35 on
first reading.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2015-35

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA REPEALING SITKA GENERAL CODE CHAPTER 4.09 "SALES TAX" SECTION 4.09.100Y. "EXEMPTION FOR PERSONS WHO HAVE REACHED THE AGE OF SIXTY-FIVE" AND ESTABLISHING SECTION 4.09.130 "REBATE OF A PORTION OF SALES TAX FOR CERTAIN PERSONS WHO HAVE REACHED THE AGE OF SIXTY-FIVE AND ARE EXPERIENCING FINANCIAL HARDSHIP"

1. CLASSIFICATION. This ordinance is of a permanent nature and is intended to become a part of the Sitka General Code.

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

3. PURPOSE. The purpose of this ordinance is to eliminate the sales tax exemption for persons who have reached the age of sixty-five, and, to establish an annual sales tax rebate for persons who have reached the age of sixty five and are experiencing financial hardship.

4. ENACTMENT. The Assembly of the City and Borough of Sitka hereby repeals, in its entirety, Section 4.09.100 Y. "Exemption for Persons Who Have Reached the Age of Sixty-Five", and establishes Section 4.09.130, "Rebate of a Portion of Sales Tax for Certain Persons Who Have Reached the Age of Sixty-Five and are Experiencing Financial Hardship", to read as follows (new language underlined, deleted language stricken):

Chapter 4.09 SALES TAX

Sections:

- 4.09.010 Levy of sales tax.
4.09.020 Collection of tax.
4.09.030 Presumption of taxability—Sales price and purchase price.
4.09.040 Separate statement of tax—No advertising to absorb or refund tax.
4.09.100 Exemptions.
4.09.110 Residence construction tax refund.
4.09.120 Exemption from seasonal sales tax increase.
4.09.130 Rebate of a Portion of Sales Tax for Certain Persons Who Have Reached the Age of Sixty-Five and are Experiencing Financial Hardship

* * *

4.09.100 Exemptions.

* * *

~~Y. Exemption for Persons Who Have Reached the Age of Sixty-Five.~~

53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96

~~1.—Any person, sixty five years of age or older, who is a resident of the state of Alaska may apply for and be issued by the finance director a senior citizen sales tax exemption certificate which entitles the person, person’s spouse, or the person’s qualified domestic partner to be exempt from sales tax for the purchase of goods, services or rentals which are solely for the personal use or consumption of the person, person’s spouse, or the person’s qualified domestic partner. This exemption does not apply for purchases for the person, person’s spouse, or the person’s qualified domestic partner:~~

- ~~a.—For use in any trade or business, including but not limited to commercial fishing, or~~
- ~~b.—For purchase of alcoholic beverages, cigarettes, or other tobacco products.~~

~~2.—Definitions:~~

~~“Alcoholic beverage” includes beer, wine, and all other spirituous, vinous, malt and other fermented or distilled liquid intended for human consumption and contains one half of one percent or more of alcohol by volume, for which a license or permit for its sale or barter is required by AS 04, entitled “Alcoholic Beverages.”~~

~~“Cigarette” shall have the same meaning as defined in Section 4.26.190.~~

~~“Other tobacco products” shall have the same meaning as defined in Section 4.26.190.~~

~~“Resident of the state of Alaska” means a person who is physically present in the state with the intent to remain in the state indefinitely and to make a home in the state.~~

~~3.—Verification:~~

- ~~a.—The applicant, at the time of application for a senior citizen sales tax exemption card, will provide a minimum of two pieces of identification to prove Alaska residency. One of the identification documents must show birth date.~~
- ~~b.—The applicant shall fill out a formal application which will include a verification of their “intent to reside in Alaska.”~~

~~4.—A resident at least sixty years old, who otherwise qualifies for the exemption, and is the widow, widower, or qualified domestic partner of a deceased person who qualified for the exemption under subsection (Y)(1) of this section, may apply for and be issued a senior citizen sales tax exemption certificate.~~

ZY. Youth Camps. Fees charged for nonprofit youth camps primarily serving persons under eighteen years of age are exempt.

97 **AAZ.** Residential Rent. Rent paid for residential housing for thirty or more consecutive days or
98 an entire calendar month by a person or persons for a room, set of rooms, structure, or suite is
99 exempt from sales taxes. This exemption does not apply to any transaction taxable under Chapter
100 4.24 regarding the hotel, motel, and bed and breakfast transient room tax.

101 **ABAA.** Sale of Service Costs or Commission. That part of the sales price paid by the buyer for
102 Sitka travel and adventure services purchased outside the city and borough of Sitka which is not
103 remitted, directly or indirectly, to the person providing or performing the service, and which is a
104 selling cost or commission or similar charge.

105 * * *

106
107 **4.09.130 Refund of a Portion of Sales Tax for Certain Persons Who Have Reached the Age**
108 **of Sixty-Five and are Experiencing Financial Hardship**
109

110 Upon proper application the City and Borough will annually refund a portion of sales tax paid by
111 certain persons who have reached the age of sixty-five and are experiencing financial hardship,
112 in accordance with the following guidelines and procedures:
113

- 114 A. Any household consisting of two or more individuals, who as of July 1 each year are
115 sixty-five years of age or older; experiencing financial hardship, residents of the State of
116 Alaska and Sitka; and who are eligible to receive an Alaska Permanent Fund
117 Dividend check for the current year shall receive an annual rebate of sales taxes paid in
118 the prior 12 months in an amount not to exceed Five Hundred Dollars (\$500.00) upon
119 application.
120
- 121 B. Any household consisting of an individual, who as of July 1 each year is sixty-five
122 years of age or older; experiencing financial hardship, is a resident of the State of
123 Alaska and Sitka; who was a resident of Alaska and maintained a residence in Sitka for
124 the previous 12 months; and who is eligible to receive an Alaska Permanent Fund
125 Dividend check for the current year shall receive an annual rebate of sales taxes paid in
126 the prior 12 months in an amount not to exceed Two Hundred Fifty Dollars (\$250.00)
127 upon application.
128
- 129 C. Only one application per household may be submitted.
130
- 131 D. Any person residing in an assisted living home or skilled nursing facility and who
132 otherwise is eligible for the rebate, shall be eligible for the individual household rebate.
133
- 134 E. The total amount of the annual rebate shall not exceed two hundred thousand dollars
135 and shall be prorated among all of the applications received in order to arrive at
136 recommended rebate amounts for the current calendar year. Recommended rebate
137 amounts shall be submitted to the Assembly for approval. Unspent funds allocated to

138 the rebate program will be transferred to the Public Infrastructure Sinking Fund at the
139 end of each fiscal year.

140

141 F. Verification.

142 1. The applicant household will provide a minimum of two pieces of identification to
143 prove Alaska and Sitka residency for at least two individuals if applying for a multiple
144 individual household, and one individual if applying for a single individual household.
145 One of the documents to be provided must be an Alaska Permanent Fund Application.
146 Age, Residency, and physical location of the applicant household must be established
147 by the submitted documents for the application to be valid and complete.

148 2. The applicant household shall prepare and submit a formal application which will
149 include an affidavit stating the applicant's intention to maintain a residence in Sitka,
150 and that the applicant is experiencing unavoidable financial hardship and requests
151 financial assistance from the taxpayers of Sitka.

152

153 G. The Finance Director shall develop and implement applicable forms, policies, and
154 procedures for the administrative processing of, and issuance of sales tax rebates to
155 senior citizens under this subsection.

156

157 H. All applications must be physically received or postmarked by 5 pm on July 31st of
158 each year. Rebates for all properly submitted applications shall be paid by September
159 30th of each year.

160

161 I. Knowingly submitting a fraudulent application for a senior citizen sales tax rebate shall
162 result in being permanently barred from applying for future rebates.

163

164 J. The City and Borough shall have the right to offset any past due debts owed by an
165 applicant to the City and Borough in any capacity.

166

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

169

170 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of
171 Sitka, Alaska this 9th day of June, 2015.

172

173

174

175

Mim McConnell, Mayor

176 **ATTEST:**

177

178

179 _____
Sara Peterson, CMC

180 Municipal Clerk



Legislation Details

File #: ORD 15-36 Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 5/20/2015 In control: City and Borough Assembly
On agenda: 5/27/2015 Final action:
Title: Placing a Ballot Question on the Regular Election on October 6, 2015 to amend the Home Rule Charter of the City and Borough of Sitka at Article 13.03 entitled "Property Tax Limit" to increase the millage rate limit by one tenth of one percent (.001), which would be seven tenths of one percent (.007), or seven (7.0) mills to be used to support the Sitka School District

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2015-36](#)
[Ord 2015-36](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

POSSIBLE MOTION

I MOVE TO approve Ordinance 2015-36 on
first reading.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2015-36

BALLOT PROPOSITION OCTOBER 2015

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA PLACING A
BALLOT QUESTION ON THE REGULAR ELECTION ON OCTOBER 6, 2015
TO AMEND THE HOME RULE CHARTER OF THE CITY AND BOROUGH OF
SITKA AT ARTICLE 13.03 ENTITLED "PROPERTY TAX LIMIT" TO
INCREASE THE MILLAGE RATE LIMIT BY ONE TENTH OF ONE PERCENT
(.001), WHICH WOULD BE SEVEN TENTHS OF ONE PERCENT (.007), OR
SEVEN (7.0) MILLS TO BE USED TO SUPPORT THE SITKA SCHOOL
DISTRICT**

1. **CLASSIFICATION.** All sections of this ordinance, except section 5 regarding the ballot proposition, are of a permanent nature, with section 4 intended to become a part of the Home Rule Charter of the City and Borough of Sitka ("Charter") if approved by the qualified voters at the October 6, 2015 Regular Election.

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

3. **PURPOSE.** This ordinance amends the Charter at Article 13.03 entitled "Property Tax Limit," by raising the property tax millage rate limit of 6 mills by 1 mill, to 7 mills.

The City and Borough of Sitka ("Sitka") Assembly intends to use the revenues gained from such an increased property tax millage rate to support the Sitka School District.

4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Sitka Assembly that the Sitka Home Rule Charter at Article 13.03, entitled "Property Tax Limit," is amended to read as follows (new language underlined; deleted language stricken):

Section 13.03 Property Tax Limit

The property tax levy shall not exceed ~~six tenths (0.006)~~ seven tenths (0.007) of one per cent (~~6 mill~~)(7 mills) of the assessed valuation of the property to be

45 taxed. The voters may raise this limit by an affirmative vote of the majority of
46 the voters participating in a special or regular election.

47
48 This section shall not in any way limit the ability of the municipality to meet
49 its bonded obligations and in no event shall the property tax levy during a year
50 exceed three percent (thirty mills) of the assessed value of the property in the
51 municipality.

52
53 5. **BALLOT QUESTION.** The following question shall be placed before the
54 voters at the general election to be held on October 6, 2015:

55
56 Shall the City and Borough of Sitka Charter at Article 13.03, entitled
57 "Property Tax Limit," be amended to increase the property tax levy limit by
58 1.0 mill, thus not to exceed seven tenths (.007) of one per cent (7.0 mills) of
59 the assessed valuation of taxable property, to support the Sitka School
60 District?

61
62 YES NO

63
64 **Informational:** An affirmative vote on this question would amend the City
65 and Borough of Sitka Charter at Article 13.03 by increasing the allowable
66 millage rate limit by 1.0 mill, to 7.0 mills.

67
68 6. **EFFECTIVE DATE.** This ordinance shall become effective on the day
69 after the date of its passage. The amendment to the Home Rule Charter of the City and
70 Borough of Sitka set out in Subsection 4 shall only become effective if a majority of the
71 voters voting on this ordinance at the election on October 6, 2015 approve this ordinance,
72 and if a majority of voters so approve then this amendment set out in Subsection 4 shall
73 become effective the day after the election is certified.

74
75 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and
76 Borough of Sitka, Alaska this 9th day of June, 2015.

77
78
79
80 _____
Mim McConnell, Mayor

81 ATTEST:

82 _____
83 Sara Peterson
84 Municipal Clerk



Legislation Details

File #: ORD 15-32 Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 5/19/2015 In control: City and Borough Assembly
On agenda: 5/27/2015 Final action:
Title: Adjusting the FY15 Budget
Sponsors:
Indexes:
Code sections:
Attachments: [Motion Ord 2015-32](#)
[Ord 2015-32](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

POSSIBLE MOTION

I MOVE TO approve Ordinance 2015-32 on
first reading.

Memo

Thru : Mark Gorman, Administrator

To: City and Borough of Sitka Assembly

From: Jay Sweeney, Chief Financial and Administrative Officer 

Date: May 18, 2015

Re: Supplemental Budget Ordinance For Introduction May 26th

Mayor McConnell and Assembly Members,

The attached FY15 supplemental budget ordinance accomplishes four purposes: (1) accomplishes transfer of \$2,500,000 from the Southeast Alaska Economic Development Fund to the Electric Fund; (2) accomplishes the re-appropriation of \$10,000 from snow plowing contracts to donations, in order to fund a donation to the Sitka Historical society for the 2017 Sesquicentennial of the Alaska Territory; (3) increases the approved project budget for the new library in order to recognize settlement revenue for design deficiencies and authorize the spending of the settlement funds; (4) provides emergency funding for asbestos abatement testing at the Centennial Building; and, (5), accomplishes small transfers within Departments in order to fund training.

This ordinance is necessary even though several of these items have already been approved. The reason is that increased spending, through supplemental appropriations, or transfers in between certain categories of expenditures can only be accomplished through passage of an ordinance, per the Sitka Home Rule Charter.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2015-32

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:

Account Number	Account	Increase	Decrease
<u>FISCAL YEAR 2015 EXPENDITURE BUDGETS</u>			
GENERAL FUND			
Finance – Travel & Training:			
100-500-004-5110.001	Salary/Wages	\$4,500	
100-500-004-5201.000	Travel & Training	\$4,500	
The Deputy Finance Director has requested to transfer funds from Salaries to Travel & Training. This is due to additional unplanned travel & training expenses. Reimbursements have been received for a portion, but are recorded as revenue.			
Assessing Department – Travel & Training			
100-500-005-5212.000	Contracted/Purchased Services		\$2,500
100-500-005-5201.000	Travel & Training	\$2,500	
Training for the Assessing Administrative Assistant to go to a business personal property course. This course has not been offered in Alaska since 2001. These funds will be transferred from their contracted / purchased service account.			
Donations & Non-profit Support – Operations:			
100-530-033-815-5212.000	Contracted/Purchased Services		\$10,000
100-500-008-5212.000	Contracted/Purchased Services	\$10,000	
At the May 12, 2015 meeting, the Assembly approved to transfer \$10,000 from the Public Works snow removal budget to the Other Expenditures Donation budget to match a Sitka Historical Society Sesquicentennial (150 th) Grant.			
Centennial Building – Operations:			
100-540-043-5212.000	Contracted/Purchased Services	\$5,000	
To pay for assistance in the monitoring and removal of what may be asbestos.			

<u>Account Number</u>	<u>Account</u>	<u>Increase</u>	<u>Decrease</u>
<u>Enterprise and Internal Service Funds</u>			
Electric Fund – Operations			
171-500-601-5290.000	Other Expense	\$2,500,000	
200-300-340-3408.000	Electric - Other	\$2,500,000	
At the May 4, 2015 meeting, the Assembly approved to transfer \$2,500,000 from the Southeast Alaska Economic Development Fund to increase revenue for electricity sold by the Electric Fund. In effect this is a rate subsidy paid by the City to the Electric Fund for ratepayers.			
Management Information Systems – Operations:			
300-600-630-5212.000	Contracted/Purchased Services	\$57,000	
The Information Technology Director has requested to increase his contracted services in the amount of \$45,000 for utility billing system migration and in the amount of \$12,000 for the Internal collection software.			
<u>Capital Projects</u>			
Crescent Harbor Shelter Roof Replacement Project #90769: The Municipal Engineer has requested to transfer \$6,500 from the ANB Harbor Project #90674 to the Crescent Harbor Shelter Roof Replacement Project #90769. The Contractor discovered more deteriorated decking than had been anticipated. This is informational purpose only, no further action is required:			
Kettleson Memorial Library Expansion Project #90739			
700-300-380-3807.000	Misc Revenue	\$482,598	
700-600-630-5212.000	Contracted/Purchased Services	\$482,598	
Recognize revenue for a Settlement Agreement for structural design deficiencies which resulted in additional cost to the construction contract. These funds will be paid by PDC (subconsultant of MRV) and paid to Dawson Construction for the deficiencies.			

26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44

EXPLANATION

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

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 9th Day of June, 2015.

ATTEST:

Mim McConnell, Mayor

Sara Peterson, CMC
Municipal Clerk



Legislation Details

File #: ORD 15-33 Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 5/19/2015 In control: City and Borough Assembly
On agenda: 5/27/2015 Final action:
Title: Adopting budgets for the Fiscal Year July 1, 2015 through June 30, 2016
Sponsors:
Indexes:
Code sections:
Attachments: [Motion Ord 2015-33](#)
[Ord 2015-33](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

POSSIBLE MOTION

I MOVE TO approve Ordinance 2015-33 on
first reading.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2015-33

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
ADOPTING BUDGETS FOR THE FISCAL YEAR JULY 1, 2015
THROUGH JUNE 30, 2016

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 portion 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 set forth budgetary requirements for the operation of the various divisions, departments and organizations of the City and Borough of Sitka for Fiscal Year 2016.

4. **ENACTMENT. NOW THEREFORE, BE IT ENACTED** by the Assembly of the City and Borough of Sitka, Alaska that the following expenditure budgets for the fiscal period beginning July 1, 2015 and ending June 30, 2016 are hereby adopted as follows:

<u>FUND</u>	<u>REVENUE</u>	<u>EXPENDITURE BUDGET</u>		
<u>GENERAL FUNDS</u>	REVENUE	OPERATIONS	CAPITAL/ TRANSFER	TOTAL
General Fund	\$ 28,041,228	\$ 25,305,528	\$ 3,458,700	\$ 28,764,228
<u>ENTERPRISE FUNDS</u>				
Electric Fund	\$ 15,940,234	\$ 17,192,256	\$ 3,535,000	\$ 20,727,256
Water Fund	\$ 2,158,197	\$ 1,762,763	\$ 161,000	\$ 1,923,763
Wastewater Fund	\$ 4,244,250	\$ 2,989,255	\$ 715,500	\$ 3,704,755
Solid Waste Fund	\$ 3,035,500	\$ 3,398,443	\$ 95,000	\$ 3,493,443
Harbor Fund	\$ 12,307,600	\$ 2,279,564	\$ 9,275,000	\$ 11,554,564
Airport Terminal Fund	\$ 691,151	\$ 448,121	\$ 130,000	\$ 578,121
Marine Service Center Fund	\$ 267,184	\$ 134,779	\$ -0-	\$ 134,779
Gary Paxton Industrial Park	\$ 7,342,307	\$ 472,060	\$ -0-	\$ 472,060

29

<u>INTERNAL SERVICE FUNDS</u>	REVENUE	OPERATIONS	CAPITAL/ TRANSFER	TOTAL
Management Information Systems Fund	\$ 1,229,868	\$ 892,138	\$ 502,000	\$ 1,394,138
Central Garage Fund	\$ 1,374,692	\$ 984,579	\$ 626,927	\$ 1,611,506
Building Maintenance Fund	\$ 961,218	\$ 1,009,220	\$ -0-	\$ 1,009,220
<u>SPECIAL REVENUE FUNDS</u>				
SE Alaska Economic Development Fund	\$ 75,000	\$ 75,000	\$ -0-	\$ 75,000
Revolving Fund	\$ -0-	\$ 29,373	\$ -0-	\$ 29,373
Guarantee Fund	\$ -0-	\$ 6,200	\$ -0-	\$ 6,200
Rowe Trust Fund	\$ 4,950	\$ 4,950	\$ -0-	\$ 4,950
Library Endowment Fund	\$ 7,000	\$ 21,000	\$ -0-	\$ 21,000
Southeast Alaska Communities Against Drugs Fund	\$ 28,000	\$ 28,000	\$ -0-	\$ 28,000
City/Borough Forfeiture Fund	\$ 2,836	\$ 2,836	\$ -0-	2,836
Narco Task Force Grant	\$ 202,000	\$ 202,000	\$ -0-	\$ 202,000
State Forfeiture Fund	\$ 4,230	\$ 4,230	\$ -0-	\$ 4,230
Homeland Security Grant	\$ 18,000	\$ 18,000	\$ -0-	\$ 18,000
Library Building Fund	\$ 14,500	\$ 17,000	\$ -0-	\$ 17,000
GPIP Contingency Fund	\$ 16,700	\$ 16,700	\$ -0-	\$ 16,700
Tobacco Excise Tax Fund	\$ 425,500	\$ 424,000	\$ -0-	\$ 424,000
Fisheries Enhancement Fund	\$ 40,000	\$ 40,000	\$ -0-	\$ 40,000
Commercial Passenger Vessel Excise Tax Fund	\$ 193,200	\$ 638,000	\$ -0-	\$ 638,000
Cemetery Fund	\$ 4,000	\$ 2,800	\$ -0-	\$ 2,800
Visitor Enhancement Fund	\$ 388,000	\$ 335,000	\$ -0-	\$ 335,000
Seasonal Sales Tax/School Bond Debt Service Fund	\$ 1,091,700	\$ 3,707,017	\$ -0-	\$ 3,707,017
<u>PERMANENT FUND</u>				
Permanent Fund	\$ 400,000	\$ 660,000	\$ -0-	\$ 660,000

30

31

<u>CAPITAL PROJECT FUNDS</u>	REVENUE	OPERATIONS	CAPITAL /TRANSFER	TOTAL
General Capital Project Fund	\$ 2,287,000	\$ -0-	\$ 2,287,000	\$ 2,287,000
GF Contingent on State/Federal Funding	\$ 39,968,000	\$ -0-	\$ 39,968,000	\$39,968,000
Electric Capital Project Fund	\$ 3,535,000	\$ -0-	\$ 3,535,000	\$ 3,535,000
Water Capital Project Fund	\$ 161,000	\$ -0-	\$ 161,000	\$ 161,000
Water Contingent on State/Federal Funding	\$ 12,324,850	\$ -0-	\$ 12,324,850	\$12,324,850
Wastewater Capital Project Fund	\$ 709,000	\$ -0-	\$ 709,000	\$ 709,000
Wastewater Contingent on State/Federal Funding	\$ 18,136,450	\$ -0-	\$ 18,136,450	\$18,136,450
Solid Waste Capital Project Fund	\$ 95,000	\$ -0-	\$ 95,000	\$ 95,000
Harbor Capital Project Fund	\$ 175,000	\$ -0-	\$ 175,000	\$ 175,000
Harbor Contingent on State/Federal Funding	\$ 26,340,000	\$ -0-	\$ 26,340,000	\$26,340,000
Airport Terminal Fund	\$ 130,000	\$ -0-	\$ 130,000	\$ 130,000
Airport Contingent on State/Federal Funding	\$ 2,320,000	\$ -0-	\$ 2,320,000	\$ 2,320,000
GPIP Contingent on State/Federal Funding	\$ 3,000,000	\$ -0-	\$ 3,000,000	\$ 3,000,000
<u>COMPONENT UNIT</u>				
Sitka Community Hospital	\$ 24,118,705	\$ 23,586,585	\$ 247,570	\$ 23,834,155

32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47

48 **EXPLANATION**

49
50 Details of individual budgets are contained in Enclosure 1. Support to the Sitka School District has been included in
51 the General Fund Expenditures. Budgeted amounts for all funds include revenue, operating expenditures and new
52 capital outlays.

53
54 **5. EFFECTIVE DATE.** This ordinance shall become effective on July 1, 2015.

55
56 PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 9th day of
57 June, 2015.

58
59
60
61

Mim McConnell, Mayor

62
63 ATTEST:
64
65
66
67

Sara Peterson, CMC
68 Municipal Clerk
69



Legislation Details

File #: 15-081 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 5/20/2015 In control: City and Borough Assembly

On agenda: 5/27/2015 Final action:

Title: Approve moving forward with a land swap concept between the City and Borough of Sitka and Sound Development, LLC above Emmons Street in the Whitcomb Heights Subdivision

Sponsors:

Indexes:

Code sections:

Attachments: [Motion and documents Sound Development LLC](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

POSSIBLE MOTION

I MOVE TO approve moving forward with a land swap concept between the City and Borough of Sitka and Sound Development, LLC above Emmons Street in the Whitcomb Heights Subdivision.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

MEMORANDUM

To: Mayor McConnell and Members of the Assembly

From: Mark Gorman, Municipal Administrator
Maegan Bosak, Planning and Community Development Director

Subject: Sound Development, LLC. Benchlands Land Swap

Date: May 20, 2015

Through the land sale of the South Benchland parcels, ownership of the access road to the water tank and pump house was inadvertently transferred from CBS to Sound Development, LLC.

In 2013, the Assembly authorized a land sale in response to an RFP for affordable housing development in the Benchlands. Sound Development, LLC. was the only proposal submitted.

They were sold four parcels:

- Parcel A – Tract A14-III, Whitcomb Heights III Subdivision, Plat 2011-15
- Parcel B – Tract A13, Whitcomb Heights Subdivision, Plat 83-17
- Parcel C – Tract A12-III, Whitcomb Heights III Subdivision, Plat 2011-15
- Parcel D (Emmons/Cushing Loop) – Block 8 and 9, Whitcomb Heights Subdivision, Plat 83-17

The sales price was a total of \$344,301.78.

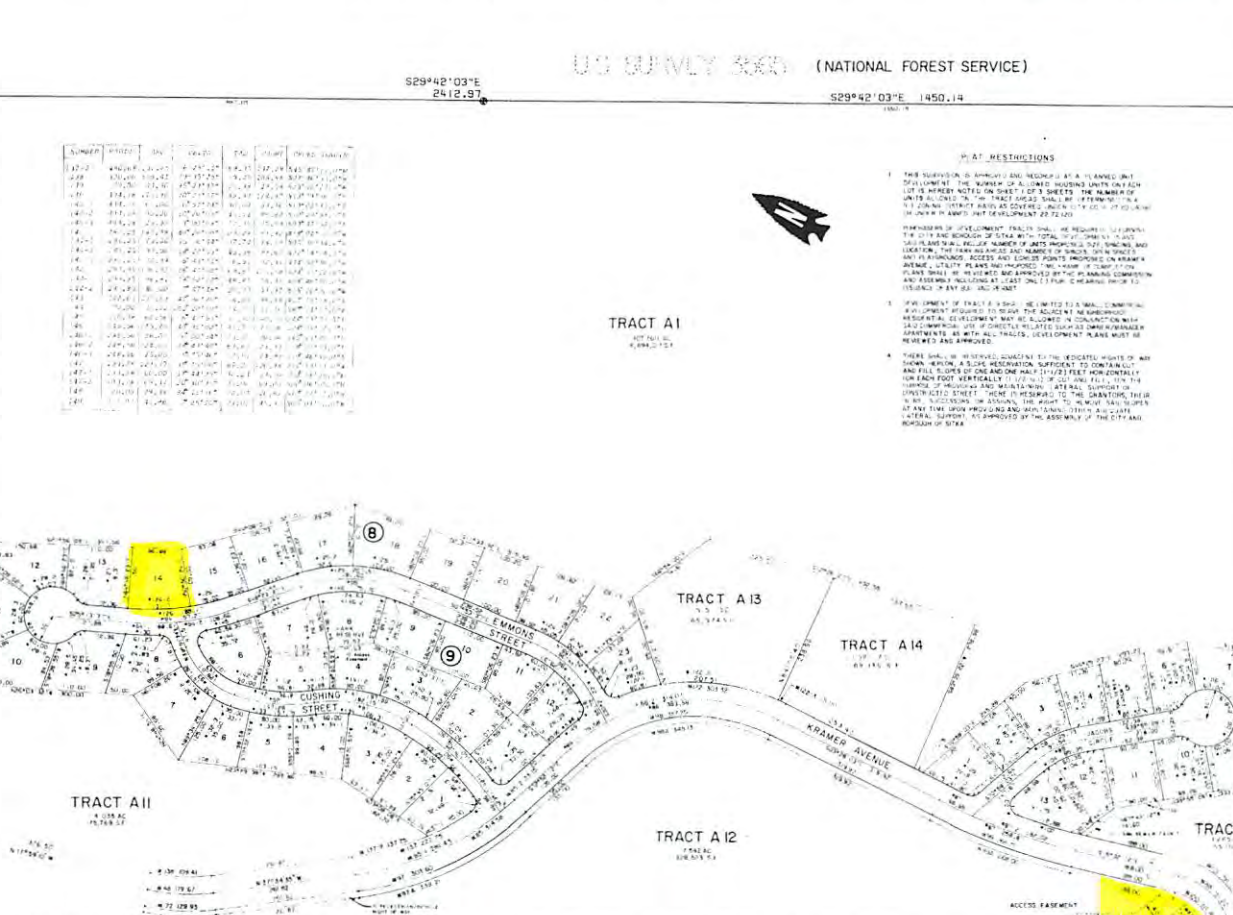
CBS must acquire access to the water tank and pump house back from Sound Development, LLC. in order to ensure utilities to future property owners in the area.

After meeting with Sound Development, LLC. to discuss solutions, they brought forward a proposal trading parcels, of comparable size and value, above Emmons Street.

Staff recommends that the Assembly move forward with this land swap concept. Following Assembly direction, the applicant will follow the Planning Commission subdivision public process. After which, it will be brought before the Assembly for approval of a sales/trade authorization ordinance based on the minor subdivision plat.



Lot No.	Area (sq. ft.)	Area (sq. rods)	Area (acres)	Area (sq. miles)	Area (sq. blocks)	Area (sq. sections)	Area (sq. townships)	Area (sq. ranges)	Area (sq. meridians)	Area (sq. sections)	Area (sq. townships)	Area (sq. ranges)	Area (sq. meridians)
1	10,000	0.23	0.0007	0.00000028	0.0000000001	0.0000000000000001	0.00000000000000000001	0.0000000000000000000001	0.000000000000000000000001	0.00000000000000000000000001	0.0000000000000000000000000001	0.000000000000000000000000000001	0.00000000000000000000000000000001
2	10,000	0.23	0.0007	0.00000028	0.0000000001	0.0000000000000001	0.00000000000000000001	0.0000000000000000000001	0.000000000000000000000001	0.00000000000000000000000001	0.0000000000000000000000000001	0.000000000000000000000000000001	0.00000000000000000000000000000001
3	10,000	0.23	0.0007	0.00000028	0.0000000001	0.0000000000000001	0.00000000000000000001	0.0000000000000000000001	0.000000000000000000000001	0.00000000000000000000000001	0.0000000000000000000000000001	0.000000000000000000000000000001	0.00000000000000000000000000000001
4	10,000	0.23	0.0007	0.00000028	0.0000000001	0.0000000000000001	0.00000000000000000001	0.0000000000000000000001	0.000000000000000000000001	0.00000000000000000000000001	0.0000000000000000000000000001	0.000000000000000000000000000001	0.00000000000000000000000000000001
5	10,000	0.23	0.0007	0.00000028	0.0000000001	0.0000000000000001	0.00000000000000000001	0.0000000000000000000001	0.000000000000000000000001	0.00000000000000000000000001	0.0000000000000000000000000001	0.000000000000000000000000000001	0.00000000000000000000000000000001



U.S. SURVEY 3565 (NATIONAL FOREST SERVICE)

S29°42'03"E 2412.91' S29°42'03"E 1450.14'

Lot No.	Area (sq. ft.)	Area (sq. rods)	Area (acres)	Area (sq. miles)	Area (sq. blocks)	Area (sq. sections)	Area (sq. townships)	Area (sq. ranges)	Area (sq. meridians)
1	10,000	0.23	0.0007	0.00000028	0.0000000001	0.0000000000000001	0.00000000000000000001	0.0000000000000000000001	0.000000000000000000000001
2	10,000	0.23	0.0007	0.00000028	0.0000000001	0.0000000000000001	0.00000000000000000001	0.0000000000000000000001	0.000000000000000000000001
3	10,000	0.23	0.0007	0.00000028	0.0000000001	0.0000000000000001	0.00000000000000000001	0.0000000000000000000001	0.000000000000000000000001
4	10,000	0.23	0.0007	0.00000028	0.0000000001	0.0000000000000001	0.00000000000000000001	0.0000000000000000000001	0.000000000000000000000001
5	10,000	0.23	0.0007	0.00000028	0.0000000001	0.0000000000000001	0.00000000000000000001	0.0000000000000000000001	0.000000000000000000000001

PLAT RESTRICTIONS

- THIS SUBDIVISION IS APPROVED AND RECORDED AS A PLANNED UNIT DEVELOPMENT. THE NUMBER OF UNITS PER LOT IS LIMITED TO THE NUMBER OF UNITS SHOWN ON THIS PLAT. THE NUMBER OF UNITS PER LOT IS LIMITED TO THE NUMBER OF UNITS SHOWN ON THIS PLAT. THE NUMBER OF UNITS PER LOT IS LIMITED TO THE NUMBER OF UNITS SHOWN ON THIS PLAT.
- MEMBERS OF GOVERNMENT TRACTS SHALL BE REQUIRED TO COMPLY WITH THE RESTRICTIONS OF THIS PLAT. THE NUMBER OF UNITS PER LOT IS LIMITED TO THE NUMBER OF UNITS SHOWN ON THIS PLAT. THE NUMBER OF UNITS PER LOT IS LIMITED TO THE NUMBER OF UNITS SHOWN ON THIS PLAT.
- NO COMMERCIAL DEVELOPMENT SHALL BE PERMITTED ON ANY LOT. RESIDENTIAL DEVELOPMENT SHALL BE LIMITED TO SINGLE-FAMILY DWELLINGS. COMMERCIAL DEVELOPMENT SHALL BE LIMITED TO SINGLE-FAMILY DWELLINGS. COMMERCIAL DEVELOPMENT SHALL BE LIMITED TO SINGLE-FAMILY DWELLINGS.
- NO OTHER USES SHALL BE PERMITTED ON ANY LOT. RESIDENTIAL DEVELOPMENT SHALL BE LIMITED TO SINGLE-FAMILY DWELLINGS. COMMERCIAL DEVELOPMENT SHALL BE LIMITED TO SINGLE-FAMILY DWELLINGS. COMMERCIAL DEVELOPMENT SHALL BE LIMITED TO SINGLE-FAMILY DWELLINGS.

CERTIFICATE

STATE OF ALASKA
FIRST JUDICIAL DISTRICT

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ACTING AS NOTARY PUBLIC FOR THE CITY AND BOROUGH OF SITKA, DO HEREBY CERTIFY THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PARCELS ARE SHOWN ON THE "PLAT RECORDS OF THE CITY AND BOROUGH OF SITKA IN THE NAME OF" John A. Smith 3

AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY AND BOROUGH OF SITKA ARE PAID IN FULL, THAT CURRENT TAXES FOR THE YEAR 1983 WILL BE DUE ON OR BEFORE April 30, 1983.

DATED THIS 10 DAY OF February 1983
AT SITKA, ALASKA

John A. Smith
Mayor, City and Borough of Sitka

CERTIFICATION 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 AND BOROUGH OF SITKA, ALASKA, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. 83-11 DATED April 15, 1983 AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE SITKA DISTRICT RECORDING OFFICE, SITKA, ALASKA.

DATE Jan. 15, 1983

Blenda L. Boddy
Chairman, Planning Board
Secretary

CERTIFICATION 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 AND BOROUGH OF SITKA, ALASKA, AND THAT SAID PLAT HAS BEEN APPROVED BY THE CITY AND BOROUGH OF SITKA ASSEMBLY AND THAT SAID PLAT HAS BEEN APPROVED BY THE CITY AND BOROUGH OF SITKA ASSEMBLY AND THAT SAID PLAT HAS BEEN APPROVED BY THE CITY AND BOROUGH OF SITKA ASSEMBLY.

DATE 5-3-83

John A. Smith
Mayor, City and Borough of Sitka

CERTIFICATE OF OWNERSHIP AND DEDICATION

WE HEREBY CERTIFY THAT THE CITY AND BOROUGH OF SITKA IS THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT IT HEREBY ACCEPTS THIS PLAN OF SUBDIVISION WITH THE CITY AND BOROUGH OF SITKA ASSEMBLY AND THAT IT HEREBY ACCEPTS THIS PLAN OF SUBDIVISION WITH THE CITY AND BOROUGH OF SITKA ASSEMBLY AND THAT IT HEREBY ACCEPTS THIS PLAN OF SUBDIVISION WITH THE CITY AND BOROUGH OF SITKA ASSEMBLY.

DATE 5-3-83

John A. Smith
Mayor, City and Borough of Sitka

NOTARY'S ACKNOWLEDGEMENT

I, John A. Smith, Notary Public for the State of Alaska, do hereby certify that the foregoing is a true and correct copy of the original as shown to me by the undersigned and that the undersigned is duly qualified to execute this certificate.

WITNESS MY HAND AND NOTARIAL SEAL THIS 10 DAY OF February 1983.

John A. Smith
Notary Public for the State of Alaska

CERTIFICATE OF REGISTERED ENGINEER OR SURVEYOR

I HEREBY CERTIFY THAT I AM LICENSED TO PRACTICE LAND SURVEYING IN ALASKA, AND THAT THIS PLAT REPRESENTS THE SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION AND THE MONUMENTS SHOWN THEREON ACTUALLY EXIST AS LOCATED, AND THAT ALL DIMENSIONAL AND OTHER DETAILS ARE CORRECT.

John A. Smith
REGISTERED LAND SURVEYOR

N30°03'42"W 395.01' N30°01'57"W 396.11' N30°01'42"W 396.16' N30°01'42"W 395.93' N30°02'12"W 396.01'

U.S. SURVEY 2418

WHITCOMB HEIGHTS SUBDIVISION
CITY & BOROUGH OF SITKA, ALASKA

Name: Feb 9, 1983 Scale: 1" = 100'

A SUBDIVISION OF TRACT A, U.S.S. 3806

Recorded: RES-10-A-15102 Sheet No. 3 of 3 Sheets
800 W. 33rd AVE.
ANCHORAGE, ALASKA

PLAT 83-17



1 in = 482.25 ft

Printed on 5/21/2015
 Last update: Property information Daily, GIS parcel lines 9/1/2014

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



MainStreetGIS, LLC
www.mainstreetgis.com



Legislation Details

File #: 15-082 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 5/20/2015 In control: City and Borough Assembly

On agenda: 5/27/2015 Final action:

Title: Approve a final subdivision plat for a Planned Unit Development Subdivision at 100 Indian River Road filed by the Baranof Island Housing Authority

Sponsors:

Indexes:

Code sections:

Attachments: [Motion and documents BIHA final subdivision plat](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

POSSIBLE MOTION

I MOVE TO approve a final subdivision plat for a Planned Unit Development Subdivision at 100 Indian River Road filed by the Baranof Island Housing Authority.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

MEMORANDUM

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

From: Maegan Bosak, Planning and Community Development Director

Subject: Final Subdivision Plat – BIHA Planned Unit Development

Date: May 18, 2015

The final subdivision plat for the Baranof Island Housing Authority Planned Unit Development Subdivision is on the Assembly agenda for approval. The Planning Commission approved the plat during the May 5, 2015 meeting on a 4-0 vote.

Baranof Island Housing Authority is requesting approval of a final plat for a Planned Unit Development at 100 Indian River Road. The property has acted as a PUD historically with two 4 -plexes built in 2007 and two additional built in 2010. This request is to acquire grant funding and proceed with phase 3 of the multi-family affordable rental housing development.

The plat reconfigures the parcel, Lot 3AA Indian River Resubdivision No.2, to four lots varying in size from 6,149 sq. ft. to the largest at 93,978 sq. ft. The PUD subdivision facilitates phases I, II and III of the multifamily housing plan. The remaining larger lot will be used for future development. The land is zoned R-2 MHP.

The Planned Unit Development subdivision allows for substandard lot sizes and setback busts with innovative design that uses the site more efficiently. Staff feels that the submitted plat showcases a complete PUD according to CBS Chapter 21 requirements. This development will accommodate a high density use while maximizing recreational greenspace and infrastructure.

After reviewing the subdivision plan at a Development Review Committee meeting, the applicants and staff discussed a variety of issues including access and utility easements and parking. BIHA submitted a parking plan and added a plat note stating “no lot may be sold independently other than Lot 3AA-4” to protect access to all parcels. No major concerns were identified.

Recommended Action: Approve the final plat consistent with the final plat approved by the Planning Commission.

CERTIFICATE OF OWNERSHIP AND DEDICATION
 WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ADOPT 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 _____ OWNER (SIGNATURE) _____

DATE _____ OWNER (SIGNATURE) _____

NOTARY'S ACKNOWLEDGMENT
 US OF AMERICA
 STATE OF ALASKA
 CITY & BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS _____ DAY OF _____ 20____ BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED:

TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAN AND _____ ACKNOWLEDGED TO ME THAT _____ 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 HEREON WRITTEN.

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA
 MY COMMISSION EXPIRES _____

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:

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 20____ WILL BE DUE ON OR BEFORE AUGUST 31, 20____ DATED THIS _____ DAY OF _____

ASSESSOR, CITY AND BOROUGH OF SITKA

CERTIFICATE OF APPROVAL BY THE BOARD
 I HEREBY CERTIFY THAT THE SUBDIVISION PLAN SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLANNING BOARD, AND THAT SAID PLAN HAS BEEN APPROVED BY THE BOARD BY PLAN RESOLUTION NO. _____ DATED _____, AND THAT THE PLAN SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, SITKA, ALASKA.

DATE _____ CHAIRMAN, PLANNING BOARD
 SECRETARY _____

CERTIFICATE OF APPROVAL BY THE ASSEMBLY
 I HEREBY CERTIFY THAT THE SUBDIVISION PLAN SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY AS RECORDED IN MINUTE BOOK _____ PAGE _____ DATED _____, AND THAT THE PLAN SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICIO RECORDER, SITKA, ALASKA.

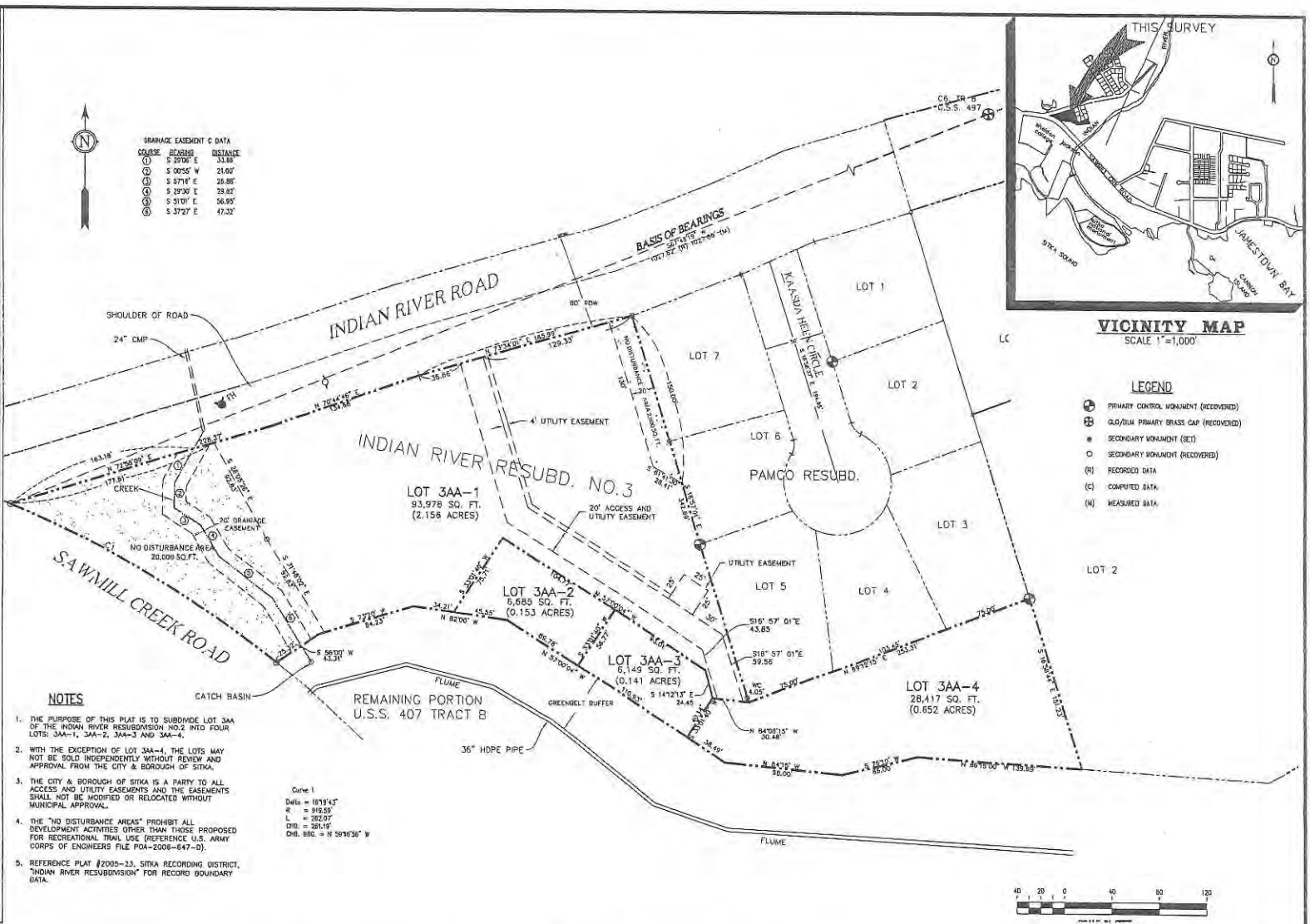
DATE _____ MAYOR
 CITY AND BOROUGH CLERK _____

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:

(ALL OWNERS OF RECORDS), 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 _____ DAY OF _____ 20____ AT SITKA, ALASKA.

FINANCE DIRECTOR
 CITY & BOROUGH OF SITKA



IGGG
 Latham Inc
 architecture • engineering • surveying

200 J Street
 Sitka, Alaska 99801

Survey Department
 Phone: (907) 339-1111
 Fax: (907) 339-1111
 Email: iggg@lathaminc.com

BY	DATE	REV	DESCRIPTION OF CHANGE

RECORD OF REVISIONS

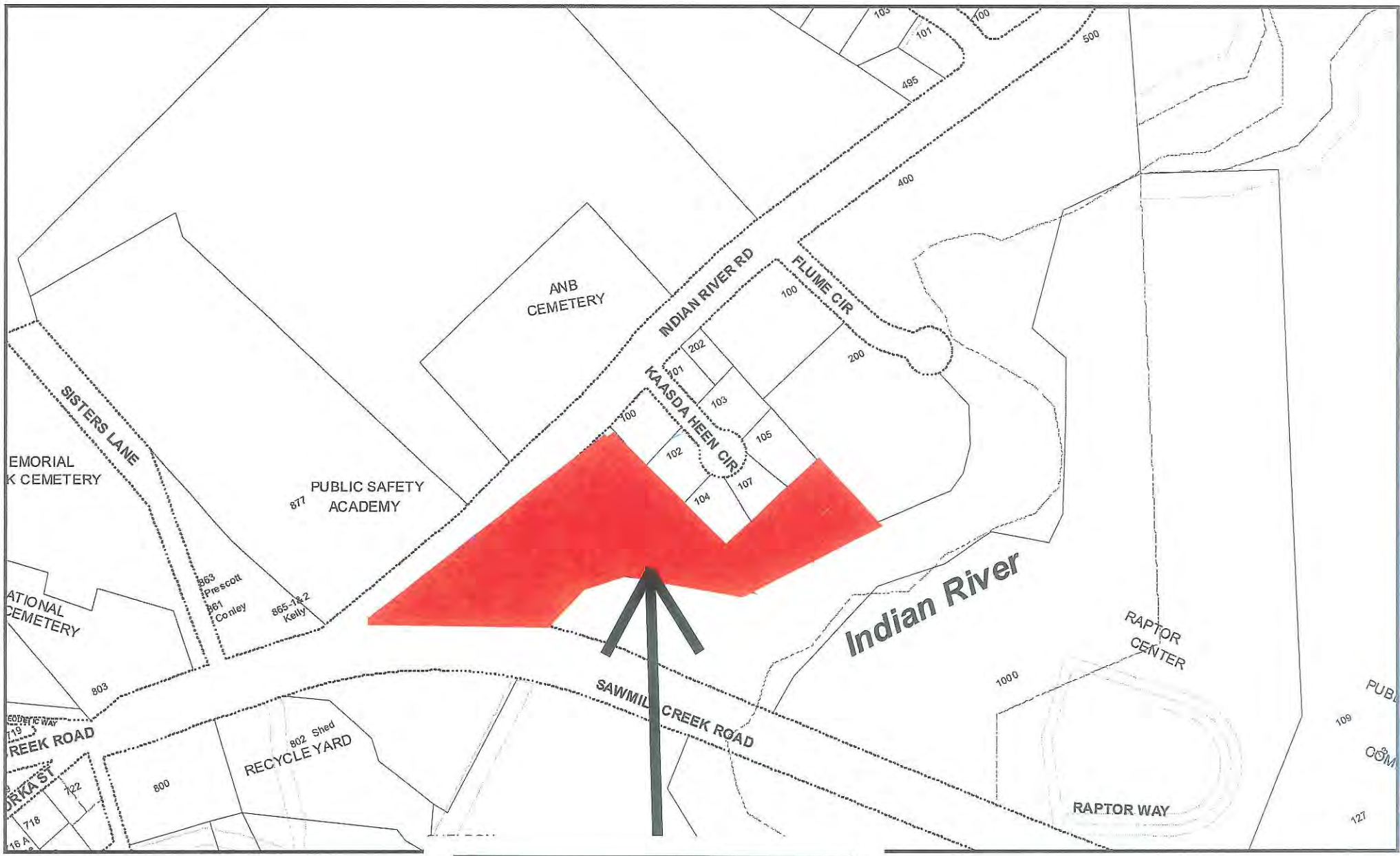
DESIGNED: _____
 DRAWN: _____
 CHECKED: _____
 DATE OF PLAN: _____
 SCALE: L = 40'
 DRAWING NAME: 1012.01
 PROJECT NO.: 1012.01

SURVEYOR'S CERTIFICATE
 I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN _____ A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAN IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

DATE _____

INDIAN RIVER RESUBDIVISION NO. 3
 PROPOSED LOT LOCATION FOR LOTS 3AA-1, 3AA-2, 3AA-3 & 3AA-4
 IN THE INDIAN RIVER RESUBDIVISION

BIHA
 Planned Unit Development Subdivision
 100 Indian River Road



BIHA
Planned Unit Development Subdivision
100 Indian River Road



BIHA
Planned Unit Development Subdivision
100 Indian River Road



Planned Unit Development Subdivision
100 Indian River Road

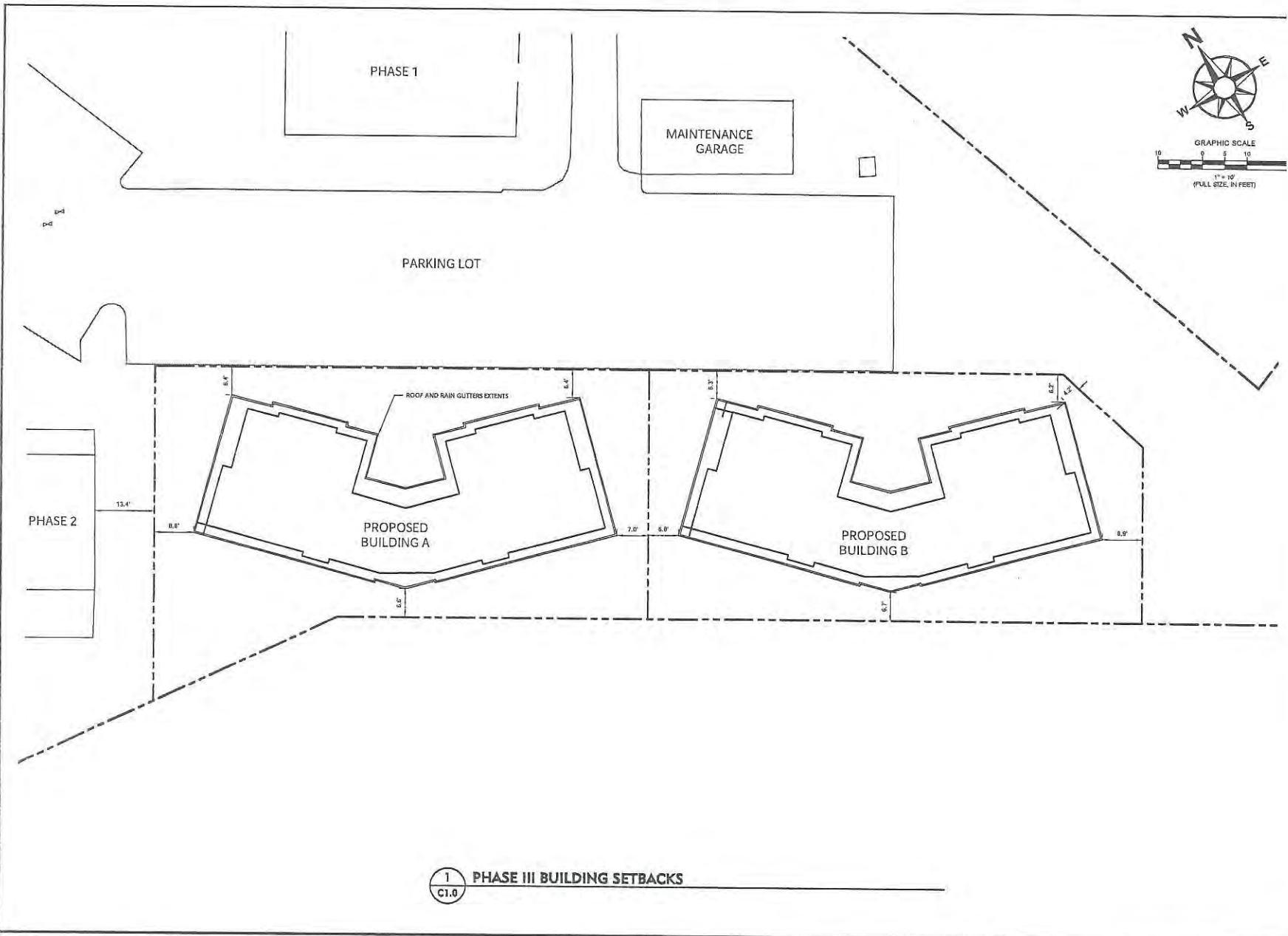
BIHA



BIHA

Planned Unit Development Subdivision
100 Indian River Road

Project: 100 Indian River Road Phase III
 Date/Time: 4/10/15 10:28 AM
 Layout: SETBACKS
 Filename: C:\Users\p151\Documents\100 Indian River Road Phase III\100 Indian River Road Phase III.dwg



1
C1.0 PHASE III BUILDING SETBACKS

BIHA
 Planned Unit Development Subdivision
 100 Indian River Road



100 INDIAN RIVER ROAD PHASE III
 SITKA, ALASKA
 SITE PLAN

SHEET SIZE:	34X22
DESIGNED BY:	ABO
DRAWN BY:	CRS/ABO
CHECKED BY:	DRC
DATE:	4/10/15
FILE NO.:	1012.01
SHEET NUMBER:	
C1.0 OF	

CERTIFICATE OF OWNERSHIP AND DEDICATION

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

DATE _____ OWNER _____ SIGNATURE _____

DATE _____ OWNER _____ SIGNATURE _____

NOTARY'S ACKNOWLEDGMENT

STATE OF ALASKA
CITY & BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS _____ DAY OF _____ 20____, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND EXHIBIT PERSONALLY APPEARED:

TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND _____ ACCORDING TO ME TRULY 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 HEREIN WRITTEN.

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

MY COMMISSION EXPIRES _____

**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 _____

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 FOR CURRENT TAXES FOR THE YEAR 20____. SAID TAXES WILL BE DUE ON OR BEFORE AUGUST 31, 20____ DATED THIS _____ DAY OF _____

ASSESSOR, CITY AND BOROUGH OF SITKA

CERTIFICATE OF APPROVAL BY THE BOARD

I HEREBY CERTIFY THAT THE SUBDIVISION PLAN SHOWN HEREIN HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLATING BOARD, AND THAT SAID PLAN HAS BEEN APPROVED BY THE BOARD BY PLAT REGULATION NO. _____ DATED _____ 20____ AND THAT THE PLAN SHOWN HEREIN HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT REGISTRAR, EX-OFFICIO RECORDER, SITKA, ALASKA.

DATE _____ CHAIRMAN, PLATING BOARD

SECRETARY

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

I HEREBY CERTIFY THAT THE SUBDIVISION PLAN SHOWN HEREIN HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY TO BE _____ DATED _____ 20____ AND THAT THE PLAN SHOWN HEREIN HAS BEEN APPROVED FOR RECORDING IN THE DISTRICT COURT, EX-OFFICIO RECORDER, SITKA, ALASKA.

FAVOR _____

OR _____

PAYMENT OF LOCAL IMPROVEMENT DISTRICT

THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND FINANCE DIRECTOR OF SITKA, DO 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 _____

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 FOR CURRENT TAXES FOR THE YEAR 20____. SAID TAXES WILL BE DUE ON OR BEFORE AUGUST 31, 20____ DATED THIS _____ DAY OF _____

OR _____

OR _____

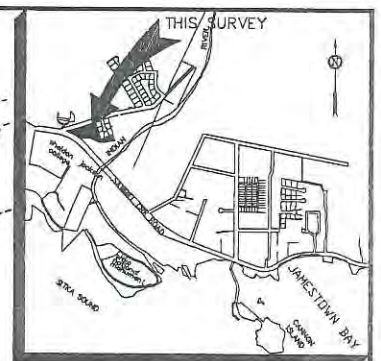
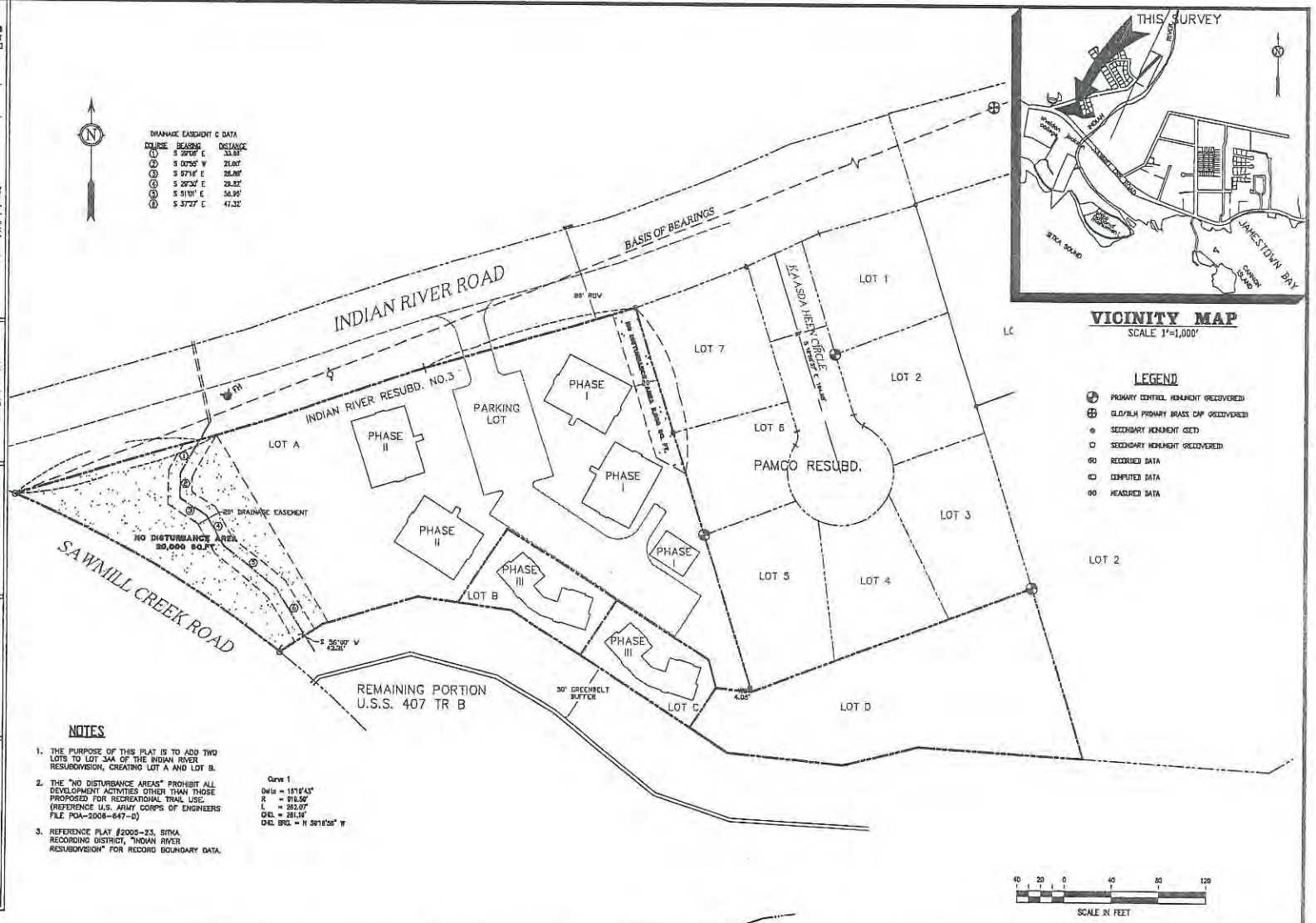
OR _____

OR _____

OR _____

DIAMOND EASEMENT C DATA

CURVE	BEARING	DISTANCE
①	S 29°07' E	33.87
②	S 02°52' W	28.87
③	S 87°14' E	28.87
④	S 28°21' E	28.87
⑤	S 91°01' E	56.95
⑥	S 37°27' E	47.32



VICINITY MAP
SCALE 1"=1,000'

- LEGEND**
- ⊕ PRIMARY CONTROL (RECOVERED)
 - ⊕ SECONDARY CONTROL (RECOVERED)
 - ⊕ SECONDARY CONTROL (NOT RECOVERED)
 - ⊕ SECONDARY CONTROL (NOT RECOVERED)
 - ⊕ RECORDED DATA
 - ⊕ COMPUTED DATA
 - ⊕ MEASURED DATA

NOTES

- THE PURPOSE OF THIS PLAN IS TO ADD TWO LOTS TO LOT 344 OF THE INDIAN RIVER RESUBDIVISION, CREATING LOT A AND LOT B.
- THE "NO DISTURBANCE AREAS" PROHIBIT ALL DEVELOPMENT ACTIVITIES OTHER THAN THOSE PROPOSED FOR RECREATIONAL TRAIL USE. (REFERENCE U.S. ARMY CORPS OF ENGINEERS FILE POA-2008-647-D)
- REFERENCE PLAT #2005-23, SITKA RECORDING DISTRICT, "INDIAN RIVER RESUBDIVISION" FOR RECORD BOUNDARY DATA.

Curve 1
Delta = 181°43"
R = 318.52'
L = 382.07'
DEL. BEG. = N 301°25' 11"



Planned Unit Development Subdivision
100 Indian River Road
BIHA

BY	DATE	REV	DESCRIPTION OF CHANGE

DESIGNED _____
DRAWN _____
CHECKED _____
DATE OF PLAT _____
SCALE: 1" = 40'
DRAWING NUMBER _____
PROJECT NO. 1012.01

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN _____ A 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 DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

DATE _____

INDIAN RIVER RESUBDIVISION NO. 3

APPROXIMATE BUILDING LOCATIONS FOR PHASES I, II & III
IN THE INDIAN RIVER RESUBDIVISION

CLIENT: BARANOF ISLAND HOUSING AUTHORITY

CERTIFICATE OF OWNERSHIP AND DEDICATION
 WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND RECORDED HEREON AND THAT WE HEREBY HEREBY HAS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, VALES, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE: 1-25-07
 Signature: [Signature]
 TITLE: Executive Director
 ORGANIZATION: Baranof Island Housing Authority

NOTARY'S ACKNOWLEDGMENT
 STATE OF ALASKA
 CITY & BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS 23rd DAY of April, 2007, I, HIRSH M. THEODORE, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared [Name], known to me to be the individual mentioned, and who executed the within plat and who acknowledged to me that [Name] signed the same freely and voluntarily for the uses and purposes therein specified.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR ABOVE EXPRESSED.
 Signature: [Signature]
 TITLE: Notary Public in and for the State of Alaska
 MY COMMISSION EXPIRES: 7-1-07

CERTIFICATE STATE OF ALASKA (FIRST JUDICIAL DISTRICT)
 I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AS 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 [Name].

ALL TAXES ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS ARE IN FAVOR OF THE CITY & BOROUGH OF SITKA AND PAID IN FULL FOR QUARTER ENDING [Date]. ALL TAXES PAID ON IN FULL FOR QUARTER ENDING [Date].

Signature: [Signature]
 TITLE: Assessor, City and Borough of Sitka

CERTIFICATE OF APPROVAL BY THE BOARD
 I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO CONFORM WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLATING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. [Number], DATED [Date].

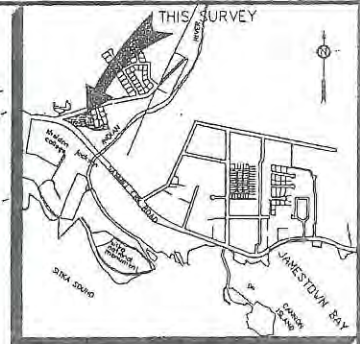
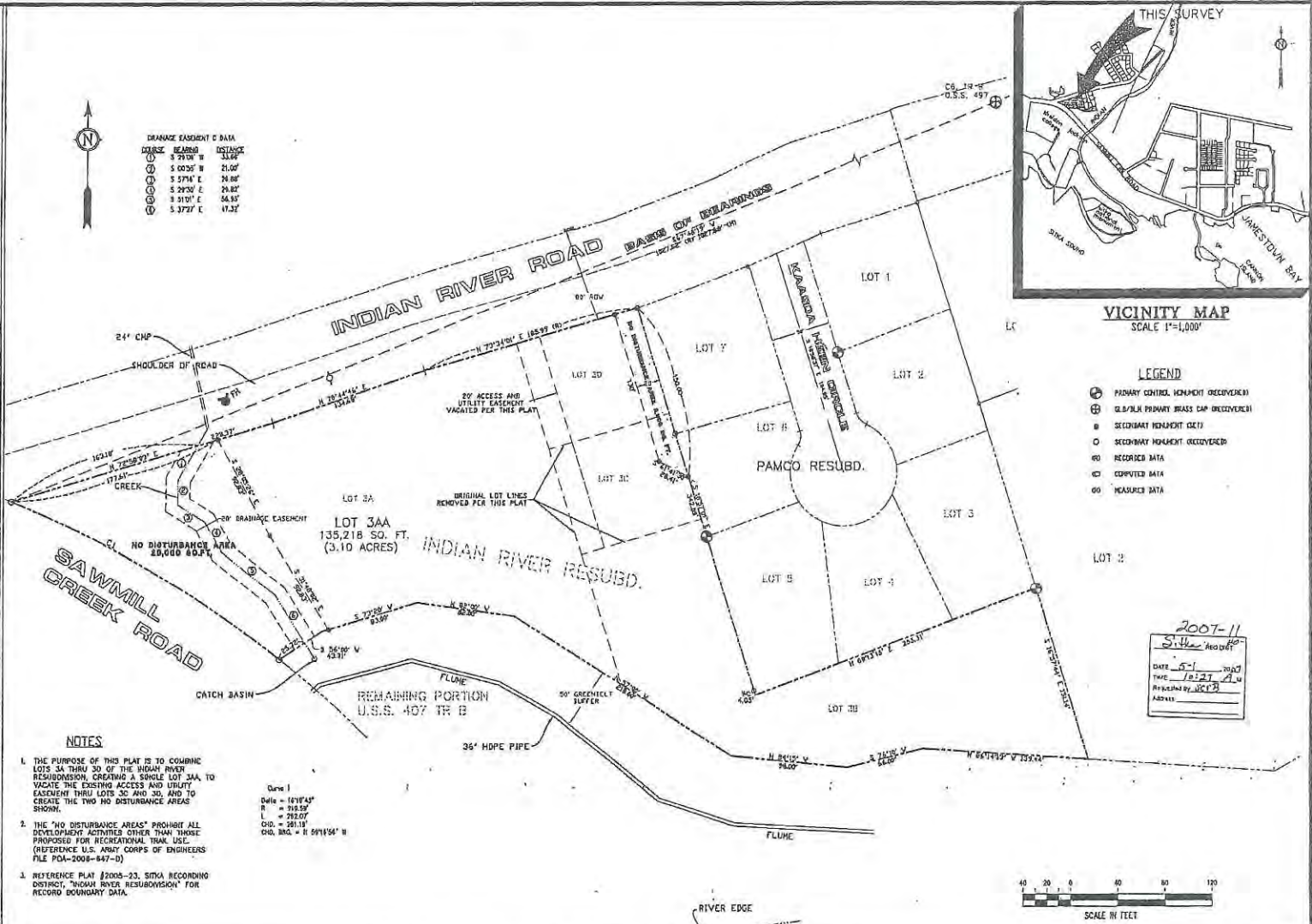
Signature: [Signature]
 TITLE: Chairman, Planning Board

CERTIFICATE OF APPROVAL BY THE ASSEMBLY
 I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO CONFORM WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY AS RECORDED IN MINUTE BOOK [Number], DATED [Date].

Signature: [Signature]
 TITLE: Mayor, City and Borough of Sitka

CERTIFICATE OF PAYMENT OF LOCAL GOVERNMENT DISTRICT
 I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AS 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 [Name].

Signature: [Signature]
 TITLE: Finance Director, City & Borough of Sitka



VICINITY MAP
 SCALE 1"=1,000'

- LEGEND**
- PRIMARY CONTROL (NAD83/2011)
 - ⊕ SECONDARY CONTROL (NAD83/2011)
 - SECONDARY CONTROL (NAD83)
 - SECONDARY CONTROL (NAD83)
 - RECORDED DATA
 - COMPUTED DATA
 - MEASURED DATA

2007-11
 Sitka, Alaska
 DATE: 5-1-2007
 TIME: 10:23 AM
 PROJECT: [Name]
 ADDRESS: [Address]

NOTES

1. THE PURPOSE OF THIS PLAT IS TO COMBINE LOTS 3A THRU 3D OF THE INDIAN RIVER RESUBDIVISION, CREATING A SINGLE LOT 3AA, TO VACATE THE EXISTING ACCESS AND UTILITY EASEMENT THRU LOTS 3C AND 3D, AND TO CREATE THE TWO NO DISTURBANCE AREAS SHOWN.
2. THE "NO DISTURBANCE AREAS" PROHIBIT ALL DEVELOPMENT ACTIVITIES OTHER THAN THOSE PROPOSED FOR RECREATIONAL TRAIL USE. (REFERENCE U.S. ARMY CORPS OF ENGINEERS FILE POA-2008-847-D)
3. REFERENCE PLAT #2005-23, SITKA RECORDING DISTRICT, "INDIAN RIVER RESUBDIVISION" FOR RECORD BOUNDARY DATA.

Curve 1
 Delta = 101°41"
 R = 215.59'
 L = 215.07'
 O.D. = 261.19'
 C.D. B.C. = 159.154'



O'NBILL
 SURVEYING AND ENGINEERING

BOX 1849 SITKA, ALASKA 99835
 TELEPHONE (907) 747-6700
 FAX (907) 747-7290
 WWW.ONBILLSURVEYING.COM

BY	DATE	REV	DESCRIPTION OF CHANGE



DESIGNED BY: [Name]
 DRAWN: [Name]
 CHECKED: [Name]
 DATE OF PLAT: 04/23/07
 SCALE: 1" = 40'
 PROJECT NO: 30165-12

SURVEYOR'S CERTIFICATE
 I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN [Date] A 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 EXISTING AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

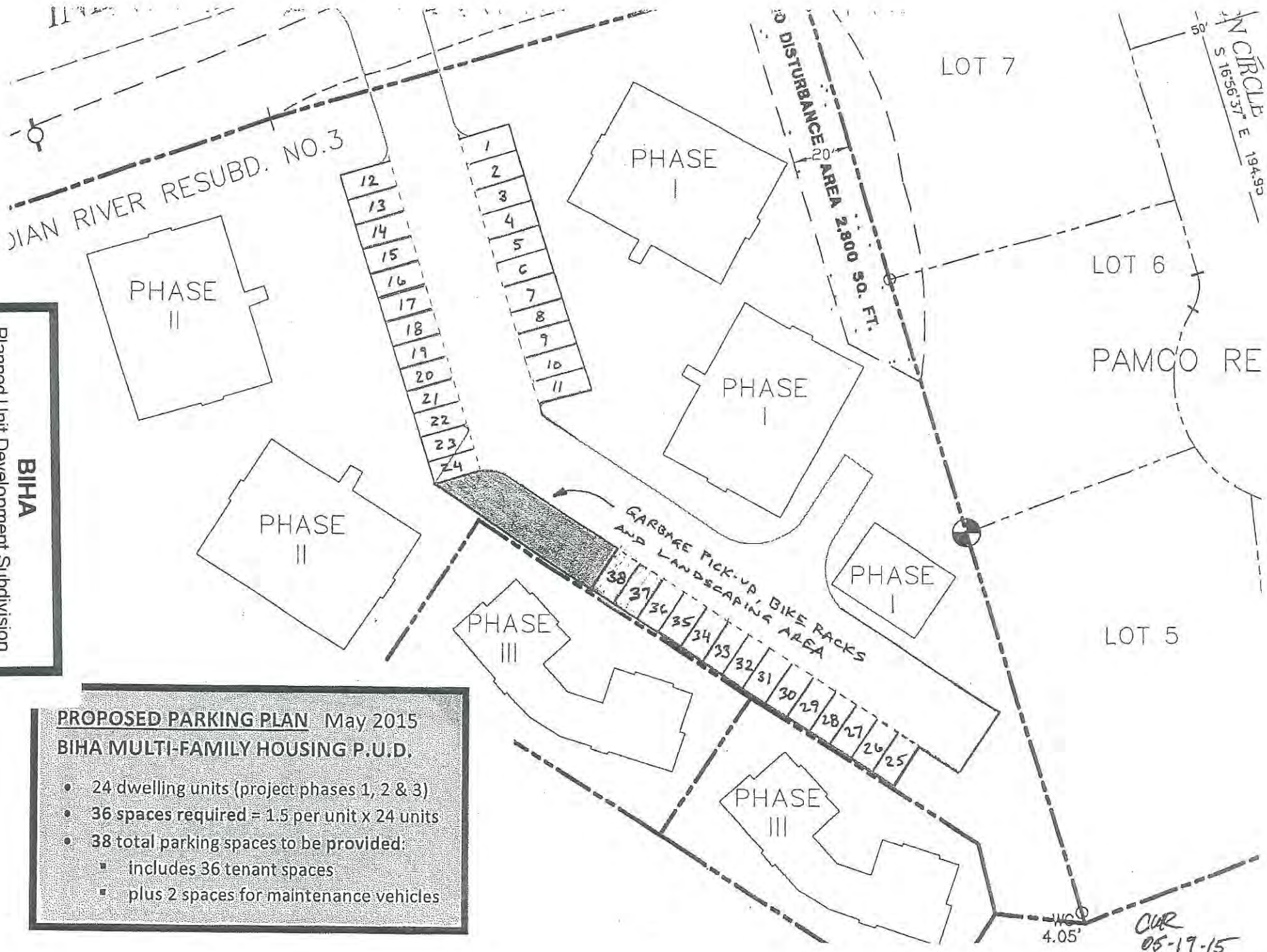
Signature: [Signature]
 TITLE: Surveyor

INDIAN RIVER RESUBDIVISION NO. 2

LOTS 3A, 3B, 3C AND 3D
INDIAN RIVER RESUBDIVISION

CLIENT: BARANOF ISLAND HOUSING AUTHORITY

BIHA
Current Plat
 Planned Unit Development Subdivision
 100 Indian River Road



BIHA
 Planned Unit Development Subdivision
 100 Indian River Road

PROPOSED PARKING PLAN May 2015
BIHA MULTI-FAMILY HOUSING P.U.D.

- 24 dwelling units (project phases 1, 2 & 3)
- 36 spaces required = 1.5 per unit x 24 units
- 38 total parking spaces to be provided:
 - includes 36 tenant spaces
 - plus 2 spaces for maintenance vehicles

CUR
 05-19-15

Carole Gibb

From: Dan Tadic <dantadic@cityofsitka.com>
Sent: Monday, April 20, 2015 1:20 PM
To: maegan@cityofsitka.com
Cc: 'Carole Gibb' (carole@cityofsitka.com)
Subject: Planning Commission Agenda - Tues, April 21

Categories: PLANNING COMMISSION MATERIALS

Good afternoon Maegan,

I offer the following comments on the agenda for the upcoming Planning Commission meeting:

Item B: Bryner short term rental CUP – Not that it is relevant to this request, but I thought the applicants should know (if they don't already) that the City plans to replace the water, sewer and storm utilities and repave Baranof Street and Monastery Street between SMC and DeGroff this summer. I would expect the work to begin in June and be substantially complete by the end of August.



Item E: BIHA Prelim Plat – Public Works has met with BIHA regarding this project. We see no issues with this proposal. BIHA always comes prepared with all the I's dotted and T's crossed. It is a pleasure working with such a professional organization.

Item G: Sound Development Prelim Plat – In terms of the prelim plat:

- Public Works recommended and fully supports the plat note requiring that drainage from rooftops and driveways be directed to the ditches to help prevent the downhill properties from being adversely affected.
- We would also like to see a plat note which restricts direct access to the lots from Kramer Avenue to the extent possible. Woodbury Circle should be used for lot access as opposed to having 7 successive driveways across a relatively short distance with, in most cases, less than standard lot frontage widths.
- We also need sufficient easement width(s) to access and maintain all drainage conveyances on private property. The presence of an easement is not sufficient. As an example, there are numerous easements across Hillside Subdivision which are present on paper, but are physically inaccessible with heavy equipment. We would like to avoid this situation. Easements should be wide enough to allow for an excavator to access the ditch from the side.

Public Works has also conducted an extensive plan review of the proposed engineering plans, as CBS will assume ownership of the utilities and roadway under this proposal. We are conscious about ensuring that both the City's and downhill property owners' interests are protected in both the short and long term. We have met with Sound Development regarding our plan review comments and I believe we all agree that there are workable solutions to each of them. However, we have yet to approve the engineering plans until all our concerns are addressed in a final submittal.

Thanks,

Dan Tadic, P.E.
Municipal Engineer
City and Borough of Sitka
Department of Public Works
100 Lincoln Street
Sitka, AK 99835

CITY AND BOROUGH OF SITKA
 PLANNING DEPARTMENT
 SUBDIVISION PLAT APPLICATION

	Boundary Line Adjustment	\$25.00
	Major Subdivision	\$50.00
	Minor Subdivision	\$50.00
X	Planned Unit Development Subdivision	\$50.00
	Subdivision Replat	\$50.00
* Plus current sales tax *		

BARANOF ISLAND

Applicant's Name: HOUSING AUTHORITY Phone: 907-747-5088

Address: 245 KATHAN ST.

Owner's Name: — Phone: —

(If different from applicant)

Address: —

Legal Description: Lot 3AA Block — U.S. Survey No. —

Existing Subdivision INDIAN RIVER RESUBDIVISION No. 2

Project Address 100 INDIAN RIVER ROAD

Number of Lots Created 4 Smallest 6,000 sq. ft. Largest 25,218 sq. ft.

6149 s.f.

93,978 s.f.

IMPORTANT - PLEASE READ AND REVIEW

Check if there are any easements on the property and show them on all concept and preliminary plats. CONSERVATION EASEMENTS (NO DISTURBANCE AREAS)

Check if there are any drainage or storm water facilities on the property and show them on all concept and preliminary plats.

N/A Check if there are any encroachments on current or proposed easements and show them on all concept and preliminary plats.

Check if there are any public or private utilities on the property and show them on all concept and preliminary plats.

ITEMS TO REMEMBER:

1. Application and two copies of the plat are to be submitted at least 13 days prior to the next Planning Commission meeting.
2. Taxes must be current before an application is processed. All L.I.D.'s (if any) must be paid in full prior to the recording of any final plat.
3. Minor subdivisions and boundary line adjustments require submittal of owner's Deed of Trust.
4. Review your subdivision with both the Electrical and Engineering Departments to avoid unnecessary delays.
5. A filing fee of \$50.00 plus current sales tax is required for replats, planned unit developments, and minor and major subdivisions. A fee of \$25.00 plus current sales tax is required for boundary line adjustments. Plus reimbursement for any fees associated with the recording of the plat and documents associated with.
6. Plats shall contain the information above and all other information required in the Sitka General Code, Title 21 Subdivisions.
7. Lot areas are net of access easements.
8. Existing and proposed utility lines must be protected by easements. The applicant is required to have a surveyor locate existing lines and show the proposed easements.

Applicants are encouraged to obtain a Plat Certificate from a title company prior to having the subdivision plat prepared. The certificate verifies ownership, easements, and other recorded documents that affect the property. Obtaining a plat certificate and providing it to the surveyor and the municipality may prevent future title problems.

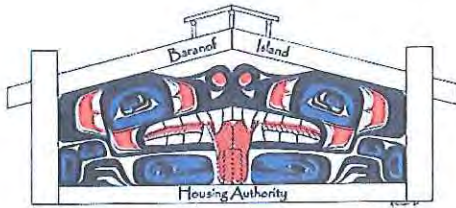
In applying for and signing this application, the prtion, the property owner hereby grants permission to Municipal staff to access the property before arty before and after the Planning Commission's review for the purposes of inspecting the prcting the proposed and/or approved parcels.

Applicant's Signature: *[Signature]* Date: 04/02/2015

Owner's Signature: — Date: —

(If different from applicant)

BIHA
 Planned Unit Development Subdivision
 100 Indian River Road



Baranof Island Housing Authority

245 Katlian Street

Sitka AK 99835

(907) 747-5088 • fax (907) 747-5701

April 10, 2015

Members of the Sitka Planning Commission:

The purpose of this letter is to summarize Baranof Island Housing Authority's planning requests pertaining to construction of Phase 3 of a multi-family housing affordable rental project located at 100 Indian River Road, BIHA's Kaasda Héen Shaanáx development.

Phase 1, constructed by BIHA in 2007, consisted of two 4-plexes (8 rental units) and a small maintenance garage, along with site work and infrastructure for future development phases. Phase 2, an additional two 4-plexes (8 rental units), was constructed in 2010. Phase 3 (this request) is proposed as an additional two 4-plexes (8 rental units). Future Phase 4 will include additional multi-family units and is tentatively scheduled to be developed in the next 5 years.

Until this point, no special subdivision or variance requests have been required for the multi-phased project. However, a key funding source planned for Phase 3, a HUD Section 184 loan, requires that each Phase 3 building comes with its own distinct legal description and lot lines. After consultation with the CBS Planning Department, BIHA hereby requests that the entire project - Phase 1 through Phase 4 - be considered as a Planned Unit Development (PUD). As defined by Sitka Municipal Code-Title 21.28, a Planned Unit Development (PUD) subdivision will allow BIHA to move forward with Phase 3 development while meeting the specific subdivision requirements for our HUD Section 184 loan.

Approving BIHA's Kaasda Héen Shaanáx development as a PUD would be a common sense approach to permitting a successful affordable housing project that, because of unique funding requirements, may not meet certain traditional subdivision and zoning codes, such as minimum lot sizes, setbacks, etc.


BIHA proposes a PUD subdivision on existing Lot 3AA of the Indian River Resubdivision #2. As proposed, Lot 3AA would be split into four parcels and renamed Indian River Resubdivision #3. Lot A at 93,978 square feet, includes Phase 1 and Phase 2 four-plexes, as well as the majority of recreational open space, playground, picnic area, walking paths, etc. The project is designed such that all residents in Phases 1-4 are provided access to the recreational open space by utilizing walking paths constructed throughout the development.

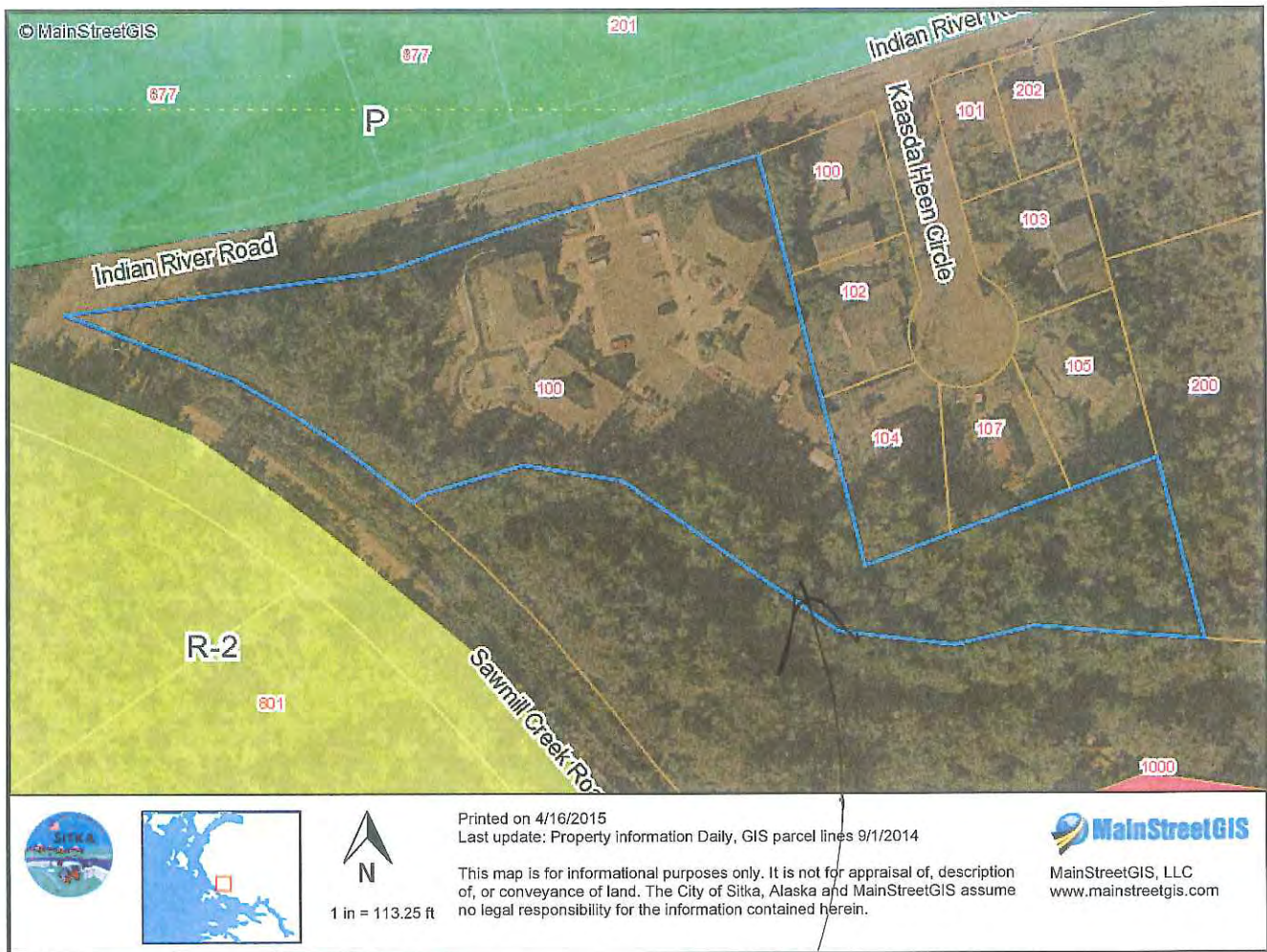
Lot B measures 6,685 sq. ft. and will include one of the Phase 3 four-plexes. Lot C measures 6,149 sq. ft. and will include the second Phase 3 four-plex. Lot D measures 28,417 sq. ft. and will be reserved for future Phase 4 dwelling units.

It is BIHA's intent to own and maintain all four (proposed) parcels within the existing Lot 3AA over the long-term.

Thank you for your consideration of this request. For more information, please refer to the preliminary plat and additional project drawings submitted with this PUD application. I can be reached at cliff@bihasitka.org or by calling our office at (907)747-5088 if you have any questions prior to the Planning Commission meeting on April 21.

Regards,

Cliff Richter, P.E. 
Development Coordinator



R2-MHP

BIHA
 Planned Unit Development Subdivision
 100 Indian River Road



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Planning and Community Development Department

Date: 4/30/2015
From: Maegan Bosak, PCDD
To: Planning Commission
Re: BIHA P 15-02 PUD Final Plat at 100 Indian River Road

GENERAL INFORMATION

Applicant: Baranof Island Housing Authority
Property Owner: Same as above
Property Address: 100 Indian River Road
Legal Description: Lot 3AA, Indian River Resubdivision No. 2
Parcel ID Number: 18565003
Size of Existing Lot: Lot 3A: 135,218 sq. ft.
Zoning: R-2 MHP
Existing Land Use: Multi-family Residential
Utilities: City water and sewer
Access: This parcel has access directly from Indian River Road.
Surrounding Land Use: Single family and multi-family residential

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
- Findings
- Motion to approve the preliminary plat

ATTACHMENTS

Attachment A: Vicinity Map
Attachment B: Aerial Vicinity Map
Attachment C: Parcel Pictures
Attachment D: Final Subdivision Plat

Attachment E: Parking Plan
Attachment F: Application
Attachment G: Site Plan
Attachment H: Current Plat
Attachment I: Zoning Map
Attachment J: Mailing List
Attachment K: Proof of Payment
Attachment L: Warranty Deed

PROJECT DESCRIPTION

Baranof Island Housing Authority is proposing a preliminary plat for a planned unit development at 100 Indian River Road. The property has acted as a PUD historically with two 4 plexes built in 2007 and two additional built in 2010. This request is to facilitate grant funding and proceed with phase 3.

The large lot will be broken into 4 smaller lots.

Lot A will consist of 93,978 sq. ft. and feature Phase 1 and 2 as well as parking, access and greenspace.

Lot B will consist of 6,685 sq. ft. and will feature one new four plex as part of phase 3.

Lot C will consist of 6,149 sq. ft. and will feature one new four plex as part of phase 3.

Lot D will consist of 28,417 sq. ft. and will be reserved for future development in phase 4.

Access and greenspace requirements listed in the subdivision code, are included in Lot A.

ANALYSIS

PUD Requirements CBS 21.28.010 General provisions for planned unit developments (PUD).

It is the intent of the city and borough to encourage imaginative and innovative design in the application of subdivision and improvement standards for subdivision developments proposed as planned unit cluster development projects, commercial centers, industrial parks, and shopping centers. Planned unit development proposals shall be subject to requirements of all existing city and borough ordinances, except as modified by this chapter to create development qualities different from those that result from conventional design. Projects developed under the provisions of this chapter should:

- A. Encourage the enhancement and conservation of lands which have scenic, environmental, cultural, and historical significance;
- B. Enable the development of property other than by the strict application of subdivision standards in order to allow for mixed uses and mixed densities, and provide a greater level of design features and site amenities;
- C. Provide for more efficient use of land, resulting in better coordinated networks of utilities and safer networks of streets, promoting greater opportunities for public and private recreational open space, and resulting in lower construction and maintenance costs to the general public;
- D. Encourage harmonious and coordinated development of the site, considering the natural features, community facilities, pedestrian and vehicular circulation in conformance with overall transportation plans, and the land use relationship with surrounding properties and the general community.

Departure from the subdivision regulations and standards requires demonstration that adequate provisions will be made for sufficient light and air, that the density of development is compatible with surrounding land uses, that pedestrian and vehicular traffic circulation systems are safe and efficient, that the development will progress in orderly phases, and that the public health, safety, and general welfare will be protected. (Ord. 03-1729 § 4 (part), 2003.)

Staff feels that submitted plans showcase a complete planned unit development according to the requirements above. This development will accommodate a high density use will maximizing greenspace and shared infrastructure.

Parking Staff is requesting a parking plan from applicant. CBS code 22.20.100 off street parking requirements states:

1. Residential Uses. For each dwelling unit up to and including four-family buildings: two parking spaces per unit. For five-unit buildings and above: one and one-half spaces per unit. Each dwelling unit must have parking spaces independently accessed.

M. Handicapped Parking Spaces. Any building or use required to have more than nine off-street parking spaces shall designate at least one space for handicapped parking. Any parking lot with thirty-five or more spaces shall have at least three handicapped spaces.

Development Review Committee The Development Review Committee met with the applicants on 4/14 (consisting of public works, electric, wastewater, building and planning departments) to vet any major concerns. There were none. Utility and access easements were the main topics of conversation.

Staff recommends a binding plat note that states no lot may be sold independently.

RECOMMENDATION

It is recommended that the Planning Commission adopt the Director's analysis and move to approve the preliminary plat.

5/5/15 – Update:

To date there have been no changes from the preliminary plat. Included in your packets is the parking plan as requested in a condition tied to the motion of approval.

It is recommended that the Planning Commission adopt the Director's analysis and move to approve the final plat.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Notice of Public Hearings

The Assembly of the City and Borough of Sitka will hold their regular bi-weekly public hearing on Wednesday, May 28, 2015 (one day later than usual), on the following items:

Public hearing and consideration of a final plat for a planned unit development filed by the Baranof Island Housing Authority (BIHA) at 100 Indian River Road. The property is also known as Lot 3AA, Indian River Subdivision No. 2. The owner of record is the Baranof Island Housing Authority.

The Assembly may take action on May 28, 2015. The Assembly meeting will begin at 6:00 pm in Harrigan Centennial Hall at 330 Harbor Drive in Sitka.

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

Final Plat for PUD Minor Subdivision at 100 Indian River Road

Baranof Island Housing Authority is proposing a final plat for a planned unit development at 100 Indian River Road. The property has acted as a PUD historically with two 4 plexes built in 2007 and two additional built in 2010. This request is to facilitate grant funding and proceed with phase 3. The large lot will be broken into 4 smaller lots: Lot A will consist of 93,978 sq. ft. and feature Phase 1 and 2 as well as parking, access and greenspace; Lot B will consist of 6,685 sq. ft. and will feature one new four plex as part of phase 3; Lot C will consist of 6,149 sq. ft. and will feature one new four plex as part of phase 3; Lot D will consist of 28,417 sq. ft. and will be reserved for future development in phase 4. Access and greenspace requirements listed in the subdivision code, are included in Lot A.

Parcel ID: 18557000
 BARANOF ISLAND HOUSING AUTHORITY
 SMCR COTTAGES NEAR AST
 BARANOF ISLAND HOUSING AUTHORITY
 245 KATLIAN AVE
 SITKA AK 99835

Parcel ID: 18560001
 ALASKA STATE OF
 PUBLIC SAFETY ACADEMY
 ALASKA, STATE OF
 6860 GLACIER HIGHWAY
 JUNEAU AK 99801

Parcel ID: 18560002
 ALASKA STATE OF
 PUBLIC SAFETY ACADEMY
 ALASKA, STATE OF
 6860 GLACIER HIGHWAY
 JUNEAU AK 99801

Parcel ID: 18560003
 SITKA ANB, INC.
 SITKA ANB, INC.
 P.O. BOX 72
 SITKA AK 99835-0072

Parcel ID: 18562000
 ALASKA ARTS SOUTHEAST, INC.
 ALASKA ARTS SOUTHEAST, INC.
 P.O. BOX 3086
 SITKA AK 99835-3086

Parcel ID: 18562015
 CITY & BOROUGH OF SITKA
 RECYCLING CENTER
 C/B OF SITKA
 100 LINCOLN ST
 SITKA AK 99835

Parcel ID: 18562055
 SITKA TRIBE OF ALASKA
 CEMETERY/BURIAL GROUNDS
 SITKA TRIBE OF ALASKA
 456 KATLIAN AVE
 SITKA AK 99835

Parcel ID: 18563002
 SONNENBURG DEBORAH
 SONNENBURG, DEBORAH
 104 KAASDA HEEN CIRCLE
 SITKA AK 99835

Parcel ID: 18563003
 LANTZ WILLIAM/SHERYL
 LANTZ, WILLIAM, II/SHERYL, L.
 P.O. BOX 35393
 JUNEAU AK 99803-5393

Parcel ID: 18563004
 PARSONS MARGARET
 PARSONS, MARGARET, A.
 P.O. BOX 6263
 SITKA AK 99835-6263

Parcel ID: 18563005
 HARGER/AUSTIN KEITH/MARGARET
 HARGER, KEITH/AUSTIN, MARGARET
 104 KAASDA HEEN CIRCLE
 SITKA AK 99835

Parcel ID: 18563006
 PARSONS MARGARET
 PARSONS, MARGARET, A.
 P.O. BOX 6263
 SITKA AK 99835-6263

Parcel ID: 18563007
 BAYNE/LAWRIE JARED/ALLISON
 BAYNE, JARED/LAWRIE, ALLISON
 100 KAASDA HEEN CIRCLE
 SITKA AK 99835

Parcel ID: 18563010
 O'HALLORAN MAUREEN
 O'HALLORAN, MAUREEN
 101 KAASDA HEEN CIRCLE
 SITKA AK 99835

Parcel ID: 18563020
 EDWARDS/BACKUS BILL/STEPH/
 EDWARDS, BILL, A./BACKUS, STI
 202 INDIAN RIVER RD.
 SITKA AK 99835

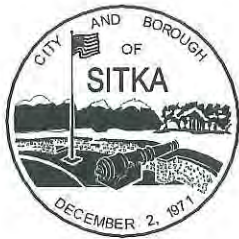
Parcel ID: 18565001
 BO TRUST ASBJORN/MARIT
 BO, ASBJORN & MARIT
 3291 FOSTER AVE
 JUNEAU AK 99801

Parcel ID: 18565002
 RIVERS EDGE PROPERTY, INC.
 RIVERS EDGE PROPERTY, INC.
 701 INDIAN RIVER RD
 SITKA AK 99835

Parcel ID: 18565003
 BARANOF ISLAND HOUSING AUT
 BARANOF ISLAND HOUSING AUT
 245 KATLIAN AVE
 SITKA AK 99835

Parcel ID: 30295000
 ALASKA RAPTOR REHAB. CENTER THE
 ALASKA RAPTOR REHAB CENTER
 1000 RAPTOR WAY
 SITKA AK 99835

**Assembly Mailing
 Sent 5/19/15**



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Sitka Planning Commission Agenda

Tuesday, April 21, 2015

Held at Sitka Fire 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 April 7, 2015
- IV. THE EVENING BUSINESS

A. Public hearing and consideration of a proposed accessory dwelling unit conditional use permit requested by Phyllis Hackett at 707 Lake Street. The property is also known as Lot 21, Block 11, Sirstad Addition No. 2. The owners of record are Mark and Phyllis Hackett.

B. Public hearing and consideration of a proposed short-term rental conditional use permit requested by Tiffany and Christopher Bryner at 413 Baranof Street. The property is also known as Lot 15, Block 20, U.S. Survey 1474, Tract A. The owners of record are Tiffany and Christopher Bryner.

C. Public hearing and consideration of a proposed accessory dwelling unit conditional use permit requested by George and Tamara Eliason at 2314 Halibut Point Road. The property is also known as Lot 4, Ocean View Ridge Subdivision. The owners of record are George and Tamara Eliason.

D. Public hearing and consideration of a proposed short-term rental conditional use permit requested by Ali Clayton at 1601 Davidoff Street. The property is also known as Lots 1 and 7, Block 9, Northwest Addition, U.S. Survey 3303B, Tract A. The owners of record are Steve and Paula Clayton.

E. Public hearing and consideration of a proposed planned unit development subdivision permit requested by the Baranof Island Housing Authority (BIHA) at 100 Indian River Rd. The property is also known as Lot 3AA, Indian River Subdivision No. 2. The owner of record is the Baranof Island Housing Authority.

F. Public hearing and consideration of a proposed conditional use permit for an outdoor restaurant portable structure requested by Ashley Moore at 331 Lincoln St. The property is also known as a portion of Tract J of U.S. Survey 404. The owner of record is Christopher Bowen.

G. Public hearing and consideration of a preliminary plat for a major subdivision at 300 Kramer Avenue or Parcel C South Benchlands filed by Sound Development, LLC. The proposed

subdivision will create 19 lots. The property is also known as Tract A12-III, Whitcomb Heights III Subdivision.

- 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 carole@cityofsitka.com, or faxed to (907) 747-6138. Those with questions may call (907) 747-1814.

Publish: April 13 and April 15



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Sitka Planning Commission Agenda

Tuesday, May 5, 2015

Held at Harrigan Centennial Hall

330 Harbor Drive, Sitka, Alaska

7:00pm

- I. CALL TO ORDER AND ROLL CALL
- II. CONSIDERATION OF THE AGENDA
- III. CONSIDERATION OF THE MINUTES FROM April 21, 2015
- IV. THE EVENING BUSINESS

A. Public hearing and consideration of a final plat for a planned unit development filed by the Baranof Island Housing Authority (BIHA) at 100 Indian River Road. The property is also known as Lot 3AA, Indian River Subdivision No. 2. The owner of record is the Baranof Island Housing Authority.

B. Public hearing and consideration of a final plat for a major subdivision at 300 Kramer Avenue or Parcel C South Benchlands filed by Sound Development, LLC. The proposed subdivision will create 19 lots. The property is also known as Tract A12-III, Whitcomb Heights III Subdivision.

C. Public hearing and consideration of a variance request filed by Travis Hudson at 701 Alice Loop Road. The variance request is for a reduction in the front setback from 20 ft. to 16 ft. and a reduction in the side setback from 10 ft. to 9 ft. The property is also known as Lot One (1), Ethel Staton Subdivision. The owner of record is the Travis L. and Patti L. Hudson Family Trust.

D. Public hearing and consideration of an accessory dwelling unit conditional use permit filed by James J. Harrigan at 1610 Davidoff Street. The property is also known as Lot One A (1A) of the Gibson-Welsh Amended Subdivision Lot Line Adjustment.

E. Public hearing and consideration of an extension of a nonconforming use conditional use permit requested by Sitka Arts Council at 304 Baranof Street. The property is also known as Lot 1, Westover Subdivision. The owners of record are John and Karen Thielke.

F. Public hearing and consideration of a variance request filed by Steven J. Bell and Dawna L. Bell at 112 Knutson Drive. The variance request is for an expansion of garage height from 16 ft. to 20 ft. The property is also known as Lot 7, Block 2, Knutson Subdivision, Phase 1.

G. Public hearing and consideration of a variance request filed by Gordon J. Hall at 110 Kelly Street. The variance request is for a reduction in the front setback from 20 ft. to 8 ft. The property is also known as Lot 6, Block 1 of the Mission Plat.

H. Public hearing and consideration of a subdivision variance request filed by Zach Porter at 1970 Halibut Point Road. The variance request is for a reduction of the zero lot line size from 4,000 sq. ft. per lot to 2,943 sq. ft. and 2,636 sq. ft. The property is also known as Lot 8-B One (8-B1) of the Subdivision of a portion of Lot 8, U.S. Survey 2417. The owner of record is Valerie Lawson.

I. Public hearing and consideration of a concept plat for a zero lot line subdivision at 1970 Halibut Point Road. The request is filed by Zach Porter. The property is also known as Lot 8-B One (8-B1) of the Subdivision of a portion of Lot 8, U.S. Survey 2417. The owner of record is Valerie Lawson.

J. Public hearing and consideration of a proposed zoning text amendment to modify SGC Ch 22.24.010 B allowing for a parcel with a principle unit and a second dwelling unit to also operate a B&B as a conditional use, currently prohibited by code. The zoning text amendment proposes to make this allowable so long as combined there are fewer than four guests/occupants. The applicant is Sheila Finkenbinder.

- 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 carole@cityofsitka.com, or faxed to (907) 747-6138. Those with questions may call (907) 747-1814.

Publish: April 27 and April 29

**CITY AND BOROUGH OF SITKA
Planning Commission
Minutes of Meeting
May 5, 2015**

Present: Chris Spivey (Acting Chair), Debra Pohlman (Member), Darrell Windsor (Member), Randy Hughey (Member), Carole Gibb (Planner I), Maegan Bosak (Planning & Community Development Director); City Engineer Dan Tadic

Absent: Richard Parmelee (Chair)

Members of the Public: John Stein, Sarah Lawrie, Cliff Richter, Gordon Hall, Sheila Finkenbinder, Jeremy Twaddle, Travis Hudson, Dawn Bell, Jim Harrison

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

Roll Call:

PRESENT: 4 –Spivey, Pohlman, Windsor, Hughey

Consideration of the Agenda:

Staff informed the commission that items H. and I. will be removed from this meeting's agenda and placed on the May 19 meeting agenda to allow for additional applicant information on a variance request.

Consideration of the Minutes from the April 21, 2015 meeting:

MOTION: M/S HUGHEY / WINDSOR moved to approve the meeting minutes for April 21, 2015.

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

The evening business:

**PUD SUBDIVISION REQUEST
100 INDIAN RIVER ROAD
BARANOF ISLAND HOUSING AUTHORITY**

Public hearing and consideration of a final plat for a planned unit development filed by the Baranof Island Housing Authority (BIHA) at 100 Indian River Road. The property is also known as Lot 3AA, Indian River Subdivision No. 2. The owner of record is the Baranof Island Housing Authority.

STAFF REPORT: Bosak outlined the project. She said the applicant had supplied a parking plan as requested at the preliminary plat stage, and also the requested plat note had been added that lots may not be sold independently.

APPLICANT: Cliff Richter said he had nothing to add; staff represented the request accurately.

COMMISSIONER DELIBERATION: Commissioners had no further questions.

PUBLIC COMMENT: John Stein asked for clarification regarding the site plan and parking, and access to various parcels was ensured. Staff assisted in clarifying and also explained that the plat note stating no lot could be sold independently was included to ensure that any access easements remained intact.

COMMISSIONER DELIBERATION: Commissioners had no further questions.

MOTION: M/S WINDSOR/POHLMAN moved to recommend approval of a final plat for a planned unit development filed by the Baranof Island Housing Authority (BIHA) at 100 Indian River Road. The property is also known as Lot 3AA, Indian River Subdivision No. 2. The owner of record is the Baranof Island Housing Authority.

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

**MAJOR SUBDIVISION PRELIMINARY PLAT
300 KRAMER AVENUE – PARCEL C SOUTH BENCHLANDS
SOUND DEVELOPMENT, LLC.**

Public hearing and consideration of a final plat for a major subdivision at 300 Kramer Avenue or Parcel C South Benchlands filed by Sound Development, LLC. The proposed subdivision will create 19 lots. The property is also known as Tract A12-III, Whitcomb Heights III Subdivision.

STAFF REPORT: Bosak clarified the subdivision is for 19 lots to be developed with a 20th lot held for future development. She reported on the various sized lots and plat notes that were added in keeping with conditions set at the preliminary plat stage. Electric department staff and public works staff were continuing discussion with the applicant to clarify access and drainage questions.

City Engineer Dan Tadic stated that the applicant's drainage plan is close, but not complete. It shows how flow will be directed to a lower corner of the Sound Development property, but does not account for beyond that, including a piece of Forest Service land which receives the flow funneled from the new development. He outlined conditions that would satisfy the city's public works department with regard to drainage and public easement access and maintenance concerns.

APPLICANT: Jeremy Twaddle asked for clarification regarding the information requested by public works. He said concerns raised by the electric department were being addressed.

COMMISSIONER DELIBERATION: Commissioner Spivey asked the applicant if these conditions will increase the cost of development and the applicant said yes. Mr. Tadic pointed out cases in Sitka where drainage and maintenance plans were lacking details or had not been thoroughly vetted, and the city has been incurring costs, as well as dealing with insurance claims and neighbor complaints on issues that should have been anticipated and avoided. He said that burden is ultimately paid by the taxpayer.

He also stated that throughout this process he has repeatedly asked the applicant for a complete drainage plan in order to protect the city and surrounding land owners from having to assume the costs of mitigating potential impacts.

Hughey said he finds the city's request reasonable, given that Sitkans reside in a rain forest, and if the flow isn't dealt with correctly, problems will arise. Commissioner Windsor asked for clarification on the drainage ditch access concern.

PUBLIC COMMENT: No public comment.

MOTION: M/S HUGHEY/WINDSOR moved to recommend approval of the final plat for a major subdivision at 300 Kramer Avenue or Parcel C South Benchlands filed by Sound Development, LLC. The proposed subdivision will create 19 lots. The property is also known as Tract A12-III, Whitcomb Heights III Subdivision with the following four conditions:

1. A complete electrical utility plan be completed that is acceptable to city staff
2. A complete drainage analysis be completed to the satisfaction of staff
3. Easements are obtained which are acceptable to staff dealing with access to drainage areas
4. An agreement with the U.S. Forest Service regarding increased drainage flow is obtained that is acceptable to city staff.

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

**VARIANCE REQUEST
701 ALICE LOOP
TRAVIS HUDSON**

Public hearing and consideration of a variance request filed by Travis Hudson at 701 Alice Loop Road. The variance request is for a reduction in the front setback from 20 ft. to 16 ft. and a reduction in the side setback from 10 ft. to 9 ft. The property is also known as Lot One (1), Ethel Staton Subdivision. The owner of record is the Travis L. and Patti L. Hudson Family Trust.

STAFF REPORT: Bosak pointed out that without the variance, the corner of the proposed home would be in flood zone, causing higher insurance rates, and concerns over flooding of home. This setback would typically be administrative, but because it is in the waterfront zone it must go before the commission.

APPLICANT: Travis Hudson stated that this variance, as staff pointed out, would enable him to make best use of the lot and avoid the flood plain.

COMMISSIONER DELIBERATION: General discussion ensued regarding request.

PUBLIC COMMENT: No public comment.

MOTION: M/S WINDSOR/POHLMAN moved to approve the following findings:

D. Required Findings for Variances.

1. Required Findings for Variances Involving Major Structures or Expansions. Before any variance is granted, it shall be shown:

a. That there are special circumstances to the intended use that do not apply generally to the other properties. Special circumstances may include the shape of the parcel, the topography of the lot, the size or dimensions of the parcels, the orientation or placement of existing structures, or other circumstances that are outside the control of the property owner, *specifically the flood zone boundary at the rear of the property;*

b. The variance is necessary for the preservation and enjoyment of a substantial property right or use possessed by other properties but are denied to this parcel; such uses may include the placement of garages or the expansion of structures that are commonly constructed on other parcels in the vicinity;

c. That the granting of such a variance will not be materially detrimental to the public welfare or injurious to the property, nearby parcels or public infrastructure;

d. That the granting of such a variance will not adversely affect the comprehensive plan, *specifically 2.4.2 To encourage quality residential areas which function as integral neighborhood units with adequate public facilities.*

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

MOTION: **M/S POHLMAN/WINDSOR** moved to approve the variance request for a reduction in the front setback from 20 ft. to 16 ft. and a reduction in the side setback from 10 ft. to 9 ft. The property is also known as Lot One (1), Ethel Staton Subdivision. The owner of record is the Travis L. and Patti L. Hudson Family Trust.

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

**ACCESSORY DWELLING UNIT CONDITIONAL USE PERMIT
1610 DAVIDOFF STREET
JAMES HARRISON**

Public hearing and consideration of an accessory dwelling unit conditional use permit filed by James J. Harrigan at 1610 Davidoff Street. The property is also known as Lot One A (1A) of the Gibson-Welsh Amended Subdivision Lot Line Adjustment.

STAFF REPORT: Bosak stated that this ADU complies with all requirements, but needs a conditional use permit because it is in the R1MH zone.

APPLICANT: James Harrigan gave background on the property and assured the commission that the ADU addition wouldn't impair any neighbor views.

COMMISSIONER DELIBERATION: Commissioners asked about a shop on the property, and also whether the building department had any comment with regard to fire safety. Staff clarified that the lot is large, over 13,000 square feet, and there is plenty of room for the small addition.

PUBLIC COMMENT: No public comment.

Staff read conditions customarily associated with this permit, and then presented findings for commission approval.

MOTION: M/S POHLMAN/WINDSOR moved to approve the following findings:

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, *specifically, to seek out ways to make housing more affordable for all Sitkans through various measures including: A. Developing more affordable housing opportunities, including single family homes and multi-family homes and multi-family dwellings.*

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.

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 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.

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

MOTION: M/S HUGHEY/WINDSOR moved to recommend approval of an accessory dwelling unit conditional use permit filed by James J. Harrigan at 1610 Davidoff Street. The property is also known as Lot One A (1A) of the Gibson-Welsh Amended Subdivision Lot Line Adjustment with the following conditions.

1. The facility shall be operated consistent with the application and plans that were submitted with the request.
2. 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.
3. Failure to comply with any of the conditions may result in revocation of the conditional use permit.

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

**CONDITIONAL USE PERMIT
304 BARANOF STREET
SITKA ARTS COUNCIL**

Public hearing and consideration of an extension of a nonconforming use conditional use permit requested by Sitka Arts Council at 304 Baranof Street. The property is also known as Lot 1, Westover Subdivision. The owners of record are John and Karen Thielke.

STAFF REPORT: Although this structure is in the R1 one, in the past, it has been used as professional office space and boys and girls club. The applicant plans to use the building during the day for an office, and in the evening for classes and potentially for exhibits, plus there is an apartment above that will be rented out. There were no comments received, and staff analysis shows adequate space onsite for required parking, which would be two parking spaces for dwelling above and two for the office workers. Staff had requested that the applicant submit a detailed parking plan as a condition of approval, and that plan was received.

APPLICANT: Sarah Lawrie and John Stein described the request, and its fit with the past use of the building. Lawrie stated that she reached out to principal of Baranof Elementary school to describe the request and he was amenable.

COMMISSIONER DELIBERATION: Clarifications on parking and vehicular and foot-traffic flow, including volunteers, were provided by staff and the applicant. Poulson said she saw no concerns and commissioners commented that they thought it would be nice for this building to be used, and in this manner.

PUBLIC COMMENT: No public comment.

MOTION: M/S POHLMAN/WINDSOR moved to approve the following findings:

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:

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; *specifically: To encourage commercial and industrial developments of a quality that does not adversely impact any adjacent recreational and residential areas.*
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.

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 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.

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

MOTION: M/S WINDSOR/POHLMAN moved to recommend approval with the following conditions:

1. The facility shall be operated consistent with the application and plans that were submitted with the request.
2. 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.
3. Failure to comply with any of the conditions may result in revocation of the conditional use permit.
4. Applicant will submit a detailed parking plan.

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

**VARIANCE REQUEST
112 KNUTSON DRIVE
STEVE AND DAWN BELL**

Public hearing and consideration of a variance request filed by Steven J. Bell and Dawna L. Bell at 112 Knutson Drive. The variance request is for an expansion of garage height from 16 ft. to 20 ft. The property is also known as Lot 7, Block 2, Knutson Subdivision, Phase 1.

STAFF REPORT: Bosak briefly outlined the request and reported on neighbor comments in support of the variance.

APPLICANT: Dawn Bell confirmed staff's report.

COMMISSIONER DELIBERATION: Discussion ensued about the project but no concerns were expressed.

PUBLIC COMMENT:

MOTION: M/S WINDSOR/HUGHEY moved to approve the following findings:

D. Required Findings for Variances.

1. Required Findings for Variances Involving Major Structures or Expansions. Before any variance is granted, it shall be shown:

a. That there are special circumstances to the intended use that do not apply generally to the other properties. Special circumstances may include the shape of the parcel, the topography of the lot, the size or dimensions of the parcel, the orientation or placement of existing structures, or other circumstances that are outside the control of the property owner; *specifically the lot topography doesn't allow the garage to be located any farther away from the house without running into the cliff at the rear of the property.*

b. The variance is necessary for the preservation and enjoyment of a substantial property right of use possessed by other properties but are denied to this parcel; such uses may include the placement of garages or the expansion of structures that are commonly constructed on other

parcels in the vicinity; *specifically the desire to enjoy a taller garage door, and a proportionate relationship between the two structures.*

c. That the granting of such a variance will not be materially detrimental to the public welfare or injurious to the property, nearby parcels or public infrastructure; *specifically this higher garage will not block the view of the neighbor behind this property as they are situated on a cliff well above the subject property. There is a house that sits nearby on the south side, but the front corner of the Bell's garage will be 21 feet from this side property line. That neighbor's current view that will be affected is of the cliff which abuts the Bell property on the north and rear sides of the house. The garage will eclipse, to some extent, the view of the cliff.*

d. That the granting of such a variance will not adversely affect the comprehensive plan. This variance would be supported by the Comprehensive Plan 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 rural lifestyle, recognizes the natural environment, and enhances the quality of life for present and future generations without infringing on the rights of private landowners.*

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

MOTION: **M/S HUGHEY/POHLMAN** moved to recommend approval of a variance request filed by Steven J. Bell and Dawna L. Bell at 112 Knutson Drive. The variance request is for an expansion of garage height from 16 ft. to 20 ft. The property is also known as Lot 7, Block 2, Knutson Subdivision, Phase 1.

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

**VARIANCE REQUEST
110 KELLY ST.
GORDON AND JODY HALL**

Public hearing and consideration of a variance request filed by Gordon J. Hall at 110 Kelly Street. The variance request is for a reduction in the front setback from 20 ft. to 8 ft. The property is also known as Lot 6, Block 1 of the Mission Plat.

STAFF REPORT: Bosak gave background on this variance request, specifically that a similar variance was approved in late 2012 for new home construction, and the applicant has prepared the lot and is ready to get their foundation permit, but a variance must be re-requested due to the time that has elapsed.

APPLICANT: Gordon Hall said he had nothing to add.

COMMISSIONER DELIBERATION: Commissioners had no questions.

PUBLIC COMMENT: No public comment.

MOTION: **M/S WINDSOR/HIGHEY** moved to approve the following findings:

D. Required Findings for Variances.

1. Required Findings for Variances Involving Major Structures or Expansions. Before any variance is granted, it shall be shown:

a. That there are special circumstances to the intended use that do not apply generally to the other properties. Special circumstances may include the shape of the parcel, the topography of the lot, the size or dimensions of the parcel, the orientation or placement of existing structures, or other circumstances that are outside the control of the property owner; *specifically the narrowness of the lot, the proximity and placement of the neighboring house, and the topography of the lot.*

b. The variance is necessary for the preservation and enjoyment of a substantial property right of use possessed by other properties but are denied to this parcel; such uses may include the placement of garages or the expansion of structures that are commonly constructed on other parcels in the vicinity; *specifically the need to use the lot to the best advantage in placement of the house while preserving privacy for the owners and neighbors.*

c. That the granting of such a variance will not be materially detrimental to the public welfare or injurious to the property, nearby parcels or public infrastructure; *specifically development of this lot is an improvement to the parcel, and to the area.*

d. That the granting of such a variance will not adversely affect the comprehensive plan. This variance would be supported by the Comprehensive Plan, *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 rural lifestyle, recognizes the natural environment, and enhances the quality of life for present and future generations without infringing on the rights of private landowners.*

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

MOTION: **M/S POHLMAN/WINDSOR** moved to recommend approval of the variance request is for a reduction in the front setback from 20 ft. to 8 ft. The property is also known as Lot 6, Block 1 of the Mission Plat.

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

**ZONING TEXT CHANGE
TO OPERATE A B&B IN ADDITION TO A LONG TERM RENTAL
SHEILA FINKENBINDER**

Public hearing and consideration of a proposed zoning text amendment to modify SGC Ch 22.24.010 B allowing for a parcel with a principle unit and a second dwelling unit to also operate a B&B as a conditional use, currently prohibited by code. The zoning text amendment proposes to make this allowable so long as combined there are fewer than four guests/occupants. The applicant is Sheila Finkenbinder.

STAFF REPORT: There have been efforts on this request for the last two meetings, and staff had been asked by the commission to look into ideas regarding a possible temporary permit.

APPLICANT: Sheila Finkenbinder spoke about her request and repeated her concerns about the availability of short term housing in Sitka during the summer.

COMMISSIONER DELIBERATION: Discussion ensued around the availability of short term housing in the summer, and about the process by which a zoning text change or permit could be worked out to aid Finkenbinder in her request to advertise and operate her B&B this season.

COMMISSIONER DELIBERATION: Further discussion ensued, with the commission deciding to hold a special meeting Wednesday May 13 at 7 p.m., to concentrate on this issue.

DIRECTORS REPORT: Bosak reported that the department will be advertising for a Senior Planner and conversation ensued around the packets and future use of IPADs and digital technology to deliver case materials to commissioners.

PUBLIC COMMENT: No public comment.

MOTION: M/S HUGHEY/WINDSOR moved to adjourn at 9:35 pm.

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

Chris Spivey, Acting Chair

Carole Gibb, Secretary

BARANOF ISLAND HOUSING AUTHORITY
SMCR COTTAGES NEAR AST
BARANOF ISLAND HOUSING AUTHORITY
245 KATLIAN AVE
SITKA AK 99835

THE ALASKA RAPTOR REHAB. CENTER
ALASKA RAPTOR REHAB CENTER
1000 RAPTOR WAY
SITKA AK 99835

STATE OF ALASKA
PUBLIC SAFETY ACADEMY
ALASKA, STATE OF
6860 GLACIER HIGHWAY
JUNEAU AK 99801

SITKA ANB, INC.
SITKA ANB, INC.
P.O. BOX 72
SITKA AK 99835

ALASKA ARTS SOUTHEAST, INC.
ALASKA ARTS SOUTHEAST, INC.
P.O. BOX 3086
SITKA AK 99835

WILLIAM/SHERYL LANTZ
LANTZ, WILLIAM, II/SHERYL, L.
P.O. BOX 35393
JUNEAU AK 99803-5393

MARGARET PARSONS
PARSONS, MARGARET, A.
P.O. BOX 6263
SITKA AK 99835

DEBORAH SONNENBURG
SONNENBURG, DEBORAH
103 KAASDA HEEN CIRCLE
SITKA AK 99835

MARGARET PARSONS
PARSONS, MARGARET, A.
P.O. BOX 6263
SITKA AK 99835

JARED/ALLISON BAYNE/LAWRIE
BAYNE, JARED/LAWRIE, ALLISON
100 KAASDA HEEN CIRCLE
SITKA AK 99835

KEITH/MARGARET HARGER/AUSTIN
HARGER, KEITH/AUSTIN, MARGARET
104 KAASDA HEEN CIRCLE
SITKA AK 99835

BILL/STEPHANIE EDWARDS/BACKUS
EDWARDS, BILL, A./BACKUS, STEPHANIE, L.
202 INDIAN RIVER RD.
SITKA AK 99835

ASBJORN/MARIT BO TRUST
BO, ASBJORN & MARIT
3291 FOSTER AVE
JUNEAU AK 99801

MAUREEN O'HALLORAN
O'HALLORAN, MAUREEN
101 KAASDA HEEN CIRCLE
SITKA AK 99835

RIVERS EDGE PROPERTY, INC.
RIVERS EDGE PROPERTY, INC.
701 INDIAN RIVER RD
SITKA AK 99835

P & Z Mailing
Sent 4/24/15

BIHA
Planned Unit Development Subdivision
100 Indian River Road



Legislation Details

File #: 15-084 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 5/21/2015 In control: City and Borough Assembly
On agenda: 5/27/2015 Final action:
Title: Approve the formation of a Citizens' Revenue Taskforce and select members
Sponsors:
Indexes:
Code sections:
Attachments: [Motion Taskforce](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

POSSIBLE MOTIONS

- 1) I MOVE TO** establish a Citizens' Revenue Taskforce with the goal of providing the Assembly and the public with recommendations on revenue enhancement strategies including fees, taxes and exemptions that generate no less than \$1 million and no more than \$2 million in new revenue to support municipal operations (CBS, Sitka School District, Sitka Community Hospital). The workgroup will be staffed by the Chief Finance and Administrative Officer and Assessor and will include three citizens with relevant tax, finance and/or accounting experience. The workgroup will report its recommendations to the Assembly at a June 23, 2015 worksession.

AND

- 2) I MOVE TO** nominate _____ to serve on the Citizens' Revenue Taskforce.

Note: The Administrator will provide a list of possible individuals for the Assembly to choose from.