



City and Borough of Sitka

100 Lincoln Street Sitka, Alaska 99835

Coast Guard City, USA

Memorandum

August 20, 2013

To: Mayor and Assemblymembers

From: Michelle Putz and Matt Hunter

Background:

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

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

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

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

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2013-33

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

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

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

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

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

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

**Title 2
ADMINISTRATION**

Chapters:

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

95 **2.32.050 Resignation.**

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

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105 **2.32.060 Meetings.**

106 A. Except during the summer, the commission shall meet at least quarterly.

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108 B. Additional meetings may be held to provide a public forum for strategic planning
109 priorities.

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111 C. Give reasonable public notice of its meetings and shall comply in all respects with the
112 Alaska Open Meetings Law.

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114 D. At least once on an annual basis, the assembly and the commission shall meet jointly in a
115 special session to discuss strategic planning priorities (see 2.32.020).

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117 E. At least twice annually, representatives of the commission will provide an update to the
118 assembly at a regular assembly meeting during “Special Reports” and will use assembly
119 feedback to adjust the activities and annual goals of the commission.

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121 **2.32.070 Powers and duties.**

122 A. The commission shall assist the assembly in developing, planning, and implementing
123 strategic and planning priorities as determined through assembly visioning;

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125 B. The commission shall, annually, draft its goals for the assembly to approve. These goals
126 shall be based on the annual assembly/commission joint meeting (see 2.32.060) or the
127 assembly’s recent visioning or strategic planning sessions. Specific issues the commission
128 may be directed to pursue include but are not limited to: sustainability of city infrastructure,
129 sustainability/efficiency of city services, targeted actions to improve quality of life, cost of
130 single family dwellings/affordable housing, tourism, etc.

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132 C. The commission shall provide a public forum for strategic and community planning
133 discussions and proposals. In that role, the commission shall develop a process in which the
134 public can participate in setting goals for future use of publicly owned resources;

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136 D. The commission shall, with the direction of the assembly, take specific action to facilitate
137 strategic and planning for the community;

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

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* * *

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

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

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Mim McConnell, Mayor

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154 ATTEST:

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Colleen Ingman, MMC
Municipal Clerk

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CITY AND BOROUGH OF SITKA

ORDINANCE NO. 88-818

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

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

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

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

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

CHAPTER 2.32

SITKA ECONOMIC DEVELOPMENT COMMISSION

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

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

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

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

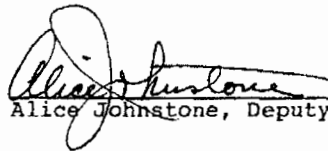
(B) The Commission shall review and comment on all referred issues for purposes of economic analysis.

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

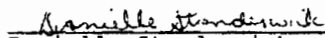
2.32.050 Term. The terms of the Commission members shall be 3 years, however the first Commission members shall be appointed to serve terms as follows: 3 members for terms of 3 years; 3 members for terms of 2 years; and 3 members for a term of 1 year. Members shall serve until their successors have been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

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

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


Alice Johnstone, Deputy Mayor

ATTEST:


Danielle Standerwick
Acting Municipal Clerk

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

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

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

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

3. **PURPOSE.** The purpose of this ordinance is to repeal SGC Chapter 2.32 Sitka Economic Development Commission and enact SGC Chapter 2.32 Sitka Long-range Planning and Economic Development Commission for the creation of a long-range community planning & economic development commission. The concept was discussed in the development of the 1999 Sitka Comprehensive Plan.

4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that SGC Chapter 2.32 Sitka Economic Development Commission is repealed and reenacted as SGC Chapter 2.32 Sitka Long-range Planning and Economic Development Commission as stated below:

SITKA LONG-RANGE PLANNING & ECONOMIC DEVELOPMENT COMMISSION

2.32.010 Establishment

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

2.32.020 Formation

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

2.32.030 Organization

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

2.32.040 Procedure

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

2.32.050 Term

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

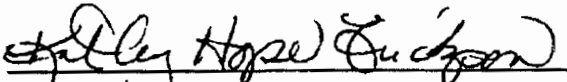
5. EFFECTIVE DATE. This ordinance shall become effective on the day after the date of its passage.

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



Stan J. Filler, Mayor

ATTEST:



Kathy Hope Erickson
Municipal Clerk

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

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

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

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

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

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

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

2.32.020 Formation

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

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Ordinance 01-1649
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available, a representative from the community at large shall [MAY] be appointed for the three-year term. Upon the completion of that term, every attempt shall be made to fill the position with an industry representative. [TWO ALTERNATES SHALL BE APPOINTED TO THE BOARD BY THE ASSEMBLY WHO SHALL HAVE THE ABILITY TO PARTICIPATE AND VOTE IN THE EVENT REGULAR BOARD MEMBERS ARE ABSENT. THE CHAIR SHALL DETERMINE WHICH ALTERNATE WILL PARTICIPATE IF ONLY ONE REGULAR BOARD MEMBER IS NOT PRESENT.] (Ord. 93-1143§4 (part), 1993)

2.32.030 Organization

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

2.32.040 Procedure

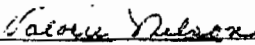
- A. The commission shall develop a process in which the public can participate in setting goals for future use of publicly owned resources and economic development.
- B. The commission shall, with the concurrence of the assembly, take specific action to facilitate long-range planning for the community.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

2.32.050 Term

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

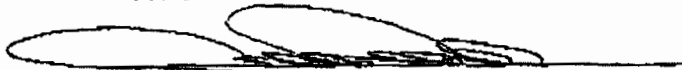
5. EFFECTIVE DATE. This ordinance shall become effective on the day after the date of its passage.

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



Valorie Nelson, Mayor

ATTEST:



Colleen Pellett, CMC
Municipal Clerk

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

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

1. **CLASSIFICATION.** This Ordinance is of a permanent nature and is intended to become part of the Sitka General Code ("SGC").
2. **SEVERABILITY.** If any provision of this Ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and application to any person or circumstances shall not be affected.
3. **PURPOSE.** This Ordinance repeals SGC at Chapter 2.32 entitled "Sitka Long-Range Planning and Economic Development Commission." The Assembly has determined that the Sitka Long-Range Planning and Economic Development Commission ("Commission") is no longer needed, having fulfilled its mission, or its duties are better addressed by the Assembly or other municipal boards, commissions, or committees. This decision was reached by the Assembly after meeting with Commission members and receiving their recommendations about dissolving the Commission.
4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that SGC 2.32 *et seq.* entitled "Sitka Long-Range Planning and Economic Development Commission" is repealed to read as follows (new language underlined; deleted language stricken):

**Title 2
ADMINISTRATION**

Chapters:

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

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

* * *

Chapter 2.32

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

Sections:

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

~~2.32.010 Establishment.~~

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

~~2.32.020 Formation.~~

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

~~2.32.030 Organization.~~

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

~~2.32.040 Procedure.~~

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

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

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

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

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

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

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

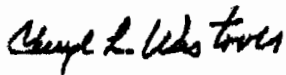
~~2.32.050 Term.~~

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

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

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



Cheryl Westover, Mayor

ATTEST:


Colleen Ingman, MMC
Municipal Clerk