

CONSENT AGENDA

POSSIBLE MOTION

**I MOVE TO APPROVE THE CONSENT AGENDA
CONSISTING OF ITEMS A, B, C & D.**

I wish to remove Item(s) _____

**REMINDER – When making the motion to approve the
consent agenda, please read the title of each item
being voted on that is included in the consent vote.**

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

POSSIBLE MOTION

I MOVE TO approve the minutes of the
June 10 and June 24 Assembly meetings.



CITY AND BOROUGH OF SITKA

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

Minutes - Draft

City and Borough Assembly

*Mayor Steven Eisenbeisz,
Deputy Mayor Timothy Pike,
Vice Deputy Mayor JJ Carlson,
Kevin Mosher, Scott Saline,
Chris Ystad, Thor Christianson*

*Municipal Administrator: John Leach
Municipal Attorney: Rachel Jones
Municipal Clerk: Sara Peterson*

Tuesday, June 10, 2025

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

Present: 5 - Christianson, Eisenbeisz, Pike, Carlson, and Saline

Absent: 1 - Mosher

Remote: 1 - Ystad

V. CORRESPONDENCE/AGENDA CHANGES

No agenda changes.

[25-084](#)

Reminders, Calendars, and General Correspondence

VI. CEREMONIAL MATTERS

None.

VII. SPECIAL REPORTS: Government to Government, Municipal Boards/Commissions/Committees, Municipal Departments, School District, Students and Guests (five minute time limit)

[25-081](#)

1) Sitka School Board - Phil Burdick
2) Department Quarterly Reports - Human Resources, IT, and Clerk

School Board President Phil Burdick provided an update on school funding and proposed changes to the definition of local contribution. Quarterly updates were also given by Human Resources Director Josh Branthoover, IT Director Grant Turner, and Municipal Clerk Sara Peterson.

VIII. PERSONS TO BE HEARD

None.

IX. CONSENT AGENDA

A motion was made by Christianson that the Consent Agenda consisting of Items A & B be APPROVED. The motion PASSED by the following vote.

Yes: 6 - Christianson, Eisenbeisz, Ystad, Pike, Carlson, and Saline

Absent: 1 - Mosher

- A** [25-082](#) Approve liquor license renewal applications for Triple C Ventures Inc., doing business as Cascade Convenience Center (1211 A Sawmill Creek Road) and Watson Point Liquors (1867 Halibut Point Road)

This item was APPROVED ON THE CONSENT AGENDA.

- B** [RES 25-09](#) Authorizing a grant application to the Alaska Department of Transportation and Public Facilities for extrication tools (1st and final reading)

This item was APPROVED ON THE CONSENT AGENDA.

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

None.

XI. UNFINISHED BUSINESS:

None.

XII. NEW BUSINESS:

- C** [25-050](#) Consideration of an appeal filed by Ryan Nichols of the Planning Commission's decision made February 19, 2025, regarding case file P 24-04, a request for a preliminary plat for a minor subdivision resulting in two lots at 305 Islander Drive in the SFLD single-family low density residential district. The property is also known as Lot Five (5), Harris Island Subdivision. The owner of record is Randall G. Nichols Revocable Trust. (Rescheduled from 3/25/25 at the applicant's request)

Christianson, Ystad, and Carlson disclosed. Christianson was recused.

Municipal Attorney Rachel Jones reviewed the procedures and stated the Assembly

needed to decide whether they were holding a full rehearing or whether they were holding an appeal hearing based only on the record of evidence as presented to the Planning Commission on February 19, 2025.

A motion was made by Pike to hold an appeal hearing on case P 24-04 based only on the record of evidence as presented to the Planning Commission on February 19, 2025. The motion PASSED by the following vote.

Yes: 5 - Ystad, Eisenbeisz, Carlson, Pike, and Saline

Recused: 1 - Christianson

Absent: 1 - Mosher

Staff presentation: Planning and Community Development Director Amy Ainslie reviewed the Commission's reasons for denying the preliminary subdivision plat request and spoke to the four points mentioned in the appeal: 1) Planning Commission Guidance & Attendance, 2) Road Maintenance Agreement, 3) Zoning Conformance, and 4) Housing & Land Shortage.

Appellant presentation: Ryan Nichols, attending via Zoom, asked his sister Carina Nichols to speak on his behalf. Carina Nichols spoke to the bare quorum at the February 19 Planning Commission meeting, noted the disinterest among neighbors for a road maintenance agreement, commented on the condition of the bridge, and believed there were additional development plans for Harris Island other than theirs.

Public comment: Robin Sherman, a Planning Commission Member, stated her reason for voting against the request was based on public safety concerns. Greg Charlton and Kord Christianson spoke in opposition. Connie Kreiss and Roger Hames spoke in support of the subdivision request.

Staff rebuttal: None. Assembly members asked questions about the bridge condition and future development.

Appellant rebuttal: Nichols commented on infrastructure and safety concerns.

Assembly deliberation: Assembly members commented on safety concerns surrounding the bridge, lack of a road maintenance agreement, and development regulations.

A motion was made by Eisenbeisz to GRANT THE APPEAL and approve the preliminary plat of a minor subdivision at 305 Islander Drive resulting in two lots in the SFLD single-family low density residential district subject to the attached conditions of approval as listed in the February 19, 2025, staff report. The property is also known as Lot 5, Harris Island Subdivision. The request is filed by Ryan Nichols. The owner of record is Randall G Nichols Revocable Trust. Conditions of Approval: 1) All utilities, including water, sewer, and electricity shall be required to have an approved permit from the municipality; and all utility permits and design shall comply with all applicable code and design polices including, but not limited to 15.05, 15.10, 15.20, and 15.30. 2) This subdivision development and the plat, prior to recording, complies with all applicable Sitka General Code. 3) All applicable state, federal, and tribal permits, licenses, regulations, and statutes shall be followed in subdividing this land. 4) Easement maintenance agreements for any access and utility

easements shall be developed and recorded before final plat recording. 5) All easement agreements will be cited via plat notes. The City and Borough of Sitka is a party to all easements. The motion PASSED by the following vote:

From the public, Becky Charlton, Kord Christianson, and Connie Kreiss commented.

Yes: 5 - Carlson, Saline, Pike, Ystad, and Eisenbeisz.

Recused: 1 - Christianson

Absent: 1 - Mosher

A motion was made by Eisenbeisz to ADOPT the findings as listed in the February 19, 2025 staff report: a. The preliminary plat meets its burden of proof as to access, utilities, and dimensions as proposed through submission of a plat prepared by a licensed surveyor and information regarding access and utilities provided in the application; b. The preliminary plat complies with the Comprehensive Plan by encouraging higher residential development on a underutilized lot and contributing to an attractive and livable neighborhood; c. The proposed preliminary plat complies with the subdivision code; and d. The preliminary plat is not injurious to the public health, safety, and welfare because the minor subdivision promotes residential development in-line with existing uses in the surrounding neighborhood and allowable uses in the zoning district; additionally, the conditions of approval protect the public's health, safety, and welfare by requiring compliance with health and safety regulations. The motion PASSED by the following vote.

Yes: 5 - Carlson, Saline, Pike, Ystad, and Eisenbeisz.

Recused: 1 - Christianson

Absent: 1 - Mosher

This item was APPROVED.

D [ORD 25-16](#)

Authorizing the vacation and sale of a 14,847 square foot portion of the Neva Street right-of-way

Planning and Community Development Director Amy Ainslie summarized the request, noted the Planning Commission's approval, and reminded the Assembly that the sale price was set in 2024.

A motion was made by Christianson that this Ordinance be APPROVED on FIRST READING. The motion PASSED by the following vote.

Yes: 6 - Christianson, Eisenbeisz, Ystad, Pike, Carlson, and Saline

Absent: 1 - Mosher

E [ORD 25-15](#)

Making supplemental appropriations for fiscal year 2026 (Marine Vessel Haul Out and Shipyard Supplemental Appropriations)

Municipal Administrator Leach provided an overview and explained that additional funding was needed to complete Phase I and achieve full operation of the shipyard.

A motion was made by Christianson that this Ordinance be APPROVED on

FIRST READING. The motion PASSED by the following vote.

Yes: 5 - Christianson, Eisenbeisz, Ystad, Pike, and Carlson

No: 1 - Saline

Absent: 1 - Mosher

F [ORD 25-13](#) Amending the City and Borough of Sitka Personnel Policies Handbook

Human Resources Director Josh Branthoover summarized the amendments.

A motion was made by Carlson that this Ordinance be APPROVED on FIRST READING. The motion PASSED by the following vote.

Yes: 6 - Christianson, Eisenbeisz, Ystad, Pike, Carlson, and Saline

Absent: 1 - Mosher

G [ORD 25-14](#) Making supplemental appropriations for fiscal year 2026 (Administration Department Supplemental Appropriations)

Municipal Administrator Leach summarized the item, noting a reorganization had been contemplated since 2014. He said he had been actively working on it the last couple of years and that the Assembly had recently directed him to establish a deputy administrator position. Assembly members asked questions about the reorganization, expressed appreciation to Leach, and clarified that the decision before them was not to approve the reorganization itself, but to authorize funding to implement it.

A motion was made by Ystad that this Ordinance be APPROVED on FIRST READING. The motion PASSED by the following vote.

Yes: 6 - Christianson, Eisenbeisz, Ystad, Pike, Carlson, and Saline

Absent: 1 - Mosher

H [25-083](#) Approve the Municipal Clerk's Certificate of Election

A motion was made by Carlson to formally ACCEPT the Certificate of Election for the May 28, 2025, Special Municipal Election according to the results set forth in the attached election certification prepared by the Municipal Clerk and request that the official tally be included in the minutes as part of the permanent record. The motion PASSED by the following vote.

Yes: 6 - Christianson, Eisenbeisz, Ystad, Pike, Carlson, and Saline

Absent: 1 - Mosher

XIII. PERSONS TO BE HEARD:

None.

XIV. REPORTS

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

Administrator - Leach reported on the RFP withdrawal for Visit Sitka, school funding, the Marine Service Center RAISE grant, and police chief recruitment.

Attorney - Jones was scheduled to be out of the office June 16-27.

Clerk - Peterson reviewed vacancies to be filled in the October 7 regular municipal election.

Other - Carlson, the Assembly representative on the Sitka Walkability Action Institute team, provided an update.

XV. EXECUTIVE SESSION

None.

XVI. ADJOURNMENT

A motion was made by Christianson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 9:10 p.m.

ATTEST: _____
Sara Peterson, MMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

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

Minutes - Draft

City and Borough Assembly

*Mayor Steven Eisenbeisz,
Deputy Mayor Timothy Pike,
Vice Deputy Mayor JJ Carlson,
Kevin Mosher, Scott Saline,
Chris Ystad, Thor Christianson*

*Municipal Administrator: John Leach
Municipal Attorney: Rachel Jones
Municipal Clerk: Sara Peterson*

Tuesday, June 24, 2025

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

Present: 7 - Christianson, Mosher, Eisenbeisz, Ystad, Pike, Carlson, and Saline

V. CORRESPONDENCE/AGENDA CHANGES

No agenda changes.

[25-087](#)

Reminders, Calendars, and General Correspondence

VI. CEREMONIAL MATTERS

None.

VII. **SPECIAL REPORTS: Government to Government, Municipal Boards/Commissions/Committees, Municipal Departments, School District, Students and Guests (five minute time limit)**

[25-085](#)

1) Sitka Tribe of Alaska Tribal Council, Yeidikook'áa Dionne Brady-Howard
2) Department Quarterly Report - Finance

Finance Director Brooke Volschenk reviewed the interim financial statements.

VIII. PERSONS TO BE HEARD

None.

IX. CONSENT AGENDA

A motion was made by Mosher that the Consent Agenda consisting of Item A be APPROVED. The motion PASSED by the following vote.

Yes: 7 - Christianson, Mosher, Eisenbeisz, Ystad, Pike, Carlson, and Saline

- A** [ORD 25-17](#) Authorizing the Administrator to contract with the State of Alaska Office of Administrative Hearings re: appeal of Planning and Zoning Commission's decision on cell tower variance (P&Z No. Var 25-01) 1st reading

This item was APPROVED ON THE CONSENT AGENDA.

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

None.

XI. UNFINISHED BUSINESS:

- B** [ORD 25-16](#) Authorizing the vacation and sale of a 14,847 square foot portion of the Neva Street right-of-way
- Planning & Community Development Director Amy Ainslie reminded that the sales price had been determined by the Assessor and presented to the Assembly in 2024. At that time, the Assembly directed staff to proceed with the street vacation and sales.
- A motion was made by Carlson that this Ordinance be APPROVED on SECOND AND FINAL READING. The motion PASSED by the following vote.**
- Yes:** 6 - Christianson, Mosher, Ystad, Pike, Carlson, and Saline
- No:** 1 - Eisenbeisz
- C** [ORD 25-15](#) Making supplemental appropriations for fiscal year 2026 (Marine Vessel Haul Out and Shipyard Supplemental Appropriations)
- The Assembly inquired about various aspects of the project.
- A motion was made by Christianson that this Ordinance be APPROVED on SECOND AND FINAL READING. The motion PASSED by the following vote.**
- Yes:** 6 - Christianson, Mosher, Eisenbeisz, Ystad, Pike, and Carlson
- No:** 1 - Saline
- D** [ORD 25-13](#) Amending the City and Borough of Sitka Personnel Policies Handbook

A motion was made by Mosher that this Ordinance be APPROVED on SECOND AND FINAL READING. The motion PASSED by the following vote.

Yes: 7 - Christianson, Mosher, Eisenbeisz, Ystad, Pike, Carlson, and Saline

- E** [ORD 25-14](#) Making supplemental appropriations for fiscal year 2026 (Administration Department Supplemental Appropriations)

A motion was made by Ystad that this Ordinance be APPROVED on SECOND AND FINAL READING. The motion PASSED by the following vote.

Yes: 7 - Christianson, Mosher, Eisenbeisz, Ystad, Pike, Carlson, and Saline

XII. NEW BUSINESS:

New Business First Reading

- F** [ORD 25-18](#) Proposing to amend Section 20.01 "Sitka Community Hospital Dedicated Fund" of the Home Rule Charter and, submitting the question of such an amendment to the qualified voters at the regular election on October 7, 2025

Sponsors Ystad and Mosher provided an overview of the ordinance. They noted that the Sitka Community Hospital Dedicated Fund ("the Fund") was supported by tobacco tax revenue and explained that, in future years, once all former Sitka Community Hospital obligations were fulfilled, the Fund would have excess money. The sponsors proposed directing any surplus toward bond debt for new and revitalized athletic facilities. Currently, the Charter limited Fund use to operating, capital, and debt service needs of Sitka Community Hospital. If approved, the ballot proposition would amend the Charter to allow the Fund to be used for debt service related to the former Sitka Community Hospital and bond debt associated with athletic facilities. It was clarified that any bonding would require voter approval.

Brian Farley, Bridgette Hitchcock, Ben Hughey, Jeremy Strong, Katherine Prussian, Steve Black, and Jeff Richards spoke in support.

A discussion of the Assembly ensued. Some expressed concern that the amendment to the Charter was too broad. Others questioned what bonding might entail and whether available funding would be sufficient for an athletic facility. Some members wanted input from the Parks and Recreation Committee. Ystad reiterated that he brought the ordinance forward to support the development of a track facility with a turf field and space for soccer and football in the interior.

A motion was made by Christianson to change the word "athletic" throughout the ordinance to "recreational." The motion to amend FAILED by the following vote.

Yes: 3 - Saline, Carlson, and Mosher

No: 4 - Eisenbeisz, Christianson, Pike, and Ystad

A motion was made by Ystad that this Ordinance be APPROVED on FIRST READING. The motion PASSED by the following vote.

Yes: 7 - Christianson, Mosher, Eisenbeisz, Ystad, Pike, Carlson, and Saline

Additional New Business Items

- G** [25-086](#) Consideration and award of the request for proposals submitted for the available funds in the Fisheries Enhancement Fund
- Eisenbeisz outlined the process and stated \$47,883 was available.
- Natalie Sadler spoke to the ALFA proposal. William Coltharp summarized the proposal submitted by the Sitka Sound Science Center. Kyle Rosendale told of the Sitka Tribe of Alaska proposal.
- A motion was made by Christianson to award \$15,961 to the Alaska Longline Fishermen's Association, award \$15,961 to the Sitka Sound Science Center, and award \$15,961 to the Sitka Tribe of Alaska. The motion PASSED by the following vote.**
- Yes:** 7 - Christianson, Mosher, Eisenbeisz, Ystad, Pike, Carlson, and Saline
- H** [RES 25-10](#) Opposing the proposed expansion of the definition of "local contributions" and its impact on local supplemental support for schools (1st and final reading)
- Sponsors Eisenbeisz and Pike commented. Phil Burdick spoke in support.
- A motion was made by Ystad that this Resolution be APPROVED on FIRST AND FINAL READING. The motion PASSED by the following vote.**
- Yes:** 7 - Christianson, Mosher, Eisenbeisz, Ystad, Pike, Carlson, and Saline

XIII. PERSONS TO BE HEARD:

Austin Cranford commented on items G and F. Nick McGraw commented on item C.

XIV. REPORTS

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

Mayor - Eisenbeisz provided an update on recent developments in school funding and shared highlights from separate meetings with Senator Sullivan's staff and the Head Consul of Japan.

Administrator - Leach reported that Senator Murkowski's office had notified him the secondary wastewater treatment plant project was included in an appropriation bill. He also noted that the police chief hiring panel would be meeting soon to select a candidate and announced that Chad Goeden would serve as interim Police Chief beginning July 1 to assist with the transition.

Clerk - Peterson reviewed the upcoming vacancies to be filled in the October 7 regular municipal election.

XV. EXECUTIVE SESSION

None.

XVI. ADJOURNMENT

A motion was made by Christianson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 9:15 p.m.

ATTEST: _____

Sara Peterson, MMC
Municipal Clerk