



CITY & BOROUGH OF SITKA BOARD/COMMITTEE/COMMISSION APPLICATION

Municipal Clerk's Office, 100 Lincoln Street, Floor 3
Phone: 907.747.1826 Fax: 907.747.7403 Email: clerk@cityofsitka.org

Submit this completed application AND either a letter of interest or resume to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting.

Board/Commission/Committee Applying For: _____

Name: _____ **Phone Number:** _____

Mailing Address: _____

Email Address: _____

Length of Residence in Sitka: _____ **Registered to vote in Sitka?** ☐ Yes ☐ No

Employer Business Name and your position: _____

Organizations you belong to or participate in: _____

Explain your main reason for applying: _____

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

Appointments are typically made during Assembly meeting open sessions. 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

Potential conflicts of interest that may arise from your appointment must be disclosed. These may include, but are not limited to, a substantial financial interest of \$1000 annually that could be influenced by your appointment, or an immediate family member employed within the scope of this appointment. **Do you have any potential conflicts of interest to disclose?** ☐ Yes ☐ No

If yes, please explain: _____

I understand this is a volunteer position appointed by the City and Borough of Sitka Assembly and requires regular meeting attendance. I further understand this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in media outlets. If I am appointed to serve, I will follow all laws, procedures, and practices associated with my appointment.

I certify that the information in my application is true and accurate.

Date: _____ **Applicant Signature:** _____

EDUCATION

SYRACUSE UNIVERSITY / 2020

Master of Architecture
Syracuse, New York

Teaching Assistant / 2018 - 2020

Arc 585 - Professional Practice

Research Intern / 2017 - 2018

Revit, Rhino, Adobe Suite (SD)

UNIVERSITY OF CINCINNATI / 2015

Bachelor of Science in Architecture
Dean's List
Cincinnati, Ohio

ACTIVITIES

2024 - Present

Sitka Community Land Trust Design Committee

2019-2020

Graduate Students in Architecture (GSA)
Vice President

Fall 2018, Spring 2019

Curriculum Committee
Student Elected Representative

2018 - 2020

Women in Design
Syracuse University

SKILLS / Code analysis, Revit, Rhinoceros, AutoCAD, Adobe Creative Suite, ArcGIS, Unity3D, DIVA, Bluebeam Revu, Grasshopper, SketchUp, MS Office, Miro, 3D printing, laser cutting, model building, casting, wood shop, metalworking

EXPERIENCE

ARCHITECTURE ALL FORMS / 2022 - Present

Architect

Remote - Multi-family Residential, Commercial, K-12 Education

project manager of multiple projects responsible for designing, performing code analysis, producing full set of construction documents, and construction administrative tasks

leading consultant / client meetings

IBI GROUP / 2021 - 2022

Project Designer

Remote - High Rise Residential

progressed DD model and details, sheet set up, produced CD drawings (Revit, AutoCAD) internal drawing review and coordination (Bluebeam) participated in consultant / client meetings

JRAF STUDIO / Summer 2017

Intern

Dallas, Texas - Residential, Commercial

produced DD - CD drawings (Revit) developed collage renderings of proposed designs (Rhino, Photoshop, Illustrator) participated in client meetings performed site visits (observation & documentation)

CR ARCHITECTURE + DESIGN / 2015 - 2017

Associate Designer

Dallas, Texas - Roll-out Retail

produced complete drawing DD - CD sets (Revit) shop drawings and RFIs, CA coordinated with MEP, Structural, and contractors proposed new alternatives for facade design proposed training model for incoming employees



16 September 2025
Planning Commission

I would like to be considered for appointment to the Sitka Planning Commission. Since moving to Sitka in 2022, I have been eager to find meaningful ways to contribute to my community. I currently work remotely as an architect specializing in affordable housing, and I believe my background and professional skills would be of value to the commission's work.

With over seven years of professional architectural experience, I bring a strong understanding of the built environment, community development, and the long-term impacts of planning decisions. I am well-versed in reading and interpreting municipal codes and have direct experience applying comprehensive plan objectives to real-world projects. This perspective would allow me to contribute thoughtfully to the Commission's charge of reviewing proposals, formulating recommendations to the Assembly, and holding hearings on matters of planning and zoning.

I am particularly interested in supporting the Commission's broader role of promoting public interest and understanding of the comprehensive plan. As someone working in affordable housing, I am deeply committed to inclusive, sustainable growth and ensuring that planning decisions reflect the needs of the whole community.

I would be honored to serve on the Planning Commission and to contribute my expertise in a way that supports Sitka's vision for its future. Thank you for taking the time to consider my application.

Regards,

Margaret Frank

A handwritten signature in black ink, appearing to read 'M. Frank' with a stylized flourish at the end.