

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2025-06

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING TITLE 14  
“STREETS, SIDEWALKS AND PUBLIC PLACES” OF THE SITKA GENERAL CODE BY  
AMENDING CHAPTER 14.05 “PUBLIC USE OF PARKS AND RECREATION  
FACILITIES, LAND, AND TRAILS”**

**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 purpose of this ordinance is to clarify, update, and enhance the regulations governing the use of our public recreational spaces, ensuring their continued accessibility and preservation for all residents and visitors.

**4. ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the Sitka General Code Title 14, entitled “Streets, Sidewalk, and Public”, Chapter 14.05, entitled “Public Use of Parks and Recreation Facilities, Land, and Trails”, and to read as follows (deleted language stricken, new language underlined):

**Title 14  
STREETS, SIDEWALKS AND PUBLIC PLACES**

**Chapters:**

**14.05      Public Use of Parks and Recreation Facilities, Land, and Trails**

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**Chapter 14.05  
PUBLIC USE OF PARKS AND RECREATION FACILITIES, LAND, AND TRAILS**

**Sections:**

**Article I.**

**General Public Use of Municipal Park and Recreation Facilities, Land and Trails**

- 14.05.010      Park activities.
- 14.05.020      Park scheduling – Permits and fees.
- 14.05.030      Park hours.

**Article II.**

**~~Public Use of Parks and Recreation Facilities – Fee Charged for Noncommercial Uses~~**

- 14.05.040      Parks and recreation facilities regulated.
- 14.05.050      Conditions for use of park and recreation facilities.
- 14.05.060      Public use fees.
- ~~14.05.070      Public use permit requirements.~~
- 14.05.070      Definitions.

**Policy**

As established, the policy of the city and borough of Sitka in operating a parks and recreation division is to:

A. Manage parks, recreation areas, facilities and trails for their primary use by the public, to include visitors and residents alike, for parks, recreation areas, facilities and trails and preserve them from activities inconsistent with that primary use.

B. Preserve and maintain these public assets for all users, preserve the recreational experience unique to each area, consider impacts upon other users and neighboring property, and ensure public safety on city lands and within recreation facilities.

C. Charge for the organized use of parks, trails, open spaces and recreational facilities at a fair rate which contributes to the cost of providing any improvements, maintenance, services, and administration necessary for the use.

D. Establish and enforce uniform rules for use of city and borough park and open spaces, trails and recreational facilities.

## **Article I. General Public Use of Municipal Park and Recreation Facilities, Land and Trails**

### **14.05.010 Park and Facility activities.**

A. Both active and passive recreational activities are permitted in municipal parks within designated areas. This shall include field sports in the ball fields area; tennis and basketball in their respective courts; playground activities in the playground area; picnics and gatherings in the picnic shelters; and special events and hiking on trails.

B. Facility activities will be coordinated through the parks and recreation office, with facilities jointly utilized by the Sitka school district, to be scheduled and used for the greater good of the community as outlined in a memorandum of understanding between the city and borough and the school district. Use will include but not be limited to gyms, multipurpose rooms, classrooms, fields and playgrounds within a school facility.

### **14.05.020 Park scheduling – Permits and fees.**

A. Park and recreation facilities are available for public use whenever possible when there is no conflict with municipal or school programs. Reservations or scheduling for use of facilities is required for any community special or private event and is done by contacting the parks and recreation division office.

B. Facilities, including ballfields, picnic areas, gyms and other indoor facilities, and aquatic facilities, may be reserved for use by individuals or organizations. These facilities, when reserved, are closed to the general public. Reservations are made by contacting the parks and recreation office. User fees may be required for reserved facilities and special events.

C. A written permit is required for special uses including: fires outside of a designated fire ring, overnight camping, wood cutting, removal of any natural resources from park property, or use outside of normal hours. A permit may be obtained by submitting a written application to the office of the director of public works at least 10 days in advance of the date of intended use. The application must specify the time, place, and nature of the intended use,

and the person or organization responsible for the activity. An application shall be approved or denied no later than five working days after submission of the application.

~~C. Certain facilities within the parks, such as the ball fields or the Pioneer Park picnic shelter, may be reserved for use by individuals or organizations. These facilities, when reserved, are closed to the general public. Reservations are made by contacting the parks and recreation office. User fees may be required for reserved facilities and special events. These fees will be set by the city and borough assembly. (Ord. 04-39 § 4, 2004; S.G.C. § 23.10.020.)~~

D. A fee schedule for all parks and recreation facilities will be established as recommended by the parks and recreation committee and adopted by the city and borough assembly.

**14.05.030 Park hours.**

A. Municipal parks are open to the public from 6:00 a.m. to 10:00 p.m. The parks are closed to public use from 10:00 p.m. to 6:00 a.m., and no members of the public shall enter a closed park without written permission from the parks and recreation office. Goddard Hot Springs area and Tom Young Memorial Cabin are excluded from this regulation.

B. A violation of this section is an infraction punishable by a fine of up to \$250.00.

~~Article II. **Public Use of Parks and Recreation Facilities—Fee Charged for Noncommercial Uses**~~

**14.05.040 Parks and recreation facilities regulated.**

These regulations apply to all city and borough lands and facilities designated by the assembly as dedicated to park or recreation purposes.

~~This article applies to developed parks and recreation facilities on city and borough land and listed in the recreation facilities survey as adopted by the city and borough assembly and maintained for public inspection by the city and borough clerk, the city and borough public works director, and the city and borough parks and recreation coordinator. This article is applicable to only the city and borough of Sitka facilities for which a public use fee is charged for noncommercial uses. The facilities regulated by this article include:~~

~~A. The Tom Young Memorial Cabin at Goddard Hot Springs. (Ord. 05-13 § 4, 2005; S.G.C. § 23.30.010.)~~

**14.05.050 Conditions for use of park and recreation facilities.**

A. A person may not use or occupy a city and borough of Sitka Park facility that is managed on a fee and reservation basis without first obtaining a permit from the city and borough of Sitka and paying the required fee, ~~in person, at the city and borough of Sitka municipal offices.~~ Each day of unauthorized use is a separate offense subject to a \$50.00 fine.

B. Permittee must have permit and the fee receipt in possession while using the city and borough of Sitka public use facility as directed by the city and borough of Sitka parks and recreation coordinator.

C. Dogs and other pets must be on a leash around developed facilities, with the exception of the Goddard Hot Springs area and the Tom Young Memorial Cabin and off-leash areas

designated in SGC 8.05.032. Pets are to be under control at all times. Pet owners are required to clean up after pets.

D. No discharge of firearms, unless in defense of life, is allowed within a half-mile of a developed facility.

E. It is unlawful to cut standing or live trees. Only dead and down wood can be used for fires.

F. Littering is prohibited by SGC 10.45.010(H).

G. Notwithstanding any other provisions of this section, no dog is allowed on the following designated sports fields or municipal playgrounds except off-leash areas listed in SGC 8.05.032, except service dogs with the dog keeper and/or custodian. "Service dogs" is defined by SGC 8.05.010 or state and federal laws. Designated sports fields and municipal playgrounds where non-service dogs will not be allowed include the following:

1. Moller Park fenced ball field;
2. Lower Moller and Kimsham (Krueger) Multiuse Fields;
3. Sports fields at Kimsham Recreational Complex except fenced Kimsham Field "D" One, Baranof, Vilandre and Keet Gooshi Heen ball fields as listed as "off-leash areas" under SGC 8.05.032; and
4. Municipal playgrounds to include Crescent Harbor Park and Moller Park East and West.

H. Designated areas listed in subsection G of this section will be posted with signs regarding the ban on non-service dogs and fines. In addition to applicable fines or charges for violating other code provisions, including defecation or off-leash offenses, fines for violating subsection G of this section are as follows:

1. Three hundred dollars for violating subsection (G)(1) of this section, Moller Park fenced ball field;
2. One hundred dollars for designated areas in subsections (G)(2) and (G)(4) of this section; and
3. One hundred dollars for a non-service dog on fenced Kimsham Field One, Baranof, Vilandre and Keet Gooshi Heen ball fields as listed as "off-leash areas" during scheduled sports events, school activities or when the area is in use by students or players.

**14.05.060 Public Use fees. Community use Cabins.**

~~A. The applicant for a parks and recreation public use permit shall pay a fee established by the city and borough assembly.~~

~~B. The city and borough of Sitka assembly shall establish the fee for the use of a city and borough of Sitka park facility that requires a public use permit. The fee for the Tom Young Memorial Cabin will be \$40.00 per permit day.~~

~~C. Fees are not refundable within five days of the first day of reservation. Reservations may be changed one time only for a service fee of \$10.00. (Ord. 05-13 § 4, 2005; S.G.C. § 23.30.030.)~~

A. Tom Young Memorial Cabin and any other cabin established as a community use cabin by the city and borough of Sitka shall be managed by the parks and recreation office.

B. Users of a community use cabin shall pay a fee established by the city and borough assembly.

C. Permits are issued only to residents of the city and borough of Sitka.

D. Permits are issued for noncommercial uses, except where the commercial use is a private not for profit entity benefiting local resident use. All permits are issued on a first-come, first-served basis.

E. Permits may be obtained online, in person or over the phone with the parks and recreation office.

F. A permit day begins at 12:00 noon on the assigned day and ends at 12:00 noon on the following day.

G. A permit may be obtained up to 90 days in advance of desired date.

H. Community use cabins may be reserved a maximum of three days by the same party.

I. Permits are only issued to persons 18 years of age and over.

J. Persons acquiring a permit must be a member of the party for the duration of use of the community use cabin.

K. Community use cabins do not have regular cleaning/repair service and users are expected to leave facilities it in as good and clean a condition as originally found.

L. Community use permit holders are responsible for any damages to the cabin, associated facilities, or park resources.

**~~14.05.070 — Public use permit requirements.~~**

~~A. Permits are issued for noncommercial uses only and on a first-come, first-served basis.~~

~~B. A permit day begins at 12:00 noon on the assigned day and ends at 12:00 noon on the following day.~~

~~C. A permit may be obtained up to 90 days in advance of desired date.~~

~~D. Public use cabins may be reserved a maximum of three days by the same party.~~

~~E. Permits are only issued to persons 18 years of age and over.~~

~~F. Persons acquiring a permit must be a member of the party for the duration of use of the cabin or park facility.~~

~~G. Public use permit holders are responsible for any damages to the cabin, associated facilities, or park resources. (Ord. 05-13 § 4, 2005; S.G.C. § 23.30.040.)~~

**14.05.170 Definitions.**

As used in this chapter:

“Ball field” or “sports field” means an area used by schools or organized teams recognized by the city and borough of Sitka for regulation play of sports including baseball, soccer, football, and softball. “Ball field” or “sports field” does not include, but not limited to, the following areas: parking lots; roads; bleacher and concession areas; walkways or track adjacent to the ball field.

“Municipal playgrounds” means municipal property used for outdoor play or recreation, especially by children, containing recreational equipment such as swings and slides.

“Community use cabin” is a rustic cabin that can be rented by the public, users need to supply their own bedding, food, water and fuel for heating.

“Recreational Facility” includes indoor and outdoor facilities where organized and passive recreational activities take place. Indoor spaces include but are not limited to; gyms, multipurpose rooms, classrooms, aquatic facilities. Outdoor spaces include but are not limited to; picnic areas, trails, parks, skateparks, observation parks, tennis, basketball and other courts.

**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 22<sup>nd</sup> day of April, 2025.

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Steven Eisenbeisz, Mayor

ATTEST:

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Sara Peterson, MMC  
Municipal Clerk

1st reading: 4/8/2025  
2nd and final reading: 4/22/2025

Sponsor: Administrator