



CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS
1332 Seward Ave.
Room 229
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*

Tuesday, October 13, 2015

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

[15-203](#) Reminders, Calendars and General Correspondence

Attachments: [Reminders and Calendars](#)

[Morales thank you](#)

[Public Works Update](#)

V. CEREMONIAL MATTERS

[15-189](#) Service Award for Police and Fire Commissioner Joseph Reeves

Attachments: [Service Award Reeves](#)

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** [15-190](#) Approve the minutes of the September 22 and 24 Assembly meetings

Attachments: [Consent and Minutes](#)

- B** [15-192](#) Award a contract in the amount of \$155,622 to Coastal Excavation, LLC for completion of the Lake Street Storm Drain Rehabilitation project

Attachments: [Lake Street Storm Drain Rehab](#)

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- C [15-191](#) Appoint seven members to the Marijuana Advisory Committee - applicants are: 1) Darrell Windsor, 2) Don Jones, 3) Myron Fribush, 4) Levi Albertson, 5) Jeff Arndt, 6) Pamela Ash, 7) Jacklynn Barmoy, 8) Aaron Bean, 9) Joseph D'Arienzo, 10) Ronald Dick, 11) Andrew Hames, 12) Roberta Leichty, 13) Debra Militello, 14) Kitty Sopow, 15) Anna Michelle Turner, and 16) Ann Wilkinson

Attachments: [Motion Marijuana Advisory](#)
[Marijuana Advisory Windsor](#)
[Marijuana Advisory Jones](#)
[Marijuana Advisory Fribush](#)
[Marijuana Advisory Albertson](#)
[Marijuana Advisory Arndt](#)
[Marijuana Advisory Ash](#)
[Marijuana Advisory Barmoy](#)
[Marijuana Advisory Bean](#)
[Marijuana Advisory D'Arienzo](#)
[Marijuana Advisory Dick](#)
[Marijuana Advisory Hames](#)
[Marijuana Advisory Leichty](#)
[Marijuana Advisory Militello](#)
[Marijuana Advisory Sopow](#)
[Marijuana Advisory Turner](#)
[Marijuana Advisory Wilkinson](#)

- D [15-202](#) Reappoint Randy Hughey to a three-year term on the Planning Commission

Attachments: [Planning Commission Hughey](#)

XI. **UNFINISHED BUSINESS:**

- E [ORD 15-43](#) Making a supplemental appropriation to the FY16 budget per section 11.10 (a) of the Home Rule Charter of the City and Borough of Sitka (second reading - first reading of the emergency ordinance was approved August 25)

Attachments: [Ord 2015-43](#)

- F [ORD 15-47](#) Authorizing the lease of approximately 16,436 feet of submerged tidelands in Alaska Tidelands Survey 1189 and 1559 Tract A

Attachments: [Ord 2015-47](#)

- G** [ORD 15-48](#) Authorizing the lease of approximately 8,832 feet of tidelands in Alaska Tidelands Survey 1189
Attachments: [Ord 2015-48](#)
- H** [15-193](#) Approve the Municipal Clerk's certification of election
Attachments: [Motion Certification of Election](#)
[Certificate of Election](#)
- I** [15-194](#) Recognize outgoing Assembly member Michelle Putz
Attachments: [Service Award Putz](#)
- XII. NEW BUSINESS:**
- J** [15-197](#) Swearing in of the newly elected officials
Attachments: [Oath of Office](#)
- K** [15-198](#) Board of Adjustment: Approve a conditional use permit request filed by Deanna Moore for a bed and breakfast at 703 Biorka Street
Attachments: [BOA Motion Moore](#)
[Moore CUP](#)
[BOA Hearing Outline](#)
- L** [15-199](#) Board of Adjustment: Approve a conditional use permit request filed by Peter Thielke for a short-term rental at 722 Biorka Street
Attachments: [BOA Motion Thielke](#)
[Thielke CUP](#)
[BOA Hearing Outline](#)
- M** [ORD 15-49](#) Amending Sitka General Code Chapter 4.06 "Proceeds from Raw Water Sale Contracts" by modifying section 4.06.102 "Reimbursing expenditures from other funds relating to the sale of raw water, maintenance of raw water distribution infrastructure, or retention of water rights", section 4.06.103 "Expenditure of net assets of the raw water sale fund", and section 4.06.104 "Allocation of revenues from sales of raw water at Gary Paxton Industrial Park" (1st reading)
Attachments: [Ord 2015-49](#)
- N** [ORD 15-50](#) Amending the penalty section of Sitka General Code at Title 8, Chapter 4, entitled "Animal Protection and Control" that would allow individuals to dispose of animal control violations through a bailable fine schedule or have the option to appear before a judicial officer in a court proceeding (first reading)
Attachments: [Ord 2015-50](#)

- O [ORD 15-51](#) Amending Sitka General Code Title 22 Zoning to allow conditional use permits to be approved by the Planning Commission with appeal rights to the Assembly acting as the Board of Adjustment (first reading)
 Attachments: [Ord 2015-51](#)
- P [15-196](#) Update from the Citizens' Taskforce - possible discussion/direction from the Assembly
 Attachments: [Update Citizens' Taskforce](#)
- Q [15-195](#) Discussion/Direction on the FY17 City and Borough of Sitka Legislative Priorities
 Attachments: [FY17 CBS Legislative Priorities](#)
- R [15-201](#) Discussion/Direction on dissolving the Tourism Commission and Strategic Planning Commission
 Attachments: [Memo Commissions](#)
 [Tourism Commission](#)
 [Strategic Planning Commission](#)
- S [15-200](#) Assignments: Deputy Mayor, Vice-Deputy Mayor and Assembly Liaisons
 Attachments: [Appoint Deputy and Vice Deputy Mayor](#)
 [Liaison Appointments](#)

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: October 9*



Legislation Details

File #: 15-203 **Version:** 1 **Name:**
Type: Item **Status:** AGENDA READY
File created: 10/8/2015 **In control:** City and Borough Assembly
On agenda: 10/13/2015 **Final action:**
Title: Reminders, Calendars and General Correspondence
Sponsors:
Indexes:
Code sections:
Attachments: [Reminders and Calendars](#)
[Morales thank you](#)
[Public Works Update](#)

Date	Ver.	Action By	Action	Result
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REMINDERS

<u>DATE</u>	<u>EVENT</u>	<u>TIME</u>
Tuesday, October 13	Regular Meeting	6:00 PM
Tuesday, October 20	Worksession with School Board FY17 Legislative Priorities At School District Office	6:00 PM
Tuesday, October 27	Regular Meeting	6:00 PM

****Assembly Meetings are being held at UAS – Room 229****



Assembly Calendar

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

October 2015

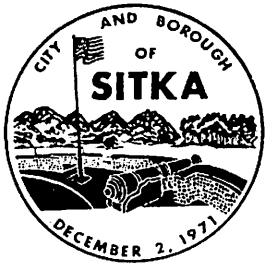
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 Sep	28	29	30	1 Oct	2	3
Eisenbeisz	Eisenbeisz 6:00pm Citizens' Taskforce	Eisenbeisz 1:00pm SCVB Board	Eisenbeisz	Eisenbeisz 12:00pm - 1:30pm SEDA Board Meeting	Eisenbeisz	Eisenbeisz
4	5	6	7	8	9	10
Eisenbeisz	Eisenbeisz	Eisenbeisz Municipal Election Day 7:00pm Planning	Eisenbeisz 7:00pm Library Board	Eisenbeisz 12:00pm LEPC 12:00pm Parks & Rec	Eisenbeisz	
11	12	13	14	15	16	17
		12:00pm Health Needs & Human Services Commission <u>6:00pm Reg Assembly Mtg</u>	6:00pm Historic Preservation			
18	19	20	21	22	23	24
Alaska Day	City Offices Closed	12:00pm Tree/Landscape <u>6:00pm Worksession with School Board - FY17 Leg. Priorities (Meet at School District Office)</u> 7:00pm Planning				
25	26	27	28	29	30	31 Nov
		1:00pm SCVB Board <u>6:00pm Regular Assembly Mtg</u>	6:00pm Police and Fire Commission - Fire Hall			

Assembly Calendar

[2014](#)
[Jan](#)
[Feb](#)
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[2016](#)

November 2015

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

October 1, 2015

Galadriel Morales
429 Katlian Avenue
Sitka AK 99835

Dear Glade,

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 Health Needs and Human Services 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 City and Borough of Sitka awards to

Galadriel Morales

this expression of grateful acknowledgment for your almost 2 years of valued service rendered in the public interest while serving on the Health Needs and Human Services Commission. Thank you!

Signed and sealed this 1st day of October 2015

Attest:

Sara Peterson

Sara Peterson, CMC
Municipal Clerk



PUBLIC WORKS ASSEMBLY UPDATE
WORK COMPLETED AUGUST - SEPTEMBER 2015

Kettleson Memorial Library Expansion:

Milestones this period

- All structural design issues have been resolved and the required changes are being incorporated into the work.
- Mechanical, Plumbing and Electrical Rough-In complete.
- Structural Framing complete.
- Interior/Exterior wall framing complete.
- Roof Installation 95% complete.
- Window installation 60% complete.
- Exterior Finishes 75%.
- Insulation and Drywall 75% complete.
- Interior Paint 60% complete.
- Sidewalks Started.

Future Milestones

- Interior finishes to begin October 2015.
- Exterior site work to be complete October 2015.
- Construction is anticipated to be complete in late November 2015.

Background

The State funding of \$5.7 million awarded to CBS is a direct appropriation with no funding match requirements. A private donation of \$400,000 has also been given to the project by the John J. and Eleanor Brust Family and the City has committed \$200,000 in CPET funding and \$357,000 from the General Fund. The Friends of the Library have also raised almost \$90,000. \$350,000 of the budget was allocated to the Centennial Hall Parking Lot Project to relocate the Swan Lake storm drain, leaving a current project budget of approximately \$6.4 million for the expansion and renovation of the Library.

Harrigan Centennial Hall (HCH) Renewal:

Milestones This Period

- HCH Staff has relocated their office to the Sealing Cove Business Center, 601 Alice Loop Road (Alice Island), where they have two meeting rooms for the city meetings. Assembly Meetings are being held at UAS, where they will continue to be held during the construction of HCH.
- Building closure and Phase 2, NTP, Construction began August 1, 2015.
- Hazardous Materials Abatement is complete.
- Building demolition is roughly 98% complete.
- The existing (to remain) Auditorium area re-roof is 98% complete, water tight, and was installed under warranty with Representative on the roof directing and inspecting the Work.
- New structural concrete foundations are 98% complete.
- Interior areas to receive new concrete slabs are being back-filled and compacted for future slabs, which will be poured after the areas are roofed and dried in.
- Wall and roof framing on West and East areas is underway.

Future Milestones

- Framing and roofing to be complete by Spring 2016.
- Substantial completion anticipated on or before December 20, 2016.

Background

The current funding includes four State grants totaling \$11,500,000; a \$1,991,271 FY10 Legislative Grant designated for a lightering facility visitor's center (previously planned for under the O'Connell Bridge), \$1,180,000 FY 11 CPET Head Tax grant, \$1,400,000 Marine Passenger Funds, and a \$232,620 heat pump grant for a total project budget/funds of \$16.3 million.

Baranof Warm Springs Dock Replacement:

Milestones This Period

- Alaska Department of Transportation (ADOT) opened bids for the project on August 13, 2015. All bids submitted exceeded the available funding for the base bid. CBS Staff instructed ADOT to re-scope, reschedule and re-advertise to the project to fit within the available funds.

Future Milestones

- Re-bid project in Fall 2015.
- Construction completion Fall 2016.

Background

The City and Borough of Sitka (CBS) received a \$1,900,000 FY2013 Alaska Legislature Grant to reconstruct the Baranof Warm Springs Dock. The funding was provided with the understanding that CBS would assume ownership and maintenance responsibilities for the dock once it is reconstructed. The Assembly approved the Administrator to execute a Memorandum of Agreement with the Alaska Department of Transportation and Public Facilities (ADOT&PF) for completion of the Baranof Warm Springs Dock Reconstruction and Ownership Transfer. ADOT&PF will be reimbursed the cost of designing and constructing the improvements from the FY13 Legislative Grant.

Sitka Transient Float Replacement:

Milestones This Period

- Notice to Proceed was provided to Northern Construction Service (NCS).
- Submittal review ongoing.

Future Milestones

- NCS to arrive on site in mid to late October 2015 for work on drive-down float and Eliason Harbor Float 11.
- Substantial Completion required by March 15, 2016.

Background

CBS received a FY15 State of Alaska Municipal Harbor Facility Matching Grant, for the Sitka Transient Float Replacement Project, which will cover 50% of eligible construction costs not to exceed 2,700,000 in match funding. CBS has allocated a total of \$3,450,000 from the Harbor Enterprise Fund, ~\$198,000 from unspent ANB Harbor bond proceeds, and \$500,000 from the CBS Electric Fund for the project for a total budget of \$6,848,000.

Edgcumbe Drive Street Reconstruction:

Milestones This Period

- Public Works and design-builder hosted a construction progress public meeting on September 10, 2015. The next one is scheduled for October 8 at 7 p.m. at Keet Gooshi Heen.
- Design-builder completed the following work:
 - Completed removing existing pavement from the project corridor;
 - Completed installation of all curb and gutter except for what is required in the Kimsham roundabout; and
 - Began mainline (roadway) paving.

Future Milestones

- Complete mainline paving, October 2015.
- Complete multi-use-path paving, October 2015.
- Complete Kimsham roundabout, including all signing and striping, October 2015.
- Substantial completion date is October 20, 2015. This includes all “restoration” work required to adjust existing driveways to new sidewalk or multi-use path.

Background

The project includes drainage, sidewalk, curb and gutter, road subgrade and pavement improvements on Edgcumbe Drive from Peterson Street to Cascade Creek Road. The total project budget is \$5.46M. The Assembly approved award of a design-build contract to S&S for \$4,636,500 on May 27, 2014.

Airport Terminal Upgrades:

Milestones This Period

- The Transportation Security Administration (TSA) has prioritized a “Checked Baggage Explosives Detection System” (EDS) project at Sitka Rocky Gutierrez Airport, based on a grant application submitted in Fall 2014. TSA indicated funds might be available in “late October or early November 2015.”

Future Milestones

- Work with our design consultant, McCool Carlson Green (MCG) to provide information needed by TSA to finish processing application.
- Revise already-submitted application and send to TSA in mid-October 2015.
- If grant is awarded, amend planning contract with MCG to include design of TSA baggage screening improvements.

Background

The original project included design of improvements to the baggage makeup and TSA baggage screening areas, which will primarily be covered by a TSA grant. Funding collected from a previous PFC program amounts to \$275,000 and can be used to scope passenger-flow improvement options.

Hollywood & New Archangel Water, Sewer and Road Upgrades:

Milestones This Period

- Issued substantial completion certificate on September 18, 2015.

Future Milestones

- Install detectable tiles on either side of Hollywood Way raised concrete crosswalk, October 2015.
- Seed exposed topsoil in Fall 2016, when conditions allow.

Background

The project includes water, sewer, storm drain, pavement, curb and gutter and sidewalk improvements on Hollywood Way and New Archangel Street from Halibut Point Road to Marine Street. Funding is available from ADEC Loans (\$750,000), an ADEC Grant (\$552,300) and from the General Fund (\$232,000) for ADEC-ineligible expenses.

Lake Street Storm Drain Rehabilitation:

Milestones This Period

- Issued Request for Proposal for installation of Cured-In-Place Pipe (CIPP) liner.
- Hosted pre-bid conference on September 24, 2015.

Future Milestones

- Award contract for culvert rehabilitation, October 2015.
- Install CIPP liner prior to December 31, 2015.
- Depending on remaining budget, take advantage of CIPP contractor's presence in Sitka to address other failing storm water pipes.

Background

The project will repair a 42" culvert passing Arrowhead Creek under Lake Street, near 701 Lake Street. The culvert is corroding and is in danger of collapse. This project was budgeted in FY15 from the General Fund (\$299,000).

Ultra Violet (UV) Disinfection Facility:

Milestones This Period

- Facility is functional and operational.

Future Milestones

- Final Punch List items completed in October 2015.

Background

The Blue Lake drinking water system is a surface water system, which must comply with the EPA Enhanced Surface Water Treatment Rules (ESWTRs). The UV Disinfection Facility will provide the additional microbial and disinfection controls required under the ESWTRs. The current total project cost estimate is \$8,966,000. Funding for this project is provided by State of Alaska Department of Environmental Conservation (ADEC) loans and grants:

- \$4,000,000 FY 2011 ADEC Loan (Includes \$2,500,000 financed with \$1,500,000 subsidized)
 - \$2,550,000 FY 2012 ADEC Loan
 - \$3,500,000 FY 2012 ADEC Grant (30% local match requirement).
 - \$2,061,000 FY 2013 ADEC Grant (30% local match requirement).
- \$12,111,000 Total Project Funding

Eagle Way and Old Harbor Mountain Road Utility and Road Upgrades:

Milestones This Period

- 65% plans reviewed and comments provided to consultant.

Future Milestones

- 95% plan review October 2015.
- Final design of the project is expected in November 2015.
- Advertisement for bids late 2015/early 2016.
- Construction is anticipated summer 2016.

Background

Funding for the project consists of a \$1,500,000 2013 Commerce Community and Economic Development Grant. The project will include a minimum of 24-foot-wide paved road with possible pedestrian amenities and storm drainage and a new water main and services within Eagle Way. The project will also include a minimum of 24-foot wide paved road and storm drain improvements within Old Harbor Mountain Road.

Nelson Logging Road Upgrades:

Milestones This Period

- Bridge Survey Report

Future Milestones

- Final report October 2015.
- Meetings with Forest Service and State of Alaska Department of Natural Resources.
- Construction is anticipated summer 2017.

Background

This project includes upgrading Nelson Logging Road to include upgrading and/or replacing both inadequate bridges and the roadway to accommodate two-way traffic. The roadway is also to be moved toward the south and/or raised above the winter and spring flooding at the Starrigavan Creek estuary and eliminate sloughing off of the roadway into Starrigavan estuary. Funding for the project is provided by \$2,343,000 2013 Commerce Community and Economic Development Grant.

Monastery and Baranof Water and Sewer Project:

Milestones This Period

- Baranof Street approximately 95% complete.
- Monastery Street excavation and utility installation approximately 90% complete, curb and gutter 30% complete.

Future Milestones

- Complete Baranof Street and Monastery Street work October 2015.

Background

The project includes replacement of the water and wastewater systems, new pavement with curb and gutter, storm drain improvements and sidewalk on one side on Baranof Street.

Funding for the project is provided by the following sources:

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

Federal Land Access Program (FLAP) Grant: Phases 4&5: **Milestones This Period**

- The construction crew has started on the Pherson Street access point and will continue with the trail to the BIHA property.
- As-built surveying has been completed for the Yaw Drive section through the BIHA and Mental Health Land Trust property.
- The step and run material on the old Gavan Hill portion of the trail was removed by a crew working with Sitka Trail Works.

Future Milestones

- Trailhead planning: bollards, trailhead signage, kiosks, and multiuse trail signage.
- The completion date is estimated around November 2015.

Background

The City and Borough of Sitka has been awarded a \$916,897 MAP-21 Federal Lands Access Program (FLAP) Grant for Phase 5 Cross Trail multimodal pathway (Cross TMP), Baranof Street and Yaw Drive connectors, by Western Federal Lands (WFL). The Assembly approved submission of the grant in Resolution 2013-03 in February 2013. Phase 4 of the project, a \$926,000 STIP Grant for a multimodal pathway reconstruction and re-routing from Yaw Drive to the CBS property was funded by the Department of Transportation in the 2009 STIP. DOT planners, with the concurrence of Western Federal Lands (WFL) and CBS, initiated action to combine the two projects as a single \$1.8 million grant and have the project managed by Western Federal Lands for greater efficiency and cost savings.

Federal Land Access Program (FLAP) Grant: Phase 6: **Milestones This Period**

- Finalize and execute a reimbursable agreement with Western Federal Lands October 2015.

Future Milestones

- Hire a consulting company for planning, design, and complete environmental and permitting sometime in October 2015.
- The completion date is estimated around May 2016.

Background

The City and Borough of Sitka has been awarded a \$250,000 MAP-21 Federal Lands Access Program (FLAP) Grant for Phase 6 Cross Trail multimodal pathway (Cross TMP), connector from Kramer Drive to Alaska Marine Ferry Terminal, by Western Federal Lands (WFL). The Assembly approved submission of the grant in Resolution 2014-06 in April 2014. The Western Federal Lands Access Program application was submitted in April 2014, and then awarded on July 26, 2014. This is listed as a FY16 budgeted project with Western Federal Lands Access Program.

Solid Waste Management Plan: **Milestones This Period**

- SWAC meeting was scheduled for September 30, 2015.
- The Municipal Solid Waste team has finalized the development of spreadsheets comparing CBS current rates to proposed rates.

Future Milestones

- Assembly contract award is projected around October 27, 2015.

Background

At the June 6, 2013 Assembly Meeting, the Assembly approved advertising for a Request of Qualifications.

July of 2014, the City and Borough of Sitka completed a Solid Waste Management Plan to address the current or future needs of the Solid Waste Fund and general operations. As we approach the end of the current collection and off-island disposal contracts in 2015, we believe it is in the best interest of the CBS to be better prepared with a plan that details the goals and direction of our solid waste management backed with data and a financial plan. The funding for a Solid Waste Management Plan will come from the working capital of the Solid Waste Fund which is approximately \$1.3 million.

April 17, 2015, RFP Submittals were due for Solid Waste Management Services. Two contractors submitted RFP's. Staff, along with the help of Chris Bell and Associates have prepared a packet for the Solid Waste Advisory Committee (SWAC) Group. Once the SWAC Group is ready to advise the Assembly the packet will be moved forward to the Assembly for their approval of a recommended contractor for the Solid Waste Services.

Jarvis Control and Crescent Harbor Shelter Re-roofing:

Milestones This Period

- Additional protection from water intrusion was needed at the Jarvis building entries. A setback variance was granted by the Planning Commission on August 11, 2015 to complete these shed roof canopies and thence complete the gable-end metal siding.
- Substantial completion of Jarvis Control Building September 10, 2015.
- Physical completion (completed punch list items on-site) for both roofs September 28, 2015.

Future Milestones

- Final completion- Warranties and closeout assurances to fulfill contractual obligations.

Background

The Crescent Harbor Shelter roof is the original from the 1985 construction of the Shelter and was failing. It was replaced with architectural shingles to match the roofs planned for Harrigan Centennial Hall and Kettleson Memorial Library. The Jarvis Substation Control Building currently has a flat (low slope) roof. It is leaking, under-insulated, and expensive to maintain, thus a shingled gable roof and added insulation are in this design to reduce annual operating and replacement costs. The Assembly awarded a Design-Build contract in the amount of \$185,500 to CBC Construction for completion of this project during the September 23, 2014 assembly meeting. Total project funding includes \$111,993 from the Harbor Fund and \$120,000 from the Electric Fund for a total approved budget of \$231,993.

Jeff Davis Street Water and Sewer Improvements:

Milestones This Period

- None, insufficient resources to move forward at this time.

Background

The project will replace approximately ~50-year old undersized water main with new, large diameter pipe within Jeff Davis Street. The project will also remove 3 residences on Jeff Davis from a section of failing 1930's vintage wood stave sewer and connect them to the

existing sewer main. Funding for the project is provided by the following sources; \$644,000 FY2015 ADEC Grant and \$812,000 FY2014 ADEC Water Loan.

Gary Paxton Industrial Park Dock:

Milestones this Period

- R&M Engineering – Ketchikan completed trip report on Hood River bridge pontoon inspection and preliminary coastal engineering floating dock assessment.

Future Milestones

- R&M complete feasibility study of floating dock to help determine direction of dock project.

The engineering of the project remains on hold while changes to the proposed use of the dock facility continue to be considered by the GPIIP Board of Directors and CBS

staff. Possible changes to the original basis of design include (but are not limited to):

1) Constructing facilities that will be fully ready and able to accommodate a large (250 ton) sling-type boat haul out device;

2) Design/construct whatever configuration is chosen, so that the facility can be easily expanded in the future to accommodate container ships of the sort used in other major Alaskan ports; and

3) Relocate the facility to the shallower waters at the head of the cove. CBS staff prepared concept sketches of several possible layouts or configurations to be considered under #3. Please note that Item #3 will exclude the possibility of Item #2.

Background

The project is funded by a designated Legislative Grant, administered by the State of Alaska, Dept. of Commerce, Community & Economic Development, Division of Community & Regional Affairs. The total amount of the grant is \$7.5 million. On the local level, the project is administered by Public Works and the Gary Paxton Industrial Park Director, Garry White. The firm of Moffatt & Nichol (M&N) has been awarded a contract to provide the design for the GPIIP Dock Project. R&M Engineering - Ketchikan has been hired to complete a floating dock feasibility study.

Seaplane Base:

Milestones This Period

- Assembly approval for application for FAA grant application for project environmental documents.
- FAA notified CBS that grant funding would not be available this year due in large part to FAA concerns over a decline in number of based aircraft.

Future Milestones

- Utilize remaining FAA grant funds to update Seaplane Base Siting Study to address FAA concerns (Winter 2015/Spring 2016).

Background

In August 2002, the Sitka Seaplane Base Master Plan was completed and includes a Condition & Needs Assessment and Master Plan Alternatives Report. The plan considered 12 alternative sites for a new seaplane base and found the north end of Japonksi Island, between the Coast Guard Base and the cove behind the SEARHC buildings on Seward

Avenue was the best alternative. In February 2009, the Assembly unanimously approved Resolution 2009-35 "Supporting the development of the Sitka Seaplane Base." This approved staff applying for and executing a Federal Aviation Administration Airport Improvement Program grant for up to \$500,000 to develop the siting plan, issues resolution, design, environmental, and permitting phases of the project. Utilizing proceeds from that grant, in June 2012, an updated Sitka Seaplane Base Siting Analysis was completed which considered a new site and redevelopment of the existing site in addition to the previously recommended Japonski site. The Japonski site was again selected as the preferred site. The findings of this study were presented to the Port and Harbors Commission on April 11, 2012 where they unanimously approved further study of the Japonski Island site. SEARHC has provided very encouraging feedback on the possibility of providing uplands access for a new municipal seaplane base.

South Kramer Debris Removal and Repair:

Milestones This Period

- Prepared bid documents to complete debris removal and road/ditch/utility repair for South Kramer slide.
- Coordinated with State of Alaska on scope of project.

Future Milestones

- Request Assembly approval to award contract at October 27 meeting.
- Substantial Completion required by December 31, 2015.

Background

The Assembly passed Ordinance 15-44 on August 21, 2015 which declared a local government disaster declaration as a result of the slides of August 18, 2015, authorized the expenditure of local emergency funds, and requested that the Governor declare a Disaster Emergency to exist as described in AS 26.23 and provide State assistance to the CBS. Governor Walker authorized up to \$1,000,000 from State Disaster Relief Funds to assist with the cleanup and recovery. These funds can be utilized to remove the debris from the right-of-way and restore municipal infrastructure to its pre-disaster condition.

Water updates for August

Water operators responded to four customer water leak calls. Four city side water leaks were confirmed in the water distribution system. Water operators are assessing these leaks and a priority list and a repair and replacement plan is being developed.

Water operators continue to perform locates for Chatham Electric along HPR. Inspection of the Baranof, Monastery and Edgecumbe projects are performed on a daily basis.

The third quarter disinfection by product samples were completed and results are within allowable limits. Sampling for the Blue Lake Dam Project is also underway.

One of the reactor's at the new UV facility has been experiencing issues with the wipers getting stuck which ultimately has resulted in the plant shutting down. These wipers automatically clean the quartz sleeves that protect the UV lamp tubes. This reactor will need to be dismantled to determine the cause of the malfunction. A representative from Trojan (UV Manufacturer) will be in Sitka the week of August 24 to perform this work and train our staff.

Water operators responded to a number of calls with regards to the August 18 rain event and subsequent landslides. The one million gallon Whitcomb water tank was isolated at the booster station on Kramer. At the time the tank was isolated, it was believed to be just about full, however there has been no power to the tank so operators were unable to see the level via SCADA system. The water service in the area was uncovered and water crews were able to put on a valve to keep water from escaping and debris from getting in. The sewer service was also located and capped. Water operators have since learned the Whitcomb tank is empty and have determined that there are break(s) in the 16 inch line coming down from the tank.

Water and wastewater operators took advantage of the Whitcomb tank being empty to inspect and pressure wash the inside of the tank. The tank was installed in 2009 and the American Water Works Association recommends tank cleaning be performed every five years. There was a thin layer of silt across the bottom. The paint has bubbled in a couple spots along the side of the tank and there were a few areas of rust but all in all the tank appears in good order.

Wastewater updates for August

Staff participated in an American Water Works webinar titled "Optimizing Collection Systems". Informational webinars are informative and provide operators with Continuing Education Units needed to maintain operator licenses.

Wastewater maintenance staff cleaned nine air release valves in the wastewater collection system. Air release valves continually release air to protect against surges in the system. Wastewater operations staff provided traffic control while maintenance was performed.

A traffic control plan was developed for the CCTV inspection of the sewer main extending from the round-about to Jeff Davis St. to gather condition information in preparation for the future DOT reconstruction project.

A grit hopper was designed and put into use at the wastewater plant. The walls in the clarifier building were pressure washed.

To assist with the construction project, dye testing was performed on Monastery St. to determine which house a sewer service was connected.

Sewer service inspections were performed on Kramer Ave and the library.

Wastewater operators are working with the electric department to check the integrity of the oil containment line and valve at the Jarvis St. substation. Pressure testing on the line is scheduled to be performed on August 25. Dye testing was performed on the storm drain in order to determine the rate of flow from the containment area to the outfall. Wastewater staff coordinated with public works and the electric department to get booms and spill pads placed in the storm drains along Sawmill Creek Rd.

Wastewater operators responded to high level alarms at numerous lift stations during the rain event on August 18. No significant issues were encountered in the wastewater collection system.

Water updates for September

Water operators responded to three customer water leak calls. All three calls turned out to be groundwater. Previously identified customer side water leaks were repaired on Monastery, O'Cain, and Shelikof. Two city side water leaks were repaired on Eberhardt and Verstovia Streets.

As time allows, water and wastewater staff have taken advantage of nice weather days to weed whack, pressure wash, and paint fire hydrants.

The water and wastewater divisions have performed many locates including locates for the Sitka Hotel and the potential Aspen Hotel location. Water staff have been inspecting the Monastery project on a daily basis.

Staff continue to work out the bugs with the UV facility. A rep from Trojan (UV Manufacturer) trained staff on how to dismantle the UV reactors. The sensors that control the UV light intensity were not functioning properly and needed to be sent back for repair. These repairs are covered under warranty.

The sanitary survey required by DEC every three years will be completed by Jim Clare in December. Jim has been doing our surveys for a number of years.

David Khan, an Engineer with DEC performed our annual Filtration Avoidance inspection. This inspection is required because we do not filter our drinking water. The inspection went well.

We have been experiencing elevated turbidity (cloudiness) since the August 18 rain event. Prior to the storm our turbidities were around 0.3 NTU (turbidity units) and since the storm the readings jumped significantly with a spike of 8.62 NTU on September 13, 2015. The drinking water rules require us to post a public notice when turbidity exceeds 5 NTU. Turbidity has no health effects, however it can interfere with disinfection and provide a medium for microbial growth. Our chlorine demand has not increased and the results of daily coliform testing have been well below the regulatory limits. Our disinfection has not been adversely effected. The turbidity levels have been slowly declining. Staff have spent a significant amount of time investigating the cause of the elevated turbidities. They have worked closely with the hydro staff in order to perform sampling throughout the lake and at the intake. We are still gathering data, but we believe disturbed glacial silt from the extreme rain events is the cause of the elevated turbidities. Glacial silt is very fine and can take long periods of time to settle.

The Kramer slide caused a significant voltage spike at our Whitcomb Heights pump station causing the coils in the variable frequency drives (controls motor speed and torque) to burn up. The coils were replaced on September 29, 2015.

Wastewater updates for September

A traffic plan was developed for camera inspection work at 1614 SMC.

As utility projects near completion, water and wastewater staff perform an inspection to ensure that the utility work complies with our standards. Valves need to be located, opened and closed, then camera work is done on sewers to ensure they are properly constructed, flowing and free of debris. Manholes are checked for integrity and leaks. Water and wastewater staff performed these inspections on New Archangel, Hollywood, and Baranof streets.

Storm water sampling was performed at the Granite Creek Pit run site. These samples are required on a quarterly basis per DEC permit.

Wastewater maintenance staff replaced the impeller on a pump at the landfill lift station. The transducer (level indicator), and check valves at the Brady St. Lift station failed and were replaced.

The wastewater sump pump project that began in July was completed in September. This was an extensive project that was completed in phases to allow for continued operation. The sump pumps were original to the plant and parts were no longer available. Maintenance staff needed to replace the pumps, and the associated valves, piping and wiring.

Annual maintenance on the wastewater sludge pump check valves was performed.



Legislation Details

File #: 15-189 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 10/2/2015 In control: City and Borough Assembly
On agenda: 10/13/2015 Final action:
Title: Service Award for Police and Fire Commissioner Joseph Reeves
Sponsors:
Indexes:
Code sections:
Attachments: [Service Award Reeves](#)

Date	Ver.	Action By	Action	Result
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Service Award

The Assembly of the City and Borough of Sitka awards to

Joseph Reeves

this expression of grateful acknowledgment for your over
8 years of valued service rendered in the public interest
while serving on the Police and Fire Commission.

Signed and sealed this 13th day of October 2015

Attest:

Sara Peterson

Sara Peterson, CMC
Municipal Clerk





Legislation Details

File #: 15-190 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 10/2/2015 In control: City and Borough Assembly
On agenda: 10/13/2015 Final action:
Title: Approve the minutes of the September 22 and 24 Assembly meetings
Sponsors:
Indexes:
Code sections:
Attachments: [Consent and Minutes](#)

Date	Ver.	Action By	Action	Result
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CONSENT AGENDA

POSSIBLE MOTION

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

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

POSSIBLE MOTION

I MOVE TO approve the minutes of the September 22 and 24, 2015 Assembly meetings.



CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS
1332 Seward Ave.
Room 229
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, September 22, 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

15-180 Reminders and Correspondence

V. CEREMONIAL MATTERS

15-181 Certificate of Service for Lynne Brandon

Mayor McConnell presented a certificate of service to City and Borough of Sitka employee Lynne Brandon. Brandon thanked the Assembly and public for their support over the years. The Assembly wished Brandon well with her new venture at Sitka Trail Works.

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 announced events coming up in the next few months and expressed his enthusiasm for being a member of the newly formed Citizens' Taskforce.

15-182 Meet five International Exchange Students

Krisanne Rice, a volunteer with AFS, provided background on the AFS and Rotary International exchange student programs. The five students introduced themselves.

15-183 Chief Finance and Administrative Officer update on emergency expenditures

Jay Sweeney, Chief Finance and Administrative Officer, reported on the expenditures thus far from the diesel spill and landslides that occurred in August. The estimated costs as of September 22 were \$459,022. Sweeney noted the money used to respond to the diesel spill came from the Electric Department Funds.

VII. PERSONS TO BE HEARD

Sue Riggs spoke to the issue of owner account status and expressed concerns about rescinding the policy.

Zachary Desmond invited the Assembly and public to attend the Sitka Health Summit at UAS on October 9.

VIII. REPORTS

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

Mayor - Attended the Southeast Conference in Prince Rupert and meetings in Victoria. The Lieutenant Governor attended part of the meeting in Prince Rupert and spoke about, among other things, the transboundary issues concerning the mines in British Columbia. He gave an update on progress and answered questions. The Mayor felt pretty good about the direction government was taking, which was a slow but progressive one, but required diligence on the public's part to make sure this ball was not dropped. The Mayor learned a lot about Prince Rupert, met the new Mayor Lee Brain, the Mayor of neighboring community, Prince Edward, council members from both communities, and toured the waterfront industries by train and tour boat. She reported Prince Rupert had a busy port with shipping activities that served clients around the world. In Victoria, she met with Tourism Victoria CEO, Paul Nursey, and Western Stevedoring General Manager, John Briant, who operated the Ogden Point cruise ship berths. McConnell learned about Victoria's tourism successes and limitations and they learned about Sitka's. Also met with Victoria Mayor Lisa Helps. She was interested in Sitka's government-to-government relationship with STA and would like to do something like that with the First Nation tribes in her area. She reported there was much in common, including an interest in housing issues. Also at this meeting was the board president of Tourism Victoria, David Cowen, who was the CEO of the Butchart Gardens. McConnell reported Victoria was working on a city-wide economic development plan.

Administrator - Attended the inaugural meeting of the Citizens' Taskforce, received word from the State that they had turned down the CBS management offer of the Halibut Point Recreation Area, spoke with Lobbyist Larry Markley about the FY17 Legislative Priorities approach, and announced Sitka Hotel had sold and City and Borough of Sitka liabilities had been paid.

Attorney - Encouraged citizens to apply to serve on the Marijuana Advisory Board.

Liaison Representatives - Hunter attended the most recent Port and Harbors Commission meeting however there was not a quorum and encouraged those interested in serving to apply. In the Mayor's absence, he welcomed the cruise ship Le Boreal which made its inaugural visit to Sitka, Putz reported on the Tree and

Landscape Committee meeting, and Guevin shared information from the recent meetings of the Sitka School Board and the Citizens' Taskforce.

Clerk - Peterson noted the Municipal Election was October 6, informed the public of the polling locations, and noted Absentee/Advanced Voting was available through October 5 at City Hall.

IX. CONSENT AGENDA

- A 15-184** Approve the minutes from the September 8, 2015 Assembly meeting

A motion was made by Hunter to APPROVE this Item. The motion PASSED by a unanimous voice vote.

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- B 15-185** Appoint Loyd Platson to a three-year term on the Police and Fire Commission

A motion was made by Putz to APPROVE this Item. The motion PASSED by a unanimous voice vote.

XI. UNFINISHED BUSINESS:

- C ORD 15-45** Adjusting the FY16 Budget

Eisenbeisz wondered why there was the addition of a forklift to the budget at this time. Gorman responded it was a catastrophic failure that was not anticipated. Jay Sweeney, Chief Finance and Administrative Officer, explained a majority of the appropriations in the ordinance were outside of the General Fund and further explained the process for appropriations and the affect on the budget.

A motion was made by Swanson to APPROVE this Ordinance on second and final reading. The motion PASSED by the following vote.

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

- D ORD 15-46** Amending Sitka General Code to remove vacation rates at Chapter 15.04 "Sewer System," Chapter 15.05 "Water System," Chapter 15.06 "Solid Waste Treatment and Refuse Collection" and removing reference to vacation rates in footnotes in Section 15 of the Sitka General Code

Sue Riggs shared her opinion on the ordinance and pointed out people may be out of town for medical reasons with regards to having a vacation rate in place.

Hunter stated the rationale was that it cost money to run utility services to homes and noted the cost of replacing infrastructure was a factor. He further added the City should be receiving payment for these services if a citizen was enjoying the benefit of having the lines run to their home.

Putz spoke in support of the overall intent of the ordinance.

A motion was made by Putz to APPROVE this Ordinance on second and final

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

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

New Business First Reading

- E ORD 15-47** Authorizing the lease of approximately 16,436 feet of submerged tidelands in Alaska Tidelands Survey 1189 and 1559 Tract A

Maegan Bosak, Planning and Community Development Director, spoke to the encroachment issue on the north side of the property. Bosak explained it was a 5 year lease and hoped to streamline the entire lease area in 2021 when the main lease from the State was up for renewal.

Eisenbeisz felt the lease rate appeared to be low. Bosak offered the rates were standard tidelands lease rates based on a formula.

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

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

No: 1 - Eisenbeisz

- F ORD 15-48** Authorizing the lease of approximately 8,832 feet of tidelands in Alaska Tidelands Survey 1189

Eisenbeisz stated the lease amount was too low.

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

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

No: 1 - Eisenbeisz

XII. NEW BUSINESS:

- G 15-187** Approve the Administrator's annual recommended transfer to the Public Infrastructure Sinking Fund

Chief Finance and Administrative Officer, Jay Sweeney, provided an overview of his memo to the Assembly. Sweeney described the other alternative options that could be considered including: a transfer into the Permanent Fund, the replenishment of emergency reserves, or leaving the funds in the unrestricted balance of the General Fund.

Municipal Administrator, Mark Gorman, stated while there were other needs he strongly recommended the money be transferred to the Sinking Fund. Sweeney agreed.

Guevin concurred with the recommendations.

XIII. PERSONS TO BE HEARD:

None.

XIV. EXECUTIVE SESSION

None.

XV. ADJOURNMENT

A motion was made by Miyasato to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:40pm.

ATTEST: _____
Sara Peterson, CMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS
1332 Seward Ave.
Room 229
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*

Thursday, September 24, 2015

6:00 PM

Assembly Chambers

SPECIAL 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

None.

V. PERSONS TO BE HEARD

None.

VI. NEW BUSINESS:

A 15-188 Award FY16 General Fund Non-Profit Grants

Guevin recused himself stating he was a former employee of Brave Heart Volunteers and continued to provide some consultation services to them on a pro-bono basis during the transition time. Mayor McConnell noted she had done some work for the Hames Center and Sitka Counseling and Prevention Services, however, it was under the \$1,000 mark and therefore she would not be recusing herself from voting on this category.

Mayor McConnell clarified applicants would not be given an opportunity to speak to the merits of their applications, however, if there were members of the public present that wished to speak to specific applications that would be allowed.

Putz noted there were two organizations that were not current with tax liabilities at the

time of filing, but were now current, and for that reason she considered not granting them an award.

A motion was made by Hunter to award the following FY16 General Fund Non-Profit Grants in the category of Human Services:

Brave Heart Volunteers \$9,917
Hames Center \$1,500
Sitka Counseling and Prevention Services \$7,581
Southeast Alaska Independent Living \$4,833
Salvation Army Alaska Sitka Corp \$12,917
Youth Advocates of Sitka \$752

The motion PASSED by the following vote.

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

Recused: 1 - Guevin

Mayor McConnell recused herself from voting on awards for the Cultural & Educational Services and Community Development categories indicating two of the applicants were her clients.

A motion was made by Miyasato to award the following FY16 General Fund Non-Profit Grants in the category of Cultural & Educational Services:

Friends of Sitka National Historical Park \$1,844
Greater Sitka Arts Council \$5,473
Sitka Sound Science Center \$2,633
The Island Institute \$5,050

The motion PASSED by the following vote.

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

Recused: 1 - McConnell

Guevin recused himself from voting on awards in the Community Development category stating he was to begin employment with Sitka Fine Arts Camp October 1.

Miyasato spoke in favor of the streamlined grant process. Putz reminded the Assembly and public that budgets would get tighter in the future and encouraged people to think of creative ways to maintain the non-profit grant funding.

A motion was made by Swanson to award the following FY16 General Fund Non-Profit Grants in the category of Community Development:

Sitka Community Development Corporation \$3,300
Sitka Fine Arts Camp \$3,300
Sitka Trail Works \$8,400

The motion PASSED by the following vote.

Yes: 5 - Hunter, Swanson, Miyasato, Eisenbeisz, and Putz

Recused: 2 - McConnell, and Guevin

Assembly members offered their thoughts on the Non-Profit Grant process. Eisenbeisz felt the process was streamlined, suggested revisiting the percentage amounts for each category and to consider the possibility of having an option to not fully expend funds. Hunter noted the organizations were all important and suggested for flexibility that Assembly members be able to allocate the total grant fund amount amongst any of the groups that they were not recusing themselves from. Assembly members discussed the possibility of eliminating grant categories. Guevin hoped to see the grant process continue to be a part of the City budget and considered it to be a very small investment the City made with great return. Mayor McConnell reiterated this was money well spent and thanked the Assembly for their support. It was decided Guevin and Hunter would work with Municipal Administrator Mark Gorman to further streamline the grant process for FY17.

VII. EXECUTIVE SESSION

None.

VIII. ADJOURNMENT

A motion was made by Hunter to ADJOURN. Hearing no objections, the meeting ADJOURNED at 6:23pm.

ATTEST: _____
**Sara Peterson, CMC
Municipal Clerk**



Legislation Details

File #: 15-192 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/2/2015 In control: City and Borough Assembly

On agenda: 10/13/2015 Final action:

Title: Award a contract in the amount of \$155,622 to Coastal Excavation, LLC for completion of the Lake Street Storm Drain Rehabilitation project

Sponsors:

Indexes:

Code sections:

Attachments: [Lake Street Storm Drain Rehab](#)

Date	Ver.	Action By	Action	Result
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Should this item be pulled from the Consent Agenda the following motion is suggested:

POSSIBLE MOTION

I MOVE TO award a contract in the amount of \$155,622 to Coastal Excavation, LLC for completion of the Lake Street Storm Drain Rehabilitation project.

MEMORANDUM

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

From: Michael Harmon, P.E., Public Works Director *MH*
David Longtin, P.E., Senior Engineer *DL*

Reviewed: Tori Fleming, Contract Coordinator *TF*

CC: Jay Sweeney, Chief Finance and Administrative Officer *J*

Date: October 5, 2015

Subject: Lake Street Storm Drain Rehabilitation
Recommendation for Award of Contract to Coastal Excavation, LLC

Background:

The Public Works Department advertised an Invitation to Bid for the Lake Street Storm Drain Rehabilitation project in accordance with City and Borough of Sitka (CBS) procurement policies. The project scope includes bolstering the corroding 42" corrugated metal culvert conveying Arrowhead Creek under Lake Street with a cured-in-place pipe (CIPP) liner. The bottom of the existing pipe has corroded to the extent that the bottom is completely gone in several places (see attached photos). Public Works has received complaints from the owners of the adjacent property that the escaped stormwater is surfacing in their crawl space.

Bids were opened for this project on October 1, 2015. One responsive and responsible bid was received, from Coastal Excavation, LLC. The bid price of \$155,622 was approximately 9 percent more than the Engineer's Estimate of \$143,364.

Analysis:

Public Works proposes to award a contract to Coastal Excavation, LLC, in the amount of \$155,622 for this project, to complete the project. The work is anticipated to be finished by December 31, 2015.

Fiscal Note:

The total project cost is expected to be approximately \$200,000, which is well within the total FY2015 budget allocation of \$299,000.

Recommendation:

Award a contract to Coastal Excavation, LLC, in the amount of \$155,622 for completion of the Lake Street Storm Drain Rehabilitation project.



The middle third of the culvert is competent for the most part. These 5 photos were taken in about a 20-foot stretch of the pipe, starting about two-thirds of the distance upstream from the outlet, where the bottom of the pipe is gone.



City and Borough of Sitka
700 / 704 / 705 / 706 / 707 Fund
Capital Expenditure Plan

Projects

	Grants	Loans	Working Capital	Other	Total Authorized Project Budget
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New Projects -FY15

Anna Drive, Anna CR to SMCR			110,000		110,000
Baranof Street, SMCR to Degroff			81,000		81,000
Etolin Street, Baranof to Park			298,000		298,000
Gavan Street, Brady to Cascade			88,000		88,000
Hollywood			105,000		105,000
* * Lake Street Storm Water Crossing and Outfall			299,000		299,000
Monastery Street, SMCR to Degroff			102,000		102,000
New Archangel Street HPR to Andrews			37,000		37,000
OJA Street, Park to Baranof			78,480		78,480
Police Station Way			25,560		25,560
Seward Street, Barracks to Princess			10,980		10,980
Verstovia, Sirstad to Phearson			150,000		150,000

Totals - Requested Projects:

	-	-	1,385,020	-	1,385,020
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Grand Totals:

46,100,332

FY15 Cash Budget Reconciliation:

	-		1,385,020		
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Legislation Details

File #: 15-191 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 10/2/2015 In control: City and Borough Assembly
On agenda: 10/13/2015 Final action:
Title: Appoint seven members to the Marijuana Advisory Committee - applicants are: 1) Darrell Windsor, 2) Don Jones, 3) Myron Fribush, 4) Levi Albertson, 5) Jeff Arndt, 6) Pamela Ash, 7) Jacklynn Barmoy, 8) Aaron Bean, 9) Joseph D'Arienzo, 10) Ronald Dick, 11) Andrew Hames, 12) Roberta Leichty, 13) Debra Militello, 14) Kitty Sopow, 15) Anna Michelle Turner, and 16) Ann Wilkinson

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Marijuana Advisory](#)
[Marijuana Advisory Windsor](#)
[Marijuana Advisory Jones](#)
[Marijuana Advisory Fribush](#)
[Marijuana Advisory Albertson](#)
[Marijuana Advisory Arndt](#)
[Marijuana Advisory Ash](#)
[Marijuana Advisory Barmoy](#)
[Marijuana Advisory Bean](#)
[Marijuana Advisory D'Arienzo](#)
[Marijuana Advisory Dick](#)
[Marijuana Advisory Hames](#)
[Marijuana Advisory Leichty](#)
[Marijuana Advisory Militello](#)
[Marijuana Advisory Sopow](#)
[Marijuana Advisory Turner](#)
[Marijuana Advisory Wilkinson](#)

Date	Ver.	Action By	Action	Result
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APPOINTMENTS: Marijuana Advisory Committee

I MOVE TO appoint 1) Darrell Windsor (Planning Commission member), 2) Don Jones (Police and Fire Commission member), and 3) Myron Fribush MD (Health Needs and Human Services Commission member) to the Marijuana Advisory Committee.

Note: The above individuals represent the various Commissions the Assembly approved for membership on July 28th.

AND

I NOMINATE Levi Albertson, Jeff Arndt, Pamela Ash, Jacklynn Barmoy, Aaron Bean, Joseph D'Arienzo, Ronald Dick, Andrew Hames, Roberta Leichty, Debra Militello, Kitty Sopow, Anna Michelle Turner and Ann Wilkinson to serve on the Marijuana Advisory Committee.

*Be prepared to vote on your **four*** choices of the 13 above.*

Note: On July 28th the Assembly approved a motion to form an Advisory Committee to study, and make recommendations for, policy and local regulation development pertaining to commercial cannabis legalization. The Committee sunsets February 24, 2016. The Assembly approved membership of the 9 member committee which could include:

- two Assembly members
- one Planning Commission member
- one Police and Fire Commission member
- one Health Needs and Human Services Commission member
- a School Board member or representative of the Superintendent's staff (note: the School District has opted out of serving on this Committee)
- and ***three members of the public - (four members of the public since the School District has opted out)**

Note: Currently Assembly members Eisenbeisz and Putz are assigned to the Committee. Changes to this can be made during the liaison appointments at the end of the agenda.



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

Board/Commission/Committee: Marijuana Advisory Committee
Name: Darrell E Windsor Daytime Phone: 738-4046
Address: _____ Evening Phone: 738-4046
Email Address: dwindor@GCI-NET Fax Number: _____
Length of Residence in Sitka: 21 years Registered to vote in Sitka? Yes ___ No
Employer: Self
Organizations you belong to or participate in: Mason's, Shrine Club, ELKS

Explain your main reason for applying:

Try to help board set rules

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

Been in building trade 40 years, planning comm. 2 terms

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

- 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.

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: 9-3-15 Signature: [Handwritten 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.

Please note: all information submitted will be made public and published online. 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:

Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org



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

Board/Commission/Committee: MARIJUANA ADVISORY COMMITTEE
Name: DON JONES Daytime Phone: 623-0431
Address: P.O. BOX 6205, SITKA Evening Phone: _____
Email Address: d.caldwell-j@HOTMAIL.COM Fax Number: _____
Length of Residence in Sitka: 2007 TO DATE Registered to vote in Sitka? Yes No
Employer: STATES OF HAWAII & ALASKA - RETIRED

Organizations you belong to or participate in:
POLICE & FIRE COMMISSION
LOCAL EMERGENCY PLANNING COMMITTEE
ALASKA TO FIRE DEPT

Explain your main reason for applying:
POLICE & FIRE COMMISSION MEMBER NEEDED ON MARIJUANA ADVISORY COMMITTEE

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

SOCIAL SERVICES WORK HISTORY DEALING WITH CLIENTS & EFFECTS OF ILLICIT MARIJUANA

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: 13 AUGUST 2015 Signature: Donald Jones

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.

Please note: all information submitted will be made public and published online. 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:
Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org

Melissa Henshaw

From: Don Jones <d_caldwell_j@hotmail.com>
Sent: Thursday, August 13, 2015 6:15 PM
To: Melissa Henshaw
Cc: jeffa@sitkapd.com; lance@sitkapd.com; Sitka PD Chief Schmitt; serenaw@sitkapd.com
Subject: Letter of Interest

Importance: High

Dear Melissa Henshaw at Sitka City Administration,

Thank you so much for working with me today. Your efforts have been most helpful.

Please make this my confirmation of declination of membership on the Tax, Revenue, & Expenditures Task Force for cause. We found today that I can not effectively work with the Exel City Budget Spread Sheets, using the tablets provided by the City. Due to my very impaired vision.

Please also make this my letter of interest in support of my application for membership from the Police & Fire Commission (PFC) to the Marijuana Advisory Committee. In view of the City Assembly seeking to have a PFC representation on the Marijuana Advisory Committee. Made also in consult with the City Law Office.

Most of my work life in social services I have dealt with the effects of cannabis abuse on my social service clients & their communities. In Hawaii I have worked with enforcement against illicit cannabis cultivation on State lands. I have extensive experience dealing with cannabis in society. I know that the substance will need to be very closely monitored & controlled to help minimize negative societal impacts. Taxation is good, to help pay for the potential negative impacts of commercial cannabis to the community.

**Thank you,
Don Jones**



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

Board/Commission/Committee: Marijuana Advisory Committee

Name: Myron Fribush, MD Daytime Phone: 907-738-1489

Address: PO Box 303, SITKA, AK 99835 Evening Phone: _____

Email Address: mfribush3@gmail.com Fax Number: _____

Length of Residence in Sitka: 11 years Registered to vote in Sitka? Yes No

Employer: Self - Intermittent physician with SEARHC

Organizations you belong to or participate in:

Health Needs and Human Services Commission Agenda

Explain your main reason for applying:

Interest in Medical Marijuana + decriminalizing marijuana

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

Primary Presenter at Cannabis Creative Conference, Portland, OR, July 29, 30 2015

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: 8/11/15 Signature: Myron Fribush MD

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.

Please note: all information submitted will be made public and published online. 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:

Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org

Levi J. Albertson
126 Shelikof Way
Sitka, AK 99835
September 18, 2015

Melissa Henshaw
Dept. Clerk
City of Sitka
100 Lincoln St.
Sitka, AK 99835

Dear Mrs. Henshaw,

I, Levi J. Albertson would like to submit this as an official letter of interest in joining the forthcoming Marijuana Advisory Committee. Attached is my formal application. Please feel free to contact me at (907)738-9403 if there is anything missing from this application packet. Thank you in advance for you time.

Regards,

A handwritten signature in black ink, appearing to read 'Levi J. Albertson', written in a cursive style.

Levi J. Albertson



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

Board/Commission/Committee: Marijuana Advisory Committee
Name: Levi J. Albertson Daytime Phone: (907)738-9403
Address: 126 Shelikof Way Evening Phone: Same
Email Address: AKHNTR23@gmail.com Fax Number: _____
Length of Residence in Sitka: 8 Years Registered to vote in Sitka? Yes No
Employer: City of Sitka
Organizations you belong to or participate in: N/A

Explain your main reason for applying: **I am interested in making sure that the commercialization of marijuana in Sitka is implemented in an intelligent, sustainable way.**

What background, experience or credentials will you bring to the board, commission, or committee membership?
I have held multiple TAP cards and have ten years experience in the alcohol service industry, which I believe will translate in an understanding of commercial cannabis sales and service.

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.

N/A

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: 9/18/2015 Signature: [Handwritten 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.

Please note: all information submitted will be made public and published online. 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:

Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org



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

Board/Commission/Committee: Marijuana Advisory Committee
 Name: Jeff Arndt Daytime Phone: 738-2025
 Address: 207 Cedar Heights Evening Phone: same
 Email Address: queenmab@gci.net Fax Number: none
 Length of Residence in Sitka: 3.5 years Registered to vote in Sitka? Yes No
 Employer: Self employed Mental Health Counselor and Substance Abuse Therapist

Organizations you belong to or participate in: Soon to be elected to Sitka Trailworks Board
Member of Sitka Conservation. Participate on newly formed Sitka Big Band playing tenor sax. Panelist on recent marijuana panel.

Explain your main reason for applying: I have training and experience working with people who use substances and think I could help our community create a plan that will thoughtful, organized and realistic.

What background, experience or credentials will you bring to the board, commission, or committee membership?
I am a licensed Professional Counselor (LPC) and a Master Addiction Counselor (MAC).

I am not for or against marijuana use, but I do believe we have to manage the parameters of use and the process of sell it In Sitka.
 Please disclose any potential conflicts of interest that may arise from your appointment. These may include but are not limited to: None

- 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.

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: 10/3/15 Signature: Jeff Arndt

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.

Please note: all information submitted will be made public and published online. 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:
 Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
 Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org

Jeff Arndt

207 Cedar Heights
Sitka, Alaska 99835

(907) 738-2025
Email: queenmab@gci.net

STRENGTHS BROUGHT TO THIS POSITION

- Extensive experience in emergency medical situations and crisis intervention
- Well developed cross cultural skills
- Ability to create and maintain a peaceful, productive working environment
- Extensive experience working with people from diverse backgrounds and viewpoints to arrive at solutions to personal, medical, community, and mental health issues
- Excellent writing and public speaking skills
- Ability to persevere in difficult circumstances
- Strong ability to improvise and respond flexibly to others
- Years of success at managing a profitable business
- Mature person who has lived an adventurous, mindful, and grounded life

EDUCATION

August 2007- April 24, 2009 **Masters of Science in Counseling Psychology**
Alaska Pacific University

Relevant Skills:

- Individual, family, and group counseling
- Training in substance abuse counseling
- Strong writing and communication skills
- Multicultural awareness and ethical responsibility

Internship Experience:

- 142 hours at a substance abuse clinic doing evaluations and groups
- 530 plus hours at the University Counseling and Wellness Center; counseling faculty, staff, and students ages 18-60 with issues of substance abuse, relationships, depression, anxiety, suicidal ideation, and crisis intervention
- Planned and led a wellness retreat and groups

2008 ASIST (Applied Suicide Intervention Skills Training) certification

- Training in prevention, intervention, and postvention (for those who injure themselves and those who are effected)

2003 Teaching English as a Foreign Language (TEFL Certificate) **1997, 1998, 1999 Certificates of Achievement in Spanish Language**

- Learned to speak spanish as an adult learner in Mexico, Ecuador, and Costa Rica
- Student taught non-english speakers in Mexico using multiple techniques
- Augmented my skills in deciphering intonation, facial expression, and body language enhancing interpersonal communication
- Developed ability to understand, appreciate, and interact with different cultures

1982 Bachelor of Arts in Flute Performance University of Alaska

- Communicated complex musical concepts to an audience
- Developed ability communicate on an intuitive level with other musicians
- Learned to regulate emotions under the stress of public performance

1976 Diploma in Respiratory Therapy Indian Hills Medical Center

- Learned to work independently and manage a patient case load
- Learned a variety of complex medical procedures
- Learned to function in stressful situations including the emergency room
- Developed ability to communicate with a wide variety of patients and family members
- Extensive experience treating children and adolescents

WORK EXPERIENCE

Present

-I am in the process of opening up my private practice in Mental Health and Substance Abuse counseling

January 2014 to April 2015 Acting Program Manager SEARHC

- Am managing all aspects of Clinic II (HTNH) operations, including
- budget, personnel issues, position recruitment
- growing and overseeing Intensive Outpatient Substance Abuse Program
- rebuilding FASD diagnostic team
- raised client visits 35% and lowered No Show rate to 15-20%
- created an improved No Show policy that is used throughout Behavioral Health
- working proactively on all aspects of Joint Commission requirements
- working constantly to create and maintain an environment where the staff can focus on the clients, think as a team, and stay motivated and engaged

May 2013- January 2014 Behavioral Health Clinician II SEARHC

- All duties as required at Clinic II (HTNH) including
- general mental health counseling
- child, adolescent counseling
- marriage and family counseling
- grief and trauma counseling
- substance abuse counseling
- Integrated Assessments

February 2012-May 2013 Behavioral Health Clinician II

SEARCHC

- Supervised paraprofessional staff
- Did Integrated Mental Health/Substance Abuse Assessments
- Did Individual counseling
- Led various groups, including REBT, Boundaries, Domestic Violence, Self Esteem, Tobacco Cessation, Nutrition
- Updated and developed new curriculum for groups
- Coordinated process of staff upgrading credentials
- Became a MAC (Master Addiction Counselor)

May 2009-December 2012 Substance Abuse Counselor

Alaska Human Services

- Did evaluations and intakes on clients mandated by courts to receive treatment
- Did individual counseling with clients of all ages, ethnicities and cultural backgrounds
- Led groups on topics related to substance abuse
- Earned CDC-11
- Earned LPC license

1989-present

Self-Employed Woodturner/Sculptor

- Created art objects to please the gallery, the customer, and myself
- Established enduring relationships with gallery owners based on trust and respect
- Listened deeply to clients' desires to create a commissioned piece that reflected their personalities and aesthetic preferences
- Lived a nature based life, where I grew in mindfulness and developed a calm center from which I operate as a counselor

2005-2008

Writer

Spanish Learning Resources

- Wrote stories for a spanish language website about Latin America based on my travels
- Worked closely with a team to produce these stories which included photographs, written translation, and audio reading of the story in Spanish

2004

Coalbed Methane Coordinator

Friends of Mat-Su

- Organized and moderated groups of citizens and bureaucrats with opposing views
- Gave speeches in various venues
- Testified before the state legislature
- Appeared on TV and radio, and in print as the spokesperson for the organization
- Persuaded a state agency to hold public meetings on the coalbed methane issue to address the concerns of private property owners
- Created brochures that informed hundreds of citizens at state-sponsored meetings
- Helped the Mat-Su Borough craft and adopt ordinances to protect property owners from harmful drilling practices

1977-1982, 1988-1991 Respiratory Therapist Providence Hospital, Anchorage
1982-1984, 1986-1988 Respiratory Therapist Mat-Su Regional Medical Center

- Worked closely with children, adolescents, and their families in a hospital setting
- Learned to function calmly and effectively in crisis and emergency situations
- Functioned as a de facto counselor to individuals who were experiencing life and health crises or even imminent death
- Learned to work both independently and with a team in stressful environments

1984-1986 Agriculturalist Maniilaq Association, Kotzebue, Alaska

- Lived and worked in an Inupiat community for several years
- Greatly expanded my awareness and knowledge of Alaska Native issues
- Interacted in a wide variety of circumstances with community members
- Created and presented agricultural programs in schools and on garden sites for children ages 6-18

References

ckitka@searhc.org

srthorward@searhc.org

dterry@search.org



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

Board/Commission/Committee: Marijuana Committee
Name: Pamela Ash Daytime Phone: 480 518 4186
Address: 1615 HPR #6 Evening Phone: /
Email Address: mocha.pam@hotmail.com Fax Number: /
Length of Residence in Sitka: 1974-2005 Registered to vote in Sitka? [X] Yes ___ No
Employer: Disability SS. 2011 - Present

Organizations you belong to or participate in: SAIL, Chronic Pain Disease Support Group, Big Brothers/Big Sisters, Keet Reading Program, Reading w/ Third graders, Bravehearts - past Board member

Explain your main reason for applying:

I've been on the Colorado end of legalized M.M. & want to see Sitka through the process

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

I was living in Colorado when they legalized medical Marijuana, went through the process of getting a legal card, picking dispensary - etc.

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

- None
• 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.

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: Sept. 23, 2015 Signature: Pamela Ash

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.

Please note: all information submitted will be made public and published online. 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:
Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org

Pamela Ash Life Highlights

Education - El Paso Community College 1971-72
received my Pre-school teacher
certificate. (Colorado)
Sitka Community College 1974-76

Work experience - Pre-school Teacher -
Commercial Fishing &
Fish Buyer

Got my CNA & Hospice
licensee 1994 - worked
for Home Health, private -
hire, The Bridge (in Juncoau)

Worked for Hospice in Colorado, got to see
first hand the pros & cons of the 2 types
of Marijuana, THC & CBD.

I worked at a Greenhouse & gardening supply
store in Colorado when medical m. became
legal, so got to see how much m.m.
growers spend on soil, fertilizers, lights, etc.

Also how it saved my friends' store from
going out of business!

I legally obtained my State of Colorado M.M. card, so I have experience in how that works. I got to visit different 'dispensaries' & grow places throughout the state.

I moved back to Sitka 4 years ago & am Social Security Disability. I know Chronic pain medications, pros & cons. Since I can no longer work full time, I volunteer through Braveheart Volunteers, esp. w/ the End of Life Care. I read w/ 3rd graders once a week, member of Big Brothers/Big Sisters, will be starting the Sitka Chronic Pain & Illness Support Group.



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

Board/Commission/Committee: Marijuana Advisory Committee
Name: Jacklynn (Jackie) Barmoy Daytime Phone: 906-5412
Address: P.O. Box 211 (1715 SMC) Sitka Evening Phone: 747-6388
Email Address: jbarmoy@ccs.alaska.net Fax Number: _____
Length of Residence in Sitka: 25 years Registered to vote in Sitka? Yes No
Employer: SEARHC

Organizations you belong to or participate in:

Master Gardeners
Sitka Food Network Volunteer

Explain your main reason for applying: I would like to be a part of making the new law work for Sitka and its residents.

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

Horticulture, business, health provider (past)

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.

There are no potential conflicts of interest

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: 10/5/2015 Signature: Jacklynn Barmoy

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.

Please note: all information submitted will be made public and published online. 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:

Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org

10/5/2015

To Whom It May Concern,

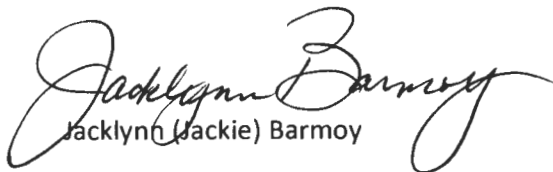
I would like to be a part of the Marijuana Advisory Board. I bring a background in the Allied Health Field as well as horticulture and business. I am a Master Gardener and volunteer with the Sitka Food Network. I am interested in seeing that Sitka takes a correct and positive approach to the new marijuana laws and how they will affect our citizens and taxes.

Education

- AA Dental Hygiene
- AA Dental Laboratory Technology
- Culinary School
- Medical Transcription Certificate.

Employment

- Dental Hygienist 1973 – 1995
- Owner of Fishes and Loaves Catering, Seattle, Wa. 1987 -1990
- Co-Owner Fascination Fisheries and F/V Fascination 1995- 2013
- Medical Transcription Supervisor, SEARHC, Mt. Edgecumbe Hospital 1999-present.
- Interim Medical Records Supervisor SEARHC. Mt. Edgecumbe Hospital 7/2015 – present.



Jacklynn (Jackie) Barmoy

P.O. Box 211

Sitka AK 99835

907-966-8412 work

907-747-6388 evening

907-238-1439 cell



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

Board/Commission/Committee: Marijuana Advisory Committee
Name: Aaron Beum Daytime Phone: _____
Address: _____ Evening Phone: _____
Email Address: _____ Fax Number: _____
Length of Residence in Sitka: 35 years Registered to vote in Sitka? Yes No
Employer: Self

Organizations you belong to or participate in:

See attachments

Explain your main reason for applying:

See attachments

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

See attachments

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.

See letter of interest!

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: 9/14/15 Signature: [Handwritten 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.

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Return to:

Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org

Aaron D. Bean

Sitka Alaska 99835

9/14/15

City of Sitka
Attn: Melissa Henshaw
100 Lincoln
Sitka Alaska 99835

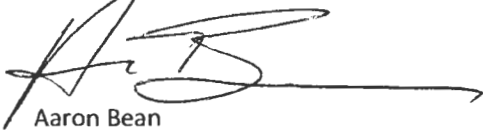
Dear Melissa,

I'm writing this letter to express my interest in serving on Sitka's marijuana advisory committee. I feel with my business experience and industry knowledge I would prove to be a valuable asset to the committee. I have tracked the legalization and legislation closely, and it is my intention to eventually be involved in the commercialization of cannabis. If appointed, my personal interest would not interfere with my role as a committee member.

Anyway, as you will see from the enclosed resume, I have 5 years of experience in office and project administration. As I had mentioned I own a successful charter business, and my resume shows I have been consistently rewarded for hard work with promotions and increased responsibilities. These rewards are a direct result of my expertise in business, my commitment to personal and professional excellence, and my excellent written and oral communication skills.

If you have questions, please contact my cell phone.

Sincerely,



Aaron Bean

P.S: I would prefer my application be discussed in executive session and none of my personal contact information be made public.

Aaron D. Bean

Goal: To be appointed a seat on Sitka's marijuana advisory committee. Over 5 Years of Project Management Experience, and business ownership. Directing Full Scope of Projects that Include Environmental Protection Agency Contractual Remediation Work. Proven Track Record of Success in Achieving Time, Budget, and Quality Goals on EPA and Department of Defense (DOD) projects. Owner and operator of successful charter fishing business.

PROJECT MANAGEMENT: Strong background in supervision of subordinates and projects. Possess in-depth knowledge of regulatory and legal compliance. Qualified to review and evaluate contractual documents, prepare budgets, estimate costs, chart projections, write and negotiate contracts, and lead cross-functional project stakeholders. Coordinate activities effectively with responsible parties regarding guidelines and scope of work. Established Pacific Parallax LLC, and have successfully operated at a profit for three years. I've also established a second business, which is in its developmental stages.

RELATIONSHIP DEVELOPMENT: Excellent leadership, communication and relationship building skills. Work effectively with colleagues and federal representatives, and other industry professionals. Work jointly with Tribal and EPA officials to review job progress and address outstanding issues; provided the highest level of service to the community, earning frequent commendations as a result.

KNOWLEDGE & SKILL AREAS

- Cost & Risk Analysis/Evaluation
- Federal & State Regulatory Issues
- Accounting and Budgeting
- Team Building, Training & Leadership
- Advanced in Microsoft Office Applications
- Team Supervision
- Contract Negotiations
- Cost Estimate & Proposal Development
- Dispute & Conflict Mediation/Resolution
- Business Law

Education Background:

University of Alaska Southeast: GED program graduated 10/98
University of Alaska Southeast: Alaska Law Enforcement Training Academy
Charter College Bachelors of Business Management Program
(*160 of 180 credit hours completed)

PROFESSIONAL EXPERIENCE

Sitka Tribe of Alaska - 2008- 2012

DOD Captain

Hired to oversee and remove World War II telecommunications cable in the Sitka Sound area. Pioneered a cable removal technique that proved more effective than any dive team before. Scheduling of remediation and delivery phases. Coordinate activities effectively with responsible parties regarding sale and of recovered cable, and scope of work. Following closure of the dive program retained employment with the Sitka Tribe Resource Protection Department.

Accomplishments:

- **Met time and budget goals for 2 seasons during DOD project.**
- **Removed more cable than past 5 years of project combined.**
- **Oil Boom deployment planning and deployment with USCG.**

Natural Resource Specialist

Retained by the Sitka Tribe **based on performance and effort**; earned excellent recommendations for future employment. **Identified problem with current Alaska Administrative 5 AAC 39.212. Forage Fish Management Plan Code** The problem with the existing administrative code is it does not include all forage fish that are indigenous to the waters of Alaska. Undoubtedly, Pacific Herring *Clupea pallasii* are a keystone species in Alaska and the board recognizes that abundant populations of forage fish are necessary to sustain healthy populations of commercially important species of salmon, groundfish, halibut, and shellfish

Accomplishments:

- **Handled filing a request for agenda change to Alaska Board of Fish (BOF)** to address errors in existing code. BOF accepted my request and are addressing the issue 10/12.

Kingfisher Charters - 2005-2009

Captain

Brought on board because of my impeccable fish credentials and local knowledge of fishing. I was an aggressive and competitive captain having repeating cliental on a regular basis. During the four years of employment I worked 75 to 80 hour work weeks on a regular basis.

- **Contributed accurate daily catch data to the State of Alaska division of Fish and Game.**
- **Maintained a State issued Guide license and served on the Sitka Advisory Committee to the Fish and Game.**
- **Maintained my United States Coast Guard Merchant Mariner Credential up to 100 Gross Tons**

Craig Police Department - 2001-2004

Police Officer

Provide public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations. Identify, pursue, and arrest suspects and perpetrators of criminal acts. Record facts to prepare reports that document incidents and activities. Review facts of incidents to determine if criminal act or statute violations were involved.

Accomplishments:

- **Graduated recruit training**
- **Certified Alaska Peace Officer**

Testimonial

"Besides being a pleasure to work with, Aaron is a take-charge person who is able to present creative ideas and communicate the benefits. He has successfully administered the Sitka Tribe's EPA grant funding for years, and recently secured an additional \$250,000 for the next four years. Also during his tenure, Aaron showcased his ability to comprehend law, and negotiate complicated administrative code through the Alaska Board of Fish process."

- Jeff Feldpausch, Resource Protection Director, Sitka Tribe of Alaska



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

Board/Commission/Committee: MARIJUANA ADVISORY COMMITTEE
Name: JOSEPH D'ARLENZO Daytime Phone: 752-0458
Address: 2219 SAWMILL CRK. RD. Evening Phone: 747-7448
Email Address: delsenzo@live.com Fax Number: _____
Length of Residence in Sitka: 27 yrs. Registered to vote in Sitka? Yes ___ No
Employer: SELF EMPLOYED

Organizations you belong to or participate in: SITKA TREE AND LANDSCAPE COMMITTEE, SITKA MARITIME HERITAGE SOCIETY.

Explain your main reason for applying: I BELIEVE THERE IS A STRONG POTENTIAL FOR MARIJUANA TO HAVE A MEDICINAL, FINANCIAL AND RECREATIONAL PLACE IN SITKA AND I WANT TO BE PART OF DEVELOPING REASONABLE

What background, experience or credentials will you bring to the board, commission, or committee membership? →(OVER) I'VE BEEN A COMMITTEE MEMBER (TREE AND LANDSCAPE, SMHS) FOR OVER 10 YRS. I KNOW HOW COMMITTEES OPERATE AND HAVE A STRONG INTEREST IN THIS TOPIC.

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.

N/A

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: AUGUST 5, 2015 Signature: Joe D'Arenzo

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.

Please note: all information submitted will be made public and published online. 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:
Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org

MARIJUANA POLICY.

AUGUST 5, 2015

GREETINGS,

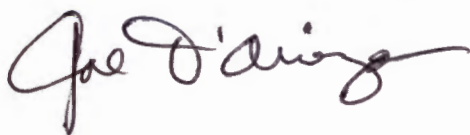
I WOULD LIKE TO BE A PART OF THIS COMMITTEE BECAUSE OF MY INTEREST IN DEVELOPING A REASONABLE, RESPONSIBLE CANNABIS POLICY FOR SITKA. OVER THE PAST COUPLE YEARS, I HAVE BEEN RESEARCHING THE VARIOUS MEDICINAL USES OF CANNABIS AND FEEL THIS ASPECT WOULD BE OF PARTICULAR VALUE FOR SITKANS.

AS A BUSINESS OWNER, I REALIZE THE CRITERIA FOR MAKING AN ENTERPRISE SUCCESSFUL, AND THE ROLE CITY GOVERNMENT SHOULD HAVE IN MAKING THIS HAPPEN.

MY EXPERIENCE ON SITKA'S TREE AND LANDSCAPE COMMITTEE AND SITKA MARITIME HERITAGE SOCIETY QUALIFY ME FOR WORKING WITH A COMMITTEE.

THANKS FOR YOUR CONSIDERATION.

JOE D'ARIZZO





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

Board/Commission/Committee: Marijuana Advisory Committee
Name: Ronald E. Dick, Ph.D. Daytime Phone: 752-0088
Address: 214-B Brady St. Evening Phone: _____
Email Address: rdalaksi@gmail.com Fax Number: _____
Length of Residence in Sitka: 30 years Registered to vote in Sitka? Yes No
Employer: self - semi-retired

Organizations you belong to or participate in:
Sitka Tribe of Alaska - Tribal Citizen
See attached Vita for volunteer activities

Explain your main reason for applying: To assist in the development of policies and regulations that guarantee citizens' access to medical cannabis while minimizing the adverse impacts of abuse of recreational uses of cannabis. To foster a rational, scientific approach.

What background, experience or credentials will you bring to the board, commission, or committee membership?
B.A. Psychology, Ph.D. Human Ethology
Vice-chair of Sitka Coastal Zone Management Planning Committee
Member of Sitka Fish and Game Advisory Committee
Extensive volunteer with Sitka community and Sitka Tribe of Alaska

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.

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: 10/04/2015 Signature: Ronald E. Dick

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.

Please note: all information submitted will be made public and published online. 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:
Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org

VITA

Name

Ronald Eugene Dick, Ph.D.

Mailing Address

PO Box 6487
Sitka, Alaska 99835

Other Names

Tlingit name: Kaatchlakaa

Home Phone

907-752-0088

Email: drdaksi@gmail.com

MILITARY SERVICE AND VETERAN PREFERENCE:

I have served in the US Military.

United States Army

10 Point Veteran Preference:

50% Disabled – Service Connected

I was discharged from the military under Honorable Conditions.

Discharge Date: 10-13-1974

Dates of active duty military service:

From 10-14-1968 to 07-18-1971

WORK EXPERIENCE:

Currently semi-retired

A. Name and address of employer's organization. Dates employed

Sunnyside, Inc. - CEO

2001 to 2008

Research and Consulting - My areas of specialization are:

Behavioral Sciences with specialization in Human Ethology

Clients include:

Shee Atika Corp. - cultural impacts of subsistence management

USDA Forest Service - subsistence economics

USDA Forest Service - workforce diversity

National Park Service – environmental education

Sitka Tribe of Alaska – education

Guides, Outfitting and Outdoor Education –

Owner/operator of wilderness lodge

Eco/cultural tourism/education

Sea kayak expeditions

Master shipwright - Traditional skin/frame kayak construction (Native American pedagogy),

Wooden skiff construction and repair, Rigging - sailing vessels

B. Name and address of employer's organization	Dates employed	Ave # hours/wk	# of employees Supervised
Glacier Bay National Park/Star Digital Commercial Fisheries Compensation Program 2770 Sherwood Lane, Suite I Juneau, AK 99801	01/2001 to 03/31/03	40+	2

Exact title of my job

Program Manager-Commercial Fisheries Compensation Program

Glacier Bay National Park and Preserve
PO Box 140
Gustavus, AK 99826
907-697-2616

Description of Work

- ◆ Supervision & development of a plan to compensate commercial fishermen, crewmembers, processors, processor employees, and support businesses for the closure of Glacier Bay to commercial fishing.
- ◆ Primary representative and liaison for the National Park Service with the Congressional Delegation, DOI, NPS, ADF&G, OMB, Office of the Federal Register, Office of Hearings and Appeals, SE Alaska communities, business entities, tribal governments, and individuals.
- ◆ Public Relations - Serve as spokesperson for the NPS, initiate and prepare media publications and releases, and conduct and participates in public meetings, public workshops, and public information opportunities. This requires broad and in-depth knowledge of the principles, methods, and techniques of communication to provide organizational leadership in dealing with sensitive, complex and volatile issues.
- ◆ Implementation of the plan – supervision and development of filing systems and file security, contracting and development of work product agreements with consultants, processing of applications, budget management and disbursement of funds, processing of appeals, processing FOIA requests, and responding to Congressional inquiries.
- ◆ Development of the administrative record, preparation of annual reports and the final report to DOI and Congress.
- ◆ Employee supervision and in-service training

C. Name and address of employer's organization	Dates employed	Ave. # hours/wk	# of employees supervised
Sheldon Jackson College 801 Lincoln St Sitka, AK 99835	08/1985 to 5/00	40	3

Exact title of my job:

Full Professor

Description of Work:

- ◆ **Administration – Development and Coordination of Natural Resource Management and Outdoor Recreation Degree Programs (i.e., program, curriculum and course development)**
- ◆ **Curriculum Development**
I developed the curricula and courses for the Natural Resource Management and Outdoor Recreation/Education degree programs. During Spring semester 1999, I developed and obtained approval for a new Outdoor Recreation/Education curriculum, and I submitted a preproposal for a new curriculum in Ecosystem Management to replace the existing one in Natural Resource Management.
- ◆ **Teaching - I have taught a wide variety of courses in several disciplines (socio/behavioral sciences, ecology, anthropology, natural resource mgt. and law, outdoor recreation/education, experiential education,, Alaska Native studies, humanities and).**

C. Name and address of employer's organization.	Dates employed	Ave. # hours/wk	# of employees supervised
TRS, Inc. Boulder, CO 80303	06/1978 to 07/1983	40	3

Exact title of my job:

Co-founder and Co-Patent Holder
Executive Vice-President
Vice-chair of board of Directors

Description of Work:

Management of a medical products manufacturing and special populations program development company

- ◆ Capital acquisition - wrote business plans, loan applications, grant proposals and prepared stock offerings.
- ◆ Budget planning, fiscal management, and financial reporting
- ◆ Marketing research
- ◆ Advertising
- ◆ Research and development of new products and programs
- ◆ Produced audiovisual and written technical manuals and educational materials
- ◆ Wrote professional papers for presentation at workshops and conferences
- ◆ Production contracting and quality control
- ◆ Personnel management

D. Name and address of employer's organization.	Dates employed	Ave. # hours/wk	# of employees supervised
University of Colorado HPE&R Boulder, CO 80303	08/1975 to 08/1977	40	3

Exact title of my job:

Director and Developer: Outdoor Recreation/Education Degree Program
Instructor: Outdoor Recreation

Description of Work: Administration and Program Development

- ◆ **Director - Outdoor Recreation/Education Degree Program**
- ◆ **Program, Curriculum and course development for a new outdoor recreation/education degree program.**
- ◆ **Taught courses in:**
Outdoor Recreation/Education
Outdoor Leadership
Environmental Interpretation
Expedition Planning and Management
- ◆ **Student advising and counseling**
- ◆ **Supervised internships in outdoor recreation**
- ◆ **Supervised Masters Theses**

E. Name and address of employer's organization.	Dates employed	Ave. # hours/wk	# of employees supervised
US Army	10/1968 to 07/1971	40	50

Exact title of my job:

1 Lt.. - Psychologist and Company Adjutant (numerous secondary and tertiary duties)

VOLUNTEER EXPERIENCE:

Fraternal Organizations:

Member Alaska Native Brotherhood (ANB)
ANB Corresponding Secretary 1985-1992
ANB/ANS Scholarship committee - 1985-1992
Chair - ANB/ANS Scholarship Committee - 1992

Educational Organizations:

Sitka School District – teacher’s aide 1985 to 1992
Mt. Edgcombe High School Extended Family Parent 1989 to 2001
Sitka Native Education Program (SNEP) Parent Committee member - 1991-1997
Chairman SNEP - 1991- 1993, 1996-1997
Member of organizing and steering committee for the Inter-tribal Youth Practicum held at SJC Spring 1992 (T&H, USFS, NPS, and BIA co-operative effort)
USFS Minority Natural Resource Career Camp - Corner Bay 1991
Co-founder and Trustee - SE Alaska Tribal College - 1999 to present
Advisor/Instructor Seven Circles Culture Camp – Pelican, AK 2002 to present
Charter Member - SE Alaska Native Educators Association 2004

Non-Profit Service Organizations:

Treasurer of Sitka Natural Resources Institute 1993 to 1995
Vice-President of the Board of Directors of N.A.T.I.V.E.S., Inc. (Dog Point Fish Camp) 1990 to present
Member Sitka Tribes of Alaska (STA) Higher Education Committee 1993 to 2001
Advisor to STA Subsistence Committee 1995 to 2001

Professional Service -

Sitka Fish & Game Advisory Committee - Conservation Seat 1990-1992
Vice-chair - Sitka Coastal Zone Management Planning Committee (Plan was accepted and implemented)
Member-Grant Review Committee for National Institute of Health - Minorities in Science Program 1992-1996
Reviewer-grant proposals to USDA Small Business Innovation Program 1997 to 2001
Advisor to Alaska Rural Systemic Initiative 1998 to 2010
Advisor to the National Science Foundation Native American Environmental Technology Program 1996 to 2000

EDUCATION:

Amarillo High School in Amarillo, Texas Graduated with Hionors in June of 1962.

Name	Address	dates attended	credits earned	degree	date of degree
Undergraduate					
Amarillo College	Amarillo, TX	6/62 to 1/64	58 sem. credits		
West Texas State U.	Canyon, TX	1/64 to 6/64	13 sem. credits		
Texas Tech U.	Lubbock, TX	9/64 to 5/66	61 sem. credits	BA	5/1966
Graduate					
U. of Arkansas	Fayetteville, AR	9/66 to 12/66	12 sem. credits		
U. of Washington	Seattle, WA	8/71 to 12/82	214 qtr. credits	Ph.D.	12/1982

Chief Undergraduate Subjects

Major: Psychology - 38 semester credits
Biology/Chem. - 24 semester credits

Chief Graduate Subjects

Major: Interdisciplinary – Human Behavior/Ecology
Human Ethology

English - 18 semester credits

Resource Mgt. - 53 quarter credits

Outdoor Recreation - 52 quarter credits

Wildlife Mgt. - 40 quarter credits

Ecology - 30 quarter credits

Research/Statistics - 27 quarter credits

Psych./Soc. - 12 semester & 11 quarter credits

Other Education or Training

Name	Address	dates attended	credits earned	subject
US Army	Ft. Benjamin Harrison	10/69 to 11/69		Speed Reading
U. of Alaska SE	Sitka, AK 99835	9/91 to 12/91	3	Spanish
		9/93 to 12/93	3	Spanish
Center for Wooden Boats	Seattle, WA	4/91 to 4/91		Inuit Kayak design & const.
ESRI, Inc.	Redlands, CA	11/98 to 11/98		ArcViewGIS
National Park Service	Anchorage, AK	6/2001		FOIA Processing
National Park Service	Anchorage, AK	6/2001		Privacy Act
National Park Service	Anchorage, AK	6/2001		Developing an Administrative Record
National Park Service	Juneau, AK	11/2002		IT Security Training
Gleim, Inc.	Correspondence	Fall 2003		Private Pilots Ground School
AirExcel, Inc.	Boulder City, NV	Spring 2004		Private Pilots
Tradewind	Amarillo, TX	Spring 2005		Flight School SPECIAL

SKILLS, ACCOMPLISHMENTS AND AWARDS:

Certified Hypnotist – I give lessons in self-hypnosis

Speed Reading - I teach courses in speed reading

Computer - Microsoft Office (Word, Excel, Powerpoint, Photo Editor), Arcview GIS, HTML

Expert marksman- rifle and pistol,

Fly tying and fly-fishing

Shipwright - rigging, wooden skiffs, traditional skin/frame kayaks, traditional kayak paddles

Expert sea kayaker, Student Pilot, SCUBA certified

Gas welding

Ethnobotany

Mechanic-gasoline & diesel engines, outboard engines (2 and 4 cycle)

Refereed Publications

Dick, Ronald E., McKee, D.T., and Wagar, J.A., "A summary and annotated bibliography of communications principles", J. of Environ. Educ. 5(4) 1974

Dick, Ronald E., Myklestad, E., and Wagar, J.A., "Audience attention as a basis for evaluating an interpretive presentation", USDA Forest Service Paper PNW-198 1975

Radocy, R. and Dick, R.E., "A terminal question", Orthotics and Prosthetics 35(1) 1981

Dick, Ronald E. and Hendee, J.C., "Human responses to encounters with wildlife in urban parks", Special issue of the J. of Leisure Sciences: Human Dimensions in Wildlife 7(2) 1985

Muth, Robert M., Dick, Ronald E., and Glass, R.J., "Subsistence use of wildlife resources in Alaska: policy implications for wildlife management in modernizing economies" in Public Policy Issues in Wildlife Management, edited by William R. Mangun, Greenwood Press, Westport, CT. 1991, 195 pp.

Dick, Ronald E., "Economic imperialism and the subjugation of Native Americans", Before Columbus Review 2(1), U. of Washington Press, Seattle, 1992

Dick, Ronald E., "Subsistence economics: freedom from the marketplace", International Journal of Society and Natural Resources, 9(1) 1996

Muth, Robert M., Ronald E. Dick, and K.L. Blanchard, "Subsistence use of wildlife and Native Peoples' Wildlife Issues" in Human Dimensions of Wildlife Management in North America, edited by Daniel Decker, et al, The Wildlife Society, Bethesda, MD, 2001, 447 pp.

Papers and Presentations at Scholarly Meetings (Please note presentations related to education and Native American cultures)

Dick, Ronald E. and Radocy, R., "The biomechanical connection", presented to the scientific session of the National Assembly of the American Orthotics and Prosthetics Association 1980

Dick, Ronald E., "Subsistence economics: A question of values", Alaska Anthropological Association Annual Conference 1986

Dick, Ronald E., "The role of subsistence in the economy of SE Alaska", USDA Forest Service Biologists Conference, March 2, 1988

Dick, Ronald E., "Subsistence and forest management in SE Alaska", Alaska Chapter of the Society American Foresters Annual Meeting, May 7, 1988

Dick, Ronald E., "Native American careers in natural resources: opportunities and challenges", National Indian Education Assoc. Annual Conference, Anchorage, 1989.

Dick, Ronald E., "Subsistence and community stability", USDA Forest Service Regional Subsistence Conference, Spring 1991

Dick, Ronald E., "Workforce diversity: the benefits of multiple perspectives", 1st Annual Workforce Diversity Conference, USDA Forest Service, Juneau, November 1991.

Dick, Ronald E., "Native American pedagogies: The principle of non-interference," Alaska Outdoor Education Conference, Anchorage, AK March 1992.

Dick, Ronald E., "Experiential Education and the principle of non-interference," International Experiential Education Association Annual Conference, Alberta Canada April 1993.

Dick, Ronald E., "Subsistence economics: freedom from the marketplace", Fifth International Symposium on Society and Natural Resources: Cultural and Social Diversity Session, June 1995.

Inventions

Co-inventor of the Grip and ADEPT high performance prosthetic hands, Patent Number 4,225,983

Co-inventor of the prosthetic Sport Hand, Design Patent

Co-inventor of the prosthetic Joint Module for wrist, elbow, knee, and ankle

Co-inventor of the Paralyzed Veterans of America Trap shooting Aid

Honors and Awards

Honorary Graduate at Texas Tech University - 1966

Distinguished Graduate Infantry Officer's Candidate School OC 30-69

Leadership Award Infantry Officer's Candidate School OC 30-69

Xi Sigma Pi National Forestry Honorary

R.D. Merrill Scholar, U. of Washington 1973/1974

Agnes Anderson Scholar, U. of Washington 1974/1975

SJC Outstanding Faculty Award in Science/Math 1988, 1991, 1994, 1996

Celebration 2000 – Named as One of Alaska's Distinguished Native Leaders of the 20th Century

LICENSE OR CERTIFICATE:

Certified Hypnotist: 2010 to present

US Coast Guard Masters License Inland Waters: 1988 to 2015

US Coast Guard OUPV License Near Coastal Waters: 1988 to 2015

SCUBA

Private Pilot Student License: (soloed at 19 years and again at 59)



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

Board/Commission/Committee: Marijuana Advisory Committee
Name: Hames, Andrew K. Daytime Phone: (208) 705-5625
Address: 601 Biorka St. Evening Phone: same
Email Address: akhames@gmail.com Fax Number: N/A
Length of Residence in Sitka: 1979-2004, 2013-present Registered to vote in Sitka? Yes No
Employer: Hames Corporation

Organizations you belong to or participate in:

See Attached

Explain your main reason for applying:

See Attached

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

See Attached

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.

See Attached

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: Oct. 7, 2015 Signature: [Handwritten 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.

Please note: all information submitted will be made public and published online. 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:

Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org

Andrew K. Hames

601 Biorka St. Sitka, Alaska 208-705-5625 akhames@gmail.com

Objective

Membership on the **Marijuana Advisory Committee** for the City of Sitka

Education

Bachelor of Music Education, Idaho State University, Pocatello, Idaho,
December 2006

High School Diploma, Sitka High School, Sitka, Alaska, May 1998

Current Organizations

Music/Voice Faculty, Sitka Fine Arts Camp, Sitka, AK, Summer Seasons

- Musical Theater Instructor for Middle and High School Camps
- Musical Director for Musical Theater Camp
- Past courses taught include Choir and Vocal Solo

Radio Disc Jockey, Raven Radio, Sitka, AK, September 2014 – Present

- Host of The Happy Hour, a weekly variety music show
- Airs on Saturdays from 4:00 – 6:00 PM
- Features Occasional Guest Co-Hosts

Main Reason for Applying

Sitka, and the rest of Alaska, joins only a couple of other states by being on the front lines of the gradual ending of prohibition and legalization of Marijuana. Stigma against this substance has been steadily built with decades of effort by many individuals, organizations, United States Law Enforcement, and our government. It will take some time for this mentality to change.

I feel that in our community, I am known as a respected and reasonable individual, and I am eager to add my voice and sensibilities to this conversation. I enjoy working with other people, and exploring and discussing all views of a given issue.

I believe I can be a relatable and effective advocate during this time of transition.

Background Experience

Hames Corporation, Sitka, AK, Aug. 2013 – Present

- Currently learning retail business operations hands-on by working through all departments of each store
- Past departments include Grocery, Night Crew (shelf stocking), Point-of-Sale, Health and Beauty Care/Seasonal, and Produce

Choir Teacher, Blackfoot High School, Blackfoot, ID, Aug. 2007 – Jun. 2013

- Classes taught included Beginning Women's Choir, Beginning Men's Choir, Advanced Mixed and Treble Choirs, Beginning Music for Special Learners, Advanced Placement Music Theory and Composition, Vocal Solo Master Class, Music History, Elementary Musical Production
- Organized Blackfoot High School's Choral Renaissance Dinner fundraiser
- Vocal Director for BHS Musical Theater Productions
- Taught two choir classes at Mountain View Middle School, Fall 2011 – Spring 2013

Artistic Director, The Eastern Idaho Chorale, Idaho Falls, ID, 2008 – 2013

- Selected repertoire and led weekly group rehearsals
- Conducted two annual performances
- The EIC was a community choir with membership largely varied in past musical experience and singing ability

Commercial Bus Driver, Pocatello Regional Transit, Pocatello, ID, Spring 2007

- Drove fixed and non-fixed bus routes for the City of Pocatello

Potential Conflicts of Interest

While my family owns a few retail operations in the city of Sitka, I do not personally own any part of Hames Corporation. And while two of the stores in Sitka possess Liquor Licenses, and currently sell alcohol, Hames Corp. will not be pursuing any part of the retail Marijuana industry at this time.

I apply to this committee purely as an individual citizen of Sitka who is very interested in being a part of carving out what this developing industry is going to look like for our city and state.

October 6, 2015

To: City of Sitka
From: Roberta (Bobbi) Leichy
Re: Marijuana Advisory Board

I'm applying for a seat on the Marijuana Advisory Board in the City of the Sitka. I'm enclosed my application and resume for your review.

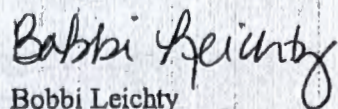
As a long term Alaskan and a pre-hospital EMS provider since 1980, I have considerable experience with the issues surrounding substance abuse in rural Alaska. I am currently the Executive Director for SEREMS and have spent most of my career assisting communities with EMS training, equipment acquisition and management support of volunteers.

I have also experience owning/operating a retail store, participated in State-wide Regional EMS Directors Group (RDG) and am currently the Chair of the State's Code Blue Project.

I have a desire to 'give back' to the City of Sitka and feel that my experience would contribute to the committee and the complicated decisions they will be expected to experience.

Thank you for your time considering my application.

Sincerely,



Bobbi Leichy
PO Box 2043
Sitka, AK 99835
907-738-8008



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

Board/Commission/Committee: Marijuana Advisory Committee
 Name: Roberta (Bobbi) Leichty Daytime Phone: 907-738-8008
 Address: PO Box 2043 Evening Phone: 907-738-8008
 Email Address: director@serems.org Fax Number: 907-747-1406
 Length of Residence in Sitka: 9 years Registered to vote in Sitka? Yes No
 Employer: Southeast Region Ems Council Inc (SEREMS)

Organizations you belong to or participate in:

Alaska's Regional Coordinators & Directors Group
ERMS

Explain your main reason for applying:

I would like to participate as a contribution to the city.

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

See attached resume

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: 10/6/15 Signature: Roberta Leichty

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.

Please note: all information submitted will be made public and published online. 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:

Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
 Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org

Roberta (Bobbi) D. Leichy
PO Box 2043
Sitka, Alaska 99835
907-738-8008

Goal:

To participate in, enhance and contribute to the City of Sitka by volunteering with the advisory board.

Summary:

- *Seasoned non-profit Executive Director for over 15 years
- *30 years of pre-hospital emergency medicine provision in rural Alaska
- *Chair of Alaska's Code Blue Project which provides for EMS capital equipment through grants, legislative support, foundations and local match.
- *Organizational and strategic planning experience
- *Experienced in staff acquisition, orientation and remediation
- *State of Alaska Mobile Intensive Care Paramedic (MICP) for 17 years
- *Instructor of prehospital and clinical emergency medicine
- *Superb written and oral communication skills
- *Grant writing, administration and reporting experience
- *Coordinator of all aspects of EMS – Recruitment, Retention & Education

Education:

- * University of Alaska – Sitka 2005-present
Grant Writing/Advanced Composition/Memoir Writing/Nature Writing
- * University of Alaska – Ketchikan Fire Department
Completed Mobile Intensive Care Paramedic Didactic – March 1997
- * University of Washington – **Medic One** Seattle, Washington
Clinical Internship completed June 1997
- * NREMT-P exams/University of Washington
- * State of Alaska MICP license
- * Alaska EMT 3 certification – Fall 1991
- * Alaska EMT 2 certification – April 1985
- * Alaska EMT 1 certification – February 1982
- * AA degree – Hesston College, Hesston Kansas – May 1976
- * Valley High School – West Des Moines, Iowa - June 1974

Job Experience:

- * Current Executive Director for Southeast Region EMS Council 1999 to present.
- * Regional Training Coordinator for Southeast Region EMS Council 1997-1999
- * Contract EMS Instructor of EMT 1, 2 and 3 1983-present in bush and urban settings
- * Office Manager/Nursing Assistant-Craig Health Corporation June 1993-April 1996
- * Hearth & Home – Co-Owner of Gift, Gallery and Antique Store Sept. 1989-June 1993

* Health Clinic Administrator/Grant writer – Craig Health Corporation - November 1980-September 1989

Technical Profile:

- * Grant writing and administration skills
- * Delivery of prehospital and clinic emergency medical care
- * Management of non-profit corporations
- * Event Planner
- * Proficient in PC software/Office machinery

Other info:

- * Former Executive Committee Board member of SEREMS
- * Founder and Captain of the Craig EMS - established in 1981
- * Awarded Alaska's EMS Administrator of the Year

References:

- * Terry Bunes, SEREMS Board of Directors
P.O. Box 681
Wrangell, AK 99929
(907) 305-0681
- * Dave Miller, Fire Chief
City of Sitka
907-747-3233
- * Dan Johnson, Executive Director – Interior Region EMS
2503 18th Avenue
Fairbanks, AK 99709
(907) 590-3820 (cell) (907) 456-3978



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

Board/Commission/Committee: MARIJUANA BOARD
 Name: Debra MUILTELLO RN Daytime Phone: 561-596-3840
 Address: 1717 HPR #5 Evening Phone: 623-0414
 Email Address: Debbinurse@gmail.com Fax Number: _____
 Length of Residence in Sitka: 1 year Registered to vote in Sitka? Yes No
 Employer: SITKA Community Hospital

Organizations you belong to or participate in:

emergency room nurses association
alaska nurses association
my alaska emergent volunteer services

Sitka volunteer fire dept.
(just joined)

Explain your main reason for applying:

I would like to bring medical expertise to the board.

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

I have been a registered nurse for over 30 years with many more years in the medical profession. I have an associates degree in nursing.

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.

I have no conflict of interest for myself or my family and I volunteer my medical skills any time I'm needed.

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: 9/18/15 Signature: Muiltello D

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.

Please note: all information submitted will be made public and published online. 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:

Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
 Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org

9/18/15

Good morning

My name is Debra J. Militello RN. I am a registered nurse of over 30 years experience in acute/emergency care and I currently work at Sitka Community Hospital as a charge relief / ER acute nurse. I would like to be considered for the Maryana Board. I would love to bring a medical perspective to the board and assist the board in any manner with all my years of medical knowledge. I have lived in Sitka for over a year, now just purchased a home and would love to make my community a wonderful place to live.

Thank you for your time and consideration!

Sincerely

Debra J. Militello RN



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

Board/Commission/Committee: Marijuana Advisory Committee
 Name: Kitty Sapon Daytime Phone: 907 545 2850
 Address: 3414 HPR Evening Phone: Same
 Email Address: KittySapon@gmail.com Fax Number: N/A
 Length of Residence in Sitka: 3 yrs 1 mo Registered to vote in Sitka? Yes No
 Employer: STA

Organizations you belong to or participate in:

I participate in the kayani Commission

Explain your main reason for applying:

Ensure there's a female on the Committee. Also, I want there to be a "younger" person on the committee

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

I am solely interested in representing personal use growers. to ensure the community there are people who just like plants but aren't interested in profiting.

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.

N/A

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: 9-17-15 Signature: Cat Sapon

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.

Please note: all information submitted will be made public and published online. 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:

Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
 Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org

To whom this may concern,

Hello, my name is Kitty Sopow and have been living in Sitka for 3 years now. I am interested in joining the Marijuana Advisory Committee because I want a female who smokes weed and grows weed to be present at the meetings to represent someone like myself. I'm not interested in selling or distributing. I just like plants and studying how humans relate with their surroundings.

Community resiliency is a topic that I read about in my personal time. Through this study I have learned that resilience refers to the adaptive capacity of communities to evolve alongside social and environmental changes. I believe Sitka is more resilient than the average community and is well equipped to create a space in which politically and epistemically charged relationships between Sitkans' and their cannabis plants put City and Borough of Sitka in an upward trajectory to financial success.

Legalizing cannabis for personal use has created an opportunity for the Marijuana Advisory Committee to create a framework to help us evolve alongside a multitude of unknown social and environmental changes....and I want to be a part of this cultivation.

Ok, so while I was writing this I also realized I would really like to study how Sitka evolves. I am an anthropologist and want to use anthropological theories to solve practical problems in OUR COMMUNITY. As an anthropologist I believe in the importance of studying communities bound by shared cultural affinities and I would like to be part of the creation of this new community.

Some people think legalizing cannabis was a disaster. I would like to turn this disaster into an opportunity.

Sincerely,

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

Kitty Sopow

P.S. I'm not stoned right now....



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

Board/Commission/Committee: Marijuana Advisory Board
 Name: Anna Michelle Turner Daytime Phone: (907) 738-6423
 Address: 100 Bahovec Ct - Sitka, AK Evening Phone: (907) 747-6168
 Email Address: amtsitka@gmail.com Fax Number: (907) 747-6168
 Length of Residence in Sitka: April 1986 ^{to present} Registered to vote in Sitka? Yes No
 Employer: self employed - commercial fishing
 Organizations you belong to or participate in: owner/op Wood Dudes

ATA, (Alaska Trollers Association), Sitka Sound Slayers
 UFA, (United Fisheries of AK), SPC (Seafood Producer's Coop) ^{Women's roller derby}
 Explain your main reason for applying: want an optimistic voice on advisory board.

What background, experience or credentials will you bring to the board, commission, or committee membership?
I am a proud Sitka citizen (almost 30 years), born in Juneau, Alaska, want the best for my community

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.

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: 8/6/15 Signature: Anna Michelle Turner

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.

Please note: all information submitted will be made public and published online. 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:
 Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
 Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org

Anna Michelle Turner
100 Bahovec Court
Sitka, AK 99835
(907) 738-6423 cell/text (907) 747-6168 Home/FAX
E-mail: amtsitka@gmail.com

WORK EXPERIENCE:

June 1996-present: Commercial Trolling, Longlining F/V Jam In, Sitka AK
January 2001-present: Owner/operator Wood Dudes, commercial cabinet shop, Sitka AK
September 1989-June 2002: Broadcast Journalism Professor, UAS, Sitka, AK
January 1988-June 2008: Owner/operator Wingin' It Prod., Video services, Sitka, AK
November 1988-Sept 1994: Office Manager, McCaw/Cooke Cable TV, Sitka, AK
April 1986-October 1988: Fresh Fish Processing, SPC, Sitka, AK

OTHER:

February 2013 – present, member of the Sitka Sound Slayers, non profit Sport organization. I am the President of the Board of Directors of this proud and prosperous women's Roller Derby group and well versed in parliamentary rules and Robert's Rules of Order.

QUALIFYING CREDENTIALS:

-Broadcast Contract for televising Assembly Meetings: 1996-2000, Wingin' It Productions. I am very familiar with the way the City, Assembly and citizens of Sitka work together to form good business alliances.

-I have owned three successful businesses in Sitka the past three decades.

-I have a clean criminal record, please feel free to run my name and see what an exemplary citizen I have been for almost 30 years in Sitka.

What do I bring to the Board? In the past 12 months I have studied the business operations of Amsterdam, Netherlands, Seattle, Washington and Denver, Colorado by visiting them. I have collected different materials from packaging, educational pamphlets, and business plans from each area and investigated their communities approach to adapting this newly legal (for Amsterdam it was legalized in 1978) industry into their environments.

I would like you to consider my application for this temporary board so that we may help adapt this new industry into our community with a smart plan that will benefit all facets of our home town.

I have no plans of opening up a shop or starting a farm, I just want to make sure there is an optimistic voice on the panel, one that stands up for Sitka as well as capitalism and the benefits of legalizing marijuana.



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

Board/Commission/Committee: Marijuana Regulation Advisory Committee
Name: Ann Wilkinson Daytime Phone: 907-747-2707
Address: P O Box 174, Sitka, AK 99835 Evening Phone: _____
Email Address: wilkinson99835@gmail.com Fax Number: _____
Length of Residence in Sitka: 13 years Registered to vote in Sitka? XX Yes ___ No
Employer: Sort of self-employed, sort of retired.

Organizations you belong to or participate in:

SCH Foundation, Sitka Seafood Festival, Alaska Day Festival

Explain your main reason for applying:

This is a great opportunity for Sitka to develop a tax revenue stream & to enhance tourism. But it must be balanced with public safety and the will of the community. This is a challenge I would like to be involved in.

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

I have a BA in Business Adm/Accounting. I've assisted with filing of alcohol licensing for a restaurant and for special permits for organizations. Am knowledgeable about banking regs.

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.

I have no financial interest in any related business.

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: 07 30 2015

Signature: Ann B. Wilkinson

Digitally signed by Ann B. Wilkinson
DN: cn=Ann B. Wilkinson, o=Sitka Office Services,
ou, email=Wilkinson99835@gmail.com, c=US
Date: 2015.07.30.20:36:14 -08'00'

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.

Please note: all information submitted will be made public and published online. 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:

Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org



Ann Wilkinson

P O Box 174

Sitka, Alaska 99835

907-747-2707

Wilkinson99835@gmail.com

Education

- University of Alaska Southeast – Occupational Endorsements in Web Foundations, Web Authoring, and Network Administration. Recipient of CIOS Academic Excellence Award, May, 2010.
- Austin College – BA in Business Administration with a concentration in Accounting, May, 1980.
- El Centro College – Associate Degree of Nursing, December, 1991.

Unique Qualifications

- Over eight years work history in bookkeeping and accounting including all phases of the bookkeeping cycle, including payroll.
- Experience in assisting businesses with licensing including alcohol permits.
- Proficient in numerous software programs including Microsoft Office, Acrobat Pro, Photoshop, and QuickBooks.
- Product of a Liberal Arts education that stressed problem solving and critical thinking.
- Worked as a traveling nurse for seven years, traveling across the country. Am able to work with all types of people.
- Professional attitude with strong work ethic and respect for client confidentiality.

Work History

- September, 2010 to Current – Self-employed at Sitka Office Services.
- 2008 to June, 2010 – Student at UAS studying web design & computer technology.
- 2002 to 2007 – Registered Nurse at SEARHC.
- 1992 to 2003 – Registered Nurse, including 1997 to 2003 worked as a traveling nurse.
- 1988 to 1992 – General office support tech while attending nursing school.
- 1980 to 1988 – Accountant in oil & gas and commercial real estate industries.
- 1975 to 1980 – Part time bookkeeper while attending college.



Legislation Details

File #: 15-202 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 10/6/2015 In control: City and Borough Assembly
On agenda: 10/13/2015 Final action:
Title: Reappoint Randy Hughey to a three-year term on the Planning Commission
Sponsors:
Indexes:
Code sections:
Attachments: [Planning Commission Hughey](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO reappoint Randy Hughey to a three-year term on the Planning Commission.



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

Board/Commission/Committee: Planning Commission
Name: Randy Hughey Daytime Phone: 738-2999
Address: 220 Lakeview Dr Evening Phone: same
Email Address: randywhughey@gmail.com Fax Number: -
Length of Residence in Sitka: 25 years Registered to vote in Sitka? Yes No
Employer: Retired SSD, Project Management Contractor
Organizations you belong to or participate in:
SCDC, AK Assoc. for Career & Tech. Ed.,

Explain your main reason for applying:

I'm interested in helping Sitka deal with its housing & home ownership crisis.

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

1 year of service on the Commission. Many years of work with groups of people to accomplish a goal.

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.)

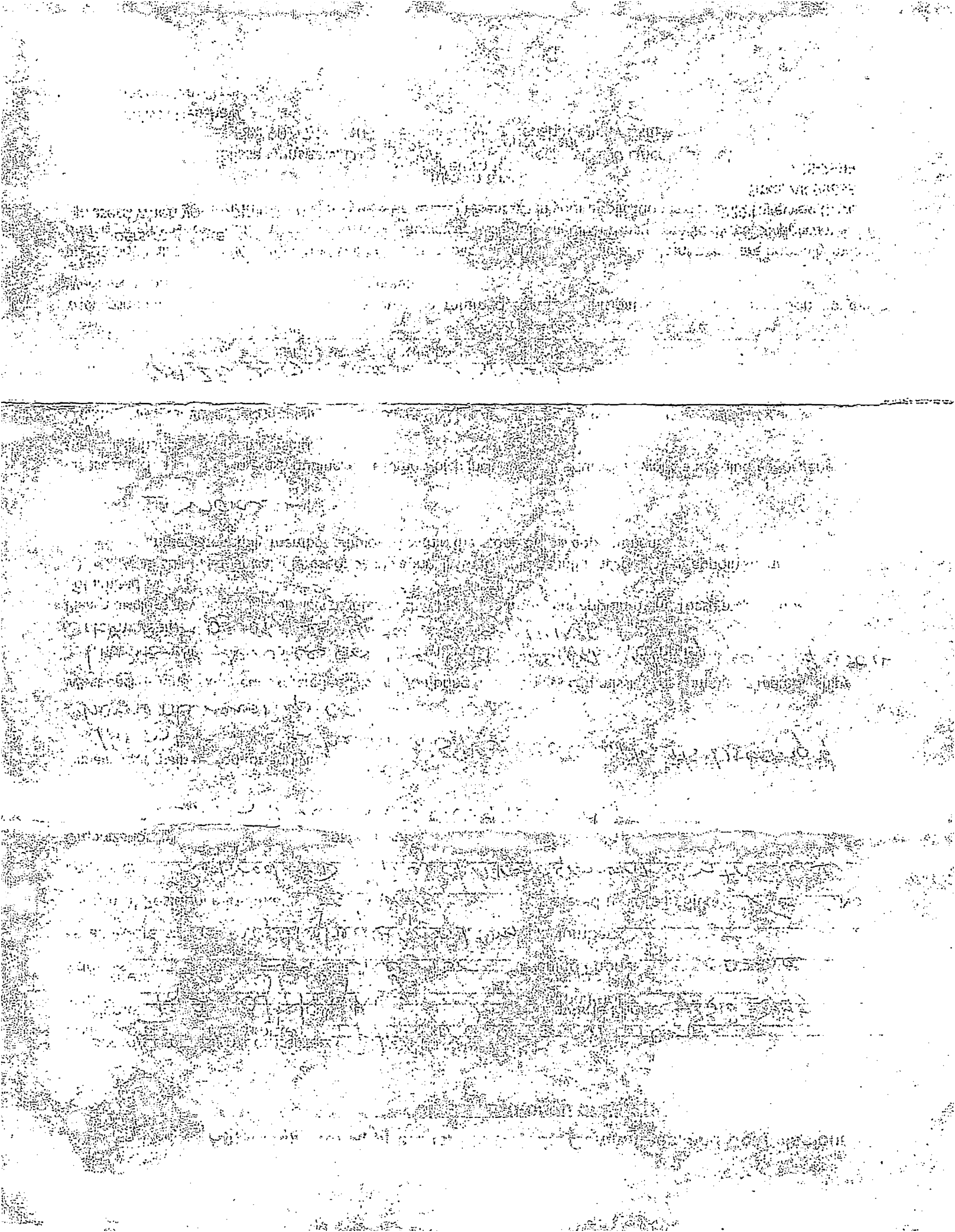
Date: Sept 28, 2015 Signature: R Hughey

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.

Please note: all information submitted will be made public and published online. 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:

Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org



Randy Hughey
220 Lakeview Drive
Sitka, AK 99835
738-2999

Melissa Henshaw
Deputy City Clerk
City and Borough of Sitka
100 Lincoln Street
Sitka, Alaska 99835

September 28, 2015

Letter of Interest in serving on the Planning Commission

To whom it may concern,

I would like to continue to serve on the Planning Commission. I have learned a great deal over the past eight months and feel more able to serve with fairness and understanding.

Below, in brief, are statements of my education and experience which I believe has prepared me for this Commission:

- Bachelor of Science in Industrial Education, Oregon State University, 1982
- Masters of Science in Vocational Education, Oregon State University, 1983
- Leadership in Vocational Education Externship, Oregon Dept. of Education and OSU, 1984
- Faculty, Linn-Benton Community College, 1978-1981
- Teacher, North Slope Borough School District, 1983-86
- Teacher, Chatham Straits School District, 1987-90
- Teacher, Counselor, and Program Administrator, Sitka School District 1990-2012
- President, Sitka Community Development Corporation, 2012 to present
- Planning Commission, February 2015 to present

Sincerely,



Randy Hughey

1987
1988
1989

Michigan
Department of
Environmental
Quality
Lansing, Michigan

March 28, 1992

Dear Mr. [Name]:

Reference is made to your letter of March 23, 1992, regarding the proposed [Project Name] in the [Location]. The Michigan Department of Environmental Quality (MDEQ) is currently reviewing the information provided to determine if the proposed project complies with applicable laws and regulations.

As part of this review, MDEQ is conducting a preliminary assessment of the potential impacts of the proposed project on the environment. This assessment will consider factors such as air quality, water resources, and biological resources. The results of this assessment will be used to determine if a more detailed environmental impact study is required.

If you have any questions or need further information, please contact the [Department Name] at [Phone Number] or [Address]. We appreciate your cooperation in this process.

[Signature]
[Title]



PLANNING COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
CHRIS SPIVEY PO Box 312	747-6636 w 738-2524 c spi3050@yahoo.com	12/11/12 1/28/14	2/8/14 1/28/17	CHAIR
DARRELL WINDSOR PO Box 1973	738-4046 c dwindsor@gci.net	6/28/11 6/24/14	6/28/14 6/24/17	VICE CHAIR
RICHARD PARMELEE 405 Hemlock Street	747-3077 w 738-0606 c 747-3461 h rjparmelee@gmail.com	5/8/07 4/27/10 4/23/13	5/8/10 4/27/13 4/23/16	
DEBRA POHLMAN 506 Arrowhead Street	623-0417 dpohlarbear@gmail.com	6/25/13	6/25/16	
RANDY HUGHEY 220 Lakeview Drive	738-2999 c randywhughey@gmail.com	2/24/15	10/23/15	<i>Seslar's term</i>
Michael Scarcelli Senior Planner	747-1815 michael.scarcelli@cityofsitka.org			Staff Liaison
Maegan Bosak Planning and Community Development Director	747-1824 maegan.bosak@cityofsitka.org			
Samantha Pierson Planner I	747-1814 samantha.pierson@cityofsitka.org			Secretary

5 members from public, 3-year terms
 Established by Ordinance 74-118/SGC2.18 & Charter Article VIII
 Must be registered to vote
 First and Third Tuesdays 7:00 p.m. – Sealing Cove Business Center

**CONFLICT OF INTEREST FORMS
 OATHS OF OFFICE**

Revised: October 1, 2015



Legislation Details

File #: ORD 15-43 Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 8/20/2015 In control: City and Borough Assembly
On agenda: 10/13/2015 Final action:
Title: Making a supplemental appropriation to the FY16 budget per section 11.10 (a) of the Home Rule Charter of the City and Borough of Sitka (second reading - first reading of the emergency ordinance was approved August 25)

Sponsors:

Indexes:

Code sections:

Attachments: [Ord 2015-43](#)

Date	Ver.	Action By	Action	Result
8/25/2015	1	City and Borough Assembly	APPROVED	

POSSIBLE MOTION

I MOVE TO reenact and approve Ordinance 2015-43 on second and final reading extending the 61-day expiration to the end of the Fiscal Year budget June 30, 2016.

Note: This emergency ordinance was approved on August 25 and became effective on the day after the date of its passage. In accordance with Sitka's Home Rule Charter, Section 3.03 Emergency Ordinances expire within 61 days, therefore, this ordinance is scheduled for reenactment under unfinished business for the purpose of extending the 61-day expiration to the end of the Fiscal Year Budget June 30, 2016.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2015-43

AN EMERGENCY ORDINANCE OF THE CITY AND BOROUGH OF SITKA
 MAKING A SUPPLEMENTAL APPROPRIATION TO THE FY16 BUDGET PER SECTION
 11.10 (a) OF THE HOME RULE CHARTER OF THE CITY AND BOROUGH OF SITKA

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 FY16 budgets by appropriating additional funds from the Emergency Response designation of the General Fund balance to pay for expenses related to the landslide emergency which occurred on August 18, 2015 and the subsequent emergency response.

4. **ENACTMENT.** The Assembly of the City and Borough of Sitka hereby adjusts the FY16 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, 2015 and ending June 30, 2016 is hereby adjusted as follows:

<u>Account Number</u>	<u>Account</u>	<u>Increase</u>	<u>Decrease</u>
<u>FISCAL YEAR 2016 EXPENDITURE BUDGETS</u>			
<u>GENERAL FUND</u>			
Contingency – Personnel/Operations:			
100-545-050-5110.004	Temp Wages	\$100,000	
100-545-050-5206.000	Supplies	150,000	
100-545-050-5212.000	Contracted/Purchased Services	150,000	
100-545-050-5221.000	Transportation/Vehicles	150,000	
100-545-050-5223.000	Tools & Small Equipment	150,000	
100-545-050-5227.002	Rent - Equipment	\$300,000	
To appropriate a budget for accounting and paying for landslides related expenditures.			

30 **EXPLANATION**

31
32 **Necessary revisions in the FY 2016 budget were identified. These changes involve the increase of**
33 **expenditure accounts and causes decreased cash flows to the fund balance of various funds. A**
34 **short explanation of each budget revision is included.**

35
36 **5. EFFECTIVE DATE. This emergency ordinance shall become effective on the day after the**
37 **date of its passage as an emergency exists as stated above. In accordance with Sitka’s Home Rule**
38 **Charter, Section 3.03 Emergency Ordinances expire within 61-days, therefore, this ordinance is**
39 **pre-scheduled for re-enactment under unfinished business at the October 13, 2015 Assembly**
40 **meeting for the purpose of extending the 61-day expiration to the end of the Fiscal Year Budget**
41 **June 30, 2016.**

42
43 **INITIALLY PASSED, APPROVED, AND ADOPTED by the Assembly of the City and**
44 **Borough of Sitka, Alaska this 25th day of August, 2015.**

45
46 **SECOND READING PASSED, APPROVED, AND ADOPTED by the Assembly of the City**
47 **and Borough of Sitka, Alaska this 13th day of October, 2015 to extend the 61-day expiration to the**
48 **end of the Fiscal Year budget June 30, 2016.**

49
50
51
52 **Mim McConnell, Mayor**

53 **ATTEST:**

54
55
56
57
58 **Sara Peterson, CMC**
59 **Municipal Clerk**

60
61 **1st Reading – Emergency Ordinance 8.25.15 in accordance with Home Rule Charter Section 3.03**
62 **2nd Reading – Re-enactment/Second Reading pre-scheduled for 10.13.15 to address and extend the**
63 **61-day expiration to the end of the Fiscal Year budget June 30, 2016.**



Legislation Details

File #: ORD 15-47 Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 9/16/2015 In control: City and Borough Assembly
On agenda: 10/13/2015 Final action:
Title: Authorizing the lease of approximately 16,436 feet of submerged tidelands in Alaska Tidelands Survey 1189 and 1559 Tract A

Sponsors:

Indexes:

Code sections:

Attachments: [Ord 2015-47](#)

Date	Ver.	Action By	Action	Result
9/22/2015	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2015-47 on second and final reading.




City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

MEMORANDUM

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

From: Maegan Bosak, Planning and Community Development Director 

Subject: Ordinance 2015-47 Authorizing the Lease renewal of Tidelands Lease Tract #2 to Cove Marina, Inc. at 4701 Halibut Point Road

Date: September 14, 2015

Multiple leases of the tidelands at Cove Marina, Inc., located at 4701 Halibut Point Road, are set to expire June 12, 2016. Ordinance 2015-47 is on the Assembly's agenda to authorize the issuance of a new five year lease for the lease tract #2.

The proposed market rent, based on the value established by the Assessor, will be \$3,300 a year. This new lease is based on the 9% lease rate for tidelands set by Wendy Lawrence, Assessing Director.

Lease area #2 is 16,436 square feet of submerged tidelands and was created in 2003. It is legally defined as a 16,436 square foot portion of Alaska Tidelands Survey 1559, Tract A and Alaska Tidelands Survey 1189. Both neighboring tracts are leased by Cove Marina, Inc.

The applicant is requesting the lease renewal to continue operations as Cove Marina, Inc. adding additional infrastructure as necessary.

There are four tideland lease areas associated with this property. The largest, which was acquired from the State of Alaska, expires in 2021. These associated leases will be set for a five year term, expiring at the same time, so that all leases can be incorporated into one new lease.

Following the passage of Ordinance 2015-47, a new lease for the tidelands will be prepared and executed.

RECOMMENDED ACTION: Approve the ordinance.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2015-47

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA, ALASKA AUTHORIZING THE LEASE OF APPROXIMATELY 16,436 FEET OF SUBMERGED TIDELANDS IN ALASKA TIDELANDS SURVEY 1189 and 1559 TRACT A

1. **CLASSIFICATION.** This ordinance is not of a permanent nature and is not 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 renew the existing tidelands lease and facilitate the construction of additional dock improvements.

4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka.

A. The leasing of approximately 16,436 square feet of Alaska Tideland Survey 1889 and Alaska Tidelands Survey 1559 Tract A is hereby authorized with the following terms:

- 1) The parcel is valued at \$37,000
- 2) The annual lease payments shall be 9% per year of the value of the tidelands.
- 3) The lease term is run concurrent with the existing Cove Marina lease that expires on June 12, 2021 and may be considered for renewal prior to the expiration.
- 4) Lease payments shall be adjusted per SGC 18.16.210.
- 5) Prior to execution of a lease, a lease plat must be prepared and approved by the Planning Office.

B. The administrator is authorized to execute a lease documents consistent with the terms of this ordinance, SGC Title 18 that governs tidelands leases, and, existing municipal policies and practices on tideland leases. The lease renewal clause shall be consistent with the existing Cove Marina tidelands lease.

C. The assembly determines that Sitka General Code 18.16.130 Preference Rights and Nonpreference Rights does not apply since the State of Alaska is the upland owner.

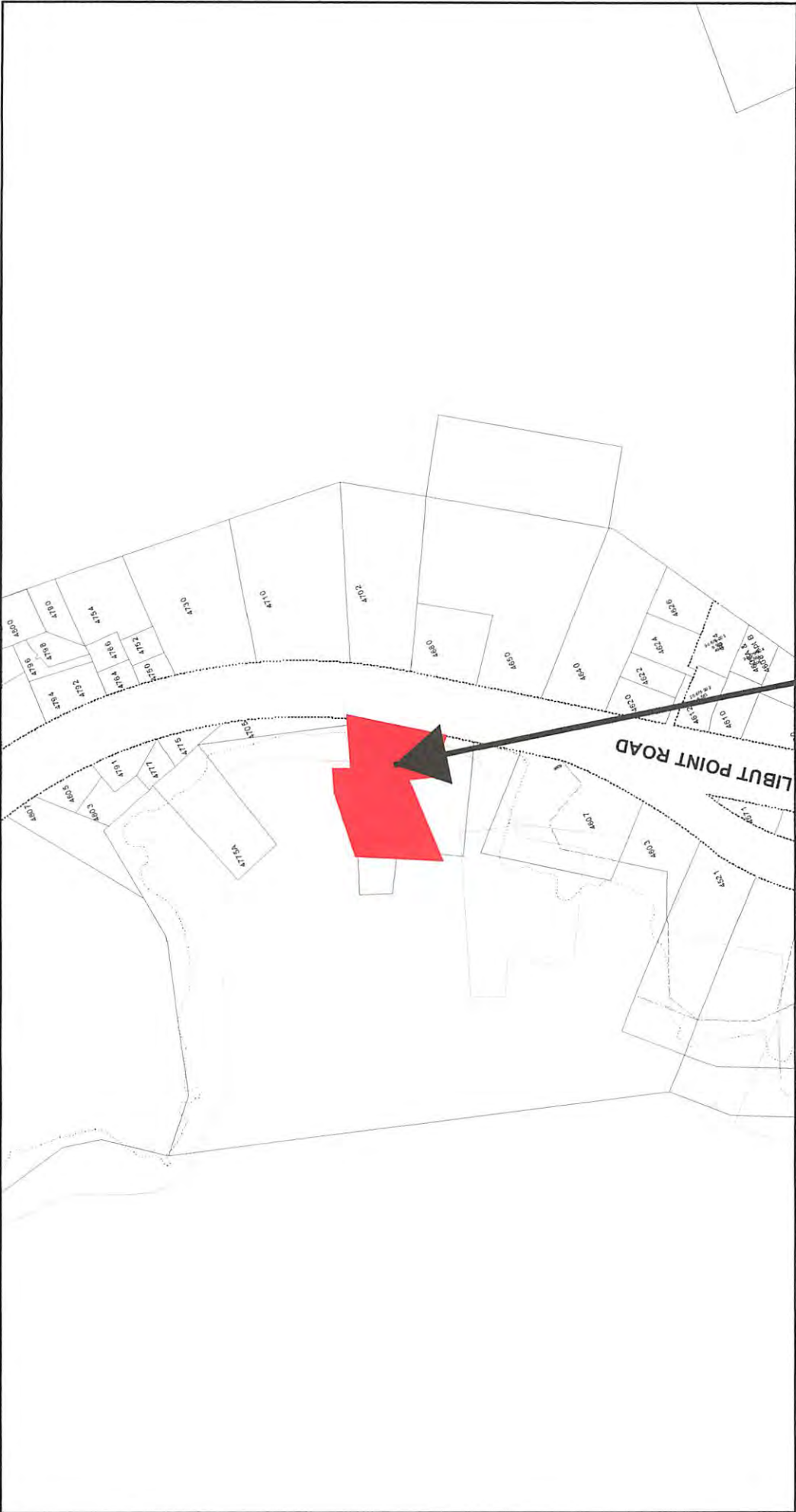
5. **EFFECTIVE DATE.** This ordinance shall become effective on the day after the date of its passage.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 13th day of October, 2015.

Mim McConnell, Mayor

ATTEST:

Sara Peterson, CMC
Municipal Clerk





4754

4730

4710

4702

4670

4732

4700

4775

4705

4660

4660

4640

4620

Halibut Point Road

4701

4607

4603

Memorandum

To: Maegan Bosak, Planning and Community Development Director

From: Wendy Lawrence, Assessing Director

Re: Cove Marina, Inc. Lease Renewals

Date: September 14, 2015

The upland and submerged tidelands currently leased and/or occupied by Cove Marina, Inc. have been inspected for their lease renewal application. The site is located at 4701 Halibut Point Road, with northwest sloping adjacent tidelands. Access is attained from both HPR as well as via marine floats extending into the tidelands, with the depth of the water at about 5'-30' more or less. Utilities are all located in the right of way, and the upland site is zoned Industrial.

Based upon the most recent market data for this area, I have estimated the fee simple per square foot values of \$15.00 & \$2.25 for the upland/filled areas, and tideland areas, respectively. The current city tidelands lease rate is 9%.

Because this entire site and business operation encompasses three separate leases, and one currently unleased but fully utilized tideland area (referred to as Trespass Area on the attached exhibit), analysis of this site for both fee and lease values was a bit challenging. A proposal to lease the current trespass area was denied in 2003, but the area has continued to be occupied and utilized by the marina since the early 1990's. This site visit confirmed the location of a large 30' X 58' boat shed and associated floats in this trespass area. The annual lease for this trespass area, as well as lease renewal rates for the other three lease areas, has been summarized in the attached exhibit.

Please feel free to contact me if you need additional information or have questions regarding this complex situation.

Respectfully,

Wendy
Lawrence

Wendy Lawrence, Assessing Director

Digitally signed by Wendy Lawrence
DN: cn=Wendy Lawrence, o=City and Borough of
Sitka, ou=Assessing Department,
email=Wendy.Lawrence@cityofsitka.org, c=US
Date: 2015.09.14 16:04:59 -0800

2003-000733-0

Recording Dist: 103 - Sitka
3/24/2003 8:36 AM Pages: 1 of 6

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THIS COVER SHEET HAS BEEN ADDED TO THIS DOCUMENT TO PROVIDE SPACE FOR THE RECORDING DATA. THIS COVER SHEET APPEARS AS THE FIRST PAGE OF THE DOCUMENT IN THE OFFICIAL PUBLIC RECORD.

DO NOT DETACH

**COVE MARINA
TIDELANDS LEASE**

THIS LEASE, made and entered into this 4th day of February, 2003, by and between CITY AND BOROUGH OF SITKA, hereinafter referred to as the Lessor, and Cove Marina, Inc. hereinafter referred to as the Lessee,

WITNESSETH:

WHEREAS, the Lessor is the owner of certain tidelands in the Sitka Sound, seaward of 4701 Halibut Point Road, Sitka Alaska, described as a 16,436 square foot portion of Alaska Tidelands Survey (ATS) 1559, Tract A and Alaska Tidelands Survey (ATS) 1189. Said property is graphically represented on the copy of the attached plat provided as Exhibit A.

WHEREAS, Lessor has held an auction pursuant to Sitka General Code Chapter 18.16.110 to lease the described tidelands; and

WHEREAS, Lessee was the successful bidder,

NOW, THEREFORE, for and in consideration of the agreements hereinafter contained, Lessor and Lessee agree as follows:

1. Lessor hereby devises and leases unto the Lessee, the above described property for a term of approximately thirteen and one half (13 ½) years, beginning February, 4th, 2003 and ending June, 12, 2016.

2. Lessee, in consideration of lease from Lessor, agrees as follows:



(a) To pay rent therefore to Lessor the sum of \$1,380.64 annually on the first day of January of each year in advance. It is acknowledged that the first year's payment has been made. In addition to said rental, lessee shall pay to the City and Borough of Sitka, sales tax on the amount of each rental not exempt from such sales tax.

(b) The parties hereby agree that said annual rent is subject to adjustment on the seventh anniversary of the lease and each seven years thereafter, with the annual lease payment being changed by the percentage change in the amount established by dividing the grand total land value on the official municipal real property assessment roll for the tax year 2002, compared with a similar calculation using the figures seven years later. The base figure for the tax year 2002 is \$73,908.

(c) This lease may not be assigned or sublet by the Lessee without the consent of the Lessor.

(d) If the rent shall be in arrears, or Lessee, its representatives or assigns, do or shall neglect agreements herein contained which are to be performed and in the event Lessee fails to remedy default within thirty (30) days after receipt of written notice of any such rental arrears or neglect, the Lessor may immediately, or at any time thereafter, while such neglect or default continues, enter into and on the premises, or any part thereof terminate the lease and repossess the same as of their former estate, and expel Lessee and those claiming under it and remove its effects (forcefully if necessary) without being guilty of any trespass and without

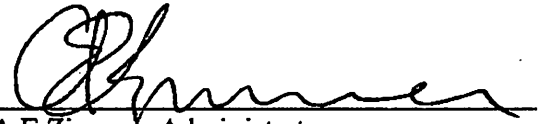
INITIAL
[Signature]

prejudice to any remedies which might otherwise be used for arrears or rent, or proceedings on breach of agreement.

(e) The Lessee herein agrees to pay any Local Improvement District assessments that may be levied against the property leased herein to the same extent and in the same amount as if the Lessee were the owner of the property leased herein which would be included in the Local Improvement District to be formed or contemplated. The Lessee shall share the Lessor's right as owner in all proceedings under the Local Improvement District (except for payment of assessments) in proportion that the remaining years of the lease bear to twenty (20). (For example: If the lease has five (5) years to run, the Lessee shall have the right to exercise 5/20ths of the Lessor's vote and the Lessor, 15/20ths.)

IT IS MUTUALLY AGREED AS FOLLOWS:

1. The terms and conditions herein contained shall apply to and bind the heirs, successors, and assigns of the respective parties.
2. Waiver by Lessor of any agreement or condition herein shall not be considered a waiver of any subsequent breach of said agreement or condition.
3. If Lessee occupies the premises after the expiration date of this lease without the consent of the Lessor, such possession shall be construed as an annual tenancy and Lessee shall pay Lessor the annual rent paid during the last year of said lease.
4. At any termination of said tenancy, all improvements placed on said property and attached to the land so as to become part of the real property by common law definition shall become the property of the Lessor.
5. Lessee agrees to save the Lessor harmless from any liability for property damage or personal injury to any person or persons on or about the premises and to carry liability insurance in such amounts as may be agreed to between the parties to cover such liability, with the Lessor as an additional named insured.
6. The lease may be renewed in a manner generally consistent with Paragraphs 22 and 23 of Tidelands Lease ADL #31926 which is attached as Exhibit B.



A.E. Zimmer, Administrator
CITY AND BOROUGH OF SITKA



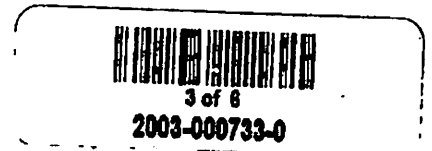
Mike Clementz, Cove Marina, Inc

Sec. Treas.

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mjc

(Notary Page Attached)



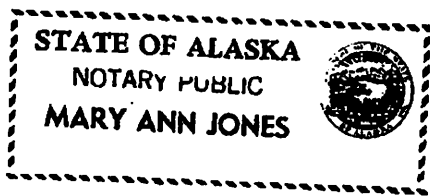
CBS/ 5-2003

STATE OF ALASKA)
) ss.
FIRST JUDICIAL DISTRICT)

MUNICIPAL ACKNOWLEDGMENT

THIS CERTIFIES that on this 4th day of February, 2003, before me, a Notary Public in and for the State of Alaska, personally appeared, A.E.ZIMMER, to me known and known to me to be the person whose name is subscribed to the foregoing lease and after being first duly sworn according to law, he stated to me under oath that he is the Administrator of the City and Borough of Sitka, Alaska, a corporation organized under the laws of the State of Alaska, that he has been authorized by said corporation to execute the foregoing lease on its behalf and he executed the same freely and voluntarily as the free act and deed of said corporation.

WITNESS my hand and official seal the day and year in this certificate first above written.



Mary Ann Jones
Notary Public for Alaska
My commission expires: 10/14/2006

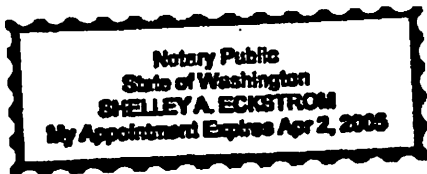
STATE OF WASHINGTON)
) ss.
KITSAP COUNTY)

THIS IS TO CERTIFY that on this 10th day of February, 2003, before me the undersigned, a Notary Public in and for the State of Washington duly commissioned and sworn, personally appeared Michael J. Clementz, to me known to be the person who executed the above and foregoing instrument, and acknowledged to me that, signed and sealed the same freely and voluntarily.

*as the free act
and deed of said
corporation. (S)*

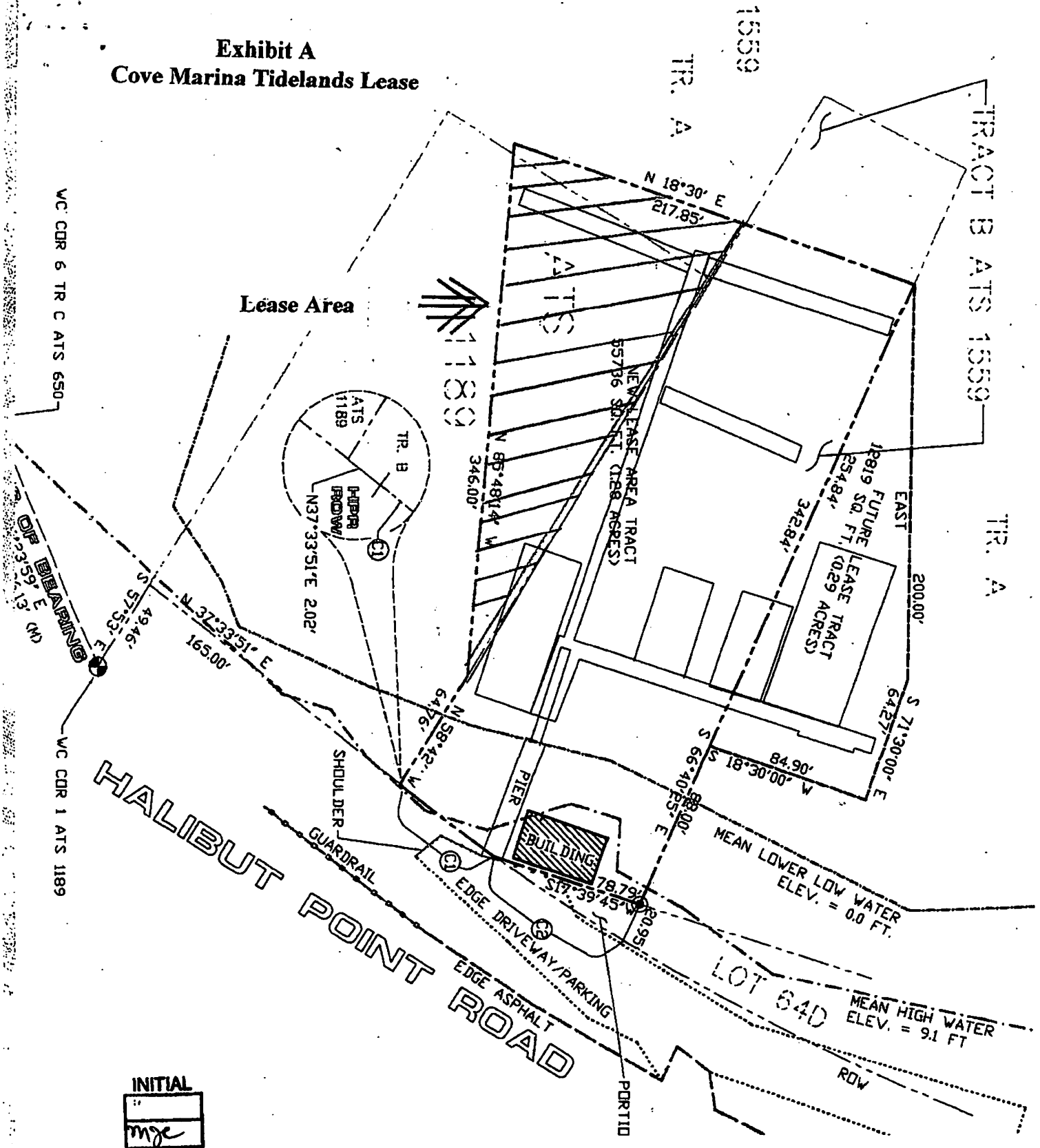
*was authorized to execute
the instrument and acknowledged
it as the Secretary-Treasurer of
Cove Marina, Inc., and he*

[Signature]
Notary Public for Washington, residing at Kingstn.
My commission expires: 4/2/05



CS/5-213

Exhibit A
Cove Marina Tidelands Lease



WC CDR 6 TR C ATS 650
 WC CDR 1 ATS 1189

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5 of 8
 2003-000733-0

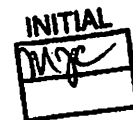
0821

LEGAL DESCRIPTION
COVE MARINA - NEW LEASE AREA

A parcel of Tide and Submerged Lands within Alaska Tideland survey 1559 Tracts A and B, filed as Plat 2000-4, and within Alaska Tideland survey 1189, filed as Plat 82-13, both filed in the Sitka Recording District, First Judicial District, State of Alaska, said parcel being more particularly described as follows:

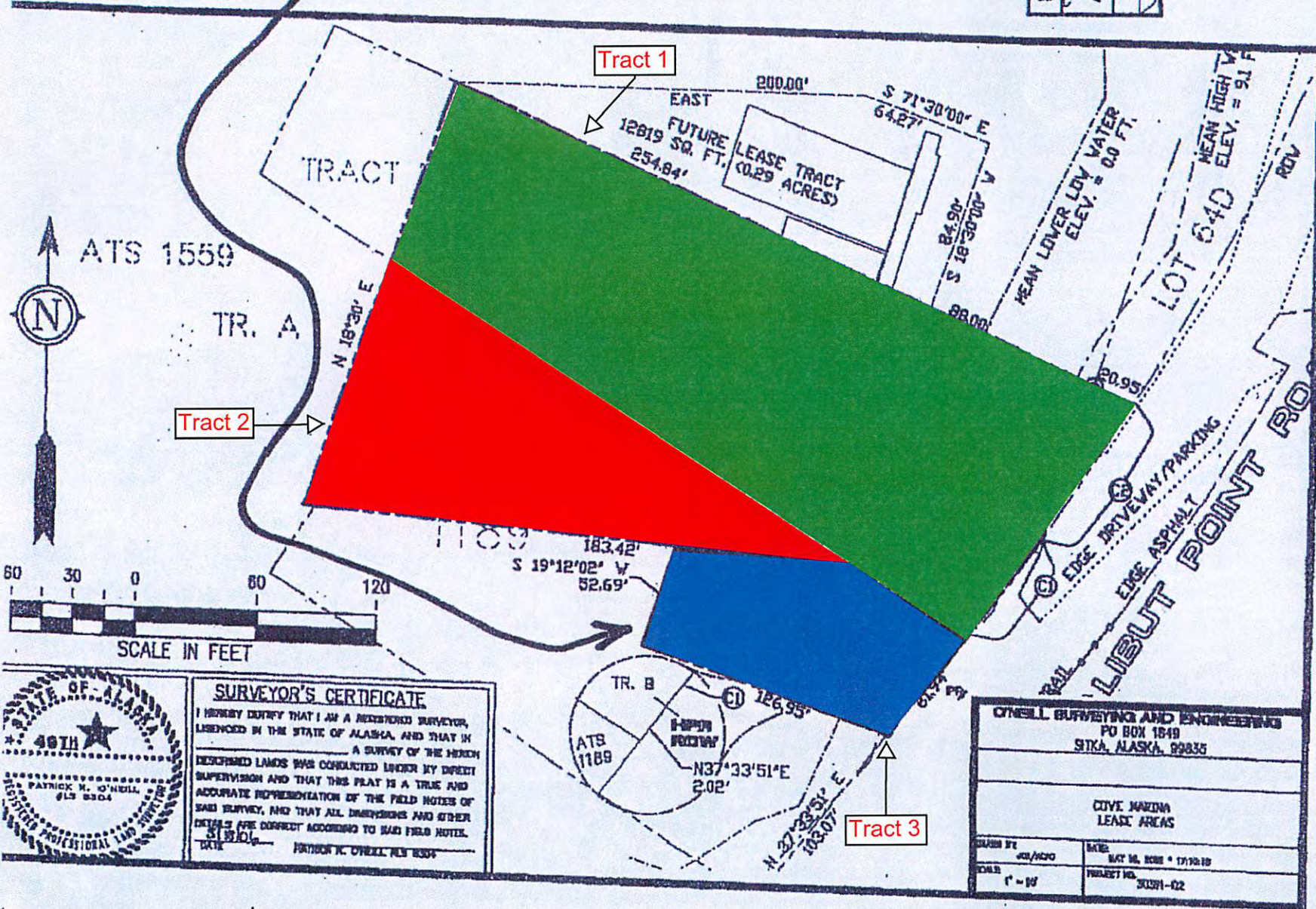
Beginning at a rebar and aluminum cap marking the most easterly corner of ATS 1559 Tract B, said point being identical with the southwest corner of Lot 64D, Hope Subdivision, and the northwest corner of Lot 63, U.S. Survey 3475, and also being the true point of beginning of this description; thence S17°39'45"W 78.79 feet along the easterly ATS 1559 Tract B boundary to a non-tangential curve concave to the west, having a radius of 1203.18 feet, chord bearing of S36°09'45"W and chord length of 58.86 feet; thence along said curve a distance of 58.86 feet; thence S37°33'51"W 2.02 feet; thence seaward N58°42'W 64.76 feet; thence N85°48'14"W 269.46 feet; thence N18°30'E 217.85 feet; thence S66°40'25"E 342.84 feet to the true point of beginning, containing 55,736 square feet, more or less.

Return To:
Cove Marina, Inc.
C/O Mike Clementz
7321 N.E. WILLIAM ROGERS ROAD
INDIANOLA, WA 98342



Cove Marina Lease of Tidelands

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JS



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: 8/18/01
 SURVEYOR: PATRICK M. O'NEILL, RLS 913 8304

O'NEILL SURVEYING AND ENGINEERING PO BOX 1849 SIKA, ALASKA, 99835	
COVE MARINA LEASE AREAS	
DATE: JUL 2010	DATE: MAY 26, 2008 + 12/10/10
SCALE: 1" = 40'	PROJECT NO.: 30321-02



EXHIBIT A

6 of 6
 2007-001786-0



Legislation Details

File #: ORD 15-48 Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 9/16/2015 In control: City and Borough Assembly
On agenda: 10/13/2015 Final action:
Title: Authorizing the lease of approximately 8,832 feet of tidelands in Alaska Tidelands Survey 1189
Sponsors:
Indexes:
Code sections:
Attachments: [Ord 2015-48](#)

Date	Ver.	Action By	Action	Result
9/22/2015	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2015-48 on second and final reading.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

MEMORANDUM

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

From: Maegan Bosak, Planning and Community Development Director *(MB)*

Subject: Ordinance 2015-48 Authorizing the Lease renewal of Tidelands Lease Tract #3 to Cove Marina, Inc. at 4701 Halibut Point Road

Date: September 14, 2015

Multiple leases of the tidelands at Cove Marina, Inc., located at 4701 Halibut Point Road, are set to expire June 12, 2016. Ordinance 2015-48 is on the Assembly's agenda to authorize the issuance of a new five year lease for the lease tract #3.

The proposed market rent, based on the value established by the Assessor, will be \$5,900 a year. This new lease is based on the 9% lease rate for tidelands set by Wendy Lawrence, Assessing Director.

Lease area #3 is 8,832 square feet of submerged tidelands and was authorized to lease by the Assembly in 2006. It is legally defined as A 8,832 square foot portion of Alaska Tidelands Survey 1189. The State of Alaska is the upland property owner.

The applicant is requesting the lease renewal to continue operations as Cove Marina, Inc. adding additional infrastructure as necessary.

There are four tideland lease areas associated with this property. The largest, which was acquired from the State of Alaska, expires in 2021. These associated leases will be set for a five year term, expiring at the same time, so that all leases can be incorporated into one new lease.

Following the passage of Ordinance 2015-48, a new lease for the tidelands will be prepared and executed.

RECOMMENDED ACTION: Approve the ordinance.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2015-48

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA, ALASKA AUTHORIZING THE LEASE OF APPROXIMATELY 8,832 FEET OF TIDELANDS IN ALASKA TIDELANDS SURVEY 1189

1. **CLASSIFICATION.** This ordinance is not of a permanent nature and is not 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 renew the existing tidelands lease and facilitate the construction of additional dock improvements. There are multiple leases for Cove Marina and the expiration of this lease is the same as the other leases.

4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka.

A. The leasing of approximately 8,832 square feet of Alaska Tideland Survey 1889 is hereby authorized with the following terms:

- 1) The parcel is valued at \$65,800.
- 2) The annual lease payments shall be 9% per year of the value of the tidelands.
- 3) The lease term is run concurrent with the existing Cove Marina lease that expires on June 12, 2021 and may be considered for renewal prior to the expiration.
- 4) Lease payments shall be adjusted per SGC 18.16.210.
- 5) Prior to execution of a lease, a lease plat must be prepared and approved by the Planning Office.

B. The administrator is authorized to execute a lease documents consistent with the terms of this ordinance, SGC Title 18 that governs tidelands leases, and, existing municipal policies and practices on tideland leases. The lease renewal clause shall be consistent with the existing Cove Marina tidelands lease.

C. The assembly determines that Sitka General Code 18.16.130 Preference Rights and Nonpreference Rights does not apply since the State of Alaska is the upland owner.

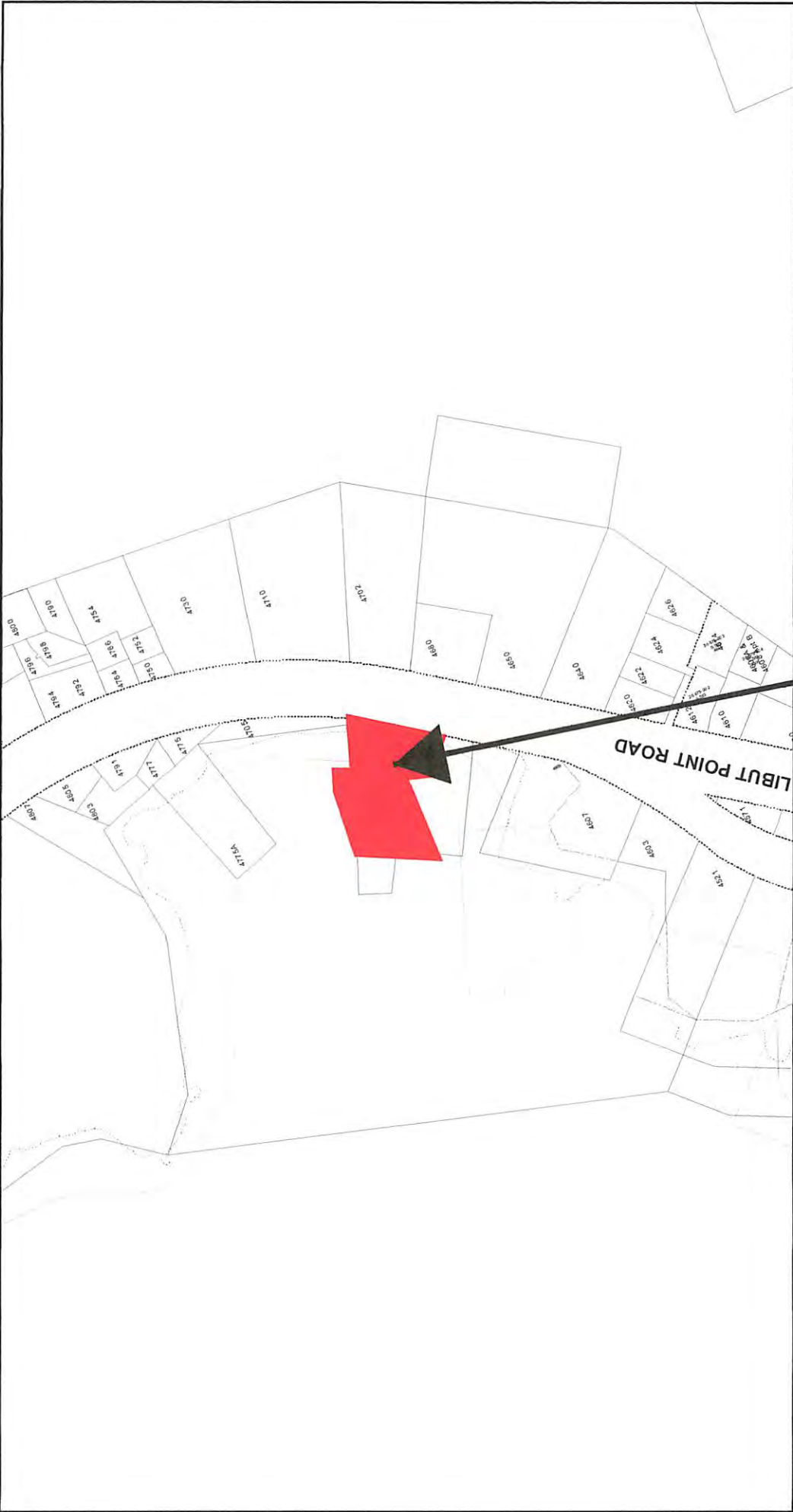
5. **EFFECTIVE DATE.** This ordinance shall become effective on the day after the date of its passage.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 13th day of October, 2015.

Mim McConnell, Mayor

ATTEST:

Sara Peterson, CMC
Municipal Clerk





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Halibut Point Road

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Memorandum

To: Maegan Bosak, Planning and Community Development Director

From: Wendy Lawrence, Assessing Director

Re: Cove Marina, Inc. Lease Renewals

Date: September 14, 2015

The upland and submerged tidelands currently leased and/or occupied by Cove Marina, Inc. have been inspected for their lease renewal application. The site is located at 4701 Halibut Point Road, with northwest sloping adjacent tidelands. Access is attained from both HPR as well as via marine floats extending into the tidelands, with the depth of the water at about 5'-30' more or less. Utilities are all located in the right of way, and the upland site is zoned Industrial.

Based upon the most recent market data for this area, I have estimated the fee simple per square foot values of \$15.00 & \$2.25 for the upland/filled areas, and tideland areas, respectively. The current city tidelands lease rate is 9%.

Because this entire site and business operation encompasses three separate leases, and one currently unleased but fully utilized tideland area (referred to as Trespass Area on the attached exhibit), analysis of this site for both fee and lease values was a bit challenging. A proposal to lease the current trespass area was denied in 2003, but the area has continued to be occupied and utilized by the marina since the early 1990's. This site visit confirmed the location of a large 30'X58' boat shed and associated floats in this trespass area. The annual lease for this trespass area, as well as lease renewal rates for the other three lease areas, has been summarized in the attached exhibit.

Please feel free to contact me if you need additional information or have questions regarding this complex situation.

Respectfully,

Wendy
Lawrence

Wendy Lawrence, Assessing Director

Digitally signed by Wendy Lawrence
DN: cn=Wendy Lawrence, o=City and Borough of
Sitka, ou=Assessing Department,
email=wendy.lawrence@cityofsitka.org, c=US
Date: 2015.09.14 16:04:59 -0800

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Recording Dist: 103 - Sitka

11/8/2007 11:12 AM Pages: 1 of 6



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Return to:

City and Borough of Sitka
Attn: Assessing Dept
100 Lincoln St.
Sitka, AK 99835

THIS COVER SHEET HAS BEEN ADDED TO THIS DOCUMENT TO PROVIDE SPACE FOR THE RECORDING DATA. THIS COVER SHEET APPEARS AS THE FIRST PAGE OF THE DOCUMENT IN THE OFFICIAL PUBLIC RECORD.

DO NOT DETACH

August 23, 2001

**COVE MARINA, INC.
TIDELANDS LEASE AGREEMENT**

The City and Borough of Sitka, hereafter referred to as the "Lessor," and Cove Marina, Inc., hereafter referred to as the "Lessee," collectively referred to as the "Parties," enter into this Cove Marina, Inc. Tidelands Lease Agreement, hereafter referred to as "Lease," based on the terms and conditions set out in this "Lease," and as approved by the City and Borough of Sitka Assembly in Ordinance 2006-37, effective August 22, 2006.


WHEREAS, the Lessor is the owner of certain tidelands seaward of Cove Marina, Inc. at 4701 Halibut Point Road, Sitka, Alaska, comprising approximately 8,832 square feet in Alaska Tideland Survey 1189, and graphically represented on the copy of the attached Exhibit A, hereafter referred to as the "Subject Property;" and

WHEREAS, the Assembly determines that the criteria in Sitka General Code 18.16.130 Preference Rights and Nonpreference Rights does not apply since the State of Alaska is the upland owner.

NOW THEREFORE, based on the consideration set out below, the Lessor and Lessee agree to the following terms and conditions:

1. Lessor leases to the Lessee the Subject Property described in attached Exhibit A, for a term of approximately ²⁰⁰⁷ten (10) years, effective June 12, 2007, and expiring June 12, 2016.
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2. Lessee, in consideration of this Lease, agrees as follows:
 - a. Lease payments shall be made annually to Lessor. For the first year, the amount of the lease payment shall be one thousand, eight hundred dollars and no cents (\$1,800.00), which is the equivalent of 9% of the value of the Subject Property, which is estimated to be twenty thousand dollars and no cents (\$20,000.00), calculated at two dollars and twenty five cents (\$2.25) per square foot. All subsequent annual lease payments shall be subject to adjustment in accordance with Sitka General Code ("SGC") Section 18.16.210, and any subsequent amendment to this code section.
 - b. The current version of SGC Section 18.16.210 subjects the annual lease payment to adjustment on the seventh anniversary of the lease and each seven years thereafter, with the annual lease payment being changed by the percentage change in the amount established by dividing the grand total of the land value on the official municipal real property assessment roll for the initial tax year, compared with similar calculation using the figures seven years later. The base figure the initial tax year is twenty thousand dollars and no cents (\$20,000.00). The Lessee shall be subject to any adjustment to rent as set out in any subsequent amendment to SGC Section 18.16.210.

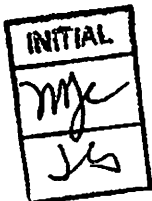
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<i>JCS</i>


2 of 6
2007-001736-0

- c. Lessee shall pay sales tax to the City and Borough of Sitka, based on the amount of each annual lease payment.
- d. The first year's payment is due on the date the Lease is signed and executed by all of the parties to the Lease. All subsequent payments shall be made by that same date each year.
- e. The Lease may not be assigned or sublet by the Lessee without the consent of the Lessor.
- f. If the full lease payment is not timely paid, and Lessee fails to remedy default within thirty (30) days after receipt of written notice of any such lease payment arrears, the Lessor may immediately, or at any time thereafter while such default continues, terminate the lease, repossess the Subject Property, enter on Subject Property, expel Lessee and those claiming right to possession or to be on the Subject Property based on the rights of the Lessee, and remove Lessee's effects (forcefully if necessary) without being guilty of any trespass. These rights are in addition to any other rights and remedies, without prejudice, which might otherwise be used for arrears or lease payments, proceedings on breach of agreement, or collection on arrears.
- g. The Lessee agrees to pay any Local Improvement District assessments that may be levied against the Subject Property to the same extent and in the same amount as if the Lessee were the owner of the Subject Property which would be included in the Local Improvement District to be formed or contemplated. The Lessee shall share the Lessor's right as owner in all proceedings under the Local Improvement District (except for payment of assessments) in proportion that the remaining years of the lease bear to twenty (20). (For example: If the lease has five (5) years to run, the Lessee shall have the right to exercise 5/20ths of the Lessor's vote and the Lessor, 15/20ths.)

3. The Parties mutually agree as follows:

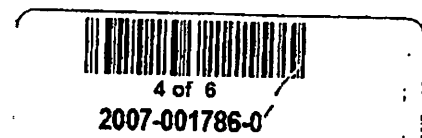
- a. The terms and conditions herein contained shall apply to and bind the heirs, successors, and agents of the respective Parties.
- b. Waiver by Lessor of any term or condition setout in this Lease shall not be considered a waiver of any subsequent breach of said term or condition.
- c. Lessee agrees to hold harmless, insure and indemnify the Lessor from any liability for property damage or personal injury to any person or persons on or about the Subject Property and to carry and provide proof of liability insurance in such amounts as may be agreed to between the parties to cover such liability, with the Lessor as an additional named insured.



2007-001786-0

- d. The Lease may be renewed if upon the expiration of the Lease, the Lessee desires a renewal lease on the Subject Property or property interests covered herein. Lessee shall within thirty (30) days before the expiration of the Lease, make a written request to the Lessor for renewal of lease in which Lessor must certify under oath as to the character and value of all the improvements existing upon the land, the purpose for which Lessee desires a renewal, and such other information as may be required.
- e. If Lessee occupies the Subject Property after the expiration date of this Lease without the consent of the Lessor, such possession shall be construed as an annual tenancy and Lessee shall annually pay Lessor the amount of the rent paid during the last year of the Lease until the Lease is terminated by the Lessor.
- f. The Lessee may terminate the Lease upon giving the Lessor thirty (30) days prior written notice.
- g. At any termination of the Lease, all improvements placed on the Subject Property and attached to the land so as to become part of the real property by common law definition shall become the property of the Lessor.
- h. Each Party to the Lease represents that its representative or agent who signs and executes the Lease has been delegated and is authorized to legally bind each Party regarding this Lease.

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<i>JLS</i>



CITY AND BOROUGH OF SITKA

COVE MARINA, INC.

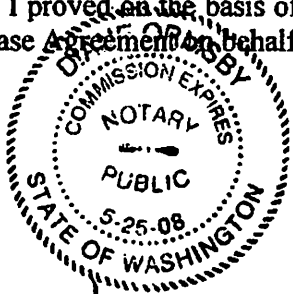
[Handwritten Signature]

Municipal Administrator

[Handwritten Signature: Michael J. Clementz]
Secretary

STATE OF ALASKA (WA)
Kitsap County) ss.
FIRST JUDICIAL DISTRICT)

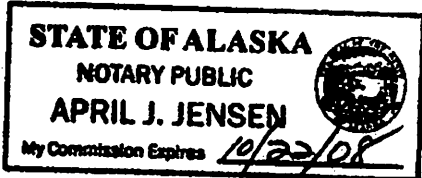
On this 18th day of Oct, 2007, Michael J. Clementz personally appeared before me, whose identity I proved on the basis of satisfactory evidence, and executed the Cove Marina, Inc. Tidelands Lease Agreement on behalf of Cove Marina, Inc.



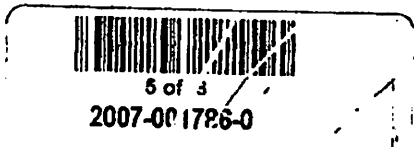
[Handwritten Signature]
Notary Public for ~~Alaska~~ Washington
My Commission Expires: 5-25-08

STATE OF ALASKA)
) ss.
FIRST JUDICIAL DISTRICT)

On this 21st day of September, 2007, John C. Stein personally appeared before me, whose identity I proved on the basis of satisfactory evidence, and he executed the Cove Marina, Inc. Lease Agreement on behalf of the City and Borough of Sitka.



[Handwritten Signature: April J. Jensen]
Notary Public for Alaska
My Commission Expires: 10/22/08



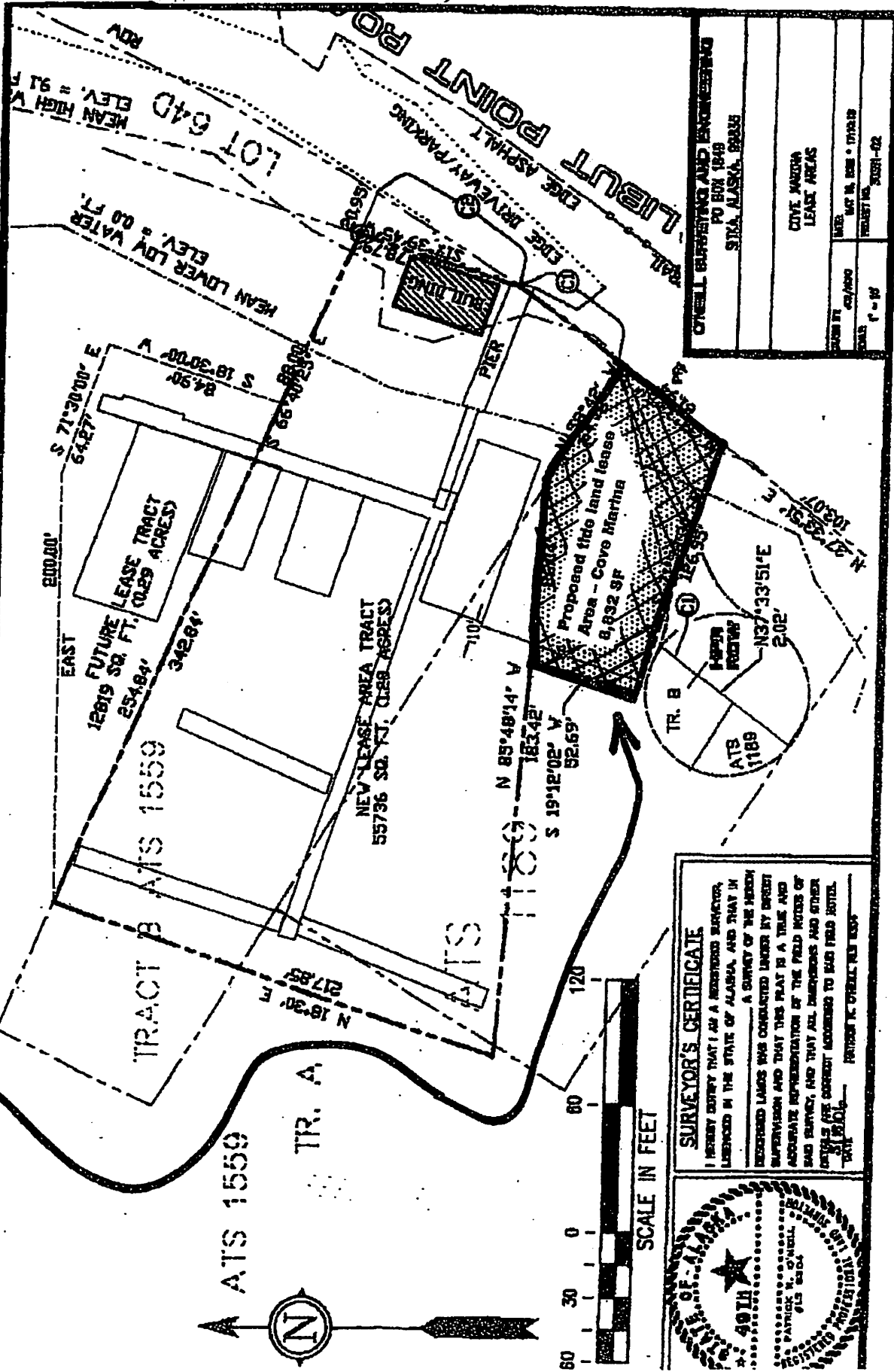
Cove Marina lease of Tidelands

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[Signature]
AS

EXHIBIT A

2007-001786-0

6 of 6



CNELL SURVEYING AND ENGINEERING
 PO BOX 1948
 SITKA, ALASKA 99581

COVE MARINA LEASE AREAS

DATE: MAY 19, 2006 • 07/14/19
 DRAWN BY: CWO/MNO
 CHECKED BY: PATRICK W. O'NEILL

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

DATE: _____ PATRICK W. O'NEILL, PLS. 1859



Cove Marina Lease of Tidelands

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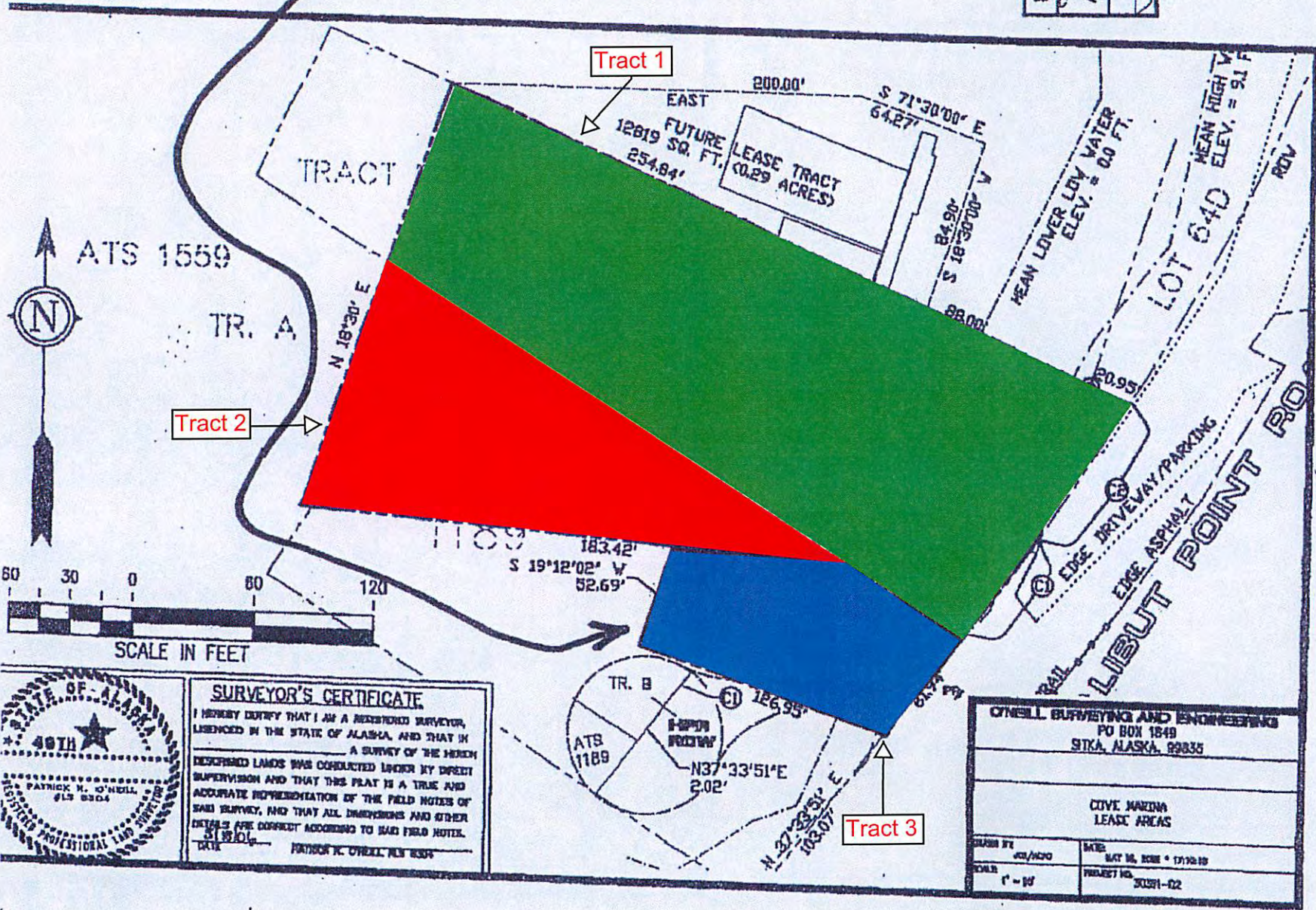


EXHIBIT A



6 of 6
 2007-001786-0



Legislation Details

File #: 15-193 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 10/2/2015 In control: City and Borough Assembly
On agenda: 10/13/2015 Final action:
Title: Approve the Municipal Clerk's certification of election
Sponsors:
Indexes:
Code sections:
Attachments: [Motion Certification of Election](#)
[Certificate of Election](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE to formally accept the Certification of Election for the October 6, 2015 Regular 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.

Note: The certification will be emailed to you and uploaded on Monday. This will allow for the canvass board/election officials to complete the advanced/absentee/question ballot counting on October 9th.



City and Borough of Sitka

100 Lincoln Street Sitka, Alaska 99835

Coast Guard City, USA

CERTIFICATE OF ELECTION

THIS IS TO CERTIFY THAT the results of the Regular Election held on October 6, 2015, have been audited and certified by the Municipal Clerk and accepted by the Assembly on October 13, 2015 at a regular meeting.

Total number of ballots issued: 1792

Total number of ballots NOT counted: - 23
(Not registered, registered elsewhere, not returned, spoiled etc.)

Total number of ballots counted: 1769

The following are the final results:

For Assembly two to be elected: 2- three-year terms:

Matthew Hunter 1399 ELECTED

Bob Potrzuski 1221 ELECTED

Orion Hughes-Knowles 498

John Welsh (write-in) 69

For School Board two to be elected: 2 - three year terms:

Eric Van Cise 1012 ELECTED

Cass Karras Pook 669 ELECTED

Kat Richards 627

Ed Gray 484

Jennifer Robinson 472

Dated this 13th day of October, 2015

ATTEST

Sara Peterson

Sara Peterson, CMC
Municipal Clerk

Attachment

Providing for today ... preparing for tomorrow

MUNICIPAL REGULAR ELECTION - OFFICIAL RESULTS OCTOBER 6, 2015

CANDIDATES	PRECINCT	PRECINCT	ABSENTEE/ QUESTION	TOTALS	PERCENTAGES
	NO. 1	NO. 2	COUNT OCT. 9		%
ASSEMBLY (2 - THREE YEAR TERMS)					
ORION HUGHES-KNOWLES	189	204	105	498	15.4%
MATTHEW HUNTER	543	562	294	1399	43.3%
BOB POTRZUSKI	506	478	237	1221	37.8%
JOHN WELSH (OFFICIAL WRITE-IN)	25	26	18	69	2.1%
Write-ins	22	15	9	46	1.4%
SCHOOL BOARD (2 - THREE YEAR TERMS)					
CASS KARRAS POOK	254	262	153	669	20.4%
KAT RICHARDS	267	252	108	627	19.2%
JENNIFER ROBINSON	190	184	98	472	14.4%
ED GRAY	210	177	97	484	14.8%
ERIC VAN CISE	381	432	199	1012	30.9%
Write-ins	2	3	3	8	0.2%



Legislation Details

File #: 15-194 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 10/2/2015 In control: City and Borough Assembly
On agenda: 10/13/2015 Final action:
Title: Recognize outgoing Assembly member Michelle Putz
Sponsors:
Indexes:
Code sections:
Attachments: [Service Award Putz](#)

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

Service Award

is hereby awarded to

MICHELLE PUTZ

On behalf of the citizens of Sitka we hereby express our sincere appreciation to Michelle Putz for her diligence, dedication and community service during her tenure as an Assembly Member serving the City and Borough of Sitka in 2015.

ATTEST:

Sara Peterson

Sara Peterson, CMC
Municipal Clerk

10-13-15

Date





Legislation Details

File #: 15-197 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 10/2/2015 In control: City and Borough Assembly
On agenda: 10/13/2015 Final action:
Title: Swearing in of the newly elected officials
Sponsors:
Indexes:
Code sections:
Attachments: [Oath of Office](#)

Date	Ver.	Action By	Action	Result
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OATH OF OFFICE

I, Bob Potrzuski, do solemnly affirm that I will support and defend the Constitution of the United States of America, the Constitution of the State of Alaska, and the Laws and Ordinances of the City and Borough of Sitka, and that I will faithfully discharge my duties as Assembly Member for the City and Borough of Sitka, Alaska, to the best of my ability.

Bob Potrzuski

Subscribed and sworn to before me this 13th day of October, 2015.

*Sara Peterson, CMC, Municipal Clerk
City and Borough of Sitka*



OATH OF OFFICE

I, Matthew Hunter, do solemnly affirm that I will support and defend the Constitution of the United States of America, the Constitution of the State of Alaska, and the Laws and Ordinances of the City and Borough of Sitka, and that I will faithfully discharge my duties as Assembly Member for the City and Borough of Sitka, Alaska, to the best of my ability.

Matthew Hunter

Subscribed and sworn to before me this 13th day of October, 2015.

*Sara Peterson, CMC, Municipal Clerk
City and Borough of Sitka*



Legislation Details

File #: 15-198 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/2/2015 In control: City and Borough Assembly

On agenda: 10/13/2015 Final action:

Title: Board of Adjustment: Approve a conditional use permit request filed by Deanna Moore for a bed and breakfast at 703 Biorka Street

Sponsors:

Indexes:

Code sections:

Attachments: [BOA Motion Moore](#)
[Moore CUP](#)
[BOA Hearing Outline](#)

Date	Ver.	Action By	Action	Result
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Step 1.

CONVENE

I MOVE TO convene as the Board of Adjustment

Step 2.

I MOVE TO approve a conditional use permit request filed by Deanna Moore for a bed and breakfast at 703 Biorka Street, and further, adopt the findings and conditions as recommended by the Planning Commission and request that they are listed in their entirety as they appear attached hereto as part of the official record.

Go to Step 3. Next

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; and
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.

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 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;

7. Failure to comply with all applicable tax laws, including but not limited to remittance of all sales and bed tax, shall be grounds for revocation of the conditional use permit; and

8. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.

Step 3.

SGC: 22.30.180 Procedures for Public Hearing

A. Staff Presentation. *Members may ask questions of the staff.*

B. Applicant presentation. *Members may ask questions of the applicant.*

C. Testimony or comments by the public. *Need to be germane to the matter*

D. Rebuttal, response or clarifying statement by staff and the applicant.

E. Deliberation by the Board. *Also known as the evidentiary portion of the public hearing and is closed.*

Step 4.

VOTE on any amendments and/or main motion



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

MEMORANDUM

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

From: Michael Scarcelli, Senior Planner *MS*

Subject: Moore – Bed and Breakfast Conditional Use Permit (703 Biorka St.)

Date: October 5, 2015

The Planning Commission is recommending approval of a conditional use permit request for operation of a Bed and Breakfast filed by Deanna Moore at 703 Biorka Street. Action on this item was taken at the September 15, 2015 Planning Commission meeting. The recommendation to approve the request with conditions, based on the included findings, passed unanimously 5-0.

Deanna Moore is requesting a conditional use permit to operate a Bed and Breakfast at 703 Biorka Street. Guests will provide their own transportation and meals. The parcel is 5,000 square feet, and the home is a two-story, two-bedroom, two-bath home, with adequate parking. For the proposed conditional use, three parking spaces are required. The applicant has provided details of three parking spaces with adequate space for additional parking. The owner will utilize AirBnB for the Bed and Breakfast, while owner occupied.

The applicant received an approved CUP for a short-term rental at the prior August 25, 2015 City Assembly meeting. The applicant/owner stated that the short term rental will only be rented out during the summer time from May 15th through September 15th when she plans to travel. The applicant/owner will have the property managed by Sharon Romine of Welcome Home Vacations for that purpose. This Bed and Breakfast permit will only run in the winter months when the owner is home.

The R-1 residential district is intended: to include lands suited by topography and other natural conditions for urban development and which are provided with a full range of public utilities including sewer, water, electricity and storm drains or are intended to be provided with such utilities in the near future; primarily for single-family or duplex residential dwellings at moderate densities, but structures and uses required to serve recreational and other public needs of residential area are allowed as conditional uses subject to restrictions intended to preserve the residential character of the R-1 district.¹

The proposed activity is in conformance with Comprehensive Plan 2.5 *Urban Residential Goals and Policies*, specifically 2.5.2, which states “To encourage commercial and industrial developments of a quality that does not adversely impact any adjacent recreational and residential areas.” In addition, 2.1.1,

¹ Sections 22.16.040 R-1 (A)-(A)(1)

which encourages development of facilities for visitors without significant impact on residential properties.

Planning Commission Recommendation

Approve the Planning Commission's recommendation to approve the request with the following findings and conclusions:²

“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;
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; and
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 approve, approve with conditions, modify, modify with conditions, or deny the conditional use permit. The city may reduce or modify bulk requirements, off-street parking requirements, and use design standards to lessen impacts, as a condition of the granting of the conditional use permit. In considering the granting of a conditional use, the assembly and planning commission shall satisfy themselves that the general criteria set forth for uses specified in this chapter will be met. 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 MOTION: M/S M/S PARMELEE/WINDSOR moved to approve the findings.

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; and
5. Community appearance such as landscaping, fencing and screening, dependent upon the specific use and its visual impacts.^{3 4}

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; and
6. Failure to comply with any of the conditions may result in revocation of the conditional use permit;^{5 6}
7. Failure to comply with all applicable tax laws, including but not limited to remittance of all sales and bed tax, shall be grounds for revocation of the conditional use permit; and
8. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.

Recommendation to Approve CUP

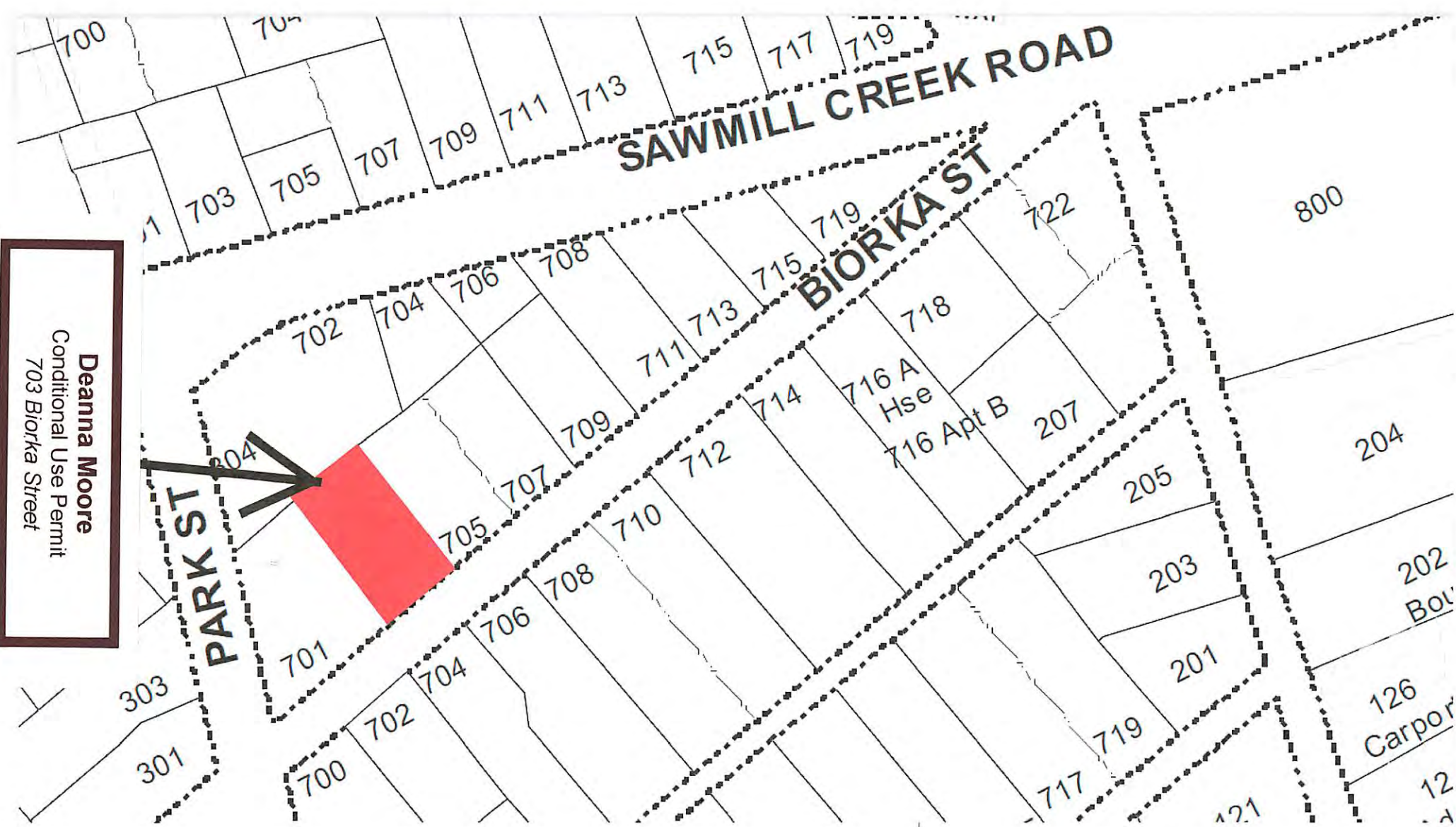
The Planning Commission recommends to approve Deanna Moore’s Conditional Use Permit for a bed and breakfast located at 703 Biorka Street subject to the listed conditions supported by the record of findings.

3 Section 22.30.160(C)

4 ACTION: Motion PASSED 5-0 on a voice vote.

5 ACTION: Motion PASSED 5-0 on a voice vote.

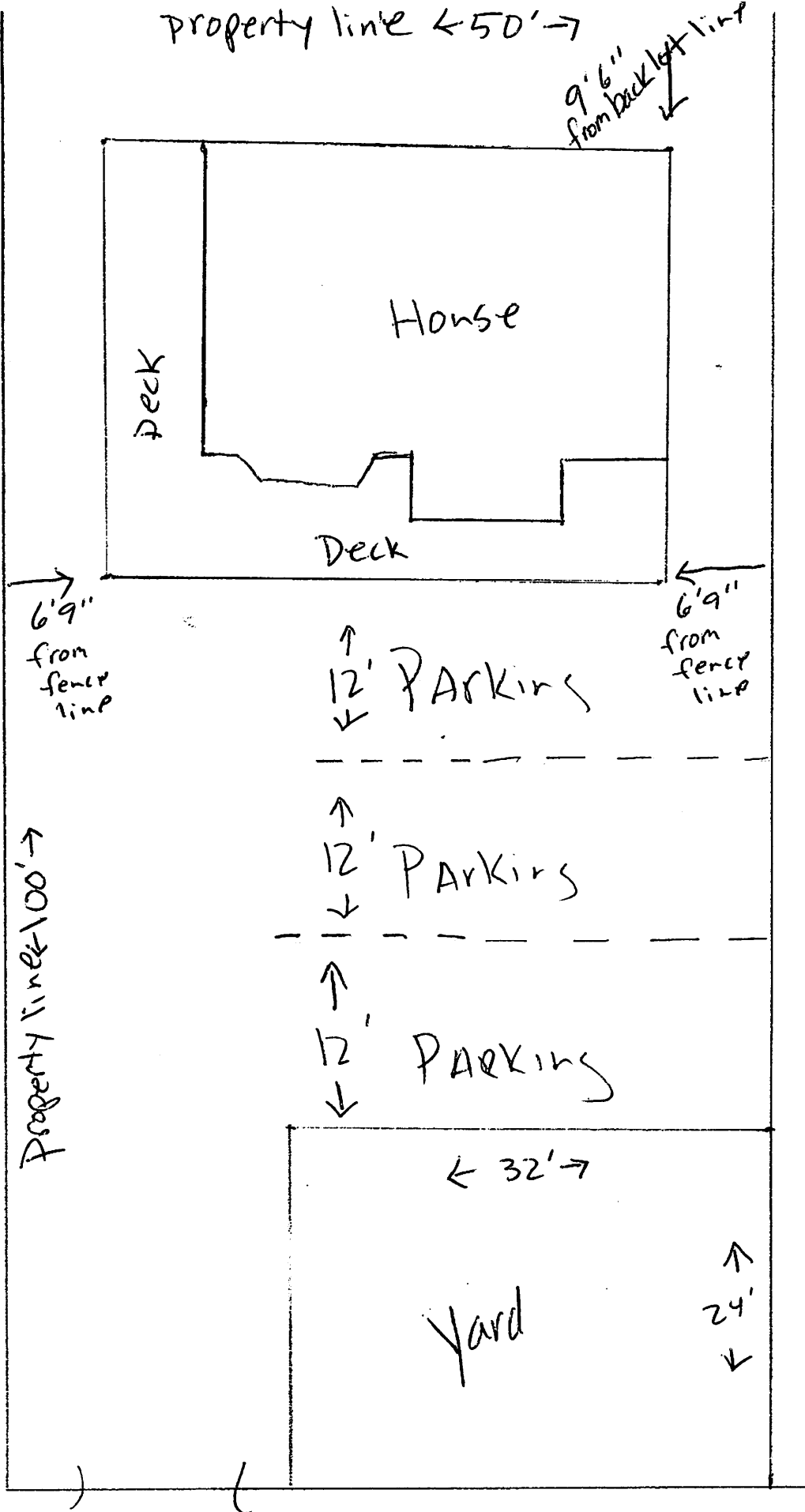
6 MOTION: M/S PARMELEE/WINDSOR moved to adopt staff’s findings and conclusions, the following findings and conditions, and to recommend approval to the City Assembly of the conditional use permit for a bed and breakfast at 703 Biorka Street. The property is also known as Lot 11, Block 23, Sitka Townsite, and U.S. Survey 1474. The request is filed by Deanna Moore. The owner of record is Deanna Moore



Deanna Moore
Conditional Use Permit
703 Biorka Street

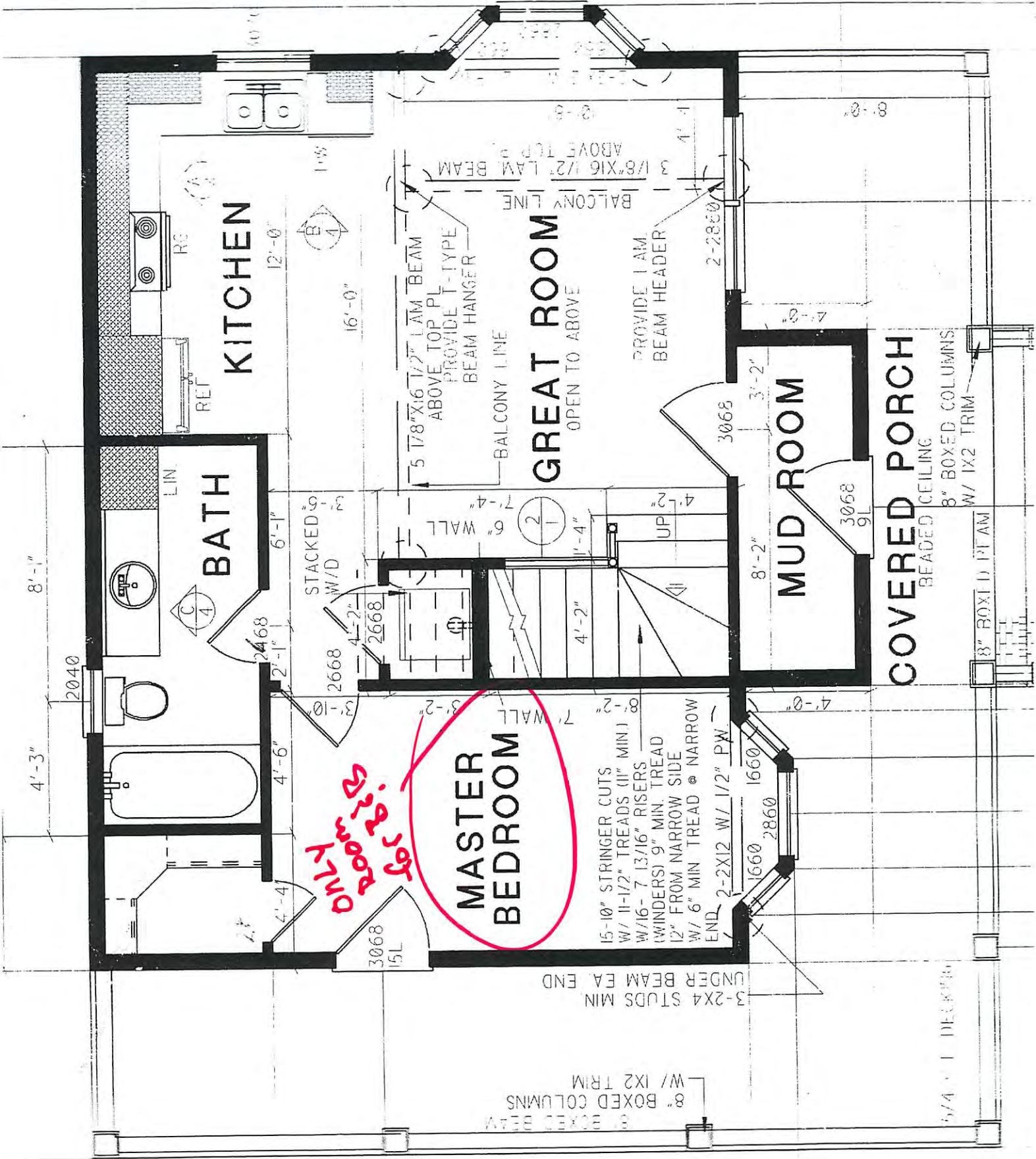


Deanna Moore
Conditional Use Permit
703 Biorka Street



Deanna Moore
 Conditional Use Permit
 703 Biorka Street

Biorka Street



LOFT

22-1/2" X 54-1/2"
ALUM. ACC.
VERIFY LOCATION

COL. RAIL & BAL.
@ 5" O.C. MAX.

COL. RAIL & BAL.
2 BAL. PICK UP @
@ 5" O.C. MAX.

OPEN TO BELOW

3 1/2" NEWELL POST

LEDGE

2-2850

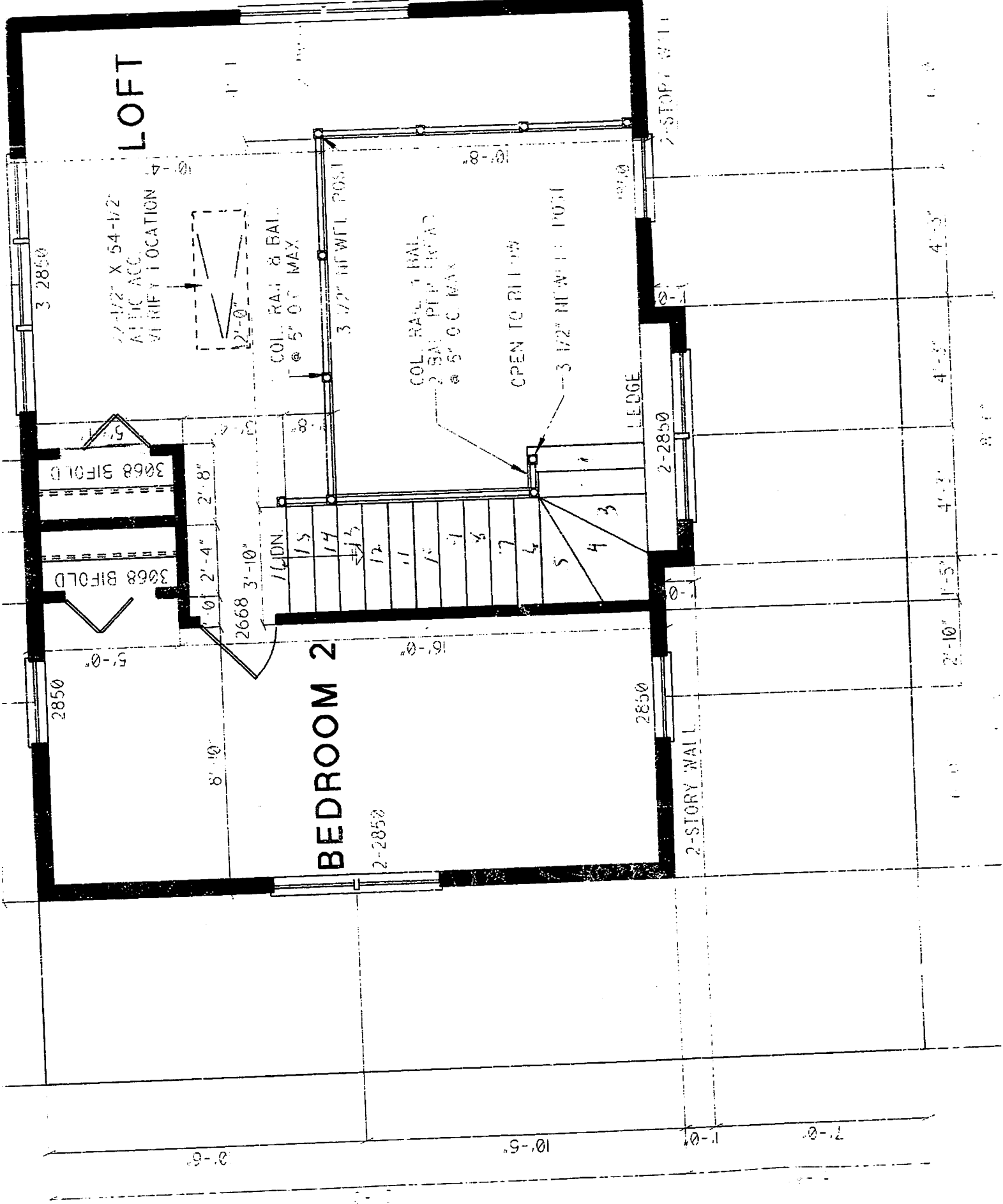
2-STORY WALL

BEDROOM 2

2-2850

2850

2-STORY WALL



3 2850

3068 BIFOLD

3068 BIFOLD

2850

2'-8"

2'-4"

3'-10"

8'-10"

5'-0"

10'-4"

1'-1"

10'-8"

10'-0"

2'-6"

10'-5"

1'-0"

7'-0"

2'-10"

1'-5"

4'-2"

4'-5"

4'-3"

1'-8"

8'-1"

PAID

AUG 11 2015

CITY AND BOROUGH OF SITKA
PLANNING DEPARTMENT
SHORT-TERM RENTAL &
BED & BREAKFAST APPLICATION

CITY & BOROUGH OF SITKA

Short-Term Rental Fee	\$100.00
Bed & Breakfast Fee	\$ 35.00
(per Guestroom)	
* plus current city sales tax *	

RECEIVED AUG / 2 2015

APPLICANT'S NAME: Deanna Moore
PHONE NUMBER: 907 738-0465
MAILING ADDRESS: 703 Biorke St. Sitka AK 99835

OWNER'S NAME: Semp
(If different from applicant)
PHONE NUMBER: _____
MAILING ADDRESS: _____

PROJECT ADDRESS: 703 Biorke St. Sitka AK 99835
LEGAL DESCRIPTION Lot: 11 Block: 23
Subdivision: _____
U.S. Survey: 1474 Zoning Classification: Residential

State all reasons for justifying request: I am interested in Renting the unused bedroom in my home to supplement my income.

Describe how the facility will be operated, what meals will be served, and how guests will be transported. (This information may be provided on a separate sheet).
I would like to rent this room out through the AIRBNB website. Guests will have their own room and bathroom with laundry facilities as well as limited access to kitchen and general living area. I will not be providing meals. Guests will be responsible for their own transportation.

Anticipated start date: September 16, 2015

What months of the year the facility will be in operation:

Sept. 16 - May 14

Drawing of the **interior** layout showing:

1. Size and location of rooms
2. Types of facilities in the rooms
3. Windows and exits
4. Location of smoke alarms and fire extinguishers
5. Guestrooms specifically delineated on the plans

Drawing of the **exterior** site plan showing:

1. Dimensions of the home
2. How the house sits on the lot
3. Location of parking



Check if facility is not fully constructed at the time of the application



Check if Life Safety Inspection has already been completed. If not, please contact the Building Department at 747-1832 to schedule an appointment. This Inspection is to certify that the residence complies with life and fire safety code aspects.

Bed and Breakfast applicants shall be aware that only limited cooking facilities such as small toaster ovens, microwaves, and refrigerators are allowed and those appliances must be outside of guestrooms.

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

SIGNATURE OF APPLICANT:

Deanna K. Moore

Date:

7/16/15

SIGNATURE OF OWNER:

Deano Moore

Date:

7/16/15

(If different from the applicant)



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Planning and Community Development Department

Date: September 10, 2015

To: Planning Commission

From: Michael Scarcelli, Senior Planner

Re: Moore CU 15-19 703 Biorka CUP for B&B

GENERAL INFORMATION

Applicant: Deanna Moore

Property Owner: Deanna Moore

Property Address: 703 Biorka Street

Legal Description: Lot 11, Block 23, Sitka Townsite

Parcel ID Number: 13365000

Size of Existing Lot: 5,000 sq. ft.

Zoning: R1

Existing Land Use: Residential

Utilities: City water, sewer, electric

Access: Direct from Biorka Street

Surrounding Land Use: Residential

ATTACHMENTS

Attachment A: Vicinity Map

Attachment B: Aerial Vicinity Map

Attachment C: Parcel Pictures

Attachment D: Application

Attachment E: Site Plan

Attachment F: Subdivision Plat

Attachment G: Zoning Map

Attachment H: Mailing List

Attachment I: Proof of Payment

Attachment J: Warranty Deed

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 of Recommendation

PROJECT DESCRIPTION

The applicant plans to operate a short-term rental during the summer months (May 15-September 15) while they are traveling out of town per approved CUP 15-14. Per this request, the owner wishes to operate a Bed and Breakfast out of one unused bedroom to supplement income while she occupies the residence. She will utilize Air BnB. Visitors will have access to kitchen, but she will not provide meals or transportation. They will have access to unused bedroom, bathroom, and laundry facilities as well.

The parcel is 5,000 sq. ft. There is a large front yard with access directly off of Biorka Street. The house is a two-story, two bedroom, two bath home.

The applicant has provided details of the three required parking spaces, with additional space available for parking.

22.16.040 R-1 single-family and duplex residential district.

A. Intent. The R-1 district is intended to include lands suited by topography and other natural conditions for urban development and which are provided with a full range of public utilities including sewer, water, electricity and storm drains or are intended to be provided with such utilities in the near future.

1. This district is intended primarily for single-family or duplex residential dwellings at moderate densities, but structures and uses required to serve recreational and other public needs of residential areas are allowed as conditional uses subject to restrictions intended to preserve the residential character of the R-1 district.

2. The R-1 district, as it is a very restrictive district, may also be utilized as a holding district for lands which are located within the urban area but are not presently served by access or utilities until such time as a full-scale development plan can be adopted to allow a more permanent zoning district designation.

ANALYSIS

1. CRITERIA TO BE USED IN DETERMINING THE IMPACT OF CONDITIONAL USES.

a. Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses: Single family home will be used as a short-term rental when owner is away and as a B&B when owner is present. Owner through Air BnB will rent an unused room and adequate parking provided. Same impacts as similar residential use in area.

b. Amount of noise to be generated and its impacts on surrounding land use: Same amount of noise to slightly more as property will remain residential but visitors/guests will be on vacation.

c. Odors to be generated by the use and their impacts: No additional odors.

d. Hours of operation: various, but typical of adjacent residential uses.

- e. **Location along a major or collector street:** Not located on major or collector street.
- f. **Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario:** No cut through traffic scenario will be created.
- g. **Effects on vehicular and pedestrian safety:** No effects.
- h. **Ability of the police, fire, and EMS personnel to respond to emergency calls on the site:** Same ability as if home was only single family.
- i. **Logic of the internal traffic layout:** There is plenty of room on the property for vehicle access and parking. Three parking spots illustrated on site plan.
- j. **Effects of signage on nearby uses:** No effect. No signage proposed.
- k. **Presence of existing or proposed buffers on the site or immediately adjacent the site:** The site has a measure of privacy due to some greenery and the site placement of the house and neighboring houses.
- l. **Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan:** Conforms with Comprehensive Plan Section 2.5.2 *To encourage commercial and industrial developments of a quality that does not adversely impact any adjacent recreational and residential areas;* and Section 2.6.2(K), which supports facilities to accommodate visitors that do not impact surrounding residential neighborhoods any more than typical residential uses.
- m. **Other criteria that surface through public comments or planning commission review:**
- **Parking:** CBS code 22.20.100.G.1 requires two spaces per dwelling unit. *Residential Uses. For each dwelling unit up to and including four-family buildings: two parking spaces per unit.* CBS code 22.24.010.B.11 requires one parking space per three B&B rooms. *There shall be a minimum of one off-street parking space for every three guestrooms in bed and breakfast establishments located in single-family residential zones.* The applicant has provided details of the required three parking spaces, with additional space available.
 - **Habitat:** Existing building- no habitat will be affected by the Applicant's proposal.
 - **Property value or Neighborhood harmony:** There is no evidence to suggest that this use will have a negative impact on surrounding property values. It will increase the value of the property by allowing an additional source of supplemental income.

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.
 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 approve, approve with conditions, modify, modify with conditions, or deny the conditional use permit. The city may reduce or modify bulk requirements, off-street parking requirements, and use design standards to lessen impacts, as a condition of the granting of the conditional use permit. In considering the granting of a conditional use, the assembly and planning commission shall satisfy themselves that the general criteria set forth for uses specified in this chapter will be met. 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.

RECOMMENDATION

It is recommended that the Planning Commission adopt the Senior Planner's analysis and findings and grant the requested conditional use permit with the following 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.

**CITY AND BOROUGH OF SITKA
Planning Commission
Minutes of Meeting
September 15, 2015**

Present: Richard Parmelee (Chair), Chris Spivey (Vice Chair), Randy Hughey (Member), Debra Pohlman (Member), Darrell Windsor (Member), Michael Scarcelli (Senior Planner), Samantha Pierson (Planner I)

Absent: None

Members of the Public: Ken Cameron, Ptarmica McConnell, Peter Thielke, Susan Litman, Cliff Richter, Kyle Young, Deanna Moore

Vice Chair Spivey called the meeting to order at 7:01 p.m.

Roll Call:

PRESENT: 5 – Parmelee, Spivey, Windsor, Pohlman, Hughey

Consideration of the Minutes from the September 1, 2015 meeting:

MOTION: M/S HUGHEY/PARMELEE moved to approve the meeting minutes for September 1, 2015.

ACTION: Motion **PASSED unanimously 5-0** on a voice vote.

The evening business:

**FIVE LOT HYBRID SUBDIVISION
LOT 11, ALICE AND CHARCOAL ISLAND SUBDIVISION
SHEE ATIKA, INC.**

Public hearing and consideration of a final plat for a 5 lot hybrid subdivision at Lot 11, Alice and Charcoal Island Subdivision filed by Shee Atika, Inc. The subdivision will create five lots. The property is also known as Lot 11, Alice and Charcoal Island Subdivision. The request is filed by Shee Atika, Inc. The owner of record is Shee Atika, Inc.

STAFF REPORT: Senior Planner Michael Scarcelli described the lot and the proposed division into five lots. Scarcelli passed around to the public and the Planning Commission a handout of the 5 lot hybrid subdivision. Staff reviewed how the proposal met the required criteria, specifically how lot 11E was noted as limited to access from Alice Loop and the other 4 lots had access via an access easement. Important items presented were the criteria required to meet the zoning, subdivision, and comprehensive plan.

APPLICANT: Ken Cameron stated that Scarcelli's description of the five proposed lots was accurate.

COMMISSIONER DELIBERATION:

PUBLIC COMMENT: No public comment.

MOTION: M/S PARMELEE/WINDSOR moved to adopt the required findings as presented by staff in his written and oral report that the proposal meets the required SGC criteria, comports with the comprehensive plan and Title 21 and 22, and the finding that it does not adversely impact the public, health, safety and welfare, and to approve final plat for a 5 lot hybrid subdivision at Lot 11, Alice and Charcoal Island Subdivision filed by Shee Atika, Inc. The subdivision will create five lots. The property is also known as Lot 11, Alice and Charcoal Island Subdivision. The request is filed by Shee Atika, Inc. The owner of record is Shee Atika, Inc.

ACTION: Motion **PASSED unanimously 5-0** on a voice vote.

**REPLAT
TRACT M, U.S. SURVEY 3555, GALANKIN ISLAND SUBDIVISION
ROBERT JURANICH**

Public hearing and consideration of a replat of Tract M and immediately adjacent westerly common area of Galankin Island filed by Robert Juranich. Replat will remove the center lot line and merge two lots into one. The property is also known as Tract M of US Survey 3555 and adjacent common area of Galankin Island Subdivision. The owners of record are Robert and Marilyn Juranich and Galankin Islanders, Inc.

STAFF REPORT: Senior Planner Michael Scarcelli described the lot and the proposed replat addressing the intent of the GI and LI zoning districts, the minimum lot requirements of 1 acre, and nature of the past disconnected nature of Tract M, and the current connection to Galankin Island. It was staff's analysis to require a plat variance and Zoning map amendment as conditions of approval.

APPLICANT: Sue Litman and Patrick O'Neill represented Robert Juranich. She stated that she was unaware that an additional variance proceeding would be required, but stated that she was certain that Mr. Juranich would want to continue moving forward with the replat.

COMMISSIONER DELIBERATION: Commissioners discussed that this vote could move forward, and Mr. Juranich can decide whether or not to continue the process by pursuing a variance and ZMA.

PUBLIC COMMENT: No public comment.

MOTION: M/S POHLMAN/HUGHEY moved to adopt Staff's oral findings that it conformed with the SGC, Comprehensive Plan, did not adversely impact the public, health, safety and welfare and recommend approval of the replat of Tract M and immediately adjacent westerly common area of Galankin Island. Replat will remove the center lot line and merge two lots into one. The property is also known as Tract M of US Survey 3555 and adjacent common area of Galankin Island Subdivision. The owners of record are Robert and Marilyn Juranich and Galankin Islanders, Inc. conditioned upon approval of a plat variance and zoning map amendment.

ACTION: Motion **PASSED** unanimously 5-0 on a voice vote.

ZONING TEXT CHANGE

ALLOWING FOR THE APPROVAL OF CONDITIONAL USE PERMITS BY THE PLANNING COMMISSION WITH RIGHTS OF APPEAL TO THE BOARD OF ADJUSTMENT CITY AND BOROUGH OF SITKA

Public hearing and consideration of a proposed zoning text amendment to amend the SGC Sections 22.30.050 (F), 22.30.060, 22.30.160 (C), 22.30.370(3)(a), 22.24.010—2, and all supporting code sections to allow for the approval of Conditional Use Permits by the Planning Commission with rights of appeal to the Board of Adjustment. The request is filed by the City and Borough of Sitka.

STAFF REPORT: Scarcelli explained the proposed amendment. This amendment would allow the Planning Commission to approve instead of recommending approval to the City Assembly on Conditional Use Permits, with rights of aggrieved parties to appeal to the City Assembly acting as Board of Adjustment. This would result in making the process streamlined for applicants. Additionally, this amendment would reduce the amount of cases sent to the Assembly by the Planning Commission to allow them more time to focus on larger issues.

COMMISSIONER DELIBERATION: Commissioners discussed the potential benefits of the proposal. Passage of this amendment would lighten the workload and decrease meeting time for Assembly members.

PUBLIC COMMENT: No public comment.

MOTION: M/S WINDSOR/PARMELEE moved to adopt findings that this amendment comported with the SGC and Comprehensive Plan, did not adversely impact the public, health, safety, and welfare, and to recommend approval to the City Assembly of a proposed zoning text amendment to amend the SGC Sections 22.30.050 (F), 22.30.060, 22.30.160 (C), 22.30.370(3)(a), 22.24.010—2, and all supporting code sections to allow for the approval of Conditional Use Permits by the Planning Commission with rights of appeal to the Board of Adjustment. The request is filed by the City and Borough of Sitka.

ACTION: Motion **PASSED** unanimously 5-0 on a voice vote.

VARIANCE REQUEST

**298 KAAGWAANTAN STREET
BARANOF ISLAND HOUSING AUTHORITY**

Public hearing and consideration of a variance request filed by Baranof Island Housing Authority for 298 Kaagwaantaan Street. The variance request is for a reduction in the front setback from 20 to 5 feet and the rear setback from 10 to 5 feet for the construction of a single-family home. The property is also known as Lot 4, Allen/Carlson Subdivision. The request is filed by the Baranof Island Housing Authority. The owner of record is the Baranof Island Housing Authority.

STAFF REPORT: Scarcelli described the topography of the lot, small size, parking, and the variance request. The lot is small and oddly shaped, making development difficult. Staff presented the required findings for a variance.

APPLICANT: Cliff Richter and Kyle Young represented Baranof Island Housing Authority. Richter and Young stated agreement with Scarcelli's report. Richter and Young described in further detail the constraints of the property and the site plan.

COMMISSIONER DELIBERATION: Commissioners discussed that the small lot size and odd shape makes it difficult to develop the lot.

PUBLIC COMMENT: No public comment.

MOTION: M/S WINDSOR/HUGHEY: moved to adopt the following findings and approve a variance request filed by Baranof Island Housing Authority for 298 Kaagwaantaan Street. The variance request is for a rear setback reduction from 10 to 5 feet for the construction of a single-family home. The property is also known as Lot 4, Allen/Carlson Subdivision. The request is filed by the Baranof Island Housing Authority. The owner of record is the Baranof Island Housing Authority.

Findings:

- 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 substandard lot size and odd flag shape;*
- 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, *specifically a single family home will add to the surrounding property values and neighborhood harmony;*
- d. That the granting of such a variance will not adversely affect the comprehensive plan.

ACTION: Motion **PASSED unanimously 5-0** on a voice vote.

**CONDITIONAL USE PERMIT
722 BIORKA STREET
PETER THIELKE**

Public hearing and consideration of a conditional use permit for a short-term rental at 722 Biorka Street. The property is also known as a fractional portion of Lot 13 in Block 14, Sitka Townsite, U.S. Survey 1474. The request is filed by Peter Thielke. The owner of record is Peter Thielke.

STAFF REPORT: Scarcelli described the short-term rental request, detailed business plan, and how the proposal helps create a better maintain property, meets the parking, comports with zoning code and comprehensive plan, creates positive economic benefits,

and no adverse impacts. He stated that the lot's landscaping provides a lot of privacy. Staff's conclusion was that it complied with the Sitka General Code, the Comprehensive Plan, and it did not impact the public, health, safety, and welfare, and benefitted the community.

APPLICANT: Peter Thielke affirmed Scarcelli's analysis. Thielke stated that he does not live in Sitka year-round. He stated that the short-term rental would make it feasible for him and his siblings to visit Sitka during the summer for short periods of time and stay in the house. Purely long-term rentals would not allow him the same flexibility. Thielke stated that he is committed to the community's need for long-term rentals, and reports that he has rented the house for longer blocks of time for the upcoming fall and winter months.

PUBLIC COMMENT: No public comment.

COMMISSIONER DELIBERATION: Commissioners discussed that this was a feasible option for maintaining the home, and this is his family's established property.

MOTION: M/S POHLMAN/WINDSOR moved to adopt staff's findings and conclusions, the following findings and conditions, and to recommend approval to the City Assembly of the conditional use permit for a short-term rental at 722 Biorka Street. The property is also known as a fractional portion of Lot 13 in Block 14, Sitka Townsite, U.S. Survey 1474. The request is filed by Peter Thielke. The owner of record is Peter Thielke:

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
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 approve, approve with conditions, modify, modify with conditions, or deny the conditional use permit. The city may reduce or modify bulk requirements, off-street parking requirements, and use design standards to lessen impacts, as a condition of the granting of the conditional use permit. In considering the granting of a conditional use, the assembly and planning commission shall satisfy themselves that the general criteria set forth for uses specified in this chapter will be met. 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 request.
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.

ACTION: Motion **PASSED 5-0** on a voice vote.

**CONDITIONAL USE PERMIT
703 BIORKA STREET
DEANNA MOORE**

Public hearing and consideration of a conditional use permit for a bed and breakfast at 703 Biorka Street. The property is also known as Lot 11, Block 23, Sitka Townsite, and U.S. Survey 1474. The request is filed by Deanna Moore. The owner of record is Deanna Moore.

STAFF REPORT: Scarcelli described the lot and the conditional use permit request, related past history of a CUP for a STR, and how this proposal would have positive impacts and have less negatives than other typical residential uses due to owner occupation with this proposed use and the large parking, setbacks, and characteristics of the home and property. The property has plenty of parking to accommodate guests. Ultimately staff's conclusion was that it complied with the Sitka General Code, the Comprehensive Plan, and it did not impact the public, health, safety, and welfare, and benefitted the community.

APPLICANT: Deanna Moore stated that Scarcelli's analysis was accurate.

PUBLIC COMMENT: No public comment.

COMMISSIONER DELIBERATION:

MOTION: M/S PARMELEE/WINDSOR moved to adopt staff's findings and conclusions, the following findings and conditions, and to recommend approval to the City Assembly of the *conditional use permit for a bed and breakfast at 703 Biorka Street. The property is also known as Lot 11, Block 23, Sitka Townsite, and U.S. Survey 1474. The request is filed by Deanna Moore. The owner of record is Deanna Moore:*

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
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 approve, approve with conditions, modify, modify with conditions, or deny the conditional use permit. The city may reduce or modify bulk requirements, off-street parking requirements, and use design standards to lessen impacts, as a condition of the granting of the conditional use permit. In considering the granting of a conditional use, the assembly and planning commission shall satisfy themselves that the general criteria set forth for uses specified in this chapter will be met. 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 request.
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.

ACTION: Motion **PASSED 5-0** on a voice vote.

DIRECTORS REPORT: Scarcelli shared that he is working with Maegan Bosak to address streamlining the findings and conclusions to help preserve time of the Planning Commission to allow adequate time for consideration of important issues. He stated that he and Bosak have plans to initiate the Comprehensive Plan soon, which will focus on grassroots input. Scarcelli is attending training in October for Historic Preservation and Planning. Scarcelli introduced Samantha Pierson, the new Planner I. Scarcelli thanked Parmelee for his 8 years of service to the Planning Commission, and we will begin the selection process for a new member.

PUBLIC COMMENT: No public comment.

COMMISSIONER DELIBERATION: Chair Parmelee announced that he would be stepping down as chair. Commissioners discussed his potential replacement.

MOTION: M/S WINDSOR/POHLMAN moved to approve Chris Spivey as Chair.

ACTION: Motion **PASSED unanimously 5-0** on a voice vote.

MOTION: **M/S PARMELEE/SPIVEY** moved to approve Darrell Windsor as Vice Chair.

ACTION: Motion **PASSED unanimously 5-0** on a voice vote.

MOTION: **M/S PARMELEE/POHLMAN** moved to adjourn at 8:10 pm.

ACTION: Motion **PASSED unanimously 5-0** on a voice vote.

Chris Spivey, Vice Chair

Samantha Pierson, Secretary



1 in = 27.82 ft

Printed on 9/10/2015
 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

City and Borough of Sitka, AK
100 Lincoln St
Sitka, AK 99835

Date: 08/11/2015
Receipt: 2016-00008558
Cashier: Front Counter
Received From: DEANNA MOORE

PLAN - Planning Permits/Zo ning	35.00
ST1 - Sales Tax 3rd quarte r CY	2.10
Receipt Total	----- 37.10
Total Check	----- 37.10
Total Remitted	----- 37.10
Total Received	----- 37.10



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Sitka Planning Commission Agenda

Tuesday, September 15, 2015

Held at Sealing Cove Business Center

601 Alice Loop, Sitka, Alaska

7:00pm

- I. CALL TO ORDER AND ROLL CALL
- II. CONSIDERATION OF THE AGENDA
- III. CONSIDERATION OF THE MINUTES FROM September 1, 2015
- IV. THE EVENING BUSINESS
 - A. Public hearing and consideration of a final plat for a 5 lot hybrid subdivision at Lot 11, Alice and Charcoal Island Subdivision filed by Shee Atika, Inc. The subdivision will create five lots. The property is also known as Lot 11, Alice and Charcoal Island Subdivision. The request is filed by Shee Atika, Inc. The owner of record is Shee Atika, Inc.
 - B. Public hearing and consideration of a replat of Tract M and immediately adjacent westerly common area of Galankin Island filed by Robert Juranich. Replat will remove the center lot line and merge two lots into one. The property is also known as Tract M of US Survey 3555 and adjacent common area of Galankin Island Subdivision. The owners of record are Robert and Marilyn Juranich and Galankin Islanders, Inc.
 - C. Public hearing and consideration of a proposed zoning text amendment to amend the SGC Sections 22.30.050 (F), 22.30.060, 22.30.160(C), 22.30.370(3)(a), 22.24.010-2, and all supporting code sections to allow for the approval of Conditional Use Permits by the Planning Commission with rights of appeal to the Board of Adjustment. The request is filed by the City and Borough of Sitka.
 - D. Public hearing and consideration of a variance request filed by Baranof Island Housing Authority for 298 Kaagwaantaan Street. The variance request is for a reduction in the front setback from 20 to 5 feet and the rear setback from 10 to 5 feet for the construction of a single-family home. The property is also known as Lot 4, Allen/Carlson Subdivision. The request is filed by the Baranof Island Housing Authority. The owner of record is the Baranof Island Housing Authority.
 - E. Public hearing and consideration of a conditional use permit for a short-term rental at 722 Biorka Street. The property is also known as a fractional portion of Lot 13 in Block 14, Sitka Townsite, U.S. Survey 1474. The request is filed by Peter Thielke. The owner of record is Peter Thielke.
 - F. **Public hearing and consideration of a conditional use permit for a bed and breakfast at 703 Biorka Street. The property is also known as Lot 11, Block 23, Sitka Townsite, and U.S. Survey 1474. The request is filed by Deanna Moore. The owner of record is Deanna Moore.**

- 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 planning.comment@cityofsitka.org, or faxed to (907) 747-6138. Those with questions may call (907) 747-1814.

Publish: September 8 and 9.

Parcel ID: 11700000
DAVID/RACHEL ADAMS
ADAMS, DAVID & RACHEL
210 PARK ST
SITKA AK 99835

Parcel ID: 11710000
KERRY/JOHN MCADAMS/RAASCH
MCADAMS, KERRY/RAASCH, JOHN
700 BIORKA ST.
SITKA AK 99835

Parcel ID: 11720000
ROGER/NANCY BLEIER
BLEIER, ROGER, W./NANCY
702 BIORKA ST
SITKA AK 99835

Parcel ID: 11725000
CAVAN/APRIL FITZSIMMONS/HEESACKER
FITZSIMMONS, CAVAN & HEESACKER, APRIL
P.O. BOX 1221
SITKA AK 99835-1221

Parcel ID: 11740001
TIMOTHY/TERRY PIKE
PIKE, TIMOTHY, L./TERRY
706 BIORKA ST
SITKA AK 99835

Parcel ID: 11740002
TIMOTHY/TERRY PIKE
PIKE, TIMOTHY/TERRY
706 BIORKA ST
SITKA AK 99835

Parcel ID: 11750000
NUTTING FAMILY REV. LIVING TRUST
NUTTING, RODNEY, L./FAYRINE, A.
708 BIORKA ST.
SITKA AK 99835

Parcel ID: 11770000
JAMES/LESA WAY
WAY, JAMES, B./LESA, M.
712 BIORKA ST.
SITKA AK 99835

Parcel ID: 11780000
VALERIE NELSON
NELSON, VALERIE
714 BIORKA ST.
SITKA AK 99835

Parcel ID: 11795000
SCOTT/NIECHOLE ROBINSON
ATTN: JENNY
ROBINSON, SCOTT/NIECHOLE
315 SEWARD ST, STE B
SITKA AK 99835

Parcel ID: 11870000
EVELYN CICI
CICI, EVELYN, J.
P.O. BOX 635
SITKA AK 99835-0635

Parcel ID: 11890000
G.M./M.T./H.M. WATCHERS
WATCHERS, G.M., M.T., H.M.
715 ETOLIN ST
SITKA AK 99835

Parcel ID: 11900000
LARRY/KATHLEEN JACKSON/KREISS
JACKSON, LARRY & KREISS, KATHLEEN
22 AMHERST RD
MORGANTOWN WV 26505

Parcel ID: 11910000
FABIAN/EVENING GRUTTER
GRUTTER, FABIAN/EVENING STAR
711 ETOLIN ST
SITKA AK 99835

Parcel ID: 11920000
ROBERT/AMY BLAIR REV.
BLAIR REVOCABLE TRUST
P.O. BOX 584
SITKA AK 99835-0584

Parcel ID: 11930000
CHARLES/MELANIE WILBER/KABLER
WILBER, CHARLES/KABLER, MELANIE C.
705 ETOLIN ST
SITKA AK 99835

Parcel ID: 11940000
CHARLES/MELANIE WILBER/KABLER
WILBER, CHARLES/KABLER, MELANIE C.
705 ETOLIN ST
SITKA AK 99835

Parcel ID: 11950001
ANN DAGNILLO
DAGNILLO, ANN, T.
703 ETOLIN ST
SITKA AK 99835

Parcel ID: 11950002
EUGENE/BARBARA SOLOVYOV/KENDALL
SOLOVYOV, EUGENE/KENDALL, BARBARA
206 PARK ST.
SITKA AK 99835

Parcel ID: 12022000
LOUISE/TIMOTHY OLMSTEAD
OLMSTEAD, LOUISE & TIMOTHY
211 PARK ST.
SITKA AK 99835

Parcel ID: 12024000
CLINTON/MARINA MILLER
MILLER, CLINTON, O./MARINA
P.O. BOX 6205
SITKA AK 99835-1124

Parcel ID: 12030000
ROBERT DENNARD
DENNARD, ROBERT, A.
209 PARK ST.
SITKA AK 99835

Parcel ID: 13060000
NICK OLNEY-MILLER
OLNEY-MILLER, NICK
3006-A BARKER ST
SITKA AK 99835

Parcel ID: 13065000
KRISTINA HOFFMAN
HOFFMAN, KRISTINA
621 SAWMILL CREEK RD
SITKA AK 99835

Parcel ID: 13080000
PEDRO/SHIRLEY RIETA
RIETA, PEDRO & SHIRLEY
619 SAWMILL CREEK RD
SITKA AK 99835

Parcel ID: 13190000
BREEZY/GARY CRANFORD
CRANFORD, BREEZY & GARY
616 SAWMILL CREEK RD
SITKA AK 99835

Parcel ID: 13195001
DONALD JONES
JONES, DONALD, C.
P.O. BOX 6205
SITKA AK 99835-6205

Parcel ID: 13195002
KATHRYN FOSTER
FOSTER, KATHRYN, L.
620 SAWMILL CREEK RD
SITKA AK 99835

Parcel ID: 13205000
BARBARA ARNDT TRUST
ARNDT TRUST, BARBARA, L.
622 SAWMILL CREEK RD
SITKA AK 99835

Parcel ID: 13210000
CHARLES/JAMMIE WILEM.
WILEMAN, CHARLES, D.J.J.
624 SAWMILL CREEK RD
SITKA AK 99835

Parcel ID: 13216000
 NORMAN/CHARLOTT MIRANDA
 MIRANDA, NORMAN & CHARLOTTE
 125 ANNA DR
 SITKA AK 99835

Parcel ID: 13217000
 CRAIG/LESLEY WARREN
 WARREN, CRAIG/LESLEY
 301 PARK ST
 SITKA AK 99835

Parcel ID: 13230000
 RONALD/ELIZABET MOSH
 MOSHER, RONALD, F./ELI
 617 BIORKA ST.
 SITKA AK 99835

Parcel ID: 13300000
 MATTHEW GOFF
 GOFF, MATTHEW
 304 PARK ST.
 SITKA AK 99835

Parcel ID: 13315000
 JOHN/KAREN THIELKE
 THIELKE, JOHN, F./KAREN, G.
 19518 14TH AVE NW
 SHORELINE WA 98177

Parcel ID: 13320000
 MADELON MOTTET
 MOTTET, MADELON
 P.O. BOX 77
 PORT EDWARD BC V0V1G

Parcel ID: 13335000
 DAVID PATT
 PATT, DAVID, A.
 715 BIORKA ST
 SITKA AK 99835

Parcel ID: 13340000
 MICHAEL/JACQUEL LAGUIRE
 LA GUIRE, MICHAEL/JACQUELINE
 P.O. BOX 6369
 SITKA AK 99835-6369

Parcel ID: 13345000
 DAVID/WENDY LONGTIN
 LONGTIN, DAVID & WENDY
 711 BIORKA ST
 SITKA AK 99835

Parcel ID: 13350000
 SCOTT/CLEO BRYLINSKY
 BRYLINSKY, SCOTT, D./CLEO, K.
 709 BIORKA ST
 SITKA AK 99835

Parcel ID: 13360000
 MARTIN/ANNETTE BECKER
 BECKER, MARTIN/ANNETTE
 705 BIORKA ST.
 SITKA AK 99835

Parcel ID: 13365000
 DEANNA MOORE
 MOORE, DEANNA
 703 BIORKA ST
 SITKA AK 99835

Parcel ID: 13370000
 LEON BARCLAY
 BARCLAY, LEON, V.
 701 BIORKA ST
 SITKA AK 99835

Parcel ID: 18060000
 PETER/ERIKA WEILAND/KNOX
 WEILAND, PETER/KNOX, ERIKA
 625 DEGROFF ST
 SITKA AK 99835

Parcel ID: 18065000
 DAVID/LISA LUBIN/BUSCH
 LUBIN, DAVID, R./BUSCH,
 215 SHOTGUN ALLEY
 SITKA AK 99835

Parcel ID: 18070000
 CORRIE BOSMAN
 BOSMAN, CORRIE
 P.O. BOX 6005
 SITKA AK 99835-6005

Parcel ID: 18075000
 DENNIE/DEBORAH DANIELS
 DANIELS, DENNIE/DEBORAH
 P.O. BOX 545
 SITKA AK 99835-0545

Parcel ID: 18080000
 MARY DURGAN
 DURGAN, MARY
 P.O. BOX 3052
 SITKA AK 99835-3052

Parcel ID: 18081000
 MARY DURGAN
 DURGAN, MARY, MAE
 P.O. BOX 3052
 SITKA AK 99835-3052

Parcel ID: 18085000
 FRANCES KNIGHT LIVING TRUST
 KNIGHT LIVING TRUST, FRANCES I.
 1870 W. DOVE WAY
 AMADO AZ 85645

Parcel ID: 18090000
 PETER/ERIKA & K WEILAN
 WEILAND, PETER/KNOX, E
 625 DEGROFF ST
 SITKA AK 99835

Parcel ID: 18095000
 FRANCES KNIGHT LIVING TRUST
 KNIGHT LIVING TRUST, FRANCES I.
 1870 W. DOVE WAY
 AMADO AZ 85645

Parcel ID: 18100000
 DOUGLAS JENNY
 JENNY, DOUGLAS, E.
 709 SAWMILL CREEK RD
 SITKA AK 99835

Parcel ID: 18105000
 DAVID/DYAN LOWRANCE/
 LOWRANCE, DAVID, M./BE
 P.O. BOX 1074
 SITKA AK 99835-1074

Parcel ID: 18110000
 DENTON/BRIAN PEARSON/HANSON
 PEARSON, DENTON & HANSON, BRIAN
 713-B SAWMILL CREEK RD
 SITKA AK 99835

Parcel ID: 18125000
 ANTHONY/CINDY GUEVIN/LITMAN
 GUEVIN, ANTHONY/LITMAN, CINDY
 715 SAWMILL CREEK RD
 SITKA AK 99835

Parcel ID: 18145000
 JAMES/JENNIFER STEINSON
 STEINSON, JAMES, H. & JI
 P.O. BOX 1303
 SITKA AK 99835-1303

Parcel ID: 18155000
 JAMES/JENNIFER STEINSON
 STEINSON, JAMES, H. & JENNIFER, J.
 P.O. BOX 1303
 SITKA AK 99835-1303

P&Z Mailing
 9/4/15

BOA – HEARING OUTLINE
Conditional Use Permit

- I. **Board of Adjustment** (BOA) - Assembly (*SGC 22.30.060A*)
- A. Quasi-judicial – avoid *ex parte* contacts
 - B. Authority to approve or deny conditional use permits -*SGC 22.30.060A*¹
 - C. Assembly’s Other Options - *SGC 22.30.170B.1*²
 - 1. Approve Planning Comm’n recommendation
 - 2. Approve with additional conditions
 - 3. Modify with or without applicant’s consent (some limitations)
 - 4. Deny application
 - 5. Remand –
 - a. Issues not covered
 - b. Procedural due process problems (new pertinent evidence)
- II. **Review Criteria**
- A. Assembly reviews Planning Comm’n recommended decision regarding conditional use permit applications – *SGC 22.30.050F*³

¹ *SGC 22.30.060 Board of adjustment.*

The assembly of the city and borough shall function as the board of adjustment with the authority to:

- A. *Approve or deny conditional use permits.*

* * *

² *SGC 22.30.170 Assembly actions.* (emphasis added)

* * *

B. *Decisions. The assembly shall make its decision by motion or ordinance as appropriate.*

1. An assembly decision on a planning commission recommendation or following a public hearing shall include one of the following actions:

a. Approve as recommended.

b. Approve with additional conditions.

c. Modify, with or without the applicant’s concurrence; provided, that the modifications do not:

i. Enlarge the area or scope of the project.

ii. Increase the density or proposed building size.

iii. Significantly increase adverse environmental impacts as determined by the responsible official.

d. Deny (reapplication or resubmittal is permitted).

e. Deny with prejudice (reapplication or resubmittal is not allowed for one year).

f. Remand for further proceedings.

³ *SGC 22.30.050 Planning commission.*

The planning commission shall be constituted in accordance with Chapter 2.18 of this code and the Sitka Home Rule Charter and shall have the responsibility of reviewing and acting on the following:

* * *

B. Planning Comm'n decision and recommendation in this case regarding conditional use permit applications subject to Assembly review

C. Nature of the review by Assembly – review recommended Findings of Fact and General Approval Criteria Considerations and proposed conditions made by Planning Commission regarding each conditional use permit application

1. **FF criteria– All criteria must be met (SGC 22.30.160C)**
 - a. Not detrimental to public health, safety, general welfare;
 - b. Not adversely affect established character of surrounding vicinity;
 - c. Not injurious to uses, property or improvements adjacent to or in vicinity;
 - d. Not inconsistent with Comprehensive Plan;
 - e. Conditions to lessen impacts are monitorable & enforceable
 - f. No hazardous conditions that cannot be mitigated regarding adjacent & vicinity properties ; and
 - g. Not adversely affect public facilities & services, or imposed conditions mitigate impact.

2. **General Approval Criteria Considerations (SGC 22.20.160C)**
 - a. Effects of the conditional use on site (topography, slope and soil stability) and geophysical hazards (flooding, surface and subsurface drainage, water quality);
 - b. Utilities and service requirements (sewers, storm drainage, water, fire protection, access and electrical power);
 - c. Lot or tract characteristics (lot size, yard requirements, lot coverage and height of structures);
 - d. Use characteristics that affect adjacent uses and districts (operating hours; number of persons, traffic, parking and loading, trash and litter removal, exterior lighting, noise, vibration, dust, smoke, heat and humidity, recreation and open space requirements); and
 - e. Community appearance (landscaping, fencing, screening).

3. **Proposed Conditions**

F. Recommendations on conditional use permit applications.

* * *

4. SGC 22.30.160C – Planning Comm’n decision requirements⁴

⁴ SGC 22.30.160 Planning commission review and recommendation. (emphasis added)
Planning commission decision and action authority is defined in Section 22.30.050.

* * *

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.*

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 approve, approve with conditions, modify, modify with conditions, or deny the conditional use permit. *The city may reduce or modify bulk requirements, off-street parking requirements, and use design standards to lessen impacts, as a condition of the granting of the conditional use permit. In considering the granting of a conditional use, the assembly and planning commission shall satisfy themselves that the general criteria set forth for uses specified in this chapter will be met. 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*

III. BOA Procedure

A. Packet Review

1. Planning Comm'n FF and motions
2. Planning Comm'n minutes
3. Planning Comm'n record (written submissions)

B. Hearing (SGC 22.30.180)⁵

1. Follow Assembly procedures
2. Order
 - a. Staff
 - b. Applicant
 - c. Public
 - d. Rebuttal
 - i. Staff
 - ii. Applicant
 - e. Close evidentiary hearing – Deliberate
 - f. Make Findings of Fact & Decision
 - i. Planning Comm'n recommended Findings of Fact and conditions
 - ii. Modify FF and conditions (use *SGC 22.30.160C* criteria)

C. Burden of proof on Applicant (SGC 22.30.160C.6)⁶

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.*

⁵ *SGC 22.30.180 Procedures for public hearings.* (emphasis added)

Public hearings shall be conducted in accordance with the hearing body's rules of procedure and shall serve to create or supplement an evidentiary record upon which the body will base its decision. The chair shall open the public hearing and, in general, observe the following sequence of events:

A. *Staff presentation*, including submittal of any administrative reports. Members of the hearing body may ask questions of the staff.

B. *Applicant presentation*, including submittal of any materials. Members of the hearing body may ask questions of the applicant.

C. *Testimony or comments by the public germane to the matter.* Questions directed to the staff or the applicant shall be posed by the chair at its discretion.

D. *Rebuttal, response or clarifying statements by the staff and the applicant.*

E. *The evidentiary portion of the public hearing shall be closed and the hearing body shall deliberate on the matter before it.*

⁶ *SGC 22.30.160 Planning commission review and recommendation.* (emphasis added)

* * *

D. Assembly Options – See Section I.B above

IV. Actions after Assembly Decision

A. Remand - *SGC 22.30.200*⁷

B. Reconsideration - *SGC 22.30.190*⁸

C. Judicial Appeal (Superior Court – Sitka) - *SGC 22.30240A*⁹

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:

** * **

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.

⁷ *SGC 22.30.200 Remand.*

In the event the assembly determines that the public hearing record or record on appeal is insufficient or otherwise flawed, the assembly may remand the matter back to the hearing body. The assembly shall specify the items or issues to be considered and the time frame for completing the additional work. The assembly may hold a public hearing on a closed record appeal only for the limited purposes identified in the remand.

⁸ *SGC 22.30.190 Reconsideration.*

A party to a public hearing or closed record appeal may seek reconsideration only of a final decision by filing a written request for reconsideration with the administrator within fourteen calendar days of the oral announcement of the final decision. The assembly shall consider the request at its next regularly scheduled meeting. If the request is denied, the previous action shall become final. If the request is granted, the assembly body may immediately revise and reissue its decision or may call for argument in accordance with the procedures for closed record appeals.

⁹ *SGC 22.30.240 Judicial appeal.*

A. Appeals from the final decision of the assembly, or other city board or body involving Title 21 SGC, and for which all other appeals specifically authorized have been timely exhausted, shall be made to superior court within thirty days of the date the decision or action became final, unless another time period is established by state law or local ordinance.

** * **



Legislation Details

File #: 15-199 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/2/2015 In control: City and Borough Assembly

On agenda: 10/13/2015 Final action:

Title: Board of Adjustment: Approve a conditional use permit request filed by Peter Thielke for a short-term rental at 722 Biorka Street

Sponsors:

Indexes:

Code sections:

Attachments: [BOA Motion Thielke](#)
[Thielke CUP](#)
[BOA Hearing Outline](#)

Date	Ver.	Action By	Action	Result
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Step 1.

I MOVE TO approve a conditional use permit request filed by Peter Thielke for a short-term rental at 722 Biorka Street, and further, adopt the findings and conditions as recommended by the Planning Commission and request that they are listed in their entirety as they appear attached hereto as part of the official record.

Go to Step 2. Next

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.

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 request.
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 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.
7. Failure to comply with all applicable tax laws, including but not limited to remittance of all sales and bed tax, shall be grounds for revocation of the conditional use permit; and
8. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.

Step 2.

SGC: 22.30.180 Procedures for Public Hearing

- A. Staff Presentation.** *Members may ask questions of the staff.*
- B. Applicant presentation.** *Members may ask questions of the applicant.*
- C. Testimony or comments by the public.** *Need to be germane to the matter*
- D. Rebuttal, response or clarifying statement by staff and the applicant.**
- E. Deliberation by the Board.** *Also known as the evidentiary portion of the public hearing and is closed.*

Step 3.

VOTE on any amendments and/or main motion

Step 4.

RECONVENE

I MOVE TO reconvene as the Assembly in regular session




City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

MEMORANDUM

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

From: Michael Scarcelli, Senior Planner 

Subject: Short-term Rental Conditional Use Permit at 722 Biorka St. – Peter Thielke

Date: October 6, 2015

The Planning Commission is recommending approval of a conditional use permit request for operation of a short-term rental filed by Peter Thielke at 722 Biorka Street. Action on this item was taken at the September 15, 2015 Planning Commission meeting. The recommendation to approve the request with conditions, based on the following findings, passed unanimously 5-0.

The parcel is 10,028 sq. ft. There is a large front yard with access directly off of Biorka Street and also Jeff Davis Street. The house is a two-story, three bedroom, and two bath home. With only two parking spaces required per residential dwelling in this zone, and because the house is a single-family dwelling, there is more than adequate parking area provided by two separate parking areas that provide 3-4 parking spaces.

In the past, the house has been used as a long-term rental and the owner has been an absentee landlord. This proposal looks to create a STR during the months of April through September and leave a long-term rental for October through March. This would allow the owner to not only visit and use his home on a short term basis, but also to help him keep up on repairs. The STR will be locally managed by Welcome Home Vacation Rentals and pay bed tax.

The R-1 residential district is intended: to include lands suited by topography and other natural conditions for urban development and which are provided with a full range of public utilities including sewer, water, electricity and storm drains or are intended to be provided with such utilities in the near future; primarily for single-family or duplex residential dwellings at moderate densities, but structures and uses required to serve recreational and other public needs of residential area are allowed as conditional uses subject to restrictions intended to preserve the residential character of the R-1 district.¹

The proposed activity is in conformance with Comprehensive Plan 2.5 *Urban Residential Goals and Policies*, specifically 2.5.2, which states “To encourage commercial and industrial developments of a quality that does not adversely impact any adjacent recreational and residential areas.” In addition, 2.1.1,

¹ Sections 22.16.040 R-1 (A)-(A)(1)

which encourages development of facilities for visitors without significant impact on residential properties.

Planning Commission Recommendation

MOTION: M/S POHLMAN/WINDSOR moved to adopt staff's findings and conclusions, the following findings and conditions, and to recommend approval to the City Assembly of the conditional use permit for a short-term rental at 722 Biorka Street. The property is also known as a fractional portion of Lot 13 in Block 14, Sitka Townsite, U.S. Survey 1474. The request is filed by Peter Thielke. The owner of record is Peter Thielke:

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:²

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 approve, approve with conditions, modify, modify with conditions, or deny the conditional use permit. The city may reduce or modify bulk requirements, off-street parking requirements, and use design standards to lessen impacts, as a condition of the granting of the conditional use permit. In considering the granting of a conditional use, the assembly and planning commission shall satisfy themselves that the general criteria set forth for uses specified in this chapter will be met. 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:

² Section 22.30.160(C)

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 request.
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.³
7. Failure to comply with all applicable tax laws, including but not limited to remittance of all sales and bed tax, shall be grounds for revocation of the conditional use permit; and
8. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.

Recommendation to Approve CUP

The Planning Commission recommends to approve Peter Thielke's Conditional Use Permit for a short-term rental located at 722 Biorka Street subject to the listed conditions supported by the record of findings.

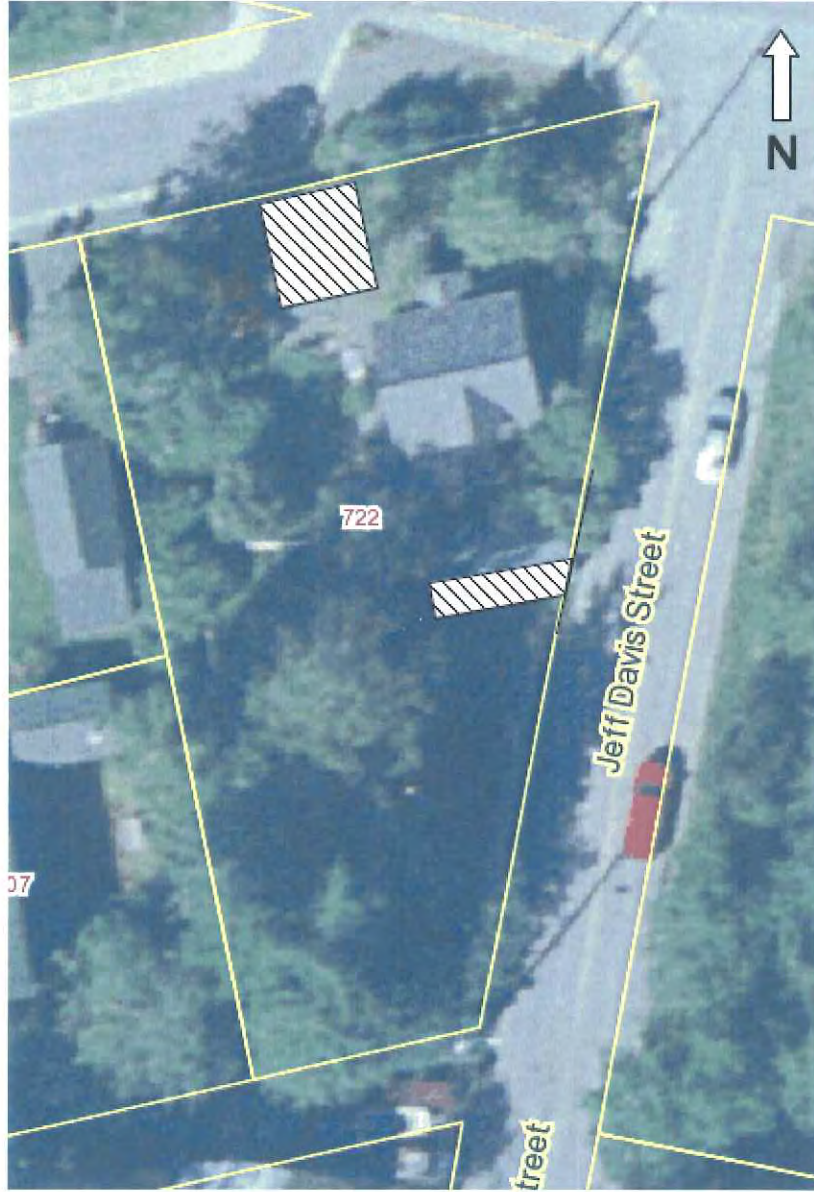


Theilke
 Conditional Use Permit- Short term rental
 722 Biorka Street



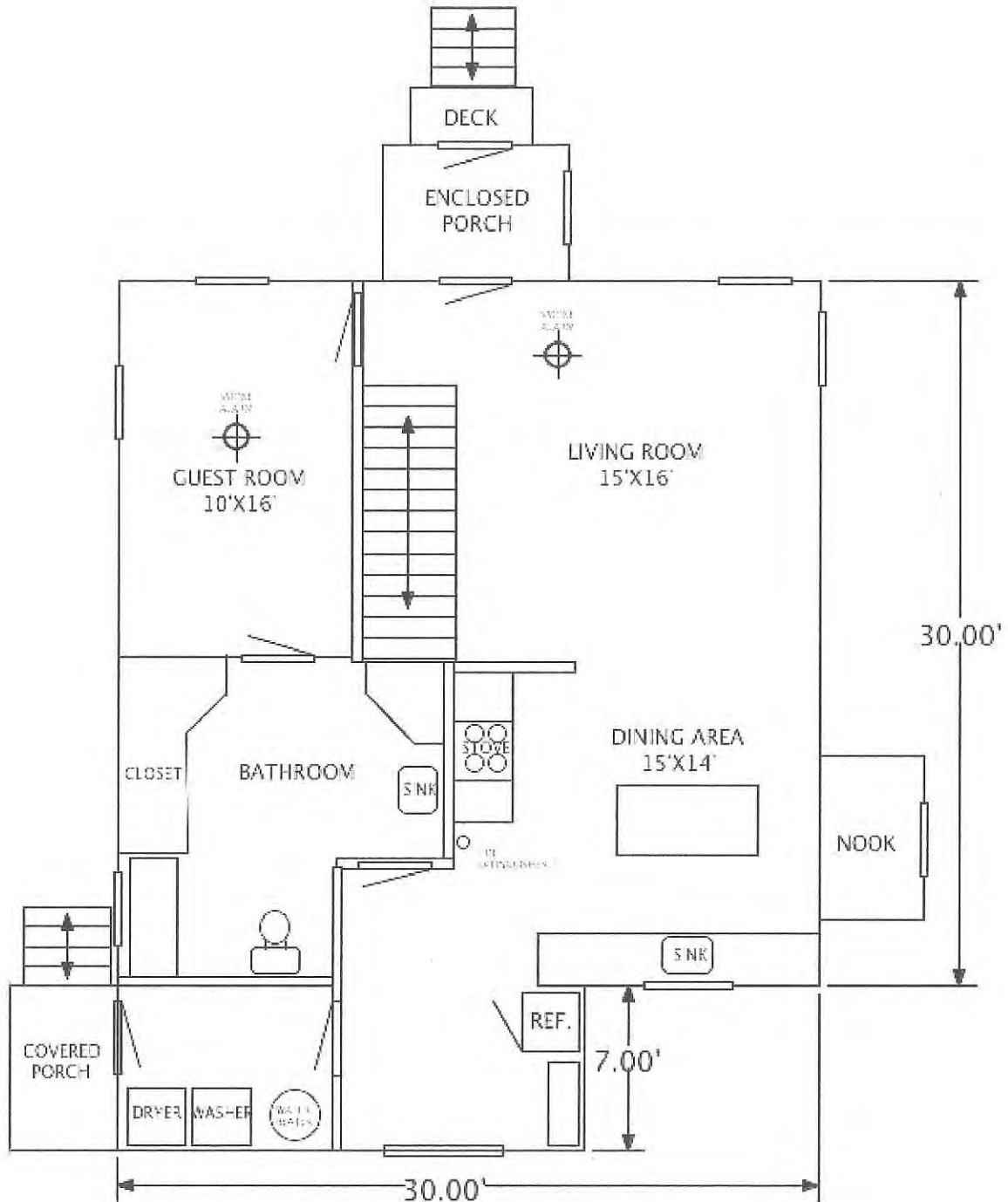
Theilke

Conditional Use Permit- Short term rental
722 Biorka Street

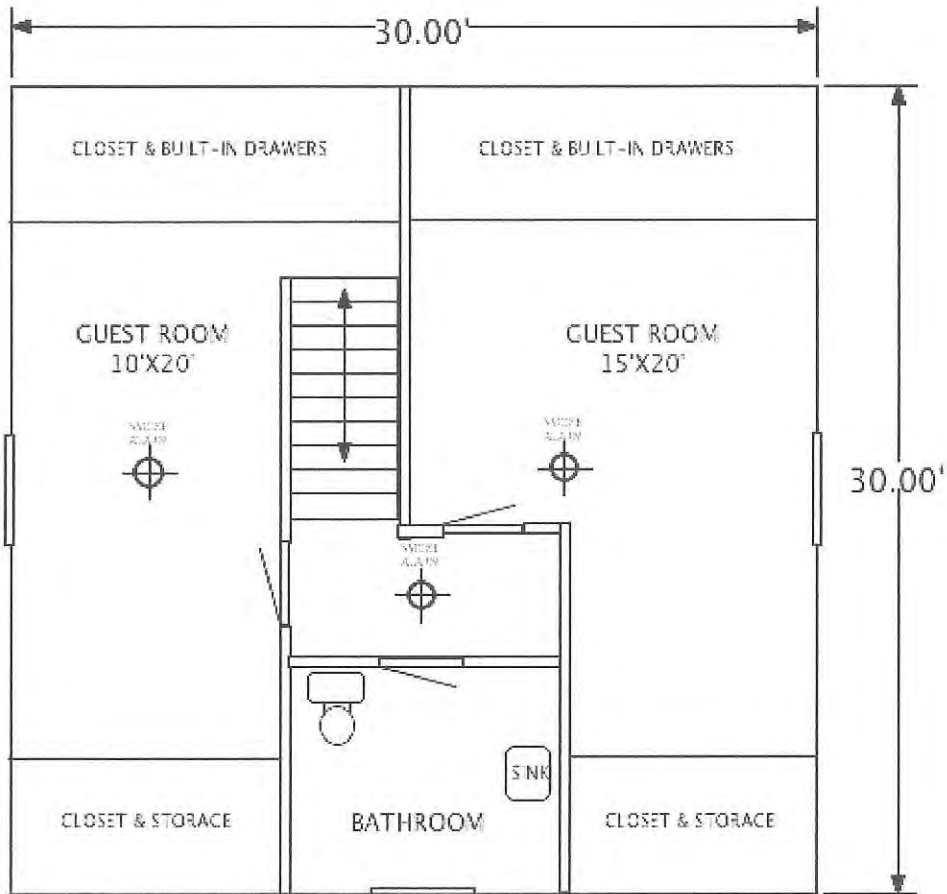


Map of property at 722 Biorka Street in Sitka, AK showing designated parking areas.

Attachment B- House Interior
Peter L. Thielke
722 Biorka Street



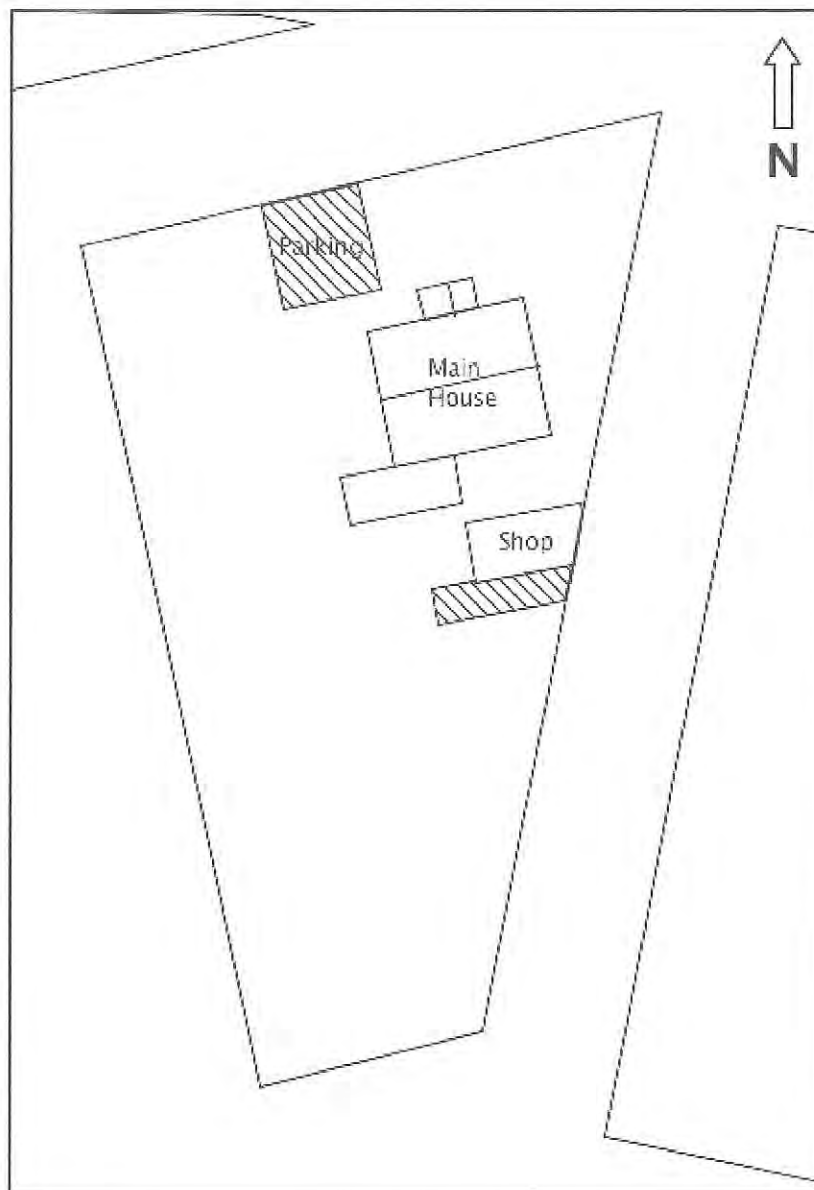
722 BIORKA - MAIN FLOOR



722 BIORKA - SECOND FLOOR

Attachment C-House Exterior and Designated Parking
Peter L. Thielke
722 Biorka Street

Note: See Attachment B for House Dimensions



Map of property at 722 Biorka Street in Sitka, AK showing designated parking areas.

Theilke
Conditional Use Permit- Short term rental
722 Biorka Street

RECEIVED AUG 18 2015

CITY AND BOROUGH OF SITKA
PLANNING DEPARTMENT
SHORT-TERM RENTAL &
BED & BREAKFAST APPLICATION

Short-Term Rental Fee	\$100.00
Bed & Breakfast Fee	\$ 35.00
(per Guestroom)	
* plus current city sales tax *	

APPLICANT'S NAME: Peter L. Thielke
PHONE NUMBER: 805-798-2971
MAILING ADDRESS: 1656 Happy Lane, Ojai, CA 93023

OWNER'S NAME: same as above
(If different from applicant)
PHONE NUMBER: _____
MAILING ADDRESS: _____

PROJECT ADDRESS: 722 Biorka Street
LEGAL DESCRIPTION Lot: 13 Block: 14
Subdivision: _____
U.S. Survey: 1474 Zoning Classification: R-1

State all reasons for justifying request: See attachment A

Describe how the facility will be operated, what meals will be served, and how guests will be transported. (This information may be provided on a separate sheet).
attachment A

Anticipated start date: attachment A

Theilke
Conditional Use Permit- Short term rental
722 Biorka Street

What months of the year the facility will be in operation:

Attachment A

Drawing of the **interior** layout showing:

1. Size and location of rooms
2. Types of facilities in the rooms
3. Windows and exits
4. Location of smoke alarms and fire extinguishers
5. Guestrooms specifically delineated on the plans

Drawing of the **exterior** site plan showing:

1. Dimensions of the home
2. How the house sits on the lot
3. Location of parking



Check if facility is not fully constructed at the time of the application



Check if Life Safety Inspection has already been completed. If not, please contact the Building Department at 747-1832 to schedule an appointment. This Inspection is to certify that the residence complies with life and fire safety code aspects.

Bed and Breakfast applicants shall be aware that only limited cooking facilities such as small toaster ovens, microwaves, and refrigerators are allowed and those appliances must be outside of guestrooms.

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

SIGNATURE OF APPLICANT:

Peter L. Thielen

Date:

8/5/2015

SIGNATURE OF OWNER:

Date:

(If different from the applicant)

Attachment A

Short-Term Rental Application

Peter L. Thielke

722 Biorka Street

State all reasons for justifying request:

The house at 722 Biorka has been the Thielke family home since 1945. It has been rented out **long term** since the early 1990's, when my parents entered the Sitka Pioneers' Home. My brother, sister, and I were all born and raised in Sitka, and, now, in our retirement years, want very much to return to Sitka for 1-3 months a year. **When the house is rented long term, it is not available for us** to do this. While I legally own the house, in reality it remains a family house used by my brother and sister and their families as well.

Our family has always held the highest regard for what is best for Sitka as a community. My father served on the Utility Board that brought the Blue Lake Hydro Project on line, and my mother served for many years on the Sitka Library Board and was the primary member responsible for arranging the financing for the present Kattleson Memorial Library. As a family we understand the importance of having **long term rental properties to insure diversity in the community**. For example, the family house at 706 Sawmill Creek Blvd., now in my brother John's name, has been rented out long term by our family for over 70 years. In response to this need for long term rental options in Sitka and to personal usage plans for myself and my family, my plan is to rent my house out **for six months in the winter (October 1-March 31) as a long term rental, and to have it be a permitted by the City as a short term rental for the other six summer months (April 1-September 30)**.

Another reason for this plan has to do with the **condition of the house itself**. With regular family visits in the summer months, the house can be **maintained at regular intervals** in an economical fashion. With a long term rental situation and with myself being an **absentee landlord**, house maintenance suffers. Over the years my brother and I have regularly found damage to the house that either was undetected or ignored. In a house that is eighty years old, this is not a desirable situation.

Lastly, it seems to me that this plan makes sense for Sitka from an economic point

of view. Other than for the annual property assessment, as a long term rental my house generated an annual income that went outside of Sitka. With a short term rental, I will have to hire a **property manager, a cleaner, a yard person, and a maintenance person**. These are all jobs that will **generate wages** that stay in Sitka. Plus, when visitors use the house, they will bring significant amounts **of money** into the Sitka economy, and they will spread the word about this amazing place, further increasing the exposure of Sitka as a vacation spot.

Describe how the facility will be operated, what meals will be served, and how guests will be transported.

The house at 722 Biorka will be offered as a short term rental for the summer months listed above. The minimum stay will be three days. Potential guests will book the house online with an online booking agency such as VRBO or AirB&B, or by directly contacting myself or my manager, Maite Lorente, a Sitka resident. Guests will be responsible for their own transportation and meals, and will be given a list of the options available in Sitka for restaurants, grocery stores, taxis, museums, fishing charters, hiking, entertainment, etc.

My local manager will be responsible for keeping the house and yard in good shape, and in addressing any concerns should they arise. I am committed to a low-impact rental situation, where there is full respect for the neighborhood.

Potential long term renters for the winter months must contact me directly by either phone or email, and must have good references for both behavior and financial responsibility.

Anticipated Start Date:

As soon as the permit is issued. I have already begun to look for a long term renter for the winter months.

What months of the year the facility will be in operation:

Long term rental : October 1-March 31

Short term rental: April 1-September 30



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Planning and Community Development Department

Date: September 10, 2015

To: Planning Commission

From: Michael Scarcelli, Senior Planner

Re: Thielke CU 15-18

GENERAL INFORMATION

Applicant: Peter Thielke

Property Owner: Peter Thielke

Property Address: 722 Biorka Street

Legal Description: Lot 13, Block 23, Sitka Townsite,
U.S. Survey 1474

Parcel ID Number: 11830000

Size of Existing Lot: 5118.8 sq. ft.

Zoning: R1

Existing Land Use: Residential

Utilities: City water, sewer, electric

Access: Direct from Biorka Street

Surrounding Land Use: Residential and Cemetery

ATTACHMENTS

Attachment A: Vicinity Map

Attachment B: Aerial Vicinity Map

Attachment C: Parcel Pictures

Attachment D: Application (includes additional attachments)

Attachment E: Site Plan

Attachment F: Subdivision Plat

Attachment G: Zoning Map

Attachment H: Flood Zone Map

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 of Recommendation

Attachment I: Mailing List
Attachment J: Proof of Payment
Attachment K: Warranty Deed

BACKGROUND/PROJECT DESCRIPTION

The applicant has very well defined business plans for the short term rental (STR). First, the house has been used as a long-term rental and the owner is an absentee landlord. However, the proposal looks to create a STR during the months of April through September and leave a long-term rental for October through March. This would allow the owner to not only visit and use his home on a short term basis, but also to help him keep up repairs. In addition, the proposal will include a STR use that will require property management and bed tax, both of which will stimulate the economy of Sitka and provide more job opportunities.

The parcel 5118.8 sq. ft. There is a large front yard with access directly off of Biorka Street and also Jeff Davis Street. The house is a two-story, three bedroom, two bath home.

With only two parking spaces required per residential dwelling in this zone, and because the house is a single-family dwelling, there is more than adequate parking area provided by two separate parking areas.

22.16.040 R-1 single-family and duplex residential district.

A. Intent. The R-1 district is intended to include lands suited by topography and other natural conditions for urban development and which are provided with a full range of public utilities including sewer, water, electricity and storm drains or are intended to be provided with such utilities in the near future.

1. This district is intended primarily for single-family or duplex residential dwellings at moderate densities, but structures and uses required to serve recreational and other public needs of residential areas are allowed as conditional uses subject to restrictions intended to preserve the residential character of the R-1 district.

2. The R-1 district, as it is a very restrictive district, may also be utilized as a holding district for lands which are located within the urban area but are not presently served by access or utilities until such time as a full-scale development plan can be adopted to allow a more permanent zoning district designation.

ANALYSIS

1. CRITERIA TO BE USED IN DETERMINING THE IMPACT OF CONDITIONAL USES.

a. Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses: Single family home will be used as a short-term rental during the summer months where both the owner's family will occupy and also rent as a STR when not present. Traffic Impact is the same or less than when owners are present or when rented long-term.

b. Amount of noise to be generated and its impacts on surrounding land use: Same amount of noise to slightly more as property will remain residential but visitors/guests will be on vacation.

c. Odors to be generated by the use and their impacts: No additional odors.

d. Hours of operation: Vacation rental primarily during the summer months, when not owner occupied.

e. Location along a major or collector street: one-way egress from Biorka to Sawmill Creek Road.

f. Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: No cut through traffic scenario will be created.

g. Effects on vehicular and pedestrian safety: No effects.

h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: Same ability as if home was only single family.

i. Logic of the internal traffic layout: There is plenty of room on the property for vehicle access and parking. Two separate parking areas shown on applicants plan and confirmed by staff.

j. Effects of signage on nearby uses: No effect. No signage proposed.

k. Presence of existing or proposed buffers on the site or immediately adjacent the site: The site has a measure of privacy due to sufficient landscaping and large lot size for area and the site placement of the house and neighboring houses.

l. Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan: Conforms to Comprehensive Plan Section 2.5.2, which states. "To encourage commercial and industrial developments of a quality that does not adversely impact any adjacent recreational and residential areas"; and Section 2.6.2(K), which supports facilities to accommodate visitors that do not impact surrounding residential neighborhoods any more than typical residential uses.

m. Other criteria that surface through public comments or planning commission review:

- **Parking:** CBS code 22.20.100 requires two spaces. *1. Residential Uses. For each dwelling unit up to and including four-family buildings: two parking spaces per unit.*
- **Habitat:** Existing building- no habitat will be affected by the Applicant's proposal.
- **Property value or Neighborhood harmony:** There is no evidence to suggest that this use will have an impact on surrounding property values. It will increase the value of the proposed structure.

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.
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 approve, approve with conditions, modify, modify with conditions, or deny the conditional use permit. The city may reduce or modify bulk requirements, off-street parking requirements, and use design standards to lessen impacts, as a condition of the granting of the conditional use permit. In considering the granting of a conditional use, the assembly and planning commission shall satisfy themselves that the general criteria set forth for uses specified in this chapter will be met. 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.

RECOMMENDATION

It is recommended that the Planning Commission adopt the Senior Planner's analysis and findings and grant the requested conditional use permit with the following 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.

CITY AND BOROUGH OF SITKA
Planning Commission
Minutes of Meeting
September 15, 2015

Present: Richard Parmelee (Chair), Chris Spivey (Vice Chair), Randy Hughey (Member), Debra Pohlman (Member), Darrell Windsor (Member), Michael Scarcelli (Senior Planner), Samantha Pierson (Planner I)

Absent: None

Members of the Public: Ken Cameron, Ptarmica McConnell, Peter Thielke, Susan Litman, Cliff Richter, Kyle Young, Deanna Moore

Vice Chair Spivey called the meeting to order at 7:01 p.m.

Roll Call:

PRESENT: 5 – Parmelee, Spivey, Windsor, Pohlman, Hughey

Consideration of the Minutes from the September 1, 2015 meeting:

MOTION: M/S HUGHEY/PARMELEE moved to approve the meeting minutes for September 1, 2015.

ACTION: Motion **PASSED unanimously 5-0** on a voice vote.

The evening business:

**FIVE LOT HYBRID SUBDIVISION
LOT 11, ALICE AND CHARCOAL ISLAND SUBDIVISION
SHEE ATIKA, INC.**

Public hearing and consideration of a final plat for a 5 lot hybrid subdivision at Lot 11, Alice and Charcoal Island Subdivision filed by Shee Atika, Inc. The subdivision will create five lots. The property is also known as Lot 11, Alice and Charcoal Island Subdivision. The request is filed by Shee Atika, Inc. The owner of record is Shee Atika, Inc.

STAFF REPORT: Senior Planner Michael Scarcelli described the lot and the proposed division into five lots. Scarcelli passed around to the public and the Planning Commission a handout of the 5 lot hybrid subdivision. Staff reviewed how the proposal met the required criteria, specifically how lot 11E was noted as limited to access from Alice Loop and the other 4 lots had access via an access easement. Important items presented were the criteria required to meet the zoning, subdivision, and comprehensive plan.

APPLICANT: Ken Cameron stated that Scarcelli's description of the five proposed lots was accurate.

COMMISSIONER DELIBERATION:

PUBLIC COMMENT: No public comment.

MOTION: M/S PARMELEE/WINDSOR moved to adopt the required findings as presented by staff in his written and oral report that the proposal meets the required SGC criteria, comports with the comprehensive plan and Title 21 and 22, and the finding that it does not adversely impact the public, health, safety and welfare, and to approve final plat for a 5 lot hybrid subdivision at Lot 11, Alice and Charcoal Island Subdivision filed by Shee Atika, Inc. The subdivision will create five lots. The property is also known as Lot 11, Alice and Charcoal Island Subdivision. The request is filed by Shee Atika, Inc. The owner of record is Shee Atika, Inc.

ACTION: Motion **PASSED unanimously 5-0** on a voice vote.

REPLAT

TRACT M, U.S. SURVEY 3555, GALANKIN ISLAND SUBDIVISION ROBERT JURANICH

Public hearing and consideration of a replat of Tract M and immediately adjacent westerly common area of Galankin Island filed by Robert Juranich. Replat will remove the center lot line and merge two lots into one. The property is also known as Tract M of US Survey 3555 and adjacent common area of Galankin Island Subdivision. The owners of record are Robert and Marilyn Juranich and Galankin Islanders, Inc.

STAFF REPORT: Senior Planner Michael Scarcelli described the lot and the proposed replat addressing the intent of the GI and LI zoning districts, the minimum lot requirements of 1 acre, and nature of the past disconnected nature of Tract M, and the current connection to Galankin Island. It was staff's analysis to require a plat variance and Zoning map amendment as conditions of approval.

APPLICANT: Sue Litman and Patrick O'Neill represented Robert Juranich. She stated that she was unaware that an additional variance proceeding would be required, but stated that she was certain that Mr. Juranich would want to continue moving forward with the replat.

COMMISSIONER DELIBERATION: Commissioners discussed that this vote could move forward, and Mr. Juranich can decide whether or not to continue the process by pursuing a variance and ZMA.

PUBLIC COMMENT: No public comment.

MOTION: M/S POHLMAN/HUGHEY moved to adopt Staff's oral findings that it conformed with the SGC, Comprehensive Plan, did not adversely impact the public, health, safety and welfare and recommend approval of the replat of Tract M and immediately adjacent westerly common area of Galankin Island. Replat will remove the center lot line and merge two lots into one. The property is also known as Tract M of US Survey 3555 and adjacent common area of Galankin Island Subdivision. The owners of record are Robert and Marilyn Juranich and Galankin Islanders, Inc. conditioned upon approval of a plat variance and zoning map amendment.

ACTION: Motion **PASSED** unanimously **5-0** on a voice vote.

ZONING TEXT CHANGE

ALLOWING FOR THE APPROVAL OF CONDITIONAL USE PERMITS BY THE PLANNING COMMISSION WITH RIGHTS OF APPEAL TO THE BOARD OF ADJUSTMENT CITY AND BOROUGH OF SITKA

Public hearing and consideration of a proposed zoning text amendment to amend the SGC Sections 22.30.050 (F), 22.30.060, 22.30.160 (C), 22.30.370(3)(a), 22.24.010—2, and all supporting code sections to allow for the approval of Conditional Use Permits by the Planning Commission with rights of appeal to the Board of Adjustment. The request is filed by the City and Borough of Sitka.

STAFF REPORT: Scarcelli explained the proposed amendment. This amendment would allow the Planning Commission to approve instead of recommending approval to the City Assembly on Conditional Use Permits, with rights of aggrieved parties to appeal to the City Assembly acting as Board of Adjustment. This would result in making the process streamlined for applicants. Additionally, this amendment would reduce the amount of cases sent to the Assembly by the Planning Commission to allow them more time to focus on larger issues.

COMMISSIONER DELIBERATION: Commissioners discussed the potential benefits of the proposal. Passage of this amendment would lighten the workload and decrease meeting time for Assembly members.

PUBLIC COMMENT: No public comment.

MOTION: M/S WINDSOR/PARMELEE moved to adopt findings that this amendment comported with the SGC and Comprehensive Plan, did not adversely impact the public, health, safety, and welfare, and to recommend approval to the City Assembly of a proposed zoning text amendment to amend the SGC Sections 22.30.050 (F), 22.30.060, 22.30.160 (C), 22.30.370(3)(a), 22.24.010—2, and all supporting code sections to allow for the approval of Conditional Use Permits by the Planning Commission with rights of appeal to the Board of Adjustment. The request is filed by the City and Borough of Sitka.

ACTION: Motion **PASSED** unanimously **5-0** on a voice vote.

VARIANCE REQUEST

**298 KAAGWAANTAN STREET
BARANOF ISLAND HOUSING AUTHORITY**

Public hearing and consideration of a variance request filed by Baranof Island Housing Authority for 298 Kaagwaantaan Street. The variance request is for a reduction in the front setback from 20 to 5 feet and the rear setback from 10 to 5 feet for the construction of a single-family home. The property is also known as Lot 4, Allen/Carlson Subdivision. The request is filed by the Baranof Island Housing Authority. The owner of record is the Baranof Island Housing Authority.

STAFF REPORT: Scarcelli described the topography of the lot, small size, parking, and the variance request. The lot is small and oddly shaped, making development difficult. Staff presented the required findings for a variance.

APPLICANT: Cliff Richter and Kyle Young represented Baranof Island Housing Authority. Richter and Young stated agreement with Scarcelli's report. Richter and Young described in further detail the constraints of the property and the site plan.

COMMISSIONER DELIBERATION: Commissioners discussed that the small lot size and odd shape makes it difficult to develop the lot.

PUBLIC COMMENT: No public comment.

MOTION: M/S WINDSOR/HUGHEY: moved to adopt the following findings and approve a variance request filed by Baranof Island Housing Authority for 298 Kaagwaantaan Street. The variance request is for a rear setback reduction from 10 to 5 feet for the construction of a single-family home. The property is also known as Lot 4, Allen/Carlson Subdivision. The request is filed by the Baranof Island Housing Authority. The owner of record is the Baranof Island Housing Authority.

Findings:

- 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 substandard lot size and odd flag shape*;
- 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, *specifically a single family home will add to the surrounding property values and neighborhood harmony*;
- d. That the granting of such a variance will not adversely affect the comprehensive plan.

ACTION: Motion **PASSED unanimously 5-0** on a voice vote.

**CONDITIONAL USE PERMIT
722 BIORKA STREET
PETER THIELKE**

Public hearing and consideration of a conditional use permit for a short-term rental at 722 Biorka Street. The property is also known as a fractional portion of Lot 13 in Block 14, Sitka Townsite, U.S. Survey 1474. The request is filed by Peter Thielke. The owner of record is Peter Thielke.

STAFF REPORT: Scarcelli described the short-term rental request, detailed business plan, and how the proposal helps create a better maintain property, meets the parking, comports with zoning code and comprehensive plan, creates positive economic benefits,

and no adverse impacts. He stated that the lot's landscaping provides a lot of privacy. Staff's conclusion was that it complied with the Sitka General Code, the Comprehensive Plan, and it did not impact the public, health, safety, and welfare, and benefitted the community.

APPLICANT: Peter Thielke affirmed Scarcelli's analysis. Thielke stated that he does not live in Sitka year-round. He stated that the short-term rental would make it feasible for him and his siblings to visit Sitka during the summer for short periods of time and stay in the house. Purely long-term rentals would not allow him the same flexibility. Thielke stated that he is committed to the community's need for long-term rentals, and reports that he has rented the house for longer blocks of time for the upcoming fall and winter months.

PUBLIC COMMENT: No public comment.

COMMISSIONER DELIBERATION: Commissioners discussed that this was a feasible option for maintaining the home, and this is his family's established property.

MOTION: M/S POHLMAN/WINDSOR moved to adopt staff's findings and conclusions, the following findings and conditions, and to recommend approval to the City Assembly of the conditional use permit for a short-term rental at 722 Biorka Street. The property is also known as a fractional portion of Lot 13 in Block 14, Sitka Townsite, U.S. Survey 1474. The request is filed by Peter Thielke. The owner of record is Peter Thielke:

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
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 approve, approve with conditions, modify, modify with conditions, or deny the conditional use permit. The city may reduce or modify bulk requirements, off-street parking requirements, and use design standards to lessen impacts, as a condition of the granting of the conditional use permit. In considering the granting of a conditional use, the assembly and planning commission shall satisfy themselves that the general criteria set forth for uses specified in this chapter will be met. 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 request.
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.

ACTION: Motion **PASSED 5-0** on a voice vote.

**CONDITIONAL USE PERMIT
703 BIORKA STREET
DEANNA MOORE**

Public hearing and consideration of a conditional use permit for a bed and breakfast at 703 Biorka Street. The property is also known as Lot 11, Block 23, Sitka Townsite, and U.S. Survey 1474. The request is filed by Deanna Moore. The owner of record is Deanna Moore.

STAFF REPORT: Scarcelli described the lot and the conditional use permit request, related past history of a CUP for a STR, and how this proposal would have positive impacts and have less negatives than other typical residential uses due to owner occupation with this proposed use and the large parking, setbacks, and characteristics of the home and property. The property has plenty of parking to accommodate guests. Ultimately staff's conclusion was that it complied with the Sitka General Code, the Comprehensive Plan, and it did not impact the public, health, safety, and welfare, and benefitted the community.

APPLICANT: Deanna Moore stated that Scarcelli's analysis was accurate.

PUBLIC COMMENT: No public comment.

COMMISSIONER DELIBERATION:

MOTION: **M/S PARMELEE/WINDSOR** moved to adopt staff's findings and conclusions, the following findings and conditions, and to recommend approval to the City Assembly of the *conditional use permit for a bed and breakfast at 703 Biorka Street. The property is also known as Lot 11, Block 23, Sitka Townsite, and U.S. Survey 1474. The request is filed by Deanna Moore. The owner of record is Deanna Moore:*

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
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 approve, approve with conditions, modify, modify with conditions, or deny the conditional use permit. The city may reduce or modify bulk requirements, off-street parking requirements, and use design standards to lessen impacts, as a condition of the granting of the conditional use permit. In considering the granting of a conditional use, the assembly and planning commission shall satisfy themselves that the general criteria set forth for uses specified in this chapter will be met. 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 request.
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.

ACTION: Motion **PASSED 5-0** on a voice vote.

DIRECTORS REPORT: Scarcelli shared that he is working with Maegan Bosak to address streamlining the findings and conclusions to help preserve time of the Planning Commission to allow adequate time for consideration of important issues. He stated that he and Bosak have plans to initiate the Comprehensive Plan soon, which will focus on grassroots input. Scarcelli is attending training in October for Historic Preservation and Planning. Scarcelli introduced Samantha Pierson, the new Planner I. Scarcelli thanked Parmelee for his 8 years of service to the Planning Commission, and we will begin the selection process for a new member.

PUBLIC COMMENT: No public comment.

COMMISSIONER DELIBERATION: Chair Parmelee announced that he would be stepping down as chair. Commissioners discussed his potential replacement.

MOTION: M/S WINDSOR/POHLMAN moved to approve Chris Spivey as Chair.

ACTION: Motion **PASSED unanimously 5-0** on a voice vote.

MOTION: **M/S PARMELEE/SPIVEY** moved to approve Darrell Windsor as Vice Chair.

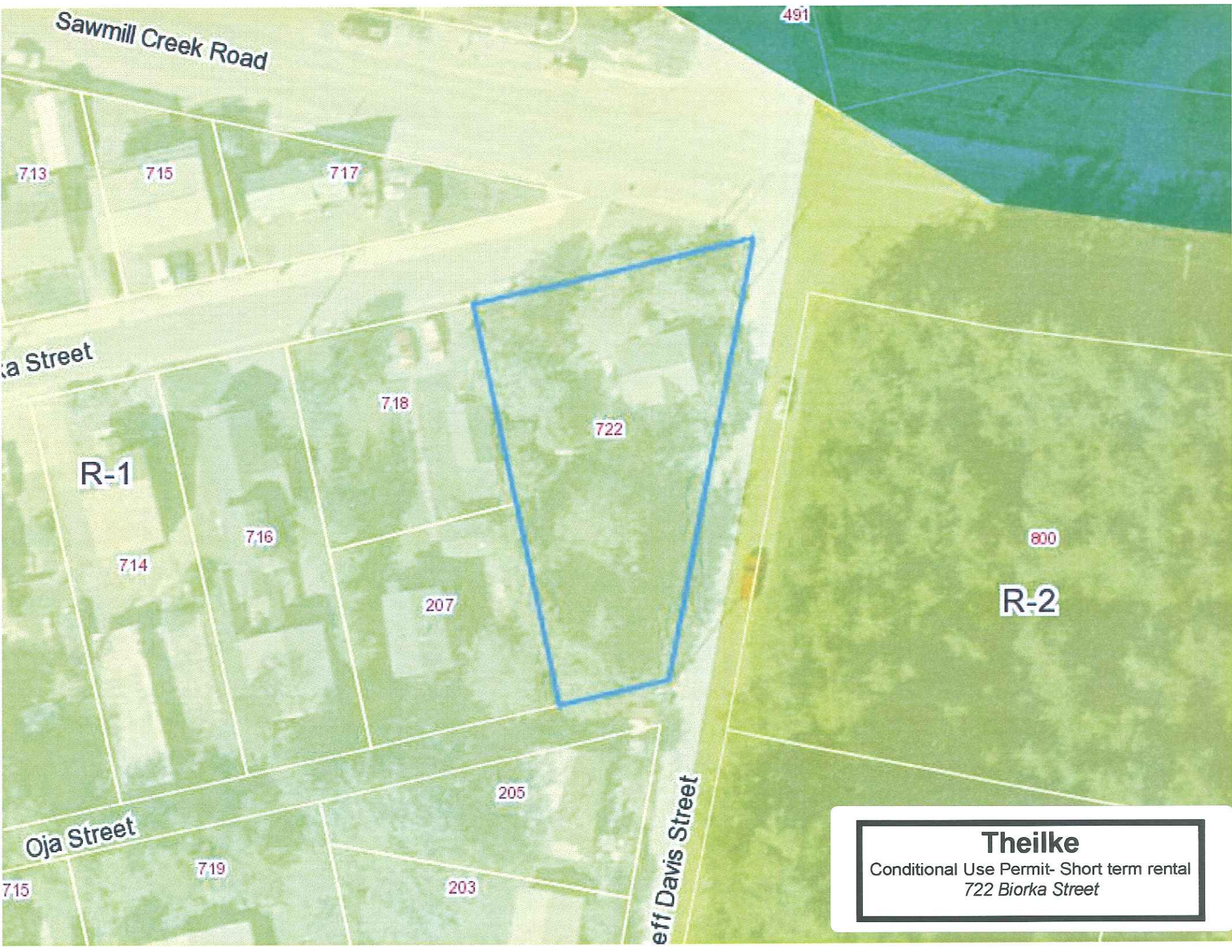
ACTION: Motion **PASSED unanimously 5-0** on a voice vote.

MOTION: **M/S PARMELEE/POHLMAN** moved to adjourn at 8:10 pm.

ACTION: Motion **PASSED unanimously 5-0** on a voice vote.

Chris Spivey, Vice Chair

Samantha Pierson, Secretary



Theilke
Conditional Use Permit- Short term rental
722 Biorka Street

CITY and Borough of Sitka, AK
100 Lincoln St
Sitka, AK 99835

Date: 09/02/2015
Receipt: 2016-00013127
Cashier: Front Counter
Received From: PETER THIELKE

Pay - Planning Permits/Zo	100.00
ning	
oll - Sales Tax 3rd quarte	6.00
0.00	
Receipt Total	106.00
Total Check	106.00
Total Receipts	06.00
Total Receipts	06.00

PAID IN FULL

Theilke
Conditional Use Permit- Short term rental
722 Biorka Street



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Sitka Planning Commission Agenda
Tuesday, September 15, 2015
Held at Sealing Cove Business Center
601 Alice Loop, Sitka, Alaska
7:00pm

- I. CALL TO ORDER AND ROLL CALL
- II. CONSIDERATION OF THE AGENDA
- III. CONSIDERATION OF THE MINUTES FROM September 1, 2015
- IV. THE EVENING BUSINESS
 - A. Public hearing and consideration of a final plat for a 5 lot hybrid subdivision at Lot 11, Alice and Charcoal Island Subdivision filed by Shee Atika, Inc. The subdivision will create five lots. The property is also known as Lot 11, Alice and Charcoal Island Subdivision. The request is filed by Shee Atika, Inc. The owner of record is Shee Atika, Inc.
 - B. Public hearing and consideration of a replat of Tract M and immediately adjacent westerly common area of Galankin Island filed by Robert Juranich. Replat will remove the center lot line and merge two lots into one. The property is also known as Tract M of US Survey 3555 and adjacent common area of Galankin Island Subdivision. The owners of record are Robert and Marilyn Juranich and Galankin Islanders, Inc.
 - C. Public hearing and consideration of a proposed zoning text amendment to amend the SGC Sections 22.30.050 (F), 22.30.060, 22.30.160(C), 22.30.370(3)(a), 22.24.010-2, and all supporting code sections to allow for the approval of Conditional Use Permits by the Planning Commission with rights of appeal to the Board of Adjustment. The request is filed by the City and Borough of Sitka.
 - D. Public hearing and consideration of a variance request filed by Baranof Island Housing Authority for 298 Kaagwaantaan Street. The variance request is for a reduction in the front setback from 20 to 5 feet and the rear setback from 10 to 5 feet for the construction of a single-family home. The property is also known as Lot 4, Allen/Carlson Subdivision. The request is filed by the Baranof Island Housing Authority. The owner of record is the Baranof Island Housing Authority.
 - E. **Public hearing and consideration of a conditional use permit for a short-term rental at 722 Biorka Street. The property is also known as a fractional portion of Lot 13 in Block 14, Sitka Townsite, U.S. Survey 1474. The request is filed by Peter Thielke. The owner of record is Peter Thielke.**
 - F. Public hearing and consideration of a conditional use permit for a bed and breakfast at 703 Biorka Street. The property is also known as Lot 11, Block 23, Sitka Townsite, and U.S. Survey 1474. The request is filed by Deanna Moore. The owner of record is Deanna Moore.

- 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 planning.comment@cityofsitka.org, or faxed to (907) 747-6138. Those with questions may call (907) 747-1814.

Publish: September 8 and 9.

Parcel ID: 11415000
ANDREW/TERESA THOMS/LORENTE
THOMS, ANDREW & LORENTE, TERESA
121 JEFF DAVIS ST
SITKA AK 99835-7619

Parcel ID: 11420000
ADAM ADAY
ADAY, ADAM, S.
716 ETOLIN ST.
SITKA AK 99835

Parcel ID: 11425000
SHAWN FOUST
FOUST, SHAWN, B.
P.O. BOX 504
SILVERTON OR 97381-0504

Parcel ID: 11750000
NUTTING FAMILY REV. LIVING TRUST
NUTTING, RODNEY, L./FAYRINE, A.
708 BIORKA ST.
SITKA AK 99835

Parcel ID: 11770000
JAMES/LESA WAY
WAY, JAMES, B./LESA, M.
712 BIORKA ST.
SITKA AK 99835

Parcel ID: 11780000
VALERIE NELSON
NELSON, VALERIE
714 BIORKA ST.
SITKA AK 99835

Parcel ID: 11795000
SCOTT/NIECHOLE ROBINSON
ATTN: JENNY
ROBINSON, SCOTT/NIECHOLE
315 SEWARD ST, STE B
SITKA AK 99835

Parcel ID: 11810001
STEVEN/SHIRLEY DALQUIST
DALQUIST, STEVEN, J./SHIRLEY, M.
P.O. BOX 45
SITKA AK 99835-0045

Parcel ID: 11815000
STEVEN/SHIRLEY DALQUIST
DALQUIST, STEVEN, J./SHIRLEY, M.
P.O. BOX 45
SITKA AK 99835-0045

Parcel ID: 11830000
PETER THIELKE
THIELKE, PETER, L.
1656 HAPPY LANE
OJAI CA 93023

Parcel ID: 11850000
NATHANIEL MONAHAN
MONAHAN, NATHANIEL, J.
P.O. BOX 875
SITKA AK 99835-0875

Parcel ID: 11855000
INGERMAN SLOAN FAMILY 2010 T
INGERMAN SLOANE FAMILY TRU:
2101 NICASIO VALLEY RD
NICASIO CA 94946

Parcel ID: 11860000
IRVIN KEILMAN TRUST
KEILMAN, IRVIN, W.
825 WILLANA ST
MILAN MI 48160

Parcel ID: 11870000
EVELYN CICI
CICI, EVELYN, J.
P.O. BOX 635
SITKA AK 99835-0635

Parcel ID: 11890000
G.M./M.T/H.M. WATCHERS
WATCHERS, G.M., M.T., H.M.
715 ETOLIN ST
SITKA AK 99835

Parcel ID: 11900000
LARRY/KATHLEEN JACKSON/KREISS
JACKSON, LARRY & KREISS, KATHLEEN
22 AMHERST RD
MORGANTOWN WV 26505

Parcel ID: 13315000
JOHN/KAREN THIELKE
THIELKE, JOHN, F./KAREN, G.
19518 14TH AVE NW
SHORELINE WA 98177

Parcel ID: 13325000
ETHEL MAKINEN
MAKINEN, ETHEL, E.
717 BIORKA ST
SITKA AK 99835

Parcel ID: 13335000
DAVID PATT
PATT, DAVID, A.
715 BIORKA ST
SITKA AK 99835

Parcel ID: 13340000
MICHAEL/JACQUEL LAGUIRE
LA GUIRE, MICHAEL/JACQUELINE
P.O. BOX 6369
SITKA AK 99835-6369

Parcel ID: 13345000
DAVID/WENDY LONGTIN
LONGTIN, DAVID & WENDY
711 BIORKA ST
SITKA AK 99835

Parcel ID: 13350000
SCOTT/CLEO BRYLINSKY
BRYLINSKY, SCOTT, D./CLEO, K.
709 BIORKA ST
SITKA AK 99835

Parcel ID: 13360000
MARTIN/ANNETTE BECKER
BECKER, MARTIN/ANNETTE
705 BIORKA ST.
SITKA AK 99835

Parcel ID: 18100000
DOUGLAS JENNY
JENNY, DOUGLAS, E.
709 SAWMILL CREEK RD
SITKA AK 99835

Parcel ID: 18105000
DAVID/DYAN LOWRANCE/BESETTE
LOWRANCE, DAVID, M./BESETTE, DYAN
P.O. BOX 1074
SITKA AK 99835-1074

Parcel ID: 18110000
DENTON/BRIAN PEARSON/HANSON
PEARSON, DENTON & HANSON, BRIAN
713-B SAWMILL CREEK RD
SITKA AK 99835

Parcel ID: 18125000
ANTHONY/CINDY GUEVIN/LITMAN
GUEVIN, ANTHONY/LITMAN, CIND
715 SAWMILL CREEK RD
SITKA AK 99835

P&Z Mailing
9/4/15

Theilke
Conditional Use Permit- Short term rental
722 Biorka Street

Parcel ID: 18130000
JOHN UPCRAFT
UPCRAFT, JOHN
701 PHERSON ST, APT A
SITKA AK 99835

Parcel ID: 18132000
BARBARA FRITZLER
FRITZLER, BARBARA, S.
717 SAWMILL CREEK RD
SITKA AK 99835

Parcel ID: 18556001
U.S. FOREST SERVICE
U.S. FOREST SERVICE
208 SIGINAKA WAY
SITKA AK 99835

Parcel ID: 18558002
SITKA CEMETARY ASSOCIATION, INC.
SITKA CEMETARY ASSOCIATION, INC.
221 LINCOLN ST
SITKA AK 99835

Parcel ID: 18560000
BARANOF ISLAND HOUSING AUTHORITY
BARANOF ISLAND HOUSING AUTHORITY
245 KATLIAN AVE
SITKA AK 99835

Parcel ID: 18562010
STANLEY/NANCY BARGE
BARGE, STANLEY & NANCY
124 JEFF DAVIS ST
SITKA AK 99835

Parcel ID: 18562011
DANIEL/MARY PALOF
PALOF, DANIEL/MARY BETH
200 JEFF DAVIS ST
SITKA AK 99835

Parcel ID: 18562012
MICHAEL/REBECCA MARTELLO
MARTELLO, MICHAEL & REBECCA
202 JEFF DAVIS ST
SITKA AK 99835

Parcel ID: 18562013
RANDY HITCHCOCK
HITCHCOCK, RANDY
204 JEFF DAVIS ST
SITKA AK 99835

Parcel ID: 18562014
NANCY/WILLIAM DAVIS JOINT REVOCABLE TRUST
DAVIS REV. TRUST, NANCY & WILLIAM
P.O. BOX 6494
SITKA AK 99835-6494

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

Parcel ID: 18562016
KIM/MARY RICKARD
RICKARD, KIM & MARY
3315-A HALIBUT POINT RD
SITKA AK 99835-9525

Parcel ID: 18562017
ALASKA ARTS SOUTHEAST, INC.
HAMES CENTER
ALASKA ARTS SOUTHEAST, INC.
P.O. BOX 3086
SITKA AK 99835-3086



Legislation Details

File #: ORD 15-49 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 10/2/2015 In control: City and Borough Assembly

On agenda: 10/13/2015 Final action:

Title: Amending Sitka General Code Chapter 4.06 "Proceeds from Raw Water Sale Contracts" by modifying section 4.06.102 "Reimbursing expenditures from other funds relating to the sale of raw water, maintenance of raw water distribution infrastructure, or retention of water rights", section 4.06.103 "Expenditure of net assets of the raw water sale fund", and section 4.06.104 "Allocation of revenues from sales of raw water at Gary Paxton Industrial Park" (1st reading)

Sponsors:

Indexes:

Code sections:

Attachments: [Ord 2015-49](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2015-49 on
first reading.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2015-49

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING SITKA GENERAL CODE CHAPTER 4.06 "PROCEEDS FROM RAW WATER SALE CONTRACTS" BY MODIFYING SECTION 4.06.102 "REIMBURSING EXPENDITURES FROM OTHER FUNDS RELATING TO THE SALE OF RAW WATER, MAINTENANCE OF RAW WATER DISTRIBUTION INFRASTRUCTURE, OR RETENTION OF WATER RIGHTS", SECTION 4.06.103 "EXPENDITURE OF NEW ASSETS OF THE RAW WATER SALE FUND", AND SECTION 4.06.104 "ALLOCATION OF REVENUES FROM SALES OF RAW WATER AT GARY PAXTON INDUSTRIAL PARK"

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 amend sections 102, 103 and 104 of chapter 4.06 of the Sitka General Code to allow for the City Administrator to disburse funds from raw water sale contracts without the need for Assembly approval.

4. ENACTMENT, NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka section 4.06.102, 103 and 104 are amended to read as follows (new language underlined; deleted language stricken):

Chapter 4.06

Proceeds from Raw Water Sale Contracts

4.06.102 Reimbursing expenditures from other funds relating to the sale of raw water, maintenance of raw water distribution infrastructure, or retention of water rights

Any fund of the city and borough of Sitka which expends funds in order to facilitate the sale of raw water, negotiate raw water sale contracts, construct or maintain raw water distribution infrastructure, or pursue legal or regulatory action to maintain water rights may request of the administrator up to \$50,000, or the assembly for amounts exceeding this amount, that such expenditures be reimbursed out of the assets of the raw water sale fund. Upon approval of the request, such reimbursements will be accomplished by the finance department. Such requests may be made whenever appropriate, but shall not be made on a basis more often than quarterly. The assembly and administrator will consider recommendations from the GPIP board prior to disbursing funds.

43 **4.06.103 Expenditure of net assets of the raw water sale fund.**

44 At any time, the administrator or the assembly of the city and borough of Sitka may authorize the
45 transfer of the net assets of the raw water sale fund to any other fund within the city and borough
46 of Sitka to be used for expenditures deemed appropriate by the assembly. The assembly will
47 consider recommendations from the GPIP board and administrator prior to transferring raw water
48 sale fund assets. For purposes of this section, net assets shall be defined as the assets of the raw
49 water sale fund, less any liabilities. Any contractually mandated deposits for exclusive rights to
50 purchase raw water from the city and borough of Sitka shall be defined as deposits until such
51 deposits are either earned through application towards future water sales or through the
52 expiration of the time period to exercise such rights.

53 **4.06.104 Allocation of revenues from sales of raw water at Gary Paxton Industrial Park.**

54 In the allocation of revenues from the raw water sale fund, the assembly and administrator will
55 strive to ensure that the GPIP has adequate resources to market, manage and administer the
56 assets of the park with the goal of maximizing economic returns to the community. Further, the
57 assembly will allocate funds as it deems appropriate to other departments of the CBS.

58
59 5. **EFFECTIVE DATE.** This ordinance shall become effective on the day after the
60 date of its passage.

61 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of
62 Sitka, Alaska this 27th day of October, 2015.

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Mim McConnell, Mayor

66 ATTEST:

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Sara Peterson, CMC

Municipal Clerk

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Legislation Details

File #: ORD 15-50 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 10/2/2015 In control: City and Borough Assembly

On agenda: 10/13/2015 Final action:

Title: Amending the penalty section of Sitka General Code at Title 8, Chapter 4, entitled "Animal Protection and Control" that would allow individuals to dispose of animal control violations through a bailable fine schedule or have the option to appear before a judicial officer in a court proceeding (first reading)

Sponsors:

Indexes:

Code sections:

Attachments: [Ord 2015-50](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2015-50 on
first reading.

P O L I C E

DEPARTMENT

MEMO

City and Borough of Sitka

To:	City Administrator Mark Gorman
From:	Chief Sheldon Schmitt
Subject:	Animal Control Ordinance Revision
Date:	October 7, 2015

This past year we were notified by the State Court system that the State had identified some clarification necessary to Sitka General Code Title Eight, Chapter four entitled "Animal Protection and Control".

Essentially the current ordinance doesn't say that "fines are amendable to disposition". The State says City code must have language that gives people the option to pay the fine to dispose of the citation. Anything not on the fine schedule is a mandatory court appearance (if we want the violator to go to court, it shouldn't be on the fine schedule).

Currently, if a violator doesn't pay a citation, the court looks at our code, does not see a fine schedule referenced, and therefore makes the assumption that all animal control minor offenses have mandatory court appearances and are fined at the maximum amount allowed by current code (\$500).

The City has been functioning as if the code said this already. People have been allowed to pay their citation and not appear in court. However, in the event that someone doesn't pay their fine, and the citation goes to collections, in the eyes of the court that defendant has also failed to appear in court and they will be fined at the maximum amount allowed by code (\$500). As a result, a number of citations are being held in default by the Court and are not being sent to collections.

This change will allow these citations to be sent to collections and the defendant to be held responsible for the appropriate citation amount. Passing this ordinance will better articulate the actual intent of City Code and bring it in line with current practice.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2015-50

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING THE PENALTY SECTION OF SITKA GENERAL CODE AT TITLE 8, CHAPTER 4, ENTITLED "ANIMAL PROTECTION AND CONTROL" THAT WOULD ALLOW INDIVIDUALS TO DISPOSE OF ANIMAL CONTROL VIOLATIONS THROUGH A BAILABLE FINE SCHEDULE OR HAVE THE OPTION TO APPEAR BEFORE A JUDICIAL OFFICER IN A COURT PROCEEDING

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 amend SGC 8.04.210 entitled "Penalties" to clarify an individual's rights when issued citations for animal control offenses. A person is allowed to dispose of the citation by paying the fine and surcharge as established by the fine schedule for animal control offenses or the individual has the right to appear before a judicial officer of the Alaska Court System to dispute the violation. In addition, ordinance 2010-25 that modified penalty provisions of SGC was passed by the Sitka assembly on September 14, 2010, inadvertently omitted information to the public advising where the fine schedule can be reviewed. This ordinance will allow the public to access that information.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that SGC Chapter 8.04 is amended as set out below (new language underlined; deleted language stricken):

Title 8
Chapter 8.04 Animal Protection and Control

8.04.210 Penalties.

A. The maximum penalty for violation of the provisions of this chapter is five hundred dollars. ~~Standard penalties shall be determined by the chief of police in consultation with the animal hearing board.~~

B. The chief of police shall establish a fine schedule for the offenses in this chapter and include offenses and/or additional penalties as listed in SGC 23.30.020.

1. The fine schedule shall be entitled "Fine Schedule for Animal Control Offenses," and shall include the effective date of the fine schedule.

2. The Fine Schedule for Animal Control Offenses shall list the number of the ordinance that defines the offense, the name of the offense and the amount of the fine for the offense. The fine must be a specific dollar amount. It cannot be a range of amounts.

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3. The Fine Schedule for Animal Control Offenses shall be published on the Sitka Police Department website under the tab for “Animal Control”, and copies shall be posted at the Sitka Animal Shelter and Sitka Police Department.

4. If a citation has been issued for an offense listed on the Fine Schedule for Animal Control Offenses, a person has the option to state, in writing, on a copy of the citation or a form provided by the court system, that they want to:

- a. dispose of the citation without court appearance by paying the fine amount plus the state surcharge as provided in AS 12.25.195 -.230, AS 12.55.039 and AS 29.25.074. The total amount of fine and state surcharge will be listed on the citation, as well as the date the payment is due; or
- b. appear in court for a hearing or trial.

5. The fines under this subsection may not be judicially reduced.

B. If a citation has been issued for an offense not listed on the fine schedule, the defendant must appear in court to answer to the charges.

CB. The court shall have the power to review all actions under this chapter and to fashion remedies in accordance with it.

~~C. A keeper and/or custodian of a dog at sports field or municipal playground as defined in Section 23.30.020(I) who fails to immediately remove all fecal matter left by the dog on such property shall be subject to a fifty dollar fine for the first offense, one hundred dollars for the second offense and mandatory court appearance for the third and subsequent offenses subject to maximum penalty of five hundred dollars.~~

D. For purposes of this section, prior offenses must be within the previous five years and shall be charged to the keeper and/or custodian and not a particular animal.

5. **EFFECTIVE DATE.** This ordinance becomes 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 October, 2015.

Mim McConnell, Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk



Legislation Details

File #: ORD 15-51 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 10/6/2015 In control: City and Borough Assembly

On agenda: 10/13/2015 Final action:

Title: Amending Sitka General Code Title 22 Zoning to allow conditional use permits to be approved by the Planning Commission with appeal rights to the Assembly acting as the Board of Adjustment (first reading)

Sponsors:

Indexes:

Code sections:

Attachments: [Ord 2015-51](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2015-51 on
first reading.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

MEMORANDUM

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

From: Maegan Bosak, Planning and Community Development Director *WB*
Michael Scarcelli, Senior Planner *MS*

Subject: Ordinance 2015-51 Amending Conditional Use Permit Regulations to Allow Planning Commission Approval with Appeal to the Board of Adjustment.

Date: October 2, 2015

The Planning Commission is recommending approval¹ of a zoning text amendment to modify SGC Sections 22.30.050 (F), 22.30.060, 22.30.160(C), 22.30.370(3)(a), 22.24.010-2, and all supporting code sections to allow for the approval of Conditional Use Permits by the Planning Commission with rights of appeal to the Board of Adjustment. The request is filed by the City and Borough of Sitka and sponsored by the Administrator.

The purpose of this ordinance is to 1) allow conditional use permits to be approved by the Planning Commission with appeal rights to the Assembly acting as the Board of Adjustment and 2) clarify internally inconsistent provisions in the Chapter 22 Zoning- Special Use Permits 22.24 and Zoning Code Administration 22.30 regulations. The intent is to streamline the conditional use permit process, making it less arduous for citizens and policymakers, while allowing for due public process and appeal rights.

The intent of the code revision is to allow for a concise, yet thorough, public review of conditional use proposals at the Planning Commission level. This process requires a noticed public hearing to take testimony, hear evidence, consider the facts germane to the issues, and evaluate the proposal for consistency with the Comprehensive Plan, Code, and other applicable plans and regulations. Items requiring further review may be carried over by the Planning Commission to gather sufficient information to make a decision. Moreover, any aggrieved party may seek review of a denied or approved item to the Assembly acting as the Board of Adjustment.

The proposed zoning text amendment is consistent with the following Comprehensive Plan Sections: 2.2.12 Eliminate regulations that are adverse to the community's needs; 2.4.4 to resolve land use conflicts through a public process; and 2.4.22 to update zoning regulations to create internally consistent land use codes that reflect aspirations of the Comprehensive Plan.

¹ **MOTION: M/S WINDSOR/PARMELEE** moved to adopt findings that this amendment comported with the SGC and Comprehensive Plan, did not adversely impact the public, health, safety, and welfare, and to recommend approval to the City Assembly of a proposed zoning text amendment... **ACTION: Motion PASSED unanimously 5-0.**

Recommendation: Approve the ordinance.

CITY AND BOROUGH OF SITKA
ORDINANCE NO. 2015-51

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA, ALASKA AMENDING SITKA
GENERAL CODE TITLE 22 ZONING TO ALLOW CONDITIONAL USE PERMITS TO BE
APPROVED BY THE PLANNING COMMISSION WITH APPEAL RIGHTS TO THE
ASSEMBLY ACTING AS THE BOARD OF ADJUSTMENT

BE IT ENACTED by the Assembly of the City and Borough of Sitka, Alaska as follows:

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 1) allow conditional use permits to be approved by the Planning Commission with appeal rights to the Assembly acting as the Board of Adjustment and 2) clarify internally inconsistent provisions in the Chapter 22 Zoning- Special Use Permits 22.24 and Zoning Code Administration 22.30 regulations. The intent is to streamline the conditional use permit process, making it less arduous for citizens and policymakers, while allowing for due public process and appeal rights.

4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough to revise the following sections of SGC Titles 22 as listed below (new language underlined; deleted language stricken):

**Chapter 22.24
SPECIAL USE PERMITS**

Sections:

- 22.24.005 General.
- 22.24.010 Conditional uses.
- 22.24.020 Variances.
- 22.24.025 Commercial home horticulture permits.
- 22.24.030 Planned unit developments.
- 22.24.040 Binding site plan approval.
- 22.24.050 Nonconforming use permit.

22.24.005 General

Special permits are necessary for conditional uses, variances, planned unit developments, binding site plans and nonconforming uses. This chapter includes provisions for application, review and approval of these permits. Chapter 22.30, Article III, of this code provides procedural requirements associated with permit processing. (Ord. 02-1683 § 4 (part), 2002.)

22.24.010 Conditional uses

A conditional use is a use that may not be appropriate in a particular zoning district according to the character, intensity, or size of the lot or the surrounding uses. This section establishes decision criteria and procedures for special uses, called conditional uses, which possess unique characteristics. The conditional use permit

51 procedure is intended to afford the municipality the flexibility necessary to make determinations appropriate to
 52 individual sites. The commission may attach conditions necessary to mitigate external adverse impacts. If the
 53 municipality determines that these impacts cannot be satisfactorily overcome, the permit shall be denied.

54 A. Submittal Requirements for Conditional Use Applications. Table 22.24.010-1 provides application
 55 requirements for all conditional use permits.

Table 22.24.010-1

Conditional Use Permit Application Requirements

Conditional Uses	Bed and Breakfast Conditional Uses	Short-Term Rental Conditional Uses	Island Conditional Uses
<p>The applicant may be required to consult with agencies that are responsible for certain portions of the project review. These agencies may include but not be limited to public works and engineering for sewer/water utilities; state DOT/PF; State Department of Environmental Conservation; Army Corps of Engineers; Sitka fire department; local telephone utility; cable television utility; electric department.</p> <p>Written Documentation</p> <ul style="list-style-type: none"> • Legal description of all properties involved in the project; • Statement of the objectives expected to be achieved by the project; • Detailed description of all aspects of the project, including land use, building types and sizes, population density, parking and traffic circulation, building coverage and other information which the applicant feels would assist in decision making; • All comments received from each of the agencies and utilities reviewing the project and a statement by the applicant on how the applicant will resolve or meet any problems or anticipated adverse conditions noted by the utility or agency, the statement to list any unresolved problems or adverse conditions. <p>Site Plan and Supporting Drawings</p> <ul style="list-style-type: none"> • As determined by the administration, details of the proposed project showing land use layout, building locations, vehicular and pedestrian circulation, open space and recreation areas, parking layout, schematic water and sewer layout, and any other information necessary to adequately describe the project; • Preliminary subdivision plat layout 	<p>Written Documentation</p> <ul style="list-style-type: none"> • Legal description of all property involved in the project; • Statement of the objectives expected to be achieved by the project. <p>Site Plan and Supporting Drawings</p> <ul style="list-style-type: none"> • As determined by the administration, details of the proposed project showing building locations, vehicular and pedestrian circulation, parking layout, and any other information necessary to adequately describe the project; conceptual drawings of proposed buildings or renovations, signs, and other features that may be required by the administrator. 	<p>Written Documentation</p> <ul style="list-style-type: none"> • Legal description of all property involved in the project; • Statement of the objectives expected to be achieved by the project. <p>Site Plan and Supporting Drawings</p> <ul style="list-style-type: none"> • As determined by the administration, details of the proposed project showing building locations, vehicular and pedestrian circulation, parking layout, and any other information necessary to adequately describe the project; conceptual drawings of proposed buildings or renovations, signs, and other features that may be required by the administrator. 	<p>Written Documentation</p> <ul style="list-style-type: none"> • Legal description of all properties involved in the project; • Statement of the objectives expected to be achieved by the project; • Detailed description of all aspects of the project, including land use, building types and sizes, population density, building coverage, waterfront use, clearing, changes to existing visual appearance, and other information which the applicant feels would assist in decision making; • All comments received from each of the agencies and utilities reviewing the project and a statement by the applicant on how the applicant will resolve or meet any problems or anticipated adverse conditions noted by the utility or agency, the statement to list any unresolved problems or adverse conditions. <p>Site Plan and Supporting Drawings</p> <ul style="list-style-type: none"> • As determined by the administration, details of the proposed project showing land use layout, building locations, open space and recreation areas, waterfront development, clearing, schematic water and sewer layout, and any other information necessary to adequately describe the project; • Preliminary subdivision plat layout if required; • Site grading and drainage plan including present and proposed topography; conceptual drawings of

if required; • Site grading and drainage plan including present and proposed topography; • Conceptual drawings of proposed buildings, signs, and other features that may be required by the administrator.			proposed buildings, and other features that may be required by the administrator.
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1. Conditional use permit application initiation periods and termination periods are outlined in Table 22.24.010-2.

Table 22.24.010-2

Initiation and Termination Periods

	Short-Term Rental Conditional Use Permits	Bed and Breakfast Conditional Use Permits	Interim Mobile Homes Conditional Use	All Other Conditional Use Permits
Period in which the permit must be activated following <u>assembly Planning Commission</u> approval or permit becomes void	One year	One year	One year	Two years
If permit is not used during period, permit becomes void after activation	One year	One year	One year	Two years
Mandatory review period'	Set by <u>assembly Planning Commission</u> at time of approval	Set by <u>assembly Planning Commission</u> at time of approval	Set by <u>assembly Planning Commission</u> at time of approval	Set by <u>assembly Planning Commission</u> at time of approval
Number of years after approval that permit sunsets	Set by <u>assembly Planning Commission</u> at time of approval	Set by <u>assembly Planning Commission</u> at time of approval	Set by <u>assembly Planning Commission</u> at time of approval	Set by <u>assembly Planning Commission</u> at time of approval
<p>Note (1): It shall be the responsibility of the applicant to submit materials one month prior to the end of any review period. Failure to submit materials within the time specified shall automatically void the approval.</p> <p>Note (2): It is recognized in land use case law that conditional use permits are grants to a property and run with the parcel and not the owner.</p> <p>Note (3): Substantial construction progress must be made on a project approved through the variance process within one year of the date of the variance approval or the approval becomes void. In the event it can be documented that other substantial progress has been made, a one-year extension may be granted by the planning commission if a request is filed within eleven months of the initial approval.</p>				

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B. Conditional Use Permit Provisions for Bed and Breakfasts.

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1. The information and assurances filed by the applicant for a bed and breakfast conditional use at the time of application shall be binding on all current and future owners of the facility.

- 62 2. There shall be no expansion in the number of guest rooms beyond the number approved.
- 63 3. The number of bed and breakfast sleeping rooms per residence shall be limited to three rooms in an
64 R-1 or related zone and five rooms in an R-2 or related zone.
- 65 4. In no case shall a bed and breakfast be operated in any residence other than an owner-
66 occupied dwelling.
- 67 5. The owner of the residence shall operate the bed and breakfast at all times and shall not contract
68 out the day-to-day management of the operation. In the event the operation or management of the bed
69 and breakfast is conducted by a tenant or party other than the owner who lives in the residence,
70 the conditional use permit shall automatically become void.
- 71 6. Bed and breakfast guestrooms are intended to be spare or surplus guestrooms in owner-
72 occupied single-family dwellings or an owner-occupied unit of a two-family dwelling that are not needed
73 by the owner of the structure for household activities.
- 74 7. Permits shall lapse and become void if the bed and breakfast ceases operation for twelve
75 consecutive months.
- 76 8. There shall be no more than one exterior sign. The sign shall not exceed four square feet.
- 77 9. There shall be a minimum of one off-street parking space for every three guestrooms in bed and
78 breakfast establishments located in single-family residential zones.
- 79 10. Existing bed and breakfasts which do not conform to these rules shall be considered
80 nonconforming uses and subject to the rules relating to nonconforming uses.
- 81 11. It is the intent of the assembly that the provisions of these requirements be strictly followed.
82 However, exceptions may be granted in cases of extreme need or extreme personal or financial
83 hardship. The limitation on the number of the rooms and the use of single-family occupied structures will
84 not be eligible for hardship relief.
- 85 12. For establishment of a bed and breakfast establishment in an existing structure in an R-1 zone,
86 only existing bedrooms may be used for guest rooms.
- 87 13. Limited cooking facilities shall only be allowed inside guestrooms, or inside other rooms that are
88 used solely by the bed and breakfast, such as small toaster ovens, microwaves, and refrigerators.
- 89 14. Timely payment of sales taxes shall be one of the primary indicators of compliance with this
90 section.
- 91 15. When the ~~assembly~~ **Planning Commission** approves a permit with the condition referring to the
92 number of children in the facility, the term "children" shall refer to individuals who are fifteen years old or
93 younger.
- 94 C. Conditional Use Permit Provisions for Short-Term Rentals.
- 95 1. Short-term rental establishments as described in subsection F of this section shall be approved
96 as conditional uses in the R-1, R-1 MH, R-1 LD, R-1 LDMH, R-2, and R-2 MHP zoning districts with the
97 following conditions:
- 98 a. Existing short-term rentals operating in conformance with all other applicable regulations prior
99 to the effective date of the ordinance codified in this section may continue operating as
100 nonconforming uses so long as payments of bed taxes and any other fees are current.

- 101 b. The permit application and process will be the same as that required for bed and breakfasts,
102 including submission and review of both interior and exterior site plans.
- 103 c. Increase in density and other impacts on the immediate surrounding neighborhood which
104 would occur as a result of approval of short-term rentals may be a consideration in the granting of
105 the permit.
- 106 d. Cessation of an approved short-term rental operation for twelve consecutive months shall
107 result in revocation of the permit and require reapplication and approval of a new conditional
108 use permit. Timely payment of sales taxes shall be one of the primary indicators of compliance with
109 this section.
- 110 e. When the ~~assembly~~ ***Planning Commission*** approves a permit with the condition referring to
111 the number of children in the facility, the term "children" shall refer to individuals who are fifteen
112 years old or younger.
- 113 2. Short-term rentals shall be allowed in the other zoning districts subject to the following general rules:
- 114 a. There shall be two parking spaces per dwelling unit.
- 115 b. The number of persons per sleeping area shall comply with the municipal fire code.
- 116 c. Upon filing for sales tax and bed tax accounts, an owner shall obtain a life safety inspection by
117 the building department and shall comply with the requirements proposed by the department.
- 118 d. Legal nonconforming short-term rentals shall comply with these general rules within two years.
- 119 e. Short-term rentals may only be approved for mobile homes that are located
120 along streets maintained by the city and borough or the state of Alaska.

121 D. Conditional Use Permit Provisions for Mobile Homes on an Interim Basis in the R-1, R-2 and Related
122 Zones.

- 123 1. The city and borough of Sitka, through the conditional use permit process, may issue a permit for a
124 single-family mobile home or travel trailer on a residential lot in an area not otherwise allowing mobile
125 homes on an interim basis for the purposes of facilitating home construction.
- 126 2. The maximum term of the permit is twelve months with a possible six-month extension.
- 127 3. Full utilities must be installed for the mobile home or travel trailer.
- 128 4. Conditions attached to the approval shall include but are not limited to (a) a pledge of the travel
129 trailer, mobile home, or cash of equivalent value as collateral, and (b) in the event a travel
130 trailer or mobile home is pledged as collateral, fund sufficient to cover the cost of removal and disposal
131 of the unit, and (c) the trailer is for the sole occupancy of the lot owner and neither unit shall be occupied
132 by any other party. Other conditions may include requirements of fencing or landscaping.

133 E. In evaluating the inputs of a proposed conditional use permit, the municipality may consider
134 a commercial conditional use to be inappropriate for residential neighbors while the same conditional use may
135 be acceptable when it is located along an arterial or collector street. The additional vehicular traffic generated
136 by conditional uses, such as professional offices, may not be able to be adequately mitigated
137 in residential areas.

- 138 1. Criteria to Be Used in Determining Impacts of Conditional Uses.

- 139 a. Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses.
- 140 b. Amount of noise to be generated and its impacts on surrounding land uses.
- 141 c. Odors to be generated by the use and their impacts.
- 142 d. Hours of operation.
- 143 e. Location along a major or collector street.
- 144 f. Potential for users or clients to access the site through residential areas or
145 substandard street creating a cut through traffic scenario.
- 146 g. Effects on vehicular and pedestrian safety.
- 147 h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site.
- 148 i. Logic of the internal traffic layout.
- 149 j. Effects of signage on nearby uses.
- 150 k. Presence of existing or proposed buffers on the site or immediately adjacent the site.
- 151 l. Relationship if the proposed conditional use is in a specific location to the goals, policies, and
152 objectives of the comprehensive plan.
- 153 m. Other criteria that surface through public comments or planning commission assembly review.

154 F. Evaluation and Approval or Denial of Conditional Use Applications for Island Properties. It is the intent of
155 this code to recognize the unique qualities of islands within Sitka Sound and the substantial differences that
156 exist between individual islands and island groups.

157 Specific conditional uses may be fully appropriate in certain circumstances and on specific parcels. Uses that
158 are well designed and/or have low impact may enhance surrounding properties and may not create any
159 impacts. Examples may include structures that are built on larger lots away from exterior property lines, uses
160 that are placed in the middle of parcels, uses that do not materially increase activity on easements or moorage,
161 uses where there is a significant vegetative or terrain buffer between properties, and islands that are separated
162 by substantial distances. In these cases, conditional use requests can and should be handled expeditiously.

163 Conditional uses on other properties may be totally inappropriate due to the concerns such as impacts on
164 adjacent properties, lack of vegetative or distance buffers, noise generation, unmitigated increased usage of
165 access easements, available moorage, location on parcels, and design.

166 1. Items to be considered in evaluating island conditional use permits include, but are not limited to,
167 the following:

- 168 a. Location on the lot or island.
- 169 b. Generation of noise.
- 170 c. Numbers of guests and employees.
- 171 d. Visibility from adjacent uses including waterborne traffic.
- 172 e. Use of common access easements.

- 173 f. Availability of necessary moorage.
- 174 g. Use of natural or manmade screening or buffers.
- 175 h. Availability of municipal power.
- 176 i. Distance from adjacent parcels or islands.
- 177 j. Removal of excessive amounts of vegetation.

178 It is recognized that many applications may be strongly supported after using the criteria above.

179 If adequate mitigation cannot be accomplished or items such as necessary infrastructure are not available,
180 applications may be denied.

181 (Ord. 06-16 § 4, 2006; Ord. 05-16 § 4(O), (P), 2005; Ord. 04-60 § 4(F), (G), (U), 2004; Ord. 02-1683 § 4 (part), 2002.)
182

183 **Article II. Administration**

184 **22.30.020 Roles and responsibilities.**

185 A. The regulation of land development is a cooperative activity involving different elected and appointed
186 boards and city staff. The specific responsibilities of these bodies are set forth below.

187 B. Applicants are expected to read and understand the city development code and be prepared to fulfill the
188 obligations placed on applications for development approvals defined in Title 21 and this title of the Sitka
189 General Code.

190 (Ord. 02-1683 § 4 (part), 2002.)

191 **22.30.030 Administrator.**

192 The term "administrator" shall mean the city and borough administrator, or an individual operating with his/her
193 express knowledge on his/her behalf. Said individual may include, but is not limited to, the planning director or
194 planning assistant. The administrator is responsible for the administration of this title and shall review and act
195 on the following:

196 A. Administrative Interpretation. Upon request or as determined necessary, the administrator shall interpret
197 the meaning or application of the provisions of said titles and issue a written administrative interpretation. All
198 administrative determinations shall be reported to the planning commission within a reasonable period of time
199 following their issuance.

200 B. Nonconforming use permits.

201 C. Administrative approvals as set forth in Section 22.30.150.

202 D. Permit Procedures. The administrator shall determine the proper procedure for all development
203 applications.

204 (Ord. 04-60 § 4(D) (part), 2004; Ord. 02-1683 § 4 (part), 2002.)

205 **22.30.040 Assembly.**

206 In addition to its legislative responsibility, the assembly shall review and act on the following subjects:

207 A. Recommendations of the planning commission.

208 B. Appeal of planning commission recommendations and decisions.

209 (Ord. 02-1683 § 4 (part), 2002.)

210 **22.30.050 Planning commission.**

211 The planning commission shall be constituted in accordance with Chapter 2.18 of this code and the Sitka Home
212 Rule Charter and shall have the responsibility of reviewing and acting on the following:

213 A. Recommendations to the assembly on approvals of subdivisions, planned unit developments, and binding
214 site plans.

215 B. Recommendations to the assembly on amendments to the comprehensive plan.

216 C. Recommendations to the assembly on amendments to the subdivision code, Title 21 of this code.

217 D. Recommendations to the assembly on amendments to the zoning code, this Title 22, or the official map.

218 E. Approve variances with appeals possible to the assembly.

219 F. Recommendations Approve conditional use permit applications with appeals possible to the assembly.

220 G. Other actions requested or remanded by the assembly.

221 (Ord. 04-60 § 4(R), (S), 2004.)

222 **22.30.060 Board of Adjustment**

223 The assembly of the city and borough shall function as the board of adjustment with the authority to:

224 ~~A. Approve or deny conditional use permits.~~

225 ~~B~~ A. Consider appeals of variances or conditional use permits.

226 ~~C~~ B. Hear appeals of administrative approvals or denials.

227 (Ord. 04-60 § 4(R), 2004.)

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229 **22.30.160 Planning commission review and ~~recommendation~~ decision.**

230 Planning commission decision and action authority is defined in Section 22.30.050.

231 A. Staff Report. The administrator shall prepare a staff report on the proposed development or action
232 summarizing any comments, analysis, and recommendations of city departments, affected agencies and
233 special districts, evaluating the development's consistency with the comprehensive plan, code, and other
234 adopted plans and regulations. The staff report may include findings, conclusions or proposed
235 recommendations for disposition of the development application.

236 B. Hearing. The planning commission shall conduct a public hearing on development proposals for the
237 purpose of taking testimony, hearing evidence, considering the facts germane to the proposal, and evaluating
238 the proposal for consistency with the city's comprehensive plan, code, and other adopted plans and
239 regulations. Notice of the planning commission hearing shall be in accordance with Article IV of this chapter.

240 C. Required Findings for Conditional Use Permits. The planning commission shall not ~~recommend approval~~
241 ~~of~~ approve a proposed development unless it first makes the following findings and conclusions:

- 242 1. The city may use design standards and other elements in this code to modify the proposal.
243 A conditional use permit may be approved only if all of the following findings can be made regarding the
244 proposal and are supported by the record that the granting of the proposed conditional use permit will
245 not:
- 246 a. Be detrimental to the public health, safety, and general welfare;
 - 247 b. Adversely affect the established character of the surrounding vicinity; nor
 - 248 c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site
249 upon which the proposed use is to be located.
- 250 2. The granting of the proposed conditional use permit is consistent and compatible with the intent of
251 the goals, objectives and policies of the comprehensive plan and any implementing regulation.
- 252 3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be
253 monitored and enforced.
- 254 4. The proposed use will not introduce hazardous conditions at the site that cannot be mitigated to
255 protect adjacent properties, the vicinity, and the public health, safety and welfare of the community from
256 such hazard.
- 257 5. The conditional use will be supported by, and not adversely affect, adequate public facilities and
258 services; or that conditions can be imposed to lessen any adverse impacts on such facilities and
259 services.
- 260 6. Burden of Proof. The applicant has the burden of proving that the proposed conditional use meets
261 all of the criteria in subsection B of this section.
- 262 The city may approve, approve with conditions, modify, modify with conditions, or deny the conditional
263 use permit. The city may reduce or modify bulk requirements, off-street parking requirements, and use design
264 standards to lessen impacts, as a condition of the granting of the conditional use permit. In considering the
265 granting of a conditional use, the assembly and planning commission shall satisfy themselves that the general
266 criteria set forth for uses specified in this chapter will be met. The city may consider any or all criteria listed and
267 may base conditions or safeguards upon them. The assembly and planning commission may require the
268 applicant to submit whatever reasonable evidence may be needed to protect the public interest. The general
269 approval criteria are as follows:
- 270 1. Site topography, slope and soil stability, geophysical hazards such as flooding, surface and
271 subsurface drainage and water quality, and the possible or probable effects of the proposed conditional
272 use upon these factors;
 - 273 2. Utilities and service requirements of the proposed use, including sewers, storm drainage, water, fire
274 protection, access and electrical power; the assembly and planning commission may enlist the aid of the
275 relevant public utility officials with specialized knowledge in evaluating the probable effects of the
276 proposed use and may consider the costs of enlarging, upgrading or extending public utilities in
277 establishing conditions under which the conditional use may be permitted;
 - 278 3. Lot or tract characteristics, including lot size, yard requirements, lot coverage and height
279 of structures;
 - 280 4. Use characteristics of the proposed conditional use that affect adjacent uses and districts, including
281 hours of operation, number of persons, traffic volumes, off-street parking and loading characteristics,
282 trash and litter removal, exterior lighting, noise, vibration, dust, smoke, heat and humidity, recreation
283 and open space requirements;

284 5. Community appearance such as landscaping, fencing and screening, dependent upon the specific
285 use and its visual impacts.

286 D. Required Findings for Variances.

287 1. Required Findings for Variances Involving Major Structures or Expansions. Before any variance is
288 granted, it shall be shown:

289 a. That there are special circumstances to the intended use that do not apply generally to the
290 other properties. Special circumstances may include the shape of the parcel, the topography of
291 the lot, the size or dimensions of the parcels, the orientation or placement of existing structures, or
292 other circumstances that are outside the control of the property owner;

293 b. The variance is necessary for the preservation and enjoyment of a substantial property right or
294 use possessed by other properties but are denied to this parcel; such uses may include the
295 placement of garages or the expansion of structures that are commonly constructed on other
296 parcels in the vicinity;

297 c. That the granting of such a variance will not be materially detrimental to the public welfare or
298 injurious to the property, nearby parcels or public infrastructure;

299 d. That the granting of such a variance will not adversely affect the comprehensive plan.

300 2. Required Findings for Minor Expansions, Small Structures, Fences, and Signs.

301 a. The municipality finds that the necessary threshold for granting this variance should be lower
302 than thresholds for variances involving major structures or major expansions;

303 b. The granting of the variance is not injurious to nearby properties or improvements;

304 c. The granting of the variance furthers an appropriate use of the property.

305 E. Required Findings for Appeals. Appeals of any decisions regulated by this title shall only be granted when
306 the designated appeal body determines that the subject permit approval or denial was in error. The appeal
307 body shall base its decision on new evidence or proof of procedural error in the prior action. The appellant shall
308 bear the burden of proof of proving that the decision was in error.

309 F. Required Findings for Code Amendments. Article VIII of this chapter contains standards for amendments
310 to administrative permits, special use permits, the development standards, and the official map.

311 (Ord. 04-60 § 4(J), (K), (L), 2004; Ord. 02-1683 § 4 (part), 2002.)

312
313 5. **EFFECTIVE DATE.** This ordinance shall become effective on the day after the date of
314 its passage.

315
316 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of Sitka,
317 Alaska this 27th day of October 2015.

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319

Mim McConnell, Mayor

320 ATTEST:

321

322

323 _____
Sara Peterson, CMC

324 Municipal Clerk

CITY AND BOROUGH OF SITKA
PLANNING DEPARTMENT
ZONE CHANGE APPLICATION

ZONE MAP AMENDMENT FEE	\$100.00
ZONE TEXT AMENDMENT FEE	\$100.00
<i>Plus current city sales tax</i>	

Applicant's Name: CBS Planning + Community Development Department

Phone Number: _____

Mailing Address: _____

Applicant's Signature: Mary Bosnik Date Submitted _____

Provide information or data, as necessary, to fully outline the reasons and justifications for the request. Attach additional sheets as necessary.

- For official map amendments, the application shall contain:
1. A legal description of *each* subject property along with the owner's name, address, and contact person for *each* subject property;
 2. An analysis showing the public benefit of the proposed amendment;
 3. An analysis showing the proposal's consistency with the Comprehensive Plan;
 4. A map of the area to be rezoned.

LIST SPECIFIC REQUEST: Allow conditional use permits to be approved or denied by the Planning Commission with appeal rights to the Board of Adjustment.

EXPLANATION OF REQUEST: Adequate public notice and hearing opportunities are granted by the Planning Commission to provide a well thought out motion of decision as opposed to a motion of recommendation to the Assembly.

Appeal rights will be extended to any aggrieved party through the Assembly continuing to act as the Board of Adjustment.

After the application and supporting materials has been determined to be complete by the Planning Office, the request will be placed on the next available Planning Commission agenda.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Planning and Community Development Department

Date: 9/10/15

From: Maegan Bosak, PCDD

To: Planning Commission

Re: ZTC 15-06 To grant the Planning Commission the authority to approve or disapprove conditional use permits with appeal rights to the Assembly

GENERAL INFORMATION

Applicant: City and Borough of Sitka

Property Owner: N/A

Property Address: N/A

Legal Description: N/A

Parcel ID Number: N/A

Size of Existing Lot: N/A

Zoning: Varies

Existing Land Use: Varies

Utilities: N/A

Access: Varies

Surrounding Land Use: Various

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 of recommendation

ATTACHMENTS

Attachment A: Application

Attachment B: Multiple Code Pages

PROJECT DESCRIPTION

Request is a zoning text change to allow conditional use permits to be approved or denied by the Planning Commission with appeal rights to the Assembly as the Board of Adjustment. This change would allow the Planning Commission to make a motion of determination as opposed to a recommendation to the Assembly. The intent is to streamline the public process allowing simpler requests to be approved/disapproved in one public hearing if applicable.

Adequate public notice and hearing opportunities are provided through the Planning Commission allowing a well thought out motion of decision as opposed to a motion of recommendation to the Assembly. The Planning Commission will still reserve the right to extend a case over multiple meetings if additional information or public input is required.

Appeal rights will continue to be extended to any aggrieved party through the Assembly continuing to act as needed as the Board of Adjustment.

The goal of this text change is to streamline the conditional use permit process and ease the burden of multiple public meetings on the applicant, notified parties and the Assembly.

BACKGROUND AND ANALYSIS

Multiple code references would be changed to accomplish this zoning text change specifically Chapter 22.24 Special Use Permits, 22.30.020 Zoning Code Administration Roles and Responsibilities, 22.30.040 Assembly, 22.30.050 Planning Commission, 22.30.060 Board of Adjustment, and 22.30.160 Planning Commission review and recommendation. Please see the attached code pages with language to be removed crossed out and language to be added in bold and italicized.

Project Site: varies

Project Design: varies

Traffic: varies

Parking: varies

Noise: varies

Public Health or Safety: varies

Habitat: varies

Property Value or Neighborhood Harmony: varies

Conformity with Comprehensive Plan: The proposed ZTC would be consistent with the Comprehensive Plan section 2.2.6, which declares, "Complement existing economic activities and strive to increase economic diversity."

FINDINGS

None.

RECOMMENDATION

It is recommended that the Planning Commission adopt the Director's analysis and grant the requested zoning text change.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Sitka Planning Commission Agenda

Tuesday, September 15, 2015

Held at Sealing Cove Business Center

601 Alice Loop, Sitka, Alaska

7:00pm

- I. CALL TO ORDER AND ROLL CALL
- II. CONSIDERATION OF THE AGENDA
- III. CONSIDERATION OF THE MINUTES FROM September 1, 2015
- IV. THE EVENING BUSINESS
 - A. Public hearing and consideration of a final plat for a 5 lot hybrid subdivision at Lot 11, Alice and Charcoal Island Subdivision filed by Shee Atika, Inc. The subdivision will create five lots. The property is also known as Lot 11, Alice and Charcoal Island Subdivision. The request is filed by Shee Atika, Inc. The owner of record is Shee Atika, Inc.
 - B. Public hearing and consideration of a replat of Tract M and immediately adjacent westerly common area of Galankin Island filed by Robert Juranich. Replat will remove the center lot line and merge two lots into one. The property is also known as Tract M of US Survey 3555 and adjacent common area of Galankin Island Subdivision. The owners of record are Robert and Marilyn Juranich and Galankin Islanders, Inc.
 - C. **Public hearing and consideration of a proposed zoning text amendment to amend the SGC Sections 22.30.050 (F), 22.30.060, 22.30.160(C), 22.30.370(3)(a), 22.24.010-2, and all supporting code sections to allow for the approval of Conditional Use Permits by the Planning Commission with rights of appeal to the Board of Adjustment. The request is filed by the City and Borough of Sitka.**
 - D. Public hearing and consideration of a variance request filed by Baranof Island Housing Authority for 298 Kaagwaantaan Street. The variance request is for a reduction in the front setback from 20 to 5 feet and the rear setback from 10 to 5 feet for the construction of a single-family home. The property is also known as Lot 4, Allen/Carlson Subdivision. The request is filed by the Baranof Island Housing Authority. The owner of record is the Baranof Island Housing Authority.
 - E. Public hearing and consideration of a conditional use permit for a short-term rental at 722 Biorka Street. The property is also known as a fractional portion of Lot 13 in Block 14, Sitka Townsite, U.S. Survey 1474. The request is filed by Peter Thielke. The owner of record is Peter Thielke.
 - F. Public hearing and consideration of a conditional use permit for a bed and breakfast at 703 Biorka Street. The property is also known as Lot 11, Block 23, Sitka Townsite, and U.S. Survey 1474. The request is filed by Deanna Moore. The owner of record is Deanna Moore.

- 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 planning.comment@cityofsitka.org, or faxed to (907) 747-6138. Those with questions may call (907) 747-1814.

Publish: September 8 and 9.

Chapter 22.24 SPECIAL USE PERMITS

Sections:

- 22.24.005 General.
- 22.24.010 Conditional uses.
- 22.24.020 Variances.
- 22.24.025 Commercial home horticulture permits.
- 22.24.030 Planned unit developments.
- 22.24.040 Binding site plan approval.
- 22.24.050 Nonconforming use permit.

22.24.005 General.

Special permits are necessary for conditional uses, variances, planned unit developments, binding site plans and nonconforming uses. This chapter includes provisions for application, review and approval of these permits. Chapter 22.30, Article III, of this code provides procedural requirements associated with permit processing. (Ord. 02-1683 § 4 (part), 2002.)

22.24.010 Conditional uses.

A conditional use is a use that may not be appropriate in a particular zoning district according to the character, intensity, or size of the lot or the surrounding uses. This section establishes decision criteria and procedures for special uses, called conditional uses, which possess unique characteristics. The conditional use permit procedure is intended to afford the municipality the flexibility necessary to make determinations appropriate to individual sites. The commission may attach conditions necessary to mitigate external adverse impacts. If the municipality determines that these impacts cannot be satisfactorily overcome, the permit shall be denied.

A. Submittal Requirements for Conditional Use Applications. Table 22.24.010-1 provides application requirements for all conditional use permits.

Table 22.24.010-1

Conditional Use Permit Application Requirements

Conditional Uses	Bed and Breakfast Conditional Uses	Short-Term Rental Conditional Uses	Island Conditional Uses
<p>The applicant may be required to consult with agencies that are responsible for certain portions of the project review. These agencies may include but not be limited to public works and engineering for sewer/water utilities; state DOT/PF; State Department of Environmental Conservation; Army Corps of Engineers; Sitka fire department; local telephone utility; cable television utility; electric department.</p> <p>Written Documentation</p>	<p>Written Documentation</p> <ul style="list-style-type: none"> • Legal description of all property involved in the project; • Statement of the objectives expected to be achieved by the project. <p>Site Plan and Supporting Drawings</p> <ul style="list-style-type: none"> • As determined by the administration, details of the proposed project showing building locations, vehicular and pedestrian circulation, parking layout, and any other information necessary to adequately describe the project; <p>conceptual drawings of proposed buildings or renovations, signs, and other features that may be required by the administrator.</p>	<p>Written Documentation</p> <ul style="list-style-type: none"> • Legal description of all property involved in the project; • Statement of the objectives expected to be achieved by the project. <p>Site Plan and Supporting Drawings</p> <ul style="list-style-type: none"> • As determined by the administration, details of the proposed project showing building locations, vehicular and pedestrian circulation, parking layout, and any other information necessary to adequately describe the project; <p>conceptual drawings of proposed buildings or renovations, signs, and other features that may be required by the administrator.</p>	<p>Written Documentation</p> <ul style="list-style-type: none"> • Legal description of all properties involved in the project; • Statement of the objectives expected to be achieved by the project; • Detailed description of all aspects of the project, including land use, building types and sizes, population density, building coverage, waterfront use, clearing, changes to existing visual appearance, and other information which the applicant feels would assist in decision making; • All comments received from each of the agencies and utilities reviewing

<ul style="list-style-type: none"> • Legal description of all properties involved in the project; • Statement of the objectives expected to be achieved by the project; • Detailed description of all aspects of the project, including land use, building types and sizes, population density, parking and traffic circulation, building coverage and other information which the applicant feels would assist in decision making; • All comments received from each of the agencies and utilities reviewing the project and a statement by the applicant on how the applicant will resolve or meet any problems or anticipated adverse conditions noted by the utility or agency, the statement to list any unresolved problems or adverse conditions. <p>Site Plan and Supporting Drawings</p> <ul style="list-style-type: none"> • As determined by the administration, details of the proposed project showing land use layout, building locations, vehicular and pedestrian circulation, open space and recreation areas, parking layout, schematic water and sewer layout, and any other information necessary to adequately describe the project; • Preliminary subdivision plat layout if required; • Site grading and drainage plan including present and proposed topography; • Conceptual drawings of proposed buildings, signs, and other features that may be required by the administrator. 			<p>the project and a statement by the applicant on how the applicant will resolve or meet any problems or anticipated adverse conditions noted by the utility or agency, the statement to list any unresolved problems or adverse conditions.</p> <p>Site Plan and Supporting Drawings</p> <ul style="list-style-type: none"> • As determined by the administration, details of the proposed project showing land use layout, building locations, open space and recreation areas, waterfront development, clearing, schematic water and sewer layout, and any other information necessary to adequately describe the project; • Preliminary subdivision plat layout if required; • Site grading and drainage plan including present and proposed topography; conceptual drawings of proposed buildings, and other features that may be required by the administrator.
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1. Conditional use permit application initiation periods and termination periods are outlined in Table 22.24.010-2.

Table 22.24.010-2

Initiation and Termination Periods

	Short-Term RentalConditional UsePermits	Bed and BreakfastConditional Use Permits	Interim Mobile HomesConditional Use	All OtherConditional UsePermits
Period in which the permit must be activated following assembly approval or permit becomes void	One year	One year	One year	Two years
If permit is not used during period, permit becomes void after activation	One year	One year	One year	Two years
Mandatory review period'	Set by assembly Planning Commission at time of approval	Set by assembly Planning Commission at time of approval	Set by assembly Planning Commission at time of approval	Set by assembly Planning Commission at time of approval
Number of years after approval that permit sunsets	Set by assembly Planning Commission at time of approval	Set by assembly Planning Commission at time of approval	Set by assembly Planning Commission at time of approval	Set by assembly Planning Commission at time of approval
<p>Note (1): It shall be the responsibility of the applicant to submit materials one month prior to the end of any review period. Failure to submit materials within the time specified shall automatically void the approval.</p> <p>Note (2): It is recognized in land use case law that conditional use permits are grants to a property and run with the parcel and not the owner.</p> <p>Note (3): Substantial construction progress must be made on a project approved through the variance process within one year of the date of the variance approval or the approval becomes void. In the event it can be documented that other substantial progress has been made, a one-year extension may be granted by the planning commission if a request is filed within eleven months of the initial approval.</p>				

B. Conditional Use Permit Provisions for Bed and Breakfasts.

1. The information and assurances filed by the applicant for a bed and breakfast conditional use at the time of application shall be binding on all current and future owners of the facility.
2. There shall be no expansion in the number of guest rooms beyond the number approved.
3. The number of bed and breakfast sleeping rooms per residence shall be limited to three rooms in an R-1 or related zone and five rooms in an R-2 or related zone.

4. In no case shall a bed and breakfast be operated in any residence other than an owner-occupied dwelling.
5. The owner of the residence shall operate the bed and breakfast at all times and shall not contract out the day-to-day management of the operation. In the event the operation or management of the bed and breakfast is conducted by a tenant or party other than the owner who lives in the residence, the conditional use permit shall automatically become void.
6. Bed and breakfast guestrooms are intended to be spare or surplus guestrooms in owner-occupied single-family dwellings that are not needed by the owner of the structure for household activities.
7. Bed and breakfast conditional use requests shall not be considered, reviewed, or approved for single-family structures that have contained an apartment, or additional dwelling unit at any time during a three-year period prior to the submittal of the application for a bed and breakfast conditional use permit. The burden of proof that this requirement has been complied with lies with the applicant.
8. A bed and breakfast establishment shall not be approved if an apartment or other rental is also being operated in the structure or on the same lot. Any apartment rental in the structure or on a lot where a bed and breakfast is operating will automatically void the conditional use permit for bed and breakfast.
9. Permits shall lapse and become void if the bed and breakfast ceases operation for twelve consecutive months.
10. There shall be no more than one exterior sign. The sign shall not exceed four square feet.
11. There shall be a minimum of one off-street parking space for every three guestrooms in bed and breakfast establishments located in single-family residential zones.
12. Existing bed and breakfasts which do not conform to these rules shall be considered nonconforming uses and subject to the rules relating to nonconforming uses.
13. It is the intent of the assembly that the provisions of these requirements be strictly followed. However, exceptions may be granted in cases of extreme need or extreme personal or financial hardship. The limitation on the number of the rooms and the use of single-family occupied structures will not be eligible for hardship relief.
14. For establishment of a bed and breakfast establishment in an existing structure in an R-1 zone, only existing bedrooms may be used for guest rooms.
15. Limited cooking facilities shall only be allowed inside guestrooms, or inside other rooms that are used solely by the bed and breakfast, such as small toaster ovens, microwaves, and refrigerators.
16. Timely payment of sales taxes shall be one of the primary indicators of compliance with this section.
17. When the ~~assembly~~ **Planning Commission** approves a permit with the condition referring to the number of children in the facility, the term "children" shall refer to individuals who are fifteen years old or younger.

C. Conditional Use Permit Provisions for Short-Term Rentals.

1. Short-term rental establishments as described in subsection F of this section shall be approved as conditional uses in the R-1, R-1 MH, R-1 LD, R-1 LDMH, R-2, and R-2 MHP zoning districts with the following conditions:

- a. Existing short-term rentals operating in conformance with all other applicable regulations prior to the effective date of the ordinance codified in this section may continue operating as nonconforming uses so long as payments of bed taxes and any other fees are current.
 - b. The permit application and process will be the same as that required for bed and breakfasts, including submission and review of both interior and exterior site plans.
 - c. Increase in density and other impacts on the immediate surrounding neighborhood which would occur as a result of approval of short-term rentals may be a consideration in the granting of the permit.
 - d. Cessation of an approved short-term rental operation for twelve consecutive months shall result in revocation of the permit and require reapplication and approval of a new conditional use permit. Timely payment of sales taxes shall be one of the primary indicators of compliance with this section.
 - e. When the ~~assembly~~ **Planning Commission** approves a permit with the condition referring to the number of children in the facility, the term "children" shall refer to individuals who are fifteen years old or younger.
2. Short-term rentals shall be allowed in the other zoning districts subject to the following general rules:
- a. There shall be two parking spaces per dwelling unit.
 - b. The number of persons per sleeping area shall comply with the municipal fire code.
 - c. Upon filing for sales tax and bed tax accounts, an owner shall obtain a life safety inspection by the building department and shall comply with the requirements proposed by the department.
 - d. Legal nonconforming short-term rentals shall comply with these general rules within two years.
 - e. Short-term rentals may only be approved for mobile homes that are located along streets maintained by the city and borough or the state of Alaska.

D. Conditional Use Permit Provisions for Mobile Homes on an Interim Basis in the R-1, R-2 and Related Zones.

1. The city and borough of Sitka, through the conditional use permit process, may issue a permit for a single-family mobile home or travel trailer on a residential lot in an area not otherwise allowing mobile homes on an interim basis for the purposes of facilitating home construction.
2. The maximum term of the permit is twelve months with a possible six-month extension.
3. Full utilities must be installed for the mobile home or travel trailer.
4. Conditions attached to the approval shall include but are not limited to (a) a pledge of the travel trailer, mobile home, or cash of equivalent value as collateral, and (b) in the event a travel trailer or mobile home is pledged as collateral, fund sufficient to cover the cost of removal and disposal of the unit, and (c) the trailer is for the sole occupancy of the lot owner and neither unit shall be occupied by any other party. Other conditions may include requirements of fencing or landscaping.

E. In evaluating the inputs of a proposed conditional use permit, the municipality may consider a commercial conditional use to be inappropriate for residential neighbors while the same conditional use may be acceptable when it is located along an arterial or collector street. The additional vehicular traffic generated by conditional uses, such as professional offices, may not be able to be adequately mitigated in residential areas.

1. Criteria to Be Used in Determining Impacts of Conditional Uses.

- a. Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses.
- b. Amount of noise to be generated and its impacts on surrounding land uses.
- c. Odors to be generated by the use and their impacts.
- d. Hours of operation.
- e. Location along a major or collector street.
- f. Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario.
- g. Effects on vehicular and pedestrian safety.
- h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site.
- i. Logic of the internal traffic layout.
- j. Effects of signage on nearby uses.
- k. Presence of existing or proposed buffers on the site or immediately adjacent the site.
- l. Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan.
- m. Other criteria that surface through public comments or planning commission assembly review.

F. Evaluation and Approval or Denial of Conditional Use Applications for Island Properties. It is the intent of this code to recognize the unique qualities of islands within Sitka Sound and the substantial differences that exist between individual islands and island groups.

Specific conditional uses may be fully appropriate in certain circumstances and on specific parcels. Uses that are well designed and/or have low impact may enhance surrounding properties and may not create any impacts. Examples may include structures that are built on larger lots away from exterior property lines, uses that are placed in the middle of parcels, uses that do not materially increase activity on easements or moorage, uses where there is a significant vegetative or terrain buffer between properties, and islands that are separated by substantial distances. In these cases, conditional use requests can and should be handled expeditiously.

Conditional uses on other properties may be totally inappropriate due to the concerns such as impacts on adjacent properties, lack of vegetative or distance buffers, noise generation, unmitigated increased usage of access easements, available moorage, location on parcels, and design.

1. Items to be considered in evaluating island conditional use permits include, but are not limited to, the following:

- a. Location on the lot or island.
- b. Generation of noise.
- c. Numbers of guests and employees.
- d. Visibility from adjacent uses including waterborne traffic.
- e. Use of common access easements.

- f. Availability of necessary moorage.
- g. Use of natural or manmade screening or buffers.
- h. Availability of municipal power.
- i. Distance from adjacent parcels or islands.
- j. Removal of excessive amounts of vegetation.

It is recognized that many applications may be strongly supported after using the criteria above.

If adequate mitigation cannot be accomplished or items such as necessary infrastructure are not available, applications may be denied.

(Ord. 06-16 § 4, 2006; Ord. 05-16 § 4(O), (P), 2005; Ord. 04-60 § 4(F), (G), (U), 2004; Ord. 02-1683 § 4 (part), 2002.)

Article II. Administration

22.30.020 Roles and responsibilities.

A. The regulation of land development is a cooperative activity involving different elected and appointed boards and city staff. The specific responsibilities of these bodies are set forth below.

B. Applicants are expected to read and understand the city development code and be prepared to fulfill the obligations placed on applications for development approvals defined in Title 21 and this title of the Sitka General Code.

(Ord. 02-1683 § 4 (part), 2002.)

22.30.030 Administrator.

The term "administrator" shall mean the city and borough administrator, or an individual operating with his/her express knowledge on his/her behalf. Said individual may include, but is not limited to, the planning director or planning assistant. The administrator is responsible for the administration of this title and shall review and act on the following:

A. Administrative Interpretation. Upon request or as determined necessary, the administrator shall interpret the meaning or application of the provisions of said titles and issue a written administrative interpretation. All administrative determinations shall be reported to the planning commission within a reasonable period of time following their issuance.

B. Nonconforming use permits.

C. Administrative approvals as set forth in Section 22.30.150.

D. Permit Procedures. The administrator shall determine the proper procedure for all development applications.

(Ord. 04-60 § 4(D) (part), 2004; Ord. 02-1683 § 4 (part), 2002.)

22.30.040 Assembly.

In addition to its legislative responsibility, the assembly shall review and act on the following subjects:

- A. Recommendations of the planning commission.
- B. Appeal of planning commission recommendations and decisions.

(Ord. 02-1683 § 4 (part), 2002.)

22.30.050 Planning commission.

The planning commission shall be constituted in accordance with Chapter 2.18 of this code and the Sitka Home Rule Charter and shall have the responsibility of reviewing and acting on the following:

- A. Recommendations to the assembly on approvals of subdivisions, planned unit developments, and binding site plans.
- B. Recommendations to the assembly on amendments to the comprehensive plan.
- C. Recommendations to the assembly on amendments to the subdivision code, Title 21 of this code.
- D. Recommendations to the assembly on amendments to the zoning code, this Title 22, or the official map.
- E. Approve variances with appeals possible to the assembly.
- F. ~~Recommendations~~ **Review and decide** on conditional use permit applications.
- G. Other actions requested or remanded by the assembly.

(Ord. 04-60 § 4(R), (S), 2004.)

22.30.060 Board of adjustment.

The assembly of the city and borough shall function as the board of adjustment with the authority to:

- ~~A. Approve or deny conditional use permits.~~
- B A.** Consider appeals of variances **or conditional use permits.**
- ~~C B.~~ Hear appeals of administrative approvals or denials.

(Ord. 04-60 § 4(R), 2004.)

22.30.160 Planning commission review and recommendation decision.

Planning commission decision and action authority is defined in Section 22.30.050.

- A. **Staff Report.** The administrator shall prepare a staff report on the proposed development or action summarizing any comments, analysis, and recommendations of city departments, affected agencies and special districts, evaluating the development's consistency with the comprehensive plan, code, and other adopted plans and regulations. The staff report may include findings, conclusions or proposed recommendations for disposition of the development application.
- B. **Hearing.** The planning commission shall conduct a public hearing on development proposals for the purpose of taking testimony, hearing evidence, considering the facts germane to the proposal, and evaluating the proposal for consistency with the city's comprehensive plan, code, and other adopted plans and regulations. Notice of the planning commission hearing shall be in accordance with Article IV of this chapter.

C. Required Findings for Conditional Use Permits. The planning commission shall not ~~recommend approval~~ **of approve** 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.
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 approve, approve with conditions, modify, modify with conditions, or deny the conditional use permit. The city may reduce or modify bulk requirements, off-street parking requirements, and use design standards to lessen impacts, as a condition of the granting of the conditional use permit. In considering the granting of a conditional use, the assembly and planning commission shall satisfy themselves that the general criteria set forth for uses specified in this chapter will be met. 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.

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;

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.

2. Required Findings for Minor Expansions, Small Structures, Fences, and Signs.

a. The municipality finds that the necessary threshold for granting this variance should be lower than thresholds for variances involving major structures or major expansions;

b. The granting of the variance is not injurious to nearby properties or improvements;

c. The granting of the variance furthers an appropriate use of the property.

E. Required Findings for Appeals. Appeals of any decisions regulated by this title shall only be granted when the designated appeal body determines that the subject permit approval or denial was in error. The appeal body shall base its decision on new evidence or proof of procedural error in the prior action. The appellant shall bear the burden of proof of proving that the decision was in error.

F. Required Findings for Code Amendments. Article VIII of this chapter contains standards for amendments to administrative permits, special use permits, the development standards, and the official map.

(Ord. 04-60 § 4(J), (K), (L), 2004; Ord. 02-1683 § 4 (part), 2002.)

**CITY AND BOROUGH OF SITKA
Planning Commission
Minutes of Meeting
September 15, 2015**

Present: Richard Parmelee (Chair), Chris Spivey (Vice Chair), Randy Hughey (Member), Debra Pohlman (Member), Darrell Windsor (Member), Michael Scarcelli (Senior Planner), Samantha Pierson (Planner I)

Absent: None

Members of the Public: Ken Cameron, Ptarmica McConnell, Peter Thielke, Susan Litman, Cliff Richter, Kyle Young, Deanna Moore

Vice Chair Spivey called the meeting to order at 7:01 p.m.

Roll Call:

PRESENT: 5 – Parmelee, Spivey, Windsor, Pohlman, Hughey

Consideration of the Minutes from the September 1, 2015 meeting:

MOTION: M/S HUGHEY/PARMELEE moved to approve the meeting minutes for September 1, 2015.

ACTION: Motion **PASSED unanimously 5-0** on a voice vote.

The evening business:

**FIVE LOT HYBRID SUBDIVISION
LOT 11, ALICE AND CHARCOAL ISLAND SUBDIVISION
SHEE ATIKA, INC.**

Public hearing and consideration of a final plat for a 5 lot hybrid subdivision at Lot 11, Alice and Charcoal Island Subdivision filed by Shee Atika, Inc. The subdivision will create five lots. The property is also known as Lot 11, Alice and Charcoal Island Subdivision. The request is filed by Shee Atika, Inc. The owner of record is Shee Atika, Inc.

STAFF REPORT: Senior Planner Michael Scarcelli described the lot and the proposed division into five lots. Scarcelli passed around to the public and the Planning Commission a handout of the 5 lot hybrid subdivision. Staff reviewed how the proposal met the required criteria, specifically how lot 11E was noted as limited to access from Alice Loop and the other 4 lots had access via an access easement. Important items presented were the criteria required to meet the zoning, subdivision, and comprehensive plan.

APPLICANT: Ken Cameron stated that Scarcelli's description of the five proposed lots was accurate.

COMMISSIONER DELIBERATION:

PUBLIC COMMENT: No public comment.

MOTION: M/S PARMELEE/WINDSOR moved to adopt the required findings as presented by staff in his written and oral report that the proposal meets the required SGC criteria, comports with the comprehensive plan and Title 21 and 22, and the finding that it does not adversely impact the public, health, safety and welfare, and to approve final plat for a 5 lot hybrid subdivision at Lot 11, Alice and Charcoal Island Subdivision filed by Shee Atika, Inc. The subdivision will create five lots. The property is also known as Lot 11, Alice and Charcoal Island Subdivision. The request is filed by Shee Atika, Inc. The owner of record is Shee Atika, Inc.

ACTION: Motion **PASSED unanimously 5-0** on a voice vote.

REPLAT

TRACT M, U.S. SURVEY 3555, GALANKIN ISLAND SUBDIVISION ROBERT JURANICH

Public hearing and consideration of a replat of Tract M and immediately adjacent westerly common area of Galankin Island filed by Robert Juranich. Replat will remove the center lot line and merge two lots into one. The property is also known as Tract M of US Survey 3555 and adjacent common area of Galankin Island Subdivision. The owners of record are Robert and Marilyn Juranich and Galankin Islanders, Inc.

STAFF REPORT: Senior Planner Michael Scarcelli described the lot and the proposed replat addressing the intent of the GI and LI zoning districts, the minimum lot requirements of 1 acre, and nature of the past disconnected nature of Tract M, and the current connection to Galankin Island. It was staff's analysis to require a plat variance and Zoning map amendment as conditions of approval.

APPLICANT: Sue Litman and Patrick O'Neill represented Robert Juranich. She stated that she was unaware that an additional variance proceeding would be required, but stated that she was certain that Mr. Juranich would want to continue moving forward with the replat.

COMMISSIONER DELIBERATION: Commissioners discussed that this vote could move forward, and Mr. Juranich can decide whether or not to continue the process by pursuing a variance and ZMA.

PUBLIC COMMENT: No public comment.

MOTION: M/S POHLMAN/HUGHEY moved to adopt Staff's oral findings that it conformed with the SGC, Comprehensive Plan, did not adversely impact the public, health, safety and welfare and recommend approval of the replat of Tract M and immediately adjacent westerly common area of Galankin Island. Replat will remove the center lot line and merge two lots into one. The property is also known as Tract M of US Survey 3555 and adjacent common area of Galankin Island Subdivision. The owners of record are Robert and Marilyn Juranich and Galankin Islanders, Inc. conditioned upon approval of a plat variance and zoning map amendment.

ACTION: Motion **PASSED** unanimously **5-0** on a voice vote.

ZONING TEXT CHANGE

ALLOWING FOR THE APPROVAL OF CONDITIONAL USE PERMITS BY THE PLANNING COMMISSION WITH RIGHTS OF APPEAL TO THE BOARD OF ADJUSTMENT CITY AND BOROUGH OF SITKA

Public hearing and consideration of a proposed zoning text amendment to amend the SGC Sections 22.30.050 (F), 22.30.060, 22.30.160 (C), 22.30.370(3)(a), 22.24.010—2, and all supporting code sections to allow for the approval of Conditional Use Permits by the Planning Commission with rights of appeal to the Board of Adjustment. The request is filed by the City and Borough of Sitka.

STAFF REPORT: Scarcelli explained the proposed amendment. This amendment would allow the Planning Commission to approve instead of recommending approval to the City Assembly on Conditional Use Permits, with rights of aggrieved parties to appeal to the City Assembly acting as Board of Adjustment. This would result in making the process streamlined for applicants. Additionally, this amendment would reduce the amount of cases sent to the Assembly by the Planning Commission to allow them more time to focus on larger issues.

COMMISSIONER DELIBERATION: Commissioners discussed the potential benefits of the proposal. Passage of this amendment would lighten the workload and decrease meeting time for Assembly members.

PUBLIC COMMENT: No public comment.

MOTION: M/S WINDSOR/PARMELEE moved to adopt findings that this amendment comported with the SGC and Comprehensive Plan, did not adversely impact the public, health, safety, and welfare, and to recommend approval to the City Assembly of a proposed zoning text amendment to amend the SGC Sections 22.30.050 (F), 22.30.060, 22.30.160 (C), 22.30.370(3)(a), 22.24.010—2, and all supporting code sections to allow for the approval of Conditional Use Permits by the Planning Commission with rights of appeal to the Board of Adjustment. The request is filed by the City and Borough of Sitka.

ACTION: Motion **PASSED** unanimously **5-0** on a voice vote.

VARIANCE REQUEST

**298 KAAGWAANTAN STREET
BARANOF ISLAND HOUSING AUTHORITY**

Public hearing and consideration of a variance request filed by Baranof Island Housing Authority for 298 Kaagwaantaan Street. The variance request is for a reduction in the front setback from 20 to 5 feet and the rear setback from 10 to 5 feet for the construction of a single-family home. The property is also known as Lot 4, Allen/Carlson Subdivision. The request is filed by the Baranof Island Housing Authority. The owner of record is the Baranof Island Housing Authority.

STAFF REPORT: Scarcelli described the topography of the lot, small size, parking, and the variance request. The lot is small and oddly shaped, making development difficult. Staff presented the required findings for a variance.

APPLICANT: Cliff Richter and Kyle Young represented Baranof Island Housing Authority. Richter and Young stated agreement with Scarcelli's report. Richter and Young described in further detail the constraints of the property and the site plan.

COMMISSIONER DELIBERATION: Commissioners discussed that the small lot size and odd shape makes it difficult to develop the lot.

PUBLIC COMMENT: No public comment.

MOTION: M/S WINDSOR/HUGHEY: moved to adopt the following findings and approve a variance request filed by Baranof Island Housing Authority for 298 Kaagwaantaan Street. The variance request is for a rear setback reduction from 10 to 5 feet for the construction of a single-family home. The property is also known as Lot 4, Allen/Carlson Subdivision. The request is filed by the Baranof Island Housing Authority. The owner of record is the Baranof Island Housing Authority.

Findings:

- 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 substandard lot size and odd flag shape;*
- 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, *specifically a single family home will add to the surrounding property values and neighborhood harmony;*
- d. That the granting of such a variance will not adversely affect the comprehensive plan.

ACTION: Motion **PASSED** unanimously 5-0 on a voice vote.

**CONDITIONAL USE PERMIT
722 BIORKA STREET
PETER THIELKE**

Public hearing and consideration of a conditional use permit for a short-term rental at 722 Biorka Street. The property is also known as a fractional portion of Lot 13 in Block 14, Sitka Townsite, U.S. Survey 1474. The request is filed by Peter Thielke. The owner of record is Peter Thielke.

STAFF REPORT: Scarcelli described the short-term rental request, detailed business plan, and how the proposal helps create a better maintain property, meets the parking, comports with zoning code and comprehensive plan, creates positive economic benefits,

and no adverse impacts. He stated that the lot's landscaping provides a lot of privacy. Staff's conclusion was that it complied with the Sitka General Code, the Comprehensive Plan, and it did not impact the public, health, safety, and welfare, and benefitted the community.

APPLICANT: Peter Thielke affirmed Scarcelli's analysis. Thielke stated that he does not live in Sitka year-round. He stated that the short-term rental would make it feasible for him and his siblings to visit Sitka during the summer for short periods of time and stay in the house. Purely long-term rentals would not allow him the same flexibility. Thielke stated that he is committed to the community's need for long-term rentals, and reports that he has rented the house for longer blocks of time for the upcoming fall and winter months.

PUBLIC COMMENT: No public comment.

COMMISSIONER DELIBERATION: Commissioners discussed that this was a feasible option for maintaining the home, and this is his family's established property.

MOTION: M/S POHLMAN/WINDSOR moved to adopt staff's findings and conclusions, the following findings and conditions, and to recommend approval to the City Assembly of the conditional use permit for a short-term rental at 722 Biorca Street. The property is also known as a fractional portion of Lot 13 in Block 14, Sitka Townsite, U.S. Survey 1474. The request is filed by Peter Thielke. The owner of record is Peter Thielke:

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
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 approve, approve with conditions, modify, modify with conditions, or deny the conditional use permit. The city may reduce or modify bulk requirements, off-street parking requirements, and use design standards to lessen impacts, as a condition of the granting of the conditional use permit. In considering the granting of a conditional use, the assembly and planning commission shall satisfy themselves that the general criteria set forth for uses specified in this chapter will be met. 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 request.
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.

ACTION: Motion **PASSED 5-0** on a voice vote.

**CONDITIONAL USE PERMIT
703 BIORKA STREET
DEANNA MOORE**

Public hearing and consideration of a conditional use permit for a bed and breakfast at 703 Biorka Street. The property is also known as Lot 11, Block 23, Sitka Townsite, and U.S. Survey 1474. The request is filed by Deanna Moore. The owner of record is Deanna Moore.

STAFF REPORT: Scarcelli described the lot and the conditional use permit request, related past history of a CUP for a STR, and how this proposal would have positive impacts and have less negatives than other typical residential uses due to owner occupation with this proposed use and the large parking, setbacks, and characteristics of the home and property. The property has plenty of parking to accommodate guests. Ultimately staff's conclusion was that it complied with the Sitka General Code, the Comprehensive Plan, and it did not impact the public, health, safety, and welfare, and benefitted the community.

APPLICANT: Deanna Moore stated that Scarcelli's analysis was accurate.

PUBLIC COMMENT: No public comment.

COMMISSIONER DELIBERATION:

MOTION: M/S PARMELEE/WINDSOR moved to adopt staff's findings and conclusions, the following findings and conditions, and to recommend approval to the City Assembly of the *conditional use permit for a bed and breakfast at 703 Biorka Street. The property is also known as Lot 11, Block 23, Sitka Townsite, and U.S. Survey 1474. The request is filed by Deanna Moore. The owner of record is Deanna Moore:*

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
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 approve, approve with conditions, modify, modify with conditions, or deny the conditional use permit. The city may reduce or modify bulk requirements, off-street parking requirements, and use design standards to lessen impacts, as a condition of the granting of the conditional use permit. In considering the granting of a conditional use, the assembly and planning commission shall satisfy themselves that the general criteria set forth for uses specified in this chapter will be met. 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 request.
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.

ACTION: Motion **PASSED 5-0** on a voice vote.

DIRECTORS REPORT: Scarcelli shared that he is working with Maegan Bosak to address streamlining the findings and conclusions to help preserve time of the Planning Commission to allow adequate time for consideration of important issues. He stated that he and Bosak have plans to initiate the Comprehensive Plan soon, which will focus on grassroots input. Scarcelli is attending training in October for Historic Preservation and Planning. Scarcelli introduced Samantha Pierson, the new Planner I. Scarcelli thanked Parmelee for his 8 years of service to the Planning Commission, and we will begin the selection process for a new member.

PUBLIC COMMENT: No public comment.

COMMISSIONER DELIBERATION: Chair Parmelee announced that he would be stepping down as chair. Commissioners discussed his potential replacement.

MOTION: M/S WINDSOR/POHLMAN moved to approve Chris Spivey as Chair.

ACTION: Motion **PASSED unanimously 5-0** on a voice vote.

MOTION: **M/S PARMELEE/SPIVEY** moved to approve Darrell Windsor as Vice Chair.

ACTION: Motion **PASSED unanimously 5-0** on a voice vote.

MOTION: **M/S PARMELEE/POHLMAN** moved to adjourn at 8:10 pm.

ACTION: Motion **PASSED unanimously 5-0** on a voice vote.

Chris Spivey, Vice Chair

Samantha Pierson, Secretary



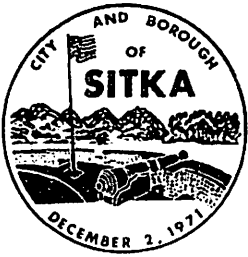
Legislation Details

File #: 15-196 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 10/2/2015 In control: City and Borough Assembly
On agenda: 10/13/2015 Final action:
Title: Update from the Citizens' Taskforce - possible discussion/direction from the Assembly
Sponsors:
Indexes:
Code sections:
Attachments: [Update Citizens' Taskforce](#)

Date	Ver.	Action By	Action	Result
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Update from the Citizens' Taskforce – possible discussion/direction from the Assembly

Note: Assembly Member Guevin will provide the update.
The Municipal Clerk recommends any direction to the Taskforce be given in
the form of a motion.



City and Borough of Sitka

100 Lincoln Street Sitka, Alaska 99835

Coast Guard City, USA

The Citizens' Taskforce on City Services, Revenues and Fees

The Problem

State and Federal Support are declining, costs of providing CBS services increasing, and municipal infrastructure aging and at times failing. Without adequate fund balances to maintain, repair and/or replace city infrastructure nor sufficient revenues to support CBS services including the School District and Community Hospital, our citizens are being asked to pay more in fees and taxes. These pressures are impacting an ever increasing portion of the community who is being stressed to make ends meet. There is a growing concern that Sitka will become a community only affordable to those in the upper income tiers. Further, there is low citizen tolerance for a reduction in city services as a way to balance budgets within our current revenue streams.

The Goal

Establish a Citizens' Taskforce on City Services, Revenues and Fees (CT) to:

1. Recommend what core services CBS must maintain.
2. Determine what funding is required to maintain these core services including depreciation and capital improvements.
3. Recommend what revenue streams and fees are most equitable and sustainable in order to maintain these services into the future.
4. Educate and engage citizens as to the financial challenges and seek their ideas for solutions.

The Taskforce

The CT will be appointed by the Assembly. It will be comprised of seven Sitka residents who demonstrate an interest in finding community based solutions and have experience and/or education and understanding of taxation, finance and small community economics.

The CT will be co-staffed by Jay Sweeney, CBS Chief Finance and Administrative Officer, and Wendy Lawrence, CBS Assessor.

The Process

It is envisioned that the CT will complete its assigned task within six months of being established by the Assembly. It will convene, elect a Chair and Vice Chair. All meetings will be open to the public and be duly advertised in the media. The Assembly will appoint an Assembly Liaison to the CT.

With support from the CBS staff, the CT will prepare and present a final report to the Assembly during a special work session.



Legislation Details

File #: 15-195 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 10/2/2015 In control: City and Borough Assembly
On agenda: 10/13/2015 Final action:
Title: Discussion/Direction on the FY17 City and Borough of Sitka Legislative Priorities
Sponsors:
Indexes:
Code sections:
Attachments: [FY17 CBS Legislative Priorities](#)

Date	Ver.	Action By	Action	Result
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DISCUSSION / DIRECTION on the
FY17 City and Borough of Sitka Legislative Priorities



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: DRAFT Fiscal Year 2017 CBS Legislative Priorities

Date: October 6, 2015

Enclosed are the draft Fiscal Year 2017 CBS Legislative Priorities for Assembly review. Most of these requests for state assistance are from previous years or centered around community initiatives. Sitka's legislators have requested a limited selection of priorities, specifically highlighting matching grant funds in case a rare opportunity for funding becomes available.

For fiscal year 2017, CBS has been advised to highlight funding requests that include matching funds. Unfortunately at this time, the State budget is limited and those requests that leverage the highest amount have the best shot of being funded.

Many of the project requests outlined in the draft fiscal year 2017 Legislative Priorities are for infrastructure upgrades, which if not co-funded by the state (such as Harbor Matching Grants paying 50 percent of costs), will still have to be done with 100 percent CBS funding. If legislative funding was awarded, CBS does not accept any grant without Assembly approval and authorization to match, most of which rely on CBS enterprise funds (Harbor, Electric, Water and Waste Water) to cover the match.

This year's Legislative Priorities approach is streamlined over past years. Having spoken with CBS Lobbyist Larry Markley, he recommended a one sheet to help keep information top of mind for state officials. In addition to the one sheet a full report of each project will be submitted into the Alaska Division of Legislative Finance Capital Projects database (CAPSIS).

Unfortunately, the likelihood for State funding for Sitka projects is bleak. It is no secret that the State of Alaska is facing budget obstacles that will push Legislators to make hard decisions and be conservative with filling funding requests.

Our goal is to focus on matching funds projects and state initiatives that might open the door to the municipality making changes without oversight of the State. Strategically, staff believes it is still important to make Legislative Priority requests. At some point in the future, funding will resume and we want to make sure Sitka's projects are top priority.



CITY AND BOROUGH OF SITKA

2017 LEGISLATIVE PRIORITIES

CBS HIGHEST MUNICIPAL PRIORITIES AND LEGISLATIVE CAPITAL PROJECT REQUESTS

MAINTENANCE OF CRITICAL HARBOR INFRASTRUCTURE... MUNICIPAL HARBOR FACILITY GRANT PROGRAM CRESCENT HARBOR FLOAT REPLACEMENT-PHASE I

The City and Borough of Sitka (CBS) requests that the state fund \$5,000,000 for Phase I of the Crescent Harbor Float Replacement Project under the Municipal Harbor Facility Matching Grant Program legislated by SB 291.

Total Project Cost...\$11,000,000 (100%)
FY 2017 State Funding Request...\$5,000,000
Municipal Harbor Grant (46%)
Additional Funding Required (CBS Harbor Fund)...\$6,000,000 CBS (54%)

OUR HARBORS ARE KEY TO OUR ECONOMY... HARBOR SYSTEM CAPITAL IMPROVEMENT PROJECTS

The City and Borough of Sitka (CBS) requests \$5,200,000 from the State of Alaska to partner in upgrading city owned and maintained harbor infrastructure. The CIP Plan identifies \$118,000,000 of harbor system infrastructure needs over the next 50 years. Our goal is to maintain critical harbor infrastructure deeded to CBS from Alaska Department of Transportation and Public Facilities (ADOT&PF).

Total Project Cost...\$5,200,000 (100%)
FY 2017 State Funding Request...\$5,200,000 (100%)

ENHANCED VISITOR SERVICES... COMMERCIAL PASSENGER VISITOR FACILITIES- LINCOLN STREET IMPROVEMENTS

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 and passenger safety, and support cruise ship visitor activities. This project includes replacing failing asphalt, curb & gutter and sidewalk along the Central Business District.

Total Project Cost...\$1,900,000 (100%)
FY 2017 State Funding Request...\$1,900,000 (100%)

WATER AND SEWER ARE ESSENTIAL SERVICES... ADEC MUNICIPAL MATCHING GRANT (MMG) REQUESTS

The State of Alaska needs to continue to fund the FY 2017 Alaska Municipal Matching Grant program to help CBS complete these essential infrastructure replacement projects: South Lake Street, West DeGroff Street and Marine Street Water and Sewer Replacement, Wastewater Treatment Plant HVAC Replacement, and Channel, Crescent and Landfill Lift Stations Replacement.

Lake and DeGroff Street Water and Sewer Replacement...\$1,000,000...\$645,000
Marine Street Water and Sewer Replacement...\$1,000,000...\$785,000
WWTP HVAC Replacement...\$1,000,000...\$1,905,000
Channel, Crescent and Landfill Lift Stations...\$1,361,500...\$583,000

SUPPORTING ENERGY... SITKA ENERGY EFFICIENCY IMPROVEMENTS FOR THE WASTEWATER TREATMENT PLANT

The City and Borough of Sitka (CBS) requests \$667,000 from the Renewable Energy Fund in conjunction with Alaska Department of Environmental Conservation (ADEC) Municipal Matching Grants (MMG) program to support a project to replace oil-fired boilers at the Wastewater Treatment Plant (WWTP) with heat pumps and to make other energy-efficiency improvements.

Total Project Cost...\$2,905,000 (100%)
FY 2017 State Funding Request...\$667,000 (23%)
CBS Funding Committed and /or Expended ...\$113,000 (4%)
Additional Funding Required...\$2,125,000 (73%)

SEAFOOD IS INTEGRAL TO OUR ECONOMY... MARINE SERVICE CENTER BULKHEAD CRITICAL REPAIRS

The City and Borough of Sitka (CBS) requests \$7,940,000 to complete critical repairs to the Marine Service Center Bulkhead. The bulkhead is the only facility in Sitka with a hoist capable of loading/unloading large fishing vessels and also is used as a transient berthing facility for fishing vessels. The existing bulkhead is at risk of failure.

Total Project Cost...\$8,440,000 (100%)
FY 2017 State Funding Request...\$7,940,000 (94%)
Additional Funding Required (CBS Harbor Fund) ...\$500,000 (6%)

Providing for today...preparing for tomorrow



CBS SUPPORT FOR HIGH PRIORITY STATE INITIATIVES

HIGHWAY TO SITKA...

PROVIDE EQUITABLE SITKA ALASKA MARINE HIGHWAY SERVICE

The City and Borough of Sitka (CBS) requests the Alaska Marine Highway System create a plan to provide adequate and consistent service to the 9,000 residents of Sitka and the visitors trying to get to/from Sitka. The Alaska Marine Highway System acts as Sitka's highway, providing core service critical for Southeast region connectivity. Ferry scheduling needs to be increased to the same level as other mainline ports within Southeast Alaska. Consistent, connective Marine Highway service between Sitka and the rest of the Marine Highway System is critical to Sitka's and the region's economic future.

LET THE MUNICIPALITIES DECIDE...

LEGISLATIVE LANGUAGE CHANGES ALLOWING LOCAL FUEL TAX

The City and Borough of Sitka (CBS) requests the State of Alaska make language changes allowing municipalities to make decisions regarding local fuel tax options. This proposed change would give local governments the option of asking the voters to approve a local motor fuel tax that could support local transportation improvements, both capital and operational, currently mandated by the State.

JAPONSKI ISLAND NEEDS WATER...

REPLACE FAILING WATER SUPPLY LINE TO JAPONSKI ISLAND

The City and Borough of Sitka (CBS) requests the State contribute \$777,840 to partner with CBS to accomplish Phase 1 of this important project. The existing 12 inch concrete-lined steel water pipe suspended under the O'Connell Bridge is failing and requires replacement. Japonski Island is home to the Airport, SEARHC, Mt. Edgecumbe High School, University of Alaska, U.S. Coast Guard facilities, residential housing and municipal wastewater treatment plant.

Total Channel Crossing Water Mainline Project Cost...\$2,431,000 (100%)
FY 2017 State Funding Request...\$777,840 (32%)
CBS Water Fund FY 2016...\$75,000 (3%)
Other Funding Requests: DEC Grant/Loan...\$1,578,160 (65%)

PARKS MATTER...

RESTORE FUNDING ALASKA STATE PARKS IN SITKA

The City and Borough of Sitka (CBS) requests the Alaska State Parks Division resume funding for the State Parks within CBS, including; Halibut Point State Recreation Site, Old Sitka State Historic Site, Baranof Castle Hill State Historic Site, Sealion Cove State Marine Park, Magoun Islands State Marine Park and Big Bear/Baby Bear State Marine Park. These parks provide outdoor recreational opportunities while protecting the cultural and historic resources for all citizens.

ECONOMIC DEVELOPMENT

OPPORTUNITIES FOR STATE...

SITKA AIRPORT INFRASTRUCTURE UPGRADES

The City and Borough of Sitka (CBS) requests the State of Alaska provide \$2,320,000 to Department of Transportation and Public Facilities (DOT&PF) to relocate DOT&PF and CBS Utilities located on Japonski Island along the old access road to the airport and within the airport property. This infrastructure upgrade could create opportunities for additional revenue through new lease space.

Total Project Cost...\$2,320,000 (100%)
FY 2017 State Funding Request...\$2,320,000 (100%)

QUALITY EDUCATION IS OUR FUTURE...

FULLY FUND BASE STUDENT ALLOCATION

The City and Borough of Sitka (CBS) requests the State of Alaska fully fund base student allocation (BSA). BSA is used to calculate the per student funding each school district receives from the State of Alaska and a portion of the formula that funds Alaska's K-12 education system. Sitka's schools are struggling and BSA is critical in determining future staffing, class size, curriculum, etc. CBS supports fully funding base student allocation.



Legislation Details

File #: 15-201 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/2/2015 In control: City and Borough Assembly

On agenda: 10/13/2015 Final action:

Title: Discussion/Direction on dissolving the Tourism Commission and Strategic Planning Commission

Sponsors:

Indexes:

Code sections:

Attachments: [Memo Commissions](#)
[Tourism Commission](#)
[Strategic Planning Commission](#)

Date	Ver.	Action By	Action	Result
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DISCUSSION / DIRECTION dissolving the
Tourism Commission and Strategic Planning Commission.



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 McConnell and Assembly Members
From: Sara Peterson, Municipal Clerk
Date: October 5, 2015
Subject: Tourism Commission and Strategic Planning Commission

The Tourism Commission, established by ordinance in 2007, has been inactive since December 2013.

The Strategic Planning Commission, a five member board, was created in September 2013. My office has been advertising the five vacancies the past two years with no success.

It is my recommendation that these two Commissions be deactivated at this time. If the Assembly chooses to do so, ordinances to repeal these Commissions will be brought back before the Assembly. They can always be reinstated in the future should the need arise.



Tourism Commission

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
JENNIFER ROBINSON PO Box 901	747-8604 w 738-2664 c jen@sitkachamber.com	3/27/12	2/22/14	CHAIR <i>Weiser's term</i>
BRUCE CONINE 718 A Street	752-0006 conine@gci.net	10/27/09 11/12/13	10/27/12 11/12/16	
JOHN C. STEIN 101 Cedar Beach Road	747-7811 john.c.stein@gmail.com	2/14/12	2/14/15	
KRISTY CREWS 327 Seward St. Ste 2	747-4704 w 738-8626 c 747-4706 f kristyc@aurorabusinesssupplies.com	3/26/13	3/26/16	
JOHN WELLS 409 D. DeGrand Street	747-3833 jwells@sitkachamber.com	8/3/12	1/1/14	Chair 2012-2014 Resigned
ANNE STEPHENSON PO Box 215	747-3833 astephen@sitkachamber.com	8/3/12	1/1/14	Resigned 2014
WOODY WIDMANN 444 Kation Street	747-3833 wwidmann@sitkachamber.com	8/29/14	2/2/16	SEA
Melissa Henshaw Municipal Clerk's Office	747-1826 melissa@cityofsitka.com			Secretary
Pete Esquiro 108 Sand Dollar Drive	747-6874 h assembliesquiro@cityofsitka.com			Assembly Liaison

Established by Ordinance 2007-21, 2011-28S, 2011-52
7 members 3-year terms (except for first commission)

Recommended member categories: 1) Sitka Tribe of Alaska, 2) SEDA/Chamber of Commerce, 3) Sitka Conservation Society/Sitka Trail Works, 4) Sitka Charter Boat Association, 5) Commercial fishing industry worker, manager, owner, 6) Sitka Convention and Visitors Bureau Board, 7) At-Large.

Meeting schedule: 3rd Monday of the month; noon at Harrigan Centennial Hall – Meetings are to be held no less than four times per year.

Revised: March 13, 2014

Sponsors: Dapcevich and Sherrod

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2007-21

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING THE SITKA GENERAL CODE AT TITLE 2, ENTITLED "ADMINISTRATION," BY ADDING A NEW CHAPTER 2.66, ENTITLED "TOURISM COMMISSION"

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 create a tourism commission that will be an advisory commission to the Assembly of the City and Borough of Sitka, and that will advise the Assembly in addressing tourism-related issues.

4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that SGC at Title 2, entitled "Administration," is amended by adding a new chapter 66, entitled "Tourism Commission," to read as follows (new language underlines; 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
- 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 2.66

TOURISM COMMISSION

Sections:

- 2.66.010 Established—Membership—Terms.
- 2.66.020 Compensation.
- 2.66.030 Filling vacancies.
- 2.66.040 Organization.
- 2.66.050 Duties.

2.66.010 Established—Membership—Terms.

A. There shall be established a committee to be known as the tourism commission which shall consist of seven members appointed by the assembly as follows. However, the assembly is not limited to those applying or nominated when appointing any of the seven members.

1. One member based on nominee(s) from Sitka Tribe of Alaska;
2. One member based on nominee(s) from Sitka Economic Development Association and/or the Sitka Chamber of Commerce;

3. One member based on nominee(s) from Sitka Conservation Society and/or Sitka Trail Works;
 4. One member based on nominee(s) from Sitka Charter Boat Operators Association;
 5. One member who is a current or former commercial fishing industry worker, manager or owner; and
 6. Two community at large members.
- B. Members of the tourism commission shall be appointed to terms of three years, except for the first tourism commission, who shall be appointed and serve terms as follows for the seats designated in subsection A:
1. Three years:
 - a. Member appointed based on nominee(s) from Sitka Tribe of Alaska;
 - b. Member appointed based on nominee(s) from Sitka Charter Boat Operators Association; and
 - c. Member appointed who is current or former commercial fishing industry worker, manager or owner;
 2. Two years:
 - a. Member appointed based on nominee(s) from Sitka Economic Development Association and/or the Sitka Chamber of Commerce; and
 - b. Member appointed based on nominee(s) from Sitka Conservation Society and/or Sitka Trail Works;
 3. One year: two community at large members.
- C. The Sitka Convention and Visitor Bureau shall provide staff services to the tourism commission.

2.66.020 Compensation.

Members of the tourism commission shall not receive compensation for services performed as commission members.

2.66.030 Filling vacancies.

In the event of a vacancy on the tourism commission caused by death, resignation, inability to serve, or any other reason, before the expiration of the term of any member, the assembly shall appoint a person to fill such vacancy for the unexpired term. At the time of a vacancy, the assembly shall give public notice of no less than three days that there is a vacancy on the tourism commission, and identify the particular vacant seat as provided in subsection 2.66.010A. Any group that qualifies to make nominations as provided in subsection 2.66.010A, 1-4 may submit nomination(s). Any interested person who qualifies for the particular vacant seat as provided in subsection 2.66.010A, 5-6 may apply. However, the assembly is not limited to those applying or nominated when filling a vacancy.

2.66.040 Organization.

The tourism commission shall organize itself only after all seats on the commission have been appointed by the assembly. The tourism commission members shall elect a chair and schedule meetings to be held no less than four times per year. Minutes of all meetings shall be furnished to the office of the clerk.

2.66.050 Duties.

The tourism commission shall:

- A. Advise and make recommendations to the assembly on tourism-related community issues;
- B. Assist the assembly as directed on tourism-related community issues;
and
- C. Coordinate and communicate with diverse community groups on tourism-related issues, including local, state and federal government entities, business interests, non-profits, and the community at large.

5. **EFFECTIVE DATE.** This ordinance shall become effective the day after this ordinance is passed by the Assembly of the City and Borough of Sitka.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 11th day of September, 2007.



Marko Dapceвич, Mayor

ATTEST:



Colleen Pellett, MMC
Municipal Clerk

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2011-52

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING
SITKA GENERAL CODE CHAPTER 2.66, ENTITLED "TOURISM
COMMISSION," AT SECTIONS 2.66.010 ENTITLED "ESTABLISHING-
MEMBERSHIP-TERMS" AND 2.66.050 ENTITLED "DUTIES"

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 Tourism Commission ("Commission") has recommended these proposed amendments to the SGC regarding Commission membership and duties. In particular, the Commission proposes that assigned membership regarding various user groups is no longer needed. This will make it easier to fill vacant positions on the Commission. Further, the addition of signage duties in SGC 2.66.050 reflects current tasks undertaken by the Commission in assisting municipal staff and contractors with directional signs and interpretative signs to inform visitors and local citizens.

4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that SGC 2.66 entitled "Tourism Commission," at Section 2.66.010 "Establishing-Membership-Terms," and Section 2.66.050 "Duties," is amended to read as follows (new language underlined; deleted language stricken):

2.66.010 Established—Membership—Terms.

A. There shall be established a commission ~~committee~~ to be known as the tourism commission which shall consist of seven members appointed by the assembly. Appointment of members is recommended from the following groups: as follows. ~~However, the assembly is not limited to those applying or nominated when appointing any of the seven members.~~

1. ~~One member based on nominee(s) from Sitka Tribe of Alaska;~~
2. ~~One member based on nominee(s) from Sitka Economic Development Association and/or the Sitka Chamber of Commerce;~~
3. ~~One member based on nominee(s) from Sitka Conservation Society and/or Sitka Trail Works;~~

4. ~~One member based on nominee(s) from~~ Sitka Charter Boat Operators Association;
5. ~~One member who is a current or former~~ Commercial fishing industry worker, manager or owner; and
6. ~~One~~ Community at large member; and
7. ~~One member based on nominee(s) from the~~ Sitka Convention and Visitor's Bureau.

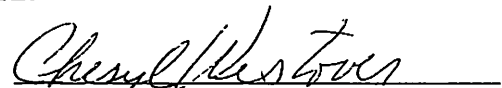
2.66.050 Duties.

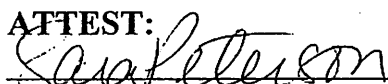
The tourism commission shall:

- A. Advise and make recommendations to the assembly on tourism-related community issues;
- B. Assist the assembly as directed on tourism-related community issues; and
- C. Coordinate and communicate with diverse community groups on tourism-related issues, including local, state and federal government entities, business interests, nonprofits, and the community at large; and
- D. Assist municipal staff and contractors the Assembly with signage projects, including interpretive signs and visitor directional signs.

5. **EFFECTIVE DATE.** This ordinance shall become effective the day after this ordinance is passed by the Assembly of the City and Borough of Sitka.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 10th day of January, 2012.


Cheryl Westover, Mayor

ATTEST:

Sara Peterson, CMC
Deputy Municipal Clerk

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2011-28S

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING THE
SITKA GENERAL CODE CHAPTER 2.66, ENTITLED "TOURISM
COMMISSION" AT SECTION 2.66.010, ENTITLED "ESTABLISHING-
MEMBERSHIP-TERMS," AND SECTION 2.66.040, ENTITLED
"ORGANIZATION"**

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 Tourism Commission has met and unanimously suggested these proposed amendments to the Tourism Commission membership and organization.

4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that SGC at Chapter 2.66, entitled "Tourism Commission," at Sections 2.66.010 entitled "Establishing-Membership-Terms" and Section 2.66.040 entitled "Organization," is amended to read as follows (new language underlined; deleted language stricken):

2.66.010 ~~Established—Membership—Terms.~~

A. There shall be established a committee to be known as the tourism commission which shall consist of seven members appointed by the assembly as follows. However, the assembly is not limited to those applying or nominated when appointing any of the seven members.

1. One member based on nominee(s) from Sitka Tribe of Alaska;
2. One member based on nominee(s) from Sitka Economic Development Association and/or the Sitka Chamber of Commerce;
3. One member based on nominee(s) from Sitka Conservation Society and/or Sitka Trail Works;

4. One member based on nominee(s) from Sitka Charter Boat Operators Association;
5. One member who is a current or former commercial fishing industry worker, manager or owner; ~~and~~
6. One ~~Two~~ community at large members; and
7. One member based on nominee(s) from the Sitka Convention and Visitor's Bureau.

~~C. The Sitka Convention and Visitor Bureau shall provide staff services to the tourism commission.~~

2.66.040 Organization.

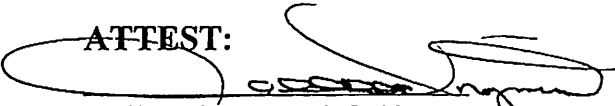
The tourism commission shall organize itself only after all seats on the commission have been appointed by the assembly. The tourism commission members shall elect a chair and secretary annually during the first meeting of each year. ~~and schedule M~~meetings are to be held no less than four times per year. Minutes of all meetings shall be furnished to the office of the clerk.

5. **EFFECTIVE DATE.** This ordinance shall become effective the day after this ordinance is passed by the Assembly of the City and Borough of Sitka.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 26th day of July, 2011.


Cheryl Westover, Mayor

ATTEST:


Colleen Ingman, MMC
Municipal Clerk

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
- 2.25 Sitka Police Department
- 2.32 Strategic Planning Commission**

2.34 Sitka Convention and Visitors' Bureau

* * *

Chapter 2.32
Strategic Planning Commission

Sections:

2.32.010 Establishment.

2.32.020 Formation.

2.32.030 Organization.

2.32.040 Powers and duties.

2.32.050 Term.

2.32.010 Establishment.

There shall be a commission known as the strategic planning commission to assist the assembly in developing, planning, and implementing strategic and planning priorities; provide a public forum for strategic and community planning discussions and proposals; and, as determined by the assembly, review, comment, and assist on all referred issues for the purposes of strategic planning

2.32.020 Formation.

The commission shall be composed of five members appointed by the Assembly and, to the extent deemed advisable by the Assembly, include members active in roles from the major industries of Sitka: seafood, healthcare, tourism and education; along with members from the community at large. A member of the assembly will serve as a liaison for the commission. At least annually, the assembly and the commission shall meet jointly in a special session to discuss strategic planning priorities.

2.32.030 Term.

The term of a member shall be two years or until a successor is appointed; except, term of the Assembly Liaison shall be for one year. The first members appointed to the commission shall, upon appointment, determine the length of the terms so that the terms of two (2) members shall be for one year and the terms of three (3) members shall be for two years, resulting in staggered terms for members subsequently appointed. A vacancy on the commission shall be filled by appointment by the assembly for any remainder of an unexpired term.

2.32.040 Organization.

The commission shall organize itself, naming of the officers a chairperson, and vice chairperson, each of whom shall be elected by the members of the commission at the first meeting of the newly appointed commission and shall serve a term to expire upon election of officers at the first meeting of the following year.

2.32.050 Resignation.

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

2.32.060 Meetings.

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

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

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

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

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

2.32.070 Powers and duties.

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

B. The commission shall, annually, draft its goals for the assembly to approve. These goals shall be based on the annual assembly/commission joint meeting (see 2.32.060) or the assembly's recent visioning or strategic planning sessions. Specific issues the commission may be directed to pursue include but are not limited to: sustainability of city infrastructure, sustainability/efficiency of city services, targeted actions to improve quality of life etc.

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

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

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

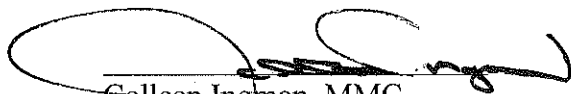
* * *

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 10th day of September, 2013.


Mim McConnell, Mayor

ATTEST:


Colleen Ingman, MMC
Municipal Clerk



Legislation Details

File #: 15-200 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/2/2015 In control: City and Borough Assembly

On agenda: 10/13/2015 Final action:

Title: Assignments: Deputy Mayor, Vice-Deputy Mayor and Assembly Liaisons

Sponsors:

Indexes:

Code sections:

Attachments: [Appoint Deputy and Vice Deputy Mayor Liaison Appointments](#)

Date	Ver.	Action By	Action	Result
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Appoint Deputy and Vice-Deputy Mayor

I nominate _____, _____, _____ for Deputy Mayor

I nominate _____, _____, _____ for Vice-Deputy Mayor

DEPUTY				
EISENBEISZ				
HUNTER				
POTRZUSKI				
MCCONNELL				
MIYASATO				
SWANSON				
GUEVIN				

VICE DEPUTY				
EISENBEISZ				
HUNTER				
POTRZUSKI				
MCCONNELL				
MIYASATO				
SWANSON				
GUEVIN				

Municipal Boards/Commissions/Committees Monthly Meeting Schedule 2014-2015

ENTITY	CHAIR	Day of Month	Time	Location	Liaisons
Animal Hearing	Susan Royce	Meets as needed			*NA
Building Department Appeals	Gary Smith	Meets as needed			*NA
Citizens' Taskforce	Rob Allen	Mondays	6:00 PM	Sealing Cove Bus. Cntr.	Guevin/Eisenbeisz
Convention & Visitors Bureau Board	Mary Stensvold	last Tuesday of month	1:00 PM	Harrigan Hall	Mayor McConnell
Employment Relations Board	Leigh Kainulainen	Meets as needed	Varies	Harrigan Hall	*NA
Gary Paxton Industrial Park Board	Grant Miller	Varies	3:00 PM	Sawmill Cove or SEDA	Eisenbeisz/ Alt.
Health Needs/Community Services	Dr. Paul Bahna	2nd Tuesday	Noon	Harrigan Hall	Guevin
Historic Preservation	Peter Gorman	2nd Wednesday	6:00 PM	Harrigan Hall	Swanson
Sitka Community Hospital Board	Ann Wilkinson	4th Thursday	6:30 PM	Hospital Classroom	Eisenbeisz
Investment Committee	Mike Reif	Meets as needed			Putz
Library	Curt Ledford	First Wednesday	7:00 PM	Library Office	Miyasato
Local Emergency Planning	Dave Miller	2nd Thursday	Noon	Fire Hall	Mayor
Marijuana Advisory Committee	TBD	TBD	TBD	TBD	
Parks & Recreation	Ken Corson	2nd Thursday	Noon	City Hall 3rd Floor	Miyasato
Planning & Zoning	Richard Parmelee	1st & 3rd Tuesday	7:00 PM	Harrigan Hall	NA
Police & Fire	Joseph Reeves	1st Wednesday	6:00 PM	Harrigan Hall	Swanson
Port & Harbors <i>(no summer meetings)</i>	Kevin Knox	2nd Wednesday	6:00 PM	Harrigan Hall	Hunter
Strategic Planning Commission	TBD	TBD			Guevin
Tourism Commission	Jennifer Robinson	3rd Monday	Noon	Harrigan Hall	NA
Tree & Landscape	Joe D'Arienzo	3rd Tuesday	Noon	Harrigan Hall	Putz
Informational					
SEDA	<i>Rich Riggs</i>	<i>1st Thursday</i>	<i>Noon</i>	<i>329 Harbor Drive</i>	Mayor McConnell
<i>Sitka Tribe of Alaska (STA)</i>	<i>Michael Baines</i>	<i>3rd Wednesday</i>	<i>6:30 PM</i>	<i>Community House</i>	Swanson
<i>School Board</i>	<i>Lon Garrison</i>	<i>1st Tuesday</i>	<i>6:00 PM</i>	<i>SHS Library</i>	Guevin
		<i>3rd Tuesday - worksession</i>	<i>6:00 PM</i>	<i>District Office Board Room</i>	
Bolded Boards/Commissions/Committees Liaison Required by Ordinance.					
*Don't meet often enough to need a liaison					<i>Revised: July 13, 2015</i>