



# CITY AND BOROUGH OF SITKA

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

## Meeting Agenda

### City and Borough Assembly

*Mayor Gary Paxton  
Deputy Mayor Steven Eisenbeisz,  
Vice Deputy Mayor Kevin Mosher,  
Kevin Knox, Dr. Richard Wein, Valorie Nelson, Thor Christianson*

*Municipal Administrator: John Leach  
Municipal Attorney: Brian Hanson  
Municipal Clerk: Sara Peterson*

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Tuesday, March 24, 2020

6:00 PM

Assembly Chambers

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#### REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

[20-075](#) Reminders, Calendars, and General Correspondence

**Attachments:** [Reminders and Calendars](#)

[01 Chill\\_Drill\\_2020\\_3](#)

[Letter to Governor Dunleavy](#)

[Smith Certificate](#)

[Winger Certificate](#)

V. CEREMONIAL MATTERS

*None.*

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

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**      [20-071](#)      Approve a liquor license renewal application for American Legion Post #13 at 205 Lincoln Street

**Attachments:** [Consent](#)

[Motion and Memos](#)

[A LGB Notice - City of Sitka in Borough 56](#)

[B Complete Renewal Application 56](#)

- B**      [20-072](#)      Approve 1) a transfer of controlling interest application for Northern Lights Indoor Gardens Retail Marijuana Store at 1321 Sawmill Creek Road Suites N, O, and P, and 2) a transfer of controlling interest application for Northern Lights Indoor Gardens Standard Marijuana Cultivation Facility at 1321 Sawmill Creek Road Suites M, N, O, and P

**Attachments:** [Motion and Memos](#)

[A 10138 Transfer Local Government Notice \(002\)](#)

[B 10138 Entity Documents](#)

[C 10138 Food Safety Permit](#)

[D 10138 MJ-00 Application Certifications](#)

[E 10138 MJ-07 Public Notice Posting Affidavit](#)

[F 10138 MJ-08 Local Government Notice Affidavit](#)

[G 10138 MJ-09 Statement of Financial Interest Redacted](#)

[H 10138 MJ-17c Transfer Application](#)

[I 10138 MJ-17d Unaltered Operating Plan and-or Premises Diagram Affidavit](#)

[J 10138 Publisher's Affidavit](#)

[K 10138 POPPP](#)

[10136 Transfer Local Government Notice](#)

[10136 Entity Documents \(3\)](#)

[10136 MJ-00 Application Certifications \(2\)](#)

[10136 MJ-07 Public Notice Posting Affidavit \(2\)](#)

[10136 MJ-08 Local Government Notice Affidavit \(2\)](#)

[10136 MJ-09 Statement of Financial Interest Redacted](#)

[10136 MJ-17c Transfer Application](#)

[10136 MJ-17d Unaltered Operating Plan and-or Premises Diagram Affidavit](#)

[10136 Publisher's Affidavit \(1\)](#)

[10136 POPPP](#)

**X.      BOARD, COMMISSION, COMMITTEE APPOINTMENTS**

- C**      [20-073](#)      Appointments: 1) Reappoint George D. Bennett Jr. to a three-year term on the Local Emergency Planning Committee in the category of 2 - Law Enforcement, Civil Defense, Fire Fighting, First Aid, Local Env't/Hospital, and Transportation Personnel, and, 2) Appoint Robert Hattle to a three-year term on the Local Emergency Planning Committee in the category of 6 - Members of the Public, and, 3) Appoint Mim McConnell to a three-year term on the Local Emergency Planning Committee in the category of 4 - Community Groups

**Attachments:** [Motion](#)

[Bennett Application LEPC](#)

[Hattle Application LEPC](#)

[McConnell Application LEPC](#)

**XI. UNFINISHED BUSINESS:**

- D**      [ORD 20-07](#)      Making supplemental appropriations for Fiscal Year 2020 (Sitka Police Department Legal Expenses)

**Attachments:** [Motion Ord 2020-07](#)

[Ord 2020-07](#)

- E**      [ORD 20-08](#)      Making supplemental appropriations for Fiscal Year 2020 (Crescent Harbor Lightering Float Repairs)

**Attachments:** [Motion Ord 2020-08](#)

[Memo Ord 2020-08](#)

[Ord 2020-08](#)

[Sitka Lightering Float Condition Report\\_01.21.2020](#)

- F**      [ORD 20-09](#)      Amending Title 22 "Zoning" of the Sitka General Code by modifying Chapter 22.08 "Definitions" and Chapter 22.16 "District Regulations", and adding Section 22.08.162 "Bulk Retail"

**Attachments:** [Motion Ord 2020-09](#)

[Memo Ord 2020-09](#)

[Ord 2020-09](#)

[Planning Commission Materials](#)

**XII. NEW BUSINESS:**

- G**      [20-074](#)      Approve employee benefits that may vary from those set out in Section 6.14 of the City and Borough of Sitka Personnel Policies Handbook; specifically authorizing and ratifying up to 14 days of paid administrative leave per the Municipal Administrator's flowchart in response to COVID-19 essential operations

**Attachments:** [Motion, Memo, and Flow Chart](#)

- H      [RES 20-06](#)      Ordering people in the City and Borough of Sitka hunker down related to COVID-19

**Attachments:** [Motion Res 2020-06](#)  
[Res 2020-06](#)

- I      [20-076](#)      Discussion / Direction for Assembly communication with the Municipal Administrator and Municipal Attorney to discuss response powers of the Municipal Administrator during emergency declaration and clarification of items in the "shelter in place" news release

**Attachments:** [Discussion Direction](#)

**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**

*Not anticipated.*

**XV.      ADJOURNMENT**

*Note: Detailed information on these agenda items can be found on the City website at <https://sitka.legistar.com/Calendar.aspx> or by contacting the Municipal Clerk's Office at City Hall, 100 Lincoln Street or 747-1811. A hard copy of the Assembly packet is available at the Sitka Public Library. Regular Assembly meetings are livestreamed through the City's website, aired live on KCAW FM 104.7, and broadcast live on local television channel 11. To receive Assembly agenda notifications, sign up with GovDelivery on the City website.*

*Sara Peterson, MMC, Municipal Clerk  
Publish: March 23*