



# 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 Bob Potrzuski*

*Municipal Administrator: Mark Gorman  
Municipal Attorney: Robin L. Koutchak  
Municipal Clerk: Sara Peterson, CMC*

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Tuesday, November 10, 2015

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

[15-223](#) Reminders, Calendars and General Correspondence

Attachments: [Reminders and Calendars](#)

[Public Works Update](#)

V. CEREMONIAL MATTERS

[15-214](#) Service Award for Richard Parmelee, Athletic Awards for SHS Cross Country Team, Proclamation for Small Business Saturday

Attachments: [Parmelee Service Award](#)

[SHS Cross Country Team](#)

[Small Business Saturday](#)

VI. SPECIAL REPORTS: Government to Government, Municipal Boards/Commissions/Committees, Sitka Community Hospital, Municipal Departments, School District, Students and Guests (time limits apply)

- [15-213](#) Update on wayfinding/branding project - Greater Sitka Chamber of Commerce, Executive Director Rachel Roy  
**Attachments:** [Chamber Update](#)

**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** [15-215](#) Approve the minutes of the October 27 Assembly meeting  
**Attachments:** [Consent and Minutes](#)
- B** [15-216](#) Approve a liquor license renewal for the Bayview Restaurant, LLC dba Bayview Restaurant & Pub  
**Attachments:** [Bayview liquor license renewal](#)
- C** [15-217](#) Approve a liquor license ownership transfer, restaurant designation permit, and dba name change for Bayview Pub, LLC dba Bayview Pub at 407 Lincoln Street  
**Attachments:** [Bayview Pub liquor license transfer](#)
- D** [15-218](#) Approve a liquor license ownership transfer, restaurant designation permit, and dba name change for Mean Queen, LLC dba Mean Queen at 205 Harbor Drive  
**Attachments:** [Mean Queen liquor license](#)
- E** [15-222](#) Approve a request to expand the Jarvis Bulk Tank Improvement Project scope of work to include additional Jarvis Fuel System Improvements identified as a result of the August 2015 diesel spill  
**Attachments:** [Scope of work Jarvis](#)
- F** [RES 15-22](#) Submitting City and Borough of Sitka FY 2017 State Legislative Priorities to State of Alaska and 2016 Legislature  
**Attachments:** [Res 2015-22](#)

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

- G**     [15-220](#)     Appoint Hugh Bevan to an unexpired term on the Citizens' Taskforce, appoint Michael Nurco to an unexpired term on the Port and Harbors Commission, and appoint Jeff Arndt to a three-year term on the Health Needs and Human Services Commission

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

[Bevan](#)

[Nurco](#)

[Arndt](#)

- H**     [15-221](#)     Appoint one member to the Marijuana Advisory Committee - applicants are: 1) Pamela Ash, 2) Aaron Bean, 3) Ronald Dick, 4) Debra Militello, 5) Royce Rath, 6) Jennifer Robinson, and 7) Jay Stelzenmuller

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

[Marijuana Advisory Ash](#)

[Marijuana Advisory Bean](#)

[Marijuana Advisory Dick](#)

[Marijuana Advisory Militello](#)

[Marijuana Advisory Rath](#)

[Marijuana Advisory Robinson](#)

[Marijuana Advisory Stelzenmuller](#)

[Marijuana Advisory](#)

**XI. UNFINISHED BUSINESS:**

- I**     [ORD 15-52](#)     Amending the official Sitka Zoning Map to rezone Tract M of U.S. Survey 3555 from GI (General Island) to LI (Large Island)

**Attachments:** [Ord 2015-52](#)

- J**     [ORD 15-53](#)     Adjusting the FY16 Budget

**Attachments:** [Ord 2015-53](#)

- K**     [ORD 15-54](#)     Repealing Sitka General Code at Chapter 2.66 entitled "Tourism Commission"

**Attachments:** [Ord 2015-54](#)

[Tourism Commission establishing ordinances](#)

- L**     [ORD 15-55](#)     Repealing Sitka General Code at Chapter 2.32 entitled "Strategic Planning Commission"

**Attachments:** [Ord 2015-55](#)

[Reenacting ordinance](#)

**XII. NEW BUSINESS:**

- M**     [ORD 15-56](#)     Authorizing the transfer/sale of a portion of City and Borough of Sitka's "Old City Shops" property located at 1306 Halibut Point Road for an affordable housing project that is not subject to competitive bid and is available to all regardless of ethnicity to the Sitka Community Development Corporation (SCDC) (first reading)  
          Attachments: [Ord 2015-56](#)
- N**     [ORD 15-57](#)     Amending Title 7 of the Sitka General Code by creating a new chapter 7.20, entitled "Marijuana Advisory Committee" that would establish the Marijuana Advisory Committee to serve as a Local Regulatory Authority with staff support from the Office of Planning and Community Development starting immediately and ending February 24, 2016 or until a permanent body is designated (first reading)  
          Attachments: [Ord 2015-57](#)
- O**     [15-219](#)        Approve Mayor McConnell signing a letter to Lt. Governor Mallott encouraging the International Joint Commission to fund and support comprehensive baseline water quality testing on transboundary rivers  
          Attachments: [transboundary letter](#)

**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: November 6*



## Legislation Details

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**File #:** 15-223      **Version:** 1      **Name:**  
**Type:** Item      **Status:** AGENDA READY  
**File created:** 11/5/2015      **In control:** City and Borough Assembly  
**On agenda:** 11/10/2015      **Final action:**  
**Title:** Reminders, Calendars and General Correspondence  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Reminders and Calendars](#)  
[Public Works Update](#)

Date	Ver.	Action By	Action	Result
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# **REMINDERS**

<b><u>DATE</u></b>	<b><u>EVENT</u></b>	<b><u>TIME</u></b>
Tuesday, November 10	Regular Meeting	6:00 PM
Wednesday, November 11	Special Meeting Sealing Cove Business Center	6:00 PM
Tuesday, November 24	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](#)  
**November 2015**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 <b>Nov</b>	2	3	4	5	6	7
		12:00pm Health Needs & Human Services Commission 7:00pm Planning	7:00pm Library Board	12:00pm - 1:30pm SEDA Board Meeting	7:00pm Marijuana Advisory Committee	
8	9	10	11	12	13	14
	7:00pm Marijuana Advisory Committee 6:00pm Citizens' Taskforce	6:00pm <u>Regular Assembly Mtg</u>	6:00pm Port and Harbors 6:00pm Historic Preservation 6:00pm <b>Special Assembly Meeting - Sealing Cove Business Center</b>	12:00pm LEPC 12:00pm <u>Parks &amp; Rec - Cancelled</u>	7:00pm Marijuana Advisory Committee	
15	16	17	18	19	20	21
Potrzuski	McConnell Potrzuski	McConnell Potrzuski 12:00pm <u>Tree/Landscape</u> 7:00pm <u>Planning</u>	McConnell Potrzuski	McConnell Potrzuski	McConnell	
22	23	24	25	26	27	28
	6:00pm Citizens' Taskforce	Potrzuski 6:00pm <u>Regular Assembly Mtg</u>	Potrzuski 6:00pm Police and Fire Commission - Fire Hall	Potrzuski Thanksgiving	Potrzuski	Potrzuski
29	30	1	2	3	4	5
Potrzuski	Potrzuski	7:00pm Planning	7:00pm Library Board	12:00pm - 1:30pm SEDA Board Meeting		

# Assembly Calendar

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

## December 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<u>29</u>   <b>Nov</b>	<u>30</u>	<u>1</u>   <b>Dec</b>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Potrzuski	Potrzuski	7:00pm Planning	7:00pm Library Board	12:00pm - 1:30pm SEDA Board Meeting		
<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
	6:00pm Citizens' Taskforce	12:00pm Health Needs & Human Services Commission 6:00pm <u>Regular Assembly Mtg</u>	6:00pm Port and Harbors 6:00pm Historic Preservation	12:00pm LEPC 12:00pm <u>Parks &amp; Rec - Cancelled</u> 6:00pm Govt to Govt Dinner - Sheet'ka Kwaan Naa Kahidi House		
<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>
		12:00pm Tree/Landscape 7:00pm Planning				
<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>
	6:00pm Citizens' Taskforce	6:00pm <u>Regular Assembly Mtg</u>	6:00pm Police and Fire Commission - Fire Hall		Christmas	
<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	<u>1</u>   <b>Jan</b>	<u>2</u>
					New Year's Day	



**PUBLIC WORKS ASSEMBLY UPDATE**  
**WORK COMPLETED OCTOBER 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.
- Roof Installation 100% complete.
- Window installation 80% complete.
- Exterior Finishes 75% complete.
- Insulation and Drywall 100% complete.
- Interior Paint 90% complete.
- Exterior Concrete and Paving 90% complete.
- Interior Tile 95% complete.
- Heat Pumps Installed.
- Exterior Soffit started.
- Interior Casework and Finishes started.

**Future Milestones**

- Interior Finishes to be complete November 2015.
- Exterior Finishes to be complete November 2015.
- Heating System Start up Mid November 2015.
- Shelving and Furniture to be complete November 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 continues to facilitate public meetings in the two designated meeting rooms in Sealing Cove Business Center, 601 Alice Loop Road (Alice Island), and the Assembly Meetings at UAS. This will continue during the construction of HCH.
- Construction began August 1, 2015. Hazardous material abatement and selective building demolition is complete.
- Portions of the east and west areas adjoining the Auditorium are framed enclosed and roofed and 'in the dry'. The re-roof of the Auditorium was completed earlier; it is in the dry too.
- The new Lobby custom 'kingpin' roof trusses are installed.
- The new Museum is nearly framed and enclosed.
- The underground electrical and plumbing in the area west of the Auditorium (new Kitchen and new Electric Room) are installed and passed inspection. The new concrete slab is poured in this area.

- Roof trusses in the area in front of the Auditorium and the new Lobby are installed.

#### **Future Milestones**

- Installation of underground utilities from the west across the auditorium to the east, to be followed by new concrete slabs in the areas that are 'in the dry'.
- Continue framing and enclosing reconstructed and expanded areas.
- Continue roofing with the goal to have the full building enclosed and in the dry before the end of the year.
- Begin interior framing and finishes in the enclosed, or dried in areas, with slabs.
- Award AV Equipment contract.
- 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) rejected all bids for the project on October 2, 2015. All bids submitted exceeded the available funding for the base bid.

##### **Future Milestones**

- Redesign and 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**

- Submittal review ongoing.
- Northern Construction Service (NCS) arrived in Sitka and began staging job trailer and containers in preparation for ancillary work beginning on the drive down float in early November.

##### **Future Milestones**

- 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.

## **Seaplane Base:**

### **Milestones This Period**

- 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**

- Began advertising bid documents to complete debris removal and road/ditch/utility repair for South Kramer slide.

### **Future Milestones**

- Bid opening is planned for November 3, 2015.
- Substantial Completion required by December 21, 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. On October 27, 2015 the Assembly approved a total authorized budget of \$1,500,000 for all costs related to the disaster declaration and authorized the Administrator to award all bids and execute all contracts necessary to complete the remaining disaster remediation work with a total not to exceed budget of \$1,500,000.

## **Edgecumbe Drive Street Reconstruction:**

### **Milestones This Period**

- Public Works and design-builder hosted a construction progress public meeting on October 8, 2015. The next one is scheduled for November 19 at 7 p.m. at Blatchley Middle School.
- Completed paved roadway except portion from Cascade Creek Road to Wortman Loop.
- Completed paved multi-use path except portion from Cascade Creek Road to the crest of the hill north of Wortman, and from Kimsham to Peterson.
- Installed all curbs for the Kimsham roundabout.
- Painted the paved portion of the road.

### **Future Milestones**

- Complete mainline paving, early November 2015.
- Complete multi-use-path paving, early November 2015.
- Install signing and striping at the Kimsham roundabout, early November 2015.

### **Background**

The project includes drainage, sidewalk, curb and gutter, road subgrade and pavement improvements on Edgecumbe 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**

- Updated the estimated design costs for the design of improvements to the Transportation Security Administration (TSA) baggage screening room, and the luggage "bag bay." Provided updated estimate to TSA, who has prioritized a "Checked Baggage Explosives Detection System" 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**

- Contract with Coastal Excavation has achieved final completion.

### **Future Milestones**

- Close grant and loans with ADEC's Municipal Grants and Loan Program.

### **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**

- Awarded Notice to Proceed on a contract with Coastal Excavation to bolster the culvert passing Arrowhead Creek under Lake Street.

##### **Future Milestones**

- Install Cured In Place Pipe (CIPP) liner prior to December 31, 2015. Target week is November 16.
- 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).

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

##### **Milestones This Period**

- 65% plans reviewed and comments provided to consultant

##### **Future Milestones**

- 90% plans review November 2015
- Final design of the project is expected in December 2015.
- Advertisement for bids January 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**

- Final Phase 1 Preliminary Engineering Report Submitted

##### **Future Milestones**

- Phase 2 change order for final design
- Meetings with Forest Service and State of Alaska Department of Natural Resources
- Construction is anticipated summer 2016 to fall 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.

#### **Ultra Violet (UV) Disinfection Facility:**

##### **Milestones This Period**

- Facility is functional and operational

### **Future Milestones**

- Final Punch List items completed in November 2015
- Additional Work to add equipment change order in process

### **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

### **Monastery and Baranof Water and Sewer Project:**

#### **Milestones This Period**

- Project reached Physical Competition 10/28/15

#### **Future Milestones**

- Final Completion November 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 completed the Pherson Street access point and the trail to the BIHA property.
- MHLT is reviewing the final as-built for the portions of the trail that are on their property.
- As-built surveying is being finished up on all aspects of the trail.

#### **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.

### **Jarvis Control and Crescent Harbor Shelter Re-roofing:**

#### **Milestones This Period**

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

#### **Background**

The Crescent Harbor Shelter roof was 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 had a flat (low slope) roof. It was leaking, under-insulated, and expensive to maintain, thus a shingled gable roof and added insulation were designed and built 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 included \$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**

- Began work on Request for Qualifications (RFQ) seeking professional design services for this project

#### **Future Milestones**

- Advertise RFQ.
- Select consultant.
- Award contract.

#### **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 progressing with feasibility study of floating dock.

#### **Future Milestones**

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

#### **Background**

The engineering of the project remains on hold while changes to the proposed use of the dock facility continue to be considered by the GPIP 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.

The project is funded by a designated Legislative Grant, administered by the State of Alaska, Dept. of Commerce, Community & Economic Development, and 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 GPIP Dock Project. R&M Engineering - Ketchikan has been hired to complete a floating dock feasibility study.

#### **Water**

Water operators responded to seven water leak calls. Four of the calls turned out to be ground water and three calls were customer side water leaks.

Water operators repaired a leak on Edgecumbe Drive. A water leak on Sawmill Creek Road was repaired as part of the Baranof/Monastery utility project.

Locates were performed at various locations throughout the distribution system for work being performed by Chatham Electric, Harry Green, Southeast Earthmovers and Jeffus Williams.

The 4th quarter disinfection by product samples were completed and results are within allowable limits. The Blue Lake inundation sampling will be completed by December 1st.

We experienced elevated turbidity (cloudiness) after the August 18th rain event. 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 continue to decline. 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.

Water operators continue to work out the bugs with the UV facility, this includes learning how to adjust flow control logic to match the community water demands. The necessary repairs are covered under warranty.

## **Wastewater**

Staff performed the final walkthrough of the Baranof and Monastery utility project. A few areas were noted as needing attention. The contractor has since addressed those areas. Water operators ensured all water valves were accessible and in working order.

The wastewater crew performed locates on Edgecumbe Drive and Monastery streets.

The lift station domes (the entry way into the below ground rooms where the pumps and controls are housed) and bollards were cleaned and painted.

Wastewater staff used the Camel to clean a section of the sewer main on Lincoln St.

A sewer main on Kimsham was hit by a contractor resulting in staff overseeing the repair and using the Camel to clean out debris that entered through the break.

In preparation for the Household Hazardous Waste Event, staff attended an 8 hour Hazwoper Refresher course with Steve Haavig of Carson Dorn. The course included a review of state and federal regulations, necessary personal protective equipment, hazard identification, etc.

The Fall Household Hazardous Waste Event occurred on October 4th and 5th. The event was a success and everything flowed smoothly. This year's event resulted in more household waste than the fall 2014 event. A total of 5 cartons and 13 drums were shipped out. The public was very appreciative of this service.

Wastewater staff worked on the annual cleaning of the lift station wet wells. The Camel is used to remove grease, grit, sludge and debris.

The screen on the dimminuter (grinder) at the Thompson Harbor lift station broke causing the rotating cutter to lock up. Maintenance staff were able to get a temporary fix in place until the parts are received. The dimminuter is a crucial component at the lift station as it grinds up large debris that could otherwise cause blockages or wreak havoc on our pumps.

During routine cleaning a break was discovered in the force main from the landfill lift station. This lift station is scheduled to be replaced in 2016, however repair to the line cannot wait for the replacement to occur. This will be the third repair to this line in the past year and a half.

# DRAFT

## DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

### PROJECT WORKSHEET

STATE DECLARATION NO. AK-15-254	PROJECT NO.	DATE 10/1/2015	CATEGORY A	PROJECT WORKSHEET NO. 499
DAMAGED FACILITY Debris Removal City Wide		WORK COMPLETE AS OF: 10/12/15 : 20 %		TAX ID NO. (and/or) EIN NO. 92-0041163
APPLICANT City/Borough of Sitka		BOROUGH Sitka		
LOCATION City Wide			LATITUDE	LONGITUDE
Was this site previously damaged	YES	NO	X	UNSURE

**DAMAGE DESCRIPTION AND DIMENSIONS**  
 On August 18, 2015 a strong storm system brought heavy rains and winds to Sitka Alaska. Sitka rainfall is running more than 200% of normal as of August and will most likely will be one of the wettest years on record. 2.57 inches of rain fell at the Sitka Airport between 4AM and 10AM AKDT on August 18 and this appears to be an all time record for six hours of precipitation. Given the record rainfall rate and previously soaked ground strata, landslides and mudslides were indicated. Three slides on the Sitka road system were started during this event along with road washouts. Ground water and streams continued to flow into the slide areas for another 24 to 36 hours after the heavy rain making the slide debris unstable and dangerous.  
 This Project Worksheet (PW) will cover the debris removal from multiple sites: South Kramer Ave, North Kramer Ave, Sawmill Creek Road, Blue Lake Road, Water Plant Access Road and Granite Creek.

\*\*\*\*\*See Continuation Page 1\*\*\*\*\*

**SCOPE OF WORK**  
 The City/Borough used contract work and force account labor to initially clear mixed vegetative debris that had been deposited throughout the areas of the city/borough, posing access issues for emergency vehicles, as well as health and safety hazards for residents within the community. The City/Borough plans to use contract labor to collect and dispose of approximately 67,500 cubic yards of debris from 6 separate sites. Smaller woody debris will be chipped, logs will be stacked in a designated area that citizens can cut up for firewood. Rock and mud will be hauled off site to a designated location for disposal.

**Work Completed**

**Site 1 - South Kramer Ave (N. 57.04402 - W. 135.22098)** The City/Borough used contract labor with Force Account Labor oversite to remove 5246 cubic yards of debris to gain access to the road. Materials were stockpiled during a search and rescue operation and to control storm water runoff in the area. Additional damages in this area will be covered under other PW's, which include electrical boxes, fire hydrant, road and culvert damages. Estimated cost: \$200,000.00

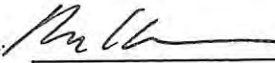
\*\*\*\*\*See Continuation Page 1\*\*\*\*\*

Does the scope of work change the pre-disaster conditions at the site?	N
Special Considerations issues included?	N
Is there insurance coverage on this facility?	N
Hazard Mitigation proposal included?	N

PROJECT COST						
ITEM	VER	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	COST
<b>Work Completed</b>						
1	0	South Kramer	1	1	\$ 200,000.00	\$ 200,000.00
2	0	North Kramer	1	1	\$ 15,000.00	\$ 15,000.00
3	0	Sawmill Creek Road	1	1	\$ 50,000.00	\$ 50,000.00
4	0	Blue Lake Road	1	1	\$ 15,000.00	\$ 15,000.00
5	0	Water Plant Access Road	1	1	\$ 6,000.00	\$ 6,000.00
6	0	Granite Creek	1	1	\$ 15,000.00	\$ 15,000.00
<b>Work to be Completed</b>						
1	0	South Kramer	1	1	\$ 200,000.00	\$ 200,000.00
2	0	North Kramer	1	1	\$ 50,000.00	\$ 50,000.00
3	0	Blue Lake Road	1	1	\$ 50,000.00	\$ 50,000.00
4	0	Water Plant Access Road	1	1	\$ 7,500.00	\$ 7,500.00
5	0	Granite Creek	1	1	\$ 20,000.00	\$ 20,000.00
6	0	Direct Administrative Costs	1	1	\$ 7,500.00	\$ 7,500.00
					<b>TOTAL COST</b>	<b>\$ 636,000.00</b>

PREPARED BY:	TITLE:
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I agree to only perform work activities and seek reimbursement for the activities contained within the "Scope of Work" above.

Applicant's Signature/Date:  Printed Name: Mark L. Passmore

DHS&EM Signature/Date: \_\_\_\_\_ Printed Name: Mark L. Passmore

# DRAFT

DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

**PROJECT WORKSHEET**

DECLARATION NO. AK-15-254	PW NO. 499	TAX ID / EIN 92-0041163	DATE 10/1/2015	CATEGORY A
DAMAGED FACILITY Debris Removal City Wide			WORK COMPLETE AS OF: 10/12/2015 : 20 %	
APPLICANT City/Borough of Sitka		BOROUGH Sitka	PROJECT TITLE Debris Removal 6 Sites	
LOCATION City Wide			LATITUDE 0	LONGITUDE 0

DRAFT

CONTINUATION PAGE 1

**DAMAGE DESCRIPTION AND DIMENSIONS - SCOPE OF WORK**

**Damage Description and Dimensions Continued**

**Site 1 - South Kramer Ave (N. 57.04402 - W. 135.22098)** 35,246 cubic yards of debris impedes access to the road. Materials were stockpiled during a search and rescue operation and to control storm water runoff in the area. Additional damages in this area will be covered under other PW's, which include electrical boxes, fire hydrant, road and culvert damages.

**Site 2 - North Kramer Ave. (N. 57.05301 - W. 135.22543)** 80 cubic yards of debris impedes access to the road. Other damages in this area were the road, culvert and guard rail which will be covered in additional PW's.

**Site 3 - Sawmill Creek Road (N 57.02495 - W 135.13581)** 2,050 cubic yards of debris impedes access to the roadway. Additional debris front of the City/Borough owned Administrative bldg will be covered under additional PW's.

**Site 4 - Blue Lake Road ((N 57.02495 - W 135.13581)** 50 cubic yards of debris impedes access to the Blue Lake Dam. Other damages in this area such as the road way surface material being washed away will be covered under another PW.

**Site 5 - Water Plant Access Road (N57.051655 - W135.230792)** 500 cubic yards of debris plugged a 48" culvert awchich threatened a road washout and damage to the City's potable water and electric transmission lines.

**Site 6 - Granite Creek (N 57.10421 - W 135.38808)** 3,000 cubic yards of debris within the creek prevented the creek from flowing its natural path and impeded drainage conveyance to municipal drainage structure

**Work Completed Continued**

**Site 2 - North Kramer Ave. (N. 57.05301 - W. 135.22543)** The City/Borough used contract labor with Force Account Labor oversite to remove 80 cubic yards of debris to gain access to the road. Materials were stockpiled during a search and rescue/recovery operation and to control storm water runoff in the area. Other damages in this area were the road, culvert and guard rail which will be covered in additional PW's. Estimated cost: \$15,000.00

**Site 3 - Sawmill Creek Road (N 57.02495 - W 135.13581)** The City/Borough used contract labor with Force Account Labor oversite to remove 2,050 cubic yards of debris from the roadway and from in front of the City/Borough owned Administrative bldg that will be covered under additional PW's. Cost: \$50,000.00.

**Site 4 - Blue Lake Road ((N 57.02495 - W 135.13581)** The City/Borough used contract labor with Force Account Labor oversite to remove approx 50 cubic yards of debris to gain access to the Blue Lake Dam. Materials were stockpiled in ROW to be removed at a later date. Other damages in this area was the road way surface material washed away which will be covered under another PW. Estimated cost of \$15,000.00

DRAFT

PREPARED BY: Mark L Passmore	TITLE: EMS III - Branch Chief
APPLICANT: Mark Gorman	TITLE: Municipal Administrator

DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

**PROJECT WORKSHEET**

DECLARATION NO. AK-15-254	PW NO. 499	TAX ID / EIN 92-0041163	DATE 10/1/2015	CATEGORY A
DAMAGED FACILITY Debris Removal City Wide			WORK COMPLETE AS OF: 10/12/2015 : 20 %	
APPLICANT City/Borough of Sitka		BOROUGH Sitka	PROJECT TITLE Debris Removal 6 Sites	
LOCATION City Wide			LATITUDE 0	LONGITUDE 0

DRAFT

CONTINUATION PAGE 2

**Scope of Work**

**Work Completed Continued**

**Site 5 - Water Plant Access Road (N57.051655 - W135.230792)** The City/Borough used contract labor with Force Account Labor oversite to remove 500 cubic yards of debris that was plugging a 48" culvert and work to prevent road washout and damage to the City's potable water and electric transmission lines. Estimated cost of \$6,000.00.

**Site 6 - Granite Creek (N 57.10421 - W 135.38808)** The City/Borough used contract labor with Force Account Labor oversite to remove 3,000 cubic yards of debris that was preventing the creek from flowing its natural path. The debris was removed as it was impeding drainage conveyance to municipal drainage structure and prevent further damage to roadways along the creek downstream. Estimated cost of \$15,000.00.

**Work to be Completed**

**Site 1 - South Kramer:**

Remove remainder of slide debris, estimated 30,000 cubic yards. Work to be contracted at an estimated cost of \$200,000.00 (See maps)

**Site 2 - North Kramer:**

Remove remaining slide debris, estimated at 10,000 cubic yards. Work to be completed by contract at an estimated cost of \$50,000.00. (See maps)

**Site 4 - Blue Lake Road**

Remove remaining slide debris estimated at 10,000 cubic yards. Work to be completed by contract at an estimated cost of \$50,000.00 (See Map)

**Site 5 - Water Plant Access Road:**

Remove remaining debris estimated at 1,500 cubic yards. Work to be completed by contract at an estimated cost of \$7,500.00 (See Map)

**Site 6 - Granite Creek:**

Remove remaining slide debris estimated at 5,000 cubic yards. Work to be completed by contract at an estimated cost of \$20,000.00. (See Map)

**\*\*\*\*Project Worksheet (PW) version will be written to reflect actual eligible costs for Force Account Labor and on awarded contracts.\*\*\*\***

**\*\*\*\*Direct Administrative Costs will be adjusted to reflect actual eligible cost\*\*\*\***

PREPARED BY: Mark L Passmore	TITLE: EMS III - Branch Chief
APPLICANT: Mark Gorman	TITLE: Municipal Administrator

DRAFT

DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

**PROJECT WORKSHEET**

STATE DECLARATION NO. AK-15-254	PROJECT NO.	DATE 10/1/2015	CATEGORY C	PROJECT WORKSHEET NO. 501
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DAMAGED FACILITY Roads City Wide	WORK COMPLETE AS OF: : 0 %	TAX ID NO. (and/or) EIN NO. 92-0041163
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APPLICANT City/Borough of Sitka	BOROUGH Sitka
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LOCATION City Wide - 6 Sites	LATITUDE	LONGITUDE
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Was this site previously damaged	YES	NO	UNSURE
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**DAMAGE DESCRIPTION AND DIMENSIONS**

On the morning of August 18, 2015 a strong storm system with tropical moisture brought heavy rain accompanied by moderate wind gusts began to affect the Sitka area. Sitka Airport reported 2.57" of rain in a 6 hour time period. This was an all-time record rainfall for a 6 hour period, this added to an already 200% increase in rain fall as of August 2015. Potentially the rain fall at the ridgeline could have been as much as double the amount reported, though there are no recording instruments in that area.

As a result of the current conditions and adding the new storm effects; there were three landslides on the Sitka road system, road washouts, and a sink hole. This situation was made worse by the continued flow of ground water and streams into the slide debris for another 24 to 36 hours after the heavy rain halted made the slide debris unstable and dangerous to work on or near.

See Continuation Page

**SCOPE OF WORK**

**Work Completed**  
Site 5: Gavan Subdivision (N35.06811 W135.35309) Reestablish ditching, repaired erosion to road surface, regrade and compact road surface.

**Work to be Completed**  
Site 1: South Kramer (N57.07783 W135.36938 ) Restore ditching in ROW. Reestablish ditching on private property to drain to ROW. Replace drainage culverts. Repair erosion to road surface. Regrade and compact new D-1 on road surface.  
Site 2: North Kramer (N57.09169 W135.38175) Reestablish ditching, install culverts, regrade and compact new D-1 and repair of eroded road surface for a total of approximately 400' x 20' of road and a 20 feet of 24" culvert.  
Site 3: Green Lake (N57.05117 W135.23489) Complete ditching, install culverts, regrade and compact new D-1 and repair of eroded road surface for a total of 800' x 20' with three culverts each 48" x 25'.  
Site 4: Blue Lake Road (N57.048389 W135.23350) Complete ditching, install culverts, regrade and compact new D-1 and repair of eroded road surface for a total of 750' x 20' with two culverts each 48" x 25'.


See Continuation Page

Does the scope of work change the pre-disaster conditions at the site?	N
Special Considerations issues included?	N
Is there insurance coverage on this facility?	N
Hazard Mitigation proposal included?	N

PROJECT COST						
ITEM	VER	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	COST
	0	Projects will be Lump Sum Contracts				\$ -
1	0	Site 1 - South Kramer Road	Ea	1	\$ 200,000.00	\$ 200,000.00
2	0	Site 2 - North Kramer Road	Ea	1	\$ 50,000.00	\$ 50,000.00
3	0	Site 3 - Green Lake Road	Ea	1	\$ 85,000.00	\$ 85,000.00
4	0	Site 4 - Blue Lake Road	Ea	1	\$ 50,000.00	\$ 50,000.00
5	0	Site 5 - Gavan Subdivision	Ea	1	\$ 2,500.00	\$ 2,500.00
6	0	Site 6 - Water Plant Access	Ea	1	\$ 30,000.00	\$ 30,000.00
		Work Completed				\$ -
7	0	Site 5 - Gavan Subdivision	Ea	1	\$ 5,000.00	\$ 5,000.00
8	0	Direct Admin	Ea	1	\$ 7,500.00	\$ 7,500.00
						\$ -
<b>TOTAL COST</b>						<b>\$ 430,000.00</b>

PREPARED BY: Randy D. Miller TITLE:

I agree to only perform work activities and seek reimbursement for the activities contained within the "Scope of Work" above.

Applicant's Signature/Date:  Printed Name: Mark Gorman

DHS&EM Signature/Date: \_\_\_\_\_ Printed Name: Randy Miller

DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

PROJECT WORKSHEET

DECLARATION NO. AK-15-254	PW NO. 501	TAX ID / EIN 92-0041163	DATE 10/1/2015	CATEGORY C
DAMAGED FACILITY Roads City Wide			WORK COMPLETE AS OF: 10/1/2015 : 0 %	
APPLICANT City/Borough of Sitka		BOROUGH Sitka	PROJECT TITLE Road Repairs City Wide	
LOCATION City Wide - 6 Sites			LATITUDE 0	LONGITUDE 0

DRAFT

CONTINUATION PAGE

DAMAGE DESCRIPTION AND DIMENSIONS

**Site 1: South Kramer (N57.07783 W135.36938)**

Approximately 1,300' x 50' of road and 100 feet of 24" culvert  
Ditching in ROW damaged or filled in, and ditching on private property no longer drains to ROW. Damaged drainage culverts. Road surface erosion.

**Site 2: North Kramer (N57.09169 W135.38175)**

Approximately 400' x 20' of road and 20 feet of 24" culvert  
Ditching in ROW damaged or filled in. Drainage culvert washed out. Road surface erosion.

**Site 3: Green Lake (N57.05095 W135.23091)**

Total of 800' x 20' of Road Surface with Three culverts each measuring 48" x 25'  
Ditching in ROW damaged or filled in, Road surface erosion.

**Site 4: Blue Lake Road (N57.05117 W135.23489)**

Total of 750' x 20' of Road Surface and 2 Culverts each measuring 48" x 25'.  
Ditching in ROW scoured, damaged or filled in. Embankment is sloughing causing loss of road surface.

**Site 5: Gavan Subdivision (N35.06811 W135.35309)**

Approximately 710' x 20' of road damage, no culverts at the time of the disaster  
Ditching in ROW damaged or filled in. Road surface pitting and erosion.

**Site 6: Water Plant Access Road (N57.05188 W135.23055)**

Total of 150' x 20' of Road Surface and 2 Culverts each measuring 48" x 25'.  
Storm water conveyance. Damaged drainage culverts. Road surface erosion.

DRAFT

Work to be Completed

**Site 5: Gavan Subdivision (N35.06811 W135.35309)**

Complete ditching, regrading, compacting and repair of eroded road surface for a total of 710' x 50' with no culverts.

**Site 6: Water Plant Access Road (N57.05639 W135.22714)**

Restore storm water conveyance, replace drainage culvert, regrade and compact new D-1 on road surface for a total of 150' x 20' and two culverts each 48" x 25'.

PREPARED BY:	Randy D. Miller	TITLE:	EMS II/ State Public Assistance Officer
APPLICANT:	Mark Gorman	TITLE:	Municipal Administrator

DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

**PROJECT WORKSHEET**

STATE DECLARATION NO. AK-15-254	PROJECT NO.	DATE 10/1/2015	CATEGORY G	PROJECT WORKSHEET NO. 507
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DAMAGED FACILITY Sitka Trail Works	WORK COMPLETE AS OF: : 0 %	TAX ID NO. (and/or) EIN NO. 92-0041163
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APPLICANT City/Borough of Sitka	BOROUGH Sitka
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LOCATION Heart Lake Trail & Utility Access	LATITUDE N 37.05225	LONGITUDE W 135.2367778
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Was this site previously damaged	YES	NO	X	UNSURE
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**DAMAGE DESCRIPTION AND DIMENSIONS**

On the morning of August 18, 2015 a strong storm system with tropical moisture brought heavy rain accompanied by moderate wind gusts began to affect the Sitka area. Sitka Airport reported 2.57" of rain in a 6 hour time period. This was an all-time record rainfall for a 6 hour period, this added to an already 200% increase in rain fall as of August 2015. Potentially the rain fall at the ridgeline could have been as much as double the amount reported, though there are no recording instruments in that area.

As a result of the current conditions and adding the new storm effects; there were three landslides on the Sitka road system, road washouts, and a sink hole. This situation was made worse by the continued flow of ground water and streams into the slide debris for another 24 to 36 hours after the heavy rain halted made the slide debris unstable and dangerous to work on or near.

The Heart Lake Trail is 396' x 8' with 75' of the trail having 60% of the width washed away with approximately 20' of vertical height to rebuild to get up to the existing trail grade.

**SCOPE OF WORK**

Repair the Heart Lake Trail and reestablish utility access using Lump Sum Contract:  
The trail will need a portion of the trail built up 20' to bring the elevation back to pre-disaster elevation and condition.

**DRAFT**

Does the scope of work change the pre-disaster conditions at the site?	N
Special Considerations issues included?	N
Is there insurance coverage on this facility?	N
Hazard Mitigation proposal included?	N

PROJECT COST						
ITEM	VER	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	COST
1	0	Lump Sum Contract				\$ -
2	0	Mobilization	Ea	2	\$ 500.00	\$ 1,000.00
3	0	Hatachi EX 200 Daily Rate	Day	10	\$ 1,600.00	\$ 16,000.00
4	0	Gravel 1 Inch	CY	40	\$ 25.00	\$ 1,000.00
5	0	TE Dump Truck	Day	4	\$ 85.00	\$ 340.00
6	0	Mini Excavator	Day	16	\$ 135.00	\$ 2,160.00
7	0	Laborer/Operator \$30-\$40/Hour Plus Taxes		4	\$ 410.00	\$ 1,640.00
8	0	Morooka Gravel Carrier	Loads	16	\$ 50.00	\$ 800.00
9	0	Contingency	Ea	1	\$ 2,000.00	\$ 2,000.00
10	0					\$ -
11	0					\$ -
					<b>TOTAL COST</b>	<b>\$ 24,940.00</b>

PREPARED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

I agree to only perform work activities and seek reimbursement for the activities contained within the "Scope of Work" above.

Applicant's Signature/Date: 

Printed Name: Mark Oja

DHS&EM Signature/Date: \_\_\_\_\_

Printed Name: Randy Miller

DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

**PROJECT WORKSHEET**

STATE DECLARATION NO. AK-15-254	PROJECT NO.	DATE 10/1/2015	CATEGORY G	PROJECT WORKSHEET NO. 506
DAMAGED FACILITY Sitka Trail Works	WORK COMPLETE AS OF: : 0 %		TAX ID NO. (and/or) EIN NO. 92-0041163	
APPLICANT City/Borough of Sitka	BOROUGH Sitka			
LOCATION Sitka Cross Trail	LATITUDE		LONGITUDE	
Was this site previously damaged	YES	NO	UNSURE	

DRAFT

**DAMAGE DESCRIPTION AND DIMENSIONS**  
 On the morning of August 18, 2015 a strong storm system with tropical moisture brought heavy rain accompanied by moderate wind gusts began to affect the Sitka area. Sitka Airport reported 2.57" of rain in a 6 hour time period. This was an all-time record rainfall for a 6 hour period, this added to an already 200% increase in rain fall as of August 2015. Potentially the rain fall at the ridgeline could have been as much as double the amount reported, though there are no recording instruments in that area.  
 As a result of the current conditions and adding the new storm effects; there were three landslides on the Sitka road system, road washouts, and a sink hole. This situation was made worse by the continued flow of ground water and streams into the slide debris for another 24 to 36 hours after the heavy rain halted made the slide debris unstable and dangerous to work on or near.

**SCOPE OF WORK**  
 Repair damaged trail sections of the Sitka Cross Trail and replace three signs via Lump Sum Contract


DRAFT

Does the scope of work change the pre-disaster conditions at the site?	N
Special Considerations issues included?	N
Is there insurance coverage on this facility?	N
Hazard Mitigation proposal included?	N

PROJECT COST						
ITEM	VER	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	COST
1	0	Lump Sum Contract			\$ -	\$ -
	0	Cross Tral to Kramer Ave.	Ea	1	\$ 5,207.00	\$ 5,207.00
	0	Cross Trail To Gavan	Ea	1	\$ 10,793.01	\$ 10,793.01
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					<b>TOTAL COST</b>	<b>\$ 16,000.01</b>

PREPARED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

I agree to only perform work activities and seek reimbursement for the activities contained within the "Scope of Work" above.

Applicant's Signature/Date:  Printed Name: MARK GORMAN

DHS&EM Signature/Date: \_\_\_\_\_ Printed Name: Randy Miller





## Legislation Details

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File #: 15-214      Version: 1      Name:

Type: Ceremonial      Status: AGENDA READY

File created: 11/2/2015      In control: City and Borough Assembly

On agenda: 11/10/2015      Final action:

Title: Service Award for Richard Parmelee, Athletic Awards for SHS Cross Country Team, Proclamation for Small Business Saturday

Sponsors:

Indexes:

Code sections:

Attachments: [Parmelee Service Award](#)  
[SHS Cross Country Team](#)  
[Small Business Saturday](#)

Date	Ver.	Action By	Action	Result
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# Service Award

The City and Borough of Sitka awards to

**Richard Parmelee**

this expression of grateful acknowledgment for your over 8 years of  
valued service rendered in the public interest while serving on the  
Planning Commission. Thank you!

*Signed and sealed this 10<sup>th</sup> day of November 2015*

Attest:

*Sara Peterson*

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Sara Peterson, CMC  
Municipal Clerk



# *Athletic Award*

*is hereby presented to*

**COLLIN BACIOCCO**

*for his Outstanding Accomplishment as a Member of the Sitka High School  
Cross Country Team in Winning First Place in the 2015 Alaska State Tournament*

*Mim McConnell*

Mim McConnell, Mayor

*Sara Peterson*

Attest: Sara Peterson, CMC, Municipal Clerk



OFFICE OF THE MAYOR  
City & Borough of Sitka

# Proclamation

**Whereas**, the City and Borough of Sitka, Alaska, celebrates our local small businesses and the contributions they make to our local economy and community; according to the United States Small Business Administration, there are currently 27.9 million small businesses in the United States, they represent 99.7 percent of American employer firms, create more than two-thirds of the net new jobs, and generate 46 percent of private gross domestic product, as well as 54 percent of all US sales; and

**WHEREAS**, small businesses employ over 55 percent of the working population in the United States; and

**WHEREAS**, 89 percent of consumers in the United States agree that small businesses contribute positively to the local community by supplying jobs and generating tax revenue; and

**WHEREAS**, 87 percent of consumers in the United States agree that small businesses are critical to the overall economic health of the United States; and

**WHEREAS**, 93 percent of consumers in the United States agree that it is important for people to support the small businesses that they value in their community; and

**WHEREAS**, the City and Borough of Sitka supports our local businesses that create jobs, boost our local economy and preserve our neighborhoods; and

**WHEREAS**, advocacy groups as well as public and private organizations across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

**NOW, THEREFORE**, the Assembly of the City and Borough of Sitka, Alaska does hereby proclaim, November 28, 2015, as:

**SMALL BUSINESS SATURDAY**

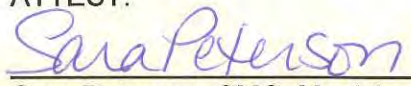
and urge the residents of Sitka, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

*Signed and sealed on this 10<sup>th</sup> day of November 2015.*



  
Mim McConnell, Mayor

ATTEST:

  
Sara Peterson, CMC, Municipal Clerk



## Legislation Details

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File #: 15-213      Version: 1      Name:  
Type: Special Report      Status: AGENDA READY  
File created: 11/2/2015      In control: City and Borough Assembly  
On agenda: 11/10/2015      Final action:  
Title: Update on wayfinding/branding project - Greater Sitka Chamber of Commerce, Executive Director Rachel Roy

Sponsors:

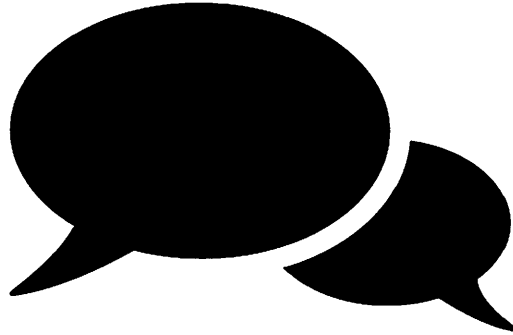
Indexes:

Code sections:

Attachments: [Chamber Update](#)

Date	Ver.	Action By	Action	Result
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# Special Report



Greater Sitka Chamber of Commerce  
Executive Director, Rachel Roy

Update on wayfinding/branding project



#### MISSION STATEMENT

THE GREATER SITKA CHAMBER OF COMMERCE IS A VOLUNTARY ORGANIZATION OF BUSINESS AND COMMUNITY LEADERS WHO PROMOTE, SUPPORT, AND FACILITATE COMMERCE AND ECONOMIC GROWTH IN THE COMMUNITY.

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November 3, 2015

Dear Sitka Assembly:

#### **Transition of convention and visitor services**

First of all, thank you for contracting convention and visitor services with the Greater Sitka Chamber of Commerce. As of October 4<sup>th</sup>, I am working full-time as the Executive Director and have been getting familiarized with the operations of both the Chamber and SCVB in order to transition all services seamlessly to the Chamber. Since awarded the contract, the Chamber has maintain visitor services transition including staffing the visitor kiosks during the remaining ship days in September and answering visitor inquiries as well as providing convention resources, welcome folders, and information to potential and future conventions. Rene Tuttle, former SCVB employee, was hired as the Marketing Specialist and has completed the 2016 Sitka Vacation Planner (provided) in addition to planning for 2016 travel tradeshows and ad placements. We are currently recruiting a Membership Coordinator and a Convention and Visitor Coordinator and expect to have these positions filled by the end of this month. The Chamber office will be moving to 104 Lake Street and will include an information center for visitors. There is a minor remodel to complete prior to us occupying that space and we have maintained our office at 329 Harbor Drive Suite 212. We have worked closely with City staff, Don Kluting on the many details relating to the transition and will continue to do so over the course of the contract.

#### **Branding and Wayfinding Project Update**

Enclosed, you will find the Major Markers for the project. The Branding Project is currently on schedule, at Branding 1b with the Sitka Brand Blueprint Manual. The Chamber has received the manual and will distribute to the Branding Committee for their final review. Once the committee has reviewed we will provide that feedback to GDS and they will proceed to the final steps, Adoption strategies and communication tools and a visit from John Kelsh to host a Brand Implementation Workshop here in Sitka.

The Wayfinding project is currently in Wayfinding 2a Develop draft wayfinding system framework, a bit behind schedule. The Wayfinding Committee has been reengaged and will meet on November 5<sup>th</sup> to review the system framework and discuss the next steps. The goal is to work through the Wayfinding plans in order for the public presentation of sign design concepts to coincide with John Kelsh's visit. The visit will likely be scheduled for January with consideration for the Christmas holiday.

Thank you for your time.

Respectfully,

Rachel Roy, Executive Director  
Greater Sitka Chamber of Commerce

**Major Markers**

Month	Branding 1a	Wayfinding 2a
April	<ul style="list-style-type: none"> <li>• First Visit – Workshop, Reconnaissance, Interviews, Focus Groups</li> <li>• Sitka Brand Fieldbook – results of interviews, focus groups, vision poll, destination assessment, external influencer interviews, target audience definitions, competitor assessments.</li> <li>• Second Visit – Sitka Brand Platform Review Meeting (public) and Sitka Brand Concepts Presentation</li> <li>• Sitka Brand Concept Approval</li> <li>• Third Visit – Logo &amp; Tagline Presentation</li> <li>• Logo &amp; Tagline Approval</li> <li>• Sitka Brand Style Guide and Templates</li> </ul>	<ul style="list-style-type: none"> <li>• First Visit – Interviews, Advisory Meeting, Interviews, On-site Assessment.</li> <li>• Create Online map, Develop draft wayfinding system framework.</li> <li>• Identify sign locations, types, messages</li> <li>• Third Visit – Conduct public review meeting /workshop on designs, locations, messages.</li> <li>• Prepare Assessment Report</li> </ul>
May		
June		
July		
August		
September		
October		
	Branding 1b	Wayfinding 2b
November	<ul style="list-style-type: none"> <li>• Sitka Brand Blueprint Manual – Brand Adoption Strategies, Two Project Strategies, Communication Tools</li> <li>• Fourth Visit – Brand Implementation Coaching Workshop</li> </ul>	<ul style="list-style-type: none"> <li>• Fourth Visit – Present Wayfinding Sign design concepts in public meeting.</li> <li>• Develop probable costs of alternatives.</li> <li>• Finalize single approved design concept</li> <li>• Fifth Visit – Create draft Location Plan and Message Schedule</li> <li>• Bid Documents Draft/Final</li> <li>• Production Files</li> </ul>
December		

**Deliverables**

**1a**

- Brand & Wayfinding Educational Workshop (public)
- Project Blog Site
- Brand Vision Poll
- Sitka Brand Fieldbook
- Brand Platform Concepts Presentation
- Logo & Tagline Presentation
- Sitka Brand Style Guide and Templates

**1b**

- Sitka Brand Blueprint Manual



Brand Implementation Coaching Workshop

**2a**

Wayfinding Online Map

Wayfinding Draft System Framework

Wayfinding Public Review Meeting/Workshop

Wayfinding Assessment Report

**2b**

Wayfinding Sign Design Review Meeting/Workshop

Approved Design Concept Summary

Create Draft Location Plan and Message Schedule

Wayfinding Bid Documents Draft/Final

Wayfinding Production Files



## Legislation Details

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File #: 15-215      Version: 1      Name:  
Type: Minutes      Status: AGENDA READY  
File created: 11/2/2015      In control: City and Borough Assembly  
On agenda: 11/10/2015      Final action:  
Title: Approve the minutes of the October 27 Assembly meeting  
Sponsors:  
Indexes:  
Code sections:  
Attachments: [Consent and Minutes](#)

Date	Ver.	Action By	Action	Result
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## **CONSENT AGENDA**

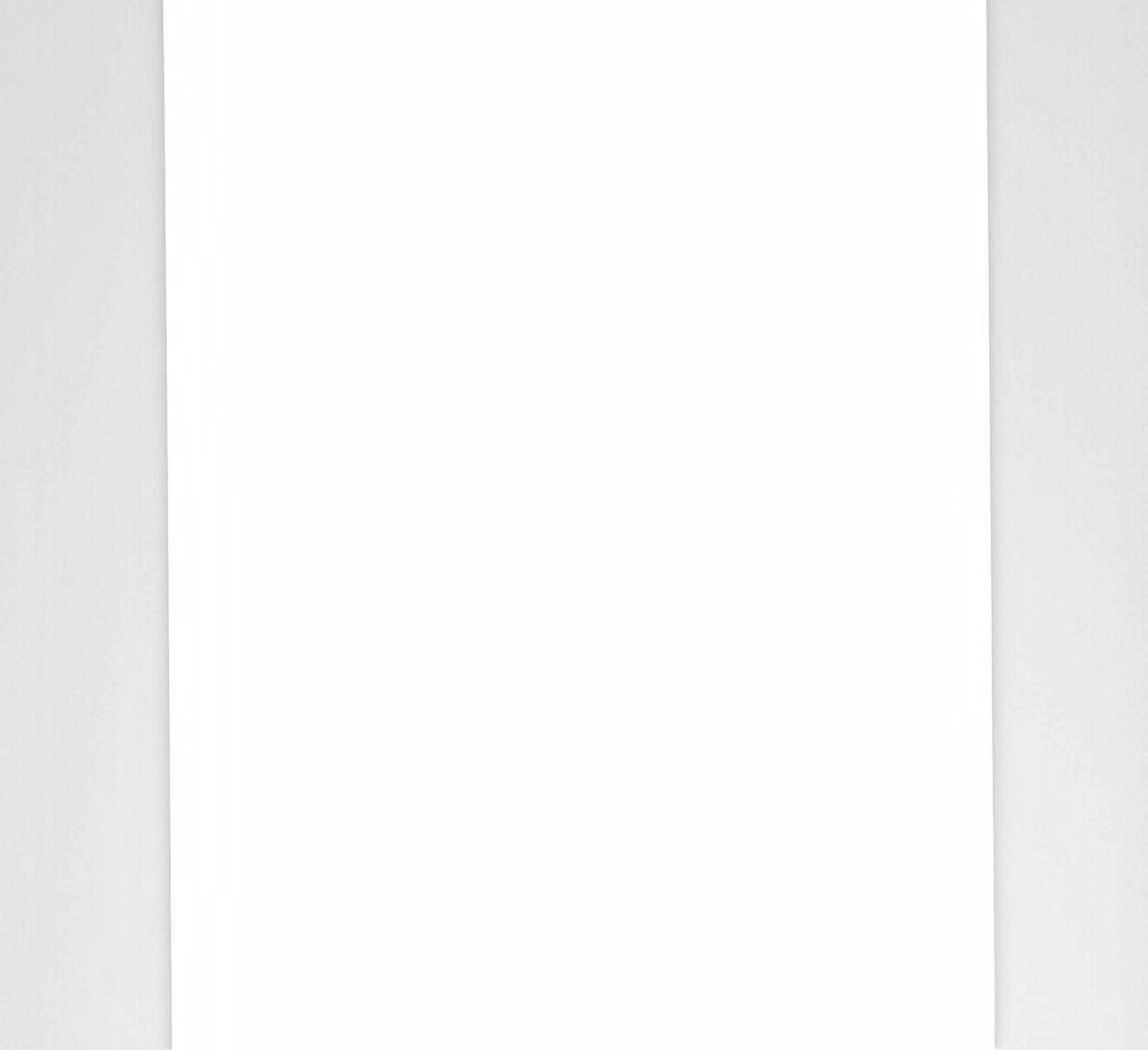
### **POSSIBLE MOTION**

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

**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 October 27, 2015 Assembly meeting.



# 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 Bob Potrzuski*

*Municipal Administrator: Mark Gorman  
Municipal Attorney: Robin L. Koutchak  
Municipal Clerk: Sara Peterson, CMC*

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Tuesday, October 27, 2015

6:00 PM

Assembly Chambers

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### REGULAR MEETING

#### I. CALL TO ORDER

#### II. FLAG SALUTE

#### III. ROLL CALL

Present: 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Potrzuski

#### IV. CORRESPONDENCE/AGENDA CHANGES

The Extra Mile Day Proclamation was pulled from the agenda.

15-212 Reminders, Calendars and General Correspondence

#### V. CEREMONIAL MATTERS

15-204 Proclamations - Veterans' Day and Extra Mile Day

Mayor McConnell read a proclamation in honor of Veteran's Day.

#### VI. SPECIAL REPORTS: Government to Government, Municipal Boards/Commissions/Committees, Sitka Community Hospital, Municipal Departments, School District, Students and Guests (time limits apply)

Tim Fulton, President of the Sitka School Board, reviewed the 2015-2016 Board goals, announced the contract for Community Schools had been awarded to Sitka Community Schools, LLC, and spoke of two awards the District had recently received.

Sitka Tribe of Alaska General Manager, Lawrence SpottedBird, read a resolution passed by the Tribal Council supporting an increase in Alaska Marine Highway

System service to Sitka. SpottedBird suggested the idea of exploring a public/private partnership to provide an independent ferry service for Sitkans.

## VII. PERSONS TO BE HEARD

Doug Osborne, Director of Health Promotion at Sitka Community Hospital, spoke of the "Be Bright at Night" campaign.

## VIII. REPORTS

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

Mayor - Attended the Alaska Day Ball with the Russian Deputy Consul General Khalit Aisin, interviewed for a Russian program speaking about Sitka's economy, weather, history of the Alaska Day Festival, and the Orthodox Church's place in our culture, attended traditional events on Alaska Day, listened in on the SE Conference Transportation Committee teleconference, attending a SEARHC reception later in the week and the Veteran's Dinner on November 7th.

Administrator - Attended meetings with officials regarding ferry service, toured Library and Harrigan Centennial Hall projects, attended the Citizens' Taskforce meeting and joint Assembly/School Board worksession to discuss Legislative Priorities.

Attorney - Attended Marijuana Advisory Committee meetings.

Liaison Representatives - Miyasato reported there were vacancies on the Parks and Recreation Committee, Eisenbeisz provided an update of the Marijuana Advisory Committee meetings and Guevin spoke to the recent Citizens' Taskforce meeting.

Clerk - Peterson alerted the Assembly of tentative plans for a Government to Government Dinner and read the list of vacancies on City and Borough of Sitka Boards, Commissions, and Committees.

## IX. CONSENT AGENDA

- A 15-206** Approve the minutes of the October 13, 2015 Assembly meeting  
**This Item was APPROVED on the Consent Agenda.**
- B RES 15-20** In support of the Sitka Trail Works, Inc. grant application to the State of Alaska Recreational Trails Program to repair damage to the Mosquito Cove Trail  
**This Item was APPROVED on the Consent Agenda.**
- C RES 15-21** Requesting the Alaska Marine Highway System maintain core service levels, including equitable summer 2016 service for Sitka  
Miyasato spoke to the need for support from other communities and organizations.  
**A motion was made by Miyasato that this Item be APPROVED. The motion PASSED by the following vote.**  
**Yes: 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Potrzuski**

**D    ORD 15-52**      Amending the official Sitka Zoning Map to rezone Tract M of U.S. Survey 3555 from GI (General Island) to LI (Large Island) *(first reading)*

**This Item was APPROVED on the Consent Agenda.**

**E    ORD 15-53**      Adjusting the FY16 Budget

Municipal Administrator, Mark Gorman, clarified the increase to the personnel budget in the Public Works Department for the second Contract Coordinator.

Police Chief, Sheldon Schmitt, provided history of the Pet Adoption Fund.

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

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

**F    ORD 15-54**      Repealing Sitka General Code at Chapter 2.66 entitled "Tourism Commission" *(first reading)*

Assembly members discussed the idea of repealing the Commission. Some expressed reservations with dissolving the Commission and suggested revising the establishing Ordinance to better define the duties of the Commission. Others shared history of the Commission and suggested a short-term taskforce for specific tourism related issues as a better option. Municipal Administrator, Mark Gorman, offered that Boards and Commissions tend to languish unless they had authority or purpose.

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

**Yes:** 4 - McConnell, Hunter, Swanson, and Miyasato

**No:** 3 - Eisenbeisz, Guevin, and Potrzuski

**G    ORD 15-55**      Repealing Sitka General Code at Chapter 2.32 entitled "Strategic Planning Commission" *(first reading)*

Assembly members agreed there was no longer a need for the Commission and were pleased to hear the Planning Commission was eager to be involved in the Comprehensive Plan update. Planning and Community Development Coordinator, Maegan Bosak, hoped to give an update on the process to the Assembly in the near future.

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

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

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

**H    15-207**      Reappoint Dan Jones to a two-year term on the Gary Paxton Industrial Park Board, appoint Eric Skousen to a three-year term on the Port and Harbors Commission, and appoint Tamie Parker Song to an unexpired



term on the Planning Commission.

Mayor McConnell thanked Jones, Skousen, and Parker Song for applying.

**A motion was made by Hunter that this Item be APPROVED. The motion PASSED by the following vote.**

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

## **XI. UNFINISHED BUSINESS:**

- I 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"

Hugh Bevan noted the passage of Item L would leave the raw water sale fund with a balance of at least \$1 million. Bevan encouraged the Assembly to use raw water sale funds to benefit the entire Sitka economy.

Eisenbeisz asked Municipal Administrator, Mark Gorman, for clarification on the intent of lines 44-46 of the Ordinance. Gorman explained he had authorization to move up to \$50,000 from one fund to another and report back to the Assembly.

Garry White, Director of the Gary Paxton Industrial Park, explained the Code as currently written was cumbersome and inefficient. He noted in other funds the Administrator had the ability to move \$50,000.

Eisenbeisz noted the intent of the proposed amendment only affected section 103 - Expenditure of net assets of the raw water sale fund. It would prevent the Administrator from using the funds to balance the General Fund budget without Assembly approval.

Gorman stated the intent was not to bring minutiae back to the Assembly but rather maximize efficiency and was consistent with the management of other funds.

A majority of members felt it was not the place of the Assembly to micromanage. Municipal Attorney, Robin Koutchak, offered the discussion was a non-issue and reiterated the Assembly ultimately gave final approval of any transfers of which they deemed appropriate.

**A motion was made by Eisenbeisz to AMEND the Ordinance by removing the words "administrator or" from line 44. The motion FAILED by the following vote.**

**Yes:** 1 - Eisenbeisz

**No:** 6 - McConnell, Hunter, Swanson, Miyasato, Guevin, and Potrzuski

**A motion was made by Miyasato that this Ordinance be APPROVED on second and final reading. The motion PASSED by the following vote.**

**Yes:** 6 - McConnell, Hunter, Swanson, Miyasato, Guevin, and Potrzuski

No: 1 - Eisenbeisz

- J     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
- A motion was made by Swanson that this Ordinance be APPROVED on second and final reading. The motion PASSED by the following vote.**

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

- K     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

Hunter thanked the Planning Commission for their work and noted the Ordinance gave the Planning Commission the authority to grant routine conditional use permits; any appeals would come before the Assembly.

**A motion was made by Hunter that this Ordinance be APPROVED on second and final reading. The motion PASSED by the following vote.**

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

## **XII.   NEW BUSINESS:**

- L     15-208**     Approve Amendment No. 6 to the Alaska Bulk Water, Inc. bulk water purchase agreement

Garry White, Director of the Gary Paxton Industrial Park Board, and Terry Trapp, CEO of Alaska Bulk Water Inc. (ABWI), addressed the Assembly. White provided history of the original contract and the amendments to date. He explained substantial changes in this amendment included the authorization of an additional 36 month extension and the decrease in water allocation. White reviewed the conditions and provisions contained in the amendment. Trapp explained while significant progress had been made the reality was moving water was difficult. There were complexities with shipping and infrastructure. Trapp shared with the Assembly work that had been thus far and noted ABWI was doing everything possible to make the venture a reality.

Potrzuski expressed concerns with exclusivity and suggested exploring a contract for significantly less water and one that would give others an opportunity. Trapp explained exclusivity was important. ABWI had made a \$1.5 million investment in a loading station and didn't believe there would be room for multiple loading stations in the current location if more than one company were to become involved. Trapp added if competition were introduced it would result in a downward pressure on price.

Overall, Assembly members believed this to be a great deal for the City and Borough of Sitka and thanked Trapp for his work and long-term investment in Sitka. Municipal Administrator, Mark Gorman, reminded the Assembly that if the amendment were approved a payment of \$1 million would be due by December 8 leaving a balance in the raw water fund of approximately \$2.3 million. The Assembly would then have the flexibility to possibly use that resource for other pressing needs.

**A motion was made by Miyasato that this Item be APPROVED. The motion**

**PASSED by the following vote.**

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

**M 15-211**

Approve a total authorized budget of \$1,500,000 for all costs related to the disaster declaration work and authorize the Administrator to award all bids and execute all contracts necessary to complete the remaining disaster remediation work with a total not to exceed budget of \$1,500,000

Municipal Administrator, Mark Gorman, stated he was comfortable the \$1.5 million would be reimbursed as long as there was compliance with State procurement guidelines. Gorman and Public Works Director, Michael Harmon, noted the work needed to be done regardless of reimbursement from the State. Eisenbeisz requested that the Assembly receive regular updates throughout the process.

**A motion was made by Miyasato that this Item be APPROVED. The motion PASSED by the following vote.**

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

**N 15-210**

Award a contract to Alaska Pacific Environmental Services (APES) for all aspects of the Solid Waste Management Services and authorize the Municipal Administrator to execute a contract with Alaska Pacific Environmental Services

Don Anderson of APES urged the Assembly to approve the contract.

In response to a question by Potrzuski; Public Works Director, Michael Harmon, spoke to the recycling line item in the budget. Harmon explained there was a cost and revenue side. Overall, recycling costs were neutral. Harmon also answered questions related to transfer station hours of operation.

Some Assembly members expressed concern that approval of the contract would mean a 21% increase to consumers. Hunter reminded solid waste rates hadn't been raised in 10 years and the increase amounted to 1.9% each year. Guevin stressed the need for a more equitable tax structure and finding ways to make the community more affordable for low and middle income families.

Municipal Administrator, Mark Gorman, noted an ordinance would be coming forward in the near future to increase the solid waste rates. He added if the Assembly chose not to approve the ordinance it would be possible to continue for a year or 18 months without a rate increase before the enterprise fund was depleted.

**A motion was made by Hunter that this Item be APPROVED. The motion PASSED by the following vote.**

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

**O 15-205**

Approve Mayor McConnell signing a coalition letter to President Barack Obama in support of continued climate action

Mayor McConnell stated it was important to do what we could to protect our climate. Eisenbeisz wondered if there was any further obligation to the City by signing the letter. Mayor McConnell responded no.

A motion was made by Miyasato that this Item be APPROVED. The motion PASSED by the following vote.

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

No: 1 - Eisenbeisz

**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 8:43pm.

ATTEST: \_\_\_\_\_

**Sara Peterson, CMC  
Municipal Clerk**



## Legislation Details

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File #: 15-216      Version: 1      Name:

Type: Item      Status: AGENDA READY

File created: 11/2/2015      In control: City and Borough Assembly

On agenda: 11/10/2015      Final action:

Title: Approve a liquor license renewal for the Bayview Restaurant, LLC dba Bayview Restaurant & Pub

Sponsors:

Indexes:

Code sections:

Attachments: [Bayview liquor license renewal](#)

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** approve a liquor license renewal for Bayview Restaurant, LLC dba Bayview Pub at 407 Lincoln Street and forward this approval to the Alcoholic Beverage Control Board without objection.



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 and Assembly Members  
From: Sara Peterson, Municipal Clerk  
Date: November 3, 2015  
Subject: Liquor License Renewal

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This office has received notification of the following liquor license renewal:

License #: 268  
Doing Business As: Bayview Restaurant & Pub  
License Type: Beverage Dispensary  
Licensee: The Bayview Restaurant, LLC  
Premises Address: 407 Lincoln Street

A memo was circulated to the various departments who may have a reason to protest. To date, no protests have been received. The Alcoholic Beverage Control Board has indicated the renewal needs to be processed in order for the transfer to be processed, the next agenda item.

**Recommendation: Approve the liquor license renewal for the Bayview Restaurant, LLC dba Bayview Restaurant & Pub.**



THE STATE  
*of* ALASKA

GOVERNOR BILL WALKER

Department of Commerce, Community,  
and Economic Development

ALCOHOLIC BEVERAGE CONTROL BOARD

Sarah Daulton Oates  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
Phone: 907.269.0350  
alcohol.licensing@alaska.gov

October 20, 2015

City and Borough of Sitka  
Attn: Colleen Ingman, Municipal Clerk  
VIA Email: [colleen@cityofsitka.com](mailto:colleen@cityofsitka.com)  
[sara@cityofsitka.com](mailto:sara@cityofsitka.com)

Re: Notice of 2016/2017 Liquor License Renewal Applications

Dear Ms. Ingman,

We have received a renewal application for each of the following licenses within your jurisdiction:

Lic. #	Doing Business As	License Type	Licensee	Premises Address
268	Bayview Restaurant	Beverage Dispensary	The Bayview Restaurant, LLC	407 Lincoln Street

A local governing body as defined under AS 04.21.080(b)(18) may protest the approval of an application(s) pursuant to AS 04.11.480 by providing the board and the applicant with a clear and concise written statement of reasons in support of a protest within 60 days of receipt of this notice. If a protest is filed, the board will not approve the application unless it finds that the protest is arbitrary, capricious, and unreasonable. Instead, in accordance with AS 04.11.510(b), the board will notify the applicant that the application is denied for reasons stated in the protest. The applicant is entitled to an informal conference with either the director or the board and, if not satisfied by the informal conference, is entitled to a formal hearing in accordance with AS 44.62.330-44.62-630. **IF THE APPLICANT REQUESTS A HEARING, THE LOCAL GOVERNING BODY MUST ASSIST IN OR UNDERTAKE THE DEFENSE OF ITS PROTEST.**

Under AS 04.11.420(a), the board may not issue a license or permit for premises in a municipality where a zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages, unless a variance of the regulation or ordinance has been approved. Under AS 04.11.420(b) municipalities must inform the board of zoning regulations or ordinances which prohibit the sale or consumption of alcoholic beverages. If a municipal zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages at the proposed premises and no variance of the regulation or ordinance has been approved, please notify our office and provide a certified copy of the regulation or ordinance if you have not previously done so.



Protest under AS 04.11.480 and the prohibition of sale or consumption of alcoholic beverages as required by zoning regulation or ordinance under AS 04.11.420(a) are two separate and distinct subjects. Please bear that in mind when responding to this notice.

AS 04.21.010(d), if applicable, requires the municipality to provide written notice to the appropriate community council(s).

If you wish to protest the application(s) referenced above, please do so in the prescribed manner and within the prescribed time. Please show proof of service upon the applicant. For additional information regarding local governing body protests, please refer to 3 AAC 304.145.

If you have any questions or concerns or require additional information, please feel free to contact our licensing unit at [alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Sarah Oates", written in a cursive style.

***Sarah Daulton Oates***

Records & Licensing Supervisor

sarah.oates@alaska.gov

12741

Alcoholic Beverage Control Board 550 West 7 <sup>th</sup> Ave. Ste. 1600 Anchorage, AK 99501	<b>Renewal Liquor License</b> <b>2016/2017</b>	(907) 269-0350 Fax: (907) 334-2285 <a href="https://www.commerce.alaska.gov/web/abc/">https://www.commerce.alaska.gov/web/abc/</a>
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License is:  Full Year OR  Seasonal If seasonal, list dates of operation: \_\_\_\_\_

<b>SECTION A - LICENSE INFORMATION</b>		
License Number: 268	License Type: Beverage Dispensary	Statute Reference: Sec. 04.11.090
Local Governing Body: City and Borough of Sitka		Community Council (if applicable):
Name of Licensee: Bayview Restaurant, LLC		Doing Business As (DBA): Bayview Restaurant & Pub
Mailing Address: PO Box 6248, Sitka, AK 99835		Street Address or Location of Premises: 407 Lincoln, Sitka, AK 99835
Phone: 907-747-5300	Fax: None	Email: djenks26@gmail.com



<b>SECTION B - OWNERSHIP INFORMATION - CORPORATION</b>				
<i>Corporations, LLCs, LLPs and LPs must be registered with the Dept. of Community and Economic Development.</i>				
Name of Entity (Corporation/LLC/LLP/LP) (or N/A if an individual ownership): Bayview Restaurant, LLC				
Is the Entity in "Good Standing" with the Alaska Division of Corporations? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, attach written explanation. Your entity must be in compliance with Title 10 of the Alaska Statutes to be a valid liquor licensee.				
<b>Entity Members (Must include President, Secretary, Treasurer, Vice-President, Manager and Shareholder/Member with at least 10%)</b>				
Name	Title	%	Mailing Address	Telephone Number
James Jenks	President	50%	34 Broadwater Rd Plymouth MA	727-480-7749
Dave Jenks	Vice Pres	50%	200 new arch angel st, sitka, AK 99835	773-573-0626
<b>NOTE: if you need additional space, please attach a separate sheet.</b>				

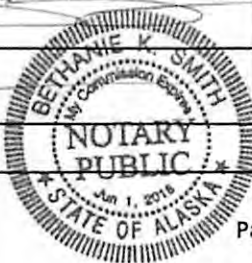
SECTION C – OWNERSHIP INFORMATION – SOLE PROPRIETORSHIP (INDIVIDUAL OWNER & SPOUSE)			
Individual Licensees/Affiliates (The ABC Board defines an "affiliate" as the spouse or significant other of a licensee. Each affiliate must be listed.)			
Name: Elizabeth Jenks Address: 34 Braumacker Rd Plymouth, MA 01960 Phone:	Applicant <input type="checkbox"/> Affiliate <input checked="" type="checkbox"/> Date of Birth: 1/2/79	Name: Address: Phone:	Applicant <input type="checkbox"/> Affiliate <input type="checkbox"/> Date of Birth:
Name: Address: Phone:	Applicant <input type="checkbox"/> Affiliate <input type="checkbox"/> Date of Birth:	Name: Address: Phone:	Applicant <input type="checkbox"/> Affiliate <input type="checkbox"/> Date of Birth:

SECTION D – SUPPLEMENTAL QUESTIONS	
Was your business open at least 30 days for 8 hours each day in 2014?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Was your business open at least 30 days for 8 hours each day in 2015?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has any person named in this application been convicted of a felony or Title 4 violation? If yes, attach a written explanation.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has the licensed premises changed from the last diagram submitted? If yes, attach a new diagram with designated premises areas outlined in red.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>For Package Stores only:</b>	
Do you intend to sell alcoholic beverages in response to a written order?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>For Restaurant / Eating Places only:</b>	
Were your gross receipts from the sale of food at least 50% of your total gross receipts for 2014 and 2015?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

DECLARATION	
<ul style="list-style-type: none"> <li>I declare under penalty of perjury that I have examined this application, including the accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct, and complete.</li> <li>I hereby certify that there have been no changes in officers or stockholders that have not been reported to the Alcoholic Beverage Control Board. The undersigned certifies on behalf of the organized entity, it is understood that a misrepresentation of fact is cause for rejection of this application or revocation of any license issued.</li> <li>I further certify that I have read and am familiar with Title 4 of the Alaska statutes and its regulations, and that in accordance with AS 04.11.450, no person other than the licensee(s) has any direct or indirect financial interest in the licensed business.</li> <li>I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.</li> <li>As a licensee (sole proprietor or partner), I certify that I have received Alaska alcohol server training and my certification is currently valid.</li> <li>As a corporate/LLC licensee, I certify that all agents and employees who serve, sell, or are otherwise responsible for the service, sale, or storage of alcoholic beverages have received Alaska alcohol server training and their certification is currently valid. I further certify that certain shareholders, officers, directors, or members of the entity who are not directly or indirectly responsible for the service, sale, or storage of alcoholic beverages are not Alaska alcohol server training certified and will not be required to be certified.</li> <li>As a licensee, I certify that all of my agents and employees tasked with patron identification verification have received alcohol server training and their certification is currently valid.</li> </ul>	

License Fee	\$ 2500.00
Filing Fee	\$ 200.00
TOTAL	\$
Late Fee of \$500.00 – if received or postmarked after 12/31/2015	\$
Fingerprint Fee – \$49.75 per person (only for new owners/members)	\$
GRAND TOTAL	\$ 2700.00

Licensee Signature 	Printed Name & Title: Dave Jenks, Vice President
Notary Signature 	Subscribed and sworn to before me this 10 <sup>th</sup> day of October, 2015.
Notary Public in and for the State of: Alaska	My commission expires: June 1, 2018





## Legislation Details

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File #: 15-217      Version: 1      Name:

Type: Item      Status: AGENDA READY

File created: 11/2/2015      In control: City and Borough Assembly

On agenda: 11/10/2015      Final action:

Title: Approve a liquor license ownership transfer, restaurant designation permit, and dba name change for Bayview Pub, LLC dba Bayview Pub at 407 Lincoln Street

Sponsors:

Indexes:

Code sections:

Attachments: [Bayview Pub liquor license transfer](#)

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** approve a liquor license ownership transfer, restaurant designation permit, and dba name change for Bayview Pub, LLC dba Bayview Pub and forward this approval to the Alcoholic Beverage Control Board without objection.



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 and Assembly Members  
From: Sara Peterson, Municipal Clerk  
Date: November 3, 2015  
Subject: Liquor License Ownership Transfer (#268), Application for Restaurant Designation Permit, and DBA Name Change

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This office has received notification of the following liquor license ownership transfer and DBA name change:

Type: Beverage Dispensary  
Owner: Bayview Restaurant, LLC  
DBA: Bayview Restaurant  
Location: 407 Lincoln Street

To: Bayview Pub, LLC  
DBA: Bayview Pub  
Location: 407 Lincoln Street

This office has also received a restaurant designation permit application for:

Licensee: Bayview Pub, LLC  
DBA: Bayview Pub  
Location: 407 Lincoln Street

The granting of this permit allows:

- Persons 16-20 years of age may dine unaccompanied
- Persons under 16 may dine accompanied by a person 21 years of age or older
- Persons between 16 and 20 years of age may be employed

A notice was published in the local newspaper and posted to the establishment as required by Sitka General Code. A memo was circulated to the various departments who may have a reason to protest. To date, no protests have been received.

**Recommendation: Approve the liquor license ownership transfer, restaurant designation permit, and dba name change.**



THE STATE  
of **ALASKA**

GOVERNOR BILL WALKER

Department of Commerce, Community,  
and Economic Development

ALCOHOLIC BEVERAGE CONTROL BOARD

550 West 7<sup>th</sup> Ave., Ste. 1600  
Anchorage, Alaska 99501  
Main: 907.269.0350  
TDD: 907.465.5437  
Fax: 907.334.2285

October 20, 2015

Sara Peterson VIA EMAIL: [sara.peterson@cityofsitka.org](mailto:sara.peterson@cityofsitka.org)

Colleen Ingman VIA EMAIL: [colleen@cityofsitka.org](mailto:colleen@cityofsitka.org)

**Bayview Pub, LLC      d.b.a. Bayview Pub – License #268**

- New Application       Transfer of Ownership       Transfer of Location  
 Restaurant Designation Permit       DBA Name Change

We have received an application for the above listed licenses (see attached application documents) within your jurisdiction. This is the notice as required under AS 04.11.520. Additional information concerning filing a "protest" by a local governing body under AS 04.11.480 is included in this letter.

We have received an application for the above listed licenses (see attached application documents) within your jurisdiction. This is the notice as required under AS 04.11.520. Additional information concerning filing a "protest" by a local governing body under AS 04.11.480 is included in this letter.

A local governing body as defined under AS 04.21.080(11) may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the board **and** the applicant with a clear and concise written statement of reasons in support of a protest within 60 days of receipt of this notice. If a protest is filed, the board will not approve the application unless it finds that the protest is "arbitrary, capricious and unreasonable". Instead, in accordance with AS 04.11.510(b), the board will notify the applicant that the application is denied for reasons stated in the protest. The applicant is entitled to an informal conference with either the director or the board and, if not satisfied by the informal conference, is entitled to a formal hearing in accordance with AS 44.62.330-44.62-630. **IF THE APPLICANT REQUESTS A HEARING, THE LOCAL GOVERNING BODY MUST ASSIST IN OR UNDERTAKE THE DEFENSE OF ITS PROTEST.**

Under AS 04.11.420(a), the board may not issue a license or permit for premises in a municipality where a zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages, unless a variance of the regulation or ordinance has been approved. Under AS 04.11.420(b) municipalities must inform the board of zoning regulations or ordinances which prohibit the sale or consumption of alcoholic beverages. If a municipal zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages at the proposed premises and no variance of the

regulation or ordinance has been approved, please notify us and provide a certified copy of the regulation or ordinance if you have not previously done so.

Protest under AS 04.11.480 and the prohibition of sale or consumption of alcoholic beverages as required by zoning regulation or ordinance under AS 04.11.420(a) are two separate and distinct subjects. Please bear that in mind in responding to this notice.

AS 04.21.010(d), if applicable, requires the municipality to provide written notice to the appropriate community council(s).

If you wish to protest the application referenced above, please do so in the prescribed manner and within the prescribed time. Please show proof of service upon the applicant. For additional information please refer to 3 AAC 304.145, Local Governing Body Protest.

**Note:** Applications applied for under AS 04.11.400(g), 3 AAC 304.335(a)(3), AS 04.11.090(e), and 3 AAC 304.660(e) must be approved by the governing body.



Maxine Andrews  
Business Registration Examiner  
Direct line: 907-269-0358  
Email: [maxine.andrews@alaska.gov](mailto:maxine.andrews@alaska.gov)



State of Alaska  
**Alcoholic Beverage Control Board**

Date of Notice: October 20, 2015

Application Type:                   New                                  x   TRANSFER  
      x   Ownership  
               Location  
      x   Name Change

Governing Body:	City and Borough of Sitka
Community Councils:	n/a
License #:	268
License Type:	Beverage Dispensary
D.B.A.:	Bayview Pub
Licensee/Applicant:	Bayview Pub, LLC
Physical Location:	407 Lincoln Street, Sitka, AK 99835
Mail Address:	407 Lincoln Street Sitka, AK 99835
Telephone #:	907-747-5300
EIN:	47-5196648

Corp/LLC Agent:	Address	Phone	Date and State of Incorporation	Good standing?
Bayview, LLC	407 Lincoln Street Sitka, AK 99835	907-747-5300	9/30/2015 Alaska	Yes

***Please note: the Members/Officers/Directors/Shareholders (principals) listed below are the principal members. There may be additional members that we are not aware of because they are not primary members. We have listed all principal members and those who hold at least 10% shares.***

Member/Officer/Director:	DOB	Address	Phone	Title/Shares (%)
Anthony Buak	2/8/1968	407 Lincoln Street Sitka, AK 99835	907-747-5300	President 13.2%

Transfer from Bayview Restaurant, LLC d.b.a. Bayview Restaurant same location.

A local governing body as defined under AS 04.21.080(11) may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the board and the applicant with a clear and concise written statement of reasons in support of a protest within 60 days of receipt of this notice. If a protest is filed, the board will not approve the application unless it finds that the protest is "arbitrary, capricious and unreasonable". Instead, in accordance with AS 04.11.510(b), the board will notify the applicant that the application is denied for reasons stated in the protest. The applicant is entitled to an informal conference with either the director or the board and, if not satisfied by the informal conference, is entitled to a formal hearing in accordance with AS 44.62.330-44.62-630. **IF THE APPLICANT REQUESTS A HEARING, THE LOCAL GOVERNING BODY MUST ASSIST IN OR UNDERTAKE THE DEFENSE OF ITS PROTEST.**

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AS 04.21.010(d), if applicable, requires the municipality to provide written notice to the appropriate community council(s).

If you wish to protest the application referenced above, please do so in the prescribed manner and within the prescribed time. Please show proof of service upon the applicant. For additional information please refer to 15 AAC 104.145, Local Governing Body Protest.

**Note:** Applications applied for under AS 04.11.400(g), 15 AAC 104.335(a)(3), AS 04.11.090(e), And 3 AAC 304.660(e) must be approved by the governing body.



Maxine Andrews  
Business Registration Examiner  
Direct line: 907-269-0353  
Email: maxine.andrews@alaska.gov

Alcoholic Beverage Control Board  
 550 West 7<sup>th</sup> Ave. Suite 1600  
 Anchorage, AK 99501

## Transfer Liquor License

(907) 269-0350  
 Fax: (907) 334-2285  
<http://commerce.alaska.gov/dnr/abc/Home.aspx>

License is:     Full Year                      OR                       Seasonal    List Dates of Operation: \_\_\_\_\_

SECTION A - LICENSE INFORMATION			FEES
License Year: <b>2015/2016</b>	License Type: <b>BEVERAGE DISPENSARY</b>	Statute Reference Sec. 04.11.090	Filing Fee:        \$100.00  Rest. Desig. Permit Fee: ( <del>\$50.00</del> )        \$  Fingerprint:        \$ (\$49.75 per person)  <b>TOTAL</b> _____
License #: <b>268</b>			
Local Governing Body: (City, Borough or Unorganized) <b>CITY AND BOROUGH OF SITKA</b>		Community Council Name(s) & Mailing Address: <b>N.A.</b>	
Name of Applicant (Corp/LLC/LP/LLP/Individual/Partnership) <b>DAYVIEW PUB, LLC</b> <b>407 LINCOLN ST.</b> <b>SITKA, AK 99835</b>		Doing Business As (Business Name): <b>DAYVIEW PUB</b>	Business Telephone Number: <b>907-747-5300</b> Fax Number: <b>NONE</b>
Mailing Address: <b>407 LINCOLN ST.</b> City, State, Zip: <b>SITKA, AK 99835</b>		Street Address or Location of Premises: <b>407 LINCOLN ST.</b> <b>SITKA, AK.</b>	Email Address: <b>foaybenwi.net</b>
Is any shareholder related to the current owner? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "yes" please state the relationship _____			
SECTION B - TRANSFER INFORMATION			
<input checked="" type="checkbox"/> Regular Transfer <input type="checkbox"/> Transfer with security interest: Any instrument executed under AS 04.11.670 for purposes of applying AS 04.11.360(4)(b) in a later involuntary transfer, must be filed with this Application. Real or personal property conveyed with this transfer must be described. Provide security interest documents. <input type="checkbox"/> Involuntary Transfer. Attach documents which evidence default under AS 04.11.670.		Name and Mailing Address of <b>CURRENT</b> Licensee: <b>DAYVIEW RESTAURANT, LLC</b> Business Name (dba) <b>BEFORE</b> transfer: <b>DAYVIEW RESTAURANT</b> Street Address or Location <b>BEFORE</b> transfer: <b>407 LINCOLN ST SITKA, AK 99835</b>	
SECTION C - PREMISES TO BE LICENSED			
Distance to closest school grounds: <b>407 FT</b>	Distance measured under: <input checked="" type="checkbox"/> AS 04.11.410    OR <input type="checkbox"/> Local ordinance No.	<input type="checkbox"/> Premises is GREATER than 50 miles from the boundaries of an incorporated city, borough, or unified municipality. <input type="checkbox"/> Premises is LESS than 50 miles from the boundaries of an incorporated city, borough, or unified municipality. <input checked="" type="checkbox"/> Not applicable	
Distance to closest church: <b>1.5 BLOCKS</b>	Distance measured under: <input checked="" type="checkbox"/> AS 04.11.410    OR <input type="checkbox"/> Local ordinance No.		
Premises to be licensed is: <input type="checkbox"/> Proposed building <input checked="" type="checkbox"/> Existing facility <input type="checkbox"/> New building		<input type="checkbox"/> Plans submitted to Fire Marshall (required for new & proposed buildings) <input checked="" type="checkbox"/> Diagram of premises attached	

## Transfer Liquor License

### SECTION D - LICENSEE INFORMATION

1. Does any individual, corporate officer, director, limited liability organization member, manager or partner named in this application have any direct or indirect interest in any other alcoholic beverage business licensed in Alaska or any other state?

Yes  No If Yes, complete the following. Attach additional sheets if necessary.

Name	Name of Business	Type of License	Business Street Address	State

2. Has any individual, corporate officer, director, limited liability organization member, manager or partner named in this application been convicted of a felony, a violation of AS 04, or been convicted as a licensee or manager of licensed premises in another state of the liquor laws of that state?

Yes  No If Yes, attach written explanation.

### SECTION E - OWNERSHIP INFORMATION - CORPORATION

*Corporations, LLCs, LLPs and LPs must be registered with the Dept. of Community and Economic Development.*

Name of Entity (Corporation/LLC/LLP/LP) (or N/A if an individual ownership): <b>SAYVIEW Plus, LLC</b>		Telephone Number: <b>907-747-5300</b>	Fax Number:
Corporate Mailing Address: <b>407 HINDLE ST</b>	City: <b>SITKA</b>	State: <b>AK</b>	Zip Code: <b>99835</b>
Name, Mailing Address and Telephone Number of Registered Agent:		Date of Incorporation OR Certification with DCED: <b>9-30-15</b>	State of Incorporation: <b>AK</b>

Is the Entity in "Good Standing" with the Alaska Division of Corporations?  Yes  No  
 If no, attach written explanation. Your entity *must* be in compliance with Title 10 of the Alaska Statutes to be a valid liquor licensee.

Entity Members (Must include President, Secretary, Treasurer, Vice-President, Manager and Shareholder/Member with at least 10%)					
Name	Title	%	Home Address & Telephone Number	Work Telephone Number	Date of Birth
<b>ANTHONY KULAK</b>	<b>PRESIDENT</b>	<b>100</b>	<b>189 TALWAL, NEKTAHOGE, AK 99801</b>	<b>907-747-5300</b>	<b>2-8-68</b>

## Transfer Liquor License

**NOTE: If you need additional space, please attach a separate sheet.**


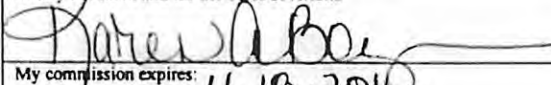

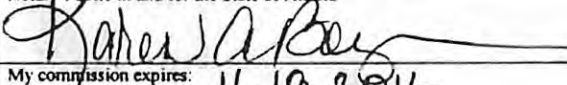
### SECTION F - OWNERSHIP INFORMATION - SOLE PROPRIETORSHIP (INDIVIDUAL OWNER & SPOUSE)

**Individual Licensees/Affiliates** (The ABC Board defines an "Affiliate" as the spouse or significant other of a licensee. Each Affiliate must be listed.)

Name: <u>PATRICIA BRAK</u> Address: <u>179 TARK PL</u> <u>WHEAT RIDGE, WY 82501</u> Home Phone: <u>509-888-0366</u> Work Phone: <u>509-343-9570</u>	Applicant <input type="checkbox"/> Affiliate <input checked="" type="checkbox"/> Date of Birth: <u>10-23-61</u>	Name: Address: Home Phone: Work Phone:	Applicant <input type="checkbox"/> Affiliate <input type="checkbox"/> Date of Birth:
Name: Address: Home Phone: Work Phone:	Applicant <input type="checkbox"/> Affiliate <input type="checkbox"/> Date of Birth:	Name: Address: Home Phone: Work Phone:	Applicant <input type="checkbox"/> Affiliate <input type="checkbox"/> Date of Birth:

**Declaration**

- I declare under penalty of perjury that I have examined this application, including the accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct and complete, and this application is not in violation of any security interest or other contracted obligations.
- I hereby certify that there have been no changes in officers or stockholders that have not been reported to the Alcoholic Beverage Control Board. The undersigned certifies on behalf of the organized entity, it is understood that a misrepresentation of fact is cause for rejection of this application or revocation of any license issued.
- I further certify that I have read and am familiar with Title 4 of the Alaska statutes and its regulations, and that in accordance with AS 04.11.450, no person other than the licensee(s) has any direct or indirect financial interest in the licensed business.
- I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

<b>Signature of Current Licensee(s)</b> Signature:  Signature: <u>David Jones, Vice President</u> Name & Title (Please Print): <u>David Jones Vice President</u> Subscribed and sworn to before me this <u>2<sup>nd</sup></u> day of <u>October</u> , 2015 Notary Public in and for the State of Alaska  My commission expires: <u>11.18.2016</u>	<b>Signature of Applicant(s)</b> Signature:  Signature: <u>- left blank -</u> Name & Title (Please Print): <u>ANTHONY BRAK - PRESIDENT</u> Subscribed and sworn to before me this <u>2<sup>nd</sup></u> day of <u>October</u> , 2015 Notary Public in and for the State of Alaska  My commission expires: <u>11.18.2016</u>
--	--



Alcoholic Beverage Control Board  
 550 West 7<sup>th</sup> Ave. Suite 1600  
 Anchorage, AK 99501

## Transfer Liquor License

(907) 269-0350  
 Fax: (907) 334-2285  
<http://commerce.alaska.gov/dmv/abc/Home.aspx>

**NOTE: If you need additional space, please attach a separate sheet.**

### SECTION F – OWNERSHIP INFORMATION – SOLE PROPRIETORSHIP (INDIVIDUAL OWNER & SPOUSE)

**Individual Licensees/Affiliates (The ABC Board defines an "Affiliate" as the spouse or significant other of a licensee. Each Affiliate must be listed.)**

Name: Address:  Home Phone: Work Phone:	Applicant <input type="checkbox"/> Affiliate <input type="checkbox"/>  Date of Birth:	Name: Address:  Home Phone: Work Phone:	Applicant <input type="checkbox"/> Affiliate <input type="checkbox"/>  Date of Birth:
Name: Address:  Home Phone: Work Phone:	Applicant <input type="checkbox"/> Affiliate <input type="checkbox"/>  Date of Birth:	Name: Address:  Home Phone: Work Phone:	Applicant <input type="checkbox"/> Affiliate <input type="checkbox"/>  Date of Birth:

**Declaration**

- I declare under penalty of perjury that I have examined this application, including the accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct and complete, and this application is not in violation of any security interest or other contracted obligations.
- I hereby certify that there have been no changes in officers or stockholders that have not been reported to the Alcoholic Beverage Control Board. The undersigned certifies on behalf of the organized entity, it is understood that a misrepresentation of fact is cause for rejection of this application or revocation of any license issued.
- I further certify that I have read and am familiar with Title 4 of the Alaska statutes and its regulations, and that in accordance with AS 04.11.450, no person other than the licensee(s) has any direct or indirect financial interest in the licensed business.
- I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

<b>Signature of Current Licensee(s)</b> Signature: <i>[Handwritten Signature]</i> Signature: Name & Title (Please Print): <b>JAMES JENKS, OWNER</b> Subscribed and sworn to before me this <b>5<sup>th</sup></b> day of <b>October</b> <b>2015</b> Notary Public in and for the State of Alaska: <b>MASS</b> <i>[Handwritten Signature]</i> My commission expires: <b>22 Jun 2018</b>	<b>Signature of Transferee(s)</b> Signature: Signature: Name & Title (Please Print): Subscribed and sworn to before me this day of Notary Public in and for the State of Alaska: My commission expires:
--	--



**STATE OF ALASKA  
ALCOHOLIC BEVERAGE CONTROL BOARD  
APPLICATION FOR RESTAURANT DESIGNATION PERMIT  
AS 04.16.049 & 3 AAC 304.715 - 794**

The granting of this permit allows access of persons under 21 years of age to designated licensed premises for purposes of dining, and persons between the ages of 16 - 20 for employment. If for employment, please indicate in detail what the employment duties will be in question #3.

License Number: 268 Type: Beverage Dispensary

This application is for designation of premises where: (Please check the appropriate items below)

- 1.  Bona fide restaurant pursuant to 3 AAC 304.305 & 3 AAC 304.715-794.
- 2.  Persons 16 - 20 years of age may dine unaccompanied.
- 3.  Persons under 16 may dine accompanied by a person 21 years of age or older.
- 4.  Persons between 16 - 20 years of age may be employed. \*(See note below)

Licensee's Name: Bayview Pub, LLC

Name of Business: Bayview Pub

Business Address: 407 Lincoln City: Sitka

1. Hours of operation 11 am to 2 am. Telephone Number: 907-747-5300

2. Have police been called to your premises for any reason?  Yes  No  
(If you answered yes, please explain below).

3. \* Duties of employment: Dishwashing, bussing, food running

4. Are video games available to the public on your premises?  Yes  No (we have two arcade games)

5. Do you provide live entertainment, such as live music, pool tables, karaoke, dancing, sports or pin-ball?  
 Yes  No

6. How is food served?  Table Service  Buffett Service  Counter Service  Other \_\_\_\_\_

7. Is an owner, manager or supervisor 21 years of age or older always present during business hours?  Yes  No

\*\*\* A MENU AND DETAILED PREMISES DIAGRAM MUST ACCOMPANY THIS APPLICATION \*\*\*

\*Employees 16 and 17 years of age must have a valid work permit and a letter maintained in your files from a parent or guardian authorizing employment at your establishment.

\*\*Please attach additional sheets of paper if more space is needed to describe food service, entertainment, etc.

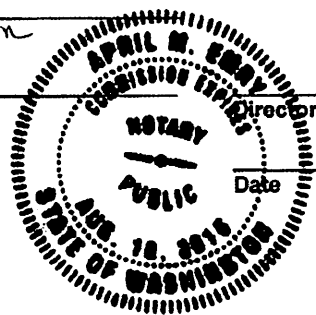
Licensee Signature \_\_\_\_\_

Local Governing Body Approval \_\_\_\_\_

Subscribed and sworn to before me this 14th day of Oct 2015 Date

Notary Public in and for Alaska Washington

My Commission expires: 8-18-16 \_\_\_\_\_  
Director, ABC Board



STATE OF ALASKA  
ALCOHOL BEVERAGE CONTROL BOARD  
Licensed Premises Diagram

**INSTRUCTIONS:** Draw a detailed floor plan of your present or proposed licensed premises on the graph below; show all entrances and exits, and all fixtures such as tables, booths, games, counters, bars, coolers, stages, etc.

**DBA:** The Bayview Restaurant & Pub

**PREMISES LOCATION:** 407 Lincoln St, Sitka, AK 99835

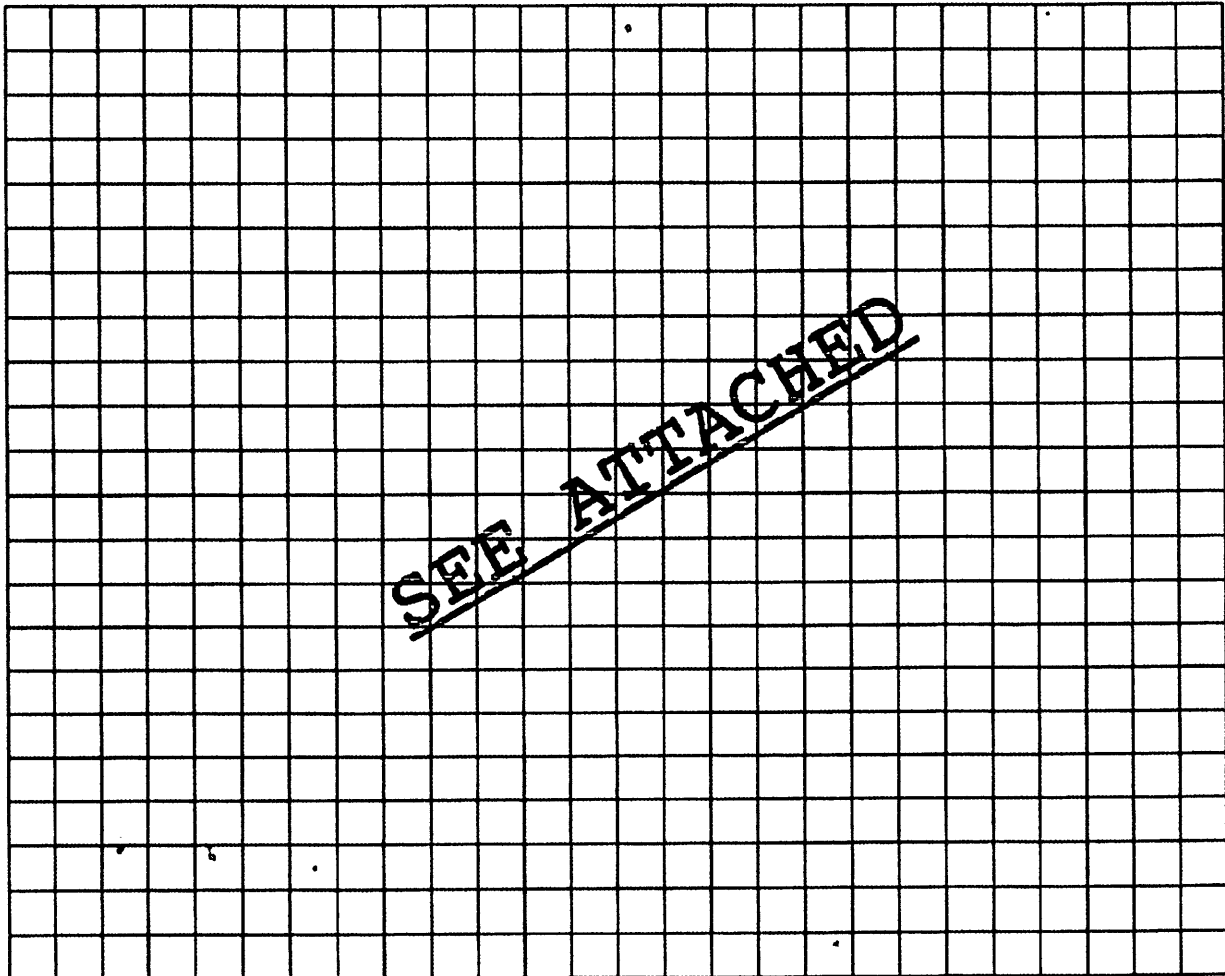
Indicate scale by x after appropriate statement or show length and width of premises.

**SCALE A:** \_\_\_\_\_ 1 SQ. = 4 FT.      **SCALE B:** \_\_\_\_\_ 1 SQ. = 1 FT.

Length and width of premises in feet:

Outline the area to be designated for sale, service, storage, and consumption of alcoholic beverages in red.

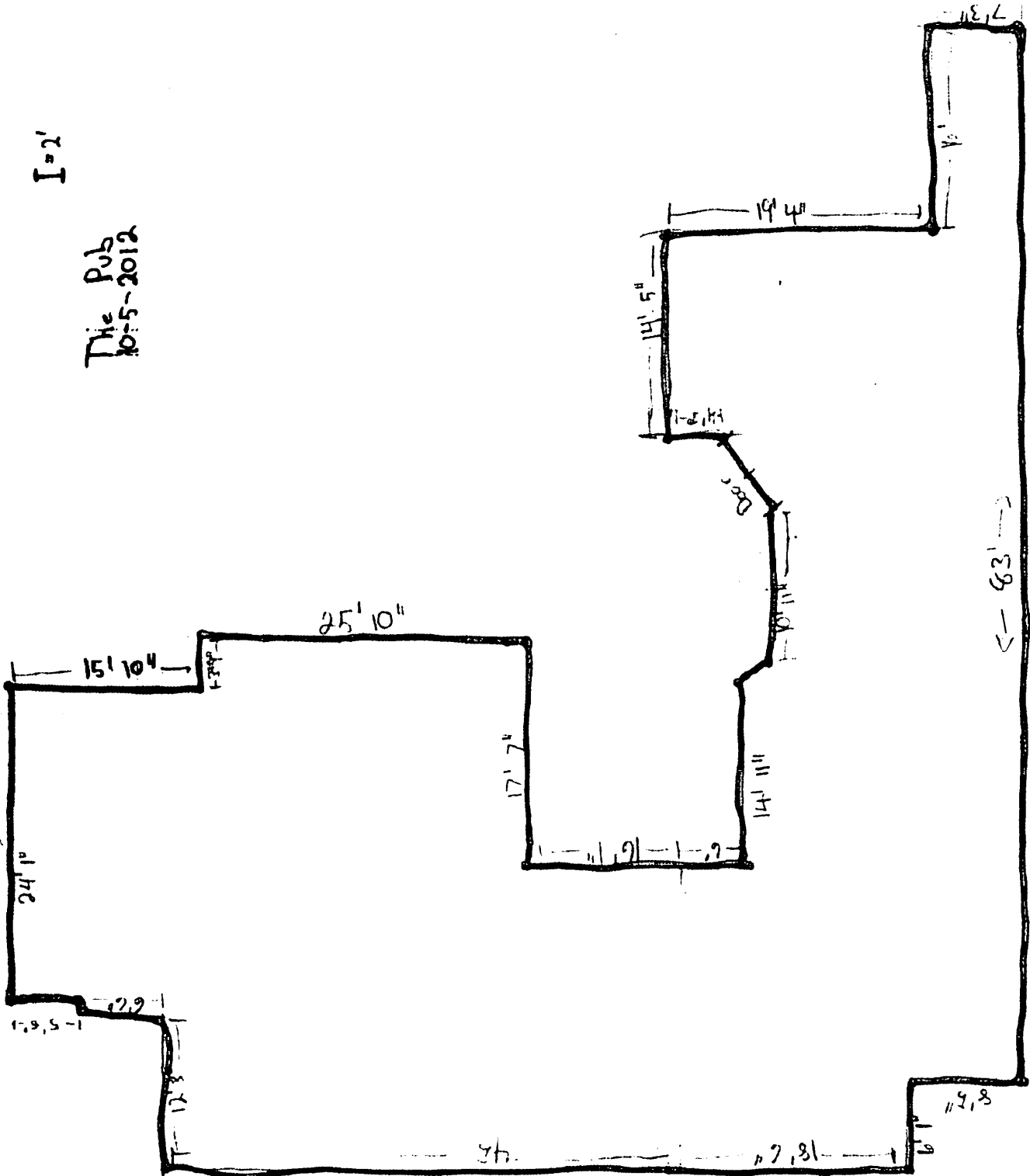
**DO NOT USE BLUE INK OR PENCIL ON THIS DIAGRAM.**





I=2'

The Pub  
10-5-2012



## appetizers



- fried pickle spears - 7  
five pickle spears coated in beer batter and fried, served with ranch
- sliders - 12  
three mini burgers topped with american cheese, onion and 1000 island dressing
- boneless chicken tenders- 14  
choose from buffalo mild, buffalo hot\*, sweet chili or teriyaki. served with fries
- chicken wings  
10 piece - 12  
15 piece - 15  
choose from buffalo mild, buffalo hot\*, sweet chili or teriyaki, served with celery & carrots
- bacon & bleu cheese fries - 11  
french fries covered with bacon and bits of crumbled bleu cheese
- chips & salsa - 6  
chips served with house-made salsa

\* hot means HOT!

## soup and salad



- caesar salad - 9  
add grilled chicken - 12; add grilled fish - market price
- pub salad - 14  
romaine and spinach w/carrots, cucumbers, sliced mushroom, red onion, tomato  
add grilled chicken - 17; add grilled fish - market price
- walnut cranberry salad - 12  
dried cranberries, halved walnuts, sliced grilled chicken breast and tomatoes over romaine lettuce and baby spinach
- spartan salad - 16  
kalamata olives, tomato, feta, red onion, sliced cucumber and spit-broiled gyro meat over romaine lettuce and baby spinach
- house soup/chowder - cup 6; bowl 8  
ask your server for our daily specials

obligatory common sense advisory: eating raw or undercooked meats, poultry, seafood, shellfish or eggs can potentially kill you



1/2 lb burger patties charbroiled to your liking, served with handcut french fries, sub salad, onion rings or tater tots for \$2

**\*\*it takes a while to kill a half pound of fresh beef; well done burgers take some time\*\***

upstairs burger - 13

lettuce, tomato, onion and/or grilled onion

choice of american, cheddar, provolone, pepperjack, swiss

add bacon: \$1

add mushroom, bleu cheese or extra cheese: \$0.50 extra each

add fried egg: \$2

## current burger specials

all of the following feature our 1/2 lb burger patty

the wade - 17

topped with grilled roasted red pepper, bacon, house garlic aioli & onion ring

the border patrol - 18

topped with anaheim chili relleno, house chipotle creme, tortilla strips

mongo - 16

topped with bacon, provolone, bbq sauce and onion ring

el muerte rojo - 20

topped with house-made potato and pepper chorizo hash, chipotle creme, cilantro & onion

## house specialties

fish and chips (when available) - market price

beer battered and fried locally-caught yelloweye rockfish served with handcut fries

fish tacos - 14

rockfish grilled, fried or blackened. corn tortillas topped with house slaw, cilantro and onions. served with chips and house salsa

steak tacos - 15

charbroiled steak on corn tortillas topped with cilantro and onion. served with chips and house salsa

obligatory common sense advisory: eating raw or undercooked meats, poultry, seafood, shellfish or eggs can potentially kill you

## sandwiches



served with hand-cut fries. sub salad, onion rings or tater tots for \$2

- reuben - 14  
in-house smoked pastrami topped with kraut, swiss cheese and thousand island on marbled rye
- gyros - 12  
spit-broiled gyro meat with house tzatziki, tomato and onion on a pita
- chicken sandwich - 12  
grilled chicken breast, charbroiled and served with lettuce, tomato and onion
- turkey blt - 16  
house-roasted turkey, bacon, lettuce, tomato and onion served on wheat bread
- philly cheesesteak - 12  
chopped steak, onion, mushroom and provolone served on philadelphia's own amoroso's bread

## dessert



our dessert offerings are in constant rotation; ask your servers for what's available

## soft drinks, etc.



- coke products (bottomless) - 2.5  
coke, diet coke, seagram's ginger ale, sprite, barq's root beer
- coffee (bottomless) - 1.5
- iced tea (bottomless) - 1.5
- hot tea - 1.5
- hot chocolate - 2
- shirley temple of doom - 3 (refills for 50¢)
- roy rogers - 3 (refills for 50¢)
- milk - 3
- juice - 3  
apple, cranberry, grapefruit, orange or pineapple

obligatory common sense advisory: eating raw or undercooked meats, poultry, seafood, shellfish or eggs can potentially kill you

**LEGAL NOTICE  
LIQUOR LICENSE OWNERSHIP TRANSFER**

The City and Borough of Sitka has received a request for an ownership transfer of liquor license #268 (License Type: Beverage Dispensary) from Bayview Restaurant, LLC dba Bayview Restaurant to Bayview Pub, LLC dba Bayview Pub at 407 Lincoln Street.; Sitka, AK.

The City and Borough of Sitka will consider this application for an ownership transfer at the Assembly Meeting of November 10, 2015 at 6:00 p.m. at 1332 Seward Avenue – University of Alaska Southeast. Any protest may be lodged either prior to or at that time.

Sara Peterson, CMC, Municipal Clerk  
POST TO PREMISE on 10/21/2015

Publish: 10/23/15

# OFFICE OF THE MUNICIPAL CLERK

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October 21, 2015

**TO:**

Property Clerk – Ruth Joens  
Collections - Mary Martin  
Municipal Billings – Mike Middleton  
Sales Tax – Hannah Nelson  
Utility Billing Clerk – Bev Brill

Fire Department  
Police Department  
Building Official

**FROM:** Sara Peterson, Municipal Clerk

**SUBJECT: Liquor License Transfer (#268),  
Application for Restaurant Designation Permit, and  
DBA Name Change**

This office has received notification of the following liquor license transfer and DBA name change:

Type: Beverage Dispensary  
Owner: Bayview Restaurant, LLC  
DBA: Bayview Restaurant  
Location: 407 Lincoln Street

To: Bayview Pub, LLC  
DBA: Bayview Pub  
Location: 407 Lincoln Street

This office has also received a restaurant designation permit application for:

Licensee: Bayview Pub, LLC  
DBA: Bayview Pub  
Location: 407 Lincoln Street

The granting of this permit allows:

- Persons 16-20 years of age may dine unaccompanied
- Persons under 16 may dine accompanied by a person 21 years of age or older
- Persons between 16 and 20 years of age may be employed

Please notify **no later than 5pm October 30** of any reason to protest these requests.

Thank you.



## Legislation Details

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File #: 15-218      Version: 1      Name:

Type: Item      Status: AGENDA READY

File created: 11/2/2015      In control: City and Borough Assembly

On agenda: 11/10/2015      Final action:

Title: Approve a liquor license ownership transfer, restaurant designation permit, and dba name change for Mean Queen, LLC dba Mean Queen at 205 Harbor Drive

Sponsors:

Indexes:

Code sections:

Attachments: [Mean Queen liquor license](#)

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

Should this item be pulled from the Consent Agenda the following motion is suggested:

## **POSSIBLE MOTION**

**I MOVE TO** approve a liquor license ownership transfer, restaurant designation permit, and dba name change for Mean Queen, LLC dba Mean Queen and forward this approval to the Alcoholic Beverage Control Board without objection.





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 and Assembly Members  
From: Sara Peterson, Municipal Clerk  
Date: November 3, 2015  
Subject: Liquor License Ownership Transfer (#2786), Application for Restaurant Designation Permit, and DBA Name Change

---

This office has received notification of the following liquor license ownership transfer and DBA name change:

Type: Beverage Dispensary  
Owner: Kirk Van Winkle  
DBA: Van Winkle and Sons  
Location: 205 Harbor Drive

To: Mean Queen, LLC  
DBA: Mean Queen  
Location: 205 Harbor Drive

This office has also received a restaurant designation permit application for:

Licensee: Mean Queen, LLC  
DBA: Mean Queen  
Location: 205 Harbor Drive

The granting of this permit allows:

- Persons 16-20 years of age may dine unaccompanied
- Persons under 16 may dine accompanied by a person 21 years of age or older
- Persons between 16 and 20 years of age may be employed

A notice was published in the local newspaper and posted to the establishment as required by Sitka General Code. A memo was circulated to the various departments who may have a reason to protest. To date, no protests have been received.

**Recommendation: Approve the liquor license ownership transfer, restaurant designation permit, and dba name change.**



THE STATE  
of **ALASKA**

GOVERNOR BILL WALKER

Department of Commerce, Community,  
and Economic Development

ALCOHOLIC BEVERAGE CONTROL BOARD

550 West 7<sup>th</sup> Ave., Ste. 1600  
Anchorage, Alaska 99501  
Main: 907.269.0350  
TDD: 907.465.5437  
Fax: 907.334.2285

October 20, 2015

Sara Peterson VIA EMAIL: sara.peterson@cityofsitka.org

Colleen Ingman VIA EMAIL: coleen@cityofsitka.org

**Mean Queen, LLC      d.b.a. Mean Queen – License #2786**

- New Application       Transfer of Ownership       Transfer of Location  
 Restaurant Designation Permit       DBA Name Change

We have received an application for the above listed licenses (see attached application documents) within your jurisdiction. This is the notice as required under AS 04.11.520. Additional information concerning filing a "protest" by a local governing body under AS 04.11.480 is included in this letter.

We have received an application for the above listed licenses (see attached application documents) within your jurisdiction. This is the notice as required under AS 04.11.520. Additional information concerning filing a "protest" by a local governing body under AS 04.11.480 is included in this letter.

A local governing body as defined under AS 04.21.080(11) may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the board **and** the applicant with a clear and concise written statement of reasons in support of a protest within 60 days of receipt of this notice. If a protest is filed, the board will not approve the application unless it finds that the protest is "arbitrary, capricious and unreasonable". Instead, in accordance with AS 04.11.510(b), the board will notify the applicant that the application is denied for reasons stated in the protest. The applicant is entitled to an informal conference with either the director or the board and, if not satisfied by the informal conference, is entitled to a formal hearing in accordance with AS 44.62.330-44.62-630. **IF THE APPLICANT REQUESTS A HEARING, THE LOCAL GOVERNING BODY MUST ASSIST IN OR UNDERTAKE THE DEFENSE OF ITS PROTEST.**

Under AS 04.11.420(a), the board may not issue a license or permit for premises in a municipality where a zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages, unless a variance of the regulation or ordinance has been approved. Under AS 04.11.420(b) municipalities must inform the board of zoning regulations or ordinances which prohibit the sale or consumption of alcoholic beverages. If a municipal zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages at the proposed premises and no variance of the

regulation or ordinance has been approved, please notify us and provide a certified copy of the regulation or ordinance if you have not previously done so.

Protest under AS 04.11.480 and the prohibition of sale or consumption of alcoholic beverages as required by zoning regulation or ordinance under AS 04.11.420(a) are two separate and distinct subjects. Please bear that in mind in responding to this notice.

AS 04.21.010(d), if applicable, requires the municipality to provide written notice to the appropriate community council(s).

If you wish to protest the application referenced above, please do so in the prescribed manner and within the prescribed time. Please show proof of service upon the applicant. For additional information please refer to 3 AAC 304.145, Local Governing Body Protest.

**Note:** Applications applied for under AS 04.11.400(g), 3 AAC 304.335(a)(3), AS 04.11.090(e), and 3 AAC 304.660(e) must be approved by the governing body.



Maxine Andrews  
Business Registration Examiner  
Direct line: 907-269-0358  
Email: [maxine.andrews@alaska.gov](mailto:maxine.andrews@alaska.gov)

State of Alaska  
**Alcoholic Beverage Control Board**

Date of Notice: October 20, 2015

Application Type:        \_\_\_\_\_ New                          x   **TRANSFER**  
  x   Ownership  
  \_\_\_\_\_ Location  
  x   Name Change

Governing Body:	City and Borough of Sitka
Community Councils:	n/a
License #:	2786
License Type:	Beverage Dispensary
D.B.A.:	Mean Queen
Licensee/Applicant:	Mean Queen, LLC
Physical Location:	205 Harbon Drive
Mail Address:	209 Mills Street, A Sitka, AK 99835
Telephone #:	907-752-0500
EIN:	47-4333534

Corp/LLC Agent:	Address	Phone	Date and State of Incorporation	Good standing?
Mean Queen, LLC	209 Mills Street, A Sitka, AK 99835	907-752-0500	6/22/2015 Alask	Yes

**Please note: the Members/Officers/Directors/Shareholders (principals) listed below are the principal members. There may be additional members that we are not aware of because they are not primary members. We have listed all principal members and those who hold at least 10% shares.**

Member/Officer/Director:	DOB	Address	Phone	Title/Shares (%)
Patrick O'Donnell	1/12/1969	2906 Halibut Pt. Rd. Sitka, AK 99835	907-747-7440	Member 50%
Mary Magnuson	8/30/1960	209 Mills Stret, A Sitka, AK 99835	907-752-0500	Member 50%

Transfer from Kirk Van Winkle d.b.a. Van Winkle and Son same location.

A local governing body as defined under AS 04.21.080(11) may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the board **and** the applicant with a clear and concise written statement of reasons in support of a protest within 60 days of receipt of this notice. If a protest is filed, the board will not approve the application unless it finds that the protest is "arbitrary, capricious and unreasonable". Instead, in accordance with AS 04.11.510(b), the board will notify the applicant that the application is denied for reasons stated in the protest. The applicant is entitled to an informal conference with either the director or the board and, if not satisfied by the informal conference, is entitled to a formal hearing in accordance with AS 44.62.330-44.62-630. **IF THE APPLICANT REQUESTS A HEARING, THE LOCAL GOVERNING BODY MUST ASSIST IN OR UNDERTAKE THE DEFENSE OF ITS PROTEST.**

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Protest under AS 04.11.480 and the prohibition of sale or consumption of alcoholic beverages as required by zoning regulation or ordinance under AS 04.11.420(a) are two separate and distinct subjects. Please bear that in mind in responding to this notice.

AS 04.21.010(d), if applicable, requires the municipality to provide written notice to the appropriate community council(s).

If you wish to protest the application referenced above, please do so in the prescribed manner and within the prescribed time. Please show proof of service upon the applicant. For additional information please refer to 15 AAC 104.145, Local Governing Body Protest.

**Note:** Applications applied for under AS 04.11.400(g), 15 AAC 104.335(a)(3), AS 04.11.090(e), And 3 AAC 304.660(e) must be approved by the governing body.



Maxine Andrews  
Business Registration Examiner  
Direct line: 907-269-0353  
Email: maxine.andrews@alaska.gov

# Transfer Liquor License

License is:  Full Year OR  Seasonal List Dates of Operation: \_\_\_\_\_

SECTION A - LICENSE INFORMATION			FEES 12714
License Year: 2014	License Type: Beverage Dispensary	Statute Reference: Sec. 04.11.090	Filing Fee: \$100.00
License #: 2786			Rest. Desig. Permit Fee: (350.00) \$ 50
Local Governing Body: (City, Borough or Unorganized) City and Borough of Sitka	Community Council Name(s) & Mailing Address: Sitka Assembly 101 Lincoln St Sitka, AK 99835		Fingerprint: \$ 49.75 51.50 (349.75 per person) 49.75
Name of Applicant (Corp/LLC/LP/LLP/Individual/Partnership): Mean Queen LLC	Doing Business As (Business Name): Mean Queen	Business Telephone Number: 907-752-0500	TOTAL _____ 199.75
		Fax Number: 907-747-0572	
Mailing Address: 209 mills St A	Street Address or Location of Premises: 205 Harbor Drive Sitka AK 99835	Email Address: alaskadaymary@ yahoo.com	
City, State, Zip: Sitka AK 99835			
Is any shareholder related to the current owner? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If "yes" please state the relationship _____			
SECTION B - TRANSFER INFORMATION			
<input checked="" type="checkbox"/> Regular Transfer	Name and Mailing Address of <b>CURRENT</b> Licensee: Kirk Van Winkle PO Box 842 Sitka AK 99835		
<input type="checkbox"/> Transfer with security interest: Any instrument executed under AS 04.11.670 for purposes of applying AS 04.11.360(4)(b) in a later involuntary transfer, must be filed with this Application. Real or personal property conveyed with this transfer must be described. Provide security interest documents.	Business Name (dba) <b>BEFORE</b> transfer: Van Winkle and Sons		
<input type="checkbox"/> Involuntary Transfer. Attach documents which evidence default under AS 04.11.670.	Street Address or Location <b>BEFORE</b> transfer: 205 Harbor Drive Sitka AK 99835		
SECTION C - PREMISES TO BE LICENSED			
Distance to closest school grounds: Preschool in building	Distance measured under: <input checked="" type="checkbox"/> AS 04.11.410 OR <input type="checkbox"/> Local ordinance No.	<input type="checkbox"/> Premises is GREATER than 50 miles from the boundaries of an incorporated city, borough, or unified municipality.	
Distance to closest church: 200'	Distance measured under: <input checked="" type="checkbox"/> AS 04.11.410 OR <input type="checkbox"/> Local ordinance No.	<input type="checkbox"/> Premises is LESS than 50 miles from the boundaries of an incorporated city, borough, or unified municipality.	
		<input checked="" type="checkbox"/> Not applicable	
Premises to be licensed is: <input type="checkbox"/> Proposed building <input checked="" type="checkbox"/> Existing facility <input type="checkbox"/> New building		<input type="checkbox"/> Plans submitted to Fire Marshall (required for new & proposed buildings) <input checked="" type="checkbox"/> Diagram of premises attached	

Alcoholic Beverage Control Board  
 550 West 7<sup>th</sup> Ave. Suite 1600  
 Anchorage, AK 99501

## Transfer Liquor License

(907) 269-0350  
 Fax: (907) 334-2285  
<http://commerce.alaska.gov/dnn/abc>

### SECTION D - LICENSEE INFORMATION

1. Does any individual, corporate officer, director, limited liability organization member, manager or partner named in this application have any direct or indirect interest in any other alcoholic beverage business licensed in Alaska or any other state?

Yes  No If Yes, complete the following. Attach additional sheets if necessary.

Name	Name of Business	Type of License	Business Street Address	State
Patrick O'Donnell	Channel Club	Full restaurant	2906 HPR Sitka	AK

2. Has any individual, corporate officer, director, limited liability organization member, manager or partner named in this application been convicted of a felony, a violation of AS 04, or been convicted as a licensee or manager of licensed premises in another state of the liquor laws of that state?

Yes  No If Yes, attach written explanation.

### SECTION E - OWNERSHIP INFORMATION - CORPORATION

*Corporations, LLCs, LLPs and LPs must be registered with the Dept. of Community and Economic Development.*

Name of Entity (Corporation/LLC/LLP/LP) (or N/A if an Individual ownership): <b>Mean Queen LLC</b>		Telephone Number: <b>907-752-0500</b>	Fax Number: <b>907-747-0572</b>
Corporate Mailing Address: <b>209 Mills St A</b>	City: <b>Sitka</b>	State: <b>AK</b>	Zip Code: <b>99835</b>
Name, Mailing Address and Telephone Number of Registered Agent: <b>Mary Magnuson 209 Mills St Sitka, AK 99835</b>		Date of Incorporation OR Certification with DCED: <b>6/22/2015</b>	State of Incorporation: <b>Alaska</b>
Is the Entity in "Good Standing" with the Alaska Division of Corporations? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, attach written explanation. Your entity <i>must</i> be in compliance with Title 10 of the Alaska Statutes to be a valid liquor licensee.			

### Entity Members (Must include President, Secretary, Treasurer, Vice-President, Manager and Shareholder/Member with at least 10%)

Name	Title	%	Home Address & Telephone Number	Work Telephone Number	Date of Birth
Patrick O'Donnell	member	50	2906 Halibut Pt Rd Sitka <sup>730</sup> 7440	747-7440	1/12/69
Mary Magnuson	regagent	50	209 Mills St A Sitka <sup>752</sup> 7500	752-0500	8/30/60

# Transfer Liquor License

NOTE: If you need additional space, please attach a separate sheet.

## SECTION F – OWNERSHIP INFORMATION – SOLE PROPRIETORSHIP (INDIVIDUAL OWNER & SPOUSE)

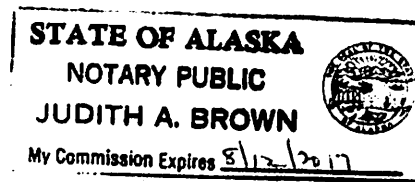
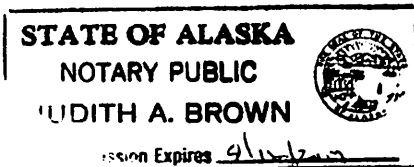
Individual Licensees/Affiliates (The ABC Board defines an "Affiliate" as the spouse or significant other of a licensee. Each Affiliate must be listed.)

Name: Address:	Applicant <input type="checkbox"/> Affiliate <input type="checkbox"/>	Name: Address:	Applicant <input type="checkbox"/> Affiliate <input type="checkbox"/>
Home Phone: Work Phone:	Date of Birth:	Home Phone: Work Phone:	Date of Birth:
Name: Address:	Applicant <input type="checkbox"/> Affiliate <input type="checkbox"/>	Name: Address:	Applicant <input type="checkbox"/> Affiliate <input type="checkbox"/>
Home Phone: Work Phone:	Date of Birth:	Home Phone: Work Phone:	Date of Birth:

### Declaration

- I declare under penalty of perjury that I have examined this application, including the accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct and complete, and this application is not in violation of any security interest or other contracted obligations.
- I hereby certify that there have been no changes in officers or stockholders that have not been reported to the Alcoholic Beverage Control Board. The undersigned certifies on behalf of the organized entity, it is understood that a misrepresentation of fact is cause for rejection of this application or revocation of any license issued.
- I further certify that I have read and am familiar with Title 4 of the Alaska statutes and its regulations, and that in accordance with AS 04.11.450, no person other than the licensee(s) has any direct or indirect financial interest in the licensed business.
- I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

<b>Signature of Current Licensee(s)</b> Signature	<b>Signature of Transferee(s)</b> Signature
<i>[Handwritten Signature]</i>	<i>Mary G Magnuson</i>
Signature	Signature
<i>[Handwritten Signature]</i>	<i>Megan Owen LLC</i>
Name & Title (Please Print) <i>Kirk Van Winkle, OWNER</i>	Name & Title (Please Print) <i>Mary G Magnuson, Registered Agent</i>
Subscribed and sworn to before me this <i>25</i> day of <i>August</i> , <i>2015</i> .	Subscribed and sworn to before me this <i>25</i> day of <i>August</i> , <i>2016</i> .
Notary Public in and for the State of Alaska	Notary Public in and for the State of Alaska
<i>[Handwritten Signature]</i>	<i>[Handwritten Signature]</i>
My commission expires: <i>8/12/2017</i>	My commission expires: <i>8/12/2017</i>





**STATE OF ALASKA  
ALCOHOLIC BEVERAGE CONTROL BOARD  
APPLICATION FOR RESTAURANT DESIGNATION PERMIT  
AS 04.16.049 & 3 AAC 304.715 - 794**

The granting of this permit allows access of persons under 21 years of age to designated licensed premises for purposes of dining, and persons between the ages of 16 - 20 for employment. If for employment, please indicate in detail what the employment duties will be in question #3.

License Number: 2786 Type: Beverage Dispensary

This application is for designation of premises where: (Please check the appropriate items below)

- 1.  Bona fide restaurant pursuant to 3 AAC 304.305 & 3 AAC 304.715-794.
- 2.  Persons 16 - 20 years of age may dine unaccompanied.
- 3.  Persons under 16 may dine accompanied by a person 21 years of age or older.
- 4.  Persons between 16 - 20 years of age may be employed. \*(See note below)

Licensee's Name: Mean Queen LLC

Name of Business: Mean Queen

Business Address: 205 Harbor Drive City: Sitka

1. Hours of operation 11:30 to 2:00 Telephone Number: 907-752-0500  
Mon Mon

2. Have police been called to your premises for any reason?  Yes  No  
(If you answered yes, please explain below).

3. \* Duties of employment: Bussing tables, washing dishes

4. Are video games available to the public on your premises?  Yes  No

5. Do you provide live entertainment, such as live music, pool tables, karaoke, dancing, sports or pin-ball?  
 Yes  No Pool Table always - occasional live music

6. How is food served?  Table Service  Buffet Service  Counter Service  Other \_\_\_\_\_

7. Is an owner, manager or supervisor 21 years of age or older always present during business hours?  Yes  No

\*\*\* A MENU AND DETAILED PREMISES DIAGRAM MUST ACCOMPANY THIS APPLICATION \*\*\*

\*Employees 16 and 17 years of age must have a valid work permit and a letter maintained in your files from a parent or guardian authorizing employment at your establishment.

\*\*Please attach additional sheets of paper if more space is needed to describe food service, entertainment, etc.

Mary Magnusson  
Licensee Signature

Local Governing Body Approval

Subscribed and sworn to before me this 13<sup>th</sup> day of October 2015

Date

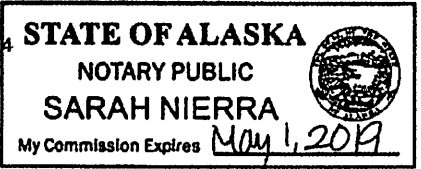
[Signature]  
Notary Public in and for Alaska

My Commission expires: May 1, 2019

Director, ABC Board

Date

Rev. 03172014



## **MEAN QUEEN MENU**

### **SALADS**

Served with your choice of house made dressings

Dinner Salad \$7

Caesar Salad \$9 w/ chicken \$13

Italian Style Chef's Salad \$13

### **Andy's Special Chicken Wings**

Available with hot sauce or honey mustard \$11

### **PIZZA**

14" Cheese \$13

Toppings \$3 – Pepperoni, Italian Sausage, Canadian Bacon, Ground Beef, Fresh Tomatoes, Sun dried Tomatos, Onions, Black Olives, Kalamata Olives, Onions, Artichokes, Bell Peppers, Jalapenos, Pineapple, Feta Cheese

### **STROMBOLI**

Traditional Folded pizza stuffed with Ricotta and your choice of toppings, serves 2 \$18

STATE OF ALASKA  
ALCOHOL BEVERAGE CONTROL BOARD  
Licensed Premises Diagram

**INSTRUCTIONS:** Draw a detailed floor plan of your present or proposed licensed premises on the graph below, show all entrances and exits, and all fixtures such as tables, booths, games, counters, bars, coolers, stages, etc.

DBA: Mean Queen

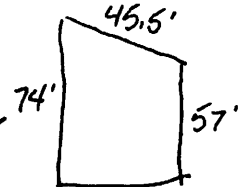
PREMISES LOCATION: 205 Harbor Drive Sitka

Indicate scale by x after appropriate statement or show length and width of premises.

SCALE A: \_\_\_\_\_ 1 SQ. = 4 FT.

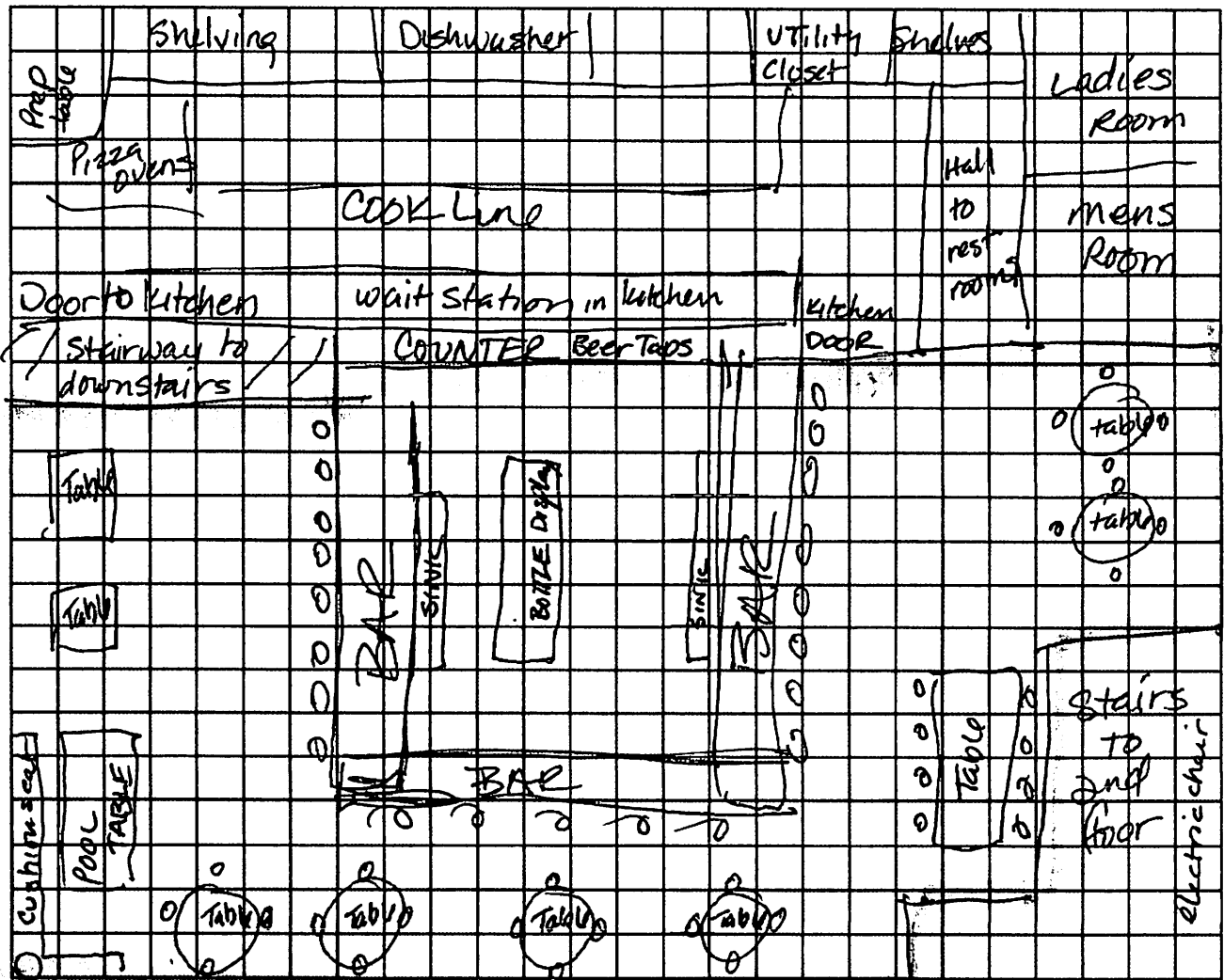
SCALE B: \_\_\_\_\_ 1 SQ. = 1 FT.

Length and width of premises in feet: not square



Outline the area to be designated for sale, service, storage, and consumption of alcoholic beverages in red.

**DO NOT USE BLUE INK OR PENCIL ON THIS DIAGRAM.**



Liquor storage downstairs  
Beer kegs all in walk-in

DOOR

STATE OF ALASKA  
ALCOHOL BEVERAGE CONTROL BOARD  
Licensed Premises Diagram

**INSTRUCTIONS:** Draw a detailed floor plan of your present or proposed licensed premises on the graph below. show all entrances and exits, and all fixtures such as tables, booths, games, counters, bars, coolers, stages, etc.

DBA: mean Queen 1st Floor

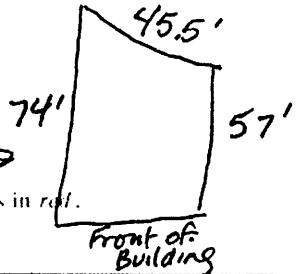
PREMISES LOCATION: 205 Harbor Drive Sitka

Indicate scale by x after appropriate statement or show length and width of premises.

SCALE A: \_\_\_\_\_ 1 SQ. = 4 FT.      SCALE B: \_\_\_\_\_ 1 SQ. = 1 FT.

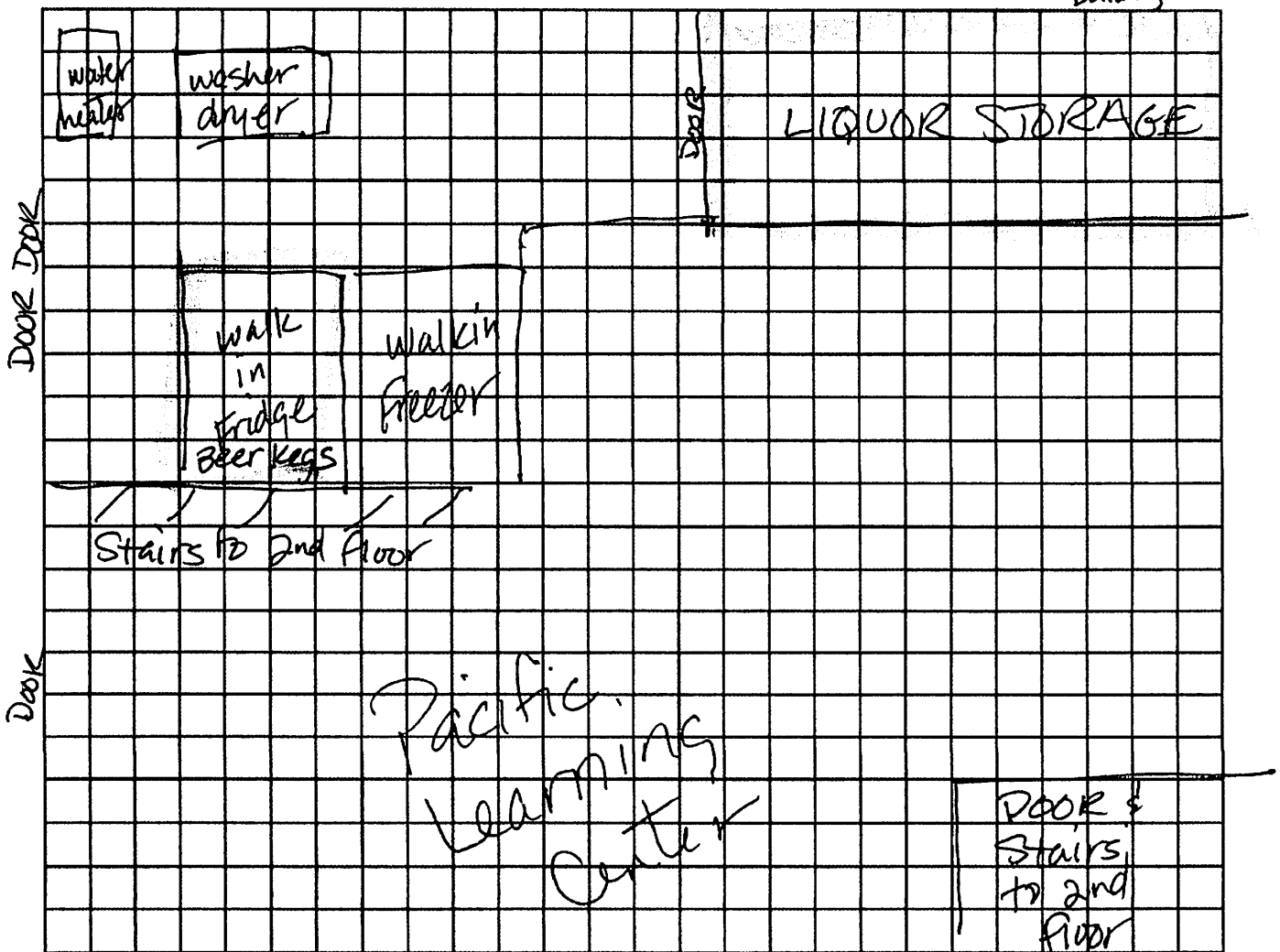
Length and width of premises in feet:

Building not square →



Outline the area to be designated for sale, service, storage, and consumption of alcoholic beverages in red.

**DO NOT USE BLUE INK OR PENCIL ON THIS DIAGRAM.**



FRONT

**LEGAL NOTICE**  
**LIQUOR LICENSE OWNERSHIP TRANSFER**

The City and Borough of Sitka has received a request for an ownership transfer of liquor license #2786 (License Type: Beverage Dispensary) from Kirk Van Winkle dba Van Winkle and Sons to Mean Queen, LLC dba Mean Queen at 205 Harbor Dr.; Sitka, AK.

The City and Borough of Sitka will consider this application for an ownership transfer at the Assembly Meeting of November 10, 2015 at 6:00 p.m. at 1332 Seward Avenue – University of Alaska Southeast. Any protest may be lodged either prior to or at that time.

Sara Peterson, CMC, Municipal Clerk  
POST TO PREMISE on 10/21/2015

Publish: 10/23/15

# OFFICE OF THE MUNICIPAL CLERK

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October 21, 2015

**TO:**

Property Clerk – Ruth Joens  
Collections - Mary Martin  
Municipal Billings – Mike Middleton  
Sales Tax – Hannah Nelson  
Utility Billing Clerk – Bev Brill

Fire Department  
Police Department  
Building Official

**FROM:** Sara Peterson, Municipal Clerk

**SUBJECT: Liquor License Transfer (#2786),  
Application for Restaurant Designation Permit, and  
DBA Name Change**

This office has received notification of the following liquor license transfer and DBA name change:

Type: Beverage Dispensary  
Owner: Kirk Van Winkle  
DBA: Van Winkle and Sons  
Location: 205 Harbor Drive

To: Mean Queen, LLC  
DBA: Mean Queen  
Location: 205 Harbor Drive

This office has also received a restaurant designation permit application for:

Licensee: Mean Queen, LLC  
DBA: Mean Queen  
Location: 205 Harbor Drive

The granting of this permit allows:

- Persons 16-20 years of age may dine unaccompanied
- Persons under 16 may dine accompanied by a person 21 years of age or older
- Persons between 16 and 20 years of age may be employed

Please notify **no later than 5pm October 30** of any reason to protest these requests.

Thank you.



## Legislation Details

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File #: 15-222      Version: 1      Name:

Type: Item      Status: AGENDA READY

File created: 11/4/2015      In control: City and Borough Assembly

On agenda: 11/10/2015      Final action:

Title: Approve a request to expand the Jarvis Bulk Tank Improvement Project scope of work to include additional Jarvis Fuel System Improvements identified as a result of the August 2015 diesel spill

Sponsors:

Indexes:

Code sections:

Attachments: [Scope of work Jarvis](#)

Date	Ver.	Action By	Action	Result
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If this item is pulled from the consent agenda the following motion would be in order:

### POSSIBLE MOTION

**I MOVE TO** approve a request to expand the Jarvis Bulk Tank Improvement Project scope of work to include additional Jarvis Fuel System Improvements identified as a result of the August 2015 diesel spill.





# Memorandum

November 3, 2015

To: Mark Gorman, Municipal Administrator  
From: Bryan Bertacchi, Utility Director  
Subject: **Jarvis Fuel System Improvement Project**

## **Introduction:**

On July 14, 2015, the Assembly approved creation of the Jarvis Bulk Tank Improvement Project in the amount of \$250,000. On August 16<sup>th</sup>, 2015 Jarvis Street Diesel Plant was identified as the source of a diesel fuel release that impacted Eagle Beach and Sitka Sound. During the last two months, the Electric Department has completed a Root Cause Analysis and a Jarvis Fuel System Condition Assessment. These reports identified areas of improvement to reduce the risk of accidental fuel discharge and to bring the system into code compliance.

## **Request:**

The Electric Department requests approval to re-purpose and expand the Jarvis Bulk Tank Improvement Project scope of work to include engineering, cost estimating, and construction of additional Jarvis Fuel System Improvements identified as a result of the August 2015 diesel spill, the Root Cause Analysis, and the Jarvis Fuel System Condition Assessment. If this request is approved, the Electric Department will use funds previously appropriated for the Jarvis Bulk Tank Improvement Project to develop an additional detailed fuel system scope of work with a detailed cost estimate. Subsequent to this effort, the Electric Department intends to request additional funding to complete the additional fuel system scope identified in this effort.

## **Community Impacts:**

CBS is responsible for taking actions necessary to prevent future releases of diesel fuel. Expanding the Jarvis Bulk Tank Improvement Project to include the additional Jarvis Fuel System Improvements will be more cost effective and efficient than performing the work independently due to overlaps in the types of services and materials required.

## **Fiscal Note:**

The Assembly approved the creation of the Jarvis Street Bulk Tank Improvement Project at its July 14, 2015 meeting (Consent Agenda item 15-108). The Assembly subsequently appropriated \$250,000 for the project in Ordinance 2015-45 on September 22, 2015. Accordingly, no additional appropriation is required at this time. The Electric Department anticipates that an additional appropriation may ultimately be required; however, the amount and timing of an additional appropriation is unknown at this time. What is being requested is approval from the Assembly to broaden the purposes for which the September 22, 2015 capital appropriation can be expended.

## **Recommendation**

The Electric Department requests approval to expand the Jarvis Bulk Tank Improvement Project scope of work to include additional Jarvis Fuel System Improvements identified as a result of the August 2015 diesel spill.



## Legislation Details

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File #: RES 15-22    Version: 1    Name:

Type: Resolution    Status: AGENDA READY

File created: 11/4/2015    In control: City and Borough Assembly

On agenda: 11/10/2015    Final action:

Title: Submitting City and Borough of Sitka FY 2017 State Legislative Priorities to State of Alaska and 2016 Legislature

Sponsors:

Indexes:

Code sections:

Attachments: [Res 2015-22](#)

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** approve Resolution 2015-22 on first and final reading.

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2015-22

A RESOLUTION BY THE CITY AND BOROUGH OF SITKA  
SUBMITTING CITY AND BOROUGH OF SITKA  
FY 2017 STATE LEGISLATIVE PRIORITIES  
TO STATE OF ALASKA AND 2016 LEGISLATURE

WHEREAS, the City and Borough of Sitka advocates cooperating and sharing resources with the State of Alaska to maximize public infrastructure and services for the citizens of Alaska in the most efficient, cost effective manner; and

WHEREAS, the attached City and Borough of Sitka FY 2017 Legislative Requests will enable the municipality and State of Alaska to continue to cooperate to make our communities and state more sustainable; and

WHEREAS, City and Borough of Sitka continues to support cooperation between cities and State of Alaska to achieve our common goals.

NOW FURTHER BE IT RESOLVED that the Assembly of the City and Borough of Sitka, Alaska, adopts the attached FY 2017 City and Borough of Sitka Legislative Priorities and urges the Alaska State Legislature to support them to the maximum extent possible.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska, on this 10<sup>th</sup> day of November, 2015.

\_\_\_\_\_  
Mim McConnell, Mayor

ATTEST:

\_\_\_\_\_  
Sara Peterson, CMC  
Municipal Clerk



# CITY AND BOROUGH OF SITKA

## 2017 LEGISLATIVE PRIORITIES CBS

### **HIGHWAY TO SITKA...**

#### **PROVIDE EQUITABLE ALASKA MARINE HIGHWAY SERVICE**

CBS requests the AMHS provide adequate and consistent service to our 9,000 residents and the visitors of our community. The AMHS acts as Sitka's highway, providing core service critical to our economy. Ferry service needs to be increased to the same level as other mainline ports in Southeast Alaska.

### **STATE FUNDING FOR STATE FACILITIES...**

#### **SUPPORT FOR STATE SERVICES AT SITKA JAIL FACILITIES**

CBS requests the State of Alaska to fund the Community Jail Contract at its previous level of \$695,000. By law, the State is responsible for caring for persons charged under State law: 89% of our inmates fall into this category. Costs for personnel, food and laundry services have all risen sharply. Sitka's contract is not sufficient to sustain jail operations.

### **LEGISLATIVE LANGUAGE CHANGE NEEDED...**

#### **TAXES ON ALCOHOL**

CBS requests that the State of Alaska allow legislative language changes to AS 4.21.010 (C)(4) to allow municipalities to tax alcohol at a higher rate than other sales taxes. Municipalities require more taxing authority in order to offset declining state support.

### **PARKS MATTER...**

#### **RESTORE FUNDING ALASKA STATE PARKS IN SITKA**

CBS requests the Alaska State Parks Division restore funding for the Sitka State Parks. Funding options include entering into a Memorandum of Understanding granting management rights of Halibut Point State Recreation Site to CBS, by way of a public/private partnership, for \$50,000 per year. These parks provide outdoor recreational opportunities while protecting the cultural and historic resources for all citizens.

### **ENHANCED VISITOR SERVICES...**

#### **COMMERCIAL PASSENGER VISITOR FACILITIES- LINCOLN STREET IMPROVEMENTS**

CBS 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 and gutter and sidewalk along the Central Business District.

### **LET THE MUNICIPALITIES DECIDE...**

#### **SENIOR CITIZEN'S/DISABLED VETERAN'S PROPERTY TAX EXEMPTION**

CBS requests that the State of Alaska fully fund the Senior Citizen's/Disabled Veteran's Property Tax exemption as required in AS 29.45.030(g); or convert this mandatory exemption to an optional exemption, giving control to local governments for those decisions. Sitka's population is again and thus this mandatory exemption is eroding the local tax base due to this unfunded mandate.

### **QUALITY EDUCATION IS OUR FUTURE...**

#### **FULLY FUND BASE STUDENT ALLOCATION**

CBS requests the State of Alaska fully fund base student allocation (BSA). Sitka's schools are struggling economically and BSA is critical in determining future staffing, class size and curriculum.

### **ECONOMIC DEVELOPMENT OPPORTUNITIES FOR STATE...**

#### **SITKA AIRPORT INFRASTRUCTURE UPGRADES**

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 will create opportunities for additional revenue through new lease space.

### **PROTECT ALASKA'S RESOURCES...**

#### **TRANSBOUNDARY WATERS TREATY**

CBS requests that the State of Alaska work with the International Joint Commission and the Alaska/British Columbia transboundary region to utilize all powers under the Boundary Waters Treaty to ensure that Alaska resources are not harmed by upstream development in BC. Maintaining and protecting healthy wild salmon populations throughout these river systems must be a priority.

## CAPITAL PROJECT REQUESTS

### 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 DeGross Street and Marine Street Water and Sewer Replacement, Wastewater Treatment Plant HVAC Replacement, and Channel, Crescent and Landfill Lift Stations Replacement.

Lake and DeGross Street Water and Sewer Replacement...\$1,000,000 (Grant Request 70%)...\$645,000 (CBS Match 30%)  
 Marine Street Water and Sewer Replacement...\$1,000,000 (Grant Request 70%)...\$785,000 (CBS Match 30%)  
 WWTP HVAC Replacement...\$1,000,000 (Grant Request 70%)...\$1,905,000 (CBS Match 30%)  
 Channel, Crescent and Landfill Lift Stations...\$1,361,500 (Grant Request 70%)...\$583,000 (CBS Match 30%)

### SEAFOOD IS INTEGRAL TO OUR ECONOMY...

#### MARINE SERVICE CENTER BULKHEAD CRITICAL REPAIRS

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%)

### SUSTAINABLE RESOURCES...

#### NEW SECONDARY POTABLE WATER SUPPLY

The State of Alaska requires communities serving drinking water to more than 1,000 individuals develop an emergency alternate water supply. In 2012, CBS conducted a groundwater investigation in the Starrigavan Valley to determine the viability of a secondary water source. Results showed that the aquifer is capable of supplying sufficient groundwater to satisfy the demands of the water system. CBS requests \$6,304,000 in State funding to develop a secondary potable water source to meet the CBS's needs when water from the primary source of Blue Lake is not available.

### UTILIZING OUR HYDROELECTRIC...

#### CONVERTING CBS FACILITIES TO RENEWABLE ELECTRIC HEAT

CBS requests \$1,820,000 from the Renewable Energy Fund (REF) to support a project which would convert up to six (6) additional CBS buildings, including the Sitka Community Hospital, from oil-fired boilers to clean electric driven heat and to make other energy efficient electrical improvements. This project is designed to effectively utilize the renewable energy from the Blue Lake hydro expansion.

Total Project Cost...\$2,669,000 (100%)  
 FY 2017 State Funding Request...\$1,820,000 (68%)  
 CBS Funding Committed and/or Expended...\$849,000 (32%)

### MAINTENANCE OF CRITICAL HARBOR INFRASTRUCTURE...

#### MUNICIPAL HARBOR FACILITY GRANT PROGRAM CRESCENT HARBOR FLOAT REPLACEMENT-PHASE I

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. The Crescent Harbor Float Replacement project has been divided into two phases to spread the costs.

Total Project Cost...\$12,000,000 (100%)  
 FY 2017 State Funding Request...\$5,000,000 (42%)  
 Additional Funding Required (CBS Harbor Fund)...\$7,000,000 (58%)

### SUPPORTING EFFICIENT ENERGY...

#### SITKA ENERGY EFFICIENCY IMPROVEMENTS FOR THE WASTEWATER TREATMENT PLANT

CBS requests \$667,000 from the Renewable Energy Fund (REF) in conjunction with Alaska Department of Environmental Conservation (ADEC) Municipal Matching Grants (MMC) 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%)





## Legislation Details

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File #: 15-220      Version: 1      Name:

Type: Item      Status: AGENDA READY

File created: 11/4/2015      In control: City and Borough Assembly

On agenda: 11/10/2015      Final action:

Title: Appoint Hugh Bevan to an unexpired term on the Citizens' Taskforce, appoint Michael Nurco to an unexpired term on the Port and Harbors Commission, and appoint Jeff Arndt to a three-year term on the Health Needs and Human Services Commission

Sponsors:

Indexes:

Code sections:

Attachments: [Motion appointments](#)  
[Bevan](#)  
[Nurco](#)  
[Arndt](#)

Date	Ver.	Action By	Action	Result
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## **POSSIBLE MOTION**

**I MOVE TO** appoint Hugh Bevan to an unexpired term on the Citizens' Taskforce, appoint Michael Nurco to an unexpired term on the Port and Harbors Commission, and appoint Jeff Arndt to a three-year term on the Health Needs and Human Services Commission.





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

Board/Commission/Committee: CITIZENS' TASK FORCE  
 Name: HUGH BEVAN Daytime Phone: 747-2709  
 Address: 720 PHERSON ST SITKA Evening Phone: SAME  
 Email Address: Kbdsitka@gmail.com Fax Number: \_\_\_\_\_  
 Length of Residence in Sitka: 16 YEARS Registered to vote in Sitka?  Yes  No  
 Employer: Retired  
 Organizations you belong to or participate in: NRA

Explain your main reason for applying:

*See attached information*

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

*See attached information*

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: 10-21-15 Signature: Hugh R. Bevan

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

City and Borough of Sitka  
Supplemental information for Committee Application

Applicant: Hugh Bevan

- Alaska resident since May 1970
- Registered Alaska professional engineer
- 4 seasons employed by US Forest Service Alaska
- 8 seasons employed State DOT
- 8 years employed by construction contractors as engineer
- 3 years employed as Director of SEDA in Sitka
- 18 years employed as city engineer, public works director, city manager in Alaska
- Served on Sitka's Long Range Planning Commission
- Served on board of SCDC Sitka
- Served on board of SE Conference
- Married to Tama 21 years
- One son Sean is a mechanical engineer
- Owner of Dillon the Danger Dog

Reason for applying for Citizens' Task Force:

I believe the costs of local government , including the school system, are rapidly reaching the limits that the local citizens and businesses can afford. It will take a concerted effort to bring the levels of service desired by the public into balance with the funds available for those purposes.

*Hugh Bevan*  
10-21-15



## Citizens' Taskforce

NAME	CONTACT NUMBERS	TERM STARTS	CATEGORY
ROB ALLEN 2408 Halibut Point Road	747-1738 747-4992 roballen86@me.com	7/14/15	CHAIR
MAXWELL RULE 110 Donna Drive	747-3459 738-3239 maxwell.rule@hamescorp.com	7/14/15	VICE CHAIR
LAWRENCE SPOTTEDBIRD 456 Katlian Street	747-7380 360-598-2249 lawrence.spottedbird@sitkatriben-sns.gov	7/14/15	DEPUTY VICE CHAIR
DYAN BESSETTE PO Box 1074	747-8348 dyanbessette@hotmail.com	8/25/15	
CYNTHIA GIBSON 1326 Cannon Island Drive	966-2803 747-4708 1326cannon@gmail.com	7/14/15	
MARY MAGNUSON 209 Mills Street A	752-0500 alaskadaymary@yahoo.com	7/14/15	
Melissa Henshaw Deputy Clerk	747-1826 melissa.henshaw@cityofsitka.org		Secretary
TRISTAN GUEVIN PO Box 6235	738-5415 c assemblyguevin@cityofsitka.org		Assembly Liaison
STEVEN EISENBEISZ 208 Lincoln Street	738-9075 c assemblyeisenbeisz@cityofsitka.org		Alternate Assembly Liaison

Established by the Assembly on June 23, 2015

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, and 4. Educate and engage citizens as to the financial challenges and seek their ideas for solutions.

Meeting schedule: Mondays 6:00pm – 8:00pm; Sealing Cove Business Center at 601 Alice Loop

Revised: October 20, 2015



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

Board/Commission/Committee: PORTS & HARBORS  
Name: MICHAEL NOIZCO Daytime Phone: 738-0927  
Address: PO BOX 6443 SITKA Evening Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Length of Residence in Sitka: 12 yrs. Registered to vote in Sitka?  Yes \_\_\_ No  
Employer: self-employed  
Organizations you belong to or participate in:

Explain your main reason for applying: TO PARTICIPATE LOCALLY

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

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: 10-26-2015 Signature: M. R. NOIZCO

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:

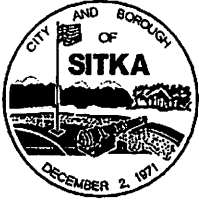
Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street  
Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org

TO WHOM IT CONCERNS,

I AM APPLYING  
FOR THE PORTS & HARBORS COMMISSION.  
I have been a long time harbor tenant  
here in Sitka. I have an interest in  
the process of community & local  
government.

Thankyou for considering this.

10/26/2015 Michael Norco  
Ellason Hbr.



## PORT AND HARBORS COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
KEVIN KNOX 324 Wachusetts Street	738-4664 c kevin@bluesteel.org	12/10/13 3/24/15	4/10/15 3/24/18	CHAIR
JOSH ARNOLD 106 Shotgun Alley	738-0854 c 747-0545 oceanlure@gmail.com	5/13/14	5/22/15	VICE CHAIR <i>Coleman's term</i>
MARY ANN PETERSON PO Box 593	752-3684 map3684@gmail.com	10/7/13	10/7/16	
MELISSA GREENHALGH PO Box 25	738-1320 c melissarae1984@yahoo.com	2/11/15	3/26/16	<i>Lawrie's term</i>
ERIC SKOUSEN 105 Burkhardt Road B12	623-8003 skousenpride@hotmail.com	10/27/15	10/27/18	
MICHAEL JOHNSON <i>2017 Cascade Creek Road</i>	752-7300 c 968-4042 h southeastmike@hotmail.com	6/11/13	6/11/15	<i>Resigned 9/8/15</i>
CLAY DAVIS <i>511 Verstovia Avenue</i>	747-4223 w claydavis@jcs.tx.us	1/13/15	7/8/17	<i>Transferred to mtg Resigned 5/18/15</i>
Stan Eliason Office: 617 Katlian Street	747-3439 w 738-0832 stan.eliason@cityofsitka.org			Harbormaster Non-voting
Matthew Hunter 102 Remington Way	738-6851 c assemblyhunter@cityofsitka.org			Assembly Liaison
Kacie Rear Administrative Assistant	747-3439 w kacie.rear@cityofsitka.org			Secretary

7 members from the public, 3-year terms  
 Established by Resolution 88-375  
 Nine meetings per year, September – May, 2<sup>nd</sup> Wednesday  
 Sealing Cove Business Center, 601 Alice Loop 6:00 p.m.

Revised: October 28, 2015



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

Board/Commission/Committee: HEALTH NEEDS COMMISSION  
 Name: JEFF ARNDT Daytime Phone: 738-2025  
 Address: 207 CEDAR HEIGHTS Evening Phone: 738 2025  
 Email Address: QUEENMAB@GCI.NET Fax Number: ---  
 Length of Residence in Sitka: 4 YEARS Registered to vote in Sitka?  Yes  No  
 Employer: SELF - MENTAL HEALTH + SUBSTANCE ABUSE COUNSELOR  
 Organizations you belong to or participate in: SEE ATTACHED

Explain your main reason for applying:        

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

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: 11-2-15 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

## **Organizations I belong to and participate in:**

Recently elected to service as interim board member with Sitka Trailworks. Play tenor sax and flute in Sitka Big Band.

## **What is your main reason for applying?**

Most of my working life has been devoted to enhancing or rebuilding the physical or mental health of individuals. I worked for many years as a Respiratory Therapist in various hospital settings. I witnessed firsthand how lifestyle choices eroded individual health and had siphoned vitality from family members, which resulted in less engagement in the greater community. It rendered the community less able to focus on community enhancement activities as much time, energy and money were expended to address the ramifications of illness.

The mental health of the sick and their loved ones also erodes and can lead to behaviors that start out as palliative but ultimately enhance the cycle of further eroding physical and mental health.

Of course physical illness is not the only source of mental and emotional distress. Whatever the origins of distress that lead to reduced mental (and usually physical) health, my goal as a mental health therapist has been to help folks address what is distressing them.

Through the years I have come to believe that mental and physical health are in many ways inseparable. Healthy people will always have these habits in their lifestyle: A healthy diet, fairly low stress levels, adequate sleep, regular exercise, feelings of safety and security, a purpose in life, others who love them and who they love, and engagement in the community.

My desire to be on the Health Needs Commission is an extension of what I have been doing much of my life. The difference for me is that the focus of the Commission is more of a lifting up of community well being than the individual work I do. I find this exciting, as the community focus benefits individuals who will then be better positioned to contribute to the community. It is a complete process that I believe in wholeheartedly.

I am very interested in being a contributor to what the Commission is working on now and what they may work on going forward. As a bike commuter, I am personally invested in the "Safe Streets-Focused Drivers" policy the Commission is working on. I understand a possible enhancement is being considered which involves developing safe car to bike distances based on polices developed in other communities.

I understand that the Assembly might ask the Commission to research items such as third hand smoke, various health policies. Also I find this an opportune time to join the Commission as Doug Osborne informed me that in December the Commission will choose new goals. I would love to be a part of that.



In our relatively small community, if one is alert it possible to get a sense of the vitality, of the the morale, of how the community perceives itself and how individuals perceive their community. The work I do in my professional life and the contribution I would endeavor to make on the Health Needs Commission can be positively influential and noticeable. A bit selfishly, I would like to enhance my own satisfaction for having further contributed to raising the level of individual and community health.

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

I recently applied to the Marijuana Commission and included my resume and other relevant information. If you could reference that I will keep this part short.

In summary, I was on the board for a citizen's group (in the Matsu Valley) that formed to stop an ill advised intertie from being developed. In the end we prevailed and the state judged the project not worthy to proceed.

I worked for a non profit organization called Friends of Matsu to ensure responsible development of Coalbed Methane in the Matsu Valley. We developed ordinances that the Borough adopted to address responsible development. The company involved was not willing to develop responsibly and abandoned the project. In the process we and an associated citizen's group led a campaign to recall a corrupt senator who was taking money from the company to smooth their way. We succeeded in getting him to resign.

What I learned from these experiences is how much a group of citizens can accomplish in this state if their cause is just, even in the face of well moneyed powerful opposition. I learned how to interact effectively and respectfully with all types of people and organizations, even with the opposition. Those projects were very activist, fighting against stopping a negative. I realize (and am relieved) that a seat on the Health Commission will be more about moving toward the positive, with far less opposition and more collaboration with various interested parties.

As I wrote recently in my application to Sitka Trailworks, "I work well in groups. I strongly believe in 'the group mind' as a powerful tool to discover the best ideas and putting them into effect. I also do well in leadership positions. I can make things happen. If I take on a task, I will follow it to its completion. I can be a leader or a follower."



# Health Needs and Human Services Commission

Established by Ordinance 2013-23

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
DOUG OSBORNE 209 Moller Avenue	747-0373 dosborne@sitkahospital.org	1/27/15	10/14/17	<b>CHAIR</b> <i>Williams term</i>
LOYD PLATSON 805 Charles Street	747-3636 x226 w 623-7560 c lplatson@scpsak.org	8/25/15	10/28/17	<b>VICE CHAIR</b> <i>Zanuzoski's term</i>
MYRON FRIBUSH, MD PO Box 303	738-1489 c 747-5377 h rfribush3@gmail.com	10/22/13	10/22/16	
VICKI D'AMICO PO Box 2191	747-3370 w 747-4729 h vdamico@safv.org	10/22/13	10/22/16	
LAUREN HUGHEY 220 Lakeview Drive	541-740-4940 966-8797 w lauren.hughey@searhc.org	5/12/15	11/10/17	<i>Moore's term</i>
PAUL BAHNA, MD 600 DeGroot Street #A	747-3749 w 623-9945 h pbahna@scpsak.org	11/12/13	10/22/15	<b>CHAIR</b> <i>Resigned 10/22/15</i>
GALADRIEL MORALES 429 Katlian Street	747-7221 w 738-0630 c galadrielmorales@searhc.org	10/22/13	10/22/15	<i>Resigned 10/22/15</i>
Melissa Henshaw Deputy Clerk/Records Specialist	747-1826 melissa.henshaw@cityofsitka.org			<b>Secretary</b>
Tristan Guevin PO Box 6235	738-5415 c assemblyguevin@cityofsitka.org			<b>Assembly Liaison</b>

Established by Ordinance 2013-23

7 members 3-year terms (*except for first commission*): The first members appointed to the Commission shall, upon appointment, determine the length of the terms so that the terms of three (3) members shall be for one year, the terms of two (2) members shall be for two years, and the terms of two (2) members shall be for three 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.

Meeting schedule: 2<sup>nd</sup> Tuesday of the month; noon at Sealing Cove Business Center at 601 Alice Loop – Meetings are to be held no less than four times per year.

Revised: November 3, 2015



## Legislation Details

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File #: 15-221      Version: 1      Name:

Type: Item      Status: AGENDA READY

File created: 11/4/2015      In control: City and Borough Assembly

On agenda: 11/10/2015      Final action:

Title: Appoint one member to the Marijuana Advisory Committee - applicants are: 1) Pamela Ash, 2) Aaron Bean, 3) Ronald Dick, 4) Debra Militello, 5) Royce Rath, 6) Jennifer Robinson, and 7) Jay Stelzenmuller

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Advisory Committee](#)  
[Marijuana Advisory Ash](#)  
[Marijuana Advisory Bean](#)  
[Marijuana Advisory Dick](#)  
[Marijuana Advisory Militello](#)  
[Marijuana Advisory Rath](#)  
[Marijuana Advisory Robinson](#)  
[Marijuana Advisory Stelzenmuller](#)  
[Marijuana Advisory](#)

Date	Ver.	Action By	Action	Result
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## **POSSIBLE MOTION**

**I NOMINATE** Pamela Ash, Aaron Bean, Ronald Dick, Debra Militello, Royce Rath, Jennifer Robinson, and Jay Stelzenmuller to serve on the Marijuana Advisory Committee.

*Be prepared to vote on one choice from the seven above.*



**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 Fax Number: /  
Length of Residence in Sitka: 1974-2005 Registered to vote in Sitka?  Yes  No  
Employer: Disability SS. 2011 - Present

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

Explain your main reason for applying: - Pioneer Home Visits, End of Life

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/ 3<sup>rd</sup> 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: 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.

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



**Aaron D. Bean**

Sitka Alaska 99835

**9/14/15**

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

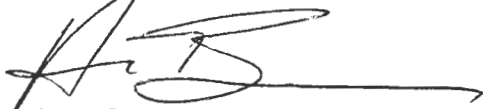
Dear Melissa,

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

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**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.

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### KNOWLEDGE & SKILL AREAS

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- 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)**

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### PROFESSIONAL EXPERIENCE

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#### **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**

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### **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: 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](mailto: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>B. Name and address of employer's organization</b>	<b>Dates employed</b>	<b>Ave # hours/wk</b>	<b># of employees Supervised</b>
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

<b>C. Name and address of employer's organization</b>	<b>Dates employed</b>	<b>Ave. # hours/wk</b>	<b># of employees supervised</b>
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
<b>Undergraduate</b>					
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
<b>Graduate</b>					
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
<b>Center for Wooden Boats</b>	<b>Seattle, WA</b>	<b>4/91 to 4/91</b>		<b>Inuit Kayak design &amp; const.</b>
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 <b>SPECIAL</b>

#### 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

**Hon or 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 20<sup>th</sup> 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 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 Sitka volunteer fire dept. (-just joined)  
alaska nurses association  
my alaska emergent volunteer services

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: Royce R Rahn Daytime Phone: 747-2643  
Address: 104 McCook Dr Evening Phone: 738-2643  
Email Address: towerconstruction@ATT.NET Fax Number: NA  
Length of Residence in Sitka: 36 years Registered to vote in Sitka?  Yes  No  
Employer: Tower Const.  
Organizations you belong to or participate in: NONE

Explain your main reason for applying: Try to help the City set up rules and regulation, to make this new industry a success

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

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: 10-29/2015 Signature: Royce R Rahn

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

# Royce Rath

104 McConkey dr.

Sitka, AK 99835

H: 9077472643

M: 9077382643

towerconstruction@att.net

## Summary

started as a labor .worked as a carpenters helper ,carpenter ,lead carpenter ,foreman , site supervisor have owed tower construction for the past 15 yrs

## Highlights

- Project manage
- Carpentry expertise
- Leadership
- Strong communication skill
- Concrete estimation
- Permit processing
- Safe job site set-up
- Building codes and regulations

## Accomplishments

Successfully ran a general contracting business for 15 years worked on commercial projects both small and large .

## Experience

November 1998 to Current	<b>tower construction</b> <b>Onwer</b> foundations, steel erection , framing, finish work ,concrete slabs steel buildings ,office space ,	Sitka, AK
January 1995 to December 1998	<b>full moon</b> <b>owner\ partner</b> bidding , building , design of projects ,	Sitka, AK
December 1986 to November 1998	<b>Shaffer Tisher</b> <b>foremen\site supervisor</b> hired as a foreman worked my way up to site supervisor from small projects to large .	Sitka, AK

## Education

2013	<b>School of hard knocks</b> experienced construction worker	Sitka, AK
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# Jensen Douglas

ARCHITECTS, INC.

522 West 10th Street  
Juneau, Alaska 99801

907 586-1070  
FAX 907 586-3959

October 10, 1995

Re: Kake Elementary School, Site Superintendent

To Whom It May Concern:

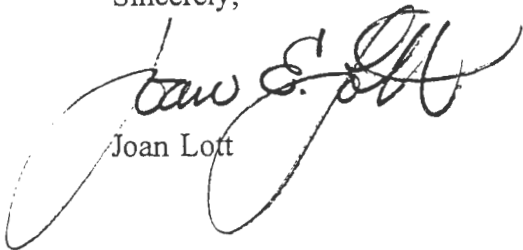
We have recently completed construction of an Elementary School in Kake, Alaska. The facility is a one story 10,000 sf wood frame building constructed by Shaffer Tisher Construction. Royce Rath was their site Superintendent.

Royce was a pleasure with which to work. He was organized and thorough, planning well in advance of construction progress. Questions pertaining to upcoming construction activity were asked in a timely manner, allowing adequate time for response as well as site preparation. Royce interpreted the construction documents accurately and sought to execute the work in a craftsman like manner. His work and the work of those under him was of excellent quality.

Royce seemed to have good rapport with both Subcontractor and School Personnel. He responded in all situations in a straight forward, calm and respectful manner.

We are pleased with the finish product of the new Elementary School and we would not hesitate to recommend Royce for work on other projects.

Sincerely,



Joan Lott

1935 Organized as  
HB Foss Company

1945 Foss & Malcolm

1949 Foss, Malcolm & Olsen

1951 Foss & Olsen

1956 Foss, Olsen & Sands

1958 Olsen & Sands

1969 Sands & Ackley

1974 Ackley & Associates, Inc.

1977 Ackley/Olsen  
Architects, Inc.

1985 Jensen Douglas  
Architects, Inc.



James B. Stenkamp, Architect  
12305 38th Ave. N.E.  
Seattle, WA 98125  
(206) 365-5946

October 11, 1995

To Whom It may concern,

I am writing this letter on behalf of Mr. Royce Rath, a contractor with whom I have had a number of opportunities to work with. Mr. Rath was the Construction Superintendent for Shafer-Tisher Construction, while I was Project Architect for the renovation of the Shee-Atika Totem Square Building in Sitka, Alaska. These renovation projects were under construction from June, 1992 to April, 1994. The work included all aspects of interior construction, and was especially difficult due to the unique construction and lack of information available on the Totem Square Building. Mr. Rath performed the work admirably, and was very easy to work with. When problems were discovered he made reasonable suggestions for solutions, and always acted professionally. He worked very well with the subcontractors, and the clients were quite pleased with the final products. I have absolutely no reservations in recommending him for future construction projects.

Please feel free to contact me if you should have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Stenkamp". The signature is written in a cursive, flowing style. The first name "Jim" is written in a smaller, more compact script, while "Stenkamp" is written in a larger, more elaborate cursive script with long, sweeping lines.

James B. Stenkamp, Architect

# Shaffer-Tisher Construction Co.

Commercial and Residential Construction

315 SEWARD STREET, SUITE B, SITKA, ALASKA 99835 TELEPHONE (907) 747-6721 FAX (907) 747-7932

October 17, 1995

Re: Royce Rath

To Whom It May Concern:

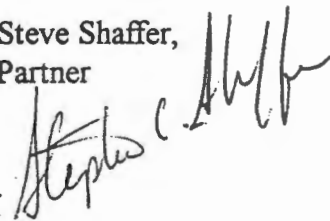
Royce has worked for Shaffer-Tisher Construction and it's partners for over eight years. In recent years he held responsibility as the foreman on most of our building projects.

He is an excellent carpenter and job superintendent who has worked in all phases of construction. Residential and commercial duties have included carpentry, foreman, job superintendent, ordering material, as well as bidding jobs. He is knowledgeable and organized with a thoughtful, calm approach to planning his activities. He has worked well with clients as well as employees, subcontractors and government agencies.

We are pleased to support him in his efforts as a new general contractor.

Sincerely,

Steve Shaffer,  
Partner



Mick Tisher,  
Partner





**SHEE ATIKA**  
INCORPORATED

Sitka, Alaska 99835  
Tel (907) 747-3534  
Fax (907) 747-5727  
1-800-478-3534 Alaska  
1-800-478-3100 U.S.A.

June 16, 1997

Mr. Royce Rath  
Full Moon Construction, Inc.  
P.O. Box 1462  
Sitka, AK 99835

Mr. Royce Rath  
Full Moon Construction, Inc.  
P.O. Box 1462  
Sitka, AK 99835

Dear Mr. Rath:

This will acknowledge that Full Moon Construction, Inc. has successfully completed several jobs for Shee Atika, Incorporated totaling close to \$500,000, and that Full Moon is nearing completion of another construction job totaling over \$200,000.

Your jobs have been done in a satisfactory manner and in accordance with our agreements. Your workmanship is excellent, and we enjoy working with you because of your reliability and professionalism.

I understand that you would like to use us as a reference for future work. Please do not hesitate to use this letter as our recommendation of Full Moon Construction, Inc. Also, please feel free to invite anyone to call me personally if they want to discuss our experience with Full Moon in greater detail.

Thank you for your excellent work.

Yours very truly,

James P. Senna, President  
and Chief Executive Officer

Thank you for your excellent work.

Yours very truly,



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

Board/Commission/Committee: Marijuana Advisory Committee

Name: Jennifer Robinson Daytime Phone: (907) 738-2664

Address: PO Box 901 Evening Phone: Same

Email Address: jenann75@gmail.com Fax Number: NA

Length of Residence in Sitka: 7 Years Registered to vote in Sitka?  Yes  No

Employer: Owner of JI Design & Photography

Organizations you belong to or participate in:

Greater Sitka Chamber of Commerce as well as some national photography and design organizations

Explain your main reason for applying:

The commercialization of cannabis would create substantial social and economic impacts on the City of Sitka. The positives and negatives of these impacts need to be carefully considered. I feel that with my experiences with the business community and our local schools, I would be a valuable contributor to the work of the committee.

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

I have 10 years experience in running my own business including my current business, JI Design & Photography. I was the Executive Director of the Sitka Chamber of Commerce for 4 1/2 years, I served 3 years on the Sitka School Board ending my term as President, I served for 2 years on the Tourism Commission as Chair, I graduated with honors from the University of Alaska Anchorage,

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.

My mom is Mayor Mim McConnell

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: November 4, 2015 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](mailto:melissa.henshaw@cityofsitka.org)

# Jennifer Robinson

November 2015



PO Box 901  
222 Lance Drive Apt 3  
Sitka, AK 99835

907.738.2664 cell  
jenann75@gmail.com

## OBJECTIVE

To obtain a seat on the Marijuana Advisory Committee for the City and Borough of Sitka.

## QUALIFICATIONS

- Utilize strong leadership qualities and creative problem solving skills to work effectively with others, both as a team member and independently.
- Efficiently apply strong computer skills and software knowledge to organize and manage multiple aspects of a project as well as basic daily tasks.
- Creatively execute multiple tasks with strong initiative, a willingness to learn, and a finely tuned attention to detail.

## EDUCATION

### Institute for Organization Management | Los Angeles, CA

Completed three years of a comprehensive course of study in nonprofit management through the US Chamber of Commerce Foundation's Institute for Organization Management program.

### University of Alaska Anchorage | Anchorage, AK

Graduated with Honors earning an Associate of Arts, Liberal Arts Degree.

### Business Computer Training Institute | Vancouver, WA

Completed a 36-quarter credit hour Office Skills and Word Processing course.

## COMMUNITY SERVICE

### President | Sitka School District

Advocated on behalf of children and public education at the community, state and national levels. Adopted policies to assess, monitor, and promote student performance in accordance with state and national standards. Attended, participated in and lead regular school board meetings, work sessions and state and national trainings. Hired a new Superintendent and performed annual evaluations to insure efficient operation of the Sitka School District and high student achievement. Approved financial statements and adopted an annual budget in the range of \$21,000,000. Approved negotiated collective bargaining agreements and other contracts in accordance with Sitka School Board policy. Annually evaluated board performance and set goals for the district aimed at strengthening collaborative leadership for student success.

### **Chair | City and Borough of Sitka Tourism Commission**

Attended and effectively ran regularly scheduled meetings. Worked with members of the commission and community to develop a plan for signage and wayfinding to guide tourists safely through Sitka. Collaborated with the Sitka Branding Committee to develop a plan for merging the signage and wayfinding project with the development a Sitka brand for a unified look and feel. Effectively presented the plan to the Sitka Assembly and secured funding to move forward. Continued working toward the success of the project by serving as a member of the Branding and Signage Working Group that was formed under the Sitka Convention and Visitors Bureau.

### **President | Live Oak Middle School PTO**

Prepared and ran all meetings, set agendas, delegated tasks, planned and organized both fundraisers and student activities, rewrote organizations bylaws, designed and maintained online forum, represented the PTO at School Board Meetings, attended additional training on own initiative to further educate myself about state and federal education laws and programs, helping me to become a more effective leader.

## **WORK EXPERIENCE**

### **Owner | JI Design and Photography**

Develop and maintain quality relationships with clients, create and implement effective advertising campaigns, design marketing materials, maintain bookkeeping and client management records, conduct product research and purchasing, interview, hire and train employees, design and maintain multiple websites, have mastered advance use of Adobe and Microsoft software, creatively execute all photography and graphic design assignments.

### **Executive Director | The Greater Sitka Chamber of Commerce**

Responsible for recruiting and retaining members while maintaining focus on membership needs, creating and managing the annual budget, communicating with membership and public through press releases, interviews and weekly e-newsletters, planning, promoting and implementing weekly luncheons, fundraising and events, representing the board of directors and membership at city assembly meetings and the state legislature in advocating for business, serving as the 'voice and face' of the Sitka Chamber through public and face-to-face meetings, preparing for and implementing monthly board meetings, and maintaining the integrity of the organization through accurate recordkeeping, reporting and filing.

### **Branch Office Administrator | Edward Jones**

Responsible for effectively executing office administrative duties while growing strong relationships with clients by providing excellent service. Functions included setting and preparing for appointments, processing of transactions, trades and accounts, managing phone calls and walk-ins, ordering supplies and processing office expenses, organization of marketing and mailing campaigns, coordinating client seminars and classes, keeping current with system and regulatory changes, and maintaining organized records.

### **Owner | Tender Moments Childcare**

Organized and operated a home childcare business. My marketing materials and parent information folders were used by the Elmendorf Air Force Base childcare coordinators as samples to teach other providers.

### **Member Service Representative | ALPS Credit Union**

Maintained excellent member relations, acted as vault teller, prepared night depository, assisted members with transactions, conducted research, composed business correspondence, answered multi-line phones.

### **REFERENCES**

Available upon request.



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

Board/Commission/Committee: Marijuana  
Name: Jay Stelzenmuller Daytime Phone: 738-0164  
Address: 601 O'CAINE ST. Evening Phone: same  
Email Address: jstelzen@gmail.com Fax Number: —  
Length of Residence in Sitka: 50+ yrs Registered to vote in Sitka?  Yes  No  
Employer: SELF (owner tree service)

Organizations you belong to or participate in:

Pioneers of Alaska Igloo 22 Past President 3 yrs.  
Unitarian Fellowship - Past President 1 yr

Explain your main reason for applying:

Enhance the economic opportunities locally. Possibly thru proposed ST. Reg. 3 AAC 306.240 "Prohibition of importation"

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

Community legislative experience.  
2+ years CBS Assembly - 100% Attendance Record

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. NO
- An immediate family member employed within the scope of this appointment. NO

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: Nov 2 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



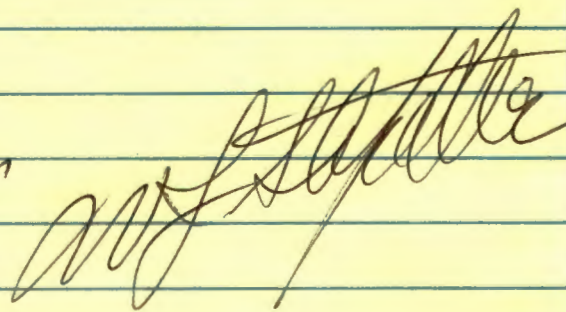
Greetings,

I have attended 4 meetings of the Marijuana Committee, and feel that my experience at the Assembly, as well as other organizations would be an asset to the committee.

I was active in the organization of NSRAA and am one of three signers of the "Articles of Incorporation".

My work career has been in General Construction - Fishing, logging, house moving, etc.

Appreciate your  
consideration

A handwritten signature in black ink, appearing to be "M. J. [unclear]", written in a cursive style.



## MARIJUANA ADVISORY COMMITTEE

NAME	CONTACT NUMBERS	TERM STARTS	CATEGORY
LEVI ALBERTSON 126 Shelikof Way	738-9403 AKHNTR1023@gmail.com	10/13/15	<b>CHAIR</b> At Large
ANDREW HAMES 601 Biorka Street	208-705-5625 akhames@gmail.com	10/13/15	<b>VICE-CHAIR</b> At Large
JOSEPH D'ARIENZO 2219 Sawmill Creek Road	752-0458 747-7448 delsenzo@live.com	10/13/15	At Large
MYRON FRIBUSH PO Box 303	738-1489 rfribush3@gmail.com	10/13/15	Health Needs and Human Services Commission
<i>DON JONES PO Box 6205</i>	<i>623-0431 d_caldwell_j@hotmail.com</i>	<i>10/13/15</i>	<i>Police and Fire Commission (resigned 10/26/15)</i>
KITTY SOPOW 3414 Halibut Point Road	907-545-2850 kittysopow@gmail.com	10/13/15	At Large
DARRELL WINDSOR PO Box 1973	738-4046 dwindsor@gci.net	10/13/15	Planning Commission
STEVEN EISENBEISZ 208 Lincoln Street	738-9075 assemblyeisenbeisz@cityofsitka.org	10/13/15	Assembly
BOB POTRZUSKI 2013 Kainulainen Drive	747-3260 assemblypotrzuski@cityofsitka.org	10/13/15	Assembly
Robin Koutchak City and Borough of Sitka	747-1810 robin.koutchak@cityofsitka.org		Staff Support
Reuben Yerkes City and Borough of Sitka	747-1821 reuben.yerkes@cityofsitka.org		Secretary

Established by the Assembly on July 28, 2015 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. Membership includes: 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, and three members from the public (four members of the public since the School District has opted out).

Regular Meetings: Dates TBA  
Sealing Cove Business Center, 601 Alice Loop

Revised: November 4, 2015



## Legislation Details

File #: ORD 15-52    Version: 1    Name:  
Type: Ordinance    Status: AGENDA READY  
File created: 10/20/2015    In control: City and Borough Assembly  
On agenda: 11/10/2015    Final action:  
Title: Amending the official Sitka Zoning Map to rezone Tract M of U.S. Survey 3555 from GI (General Island) to LI (Large Island)

Sponsors:

Indexes:

Code sections:

Attachments: [Ord 2015-52](#)

Date	Ver.	Action By	Action	Result
10/27/2015	1	City and Borough Assembly		

## **POSSIBLE MOTION**

**I MOVE TO** approve Ordinance 2015-52 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 *NB*  
Michael Scarcelli, Senior Planner

**Subject:** Ordinance 2015-52 Zoning Map Amendment for Robert Juranich at Tract M and Common Area of Galankin Island, US Survey 3555.

**Date:** October 16, 2015

---

The Planning Commission is recommending approval of a zoning map amendment, as a condition of a subdivision replat, to rezone Tract M of U.S. Survey 3555 from GI (General Island) to LI (Large Island). The Planning Commission's recommendation was made during their October 6, 2015 meeting on a 5-0 vote.

The 12,607 square foot parcel is located near the middle of Galankin Island, on the northern shore side. This parcel has been called Hacienda Island and at one point was disconnected from Galankin Island and therefore was zoned GI. Tract M is now connected with Galankin Island, which is zoned LI.

The rezoning would create uniform zoning on Galankin Island, which satisfies the intent of the comprehensive plan, zoning code, and creates harmony among existing Galankin Island uses and lots.

The Comprehensive Plan states under section 2.4.5, "To encourage logical growth and development adjacent to existing services and facilities and to discourage discontinuous, leapfrog development and zoning and section 2.4.19.B, "Rezoning may be considered in areas where excessive need exists for conditional uses, variances and/or relief from existing requirements."

The LI Large Island zoning district: "is intended to replace the open rural low density district. Its goals include protecting the residential character of the larger subdivided islands. It is intended to cover islands such Middle Island, Long Island, and Galankin. Islands with seven lots or more may be included in this zone. An objective of this zone is to have developments

swerved by access easements built to a defined standard and to have potential moorage areas defined.”<sup>1</sup>

The Planning Department Staff recommend this Zoning Map Amendment. There were no public comments received against, but there was neighbor support for the change.

**RECOMMENDED ACTION:** Approve the ordinance.

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<sup>1</sup> § 22.16.135 LI Large Island District.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2015-52

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA, ALASKA AMENDING THE OFFICIAL SITKA ZONING MAP TO REZONE TRACT M OF U.S. SURVEY 3555 FROM GI (GENERAL ISLAND) TO LI (LARGE ISLAND).

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 expand the LI Large Island district from the northerly side in the middle of Galankin Island to include TRACT M OF U.S. Survey 3555. The rezoning is consistent with the goals and policies of the 2007 Sitka Comprehensive Plan and Title 22, section 22.16.135 (Large Island District).

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the official zoning map is amended to rezone Tract M OF U.S. Survey 3555 from GI (General Island) to LI (Large Island) district.

Appendix A is attached showcasing zoning map amendment.

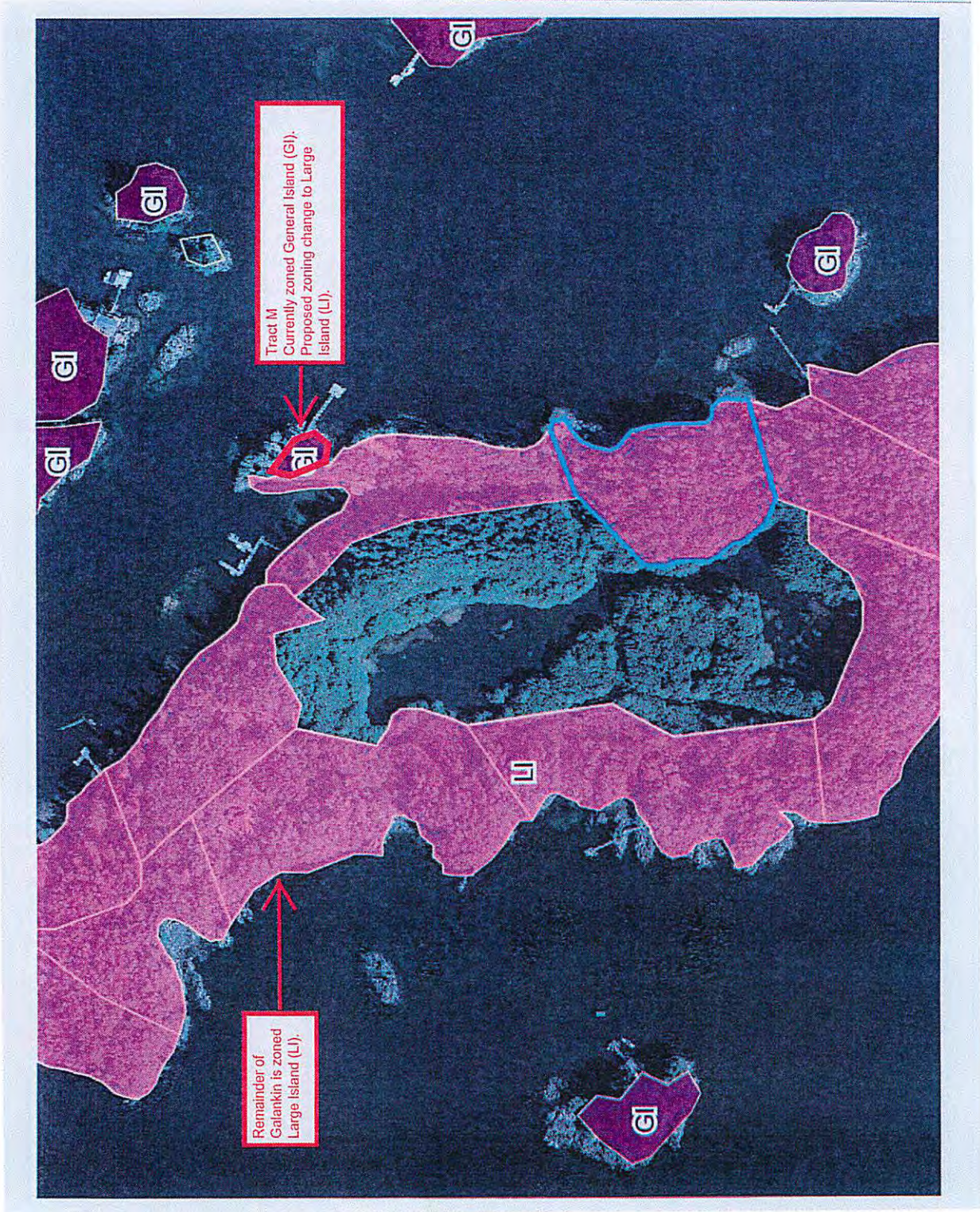
5. EFFECTIVE DATE. This ordinance shall become effective on the day after the date of its passage.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 10<sup>th</sup> day of November, 2015.

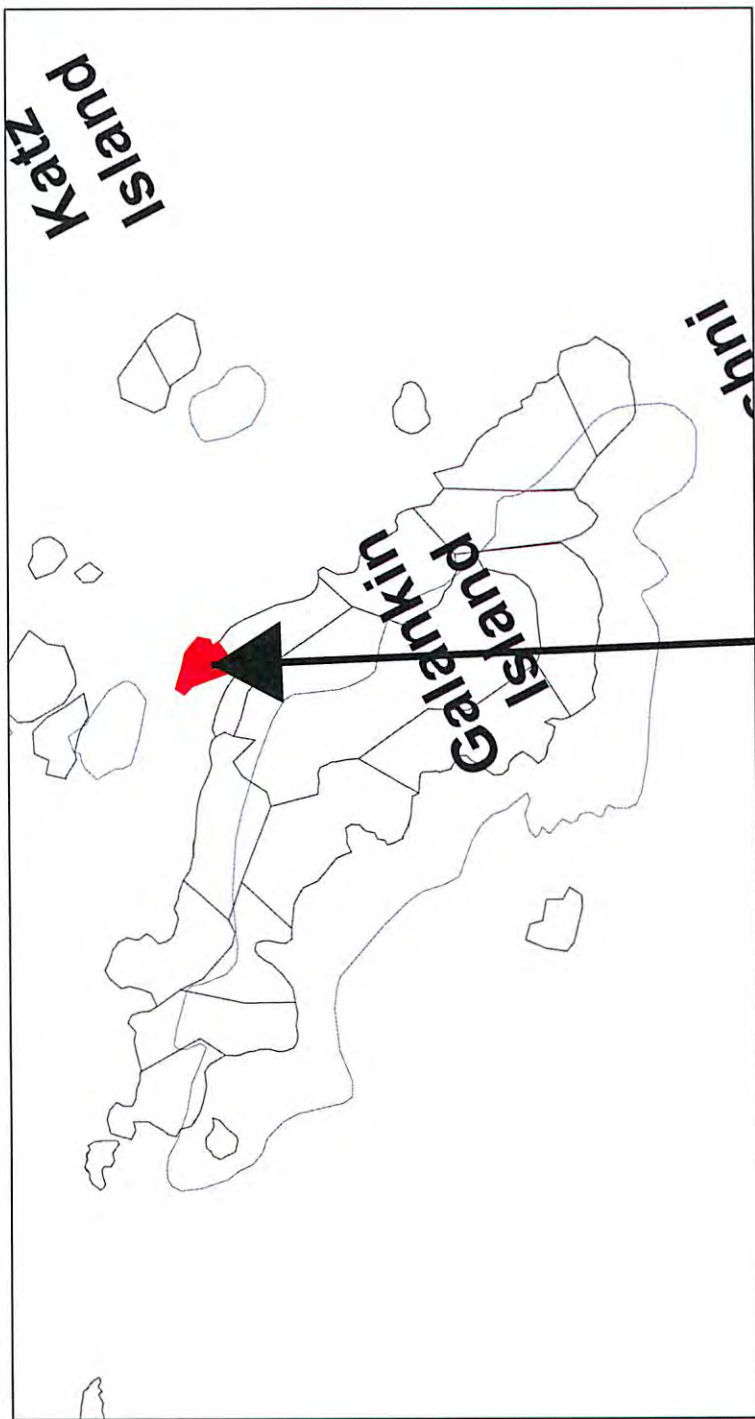
Mim McConnell, Mayor

ATTEST:

Sara Peterson, CMC
Municipal Clerk







**Robert Juranich**  
Zoning Map Amendment Request  
*Galankin Island - Tract M of U.S. Survey 3555*



© MainStreetGIS

**Robert Juranich**  
Zoning Map Amendment  
*Tract M of Galankin Island, USS 3555*

BOX 1849 SITKA, ALASKA 99835  
 PHONE: (907) 747-6700  
 FAX: (907) 747-7590  
 EMAIL: onell@alaska.net

SURVEYING AND ENGINEERING

O'NEILL

BY	DATE	REV.	DESCRIPTION OF CHANGE

**Robert Juranich**  
 Zoning Map Amendment  
 Galanikin Island - Tract M of U.S Survey 3555

DESIGNED BY: J. O'NEILL  
 DRAWN BY: J. O'NEILL  
 CHECKED BY: J. O'NEILL

**SURVEYOR'S CERTIFICATE**  
 I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN THE PREPARATION OF THIS CERTIFICATE I HAVE BEEN GUIDED BY THE ETHICS AND STANDARDS OF THE PROFESSION. I HAVE BEEN ADVISED BY THE CLIENT THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF HIS KNOWLEDGE AND BELIEF. I HAVE BEEN ADVISED BY THE CLIENT THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF HIS KNOWLEDGE AND BELIEF. I HAVE BEEN ADVISED BY THE CLIENT THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF HIS KNOWLEDGE AND BELIEF.

**JURANICH SUBDIVISION**  
 TRACT M US SURVEY 3555 AND THE  
 ADJACENT COMMON AREA, GALANKIN ISLAND  
 SUBDIVISION (PLAT NO. 82-43)  
 CLIENT: BOB JURANICH

SHEET 1 OF 1

**CERTIFICATE OF OWNERSHIP AND DEDICATION**  
 I HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREIN AND THAT WE HEREBY OFFER THIS TRACT OF SUBDIVISION WITH OUR FREE CONSENT AND WITHOUT RESERVATION TO THE CITY AND BOROUGH OF SITKA ASSEMBLY.  
 PUBLIC OR PRIVATE USE AS NOTED.  
 DATE: \_\_\_\_\_  
 OWNER: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 OWNER: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 OWNER: \_\_\_\_\_

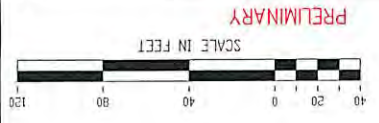
**NOTARY'S ACKNOWLEDGMENT**  
 US OF ALASKA  
 CITY & BOROUGH OF SITKA  
 THIS IS TO CERTIFY THAT ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_  
 BEFORE ME, \_\_\_\_\_  
 COMMISSIONED AND SWORN, PERSONALLY APPEARED \_\_\_\_\_  
 CITY & BOROUGH OF SITKA, ALASKA, DO HEREBY CERTIFY THAT HE SIGNED THE SAME WITHIN PLAT AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.  
 WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST  
 MY COMMISSION EXPIRES \_\_\_\_\_

**CERTIFICATE OF PAYMENT OF TAXES (STATE OF ALASKA) (FIRST JUDICIAL DISTRICT)**  
 I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSessor FOR THE CITY & BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS ON FILE IN THE OFFICE OF THE CITY & BOROUGH OF SITKA, ALL TAXES DUE ON THE PROPERTY DESCRIBED HEREIN HAVE BEEN PAID IN FULL FOR THE YEAR 20\_\_\_\_. ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL. AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL. THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND FINANCE DIRECTOR FOR THE CITY & BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS IN THE OFFICE OF THE CITY & BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS SHOWN ON THE RECORDS IN THE NAME OF: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 CHAIRMAN, PLATTING BOARD  
 SECRETARY: \_\_\_\_\_

**CERTIFICATE OF APPROVAL BY THE BOARD**  
 I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLATTING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. \_\_\_\_\_ ON \_\_\_\_\_ 20\_\_\_\_. AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT CLERK, EX-OFFICIO RECORDER, SITKA, ALASKA.

**CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT**  
 I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND FINANCE DIRECTOR FOR THE CITY & BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS IN THE OFFICE OF THE CITY & BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS SHOWN ON THE RECORDS IN THE NAME OF: \_\_\_\_\_  
 DATE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_ AT SITKA, ALASKA  
 FINANCE DIRECTOR  
 CITY & BOROUGH OF SITKA

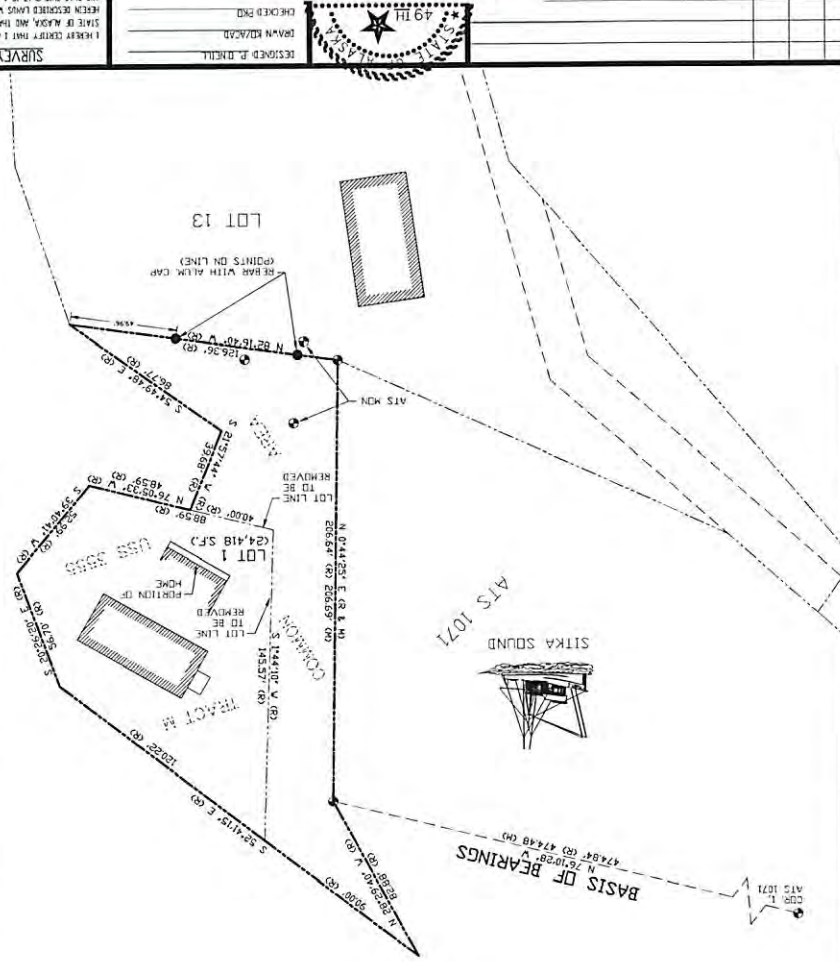
**CERTIFICATE OF APPROVAL BY THE ASSEMBLY**  
 I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY.  
 AS RECORDED IN WHITE BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ DATED 20\_\_\_\_  
 AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT CLERK, EX-OFFICIO RECORDER, SITKA, ALASKA.  
 DATE: \_\_\_\_\_  
 CLERK  
 DATE: \_\_\_\_\_  
 CLERK



**NOTES:**  
 1) THE PURPOSE OF THIS PLAT IS TO COMBINE TRACT M, US SURVEY 3555, WITH ADJACENT GALANKIN ISLAND SUBDIVISION COMMON AREA.  
 2) THE BOUNDARY OF TRACT M IS PER THE GALANKIN ISLAND SUBDIVISION, PLAT NO. 82-43, SITKA, ALASKA RECORDING DISTRICT - BY PHIL DAVIS.  
 3) PER THE GALANKIN ISLAND SUBDIVISION PLAT, TRACT M OF US SURVEY 3555 HAS AN EASEMENT FOR ACCESS AND UTILITIES TO THE DOCK ACROSS LOTS 11, 12 AND ADJACENT COMMON AREA.  
 4) REBAR WITH ALUM. CAP (POINTS ON LINE)  
 5) METAL MON.

- LEGEND**
- PRIMARY CONTROL MONUMENT RECOVERED (BRASS CAP)
  - SECONDARY MONUMENT (SET)
  - SECONDARY MONUMENT (RECOVERED)
  - RECORDED DATA
  - COMPUTED DATA
  - MEASURED DATA

SCALE 1"=1,000'  
 VICINITY MAP





**Robert Juranich**

Zoning Map Amendment Request  
*Galankin Island - Tract M of U.S. Survey 3555*



**Robert Juranich**

Zoning Map Amendment Request  
Galankin Island - Tract M of U.S. Survey 3555

CITY AND BOROUGH OF SITKA  
PLANNING DEPARTMENT  
ZONE CHANGE APPLICATION

ZONE MAP AMENDMENT FEE	\$100.00
ZONE TEXT AMENDMENT FEE	\$100.00
Plus current city sales tax	

Applicant's Name: ROBERT JURANICH  
Phone Number: 253-709-1439  
Mailing Address: 500 LINCOLN ST., R-3 SITKA, AK 99835  
Applicant's Signature: [Signature] Date Submitted 9-22-2015

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: TO CHANGE THE ZONE DESIGNATION OF RE-PLATED TRACT M FROM GI TO LI.

EXPLANATION OF REQUEST: THE ACQUISITION OF THE "COMMON AREA" AND COMBINING IT WITH TRACT M, "HACIENDA IS", CREATES A PARCEL WITH 2 ZONE DESIGNATIONS. IT IS REQUESTED THAT THE NEW COMBINE PARCEL BE ZONED LI.

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: September 24, 2015

From: Michael Scarcelli, Senior Planner

To: Planning Commission

Re: ZMA 15-07 Zoning Map Amendment of Tract M on Galankin Island to LI

### GENERAL INFORMATION

Applicant: Robert Juranich  
500 Lincoln Street, B3  
Sitka, AK 99835

Property Owner: Same as above

Property Address: see below

Legal Description: Tract M & Common Area  
of US Survey 3555 of Galankin  
Island Subdivision

Parcel ID Number: 49013000 and 49097000

Size of Existing Lot: Tract M: 12,607 sq. ft.; Common Area: 11,811 sq. ft.; total 24,418 sq. ft.

Zoning: GI/LI

Existing Land Use: Residential/Common Area

Utilities: On site – provided by Owner

Access: Common Boat Dock

Surrounding Land Use: Residential, common space, and Island residential uses

### 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 Approval for the replat

## **ATTACHMENTS**

Attachment A: Vicinity Map

Attachment B: Aerial Vicinity Map

Attachment C: Parcel Pictures

Attachment D: Application

Attachment E: Site Plan

Attachment F: Subdivision Re-Plat

Attachment G: Subdivision Plat

Attachment H: Zoning Map

Attachment I: Mailing List

Attachment J: Proof of Payment

Attachment K: Warranty Deed

## **PROJECT DESCRIPTION**

The applicant and owner of Tract M and the common owners of the adjacent parcel known as the common area requested at the September 15<sup>th</sup> Planning Commission a replat in which the center line between the two lots is to be removed to create one large lot. The new lot will be a total of 24,418 sq. ft. The Planning Commission unanimously approved the replat subject to a variance and zoning map amendment. This request has to do with the Zoning Map Amendment.

## **BACKGROUND**

The subdivision, including a variance, replat, and zoning map amendment, shall conform to the Comprehensive Plan, the official zoning map, and all requirements in the Sitka General Code Title 22, Zoning.<sup>1</sup> Specifically, land is unsuitable for development if it is found to have potential hazards such as flooding, high water table, or other features, which may be detrimental to the health, safety, or general welfare of existing and future residents; and therefore should not be developed *unless* hazards are eliminated by approved design or construction plans.<sup>2</sup>

Galankin Island is primarily zoned LI Large Island District. The portion known as Tract M is zoned GI General Island and was at one point unattached and a smaller single lot. Through unknown processes it became attached to the main body of Galankin Island. Due to vegetation and tree growth it can be reasonable to assume that this state of connection to the main island has been so for many years (see Photos). Standard lot size is 1 acre for either GI or LI zoning districts<sup>3</sup> (43,560 sq. ft.).

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<sup>1</sup> § 21.40.010

<sup>2</sup> § 21.40.010(A)(3).

<sup>3</sup> See SGC Table 22.20-1, p. 282-9.



The GI General Island zoning district: "is intended to replace the open general district. One of its goals is to protect the residential character of small subdivided islands while providing for commercial uses on small unsubdivided islands of modest size and islands containing six lots or less."<sup>4</sup>

The LI Large Island zoning district: "is intended to replace the open rural low density district. Its goals include protecting the residential character of the larger subdivided islands. It is intended to cover islands such Middle Island, Long Island, and Galankin. Islands with seven lots or more may be included in this zone. An objective of this zone is to have developments swerved by access easements built to a defined standard and to have potential moorage areas defined."<sup>5</sup>

Per the Comprehensive Plan, Islands shall comply with zoning and building codes, and zoning shall insure the long-term best use.<sup>6</sup>

Due to the split zoning, intent of zoning districts present, the Comprehensive Plan, and to best preserve the health and harmony of present and future residents, the development shall comply with Chapter 22.12 (Zoning Maps and Boundaries).

### **ANALYSIS**

**Project / Site:** The proposed lot is located in GI and LI zones. The proposal will increase the lot size to 24,418 sq. ft. Conditions of approval for the prior approved replat require uniform zoning for Galankin Island in conformity with the Comprehensive Plan and concurrent Variance request.

**Traffic:** Zoning Map Amendment will not cause any increase in boat traffic or circulation.

**Parking:** N/A

**Noise:** No concerns.

**Public Health or Safety:** No concerns.

**Habitat:** No concerns.

**Property Value or Neighborhood Harmony:** Change in zoning could have future impacts on property value, while an approved replat will have positive impacts on property value. Uniform

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<sup>4</sup> § 22.16.120 GI General Island District.

<sup>5</sup> § 22.16.135 LI Large Island District.

<sup>6</sup> §§ 2.8.2(J) and 2.8.4

zoning will create greater neighborhood harmony due to same types of allowable use. In addition, current uses that are legally nonconforming may continue.

**Comprehensive Plan:** 2.4.5 To encourage logical growth and development adjacent to existing services and facilities and to discourage discontinuous, leapfrog development and zoning.

2.4.19.B Rezoning may be considered in areas where excessive need exists for conditional uses, variances and/or relief from existing requirements.

### **RECOMMENDED FINDINGS**

1. That the granting of such zoning map amendment will not adversely affect the Comprehensive Plan, and it is consistent with *Comprehensive Plan 2.4.5 To encourage logical growth and development adjacent to existing services and facilities and to discourage discontinuous, leapfrog development and zoning; and 2.4.19.B Rezoning may be considered in areas where excessive need exists for conditional uses, variances and/or relief from existing requirements.*
2. The zoning map change is consistent with the public purpose of developing commonsense zoning.
3. The zoning map change will not result in adverse effects on public health, safety, and welfare.

### **CONCLUSION**

Therefore, due to the unique topographical history and current split zoning, the zoning map amendment will comport with Title 21, Title 22, and the Comprehensive Plan in the best interest of the public health, safety, and welfare.

### **RECOMMENDATION**

It is recommended that the Planning Commission adopt the Senior Planner's analysis and grant the zoning map amendment.

**CITY AND BOROUGH OF SITKA  
Planning Commission  
Minutes of Meeting  
October 6, 2015**

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

**Absent:** None

**Members of the Public:** Paddy Hansen, Sue Litman, Kent Bovee

Chair Spivey called the meeting to order at 7:00 p.m.

**Roll Call:**

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

**Consideration of the Minutes from the September 15, 2015 meeting:**

**MOTION: M/S POHLMAN/WINDSOR** moved to approve the meeting minutes for September 15, 2015.

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

**The evening business:**

**VARIANCE REQUEST  
515 VERSTOVIA STREET  
PADDY HANSEN**

*Public hearing and consideration of a variance request filed by Paddy Hansen for 515 Verstovia Street. The variance request is for a reduction in the western rear setback from 10 to 3 feet and the northern rear setback from 10 to 6 feet for the construction of a covered patio and the construction of a porch. The property is also known as Lot 1, Block 2, Sirstad Addition #3. The request is filed by the Paddy Hansen. The owners of record are Paddy and Deena Hansen.*

Chair Spivey offered to recuse himself due to having a business relationship with Mr. Hansen. He stated that he could participate in an unbiased fashion, and the other commissioners agreed that he could participate in the proceedings.

**STAFF REPORT:** Scarcelli described the variance request and the previously approved variance for the property. The property has geographic constraints due to having two front setbacks. Scarcelli stated that an informal complaint had been received about the proposal. The northern border is shielded by foliage and a steel building. These new structures would result in the property reaching maximum building coverage as outlined by municipal code.

**APPLICANT:** Paddy Hansen stated that he had nothing to add, and that the staff report was comprehensive.

**COMMISSIONER DELIBERATION:** Commissioner Spivey clarified that the western setback request was previously approved, and that the northern setback is a new request.

**PUBLIC COMMENT:** No public comment.

**MOTION: M/S WINDSOR/HUGHEY:** moved to adopt the following findings:

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, specifically the irregular corner lot shape and staged development of home and garage and site situation;
  - b. The variance is necessary for the preservation and enjoyment of a substantial property right of use possessed by other properties but are denied to this parcel;
  - 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. It is in line with Comprehensive Plan 2.4.1 *To guide the orderly and efficient use of private and public land in a manner that maintains a small-town atmosphere, encourages a rural lifestyle, recognizes the natural environment, and enhances the quality of life for present and future generations without infringing on the rights of private landowners.*

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

**MOTION: M/S HUGHEY/POHLMAN:** moved to approve a variance request filed by Paddy Hansen for 515 Verstovia Street. The variance request is for a reduction in the western rear setback from 10 to 3 feet and the northern rear setback from 10 to 6 feet for the construction of a covered patio and the construction of a porch. The property is also known as Lot 1, Block 2, Sirstad Addition #3. The request is filed by the Paddy Hansen. The owners of record are Paddy and Deena Hansen.

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

**VARIANCE REQUEST  
TRACT M AND IMMEDIATELY ADJACENT WESTERLY COMMON AREA OF GALANKIN  
ISLAND  
ROBERT JURANICH**

*Public hearing and consideration of a variance request for Tract M and immediately adjacent westerly common area of Galankin Island. The variance request would permit the creation of an*

*undersized lot. The property is also known as Tract M of U.S. Survey 3555 and adjacent common area of Galankin Island Subdivision. The request is filed by Robert Juranich. The owners of record are Robert and Marilyn Juranich and Galankin Islanders, Inc.*

**STAFF REPORT:** Scarcelli explained that this was a carryover from a replat approved on September 15 on the condition of variance and zoning map amendment approval. The proposal will create a larger lot, moving toward conformity with minimum lot requirements. The current lot is 28.9% of the minimum lot requirement, and the proposed lot will be 56% of the minimum lot requirement. The Large Island (LI) district is intended for islands such as Galankin, as specified in SGC 22.16.135. LI is intended for islands with seven or more lots.

**APPLICANT:** Sue Litman represented Mr. Juranich. She stated that nothing has changed in the plans, and that she agreed with staff analysis.

**COMMISSIONER DELIBERATION:** Windsor stated that he has spoken with three neighbors, and they have all been supportive of Juranich's proposal.

**PUBLIC COMMENT:** No public comment.

**MOTION: M/S WINDSOR/POHLMAN:** moved to adopt the following findings:

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 parcel, the orientation or placement of existing structures, or other circumstances that are outside the control of the property owner, *specifically the initial independent nature of Tract M (Hacienda Island, 12,607 sq. ft.) and its current connected status to Galankin Island;*
- b. The variance is necessary for the preservation and enjoyment of a substantial property right of 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, *specifically, other properties on Galankin Island enjoy larger lots and this would substantially increase lot size;*
- 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, this variance would allow an increase to lot size adding greater buffers to existing single-family home and to adjacent land-owners; and*
- d. That the granting of such a variance will not adversely affect the comprehensive plan, *specifically, will lead to moving towards conformity with development standards.*

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

**MOTION: M/S HUGHEY/WINDSOR:** moved to approve a variance request filed by Robert Juranich for Tract M and immediately adjacent westerly common area of Galankin Island. The

variance request would permit the creation of an undersized lot. The property is also known as Tract M of U.S. Survey 3555 and adjacent common area of Galankin Island Subdivision. The request is filed by Robert Juranich. The owners of record are Robert and Marilyn Juranich and Galankin Islanders, Inc.

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

**ZONING MAP AMENDMENT  
CHANGE ZONING OF TRACT M OF GALANKIN ISLAND FROM GI TO LI  
ROBERT JURANICH**

*Public hearing and consideration of a zoning map amendment for Tract M and immediately adjacent westerly common area of Galankin Island. The zoning map amendment would change the zoning of Tract M from GI to LI. The property is also known as Tract M of U.S. Survey 3555 of Galankin Island Subdivision. The request is filed by Robert Juranich. The owners of record are Robert and Marilyn Juranich and Galankin Islanders, Inc.*

**STAFF REPORT:** Scarcelli explained that this was a carryover from a replat approved on September 15 on the condition of variance and zoning map amendment approval. The Juranich property has become connected to Galankin Island through natural processes. The Large Island (LI) district is intended for islands such as Galankin, as specified in SGC 22.16.135. The current zoning of this property results in discontinuous zoning. Rezoning can be considered where excessive need exists for conditional uses, variances, and/or relief from existing requirements.

**APPLICANT:** Sue Litman represented Mr. Juranich. She stated that nothing has changed in the plans, and that she agreed with staff analysis.

**COMMISSIONER DELIBERATION:** Windsor stated that he has spoken with three neighbors, and they have all been supportive of Juranich's proposal.

**PUBLIC COMMENT:** No public comment.

**MOTION: M/S WINDSOR/POHLMAN** moved to adopt the following findings:

1. That the granting of such zoning map amendment will not adversely affect the Comprehensive Plan, and it is consistent with Comprehensive Plan 2.4.5 To encourage logical growth and development adjacent to existing services and facilities and to discourage discontinuous, leapfrog development and zoning; and 2.4.19.B Rezoning may be considered in areas where excessive need exists for conditional uses, variances and/or relief from existing requirements.
2. The zoning map change is consistent with the public purpose of developing commonsense zoning.
3. The zoning map change will not result in adverse effects on public health, safety, and welfare.

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

**MOTION: M/S WINDSOR/POHLMAN** moved to recommend a zoning map amendment filed by Robert Juranich for Tract M and immediately adjacent westerly common area of Galankin Island. The zoning map amendment would change the zoning of Tract M from GI to LI. The property is also known as Tract M of U.S. Survey 3555 of Galankin Island Subdivision. The request is filed by Robert Juranich. The owners of record are Robert and Marilyn Juranich and Galankin Islanders, Inc.

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

**CONDITIONAL USE PERMIT  
601 LINCOLN STREET, UNIT A  
KENT BOVEE**

*Public hearing and consideration of a conditional use permit for a short-term rental at 601 Lincoln Street Unit A. The property is also known as Lot 3, Block 13, Gregory Subdivision, U.S. Survey 1474. The request is filed by Kent Bovee. The owner of record is Bovee Irrevocable Children's Trust.*

**STAFF REPORT:** Scarcelli described the short-term rental request and the property's features. The property has two units. The bottom unit is a long-term rental and the top unit is intended to become a short-term rental. The short-term rental will be primarily rented during the summer, with year-round availability as necessary. No signs are proposed. The property has sufficient parking for the two units. The proposal will provide additional housing availability for seasonal visitors and will result in tax revenue.

**APPLICANT:** Kent Bovee stated that he lives downstairs, and his parents previously lived in the upstairs unit. They are now in a retirement home, so the family is seeking to rent out the unit while leaving flexibility for family to periodically stay in the unit. Bovee stated that he would apply for the tax account upon approval of the conditional use permit.

**PUBLIC COMMENT:** No public comment.

**COMMISSIONER DELIBERATION:** Commissioners stated that, having driven by the property in the past, the parking lot is capable of holding the required number of vehicles without encroaching upon the sidewalk.

**MOTION: M/S HUGHEY/POHLMAN** moved to adopt the following 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.

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

**MOTION: M/S PARMELEE/WINDSOR** moved to approve a conditional use permit for a short-term rental at 601 Lincoln Street Unit A, contingent upon the following conditions. The property is also known as Lot 3, Block 13, Gregory Subdivision, U.S. Survey 1474. The request is filed by Kent Bovee. The owner of record is Bovee Irrevocable Children's Trust.

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 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.
7. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.
8. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.

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

**DIRECTORS REPORT:** Scarcelli shared that the Conditional Use Permit zoning text change would be going to the Assembly on October 13<sup>th</sup>. The October 20<sup>th</sup> agenda includes a conditional use permit final annual review, a variance request, and a minor subdivision. Scarcelli updated the commissioners about the status of enforcement at 101 Lance Drive. Scarcelli stated that the commission's iPads were on the way.

**COMMISSIONER DELIBERATION:** Commissioners asked if the city provides notice about upcoming conditional use permit reviews. Scarcelli stated that staff would develop a system for tracking the status of the permits. Commissioners stated concern that code violations be enforced. Hughey stated that he would be absent for the October 20<sup>th</sup> meeting.

**PUBLIC COMMENT:** None

**MOTION:** M/S PARMELEE/POHLMAN moved to adjourn at 7:54 pm.

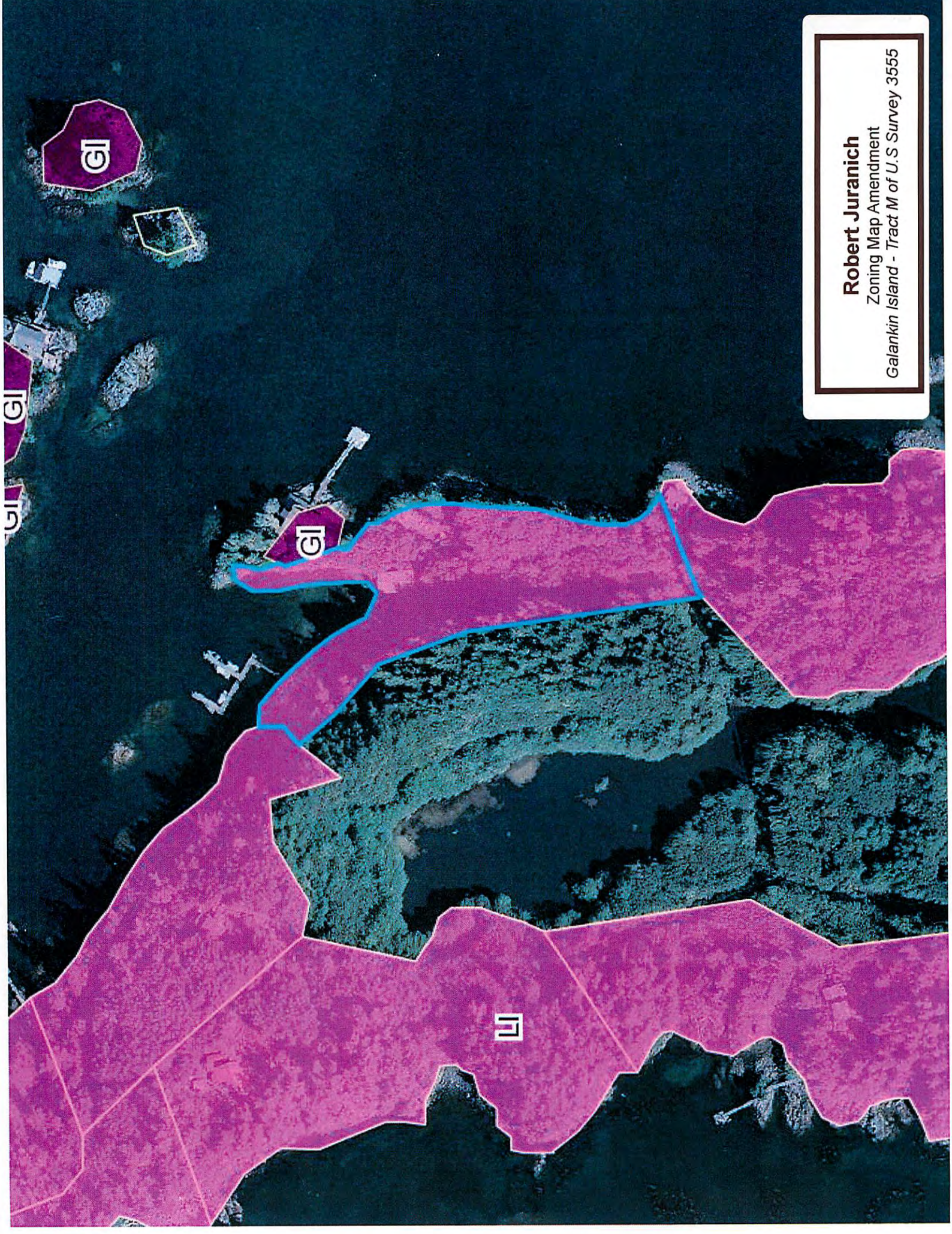
**ACTION:** Motion **PASSED unanimously 5-0** on a voice vote.

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**Chris Spivey, Chair**

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**Samantha Pierson, Secretary**



**Robert Juranich**

Zoning Map Amendment

Galankin Island - Tract M of U.S Survey 3555

CITY and Borough of SITKA, AK  
100 Lincoln St  
SITKA, AK 99585

Date: 09/22/2016  
Receipt: 2016-00015934  
Cashier: Front Counter  
Received From: ROBERT JURANICH

PLAN - Planning Permits/Zo	175.00
ning	
SIT - Sales Tax 3rd quarte	10.50
NCY	
Receipt Total	----- 185.50
Total other	185.50
Total Remitted	----- 185.50
Total Received	185.50

**Robert Juranich**  
Zoning Map Amendment Request  
Galankin Island - Tract M of U.S. Survey 3555

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2007-001822-0

Recording Dist: 103 - Sitka

11/26/2007 10:59 AM Pages: 1 of 2



File for Record at Request of:

AFTER RECORDING MAIL TO:

Name: Robert & Marilyn Juranich

Address: P.O. Box 54296

Redondo, WA 98054

*CC*

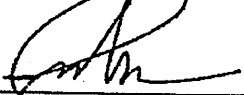
**QUIT CLAIM DEED**

THE GRANTOR, Donald S. Olson, who took title, as his separate estate and Robert J. Juranich and Marilyn F. Juranich, as tenants in common, whose address is P.O. Box 54296, Redondo, WA 98054, for and in consideration of \$10.00, conveys and quit claims to Robert J. Juranich and Marilyn F. Juranich, as tenants in common, whose address is P.O. Box, Redondo, WA 98054, the following described real estate, situated in the Recording District of Sitka, First Judicial District, State of Alaska:

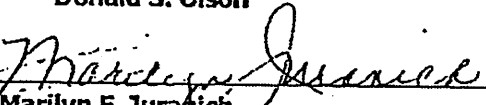
Tract M, of the GALANKIN ISLAND SUBDIVISION, within U.S. Survey 3555, according to Plat 82-43, Sitka Recording District, First Judicial District, State of Alaska.

together with all after acquired title of the Grantor(s) therein.

Dated: October 30, 2007.

  
\_\_\_\_\_  
Donald S. Olson

  
\_\_\_\_\_  
Robert J. Juranich

  
\_\_\_\_\_  
Marilyn F. Juranich

**Robert Juranich**  
Zoning Map Amendment Request  
Galankin Island - Tract M of U.S. Survey 3555

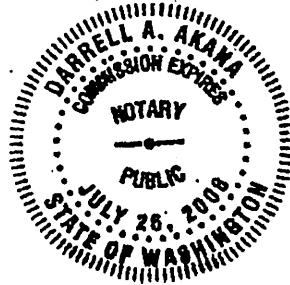
STATE OF Washington )  
 ) SS.  
Judicial District )

THIS IS TO CERTIFY that on this 11-15-07, before me the undersigned Notary Public, personally appeared **Donald S. Olson**, known to me and to me known to be the individual(s) described in and who executed the foregoing instrument and he/she/they acknowledged to me that he/she/they signed the same freely and voluntarily for the uses and purposes therein mentioned.

WITNESS my hand and official seal.

*Darrell A. Akana*

Notary Public in and for Washington  
My commission expires July 26, 2008



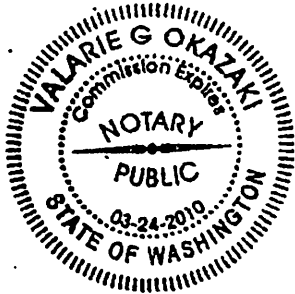
STATE OF Washinton )  
 ) SS.  
COUNTY OF King )

I certify that I know or have satisfactory evidence that **Robert J. Juranich and Marilyn F. Juranich**, is/are the person(s) who appeared before me, and said person(s) acknowledged that he/she/they signed this instrument and acknowledged it to be his/her/their free and voluntary act for the uses and purposes mentioned in this instrument.

Dated: October 30, 2007

*Valarie G Okazaki*

Notary Public in and for the State of Washington  
Residing at: Puyallup,  
My appointment expires: 3/24/2010



**Robert Juranich**  
Zoning Map Amendment Request  
Galankin Island - Tract M of U.S. Survey 3555



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

## Sitka Planning Commission Agenda

**Tuesday, October 6, 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 15, 2015
- IV. THE EVENING BUSINESS
  - A. Public hearing and consideration of a variance request filed by Paddy Hansen for 515 Verstovia Street. The variance request is for a reduction in the western rear setback from 10 to 3 feet and the northern rear setback from 10 to 6 feet for the construction of a covered patio and the construction of a porch. The property is also known as Lot 1, Block 2, Sirstad Addition #3. The request is filed by the Paddy Hansen. The owners of record are Paddy and Deena Hansen.
  - B. Public hearing and consideration of a variance request for Tract M and immediately adjacent westerly common area of Galankin Island. The variance request would permit the creation of an undersized lot. The property is also known as Tract M of U.S. Survey 3555 and adjacent common area of Galankin Island Subdivision. The request is filed by Robert Juranich. The owners of record are Robert and Marilyn Juranich and Galankin Islanders, Inc.
  - C. Public hearing and consideration of a zoning map amendment for Tract M and immediately adjacent westerly common area of Galankin Island. The zoning map amendment would change the zoning of Tract M from GI to LI. The property is also known as Tract M of U.S. Survey 3555 of Galankin Island Subdivision. The request is filed by Robert Juranich. The owners of record are Robert and Marilyn Juranich and Galankin Islanders, Inc.
  - D. Public hearing and consideration of a conditional use permit for a short-term rental at 601 Lincoln Street Unit A. The property is also known as Lot 3, Block 13, Gregory Subdivision, U.S. Survey 1474. The request is filed by Kent Bovee. The owner of record is Bovee Irrevocable Children's Trust.
- 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.comments@cityofsitka.org](mailto:planning.comments@cityofsitka.org), or faxed to (907) 747-6138. Those with questions may call (907) 747-1814.  
Publish: September 29 and 30.

Parcel ID: 49011000  
KENNETH/KAREN GOFF  
GOFF, KENNETH, M./KAREN, R.  
P.O. BOX 925  
SITKA AK 99835-0925

Parcel ID: 49013000  
GALANKIN ISLANDERS, INC.  
C/O JAMES STEFFEN  
GALANKIN ISLANDERS, INC.  
P.O. BOX 936  
SITKA AK 99835-0936

Parcel ID: 49097000  
ROBERT/MARILYN JURAN  
JURANICH, ROBERT/MARI  
27013 PACIFIC HWY S.  
DES MOINES WA 99198

**Robert Juranich**  
Zoning Map Amendment Request  
*Galankin Island - Tract M of U.S. Survey 3555*

**P&Z Mailing**  
**September 25, 2015**





## Legislation Details

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File #: ORD 15-53    Version: 1    Name:  
Type: Ordinance    Status: AGENDA READY  
File created: 10/20/2015    In control: City and Borough Assembly  
On agenda: 11/10/2015    Final action:  
Title: Adjusting the FY16 Budget  
Sponsors:  
Indexes:  
Code sections:  
Attachments: [Ord 2015-53](#)

Date	Ver.	Action By	Action	Result
10/27/2015	1	City and Borough Assembly		

## **POSSIBLE MOTION**

**I MOVE TO** approve Ordinance 2015-53 on second and final reading.

## CITY AND BOROUGH OF SITKA

## ORDINANCE NO. 2015-53

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA  
ADJUSTING THE FY16 BUDGET

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 for known changes.

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>
<b><u>FISCAL YEAR 2016 EXPENDITURE BUDGETS</u></b>			
<b><u>GENERAL FUND</u></b>			
<b>Public Work Admin – Personnel:</b>			
100-530-031-5110.001	Regular Salaries/Wages	\$68,515	
100-530-031-5120.002	SBS	\$4,199	
100-530-031-5120.004	PERS	\$15,073	
100-530-031-5120.005	Health Insurance	\$24,670	
100-530-031-5120.006	Life Insurance	\$14	
100-530-031-5120.007	Workmen’s Comp	\$384	
<b>To increase the personnel budget in the Public Works department for the 2<sup>nd</sup> Contract Coordinator position. Some of these expenses will be covered by other Funds.</b>			
<b><u>ENTERPRISE AND INTERNAL SERVICE FUNDS</u></b>			
<b>Enterprise /Internal Service Funds – Operations:</b>			
200-600-601-5214.000	Interdepartmental Services	\$43,337	
210-600-601-5214.000	Interdepartmental Services	\$6,094	
220-600-601-5214.000	Interdepartmental Services	\$7,110	
230-600-601-5214.000	Interdepartmental Services	\$17,832	
240-600-601-5214.000	Interdepartmental Services	\$8,351	
250-600-630-5214.000	Interdepartmental Services	\$2,483	
260-600-630-5214.000	Interdepartmental Services	\$564	

<u>Account Number</u>	<u>Account</u>	<u>Increase</u>	<u>Decrease</u>
<b><u>ENTERPRISE AND INTERNAL SERVICE FUNDS (cont)</u></b>			
270-600-630-5214.000	Interdepartmental Services	\$1,693	
310-600-601-5214.000	Interdepartmental Services	\$4,289	
320-600-601-5214.000	Interdepartmental Services	\$2,031	
100-300-370-3701.200	Interfund Billing	\$43,337	
100-300-370-3701.210	Interfund Billing	\$6,094	
100-300-370-3701.220	Interfund Billing	\$7,110	
100-300-370-3701.230	Interfund Billing	\$17,832	
100-300-370-3701.240	Interfund Billing	\$8,351	
100-300-370-3701.250	Interfund Billing	\$2,483	
100-300-370-3701.260	Interfund Billing	\$564	
100-300-370-3701.270	Interfund Billing	\$1,693	
100-300-370-3701.310	Interfund Billing	\$4,289	
100-300-370-3701-320	Interfund Billing	\$2,031	
To increase expense budgets in the Enterprise and Internal Services funds to help fund the 2 <sup>nd</sup> Contract Coordinator position in the Public Works Department.			
<b><u>SPECIAL REVENUE FUNDS</u></b>			
<b>Fund 113 – Pet Adoption Fund – Operations:</b>			
100-600-680-7200.000	Interfund Transfer Out	\$45,000	
113-300-390-3950.000	Interfund Transfer In	\$45,000	
113-500-601-5212.000	Contracted/Purchased Services	\$45,000	
The Police Department is requesting to transfer funds from the General fund to the Pet Adoption Fund in the amount of \$45,000. These funds were rolled into the General fund many years ago due to being an inactive account. The Animal Shelter is now in need of funds to appropriate some projects they would like to do.			
<b>Public Infrastructure Sinking Fund – Operations:</b>			
100-550-680-7200.000	Interfund Transfer Out		\$1,000,000
708-300-390-3950.100	Interfund Transfer In	\$1,000,000	
At the September 22, 2015 meeting, the Assembly approved to transfer \$1,000,000 from the FY2015 General Fund balance to the Public Infrastructure Sinking Fund.			

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**EXPLANATION**

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

**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 10th Day of November, 2015.**

**ATTEST:**

**\_\_\_\_\_  
Mim McConnell, Mayor**

**\_\_\_\_\_  
Sara Peterson, Municipal Clerk**



## Legislation Details

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File #: ORD 15-54    Version: 1    Name:  
Type: Ordinance    Status: AGENDA READY  
File created: 10/20/2015    In control: City and Borough Assembly  
On agenda: 11/10/2015    Final action:  
Title: Repealing Sitka General Code at Chapter 2.66 entitled "Tourism Commission"  
Sponsors:  
Indexes:  
Code sections:  
Attachments: [Ord 2015-54](#)  
[Tourism Commission establishing ordinances](#)

Date	Ver.	Action By	Action	Result
10/27/2015	1	City and Borough Assembly		

## **POSSIBLE MOTION**

**I MOVE TO** approve Ordinance 2015-54 on second and final reading.

CITY AND BOROUGH OF SITKA  
ORDINANCE NO. 2015-54

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA REPEALING  
SITKA GENERAL CODE AT CHAPTER 2.66 ENTITLED  
“TOURISM 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.** This Ordinance repeals SGC at Chapter 2.66 entitled “Tourism Commission.” Due to the inactivity of the Tourism Commission, the Assembly has directed staff to bring forward an ordinance for consideration to repeal the Commission.

4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that SGC 2.66 *et seq.* entitled “Tourism Commission” is repealed to read 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
- 2.36 Public Notice of Meetings
- 2.38 Gary Paxton Industrial Park
- 2.40 Elections



- 44           **2.44 Municipal Court**
- 45           **2.46 Municipal Correctional Officers**
- 46           **2.47 Steps for Disaster Preparedness**
- 47           **2.54 Sitka Tree and Landscape Committee**
- 48           **2.56 Parks and Recreation Committee**
- 49           **2.58 Sitka Historical Preservation Commission**
- 50           **2.60 Municipal Boards, Commissions and Committees**
- 51           **2.62 Sitka Investment Committee**
- 52           **2.64 Seafood Processing Economic Development Committee**
- 53           ~~**2.66 Tourism Commission**~~

\* \* \*

~~**Chapter 2.66**~~  
~~**TOURISM COMMISSION**~~

**Sections:**

- 61 ~~**2.66.010 Established Membership Terms.**~~
- 62 ~~**2.66.020 Compensation.**~~
- 63 ~~**2.66.030 Filling vacancies.**~~
- 64 ~~**2.66.040 Organization.**~~
- 65 ~~**2.66.050 Duties.**~~

67 ~~**2.66.010 Established Membership Terms.**~~  
68 ~~A. There shall be established a commission to be known as the tourism commission which~~  
69 ~~shall consist of seven members appointed by the assembly. Appointment of members is~~  
70 ~~recommended from the following groups:~~

- 71
- 72 ~~1. Sitka Tribe of Alaska;~~
- 73
- 74 ~~2. Sitka economic development association and/or the Sitka chamber of commerce;~~
- 75
- 76 ~~3. Sitka conservation society and/or Sitka trail works;~~
- 77
- 78 ~~4. Sitka charter boat operators association;~~
- 79
- 80 ~~5. Commercial fishing industry worker, manager or owner;~~
- 81
- 82 ~~6. Community at large; and~~
- 83
- 84 ~~7. Sitka convention and visitors' bureau.~~
- 85

86 ~~B. Members of the tourism commission shall be appointed to terms of three years, except for~~  
87 ~~the first tourism commission, who shall be appointed and serve terms as follows for the seats~~  
88 ~~designated in subsection A of this section:~~

89  
90 ~~1. Three years:~~

91  
92 ~~a. Member appointed based on nominee(s) from Sitka Tribe of Alaska;~~

93  
94 ~~b. Member appointed based on nominee(s) from Sitka charter boat operators association; and~~

95  
96 ~~c. Member appointed who is current or former commercial fishing industry worker, manager or~~  
97 ~~owner;~~

98  
99 ~~2. Two years:~~

100  
101 ~~a. Member appointed based on nominee(s) from Sitka economic development association~~  
102 ~~and/or the Sitka chamber of commerce; and~~

103  
104 ~~b. Member appointed based on nominee(s) from Sitka conservation society and/or Sitka trail~~  
105 ~~works;~~

106  
107 ~~3. One year: two community at large members.~~

108  
109 ~~**2.66.020 Compensation.**~~

110 ~~Members of the tourism commission shall not receive compensation for services performed as~~  
111 ~~commission members.~~

112  
113 ~~**2.66.030 Filling vacancies.**~~

114 ~~In the event of a vacancy on the tourism commission caused by death, resignation, inability to~~  
115 ~~serve, or any other reason, before the expiration of the term of any member, the assembly shall~~  
116 ~~appoint a person to fill such vacancy for the unexpired term. At the time of a vacancy, the~~  
117 ~~assembly shall give public notice of no less than three days that there is a vacancy on the tourism~~  
118 ~~commission, and identify the particular vacant seat as provided in Section 2.66.010(A). Any~~  
119 ~~group that qualifies to make nominations as provided in Section 2.66.010(A)(1) through (4) may~~  
120 ~~submit nomination(s). Any interested person who qualifies for the particular vacant seat as~~  
121 ~~provided in Section 2.66.010(A)(5) and (6) may apply. However, the assembly is not limited to~~  
122 ~~those applying or nominated when filling a vacancy.~~

123  
124 ~~**2.66.040 Organization.**~~

125 ~~The tourism commission shall organize itself only after all seats on the commission have been~~  
126 ~~appointed by the assembly. The tourism commission members shall elect a chair and secretary~~  
127 ~~annually during the first meeting of each year. Meetings are to be held no less than four times per~~  
128 ~~year. Minutes of all meetings shall be furnished to the office of the clerk.~~

- 130 ~~2.66.050 Duties.~~
- 131 ~~The tourism commission shall:~~
- 132
- 133 ~~A. Advise and make recommendations to the assembly on tourism-related community issues;~~
- 134
- 135 ~~B. Assist the assembly as directed on tourism-related community issues;~~
- 136
- 137 ~~C. Coordinate and communicate with diverse community groups on tourism-related issues,~~
- 138 ~~including local, state and federal government entities, business interests, nonprofits, and the~~
- 139 ~~community at large; and~~
- 140
- 141 ~~D. Assist the assembly with signage projects, including interpretive signs and visitor~~
- 142 ~~directional signs.~~
- 143

144           5.     **EFFECTIVE DATE.** This Ordinance shall become effective the day after  
145 the date of its passage.

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147           **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and  
148 Borough of Sitka, Alaska this 10<sup>th</sup> day of November, 2015.

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Mim McConnell, Mayor

ATTEST:

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Sara Peterson, CMC  
Municipal Clerk



## 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	<b>CHAIR</b>  <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 738-8020 c 747-4708 f kristy@dnurorabusinesssupplies.com	3/26/13	3/26/16	<i>Resigned 10/28/15</i>
JOHN WELSH 409 B DeArmond Street	747-3533 welshmx@yahoo.com	6/25/13	10/26/13	<i>Phyllis Luchter's term  Resigned 10/10</i>
MARY STEPHENSON PO Box 215	752-7520 marystep@iserv.net	3/13/12	3/13/15	<i>Resigned 2/3/13</i>
WOODY WIDMARK 444 Kallian Street	752-0152 widmarkw@mail.ssd.k12.ak.us	2/22/11	2/22/14	STA
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: 3<sup>rd</sup> Monday of the month; noon at Harrigan Centennial Hall – Meetings are to be held no less than four times per year.

Revised: November 4, 2015

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 11<sup>th</sup> day of September, 2007.



\_\_\_\_\_  
Marko Dapcevich, 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.**

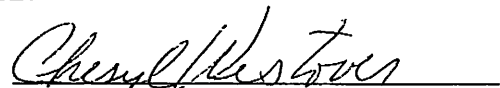
The tourism commission shall:

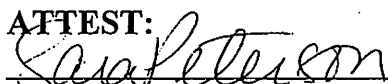
- A. Advise and make recommendations to the assembly on tourism-related community issues;
- B. Assist the assembly as directed on tourism-related community issues; ~~and~~
- C. Coordinate and communicate with diverse community groups on tourism-related issues, including local, state and federal government 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~~ Mmeetings are to be held no less than four times per year. Minutes of all meetings shall be furnished to the office of the clerk.

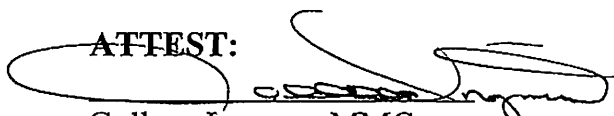
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5. **EFFECTIVE DATE.** This ordinance shall become effective the day after this ordinance is passed by the Assembly of the City and Borough of Sitka.

**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



## Legislation Details

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File #: ORD 15-55    Version: 1    Name:  
Type: Ordinance    Status: AGENDA READY  
File created: 10/20/2015    In control: City and Borough Assembly  
On agenda: 11/10/2015    Final action:  
Title: Repealing Sitka General Code at Chapter 2.32 entitled "Strategic Planning Commission"  
Sponsors:  
Indexes:  
Code sections:  
Attachments: [Ord 2015-55](#)  
[Reenacting ordinance](#)

Date	Ver.	Action By	Action	Result
10/27/2015	1	City and Borough Assembly		

## **POSSIBLE MOTION**

**I MOVE TO** approve Ordinance 2015-55 on second and final reading.

CITY AND BOROUGH OF SITKA  
ORDINANCE NO. 2015-55

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA REPEALING  
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.** This Ordinance repeals SGC at Chapter 2.32 entitled “Strategic Planning Commission.” Due to the inactivity of the Strategic Planning Commission, the Assembly has directed staff to bring forward an ordinance for consideration to repeal the Commission.

4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that SGC 2.32 *et seq.* entitled “Strategic Planning Commission” is repealed to read 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~~
- 2.36 Public Notice of Meetings
- 2.38 Gary Paxton Industrial Park
- 2.40 Elections



- 44           **2.44 Municipal Court**
- 45           **2.46 Municipal Correctional Officers**
- 46           **2.47 Steps for Disaster Preparedness**
- 47           **2.54 Sitka Tree and Landscape Committee**
- 48           **2.56 Parks and Recreation Committee**
- 49           **2.58 Sitka Historical Preservation Commission**
- 50           **2.60 Municipal Boards, Commissions and Committees**
- 51           **2.62 Sitka Investment Committee**
- 52           **2.64 Seafood Processing Economic Development Committee**
- 53           **2.66 Tourism Commission**

\* \* \*

**Chapter 2.32**

**STRATEGIC PLANNING COMMISSION**

**Sections:**

~~2.32.010 Establishment.~~

~~2.32.020 Formation.~~

~~2.32.030 Term.~~

~~2.32.040 Organization.~~

~~2.32.050 Resignation.~~

~~2.32.060 Meetings.~~

~~2.32.070 Powers and duties.~~

~~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,~~

87 upon appointment, determine the length of the terms so that the terms of two members shall be  
88 for one year and the terms of three members shall be for two years, resulting in staggered terms  
89 for members subsequently appointed. A vacancy on the commission shall be filled by  
90 appointment by the assembly for any remainder of an unexpired term.

91

92 **2.32.040 Organization.**

93 The commission shall organize itself, naming of the officers a chairperson and vice chairperson,  
94 each of whom shall be elected by the members of the commission at the first meeting of the  
95 newly appointed commission and shall serve a term to expire upon election of officers at the first  
96 meeting of the following year.

97

98 **2.32.050 Resignation.**

99 Should an officer resign from their position prior to expiration of their term, or otherwise is  
100 unable or unwilling to perform duties as required of the office, the commission may elect an  
101 officer to serve out the remainder of that term. In addition to the above officers, the commission,  
102 by a majority vote of its members, may designate and elect or appoint such other officers,  
103 assistant officers and agents as it deems necessary at such time, in such manner, and upon and  
104 for such terms as it shall prescribe. All officers and agents shall serve at the pleasure of the  
105 commission, whenever in its judgment the best interest of the commission will be served.

106

107 **2.32.060 Meetings.**

108 A. Except during the summer, the commission shall meet at least quarterly.

109

110 B. Additional meetings may be held to provide a public forum for strategic planning priorities.

111

112 C. Give reasonable public notice of its meetings and shall comply in all respects with the  
113 Alaska Open Meetings Law.

114

115 D. At least once on an annual basis, the assembly and the commission shall meet jointly in a  
116 special session to discuss strategic planning priorities (see Section 2.32.020).

117

118 E. At least twice annually, representatives of the commission will provide an update to the  
119 assembly at a regular assembly meeting during "special reports" and will use assembly feedback  
120 to adjust the activities and annual goals of the commission.

121

122 **2.32.070 Powers and duties.**

123 A. The commission shall assist the assembly in developing, planning, and implementing  
124 strategic and planning priorities as determined through assembly visioning;

125

126 B. The commission shall, annually, draft its goals for the assembly to approve. These goals  
127 shall be based on the annual assembly/commission joint meeting (see Section 2.32.060) or the  
128 assembly's recent visioning or strategic planning sessions. Specific issues the commission may  
129 be directed to pursue include but are not limited to: sustainability of city infrastructure,  
130 sustainability/efficiency of city services, targeted actions to improve quality of life, etc.;

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~~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 10<sup>th</sup> day of November, 2015.

\_\_\_\_\_  
Mim McConnell, Mayor

ATTEST:

\_\_\_\_\_  
Sara Peterson, CMC  
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;

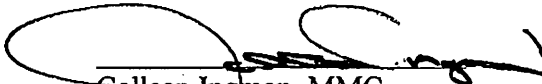
\* \* \*

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

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File #: ORD 15-56    Version: 1    Name:

Type: Ordinance    Status: AGENDA READY

File created: 11/3/2015    In control: City and Borough Assembly

On agenda: 11/10/2015    Final action:

Title: Authorizing the transfer/sale of a portion of City and Borough of Sitka's "Old City Shops" property located at 1306 Halibut Point Road for an affordable housing project that is not subject to competitive bid and is available to all regardless of ethnicity to the Sitka Community Development Corporation (SCDC) (first reading)

Sponsors:

Indexes:

Code sections:

Attachments: [Ord 2015-56](#)

Date	Ver.	Action By	Action	Result
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## **POSSIBLE MOTION**

**I MOVE TO** approve Ordinance 2015-56 on  
first reading.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2015-56

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA (CBS) AUTHORIZING THE TRANSFER/SALE OF A PORTION OF CITY AND BOROUGH OF SITKA'S "OLD CITY SHOPS" PROPERTY LOCATED AT 1306 HALIBUT POINT ROAD FOR AN AFFORDABLE HOUSING PROJECT THAT IS NOT SUBJECT TO COMPETITIVE BID AND IS AVAILABLE TO ALL REGARDLESS OF ETHNICITY TO THE SITKA COMMUNITY DEVELOPMENT CORPORATION (SCDC)

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 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.** On October 3, 2006 a majority of qualified voters of the municipality authorized the disposal of the "Old City Shops" property located at 1306, 1410 and 1414 Halibut Point Road for an affordable housing project without being subject to competitive bid, as previously required by Ordinance 2000-1584, and that will be available to all regardless of ethnicity. Sitka Community Development Corporation will gain ownership of Parcel 1306, along with durable affordability controls over the resale of any home built on that land, ensuring that the subsidized homes remain affordable for generations to come. Sitka has made both a social priority of promoting affordable home ownership and a fiscal priority of protecting the public's investment in affordable housing.

This ordinance authorizes and specifies the terms of the land transfer/sale; and 1) makes this parcel of CBS land available for an affordable home project; and, 2) ensures this parcel remains available for affordable housing in the future. The Municipality and the Sitka Community Development Corporation are cooperating in this pilot project. Parcels 1410 and 1414 will be transferred/sold by similar ordinance to SCDC at a future date, pending clear demonstration by SCDC that they are able to use such parcels consistent with the October 3, 2006 vote.

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

A. The transfer/sale of the "Old City Shops" property located at 1306, Halibut Point Road to SCDC is hereby authorized.

B. This transfer/sale will allow for a cooperative project that results in promoting permanently affordable home ownership by placing affordable homes on the market as proposed by the grantee Sitka Community Development Corporation. Therefore sale by noncompetitive bid is found to be appropriate, as was authorized by vote of the citizens in 2006.

C. The sale price is \$1.00 for Parcel 1306. This price reflects that the Municipality

51 significantly benefits through other means in this transaction.  
52

53 D. SCDC acknowledges that prior use of this parcel resulted in chemical contamination  
54 of the soil, and a 2008 study, adopted by the State of Alaska, Division of Spill  
55 Prevention and Response Contaminated Sites Program found, absent any newly  
56 discovered evidence in the future, the property was cleared for redevelopment.  
57 SCDC is fully informed of this report and assumes the cost of any further testing, if  
58 necessary, and assumes all risk associated with said contamination history of this  
59 parcel.  
60

61 E. Upon payment of purchase price the administrator is authorized to execute documents  
62 necessary to convey Parcel 1306.  
63

64 F. The Buyer is responsible for all recording fees and costs.  
65

66 G. It is the intent of both parties that Parcels 1410 and 1414 will be similarly  
67 sold/transferred at a future date, pending clear demonstration by SCDC that they will  
68 be able to use Parcels 1410 and 1414 in a way consistent with the October 3, 2006  
69 vote.  
70

71 5. **EFFECTIVE DATE.** This ordinance shall become effective on the day after the date of  
72 its passage.  
73

74 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of  
75 Sitka, Alaska this 24<sup>th</sup> day of November, 2015.  
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78 \_\_\_\_\_  
Matthew Hunter, Deputy Mayor

79 **ATTEST:**

80 \_\_\_\_\_  
81 Sara Peterson, CMC  
82 Municipal Clerk



## Legislation Details

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File #: ORD 15-57    Version: 1    Name:

Type: Ordinance    Status: AGENDA READY

File created: 11/3/2015    In control: City and Borough Assembly

On agenda: 11/10/2015    Final action:

Title: Amending Title 7 of the Sitka General Code by creating a new chapter 7.20, entitled "Marijuana Advisory Committee" that would establish the Marijuana Advisory Committee to serve as a Local Regulatory Authority with staff support from the Office of Planning and Community Development starting immediately and ending February 24, 2016 or until a permanent body is designated (first reading)

Sponsors:

Indexes:

Code sections:

Attachments: [Ord 2015-57](#)

Date	Ver.	Action By	Action	Result
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## **POSSIBLE MOTION**

**I MOVE TO** approve Ordinance 2015-57 on  
first reading.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2015-57

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING TITLE 7 OF THE SITKA GENERAL CODE BY CREATING A NEW CHAPTER 7.20, ENTITLED "MARIJUANA ADVISORY COMMITTEE" THAT WOULD ESTABLISH THE MARIJUANA ADVISORY COMMITTEE TO SERVE AS A LOCAL REGULATORY AUTHORITY WITH STAFF SUPPORT FROM THE OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT STARTING IMMEDIATELY AND ENDING FEBRUARY 24, 2016 OR UNTIL A PERMANENT BODY IS DESIGNATED

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 Title 7 by adding Chapter 7.20 "Marijuana Advisory Committee" to recommend the Marijuana Advisory Committee become the interim Local Regulatory Authority, for purposes as set forth in Alaska Statute 17.38, with staff support from the Office of Planning and Community Development starting immediately and ending February 24, 2016 or until a permanent body is designated.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that SGC Chapter 7.20 is created as set out below (new language underlined; deleted language stricken):

Title 7

Chapter 7.20 Marijuana Advisory Committee

\*\*\*

7.20.010 Marijuana Advisory Committee

A. There is created the Marijuana Advisory Committee, referred to in this chapter as the Committee. The Committee shall serve as the Local Regulatory Authority for purposes of AS 17.38.

B. The Committee consists of nine voting members, the composition is as follows:

- 1. Six members; three from the public at large and one each from the Police and Fire Commission, Health Needs and Human Services Commission, and the School Board. If no volunteers from each of these boards and commissions can be found, the Assembly may select members from the public to fill each vacant seat.

- 48
- 49           2. Two Assembly members and one member from the Planning Commission.
- 50
- 51           3. The City Attorney will sit on the Committee in an advisory capacity, with no voting
- 52           rights.
- 53
- 54           4. The Committee will receive staff support processing applications, setting up rules and
- 55           regulations for time, place and manner restriction from the office of Planning and
- 56           Community Development.
- 57

58           **7.20.030 Proceedings of the Committee**

59           The Committee shall meet regularly as needed and at the call of the Chair. Permanent records  
60           or minutes shall be kept of the vote of each member upon every question. Every decision of  
61           finding shall immediately be filed in the office of the City Clerk, and shall be public record  
62           open to inspection by any person. Every decision of finding shall be directed to the Assembly  
63           at the earliest possible date.

64

65           **7.20.040 Sunset Clause**

66           If no permanent body is designated by February 24, 2016, the Committee shall continue as the  
67           Local Regulatory Authority until a permanent body is appointed by the Assembly.

68

69           **7.20.050 Duties and responsibilities of the Committee**

70           It shall be the duty of the Committee to act in an advisory capacity to the Administrator and  
71           Assembly on the regulation of marijuana and operation of marijuana facilities within the City  
72           and Borough of Sitka. Further duties shall include but not be limited to:

- 73
- 74           A. Work with the State to collect fees and administer licensing and regulations. Draft
- 75           recommended laws and policies for Assembly approval, regulating marijuana and
- 76           related facilities within the City and Borough of Sitka.
- 77
- 78           B. Make recommendations, for Assembly approval, on time, place and manner
- 79           regulations related to use, manufacturing and distribution of marijuana.
- 80
- 81           C. Supervise and monitor the implementation and enforcement of laws and policies
- 82           governing marijuana, in conjunction with the City Attorney, Department of Planning
- 83           and Community Development, the City Administrator, and the State authorities.
- 84
- 85           D. Analyze the economic impact of marijuana regulation in the City and Borough of
- 86           Sitka, and working with the city Finance Department, make recommendations on
- 87           taxation of marijuana.
- 88
- 89           E. Analyze the environmental impact of manufacturing of marijuana, working with both
- 90           the Electric department and wastewater treatment department.
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93           5. **EFFECTIVE DATE.** This ordinance shall become effective on the day after the  
94 date of its passage.

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96           **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of  
97 Sitka, Alaska this 24<sup>th</sup> day of November, 2015.

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Mim McConnell, Mayor

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**ATTEST:**

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Sara Peterson, CMC

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Municipal Clerk

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## Legislation Details

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File #: 15-219      Version: 1      Name:

Type: Item      Status: AGENDA READY

File created: 11/3/2015      In control: City and Borough Assembly

On agenda: 11/10/2015      Final action:

Title: Approve Mayor McConnell signing a letter to Lt. Governor Mallott encouraging the International Joint Commission to fund and support comprehensive baseline water quality testing on transboundary rivers

Sponsors:

Indexes:

Code sections:

Attachments: [transboundary letter](#)

Date	Ver.	Action By	Action	Result
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Sponsors: McConnell/Hunter

## **POSSIBLE MOTION**

**I MOVE** to approve Mayor McConnell signing a letter to Lt. Governor Byron Mallott encouraging the International Joint Commission to fund and support comprehensive baseline water quality testing on transboundary rivers.



# City and Borough of Sitka

100 Lincoln Street Sitka, Alaska 99835

*Coast Guard City, USA*

November 2, 2015

Lt. Governor Byron Mallott  
P.O. Box 110001  
Juneau, AK 99811

Dear Lt. Governor Mallott,

On October 14, 2014, the City and Borough of Sitka (CBS) passed a resolution asking the International Joint Commission (IJC) to become involved in the issue of extensive mining activity in the Alaska-British Columbia Transboundary Region. In this effort, the CBS joined Petersburg Borough, City and Borough of Wrangell, City and Borough of Juneau, Southeast Conference, the Alaska Municipal League, and multiple other groups in asking the IJC to get involved in this critical issue.

As you know, the transboundary rivers are essential to our coastal economies. The mining activities in these watersheds require close environmental observation. Recent tailing dam failures emphasize the need for ongoing monitoring and regulation.

The CBS requests the State of Alaska to encourage the IJC to fund and support comprehensive baseline water quality testing on our transboundary rivers. This data will allow us to objectively monitor the water quality of these critically essential water systems.

We appreciate your support and leadership.

Sincerely,

Mim McConnell  
Mayor

Enclosure: City and Borough of Sitka Resolution 2014-16

cc: Governor William Walker