



CITY AND BOROUGH OF SITKA

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

Meeting Agenda

City and Borough Assembly

Mayor Matthew Hunter
Deputy Mayor Bob Potrzuski
Vice-Deputy Mayor Steven Eisenbeisz
Tristan Guevin, Kevin Knox
Aaron Bean, and Aaron Swanson

Municipal Administrator: Mark Gorman
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson

Tuesday, May 9, 2017

6:00 PM

Assembly Chambers

WORKSESSION 5:00 PM

Tour of MEHS pool facility

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

[17-098](#) Reminders, Calendars and General Correspondence

Attachments: [Reminders and Calendars.pdf](#)

[Current Board Commission Vacancy List May 1 2017.pdf](#)

V. CEREMONIAL MATTERS

[17-090](#) Proclamation - Arbor Day

Attachments: [Arbor Day Proclamation.pdf](#)

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

- [17-089](#) Special Reports: 1) Alaska DOT&PF - Sawmill Creek Road Resurfacing and Pedestrian Improvements, 2) Sitka Comprehensive Plan Update
Attachments: [SMC Resurfacing and Pedestrian Improvements.pdf](#)
[Sitka Comprehensive Plan Update.pdf](#)

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 [17-091](#) Approve the minutes of the April 11, 17, 18, 19, 25 and May 1 Assembly meetings
Attachments: [Consent and Minutes.pdf](#)
- B [17-092](#) Approve liquor license transfer and controlling interest applications for Baranof Island Brewing Company, LLC dba Baranof Island Brewing Company at a new location, 1209-A Sawmill Creek Road
Attachments: [BIBCO license paperwork.pdf](#)

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- C [17-093](#) Appoint Martha Moses to an unexpired term on the Historic Preservation Commission in the category of "Sitka Tribe of Alaska - alternate seat"
Attachments: [Moses application.pdf](#)

XI. UNFINISHED BUSINESS:

- D [ORD 17-11](#) Adjusting the FY17 Budget (Fire Department Operations, Crescent Harbor Playground Project, Commercial Passenger Excise Tax)
Attachments: [Ord 2017-11.pdf](#)

- E [ORD 17-12](#) Authorizing the lease of 1000 square feet of US Survey 3377 Griffith Island also known as 725 Siginaka Way

Attachments: [Motion Ord 2017-12.pdf](#)
[Memo 725 Siginaka Way Lease.pdf](#)
[Ord 2017-12.pdf](#)

XII. **NEW BUSINESS:**

New Business First Reading

- F [ORD 17-13](#) Adjusting the FY17 Budget (Electric Utility Subsidization)

Attachments: [Motion Ord 2017-13.pdf](#)
[Ord 2017-13.pdf](#)

- G [ORD 17-14](#) Amending Sitka General Code Title 20 "Miscellaneous Permit Regulations" by changing the name to "Environmentally Critical Areas" and adding a new Chapter 20.01 entitled "Landslide Area Management"

Attachments: [Motion Ord 2017-14.pdf](#)
[Staff Memo.pdf](#)
[Ord 2017-14.pdf](#)
[2.21.17 Planning Commission minutes.pdf](#)
[3.21.17 Planning Commission minutes.pdf](#)
[4.18.17 Planning Commission minutes.pdf](#)
[Critical Areas memo - Kevin Knox.docx.pdf](#)
[Thoms comment 2.25.17.pdf](#)
[Sitka_S Kramer Landslide Report \(002\).pdf](#)

Additional New Business Items

- H [17-094](#) Accept the insurance settlement of approximately \$248,000 for the Administration Building at the Gary Paxton Industrial Park and discuss the future disposition of the Building

Attachments: [Admin Bldg insurance settlement.pdf](#)

- I [17-095](#) Approve a final subdivision plat for a Planned Unit Development at 1306 Halibut Point Road filed by the Sitka Community Land Trust

Attachments: [SCLT PUD final subdivision plat.pdf](#)

- J [17-096](#) Discussion/Direction/Decision on the selection of an Interim Administrator(s)

Attachments: [Acting Administrator\(s\).pdf](#)

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

K [17-097](#) Litigation Update - Dapcevich Lawsuit

Attachments: [Motion Executive Session.pdf](#)

XV. ADJOURNMENT

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

*Sara Peterson, CMC, Municipal Clerk
Publish: May 5*



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 17-098 **Version:** 1 **Name:**
Type: Item **Status:** AGENDA READY
File created: 5/4/2017 **In control:** City and Borough Assembly
On agenda: 5/9/2017 **Final action:**
Title: Reminders, Calendars and General Correspondence
Sponsors:
Indexes:
Code sections:
Attachments: [Reminders and Calendars.pdf](#)
[Current Board Commission Vacancy List May 1 2017.pdf](#)

Date	Ver.	Action By	Action	Result
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REMINDERS

<u>DATE</u>	<u>EVENT</u>	<u>TIME</u>
Monday, May 8	Worksession <i>Recruiter meeting to establish Administrator candidate profile</i>	6:00 PM
Tuesday, May 9	Special Meeting <i>Tour of MEHS pool facility</i>	5:00 PM
Tuesday, May 9	Regular Meeting	6:00 PM
Tuesday, May 23	Regular Meeting	6:00 PM



Assembly Calendar

[2016](#) [Jan](#) [Feb](#) [Mar](#) [Apr](#) [May](#) [Jun](#) [Jul](#) [Aug](#) [Sep](#) [Oct](#) [Nov](#) [Dec](#) [2018](#)
May 2017

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
30	<u>Apr</u>	1	<u>May</u>	2		3		4		5		6	
Eisenbeisz		Eisenbeisz 6:00pm Board of Equalization		6:00pm Special Budget Meeting: Hospital 7:00pm Planning		6:30pm Library Board		12:00pm SEDA Board Meeting					
7		8		9		10		11		12		13	
		6:00pm Worksession: Meet with recruiter to establish candidate profile for Municipal Administrator		12:00pm Parks & Rec 5:00pm Assembly tour of MEHS pool facility 6:00pm <u>Regular Assembly Mtg</u>		Potrzuski 12:00pm Health Needs & Human Services Commission 6:00pm Port & Harbors 6:00pm Historic Preservation		Potrzuski Hunter 12:00pm LEPC		Potrzuski Hunter		Potrzuski Hunter	
14		15		16		17		18		19		20	
Potrzuski Hunter		Hunter		12:00pm Tree/Landscape 7:00pm <u>Planning</u>									
21		22		23		24		25		26		27	
				6:00pm <u>Regular Assembly Mtg</u>		6:00pm Police and Fire Commission - Fire Hall		6:00pm Hospital Board Meeting					
28		29		30		31		1	<u>Jun</u>	2		3	
		HOLIDAY		6:00pm Worksession: SEARHC management proposal				12:00pm SEDA Board Meeting					

Assembly Calendar

[2016](#) [Jan](#) [Feb](#) [Mar](#) [Apr](#) [May](#) [Jun](#) [Jul](#) [Aug](#) [Sep](#) [Oct](#) [Nov](#) [Dec](#) [2018](#)

June 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 May	29	30	31	1 Jun	2	3
	HOLIDAY			12:00pm SEDA Board Meeting		
4	5	6	7	8	9	10
		7:00pm Planning	6:30pm Library Board	12:00pm LEPC		
11	12	13	14	15	16	17
		12:00pm Parks & Rec <u>6:00pm Regular Assembly Mtg</u>	12:00pm Health Needs & Human Services Commission 6:00pm Historic Preservation			
18	19	20	21	22	23	24
		12:00pm Tree/Landscape 7:00pm Planning		Hunter 6:00pm Hospital Board Meeting	Hunter	Hunter
25	26	27	28	29	30	1 Jul
Hunter	Hunter	Hunter <u>6:00pm Regular Assembly Mtg</u>	Hunter 6:00pm Police and Fire Commission - Fire Hall	Hunter	Hunter	Hunter

CURRENT VACANCY LIST May 1, 2017

Committee	Category	Name	Date Vacant	TERM EXPIRES
Animal Hearing Board	Alternate	Mary Ann Jones		9/13/2014
Animal Hearing Board	Non-Animal Keeper	Kathy Ingallinera		7/12/2014
Animal Hearing Board	Animal Trainer	Susan Royce		6/10/2017
Building Department Appeals Board		Dan Littlefield		5/27/2017
Hospital Board	At-Large	Steve Gage	4/4/2017	1/2/2018
Investment Committee	Alternate	New Membership Category	5/12/2015	3 year term
Local Emergency Planning Commission				
Parks and Recreation Committee		Clara Whitehead		10/7/2016
Planning Commission		Debra Pohlman	5/1/2017	6/14/2019
Police and Fire Commission		Gwen Lazzarini	11/29/2016	9/23/2017
Port and Harbors Commission		Kevin Knox	10/11/2016	3/24/2018
Port and Harbors Commission		Eric Skousen	11/18/2016	10/27/2018
* Reapplied				



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 17-090 Version: 1 Name:
Type: Ceremonial Status: AGENDA READY
File created: 5/3/2017 In control: City and Borough Assembly
On agenda: 5/9/2017 Final action:
Title: Proclamation - Arbor Day
Sponsors:
Indexes:
Code sections:
Attachments: [Arbor Day Proclamation.pdf](#)

Date	Ver.	Action By	Action	Result
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OFFICE OF THE MAYOR
City & Borough of Sitka

Arbor Day Proclamation

~ Trees, a joy forever ~

WHEREAS, In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, 2017 is the 145th anniversary of the holiday and Arbor Day is now observed throughout the nation and the world; and

WHEREAS, the City and Borough of Sitka is celebrating its fourteenth year as a Tree City, USA; and

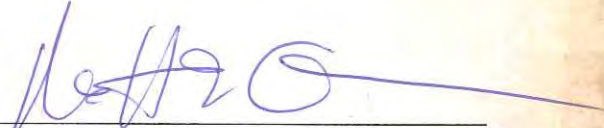
WHEREAS, the Sitka Tree and Landscape Committee is committed to furthering the goal of beautifying Sitka with trees and landscape areas; and

WHEREAS, in observance of Arbor Day, the Tree and Landscape Committee celebrated beautification and urban tree health by sponsoring the Harrigan Centennial Hall landscape planting project this spring.

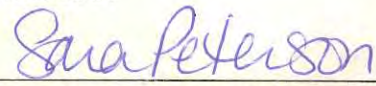
NOW, THEREFORE, BE IT RESOLVED, that the Assembly of the City and Borough of Sitka, Alaska, does hereby proclaim May 15, 2017 as the 145th anniversary celebration of Arbor Day in Sitka and urges all citizens to celebrate Arbor Day. **FURTHERMORE,** we encourage all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Signed and sealed this 9th day of May, 2017.




Matthew Hunter, Mayor

ATTEST:


Sara Peterson, CMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 17-089 Version: 1 Name:

Type: Special Report Status: AGENDA READY

File created: 5/3/2017 In control: City and Borough Assembly

On agenda: 5/9/2017 Final action:

Title: Special Reports: 1) Alaska DOT&PF - Sawmill Creek Road Resurfacing and Pedestrian Improvements, 2) Sitka Comprehensive Plan Update

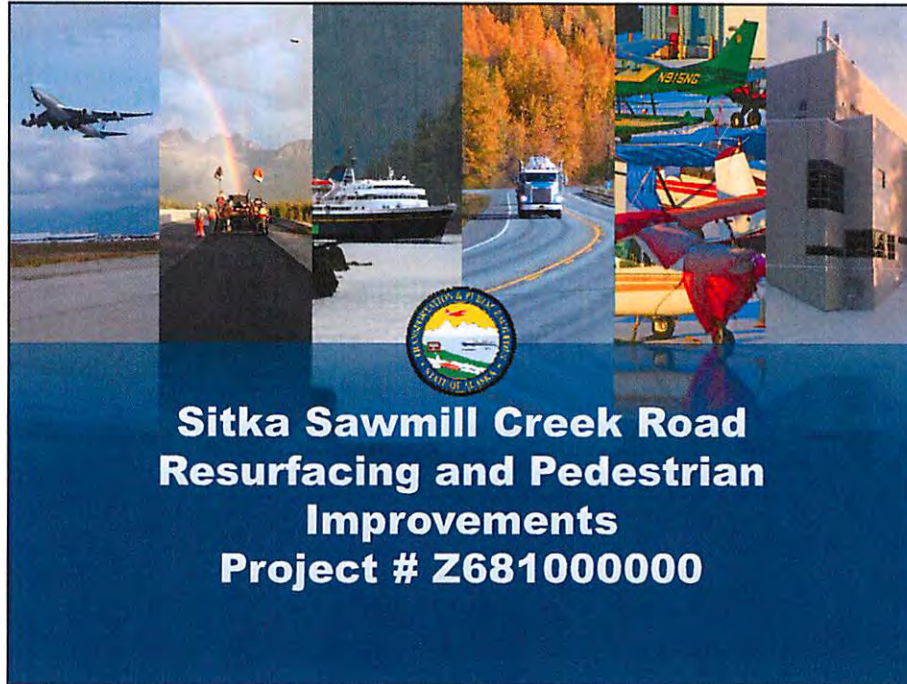
Sponsors:

Indexes:


Code sections:

Attachments: [SMC Resurfacing and Pedestrian Improvements.pdf](#)
[Sitka Comprehensive Plan Update.pdf](#)

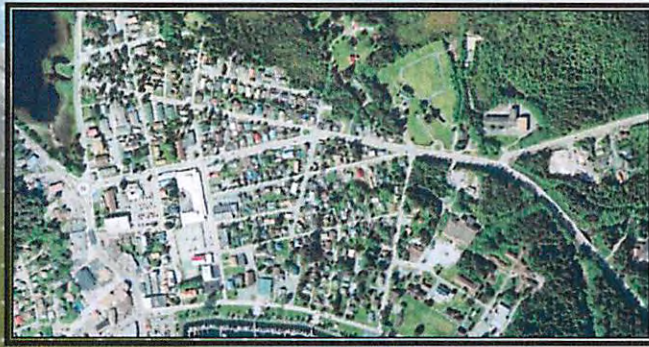
Date	Ver.	Action By	Action	Result
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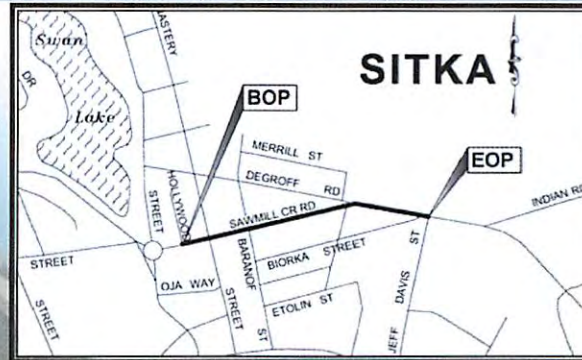
Alaska DOT&PF



Keith Karpstein - Design Group Chief
Loren Gehring - Engineering Manager
Colleen Ivaniszek - Designer



68100 – Sawmill Creek Road Project Limits



- Begin of Project (BOP) : Hollywood Way
- End of Project (EOP) : Jeff Davis Street
 - Total length of project = 0.40 mile

68100 – Sawmill Creek Road Proposed Improvements



Road Improvements

- Reconstruct pavement structural section
- DeGross/SMC intersection redesign
- New storm drain system

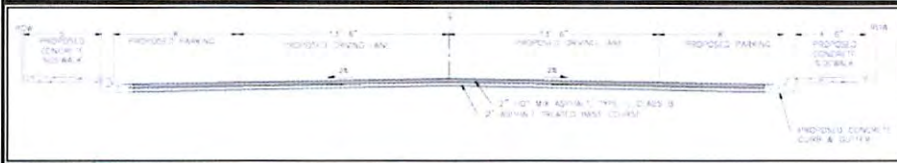
Pedestrian Improvements

- ADA compliant sidewalks & curb ramps
- Relocate power poles out of sidewalk
- Pedestrian Way finder signs

Bicycle Access Improvements

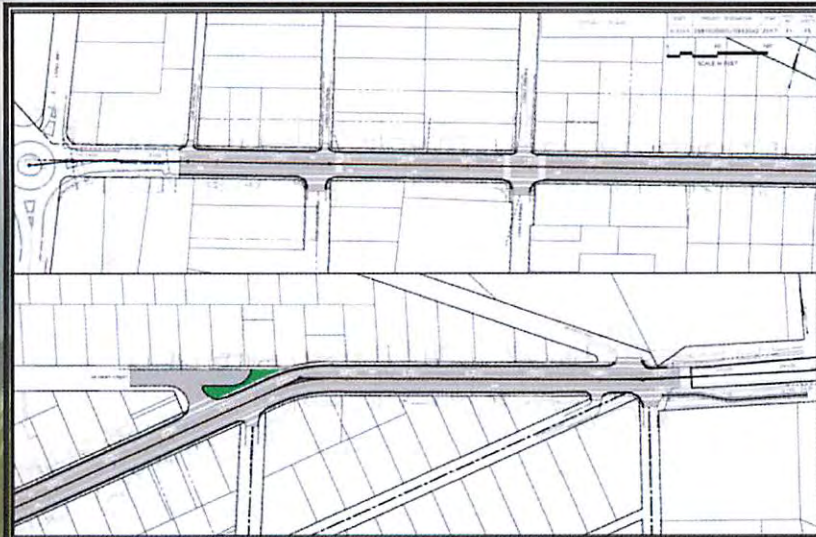
- Widened lanes for shared access or dedicated bike lane (depending on alternative selected)
- Bicycle pavement markings
- Bicycle signs
- Bike path realignment at Jeff Davis Street

68100 - Option 1 Proposed Typical Section



- Work will remain within the limits of the existing ROW
- Relocate power poles out of the ROW
- 13.5' driving lanes : widened for vehicle & bicycle use
- 8' parking lanes will remain on both sides of SMC
- ADA upgrades to the sidewalk and curb ramps

68100 - Option 1 Plan View



68100 - Option 1 Proposed Signs



Bicycles May Use Full Lane

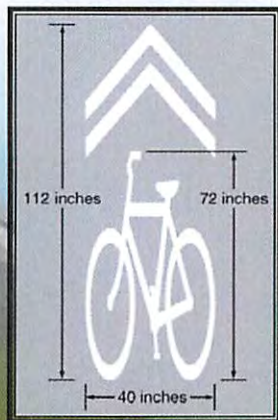
- 1) This sign is used where there are no designated bicycle lanes
- 2) Informs drivers that bicycles are likely to occupy the travel lane.



Pedestrians Ahead

Sign would be located inbound on SMC between IRR & Jeff Davis Street

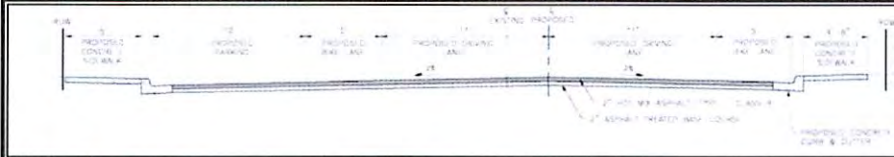
68100 - Option 1 Paint Markings



Shared Lane Pavement Marking

- 1) Show bicyclists where they need to be on the road
- 2) Alert drivers that bicyclists are likely to occupy the travel lane

68100 - Option 2 Proposed Typical Section

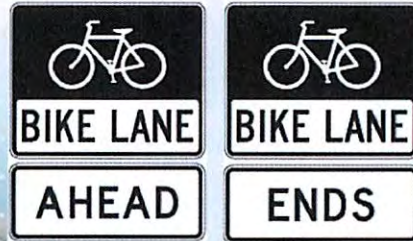


- Work would remain within the limits of the existing ROW
- Relocate power poles out of the ROW
- Eliminate parking from the south side of SMC
- 5' wide bike lanes on each side of SMC
- Driving lane widths would be reduced from 12' to 11'
- Centerline of the road would be realigned
- ADA upgrades to the sidewalk and curb ramps

68100 - Option 2 Plan View



68100 - Option 2 Proposed Signs



Bike Lane Ahead & Bike Lane Ends

Signs would be located at the BOP & EOP of the project.

Bike Lane

Signs would be located throughout the project limits

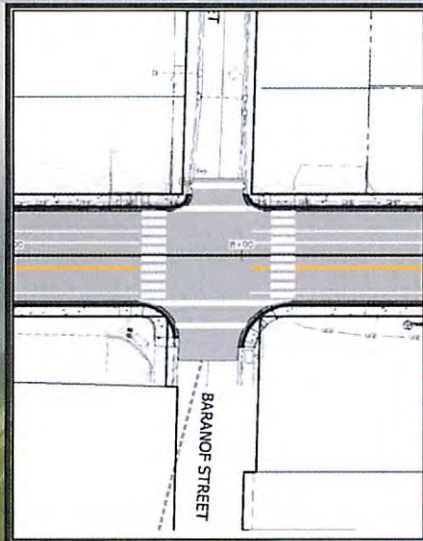


Pedestrians

Ahead

Sign would be located
inbound on SMC
between IRR & Jeff
Davis Street

68100 - Option 2 Proposed Paint Markings



- Bicycle lane markings on each side of SMC (5' wide)
- Crosswalk paint markings (crossing SMC) located at Baranof & Monastery Streets
- Crosswalk paint markings (crossing all side streets)
- Realigned centerline markings

Option 2 - Conceptual photo



Proposed 11' driving lane, 5' bike path,
4.5' sidewalk



Existing driving lane &
parking lane

DeGroff Street & SMC Option 2 - Conceptual photo



Proposed Option 2 Typical Section
11' driving lane, 5' bike path



Existing DeGroff/SMC intersection

Proposed ADA Sidewalk at Geodetic Way - Conceptual photo

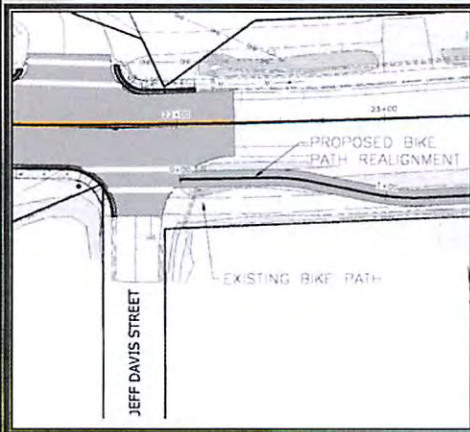


Proposed ADA sidewalk

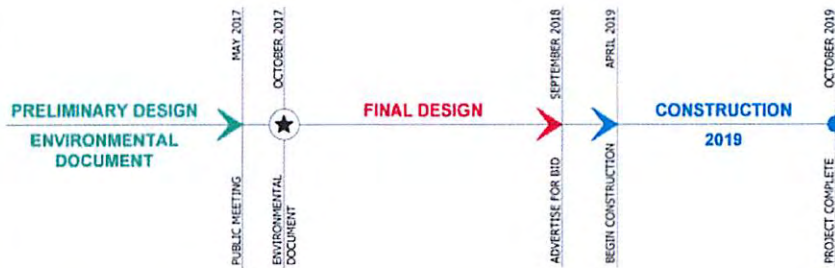


Existing conditions

Realignment of the Bike Path at Jeff Davis Street



68100 Project Timeline



What's Next?



- DOT & PF is asking the Sitka Assembly to provide DOT with their preferred alternative for the SMC project
 - ❖ Option 1- Proposed Typical Section
 - ❖ Option 2 - Proposed Typical Section

Contact information



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THANK YOU

Sitka Comprehensive Plan 2030 Update



May 9, 2017

Draft Chapters Sitka
2030 Comprehensive Plan Chapters
February 3, 2017 draft

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DRAFT HOUSING CHAPTER

GOAL
Expand the range, affordability, and quality of housing in Sitka while maintaining attractive, livable neighborhoods.

1 Current Status

1.1 Number and Type of Dwelling Units

- **There are an estimated 4,238 dwelling units in Sitka today. Just over half are single family dwelling units, and 10% are mobile or manufactured homes.**
- **According to Alaska Housing Finance Corporation (AHFC), 32 new dwelling units were built in 2015, and 20 were built in 2016 (through September).**

The number of dwelling units increased from 3,650 in 2000, to 4,100 in 2010, to 4,238 in 2016. Between 2010 and 2016, Sitka saw a 6% increase in the number of new housing units built (Figure 1). For comparison, since 2010 Sitka’s population grew by 48 persons, or half of one percent (from 8,881 to 8,929) and employment increased 7% (from 4,256 average annual jobs to 4,566).

Most of the new construction since 2010 has been single family dwelling units (Figure 2). Annual housing development has been trending downward for a decade (and from an earlier 2001 peak of 127 units built that year), although 2015 was the highest since 2008 with 32 new units built.

The most recent US Census American Community Survey (ACS) 5 year estimate (2011-2015) lists 110 fewer dwelling units than the city’s tally. The city’s data is more accurate, but it is still useful to look at the ACS data for trends.

The ACS data estimates that just over half of Sitka’s housing units are single family homes (Figure 3). Approximately 14% of all housing is comprised of duplexes. Another 6% of housing units are constructed as townhouses or rowhouses (“1-unit attached”) and 18% are in multi-family structures (including 3-4 plexes, condos, and apartment buildings). Mobile homes account for 10% of total housing units.

1.2 Vacancies

- **The number and percent of vacant homes in Sitka is increasing over time (Figures 4 and 5).**

Vacant dwelling units are those that, at the time of survey, were for sale or rent, were rundown and off the market, or were vacant because they are only seasonally occupied (vacation homes, summer homes, units empty except for short term summer rentals, second homes, seasonal worker housing).

Unfortunately, there is no current tracking of how many vacant dwelling units are seasonally occupied. In 2000, the US Census estimated 169 dwelling units were occupied seasonally (4.6% of total units), and by 2010 this grew to 237 units (5.8% of total). Most Sitka observers expect that if this data were available today it would show continued growth in the number of homes that are only occupied seasonally.

Increasing seasonal vacancies are causing Sitka's documented vacancy rate to rise (Figures 4 and 5). The Alaska Department of Labor and Workforce Development (ADOLWD) estimated the March 2016 rental vacancy rate at 8.3%, while the ACS 5-year estimated vacancy rate is at 6.1% for rental units and 3.6% for units intended for homeowner occupation. These annual rates do not show seasonal variation, so the data doesn't reflect the summer situation when rentals are exceedingly difficult to find.

1.3 Housing Market

- **At \$338,600, the median value of an owner-occupied house in Sitka is higher than anywhere else in Alaska (Figure 7).**

There is a brisk market for homes; Sitka's municipal assessor reports that about one-quarter of properties sell without any public marketing. About one-quarter of home sales are cash sales, including many higher-end homes where typical purchasers are owners of prosperous seasonal businesses, successful multi-generational Sitkans, and physicians.

- **A Multi-Listing Service (MLS) review of single family homes sold in Sitka in 2016 (through August) shows that 31 homes sold at an average of \$357,573 (Figure 8).**

The average sale price is similar to, but a bit higher than, the ACS 2011-2015 5-year estimate of median home value of \$338,600. Sold homes include 7 single family homes that sold in August for an average of \$386,500. Also in August, the average listing price for single family homes was \$564,605 while the median listing price was \$477,000.

1.4 Rental Market

- **Median rent is \$1,163 per month, as measured in March 2016 (Figure 10) by the Alaska Department of Labor.**
- **In Southeast Alaska today, Juneau and Skagway have the highest fair market rents for all types of units, with Ketchikan and Sitka nearly tied for third place.**
- **Between fiscal year 2015 and 2017, fair market rent in Sitka for efficiencies jumped 11%, for 1-bedrooms jumped 16%, and for 4-bedroom units jumped 19% (Figure 12).**

The most current data on rent in Sitka is from the Alaska Department of Labor's (ADOLWD) annual survey of landlords. ADOLWD surveyed 276 Sitka rental units in March 2016, and found that median rent is \$1,163/month (includes utilities that renters pay). In addition to obtaining rental data, the Department of Labor found that 23 of the 276 units they surveyed were vacant, yielding a rental vacancy rate of 8.3%

Two additional sources that measure Sitka rents are the ACS 2011-2015 5-year estimate, which shows the average monthly rate is \$1,057 (Figure 10). The US Housing and Urban Development (HUD) calculates the Fair Market Rent¹ (FMR) in Sitka annually by applying factors to the ACS data to account for inflation and to weight it for the current year.

In Southeast Alaska today, Juneau and Skagway have the highest FMR for all types of rental units, with Ketchikan and Sitka nearly tied in third place. The lowest FMRs in the region are in the Hoonah-Angoon Census area, Wrangell, and Petersburg (Figure 11). FMR in Sitka declined or held fairly steady between FY 2013 and 2015, but jumped significantly after that (Figure 12).

¹ The US Housing and Urban Development (HUD) estimates fair market rent (FMR). It is used primarily to determine payment standard amounts for federal rent subsidy programs (Housing Choice Vouchers, Section 8 contracts, housing assistance payment (HAP) contracts, the rent ceiling in the HOME rental assistance program, etc.). FMR is the calculated amount of money that a given property would command if it were open for leasing at the moment. FMR is often used to help decide how much to charge for rental units.

1.5 What can Sitkans Afford?

- A household that pays more than 30% of its income for housing (mortgage, rent, utilities, property taxes, heating, etc.) is considered to be “cost-burdened”².
- Over the last six years, the percent of homeowners who are cost-burdened by housing has been increasing, while the percent of renters that are cost-burdened has been decreasing (Figure 13).
- In Sitka, approximately 44% of renters and 34% of homeowners with a mortgage pay more than 30% of their income on housing and are thus cost-burdened (Figure 13). Those most negatively impacted are Sitkan households at the bottom rungs of the income ladder.
- Households earning Sitka’s median household income (\$70,376) cannot afford the payments on a median-priced Sitka home (\$338,600) without becoming cost-burdened.
- For those earning Sitka’s average wage (\$42,865), rentals larger than one-bedroom unit and homes that cost more than \$175,000 are not affordable. Approximately 18% of all households in Sitka earn an average wage, with another 15% of households earning significantly less).
 - The average wage-earner has few options to afford to live in Sitka: if two wage-earners live together, if the buyer/renter is determined to cut other living expenses and pay more than 30% of their income on housing, or if a less expensive “affordable” first home can be found to buy.
- 15% of Sitka households and 32% of tax filers earn \$25,000 per year or less. These individuals or households can afford \$625/month at the most without becoming cost-burdened. Efficiencies in Sitka typically exceed this amount.

² Why the 30 Percent of Income Standard for Housing Affordability? Talk of housing affordability is plentiful, but a precise definition of housing affordability is at best ambiguous. The conventional public policy indicator of housing affordability in the United States is the percent of income spent on housing. Housing expenditures that exceed 30 percent of household income have historically been viewed as an indicator of a housing affordability problem². Source: “Housing Affordability: Myth or Reality?” Wharton Real Estate Center Working Paper, Wharton Real Estate Center, University of Pennsylvania, 1992.

The mid to late 1990s ushered in many less stringent guidelines (source: “Review of Selected Underwriting Guidelines to Identify Potential Barriers to Hispanic Homeownership”, U.S. Department of Housing and Urban Development, Office of Policy Development and Research, March 2006). Many households whose housing costs exceed 30 percent of their incomes are choosing then to devote larger shares of their incomes to larger, more amenity-laden homes. These households often still have enough income left over to meet their non-housing expenses. For them, the 30 percent ratio is not an indicator of a true housing affordability problem but rather a lifestyle choice. But for those households at the bottom rungs of the income ladder, the use of housing costs in excess of 30 percent of their limited incomes as an indicator of a housing affordability problem is as relevant today as it was four decades ago.

A definition of what affordable housing means for Sitkans can be found by reviewing the information on Figures 10, 11, 14, and 15, and the explanation below. Figures 14 reviews Sitkans' annual and monthly earnings, and shows what they can afford to pay per month for rent or mortgage without becoming cost-burdened. Figures 10 and 11 show typical monthly rents in Sitka, and Figure 15 shows what typical monthly mortgage payments are for different priced homes in Sitka. Data from these tables is combined and summarized on below.

What Sitkans Can Afford for Housing				
If Annual Income Is	Then Monthly Income is (Fig 14)	Money Available for Housing Monthly (@ 30% income) (Fig 14)	Sitka Rentals that can be Afforded (Fig 10-11)	Sitka Home** Purchase that can be Afforded (Fig 15)
\$70,376 Sitka Median HH Income	\$5,865	\$1,759	<ul style="list-style-type: none"> • Efficiency • 1-3 bedroom 	<ul style="list-style-type: none"> • \$275,000 • \$338,600 (median in Sitka) is a stretch
\$82,614 Sitka Mean HH Income	\$6,885	\$2,065	<ul style="list-style-type: none"> • All 	<ul style="list-style-type: none"> • \$338,600 house (median in Sitka) • If put 20% down, can afford \$400,000
\$42,865 Sitka average annual wage	\$3,572	\$1,072	<ul style="list-style-type: none"> • Efficiency • 1 bedroom 	<ul style="list-style-type: none"> • Up to \$175,000 • If put 20% down, can afford \$200,000
\$25,000 Sitkans earning \$25,000 or less per year are 32% of 2014 tax return filers and 15% of all HH	\$2,083	\$625	<ul style="list-style-type: none"> • Nothing 	<ul style="list-style-type: none"> • \$100,000
\$50,000 Sitkans earning \$25,000-\$50,000 per year are 25% of 2014 tax return filers and 18% of all HH	\$4,167	\$1,250	<ul style="list-style-type: none"> • Efficiency • 1 bedroom • Some 2 bedrooms 	<ul style="list-style-type: none"> • Up to \$225,000
\$100,000 Sitkan's earning \$50,000-\$100,000 per year are 27% of 2014 tax return filers and 37% of all HH	\$8,333	\$2,500	<ul style="list-style-type: none"> • All 	<ul style="list-style-type: none"> • More than \$400,000 (this was highest priced out)

** Home includes a house, manufactured home, condo, townhouse, etc. See Figures 10-11, 14-15 for all sources.

- Mortgage scenarios (Table 15) include three different types of loans, differing down payments, and all assume a good credit rating (between 700 and 759). Thus, example monthly mortgage payments give an idea of what Sitkans can typically afford; the exact amount of a monthly mortgage/housing payment will vary and depend on several circumstances.

2 Current Gaps, Issues, and Future Needs

Planning commissioner and public comments, research, interviews, and professional knowledge combine to identify the following opportunities, challenges, and issues to address in the Sitka 2030 Comprehensive Plan.

Critical Need for More Affordable Homes

Information in this chapter explains what an affordable home means for Sitkans and shows that many Sitkans cannot afford to pay current monthly rent or mortgage payments without becoming cost-burdened.

Demographic and population trends in Sitka (see Economics chapter) underscore this issue: Overtime the population in Sitka is declining because more people are leaving than moving in, and there are fewer women of childbearing age and fewer babies being born. ADOLWD forecasts these trends will continue based on historic data, suggesting that Sitka is at the top of a curve now and will lose 230 people by 2030, and 400 people by 2035.

- **Housing affordability and demographic trends combine to present one of the top critical issues facing Sitka. The community must immediately find ways to retain and attract young adults and young families.**

If the community wishes to retain and attract young adults and families, it must work toward providing more affordable housing, reducing the cost of living where possible, and creating a business-friendly environment.

The actions in this chapter suggest multiple approaches to address housing affordability including increasing land supply and offering incentives for the development of permanently affordable housing, reducing lot sizes to reduce the cost of land and facilitate smaller home development, code changes to facilitate construction of smaller home options, code changes to facilitate the construction of accessory dwelling units, consideration of overall zones to encourage infill on vacant lots and redevelopment at higher densities where dwellings are rundown, and code changes to facilitate the revitalization of older mobile and manufactured home parks. Some of the suggested actions can happen quickly, while others will require more study to ensure the goal is achieved without causing unintended consequences.

Manufactured Home Park Upgrade

There are approximately 415 mobile and manufactured homes in Sitka, comprising about 10% of the total housing stock. While some of these structures are situated on private lots, approximately 380 are in one of 22 “trailer parks” sitting on a total of 33 acres of land. During the late 1950s and early 1960s, prior to city and borough consolidation in 1971, a large pulp mill generated housing demand. At the time, the city did not allow mobile home parks; as a result, many of Sitka’s mobile home parks were established outside of city limits on easily accessible, flat waterfront land.

- **As a result there are many pre 1950-1960s era mobile home parks with rundown and potentially unsafe mobile homes sitting on some of the most beautiful land in Sitka.**

This is a bonanza for mobile/manufactured home owners in these parks; however, these parks create safety challenges for building officials and concern for the few housing options for park occupants in the event that dwelling units are condemned. Improved waterfront property would result in higher assessments and property tax than in their current state, creating a disincentive for park owners to make improvements on property. Over time, park owners may wish to sell their waterfront parks for top dollar, resulting in the loss of needed affordable housing units.

Dilapidated Dwelling Units

Sitka's dilapidated housing primarily centers on older mobile homes; however, some residential structures in the older downtown neighborhoods are also in disrepair. No exact count of these dilapidated units exists. An estimate is that about 175 units or 4% of Sitka's housing stock is significantly dilapidated. Other indicators come from the 2011-2015 ACS which reports that in Sitka, 2.3% of occupied houses lack complete kitchen facilities, 1.2% lack complete plumbing, and 4.4% of dwelling units were built earlier than 1939.

A property with structures that are valued at a lower price than the value of the lot itself is a great candidate for redevelopment.

Owners of dilapidated properties in the downtown area should be encouraged, possibly with incentives, to redevelopment at increased densities as permitted by zoning regulations. A recent example of this higher density redevelopment is of a small lot near the intersection of Etolin Street and Lake Street that was redeveloped into a multi-family building with four efficiency apartments without expanding the building's footprint.

Housing for Sitka's Aging Population

In July 2015, there were 1,248 residents age 65 or older in Sitka, comprising 14% of the total population. ADOLWD projects that in 2035, older Sitkans will number 2,000 and include 23% of the population. The age 80 and above population, which often has high medical, care, and mobility needs, is projected to triple today's population by 2045, increasing from 285 to 800 Sitkans.

Sitka must begin planning and taking action now to accommodate the housing, service, medical, transportation, and social engagement needs of its growing senior population.

Nationally, seniors have expressed a strong desire to age in place, remaining in their communities, and continuing to dwell in their own homes for as long as possible. See the Economic chapter for information about what seniors contribute financially, culturally, and socially.

Seniors span a wide range of fitness and abilities, with a variety of needs that shift as individual's age. Many people over the age of 60 are quite active in their community, mentally and physically fit, and choose to remain in their current homes; however, many eventually experience mobility limitations that necessitate retrofits for universal design features such as ramps, railings, bars, and wheelchair accessibility. Homes with stairs, multiple levels, or narrow doorways may become uninhabitable and require an individual to move. Even without mobility limitations, many seniors simply wish to downsize to a small low maintenance home. Seniors of all income brackets need access to a range of housing, prices to accommodate fixed incomes, and a mix of housing types for

independent living, including smaller accessible dwelling units that are on transit lines or within easy walking distance to stores and services.

- **In order to accommodate and keep its aging residents, Sitka has a need for smaller, affordable, dwelling units in walkable areas of the community and near transit stops. This coincides with the needs of young adults and young families.**

More Year Round Rentals

- **Around the country, both municipalities and rental businesses are evaluating policies and litigating over the management of short-term rentals³.**

People value and like “the sharing economy,” but one effect of growing short-term rentals, which includes AirBnB, Vacation Rental by Owner, and private rentals, is that cities are losing affordable housing and rents are rising. In Sitka, concerns are that short-term summer rentals are so lucrative that homeowners are not renting out their apartments on a long-term basis, and the high price of short term seasonal rentals is artificially inflating the long-term rental market. The free-market way to address these matters is to get more long term rentals built. When the free market does not respond, some cities are offering market interventions including incentives for development of rentals and affordable housing, and penalties such as restricting where or how many short-term rentals are allowed and prohibiting short-term rental conversions.

Based on the increasing short-term rental sales tax revenue, it is clear that this activity is increasing in Sitka. Between FY 2010 and FY 2016, short-term rental sales tax revenue increased 45%, from approximately \$288,800 to \$418,100 (Figure 16).

To determine the appropriate level of regulation, the municipality should obtain an accurate count of how many short-term rentals there are, how many could instead be long-term rental housing, and talk to rental owners and agents to determine what, if anything, could encourage use instead as long-term rentals. Regardless of the answers to questions above, given Sitka’s current critical need to retain and attract young adults, young families, and aging residents, and the understanding developed in this chapter of how unaffordable rents and home prices are for many, development incentives to get more units for affordable rent and sale must be a top priority.

Transitional Housing

To be inserted

³ <http://www.keepneighborhoodsfirst.org/strproblem> <https://blog.evolvevacationrental.com/city-state-short-term-rental-regulation/>
<https://www.nar.realtor/field-guides/field-guide-to-short-term-rental-restrictions>

3 Goal, Objectives, and Actions

Goal - Expand the range, affordability, and quality of housing in Sitka while maintaining attractive, livable neighborhoods.

Objective 1- Range and Affordability

Actions

1. Revise zoning codes to:
 - a) Allow ADUs by right in more zones.
 - b) Minimize prevalence of variances by amending development standards, such as setbacks.
 - c) Reduce minimum lot sizes.
 - d) Reduce residential parking requirements.
 - e) Encourage higher density development.
 - f) Reduce aesthetic and design standards in float home regulations.
 - g) Develop codes to allow tiny homes on wheels in certain zones.
 - h) Allow hostels, boardinghouses, bunkhouses, and co-housing developments as a permitted use with standard conditions in residential zones.
 - i) Create clear development standards for Planned Unit Developments and Cluster Home Subdivisions, to include density bonuses in exchange for such features as open space and inclusionary zoning.

2. Encourage and incentivize the development of permanently affordable housing.
 - a) Define terms to qualify for incentives.
 - b) Support mechanisms to increase permanently affordable homes, such as deed restrictions, targeted financing programs, and community land trusts.
 - c) Seek or initiate sweat equity housing development programs, such as homesteading and Habitat for Humanity.
 - d) Create an affordable housing advisory group.
 - e) Create an affordable housing fund to offer development incentives.
 - f) Consider requiring a range of housing options to be provided when disposing of municipal land for development.
 - g) Increase sales tax on short-term rentals and dedicate new portion to the affordable housing fund.
 - h) Seek grant funding to support affordable housing development.
 - i) Develop a small lot subdivision.

3. Participate in public-private collaborations to design and build developments that include a mix of housing types and target markets.

- Partners could include Baranof Island Housing Authority, USDA Rural Development, AHFC, and US Coast Guard.
 - a) Collaborate with the Sitka School District and University of Alaska Southeast to support construction vocational training.
- 4. Increase the number of long-term rentals.
 - a) Establish an annual baseline count of the number of short-term rentals in Sitka so change can be measured.
 - b) Identify the target number of additional long term rentals needed.
 - c) Support housing development to meet the needs of Sitka’s growing senior population.
 - d) Support change to state regulations and funding that is preventing full occupancy at the Pioneer Home, a public assisted-living facility.
 - e) Identify possible locations for new apartment buildings.

Objective 2 – Housing Quality

Actions

1. Collaborate with mobile home owners and park owners to find options and incentives to encourage park upkeep in a manner that does not cause undue hardship to homeowners. Options include forming park co-ops, offering utility upgrade programs, and offering low-interest loans for park upgrades.
2. Encourage use of LEED or similar design standards by the public and private sectors.
3. Encourage housing stock rehabilitation.

Objective 3 – Housing Information

Actions

1. Share information about housing options.
 - a) Use website and Facebook pages to host rental and home sales information.
 - b) Sponsor or co-sponsor annual housing fairs.
 - c) Create educational materials and campaigns to encourage property owners to build accessory dwelling units (ADUs) and use the Planned Unit Development (PUD) subdivision tool.

4 Data

Figure 1 - Number of Dwelling Units in Sitka				
	2016 (Nov)	2011-2015	2010	2000
Total Dwelling Units	4,238	4,119	4,102	3,650
Sources	AHFC data added to 2010 US Census	ACS 2011-2015 5-year estimate	US Census	US Census

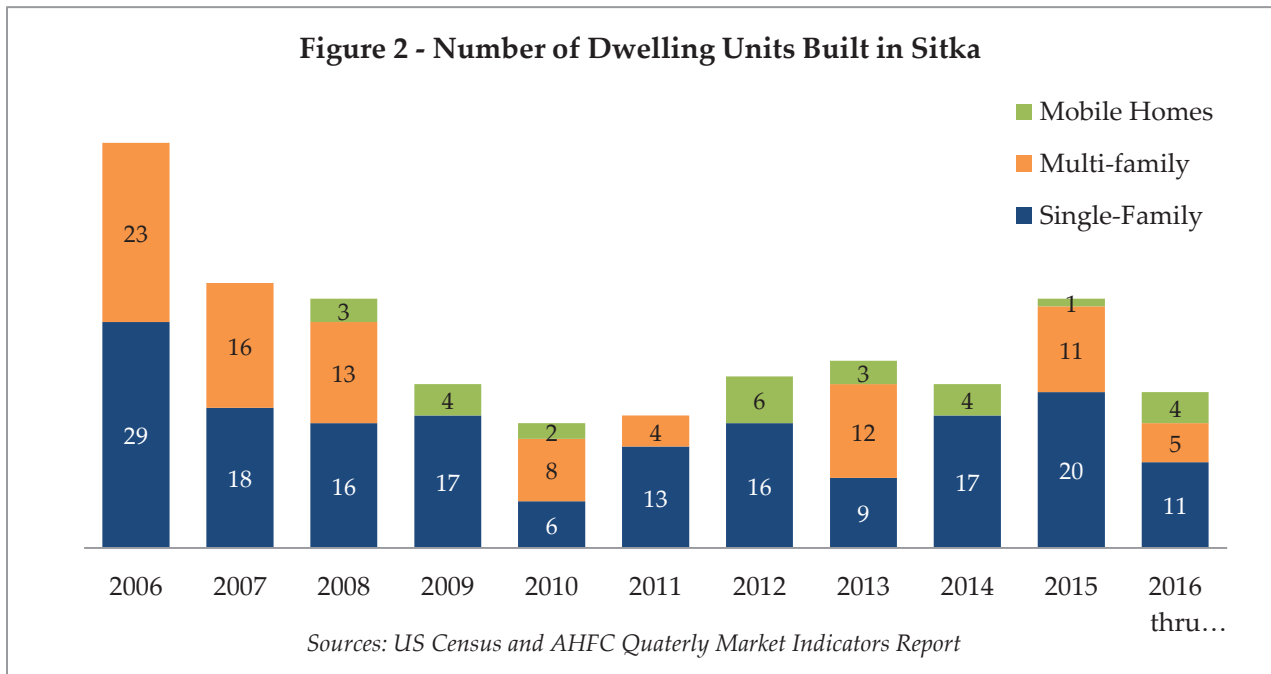


Figure 3 - Total Dwelling Units in Sitka by Type		
Dwelling Units by Type	2011-2015	
Total housing units	4,119 ±54	100%
1-unit, detached	2,114	51%
1-unit, attached **	265	6%
2 units	571	14%
3 or 4 units	338	8%
5 to 9 units	207	5%
10 to 19 units	75	2%
20 or more units	113	3%
Mobile home	415	10%
Boat, RV, van, etc.	21	1%

Source: American Community Survey 2011-2015 5-year estimate

**townhouses, rowhouses. The ACS defines 1-unit attached structures as those with one or more walls extending from ground to roof separating it from adjoining structures. In row houses (sometimes called townhouses), double houses, or houses attached to nonresidential structures, each house is a separate, attached structure if the dividing or common wall goes from ground to roof.

Figure 4 – Sitka Housing Occupancy							
	2015- 2011	2014- 2010	2013- 2009	2012- 2008	2011- 2007	2010	2000
Total Housing Units	4,119	4,105	4,095	4,098	4,078	4,102	3,650
Occupied Units	3,472	3,513	3,554	3,623	3,632	3,545	3,278
Vacant Units	647 (16%)	592 (14%)	541 (13%)	471 (11%)	446 (11%)	557 (14%)	372 (10%)
	Vacant units that are occupied seasonally					237 (5.8%)	169 (4.6%)
<i>Sources:</i>	<i>ACS 5-year Estimates</i>					<i>US Census</i>	

Figure 5 – Sitka Housing Vacancy Rates					
	Sitka	Ketchikan (Borough)	Juneau	Alaska	US
Rental Vacancy Rate, March 2016 (ADOLWD)	8.3%	9.3%	3.3%	5.8%	
Rental Vacancy Rate (ACS, 2011-2015)	6.1%	8.5%	4.4%	6.2%	6.4%
Homeowner Vacancy Rate (ACS, 2011-2015)	3.6%	1.9%	1.0%	1.7%	1.9%

Sources: ACS = ACS 2011-2015 5-year Estimate; ADOLWD Annual Rental Market Survey, 2016

Figure 6 - Median Value Owner Occupied Homes	
US	\$178,600
Alaska	\$250,000
Anchorage	\$290,500
Southeast Alaska Boroughs	
Haines	\$211,400
Hoonah-Angoon	\$233,400
Juneau	\$323,500
Ketchikan	\$252,500
Petersburg	\$218,800
Prince of Wales-Hyder	\$162,600
Sitka	\$338,600
Skagway	\$324,600
Wrangell	\$171,400
Yakutat	\$166,000

Source: ACS, 2011-2015 5 year Estimate

Figure 7 – Distribution of Housing Values, Sitka	
Number of Owner-occupied units*	2,056
Less than \$50,000	135 (7%)
\$50,000 to \$99,999	79 (4%)
\$100,000 to \$149,999	55 (3%)
\$150,000 to \$199,999	109 (5%)
\$200,000 to \$299,999	409 (20%)
\$300,000 to \$499,999	964 (47%)
\$500,000 to \$999,999	270 (13%)
\$1,000,000 or more	35 (2%)
Median Price (2015 \$)	\$338,600

* This does not include rentals. Source: ACS 2011-2015 5-year Estimate

Figure 8 - Single Family Homes Sold in Sitka						
	Jan-Aug 2016	2015	2014	2013	2012	2011
Homes Sold	31	48	47	53	22	46
Average Sale Price	\$357,573	\$404,344	\$353,104	\$301,413	\$394,612	\$323,464
Sales Volume	11,084,779	\$19,408,530	\$16,595,890	\$15,974,900	\$8,681,462	\$14,879,345

Sources: Multi-Listing Service (MLS). 2011-2015 data courtesy of Davis Realty; 2016 data courtesy of Baranof Realty

Figure 9 - Price of Housing and Rent					
	Sitka	Ketchikan (Borough)	Juneau	Alaska	US
Median Rent (ACS, 2011-2015)	\$1,057	\$1,033	\$1,188	\$1,146	\$928
Median Rent contract, March 2016 (ADOLWD)	\$900	\$984	\$1,100	\$1,050	
Median Rent adjusted, March 2016 (ADOLWD)	\$1,163	\$1,094	\$1,115	\$1,175	

Sources: ACS = ACS 2011-2015 5-year Estimate; ADOLWD Annual Rental Market Survey, 2016

Figure 10 - Rent in Sitka					
	Sitka	Ketchikan	Juneau	Alaska	US
Median Rent, all units** <i>Source: ADOLWD, Annual Rental Market Survey, March 2016</i>	\$1,163	\$1,094	\$1,115	\$1,175	
Median Rent, all units <i>Source: ACS, 2011-2015 5 year estimate</i>	\$1,057	\$1,033	\$1,188	\$1,146	\$928
Fair Market Rent, 1 bedroom <i>Source: US HUD, FY 17</i>	\$989	\$1,006	\$1,103		
Fair Market Rent, 4 bedroom <i>Source: US HUD, FY 17</i>	\$1,984	\$2,280	\$2,348		

** This is adjusted rent, which includes utilities renters pay

Figure 11 – FY 2017 Fair Market Rents, Southeast Alaska

	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
Haines Borough	\$723	\$873	\$1,007	\$1,303	\$1,563
Hoonah-Angoon Census Area	\$546	\$674	\$861	\$1,182	\$1,187
Juneau City and Borough	\$930	\$1,103	\$1,466	\$2,109	\$2,348
Ketchikan Gateway Borough	\$836	\$1,006	\$1,317	\$1,722	\$2,280
Petersburg Census Area	\$673	\$798	\$1,060	\$1,326	\$1,461
Prince of Wales-Hyder Census Area	\$822	\$828	\$1,062	\$1,329	\$1,464
Sitka City and Borough	\$895	\$989	\$1,278	\$1,774	\$1,984
Skagway Municipality	\$1,016	\$1,093	\$1,414	\$2,058	\$2,195
Wrangell City and Borough	\$725	\$760	\$1,010	\$1,358	\$1,568
Yakutat City and Borough	\$849	\$926	\$1,182	\$1,479	\$1,835

Source: HUD Annual Fair Market Rents

Figure 12 - Fair Market Rent in Sitka, FY 2010 - 2017

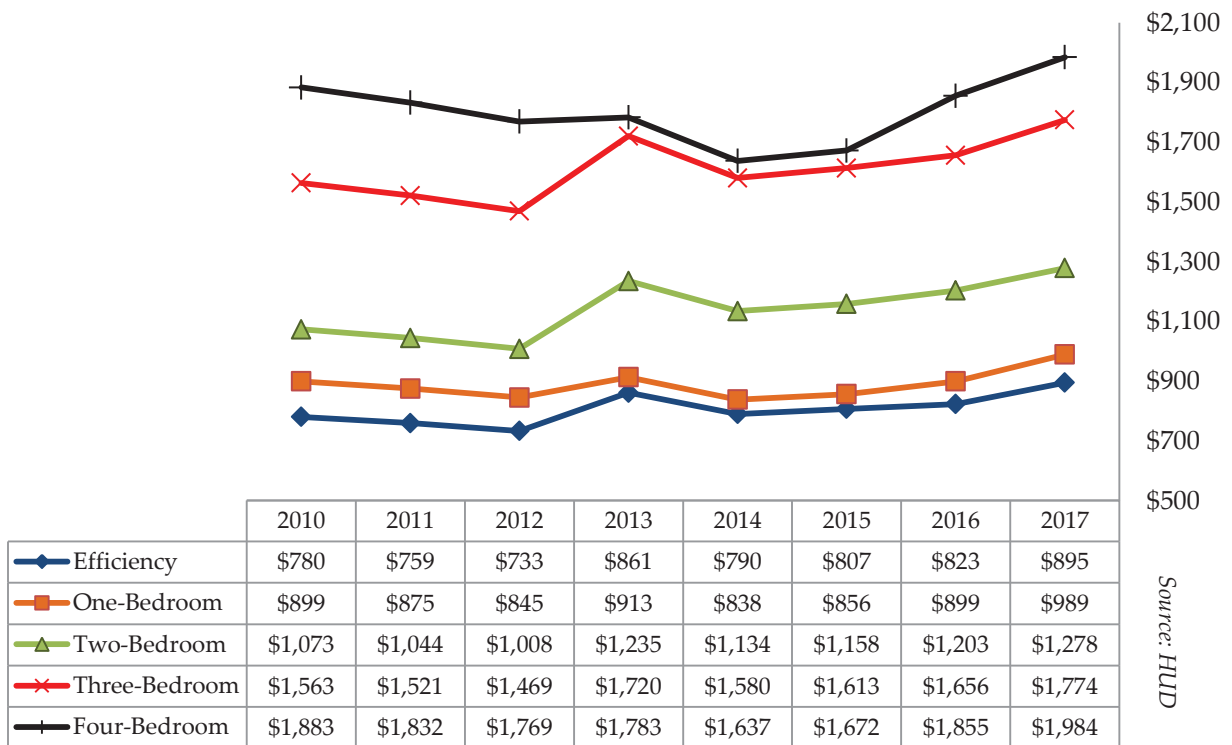


Figure 13 - Percent of Sitkans Cost-Burdened by Housing

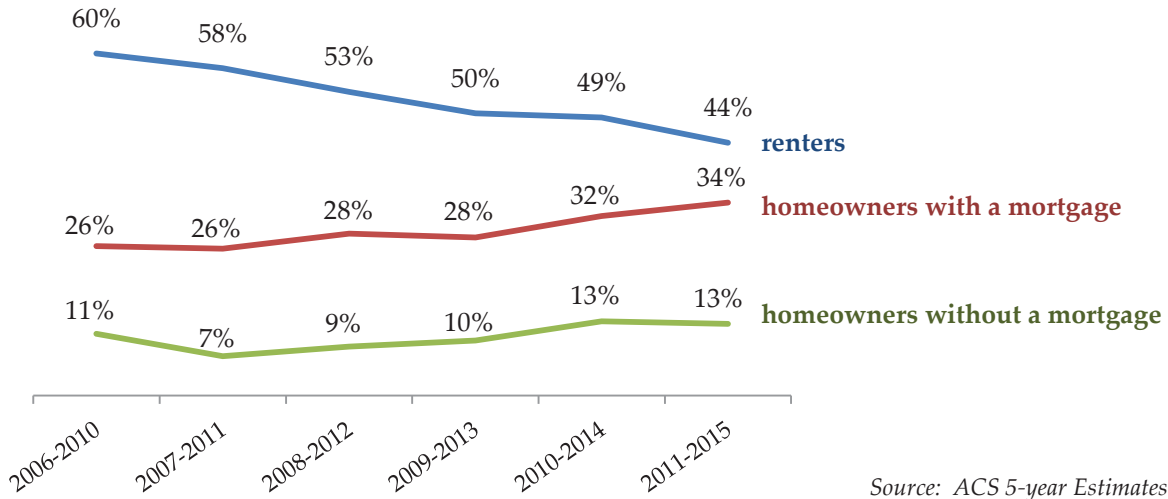


Figure 14 - What Sitkans Can Afford for Housing

	If Annual Income Is	Then Monthly Income is	Money Available for Housing Monthly (@ 30% income)
Sitka Median Household (HH) Income (\$70,376) <i>Source: ACS 2011-2015 5-year estimate</i>	\$70,376	\$5,865	\$1,759
Sitka Mean Household Income (\$82,614) <i>Source: ACS 2011-2015 5-year estimate</i>	\$82,614	\$6,885	\$2,065
Sitka Average Employment Wage 2015 (\$42,865) <i>Source: ADOLWD 2015 QCEW</i>	\$42,865	\$3,572	\$1,072
Sitkans Earning \$25,000/year or Less This is 32% of 2014 tax return filers (IRS) and 15% of all HH incomes (ACS, 2011-2015)	\$25,000	\$2,083	\$625
Sitkans Earning Between \$25,000-\$50,000/year This is 25% of 2014 tax return filers (IRS) and 18% of all HH incomes (ACS, 2011-2015)	\$50,000	\$4,167	\$1,250
Sitkans Earning Between \$50,000-\$100,000/year This is 27% of 2014 tax return filers (IRS) and 37% of all HH incomes (ACS, 2011-2015)	\$100,000	\$8,333	\$2,500

Figure 15 – Examples of Monthly House Payments in Sitka

	\$100,000 Dwelling Unit			\$150,000 Dwelling Unit			\$175,000 Dwelling Unit			\$200,000 Dwelling Unit		
DOWN PAYMENT												
% down	0%	5%	20%	0%	5%	20%	0%	5%	20%	0%	5%	20%
\$ down	\$0	\$5,000	\$20,000	\$0	\$7,500	\$30,000	\$0	\$8,750	\$35,000	\$0	\$10,000	\$40,000
Amt. financing	\$100,000	\$95,000	\$80,000	\$150,000	\$142,500	\$120,000	\$175,000	\$166,250	\$140,000	\$200,000	\$190,000	\$160,000
MORTGAGE												
rate	4.125%	4.625%	4.500%	4.000%	4.375%	4.375%	4.000%	4.375%	4.375%	3.875%	4.250%	4.250%
Type (all 30 year, fixed-rate)	VA or similar	Taxable, 1st home	FHA	VA or similar	Taxable, 1st home	FHA	VA or similar	Taxable, 1st home	FHA	VA or similar	Taxable, 1st home	FHA
MONTHLY PAYMENT												
loan	\$467	\$535	\$465	\$740	\$781	\$698	\$863	\$912	\$804	\$971	\$1,028	\$907
+15%*	\$70	\$80	\$70	\$111	\$117	\$105	\$129	\$137	\$121	\$146	\$154	\$136
TOTAL	\$537	\$615	\$535	\$851	\$898	\$803	\$992	\$1,049	\$925	\$1,117	\$1,182	\$1,043
	\$225,000 Dwelling Unit			\$275,000 Dwelling Unit			\$338,600 Dwelling Unit (Sitka median)			\$400,000 Dwelling Unit		
DOWN PAYMENT												
% down	0%	5%	20%	0%	5%	20%	0%	5%	20%	0%	5%	20%
\$ down	\$0	\$11,250	\$45,000	\$0	\$13,750	\$55,000	\$0	\$16,790	\$67,160	\$0	\$20,000	\$80,000
Amt. financing	\$225,000	\$213,750	\$180,000	\$275,000	\$261,250	\$220,000	\$335,800	\$319,010	\$268,640	\$400,000	\$380,000	\$320,000
MORTGAGE												
rate	3.875%	4.250%	4.125%	3.875%	4.250%	4.125%	3.750%	4.250%	4.000%	3.750%	4.250%	4.000%
Type (all 30 year, fixed-rate)	VA or similar	Taxable, 1st home	FHA	VA or similar	Taxable, 1st home	FHA	VA or similar	Taxable, 1st home	FHA	VA or similar	Taxable, 1st home	FHA
MONTHLY PAYMENT												
loan	\$1,093	\$1,157	\$1,007	\$1,336	\$1,413	\$1,231	\$1,620	\$1,740	\$1,776	\$1,913	\$2,056	\$1,766
+15%*	\$164	\$174	\$151	\$200	\$212	\$185	\$243	\$261	\$266	\$287	\$308	\$265
TOTAL	\$1,257	\$1,331	\$1,158	\$1,536	\$1,625	\$1,416	\$1,863	\$2,001	\$2,042	\$2,200	\$2,364	\$2,031
* 15% additional to cover taxes, insurance, heat, utilities, and similar Source: Wells Fargo Mortgage Rate and Payment Calculator, January 2017												

Figure 16 - Short Term Rental Sales Tax Revenue	
Fiscal Year	Revenue
FY 2010	\$288,788
FY 2011	\$384,654
FY 2012	\$325,837
FY 2013	\$354,698
FY 2014	\$372,486
FY 2015	\$411,873
FY 2016	\$418,112
<i>Source: City and Borough of Sitka Finance Office, Sales Tax Division.</i>	
<i>Note revue is rounded to nearest dollar.</i>	

DRAFT ECONOMIC DEVELOPMENT CHAPTER

GOAL

Increase year round employment and population in Sitka by:

- Supporting local businesses;
- Attracting new sustainable businesses;
- Supporting efforts and enterprises that keep residents’ money “local”

1 Municipal Role in Economic Development

Economic development is about understanding conditions in the local economy, understanding which forces shaping the local economy are susceptible to local influence, and identifying strategies to achieve specific development goals.

Local governments are commonly engaged in economic development efforts. This is not surprising given that they depend upon a strong and sustainable economic base and local taxes to support the services, infrastructure, education, and amenities that residents’ desire.

A recent National Association of Counties (NAC) review shows that more than 90 percent of county governments engage in economic development initiatives. The NAC developed 35 case studies of county-driven economic development initiatives and found that while each addresses a specific challenge the common thread was highlighting collaboration.

Local governments strategies used to stimulate economic activity include:

- Coordinating and support for economic development programs and services
- Business and entrepreneurship support
- Timely development reviews and business-friendly regulations
- Development Incentives (tax policy, financing, underwriting risk)
- Providing an adequate commercial and industrial land supply
- Infrastructure investment
- Maintain quality of life (conducive to Business innovation and worker retention)
- Participating in workforce and talent development

2 Current Status – Socioeconomic Indicators

2.1 Demographic Trends

- Between 1990 and 2014, Sitka’s population “see-sawed” while it slowly rose (Figure 1).
- The population high was in 2014 with 9,084 residents. Population dropped sharply between 2014 and 2015, by 160 people to 8,920 residents. According to Alaska Department of Labor and Workforce Development (ADOL), Sitka’s population was unchanged between 2015 and 2016.
- Based on historic patterns of births, deaths, and in and out migrants to Sitka, ADOL is projecting that after a five-year period of steady population - which Sitka is in now - that the population will begin a slow, steady decline (Figure 1).
- This is expected due to two trends: more people moving from rather than to Sitka, and to a shrinking number of child-bearing age families/women and children in Sitka.

A look at Sitka’s age groupings (cohorts) shows that since 2000 the percent of the total population that are school age children and adults of child-bearing age has shrunk, and at the same time the percent of older residents has increased (Figure 2).

- **The number of Sitkans age 65 and older, and especially those age 80+, is projected to grow rapidly over the next 25 years.**

In July 2015 there were 1,248 residents age 65 or older in Sitka, which was 14% of the total population. The ADOL projects that in 13 years, by 2030, there will be just over 2,000 older Sitkans in town, a 60% increase. Those who are age 65 and older will then be 23% of the total population.

Those 80 age and older will increase even faster. This population, which often has high medical, care, and mobility needs, is projected to keep increasing through 2045 when it will have tripled compared to today, from 285 folks to just over 800 Sitkans at least age 80.

- **The number of Sitkans who are in the common child-bearing age group from age 20 to 39, is projected to plummet (Figure 2).**

There were 2,389 Sitkans in this age cohort in 2015; by 2030 Sitkans this age are projected to drop by 317 people to 2,072. At this time, the decline in this age group is projected to continue through 2045.

Additional metrics on Sitka youth (school enrollments, PFDs, etc.) are on Figure 3.

2.2 Community Income

- **Sitka residents earned approximately \$568 million in personal income in 2015. This is a 4% increase over 2014 community income of \$545 million (Figure 4).**

Personal income is the cumulative income that a person receives from all sources. This is primarily comprised of wages from jobs, proprietors, and self-employment income, and un-earned income, which includes household revenue captured from public assistance, retirement funds, dividends, etc.

- **The majority of Sitka's income, 66%, came from work earnings, wages, and benefits (Figure 4). This included more than \$89 million in earnings to proprietors (a 33% jump from 2014's estimated \$67 million).**

An estimated 12% of Sitka's income came from retirement benefits (which includes the PFD and Medicare payments). Another 1.2% came from payments from state and federal social assistance programs like unemployment, SNAP and SSI. Finally, 21% Sitka's income was generated from dividends, interests and rents. This is slightly above the statewide proportion of 17%.

- **If sources of all income are tallied and divided by the total population, this shows that in 2015 Sitka had the 5th highest per capital personal income in Alaska at \$64,122 (Figure 5).**
- **Median household income is 12th highest at \$70,376.**
- **Sitka's high income masks significant income inequality among community members (Figure 6).**

According to tax returns filed in 2014 by those living in the 99835 area code, over half of the personal income came from the top 17% of Sitka's earners, these tax filers all earned \$100,000 or more per year and 84% of them are married (filed a joint return).

In contrast, one-third (32%) of all Sitka tax filers made only \$25,000 or less; 80% of these tax filers were single. These are the young adults in Sitka that need affordable housing.

Other indicators of income or racial inequality in Sitka are that:

- In the Sitka School District in 2016, 381 students had low enough household income to qualify for a free lunch and 130 qualified for a reduced fee lunch; together this is 35% of the student body¹.
- At Mt. Edgecumbe High School, whose students and faculty are part of the community for significant periods of the year, 75% of students qualify for a free or reduced fee lunch.²
- 9% of all Sitkans had income below poverty level in past 12 months; however, 22% of Sitka American Indians/Alaska Natives had income below poverty level ($\pm 6\%$)³
- 10% of Sitkans ($\pm 2\%$) received Food Stamps/SNAP benefits in last 12 months⁴

2.3 Commerce in Sitka

- **Retail trade and construction have the highest gross sales in town; these sectors drive commerce. This is one reason why local capital projects (construction) are important (Figure 8 and 9).**

In FY 2016, gross sales in Sitka were \$388 million. The three top grossing sectors accounted for over 80% of all sales activity in town. These were:

1. Retail Trade - 35% of all sales activity
2. Construction - 26% of all sales activity
3. Services** - 20% of all sales activity

***The City and Borough of Sitka combines many businesses into the Services category, including health care, education, professional, arts-entertainment-recreation, food, accommodations, and more)*

2.4 Work and Earnings

2.4.1 Small Businesses

Sole proprietor businesses are those owned by a single person. A sole proprietor is an owner not an employee, so their business income is not reported to the state Department of Labor. Sole proprietor business income is available from the tax returns they file to the Internal Revenue Service, by borough.

- **There were 1,326 sole proprietor owned small businesses in Sitka that together generated over \$76 million in earnings in 2014 (Figure 9). Commercial fishing businesses are the vast majority.**

This is significant work related income into Sitka, for comparison employees in Sitka made \$196 million in 2015.

2.4.2 Non-Resident Workers

- **35% of Sitka employees and 14% of all wages earned go to workers who are not Sitka residents (Figure 10).**

2.4.3 Maritime Business, Employment, and Activity

Economic data typically lists maritime activity as a part of many different industry sectors, so this work is “hidden” as part of other work. As a result, maritime contributions to the economy are often not recognized. This is changing in Alaska as communities and regions recognize that living on and near the ocean and its resources is central to work and jobs and, when strategic land, workforce, and infrastructure investments are made, offers opportunities for growth. The ADOL (C. Bell) has helped to aggregate maritime work and wages for Sitka, and the USCG has provided data on enlisted personnel in Sitka.

- **When “blue” work is aggregated in Sitka, it accounts for 40% of all work in Sitka and one-half of all work income.**
- **The maritime-related average workforce was 1,825 with \$102 million in wages and earnings (Figure 11).**

Sitka’s maritime work is anchored by over 600 commercial fishermen and a cluster of seafood processors that at their peak in July employ over 1500, and in December-January employ just under 200. Processors include Seafood Producers Cooperative, Silver Bay Seafoods, North Pacific Seafood (Sitka Sound Seafoods), and Sitka Salmon Shares.

With the largest homeported fishing fleet in Southeast Alaska, and a well-developed suite of boat and engine building and repair services, Sitkans regularly ask why the City and Borough of Sitka is not investing in a publically owned marine haul-out. Both Wrangell Borough and the City of Hoonah have invested public funds to develop municipally owned marine haul-outs (150-ton and 300-ton in Wrangell, 220-ton in Hoonah) and adjacent marine service area workspace. **Neither is profit-making operationally (working to confirm this)**, but provide work for local marine repair and service businesses and support the local fishing and water transportation fleets. Over time the number of haul-outs and repair work in both communities has increased.

Part of the answer lies in the fact that, similar to Ketchikan, a number of private businesses have invested in marine haul out facilities in Sitka. There are four private marine haul-outs in Sitka: an 88-ton haul out at Halibut Point Marine for public use, and at Allen Marine there are three haul-outs that are at times are open for public use: a 66-ton, 88-ton, and 150-ton travel lift.

In 2014, Northern Economics (NE) conducted a screening-level assessment on the feasibility of installing large vessel moorage, a vessel haul-out, and a deep water dock at the Gary Paxton Industrial Park (GPIP).⁴

NE’s survey results indicated a significant amount of haul-out activity for smaller vessels of up to 100 tons, but little activity for larger vessels. While open-ended comments in the survey were in support of a larger lift, the respondents for the most part did not represent that user group. Interviews with owners and managers of larger fleets of vessels provided anecdotal support of a larger lift, but provided insufficient quantitative data to support an analysis. As a result, a larger lift

⁴ Northern Economics, March 2014. “Preliminary Screening-Level Feasibility Assessment and Planning for a Marine Center at Sawmill Cove Industrial Park” <http://www.sawmillcove.com/>

is considered to be a weak opportunity by the NE screening-level analysis, pending future fleet interest.

The NE conclusion is that there is weak to moderate opportunity for a haul-out facility for vessels up to 150 tons and a weak opportunity for a haul-out facility for vessels over 150 tons. If the existing Halibut Point Marine haul-out ceased operation, there would be a moderate to strong opportunity for a haul-out facility for vessels up to 50 tons. A recent interview with Halibut Point Marine for this Comprehensive Plan however, indicates that with their recent \$1.5 million investment on the haul-out dock in 2012 and \$75,000 investment in a wash-down area, they are fully committed to maintaining their haul-out business.

The NE analysis indicated there were not development opportunities sufficient for a new public deepwater dock or multi-purpose dock due to existing private facilities at GPIIP, the public ferry terminal, and private docks west toward Starrigavan Point. Given a declining population projection, they saw no major changes in cargo shipments except for special projects.

Nonetheless, GPIIP saw an opportunity and with state funding is constructing a \$6.8 million floating dock now. It will be completed in 2017/2018. It is a repurposed 250 foot barge that will be connected to shore with a drive-down ramp. The dock will have lights and power. It will be capable of moving seafood, which will assist current and future tenants of the industrial site. It also will provide tie up space for some commercial fishing vessels to allow in-water work. This will be like at Eliason Harbors' drive down float, but at a much bigger scale.

Finally, the NE analysis indicated a moderate opportunity for large vessel moorage, which was defined as in excess of 100-foot length overall. Survey results did not indicate demand for a large vessel moorage facility, but anecdotal information collected from interviews as well as information conveyed to the study team by the CBS Harbormaster suggests there is demand from the herring fleet to homeport in Sitka. Vessels in this fleet are anticipated to be in the 100–120-foot range. The herring fleet was identified as being interested in moorage at GPIIP, so this group is a logical starting place for determining the haul-out requirements and frequency for this group, and for determining what infrastructure and services are required. Additional analysis is required to determine if it is a feasible concept.

Air Station Sitka and other federal, state, and municipal employees whose work is linked to the ocean account for another 130 employees and an estimated \$5.3 million in payroll.

Air Station Sitka is responsible for the entire Southeast region of Alaska from Dixon Entrance north to Central Alaska and from the US/Canadian border west to the central Gulf of Alaska. Air Station Sitka was officially commissioned in 1977. Today, it has three MH-60T Jayhawk helicopters and a compliment of 21 officers, 104 enlisted, and 5 civilian personnel with a payroll estimated at \$5.3 million. These United States Coast Guard personnel provide national defense, search and rescue, marine environmental and law enforcement response, maintain marine aids-to-navigation, enforce laws and treaties, and do various other missions in cooperation with federal, state, and local government agencies. The Air Station averages 130 Search and Rescues a year and a typical year also sees some 180 sorties in support of federal and state law enforcement initiatives. Since 1977, Air Station Sitka's aircrews have saved over 1800 lives, assisted thousands of others and saved several hundred million dollars in vessel property from the perils of the sea.

All this activity has significant economic multiplier effects in town, as it requires purchases of fuel, utility, goods, and services. Further, while about 60 USCG families live on base, another 65 personnel and their families live in Sitka. All enrich the community in a myriad of ways. Rounding out maritime work and commerce in Sitka are water transportation, charter fishing operations, boat building and repair, and scientific and education and technical work related to oceans.

Sitka Resident's Commercial Harvest

Sitka has 1.2% of Alaska's residents, yet Sitkans earned 6.4% of all gross earnings to Alaskans from commercial fishing in 2014.

- **Sitka was ranked the 11th most productive port in the US, top port in Southeast, and ranked 7th statewide in 2014, with \$71 million ex-vessel value of seafood harvested, according to the NOAA.** (Ex-vessel value is the money paid to harvesters/commercial fishermen.)

According to the Alaska Commercial Fisheries Entry Commission, an estimated \$38 million was earned by Sitka resident commercial fishing permit holders in 2015 (preliminary data). This was a drop from \$44 million earned in 2014 (Figure 12).

Salmon is the "money fish" in Sitka, accounting for approximately 75% of all pounds harvested and 44% of all gross earnings by Sitkans who fish commercially. The Southeast seine fishery is the most lucrative of the salmon fisheries. Sablefish was also especially rewarding; this was 9% of all pounds Sitkans harvested but brought in 28% of Sitka fishermen's total gross earnings. Halibut harvest accounted for 5% of the total pounds and 20% of the total gross earnings.

- **As for the volume of seafood harvested, Sitka was ranked the 14th most productive port in the U.S. with 89 million pounds of seafood harvested in 2014.**

This was substantially lower than the 126 million pounds harvested in 2013, reflecting lower salmon runs which tend to be higher in alternating years.

State Shared Fishery Taxes to the City

Depending upon the type of processing and other factors, the state returns one-half of the 3-5% it collects on the ex-vessel value of fish harvested or landed in Alaska to the place where fish processing occurred. Fisheries tax to the City and Borough of Sitka reflects the size of harvests, amount processed locally, and fish prices. The recent high was in 2012, with \$1.2 million shared with the city due to processing activity.

- **In 2016, shared fish taxes brought \$880,000 to the borough, near a six-year low (Figure 13).**

2.4.4 Sitka Employment and Wages

The combination of activities that comprises maritime activity and work has already been reviewed. This section reviews top economic sectors and looks at a few in more depth. The context for this review is that existing businesses have already figured out how to operate profitably in Sitka. Supporting, strengthening, and diversifying existing strong sectors is a top economic growth strategy. Unless noted otherwise, all figures in this section include both enlisted and civilian Coast Guard personnel.

- **Overall, employment in Sitka is growing (Figure 14). Increases have been in private goods-producing jobs, and local government work. Decreases have been in private service-providing work.**

There were an average annual 4,691 employees in Sitka in 2015. This ranged from a high in July of 6,225 employees to a January low of 3,911 employees.

- **At the summer peak there were an additional 2,314 employees in town, which was more than a 25% increase in the local population – and this did not include self-employed fishermen.**

This creates a significant demand for seasonal housing. Part of this need, but not all of it, is met by employer-owned bunkhouses.

The industries with the most employees in 2015 (average annual) were (Figure 15):

1. Local/Tribal Government** - 710 employees
2. Manufacturing - 761
3. Health Care & Educational Services - 641
4. Accommodations & Food Services - 458
5. Retail Trade - 454 employees

Total work related wages were \$200 million in 2015.

The industries that pay the most total wages in Sitka were:

1. Local/Tribal Government** - \$37.0 million
2. Manufacturing - \$33.9 million
3. Health Care & Educational Services - \$31.1 million
4. State Government - \$16.1 million
5. Federal Government - \$14.5 million
6. Retail Trade - \$11.9 million

The average monthly wage in Sitka was \$3,666 in 2015 (Figure 15). The highest monthly wages in 2015 were for employees in:

1. Management of Companies & Enterprises - \$6,607
2. Construction - \$4,972
3. Federal Government - \$4,845
4. Professional, Scientific, and Technical Services - \$4,528
5. Local/Tribal Government** - \$4,342

Lowest wages - \$1,625/month - were earned by those working in food and drinking establishments.

** This includes the Sitka School District, the City and Borough of Sitka, the Sitka Community Hospital, and at Sitka Tribes of Alaska.

Government

Sitka is home to multiple government entities. Local government includes the City and Borough of Sitka, Sitka Tribe of Alaska, Sitka School District, and Sitka Community Hospital. Federal government employees work for the United State Coast Guard, US Forest Service, National Park Service, TSA, and US Postal Service among others. State government employees in Sitka work for the state Health and Social Services (Pioneers Home), Department of Education (Mt. Edgecumbe), University of Alaska, Fish and Game, Department of Transportation, and others.

- **Together, government agencies employ 1,300 people (includes civilian and enlisted USCG), meaning that about 14% of the population and 28% of wage and salary workers are engaged in public service. Government wages account for one-third (34%) of all wages.**

This can be both a strength – government jobs deliver important services critical to sustaining local industries and health and safety, and they provide stable income that can circulate back into the economy – and a weakness – federal, state and local agencies are vulnerable to changes in funding and will be negatively impact by the current Alaska budget challenges.

Over the past five years, the City and Borough of Sitka’s budget has decreased by \$7 million, due to a combination of increased expenses and reduced revenue. In the 2017 fiscal year a \$2.5 million shortfall is anticipated. Decisions made by the City Assembly, City Administrators and the public in the short term will determine how this projection will change, and ultimately how much revenue will be available to support community services, facilities and infrastructure, as prioritized by the Sitka Comprehensive Plan.

Tourism

Tourism is a growing component of Sitka’s economy and one of the industries that brings new money into the local economy. Sitka has a mature and diverse visitor-oriented sector. Many of Sitka’s tourism assets are listed on Figure 19. Tourism is forecast to grow across Alaska due to a robust national economy, low gasoline prices, and concern by some over foreign travel.

There is no single economic reporting category that is tourism. Visitor businesses include those in Arts, Entertainment, and Recreation, Accommodations and Food Services, and Scenic and Sightseeing Services. Since restaurants and bars serve residents along with visitors, the economic impact due solely to visitors is difficult to isolate for those businesses.

- **Work in the three visitor-oriented categories above accounted for about 13% of Sitka’s employment but only 8.6% of its wages in 2015.** (There is some overlap with maritime.) This included an average of 607 employees (peak employment was 895 in the summer) who together earned \$17 million in wages in 2015 (Figure 15).

The number of cruise ship passengers visiting Sitka peaked in 2008 while the number of visitors to the Sitka National Historical Park peaked in 2006. Visitation to both declined for several years, bottoming out in 2014. Since then, the number of visitors to Sitka has been increasing (Figure 20).

Health Care and Education

These are two separate and important segments of the Sitka economy. They are combined here simply because the state combines them for economic reporting purposes.

- **Together, private sector businesses offering health care or education services employed 640 Sitkans, mostly year round, who earned \$31 million in 2015. This was 14% of all wage and salary work and 15% of total wages.**
- **There were an additional 49 sole proprietor businesses offering health and social services and 37 offering private educational services.**

Note that these totals do not include Sitka Community Hospital personnel who are counted as local government workers, nor are these School District or University of Alaska employees who also are counted as government workers.

Traditionally these activities recirculate money in town and keep it from flowing outside on non-local service providers. This is true in Sitka, but in addition both medical and education activities bring new money into town. This occurs when Alaska Native clients come to Sitka for SEARHC medical services, and when students come to Sitka to attend the Fine Arts camp, other Sheldon Jackson campus activities, when new college graduates come to town to attend one of the internship programs, and when researchers come to the Sitka Sound Science Center

Between the Sitka Community Hospital, SEARHC Hospital and services, and private businesses there are a wealth of health care facilities and services for residents that also serve regional Alaska Native clients.

Manufacturing

Sitka has a higher concentration of manufacturing jobs than does Alaska, Ketchikan, or Juneau (Figure 16). This is linked with the amount of seafood processing activity in town, but it goes beyond that. Figure 16 puts Sitka's manufacturing industry in context, by illustrating the manufacturing location quotients of various communities. Location quotients are ratios that compare the concentration of a resource or activity in a defined area to that of a larger area or base. In this case, Sitka's manufacturing location quotient is calculated in comparison to the United States as a whole, which is given a baseline concentration of 1.0. Using this scale, Sitka scores a 4.17, more than four times the national concentration of manufacturing entities. This is a particularly high value in Alaska, which has a manufacturing location quotient of just 0.53.

While the seafood processors are arguably the most visible element of Sitka's manufacturing, they are only one part of this market segment. In all, Sitka is home to 12 manufacturing business with average annual employment of 761 people, as well as 20 small manufacturing businesses operated by a sole proprietor. Publically available data on these entities is limited, but tax records indicate that they are producing diverse outputs, from food, to textiles, chemicals, and transportation equipment (Figure 17). It's worth noting that while several of these employers show high seasonal variation in their personnel rolls, at least 276 of these manufacturing jobs appear to be filled year round (Figure 18).

In short, manufacturing is a strength of the Sitka economy and it may have potential for further development. More information should be gathered on this sector, with a particular focus on the challenges and opportunities facing businesses. Key learnings from this process should inform city strategy for policy and regulatory interventions in support of a stronger and more productive manufacturing industry, which advances Sitka’s triple bottom-line priorities for economy, environment and cultural prosperity.

Arts, Culture, and Science

To be inserted

2.4.5 Cost of Living

To be inserted

3 Economic Opportunities, Challenges, Issues

Planning commissioner and public comments, research, interviews, and professional knowledge combine to identify the following opportunities, challenges, and issues to address in the Sitka 2030 Comprehensive Plan.

Retain and Attract Young Adults and Families AND Allow Seniors to Age in Place/Community

Data in the first part of this chapter (see Figures 1-3) shows that:

- **The number of Sitkans age 65 and older, and especially those age 80+, is projected to grow rapidly over the next 25 years.**
- **The number of Sitkans who are in the common child-bearing age group from age 20 to 39, is projected to plummet.**
- **Based on historic patterns of births, deaths, and in and out migrants to Sitka, ADOL is projecting that after a five-year period of steady population - which Sitka is in now - that the population will begin a slow, steady decline. This is expected due to two trends: more people moving from rather than to Sitka, and to a shrinking number of child-bearing age families/women and children in Sitka.**

These are arguably the most significant issues facing Sitka today and actions to turn this around are a major focus of the Sitka 2030 Comprehensive Plan. These trends will have significant implications for Sitka's culture, economic productivity, and education systems. Projections suggest there is a window of opportunity between 2015 and 2020. If Sitka can reduce out-migration, attract and retain young adults and families who have children, and retain its growing baby boomer-senior cohort, then this predicted trend can be halted and turned around to stabilize and slowly grow Sitka's population.

These trends provide an important focus for comprehensive planning:

1. **Why are people leaving Sitka? Can the City and Borough of Sitka address any of the drivers of negative migration?**
2. **What is needed to keep and attract young adults and young families in Sitka?**
3. **What is needed to allow Sitka's aging residents to comfortably and safely age in place?**

Sitka must work to understand why families are leaving and enact policies and interventions designed to retain and attract younger households.

Research and interviews suggest that in addition to family-wage supporting employment, young Alaskan adults and families seek affordable housing and food, good schools, access to a diversity of indoor and outdoor recreation, fast internet, and places to gather with people their age/a sense of community. Prioritizing investments in these assets and promoting their availability will assist in retain and attracting young adults and families.

The number of residents age 65 and older will grow quickly over the coming twenty years. Seniors are invaluable community members in Sitka, contributing in numerous ways, financially, culturally, and socially:

Older Americans are the source of 70% of all of charitable contributions nationally.⁵ In Sitka in 2015, 12% of all community income, or \$69 million, comes from retirement earnings, according to the US Bureau of Economic Analysis.

Individuals age 65 and older are typically engaged politically, among Alaska's registered voters age 65 and older, 72% voted in the 2014 general election, compared with 56% overall (Alaska Division of Elections).

Seniors also serve a role as caregivers, and are an important part of family life. The 2011-2015 ACS reports 147 grandparents live with grandchildren in Sitka⁶.

Sitka must begin planning and taking action now to accommodate the housing, service, medical, transportation, and social engagement needs of its growing senior population. To keep them contributing members of Sitka more: a) accessible, affordable, housing choices are needed, b) assisted living and long term care options are needed, c) increased personal care attendants who can assist with the activities of daily living and enable seniors to remain in their homes are needed, and more geriatric health care services will be needed. Sitka has the potential to become a regional hub for elder care.

Build Economic Development Partnership and Networks

As noted earlier in this chapter, local government economic development initiatives typically capitalize on networks of public, nonprofit, and private partners. In Sitka these partners include but are not limited to the Sitka Economic Development Association, Sitka Chamber of Commerce, Sitka School District, Sitka Tribe of Alaska, University of Alaska, Sitka Sound Science Center, Sitka Job Center, private businesses, and others. As objectives and actions are implemented, asking "who else should be at the table" and working to include them will strengthen chances of success.

Diversify Sitka's Maritime Work

- **The ocean is Sitka's biggest economic driver. A top strategy is to protect this resource and improve the opportunities and productivity of blue jobs industries. Opportunity areas include expanding marine service and repair businesses; using more seafood byproducts, harvest and adding value to additional ocean resources (e.g. seaweed, kelp); reserving parts of the waterfront for maritime commercial and industrial use; providing infrastructure to access and use marine resources with adjacent upland work space; and monitoring and testifying when appropriate on policy and legislation to assure Sitka's fair share of seafood allocations, and slow ocean acidification and ocean warming.**

To support small vessel owners, marine service businesses, and more fully utilize the Gary Paxton Industrial Park, they plan to investigate the development of more robust marine service infrastructure at the industrial site.

Another maritime opportunity is to assist in the growth of marine manufacturing, service and repair businesses. Too many Sitka vessel-owners take their boats elsewhere in Southeast Alaska, Port Townsend, or Seattle for marine repairs and service. Conversations with marine businesses are needed to determine whether there are any obstacles that the borough can remove, or incentives it can provide, to help current businesses expand. Casual conversations suggest a better understanding is needed about:

- Whether there is year-round demand for work and if requested repairs can be spread-out more during the year?
- Is there a need for covered work space with utilities?
- Is the pricing of local ports, harbors, and haul-outs competitive with other places?
- Is the cost of complying with local regulations prohibitive for a start-up business, are there opportunities for flexibility for seasonal businesses?
- Is there a lack of waterfront commercial or industrial space for lease or purchase?
- Is there a lack of affordable housing for seasonal workers that impacts businesses' ability to grow?
- Are there forums for marine businesses to share information that could help them schedule or work together more effectively?
- The potential for boat builders given the area's aging fleet
- The potential for innovation in vessel fuel efficiencies

Support United States Coast Guard

A strong relationship between the Coast Guard and the City and Borough of Sitka is important. The USCG notes that its highest priority is continued excellent support for Coast Guard personnel and families. USCG families have the same cost of living, energy, educational, career/job, emergency response (tsunami, etc) and housing availability constraints as everyone else in Sitka, so their issues are very similar to the community as a whole. The Coast Guard regularly works with the municipality for utility service and repair, and depends upon the local police, fire and EMS to respond to operations, base and housing emergencies.

In the future there may be pressure to relocate USCG assets to serve the opening arctic; the City and Borough of Sitka should be prepared to support the size and services offered at Air Station Sitka.

Diversify Tourism Opportunities

Sitka tourism has traditionally focused on cruise ship passengers and the charter fishing clients. Support for both activities is important to the economy. Active work to mitigate any negative impacts will help ensure continued support. Given the new private dock that can accommodate cruise ships without lightering, cruise visitors should continue to arrive and hopefully follow the upward trend of the last few years. The number of cruise ship passengers since 2005

In addition, due to its unique cultural, historical, environmental, and community assets, Sitka is well positioned to expand tourism and attract more independent visitors. Opportunities include, but are not limited to, eco and adventure tourism (camping, kayaking, boating, hiking, wildlife tours), cultural and historical tourism (Tlingit culture, history, and arts; visual and performance arts, the Sheldon Jackson Museum, the Sitka National Historical Park and Russian history, etc.), and hosting conferences, festivals and business travelers. For this last category, Sitka has several beautiful venues, including Sheet'Ka Kwaán Naa Kahídi Tribal Community House, the historic Sheldon

Jackson Campus, the newly renovated Harrigan Centennial Hall, and the Sitka Performing Arts Center. A new 70-room hotel will be completed in 2017 that will further expand Sitka's capacity to host large groups during the busy summer season.

The Sitka Convention and Visitor Bureau should continue its work to find ways to leverage these assets to attract more festival-oriented, small cruise ship, yachters, and other independent visitors, have them stay longer, and return.

Sitka Tribe of Alaska (STA) works to nurture a respectful cultural and historical tourism sector. An opportunity area is support for and partnership with STA led tourism businesses.

Investment in cultural assets, traditions and historic building rehabilitation is an opportunity area, particularly when coupled with interpreted tours.

Training and networking that helps to develop and market new eco and adventure tourism businesses is an additional prospect.

Build upon Sitka's Culture, Arts & Science Assets

Sitka has a unique cultural and historical identity. Respect, preserve, and support these traditions. Invest in Sitka's culture, arts, and science programs. Several initiatives are already creating jobs, bringing in outside students, and benefiting local youth and adults. Build upon these assets and programs including, but not limited to, the Sitka Sound Science Center, the Sitka Fine Arts Camp, other programming at the Sheldon Jackson campus, Sitka Whalefest, the Sitka Summer Music festival, and the Sitka Arts & Science Festival. These opportunities and resources benefit community education and well-being, bring new people to town, and drive economic activity. Build on these successes.

Cost of Living

Affordability and cost of living are significant challenges for many Sitkans. The high cost of housing, food, utilities and other necessities limit economic engagement and innovation, and risk negative migration from Sitka. These challenges will not be resolved easily, and will likely be compounded by the State budget crisis.

Internet

Current internet bandwidth is maxed out and will limit future economic growth if improvements are not made. There have been several recent multi-day internet access failures that negatively impacted public agencies, the medical community, and private businesses. Investments in Sitka's technology infrastructure are needed to provide high-speed internet and telecommunications support. This will improve local productivity and will encourage the development of new businesses, tech initiatives, and remote work opportunities.

Equity and Social Justice

Income inequality and poverty is a priority issue for Sitkans; this issue of social and economic justice must be tackled in order to achieve Sitka's values and vision. Low personal income, in combination

with high cost-of-living, means that many households struggle to make ends meet month to month (see Figure 6 and related bullet points). While the consequences of this are complex, it is reasonable to expect that low-income Sitkans may be less engaged in the local economy (less buying power) and will be less able or willing to invest in opportunities to improve their prosperity in the long-term. It may also affect Sitka's net migration. As income versus costs becomes untenable for more households, one possible outcome is that households will relocate to more affordable communities.

Healthy Natural Environment

Sitka is dependent upon its natural resources and vulnerable to the global, regional and local forces that negatively affect them. While these range from the political to the natural, the consequences could be significant. Global warming and ocean acidification have the potential to negatively transform the blue jobs sector. Residents desire to use natural resources sustainably and keep Sitka a wild and beautiful place. In addition to protecting the assets that our community depends on, this will give Sitka a competitive advantage in attracting more business, visitors and investment. , pursue the responsible sale of bulk water, locally and for export. Development activities should be planned and implemented considering their environmental impacts.

Workforce Development & Youth Engagement

Encourage young Sitkans to get involved in the public process and the local economy. Invest in workforce development initiatives focused on locally needed skill sets and entrepreneurship.

Housing

Without affordable housing neither the seasonal or fulltime workforce can live in Sitka.

4 Economic Goal, Objectives, and Actions

Goal - Increase year round employment and population in Sitka by:

- 1. Supporting local businesses,**
- 2. Attracting new sustainable businesses, and**
- 3. Supporting efforts and enterprises to keep residents money “local”.**

Objective 1- Maintain Sitka’s Vibrant Downtown

Actions

1. Create visitor-friendly walking routes and public spaces.
2. Invest in iconic features, outdoor attractions and service sectors.
3. Require window front displays in off season if downtown store is not open.
4. Encourage revitalization and redevelopment of dilapidated structures and/or vacant lots.
5. The City will monitor parking needs for commercial uses and set requirements at the lowest level to meet the community needs.

Objective 2 – Leverage Natural Resources

Actions

1. Manage city-owned waterfront to the best strategic advantage.
2. Leverage assets to create jobs and investments.
3. Structure utility rates to incentivize high-using businesses of electricity and clean water to Sitka.
4. Support heating conversions from fuel oil to electric heat.
5. Install electric vehicle charging stations in municipal parking lots.
6. Encourage public and private sector vehicle fleets to convert to electric.
7. The City will limit the amount of residential development in the commercial, industrial and waterfront zones to preserve economic lands for economic uses.
8. Support mariculture research and production.

Objective 3 – Develop Sitka’s Workforce

Actions

1. Participate in career technical training and mentoring opportunities.
2. Advocate for faster, more reliable cell and internet services.
3. Support local agricultural and food production business.
4. Strengthen collaboration between CBS, SEDA, Chamber of Commerce, Sitka Tribe of Alaska and other entities working on economic development and business initiatives.

Objective 4 – Promote Innovation, Entrepreneurship and Partnerships

Actions

1. Encourage local creativity and entrepreneurship.
2. Support public-private partnerships to achieve economic objectives and business growth.
3. Participate in small business and entrepreneurship networking, events and education.
4. Encourage sharing economy among individuals, businesses, non-profits and government.
5. Develop partnerships to conduct regional freight study and identify initiatives to lower rates such as cost sharing, back haul, and coordination amongst users.
6. Use a Triple Bottom Line approach to prioritizing projects, permitting and land sales. Seek a balance among economic, social-cultural and environmental attributes and return.

Objective 5 – Maintain Essential Infrastructure

Actions

1. The Sitka Airport is one of the City’s highest-value economic development assets and essential to almost every business in town. Work to modernize and expand services at the airport.
2. Plan and position airport uplands to become regional hub for passenger and freight services.
3. Maintain well-functioning infrastructure upon which commerce and economic activity depend.

Objective 6 – Support and grow existing businesses

Actions

– Prosperous Fishing Fleet

1. Leverage Sitka’s marine environment to best advantage for commercial fishing at a variety of scales.
2. Provide a range of services to support commercial fishing.
3. Develop a Marine Center at Gary Paxton Industrial Park to support the fishing fleet.
4. Maintain healthy harbors.

– Enhance Tourism

1. Grow Sitka’s independent and cruise-related tourism work and enterprises.
2. Minimize negative impacts to tourism.
3. Market newly renovated Harrigan Centennial Hall nationwide for conferences and conventions.

– Manufacturing

1. Facilitate discussion on local manufacturing of small homes and/or cabins.
2. Support general ship building and vessel construction enterprises.

– Arts, Culture and History

1. Respect intrinsic value of mix of Tlingit, Russian and Alaskan history. Diversity creates economic opportunities.
2. Explore policies, programs and design guidelines that protect historical sites and local character.
3. Support arts in bringing in community resources and driving economic activities.

- **Health Care**
 1. Preserve and increase the healthcare workforce.
 2. Leverage Sitka’s position as a regional healthcare leader by focusing on efficiencies, filling specialty care gaps and preparing for increasing senior population.
 3. Expand availability of assisted living and long-term care in Sitka.
- **Education**
 1. Increase use of Sitka’s significant educational campuses, facilities, faculty, assets and programs that enrich our community.
 2. Support ocean related research opportunities and programs.

Objective 7 – Respond effectively to changes in the Economic Climate

Actions

1. Monitor economic conditions, remaining flexible, adaptable and resilient.
2. Minimize debt.
3. Foster a positive business climate through consistent regulatory, permitting and taxing.

5 Socioeconomic Data

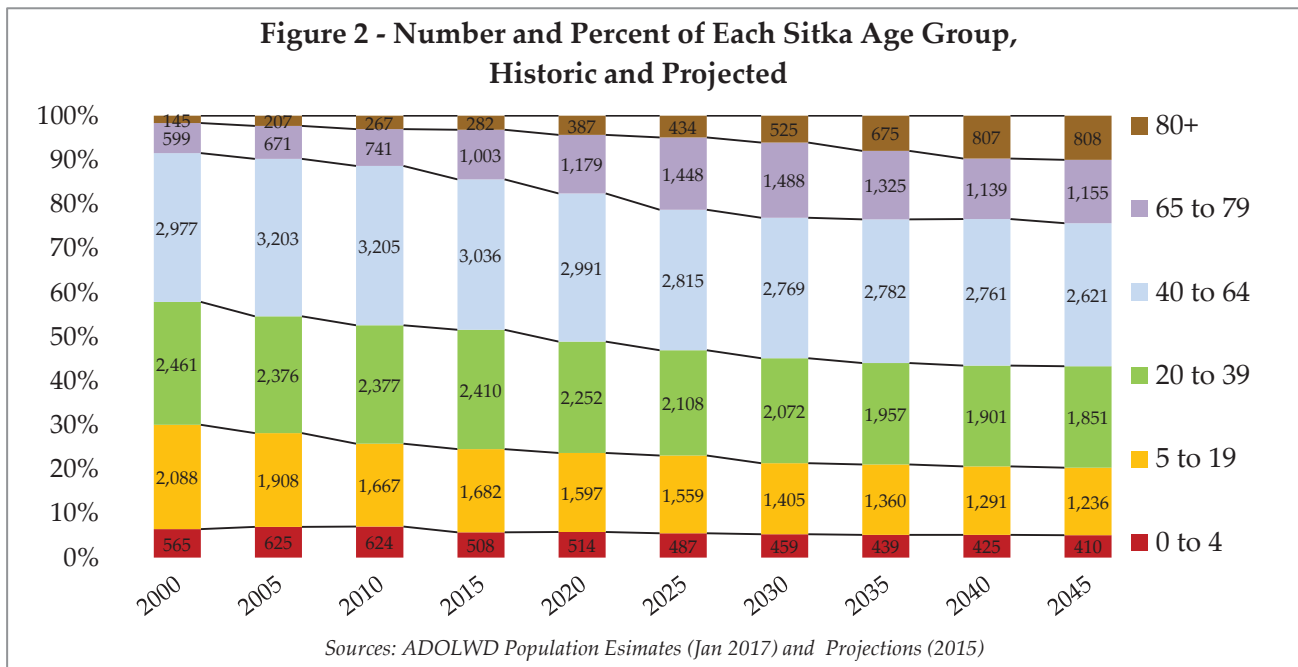
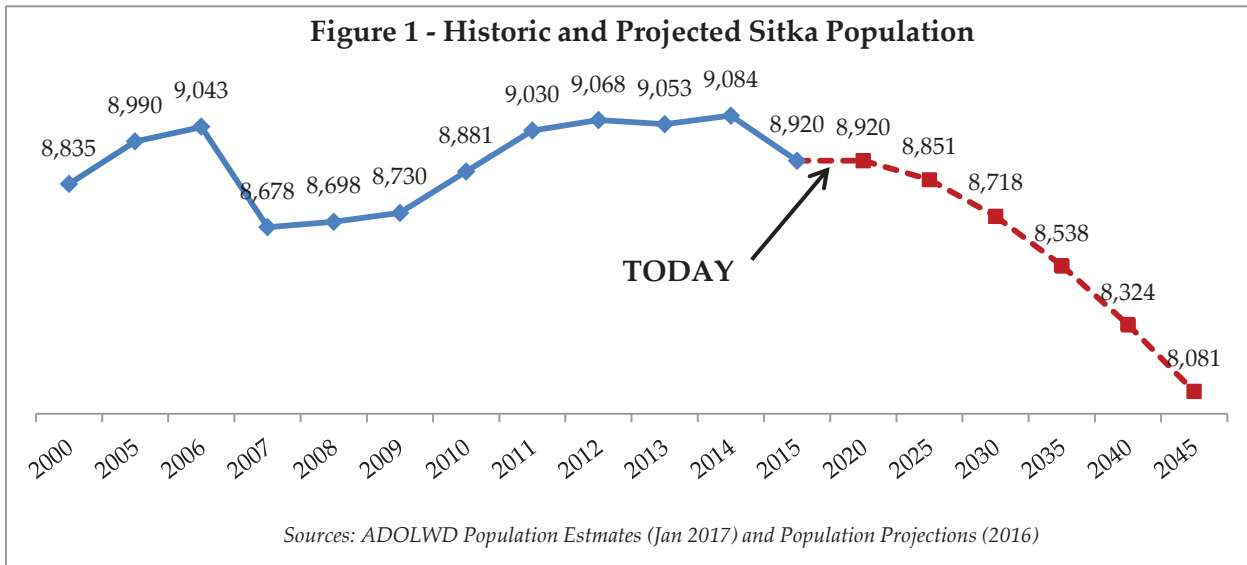


Figure 3 - Youth Demographics

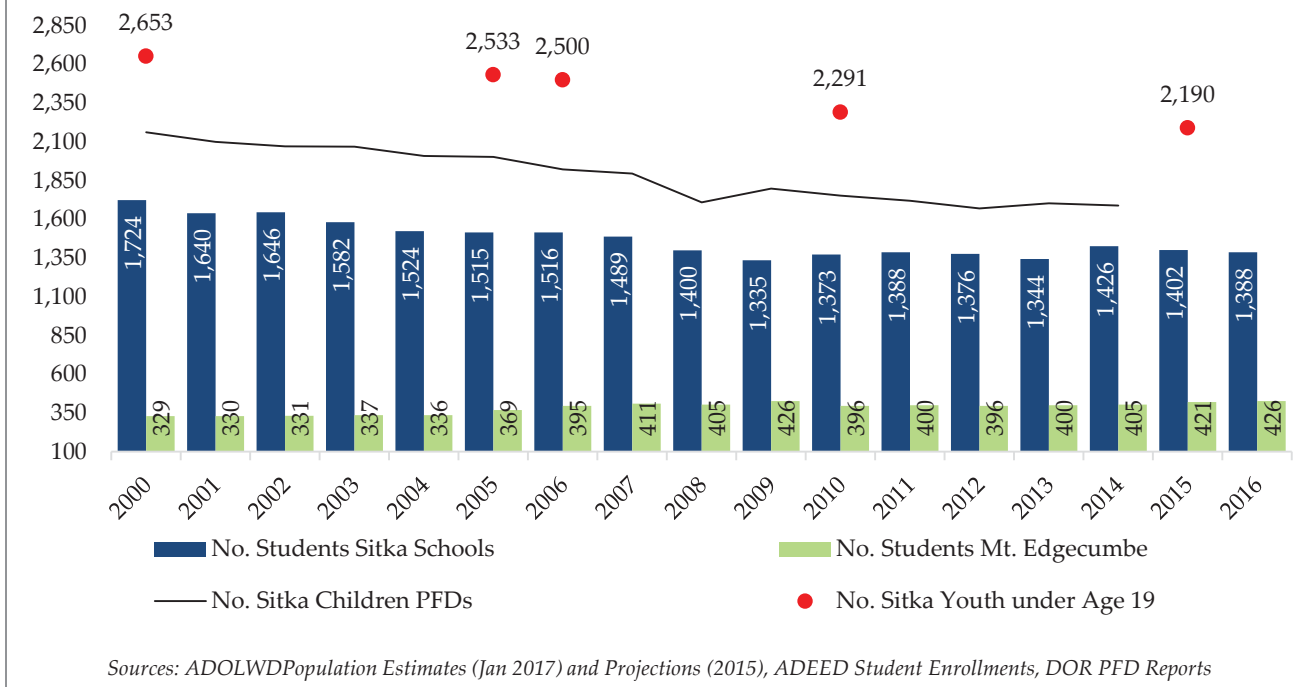


Figure 4 - Comparison of Sources of Personal Income, by Community, 2015

	Total	Work*	SSI, SNAP	Unemployment	Retirement	Dividends, Interest and Rent
Alaska	\$41,460,746,000	67%	2%	0.2%	14%	17%
Juneau	\$2,053,591,000	69%	1%	0.2%	11%	19%
Ketchikan	\$866,894,000	67%	2%	0.2%	15%	16%
Sitka	\$568,309,000	66%	1%	0.2%	12%	21%

*This is net earnings by place of residence, which is slightly less than earnings by place of work. Source: BEA, CA30 Economic Profile

Figure 5 - 2015 Income Measures

Borough or Census Area	Per Capita Personal Income	Median Household Income
State of Alaska, All	\$56,147	\$72,515
Aleutians East Borough	\$49,611	\$61,518
Aleutians West Census Area	\$52,569	\$84,306
Anchorage Municipality	\$62,728	\$78,326
Bethel Census Area	\$39,827	\$51,012
Bristol Bay Borough	\$65,769	\$79,750
Denali Borough	\$67,770	\$81,544
Dillingham Census Area	\$51,969	\$54,173
Fairbanks North Star Borough	\$54,185	\$71,068
Haines Borough	\$47,929	\$58,750
Hoonah-Angoon Census Area	\$53,956	\$52,419
Juneau City and Borough	\$62,694	\$85,746
Kenai Peninsula Borough	\$52,639	\$63,684
Ketchikan Gateway Borough	\$63,235	\$64,222
Kodiak Island Borough	\$58,162	\$70,887
Kusilvak Census Area	\$29,896	\$38,229

Borough or Census Area	Per Capita Personal Income	Median Household Income
Lake and Peninsula Borough	\$55,385	\$50,781
Matanuska-Susitna Borough	\$46,554	\$72,983
Nome Census Area	\$48,805	\$48,868
North Slope Borough	\$36,883	\$72,576
Northwest Arctic Borough	\$46,918	\$63,648
Petersburg Borough	\$66,323	\$67,935
Prince of Wales-Hyder Census Area	\$40,205	\$48,523
Sitka City and Borough	\$64,122 (5th highest)	\$70,376 (12th highest)
Skagway Municipality	\$78,171	\$69,318
Southeast Fairbanks Census Area	\$43,256	\$62,670
Valdez-Cordova Census Area	\$63,236	\$78,810
Wrangell City and Borough	\$47,214	\$48,603
Yakutat City and Borough	\$60,333	\$72,500
Yukon-Koyukuk Census Area	\$51,496	\$38,491
<i>Sources:</i>	<i>2015 US BEA CA-1</i>	<i>ACS 2011-2015 5-year Estimate</i>

Figure 6- Income Distribution in Sitka				
	Adjusted Gross Income (AGI)	Number of Returns	% Total Income	% All Returns
TOTAL	\$303,677,000	4,650	100%	100%
\$1 under \$25,000	\$17,706,000	1,500	6%	32%
\$25,000 under \$50,000	\$41,428,000	1,140	14%	25%
\$50,000 under \$75,000	\$45,412,000	730	15%	16%
\$75,000 under \$100,000	\$42,288,000	490	14%	11%
\$100,000 under \$200,000	\$88,717,000	660	29%	14%
\$200,000 or more	\$68,126,000	130	22%	3%
<i>Source: IRS 2014 Tax Returns</i>				

Figure 7- Gross Sales Receipts

	2012	2015	2016	1-year change ('15-'16)		5-year change ('12-'16)	
Ag / Forestry/ Fisheries	\$5,933,107	\$3,768,798	\$3,535,452	(\$233,346)	-6%	(\$2,397,655)	-40%
Construction	\$88,035,397	\$88,036,878	\$100,767,547	\$12,730,669	14%	\$12,732,150	14%
Manufacturing	\$1,597,997	\$7,061,174	\$11,546,457	\$4,485,283	64%	\$9,948,460	623%
Transport & Utilities	\$19,059,116	\$13,733,053	\$17,791,923	\$4,058,870	30%	(\$1,267,193)	-7%
Wholesale Trade	\$21,441,061	\$14,314,499	\$20,867,486	\$6,552,987	46%	(\$573,575)	-3%
Retail Trade	\$138,380,611	\$108,125,543	\$137,588,475	\$29,462,932	27%	(\$792,136)	-1%
Finance, Insurance, Real Estate	\$22,038,895	\$19,724,284	\$17,877,973	(\$1,846,311)	-9%	(\$4,160,922)	-19%
Services	\$59,819,199	\$51,054,961	\$78,387,522	\$27,332,561	54%	\$18,568,323	31%
TOTALS	\$356,305,388	\$305,819,190	\$388,362,835	\$82,543,645	27%	\$32,057,447	9%

Source: City and Borough of Sitka Sales Tax Office

Figure 8 - Sitka Gross Sales Receipts, 2010-2016

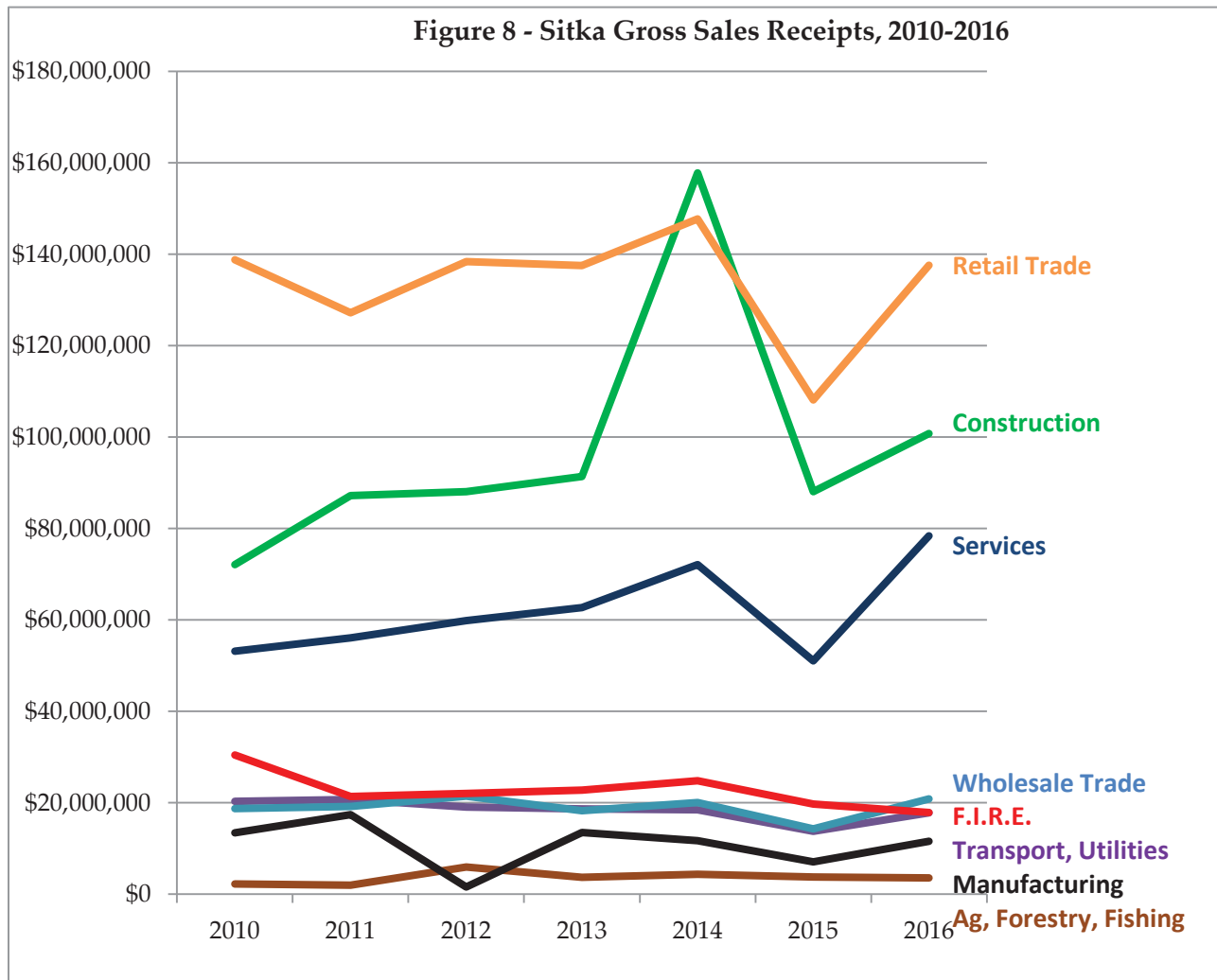


Figure 9 – Sitka’s Sole Proprietor Owned Small Businesses, 2014

Industry	No. Businesses	Business Earnings (Net)
Total for all sectors	1,326	\$76,430,000
Agriculture, forestry, fishing and hunting (vast majority are commercial fishing)	627	\$47,393,000
Construction	90	\$4,840,000
Manufacturing	20	\$768,000
Wholesale trade	10	\$272,000
Retail trade	60	\$1,312,000
Transportation and warehousing	32	\$1,745,000
Information	9	\$244,000
Finance and insurance	9	\$456,000
Real estate and rental and leasing	73	\$6,735,000
Professional, scientific, and technical services	111	\$5,117,000
Administrative and Support and Waste Management and Remediation Services	41	\$689,000
Educational services	37	\$720,000
Health care and social assistance	49	\$1,816,000
Arts, entertainment, and recreation	69	\$1,262,000
Accommodation and food services	38	\$1,178,000
Other services (except public administration)	51	\$1,883,000
<i>Source: US Census Nonemployer Statistics, 2014</i>		

Figure 10 - Non-Resident Workers in Sitka, 2014

Industry	No. Employees who are not Sitka Residents	Wages to non-Sitka Residents
Total for all sectors	1,591	\$28,107,543
Agriculture, Forestry, Fishing and Hunting	44	\$777,321
Construction	155	\$6,178,353
Manufacturing	514	\$7,447,051
Wholesale Trade	3	\$25,866
Retail Trade	91	\$979,740
Transportation and Warehousing	184	\$3,003,321
Professional, Scientific, and Technical Services	31	\$769,112
Administrative and Support and Waste Management and Remediation Services	60	\$1,113,297
Education	82	\$276,015
Health Care and Social Assistance	94	\$2,964,930
Arts, Entertainment and Recreation	30	\$513,557
Accommodation and Food	243	\$3,089,315
Other Services	29	\$329,341
Other	31	\$640,324
<i>Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section, Occupational Database</i>		

Figure 11 - 2015 Sitka Maritime Economy (updated 2/3)

Type of Maritime Work/Job	No. of Firms	Total Earnings or Wages	Average Annual Employment	Average Annual Wage
Fishing (self-employed) ¹ (2014 data) <i>Note: wages/earnings are gross, before expenses are deducted.</i>	608	\$46,182,000	608	\$75,957
Marine transportation (self-employed) (NAICS 483) ¹ (2014 data)	7	\$883,000	7	\$126,143
Subtotal, maritime small businesses	615	\$47,065,000	615	\$76,528
Fishing and Seafood Processing ² <i>(e.g. employees and payroll, for aquaculture, fishing, seafood processing, wholesalers, seafood markets)</i>	14	\$33,313,356	736 (much higher in summer)	\$45,263
Water Transportation ² <i>(e.g., water transportation, guides, tours, support)</i>	15			
Marinas, Boat Dealers, Boat Building ²	5			
Subtotal, maritime employment	42	\$43,194,305	945	\$45,708
Mixed Marine Leisure & Hospitality ² <i>(e.g. marine museums, marine or fishing guiding services, fish camps with accommodations)</i>	15	\$3,069,119	65	\$47,217
Mixed Marine Professional, Scientific, & Technical Services ² <i>(e.g. fisheries research and development laboratories or services, Oceanographic research)</i>	2			
Mixed Marine Construction, Manufacturing, Education, Boat Repair & Maintenance ²	3			
Mixed Marine Manufacturing ² <i>(e.g. textiles/canvas)</i>	1			
Mixed Boat Repair & Maintenance ²	2			
Subtotal, mixed maritime employment***	23	\$4,665,393	105	\$44,432
State Maritime Employees ² <i>(ADF&G)</i>	1	\$1,146,250	22	\$52,102
Federal Maritime Employees ^{2,3} <i>(NOAA, USCG civilian+enlisted)</i>	2	\$5,371,000	131	\$41,000
Local Harbor/Marine Svcs Center Employees ⁴	1	\$1,061,890 ⁴	7	\$68,779
Subtotal, government maritime	4	\$7,579,140	160	\$47,370
Total Sitka Maritime***	684	\$102,503,838	1,825	\$56,166

*** Total includes only 75% of mixed maritime to account for portions of these businesses not linked to the ocean.

Sources:

1 US Census nonemployers statistics, 2014

2 ADOLWD, special data run, C. Bell, 1/24/2017 update

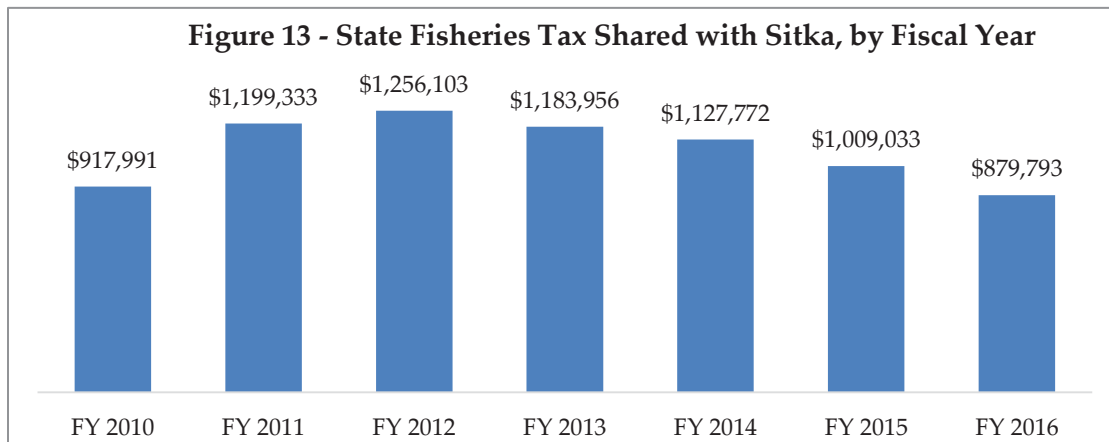
3 USCG Air Station Sitka, wage estimate based on USCG wages in Valdez and ADOLWD data

4 Sheinberg Associates review of Sitka Municipal Budget

Figure 12 - Sitka Resident's Commercial Fishing Activity

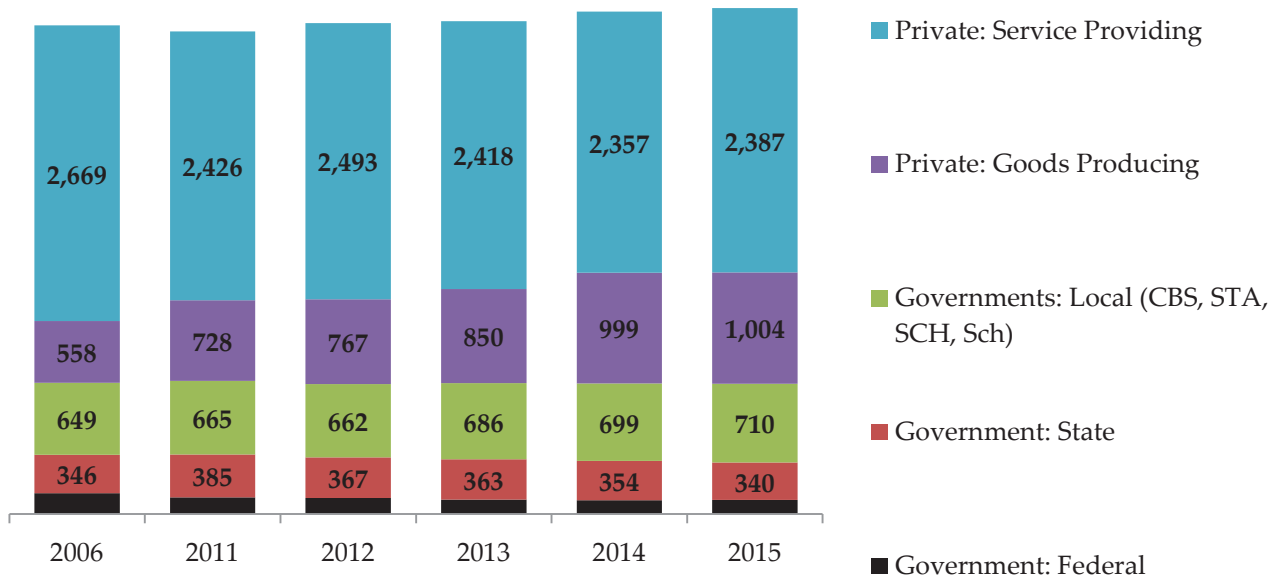
Year	2005	2011	2012	2013	2014	2015
Homeported Commercial Fishing Vessels (all types)**	585	641	631	632	631	-
Permit Holders	578	569	572	572	562	566
Permits Issued	1,160	1,082	1,117	1,109	1,072	1,055
Residents who Fished	446	467	482	457	457	446
Permits Fished	746	777	794	768	755	718
Pounds Landed	37,919,735	37,442,480	25,565,723	50,353,988	35,756,224	36,501,044
<i>Salmon (all)</i>	25,894,857	26,645,615	16,449,881	40,113,439	23,320,029	16,976,278
<i>Halibut (all)</i>	3,525,658			1,753,778	1,421,475	1,660,835
<i>Sablefish (all)</i>	4,156,787		3,559,072	3,228,620	3,096,597	3,149,756
Est. Gross Earnings	\$33,352,846	\$48,506,319	\$43,158,640	\$48,112,236	\$44,012,277	\$38,345,845
<i>Salmon (all)</i>	\$11,336,345	\$21,532,192	\$17,481,984	\$28,927,166	\$23,319,851	\$16,976,278
<i>Halibut (all)</i>	\$10,362,490			\$6,291,970	\$6,484,718	\$7,556,741
<i>Sablefish (all)</i>	\$8,876,986		\$12,871,718	\$8,059,451	\$9,657,665	\$10,555,645

Source: CFEC Permit and Fishing Activity and Vessel Reports



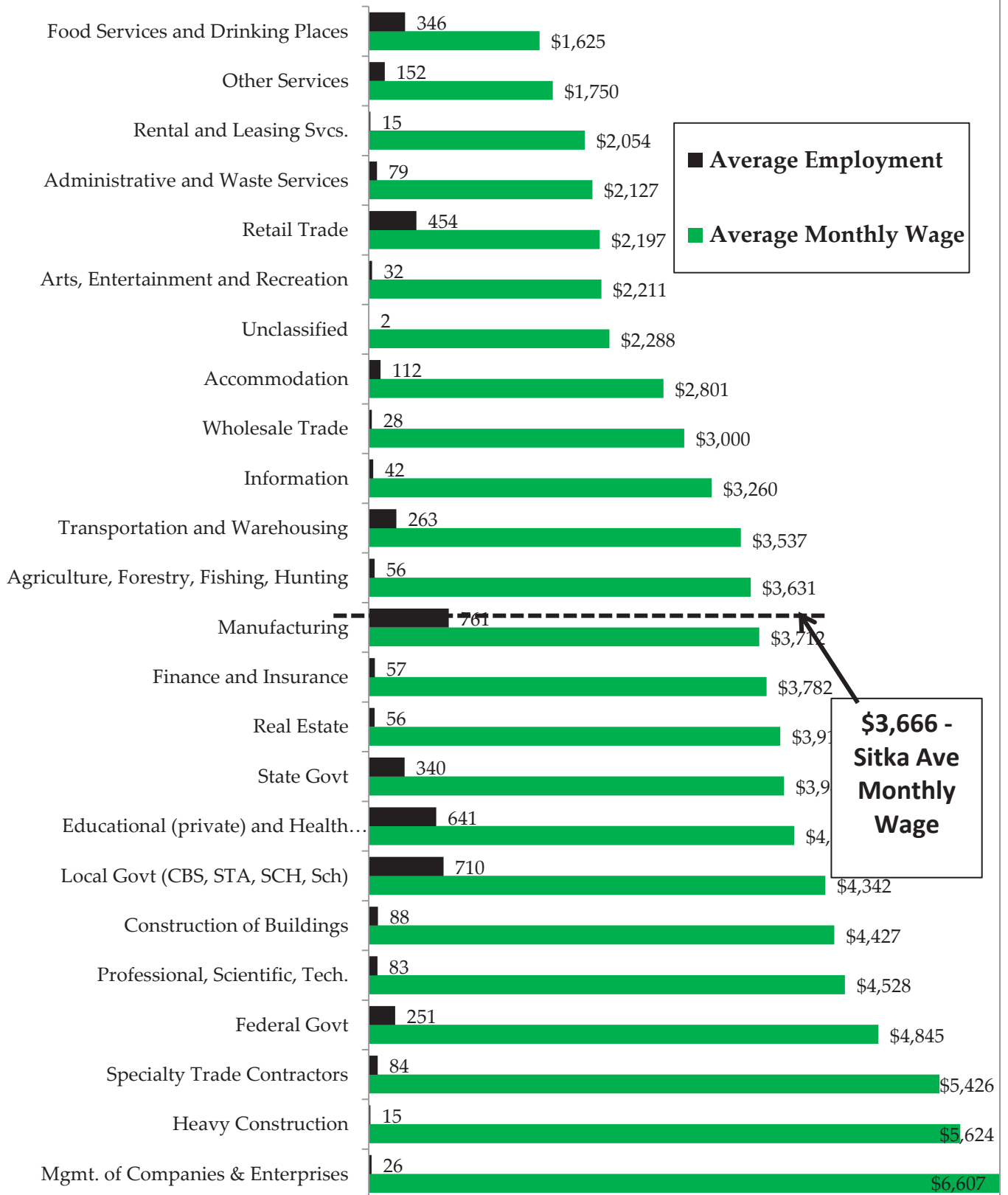
Source: Alaska Department of Revenue, Annual Shared Taxes Reports

Figure 14 - Number of Sitka Employees (Average Annual), 2006-2015



Sources: ADOLWD QCEW. Does not include USCG enlisted personnel

**Figure 15 - Number of Employees and Monthly Wages,
by Type of Work, 2015 (includes USCG civilian + enlisted)**



Sources: ADOLWD QCEW and Air Station Sitka

Figure 16 - Sitka Visitor Attractions and Assets

Category	Attractions/Assets
# Tour Companies	Alaska Dream Cruises, Alaska Wildlife Tours & Water taxi Alaska travel Adventures Alaska ATV Torus Allen Marine Tours Sea Otter and Whale Quest Annahootz Alaskan Adventure Dove Island Lodge
# Attractions	Raptor Center ANB Hall Naa Kahidi Dancers New Archangel Dancers Sitka National Historical Park, historic houses and structures, interpretation, Totem Trail Sheldon Jackson Museum Fortress of the Bear Castle Hill Sitka Sound Science Center St Michaels Russian Orthodox Church Totem Square Whale Park Sea Mountain Gold Course National Cemetery
# Accommodation Options / # Rooms	Over 200 hotel rooms, B&Bs, Lodges, vacations rentals, campgrounds, RV facilities, USFS cabins, Sitka International Hostel,
# Arts/Meeting Venues	Harrigan Centennial Hall Sitka Performing Arts Center Sheldon Jackson Campus – various venues
# Charters	Many
Festivals and events	Russian Christmas Sitka Jazz Festival Arti Gras Sitka Salmon Derby Sitka Summer Music Festival Sitka Fine Arts Camp Fourth of July Celebration Sitka Jazz Week Sitka Arts & Science Fest. Paths Across the Pacific Mudball Classic Softball Tournament Annual Running of the Boots Alaska Day Festival Native American Heritage Fest Sitka Whalefest Sitka Artisans Market Sitka’s Holiday Fest

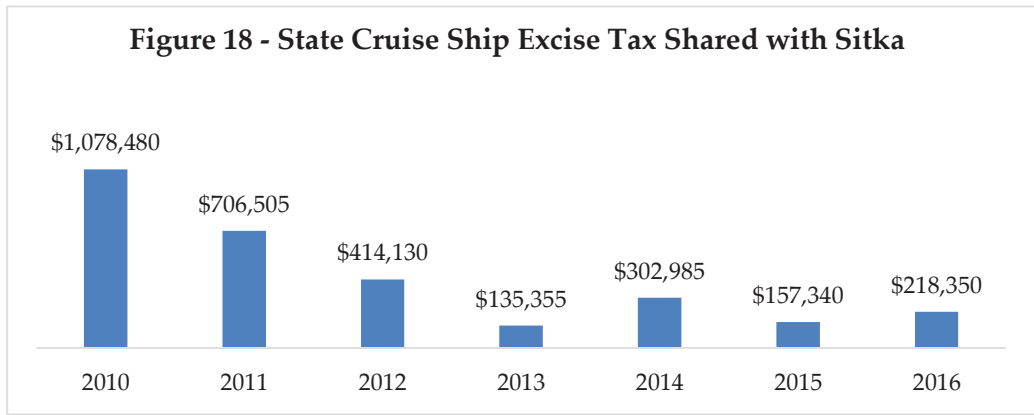
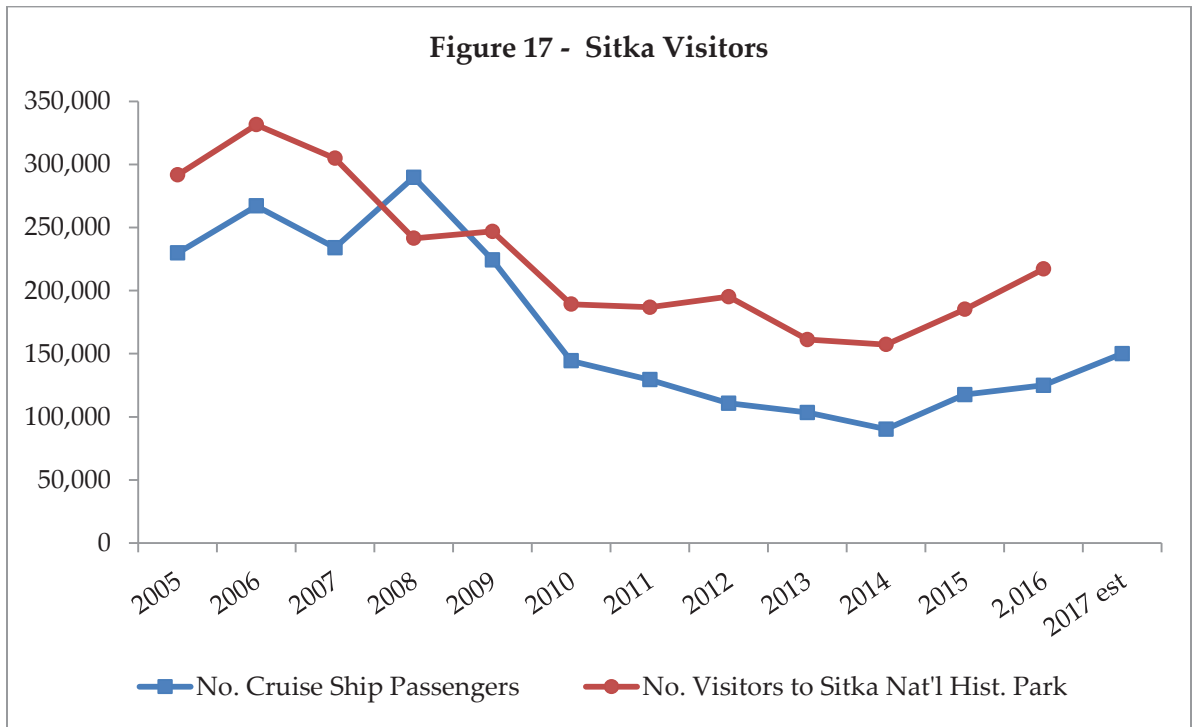


Figure 19: Manufacturing Location Quotient Comparisons

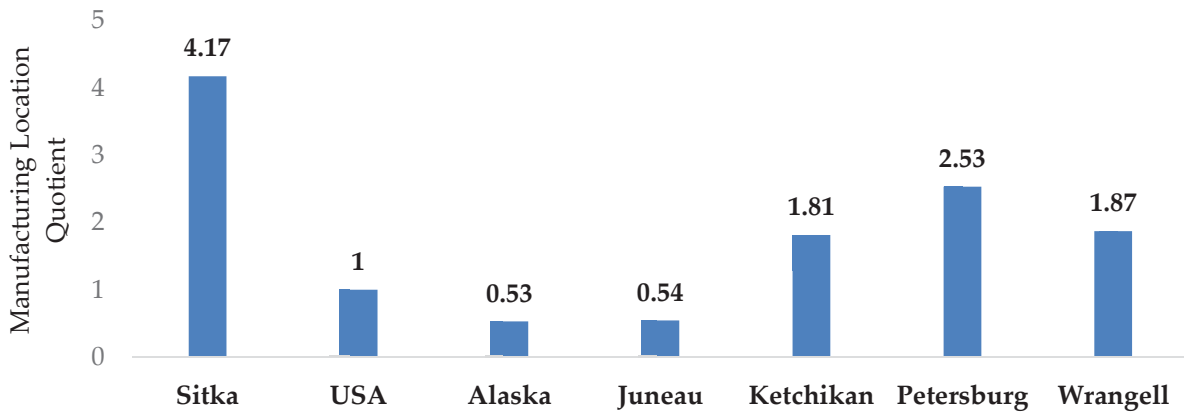


Figure 20: Manufacturing Workforce & Earnings Details 2014 & 2015 Combined

Manufacturing Sole Proprietors (2014)	-	Businesses	Earnings
Food Manufacturing (<i>Code 311</i>)	-	6	\$347,000
Other Manufacturing	-	415	\$421,000
Total Manufacturing Proprietors	-	20	\$768,000
Manufacturing Wage and Salary Employment (2015)	Number of Employers	Average Annual Employment	Wages
Food	6	*	*
Beverage and Tobacco Products	1	*	*
Textile Products	1	*	*
Chemicals	1	*	*
Nonmetallic Mineral Products	1	*	*
Transportation Equipment	2	*	*
Total Wage & Salary Employment	12	761	\$33,895,919
Grand Totals Proprietors & Employment		781	\$34,663,919

Sources US Census, Non-Employer Statistics (2014), ADOLWD, QCEW database (2015)

Figure 21: Monthly Manufacturing Wage & Salary Employment 2015

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Average
276	365	542	482	676	883	2,002	1,626	801	532	442	500	761

Source: ADOLWD, QCEW database (2015)

DRAFT LAND USE AND FUTURE GROWTH CHAPTER

GOAL
<p>Guide the orderly and efficient use of private and public land in a manner:</p> <ul style="list-style-type: none">• That fosters economic opportunity,• Maintains Sitka’s small-town atmosphere and rural lifestyle,• Recognizes the natural environment, and• Enhances the quality of life for present and future generations.

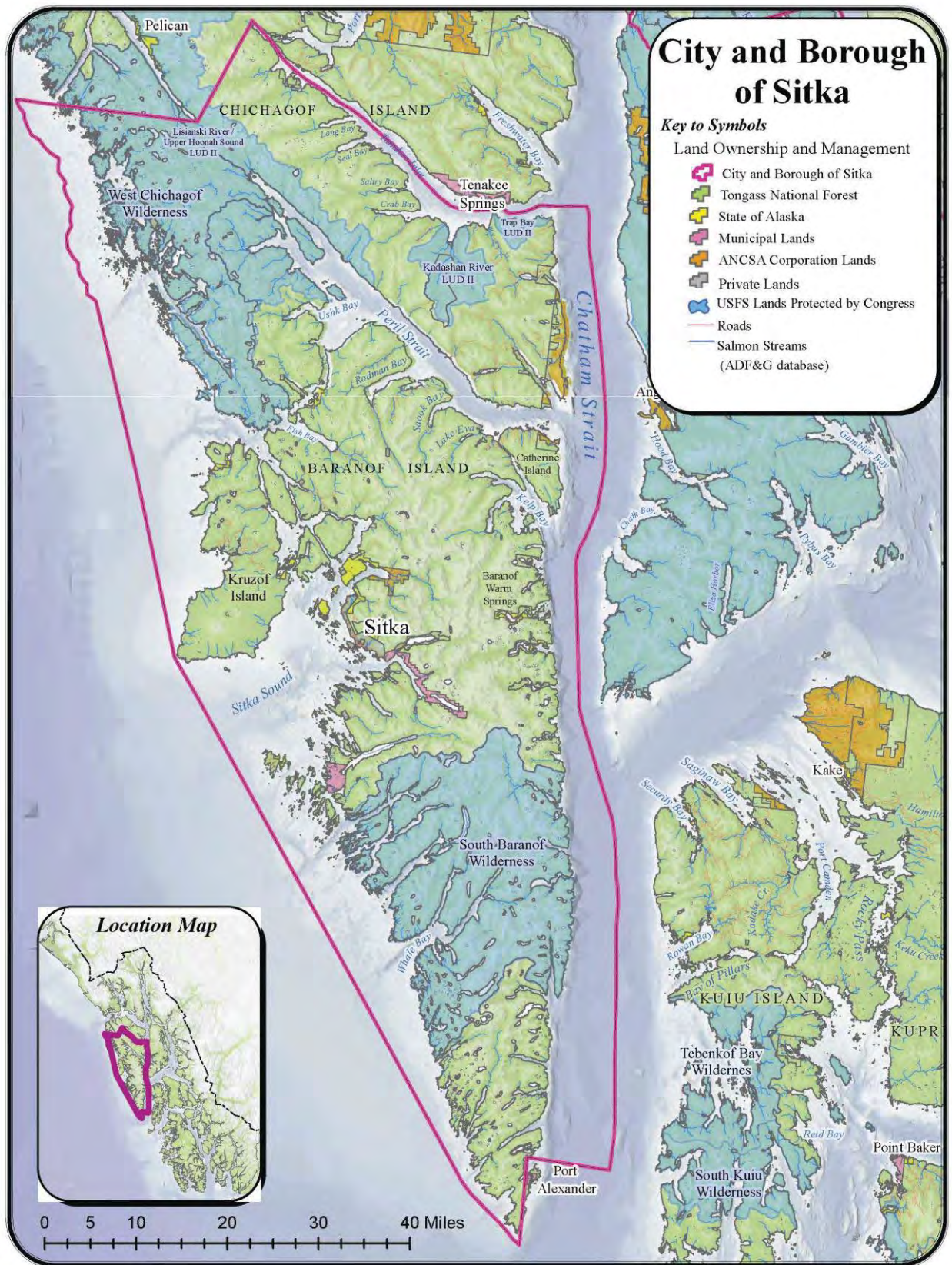
1 Land Management Context

The unified Home Rule City and Borough of Sitka encompasses 4,812 square miles (sq mi) of land (2,874 sq mi) and water (1,938 sq mi). This makes it the 12th largest borough in Alaska, and larger than both Rhode Island and Delaware.

Like the rest of Southeast Alaska, most of the land within the City and Borough of Sitka is part of the Tongass National Forest, and managed by the United States Forest Service (USFS). Broad land ownership within the City and Borough of Sitka is depicted on Figure 1.

In December 2016, the Tongass Land Management Plan was revised, and the current Land Use Designations (LUD), which is the framework for how the US Forest Service intends to manages its land. In broad terms, the management intent for much of the Tongass forest land in the borough is to focus on recreation and tourism-oriented uses. There are several congressionally designated wilderness areas also within the borough. The local demand for timber is primarily from two small sawmill owners, and it is primarily met through timber sales in the Peril Strait and False Island areas within the borough. For additional information, refer to Tongass National Forest – Land and Resource Management Plan, December 2016 Amended Forest Plan <https://www.fs.usda.gov/detail/tongass/landmanagement/?cid=stelprd3801708>

One important part of Sitka’s past in that the Alaska Pulp Company operated a ___ - employee (at its heyday) pulp mill in Sitka at the site of the current Gary Paxton Industrial Park, from ___ to 1993, under a contract with the USFS.



In addition to the USFS, other large public land owners and managers within the City and Borough of Sitka are the: state of Alaska (general state land managed by DNR or ADFG), the University of Alaska (438 acres), the Alaska Mental Health Trust (592 acres), the National Park Service (156 acres), and the US Geodetic Survey (117 acres).

There are 13 non-public landowners within the City and Borough of Sitka that each own 20 acres or more (Figure 2).

Figure 2 - Largest Non-Public Land Owners within City and Borough of Sitka		
Landowner	Number of Parcels	Total Acres
Coastal Development Company (mining claims)	10	366
Baranof Island Housing Authority	77	191
Andrew Jack (Kadashan Bay)	1	160
Benjamin Rindge (mining claim)	1	85
Dixie McClintock	1	80
Haida Corporation	14	61
Charlie L. Bower III (mining claim)	1	40
Bert K Stedman (mining claim)	3	38
Avrum Gross (Chatham Cannery)	4	30
Alaska Arts Southeast Inc.	4	24
William Goertzen (Chatham Cannery)	2	22
Paul D. White	1	21
SEARHC	9	21
<i>Source: 2016 City and Borough of Sitka Property Tax Roll</i>		

2 Current Land Use

During the summer of 2016 Sitka Community Planning and Development staff mapped current land use in Sitka. This is NOT zoning, rather it is how the land is currently being used. This is a common initial step in Comprehensive Planning or land management planning as the differences between how land is zoned and how it is currently being used, as well as a review of what land is vacant or undeveloped, can give important clues about land use issues to be addressed over the next 10-15 years.

Current Land Use maps are on Figures 4 A, B and C on pages X-X.

Key observations during this mapping exercise were that:

- Most areas zoned R-1 actually have a mix of housing types and densities. There really are very, very few true low density single family residential living areas, despite the existence of lots of R-1 zoning districts.
- Many residential areas (most?) have lots smaller than what the code calls for as the minimum
- Because commercial and industrial zones allow less intensive uses, residential development is interspersed. This creates problems when commercial or industrial uses want to expand, their neighbors object to the potential noise, lights, etc.; however it is a commercial area (or quite close). Similarly, this negatively impacts the business environment for the commercial and industrial businesses, which are wary of disturbing neighbors. Business owners especially want to eliminate nearby residential uses.
- There are many older manufactured house parks that are full of run down pre-1976 mobile homes/ trailers. This is a life safety issue, it is unfair to mobile home owners, and given the prime location of many a potential redevelopment 'crisis.'
- It is unfortunate that the community's freight barge landing is one side of the road system and the office and yard and many delivery locations on another end of the road system.
- Another rock source needs developed.
- State parks and recreation is stepping away from their state park maintenance responsibilities including at Halibut Point and at Castle Rock. A solution must be found.
- Is there enough waterfront commercial/industrial land available for lease or sale?
- There are many vacant, underutilized, or rundown lots and buildings in downtown and the Marine Street-Katlian areas that could be well used for 2-4 plex, apartment and condo development. There could be significantly more housing in these areas.
- Other....

3 Issues, Opportunities, and Challenges

Planning commissioner and public comments, research, interviews, and professional knowledge combine to identify the following opportunities, challenges, and issues to address in the Sitka 2030 Comprehensive Plan.

Residential Development

Residential development is both concentrated in the greater downtown area of Sitka and former city, and also spread out in a less dense fashion along the road system both north along Halibut Point road to Starrigavan and east along Sawmill Creek Road to _____. Homes are also scattered on some of the many islands surrounding Sitka, and in remote Baranof Warm Springs and Goddard Hot Springs within the large City and Borough of Sitka.

Current population forecasts for Sitka expect a slow but steady population decline. This is based on historic patterns of births, deaths, and in and out migrants (see Chapter X on economic development). Sitka hopes to prove this population forecast wrong, based on success in attracting and retaining young adults and families, and maintaining a growing workforce and well-paying job opportunities. Given uncertainties about future population, this plan takes a conservative approach and reviews current gaps to meet the needs of the existing and likely future population.

The most pressing need is for increased affordable housing for sale and for rent. This is going to be best met through development and redevelopment at high densities (efficiently and 1-2 bedroom apartments, condos, multi-plexes), smaller homes, and all of these dwelling types utilizing techniques to allow them to be and remain affordable. Some of these tools are deed restrictions, targeted financing programs, community land trusts, etcetera.

To help implement this increase in affordable housing, there are several actions in the Housing Chapter. In this chapter, the focus is supportive land use and management using Future Growth Maps (which provide direction for future zoning, rezoning, land sales, permitting, and possible incentives) and accompanying narrative.

Commercial and Industrial Development

NEED TO ADD

Recreational Land Use and Activities

There is a well-developed system, of trails, open space-oriented parks, playgrounds, and recreational facilities in Sitka. This reflects the high value Sitkans place on indoor and outdoor recreation as part of their lifestyle and quality of life. The borough's Parks and Recreation

Committee and the non-profit Sitka Trail Works are two longstanding groups that help plan for and improve area recreation opportunities.

For more remote parts of the borough, resident surveys conducted when the Sitka Coastal Management Program was developed show that beach and water oriented recreational activities (fishing, beachcombing, picnicking, hunting, camping, etc.) proved to be extremely popular pursuits. Proximity to scenic and pristine areas where these forms of recreation can be enjoyed was reported as one of the principal assets of living in Sitka, and 90 percent of respondents stated that they use the coastal area between Katlian Bay to the north and Goddard to the south, as well as the entire Sitka Sound area, for recreational purposes.

Remote and developed recreation and land use is the focus of Chapter X of the Sitka 2030 Comprehensive Plan.

3.4 Future Growth Maps and Focus Areas

3.4.1 How to Use Future Growth Maps and Narrative

The Future Growth Maps are to guide growth over the next 10-20 years. To prepare these maps and future growth direction issues and trends related to population, housing, utility and infrastructure, economic development opportunities, highest and best use of land, the physical and environmental character of the land base, residents' views, land owner's interests and planning principles to promote compatibility, and more were taken into account.

The Planning Commission and the Assembly will use the Future Growth Maps and accompanying narrative along with other parts of this Comprehensive Plan when they make decisions. Future development projects and permitting, zoning and other code changes, rezoning actions, Capital Improvements, and land sales should be compatible with and follow the direction set out on the Future Growth Maps and in this Comprehensive Plan.

The Future Growth Maps establish areas of emphasis and direction, not regulation. The Comprehensive Plan and Future Growth Maps do not prohibit or allow certain type of development - that is the role of zoning, subdivision, building, and other municipal codes. However, permits and proposals are routinely reviewed for compatibility with the direction, desired land use, and preferences established on the Future Growth maps and in this Plan. Zoning and capital investments are made in conjunction with this direction.

Thorough this comprehensive planning process the Sitka community's broad public interest is defined and expressed and the rationale established to direct certain types of land uses to (and away from) particular areas. The City and Borough of Sitka also expects that the direction for growth and land use set out here will be implemented by State and Federal regulators as they review proposals for leases, approvals and permits.

Future Growth Focus Areas are now presented with more intent language than can be shown on the maps.

3.4.2 Starrigavan and North (Map A)

- Recreation Area and Access Improvements

Construction of a state 9-mile, one-lane gravel road with multiple turnouts from the north end of the road system at Starrigavan will begin in late 2017/early 2018. The purpose of the road extension is to increase recreational access and uses. This \$17 million state project will likely take two years to complete and will provide access to both Shee Atika Corporation and US Forest Service (USFS) and adjacent to Katlian Bay and then up the Katlian River.

Most of the former logging roads and bridges in this area have washed out. Future planning and work among the USFS, Shee Atika Corporation, the City and Borough of Sitka, and other interested parties will be needed to address parking, solid waste management, mitigation spending and projects linked to road construction/wetlands impacts, and trail and recreation improvements.

At the end of the current road is the USFS-State recreation complex with numerous trails, interpretative areas, parking, a boat launch, picnic areas, and more. On the waterside is Gájaa Héén, now part of the Old Sitka State Historical Park, the setting for a bloody confrontation between Tlingit and Russian American Company. Due to state budgets cuts the State DNR Parks and Recreation Office in Sitka closed in July 2015. This site is currently maintained by the National Park Service on a year-to-year contract while a private party maintains the boat launch.

3.4.3 No-Name Mountain (No Name Creek-Granite Creek Area) (Map A)

- Uphill side of Halibut Point Road for a mix of uses; ocean side for water-oriented commercial and industrial use.

Uphill from subdivided parcels along Halibut Point Road, between No Name Creek and Granite Creek, is approximately ___ acres of municipally owned land. That municipal land is adjacent to US Forest Service land (Figure 1).

On the south side of Granite Creek there is a pioneering road that intersects with Harbor Mountain Bypass and the USFS Parking lot. This provides access to over 10 acres of municipal land on either side of this road that could be relatively easily subdivided for residential development. This area could also be used for agricultural purposes and to serve as a buffer between industrial uses in the redeveloped quarry and higher end residential uses south of Harbor Mountain bypass Road.

As the quarry's life is completed, this area should be redeveloped for industrial growth.

Granite Creek Road could be extended north to open up land for residential development. However, Harbor Mountain Bypass Road is already developed, so the 50 acres to the west (toward HPR) that it provides access to should be developed first. This area could be subdivided for a combination of large lot residential living, a smaller home clustered development concept, as well as provide opportunity for homesteading , a sweat equity or lottery style program.

On the waterside just north of Halibut Point Marine’s cruise ship dock and boat yard is a 17 acre wooded City and Borough of Sitka owned parcel. This parcel should be leased or sold for water-dependent or oriented commercial and industrial development. This parcel could be subdivided into a mixture of lot sizes to attract a diversity of water-dependent businesses. Another possibility is a land exchange to consolidate area barge and trucking services here, potentially freeing upland commercial/industrial space off Sawmill Cove that is close to marine repair and service businesses.

The 15-acre Halibut Point State Recreation site is here with a small office building, waterfront residential apartment, parking lot, and four picnic shelters. As noted above, State DNR Parks and Recreation Office in Sitka closed in July 2015. State Parks is interested in finding an entity (Veterans, Boys Scouts/Girl Scouts, borough, a school, etc.) to take over management of this area, which would include retaining generated fees.

3.4.4 Benchlands and Harbor Mountain Bypass Road Area (Map A)

- Restrict high hazard areas to open space, medium hazard areas can have large lot single family homes, higher density development allowed in low hazard areas.

In 2007, the 193-acre Benchlands tract was purchased from the University of Alaska for \$3.5 million for housing development. It included over 2 miles of 1980’s era pioneering roads developed by the city. Development was proceeding until tragedy struck in August 2015 after a downpour dropped 2.6 inches of rain in a short time period and multiple landslides occurred, taking three lives and leaving behind extensive damage. As a result the borough, with state and federal funding, has initiated a community-wide hazard mapping project focused on landslides. The maps will depict areas as low, medium, or high risk for slides. In addition, work is also proceeding to develop a “critical areas ordinance” which could set more strict regulations for developers and property owners in the higher risk slide zones. At issue, is identifying the community’s level of acceptable risk and therefore what will be prohibited and allowed in low, medium, and high hazard areas. Both these efforts are ongoing as this plan goes to print and without the results of both efforts future growth planning for this and other areas is somewhat hampered.

The Harbor Mountain Bypass Road area may be at lower risk than other areas as the mountain behind this area is less high and steep, though mapping results are not available yet. Depending

on the results of hazard mapping, the downhill side of the Harbor Mountain Bypass Road may be a focus area for residential development.

At this time the working proposal for the benchlands area is to restrict high hazard areas to open space, medium hazard areas could be for lower density large lot single family homes, and higher density development would be allowed in low hazard areas.

3.4.5 Eastside of Airport (Map B)

- Transshipment-related commercial and industrial development; buffering for nearby residential.

The scarcity of developable land close to town as well as the adjacent developed infrastructure and water access has resulted in recent higher end residential development around Alice Loop. This is despite the proximity to the airport and related aircraft noise. For future growth, the Charcoal Island area is an excellent location for future shipment related commercial or industrial growth. Encourage the state to move forward with site preparation to make the area available for lease. Over time proximity to the airport could make this a good site for the Cold Storage to relocate, which would also free up highly valuable waterfront along Katlian. The undeveloped parcel between Charcoal Island and Alice Loop could be a buffer between these differing land uses. The old elementary school could be a good site for a restaurant or other light commercial use that complements either the harbor or residences.

3.4.6 Kalian Area Street (Map B)

- Extend seawalk here, increase residential use, celebrate area culture and history.

Respect and Celebrate Area History. As the Sitka Village Planning Council's *Sitka Indian Village Redevelopment Plan* states on page 86: "The Village is an area where productive economic activity, history, and a quality residential neighborhood can co-exist." The Sitka Village Planning Council adopted the comprehensive Sitka Indian Village Redevelopment Plan in 1972. It has a detailed area history, inventory, and many excellent redevelopment and zoning ideas that are still relevant today. This document is a good starting place for master planning.

Most of this area is part of the original Sitka Indian Village. It is home to 14 clan houses and the Alaska Native Brotherhood (ANB) Hall built in 1918. The ANB Hall is used daily and a National Historic Landmark. It also includes the Russian Orthodox Cathedral, restored Russian Blockhouse, historic Russian and Indian graves, several newly redeveloped homes, the business office for the Baranof Island Housing Authority, and most of Sitka's seafood processors along the water's edge.

A Mix of Residential Uses. Regardless of zoning, this area is a mixture of single family, duplex and multi-family and development; some units are new and some are in very poor condition. but all are in highly residential walkable areas.

Reduce Lots Sizes and Required Parking, Selectively Increase Heights. Current height limits in almost all of this area are 35 or 40 feet and minimum lot sizes are 8,000-sf. To facilitate housing development, reduce minimum lot sizes here to 4,000 sq. ft. and allow greater height in areas where there is no or controlled impact to other residential viewsheds (e.g. downhill and adjacent to cemetery parcels). Smaller lots size here reflects existing and historic patterns of development. Since this is a highly walkable area and very close to town relaxation of parking standards for residential use and shared parking agreements makes sense.

Mixed-Use Development along Katlian. Along Kalian Street, seek mixed use development with commercial or retail uses on the 1st floor and residential units on 1-2 floors above.

Extend the Seawalk Here. This heavily used pedestrian area also accommodates industrial and commercial vehicle traffic. To better accommodate pedestrian traffic, the seawalk should be extended from its planned end at Totem Square to Thomsen Harbor. It would run along the waterside of Kalian Street where feasible and when necessary would move to a widened sidewalk where water access cannot be arranged. A seawalk here will encourage pedestrian use and help move some of the heavy pedestrian use off the street and narrow sidewalks here.

Do not Widen Katlian, but Reconfiguring Needed. Widening the street would lose the historical character and the sense of place here, and is not recommended. However, reconfiguring the alignments and street to provide a wide sidewalk on one side, with a shoulder to accommodate bike use, and clearly striped pedestrian crossings where needed is recommended. Specialty treatment of the sidewalks, lighting, and signage to denote and reflect the area's history and character is recommended.

3.4.7 Central Business District and future Commercial Growth (Map B)

- Maintain Sitka's compact, walkable, charming, downtown. Encourage residential development in multi-story buildings.

Sitka desires and has achieved a lively well used downtown with unique shops, eating and drinking businesses, and apartments. Sitka's CBD Zoning District has no height limits, no parking requirements, no required setbacks, and no minimum lot size. This has been achieved by a combination of these zoning rules, by public investment in parks and green space, waterfront walkways, sidewalks, and attractive civic facilities, and by having a stable population and good economy.

Sitka's successful downtown is enjoyed by residents, other Alaskan visitors, and tourists.

The public and private investments and zoning rules that helped create and reinforce this development pattern should be recognized, valued, and continued.

The CBD would benefit from more residential development. Many ask why there is only one multi-story apartment building in the area, and it has a long waitlist. If waitlists and public sentiment are an indication there is demand for more apartments and condominiums. An analysis of the obstacles to achieving this should be conducted to determine what remedies, investments, or incentives might help achieve this.

Most buildings in the CBD are two-story or taller (though very few are over three-stories). However, there are approximately 13, one-story buildings that underutilize this highly valuable real estate. A goal over time is to encourage redevelopment to multi-story buildings that are retail on the bottom floor and a mix of residential units and offices above.

For Discussion Feb 7:

- What will the demand for additional commercial land be over the next 20 years in and near town?
- What combination of the following approaches should be pursued, what can the borough best influence?
 - Encourage the 13 one-story buildings in the CBD to redevelop to multiple story
 - Zone for more commercial and mixed-use development in area between Seward Street-the Orthodox cemetery- traffic circle
 - Zone for more commercial and mixed-use development along Marine Street, between Seward Street and Erler Street.
 - Zone for more light commercial and professional office development along Halibut Point and Lake Streets, from Marine Street to the traffic circle to Degroff Street. (This is already happening).

3.4.8 Greater Downtown District (Map B)

More people living in and near downtown will help make downtown vital and lively on the weekends and evenings year round. More people means more business and more activity. To achieve this, the city's goals in this area are to encourage revitalization of rundown structures, development ("infill") of vacant lots, redevelopment at higher densities, including apartments, condominiums, and multi-plexes. The borough will consider an overlay zoning district within which certain incentives, bonuses, or code relaxations could occur, or it may enact zoning code changes to accomplish its goals.

3.4.9 Sheldon Jackson Vicinity - Educational/Science/Arts District (Map B)

- Encourage uses that support Sitka’s education, arts, and sciences economy and activity.

Future growth in this area is expected to support and increase education, arts, and sciences activity within the Sheldon Jackson campus and nearby areas. Another goal is to work collaboratively with Alaska Arts Southeast Inc, Sitka Sound Science Center, Sheldon Jackson Museum, and other area landowners to maintain the historic character and beauty of the area and buildings. The city supports construction or renovation in this district that includes dorms, apartments, condominiums, or homes for students, seniors, faculty, and visitors.

3.4.10 Indian River (Map B)

- Encourage residential development; complimentary area uses include agricultural and a multi-use/partner facility that includes a tsunami shelter.

The Baranof Island Housing Authority (BIHA) owns about 200 acres of land in Sitka. It is primarily in the Indian River area, where there are now approximately 100 parcels, most with single family homes. BIHA is the Tribally Designated Housing Entity for Sitka Tribe of Alaska, and was created in 1980 to address housing needs of Tribal citizens and other residents of Baranof Island, Alaska.

Undeveloped land on either side of Yaw Street and north of Herb Didricksen and Andrew Hope Streets is arguably the most developable land in Sitka today. Roads and utilities are immediately adjacent, the Cross Sitka Trail and sidewalks and bike paths to town are nearby; the land is relatively flat and has good sun exposure.

Residential development is highly encouraged. A tool (such as Planned Unit Development, cluster subdivision design, smaller lots sizes) to allow higher density development that preserves/clusters around open space will benefit both the environment and economics of utility extension and development. BIHA’s mission focuses on providing affordable housing; collaboration with others could result in mutually leveraged financing to create a mixed-housing style subdivision. For example, there is potential USDA infrastructure assistance, market-rate homes could be for sale and the proceeds used to help subsidize affordable housing.

In the late 2000’s the crowd and congestion when residents all tried to get to a single tsunami shelter at the high school pointed to the need for another tsunami shelter in Sitka. This would be a good location for a multi-use/multi-funder facility. Among the possible co-located uses are a tsunami shelter, child care facility, transitional housing, and recreation center.

This is also an area where agriculture and food production is logical as area wetlands could be a benefit and this could be a buffer between the rock quarry and residential use. There is flat land,

good sun exposure, fresh water, it is close to roads and there could be a workforce partnership with BIHA and neighborhood residents.

3.4.11 Jarvis-Smith-Price-Lance-Chirikov Area (Map B and C)

- Reduce land use conflicts over time by separating less and more intensive land uses, and requiring buffers to mitigate incompatibilities.

There are more unhappy neighbors and Not-In-My-Backyard complaints in this neighborhood than any other in Sitka. This has developed over time due to a mix of zoning districts here and the fact that commercial and industrial zoning districts in Sitka allow less intense (residential) uses within them. As a result, this neighborhood has both high end and subsidized dwelling units close to industrial and intensive commercial uses.

Some strategies to address this are to: a) amend zoning codes to make it difficult to put a home in a commercial or industrial zoned area, b) heavily use sound, noise, and visual buffers in this neighborhood to separate less and more intensive development, and c) rezone to encourage a different type of development pattern over time.

The Future Growth Map lays out a desired development pattern to be achieved over time here of: residential development east of Lance Drive (and north of Vitskari), light commercial/residential mix with heavy use of buffers between Price Street and Lance Street, and commercial and industrial development between Jarvis and Price Street.

There are opportunities for residential development on undeveloped privately owned lots, as well as on adjacent Forest Service land, on the east end of this area. Contact landowners to identify why these lots have not been developed to see if there are obstacle to remove or appropriate incentives to provide.

Explore the idea of a land exchange to relocate freight transfer and trucking facilities from this area to municipal waterfront land near the barge landing; this could open up an area for a marine repair and service yard near to existing businesses of this type.

3.4.12 Jamestown Bay Waterfront (Map C)

- Focus on water-dependent and oriented development.

Over time, relocate residential uses away from the waterfront along Jamestown Bay to facilitate increased water-dependent and oriented activity.

3.4.13 Goddard Hot Springs

- Maintain visual beauty, public recreation use, and existing facilities. Determine whether any deed changes are possible to allow some municipal land to be sold for recreational use.

The City and Borough of Sitka owns over 800 acres of land in the Godard Hot Springs area, which is located about 15 miles south of Sitka, to the east of Biorka Island and Hot Springs Bay. The most sheltered anchorage for users is in Kliuchevoi Bay. With the exception of two private parcels in Kliuchevoi Bay, most of the land is municipal, with a restriction on the deed that the land is to be used for public recreation, according to the 2002 State of Alaska Northern Southeast Area Plan. The State of Alaska owns 1,070 acres in the vicinity of Big Bay. During the early part of this century, a hotel and 40-room sanitarium were heated by Goddard thermal-spring waters.

The municipality built two bathhouses for public use, and these receive intensive use in the summer months. There are also other minor thermal springs located ½ mile east of the bathhouse area. There is a fairweather anchorage directly in front of the tubs in Hot Spring Bay, and places to camp along the shore. There is also much evidence of prior settlement in the area.

Thought of as the "playground of Sitka", the Goddard Hot Springs area is one of the most popular recreation areas in central Southeast Alaska. In addition to the hot springs, scenic beauty is the main visitor attraction, but fishing, hiking, camping, and hunting are close behind. The area is reached during good weather by small "day" boats and floatplanes, as well as hundreds of fishing boats which anchor up in the area. There is good bottom fishing in the area, as well as coho, chum, and pink salmon as primary salmon species. In some years in April, herring spawn can be observed along the salt water beaches. The uplands are habitat for various bird species along with deer and an occasional brown bear. Most of the topography of the area is level to moderately undulating. Tree cover is primarily hemlock with 25 percent old growth spruce, as well as low lying bushes and muskegs.

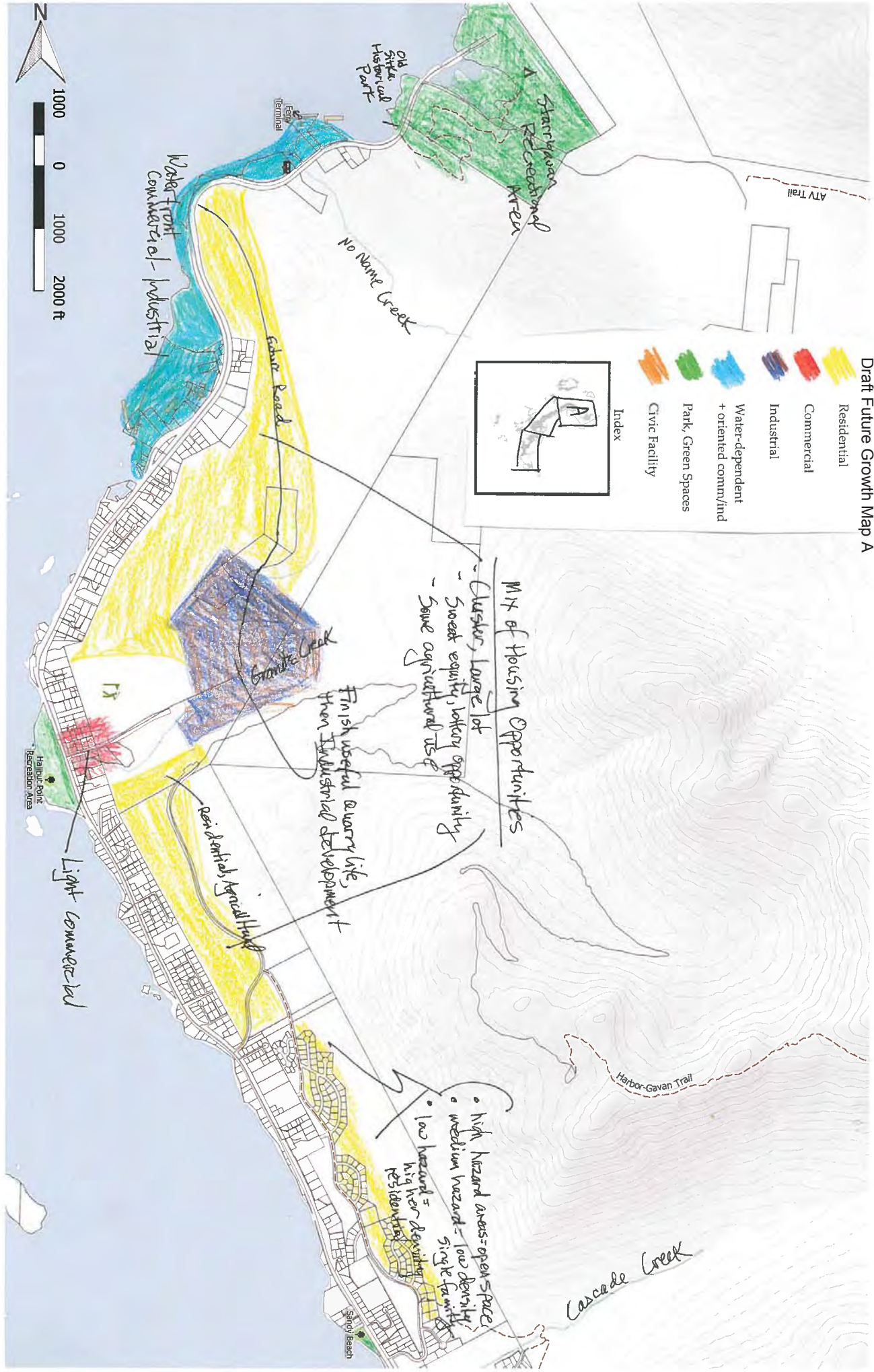
3.4.14 Land Acquisitions/Exchanges

Acquire state lands to facilitate further development opportunities adjacent to the road system.

Areas of interest are at Millersville on Japonski Island, north of Indian River quarry, two parcels at Starrigavan/Katljan Bay, and at end of Seward Avenue, and off Sawmill Cove east of the Thimbleberry Lake access trail.

Draft Future Growth Map A

Residential
 Commercial
 Industrial
 Water-dependent + oriented comm/ind
 Park, Green Spaces
 Civic Facility
 Index



MIX of Housing Opportunities

- Cluster, large lot
- Street equity, better opportunity
- Some agricultural use

Finish useful quarry life, then Industrial development

residential, green space

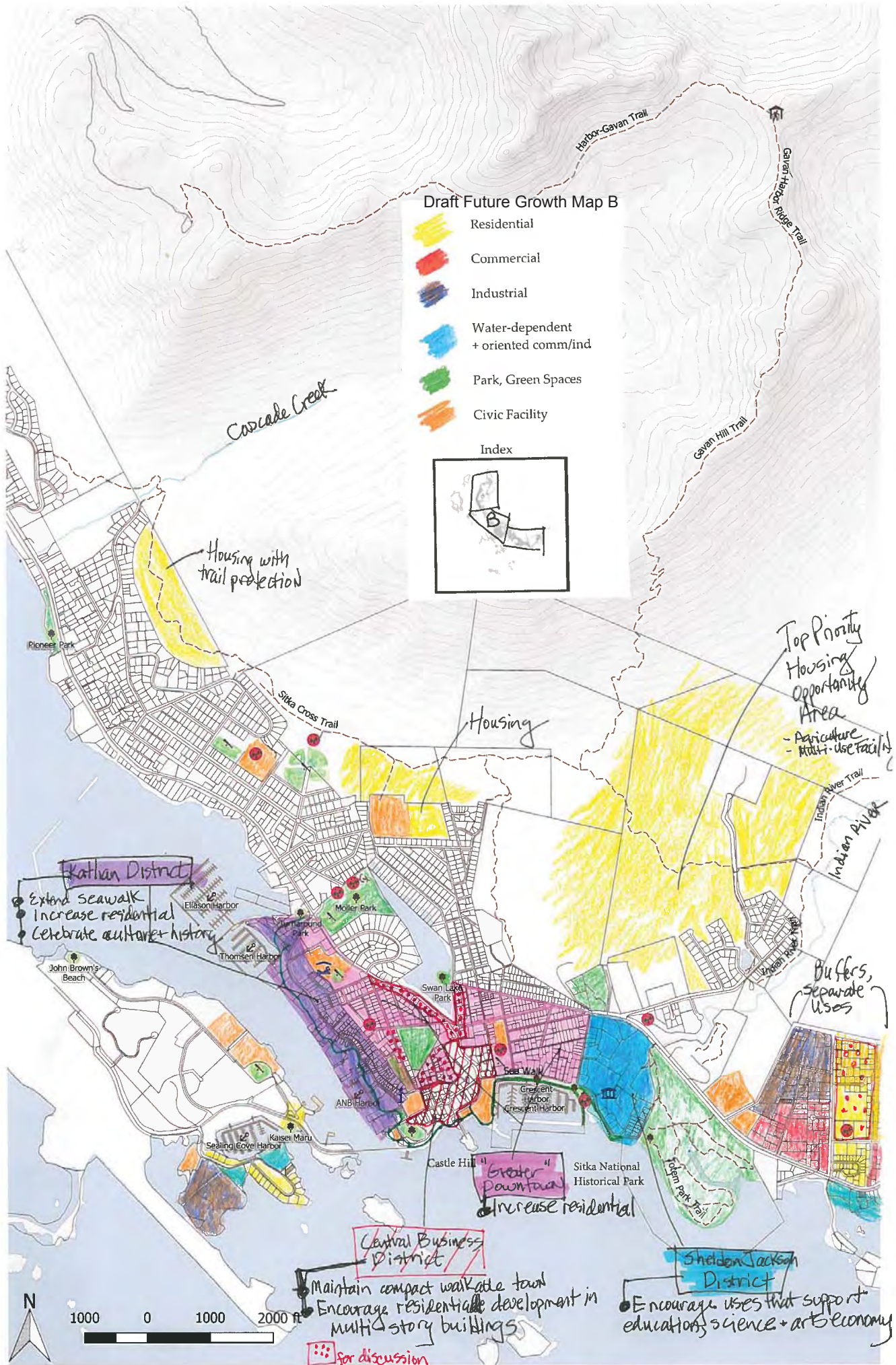
Light commercial

- high hazard areas = open space
- medium hazard = low density residential
- low hazard = high density residential
- single family

Draft Future Growth Map B

- Residential
- Commercial
- Industrial
- Water-dependent + oriented comm/ind
- Park, Green Spaces
- Civic Facility

Index



Kathlan District
 • Extend seawalk
 • Increase residential
 • Celebrate culture + history

Housing

Top Priority Housing Opportunity Area
 - Agriculture
 - Multi-use facility

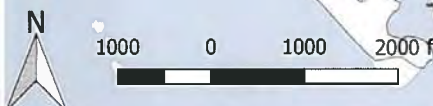
Buffers, separate uses

Greater Downtown
 • Increase residential

Central Business District
 • Maintain compact walkable town
 • Encourage residential development in multi-story buildings

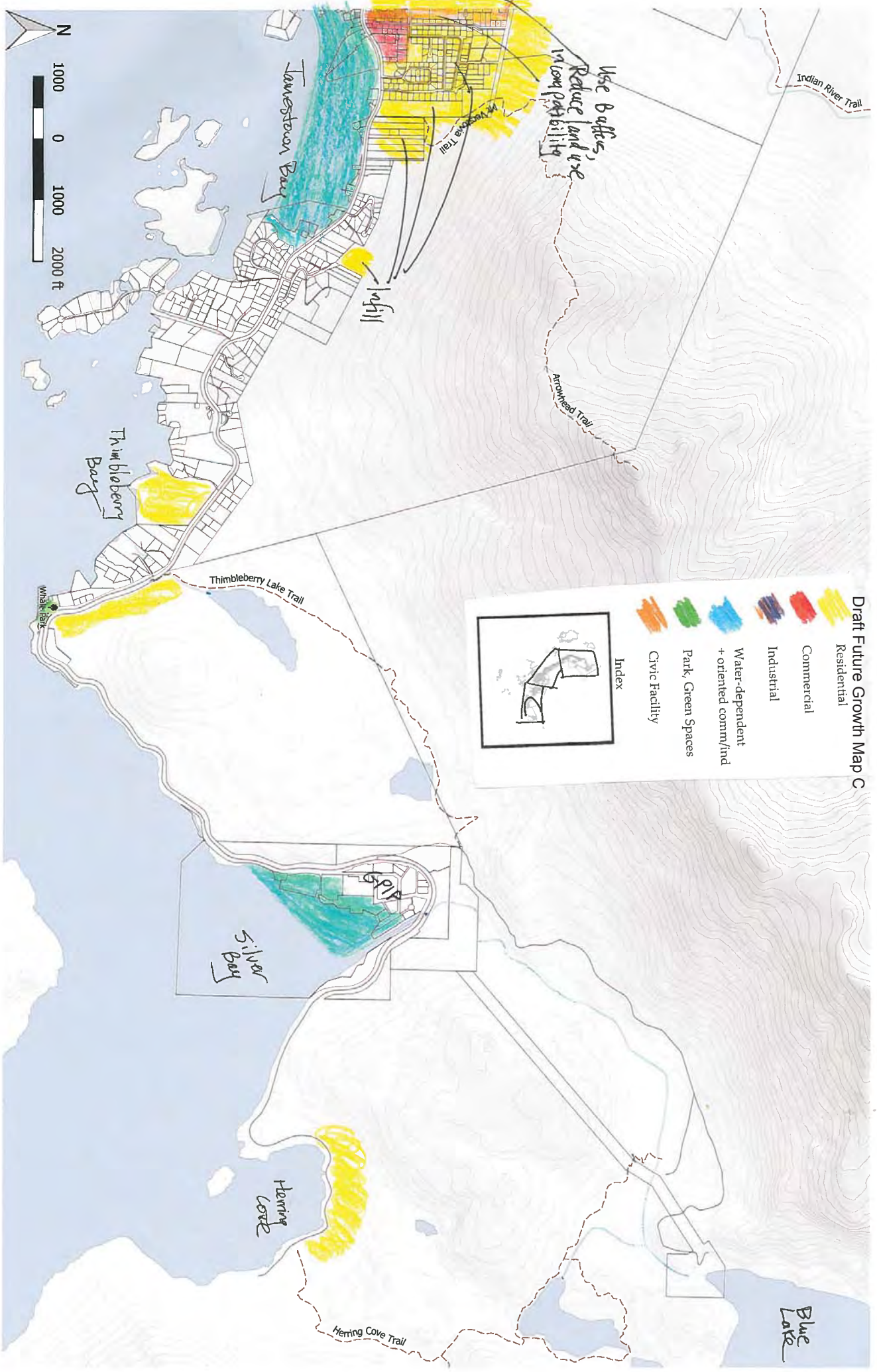
Sheldon Jackson District
 • Encourage uses that support education, science + art economy

for discussion



Draft Future Growth Map C

- Residential
- Commercial
- Industrial
- Water-dependent + oriented comm/ind
- Park, Green Spaces
- Civic Facility



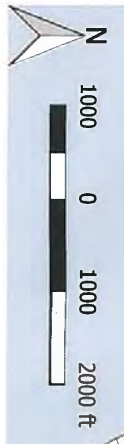
Use Buffers,
Reduce land use
in low probability

1411

Silver
Bay

Herring
Cove

Blue
Lake



4 Goals, Objectives, Actions

GOAL - Guide the orderly and efficient use of private and public land in a manner that:

1. **Fosters economic opportunity,**
2. **Maintains Sitka’s small-town atmosphere and rural lifestyle,**
3. **Recognizes the natural environment, and**
4. **Enhances the quality of life for present and future generations.**

Objective 1 – Strategic Management of Municipal Land

Actions

1. Municipal Land Management Plan
 - a) Consider social, cultural, environmental, and economic factors to support decisions to retain or dispose of land.
 - b) Provide for an adequate supply of land to meet community needs.
 - c) Prioritize acquisition of state lands adjacent to road system, such as Millersville on Japonski Island, North Indian River area, Starrigavan/Katlion Bay, and Seward Avenue.
 - d) Include an inventory of all municipally owned lands and recommendations for retention or disposal.
 - e) Outline a process for the annual selection of parcels available for sale and lease. Disposal methods may include competitive bid, lottery, and donation for causes to benefit the public at large.
 - f) Protect and retains tidelands and prime waterfront locations in municipal ownership.
 - g) Require dedication of land for conservation, public and community facilities, and recreational and open space opportunities in new development areas.

Objective 2 – Vibrant Downtown

Actions

1. Develop and Sustain an Active an Vibrant Town Center
 - a) Promote the central business district with retail and commercial use on lower floors and residential or other uses upstairs.
 - b) Promote place making that encourages light commercial use, dining, accommodations, public open space, nightlife, and other community events.
 - c) Promotes a vibrant year-round downtown through the development of private and public partnerships, financial incentives such as community block grants, rehabilitation grants, tax credits or abatements for certain periods of time, reduction in permit fees, and postponement of tax reevaluations.
 - d) Promote multi-family, higher density residential use along Marine Street and multi-family higher density mixed use along Seward Street.

- e) Develop an integrated Master Plan and Neighborhood Specific Plans for Katlian/Kaagwaantaan, Lincoln, Marine/Seward, Swan Lake frontage closer to downtown, Sheldon Jackson Campus, and surrounding residential neighborhoods.

Objective 3 - Promote Social Interaction

Actions

1. Promote social connectedness through activities in public spaces, development of a series of small destinations connected by a network of quality sidewalks, bike lanes, multi-use paths, meeting places and social nooks along paths, and playgrounds.
2. Expand the Seawalk through Katlian Avenue.
3. Identify all existing multi-modal transportation options, and plan for connection of gaps between key segments and centrally located districts/areas.
4. Coordinate with public and private groups to leverage community assets and promote community connections through downtown events, art and cultural events, Sheldon Jackson Campus, and historical assets.
5. Develop a multi-group partnership project along Katlian with STA, ANB, and ANS focusing on projects to highlight Alaska native culture; such as a boat haul out, historical signage, cooperation to seek rehabilitation for existing historical structures, and a Seawalk expansion.
6. Land use planning and actions will consider and help implement the aspects of other approved plans that promote social interaction and community connectivity.

Objective 4 - Environmental Quality

Actions

1. Maintain clean air, water, and soil to support healthy flora and fauna populations.
2. Create design and development standards that incentivize green building materials and techniques, and other low impact design features such as LEED.
3. Preserve natural resources through conservation easements, conditions placed on developments, and designation of open space districts.
4. Zone land for open space, limited horticulture, and temporary recreational uses such as recreational cabins.
5. Protect scenic resources including view sheds.
6. Develop and enforce standards that protect watersheds.

Objective 5 - Incompatible Land Use

Actions

1. Develop Master and Neighborhoods Plans that preserve the majority existing land use, promote a transition towards harmonious use, and feasibly mitigate impacts to sensitive uses that utilize zoning map amendments, the use of buffers, screening, setbacks, density, and intensity transitional zoning, while attempting to remove spot zoning. Such areas should include:
 - a) Master Plan for Price/Smith Street Industrial and Heavy Commercial and Light Commercial Zone and Smith Street Mixed use, Light commercial, and Residential Zone
 - b) Downtown to include sub specific plans for Lincoln, Upper Lincoln, Sheldon Jackson Campus, Katlian, Marine/Seward, and surrounding residential neighborhoods.
 - c) Granite Creek Area to promote Industrial, Heavy Commercial, and transition to light commercial and residential.
2. Develop neighborhood plans to protect neighborhood character.
3. Develop design guidelines that retain and protect neighborhood character.

Objective 6 - Future Growth

Actions

1. Establish desired future growth patterns and zoning for all land in the borough.
2. Establish a purposeful holding zone with limited uses allowed.
3. Develop master plans for GPIIP, Katlian, Marine Street, Downtown, HPR (Mixed Use Area), Granite Creek, Indian River, Jamestown Bay, Price/Smith.
4. Integrate other plans with Comprehensive Plan.
5. Future growth should utilize existing inventory to avoid disharmony of uses, include efficient use of transportation systems, meet economic development goals, capitalize on efficient and sustainable use of utilities, facilities, and parks, while also protecting other critical assets such as environmental and sociocultural assets.
6. Identify areas for infill, redevelopment, and rehabilitation.
7. Maintain an inventory of vacant land to assist private developers and private/public partnerships.
8. Seek funding, partnerships, financial incentives (grants, loans, rehabilitation tax credits, tax breaks) to rehabilitate and revitalize neighborhoods and key master plan areas.
9. Discourage land-locked parcels, substandard parcels, spot zoning, and variances for future land use.
10. Plan for technology-heavy industry and businesses.
11. Amend zoning code to allow agricultural use in specific agricultural zones and also in existing commercial or industrial zones.
12. Amend zoning assignments for 400-599 Lake Street and 400-999 Halibut Point Road to encourage mixed use and commercial use.

Objective 7 - Efficiency and Cost Control

Actions

1. Maximize development along existing roads and utility lines. Use Local Improvement Districts (LIDs) for new infrastructure.
2. Support high density residential and mixed use development along transit routes.
3. Amend development standards to promote affordable development. Amendments to include increasing height, decreasing minimum lot size and width, establishing lot and structure maximums in specific zones, and reducing parking requirements in appropriate.
4. Amend development standards to promote sustainable by requiring a fair share of costs to be incurred by developers for utility infrastructure, sidewalks, multi-use paths, public and community facilities, and open space.
5. Cluster and nodal zoning should be developed to make efficient use of existing infrastructure and reduce vehicle miles traveled.

Objective 8 - Enhance Resilience

Actions

1. Encourage “green” site and infrastructure design and development that minimizes wastewater volume by using natural systems for filtration and runoff, reduces erosion, and protects anadromous fish stream habitat.
2. Allow use of municipal land for neighborhood and community gardens (not for profit), including small parcels and spaces in rights-of-way and cul-de-sacs, as appropriate.
3. Recognize, value, and celebrate Sitka’s historic and cultural assets and properties.
4. Develop a Sitka Historic Preservation Plan, adopt, and implement.
5. Maintain and improve Sitka’s walking and biking transportation routes. Focus on those that connect residential areas with schools and employment centers.
6. Remove obstacles to accessibility through development of additional curb cuts and other accessibility features.
7. Anticipate and provide for changes in sea level along waterfront as well as increased frequency/severity of storms.
8. Create programs and partnerships to rehabilitate or replace existing substandard and unsafe housing stocks and provide creative solutions to existing substandard housing such as small homes for certain residential areas and tiny homes on wheels for mobile/mfg. home parks.
9. Create housing for the homeless through public-private partnerships.
10. Provide for a healthy resilient community by providing for complete streets that will provide safer and more useable streets, sidewalks, and multi-modal transportation options for all users such as drivers, bikers, and pedestrians of all abilities.
11. Develop a Hazard Mitigation Plan that identifies response plans for a variety of disasters and emergencies such as earthquake, tsunami, flood, landslide, and other emergencies.
12. Support geotechnical assessment and mapping of landslide and mass wasting hazards and determine whether this information should be included in GIS and other land management tools.

13. Consider how to best address development in moderately to high risk areas via means such as increased geotechnical analysis, mitigation, and other risk allocation or mitigation measures.
14. Use all existing information related to risk assessments to determine where to develop public facilities and public roads and access infrastructure.
15. Identify and disseminate public information resources to assist the public in knowing to the best degree possible the existing risks associated with potential hazards or events that may increase the probability of an occurrence.

Objective 9 – Waterfront Land Use

Actions

1. Protect the working waterfront for marine-dependent industrial, harbors, and commercial businesses.
2. Provide for public waterfront access, enjoyment, and the ocean views that define Sitka’s sense of place.
3. Limit non-water dependent uses along key waterfront locations.

ENDNOTES

¹ Source: ADEED, Free and Reduced Price Meals Report and Eligibility Guidelines. To qualify for a free lunch (using January 2016 federal poverty thresholds in Alaska) a family of four made less than \$39,494, or for a reduced fee lunch, made less than \$56,203. A single parent with one child made less income than \$26,026 to qualify for a free lunch, or made less than \$37,037 to qualify for a reduced fee lunch.

² Ibid.

³ Source: ACS 2011-2015 5 year estimate, Table S1701

⁴ Source: ACS 2011-2015 5 year estimate, Selected Economic Characteristics

⁵ Rovner, M. 2013 "The Next Generation of American Giving: The Charitable Habits of Generations Y, X, Baby Boomers and Matures." Blackbaud.

⁶ The margin of error is ± 55 , thus the range is 92 to 202 grandparents living with grandchildren.



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 17-091 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 5/3/2017 In control: City and Borough Assembly

On agenda: 5/9/2017 Final action:

Title: Approve the minutes of the April 11, 17, 18, 19, 25 and May 1 Assembly meetings

Sponsors:

Indexes:

Code sections:

Attachments: [Consent and Minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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CONSENT AGENDA

POSSIBLE MOTION

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

I wish to remove Item(s) _____

**REMINDER – Read aloud a portion of each item being
voted on that is included in the consent vote.**

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

POSSIBLE MOTION

I MOVE TO approve the minutes of the April 11, 17, 18, 19, 25 and May 1 Assembly meetings.



CITY AND BOROUGH OF SITKA

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

Minutes - Draft

City and Borough Assembly

*Mayor Matthew Hunter
Deputy Mayor Bob Potrzuski
Vice-Deputy Mayor Steven Eisenbeisz
Tristan Guevin, Kevin Knox
Aaron Bean, and Aaron Swanson*

*Municipal Administrator: Mark Gorman
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Tuesday, April 11, 2017

6:00 PM

Assembly Chambers

REGULAR MEETING

- I. CALL TO ORDER
- II. FLAG SALUTE
- III. ROLL CALL

Assembly member Guevin arrived at 6:15pm.

Present: 7 - Swanson, Eisenbeisz, Guevin, Potrzuski, Hunter, Knox, and Bean

IV. CORRESPONDENCE/AGENDA CHANGES

17-067 Reminders, Calendars and Correspondence

None.

V. CEREMONIAL MATTERS

17-060 Sitka High School Drama, Debate, and Forensics Team

Mayor Hunter read and presented outstanding performance awards to members of the Sitka High School Drama, Debate, and Forensics Team for first place in Drama, Debate, and in Overall Sweepstakes at the 2017 State Tournament.

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

School Board members, Dr. Tom Conley and Dr. Jennifer McNichol, reported on the fiscal challenges facing the School District.

VII. PERSONS TO BE HEARD

Valorie Nelson spoke in opposition to funds being used for a utility subsidization program.

Aleene Henning thanked the Assembly for their work. In addition, Henning urged enforcement of the law prohibiting cell phone use while driving.

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

Deputy Mayor - Potruski reported on the Washington DC Legislative Trip with Municipal Administrator, Mark Gorman and Community Affairs Director, Maegan Bosak.

Administrator - Gorman reported preinstallation work for the flashing strobe lights at the Halibut Point Road/Peterson Street intersection was underway, stated the Blue Lake overlook project was going out to bid, and cautioned citizens about snow avalanche activity.

Attorney - Hanson encouraged the public to stop by the Legal Department with City related questions.

Clerk - Peterson offered a reminder of Municipal Administrator and Municipal Attorney evaluations scheduled for April 18.

IX. CONSENT AGENDA

A motion was made by Knox that the Consent Agenda consisting of items A & B be APPROVED. The motion PASSED by the following vote.

Yes: 7 - Swanson, Eisenbeisz, Guevin, Potruski, Hunter, Knox, and Bean

A 17-062 Approve the minutes of the March 21, 22, and 28 Assembly meetings

This item was APPROVED ON THE CONSENT AGENDA.

B 17-061 Liquor License applications: 1) Approve a liquor license renewal for JL Totem, Inc. dba Totem Square Inn, 2) Approve a liquor license renewal for Baranof Island Brewing Company, LLC dba Baranof Island Brewing Company, and, 3) Approve a duplicate liquor license for Mean Queen LLC dba Mean Queen

This item was APPROVED ON THE CONSENT AGENDA.

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

None.

XI. UNFINISHED BUSINESS:

C 17-056 Discussion/Direction regarding the Municipal Administrator selection process

Valorie Nelson supported a local hire.

A motion was made by Eisenbeisz to interview three candidates, two (Carey Meyer and Dave Miller) as a final interview and one (Sheldon Schmitt) as an initial videoconference interview. After that, if the Assembly can't reach a decision then go to a recruiter. The motion PASSED by the following vote.

Yes: 7 - Swanson, Eisenbeisz, Guevin, Potrzuski, Hunter, Knox, and Bean

D ORD 17-05S Amending Sitka General Code Chapter 15.01 entitled "Electric Utility Policies" by amending Section 15.01.020 entitled "Electrical Rates" (*third and final reading*)

Valorie Nelson voiced opposition to reconsideration of the motion.

Potrzuski stated the consequences and ramifications were considerable if this ordinance was not reconsidered. Guevin, who had previously spoke in opposition to the ordinance, stated he could now support the ordinance after direction was given at the April 6th budget meeting to set aside \$400,000 for a needs based electric subsidy program. Bean questioned how long the subsidy would last. Sweeney said it would depend on how the program was administered - for example, how much of a subsidy and how often. Municipal Administrator, Mark Gorman, reminded the subsidy program was not sponsored by Administration but by two Assembly members - Guevin and Potrzuski. Guevin reminded the program was not guaranteed but that money had been set aside.

A motion was made by Guevin to RECONSIDER the motion to approve Ordinance 2017-05S on second and final reading. The motion PASSED by the following vote.

Yes: 4 - Guevin, Potrzuski, Hunter, and Knox

No: 3 - Swanson, Eisenbeisz, and Bean

Valorie Nelson spoke in opposition to the ordinance.

Mayor Hunter and Assembly members Potrzuski, Guevin and Knox spoke in support of the ordinance offering that while a rate increase was difficult, it was the responsible decision. Swanson feared citizens would switch to oil to avoid high electric rates. Bean spoke in support of an independent rate study by the Regulatory Commission of Alaska. Eisenbeisz reminded raising rates was just one solution and wondered what alternative solutions may exist.

A motion was made by Knox to AMEND the effective date of the ordinance to the day after the date of its passage. The motion PASSED by the following vote.

Yes: 7 - Swanson, Eisenbeisz, Guevin, Potrzuski, Hunter, Knox, and Bean

It was noted a change in the effective date would require one more reading of the ordinance.

A motion was made by Knox that this Ordinance be APPROVED on SECOND

READING. The motion PASSED by the following vote.

Yes: 4 - Guevin, Potrzuski, Hunter, and Knox

No: 3 - Swanson, Eisenbeisz, and Bean

E ORD 17-09 Expanding the authorized uses of the Gary Paxton Industrial Park Contingency Fund and adjusting the FY17 Budget for appropriations from the Contingency Fund

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 - Swanson, Eisenbeisz, Guevin, Potrzuski, Hunter, Knox, and Bean

XII. NEW BUSINESS:

New Business First Reading

F ORD 17-10 Amending Sitka General Code Chapter 9.24 entitled "Bear Attraction Nuisance" by amending Section 9.24.050 entitled "Fines"

Andrew Thoms, Executive Director of Sitka Conservation Society, stated a group had been organized a few years ago to educate citizens on problem bears. There were three components to the group's work: education, prevention and enforcement. This ordinance served as the enforcement piece.

Stephen Bethune, Area Management Biologist with the Alaska Department of Fish and Game, spoke in support of the ordinance and noted the issue wasn't problem bears but instead problem people. He urged citizens wait until trash day to put their garbage receptacles out, thereby reducing the number of issues.

Municipal Attorney, Brian Hanson, explained the Police Department had stated there were enforcement problems with the way the initial bear attraction nuisance ordinance had been structured; a mandatory court appearance was required and fines weren't specified. This ordinance rectified those problems.

A motion was made by Guevin that this Ordinance be APPROVED on FIRST READING. The motion PASSED by the following vote.

Yes: 7 - Swanson, Eisenbeisz, Guevin, Potrzuski, Hunter, Knox, and Bean

Additional New Business Items

G 17-063 Discussion/Direction/Decision of Sitka Historical Society's request to appropriate \$50,000 of Commercial Passenger Excise Tax (CPET) funds for completion of the Sitka History Museum's interior

Swanson wondered of the legality of using CPET funding. Administrator Gorman stated the Sitka Historical Society (SHS) would need to demonstrate a methodology (e.g. survey) on how the percentage of cruise ship visitors had been determined. The SHS was aware of this requirement and did not feel it would be a major barrier.

Knox and Guevin voiced support for appropriating \$50,000 and noted the importance of the SHS and Museum. Eisenbeisz wondered because visitors would be required to pay an entrance fee if that changed the legalities of using CPET funds. Staff was

asked to research the issue.

Chief Finance and Administrative Officer, Jay Sweeney, noted if the Assembly was in agreement of appropriating \$50,000, the item would come back to the Assembly in the form of an ordinance.

A motion was made by Swanson to appropriate \$50,000 to Sitka Historical Society contingent upon finding no problem with using CPET funds when charging user fees. The motion PASSED by the following vote.

Yes: 7 - Swanson, Eisenbeisz, Guevin, Potrzuski, Hunter, Knox, and Bean

H 17-064

Selection and award of a contract in the amount of \$150,000 for transit services between Old Sitka Dock and Harrigan Centennial Hall parking area for the 2017 cruise ship season

Administrator Gorman informed the process had been modeled after the non-profit grant funding process. In addition, he noted there was an alternate shuttle option in Halibut Point Marine Services proposal, outside of the \$150,000 set aside for the standard shuttle option.

Chris McGraw of Halibut Point Marine Services answered questions of the proposal and informed a majority of the land tours were configured so the morning tours departed from the Old Sitka Dock (OSD) but then visitors were dropped off at Harrigan Centennial Hall (HCH) and vice versa for the afternoon tours - visitors picked up at HCH and dropped off at OSD after completion of tour.

The Assembly expressed interest in hearing more about the alternate shuttle option. Gorman stated he would ask Mr. McGraw for additional information.

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

Yes: 7 - Swanson, Eisenbeisz, Guevin, Potrzuski, Hunter, Knox, and Bean

I 17-065

Discussion/Direction/Decision on the release of documents withheld from the Public Records Request filed by Marko Dapcevich on December 17, 2016 (possible executive session)

Mayor Hunter inquired of Assembly member Bean as to whether or not he had shared information with Mr. Dapcevich previously. Bean responded the emails disclosed to Dapcevich were emails he also cc'd the press on as well as emails cc'd to Municipal Attorney Hanson and Municipal Administrator Gorman. Bean indicated he had waived his attorney client privilege. Bean assured the Assembly that he was not working with Mr. Dapcevich on the lawsuit and would not share information from the executive session with Mr. Dapcevich.

A motion was made by Potrzuski to recuse Assembly member Bean from consideration of this Item. The motion FAILED by the following vote.

No: 6 - Swanson, Eisenbeisz, Guevin, Potrzuski, Hunter, and Knox

Non-voting: 1 - Bean

A motion was made by Potrzuski to go into Executive Session to review the communications that were withheld from the response to Mr. Dapcevich's Public Records Request, receive, and consider release of those communications to Mr. Dapcevich by waiver of the attorney-client privilege,

which was the basis (upheld on appeal) for withholding the communications - all of which concern the lawsuit filed by Mr. Dapcevich on March 30, 2017. The motion PASSED by the following vote.

Yes: 7 - Swanson, Eisenbeisz, Guevin, Potrzuski, Hunter, Knox, and Bean

The Assembly was in Executive Session from 8:45pm to 9:08pm.

A motion was made by Swanson to RECONVENE as the Assembly in regular session. The motion PASSED by a unanimous voice vote.

No action was taken on this item.

XIII. PERSONS TO BE HEARD:

None.

XIV. EXECUTIVE SESSION

J 17-066 *Legal matter - Dapcevich lawsuit filed on March 30, 2017*

A motion was made by Potrzuski to go into Executive Session to receive advice from the Municipal Attorney regarding legal issues affecting the Municipality as a result of the lawsuit filed by Marko Dapcevich on March 30, 2017. The motion PASSED by the following vote.

Yes: 7 - Swanson, Eisenbeisz, Guevin, Potrzuski, Hunter, Knox, and Bean

The Assembly was in Executive Session from 9:10pm to 10:00pm.

A motion was made by Potrzuski to RECONVENE as the Assembly in regular session. The motion PASSED by a unanimous voice vote.

A motion was made by Guevin to direct the Municipal Attorney to hire outside counsel and proceed with the legal defense. The motion PASSED by the following vote.

Yes: 6 - Swanson, Eisenbeisz, Guevin, Potrzuski, Hunter, and Knox

No: 1 - Bean

XV. ADJOURNMENT

A motion was made by Guevin to ADJOURN. Hearing no objections, the meeting ADJOURNED at 10:03pm.

ATTEST: _____
Sara Peterson, CMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

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

Minutes - Draft

City and Borough Assembly

Mayor Matthew Hunter
Deputy Mayor Bob Potrzuski
Vice-Deputy Mayor Steven Eisenbeisz
Tristan Guevin, Kevin Knox
Aaron Bean, and Aaron Swanson

Municipal Administrator: Mark Gorman
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson

Monday, April 17, 2017

6:00 PM

Assembly Chambers

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 7 - Swanson, Eisenbeisz, Guevin, Potrzuski, Hunter, Knox, and Bean

IV. CORRESPONDENCE/AGENDA CHANGES

None.

V. PERSONS TO BE HEARD

Michael Winters spoke in support of former Police Chief Sheldon Schmitt and suggested the Assembly consider hiring Schmitt and Fire Chief Dave Miller, also a Municipal Administrator candidate.

VI. NEW BUSINESS:

A 17-070 Administrator applicant interview via video conferencing (Schmitt)

A video conferencing interview was held for applicant Sheldon Schmitt.

B 17-071 Discussion/Direction/Decision regarding the Municipal Administrator selection process (*possible executive session*)

A motion was made by Potrzuski to interview the following candidates on Wednesday, April 19: Carey Meyer, David Miller and Sheldon Schmitt. The motion PASSED by the following vote.

Yes: 6 - Swanson, Guevin, Potrzuski, Hunter, Knox, and Bean

No: 1 - Eisenbeisz

VII. PERSONS TO BE HEARD:

None.

VIII. ADJOURNMENT

A motion was made by Potrzuski to ADJOURN. Hearing no objections, the meeting ADJOURNED at 6:50pm.

ATTEST: _____
Sara Peterson, CMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

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

Minutes - Draft

City and Borough Assembly

*Mayor Matthew Hunter
Deputy Mayor Bob Potrzuski
Vice-Deputy Mayor Steven Eisenbeisz
Tristan Guevin, Kevin Knox
Aaron Bean, and Aaron Swanson*

*Municipal Administrator: Mark Gorman
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Tuesday, April 18, 2017

5:30 PM

Assembly Chambers

City Hall - 3rd floor Conference Room

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 6 - Swanson, Eisenbeisz, Guevin, Potrzuski, Hunter, and Knox

Absent: 1 - Bean

IV. PERSONS TO BE HEARD

None.

V. NEW BUSINESS:

A 17-068

Annual evaluation for Municipal Administrator Mark Gorman (*requests evaluation be held in public*)

Gorman stated it had been a privilege to serve the community and thanked the Assembly for their guidance and support during his tenure. The Assembly gave Gorman an exemplary evaluation and expressed appreciation for his contributions and service to the community.

A motion was made by Potrzuski to give Mr. Gorman an exemplary evaluation. The motion PASSED by the following vote.

Yes: 6 - Swanson, Eisenbeisz, Guevin, Potrzuski, Hunter, and Knox

Absent: 1 - Bean

B 17-069

Annual evaluation for Municipal Attorney Brian Hanson (*requests evaluation be held in executive session*)

Municipal Administrator Mark Gorman voiced support for Municipal Attorney Brian Hanson. Gorman stated it had been an absolute pleasure working with Hanson and he had value added since day one.

A motion was made by Swanson to go into Executive Session under the statutory categories of discussing subjects that 1) may tend to prejudice the reputation and character of an individual, and, 2) may have an adverse effect upon the finances of the City and Borough of Sitka and invite Brian Hanson in when ready. In addition, I move to exclude the Municipal Administrator and Municipal Clerk. The motion PASSED by the following vote.

Yes: 6 - Swanson, Eisenbeisz, Guevin, Potrzuski, Hunter, and Knox

Absent: 1 - Bean

The Assembly was in Executive Session from 5:50pm to 6:48pm.

A motion was made by Potrzuski to RECONVENE as the Assembly in regular session. The motion PASSED by a unanimous voice vote.

Assembly member Eisenbeisz thanked Mr. Hanson for his time and service and hoped this would be the first of many evaluations. Hunter agreed.

A motion was made by Knox to give Brian Hanson an exemplary mark on the Municipal Attorney evaluation. The motion PASSED by the following vote.

Yes: 6 - Swanson, Eisenbeisz, Guevin, Potrzuski, Hunter, and Knox

Absent: 1 - Bean

Assembly member Potrzuski stated Mr. Hanson had far exceeded the Assembly's expectations and had accepted the position at a lower rate. Eisenbeisz agreed, offered Hanson's contract had built-in step increases and was deserving of the increase now rather than waiting until September. Knox stated, in seven months, Hanson had saved the City money and gone above and beyond the call of duty.

A motion was made by Knox to APPROVE a contractual salary adjustment for Mr. Hanson to \$135,000 (see Section 4 of contract) effective May 1st as well as move other contractual benefits and dates (see Section 7 of contract) to May 1st. The motion PASSED by the following vote.

Yes: 6 - Swanson, Eisenbeisz, Guevin, Potrzuski, Hunter, and Knox

Absent: 1 - Bean

VI. PERSONS TO BE HEARD:

Assembly member Potrzuski stated he had observed drivers pulling over to the side of the road to use their cellphones rather than while driving. Potrzuski thanked the community.

VII. ADJOURNMENT

A motion was made by Swanson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 6:52pm.

ATTEST:

Sara Peterson, CMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

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

Minutes - Draft

City and Borough Assembly

Mayor Matthew Hunter
Deputy Mayor Bob Potrzuski
Vice-Deputy Mayor Steven Eisenbeisz
Tristan Guevin, Kevin Knox
Aaron Bean, and Aaron Swanson

Municipal Administrator: Mark Gorman
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson

Wednesday, April 19, 2017

5:00 PM

Assembly Chambers

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 6 - Swanson, Eisenbeisz, Guevin, Potrzuski, Hunter, and Knox

Absent: 1 - Bean

IV. CORRESPONDENCE/AGENDA CHANGES

None.

V. PERSONS TO BE HEARD

None.

VI. NEW BUSINESS:

A 17-072 Municipal Administrator applicant interviews (*Meyer, Schmitt*)

Hour long interviews were held for each of the Municipal Administrator candidates, Carey Meyer and Sheldon Schmitt.

B 17-073 Discussion/Direction/Decision regarding the Municipal Administrator selection process (*possible executive session*)

Shannon Haugland of the Daily Sitka Sentinel encouraged the discussions to be held in public.

Margie Esquiro stated the Assembly had a huge task before them and encouraged them to take their time.

Pete Esquiro stated neither of the two Administrator candidates was the strong leader Sitka needed. While not in favor of spending money with a recruitment firm, Esquiro urged the Assembly to keep searching.

A motion was made by Knox to go into Executive Session to discuss subjects that may tend to prejudice the reputation and character of Municipal Administrator Candidates, Carey Meyer and Sheldon Schmitt, and invite in Human Resources Director, Mark Danielson. The motion PASSED by the following vote.

Yes: 6 - Swanson, Eisenbeisz, Guevin, Potrzuski, Hunter, and Knox

Absent: 1 - Bean

A motion to AMEND the main motion was made by Eisenbeisz to exclude the Municipal Administrator and Municipal Attorney from the Executive Session. The motion to AMEND PASSED by the following vote.

Yes: 6 - Swanson, Eisenbeisz, Guevin, Potrzuski, Hunter, and Knox

Absent: 1 - Bean

The Assembly was in Executive Session from 7:15pm to 7:25pm.

Assembly members expressed appreciation to each of the candidates, however, stated neither candidate possessed the qualities they were looking for in a Municipal Administrator.

Consensus of the Assembly was to review recruitment proposals, previously submitted by Prothman and Colin Baenziger & Associates, at the April 25, 2017 Assembly meeting.

VII. PERSONS TO BE HEARD:

None.

VIII. EXECUTIVE SESSION

None.

IX. ADJOURNMENT

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

ATTEST: _____
Sara Peterson, CMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

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

Minutes - Draft

City and Borough Assembly

*Mayor Matthew Hunter
Deputy Mayor Bob Potrzuski
Vice-Deputy Mayor Steven Eisenbeisz
Tristan Guevin, Kevin Knox
Aaron Bean, and Aaron Swanson*

*Municipal Administrator: Mark Gorman
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Tuesday, April 25, 2017

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 5 - Guevin, Potrzuski, Hunter, Knox, and Bean

Absent: 2 - Swanson, and Eisenbeisz

IV. CORRESPONDENCE/AGENDA CHANGES

17-083 Reminders, Calendars and General Correspondence

No agenda changes.

V. CEREMONIAL MATTERS

17-074 Certificate of Appreciation - Dorothy "Brownie" Thompson

Mayor Hunter read and presented a certificate of appreciation to Dorothy "Brownie" Thompson for her volunteer work at the Halibut Point State Recreation Area.

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

School Board member, Dr. Tom Conley, updated the Assembly on state funding reductions and noted the District was aware of the upcoming budget submittal deadline to the City. Conley announced the School Board had voted to restore the City's funding reduction of \$239,000.

VII. PERSONS TO BE HEARD

Alene Henning spoke in opposition to cell phone use while driving.

Rachel Roy briefed the Assembly on her attendance at the Alaska Education Challenge in Anchorage.

VIII. REPORTS

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

Administrator - Gorman extended well wishes to Fire Chief Dave Miller, congratulated Emily Kwong on recent press awards, received an update from SEARHC on their portion of a mangement proposal to be completed late May. Once Sitka Communitys Hospital's portion was received a worksession with the Assembly would be scheduled.

Liaisons - Guevin briefed the Assembly on the April 24 Investment Committee meeting.

Other - Knox stated he was contacted to be part of a planning assessment group interetsed in researching the possibility of a new Police Department building.

IX. CONSENT AGENDA

A 17-075 Approve the minutes of the April 6 Assembly meeting

A motion was made by Knox that the Consent Agenda consisting of item A be APPROVED. The motion PASSED by a unanimous voice vote.

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

B 17-076 Reappoint Anne Pollnow to a three-year term on the Historic Preservation Commission

Assembly member Guevin thanked Pollnow for reapplying and for the level of expertise brought to the Commission.

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

Yes: 5 - Guevin, Potrzuski, Hunter, Knox, and Bean

Absent: 2 - Swanson, and Eisenbeisz

XI. UNFINISHED BUSINESS:

C 17-077 Discussion/Direction/Decision on Municipal Administrator recruitment services

Mark Danielson, Human Resources Director, reviewed the recruitment options: 1) enter into a contract with a recruiter or 2) the municipality could readvertise.

Bean expressed an interest in the municipality readvertising and worried a recruiter may not have an understanding of Sitka or the municipality's needs. Assembly members Guevin, Potrzuski, and Knox spoke in support of a recruitment firm and a facilitated process.

A motion was made by Potrzuski to authorize the City and Borough of Sitka enter into a contract with Prothman for Municipal Administrator recruitment services. The motion PASSED by the following vote.

Yes: 5 - Guevin, Potrzuski, Hunter, Knox, and Bean

Absent: 2 - Swanson, and Eisenbeisz

D ORD 17-05S Amending Sitka General Code Chapter 15.01 entitled "Electric Utility Policies" by amending Section 15.01.020 entitled "Electrical Rates" (*third and final reading*)

Former Assembly member, Mike Reif, spoke in support of the ordinance. Reif urged the Assembly to consider a balance between future generations and today's needs. He encouraged the Assembly to support the rate increase rather than not - thereby passing the issue on to future generations.

Assembly members Potrzuski, Guevin and Knox, stated that while a rate increase was an extremely difficult decision to make it was the right one. Guevin noted the increase was based on the best analysis that the 15 cents/kwh rate helped the City reach the balance of cost/use and enabled the City to meet the bond covenant. In addition, he reminded \$400,000 had been set aside for a needs based subsidy. Knox urged those businesses interested in switching over to electric to contact the Electric Department.

A motion was made by Knox that this Ordinance be APPROVED on THIRD AND FINAL READING. The motion PASSED by the following vote.

Yes: 4 - Guevin, Potrzuski, Hunter, and Knox

No: 1 - Bean

Absent: 2 - Swanson, and Eisenbeisz

E ORD 17-10 Amending Sitka General Code Chapter 9.24 entitled "Bear Attraction Nuisance" by amending Section 9.24.050 entitled "Fines"

Potrzuski shared he had been contacted by citizens who suggested that the fines be seasonal. Hunter and Knox stated the Police Department didn't intend to go from trash can to trash can fining people. The fine schedule was put in place to ultimately react to those individuals who chose not to be responsible with trash disposal. Bean reminded we lived in a community with bears and could only go so far fining people for not taking care of trash appropriately. Bean spoke to safety and wondered when a bear was deemed a public safety issue.

A motion was made by Guevin that this Ordinance be APPROVED on SECOND AND FINAL READING. The motion PASSED by the following vote.

Yes: 5 - Guevin, Potrzuski, Hunter, Knox, and Bean

Absent: 2 - Swanson, and Eisenbeisz

XII. NEW BUSINESS:**New Business First Reading**

- F ORD 17-12** Authorizing the lease of 1000 square feet of US Survey 3377 Griffith Island also known as 725 Siginaka Way

Mayor Hunter explained this was a lease ordinance for property at 725 Siginaka Way. Planning Director, Michael Scarcelli, spoke to the lease terms: the annual lease payment was \$6,000 (\$500/month) with a term of 5 years with the option to renew. Hunter stated this business was going to use the Eliason Harbor parking lot. He would be interested in a discussion to dedicate some or all of the revenue to the Harbor Enterprise Fund.

A motion was made by Guevin that this Ordinance be APPROVED on FIRST READING. The motion PASSED by the following vote.

Yes: 5 - Guevin, Potrzuski, Hunter, Knox, and Bean

Absent: 2 - Swanson, and Eisenbeisz

- G ORD 17-11** Adjusting the FY17 Budget (*Fire Department Operations, Crescent Harbor Playground Project, Commercial Passenger Excise Tax*)

Administrator Gorman noted at the last meeting a question had been raised as to the legality of using CPET funds for the Sitka Historical Society if an admission fee was charged. Gorman stated staff had researched the issue. He reminded there were no black and white rules on the use of CPET funds but in speaking with other municipalities who had similar projects he felt the risk was low and confident in the use of CPET funds for this project.

A motion was made by Knox that this Ordinance be APPROVED on FIRST READING. The motion PASSED by the following vote.

Yes: 5 - Guevin, Potrzuski, Hunter, Knox, and Bean

Absent: 2 - Swanson, and Eisenbeisz

Additional New Business Items

- H 17-081** Discussion/Direction on Halibut Point Marine Services add-on proposal for downtown shuttle service

Mayor Hunter explained the add-on shuttle (Lincoln Street) was a topic of conversation at the last meeting when the award was made for shuttle services between Old Sitka Dock and Harrigan Centennial Hall. Administrator Gorman stated he had spoke with Chris McGraw of Old Sitka Dock and the minimum amount needed to pilot the project was \$6,000. Gorman noted Sitka Tribe of Alaska had contacted the Assembly stating they currently provide this service for a fee and would be interested in an RFP process. Gorman reminded the RFP process could take another month. He suggested the Assembly may want to delay action until the next tourist season allowing time for downtown merchants to weigh in and then issue an RFP in early 2018. Assembly members agreed and suggested a well thought out process would be better than a rushed one. Guevin offered there may be a possibility for a government to government collaboration with Sitka Tribe of Alaska.

I 17-078 Discussion/Direction on the funding source for the FY17 Electric Fund subsidization

Mayor Hunter reminded that despite the electric rate increase, a subsidization of the Electric Fund for FY2017 was needed. He summarized a memo provided by the Chief Finance and Administrative Officer in which Sweeney estimated an additional subsidy of approximately \$235,000 was required. Sweeney reminded the exact amount, however, could not be estimated in advance because the subsidy was dependent on electric consumption through the remainder of the year. That said, it was recommended the Assembly appropriate \$400,000 as an additional subsidy in order to afford Administration the latitude to meet covenant requirements if the \$235,000 was insufficient. It was recommended the General Fund be the source of the additional funding.

A motion was made by Guevin to direct the Administrator to appropriate \$400,000 for an additional subsidy to the Electric Fund from the General Fund unassigned balance. The motion PASSED by the following vote.

Yes: 4 - Guevin, Potrzuski, Hunter, and Knox

No: 1 - Bean

Absent: 2 - Swanson, and Eisenbeisz

J 17-082 Authorize the Municipal Administrator to enter into an Investment Management Contract with Alaska Permanent Capital Management for Operating Investments

Potrzuski wondered of the risk. Chief Finance and Administrative Officer, Jay Sweeney, stated there was risk in not taking action. As an institutional manager of funds, Sweeney had an investment policy to follow, however, did not have the resources that would be made available to a professional investor. He offered that of all municipalities in Alaska, of the same size as Sitka or larger, Sitka was the only municipality that managed its own operating funds. Guevin noted the Investment Committee was in support of this decision.

A motion was made by Potrzuski to authorize the Municipal Administrator to enter into an Investment Management Contract with Alaska Permanent Capital Management for Operating Investments. The motion PASSED by the following vote.

Yes: 5 - Guevin, Potrzuski, Hunter, Knox, and Bean

Absent: 2 - Swanson, and Eisenbeisz

K 17-080 Reassignment of Assembly Liaisons: Gary Paxton Industrial Park Board, Sitka Community Hospital Board, SEDA

Mayor Hunter noted Assembly member Eisenbeisz had chosen three of the busiest assignments. Since publication of the agenda, Eisenbeisz had requested to remain the liaison for the Sitka Community Hospital Board. Potrzuski offered to take over the liaison seat on the Gary Paxton Industrial Park Board and Bean offered to be the Assembly liaison for the Sitka Economic Development Association.

XIII. PERSONS TO BE HEARD:

None.

XIV. EXECUTIVE SESSION

L 17-079 Possible Executive Session: Litigation Update - Dapcevich Lawsuit

Municipal Attorney, Brian Hanson, reported Michael Gatti (outside legal counsel) was unavailable this evening and therefore this item would be discussed at the next meeting.

XV. ADJOURNMENT

A motion was made by Potrzuski to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:58pm.

ATTEST:

Sara Peterson, CMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

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

Minutes - Draft

City and Borough Assembly

*Mayor Matthew Hunter
Deputy Mayor Bob Potrzuski
Vice-Deputy Mayor Steven Eisenbeisz
Tristan Guevin, Kevin Knox
Aaron Bean, and Aaron Swanson*

*Municipal Administrator: Mark Gorman
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Monday, May 1, 2017

6:00 PM

Assembly Chambers

SPECIAL MEETING

- I. CALL TO ORDER
- II. FLAG SALUTE
- III. ROLL CALL

Present: 6 - Swanson, Guevin, Potrzuski, Hunter, Knox, and Bean

Absent: 1 - Eisenbeisz

- IV. NEW BUSINESS:

Board of Equalization

A motion was made by Swanson to Convene as the Board of Equalization. The motion PASSED by a unanimous voice vote.

Municipal Attorney, Brian Hanson, stated item B had been withdrawn.

- A 17-086

Consideration of a late-file application filed by Christine McGraw (*note: if granted, the appeal would be heard at a later date*)

Mayor Hunter requested Assessing Director, Wendy Lawrence, provide a summary of the request. Lawrence stated the Assessing Office had received a late-file appeal application from Christine McGraw after the April 14, 2017 deadline. Lawrence reminded the "unusual circumstances" requirement would need to be met. Lawrence stated McGraw informed her she had mail forwarding with the Post Office and explained it was the burden of the property tax owner to ensure the Assessing Office had the correct mailing address on file. Lawrence stated the City had met its burden and there was no way for the the City to know McGraw had not received the notice until McGraw contacted the Assessing Office on April 21 - after the April 14 appeal period had closed. Lawrence asked that the Board of Equalization uphold the State Statutes and Sitka General Code and not grant the late-file appeal.

Bean noted the request before the Board was an application not a hearing. Given the circumstances of events (Kramer landslide) that had occurred on McGraw's property, he wished to see the application accepted and a hearing granted. Bean suggested there had been a communication breakdown between McGraw and the Assessing Office and spoke to the McGraw's email sent to the Assessing Office on April 28, 2017. Guevin reminded the Board was sitting as a quasi-judicial body, the circumstances were irrelevant. He stated it was the Board's duty to decide whether McGraw's late filing was due to unusual circumstances. Guevin was of the opinion that there was nothing "unusual"; notices were sent to everyone and it was each property owner's responsibility to update their mailing address with the City. In conclusion, he added it was dangerous to set a precedent with personal property. While sympathetic to McGraw, Hunter reminded that the Board was not to take into consideration anything other than what was presented and was also concerned about setting a precedent.

A motion was made by Bean to accept Christine McGraw's late file appeal application. The motion FAILED by the following vote.

Yes: 2 - Swanson, and Bean

No: 4 - Guevin, Potrzuski, Hunter, and Knox

Absent: 1 - Eisenbeisz

A motion was made by Swanson to Reconvene as the Assembly in regular session. The motion PASSED by a unanimous voice vote.

Municipal Administrator Mark Gorman applauded Assessing Director, Wendy Lawrence, for her work noting initially there had been 100 appeals.

B 17-087 Hear an appeal, and reach findings and decision, filed by Sitka Residences, LLC in regard to real property referenced within appeal packet 2017-01 by reference (Aspen Hotel)

This item was withdrawn prior to the start of the meeting. The Assessing Director informed that Aspen Hotel was signing the corrected assessment and would not be appealing.

V. PERSONS TO BE HEARD:

None.

VI. EXECUTIVE SESSION

None.

VII. ADJOURNMENT

A motion was made by Swanson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 6:15pm.

ATTEST: _____
Sara Peterson, CMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 17-092 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 5/3/2017 In control: City and Borough Assembly

On agenda: 5/9/2017 Final action:

Title: Approve liquor license transfer and controlling interest applications for Baranof Island Brewing Company, LLC dba Baranof Island Brewing Company at a new location, 1209-A Sawmill Creek Road

Sponsors:

Indexes:

Code sections:

Attachments: [BIBCO license paperwork.pdf](#)

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 liquor license location transfer and controlling interest applications for Baranof Island Brewing Company, LLC dba Baranof Island Brewing Company at 1209-A Sawmill Creek Road and forward these approvals 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: May 4, 2017
Subject: Liquor License Transfer of Location (#4912) and Controlling Interest

Our office has received notification of the following **liquor license transfer of location and controlling interest applications** for:

Type: Brewery
Owner: Baranof Island Brewing Company, LLC
DBA: Baranof Island Brewing Company
Location: 215 Smith Street Units A & B

To: Baranof Island Brewing Company, LLC
DBA: Baranof Island Brewing Company
Location: 1209-A Sawmill Creek Road

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. No departmental objections were received. Upon Assembly approval, the Municipal Clerk will sign the Controlling Interest application, a required document as the City and Borough of Sitka is listed as a creditor for the above license. Baranof Island Brewing Company is current on all CBS liabilities.

Recommendation: Approve the liquor license transfer of location and controlling interest applications for Baranof Island Brewing Company, LLC dba Baranof Island Brewing Company and forward these approvals 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: Collections - Leisha
Municipal Billing – Lindsey
Sales Tax/Property Tax - Hannah
Utility Billing Clerk – Diana
Fire Department
Police Department
Building Official

From: Sara Peterson, Municipal Clerk

Date: April 17, 2017

Subject: Baranof Island Brewing Company (license #4912) - Transfer of Location Application and Transfer of Controlling Interest Application

Our office has received notification of the following **liquor license transfer of location and controlling interest applications** for:

Type: Brewery
Owner: Baranof Island Brewing Company, LLC
DBA: Baranof Island Brewing Company
Location: 215 Smith Street Units A & B

To: Baranof Island Brewing Company, LLC
DBA: Baranof Island Brewing Company
Location: 1209-A Sawmill Creek Road

Please notify **no later than noon on May 2nd** of any reason to protest these requests. These applications are scheduled for the May 9th Assembly meeting.

Thank you.



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

April 12, 2017

City and Borough of Sitka
Attn: Sara Peterson, Municipal Clerk
Via email: sara.peterson@cityofsitka.org
Melissa.henshaw@cityofsitka.org

License Number:	4912
License Type:	Brewery
Applicant:	Baranof Island Brewing Company, LLC
Doing Business As:	Baranof Island Brewing Company

AS 04.11.360(4) requires that the board deny an application for transfer of a license to another person if the transferor has not paid all debts or taxes arising from the conduct of the business licensed under this title unless the transferor gives security for the payment of the debts or taxes satisfactory to the creditor or taxing authority. Our records indicate that you are listed as a creditor or taxing authority for the above license.

We have received an application for transfer of ownership for the above liquor license. For the purposes of AS 04.11.360(4) and in compliance with AS 04.11.280(b), this letter serves to provide written notice and request for status from the above referenced entity regarding the above application (see attached application documents for more information).

Please complete and return this form to the AMCO office at the email below.

NAME: _____ PHONE: _____

Do you have an objection to the transfer of this license? Yes No

AMOUNT OWED: ~~\$615,500.00~~ \$637,508.00 DATE: _____

COMMENTS: Baranof Island Brewing Company has a payment plan set up with the City and Borough of Sitka.
If you have any questions, please send them to the email address below.

Sincerely,

Erika McConnell

Erika McConnell
Director, ABC Board
alcohol.licensing@alaska.gov



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

**Department of Commerce, Community,
and Economic Development**
ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

April 12, 2017

City and Borough of Sitka
Attn: Sara Peterson, Municipal Clerk
Via Email: sara.peterson@cityofsitka.org
melissa.henshaw@cityofsitka.org

License Type:	Brewery	License Number:	4912
Licensee:	Baranof Island Brewing Company LLC		
Doing Business As:	Baranof Island Brewing Company		

- New Application
 Transfer of Ownership Application
 Transfer of Location Application
 Transfer of Controlling Interest Application

We have received a completed application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director and the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable. To protest the application referenced above, please submit your protest within 60 days and show proof of service upon the applicant.

AS 04.11.491 – AS 04.11.509 provide that the board will deny a license application if the board finds that the license is prohibited under as a result of an election conducted under AS 04.11.507.

AS 04.11.420 provides that the board will not issue a license when a local governing body protests an application on the grounds that the applicant’s proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the alcohol establishment, unless the local government has approved a variance from the local ordinance.

Sincerely,

Jediah Smith, Local Government Specialist
amco.localgovernmentonly@alaska.gov



Alcohol and Marijuana Control Office
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

What is this form?

This transfer license application form is required for all individuals or entities seeking to apply for the transfer of ownership and/or location of an existing liquor license. Applicants should review Title 04 of Alaska Statutes and Chapter 304 of the Alaska Administrative Code. All fields of this form must be completed, per AS 04.11.260, AS 04.11.280, AS 04.11.290, and 3 AAC 304.105.

This form must be completed and submitted to AMCO's main office, along with all other required forms and documents, before any license application will be considered complete.

Section 1 - Transferor Information

Enter information for the *current* licensee and licensed establishment.

Licensee:	Baranof Island Brewing Co. LLC		License #:	4912	
License Type:	Brewery		Statutory Reference:		
Doing Business As:	Baranof Island Brewing Company				
Premises Address:	215 units A + B Smith Street				
City:	Sitka	State:	AK	ZIP:	99835
Local Governing Body:	City and Borough of Sitka				

Transfer Type:

- Regular transfer
 Transfer with security interest
 Involuntary retransfer

OFFICE USE ONLY			
Complete Date:		Transaction #:	
Board Meeting Date:		License Years:	
Issue Date:		BRE:	



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 2 - Transferee Information

Enter information for the *new* applicant and/or location seeking to be licensed.

Licensee:	Baranof Island Brewing Company LLC				
Doing Business As:	Baranof Island Brewing Company				
Premises Address:	1209 A Summit Creek Road				
City:	Sitka	State:	AK	ZIP:	99835
Community Council:	City and Borough of Sitka				

Mailing Address:	PO Box 1647				
City:	Sitka	State:	AK	ZIP:	99835

Designated Licensee:	Baranof Island Brewing Company LLC				
Contact Phone:	907-747-2739	Business Phone:	907-747-2739		
Contact Email:	rick@baranofislandbrewing.com				

Seasonal License? Yes No If "Yes", write your six-month operating period: _____

Section 3 - Premises Information

Premises to be licensed is:

an existing facility a new building a proposed building

The next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer.

1 mile

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer.

1 mile



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 4 – Sole Proprietor Ownership Information

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 5. If more space is needed, please attach a separate sheet with the required information. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: applicant affiliate

Name:				
Address:				
City:		State:		ZIP:

This individual is an: applicant affiliate

Name:				
Address:				
City:		State:		ZIP:

Section 5 – Entity Ownership Information

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 6. If more space is needed, please attach a separate sheet with the required information.

- If the applicant is a corporation, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a limited liability organization, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

Entity Official:	Rick Armstrong			
Title(s):	manager	Phone:	907-736-1791	% Owned: 51
Address:	630 Merrill Street			
City:	Sitka	State:	AK	ZIP: 99835



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Entity Official:	SUZAN HESS			
Title(s):	Member	Phone:	738-1659	% Owned: 41
Address:	PO BOX 1647			
City:	SITKA	State:	AK	ZIP: 99835

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.

DOC Entity #:	120687	AK Formed Date:	2009	Home State:	AK
Registered Agent:	Rick Armstrong	Agent's Phone:	907-738-1791		
Agent's Mailing Address:	PO BOX 1647 Sitka AK 99835				
City:	SITKA	State:	AK	ZIP:	99835

Residency of Agent: Yes No

Is your corporation or LLC's registered agent an individual resident of the state of Alaska?



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<http://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 6 – Other Licenses

Ownership and financial interest in other alcoholic beverage businesses:

Yes No

Does any representative or owner named as a transferee in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska?

If "Yes", disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):

Section 7 – Authorization

Communication with AMCO staff:

Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

If "Yes", disclose the name of the individual and the reason for this authorization:



Alcohol and Marijuana Control Office
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 8 – Transferor Certifications

Additional copies of this page may be attached, as needed, for the controlling interest of the current licensee to be represented.

I declare under penalty of perjury that the undersigned represents a controlling interest of the current licensee. I additionally certify that I, as the current licensee (either the sole proprietor or the controlling interest of the currently licensed entity) have examined this application, approve of the transfer of this license, and find the information on this application to be true, correct, and complete.

[Signature]

Signature of transferor

Rick Armstrong

Printed name of transferor

Subscribed and sworn to before me this 24th day of March, 2017.

[Signature]

Signature of Notary Public

Notary Public in and for the State of Alaska

My commission expires: Oct 17 2020

[Signature]

Signature of transferor

Rick Armstrong

Printed name of transferor

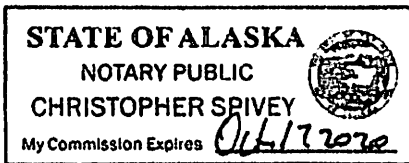
Subscribed and sworn to before me this 24th day of March, 2017.

[Signature]

Signature of Notary Public

Notary Public in and for the State of Alaska

My commission expires: Oct. 17 2020





Alcohol and Marijuana Control Office
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
alcohol.licensing@alaska.gov
<http://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board
Form AB-01: Transfer License Application

Section 9 – Transferee Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

RA

I certify that all proposed licensees have been listed with the Division of Corporations.

RA

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

RA

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.

RA

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

RA

As an applicant for a liquor license, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete.

[Handwritten Signature]

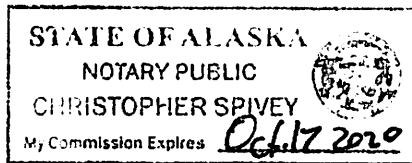
Signature of transferee

Rick Armstrong

Printed name

Subscribed and sworn to before me this 10th day of March, 2017.

[Handwritten Signature]
 Signature of Notary Public



Notary Public in and for the State of Alaska

My commission expires: Oct. 17 2020



Alaska Alcoholic Beverage Control Board
Form AB-02: Premises Diagram

What is this form?

A detailed diagram of the proposed licensed premises is required for all liquor license applications, per AS 04.11.260 and 3 AAC 304.185. Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, consumption, and manufacturing. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.

The second page of this form is not required. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form. The first page must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

This form must be completed and submitted to AMCO's main office before any license application will be considered complete.

Yes No

I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

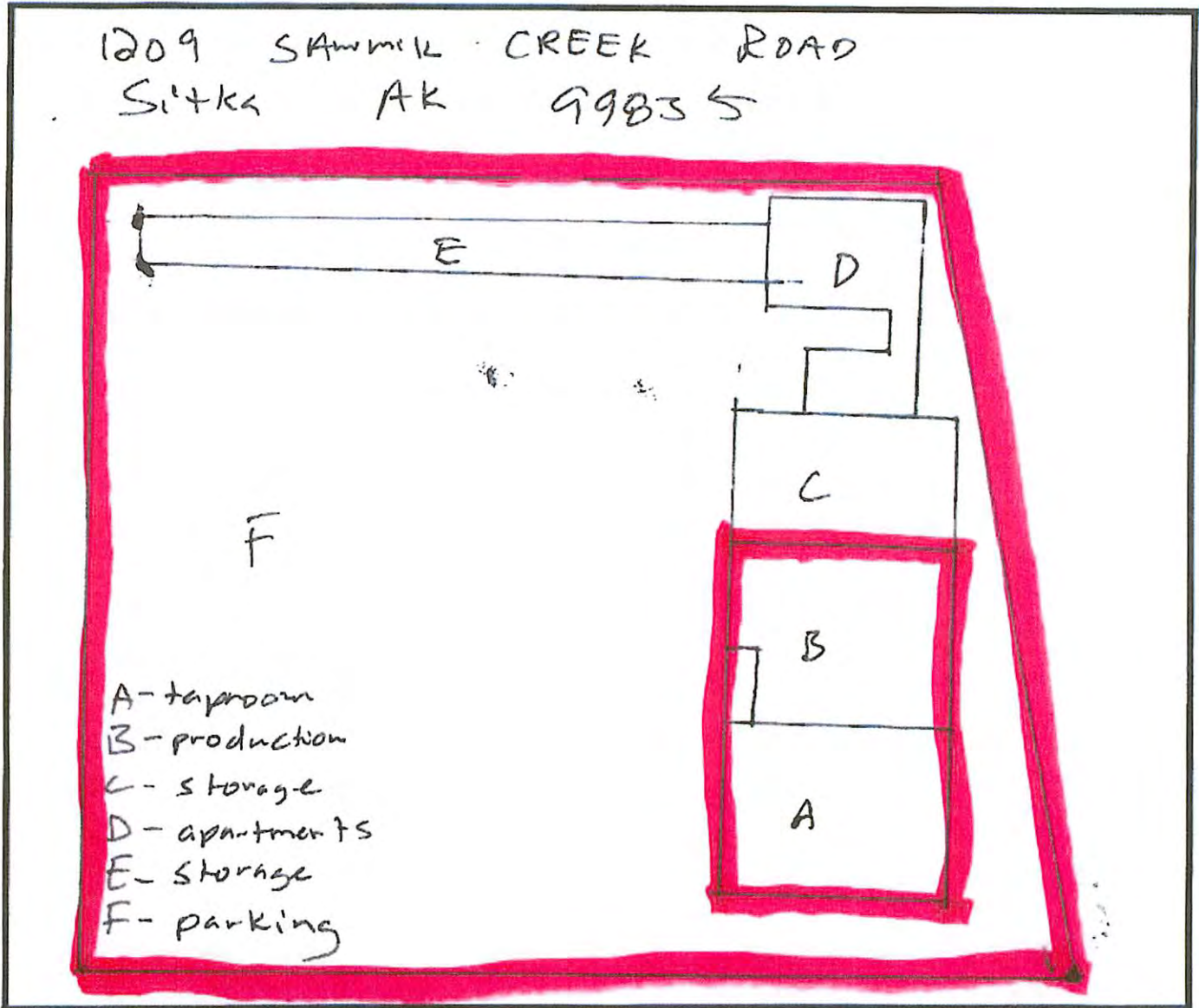
Licensee:	Baranof Island Brewing Co LLC	License Number:	4912
License Type:	Brewery		
Doing Business As:	Baranof Island Brewing Company		
Premises Address:	1209 A Sawmill Creek Road		
City:	Sitka	State:	AK
		ZIP:	99835



Alaska Alcoholic Beverage Control Board
Form AB-02: Premises Diagram

Section 2 - Detailed Premises Diagram

Clearly indicate the boundaries of the premises and the proposed licensed area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances and exits, walls, bars, and fixtures, and outline in red the perimeter of the areas designated for alcohol storage, service, consumption, and manufacturing. Include dimensions, cross-streets, and points of reference in your drawing. You may attach blueprints or other detailed drawings that meet the requirements of this form.

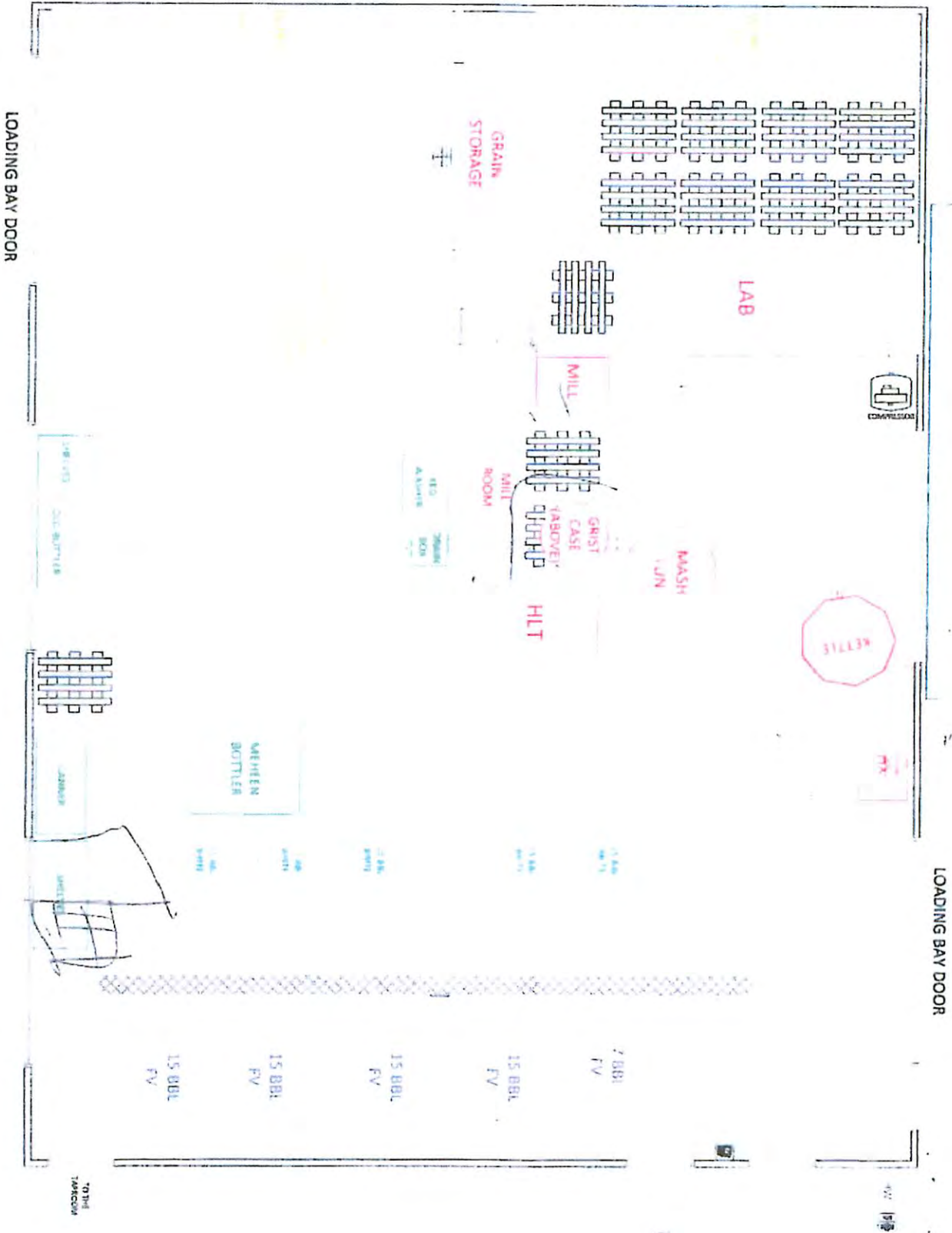


Taproom layout



1. Tasting room / Seating area
2. Future use for kitchen
3. Bar area
 - a. 3 basin sink
 - b. Hand wash sink
4. ADA restroom (Men's/unisex)
 - a. 1- urinal
 - b. 2 - hand sinks
 - c. 1- toilet
5. Future kitchen
6. Future kitchen
7. Restroom (women's)
 - a. 2 - toilets
 - b. 2 - hand sinks
 - c. Mop/utility sink
8. Employee restroom
9. Mechanical room

B



FRIDGE VAN

LOADING BAY DOOR

LOADING BAY DOOR

TAP



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 17-093 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 5/3/2017 In control: City and Borough Assembly

On agenda: 5/9/2017 Final action:

Title: Appoint Martha Moses to an unexpired term on the Historic Preservation Commission in the category of "Sitka Tribe of Alaska - alternate seat"

Sponsors:

Indexes:

Code sections:

Attachments: [Moses application.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO appoint Martha Moses to an unexpired term on the Historic Preservation Commission in the category of “Sitka Tribe of Alaska – alternate seat”.



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

Board/Commission/Committee: Historic Preservation
 Name: Martha Moses Daytime Phone: 738 1275
 Address: P.O. Box 6142 Evening Phone: ↓
 Email Address: ravenstern79@yahoo.com Fax Number: N/A
 Length of Residence in Sitka: Life Registered to vote in Sitka? Yes No
 Employer: CC THITA - Sitka TANF
 Organizations you belong to or participate in: Sitka Tribe of Alaska

Explain your main reason for applying: Orientation gaining knowledge as a
STA Council Rep.

What background, experience or credentials will you bring to the board, commission, or committee membership?
Tribal Citizen, former active ANS member

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

- A substantial financial interest of \$1000 annually that could be influenced by your appointment.
- An immediate family member employed within the scope of this appointment.

Please attach a letter of interest, outline, or resume which includes your education, work, and volunteer experience that will enhance your membership.

→ *(To be considered, your application must be complete AND be accompanied by one of the above supporting documents.)*

Date: 4/17/17 Signature: Martha Moses

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 at the next session of an Assembly meeting, however, Assembly members may vote to discuss applicant(s) in an earlier 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

Alternate to
 Bob Sam for
 STA seat

From: Gassman, Lisa [<mailto:lisa.gassman@sitkatriben-sn.gov>]

Sent: Monday, May 01, 2017 3:07 PM

To: Melissa Henshaw <melissa.henshaw@cityofsitka.org>

Subject: Fwd: Message from "STA-ADM-9060"

Melissa,

Please see attached form for Martha Moses. We would like her to serve on the Historic Preservation Commission as an alternate to Bob Sam in the STA seat. Please let me know if that will cause any issues. Thanks.

Lisa Gassman
General Manager

Sitka Tribe of Alaska

456 Katlian Street

Sitka, AK 99835

(907) 747-3207 General * (907) 747-7380 Direct Line * (907) 747-4915 Fax

lisa.gassman@sitkatriben-sn.gov <lisa.gassman@sitkatriben-sn.gov>



HISTORIC PRESERVATION COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
ANNE POLLNOW PO Box 6326	738-0794 sealevelanne@gmail.com	4/28/15 4/25/17	4/22/17 4/25/20	CHAIR At large
ANA DITTMAR 217 Marine Street Unit B	623-7537 anadittmar1@hotmail.com	4/10/12 5/27/15	4/10/15 5/27/18	Vice-Chair At large
ROBERTA LITTLEFIELD 4102 Halibut Point Road	738-4004 c 747-3444 h robbylittlefield@gci.net	7/13/10 4/24/12 5/27/15	01/27/12 4/24/15 5/27/18	SECRETARY Native community
JAMES POULSON 1610 Sawmill Creek Rd	747-3219 w 747-6567 h sitka@operamail.com	2/22/11 2/25/14	2/22/14 2/25/17 9/8/18	Historical Society <i>Ozment's term</i>
SCOTT SALINE PO Box 3183	738-7889 c shsaline@gci.net	4/26/16	4/26/19	At large
KITTY SOPOW 3414 Halibut Point Road	907-545-2850 kittysopow@gmail.com	2/28/17	2/28/20	At large
ROBERT SAM 456 Katlian Street	623-7097 bob.sam@sitkatriben-sn.gov	2/24/15	2/24/18	STA
CLARA GRAY PO Box 401	752-7880 clara.gray@sitkatriben-sn.gov	4/12/16	2/24/18	STA (alternate) <i>Miller's term</i>
Samantha Pierson Planner I	747-1814 samantha.pierson@cityofsitka.org			Staff Liaison/ Secretary
Aaron Swanson 1410 C Sawmill Creek Rd	747-5499 h 623-7869 c assemblyswanson@cityofsitka.org			Assembly Liaison

7 members from selected categories 3-year terms

Sitka Historical Society (1), Native Community (2) - one representing Sitka Tribe of Alaska), At-Large (4)

Established by Ordinance 92-1075, Amended by Ordinance 93-1150, Addition by Ordinance 97-1409

Second Wednesday, 6:00 p.m. – Harrigan Centennial Hall, 330 Harbor Drive

Quorum is met when 4 Commission members are present

Revised: April 26, 2017



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 17-11 Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 4/19/2017 In control: City and Borough Assembly
On agenda: 5/9/2017 Final action:
Title: Adjusting the FY17 Budget (Fire Department Operations, Crescent Harbor Playground Project, Commercial Passenger Excise Tax)
Sponsors:
Indexes:
Code sections:
Attachments: [Ord 2017-11.pdf](#)

Date	Ver.	Action By	Action	Result
4/25/2017	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2017-11 on second and final reading.

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CITY AND BOROUGH OF SITKA
ORDINANCE NO. 2017-11
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
ADJUSTING THE FY17 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 FY17 budgets for known changes.

4. **ENACTMENT.** The Assembly of the City and Borough of Sitka hereby adjusts the FY17 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, 2016 and ending June 30, 2017 is hereby adjusted as follows:

<u>FISCAL YEAR 2017 EXPENDITURE BUDGETS</u>
GENERAL FUND
Fire Department – Operations: This is to recognize revenue in the amount of \$6,570 from the State of Alaska Volunteer Fire Grant to purchase two blitz fire oscillating monitors.
CAPITAL PROJECTS
Fund 700 – Crescent Harbor Playground Project #90834: To re-appropriate the budgeted amounts of \$40,000 from the Donations account and \$124,999 from the Grants pass thru account to Capital Projects for the Crescent Harbor Playground Project.
SPECIAL REVENUE FUNDS
Fund 194- Commercial Vessel Passenger Tax – Operations: This is to set a budget for the appropriation of \$50,000 from the Commercial Passenger Excise Tax (CPET) Fund for the completion of the Sitka History Museum’s interior that was approved at the April 11, 2017 Assembly Meeting.

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45 **EXPLANATION**

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47 **Necessary revisions in the FY 2017 budget were identified. These changes involve the increase of**
48 **expenditure accounts and causes decreased cash flows to the fund balance of various funds. A short**
49 **explanation of each budget revision is included.**

50
51 **5. EFFECTIVE DATE. This ordinance shall become effective on the day after the date of its**
52 **passage.**

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54 **PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka,**
55 **Alaska this 9th Day of May, 2017.**

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59 **ATTEST:** Matthew Hunter, Mayor

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61
62
63 Sara Peterson, CMC
64 **Municipal Clerk**

65
66 **1st reading 4/25/17**
67 **2nd reading 5/9/17**



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 17-12 Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 4/19/2017 In control: City and Borough Assembly
On agenda: 5/9/2017 Final action:
Title: Authorizing the lease of 1000 square feet of US Survey 3377 Griffith Island also known as 725 Siginaka Way

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2017-12.pdf](#)
[Memo 725 Siginaka Way Lease.pdf](#)
[Ord 2017-12.pdf](#)

Date	Ver.	Action By	Action	Result
4/25/2017	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2017-12 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 Hunter and Members of the Assembly

From: Michael Scarcelli, Planning and Community Development Department Director *MS.*
Samantha Pierson, Planner I

Subject: Ordinance for Lease of 725 Siginaka Way

Date: April 13, 2017

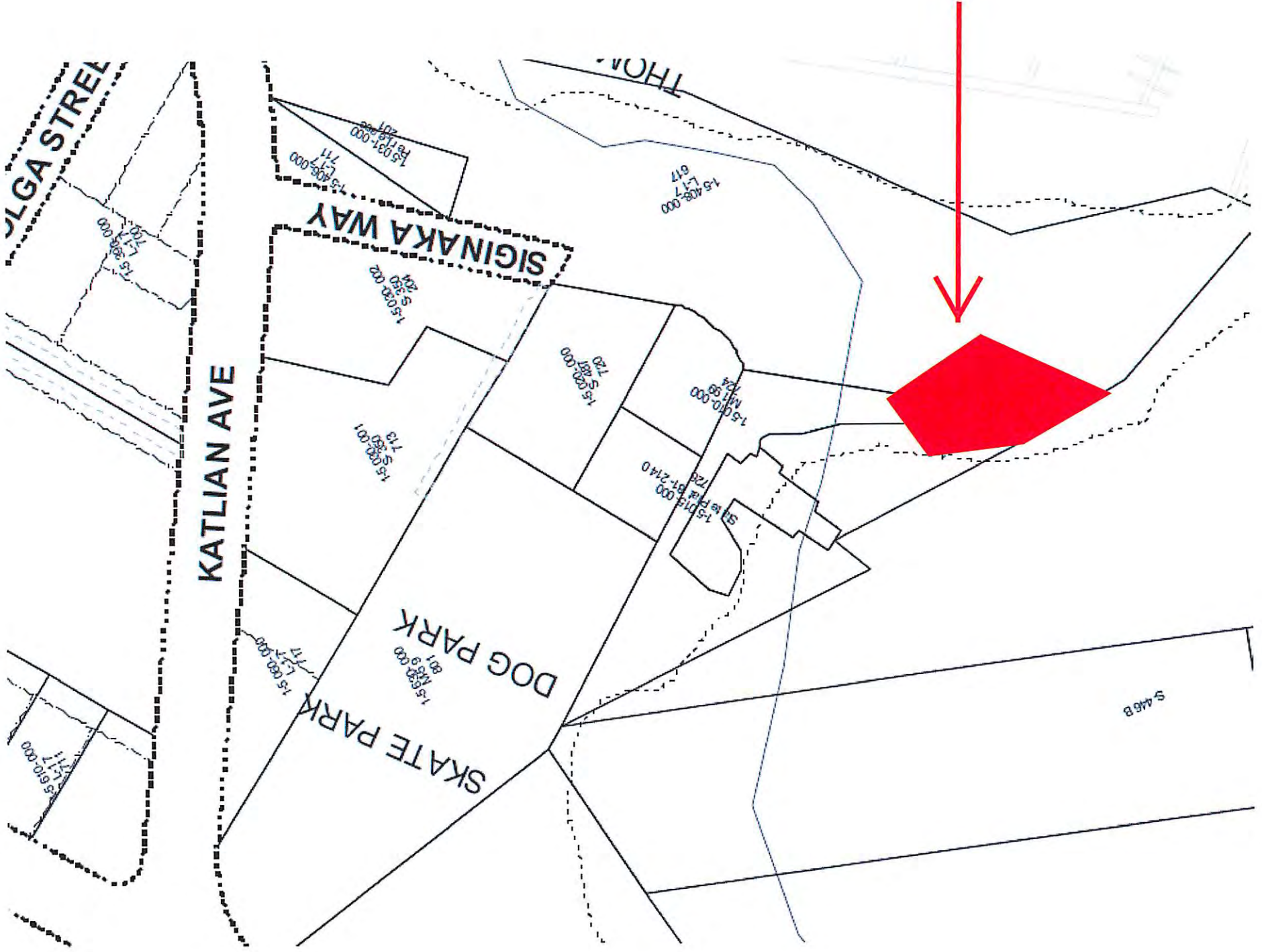
April Wheldon and William Akan dba Latte Landing LLC request a lease of 1000 square feet of land at 725 Siginaka Way, Also known as US Survey 3377 Griffith Island. The Planning Department is processing this request in accordance with existing procedures. Following SGC, an ordinance is required to authorize the land lease.

725 Siginaka Way was leased in 2012 on a 5 year term for the purpose of operating a coffee stand. The lessee defaulted on the lease agreement in July 2015 and the municipality terminated the lease in April 2016. Seeking to rent the property again, the municipality initiated a lease bid process which yielded 7 bids. A selection committee comprised of Planning, Finance, and Legal staff selected William Akan and April Wheldon as the bid winners.

The minimum bid was set at \$4491 annually plus sales tax. Ms. Wheldon and Mr. Akan bid \$6000 per year. Sales tax is in addition to this amount. The lease term is for 5 years with the option to renew.

At their April 4, 2017 meeting, the Planning Commission recommended approval 5-0. At their April 12, 2017 meeting, the Port and Harbors Commission unanimously recommended approval with recommendations to address vagrancy, the management of on-site trash, and clarification that no parking shall be specifically designated for this business. The proposed lease now requires approval by ordinance.

RECOMMENDED ACTION: Pass a motion to approve the lease ordinance.

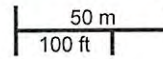




City & Borough of Sitka, Alaska

Selected Parcel: 617 KATLIAN ID: 15408000

Printed 3/30/2017 from <http://www.mainstreetmaps.com/ak/sitka/internal.asp>



This map is for informational purposes only. It is not for appraisal of, description of, or conveyance of land. The City & Borough of Sitka, Alaska and MainStreetGIS, LLC assume no legal responsibility for the information contained herein.







Torani
MONIN

CAFFE
VANILLA

Handwritten notes on a menu board attached to the espresso machine.

Chefmate
COUNTRY SAUSAGE GRAVY

NEW NSF STANDARD 7

ORIGINAL

U. S. SURVEY
NO. 3377, ALASKA

EMBRACING

ALL OF GRIFFITH ISLAND IN SITKA HARBOR

APPROXIMATELY 1 MILE NORTHWEST OF THE TOWN OF SITKA

AREA: 0.33 ACRES

Latitude $57^{\circ}03'29.509''$ N Longitude $136^{\circ}20'56.968''$ W

AT U. S. COAST AND GEODETIC SURVEY

TRIANGULATION STATION "GRIFF"

SURVEYED BY

JOHN H. SHOET, CARTOGRAPHER (CADASTRAL)

SEPTEMBER 7, 1954

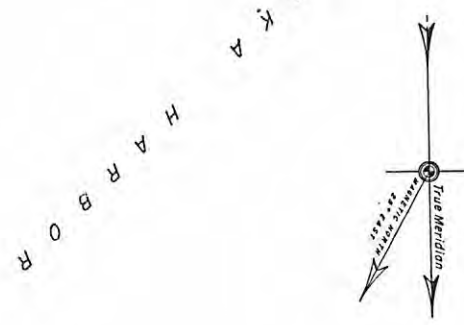
UNDER SPECIAL INSTRUCTIONS

DATED AUGUST 25, 1954

AND APPROVED AUGUST 31, 1954

U. S. SURVEY NO. 225

AMENDED U. S. SURVEY NO. 6 1/2



UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Washington, D. C. December 17, 1954

This plat is strictly conformable to the approved field notes, and the survey, having been correctly executed in accordance with the requirements of law and the regulations of this Bureau, is hereby accepted.

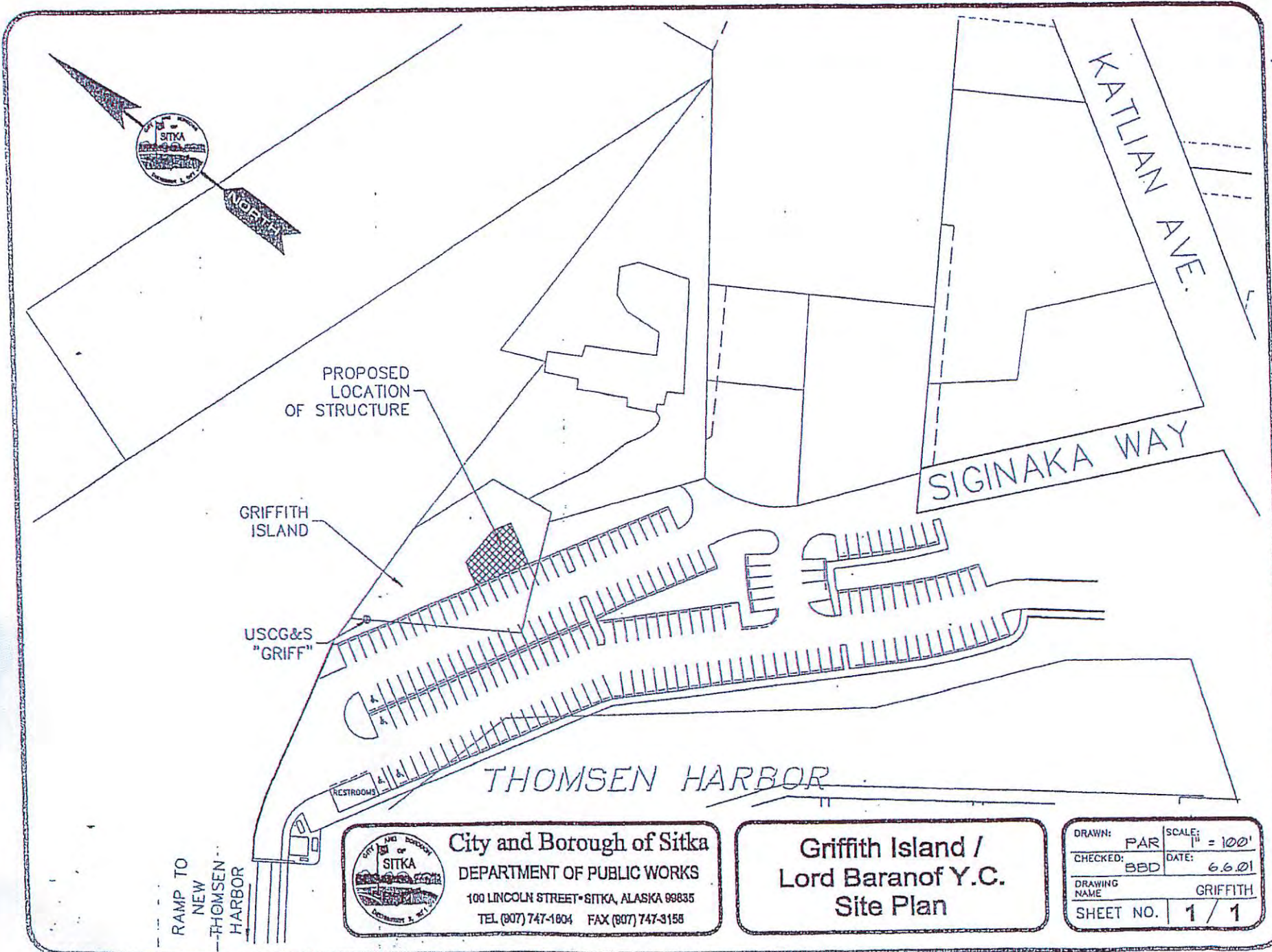
For the Director

[Signature]

Acting Cadastral Engineer
Staff Officer

D.S. 1
175 1669

Exhibit A



PROPOSED LOCATION OF STRUCTURE

GRIFFITH ISLAND

USCG&S "GRIFF"

RESTROOMS

THOMSEN HARBOR

KATLIAN AVE.

SIGINAKA WAY

RAMP TO NEW THOMSEN HARBOR



City and Borough of Sitka
 DEPARTMENT OF PUBLIC WORKS
 100 LINCOLN STREET • SITKA, ALASKA 99835
 TEL (907) 747-1804 FAX (907) 747-3158

Griffith Island / Lord Baranof Y.C.
Site Plan

DRAWN: PAR	SCALE: 1" = 100'
CHECKED: BBD	DATE: 6.6.01
DRAWING NAME: GRIFFITH	
SHEET NO. 1 / 1	

VII. THE EVENING BUSINESS

E Public hearing and consideration of a land lease for 725 Siginaka Way. The property is also known as US Survey 3377. The applicants are William Akan and April Wheldon for Coastal Transport. The owner of record is the City and Borough of Sitka.

Scarcelli described the history of the property and prior lease. The property was put out for a request for bid process. The bid winner was chosen for its lease rate and risk level as determined through conversations between planning, legal, and finance departments. Staff recommend that the commission recommend approval to the Assembly.

No public comment.

Windsor stated support for moving forward without the applicant present and stated support for the project. Parmelee and Spivey stated support. Pohlman stated that this seems like a pass through item and would prefer that such items not come through the Planning Commission. Community Affairs Director Maegan Bosak stated that staff will be working on a way to streamline Title 18 procedures for leasing and selling municipal property.

Windsor/Pohlman moved to RECOMMEND approval to the Assembly.

Motion PASSED 5-0.

F Public hearing and consideration of the draft transportation chapter of the Comprehensive Plan.

Community Affairs Director Maegan Bosak gave an update on the comprehensive plan process.

Consultant Barb Sheinberg gave an overview of the evening's agenda and shared about future meetings. Commissioner Windsor and Chair Spivey requested that the commission have the final draft for review at least 2 weeks prior to the meeting.

Sheinberg outlined the topics addressed in the transportation chapter. Transportation infrastructure is critical for the community. The number of air travelers into and out of Sitka is increasing. Air mail and freight is declining. Airport challenges include a lack of lease land to meet demand, an undersized terminal, and inadequate parking supply. The expected lifespan of the municipal seaplane base is 5 more years.

Municipal harbors provide approximately 1300 boat slips. Harbors are at 85-90% occupancy. 227 individuals are currently on the waiting list for slips. Sitka is the first multi-basin harbor in Alaska to earn the Alaska Clean Harbors certificate. If everyone on the waiting list could obtain moorage, that would bring an additional \$396,000 per year. Knox clarified that some boats are "hot berthing" and are being moved around to vacant slips, so some revenue is being gathered. The moorage rates required to support infrastructure repairs and upgrades would increase moorage rates out of line with other communities. Sheinberg stated that creative thinking can buy more time, but cost will increase the longer maintenance and repairs are deferred. A new



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Planning and Community Development Department

AGENDA ITEM:

Case No: LM 17-01
Proposal: Request for lease of US Survey 3377
Applicant: William Akan and April Wheldon for Coastal Transport
Owner: City and Borough of Sitka
Location: 725 Siginaka Way
Legal: US Survey 3377
Zone: C-1 Commercial
Size: Lease parcel: 1000 square feet
Parcel ID: 1-5005-001
Existing Use: Commercial (not operational)
Adjacent Use: Commercial, Public
Utilities: Full city services
Access: Siginaka Way to Katlian Avenue

KEY POINTS AND CONCERNS:

1. Historical use as a lease parcel – creates revenue for municipality
2. Neighborhood harmony – surrounding uses are commercial and public in use, zoned for commercial use, coffee shop or similar retail would be less intensive than other nearby uses (harbor)

RECOMMENDATION:

Staff recommends that the Planning Commission recommend approval of LM 17-01 to the Assembly.

ATTACHMENTS

Attachment A: Vicinity Map
Attachment B: Aerial Vicinity Map
Attachment C: Zoning Map
Attachment D: Current Plat

Attachment E: Parcel Pictures
Attachment F: Bid Application
Attachment G: Flood Zone Map
Attachment H: Mailing List

BACKGROUND

725 Siginaka Way was leased in 2012 on a 5 year term for the purpose of operating a coffee stand. The lessee defaulted on the lease agreement in July 2015 and the municipality terminated the lease in April 2016. Seeking to rent the property again, the municipality initiated a lease bid process which yielded 7 bids. A selection committee comprised of Planning, Finance, and Legal staff selected Mr. Akan and Ms. Wheldon as the bid winners.

The lease application is coming before the Planning Commission to seek a recommendation of approval to the Assembly. The item is scheduled for the April 12th Port and Harbors Committee meeting. The lease application will then go to the Assembly for approval of the lease by ordinance.

PROJECT DESCRIPTION

This request is to lease 725 Siginaka Way. The applicants state the intent to continue the historical use of a coffee stand.

ANALYSIS

Project/Site: The property is identified in the survey as US Survey 3377 or Griffith Island. The surrounding parking lot is comprised of filled tidelands. The lease parcel is approximately 1000 square feet. Site improvements consist of an approximately 120 square foot structure on a 320 square foot pad.

Traffic: A coffee stand of this size and without a drive through could be expected to generate 13 vehicle trips at peak AM hour and 5 vehicle trips at peak PM hour.¹ A shop at this location may generate less new traffic because some patrons may be combined harbor/coffee shop patrons.

Parking: A municipal parking lot is adjacent to the proposed lease location.

Noise: No concerns.

Public Health or Safety: No concerns. Coffee shop would need to meet DEC requirements for sanitation.

Habitat: No concerns.

¹ Spack Consulting ITE Trip Generation Rates – 9th Edition

Property Value or Neighborhood Harmony: Neighboring uses are a lodge and a harbor. A coffee stand is less intense of a use than the harbor. Harbor and lodge patrons may appreciate a nearby option for drinks and snacks.

Conformity with Comprehensive Plan: The proposal conforms to Comprehensive Plan Section 2.4.19 which states, "To consistently follow and enforce land use policies, codes, regulations, and decisions..." by leasing a parcel according to the competitive bid process.

RECOMMENDATION

It is recommended that the Planning Commission adopt the staff analysis and move to recommend approval of the lease of 725 Siginaka Way.

RECOMMENDED MOTION

- 1) I move to recommend approval of the lease request for 725 Siginaka Way. The property is also known as US Survey 3377. The request is filed by William Akan and April Wheldon for Coastal Transport. The owner of record is the City and Borough of Sitka.

LAND LEASE BID PROPOSAL FORM

To: City and Borough of Sitka
Attention: Municipal Clerk
100 Lincoln Street
Sitka, Alaska 99835

Having read the Invitation to Bid and Instruction to Bidders, I hereby submit a bid to lease the land and structure known and described as 725 Siginaka Way (Griffith Island, U.S. Survey 3377). It is approximately 1,000 square feet subject to the terms within the Invitation to Bid, Instructions to Bidders, Sitka General Code, and the following terms.

If my bid is provisionally accepted subject to further City Assembly approval of contract terms, I agree to furnish to the City and Borough of Sitka, within 10 days of "Notice of Acceptance of Bid," payment equivalent to one month's lease payment as a deposit; and once the City Approves the lease, I promise to furnish an executed lease agreement to the satisfaction of all parties and tender all payments as due.

MINIMUM LAND AND STRUCTURE LEASE BID: \$4,491.00 annually plus sales tax (\$374.25 per month plus sales tax)

Land Lease Bid Amount: \$ 6,000.00 Annually (\$500.00/month) 1st yr. paid in advance

Proposed Term of Lease (minimum 5 years): 5 years


Sale of Included Surplus Property: Having read the Invitation to Bid and Instructions to Bidders, I hereby acknowledge that if my Land Lease Bid is accepted and executed, I agree that the surplus property becomes the property of the winning bidder whom assumes all rights, liabilities, and risk associated with the surplus property, upon receipt of the notice of acceptance subject to fulfillment of the payment obligations under the lease.

SUBMITTED BY:

Name: William Akan + April Wheldon

Mailing Address: P.O. Box 6370 Sitka, Ak 99835

Phone Number: 206-730-3369

Signature:  April Wheldon

Proposal for 725 Siginaka Way
Sitka, AK 99835

City and Borough of Sitka
Attn: Planning Commission
100 Lincoln Street
Sitka, AK 99835

April Wheldon
P.O. Box 6370
Sitka, AK 99835
(360) 595-3147
april_tori@yahoo.com

Dear Planning Commission,

Thank you for your consideration on the land lease for 725 Siginaka Way. I have been very interested in this property for some time. I have extensive experience in the food service industry from food preparation and bartending to fine dining food service. I have many plans and ideas for the success of this small business. I would like to be open for business as soon as possible. The harbor area is already becoming busy for the fishing season. Thank you again for your consideration.

Sincerely,

April Wheldon

725 Siginaka Way Proposal:

Mission:

My mission is to provide the public with early morning beverages and healthy breakfast food options in a timely and convenient manor. I will provide quality coffee at a competitive price and special daily sweet and savory breakfast options.

Plan:

My plan is to renovate the property and structure so that it is safe, secure, and pleasing to the eye. I will clean up the lot and provide seating with some weather-protected areas. Renovations will include improvements to the main structure, storage unit and will also include the landscaping of the lot.

Goals:

My goal is to have "Latte Landing" open to the public and providing them with stellar products and excellent early morning service that continues throughout the day!



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Notice of Public Hearings

The Assembly of the City and Borough of Sitka will hold a public hearing during a regular meeting scheduled Tuesday, April 25, 2017 on the following item:

- A. **Public hearing and consideration of a land lease for 725 Siginaka Way. The property is also known as US Survey 3377. The applicants are William Akan and April Wheldon. The owner of record is the City and Borough of Sitka.**

The Assembly may take action on April 25, 2017. The Assembly meeting will begin at 6:00 pm at Harrigan Centennial Hall at 330 Harbor Drive in Sitka.

Interested residents are encouraged to make comments during the meeting and written comments can be submitted to the Municipal Clerk at 100 Lincoln Street.

Parcel ID: 15010000
ALASKA PREMIER CHARTERS, INC.
ALASKA PREMIER CHARTERS, INC.
P.O. BOX 2300
SITKA AK 99835-2300

Parcel ID: 15015000
JUAN/THERESA BELCHER/WEISER
BELCHER, JUAN & WEISER, THERESA
P.O. BOX 1505
SITKA AK 99835-1505

Parcel ID: 15020000
ALASKA PREMIER CHARTERS, INC.
ALASKA PREMIER CHARTERS, INC.
P.O. BOX 2300
SITKA AK 99835-2300

Parcel ID: 15030001
NORTH PACIFIC SEAFOODS, INC.
NORTH PACIFIC SEAFOODS, INC.
4 NICKERSON ST, STE 400
SEATTLE WA 98109

Parcel ID: 15030002
K & R ENTERPRISES, INC.
USFS BLDG
K & R ENTERPRISES, INC.
300 W. 123RD AVE
ANCHORAGE AK 99515

Parcel ID: 15031000
K & R ENTERPRISES, INC.
% JAY KASSNER
K & R ENTERPRISES
300 W. 123RD AVE
ANCHORAGE AK 99515

Parcel ID: 15060000
KATLIAN COMMERCIAL
PROPERTIES, LLC
KATLIAN COMMERCIAL PROPERTIES,
LLC
117 GRANITE CREEK RD, STE 201
SITKA AK 99835

Parcel ID: 15406000
K & R ENTERPRISES, INC.
% JAY KASSNER
K & R ENTERPRISES, INC.
300 W. 123RD AVE
ANCHORAGE AK 99515

Parcel ID: 15408000
CITY & BOROUGH OF SITKA
THOMSEN BOAT HARBOR
C/B OF SITKA
100 LINCOLN ST
SITKA AK 99835

Parcel ID: 15630000
CITY & BOROUGH OF SITKA
TURNAROUND
C/B OF SITKA
100 LINCOLN ST
SITKA AK 99835

Parcel ID: 15651000
CITY & BOROUGH OF SITKA
TURNAROUND (LESSEE, C.A.P)
C/B OF SITKA
100 LINCOLN ST
SITKA AK 99835

Parcel ID: 15652000
MARY/DALE/DUANE VILANDRE
VILLANDRE, MARY LOU, DALE &
DUANE
803 HALIBUT POINT RD, #6
SITKA AK 99835

Assembly Mailing
April 14, 2017

Parcel ID: 15010000
ALASKA PREMIER CHARTERS, INC.
ALASKA PREMIER CHARTERS, INC.
P.O. BOX 2300
SITKA AK 99835-2300

Parcel ID: 15015000
JUAN/THERESA BELCHER/WEISER
BELCHER, JUAN & WEISER, THERESA
P.O. BOX 1505
SITKA AK 99835-1505

Parcel ID: 15020000
ALASKA PREMIER CHARTERS, INC.
ALASKA PREMIER CHARTERS, INC.
P.O. BOX 2300
SITKA AK 99835-2300

Parcel ID: 15030001
NORTH PACIFIC SEAFOODS, INC.
NORTH PACIFIC SEAFOODS, INC.
4 NICKERSON ST, STE 400
SEATTLE WA 98109

Parcel ID: 15030002
K & R ENTERPRISES, INC.
USFS BLDG
K & R ENTERPRISES, INC.
300 W. 123RD AVE
ANCHORAGE AK 99515

Parcel ID: 15031000
K & R ENTERPRISES, INC.
% JAY KASSNER
K & R ENTERPRISES
300 W. 123RD AVE
ANCHORAGE AK 99515

Parcel ID: 15060000
KATLIAN COMMERCIAL
PROPERTIES, LLC
KATLIAN COMMERCIAL PROPERTIES,
LLC
117 GRANITE CREEK RD, STE 201
SITKA AK 99835

Parcel ID: 15406000
K & R ENTERPRISES, INC.
% JAY KASSNER
K & R ENTERPRISES, INC.
300 W. 123RD AVE
ANCHORAGE AK 99515

Parcel ID: 15408000
CITY & BOROUGH OF SITKA
THOMSEN BOAT HARBOR
C/B OF SITKA
100 LINCOLN ST
SITKA AK 99835

Parcel ID: 15630000
CITY & BOROUGH OF SITKA
TURNAROUND
C/B OF SITKA
100 LINCOLN ST
SITKA AK 99835

Parcel ID: 15651000
CITY & BOROUGH OF SITKA
TURNAROUND (LESSEE: C.A.P)
C/B OF SITKA
100 LINCOLN ST
SITKA AK 99835

Parcel ID: 15652000
MARY/DALE/DUANE VILANDRE
VILLANDRE, MARY LOU, DALE &
DUANE
803 HALIBUT POINT RD, #6
SITKA AK 99835

P&Z Mailing
March 27, 2017

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2017-12

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA, ALASKA
AUTHORIZING THE LEASE OF 1000 SQUARE FEET OF US SURVEY 3377
GRIFFITH ISLAND ALSO KNOWN AS 725 SIGINAKA WAY

1. CLASSIFICATION. This ordinance is not of a permanent nature and is not intended to become a part of the Sitka General Code.

2. SEVERABILITY. If any provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and application thereof to any person or circumstances shall not be affected thereby.

3. PURPOSE. The purpose of this ordinance is to facilitate the lease of a 1000 square foot portion of land at 725 Siginaka Way to April Wheldon and William Akan dba Latte Landing LLC for the operation of a coffee stand business. The bid was subject to a competitive bidding process.

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

A. The leasing of a 1000 square foot portion of US Survey 3377 at 725 Siginaka Way is hereby authorized with the following terms:

- 1) The term is for 5 years with an option to renew.
2) The annual lease payments shall total \$6000 per year and shall be adjusted annually.

B. The Administrator is authorized to execute a lease document consistent with the terms of this ordinance, SGC Title 18 that governs municipal leases, and, existing municipal policies.

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 9th day of May, 2017.

Matthew Hunter, Mayor

ATTEST:

Sara Peterson, CMC
Municipal Clerk

1st reading 4/25/17
2nd reading 5/9/17



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 17-13 Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 5/3/2017 In control: City and Borough Assembly
On agenda: 5/9/2017 Final action:
Title: Adjusting the FY17 Budget (Electric Utility Subsidization)
Sponsors:
Indexes:
Code sections:
Attachments: [Motion Ord 2017-13.pdf](#)
[Ord 2017-13.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2017-13 on
first reading.

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CITY AND BOROUGH OF SITKA
ORDINANCE NO. 2017-13
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
ADJUSTING THE FY17 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 FY17 budgets for known changes.

4. **ENACTMENT.** The Assembly of the City and Borough of Sitka hereby adjusts the FY17 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, 2016 and ending June 30, 2017 is hereby adjusted as follows:

<u>FISCAL YEAR 2017 EXPENDITURE BUDGETS</u>
GENERAL FUND
Fund 100 – General Fund – Operations: At the April 25, 2017 meeting, the Assembly agreed with the Administration recommendation transferring up to \$400,000 from the General Fund Unassigned Fund Balance to the Electric Department Rate Stabilization Fund for supplemental FY2017 Electric Utility Subsidization.
ENTERPRISE AND INTERNAL SERVICE FUNDS
Fund 200 – Electric Fund – Operations: At the April 25, 2017 meeting, the Assembly agreed with the Administration recommendation transferring up to \$400,000 from the General Fund Unassigned Fund Balance to the Electric Department Rate Stabilization Fund for supplemental FY2017 Electric Utility Subsidization.

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EXPLANATION

Necessary revisions in the FY 2017 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 23rd Day of May, 2017.

ATTEST:

Matthew Hunter, Mayor

Melissa Henshaw, CMC
Acting Municipal Clerk

1st reading 5/9/17
2nd reading 5/23/17



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 17-14 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 5/3/2017 In control: City and Borough Assembly

On agenda: 5/9/2017 Final action:

Title: Amending Sitka General Code Title 20 "Miscellaneous Permit Regulations" by changing the name to "Environmentally Critical Areas" and adding a new Chapter 20.01 entitled "Landslide Area Management"

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2017-14.pdf](#)

- [Staff Memo.pdf](#)
- [Ord 2017-14.pdf](#)
- [2.21.17 Planning Commission minutes.pdf](#)
- [3.21.17 Planning Commission minutes.pdf](#)
- [4.18.17 Planning Commission minutes.pdf](#)
- [Critical Areas memo - Kevin Knox.docx.pdf](#)
- [Thoms comment 2.25.17.pdf](#)
- [Sitka_S_Kramer_Landslide_Report_\(002\).pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2017-14 on
first reading.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

MEMORANDUM

To: Mayor Hunter and Members of the Assembly

From: Michael Scarcelli, Planning and Community Development Director
Reuben Yerkes, Paralegal
Maegan Bosak, Community Affairs Director

Subject: Critical Areas Ordinance

Date: May 2, 2017

In response to the August 18, 2015 landslides, community discussion began regarding a City response to the risk landslides posed to human life, public safety, and property. Initially, the municipal discussion centered on hazard mapping. Staff presented to the Planning Commission and the City Assembly the pros and cons of such mapping. The pros included enhanced safety to persons and property and increased knowledge of hazard information. The cons included possible impact to property values or sales and impacts on development costs. Safety was a key concern in many of the discussions. The Planning Commission and City Assembly voted unanimously in support of city-wide mapping.

Currently, subdivision code (SGC 21.40.010) ceases subdivision of any lands which have been found to be unsuitable for development unless the hazards are eliminated or will be overcome. In addition, the International Building Code prevents the Building Official from issuing permits or certificates of occupancy in hazard areas unless geotechnical analysis and mitigation is completed. The proposed ordinance is one means to offer flexibility and options for development and occupancy by allowing property owners to know the risks and to choose to mitigate the risks *or* accept the known risks, while protecting the financial interests of City and Borough of Sitka on behalf of all Sitkans. The proposed ordinance is a less restrictive option than the current scenario.

As we can best tell, the waiver option for the proposed ordinance would not negatively impact the ability to get a mortgage or receive special insurance. According to local agents and other research, properties within 1 mile of an existing debris flow of any type, or identified in a high or moderate risk zone, would have a low probability of securing such insurance¹ even if the proposed ordinance

¹ Insurance exempts under standard homeowners insurance landslide, mudslide, mudflow, & debris flow. Difference in conditions (aka surplus or specialty insurance) is where additional coverage for such events may be purchased. However, this is a non-option for most properties in Sitka. Staff research reports that local

did not exist. This is primarily an issue between the finance industry and the existing presence of landslides and risk mapping – not the proposed ordinance.

Whether the finance industry would finance the purchase of homes within 1 mile of landslides or found within known and mapped risk areas without ‘special insurance’ is uncertain and speculative, but also not negatively affected by the proposed ordinance. Representatives of the finance industry have not responded to staff inquiries. Further, there are existing homes that have been financed within these areas. How the finance industry acts tomorrow may change and the concern is valid, but separate from this ordinance.

Ultimately, the mapping has begun. The City, community, and finance industry may have to change in response to these new risks. And the proposed ordinance, if adopted, may also have to change as things develop. However, staff do not see the proposed ordinance as being the direct causal factor for potential impacts to the banking or insurance markets.

For approximately the past year, staff have been working together diligently, analyzing other municipal landslide or hazard ordinances, and consulting outside legal counsel. The ordinance proposed provides for responsible risk management without stifling future development.

Proposed motion: Approve the ordinance.

agents/companies do not provide landslide coverage at this time however FEMA and other DIC specialty insurance lines may.

CITY AND BOROUGH OF SITKA
ORDINANCE NO. 2017-14

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING SITKA GENERAL
CODE TITLE 20 "MISCELLANEOUS PERMIT REGULATIONS" BY CHANGING THE NAME
TO "ENVIRONMENTALLY CRITICAL AREAS" AND ADDING A NEW CHAPTER 20.01
ENTITLED "LANDSLIDE AREA MANAGEMENT"

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 create within the Sitka General Code a specific section which will serve as the depository for environmentally critical areas code, and adding chapters which enable provisions deemed appropriate to safely develop land which is at heightened risk of affect from soil movement resulting from landslides, to include the authority to require a geotechnical evaluation and associated mitigation recommendations as well as creating an option to negotiate an exculpatory covenant with the City.

4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the Sitka General Code Title 20 is amended by changing the name to "Environmentally Critical Areas" and adding new chapters 20.01 "Restricted Landslide Areas" (new language underlined; deleted language stricken):

Title 20
MISCELLANEOUS PERMIT REGULATIONS-ENVIRONMENTALLY CRITICAL AREAS

Chapters:

- 20.01 Landslide Area Management**
- 20.04 Floodplain Management**
- 20.05 Coastal Management**

* * *

Chapter 20.01
Landslide Area Management

Sections:

- 20.01.010 Purpose**
- 20.01.020 Definitions**
- 20.01.030 Special Requirements and Limitations**
- 20.01.040 Waiver of Geotechnical Evaluation**

48 **20.01.010 Purpose**

49 A. The City has a fundamental public duty and desire to provide for and afford to its
50 citizens the opportunity to develop and enjoy the limited land that is available to it. The
51 City also recognizes that its desire to develop the available land is concurrent with the
52 desires and expectations of its citizens.

53
54 B. Based on the immunity provided by Alaska Statute 09.65.070(d) and common
55 law, the City has sufficient authority, and sufficient protection from liability, to
56 adopt land use regulations, and grant and deny permits, in a manner that supports the
57 development of the various available lots in Sitka, while assuring maximum practicable
58 safety for residents of those lots, given the unusual topographical characteristics and
59 extreme meteorological conditions found throughout the borough.

60
61 C. To best balance the goals of public safety and the ability of its citizens to develop
62 homes and livelihoods, the City requires property owners that are seeking to conduct
63 any Major Construction Activities on any lot in a Restricted Landslide Area, to address
64 that restriction pursuant to the provisions of this Chapter.

65
66 D. The requirements of this Chapter are in addition to, not in lieu of, any other
67 requirements of the Sitka General Code.

68
69 **20.01.020 Definitions**

70 A. "Restricted Landslide Area" means:

- 71 1. Any portion of any lot which has been identified as a moderate or high risk
72 zone in any City geotechnical risk mapping commissioned and received by the
73 City.
74 2. For areas not mapped, properties damaged by previous landslides or within
75 150 ft. of locations damaged by previous landslides.

76
77 B. "Major Construction Activity" means:

- 78 1. Construction of infrastructure, grading, roadways, utility corridors,
79 2. Building construction, placement of a pre-manufactured structure, or any
80 occupancy
81 increase in an existing building,
82 3. The term Major Construction Activity does not include:

83
84 (a) Construction of Residential accessory buildings, such as a garage or shed,
85 which is not occupied as a dwelling unit and is not attached to a principal
86 structure.

87 (b) Any project or improvement of a structure to correct an existing violation of
88 a state or local health, sanitary, or safety code regulation, where such violation
89 has been previously identified by the Building Official and where such activity
90 is the minimum necessary to achieve compliance and safety.

91 (c) An addition to structures which adds less than 120 square feet of new floor
92 area or foundation footprint.

93 (d) A boundary lot line adjustment or other minor subdivision alterations, as
94 approved by the Planning Director.

95 (e) Replacement or rehabilitation of existing publicly-owned infrastructure,
96 public roadways, or utility corridors.

97
98 C. "High Occupancy Commercial Use" - Includes International Building Code
99 occupancy classifications Group A, B, E, F (with employees), H, I, M, R-1, R-2,
100 R-4, S (with employees), or U (with employees). It does not include occupancy
101 classification R-3 (single family dwelling and duplex), except that a day-care
102 facility with any number of children is considered a High Occupancy Commercial
103 Use for the purposes of this Chapter.

104
105 D. "Geotechnical Evaluation" means a report completed by a licensed professional
106 engineer specializing in geotechnical practice or a professional geologist with
107 experience with debris flows, assessing the geological hazards of a proposed
108 activity and making recommendations for hazard mitigation. All designs, reports,
109 and calculations associated with mitigation must be stamped by a Civil Engineer
110 licensed in the State of Alaska. Such an evaluation shall include, at a minimum:

- 111 1. A copy of the proposed site plan and proposed development plans,
- 112 2. The site's topography and the type and extent of geologic hazards,
- 113 3. A review of the site history of landslides and other significant soil
114 movement,
- 115 4. Analysis of the project's relationship to the geologic hazards and its
116 potential impacts upon the subject property and adjacent properties.
- 117 5. Recommendation for mitigation of hazards, including any no-disturbance
118 buffer, building setbacks, siting requirements, erosion controls, and sewer
119 and drainage restrictions, as well as recommendations for any protective
120 improvements. The mitigation recommendations shall address how the
121 activity maintains or reduces the pre-existing level of risk to the site and
122 affected properties on a long-term basis.

123
124 **20.01.030 Special Requirements and Limitations**

125 A. Prior to issuance of any City permit, approval, or certificate of occupancy for any
126 Major Construction Activity within a Restricted Landslide Area, the following
127 requirements must be met:

- 128
129 1. Submission and City approval of a Geotechnical Evaluation, the cost of
130 which shall be borne by the applicant.
- 131 2. Where preliminary approval by the Planning Commission is necessary,
132 such Geotechnical Evaluation shall be submitted to the Planning
133 Department 30 days prior to submission to the Planning Commission.

134

135 B. Prior to the start of any Major Construction Activity within a Restricted Landslide
136 Area, construction of all protective improvements must be completed and
137 approved by the City. Also, an as-built construction report must be approved by
138 the professional designer of record for the applicant and stamped by a Civil
139 Engineer licensed in the State of Alaska.

141 C. All design principles and standards for subdivisions as outlined in SGC 21.40.010
142 shall also apply. In addition, there shall be a plat note stating that approved
143 subdivisions have submitted a Geotechnical Evaluation and completed all
144 associated mitigation requirements under this section.

146 D. The Restricted Landslide Area designation may be removed from a lot or a
147 portion of a lot if the owner(s) submits to the City a geotechnical evaluation which
148 demonstrates to the satisfaction of the Municipal Administrator that such property
149 is not subject to a moderate or high risk from landslide or other significant soil
150 movement.

152 Removal of the Restricted Landslide Area designation does not mean that the
153 given land is not at risk for landslide-related damage. Removal recognizes there
154 is sufficient analysis and/or mitigation to allow lifting the special requirements and
155 limitations of this Chapter.

157 E. A Geotechnical Evaluation shall not be required for a Commercial Use project
158 where major foundation construction work, properly permitted, had begun on the site
159 prior to the site being designated to be in a Restricted Landslide Area, provided,

- 161 1. Such major foundation's construction was essential to the project's
162 structural integrity.
- 163 2. Designation of the site as within a Restricted Landslide Area was based
164 solely on City geotechnical risk mapping under section 20.01.020(A)(1), of
165 this ordinance and,
- 166 3. A Certificate of Occupancy for the project is issued within two years of
167 initial foundation permit approval.

169 **20.01.040 Waiver of Geotechnical Evaluation**

170 A. Owner(s) of property located in a Restricted Landslide Area will be eligible for
171 waiver of the requirement for a Geotechnical Evaluation under this chapter. A
172 waiver approved by the City under this section requires execution of a land-use
173 covenant as provided in this section.

175 B. High Occupancy Commercial Use projects shall not be eligible for a waiver of the
176 requirement for a Geotechnical Evaluation.

177

178 C. A land-use covenant required under this section shall be executed prior to the
179 commencement of construction or site alteration, shall be signed by the owner(s)
180 of the property, shall be notarized, and shall be a covenant running with the land.
181 The terms of the covenant shall be tailored to reflect specific site conditions,
182 project features, and commitments, but shall include at least the following:

- 183 1. A legal description of the property;
- 184 2. A copy of any relevant geotechnical data;
- 185 3. A commitment by the owner(s) to maintain the site in such condition and
186 such manner as will prevent harm to the public, to residents of the
187 property, to nearby property, to streets, alleys and drainage facilities;
- 188 4. The application date, type, and number of the permit or approval for which
189 the covenant is required;
- 190 5. Acknowledgement that the owner(s) understand and assume the risk of
191 development and release the City from any claim for losses that are not
192 caused by the City's own negligence;
- 193 6. Indemnification of the City and its officers, employees, contractors, and
194 agents from any claims arising from landslide hazards or failure of the
195 owner(s) to comply with the covenant;
- 196 7. A waiver and release of any right of the owner(s), the owner's heirs,
197 successors and assigns to assert any claim against the City and its
198 officers, employees, contractors and agents by reason of or arising out of
199 issuance of the permit or approval by the City for the development on the
200 property, or arising out of any inspection, statement, assurance, delay, act
201 or omission by or on behalf of the City related to the permit or approval or
202 the work done thereunder, and agreeing to defend and indemnify the City
203 and its officers, employees, contractors and agents for any liability, claim
204 or demand arising out of any of the foregoing or out of work done or
205 omitted by or for the owner(s), except in each case only for such losses,
206 claims or demands that directly result from the sole negligence of the City;
207 and
- 208 8. By way of the land-use covenant, inform future purchasers and other
209 successors and assignees of the risks and of the advisability of obtaining
210 insurance in addition to standard homeowner's insurance to specifically
211 cover the risks posed by development in a Restricted Landslide Area,
212 including risk of damage from loss of use, personal injury and death
213 resulting from soil and water movement.

214 D. The land-use covenant shall be recorded by the City at the State Recorder's
215 Office within the Department of Natural Resources for the Sitka Recording District, at
216 the expense of the owner(s), so as to become part of the State of Alaska's real property
217 records.

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

221
222 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of Sitka,
223 Alaska this 23rd day of May, 2017.

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Matthew Hunter, Mayor

228 ATTEST:

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231 Melissa Henshaw, CMC

232 Acting Municipal Clerk

233

234 1st reading 5/9/17

235 2nd reading 5/23/17



CITY AND BOROUGH OF SITKA

Minutes - Final

Planning Commission

Chris Spivey, Chair
Darrell Windsor, Vice Chair
Debra Pohlman
Randy Hughey
Richard Parmelee

Tuesday, February 21, 2017

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

Chair Spivey called the meeting to order at 7:02 PM.

Present - Spivey, Windsor, Pohlman, Hughey, Knox (Assembly Liaison)

Absent - Parmelee

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

A Approval of the February 7, 2017 minutes.

Windsor/Pohlman moved to APPROVE the February 7, 2017 meeting minutes.

Motion PASSED 4-0.

IV. PUBLIC BUSINESS FROM THE FLOOR

V. PLANNING DIRECTOR'S REPORT

VI. REPORTS

B Planning Regulations and Procedures.

VII. THE EVENING BUSINESS

C Discussion and direction regarding a Critical Areas Ordinance.

Planning and Community Development Department (PCDD) Director Bosak gave a brief overview of the August 18, 2015 landslides and the research and regulatory actions that followed. The proposed critical areas ordinance would become part of Title 20. Bosak introduced municipal legal staff.

Municipal Attorney Brian Hanson introduced himself and stated that the development of this ordinance resulted from a long collaborative process.

Hanson stated that outside counsel has been involved in the drafting and review. The document has gone through many versions and has involved numerous municipal departments.

Risk management needs to balance the duties of the municipality to the public. Balance is not easy, but it is very important that the commission consider this ordinance. The city has the general duty to protect the public's safety while also allowing development. Future homebuyers and taxpayers should be considered and be reasonably protected by code. This ordinance provides for the tools of geotechnical analysis and waivers.

Paralegal Reuben Yerkes stated that this ordinance seeks to balance laissez faire government and overly burdensome government. Yerkes gave a brief overview of the definitions within the ordinance draft. Yerkes stated that the definition of "geotechnical evaluation" has undergone particularly extensive consideration. Yerkes drew attention to line 150, which is essentially a grandfathering clause. Yerkes briefly outlined the waiver process. High occupancy commercial projects shall not be eligible for a waiver.

Commissioner Hughey asked for clarification on reasonable requirements for a waiver. Hanson stated that the ordinance provides direction for each waiver to be individually developed. Hanson stated that blind waivers are disfavored while circumstance-specific waivers have more strength when landowners clearly acknowledge that they have been properly informed. Yerkes stated that the waiver provides a pressure release valve. Bosak stated that people have differing views on the role of government, but one role is clearly to inform the public.

Commissioner Pohlman asked about impacts on downhill owners who are not in a moderate or high risk area – could an uphill owner with a waiver be liable for downhill damages? Yerkes stated that no code could truly address those "act of God" concerns. Hanson stated that the waiver does not confer liability. The waiver works to protect the municipality from financial liability. Chair Spivey asked if the city granted a waiver to a property above, and a landslide goes through the upper property to a property below, could the lower property owner sue the city. Yerkes drew attention to line 65, which states that the waiver is not in lieu of other code requirements. Spivey asked if the property developed with a waiver is the cause of the slide, would the city be liable for the damages to downhill properties because the city granted the waiver. Hanson stated that the municipality would be covered under municipal immunity.

Vice-Chair Windsor asked for clarification on "high occupancy commercial use," and Bosak clarified that those are building code abbreviations and not zoning abbreviations. Yerkes stated that R-1 is housing for transient occupancy.

Pohlman asked how line 72 is defining "locations damaged by previous landslides." Pohlman stated that one insurer she spoke with would consider proximity as being within 5 miles of a previous landslide, which would be problematic in Sitka. Yerkes stated that general consensus of the existence of a landslide indicates that it is valid, in addition to geotechnical analysis.

Pohlman asked if neighboring property owners would receive notice of a

waiver and for clarification on the public process for informing the public of mapping. Windsor pointed to 20.01.020(A)2 to indicate that even properties outside the medium and high risk zones would be impacted. Hanson stated that public notice requirements are not currently in this ordinance.

Spivey asked how much this code mimics Juneau's and other community's codes. Yerkes stated that there isn't a lot to compare to, but Juneau, Seattle, and Snohomish were analyzed. Hanson stated that there haven't been any court cases in Alaska to back up the enforceability of such a waiver. Washington has found such waivers enforceable, but Alaska is yet to be determined. Spivey asked if any of Juneau's waivers have been tested in court, and Hanson stated that this is new to everyone in Alaska. Hanson stated that outside counsel conducted a nationwide review. Hanson stated that people on the east coast develop on beaches and people in the midwest develop on the Mississippi River. Hanson stated that society has become more litigious.

Assembly Liaison Knox asked about the burden of acceptance of knowledge, and what happens when the property is transferred. Hanson stated that the detailed covenant would be required to be recorded with the land record. Knox asked if this ordinance could be a model to use for other types of hazards. Hanson stated yes, but it should be individualized for the specific hazard at hand.

Hughey clarified that property owners could obtain a waiver and proceed with development, and Yerkes stated yes so long as other code provisions are met.

Pohlman asked about line 89, and stated concern that a lot line could be moved to put one property in a different risk zone. Scarcelli and Bosak stated that boundary line adjustments are typically done to resolve neighbor boundary disputes. Scarcelli clarified that the subdivision code currently allows flexibility for staff to require geotechnical analysis when deemed appropriate.

Hughey asked if a portion of the lot is in a specific risk zone, is the entire lot in that zone. Yerkes stated yes. Hughey asked if this may change, and Hanson clarified that the current ordinance draft would place the lot in the higher risk zone.

Pohlman asked why line 140 places the responsibility on the Administrator instead of others. Hanson and Bosak stated that this is consistent with the rest of code.

Spivey stated concern for how the waiver would impact the ability for a property purchaser to obtain financing. Spivey stated that he also wanted to receive input from title companies. Spivey stated that he thinks the cart is going before the horse since mapping has not been completed, but the ordinance makes sense. Hughey stated that he thinks this ordinance is good work. Windsor stated that staff did a good job drafting this. Bosak stated that some mapping has been completed, so the commission should move forward in order to determine the appropriate development for those areas. Windsor asked about treatment of unmapped properties. Yerkes pointed to line 72 which addresses unmapped areas.

Hughey asked if there are engineers in Sitka who could conduct the analysis.

Public Works Director Harmon stated that there are no geotechnical professionals in town, and it is a specialized field. The municipality has used professionals based in Washington. Harmon stated that there is so much anecdotal evidence, but his department will require solid data before it places restrictions on owners. Hughey asked about the cost. Harmon stated that there are different levels of analysis, which could begin at \$25,000-\$50,000. Harmon stated that if a higher risk area is just a corner of the lot, basic geotechnical analysis could more economically determine risk. Spivey asked if staff would help individuals connect with professionals, and Harmon stated yes.

Pohlman stated concern with the grandfather clause on line 150. Scarcelli stated that zoning code currently has provisions for legal nonconforming uses. Pohlman asked about why line 156 is so specific, and Hanson stated that he would research and provide an answer.

Administrator Gorman stated his satisfaction that this ordinance is moving forward, and stated that this would ideally be in place before mapping is completed and owners have questions on how to move forward.

Bosak stated that the commission could ask for public comment or give direction on desired changes.

Andrew Friske stated that he owns 420 Kramer Avenue. Friske stated support for the waiver. Friske stated that he and neighbors have searched for a geotechnical professional, and they only found one licensed in Alaska. Friske stated that the professional believed he could plan mitigation, with plans running at least \$40,000. Actual mitigation would likely exceed \$500,000. Friske stated that he is unsure if many property owners could afford the analysis and mitigation. Friske stated that Sitka has many properties in the tsunami risk zone, and property owners need to have options.

Pohlman stated that line 104 would result in an undue burden if there is only one firm conducting this research that is licensed in Alaska. Harmon stated that the professional engineer planning the mitigation must be licensed in Alaska to practice in Alaska, and a pass-through arrangement is not an option. Harmon stated that it is easy to obtain licenses in multiple states if there is sufficient work available. Harmon addressed line 156 and stated that the cited section is the mapping section only. A property cannot be grandfathered in if a slide has occurred within 150 feet, but mapping is a bit more abstract.

Pohlman asked about the timeline for mapping. Spivey asked if the commission could see a preliminary map. Bosak stated no, that the city is not paying for the study, and the city is on the DGGs timeline. Bosak stated that a lot of Sitka is going to be in a risk zone, and she anticipates receiving maps in approximately a year. Pohlman questioned releasing land for sale as discussed during the Comprehensive Plan process prior to the mapping being released. Hughey stated that we could make a layman's guess at low-risk areas to release. Windsor stated his support for the ordinance.

Bosak stated that this should receive Planning Commission approval before going to the Assembly. Spivey stated that he would like to do research and see this at the next meeting. Bosak stated that this will be on the next agenda, and we'd be looking for a motion at that meeting.

D

Discussion and direction on the framework for process, analysis, and

conditions regarding short-term rentals on boats in municipal harbors.

Bosak gave an overview of the history of short-term rentals on boats. Bosak outlined the review process that has been approved by the Port and Harbors Commission. Bosak stated that applicants would meet with USCG to meet their requirements before coming to the municipality. Port and Harbors Commission would hear the request before it comes to the Planning Commission. Notice will be expanded to nearby slip renters and will include on-site notice. Windsor stated that he felt comfortable with applicants beginning with Coast Guard review. Spivey stated that the applicants would have all their ducks in a row at that point. Bosak stated satisfaction at the collaboration between Port and Harbors Commission and Planning Commission.

Hughey/Windsor moved to APPROVE the review process for short-term rentals on boats.

Motion PASSED 4-0.

VIII. ADJOURNMENT

Spivey stepped down to make a public comment. Spivey stated that he manages a property in the Central Business District, and stated support for a joint municipal/state/private venture to build a parking garage behind the judicial building. Spivey stated that the municipality does not have adequate impound space. Perhaps a Rasmusson grant or other funding sources could be utilized. Building on this lot would not impact green space or views when compared with other possible locations. Spivey asked staff to consider and review the possibility of a joint parking structure project.

Bosak reminded the commission that another meeting is scheduled for Monday, February 27th at 7 PM.

Chair Spivey adjourned the meeting at 9:00 PM.

ATTEST: _____
Samantha Pierson, Planner I



CITY AND BOROUGH OF SITKA

Minutes - Final

Planning Commission

Chris Spivey, Chair
Darrell Windsor, Vice Chair
Debra Pohlman
Randy Hughey
Richard Parmelee

Tuesday, March 21, 2017

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

Chair Chris Spivey called the meeting to order at 7:00 PM.

Present: Spivey, Windsor, Pohlman, Parmelee
Absent: Hughey (excused), Knox (Assembly Liaison)

II. CONSIDERATION OF THE AGENDA

Parmelee/Spivey moved to TABLE items III.A and III.B to the end of the meeting.

Motion PASSED 4-0.

III. CONSIDERATION OF THE MINUTES

A Approval of the February 27, 2017 meeting minutes.

B Approval of the March 7, 2017 meeting minutes.

IV. PUBLIC BUSINESS FROM THE FLOOR

No public business.

V. PLANNING DIRECTOR'S REPORT

Senior Planner Scarcelli reminded commissioners to submit their financial disclosures to the Municipal Clerk. Scarcelli stated that staff have a call with Smart Growth America on Friday and reported that Shee Atika's subdivision was approved by the Assembly. Scarcelli stated that the early May meeting will be moved to Wednesday, May 10 and will be a Comprehensive Plan capstone event. Scarcelli reported that staff are working on updating staff reports.

VI. REPORTS

C Planning Regulations and Procedures.

D Quarterly short-term rental report.

Chair Spivey asked about enforcement of rentals without required conditional use permits, and Senior Planner Scarcelli stated that staff are working with the property owners to bring them into conformance. Commissioner Windsor asked if staff have been able to gather information on long-term rentals. Scarcelli shared data from Alaska Department of Labor and Workforce Development and prior comprehensive plan meetings. Scarcelli stated that vacancy rates are key in understanding housing supply and demand. March 2016 rental vacancy rates were 8% according to ADOLWD. Scarcelli stated that staff will continue to develop the analysis and prepare quarterly reports.

VII. THE EVENING BUSINESS**E** Discussion and direction regarding a Critical Areas Ordinance.

Scarcelli gave an overview of the development of the draft critical areas ordinance. Scarcelli recapped the questions raised by commissioners at the last hearing.

Spivey stated that a local insurance agent stated that they will not insure properties in high landslide risk zones. Spivey stated that homeowner's insurance forced placed through the bank is much higher than through an insurance agency. Spivey stated that potential flood and landslide concerns could result in some people not qualifying for lending. Scarcelli stated that the risk mapping will move forward regardless of this ordinance's progression. Spivey stated that if a customer opted out of the municipal requirements, they would not qualify for homeowner's insurance. Commissioner Pohlman stated that she spoke with an insurance representative who used a 5 mile radius from a known slide as determining potential risk. Spivey stated that he only spoke with one insurance company, although they often use similar methodologies. Windsor stated concern for homeowners who are barely making it by and are then required to pay more for insurance. Scarcelli gave the commission their options and recommended that they move forward with a motion. Pohlman stated that it doesn't appear that insurance companies have adapted since the Kramer landslide in 2015. Spivey stated that large insurance companies often operate from broad rules and don't consider unique circumstances.

Terry Friske spoke on behalf of his son Andrew Friske, and asked if any progress has been made on the pressure relief valve waiver as discussed in the last meeting. Spivey stated that we're still trying to figure this out via this discussion. Friske asked if the insurance company is not willing to work with property owners, then where does that leave homeowners? Scarcelli stated that the waiver would be the pressure relief valve. Friske asked if people would need to go through insurance first, and Spivey said no and that the commission just wanted to get more information. Windsor stated that this ordinance is for new construction. Paralegal Reuben Yerkes stated that the waiver is intended toward new construction, but it could impact individuals such as Friske who have permits pending. Friske asked about the process and Scarcelli explained that the Assembly would hear the item once the Planning Commission makes a recommendation.

Spivey asked if staff have determined anything about impacts on downhill

owners. Scarcelli stated that the building department currently requires studies and mitigation when they deem necessary. Scarcelli stated that the draft ordinance doesn't give 100% protection to anyone. Spivey asked if there would be any notice given to adjacent owners and Scarcelli stated no. Yerkes stated that staff had lengthy discussion about notice. Yerkes stated that the waiver is between the city and the signing property owner. The waiver is not the ideal vehicle for harnessing concerns of nearby properties. Yerkes stated that existing code addresses impacts on downhill properties in regard to such concerns as drainage. Pohlman stated that drainage issues do exist in Sitka, and equations are used to determine appropriate drainage. Pohlman questioned whether these equations have been shown to be appropriate for Alaska. Yerkes stated that this ordinance is simply enabling language to give property owners a path toward development.

Windsor stated that he can't see anything to add or subtract from the ordinance. Parmelee stated that more information would be helpful but was overall supportive of the ordinance. Pohlman stated that there's nothing in this ordinance that precludes the city from helping the small handful of homeowners who were impacted by the 2015 landslides. Commissioner Parmelee asked if staff could work with property owners prior to the passage of the ordinance. Yerkes stated that code does provide for appropriate geotechnical analysis requirements, and some homeowners would be stopped without a waiver. Parmelee stated that the commission should move forward with this if staff is comfortable with it. Scarcelli stated that each staff member would have a range of views and concerns, but this ordinance is a middle of the road approach and could be one tool among many. Yerkes stated that the city has to balance laissez faire government with interventionist government. Scarcelli encouraged commissioners to raise questions. Pohlman stated that information on insurance accessibility is necessary. Windsor asked what would happen if the ordinance doesn't go through. Yerkes stated that the city must use the municipal code, but it is hard to make a determination on hypothetical scenarios. Scarcelli stated that the building department currently requires geotechnical analysis when they determine it to be necessary. There are pros and cons to each option. Spivey stated that he would like to get more information but understands the need to get something on the books. Spivey wants to know more about the impacts of waivers on property owners who receive them. Yerkes stated that the city does not make insurance decisions. Spivey asked that if this ordinance passes the city could do some homework to find insurance companies to be willing to provide coverage with waivers. Scarcelli stated that he is willing to do what he can to gather information. Yerkes questioned the helpfulness of surveying insurance companies with hypothetical scenarios. Pohlman asked if any staff have called any insurance companies. Windsor asked what the difference is going to be – if a property is high risk, the insurance company will not insure it with or without a waiver. Windsor stated that property owners should have options. Spivey stated that he is fine moving forward but he would like for further inquiry to occur into insurability.

Windsor/Parmelee moved to direct city staff to research and report on the potential impact the waiver would have on potential insurability and finance-ability.

Motion PASSED 4-0.

F

Public hearing and consideration of a preliminary plat for a planned unit

development at 1306 Halibut Point Road, submitted by Sitka Community Land Trust. The property is also known as Lot 1A of Little Critter Subdivision. The request is filed by Sitka Community Land Trust. The owner of record is the Sitka Community Development Corporation.

Scarcelli stated that the property was sold to Sitka Community Land Trust for the development of affordable housing. This is the preliminary approval hearing for the planned unit development. The plat shows maximum building footprint. The zone allows 24 units per acre, and the proposal is for 5 units per acre. Some of the lot is not buildable. DOT has requested that SCLT work with them as soon as possible on driveway and drainage permits. Parking would be provided at the rate of 1.5 spaces per dwelling unit. Staff recommend approval subject to conditions of approval.

Mim McConnell represented SCLT and introduced architect Ben Kraft. Windsor stated that he sees 9 parking spaces instead of 11, and Scarcelli clarified that Windsor was referencing a previous proposal. Parmelee asked about the area behind the proposed lots, and McConnell stated that most of it is rock wall. Parmelee stated concern for setback reductions. Scarcelli outlined setback requirements. McConnell stated that they may not build houses out to the maximum footprint. Spivey asked if SCLT is aiming for "tiny homes." McConnell stated that the homes will be small but will not be actual tiny homes. Spivey stated that he's not sure if he's comfortable with 5 and 10 foot setbacks. Parmelee stated support for small lots. Windsor called point of order.

No public comment.

Parmelee stated that he thinks small lots, reductions in setbacks, and loosening of building lot coverage percentages make sense for Sitka. Spivey stated concern with 5 and 10 foot setbacks. Parmelee stated that smaller lots can make housing more affordable.

Ben Kraft stated that the setbacks are based on cottage developments in other communities, and the planned unit development allows flexibility. Kraft stated that there will be 12-13 feet between most houses.

Parmelee/Windsor moved to **APPROVE** the preliminary plat for a planned unit development at 1306 Halibut Point Road, submitted by Sitka Community Land Trust subject to the attached conditions of approval. The property is also known as Lot 1A of Little Critter Subdivision. The request is filed by Sitka Community Land Trust. The owner of record is Sitka Community Development Corporation.

Conditions of Approval:

1. A complete as-built survey will be required to capture all existing utilities on the parcel (including drainage, prospective French drain, etc.).
2. Plat notes and development shall ensure no encroachment on city assets or existing utility easements.
3. Parking shall be provided on-site, off-street, in the amount of 1.5 spaces per dwelling unit.
4. The boundary of the building footprints are the maximum size of buildings allowed within each lot and shall act as setbacks. No variances shall be granted for deviations from plat setbacks as shown on the final plat. Note: Setbacks are measured from lot lines to drip lines/eaves.
5. Any grading or geotechnical work performed or required on the property

shall obtain any applicable permit(s) and be completed by an appropriate professional. It should be noted that there could be additional development costs associated with slope stabilization.

6. Installation of water and sewer mains would require engineered plans and approvals via Alaska Department of Environmental Conservation. In addition, CBS would require a clear understanding of the ownership of new utility lines, easements, and perhaps shared user agreements.

7. Alaska Department of Transportation is the jurisdiction for approving driveway permits along Halibut Point Road. Applicant should consult with the DOT regarding traffic and driveway plans. All applicable DOT approvals shall be received prior to use of any driveways, parking lots, or access points.

Motion PASSED 3-1.

Parmelee/Windsor moved to APPROVE findings that:

- a. That the proposed planned unit development complies with the comprehensive plan by providing for the enhancement of the quality of life in Sitka through the development of affordable housing options; and
- b. That the PUD would not be injurious to public health, safety, and welfare as conditioned.
- c. That the proposal complies with procedures outlined in Titles 21 and 22 of Sitka General Code.

Motion PASSED 4-0.

G

Public hearing and consideration of a conditional use permit request for a short-term rental at 1820 Edgecumbe Drive. The property is also known as Lot 12C Standerwick Subdivision. The request is filed by Zachary and Jacqueline Foss. The owners of record are Zachary and Jacqueline Foss.

Pierson described the request. The unit is on the second story of an attached garage and is inhabited by a long-term renter. The owners live in the attached primary unit. The applicants request to rent the apartment while the long-term renter is out of town. Access is from an easement and the lot is greater than the minimum square footage. No comments have been received. Staff recommend approval.

Jacqueline Foss stated that the staff report was accurate.

No public comment.

Spivey stated appreciation that this wouldn't take a unit away from the long-term rental pool.

Pohlman/Windsor moved to APPROVE findings that:

- 1. ...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, specifically, the short-term rental will operate periodically while the long-term renter travels.
- 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, specifically, conforms to Comprehensive Plan Section 2.6.2(K), which supports facilities to

accommodate visitors that do not impact surrounding residential neighborhoods any more than typical residential uses.

3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced, specifically, through the provision of a rental overview.

Motion PASSED 4-0.

Pohlman/Windsor moved to **APPROVE** the conditional use permit application for a short term rental at 1820 Edgecumbe Drive subject to the attached conditions of approval. The property is also known as Lot 12C Standerwick Subdivision. The request is filed by Zachary and Jacqueline Foss. The owners of record are Zachary and Jacqueline Foss.

Conditions of Approval:

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 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. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.
8. Owners shall provide renters with a brief rental overview including respecting the residential neighborhood and regarding directions and traffic circulation patterns to mitigate any potential traffic impacts.
9. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.

Motion PASSED 4-0.

H

Public hearing and consideration of a conditional use permit request for a short-term rental at 112 Toivo Circle. The property is also known as Lot 7 Fleming Subdivision. The request is filed by John and Alison Dunlap. The owners of record are John and Alison Dunlap.

Pierson described the request. The house is listed for sale and the owners seek to rent the unit short-term until the house is sold. The unit is a 3 bedroom 3 bathroom single-family structure. Access is from a city street and parking is sufficient. Staff recommend approval. Scarcelli clarified that the permit would carry over to the new owner but would expire if the permit was not used. Scarcelli stated that conditional use permits run with the land.

Applicant was not present.

Susanne Shaye stated concern for precedent of granting the rental on the small street with no secondary way out, dust on the dirt road, and bears. Bruce White of 105 Toivo Circle stated concern for a lack of information in the notice. White stated that the road is tight and there is no on-street parking. White questioned if the permit would be a way to sweeten the pot for potential owners. White stated concern for changing the atmosphere of the neighborhood. Sheila Finkenbinder stated she has owned a home that is rented long term and listed for sale at the same time, and it is difficult.

Pohlman/Parmelee moved to POSTPONE to the third Tuesday of April.

Motion PASSED 4-0.

BREAK 8:50 - 9:00

I Public hearing and consideration of a conditional use permit for an accessory dwelling unit at 415 DeArmond Street. The property is also known as Lot 12 and a portion of Lot 11 Block 26 Spruce Glen Subdivision. The request is filed by Sheila Finkenbinder. The owner of record is Sheila Finkenbinder.

Pierson described the request. The request for an accessory dwelling unit requires a conditional use permit because the lot has a variance, the units would access from separate streets, and the unit would be in addition to a duplex. The property is bounded on one side by multi-family housing and on the other by a zero-lot line that accesses from both DeArmond and Andrews Streets. The applicant has spoken with Public Works about new utilities and access. The owner occupies one unit and has a conditional use permit for a bed and breakfast in that unit. Conditions of approval would be that fencing would remain in place except where necessary to be removed for access, that the owner would occupy one unit, and that operations would be in line with plans submitted. Staff recommend approval.

Finkenbinder stated that she's okay with the conditions of approval but has some concern about the fencing as she is the only property in the neighborhood with fencing.

Windsor stated that he thinks it's a perfect idea. Spivey stated that it's a unique situation and he's for it.

Windsor/Pohlman moved to APPROVE findings that:

1. ...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, specifically, that the neighborhood is currently developed with single family and multifamily properties; 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, specifically, that the required parking is provided, fencing provides screening, and utilities will be installed consistent with Public Works requirements.
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, specifically, request conforms to Comprehensive Plan Section 2.2.16 which states, "Improve the

availability of affordable housing, both long-term and short-term, to accommodate working families, seasonal workers, and students” by creating an additional dwelling unit.

3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced, specifically, one unit shall be inhabited by the owner to ensure that operations maintain neighborhood harmony and fencing shall be maintained for the life of the ADU to maintain the appearance of a single-family property.

Motion PASSED 4-0.

Windsor/Parmelee moved to **APPROVE** the conditional use permit application for an accessory dwelling unit at 415 DeArmond Street subject to the attached conditions of approval. The property is also known as Lot 12 and Portion of Lot 11 Spruce Glen Subdivision. The request is filed by Sheila Finkenbinder. The owners of record are Sheila Finkenbinder.

Conditions of Approval:

1. The facility shall be operated consistent with the application, plans, and narrative that were submitted with the request.
2. One unit shall be inhabited by the owner to ensure that operations maintain neighborhood harmony.
3. With the exception of the necessary access point from Andrews Street, fencing shall remain throughout the life of the ADU to maintain the appearance of a single-family property.

Motion PASSED 4-0.

J

Public hearing and consideration of a conditional use permit for a marijuana cultivation operation at 1210 Beardslee Way. The property is also known as Lot 1B Mick's Resubdivision. The request is filed by Justin Brown for AKO Farms LLC. The owner of record is Martin Enterprises, Inc.

Scarcelli explained the location. The building would be built to submitted plans if the permit was approved. This permit is only for cultivation, although the applicant plans to eventually apply for other permits. Scarcelli stated that the submitted state application addresses such concerns as diversion, odor control, and security. Staff recommends approval.

Justin Brown stated that the state application packet is comprehensive, and Spivey agreed that the application was thorough.

No public comment.

Spivey stated appreciation for submission of the state application with the city application.

Pohlman/Windsor moved to **APPROVE** findings that that there are no negative impacts present that have not been adequately mitigated by the attached conditions of approval

Motion PASSED 4-0.

Pohlman/Parmelee moved to **APPROVE** the conditional use permit request filed by Justin Brown for AKO Farms, LLC marijuana cultivation at 1210 Beardslee

Way, in the Industrial zoning district subject to the 12 attached conditions of approval. The property is also known as Lot 1B Mick's Resubdivision. The owner of record is Martin Enterprises, Inc.

Conditions of Approval:

1. Owners, operators, and staff of conditional uses shall comply with all state and municipal licensing regulations.
2. All licensed facilities shall comply with all life and safety regulations as promulgated by the municipal Building Official.
3. All licensed manufacturing and cultivation uses shall provide a fire safety plan, material handling plan, and comply with all fire safety regulations that satisfies the Fire Marshal or their designee and the Building Official.
4. All licensed facilities and/or uses shall provide screening from public view of any marijuana related commercial, retail, cultivation, or manufacturing use.
5. All licensed facilities and/or uses shall establish an active sales account and business registration with the Municipality and shall comply with all standard & required accounting practices.
6. It shall be a standard regulation that all conditional uses comply with all applicable state regulations and licensing laws or it shall be deemed to abandon and extinguish and associated municipal license or conditional use permit.
7. All approved Conditional use permits shall comply with all Sitka General Code or shall be deemed to abandon and extinguish any associated municipal license or conditional use permit
8. Applicant shall provide a Parking and traffic circulation plan.
9. Odor Control shall include charcoal filters and other best means to limit and mitigate odor impacts to surrounding uses. Should a meritorious odor complaint be received the Planning Commission may require additional odor control measures to mitigate any actual negative impacts.
10. The proposed cultivation site shall not be located within 500 feet of any school grounds, recreation or youth center, religious service building, or correctional facility that was legally established prior to approval of this conditional use permit as intended by licensing restriction and regulations of the state in 3 AAC Chapter 306.
11. The permittee shall report, annually, to the planning commission on gross sales, sales tax amounts, complaints, police or other law or regulation enforcement activity, and summary of operations.
12. The permit is subject to review should there be a meritorious complaint, impact to public health safety or welfare, or violation of a condition of approval. The review may occur at the discretion of the Planning Director or by motion of the Planning Commission to address meritorious issues or complaints that may arise. During this review, based on the evidence provided, existing code and conditions of approval, the permit may be amended or revoked to address impacts to public health, safety, and welfare.

Motion PASSED 4-0.

K

Public hearing and consideration of a preliminary plat of a minor subdivision at 180 Price Street. The property is also known as Tract 1B Mountain View Phase II Subdivision. The request is filed by Jeremy Twaddle for Mountain View Estates. The owner of record is Mountain View Estates, LLC.

Spivey stated that he has a business relationship with the applicant but believed that he could participate fairly. The commission allowed him to

participate.

Scarcelli described the property, previous subdivisions of the land, and this minor subdivision request. Three lots would access via an easement to Molly Lane and one would continue to access from Price Street. The applicant proposes height restrictions for resulting lots 1-3 to protect views of houses on Molly Lane. Other city staff have raised concerns for development constraints of a small net size on lot 1, but the applicant intends this lot for a small house. Molly Lane is substandard, so additional access from this street should be considered. Overall, staff recommends approval subject to conditions of approval. Windsor asked if a future owner could get a variance for the proposed height restrictions. Scarcelli stated no, that these restrictions are a private agreement and could only be changed by all involved parties agreeing to a plat modification. Scarcelli stated that if the commission wished, a plat note could be included to state that no variances shall occur. Pohlman stated concerns for setback reduction variances.

Jeremy Twaddle came forward. Spivey asked if Twaddle plans on a guardrail for safety on the narrow access easement. Twaddle stated that they have not, but they would address that at the construction phase as opposed to the platting phase. Twaddle stated that lots 7, 8, and 9 stair step up the hill. Twaddle stated that he met with the owners of those lots and determined maximum heights for development on the new lots that would be acceptable to the owners. Scarcelli pointed out that Twaddle is voluntarily making the height limitations. Twaddle asked for clarification on proposed condition of approval 3. Scarcelli discussed the applicant's options regarding referenced agreements and the inclusion of mobile home park lines on the plat. In regard to condition of approval 4, Twaddle stated he had no problems putting dashed lines on the plat but didn't want to restrict himself or give away property rights.

No public comment.

Pohlman stated interest in adding a condition of approval that no variances be granted. Scarcelli gave some options. Pohlman stated that she does not find a basis for future variances.

Twaddle stated that understands but considers the condition of approval regarding variances to be nitpicky and onerous. Pohlman stated that there have been variances on nearby properties and she would not like to see that continue. Twaddle stated that he understands if this condition will be placed on all future subdivisions. Windsor stated that the commission has been discussing reducing variances.

Pohlman/Parmelee moved to APPROVE findings:

- a. That the proposed minor subdivision preliminary plat complies with the comprehensive plan by providing for the development of additional developable property with suitable access and utilities;
- b. That the proposed minor subdivision preliminary plat complies with the Subdivision Code as conditioned; and
- c. That the minor subdivision preliminary plat would not be injurious to the public health, safety, and welfare and further that the proposed Plat Notes and Conditions of Approval protect the harmony of use and the public's health, safety and welfare.

Motion PASSED 4-0.

Pohlman/Windsor moved to **APPROVE** the minor subdivision preliminary plat of Mountain View Phase III Subdivision. This approval is subject to the attached conditions of approval. The request is filed by Jeremy Twaddle, Managing Partner for Mountain View Estates, LLC. The owner of record is Mountain View Estates, LLC.

Conditions of Approval:

1. All applicable subdivision regulations, including but not limited to 21.12.010, 21.12.030, 21.32.160, and 21.40, be followed and any deviations from code be corrected prior to recording of the final plat (e.g. flagging, easements, easement area details, any note language requiring minor amendment, and monumentation).
2. That the agreements regarding easements, maintenance, and building restrictions be referenced by a plat notation, and also recorded.
3. That the owners of adjacent Lot 9 and 10, who have a subservient property interest in the existing access and utility easements, agree and be a party to all future agreements regarding those existing access and utility easements.
4. All existing trailer site lines shall be detailed on the revised plat for the project or some form of site plan or agreement shall be recorded to secure and clarify existing tenants' property rights as they relate to trailer sites on Lot 4.
- 5) The commission currently finds no factual basis for future setback variances.

Motion PASSED 4-0.**L**

Public hearing and consideration of a platting variance for substandard lot dimensions at 422 and 430 Kogwanton Street. The properties are also known as Lots 47A and 113 of Baranof Island Housing Authority Subdivision No. 1 and Portion of Lot 47 Block 2 US Survey 2542. The request is filed by Baranof Island Housing Authority. The owners of record are Baranof Island Housing Authority and William Anderson.

Pierson described the request. The intent is to clear up an encroachment so 430 Kogwanton can be sold. Three legal lots exist but act as two lots. One lot is 53 square feet and unbuildable. The variance is required because the resulting lots will be less than required development standards. Two houses are constructed on the lots and are under separate ownership. The proposal would move lots toward conformance by clearing up an encroachment and dissolving a small unbuildable lot. At the time of the demolition and reconstruction of 422 Kogwanton in 2010, the State Historic Preservation Office gave the project a designation of "No Historic Properties Affected." Scarcelli clarified that a small encroachment would still exist on an adjacent lot owned by Mr. Anderson. Scarcelli stated that the owners have done a fair job of clearing up encroachments but a small encroachment would still exist. This is the opportunity to get things cleaned up.

Cliff Richter represented Baranof Island Housing Authority. Don Anderson represented 430 Kogwanton Street. Richter stated that the purpose of the replat is to be able to sell 422 Kogwanton. Richter stated that it would be a significant cost difference to include the additional lot in the replat.

No public comment.

Spivey stated that it's a significant extra cost to correct an encroachment on one's own property.

Pohlman/Parmelee moved to APPROVE findings:

- 1) That the proposed replat complies with the Comprehensive Plan and Sitka General Code Titles 21 and 22 by moving the property toward code conformance;
- 2) The tract to be subdivided is of such unusual size and shape or topographical conditions that the strict application of the requirements of this title will result in undue and substantial hardship to the owner of the property, specifically, that existing lots are 53, 3058, and 2726 square feet in a zone with a minimum square footage of 8000 square feet; and
- 3) That the replat would not be detrimental to the public safety, or welfare, or injurious to adjacent property.

Motion PASSED 4-0.

Pohlman/Parmelee moved to APPROVE the platting variance request for 422 and 430 Kogwanton Street. The replat would merge three lots into two lots. The properties are also known as Lots 47A and 113 of Baranof Island Housing Authority Subdivision No. 1, Portion of Lot 47 Block 2 US Survey 2542. The request is filed by Baranof Island Housing Authority. The owners of record are Baranof Island Housing Authority and William Anderson.

Motion PASSED 4-0.

M

Public hearing and consideration of a subdivision replat at 422 and 430 Kogwanton Street. The properties are also known as Lots 47A and 113 of Baranof Island Housing Authority Subdivision No. 1 and Portion of Lot 47 Block 2 US Survey 2542. The request is filed by Baranof Island Housing Authority. The owners of record are Baranof Island Housing Authority and William Anderson.

Pierson described the request. The intent is to clear up an encroachment so 430 Kogwanton can be sold. Three legal lots exist but act as two lots. The approved variance is required because the resulting lots will be less than required development standards. Two houses are constructed on the lots and are under separate ownership. The proposal would move lots toward conformance by clearing up an encroachment and dissolving a small unbuildable lot. At the time of the demolition and reconstruction of 422 Kogwanton in 2010, the State Historic Preservation Office gave the project a designation of "No Historic Properties Affected." Staff recommended approval.

Cliff Richter represented BIHA and Don Anderson represented 430 Back (Kogwanton) Street.

No public comment.

Pohlman/Windsor moved to APPROVE findings:

- 1) That the proposed replat complies with the Comprehensive Plan and Sitka General Code Titles 21 and 22 by moving the property toward code conformance;
- 2) That the existing lots are substandard sized with existing encroachments

and the proposed replat moves the properties toward code conformity; and
3) That the replat would not be injurious to public health, safety, and welfare.

Motion PASSED 4-0.

Pohlman/Parmelee moved to **APPROVE** the replat request for 422 and 430 Kogwanton Street. The replat would merge three lots into two lots. The properties are also known as Lots 47A and 113 of Baranof Island Housing Authority Subdivision No. 1, Portion of Lot 47 Block 2 US Survey 2542. The request is filed by Baranof Island Housing Authority. The owners of record are Baranof Island Housing Authority and William Anderson.

Motion PASSED 4-0.

N

Public hearing and consideration of a variance request for 205 Crabapple Drive. The request is for the reduction of the front setback from 20 feet to 10 feet for the construction of a carport. The property is also known as Lot 23 Lakeview Heights Subdivision. The request is filed by Aaron and Emily Routon. The owners of record are Aaron and Emily Routon.

Pierson described the request. The applicant previously received a variance for a reduction in the front setback from 20 to 16 feet and the side from 8 to 6 feet. After the approval, the applicant determined that he had to modify his plans and is now requesting a front setback reduction from 20 feet to 10 feet. Pierson stated that alternative configurations are possible, the lot is relatively flat, and staff recommend denial. Scarcelli explained that in previous jurisdictions where he worked, zero variances were granted. The fair thing to do is not to grant variances but to change development standards across the board. Scarcelli clarified that plans state an 8 foot setback but written communication says 10 feet.

Aaron Routon clarified that the request is for 10 feet. Spivey noted that there is also a carport and asked why he doesn't build toward the back. Routon stated that the soil is poor and costs were higher than budgeted. Routon stated that he did not want to block his neighbor's view of Mt. Edgecumbe. Routon read signed statements of support from neighbors. Routon stated that approximately six feet is undeveloped between the pavement and his property line. Pohlman asked if there were any neighbors who did not support the project and Routon said no. Routon stated that Comprehensive Plan Section 2.4.1 supports his proposal. Routon stated that 7 of the 9 houses on the road have carports. Routon said the carport would be see-through.

Cliff Richter stated that BIHA interacts a lot with families who move to town and can't find housing. Families sometimes that they need to move up and can't find affordable housing for the next step.

Pohlman asked if 207 Crabapple has a variance. Pierson explained that it is possible that the structure predates setback requirements. Windsor asked why be strict on this application as compared with others. Scarcelli stated that he has made it clear that he is against variances, and the fair thing to do is change development standards. Scarcelli stated that the commission denied a 12 foot front setback for Clyde Bright. Level of community support is not a legal basis to support a variance. Pohlman stated concern for the neighbor's existing carport near the property line, and the applicant is trying to be a good neighbor by protecting the neighbor's view. Pohlman stated that Kogwanton has a lot of

nonconformities. Spivey stated that he's nearly always against front setback reductions because there is usually another way. Spivey stated support for changing development standards across the board. Parmelee stated that the rear of the lot is unbuildable. Pierson reminded commissioners that the prepared findings are in favor of denial of the request. Scarcelli requested that the applicant provide staff with soil analysis information and stated that staff would prepare findings for approval at the next meeting.

Parmelee/Windsor moved to APPROVE the variance request for 205 Crabapple Drive with the conditions that the carport not be enclosed in the future and that the applicant will provide soil information to staff. The variance is for the reduction of the front setback from 20 feet to 10 feet for the expansion of a house and construction of a carport. The property is also known as Lot 23 Lakeview Heights Subdivision. The request is filed by Aaron and Emily Routon. The owners of record are Aaron and Emily Routon.

Motion PASSED 3-1.

VIII. ADJOURNMENT

Spivey adjourned at 10:36 PM.

ATTEST: _____
Samantha Pierson, Planner I



CITY AND BOROUGH OF SITKA

Minutes - Draft

Planning Commission

Chris Spivey, Chair
Darrell Windsor, Vice Chair
Debra Pohlman
Randy Hughey
Richard Parmelee

Tuesday, April 18, 2017

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

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

Present: Spivey, Windsor, Pohlman, Hughey, Parmelee
Absent: Knox (Assembly Liaison) - excused

II. CONSIDERATION OF THE AGENDA

Spivey noted that item L was pulled from the agenda.

III. CONSIDERATION OF THE MINUTES

A Approval of the April 4, 2017 meeting minutes.

Pohlman/Parmelee moved to APPROVE the April 4, 2017 meeting minutes.

Motion PASSED 5-0.

IV. PERSONS TO BE HEARD

No public comment.

V. PLANNING DIRECTOR'S REPORT

B Director's Report - April 18, 2017.

Scarcelli drew attention to the attachments, an economic trends newsletter and county health rankings. Scarcelli stated that Smart Growth America applauded the draft housing chapter of the comprehensive plan. Scarcelli stated that the clerk's office held a recent commissioner training, and future director's reports will include some training components.

VI. REPORTS

C Planning Regulations and Procedures.

D Annual report submitted by Corrie Bosman for a bed and breakfast at 629 Degroff Street. No action required.

No discussion.

VII. THE EVENING BUSINESS

E Approval of findings of fact for a variance request for 205 Crabapple Drive. The request is for the reduction of the front setback from 20 feet to 10 feet for the construction of a carport. The property is also known as Lot 23 Lakeview Heights Subdivision. The request is filed by Aaron and Emily Routon. The owners of record are Aaron and Emily Routon.

Pierson gave a brief recap of the proposal and the motion of approval at the March meeting. Pierson stated that a motion to approve the findings is required for final approval.

Emily Routon came forward to represent the item.

No public comment.

No commissioner discussion.

Windsor/Parmelee moved to adopt and APPROVE the required findings for major structures or expansions as discussed in the staff report.

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, here, that the lot's soil is of poor quality and restricts cost-effective development;

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, here, the ability to economically expand an existing home and construct covered parking;

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, that the open carport would minimize view impacts to pedestrians and motorists; and

d) That the granting of such will not adversely affect the Comprehensive Plan: specifically, the variance is in line with Comprehensive Plan Section 2.4.1 which states, "To guide the orderly and efficient use of private and public land in a manner which maintains a small-town atmosphere, encourages a rural lifestyle, recognizes the natural environment, and enhances the quality of life for present and future generations," by allowing for the cost-effective expansion of a single-family structure in the R-1 zone.

Motion PASSED 5-0.

F Discussion and direction regarding a Critical Areas Ordinance.

Scarcelli gave an overview of the August 18, 2015 landslide and subsequent actions. Scarcelli stated that insurance and financing questions are

speculative at this point. No insurance agency in Sitka will currently provide difference in conditions (DIC) insurance, although a property in the vicinity of the Kramer slide was able to obtain a DIC policy. Scarcelli stated that he has not heard back from any of the lenders he contacted. Scarcelli stated that the ordinance wouldn't be the source of insurance and finance complications, but those would be more related to the hazard mapping. Staff recommend moving the ordinance forward to the Assembly and listing any concerns. Scarcelli read a memo from Assembly Liaison Kevin Knox encouraging the commission to move the ordinance forward to the Assembly.

No public comment.

Windsor stated that he thinks the ordinance has been well thought out and he's 100% behind it. Hughey stated that the ordinance is about the best we can do. Pohlman stated that she's okay moving forward.

Hughey/Parmelee moved to advance the ordinance to the Assembly with the RECOMMENDATION of approval.

Motion PASSED 3-2 with Spivey and Pohlman voting against.

G

Public hearing and consideration of a preliminary plat for a planned unit development at 1306 Halibut Point Road, submitted by Sitka Community Land Trust. The property is also known as Lot 1A of Little Critter Subdivision. The request is filed by Sitka Community Land Trust. The owner of record is the Sitka Community Development Corporation.

Scarcelli stated that the proposal has gone through several approvals and now it is coming forward for final approval before being forwarded to the Assembly for approval. Scarcelli used photos to show the lot, flagging, and the retaining wall. Scarcelli stated that the easement running between the lots have been expanded since the preliminary approval resulting from discussions between the applicant, Planning, and Public Works staff. Density is appropriate for the zone. The property will exceed parking requirements. DOT will require consultation regarding driveway and drainage. Windsor asked about the handling of property tax. Scarcelli stated that taxation of the land will depend in part on the wording of the homeowner agreement. Further, property tax is out of the purview of the Planning Commission and is a business decision of the owner. Scarcelli stated that the lessee of 725 Siginaka Way will pay property tax.

Spivey asked Hughey to recuse himself and Hughey stepped down.

Hughey spoke as the applicant and stated that the homeowners will pay property tax on the land. Hughey stated that he has been working with the vet clinic owners on parking. Hughey stated that the plat outlines the maximum buildable area and the properties will not require variances. Hughey stated that the Sitka Community Land Trust (SCLT) is working on a name for the site and are open to suggestion. Ben Kraft came forward and stated that the front three lots will fit one-bedroom or two-bedroom homes.

Scarcelli read a letter from the owners of the vet clinic, Victoria Vosburg, and Burgess Bauder, who have objections to the parking layout. Scarcelli stated that each property owner is responsible for providing the appropriate amount of parking on their own lot. Scarcelli noted that SCLT is making good faith

efforts to work with their neighbors.

Spivey stated that he has heard from numerous community members that this is not the right approach, and stated his belief that it's not the best use of the property. Parmelee stated that he believed the general consensus was that this is a good use of the property, and stated his only concern is that the property will be aesthetically pleasing. Spivey stated that there's a difference between affordable housing and affordable homeownership. Windsor thinks this is a good test model. Parmelee stated that this model is working well down south. Pohlman stated that she is ready to move forward.

Windsor/Parmelee moved to APPROVE the final plat for a planned unit development at 1306 Halibut Point Road, submitted by Sitka Community Land Trust subject to the attached conditions of approval. The property is also known as Lot 1A of Little Critter Subdivision. The request is filed by Sitka Community Land Trust. The owner of record is Sitka Community Development Corporation.

Conditions of Approval:

1. A complete as-built survey will be required to capture all existing utilities on the parcel (including drainage, prospective French drain, etc.).
2. Plat notes and development shall ensure no encroachment on city assets or existing utility easements.
3. Parking shall be provided on-site, off-street, in the amount of 1.5 spaces per dwelling unit.
4. The boundary of the building footprints are the maximum size of buildings allowed within each lot and shall act as setbacks. No variances shall be granted for deviations from plat setbacks as shown and noted on the final plat. Note: Setbacks are measured from lot lines to drip lines/eaves.
5. Any grading or geotechnical work performed or required on the property shall obtain any applicable permit(s) and be completed by an appropriate professional. It should be noted that there could be additional development costs associated with slope stabilization.
6. Installation of water and sewer mains would require engineered plans and approvals via Alaska Department of Environmental Conservation. In addition, CBS would require a clear understanding of the ownership of new utility lines, easements, and perhaps shared user agreements.
7. Alaska Department of Transportation is the jurisdiction for approving driveway permits along Halibut Point Road. Applicant should consult with the DOT regarding traffic and driveway plans. All applicable DOT approvals shall be received prior to use of any driveways, parking lots, or access points.
8. All easement, access, and utility agreements shall be approved by Public Works and the Planning and Community Development Department prior to recording. Such agreements shall be referenced on the plat, via a note, and shall be recorded prior to Final Plat being recorded.

Motion PASSED 3-1 with Spivey voting against.

H

Public hearing and consideration of a preliminary plat of a minor subdivision at 180 Price Street. The property is also known as Tract 1B Mountain View Phase II Subdivision. The request is filed by Jeremy Twaddle for Mountain View Estates. The owner of record is Mountain View Estates, LLC.

Spivey stated that he has a business relationship with the applicant but that he

can act fairly.

Scarcelli gave an overview of past plats and the proposed plat. Access to lots 1, 2, and 3 will be from an easement off of Molly Lane. Some concern has been raised for the net size of lot 1. Lot 1 exceeds the 6000 square foot minimum square footage requirement for the C-2 zone. Scarcelli stated that condition of approval #4 in the written staff report should be stricken. Staff recommend approval.

Jeremy Twaddle represented Mountain View Estates. Twaddle stated that a minor change was made to the height restriction on lot 3.

No public comment.

Parmelee/Windsor moved to APPROVE findings:

- a. That the proposed minor subdivision final plat complies with the comprehensive plan by providing for the development of additional developable property with suitable access and utilities;
- b. That the proposed minor subdivision final plat complies with the Subdivision Code as conditioned; and
- c. That the minor subdivision final plat would not be injurious to the public health, safety, and welfare and further that the proposed Plat Notes and Conditions of Approval protect the harmony of use and the public's health, safety and welfare.

Motion PASSED 5-0.

Hughey/Parmelee moved to APPROVE the minor subdivision final plat of Mountain View Phase III Subdivision. This approval is subject to the attached conditions of approval. The request is filed by Jeremy Twaddle, Managing Partner for Mountain View Estates, LLC. The owner of record is Mountain View Estates, LLC.

a. Conditions of Approval:

1. All applicable subdivision regulations, including but not limited to 21.12.010, 21.12.030, 21.32.160, and 21.40, be followed and any deviations from code be corrected prior to recording of the final plat (e.g. flagging, easements, easement area details, any note language requiring minor amendment, and monumentation).
2. That the agreements regarding easements, maintenance, and building restrictions be referenced by a plat notation, and also recorded.
3. That the owners of adjacent Lot 9 and 10, if they have a property interest in the existing access and utility easements, agree and be a party to all future agreements regarding those existing access and utility easements.

Motion PASSED 5-0.

Public hearing and consideration of a conditional use permit for a marijuana consumption lounge at 1321 Sawmill Creek Road Suite K. The property is also known as US Survey 2729. The request is filed for Michelle Cleaver for Weed Dudes. The owner of record is Eagle Bay Inn, LLC.

Scarcelli described the location and tenants of the structure. Marijuana retail was approved for the site and is currently operating. The request is for a marijuana consumption lounge. The state regulating board continues to

postpone approval of guidelines for consumption lounges. Tourist season is near and tourists may not otherwise have a legal place to consume marijuana. Scarcelli stated that he has not heard back from the Municipal Attorney. Scarcelli stated that he does not recommend moving forward until he can discuss the matter with the Municipal Attorney. Scarcelli recommends to postpone the item to the next meeting.

Michelle Cleaver stated that she is trying to do the responsible thing and mitigate marijuana nuisances. Cleaver stated that Seattle is currently experiencing problems with people smoking in public, and she is concerned that tourists will smoke in our parks and on our sidewalks. Cleaver stated that the draft state regulations identify the maximum amount that people can consume on-site. Cleaver stated that a bud tender will monitor consumption levels, and she is considering a shuttle back to town. Scarcelli stated appreciation for Mrs. Cleaver's proactive approach to addressing on-site consumption issues. Scarcelli stated that in his correspondence with the state regulatory office, he has critiqued the slow process. Scarcelli stated he is willing to approve the applicant's building permit prior to conditional use permit approval if she is willing to accept the risk.

Scarcelli read a letter from Gary Smith, who was concerned for exhaust and impacts on the neighborhood.

Windsor/Pohlman moved to POSTPONE this request until the state promulgates rules.

Motion PASSED 5-0.

BREAK 8:08-8:15

J

Public hearing and consideration of a major amendment to a conditional use permit for marijuana cultivation at 4614 Halibut Point Road. The property is also known as Lot 3 Carlson Resubdivision. The request is filed by Aaron Bean for Green Leaf, Inc. The owners of record are Connor and Valorie Nelson.

Spivey stated that he has a business relationship with the property owner but receives no financial gain.

Scarcelli stated that this is a major amendment to an approved marijuana cultivation facility in order to add additional floor space for cultivation. The property has access via easement. Scarcelli stated that staff are not aware of any sensitive uses in the buffer area. Scarcelli stated that staff have not observed odor to be an issue. Green Leaf has two separate conditional use permits, one for cultivation and one for retail. Any future amendment to the retail conditional use permit, such as for on-site consumption, would require Planning Commission approval. Further, any addition to the cultivation conditional use permit would require Planning Commission approval. Staff recommend approval of the major amendment.

Aaron Bean, owner of Green Leaf, came forward. Bean stated that the additional square footage would be 1000 square feet.

No public comment.

Hughey/Windsor moved to **APPROVE** findings that the zoning code has been followed, that the comprehensive plan has consulted, and that there are no negative impacts present that have not been adequately mitigated by the attached conditions of approval for the proposed major amendment to the exiting marijuana cultivation conditional use.

Motion PASSED 5-0.

Hughey/Windsor moved to **APPROVE** the major amendment to the existing marijuana cultivation conditional use permit request filed by Aaron Bean at 4614 Halibut Point Road, in the C-2 General Commercial and Mobile Home zone. The property is also known as Lot 3 of Carlson Resubdivision. The owners of record are Connor K. Nelson and Valorie L. Nelson.

Conditions of Approval:

1. Owners, operators, and staff of conditional uses shall comply with all state and municipal licensing regulations.
2. All licensed facilities shall comply with all life and safety regulations as promulgated by the municipal Building Official.
3. All licensed manufacturing and cultivation uses shall provide a fire safety plan, material handling plan, and comply with all fire safety regulations that satisfies the Fire Marshal or their designee and the Building Official.
4. All licensed facilities and/or uses shall provide screening from public view of any marijuana related commercial, retail, cultivation, or manufacturing use.
5. All licensed facilities and/or uses shall establish an active sales account and business registration with the Municipality and shall comply with all standard & required accounting practices.
6. It shall be a standard regulation that all conditional uses comply with all applicable state regulations and licensing laws or it shall be deemed to abandon and extinguish and associated municipal license or conditional use permit.
7. All approved conditional use permits shall comply with all Sitka General Code or shall be deemed to abandon and extinguish any associated municipal license or conditional use permit
8. Applicant shall provide a Parking Plan that complies with Section 22.20.100 for all uses present and proposed at the current property including striped parking spaces where feasible (i.e. concrete or asphalt areas).
9. Odor Control shall include reasonable best means (such as high quality Commercial HEPA filter or HVAC systems) to limit and mitigate odor impacts to surrounding uses. Should a meritorious odor complaint be received, the Planning Commission may require additional odor control measures to mitigate any actual negative impacts.
10. The proposed cultivation site shall not be located within 500 feet of any school grounds, recreation or youth center, religious service building, or correctional facility that was legally established prior to approval of this conditional use permit as intended by licensing restriction and regulations of the state in 3 AAC Chapter 306.
11. The permittee shall report, annually, to the planning commission on gross sales, sales tax amounts, complaints, police or other law or regulation enforcement activity, and summary of operations.
12. The permit is subject to review should there be a meritorious complaint, impact to public health safety or welfare, or violation of a condition of approval. The review may occur at the discretion of the Planning Director or by motion of the Planning Commission to address meritorious issues or

complaints that may arise. During this review, based on the evidence provided, existing code and conditions of approval, the permit may be amended or revoked to address impacts to public health, safety, and welfare.

Motion PASSED 5-0.

K

Public hearing and consideration of a conditional use permit request for a short-term rental at 112 Toivo Circle. The property is also known as Lot 7 Fleming Subdivision. The request is filed by John and Alison Dunlap. The owners of record are John and Alison Dunlap.

Pierson described the request. The applicants' intent is to rent out their 3 bedroom 3 bathroom single-family house until it is sold, although conditional use permits run with the land. Neighbors have raised concerns for bears, parking, and neighborhood impacts. Pierson stated that these concerns can be mitigated with conditions of approval, and staff recommend approval. Scarcelli stated that conditional uses are to be approved if there are not impacts or if impacts can be mitigated. Scarcelli stated that concerns for parking and bears have been brought up before for other properties and staff have created more strict conditions of approval in response. Scarcelli stated that if the conditions of approval are violated, staff would revoke the permit or issue warning when appropriate. Pohlman and Windsor asked about placing a condition of approval that the permit will expire when the property is sold. Scarcelli stated that staff are looking into sunset clauses, but it appears that Alaska errs on the side of private property rights.

John and Alison Dunlap came forward to represent their request. They have lived in the home since 2001 and are selling it since they are empty nesters and now live on a boat. John stated that the house has been on the market for 9 months and they would like to get some income until the house is sold. Alison stated that they intend to use VRBO and will have an outside housecleaner. Alison stated that it will be much quieter with a renter versus their large family.

Bruce White and Suzanne Shea stated that they live across from the applicant and have concerns. White stated that when they bought the house that the neighborhood could include vacation rentals. White stated that the neighborhood is a small area, and someone recently blocked him in his driveway. White has concerns for the neighborhood, dust, and congestion. White stated concerns for enforcement of conditions and management of trash. White stated he is here for the long-term but the short-term rental could impact resale of his house. Shea is concerned for the precedent for converting a residential property to commercial. Shea stated that she bought her house with the understanding that it is in a residential neighborhood.

Pierson read a letter of support from John Hardwick.

Morrison stated that he lives next door at 114 Toivo and stated that he shares some of the same concerns as Bruce White. Three other houses are not occupied year-round. If those houses were granted short-term rental permits, long-term residents would be outnumbered.

Hughey asked Scarcelli about sunset clauses, and Scarcelli stated that it is not an option. Scarcelli shared a case law example of adult oriented business in Anchorage. Scarcelli stated that there is potential for a temporary conditional use permit in the future but not in current code. Scarcelli recommended

against asking the applicants to voluntarily give up their permit upon sale as it could be considered a government taking.

Alison Dunlap stated that she understands her neighbors' concerns and that there have been several years when her family was the only family living on the street during the winter. Dunlap stated that the short-term rental would decrease traffic. Dunlap stated that she has a potential buyer and would be happy to see the permit expire once the house is sold. Dunlap stated that she believes renters will create minimal trash.

Hughey noted that this request is not significantly different than other short-term rental requests. Spivey and Hughey stated support for limiting density of short-term rentals. Scarcelli stated that staff will come back with a variety of options for managing short-term rentals. Parmelee stated that his neighborhood has long-term and short-term rentals, and the long-term rentals generate more traffic and can be otherwise problematic. Parmelee stated that at least with a short-term rental there is regular monitoring. Pohlman stated that the public process is important but she's uncomfortable that the permit is in perpetuity. Scarcelli stated that future owners may not know that the permit is in place.

Hughey/Parmelee moved to APPROVE findings that:

1. ...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, specifically, the lot exceeds size requirements and foliage provides buffers.
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, specifically, conforms to Comprehensive Plan Section 2.6.2(K), which supports facilities to accommodate visitors that do not impact surrounding residential neighborhoods any more than typical residential uses.
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced, specifically, through the provision of a rental overview.

Motion PASSED 5-0.

Hughey/Parmelee moved to APPROVE the conditional use permit application for a short term rental at 112 Toivo Circle subject to the attached conditions of approval. The property is also known as Lot 7 Fleming Subdivision. The request is filed by John and Alison Dunlap. The owners of record are John and Alison Dunlap.

Conditions of Approval:

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

8. To mitigate against the risk and impact of bears from the short term rental, the property owner shall assure all trash is deposited in trash receptacles that are stored in bear proof areas (whether enclosed garage or other bear proof area) and only placed on street for collection after 4am on trash collection day. Should this condition not be followed the CUP shall be revoked.

9. To mitigate against parking and traffic impacts, property owner shall provide detailed parking and traffic rules, and shall ensure all parking for all uses (residential or short-term rental) shall occur off-street, on-site and further that should on-street parking occur at any time, the conditional use permit shall be revoked.

10. The property owner shall communicate to renters that a violation of these conditions of approval will be grounds for eviction of the short-term renters.

11. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.

Motion PASSED 5-0.

L PULLED - Public hearing and consideration of a conditional use permit request for a two-unit short-term rental at 3411 Halibut Point Road. The property is also known as Lot 9 US Survey 2752. The request is filed by Todd and Julie White. The owners of record are Todd and Julie White.

M Public hearing and consideration of a conditional use permit request for a short-term rental at 103 Scarlett Way. The property is also known as Lot 3A Wingert Subdivision Lot 3 and 4 Lot Line Adjustment. The request is filed by Ty and Valerie Barkhoefer. The owners of record are Ty and Valerie Barkhoefer.

Pierson described the request. The owners occupy the property and seek to rent out extra bedrooms when available, particularly during the summer. Three bedrooms and 2 bathrooms are available for renters in addition to a kitchen and living room. The lot is large and provides plenty of parking. Conditions of approval will address concerns for bears. Staff recommend approval.

Ty and Val Barkhoefer came forward to explain the request. Val stated that they have a large home and wish to rent out the extra space in the summer. Ty and Val stated agreement with conditions of approval.

Windsor/Parmelee moved to APPROVE findings that:

1. ...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, specifically, the large lot provides sufficient buffers between properties;.

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, specifically, conforms to Comprehensive Plan Section 2.6.2(K), which supports facilities to accommodate visitors that do not impact surrounding residential neighborhoods any more than typical residential uses.

3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced, specifically, through the provision of a rental overview.

Motion PASSED 5-0.

Windsor/Parmelee moved to **APPROVE** the conditional use permit application for a short term rental at 103 Scarlett Way subject to the attached conditions of approval. The property is also known as Lot 3A Wingert Subdivision Lot 3 and Lot 4 Lot Line Adjustment. The request is filed by Ty and Valerie Barkhoefer. The owners of record are Ty and Valerie Barkhoefer.

Conditions of Approval:

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 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. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.
8. To mitigate against the risk and impact of bears from the short term rental, the property owner shall assure all trash is deposited in trash receptacles that are stored in bear proof areas (whether enclosed garage or other bear proof area) and only placed on street for collection after 4am on trash collection day. Should this condition not be followed the CUP shall be revoked.
9. To mitigate against parking and traffic impacts, property owner shall provide detailed parking and traffic rules, and shall ensure all parking for all uses (residential or short-term rental) shall occur off-street, on-site and further that should on-street parking occur at any time, the conditional use permit shall be revoked.
10. The property owner shall communicate to renters that a violation of these conditions of approval will be grounds for eviction of the short-term renters.
11. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.

Motion PASSED 5-0.

N

Public hearing and consideration of a conditional use permit for a short-term rental at 1703 Edgecumbe Drive. The property is also known as Lot 9G Gibson Kitka Snowden Subdivision. The request is filed by Ryan and Greta Refshaw. The owners of record are Ryan and Greta Refshaw.

Spivey stated that he has a business relationship with the owner but has no financial gain at stake.

Pierson described the request. The structure is a duplex that accesses from Edgecumbe Drive. The owners live upstairs and they seek to rent the downstairs unit. The downstairs unit has two bedrooms and one bathroom. They wish to operate the short-term rental primarily during the summer and possibly have longer rentals during the off-season. Sufficient parking is available on-site. Staff recommend approval.

Ryan Refshaw stated that they would be managing the rental themselves. Refshaw stated agreement with the conditions of approval

Pierson read a letter from Christopher and Kamala Carroll with concerns for noise. The Carrolls stated that they would be okay if one unit was rented short-term and the owners lived on-site.

Parmelee/Hughey moved to APPROVE findings that:

1. ...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, specifically, the short-term rental will operate primarily during tourist season.
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, specifically, conforms to Comprehensive Plan Section 2.6.2(K), which supports facilities to accommodate visitors that do not impact surrounding residential neighborhoods any more than typical residential uses.
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced, specifically, through the provision of a rental overview.

Motion PASSED 5-0.

Parmelee/Pohlman moved to APPROVE the conditional use permit application for a short term rental at 1703 Edgecumbe Drive subject to the attached conditions of approval. The property is also known as Lot 9G Gibson Kitka Snowden Subdivision. The request is filed by Ryan and Greta Refshaw. The owners of record are Ryan and Greta Refshaw.

Conditions of Approval:

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.

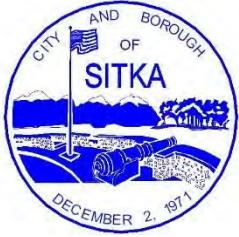
- 4. The applicant shall submit an annual report every year, covering the information on the form prepared by the Municipality, summarizing the number of nights the facility has been rented over the twelve month period starting with the date the facility has begun operation. The report is due within thirty days following the end of the reporting period.
- 5. The Planning Commission, at its discretion, may schedule a public hearing at any time 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. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.
- 8. To mitigate against the risk and impact of bears from the short term rental, the property owner shall assure all trash is deposited in trash receptacles that are stored in bear proof areas (whether enclosed garage or other bear proof area) and only placed on street for collection after 4am on trash collection day. Should this condition not be followed the CUP shall be revoked.
- 9. To mitigate against parking and traffic impacts, property owner shall provide detailed parking and traffic rules, and shall ensure all parking for all uses (residential or short-term rental) shall occur off-street, on-site and further that should on-street parking occur at any time, the conditional use permit shall be revoked.
- 10. The property owner shall communicate to renters that a violation of these conditions of approval will be grounds for eviction of the short-term renters.
- 11. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.

Motion PASSED 5-0.

VIII. ADJOURNMENT

Chair Spivey adjourned at 9:20 PM.

ATTEST: _____
Samantha Pierson, Planner I



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

MEMORANDUM

To: Planning Commission
From: Kevin Knox - Assembly Liaison
Subject: Critical Areas Ordinance
Date: April 16, 2017

I apologize for not being able to be a part of the discussions in the last two commission meetings regarding the proposed Critical Areas Ordinance. I wanted to submit some comments for this meeting as I think it is important that we move the Ordinance forward to the Assembly for further public discussion and debate.

The Planning Commission has brought forward some very important discussion items and necessary scrutiny regarding the draft language. This process has enhanced staff's research and understanding of the impact and necessity of the proposed Ordinance immensely.

The future mapping and risk zone definitions, as you know, will need some mitigation in order for developers and residents to affordably and knowledgeably continue to find lands in Sitka to develop. The proposed ordinance will offer options for development by allowing property owners to understand the risks and to choose to accept or mitigate those risks. It also could provide some protections to the financial interests of the City and Borough of Sitka in providing landowners those options.

With that mapping already underway it becomes more and more critical that the Assembly consider the Ordinance proposal. With the comments and thoughts from the Planning Commission, staff research and considerations, furthering public debate at the Assembly level is now necessary. I am confident that the discussion will be robust and would encourage the Planning Commission to continue to be engaged in that process.

Samantha Pierson

From: Randy Hughey <randywhughey@gmail.com>
Sent: Saturday, February 25, 2017 11:03 AM
To: Maegan Bosak; Michael Scarcelli; Samantha Pierson
Subject: FW: Landslide ordinance

Please see the note from Andrew Thoms:

From: Andrew Thoms [mailto:andrew@sitkawild.org]
Sent: Saturday, February 25, 2017 9:39 AM
To: Randy Hughey
Subject: Landslide ordinance

Randy:
Just a quick note that after I read that Landslide ordinance article in the Sentinel I think that we need to add that you can't rent out properties that are built in a landslide Zone I think there's a lot of risk that those areas become low rent areas and high risk and that the most in need are in Risk because of financial situations.
We can talk more if you want.
Andrew

sent from phone

February 2, 2016



Excellence. Innovation. Service. Value.

Since 1954.

Submitted To:
Mr. Michael Harmon, P.E.
Public Works Director
City and Borough of Sitka, Alaska
100 Lincoln Street
Sitka, Alaska 99555

By:
Shannon & Wilson, Inc.
400 N 34th Street, Suite 100
Seattle, Washington 98103

21-1-22168-001

February 2, 2016

Mr. Michael Harmon, P.E.
Public Works Director
City and Borough of Sitka, Alaska
100 Lincoln Street
Sitka, AK 99555

**RE: SOUTH KRAMER AVENUE LANDSLIDE: JACOBS CIRCLE TO
EMMONS STREET, SITKA, ALASKA**

Dear Mr. Harmon:

This letter report presents our research, observations, discussions, analyses, conclusions, and recommendations regarding the South Kramer landslide that occurred in Sitka, Alaska, on August 18, 2015. The landslide caused three fatalities, the destruction of one residence, and the damage of another residence. It is our understanding that more than 50 landslides were documented to have occurred in the Sitka area on August 18 (Prussian, 2015). The purpose of our work is to aid the City and Borough of Sitka (CBS) in understanding the landslide in relation to the existing Kramer Avenue residential development and to offer input to CBS as it considers future development in this area. This study concentrated on the portion of Kramer Avenue between Jacobs Circle and Emmons Street.

The scope of Shannon & Wilson, Inc.'s (Shannon & Wilson's) services included:

1. Review of existing published geologic literature and scientists' reports about the recent landslide.
2. Discussions with local officials and scientists familiar with the geology and the August 18, 2015, landslide.
3. Field reconnaissance of the lower part of the Harbor Mountain hillside and the Kramer Avenue residential development between Jacobs Circle and Emmons Street.
4. Runout analysis of the debris flow.
5. Meetings with the CBS Assembly and staff.
6. Preparation of this report with our findings.

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Our work was authorized in a contract signed by Mr. Mark Gorman, CBS city administrator, on November 11, 2015. The contract was amended on December 9, 2015, to include a limited field reconnaissance.

SITE DESCRIPTION

The South Kramer landslide is located north of downtown Sitka on the western flank of Harbor Mountain, as shown in the Vicinity Map, Figure 1. It initiated near the top of a ridge, at the southern end of the west-facing slope of Harbor Mountain. The debris from the debris flow came to rest near the southern end of Kramer Avenue, as shown in Figure 2.

The topography in the vicinity of the landslide is variable. Harbor Mountain rises to about elevation 2,000 feet. The face of the mountain has slope inclinations that exceed 100 percent, and the slope on which the landslide initiated reportedly is inclined at about 85 percent (Landwehr and others, 2015). The slope maintains inclinations steeper than 70 percent down to between elevations 260 and 320 feet at which point it gradually flattens. Along Kramer Avenue, the slope inclination is reduced to 12 to 14 percent.

Kramer Avenue is located on a terrace that is about 400 to 600 feet wide and is continuous for about one and a quarter miles (Figure 2). This area is locally known as the “Benchlands.” From the western edge of the Benchlands, the slope steepens down through the residential areas of Sand Dollar Drive and Whale Watch Drive. Another terrace is located to the west of these streets. Halibut Point Road is situated on this lower bench, a raised marine terrace. The sea is directly west of Halibut Point Road.

Little of Kramer Avenue is presently developed. Roads along the Benchlands are in place. A water tank is constructed on the slope above the northern end of Emmons Street (Figure 3), and distribution is established to the south of it. A sewer main extends from the southern end of Kramer Avenue northward to the Emmons/Kramer intersection. The only part of Kramer Avenue on which residences have been built is the southern end. One of these houses was destroyed by the landslide; another was damaged. Several other houses further south were undamaged.

The natural vegetation on the mountainside consists of a dense stand of conifers, including spruce and hemlock, and intermixed stands of red alder (USKH, Inc., 2008). Undergrowth is highly variable, ranging from very dense to sparse. We understand that the west-facing side of

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SHANNON & WILSON, INC.

Harbor Mountain has not been logged by the U.S. Forest Service. On the private property to the west of the U.S. Forest Service property, trees have been removed for the Benchlands streets and for utilities and residential lots at the southern end of the Benchlands.

We understand the landslide occurred at about 9:30 a.m. on August 18, 2015. It initiated on undisturbed U.S. Forest Service forest land near elevation 1,350 feet, traveled about 3,000 feet down an unnamed channel (Gould and others, 2015), and ended at about elevation 110 feet on Kramer Avenue. The upper part of the headscarp (Figure 2) is located at a drainage divide between the west- and south-facing slopes of Harbor Mountain. The initiation zone was estimated to be about 50 (Landwehr and others, 2015) to 85 feet wide (Gould and others, 2015), 90 feet long, and 6 to 10 feet deep (Landwehr and others, 2015). Along its path, it locally deposited but mostly scoured the channel of colluvium. In the upper portion of the path, the channel was scoured to bedrock (Figure 4). The path ranged from 40 to 70 feet wide, as shown in Figure 5. We understand that soil is exposed in the headscarp, but no additional blocks of cracked or detached soil are imminently in danger of falling from the headscarp (Prussian, 2015).

From aerial photographs and from field observations, it appears that the first pulse of the debris flow left the channel and plowed into the woods near elevation 240 feet, as indicated in Figures 2 and 3. This was likely the result of an upslope, straight segment of the channel and the debris wanting to maintain a straight line. After the first pulse, the bulk of the debris followed the existing channel that was directed toward the residence at 430 Kramer Avenue. The debris killed three people, and destroyed one residence and damaged another. Upon reaching Kramer Avenue, the debris encountered a low berm on the south side of the road that appears from photographs to have been 2 to 3 feet higher than Kramer Avenue. Farther south along the western side of Kramer Avenue, fill was mounded 8 to 10 feet high in an earthfill berm. When the debris flow encountered these berms, it turned southward down the road. It came to a stop about 400 feet from the point at which it reached Kramer Avenue, as shown in Figures 2, 3, and 6.

We understand that the more southerly earthfill berm (Figure 6) is a temporary stockpile of soil that was placed by the development contractor for future site grading in Tract C.

WEATHER

We understand that the Sitka area had incurred above-normal precipitation in the 2½ months before the August 18 landslide. For June and July 2015, rainfall was 15.13 inches, whereas the

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normal total for those two months is 7.0 inches; more than double the normal (YourWeather Service, 2015). For August 2015, 3.23 inches of rain had fallen in the first 17 days of the month, about normal rainfall.

On August 18, an anomalous area of upper level high pressure was positioned over the northeastern Pacific. This upper level pattern steered a heavy rain system toward the central Alaska panhandle (Jacobs and others, 2015) on August 18.

Between 4:00 and 10:00 am on August 18, the Sitka area received 2.5 to 3.25 inches of precipitation, considered by the National Weather Service to be a, “very exceptional and extreme weather and hydrologic event.” (Jacobs and others, 2015) The National Weather Service reported that rainfall in the mountains of the Sitka area could have exceeded the recorded amounts due to orographic effects. Moderate winds of 11 to 17 miles per hour from the southwest were recorded at the Sitka Airport during this storm.

GEOLOGIC CONDITIONS

Harbor Mountain is geologically diverse, comprised of metamorphic bedrock and glacial, volcanic, and mass wasting soils. The mountain is cored by Sitka greywacke, a slightly metamorphosed sandstone (Karl and others, 2015). The rock is moderately hard, light brown, and fine to medium grained. In the Kramer Avenue area, it outcrops sporadically in road cuts along Kramer Avenue and Halibut Point Road.

The greywacke is overlain by glacial till, a compact to dense, gray, poorly graded gravel with silt, sand, and cobbles (Yehle, 1974; Golder Associates, 2008). The till probably covers bedrock throughout the area, but is only exposed in several road cuts. It stands steeply in the cuts, because it was overridden by ice. Test pits logged by Golder Associates indicate that the till is at least 2 feet thick to more than 13 feet thick in the subject area. Only one test pit encountered bedrock beneath the till.

Till is overlain by volcanic ash, a product of eruptions of Mount Edgecumbe. The ash at the Kramer Avenue site is reportedly comprised of deposits from two eruptions (Rhiele, 1996). The ash is described in the Golder Associates report as loose to compact, brown, gray, red, and yellow, silty sand with a trace clay. This report indicates that the deposit (two combined eruptive

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deposits) is 1.5 to 7 feet thick in the study area. One test pit did not expose ash. It was observed in all road cuts in the Kramer Avenue area.

Locally draping the above geologic units is landslide debris. This diamict is a mixture of the weathered bedrock, till, and ash. It is described as compact, gray, silty sand with trace clay, gravel, cobbles, and boulders in the Golder Associates report, and ranges from 1.5 to 18.5 feet thick where encountered. Four of the 12 test pits in the study area contained no landslide debris. It appears to have accumulated in the Benchlands at the foot of debris flow channels that head on Harbor Mountain. No surficial exposures of landslide debris were observed. Our only knowledge of its locations and characteristics in the study area comes from the Golder Associates report.

Groundwater is perched in this area. In the Golder report, groundwater levels ranged from 1.5 to 8.5 feet below ground surface. Numerous springs, as noted in Figure 3, emerge from the hillside. In some cases, they form the heads of through-going surface streams. In other cases, they infiltrate back into the ground and pop out farther downslope. In some areas, such as Tract C, most of the ground is covered with standing water, likely perched on ash or till.

The Light Detection and Ranging (LiDAR) hillshade image (Figure 2) of the study area is informative but enigmatic. On a very broad scale, it has been suggested by others that the west-facing slope of Harbor Mountain collapsed in ancient times, spreading landslide debris into the ocean, one remnant of which is a shoreline protrusion. There is no evidence in outcrop or exposure of debris of such a widespread event, and the LiDAR image does not unequivocally support such a hypothesis.

The LiDAR image does support the hypothesis that the Benchlands is, in part, constructed of landslide materials supplied by repeated debris flows along several discrete chutes that originate on Harbor Mountain. The depositional distribution of the landslide debris also supports this idea. No landslide debris is observed or reported to the west of Kramer Avenue.

CONCLUSIONS

In our opinion, the South Kramer debris flow was a natural event. There is no evidence that human actions, past or recent, had an influence on the initiation of this landslide. Five

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contributing factors that appear to have influenced this mass wasting event are: (a) above-normal precipitation in the 2½ months prior to August 18, (b) very steep slopes in the initiation zone, (c) a bedrock hollow that concentrated groundwater and channeled failed soil to the bottom of the slope, (d) weak soil in the initiation zone, and (e) exposure to high winds on the initiation ridge.

The intense storm of August 18, 2015, was judged to be extraordinary by the National Weather Service. This extraordinary event was added to 2½ months of more than twice the normal precipitation for Sitka. The rainfall intensity combined with the other contributing factors was the major factor for this landslide, in our opinion. Debris flows normally initiate on slopes steeper than about 70 percent. The inclination of the slope at the initiation zone of this debris flow was 85 percent, and susceptible to failure.

Bedrock hollows, areas where the topography is convergent, are at particular risk of failure because they are capable of concentrating groundwater, thereby lowering the stability of accumulated soils in the swale.

The soils in the headwall of the debris flow consisted of colluvium, ash, and glacial till. The colluvium is weak because it accumulated from sloughing of surrounding formations. The ash is also weak because it was never overridden and compacted by glacial ice and has low strength. Ash soils are also typically hydrophylic and impermeable creating perched water and can cause an elevated groundwater level in the soil above it.

Although high winds may not have been recorded at the Sitka Airport on August 18, the position of the landslide initiation zone is on a ridge that is vulnerable to south and southwestern winds. During strong winds, the trees in this area would be especially prone to rocking and opening up cracks in the ground surface, thereby allowing relatively fast infiltration of rainfall. Studies in southeastern Alaska have shown wind and windthrow to be a factor in landslides (Buma and Johnson, 2015) in the region.

RUNOUT ANALYSIS

In order to assess the potential future risk to infrastructure and residential development in the Kramer Avenue area between Jacobs Circle and Emmons Street, runout modeling was performed using an empirical-based computer program developed for debris flows in the Queen Charlotte

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Islands at the University of British Columbia (Fannin and Bowman, 2007). We judge this program to be appropriate for use in Sitka owing to its regional application, and the similarity of topography of western British Columbia terrain and that of southeastern Alaska.

The model utilized is UBCDFLOW, in which the main factors are the initial volume in the initiation zone, and the channel widths and runout slope angles over channel reaches of similar character (University of British Columbia [UBC] Civil Engineering Department, 2014). The channel widths and runout angles were readily obtained by recent LiDAR data and photographs; however, the initial volume of soil is based on observations by others, and only a best estimate, because the shape of the original topography in the headscarp area cannot be known.

We performed several iterations of the model to calibrate it, and then ran five scenarios (see Figure 3):

1. The full length of the channel along which the August 18 debris flow moved, deflected by the berms on the west side of Kramer Avenue (Terminus 1).
2. The full length of the channel along which the August 18 debris flow moved, if the berms along the west side of Kramer Avenue had not been in place (Terminus 2).
3. The northern tributary chute originating at the top of Harbor Mountain, deflected by the berms on the west side of Kramer Avenue (Terminus 3).
4. The northern tributary chute originating at the top of Harbor Mountain without the berms on the west side of Kramer Avenue (Terminus 4).
5. The northern branch of the August 18 debris flow that ended in the woods uphill from Kramer Avenue (Terminus 5).

The locations of the distal ends of the modeled runouts are presented in Figure 3. Modeling indicated that another debris flow along the August 18 alignment would end up in the same place as before, assuming that the berms on the west side of Kramer Avenue were left in place. If the berms were not in place on August 18, the debris could potentially have runout into Tract C about 400 feet southwest of Kramer Avenue. If the August 18 debris flow deposit had continued straight westward through the woods, as shown in Figures 2 and 3, it could have reached Kramer Avenue. Modeling of this side branch of the debris flow showed that once the debris flow material leaves the channelized section of the creek and becomes a uniform unchannelized slope, the debris slows and deposits relatively quickly, as shown in Figure 3. The modeling does not

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take the roughness of the in-place trees into account, so it would probably come to rest sooner than the model indicates.

The bedrock hollow in the August 18 initiation zone has mostly emptied out and the channel below has been scoured, so the future hazard from that source is likely low; however, a tributary creek/hollow to the north that extends to the top of Harbor Mountain has the potential to fail and recreate a similar or larger debris flow than the August 18 event. This bedrock hollow is about 700 feet higher in elevation than the initiation zone of the August 18 debris flow.

If this higher bedrock hollow failed in a manner similar to the August 18 debris flow, the model predicts that it would flow down Kramer Avenue about 400 feet beyond the Kramer Avenue debris deposit, assuming the berms were in place. Without the berms in place, this modeled debris flow would move about 580 feet southwest of Kramer Avenue, reaching residences on the eastern side of Whale Watch Drive and Sand Dollar Drive.

RISK ZONES AND DEVELOPMENT RECOMMENDATIONS

The implication of the runout analysis is that residences, utilities, and roads in the path of the identified potential debris flow paths are at high risk. However, the modeling analysis cannot be relied upon singularly. It is a supplement for geologic judgment and experience. In the case of the southern end of Kramer Avenue, the use of LiDAR hillshade images is most instructive. They show the corridors of erosion/incision and deposition, as well as relative ages of the related landforms, factors of particular importance in informing land use decisions.

Based on our assessment of the modeling, field observations, and LiDAR images, we have created three categories of risk in the Jacobs Circle/Emmons Street area for debris flows originating on Harbor Mountain. The three categories described below range from high to low. There are **no** no-risk zones in the study area.

The high-risk zone is in and adjacent to the recent debris flow path and two other debris flow paths that were identified in the field and on the LiDAR hillshade image. They have incised channels and uneven, hummocky, and lobate topography. We recommend no new residential development or transportation and utility corridors through this area without extensive study and protective measures. If any new development or redevelopment is contemplated for these areas, a geotechnical evaluation should be performed by a licensed civil engineer specializing in

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geotechnical practice or professional geologist experienced in mass wasting processes. The evaluation should include subsurface explorations, evaluation of the hazard and risk from debris flows, and design of debris flow mitigation or protective measures. Such reports should be reviewed by a third-party for completeness and appropriateness.

Some existing residences are in the high-risk zone. Although this report does not attempt to assess or predict the risk to any individual parcel or structure, it may be prudent for those property owners to evaluate their exposure, obtain professional assistance, and take protective action, as discussed above.

Three moderate risk zones were identified, as shown in Figure 3. They are either buffer areas between high- and low-risk zones, or areas that offer slightly higher risk than low, as discussed below. One is the buffer zone adjacent to the debris chute high-risk zone on the northern edge of the study area. Another buffer zone is located downhill (west) of Tract C. Another moderate zone is located uphill of Emmons Street where there appear to be deposits of ancient, relict debris flows. The channel that originally supplied debris to this area is presently incapable of delivering debris to this same area, in our opinion; however, if the adjacent incised creek/swale should become blocked during a debris flow, the relict channel could potentially deliver debris to this area again. If any new development or redevelopment is contemplated for these areas, a geotechnical evaluation should be performed and reviewed in the same manner as recommended above for high-risk zones.

The low-risk debris flow zones are areas that are unlikely to be impacted by debris flows; however, they should be evaluated by a professional, as described above to confirm that condition. They may be subject to other geotechnical issues such as local slope instability, high groundwater level, spring seepage, and soft ground.

CONCEPTUAL MITIGATION MEASURES

In our opinion, it is not possible or practical to prevent debris flows from originating in the undisturbed, natural ground on the western slope of Harbor Mountain.

Mitigation measures have been designed and built throughout the world to protect existing and new structures and infrastructure. They can be categorized into two types: containment and diversion. Containment measures consist of excavated basins with or without outlet structures.

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This type of mitigation normally requires a large space; not readily available in this study area for individual property owners, but potentially possible for groups of lots, if reconfiguration of lot lines is possible.

Wire mesh nets are also used to contain debris flow material, but need to be applied to a relatively narrow confined channel. Their use in this area could be assessed.

Diversion measures consist of earth berms and structural walls capable of deflecting the hypothesized debris volume. They can be effective for the properties downhill from the protective works, but the deflected debris can then be deposited on adjacent property.

CLOSURE

The conclusions and recommendations in this letter report are based on a review of published and unpublished literature, discussions with other professionals familiar with the landslide, and a visual examination of the surface conditions as they existed during the time of our field reconnaissance. No subsurface explorations were performed for this study. This work has been performed using practices consistent with geologic and geotechnical industry standards in the region for slope stability; however, prediction of slope movement with absolute certainty is not possible with currently available scientific knowledge. As with any steep slope, there are always risks of instability that present and future owners must accept. Such risks include extreme or unusual storm events and forest fire, among others. If conditions described in this letter report change, we should be advised immediately so that we can review those conditions and reconsider our conclusions and recommendations.

The runout modeling analysis cannot be relied upon singularly. It is an empirical model. Although similar to topographic conditions in the Queen Charlotte Islands, the Harbor Mountain topography may be different, and therefore lead to different runout distances than those described in this letter report. Other factors such as water content, surface roughness, and routing may also contribute to differences between modeled runout distances and actual distances. It is a supplement for geologic judgment and experience.

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City and Borough of Sitka, Alaska
February 1, 2016
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SHANNON & WILSON, INC.

Recommendations included in this letter report are presented to assist CBS. Shannon & Wilson has included the enclosed, "Important Information About Your Geotechnical/Environmental Report," to assist you and others in understanding the use and limitations of our reports.

We appreciate the opportunity to be of service. If you have any questions or concerns, please contact me.

Sincerely,

SHANNON & WILSON, INC.



William T. Laprade
Senior Vice President

WTL:KLB/wtl

Enc: References (2 pages)
Figure 1 – Vicinity Map
Figure 2 – Site Plan – LiDAR Hillshade
Figure 3 – Runout Analysis and Debris Flow Risk
Figure 4 – Photograph of Debris Flow Initiation Zone
Figure 5 – Photograph of Debris Flow Chute
Figure 6 – Photograph of Debris Flow Deposit on Kramer Avenue
Important Information About Your Geotechnical/Environmental Report

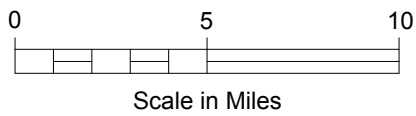
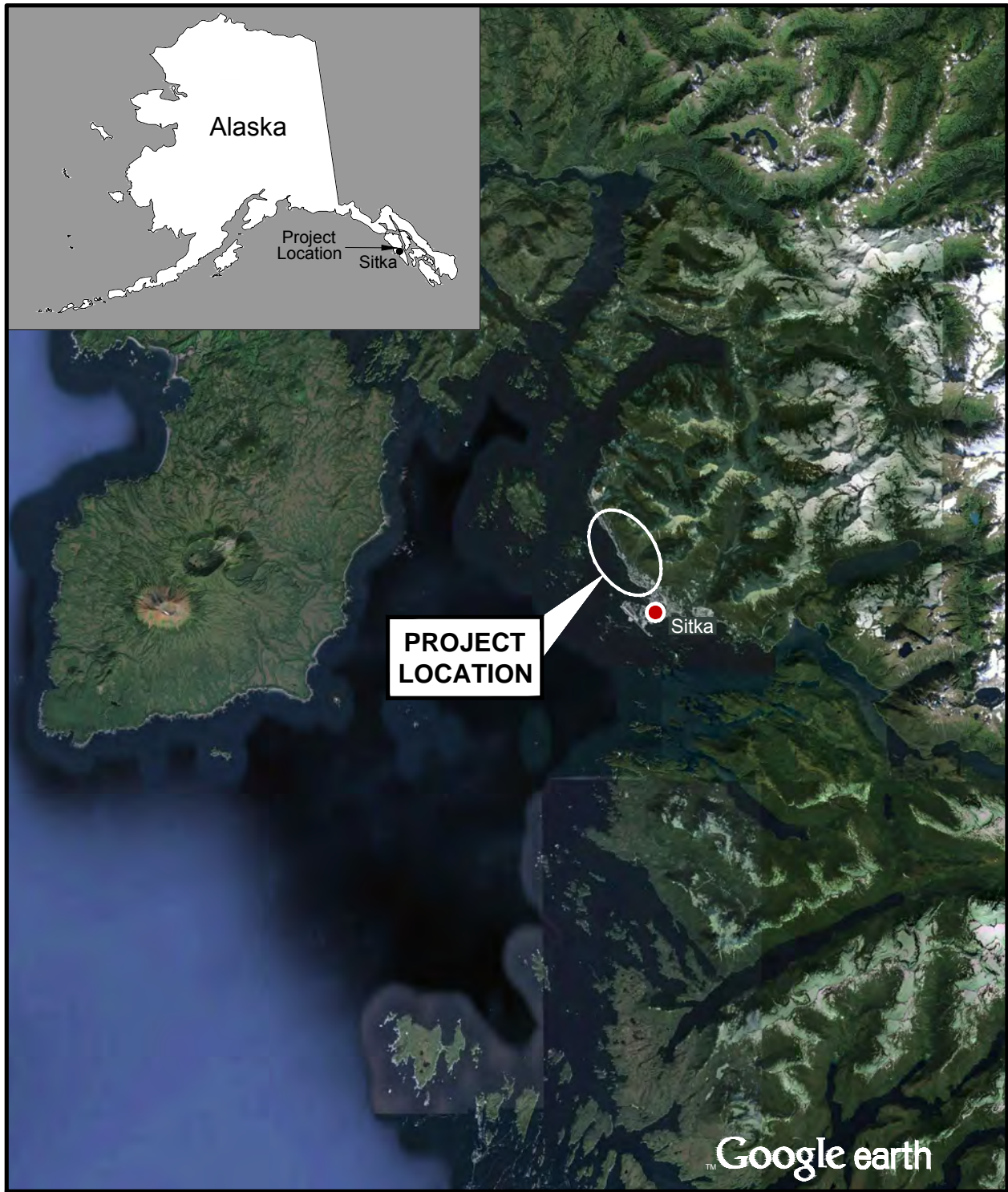
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NOTE

Map adapted from aerial imagery provided by Google Earth Pro, Image © 2015 Terrametrics, Image IBCAO, Image © 2015 DigitalGlobe, and Image Landsat, reproduced by permission granted by Google Earth™ Mapping Service.

City and Borough of Sitka
South Kramer Landslide
Sitka, Alaska

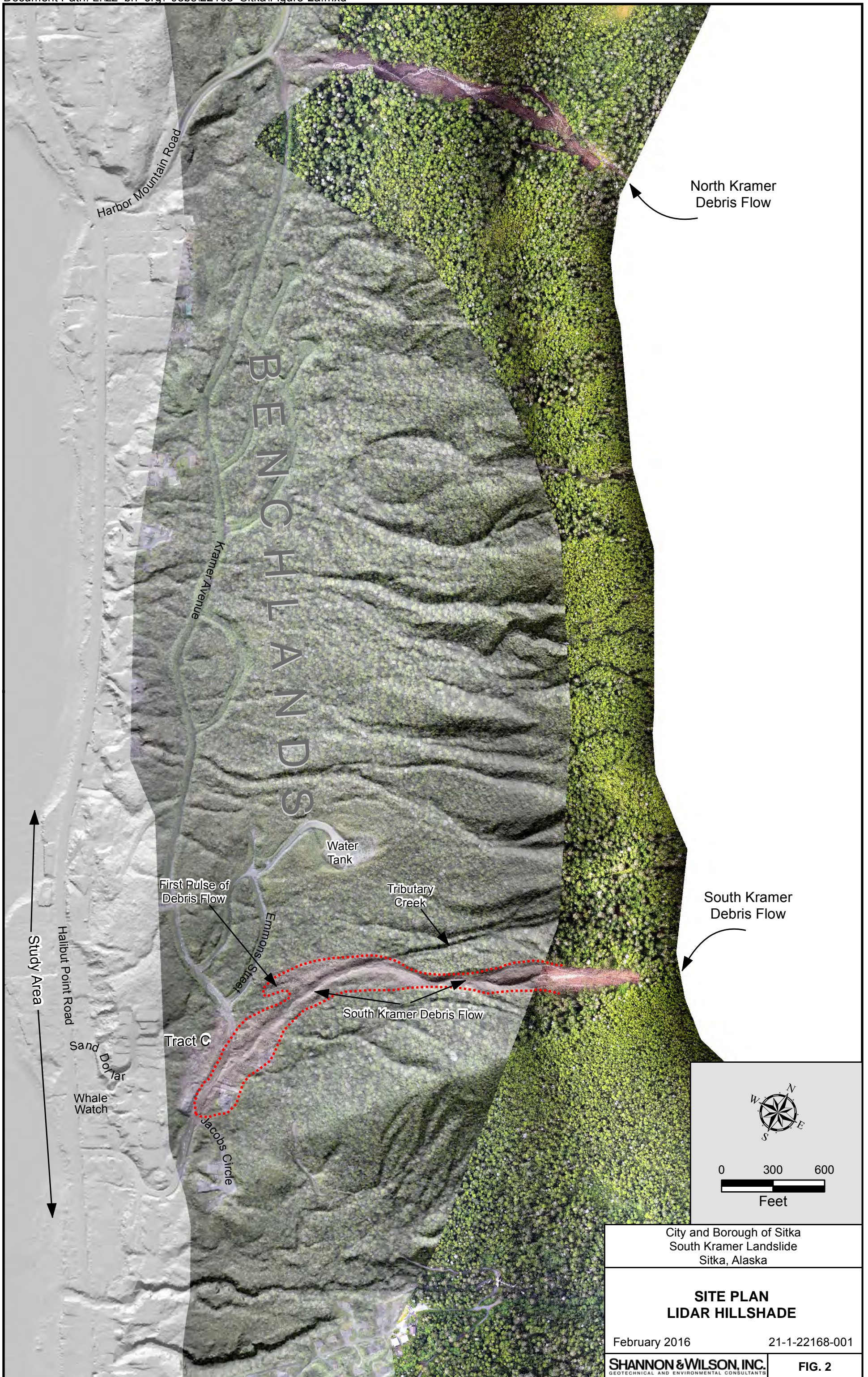
VICINITY MAP

February 2016

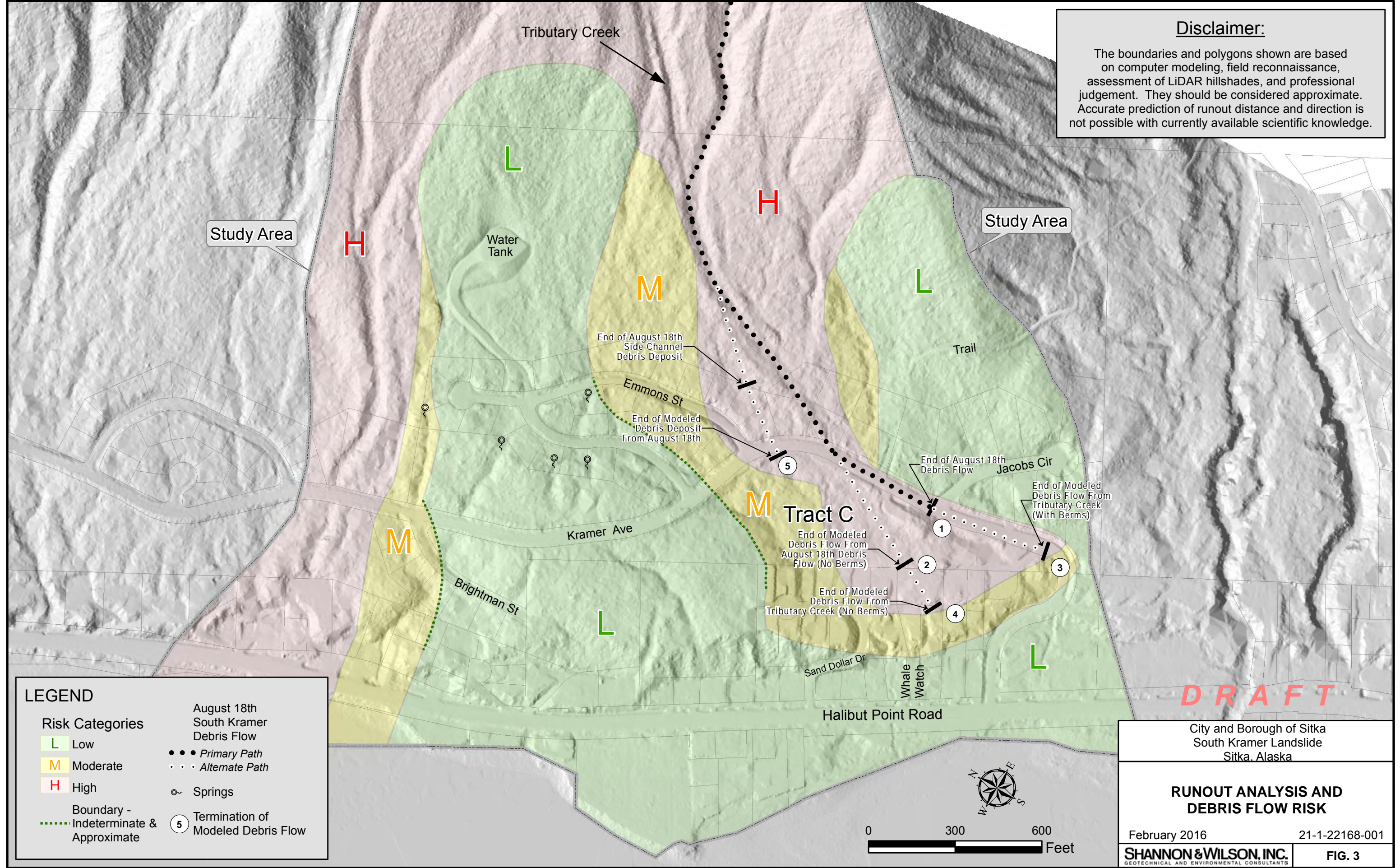
21-1-22168-001

SHANNON & WILSON, INC.
GEOTECHNICAL AND ENVIRONMENTAL CONSULTANTS

FIG. 1

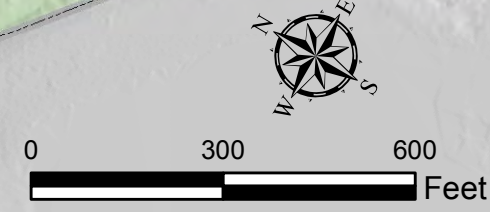


Disclaimer:
 The boundaries and polygons shown are based on computer modeling, field reconnaissance, assessment of LiDAR hillshades, and professional judgement. They should be considered approximate. Accurate prediction of runout distance and direction is not possible with currently available scientific knowledge.



LEGEND

Risk Categories	August 18th South Kramer Debris Flow
L Low	••• Primary Path
M Moderate	- - - Alternate Path
H High	○ Springs
Boundary - Indeterminate & Approximate	⑤ Termination of Modeled Debris Flow



DRAFT

City and Borough of Sitka
 South Kramer Landslide
 Sitka, Alaska

**RUNOUT ANALYSIS AND
 DEBRIS FLOW RISK**

February 2016 21-1-22168-001

SHANNON & WILSON, INC.
GEOTECHNICAL AND ENVIRONMENTAL CONSULTANTS

FIG. 3



City and Borough of Sitka
South Kramer Landslide
Sitka, Alaska

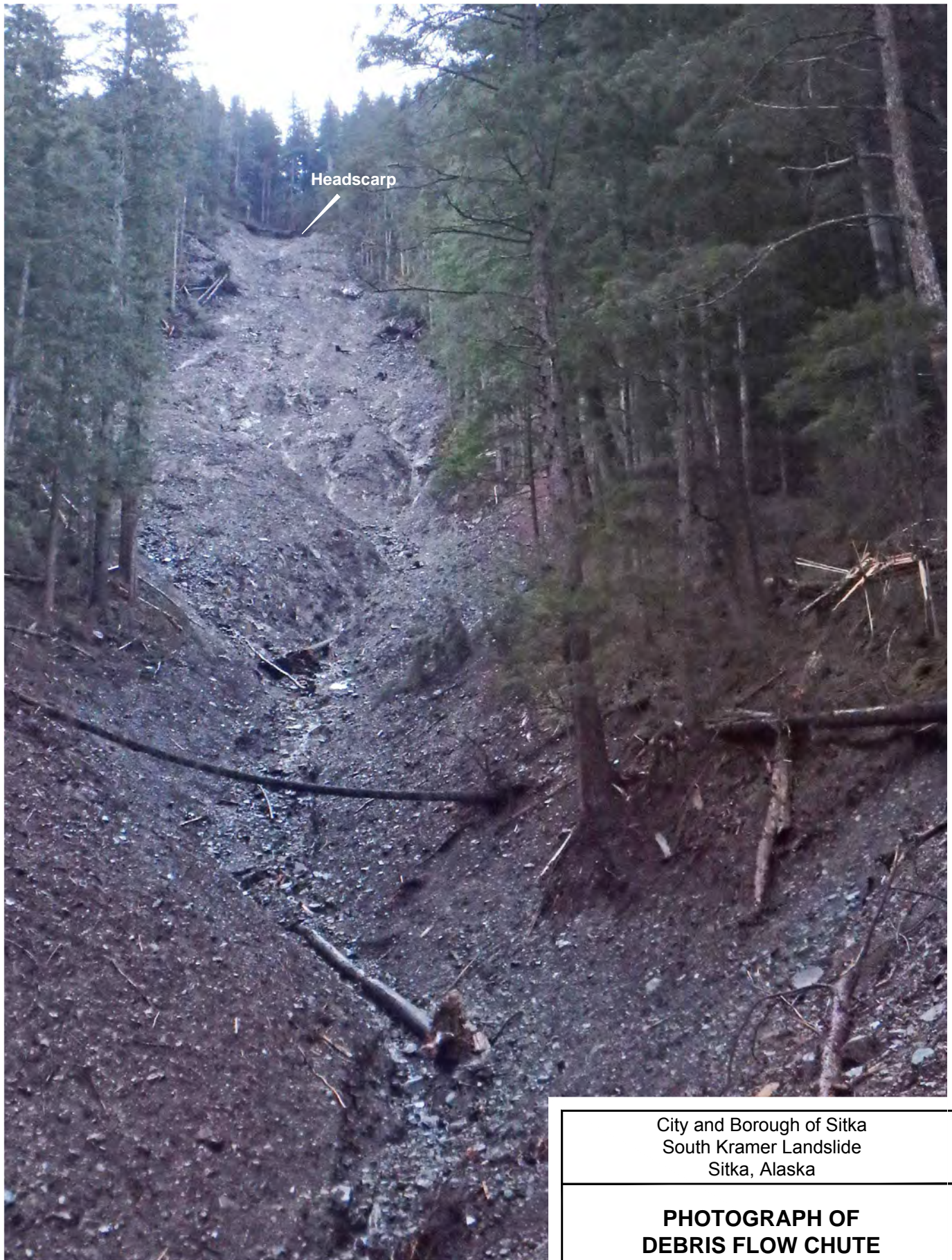
**PHOTOGRAPH OF DEBRIS FLOW
INITIATION ZONE**

February 2016

21-1-22168-001

SHANNON & WILSON, INC.
GEOTECHNICAL AND ENVIRONMENTAL CONSULTANTS

FIG. 4



City and Borough of Sitka
South Kramer Landslide
Sitka, Alaska

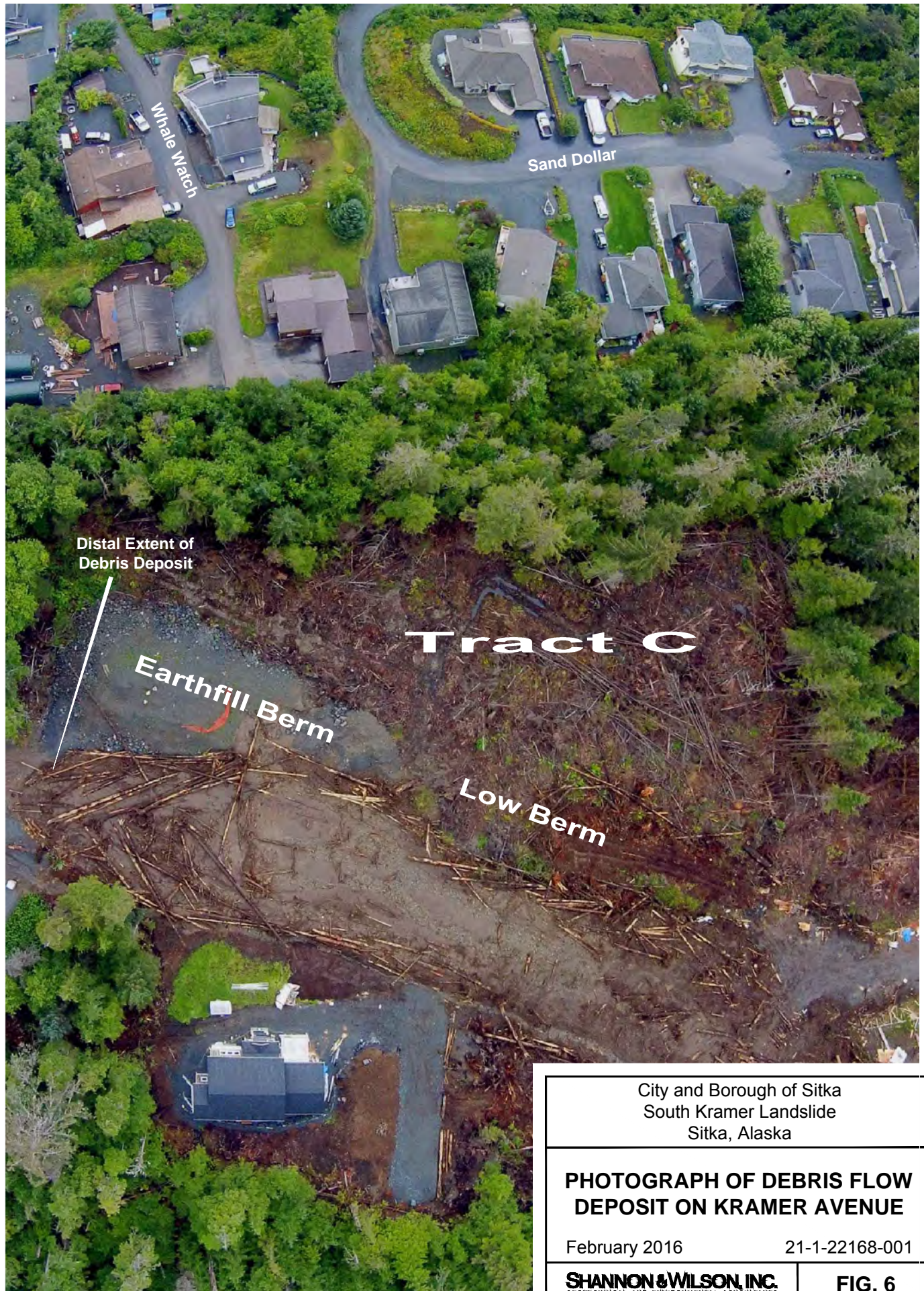
**PHOTOGRAPH OF
DEBRIS FLOW CHUTE**

February 2016

21-1-22168-001

SHANNON & WILSON, INC.
GEOTECHNICAL AND ENVIRONMENTAL CONSULTANTS

FIG. 5



City and Borough of Sitka South Kramer Landslide Sitka, Alaska	
PHOTOGRAPH OF DEBRIS FLOW DEPOSIT ON KRAMER AVENUE	
February 2016	21-1-22168-001
SHANNON & WILSON, INC. <small>GEOTECHNICAL AND ENVIRONMENTAL CONSULTANTS</small>	FIG. 6



Date: February 2, 2016
To: Mr. Michael Harmon, P.E.
City and Borough of Sitka, Alaska

IMPORTANT INFORMATION ABOUT YOUR GEOTECHNICAL/ENVIRONMENTAL REPORT

CONSULTING SERVICES ARE PERFORMED FOR SPECIFIC PURPOSES AND FOR SPECIFIC CLIENTS.

Consultants prepare reports to meet the specific needs of specific individuals. A report prepared for a civil engineer may not be adequate for a construction contractor or even another civil engineer. Unless indicated otherwise, your consultant prepared your report expressly for you and expressly for the purposes you indicated. No one other than you should apply this report for its intended purpose without first conferring with the consultant. No party should apply this report for any purpose other than that originally contemplated without first conferring with the consultant.

THE CONSULTANT'S REPORT IS BASED ON PROJECT-SPECIFIC FACTORS.

A geotechnical/environmental report is based on a subsurface exploration plan designed to consider a unique set of project-specific factors. Depending on the project, these may include: the general nature of the structure and property involved; its size and configuration; its historical use and practice; the location of the structure on the site and its orientation; other improvements such as access roads, parking lots, and underground utilities; and the additional risk created by scope-of-service limitations imposed by the client. To help avoid costly problems, ask the consultant to evaluate how any factors that change subsequent to the date of the report may affect the recommendations. Unless your consultant indicates otherwise, your report should not be used: (1) when the nature of the proposed project is changed (for example, if an office building will be erected instead of a parking garage, or if a refrigerated warehouse will be built instead of an unrefrigerated one, or chemicals are discovered on or near the site); (2) when the size, elevation, or configuration of the proposed project is altered; (3) when the location or orientation of the proposed project is modified; (4) when there is a change of ownership; or (5) for application to an adjacent site. Consultants cannot accept responsibility for problems that may occur if they are not consulted after factors which were considered in the development of the report have changed.

SUBSURFACE CONDITIONS CAN CHANGE.

Subsurface conditions may be affected as a result of natural processes or human activity. Because a geotechnical/environmental report is based on conditions that existed at the time of subsurface exploration, construction decisions should not be based on a report whose adequacy may have been affected by time. Ask the consultant to advise if additional tests are desirable before construction starts; for example, groundwater conditions commonly vary seasonally.

Construction operations at or adjacent to the site and natural events such as floods, earthquakes, or groundwater fluctuations may also affect subsurface conditions and, thus, the continuing adequacy of a geotechnical/environmental report. The consultant should be kept apprised of any such events, and should be consulted to determine if additional tests are necessary.

MOST RECOMMENDATIONS ARE PROFESSIONAL JUDGMENTS.

Site exploration and testing identifies actual surface and subsurface conditions only at those points where samples are taken. The data were extrapolated by your consultant, who then applied judgment to render an opinion about overall subsurface conditions. The actual interface between materials may be far more gradual or abrupt than your report indicates. Actual conditions in areas not sampled may differ from those predicted in your report. While nothing can be done to prevent such situations, you and your consultant can work together to help reduce their impacts. Retaining your consultant to observe subsurface construction operations can be particularly beneficial in this respect.

A REPORT'S CONCLUSIONS ARE PRELIMINARY.

The conclusions contained in your consultant's report are preliminary because they must be based on the assumption that conditions revealed through selective exploratory sampling are indicative of actual conditions throughout a site. Actual subsurface conditions can be discerned only during earthwork; therefore, you should retain your consultant to observe actual conditions and to provide conclusions. Only the consultant who prepared the report is fully familiar with the background information needed to determine whether or not the report's recommendations based on those conclusions are valid and whether or not the contractor is abiding by applicable recommendations. The consultant who developed your report cannot assume responsibility or liability for the adequacy of the report's recommendations if another party is retained to observe construction.

THE CONSULTANT'S REPORT IS SUBJECT TO MISINTERPRETATION.

Costly problems can occur when other design professionals develop their plans based on misinterpretation of a geotechnical/environmental report. To help avoid these problems, the consultant should be retained to work with other project design professionals to explain relevant geotechnical, geological, hydrogeological, and environmental findings, and to review the adequacy of their plans and specifications relative to these issues.

BORING LOGS AND/OR MONITORING WELL DATA SHOULD NOT BE SEPARATED FROM THE REPORT.

Final boring logs developed by the consultant are based upon interpretation of field logs (assembled by site personnel), field test results, and laboratory and/or office evaluation of field samples and data. Only final boring logs and data are customarily included in geotechnical/environmental reports. These final logs should not, under any circumstances, be redrawn for inclusion in architectural or other design drawings, because drafters may commit errors or omissions in the transfer process.

To reduce the likelihood of boring log or monitoring well misinterpretation, contractors should be given ready access to the complete geotechnical engineering/environmental report prepared or authorized for their use. If access is provided only to the report prepared for you, you should advise contractors of the report's limitations, assuming that a contractor was not one of the specific persons for whom the report was prepared, and that developing construction cost estimates was not one of the specific purposes for which it was prepared. While a contractor may gain important knowledge from a report prepared for another party, the contractor should discuss the report with your consultant and perform the additional or alternative work believed necessary to obtain the data specifically appropriate for construction cost estimating purposes. Some clients hold the mistaken impression that simply disclaiming responsibility for the accuracy of subsurface information always insulates them from attendant liability. Providing the best available information to contractors helps prevent costly construction problems and the adversarial attitudes that aggravate them to a disproportionate scale.

READ RESPONSIBILITY CLAUSES CLOSELY.

Because geotechnical/environmental engineering is based extensively on judgment and opinion, it is far less exact than other design disciplines. This situation has resulted in wholly unwarranted claims being lodged against consultants. To help prevent this problem, consultants have developed a number of clauses for use in their contracts, reports, and other documents. These responsibility clauses are not exculpatory clauses designed to transfer the consultant's liabilities to other parties; rather, they are definitive clauses that identify where the consultant's responsibilities begin and end. Their use helps all parties involved recognize their individual responsibilities and take appropriate action. Some of these definitive clauses are likely to appear in your report, and you are encouraged to read them closely. Your consultant will be pleased to give full and frank answers to your questions.

The preceding paragraphs are based on information provided by the
ASFE/Association of Engineering Firms Practicing in the Geosciences, Silver Spring, Maryland



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 17-094 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 5/3/2017 In control: City and Borough Assembly

On agenda: 5/9/2017 Final action:

Title: Accept the insurance settlement of approximately \$248,000 for the Administration Building at the Gary Paxton Industrial Park and discuss the future disposition of the Building

Sponsors:

Indexes:

Code sections:

Attachments: [Admin Bldg insurance settlement.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO accept the insurance settlement of approximately \$248,000 for the Administration Building at the Gary Paxton Industrial Park.

AND

DISCUSS the future disposition of the Administration Building at the Gary Paxton Industrial Park.



Tuesday, May 2, 2017

MEMORANDUM

To: Mark Gorman – CBS Administrator
From: Garry White, Director
Subject: GPIIP Administration Building Insurance Settlement

Introduction

The Gary Paxton Industrial Park (GPIIP) Board of Directors met on April 20, 2017 and approved the following motion:

MOTION: M/S **Finkenbinder/Bevan** moved to put ~\$248,000 of the insurance settlement from Administration Building damage into the GPIIP enterprise fund.

ACTION: Yeas: **Horan, Bevan, Wagner, Finkenbinder**
Nays: **None**
Motion passed 4/0 on a roll call vote

The GPIIP Board had the following discussion with CBS staff regarding the building and insurance settlement.

Mr. Harmon gave a report of the damage on the Administration Building during the August 2015 landslide. The CBS's insurance company is offering the CBS a settlement rather than spending funds to repair the building. A local contracting firm estimated the cost of repairs to the building. The building was valued at \$0 by a professional appraisal firm in 2014. The land was valued at \$233,000.

- Mr. Horan mentioned the reason the building is not financially viable for the GPIIP is that the annual rent generally did not make up the cost to operate the building. Leasing the building has resulted in negative cash flow to the CBS. Perhaps an owner with a single purpose would be a better fit.
- Mr. Gorman stated CBS policy is that the building cannot be occupied until landslide hazard mitigation has taken place.
- Mr. White asked if the board was interested in getting the cash or keeping the building.
- Mr. White stated the building has many issues, but there are people in the community that have expressed interest in purchasing it.

- The Board discussed different projects, including using the funds to improve the marine services industries at the GPIIP.

Action

Assembly approval to accept the insurance settlement for the Administration Building located at the Gary Paxton Industrial Park.

MEMORANDUM

To: Garry White, GPIIP Director and GPIIP Board

From: CBS Public Works, Engineering Department

Reviewed: CBS Finance and Administration Departments

Date: April 17, 2017

Subject: GPIIP Administration Building Repairs/Insurance Settlement Status

Background:

The Gary Paxton Industrial Park (GPIIP) Administration Building was damaged August 18, 2015 by a landslide. The landslide crossed Sawmill Creek Road and impacted the south half of the west side of the building (front) and flowed into the building through a downstairs ventilation louver, inundating at least a third of the ground floor level. The upper level exterior metal stair near the southwest corner was destroyed. Mud and debris broke windows, doors, and damaged siding on the southwest end. Interior ceiling tiles and power poles on the upper floor were damaged. Mud and debris was removed from the building and grounds during the initial clean up effort. The building also has Asbestos Containing Materials (ACM) in the floor tile, mastic, and the sheet rock mud, some of which were compromised by the slide debris and subsequent clean-up activities.

Should a building repair project be undertaken, State of Alaska, Department of Military and Veterans Affairs, Division of Homeland Security and Emergency Management funding would cover the \$100,000 deductible and insurance would cover the remainder of the repairs required to restore the building and grounds to pre-landslide condition.

Staff prepared bid documents to complete repairs to the Administration Building and worked with the insurance adjuster to determine the estimated cost of the repairs. Given the cost of construction in Sitka, Staff negotiated with the insurance adjuster to allow for a cost estimate to be prepared by a local contractor using the bid documents. As anticipated, the local cost estimate for the project was higher than the one prepared by the insurance adjuster. The two estimates have been reconciled with one another to reach a final cost estimate.

Analysis:

The Gary Paxton Industrial Park Debris Flow Analysis report, dated November 18, 2016, prepared by Shannon & Wilson, Inc, indicates the GPIIP Administration Building is still located in a moderate landslide risk area. A repair project would restore the GPIIP Administration Building to its pre-landslide condition at no cost to CBS. However, since the GPIIP Administration Building is old and has many needs in addition to repairing the landslide damage (including ACM) and since it is located in an unmitigated landslide hazard area, consideration as to the benefit to CBS of repairing the building must be given.

The GPIP Administration Building was recently valued at \$0 and costs approximately \$40,000 annually to operate with little to no revenue potential due to the landslide risk. Given that the building was valued at \$0 before the landslide, it stands to reason that the value of the building will not increase above that level after a repair project is completed. The building also has additional capital needs beyond restoration to pre-landslide condition. For example, a recent leak in the sprinkler system will require additional costly repairs.

In lieu of completing the repair project, the insurance will pay a cash settlement of approximately \$248,000 (net) for the estimated cost of repairs after deducting depreciation for materials, \$100,000 deductible, and crediting some loss in lease revenue. In this scenario, the building would not be repaired to its pre-landslide condition and CBS would forfeit any possible State assistance funds on the project. Should a cash settlement offer be accepted, the funds could be used for any need that may arise; landslide mitigation, shoreline stabilization or further development of a marine haul out ramp for example.

It appears that the building will be offered for purchase via a Request for Proposals process. Private entities will be able to complete building repairs and any desired renovations/remodels or required landslide mitigation significantly cheaper than the CBS when you consider Davis Bacon wage requirements for public contracts.

Staff seeks GPIP Board concurrence with acceptance of a cash settlement of approximately \$248,000 (net) in lieu of completing repairs and direction on where the funds should be deposited. This matter will be presented to the Assembly in May.

Fiscal Note:

Staff recommends accepting the insurance settlement in lieu of completing building repairs. Should the GPIP Board agree with this recommendation, Staff seeks GPIP Board direction on where the funds should be allocated for Assembly consideration.

Recommendation:

Approve accepting the insurance settlement of approximately \$248,000.



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 17-095 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 5/3/2017 In control: City and Borough Assembly

On agenda: 5/9/2017 Final action:

Title: Approve a final subdivision plat for a Planned Unit Development at 1306 Halibut Point Road filed by the Sitka Community Land Trust

Sponsors:

Indexes:

Code sections:

Attachments: [SCLT PUD final subdivision plat.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve the findings and a final subdivision plat, with conditions, for a Planned Unit Development filed by the Sitka Community Land Trust for 1306 Halibut Point Road as approved by the Planning Commission.

Note: Assembly review and approval is required for major subdivisions per Sitka General Code 21.32.180



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

MEMORANDUM

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

From: Michael Scarcelli, Planning and Community Development Director ^{MS}
Samantha Pierson, Planner I

Subject: Final Subdivision Plat – SCLT Subdivision

Date: May 1, 2017

Sitka Community Land Trust is requesting approval of a final plat for a planned unit development subdivision of Lot 1A of Little Critter Subdivision, also known as 1306 Halibut Point Road. The Planning Commission approved the final plat of the major subdivision during the April 18, 2017 meeting on a 3-1 vote. Preliminary approval was granted March 21, 2017 on a 3-1 vote and concept approval was granted April 19, 2016 on a 3-1 vote.

On October 3, 2006, the community voted to sell 1306, 1410, and 1414 Halibut Point Road for the purpose of affordable housing development, not subject to competitive bid. On November 24, 2015, the Assembly voted to transfer 1306 Halibut Point Road to Sitka Community Development Corporation for the purpose of promoting permanently affordable home ownership by placing affordable homes on the market. The applicants intend for this to operate as a land trust, where private owners purchase homes but the land trust maintains ownership of the land. Land is leased to homeowners on long term agreements.

The subdivision would divide a 61,958 square foot lot into 7 residential lots and an unsubdivided remainder to be used for parking and community space. The 7 residential lots range in net buildable area from 1225 square feet to 2335 square feet. These lots do not meet the R-2 multifamily residential zone's minimum square footage of 8000 square feet; however, the planned unit development process allows for design flexibility. The lots would be accessed from Halibut Point Road.

In addition to the subdivision process requirements, the developers will be required to meet CBS Public Works requirements, install a mail structure, and meet DOT standards for access and drainage. The applicants provide the required 1.5 on-site parking spaces per unit as outlined in Sitka General Code 22.20.100(G)(1), for a total of 11 spaces.

Public comment was given at the concept hearing regarding the lack of a turning lane in front of the proposed development and general traffic safety concerns. Public comment was given at the final hearing regarding potential impacts to parking at the adjacent vet clinic. Chair Spivey cast the dissenting vote at each hearing, citing a preference for higher density development of the property.

Staff recommends the following findings:

- 1) That the proposed planned unit development complies with the comprehensive plan by providing for the enhancement of the quality of life in Sitka through the development of affordable housing options; and
- 2) That the PUD would not be injurious to public health, safety, and welfare as conditioned.
- 3) That the proposal complies with procedures outlined in Titles 21 and 22 of Sitka General Code.

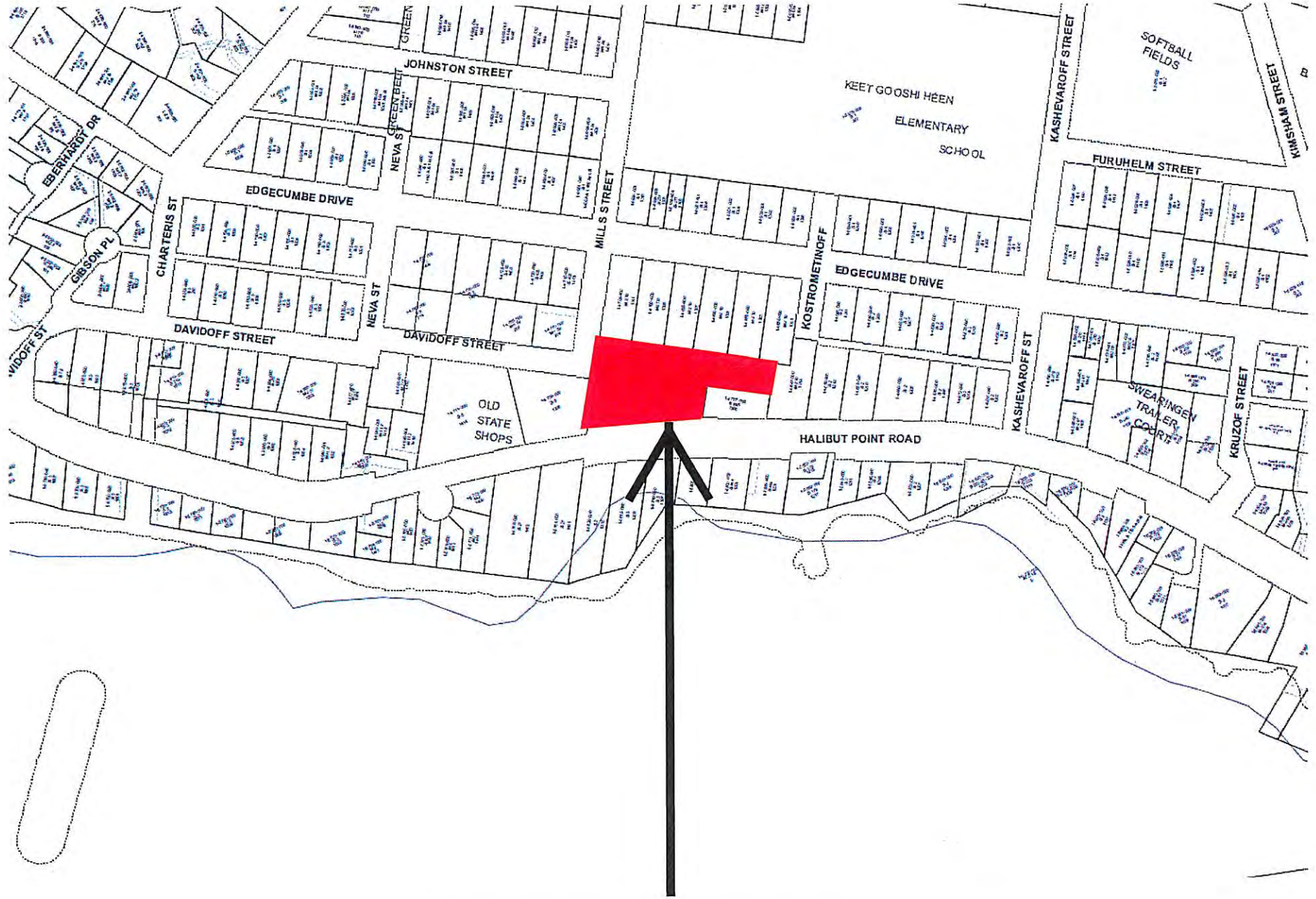
Conditions of Approval:

- 1) A complete as-built survey will be required to capture all existing utilities on the parcel (including drainage, prospective French drain, etc.).
- 2) Plat notes and development shall ensure no encroachment on city assets or existing utility easements.
- 3) Parking shall be provided on-site, off-street, in the amount of 1.5 spaces per dwelling unit.
- 4) The boundary of the building footprints are the maximum size of buildings allowed within each lot and shall act as setbacks. No variances shall be granted for deviations from plat setbacks as shown and noted on the final plat. Note: Setbacks are measured from lot lines to drip lines/eaves.
- 5) Any grading or geotechnical work performed or required on the property shall obtain any applicable permit(s) and be completed by an appropriate professional. It should be noted that there could be additional development costs associated with slope stabilization.
- 6) Installation of water and sewer mains would require engineered plans and approvals via Alaska Department of Environmental Conservation. In addition,

CBS would require a clear understanding of the ownership of new utility lines, easements, and perhaps shared user agreements.

- 7) Alaska Department of Transportation is the jurisdiction for approving driveway permits along Halibut Point Road. Applicant should consult with the DOT regarding traffic and driveway plans. All applicable DOT approvals shall be received prior to use of any driveways, parking lots, or access points.
- 8) All easement, access, and utility agreements shall be approved by Public Works and the Planning and Community Development Department prior to recording. Such agreements shall be referenced on the plat, via a note, and shall be recorded prior to Final Plat being recorded.

Recommended Action: Approve findings and the final plat with conditions of approval as approved by the Planning Commission.



Sitka Community Land Trust
Planned Unit Development
1306 Halibut Point Road



















BY	DATE	REV.	DESCRIPTION OF CHANGE



DESIGNER: K. O'BRIEN
 CHECKED: M. JOHNSON
 DATE OF PLATING: 12, 2017
 SCALE: 1" = 40'
 DRAWING NUMBER: T-000001
 PROJECT NO: 40038-01

SURVEYOR'S CERTIFICATE
 I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN THE DRAWING ACCORDING TO THE PLAN HEREIN DESCRIBED I HAVE CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAN IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF THIS SURVEY, AND THAT ALL ENCUMBRANCES AND OTHER RIGHTS ARE CORRECTLY SHOWN ACCORDING TO THE FIELD NOTES.

SCLT SUBDIVISION
 CLIENT: SITKA COMMUNITY LAND TRUST
 LOT 1A LITTLE CRITTER SUBD.

CITY AND BOROUGH CLERK
 DATE: _____
 NAME: _____
 I HEREBY CERTIFY THAT THE SUBDIVISION PLAN SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY DATED _____ AND THAT THE PLAT IS AS RECORDED IN MINUTE BOOK PAGE _____ AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICIO RECORDER, SITKA, ALASKA.

CHAIRMAN PLATTING BOARD
 DATE: _____
 NAME: _____
 I HEREBY CERTIFY THAT THE SUBDIVISION PLAN SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLATTING BOARD, AND THAT SAID PLAN HAS BEEN APPROVED BY THE BOARD BY PLAT REGULATION NO. _____ AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, SITKA, ALASKA.

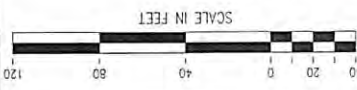
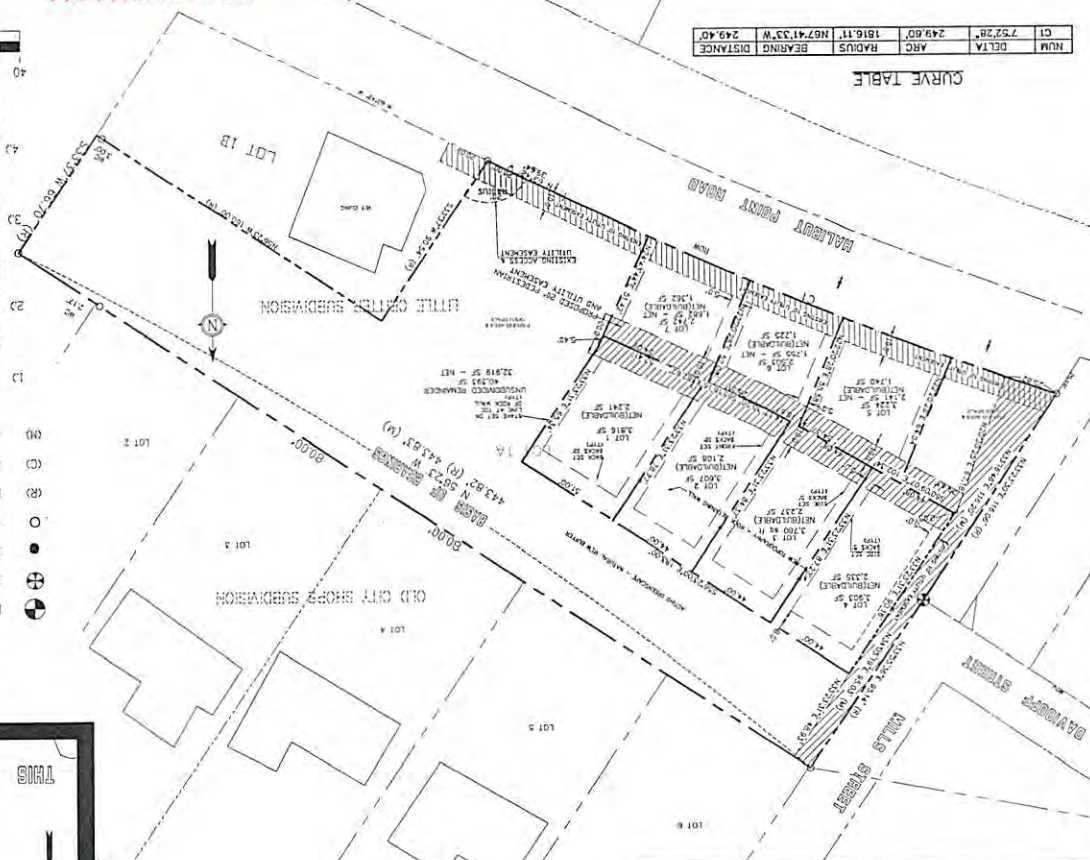
ASSESSOR, CITY AND BOROUGH OF SITKA
 DATE: _____
 NAME: _____
 I HEREBY CERTIFY THAT THE SUBDIVISION BEING FILED AND QUARTERED AND ASSESSOR FOR THE CITY & BOROUGH OF SITKA, HEREBY CERTIFY THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL, THAT CURRENT DAY OF _____ WILL BE DUE ON OR BEFORE AUGUST 31, 20____ DATED THIS _____ AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED FOR THE CITY & BOROUGH OF SITKA, IN THE NAME OF _____ RECORDS OF THE CITY & BOROUGH OF SITKA, IN THE NAME OF _____

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA
 MY COMMISSION EXPIRES _____
 HEREIN WRITTEN
 WITNESS MY HAND AND NOTARY SEAL, THE DAY AND YEAR IN THIS CERTIFICATE FIRST FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED, TO ME KNOWN TO BE THE LEGAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE PLAT AND ACKNOWLEDGED TO ME THAT SAID INDIVIDUAL(S) SIGNED THE SAME.

NOTARY'S ACKNOWLEDGMENT
 US OF AMERICA
 STATE OF ALASKA
 CITY & BOROUGH OF SITKA
 THIS IS TO CERTIFY THAT ON THIS _____ DAY OF _____ 20____ BEFORE ME, _____ COMMISSIONED AND SWORN, PERSONALLY APPEARED _____ THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, FULLY OF SOUND MIND AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED, TO ME KNOWN TO BE THE LEGAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE PLAT AND ACKNOWLEDGED TO ME THAT SAID INDIVIDUAL(S) SIGNED THE SAME.

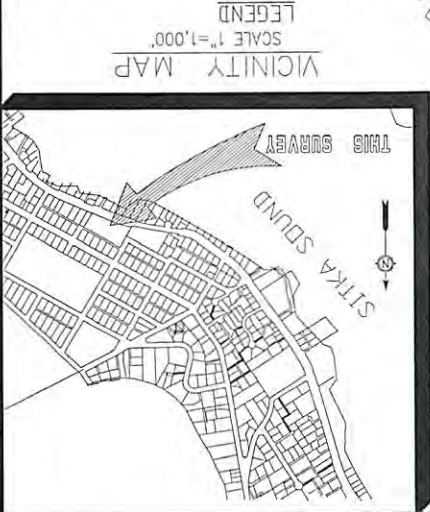
CURVE TABLE

NUM	DELTA	ARC	RADIUS	BEARING	DISTANCE
C1	7.5228°	249.60'	1816.11'	N67°41'33"W	249.40'



- NOTES**
- THE PURPOSE OF THIS PLAT IS TO SUBDIVIDE LOT 8 LOTS CREATING A PLANNED UNIT DEVELOPMENT.
 - THE MUNICIPALITY IS PARTY TO ALL EASEMENTS AND UTILITIES EASEMENT IS FILED IN THE SITKA RECORDING DISTRICT OFFICE UNDER SERIAL NO. _____
 - A MAINTENANCE AGREEMENT FOR THE PEDESTRIAN AND UTILITY EASEMENT IS FILED IN THE SITKA RECORDING DISTRICT OFFICE UNDER SERIAL NO. _____
 - CODE'S, COVENANTS AND RESTRICTIONS ARE FILED IN THE SITKA RECORDING DISTRICT OFFICE UNDER SERIAL NO. _____

- LEGEND**
 SCALE 1"=1,000'
- PRIMARY CONTROL MONUMENT RECOVERED (BRASS CAP)
 - SECONDARY MONUMENT (SET)
 - SECONDARY MONUMENT (RECOVERED)
 - RECORDED DATA
 - COMPUTED DATA
 - MEASURED DATA



CERTIFICATE OF OWNERSHIP AND DEDICATION

THE CITY AND BOROUGH OF SITKA HEREBY CERTIFIES THAT THEY ARE THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREIN AND THAT THEY HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH THEIR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS, AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

5-29-05
DATE

[Signature]
REPRESENTATIVE AUTHORIZED TO SIGN

NOTARY'S ACKNOWLEDGMENT

US OF AMERICA
STATE OF ALASKA
CITY & BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS 24 DAY OF MAY 2005, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY CONSIDERED AND SWORN, PERSONALLY APPEARED *Scott Prybylowsky*

TO ME, KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND HE ACKNOWLEDGED TO ME THAT HE SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREBY WRITTEN

MY COMMISSION EXPIRES 4-15-07

[Signature]
NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA



CERTIFICATE STATE OF ALASKA (FIRST JUDICIAL DISTRICT)

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE CITY & BOROUGH OF SITKA, HEREBY CERTIFY THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY & BOROUGH OF SITKA, IN THE NAME OF *CITY OF SITKA* 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; THAT CURRENT TAXES FOR THE YEAR 2005 WILL BE PAID ON OR BEFORE AUGUST 31, 2005, DATED THIS 23 DAY OF MAY 23, 2005.

[Signature]
ASSESSOR, CITY AND BOROUGH OF SITKA

CERTIFICATE OF APPROVAL BY THE BOARD

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREIN HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLATING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. *2005-8* DATED *6-14-05* ON *6-14-05* AND THAT THE PLAT SHOWN HEREIN HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, SITKA, ALASKA.

[Signature]
SECRETARY

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREIN HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY AS RECORDED IN MINUTE BOOK *23* PAGE *23* DATED *5-23-05* AND THAT THE PLAT SHOWN HEREIN HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICIO RECORDER, SITKA, ALASKA.

[Signature]
CITY AND BOROUGH CLERK - Acting Deputy Clerk



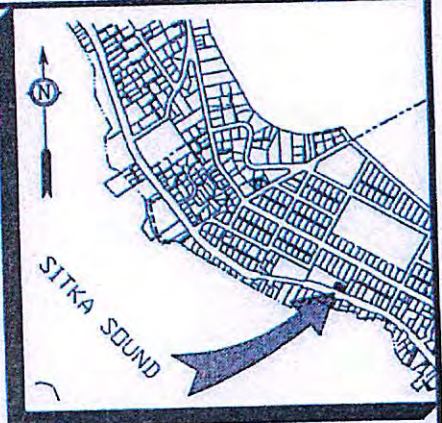
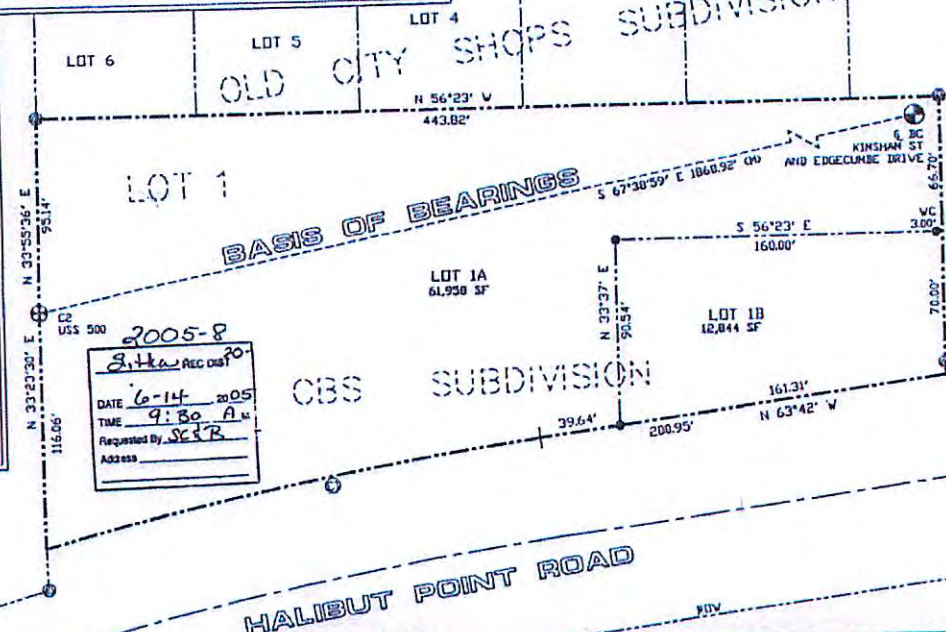
CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT

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 OF THE CITY & BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE RECORDS IN THE NAME OF *CITY OF SITKA*

AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL L.I.E.'S ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL.

DATED THIS 23 DAY OF MAY 2005 AT SITKA, ALASKA

[Signature]
FINANCE DIRECTOR
CITY & BOROUGH OF SITKA



VICINITY MAP
SCALE 1"=1,000'

LEGEND

- ⊕ PRIMARY CONTROL MONUMENT RECOVERED (BRASS CAP)
- ⊗ BLM/OLD PRIMARY BRASS CAP (RECOVERED)
- SECONDARY MONUMENT (SET)
- REBAR AND YPC (RECOVERED)
- REBAR (RECOVERED)
- ⊙ REBAR AND ALUM. CAP (RECOVERED)
- (R) RECORDED DATA
- (C) COMPUTED DATA
- (M) MEASURED DATA

CURVE DATA:

- ⊙ Δ = 7°32'29"
- ⊙ R = 1016.11'
- ⊙ L = 249.60'
- ⊙ CHD L = 249.41'
- ⊙ CHD BRG = N 67°41'25" W



O'NEILL
SURVEYING AND ENGINEERING
BOX 1849 SITKA, ALASKA 99835
PHONE: (907) 747-6700
FAX: (907) 749-7998
EMAIL: oesurvey@oneillse.com

BY	DATE	REV.

Sitka Community Land Trust
Planned Unit Development
1306 Halibut Point Road



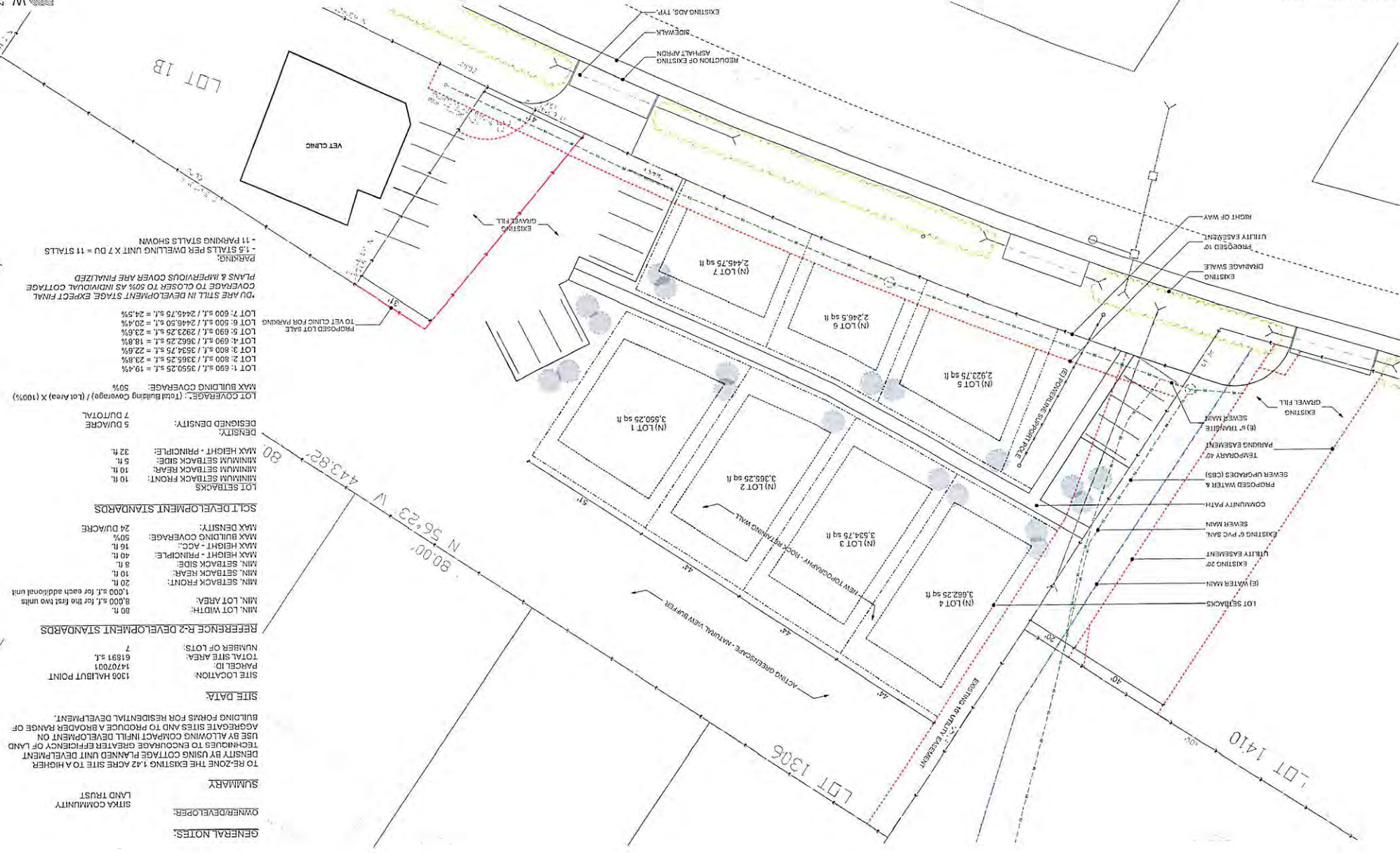
DESIGNED BY: *[Signature]*
DRAWN BY: *[Signature]*
CHECKED BY: *[Signature]*

SURVEYOR'S CERTIFICATE
I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE BOARD OF SURVEYORS AND MAPPING ENGINEERS OF THE STATE OF ALASKA, I HAVE CONDUCTED THIS SURVEY UNDER MY DIRECT SUPERVISION AND THAT THIS PLAN IS A TRUE AND ACCURATE REPRESENTATION OF THE SURVEY, AND THAT ALL ENGINEERING AND OTHER WORKING TO THIS FIELD NOTES.

[Signature]
PATENT & MEAL, LL, CDA

LITTLE CRITTER SUBDIVISION
LOT 1
CBS SUBDIVISION
CLIENT: CITY AND BOROUGH OF SITKA

SCALE: 1/32" = 1'-0"



GENERAL NOTES:
 OWNER/DEVELOPER: SITKA COMMUNITY LAND TRUST

SUMMARY:
 TO RE-ZONE THE EXISTING 1.42 ACRE SITE TO A HIGHER DENSITY BY USING COTTAGE PLANNED UNIT DEVELOPMENT TECHNIQUES TO ENCOURAGE GREATER EFFICIENCY OF LAND USE BY ALLOWING COMPACT INFILL DEVELOPMENT ON AGGREGATE SITES AND TO PRODUCE A BROAD RANGE OF BUILDING FORMS FOR RESIDENTIAL DEVELOPMENT.

SITE DATA:
 SITE LOCATION: 1306 HALIBUT POINT
 PARCEL ID: 147001
 TOTAL SITE AREA: 61891 s.f.
 NUMBER OF LOTS: 7

REFERENCE R-2 DEVELOPMENT STANDARDS:
 MIN. LOT WIDTH: 80 ft.
 MIN. LOT AREA: 8,000 s.f. for the first two units
 1,000 s.f. for each additional unit

LOT SETBACKS:
 MIN. SETBACK FRONT: 20 ft.
 MIN. SETBACK REAR: 10 ft.
 MIN. SETBACK SIDE: 5 ft.

SCIT DEVELOPMENT STANDARDS:
 MIN. SETBACK FRONT: 10 ft.
 MINIMUM SETBACK REAR: 10 ft.
 MINIMUM SETBACK SIDE: 5 ft.
 MAX HEIGHT - PRINCIPLE: 32 ft.

DESIGNED DENSITY:
 5 DU/ACRE
 7 DU/TOTAL

LOT COVERAGE: (Total Building Coverage) / (Lot Area) X (100%)
 50%

MAX BUILDING COVERAGE: 50%

LOT 1: 690 s.f. / 3950.25 s.f. = 19.4%
 LOT 2: 800 s.f. / 3800 s.f. = 23.8%
 LOT 3: 800 s.f. / 3534.75 s.f. = 22.6%
 LOT 4: 690 s.f. / 3682.25 s.f. = 18.8%
 LOT 5: 690 s.f. / 2922.75 s.f. = 23.6%
 LOT 6: 800 s.f. / 2246.50 s.f. = 20.4%
 LOT 7: 800 s.f. / 2445.75 s.f. = 24.5%

DU ARE STILL IN DEVELOPMENT STAGE. EXPECT FINAL PLANS & IMPERVIOUS COVER ARE FINALIZED

PARKING: -1.5 STALLS PER DWELLING UNIT X 7 DU = 11 STALLS
 -11 PARKING STALLS SHOWN

EXISTING GRAVEL FILL

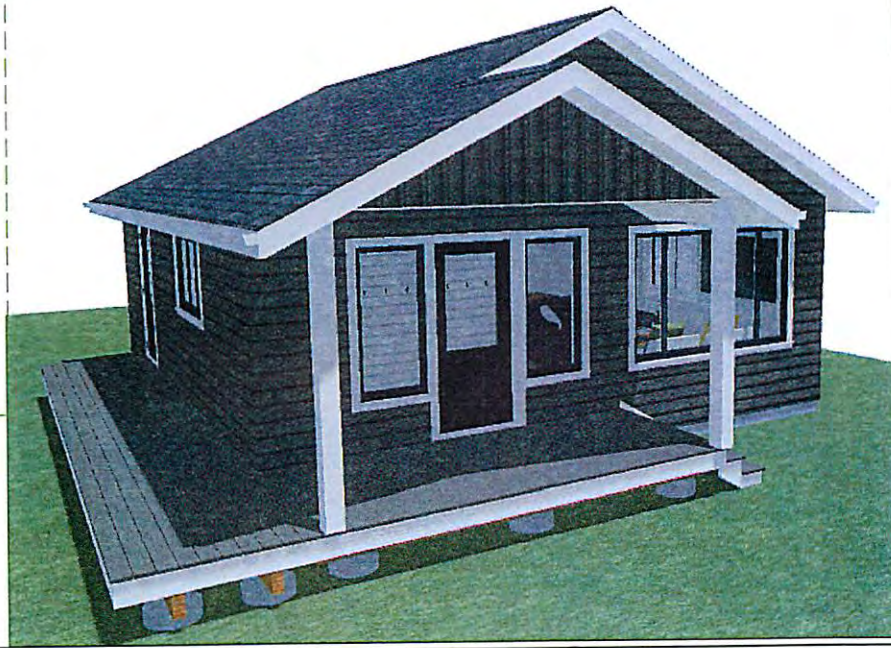
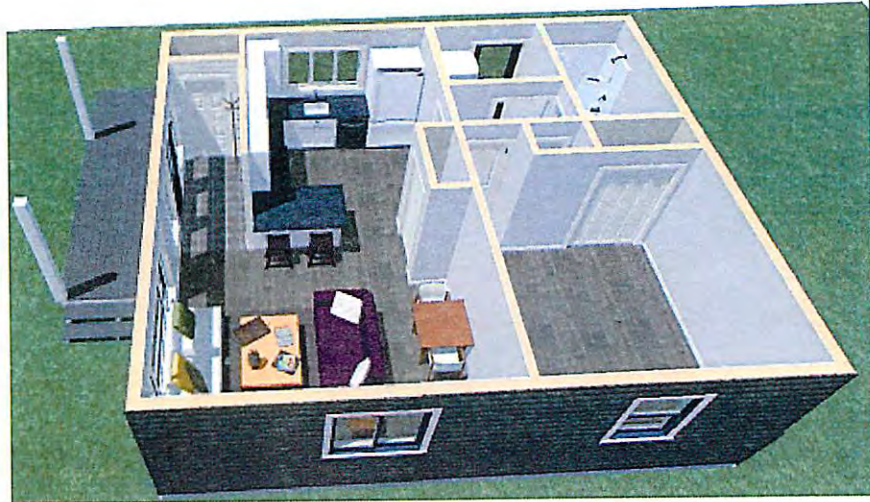
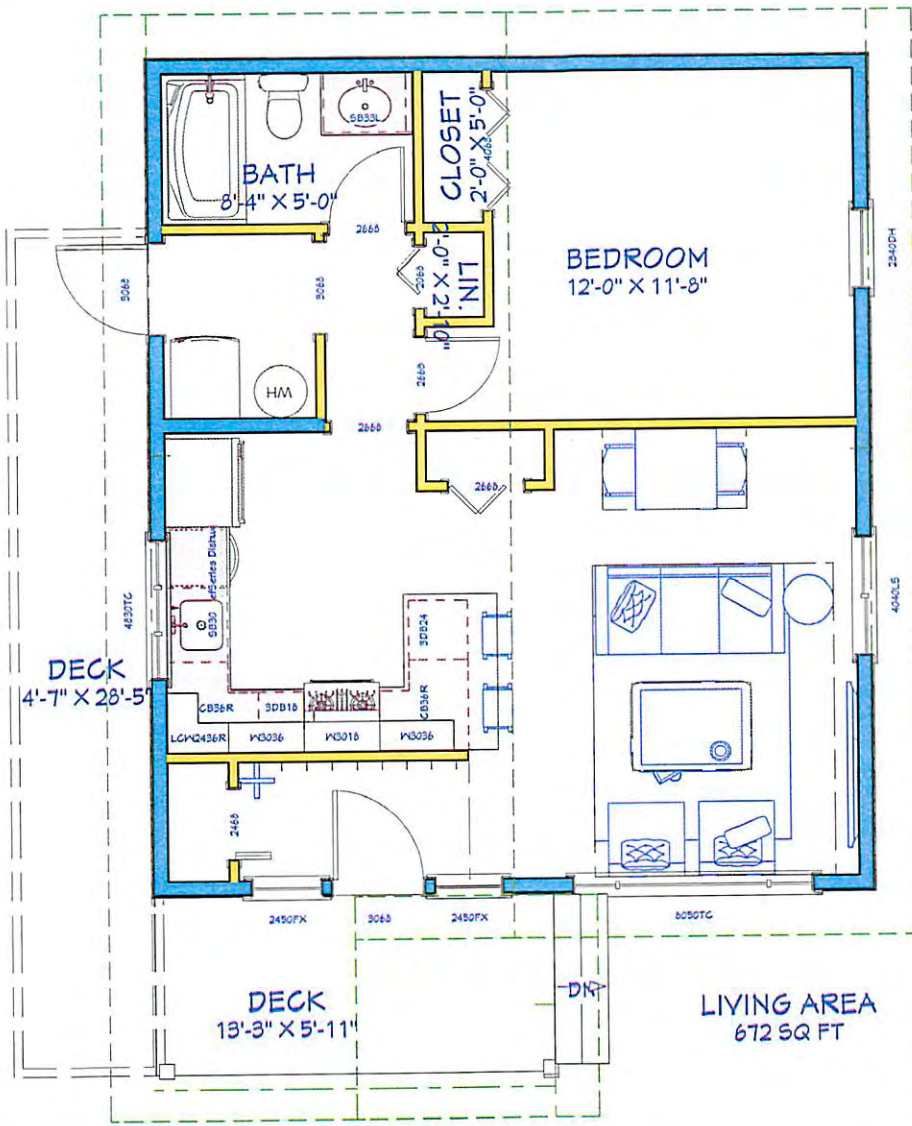
PROPOSED LOT FOR PARKING

TO VET CLINIC FOR PARKING

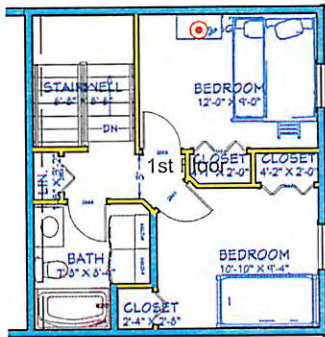
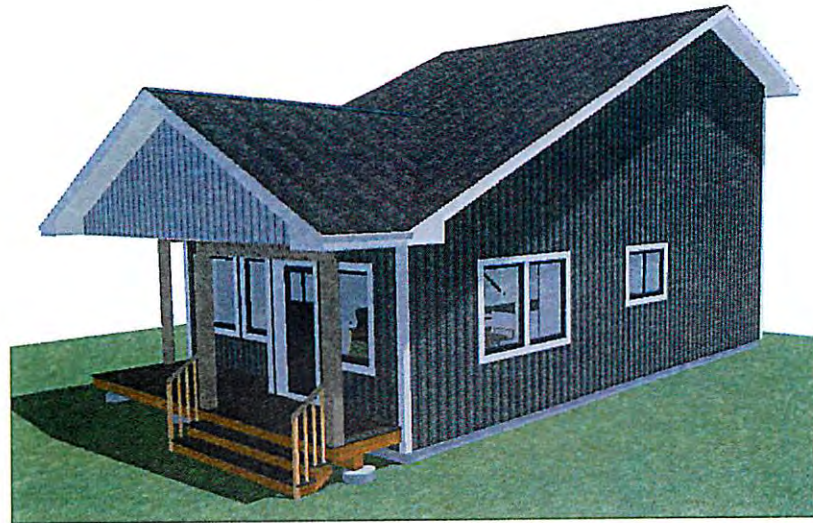
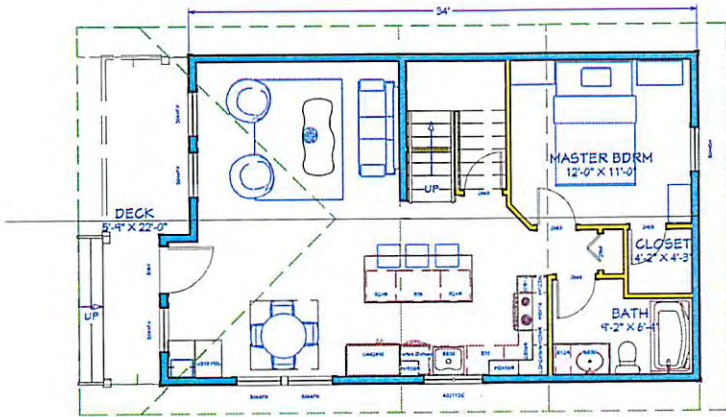
EXISTING SIDEWALK

REDUCTION OF EXISTING ASPHALT PAVEN

EXISTING ADS. TYP.



NO. DESCRIPTION		BY	DATE
SHEET TITLE: SHEET TITLE			
PROJECT DESCRIPTION: CLT 1 BD			
DRAWINGS PROVIDED BY:			
DATE: 5/31/16			
SCALE:			
SHEET:			
A-1			

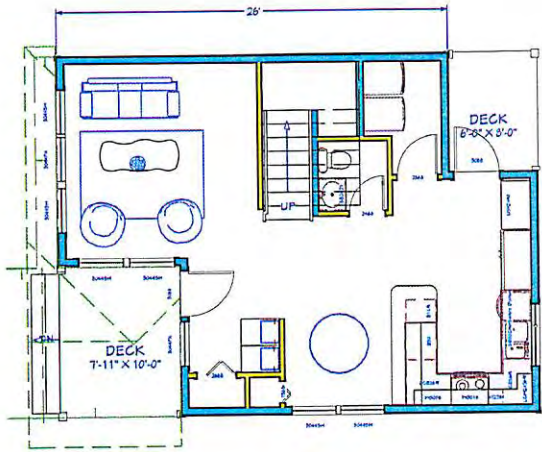


LIVING AREA
374 SQ FT

2nd Floor

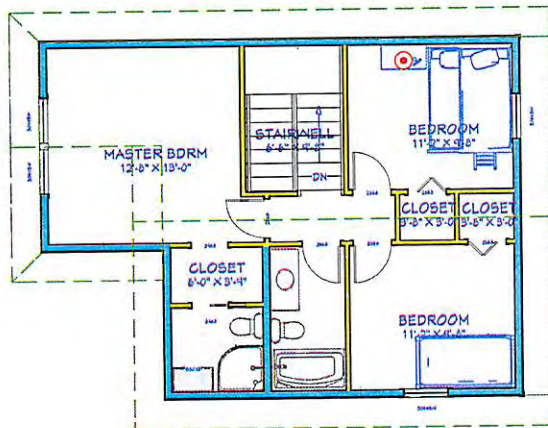


NO. DESCRIPTION		BY	DATE
SHEET TITLE			
CLT 3Bd			
DRAWINGS PROVIDED BY:			
DATE:		6/7/16	
SCALE:			
SHEET:			
A-1			

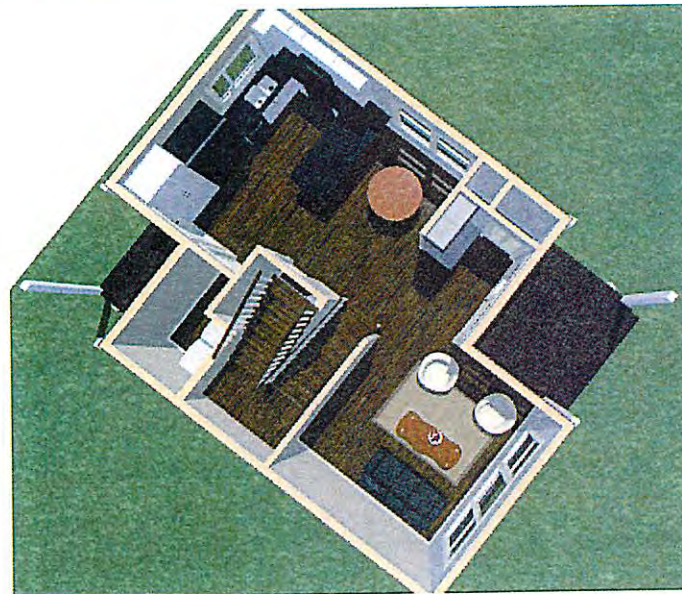
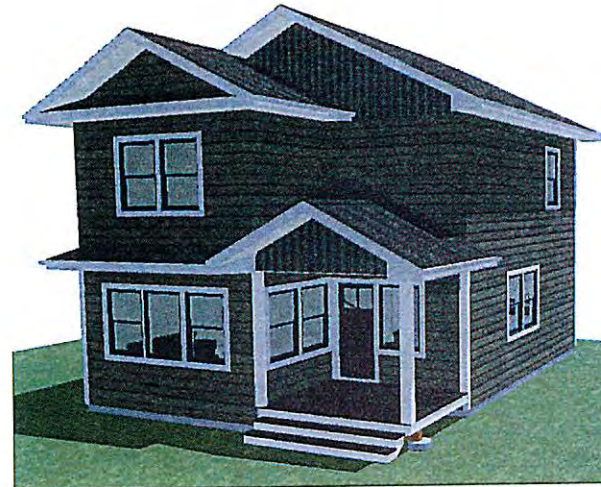


LIVING AREA
640 SQ FT

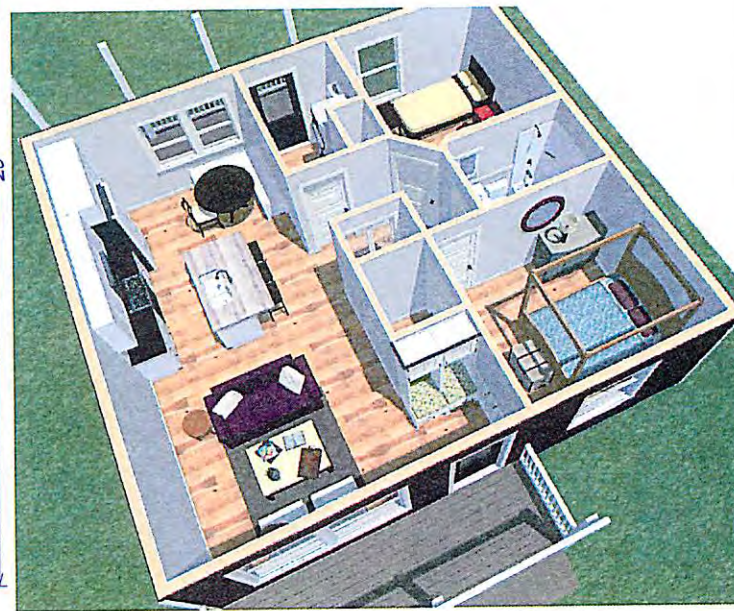
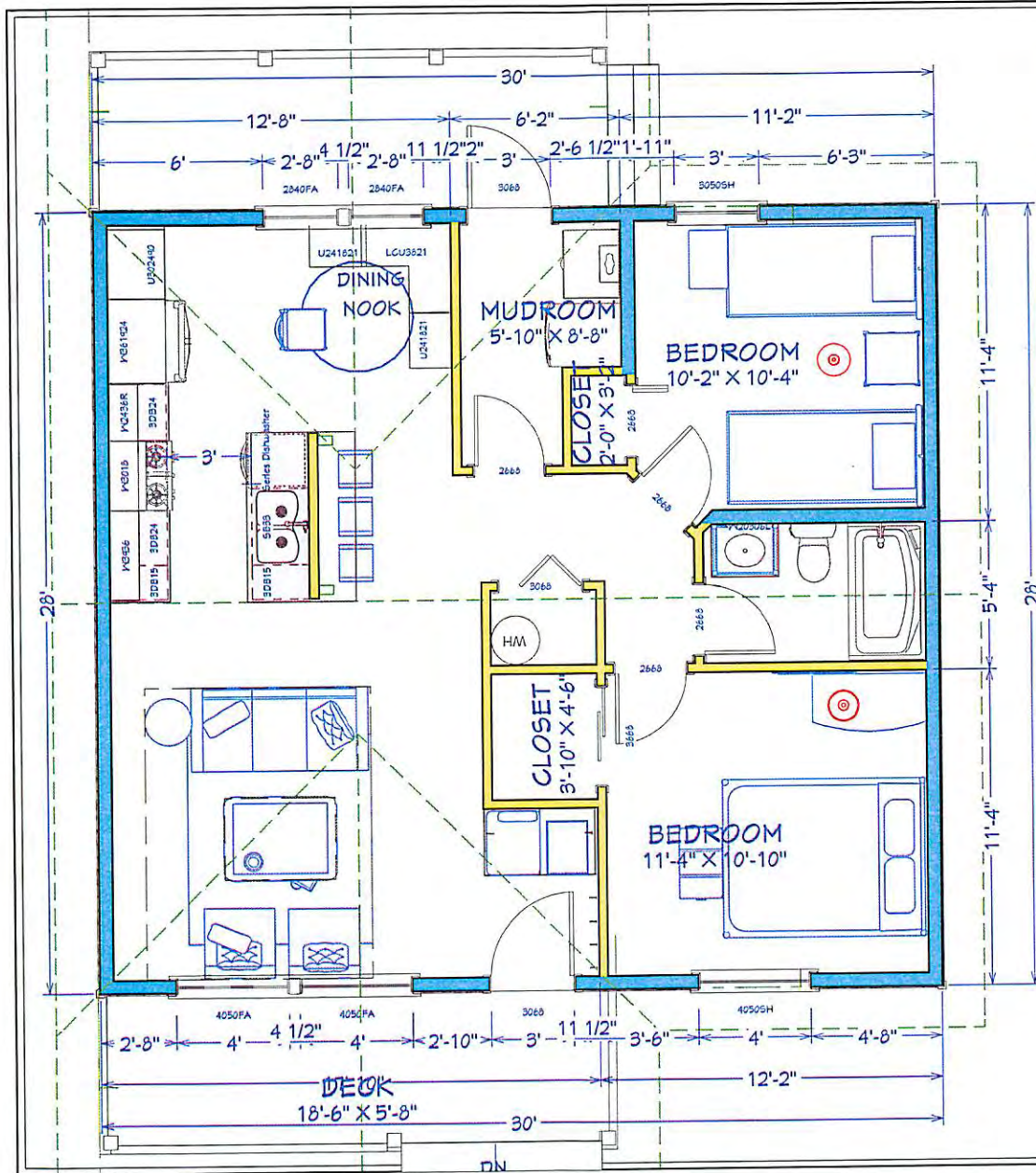
1st Floor



LIVING AREA
621 SQ FT



NO.		DESCRIPTION	BY	DATE
SHEET TITLE: SHEET TITLE				
PROJECT DESCRIPTION: CLT 3Bd				
DRAWINGS PROVIDED BY:				
DATE: 6/7/16				
SCALE:				
SHEET: A-2				



NO. DESCRIPTION		BY	DATE
SHEET TITLE			
CLT2Bd1			
DRAWINGS PROVIDED BY:			
DATE:			
5/31/16			
SCALE:			
SHEET:			
A-1			

speculative at this point. No insurance agency in Sitka will currently provide difference in conditions (DIC) insurance, although a property in the vicinity of the Kramer slide was able to obtain a DIC policy. Scarcelli stated that he has not heard back from any of the lenders he contacted. Scarcelli stated that the ordinance wouldn't be the source of insurance and finance complications, but those would be more related to the hazard mapping. Staff recommend moving the ordinance forward to the Assembly and listing any concerns. Scarcelli read a memo from Assembly Liaison Kevin Knox encouraging the commission to move the ordinance forward to the Assembly.

No public comment.

Windsor stated that he thinks the ordinance has been well thought out and he's 100% behind it. Hughey stated that the ordinance is about the best we can do. Pohlman stated that she's okay moving forward.

Hughey/Parmelee moved to advance the ordinance to the Assembly with the RECOMMENDATION of approval.

Motion PASSED 3-2 with Spivey and Pohlman voting against.

G

Public hearing and consideration of a preliminary plat for a planned unit development at 1306 Halibut Point Road, submitted by Sitka Community Land Trust. The property is also known as Lot 1A of Little Critter Subdivision. The request is filed by Sitka Community Land Trust. The owner of record is the Sitka Community Development Corporation.

Scarcelli stated that the proposal has gone through several approvals and now it is coming forward for final approval before being forwarded to the Assembly for approval. Scarcelli used photos to show the lot, flagging, and the retaining wall. Scarcelli stated that the easement running between the lots have been expanded since the preliminary approval resulting from discussions between the applicant, Planning, and Public Works staff. Density is appropriate for the zone. The property will exceed parking requirements. DOT will require consultation regarding driveway and drainage. Windsor asked about the handling of property tax. Scarcelli stated that taxation of the land will depend in part on the wording of the homeowner agreement. Further, property tax is out of the purview of the Planning Commission and is a business decision of the owner. Scarcelli stated that the lessee of 725 Siginaka Way will pay property tax.

Spivey asked Hughey to recuse himself and Hughey stepped down.

Hughey spoke as the applicant and stated that the homeowners will pay property tax on the land. Hughey stated that he has been working with the vet clinic owners on parking. Hughey stated that the plat outlines the maximum buildable area and the properties will not require variances. Hughey stated that the Sitka Community Land Trust (SCLT) is working on a name for the site and are open to suggestion. Ben Kraft came forward and stated that the front three lots will fit one-bedroom or two-bedroom homes.

Scarcelli read a letter from the owners of the vet clinic, Victoria Vosburg, and Burgess Bauder, who have objections to the parking layout. Scarcelli stated that each property owner is responsible for providing the appropriate amount of parking on their own lot. Scarcelli noted that SCLT is making good faith

efforts to work with their neighbors.

Spivey stated that he has heard from numerous community members that this is not the right approach, and stated his belief that it's not the best use of the property. Parmelee stated that he believed the general consensus was that this is a good use of the property, and stated his only concern is that the property will be aesthetically pleasing. Spivey stated that there's a difference between affordable housing and affordable homeownership. Windsor thinks this is a good test model. Parmelee stated that this model is working well down south. Pohlman stated that she is ready to move forward.

Windsor/Parmelee moved to APPROVE the final plat for a planned unit development at 1306 Halibut Point Road, submitted by Sitka Community Land Trust subject to the attached conditions of approval. The property is also known as Lot 1A of Little Critter Subdivision. The request is filed by Sitka Community Land Trust. The owner of record is Sitka Community Development Corporation.

Conditions of Approval:

1. A complete as-built survey will be required to capture all existing utilities on the parcel (including drainage, prospective French drain, etc.).
2. Plat notes and development shall ensure no encroachment on city assets or existing utility easements.
3. Parking shall be provided on-site, off-street, in the amount of 1.5 spaces per dwelling unit.
4. The boundary of the building footprints are the maximum size of buildings allowed within each lot and shall act as setbacks. No variances shall be granted for deviations from plat setbacks as shown and noted on the final plat. Note: Setbacks are measured from lot lines to drip lines/eaves.
5. Any grading or geotechnical work performed or required on the property shall obtain any applicable permit(s) and be completed by an appropriate professional. It should be noted that there could be additional development costs associated with slope stabilization.
6. Installation of water and sewer mains would require engineered plans and approvals via Alaska Department of Environmental Conservation. In addition, CBS would require a clear understanding of the ownership of new utility lines, easements, and perhaps shared user agreements.
7. Alaska Department of Transportation is the jurisdiction for approving driveway permits along Halibut Point Road. Applicant should consult with the DOT regarding traffic and driveway plans. All applicable DOT approvals shall be received prior to use of any driveways, parking lots, or access points.
8. All easement, access, and utility agreements shall be approved by Public Works and the Planning and Community Development Department prior to recording. Such agreements shall be referenced on the plat, via a note, and shall be recorded prior to Final Plat being recorded.

Motion PASSED 3-1 with Spivey voting against.

H

Public hearing and consideration of a preliminary plat of a minor subdivision at 180 Price Street. The property is also known as Tract 1B Mountain View Phase II Subdivision. The request is filed by Jeremy Twaddle for Mountain View Estates. The owner of record is Mountain View Estates, LLC.

Spivey stated that he has a business relationship with the applicant but that he

owners. Scarcelli stated that the building department currently requires studies and mitigation when they deem necessary. Scarcelli stated that the draft ordinance doesn't give 100% protection to anyone. Spivey asked if there would be any notice given to adjacent owners and Scarcelli stated no. Yerkes stated that staff had lengthy discussion about notice. Yerkes stated that the waiver is between the city and the signing property owner. The waiver is not the ideal vehicle for harnessing concerns of nearby properties. Yerkes stated that existing code addresses impacts on downhill properties in regard to such concerns as drainage. Pohlman stated that drainage issues do exist in Sitka, and equations are used to determine appropriate drainage. Pohlman questioned whether these equations have been shown to be appropriate for Alaska. Yerkes stated that this ordinance is simply enabling language to give property owners a path toward development.

Windsor stated that he can't see anything to add or subtract from the ordinance. Parmelee stated that more information would be helpful but was overall supportive of the ordinance. Pohlman stated that there's nothing in this ordinance that precludes the city from helping the small handful of homeowners who were impacted by the 2015 landslides. Commissioner Parmelee asked if staff could work with property owners prior to the passage of the ordinance. Yerkes stated that code does provide for appropriate geotechnical analysis requirements, and some homeowners would be stopped without a waiver. Parmelee stated that the commission should move forward with this if staff is comfortable with it. Scarcelli stated that each staff member would have a range of views and concerns, but this ordinance is a middle of the road approach and could be one tool among many. Yerkes stated that the city has to balance laissez faire government with interventionist government. Scarcelli encouraged commissioners to raise questions. Pohlman stated that information on insurance accessibility is necessary. Windsor asked what would happen if the ordinance doesn't go through. Yerkes stated that the city must use the municipal code, but it is hard to make a determination on hypothetical scenarios. Scarcelli stated that the building department currently requires geotechnical analysis when they determine it to be necessary. There are pros and cons to each option. Spivey stated that he would like to get more information but understands the need to get something on the books. Spivey wants to know more about the impacts of waivers on property owners who receive them. Yerkes stated that the city does not make insurance decisions. Spivey asked that if this ordinance passes the city could do some homework to find insurance companies to be willing to provide coverage with waivers. Scarcelli stated that he is willing to do what he can to gather information. Yerkes questioned the helpfulness of surveying insurance companies with hypothetical scenarios. Pohlman asked if any staff have called any insurance companies. Windsor asked what the difference is going to be – if a property is high risk, the insurance company will not insure it with or without a waiver. Windsor stated that property owners should have options. Spivey stated that he is fine moving forward but he would like for further inquiry to occur into insurability.

Windsor/Parmelee moved to direct city staff to research and report on the potential impact the waiver would have on potential insurability and finance-ability.

Motion PASSED 4-0.

F

Public hearing and consideration of a preliminary plat for a planned unit

development at 1306 Halibut Point Road, submitted by Sitka Community Land Trust. The property is also known as Lot 1A of Little Critter Subdivision. The request is filed by Sitka Community Land Trust. The owner of record is the Sitka Community Development Corporation.

Scarcelli stated that the property was sold to Sitka Community Land Trust for the development of affordable housing. This is the preliminary approval hearing for the planned unit development. The plat shows maximum building footprint. The zone allows 24 units per acre, and the proposal is for 5 units per acre. Some of the lot is not buildable. DOT has requested that SCLT work with them as soon as possible on driveway and drainage permits. Parking would be provided at the rate of 1.5 spaces per dwelling unit. Staff recommend approval subject to conditions of approval.

Mim McConnell represented SCLT and introduced architect Ben Kraft. Windsor stated that he sees 9 parking spaces instead of 11, and Scarcelli clarified that Windsor was referencing a previous proposal. Parmelee asked about the area behind the proposed lots, and McConnell stated that most of it is rock wall. Parmelee stated concern for setback reductions. Scarcelli outlined setback requirements. McConnell stated that they may not build houses out to the maximum footprint. Spivey asked if SCLT is aiming for "tiny homes." McConnell stated that the homes will be small but will not be actual tiny homes. Spivey stated that he's not sure if he's comfortable with 5 and 10 foot setbacks. Parmelee stated support for small lots. Windsor called point of order.

No public comment.

Parmelee stated that he thinks small lots, reductions in setbacks, and loosening of building lot coverage percentages make sense for Sitka. Spivey stated concern with 5 and 10 foot setbacks. Parmelee stated that smaller lots can make housing more affordable.

Ben Kraft stated that the setbacks are based on cottage developments in other communities, and the planned unit development allows flexibility. Kraft stated that there will be 12-13 feet between most houses.

Parmelee/Windsor moved to APPROVE the preliminary plat for a planned unit development at 1306 Halibut Point Road, submitted by Sitka Community Land Trust subject to the attached conditions of approval. The property is also known as Lot 1A of Little Critter Subdivision. The request is filed by Sitka Community Land Trust. The owner of record is Sitka Community Development Corporation.

Conditions of Approval:

1. A complete as-built survey will be required to capture all existing utilities on the parcel (including drainage, prospective French drain, etc.).
2. Plat notes and development shall ensure no encroachment on city assets or existing utility easements.
3. Parking shall be provided on-site, off-street, in the amount of 1.5 spaces per dwelling unit.
4. The boundary of the building footprints are the maximum size of buildings allowed within each lot and shall act as setbacks. No variances shall be granted for deviations from plat setbacks as shown on the final plat. Note: Setbacks are measured from lot lines to drip lines/eaves.
5. Any grading or geotechnical work performed or required on the property

shall obtain any applicable permit(s) and be completed by an appropriate professional. It should be noted that there could be additional development costs associated with slope stabilization.

6. Installation of water and sewer mains would require engineered plans and approvals via Alaska Department of Environmental Conservation. In addition, CBS would require a clear understanding of the ownership of new utility lines, easements, and perhaps shared user agreements.

7. Alaska Department of Transportation is the jurisdiction for approving driveway permits along Halibut Point Road. Applicant should consult with the DOT regarding traffic and driveway plans. All applicable DOT approvals shall be received prior to use of any driveways, parking lots, or access points.

Motion PASSED 3-1.

Parmelee/Windsor moved to APPROVE findings that:

- a. That the proposed planned unit development complies with the comprehensive plan by providing for the enhancement of the quality of life in Sitka through the development of affordable housing options; and
- b. That the PUD would not be injurious to public health, safety, and welfare as conditioned.
- c. That the proposal complies with procedures outlined in Titles 21 and 22 of Sitka General Code.

Motion PASSED 4-0.

G

Public hearing and consideration of a conditional use permit request for a short-term rental at 1820 Edgecumbe Drive. The property is also known as Lot 12C Standerwick Subdivision. The request is filed by Zachary and Jacqueline Foss. The owners of record are Zachary and Jacqueline Foss.

Pierson described the request. The unit is on the second story of an attached garage and is inhabited by a long-term renter. The owners live in the attached primary unit. The applicants request to rent the apartment while the long-term renter is out of town. Access is from an easement and the lot is greater than the minimum square footage. No comments have been received. Staff recommend approval.

Jacqueline Foss stated that the staff report was accurate.

No public comment.

Spivey stated appreciation that this wouldn't take a unit away from the long-term rental pool.

Pohlman/Windsor moved to APPROVE findings that:

1. ...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, specifically, the short-term rental will operate periodically while the long-term renter travels.
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, specifically, conforms to Comprehensive Plan Section 2.6.2(K), which supports facilities to

Housing Authority. Motion PASSED 5-0.

R

Annual review of a conditional use permit granted to 115 Harvest Way, LLC for a metal welding and fabricating business at 115 Harvest Way Unit 3. The property is also known as Lot 1, Harvest Way Subdivision. The owner of record is 115 Harvest Way, LLC.

Pierson described the history of the conditional use permit.

Brian Schauwecker came forward to represent the conditional use permit. Windsor asked about fume exhaust. Schauwecker stated that exhaust went out the front. Schauwecker asked to begin summer hours in March. Bosak directed Schauwecker to submit a minor amendment to the planning office.

Parker Song/Hughey moved to APPROVE the annual review for the conditional use permit granted to 115 Harvest Way, LLC for a metal welding and fabricating business at 115 Harvest Way Unit 3. The property is also known as Lot 1, Harvest Way Subdivision. The owner of record is 115 Harvest Way, LLC. Motion PASSED 5-0.

S

Annual review of a conditional use permit granted to Delta Western for a bulk fuel facility at 5309 Halibut Point Road. The property is also known as a 1.92 acre portion of Lot 5, US Survey 3670, as shown on the property lease plat recorded as Plat 84-7. The owner of record is Samson Tug & Barge.

Pierson described the history of the conditional use permit, and clarified that the permit is for a bulk fuel facility.

Kirk Payne came forward to represent Delta Western. Bosak stated that the conditional use permit process involved rigorous comment.

Windsor/Hughey moved to APPROVE the annual review of the conditional use permit granted to Delta Western for a bulk fuel facility at 5309 Halibut Point Road. The property is also known as a 1.92 acre portion of Lot 5, US Survey 3670, as shown on the property lease plat recorded as Plat 84 7. The owner of record is Samson Tug & Barge. Motion PASSED 5-0.

M

Public hearing and consideration of a concept plan for a planned unit development at 1306 Halibut Point Road, submitted by Sitka Community Land Trust. The property is also known as Lot 1A of Little Critter Subdivision. The request is filed by Sitka Community Land Trust. The owner of record is the Sitka Community Development Corporation.

Hughey recused himself to speak as the applicant.

Scarcelli described the history of the property and the details of the request. The proposal not only includes homes, but trails and a terrace garden. Scarcelli suggested that the applicant consult with Alaska DOT in regard to driveway permits. The proposal offers an excess of parking. Staff recommends approval of the concept plan.

Randy Hughey represented Sitka Community Land Trust. Hughey stated that the vet clinic uses some of this lot for parking, and the SCLT will work with the clinic. Bosak stated that parking is contained to the lot. Hughey stated that he sent a packet to DOT and had 3 conversations with DOT workers. Hughey stated that he and DOT had discussed the possibility of decreasing the speed

limit. Hughey stated that SCLT is aware of the DEC report, and they will dig as little as possible. Hughey stated that SCLT is intentionally creating community, and will select applicants accordingly. Spivey asked about the design. Hughey stated that people like single family houses, and SCLT wants to maintain green space. Spivey asked why not do higher density, as with condo units. Hughey stated that the board believes this is what Sitkans want. Parker Song stated that she believes Sitka needs both small homes and condos. Windsor stated that the SCLT conducted a survey of renters who wish to buy, and this data informed the makeup of the planned units. This property will operate as a land trust, wherein the purchaser only buys the building.

Windsor/Parker Song moved to APPROVE the concept plan for a planned unit development at 1306 Halibut Point Road, submitted by Sitka Community Land Trust. The property is also known as Lot 1A of Little Critter Subdivision. The request is filed by Sitka Community Land Trust. The owner of record is the Sitka Community Development Corporation. Motion PASSED 3-1. Spivey voted against.

V. PLANNING DIRECTOR'S REPORT

Bosak stated that the May 3 meeting will be at the Senior Center. Parker Song stated that she will be out of town for the May 3 meeting. Bosak stated that the first chapters of the land use plan will be included in the May 3 packet.

VI. PUBLIC BUSINESS FROM THE FLOOR

VII. ADJOURNMENT

Windsor/Parker Song moved to ADJOURN at 10 PM. Motion PASSED 5-0.

ATTEST: _____
Samantha Pierson, Planner I



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Planning and Community Development Department

P 16-04 Final Plat Planned Unit Development at 1306 Halibut Point Road

Case No: P 16-04
Proposal: Final Plat Planned Unit Development at 1306 Halibut Point Road
Applicant: Sitka Community Land Trust
Owner: Sitka Community Development Corporation
Location: 1306 Halibut Point Road
Legal Description: Lot 1A Little Critter Subdivision
Zone: R-2 – Multifamily residential district.
Size: approx. 61,958 square feet
Parcel ID: 1-4707-001
Existing Use: Vacant
Adjacent Use: Residential, Mixed Use (Vet Clinic and Residence)
Utilities: City Utilities Available
Access: HPR

KEY POINTS AND CONCERNS: The following points are the considerations that the code requires in review of a Planned Unit Development:

- Is there sufficient light, air, and open space?
 - (e.g. is lot size ok, are setbacks adequate)?
- Is the density of the project (building coverage to lot size ratio) sufficient?
- Does the proposal fit with surrounding land uses?
 - Impact to northern properties view shed?
- Is traffic circulation (driveways, parking, and sidewalks) appropriate?
- Is this orderly, well arranged and planned development?
 - Does the proposal meet all the needs required in a subdivision plat?
- Any other negative impacts to the public's health, safety, and welfare?
 - Landslide risk?
 - Traffic impacts?
 - Property value impacts?
- If there are any negative impacts identified, are they able to be mitigated?
 - If so, can those mitigation measures be conditions of approval?
- The City Assembly has approved the concept of this PUD and by ordinance sold the property for the purposes of affordable housing. The questions for the Planning Commission is to review this proposal pursuant to the existing PUD code.
- **Key Update:** middle easement and property lines amended to better protect utilities, access, maintenance, and also solve property tax issues as well as guarantee setbacks in those areas will be honored.

RECOMMENDATION: Approve the final plat for the SCLT Subdivision subject to the conditions of approval.

Providing for today...preparing for tomorrow

ATTACHMENTS

Attachment A: Vicinity Map
Attachment B: Aerial Vicinity Map
Attachment C: Zoning Map
Attachment D: Parcel Pictures
Attachment E: Existing Plat
Attachment F: Proposed Final Plat
Attachment G: Proposed Homes

Attachment H: Supplemental Info
Attachment I: Proposed Agreements
Attachment J: Application
Attachment K: Flood Zone Map
Attachment L: Mailing List
Attachment M: Proof of Payment
Attachment N: Warranty Deed

BACKGROUND

On October 3, 2006, the community voted to sell 1306, 1410, and 1414 Halibut Point Road for the purpose of affordable housing development, not subject to competitive bid.¹ On November 24, 2015, the Assembly voted to transfer 1306 Halibut Point Road to Sitka Community Development Corporation for the purpose of promoting permanently affordable home ownership by placing affordable homes on the market. Future expansion of the project to include the additional parcels are subject to “clear demonstration ... that they are able to use such parcels consistent with the October 3, 2006 vote” pursuant to Ordinance 2015-56. At that time the City Assembly was able to review the essence of the concept plan that was later approved by the Planning Commission.

The concept had been approved by the City Assembly and the Planning Commission.² While the proposal does add a seventh dwelling unit, staff feels this level of flexibility is envisioned in the Planned Unit Development regulations (see below). Staff had previously wanted an additional concept review for aspects of the proposal that have since been removed. Overall, staff feels the preliminary plat is the proper stage in the process for this.

PROJECT DESCRIPTION

The applicant has proposed 7 lots as follows in a R-2 multifamily residential zoning district³:

1. Lot 1: 3,506 sf.
2. Lot 2: 3,343 sf.
3. Lot 3: 3,512 sf.
4. Lot 4: 3,639 sf.
5. Lot 5: 2,890 sf (2,357 net sf).

¹ Ordinance 2015-56

² Planning Commission Approved Concept Plat at April 19, 2016 meeting. (Concept plans were included in the ordinance passed by the City Assembly although it was not a per se concept plan approval)

³ These square footages will differ due to amendment by applicant that staff have not seen a final draft, but have reviewed the concept in general; staff support the modification.

6. Lot 6: 2,218 sf (1,755 net sf)
7. Lot 7: 2,412 sf (1,897 net sf).

The applicant proposes two driveway access points. The first is located at the SE corner of the property adjacent to the vet clinic. This is the prime access for Phase I. Although not shown, as part of their larger concept, the project does envision a second driveway access on the NW portion of the property. However, these additional access points are not necessary or intrinsic to this portion of the project. In other words, this phase can operate alone, as designed, regardless of whether other phases occur.

For parking, applying existing parking code requires 2 spaces per dwelling unit; however, SGC Section 22.20.100(G)(1) requires only 1.5 spaces per dwelling unit for buildings with 5 or more units. It is staff's opinion that this type of development is most similar to that parking requirement due to its compact nature, small building size, location along highly walkable areas near the downtown corridors, and proximity to multi-modal transportation choices and bus stops. Therefore, staff recommends 1.5 spaces per dwelling unit for a total of 11 parking spaces on site for the 7 dwelling units. The areas provided for parking and open space would be sufficient to allow parking, ingress, and egress. Parking is conditioned to provide 1.5 spaces per dwelling unit.

The proposal also includes open space, walkways, and onsite lockable storage. Most importantly, it requests flexibility of specific choice of a range of single-family detached floorplans with a range of lot coverage to meet market demand.

Staff have requested details of lot coverage and setback distances. (Staff notes the plat is scaled, but dealing with rulers and a small plat does not produce efficient or accurate calculations on those details). Staff suggests the addition of those details.

ANALYSIS

Project/Site: The property is largely flat, and is currently ready for redevelopment with some preliminary grading and retaining work that has occurred. The lot has direct access from Halibut Point Road.

Lot size: Table 22.20-1 requires 8,000 s.f. for the first two units, and 1,000 s.f. for additional units. For 7 units, that would be 13,000 s.f. and the applicant has provided 21,928 s.f. In addition, code limits maximum unit density at 24 units per acre and the applicant has provided in their final plan 5 dwelling units per acre.

PUD Requirements CBS 21.28.010 General provisions for planned unit developments (PUD).

It is the intent of the city and borough to encourage **imaginative and innovative design** in the application of subdivision and improvement standards for subdivision developments proposed as planned unit cluster development projects, commercial centers, industrial parks, and shopping centers. Planned unit development proposals shall be subject to requirements of all existing city and borough ordinances, ***except as modified by this chapter*** to create development qualities different from those that result from conventional design. Projects developed under the provisions of this chapter should:

- A. ***Encourage the enhancement*** and conservation of lands which have scenic, environmental, cultural, and historical significance;
- B. ***Enable the development of property other than by the strict application*** of subdivision standards in order to allow for mixed uses and mixed densities, and provide a greater level of design features and site amenities;
- C. ***Provide for more efficient use of land***, resulting in better coordinated networks of utilities and safer networks of streets, promoting greater opportunities for public and private recreational open space, and resulting in lower construction and maintenance costs to the general public;
- D. ***Encourage harmonious and coordinated development of the site***, considering the natural features, community facilities, pedestrian and vehicular circulation in conformance with overall transportation plans, and the land use relationship with surrounding properties and the general community.

Departure from the subdivision regulations and standards requires demonstration that adequate provisions will be made for sufficient light and air, that the density of development is compatible with surrounding land uses, that pedestrian and vehicular traffic circulation systems are safe and efficient, that the development will progress in orderly phases, and that the public health, safety, and general welfare will be protected.⁴

Procedure: Planned Unit Developments shall follow the same process for major subdivision review and shall include approval by both Planning Commission Assembly and follow section 21.32.⁵ In includes Planning Commission review and approval of the concept, preliminary, and final plats, with additional review and action on the final plat by the Assembly.⁶

Traffic: Residential lots may result in higher traffic utilization than an undeveloped lot. Public comment during the land sale process raised concerns for traffic congestion and the absence of a turning lane in front of the proposed subdivision. A decreased speed limit and the addition of a turning lane could help to mitigate these concerns. As Halibut Point Road is state-owned, these issues are under the jurisdiction of Alaska DOT. Some comments about the limits on allowable driveways by the Alaska DOT have been received.

⁴ Section 21.28.010 (emphasis added)

⁵ Section 21.28.040—Procedure.

⁶ Section 21.32.010—General Outline of Procedure for Major Plat Approval.

Parking: As discussed above, code requires 1.5 per unit for multifamily buildings and staff feels this proposal is similar to that.⁷ Proposed parking areas appears sufficient.

Noise: Minimal concerns for noise beyond the construction period.

Public Health or Safety: There is some concern about landslide risk due to previous events. All grading and retaining wall work would require a building permit review.

This site previously had soil contamination. The Alaska DEC considers the clean-up to be closed, but advance DEC approval is required to transport soil or groundwater off-site.

Habitat: No concerns.

Property Value or Neighborhood Harmony: The proposed PUD lots are smaller than surrounding residential lots. Neighbors commented on the small sizes of the proposed lots during the land sale process, pointing out that neighboring lots must be a minimum of 8,000 square feet. The proposed lots are approximately 2218 to 3639 square feet each. The Municipal Assessor expressed the professional opinion that this development would not be detrimental to surrounding property values, as the local market has high demand.

City Utilities: Ordinance 2015-56, which authorized the land sale, stated that final platting should “ensure no encroachment on city assets or existing utility easements.” Public Works Engineer Dan Tadic stated that the applicant has proactively worked with staff to address utilities, and stated that a complete as-built survey will be required to capture all existing utilities on the parcel. Utilities and easements should be included on the final plat.

Additional comments from CBS

Chris Duguay, Building Official, and Dan Tadic, Municipal Engineer, reiterated the importance of clarifying and identifying any and all utilities within easements (including, but not limited to the storm water culvert and prospective french drain).

Comprehensive Plan:

The proposal is consistent with the Comprehensive Plan section 2.1.23, which states, “The City and Borough of Sitka will conduct its affairs and will use its resources, powers, and programs to seek, facilitate, maintain, and improve adequate, safe, and affordable housing.” This proposal seeks to develop an undeveloped parcel into affordable homes available for purchase. This project would make

⁷ Section 22.20.100(G)(1)

homeownership available to Sitkans who may not be able to afford other homes on the traditional real estate market.

Other Main Points for Consideration:

Purpose for Affordable Housing: The City Assembly specifically identified the purpose of the ordinance transferring ownership of this parcel to SCDC/SCLT ... “makes this parcel of CBS land available for an affordable home project” and “ensures this parcel remains available for affordable housing.”

Future Phases: All future use of lots 1410 and 1416 Halibut Point Road are speculative until the Assembly grants the sale based upon “clear demonstration ... that they are able to use such parcels consistent with the October 3, 2006 vote” pursuant to Ordinance 2015-56. Overall, this proposal appears to be able to operate as a self-sufficient development without the need for additional property. All access, utilities, and parking will be able to be met. In addition, future phases will be able to seamlessly integrate with this phase, should later phases of development occur.

FINDINGS:

Staff recommends the following findings:

- 1) That the proposed planned unit development complies with the comprehensive plan by providing for the enhancement of the quality of life in Sitka through the development of affordable housing options; and
- 2) That the PUD would not be injurious to public health, safety, and welfare as conditioned.
- 3) That the proposal complies with procedures outlined in Titles 21 and 22 of Sitka General Code.

RECOMMENDATION

It is recommended that the Planning Commission adopt the staff analysis and move to approve the final plat for the planned unit development at 1306 Halibut Point Road, filed by Sitka Community Land Trust.

RECOMMENDED MOTION

Move to approve the final plat for a planned unit development at 1306 Halibut Point Road, submitted by Sitka Community Land Trust subject to the attached conditions of approval. The property is also known as Lot 1A of Little Critter Subdivision. The request is filed by Sitka Community Land Trust. The owner of record is Sitka Community Development Corporation.

Conditions of Approval:

1. A complete as-built survey will be required to capture all existing utilities on the parcel (including drainage, prospective French drain, etc.).
2. Plat notes and development shall ensure no encroachment on city assets or existing utility easements.
3. Parking shall be provided on-site, off-street, in the amount of 1.5 spaces per dwelling unit.
4. The boundary of the building footprints are the maximum size of buildings allowed within each lot and shall act as setbacks. No variances shall be granted for deviations from plat setbacks as shown and **noted** on the final plat. Note: Setbacks are measured from lot lines to drip lines/eaves.
5. Any grading or geotechnical work performed or required on the property shall obtain any applicable permit(s) and be completed by an appropriate professional. It should be noted that there could be additional development costs associated with slope stabilization.
6. Installation of water and sewer mains would require engineered plans and approvals via Alaska Department of Environmental Conservation. In addition, CBS would require a clear understanding of the ownership of new utility lines, easements, and perhaps shared user agreements.
7. Alaska Department of Transportation is the jurisdiction for approving driveway permits along Halibut Point Road. Applicant should consult with the DOT regarding traffic and driveway plans. All applicable DOT approvals shall be received prior to *use* of any driveways, parking lots, or access points.
8. All easement, access, and utility agreements shall be approved by Public Works and the Planning and Community Development Department prior to recording. Such agreements shall be referenced on the plat, via a note, and shall be recorded prior to Final Plat being recorded.

Samantha Pierson

From: Victoria Vosburg <baldeaglevet@gmail.com>
Sent: Tuesday, April 11, 2017 4:58 PM
To: Planning Department
Subject: 1306 Halibut Point Road

Dear Planning Commission Members,

This email is in reference to Evening Business Item G, 1306 Halibut Point Rd.

I would like to begin by stating that I fully support the idea of affordable housing and believe it is imperative that this next phase be a success.

Parking is a key issue for the affordable housing residents and our established veterinary businesses, Pet's Choice Veterinary Hospital and Sitka Veterinary Clinic. The SCLT has made a commitment to provide shared parking for the veterinary clinics as well as continue the access easement to our property. I do not feel that the current design allows for an adequate number of spaces. If parking were allowed on Halibut Point Road, this issue would be manageable. However, since there are no spaces for overflow, it is important to get things right with the design the first time.

One suggestion has been for veterinary clients to park at the north end of the Old City Shops. Because so many of our patients are sick or injured, we do not feel that this is an acceptable solution.

We ask that the planning commission carefully consider the parking issue before approving this design.

Victoria Vosburg, DVM
Burgess Bauder, DVM

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Victoria Vosburg, DVM
Pet's Choice Veterinary Hospital
Alaska Raptor Center Consulting Veterinarian
Sitka Mountain Rescue/Sitka Volunteer Fire Department Incident Management Team
Audubon Christmas Bird Count Coordinator

Samantha Pierson

From: Heidemann, Marie E (DOT) <marie.heidemann@alaska.gov>
Sent: Friday, March 17, 2017 12:47 PM
To: Samantha Pierson
Cc: Haynes, Emily R (DOT); Stevens, Mike A (DOT); Epstein, David B (DOT)
Subject: RE: Planning Commission Packet - March 21

Samantha,

DOT&PF Southcoast Region has no objection to the plat approval for Halibut Point Road Planned Unit Development (P 16-04), but please do remind the applicant that before construction begins driveway permits and calculations showing no impact to our drainage infrastructure will be required. It is advised to submit these permit requests and plan sets as early as possible to avoid project delays.

Thank you,

Marie Heidemann
Transportation Planner
ADOT&PF
465-1775

From: Samantha Pierson [mailto:samantha.pierson@cityofsitka.org]
Sent: Friday, March 17, 2017 12:02 PM
To: Bryan Bertacchi; Chris Duguay; Dan Tadic; David Longtin; Jeff Ankerfelt; KCAW; Maegan Bosak; Heidemann, Marie E (DOT); Mark Buggins; Mark Gorman; Michael Harmon; Michael Scarcelli; O'Neill Engineering; Pat Swedeen; Reuben Yerkes; Robin Koutchak; Ruth Joens; Sara Peterson; Sue - Sentinel; Wendy Lawrence
Subject: Planning Commission Packet - March 21

Good afternoon,

The March 21st Planning Commission packet is now available for download at <https://sitka.legistar.com/Calendar.aspx>.

Sam

Samantha Pierson
Planner I
City and Borough of Sitka
100 Lincoln Street
Sitka, AK 99835
(907) 747-1814

Samantha Pierson

From: Aleeta Bauder <a.l.bauder@att.net>
Sent: Monday, April 11, 2016 12:15 PM
To: Planning Department
Subject: April 19 2016 M P 16-04

April 19, 2016 M P 16-04 Sitka Community Land Trust
1306 HPR

From: Aleeta Bauder 1309 HPR

My comments and concerns are as follows:

I live directly across the street from lot 12 in this planned development. I believe in the 'Land Trust' concept, however, there **is not a turn lane** in this area and it is **dangerous** to turn into properties when crossing the oncoming lane. Traffic gets backed up while waiting to turn. Cars slow down or stop to turn and often get rear ended. There are many fender-benders in this area. My fence has been plowed into and crushed 3 times in the past several years. Also getting onto HPR is difficult during morning rush, at lunch hour and evening rush hour.

I have expressed my concerns to Randy Hughey, that I would like to see Mills Street punched through into the project area as a way to alleviate 'some' of the traffic problems.

Thank you for your service and attention to this matter ~ Aleeta Bauder

Samantha Pierson

From: Heidemann, Marie E (DOT) <marie.heidemann@alaska.gov>
Sent: Friday, April 15, 2016 11:41 AM
To: Samantha Pierson
Cc: Haynes, Emily R (DOT); Epstein, David B (DOT); Stevens, Mike A (DOT)
Subject: RE: New development on Halibut Point Road

Samantha,

Please accept these comments from ADOT&PF Southcoast Region:

- The development will require a driveway or approach road permit. As HPR is an arterial, only one access point would be allowed unless we can be convinced of an extenuating circumstance requiring more than one. The speed here is 30 mph and therefore the required sight distance is 200 ft.
- Site drains to DOT ROW, needs to show no adverse impact to DOT drainage structures

Thanks for the opportunity to comment.

Marie Heidemann
Transportation Planner
Southcoast Region, ADOT&PF
465-1775

From: Samantha Pierson [mailto:samantha.pierson@cityofsitka.org]
Sent: Thursday, April 14, 2016 9:07 AM
To: Heidemann, Marie E (DOT)
Cc: Haynes, Emily R (DOT); Epstein, David B (DOT)
Subject: RE: New development on Halibut Point Road

Marie,

I have attached the supporting documents for this proposal.

Sam

Samantha Pierson
Planner I
City and Borough of Sitka
100 Lincoln Street
Sitka, AK 99835
(907) 747-1814



CITY AND BOROUGH OF SITKA
 PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
 GENERAL APPLICATION FORM

1. Request projects at least **FOURTEEN (14)** days in advance of next meeting date.
2. Review guidelines and procedural information.
3. Fill form out **completely**. No request will be considered without a completed form.
4. Submit all supporting documents and proof of payment.

APPLICATION FOR: VARIANCE CONDITIONAL USE
 ZONING AMENDMENT PLAT

BRIEF DESCRIPTION OF REQUEST: to create a Planned Unit Development
on the Old City shops property

PROPERTY INFORMATION:

CURRENT ZONING: R-2 PROPOSED ZONING (if applicable): _____
 CURRENT LAND USE(S): Vacant* PROPOSED LAND USES (if changing): cottage neighborhood
 *devoted by referendum to affordable housing

APPLICANT INFORMATION:

PROPERTY OWNER: Sitka Community Land Trust
 PROPERTY OWNER ADDRESS: PO Box 6161
 STREET ADDRESS OF PROPERTY: 1306 HPR
 APPLICANT'S NAME: Randy Hughey
 MAILING ADDRESS: 220 Lakeview Dr., Sitka
 EMAIL ADDRESS: randyushughey@gmail.com DAYTIME PHONE: 738-2999

PROPERTY LEGAL DESCRIPTION:

TAX ID: 14707001 LOT: 1306 BLOCK: _____ TRACT: _____
 SUBDIVISION: Crit US SURVEY: _____

OFFICE USE ONLY			
COMPLETED APPLICATION		SITE PLAN	
NARRATIVE		CURRENT PLAT	
FEE		PARKING PLAN	

REQUIRED SUPPLEMENTAL INFORMATION:

- Completed application form
- Narrative
- Site Plan showing all existing and proposed structures with dimensions and location of utilities
- Proof of filing fee payment
- Proof of ownership
- Copy of current plat
- Topographic information (If Pertinent to Application)
- Landscape Plan (If Pertinent to Application)
- Drainage and Utility Plan (If Pertinent to Application)
- Parking Plan (For Conditional Use Permit)
- Floor Plan (For Conditional Use Permit)
- Three (3) copies of concept plat (For Plat)
- Plat Certificate from a title company (For Plat)

CERTIFICATION:

I hereby certify that I am the owner of the property described above and that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application, and does not ensure approval of the request. I understand that public notice will be mailed to neighboring property owners and published in the Daily Sitka Sentinel. I further authorize municipal staff to access the property to conduct site visits as necessary.



Owner



Date

Applicant (If different than owner)

Date

February 21, 2017 Planning Commission Meeting

Sitka Community Land Trust
Old City Shops Cottage Neighborhood
Conceptual Plans Narrative

The enclosed neighborhood designs represent significant changes from the plans which were approved in 2016. As such, we decided it best to present them to the Planning Commission again.

Specifically:

- There are seven houses rather than six in this plat
- We are asking for approval of 1.5 parking spaces per home (11 spaces for 7 houses)
- We have arranged the parking to provide more spaces nearer houses
- This parking arrangement will require a temporary 40' parking access easement
- The plat indicates a proposed land sale or lease for parking at the Vet clinic

The packet includes some home designs. Please view these as conceptual only. We are working to refine the designs for balance between affordability, livability, and visual appeal.

The plat revisions have been done by Ben Kraft of NorthWind Architects.

Narrative for Planning Application Form

March 21, 2016

The Old City Shops property has been devoted to affordable housing by referendum. The first of three parcels making up the property, lot 1306, has been acquired by the Sitka Community Land Trust (SCLT) via ordinance 2015-56. It is the intention of SCLT to develop a 'cottage neighborhood' as per the concept described in the 5 page document attached.

Funding to install utilities, deal with water issues, and grade the site prior to construction of the houses is pending. The City Public Works and Water departments have been consulted on the conceptual design.

It is the hope of the Sitka Community Land Trust that the 'dirt work' on this site can be begun in the summer of 2016 and actual home construction can begin in the fall.

Randy Hughey, President, SCLT

Sitka Community Land Trust
Planned Unit Development
1306 Halibut Point Road

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 significantly benefits through other means in this transaction.

Sitka Community Land Trust
Planned Unit Development
1306 Halibut Point Road

- D. SCDC acknowledges that prior use of this parcel resulted in chemical contamination of the soil, and a 2008 study, adopted by the State of Alaska, Division of Spill Prevention and Response Contaminated Sites Program found, absent any newly discovered evidence in the future, the property was cleared for redevelopment. SCDC is fully informed of this report and assumes the cost of any further testing, if necessary, and assumes all risk associated with said contamination history of this parcel.
- E. Upon payment of purchase price the administrator is authorized to execute documents necessary to convey Parcel 1306 subject to final platting of the lot to ensure no encroachment on city assets or existing utility easements.
- F. The Buyer is responsible for all recording fees and costs.
- G. It is the intent of both parties that Parcels 1410 and 1414 will be similarly sold/transferred at a future date, pending clear demonstration by SCDC that they will be able to use Parcels 1410 and 1414 in a way consistent with the October 3, 2006 vote.

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 24th day of November, 2015.


Matthew Hunter, Deputy Mayor

ATTEST: 

Sara Peterson, CMC
Municipal Clerk

1st reading 11/10/15
2nd reading 11/24/15



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Notice of Public Hearings

The Assembly of the City and Borough of Sitka will hold public hearing during a regular meeting scheduled Tuesday, May 9, 2017 on the following items:

- A. Public hearing and consideration of a land lease for 725 Siginaka Way. The property is also known as US Survey 3377. The applicants are William Akan and April Wheldon. The owner of record is the City and Borough of Sitka.
- B. Public hearing and consideration of a final plat for a planned unit development at 1306 Halibut Point Road, submitted by Sitka Community Land Trust. The property is also known as Lot 1A of Little Critter Subdivision. The request is filed by Sitka Community Land Trust. The owner of record is the Sitka Community Development Corporation.

The Assembly may take action on May 9, 2017. The Assembly meeting will begin at 6:00 pm at Harrigan Centennial Hall at 330 Harbor Drive in Sitka.

Interested residents are encouraged to make comments during the meeting and written comments can be submitted to the Municipal Clerk at 100 Lincoln Street.

Parcel ID: 14635000
BRUCE/SEPTEMBER HORTON
HORTON, SEPTEMBER, M.
P.O. BOX 2491
SITKA AK 99835-2491

Parcel ID: 14640000
EDMON/ADORA DUMAG
DUMAG, EDMON/ADORA
1404 JOHNSTON ST
SITKA AK 99835

Parcel ID: 14645000
RICHARD RICHTER
RICHTER, RICHARD, W.
1211 EDGE CUMBE DR
SITKA AK 99835

Parcel ID: 14647000
VICTORIA HAY
HAY, VICTORIA
P.O. BOX 416
SITKA AK 99835-0416

Parcel ID: 14650000
PATRICIA WHITE
WHITE, PATRICIA, D.
117 GRANITE CREEK DR
SITKA AK 99835

Parcel ID: 14655000
LEE/CHRISTINA KRAUSE
KRAUSE, LEE, E./CHRISTINA, C.
P.O. BOX 1150
SITKA AK 99835-1150

Parcel ID: 14660000
LEE/TINA KRAUSE
KRAUSE, LEE/TINA
P.O. BOX 1150
SITKA AK 99835-1150

Parcel ID: 14680000
ROBERT WOOLSEY
WOOLSEY, JR., ROBERT, B.
1301 EDGE CUMBE DR
SITKA AK 99835

Parcel ID: 14685000
HENRY/DEBORAH OWEN
OWEN, HENRY, M./DEBORAH, J.
775 SE B STREET
MADRAS OR 97741-9710

Parcel ID: 14690000
GARY/TAMARA PERENSOVICH
PERENSOVICH, GARY, L./TAMARA, L.
1305 EDGE CUMBE DR
SITKA AK 99835

Parcel ID: 14695000
AUSTIN/KATHLEEN INMAN
INMAN, AUSTIN/KATHLEEN
1307 EDGE CUMBE DR, #A
SITKA AK 99835

Parcel ID: 14700000
JURCZAK SHEA REVOCABLE TRUST
JURCZAK SHEA REV. TRUST
1309 EDGE CUMBE DR.-UP
SITKA AK 99835

Parcel ID: 14705000
SCHAUWECKER FAMILY TRUST
SCHAUWECKER, GERALD, L./SHERON,
A.
1310 EDGE CUMBE DR.
SITKA AK 99835

Parcel ID: 14707001
SITKA COMMUNITY DEVELOPMENT
CORP.
SITKA COMMUNITY DEVELOPMENT
CORP.
P.O. BOX 6461
SITKA AK 99835-6461

Parcel ID: 14707002
R. BURGESS/VICT BAUDER/VOSBURG
BAUDER, BURGESS & VOSBURG,
VICTORIA
1300 HALIBUT POINT RD
SITKA AK 99835

Parcel ID: 14709000
CITY & BOROUGH OF SITKA
OLD CITY SHOPS
C/O OF SITKA
100 LINCOLN ST
SITKA AK 99835

Parcel ID: 14711000
CITY & BOROUGH OF SITKA
OLD STATE SHOPS
C/O OF SITKA
100 LINCOLN ST
SITKA AK 99835

Parcel ID: 14715000
WILLIAM/CARIN ADICKES
ADICKES, WILLIAM, F./CARIN, S.
1401 EDGE CUMBE DR
SITKA AK 99835

Parcel ID: 14720000
MATTHEW/JULIEAN STROEMER
STROEMER, MATTHEW/JULIEANNE
1403 EDGE CUMBE DR
SITKA AK 99835

Parcel ID: 14725000
HARVEY/DORA NEWPORT
NEWPORT, HARVEY, E./DORA, P.
1405 EDGE CUMBE DRIVE.
SITKA AK 99835

Parcel ID: 14730000
PERRY/MARY BROCHAT
BROCHAT, PERRY/THORSEN-
BROCHAT, MARY
1407 EDGE CUMBE DR
SITKA AK 99835

Parcel ID: 14765000
RENA SNYDER
SNYDER, RENA, H.
207 MILLS ST
SITKA AK 99835

Parcel ID: 14770000
SAUL/ALICE SCHOENENBERGER
SCHOENENBERGER, SAUL/ALICE
209 MILLS ST
SITKA AK 99835

Parcel ID: 15760000
DEE LONGENBAUGH REVOCABLE
TRUST
C/O BETSY LONGENBAUGH
DEE LONGENBAUGH REVOCABLE
TRUST
319 B ST

Parcel ID: 15761000
DEE LONGENBAUGH REVOCABLE
TRUST
C/O BETSY LONGENBAUGH
DEE LONGENBAUGH REVOCABLE
TRUST
319 B ST

Parcel ID: 15773000
ROY/DORIS BAILEY
BAILEY, DORIS, M.
P.O. BOX 953
SITKA AK 99835-0953

Parcel ID: 15800000
TIMOTHY/CHERYL LOBDELL
LOBDELL, TIMOTHY & CHERYL
225 LAKEVIEW DR
SITKA AK 99835

Parcel ID: 15805000
J.L. RENTALS, LLC
J.L. RENTALS, LLC
112 SAND DOLLAR DR
SITKA AK 99835

Parcel ID: 15810000
JOAN/CHRIS GIANOTTI
GIANOTTI, JOAN & CHRIS
3831 KILLEWICH ST
JUNEAU AK 99801

Parcel ID: 15815000
ALEETA BAUDER
BAUDER, ALEETA, L.
1309 HALIBUT POINT RD
SITKA AK 99835

Parcel ID: 15820000
RICHARD/VICTORI BAUDER/VOSBURG
BAUDER, BURGESS/VOSBURG,
VICTORIA
1300 HALIBUT POINT RD
SITKA AK 99835-0002

Parcel ID: 15850000
CANDI BARGER
BARGER, CANDI, C.
P.O. BOX 365
SITKA AK 99835-0365

Parcel ID: 15840000
JON SHENNETT
SHENNETT, JON, M.
P.O. BOX 1106
SITKA AK 99835-1106

Parcel ID: 15852000
CANDACE BARGER
BARGER, CANDACE, C.
P.O. BOX 365
SITKA AK 99835-0365

Parcel ID: 15845000
KERMIT WHITEMORE
WHITEMORE, KERMIT
P.O. BOX 264
SITKA AK 99835-0264

Parcel ID: 15855000
KAREN GRUSSENDORF REVOCABLE
TRUST
GRUSSENDORF, KAREN, S.
1221 HALIBUT POINT RD
SITKA AK 99835

Assembly Mailing
April 28, 2017

Parcel ID: 14645000
RICHARD RICHTER
RICHTER, RICHARD, W.
1211 EDGE CUMBE DR
SITKA AK 99835

Parcel ID: 14647000
VICTORIA HAY
HAY, VICTORIA
P.O. BOX 416
SITKA AK 99835-0416

Parcel ID: 14650000
PATRICIA WHITE
WHITE, PATRICIA, D.
117 GRANITE CREEK RD
SITKA AK 99835

Parcel ID: 14680000
ROBERT WOOLSEY
WOOLSEY, JR., ROBERT, B.
1301 EDGE CUMBE DR
SITKA AK 99835

Parcel ID: 14685000
HENRY/DEBORAH OWEN
OWEN, HENRY, M./DEBORAH, J.
775 SE B STREET
MADRAS OR 97741-9710

Parcel ID: 14690000
GARY/TAMARA PERENSOVICH
PERENSOVICH, GARY, L./TAMARA, L.
1305 EDGE CUMBE DR
SITKA AK 99835

Parcel ID: 14695000
AUSTIN/KATHLEEN INMAN
INMAN, AUSTIN/KATHLEEN
1307 EDGE CUMBE DR, #A
SITKA AK 99835

Parcel ID: 14700000
JURCZAK SHEA REVOCABLE TRUST
JURCZAK SHEA REV. TRUST
1309 EDGE CUMBE DR.-UP
SITKA AK 99835

Parcel ID: 14705000
SCHAUWECKER FAMILY TRUST
SCHAUWECKER, GERALD, L./SHERON,
A.
1310 EDGE CUMBE DR.
SITKA AK 99835

Parcel ID: 14707001
SITKA COMMUNITY DEVELOPMENT
CORP.
SITKA COMMUNITY DEVELOPMENT
CORP.
P.O. BOX 6461
SITKA AK 99835-6461

Parcel ID: 14707002
R. BURGESS/VICT BAUDER/VOSBURG
BAUDER, BURGESS & VOSBURG,
VICTORIA
1300 HALIBUT POINT RD
SITKA AK 99835

Parcel ID: 14709000
CITY & BOROUGH OF SITKA
OLD CITY SHOPS
~~C/O OF SITKA~~
100 LINCOLN ST
SITKA AK 99835

Parcel ID: 14715000
WILLIAM/CARIN ADICKES
ADICKES, WILLIAM, F./CARIN, S.
1401 EDGE CUMBE DR
SITKA AK 99835

Parcel ID: 14770000
SAUL/ALICE SCHOENENBERGER
SCHOENENBERGER, SAUL/ALICE
209 MILLS ST
SITKA AK 99835

Parcel ID: 15761000
DEE LONGENBAUGH REVOCABLE
TRUST
C/O BETSY LONGENBAUGH
DEE LONGENBAUGH REVOCABLE
TRUST
319 B ST
SITKA AK 99835

Parcel ID: 15800000
TIMOTHY/CHERYL LOBDELL
LOBDELL, TIMOTHY & CHERYL
225 LAKEVIEW DR
SITKA AK 99835

Parcel ID: 15805000
J.L. RENTALS, LLC
J.L. RENTALS, LLC
112 SAND DOLLAR DR
SITKA AK 99835

Parcel ID: 15810000
JOAN/CHRIS GIANOTTI
GIANOTTI, JOAN & CHRIS
3831 KILLEWICH ST
JUNEAU AK 99801

Parcel ID: 15815000
ALEETA BAUDER
BAUDER, ALEETA, L.
1309 HALIBUT POINT RD
SITKA AK 99835

Parcel ID: 15820000
RICHARD/VICTORIA BAUDER/VOSBURG
BAUDER, BURGESS/VOSBURG,
VICTORIA
1300 HALIBUT POINT RD
SITKA AK 99835

P&Z Mailing
April 7, 2017

Parcel ID: 14635000
BRUCE/SEPTEMBER HORTON
HORTON, SEPTEMBER, M.
P.O. BOX 2491
SITKA AK 99835-2491

Parcel ID: 14640000
EDMON/ADORA DUMAG
DUMAG, EDMON/ADORA
1404 JOHNSTON ST
SITKA AK 99835

Parcel ID: 14645000
RICHARD RICHTER
RICHTER, RICHARD, W.
1211 EDGE CUMBE DR
SITKA AK 99835

Parcel ID: 14647000
VICTORIA HAY
HAY, VICTORIA
P.O. BOX 416
SITKA AK 99835-0416

Parcel ID: 14650000
PATRICIA WHITE
WHITE, PATRICIA, D.
117 GRANITE CREEK RD
SITKA AK 99835

Parcel ID: 14655000
LEE/CHRISTINA KRAUSE
KRAUSE, LEE, E./CHRISTINA, C.
P.O. BOX 1150
SITKA AK 99835-1150

Parcel ID: 14660000
LEE/TINA KRAUSE
KRAUSE, LEE/TINA
P.O. BOX 1150
SITKA AK 99835-1150

Parcel ID: 14680000
ROBERT WOOLSEY
WOOLSEY, JR., ROBERT, B.
1301 EDGE CUMBE DR, #A
SITKA AK 99835

Parcel ID: 14685000
HENRY/DEBORAH OWEN
OWEN, HENRY, M./DEBORAH, J.
775 SE B STREET
MADRAS OR 97741-9710

Parcel ID: 14690000
GARY/TAMARA PERENSOVICH
PERENSOVICH, GARY, L./TAMARA, L.
1305 EDGE CUMBE DR
SITKA AK 99835

Parcel ID: 14695000
AUSTIN/KATHLEEN INMAN
INMAN, AUSTIN/KATHLEEN
1307 EDGE CUMBE DR, #A
SITKA AK 99835

Parcel ID: 14700000
JURCZAK SHEA REVOCABLE TRUST
JURCZAK SHEA REV. TRUST
1309 EDGE CUMBE DR.-UP
SITKA AK 99835

Parcel ID: 14705000
SCHAUWECKER FAMILY TRUST
SCHAUWECKER, GERALD, L./SHERON,
A.
1310 EDGE CUMBE DR.
SITKA AK 99835

Parcel ID: 14707001
SITKA COMMUNITY DEVELOPMENT
CORP.
SITKA COMMUNITY DEVELOPMENT
CORP.
P.O. BOX 6461
SITKA AK 99835-6461

Parcel ID: 14707002
R. BURGESS/VICT BAUDER/VOSBURG
BAUDER, BURGESS & VOSBURG,
VICTORIA
1300 HALIBUT POINT RD
SITKA AK 99835

Parcel ID: 14709000
CITY & BOROUGH OF SITKA
OLD CITY SHOPS
C/B OF SITKA
100 LINCOLN ST
SITKA AK 99835

Parcel ID: 14711000
CITY & BOROUGH OF SITKA
OLD STATE SHOPS
C/B OF SITKA
100 LINCOLN ST
SITKA AK 99835

Parcel ID: 14715000
WILLIAM/CARIN ADICKES
ADICKES, WILLIAM, F./CARIN, S.
1401 EDGE CUMBE DR
SITKA AK 99835

Parcel ID: 14720000
MATTHEW/JULIEAN STROEMER
STROEMER, MATTHEW/JULIEANNE
1403 EDGE CUMBE DR
SITKA AK 99835

Parcel ID: 14725000
HARVEY/DORA NEWPORT
NEWPORT, HARVEY, E./DORA, P.
1405 EDGE CUMBE DRIVE.
SITKA AK 99835

Parcel ID: 14730000
PERRY/MARY BROSCIAT
BROSCIAT, PERRY/THORSEN-
BROSCIAT, MARY
1407 EDGE CUMBE DR
SITKA AK 99835

Parcel ID: 14765000
RENA SNYDER
SNYDER, RENA, IL
207 MILLS ST
SITKA AK 99835

Parcel ID: 14770000
SAUL/ALICE SCHOENENBERGER
SCHOENENBERGER, SAUL/ALICE
209 MILLS ST
SITKA AK 99835

Parcel ID: 15760000
DEE LONGENBAUGH REVOCABLE
TRUST
C/O BETSY LONGENBAUGH
DEE LONGENBAUGH REVOCABLE
TRUST
319 B ST

Parcel ID: 15761000
DEE LONGENBAUGH REVOCABLE
TRUST
C/O BETSY-LONGENBAUGH
DEE LONGENBAUGH REVOCABLE
TRUST
319 B ST

Parcel ID: 15773000
ROY/DORIS BAILEY
BAILEY, DORIS, M.
P.O. BOX 953
SITKA AK 99835-0953

Parcel ID: 15800000
TIMOTHY/CHERYL LOBDELL
LOBDELL, TIMOTHY & CHERYL
225 LAKEVIEW DR
SITKA AK 99835

Parcel ID: 15805000
J.L. RENTALS, LLC
J.L. RENTALS, LLC
112 SAND DOLLAR DR
SITKA AK 99835

Parcel ID: 15810000
JOAN/CHRIS GIANOTTI
GIANOTTI, JOAN & CHRIS
3831 KILLEWICH ST
JUNEAU AK 99801

Parcel ID: 15815000
ALEETA BAUDER
BAUDER, ALEETA, L.
1309 HALIBUT POINT RD
SITKA AK 99835

Parcel ID: 15820000
RICHARD/VICTORI BAUDER/VOSBURG
BAUDER, BURGESS/VOSBURG,
VICTORIA
1300 HALIBUT POINT RD
SITKA AK 99835

Parcel ID: 15850000
CANDI BARGER
BARGER, CANDI, C.
P.O. BOX 365
SITKA AK 99835-0365

Parcel ID: 15840000
JON SHENNETT
SHENNETT, JON, M.
P.O. BOX 1106
SITKA AK 99835-1106

Parcel ID: 15852000
CANDACE BARGER
BARGER, CANDACE, C.
P.O. BOX 365
SITKA AK 99835-0365

Parcel ID: 15845000
KERMIT WHITTEMORE
WHITTEMORE, KERMIT
P.O. BOX 264
SITKA AK 99835-0264

Parcel ID: 15855000
KAREN GRUSSENDORF REVOCABLE
TRUST
GRUSSENDORF, KAREN, S.
1221 HALIBUT POINT RD
SITKA AK 99835

P&Z Mailing
March 10, 2017

Parcel ID: 14635000
BRUCE/SEPTEMBER HORTON
HORTON, SEPTEMBER, M.
P.O. BOX 2491
SITKA AK 99835-2491

Parcel ID: 14640000
EDMON/ADORA DUMAG
DUMAG, EDMON/ADORA
1404 JOHNSTON ST
SITKA AK 99835

Parcel ID: 14645000
RICHARD RICHTER
RICHTER, RICHARD, W.
1211 EDGE CUMBE DR
SITKA AK 99835

Parcel ID: 14647000
VICTORIA HAY
HAY, VICTORIA
P.O. BOX 416
SITKA AK 99835-0416

Parcel ID: 14650000
PATRICIA WHITE
WHITE, PATRICIA, D.
117 GRANITE CREEK RD
SITKA AK 99835

Parcel ID: 14655000
LEE/CHRISTINA KRAUSE
KRAUSE, LEE, E./CHRISTINA, C.
P.O. BOX 1150
SITKA AK 99835-1150

Parcel ID: 14660000
LEE/TINA KRAUSE
KRAUSE, LEE/TINA
P.O. BOX 1150
SITKA AK 99835-1150

Parcel ID: 14680000
ROBERT WOOLSEY
WOOLSEY, JR., ROBERT, B.
1301 EDGE CUMBE DR
SITKA AK 99835

Parcel ID: 14685000
HENRY/DEBORAH OWEN
OWEN, HENRY, M./DEBORAH, J.
775 SE B STREET
MADRAS OR 97741-9710

Parcel ID: 14690000
GARY/TAMARA PERENSOVICH
PERENSOVICH, GARY, L./TAMARA, L.
1305 EDGE CUMBE DR
SITKA AK 99835

Parcel ID: 14695000
AUSTIN/KATHLEEN INMAN
INMAN, AUSTIN/KATHLEEN
1307 EDGE CUMBE DR, #A
SITKA AK 99835

Parcel ID: 14700000
PETER/MARGARET JURCZAK/SHEA
JURCZAK, PETER/SHEA, MARGARET
1309 EDGE CUMBE DR.-UP
SITKA AK 99835

Parcel ID: 14705000
SCHAUWECKER FAMILY TRUST
SCHAUWECKER, GERALD, L./SHERON,
A.
1310 EDGE CUMBE DR.
SITKA AK 99835

Parcel ID: 14707001
SITKA COMMUNITY DEVELOPMENT
CORP.
SITKA COMMUNITY DEVELOPMENT
CORP.
P.O. BOX 6461
SITKA AK 99835-6461

Parcel ID: 14707002
R. BURGESS/VICT BAUDER/VOSBURG
BAUDER, BURGESS & VOSBURG,
VICTORIA
1300 HALIBUT POINT RD
SITKA AK 99835

Parcel ID: 14709000
CITY & BOROUGH OF SITKA
OLD CITY SHOPS
C/B OF SITKA
100 LINCOLN ST
SITKA AK 99835

Parcel ID: 14711000
CITY & BOROUGH OF SITKA
OLD STATE SHOPS
C/B OF SITKA
100 LINCOLN ST
SITKA AK 99835

Parcel ID: 14715000
WILLIAM/CARIN ADICKES
ADICKES, WILLIAM, F./CARIN, S.
1401 EDGE CUMBE DR
SITKA AK 99835

Parcel ID: 14720000
MATTHEW/JULIEAN STROEMER
STROEMER, MATTHEW/JULIEANNE
1403 EDGE CUMBE DR
SITKA AK 99835

Parcel ID: 14725000
HARVEY/DORA NEWPORT
NEWPORT, HARVEY, E./DORA, P.
1405 EDGE CUMBE DRIVE.
SITKA AK 99835

Parcel ID: 14730000
PERRY/MARY BROSCHEAT
BROSCHEAT, PERRY/THORSEN-
BROSCHEAT, MARY
1407 EDGE CUMBE DR
SITKA AK 99835

Parcel ID: 14765000
RENA SNYDER
SNYDER, RENA, II.
207 MILLS ST
SITKA AK 99835

Parcel ID: 14770000
SAUL/ALICE SCHOENENBERGER
SCHOENENBERGER, SAUL/ALICE
209 MILLS ST
SITKA AK 99835

Parcel ID: 15760000
DEE LONGENBAUGH REVOCABLE
TRUST
DEE LONGENBAUGH REVOCABLE
TRUST
808 DIXON ST
JUNEAU AK 99801

Parcel ID: 15761000
DEE LONGENBAUGH REVOCABLE
TRUST
DEE LONGENBAUGH REVOCABLE
TRUST
808 DIXON ST
JUNEAU AK 99801

Parcel ID: 15773000
ROY/DORIS BAILEY
BAILEY, DORIS, M.
P.O. BOX 953
SITKA AK 99835-0953

Parcel ID: 15800000
RANCE DAILEY
DAILEY, RANCE, J.
5924 HOGAN DR
WEED CA 96094-9214

Parcel ID: 15805000
J.L. RENTALS, LLC
J.L. RENTALS, LLC
112 SAND DOLLAR DR
SITKA AK 99835

Parcel ID: 15810000
JOAN/CHRIS GIANOTTI
GIANOTTI, JOAN & CHRIS
3831 KILLEWICH ST
JUNEAU AK 99801

Parcel ID: 15815000
ALEETA BAUDER
BAUDER, ALEETA, L.
1309 HALIBUT POINT RD
SITKA AK 99835

Parcel ID: 15820000
RICHARD/VICTORI BAUDER/~~VOSBURG~~
BAUDER, BURGESS/~~VOSBURG~~,
VICTORIA
~~1300 HALIBUT POINT RD~~
SITKA AK 99835

Parcel ID: 15850000
CANDI BARGER
BARGER, CANDI, C.
P.O. BOX 365
~~SITKA AK 99835-0365~~

Parcel ID: 15840000
JON SHENNETT
SHENNETT, JON, M.
P.O. BOX 1106
SITKA AK 99835-1106

Parcel ID: 15852000
CANDACE BARGER
BARGER, CANDACE, C.
P.O. BOX 365
SITKA AK 99835-0365

Parcel ID: 15845000
KERMIT WHITTEMORE
WHITTEMORE, KERMIT
P.O. BOX 264
SITKA AK 99835-0264

Parcel ID: 15855000
KAREN GRUSSENDORF REVOCABLE
TRUST
GRUSSENDORF, KAREN, S.
1221 HALIBUT POINT RD
SITKA AK 99835

P&Z Mailing
February 15, 2017



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 17-096 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 5/3/2017 In control: City and Borough Assembly
On agenda: 5/9/2017 Final action:
Title: Discussion/Direction/Decision on the selection of an Interim Administrator(s)
Sponsors:
Indexes:
Code sections:
Attachments: [Acting Administrator\(s\).pdf](#)

Date	Ver.	Action By	Action	Result
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Discussion / Direction / Decision on the selection of an Acting Administrator(s).

Home Rule Charter of the City and Borough of Sitka

Section 4.03 Acting Municipal Administrator

If the administrator is absent from the municipality or is unable to perform his/her duties; if the assembly suspends the administrator; or if a vacancy in the office of the administrator, the assembly may appoint an acting administrator to serve until the administrator returns, until his disability or suspension cease, or until another administrator is appointed. The assembly shall replace the acting administrator with a permanent administrator within a reasonable time, and in no case may he/she serve as acting administrator for more than one year.

POSSIBLE MOTIONS

I MOVE TO appoint _____ as “Acting” Municipal Administrator from June 16, 2017 until the first day of employment of a newly appointed Municipal Administrator.

OR

I MOVE TO appoint _____, _____, and _____ to serve in the role of “Acting” Municipal Administrators, on a rotational basis, beginning June 16, 2017 and ending upon the first day of employment of a newly appointed Municipal Administrator. The schedule of their appointments will be developed by the Mayor, Municipal Clerk, and the appointees and presented to the Assembly.

OR

I MOVE TO _____.



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 17-097 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 5/3/2017 In control: City and Borough Assembly
On agenda: 5/9/2017 Final action:
Title: Litigation Update - Dapcevich Lawsuit
Sponsors:
Indexes:
Code sections:
Attachments: [Motion Executive Session.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTIONS

I MOVE to go into Executive Session*, and exclude Acting Administrator Michael Harmon, to receive advice from outside legal counsel, Michael Gatti, regarding legal matters affecting the Municipality as a result of the lawsuit filed by Marko Dapceovich on March 30, 2017.

*The Municipal Administrator, Municipal Attorney, and Municipal Clerk attend Executive Sessions of the Assembly, unless otherwise excluded in the motion to enter into executive session.

I MOVE to reconvene as the Assembly in regular session.