



CITY AND BOROUGH OF SITKA

Meeting Agenda - Final

Planning Commission

Wednesday, May 5, 2021

6:00 PM

Harrigan Centennial Hall

****Special Meeting****

I. CALL TO ORDER AND ROLL CALL

II. CONSIDERATION OF THE AGENDA

III. 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 Chair imposes other time constraints at the beginning of the agenda item.)

IV. THE EVENING BUSINESS

A [MISC 21-09](#) Discussion/Direction on work plan and process for tourism planning effort.

Attachments: [MISC 21-09 Tourism Work Plan Staff Memo](#)
[Preliminary Tourism Work Plan & Schedule](#)

V. ADJOURNMENT

NOTE: More information on these agenda items can be found at <https://sitka.legistar.com/Calendar.aspx> or by contacting the Planning Office at 100 Lincoln Street. Individuals having concerns or comments on any item are encouraged to provide written comments to the Planning Office or make comments at the Planning Commission meeting. Written comments may be dropped off at the Planning Office in City Hall, emailed to planning@cityofsitka.org, or faxed to (907) 747-6138. Those with questions may call (907) 747-1814.

Publish:



City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

Coast Guard City, USA

MEMORANDUM

To: Chair Spivey and Planning Commission Members

From: Amy Ainslie, Planning Director *AA*

Date: April 30, 2021

Subject: **Tourism Planning – Work Plan & Schedule**

At the April 13th work session, the Assembly and the Planning Commission discussed the Assembly's request to work on tourism planning for the 2022 cruise season. The following direction was agreed upon:

- Focus on logistics of how to handle large passenger loads: dispersion throughout town, transportation, traffic/congestion, and emergency services/ access to medical care
 - Provide differentiated plans for different passenger loads, i.e. how a 1k passenger versus an 8k passenger day would be handled
- Report on future planning areas needed (housing, waste management, restrooms, utility infrastructure capacity, other city services, environmental impacts, etc.)
- Planning horizon for the plan should be 1-5 years
- Outreach is vital; a broad approach including industry professionals and organizations, merchants, tour operators, and the general public should be part of the process
- Ideally, plan would be finished by December 2021, or at least the bulk of it

For tonight's meeting, Staff requests direction from the Commission on:

1. **Work plan and schedule:** Staff has sketched out a preliminary work plan and schedule which has been included in your packet as a starting point for discussion. Staff would like the Commission's feedback on the work plan and any suggested adjustments. There are some considerations made in the plan for downtown businesses and the tour/excursion operators; areas of the plan that necessitate their close involvement were stacked towards the beginning and end of the summer season to accommodate the peak season busyness (mid June-late August) many of these businesses and organizations experience.
2. **Data needs:** Staff would like to start collecting data the Commission feels is necessary to inform the process. While data collection and research will be needed throughout the process, staff would like to try to front-end load this effort as much as possible.

3. **Plan working title:** The Commission may want to consider an appropriate working title for the plan given the focused scope of the plan and previous visitor industry planning efforts.
4. **Collaborator list and public outreach:** Staff has made an effort to identify potential collaborators for each of the plan pieces. These are by no means exhaustive or exclusive lists, and general public comment is welcome and encouraged throughout the process. As was discussed at the April 21st Planning Commission meeting, part of our process at the end of each meeting will be identifying governmental entities, businesses, organizations, and individuals we'd like to reach out to for the next meeting. Staff would like Commission review of these recommendations, suggestions for additions, and discussion of engagement strategies.
5. **A standing meeting time:** Staff requests that a standing meeting time be designated for this effort, with adjustments or additional meetings made as required. Given the wide breadth of collaborators that will be engaged in the process, it's highly likely that special meetings outside the standing meeting time will be needed. However, having a standing meeting time would serve as a starting point for scheduling, greatly alleviating staff time spent on scheduling every meeting on an ad-hoc basis.

