



# CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS  
1332 Seward Ave.  
Room 229  
Sitka, AK  
(907)747-1811

## Meeting Agenda

### City and Borough Assembly

*Mayor Mim McConnell*  
*Deputy Mayor Matt Hunter*  
*Vice-Deputy Mayor Benjamin Miyasato*  
*Aaron Swanson, Steven Eisenbeisz*  
*Tristan Guevin, and Bob Potrzuski*

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

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Tuesday, January 26, 2016

6:00 PM

Assembly Chambers

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#### **5:00-5:50PM WORKSESSION: Citizens' Taskforce**

[16-016](#)

Worksession materials

**Attachments:** [Citizen Task Force Recommendations to Date 20 Jan 2016](#)  
[FrameWork For a Budget Grand Bargain](#)  
[Grand Bargain Budget Spreadsheet](#)  
[Core Services Worksheet 20 January 2016](#)  
[Citizens Taskforce Capital Funding Levels 1-14-16](#)

#### **REGULAR MEETING**

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

[16-015](#)

Reminders, Calendars and General Correspondence

**Attachments:** [Reminders and Calendars](#)  
[Alaska Marine Highway thanks](#)  
[Parks and Rec Manager position](#)  
[Salvation Army](#)  
[Alaska Department of Law](#)

**V. CEREMONIAL MATTERS**

- [16-014](#) Athletic Awards for State Wrestling Champions and Service Award to Historic Preservation Commission member Peter Gorman

**Attachments:** [Wrestling Awards](#)  
[Peter Gorman Service Award](#)

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

*Public participation on any item off the agenda. All public testimony is not to exceed 3 minutes for any individual, unless the mayor imposes other time constraints at the beginning of the agenda item.*

**VIII. REPORTS**

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

**IX. CONSENT AGENDA**

*All matters under Item IX Consent Agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

- A** [16-010](#) Approve the minutes of the January 12, 2016 Assembly meeting  
**Attachments:** [Consent and minutes](#)
- B** [16-013](#) Approve liquor license renewal applications for Sitka Moose Lodge #1350 and JL Sitka, Inc. dba Westmark Sitka Hotel and forward these to the Alcoholic Beverage Control Board without objection  
**Attachments:** [Liquor license renewals](#)
- C** [RES 16-03](#) Requesting the Alaska State Legislature works with the Governor to implement policies that lead to a sustainable state budget for the foreseeable future  
**Attachments:** [Res 2016-03](#)
- D** [RES 16-04](#) Supporting the Alaska State Board of Education's proposed revised Alaska Arts Standards  
**Attachments:** [Memo on Alaska Arts Standards](#)  
[Res 2016-04](#)

- E      [ORD 16-02](#)      Amending Chapter 2.60 by adding Section 2.60.060 entitled, "Municipal Employees Serving on Municipal Boards, Commissions or Committees" (first reading)

Attachments: [Ord 2016-02](#)

- F      [ORD 16-03](#)      Adjusting the FY16 Budget (first reading)

Attachments: [Ord 2016-03](#)

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

- G      [16-012](#)      Reappoint Barbara Bingham to the Library Commission

Attachments: [Bingham](#)

XI.      **UNFINISHED BUSINESS:**

- H      [ORD 16-01](#)      Authorizing the sale of a portion of Lot 1 Dodson-Holzman Subdivision

Attachments: [Motion Ord 2016-01](#)

[Ordinance 2016-01](#)

XII.      **NEW BUSINESS:**

- I      [16-011](#)      Brief update from the Sitka Community Playground volunteer group on the status of the community playground project- possible discussion/direction by the Assembly

Attachments: [Community Playground](#)

- J      [RES 16-02](#)      Requesting the Alaska Department of Revenue remit 50 percent of the excise tax levied on all marijuana products produced by cultivators back to municipalities

Attachments: [Res 2016-02](#)

XIII.      **PERSONS TO BE HEARD:**

*Public participation on any item on or off the agenda. Not to exceed 3 minutes for any individual.*

XIV.      **EXECUTIVE SESSION**

XV.      **ADJOURNMENT**

*Sara Peterson, CMC, Municipal Clerk*

*Publish: January 22*



# CITY AND BOROUGH OF SITKA

100 Lincoln Street,  
Sitka, Alaska 99835

## Legislation Details

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**File #:** 16-016      **Version:** 1      **Name:**  
**Type:** Item      **Status:** AGENDA READY  
**File created:** 1/21/2016      **In control:** City and Borough Assembly  
**On agenda:** 1/26/2016      **Final action:**  
**Title:** Worksession materials

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Citizen Task Force Recommendations to Date 20 Jan 2016](#)  
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[Grand Bargain Budget Spreadsheet](#)  
[Core Services Worksheet 20 January 2016](#)  
[Citizens Taskforce Capital Funding Levels 1-14-16](#)

Date	Ver.	Action By	Action	Result
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## Citizen Task Force Recommendations to Date

**M – Rule/S – Gibson moved to recommend the City and Borough of Sitka Assembly evaluate and/or eliminate optional community purpose property tax exemptions, establish a criteria of such exemptions with a 3 to 5 year timeframe review of the real property exemptions and consider a payment in lieu of taxes over a certain threshold value. Motion carried unanimously.**

Rule thought personal property was time consuming with little return. Acting Assessor Joens told of approximately 5,000 boats on a flat rate of taxes per foot that had been in place since 1985.

Sweeney told of the ability to levy a vehicle registration tax that went before the Assembly which failed in the last year and that the State would most likely collect the money then reimburse the City. Gibson questioned the process of changing the boat personal property tax. Acting Assessor Joens told of cost of taxes for boat by length and that airplanes are based on their value. Bevan wondered the possibility of outsourcing the personal property tax. Sweeney told that it is allowed to outsource collection of taxes but that it is costly and there is a loss of control.

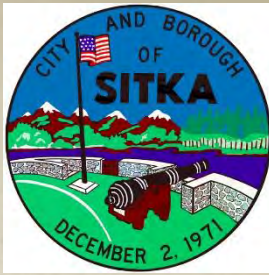
**M – Bevan/S – Rule moved to recommend to the Assembly that they review the tax exemptions in 4.09.100 of the Sitka General Code to determine if they all still apply. Motion carried unanimously.**

Sweeney will research Federal and State law with regards to exemptions. Discussion occurred on the thought of a sunset. Sweeney reminded the Assembly of the possible State changes with regards to taxes.

**M – Bevan/S – Rule moved to recommend the Assembly hold a public hearing on the elimination of the long-term rental, whole sale, senior, and government supported agencies exemptions. Motion carried unanimously.**

**M – Rule/S – Bevan moved to recommend the Assembly that they look into requiring all businesses report sales, show exemptions, and pay any tax due. Motion carried unanimously.**

Allen explained that all business would have to report. Sweeny asked for clarification with regards to all entities for example churches and other various non-profit entities. Rule stated his intent was if anyone were collecting revenues, they would be subject to sales tax and a report would have to be filed with exemptions justified. Gibson gave the example of requiring a report of someone selling jewelry at a bazaar.



# FRAMEWORK FOR A BUDGET GRAND BARGAIN

PRESENTED TO THE CITIZENS' TASKFORCE 1/18/16

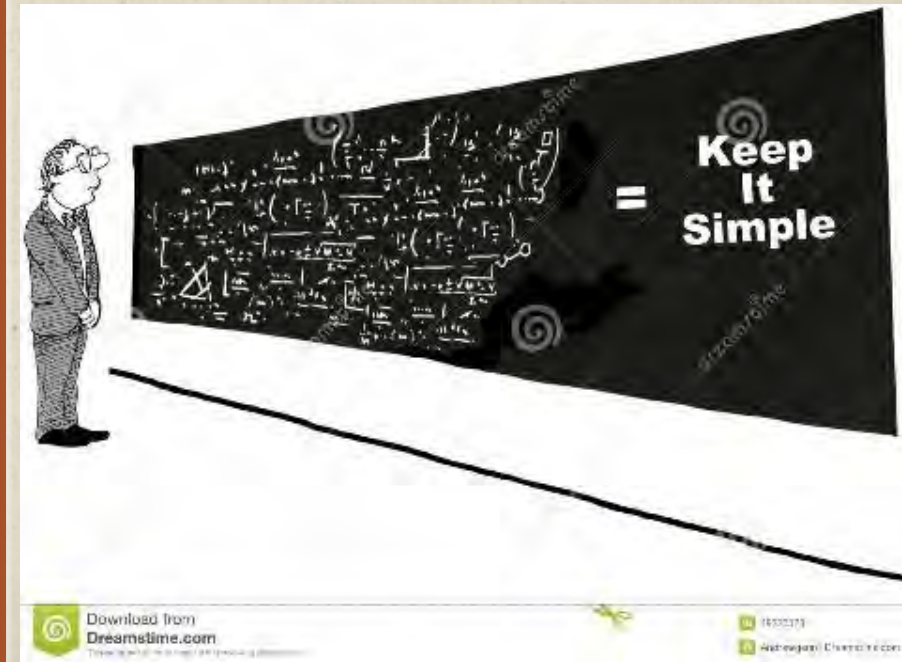
# KEY ASSUMPTIONS

- Citizens want to see some level of reduction in City Hall, hospital and school district
  - We need to make our tax/ revenue system more progressive and equitable
  - The CTF does not want to see our critical infrastructure deteriorate while at the same time members want City Hall to be prudent in how it is maintained which means it may look a little shabbier but will still work
  - Very few services, if any, currently being provided by the City are not considered Core regulatory or Core Public Safety/Infrastructure.
  - There is concerns about the sustainability of the enterprise funds with more focus on Electrical and Harbors
  - The CTF is feeling overwhelmed with spreadsheets and data and recognizes the complexities of the CBS budgets
  - The CTF process going forward needs to be simplified or we risk losing CTF membership and the ability to meaningfully engage the public
-





***"A foolish consistency is  
the hobgoblin of little  
minds, adored by little  
statesmen and  
philosophers and  
divines" Ralph Waldo  
Emerson***



Download from  
Dreamstime.com



18533379  
Andreygorbunov

# Draft Grand Bargain Budget Framework Worksheet

New Expenses and Adjustments		Notes
No Sales Tax On Groceries	\$ 1,200,000	
GF Subsidy To Electric Fund	\$ 1,000,000	
Adjusted GF Deficit Funding PW Capital Projects at \$3 million not at \$4 million	\$ 1,500,000	Funding PW capital projects at \$3 million allows current infrastructure to be maintained. Adjustment made from General Fund Forecast Spreadsheet Presented at the Nov 23 CTF meeting.
Property Tax Rebate for Low Income Prop Owners		Excludes those eligible for other property exemptions. Example example: \$50K exemption for home owners earning \$75K or less
<b>Total New Expenses</b>	<b>\$ 3,700,000</b>	
Possible New Revenues Streams		Notes
Elimination Senior Sales Tax	\$ 500,000	With sales tax off of groceries and a subsidy for electrical service, removing this exemption may be more achievable
Car Registration Tax	\$ 500,000	
Raise Sales Tax Cap	\$ -	
Sales Tax on Long Term Rentals	\$ -	
Other	\$ -	
Other	\$ -	
Two Mill Property Tax Increase	\$ 2,000,000	
<b>Total</b>	<b>\$ 3,000,000</b>	
<b>Difference Between Revenues and Expenses</b>	<b>\$ (700,000)</b>	
Reductions To Balance Budget		
CBS General Fund	\$ 600,000	
Sitka School District	\$ 200,000	
Sitka Community Hospital	\$ 150,000	
<b>Total</b>	<b>\$ 950,000</b>	
<b>Grand Total</b>	<b>\$ 250,000</b>	

## Engineering Flowchart



## Draft Grand Bargain Budget Framework

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**Notes:**

Ambulance	Contract to Sitka Community Hospital
Centennial Building	RFP to provide management (Chamber, Fine Arts Camp potentials)
General fund	5% across the board
Library	25% cut
Parks & Rec	\$250,000 cut



# **PUBLIC WORKS**

## **Capital Funding Overview**

Citizens Taskforce  
Presentation 1/18/16



### **What would our General Fund infrastructure look like at various funding levels?**

- Identify some basic trends as funding is increased to the following annual funding levels:
  - \$1.5-million (current funding level)
  - \$2-million
  - \$3-million
  - \$4-million (current level of infrastructure)
- Focused on four primary areas of General Fund infrastructure:
  - Buildings
  - Road System
  - Parking Lots
  - Parks and Recreation

**BUILDINGS**

***Road System***

**PARKING LOTS**

**Parks<sup>and</sup>  
Recreation**



# **PUBLIC WORKS**

## **Capital Funding Overview**

Citizens Taskforce  
Presentation 1/18/16



- **Red Light** = No Capital Funding.
- **Yellow Light** = At risk for major infrastructure reductions, but some funding for major maintenance.
- **Green Light** = Able to maintain current levels of infrastructure for next 30-years.

**BUILDINGS**

***Road System***

**PARKING LOTS**

**Parks<sup>and</sup>  
Recreation**

# **PUBLIC WORKS**

## **Capital Funding Overview**

Citizens Taskforce  
Presentation 1/18/16



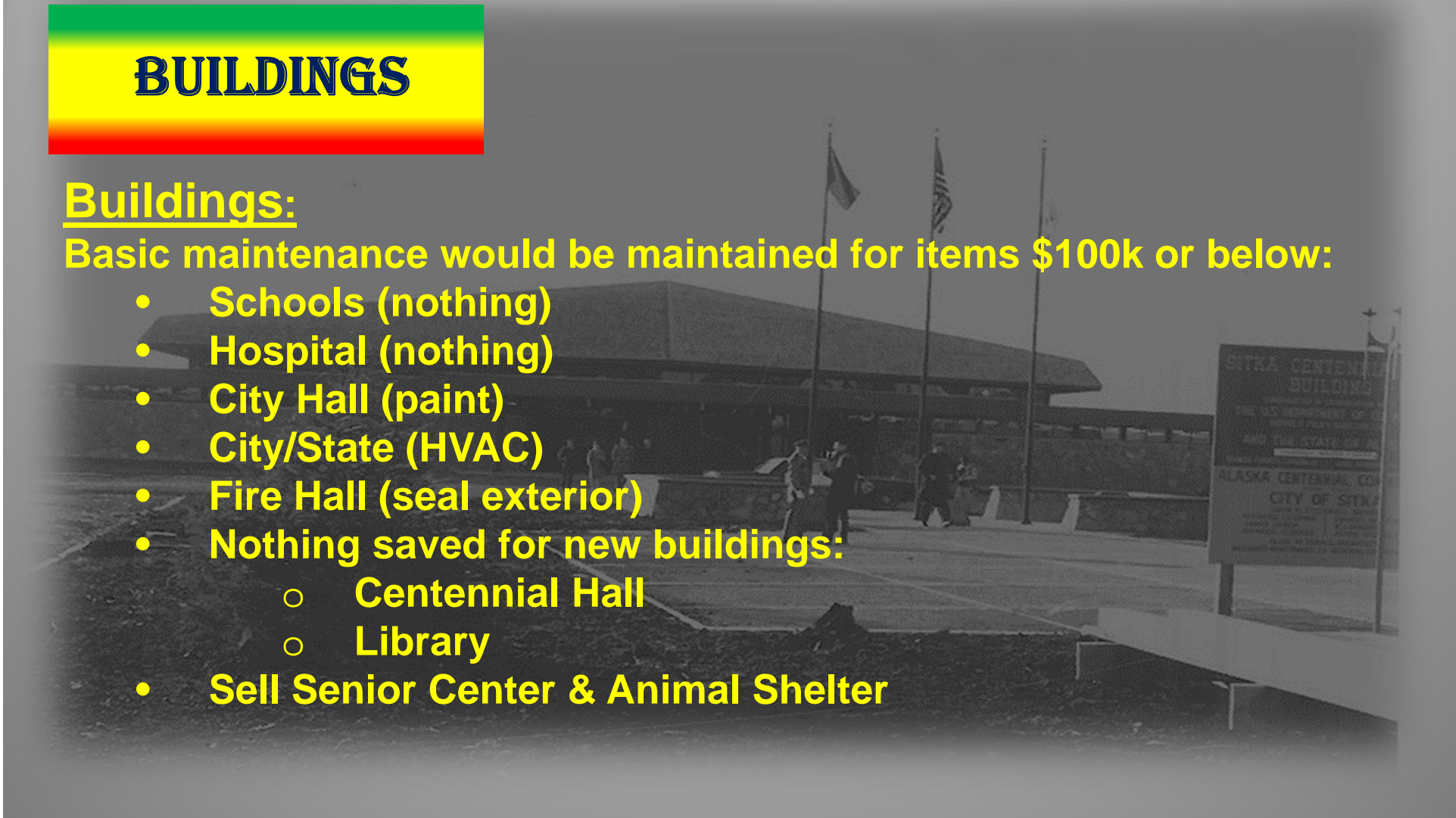
## **Capital Budget at \$1.5-million Annually**

### **BUILDINGS**

#### **Buildings:**

**Basic maintenance would be maintained for items \$100k or below:**

- Schools (nothing)
- Hospital (nothing)
- City Hall (paint)
- City/State (HVAC)
- Fire Hall (seal exterior)
- Nothing saved for new buildings:
  - Centennial Hall
  - Library
- Sell Senior Center & Animal Shelter





# **PUBLIC WORKS**

## **Capital Funding Overview**

Citizens Taskforce  
Presentation 1/18/16

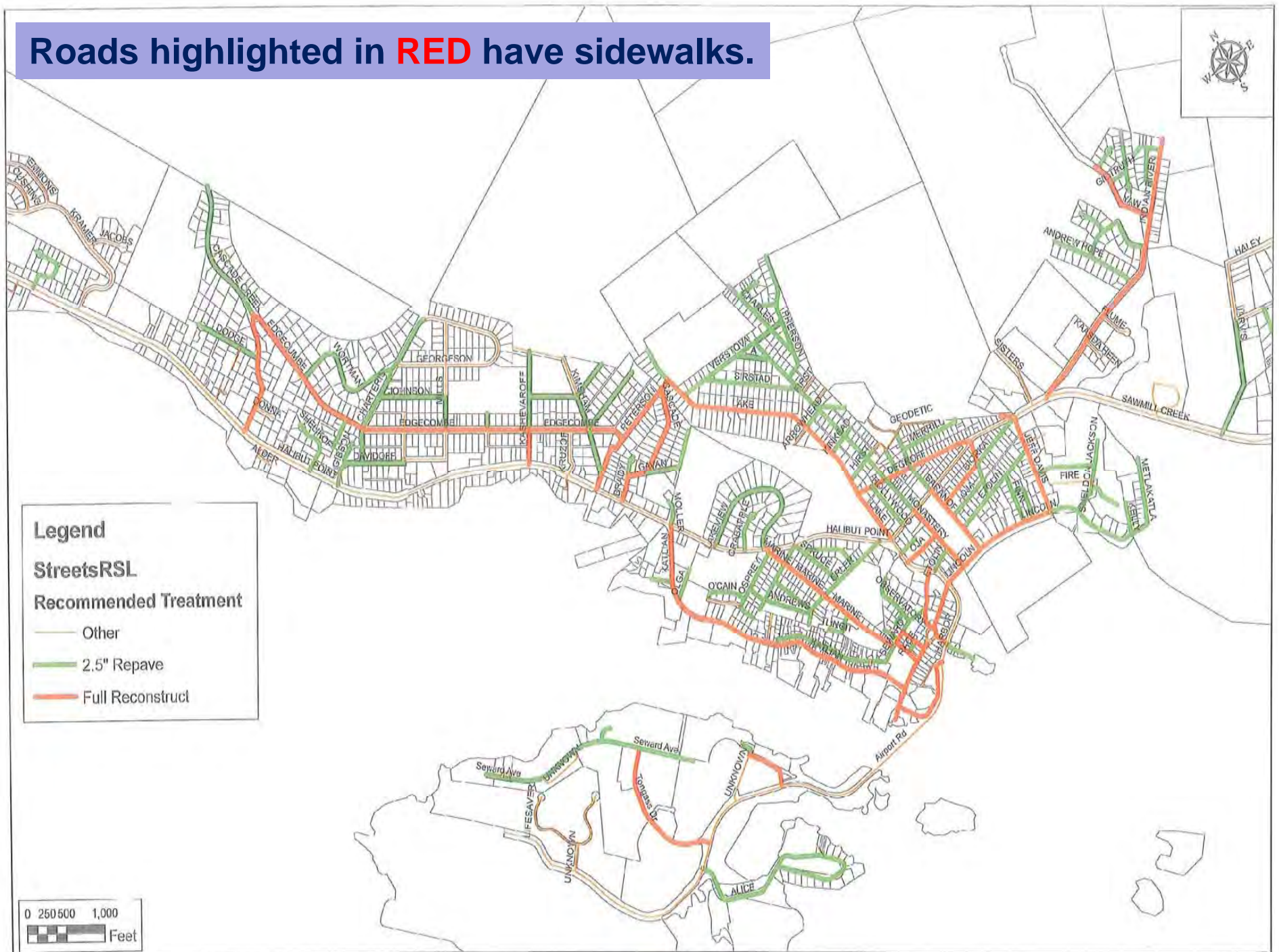


## **Capital Budget at \$1.5-million Annually**



- Reduced to gravel excluding primary downtown curbed roads with sidewalks (see map next slide).
- All roads without sidewalks would be funded through LID.
- Roads with sidewalks to be converted to gravel:
  - o All roads on Japonski Island (25-year outlook)
  - o Biorka & Park Street (25-year outlook)
  - o Indian River & Yaw Drive (25-year outlook)

Roads highlighted in **RED** have sidewalks.





# **PUBLIC WORKS**

## **Capital Funding Overview**

Citizens Taskforce  
Presentation 1/18/16



## **Capital Budget at \$1.5-million Annually**

### **PARKING LOTS**

**Convert to gravel or rely on CPET funding when possible:**

- **City Hall (Gravel)**
- **Centennial Hall/Crescent (CPET in 20-years)**
- **Under Bridge (CPET or stop using)**
- **Castle Hill Parking Area (CPET)**
- **City/State (Gravel)**
- **Fire Hall (Gravel except in front of garage)**
- **All Schools (Gravel?)**
- **Hospital (Gravel except Emergency Access?)**

# **PUBLIC WORKS**

## **Capital Funding Overview**

Citizens Taskforce  
Presentation 1/18/16



## **Capital Budget at \$1.5-million Annually**



**All parks and recreation facilities would be dropped from the capital program and replaced based on volunteers, donations, and grants:**

- **7 Parks:** Maintained until major infrastructure needs to be removed (At risk to reduce to a basic trail system, gravel parking lots, no shelters or restrooms)
- **11 Ballfields:** Transition to the School Dist. to maintain and develop sponsorships to replace fencing, sand, restrooms, etc.
- **3 Playgrounds:** Closed (if volunteers and grant money come available concentrate on one good playground installation).



# **PUBLIC WORKS**

## **Capital Funding Overview**

Citizens Taskforce  
Presentation 1/18/16



## **Capital Budget at \$1.5-million Annually**

**Parks and Recreation**

### **Continue:**

- Rifle range could be managed privately with fees.
- Cabin & Goddard would completely rely on volunteers/grants beyond basic maintenance.
- Trails having weather damage and washouts would be fixed by Trail Works as their budget allows
- Skate Park could be managed through a rec program with a fee structure to support the ultimate replacement of the roof.
- Crescent Harbor tennis and basketball court would not be replaced (convert to open space?)

# **PUBLIC WORKS**

## **Capital Funding Overview**

Citizens Taskforce  
Presentation 1/18/16



### **Capital Budget at \$2-million Annually**

**My assumed priority would be pavement additions:**

#### **Parks and Recreation**

No Capital  
Funding



#### **PARKING LOTS**

CPET Funding  
Only.



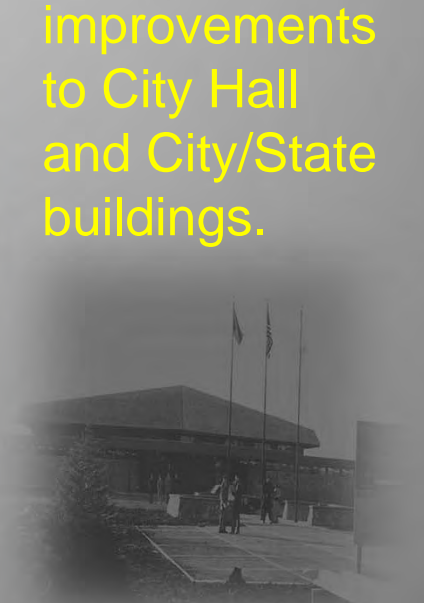
#### **Road System**

Add all roads  
with sidewalks to  
be paved.



#### **BUILDINGS**

Add major  
HVAC  
improvements  
to City Hall  
and City/State  
buildings.





# **PUBLIC WORKS**

## **Capital Funding Overview**

Citizens Taskforce  
Presentation 1/18/16



### **Capital Budget at \$3-million Annually**

**My assumed priority would be pavement additions, buildings & parking:**

#### **Parks and Recreation**

- Provide building materials.
- Community Playground.
- Partial support for major trail repairs.



#### **PARKING LOTS**

All parking lots are paved.  
Schools & Hospital at risk.



#### **Road System**

Entire road system is paved with only minor conversions to gravel.



#### **BUILDINGS**

Buildings would be positioned to do more replacements like roofs, etc.



# **PUBLIC WORKS**

## **Capital Funding Overview**

Citizens Taskforce  
Presentation 1/18/16



## **Capital Budget at \$4-million Annually**

### **Parks and Recreation**

Full Service with  
only minor  
reductions.



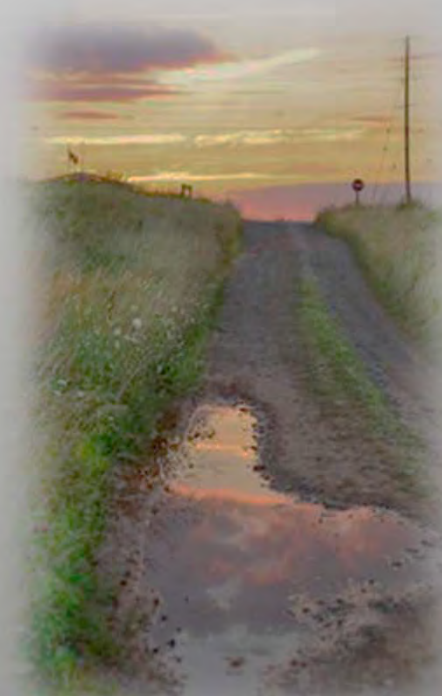
### **PARKING LOTS**

Full Service



### *Road System*

Full Service



### **BUILDINGS**

Full Service





# PUBLIC WORKS

## Capital Funding Overview

Citizens Taskforce  
Presentation 1/18/16



## General Fund is Falling Behind

CITY AND BOROUGH OF SITKA

7/5/2015

MID-RANGE AND LONG-RANGE CAPITAL IMPROVEMENTS NEEDS

PROJECTS	FY17	FY18	FY19	FY20	LONG RANGE	GRANT	LOAN	FUND
O'Call Street Paving (Osprey to End)	53,000							53,000
Osprey Street Paving	76,000	19,000		22,000				117,000
Patterson Way Paving	27,000			59,000				86,000
Pherson Street Paving	51,000			104,000				155,000
Price Street Paving (Burkhart to Harvest)	72,000							72,000
Princess Way Paving		23,000						23,000
Race Street Paving				27,000				27,000
Rands Drive Paving (Shotgun to Winchester)				59,000				59,000
Rigling Way Paving				15,000				15,000
Ross Street Paving		22,000		12,000				34,000
Sand Dollar Drive Paving	81,000							81,000
Seaview Heights Road Paving	65,000							65,000
Seward Avenue Paving				45,000				45,000
Seward Street Paving (Observatory to Marine)				84,000				84,000
Shelikof Way Paving				154,000				154,000
Shotgun Alley Paving (Remington to End)	123,000	125,000						248,000
Shuler Drive Paving	68,000							68,000
Sirslad Street Paving				213,000				213,000
Tlingit Way Paving Rehabilitation				68,000				68,000
Valhalla Way Paving	65,000							65,000
Viking Way Paving	44,000							44,000
Wachusells Street Paving	131,000							131,000
Wolff Drive Paving	72,000			214,000				286,000
Long Range Roads					32,700,000			32,700,000
Parking Lots								
Whale Park	71,690							71,690
City Hall		133,270						133,270
Castle Hill			221,310					221,310
Fire Hall					153,330			153,330
Long Range Parking Lots					2,967,704			2,967,704
<b>SUBTOTAL</b>	<b>8,063,040</b>	<b>2,011,270</b>	<b>2,390,810</b>	<b>3,811,000</b>	<b>35,811,064</b>			<b>52,087,184</b>

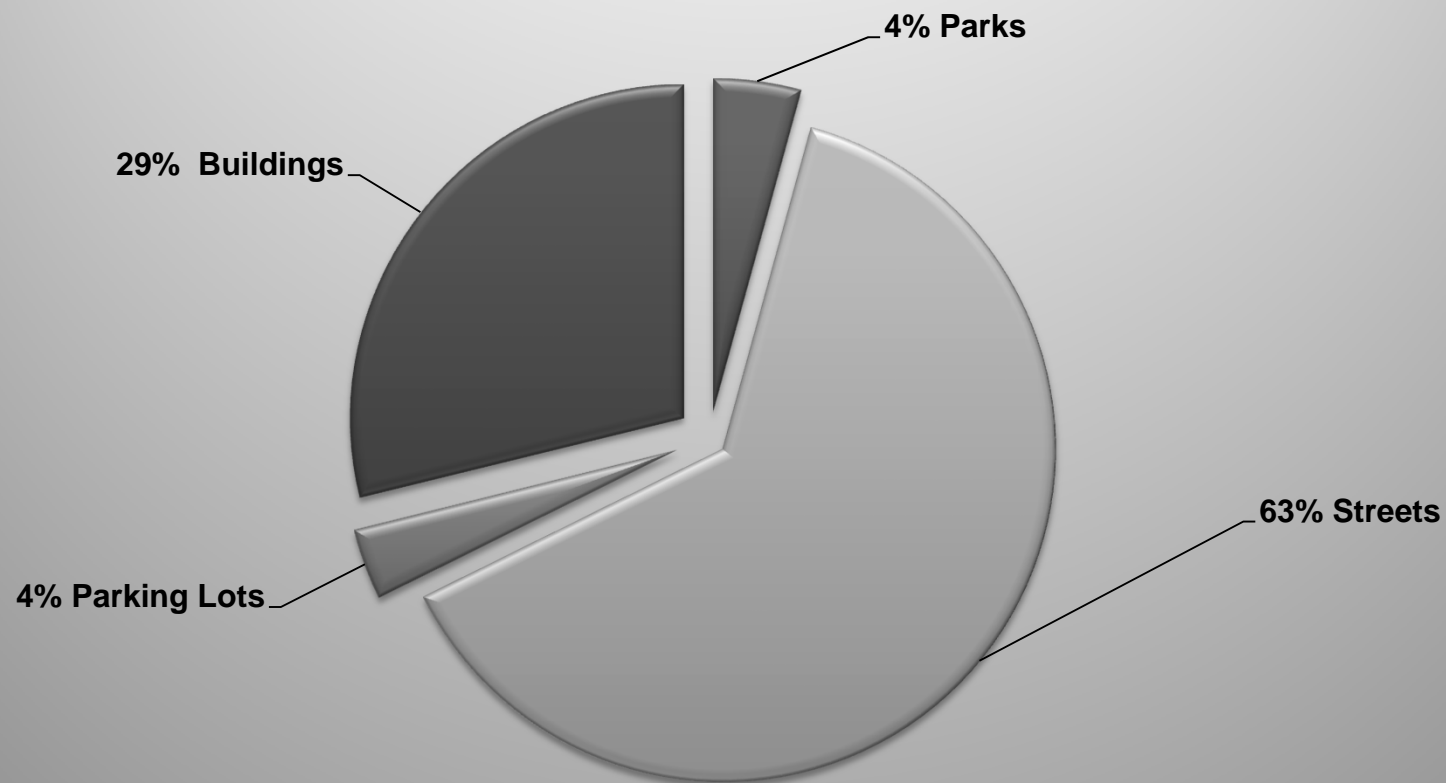
# **PUBLIC WORKS**

## **Capital Funding Overview**

Citizens Taskforce  
Presentation 1/18/16



## **CBS General Fund Infrastructure Breakdown**



Over \$60-Million Projected thru 2035

**PUBLIC WORKS**  
**Capital Funding Overview**

Citizens Taskforce  
Presentation 1/18/16



**Questions?**



# CITY AND BOROUGH OF SITKA

100 Lincoln Street,  
Sitka, Alaska 99835

## Legislation Details

File #: 16-015      Version: 1      Name:

Type: Correspondence      Status: AGENDA READY

File created: 1/20/2016      In control: City and Borough Assembly

On agenda: 1/26/2016      Final action:

Title: Reminders, Calendars and General Correspondence

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Attachments: [Reminders and Calendars](#)  
[Alaska Marine Highway thanks](#)  
[Parks and Rec Manager position](#)  
[Salvation Army](#)  
[Alaska Department of Law](#)

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

<b><u>DATE</u></b>	<b><u>EVENT</u></b>	<b><u>TIME</u></b>
Tuesday, January 26	Worksession: Citizens' Taskforce	5:00 PM
Tuesday, January 26	Regular Meeting	6:00 PM
Tuesday, February 9	Regular Meeting	6:00 PM
Wednesday, February 10	Worksession: Sitka School Board At the School District Office	6:00 PM



# Assembly Calendar

2015   Jan   Feb   Mar   Apr   May   Jun   Jul   Aug   Sep   Oct   Nov   Dec   2017

January 2016

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



# Assembly Calendar

2015 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2017

## February 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 Jan	1 Feb	2	3	4	5	6
	7:00pm Marijuana Advisory 6:00pm Citizens' Taskforce	McConnell 7:00pm Planning	7:00pm Library Board McConnell	12:00pm - 1:30pm SEDA Board Meeting		
7	8	9	10	11	12	13
	7:00pm Marijuana Advisory	12:00pm Health Needs & Human Services Commission 6:00pm <u>Regular Assembly Mtg</u>	6:00pm Port and Harbors 6:00pm Historic Preservation 6:00pm <u>Worksession with School Board - District Offices</u>	12:00pm LEPC 12:00pm <u>Parks &amp; Rec</u>		
14	15	16	17	18	19	20
	7:00pm Marijuana Advisory 6:00pm Citizens' Taskforce McConnell PRESIDENTS DAY	McConnell 12:00pm <u>Tree/Landscape</u> 7:00pm <u>Planning</u>	McConnell			
21	22	23	24	25	26	27
	7:00pm Marijuana Advisory	6:00pm <u>Regular Assembly Mtg</u>	6:00pm Police and Fire Commission - Fire Hall			
28	29	1 Mar	2	3	4	5
	6:00pm Citizens' Taskforce	7:00pm Planning	7:00pm Library Board	12:00pm - 1:30pm SEDA Board Meeting		



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

January 15, 2016

Captain Michael Neussl  
Department of Transportation and Public Facilities Deputy Commissioner  
P.O. Box 112500  
Juneau, AK 99811-2500

RE: AMHS Summer 2016 Schedule

Dear Captain Neussl,

On behalf of all Sitkans, I wanted to take the opportunity to thank you for the increase in ferry service throughout the Summer 2016 Alaska Marine Highway System schedule.

The previously proposed Summer 2016 Alaska Marine Highway schedule provided only one (1) north and one (1) south bound stop in Sitka, which would have been detrimental to Sitka's residents, tourism and economy.

Thank you again for the Legislative Listening Session and the Community Engagement Meeting. Those two opportunities provided Sitkans the chance to voice their comments and concerns on the proposed schedule, while brainstorming and offering proactive ideas on how to efficiently increase service to Sitka. The meetings were greatly appreciated by all.

It was a pleasure to meet you and your staff. We look forward to continuing a productive relationship.

Sincerely,

Mark Gorman  
Municipal Administrator

Cc: Governor Bill Walker  
Senator Bert Stedman  
Representative Jonathan Kreiss-Tomkins  
Marc Luiken, DOT&PF Commissioner  
Captain John Falvey, Jr, AIMHS General Manager  
Mike Lesmann, DOT&PF Special Assistant to the Commissioner  
Jeremy Woodrow, DOT&PF Communications Officer  
CBS Assembly

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Providing for today...preparing for tomorrow



# City and Borough of Sitka

100 Lincoln Street Sitka, Alaska 99835

*Coast Guard City, USA*

January 13, 2016

Dear Parks and Recreation Committee,

I am sorry I am unable to attend this meeting, but I have a conflict with the SEDA meeting.

By way of this correspondence, I would like to provide comments on item V. B. of your agenda: Update on the Parks and Recreation Manager Position.

As you are aware, CBS anticipates major budgetary shortfalls as we develop the FY2017 budget. As such, I am carefully reviewing each vacancy that occurs at City Hall and determining if the position can be eliminated and the functions redistributed to other positions or dropped. In the case of the Parks and Recreation Manager, I have directed the Public Works Director not to recruit for this position. In turn, Michael Harmon has proposed a reorganization of duties and positions. This has resulted in the development of a Buildings, Grounds and Parks Supervisor position which will be recruited for in the near future. We feel this restructure will maintain a healthy focus on managing our high priority maintenance activities and deferred maintenance planning. As we lose management staff, there will undoubtedly be areas of reduced oversight and perhaps less engagement in various external meetings. Maintenance will be the priority. We will also look towards public/private partnerships to fill any gaps in developing plans and perhaps coordinating recreation activities. This can be addressed on a case by case basis.

I hope this helps clarify our direction on this matter. I value your input and I'm thankful for your service to the Parks and Recreation Committee and our Community.

Sincerely,

Mark Gorman  
Administrator



# City and Borough of Sitka

100 Lincoln Street Sitka, Alaska 99835

*Coast Guard City, USA*

January 15, 2016

Major Evadne Wright and Major Terrance Wright  
Salvation Army Sitka Corps Community Center  
P.O. Box 454  
Sitka, Alaska 99835

Dear Majors Wright:

The City and Borough of Sitka (CBS) wishes to implement a voluntary program through which citizens can elect to donate an extra amount when paying their monthly utility bills, the proceeds of which will be dedicated to helping needy citizens of Sitka with the payment of their utility bills. As verbally presented to you today by Jay Sweeney and Mike Middleton, the CBS is desirous of having the Salvation Army Sitka Corps Community Center (SASCCC) administer the donations on behalf of the CBS.

It is the intent of the CBS to collect donations, then remit the amount collected on a monthly basis to the SASCCC. The SASCCC may then disburse the donated funds as it sees fit, following its own internal policies. The CBS proposes just two restrictions on the subsequent disbursement of donated funds:

- a. The donated funds must be used to help pay for the CBS utility expenses of needy Sitkans. Donated funds would not be disbursed for any other purpose. Paying for private fuel oil expenses or for food would not be acceptable uses.
- b. All Sitkans need to be equally eligible to potentially receive assistance.

If the SASCCC is agreeable to the above proposal and affirms its agreement, then the CBS will begin a public relations and marketing campaign to inform the public of the new program. The tenants of the public relations and marketing program will be reviewed with the SASCCC before any actions are taken.

The CBS is excited about partnering with the SASCCC to help needy Sitkans with utility expenses. We await your reply to our proposal.

Sincerely,

Mark Gorman  
Municipal Administrator

cc: Sitka Assembly



# City and Borough of Sitka

LEGAL DEPARTMENT

100 Lincoln Street • Sitka, Alaska 99835

January 13, 2016

Alaska Department of Law  
Attorney General's Office  
Commercial and Fair Business Section  
Attn: Harriet Dinegar Milks, Assistant Attorney General  
Box 110300  
Juneau, AK 99811

Re: Resolution No. 2016-01: A Resolution of the City and Borough of Sitka, Requesting the State Department of Law Revise the 500 foot Set-Back Provision in 3 AAC 306.010

Dear Ms. Milks,

The City and Borough of Sitka passed the attached resolution regarding the 500 ft. setback requirement last night during their regularly scheduled meeting.

This resolution requests that the licensed marijuana establishment setback requirement specified in 3 AAC 306.010 be revised to allow local planning and zoning regulation to determine the ideal setback distance for the given location with the minimum distance being 200 ft.

The City and Borough of Sitka is located on the Western coast of Baranof Island in Southeast Alaska. Given the limited developable land, we are compelled to reconcile incongruent types of zoning forced to exist in close proximity to each other. As a result, the 500 ft. setback requirement would cause considerable difficulty in large swaths of what would otherwise be ideal locations for marijuana establishments.

Thank you for your consideration.

Very sincerely,

Robin L. Koutchak  
Attorney for City and Borough of Sitka

cc. Sara Peterson, Municipal Clerk





# CITY AND BOROUGH OF SITKA

100 Lincoln Street,  
Sitka, Alaska 99835

## Legislation Details

File #: 16-014 Version: 1 Name:

Type: Ceremonial Status: AGENDA READY

File created: 1/20/2016 In control: City and Borough Assembly

On agenda: 1/26/2016 Final action:

Title: Athletic Awards for State Wrestling Champions and Service Award to Historic Preservation  
Commission member Peter Gorman

Sponsors:

Indexes:

Code sections:

Attachments: [Wrestling Awards](#)  
[Peter Gorman Service Award](#)

Date	Ver.	Action By	Action	Result
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# *Athletic Award*

*is hereby presented to*

**AGATHA ANDREWS**

*for her Outstanding Achievement of Alaska's State Wrestling  
Champion for 2015 at the 182 Pound Weight Class*



*Mim McConnell*

Mim McConnell, Mayor

*Sara Peterson*

Attest: Sara Peterson, CMC, Municipal Clerk

# *Athletic Award*

*is hereby presented to*

**CURT BARTLETT**

*for his Outstanding Achievement of Alaska's State Wrestling  
Champion for 2015 at the 106 Pound Weight Class*



*Mim McConnell*

Mim McConnell, Mayor

*Sara Peterson*

Attest: Sara Peterson, CMC, Municipal Clerk



# *Athletic Award*

*is hereby presented to*

**SYDNEE KIMBER**

*for her Outstanding Achievement of the Alaska's State  
Wrestling Champion for 2015 at the 160 Pound Weight Class*



*Mim McConnell*

Mim McConnell, Mayor

*Sara Peterson*

Attest: Sara Peterson, CMC, Municipal Clerk

# *Athletic Award*

*is hereby presented to*

**STERLING MAGNUSON**

*for her Outstanding Achievement of Alaska's State Wrestling  
Champion for 2015 at the 220 Pound Weight Class*



*Mim McConnell*

Mim McConnell, Mayor

*Sara Peterson*

Attest: Sara Peterson, CMC, Municipal Clerk



# *Athletic Award*

*is hereby presented to*

**JIM GIAMPA**

*for his Outstanding Coaching of the Sitka High School  
Wrestling Team and helping a wrestler take First Place  
in the 2015 Alaska State Tournament*



*Mim McConnell*

Mim McConnell, Mayor

*Sara Peterson*

Attest: Sara Peterson, CMC, Municipal Clerk

# *Athletic Award*

*is hereby presented to*

**MIKE KIMBER**

*for his Outstanding Coaching of the Mt. Edgecumbe High School  
Wrestling Team and helping three wrestlers take First Place  
in the 2015 Alaska State Tournament*



*Mim McConnell*

Mim McConnell, Mayor

*Sara Peterson*

Attest: Sara Peterson, CMC, Municipal Clerk



# Service Award

The City and Borough of Sitka awards to

***Peter Gorman***

this expression of grateful acknowledgment for your over 12 years of  
valued service rendered in the public interest while serving on the  
Historic Preservation Commission. Thank you!

*Signed and sealed this 26<sup>th</sup> day of January 2016*

Attest:

*Sara Peterson*

Sara Peterson, CMC  
Municipal Clerk







# CITY AND BOROUGH OF SITKA

100 Lincoln Street,  
Sitka, Alaska 99835

## Legislation Details

File #: 16-010 Version: 1 Name:  
Type: Minutes Status: AGENDA READY  
File created: 1/18/2016 In control: City and Borough Assembly  
On agenda: 1/26/2016 Final action:  
Title: Approve the minutes of the January 12, 2016 Assembly meeting  
Sponsors:  
Indexes:  
Code sections:  
Attachments: [Consent and minutes](#)

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

### **POSSIBLE MOTION**

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

**I wish to remove Item(s) \_\_\_\_\_**

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

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

**POSSIBLE MOTION**

**I MOVE TO** approve the minutes of the  
January 12<sup>th</sup> Assembly meeting.



# CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS  
1332 Seward Ave.  
Room 229  
Sitka, AK  
(907)747-1811

## Minutes - Draft

### City and Borough Assembly

*Mayor Mim McConnell*  
*Deputy Mayor Matt Hunter*  
*Vice-Deputy Mayor Benjamin Miyasato*  
*Aaron Swanson, Steven Eisenbeisz*  
*Tristan Guevin, and Bob Potrzuski*

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

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Tuesday, January 12, 2016

6:00 PM

Assembly Chambers

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#### REGULAR MEETING

#### I. CALL TO ORDER

#### II. FLAG SALUTE

#### III. ROLL CALL

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

#### IV. CORRESPONDENCE/AGENDA CHANGES

**16-009** Reminders, Calendars and General Correspondence

#### V. CEREMONIAL MATTERS

**16-004** Sister City Proclamation

Mayor McConnell read a proclamation celebrating the 40th anniversary of sister city partnership with Nemuro, Japan.

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

Robb Farmer, Library Director, reported the library move had commenced. The opening date would be announced in the near future. Tim Fulton, President of the Sitka School Board, provided an update of Board activities.



**VII. PERSONS TO BE HEARD**

None.

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

Administrator - Gorman announced there had been an audit conducted by the State of the Commercial Passenger Excise Tax accounts, reported the University of Alaska Southeast Sitka Campus may be faced with \$300,000 to \$450,000 in budget cuts, and stated IBEW negotiations had been concluded with the current contract extended through June 30, 2016. Additionally, Gorman said the City anticipated an increase in healthcare premiums, possibly as high as 24%. He reported on the recent electrical issues and indicated they had been isolated to Japonski Island. Gorman announced a new ferry schedule had been released which included increased stops for Sitka and ended his report by inviting Sitkans to visit the William Stortz Gallery event at City Hall.

Liaisons - Guevin reported on the recent Health Needs and Human Services Commission meeting, Potrzuski and Eisenbeisz on the work of the Marijuana Advisory Committee, Miyasato on the Library Commission, and Hunter noted agenda items for the next Port and Harbors Commission meeting.

**IX. CONSENT AGENDA**

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

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

**A 16-001** Approve the minutes of the December 22, 2015 Assembly meeting

**This item was APPROVED ON THE CONSENT AGENDA.**

**B 16-002** Approve liquor license renewal applications for American Legion Post #13, Sea Mountain Restaurant & 19th Hole, Nugget Restaurant, House of Liquor, Ludvig's Bistro, Agave Mexican Restaurant, Larkspur Cafe, and Dove Island Lodge

**This item was APPROVED ON THE CONSENT AGENDA.**

**C 16-003** Approve the Sitka Jet, Inc. dba Sitka Hotel as a new liquor licensed premise under the Beverage Dispensary-Tourism designation

Eisenbeisz asked for clarification of the room types that would be available. Brandon Marx, representing the applicant, indicated there would be hotel suites and extended stay units equipped with kitchenettes.

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

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

**D     ORD 16-01     Authorizing the sale of a portion of Lot 1 Dodson-Holzman Subdivision**

**This item was APPROVED ON THE CONSENT AGENDA - first reading.**

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

**E     16-006     Reappoint Peter Gorman to a term on the Historic Preservation Commission and appoint 1) Dorik Mechau to a term on the Library Commission, 2) Matthew Turner to an unexpired term on the Tree and Landscape Committee, 3) Lindsay Evans to an unexpired term on the Marijuana Advisory Committee, 4) Brian Richardson to an unexpired term on the Health Needs and Human Services Commission, and 5) James Mellema to a term on the Police and Fire Commission**

Lindsay Evans expressed her desire to serve on the Marijuana Advisory Committee.

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

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

**F     16-007     Appoint Connie Sipe, Bryan Bertacchi, Steve Gage, David Lam, Mary Ann Hall and Mike Middleton (non-voting, ex-officio member) to the Sitka Community Hospital Board**

**A motion was made by Miyasato to appoint Mike Middleton to the Sitka Community Hospital Board under the category of City and Borough of Sitka standing board member, a non-voting, ex-officio seat. The motion PASSED by the following vote.**

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

**Swanson to nominated Connie Sipe and Bryan Bertacchi to serve on the Sitka Community Hospital Board under the category of Professional Financial Experience. A vote of the Assembly was taken and Connie Sipe was appointed to fill the seat of Professional Financial Experience.**

David Lam summarized his experience and thanked the Assembly for their consideration.

**Hunter nominated Steve Gage and David Lam to serve on the Sitka Community Hospital Board under the category of Professional Healthcare Experience. A vote of the Assembly was taken and David Lam was appointed to fill the seat of Professional Healthcare Experience.**

A motion was made by Guevin to appoint Mary Ann Hall, Bryan Bertacchi, and Steve Gage to the Sitka Community Hospital Board under the category of At-Large. The motion PASSED by the following vote.

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

## **XI. UNFINISHED BUSINESS:**

- G ORD 15-59** Amending Title 15 of the Sitka General Code to establish new solid waste disposal policies, clarify existing policies, and change rates and fees for solid waste disposal services at section 15.06.020 entitled "Solid Waste Disposal Policy and Rates", and section 15.06.035 entitled "Rates for Treatment and Collection"; to combine solid waste disposal policies previously set forth in section 15.06.025 into one comprehensive section 15.06.020; to establish definitions applicable to solid waste disposal policy in a new section 15.06.070, and to make clarifying edits

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

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

## **XII. NEW BUSINESS:**

- H RES 16-01** Requesting the State Department of Law revise the 500 foot set-back provision in 3 AAC 306.010 (first and final reading)

Levi Albertson, Chair of the Marijuana Advisory Committee, and newly appointed member, Lindsay Evans, spoke in support of the resolution.

Mayor McConnell noted this resolution spoke to the state level and reminded decisions in the future would need to be made at the local level. Eisenbeisz added this resolution, if passed by the state, would allow for flexibility of business locations.

Potrzuski stated he was opposed to reducing the buffer zones and voiced concern that reducing the zones would be in conflict with the state drug free zone around schools of 500 feet. Although the 2014 ballot measure passed in Sitka by a 70% vote, there were individuals not in support of having marijuana dispensaries in downtown Sitka. Further, Potrzuski noted Aaron Bean, who had expressed interest in opening a marijuana business, and who had followed the state regulation process closely, was opposed to reducing the buffer zone citing a number of concessions had been made for the marijuana industry.

Hunter reminded approving the resolution did not change City policy. He offered at some point it would be important to look at the affects of marijuana compared to other drugs like alcohol and questioned if marijuana should be treated the same as alcohol.



Attorney, Robin Koutchak, stated this resolution was about local control and providing flexibility to island communities.

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

**Yes:** 5 - McConnell, Hunter, Swanson, Eisenbeisz, and Guevin

**No:** 2 - Miyasato, and Potrzuski

**I 16-008**

**Approve a staff facilitated, community oriented new Comprehensive Plan**

Maegan Bosak, Planning and Community Development Director, provided an overview of the comprehensive plan revision process, including timeline, Sitka's previous plans and what other municipalities have done. Bosak reported the Planning Commission at their January 5th Commission meeting unanimously recommended a staff facilitated, community oriented new comprehensive plan. Despite budget limitations, Bosak was confident a strong framework that set the generalized vision for the coming years, was achievable. The revision process scheduled to begin in March was anticipated to be complete in spring 2017. Bosak noted public participation from all perspectives of the community was extremely important and shared some ideas for engaging the community: public workshops, website information, an interactive mapping program, surveys, mailings, and school activities. Administrator Gorman stated there may be an opportunity to include an additional \$30,000 in the FY2017 budget for the comprehensive plan revision process.

**Assembly Discussion:**

Eisenbeisz spoke in support of the plan and encouraged public participation. He wondered, due to budget limitations, what expectations would not be met with the current budget of \$30,000. Bosak responded the plan would primarily focus on planning issues and land use issues. Ideally a comprehensive plan would focus on the municipality as a whole. She reiterated a concrete framework was achievable with the allotted budget and recommended from this point forward the comprehensive plan be revised every five years. Eisenbeisz agreed. Potrzuski spoke in support of the plan and looked forward to the end result of having a living document the Assembly could refer to. Hunter thanked the Planning Commission for their work on this project. Guevin spoke in support of the plan. He voiced support for adding an additional \$30,000 to the FY2017 budget emphasizing that spending additional resources now would serve Sitka better in the future. Guevin expressed a need for the public to be engaged and for a dialogue to be had. He wished to see the comprehensive plan expanded beyond land use issues and to be a document that could be used by the public as a whole. Miyasato stated a comprehensive plan provided continuity for future Assemblies.

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

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

**J 16-005**

**Approve sending the Mayor to the Seatrade Cruise Global event in March**

to promote Sitka to the cruise industry

Potrzuski wondered if this might be an event the Chamber/Visitors Bureau should attend instead. Mayor McConnell noted she had attended this event for the past few years and clarified she did not attend the Conference but rather was a presence at the Alaska booth and felt the opportunity to network was invaluable. Eisenbeisz spoke in opposition and noted due to budget challenges there were better uses for funds from the Visitor Activities Enhancement Fund. Miyasato spoke in support of sending the Mayor to promote Sitka.

Mayor McConnell recused herself from voting.

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

**Yes:** 4 - Hunter, Miyasato, Guevin, and Potrzuski

**No:** 2 - Swanson, and Eisenbeisz

**Recused:** 1 - McConnell

### **XIII. PERSONS TO BE HEARD:**

Travis Vaughan clarified the comments he made previously at an Assembly meeting in which he thanked staff for their help with the sales of Sitka Hotel and Aspen Hotel. Again, he thanked staff and the Assembly for their continued work and stated the City was headed in the right direction.

### **XIV. EXECUTIVE SESSION**

None.

### **XV. ADJOURNMENT**

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

**ATTEST:** \_\_\_\_\_  
**Sara Peterson, CMC**  
**Municipal Clerk**



# CITY AND BOROUGH OF SITKA

100 Lincoln Street,  
Sitka, Alaska 99835

## Legislation Details

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File #: 16-013      Version: 1      Name:

Type: Item      Status: AGENDA READY

File created: 1/20/2016      In control: City and Borough Assembly

On agenda: 1/26/2016      Final action:

Title: Approve liquor license renewal applications for Sitka Moose Lodge #1350 and JL Sitka, Inc. dba Westmark Sitka Hotel and forward these to the Alcoholic Beverage Control Board without objection

Sponsors:

Indexes:

Code sections:

Attachments: [Liquor license renewals](#)

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

### POSSIBLE MOTION

**I MOVE TO** approve liquor license renewal applications for Sitka Moose Lodge #1350 and JL Sitka, Inc. dba Westmark Sitka Hotel and forward these 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 McConnell and Assembly Members  
From: Sara Peterson, Municipal Clerk  
Date: January 19, 2016  
Subject: Liquor License Renewals

---

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

License #: 748  
DBA: Loyal Order of Moose #1350  
License Type: Club  
Licensee: Sitka Moose Lodge #1350  
Premises Address: 337 Lincoln Street

License #: 1031  
DBA: Westmark Sitka Hotel  
License Type: Beverage Dispensary - Tourism  
Licensee: JL Sitka, Inc.  
Premises Address: 330 Seward Street

A memo was circulated to the various departments who may have had reason to protest and no protests were received.

**Recommendation: Approve the liquor license renewal applications for the Sitka Moose Lodge #1350 and JL Sitka, Inc. dba Westmark Sitka Hotel.**



THE STATE  
of **ALASKA**

GOVERNOR BILL WALKER

Department of Commerce, Community,  
and Economic Development

ALCOHOLIC BEVERAGE CONTROL BOARD

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

January 7, 2016

City and Borough of Sitka  
Attn: Sara Peterson, Municipal Clerk  
VIA Email: [sara.peterson@cityofsitka.org](mailto:sara.peterson@cityofsitka.org)  
[melissa.henshaw@cityofsitka.org](mailto:melissa.henshaw@cityofsitka.org)

Re: Notice of 2016/2017 Liquor License Renewal Applications

Dear Ms. Ingman,

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

Lic. #	Doing Business As	License Type	Licensee	Premises Address
748	Loyal Order of Moose #1350	Club	Sitka Moose Lodge #1350	337 Lincoln Street
1031	Westmark Sitka Hotel	Beverage Dispensary- Tourism	JL Sitka, Inc.	330 Seward Street

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

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



notify our office and provide a certified copy of the regulation or ordinance if you have not previously done so.

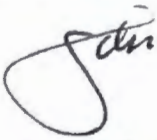
Protest under AS 04.11.480 and the prohibition of sale or consumption of alcoholic beverages as required by zoning regulation or ordinance under AS 04.11.420(a) are two separate and distinct subjects. Please bear that in mind when responding to this notice.

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Sarah", with a large, stylized loop at the end.

***Sarah Daulton Oates***

Records & Licensing Supervisor  
[sarah.oates@alaska.gov](mailto:sarah.oates@alaska.gov)

Alcoholic Beverage Control Board  
550 W 7<sup>th</sup> Avenue, Suite 1800  
Anchorage, AK 99501

Renewal Liquor License  
2016/2017

Phone: (907) 269-0350  
Email: alcohol.licensing@alaska.gov  
<http://commerce.alaska.gov/web/abc/Home.aspx>

License is: ☒ Full Year OR ☐ Seasonal If seasonal, list dates of operation: \_\_\_\_\_

SECTION A - LICENSE INFORMATION			
License Number: 748		License Type: Liquor License	
Local Governing Body: Sitka Moose Lodge #1350		Statute Reference: Sec 04.11.	
Name of Licensee: Loyal Order Of Moose #1350		Doing Business As (DBA):	
Mailing Address: 337 Lincoln Street		Street Address or Location of Premises: Sitka, AK 337 Lincoln Street 99835	
Phone: 907-747-3344	Fax: NA	Email: lodge1350@mooseunits.org	

SECTION B - OWNERSHIP INFORMATION - CORPORATION (If owner is a sole proprietor, skip to SECTION C)				
Corporations, LLOs, LLPs and LPs must be registered with the Alaska Division of Corporations.				
Name of Entity (Corporation/LLO/LLP/LP): Loyal Order Of Moose #1350/Sitka Moose Lodge #1350				
Is the Entity in "Good Standing" with the Alaska Division of Corporations? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
If no, attach written explanation. Your entity must be in compliance with Title 10 of the Alaska Statutes to be a valid liquor licensee.				
Entity Members (Must include President, Secretary, Treasurer, Vice-President, Manager and Shareholder/Member with 10% or more of stock)				
Name	Title	%	Mailing Address	Telephone Number
Derrell Stuart	Gov.		337 Lincoln St.	
Tyrone Young	Dr. Gov.			907-747-3344
Joseph Reeves	Treasurer		Sitka, AK.	
Frank Barkhart	Trustee			
Clint Daniels	Admin.		99835	
NOTE: If you need additional space, please attach a separate sheet.				



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

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

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

## SECTION D - SUPPLEMENTAL QUESTIONS

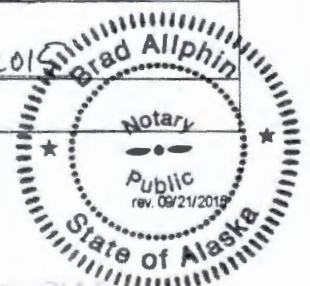
Was your business open at least 30 days for 8 hours each day in 2014?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Was your business open at least 30 days for 8 hours each day in 2015?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Has any person named in this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

## DECLARATION

- ☒ I declare under penalty of perjury that I have examined this application, including the accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct, and complete.
- ☒ I hereby certify that there have been no changes in officers or stockholders that have not been reported to the Alcoholic Beverage Control Board. The undersigned certifies on behalf of the organized entity, it is understood that a misrepresentation of fact is cause for rejection of this application or revocation of any license issued.
- ☒ I further certify that I have read and am familiar with Title 4 of the Alaska statutes and its regulations, and that in accordance with AS04.11.450, no person other than the licensee(s) has any direct or indirect financial interest in the licensed business.
- ☒ I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.
- ☒ As a licensee (sole proprietor or partner), I certify that I have received Alaska alcohol server training and my certification is currently valid.
- ☒ As a corporate/LLC licensee, I certify that all agents and employees who serve, sell, or are otherwise responsible for the service, sale, or storage of alcoholic beverages have received Alaska alcohol server training and their certification is currently valid. I further certify that certain shareholders, officers, directors, or members of the entity who are not directly or indirectly responsible for the service, sale, or storage of alcoholic beverages are not Alaska alcohol server training certified and will not be required to be certified.
- ☒ As a licensee, I certify that all of my agents and employees tasked with patron identification verification have received alcohol server training and their certification is currently valid.

License Fee	\$ 1,200
Filing Fee	\$ 200.00
TOTAL	\$
Late Fee of \$500.00 - if received or postmarked after 12/31/2015	\$
Fingerprint Fee - \$49.75 per person (only for new owners/ members)	\$
GRAND TOTAL	\$ 1,400

Licensee Signature: <u>Clinton W. Daniels</u>	Printed Name & Title: <u>Clinton W. Daniels</u>
Notary Signature: <u>[Signature]</u>	Subscribed and sworn to before me this <u>07</u> day of <u>December</u> 20 <u>15</u>
Notary Public in and for the State of: <u>ALASKA</u>	My commission expires: <u>04/16/2016</u>





13323

Alcoholic Beverage Control Board 550 W 7 <sup>th</sup> Avenue, Suite 1600 Anchorage, AK 99501	<b>Renewal Liquor License</b> <b>2016/2017</b>	Phone: (907) 269-0350 Email: alcohol.licensing@alaska.gov <a href="http://commerce.alaska.gov/web/abc/Home.aspx">http://commerce.alaska.gov/web/abc/Home.aspx</a>
---	---	---

License is: ☒ Full Year    OR    ☐ Seasonal    If seasonal, list dates of operation: \_\_\_\_\_

<b>SECTION A - LICENSE INFORMATION</b>		
<b>License Number:</b> 1031	<b>License Type:</b> Beverage Dispensary-Tourism AS 04.11.400(d)	<b>Statute Reference:</b> Sec. 04.11.400(d)
<b>Local Governing Body:</b> Sitka, City & Bor Other (Anch, Sit, Jno, Com, Car, WA)		<b>Community Council (if applicable):</b>
<b>Name of Licensee:</b> JL Sitka, Inc.		<b>Doing Business As (DBA):</b> Westmark Sitka Hotel
<b>Mailing Address:</b> 930 Seward Street Sitka, AK 99895		<b>Street Address or Location of Premises:</b> 330 Seward Street
<b>Phone:</b> 907-147-6241	<b>Fax:</b> 907-147-5186	<b>Email:</b>

<b>SECTION B - OWNERSHIP INFORMATION - CORPORATION</b> (if owner is a sole proprietor, skip to SECTION C)				
<i>Corporations, LLCs, LLPs and LPs must be registered with the Alaska Division of Corporations.</i>				
<b>Name of Entity (Corporation/LLC/LLP/LP):</b> JL Sitka, Inc.				
Is the Entity in "Good Standing" with the Alaska Division of Corporations? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, attach written explanation. Your entity <b>must</b> be in compliance with Title 10 of the Alaska Statutes to be a valid liquor licensee.				
<b>Entity Members</b> (Must include President, Secretary, Treasurer, Vice-President, Manager and Shareholder/Member with 10% or more of stock)				
Name	Title	%	Mailing Address	Telephone Number
John Enmi	Partner	50%		907-229-7135
Lisa Laudon	Partner	50%		907-230-4095
<small>NOTE: If you need additional space, please attach a separate sheet.</small>				

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

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

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

## SECTION D – SUPPLEMENTAL QUESTIONS

Was your business open at least 30 days for 8 hours each day in 2014?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Was your business open at least 30 days for 8 hours each day in 2015?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has any person named in this application been convicted of a felony or Title 4 violation? If yes, attach a written explanation.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has the licensed premises changed from the last diagram submitted? If yes, attach a new diagram with designated premises areas outlined in red.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you attached the required tourism statement, using the provided guidelines?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## DECLARATION

- I declare under penalty of perjury that I have examined this application, including the accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct, and complete.
- I hereby certify that there have been no changes in officers or stockholders that have not been reported to the Alcoholic Beverage Control Board. The undersigned certifies on behalf of the organized entity, it is understood that a misrepresentation of fact is cause for rejection of this application or revocation of any license issued.
- I further certify that I have read and am familiar with Title 4 of the Alaska statutes and its regulations, and that in accordance with AS 04.11.450, no person other than the licensee(s) has any direct or indirect financial interest in the licensed business.
- I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.
- As a licensee (sole proprietor or partner), I certify that I have received Alaska alcohol server training and my certification is currently valid.
- As a corporate/LLC licensee, I certify that all agents and employees who serve, sell, or are otherwise responsible for the service, sale, or storage of alcoholic beverages have received Alaska alcohol server training and their certification is currently valid. I further certify that certain shareholders, officers, directors, or members of the entity who are not directly or indirectly responsible for the service, sale, or storage of alcoholic beverages are not Alaska alcohol server training certified and will not be required to be certified.
- As a licensee, I certify that all of my agents and employees tasked with patron identification verification have received alcohol server training and their certification is currently valid.

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

Licensed Signature	Printed Name & Title:
<i>[Signature]</i>	Lisa J. Laudon Owner
Notary Signature	Subscribed and sworn to before me this
<i>[Signature]</i>	16 <sup>th</sup> day of December, 2015.
Notary Public in and for the State of:	My commission expires:
Alaska	with office

Renewal Application

STATE OF ALASKA

OFFICIAL SEAL

Christina N. Thibodeaux

NOTARY PUBLIC

My Commission Expires With Office



Page 2 of 2

rev. 09/21/2015





November 23, 2015

Renewal for Tourism License

Westmark Sitka Hotel  
JL Sitka 1031

We provide hotel rooms and meals for tourist.

We have a full service restaurant and lounge, providing breakfast, lunch, and dinner for our hotel guest.

We only have one hotel room that has a kitchen.

Although we help guest find tours, fishing charters, and other attractions, we do not provide any.

We have not done any major construction the last two years.

Sincerely,

  
Sharon Bryant

Controller

907-747-0965

Westmark Sitka  
330 Seward Street, Sitka, Alaska 99835-7523  
Phone (907) 747-6241 Fax (907) 747-5486

DEC 4 '15 AM 11:22

NOV 30 '15 AM 11:22





## Legislation Details

File #: RES 16-03      Version: 1      Name:

Type: Resolution      Status: AGENDA READY

File created: 1/19/2016      In control: City and Borough Assembly

On agenda: 1/26/2016      Final action:

Title: Requesting the Alaska State Legislature works with the Governor to implement policies that lead to a sustainable state budget for the foreseeable future

Sponsors:

Indexes:

Code sections:

Attachments: [Res 2016-03](#)

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

**POSSIBLE MOTION**

**I MOVE TO** approve Resolution 2016-03 on first and final reading.

**CITY AND BOROUGH OF SITKA**

**RESOLUTION NO. 2016-03**

**A RESOLUTION OF THE CITY AND BOROUGH OF SITKA REQUESTING THE ALASKA  
STATE LEGISLATURE WORKS WITH THE GOVERNOR TO IMPLEMENT POLICIES THAT  
LEAD TO A SUSTAINABLE STATE BUDGET FOR THE FORESEEABLE FUTURE**

**WHEREAS**, The State of Alaska is reliant on our natural resources as the primary means to fund essential/desired public services offered by the state and to provide critical financial support to municipalities, local and tribal governments; and

**WHEREAS**, Alaska has relied predominately on the development of its oil reserves to fund the majority of state government over the past 35 years; and

**WHEREAS**, production of Alaskan North Slope crude oil has steadily decreased over the past 25 years; and

**WHEREAS**, the combination of reduced oil production, reduced oil prices, and an overreliance on oil as the primary source of funding for state government has resulted in a massive state fiscal deficit; and

**WHEREAS**, cash reserves currently being used to cover the existing deficit will be depleted in just a few years, threatening the state's annual dividend program, the State's Permanent Fund and the continuation of an array of critical services that our citizens and economies are dependent on; and

**WHEREAS**, the State of Alaska has been duly warned by Standard & Poors that due to the current fiscal imbalance, its credit rating will continue to be downgraded if the Legislature fails to take appropriate action in 2016; and

**WHEREAS**, the City and Borough of Sitka (CBS) is dependent on certain revenue streams from the State of Alaska including but not limited to: School Support, Revenue Sharing, School Bond Payments, DEC Loans and Grants, Capital Projects and Harbor Fund Matching Grants; and

**WHEREAS**, predictability and long term budget sustainability are key elements that the CBS requests that the Legislature and the Governor achieve using the strength of our existing financial assets, and a balanced blend of spending reductions and additional new revenues; and

**WHEREAS**, while spending reductions must be a part of any balanced fiscal solution, extreme care must be exercised to not inadvertently cut our way into an economic recession as was done in the 1980's; and

**WHEREAS**, continuing to spend down cash reserves in the short-term is not a sustainable solution; and

**WHEREAS**, the CBS understands that the Governor and Legislature are faced with an imperative that will require collaboration, trust and a clear look to the future in order to reach compromise and resolution.



**NOW, THEREFORE, BE IT RESOLVED** that the Assembly of the City and Borough of Sitka implores the Legislature and the Governor to enact and sign legislation this session that results in sustainable state budgets for the foreseeable future.

**NOW, THEREFORE BE IT FURTHER RESOLVED** the City and Borough of Sitka Municipal Clerk is instructed to transmit a copy of this resolution to every member of the Alaska State Legislature and the Governor.

**PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of Sitka, Alaska, on this 26<sup>th</sup> day of January, 2016.

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

ATTEST:

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



## Legislation Details

File #: RES 16-04      Version: 1      Name:  
Type: Resolution      Status: AGENDA READY  
File created: 1/20/2016      In control: City and Borough Assembly  
On agenda: 1/26/2016      Final action:  
Title: Supporting the Alaska State Board of Education's proposed revised Alaska Arts Standards  
Sponsors:  
Indexes:  
Code sections:  
Attachments: [Memo on Alaska Arts Standards](#)  
[Res 2016-04](#)

Date	Ver.	Action By	Action	Result
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## MEMORANDUM

**To:** City and Borough of Sitka Assembly  
**From:** Tristan Guevin, Assembly Member  
**Subject:** Proposed Revised Alaska Arts Standards  
**Date:** January 22, 2016

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The Alaska State Board of Education (SBE) has sent proposed, revised Alaska Arts Standards forward for public comment. The Arts Standards—which include dance, media arts, music, visual arts and theatre—guide educational practice in the delivery of sequential instruction across diverse art forms, and inform local, voluntary arts education curriculum development, professional development, leadership, policy and community partnerships.

In 2014 the Alaska State Council on the Arts released *Venture for Alaska's Youth*, a report on Arts Education in Alaska. One of the top recommendations in the report was to “update the 1996 Alaska Fine Arts Standards and Develop Media Arts Standards.”

The Alaska Arts Education Consortium, a statewide non-profit arts education organization, took the lead on this work with support from the Alaska Dept. of Education and Early Development, several Alaska school districts, and the Alaska State Council on the Arts. Over the last year a diverse group of Alaskan education, arts and culture sector representatives have worked as a task force to update and revise the 1996 Alaska State Content Standards in the Arts. The Task Force considered how the standards might be utilized by arts specialists to teach within a specific discipline, classroom teachers to integrate the arts into other content areas, and by local curriculum developers, and community arts partners.

The Task Force also envisioned foundational support materials for the proposed standards, which will include a philosophy and vision for the standards, lifelong learning goals, and essential questions and enduring understandings specific to dance, media arts, music, visual arts and theatre.

The Task Force included many voices at the table, working passionately and collaboratively to develop standards that will serve students and teachers in Alaska, across a diversity of forms and cultures. Members represented a diversity of art forms, rural and urban school districts, and community arts partners.



## **Proposed Alaska Arts Content Standards**

**A: Create (CR) | A student should be able to imagine and develop artistic ideas and work.**

A student who meets the content standard should:

1. Generalize and conceptualize artistic ideas and work;
2. Organize and develop artistic ideas and work; and
3. Refine and complete artistic work.

**B: Present (PR) | A student should be able to interpret and share artistic work.**

A student who meets the content standards should:

1. Select, analyze and interpret artistic works, including those from diverse cultural traditions, for performance, presentation and/or production;
2. Develop and refine artistic work for performances, presentations and/or productions; and
3. Perform, present and/or produce artistic work.

**C: Respond (RE) | A student should be able to understand and evaluate how the arts convey meaning.**

A student who meets the content standard should:

1. Recognize and analyze artistic works, including those from diverse cultural traditions;
2. Interpret intent and meaning in artistic works; and
3. Apply criteria to evaluate artistic work.

**D: Connect (CO) | A student should be able to relate artistic ideas and work with personal meaning and external context.**

A student who meets the content standard should:

1. Relate, synthesize and express both knowledge and personal experiences as a way to participate in the arts; and
2. Relate artistic ideas and works with societal, cultural, and historical contexts to deepen understanding.

Should this item be pulled from the consent agenda the following motion is suggested:

**POSSIBLE MOTION**

**I MOVE TO** approve Resolution 2016-04 on first and final reading.

**CITY AND BOROUGH OF SITKA**

**RESOLUTION NO. 2016-04**

**A RESOLUTION OF THE CITY AND BOROUGH OF SITKA, ALASKA SUPPORTING  
THE ALASKA STATE BOARD OF EDUCATION'S PROPOSED REVISED ALASKA  
ARTS STANDARDS**

**WHEREAS**, the Alaska State Board of Education has proposed revised Alaska Arts Standards to guide educational practice in the delivery of sequential instruction across diverse art forms, and to inform local, voluntary arts education curriculum development, professional development, leadership, policy and community partnerships; and

**WHEREAS**, the community of Sitka recognizes that a comprehensive strategy for a complete education includes high-quality, sequential arts instructions in the school classroom, as well as participating and learning in community-based arts programs; and

**WHEREAS**, arts literacy is the knowledge and skills students develop in learning to create, present, respond, and connect, constituting a basic form of literacy required to communicate successfully and function in today's global, multi-media, information age; and

**WHEREAS**, the arts make a tremendous impact on the development and growth of every child, and have proven to level the "learning field" across socio-economic boundaries; and

**WHEREAS**, the arts help stimulate and develop the imagination and refine cognitive and creative skills as well as critical thinking; and

**WHEREAS**, the arts teach children the skills necessary to succeed in life, including developing an informed perception; articulating a vision; learning to solve problems and make decisions; building self-esteem and self-discipline; developing the ability to imagine what might be; and accepting responsibility to complete tasks from start to finish; and

**WHEREAS**, the arts nurture important values, including team-building skills, respecting alternative points of view, and appreciating and being aware of different cultures and traditions; and

**WHEREAS**, the arts have a measurable impact on youth at risk in deterring delinquent behavior and truancy problems while increasing overall academic performance among those youths engaged in after-school and summer arts programs targeted towards delinquency prevention; and

**WHEREAS**, the arts help children develop literacy skills in reading, writing, speaking, listening and viewing. The arts also help children achieve a high level of competency in



49 using convergent and divergent thinking skills, problem-solving skills, and comparing  
50 and contrasting skills; and  
51

52 **WHEREAS**, the arts are integral to Sitka's tourism industry and economy.  
53

54 **NOW, THEREFORE, BE IT RESOLVED** the Assembly of the City and Borough of  
55 Sitka, Alaska, supports the adoption of the proposed, revised Alaska Arts Standards.  
56

57 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of  
58 Sitka, Alaska on this 26<sup>th</sup> day of January 2016.  
59  
60

61  
62 \_\_\_\_\_  
63 Mim McConnell, Mayor

64 ATTEST:  
65  
66

67 \_\_\_\_\_  
68 Sara Peterson, CMC  
69 Municipal Clerk  
70



# CITY AND BOROUGH OF SITKA

100 Lincoln Street,  
Sitka, Alaska 99835

## Legislation Details

File #: ORD 16-02      Version: 1      Name:

Type: Ordinance      Status: AGENDA READY

File created: 1/19/2016      In control: City and Borough Assembly

On agenda: 1/26/2016      Final action:

Title: Amending Chapter 2.60 by adding Section 2.60.060 entitled, "Municipal Employees Serving on Municipal Boards, Commissions or Committees" (first reading)

Sponsors:

Indexes:

Code sections:

Attachments: [Ord 2016-02](#)

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 Ordinance 2016-02 on  
first reading.



City & Borough of Sitka  
**Municipal Clerk's Office**  
100 Lincoln Street, Sitka AK 99835  
Telephone: 907-747-1811 Fax: 907-747-4004



## Memorandum

To: Mayor McConnell and Assembly Members  
Cc: Mark Gorman, Municipal Administrator  
Robin Koutchak, Municipal Attorney  
From: Sara Peterson, Municipal Clerk  
Date: January 18, 2016  
Subject: Employees serving on Municipal Boards, Commissions, and Committees

---

On occasion the Municipal Clerk's Office receives inquiries from employees interested in serving on a municipal board, commission or committee. Currently, the Sitka General Code does not provide guidance on whether or not a municipal employee is eligible to serve on a municipal board, commission or committee. It is the legal opinion of the Municipal Attorney that municipal employees are eligible for appointment to a municipal board, commission or committee if that board, commission or committee does not have oversight of the department they, or a family member, work in or are assigned. To provide guidance on this issue, the Legal Department has drafted this ordinance for the Assembly's consideration.

**Recommended Action: Approve this ordinance.**



CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2016-02

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA (CBS) AMENDING  
CHAPTER 2.60 BY ADDING SECTION 2.60.060 ENTITLED, "MUNICIPAL  
EMPLOYEES SERVING ON MUNICIPAL BOARDS, COMMISSIONS OR  
COMMITTEES"

1. **CLASSIFICATION.** This ordinance is of a permanent nature and is intended to become a part of the Sitka General Code.

2. **SEVERABILITY.** If any provision of this ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and application to any person or circumstances shall not be affected.

3. **PURPOSE.** To clarify that municipal employees are eligible for appointment to a municipal board, commission or committee, if that board, commission or committee does not have oversight of the department they, or a family member, work in or are assigned.

4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that a new section 2.60.060 is created at Chapter 2.60 entitled, "Municipal Employees Serving on Municipal Boards, Commissions or Committees.

Chapter 2.60  
MUNICIPAL BOARDS, COMMISSIONS AND COMMITTEES

\* \* \*

**2.60.060 Municipal Employees Serving on Municipal Boards, Commissions or Committees.**

Notwithstanding the mandates set forth in the Sitka Home Rule Charter at 2.11(a) with regard to elected positions such as Assembly and School Board, a municipal employee may be eligible for appointment to a municipal board, commission or committee if that board, commission or committee has no oversight or policy making authority over the department in which they, or an immediate family member, work or are assigned. Immediate family member has the same meaning as defined in SGC 1.04.080 E.

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 9<sup>th</sup> day of February, 2016.

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

**ATTEST:**

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



# CITY AND BOROUGH OF SITKA

100 Lincoln Street,  
Sitka, Alaska 99835

## Legislation Details

File #: ORD 16-03    Version: 1    Name:  
Type: Ordinance    Status: AGENDA READY  
File created: 1/19/2016    In control: City and Borough Assembly  
On agenda: 1/26/2016    Final action:  
Title: Adjusting the FY16 Budget (first reading)  
Sponsors:  
Indexes:  
Code sections:  
Attachments: [Ord 2016-03](#)

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 Ordinance 2016-03 on  
first reading.

## CITY AND BOROUGH OF SITKA

## ORDINANCE NO. 2016-03

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA  
ADJUSTING THE FY16 BUDGET

**BE IT ENACTED** by the Assembly of the City and Borough of Sitka, Alaska as follows:

1. **CLASSIFICATION.** This ordinance is not of a permanent nature and is not intended to be a part of the Sitka General Code of the City and Borough of Sitka, Alaska.

2. **SEVERABILITY.** If any provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and application thereof to any person and circumstances shall not be affected thereby.

3. **PURPOSE.** The purpose of this ordinance is to adjust the FY16 budgets for known changes.

4. **ENACTMENT.** The Assembly of the City and Borough of Sitka hereby adjusts the FY16 budget for known changes. In accordance with Section 11.10(a) of the Charter of the City and Borough of Sitka, Alaska, the budget for the fiscal period beginning July 1, 2015 and ending June 30, 2016 is hereby adjusted as follows:

<u>Account Number</u>	<u>Account</u>	<u>Increase</u>	<u>Decrease</u>
<b><u>FISCAL YEAR 2016 EXPENDITURE BUDGETS</u></b>			
<b><u>ENTERPRISE AND INTERNAL SERVICE FUNDS</u></b>			
<b>Central Garage Fund – Fixed Assets:</b>			
310-600-670-7107.000	Fixed Assets-Vehicles	\$182,000	
The Public Works Maintenance & Operations Superintendent has requested that the vehicle fixed asset account be increased by \$182,000 for five vehicles that need to be replaced due to safety reasons, lost to a vehicle fire and lost in the landslide disaster. These five are primary vehicles and will replace units #319, #333, #335, #337 and #286.			
<b><u>CAPITAL PROJECTS</u></b>			
<b>Crescent Harbor Shelter Roof Project #90769</b>			
240-600-680-7200.000	Interfund Transfers Out	\$12,354	
750-300-370-3950.240	Transfers In Harbor	\$12,354	
750-600-630-5212.000	Contracted/Purchased Services	\$12,354	
This project has been completed but has gone over budget. The overage will come from the Harbor Fund.			
<b>Eliason Flotation Upgrade Project #90722</b>			
240-600-680-7200.000	Interfund Transfers Out	\$63,034	
750-300-370-3950.240	Transfers In Harbor	\$63,034	
750-600-630-5212.000	Contracted/Purchased Services	\$63,034	
This project has been completed but has gone over budget. The overage will come from the Harbor Fund.			



**EXPLANATION**

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

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

**PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of Sitka, Alaska this 9th Day of February, 2016.

**ATTEST:**

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

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

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## MEMORANDUM

---

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

**From:** Michael Harmon, P.E., Public Works Director  
Nick Kepler, Maintenance & Operations Superintendent

**Date:** January 18, 2016

**Subject:** Emergency Procurement – Central Garage Replacement Vehicles  
Increase Central Garage Fixed Asset budget in FY16 for emergency procurement of replacement vehicles.

---

### **Background**

The Central Garage needs to replace 5 trucks that were unplanned expenses in FY16. These 5 purchases will be made from the Central Garage Sinking Fund that is set up for vehicle replacements.

1. The Central Garage has taken three vehicles out of service this year because they were found unsafe to operate. These vehicles are unsafe because portions of the main vehicle frame have rusted out and are not repairable by the Central Garage. All three are primary use vehicles that have a current sinking fund for replacement. These vehicles were scheduled for replacement after ten years of age. We have tried to extend the service life of the vehicles in our fleet beyond the recommended 10 years in our policy. This decision has caused multiple vehicles to have safety related failures before they can be replaced. The affected vehicles are Unit #333 Ford Ranger, Unit #335 Ford Ranger and Unit #319 Ford F-350. This funding request will purchase two new F-150 Extended Cab 4x4 pickups and one new F-350 Standard Cab 4x4 Flatbed Truck. The funding source for this request will come out of the Central Garage Vehicle Replacement Sinking Fund.
2. The Central Garage lost a Ford Ranger in the landslide disaster that was assigned to the Building Inspector. We recommend that this vehicle be replaced with a Ford F-150 immediately.
3. The Central Garage lost a Ford F350 Flatbed to a vehicle fire in FY16 that needs to be replaced immediately.

### **Analysis**

While preparing for the FY17 budget, the Central Garage will be planning for the future. We will be making recommendations for better fleet management and vehicle replacements that will minimize the need to have unplanned vehicle replacements in the middle of a budget cycle. The Central Garage fleet has had to get rid of many older vehicles that were no longer safe to operate. When a primary use vehicle is taken out of service, our city staff is forced to use their own vehicles for city business due to a lack of available city fleet vehicles.

### **Fiscal Note**

The total cost to replace the 5 vehicles listed above is \$182,000.00 from our Central Garage vehicle replacement sinking fund. The account to be used for these vehicle replacement purchases is 310-600-670-7107.000.



# CITY AND BOROUGH OF SITKA

100 Lincoln Street,  
Sitka, Alaska 99835

## Legislation Details

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File #: 16-012      Version: 1      Name:

Type: Appointment      Status: AGENDA READY

File created: 1/20/2016      In control: City and Borough Assembly

On agenda: 1/26/2016      Final action:

Title: Reappoint Barbara Bingham to the Library Commission

Sponsors:

Indexes:

Code sections:

Attachments: [Bingham](#)

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

**I MOVE TO** reappoint Barbara Bingham to the Library Commission.





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

Board/Commission/Committee: Sitka Public Library Commission  
Name: Barbara Bingham Daytime Phone: 738-3557  
Address: PO Box 6112 Sitka, AK Evening Phone: Same  
Email Address: bbingham23@gmail.com Fax Number: 747-8349  
Length of Residence in Sitka: 28 yrs Registered to vote in Sitka? ☒ Yes ☐ No  
Employer: Fisherman's Quay, LLC 475A Katlian St  
Organizations you belong to or participate in: Friends of the Library (Liason) <sup>Commissionary</sup>

Explain your main reason for applying:

See attached

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

See attached

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

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

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: Jan 12, 2016 Signature: Barbara Bingham

Your complete application and resume should be returned to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting.

Please note: all information submitted will be made public and published online. Appointments are normally made during open session of an Assembly meeting, however, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? ☐ Yes ☒ No

Return to:

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

January 12, 2016

Re: Application for re-appointment to the Sitka Public Library Commission for Barbara Bingham

**Main reason for applying:**

I fully support the purpose of libraries, in general, as a gateway to information, and wish to assist in furthering that goal at Sitka Public Library. Our current director, Robb Farmer, and his capable, tireless staff are doing an excellent job of maintaining and increasing library and educational services to the citizens of Sitka, in spite of the challenges of the transition into the new building, and I wish to work with the board to support them as well.

**Background, experience and credentials:**

I am a lifetime lover of reading and learning, and am a frequent patron of the library. I have completed three terms on the commission, and wish to continue my own service to this valuable community resource.

I served as board president of Baranof Arts and Crafts Assoc, now called Island Artists Gallery Cooperative, for three years, 2011-2014, and oversaw the organization's transformation and legal restructuring into the co-op now operating successfully, year round, on Lincoln St. I am currently serving a three-year term as treasurer for the business.

Thank you for considering this application.



## LIBRARY COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
CURT LEDFORD Little Marshall Island PO Box 2114	738-2794 c curtledford@gmail.com	7/10/01 8/10/04 7/24/07 7/27/10 8/13/13	7/10/04 8/10/07 7/24/10 7/27/13 8/13/16	Chair
JANE EIDLER PO Box 1673	747-5354 h eidlerjee@yahoo.com	6/27/06 7/8/08 6/28/11 6/24/14	7/12/08 7/8/11 6/28/14 6/24/17	
DORIK MECHAU 209 Observatory St.	747-7671 h twojuncos@icloud.com	1/12/16	1/12/19	
BARBARA BINGHAM PO Box 6112	738-3557 c bbingham23@gmail.com	9/12/06 9/8/09 10/23/12	9/12/09 9/8/12 10/23/15	
ALICE JOHNSTONE 213 Shotgun Alley	747-3931 h johnstone@ak.net	7/22/03 7/11/06 7/14/09 7/24/12 7/14/15	7/22/06 7/11/09 7/14/12 7/24/15 7/14/18	
PJ FORD SLACK PO Box 6281	966-1906 w 738-0020 c fordpj@sitkaschools.org	8/27/10 11/9/10 11/12/13	11/13/10 11/9/13 11/12/16	
CINDY LITMAN 715 Sawmill Creek Rd	623-3969 cindylitman@gmail.com	3/26/13	3/26/16	
Benjamin Miyasato 405 B Degroff St.	752-0163 c assemblymiasato@cityofsitka.org			Assembly Liaison
Elizabeth O'Donnell 214 Observatory	747-8014			Emeritus Member

7 Members from Public 3-year terms  
 Established by Ordinance 72-50, Ord. 03-1730 added 2 more members  
 First Wednesday of the Month, 7 p.m.

**OATH OF OFFICE REQUIRED**

Revised: January 18, 2016



# CITY AND BOROUGH OF SITKA

100 Lincoln Street,  
Sitka, Alaska 99835

## Legislation Details

File #: ORD 16-01    Version: 1    Name:  
Type: Ordinance    Status: AGENDA READY  
File created: 1/6/2016    In control: City and Borough Assembly  
On agenda: 1/26/2016    Final action:  
Title: Authorizing the sale of a portion of Lot 1 Dodson-Holzman Subdivision  
Sponsors:  
Indexes:  
Code sections:  
Attachments: [Motion Ord 2016-01](#)  
[Ordinance 2016-01](#)

Date	Ver.	Action By	Action	Result
1/12/2016	1	City and Borough Assembly		



## **POSSIBLE MOTION**

**I MOVE TO** approve Ordinance 2016-01 on  
second and final reading.



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

## MEMORANDUM

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

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

**Subject:** Ordinance 2016-01 Sale of Tidelands to Forrest Dodson and Mary Holzman

**Date:** January 6, 2016

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Last summer, Forrest Dodson and Mary Holzman approached the Planning Department with a request to purchase tidelands on the seaward side of their home at 263 Katlian Street.

Forrest Dodson and Mary Holzman received preliminary approval for the tideland sale from the Assembly on June 23, 2015, as well as a motion of preliminary approval and approval of the subdivision plat from the Planning Commission. The request was discussed at both the Ports and Harbors Commission and Historic Preservation Commission. Following SGC, the request is back before the Assembly for approval of the land sales ordinance based on the attached subdivision plat.

The tidelands request is approximately 2,160 square feet on the seaward side of 263 Katlian Street. The parcel is described as: A subdivision of ATS 15 and a portion of parcel No. 3, City and Borough of Sitka/Hames Corporation tideland exchange subdivision, creating one new parcel to be combined with the deeded portion of ATS 15 seaward of Lot 14 as well as Lot 14, Blk. 5, USS 2542. Adjacent tidelands are owned by Baranof Island Housing Authority.

The buyers intend to restore the historic 1904 home at 263 Katlian Street and move it back onto the proposed tidelands. They will then use the front portion of the lot for parking and garden space.

The sale price is \$22,334.00 or \$10.34 per square foot based on the rate set by the City Assessor. As requested, the rate was reviewed in August 2015.

Commissioners were in support of restoring the old home and creating more parking and pedestrian access on Katlian Street.

The applicant has also received permits from the US Army Corps of Engineers to proceed with fill on the newly expanded lot.

**RECOMMENDED ACTION:** Approve the ordinance based on the attached subdivision plat.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2016-01

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA, ALASKA AUTHORIZING  
THE SALE OF A PORTION OF LOT 1 DODSON-HOLZMAN SUBDIVISION

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 Assembly has determined this property is excess to municipal needs.

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

A. The sale of a portion of Lot 1 Dodson-Holzman Subdivision to Forest Dodson and Mary Holzman is hereby authorized. Dodson-Holzman Subdivision is a subdivision of ATS 15 and a portion of parcel No. 3, City and Borough of Sitka/Hames Corporation tideland exchange subdivision, creating one new parcel to be combined with the deeded portion of ATS 15 seaward of Lot 14 as well as Lot 14, Blk. 5, USS 2542.

B. The sales price of the 2,160 square feet of tidelands, as established by the Municipal Assessor, shall be at \$22,334.

C. The City and Borough Assembly finds competitive bidding is inappropriate and unnecessary due to the nature of the property since it can only realistically be used by the adjacent property owner.

D. The sale is conditional on the recording of the subdivision plat.

E. The transfer shall be by quitclaim deed.

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 26<sup>th</sup> day of January 2016.

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

ATTEST:

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

**CERTIFICATE OF OWNERSHIP AND DEDICATION**

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREIN AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE \_\_\_\_\_ OWNER \_\_\_\_\_ (SIGNATURE) \_\_\_\_\_

DATE \_\_\_\_\_ OWNER \_\_\_\_\_ (SIGNATURE) \_\_\_\_\_

**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, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, SOLE COMMISSIONER AND SWORN, PERSONALLY APPEARED \_\_\_\_\_

TO ME KNOWN TO BE THE IDENTICAL INDIVIDUALS MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND \_\_\_\_\_ ACKNOWLEDGED TO ME THAT \_\_\_\_\_ 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 HEREIN WRITTEN.

MY COMMISSION EXPIRES \_\_\_\_\_

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

**CERTIFICATE OF PAYMENT OF TAXES**

(STATE OF ALASKA)

**(FIRST JUDICIAL DISTRICT)**

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE CITY & BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY & BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS IN THE NAME OF \_\_\_\_\_

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 20\_\_\_\_ WILL BE DUE ON OR BEFORE \_\_\_\_\_

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AT SITKA, ALASKA.

ASSESSOR, CITY & BOROUGH OF SITKA

**CERTIFICATE OF APPROVAL BY THE BOARD**

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

DATE \_\_\_\_\_ CHAIRMAN, PLATING BOARD

SECRETARY

**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 \_\_\_\_\_

AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL L.I.D.'S ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, AT SITKA, ALASKA.

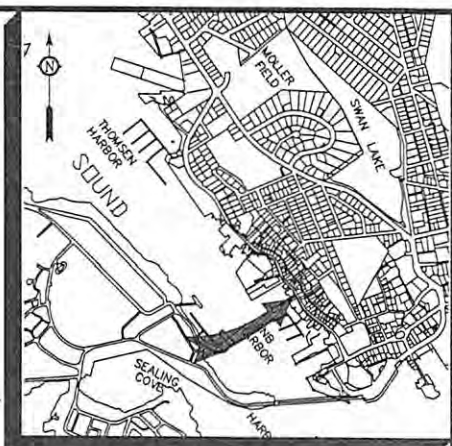
FINANCE DIRECTOR  
CITY & BOROUGH OF SITKA

**CERTIFICATE OF APPROVAL BY THE ASSEMBLY**

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

DATE \_\_\_\_\_ MAYOR

CITY AND BOROUGH CLERK

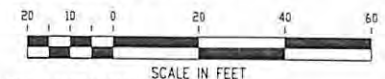


VICINITY MAP  
SCALE: 1" = 1000'

**LEGEND**

- ⊙ PRIMARY CONTROL MONUMENT RECOVERED (BRASS CAP)
- ⊕ BLM/GLD PRIMARY BRASS CAP (RECOVERED)
- SECONDARY MONUMENT (SET)
- SECONDARY MONUMENT (RECOVERED)
- (R) RECORDED DATA
- (C) COMPUTED DATA
- (M) MEASURED DATA

1. THE PURPOSE OF THIS PLAT IS TO SUBDIVIDE ATS 15 AND A PORTION OF PARCEL NO. 3 OF THE CBS/HAMES CORP. TIDELANDS EXCHANGE SUBDIVISION, CREATING A NEW PARCEL OF 2162 SQ. FT., AND COMBINING THIS NEW PARCEL WITH PREVIOUSLY DEEDED TIDELANDS AND LOT 14 OF USS 2542 INTO ONE SINGLE LOT (LOT 1, DODSON-HOLZMAN SUBDIVISION).
2. THE TOTAL SQUARE FOOTAGE OF LOT 1, DODSON-HOLZMAN SUBDIVISION, IS 4503 SQ. FT.



PRELIMINARY

SITKA RECORDING DISTRICT

**O'NEILL**  
SURVEYING AND ENGINEERING

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

BY	DATE	REV.	DESCRIPTION OF CHANGE
RECORD OF REVISIONS			



DESIGNED: P. O'NEILL  
DRAWN: K. JACOB  
CHECKED: P. O'NEILL  
DATE OF PLAT: NOV. 2012, 8. 14. 2008  
SCALE: 1" = 20'  
DRAWING NAME: 30858-02  
PROJECT NO.: 30858-02-00

**SURVEYOR'S CERTIFICATE**

I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED BY THE STATE OF ALASKA, AND THAT IN \_\_\_\_\_ A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

DATE \_\_\_\_\_ PATRICK E. O'NEILL, L.S. 4914

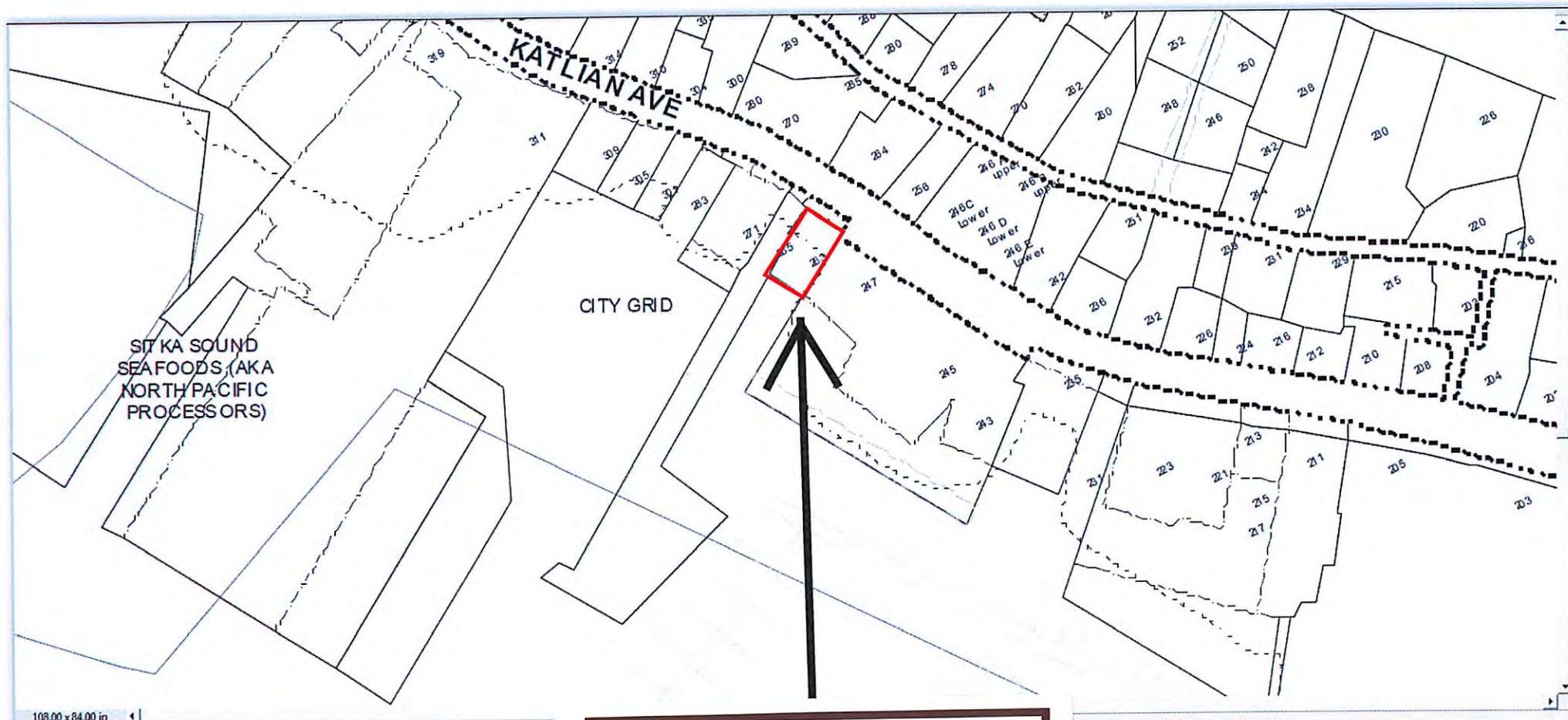
**DODSON-HOLZMAN SUBDIVISION**

A SUBDIVISION OF ATS 15 AND A PORTION OF PARCEL NO. 3, CITY AND BOROUGH OF SITKA/HAMES CORPORATION TIDELAND EXCHANGE SUBDIVISION, CREATING ONE NEW PARCEL TO BE COMBINED WITH THE DEEDED PORTION OF ATS 15 SEAWARD OF LOT 14 AS WELL AS LOT 14, BLK. 5, USS 2542.

CLIENT: DODSON AND HOLZMAN

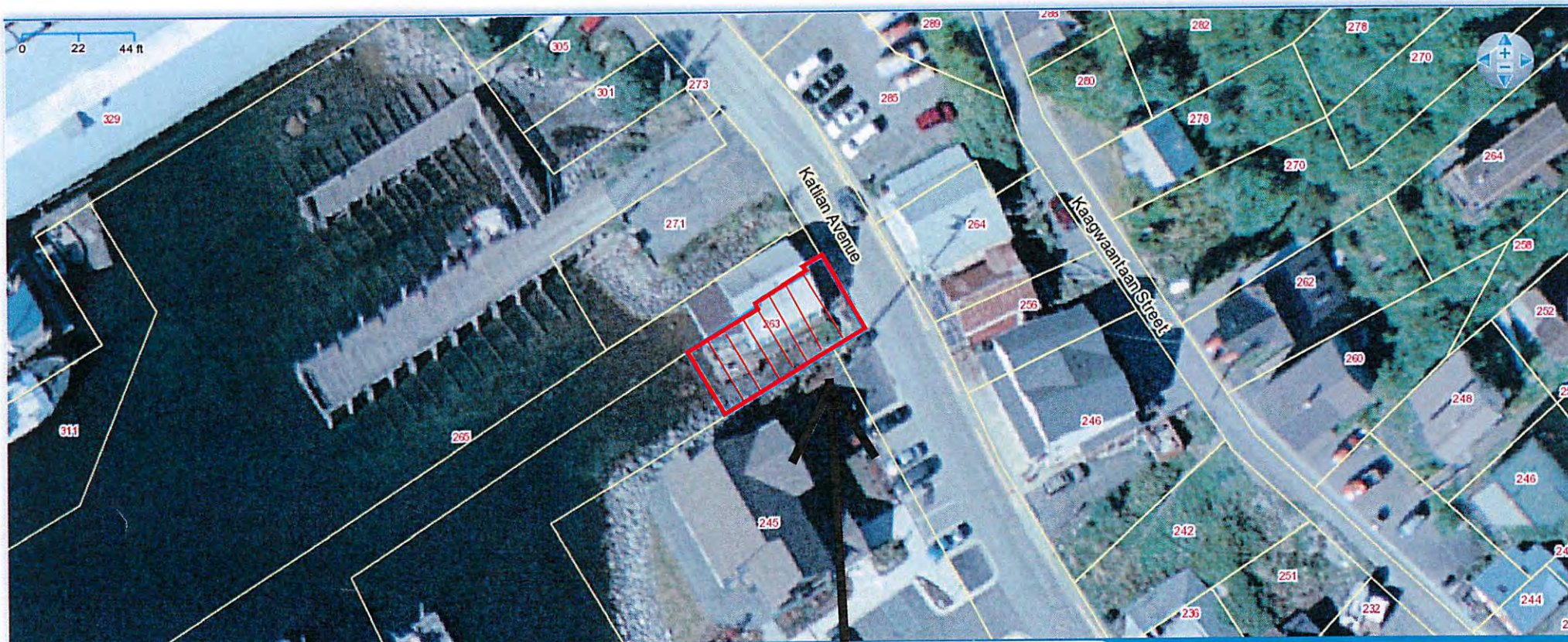
SHEET 1 OF 1





**Dodson/Holzman**  
Tidelands Land Sale  
263 Katlian Street

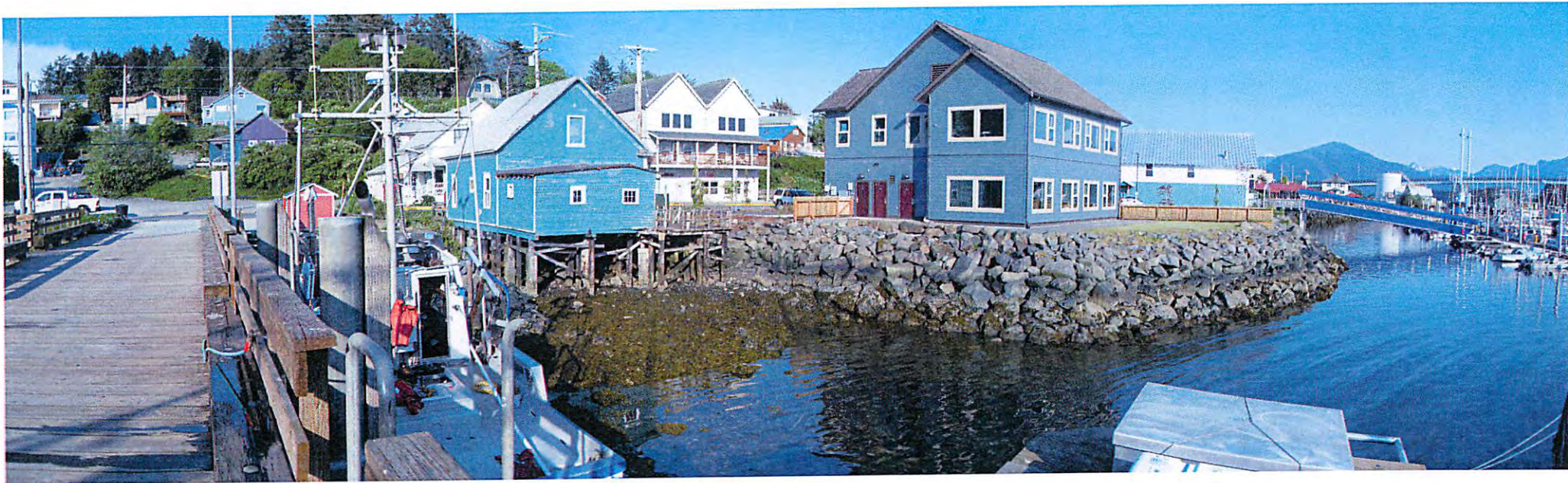




1 : 400 48 Last Update: Property Information - Daily, G/S Property Lines - 9/1/2014 By using this site, you

**Dodson/Holzman**  
Tidelands Land Sale  
263 Katlian Street





**Dodson/Holzman**  
Tidelands Land Sale  
*263 Katlian Street*





**Dodson/Holzman**  
Tidelands Land Sale  
*263 Katlian Street*



May 6, 2015

To: City and Borough of Sitka

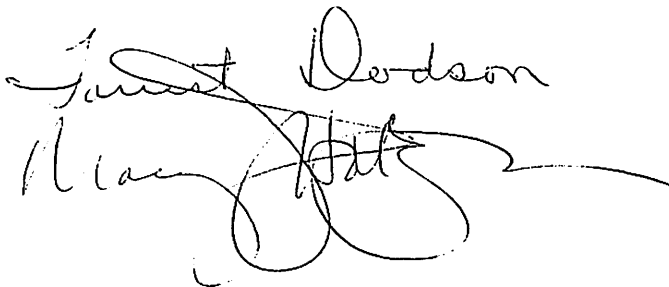
From: Forrest Dodson and Mary J. Holzman  
PO Box 6575  
Sitka, Ak, 99835  
907-738-4549 907-738-5476

Request to purchase tideland adjoining our property at 263 Katlian.  
The purpose of acquiring the tideland is to move the house away from  
the street to provide parking and a sidewalk.

We plan to fill the acquired tideland. A foundation would be built and  
the existing house moved on to it. The property where the house  
previously sat would then be filled to create parking and side walk.

We plan to restore this historic 1904 house and make it our home.

Sincerely,

Handwritten signatures of Forrest Dodson and Mary J. Holzman. The signature of Forrest Dodson is written above the signature of Mary J. Holzman. Both signatures are in cursive and are written in black ink.

**Dodson / Holzman**  
Tidelands Land Sale  
263 Katlian Street

**Scott Brylinsky**

---

**From:** Janine Holzman <janineholzman@gmail.com>  
**Sent:** Tuesday, November 04, 2014 1:41 PM  
**To:** Planningdirector@cityofsitka.com  
**Subject:** Purchase of tidelands

Dear Planning Director.

We would like to purchase from the city a parcel of tideland seaward of our property at 263 Katlian. The property would measure 60' x 36'.

We agree to the price of \$10.34 sq ft. The price would be \$22,334 for the <sup>21,600</sup>~~18,000~~ sq ft.

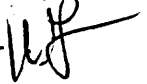
Thank you

Forrest Dodson aka Bud Dodson.

Mary J Holzman aka Janine Holzman

## Memorandum

TO: Maegan Bosak, Planning and Community Development Director

FROM: Wendy Lawrence, Assessing Director 

SUBJECT: PID: 1-6720-000 Forrest Dodson & Mary J. Holzman inquiry regarding proposed purchase of City of Sitka owned tidelands.

DATE: August 31, 2015

Per your request, I have reviewed the following described property:

Approximately 2160 square feet of tidelands located seaward of 263 Katlian Avenue (Lot 14, Block 5, Sitka Indian Village, U.S. Survey No. 2542, including a portion of Alaska Tidelands Survey No. 15).

Tideland leases in this area are valued from \$7.70 per square foot for unfilled/submerged tidelands to \$25.85 per square foot for filled tidelands.

Due to the mild sloping nature of this property I would estimate the value at 40% of the filled tidelands value of \$25.85, or \$10.34 per square foot.

Recommended conclusions of value as follows:

Approximately 2,160 square feet of unfilled tidelands with a value of \$10.34 per square foot for a total estimated market value of **\$22,334** ( $2,160 \times 10.34 = \$22,334$ ).

263 KATLIAN

BLOCK I  
SITKA INDIAN VILLAGE  
U.S. SURVEY 2542 A & B

L. 11, 12, 13 = 1256<sup>TH</sup>

LOUIS  
JENSEN  
BOX 1130

WM.  
THOMAS  
BOX 755

KATLIAN AVENUE

DEEDED R.O.W. 3,178.218 SQ. FT.

DEEDED TIDELANDS

FILL 5600<sup>TH</sup>

ALBERT BROOKMAN, JR.

11,909 SF - 1357  
9986.78<sup>7</sup>

BIHA

DEEDED AREA CONTAINS 9,450.87 SQ. FT.

OWNER:  
NATIVE  
ALASKA BROTHERHOOD  
SITKA, AK.  
P.O. BOX 72,

DOCK  
APPROACH

Dodson / Holzman  
Tidelands Land Sale  
263 Katlian Street

CITY GRID

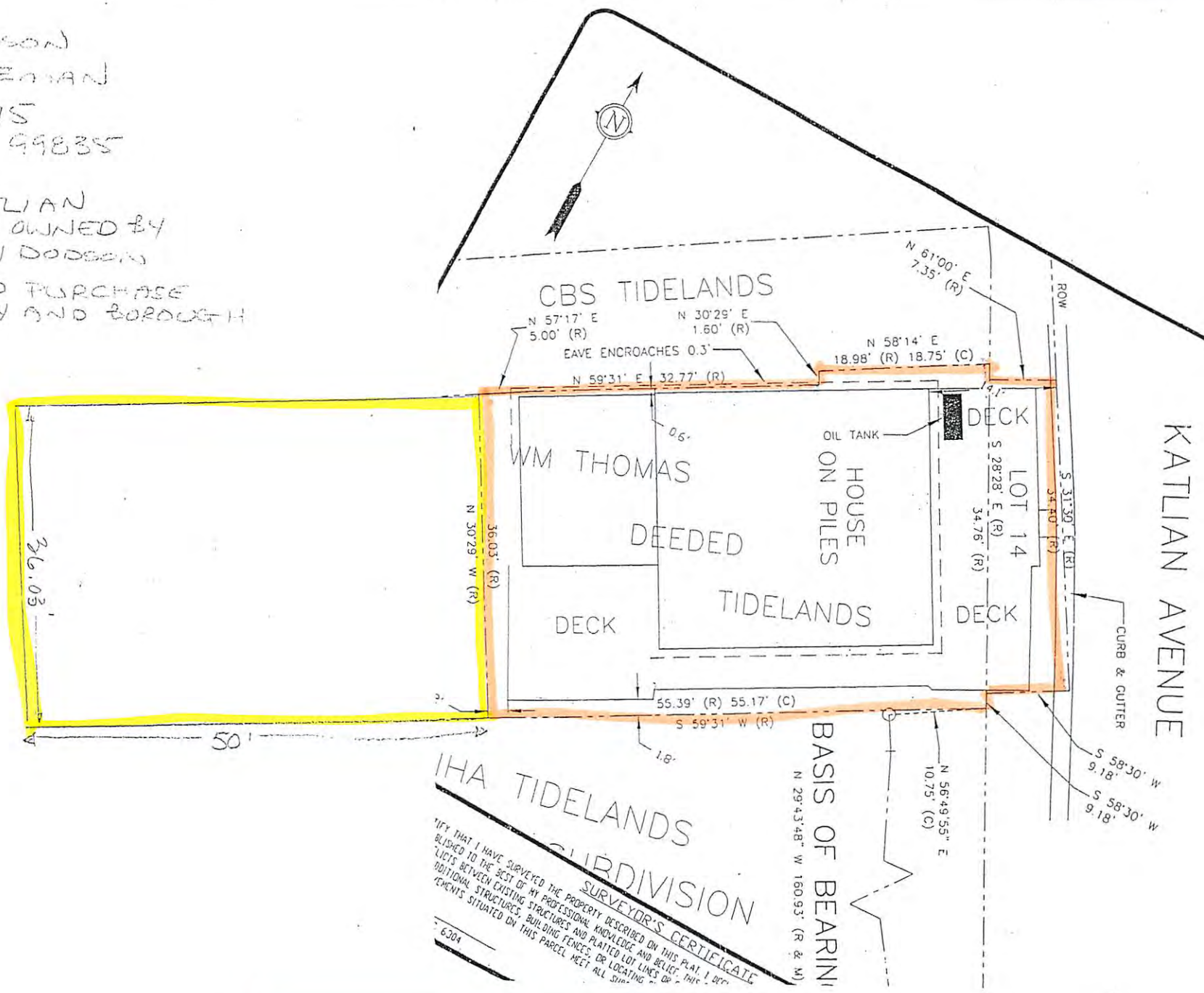
PROPOSED PURCHASE OF TIDELANDS

6/14  
91



Forrest Dodson  
 MARY J. HOLZMAN  
 P.O. BOX 6575  
 SITKA, AK, 99835

- 263 KATLIAN  
 PROPERTY OWNED BY  
 HOLZMAN / DODSON
- PROPOSED PURCHASE  
 FROM CITY AND BOROUGH



IHA TIDELANDS  
 SURVEYOR'S CERTIFICATE  
 I HEREBY CERTIFY THAT I HAVE SURVEYED THE PROPERTY DESCRIBED ON THIS PLAN, I BELIEVE TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF THIS PLAN ACCURATELY REPRESENTS THE ACTUAL SITUATION OF THE PROPERTY AND THE RELATIONSHIP BETWEEN EXISTING STRUCTURES AND PLATTED LOT LINES OF THIS PARCEL. I HAVE ALSO LOCATED THE CORNERS AND LOCATING POINTS SITUATED ON THIS PARCEL MEET ALL REQUIREMENTS.

**Dodson/Holzman**  
 Tidelands Land Sale  
 263 Katlian Street

KATLIAN ST.

# 263

SIDEWALK

PARKING

HOUSE

60'

36.03'

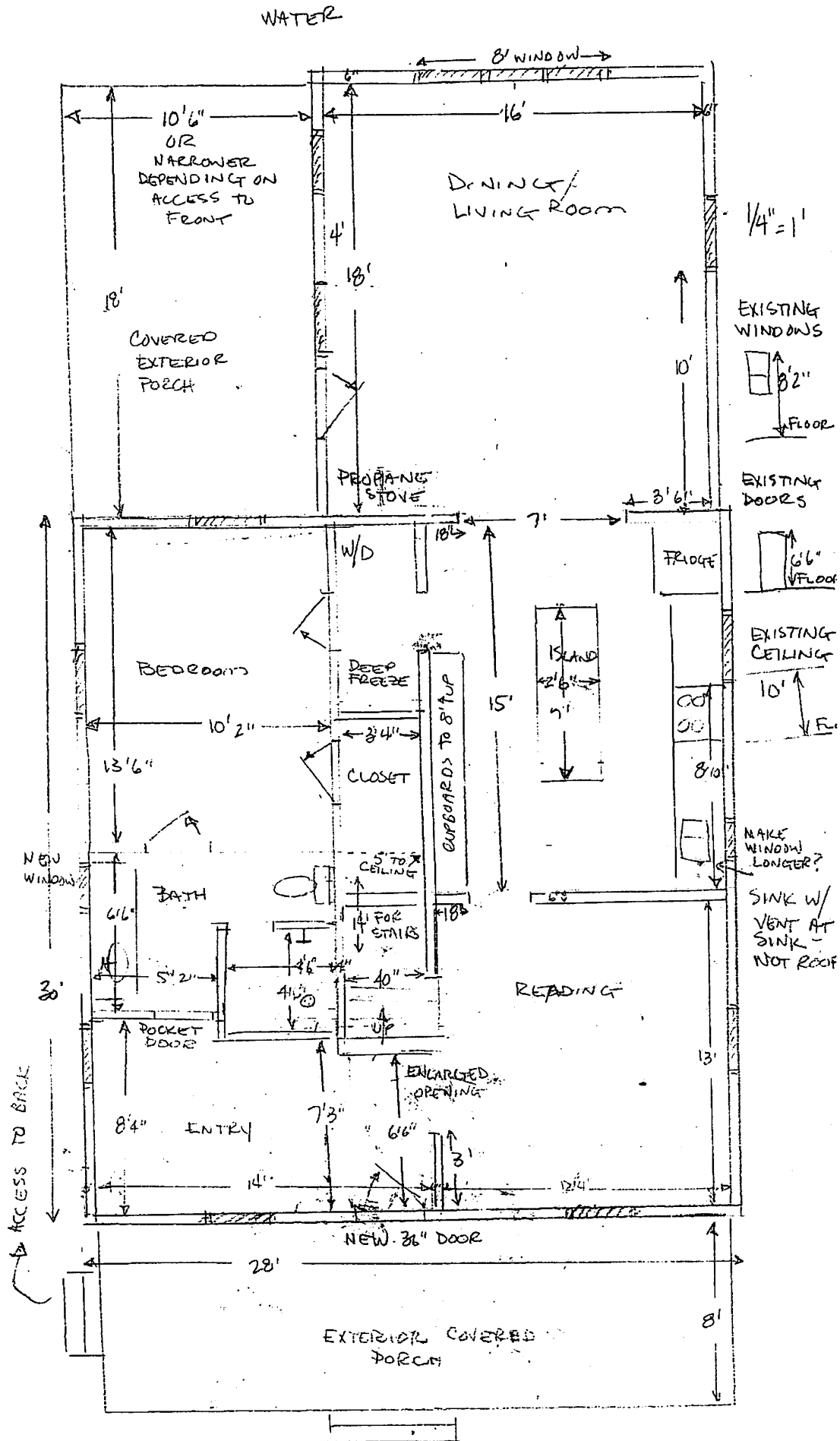
Proposed  
Tidelands  
purchase  
area

PROPOSED



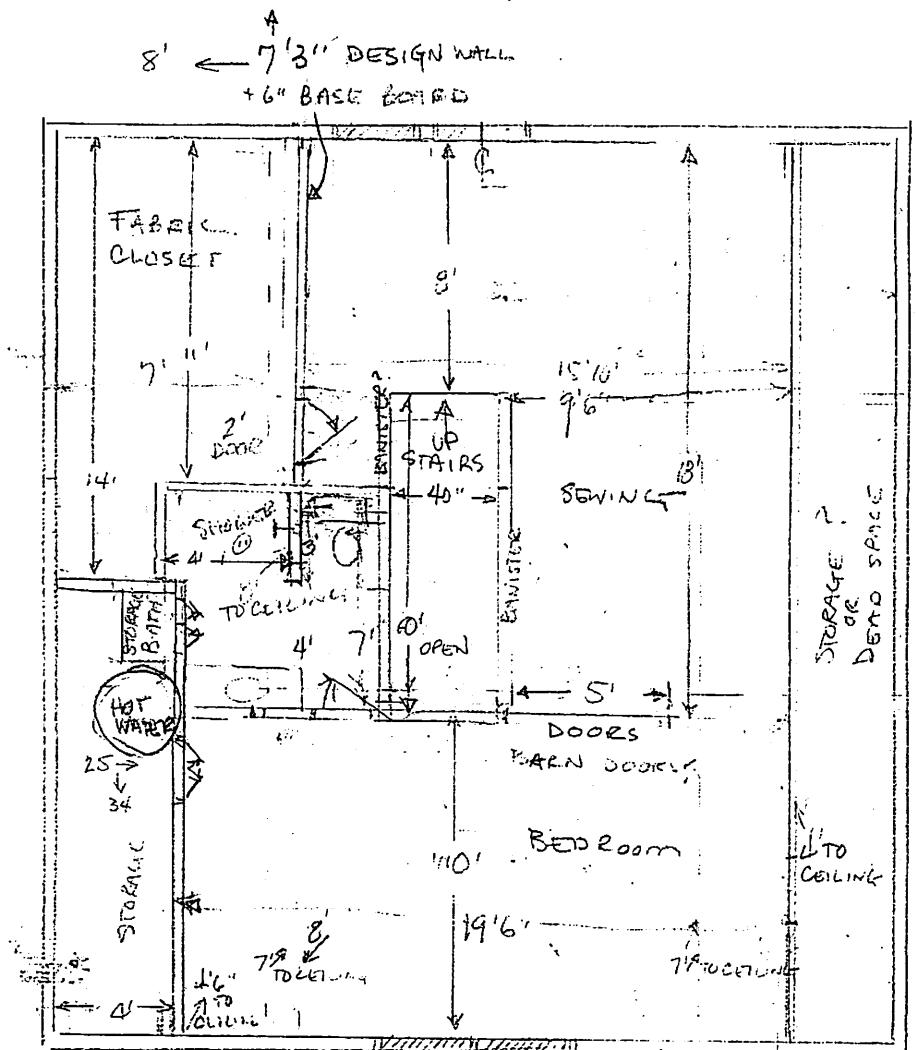
House  
moved onto  
purchased  
tidelands

Dodson / Holzman  
Tidelands Land Sale  
263 Katlian Street



**Forrest Dodson**  
Tidelands Sale  
263 Katlian

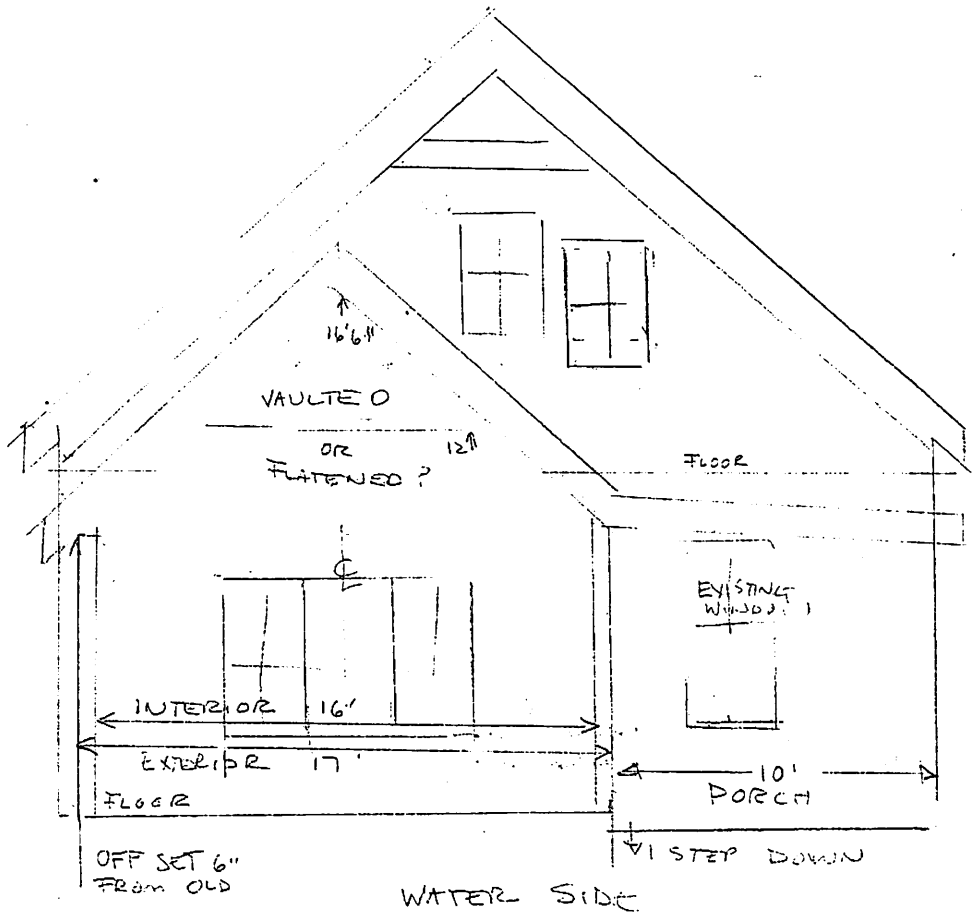
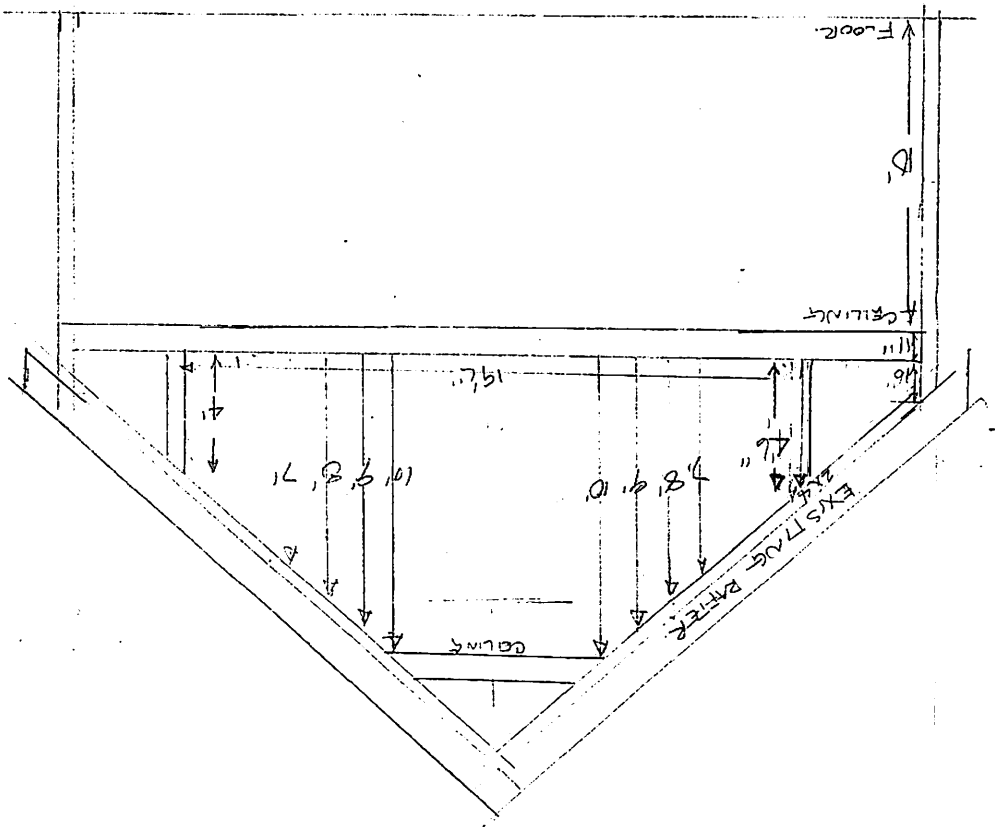
KATLIAN



KATLIAN



KATLIAN



Forrest Dodson

Tidelands Sale

263 Katlian

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED  
HEREON AND THAT WE HEREBY ADMIT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT  
AND INDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO  
PUBLIC OR PRIVATE USE AS NOTED.

NOTARY'S ACKNOWLEDGMENT

THIS IS TO CERTIFY THAT ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BEFORE ME,  
THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, (MY  
COMMISSION EXPIRES \_\_\_\_\_) PERSONALLY APPEARED

WITNESS MY HAND AND MISTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST  
IN NEW ORLEANS

NO TRANSMISSION EXPENSES.

NOTARY PUBLIC AND COMMISSIONER OF THE STATE OF ALASKA

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE CITY & PARISH OF ST. LOUIS, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY AND PARISH OF ST. LOUIS, THE FOLLOWING DESCRIBED PROPERTY IS OWNED IN THE PARISH OF ST. LOUIS:

AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LAND AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL, THAT CURRENT TAXES FOR THE YEAR OF \_\_\_\_\_ WILL BE DUE ON OR BEFORE \_\_\_\_\_

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ AT SITKA, ALASKA

ASSESSOR: CITY AND BOROUGHS OF SITKA

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT WITHIN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOARD OF SITES PLANNING BOARD AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. \_\_\_\_\_ DATED \_\_\_\_\_ 20\_\_\_\_ AND THAT THE PLAT WITHIN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT REGISTRAR, 35 OFFICE BUILDING, SENECA, ALABAMA.

DATE \_\_\_\_\_ TIME \_\_\_\_\_

SECRET

1. THE UNDERSIGNED, BEING duly APPOINTED AND QUALIFIED, AND FINANCE DIRECTOR FOR THE CITY & PARISH OF ST. LOUIS, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY & PARISH OF ST. LOUIS, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED IN THE RECORDS IN THE NAME OF:

CALL OWNERS OF RECORD, AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL L.E.D.'S ASSESSED AGAINST SAID LANCES AND IN FAVOR OF THE CITY & SINGHOUM DE SITRA ARE PAID IN FULL.

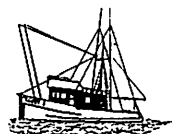
DATE D THIS 24 DAY OF APRIL  
AT ST. LOUIS, MISSOURI

PROVINCIAL DIRECTOR  
CULTURE & RECREATION, SINGAPORE

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY AS RECORDED IN MINUTE BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ DATED \_\_\_\_\_ 20\_\_\_\_ AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, IN SITKA, ALASKA.

DATE: 10/10/2010 10:10:10 AM

DATE: 11/11/1964



DESIGNED BY P. D'NEILL  
DRAWN BY KD/BCAC  
CHECKED BY PWT  
DATE OF PLATING IN 2015 8/18/2015  
SCALE 1" = 20"  
DRAWING NAME: 1005A-03

PROJECT NO. 30858-02-00

SURVEYOR'S CERTIFICATE

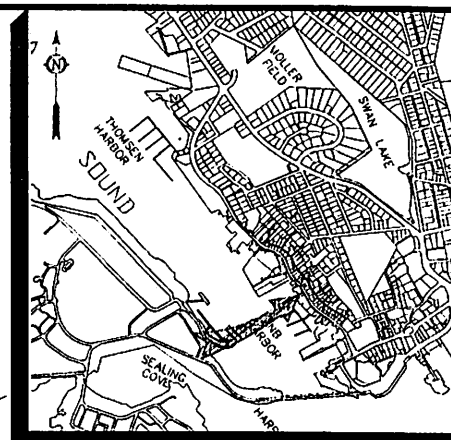
I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN \_\_\_\_\_ A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAN IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL CORNERS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

DATE PA' RICK H. ONEILL IS 6304

DODSON-HOLZMAN SUBDIVISION





A SUBDIVISION OF ATS 15 AND A PORTION OF PARCEL NO. 3, CITY AND BOROUGH OF SITKA/HAMES CORPORATION TIDELAND EXCHANGE SUBDIVISION, CREATING ONE NEW PARCEL TO BE COMBINED WITH THE DEEDED PORTION OF ATS 15 SEAWARD OF LOT 14 AS WELL AS LOT 14, BLK. 5, USS 2542.

CLIENT: DODSON AND HOLZMAN

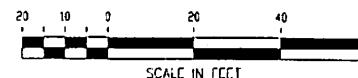


VICINITY MAP  
SCALE: 1" = 1000'

### LEGEND

-  PRIMARY/CENTER MONUMENT RECOVERED (BRASS CAP)
-  BLM/GLO PRIMARY BRASS CAP (RECOVERED)
-  SECONDARY MONUMENT (SET)
-  SECONDARY MONUMENT (RECOVERED)
- (R) RECORDED DATA
- (C) COMPUTED DATA
- (M) MEASURED DATA

1. THE PURPOSE OF THIS PLAT IS TO SUBDIVIDE A1S 15 AND A PORTION OF PARCEL NO. 3 OF THE CUS/HAMEL CORP. TRIDLANDS; EXCHANGE SUBDIVISION, CREATING A NEW PARCEL OF 216.2 SQ. FT. AND COMBINING THIS NEW PARCEL WITH PREVIOUSLY DEEDED TRIDLANDS AND LOT 14 OF USS 2542 INTO ONE SINGLE LOT (LOT 1, DODSON-HOLZWAN SUBDIVISION)
2. THE TOTAL SQUARE FOOTAGE OF LOT 1, DODSON-HOLZWAN SUBDIVISION, IS 4503 SQ. FT.



## PRELIMINARY

SITKA RECORDING DISTRICT

O'NEILL

**SURVEYING AND ENGINEERING**

BOX 1849 SITKA, ALASKA 99835  
PHONE: (907) 747-6700  
FAX: (907) 747-7590  
EMAIL: [one2one@ok.net](mailto:one2one@ok.net)

BY	DATE	REV.	DESCRIPTION OF CHANGE
RECORD OF REVISIONS			

1

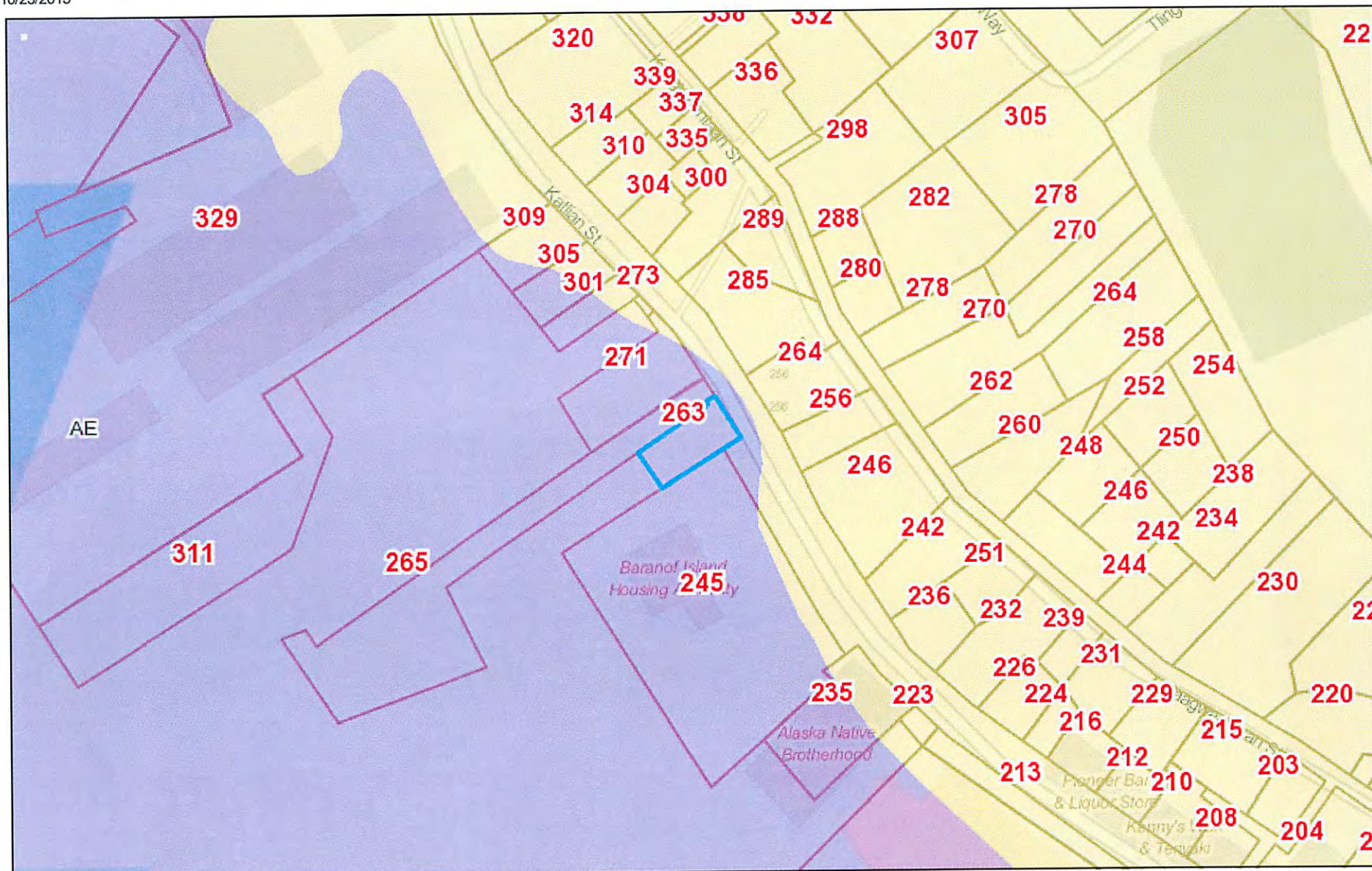


© MainStreetGIS



**Dodson/Holzman**  
Tidelands Land Sale  
263 Katlian Street





## City & Borough of Sitka, Alaska

**Selected Parcel: 263 KATLIAN ID: 16720000**

Printed on 10/23/2015 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



**MainStreetGIS**  
MainStreetGIS, LLC  
[www.mainstreetgis.com](http://www.mainstreetgis.com)

Legal responsibility for the information contained herein.

### Dodson/Holzman

Tidelands Land Sale  
263 Katlian Street



## Most recent city staff comments

## Carole Gibb

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**From:** Maegan Bosak <maegan@cityofsitka.com>  
**Sent:** Monday, June 08, 2015 10:30 AM  
**To:** carole@cityofsitka.com  
**Subject:** FW: Comments on tidelands lease sale adjacent 263 Katlian Street

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**From:** Dale Goerner [mailto:dgoerner@cityofsitka.com]  
**Sent:** Monday, June 01, 2015 3:06 PM  
**To:** 'Maegan Bosak'  
**Cc:** 'Michael Harmon'; 'Jay Sweeney'; 'Stan Eliason'; Wendy Lawrence; Mark Gorman  
**Subject:** RE: Comments on tidelands lease sale adjacent 263 Katlian Street

Maegan;  
I also walked through the site for this proposal today (unintentionally with the owner who saw me while I was there) and am in agreement with Stan on his first sentence.  
I cannot comment – either for or against, on the 2<sup>nd</sup> sentence. Stan is the expert.

There is no Electrical Department impact on this proposal.

It would be nice to see the Katlian area improved, even if it is one house and one lot at a time as in the case, and keeping the same historical house.

Regards;  
Dale

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**From:** Stan Eliason [mailto:stan@cityofsitka.com]  
**Sent:** Monday, June 01, 2015 12:02 PM  
**To:** Maegan Bosak  
**Cc:** Michael Harmon; Jay Sweeney; dgoerner@cityofsitka.com  
**Subject:** Re: Comments on tidelands lease sale adjacent 263 Katlian Street

Maegan, I have done a walk through with the property owner. I cannot convince myself, that his proposal will interfere with ANB Harbor or the grid.

I'm a bit hesitant on even thinking about grid expansion. Eventually, all grids will be shutdown in the SOA. I don't know when, but it has occurred in the lower 48. It's slowly making its way here.

SDE

Sent from my iPhone us

On Jun 1, 2015, at 10:23 AM, Maegan Bosak <maegan@cityofsitka.com> wrote:

Hello,

In November of 2014, Bud Dodson requested a sale of tidelands adjacent his home at 263 Katlian Street. Scott sent the request around, asking for staff comments. From those comments, the proposed sale was denied.

Mr. Dodson approached Gorman last month asking about an appeal process of the decision to sell, which goes through the Planning Commission prior to the Assembly for concept.

Included in the Planning Commission packets, were staff comments of which Mr. Dodson may try to contact you to discuss. I am happy to sit in on those conversations and assist.

Just wanted to give you a heads up. Please see the attached staff comments.

Thanks,

*Maezan Borak*

Planning and Community Development Director  
City and Borough of Sitka  
907.747.1824

<staff comments 2.pdf>

<staff comments.pdf>



## Previous city staff comments

## Maegan Bosak

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**From:** Michael Harmon <michael@cityofsitka.com>  
**Sent:** Monday, November 17, 2014 5:45 PM  
**To:** Scott Brylinsky  
**Cc:** Jay Sweeney; Stan Eliason; Mark Gorman; Marlene Campbell; erin@cityofsitka.com; maegan@cityofsitka.com  
**Subject:** RE: tidelands parcel adjacent to 263 Katlian Ave. - surplus to city's needs?

Scott,

I am not sure the Public Works really has any jurisdiction on this issue as it mainly impacts the Harbor Department and ultimately future planning/zoning and land management of CBS property. However, given my overall knowledge of doing projects, maintaining infrastructure, and understanding the value of waterfront/tideland access, I strongly agree with the majority of Marlene's comments. We are really struggling to have enough waterfront access and property that is not seriously encumbered by oddities many of which we have created onto ourselves by selling important tidelands.

**MICHAEL HARMON, P.E.**

Public Works Director  
City and Borough of Sitka  
100 Lincoln Street  
Sitka, AK 99835  
Office 907-747-1223  
Fax 907-747-3158  
[michael@cityofsitka.com](mailto:michael@cityofsitka.com)

**Dodson / Holzman**  
Tidelands Land Sale  
263 Katlian Street

**From:** Marlene Campbell  
**Sent:** Monday, November 17, 2014 2:31 PM  
**To:** Scott Brylinsky; erin@cityofsitka.com; maegan@cityofsitka.com  
**Cc:** Michael Harmon; Jay Sweeney; Stan Eliason; Mark Gorman  
**Subject:** RE: tidelands parcel adjacent to 263 Katlian Ave. - surplus to city's needs?

One of my jobs since 1987 has been Coastal Management Coordinator under the CBS Coastal Management Plan. Although the ACMP has been eliminated, CBS has continued to maintain the enforceable policies of the Sitka Coastal Management Program by ordinance. The Sitka Coastal Plan recognizes the unique value of tidelands. Almost all Alaska tidelands are owned by the State of Alaska, with the exception of a few privately owned properties and the City and Borough of Sitka's tidelands in the Sitka downtown area.

The value of these tidelands far exceeds the square foot value, and enables CBS to utilize its tidelands for, among other things, the City's small boat harbor system (largest in the state) and seafood processing. The grid is used by recreational, commercial, and subsistence vessels from small skiffs to large fishing boats, on a year-round basis, for both regular maintenance and emergency use. Persons using the grid must be able to get to, from, and around the area of the grid, including the proposed sale area and the road, to adequately access and work on their vessels under all tide conditions. Maintaining the maximum amount of tidelands and adjacent uplands under and around all portions of the grid, from the street to the channel, is basic to being able to utilize it effectively. I consider the area proposed for surplus is an integral part of this tidelands complex and is an essential part of the City's waterfront facilities; it is not surplus to the City's needs.

I have gone on record repeatedly stating that the very limited tidelands owned by the City and Borough of Sitka are a precious and limited resource that should never be sold except in rare circumstances where the tidelands are no longer serving a tidelands function and are in fact surplus to the needs of the City and the public. The tidelands adjacent to the City's seaplane facility area which were sold to a private party for a very small sum are a prime example of this critical resource, which has continued to cause problems in the area and limit the potential for the City to more productively use these tidelands and uplands in the future for City purposes. The City has so few shoreline areas in developable

locations, that their value to CBS could be much higher in the future, and perhaps the tidelands could be essential to future development. I would therefore recommend that CBS functional tidelands, in general, should never be sold, and even if leased CBS should have the ability to terminate the lease at some point. This suggestion would not apply to already filled tidelands which may only benefit the uplands property owner.

Thanks for the opportunity to comment. --Marlene

**Marlene A. Campbell**

Government Relations Director  
City and Borough of Sitka  
100 Lincoln St.  
Sitka, AK 99835  
voice: 907-747-1855 fax: 907-747-7403  
[campbell@cityofsitka.com](mailto:campbell@cityofsitka.com)

**From:** Scott Brylinsky [<mailto:planningdirector@cityofsitka.com>]  
**Sent:** Wednesday, November 12, 2014 9:59 AM  
**To:** [deptheads@cityofsitka.com](mailto:deptheads@cityofsitka.com)  
**Cc:** [erin@cityofsitka.com](mailto:erin@cityofsitka.com); 'Maegan Bosak'  
**Subject:** tidelands parcel adjacent to 263 Katlian Ave. - surplus to city's needs?

Dear Department Heads,

A party has expressed interest in acquiring a parcel of city tidelands. The parcel is adjacent to 263 Katlian Avenue. It is not yet a "parcel," formally speaking, but rather an approximation of a parcel which would be created after a survey and replat. Nonetheless, for this early step in the process it seems the attached drawing showing the approximate boundaries is sufficient. The parties offering to purchase the tidelands state their intent is to fill the tidelands and relocate the dwelling, now on 263 Katlian Ave, to the filled tidelands. Note that the parcel under review is adjacent to the city grid.

Like most land sales, this proposal will also receive formal review by the Historic Preservation Commission and the Ports and Harbors Commission.

Before proceeding with a process to possibly dispose of these tidelands, a necessary step is to determine if they are surplus to the city's needs.

Therefore, I ask department heads to advise the Planning Department as to whether this parcel is surplus to their department's needs. Additionally, even if it is surplus to your department's needs, please advise if you are aware of a reason why it might be in the city's interest to retain these tidelands in the city lands inventory.

Please respond by Thursday November 20, or let me know if you need more time. If we receive no response from a department, the Planning Department will consider there to be "no objection" to disposing of the property.

Feel free to give a call if you would like more information or if there are any questions. Thank you.

Sincerely,  
Scott

Scott Brylinsky  
Interim Planning Director  
City and Borough of Sitka  
100 Lincoln Street, Sitka, AK 99835



## Maegan Bosak

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**From:** Chris Brewton <chrisb@cityofsitka.com>  
**Sent:** Wednesday, November 19, 2014 10:01 AM  
**To:** 'Stan Eliason'; 'Jay Sweeney'  
**Cc:** 'Scott Brylinsky'; deptheads@cityofsitka.com; erin@cityofsitka.com; 'Maegan Bosak'; 'Dan Tadic'; 'Michael Harmon'  
**Subject:** RE: tidelands parcel adjacent to 263 Katlian Ave. - surplus to city's needs?

Scott,

Other issue that may arise is the float home locations which are very near this location. There will be required infrastructure upgrades necessary to get sewer to the floats and not sure what the best route would be at this point.

c

**From:** Stan Eliason [mailto:stan@cityofsitka.com]  
**Sent:** Wednesday, November 12, 2014 12:14 PM  
**To:** Jay Sweeney  
**Cc:** Scott Brylinsky; deptheads@cityofsitka.com; erin@cityofsitka.com; Maegan Bosak; Dan Tadic; Michael Harmon  
**Subject:** Re: tidelands parcel adjacent to 263 Katlian Ave. - surplus to city's needs?

I agree with Jay.

Sent from my iPhone us

On Nov 12, 2014, at 12:04 PM, Jay Sweeney <jay@cityofsitka.com> wrote:

Scott,

One thing that strikes me immediately is the proximity of the subject tidelands to the City Grid. The City Grid is scheduled for renovation in 2031 as part of the Municipal Harbor Master Plan. If any element of the renovation involves redesign or expansion of the Grid, there is a possibility that some element of the adjacent tidelands could be affected. If control is lost, access to those tidelands would be much more difficult to obtain.

From my perspective, I see no reason to want to dispose of the tidelands at this time.

Regards,

Jay

*John P. Sweeney III*

John P. ("Jay") Sweeney III  
Finance Director  
City and Borough of Sitka

**CITY AND BOROUGH OF SITKA  
Planning Commission  
Minutes of Meeting  
December 1, 2015**

**Present:** Chris Spivey (Chair), Darrell Windsor (Vice-Chair), Tamie Parker Song—via phone (Member), Debra Pohlman (Member), Randy Hughey (Member), Maegan Bosak (PCDD), Michael Scarcelli (Senior Planner), Samantha Pierson (Planner I)

**Absent:** None

**Members of the Public:** Kevin Knox, Stan Eliason (Harbormaster), Forrest Dodson (via phone), Mary Holzman (via phone), Michael Tisher, Kelly Pellett, Cliff Richter, Jay Stelzenmeller

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

**Roll Call:**

**PRESENT:** 5 – Spivey, Windsor, Parker Song (via phone), Pohlman, Hughey

**Consideration of the Minutes from the November 3, 2015 meeting:**

**MOTION: M/S POHLMAN/WINDSOR** moved to approve the meeting minutes for November 3, 2015.

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

**The evening business:**

**ZONING TEXT CHANGE  
SHORT TERM RENTALS AND BED AND BREAKFAST OPERATIONS IN PUBLIC ZONE  
TIM FULTON**

*Public hearing and consideration of a zoning text change request filed by Tim Fulton. The proposed zoning text change would permit B&B's and Short-Term Rentals on boats in municipal harbors, in the Public Zone. The request is filed by Tim Fulton.*

**STAFF REPORT:** Scarcelli reviewed the request, which would permit B&B's and short-term rentals in all properties zoned Public Lands District. Scarcelli stated that the Port and Harbors Commission had some positive and some negative thoughts about the request. Scarcelli stated concerns for sewage dumping and safety. Scarcelli noted that the applicant was currently at another board where he serves as chair, but can answer questions via phone if commissioners wished. Scarcelli read a letter submitted by the applicant.

**COMMISSIONER DELIBERATION:** Commissioners did not have questions for the applicant. Windsor asked for clarification on Public zoning. Scarcelli clarified that if the zoning text change was enacted, bed and breakfast operations and short-term rentals would be permitted or

conditional in all lands zoned Public Lands, beyond the harbors. Hughey asked about infrastructure and sewage concerns.

**PUBLIC COMMENT:** Port and Harbors Commission Chair Kevin Knox and Harbormaster Stan Eliason expressed concerns for sanitation, safety, traffic, and increased workload of harbor staff. Knox acknowledged that the request is interesting, and short-term rentals are permitted in harbors in other states. Eliason stated that boats must currently be taken to a dump station, since sewage pipes are not run to all boats.

**MOTION: M/S HUGHEY/WINDSOR** moved to approve the staff findings that 1) the proposal negatively impacts the public's health, safety, and welfare due to the anticipated impact to public infrastructure, the impacts resulting from sewage, the anticipated cost of enforcement and oversight; 2) is inconsistent with the comprehensive plan as discussed in the staff report; and 3) involves the broad impacts that a zoning text change would have on lands zoned Public.

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

**MOTION: M/S HUGHEY/WINDSOR** moved to recommend denial of a zoning text change request filed by Tim Fulton for a zoning text change to permit short-term rentals and Bed and Breakfast operations in the Public Zone as a permitted or conditional use.

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

7:25—Parker Song stated that she was having a hard time hearing discussion via phone. Commissioners agreed that since a quorum could be met without her, Parker Song could leave the meeting.

#### **VARIANCE REQUEST**

**263 KATLIAN AVENUE, LOT 14, BLOCK 5, SITKA INDIAN VILLAGE, U.S. SURVEY 2542  
FORREST DODSON AND MARY HOLZMAN**

*Public hearing and consideration of a variance request filed by Forrest Dodson and Mary Holzman for 263 Katlian Avenue and the adjacent tidelands. The variance request is for a reduction in lot size from 6,000 square feet to 4,428 square feet. The property is also known as Lot 14, Block 5, Sitka Indian Village, U.S. Survey 2542. The request is filed by Forrest Dodson and Mary Holzman. The owners of record are Forrest Dodson and Mary Holzman.*

**STAFF REPORT:** Scarcelli reviewed the request. The variance would permit the creation of an undersized lot. The current lot is undersized, and the proposal would approximately double the lot size. This proposal would move the lot toward compliance. Scarcelli stated that the Historic Preservation reviewed the project and made a motion to approve, which failed.

**APPLICANT:** Forrest Dodson and Mary Holzman joined via phone, and stated that there was no new information.

**COMMISSIONER DELIBERATION:** Hughey asked staff why the Historic Preservation Commission denied approval for the project. Scarcelli stated that the HPC wanted to seek input from the Tribe and was concerned that moving the structure would make it ineligible for historic status. Bosak reminded the Commissioners that the HPC is a recommendation board, and the HPC's recommendations cannot prevent a project.

**PUBLIC COMMENT:** No public comment.

**MOTION: M/S POHLMAN/HUGHEY** moved to approve the required findings for variances involving major structures or expansions:

Required Findings for Variances Involving Major Structures or Expansions. Before any variance is granted, it shall be shown:

- a) That there are special circumstances to the intended use that do not apply generally to the other properties, *specifically the small lot size*;
- b) The variance is necessary for the preservation and enjoyment of a substantial property right of use possessed by other properties but are denied to this parcel;
- c) That the granting of such a variance will not be materially detrimental to the public welfare or injurious to the property, nearby parcels, or public infrastructure;
- d) That the granting of such a variance will not adversely affect the Comprehensive Plan, *specifically, it is in line with Comprehensive Plan 2.4.1, which states, "To guide the orderly and efficient use of private and public land in a manner that maintains a small-town atmosphere, encourages a rural lifestyle, recognizes the natural environment, and enhances the quality of life for present and future generations without infringing on the rights of private landowners," and conditions of approval mitigate any harm and the proposal enhances the quality of access for current and future homeowners.*

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

**MOTION: M/S POHLMAN/HUGHEY** moved to approve the variance request filed by Forrest Dodson and Mary Holzman for 263 Katlian Avenue and the adjacent tidelands. The variance request is for a reduction in lot size from 6,000 square feet to 4,428 square feet. The property is also known as Lot 14, Block 5, Sitka Indian Village, U.S. Survey 2542. The request is filed by Forrest Dodson and Mary Holzman. The owners of record are Forrest Dodson and Mary Holzman.

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



**MINOR SUBDIVISION**

**263 KATLIAN AVENUE, LOT 14, BLOCK 5, SITKA INDIAN VILLAGE, U.S. SURVEY 2542  
FORREST DODSON AND MARY HOLZMAN**

*Public hearing and consideration of a minor subdivision request filed by Forrest Dodson and Mary Holzman for 263 Katlian Avenue and the adjacent tidelands. The property is also known as Lot 14, Block 5, Sitka Indian Village, U.S. Survey 2542. The request is filed by Forrest Dodson and Mary Holzman. The owners of record are Forrest Dodson and Mary Holzman.*

**STAFF REPORT:** Scarcelli reviewed the request. While the proposal would create an undersized lot, the proposal would move the lot toward code compliance. The proposal would mitigate traffic and parking concerns. Scarcelli proposed standards conditions that followed current code.

**APPLICANT:** Forrest Dodson and Mary Holzman joined via phone, and stated that there was no new information.

**COMMISSIONER DELIBERATION:** Hughey asked staff why the Historic Preservation Commission denied approval for the project. Scarcelli stated that the HPC wanted to seek input from the Tribe and was concerned that moving the structure would make it ineligible for historic status. Bosak reminded the Commissioners that the HPC is a recommendation board, and the HPC's recommendations cannot prevent a project.

**PUBLIC COMMENT:** No public comment.

**MOTION: M/S WINDSOR/HUGHEY** moved to approve the staff findings that 1) the proposal positively impacts the public's health, safety, and welfare due to the anticipated impact to the proposed increase of space between the house and the front property line, newly created parking, and preservation of a historic structure; and 2) is consistent with the comprehensive plan as discussed in the staff report.

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

**MOTION: M/S WINDSOR/HUGHEY** moved to approve with staff's four conditions the final plat for a minor subdivision filed by Forrest Dodson and Mary Holzman for 263 Katlian Avenue and the adjacent tidelands. The property is also known as Lot 14, Block 5, Sitka Indian Village, U.S. Survey 2542. The request is filed by Forrest Dodson and Mary Holzman. The owners of record are Forrest Dodson and Mary Holzman.

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

**MINOR SUBDIVISION**

**213 PRICE STREET, LOT 1 OF MICK'S SUBDIVISION, U.S. SURVEY 3695  
MICHAEL TISHER**

*Public hearing and consideration of a final plat for a minor subdivision at 213 Price Street. The subdivision would create two lots. The property is also known as Lot 1 of Mick's Subdivision, U.S. Survey 3695. The request is filed by Michael Tisher. The owner of record is Michael Tisher.*

Chair Spivey stated that he has a professional relationship with the applicant, with no financial gain from this proposal. Commissioners allowed him to continue participating in the proceedings.

**STAFF REPORT:** Scarcelli reviewed the request and the property's history. The minor subdivision would create two lots, both zoned Industrial. Both proposed lots will be in excess of minimum dimension requirements. Bosak stated that Industrial property is in high demand in Sitka.

**APPLICANT:** Michael Tisher stated that he had no additional information to share.

**COMMISSIONER DELIBERATION:** Hughey stated that the request was very straightforward.

**PUBLIC COMMENT:** No public comment.

**MOTION: M/S HUGHEY/WINDSOR** moved approve the staff findings that 1) the proposal positively impacts the public's health, safety, and welfare by providing space in the Industrial Zone; and 2) is consistent with the comprehensive plan as discussed in the staff report.

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

**MOTION: M/S HUGHEY/WINDSOR** moved to approve the final plat for a minor subdivision at 213 Price Street. The subdivision would create two lots. The property is also known as Lot 1 of Mick's Subdivision, U.S. Survey 3695. The request is filed by Michael Tisher. The owner of record is Michael Tisher.

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

**VARIANCE REQUEST  
121 MOLLY LANE, LOT 6 OF MOUNTAINVIEW PHASE II SUBDIVISION  
PELLETT ENTERPRISES**

*Public hearing and consideration of a variance request filed by Pellett Enterprises for 121 Molly Lane. The variance request is for a reduction in the front setback from 20 to 10 feet for the construction of a home. The property is also known as Lot 6 of Mountainview Phase II Subdivision. The request is filed by Pellett Enterprises. The owner of record is Mountain View Estates, LLC.*

Chair Spivey stated that he had professional relationships with the applicant and the property owner. Hughey stated that he had a professional relationship with the applicant. Commissioners agreed to allow full participation by Spivey and Hughey.

**STAFF REPORT:** Scarcelli reviewed the request, highlighting the steep topography. Scarcelli stated that a 10 foot front setback was granted for the property directly across the cul-de-sac. Scarcelli stated that the Fire Department did not have concerns for the undersized cul-de-sac. Scarcelli stated that without a variance, additional excavation would be required to create an

acceptable building site. Scarcelli recommended a condition that the variance be measured as 10 feet from the property line to the drip line of eaves and no further.

**APPLICANT:** Kelly Pellett stated that the rear of the property has large rocks. The proposal would result in an elevation change of 12 feet from cul-de-sac to the lot level. Pellett stated that he also planned a rock wall to strengthen the lot.

**COMMISSIONER DELIBERATION:** No deliberation.

**PUBLIC COMMENT:** No public comment.

**MOTION: M/S POHLMAN/HUGHEY** moved to approve the required findings for variances involving major structures or expansions:

Required Findings for Variances Involving Major Structures or Expansions. Before any variance is granted, it shall be shown:

- e) That there are special circumstances to the intended use that do not apply generally to the other properties, *specifically, the steep lot topography;*
- f) 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, *specifically, the ability to develop the property without extensive excavation;*
- g) 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 emergency vehicles will be able to properly access the cul-de-sac and that the front setback will not impact any adjacent property owners;*
- h) That the granting of such a variance will not adversely affect the Comprehensive Plan, *specifically, it is in line with Comprehensive Plan 2.4.1, which states, "To guide the orderly and efficient use of private and public land in a manner that maintains a small-town atmosphere, encourages a rural lifestyle, recognizes the natural environment, and enhances the quality of life for present and future generations without infringing on the rights of private landowners," and conditions of approval mitigate any harm and the proposal enhances the quality of access for current and future homeowners.*

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

**MOTION: M/S POHLMAN/HUGHEY** moved to approve the variance request filed by Pellett Enterprises for 121 Molly Lane, subject to the condition that the variance only be 10 feet as measured from property to drip-line of eaves and no further. The variance request is for a reduction in the front setback from 20 to 10 feet for the construction of a home. The property is also known as Lot 6 of Mountainview Phase II Subdivision. The

request is filed by Pellett Enterprises. The owner of record is Mountain View Estates, LLC.

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

Chair Spivey stated that he had a business relationship with the applicant. Commissioners agreed to allow him to continue full participation.

**MAJOR AMENDMENT TO PLANNED UNIT DEVELOPMENT  
100 INDIAN RIVER ROAD, LOT 3AA, INDIAN RIVER SUBDIVISION NO. 2  
BARANOF ISLAND HOUSING AUTHORITY**

*Public hearing and consideration of a major amendment to a planned unit development subdivision permit requested by the Baranof Island Housing Authority (BIHA) at 100 Indian River Road. The property is also known as Lot 3AA, Indian River Subdivision No. 2. The owner of record is the Baranof Island Housing Authority.*

**STAFF REPORT:** Scarcelli reviewed the request and the previously approved Planned Unit Development. This major amendment would change the proposed location and orientation of the buildings, and join them by a fire wall across a property lot line. Parking requirements remain the same. The proposed amendment will result in the same number of dwelling units as the original plan, but a reduced number of bedrooms.

**APPLICANT:** Cliff Richter explained that a professional estimate showed that the project was a million dollars over budget. This proposed amendment is one piece of BIHA cutting back the project expenditures. Richter stated that BIHA has a waiting list for one-bedroom apartments, and this property will help alleviate the demand. Richter stated that the Section 184 loan requires no more than 4 units per lot, which makes the two-lot design necessary. Richter thanked the planning staff for being helpful throughout the process.

**COMMISSIONER DELIBERATION:** Pohlman stated that the proposal was straightforward.

**PUBLIC COMMENT:** No public comment.

**MOTION: M/S WINDSOR/POHLMAN** moved to approve the staff findings that 1) the proposed amendment complies with the comprehensive plan by providing for the enhancement of the quality of life in Sitka through the development of affordable housing options; 2) the major amendment, though creative and unique, is in line with the prior approved Planned Unit Development Subdivision; and 3) the major amendment would not be injurious to the public's health, safety, and welfare.

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

**MOTION: M/S WINDSOR/POHLMAN** moved to approve the plat for a major amendment to a planned unit development subdivision permit requested by the Baranof Island Housing Authority (BIHA) at 100 Indian River Road. This approval is subject to the access and utility easements being slightly modified to incorporate the parking and utilities that cross



lots 3AA-1 into lots 3AA-2 and 3AA-3; and a binding plat note stating no lot may be sold independently of the other lots. The property is also known as Lot 3AA, Indian River Subdivision No. 2. The request is to allow a multiplex residential structure across lot lines. The owner of record is the Baranof Island Housing Authority.

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

8:15—Commissioners took a 5 minute break.

## **ZONING TEXT CHANGE**

### **LICENSED MARIJUANA ACTIVITY AS PERMITTED USE IN CBD, WD, I, C-1, C-2, GP ZONES CBS MARIJUANA ADVISORY COMMITTEE**

*Public hearing and consideration of a zoning text change request filed by the City and Borough of Sitka Marijuana Advisory Committee. The request would allow licensed marijuana activity as a permitted use in the Central Business District, Waterfront District, Industrial Zone, Commercial C-1 and C-2 zones, and the Gary Paxton Special Zone.*

**STAFF REPORT:** Scarcelli reviewed the request and summarized marijuana regulation in Alaska. Scarcelli stated that state regulations are still evolving, and the state now allows cafes for consumption. Scarcelli stated that the application is broad, but state regulation addresses several specific categories of legal activity. Scarcelli cautioned the commissioners from moving too quickly, and encouraged the crafting of careful and thoughtful legislation. Bosak recommended that commissioners just start the discussion at this point.

**COMMISSIONER DELIBERATION:** Hughey asked if locations for marijuana would be more restrictive than alcohol. Bosak stated that marijuana would be more restrictive than alcohol, and referred to Drug Safe Schools. Bosak encouraged a joint meeting between the Planning Commission and Marijuana Advisory Committee. Bosak stated her preference for deliberating on the location of each category of marijuana use. Hughey stated that commissioners should be clear on the different legal activity categories before making an educated decision. Windsor stated that extensive public notice is required before opening a facility. Spivey stated that marijuana businesses cannot have business bank accounts since marijuana is federally illegal. Scarcelli stated that he has spoken to professionals from other localities who wish they would have rolled out local legislation more carefully. Windsor stated that the state will begin issuing licenses in May. Hughey expressed concern that if fees are too expensive, some individuals will still find illegal marijuana trade to be more profitable.

**PUBLIC COMMENT:** Jay Stelzenmeller, a member of the Marijuana Advisory Committee, stated that he primarily came to the meeting to hear the thoughts of Planning Commissioners. Stelzenmeller stated that he seeks to see marijuana move from the illegal realm to the legal realm. Stelzenmeller stated that marijuana businesses are not eligible for business tax benefits.

**MOTION: M/S WINDSOR/POHLMAN** moved to continue public hearing and discussion at the next scheduled Planning Commission meeting to allow for further study of negative impacts and the development of a zoning text change that would comply with newly

modified state regulations. The zoning text change request is filed by the City and Borough of Sitka Marijuana Advisory Committee. The request would allow licensed marijuana activities as a permitted use in the Central Business District, Waterfront District, Industrial Zone, Commercial C-1 and C-2 zones, and the Gary Paxton Special Zone.

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

**ZONING TEXT CHANGE  
LICENSED MARIJUANA ACTIVITY AS CONDITIONAL USE IN LI AND GI ZONES  
CBS MARIJUANA ADVISORY COMMITTEE**

*Public hearing and consideration of a zoning text change request filed by the City and Borough of Sitka Marijuana Advisory Committee. The request would allow licensed marijuana activity as a conditional use in the Large Island and General Island zones.*

**STAFF REPORT:** Scarcelli reviewed the request and summarized marijuana regulation in Alaska. Scarcelli stated that state regulations are still evolving, and the state now allows cafes for consumption. Scarcelli stated that the application is broad, but state regulation addresses several specific categories of legal activity. Scarcelli cautioned the commissioners from moving too quickly, and encouraged the crafting of careful and thoughtful legislation. Bosak recommended that commissioners just start the discussion at this point.

**COMMISSIONER DELIBERATION:** Hughey asked if locations for marijuana would be more restrictive than alcohol. Bosak stated that marijuana would be more restrictive than alcohol, and referred to Drug Safe Schools. Bosak encouraged a joint meeting between the Planning Commission and Marijuana Advisory Committee. Bosak stated her preference for deliberating on the location of each category of marijuana use. Hughey stated that commissioners should be clear on the different legal activity categories before making an educated decision. Windsor stated that extensive public notice is required before opening a facility. Spivey stated that marijuana businesses cannot have business bank accounts since marijuana is federally illegal. Scarcelli stated that he has spoken to professionals from other localities who wish they would have rolled out local legislation more carefully. Windsor stated that the state will begin issuing licenses in May. Hughey expressed concern that if fees are too expensive, some individuals will still find illegal marijuana trade to be more profitable.

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**MOTION: M/S POHLMAN/HUGHEY** moved to continue public hearing and discussion at the next scheduled Planning Commission meeting to allow for further study of negative impacts and the development of a zoning text change that would comply with newly modified state regulations. The zoning text change request is filed by the City and Borough of Sitka Marijuana Advisory Committee. The request would allow licensed marijuana activities as a conditional use in the Large Island and General Island zones.

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

**DIRECTORS REPORT:** Scarcelli reported that he and Bosak had attended the Alaska Planning Association meeting. Scarcelli noted that the next Commission agenda would include marijuana discussion, a Comprehensive Plan presentation by staff, and two variances.

**COMMISSIONER DISCUSSION:** Spivey asked about public attendance at Marijuana Advisory Committee meetings. Windsor stated that the Committee has not had much public attendance, and is considering holding a Town Hall meeting. Pohlman stated that there are potential benefits to legal marijuana activity that are not being discussed, such as marijuana cultivators using leftover planting pots that would otherwise be sent to the landfill.

**MOTION: M/S WINDSOR/POHLMAN** moved to adjourn at 8:53 pm.

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

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Chris Spivey, Chair

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Samantha Pierson, Secretary

**CITY AND BOROUGH OF SITKA  
Planning Commission  
Minutes of Meeting  
November 3, 2015**

**Present:** Chris Spivey (Chair), Darrell Windsor (Vice-Chair), Tamie Parker Song (Member), Debra Pohlman (Member), Michael Scarcelli (Senior Planner), Samantha Pierson (Planner I)

**Absent:** Randy Hughey (Member)

**Members of the Public:** James Steinson, Jeremy Twaddle, Forrest Dodson

Chair Spivey called the meeting to order at 7:02 p.m.

**Roll Call:**

**PRESENT:** 4 – Spivey, Windsor, Parker Song, Pohlman

**Consideration of the Minutes from the October 20, 2015 meeting:**

**MOTION: M/S POHLMAN/WINDSOR** moved to approve the meeting minutes for October 20, 2015.

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

**Consideration of the Agenda:**

Chair Spivey requested that item A be moved to the end of the agenda, as the applicant was not yet present. Commissioners agreed to the change.

**The evening business:**

**VARIANCE REQUEST**

**200 PRICE STREET, TRACT 1A of MOUNTAINVIEW PHASE 2 SUBDIVISION  
JEREMY TWADDLE**

*Public hearing and consideration of a variance request filed by Jeremy Twaddle at 200 Price Street. The variance request is for a reduction of the rear setback from 10 to 5 feet for the construction of a building. The property is also known as Tract 1A of Mountainview Phase 2 Subdivision. The request is filed by Jeremy Twaddle. The owner of record is Mountain View Estates, LLC.*

Chair Spivey offered to recuse himself due to his professional relationship with Mr. Twaddle. He stated that he did not have financial interest in this application, and that he could act in an unbiased manner. The other Commissioners agreed that he could participate.

**STAFF REPORT:** Scarcelli reviewed the request and recapped the variance that was approved for this lot at the August 5, 2015 meeting. The lot has two front setbacks and two rear setbacks.



The request is to reduce the southerly rear setback from 10 feet for 5 feet. The proposed use is permitted in the C-2 zone, although residential properties surround the property to the south and east. Scarcelli recommended a modified variance from 10 feet to 8 feet. Additionally, he recommended that the variance be conditioned upon limiting ingress and egress to Price Street and providing screening for all storage and parking areas.

**APPLICANT:** Jeremy Twaddle stated that he needed the 5 foot setback reduction to provide adequate access to the proposed building. He stated that his plan has been to limit access to Price Street. He stated that this building will strictly be a storage building, so he does not view it to be a fire hazard. Twaddle stated that the geography of the Molly Lane properties provides natural screening. He stated that his business will need to back boats into the building, so ample access is important. Twaddle stated that his company owns 180 Price Street, so the building would not be encroaching on another property owner's lot. Twaddle stated that if the variance is not granted, he will pursue a boundary line adjustment.

**COMMISSIONER DELIBERATION:** Pohlman expressed concern that the proposed building could limit light access to the trailer court. Spivey stated that if the variance is not granted, Twaddle will likely pursue a boundary line adjustment. Spivey stated concern that if the entrance is narrowed on Price Street due to a variance denial, vehicles could be brought through the trailer court. Windsor asked what the difference would be between 5 feet and 8 feet, in regard to the comprehensive plan. Scarcelli stated that variances are intended to adjust requirements for properties with intrinsic constraints, while this property is primarily limited by the applicant's design. Parker Song asked why relocating the building would not solve the need for access. Windsor stated that he views the setback in question as a side setback.

**PUBLIC COMMENT:** No public comment.

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

1. Required Findings for Variances Involving Major Structures or Expansions. Before any variance is granted, it shall be shown:
  - a) That there are special circumstances to the intended use that do not apply generally to the other properties, *specifically the double front setbacks*;
  - 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, *specifically, providing for appropriate placement of a building on a lot with two rear setbacks while also conditioning access to Price Street, which serves the enjoyment of all properties*;
  - 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, conditions of approval would negate negative impact to adjacent parcels*; and
  - d) That the granting of such a variance will not adversely affect the Comprehensive Plan, *specifically 2.5.2 To encourage commercial and industrial developments of a*

*quality that does not adversely impact any adjacent recreational and residential areas, due the conditions limiting ingress and egress to Price Street and required screening.*

**ACTION:** Motion **PASSED 3-0** on a voice vote.

**MOTION: M/S WINDSOR/POHLMAN** moved to approve a variance request filed by Jeremy Twaddle at 200 Price Street. The variance request is for a reduction of the rear setback from 10 to 5 feet for the construction of a building. The approval is conditioned upon: 1) The approval to limit ingress and egress to Price Street; and 2) Provide for screening of all storage and parking areas. The property is also known as Tract 1A of Mountainview Phase 2 Subdivision. The request is filed by Jeremy Twaddle. The owner of record is Mountain View Estates, LLC.

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

#### **VARIANCE REQUEST**

**234 KOGWANTON, LOT 125, BLOCK 2, BIHA SUBDIVISION NO. 1, U.S. SURVEY 2542  
JAMES STEINSON**

*Public hearing and consideration of a variance request filed by James Steinson at 234 Kogwanton Street. The variance request is for a reduction in the side setback from 5 to 0 feet and for a reduction in the front setback from 20 to 15 feet for the construction of stairs and railings. The property is also known as Lot 125, Block 2, BIHA Subdivision No. 1, U.S. Survey 2542. The request is filed by James Steinson. The owners of record are Mark and Heidi Nance.*

Chair Spivey offered to recuse himself due to his professional relationship with Mr. Steinson. He stated that he did not have financial interest in this application, and that he could act in an unbiased manner. The other Commissioners agreed that he could participate.

**STAFF REPORT:** Scarcelli reviewed the request and the expired variance approval from 2005 for the reduction in the front setback. He reviewed the required setbacks and the constraints caused by topography and lot size. He stated that parking is already limited. Scarcelli stated that current access is not safe, and safety is a prime concern.

**APPLICANT:** James Steinson stated that the porch will not encroach upon the retaining wall. Scarcelli noted a discrepancy of 1 foot between the application and the site plan. Steinson stated that he has been measuring primarily from the house, so he wanted some leeway to ensure the proposed structures were within the approved setbacks. Steinson explained that the railings are required by building code as a safety feature.

**COMMISSIONER DELIBERATION:** No deliberation.

**PUBLIC COMMENT:** No public comment.

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

1. Required Findings for Variances Involving Major Structures or Expansions. Before any variance is granted, it shall be shown:
  - a) That there are special circumstances to the intended use that do not apply generally to the other properties, *specifically the small lot size, the need for safe and efficient access to an existing home, and the steep slope at the front of the property;*
  - 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, *specifically the ability to safely access the front entrance;*
  - 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, the structure is minimal and conditions mitigate any adverse impacts to adjacent properties;*
  - d) That the granting of such a variance will not adversely affect the Comprehensive Plan, *specifically, it is in line with Comprehensive Plan 2.4.1, which states, "To guide the orderly and efficient use of private and public land in a manner that maintains a small-town atmosphere, encourages a rural lifestyle, recognizes the natural environment, and enhances the quality of life for present and future generations without infringing on the rights of private landowners."*

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

**MOTION: M/S POHLMAN/WINDSOR** moved to approve a variance request filed by James Steinson at 234 Kogwanton Street. The variance request is for a reduction in the side setback from 5 to 0 feet and for a reduction in the front setback from 20 to 15 feet for the construction of porch, stairs, and railings. The property is also known as Lot 125, Block 2, BIHA Subdivision No. 1, U.S. Survey 2542. The request is filed by James Steinson. The owners of record are Mark and Heidi Nance.

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

#### **MINOR SUBDIVISION**

**263 KATLIAN STREET, LOT 14, BLOCK 5, SITKA INDIAN VILLAGE, U.S. SURVEY 2542  
FORREST DODSON AND MARY HOLZMAN**

*Public hearing and consideration of a minor subdivision request filed by Forrest Dodson and Mary Holzman for 263 Katlian Street and the adjacent tidelands. The property is also known as Lot 14, Block 5, Sitka Indian Village, U.S. Survey 2542. The request is filed by Forrest Dodson and Mary Holzman. The owners of record are Forrest Dodson and Mary Holzman.*

**STAFF REPORT:** Scarcelli explained this history of the request, including unanimous preliminary approvals of the proposed tideland sale by the Planning Commission on June 2, 2015 and the Assembly on June 23, 2015. The minor subdivision would involve platting tidelands that were previously unplatted. Scarcelli noted that lots along Katlian Street are small and parking can be problematic. This proposal would entail the relocation of the house back onto the tidelands, creating parking in front of the house. The proposal would move the lot toward conformity to the minimum lot requirement. Scarcelli noted that an upcoming variance application will address the lot size. Scarcelli noted that this house was built in 1904, and this proposal would allow preservation of this structure. Scarcelli stated that staff are supportive of the proposal. The proposal is in line with Comprehensive Plan sections 2.4.6, 2.6.1, and 2.6.2.

**APPLICANT:** Forrest Dodson stated that he proposes one lot, and that his wife plans to restore the house. Dodson stated that he was willing to do whatever it takes to see the project through the process.

**PUBLIC COMMENT:** No public comment.

**COMMISSIONER DELIBERATION:** Windsor asked about the subdivision process in regard to this property. Spivey replied that since the tideland portion was previously unplatted, it must be platted and joined with the current lot.

**MOTION: M/S WINDSOR/POHLMAN** moved to approve the preliminary minor subdivision request filed by Forrest Dodson and Mary Holzman for 263 Katlian Street and the adjacent tidelands. The property is also known as Lot 14, Block 5, Sitka Indian Village, U.S. Survey 2542. The request is filed by Forrest Dodson and Mary Holzman. The owners of record are Forrest Dodson and Mary Holzman.

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

**MINOR SUBDIVISION**  
**213 PRICE STREET, LOT 1 OF MICK'S SUBDIVISION, U.S. SURVEY 3695**  
**MICHAEL TISHER**

*Public hearing and consideration of a final plat for a minor subdivision at 213 Price Street. The subdivision would create two lots. The property is also known as Lot 1 of Mick's Subdivision, U.S. Survey 3695. The request is filed by Michael Tisher. The owner of record is Michael Tisher.*

**COMMISSIONER DELIBERATION:** Commissioners noted that Mr. Tisher had not arrived to the hearing. Commissioners stated that they would prefer to have the applicant present and discussed tabling the item.

**MOTION: M/S WINDSOR/POHLMAN** moved to table the discussion.

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



**DIRECTORS REPORT:** Scarcelli reported on his recent attendance at the state historic preservation training. He stated that preservation and restoration can reap greater economic benefits than new construction. Scarcelli stated gratitude for former chair Parmelee's service, and welcomed Parker Song to the commission. He stated that the planning staff would prepare a Comprehensive Plan presentation for the December 15 meeting.

**COMMISSIONER DISCUSSION:** Chair Spivey stated that the Planning Commission should have a discussion concerning marijuana. Windsor stated that the marijuana board would be making most of the decision-making while consulting the Planning Department. Scarcelli stated that he would be able to provide assistance, particularly in regard to zoning maps.

**MOTION: M/S POHLMAN/WINDSOR** moved to adjourn at 8:13 pm.

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

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**Chris Spivey, Chair**

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**Samantha Pierson, Secretary**



# CITY AND BOROUGH OF SITKA

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

## Minutes - Final City and Borough Assembly

*Mayor Mim McConnell  
Deputy Mayor Matt Hunter  
Vice-Deputy Mayor Benjamin Miyasato  
Aaron Swanson, Steven Eisenbeisz  
Tristan Guevin, and Michelle Putz*

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

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Tuesday, June 23, 2015

6:00 PM

Assembly Chambers

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### REGULAR MEETING

#### I. CALL TO ORDER

#### II. FLAG SALUTE

#### III. ROLL CALL

**Present:** 6 - McConnell, Hunter, Swanson, Eisenbeisz, Guevin, and Putz

**Absent:** 1 - Miyasato

#### IV. CORRESPONDENCE/AGENDA CHANGES

15-102 Reminders, Calendars and General Correspondence

#### V. CEREMONIAL MATTERS

None.

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

Perry Edwards, Sitka District Ranger gave an update on Harbor Mt. Road, fire awareness, and collection of special forest products with regards to permits. He thanked the city with regards to the Boomer property for the Blue Lake FERC mitigation.

15-098 Special Report: Marijuana legalization - timeframe and recommendations (Scott Brylinsky)

Scott Brylinsky, Temporary Planner gave a report on marijuana legalization and

timeline associated with the legalization.

## VII. PERSONS TO BE HEARD

Michelle Putz announced that she will not be running in the October election and encouraged women to run.

## VIII. REPORTS

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

Mayor - Expressed condolences to Archie Nielsen's family.

Administrator - Reported on airport congestion, met with finance staff and non-profit leaders, had conversations with Senator Stedman's Chief of Staff, Randy Raul, met with a representative from the Boat Company with concerns of Baranof Warm Springs, gave appreciation to Search and Rescue regarding recent events, reported that ambulance calls are up 60 from this time last year.

Liaison - Putz attended the Tree and Landscape Committee meeting.

Clerk - Reported Assembly meetings will be held at UAS beginning July 28th.

Other - Putz informed that the not for profit ordinance would come back in August.

## IX. CONSENT AGENDA

- A**     15-094     Approve the Health Needs and Human Services Commission goals for 2015

This item was **APPROVED** on the Consent Agenda. The motion **PASSED** by a unanimous voice vote.

## X. UNFINISHED BUSINESS:

- B**     15-093     Consideration and award of the request for proposals submitted for the available funds (\$39,765) in the Fisheries Enhancement Fund
- Ann Wilkinson, Treasurer of Sitka Seafood Festival spoke to the application submitted by the Sitka Seafood Festival. Lisa Busch, Executive Director, Sitka Sound Science Center summarized the organization.

Putz spoke in support of funding the Sitka Seafood Festival. Guevin spoke in support of disbursement to Chinook Futures Coalition. Hunter spoke to the history and intent of the fund.

**A motion was made by Putz to APPROVE awarding \$39,765 to the Sitka Sound Science Center. The motion PASSED by the following vote.**

**Yes:** 5 - Hunter, Swanson, Eisenbeisz, Guevin, and Putz

**Absent:** 1 - Miyasato

**Recused:** 1 - McConnell

**C**     15-095**Discussion/Direction/Decision on the future direction of the Sitka Convention and Visitors Bureau**

Hunter spoke to the services that SCVB provided and suggested funding through the first quarter, spoke in favor of a change, and to exploring options of modifying the RFP. Eisenbeisz spoke to explore options, keeping services going quarterly, questioned of the costs of options, requested transparency, asked to see financials of both bringing it in house and from the SCVB, and the possibility of tasking the taskforce. Putz spoke to a one year extension. Guevin thought to fund them in the short term and agreed with absorbing functions and spoke in favor of a commission. Swanson spoke in favor of issuing a new RFP. Mayor spoke to a timeline through the end of the year, told of feedback and modifying the RFP, and looking closer at the in house option.

Gorman commented that until something replaced this entity, it remained status quo. He spoke with regards to budget reductions for FY2016 and a timeline of suggested options. Gorman encouraged the Assembly for direction and thought to casting a wider net of services by modifying the RFP. The in house option created stability and assurance. He strongly recommended against status quo and thought the visitor's services could fit in with Harrigan Centennial Hall.

Tonia Rioux, Director of SCVB stated the Board was directing the Assembly to list more concise guidelines for the RFP and asked the Assembly to extend the current situation until December 31. She had concerns with communication, outsourcing, and momentum. The Board was open to options. Suzan Hess, Representative of the Greater Sitka Chamber of Commerce spoke to a resolution that was drafted in support of the SCVB and stated since it was not considered an essential service and should remain outside of city functions. Suzan Hess spoke as a Sitka business owner in favor of the SCVB function to remain outside of the city. Sherry Aitken, Tour Operator of a local business spoke as a member of SCVB and supported continued service as status quo. Ann Bills, owner of a Bed and Breakfast and member of SCVB spoke in support of retaining the SCVB. Joseph List, General Manager of the Westmark spoke in support of the SCVB and retaining them. Duane Lambeth, Dove Island Lodge owner spoke in support of the SCVB and retaining them. Linda Williams, Sitka Tours spoke in favor of the SCVB.

Guevin questioned the level of budget detail to be reported and the appropriateness of looking at line by line budget items. Mayor felt the ordinance was outdated. Eisenbeisz questioned the limiting of funding and requested to see financials. Mayor spoke as Liaison for the commission and told of detailed budget availability.

Gorman summarized the direction, staff would bring forward a proposal at the Assembly meeting of July 14th with a possible executive session. Funding would continue through September 30 and possibly further.

**XI.     NEW BUSINESS:****D**     15-099

**Board of Adjustment:** Approve a temporary use permit for an asphalt plant filed by S&S General Contractors & Equipment Rentals, Inc. for Granite Creek Lease Lot #5. The request is to house an asphalt plant throughout the duration of the paving of Edgumbe Drive.

**A motion was made by Putz to CONVENE as the Board of Adjustment. The motion PASSED by a unanimous voice vote.**

Maegan Bosak, Planning and Community Development Director gave a report of the requested Temporary Use Permit request. Eisenbeisz and Putz had concerns with



fire protection.

Joe Metler representative for S&S stated there was not a fire protection plan in place, but stated he could write a plan to submit and there were ponds to pump from. Bosak informed that conditions could be made.

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

**Yes:** 6 - McConnell, Hunter, Swanson, Eisenbeisz, Guevin, and Putz

**Absent:** 1 - Miyasato

**A motion was made by Hunter to include a condition that S&S work with the Fire Chief for a satisfactory plan on fire prevention and suppression. The motion PASSED by the following vote.**

**Yes:** 6 - McConnell, Hunter, Swanson, Eisenbeisz, Guevin, and Putz

**Absent:** 1 - Miyasato

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

**E**      15-100

**Grant preliminary approval of a proposed tidelands sale request filed by Forrest Dodson and Mary Holzman for property adjacent to 263 Katlian Street**

Planning and Community Development Director, Maegan Bosak stated that the City Grid would not be impacted, clarified the house would be moved toward the water which would create a front parking area, and told of the process. Eisenbeisz asked that staff calculate a current appraisal price. Hunter spoke of the process for sale of tidelands.

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

**Yes:** 6 - McConnell, Hunter, Swanson, Eisenbeisz, Guevin, and Putz

**Absent:** 1 - Miyasato

**F**      ORD 15-35S

**Repealing Sitka General Code Chapter 4.09 "Sales Tax" Section 4.09.100Y. "Exemption for Persons Who Have Reached the Age of Sixty-Five" and establishing section 4.09.130 "Rebate of a portion of Sales Tax for Certain Persons Who Have Reached the Age of Sixty-Five and are Experiencing Financial Hardship" (first reading)**

Lois Rhodes spoke in opposition of the ordinance and suggested charging \$20 yearly for an exemption card. Shirley Robards collected approximately 700 signatures in objection of removing the exemption. John Duncan Sr., Ann Bills, and Alene Henning spoke in opposition to the ordinance. Brian McNitt spoke in favor of the ordinance and the process. Ann Wilkinson spoke to alternatives with regards to employment status and questioned if the application could be modified.

Hunter spoke with regards to the increase of the aging population, financial hardship aspect, crediting to utility account option, age requirement, refunding ability, and sustainability. Eisenbeisz spoke to the refund aspect. Hunter clarified the changes in amount of refund for households and total rebate amount was increased. Putz was

opposed to the ordinance and suggested changing the exemption to food and fuel. Swanson does not support. Guevin spoke in support of the ordinance with more time to allow a review of the effective dates.

Jay Sweeney, Chief Finance and Administrative Officer reviewed the timeline, process, and prorating to utility accounts stating that the effective date was the date that the exemption went away.

**A motion was made by Eisenbeisz that this Item be POSTPONED. The motion PASSED by a unanimous voice vote.**

**G**     ORD 15-38

Amending Sitka General Code Section 4.28.110 "Suitable and Authorized Investments for the Permanent Fund" by adding Exchange Traded Funds as an authorized investment for the Sitka Permanent Fund

Putz spoke in support of the ordinance as the Assembly Liaison to the Investment Committee. Sweeney, Chief Finance and Administrative Officer told of the disadvantages of exchange traded funds.

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

**Yes:** 6 - McConnell, Hunter, Swanson, Eisenbeisz, Guevin, and Putz

**Absent:** 1 - Miyasato

**H**     15-101

Approve the transfers of 1) \$50,000 from Project #90716 "Blue Lake Substation Maintenance" to Project #90648 "Transmission & 1220 Upgrade" Project; 2) \$57,423.83 from Project #63003 "Blue Lake Power House Improvements" to Project #90672 "Medvejie Hatchery Transformer Replacement" Project; and 3) \$85,817.63 from Project #63005 "Building Electric Heat Conversions" to a FY2016 Project "Electric Heating Systems/Dual Fuel Interruptible Power" and authorize the expenditure of the funds

Putz and Eisenbeisz questioned the high cost of the study. Hunter spoke in support of the amount. Dale Goerner, Interim Utility Director spoke to the RFQ.

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

**Yes:** 6 - McConnell, Hunter, Swanson, Eisenbeisz, Guevin, and Putz

**Absent:** 1 - Miyasato

**I**     15-097

Discussion/Direction/Decision on the formation of a Citizens' Taskforce on City Services, Revenues and Fees

Putz spoke in support of a taskforce to assist with wants, needs, tax, and revenue. She asked that two public meeting open houses be held. Guevin spoke in support of a taskforce, thought that the taskforce should look at the comprehensive plan, and encouraged having diverse representation specifically with Sitka School District, Sitka Community Hospital and Sitka Tribe of Alaska. Swanson was in support of a taskforce and questioned the interest of seven members. Gorman talked to a time specific taskforce of six months to encourage public participation. Putz and Eisenbeisz spoke in favor of diverse representation. Staff was directed to send out a public notice. Guevin offered to be the Assembly Liaison to the taskforce.

**XII. PERSONS TO BE HEARD:**

None.

**XIII. EXECUTIVE SESSION**

None.

**XIV. ADJOURNMENT**

A motion was made by Putz to ADJOURN the meeting. Hearing no objection the meeting ADJOURNED at 9:37 PM.

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

Melissa Henshaw  
Acting Municipal Clerk

**CITY AND BOROUGH OF SITKA  
Planning Commission  
Minutes of Meeting  
June 2, 2015**

**Present:** Chris Spivey (Vice Chair); Debra Pohlman (Member); Darrell Windsor (Member), Randy Hughey (Member), Carole Gibb (Planner I), Maegan Bosak (Planning & Community Development Director)

**Absent:** Richard Parmelee (Chair)

**Members of the Public:** Sheila Finkenbinder, Robert Woolsey, Jeremy Twaddle, Pat O'Neill, John Stein, Forrest Dodson, Mary J. Holzman, Andrew Thoms, Bruce Pauley, Jerald Neel, city staff Will Stortz, (Building Official) Dave Miller, (Fire Chief) Dale Goerner (Electric Department Acting Director).

Acting Chair Spivey called the meeting to order at 7:02 p.m.

**Roll Call:**

**PRESENT:** 4 –Spivey, Windsor, Hughey, Pohlman (arrived at 7:03)

**Consideration of the Minutes from the May 13 and May 19, 2015 meetings:**

**MOTION: M/S WINDSOR/HUGHEY** moved to approve the meeting minutes for May 13 and May 19, 2015.

**ACTION:** Motion **PASSED** unanimously 3-0 on a voice vote.

**The evening business:**

**TIDELANDS SALE  
263 KATLIAN STREET  
FORREST DODSON AND MARY J. HOLZMAN**

*Public hearing and consideration of an appeal of a proposed tidelands sale 263 Katlian Street. The proposed sale is for 2160 square feet of tidelands adjacent to the back portion of the existing lot. The property is also known as Lot 14, Block 5, Sitka Indian Village, U.S. Survey No. 2542. The request is filed by Forrest Dodson and Mary J. Holzman. The owners of record are Forrest Dodson and Mary J. Holzman.*

**STAFF REPORT:** Bosak outlined the project and read recently-submitted staff comments in favor of the sale from Stan Eliason, Harbormaster, and Dale Goerner, Acting Electric Department Director. She reported that Mr. Dodson's intent was to reconstruct the house on the tidelands behind the current house site, and then create parking and a yard adjacent to Katlian Street in the area currently occupied by the house. Mr. Dodson had mentioned possibly trying to purchase a portion of the tidelands which is not directly behind the house to allow him to shift the house to



the north, but Bosak stated she wouldn't recommend that lateral shift because it moved the house closer to the municipal boat grid.

**APPLICANT:** Forrest Dodson described the intent to restore the historic house, and pointed out that his plan was to develop the tidelands parcel similar to the adjacent property, owned by BIHA. He also stated that it would be an improvement to the parcel, and to the Katlian neighborhood, which is currently undergoing a revitalization effort.

**COMMISSIONER DELIBERATION:** Commissioner Windsor asked Bosak what objections the city has or had regarding the sale of tidelands. Bosak said with any tidelands sale, it is helpful to weigh whether the city is giving up valuable public access to the waterfront, or selling an asset that is expected to appreciate substantially in the future, but the most recent comments from city staff suggest this sale is justified, especially considering the similar development on the neighboring property (BIHA), and because the proposed tidelands are directly behind and adjacent to the house, so they wouldn't be considered valuable in terms of public access. Windsor mentioned that the project creates additional parking, and more parking in that neighborhood is a good thing. Spivey observed that this purchase would generate income for the city. Hughey agreed that it made sense to sell the tidelands as long as the area sold was directly behind, and in line with the house, rather than allowing a lateral shift.

**PUBLIC COMMENT:** John Stein, former City Administrator spoke in favor of selling the proposed tidelands.

**MOTION: M/S HUGHEY/WINDSOR** moved to recommend approval of the concept tidelands sale at 263 Katlian Street. The proposed sale is for 2,160 square feet of tidelands adjacent to the back portion of the existing lot. The property is also known as Lot 14, Block 5, Sitka Indian Village, U.S. Survey No. 2542. The request is filed by Forrest Dodson and Mary J. Holzman. The owners of record are Forrest Dodson and Mary J. Holzman.

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

**MINOR SUBDIVISION  
LOT A, BAHOVEC ADDITION NO. 1, BARANOF WARM SPRINGS  
CHRISTINE LUNDSTEDT**

*Public hearing and consideration of a concept plat for a minor subdivision of Lot A, Bahovec Addition No. 1, Baranof Warm Springs. The request is filed by Christine Lundstedt. The owner of record is Christine Lundstedt.*

**STAFF REPORT:** Bosak described the project.

**APPLICANT:** Pat O'Neill spoke on behalf of Christine Lundstedt, explaining that the applicant had agreed to sell a small portion of her land to a neighbor. He said it was a small, but level site, conducive to building a small cabin.

**COMMISSIONER DELIBERATION:** Commissioner Hughey confirmed that in a Recreational Zone, there is no minimum lot size. Bosak confirmed that there were no comments received from neighbors.

**PUBLIC COMMENT:** No public comment.

**MOTION:** M/S POHLMAN/WINDSOR moved to recommend approval of a concept plat for minor subdivision of Lot A, Bahovec Addition No. 1, Baranof Warm Springs. The request is filed by Christine Lundstedt. The owner of record is Christine Lundstedt.

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

**ACCESSORY DWELLING UNIT  
1301 EDGE CUMBE DRIVE  
ROBERT WOOLSEY**

*Public hearing and consideration of an Accessory Dwelling Unit conditional use permit at 1301 Edgecumbe Drive. The property is also known as Lot 1 of the Old City Shops Subdivision. The request is filed by Robert Woolsey. The owner of record is Robert Woolsey.*

**STAFF REPORT:** Bosak explained the proposed ADU is a 120 sq. ft. structure is on a chassis which would have a permanent hook up to city utilities on a large R1 lot on Edgecumbe Drive. She described questions this project raises regarding ADUs, RVs as homes, tiny homes on wheels, concerns regarding building code, and related issues.

**APPLICANT:** Robert Woolsey said the structure was built through a partnership with the Sitka Conservation Society, the high school career and tech program, and the U.S. Forest Service. His home is on a 18,000 sq. ft. lot, with a separate driveway built to the site for the ADU. He had an open house to answer questions from neighbors. He said although the structure is on a trailer, it is not built or conceived as an RV. It is stick-built and substantive, and is designed as housing, rather than as a RV.

**COMMISSIONER DELIBERATION:** Commissioners asked for comments from the Building Official and Fire Chief.

Fire Chief Dave Miller commented that he is in support of small homes, but his concern is with a structure that doesn't meet building code, and especially egress. He described a sprinkler test conducted by his department and described his own experience regarding recent deaths caused by fire in Sitka. His conclusion was that if a fire starts in a small structure like this one, especially by the door, and there isn't another way out, that creates a serious hazard to life and safety.

William Stortz stated that a 120 sq. ft. structure would not meet code as a dwelling in multiple ways, including but not limited to egress. He explained that building code sets interior space minimums for habitable rooms, and mentioned that, for example, kitchen counters require 30 inches of clear space in front of them. To meet such codes, a one-bedroom house would be a minimum of about 350 sq. ft. and an efficiency would come to approximately 250 square feet.

He said in the case of RV's, a RV is required to meet standards involving egress capacity, plumbing, wiring, life safety issues. Stortz said if the structure qualified as an RV—which it does not—Sitka General Code 6.12 allows an RV to be inhabited as a dwelling for a maximum of 180 days.

**PUBLIC COMMENT:** Bruce Pauley, a neighbor, considers this structure a travel trailer because it has wheels, a chassis, a tongue and a hitch, and he said he doesn't believe it should be allowable housing in a R1 zone.

Sheila Finkenbinder said she likes the idea, and the structure looks like a house, not an RV. Andrew Thoms explained that the structure is a stick frame house that is built on a trailer not for the purposes of recreational travel, but to allow it to be moved to a permanent location. The structure itself fits in with the character of a residential neighborhood, as it is built with young growth spruce, and sheathed with cedar shingle siding.

Woolsey stated that the structure is not a travel trailer, but is built with materials and based on design plans for a home that will stay in place, rather than as a mobile home or RV.

**COMMISSIONER DELIBERATION:** Commissioners said they were not in favor of permitting something that does not meet code for safety, and also felt reluctant to consider permitting something that isn't an actual dwelling under city building code.

Commissioner Hughey said with reference to the structure being on a chassis, this tiny home is built in a way that distinguishes it from a travel trailer or RV and he feels it does fit into the character and look of a residential area, which is a relevant zoning concern. He said to address these building code issues, the high school could develop their program so that they are constructing tiny homes that meet code.

**ZONING TEXT CHANGE 22.24.010 B  
ALLOWING B&BS IN AN OWNER-OCCUPIED UNIT OF TWO-FAMILY DWELLING  
CITY AND BOROUGH OF SITKA**

*Public hearing and consideration of a proposed zoning text amendment to modify SGC Ch 22.24.010 B allowing for a bed and breakfast to be located only in an owner-occupied single-family dwelling or in an owner-occupied unit of a two-family dwelling. The request is filed by the City and Borough of Sitka.*

**STAFF REPORT:** Bosak gave background on the proposed zoning text change and shared that the department had received two letters in support of the change.

**COMMISSIONER DELIBERATION:** Commissioners discussed the merits of the proposal.

**PUBLIC COMMENT:** John Stein spoke in support of liberalizing B&Bs. Sheila Finkenbinder had applied for the zoning text change which preceded this one. She stated that she appreciated the city's efforts, and feels that if B&Bs were allowed in the owner-occupied portion of a duplex, it would encourage small-scale home sharing.

**MOTION: M/S HUGHEY/POHLMAN** moved to recommend approval of a proposed zoning text amendment to modify SGC Ch 22.24.010 B allowing for a bed and breakfast to be located only in an owner-occupied single-family dwelling or in an owner-occupied unit of a two-family dwelling. The request is filed by the City and Borough of Sitka.

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

**MINOR SUBDIVISION  
MOUNTAINVIEW SUBDIVISION 180 PRICE STREET  
MOUNTAINVIEW ESTATES, LLC**

*Public hearing and consideration of a concept plat for a minor subdivision at 180 Price Street. The property is also known as Tract 1, Mountainview Subdivision. The request is filed by Jeremy Twaddle. The owner of record is Mountainview Estates, LLC.*

**STAFF REPORT:** Bosak described the project.

**APPLICANT:** Jeremy Twaddle confirmed that he is planning to build a shop where he can store equipment, and have some bays to rent out for others to use. Discussion commenced regarding site features and access.

**COMMISSIONER DELIBERATION:** Commissioners had no further questions.

**PUBLIC COMMENT:** No public comment.

**MOTION: M/S WINDSOR/POHLMAN** moved to recommend approval of a concept plat for a minor subdivision at 180 Price Street. The property is also known as Tract 1, Mountainview Subdivision. The request is filed by Jeremy Twaddle. The owner of record is Mountainview Estates, LLC.

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

**DIRECTORS REPORT:** Bosak gave a brief report on planning office matters including B&B zoning text change research, interest in and inquiries regarding tiny home, and enforcement issues.

**PUBLIC COMMENT:** No public comment.

**MOTION: M/S HUGHEY/WINDSOR** moved to adjourn at 8:48 pm.

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

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**Chris Spivey, Acting Chair**

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**Carole Gibb, Secretary**





# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

## Planning and Community Development Department

Date: November 16, 2015

From: Samantha Pierson, Planner I, and Michael Scarcelli, Senior Planner

To: Planning Commission

Re: V 15-29 Variance Request for 263 Katlian Avenue

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### GENERAL INFORMATION

Applicant	Forrest Dodson and Mary Holzman P.O. Box 6575 Sitka, AK 99835
Property Owner:	Same as above
Property Address:	263 Katlian Avenue
Legal Description:	Lot 14, Block 5, Sitka Indian Village
Parcel ID Number:	16720000
Size of Existing Lot:	2,036 square feet
Zoning:	WD Waterfront
Existing Land Use:	Residential
Utilities:	Full city services
Access:	Access directly from Katlian Avenue
Surrounding Land Use:	Mixed use

### ATTACHMENTS

Attachment A: Vicinity Map  
Attachment B: Aerial Vicinity Map  
Attachment C: Parcel Pictures  
Attachment D: Application  
Attachment E: Site Plan  
Attachment F: Subdivision Plat

### MEETING FLOW

- Report from Staff
- Applicant comes forward
- Applicant identifies him/herself – provides comments
- Commissioners ask applicant questions
- Staff asks applicant any questions
- Floor opened up for Public Comment
- Applicant has opportunity to clarify or provide additional information
- Comment period closed - brought back to the board
- Findings
- Motion to approve

Attachment G: Zoning Map  
Attachment H: Mailing List  
Attachment I: Proof of Payment  
Attachment J: Proof of Ownership

### **BACKGROUND**

In November 2014, the applicants expressed interest in acquiring adjacent tidelands to their residence at 263 Katlian Avenue. The application was originally denied at the city staff level due to concerns for proximity to the City's grid. Revised comments from the harbormaster state that there is no future expansion planned.

The intent is to fill the tidelands behind the house and move the home back onto the filled area, creating parking in front. The proposed minor subdivision would create one lot from the current property and the adjacent tidelands.

The Planning Commission recommended approval of the tidelands sale at the June 2, 2015 meeting on a 4-0 vote. Originally there were potential concerns with the sale and development of these tidelands and adjacent properties. However, Staff received revised comments from other municipal staff prior to the June 2 meeting, which stated that no impacts were anticipated on the City grid or Electrical Department.

The Assembly granted preliminary approval of the tidelands sale at the June 23, 2015 meeting on a 6-0 vote.

The Planning Commission approved the preliminary subdivision plat at the November 3, 2015 meeting on a 4-0 vote.

The variance request is for the reduction of the minimum lot size from 6,000 square feet to 4,428 square feet. The current lot is 2,036 square feet. The property is located at 263 Katlian Avenue, in the Waterfront District. The minimum lot size in a WD zone are 6,000 square feet.<sup>1</sup>

### **PROJECT DESCRIPTION**

The applicant seeks approval of a variance so as to create a lot of substandard size.

### **ANALYSIS**

**Project / Site:** The proposed tidelands are immediately adjacent the City Grid. The City Harbormaster had no issues with the proposal. The site is within the existing Historic Preservation zone and went before the Historic Preservation Commission on November 18, 2015. The HPC moved to approve the plan; the motion failed 1-4. Commissioners expressed concern that the relocation of the house could jeopardize the district's ability to gain official

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<sup>1</sup> Table 22.20-1—Development Standards

historic status. The HPC also voted 5-0 to table the discussion to the December 9, 2015 meeting in order to consult with Sitka Tribe of Alaska.

On November 12, 2015, the Port and Harbors Commission was in support of the project and that was concurred by the Harbormaster. Topics of discussion included the extent and distance of the expansion, specifically in how it related to the adjacent BIHA property. Also, there was discussion about parking, City Grid, depth of the tide, amount of tidelands and public use, and U.S. Army Corps of Engineers requirements.

This lot at 263 Katlian Avenue is currently 2,036 square feet. The variance would create a 4,428 square foot lot, moving toward compliance with the minimum lot size of 6,000 square feet.<sup>2</sup>

The house currently does not meet the front setback requirement of 20 feet, but is approximately 14 feet from the front property line. The proposal would allow the property to meet front setback requirements and provide for front parking spaces. An argument can be made that front setbacks are not required for this property, as no setbacks are required from property lines of adjacent filled, intertidal, or submerged tidelands.<sup>3</sup> Additionally, this project would not have a rear setback requirement, or side setback requirements where the property line is adjacent to tidelands.

**Zone: Waterfront District (WD)** “is intended to be applied to lands with direct access or close proximity to navigable tidal waters within the urban area of the city and borough. Uses are intended whenever possible to be water-dependent or water-related with particular emphasis on commerce, tourism, commercial or industrial enterprises which derive major economic or social benefit from a waterfront location.”<sup>4</sup> The proposal is in line with the intent of the Waterfront zoning district.

**Traffic:** Minimal anticipated impacts on traffic.

**Parking:** The current lot does not provide the two spaces required for a single-family dwelling unit.<sup>5</sup> The proposal to move the house toward the tidelands would facilitate parking in front of the house.

**Noise:** Minimal noise concerns beyond the construction period. A minimum lot size is one way to mitigate noise by creating buffer zones.

**Public Health or Safety:** No concerns for public health and safety.

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<sup>2</sup> Table 22.20-1—Development Standards

<sup>3</sup> 22.20.035 Note 12—No setbacks for property lines adjacent to tidelands

<sup>4</sup> Section 22.16.100—WD Waterfront District

<sup>5</sup> Section 22.20.100.G.1—Off-Street Parking Requirements

**Habitat:** No concerns outside of coastal zone under jurisdiction of US Army Corps of Engineers. Applicant has submitted a request for authorization with Linda Speerstra of USACE.

**Property Value or Neighborhood Harmony:** A larger parcel that moves toward compliance with minimum lot size and creates additional buffer between the existing properties on Katlian Avenue would reduce noise impacts, increase privacy, and increase property value.

**Comprehensive Plan:**

The proposal will help provide area for a more suitable buildable lot for waterfront district permitted uses, it would help provide incentive to save an existing historical home, would mitigate traffic and parking concerns, and move development towards conformity. These points specifically are in line with the following Comprehensive Plan goals and policies:

2.4.6. "To provide adequate land for commercial, industrial and residential growth and public use that promotes the efficient use, value and enjoyment of the environment."

2.6.1. "To facilitate the availability of adequate land zoned for residential, commercial, industrial and waterfront development."

2.6.2. "To encourage commercial and industrial developments of a quality that does not adversely impact any adjacent recreational and residential areas..."

**FINDINGS<sup>6</sup>**

**D. Required Findings for Variances.**

1. Required Findings for Variances Involving Major Structures or Expansions. Before any variance is granted, it shall be shown:

- a) That there are special circumstances to the intended use that do not apply generally to the other properties, *specifically, the small lot size*;
- b) The variance is necessary for the preservation and enjoyment of a substantial property right of use possessed by other properties but are denied to this parcel;
- c) That the granting of such a variance will not be materially detrimental to the public welfare or injurious to the property, nearby parcels, or public infrastructure; and
- d) That the granting of such a variance will not adversely affect the Comprehensive Plan: *specifically, it is in line with Comprehensive Plan 2.4.1, which states, "To guide the orderly and efficient use of private and public land in a manner that maintains a small-town atmosphere, encourages a rural lifestyle, recognizes the natural environment, and enhances the quality of life for present and future generations without infringing on the rights of private landowners," and conditions of approval mitigate any harm and the proposal enhances the quality of access for current and future homeowners.*

**RECOMMENDATION**

It is recommended that the Planning Commission adopt the Planners' analysis and grant the requested variance for the reduction of the minimum lot size from 6,000 square feet to 4,428 square feet.

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<sup>6</sup> Section 22.30.160(D)(1)—Required Findings for Major Variances





# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

## Planning and Community Development Department

Date: October 27, 2015

From: Michael Scarcelli, Senior Planner

To: Planning Commission

Re: LS 15-01 Minor Subdivision of 263 Katlian Avenue and adjacent tidelands

### GENERAL INFORMATION

Applicant: Forrest Dodson and Mary Holzman  
P.O. Box 6575  
Sitka, AK 99835

Property Owner: Same as above

Property Address: 263 Katlian Avenue

Legal Description: Lot 14, Block 5, Sitka Indian Village

Parcel ID Number: 16720000

Size of Existing Lot: 2,036 square feet

Zoning: WD Waterfront

Existing Land Use: Residential

Utilities: Full City Services

Access: Access directly from Katlian Avenue

Surrounding Land Use: Mixed use

### MEETING FLOW

- Report from Staff
- Applicant comes forward
- Applicant identifies him/herself – provides comments
- Commissioners ask applicant questions
- Staff asks applicant any questions
- Floor opened up for Public Comment
- Applicant has opportunity to clarify or provide additional information
- Comment period closed - brought back to the board
- Findings
- Motion of recommendation

## **ATTACHMENTS**

Attachment A: Vicinity Map

Attachment B: Aerial Vicinity Map

Attachment C: Parcel Pictures

Attachment D: Application

Attachment E: Site Plan

Attachment F: Subdivision Plat

Attachment G: Zoning Map

Attachment H: Warranty Deed

Attachment I: Payment

Attachment J: City Department Staff Comments

## **BACKGROUND**

In November 2014, the applicants expressed interest in acquiring tidelands adjacent to their residence at 263 Katlian Avenue. The application was originally denied at the city staff level due to concerns for proximity to the City's grid. Revised comments from the harbormaster state that there is no future expansion planned.

The intent is to fill the tidelands behind the house and move the home back onto the filled area, creating parking in front. The proposed minor subdivision would create one lot from the current property and the adjacent tidelands.

The Planning Commission recommended approval of the tidelands sale at the June 2, 2015 meeting on a 4-0 vote. Originally there were potential concerns with the sale and development of these tidelands and adjacent properties. However, Staff received revised comments from other municipal staff prior to the June 2 meeting, which stated that no impacts were anticipated on the City grid or Electrical Department.

The Assembly granted preliminary approval of the tidelands sale at the June 23, 2015 meeting on a 6-0 vote.

The Planning Commission approved the preliminary plat at the November 3, 2015 meeting on a 4-0 vote.

## **PROJECT DESCRIPTION**

The applicant seeks approval of a minor subdivision so as to acquire City owned tidelands adjacent to their existing parcel.

## **ANALYSIS**

**Project / Site:** The proposed tidelands are immediately adjacent the City Grid. The City Harbormaster had no issues with the proposal. The site is within the existing Historic Preservation zone and went before the Historic Preservation Commission on November 18, 2015. The HPC moved to approve the plan; the motion failed 1-4. Commissioners expressed concern that the relocation of the house could jeopardize the district's ability to gain official historic status. The HPC also voted 5-0 to table the discussion to the December 9, 2015 meeting in order to consult with Sitka Tribe of Alaska.

On November 12, 2015, the Port and Harbors Commission was in support of the project and that was concurred by the Harbormaster. Topics of discussion included the extent and distance of the expansion, specifically in how it related to the adjacent BIHA property. Also, there was discussion about parking, City Grid, depth of the tide, amount of tidelands and public use, and U.S. Army Corps of Engineers requirements.

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

#### **Variance Required for Development of Substandard Lot Size and Setbacks**

The minimum lot size in WD is 6,000 square feet.<sup>3</sup> The current lot is 2,036 square feet. The minor subdivision would result in a lot size of 4,428 square feet, moving the parcel toward compliance. The property would require a variance for lot size and setbacks. The variance for these issues will be heard in conjunction with the final plat at the December 1<sup>st</sup> Planning Commission hearing.

The house currently does not meet the front setback requirement of 20 feet, but is approximately 14 feet from the front property line. The proposal would allow the property to meet front setback requirements and provide for front parking spaces. An argument can be made that front setbacks are not required for this property, as no setbacks are required from property lines of adjacent filled, intertidal, or submerged tidelands.<sup>4</sup> Additionally, this project would not have a rear setback requirement, or side setback requirements where the property line is adjacent to tidelands.

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<sup>1</sup> § 21.40.010—Design Principles and Standards

<sup>2</sup> § 21.40.010(A)(3)—Lands Unsuitable for Development

<sup>3</sup> Table 22.20-1—Development Standards

<sup>4</sup> 22.20.035 Note 12—No setbacks for property lines adjacent to tidelands

The Waterfront District (WD) “is intended to be applied to lands with direct access or close proximity to navigable tidal waters within the urban area of the city and borough. Uses are intended whenever possible to be water-dependent or water-related with particular emphasis on commerce, tourism, commercial or industrial enterprises which derive major economic or social benefit from a waterfront location.”<sup>5</sup> The proposal is in line with the intent of the Waterfront zoning district.

**Traffic:** Lack of front parking may impact traffic flow on Katlian Avenue, but would be improved by proposal and conditions.

**Parking:** The proposed plan will improve upon the property’s parking availability.

**Noise:** No concerns outside of construction of intended future structures.

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

**Habitat:** No concerns outside of coastal zone under jurisdiction of U.S. Army Corps of Engineers. Applicant has submitted a request for authorization with Linda Speerstra of USACE.

**Property Value or Neighborhood Harmony:** A larger parcel that moves toward compliance with minimum lot size and creates additional buffer between the existing properties on Katlian Avenue would reduce noise impacts, increase privacy, and increase property value.

#### **Comprehensive Plan:**

The proposal will help provide area for a more suitable buildable lot for waterfront district permitted uses, it would help provide incentive to save an existing historical home, would mitigate traffic and parking concerns, and move development towards conformity. These points specifically are in line with the following Comprehensive Plan goals and policies:

2.4.6. “To provide adequate land for commercial, industrial and residential growth and public use that promotes the efficient use, value and enjoyment of the environment.”

2.6.1. “To facilitate the availability of adequate land zoned for residential, commercial, industrial and waterfront development.”

2.6.2. “To encourage commercial and industrial developments of a quality that does not adversely impact any adjacent recreational and residential areas...”

#### **RECOMMENDATION**

It is recommended that the Planning Commission adopt the Senior Planner’s analysis and findings found above and approve the requested minor subdivision final plat, subject to and conditioned upon input from Port and Harbors Commission and Historic Preservation Commission, and approval of sale of tidelands by City Assembly; and the following findings and conditions:

#### **ADDITIONAL FINDINGS:**

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<sup>5</sup> §22.16.100



- 1) Meets all Basic Criteria required by Section 21.12.010 (B):
  - a. No dedications are needed;
  - b. Monuments exist sufficient to locate all proposed lots on the site;
  - c. The plat includes all contiguous land under common ownership; and
  - d. Maintenance agreements as necessary;
- 2) Complies with the intent and purpose of the zoning code;
- 3) Does not negatively impact the public, health, safety, and welfare of the community or adjacent properties;
- 4) Comports with the Comprehensive Plan as stated in the staff report; and

#### CONDITIONS

- 1) Receives an approved variance from all required development standards that shall allow for the existing home to be moved further back from Katlian Avenue;
- 2) All street names are correctly identified (e.g. Katlian Avenue);
- 3) Complies with all requirements set forth in Section 21.12.030 Final Plat; and
- 4) Complies with all Final Plat submission requirements of Section 21.32.160.



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

## Planning and Community Development Department

Date: October 27, 2015

From: Michael Scarcelli, Senior Planner

To: Planning Commission

Re: LS 15-01 Minor Subdivision of 263 Katlian Street and adjacent tidelands

### GENERAL INFORMATION

Applicant: Forrest Dodson and Mary Holzman  
P.O. Box 6575  
Sitka, AK 99835

Property Owner: Same as above

Property Address: 263 Katlian Street

Legal Description: Lot 14, Block 5, Sitka Indian Village

Parcel ID Number: 16720000

Size of Existing Lot: 2,036 square feet

Zoning: WD Waterfront

Existing Land Use: Residential

Utilities: Full City Services

Access: Access directly from Katlian Street

Surrounding Land Use: Mixed use

### MEETING FLOW

- Report from Staff
- Applicant comes forward
- Applicant identifies him/herself – provides comments
- Commissioners ask applicant questions
- Staff asks applicant any questions
- Floor opened up for Public Comment
- Applicant has opportunity to clarify or provide additional information
- Comment period closed - brought back to the board
- Findings
- Motion of recommendation

## **ATTACHMENTS**

Attachment A: Vicinity Map

Attachment B: Aerial Vicinity Map

Attachment C: Parcel Pictures

Attachment D: Application

Attachment E: Site Plan

Attachment F: Subdivision Plat

Attachment G: Zoning Map

Attachment H: Warranty Deed

Attachment I: Payment

Attachment J: City Department Staff Comments

## **PROJECT DESCRIPTION**

In November 2014, the applicants expressed interest in acquiring adjacent tidelands to their residence at 263 Katlian Street. The application was originally denied at the city staff level due to concerns for proximity to the City's grid. Revised comments from the harbormaster state that there is no future expansion planned.

The intent is to fill the tidelands behind the house and move the home back onto the filled area, creating parking in front. The proposed minor subdivision would create one lot from the current property and the adjacent tidelands.

## **BACKGROUND**

The Planning Commission recommended approval of the tidelands sale at the June 2, 2015 meeting on a 4-0 vote. Originally there were potential concerns with the sale and development of these tidelands and adjacent properties. However, Staff received revised comments from other municipal staff prior to the June 2 meeting, which stated that no impacts were anticipated on the City grid or Electrical Department.

The Assembly granted preliminary approval of the tidelands sale at the June 23, 2015 meeting on a 6-0 vote.

## **ANALYSIS**

**Project / Site:** The proposed tidelands are immediately adjacent the City Grid. The City must maintain access to the grid for use by recreational and commercial vessels, both for maintenance and emergency use. The site is within the existing Historic Preservation zone and must go before the Historic Preservation District, which is scheduled for November 18, 2015.

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

#### **Variance Required for Development of Substandard Lot Size and Setbacks**

The minimum lot size in WD is 6,000 square feet.<sup>3</sup> The current lot is 2,036 square feet. The minor subdivision would result in a lot size of 4,428 square feet, moving the parcel toward compliance. The property would require a variance for lot size and setbacks. The variance for these issues will be heard in conjunction with the final plat at the December 1<sup>st</sup> Planning Commission hearing.

The property does not currently meet the front setback requirement of 20 feet. The house sits approximately 14 feet from the front property line. According to plans submitted and future discussed plans regarding the moving of the home, the minor subdivision would allow the owners to move the house back further from Katlian Street.

The Waterfront District (WD) “is intended to be applied to lands with direct access or close proximity to navigable tidal waters within the urban area of the city and borough. Uses are intended whenever possible to be water-dependent or water-related with particular emphasis on commerce, tourism, commercial or industrial enterprises which derive major economic or social benefit from a waterfront location.”<sup>4</sup> The proposal is in line with the intent of the Waterfront zoning district.

**Traffic:** Lack of front parking may impact traffic flow on Katlian Street, but would be improved by proposal and conditions.

**Parking:** The proposed plan will improve upon the property’s parking availability.

**Noise:** No concerns outside of construction of intended future structures.

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

**Habitat:** No concerns outside of coastal zone under jurisdiction of US Army Corps of Engineers. Applicant should contact Linda Speerstra at 907-747-0658.

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<sup>1</sup> § 21.40.010

<sup>2</sup> § 21.40.010(A)(3).

<sup>3</sup> Table 22.20-1

<sup>4</sup> §22.16.100



**Property Value or Neighborhood Harmony:** A larger parcel that moves toward compliance with minimum lot size and creates additional buffer between the existing properties on Katlian Street would reduce noise impacts, increase privacy, and increase property value.

**Comprehensive Plan:**

The proposal will help provide area for a more suitable buildable lot for waterfront district permitted uses, it would help provide incentive to save an existing historical home, would mitigate traffic and parking concerns, and move development towards conformity. These points specifically are in line with the following Comprehensive Plan goals and policies:

2.4.6. "To provide adequate land for commercial, industrial and residential growth and public use that promotes the efficient use, value and enjoyment of the environment."

2.6.1. "To facilitate the availability of adequate land zoned for residential, commercial, industrial and waterfront development."

2.6.2. "To encourage commercial and industrial developments of a quality that does not adversely impact any adjacent recreational and residential areas..."

**RECOMMENDATION**

It is recommended that the Planning Commission adopt the Senior Planner's analysis and approve the requested minor subdivision concept plat, subject to and conditioned upon approval by the Port and Harbors Commission, Historic Preservation Commission, and the City Assembly and the following conditions:

- 1) Received and approved variance from all required development standards that shall allow for the existing home to be moved further back from Katlian Street;
- 2) Meets all Basic Criteria required by Section 21.12.010 (B):
  - a. No dedications are needed;
  - b. Monuments exist sufficient to locate all proposed lots on the site;
  - c. The plat includes all contiguous land under common ownership; and
  - d. Maintenance agreements as necessary;
- 3) All street names are correctly identified (e.g. Katlian Avenue or Street);
- 4) Complies with all requirements set forth in Section 21.12.030 Final Plat; and
- 5) Complies with all Final Plat submission requirements of Section 21.32.160.



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

## Planning and Community Development Department

Date: 5/27/15

From: Maegan Bosak, PCDD

To: Planning Commission

Re: Dodson/Holzman Land Sale Appeal- 263 Katlian Street

---

### GENERAL INFORMATION

Applicant: Forrest Dodson and Mary Holzman  
P.O. Box 6575  
Sitka, AK 99835

Property Owner: Same as above

Property Address: 263 Katlian Street

Legal Description: Lot 14, Block 5, Sitka Indian Village

Parcel ID Number: 16720000

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### MEETING FLOW

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- Motion of recommendation

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Attachment I: City Department Staff Comments

## **PROJECT DESCRIPTION**

In November 2014, the applicants expressed interest in acquiring adjacent tidelands to their residence at 263 Katlian Street. The intent is to fill the tidelands behind the house and move the home back onto the filled area, creating parking in front.

## **BACKGROUND**

The first step to any land sale is to route the request through City departments to determine if there are issues or if the parcel is surplus to the City's needs.

Interim Planning Director Brylinsky followed the procedure and routed the request to department heads for comment. Comments have been included in your packets for review.

After review of staff comments, it was determined that this portion of tidelands is of value to the City and should remain in ownership of CBS.

Recently, Mr. Dodson approached Municipal Administrator Mark Gorman to appeal staff's decision and request that the proposed land sale be vetted through the public process.

## **ANALYSIS**

**Project / Site:** The proposed tidelands are immediately adjacent the City Grid. The City must maintain access to the grid for use by recreational and commercial vessels, both for maintenance and emergency use. People and boats must be able to get to, from and around the grid to work on their vessels in all tidal conditions.

The City Grid is scheduled for renovation in 2031 as part of the Municipal Harbor Master Plan. Expansion/renovation could be limited if adequate tidelands are not available.

Furthermore, there has been significant discussion as to whether or not the City should sell any tidelands. Tidelands will continue to increase in value and be an asset to the City. Also, many feel the waterfront should be for public facilities and enjoyment, more of a benefit to the masses rather than an individual land owner. Tidelands are a very limited resource.

## **RECOMMENDATION**

It is recommended that the Planning Commission adopt the Director's analysis and move to recommend denial of the proposed land sale at 263 Katlian Street.

If the Planning Commission instead decides to approve the proposed land sale, the process would be this: The request would go to the Assembly for concept approval, followed by creation of a minor subdivision, through Ports and Harbors and Historic Preservation Commissions, and then back to the Assembly for a final land sale ordinance.



Parcel ID: 16100000  
KAREN LUCAS  
LUCAS, KAREN, J.  
224 KATLIAN AVE  
SITKA AK 99835

Parcel ID: 16105000  
DAN/GRECHEN STOCKEL  
STOCKEL, DAN & GRECHEN  
P.O. BOX 1172  
SITKA AK 99835-1172

Parcel ID: 16120000  
BRIAN MCNITT  
MCNITT, BRIAN  
10 MAKSOUTOFF ST  
SITKA AK 99835

Parcel ID: 16125000  
TOM/ANITA MATTINGLY/BERGEY  
MATTINGLY, TOM & BERGEY, ANITA  
P.O. BOX 624  
SITKA AK 99835-0624

Parcel ID: 16130000  
NORTH PACIFIC SEAFOODS, INC.  
NORTH PACIFIC SEAFOODS, INC.  
4 NICKERSON ST, STE 400  
SEATTLE WA 98109

Parcel ID: 16140000  
NORTH PACIFIC SEAFOODS, INC.  
NORTH PACIFIC SEAFOODS, INC.  
4 NICKERSON ST, STE 400  
SEATTLE WA 98109

Parcel ID: 16150000  
NORTH PACIFIC SEAFOODS, INC.  
NORTH PACIFIC SEAFOODS, INC.  
4 NICKERSON ST, STE 400  
SEATTLE WA 98109

Parcel ID: 16155000  
NORTH PACIFIC SEAFOODS, INC.  
NORTH PACIFIC SEAFOODS, INC.  
4 NICKERSON ST, STE 400  
SEATTLE WA 98109

Parcel ID: 16160000  
JACOB WHITE  
WHITE, JACOB  
P.O. BOX 361  
HOONAH AK 99829-0361

Parcel ID: 16165000  
ANNIE JOSEPH  
JOSEPH, ANNIE, Y.  
P.O. BOX 684  
SITKA AK 99835-0684

Parcel ID: 16345000  
HARRY JIMMY  
JIMMY, HARRY  
P.O. BOX 986  
SITKA AK 99835-0986

Parcel ID: 16350000  
JOHN/ELIZABETH SKEELE  
SKEELE, JOHN/CAFFREY,  
262 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16360000  
ELIZABETH GOLDSBURY  
GOLDSBURY, ELIZABETH, L.  
278 KOGWANTON ST., #2  
SITKA AK 99835

Parcel ID: 16365000  
ELIZABETH GOLDSBURY  
GOLDSBURY, ELIZABETH, L.  
278 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16370000  
LILLY JOHN ESTATE  
JOHN, KITKA, HOGBERG %  
JOHN, LILLY ESTATE % HO  
P.O. BOX 338  
HAINES AK 99827-0338

Parcel ID: 16380000  
TIMOTHY/LYDIA MCGRAW  
MCGRAW, TIMOTHY/LYDIA  
288 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16385000  
ELIZABETH GOLDSBURY  
GOLDSBURY, ELIZABETH, L.  
278 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16400000  
BARANOF ISLAND HOUSING  
BARANOF ISLAND HOUSING  
245 KATLIAN AVE  
SITKA AK 99835

Parcel ID: 16710000  
BARANOF ISLAND HOUSING AUTHORITY  
BIHA OFFICE  
BARANOF ISLAND HOUSING AUTHORITY  
245 KATLIAN AVE  
SITKA AK 99835

Parcel ID: 16720000  
DODSON/HOLZMAN REV. LIVING TRUST  
DODSON, FORREST, & HOLZMAN, MAR  
P.O. BOX 6575  
SITKA AK 99835-6575

Parcel ID: 16725000  
CITY & BOROUGH OF SITKA  
GRID EXTENSION  
C/B OF SITKA  
100 LINCOLN ST  
SITKA AK 99835

Parcel ID: 16730000  
CITY & BOROUGH OF SITKA  
TIDELANDS EXCHANGE SUBDIV  
C/B OF SITKA  
100 LINCOLN ST  
SITKA AK 99835

Parcel ID: 16735000  
CITY & BOROUGH OF SITKA  
CITY GRID  
C/B OF SITKA  
100 LINCOLN ST  
SITKA AK 99835

Parcel ID: 16740000  
CITY & BOROUGH OF SITKA  
(NEXT TO CITY GRID)  
C/B OF SITKA  
100 LINCOLN ST  
SITKA AK 99835

Parcel ID: 16745000  
JACOB WHITE  
WHITE, JACOB  
P.O. BOX 361  
HOONAH AK 99829-0361

Parcel ID: 16750000  
ANNIE JOSEPH  
JOSEPH, ANNIE, Y.  
P.O. BOX 684  
SITKA AK 99835-0684

**P&Z Mailing**  
November 20, 2015

**Forrest Dodson**  
Minor Subdivision  
263 Katlian Street

Parcel ID: 16100000  
KAREN LUCAS  
LUCAS, KAREN, J.  
224 KATLIAN AVE  
SITKA AK 99835

Parcel ID: 16105000  
DAN/GRECHEN STOCKEL  
STOCKEL, DAN & GRECHEN  
P.O. BOX 1172  
SITKA AK 99835-1172

Parcel ID: 16120000  
BRIAN MCNITT  
MCNITT, BRIAN  
10 MAKSOUTOFF ST  
SITKA AK 99835

Parcel ID: 16125000  
TOM/ANITA MATTINGLY/BERGEY  
MATTINGLY, TOM & BERGEY, ANITA  
P.O. BOX 624  
SITKA AK 99835-0624

Parcel ID: 16130000  
NORTH PACIFIC SEAFOODS, INC.  
NORTH PACIFIC SEAFOODS, INC.  
4 NICKERSON ST, STE 400  
SEATTLE WA 98109

Parcel ID: 16140000  
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NORTH PACIFIC SEAFOODS, INC.  
NORTH PACIFIC SEAFOODS, INC.  
4 NICKERSON ST, STE 400  
SEATTLE WA 98109

Parcel ID: 16155000  
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NORTH PACIFIC SEAFOODS, INC.  
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Parcel ID: 16160000  
JACOB WHITE  
WHITE, JACOB  
P.O. BOX 361  
HOONAH AK 99829-0361

Parcel ID: 16165000  
ANNIE JOSEPH  
JOSEPH, ANNIE, Y.  
P.O. BOX 684  
SITKA AK 99835-0684

Parcel ID: 16345000  
HARRY JIMMY  
JIMMY, HARRY  
P.O. BOX 986  
SITKA AK 99835-0986

Parcel ID: 16350000  
JOHN/ELIZABETH SKEELE  
SKEELE, JOHN/CAFFREY,  
262 KOGWANTON ST  
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Parcel ID: 16360000  
ELIZABETH GOLDSBURY  
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SITKA AK 99835

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GOLDSBURY, ELIZABETH, L.  
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Parcel ID: 16370000  
LILLY JOHN ESTATE  
JOHN, KITKA, HOGBERG %  
JOHN, LILLY ESTATE % HO  
P.O. BOX 338  
HAINE AK 99827-0338

Parcel ID: 16380000  
TIMOTHY/LYDIA MCGRAW  
MCGRAW, TIMOTHY/LYDIA  
288 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16385000  
ELIZABETH GOLDSBURY  
GOLDSBURY, ELIZABETH, L.  
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Parcel ID: 16400000  
BARANOF ISLAND HOUSING  
BARANOF ISLAND HOUSING  
245 KATLIAN AVE  
SITKA AK 99835

Parcel ID: 16710000  
BARANOF ISLAND HOUSING AUTHORITY  
BIHA OFFICE  
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DODSON/HOLZMAN REV. LIVING TRUST  
DODSON, FORREST, & HOLZMAN, MARY  
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SITKA AK 99835-6575

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Parcel ID: 16730000  
CITY & BOROUGH OF SITKA  
TIDELANDS EXCHANGE SUBDV  
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JACOB WHITE  
WHITE, JACOB  
P.O. BOX 361  
HOONAH AK 99829-0361

Parcel ID: 16750000  
ANNIE JOSEPH  
JOSEPH, ANNIE, Y.  
P.O. BOX 684  
SITKA AK 99835-0684

P&Z Mailing  
October 23, 2015

Parcel ID: 16060000  
SULSER/HEIM KATHERINE/LINDA  
PIONEER BAR  
SULSER, KATHERINE/HEIM, LINDA  
P.O. BOX 599  
SITKA AK 99835-0599

Parcel ID: 16066000  
HOWARD ELI  
% RAY NIELSEN(206)774-562  
HOWARD, ELI  
4735 200TH ST SW, APT 104  
LYNNWOOD WA 98036

Parcel ID: 16070000  
LUCAS KAREN  
LUCAS, KAREN, J.  
224 KATLIAN AVE  
SITKA AK 99835

Parcel ID: 16075000  
KATHLIAN RICHARD  
R&D.COOK,M.KATHLEAN,E.JOH  
PETERS, CAROL  
3500 GOLIAD RD, LOT 279  
SAN ANTONIO TX 78223

Parcel ID: 16080000  
GUANZON/DOWNS/LEONARD GENEVIEVE/D./A.  
LEONARD, ANITA/GUANZON, G  
GUANZON, GENEVIEVE, H.  
2329 EUREKA, APT D3  
ANCHORAGE AK 99503

Parcel ID: 16085000  
PLAISANCE KEVIN/MARIFE  
PLAISANCE, KEVIN & MARIFE  
P.O. BOX 152  
SITKA AK 99835-0152

Parcel ID: 16090000  
HEYBURN THERESA  
HEYBURN, THERESA  
207 MONASTERY ST  
SITKA AK 99835

Parcel ID: 16095000  
HEYBURN THERESA  
HEYBURN, THERESA  
207 MONASTERY ST  
SITKA AK 99835

Parcel ID: 16100000  
LUCAS KAREN  
LUCAS, KAREN, J.  
224 KATLIAN AVE  
SITKA AK 99835

Parcel ID: 16105000  
STOCKEL DAN/GRECHEN  
STOCKEL, DAN & GRECHEN  
P.O. BOX 1172  
SITKA AK 99835-1172

Parcel ID: 16120000  
MCNITT BRIAN  
MCNITT, BRIAN  
10 MAKSOUTOFF ST  
SITKA AK 99835

Parcel ID: 16125000  
MATTINGLY/BERGEY TOI  
MATTINGLY, TOM & BERI  
P.O. BOX 624  
SITKA AK 99835-0624

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NORTH PACIFIC SEAFOODS, INC.  
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SEATTLE WA 98109

Parcel ID: 16150000  
NORTH PACIFIC SEAFOOD  
NORTH PACIFIC SEAFOOD  
4 NICKERSON ST, STE 40  
SEATTLE WA 98109

Parcel ID: 16155000  
NORTH PACIFIC SEAFOODS, INC.  
NORTH PACIFIC SEAFOODS, INC.  
4 NICKERSON ST, STE 400  
SEATTLE WA 98109

Parcel ID: 16160000  
WHITE JACOB  
WHITE, JACOB  
P.O. BOX 361  
HOONAH AK 99829-0361

Parcel ID: 16165000  
JOSEPH ANNIE  
JOSEPH, ANNIE, Y.  
P.O. BOX 684  
SITKA AK 99835-0684

Parcel ID: 16170000  
NORTH PACIFIC SEAFOODS, INC.  
NORTH PACIFIC SEAFOODS, INC.  
4 NICKERSON ST, STE 400  
SEATTLE WA 98109

Parcel ID: 16175000  
NORTH PACIFIC SEAFOODS, INC.  
NORTH PACIFIC SEAFOODS, INC.  
4 NICKERSON ST, STE 400  
SEATTLE WA 98109

Parcel ID: 16180000  
MILLER LUIS  
MILLER, LUIS (CHUCK)  
314 KATLIAN AVE  
SITKA AK 99835

Parcel ID: 16190000  
NORTH PACIFIC SEAFOODS, INC.  
NORTH PACIFIC SEAFOODS, INC.  
4 NICKERSON ST, STE 400  
SEATTLE WA 98109

Parcel ID: 16195000  
DIDRICKSON DONALD/ROXYANN  
DIDRICKSON, DONALD/ROXYANN  
361 KAAGWAANTAAN ST.  
SITKA AK 99835

Parcel ID: 16200000  
NORTH PACIFIC SEAFOOD  
NORTH PACIFIC SEAFOOD  
4 NICKERSON ST, STE 40  
SEATTLE WA 98109

Parcel ID: 16315000  
MAYO/SHEN MICHAEL/XIAOYAN  
MAYO, MICHAEL, J. & SHEN, XIAOYAN  
244 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16320000  
MAYO/SHEN MICHAEL/XIAOYAN  
MAYO, MICHAEL, J. & SHEN, XIAOYAN  
244 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16325000  
JACK JENNIE  
CROPLEY,F/HOWARD,N/I  
JACK,JENNIE%WILLARD  
C/O 256 KATLIAN AVE  
SITKA AK 99835

Parcel ID: 16345000  
JIMMY HARRY  
JIMMY, HARRY  
P.O. BOX 986  
SITKA AK 99835-0986

Parcel ID: 16350000  
SKEELE/CAFFREY JOHN/ELIZABETH  
SKEELE, JOHN/CAFFREY, ELIZABETH  
262 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16360000  
GOLDSBURY ELIZABETH  
GOLDSBURY, ELIZABETH  
278 KOGWANTON ST., #2  
SITKA AK 99835

Assembly Mailing  
Sent 6/12/15

Dodson / Holzman  
Tidelands Land Sale  
263 Katlian Street



Parcel ID: 16365000  
GOLDSBURY ELIZABETH  
GOLDSBURY, ELIZABETH, L.  
278 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16370000  
JOHN ESTATE LILLY  
JOHN, KITKA, HOGBERG % E. HE  
JOHN, LILLY ESTATE % HOOLIS, WALLACE,  
P.O. BOX 338  
HAINES AK 99827-0338

Parcel ID: 16380000  
MCGRAW TIMOTHY/LYDIA  
MCGRAW, TIMOTHY/LYDIA  
288 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16385000  
GOLDSBURY ELIZABETH  
GOLDSBURY, ELIZABETH, L.  
278 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16395000  
CUENIN ROBERT/VIRGINIA  
CUENIN, ROBERT/VIRGINIA/CHAMBERS, MARY  
2121 FALCON RIDGE DR  
PETALUMA CA 94954

Parcel ID: 16400000  
BARANOF ISLAND HOUSING AUT  
BARANOF ISLAND HOUSING AUT  
245 KATLIAN AVE  
SITKA AK 99835

Parcel ID: 16420000  
CARLSON CALVIN  
CARLSON, CALVIN  
332 KOGWANTON ST.  
SITKA AK 99835

Parcel ID: 16425000  
ALLEN DENNIS  
ALLEN, DENNIS, C.  
336 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16430000  
CARLSON ADRIANNE  
CARLSON, ADRIANNE  
332 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16440000  
UNION OIL CO.  
ATTN: TAX DIVISION  
UNION OIL CO.  
P.O. BOX 285  
HOUSTON TX 77001-0285

Parcel ID: 16445000  
HANDY JIMMY DEE/SAORI  
HANDY, JIMMY DEE & SAORI, M.  
350 KOGWANTON ST.  
SITKA AK 99835

Parcel ID: 16475018  
PHILLIPS/PIEDRA JORDAN/MERC  
PHILLIPS, JORDAN/PIEDRA, MER  
356 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16475019  
THOMAS ROSEMARY  
THOMAS, ROSEMARY, F.  
254 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16475020  
BARANOF ISLAND HOUSING AUTHORITY  
BARANOF ISLAND HOUSING AUTHORITY  
245 KATLIAN AVE  
SITKA AK 99835

Parcel ID: 16475021  
YOUNG GAYLE  
YOUNG, GAYLE, L.  
250 KOGWANTON ST.  
SITKA AK 99835

Parcel ID: 16475022  
BARANOF ISLAND HOUSING AUTHORITY  
BARANOF ISLAND HOUSING AUTHORITY  
245 KATLIAN AVE  
SITKA AK 99835

Parcel ID: 16475023  
JOHNSON/SAM, SR. AUDREY/GILBERT  
AUDREY JOHNSON & GILBERT SAM, SR.  
246 KOGWANTON ST.  
SITKA AK 99835

Parcel ID: 16475024  
BARANOF ISLAND HOUSING AUT  
BARANOF ISLAND HOUSING AUT  
245 KATLIAN AVE  
SITKA AK 99835

Parcel ID: 16475025  
NANCE MARK/HEIDI  
NANCE, MARK, A./HEIDI, L.  
234 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16550014  
DELONG JOHN/BARBARA  
DELONG, JOHN & BARBARA  
264 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16550016  
DELONG JOHN/BARBARA  
DELONG, JOHN, R./BARBARA  
264 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16550020  
GOLDSBURY ELIZABETH  
GOLDSBURY, ELIZABETH, L.  
278 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16550022  
GIBSON HARRY/PAMELA  
GIBSON, HARRY, J./PAMELA, J.  
P.O. BOX 9460  
KETCHIKAN AK 99901-9460

Parcel ID: 16550032  
UNION OIL CO. OF CALIFORNIA  
CHEVRON PROPERTY TAX DEPT  
UNION OIL CO. OF CALIFORNIA  
P.O. BOX 285  
HOUSTON TX 77001-0285

Parcel ID: 16550034  
UNION OIL CO. OF CALIFORNIA  
CHEVRON PROPERTY TAX DEPT  
UNION OIL CO. OF CALIFORNIA  
P.O. BOX 285  
HOUSTON TX 77001-0285

Parcel ID: 16675000  
CITY & BOROUGH OF SITKA  
(BAILEY'S MARINE)  
C/B OF SITKA  
100 LINCOLN ST  
SITKA AK 99835

Parcel ID: 16675001  
C/B OF SITKA  
BETWEEN OLD BAILEYS & KAT  
C/B OF SITKA  
100 LINCOLN ST  
SITKA AK 99835

Parcel ID: 16690000  
CITY & BOROUGH OF SITKA  
ANB BOAT HARBOR  
C/B OF SITKA

Parcel ID: 16695000  
ALASKA NATIVE BROTHERHOOD  
ALASKA NATIVE BROTHERHOOD

Parcel ID: 16710000  
BARANOF ISLAND HOUSING AUT  
BIHA OFFICE  
BARANOF ISLAND HOUSING AUT



100 LINCOLN ST  
SITKA AK 99835

Parcel ID: 16720000  
DODSON/HOLZMAN REV. LIVING TRUST  
DODSON, FORREST, & HOLZMAN, MARY  
P.O. BOX 6575  
SITKA AK 99835-6575

Parcel ID: 16735000  
CITY & BOROUGH OF SITKA  
CITY GRID  
C/B OF SITKA  
100 LINCOLN ST  
SITKA AK 99835

Parcel ID: 16750000  
JOSEPH ANNIE  
JOSEPH, ANNIE, Y.  
P.O. BOX 684  
SITKA AK 99835-0684

235 KATLIAN AVE, STE A  
SITKA AK 99835

Parcel ID: 16725000  
CITY & BOROUGH OF SITKA  
GRID EXTENSION  
C/B OF SITKA  
100 LINCOLN ST  
SITKA AK 99835

Parcel ID: 16740000  
CITY & BOROUGH OF SITKA  
(NEXT TO CITY GRID)  
C/B OF SITKA  
100 LINCOLN ST  
SITKA AK 99835

Parcel ID: 16758000  
HAMES CORPORATION  
(TIDELANDS EXCHANGE SUBDV  
HAMES CORPORATION  
208 LAKE ST, STE B  
SITKA AK 99835

245 KATLIAN AVE  
SITKA AK 99835

Parcel ID: 16730000  
CITY & BOROUGH OF SITKA  
TIDELANDS EXCHANGE SUBDV  
C/B OF SITKA  
100 LINCOLN ST  
SITKA AK 99835

Parcel ID: 16745000  
WHITE JACOB  
WHITE, JACOB  
P.O. BOX 361  
HOONAH AK 99829-0361

Parcel ID: 16770000  
NORTH PACIFIC SEAFOODS, INC.  
NORTH PACIFIC SEAFOODS, INC  
4 NICKERSON ST, STE 400  
SEATTLE WA 98109

Parcel ID: 16060000  
SULSER/HEIM KATHERINE/LINDA  
PIONEER BAR  
SULSER, KATHERINE/HEIM, LINDA  
P.O. BOX 599  
SITKA AK 99835-0599

Parcel ID: 16066000  
HOWARD ELI  
% RAY NIELSEN(206)774-562  
HOWARD, ELI  
4735 200TH ST SW, APT 104  
LYNNWOOD WA 98036

Parcel ID: 16070000  
LUCAS KAREN  
LUCAS, KAREN, J.  
224 KATLIAN AVE  
SITKA AK 99835

Parcel ID: 16075000  
KATHLIAN RICHARD  
R&D.COOK,M.KATHLEAN,E.JOH  
PETERS, CAROL  
3500 GOLIAD RD, LOT 279  
SAN ANTONIO TX 78223

Parcel ID: 16080000  
GUANZON/DOWNS/LEONARD GENEVIEVE/D./A.  
LEONARD, ANITA/GUANZON, G  
GUANZON, GENEVIEVE, H.  
2329 EUREKA, APT D3  
ANCHORAGE AK 99503

Parcel ID: 16085000  
PLAISANCE KEVIN/MARIFE  
PLAISANCE, KEVIN & MARIFE  
P.O. BOX 152  
SITKA AK 99835-0152

Parcel ID: 16090000  
HEYBURN THERESA  
HEYBURN, THERESA  
207 MONASTERY ST  
SITKA AK 99835

Parcel ID: 16095000  
HEYBURN THERESA  
HEYBURN, THERESA  
207 MONASTERY ST  
SITKA AK 99835

Parcel ID: 16100000  
LUCAS KAREN  
LUCAS, KAREN, J.  
224 KATLIAN AVE  
SITKA AK 99835

Parcel ID: 16105000  
STOCKEL DAN/GRECHEN  
STOCKEL, DAN & GRECHEN  
P.O. BOX 1172  
SITKA AK 99835-1172

Parcel ID: 16120000  
MCNITT BRIAN  
MCNITT, BRIAN  
10 MAKSOUFF ST  
SITKA AK 99835

Parcel ID: 16125000  
MATTINGLY/BERGEY TOM/ANITA  
MATTINGLY, TOM & BERGEY, AN  
P.O. BOX 624  
SITKA AK 99835-0624

Parcel ID: 16130000  
NORTH PACIFIC SEAFOODS, INC.  
NORTH PACIFIC SEAFOODS, INC.  
4 NICKERSON ST, STE 400  
SEATTLE WA 98109

Parcel ID: 16140000  
NORTH PACIFIC SEAFOODS, INC.  
NORTH PACIFIC SEAFOODS, INC.  
4 NICKERSON ST, STE 400  
SEATTLE WA 98109

Parcel ID: 16150000  
NORTH PACIFIC SEAFOODS, INC  
NORTH PACIFIC SEAFOODS, INC  
4 NICKERSON ST, STE 400  
SEATTLE WA 98109

Parcel ID: 16155000  
NORTH PACIFIC SEAFOODS, INC.  
NORTH PACIFIC SEAFOODS, INC.  
4 NICKERSON ST, STE 400  
SEATTLE WA 98109

Parcel ID: 16160000  
WHITE JACOB  
WHITE, JACOB  
P.O. BOX 361  
HOONAH AK 99829-0361

Parcel ID: 16165000  
JOSEPH ANNIE  
JOSEPH, ANNIE, Y.  
P.O. BOX 684  
SITKA AK 99835-0684

Parcel ID: 16170000  
NORTH PACIFIC SEAFOODS, INC.  
NORTH PACIFIC SEAFOODS, INC.  
4 NICKERSON ST, STE 400  
SEATTLE WA 98109

Parcel ID: 16175000  
NORTH PACIFIC SEAFOODS, INC.  
NORTH PACIFIC SEAFOODS, INC.  
4 NICKERSON ST, STE 400  
SEATTLE WA 98109

Parcel ID: 16180000  
MILLER LUIS  
MILLER, LUIS (CHUCK)  
314 KATLIAN AVE  
SITKA AK 99835

Parcel ID: 16190000  
NORTH PACIFIC SEAFOODS, INC.  
NORTH PACIFIC SEAFOODS, INC.  
4 NICKERSON ST, STE 400  
SEATTLE WA 98109

Parcel ID: 16195000  
DIDRICKSON DONALD/ROXYANN  
DIDRICKSON, DONALD/ROXYANN  
361 KAAGWAANTAN ST.  
SITKA AK 99835

Parcel ID: 16200000  
NORTH PACIFIC SEAFOODS, INC  
NORTH PACIFIC SEAFOODS, INC  
4 NICKERSON ST, STE 400  
SEATTLE WA 98109

Parcel ID: 16315000  
MAYO/SHEN MICHAEL/XIAOYAN  
MAYO, MICHAEL, J. & SHEN, XIAOYAN  
244 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16320000  
MAYO/SHEN MICHAEL/XIAOYAN  
MAYO, MICHAEL, J. & SHEN, XIAOYAN  
244 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16325000  
JACK JENNIE  
CROPLEY,F/HOWARD,N/MULLIG  
JACK,JENNIE%WILLARD,M/KJJ,C  
C/O 256 KATLIAN AVE  
SITKA AK 99835

Parcel ID: 16345000  
JIMMY HARRY  
JIMMY, HARRY  
P.O. BOX 986  
SITKA AK 99835-0986

Parcel ID: 16350000  
SKEELE/CAFFREY JOHN/ELIZABETH  
SKEELE, JOHN/CAFFREY, ELIZABETH  
262 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16360000  
GOLDSBURY ELIZABETH  
GOLDSBURY, ELIZABETH, L.  
278 KOGWANTON ST., #2  
SITKA AK 99835

Parcel ID: 16365000  
GOLDSBURY ELIZABETH  
GOLDSBURY, ELIZABETH, L.  
278 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16370000  
JOHN ESTATE LILLY  
JOHN,KITKA,HOGBERG % E.HE  
JOHN, LILLY ESTATE%HOOLIS,WALLACE,  
P.O. BOX 338  
HAINES AK 99827-0338

Parcel ID: 16380000  
MCGRAW TIMOTHY/LYDIA  
MCGRAW, TIMOTHY/LYDIA  
288 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16385000  
GOLDSBURY ELIZABETH  
GOLDSBURY, ELIZABETH, L.  
278 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16395000  
CUENIN ROBERT/VIRGINIA  
CUENIN, ROBERT/VIRGINIA/CHAMBERS, MARY  
2121 FALCON RIDGE DR  
PETALUMA CA 94954

Parcel ID: 16400000  
BARANOF ISLAND HOUSING AUT  
BARANOF ISLAND HOUSING AUT  
245 KATLIAN AVE  
SITKA AK 99835

Parcel ID: 16420000  
CARLSON CALVIN  
CARLSON, CALVIN  
332 KOGWANTON ST.  
SITKA AK 99835

Parcel ID: 16425000  
ALLEN DENNIS  
ALLEN, DENNIS, C.  
336 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16430000  
CARLSON ADRIANNE  
CARLSON, ADRIANNE  
332 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16440000  
UNION OIL CO.  
ATTN: TAX DIVISION  
UNION OIL CO.  
P.O. BOX 285  
HOUSTON TX 77001-0285

Parcel ID: 16445000  
HANDY JIMMY DEE/SAORI  
HANDY, JIMMY DEE & SAORI, M.  
350 KOGWANTON ST.  
SITKA AK 99835

Parcel ID: 16475018  
PHILLIPS/PIEDRA JORDAN/MERC  
PHILLIPS, JORDAN/PIEDRA, MER  
356 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16475019  
THOMAS ROSEMARY  
THOMAS, ROSEMARY, F.  
254 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16475020  
BARANOF ISLAND HOUSING AUTHORITY  
BARANOF ISLAND HOUSING AUTHORITY  
245 KATLIAN AVE  
SITKA AK 99835

Parcel ID: 16475021  
YOUNG GAYLE  
YOUNG, GAYLE, L.  
250 KOGWANTON ST.  
SITKA AK 99835

Parcel ID: 16475022  
BARANOF ISLAND HOUSING AUTHORITY  
BARANOF ISLAND HOUSING AUTHORITY  
245 KATLIAN AVE  
SITKA AK 99835

Parcel ID: 16475023  
JOHNSON/SAM, SR. AUDREY/GILBERT  
AUDREY JOHNSON & GILBERT SAM, SR.  
246 KOGWANTON ST.  
SITKA AK 99835

Parcel ID: 16475024  
BARANOF ISLAND HOUSING AUT  
BARANOF ISLAND HOUSING AUT  
245 KATLIAN AVE  
SITKA AK 99835

Parcel ID: 16475025  
NANCE MARK/HEIDI  
NANCE, MARK, A./HEIDI, L.  
234 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16550014  
DELONG JOHN/BARBARA  
DELONG, JOHN & BARBARA  
264 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16550016  
DELONG JOHN/BARBARA  
DELONG, JOHN, R./BARBARA  
264 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16550020  
GOLDSBURY ELIZABETH  
GOLDSBURY, ELIZABETH, L.  
278 KOGWANTON ST  
SITKA AK 99835

Parcel ID: 16550022  
GIBSON HARRY/PAMELA  
GIBSON, HARRY, J./PAMELA, J.  
P.O. BOX 9460  
KETCHIKAN AK 99901-9460

Parcel ID: 16550032  
UNION OIL CO. OF CALIFORNIA  
CHEVRON PROPERTY TAX DEPT  
UNION OIL CO. OF CALIFORNIA  
P.O. BOX 285  
HOUSTON TX 77001-0285

Parcel ID: 16550034  
UNION OIL CO. OF CALIFORNIA  
CHEVRON PROPERTY TAX DEPT  
UNION OIL CO. OF CALIFORNIA  
P.O. BOX 285  
HOUSTON TX 77001-0285

Parcel ID: 16675000  
CITY & BOROUGH OF SITKA  
(BAILEY'S MARINE)  
C/B OF SITKA  
100 LINCOLN ST  
SITKA AK 99835

Parcel ID: 16675001  
C/B OF SITKA  
BETWEEN OLD BAILEYS & KAT  
C/B OF SITKA  
100 LINCOLN ST  
SITKA AK 99835

Parcel ID: 16690000  
CITY & BOROUGH OF SITKA  
ANB BOAT HARBOR  
C/B OF SITKA  
100 LINCOLN ST  
SITKA AK 99835

Parcel ID: 16695000  
ALASKA NATIVE BROTHERHOOD  
ALASKA NATIVE BROTHERHOOD  
235 KATLIAN AVE, STE A  
SITKA AK 99835

Parcel ID: 16710000  
BARANOF ISLAND HOUSING AUT  
BIHA OFFICE  
BARANOF ISLAND HOUSING AUT  
245 KATLIAN AVE  
SITKA AK 99835

Parcel ID: 16720000  
DODSON/HOLZMAN REV. LIVING TRUST  
DODSON, FORREST, & HOLZMAN, MARY  
P.O. BOX 6575  
SITKA AK 99835-6575

Parcel ID: 16725000  
CITY & BOROUGH OF SITKA  
GRID EXTENSION  
C/B OF SITKA  
100 LINCOLN ST  
SITKA AK 99835

Parcel ID: 16730000  
CITY & BOROUGH OF SITKA  
TIDELANDS EXCHANGE SUBDV  
C/B OF SITKA  
100 LINCOLN ST  
SITKA AK 99835

Parcel ID: 16735000  
CITY & BOROUGH OF SITKA  
CITY GRID  
C/B OF SITKA  
100 LINCOLN ST  
SITKA AK 99835

Parcel ID: 16740000  
CITY & BOROUGH OF SITKA  
(NEXT TO CITY GRID)  
C/B OF SITKA  
100 LINCOLN ST  
SITKA AK 99835

Parcel ID: 16745000  
WHITE JACOB  
WHITE, JACOB  
P.O. BOX 361  
HOONAH AK 99829-0361

Parcel ID: 16750000  
JOSEPH ANNIE  
JOSEPH, ANNIE, Y.  
P.O. BOX 684  
SITKA AK 99835-0684

Parcel ID: 16758000  
HAMES CORPORATION  
(TIDELANDS EXCHANGE SUBDV  
HAMES CORPORATION  
208 LAKE ST, STE B  
SITKA AK 99835

Parcel ID: 16770000  
NORTH PACIFIC SEAFOODS, INC  
NORTH PACIFIC SEAFOODS, INC  
4 NICKERSON ST, STE 400  
SEATTLE WA 98109

CITY & BOROUGH OF SITKA  
100 LINCOLN STREET  
SITKA, AK 998357540

Merchant ID: 00000002754907  
Term ID: 04090017  
409200114885

## Phone Order

VISA

XXXXXXXXXXXX4972

Entry Method: Manual

Apprvd: Online Batch#: 000766

10/29/15 16:44:43

CVV2 Code: N

Inv #: 000018 Appr Code: 005880

Total: \$ 288.75

Customer Copy

**Forrest Dodson and Mary Holzman**  
Land Sale  
263 Katlian





AFTER RECORDING, RETURN TO:

Forrest L. Dodson  
Mary J. Holzman  
P.O. Box 6575  
Sitka, AK 99835

AETIA/50431

**DEED OF PERSONAL REPRESENTATIVE**

The **GRANTOR, VIOLA WOLDHAGEN, Personal Representative of the Estate of Esther Thomas, deceased**, whose mailing address is 3718 S. Gunnison St. Tacoma, WA 98409 and in consideration of TEN DOLLARS (\$10.00) and other good and valuable consideration in hand paid, the receipt of which is hereby acknowledged, has granted, bargained, sold and conveyed, and warranted and by these presents does grant, bargain, sell, convey, warrant and transfer to the said **FORREST L. DODSON and Mary J. Holzman, Co-Trustees of the Dodson and Holzman Revocable Living Trust, U.T.D. October 23, 2008**, Grantee, whose mailing address is P.O. Box 6575 Sitka, Alaska 99835, and to her heirs and assigns, forever, all of the right, title and interest that the Estate of Esther Thomas, Deceased, at the time of her death, and also all of the right, title and interest that said Estate, by operation of law or otherwise, may have acquired, in and to the following described real estate located in the Sitka Recording District, First Judicial District, State of Alaska:

**Lot 14, Block 5, Sitka Indian Village, U.S. Survey No. 2542, Sitka Recording District, First Judicial District, State of Alaska.**

**Together with that portion of Alaska Tidelands Survey No. 15 described as: Beginning at Corner No. 1, from whence a brass monument set in Katlian Avenue by R.S. Suhr for Alaska Tideland Survey No. 15, marked S2542A, ECMC 10, bears S 46°43'32" E, 568.95 ft. distant. Thence from Corner No. 1 by metes and bounds, S 59°31' W, 55.39 ft. to Corner No. 2; N 30°29' W, 36.03 ft. to Corner No. 3; N 57°17' E, 5.00 ft. to Corner No. 4; N 59°31' E, 32.77 ft. to Corner No. 5; N 30°29' E, 1.60 ft. to Corner No. 6; N 58°14' E, 18.98 ft. to Corner No. 7; S 28°27'30" E, 38.26 ft. to Corner No. 1, the point of beginning, containing in all 2,063.17 sq. ft. more or less and being seaward of Lot 14, Block 5, USS 2542 A&B, Sitka Indian Village, Sitka Recording District, First Judicial District, State of Alaska.**

SUBJECT TO reservations, exceptions, easements, covenants, conditions and restrictions of record, if any.

PERSONAL REPRESENTATIVE'S DEED -1-  
A-4350-3523



## Legislation Details

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File #: 16-011      Version: 1      Name:

Type: Item      Status: AGENDA READY

File created: 1/19/2016      In control: City and Borough Assembly

On agenda: 1/26/2016      Final action:

Title: Brief update from the Sitka Community Playground volunteer group on the status of the community playground project- possible discussion/direction by the Assembly

Sponsors:

Indexes:

Code sections:

Attachments: [Community Playground](#)

Date	Ver.	Action By	Action	Result
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Sponsors: McConnell/Guevin

5 minute update from the Sitka Community  
Playground volunteer group on the status of the  
community playground project-  
possible discussion/direction by the Assembly



# **Sitka Community Playground....It's time to play!**

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

**From:** Sitka Community Playground Steering Committee Members

**Date:** January 8, 2016

**Subject:** City and Borough Matching Funds for Community Playground

## **Background**

- Crescent Harbor Park and Playground created with Land and Water Conservation Grant in 1972
- CBS Parks and Recreation Division Deferred Maintenance Priority since 2007
  - Last upgrade in 2000, scheduled replacement 2007
  - Listed for funding in FY13 on CBS deferred maintenance list
- First Tier Goal 2011 Sustainable Outdoor Recreation Plan
- Playground deferred maintenance projects are the top funding priority Statewide Outdoor Recreation Plan
- Sitka Parks and Recreation Committee Goal since 2008
- Sitka Health Summit Goal in 2011 and 2015
- Assembly Legislative Priority since 2012
- Community volunteer effort in 2011 resulted in a conceptual design and fund-raising strategy.
- MAPP grant award \$10,000; Health Summit grant \$2,000. Additional grants pending: \$33,000
- Steering Committee activities to present:
  - The Crescent playground adjacent neighbors were contacted and voiced support
  - Signatures and letters of support gathered; Facebook page created (284 Friends)
  - Potential project partners contacted: Rotary, SAIL, Community Hospital Foundation, SSSC, US Coast Guard
  - 2 Public Meetings held with unanimous support for Crescent Harbor site
  - Approval from Planning Commission, Historical Commission and Parks and Recreation Committee for Crescent Harbor site
  - Assembly approval of Crescent Harbor with the use of one tennis court in November 2014.

## **Analysis**

The FY 2016 Parks and Recreation Division budget was approved with \$40,000 set aside specifically for playground surfacing. In June 2015, Parks Division staff consulted with Game Time who provides playground surfacing materials and playground equipment. The estimates that were received for the prescribed depth/quantity and installation of shredded rubber and engineered wood fiber playground surfacing (for either Crescent or both Moller playgrounds) would have exceeded the allotted budget amount.

Gary Max, who has extensive experience with SE Alaska playground construction, urged City staff not to pursue any type of loose surfacing material for any of the City's playgrounds for the following reasons:

- In his opinion, applying new surfacing materials is a significant playground modification and would trigger an ADA compliance requirement for the surfacing. Loose surfacing is not considered ADA compliant.
- Engineered wood fiber, the less expensive quote for surfacing materials, decomposes in SE weather and would require reapplication of approximately 30% (\$12,000 +) in three years to retain compliant impact attenuation ratings.
- In his opinion, it makes no financial sense to spend \$40,000 on new, non-ADA compliant surfacing and put it under playground equipment that is at the end of its service life, outdated and potentially unsafe.

### **Financial Note**

Since 2006 upgrading City playgrounds has been a Parks and Recreation Division top-priority, deferred maintenance project but yet the project has remained unfunded due to competing demands for General Fund projects. Current community interest and volunteer enthusiasm provide the City with an opportunity to partner with groups and individuals willing to help do the work to make this long standing priority a reality.

The \$481,000 project estimate is for a playground that is contractor built. With a community built playground, the total cost is likely to be much less since volunteer labor, local contractor in-kind, city labor and equipment will be utilized. Funding will be sought via foundations (Rasmuson, Kaboom, Crossett Fund, Murdock), business and organization grants and donations from local businesses/organizations and individuals for playground structures.

CBS financial commitment to this deferred maintenance project is critical and invaluable for fund-raising. If this initial capital investment by the City is made, this allocation will provide seed money to allow staff and volunteers to leverage other additional funds locally and with foundations like Rasmuson. This same process was used to fund and build the Turnaround Skate Park. The initial City investment of \$45,000 yielded \$505,000 in grants and local support.

**Recommendation:** Re-allocate, with a budget ordinance, \$40,000 from the Parks and Recreation Division operations budget for supplies and repair to the Community Playground CIP fund.

Attachment: Additional information regarding the benefits of the Community Playground project;



### **The Community Playground project:**

The project is to replace an aging City and Borough of Sitka playground with an ADA compliant, universally inclusive playground that excites and engages all of Sitka's children in active and imaginative play. All CBS playgrounds have identified constraints and limitations and are not ADA compliant. Currently any child that has limited mobility is excluded from playing and joining other children to play on a playground in Sitka. A recent Certified Playground Inspector's audit revealed that the City and Borough of Sitka playgrounds do not comply with current playground standards for equipment spacing and surfacing. The most recent play structure for any of the municipally-managed playgrounds is over sixteen years old. The three child care facilities within several blocks are unable to use some of the equipment as a result.

The playground will be located on City and Borough park lands replacing the centrally-located Crescent Harbor Park playground. By replacing and consolidating City playgrounds with a single, safe facility that is compliant with current playground requirements and built with sustainable materials, the new playground will significantly reduce required maintenance and eliminate extant liabilities.

A universally inclusive playground will provide accessible surfacing with routes of travel to the play equipment, a way to get onto the play equipment, either by ramp or transfer point, plus access to elevated play structures from those locations. Engaging and imaginative interactive and skill appropriate ground level play activities of different types will also be available.

### **Project goals and objectives:**

The community goal is to reduce unhealthy weight in children by promoting physical activity with a significant improvement in the community environment.

The Community Playground project seeks to impact the lives of children, parents and elders by creating an enriching play environment that embraces Sitkans of all ages, abilities and cultural backgrounds. The play space will be free and available to all economic, social and cultural demographics. A desired outcome is to initiate change in the activity level of youth by supporting a culture of youth and student physical activity with the built environment. Expense and availability of youth activities and after school activities are community concerned identified in a recent MAPP health survey (2015) in Sitka.

Increasing youth engagement, providing an opportunity for youth to become actively and meaningfully involved in a community project is an objective. The local Girl Scout troop will take a key leadership role in the design development and organization of the community build. Sitka school children will be fully engaged in the design process and will be provided a wide range of opportunities and roles for participation. Involving youth directly, giving them meaningful roles and providing them opportunities to learn and practice leadership skills is a key element of effective and successful community engagement. (Source: Helping Kids Succeed – Alaskan Style.)

### **The Process and Accomplishments to Date:**

Many other small communities in Alaska have undertaken the construction of a Community Playground. The process and the steps have a very definitive, prescriptive timeline and process. It involves an established core group of volunteers with roles and responsibilities and a major volunteer effort to fund-raise for and construct the playground. The steering committee has completed the initial steps for Phase I. The City's Assembly has denoted the site for the playground, research on other efforts, a timeline and funding plan are complete. Key committee positions are filled and tasks committed to. The next step is funding and completing the design and then using the design to begin fund-raising in earnest. The final step will be construction in 2017.

The City and Borough of Sitka Parks and Recreation Department is committed to maintenance which will be minimal due to the planned use of sustainable materials and long-lasting surfacing.

### **How the Community Playground will improve the health of Sitka's children:**

The goal is to reduce unhealthy weight in children by promoting physical activity with a significant improvement in the community environment.

The problem that the playground will rectify is two-fold:

First, the recreational infrastructure for Sitka's children is grossly inadequate and the lack of and substandard recreational infrastructure (built environment) for young children affects Sitka' youth in several ways:

Sitka's playgrounds are failing Sitka's families. Since 2010, Sitka's only certified playground inspector has emphatically demanded that the City fund the deferred maintenance needs in the playground and provide funding to rectify unsafe and non-accessible conditions. Crescent Harbor playground needs to be upgraded and expanded so that accessibility and safety standards are met.

- A new playground validates Sitka's youth as a community priority worth investing in. It will be a source of community pride and will lead to youth connectedness.
- An enriching play environment that is inclusive of all Sitka families will provide improved access to physical play. Activity needs to replace "screen time" which is one of many contributors to childhood obesity and increasing rates of type II diabetes in children.

The play opportunities in a "21st Century" playground will improve students' cognitive, motor and physical skills. New playground equipment is designed to engage children in activities that enhance cooperative skills and social and emotional development. An example of this could be a pirate's ship that allows for active and imaginative play. Children create many different stories and games related to this type of play structure that also allows for climbing, swinging, balancing and will remain engaged for hours and during repeat visits.

The Community Playground will ensure Sitka's children have inspiring place to play. It will promote youth and student physical activity and help children expand important skills, knowledge, and behaviors that will allow them develop healthy habits that they will carry into adulthood. Access to the playground will allow Sitka's nine licensed daycares, various home daycare facilities and Sitka's private and public

schools to expand physical fitness program capacity and improve physical fitness and activity levels of all their students. The project objectives are to expand and improve daily physical activity, cardio fitness, and to promote lifelong healthy lifestyles and thereby reduce unhealthy weight. Improving the social, mental and physical health of Sitka youth is the chief motivation for providing children with additional opportunities to socialize, feel good about being a part of a group and actively participate in physical fitness pursuits. As adults, we can prevent many future societal and physical ills by reinforcing and facilitating children's opportunities to establish healthy, positive patterns in their youth. Play structures will be designed that enhance Sitka's cultural heritage and highlight our rich natural environment. The playground is adjacent to the Sitka Sound Science Center and the Sitka Fine Arts camp. Opportunities exist for hands-on science play structures and Freenote Musical instruments are also being considered.

Rates of obesity in children and associated health problems like asthma, Type II diabetes, hypertension and atherosclerosis are rising. These dramatic increases are occurring chiefly among children and Alaska Natives. The increase in Type II diabetes was the highest in Alaska where it rose 76% during the 1990's. A major component in the treatment and prevention of obesity, and therefore Type II diabetes, is physical activity. A well-designed playground offers a much needed, additional opportunity for Sitka youth to participate in physical activity.

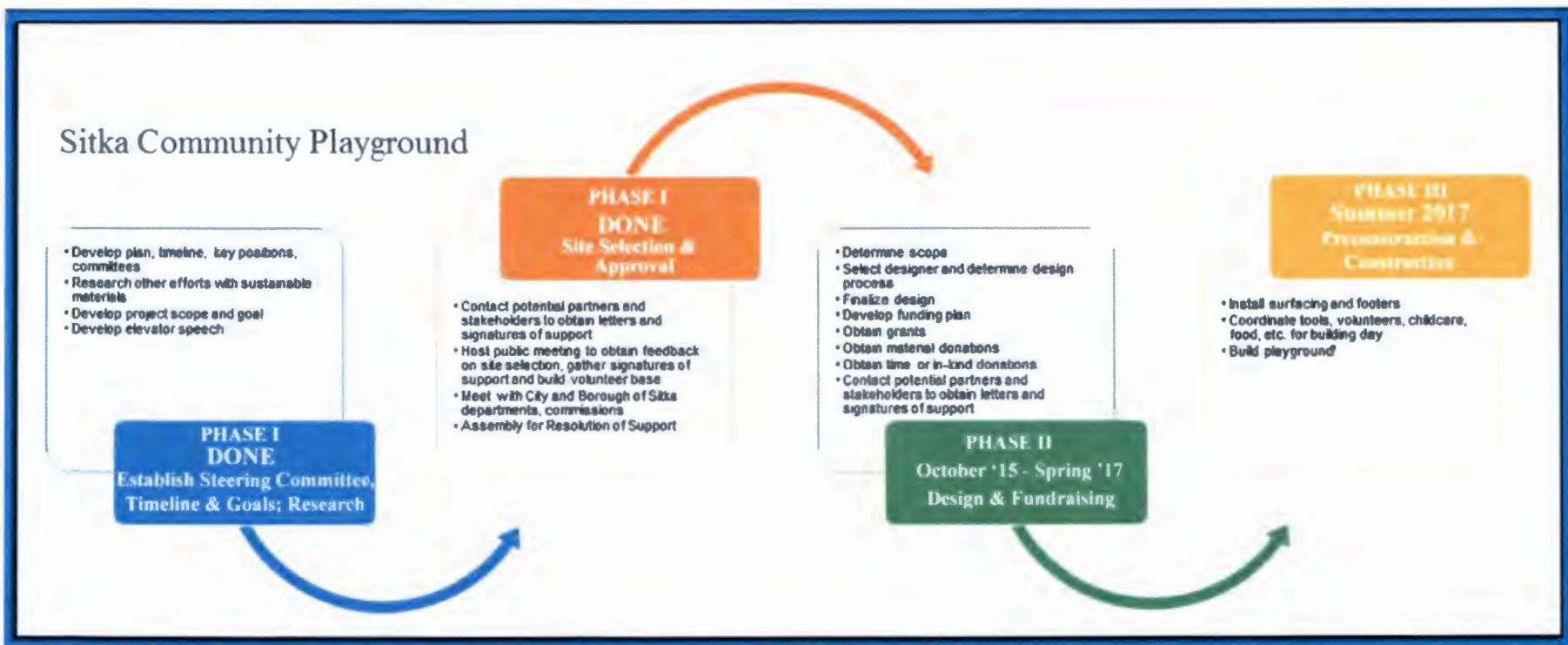
Sitka's playground will be a destination point for youth to meet, play, create and feel valued and connected. Connectedness and engaging in healthy activities has been shown to promote positive behaviors and attitudes. (Source: Helping Kids Succeed - Alaskan Style.)

### **How many children will be helped?**

The project's focus is on providing Sitka's 1669 children under 13 years of age a universally inclusive playground that is free to use and open year-round. The design and project development will be youth-driven and open to all who want to volunteer to help.

The Community playground will be the only outdoor recreation facility in Sitka specifically for daily, year-round use by young children. It will be Sitka's only universally inclusive recreation facility designed by and for young Sitkans and their families. Communities that have constructed Community Playgrounds find that they rapidly become the most heavily used recreation facilities.





**Budget:**

PRELIMINARY COST ESTIMATE AND FUNDING PLAN					
Phase	<u>Preliminary Cost Estimate</u>	<u>Funding Source:</u>	<u>Foundation grants and CBS Cash-</u>	<u>Local Businesses- Organizations grants; Individual donors;</u>	TOTAL:
<b>PHASE II - Design - Award Budget</b>	\$32,000				
		Crossett Fund	\$20,000		
		Sitka Health Summit*	\$2,000		
		MAPP*	\$10,000		
Subtotal:			\$32,000		\$32,000
<b>PHASE III Construction – Non-Award Budget-Site Prep &amp; Surfacing</b>	\$164,050				
		Kaboom, Murdock, Douglas Doran	\$139,050		
		Community fund-raising		\$22,000	
		White Elephant		\$3,000	
Subtotal:			\$139,050	\$25,000	\$164,050
<b>PHASE III Construction – Non-Award Budget- Equipment+ Contracted Labor</b>	\$285,000				
		Rasmuson	\$120,000		
		Community fund-raising		\$25,000	
		City Deferred Mtc.	\$40,000		
		LWCF(CBS grant)	\$100,000		
Subtotal:			\$260,000	\$25,000	\$285,000
Totals:	\$481,050		\$431,050	\$50,000	\$481,050

\* Secured



# Sitka Community Playground Volunteer Group

## Mission Statement

The Sitka Community Playground volunteer group envisions an Americans with Disabilities Act (ADA)-accessible, low-maintenance, safe, vibrant community space at Crescent Harbor Park that honors Sitka's natural surroundings and cultural diversity while inspiring multi-generational play.

## Frequently Asked Questions

(If viewing this on a computer with Internet access, click on [underlined words](#) to link to corresponding websites.)

### Who is building the playground?

The playground project is led by the Sitka Community Playground volunteer group in partnership with the [City and Borough of Sitka](#) Parks Division, the Parks and Recreation Committee, the [Sitka Health Summit](#), and [Southeast Alaska Independent Living](#) (SAIL).

### Why are you building a playground?

We have playgrounds in Sitka, but the schools' playgrounds are closed to public use during the day and none of the playgrounds meet current Americans with Disabilities Act (ADA)-accessibility and safety standards. Sitka needs a 21<sup>st</sup>-century playground that promotes healthy, creative play.

### What is the history of the project?

The last upgrade to the Crescent Harbor Park playground was in 2000. The City Parks Division and Parks and Recreation Committee have listed playground upgrades as a deferred maintenance priority since 2006. The Assembly has listed the playground project as a State Legislative priority for three years. This project would expand the footprint of an existing playground at Crescent Harbor Park to allow accessibility and safe spacing around play structures, which will require less maintenance and reduce liability.

In 2011, creating a community playground was selected as a [Sitka Health Summit](#) goal. Guided by a playground consultant, the community developed a potential design. Unfortunately, the group lost momentum when the leader had to leave town.

In May 2014, the unexpected death of Sitkan Sandra Gelber, a physical therapist who was passionate about health and helping children with special needs, helped energize efforts to once again build an accessible and safe community playground. The group plans to honor her memory at the site.

This second group reviewed previous work, researched other Alaskan community playgrounds, and hosted public meetings to get community feedback on possible sites. Additionally, the playground group garnered support from neighbors, nearby preschools, and secured the Crescent Harbor Park site with Assembly approval.

In October 2015, [Sitka Health Summit](#) attendees selected the playground project as one of three community wellness priorities and awarded the project \$2,000. In late 2015, the [SouthEast Regional Health Consortium](#) (SEARHC) awarded the project a \$10,000 grant to assist with the design process.

With the City's support, grant funding, private donations, and community and volunteer enthusiasm, the Sitka Community Playground volunteer group is ready to move forward!

## Where is the playground going to be built?

Community support was strongest to use the existing Crescent Harbor Park playground site plus one of the three adjacent tennis courts (approximately 12,000 square feet total). The site is at the heart of the Sea Walk, which draws residents and visitors to the area, and is within walking distance of at least four preschools. Some parking is available adjacent to the site, while a large parking lot at Harrigan Centennial Hall and the Sitka Public Library is just a short walk away via the Sea Walk. The City Parks and Recreation Committee, Historic Preservation Commission, Planning Commission and neighbors voiced support for the site. In January 2015, the Assembly passed [Resolution 2015-02](#) supporting the Crescent Harbor Park site.

## How much is the playground going to cost?

The budget to design and build a 100% ADA-accessible, low-maintenance, safe and vibrant community playground is \$450,000-\$500,000.

## Who is paying for the playground?

The Sitka Community Playground volunteer group will raise funds through grants, awards, and donations and solicit in-kind contributions. Volunteers are expected to provide much of the labor and provide support during the build. The City Parks Division would continue to maintain the playground, which will be appropriately scaled for a community of our size.

## What will the playground look like?

The possibilities are endless! In addition to making the playground accessible and safe, we've received community feedback that the playground should have elements that honor Sitka's cultural diversity and a color scheme that blends with the natural setting. We'll be looking for more community input once the project group selects a method for designing the playground. This community-designed playground will be a source of pride for Sitkans.

## When will the playground be ready?

Once the design process is done, we'll start major fundraising efforts and plan to have the playground built for summer 2017.

## How can I volunteer?

Come join us! The Sitka Community Playground project group meets monthly. Like us on Facebook (["Sitka Community Playground"](#)) to find out about meetings and check out our [website](#) for more information. In the planning and design stages, volunteers are busy with meeting logistics, grants, fundraising, research, and community outreach. We'll need many manual-labor volunteers and support volunteers when we're ready to build. Whatever your interests, join us! To volunteer, visit our website at [www.sitkacommunityplay.wix.com/home](http://www.sitkacommunityplay.wix.com/home).

## How can I donate money?

If you'd like to make a donation, please e-mail the Sitka Community Playground volunteer group at [sitka.community.playground@gmail.com](mailto:sitka.community.playground@gmail.com). Thank you for your support!



# CITY AND BOROUGH OF SITKA

100 Lincoln Street,  
Sitka, Alaska 99835

## Legislation Details

File #: RES 16-02      Version: 1      Name:

Type: Resolution      Status: AGENDA READY

File created: 1/19/2016      In control: City and Borough Assembly

On agenda: 1/26/2016      Final action:

Title: Requesting the Alaska Department of Revenue remit 50 percent of the excise tax levied on all marijuana products produced by cultivators back to municipalities

Sponsors:

Indexes:

Code sections:

Attachments: [Res 2016-02](#)

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

**I MOVE TO** approve Resolution 2016-02 on  
first and final reading.



**CITY AND BOROUGH OF SITKA**

**RESOLUTION NO. 2016-02**

**A RESOLUTION OF THE CITY AND BOROUGH OF SITKA, REQUESTING THE  
ALASKA DEPARTMENT OF REVENUE REMIT 50 PERCENT OF THE EXCISE TAX  
LEVIED ON ALL MARIJUANA PRODUCTS PRODUCED BY CULTIVATORS BACK  
TO MUNICIPALITIES**

**WHEREAS**, Ballot Measure No. 2, "An Act to Tax and Regulate the Production, Sale, and Use of Marijuana" passed with a majority of the voters in support; and

**WHEREAS**, any social cost of marijuana legalization is likely to be borne most immediately and render the greatest impact at the municipal level; and

**WHEREAS**, the people of the State, having thus assumed the responsibility inherent in taking the action to legalize marijuana, should stand to receive maximum benefit from that action; and

**WHEREAS**, any existential benefit of that action should be manifest in the most evident and readily visible manner for the citizens of the municipalities of the State; and

**WHEREAS**, AS 43.77.060 "Revenue Sharing" establishes precedent for municipal revenue sharing by affording payment to municipalities of a percentage of the tax revenue received from the "Fishery Resource Landing Tax" enumerated in Chapter 43.77 back to municipalities.

**NOW, THEREFORE, BE IT RESOLVED** the Assembly of the City and Borough of Sitka requests that the Alaska Department of Revenue remit 50 percent of all revenue received from a given municipality resulting from excise taxation of marijuana cultivation facilities as enumerated in AS 43.61.010 and 43.61.020 back to the municipality.

**PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of Sitka, Alaska on this 26<sup>th</sup> day of January, 2016.

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

ATTEST:

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