



CITY AND BOROUGH OF SITKA

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

Meeting Agenda

City and Borough Assembly

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

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

Tuesday, March 10, 2020

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

[20-068](#) Reminders, Calendars, and General Correspondence

Attachments: [01 Reminders and Calendars](#)

[02 Smith Certificate](#)

[03 Kirkness Certificate](#)

[04 Chill Drill 2020 3](#)

[05 CBS Correspondence State Funding for Community Jails](#)

[06 No Name Mountain Granite Creek Master Plan Project Status Report 3](#)

[07 PW Assembly Update 2 Feb. 3.4.2020](#)

V. CEREMONIAL MATTERS

[20-061](#) Awards - Sitka High School Drama, Debate, and Forensics Team

Attachments: [DDF Certificates](#)

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

[20-062](#)

SEARHC President Charles Clement: Sitka's Integrated Health Care System - 6 Month Report

Attachments: [19-20 Executive Reports Sitka2020 Report Final rs](#)

VII. PERSONS TO BE HEARD

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

VIII. REPORTS

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

IX. CONSENT AGENDA

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

A [20-060](#)

Approve the minutes of the February 20 and February 25 Assembly meetings

Attachments: [Consent and Minutes](#)

B [20-059](#)

Approve a liquor license renewal application for Beak LLC dba Beak Restaurant at 2 Lincoln Street, Suite 1A

Attachments: [Motion and Memos.](#)

[LGB Notice - City of Sitka in Borough 4971](#)

[4971 Complete Renewal Application](#)

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

C [20-063](#)

Reappoint Nicole Filipek to a three-year term on the Library Commission

Attachments: [Motion Filipek](#)

[Filipek Application Library](#)

D [20-064](#)

Appoint Nalani Natise-Durden James to an unexpired term on the Library Commission

Attachments: [Motion Natise-Durden James](#)

[James Application Library](#)

- E [20-067](#) Appoint Jennifer Klejka to a three-year term on the Local Emergency Planning Committee under Category 2 (Law Enforcement, Civil Defense, Fire Fighting, First Aid, Local Evnt/Hospital, and Transportation Personnel)

Attachments: [Motion Klejka](#)
 [Klejka Application LEPC](#)

XI. UNFINISHED BUSINESS:

- F [ORD](#) Amending Title 6 “Business Licenses And Regulations”, Title 19 “Building and Construction”, and Title 22 “Zoning” of the Sitka General Code by
[20-02S\(A\)](#) modifying Chapter 6.12 “Mobile and Manufactured Homes and Mobile and Manufactured Home Parks”, Chapter 19.09 “Residential Code”, Chapter 22.08 “Definitions”, Chapter 22.16 “District Regulations”, Chapter 22.24 “Special Use Permits” and adding Sections 6.12.205 “Construction Requirements For Tiny Houses and Tiny Houses On Chassis”, Section 22.08.798 “Tiny House”, and Section 22.08.799 “Tiny Houses On Chassis” (2nd and final reading)

Attachments: [Motion Ord 2020-02S\(A\)](#)
 [Ord 2020-02S\(A\)](#)
 [00 supplemental memo - transmittal amended ordinance- 4Feb20](#)
 [excerpt from Planning Commission draft minutes 15Jan20](#)
 [FAQs](#)
 [01 21Jan20 transmittal memo tiny houses -brylinsky to assembly](#)
 [02 2030 Comp Plan excerpt](#)
 [03 2030 Technical Plan excerpt](#)
 [04 Assembly Action Plan -Tiny Homes](#)
 [05 SEDA 2016 Strategic Plan excerpt](#)
 [06 Excerpt from minutes of 18Dec19 PandZ meeting](#)
 [07 11Dec19 StaffReport to commission ZA 19-06](#)
 [08 8Jan20 update memo to commission](#)
 [09 2018 IRC Appendix Q-Tiny Houses](#)
 [10 Written Public Comment](#)

XII. NEW BUSINESS:

New Business First Reading

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

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

- H [ORD 20-08](#) Making supplemental appropriations for Fiscal Year 2020 (Crescent Harbor Lightering Float Repairs)
 Attachments: [Motion Ord 2020-08](#)
 [Memo Ord 2020-08](#)
 [Ord 2020-08](#)
 [Sitka Lightering Float Condition Report_01.21.2020](#)
- I [ORD 20-09](#) Amending Title 22 “Zoning” of the Sitka General Code by modifying Chapter 22.08 “Definitions” and Chapter 22.16 “District Regulations”, and adding Section 22.08.162 “Bulk Retail”
 Attachments: [Motion Ord 2020-09](#)
 [Memo Ord 2020-09](#)
 [Ord 2020-09](#)
 [Planning Commission Materials](#)

Additional New Business Items

- J [20-058](#) Discussion / Direction of the City and Borough of Sitka's response to climate change and next steps
 Attachments: [Discussion Direction CBS response to climate change](#)
- K [20-065](#) Approve a Request for Proposal for the construction and operation of a marine haul out and shipyard at the Gary Paxton Industrial Park
 Attachments: [Motion RFP](#)
 [Assembly memo Haul Out New \(002\)](#)
 [Haul out RFP Board Approved - 3.3.2020](#)
 [GPIP Lot Legend](#)

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

- L [20-066](#) Legal / Financial Matters: SCH / SEARHC Affiliation - U.S. Office of Inspector General Liability
 Attachments: [Motion Executive Session](#)

XV. ADJOURNMENT

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

*Sara Peterson, MMC, Municipal Clerk
Publish: March 6*



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-068 **Version:** 1 **Name:**

Type: Item **Status:** AGENDA READY

File created: 3/5/2020 **In control:** City and Borough Assembly

On agenda: 3/10/2020 **Final action:**

Title: Reminders, Calendars, and General Correspondence

Sponsors:

Indexes:

Code sections:

Attachments: [01 Reminders and Calendars](#)
[02 Smith Certificate](#)
[03 Kirkness Certificate](#)
[04 Chill Drill 2020 3](#)
[05 CBS Correspondence State Funding for Community Jails](#)
[06 No Name Mountain Granite Creek Master Plan Project Status Report 3](#)
[07 PW Assembly Update 2 Feb. 3.4.2020](#)

Date	Ver.	Action By	Action	Result
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REMINDERS

<u>DATE</u>	<u>EVENT</u>	<u>TIME</u>
Tuesday, March 10	Regular Meeting	6:00 PM
Thursday, March 19	Special Budget Meeting	6:00 PM
Tuesday, March 24	Regular Meeting	6:00 PM



Assembly Calendar

2019 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2021

March 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Mar	2	3	4	5	6	7
			Knox 6:00pm Library Commission - Liaison Christianson 6:00pm School Board - Liaison Mosher 7:00pm Planning Commission - Liaison Mosher (Wein attending)	Knox 6:00pm Special Budget Meeting: General Fund	Knox	Knox
8	9	10	11	12	13	14
Knox	Knox	12:00pm Parks & Recreation - Liaison Knox 6:00pm Regular Assembly Mtg	Nelson 5:30pm Tree & Landscape - Liaison Wein 6:00pm Historic Preservation - Liaison Mosher 6:00pm Port & Harbors Commission - Liaison Knox	Nelson 12:00pm LEPC - Liaison Nelson 1:30pm Health Needs & Human Services - Liaison Wein	Nelson	Nelson
15	16	17	18	19	20	21
Nelson	Nelson	Nelson	Nelson	Nelson 6:00pm Special Budget Meeting: Enterprise / Internal Service Funds	Nelson	Nelson
22	23	24	25	26	27	28
Nelson Christianson	Nelson Christianson	Nelson Christianson 6:00pm Regular Assembly Mtg	Nelson Christianson 6:00pm Police and Fire - Liaison Nelson	Nelson Christianson	Nelson Christianson	Nelson Christianson
29	30	31	1 Apr	2	3	4
Nelson Christianson	Nelson Christianson 6:00pm School Board budget work session - Liaison Mosher	Nelson Christianson	6:00pm Library Commission - Liaison Christianson 6:00pm School Board - Liaison Mosher 7:00pm Planning Commission - Liaison Mosher (Knox attending)	6:00pm Special Budget Meeting: all funds and final changes		

Assembly Calendar

2019 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2021

April 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 Mar	30	31	1 Apr	2	3	4
Nelson Christianson	Nelson Christianson 6:00pm School Board budget work session - Liaison Mosher	Nelson Christianson	6:00pm Library Commission - Liaison Christianson 6:00pm School Board - Liaison Mosher 7:00pm Planning Commission - Liaison Mosher (Knox attending)	6:00pm Special Budget Meeting: all funds and final changes		
5	6	7	8	9	10	11
	6:00pm School Board budget meeting - Liaison Mosher		5:30pm Tree & Landscape - Liaison Wein 6:00pm Historic Preservation - Liaison Mosher 6:00pm Port & Harbors Commission - Liaison Knox	12:00pm LEPC - Liaison Nelson 1:30pm Health Needs & Human Services - Liaison Wein 6:00pm School Board budget work session - Liaison Mosher		
12	13	14	15	16	17	18
		12:00pm Parks & Recreation - Liaison Knox 6:00pm Regular Assembly Mtg	7:00pm Planning Commission - Liaison Mosher		Knox	Knox Nelson
19	20	21	22	23	24	25
Nelson	Nelson	Nelson 5:30pm Special Meeting: Evaluations - Attorney and Administrator	Nelson Knox 6:00pm Police and Fire - Liaison Nelson 6:00pm School Board budget meeting - Liaison Mosher	Nelson Knox	Nelson Knox	Nelson Knox
26	27	28	29	30	1 May	2
Nelson Knox	Nelson Knox	6:00pm Regular Assembly Mtg				

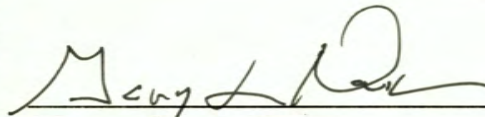
Service Award

On behalf of the City and Borough of Sitka is hereby awarded to

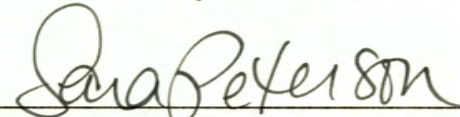
Gary Smith

*this expression of grateful acknowledgment for your over sixteen years of
valued service rendered in the public interest while serving on the
Building Department Appeals Board. Thank you!*

Signed and sealed this 10th day of March 2020



Mayor, Gary L. Paxton



ATTEST: Municipal Clerk, Sara Peterson




Service Award

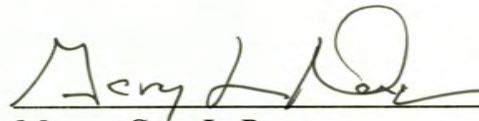
On behalf of the City and Borough of Sitka is hereby awarded to

Kim Kirkness

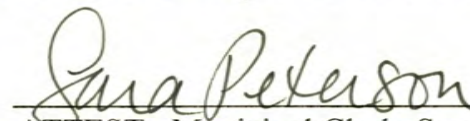
*this expression of grateful acknowledgment for your three years of
valued service rendered in the public interest while serving on the
Tree and Landscape Committee. Thank you!*

Signed and sealed this 10th day of March 2020





Mayor, Gary L. Paxton



ATTEST: Municipal Clerk, Sara Peterson



Chill... It's a Drill!

Details

When: March 25th, 2020 between 10:15 AM and 10:45 AM

What: A test of the tsunami warning system. You may hear sirens, or receive a message that a tsunami warning has been issued.

Who: Your Alaskan community

Why: This is a test of the entire tsunami warning system to ensure it is working. Now is a good time to make sure you know what to do in case of a real tsunami!

Find us on the web!



NWSAlaska
Readyalaska



@NWSAlaska
@AlaskaDHSEM



tsunami.gov
ready.alaska.gov

- ♦ It's not a real emergency
- ♦ Do not call 911
- ♦ Great time to practice your procedures
- ♦ Provide feedback at:
ready.alaska.gov





City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

February 26, 2020

Nils Andreassen, Executive Director
Alaska Municipal League
One Sealaska Plaza, Suite 200
Juneau, AK 99801

RE: State Funding for Community Jails

Mr. ~~Andreassen~~: *Nils*

Pursuant to your email of February 15, 2020 I am sending information regarding Sitka's Community Jail.

The Sitka Community Jail is an integral piece to the overall public safety of Sitka. Since 1960, the City Assembly approved an annual jail services contract with the State of Alaska to incarcerate persons held for violation of State law. The City of Sitka respectfully requests Legislative action.

The Alaska Department of Corrections (DOC) and the City of Sitka entered into a new five-year contract (DOC Contract 2091911) to provide short-term Regional and Community Jail services on July 25, 2019. The base contract amount is \$391,194.00. There are no capital improvement projects projected for the next several years. Revenues received under this contract do not cover but do offset the City's cost to operate the jail.

Because Sitka is a ten (10) day, short term facility, we rely heavily on the Troopers to transport prisoners. Often times Troopers do not have personnel to send to Sitka for transport, in a timely manner, or weather becomes an issue. The extra days of incarceration directly equate to time and money that Sitka supplements to the program.

The City of Sitka supports the DOC's mission to provide secure confinement, reformatory programs, and a process of supervised community reintegration to enhance the safety of our communities. The Sitka Police Department is committed to ensuring compliance with the highest operating standards and we are requesting additional financial support to continue the performance of pretrial services.

The City seeks Legislative support to have the DOC provide a sufficient level of annual funding to adequately provide services and maintenance of the Sitka Community Jail, which will allow the facility to function at an acceptable level and meet DOC's operating standards.

If you need additional information, please contact Police Chief Robert Baty at (907)747-3245.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Hugh Bevan", with a stylized flourish at the end.

Hugh Bevan
Interim Municipal Administrator

cc: John Leach, Municipal Administrator
Robert Baty, Chief of Police



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Memorandum

To: Mayor Paxton and Assembly Members
Chair Spivey and Planning Commission Members

Through: John Leach, Municipal Administrator *ml*
Amy Ainslie, Director, Planning and Community Development *AA*

From: Scott Brylinsky, Special Projects Manager *SB*

Subject: No Name Mountain/Granite Creek Master Plan Project, Status Report #3

Date: March 3, 2020

Background

Last year the Assembly approved an action plan that included the creation of a Master Plan for No Name Mountain/Granite Creek development for the approximately 830 acre municipal parcel, bounded on the north by No Name Mountain and on the south by the Granite Creek area. This is one of the last large, contiguous parcels of relatively undisturbed city land along the road system. Among other attributes of the parcel is that it appears to contain good rock sources for quarrying.

After a competitive RFQ process, Jones & Jones was selected to create the Master Plan. The consultant team visited Sitka January 22-23, 2020. During this visit, a Kick-Off meeting was hosted by the Planning Commission, and the team conducted site visits and the first round of stakeholder interviews.

Status

In the last month the project team continues to conduct research and stakeholder interviews. Since the consultants' first visit in January, approximately 25 additional interviews with various community members have been held, from business owners to quarry operators. Bringing the total number of interviews to over forty. Consistent themes emerge of a need for more convenient quarry rock and a need for additional land for industrial purposes and to meet residential needs.

The major public meeting to display potential land use concepts and gather input is scheduled for **April 7th and 8th at the Sitka Public Library, 5:30 – 7:30 pm** on each evening. It will include two nights of meetings with illustrative site analysis maps showing various development opportunities and options. The first evening meeting will be a workshop focused on Visioning, and the second night will be a workshop on Alternatives. Please mark your calendars, we highly encourage Assembly member and Commissioner participation for both nights!

We are pleased to announce that video drone footage of the study area is now available online. It can be accessed through the project page on the Planning Department website.

Attachments:

Action plan
Map of study area

Action Plan

Strategy No. B

Plan No. 2

Date: 7/9/19

Strategy: We will identify and pursue Economic Development Opportunities.

Specific Result: To create a Master Plan for No Name/Granite Creek Development.

#	ACTION STEP (Number each one)	Assigned To:	Start Date:	Due Date:	Completed Date:
1	Hire a Planning Director	Chief Miller	6/25	7/26	
2	With consultant selected, develop a Scope of Work with the assistance of the Planning Commission.	New Planning Director	7/26	9/13	
3	Negotiate the fee, project schedule, and develop the budget with consultant.	Harmon	9/13	10/14	
4	Budget Ordinance Assembly approval and contract award.	Chief Miller	10/22	10/22	
5	Consultant works with CBS Staff and Planning Commission to develop a draft Master Plan that also incorporates previous consultant work.	Harmon & Planning Director	10/22	4/24/20	
6	Planning Commission reviews and suggests edits to the Master Plan.	Planning Director	4/24/20	5/15/20	
7	Assembly review and edit of the Master Plan.	Chief Miller	5/15/20	7/28/20	
8	Adoption of the Master Plan by the Assembly.	Chief Miller	8/25/20	8/25/20	
9	Implementation of the Master Plan by the Planning Commission. Master Plan to include, but not limited to: 1. Zoning for Development; 2. Delineation and mitigation of wetlands; 3. Plan for access roads; 4. Rock quarry delineation; 5. Zoning Code changes; 6. Utilities Required and Timeline on Infrastructure Development (Water, Waste water, Electrical and Substation); 7. High Value Land Development (Water-side past Cove Marina; 8. SS Pit Area Recommendations	Planning Director	8/25/20	Ongoing	
		Responsible:	Chief Miller		

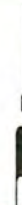


Exhibit A

No Name Mountain/Granite Creek
Master Plan

No Name Mountain Area

830 Acres



PUBLIC WORKS ASSEMBLY UPDATE
WORK COMPLETED THROUGH FEBRUARY 2020

Wastewater Treatment Plant (WWTP) Rehabilitation (CONSTRUCTION PHASE)

Milestones This Period

- Contractor mobilization and staging area site prep commenced.
- Review and approved initial project submittals.
- WWTP Operators relocated water lab to UAS campus and WWTP office spaces to Sealing Cove Business Center. Relocations will be completed prior to March 6, 2020.

Future Milestones

- Exterior siding demolition and asbestos abatement (construction) startup early March 2020.
- Reconstruction of administration areas to begin in May or June 2020.
- Mechanical and electrical work to begin March or April 2020.
- Anticipated project Substantial Completion May 20, 2021.

Background

The Wastewater Treatment Plant was built in the early 1980's and many of the building systems, including the building envelope (exterior siding, windows and doors), electrical, plumbing and mechanical, including the HVAC (ventilation air) system, have failed or are past their useful life and require replacement. The air quality within the building is inadequate and corrosive, and as a result the exposed piping and metal within the building have corroded.

Total project cost is currently estimated at \$9,782,000. Funding for this project is provided by the following sources:

\$263,000 – WW Fund Working Capital
(\$218,000) – WW Working Capital moved to the SCADA Control Project
\$9,737,000 – DEC Loans
\$9,782,000 – Total Available Project Funding

Current Contracts: McCool Carlson Green (design)	\$898,284
MCG Constructors, Inc./DCI Joint Venture (w/CO-1)	\$7,432,800

Crescent Harbor Float Replacement – Phase I (CONSTRUCTION PHASE)

Milestones This Period

- Floats 2, 3 and 4 installed.
- Gangways 3 and 4 installed.
- Demolition and disposal of old floats and pilings complete.
- Cathodic protection (anodes) materials arrived.

Future Milestones

- Cathodic protection (anodes) scheduled for installation, March 2020
- Substantial completion of piles and floats, March 15, 2020. This is also the last day our Corps of Engineers permit allows piling installation.

- Total substantial completion (including electrical and water services) required, per contract, by May 1, 2020.

Background

The physical condition of Crescent Harbor has deteriorated to point where in-house repairs are no longer sufficient to adequately maintain the facility. Harbor Department staff and Public Works Department engineers have determined the harbor now presents an operational and safety risk due to floats sinking, decay of wooden beams, corrosion of metal fixtures and failure of walk-down ramps to meet ADA accessibility requirements.

The project has an estimated total cost of \$13 million for design and construction. Funding for this project is provided by the following sources:

\$1,000,000 – Harbor Fund Working Capital
 \$5,000,000 – AK DOT Harbor Matching Grant
\$8,025,000 – Harbor Revenue Bonds
 \$14,025,000 – Total Available Project Funding

Current Contracts:	Jacobs (project administrative support)	\$315,905
	PND, Inc (construction inspection support)	\$189,455
	Turnagain Marine Design-Build Contract	\$13,059,549

Thomsen Harbor Anode Replacement (DESIGN PHASE)

Milestones This Period

- 95% plans submittal received.

Future Milestones

- Construction advertisement, April/May 2020.
- Construction planned for Fall 2020. Sacrificial anodes are a long-lead item of potentially 2-5 months and we must account for this variable in our project scheduling.

Background

Old Thomsen Harbor was originally built in 1976. In 2006, the CBS replaced the Old Thomsen Harbor floats with new timber floats as part of a comprehensive capital improvement program. At the time of construction, a cathodic protection system was considered to prevent future corrosion, but not installed due to financial considerations. Some of the existing steel piles are already showing signs of mild corrosion. This project will install cathodic protection on all of the steel pipe piles in Thomsen Harbor in the form of sacrificial anodes welded to the piles. The new anodes are designed to protect the piles for 20 years, thereby extending the life of this important and expensive harbor facility.

The project has an estimated total cost of \$406,000. Funding for this project is provided by the following sources:

\$203,000 – Harbor Fund Working Capital
<u>\$203,000</u> – AK DOT Harbor Matching Grant
\$406,000 – Total Available Project Funding

Current Contracts: PND Engineers, Inc.

\$17,870

Sitka Seaplane Base (SPB) (PLANNING PHASE)

For more information and history on this project, visit the City website at:

www.cityofsitka.com > Public Works Department > Public Works Projects > New Sitka Seaplane Base – or go directly to:

<https://www.cityofsitka.com/government/departments/publicworks/SitkaSeaplaneBaseSitingStudy.htm>

Milestones This Period

- All future milestones are in progress.

Future Milestones

- Facility layout stakeholder meeting, Spring 2020.
- Permitting: DRAFT NEPA Environmental Assessment (EA) prepared and ready for Public Review: Fall 2020.
- Planning for land acquisition and business plan: Fall 2020.
- Public Meeting and/or input on drafts EA, facility layout, and business plan: Fall 2020
- Prepare and submit AIP grant applications to FAA for next phase Design/Land Acquisition: Fall 2021 (depends on federal funding cycle).

Background

The existing Seaplane Base has been operating for 65 years and is at the end of its useful life. The Assembly passed an action plan to construct a new facility just inside the breakwater on Japonski Island (end of Seward Street) making this a top priority to secure Federal Funding, land, and ultimately construction. Federal funding is anticipated to cover 93.75% of the cost of construction and another \$150k per year in operational maintenance. For this reason it is essential for the project development to follow the required Federal funding process anticipated to span four years.

There are 5 main phases required to complete to be eligible to proceed to the next stage and receive Federal funding:

1. Planning and Environmental Review (current funded stage):
Complete early 2021
2. Layout plan (current funded stage): Complete early 2021
3. Land acquisition (not funded until EA is completed and approved):
Complete Summer 2022
4. Design/Final Permitting (must build or give back FAA funds):
Complete Summer 2022
5. Construction: 2023-2024

We understand there are concerns over the length of the process especially as it relates to these initial grant phases of work for the Environmental Assessment and completed a

kickoff meeting to help clarify and brainstorm options in navigating the required federal process as well as to provide an opportunity to give comments and ask questions, before the project proceeds into the permitting phase.

For detailed meeting notes and presentation materials, visit the project web page at the link above.

The preliminary total project cost is estimated at \$16 million. Funding for this project is provided by the following sources:

\$842,629 – FAA AIP Grant (E/A & Planning Grant)
\$56,176 – General Fund Working Capital (Req'd CBS Match @ 6.25%)
\$898,805 – Total Available Project Funding

Current Contracts: DOWL (E/A & Aviation Planning) \$707,079

Sitka Sea Walk Phase 2 (PLANNING & DESIGN PHASE)

Milestones This Period

- All future milestones are in progress. .

Future Milestones

- Additional scoping effort to be performed to explore more affordable alternatives, June 2020.
- Design phase to kick off in late 2020 with plans for multiple meetings throughout the process.
- Construction is estimated to begin in Summer 2021.

Background

The project includes extending the Sitka Sea Walk from the Sitka Public Library toward (and under) O'Connell Bridge and terminating at the west end of Lincoln Street at its intersection with Harbor Way. Phase 2 of the Sea Walk, an 8-foot wide handicap accessible multi-use path, will continue the same theme as the first phase of the Sea Walk that extends from Harrigan Centennial Hall East through Crescent Harbor Park toward Sitka National Historical Park. The project is being delivered (managed) by Western Federal Lands (WFL), will be designed in 2020 and construction is expected to begin Summer 2021. Multiple rounds of public involvement are anticipated throughout the design process. The current funding plan is as follows:

\$ 1,674,713 – Grant from Western Federal Lands
\$158,060 – CBS GF and/or CPET Funds
\$1,832,773 – Total Available Project Funding

Current Contracts: No CBS contracts at this time.

Critical Secondary Water Supply (DESIGN PHASE)

For more information and history on this project, visit the City website at:
www.cityofsitka.com > Public Works Department > Public Works Projects > Critical
Secondary Water Supply – or go directly to:
<https://www.cityofsitka.com/government/departments/publicworks/projects.html>

Milestones This Period

- Signed contract and issued Notice to Proceed to Pall Water for supply of filtration equipment and support services.
- Provided review comments to design consultant on the 35 percent design package.
- Met with NSRAA to discuss their water needs during penstock shutdown. Met with grant consultant and NSRAA to begin pursuit of grant funding to support construction of a combined water intake in Sawmill Creek.

Future Milestones

- If Assembly approves, submit grant application to Economic Development Administration to fund CBS-NSRAA water intake in Sawmill Creek, March 2020.
- Facilitate discussion between NSRAA and CBS Administration to establish a project cost sharing structure.
- Negotiate scope, fee and schedule to complete the design work from 35% to bid ready plans.
- Solicit construction bids, November 2020.
- Substantial Completion for secondary water source project anticipated in December 2021.

Background

The project is for design and construction of a secondary water source, for when the primary water source – Blue Lake water treated with ultraviolet (UV) radiation – is unavailable. Blue Lake water will not be available when the Electric Department inspects and maintains the penstock providing water from the dam to the power plant. Blue Lake water may also require filtration – not just UV treatment – if turbidity levels continue to exceed regulatory thresholds.

Total project cost is estimated at \$18 million. Funding for the project is provided by:

\$150,000 – Working Capital
\$380,000 – transferred from UV Disinfection project Working Capital
<u>\$17,620,000</u> – Alaska Clean Water Fund loan
\$18,150,000 – Total Available Project Funding

Current Contracts:	CRW Engineering Group (design)	\$362,780
	Jacobs (independent design review – contract pending)	\$25,000
	Uproar Consulting (grant-writing support)	\$1,000
	Pall Water (supply filtration equipment)	\$2,339,350

Peterson Storm Sewer Rehabilitation (DESIGN PHASE)

Milestones This Period

- Requested extension on National Fish & Wildlife Foundation design and construction grant, slated to expire on March 13, 2020. Project development schedule being re-evaluated after retirement of CBS senior engineer managing this project.

Future Milestones

- Pending grant extension approval, project to be bid in Winter/Spring 2021 and constructed in Summer 2021 when public schools are not in session.

Background

The project includes replacement of deteriorated 60" corrugated metal culvert crossing under Peterson Street, allowing for fish passage. Peterson Street is a collector street that provides critical access to side streets and local residences as well as to Sitka High School.

Total project cost is estimated at \$1,215,000. Funding for the project is provided by:

\$150,000 – General Fund FY2019 Working Capital
\$220,000 – General Fund FY20 Working Capital
(\$50,000) – transferred to Davidoff Street Sewer Rehab project
\$55,000 – National Fish & Wildlife Foundation design grant
\$60,000 – U.S. Fish and Wildlife Service Fish Passage construction grant
\$80,000 – U.S. Fish & Wildlife Service Fish Passage construction grant
\$515,000 – Total Available Project Funding

Note: Additional project funding required. Up to \$700,000 may be requested with upcoming FY21 General Fund Capital Projects Budget.

Current Contracts: DOWL (design) \$78,072

Brady, Channel and Eagle Way Lift Station Rehabilitation (BIDDING PHASE)

Milestones This Period

- Channel and Eagle Way bids opened, February 26, 2020.
- Marble Construction is Apparent Low Bidder with a bid of \$829,237.70
- Removed Brady Lift Station scope of work due to contractors' constructability and schedule concerns.

Future Milestones

- Channel and Eagle Way construction notice-to-proceed, March 2020.
- Rehabilitate Channel and Eagle Way lift stations, April through August 2020.
- Bid Brady Lift Station as a stand-alone project, May 2020. Budget adjustment needed in FY21 to fully fund Brady.

Background

Eagle Way Lift Station is responsible for pumping all sewage east of Eagle Way toward the Wastewater Treatment Plant (WWTP). Brady Lift Station is responsible for all sewage north of Brady Street. Channel Lift Station is responsible for an apartment

complex and one private residence on Halibut Point Road. All three lift stations require excess maintenance due to corrosion and/or outdated pumping equipment. Project will rehabilitate lift stations, re-using existing infrastructure to the extent feasible.

Brady Lift Station is located at the rear of True Value's parking lot. This work must be performed in the Fall/Winter window in order to minimize the impact to True Value's business operations.

The estimated construction cost for the project is approximately \$1.6 million. Funding for the project is provided by:

\$250,000 – DCCED grant (Eagle Way Life Station)
\$220,000 – Wastewater Fund Working Capital (Eagle Way Lift Station)
\$217,400 – ACWF loan (Brady Lift Station)
\$165,000 – Wastewater Fund Working Capital (Brady Lift Station)
\$100,000 – Wastewater Fund Working Capital (Channel Lift Station)
\$350,000 – ADEC loan for Brady and Channel remaining from larger loan
\$550,000 – Wastewater Fund Working Capital remaining from completed projects
\$1,827,400 – Total Available Project Funding

Current Contracts:	DOWL (design)	\$190,905
	DXPE (supply pumps)	\$110,444
	Boreal Control (supply electric/control equipment)	\$194,900

Airport Terminal Improvements (DESIGN PHASE)

Milestones This Period

- None this period. Received communication from TSA in January 2020 the Amendment request is under review by TSA Contracting Division for additional time and costs due to delays caused by the Federal Government Shutdown last year and changes required by TSA to the 30% design.

Future Milestones

- Complete the 35% revisions for the rest of the terminal improvements design and move into the Design Development Phase (65%) where the improvements will be developed and defined in separate phases for construction and funding, Summer 2020.
- Resolve the remaining 30% TSA design submittal issues for the TSA Baggage Screening Area, Summer 2020.
- AK DOT involvement 65%, especially regarding potential FAA AIP funding & Improvement staging Fall 2020.
- Other funding sources for terminal improvements beyond the PFC/Bonding and AIP grant requests are being developed for consideration, including airport terminal user fees and TSA grants for screening/security improvements.
- Phased construction has been delayed to at least 2021 through 2023, due to the Federal Government shutdown at the end of 2018 and the lack of project funding.

- Still awaiting and anticipating the State of Alaska DOT sending the CBS information about the upcoming parking lot management changes and options.

Background

The Airport Terminal Improvement Project is intended to remedy some of the existing critical problems identified in the Airport Terminal Master Plan 2008-2011, including working conditions in the baggage make-up area and TSA baggage screening area, as well as problems with congested passenger queuing, screening, baggage, fish boxes, waiting areas and passenger flow. CBS accepted a TSA design grant in the amount of \$158,569.25 to design specific improvements to the TSA Baggage Screening Area. Other areas impacted by these design changes are ineligible for the TSA design funding. The Assembly approved moving forward to the 65% Schematic Design Milestone for the preferred concept plan that was presented in the Assembly work-session August 8, 2017. Passenger Facility Charges (PFC) were applied for and approved by ADOT and FAA. Collection of the PFCs began May 1, 2018. The total anticipated revenue collection over the 20-year period of collection is \$6,840,000.00, which will finance the \$4,025,000 revenue bond along with its fees and debt service.

The estimated cost for the project as identified is approximately \$15-million. The current funding plan outlines the following components:

• Passenger Facility Charge Revenue	\$4,025,000	Bond Secured
• TSA OTA Grant	\$158,569	Secured
• TSA Funding	\$3,397,500	Unsecured
• Eligible AIP Grant Request	\$10,283,954	Unsecured

Current contracts: MCG Architects (design) \$449,069

Lincoln Street Paving – Harbor Way to Harbor Drive (DESIGN PHASE)

Milestones This Period

- None. Project currently on hold, pending direction from Administrator and Assembly.

Future Milestones

- Project on hold.

Background

The project includes replacing non-ADA-compliant curb ramps, failing storm drain, limited curb, gutter and sidewalk and all asphalt pavement on Lincoln Street from approximately Harbor Way to Harbor Drive. Water and sewer utilities will be installed on Cathedral Way, which will also be re-paved. 95% design is complete but not approved to move forward.

Funding for the project is provided by:

\$1,760,000 – General Fund
 \$105,000 – CPET Funding
 \$20,000 – Water Fund

\$20,000 – Sewer Fund
\$1,905,000 – Total Available Project Funding

Current Contracts: Professional and Technical Services, Inc. \$383,290
(Lincoln portion of Lincoln & Katlian contract)

Nelson Logging Road Upgrades (CONSTRUCTION PHASE)

Milestones This Period

- Easement Survey by North 57 Surveying submitted to DNR for review.

Future Milestones

- Obtain DNR approval of easement drawings, March 2020.
- Utilize remaining State grant funds, approximately \$60,000 to complete additional improvements (emergency phone line to shooting range, guardrail at HPR intersection, turnaround area at new bridge), March 2020.
- Final Project Closeout, Summer 2020.

Background

The project includes replacing both inadequate bridges, realignment at HPR intersection to raise the road elevation out of the stream floodplain, upgrading Nelson Logging Road to include drainage improvements, resurfacing, widening, and pedestrian amenities.

Funding for the project is provided entirely by a \$2,343,000 State of Alaska Department of Commerce Community and Economic Development Grant.

Current Contracts: LEI Engineers & Surveying (design) \$471,120
K & E Alaska, Inc (construction) \$1,544,280

MAINTENANCE ACTIVITIES

Streets

- Streets crew and other Public Works Divisions spent most of their time plowing snow, de-icing roads and hauling snow.
- There was a problem with a clogged catch basin on Wolf Drive. Streets crew had to camel out several drains and replace aggregate that had washed away on the shoulder.
- James Town Drive had a clogged catch basin, which the Streets' crew cleaned out with vacuum truck. Much of the clog was caused by road sand.
- Streets used approximately 5 tons of cold patch material in the past 4 weeks filling in potholes.
- Streets ran our grader when weather permitted, to maintain our gravel roads.

Central Garage

- 44 different items were repaired, some major, others just routine maintenance.

- We lost the clutch in Unit 344, which is our back up sand truck. This vehicle is a rollover rig bought in 1992. Parts have arrived and Central Garage will make the repair as soon as possible.
- A Hydraulic pump went out on Unit 413, which is a 2010 Freightliner. It was repaired and then the high pressure injector pump went out. We are waiting on those parts.
- We had two major repairs on a 2014 Police Cruiser, Unit 432 with 139,000 miles. The first major repair was, we had to replace a \$600.00 alternator and then we spent \$1,200.00 on replacing the rack and pinion steering.

Scrapyard

- Scrapyard personnel processed 62,350 pounds of scrap material, shipping out 5 Gondolas with an average of 12,470 pounds per Gondola.

Construction Debris Landfill

- We received the last of the Crescent Harbor Dock at the construction debris landfill.

Grounds Maintenance

COMPLETED:

- Winter seasonal rotation/maintenance on grounds and athletic fields.
- Preventive maintenance schedule – Normal Operations 7 preventative maintenance (PMs).
- Reactive/Requested Work Orders – 18 PMs
- New Grounds Maintenance Specialist Training on operations and duties. Employee Started 12/2/2019.
- Snow, Ice, and Proper Drainage Control around Building, Parks, and Grounds due to weather.
- Snow events, team works with Streets division to help clear road systems, down town, and parking lots. Also conducted normal snow removal operations at grounds parking lots and athletic fields. Work consisted of exposing catch basin, clearing some roof and roof drains on our building facilities to help Building Maintenance.
- Moller Field, report of fireworks lite off. Investigated for possible damage, none found.
- Graffiti at corner of Lake and Lincoln Restrooms and liftstation building. Graffiti removed and some areas re-painted.
- Power washed boardwalk along seal trust portions of sea-walk (between Sitka Science Center & Totem Park).
- 3 hours spent picking up dog waste off of some of the athletic fields and along Sea Walk 2/18/2020. Team will need to clean remaining fields. This was done as the snow melted and exposed a massive amount of dog waste.

ONGOING:

- Lower Moller East Playground – ongoing work to re-open playground – Slides being cleaned and sanded down due to graffiti, replacement parts being fabricated with support of public works mechanic shop personnel. Fence in place waiting for staff (vacation/sick) and weather to permit concrete pad at entrance and installation of slides other parts.
- Crescent Harbor Playground defective surfacing being replaced March/April 2020. Manufacture shipment expected mid/late March. Contractor working for manufacture under warranty should start work shortly after. Playground will be closed during demo and installation. Updates will follow.
- Looking into option for anti-skid surface along sea-walk's board walk areas.
- Working on security cameras for the Moller Complex on hold due to playground project and winter weather work.
- Crescent Harbor – Sea walk sections will be closed due to Harbor Project.
- Mountain Ash and Pine damaged during Harbor project. Contractor removing Ash. Pine will be pruned back once work is completed in that section.
- Sandy Beach Restrooms closed due to frozen pipes. Repairs are underway, working with Building Maintenance.
- Winter damage and clean up underway due to snow removal.
- Goddard Hot Springs needs repair to hot water supply line – met with Rotary Club on possible improvements.

Building Maintenance

COMPLETED:

- Preventive maintenance schedule – Normal Operations 68 PMs.
- Reactive/Requested Work Orders – 23 PMs
- Snow and Ice Control around buildings.
- Harrigan Hall – Grill power problem, issue found and repaired. Installation box shorted out main power supply into unit.
- City/State Main pneumatic controller failed. Bypass was put in place to allow system to operate while quotes come in replacement pneumatic control box. Had to order additional parts due to issues with the aging equipment. Replaced contacts, switches, alternating relay – one out of two motors back running until parts come in.

ONGOING:

- Waste oil from fleet ongoing – estimate 3 gallons per hour though PSC waste oil boiler (mix 1/3 diesel to 2/3 waste oil). Team managing waste oil boiler as needed.
- City/State office complaints on damaged window with cold weather. Provided estimated cost to replace based off other windows. Reached out to contractor for proposal. State would need to pay for replacing.
- State DOT/PF requesting City/State to no longer being part of their infrastructure. Discussion on option to proceed with City/State 1967 Agreement.

- City/State – State DA office would like to have custodial services. Proposal provided under current contract waiting approval from DA/State office.
- Senior Center ice damming on fireplace chimney caused ceiling damage inside the building is currently being patched and painted – February 2020. Chimney will need to be repainted when weather permits.
- Senior Center Roof Leak on 2/10/20. Hard downpour leak showed up along ceiling truss. Team investigating and cannot find problem location. Leak stops under normal rain conditions. Leaked same day as Library during hard downpour.
- Library Roof leak on 2/10/20- seems to be a different issue then wind driven rains. Crew investigating seams and rubber roof areas making temporary repairs to membrane. Team will install permanent repairs of suspect areas once weather permits. Still waiting on weather condition to work on original problem wind driven rain problem.
- Harrigan Centennial Hall Meeting Room 7, not maintaining temp. During 20°F or lower outside temperatures.
- Tom Young Cabin – Reported problems with the oil stove and outhouse door.
- Goddard Hot Springs – Reported problem with bottom tub not getting hot water persons felt there is a clogged line.
- Police Department –Original Contractor has not followed through therefore moving onto next in line to replace two broken windows. Contractor waiting on weather/scheduling in work based off other projects.
- Police Department – HVAC Plan for short term solution and long term planning. Discussion Meeting accrued, moving forward on budget plan.
- Airport – luggage cart maintenance.
- Centennial Hall – Gutter membrane installation – Contractor scheduled spring 2020.
- Library – interior LED lighting issues: restroom corridor, bathrooms, and other fixtures some repairs made in house by soldering in replacement relays. Working with manufacture on getting replacement spot lights under warranty.
- Marine Service Center – Condenser Replacement received February 18, 2020. Contractor starting demo on February 27, 2020 replaced and running by March 1st 2020.

MONITORING:

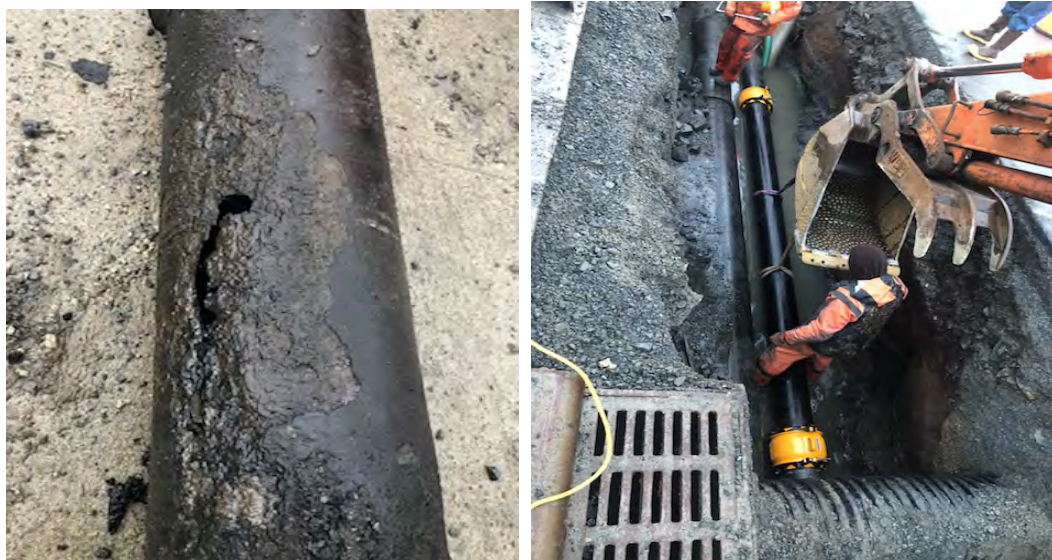
- WWTP boiler circulation pump 1 has leaking flanges (we are going to monitor due to renovations). Pump can be isolated, if needed. We have back up circulation using pump 2.
- WWTP fan unit 2 failed and temporary fan was installed (we will continue to monitor until renovation). Fan unit is for storage area exhaust.
- Harrigan Centennial Hall – tile floor cracking common areas. January 6, 2020 additional cracks discovered under meeting room 5 carpet tiles.
- Harrigan Centennial Hall Cracks discovered in meeting rooms 5 under floor carpet tiles. Waiting to see what happens with weather changes and activate on plan for repairs if required.

Water/Wastewater

Wastewater crews performed much needed maintenance on discharge piping at the landfill liftstation. Collected leachate from the closed Kimsham landfill had caused significant build-up on the pumps and pipes, affecting liftstation performance. Valves and pumps were disassembled and the build-up was removed.



Wastewater from Baranof Island flows to the Thomsen Harbor pump station where it is then pumped over to Japonski Island via two parallel force mains (10 inch and 16 inch) that run under the channel. During a heavy rain event a leak surfaced in the 10 inch force main on Tongass Ave near the SEARHC hospital. Crews from the Wastewater, Water, and Streets Divisions worked together to dig up and replace a 16 foot section of the 10 inch ductile iron pipe. The force main had a 12 inch hole caused by corrosion.





CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-061 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 3/4/2020 In control: City and Borough Assembly

On agenda: 3/10/2020 Final action:

Title: Awards - Sitka High School Drama, Debate, and Forensics Team

Sponsors:

Indexes:

Code sections:

Attachments: [DDF Certificates](#)

Date	Ver.	Action By	Action	Result
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Service Award

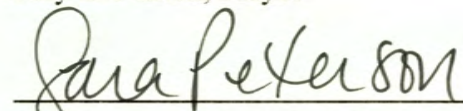
is hereby awarded to

Christian Litten

for his outstanding coaching of the Sitka High School Drama, Debate, and Forensics Team and helping them to capture awards at the State Tournament: first place in Drama, first place in Debate, first place in Forensics, first place in Overall Sweepstakes, and the Academic Award. Thank you for your dedication to our youth.




Gary L. Paxton, Mayor


Sara Peterson, Municipal Clerk

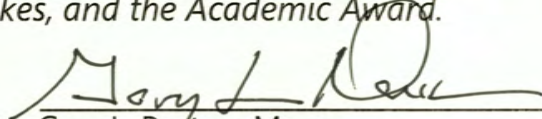
OUTSTANDING PERFORMANCE

is hereby awarded to

Cora Dow

for her Exceptional Accomplishment as a member of the Sitka High School Drama, Debate, and Forensics Team at the 2020 State Tournament. Congratulations on capturing first place in Debate, second place in Debate Speaker Points, first place in Duet Acting, fourth place in Informative Speaking and helping the team capture first place in Drama, Debate, Forensics, Overall Sweepstakes, and the Academic Award.




Gary L. Paxton, Mayor

ATTEST:


Sara Peterson, Municipal Clerk



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-062 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 3/4/2020 In control: City and Borough Assembly

On agenda: 3/10/2020 Final action:

Title: SEARHC President Charles Clement: Sitka's Integrated Health Care System - 6 Month Report

Sponsors:

Indexes:

Code sections:

Attachments: [19-20 Executive Reports Sitka2020 Report Final rs](#)

Date	Ver.	Action By	Action	Result
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Sitka's Integrated Healthcare System

AUGUST 2019 — FEBRUARY 2020

Letter from Charles Clement

The SouthEast Alaska Regional Health Consortium (SEARHC) and The City and Borough of Sitka (CBS) have been working together toward a common vision of creating a premier healthcare delivery system for Sitka. Effective August 1, 2019, Sitka Community Hospital (SCH) closed and staff worked together to create an integrated team to serve Sitka's healthcare needs.

Throughout the transition, SEARHC created a collaborative and transparent transition for partners, patients, and employees, while continuing to provide quality healthcare experiences for Sitka residents and visitors.

In the spirit of collaboration and transparency, SEARHC implemented 27 transition teams during 2019, including primary care, surgery, nursing, human resources, IT, medical staff, and more, to review policies and processes from each organization and determine best practices for the merger.

Deliberate coordination and communication with key leadership of SEARHC and SCH ensured commitments from the teams, and over the last six months, transition successes include:

- Continued and expanded delivery of high-quality healthcare, including all former services and specialties highlighted by CBS
- SEARHC has filed all necessary accreditation paperwork for acquired services and has ensured that SCH has completed all regulatory hospital closure requirements
- Effective and prolific communication to the multitude of constituencies affected by the transition
- Employment offered to all SCH employees and providers who met SEARHC licensing and credentialing standards and standards of conduct
- Continued evidence of a sustainable financial model
- Establishment of the Sitka Community Health Council

Guided by our values of respect, service, cultural identity, professionalism, and compassion, SEARHC has developed a comprehensive system that responds to the needs of all community residents. Our shared goal of increasing service lines and access to care has been and will continue to be achieved. We are committed to the community of Sitka.

I am pleased to provide the following report on the status of the transition.

Sincerely,



Charles Clement



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DELIVERING HIGH-QUALITY HEALTHCARE





Delivering High-Quality Healthcare

Continuing Interim Services

Throughout the transition and into the future, all Sitka residents and visitors can expect to receive high-quality healthcare services from SEARHC, including all former services and specialties offered by SCH and highlighted by CBS.

Pursuant to Schedule 6.15(b), Continuing Interim Services, SEARHC has continued to provide all services requested by CBS, with similar or expanded scope and level of access. The following charts outline acute, outpatient, skilled nursing, specialty, and other services, as well as their service locations in Sitka.

“

I really liked my job at Sitka Community Hospital and was nervous about what work would be like after the transition. When I arrived at SEARHC in August, I was greeted warmly. My co-worker Sarah even made a nice welcome back sign, which meant a lot. My co-workers have been helpful and patient so my transition has been very smooth. What a relief!

It all worked out and it's nice to have the stress, change, and uncertainty part of the last several years resolved. Because SEARHC is bigger and financially stronger, employees don't have to worry about the organization's future in the way we did at Sitka Community. To top it off, I've had very positive experiences as a patient and seen improvements like the new free health coaching program that started this month. I'm very pleased with SEARHC, my position, and how things have unfolded.

— Doug Osborne, Health Educator, Sitka

”



Acute Care

Service Description	Status	Service Location
Inpatient Medical	Complete	Mt. Edgecumbe Medical Center

Ancillary and Support Services

Respiratory Therapy	Complete	Mt. Edgecumbe Medical Center
Radiology	Complete	Mt. Edgecumbe Medical Center
Laboratory (including blood bank)	Complete	Mt. Edgecumbe Medical Center

Rehabilitation Services

Physical Therapy	Complete	Mt. Edgecumbe Medical Center, Mountainside Rehabilitation Clinic, Sitka Physical Therapy
Occupational Therapy	Complete	Mt. Edgecumbe Medical Center, Mountainside Rehabilitation Clinic
Speech Therapy	Complete	Mt. Edgecumbe Medical Center, Mountainside Rehabilitation Clinic

Hospital Services

Surgery (inpatient and outpatient)	Complete	Mt. Edgecumbe Medical Center
Obstetrical Services	Complete	Mt. Edgecumbe Medical Center
Emergency Department Services	Complete	Mt. Edgecumbe Medical Center
Swing Bed Services	Complete	Mt. Edgecumbe Medical Center

Skilled Nursing Facility

Service Description	Status	Service Location
Long-Term Care Services	Complete	Sitka Long-Term Care

Visiting Specialty Clinics *All specialty clinics are held at Mt. Edgecumbe Medical Center*

Cardiology	Complete	August 29-30, September 10-11, September 28, October 21-23, November 26-27, December 12-14, December 26-28, January 17-18, February 4, February 11-12, February 26-27
Allergy-Immunology	Complete	Q1 2020 Launch
ENT	Complete	September 19-20, September 23-27, October 21-25, November 7-8, November 11-15, December 5-6, January 22-24
Podiatry	Complete	September 25-26, November 20-21, December 5-6, January 15-16
Sleep Medicine	Complete	Q2 2020 Launch (monthly field clinic commitment from Swedish)
Rheumatology	Complete	August 22-23, October 4, October 18, November 22, January 9-10, January 13-14, January 31, February 6-7
ENT	Complete	February 20
Neurology	Complete	September 12-13, October 29-30, November 7-8, January 28-29, February 13-14, February 26-27
Pediatric Cardiology	Complete	August 6
Dermatology	Complete	August 5-6, September 16-17, October 7-8, October 28-29, December 16-17, January 22-24
Ophthalmology	Complete	September 17-19, January 28-30
Urology	Complete	September 18-19, September 26-27, October 15-16, December 10-11, January 7-8, February 18-19
Pediatric Endocrinology	Complete	September 23-24

Outpatient Services

Primary Care Clinic	Complete	Mt. Edgecumbe Medical Center, Sitka Medical Center, Mountainside Family Clinic
Walk-In Clinic	Complete	Mountainside Urgent Care
Infusion Services	Complete	Mt. Edgecumbe Medical Center
Home Health	Complete	SEARHC Home Health Office
FASD Assessment Services	Complete	Mountainside Rehabilitation Clinic

Other Services

Service Description	Status	Service Location
Attending provider assigned for Sitka Pioneer Home patients who qualify for an Intermediate Care Facility	Complete	Sitka Pioneer Home
Food Services/Dietary (including meal service to the jail)	Complete	Mt. Edgecumbe Medical Center, Sitka Long-Term Care
Laundry (including laundry for EMS and the jail)	Complete	Mt. Edgecumbe Medical Center, Sitka Long-Term Care

EXPANSIONS





Expansions

Growth in Services

Since August 2019, SEARHC has been building efficiencies to support the premier healthcare delivery system for Sitka by eliminating duplication and combining operations, thereby allowing SEARHC to staff at a better level of care.

Efficiencies have already started to allow for growth. In addition to the added offerings of SCH, SEARHC expanded specialty care access to ENT, cardiology, urology and dermatology services in Sitka during 2019. This allows the opportunity for each and every Sitka resident to receive increased access to providers here at home, including more access to specialty care than ever before.

In 2020 and beyond, we are committed to providing enhanced, quality and sustainable services to the community of Sitka that is responsive to the needs of patients and residents. Planned growth includes expansion into bariatric surgery, as well as continuing to ensure improved access to services through the development of a new hospital on the MEMC campus.

Access to service continues to improve, while Sitka patients have increased by 30 percent, wait times have not gone up. Patient surveys for FY19 Q4 and FY20 Q1 showcase an overall satisfactory rating of 99 percent.



Today I saw a visiting neurologist, the first neurologist I've seen in over a year and a half. When our small-town hospital shut down at the end of July and was purchased by SEARHC, the regional Native Health Hospital, we were worried that we'd have fewer options for healthcare. I'm happy to report that our worries seemed to be unfounded. SEARHC has added several visiting specialists to their schedule, and one of the specialties is a neurologist. Ends up that the doctor I saw today has recently retired after a long career at Swedish Hospital in Seattle. He said as a new experience, he will be coming to Sitka every three months.

Frankly, I hate going to the doctor, but today was an exception and I'm looking forward to seeing him again in three months. After that visit, I'll likely plan on seeing him every six months.

ALS sucks, but life is good, and it's good to know that even in our remote little Alaskan town, we have access to excellent healthcare without having to travel out of town.

— Patient testimonial, Facebook, 2019



EMPLOYMENT





Employment

SEARHC's commitment to a smooth employee integration process is a prime objective toward being the employer of choice for clinical providers and staff, and SEARHC will apply this commitment to all current and future employees.

To create a comfortable transition environment, SEARHC provided regular communication with employees about the status of the transition, staffing changes and timeline updates to ensure all staff felt informed. Communication came via bi-weekly employee updates, staff meetings, and departmental meetings. All pertinent information about the transition was communicated to current and new staff in a welcoming tone, and with an awareness of the sensitivity surrounding the acquisition. SEARHC also used these communications to familiarize SCH staff with SEARHC's processes, history, strategic priorities and our values-based culture.

To achieve transition objectives, SEARHC brought in a variety of experts, specializing in human resources, pension, facility, IT, and more, to ensure a positive experience for both organizations.

SEARHC offered employment to each and every SCH employee and provider in good standing and guaranteed like positions and benefits.

“

There is still a sadness in me that SCH is no more. However, as I make Mt. Edgecumbe Medical Center my new professional home, I have found a sense of hope and excitement for the future. I spent the last 17 years working with incredible team members, creating a sense of community within a healthcare system. That has not changed with the merger. As I walk the halls of MEMC and engage in group meetings, the people to build incredible teams are still here and the need to create community within healthcare is still the goal. The exciting thing is that there is a larger pool of people to create teams with and the geographical campus has gotten larger. Knowing our patients and communities have the best group of healthcare members leading the way is key as we face any challenges that may lie ahead.

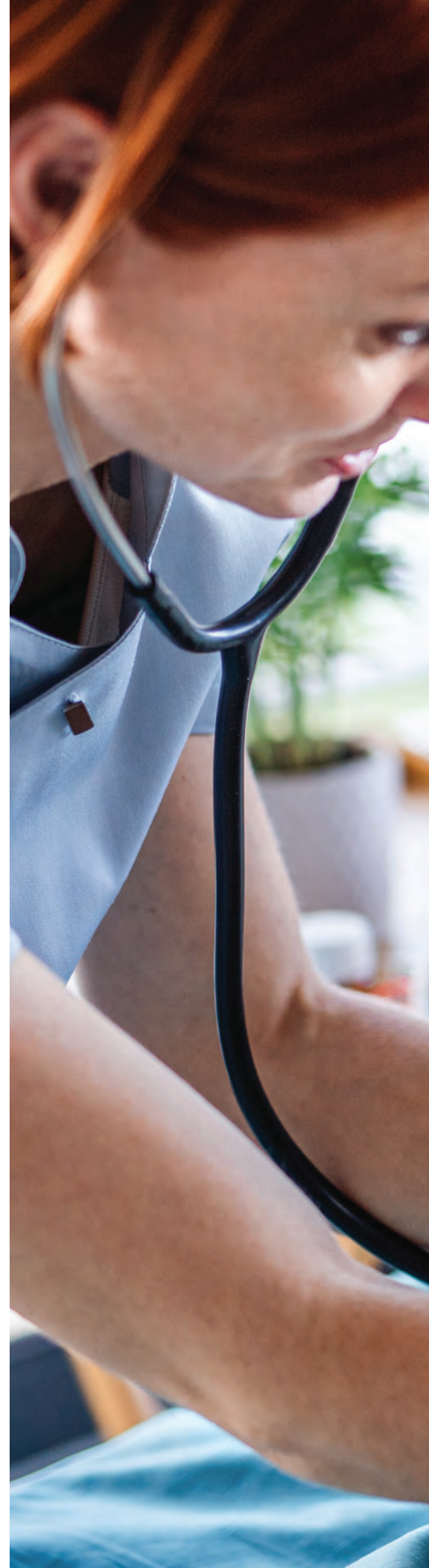
— Kateri “Kat” Richards, RN BSN, MEMC CNO, Sitka

”

We are excited to announce that Kateri “Kat” Richards, RN BSN, has accepted the position of MEMC Chief Nursing Officer (CNO). Kat came to SEARHC from SCH and immediately assumed the position of Assistant CNO. Kat has nearly 25 years of bedside experience, including more than a decade of service in nursing leadership positions.

We would also like to recognize SEARHC Registered Nurse Teresa Remington, who earned the national infusion nurse certification on the heels of being named a finalist for the 2019 March of Dimes Alaska Nurse of the Year Award. Remington revived the infusion program at Sitka Community Hospital and seamlessly transitioned those services to Mt. Edgecumbe Medical Center. Infusion services offered at MEMC include chemotherapy, immunotherapy and supportive care. Remington is currently serving 50 patients every month, allowing them to receive high-quality treatment closer to home.

Now that SCH employees are onboarded, SEARHC will survey key leaders periodically to gather input on their transition experience at SEARHC. Throughout the last few years, our employee satisfaction scores have continued to improve. We attribute rising employee satisfaction scores in part to frequent communication and we will continue our efforts in this realm.





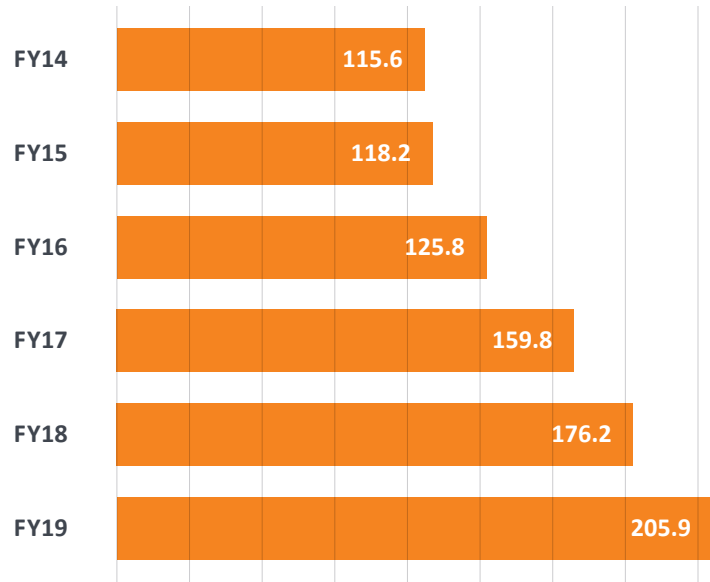
FINANCIAL SUSTAINABILITY





Financial Sustainability

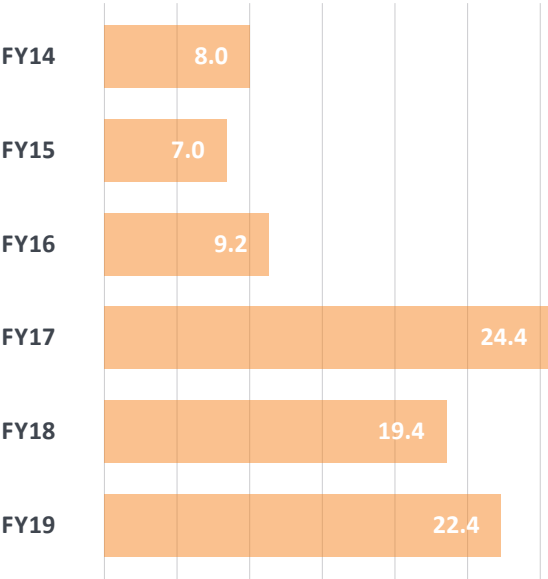
Total Revenue (\$ in MM)



SEARHC assumed all agreed to financial risk and responsibility for healthcare services in Sitka at the time of transition. The sustainable financial model allowed the CBS and SEARHC to create a thriving healthcare delivery system that everyone can count on for years to come.

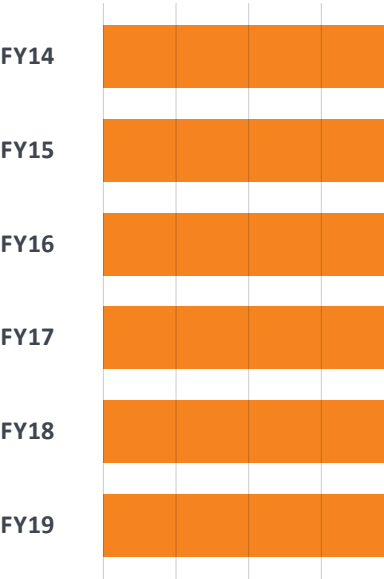


Net Income from Operations (\$ MM)

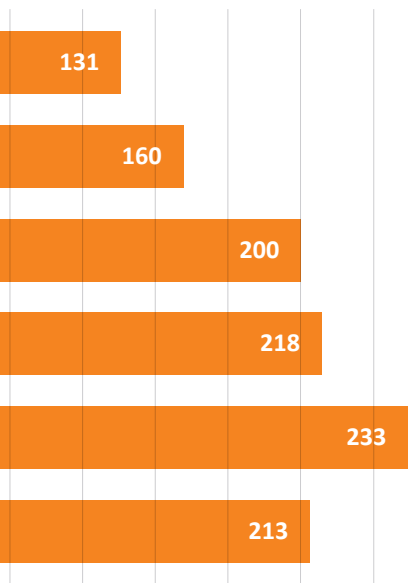


Review of SEARHC’s 5-year financial plan, annual audited statements, and key financial indicators were completed as part of the due diligence process. In addition, review of completed acquisitions and/or affiliations and the anticipated financial impact was part of the transition closing process.

Days Cash on Hand

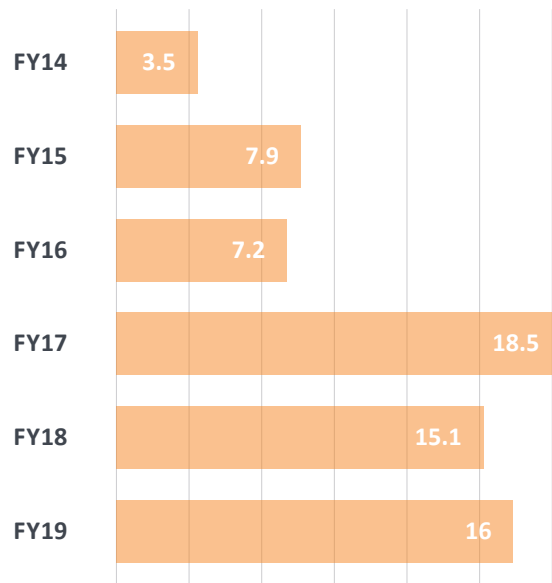


All necessary daily maintenance and repairs have been funded to support continued operations. The facility recently underwent significant capital improvements to enhance Sitka Long-Term Care and the Rehabilitation Clinic.



capital expenditures have
use at the SCH campus. The
nt remodel and upgrades to
provide space for Mountainside

Capital Spend (\$ MM)



SEARHC is committed to serving patients in difficult financial circumstances and will offer financial assistance to individuals who are unable to pay their hospital and/or clinic bills. Additionally, SEARHC offers a sliding scale discounted fee program that covers inpatient and outpatient services, including ancillary services, specialty, and surgical services.

GOVERNANCE + OVERSIGHT



A close-up photograph of a person's face and shoulder, showing a white medical coat and a patient's arm. The person's face is partially visible, showing their nose and mouth. The patient's arm is in the foreground, showing some skin texture.

Governance and Oversight

Update on Sitka Community Health Council

SEARHC's governance has established the Sitka Community Health Council to provide feedback regarding services, quality, and patient satisfaction. The Council's membership includes three members selected by SEARHC, and up to nine at-large members initially, jointly appointed by SEARHC and the CBS Assembly.

Members include:

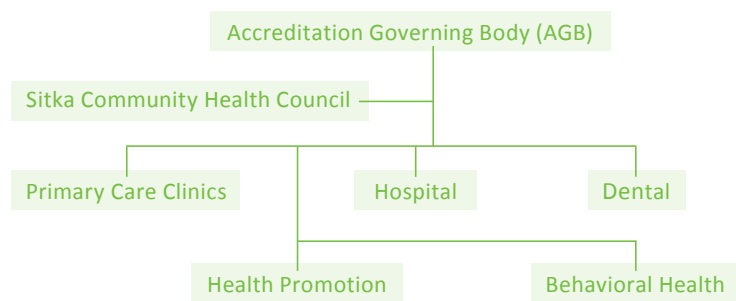
- John Leach, CBS Municipal Administrator
- Dave Miller, CBS At Large Member (1)
- Jay Sweeney, CBS At Large Member (1)
- Mary Ann Hall, SCH Hospital Board At Large Member (2)
- Dr. David Lam, SCH Hospital Board At Large Member (3)
- Dr. Richard Wein, SCH Hospital Board At Large Member (2)
- Fred Olsen Jr., STA At Large Member (2)
- Cayrn Coleman, STA At Large Member (3)
- Dr. Elliot Bruhl, SEARHC Representative
- Maegan Bosak, SEARHC At Large Member (3)
- Martha Pearson, SEARHC At Large Member (1)

Term limits identified in parentheses, in years.

The Council's responsibilities include providing:

- Feedback and information concerning the clinical and healthcare needs of the community to ensure these needs can be built into the planning process for SEARHC activities in Sitka
- Input relative to programs and services, quality of care, quality improvement, and patient satisfaction
- Input to ensure access to care, hiring practices, and core services remain the same

SEARHC Governance Structure



The Sitka Community Health Council met in November 2019 and is scheduled to meet in March 2020.

“

SEARHC did great job taking care of my daughter. They are very good and I recommend to anyone who needs healthcare.

— Patient testimonial, Facebook 2019

I’ve learned many things working for SEARHC and the company has helped me remain responsible for my duties. They trust their employees and don’t micromanage.

— Staff testimonial, Indeed.com

I was able to get everything I needed from the SEARHC Patient Representative. The service was very fast and I much appreciated the follow-up call.

— Patient testimonial, SEARHC Hotline

”



COMMUNICATIONS + MARKETING





Communications and Marketing Through the Transition

SEARHC's joint transition communications team collaborated with CBS and SCH to communicate pertinent information about the transition of SCH services to MEMC in a welcoming tone and with an awareness of the sensitivity surrounding the acquisition.

Communication to State and Local Agencies:

In accordance with state regulations, SEARHC and SCH completed all accreditation and regulatory requirements for closing the hospital, including providing the required notification of termination for all healthcare licenses and notification to appropriate federal and state agencies.

Communication to Sitka Residents:

Given the multitude of stakeholders affected by Sitka's medical system, communication with various groups was critical throughout the closure process. Key stakeholder groups included residents, patients, staff, community organizations, regional businesses, board members, and elected officials. To effectively reach all Sitka residents and visitors, SEARHC utilized a combination of paid, earned, and grassroots marketing tactics, including:

- Press releases
- Public service announcements
- External building signage
- Internal facility signage
- Direct mailer
- Newsprint ads
- Radio ads
- Digital paid search, display, and retargeting ads
- SCH transition website
- In-person presentations
- Distributed print pieces, including
 - Transition information cards
 - Flyers
 - A guide to healthcare in Sitka

Key messages included:

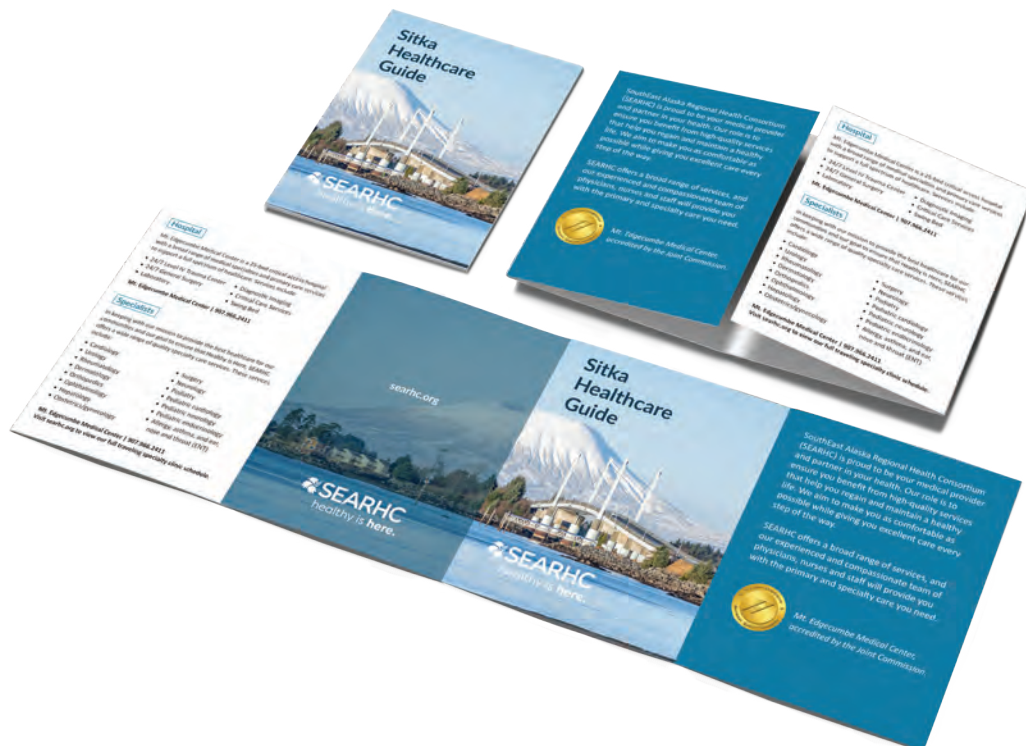
- Clearly communicating the dates of departmental shifts and closures
- Efficiently communicating the names and locations of all Sitka facilities

As part of the transition, there were name changes to a variety of facilities, including:

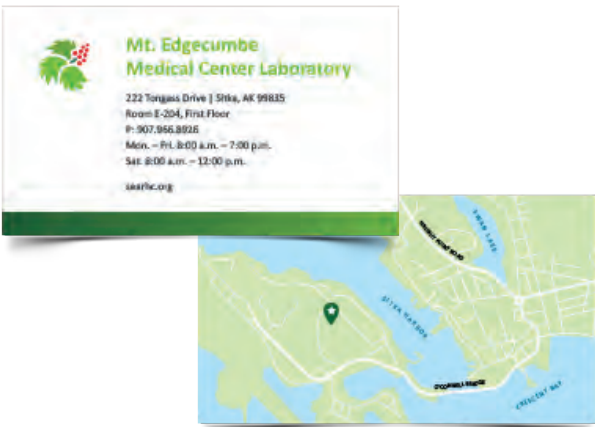
- Mt. Edgecumbe Hospital is now Mt. Edgecumbe Medical Center or MEMC
- Sitka Medical Center Express Care Clinic is now Mountainside Urgent Care
- Sitka Community Hospital is now Sitka Long-Term Care
- Oceanside Therapy Center is now Mountainside Rehabilitation Clinic

In addition, a hotline call in number and email address were created to address any questions or concerns. There were approximately 40 calls in total, all responded to or resolved within a 24 hours.

Healthcare Guide



Map Card



Print Ad



Direct Mailer





SEARHC

SOUTHEAST ALASKA REGIONAL HEALTH CONSORTIUM

searhc.org



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-060 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 3/4/2020 In control: City and Borough Assembly
On agenda: 3/10/2020 Final action:
Title: Approve the minutes of the February 20 and February 25 Assembly meetings
Sponsors:
Indexes:
Code sections:
Attachments: [Consent and Minutes](#)

Date	Ver.	Action By	Action	Result
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CONSENT AGENDA

POSSIBLE MOTION

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

I wish to remove Item(s) _____

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

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

POSSIBLE MOTION

I MOVE TO approve the minutes of the
February 20 and February 25 Assembly
meetings.



CITY AND BOROUGH OF SITKA

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

Minutes - Draft

City and Borough Assembly

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

*Interim Municipal Administrator: Hugh Bevan
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Thursday, February 20, 2020

6:00 PM

Assembly Chambers

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 4 - Eisenbeisz, Wein, Mosher, and Nelson

Absent: 2 - Christianson, and Paxton

Telephonic: 1 - Knox

IV. PERSONS TO BE HEARD

Jeff Farvour spoke to the need for a working waterfront and urged the Assembly to retain the Marine Services Center.

V. UNFINISHED BUSINESS:

A ORD 20-06 Making supplemental appropriations for Fiscal Year 2020 (*Crescent Harbor High Load Dock Project*)

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

No: 5 - Eisenbeisz, Knox, Wein, Mosher, and Nelson

Absent: 2 - Christianson, and Paxton

VI. NEW BUSINESS:

B 20-046 Discussion / Direction / Decision for the FY2021 Municipal Budget with focus

on Enterprise Funds, Internal Service Funds, and specific decision points

Interim Administrator Hugh Bevan stated this was the final budget meeting prior to budget books being prepared.

Electric Fund

Controller Melissa Haley reviewed the Electric Fund: change in working capital, depreciation, capital projects (feeder improvements, island improvements, meter replacement/upgrade, harbor meters, Green Lake overhaul phase I), new debt of \$3,000,000 USDA Rural Development Loan, and available working capital as of end of FY2019. Haley told of the proposed 2% rate increase noting the total annual impact of the rate increase was \$37.44. Haley spoke to the Electric Fund decision points: approve additional Relay Control Technician for two-year training period, approve seeking a low interest \$3,000,000 USDA Rural Development Loan (debt service currently in Electric Fund budget), and a decision on whether the General Fund subsidizes the Electric Fund to cover debt service for a period of time.

A motion was made by Mosher to direct staff (Administrator) to add the additional Relay Control Technician for a two-year training period. The motion PASSED by the following vote.

Yes: 5 - Knox, Wein, Mosher, Nelson, and Eisenbeisz

Absent: 2 - Paxton and Christianson

Members stressed it be documented this was for only a two-year period.

A motion was made by Mosher to approve seeking a low interest \$3,000,000 USDA Rural Development Loan for Phase 1 of the Green Lake Power Plant Overhaul. The motion PASSED by the following vote.

Yes: 5 - Wein, Eisenbeisz, Nelson, Knox, and Mosher

Absent: 2 - Paxton and Christianson

Wein reminded there was a limit to the amount of debt the City took on no matter how good the intention.

Assembly members discussed the matter of the General Fund subsidizing the Electric Fund to cover debt service. Eisenbeisz spoke in opposition. Wein wondered if the Green Lake loan could be done if the General Fund weren't to subsidize and preferred to wait and make a decision after more information was provided. Finance staff stated it was premature to make any assumptions not knowing if the Assembly was in support of the project. Bevan said the reason for recommending subsidization out of the General Fund was to protect the working capital in the Electric Fund. It was decided to revisit the matter at a future budget meeting.

Water Fund

Haley told of the change in working capital, depreciation, capital projects (water tanks, transmission main condition assessment, Blue Lake slope stabilization), said there was no new debt for FY2021, and told of the available working capital as of end of FY2019. Haley noted a proposed 2% rate increase yielding a total annual impact of \$12.48.

Wastewater Fund

Haley reviewed the change in working capital, depreciation, capital projects (WWTP blower manifold assessment, Lincoln Street lift station valve replacement, WWTP clarifier drive replacement, Thomsen Harbors lift station rehabilitation), told of no new debt for FY2021, and mentioned available working capital as of end of FY2019. Haley said a 2% rate increase had been proposed, an annual impact of \$15.84.

Solid Waste Fund

Haley noted the change in working capital, depreciation, capital projects (scrap yard tank circular concrete structure repairs and transfer station lighting), stated no new debt was planned for FY2021, and told of \$-1.8 million in available working capital as of the end of FY2019. Haley told of the proposed 5.5% rate increase yielding an annual impact of \$40.80. Haley noted the rate increase was driven by the operating costs. Wein believed a comprehensive solid waste management plan was needed. Public Works Director Michael Harmon stated City staff had worked with transfer station employees to better compact materials being shipped out.

Harbor Fund

Haley reviewed the change in working capital, depreciation, capital projects (Crescent Harbor lightering float repairs and Sealing Cove upland/parking lot paving repairs), told of no new debt for FY2021, and noted available working capital as of the end of FY2019. Haley told of the proposed 3% rate increase, however, noted the Port and Harbors Commission had recommended a 5% increase over the next three years and staff was looking for guidance from the Assembly.

A motion was made by Eisenbeisz to direct staff (Administrator) to include a 5% harbor rate increase in the FY2021 budget. The motion PASSED by the following vote.

Yes: 4 - Wein, Knox, Eisenbeisz, and Nelson

No: 1 - Mosher

Absent: 2 - Paxton and Christianson

Port and Harbors Commission member Chris Ystad told of the Commission's desire to have a constant rate for a three-year period for planning purposes and told of the Commission wanting to save money for future repairs.

Nelson voiced concern of a 5% rate increase and wondered with a less than favorable fishing season how people could budget for it. Mosher agreed and worried the increase may drive people out of town. Wein spoke in favor of cost averaging however reminding the City was reaching a tipping point with user rate increases.

Airport Terminal Fund

Haley spoke to the change in working capital, depreciation, capital project (exterior painting - front and south side), told of no new debt for FY2021, and noted available working capital as of end of FY2019. Public Works Director Michael Harmon stated the airport rehabilitation project phase 1 would begin in 2022; no funding had materialized

for phase 2.

Marine Service Center

Haley reviewed the change in working capital, depreciation, capital projects (arctic door replacement egress, freezer vestibule entry curtains, replace loading dock bumper, ramp transition, asphalt patch), told of no new debt planned for FY2021, and spoke to available working capital as of the end of FY2019. Members revisited the idea of retaining or selling the Center. Hugh reminded the Assembly had voted on February 11 to move forward with an RFP to sell or lease the Center.

GPIP Fund

Haley spoke to the change in working capital, depreciation, capital project (fixed crane for GPIP dock funded via transfer from Southeast Economic Development Fund), told of no new debt of FY2021, and noted available working capital as of end of FY2019. Members spoke to the idea of a fixed crane and some noted more information was needed. Bevan reminded it was an alternative to the Marine Service Center.

A motion was made by Wein to remove the fixed crane funding for the GPIP dock until further information was available. The motion FAILED by the following vote.

Yes: 3 - Nelson, Eisenbeisz, and Wein

No: 2 - Mosher and Knox

Absent: 2 - Paxton and Christianson

General Fund Pending Decisions

Haley reviewed items previously presented that were currently included in the preliminary FY2021 budget: Community Affairs (grant focus) position, Assistant Controller position (succession planning), and a higher salary for the Library Director. Items needing direction were: keep or eliminate vacant engineer position in Public Works Department, whether or not to add in \$15,000 in signing bonuses for new police officers, subsidize debt service of \$185,000 for USDA loan, continue to contract out TV coverage of Assembly meetings at \$9,000/year, and long range infrastructure and financial planning facilitator.

A motion was made by Mosher to remove the Community Affairs (grant focus) position from the FY2021 budget. The motion FAILED by the following vote.

Yes: 3 - Mosher, Nelson, and Wein

No: 2 - Knox and Eisenbeisz

Absent: 2 - Paxton and Christianson

Nelson reminded she had supported the decision to hire lobbyist Blank Rome on the condition the Community Affairs Director position was not filled. Eisenbeisz spoke in support of a grant writing position while Knox spoke of the need for the Community Affairs position. Wein reminded a grant writer could be contracted and preferred to focus on lobbying efforts.

A motion was made by Nelson to continue to contract live TV coverage of Assembly meetings in the amount of \$9,000 per year. The motion PASSED by the following vote.

Yes: 5 - Knox, Mosher, Eisenbeisz, Wein, and Nelson

Absent: 2 - Paxton and Christianson

Nelson believed there to be a lot of people who didn't have access to the available webstreaming of meetings. Wein reminded there was a number of uninformed people and eliminating live TV coverage didn't make sense.

Regarding the matter to keep or eliminate the vacant engineer position in Public Works, Knox believed eliminating the position would cause the Department to fall considerably behind and stress staff. Nelson reminded an option was to contract engineers as had been done in the past.

Assembly members discussed signing bonuses of \$5,000 for three new police officers. Knox and Wein wondered of the benefits. Nelson reminded employees of the Police Department didn't pay a health insurance premium and to give further concessions was wrong. Eisenbeisz understood the strategy but wondered of its effectiveness. Mosher, noting the shortage of officers, suggested a higher signing bonus of \$15,000.

A motion was made by Eisenbeisz to subsidize the Electric Fund from the General Fund in the amount of \$185,000 to cover debt payment of a USDA loan. The motion FAILED by the following vote.

Yes: 3 - Nelson, Knox, and Mosher

No: 2 - Wein and Eisenbeisz

Absent: 2 - Paxton and Christianson

Wein stated more information was needed before making a decision.

Information Technology Fund

Haley reviewed the change in working capital, depreciation, noted there were no new capital projects, no new debt, and told of available working capital as of the end of FY2019.

Central Garage Fund

Haley spoke to the change in working capital, depreciation, noted there was no new debt, stated the sinking fund was at \$5.9 million for vehicle replacement at the end of FY2020, spoke to available working capital, and reviewed composition of the fleet. Haley told of the assets being proposed to be replaced: lineman shop door replacement, Electric Department boom truck, Police Department Ford Explorer Interceptor, Water Department Ford Ranger, and Solid Waste Track Hoe. Bevan noted the list was half of what had originally been submitted by Departments. Some members suggested extending vehicle life further and spoke to a vehicle management system.

Building Maintenance Fund

Haley reviewed the change in working capital, depreciation, and available working capital. Haley stated the goal was to stop the fund from eating away at its working capital. Haley reminded this was a commitment made during last budget cycle; building maintenance staff and finance had developed the model.

VII. PERSONS TO BE HEARD:

None.

VIII. EXECUTIVE SESSION

None.

IX. ADJOURNMENT

A motion was made by Mosher to ADJOURN. Hearing no objections, the meeting ADJOURNED at 9:42 p.m.

ATTEST: _____

Sara Peterson, MMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

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

Minutes - Draft

City and Borough Assembly

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

*Interim Municipal Administrator: Hugh Bevan
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Tuesday, February 25, 2020

6:00 PM

Assembly Chambers

WORK SESSION 5:00 P.M.

20-055 Greater Sitka Chamber of Commerce / Visit Sitka

Rachel Roy and Laurie Booyse of the Greater Sitka Chamber of Commerce and Visit Sitka presented to the Assembly.

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Mayor Paxton and the Assembly thanked Interim Administrator Hugh Bevan for his service.

Present: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

IV. CORRESPONDENCE/AGENDA CHANGES

No agenda changes.

20-056 Reminders, Calendars, and General Correspondence

V. CEREMONIAL MATTERS

None.

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

20-047 Special Report: Planning Director Amy Ainslie - Municipal Land at 4951 Halibut Point Road, A Portion of Lot 1 USS 3670

Interim Municipal Administrator Hugh Bevan reminded a work session scheduled on this topic in January had been cancelled due to winter weather. Planning Director, Amy Ainslie, provided an overview and description of the area, history and patent restrictions, the current zoning, and utilities.

VII. PERSONS TO BE HEARD

Harvey Brandt stated the coronavirus was on the minds of many and urged the Assembly and City to prepare.

VIII. REPORTS

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

Mayor - Paxton provided a report on his attendance at the Winter AML Conference.

Interim Administrator - Bevan stated his last day was February 28, a utility director candidate would visit Sitka in the next couple of weeks, and budget books would be distributed February 27.

Attorney - Hanson stated he had just returned from vacation.

Liaison Representatives - Wein reported on the following meetings: Port and Harbors Commission, SEDA, Health Needs and Human Services Commission, and Planning Commission.

Clerk - Peterson spoke of upcoming meetings and the importance of participating in the 2020 Census.

Other - Eisenbeisz spoke to the importance of being proactive about the Coronavirus and Wein read a paragraph from the quarterly financial reporting package regarding the General Fund.

IX. CONSENT AGENDA

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

Yes: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

A 20-048 Approve the minutes of the February 6 and February 11 Assembly meetings

This item was APPROVED ON THE CONSENT AGENDA.

B 20-049 Approve a liquor license renewal application for Dove Island Lodge & Sitka

Sportfishing Charters, LLC dba Dove Island Lodge at Dove Island

This item was APPROVED ON THE CONSENT AGENDA.

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- C 20-050** Appoint 1) Justin Mullenix to a three-year term on the Local Emergency Planning Committee under Category 4 (Community Groups), and, 2) Joel Hanson to a three year-term on the Local Emergency Planning Committee under Category 6 (Members of the Public)

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

Yes: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

XI. UNFINISHED BUSINESS:

- D ORD 20-02S(A)** Amending Title 6 "Business Licenses And Regulations", Title 19 "Building and Construction", and Title 22 "Zoning" of the Sitka General Code by modifying Chapter 6.12 "Mobile and Manufactured Homes and Mobile and Manufactured Home Parks", Chapter 19.09 "Residential Code", Chapter 22.08 "Definitions", Chapter 22.16 "District Regulations", Chapter 22.24 "Special Use Permits" and adding Sections 6.12.205 "Construction Requirements For Tiny Houses and Tiny Houses On Chassis", Section 22.08.798 "Tiny House", and Section 22.08.799 "Tiny Houses On Chassis" *(1st reading)*

Planning Director Amy Ainslie and Planning Department Special Projects Manager Scott Brylinsky addressed the Assembly. They told of the interest generated by the topic and spoke to misinformation that had circulated. Ainslie thanked Brylinsky for his work and noted the department had received an unsolicited phone call from the Tiny Home Industry Association complimenting the department on a well-written ordinance and that it could possibly be used as a nationwide model.

Speaking from the public, Connor Nelson reminded tiny homes had always been allowed and expressed concern the proposed ordinance would wipe out previously adopted code regarding HUD building standards. Andrew Thoms and Tamara Kyle spoke in support of the proposed ordinance.

A discussion of the Assembly ensued. Wein wondered of liability issues. Municipal Attorney Brian Hanson stated he had no liability concerns, was satisfied and pleased with the research Brylinsky had done, and noted the subject was in the hands of the Assembly as policy makers. Nelson spoke in opposition; stating the capability of tiny homes already existed.

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

Yes: 6 - Christianson, Eisenbeisz, Knox, Wein, Paxton, and Mosher

No: 1 - Nelson

- E ORD 20-04** Making supplemental appropriations for Fiscal Year 2020 *(Pet Adoption Fund)*

/ GPIIP Dock Expense / Permanent Fund Fees)

Wein mentioned he had inquired to the reason for the budget adjustment and had discovered there had been an abnormally high increase of abandoned litters of kittens in Sitka.

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

Yes: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

F ORD 20-05

Amending appropriations for Fiscal Year 2020 (*Removing Subsidies for Harbor / School Bond Debt*)

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

Yes: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

XII. NEW BUSINESS:**G 20-051**

Award the 2020 / 2021 Cruise Ship Passenger Transit Service contract to Halibut Point Marine Services

Members discussed the contract and offered opinions. Wein believed the money could be repurposed instead of being used to subsidize Halibut Point Marine's (HPM) bus service. Knox, Mosher, and Nelson spoke in support. Eisenbeisz spoke to the wear and tear of the buses on roads and environmental damage. Interim Administrator Hugh Bevan reminded each cruise ship passenger paid the state approximately \$30 in tax. Over the past few years about \$450,000 per year had been remitted from the state to the city based on the number of passengers coming through. Bevan stated the contract passed \$1 per passenger (of the money they had paid in tax) to HPM.

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

Yes: 6 - Christianson, Eisenbeisz, Knox, Paxton, Mosher, and Nelson

No: 1 - Wein

H RES 20-03

Declaring a climate emergency and mobilization effort to adapt to a changing climate

Speaking in support of the resolution: Eric Jordan, Jon Martin, Esther Burdick, Fiona Ferguson, Joel Hanson, Lauren Bell, Tava Guillory, Kate Zaczkowski, Linda Behnken, Sam Skaggs, Cora Dow, Darby Osborne, Francis Brown, Chandler O'Connell, Abby Fish, Blake LaPerriere, Erik Jong, Harvey Brandt, Katie Riley, Andrew Thoms, and Amy Voles.

Speaking in opposition: Mike Svenson, Shirley Robards, Gary Oines, and Connor Nelson.

The Assembly discussed the resolution. Christianson spoke to the importance of the city doing their part and noted potential cost savings. Knox stated it was time to stop kicking the issue down the road and the actions written in the resolution were something the city could do to encourage a positive change. Nelson spoke in

opposition to the last page of the resolution noting the money and significant staff time involved. Paxton while concerned about climate change was opposed to the tasks associated with the resolution. Wein stated the problem driving the carbon footprint was human behavior. Nelson, Mosher, and Wein spoke in support of taking the issue to the next election.

A motion was made by Christianson that this Resolution be APPROVED on FIRST AND FINAL READING. The motion FAILED by the following vote.

Yes: 3 - Christianson, Eisenbeisz, and Knox

No: 4 - Wein, Paxton, Mosher, and Nelson

I RES 20-02

Increasing cruise ship tender fees, implementing cruise ship security fees, and increasing float plane tenant rate

Christianson spoke to the float plane facility rate, the poor condition of the facility, and wondered if rates should be raised. Knox relayed comments at a recent Port and Harbors Commission meeting were supportive and understanding of the increase. Wein reminded the current condition was one reason the city was moving forward with a new facility. Eisenbeisz spoke to the need for a comparable rate to that of a skiff user.

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

Yes: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

J 20-052

Approve reallocating existing Electric Department capital project appropriations to supplement the "Green Lake Power Plant 40 Year Overhaul Phase 1 of 3" project by \$1,519,605.30

Interim Administrator Hugh Bevan noted staff had tightened up the management of projects in an effort to reduce the amount of debt for Green Lake Phase 1.

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

Yes: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

K RES 20-04

Authorizing the Municipal Administrator to apply for and execute a loan with the U.S. Department Of Agriculture Rural Development for \$3,000,000 to fund the Sitka Green Lake Hydroelectric Rehabilitation Phase 1 Project ("The Project") for the completion of the design and construction of the project in accordance with the FY2021 budget

Interim Administrator Hugh Bevan clarified the intent was to apply for the loan, not apply and execute. Once the details were known, the loan would be brought back to the Assembly for approval to execute the loan.

A motion was made by Christianson that this Resolution be APPROVED on FIRST AND FINAL READING. The motion PASSED by the following vote.

Yes: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

XIII. PERSONS TO BE HEARD:

Justin Mullenix spoke to the Assembly about affordable housing and climate change.

Michael Harmon and Brian Hanson thanked Interim Administrator Hugh Bevan for his service to the city.

XIV. EXECUTIVE SESSION**L 20-054**

Subjects that tend to prejudice reputation and character / Grievance over misrepresentation of Resolution 2019-26 (Roadless Rule) document submitted

Mayor Paxton stated the executive session was about him and it was his desire to hold the conversation in public. Paxton said he made mistakes related to the correspondence included with Resolution 2019-26 and had not intended to diminish the resolution. Members believed Paxton's explanation adequately addressed concerns. Deputy Mayor Eisenbeisz reminded the grievance had been addressed to him, spoke to his research and communications with the Municipal Attorney, and believed there was a default that needed to be cured. Eisenbeisz stated the resolution should have been sent on its own merit without additional comments from an outside organization. Eisenbeisz stated he met with Senator Murkowski on her recent trip to Sitka and presented a new copy of the resolution and reminded it was the Assembly's official position on the Roadless Rule. This action he believed to cure the default. Eisenbeisz stated he had reported back to Larry Edwards, the submitter of the grievance, and Edwards had additionally requested a copy of the resolution be resent to the city lobbyist noting it was the Assembly's official position. The Clerk was asked to contact the lobbyist.

XV. ADJOURNMENT

A motion was made by Mosher to ADJOURN. Hearing no objections, the meeting ADJOURNED at 9:12 p.m.

ATTEST: _____
Sara Peterson, MMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-059 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 3/4/2020 In control: City and Borough Assembly

On agenda: 3/10/2020 Final action:

Title: Approve a liquor license renewal application for Beak LLC dba Beak Restaurant at 2 Lincoln Street, Suite 1A

Sponsors:

Indexes:

Code sections:

Attachments: [Motion and Memos.](#)
[LGB Notice - City of Sitka in Borough 4971](#)
[4971 Complete Renewal Application](#)

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

POSSIBLE MOTION

I MOVE TO approve a liquor license renewal application for Beak, LLC dba Beak Restaurant at 2 Lincoln Street, Suite 1A and forward this approval to the Alcoholic Beverage Control Board without objection.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Paxton and Assembly Members
John Leach, Municipal Administrator *ML*

From: Sara Peterson, Municipal Clerk

Date: March 4, 2020

Subject: Approve a liquor license renewal application for Beak Restaurant

Our office has received notification of the following liquor license renewal application:

Lic #: 4971
DBA: Beak Restaurant
License Type: Restaurant / Eating Place
Licensee: Beak, LLC
Premises Address: 2 Lincoln Street, Ste. 1A

A memo was circulated to the various departments who may have a reason to protest the renewal of this license. No departmental objections were received.

Recommendation:

Approve the liquor license renewal application for Beak, LLC dba Beak Restaurant and forward this approval to the Alcoholic Beverage Control Board without objection.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Utility Billing Clerk – Diana
Collections - Carolyn
Municipal Billings – Lindsey
Sales Tax/Property Tax - Justin
Fire Department
Police Department
Building Official(s)

From: Sara Peterson, Municipal Clerk

Date: February 25, 2020

Subject: Liquor License Renewal Application – Beak Restaurant

The Municipal Clerk's Office has been notified by the Alcohol and Marijuana Control Office of the following liquor license renewal application submitted by:

Lic #: 4971
DBA: Beak Restaurant
License Type: Restaurant / Eating Place
Licensee: Beak, LLC
Premises Address: 2 Lincoln Street, Ste. 1A

Please notify no later than **noon on Tuesday, March 3** of any reason to protest this renewal request. This request is scheduled to go before the Assembly on March 10.

Thank you.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce,
Community,
and Economic Development

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

February 25, 2020

City and Borough of Sitka

Via Email: sara.peterson@cityofsitka.org ; melissa.henshaw@cityofsitka.org

Re: Notice of 2020/2021 Liquor License Renewal Application

4971	Beak Restaurant	Restaurant/Eating Place
------	-----------------	-------------------------

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

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

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

A handwritten signature in black ink, appearing to read "Glen Klinkhart".

Glen Klinkhart, Director

amco.localgovernmentonly@alaska.gov



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

Alaska Alcoholic Beverage Control Board

Restaurant or Eating Place License

Form AB-17a: 2020/2021 Renewal License Application

What is this form?

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing restaurant or eating place liquor license that is due to renew by December 31, 2019. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only should be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

This form must be completed and submitted to AMCO's main office before any license renewal application will be reviewed. Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees that an application will be considered complete, or that a license will be renewed.

Section 1 – Establishment and Contact Information

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

Licensee:	Beak, LLC	License #:	4971
License Type:	Restaurant/Eating Place		
Doing Business As:	Beak Restaurant		
Premises Address:	2 Lincoln Street, Ste. 1A		
Local Governing Body:	City & Borough of Sitka		
Community Council:	None		

Mailing Address:	692 Indran River Rd.				
City:	Sitka	State:	AK	ZIP:	99835

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual **must be a licensee** who is required to be listed in and authorized to sign this application.

Contact Licensee:	Renee J. Trafton	Contact Phone:	(303) 478-2940
Contact Email:	Renee@beakrestaurant.com		

Optional: If you wish for AMCO staff to communicate with an individual who is not a licensee named on this form (eg: legal counsel) about this application and other matters pertaining to the license, please provide that person's contact information in the fields below.

Name of Contact:		Contact Phone:	
Contact Email:			

AMCO

**Form AB-17a: 2020/2021 Restaurant Renewal License Application****Section 2 – Entity or Community Ownership Information**

Licensees who directly hold a license as an individual or individuals should skip to Section 3. General partnerships and local governments should skip to the second half of this page. All licensees that are corporations or LLCs must complete this section. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). The CBPL Entity # below is neither your EIN/tax ID number, nor your business license number. **You may view your entity's status or find your CBPL entity number by visiting the following site:** <https://www.commerce.alaska.gov/cbp/main/search/entities>

Alaska CBPL Entity #:	10056808
-----------------------	----------

You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.

RJT

This subsection must be completed by any community or entity, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

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

Important Note: The information provided in the below fields (including spelling of names, specific titles, and percentages held) must match that which is listed with CBPL. If one individual holds multiple titles mentioned in the bullets above, all titles must be listed for that individual on this application and with CBPL. Failure to list all required titles constitutes an incomplete application. **You must list ALL of your qualifying officials, additional copies of this page or a separate sheet of paper may be submitted if necessary.**

Name of Official:	Renee J. Trafton				
Title(s):	Owner	Phone:	(303) 478-2940	% Owned:	100
Mailing Address:	492 Indian River Rd				
City:	SITKA	State:	AK	ZIP:	99835

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	

**Form AB-17a: 2020/2021 Restaurant Renewal License Application****Section 3 – Sole Proprietor Ownership Information**

Entities, such as corporations or LLCs, should skip this section. This section must be completed by any licensee who directly holds the license as an **individual or multiple individuals** and is applying for license renewal. If more space is needed, please attach a separate sheet that includes all of the required information.

The following information must be completed for each licensee and each affiliate.

This individual is an: ☐ applicant ☐ affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

This individual is an: ☐ applicant ☐ affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

Section 4 – Alcohol Server Education

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

Initials

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, as set forth in AS 04.21.025 and 3 AAC 304.465.

RST

Section 5 – License Operation

Check a **single box** for each calendar year that best describes how this liquor license was operated:

2018 2019

The license was regularly operated continuously throughout each year.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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The license was regularly operated during a specific season each year.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

The license was only operated to meet the minimum requirement of 240 total hours each calendar year.

If this box is checked, a complete copy of Form AB-30: Proof of Minimum Operation Checklist, and all necessary documentation must be provided with this application.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both of the calendar years.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

If this box is checked, a complete copy of Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated for at least the minimum requirement, unless a complete copy of the form (including fees) has already been submitted for that year.



Alaska Alcoholic Beverage Control Board

Form AB-17a: 2020/2021 Restaurant Renewal License Application

Section 6 – Violations and Convictions

Applicant violations and convictions in calendar years 2018 and 2019:

Yes No

Have any notices of violation (NOVs) been issued for this license in the calendar years 2018 or 2019?

☐ ☒

Has any person or entity named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2018 or 2019?

☐ ☒

If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

Section 7 – Certifications

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

Initials

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

☐ RST

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers, managers, general partners, or stakeholders) from what is currently approved and on file with the Alcoholic Beverage Control (ABC) Board.

☐ RST

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

☐ RST

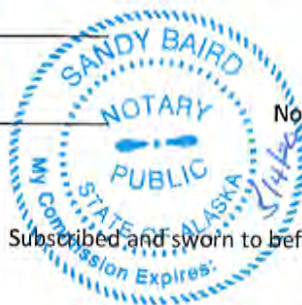
I am submitting as part of this application a completed copy of Form AB-33: Restaurant Receipts Affidavit, to provide evidence to the ABC Board that this establishment met the food sales requirement set forth in AS 04.11.100(e).

☐ RST

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board or AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

Renee J. Trafton
Signature of licensee

Renee J. Trafton
Printed name of licensee



Sandy Baird
Signature of Notary Public

Notary Public in and for the State of Alaska

My commission expires: 1/4/2021

Subscribed and sworn to before me this 18 day of December, 20 19.

Seasonal License? ☐ Yes ☒ No

If "Yes", write your six-month operating period: _____

License Fee:	\$ 600.00	Application Fee:	\$ 300.00	TOTAL:	\$ 900.00
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-063 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 3/4/2020 In control: City and Borough Assembly
On agenda: 3/10/2020 Final action:
Title: Reappoint Nicole Filipek to a three-year term on the Library Commission
Sponsors:
Indexes:
Code sections:
Attachments: [Motion Filipek](#)
[Filipek Application Library](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO reappoint Nicole Filipek to a three-year term on the Library Commission.



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

Board/Commission/Committee: Library Commission

Name: Nicole Filipek Preferred Phone: [REDACTED]

Address: [REDACTED] Alternate Phone: [REDACTED]

Email Address: [REDACTED] Fax Number: [REDACTED]

Length of Residence in Sitka: 6 years Registered to vote in Sitka? ☒ Yes ☐ No

Employer: Three to 5 preschool

Organizations you belong to or participate in:

Library Commission, Dolly Parton Imagination Library - Sitka affiliate, Emblem Club, Woman's Club

Explain your main reason for applying:

Seeking continuation of appointment.

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

One term on library commission, served both as Secretary and chair, history of volunteerism w/ libraries

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

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

NONE

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

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

Date: February 27, 2020 Signature: Nicole Filipek

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

February 27, 2020

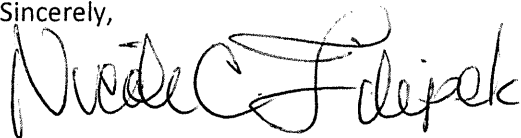
Dear City and Borough of Sitka Assembly and Administration,

Please consider me for re-appointment to a three-year term on the Library Commission. I began my first appointment in February 2017, while the library was under the direction of Mr. Robb Farmer and one year after the library came to occupy the renovated facility. Since that time, I have seen the turnover of three library directors. All the commissioners serving at the time of my appointment have either resigned or retired their posts. I am the longest serving member of the commission, after only one term. There has been a tremendous amount of change and upheaval during my time of service. Regardless, I have learned a great deal not only about libraries and municipal government, but what it means to serve a greater purpose.

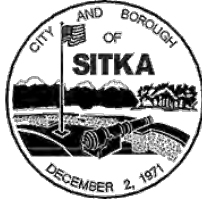
During the tenure of Mr. Andrew Murphy, I became familiar with library operations and staff dynamics. During the tenure of Ms. Kathryn Hurtley, I came to see how the library fits in to the municipality and to the library world in general. With the departure of Director Hurtley, I became acutely aware that our library is experiencing growing pains, and that the future of the library hinges on the ability of staff, the commission, the Friends of the Library, the patrons and the citizens of Sitka to come together with a vision for the future of our library so that the library may endure, regardless who is manning the ship.

I have been serving as chair for the last 14 months, and I have recently taken the lead on researching the role of the library commission, the duties and responsibilities of commissioners, and the work we are expected to perform to advocate and support the library. There is a great deal of work ahead, and I am prepared to continue to pursue my mission. The recent hire of a new library director and the exciting work of generating a strategic plan for the future give me hope that, if granted, my next three year appointment will also experience tremendous change, for the betterment of the library and the City.

Sincerely,

A handwritten signature in black ink, reading "Nicole C. Filipek". The signature is written in a cursive, flowing style with a large initial "N".

Nicole C. Filipek



LIBRARY COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
NICOLE FILIPEK PO Box 251	206-769-3685 nicolefilipek@gmail.com	2/14/17	2/14/20	Chair
DARRYL REHKOPF 210 Observatory Street	738-5629 darrylrehkopf@hotmail.com	8/22/17 5/14/19	4/12/19 5/14/22	Vice Chair
DANIEL GUNN 204 Marine Street	738-0738 danielforestgunn@gmail.com	1/23/18 1/8/19	1/12/19 1/8/22	Secretary
PAUL BAHNA 3001 Barker Street	747-7749 623-0945 bnbahna@alaska.edu	7/24/18	6/13/20	Eidler/Litman's term
STEPHEN MORSE 314 Tilson Street	509-607-7327 stephen_morse@hotmail.com	4/24/18 2/26/19	1/26/19 2/26/22	
SANDRA FONTAINE PO Box 2114	623-0444 thimbleberrysam@gmail.com	1/28/20	1/28/23	
JOSHUA THOMAS PO Box 473	817-471-6054 Josh0417@att.net	9/13/16 8/27/19	9/13/19 8/27/22	Resigned 12/4/19
Thor Christianson 500 Lincoln Street A9	738-2491 assemblychristianson@cityofsitka.org			Assembly Liaison
Elizabeth O'Donnell				Emeritus Member
Alice Johnstone				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, 6:00 p.m. at Harrigan Centennial Hall, 330 Harbor Drive

OATH OF OFFICE REQUIRED

Revised: January 29, 2020



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-064 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 3/4/2020 In control: City and Borough Assembly

On agenda: 3/10/2020 Final action:

Title: Appoint Nalani Natise-Durden James to an unexpired term on the Library Commission

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Natise-Durden James](#)
[James Application Library](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO appoint Nalani Natise-Durden James to an unexpired term on the Library Commission.



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

Board/Commission/Committee: Library Commission

Name: Nalani Natise-Durden James Daytime Phone: [REDACTED]

Address: [REDACTED] Evening Phone: [REDACTED]

Email Address: [REDACTED] Fax Number: [REDACTED]

Length of Residence in Sitka: 1 1/2 years Registered to vote in Sitka? ☒ Yes ☐ No

Employer: SEARCH / Sitka Farmers Market

Organizations you belong to or participate in:

Sitka Farmers Market, Sitka School district, Hoops for Life, Sitka Tribe of Alaska, Sitka Youth Soccer, and Sitka Library.

Explain your main reason for applying:

I visit the library frequently with our children and was offered the opportunity via recommendation to apply through children's librarian Maite. I believe she sees my spirit for community. I offer in all facets of my being.

The background experience I feel I offer to being a library board member is my diversity experience with cultural engagement among tribal youth & Elders, educational support for public schools, community involvement and all endeavors with youth.

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: 2/21/2020 Signature: Nalani James

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

NALANI JAMES

Summary

Personable and dedicated Customer Service Representative with extensive experience in community-based industry. Solid team player with upbeat, positive attitude and proven skills in establishing rapport with clients. Motivated to maintain customer satisfaction and contribute to company success. Specialize in quality, speed and process optimization. Articulate, enthusiastic and results-oriented with demonstrated passion for building relationships, cultivating partnerships and growing businesses.

Skills

- Organization and efficiency
- Deadline-oriented
- Event coordination
- Confidential document control
- Staff training and development
- Organizational strengths
- MS Office proficient
- Superior communication skills
- Loss prevention
- Effective team player

Experience

Paraprofessional | Sitka School District - Sitka, AK | 09/2018 - 05/2019

Supported students in developing strategies for individual needs and classroom group dynamics.

- Helped prepare and execute daily plans for activities and lessons
- Planned and led activities to develop students' physical, emotional and social growth
- Promoted language development skills through reading and storytelling
- Conducted special assessments and tutoring sessions to support individual student needs
- Prepared visual aids, equipment and classroom displays
- Performed diverse tasks for teachers, including clerical support, classroom management and document coordination

Warehouse Supervisor | United Parcel Service - Farmington, NM | 09/2015 - 05/2018

- Participated in meetings with upper management to roll out initiatives and procedures that met benchmarks for production, quality and safety
- Complied with all standards and protocol requirements regarding warehouse operations, shipping and receiving and material handling
- Identified production problems through careful assessment of quality control system deficiencies
- Supervised scheduling for freight and package shipments and managed return and transfer procedures
- Assessed employee performance and facilitated commendations and discipline as necessary
- Increased productivity through cross-training and thorough training of both current employees and new hires

Healthcare Assistant | State Of California | 11/2008 - 06/2014

- Helped examine and treat patients by assisting with instruments, injections and suture removal
- Maintained all confidential personnel files, licensing and CPR compliance records
- Oversaw implementation of patient management plans
- Ran errands for clients and transported to appointments to maintain wellness and support daily living needs
- Dressed, groomed and fed patients with limited physical abilities to efficiently handle basic needs

PTO President | Farmington School District - Farmington , NM | 05/2017 - 05/2018

- Trained and coordinated parent volunteers and provided information on volunteer opportunities within the school and community
- Fostered relationships with parents and community to create a safe and effective academic environment conducive to student learning
- Assisted with the development of family-focused events, programs and workshops
- Informed parents of school procedures, instructional programs, Title 1 funding and roles of administrators and staff
- Secured new funding from private resources through grant writing
- Coordinated vendors, timelines and budgets for events
- Organized corporate luncheons, dinners, conferences and special events
- Oversaw volunteer logistics, including schedule, inventory and transportation management
- Developed and published monthly citizen newsletter

Education and Training

University of Hawaii - West Oahu | Kapolei, HI

Associate of Arts: Liberal Arts

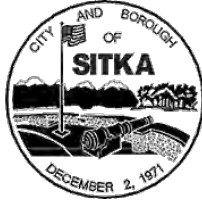
University of Alaska Southeast | Sitka, Alaska

Youth Mental Health Management Certification

Sitka School District | Sitka, Alaska

Crisis Prevention Training / Certification

C.P.R. & B.L.S. Certification | Sitka, Alaska



LIBRARY COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
NICOLE FILIPEK PO Box 251	206-769-3685 nicolefilipek@gmail.com	2/14/17	2/14/20	Chair
DARRYL REHKOPF 210 Observatory Street	738-5629 darrylrehkopf@hotmail.com	8/22/17 5/14/19	4/12/19 5/14/22	Vice Chair
DANIEL GUNN 204 Marine Street	738-0738 danielforestgunn@gmail.com	1/23/18 1/8/19	1/12/19 1/8/22	Secretary
PAUL BAHNA 3001 Barker Street	747-7749 623-0945 bnbahna@alaska.edu	7/24/18	6/13/20	Eidler/Litman's term
STEPHEN MORSE 314 Tilson Street	509-607-7327 stephen_morse@hotmail.com	4/24/18 2/26/19	1/26/19 2/26/22	
SANDRA FONTAINE PO Box 2114	623-0444 thimbleberrysam@gmail.com	1/28/20	1/28/23	
JOSHUA THOMAS PO Box 473	817-471-6054 Josh0417@att.net	9/13/16 8/27/19	9/13/19 8/27/22	Resigned 12/4/19
Thor Christianson 500 Lincoln Street A9	738-2491 assemblychristianson@cityofsitka.org			Assembly Liaison
Elizabeth O'Donnell				Emeritus Member
Alice Johnstone				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, 6:00 p.m. at Harrigan Centennial Hall, 330 Harbor Drive

OATH OF OFFICE REQUIRED

Revised: January 29, 2020



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-067 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 3/4/2020 In control: City and Borough Assembly

On agenda: 3/10/2020 Final action:

Title: Appoint Jennifer Klejka to a three-year term on the Local Emergency Planning Committee under Category 2 (Law Enforcement, Civil Defense, Fire Fighting, First Aid, Local Evnt/Hospital, and Transportation Personnel)

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Klejka](#)
[Klejka Application LEPC](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO appoint Jennifer Klejka to a three-year term on the Local Emergency Planning Committee under Category 2 (Law Enforcement, Civil Defense, Fire Fighting, First Aid, Local Evnt/Hospital, and Transportation Personnel).

State of Alaska
LOCAL EMERGENCY PLANNING COMMITTEE
INDIVIDUAL APPLICATION FORM FOR MEMBERSHIP ON LEPC

LEPC name: Sitka Local Emergency Planning Committee

Applicant name: Jennifer Klejka

Mailing address: [REDACTED]

Residence address: [REDACTED]

Day phone: [REDACTED] Home Phone (optional): _____

Where employed: Sitka Fire Department Job title: engineer

LEPC category/seat that applicant seeks: 2

Categories: 1) Elected local officials, 2) Law Enforcement, Civil Defense, Fire Fighting, First Aid, Local Env't/Hospital, and Transportation Personnel, 3) Media/Broadcast, 4) Community Groups, 5) Owners/Operators of Facilities, 6) Members of the Public, 7) LEPC Information Coordinator/SERC liaison

New applicant ☒ Renewal _____ Regular member _____ Alternate member _____

Qualifications for this category: I am the hazmat coordinator for the

sitka fire department i have sat in on the lepc meetings

for the last 3 years. I would like to officially join the LEPC.

I have been employed/associated with Sitka Fire for 5 years.

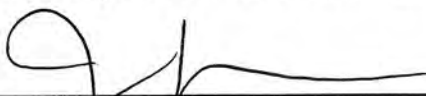
Organizations in which applicant participates (that are pertinent to the application): _____

Sitka Fire Department

Please provide enough information to demonstrate an applicant's eligibility or suitability for a particular seat on the LEPC. For the Public At Large position, please state whether an applicant qualifies for any other category on the LEPC.

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

I hereby certify that the above information is correct and that I have not misrepresented myself.


Signature

03/04/20
Date

→ To be considered, your application must be complete AND be accompanied by either a letter of interest or resume. Return to:

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



LOCAL EMERGENCY PLANNING COMMITTEE

NAME	CONTACT NUMBERS		TERM STARTS	EXPIRES	CATEGORY
DAVE MILLER, CHAIR	747-1860	dave.miller@cityofsitka.org	Permanent	Fire Chief*	2
GEORGE BENNETT JR. 225 Tongass Drive	966-8916	gbennett@searhc.org	3/28/17	3/28/20	2
SHANNON FREITAS 222 Tongass Drive	966-8511	shannonf@searhc.org	3/28/17	3/28/20	2
ALAN STEVENS 2606 Sawmill Creek Road	747-8848 738-8237	astevenssit@gmail.com	1/23/18	1/23/21	2
DAVID BIRKY 611 Airport Road	966-5525 503-510-3401	david.a.birky@uscg.mil	11/8/18	11/8/21	2
DONNA CALLISTINI 208 Lake Street #2G	747-7107 w 747-5494	donna.callistini@yahoo.com	10/26/10, 11/12/13 1/23/18	10/26/13, 11/12/16 1/23/21	3
GAYLE HAMMONS 210 Kruzof Street	738-3028 c	kghammons@gmail.com	7/28/15	7/28/18 11/8/21	3
BECKY MEIERS 2 Lincoln Street Ste. B	747-5877	generalmanager@kcaw.org	12/11/18	12/11/21	3
AMY ZANUZOSKI 113 Metlakatla Street	966-8237	amyz@scpsak.org	6/12/18	6/12/21	4
JUSTIN MULLENIX 503 Marine Street	907-290-4306 907-623-8155 h	justin.mullenix2.mil@mail.mil	2/25/20	2/25/23	4
TRISH WHITE 117 Granite Creek Road	747-8006X202 w; 747-5976 h	trish@whitesalaska.com	3/10/09, 3/13/12 3/24/15, 3/27/18	3/10/12, 3/15/15 3/24/18, 3/27/21	5
SCOTT WAGNER 304 Nicole Drive	747-3791 h 738-2729 c	scott_wagner@nsraa.org	11/12/13 12/27/16 1/14/20	11/12/16 12/27/19 1/14/23	5
MARY ANN HALL 2037 Halibut Point Road	738-0753	jaryberry77@gmail.com	8/23/11, 8/12/14 8/8/17	8/23/14, 8/12/17 8/8/20	6
JOEL HANSON 417 Arrowhead Street	747-9834	captainjoel@alaskan.com	2/25/20	2/25/23	6
ROBERT BATY	747-3245	robert.baty@sitkapd.org	Permanent	Interim Police Chief*	2
LANCE EWERS	747-3245	lance.ewers@sitkapd.org	Permanent	Law Enforcement*	2
CRAIG WARREN	747-3233	craig.warren@cityofsitka.org	Permanent	LEPC Coordinator*	7
VALORIE NELSON	747-4589	assemblynelson@cityofsitka.org	Non-Voting	Assembly Liaison	1
Gail Johansen Peterson 3511 Halibut Point Road	747-7646	scribeinkservices@gmail.com		Secretary	

*The police and fire chiefs and the LEPC Coordinator are permanent appointments; whoever is serving in that capacity will be appointed to the commission. Minimum of seven members, 3-year terms; Established by Resolution 89-406; Amended by Resolution 89-441 and 99-727. Meeting: Second Thursday, noon – Fire Hall. **Quorum Requirement:** At least one member from four different categories must be present. **Categories as follows:** 1) Elected local officials 2) Law Enforcement, Civil Defense, Fire Fighting, First Aid, Local Environmental/Hospital, and Transportation Personnel 3) Media/ Broadcast 4) Community Groups 5) Owners/Operators of Facilities 6) Members of the Public 7) LEPC Information Coordinator/ SERC liaison

Revised: February 26, 2020



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 20-02S(A) Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 1/22/2020 In control: City and Borough Assembly

On agenda: 3/10/2020 Final action:

Title: Amending Title 6 "Business Licenses And Regulations", Title 19 "Building and Construction", and Title 22 "Zoning" of the Sitka General Code by modifying Chapter 6.12 "Mobile and Manufactured Homes and Mobile and Manufactured Home Parks", Chapter 19.09 "Residential Code", Chapter 22.08 "Definitions", Chapter 22.16 "District Regulations", Chapter 22.24 "Special Use Permits" and adding Sections 6.12.205 "Construction Requirements For Tiny Houses and Tiny Houses On Chassis", Section 22.08.798 "Tiny House", and Section 22.08.799 "Tiny Houses On Chassis" (2nd and final reading)

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2020-02S\(A\)](#)
[Ord 2020-02S\(A\)](#)
[00 supplemental memo - transmittal amended ordinance- 4Feb20](#)
[excerpt from Planning Commission draft minutes 15Jan20](#)
[FAQs](#)
[01 21Jan20 transmittal memo tiny houses -brylinsky to assembly](#)
[02 2030 Comp Plan excerpt](#)
[03 2030 Technical Plan excerpt](#)
[04 Assembly Action Plan -Tiny Homes](#)
[05 SEDA 2016 Strategic Plan excerpt](#)
[06 Excerpt from minutes of 18Dec19 PandZ meeting](#)
[07 11Dec19 StaffReport to commission ZA 19-06](#)
[08 8Jan20 update memo to commission](#)
[09 2018 IRC Appendix Q-Tiny Houses](#)
[10 Written Public Comment](#)

Date	Ver.	Action By	Action	Result
2/25/2020	1	City and Borough Assembly		
2/11/2020	1	City and Borough Assembly	AMENDED	Pass
1/28/2020	1	City and Borough Assembly	POSTPONED	Pass

POSSIBLE MOTION

I MOVE TO approve Ordinance 2020-02S(A), on second and final reading, amending Title 6 “Business Licenses And Regulations”, Title 19 “Building and Construction”, and Title 22 “Zoning” of the Sitka General Code by modifying Chapter 6.12 “Mobile and Manufactured Homes and Mobile and Manufactured Home Parks”, Chapter 19.09 “Residential Code”, Chapter 22.08 “Definitions”, Chapter 22.16 “District Regulations”, Chapter 22.24 “Special Use Permits” and adding Sections 6.12.205 “Construction Requirements For Tiny Houses and Tiny Houses On Chassis”, Section 22.08.798 “Tiny House”, and Section 22.08.799 “Tiny Houses On Chassis”.

Notes:

- A clerical correction has been made to lines 614-616 of the ordinance.
 - Explanation: Use Table 22.16.015-1 reflects an amendment made at the Planning Commission level and discussed prominently before the Planning Commission and during initial presentation to the Assembly. That early amendment makes tiny-houses-on-chassis a conditional, rather than an allowed, use in the C-2 district. However, due to an oversight the “intent” statement for the C-2 zoning district had not been updated to parallel the change to the use table. This is a non-material clerical correction based on review by the City Clerk, Legal Department, and Planning Department.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2020-02S(A)

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING TITLE 6
"BUSINESS LICENSES AND REGULATIONS", TITLE 19 "BUILDING AND
CONSTRUCTION", AND TITLE 22 "ZONING" OF THE SITKA GENERAL CODE BY
MODIFYING CHAPTER 6.12 "MOBILE AND MANUFACTURED HOMES AND MOBILE
AND MANUFACTURED HOME PARKS", CHAPTER 19.09 "RESIDENTIAL CODE",
CHAPTER 22.08 "DEFINITIONS", CHAPTER 22.16 "DISTRICT REGULATIONS",
CHAPTER 22.24 "SPECIAL USE PERMITS" AND ADDING SECTIONS 6.12.205
"CONSTRUCTION REQUIREMENTS FOR TINY HOUSES AND TINY HOUSES ON
CHASSIS", SECTION 22.08.798 "TINY HOUSE", AND SECTION 22.08.799 "TINY
HOUSES ON CHASSIS"**

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 circumstance shall not be affected.

3. PURPOSE. The purpose of this ordinance is to create a definition of, and safety requirements for, tiny houses both on permanent foundations and on chassis; and to provide options for their placement in existing mobile/manufactured home parks and on individual lots.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the Sitka General Code Title 6, entitled "Business Licenses and Regulations", be amended by modifying Chapter 6, entitled "Mobile and Manufactured Homes and Mobile and Manufactured Home Parks" and adding Section 6.12.205, entitled "Construction Requirements For Tiny Houses And Tiny Houses On Chassis", Title 19, entitled "Building and Construction", be amended by modifying Chapter 19.09, entitled "Residential Code", and Title 22, entitled "Zoning", be amended by modifying Chapter 22.08, entitled "Definitions", and adding Sections 22.08.798, entitled "Tiny House" and Section 22.08.799, entitled "Tiny House on Chassis", and Chapter 22.16, entitled "District Regulations" and Chapter 22.24, entitled "Special Use Permits", to read as follows (deleted language stricken, new language underlined):

**Title 6
BUSINESS LICENSES AND REGULATIONS**

Chapters:

*** * ***

6.12 Mobile and Manufactured Homes and Manufactured Home Parks

*** * ***

**Chapter 6.12
MOBILE AND MANUFACTURED HOMES AND MANUFACTURED HOME PARKS**

Sections:

- 6.12.010 Definitions.
- 6.12.020 Enforcement.
- 6.12.030 Permits required.
- 6.12.040 Mobile and manufactured home park permit—Application material required.
- 6.12.050 Existing mobile and manufactured home parks permitted before August 1, 2010—Design requirements.
- 6.12.055 New mobile and manufactured home parks permitted on or after August 1, 2010—Design requirements.
- 6.12.058 New and existing mobile and manufactured home parks—Design requirements.
- 6.12.060 Recreational vehicle parks— Design requirements.
- 6.12.070 Granting or rejection of permits.
- 6.12.080 Appeals.
- 6.12.100 Permit—Revocation.
- 6.12.110 Sanitary and health regulations.
- 6.12.130 Mobile and manufactured home park—Register of occupants.
- 6.12.135 Mobile and manufactured home park—Registered owner’s agent required.
- 6.12.140 Mobile home/manufactured home—Uses—Permit.
- 6.12.160 Mobile and manufactured home park—Numbering spaces required.
- 6.12.180 Reserved.
- 6.12.190 Use as residence or sleeping quarters.
- 6.12.200 Construction requirements.
- 6.12.205 Construction requirements for tiny houses and tiny houses on chassis.
- 6.12.210 Existing structures.

* * *

6.12.010 Definitions.

For the purpose of this chapter, the following terms have the meanings respectively ascribed to them in this section, unless from the particular context it clearly appears that some other meaning is intended:

A. “Access road” means a private road which does not extend beyond the boundaries of a mobile and manufactured home park and which provides the principal means of access to abutting individual spaces and auxiliary buildings;

B. “Certificate of approval” means a document issued by the building official certifying a tiny house on chassis’ compliance with applicable building codes and other laws and indicating it to be in a condition suitable for occupancy;

C. “Certificate of occupancy” means a document issued by the building official certifying a building’s compliance with applicable building codes and other laws and indicating it to be in a condition suitable for occupancy;

D. “Chassis” means the base frame structural component(s) on which is mounted the body of a tiny house. The base frame shall be structurally integrated with the tiny house.

100
101 EB. “Manufactured home” means a structure constructed on or after June 15, 1976, according
102 to United States Department of Housing and Urban Development (“HUD”) standards,
103 transportable in one or more sections which, in the traveling mode, is eight feet (two thousand
104 four hundred thirty-eight millimeters) or more in width or forty feet (twelve thousand one hundred
105 ninety-two millimeters) or more in length or, when erected on site, is three hundred twenty
106 square feet (thirty square meters) or more, and which is built on a permanent chassis and
107 designed to be used as a dwelling with or without a permanent foundation when connected to
108 the required utilities, and includes plumbing, heating and electrical systems. “Manufactured
109 home” shall also include any structure which meets all the requirements of this definition listed
110 above, except the size requirements, and has a manufacturer certificate required by HUD that
111 complies with HUD standards for a manufactured home;
112

113 EG. “Mobile home” means a structure that was constructed before June 15, 1976,
114 transportable in one or more sections, which, in the traveling mode, is eight feet (two thousand
115 four hundred thirty-eight millimeters) or more in width or forty feet (twelve thousand one hundred
116 ninety-two millimeters) or more in length or, when erected on site, is three hundred twenty
117 square feet (thirty square meters) or more, and which is built on a permanent chassis and
118 designed to be used as a dwelling with or without a permanent foundation when connected to
119 the required utilities and includes plumbing, heating, and electrical systems;
120

121 GD. “Mobile and manufactured home park” means any park, court, parcel or tract of land
122 designed, maintained, intended or used for the purpose of supplying a location or
123 accommodations for ~~more than three~~ two or more units that includes mobile homes and/or
124 manufactured homes, tiny houses, and/or tiny houses on chassis and includes all buildings
125 used or intended for use as a part of the equipment thereof, whether or not a charge is made for
126 the use of the park and its facilities. A mobile and manufactured home park does not include lots
127 on which unoccupied mobile or manufactured homes are parked for the purpose of inspection
128 and sale;
129

130 HE. “Person” includes an individual, partnership, firm, company, corporation; whether tenant,
131 owner, lessee, or licensee, or their heir or assign;
132

133 IF. “Play yard” means an area specifically set aside for the use of children, which area shall
134 not be included within any mobile or manufactured home spaces;
135

136 JG. “Public street” means any street, road or highway of which the general public has the right
137 of common enjoyment or which is publicly maintained;
138

139 KH. “Recreational vehicle” means a vehicle built on a single chassis that is four hundred
140 square feet or less when measured at the largest horizontal projection, is designed to be self-
141 propelled or permanently towable by a light-duty truck, and is designed not for use as a
142 permanent dwelling but as temporary living quarters for recreational, camping, travel, or
143 seasonal use;
144

145 LI. “Recreational vehicle park” means any park, court, parcel or tract of land designed,
146 maintained, intended or used for the purpose of supplying a location or accommodation for
147 recreational vehicles--;

MJ. "Space" means a plot of ground in a mobile and manufactured home park permitted on or after August 1, 2010, of not less than three thousand square feet of space designed for the location of at least two automobiles and only one unit. "Space" means a plot of ground of a mobile and manufactured home park permitted prior to August 1, 2010, of not less than one thousand eight hundred square feet designed for the location of at least one automobile and only one unit;

N. "Tiny house" means a dwelling that is 400 square feet or less in floor area excluding lofts and placed on a permanent foundation;

O. "Tiny house on chassis" means a dwelling that is 400 square feet or less in floor area excluding lofts and is on a chassis with or without wheels; Exception: Recreational vehicles, self-propelled vehicles, and fifth-wheel trailers, are not considered tiny houses on chassis.

PK. "Unit" means a mobile home or a manufactured home, or a tiny house or tiny house on chassis.

6.12.020 Enforcement.

The provisions of this chapter shall be enforced by the municipal building official, who shall be appointed by the municipal administrator for such term and subject to such conditions and such rates of compensation as the municipal administrator directs. No permit or certificate of occupancy or certificate of approval shall be issued for a mobile and manufactured home park or mobile or manufactured home or tiny house or tiny house on chassis unless the plans and facilities comply with the provisions of this chapter.

6.12.030 Permits required.

No land shall be used for a mobile or manufactured home park or recreational vehicle park unless a permit is issued by the municipal building official under the terms of this chapter.

It is unlawful for any person, firm or corporation to operate, manage or maintain any mobile or manufactured home park or recreational vehicle park within the city and borough without a permit authorizing the operation of such park.

It is unlawful for any person, firm, or corporation to place or add onto a mobile or manufactured home, tiny house, or tiny house on a chassis without a permit authorizing the placement of, or addition to, such unit.

6.12.040 Mobile and manufactured home part permit —Application material required.

A complete plot plan and the following supplementary material shall be submitted to the municipal building official and the planning department, as well as the planning commission, when appropriate, for review and approval prior to the issuance of a mobile and manufactured home park permit:

- A. Applicant's name, address and legal interest in the property;
- B. Area and dimensions of the tract of land and land uses within one hundred feet;
- C. Legal description of perimeter;

D. Engineering plans and specifications for the proposed mobile and manufactured home park. These shall include:

1. Number, location and size of all spaces;
2. Location, width and surfacing of roadways, off-street parking and walkways;
3. Location and size of any existing or proposed buildings and structures within the mobile and manufactured home park;
4. Methods and plans of domestic and fire protection water supply, surface drainage and erosion control, sewage disposal, electrical supply and garbage disposal;
5. Location of the permanent monuments required in Section 6.12.050; and
6. Location and mapping of any portion of the property located within a federal flood hazard area according to the Flood Insurance Rate Map.

6.12.050 Existing mobile and manufactured home parks permitted before August 1, 2010—Design requirements.

A. There shall be at least one permanent monument located within the boundaries of each mobile and manufactured home park, preferably at one of the property corners. Such monument shall be of the same nature as the monuments required by other sections of this code related to platting, as defined in the presently existing sections or as defined in any future sections. Such monument shall be shown on the plot plan required by Section 6.12.040.

B. ~~Mobile and manufactured homes~~ Units shall be parked or constructed in spaces so that a fifteen-foot front yard and ten-foot rear yard setback are observed. The side yard setback shall be no less than five feet. No mobile or manufactured home, tiny house, or tiny house on chassis shall be placed nearer than twenty-five feet to any highway or arterial street.

C. Play yards shall be at least one hundred square feet per unit. The play yards shall be located so that no mobile or manufactured home is more than five hundred feet from a play yard.

6.12.055 New mobile and manufactured home parks permitted on or after August 1, 2010—Design requirements.

A. There shall be one permanent monument located at each of the property corners. Such monument shall be of the same nature as the monuments required by other sections of this code related to platting, as defined in the presently existing sections or as defined in any future sections. Such monument shall be shown on the plot plan required by Section 6.12.040.

B. Units shall be parked in spaces so that an eighteen-foot front yard and ten-foot rear yard setback are observed. The side yard setback shall be no less than five feet. No unit shall be placed nearer than twenty feet to any highway or arterial street, unless the adjacent highway or arterial street is greater than eighty feet in width, in which case no unit shall be placed nearer

than ten feet. The park owner or agent shall be responsible for the proper location of each unit and shall be signatory to the required permit application.

C. A mobile and manufactured home park shall have at least one play yard that shall contain a minimum of two thousand square feet, or two hundred square feet per unit, whichever is greater. The play yards shall be located so that no unit is more than five hundred feet from a play yard.

6.12.058 New and existing mobile and manufactured home parks—Design requirements.

A. Access roads for each unit shall have a minimum width of twenty feet to which every unit shall have direct access. Such roads shall be well maintained all-weather roads. Direct access from any public street or right-of-way to any unit within a mobile and manufactured home park shall not be permitted. Not more than two driveway entrances spaced not less than one hundred feet apart shall be permitted.

B. No major changes or alterations shall be made to any part of the mobile and manufactured home park as outlined in an approved plan without approval by the municipal building official.

C. Mobile and manufactured homes spaces, tiny house spaces, or tiny house on chassis spaces to be located within any portion of a flood hazard area shall comply with National Flood Insurance Program requirements. The fact that the space is located within a flood hazard area shall be disclosed to the occupant along with any information such as alternate access.

6.12.060 Recreational vehicle parks— Design requirements.

A permit shall be issued for a recreational vehicle park upon a showing by the applicant that the design requirements established by the city administrator have been fully complied with.

6.12.070 Granting or rejection of permits.

Whenever the application shows that the proposed mobile and manufactured home park or installation is in conformity with the provisions of this chapter and any applicable zoning and health regulations, the municipal building official shall issue a permit; otherwise the application shall be rejected, and the municipal building official shall state in writing the reason for such rejection.

6.12.080 Appeals.

Any person feeling aggrieved by a rejection of an application for a permit or certificate of occupancy may file an appeal in the manner provided in Section 6.12.100.

6.12.100 Permit—Revocation.

Any violation of the conditions of the permit or certificate of occupancy will be grounds for revocation of the permit and/or certificate of occupancy, by administrative action of the city and borough building official. Any such revocation may be appealed to the planning commission of the city and borough, who shall hold a hearing on such appeal and make recommendations as to the disposition thereof to the city and borough assembly. The city and borough assembly shall make final disposition of any such appeal.

6.12.110 Sanitary and health regulations.

All sanitary, health, and fire regulations, state and local, shall be met, and violations thereof shall be grounds for revocation of the permit and certificate of occupancy, or certificate of approval subject to the same appeal procedure as provided in Section 6.12.080.

6.12.130 Mobile and manufactured home park—Register of occupants.

Mobile and manufactured home park operators shall keep a register of the occupants of mobile and manufactured home park spaces. This register shall be given to the planning department.

6.12.135 Mobile and manufactured home park—Registered owner's agent required.

Each mobile and manufactured home park owner shall designate a Sitka resident as the owner's agent. The agent shall be empowered to act on the owner's behalf on matters pertaining to park management and maintenance. Contact information for the designated agent shall be given to the planning department.

6.12.140 Mobile and manufactured home—Uses—Permit.

Except where a unit is located on a residential lot and lawfully used as a single-family dwelling, no unit shall be used as a place of business or as a place of habitation or stand in the open on any land more than thirty days without first obtaining the permit required in Section 6.12.070.

6.12.160 Mobile and manufactured home park—Numbering spaces required.

Owners of mobile and manufactured home parks shall clearly number each space serially. The space numbers shall be a minimum of six inches high and clearly visible from the access road.

6.12.180 Reserved.

Reserved.

6.12.190 Use as residence or sleeping quarters.

A. No mobile home, manufactured home, recreational vehicle, ~~or~~ other motor vehicle, tiny house, or tiny house on chassis shall be used as a residence or sleeping quarters unless:

1. Such unit or vehicle has a designated spot within a mobile and manufactured home park, recreational vehicle park or other area specifically designated by the chief of police; or

2. Such unit or vehicle has a permanent spot on other private property, its placement on such property as a residence meets all zoning requirements, and such unit or vehicle meets the standard size requirements and sanitation requirements of a residence under the Sitka General Code.

3. In the case of a tiny house, the unit has been constructed in accordance with the International Residential Code as locally adopted and amended, has been inspected as required by the International Residential Code, and has been issued a certificate of occupancy by the building official.

4. In the case of a tiny house on chassis, the unit has been constructed from the floor joists up in accordance with the International Residential Code as locally adopted and amended, has been inspected as required by the International Residential Code, and has been issued a certificate of approval by the building

official. A certificate of approval is valid only for the specific location at which the unit has been installed and inspected.

B. Except as provided in Section 6.12.210, a recreational vehicle may be used as a temporary but not as a permanent residence, and shall not be occupied for a period of more than one hundred eighty days within a twelve-month period on a single property.

6.12.200 Construction requirements.

The following provisions shall apply as of August 1, 2010, to all mobile or manufactured homes, regardless of whether they are located in a mobile and manufactured home park, unless otherwise provided:

A. ~~Prior to August 1, 2010, a~~ Additions to units in mobile and manufactured home parks shall be limited to sixteen feet in height. ~~On or after August 1, 2010, additions to any units, regardless if in a mobile and manufactured home park, shall be limited to fourteen feet and one story in height.~~ Height shall be measured as defined in Title 22.

B. Foundation systems shall be approved by the municipal building official. When available, the installation instructions provided by the manufacturer shall be used to determine permissible points of support for vertical loads and points of attachment for anchorage systems used to resist horizontal and uplift forces.

C. All units shall be anchored to resist horizontal and uplift forces in an approved manner. The anchoring system shall be inspected and approved prior to connection of water and sewer utilities.

D. Skirting shall be required around the complete perimeter of all installations. Skirting shall be of pressure-treated plywood with a minimum of three-eighths-inch thickness, rated siding, metal panels or other approved, weather-resistant material. Skirting shall be provided with an access door and foundation ventilation in accordance with the requirements of the International Residential Code. A minimum six-mil vapor retarder shall be installed on the ground within the skirted area.

E. All additions and interior renovations shall be subject to the provisions of the International Residential Code. Additions to units within a mobile and manufactured home park shall only be permitted with the written approval of the mobile and manufactured home park owner or agent.

F. Accessory buildings in excess of one hundred twenty square feet shall require a building permit and must be located in compliance with the setback requirements of Section 6.12.050(B).

G. The number of required automobile parking spots shall be in compliance with Section 6.12.010(J).

6.12.205 Construction requirements for tiny houses and tiny houses on chassis.

The following provisions shall apply as construction requirements for tiny houses and tiny houses on chassis regardless of whether they are located in a mobile and manufactured home park, unless otherwise provided:

A. Tiny houses and tiny houses on chassis in a mobile and manufactured home park shall be limited to 16 feet in height. Height shall be measured as defined in Title 22.

B. All units shall be anchored to resist horizontal and uplift forces in an approved manner. The anchoring system shall be inspected and approved prior to connection of water and sewer utilities.

C. Skirting shall be required around the complete perimeter of all installations of tiny houses on chassis. Skirting shall be of pressure-treated plywood with a minimum of three-eighths-inch thickness, rated siding, metal panels or other approved, weather-resistant material. Skirting shall be provided with an access door and foundation ventilation in accordance with the requirements of the International Residential Code. A minimum six-mil vapor retarder shall be installed on the ground within the skirted area.

D. All additions and interior renovations shall be subject to the provisions of the International Residential Code. Installation of, or additions to, units within a mobile and manufactured home park shall only be permitted with the written approval of the mobile and manufactured home park owner or agent.

E. Tiny houses and tiny houses on chassis shall be constructed in Sitka under a building permit and be subject to inspection during construction.

Exception: a tiny house on chassis constructed outside of Sitka may be used as a residence or sleeping quarters if the applicant can demonstrate to the satisfaction of the building official that it has been constructed in accordance with the International Residential Code.

F. A tiny house or a tiny house on chassis is limited to a maximum size of 400 square feet floor area including all additions and appurtenances, and not including lofts.

G. Any loft in a tiny house or tiny house on chassis will be considered to be a sleeping loft, and shall have emergency escape openings as required by 2018 International Residential Code Appendix Q .

H. The chassis on which a tiny house is placed or constructed, including all components attached to the chassis, shall be of adequate structural strength to resist all dead and live loads imposed upon it and/or required by applicable safety standards. The Building Official may require third party certification to ascertain compliance with this section.

6.12.210 Existing structures.

A. Any mobile and manufactured homes located in Sitka prior to August 1, 2010, shall be allowed to remain in Sitka, and any legal use or occupancy of that structure as of August 1, 2010, shall be allowed to continue, unless such continued use or occupancy is dangerous to life, health and safety.

B. No mobile home located in Sitka prior to August 1, 2010, shall be allowed to be relocated to a mobile and manufactured home park permitted on or after August 1, 2010.

C. The following structures shall not be allowed in Sitka on or after August 1, 2010:

1. Any mobile home manufactured before June 15, 1976, and not located in Sitka prior to August 1, 2010; and

2. Any structure similar to a mobile home that is not a HUD-compliant structure, and not located in Sitka prior to August 1, 2010, except as otherwise allowed in this chapter.

* * *

Title 19

BUILDING AND CONSTRUCTION

Chapters:

* * *

19.09 Residential Code

* * *

Chapter 19.09 RESIDENTIAL CODE

Sections:

19.09.010 International Residential Code (IRC) adoption by reference.

* * *

19.09.010 International Residential Code (IRC) adoption by reference.

The 2012 International Residential Code for One- and Two-Family Dwellings by the International Code Council, Chapters 1 through 10, 12 through 19, and 34 through 43, and the 2018 International Residential Code Appendix Q- tiny houses is adopted and included by reference.

* * *

Title 22 ZONING

Chapters:

* * *

22.08 Definitions

* * *

22.16 District Regulations

* * *

22.24 Special Use Permits

* * *

Chapter 22.08 DEFINITIONS

Sections:

* * *

22.08.600 Mobile/manufactured home parks.

22.08.610 Mobile/manufactured home subdivision.

* * *

22.08.798 Tiny house.

22.08.799 Tiny house on chassis.

* * *

22.08.600 Mobile/manufactured home parks.

“Mobile/manufactured home parks” means any area, lot or portion of a lot where space for two or more mobile homes or tiny houses, and/or tiny houses on chassis is leased, rented or held out for rent for occupancy and having separate attachments for normal public utilities.

22.08.610 Mobile/manufactured home subdivision.

“Mobile/manufactured home subdivision” means two or more mobile or manufactured homes or tiny houses or tiny houses on chassis on separate lots developed under the subdivision regulations and the conditional use procedures of this title, where mobile homes, manufactured homes, or tiny houses, or tiny houses on chassis are permanently installed for residential use on individually owned parcels of property.

* * *

22.08.798 Tiny house.

“Tiny house” means a dwelling that is 400 square feet of less in floor area excluding lofts and placed on a permanent foundation.

22.08.799 Tiny house on chassis.

“Tiny house on chassis” means a dwelling that is 400 square feet or less in floor area excluding lofts and is on a chassis with or without wheels. Exception: Recreational vehicles, self-propelled vehicles, and fifth-wheel trailers, are not considered tiny houses on chassis.

* * *

**Chapter 22.16
DISTRICT REGULATIONS**

Sections:

* * *

22.16.015 Permitted, conditional and prohibited uses.

* * *

22.16.045 R-1 MH single-family, duplex and manufactured home zoning district.

* * *

22.16.180 C cemetery district.

* * *

22.16.015 Permitted, conditional and prohibited uses.

* * *

Table 22.16.015-1

Residential Land Uses

Zones	P(1)	SF	SFLD	R-1	R-1 MH	R-1 LDMH	R-2	R-2 MHP	CBD (11, 12)	C-1 (11)	C-2 (11)	WD (2, 11)	I	GI (3, 10)	LI (3)	R	OS	GP (13)	C (16)
RESIDENTIAL																			
• Single-family detached		P	P	P(4)	P(4)	P(4)	P(4)	P(4)		P	P	P		P	P	P	P		
• Townhouse				C(5)	C(5)	C(5)	C(5)	C(5)	C	P	P	P		C	C				
• Duplex				P	P		P	P		P	P	P		P	P				
• Residential zero lot line				P	P	P	P	P		P	P	P							
• Multiple-family				C(5)	C(5)	C(5)	P(5)	P(5)	P(5,8)	P(5)	P(5)	P(5)		C	C				
• Single manufactured home on an individual lot					P	P		P			P	P		C	C				
<u>Tiny house on chassis on an individual lot</u>					<u>C</u>	<u>C</u>		<u>C</u>			<u>C</u>	<u>C</u>		<u>C</u>	<u>C</u>				
• Mobile home park								P			P	P							
• Accessory dwelling unit				P(14) C	C	C	P(14) C	C											
GROUP RESIDENCES														C	C				
• Assisted living	C						C	C						C	C				
• Bunkhouse							C	C				C		C					

Table 22.16.015-1
Residential Land Uses

Zones	P(1)	SF	SFLD	R-1	R-1 MH	R-1 LDMH	R-2	R-2 MHP	CBD (11, 12)	C-1 (11)	C-2 (11)	WD (2, 11)	I	GI (3, 10)	LI (3)	R	OS	GP (13)	C (16)
for transient workers																			
• Dormitory	C(4)						C	C											
• Quasi-institutional	C			C	C	C	C	C						C	C				
TEMPORARY LODGING																			
• Hostel							C	C		P	P	P							
• Hotel/motel									P	P	P	P		PU/ CS	C	C			
• Bed and breakfast				C(7)	C(7)	C(7)	C(8)	C(8)	P	P	P	P		P	C				
• Short-term rental	C(15)			C	C	C	C	C	P	P(9)	P(9)	P(9)		P	C	P(9)			
• Rooming house							C	C	C	P	P	P		C	C				
• Lodge										P	P	P		PU/ CS	C				
• Limited storage				C(6)	C(6)	C(6)	C(6)	C(6)						P	C				

P: Public Lands District

SF: Single-Family District

SFLD: Single-Family Low Density District

R-1: Single-Family/Duplex District

C-1/C-2: General Commercial and General Commercial/ Mobile Home Districts

WD: Waterfront District

I: Industrial District

R-1 MH: Single-Family/Duplex/Manufactured Home District	GI: General Island District
R-1 LDMH: Single-Family/Duplex and Single-Family/Manufactured Home Low Density Districts	LI: Large Island District
	R: Recreational District
R-2: Multifamily District	OS: Open Space District
R-2 MHP: Multifamily/Mobile Home District	GP: Gary Paxton Special District
CBD: Central Business District	C: Cemetery District

525

526 P—Permitted

527

528 C—Conditional Use Permit Required

529

530 PU/CS—Permitted on Unsubdivided Islands and Conditional Use on Subdivided Islands

531 C. Residential Uses Table 22.16.015-1 Footnotes.

532

533 1. Public facilities not otherwise identified may be permitted in the public zone subject to
534 planning commission recommendation and assembly approval subject to findings of fact
535 that show the use is in the public interest; all reasonable safeguards are to be employed to
536 protect the surrounding area; and that there are no reasonable alternative locations for the
537 use.

538

539 2. All uses in the waterfront district are intended to be water-related or water-dependent
540 except that upland uses may be non-water-related.

541

542 3. Uses listed as conditional uses in the GI and LI zones may be considered, but not
543 necessarily approved, on a case-by-case basis.

544

545 4. Including zero lot developments.

546

547 5. Townhouse, cluster housing developments and planned unit developments are
548 conditional uses subject to this title and Title 21 of this code, Subdivisions.

549

550 6. On-site storage of commercial fishing vessels, fishing equipment and other small
551 business equipment is a permitted conditional use so long as such storage does not
552 occupy more than four hundred square feet.

553

554 7. Bed and breakfast establishments are limited to three guest rooms in the R-1, R-1
555 MH, and R-1 LD districts as conditional uses only when no other rental such as
556 apartments is in operation on the same lot.

557

558 8. Bed and breakfast establishments are limited to five guest rooms in the R-2, R-2 MHP
559 districts as conditional uses only when no other rental such as apartments is in operation
560 on the same lot.

561

562 9. Short-term rentals including legal nonconforming uses shall provide two off-street
563 parking spaces per unit, comply with the municipal fire code, and comply with the
564 requirements of the building department based on a life safety inspection.

10. Hotels, motels, lodges, boarding houses and bed and breakfasts capable of accommodating a maximum of six guests plus one guest for each one-half acre or fraction thereof above one acre on unsubdivided islands are permitted principal uses. Hotels, motels, lodges, boarding houses and bed and breakfasts, on unsubdivided islands that exceed this maximum, are conditional uses.

Bed and breakfast establishments, boarding houses, hotels, motels and lodges are conditional uses on subdivided islands.

11. Many of the permitted and conditional uses in the CBD, C-1, C-2, and WD zones generate traffic, noise, odor, and general impacts to a higher level and greater degree than permitted and conditional uses in residential districts. Owners of residential uses in the CBD, C-1, C-2 and WD districts must be aware of and accepting of all the permitted uses in these districts.

12. Single or multiple apartments shall only be permitted on the first floor of structures in the CBD district if approved through the conditional use process. Single and multiple apartments are permitted uses on upper floors of structures in the CBD district.

13. Any uses, except retail and business uses, and natural resource extraction and mining support facilities uses may be approved in accordance with Section 2.38.080.

14. Accessory dwelling units shall be constructed in conformance with the standards outlined in Chapter 22.20, Supplemental District Regulations and Development Standards.

15. Conditional use limited to allow boats to be used as short-term rentals in harbors and slips within the public lands zoning district.

16. All uses in the cemetery district are intended to be cemetery-related and conducted with reverence and respect for those interred.

* * *

22.16.045 R-1 MH single-family, duplex and manufactured home zoning district.

A. Intent. See the intent statement for the R-1 district. The R-1 MH district is intended primarily for single-family, single-family manufactured homes or duplex dwellings, tiny houses or tiny houses on chassis at moderate densities, but structures and uses required to serve recreational and other public needs of residential areas are allowed as conditional uses subject to restrictions intended to preserve the residential character of the R-1 MH district.

* * *

22.16.080 C-1 general commercial district or C-2 general commercial mobile home district.

A. Intent. The general commercial district is intended to be served by major essential utilities and to include those areas which are heavily dependent upon vehicular access. The district is intended for those areas surrounding major intersections where personal services, convenience goods and auto-related service facilities are desirable and appropriate land uses. The extension of the general commercial district along the roads in a strip fashion is to be discouraged.

B. All provisions of the C-1 district apply in the C-2 district, except that permitted uses also include manufactured homes on single lots and manufactured home parks, and tiny houses on chassis on a single lot as a conditional use.

* * *

**Chapter 22.24
SPECIAL USE PERMITS**

Sections:

* * *

22.24.010 Conditional uses.

* * *

22.24.010 Conditional uses.

* * *

D. Conditional Use Permit Provisions for Mobile Homes on an Interim Basis in the R-1, R-2 and Related Zones.

1. The city and borough of Sitka, through the conditional use permit process, may issue a permit for a single-family mobile home or travel trailer or tiny house on chassis on a residential lot in an area not otherwise allowing mobile homes on an interim basis for the purposes of facilitating home construction.

2. The maximum term of the permit is twelve months with a possible six-month extension.

3. Full utilities must be installed for the mobile home or travel trailer or tiny house on chassis.

4. Conditions attached to the approval shall include but are not limited to (a) a pledge of the travel trailer, mobile home, tiny house on chassis, or cash of equivalent value as collateral, and (b) in the event a travel trailer or mobile home or tiny house on chassis is pledged as collateral, funds sufficient to cover the cost of removal and disposal of the unit, and (c) the trailer is for the sole occupancy of the lot owner and neither unit shall be occupied by any other party. Other conditions may include requirements of fencing or landscaping.

* * *

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

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska, this 10th day of March, 2020.

Gary L. Paxton, Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk

1st reading 1/28/2020 postponed

1st reading substitute ordinance introduced and amended 2/11/2020

1st reading substitute ordinance as amended 2/25/2020

2nd and final reading 3/10/2020

Sponsor: Interim Administrator



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

MEMORANDUM

To: Mayor Paxton and Members of the Assembly
Hugh Bevan, Interim Municipal Administrator

Through: Amy Ainslie, Director, Department of Planning and Community Development *AA*

From: Scott Brylinsky, Special Projects Manager *SB*

Subject: **Code amendments to create a legal status for tiny houses and tiny houses on chassis, provide safety standards, and options for placement**

Date: February 4, 2020

Background

At the last Assembly meeting the Assembly voted to postpone action on the attached proposed ordinance. Direction was given to incorporate comments generated by discussion at that meeting. Changes have been made as follows:

1. Line 97 - Added definition of "chassis."
2. Lines 160 and 518 – Added exception clarifying that "tiny house on chassis" does not include recreational vehicles, self-propelled vehicles, and fifth-wheel trailers.
3. Line 337 – added clarification that International Residential Code requirements for a "tiny house on chassis" apply from the floor joists up.
4. Line 432 – added provision addressing structural requirements for chassis.

Recommendation

Motion to approve the ordinance on first reading.

Attachments

FAQ's

Excerpt from draft minutes of January 15, 2020 Planning Commission meeting

community interest, stating that several factors were worth consideration, to include whether the proposed changes allow for harmonious coexistence in the neighborhood, the perception of the cruise ship dock and area being a sort of gateway to the community, and the scarce supply of industrial land.

Ainslie stated that from a code administration perspective, the zoning amendment was recommended, however from a policy/community standpoint, the staff recommendation was neutral, based on a desire to hear from the community to determine the most mutually beneficial agreement.

The co-applicant, Chris McGraw, came forward and stated his intentions for the development. He stated that he did not plan to expand retail operations, but was focused on the restaurant and visitor attractions. He stated that due to the costs of development, the highest and best use of the land is by far the cruise ship dock, and, due to these costs, the property will not be reverting to industrial use.

Members of the public gave their opinions, beginning with Ben Hilberk, who worked at the restaurant on site. He stated that they currently operated out of a tent, but had steadily increased business since starting in 2013. He stated he was hopeful for a more permanent operation/facility. Hugh Bevan stated that he saw benefits to the entire community with these changes, and that this was an opportunity to support local business. Richard Wein stated that he had concerns about this development drawing business away from downtown, and could result in additional businesses closing as visitors would remain at the dock site, or visit the Fortress of the Bear sites, instead of going downtown. Wein referenced the Icy Strait tour operation outside of Hoonah as an example. Chuck Trierschield stated that as a downtown business owner, he supported this development.

M-Weaver/S-Windsor moved to approve a zoning map amendment at 4513, 4521, and 4533 Halibut Point Road to be rezoned from the Industrial zoning district to the C-2 general commercial and mobile home district. The properties were also known as Lot A, HPM Subdivision, Lot 55, U.S. Survey 3475, and a portion of Lot Fifty-one (51), U.S. Survey 3475. The request was filed by Chris McGraw and Charles McGraw. The owners of record are Halibut Point Marine Services, LLC and Charles McGraw. Motion passed 5-0 by voice vote.

M-Weaver/S-Windsor moved to adopt the findings as listed in the staff report. Motion passed 5-0 by voice vote.

H [ZA 19-06](#)

Public hearing and consideration of a zoning text change to amend Titles 6, 19, and 22 of the Sitka General Code to define Tiny Houses and Tiny Houses on Chassis and allow them in Mobile/Manufactured Home Parks. The request is filed by the Planning and Community Development Department.

Attachments: [memo- update to commission 8Jan20](#)
 [StaffReport ZA 19-06- 11Dec19](#)
 [Action Plan -Tiny Homes, sm dwellings - Draft](#)
 [IRC Appendix Q-Tiny Houses](#)
 [amending Title 6 ver2 11Dec19](#)
 [amending title 19 adopting appendix Q 11Dec19](#)
 [amending title 22 - ver2 11Dec19](#)
 [Application](#)

Ainslie stated that this initiative for tiny houses was a special project for Scott Brylinsky, who then gave a presentation. Brylinsky explained that there exists a demand for tiny houses as an affordable housing option in Sitka, and that the high cost of housing has been consistently cited as a main challenge for doing business. Brylinsky noted that there is a population in Sitka who would benefit from housing of this type, and is in line with the Sitka 2030 Comprehensive Plan. Brylinsky explained that the tiny houses were required to meet life, health and safety standards, and would require approval from the building department, and that homes mounted on chassis would be subject to the same safety and stability standards as a modular or manufactured home when on site. He also explained that there were four aspects to this decision:

- 1) Adopt Appendix Q, which made allowances for sleeping lofts, ladder access to lofts, and egress/rescue requirements.
- 2) Create a legal status for tiny houses on chassis, and allow them in mobile/manufactured home parks
- 3) Allow tiny houses on permanent foundations in mobile/manufactured home parks
- 4) Allow single tiny homes on chassis to be placed in zones that allow a single manufactured home on lot.

Brylinsky noted that the recommendations are sourced from the IRC (International Residential Code), and are largely supported by the community, based on input received by the planning office. Following Brylinsky's presentation, the floor was opened to public comments.

Chandler O'Connell stated she supported the amendments, and noted that there was great community interest, tiny homes were a benefit for the housing market, and a good middle ground to home ownership. Pete Jones stated that, as a mobile home park owner, he supported this resolution. Matthew Jackson supported the amendment, and stated that it legitimized some activity that was already ongoing. Jeremy Twaddle stated concerns regarding the building standards, the size and quality of the homes, and court owner's control over the process. Mim McConnell thanked the commission for their work, stated she liked all four points offered by the planning department, and noted that tiny homes would be safer than boats, which serve as primary residences for many Sitkans. Rich Riggs stated that as a mobile home park owner, he supported this proposal, and would like conversation about the size limit of the tiny homes. Riggs stated that as an employer, he observes housing as a barrier to growth. Kevin Mosher stated that he's received support from the community, and stated that while tiny houses are not for everyone, they are a tool in the shed to address affordable housing, and a good start towards addressing this problem in Sitka. Richard Wein stated that he had been following this process for a while, and that it could have been done sooner, given the simplicity of it. Connor Nelson spoke, stating that the idea of having homes on wheels on residential zoned lots did not make sense, the roofing and design standards were too exclusive, the loft/ladder access design was discriminatory, and

that he did not want to see substandard housing. Nelson also stated that he did not believe the affordability issue came from housing, but from the price of utilities. Clyde Bright stated in his testimony that as a mobile home park owner, he had attended comprehensive plan meetings and assisted with wording. Bright thought that opening additional land was a better solution, particularly No Name Mountain, but that he also supported these code amendments. Adam Chinalski stated that he supported most of the amendments, but had concerns about the quality of the homes on chassis, and their effect on neighborhoods. Chinalski expressed concerns that people would bring in low quality homes on trailers, and these could be a hazard. Robert Woolsey stated that he supported this proposal, and had increased confidence due in part to the attention to detail. Woolsey stated that Sitka had a housing dilemma, and cited the example of young adults being unable to move back home due to the market, and that Sitka needs many options for housing. Andrew Jones spoke in support for the amendments, and stated his appreciation for work done to update the code. Jones stated that there is a history of local success with tiny homes. Maureena O'Hanlon spoke out in support of the amendments, and thanked the committee for its work.

Following public testimony, staff read comments submitted to the planning department by email.

Karen Hegyi wrote that she supported the amendments, but did have concerns about tiny homes on individual lots, and the accumulation of property that may accompany them. Kathy Kyle wrote that Sitka is in desperate need of affordable housing, and that tiny houses may be an upgrade to trailers currently in place. Cheryl Call wrote in support stating that tiny houses are attractive, innovative and affordable, and that she would love to see clusters of them on city lots. Justin Olbrych wrote that tiny houses make sense, and as a home builder he notes the lower cost to construct and smaller footprint. Olbrych wrote that the City promotes accessory dwelling units, and tiny houses are an extension of this concept. Olbrych suggested making lots subdividable for the addition of tiny homes to residential lots as a benefit to land owners and tiny house owners. Tory Curran wrote that she supports these amendments. Marian Allen wrote in support of these changes, noting the affordable housing issue in Sitka.

Commissioners discussed the amendments. Weaver stated his support for placement of tiny houses in mobile home parks. Spivey noted the risk to the builder and park owner caused by permanent foundations in mobile home parks. Mudry voiced concerns over the height of the structures with regard to transportation through town. Windsor stated his support for the amendments. Hughey stated his concerns on permanent foundations placed on rented land, and stated that without price controls, owners may be vulnerable. The commissioners expressed reservations regarding the placement of tiny houses on chassis in residential zones designated for single family manufactured homes, as well as concerns over the impact on neighboring property values resulting from this placement. Ainslie suggested this type of placement be conditional, in order to provide better oversight, and allow approval on a case by case basis.

M-Windsor/M-Weaver moved to recommend approval of the proposed ordinance changes with the exception that tiny houses on chassis to be placed in zones that allow a single manufactured home on a lot be a conditional rather than allowed use, recognizing that final housekeeping edits and formatting changes may be made during formal ordinance preparation. Motion passed 3-2 by voice vote.

VIII. ADJOURNMENT

Seeing no objection, Chair Spivey adjourned the meeting at 9:45 PM.

FAQ's for Tiny Houses

Can RV's or travel trailers be used as a tiny home?

No, tiny houses or tiny houses on chassis must be built to the International Residential Code (IRC). RV's and travel trailers are built under different standards. This ordinance specifically excludes RV's, self-propelled vehicles, and fifth-wheel trailers from being used as tiny homes.

If passed, would this ordinance allow people to park a tiny house on chassis in their driveway or as an ADU?

No, this ordinance would only allow tiny houses in mobile/manufactured home parks and on lots as a primary structure in some zoning districts through the conditional use permit process.

Tiny houses on chassis are not a defined structure type in the IRC. How will tiny houses on chassis be inspected, and what safety precautions will be in place to ensure they are safe for residential use?

The ordinance as proposed requires that tiny houses on chassis be built in accordance with the IRC from the floor joists up. The chassis will need to provide adequate structural strength to support the structure as determined by a manufacturer or third-party certification. Tiny houses on chassis will be constructed in Sitka under a building permit subject to inspection. Tiny houses built outside of Sitka can be placed here for residential use if an applicant can demonstrate to the satisfaction of the Building Official that the structure was built to the IRC standards.

This ordinance would allow tiny houses on permanent foundations to be built in mobile/manufactured home parks. What are the risks for owners of the structure given that they don't own the land?

Structures on foundations can be detached and removed from the foundation – this is not an uncommon occurrence. As the maximum size for tiny house is 400 square feet, removal from a foundation is possible. And the remaining foundation could still be demolished or reused. Further, many mobile/manufactured homes currently in parks are effectively permanently placed/non-transportable.

Outside of mobile/manufactured homes, where could tiny houses be placed/built?

Currently, without any code amendments, tiny houses on permanent foundations can be built on any property in any zone that allows a single-family home. The zoning code does not have any square footage minimums for single-family homes. This ordinance would conditionally allow a single tiny house on chassis to be placed in zones that currently allow a single manufactured home on lot. Those zones include R-1 MH, R-1 LDMH, R-2 MHP, C-2, and WD.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

MEMORANDUM

To: Mayor Paxton and Members of the Assembly
Hugh Bevan, Interim Municipal Administrator

Through: Amy Ainslie, Director, Department of Planning and Community Development *AA*

From: Scott Brylinsky, Special Projects Manager *AB*

Subject: **Code amendments to create a legal status for tiny houses and tiny houses on chassis, provide safety standards, and options for placement**

Date: January 21, 2020

Background

The request is to amend the building and zoning codes, and the code for mobile/manufactured home parks to:

- create a definition for tiny houses on permanent foundations;
- create a definition for tiny houses on chassis;
- establish safety requirements for tiny houses on permanent foundations and for tiny houses on chassis; and
- provide options for their placement in existing mobile/manufactured home parks and on individual lots.

Affordable housing is among the most challenging policy issues the community has faced in the last twenty years. Providing more options for affordable housing is a long-standing policy goal of the Assembly and various interested community groups.

This goal has been formally stated in the 2030 Comprehensive Plan and its supporting document, the Technical Plan (relevant excerpts attached). It was formally put forward as a component of the Assembly's economic development strategy (attached), to "pursue options regarding tiny homes and/or smaller dwellings."

And notably, the 2016 strategic plan of the Sitka Economic Development Association lists housing costs as the single greatest barrier to doing business in Sitka. (attached)

The policy intent is to promote economic development by providing a greater range of affordable housing options.

The topic appeared before the Planning Commission as a discussion/direction item at its November 20, 2019 meeting. There was no specific direction given or formal action taken. The draft ordinance was put before the Planning Commission at its next meeting on December 18, 2019. Action was postponed due to having only three commissioners present. It went before the Planning Commission at their next meeting on January 15, 2020. The Commission voted 3-2 in favor of recommending approval to the Assembly.¹ One of those ‘nay’ votes was from a Commissioner who was in strong support of the overall proposal, but did not support the particular motion to approve because it included an amendment to make it a conditional use, rather than allowed use, to install a tiny-home-on-chassis on a private lot in some zones.

Over a dozen members of the public testified on the measure. All but one were in support of the proposal. We would note that supporters included owners or managers of at least three mobile/manufactured home parks. The Planning Department also received numerous written comments, all in support, except for two which were generally supportive but did express concern about the installation of tiny houses on chassis on private lots. (attached)

Staff analysis

Tiny houses have generated considerable interest in recent years, not just in Sitka but nationally. They are embraced by many who see them as part of the solution to addressing ever higher housing costs. However, national norms have been slow to evolve as to how tiny houses fit into building and zoning codes. But some change is occurring. The 2018 International Residential Code² includes a new Appendix Q, which for the first time provides a definition for tiny houses, and sets certain code requirements specific to tiny houses. The two most significant provisions are 1) defining a tiny home as less than 400 square feet exclusive of sleeping lofts, and 2) allowing for ladders and modified stairs as means of accessing sleeping lofts.

Tiny-houses-on-chassis (with or without wheels) have yet to be addressed in a nationally accepted platform. They are neither manufactured home nor recreational vehicle. The proposed ordinance amendments before the Assembly take the innovative step of creating a legal status for tiny homes on chassis, provided they meet basic fire/life safety, and health/sanitation standards. They must:

- Be constructed under a building permit and be constructed in accordance with the International Residential Code.
- Be inspected by the Building Department during construction.

¹ M-Windsor/S-Weaver moved to recommend approval of the proposed ordinance changes with the exception that tiny houses on chassis to be placed in zones that allow a single manufactured home on a lot be a conditional rather than allowed use, recognizing that final housekeeping edits and formatting changes may be made during formal ordinance preparation. (minutes not yet final)

² The 2012 International Residential Code is the current code in effect. The 2018 IRC Appendix Q would be adopted as an “add-on” to existing code.

- Be anchored to resist wind and seismic loads, much like a manufactured home.
- Be skirted.
- Have frost-free connections to utilities.

In the interest of promoting durable affordable housing, the amendments also specify certain prohibited building materials in the construction of tiny-houses-on-chassis. These requirements are based on local experience that certain materials and methods normally allowed by code, such as oriented strand board and flat roofs, although cheaper in the short run, simply don't perform well over the long term in our region's climate.

Summary

Overall, the proposed amendments do two things:

1. Create a code framework for the construction of tiny houses and tiny houses on chassis.
2. Provide new options for their placement, as follows:
 - a. Tiny houses can be constructed on a permanent foundation in mobile/manufactured home parks.
 - b. Tiny houses on chassis can be placed in mobile/manufactured home parks much like manufactured homes.
 - c. Tiny houses on chassis can be placed on an individual lot in zones which allow a single manufactured home, under the conditional use permit process.

Note that tiny houses on permanent foundations are allowed under current code to be placed in any zone that allows a single family dwelling.

Although outside the scope of this proposed action, future work in this area will focus on exploring additional options for placement of tiny houses and tiny houses on chassis.

Recommendation

Motion to approve the ordinance.

Attachments

- Comprehensive plan excerpt
- Technical plan excerpt
- Assembly action plan
- SEDA Strategic Plan excerpt
- Excerpt from minutes of December 18, 2019 P&Z meeting
- 11Dec19 Staff report to Planning Commission, and 8Jan20 update memo
- 2018 International Residential Code Appendix Q
- Written public comments

HOUSING

CHAPTER OBJECTIVES



Increase Range of
Housing and
Affordability















Promote
Housing Quality





Share Ho
Informa

2030 Comprehensive Plan

HOUSING ACTION		Responsible Agency	Time Frame	Funds Needed	Completed
H 1.1a	Allow, encourage, and promote Accessory Dwelling Units (ADUs) by right in more zones.		ST	L	
H 1.1b	Minimize prevalence of variances by amending development standards, such as setbacks.		ST	L	
H 1.1c	Reduce minimum lot sizes. <i>Cross reference with LU B.2</i>		ST	L	
H 1.1e	Encourage higher density development.		ST	L	
H 1.1f	Reduce aesthetic and design standards in float home regulations.		ST	L	
H 1.1i	Create clear development standards for Planned Unit Developments (PUD) and Cluster Home Subdivisions.		MT	L	
H 1.2e	Create an affordable housing fund to offer development incentives.		ST	L	
H 1.2g	Increase tax on short-term rentals.		ST	L	
H 1.2h	Seek grant funding to support affordable housing development.		ST	L	
H 1.2i	Create housing for the homeless through public-private partnerships.		OG	L	
H 2.1	Collaborate with mobile home owners and park owners to encourage/require park upkeep in a manner that does not cause undue hardship to homeowners.		MT	L	
H 2.4	Encourage housing stock rehabilitation.		OG	L	

Responsible Agency

 City and Borough of Sitka

 Collaboration

T

ST Short-term

MT Mid-term

LT Long-term

OG Ongoing

PRIORITY

2030 Comprehensive Plan

5.3 Housing Goals, Objectives, and Actions

Goals set overall direction.

Objectives are the policies the City and Borough of Sitka intends to achieve over time.

Actions chart a path to achieve the goals and objectives.

Number	Action	Responsible Agency	Time Frame	Capital Funds Needed
H 1	Objective 1 - Increase Range of Housing and Affordability.			
H 1.1	Revise zoning codes to:			
H 1.1.a	Allow Accessory Dwelling Units (ADUs) by right in more zones. Promote through advertising campaigns. <i>Cross reference LU 8.2</i>	CBS	ST-MT	L
H 1.1.b	Minimize prevalence of variances by amending development standards, such as setbacks. <i>Cross reference LU 8.2</i>	CBS	ST-MT	L
H 1.1.c	Reduce minimum lot sizes. <i>Cross reference LU 8.2</i>	CBS	ST-MT	L
H 1.1.d	Reduce residential parking requirements. <i>Cross reference LU 8.2</i>	CBS	ST-MT	L
H 1.1.e	Encourage higher density development. <i>Cross reference LU 8.2</i>	CBS	ST-MT	L
H 1.1.f	Reduce aesthetic and design standards in float home regulations.	CBS	ST-MT	L
H 1.1.g	Develop task force to consider pilot project.	CBS	ST-MT	L
H 1.1.h	Allow hostels, boardinghouses, bunkhouses, and co-housing developments as a permitted use with standard conditions in residential zones.	CBS	ST-MT	L
H 1.1.i	Create clear development standards for Planned Unit Developments and Cluster Home Subdivisions, to include density bonuses in exchange for such features as open space and inclusionary zoning.	CBS	ST-MT	L
H.1.2	Encourage and incentivize the development of permanently affordable housing.	CBS, AC	OG	U, Range
H.1.2.a	Define terms to qualify for incentives.	CBS	MT	L
H.1.2.b	Support mechanisms to increase permanently affordable homes, such as deed restrictions, targeted financing programs, and community land trusts.	AC	OG	U
H.1.2.c	Seek or initiate sweat equity housing development programs, such as homesteading and Habitat for Humanity.	AC	MT	U
H.1.2.d	Create an affordable housing advisory group through the Planning Commission.	CBS	ST	L
H.1.2.e	Create an affordable housing fund to offer development incentives.	CBS	ST	L
H.1.2.f	Consider requiring a range of housing options to be provided when disposing of municipal land for development.	CBS	OG	L
H.1.2.g	Increase sales tax on short-term rentals.	CBS	ST	L

TECHNICAL PLAN

Number	Action	Responsible Agency	Time Frame	Capital Funds Needed
H 1.2.h	Seek grant funding to support affordable housing development.	CBS	ST	L
H 1.2.i	Create housing for the homeless through public-private partnerships.	AC	OG	L
H 1.3	Participate in public-private collaborations to design and build developments that include a mix of housing types and target markets.	ALL	OG	H
H 1.4	Increase the number of long-term rentals.	CBS, PR, AC	OG	L
H 1.4.a	Establish an annual baseline count of the number of short-term and long-term rentals in Sitka so change can be measured.	CBS, PR, AC	OG	L
H 1.4.b	Identify a desired target number of additional long term rentals.	CBS, PR, AC	OG	L
H 1.4.c	Support housing development to meet the needs of Sitka's growing senior population.	CBS, PR, AC	OG	L
H 1.4.d	Support change to state regulations and funding that is preventing full occupancy at the Pioneer Home, a public assisted-living facility.	CBS, PR, AC	OG	L
H 1.4.e	Identify possible locations for new apartment buildings.	CBS, PR, AC	OG	L
H 1.4.f	Identify barriers to apartment building development and determine if city action can reduce or eliminate any obstacles.	CBS, PR, AC	OG	L
H 2	Objective 2 – Promote Housing Quality.			
H 2.1	Collaborate with mobile home owners and park owners to find options and incentives to encourage park upkeep in a manner that does not cause undue hardship to homeowners.	CBS, PR	MT	L
H 2.2	Encourage use of LEED or similar design standards by the public and private sectors. <i>Cross reference LU 5.2</i>	CBS	OG	L
H 2.3	Create programs and partnerships to rehabilitate or replace substandard or unsafe housing units (e.g., small or tiny homes on wheels for certain residential areas, manufactured home parks, etc.).	CBS	MT	M-H
H 2.4	Encourage housing stock rehabilitation.	CBS	OG	U
H 3	Objective 3 – Share Housing Information.			
H 3.1	Use website and Facebook pages to host rental and home sales information. Delete or qualify	ALL	OG	L
H 3.2	Sponsor or co-sponsor annual housing fairs.	ALL	OG	L

Legend		
Responsible Agency: CBS – City and Borough of Sitka AK – State of Alaska US – Federal Government AC – Agency Collaboration PR – Private	Time Frame: ST – Short Term MT – Mid Term LT – Long Term OG – Ongoing	Capital Funds Needed: U – Unknown L – Low – \$0 - \$100,000 M – Mid - \$100,000 - \$1,000,000 H – High - \$1,000,000+ GF – Grant Funded

TECHNICAL PLAN

DRAFT

Action Plan

Strategy No. B

Plan No.

Date:

Strategy: We will identify and pursue Economic Development Opportunities.

Specific Result: To pursue options regarding “tiny homes” and/or smaller dwellings (TH/SD’s).

#	ACTION STEP (Number each one)	Assigned To:	Start Date:	Due Date:	Completed Date:
1	Assembly will hold a work session to sort through the many housing options and provide direction for the Planning Commission and additional steps to be added to this Action Plan. This is the kickoff of this Action Plan.	Assembly Kevin Knox	2/12	2/12	
2	Planning Commission will review the following current zoning codes with consideration for which codes could/would to be changed to enable TH/SD’s to be a potential affordable housing option. a. Zoning code residential lot sizes (in works per Sitka Comprehensive Plan 2030; b. Adoption of IRC 2018 Building Codes, specifically TH/SD specifications appendix; c. Chapter 6 Mobile and Manufactured homes to allow TH/SD placement on semi/permanent foundation within mobile/manufactured home parks.	Scott Brylinsky	2/19	3/6	
3	Commission will develop definitions to be used within the zoning codes and regulations that designate what is a Tiny Home and what is a Small Dwelling (transitional size between Tiny Homes and full-size residential homes.	Scott Brylinsky	3/6	4/3	
4	Commission will forward their work in report form to the Assembly, including any recommendations they may have.	Scott Brylinsky	4/3	4/17	
5	Assembly will hold a public hearing(s) regarding code changes to accommodate TH/SD’s, and act upon changes they deem appropriate.	Mayor Paxton & Assembly	4/23	5/14	

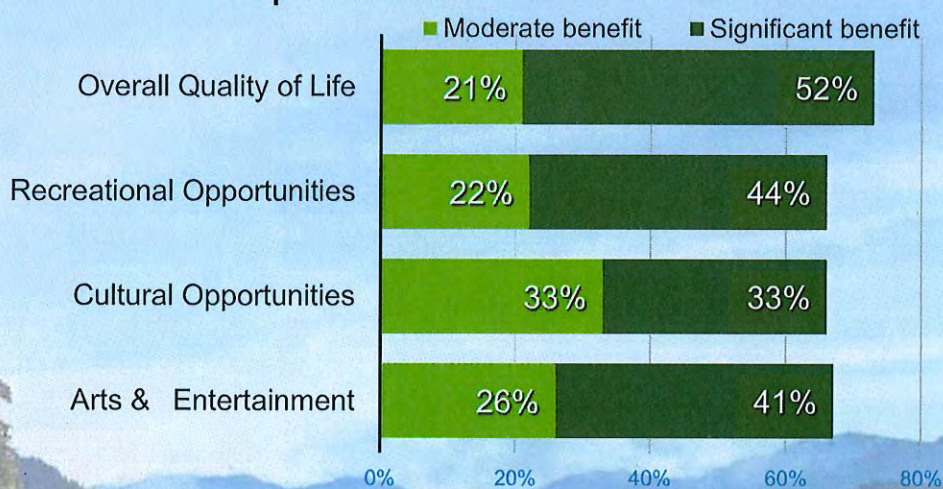
DRAFT

6	Building Inspection Department will work with local builders of TH/SD's to set guidelines for the construction of TH/SD's that will allow for a Certificate of Occupancy to be issued upon completion. The builders will include Building Trade classes at Sitka High School and UAS-Sitka Campus, and private businesses that contemplate construction of TH/SD's for sale in Sitka as well as other locations in Southeast Alaska.	Pat Sweeden	2/19	4/23 & Ongoing	
7	CBS will make known to residents and potential developers that TH/SD's are allowed by the current building codes, and that additional code modifications regarding TH/SD's may be considered in the near future.	Maegan Bosak	2/19	3/1 & Ongoing	
8	CBS will invite developers and/or owners of land parcels to a public meeting to discuss the potential opportunities regarding land development focusing on TH/SD's as well as building codes governing them.	Bosak & Brylinsky	3/1	4/1	
9	CBS shall work with individuals, non-profits, and/or public-private partnerships that could expand the options available, including but not limited to assisting with land designation and/or acquisition of privately owned or CBS owned land.	Brylinsky & Bosak	3/1	Ongoing	
10	This work by the CBS would include zoning designations that would allow and encourage development of both privately owned lots and lots available as rentals to site TH/SD's.	Brylinsky, Sweeden & Bosak	2/19	5/1	
		Responsible: Scott Brylinsky			

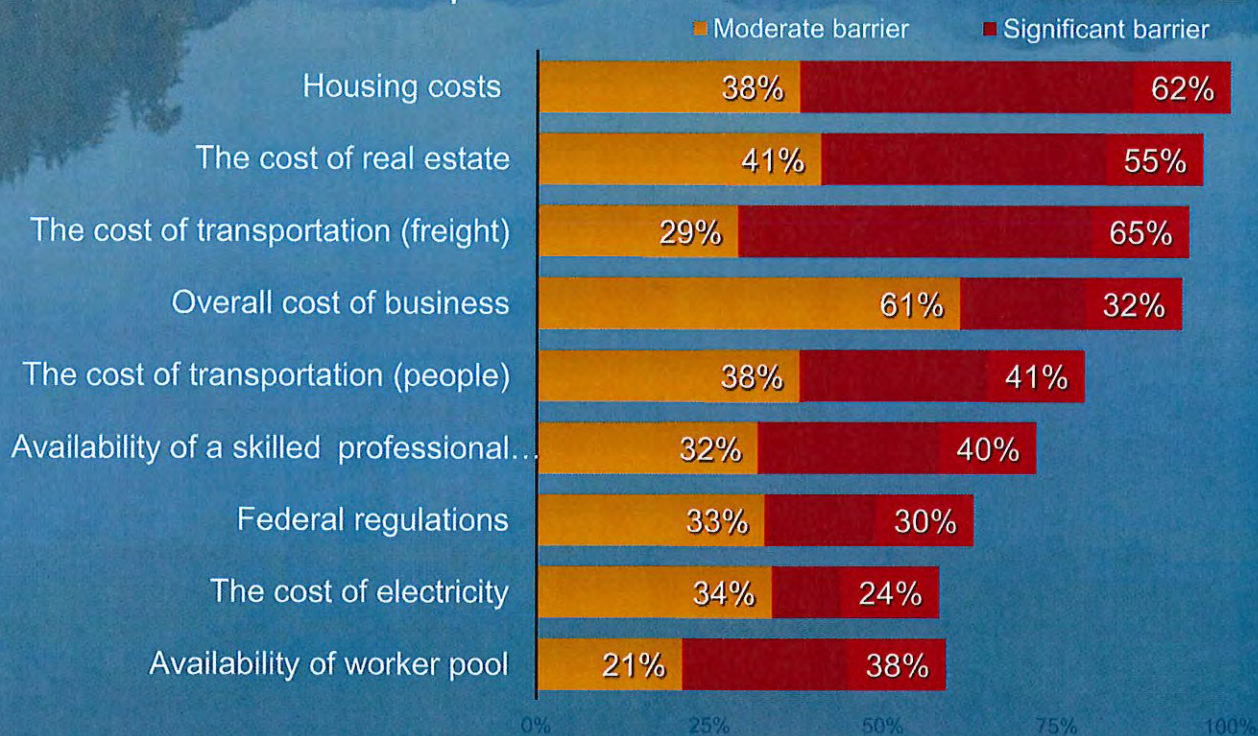
How Significant are These Elements to Operating Your Business in Sitka?

We also asked business owners and operators about the top barriers and benefits to having their businesses in Southeast Alaska. The overall quality of life and recreational opportunities stood out as elements that provided overall advantages. The top categories of barriers centered around housing & real estate costs, transportation costs, the lack of qualified candidates available for hire.

Top Benefits



Top Barriers



filed by Howard Merkel. The owner of record was Howard Merkel. Motion passed 3-0 by voice vote.

M-Mudry/S-Weaver moved to adopt the required findings for conditional use permits. Motion passed 3-0 by voice vote.

H [ZA 19-06](#)

Public hearing and consideration of a zoning text change to amend Titles 6, 19, and 22 of the Sitka General Code to define Tiny Houses and Tiny Houses on Chassis and allow them in Mobile/Manufactured Home Parks. The request is filed by the Planning and Community Development Department.

Attachments: [memo- update to commission 8Jan20](#)
[StaffReport ZA 19-06- 11Dec19](#)
[Action Plan -Tiny Homes, sm dwellings - Draft](#)
[IRC Appendix Q-Tiny Houses](#)
[amending Title 6 ver2 11Dec19](#)
[amending title 19 adopting appendix Q 11Dec19](#)
[amending title 22 - ver2 11Dec19](#)
[Application](#)

Windsor stated he did not want to take any action on the following item given that two Commissioners were absent. Brylinsky was agreeable and felt there was enough substance in the next three items that it warranted discussion and direction.

Brylinsky reviewed the Assembly's action plan on tiny houses and noted that the following proposal directly addressed actions 2b and 2c of the plan. Brylinsky described the overall needed changes for tiny houses to become feasible housing options was to first create a designation in our codes for tiny houses to be built and used, and secondly to find more placement options for such structures. Brylinsky covered details in Appendix Q of the International Residential Code that made new provisions for tiny houses, which were classified as dwelling units less than 400 square feet in size. Brylinsky highlighted the code changes in stair requirements, and provisions for egress for lofts. Overall, the zoning text change accomplished the following: defined tiny houses and established building code requirements for tiny houses, allowed tiny houses on chassis to be placed in mobile/manufactured home parks, allowed tiny houses on permanent foundations to be built in mobile/manufactured home parks, changed the maximum structure height in mobile/manufactured home parks to be increased from 14 feet to 16 feet, and established installation and construction material requirements for tiny houses.

Mudry stated some concern about the total height of a tiny house on chassis exceeding 14 feet due to possible electric line interference. Windsor asked about anchoring and wind resistance for tiny houses on chassis. Brylinsky answered that tiny houses on chassis would require similar anchoring to manufactured homes.

Commissioners and Staff had a broad discussion about tiny houses - particularly on chassis. Windsor recalled that the Commission had considered similar proposal a few years prior, and wondered if it was productive to rehash that conversation. Ainslie stated that she felt a few critical factors had changed since the last consideration of tiny houses. First, at the time of previous discussions, it was not known whether tiny houses would continue to be a growing trend and therefore whether or not there was truly a community need for code revisions. Ainslie affirmed that the tiny house trend

had continued to grow locally and nationally as well. Secondly, when last considered, there was no building code framework for which tiny houses could be evaluated for their safety and soundness of construction. Now that the IRC had created Appendix Q, there was now a framework for the building department to use in evaluating tiny houses. Windsor asked why the chassis was a necessary/attractive option. Ainslie and Brylinsky described the versatility of a movable structure and the temporary/transient need tiny houses on chassis could fill.

Building Official, Pat Swedeen spoke on some of the building code aspects. Swedeen stated that tiny houses have long been allowable under the building code; the major change in this proposal was the chassis. Swedeen felt comfortable administering Appendix Q; a bigger challenge would be inspecting tiny houses built out of town. Some tiny houses built out of state were not built to any code requirement. Swedeen also wanted to make clear the need for egress out of loft areas which would be required for Sitka tiny houses. His main concern and focus for tiny houses was ensuring life/safety.

Richard Wein discussed a few ideas and concerns. First, Wein stated that a major difference between a tiny house on a permanent foundation versus being on a chassis would be the property tax value. Wein wondered how different a tiny house truly is from a recreational vehicle. Placement in landslide zones could be dangerous, as Wein thought a non-anchored structure such as a tiny house on chassis could act as a projectile in a landslide event. Wein noted these structures could be good for seasonal and transient populations, both of which were growing demographics in Sitka. There would be a need to educate the public on what they could or could not buy to then place in Sitka. Wein also stated that some tiny houses had a challenged ability to dissipate odor.

M-Mudry/S-Weaver moved to recommend that staff continue to research and work through the issues and concerns raised in the evening's deliberations and return with a revised proposal. Motion passed 3-0 by voice vote.

I MISC 19-20

Discussion/Direction on allowing Tiny Houses on Chassis as Accessory Dwelling Units.

Attachments: [discuss-direct tinyhome on chassis as ADU's-memo to PC 11Dec19](#)

Brylinsky noted that the objective of the next two items was to expand options for placement of tiny houses. At the previous meeting, there was some support for the idea of allowing tiny houses, particularly on chassis, as ADUs. The code currently does not allow RV's or tiny houses on chassis to be used. While staff did not feel there should be changes to the prohibition on RV's as ADUs, perhaps given the proposed building and aesthetic code changes, as well as requirements for freeze-protected utility connections, tiny houses on chassis could be reconsidered for ADU use.

Windsor asked for clarification on whether or not ADUs were a conditional use, Ainslie and Brylinsky discussed some of the requirements for ADUs, and when it was a permitted or conditional use. Weaver stated that his preference to not have tiny houses on chassis as they were not as durable. Windsor echoed the preference for ADUs to be on a permanent foundation.

Richard Wein thought that between the reduction in lot sizes, the adoption of ADUs, and the use of tiny houses, some headway on affordable housing could be made. Wein wished to see this idea more fleshed out before ruling it out. Wein pointed to other stabilization methods used for manufactured homes that could be employed for tiny homes as well to increase their stability and durability.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Planning and Community Development Department

AGENDA ITEM

Case No: ZA 19-06
Proposal: Amend Titles 6, 19, and 22 to define Tiny Houses and Tiny Houses on Chassis and allow them in Mobile/Manufactured Home Parks
Applicant: Staff
Owner: various
Location: various
Legal: NA
Zone: Primarily, but not limited to, R-2MHP, C-2, and WD

PROJECT DESCRIPTION

Amendments to three sections of the Sitka General Code are proposed. The policy intent of the combined changes is to promote the use of tiny houses as an affordable housing option.

KEY POINTS AND CONCERNS

- Defines tiny houses and relaxes certain building code requirements for tiny houses.
- Allows tiny houses on chassis¹ to be placed in mobile/manufactured home parks
- Allows tiny houses on permanent foundations to be constructed in mobile/manufactured home parks
- Changes height maximum in mobile/manufactured home parks from 14' to 16'
- The biggest impact of these proposed changes will be in the R-2MHP, C-2, and WD zoning districts. But tiny houses can be built in any zoning district allowing single family dwellings. Tiny houses on chassis may be placed in any zoning district allowing manufactured homes.

BACKGROUND

Tiny houses have generated interest locally and nationally as an affordable housing option. However, real and perceived zoning and building code barriers have limited widespread use.

The proposed ordinance changes bullet-pointed in the previous section work together to alleviate some of these barriers.

¹ A tiny house on chassis includes tiny houses on wheels, or on a supporting structure with wheels removed, and the chassis remains.

The Building Official administers both the Building Code, adopted in Title 19, and the requirements for mobile/manufactured home parks in Title 6 Chapter 6.12. Planning staff has worked closely with Pat Swedeen, Building Official, in preparing these recommended code changes.

ANALYSIS

Tiny houses are obviously not a good housing fit for everyone, no one housing option is. But there is a need for a housing option for young adults who are starting their careers, who may be new in Sitka with few household goods, who may have come here for a summer job or an internship, and would like to stay. Often they are hindered in finding a toehold in the community by the cost of year-round housing. It is this group, or demographic, that we expect is the primary market for tiny houses.

Title 19

The starting point is to define a “tiny house.” The 2018 International Building Code Appendix Q provides a definition: *a dwelling that is 400 square feet or less in floor area excluding lofts*. Appendix Q also recognizes lofts, but most importantly, relaxes code requirements for loft access, allowing steep stairs or ladders as a means of loft access. But importantly, those relaxed code requirements will no longer apply if the structure exceeds 400 square feet, such as if an addition is constructed.

Possible safety issues: the Building Codes are generally strict and unyielding when it comes to stairways. Stairway and ladder falls can be serious. By allowing steeper stairways and ladders, the code is anticipating that tiny house occupants who choose to use a loft have the physical capacity to use the stairs or ladders safely. This is consistent with staff’s opinion that the primary market for tiny homes will be younger adults. Although it is beyond the scope of this report, if this proposal is enacted we would suggest as a practical safety matter that staff actively discourage those with limited physical capacity from using a ladder as a means of access to a sleeping loft.

Title 6

The most significant changes to community housing policy are here. The proposed changes:

- Create for tiny houses on chassis, with or without wheels, a legal status provided they are built to the International Residential Code and inspected by the Building Official prior to use. This requirement has been drafted to hopefully encourage local construction of these units, by requiring building permits and inspections during construction. (The draft ordinance does provide a path for units constructed outside Sitka to be used here.)
- Allow tiny houses on chassis to be placed in mobile/manufactured home parks.

- Allow tiny houses to be built on permanent foundations in mobile/manufactured home parks. This opens the door, hypothetically, to the creation of tiny house park(s). Staff believes this proposed code section also provides a path for rehabilitation of dilapidated housing stock in mobile/manufactured home parks.

In the interest of promoting durable affordable housing, the amendments also specify certain prohibited building materials in the construction of tiny houses. These requirements are based on local experience that certain materials and methods normally allowed by code, such as oriented strand board and flat roofs, although cheaper in the short run, simply don't perform well over the long term in our region's climate.

During informal conversations with a few park owners, there was strong support for the proposed code amendments.

Title 22

The proposed changes to the Zoning Code Title 22 parallel and complement those in Title 6 Chapter 6.12. The proposed amendments add parallel definitions of tiny houses and tiny houses on chassis and amend zoning districts as needed to accommodate the changes described under Title 6.

RECOMMENDATION

The Planning Department recommends that the Planning Commission approve the proposed ordinance changes.

.....

ATTACHMENTS

Attachment A: Assembly Action Plan²

Attachment B: 2018 International Building Code Appendix Q

Attachment C: Proposed ordinance changes to Sitka General Code 6.12

Attachment D: Proposed ordinance changes to SGC Title 19

Attachment E: Proposed ordinance changes to SGC Title 22

RECOMMENDED MOTION

I move to approve the proposed ordinance changes in principal, recognizing that final housekeeping edits and formatting changes may be made during formal ordinance preparation.

OR

I move to request staff to further develop the proposed ordinances, incorporating suggestions and addressing concerns raised during tonight's deliberations.

² The Action Plan was developed, but not formally approved, by the Assembly



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Memorandum

To: Chair Spivey and Planning Commission
Through: Amy Ainslie, Director, Department of Planning and Community Development *AA*
From: Scott Brylinsky, Special Projects Manager *SB*
Subject: ZA 19-06 – Tiny Houses: Addendum to Staff Report
Date: January 8, 2020

ZA 19-06 was first presented and discussed at the December 18, 2019 Planning Commission meeting. This meeting is the second time it is before the Planning Commission.

The item consists of proposed amendments to the Sitka General Code that create a legal status for tiny houses provided they are built to the International Residential Code and inspected by the Building Official prior to use. This includes tiny houses on permanent foundations as well as tiny houses on chassis, with or without wheels.

During discussion at the December 18, 2019 Planning Commission meeting, some questions and considerations were brought forward. This memo addresses those items.

1. How will a tiny house be safely moved over the streets if it is built to the maximum proposed height of 16-feet, considering possible interference with electric lines?

Before moving a tall unit the Electric Department can be contacted and they will advise on the most advantageous route to minimize interference. Where interference with lines may occur, Electric Department personnel will use push sticks to elevate the lines to provide clearance.

2. What is the legal status of a tiny house built on a chassis? Is it a vehicle or a building?

The chassis with wheels may be licensed with DMV as a trailer. Then the tiny house, constructed under a building permit, can be transported on that trailer.

OR

The tiny house on chassis with wheels could be licensed with DMV as a recreational vehicle. For the tiny house to fit under the parameters outlined in the proposed code amendments, it would still need to be constructed under a building permit and issued a certificate of approval by the Building Official prior to occupancy as a long-term dwelling unit.

3. For a tiny house on chassis to be placed long-term, how would structural adequacy of the ground to support the tiny house's chassis be assured?

The Building Department routinely oversees adequacy of soils and fill for supporting loads to be placed. Placement of a tiny house on chassis would be no different.

APPENDIX Q

TINY HOUSES

This provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance.

User note:

About this appendix: Appendix Q relaxes various requirements in the body of the code as they apply to houses that are 400 square feet in area or less. Attention is specifically paid to features such as compact stairs, including stair handrails and headroom, ladders, reduced ceiling heights in lofts and guard and emergency escape and rescue opening requirements at lofts.

SECTION AQ101 GENERAL

AQ101.1 Scope. This appendix shall be applicable to *tiny houses* used as single dwelling units. *Tiny houses* shall comply with this code except as otherwise stated in this appendix.

SECTION AQ102 DEFINITIONS

AQ102.1 General. The following words and terms shall, for the purposes of this appendix, have the meanings shown herein. Refer to Chapter 2 of this code for general definitions.

EGRESS ROOF ACCESS WINDOW. A *skylight* or roof window designed and installed to satisfy the emergency escape and rescue opening requirements of Section R310.2.

LANDING PLATFORM. A landing provided as the top step of a stairway accessing a *loft*.

LOFT. A floor level located more than 30 inches (762 mm) above the main floor, open to the main floor on one or more sides with a ceiling height of less than 6 feet 8 inches (2032 mm) and used as a living or sleeping space.

TINY HOUSE. A *dwelling* that is 400 square feet (37 m²) or less in floor area excluding *lofts*.

SECTION AQ103 CEILING HEIGHT

AQ103.1 Minimum ceiling height. *Habitable space* and hallways in *tiny houses* shall have a ceiling height of not less than 6 feet 8 inches (2032 mm). Bathrooms, toilet rooms and kitchens shall have a ceiling height of not less than 6 feet 4 inches (1930 mm). Obstructions including, but not limited to, beams, girders, ducts and lighting, shall not extend below these minimum ceiling heights.

Exception: Ceiling heights in *lofts* are permitted to be less than 6 feet 8 inches (2032 mm).

SECTION AQ104 LOFTS

AQ104.1 Minimum loft area and dimensions. *Lofts* used as a sleeping or living space shall meet the minimum area and dimension requirements of Sections AQ104.1.1 through AQ104.1.3.

AQ104.1.1 Minimum area. *Lofts* shall have a floor area of not less than 35 square feet (3.25 m²).

AQ104.1.2 Minimum dimensions. *Lofts* shall be not less than 5 feet (1524 mm) in any horizontal dimension.

AQ104.1.3 Height effect on loft area. Portions of a *loft* with a sloped ceiling measuring less than 3 feet (914 mm) from the finished floor to the finished ceiling shall not be considered as contributing to the minimum required area for the *loft*.

Exception: Under gable roofs with a minimum slope of 6 units vertical in 12 units horizontal (50-percent slope), portions of a *loft* with a sloped ceiling measuring less than 16 inches (406 mm) from the finished floor to the finished ceiling shall not be considered as contributing to the minimum required area for the *loft*.

AQ104.2 Loft access. The access to and primary egress from *lofts* shall be of any type described in Sections AQ104.2.1 through AQ104.2.4.

AQ104.2.1 Stairways. Stairways accessing *lofts* shall comply with this code or with Sections AQ104.2.1.1 through AQ104.2.1.5.

AQ104.2.1.1 Width. Stairways accessing a *loft* shall not be less than 17 inches (432 mm) in clear width at or above the handrail. The width below the handrail shall be not less than 20 inches (508 mm).

AQ104.2.1.2 Headroom. The headroom in stairways accessing a *loft* shall be not less than 6 feet 2 inches (1880 mm), as measured vertically, from a sloped line connecting the tread or landing platform nosings in the middle of their width.

AQ104.2.1.3 Treads and risers. Risers for stairs accessing a *loft* shall be not less than 7 inches (178 mm) and not more than 12 inches (305 mm) in height. Tread depth and riser height shall be calculated in accordance with one of the following formulas:

1. The tread depth shall be 20 inches (508 mm) minus four-thirds of the riser height.
2. The riser height shall be 15 inches (381 mm) minus three-fourths of the tread depth.

AQ104.2.1.4 Landing platforms. The top tread and riser of stairways accessing *lofts* shall be constructed as a *landing platform* where the *loft* ceiling height is less

than 6 feet 2 inches (1880 mm) where the stairway meets the *loft*. The *landing platform* shall be 18 inches to 22 inches (457 to 559 mm) in depth measured from the nosing of the landing platform to the edge of the *loft*, and 16 to 18 inches (406 to 457 mm) in height measured from the *landing platform* to the *loft* floor.

AQ104.2.1.5 Handrails. Handrails shall comply with Section R311.7.8.

AQ104.2.1.6 Stairway guards. Guards at open sides of stairways shall comply with Section R312.1.

AQ104.2.2 Ladders. Ladders accessing *lofts* shall comply with Sections AQ104.2.1 and AQ104.2.2.

AQ104.2.2.1 Size and capacity. Ladders accessing *lofts* shall have a rung width of not less than 12 inches (305 mm), and 10-inch (254 mm) to 14-inch (356 mm) spacing between rungs. Ladders shall be capable of supporting a 200-pound (75 kg) load on any rung. Rung spacing shall be uniform within $\frac{3}{8}$ inch (9.5 mm).

AQ104.2.2.2 Incline. Ladders shall be installed at 70 to 80 degrees from horizontal.

AQ104.2.3 Alternating tread devices. Alternating tread devices accessing *lofts* shall comply with Sections R311.7.11.1 and R311.7.11.2. The clear width at and below the handrails shall be not less than 20 inches (508 mm).

AQ104.2.4 Ships ladders. Ships ladders accessing *lofts* shall comply with Sections R311.7.12.1 and R311.7.12.2. The clear width at and below handrails shall be not less than 20 inches (508 mm).

AQ104.2.5 Loft Guards. *Loft* guards shall be located along the open side of *lofts*. *Loft* guards shall be not less than 36 inches (914 mm) in height or one-half of the clear height to the ceiling, whichever is less.

SECTION AQ105

EMERGENCY ESCAPE AND RESCUE OPENINGS

AQ105.1 General. *Tiny houses* shall meet the requirements of Section R310 for emergency escape and rescue openings.

Exception: *Egress roof access windows* in *lofts* used as sleeping rooms shall be deemed to meet the requirements of Section R310 where installed such that the bottom of the opening is not more than 44 inches (1118 mm) above the *loft* floor, provided the egress roof access window complies with the minimum opening area requirements of Section R310.2.1.

Amy Ainslie

From: sitkacheryl@gmail.com
Sent: Wednesday, January 15, 2020 3:18 PM
To: Planning Department
Subject: Tiny Home code changes

I, for one, would love to see clusters of tiny homes on city lots. They're attractive, innovative and affordable, so why not? Cheryl Call

Sent from my iPad

Andy Corak

From: Scott Brylinsky
Sent: Thursday, January 16, 2020 9:52 AM
To: Andy Corak
Subject: FW: tiny houses

Andy,
This is to keep with the other email comments for the file on tiny houses.
Thanks,
Scott

From: Jason Condon <jasoncondon60@gmail.com>
Sent: Wednesday, January 15, 2020 3:50 PM
To: Scott Brylinsky <scott.brylinsky@cityofsitka.org>; Jonathan Kreiss-Tomkins <jonathan.s.kt@gmail.com>
Subject: Re: tiny houses

Scott,
Sorry this is 45min late, but I hope you still get an opportunity to read at the meeting.

Here is my statement, please let me know if you have any questions.

Good evening, my name is Jason Condon. My wife and I moved to Sitka in July of 2014 and lived there until July of 2019. Before moving to Sitka, we decided to build and live in a tiny, 144sq ft house. Our decision to live in a small house arose from an attempt to align some of our life priorities with our actions. We did not want to spend our time and energy maintaining a larger house that was above our needs or had unusable space. We wanted a house that met all of our domestic needs and enabled us to focus our energy on other things. These things included being involved with the community, maximizing time outdoors, and spending time with friends. To us, a house is a place to comfortably cook, relax, and sleep. Our tiny house was an experiment to see if a 144sq ft house was sufficient. After 4 years of living in it, we can confidently say it was. There were challenges that forced us to be creative, but our quality of life was not compromised. In fact, after recently moving into a 2000 sq ft rental house in North Carolina, we miss our tiny house lifestyle in Sitka. It was simple, well-designed, and comfortable.

I understand that tiny houses are not normal, but they could be viable options for a younger generation with priorities that don't include a 2000' sq ft house with 3 bedrooms and 2 baths. Motivated young people want to spend their time outside of the house. Houses serve different purposes for different stages in our lives.

There is a plethora of reasons for choosing to live in a 'tiny', but adequate space. Some that come to mind are environmental positives, financial benefits, and community sustainability. I have difficulty understanding the consequences of changing zoning and building codes to make smaller living structures available for people. Sitka only stands to benefit from updating zoning requirements that will attract young motivated people to start growing roots in the community.

Respectfully,
Jason Condon

On Tue, Jan 14, 2020 at 3:47 PM Scott Brylinsky <scott.brylinsky@cityofsitka.org> wrote:

Hi Jason,

Good talking to you yesterday. And thanks for your support on local tiny house efforts.

Turns out I was mistaken in suggesting that you could call in to our conference line to offer testimony. That system is, evidently, cumbersome and expensive, and the Commission generally reserves it for applicants only.

You can, however, provide email comments which we will be read into the record at the meeting. Not the same as a spoken statement, but can be quite effective nonetheless.

If you send something by about 3:00pm tomorrow I can see that the commission sees it and hears it.

Thanks again,

Scott

From: Jason Condon <jasoncondon60@gmail.com>

Sent: Monday, January 13, 2020 7:08 AM

To: Jonathan Kreiss-Tomkins <jonathan.s.kt@gmail.com>; Scott Brylinsky <scott.brylinsky@cityofsitka.org>

Cc: meredith.r.condon <meredis@gmail.com>

Subject: Re: tiny houses

Scott and Jonathan,

I would be happy to call in and present testimony if that would be helpful.

Scott,

I would prefer to discuss with you prior to the meeting.

What time is the meeting Wednesday?

My cell is+14258706480.

Call when you can,

Jason Condon

On Sat, Jan 11, 2020 at 4:23 PM Jonathan Kreiss-Tomkins <jonathan.s.kt@gmail.com> wrote

Don't want to overask, but if one of you were able to call in as a former tiny home owner I think that could be really helpful/powerful!

I can liaise the call-in info if helpful.

----- Forwarded message -----

From: **Scott Brylinsky** <scott.brylinsky@cityofsitka.org>

Date: Thu, Jan 2, 2020 at 4:48 PM

Subject: tiny houses

To: Jonathan Kreiss-Tomkins <jonathan.s.kt@gmail.com>

Hi Jonathan,

Am writing to let you know that when we went before the Planning Commission and presented the draft ordinances to incorporate tiny houses into the code, and create more options for their placement, the Planning Commission did not view those proposals favorably. Only three Commissioners were present. No members of the public were present or gave written comments. The Commission voted to postpone formal action.

We will be presenting again at the January 15 meeting. If you, and/or fellow tiny house advocates, could be present, call in, or present testimony, I believe it could make a difference.

Naturally, feel free to call to discuss ahead of time if any questions.

Thanks,

Scott

Scott Brylinsky

Special Projects Manager

Department of Planning and Community Development

City and Borough of Sitka

907-738-8181

--

jaykaytee.com

Amy Ainslie

From: Justin Olbrych <justin.olbrych@yahoo.com>
Sent: Wednesday, January 15, 2020 4:32 PM
To: Planning Department
Subject: Tiny homes

Hello. Out of town presently and can not make the meeting but I wanted to show my support for tiny homes. As a land owner and home builder, it just makes sense. Building smaller homes is less expensive, uses less resources and they take up less space. They obviously won't replace a typical family house, but they do provide a much needed alternative for those that seek a small, more efficient living space. The city of sitka clearly promotes accessory dwelling units, tiny homes is just an extension of this concept. And if the city was able to wave parking conditions, this might even provide more homes in town, not everyone owns or drives a car. And one last thing, why not have tiny lots or the opportunity to subdivide a residential lot into two lots. A home owner could figure out a spot for a tiny home. Have one built, tied to the city services and then divide the property say 70/30. Someone gets land and a tiny home for \$100,000. The home owner gets \$100,000. The city gets another home online. Thanks. Justin olbrych

Amy Ainslie

From: Kathy Kyle <kathypkyle@yahoo.com>
Sent: Tuesday, January 14, 2020 9:25 AM
To: Planning Department
Subject: Tiny houses

Sitka is in desperate need of affordable housing. I know people who may move away if they cannot find alternative housing to what is currently available. Tiny houses are an attractive and affordable alternative to the ramshackle trailers that many people are forced to live in simply because they are already in place. Please modify Sitka's Code to expedite the use of tiny houses.

Sincerely,
Kathy Kyle

Amy Ainslie

From: Marian Allen <marianallen@gmail.com>
Sent: Wednesday, January 15, 2020 5:27 PM
To: Planning Department
Subject: Tiny Homes

I want to support making changes to allow tiny homes in Sitka. We have a major problem with a lack of affordable housing in this town and allowing tiny homes is one way we can start to address this problem.

--

Marian Allen
829 Pherson St
Sitka, AK 99835

Andy Corak

From: Scott Brylinsky
Sent: Thursday, January 16, 2020 10:24 AM
To: Andy Corak
Subject: FW: tiny houses

Please add to case file under public comment.

From: Planning Department <planning@cityofsitka.org>
Sent: Thursday, January 16, 2020 10:14 AM
To: Scott Brylinsky <scott.brylinsky@cityofsitka.org>
Subject: FW: tiny houses

Amy Ainslie

Planning Director
City and Borough of Sitka
100 Lincoln Street
Sitka, AK 99835
(907) 747-1815
amy.ainslie@cityofsitka.org

From: Nan Metashvili <ferenjinan@gmail.com>
Sent: Wednesday, January 15, 2020 8:03 PM
To: Planning Department <planning@cityofsitka.org>
Subject: tiny houses

Here is a little piece I wrote for the Sitka Soup- not sure when there will be room to run it, but it's my 2 cents. I'm passionate about housing, because I am unable to afford to live in Sitka anymore, and would love a tiny house. I'm a retired librarian (remember Kettleon Library?) and the State of Alaska pension is ludicrous.

It was a typical day in Sitka. Rain drizzled down, fog drifted around the forests like old spirits, and cold waves sloshed resolutely against the shore.

The Soupster was heading towards one of his favourite haunts, the library.

Though not as cozy as the old library, the new one still filled his needs. It was warm and dry, and its services were freely available to all. He would spend time reading the papers, and check out a few books to feed his insatiable appetite for reading. With some amusement and no little sadness, he noted that 9.5 out of 10 people scattered around were reading, writing or playing on some sort of electronic device. Not many books to be seen, the old fashioned kind made of paper.

The smell of a brand new volume to him was indescribable. He positively enjoyed the tactile sensation of turning pages, and the ease of flipping back to reread some passage. Many a time did he find it necessary to refresh his memory about some point mentioned 6 chapters ago. The Soupster was not shy about admitting he was getting on a bit and his little grey cells weren't what they used to be. And he loved the elegance of choosing just the right bookmark to insert to keep his place. He had a whole collection of them.

And as much as he loved reading books, there was also the social side of the library. No cold city institution, Sitka's library was a lively place where friendships were formed and nurtured, a place where lonely after-school kids could safely hang out, and even a few romances had happened. He could always count on finding a pal there to have a chat with.

As the Soupster picked up a latest nonfiction bestseller to sit and browse through, he noticed the person next to him in another chair. The two men both could sit there and gaze out at the unparalleled view of the ocean and the small islands, the skiffs and trollers and sailboats going past. They could stay until closing time. They could use the bathroom.

But at closing time, the Soupster could go home to a comfortable and welcoming home, and the other chap obviously could not. Homeless was written all over him, from the shabby clothes, unwashed odor, and the look of sadness and fear in his eyes. Where will he go when the library closes? Out into the rain, and then?

The Soupster started to wonder why the town had to be so difficult for low income folks. Why could they not follow the example of some other communities around the country and take care of all its citizens?

Tiny houses, for example. He had lately been reading in magazines about places building tiny houses. Why do people crave McMansions anyway, when a smaller and adequate abode would do? Wouldn't it be grand if Sitka could commit in a significant way to small and available homes?

The Soupster smiled sadly at the homeless man as the closing time lights flickered.

Then they both left the library.

Andy Corak

From: Planning Department
Sent: Thursday, January 16, 2020 2:12 PM
To: Scott Brylinsky; Andy Corak
Subject: FW: Tiny homes

Amy Ainslie
Planning Director
City and Borough of Sitka
100 Lincoln Street
Sitka, AK 99835
(907) 747-1815
amy.ainslie@cityofsitka.org

-----Original Message-----

From: Phyllis Hackett <hackett.phyllis@gmail.com>
Sent: Thursday, January 16, 2020 12:54 PM
To: Planning Department <planning@cityofsitka.org>
Subject: Tiny homes

Hello Commissioners

Sitka has been discussing affordable housing for decades. The most reasonable way I see to help our housing and affordable living challenges is through higher density in residential areas.

Tiny homes is a wonderful option for many people and we would be smart to approve code changes allowing for that. It is time to step out of our box and stretch, for the good of our entire community today and into the future.

Please vote in favor of the necessary code changes to make Tiny homes not only allowable but also reasonable.

Thank you for your service. It is greatly appreciated

Phyllis Hackett

Sent from my iPhone

Amy Ainslie

From: Victoria OConnell <victoria.oconnell@gmail.com>
Sent: Wednesday, January 15, 2020 4:45 PM
To: Planning Department
Subject: I support Tiny Houses

Hello,
I support code changes to allow tiny houses, like the one Sitka Conservation Society had the high school build, Please support these changes
thank you
Tory Curran
608 Etolin St
Sitka

Amy Ainslie

From: Karen Hegyi <alaskaperegrina@gmail.com>
Sent: Tuesday, January 14, 2020 9:02 AM
To: Planning Department
Subject: comments for planning commission January 15, 2020 consideration of Tiny Houses changes to zoning code

I apologize if this is not the correct email for commenting on the proposed zoning code changes up for consideration this Wednesday, January 15, 2020.

Please forward this message to the Planning Commission.

Dear Planning Commission Members:

I apologize for not appearing in person. Unfortunately your meeting conflicts with travel plans I had already made.

I have had an opportunity to review ZA 19-06 Staff Report for December 18, 2019.

I believe this is a good step for Sitka.

I have been a fan of Tiny Houses ever since I found a book about them at Old Harbor in 2011. I recognize that they are too small for me and my knees are too old for climbing in and out of a Tiny House loft. As the Analysis paragraph points out Tiny Houses "are not a good housing fit for everyone." But they will fill a niche.

Amending the Zoning Code to allow for their existence and for their placement in mobile/manufactured home parks makes sense.

I do have separate concerns for any future expansion of their placement in other zoning areas. Not because I oppose their use. Rather my concern is that something intended for use by "young adults with few possessions" can easily morph into expansions and sheds and the need for parking for vehicles and boats as more possessions and vehicles are acquired.

It is important therefore that any future expansion of allowable placement of Tiny Houses understand that a user is going to want to expand the footprint. And, while the first occupants might only have bicycles at some point in the near future they are going to want a car/SUV/truck and a boat. And even if the first occupant only has a bicycle they will have guests who arrive in cars/SUVs/trucks.

For any expansion of permitted use the lot size and setbacks need to take parking, footprint expansion and out buildings into consideration. Otherwise the public street and sidewalk will become their permanent parking places.

Thank-you for your consideration.

Karen R. Hegyi

PO Box 671

Sitka, AK 99835

Andy Corak

From: Scott Brylinsky
Sent: Thursday, January 16, 2020 10:25 AM
To: Andy Corak
Subject: FW: Tiny Homes

Please add to case file.

-----Original Message-----

From: Planning Department <planning@cityofsitka.org>
Sent: Thursday, January 16, 2020 10:14 AM
To: Scott Brylinsky <scott.brylinsky@cityofsitka.org>
Subject: FW: Tiny Homes

Amy Ainslie
Planning Director
City and Borough of Sitka
100 Lincoln Street
Sitka, AK 99835
(907) 747-1815
amy.ainslie@cityofsitka.org

-----Original Message-----

From: K L <stormysea@rocketmail.com>
Sent: Wednesday, January 15, 2020 7:06 PM
To: Planning Department <planning@cityofsitka.org>
Subject: Tiny Homes

Dear Planning Commission Members,

We're writing about the idea of Tiny Homes to provide more affordable living for Sitkans. While we agree that the concept is a great one, we are also very concerned about the impact on current properties and homeowners. If you can create zones in new areas for tiny homes that would be amazing. What would be a huge challenge is if you dilute the meaning of R1, R2, and other established zones by adding in Tiny Homes. Sitka already is often breaking our own zoning rules by granting so many variances. Please don't choose the variance method of allowing Tiny Homes into our community. That will pit neighbors against each other and remove a part of what makes Sitka a wonderful place to live. Most of us buy property with the expectation that the zone means something. When the zoning gets mixed up so much, and there's very little notice for variances, it means that people have to attend meetings and argue on their own behalf to keep the property density which they originally bought. We're trusting that your wish to add more affordable housing will not disregard this very important issue for current homeowners. Thanks for all your time and effort as you traverse this potentially controversial issue.

Sincerely,
Klaudia and Michael Leccese

Sent from my iPhone



Sitka Conservation Society
(907) 747-7509
info@sitkawild.org
PO Box 6533, Sitka, AK, 99835
www.sitkawild.org

January 15, 2020

Dear Planning Commission,

The Sitka Conservation Society (SCS) supports the proposed changes to the Sitka General Code to give tiny homes a clear legal status, and to update the zoning code and mobile home park code to provide more options for placement of tiny homes in our community.

For the past five years, SCS has partnered with the Sitka School District, community members and local businesses on a workforce development project, through which high school students have gained construction and professional skills by building a tiny home. In addition to being a learning tool for youth, the Tongass Tiny Home has allowed us to engage in community dialogue about the potential role of tiny homes in Sitka.

Tiny homes are a specialized solution for people concerned about minimizing their monthly expenses, downsizing and avoiding consumption, minimizing their carbon footprint, and/or maintaining flexibility, such as having the ability to move with home in tow or limit debt. By updating Sitka's codes, you will remove real and perceived barriers allowing people to invest in this solution, thereby adding another option for Sitka's housing market (reducing competition for apartments, seasonal residences), and creating opportunities for community members interested in thoughtfully increasing housing density.

Access to safe and affordable housing is critical to the social, economic and ecological well being of our community. Allowing a broader range of housing options will help meet the diverse needs and desires of Sitka residents and visitors. Please note that we do not advocate for tiny homes as a replacement for existing mobile or manufactured homes, except for as desired by current residents of Sitka's parks. Tiny homes should be additive to our housing landscape, providing weather-appropriate, small options, without displacing in-demand larger housing units.

Since the Commission last considered this issue, two notable things have happened that make the proposed code changes appropriate and timely:

- The International Residential Code adopted Appendix Q to provide regulations and standards for tiny homes. Sitka code has historically closely followed the International Residential Code.
- The 2030 Sitka Comprehensive Plan was adopted with the goal of "Expand(ing) the range, affordability, and quality of housing in Sitka while maintaining attractive, livable neighborhoods," including by encouraging higher density development, promoting Accessory Dwelling Units, and considering tiny homes on wheels for certain residential areas &

manufactured home parks. This plan was based on community feedback gathered from December 2015 through May 2018

Thank you for your service to the community of Sitka. We hope that you will take action tonight to thoughtfully welcome tiny homes to Sitka.

Sincerely,

Chandler O'Connell
Sitka Sustainable Community Catalyst
Sitka Conservation Society



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 20-07 Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 3/4/2020 In control: City and Borough Assembly
On agenda: 3/10/2020 Final action:
Title: Making supplemental appropriations for Fiscal Year 2020 (Sitka Police Department Legal Expenses)
Sponsors:
Indexes:
Code sections:
Attachments: [Motion Ord 2020-07](#)
[Ord 2020-07](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2020-07 on first reading making supplemental appropriations for Fiscal Year 2020 (Sitka Police Department Legal Expenses).

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2020-07
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA MAKING SUPPLEMENTAL
APPROPRIATIONS FOR FISCAL YEAR 2020
(Sitka Police Department Legal Expenses)

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 make a supplemental operating appropriations for FY2020.

4. **ENACTMENT.** In accordance with Section 11.10(a) of the Charter of the City and Borough of Sitka, Alaska, the Assembly hereby makes the following supplemental appropriation for the budget period beginning July 1, 2019 and ending June 30, 2020.

<u>FISCAL YEAR 2020 EXPENDITURE BUDGETS</u>
GENERAL FUND
Legal – Operations: Increase appropriations in the amount of \$88,500 for legal expenses regarding the Sitka Police Department litigations.

EXPLANATION

Additional funding for outside counsel is needed regarding ongoing Sitka Police Department litigation.

Total supplemental appropriations to date for the General Fund in FY2020 totals \$960,085. Increases of operating budgets in the amount of \$571,924.23, to comply with Charter provisions pertaining to non-lapsing of encumbered funds at the end of a fiscal year (“Year-end soft close”), are not included in this amount.

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

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 24th Day of March, 2020.

ATTEST:

Gary L. Paxton, Mayor

Sara Peterson, MMC
Municipal Clerk

1st reading 3/10/2020
2nd and final reading 3/24/2020

Sponsor: Administrator



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 20-08 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 3/4/2020 In control: City and Borough Assembly

On agenda: 3/10/2020 Final action:

Title: Making supplemental appropriations for Fiscal Year 2020 (Crescent Harbor Lightering Float Repairs)

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2020-08](#)
[Memo Ord 2020-08](#)
[Ord 2020-08](#)
[Sitka Lightering Float Condition Report_01.21.2020](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2020-08 on first reading making supplemental appropriations for Fiscal Year 2020 (Crescent Harbor Lightering Float Repairs).




City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Paxton and Assembly Members

Thru: John Leach, Municipal Administrator 

From: Stan Eliason, Harbormaster

Date: March 2, 2020

Subject: Supplemental Budget Appropriation for FY20 – Tender Dock Repairs

Background

In September 2019, the City and Borough of Sitka Public Works Department commissioned an assessment of the Tender Dock in Crescent Harbor, to be performed by Jacobs Engineering Group. In January 2020, the CBS received the assessment report (attached).

Analysis

The very detailed Jacobs report outlines many items that are in need of repair. Many structural repairs were identified prior to this report and a plan was put into place. Three quotes were received in response to an RFP, and the contract is being drafted to address the items we discovered along with Bid Items 02.01.02, 03, and 04 of the Jacobs report. The Jacobs repairs are identified in red on the report (page 28).

A few items can either be suspended or deferred which are identified in black on the report – specifically, Bid Items 02.03.01, 02.03.02 which are required for new construction only (i.e. Crescent Harbor). These items can be deferred until full replacement of the facility. Estimated savings by deferring is \$26,530.56.

02.03.05 - Remove and replace HID lighting with LED lighting. Estimated savings by deferring is \$74,290.00.

02.03.06 - Ground fault protection is required for new construction. This item can be deferred until full replacement of the facility. Estimated savings by deferring is \$44,956.00.

Bid Item 02.03.08 provides utilities to the guard shack. This item can be deferred, however, if cruise ships are scheduled to stay beyond daylight hours, this will need to be addressed. Estimated savings by deferring is \$9,216.36

We also intend on performing several repairs in-house, as noted in green.

Fiscal Note

\$30,000.00 supplemental appropriation required to complete repairs.

Recommendation

Approve supplemental budget appropriation of \$30,000.00 to make structural repairs outlined in 02.01.02, 03, and 04 of the Jacobs report and repairs identified by the Harbor Department.

Attachments:

Jacobs Crescent Harbor Lightering Float Condition Assessment

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2020-08
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA MAKING SUPPLEMENTAL
APPROPRIATIONS FOR FISCAL YEAR 2020
(Crescent Harbor Lightering Float Repairs)

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 make a supplemental capital appropriation for FY2020.

4. **ENACTMENT.** In accordance with Section 11.10(a) of the Charter of the City and Borough of Sitka, Alaska, the Assembly hereby makes the following supplemental appropriation for the budget period beginning July 1, 2019 and ending June 30, 2020.

:

<u>FISCAL YEAR 2020 EXPENDITURE BUDGETS</u>
CAPITAL PROJECTS
Fund 750 – Crescent Harbor Lightering Float Repairs Project: Increase appropriations in the amount of \$30,000 for the Crescent Harbor Lightering Float Repairs. These funds will come from the Harbor Fund working capital.

EXPLANATION

Critical repairs to the Crescent Harbor lightering float are needed prior to the beginning of the summer 2020 tourist season. These repairs will ensure that further and more expensive repairs are not need in the near term.

Total supplemental appropriations to date for the Harbor Fund in FY2020 totals 20,000. Increases of operating budgets in the amount of \$21,570.23, to comply with Charter provisions pertaining to non-lapsing of encumbered funds at the end of a fiscal year (“Year-end soft close”), are not included in this amount.

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

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 24th Day of March 2020.

ATTEST:

Gary L. Paxton, Mayor

Sara Peterson, MMC
Municipal Clerk

1st reading 3/10/2020
2nd and final reading 3/24/2020

Sponsor: Administrator



Crescent Harbor Lightering Float Condition Assessment

Condition Summary Report

Version 1.0

January 21, 2020

City and Borough of Sitka, Alaska



Crescent Harbor Lightering Float Condition Assessment

Project No: W3X90900
Document Title: Condition Summary Report
Document No.: BI1023190117BAO
Revision: Final
Date: January 21, 2020
Client Name: City and Borough of Sitka, AK
Project Manager: George Newman, PE, PMP
Author: Mark Parent, PE, SE
Ryan Breen, PE
John Owens, PE
File Name: Sitka Lightering Float Condition Report_01.21.2020

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Appendix

A	Cost Estimate
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Acronyms and Abbreviations

ACI	American Concrete Institute
ADCI	Association of Diving Contractors International
AISC	American Institute of Steel Construction
ASCE	American Society of Civil Engineers
CBS	City and Borough of Sitka
(E)	existing
ft	feet
HID	high-intensity discharge
Jacobs	Jacobs Engineering Group
MOP	Manual of Practice
NEC	National Electrical Code
OCPD	overcurrent protection device
PE	Professional Engineer
ROM	rough order of magnitude
SE	Structural Engineer

1. Introduction

1.1 Project Background

This report was produced for the City and Borough of Sitka (CBS), Alaska to provide an overall condition assessment of the Crescent Harbor Lightering Float. The condition assessment includes a general evaluation of the constituent elements of the structures, recommendations for repair or replacement of elements that are nearing or exceeded their service life, a rough order of magnitude (ROM) cost estimate for recommended repairs and maintenance, and an estimated remaining service life for the remaining elements. Detailed designs and load ratings are not included in the scope of this project.

1.2 Inspection Methodology

Prior to the on-site investigation, Jacobs Engineering Group Inc. (Jacobs) engineers conducted preliminary research by reviewing the existing design documents available for the subject facilities to gain a detailed understanding of the structural systems, load paths, and construction materials. After the preliminary document research and trip planning, a team of engineers mobilized to Crescent Harbor and performed field investigations on October 1, 2019 through October 4, 2019. A team of engineer-divers performed all below-water investigations while a structural engineer and an electrical engineer evaluated the above-deck features.

The investigation of the Lightering Float included the following inspection tasks:

- Level I visual and tactile underwater inspection of the concrete floats and galvanized steel piles.
- Level II underwater cleaning inspections on 10 percent of the concrete floats and galvanized steel piles.
- Topside inspection of the concrete floats, timber rails, and connection hardware.
- Inspection of the two access gangways.
- Photographs to document general conditions and significant defects.

Element-level damage ratings and overall system condition assessment ratings are assigned based on the guidelines within American Society of Civil Engineers (ASCE) Manual of Practice (MOP) 130, "Waterfront Facilities Inspection and Assessment." Descriptions of the overall system assessment ratings are presented below in Figure 1 and damage ratings for timber elements are shown in Figure 2.

1.2.1 Underwater Inspection

The underwater inspection was performed by a three-person engineer-diver team led by a Professional Engineer who is also a commercial diver certified by the Association of Diving Contractors International (ADCI). The other two members of the dive team were the Dive Supervisor and Technician-Diver, both of whom are also ADCI certified. The Jacobs dive inspection team members have successfully completed structural inspection training for engineer-divers to accurately report structural damage and deficiencies, and all Jacobs Professional Engineer-Diver Team Leaders have more than 10 years of experience performing underwater structural inspections of waterfront structures.

The members of the inspection team were equipped and trained, and all diving operations were conducted, in accordance with the Occupational Safety and Health Administration Commercial Diving Operations Standard (29 Code of Federal Regulations 1910, Subpart T), ADCI Consensus Standards for Commercial Diving and Underwater Operations, and Jacobs' Commercial Diving Safe Work Practices Manual (2016).

Commercial scuba diving equipment, including full face masks with through-water communications and high-pressure primary and bailout tanks, was utilized to perform the inspection. The diving operations were staged from the topside of the Lightering Float and the city-owned vessel “Stray Current.”

Figure 1: Overall System Condition Assessment Ratings

Rating		Description
6	Good	No visible damage or only minor damage noted. Structural elements may show very minor deterioration, but no overstressing observed. No repairs are required.
5	Satisfactory	Limited minor to moderate defects or deterioration observed but no overstressing observed. No repairs are required.
4	Fair	All primary structural elements are sound but minor to moderate defects or deterioration observed. Localized areas of moderate to advanced deterioration may be present but do not significantly reduce the load-bearing capacity of the structure. Repairs are recommended, but the priority of the recommended repairs is low.
3	Poor	Advanced deterioration or overstressing observed on widespread portions of the structure but does not significantly reduce the load-bearing capacity of the structure. Repairs may need to be carried out with moderate urgency.
2	Serious	Advanced deterioration, overstressing, or breakage may have significantly affected the load-bearing capacity of primary structural components. Local failures are possible, and loading restrictions may be necessary. Repairs may need to be carried out on a high-priority basis with urgency.
1	Critical	Very advanced deterioration, overstressing, or breakage has resulted in localized failure(s) of primary structural components. More widespread failures are possible or likely to occur, and load restrictions should be implemented as necessary. Repairs may need to be carried out on a very high-priority basis with strong urgency.

Source: ASCE MOP 130 Waterfront Facilities Inspection and Assessment

Figure 2: Damage Ratings for Timber Elements

Damage Rating		Existing Damage ^a	Exclusions [Defects Requiring Elevation to the Next Higher Damage Rating(s)]
NI	Not Inspected	<ul style="list-style-type: none"> Not inspected, inaccessible, or passed by^b 	
ND	No Defects	<ul style="list-style-type: none"> Sound surface material 	
MN	Minor	<ul style="list-style-type: none"> Checks, splits, and gouges less than 0.5 in. wide Evidence of marine borers or fungal decay 	Minor damage not appropriate if <ul style="list-style-type: none"> Loss of cross section Marine borer infestation Displacements, loss of bearing, or connections
MD	Moderate	<ul style="list-style-type: none"> Remaining diameter loss up to 15% Checks and splits wider than 0.5 in. Cross-section area loss up to 25% Corroded hardware Evidence of marine borers or fungal decay, with loss of section 	Moderate damage not appropriate if <ul style="list-style-type: none"> Displacements, loss of bearing or connections
MJ	Major	<ul style="list-style-type: none"> Remaining diameter loss 15 to 30% Checks and splits through full depth of cross section Cross-section area loss 25 to 50%; heavily corroded hardware Displacement and misalignments at connections 	Major damage not appropriate if <ul style="list-style-type: none"> Partial or complete breakage
SV	Severe	<ul style="list-style-type: none"> Remaining diameter loss more than 30% Cross-section area loss more than 50% Loss of connections and/or fully nonbearing condition Partial or complete breakage 	

Source: ASCE MOP 130 Waterfront Facilities Inspection and Assessment

1.3 Lightering Float Description

The Crescent Harbor Lightering Float is a concrete float consisting of a 10-foot (ft)-wide x 180-ft-long section which transitions to a 14-ft-wide x 60-ft-long section at the northern end. There are two gangways for accessing the float. The Lightering Float was relocated to Crescent Harbor from its original location below the O'Connell Bridge in 2002.

1.4 Cost Estimate

The ROM cost estimate for recommended repairs and maintenance of the Lightering Float identified in this report is presented in Appendix A. The estimated construction cost is \$243,184.

1.4.1 Estimate Methodology

This cost estimate is considered a bottom rolled up type estimate with cost items and breakdown of Labor, Materials and Equipment.

For the development of this cost estimate, there may be systems that have yet to be defined enough on which to base a scope of work for estimating purposes. Jacobs estimating provides parametric costing based on a unit of measurement (i.e., cost per square foot or cost per unit). The cost is assigned per unit and typically is developed by averaging similar projects and analysis of historic costs. Using this approach, estimators strive to generate a basic system design fitting the parameters of the structure and its proposed function.

Finally, pricing is geographically adjusted to reflect local labor and material rates and job site conditions and requirements. As the design process progresses and more detailed project information becomes available, the parametric costing can be replaced with a detailed takeoff and estimated accordingly.

1.4.2 Estimate Classification

This cost estimate is considered a Budget or Class 5 estimate as defined by the Association for the Advancement of Cost Engineering International (AACEI) (see Appendix A for further detail).

Project feasibility and funding needs must be carefully reviewed prior to making specific financial decisions to help ensure proper project evaluation and adequate funding. This estimate is based on material, equipment, and labor pricing as of October 2019.

This cost estimate is based on the use of conceptual and stochastic costs and detailed items using separate Labor, Materials and Equipment costs. The estimate uses parametric costs where design information or details are insufficient to allow a detailed item method.

2. Existing Conditions

The overall condition of the Lightering Float is fair. There is moderate concrete spall at a panel joint, some pile guides installed upside down, moderate to major connection hardware corrosion, and moderate damage to various timber elements.

2.1 Concrete Floats

There is one topside spall with exposed and corroded reinforcing steel located on the northern edge of Float 6 at the east end that measures 44 inches long x 8 inches wide x 8 inches deep (see Photographs 1 and 2; photographs are presented in Section 4). The concrete floats typically exhibit moderate scaling on topside and underside with pitting up to 3/8 inch deep (Photographs 3 and 4).

The timber rail to concrete float connection hardware typically exhibits moderate corrosion. There is an area of 20 percent timber section loss on the eastern face of Float 2 extending from the northern edge 5 ft to the south. There is a missing timber chock at the southeast corner of the northern section and the lower timber member at this location is severely deteriorated (Photograph 5). The connection hardware at this location exhibits severe corrosion.

The timber rail to concrete float connection hardware on the southern section (Floats 8 through 22) exhibits moderate to major corrosion on the eastern side where exposed. Most of the connection hardware on the eastern side is covered by the plastic fender. The connection hardware on the western side ranges from minor to major corrosion (Photograph 8).

The timber chock and upper rail at the southeast corner of the southern section (Float 22) is split and the vertical connection hardware is loose at this location (Photograph 6).

The rubber 'D' fender on the east side of Floats 7 and 8 is detached at both ends for approximately 20 inches at each end (Photograph 7). The rubber 'D' fender connection hardware exhibits major corrosion.

2.2 Float Piles and Pile Guides

The galvanized steel lightering float piles do not exhibit any significant corrosion or damage (Photograph 10). The piles are cathodically protected with one anode on each pile. The anodes are installed near the mudline, approximately 36 ft below the tops of the piles, and the anode at Pile 1 is partially buried. The anodes are 24 inches long with approximately 5-inch x 5-inch section remaining. The anode connection hardware exhibits minor corrosion (Photograph 11).

The pile guides are in fair to satisfactory condition. The pile guides are installed upside down at Piles 3, 5, 7, and 9 (Photograph 12). The level of surface corrosion damage ranges from minor to moderate (Photograph 13). Minor movement of the piles was evident when load from the lightering float was applied.

2.3 Gangways

The north and south gangways do not have significant deterioration or damage. The south gangway exhibits light surface corrosion on the railings (Photographs 14 and 15).

2.4 Electrical Systems and Lighting

The Lightering Float electrical system consists of a feeder from a nearby local utility distribution transformer powering a service disconnect with meter, feeders to the lightering floats, lighting branch circuits, and receptacle branch circuits. There is also a circuit that extends from the lightering floats back to shore, powering a portable shack in the parking area of Harrigan Centennial Hall.

The service disconnect with meter is enclosed in a commercial grade pedestal and shows minimal corrosion. The receptacle outlets, receptacle branch circuit overcurrent protection devices (OCPDs), and pole lighting OCPDs are combined into two shore power pedestals that are located near the two gangway landings.

Feeder and branch cables lack support in locations where the routing conduit is broken or unfastened (Photographs 16 through 18). Feeder and branch cables also have insufficient support at transitions of conduit and are subject to chafing, especially where cables are encrusted with marine life (Photographs 19 through 21).

Lighting on the floats is provided by pole-mounted luminaires along the floats and low-mounted walkway lights in the shore power pedestals. The pole-mounted luminaires and shore power pedestals each incorporate their own individual photocell lighting control. The luminaires are high-intensity discharge (HID) source units. The luminaires show little or no corrosion and are generally in good condition.

Shore power receptacles on the floats are 30-amp rated and mounted on either side of the two shore power pedestals. The receptacle connectors show evidence of rough usage (Photograph 22) and minor arcing at the terminals.

3. Conclusions and Recommendations

The following repair and maintenance recommendations are based on existing conditions at the time of Jacobs' inspections. Please contact George Newman of Jacobs in the event of any change in conditions or questions about our findings.

In accordance with the ASCE Waterfront Facilities Inspection and Assessment MOP, the next underwater inspection of the Lightering Float should take place within four years, which is the maximum recommended inspection interval for concrete and protected steel structures that are in fair condition in an aggressive marine environment. Should an adverse event occur, such as a vessel impact or seismic event, an interim underwater inspection may be warranted.

3.1 Concrete Floats

The concrete floats are in fair condition. The concrete scaling on the topside and underside is not a significant structural concern. However, there are various concrete, timber, and connection hardware defects that should be repaired. The spall with corroded reinforcement steel on the northern edge of Float 6 (Photographs 1 and 2) should be repaired by removing the unsound concrete, cleaning the exposed reinforcement, and placing an epoxy grout suitable for marine applications to prevent further deterioration of the steel reinforcement.

The missing timber chock and the severely deteriorated lower timber member located at the southeast corner of Float 7 (Photograph 5) should be replaced, along with the connection hardware.

The split timber chock and vertical connection hardware at the southeast corner of the south section (Float 22; Photograph 6) should be replaced.

The rubber 'D' fender and connection hardware on the east side of Floats 7 and 8 (Photograph 7) should also be replaced.

3.2 Float Piles and Pile Guides

The galvanized steel Lightering Float piles are in good condition. There is significant remaining section on the pile anodes, and therefore they do not yet require replacement.

The pile guides are in fair to satisfactory condition. The pile guides installed improperly (Photograph 12) should be addressed by drilling new weep holes in the bottom of the tubular members to prevent water from pooling within. The new holes should be drilled using the existing holes in the top as guides. The bare steel or damaged galvanized surfaces at the weep holes should be repaired with zinc-rich paint suitable for marine environments.

3.3 Gangways

The gangways are in good condition. No action is required at this time.

3.4 Electrical Systems and Lighting

The Lightering Float electrical system needs significant repairs. The scope of these repairs will necessitate upgrade of existing related equipment to the latest National Electrical Code (NEC) requirements. Benefits of the recommended repairs and upgrades include improved public safety and system reliability, increased system useful life, and reduced maintenance. The circuit that powers the shack in the parking area of Harrigan Centennial Hall also has some code issues to be resolved. The outbuilding electrical recommendations are independent of each other and may be obviated if a different means of electrical supply for the outbuilding were implemented or the outbuilding were used in a different way.

3.4.1 Lightering Float Service and Feeder Ground Fault Protection

Replace the service and feeder OCPDs with ground fault protection equipped units in accordance with the NEC 2017 Article 555.3. The new requirement is for protection not exceeding 30 milliamps.

3.4.2 Lightering Float Receptacles Ground Fault Protection

Replace the shore power receptacles and OCPDs with ground fault protection equipped units in accordance with the NEC 2017 Article 555.3.

3.4.3 Lightering Float Conduit

Replace the broken and unfastened conduit on the lightering floats (Photographs 16, 17 and 18).

3.4.4 Lightering Float Conductor Routing

Reroute the feeder and branch circuit power cable conductors to be under the floats for protection from damage in accordance with the NEC 2017 Article 555.13.

Replace the feeder and branch circuit conductors as required to facilitate replacement of the damaged conduit and rerouting of the conductors to be underneath the floats.

3.4.5 Lightering Float Lighting

Replace the pole-mounted HID source luminaires with LED source luminaires to eliminate relamping maintenance and reduce energy use. Consider consolidated lighting controls.

3.4.6 On-Shore Outdoor Receptacle

Replace the on-shore outdoor wet location receptacle located near the parking area of Harrigan Centennial Hall with a ground fault protection equipped unit or install a ground fault protected branch OCPD for the receptacle in accordance with NEC 2017 210.8(B)(4) (Photograph 24).

3.4.7 Outbuilding Grounding

Equip the feeder supplied outbuilding (shack) (Figure 23) with a grounding electrode in accordance with NEC 2017 250.32 (A). The existing (feeder) circuit that supplies the structure feeds a small load-center branch circuit panel inside the outbuilding (Photographs 24 and 25). Alternatively, the shack power supply could be rewired as a branch circuit with local disconnect switch.

3.4.8 Outbuilding Feeder Wiring

Replace the cord and plug feeder for the outbuilding (shack) with permanent wiring in accordance with NEC 2017 400.12(1 & 7), alt. Temporary Attractions 525.20(E). The outbuilding plug connector is apparently left in place for long periods as it has accumulated spider webs and plant debris (Photograph 25). This structure is a relocatable building with a base frame notched for forklift transport – it is not a vehicle or travel trailer. This existing implementation is a permanent installation for electrical code considerations. The feeder cord is easily subject to physical damage if building is (re)located anywhere that extends the supply cord away from the supply receptacle.

4. Photographs



Photograph 1: View of the Lightering Float looking south with spall in the foreground.



Photograph 2: Close up view of spall with exposed reinforcement on north edge of Float 6.



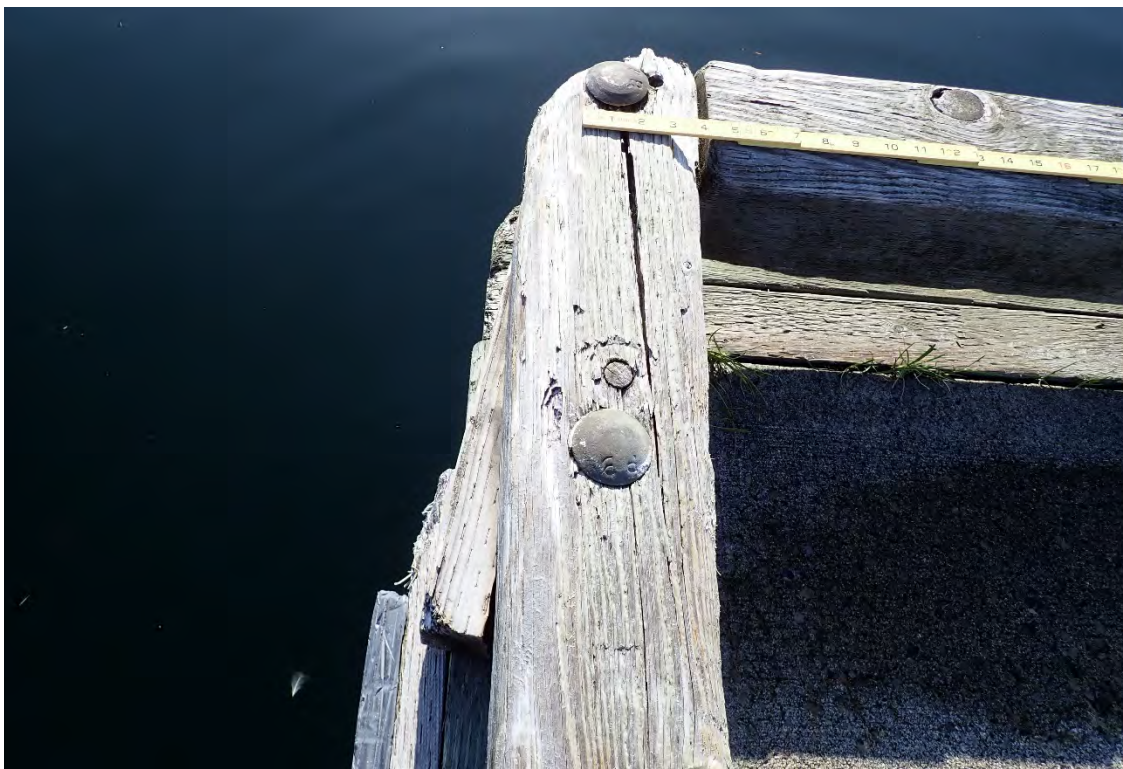
Photograph 3: View of scaling on topside of north gangway float.



Photograph 4: View of topside scaling on south section of Lightering Float.



Photograph 5: View of the missing timber chock at southeast corner of Float 7.



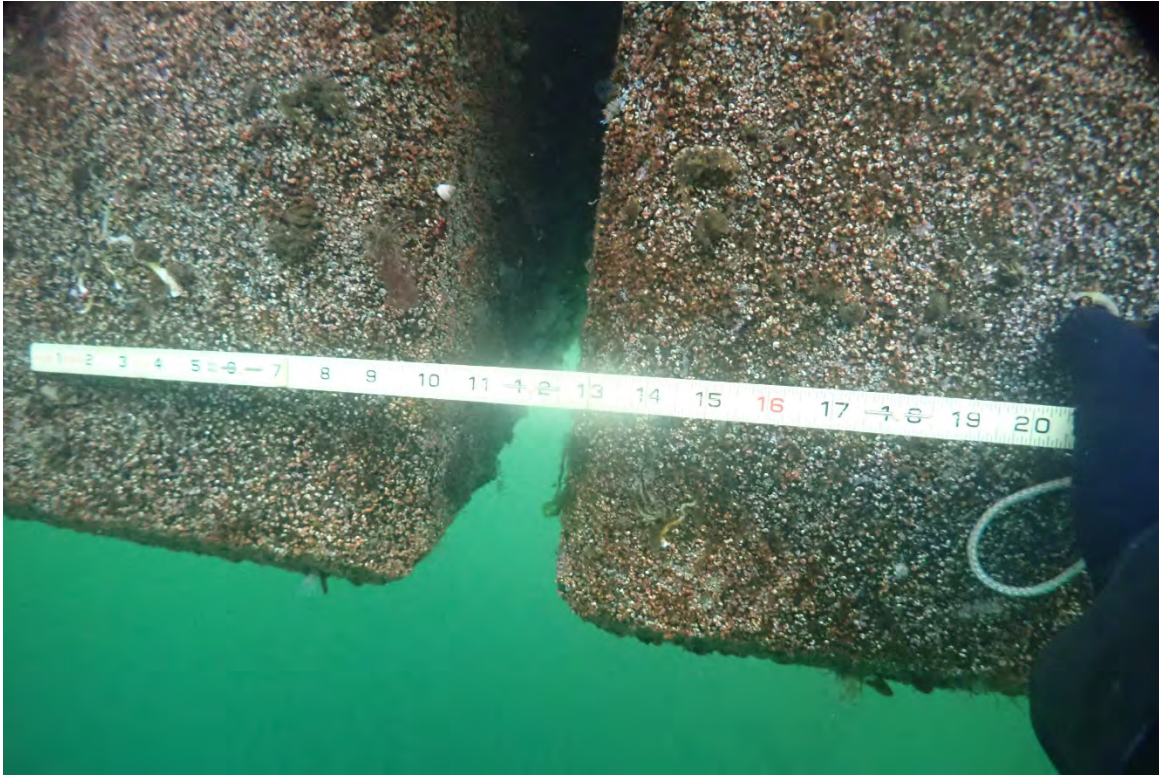
Photograph 6: View of the split upper rail and chock at the southeast corner of Float 22.



Photograph 7: View of the detached rubber 'D' fender at the southeast corner of Float 7.



Photograph 8: View of typical conditions on the western fascia of the Lighter Float.



Photograph 9: View of typical concrete float condition below water.



Photograph 10: View of typical galvanized steel pile condition below water.



Photograph 11: Underwater view of typical anode and bracket on a Lightering Float pile.



Photograph 12: View of pile guide installed upside down with weep holes on top surface.



Photograph 13: Moderate corrosion at pile guide.



Photograph 14: View of South Gangway with light surface corrosion on rails.



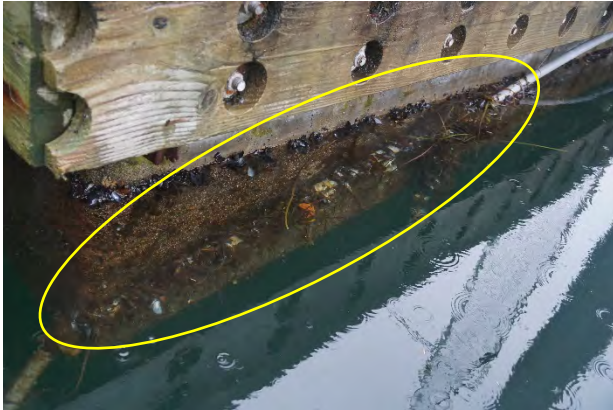
Photograph 15: View of the North Gangway abutment and connection hardware.



Photograph 16: Unfastened conduit.



Photograph 17: Unfastened conduit.



Photograph 18: Unfastened conduit.



Photograph 19: Cable unsupported and subject to chafing.



Photograph 20: Cable weighted by encrusted marine life.



Photograph 21: Cable weighted by encrusted marine life and subject to chafing.



Photograph 22: Worn receptacle.



Photograph 23: Harrigan Centennial Hall parking area outbuilding (shack).



Photograph 24: Receptacle feeding outbuilding.



Photograph 25: Outbuilding feeder plug with spider webs and plant debris accumulation.

Appendix A Cost Estimate

Summary Report

Project type:
Job Size:
Duration:

Project Name: Lightering Dock Condition Assessment Repairs Rev 0
Project Number:
Design Stage: Preliminary

Estimator: Nick Cavalleri/RDD
Rev/Date: 0 / Oct 29, 2019
Estimate Class: 5

Area	Bid Item	Description	Takeoff Quantity	Labor Cost/Unit	Equip Cost/Unit	Material Cost/Unit	Total Cost/Unit	Direct Total	Grand Total Price	Grand Total with Markups
02		Lightering Dock								
	02.01	Concrete Floats	1.00 LS	10,229.60 /LS	2,680.00 /LS	16,750.00 /LS	29,659.60 /LS	29,660	69,375.88 /LS	69,376
	02.02	Float Piles and Pile Guides	1.00 LS	538.40 /LS	280.00 /LS	250.00 /LS	1,068.40 /LS	1,068	2,550.03 /LS	2,550
	02.03	Electrical System and Lighting	1.00 LS	28,112.78 /LS	7,220.00 /LS	37,500.00 /LS	72,832.78 /LS	72,833	171,258.78 /LS	171,259
		02 Lightering Dock	1.00 LS	38,880.78 /LS	10,180.00 /LS	54,500.00 /LS	103,560.78 /LS	103,561	243,184.69 /LS	243,185

Estimate Totals

Description	Amount	Totals	Hours	Rate
Labor	98,586		540.000 hrs	
Material	121,840			
Subcontract				
Equipment	22,758		236.000 hrs	
Other				
Total Construction Cost	243,184	243,184		

Detail Report

Project type:
Job Size:
Duration:

Project Name: Lightering Dock Condition Assessment Repairs Rev 0
Project Number:
Design Stage: Preliminary

Estimator: Nick Cavalleri/RDD
Rev/Date: 0 / Oct 29, 2019
Estimate Class: 5

Area	Bid Item	WorkActiv	Description	Takeoff Quantity	Labor Cost/Unit	Equip Cost/Unit	Material Cost/Unit	Total Cost/Unit	Direct Total	Grand Total Price	Grand Total with Markups
02			Lightering Dock								
	02.01		Concrete Floats								
		02.01.01	Float 6 Concrete Spalling Repair								
			Clean and Prepare Spalling Areas for Repair	1.00 ls	269.20 /ls	140.00 /ls	250.00 /ls	659.20 /ls	659	1,554.47 /ls	1,554
			Place and Finish Repair with Marine Suitable Epoxy Grout	1.00 ls	269.20 /ls	140.00 /ls	500.00 /ls	909.20 /ls	909	2,113.36 /ls	2,113
			02.01.01 Float 6 Concrete Spalling Repair	1.00 LS	538.40 /LS	280.00 /LS	750.00 /LS	1,568.40 /LS	1,568	3,667.83 /LS	3,668
		02.01.02	Float 7 Missing Timber Chock and Deteriorated Lower Timbers								
			Float 7 Replace Missing Timber Chock and Remove and Replace Deteriorated Lower Timbers, Including Hardware	1.00 ls	4,845.60 /ls	1,200.00 /ls	7,500.00 /ls	13,545.60 /ls	13,546	31,736.22 /ls	31,736
			02.01.02 Float 7 Missing Timber Chock and Deteriorated Lower Timbers	1.00 LS	4,845.60 /LS	1,200.00 /LS	7,500.00 /LS	13,545.60 /LS	13,546	31,736.22 /LS	31,736
		02.01.03	Float 22 Replace Split Timber Chock								
			Float 22 Remove and Replace Split Timber Chock and Vertical Connection Hardware	1.00 ls	1,615.20 /ls	400.00 /ls	3,500.00 /ls	5,515.20 /ls	5,515	12,814.34 /ls	12,814
			02.01.03 Float 22 Replace Split Timber Chock	1.00 LS	1,615.20 /LS	400.00 /LS	3,500.00 /LS	5,515.20 /LS	5,515	12,814.34 /LS	12,814
		02.01.04	Floats 7 and 8 Replace Rubber "D" Fender								
			Floats 7 and 8 Remove and Replace Rubber "D" Fender and Hardware	1.00 ls	3,230.40 /ls	800.00 /ls	5,000.00 /ls	9,030.40 /ls	9,030	21,157.49 /ls	21,157
			02.01.04 Floats 7 and 8 Replace Rubber "D" Fender	1.00 LS	3,230.40 /LS	800.00 /LS	5,000.00 /LS	9,030.40 /LS	9,030	21,157.49 /LS	21,157
			02.01 Concrete Floats	1.00 LS	10,229.60 /LS	2,680.00 /LS	16,750.00 /LS	29,659.60 /LS	29,660	69,375.88 /LS	69,376
	02.02		Float Piles and Pile Guides								
		02.02.01	Drill New Weep Holes in Bottom of Pile Guides								
			Drill New Holes in Bottom of Pile Guides Where Required	1.00 ls	538.40 /ls	280.00 /ls	250.00 /ls	1,068.40 /ls	1,068	2,550.03 /ls	2,550
			02.02.01 Drill New Weep Holes in Bottom of Pile Guides	1.00 LS	538.40 /LS	280.00 /LS	250.00 /LS	1,068.40 /LS	1,068	2,550.03 /LS	2,550
			02.02 Float Piles and Pile Guides	1.00 LS	538.40 /LS	280.00 /LS	250.00 /LS	1,068.40 /LS	1,068	2,550.03 /LS	2,550
	02.03		Electrical System and Lighting								
		02.03.01	Lightering Float Service and Feeder Ground Fault Protection								
			Replace the Service and Feeder OCPDs with Ground Fault Equipped Units	1.00 ls	2,367.39 /ls	560.00 /ls	5,000.00 /ls	7,927.39 /ls	7,927	18,432.69 /ls	18,433
			02.03.01 Lightering Float Service and Feeder Ground Fault Protection	1.00 LS	2,367.39 /LS	560.00 /LS	5,000.00 /LS	7,927.39 /LS	7,927	18,432.69 /LS	18,433
		02.03.02	Lightering Float Receptacles Ground Fault Protection								
			Replace Lightering Float Receptacles with Ground Fault Protection Equipped Units	1.00 ls	1,183.70 /ls	280.00 /ls	2,000.00 /ls	3,463.70 /ls	3,464	8,098.56 /ls	8,099
			02.03.02 Lightering Float Receptacles Ground Fault Protection	1.00 LS	1,183.70 /LS	280.00 /LS	2,000.00 /LS	3,463.70 /LS	3,464	8,098.56 /LS	8,099
		02.03.03	Lightering Float Conduit								
			Replace Broken and Unfastened Conduit	1.00 ls	1,775.54 /ls	280.00 /ls	2,500.00 /ls	4,555.54 /ls	4,556	10,717.02 /ls	10,717
			02.03.03 Lightering Float Conduit	1.00 LS	1,775.54 /LS	280.00 /LS	2,500.00 /LS	4,555.54 /LS	4,556	10,717.02 /LS	10,717
		02.03.04	Lightering Float Conductor Routing								
			Reroute Feeder and Branch Circuit Power Conductors Under Floats	1.00 ls	8,877.72 /ls	1,400.00 /ls	8,500.00 /ls	18,777.72 /ls	18,778	44,642.77 /ls	44,643
			02.03.04 Lightering Float Conductor Routing	1.00 LS	8,877.72 /LS	1,400.00 /LS	8,500.00 /LS	18,777.72 /LS	18,778	44,642.77 /LS	44,643
		02.03.05	Lightering Float Lighting								
			Replace Pole Mounted HID Luminaires with LED	1.00 ls	11,836.96 /ls	4,000.00 /ls	15,000.00 /ls	30,836.96 /ls	30,837	72,490.19 /ls	72,490
			02.03.05 Lightering Float Lighting	1.00 LS	11,836.96 /LS	4,000.00 /LS	15,000.00 /LS	30,836.96 /LS	30,837	72,490.19 /LS	72,490
		02.03.06	On-Shore Outdoor Receptacles								
			Replace the On-Shore Outdoor Wet Location Receptacle with Ground Fault Protection Equipped Unit	1.00 ls	295.92 /ls	140.00 /ls	500.00 /ls	935.92 /ls	936	2,181.13 /ls	2,181
			02.03.06 On-Shore Outdoor Receptacles	1.00 LS	295.92 /LS	140.00 /LS	500.00 /LS	935.92 /LS	936	2,181.13 /LS	2,181
		02.03.07	Outbuilding Grounding								
			Install a Grounding Electrode to Outbuilding Feeder	1.00 ls	591.85 /ls	280.00 /ls	1,500.00 /ls	2,371.85 /ls	2,372	5,480.06 /ls	5,480
			02.03.07 Outbuilding Grounding	1.00 LS	591.85 /LS	280.00 /LS	1,500.00 /LS	2,371.85 /LS	2,372	5,480.06 /LS	5,480
		02.03.08	Outbuilding Feeder Wiring								
			Replace Cord and Plug Feeder with Permanent Wiring	1.00 ls	1,183.70 /ls	280.00 /ls	2,500.00 /ls	3,963.70 /ls	3,964	9,216.36 /ls	9,216
			02.03.08 Outbuilding Feeder Wiring	1.00 LS	1,183.70 /LS	280.00 /LS	2,500.00 /LS	3,963.70 /LS	3,964	9,216.36 /LS	9,216
			02.03 Electrical System and Lighting	1.00 LS	28,112.78 /LS	7,220.00 /LS	37,500.00 /LS	72,832.78 /LS	72,833	171,258.78 /LS	171,259
			02 Lightering Dock	1.00 LS	38,880.78 /LS	10,180.00 /LS	54,500.00 /LS	103,560.78 /LS	103,561	243,184.69 /LS	243,185

Detail Report

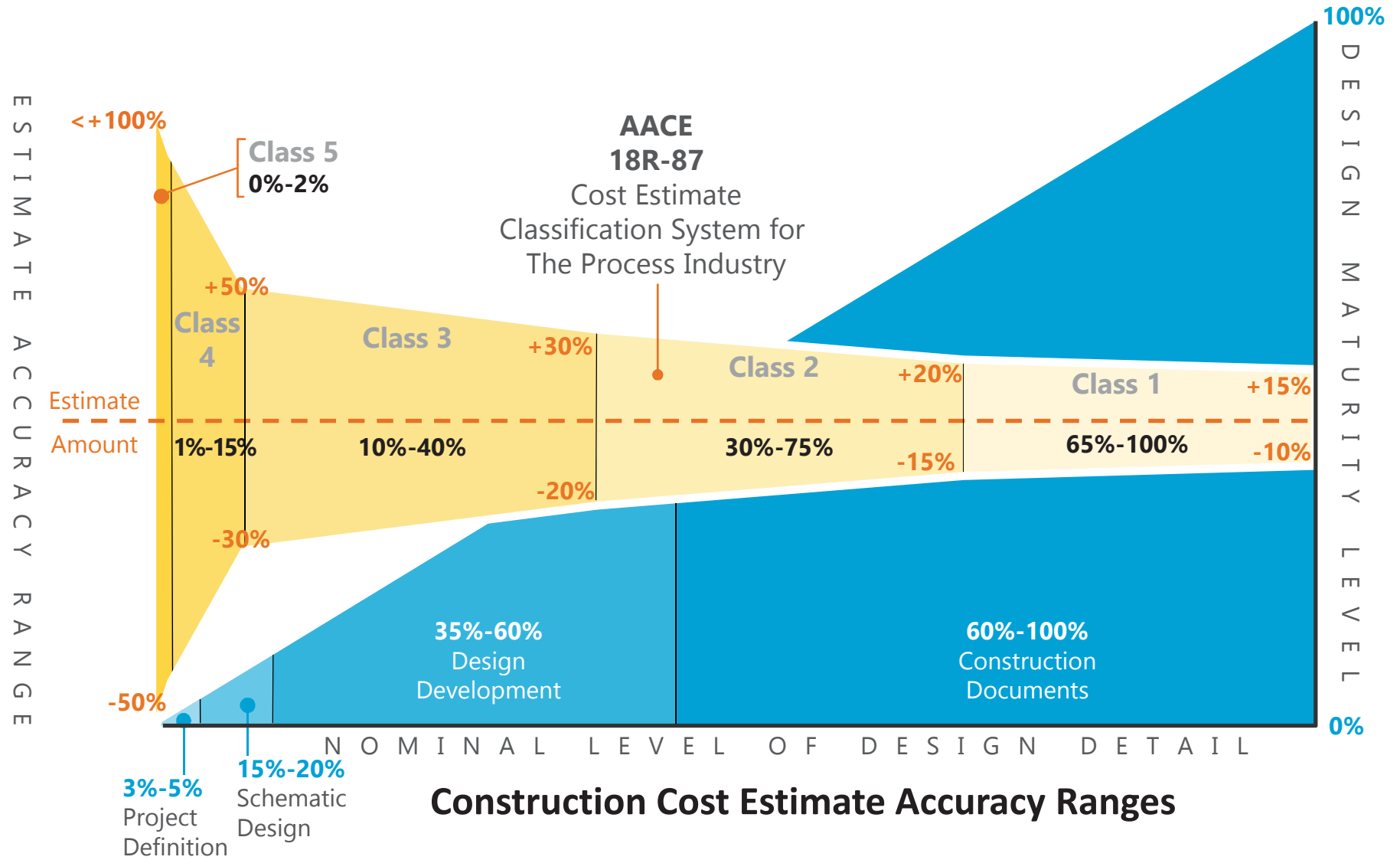
Project type:
Job Size:
Duration:

Project Name: Lightering Dock Condition Assessment Repairs Rev 0
Project Number:
Design Stage: Preliminary

Estimator: Nick Cavalleri/RDD
Rev/Date: 0 / Oct 29, 2019
Estimate Class: 5

Estimate Totals

Description	Amount	Totals	Hours	Rate
Labor	38,881		540.000 hrs	
Material	54,500			
Subcontract				
Equipment	10,180		236.000 hrs	
Other				
Subtotal Direct Costs	103,561	103,561		
Location Adj. Factor	11,664			30.000 %
Subtotal W/ Adj. Factors	11,664	115,225		
General Conditions	13,827			12.000 %
Subtotal W/ General Conditions	13,827	129,052		
Mobilization/Demobilization	10,324			8.000 %
Prime Contractor Overhead	20,906			15.000 %
Prime Contractor Profit	16,028			10.000 %
Bonds & Insurance	3,826			2.170 %
Subtotal W/ Prime Markups	51,084	180,136		
Contingency	63,048			35.000 %
Subtotal W/ Contingency	63,048	243,184		
Total Construction Cost		243,184		



Estimate Class	Class 5		Class 4		Class 3		Class 2		Class 1	
LEVEL OF PROJECT DEFINITION Expressed as a % of complete definition	0% to 2%		1% to 15%		10% to 40%		30% to 70%		50% to 100%	
END USAGE Typical Purpose of Estimate	Concept Screening		Study or Feasibility		Budget Authorization, or Control		Control or Bid / Tender		Check Estimate or Bid / Tender	
METHODOLOGY Typical estimating method	Capacity Factored, Parametric Models, Judgment, or Analogy		Equipment Factored or Parametric Models		Semi-Detailed Unit Costs with Assembly Level Line Items		Detailed Unit Cost with Forced Detailed Take-Off		Detailed Unit Cost with Detailed Take-Off	
EXPECTED ACCURACY RANGE Typical variation in low and high ranges [a]	L: -20% to -50%	H: +30% to +100%	L: -15% to -30%	H: +20% to +50%	L: -10% to -20%	H: +10% to +30%	L: -5% to -15%	H: +5% to +20%	L: -3% to -10%	H: +3% to +15%
PREPARATION EFFORT Typical degree of effort relative to least cost index of 1 [b]	1		2 to 4		3 to 10		4 to 20		5 to 100	
REFINED CLASS DEFINITION	Class 5 estimates are generally prepared based on very limited information, and subsequently have very wide accuracy ranges. As such, some companies and organizations have elected to determine that due to the inherent inaccuracies, such estimates cannot be classified in a conventional and systematic manner. Class 5 estimates, due to the requirements of end use, may be prepared within a very limited amount of time and with very little effort expended - sometimes requiring less than 1 hour to prepare. Often, little more than proposed plant type, location, and capacity are known at the time of estimate preparation.		Class 4 estimates are generally prepared based on very limited information, and subsequently have very wide accuracy ranges. They are typically used for project screening, determination of feasibility, concept evaluation, and preliminary budget approval. Typically, engineering is from 1% to 5% complete, and would comprise at a minimum the following: plant capacity, block schematics, indicated layout, process flow diagrams (PFDs) for main process systems and preliminary engineered process and utility equipment lists. Level of Project Definition Required: 1% to 15% of full project definition.		Class 3 estimates are generally prepared to form the basis for budget authorization, appropriation, and/or funding. As such, they typically form the initial control estimate against which all actual costs and resources will be monitored. Typically, engineering is from 10% to 40% complete, and would comprise at a minimum the following: process flow diagrams, utility flow diagrams, preliminary piping and instrument diagrams, utility flow diagrams, preliminary piping and instrument diagrams, plot plan, developed layout drawings, and essentially complete engineering process and utility equipment lists. Level Of Project Definition Required: 10% to 40% of full project definition.		Class 2 estimates are generally prepared to form a detailed control baseline against which all project work is monitored in terms of cost and progress control. For contractors, this class of estimate is often used as the "bid" estimate to establish contract value. Typically, engineering is from 30% to 70% complete, and would comprise at a minimum the following: Process flow diagrams, utility flow diagrams, piping and instrument flow diagrams, heat and material balances, final plot plan, final layout drawings, complete engineered process and utility equipment lists, single line diagrams for electrical, electrical equipment and motor schedules, vendor quotations, detailed project execution plans, resourcing and work force plans, etc.		Class 1 estimates are generally prepared for discrete parts or sections of the total project rather than generating this level of detail for the entire project. The parts of the project estimated at this level of detail will typically be used by subcontractors for bids, or by owners for check estimates. The updated estimate is often referred to as the current control estimate and becomes the new baseline for cost/schedule control of the project. Class 1 estimates may be prepared for parts of the project to comprise a fair price estimate or bid check estimate to compare against a contractor's bid estimate, or to evaluate/dispute claims. Typically, engineering is from 50% to 100% complete, and would comprise virtually all engineering and design documentation of the project, and complete project execution and commissioning plans. Level for Project Definition Required: 50% to 100% of full project definition.	
END USAGE DEFINED	Class 5 estimates are prepared for any number of strategic business planning purposes, such as but not limited to market studies, assessment of initial viability, evaluation of alternate schemes, project screening, project location studies, evaluation of resource needs and budgeting, long-range capital planning, etc.		Class 4 estimates are prepared for a number of purposes, such as but not limited to, detailed strategic planning, business development, project screening at more developed stages, alternative scheme analysis, confirmation of economic and/or technical feasibility, and preliminary budget approval or approval to proceed to next stage.		Class 3 estimates are typically prepared to support full project funding requests, and become the first of the project phase "control estimate" against which all actual costs and resources will be monitored for variations to the budget. They are used as the project budget until replaced by more detailed estimates. In many owner organizations, a Class 3 estimate may be the last estimate required and could well form the only basis for cost/schedule control.		Class 2 estimates are typically prepared as the detailed control baseline against which all actual costs and resources will now be monitored for variation to the budget, and form a part of the change/variation control program.		Class 1 estimates are typically prepared to form a current control estimate to be used as the final control baseline against which all actual costs and resources will now be monitored for variations to the budget, and form a part of the change/variation control program. They may be used to evaluate bid checking, to support vendor/contractor negotiations, or for claim evaluations and dispute resolution.	
ESTIMATING METHODS USED	Class 5 estimates virtually always use stochastic estimating methods such as cost/capacity curves and factors, scale of operations factors, Lang factors, Hand factors, Chilton factors, Peters-Timmerhaus factors, Guthrie factors, and other parametric and modeling techniques.		Class 4 estimates virtually always use stochastic estimating methods such as cost/capacity curves and factors, scale of operations factors, Lang factors, Hand factors, Chilton factors, Peters-Timmerhaus factors, Guthrie factors, the Miller method, gross unit costs/ratios, and other parametric and modeling techniques.		Class 3 estimates usually involve more deterministic estimating methods that stochastic methods. They usually involve a high degree of unit cost line items, although these may be at an assembly level of detail rather than individual components. Factoring and other stochastic methods may be used to estimate less-significant areas of the project.		Class 2 estimates always involve a high degree of deterministic estimating methods. Class 2 estimates are prepared in great detail, and often involve tens of thousands of unit cost line items. For those areas of the project still undefined, an assumed level of detailed takeoff (forced detail) may be developed to use as line items in the estimate instead of relying on factoring methods.		Class 1 estimates involve the highest degree of deterministic estimating methods, and require a great amount of effort. Class 1 estimates are prepared in great detail, and thus are usually performed on only the most important or critical areas of the project. All items in the estimate are usually unit cost line items based on actual design quantities.	
EXPECTED ACCURACY RANGE	Typical accuracy ranges for Class 5 estimates are -20% to -50% on the low side, and +30% to +100% on the high side, depending on the technological complexity of the project, appropriate contingency determination. Ranges could exceed those shown in unusual circumstances.		Typical accuracy ranges for Class 4 estimates are -15% to -30% on the low side, and +20% to +50% on the high side, depending on the technological complexity of the project, appropriate reference information, and the inclusion of an appropriate contingency determination. Ranges could exceed those shown in unusual circumstances.		Typical accuracy ranges for Class 3 estimates are -10% to -20% on the low side, and +10% to +30% on the high side, depending on the technological complexity of the project, appropriate reference information, and the inclusion of an appropriate contingency determination. Ranges could exceed those shown in unusual circumstances.		Typical accuracy ranges for Class 2 estimates are -5% to -15% on the low side, and +5% to +20% on the high side, depending on the technological complexity of the project, appropriate reference information, and the inclusion of an appropriate contingency determination. Ranges could exceed those shown in unusual circumstances.		Typical accuracy ranges for Class 1 estimates are -3% to -10% on the low side, and +3% to +15% on the high side, depending on the technological complexity of the project, appropriate reference information, and the inclusion of an appropriate contingency determination. Ranges could exceed those shown in unusual circumstances.	
EFFORT TO PREPARE (for US\$20MM project):	As little as 1 hour or less to prepare to perhaps more than 200 hours, depending on the project and the estimating methodology used.		Typically, as little as 20 hours or less to perhaps more than 300 hours, depending on the project and the estimating methodology used.		Typically, as little as 150 hours or less to perhaps more than 1500 hours, depending on the project and the estimating methodology used.		Typically, as little as 300 hours or less to perhaps more than 3000 hours, depending on the project and the estimating methodology used. Bid Estimates typically require more effort than estimates used for funding or control purposes		Class 1 estimates require the most effort to create, and as such are generally developed for only selected areas of the project, or for bidding purposes. A complete Class 1 estimate may involve as little as 600 hours or less, to perhaps more than 6,000 hours, depending on the project and the estimating methodology used. Bid estimate typically require more effort than estimates used for funding or control purposes.	
ANSI Standard Reference Z94.2-1989 name; Alternate Estimate Names, Terms, Expressions, Synonyms:	Order of Magnitude Estimate; Ratio, ballpark, blue sky, seat-of-pants, ROM, idea study, prospect estimate, concession license estimate, guessimate, rule-of thumb.		Budget Estimate; Screening, top-down, feasibility, authorization, factored, pre-design, pre-study.		Budget Estimate; Budget, scope, sanction, semi-detailed, authorization, preliminary control, concept study, development, basic engineering phase estimate, target estimate.		Definitive Estimate; Detailed Control, forced detail, execution phase, master control, engineering, bid, tender, change order estimate.		Definitive Estimate; Full detail, release, fall-out, tender, firm price, bottoms-up, final, detailed control, forced detail, execution phase, master control, fair price, definitive, change order estimate.	

Estimate Class	Class 5	Class 4	Class 3	Class 2	Class 1
Estimate Input Checklist and Maturity Index	Class 5	Class 4	Class 3	Class 2	Class 1
GENERAL PROJECT DATA					
Project Scope Description	General	Preliminary	Defined	Defined	Defined
Plant Production / Facility Capacity	Assumed	Preliminary	Defined	Defined	Defined
Plant Location	General	Approximate	Specific	Specific	Specific
Soils & Hydrology	None	Preliminary	Defined	Defined	Defined
Integrated Project Plan	None	Preliminary	Defined	Defined	Defined
Project Master Schedule	None	Preliminary	Defined	Defined	Defined
Escalation Strategy	None	Preliminary	Defined	Defined	Defined
Work Breakdown Structure	None	Preliminary	Defined	Defined	Defined
Project Code of Accounts	None	Preliminary	Defined	Defined	Defined
Contracting Strategy	Assumed	Assumed	Preliminary	Defined	Defined
ENGINEERING DELIVERABLES:	Class 5	Class 4	Class 3	Class 2	Class 1
Block Flow Diagrams	Started / Preliminary	Preliminary / Complete	Complete	Complete	Complete
Plot Plans		Started	Preliminary / Complete	Complete	Complete
Process Flow Diagrams (PFDs)		Started / Preliminary	Preliminary / Complete	Complete	Complete
Utility Flow Diagrams (UFDs)		Started / Preliminary	Preliminary / Complete	Complete	Complete
Piping & Instrument Diagrams (P&IDS)		Started	Preliminary / Complete	Complete	Complete
Heat and Material Balances		Started	Preliminary / Complete	Complete	Complete
Process Equipment List		Started / Preliminary	Preliminary / Complete	Complete	Complete
Utility Equipment List		Started / Preliminary	Preliminary / Complete	Complete	Complete
Electrical One Line Drawings		Started / Preliminary	Preliminary / Complete	Complete	Complete
Specifications and Datasheets		Started	Preliminary / Complete	Complete	Complete
General Equipment Arrangement Drawings		Started	Preliminary / Complete	Complete	Complete
Spare Parts Lists			Started / Preliminary	Preliminary	Complete
Architectural Details / Schedules		Started	Preliminary / Complete	Complete	Complete
Structural Details		Started	Preliminary / Complete	Complete	Complete
Mechanical Discipline Drawings			Started	Preliminary	Preliminary / Complete
Electrical Discipline Drawings			Started	Preliminary	Preliminary / Complete
System Discipline Drawings			Started	Preliminary	Preliminary / Complete
Civil/Site Discipline Drawings			Started	Preliminary	Preliminary / Complete
Demolition Details		Started	Preliminary / Complete	Complete	Complete



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 20-09 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 3/4/2020 In control: City and Borough Assembly

On agenda: 3/10/2020 Final action:

Title: Amending Title 22 "Zoning" of the Sitka General Code by modifying Chapter 22.08 "Definitions" and Chapter 22.16 "District Regulations", and adding Section 22.08.162 "Bulk Retail"

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2020-09](#)
[Memo Ord 2020-09](#)
[Ord 2020-09](#)
[Planning Commission Materials](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2020-09 on first reading amending Title 22 “Zoning” of the Sitka General Code by modifying Chapter 22.08 “Definitions” and Chapter 22.16 “District Regulations”, and adding Section 22.08.162 “Bulk Retail”.





City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Memorandum

To: Mayor Paxton and Members of the Assembly
From: Amy Ainslie, Director, Planning and Community Development 
Thru: John Leach, Municipal Administrator 
Subject: Zoning Text Amendment for Bulk Retail
Date: March 4, 2020

The request is for a Zoning Text Amendment (ZTA) to amend SGC Code Title 22, "Zoning" with two outcomes; add a definition of bulk retail to the code and make bulk retail a conditional use in Industrial zoning districts. The request for this ZTA was filed by Jeremy and Savannah Plank, owners and operators of Sitka Bulk Foods.

Bulk retail is identified as a distinct use in our use tables, specifically Table 22.16.015-6 Retail and Business Uses. However, there is no corresponding definition of this use. Staff saw this as an ideal time to update the code with a definition which should make this section of code easier to administer in the future. The definition as shown in the ordinance comes from the American Planning Association's Glossary of Zoning, Development, and Planning Terms.

Currently, bulk retail is prohibited in the Industrial zone. The intent of the Industrial zone as stated in SGC 22.16.110 is "*for industrial or heavier commercial uses including warehousing, wholesale, and distribution operations, manufacturing, natural resource extraction, contractors' yards, and other such uses that require larger property or larger water and sewer services.*" Given the stated intent for warehousing and wholesale, bulk retail largely appears to be conducive to the intent of the district. Making bulk retail a conditional use allows the Planning Commission to examine on a case-by-case basis whether or not the proposed use truly is bulk retail (as opposed to convenience or specialty retail), and provides a checkpoint to avoid over-saturation of retail in Industrial zones.

The Planning Commission held a public hearing and consideration on this item on February 5, 2020. The Commission voted 3-0 to recommend approval of the rezoning. A copy of the minutes, staff report, and the applicant documents are provided for the Assembly's review.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2020-09

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING TITLE 22
“ZONING” OF THE SITKA GENERAL CODE BY MODIFYING CHAPTER 22.08
“DEFINITIONS” AND CHAPTER 22.16 “DISTRICT REGULATIONS”, AND ADDING
SECTION 22.08.162 “BULK RETAIL”**

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 circumstance shall not be affected.

3. PURPOSE. The purpose of this ordinance is to establish a definition for bulk retail and change its use in the Industrial district from prohibited to conditional.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the Sitka General Code Title 22 entitled “Zoning”, be amended by modifying Chapter 22.08, entitled “Definitions”, by adding Section 22.08.162, entitled “Bulk Retail” and Chapter 22.16, entitled “District Regulations”, to read as follows (deleted language stricken, new language underlined):

**Title 22
ZONING**

Chapters:

- 22.04 Introduction and General Provisions**
- 22.08 Definitions**
- 22.12 Zoning Maps and Boundaries**
- 22.16 District Regulations**
- 22.20 Supplemental District Regulations and Development Standards**
- 22.24 Special Use permits**
- 22.30 Zoning Code Administration**

* * *

**Chapter 22.08
DEFINITIONS**

Sections:

* * *

22.08.162 Bulk retail.

* * *

22.08.162 Bulk retail.

“Bulk retail” is a retail establishment engaged in selling goods or merchandise to the general public as well as to other retailers, contractors, or businesses, and rendering services incidental to the sale of such goods. Bulk retail involves a high volume of sales of related and/or unrelated products in a warehouse setting and may include membership warehouse clubs (i.e. “big box”

retail). Bulk retail is differentiated from general retail by any of the following characteristics: items for sale include large, categorized products (e.g., lumber, appliances, household furnishings, electrical and heating fixtures and supplies, wholesale and retail nursery stock, etc.) and may also include a variety of carry out goods (e.g., groceries, household, and personal care products)."

* * *

Chapter 22.16 DISTRICT REGULATIONS

Sections:

* * *

22.16.015 Permitted, conditional and prohibited uses.

* * *

22.16.015 Permitted, conditional and prohibited uses.

* * *

**Table 22.16.015-6
Retail and Businesses Uses**

ZONES	P(1)	SF	SFLD	R-1	R-1 MH	R-1 LDMH	R-2	R-2 MHP	CBD (8)	C- 1	C- 2	WD(2)	I(3)	GI(4)	LI(4)	R	OS	GP	C (10)
RETAIL USES																			
• Building, hardware and garden materials										P	P		P	C	C			P	
• Bulk forest products sales									P	P	P	P	P	P				P	
• Retail forest products sales										P	P	P	P					C	
• Art galleries and sales of art									P	P	P	P							
• Department and variety stores									P	P	P	P(5)		C	C				
• Food stores									P	P	P	P(5)		C	C	C(6)		C	
• Agricultural product sales										P	P		P	C	C			P	
• Motor vehicle and boat dealers									P(7)	P	P	P(5)		C				P	

ZONES	P(1)	SF	SFLD	R-1	R-1 MH	R-1 LDMH	R-2	R-2 MHP	CBD (8)	C- 1	C- 2	WD(2)	I(3)	GI(4)	LI(4)	R	OS	GP	C (10)
• Auto supply stores									P	P	P			C	C			P	
• Gasoline service stations									C	P	P		P	C	C			C	
• Apparel and accessory stores									P	P	P	P(5)		C	C				
• Furniture and home furnishing stores									P	P	P			C				C	
• Eating and drinking places									P	P	P	P	C	PU/ CS	C			C	
• Drug stores									P	P	P			C	C				
• Liquor stores									P	P	P	P(5)		C	C				
• Used goods, secondhand stores									P	P	P	P(5)		C	C			C	
• Sporting goods									P	P	P	P(5)		C	C				
• Book, stationery, video and art supply									P	P	P	P(5)		C	C				
• Jewelry stores									P	P	P	P(5)		C	C				
• Monuments, tombstones and gravestones									P	P	P		P	C	C			P	
• Hobby, toy, game stores									P	P	P			C	C				
• Photographic and electronic stores									P	P	P	P(5)		C	C				
• Fabric stores									P	P	P			C	C				
• Fuel dealers										P	P		P	C	C			C	
• Florists									P	P	P			C	C				
• Medical supply stores									P	P	P			C	C				
• Pet shops									P	P	P			C	C				

ZONES	P(1)	SF	SFLD	R-1	R-1 MH	R-1 LDMH	R-2	R-2 MHP	CBD (8)	C- 1	C- 2	WD(2)	I(3)	GI(4)	LI(4)	R	OS	GP	C (10)
• Sales of goods that are wholly manufactured at Gary Paxton industrial park GPIP																		P	
• Sales of gifts, souvenirs and promotional materials that bear the logo or trade name of a GPIP permitted use business																		P	
• Stand alone souvenir and gift shops									P	P	P	P							
• Bulk retail										P	P		<u>C</u>	C	C				
• Commercial home horticulture	P	C	C	C(9)	C(9)		C(9)	C(9)	P	P	P	P		PU/ CS(9)	C(9)	P	P		
• Horticulture and related structures	P								P	P	P	P						P	
• Marijuana retail facility									C	C	C	C	C	C	C			C	
BUSINESS SERVICES																		P	
• General business services									P	P	P	P(5)	P	C	C			C	
• Professional offices							C	C	P	P	P	P(5)		C	C			P	
• Communications services									P	P	P	P(5)		C	C			P	
• Research and development services									C	P	P	C(5)	P	C	C			P	

P: Public Lands District	C-1/C-2: General Commercial and General Commercial/ Mobile Home Districts
SF: Single-Family District	
SFLD: Single-Family Low Density District	WD: Waterfront District
R-1: Single-Family/Duplex District	I: Industrial District
R-1 MH: Single-Family/Duplex/Manufactured Home District	GI: General Island District
R-1 LDMH: Single-Family/Duplex and Single-Family/Manufactured Home Low Density Districts	LI: Large Island District
R-2: Multifamily District	R: Recreational District
R-2 MHP: Multifamily/Mobile Home District	OS: Open Space District
CBD: Central Business District	GP: Gary Paxton Special District
	C: Cemetery District

77

78 P—Permitted

79

80 C—Conditional Use Permit Required

81

82 PU/CS—Permitted on Unsubdivided Islands and Conditional Use on Subdivided Islands

83 H. Retail and Business Uses Table 22.16.015-6 Footnotes.

84

85 1. Public facilities not otherwise identified may be permitted in the public zone subject
86 to planning commission recommendation and assembly approval subject to findings of
87 fact that show the use is in the public interest, all reasonable safeguards are to be
88 employed to protect the surrounding area, and that there are no reasonable alternative
89 locations for the use.

90

91 2. All uses in the waterfront district are intended to be water-related or water-
92 dependent except that upland uses may be non-water-related.

93

94 3. No industrial use shall be of a nature which is noxious or injurious to nearby
95 properties by reason of smoke, emission of dust, refuse matter, odor, gases, fumes,
96 noise, vibration or similar conditions.

97

98 4. Uses listed as conditional uses in the GI and LI zones may be considered, but not
99 necessarily approved, on a case-by-case basis.

100

101 5. When associated with a water-related principal use.

102

103 6. Small scale convenience stores subordinate to principal permitted uses.

104

105 7. Motor vehicles and boat dealers permitted on a short-term basis.

106

107 8. Kiosks, outdoor restaurants, portable structures such as food stands and other
108 temporary structures that are clearly incidental to the primary use on the lot are
109 permitted uses. Mobile food carts on wheels are permitted uses on private property.
110 Kiosks, outdoor restaurants, portable structures such as food stands and other

temporary structures that are not clearly incidental to the primary use on the lot are conditional uses.

9. Commercial home horticulture conditional use permits governed by Section 22.24.025.

10. All uses in the cemetery district are intended to be cemetery-related and conducted with reverence and respect for those interred.

* * *

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

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska, this 24th day of March, 2020.

Gary L. Paxton, Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk

1st reading 3/10/2020
2nd and final reading 3/24/2020

Sponsor: Administrator



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Planning and Community Development Department

AGENDA ITEM

Case No: ZA 20-02
Proposal: Add a definition for “bulk retail” and change “bulk retail” to a conditional use in Industrial zones
Applicant: Jeremy and Savannah Plank
Location: N/A
Legal: N/A
Zone: Industrial

PROJECT DESCRIPTION

This request is for a zoning text change to amend the Sitka General Code (SGC) to add a definition of “Bulk retail” - a use that is identified in the zoning code’s use tables but not defined, and to make “Bulk retail” a conditional use in Industrial zones.

KEY POINTS AND CONCERNS

- Bulk retail is already an identified use in the zoning code, this amendment provides clarity to enable better administration of this use.
- A few retail uses are currently allowed in the Industrial zone – bulk retail is a logical extension of these uses in the Industrial zone.
- Making bulk retail a conditional use in the Industrial zone will allow staff and the Commission to analyze on a case-by-case basis the appropriateness of categorizing a proposal as bulk retail and consider whether it will be conducive to the industrial area in question.
- Other professional and political organizations have worked to create a definition of bulk retail that can be adopted for local use.
- The applicants are working with staff to operate a business under the name “Sitka Bulk Retail” in an industrial zone.

RECOMMENDATION

Staff recommends approval of this zoning text change.

ATTACHMENTS

Attachment A: Draft Ordinance

Attachment B: APA Glossary of Zoning, Development, and Planning Terms Excerpt

Attachment C: Applicant Materials

BACKGROUND

The intent of the Industrial zone as stated in SGC 22.16.110 is *“for industrial or heavier commercial uses including warehousing, wholesale, and distribution operations, manufacturing, natural resource extraction, contractors’ yards, and other such uses that require larger property or larger water and sewer services.”*

Retail services are very limited, primarily allowing wholesale, business-to-business type sales. Allowed retail uses currently include (per SGC Table 22.16.015-6):

- Building, hardware and garden materials
- Bulk forest products sales
- Retail forest products sales
- Agricultural product sales
- Gasoline service stations
- Monuments, tombstones, and gravestones
- Fuel dealers

Conditional uses in the Industrial zone include eating and drinking places, and marijuana retail facilities.

“Bulk retail” is a use that is identified in the use tables of the zoning code under 22.16.015-6 Retail and Business Uses. Bulk retail is allowed in the C-1 and C-2 zones, and a conditional use in the GI and LI zones. It is a prohibited use in the Industrial zone. However, the zoning code lacks a definition of what constitutes bulk retail.

The American Planning Association (APA) in its Glossary of Zoning, Development, and Planning Terms defines bulk retail as: *“A retail establishment engaged in selling goods or merchandise to the general public as well as to other retailers, contractors, or businesses, and rendering services incidental to the sale of such goods. Bulk retail involves a high volume of sales of related and/or unrelated products in a warehouse setting and may include membership warehouse clubs (i.e. “big box” retail). Bulk retail is differentiated from general retail by any of the following characteristics: items for sale include large, categorized products (e.g., lumber, appliances, household furnishings, electrical and heating fixtures and supplies, wholesale and retail nursery stock, etc.) and may also include a variety of carry out goods (e.g., groceries, household, and personal care products).”*

Staff recommends that along with changing the zones of allowed/conditional use of this activity, we adopt the above definition into Sitka’s zoning code to allow for/enable better administration of the use.

ANALYSIS

Definition: As previously stated, the zoning code recognizes bulk retail as a use, but does not provide a definition of said use. Adopting a definition of this use would make it easier for both staff and the Commission to administer. Even the definition provided by the APA requires a degree of judgement, so having a baseline of standards from which to judge is an important code update.

Use: When considering the other allowed retail uses in the Industrial zone, there are a few common themes. First, retail sales are limited to items conducive/related to other industrial uses – construction, garden, agricultural, gasoline, and stonework. Second, most of these items generate only moderate, rather than high, vehicular and pedestrian traffic. The current allowed retail uses are not “convenience” in nature that would draw in high traffic, and thereby do not conflict with large vehicle and heavy machinery traffic needed for other industrial uses. Third, the allowed retail uses are not what staff would characterize as “aesthetically sensitive”. Patrons of apparel, jewelry, hobby, craft supply, art, books, florists, and other specialty retail stores, may expect a particular aesthetic of the stores and surrounding areas. These expectations could create conflict between shop owners and other industrial users if in close proximity to one another. The current allowed retail uses in the industrial zone are not of this “aesthetically sensitive” nature.

Bulk retail fits within these themes of currently allowed retail uses in Industrial zones. The items themselves are large, categorized products (their relatedness to industrial use is proposal-specific). Bulk retail would likely generate only moderate traffic, as bulk retail operations do not sell convenience goods. Most consumers would visit this type of establishment on a once-weekly or bi-weekly basis due to the large quantities of packaging/goods sold. Lastly, bulk retail takes place in a “warehouse” type setting conducive to many Industrial properties/developments.

Making bulk retail a conditional use, rather than allowed use, in Industrial zones allows staff and the Commission to consider these factors and determine on case-by-case basis if the proposal 1) fits within the definition of bulk retail and 2) is conducive with the industrial area in question.

STAFF RECOMMENDATION/CONCLUSION

Staff recommends the zoning text change to amend Title 22 of the Sitka General Code to add a definition of “Bulk retail” and to make bulk retail a conditional use in the Industrial zone.

RECOMMENDED MOTION

“I move to recommend approval of the zoning text change to amend Title 22 of the Sitka General Code to add a definition for bulk retail, and to make bulk retail a conditional use in Industrial zones.”

Ainslie described the short term rental located directly off of Halibut Point Road near Sandy Beach, in a stand-alone single family residence located on a large lot, with good parking and setbacks from the highway. Ainslie stated that this property had a good buffer with neighbors, one of whom provided a letter of support for the conditional use permit. This property already passed a health, life, and safety inspection.

Applicants Charles and Theresa Olson were present telephonically, and stated that they wanted to use the property as a rental in the summer to offset costs, and that it was otherwise used by them for project space. Staff recommended approval.

M-Mudry/S-Hughey moved to approve a conditional use permit for a short-term rental at 2160 Halibut Point Road in the R-1 MH single-family, duplex, and manufactured home zoning district. The property was also known as Lot 1, Vonrekowski Subdivision. The request was filed by Charles and Theresa Olson. The owners of record were Charles and Theresa Olson. Motion passed 3-0 by voice vote.

M-Mudry/S-Hughey moved to adopt the findings as listed in the staff report. Motion passed 3-0 by voice vote.

E. [ZA 20-02](#)

Public hearing and consideration of a zoning text amendment to Title 22 of the Sitka General Code to add a definition of bulk retail, and make bulk retail a conditional use in Industrial zones. The request is filed by Jeremy and Savannah Plank.

Attachments: [ZA 20-02 Plank Bulk Retail ZMA Staff Report](#)
[ZA 20-02 Plank Bulk Retail ZMA Draft Ordinance](#)
[ZA 20-02 Plank Bulk Retail ZMA APA Glossary Excerpt](#)
[ZA 20-02 Plank Bulk Retail ZMA Applicant Materials](#)

Ainslie stated that this zoning amendment had two parts: the definition of bulk retail, and the zone in which it can be used. Ainslie stated that bulk retail was present as a use in the city code use table, and noted that it was allowed in C-1 and C-2 zoning, and conditionally in the large and general island zones. Ainslie noted bulk retail did not currently have a definition in the code. Ainslie stated she used the definition provided by the American Planning Association to form the proposed amendment language.

Having defined bulk retail, Ainslie stated changing bulk retail from a prohibited to conditional use in industrial areas was the second feature of this zoning text change, and noted the Industrial zone allowed for the sale of building, hardware, and garden materials, bulk forest/agricultural products, fuel, etc to the general public and/or other retailers in a warehouse setting. Ainslie noted that there were three things in common between what the code allowed in industrial zones, and the proposed changes: Items sold are used in other industrial activity, sales generate low to moderate traffic, and retail currently allowed in industrial zones is not aesthetically sensitive.

Ainslie stated that staff considered bulk retail to be conducive to industrial zones, the conditional permitting allowed for case-by-case review of the zoning change, and the codified definition provided ease of administration. Staff recommended approval.

Applicants Jeremy and Savannah Plank were present. Mr. Plank stated he recently opened a bulk goods store, which required a warehouse setting allowing for pallet transport of large quantities of goods.

Richard Wein provided public comment regarding the importance of retail diversity and affordability. He stated his support for the proposal.

M-Hughey/S-Mudry moved to approve the zoning text amendment to Title 22 of the Sitka General Code to add a definition of bulk retail, and make bulk retail a conditional use in Industrial zones. The request was filed by Jeremy and Savannah Plank. Motion passed 3-0 by voice vote.

F. [MISC 20-02](#)

Discussion/Direction on the No Name Mountain/Granite Creek Master Plan stakeholder outreach

Attachments: [Stakeholder Survey](#)

Special Projects Manager Scott Brylinsky provided an update on the progress of Jones & Jones consultants on the No Name Mountain master plan. Brylinsky explained that the consultants were looking for abundant and diverse public input, which was needed for success. Brylinsky requested that the Planning Commission, as well as the general public, provide contacts for knowledgeable parties and stakeholders to Jones & Jones, as they needed as much local input as possible. Brylinsky stated that he planned on circulating a questionnaire/survey to the public, with hopes of obtaining additional feedback.

Richard Wein spoke up during public testimony, and stated that Sitka had a great deal of experienced individuals and local knowledge, and that it was important to continue to add layers of information to the process. Spivey suggested distribution of the survey via local businesses.

VIII. ADJOURNMENT

Seeing no objection, Chair Spivey adjourned the meeting at 7:38 PM.

A Glossary of Zoning, Development, and Planning Terms

Edited by Michael Davidson and Fay Dolnick



American Planning Association

Planning Advisory Service
Report Number 491/492

Establishments engaged in selling commodities or goods in small quantities to ultimate customers or consumers. (*Burlingame, Calif.*)

A business having as its primary function the supply of merchandise or wares to the end consumer. Such sales constitute the "primary function" of the business when such sales equal at least 80 percent of the gross sales of the business. (*Maple Grove, Minn.*)

The retail sale of any article, substance, or commodity within a building but not including the sale of lumber or other building materials. (*King City, Calif., which uses the term "retail business"*)

■ **retail sales establishment, bulk merchandise** A retail establishment engaged in selling goods or merchandise to the general public as well as to other retailers, contractors, or businesses, and rendering services incidental to the sale of such goods. Bulk retail involves a high volume of sales of related and/or unrelated products in a warehouse setting and may include membership warehouse clubs (i.e., "big box" retail). Bulk retail is differentiated from general retail by any of the following characteristics: items for sale include large, categorized products (e.g., lumber, appliances, household furnishings, electrical and heating fixtures and supplies, wholesale and retail nursery stock, etc.) and may also include a variety of carry out goods (e.g., groceries, household, and personal care products). (*Federal Way, Wash.*)

■ **retail sales establishment, food** Any establishment selling food or beverages for consumption off-premises either immediately or with further preparation. Such establishments may include, but not be limited to, supermarket, grocery store, bakery, candy store, butcher, delicatessen, convenience store, and similar establishments. (*Champaign, Ill.*)

■ **retail sales establishment, general merchandise** Establishments that are retail operations that carry an assortment of merchandise from all the other categories. Such establishments may include, but are not limited to, department

store, discount store, farm store, and similar establishments. (*Champaign, Ill.*)

■ **retail sales establishment, household** Establishments are retail operations that sell goods for furnishing or improving housing units. These establishments may include, but are not limited to, furniture store, home improvement center, electronic store, appliance store, and similar establishments. (*Champaign, Ill.*)

■ **retail sales establishment, specialty** Retail operations that specialize in one type or line of merchandise. Such stores may include, but are not limited to, apparel stores, jewelry stores, bookstores, shoe stores, stationary stores, antique stores, and similar establishments. (*Champaign, Ill.*)

■ **retail services establishment** Establishments providing services or entertainment, as opposed to products, to the general public for personal or household use, including eating and drinking places, hotels and motels, finance, real estate and insurance, personal service, motion pictures, amusement and recreation services, health, educational, and social services, museums, and galleries. (*Maryland Heights, Mo.*)

■ **retaining wall** A wall or similar structure devised used at a grade change to hold the soil on the up-hillside from slumping, sliding, or falling. (*Beaufort County, S.C.*)

Any fence or wall built or designed to retain or restrain lateral forces of soil or other materials, said materials being similar in height to the height of the wall. (*Fort Wayne, Ind.*)

A wall or terraced combination of walls used to retain more than 18 inches of material and not used to support, provide a foundation for, or provide a wall for a building or structure. (*Beverly Hills, Calif.*)

■ **retaining wall, enclosed** A retaining wall located on a lot such that it is visually shielded by other permanent structures and cannot be seen from public streets and adjacent lots. (*Oakland, Calif.*)

■ **retention** (See also *detention definitions*) The permanent on-site maintenance of stormwater. (*Gurnee, Ill.*)

■ **retention basin** A wet or dry stormwater holding area, either natural or manmade, which does not have an outlet to adjoining watercourses or wetlands other than an emergency spillway. (*Grand Traverse County, Mich.*)

■ **retention system** A stormwater facility that is designed to accept runoff from a developed site and discharge it at a limited rate. Flows exceeding the limited rate are stored until they can be released at the limited rate (when the runoff rate into the system drops below the limited rate). A specified volume is stored indefinitely (retained) until it is displaced by runoff from another storm. (*Redmond, Wash.*)

■ **retreat center** A facility used for professional, educational, or religious conclaves, meetings, conferences, or seminars and which may provide meals, housing, and recreation for participants during the period of the retreat or program only. Such centers may not be utilized by the general public for meals or overnight accommodations. Housing for participants may be in lodges, dormitories, sleeping cabins (with or without baths), or in such other temporary quarters as may be approved, but kitchen and dining facilities shall be located in a single centrally located building or buildings. (*Carroll County, Md.*)

■ **retrofitting** To improve or reconstruct an existing facility with the intent of bringing it into compliance (or where that is not feasible, more nearly into compliance) with modern standards for such facilities. . . . (*Volusia County, Fla.*)

■ **reversion clause** A requirement that may accompany special use permit approval or a rezoning that returns the property to its prior zoning classification if a specified action, (such as taking out a building permit or beginning construction) does not begin in a specified period of time, say, one year. (*Handbook for Planning Commissioners in Missouri*)

■ **rezoning** An amendment to the map and/or text of a zoning ordinance



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
GENERAL APPLICATION FORM

- Applications must be deemed complete at least TWENTY-ONE (21) days in advance of next meeting date.
- Review guidelines and procedural information.
- Fill form out completely. No request will be considered without a completed form.
- Submit all supporting documents and proof of payment.

APPLICATION FOR:

☐

VARIANCE

☐

CONDITIONAL USE

☒

ZONING AMENDMENT

☐

PLAT/SUBDIVISION

BRIEF DESCRIPTION OF REQUEST: We are requesting a zoning text change to allow the planning department to issue a conditional use permit for Bulk Retail operations occurring within an industrial zoned building

PROPERTY INFORMATION: N/A

CURRENT ZONING: _____ PROPOSED ZONING (if applicable): _____

CURRENT LAND USE(S): _____ PROPOSED LAND USES (if changing): _____

APPLICANT INFORMATION:

✓ **PROPERTY OWNER:** _____

✓ **PROPERTY OWNER ADDRESS:** _____

✓ **STREET ADDRESS OF PROPERTY:** _____

APPLICANT'S NAME: Jeremy & Savannah Plank

MAILING ADDRESS: 110 Sand Dollar Dr. Sitka, AK 99835

EMAIL ADDRESS: plankj@outlook.com **DAYTIME PHONE:** 425-269-3921

PROPERTY LEGAL DESCRIPTION: N/A

TAX ID: _____ **LOT:** _____ **BLOCK:** _____ **TRACT:** _____

SUBDIVISION: _____ **US SURVEY:** _____

Last Name

Date Submitted

Project Address

REQUIRED INFORMATION:

For All Applications:

- ☐ Completed General Application form
- ☐ Supplemental Application (Variance, CUP, Plat, Zoning Amendment)
- ☐ ~~Site Plan~~ showing all existing and proposed structures with dimensions and location of utilities
- ☐ ~~Floor Plan~~ for all structures and showing use of those structures
- ☐ ~~Copy of Deed~~ (find in purchase documents or at Alaska Recorder's Office website)
- ☐ ~~Copy of current plat~~ (find in purchase documents or at Alaska Recorder's Office website)
- ☐ ~~Site photos showing~~ all angles of structures, property lines, street access, and parking – emailed to planning@cityofsitka.org or printed in color on 8.5" x 11" paper
- ☐ Proof of filing fee payment **\$100 + tax**

For Marijuana Enterprise Conditional Use Permits Only:

- ☐ AMCO Application

For Short-Term Rentals and B&Bs:

- ☐ Renter Informational Handout (directions to rental, garbage instructions, etc.)

CERTIFICATION:

I hereby certify that I am the owner of the property described above and that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application, and does not ensure approval of the request. I understand that public notice will be mailed to neighboring property owners and published in the Daily Sitka Sentinel. I understand that attendance at the Planning Commission meeting is required for the application to be considered for approval. I further authorize municipal staff to access the property to conduct site visits as necessary. I authorize the applicant listed on this application to conduct business on my behalf.

Owner

Date

Owner

Date

I certify that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application, and does not ensure approval of the request.

Applicant (if different than owner)

Date

Last Name

Date Submitted

Project Address



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
SUPPLEMENTAL APPLICATION FORM
ZONING AMENDMENT APPLICATION

APPLICATION FOR

☐

ZONING MAP AMENDMENT

☒

ZONING TEXT AMENDMENT

ANALYSIS: (Please address each item in regard to your proposal)

- NEED/HARDSHIP/JUSTIFICATION FOR PROPOSAL: Due to Sitka's limited size
with limited commercial retail, this will open up opportunities
and spaces, upon board approval, for new business to try and
start new businesses without incurring the high commercial
Rent.
- PUBLIC BENEFIT OF PROPOSAL: A text change will allow the board
to review requests for new business looking for cheaper
sites to get started and/or operate. They are still subject to Life's
Safety inspections.
- CONSISTENCY WITH COMPREHENSIVE PLAN (Cite Section and Explain): This doesn't
change existing plans, but allows the board to
hear cases from business owner & approve requests if
satisfactory to the board.
- CONSISTENCY WITH PHYSICAL BOUNDARIES (Streets, Major Creeks, etc.): There are no
changes from this request.
- DOES NOT RESULT IN SPOT ZONING BECAUSE: W/A - no changes

- PUBLIC HEALTH, SAFETY, AND WELFARE: No impact to public health, safety,
or welfare as all premises are still subject to
city inspections.

Jeremy Plank
Applicant

1-5-20
Date

Plank
Last Name

1-5-20
Date Submitted

Project Address



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-058 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 3/4/2020 In control: City and Borough Assembly

On agenda: 3/10/2020 Final action:

Title: Discussion / Direction of the City and Borough of Sitka's response to climate change and next steps

Sponsors:

Indexes:

Code sections:

Attachments: [Discussion Direction CBS response to climate change](#)

Date	Ver.	Action By	Action	Result
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Sponsor: Administrator

Discussion / Direction of the City and Borough of Sitka's response to climate change and next steps.

Note: Staff has received multiple requests for resolutions addressing climate action. The draft resolutions differ slightly in content but are similar in overall goals. Staff is looking for direction on how to proceed with the multiple options available.



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-065 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 3/4/2020 In control: City and Borough Assembly

On agenda: 3/10/2020 Final action:

Title: Approve a Request for Proposal for the construction and operation of a marine haul out and shipyard at the Gary Paxton Industrial Park

Sponsors:

Indexes:

Code sections:

Attachments: [Motion RFP.](#)
[Assembly memo Haul Out New \(002\)](#)
[Haul out RFP Board Approved - 3.3.2020](#)
[GPIP Lot Legend.](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve a Request for Proposal for the construction and operation of a marine haul out and shipyard at the Gary Paxton Industrial Park.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Gary Paxton and Assembly Members

From: John Leach, Municipal Administrator

Date: March 3, 2020

Subject: GPIIP Haul Out Request for Proposal

Background

On November 19, 2019, Halibut Point Marine acknowledged publicly that they were eliminating their public vessel haul out business in summer 2021.

To address the concerns of the community that this essential public service be preserved, on December 23, 2019, the Assembly directed staff to develop a RFP for the construction and operation of a marine haul out and shipyard facility.

Analysis

Despite the time sensitive nature of this RFP, I felt it necessary to bring it back to the Assembly table to address a few public concerns that were raised during the GPIIP Board review on February 28, 2020:

- If upland property is leased to the developer, potential maritime tradesmen and support businesses would be subject to the developer's lease requirements vice CBS's in obtaining lease rights to said upland property to run a small business.
- If the proposals differ in how much of the available upland property is of interest to the developer, public input should be gathered due to it being public land. The 6.8 acres listed in the RFP refer to Lots 9A-C in the attached chart.

Recommendation

Direct staff to proceed with advertising the attached RFP as written and attached.

Attachments

GPIIP Haul Out RFP
GPIIP Lot Legend

REQUEST FOR PROPOSALS (RFP)
by
THE CITY AND BOROUGH OF SITKA, ALASKA
for
THE CONSTRUCTION AND OPERATION OF A MARINE HAULOUT AND SHIPYARD

Overview

The City and Borough of Sitka (CBS) is requesting proposals from qualified Developers for the project described herein. The following subjects are discussed in this RFP to assist you in preparing your proposal.

Table of Contents

- A. Introduction and Additional Information
- B. Preferred Outcome
- C. Scope of Services
- D. Insurance Requirements
- E. Facility Operations
- F. Relationship with the City and Borough of Sitka
- G. Proposal Format and Content
- H. Evaluation Criteria and Selection Process
- I. Schedule

A. Introduction and Additional Information

In 1999 the Gary Paxton Industrial Park (GPIP) property was transferred from Alaska Pulp Corporation to the City and Borough of Sitka. (CBS).

The property and the near-shore, submerged tidelands were extensively studied, and an environmental Memorandum of Understanding was concluded between CBS and the State of Alaska. Details of that memorandum are included in the Appendices.

GPIP is managed by a five-member Board of Directors (GPIP Board) who are appointed by the CBS Assembly.

During the ensuing years some of the original GPIP property has been sold and leased, and portions of the GPIP infrastructure have been improved. In 2018 the GPIP Board began actively planning for a private entity to fund, construct and operate a marine vessel haulout and related marine shipyard services.

B. Preferred Outcome

The goal of CBS is to create a privately funded and managed marine services shipyard at the GPIP. Specifically, CBS is seeking a private sector Developer to construct and operate a marine vessel haul out facility and an EPA approved boat washdown area(s).

CBS desires that Developer have a functional vessel haul out system in place by June 1, 2021.

Additionally, CBS has available for long-term lease up to 6.8 acres of GPIIP uplands for the Developer to create opportunities for marine tradesmen and support businesses that support Sitka's commercial and sport fishing fleets.

A map and a listing of the GPIIP uplands that are available for lease under this RFP are included in the Appendices.

Developer will be able to sublease the GPIIP parcels and set its own haul out service fees and sublease rates for the GPIIP uplands.

Any long-term lease of GPIIP property to the Developer will have use restrictions consistent with the preferred outcome as negotiated with CBS. All use of any leased GPIIP property will be subject to regulatory action by federal, state, and municipal regulators, which is the sole responsibility of the selected Developer to determine.

Access to the existing waterfront ramp by the public must be maintained to assure access to the GPIIP uplands for those entities who have existing businesses at the Park. However, the Developer will be authorized to schedule and manage third party access to the ramp if Developer elects to use the ramp in its boat haul out operations.

C. Scope of Services

Developer shall perform environmental permitting, design and construction of infrastructure necessary to support its marine haul out and shipyard operations. Additional permits may be required from the City and Borough of Sitka for connections to City utilities and construction of structures at the site.

Developer shall also be responsible for its own investigations to determine subsurface construction conditions at the GPIIP site. There are buried concrete foundations and other remnants from the pulp mill that may increase the cost of construction.

Sitka has a substantial marine customer base. Approximately 665 vessels between 32 feet and 86 feet are permanently moored in the Sitka harbor system. Of those 665 vessels about 97% are 58 feet or less. Developer is expected to provide vessel haul out equipment and services that will support the Sitka fleet.

D. Insurance Requirements

The Developer shall provide the following types of insurance:

1. Worker's Compensation at the limits required by the Alaska State Worker's Compensation Statutes.

2. Comprehensive General Liability	Minimum Limits
Single Limit	\$1,000,000
General Aggregate	\$2,000,000

3. Comprehensive Automobile Liability	\$1,000,000
Including all owned, hired and non-owned vehicles	

Developer's insurance shall name CBS as an additional insured and shall contain a waiver of subrogation against CBS.

E. Facility Operations

Developer shall be responsible for the day to day operation of the marine haul out and marine shipyard sublease areas. Developer is expected to work closely with the CBS and the GPIIP Board to create a fully functional marine haul out service sector at GPIIP.

CBS has a established a retail and business use zoning code for the GPIIP. This information is included in the Appendices.

F. Relationship with CBS

Developer shall be an independent contractor who has the exclusive right to operate a marine haul out and shipyard at GPIIP. Developer shall lease upland areas from CBS and Developer shall have the right to sublease those lands.

Developer shall be responsible for operating in accordance with all codes and laws and for enforcing the same requirements with any subleases that Developer may create.

CBS will operate all municipal utility systems such as electricity, water and sewer. Developer will be expected to connect to CBS utilities at Developer's expense.

Developer will also be required to pay all published CBS utility fees and charges.

Developer shall collect and remit CBS sales tax for services or sales that Developer provides at GPIIP.

Developer is responsible for the safety of persons using Developer's facilities.

Developer shall provide a port security plan, if required in the future.

Developer shall provide a spill prevention, control and countermeasure plan, if required in the future.

G. Proposal Format and Content

Please direct questions regarding this RFP to:

The Director of Public Works
City and Borough of Sitka
100 Lincoln Street
Sitka, Alaska 99835
907-747-1804

Proposal Format

1. Letter of Transmittal

2. Narrative

Brief description of your company including its experience and the experience of its key individuals. Include sufficient financial information to demonstrate your ability to finance this project.

3. Provide a list of other, similar marine facilities owned or operated.

4. Include a time schedule for providing vessel haul out services and for developing uplands marine service sector businesses at GPIIP.

5. Provide a listing of proposed haul out equipment and a concept level layout of upland facilities.

6. Provide a concept level operations plan for the facility including the number of employees.

Submit three (3) copies of your Proposal in a sealed, secure envelope marked as follow:

Gary Paxton Industrial Park

Proposal to Fund, Construct and Operate a Marine Haul Out and Shipyard

Proposal Dated: _____, 2020

Proposals shall be addressed to:

Municipal Clerk

City and Borough of Sitka

100 Lincoln Street

Sitka, Alaska 99835

Proposals shall be received until 2:00 PM on April 3, 2020.

H. Evaluation Criteria and Selection Process

A selection committee consisting of the GPIIP Board of Directors and the CBS Public Works Department will evaluate the proposals and make a recommendation of award to the CBS Assembly.

The committee will use the following criteria in deriving a numerical score for each proposal:

1. Award 0 to 30 points based upon the proposer's plan to finance and operate a marine vessel haul out facility.
2. Award 0 to 15 points based upon the proposer's plan to accommodate public use of the existing waterfront ramp.
3. Award 0 to 30 points for proposer's plan to develop and facilitate the creation of an uplands marine services sector shipyard.
4. Award up to 25 points for proposer's bid price to lease the GPIIP uplands

Points will be awarded based upon this formula:

$$\frac{\text{Proposer's lease price per square foot}}{\text{Highest lease price received per square foot}} \times 25 = \text{Bid Price Points}$$

The total maximum number of points = 100

CBS reserves the right to negotiate with any proposer, to waive informalities in any of the proposals and to award the marine shipyard development contract to whichever proposer is deemed to provide the best value for the Municipality at the sole discretion of CBS. CBS will notify the selected proposer and work with that selected proposer to draft and enter into an exclusive agreement that best satisfies the preferred outcome of this RFP.

I. Schedule

Advertise Request for Proposals	March 2, 2020 to March 31, 2020
Proposals Due	April 3, 2020
Internal Review and Negotiations	April 6, 2020 to April 30, 2020
Possible CBS Assembly Award	May 2020

I. Appendices

Appendix A Environmental MOU between the State of Alaska and CBS

Appendix B GPIP Uplands Lease Lots and Their Areas

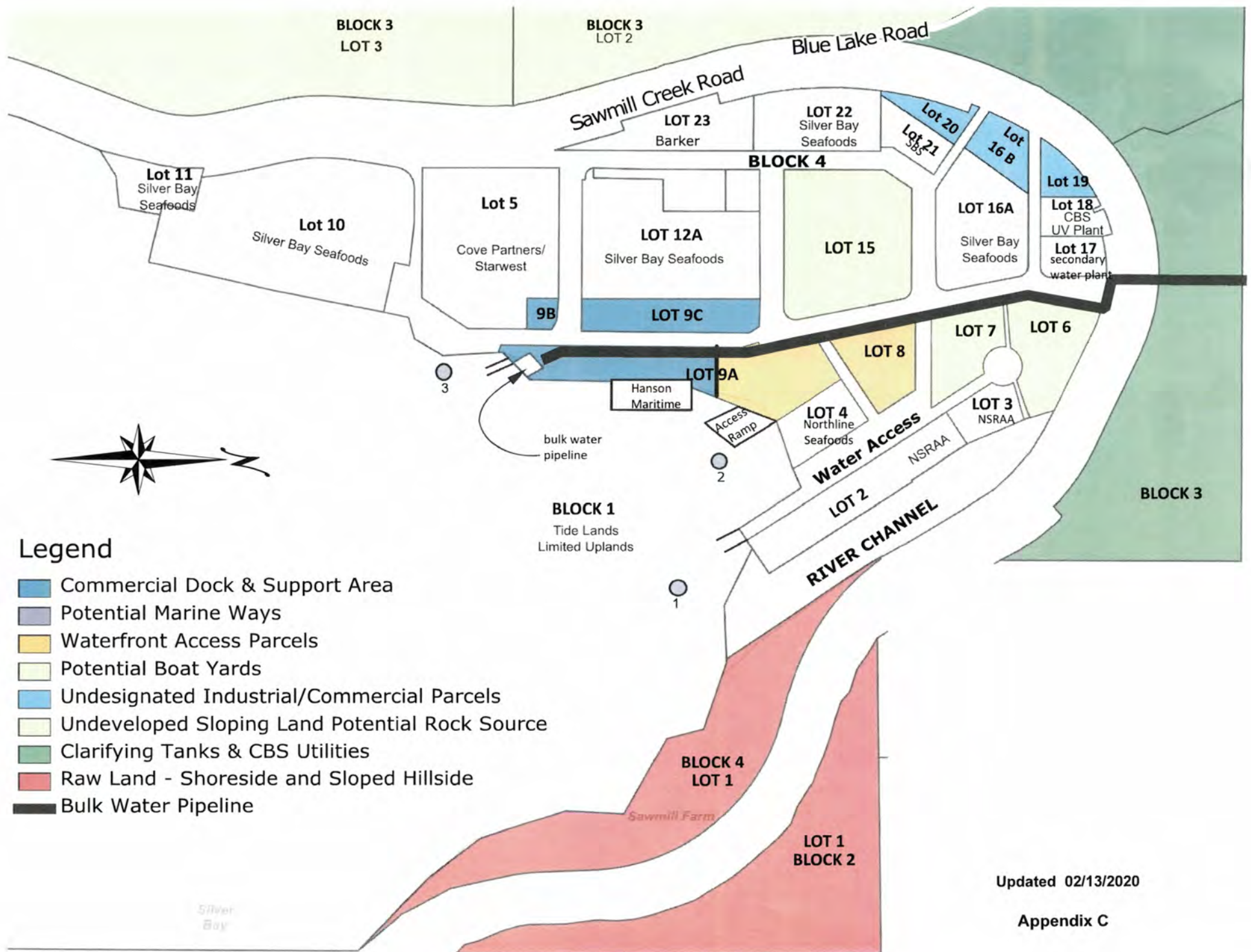
Appendix C GPIP Uplands Parcel Map of Potential Lease Lots

Appendix D GPIP Zoning Code Table of Permitted Uses

Appendix E GPIP Utilities

Dates of Publication:

Sitka Daily Sentinel:



Updated 02/13/2020

Appendix C



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-066 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 3/4/2020 In control: City and Borough Assembly

On agenda: 3/10/2020 Final action:

Title: Legal / Financial Matters: SCH / SEARHC Affiliation - U.S. Office of Inspector General Liability

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Executive Session](#)

Date	Ver.	Action By	Action	Result
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Executive Session

POSSIBLE MOTIONS

Step 1:

I MOVE to go into executive session* to discuss communications with the Municipal Attorney, Chief Finance and Administrative Officer Jay Sweeney, and Controller Melissa Haley to discuss a legal matter affecting the municipality regarding the Sitka Community Hospital / SEARHC affiliation and the related settlement of CBS' self-disclosure to the U.S. Office of Inspector General, matters the immediate knowledge of which would adversely affect the finances of the municipality.

Step 2:

I MOVE to reconvene as the Assembly in regular session.

*Sitka General Code 2.04.020 Meetings

D. All meetings shall be open to the public except that the following may be discussed in closed executive session:

1. Matters, the immediate knowledge of which would adversely affect the finances of the municipality;
2. Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
3. Matters which by law, municipal Charter or ordinances are required to be confidential;
4. Communications with the municipal attorney or other legal advisors concerning legal matters affecting the municipality or legal consequences of past, present or future municipal actions.