



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Planning and Community Development Department

Date: June 15, 2017

From: Michael Scarcelli, PCDD Director

To: Planning Commission

Re: Code Interpretation and Department Jurisdiction

The day to day operations of the City and Borough of Sitka require a cooperative of boards, commissions, and a variety of staff across departments. In general, the City Administrator is the official office (department and person) that is charged with enforcing or executing the various code provisions. Further, that “Administrator” has the legal authority to delegate to various subordinate staff, such as the Planning Director, Public Works Director, or Building Official to execute such tasks on behalf of the City Administrator.

Specifically, SGC 22.30.020 “Roles and Responsibilities” highlights the cooperative action of different elected and appointed boards and staff. In SGC 22.30.030, it is specified that Administrator may mean the City Administrator or the person acting on behalf of the Administrator.

In other codes, such as Title 21, again the language is that the City Administrator has the legal authority to act. As such, that office may delegate to a subordinate such as the Planning Director or Public Works Director. In SGC 6.12, we see that the authority is vested in the Building Official. This section regulates mobile and manufactured homes, and mobile and manufactured home parks. In Title 18, there is a variety of shared responsibility.

So what does all this code mean?

It means all City Departments are just the hands and feet of the Administrator. We all work together to be one unified body of city government working collaboratively as we see fit to accomplish a unified mission. While we may have internal policies or procedures for how we do things within a specific department, the truth is most of this is up to the Administrator or delegated to department heads or section managers to figure out the administrative details

that fall in line with the direction given by the Administrator. This means that there are shared roles, duties, and responsibilities.

In nearly all planning and community development issues, we greatly rely on the input, knowledge, and skill sets of various other departments and staff. To put it in the simplest terms, we all work together. While a certain decision may be delegated to me as Planning Director, I will ask and seek out advice and input from others knowledgeable on the topic. More, it means many items such as manufactured homes touch multiple staff and departments. Further, in our attempts to be more transparent and customer friendly, we often give preliminary advice to speak with another department that may have shared jurisdiction on a specific request (permit, proposal, etc.).