



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

---

## MEMORANDUM

**To:** Mayor Paxton and Assembly Members

**From:** Jay Sweeney, Chief Finance and Administrative Officer

**Reviewed:** David Miller, Acting Administrator  
Michael Harmon, P.E., Public Works Director *mjh*

**Date:** June 18, 2019

**Subject:** No Name Mountain Master Plan Appropriation

---

### Requested Action

Approve a supplemental budget appropriation in the amount of \$165,000 to pay for the costs of completing a land use master plan for the 800 acre No Name Mountain/Granite Creek site in Sitka. The total of \$165,000 is comprised of \$149,500 for the consultant contract and \$15,500 for staff wages and benefits.

### Summary

Development of the No Name Mountain/Granite Creek site has been identified as a top strategic priority of the Assembly. To ensure that development efforts take place in an organized, efficient and effective manner, staff has determined that an overall master plan is necessary.

To date, there have been no direct capital appropriations by the Assembly for the project. Initial costs associated with the project have been paid for out of the Planning Department's FY2019 operating budget, and, advertising costs have been paid out of the Administration Department's FY2019 budget. Planning efforts for the project are now at a stage wherein a separate, specific capital appropriation is warranted; remaining unencumbered operating appropriations are insufficient to pay for anticipated costs.

Accordingly, a capital appropriation is necessary to move the project forward.

### Fiscal Note

The source of funding for the requested appropriation is the unassigned balance in the General Fund. The unassigned balance was \$5,378,630 as of June 30, 2018 and FY2019 financial activity is not expected to significantly change this balance.

The effect of this supplemental appropriation, if approved, will be to reduce the potential amount of funds to be transferred into the Public Infrastructure Sinking Fund in September. As the purpose of the Public Infrastructure Sinking Fund, however, is to earmark surplus funds in the General Fund for general governmental capital projects, the essential effect will be to directly earmark surplus funds for this project early, instead of doing so through the normal budget cycle.

# NO NAME MOUNTAIN/GRANITE CREEK LAND USE MASTER PLAN

## PROJECT SCOPE OF SERVICES

Jones & Jones, with our sub-consultants PND Engineers, McDowell Group, and Anderson Land Planning, propose the following scope of services to develop the land use master plan for the 800 acre No Name Mountain/Granite Creek site area in Sitka.

### A. PROJECT INITIATION

1. Conduct Kick-off Meeting with CBS in Sitka to affirm project goals, objectives, schedule, work plan and deliverables.
2. Identify project stakeholders and discuss stakeholder/public involvement with CBS during kick-off meeting.
3. Affirm availability and content of existing site-related background data, mapping, studies, reports, etc.\*
4. Following kick-off meeting, tour project site with consultant team and CBS.
5. Note: Staff from each firm on the consultant team will attend the kick-off meeting and site tour.\*\*\*

### B. CONDUCT DATA COLLECTION AND ANALYSIS

1. Site Inventory & Analysis: Assemble site mapping, and identify existing general site conditions and characteristics, including geological and hydrologic conditions, vegetation cover and typologies, current land use, critical areas (wetlands, steep slopes), views, vehicle and pedestrian access, etc.\*
2. Market Analysis: Assemble and analyze original and secondary economic source data and current baseline economic conditions and trends to identify range of potential development opportunities including rock extraction, housing, visitor/tourism industry, and other commercial/industrial uses for the site. Conduct Benefit/Cost Analysis of potential development opportunities.
3. Landslide Risk: Review and assess results of recent landslide risk hazard assessment and hazard mapping provided by CBS.
4. Prepare illustrative maps and exhibits to depict information and findings from B.1 – 3 above.
5. Present Data Collection and Analysis findings to CBS Staff and Assembly, and to project stakeholders and larger community during Task C below.
6. Note: Economic source data will be obtained from current available sources and interviews with local stakeholders.

### C. DEVELOP LAND USE "VISION" AND ALTERNATIVES

1. Visioning: Conduct "Visioning Workshop" with CBS Staff, Assembly, project stakeholders and general public to present Site Analysis and Market Analysis

findings, and to explore community's ideas on how project site should be developed.\*\*

2. Alternatives: Based on input from Visioning Workshop, develop alternative land use concepts and schemes for project site. Prepare maps and exhibits to depict alternatives, including general land use/development types and layout, circulation and access, conservation areas, etc.
3. Alternatives Workshop: Present and discuss alternative land use schemes with CBS Staff, Assembly, stakeholders and general public. Reach agreement among above entities on a "preferred" land use scheme.
4. Note: Visioning Workshop and Alternatives Workshop are proposed to occur over a two-day period whereby the Visioning Workshop takes place on one evening, followed by development of alternatives by the consultant team the next day, with the Alternatives Workshop occurring that evening. Staff from each firm on the consultant team will participate in both workshops and in the development of alternatives.\*\*\*\*

#### **D. PREPARE LAND USE MASTER PLAN**

1. "Draft" Plan: Based on information obtained from Tasks A-C above, develop preliminary or "draft" land use master plan, depicted by mapping, illustrations, exhibits and other material.
2. Economic Viability: Revisit Market Analysis to test economic viability of land use recommendations in Draft Plan.
3. Review: Present Draft Plan recommendations to CBS Staff, Assembly, project stakeholders and general public.\*\*
4. Revise and Finalize Master Plan: Based on review comments and input, revise and assemble Master Plan into final report document to submit to CBS.
5. Note: Members of the entire consultant team will participate in review meeting(s) of Draft Plan.\*\*\*

\*Assumes digital LIDAR topographic mapping, landslide risk assessment maps, wetland mapping, and historical geotechnical information are available from CBS or other sources. (Detailed on-site verification or delineation of critical areas such as wetlands, riparian corridors, critical habitat, etc. are outside the scope of this project.)

\*\*Assumes CBS will post information about the project on the City's website, issue notices of public meetings, and reserve the venues for public meetings. Project information will be provided by the consultant team for posting on the City's website.

\*\*\*Trip/meetings will involve a one-night stay in Sitka by consultant team members.

\*\*\*\*Trip/meetings will involve a two-night stay in Sitka by consultant team members.

## **PROJECT SCHEDULE**

Jones & Jones proposes the following timeline to carry out Tasks A through D above:

Task A: Kick-off to be scheduled for date between June 10 and June 21, 2019

Task B: from June 24 to August 16, 2019

Task C: Visioning and Alternatives Workshops to be scheduled for date between August 19 and August 31, 2019

Task D: from September 2 to November 8, 2019

## **PROJECT FEES**

The Jones & Jones consultant team proposes a Lump Sum Fee of \$149,500.00 for labor and expenses to perform the Scope of Services described above.