



Parks and Recreation Committee Agenda

Tuesday, March 11, 2025 12:00 PM

Harrigan Centennial Hall, 330 Harbor Drive

Members: Chair – Ben Hughey, Vice-Chair Candace Rutledge, James Poulsen
Brandon Marx, Rich Krupa, Katherine Prussian, Steve Black
Assembly Liaison: Kevin Mosher

I. CALL TO ORDER

II. ROLL CALL

III. AGENDA CHANGES

IV. APPROVAL OF MINUTES

A. February 11, 2025

V. REPORTS

Chair:

Members:

City Staff:

Assembly Liaison:

Other(s): Sitka Trail Works

VI. PERSONS TO BE HEARD *(For items OFF the agenda - not to exceed 3 minutes)*

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

B. Presentation by Lisa Busch, Arts Council on increasing art in City Parks

C. Commercial Land Use Permits

1. UnCruise Adventures
2. Beyond the Dock Tours
3. Lone Eagle Resorts
4. Sitka Sunshine Kayaks
5. SEAK Adventures, LLC

D. Amending Title 14 "Streets, Sidewalks, and Public Places" of the Sitka General Code by amending Chapter 14.05 "Public Use of Parks and Recreation Facilities, Land , and Trails"

E. Parks and Recreation Facilities Fee Schedule

IX. PERSONS TO BE HEARD *(For items ON or OFF the agenda – not to exceed 3 minutes)*

X. ADJOURNMENT



Parks and Recreation Committee Minutes

Tuesday, February 11, 2025, 12:00 p.m.
Harrigan Centennial Hall

Members: Chair –Ben Hughey, Candace Rutledge
James Poulson, Brandon Marx, Rich Krupa,
Steve Black, Katherine Prussian
Assembly Liaison: Kevin Mosher

I. CALL TO ORDER

Chair Hughey called the meeting to order at approximately 12:00 p.m.

II. ROLL CALL

Present: Ben Hughey, James Poulson, Candace Rutledge, Katherine Prussian, Brandon Marx, and Rich Krupa

Absent: Steve Black

Assembly Liaison: Kevin Mosher

Staff Present: Jess Earnshaw, Deputy Municipal Clerk, Kevin Knox, Parks and Recreation Coordinator, and Connor Dunlap, Facilities Division Supervisor

Others: None.

III. AGENDA CHANGES

None.

IV. APPROVAL OF MINUTES

A. January 14, 2025

Poulson moved to approve the January 14, 2025, meeting minutes. Motion passed unanimously by a voice vote.

V. REPORTS

Chair: None.

Members: None.

City Staff: Kevin Knox, Parks, and Recreation Coordinator reported on after-school programs and the temporary suspension of activities at Swan Lake Senior Center due to water damage. Connor Dunlap reported on the replanting of garden beds in front of Harrigan in April, highlighted the coordinated updates and improvements to the Cross Trail section between Indian River and Yaw Drive, and noted that community members had been working hard to get a new scoreboard donated for Moeller Park. He also introduced Kent Smith as the new Buildings, Grounds, and Parks Supervisor.

Assembly Liaison: Mosher noted that the Assembly and staff were in the midst of budget

Parks and Recreation Committee
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season and were planning for a status quo budget, if possible.

Other(s): Ben Hughey, Sitka Trails reported that their next volunteer would be on February 20th and would involve removing overgrown brush on the Sawmill Creek pathway.

VI. PERSONS TO BE HEARD (For items OFF the agenda - Not to Exceed 3 Minutes)

None.

VII. UNFINISHED BUSINESS

None.

VIII. NEW BUSINESS

B. Commercial Use Land Use Permits Applications

Hughey noted a new process for this interim year. Knox explained that, based on past feedback, they streamlined applications by revising the format in December, making key details more accessible and adding a checklist for required documents.

To improve efficiency, Knox and Ainslie proposed starting with a motion outlining permit conditions, followed by a motion for approval or denial based on environmental impact, public health, and public use. If criteria wasn't met, a denial recommendation would include factual findings.

Knox emphasized this aligns with existing code and was necessary due to the rise in applications from 2022–2024. The committee would refine the process over time.

Alpenglow Adventures

Laura Tirman, the owner, gave a briefing on her business activities.

Prussian questioned the City's liability for clients using the Medvejie Trail, which lacks a bridge over the river. Knox clarified that the trail was considered part of the City's recreational corridor.

The committee discussed trail hours to reduce conflicts with locals, suggesting commercial users focus on weekdays when local use is lower. This was a recommendation, not a requirement. They also recognized potential weekend conflicts and emphasized the need to better understand local trail usage patterns.

Prussian moved to propose the following conditions of approval: the removal of Medvejie Lake Trail from the application. Motion passed unanimously by voice vote.

Poulsen moved to recommend approval of the commercial recreational land use permit as requested by Alpenglow Adventures (subject to the proposed conditions of approval) and hereby make the required determinations regarding this use as listed in SGC 14.10.030(B)(1-3). Motion passed unanimously by voice vote.

Bumble Expeditions

Sara Hadad-Dembs, the owner, gave a briefing on her business activities. She requested that Whale Park be added to her application. The committee also expressed concerns about overcrowding on trails, particularly on Thimbleberry, and suggested limiting the number of participants on Herring Cove and Indian River trails.

Prussian moved to propose the following conditions of approval: to limit the maximum users to 8 for Indian River and Herring Cove, and to include Whale Park. Motion passed unanimously by voice vote.

Poulsen moved to recommend approval of the commercial recreational land use permit as requested by Bumble Expeditions (subject to the proposed conditions of approval) and hereby make the required determinations regarding this use as listed in SGC 14.10.030(B)(1-3). Motion passed unanimously by voice vote.

Sound Sailing

Prussian noted that, based on public comments and considerations, they preferred not to see Goddard included or approved in this permit and emphasized the importance of completing the public process before setting a precedent.

Prussian moved to propose the following conditions of approval: to remove Goddard Hot Springs from the application.

Yes- Prussian

No- Rutledge, Poulsen, Hughey, Marx, Krupa,

Motion Failed: 5-1

Poulsen moved to recommend approval of the commercial recreational land use permit as requested by Sound Sailing (subject to the proposed conditions of approval) and hereby make the required determinations regarding this use as listed in SGC 14.10.030(B)(1-3). Motion passed unanimously by voice vote.

Tongass Treks

Alaina Brown, the owner, gave an overview of her business activities.

Poulsen moved to recommend approval of the commercial recreational land use permit as requested by Tongass Treks (subject to the proposed conditions of approval) and hereby make the required determinations regarding this use as listed in SGC 14.10.030(B)(1-3). Motion passed unanimously by voice vote.

Alaska Luxury Tours

Travis Holt, the owner, discussed his company's operations and sensitivity towards the local area. He mentioned that they specialize in small groups, typically up to 12

people, and usually split larger groups into two.

Prussian moved to propose the following conditions of approval: to limit the maximum group to 6 for Baranof Warm Springs Dock.

Yes- Prussian, Rutledge, Poulsen, Marx

No- Hughey, Krupa,

Motion Failed: 4-2

Poulsen moved to recommend approval of the commercial recreational land use permit as requested by Alaska Luxury Tours (subject to the proposed conditions of approval) and hereby make the required determinations regarding this use as listed in SGC 14.10.030(B)(1-3). Motion passed unanimously by voice vote.

Equinox

Cameo Padilla, the owner, gave a briefing on her business activities.

Prussian moved to propose the following conditions of approval: to limit the maximum group to 6 for Baranof Warm Springs Dock. Motion passed unanimously by voice vote.

Marx mentioned the committee's decision was based on the negative impacts of commercial use on the area, such as human excrement and overcrowding. He also recognized the need for standardized conditions for all commercial operators, set to be implemented in November.

Poulsen moved to recommend approval of the commercial recreational land use permit as requested by Equinox (subject to the proposed conditions of approval) and hereby make the required determinations regarding this use as listed in SGC 14.10.030(B)(1-3). Motion passed unanimously by voice vote.

Sitka Tundra Tours

The committee discussed the application, focusing on the weekly and annual number of customers. They considered the rate rather than the total number of customers and discussed the potential impact on local use.

Prussian moved to propose the following conditions of approval: to limit the maximum users to 8 for Thimbleberry to Heart Lake Trail. Motion Fails unanimously by voice vote.

Poulsen moved to recommend approval of the commercial recreational land use permit as requested by Sitka Tundra Tours (subject to the proposed conditions of approval) and hereby make the required determinations regarding this use as

listed in SGC 14.10.030(B)(1-3). Motion passed unanimously by voice vote.

IX. ADJOURNMENT

The next meeting would be on March 11, 2025, at noon in Harrigan Centennial Hall.
Hearing no objection, Chair Hughey called the meeting adjourned at 1:05 p.m.

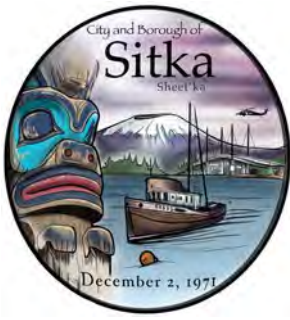
Attest:
Jess Earnshaw,
Deputy Municipal Clerk

2025 Summary Sheet

Column: Business Name	Admin Approval Date	Areas of Use	Annual Clients	Max Group Size	Tours/week
Alpenglow Adventures	2/26/2025	Gavan Hill, Harbor Mountain Road, Cross Trail, Thimbleberry, Heart lake, Medvejie Tral	300	7	5
Bumble Expeditions LLC	2/26/2025	Herring Cove, Thimbleberry/He art Lake, Indian River	650		
Sound Sailing	2/26/2025	BWS, Goddard	12		
Tongass Treks	2/26/2025	Herring Cove, Gavan Hill, Cross Trail, Indian River, Thimbleberry/He art Lake, Blue Lake & Whale Park.	200	7	7
Alaska Luxury Tours	2/26/2025	BWS	48	12	1
Sitka Tundra Tours	2/26/2025	Whale Park, Thimbleberry Heart Lake, Cross Trail	150	14	7
Equinox	2/26/2025	BWS	18	6	1
Discovery Journeys		BWS	70	8	1
UnCruise		BWS, Takatz Bay	300/500	12	1 or 2
Custom Alaska Cruises		BWS	65	8	1
Bear Paw Charters		BWS	48	6	1
Beyond the Dock Tours		Herring Cove, Cross Trail, Indian River, Thimbleberry/He art lake Trail, Whale Park, Mosquito Cove	75	6	5
Lone Eagle Resorts (Pybus Point Lodge)		BWS	250	10	0-4
Sitka Sunshine Kayaks		Eagle Beach, Swan Lake, Herring Cove Beach, Blue Lake	100	8	5
Southeast Alaska Adventure, LLC (SEAK Adventure)		Beaches- Middle Island, Chai Chei Group,	20	12	2

Area Totals

BWS	698
Goddard	12
Cross Trail South	725
Cross Trail North	425
Indian River	925
Thimbleberry/Heart Lake	1375
Herring Cove	925
Whale Park	275
Blue Lake	100
Swan Lake	100
Other Trails	375



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

PARKS AND RECREATION COMMITTEE COMMERCIAL RECREATIONAL LAND USE PERMIT PROCEDURE & MOTION SHEET

Business: UnCruise Adventures

Contact: Marlie Shelton

- I. Chair Introduces Item
- II. Applicant Comments & Questions from Committee Members
- III. Public Comment
- IV. Committee Discussion/Deliberation
- V. Possible Motions
 - A. Conditions of Approval: SGC 14.10.030(C) states, *“A permit may contain conditions reasonably required for the protection and use of the area for which the permit is granted, including limitations as to time, area, equipment, user loading, traffic, parking, discharges, noise, and other factors.”* If the Committee would like to propose conditions of approval, this motion would be made prior to recommending permit approval:

“I move to propose the following conditions of approval: ___”
 - B. Recommending Permit Approval: SGC 14.10.030(B) states, *“The administrator may issue a permit for commercial recreational activities on city and borough lands that are recommended by the parks and recreation committee after public hearing and notice, subject to such conditions as the administrator may impose and only upon a determination that the use as proposed:*
 1. *Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area; and*
 2. *Will not endanger the public health, safety, and welfare; and*
 3. *Will not significantly interfere with the use and enjoyment of the area by other members of the public.”*

If the Committee would like to recommend approval of the permit:

“I move to recommend approval of the commercial recreational land use permit as requested by UnCruise Adventures [subject to the proposed conditions of approval] and hereby make the required determinations regarding this use as listed in SGC

14.10.030(B)(1-3). “

- C. Recommending Permit Denial: SGC 14.10.030(D) states, *“The administrator may deny a proposed use upon a written determination that the use, alone or in combination with other uses, would cause an unreasonable level of environmental degradation, or other disturbance to the area. In making such determination, the administrator shall consider the nature and extent of the use, the number of users, and the impacts likely to result from the use, including traffic, noise, public access, loading, the availability of parking and other factors.”* If the Committee would like to recommend denial of the permit:

“ I move to recommend denial of the commercial recreational land use permit as requested by UnCruise Adventures because the Committee could not make the following determinations that the use as proposed:

<i>Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area</i>	<i>because:</i>	
<i>Will not endanger the public health, safety, and welfare</i>	<i>because:</i>	
<i>Will not significantly interfere with the use and enjoyment of the area by other members of the public</i>	<i>because:</i>	

*Note: A recommendation of denial can be based on not being able to make one or more of the required determinations under SGC 14.10.030(B)(1-3). The motion and basis of recommended denial only needs to include rationale regarding the one or more required determinations that could not be made.

CITY AND BOROUGH OF SITKA

COMMERCIAL RECREATIONAL LAND USE PERMIT



APPLICANT INFORMATION

Business Name: Innersea Discoveries dba UnCruise Adventures

Contact: Marlie Shelton

Address: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

Details of tour or guided activities: (Important: This section is not optional. This information must be provided in detail even if the tour/guiding is not new per SGC 14.10.) Please provide the following information, attaching additional documentation such as maps and marketing materials as needed, to fully describe the event/activity you seek a permit for.

Planned tour season start: April 14, 2025 Planned season end date: October 4, 2025

Max # of customers per tour: 12 # of tours per week: 1-2 Estimated annual customers: 500

List of proposed areas of use: Baranof Warm Springs, Takatz Bay

Primary activities offered: Baranof -Hike the boardwalk and go to the springs, Takatz -Hiking, Kayaking, Skiff Tours

Description of tour activities (*Please attach description of EACH Tour.*)

I have read and agree to incorporate "Leave No Trace" practices into all activities. (<https://lnt.org/why/7-principles/>)

Please include the following information and attachments with this form:

REQUIRED:

Appropriate permit fee(s) per SGC 14.10.030

___ \$250 Annual Application Fee (permits issued will be valid until December 31)

___ \$100 Minimum Client Fee

___ \$2 Per Client for estimates above 50 clients

All location(s) where the tour(s) or event(s) will be offered (including a map)

Detailed explanation of activities, guide/client ratio, routes/locations, schedule, stops, days/hours of operation, estimated number of participants/customers, etc

Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing

Current safety & operating plan, including training requirements for personnel

CBS Sales Tax Number _____

Proof of insurance, as required under CBS General Code 14.10.040. All certificates must name the City and Borough of Sitka (100 Lincoln St, Sitka, AK) as additional insured [Working this.](#)

Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission, or similar arrangements with other tour brokers, agents, or cruise ship companies

IF APPLICABLE:

Copies of federal, state, and local land use permits (DNR, USFS, NPS, etc.)

Complete inventory of Vehicles/Vessels to be used for proposed permit operations



Hello Sitka Burrough District,

I am writing on behalf of UnCruise Adventures, a small, family-run expedition cruise line founded by Dan Blanchard in 1996. Beginning with just one yacht in Alaska, our company has grown to operate eight vessels and two offices—one in Juneau, Alaska, and the other in Seattle, Washington. We offer a variety of itineraries, primarily focused on the stunning regions of Southeast Alaska, as well as routes in Mexico and Hawaii.

We are writing to inquire about permits to visit the Sitka Burrough District. Please see the following answers to your permitting questions:

A. Location and explanation of proposed use, including maps.

- Area #1: Baranof Warm Springs
 - We would like to be able to hike the boardwalk to the Springs and if possible visit the springs.
- We have several Vessels we would like to ask permission for:
 - Safari Quest (SQU) (22 pax)
 - Wilderness Legacy (WIL) (86 pax)
 - Safari Endeavour (SEN) (84 pax)
 - Wilderness Discoverer (WND) (76 pax)
 - Wilderness Adventurer (WAV) (60 pax)



- Area #2: Takatz Bay
 - We would like to go hiking in the below, red lines areas. We will also be using this area for kayak and skiff tours -all operated on the water without going on land.



B. Description of transportation to site, including mode of transportation and plan for client parking.

- Our Mode of transportation to the site would be via small boat (zodiac, seneca, pontoon) from our Master Vessels that will stay anchored offshore. We will not use any transportation while on land.

C. Description of each tour:

- Hiking: Taking our guests on a guided hike in one of the proposed spots above. This could be an easy hike, hard charger hike or bush whack.
 - i. Two guides (one leading, one behind the group) will take a group of 10-12 on land for a hike option. Knowing bear safety and how to manage the group.
- Skiff Tour: We have 2-4 small boats on every master vessel. We offer skiff tours around the bays/water ways to look for wild life and look at the surrounding landscape. The skiff tour is driven by a licensed deckhand and guided by one of our guides.
- Kayak Tour: We offer Kayak tours around the bays and water ways, this is a 1:10 ratio with our guides, with all guests in double kayaks. The guide will keep the group together, Kayak along the water ways and discuss the Alaskan landscape/wildlife as they paddle. Group Management is a must during kayak tours.

D. Estimate number of participants and/or group size.



- The number of guests participating in each activity will depend on the permit area restrictions. We also conduct our operations with our standard guide-to-guest ratio of 1 guide:10 passengers. For larger groups, we assign an additional crew member to assist passengers, maintaining a ratio of 2:12. We typically limit the number of groups on land to two groups at any given time and strive to keep the groups at least a quarter mile apart to enhance the wilderness experience.
- For the season we are estimating a total of 300 maximum participants for Baranof Warm Springs and 500 maximum participants for Takatz Bay.

E. Time of desired usage.

- Baranof Warm Springs: We would like to use for are larger vessels (WIL, SEN, WND, WAV) spring (April-May) and Fall (middle September-October). For our smallest boat (SQU) we would request May-September.
- Takatz Bay: We would like to request April-October for all vessels.
- Each tour will on land or in the water will be 1.5-2 hours long. Offered in the morning and the afternoon (if weather permits). This would mean a maximum total of 4 hours a day for activities.

F. Plans for restroom accommodation, litter control, emergency evacuation, & clientele safety briefing.

- Our activities are structured to allow guests to return to the vessel for all mealtimes, and we do not conduct any overnight stays or camping in these areas. Each of our activities are 1-2 hours long so that the guests can come back to the vessel and use the restroom onboard.
- All guides are trained in Leave No Trace (LNT) principles. Guides emphasize LNT standards to guests prior to disembarking. We also provide boot cleaning brushes onboard, and guests are encouraged to use them before participating in any activities. We supply rubber boots for our guests and ensure they are cleaned after each activity to prevent the introduction of invasive species. A hose is available for washing gear as needed as the guests depart and arrive to the master vessel. Our guides and guests make sure to take any litter they may create back to the vessel with them, as well we are always on the lookout for litter in wilderness areas so we can pick up the trash, so future visitors can have a great experience.
- Each of our guides carries a VHF handheld radio and GPS. Every guide onboard our vessels is Wilderness First Responder trained or EMT trained. If any emergency were to happen the WFR training from our guides would be put into place. They would make a call to the Master Vessel who would deploy the



medical officer and any help they would need. During this the captain would call medical services, the US Coast guard and the main office to activate our Emergency Management Plan (EMP available to share upon request).

- Each of our guests are presented with a safety briefing by the Captain, Expedition Leader and Chief Mate at the start of every cruise. They are also presented with an orientation on day one of the cruise where they are taught our safety procedures when it comes to kayaking, hiking, bear safety and skiff tours. Before every skiff tour the boat driver and expedition guide discuss the safety procedures for each tour again. Once a week the vessels practice USCG related drills and company related land-based emergency drills.

G. Training requirements for personnel conducting transport and tour activities.

- Deckhands: Each of our deckhands holds a Master's License to operate our skiffs. They are then given a test by the Captain or Chief Mate on small boat operations. Once they are checked off on small boat safety and guest drop off safety they are able to operate the small boats.
- Each guide goes through a series of trainings before the master vessels head to Alaska. These trainings include -bear training, skiff training, kayak safety, orienteering, GPS training, etc. All guides need to pass these trainings to be able to work in Alaska. All guides are Wilderness First Responder trained.

H. Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission or similar arrangements with other tour brokers, agents or cruise ship companies.

- There is not a schedule of fees or charges for our clients. The guests will put a deposit down on their trip when they first book it (\$500 deposit) and then they need to submit their final payment 90 days before the cruise. Our rates are on a per person basis.
- We have no commission or similar arrangements with other tour brokers or agencies.

I. Physical descriptions and license numbers of each vehicle to be used in the proposed commercial activity

- See attached small boat list.

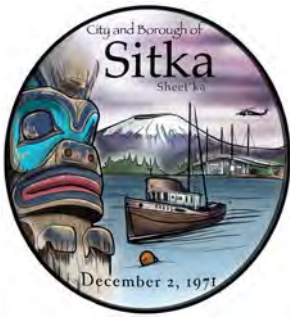


Please let us know if you have any questions or concerns on any of the above answers. We would enjoy the opportunity to visit these two locations and look forward to hearing from you soon.

Thank you,

Marlie Shelton

Expedition Program Manager



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

PARKS AND RECREATION COMMITTEE COMMERCIAL RECREATIONAL LAND USE PERMIT PROCEDURE & MOTION SHEET

Business: Beyond the Dock Tours

Contact: Kealoha Harmon

- I. Chair Introduces Item
- II. Applicant Comments & Questions from Committee Members
- III. Public Comment
- IV. Committee Discussion/Deliberation
- V. Possible Motions
 - A. Conditions of Approval: SGC 14.10.030(C) states, “*A permit may contain conditions reasonably required for the protection and use of the area for which the permit is granted, including limitations as to time, area, equipment, user loading, traffic, parking, discharges, noise, and other factors.*” If the Committee would like to propose conditions of approval, this motion would be made prior to recommending permit approval:

“I move to propose the following conditions of approval: ___”
 - B. Recommending Permit Approval: SGC 14.10.030(B) states, “*The administrator may issue a permit for commercial recreational activities on city and borough lands that are recommended by the parks and recreation committee after public hearing and notice, subject to such conditions as the administrator may impose and only upon a determination that the use as proposed:*
 1. *Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area; and*
 2. *Will not endanger the public health, safety, and welfare; and*
 3. *Will not significantly interfere with the use and enjoyment of the area by other members of the public.”*

If the Committee would like to recommend approval of the permit:

“I move to recommend approval of the commercial recreational land use permit as requested by Beyond the Dock Tours [subject to the proposed conditions of approval] and hereby make the required determinations regarding this use as listed in SGC 14.10.030(B)(1-3). “

- C. Recommending Permit Denial: SGC 14.10.030(D) states, “*The administrator may deny a proposed use upon a written determination that the use, alone or in combination with other uses, would cause an unreasonable level of environmental degradation, or other disturbance to the area. In making such determination, the administrator shall consider the nature and extent of the use, the number of users, and the impacts likely to result from the use, including traffic, noise, public access, loading, the availability of parking and other factors.*” If the Committee would like to recommend denial of the permit:

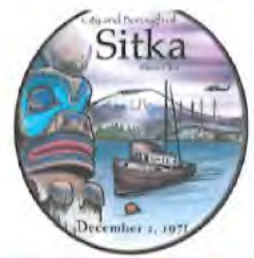
“ I move to recommend denial of the commercial recreational land use permit as requested by Beyond the Dock Tours because the Committee could not make the following determinations that the use as proposed:

<i>Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area</i>	<i>because:</i>	
<i>Will not endanger the public health, safety, and welfare</i>	<i>because:</i>	
<i>Will not significantly interfere with the use and enjoyment of the area by other members of the public</i>	<i>because:</i>	

*Note: A recommendation of denial can be based on not being able to make one or more of the required determinations under SGC 14.10.030(B)(1-3). The motion and basis of recommended denial only needs to include rationale regarding the one or more required determinations that could not be made.

CITY AND BOROUGH OF SITKA

COMMERCIAL RECREATIONAL LAND USE PERMIT



APPLICANT INFORMATION

Business Name: Beyond The Dock Tours LLC

Contact: Kealoha Harmon

Address: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

Details of tour or guided activities: (Important: This section is not optional. This information must be provided in detail even if the tour/guiding is not new per SGC 14.10.) Please provide the following information, attaching additional documentation such as maps and marketing materials as needed, to fully describe the event/activity you seek a permit for.

Planned tour season start: 4/29/25 Planned season end date: 9/30/25

Max # of customers per tour: 6 # of tours per week: 5 Estimated annual customers: 75

List of proposed areas of use: Herring Cove, Cross Trail, Indian River, Thimbleberry/Heart Lake Trail, Whale Park
Mosquito Cove,

Primary activities offered: Guided Hiking

Description of tour activities (Please attach description of EACH Tour.)

I have read and agree to incorporate "Leave No Trace" practices into all activities. (<https://lnt.org/why/7-principles/>)

Please include the following information and attachments with this form:

REQUIRED:

Appropriate permit fee(s) per SGC 14.10.030

 \$250 Annual Application Fee (permits issued will be valid until December 31)

 \$100 Minimum Client Fee

 \$2 Per Client for estimates above 50 clients

All location(s) where the tour(s) or event(s) will be offered (including a map)

Detailed explanation of activities, guide/client ratio, routes/locations, schedule, stops, days/hours of operation, estimated number of participants/customers, etc

Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing

Current safety & operating plan, including training requirements for personnel

CBS Sales Tax Number #200374

Proof of insurance, as required under CBS General Code 14.10.040. All certificates must name the City and Borough of Sitka (100 Lincoln St, Sitka, AK) as additional insured

Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission, or similar arrangements with other tour brokers, agents, or cruise ship companies

IF APPLICABLE:

Copies of federal, state, and local land use permits (DNR, USFS, NPS, etc.)

Complete inventory of Vehicles/Vessels to be used for proposed permit operations

In accordance with Sitka General Code, Chapter 14.10.040, the minimum fee is \$100 regardless if service adds up to that amount. The current fee for guided tours is \$2.00 per client. The permit holder shall use its best estimate of the number of clients and days they will be guiding per season. The minimum \$100 client fee is non-refundable, as well as the \$250 annual application fee. All fees are subject to sales tax.

Estimated # of Annual Clients: 75

\$250.00 Annual Application Fee

\$100.00 Minimum Client Fee

75 # of Clients X \$2.00: 150 = Total Client Fee

50.00 Amount over \$100 for estimated client fee (more than 50 clients)

(Line 1)

Example – 60 clients = \$120, hence \$20 should go on Line 1

Example – 40 clients = \$0 entered on Line 1

400.00 SUBTOTAL

24.00 CITY SALES TAX (6% if services are provided April – September, 5% if services are provided October-March)

424.00 TOTAL

Commercial use regulations:

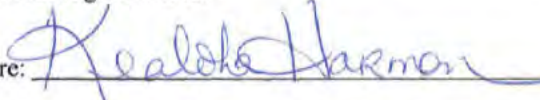
Permits shall expire on December 31st of each calendar year.

Permits are valid only for the dates, times, activities, and areas specified.

Permits are not automatically renewable. Issuance of a permit shall not entitle any priority or preferential consideration for subsequent, new, or additional permits for the same area or for related uses.


Upon acceptance of a permit, all permittees shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend, and hold harmless the City and Borough of Sitka from any and all claims for injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Sitka.

I certify that the business/operator(s) are registered with CBS Sales Tax Office and have no outstanding judgements to the City and Borough of Sitka.

Signature: 

Date: 2/13/2025

Return this form to City & Borough of Sitka, Planning Department, 100 Lincoln Street, 2nd Floor or email to recreation@cityofsitka.org. (907-747-4031) Total fees shall be submitted prior to commencement of the permitted use.

Application received by CBS staff: 

Date 2/12/25

Beyond the Dock Tours - Description of Proposed Commercial Recreational Activities

A. Location and explanation of proposed use, including maps.

Itinerary and Overview:

We respectfully acknowledge that we operate on Tlingit Aani, the ancestral homeland of the Tlingit people. We recognize their enduring stewardship of this land since time immemorial. Beyond The Dock Tours is committed to honoring these traditions as a locally-owned Indigenous business.

Proposed Areas of Use: The tour will consist of approximately 1-2 hours of guided hiking on designated trails within the City of Sitka Cross Trail system or may include stops at Herring Cove, Indian River, Thimbleberry Trail to Heart Lake, Whale Park, and Mosquito Cove. We are requesting access to a diverse selection of trails this summer. This will allow us to distribute guests more effectively, minimize crowding, and adjust routes as needed in response to trail maintenance or bear activity.

The group size maximum is 6 guests. We are committed to sustainable tourism. Tour guides will prioritize maintaining a respectful and quiet pace to ensure minimal impact on other trail users. We believe in minimizing our impact, ultimately living in harmony with the land and community that sustains us. This commitment to responsible practices extends to all aspects of our business. This guided tour offers visitors a unique opportunity to explore Sitka's natural beauty and cultural heritage while adhering to responsible tourism practices that minimize environmental impact and respect the local community.

- **Small Group Focus:** By limiting group size to 6 guests, we strive to ensure minimal disruption and low impact to designated trails within the City of Sitka trail system.
- **Leave No Trace Principles:** Our guides are trained and incorporate Leave No Trace principles to ensure responsible waste management and minimal disturbance to flora and fauna.
- **Educational Focus:** The tour incorporates educational components about Sitka's unique environment and cultural significance, fostering respect and appreciation for the city's resources and maintaining a sense of place.
- **Locally Owned and Operated:** Our company is committed to supporting a healthy local economy by employing local guides and patronizing local businesses throughout the tour.

Guest Safety & Responsible Exploration:

- Guests will be informed that venturing off designated trails or approaching wildlife for photographs is strictly prohibited.
- Guides will actively manage guest expectations regarding responsible wildlife photography, emphasizing safe and ethical practices.
- Guides will be cognizant and respectful of other trail users and not allow the tour group to block access for other users.



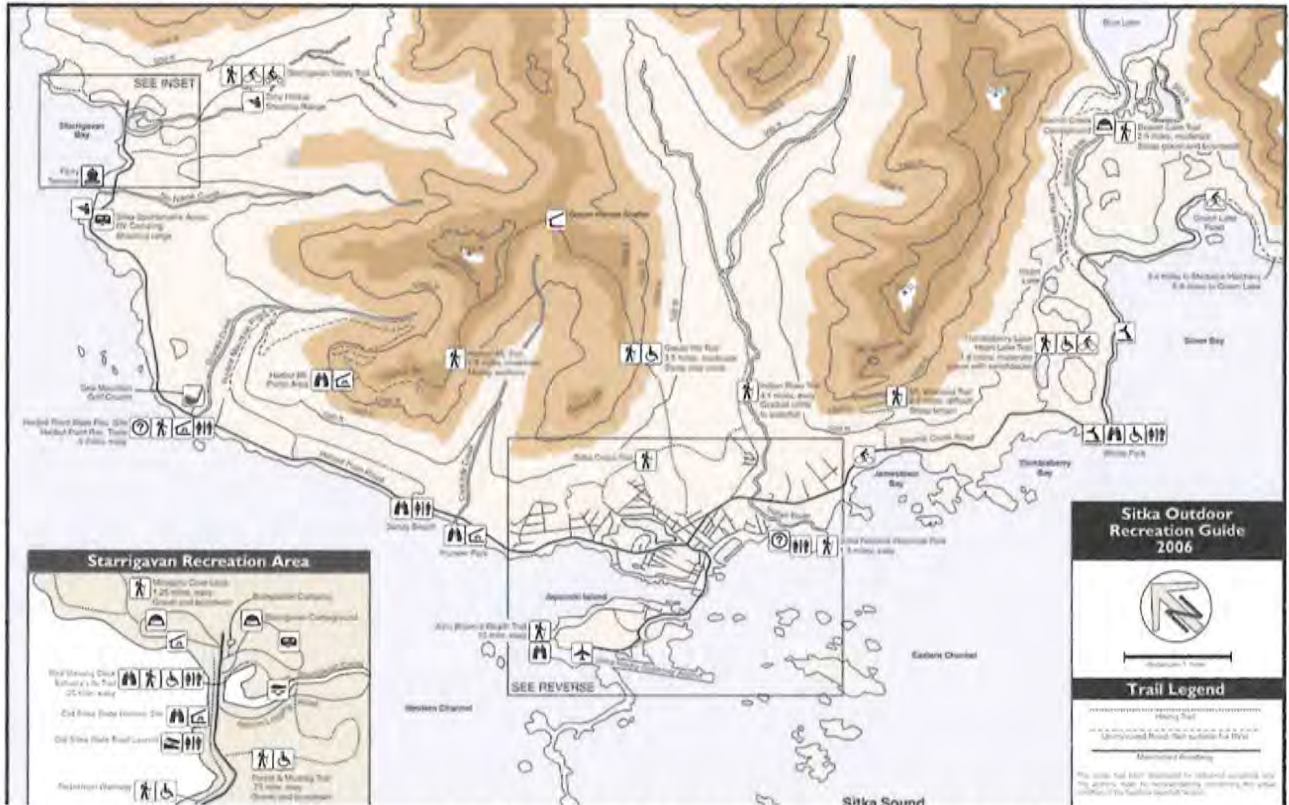
Cross Trail: Trail Head #6 S'us' Heen/Cascade Creek

Although we are requesting access to the Cross Trail system, one of the primary access points will be Trail Head #6 S'us' Heen/Cascade Creek. Parking will be in the designated area at the end of Cascade Creek Rd. Guides will discuss the creek's ecological importance and how the towering hemlocks and Sitka spruce contribute to the interconnectedness of the creek, plants, and surrounding environment.



Herring Cove/Beaver Lake Trail

The entry will be from Sawmill Creak Road turning East into the designated parking area, labeled "P" on the map. This hike will only be offered to groups with moderate or above hiking experience. After completing the safety briefing, the group will hike towards Beaver Lake, taking the path that leads to the West side of Beaver Lake. If time is a factor due to slower hikers, the guide will backtrack and have the group return to the parking area. If they have sufficient time to complete the full hike, they will complete the loop around the lake and return to the parking area.



The other areas requested (Indian River trail, Thimbleberry/Heart Lake trail, Mosquito) would be used minimally and due to one of the other areas not being available due to trail maintenance or bear activity.

B. Description of transportation to site, including mode of transportation and plan for client parking.

- Guest Transportation: Pick-up and drop-off locations will be offered at the Sitka Cruise Terminal or Harrigan Centennial Hall or from the guest's accommodation for independent travelers.
- Guides will follow all rules and stipulations of operating on City property, including parking in designated parking areas of trailheads.

C. Estimate number of participants and/or group size.

- Guided tours will be completed with small groups with a maximum of 6 guests. The typical group size will be 4 guests.
- We plan to add a second vehicle to our tour operations in 2025. While the maximum group size will remain the same (at 6 guests), this addition will provide increased flexibility, allowing for groups to participate in separate activities such as hiking and visits to other attractions, and serve as a backup vehicle when necessary.

D. Time of desired usage.

- The guided tour portion will be approximately 1-2 hours, between 8:00 am-4:00 pm and primarily Monday-Friday from May - September 2025.

E. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.

- Guests will be encouraged to use restroom facilities at the Sitka Cruise Terminal or Harrigan Centennial Hall prior to the start of the tour or utilize public restroom facilities downtown designated for cruise ship passengers on days Lincoln St is closed. Whale Park will also be used as a restroom stop if included in the permit.
- **Leave No Trace:** At the start of the tour, participants will be educated on the importance of respecting the environment by following Leave No Trace principles.
- All litter will be carried out and disposed of at the owner's expense.
- Guests will be briefed on the full safety and emergency evacuation plan prior to the start of the tour.

F. Training requirements for personnel conducting transport and tour activities.

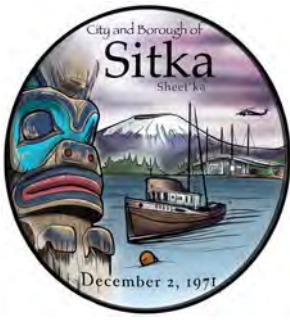
- All guides have current CPR/First Aid Certifications conducted through Sitka CPR.
- Other training completed: AlaskaHost Certification, Leave No Trace 101, Cultural Sensitivity, Mental Health First Aid, and Maintaining a Sense of Place for Tourism Planning.

G. Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission or similar arrangements with other tour brokers, agents or cruise ship companies.

- Beyond the Dock Tours is locally owned and operated. We charge a per person rate of \$79 per person + 6% City of Sitka sales tax for the 2.5-hour tour, which is in line with industry averages. This rate covers the cost of operation, insurance, advertising, and safety equipment. We do not disburse royalties, or commissions to brokers, agents, or cruise ship companies.

H. Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.

- 2017 Chevrolet Suburban, AK License #KDH 527. We will be purchasing a 2022 Lincoln Navigator (6-passenger capacity). We will provide proof of Commercial Insurance and vehicle license information to Parks & Recreation staff once the vehicle arrives in Sitka.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

PARKS AND RECREATION COMMITTEE COMMERCIAL RECREATIONAL LAND USE PERMIT PROCEDURE & MOTION SHEET

Business: Lone Eagle Resorts, dba Pybus Point Lodge

Contact: Darryl Bosshard

I. Chair Introduces Item

II. Applicant Comments & Questions from Committee Members

III. Public Comment

IV. Committee Discussion/Deliberation

V. Possible Motions

- A. Conditions of Approval: SGC 14.10.030(C) states, “*A permit may contain conditions reasonably required for the protection and use of the area for which the permit is granted, including limitations as to time, area, equipment, user loading, traffic, parking, discharges, noise, and other factors.*” If the Committee would like to propose conditions of approval, this motion would be made prior to recommending permit approval:

“I move to propose the following conditions of approval: ___”

- B. Recommending Permit Approval: SGC 14.10.030(B) states, “*The administrator may issue a permit for commercial recreational activities on city and borough lands that are recommended by the parks and recreation committee after public hearing and notice, subject to such conditions as the administrator may impose and only upon a determination that the use as proposed:*
- 1. Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area; and*
 - 2. Will not endanger the public health, safety, and welfare; and*
 - 3. Will not significantly interfere with the use and enjoyment of the area by other members of the public.”*

If the Committee would like to recommend approval of the permit:

“I move to recommend approval of the commercial recreational land use permit as requested by Lone Eagle Resorts, dba Pybus Point Lodge [subject to the proposed conditions of approval] and hereby make the required determinations regarding this use as listed in SGC 14.10.030(B)(1-3). “

- C. Recommending Permit Denial: SGC 14.10.030(D) states, *“The administrator may deny a proposed use upon a written determination that the use, alone or in combination with other uses, would cause an unreasonable level of environmental degradation, or other disturbance to the area. In making such determination, the administrator shall consider the nature and extent of the use, the number of users, and the impacts likely to result from the use, including traffic, noise, public access, loading, the availability of parking and other factors.”* If the Committee would like to recommend denial of the permit:

“ I move to recommend denial of the commercial recreational land use permit as requested by Lone Eagle Resorts, dba Pybus Point Lodge because the Committee could not make the following determinations that the use as proposed:

<i>Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area</i>	<i>because:</i>	
<i>Will not endanger the public health, safety, and welfare</i>	<i>because:</i>	
<i>Will not significantly interfere with the use and enjoyment of the area by other members of the public</i>	<i>because:</i>	

*Note: A recommendation of denial can be based on not being able to make one or more of the required determinations under SGC 14.10.030(B)(1-3). The motion and basis of recommended denial only needs to include rationale regarding the one or more required determinations that could not be made.

In accordance with Sitka General Code, Chapter 14.10.040, the minimum fee is \$100 regardless if service adds up to that amount. The current fee for guided tours is \$2.00 per client. The permit holder shall use its best estimate of the number of clients and days they will be guiding per season. The minimum \$100 client fee is non-refundable, as well as the \$250 annual application fee. All fees are subject to sales tax.

Estimated # of Annual Clients: 250

\$250.00 Annual Application Fee

\$100.00 Minimum Client Fee

250 # of Clients X \$2.00: 500.00 = Total Client Fee

400 Amount over \$100 for estimated client fee (more than 50 clients)

(Line 1)

Example – 60 clients = \$120, hence \$20 should go on Line 1

Example – 40 clients = \$0 entered on Line 1

750.00 SUBTOTAL

45.00 CITY SALES TAX (6% if services are provided April – September, 5% if services are provided October-March)

795.00 TOTAL

Commercial use regulations:

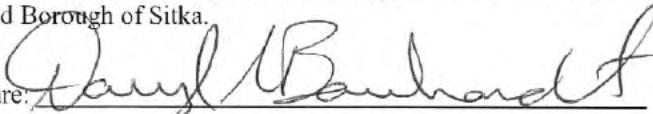
Permits shall expire on December 31st of each calendar year.

Permits are valid only for the dates, times, activities, and areas specified.

Permits are not automatically renewable. Issuance of a permit shall not entitle any priority or preferential consideration for subsequent, new, or additional permits for the same area or for related uses.

Upon acceptance of a permit, all permittees shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend, and hold harmless the City and Borough of Sitka from any and all claims for injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Sitka.

I certify that the business/operator(s) are registered with CBS Sales Tax Office and have no outstanding judgements to the City and Borough of Sitka.

Signature: 

Date: _____

Return this form to City & Borough of Sitka, Planning Department, 100 Lincoln Street, 2nd Floor or email to recreation@cityofsitka.org. (907-747-4031) Total fees shall be submitted prior to commencement of the permitted use.

Application received by CBS staff: 

Date: 2/18/25

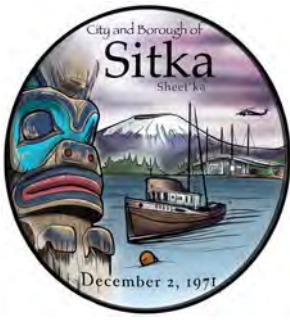
2025 Baranof Warm Springs Area Map – Pybus Point Lodge





2025 Baranof Warm Springs Description Checklist – Pybus Point Lodge

- A. Location and explanation of proposed use, including maps.
 - a. Baranof Warm Spring: Dock, Hike Trail, and Hot Springs. Map attached.
 - b. See above cover letter for more detailed explanation of proposed use.
- B. Description of transportation to site, including mode of transportation and plan for client parking.
 - a. Our lodge has 8 fishing boats ranging in length from 33' to 40', as well as a seaplane (Beaver). The fishing vessels will either dock at the dock and/or drop guests off at the dock and then go fishing and/or anchor in the bay and wait for our guests to return. The seaplane will typically land at the lake above the Warm Springs weather and shore space permitting. In the event the lake is not an option, the seaplane would utilize the seaplane dock as a Plan B. All dock usage fees will be paid accordingly.
- C. Estimate number of participants and/or group size.
 - a. Generally, 6-8 per group.
- D. Time of desired usage.
 - a. Periodically throughout the summer between June 1 and September 12. Generally arriving in the morning (before 10:00 am) for an approximate 2-hour visit.
- E. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.
 - a. As part of our general USCG safety briefing for all guests, we also include “Leave No Trace” training. As a USFS Use Permit Holder, this is part of the training for all lodge guests.
 - b. All of our fishing vessels have nice restrooms. We will pack out all our own trash, as well as removing any additional litter we find along the way.
- F. Training requirements for personnel conducting transport and tour activities.
 - a. USCG Boat Captain Certification and/or First Aid, CPR and AED Training, and with “Leave No Trace” training.
- G. Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission or similar arrangements with other tour brokers, agents or cruise ship companies.
 - a. We do not charge our guests any additional fees to take them to the Baranof Warm Springs. It is just one location we offer to take them to, at their request, as part of their “all-inclusive” stay at Pybus Point Lodge. No commissions or agents involved.
- H. Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.
 - a. As noted above, we have 8 fishing vessels and one seaplane. The complete vehicle listing is on the following page:



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

PARKS AND RECREATION COMMITTEE COMMERCIAL RECREATIONAL LAND USE PERMIT PROCEDURE & MOTION SHEET

Business: Sitka Sunshine Kayaks

Contact: Pat Swanson

I. Chair Introduces Item

II. Applicant Comments & Questions from Committee Members

III. Public Comment

IV. Committee Discussion/Deliberation

V. Possible Motions

- A. Conditions of Approval: SGC 14.10.030(C) states, “*A permit may contain conditions reasonably required for the protection and use of the area for which the permit is granted, including limitations as to time, area, equipment, user loading, traffic, parking, discharges, noise, and other factors.*” If the Committee would like to propose conditions of approval, this motion would be made prior to recommending permit approval:

“I move to propose the following conditions of approval: ___”

- B. Recommending Permit Approval: SGC 14.10.030(B) states, “*The administrator may issue a permit for commercial recreational activities on city and borough lands that are recommended by the parks and recreation committee after public hearing and notice, subject to such conditions as the administrator may impose and only upon a determination that the use as proposed:*
- 1. Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area; and*
 - 2. Will not endanger the public health, safety, and welfare; and*
 - 3. Will not significantly interfere with the use and enjoyment of the area by other members of the public.”*

If the Committee would like to recommend approval of the permit:

“I move to recommend approval of the commercial recreational land use permit as requested by Sitka Sunshine Kayaks [subject to the proposed conditions of approval] and hereby make the required determinations regarding this use as listed in SGC 14.10.030(B)(1-3). “

- C. Recommending Permit Denial: SGC 14.10.030(D) states, *“The administrator may deny a proposed use upon a written determination that the use, alone or in combination with other uses, would cause an unreasonable level of environmental degradation, or other disturbance to the area. In making such determination, the administrator shall consider the nature and extent of the use, the number of users, and the impacts likely to result from the use, including traffic, noise, public access, loading, the availability of parking and other factors.”* If the Committee would like to recommend denial of the permit:

“ I move to recommend denial of the commercial recreational land use permit as requested by Sitka Sunshine Kayaks because the Committee could not make the following determinations that the use as proposed:

<i>Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area</i>	<i>because:</i>	
<i>Will not endanger the public health, safety, and welfare</i>	<i>because:</i>	
<i>Will not significantly interfere with the use and enjoyment of the area by other members of the public</i>	<i>because:</i>	

*Note: A recommendation of denial can be based on not being able to make one or more of the required determinations under SGC 14.10.030(B)(1-3). The motion and basis of recommended denial only needs to include rationale regarding the one or more required determinations that could not be made.

CITY AND BOROUGH OF SITKA

COMMERCIAL RECREATIONAL LAND USE PERMIT



APPLICANT INFORMATION

Business Name: Sitka Sunshine Kayaks

Contact: Pat Swanson

Address: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

Details of tour or guided activities: (Important: This section is not optional. This information must be provided in detail even if the tour/guiding is not new per SGC 14.10.) Please provide the following information, attaching additional documentation such as maps and marketing materials as needed, to fully describe the event/activity you seek a permit for.

Planned tour season start: April 15th

Planned season end date: September 15th

Max # of customers per tour: 8 # of tours per week: 5 Estimated annual customers: 100

List of proposed areas of use: Back Beach, Herring Cove, Blue Lake, Swan Lake, and very seldomly, Sitka Harbors

Primary activities offered: Kayak tours, kayak instruction, kayak rentals

Description of tour activities (Please attach description of EACH Tour.)

I have read and agree to incorporate "Leave No Trace" practices into all activities. (<https://lnt.org/why/7-principles/>)

Please include the following information and attachments with this form:

REQUIRED:

Appropriate permit fee(s) per SGC 14.10.030

 \$250 Annual Application Fee (permits issued will be valid until December 31)

 \$100 Minimum Client Fee

 \$2 Per Client for estimates above 50 clients

All location(s) where the tour(s) or event(s) will be offered (including a map)

Detailed explanation of activities, guide/client ratio, routes/locations, schedule, stops, days/hours of operation, estimated number of participants/customers, etc

Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing

Current safety & operating plan, including training requirements for personnel

CBS Sales Tax Number 1902024

Proof of insurance, as required under CBS General Code 14.10.040. All certificates must name the City and Borough of Sitka (100 Lincoln St, Sitka, AK) as additional insured

Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission, or similar arrangements with other tour brokers, agents, or cruise ship companies

IF APPLICABLE:

Copies of federal, state, and local land use permits (DNR, USFS NPS, etc.) *in progress*

Complete inventory of Vehicles/Vessels to be used for proposed permit operations

In accordance with Sitka General Code, Chapter 14.10.040, the minimum fee is \$100 regardless if service adds up to that amount. The current fee for guided tours is \$2.00 per client. The permit holder shall use its best estimate of the number of clients and days they will be guiding per season. The minimum \$100 client fee is non-refundable, as well as the \$250 annual application fee. All fees are subject to sales tax.

Estimated # of Annual Clients: 100

\$250.00 Annual Application Fee
\$100.00 Minimum Client Fee

100 # of Clients X \$2.00: _____ = Total Client Fee

_____ Amount over \$100 for estimated client fee (more than 50 clients)
(Line 1) Example – 60 clients = \$120, hence \$20 should go on Line 1
Example – 40 clients = \$0 entered on Line 1

_____ SUBTOTAL
_____ CITY SALES TAX (6% if services are provided April – September, 5% if services are provided October-March)
_____ TOTAL

Commercial use regulations:


Permits shall expire on December 31st of each calendar year.
Permits are valid only for the dates, times, activities, and areas specified.
Permits are not automatically renewable. Issuance of a permit shall not entitle any priority or preferential consideration for subsequent, new, or additional permits for the same area or for related uses.

Upon acceptance of a permit, all permittees shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend, and hold harmless the City and Borough of Sitka from any and all claims for injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Sitka.

I certify that the business/operator(s) are registered with CBS Sales Tax Office and have no outstanding judgements to the City and Borough of Sitka.

Signature: _____ Date: _____

Return this form to City & Borough of Sitka, Planning Department, 100 Lincoln Street, 2nd Floor or email to recreation@cityofsitka.org. (907-747-4031) Total fees shall be submitted prior to commencement of the permitted use.

Application received by CBS staff:  Date 2/25/25

SITKA SUNSHINE KAYAKS
KAYAK TOUR LOCATIONS
&
DETAILED EXPLANATION OF ACTIVITIES

SILVER BAY TOUR

- Fees:
 - \$125/participant
- Explanation of activities
 - Commencing at Herring Cove
 - Client will review and sign waiver
 - Tour briefing including "No Trace"
 - Safety briefing
 - Tour
 - Kayak along Silver Bay shorelines to Medvejie Hatchery location
 - Possible rest stop along shore
- Guide/Client ratio
 - 1 guide to 4 tandem kayaks (8 clients)
- Routes/locations
 - Launch Herring Cove
 - Kayak to Medvejie Hatchery
 - Return to launch site
- Schedule
 - Daylight hours
 - To be arranged with individual groups
 - Dependent on guide availability
- Stops
 - Rest stop may occur along shoreline
- Days/hours of operation
 - Possible Monday through Sunday
 - Daylight hours
- Estimated number of participants/customers
 - Maximum 4 tandem kayaks (8 clients)
- Restroom accommodations/litter control
 - Leave No Trace Practices

BLUE LAKE TOUR

- Fees:
 - \$150/participant
- Explanation of activities
 - Commencing at Blue Lake launch ramp
 - Clients will review and sign waivers
 - Tour briefing including "No Trace"
 - Safety briefing
 - Tour
 - Tour shoreline of Blue Lake
 - Observe wildlife
 - Take in scenery
 - View waterfalls
 - Possible rest stop
- Guide/Client ratio
 - 1 guide to 4 tandem kayaks (8 clients)
- Routes/locations
 - Launch Blue Lake launch site
 - Kayak close to Lake shoreline
 - Return to launch site
- Schedule
 - Daylight hours
 - To be arranged with individual groups
 - Dependent on guide availability
- Stops
 - Rest stop may occur along shoreline
- Days/hours of operation
 - Possible Monday through Sunday
 - Daylight hours
- Estimated number of participants/customers
 - Maximum 4 tandem kayaks (8 clients)
- Restroom accommodations/litter control
 - Leave No Trace Practices

SWAN LAKE INSTRUCTION/TOUR

- Fees:
 - \$125/participant
- Swan Lake use will be generally for kayak instruction
 - Activities
 - Safety briefing
 - Kayak instruction
- Instruction duration approximately 1 to 2-½ hours
- Hours of operation is dependent on Instructor availability
- Hours of operation: Daylight hours Mon.-Sun.
- Maximum 4 tandem kayaks (8 clients)
- Restroom accommodations/litter control
 - Leave No Trace Practices

BACK BEACH TOUR

- Fees:
 - \$125/participant
- Explanation of activities
 - Commencing at Back Beach
 - Client will review and sign waiver
 - Tour briefing including "No Trace"
 - Safety briefing
 - Tour
 - Kayak tour of Galankin Island group
- Guide/Client ratio
 - 1 guide to 4 tandem kayaks (8 clients)
- Routes/locations
 - Launch Back Beach
 - Kayak to Galankin Island group
 - Return to launch site
- Schedule
 - Daylight hours
 - To be arranged with individual groups
 - Dependent on guide availability
- Stops
 - None
- Days/hours of operation
 - Possible Monday through Sunday
 - Daylight hours
- Estimated number of participants/customers
 - Maximum 4 tandem kayaks (8 clients)
- Restroom accommodations/litter control
 - Leave No Trace Practices

SITKA SUNSHINE KAYAKS
2025 RENTAL FEE SCHEDULE
&
KAYAK RENTAL CHECKLIST

- ❖ Tandem kayak rental fee schedule
 - 1 to 4 hours (½ day) \$200
 - 5 to 8 hours (full day) \$300
- ❖ Kayak Rental Description Checklist:
 - a. Location: Kayak rentals may be delivered to proposed launch sites:
 - i. Back Beach
 - ii. Herring Cove
 - iii. Swan Lake
 - iv. Less seldomly to Sitka Harbors
 - b. Description of transportation to site:
 - i. Mode of transportation of kayaks will be truck and trailer
 - ii. Participants will be instructed to park any vehicles in designated parking areas
 - c. Estimated group size: Maximum eight (8) participants per group
 - d. Time of desired usage: Daytime hours
 - e. Leave No Trace:
 - i. Participants will be informed of the “Leave No Trace” etiquette
 - ii. Restroom - Participants will be instructed to use the restroom before arrival to the launch site; participants will be provided with a Wag Bag and instructed on proper disposal upon return to launch site
 - iii. Litter - Participants will be instructed to pack all refuse and/or litter and dispose of properly upon return to launch site
 - f. Emergency evacuation:
 - i. Participants will be instructed on emergency evacuation procedures
 - g. Safety briefing prior to kayak launch:
 - i. Each participant will sign a liability waiver prior to kayak rental
 - ii. Prior kayak training is required and the knowledge of such training will be demonstrated by each participant before rental is authorized
 - iii. Participants will confirm their ability to swim
 - iv. Participants will watch safety videos and demonstrate use of knowledge
 - v. Participants will file a float plan
 - vi. Participants will confirm the current weather and conditions forecast for their intended paddle location
 - vii. Participants will be informed of any known hazards for their intended paddle location
 - viii. Participants will be outfitted with a communication device
 - h. Physical descriptions and license #'s of vehicles:
 - i. 1997 White Toyota T-100, AK License Plate #GVT815
 - ii. EzLoader Trailer, AK License Plate #6068RZ

**SITKA SUNSHINE KAYAKS
STANDARD KAYAK OPERATING PROCEDURES**

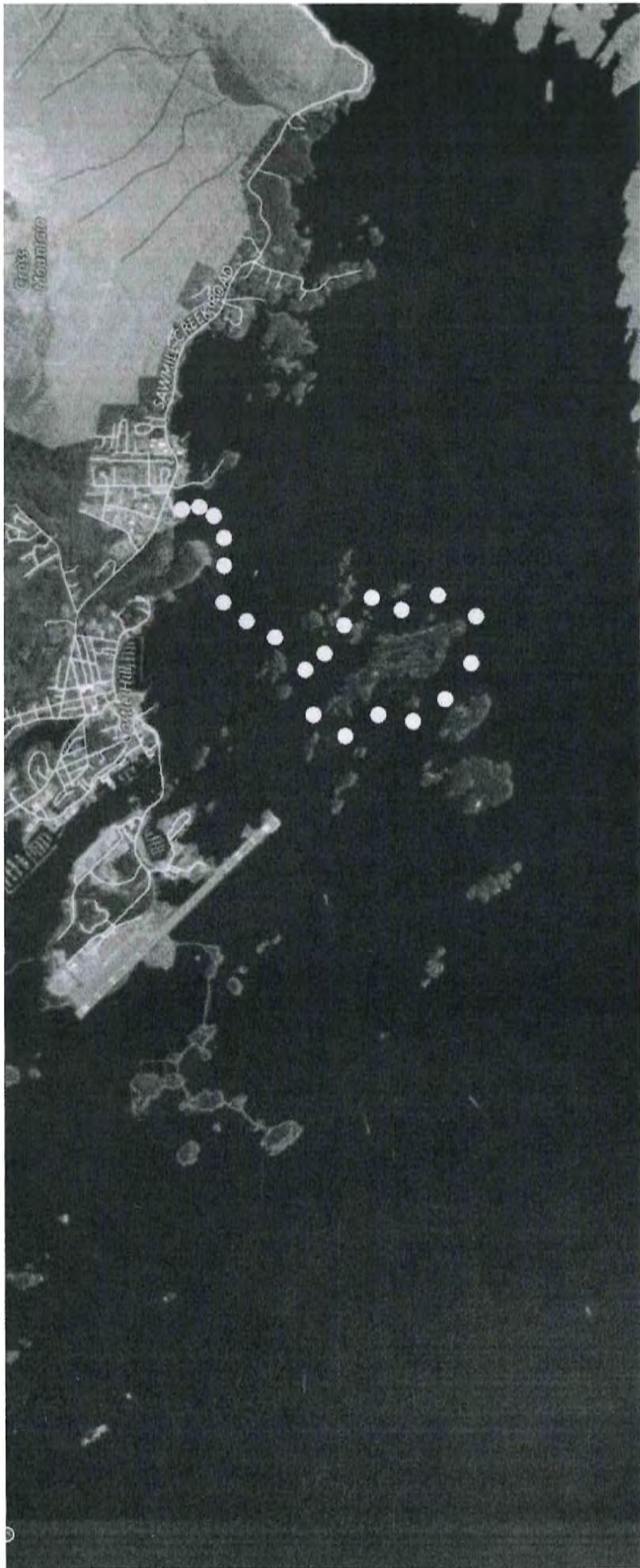
- Ensure equipment is well maintained and repaired before use
- Check weather, wind, and tides before each session
- Transport equipment to the activity site
- Have safety equipment available for participants
- Consider alternative locations if conditions are unfavorable

SITKA SUNSHINE KAYAKS TOUR PARTICIPANT SAFETY BRIEFING

- Prior to each tour, participants will be instructed to wear appropriate gear and dress for the weather conditions
- Each participant will read and sign Sitka Sunshine Kayaks waiver
- Participants will be reminded that the event is a “no drugs or alcohol” event
- Address any participant health/mobility concerns
- Address any participant time constraints
- Fit participants with safety gear and instruct to wear at all times
- Use of spray skirt
- Instruct on paddle technique
- Fit to boats
- Instruct on proper entry and exit of kayak
- Instruction of body posture while in kayak
- Briefing on location and what to expect
- Identify all known hazards - area specific
- Instruction on “what to do in the event of an emergency”
- Instruction on use of hand signals
- Briefing on “Be Bear Aware”
<https://www.adfg.alaska.gov/?adfg=livingwithbears.bearcountry>
- Discussion on traveling in a group - “stay together”
- Do's and Don'ts

**SITKA SUNSHINE KAYAKS
INVENTORY OF VEHICLES/VESSELS**

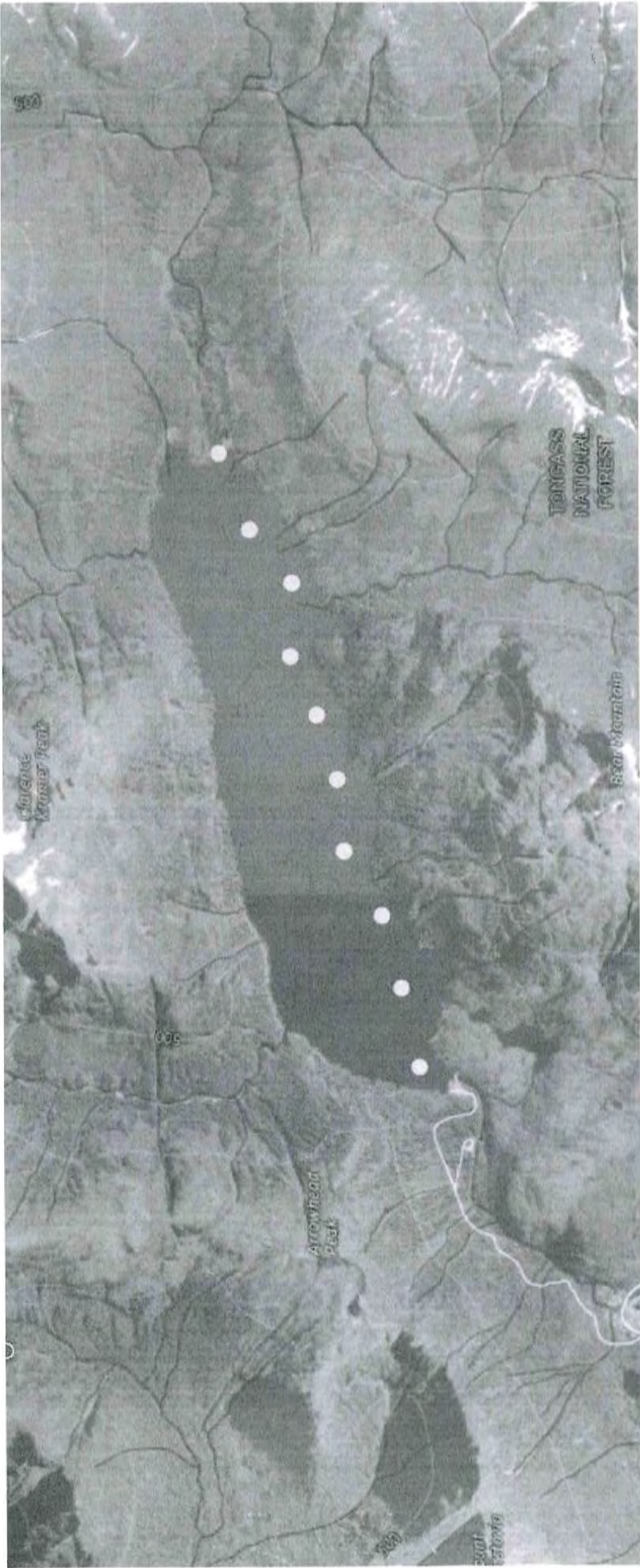
- **1997 White Toyota T-100**
- **EzLoader Trailer**
- **Qty: 4 Tandem kayaks for participants**
- **Qty: 2 Single kayaks for Instructor**



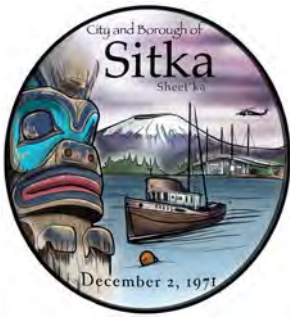
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CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

PARKS AND RECREATION COMMITTEE COMMERCIAL RECREATIONAL LAND USE PERMIT PROCEDURE & MOTION SHEET

Business: SEAK Adventures, LLC

Contact: Charlie Jordan

I. Chair Introduces Item

II. Applicant Comments & Questions from Committee Members

III. Public Comment

IV. Committee Discussion/Deliberation

V. Possible Motions

A. Conditions of Approval: SGC 14.10.030(C) states, “*A permit may contain conditions reasonably required for the protection and use of the area for which the permit is granted, including limitations as to time, area, equipment, user loading, traffic, parking, discharges, noise, and other factors.*” If the Committee would like to propose conditions of approval, this motion would be made prior to recommending permit approval:

“I move to propose the following conditions of approval: ___”

B. Recommending Permit Approval: SGC 14.10.030(B) states, “*The administrator may issue a permit for commercial recreational activities on city and borough lands that are recommended by the parks and recreation committee after public hearing and notice, subject to such conditions as the administrator may impose and only upon a determination that the use as proposed:*

- 1. Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area; and*
- 2. Will not endanger the public health, safety, and welfare; and*
- 3. Will not significantly interfere with the use and enjoyment of the area by other members of the public.”*

If the Committee would like to recommend approval of the permit:

“I move to recommend approval of the commercial recreational land use permit as requested by SEAK Adventures, LLC [subject to the proposed conditions of approval] and hereby make the required determinations regarding this use as listed in SGC 14.10.030(B)(1-3). “

- C. Recommending Permit Denial: SGC 14.10.030(D) states, *“The administrator may deny a proposed use upon a written determination that the use, alone or in combination with other uses, would cause an unreasonable level of environmental degradation, or other disturbance to the area. In making such determination, the administrator shall consider the nature and extent of the use, the number of users, and the impacts likely to result from the use, including traffic, noise, public access, loading, the availability of parking and other factors.”* If the Committee would like to recommend denial of the permit:

“ I move to recommend denial of the commercial recreational land use permit as requested by SEAK Adventures, LLC because the Committee could not make the following determinations that the use as proposed:

<i>Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area</i>	<i>because:</i>	
<i>Will not endanger the public health, safety, and welfare</i>	<i>because:</i>	
<i>Will not significantly interfere with the use and enjoyment of the area by other members of the public</i>	<i>because:</i>	

*Note: A recommendation of denial can be based on not being able to make one or more of the required determinations under SGC 14.10.030(B)(1-3). The motion and basis of recommended denial only needs to include rationale regarding the one or more required determinations that could not be made.

CITY AND BOROUGH OF SITKA

COMMERCIAL RECREATIONAL LAND USE PERMIT



APPLICANT INFORMATION

Business Name: Southeast Alaska Adventure, LLC dba: SEAK Adventure

Contact: Charlie Jordan

Address: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

Details of tour or guided activities: (Important: This section is not optional. This information must be provided in detail even if the tour/guiding is not new per SGC 14.10.) Please provide the following information, attaching additional documentation such as maps and marketing materials as needed, to fully describe the event/activity you seek a permit for.

Planned tour season start: May 18, 2025

Planned season end date: Sept. 18

Max # of customers per tour: 12 # of tours per week: 2 Estimated annual customers: 20

List of proposed areas of use: Southern beaches of Middle Island, One specific beach of the Chai Chei group at coordinates 57.07971, -135.45789

The listed areas are within city property, but do not list areas on state or mental health trust. (See attached maps for more)

Primary activities offered: Kayak Tours and classes

Description of tour activities (Please attach description of EACH Tour.)

I have read and agree to incorporate "Leave No Trace" practices into all activities. (<https://Int.org/why/7-principles/>)

Please include the following information and attachments with this form:

REQUIRED:

Appropriate permit fee(s) per SGC 14.10.030

 \$250 Annual Application Fee (permits issued will be valid until December 31)

 \$100 Minimum Client Fee

 \$2 Per Client for estimates above 50 clients

All location(s) where the tour(s) or event(s) will be offered (including a map)

Detailed explanation of activities, guide/client ratio, routes/locations, schedule, stops, days/hours of operation, estimated number of participants/customers, etc

Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing

Current safety & operating plan, including training requirements for personnel

CBS Sales Tax Number No. 19-01013

Proof of insurance, as required under CBS General Code 14.10.040. All certificates must name the City and Borough of Sitka (100 Lincoln St, Sitka, AK) as additional insured

Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission, or similar arrangements with other tour brokers, agents, or cruise ship companies

IF APPLICABLE:

Copies of federal, state, and local land use permits (DNR, USFS, NPS, etc.)

Complete inventory of Vehicles/Vessels to be used for proposed permit operations

In accordance with Sitka General Code, Chapter 14.10.040, the minimum fee is \$100 regardless if service adds up to that amount. The current fee for guided tours is \$2.00 per client. The permit holder shall use its best estimate of the number of clients and days they will be guiding per season. The minimum \$100 client fee is non-refundable, as well as the \$250 annual application fee. All fees are subject to sales tax.

Estimated # of Annual Clients: 20

\$250.00 Annual Application Fee
\$100.00 Minimum Client Fee

20 # of Clients X \$2.00: 40 = Total Client Fee

0 Amount over \$100 for estimated client fee (more than 50 clients)
(Line 1) Example – 60 clients = \$120, hence \$20 should go on Line 1
Example – 40 clients = \$0 entered on Line 1

350 SUBTOTAL
21 CITY SALES TAX (6% if services are provided April – September, 5% if services are provided October-March)
371 TOTAL

Commercial use regulations:

Permits shall expire on December 31st of each calendar year.

Permits are valid only for the dates, times, activities, and areas specified.

Permits are not automatically renewable. Issuance of a permit shall not entitle any priority or preferential consideration for subsequent, new, or additional permits for the same area or for related uses.

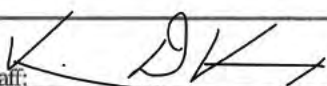
Upon acceptance of a permit, all permittees shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend, and hold harmless the City and Borough of Sitka from any and all claims for injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Sitka.

I certify that the business/operator(s) are registered with CBS Sales Tax Office and have no outstanding judgements to the City and Borough of Sitka.

Signature: 

Date: 2/18/25

Return this form to City & Borough of Sitka, Planning Department, 100 Lincoln Street, 2nd Floor or email to recreation@cityofsitka.org. (907-747-4031) Total fees shall be submitted prior to commencement of the permitted use.

Application received by CBS staff: 

Date: 2/25/25

Sitka Facilities Use Practices and Procedures

1.0 Facility Use

UAS may make facilities available to community groups when such use does not conflict with the educational program of the university.

Priority will be given in the following order:

1. Academic Classes
2. University departments and organizations, e.g., student government
3. Affiliates with memorandums of understanding or agreements with UAS
4. All other non UAS events

2.0 Facility Use Application Procedures

- **Internal and UAS sponsored external events:**
Fill out the internal Sitka Campus room use application
- **External events not sponsored by UAS Sitka:**
Complete and sign Facility Use Agreement in order to contract for the use of UAS facilities / property.
(see: https://www.alaska.edu/risksafety/g_forms-library/fuashortform.pdf)

3.0 Facility Use Restrictions

1. University activities, especially **academic classes have priority** and may preempt events. UAS retains the right to alter, cancel, or reschedule any facility use request when such action is deemed to be in the best interest of the University. The customer shall hold the University, employees, officers, agents and Board of Regents blameless in the case of unavailability of the facilities, except return of rental monies.
2. All facility use requires supervision by an identified individual associated with the event. Approval of facility use may require that a UAS employee/designee be present when the facilities are used by non-UAS groups. Facility users must comply with UAS staff and student Codes of Conduct.
3. Participants are **not permitted to operate any university equipment** other than that arranged with Facilities and IT Services.
4. Tobacco and/or tobacco products are not allowed on campus per the BOR Policy P05.12.102.
5. Alcoholic beverages are not allowed in/on UAS Sitka property.
6. **Children must be supervised at all times** while on UAS property in compliance with BOR's **Protection of Minors Policy**. P09.12

Depending on the event, registration for Protection of Minors may be required. See Webpage: https://uas.alaska.edu/facilities_services/protection-of-minors.html

7. When deemed necessary by UAS a user/group shall present evidence of organizational liability insurance.
8. Room Request Time Frames - rooms **ARE NOT** available on University holidays due to campus closure. Visit the Academic Calendar for details.
9. UAS property shall be returned to its original location after use.
10. Any damage to the building or equipment (other than normal wear and tear) will be charged to the user agencies. The customer will protect UAS property from damage or mistreatment, and is responsible for the condition in which the building/classroom(s) is left. In the event UAS property is damaged or stolen, the organization will be held liable and charged for the cost of repairs or replacement. Facility use may be denied if a previous activity sponsored by the applicant resulted in damage to facilities or violations of this policy, or if damage or violations previously occurred in connection with the type of activity for which facility use is requested.
11. Hazardous and flammable materials are not allowed.
12. Use is limited to the scheduled room(s) and only during the hours specified.
13. Group size may not exceed the posted seating capacity of classroom(s).
14. UAS may revoke a rental agreement for violations of this policy which occur or come to the University's attention after issuance of an agreement.
15. The scheduling organization must indemnify, defend and save harmless, UAS, its employees, officers, agents and Board of Regents, against any claim of any loss, damage, or injury to person or property resulting directly or indirectly from an accident occurring in, upon or about the premises of UAS as a result of the acts, errors or omissions of the non-UAS organization arising in connection with their operations, use or occupancy of the premises.
16. Facility users must comply with all applicable State and Federal laws, City and Borough ordinances, UAS Administrative directives, policies, and rental agreement conditions.

4.0 Facility Use Fee Schedule

- Approved facility use activities shall be charged at a designated rate in accordance with the school facility use fee schedule.
- Payment must be received on or before event date(s). Refunds will be issued if cancellation notice is received two (2) days prior to the event or if UAS cancels the event.
- Additional charges may be applied for excessive cleanup after an event.

Southeast Alaska Adventure, LLC

2025 City Commercial Recreational Land Use Permit Application

Operational Details

- **Hours of Operation:** Sunday to Thursday, 9:00 AM - 6:00 PM
- **Seasonal Operations:** May to September
- **Client-to-Guide Ratio:**
 - 1 guide per 6 clients
 - 2 guides for 7-12 clients

Litter Control Measures

- Tours adhere to **Leave No Trace** principles.
- All waste, including food packaging and personal litter, is carried out by guides and disposed of properly.
- Guides ensure all landing sites are left in the same or better conditions than they were found.

Bathroom Accommodations

- Clients have access to the **UAS bathroom** before and after the tour.
- For wilderness stops, guides provide a "digging a hole" option with biodegradable toilet paper and necessary supplies.

Vehicles Used

Van Ford Econoline Grey [REDACTED]

Kayak Trailer grey no license plate yet

Kayaks 6 Tandem 2 Solo various colors

Contact: Charlie Jordan, Owner

Phone: [REDACTED]

Email: [REDACTED]

Southeast Alaska Adventure, LLC

2025 City Commercial Recreational Land Use Permit Application

Emergency Evacuation and Clientele Safety Briefing

- **Pre-Tour Safety Briefing:**
 - Clients receive instructions on safe and proper use of kayaks and paddling equipment.
 - Explanation of tour route, expected conditions, and contingency plans.
 - Review of safety gear, including:
 - Personal Flotation Devices (PFDs)
 - Bilge pumps and paddle floats
 - Emergency whistle and tow lines
- **Emergency Communication Equipment:**
 - Guides carry a **cell phone** for local communication.
 - **VHF radio** for marine communication and emergency contact with the Coast Guard.
 - **InReach GPS** device for real-time location tracking and emergency SOS.
 - **First Aid Kit** equipped with essential medical supplies.
- **Evacuation Plan:**
 - In case of medical emergencies, guides will assess the situation and provide first aid.
 - If necessary, clients will be evacuated to the nearest accessible location for pickup.
 - Emergency services will be contacted using VHF radio or InReach GPS if needed.
 - Guides are trained in CPR and emergency response procedures to ensure client safety.

Contact: Charlie Jordan, Owner

Phone: [REDACTED]

Email: [REDACTED]

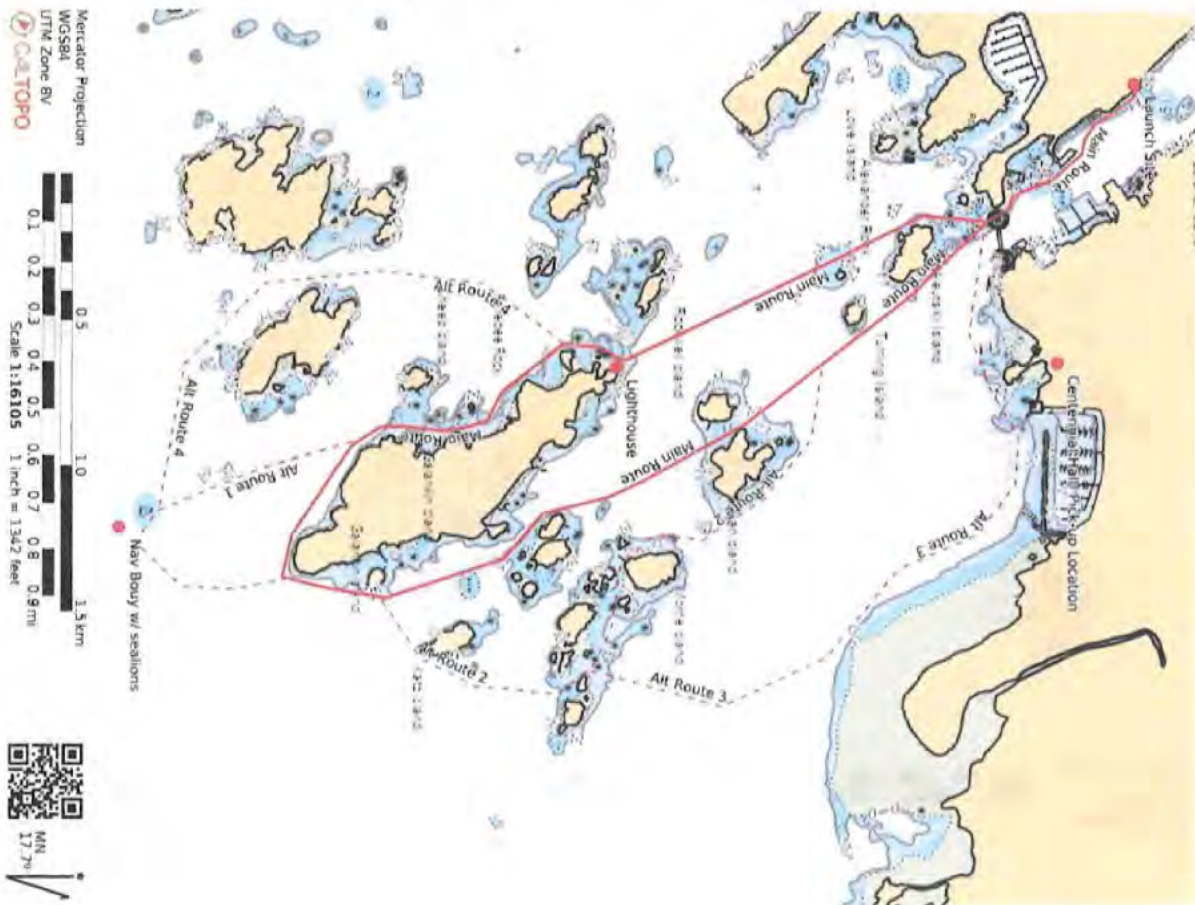
Southeast Alaska Adventure, LLC

2025 City Commercial Recreational Land Use Permit Application

Tour Descriptions

Island Discovery Tour (3hrs)

- **Pick-up Location:** Harrigan Centennial Hall
- **Launch/Landing Site:** University of Alaska Southeast (UAS) Boat Ramp
- **Tour Route:**
 - Depart from UAS Boat Ramp and paddle through Galankin Islands.
 - Explore sheltered coves and inlets around smaller islands.
 - Observe local wildlife, including sea otters, bald eagles, and possibly whales.
 - Learn about the natural history and cultural significance of the area from the guide.
- **Scheduled Stops:**
 - There are no scheduled stops on this tour.



Contact: Charlie Jordan, Owner

Phone: [REDACTED]

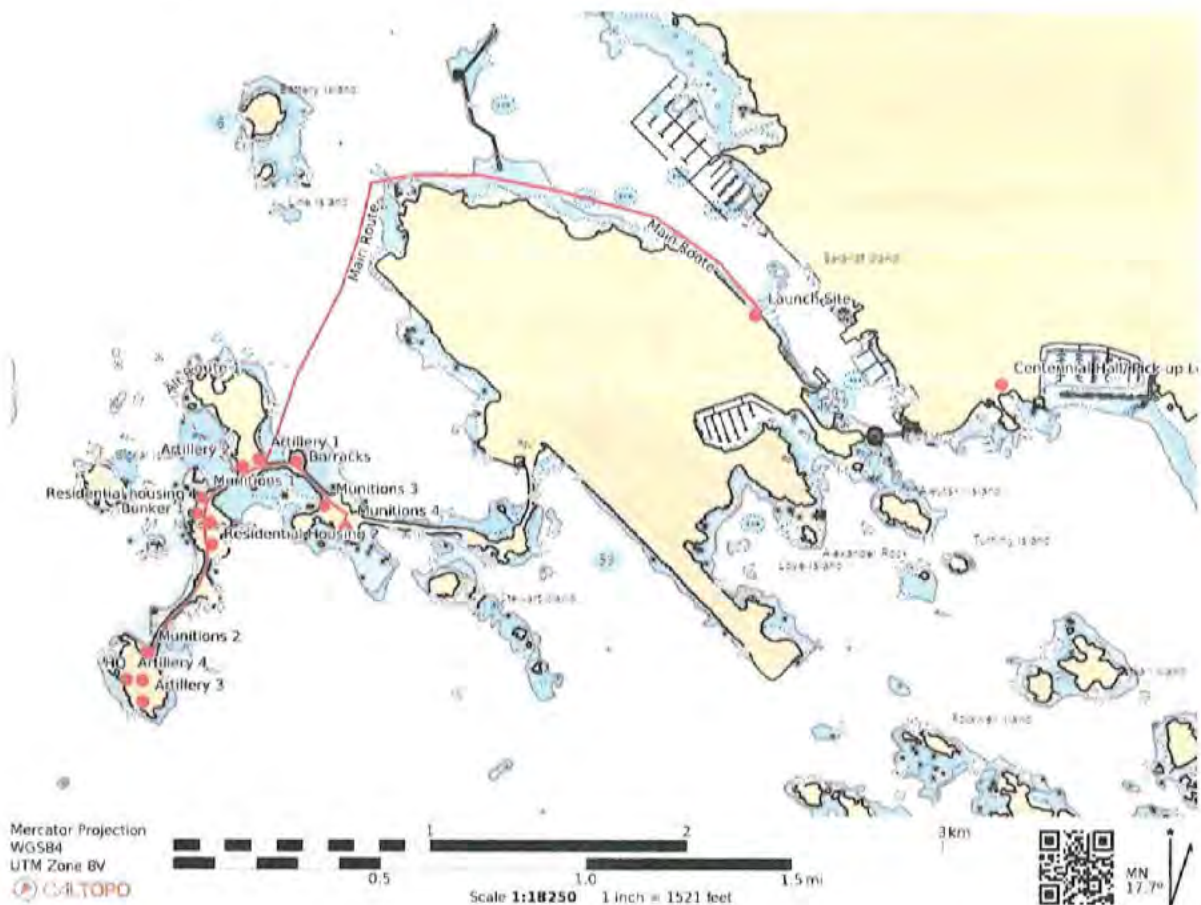
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Southeast Alaska Adventure, LLC

2025 City Commercial Recreational Land Use Permit Application

War Bunkers and Wildlife Tour (4 hrs)

- **Pick-up Location:** Harrigan Centennial Hall
- **Launch/ Landing Site:** University of Alaska Southeast (UAS) Boat Ramp
- **Tour Route:**
 - Paddle to the Causeway.
 - Learn about the island's military history and its strategic role during the war.
 - Observe wildlife such as sea lions, seals, and a variety of seabirds.
- **Scheduled Stops:**
 - Beach landing at the WWII bunkers site for exploration and historical discussion.
 - We will have about 2 hours to explore the bunkers
 - Short rest and hydration break before returning to the launch site.



Contact: Charlie Jordan, Owner

Phone: [REDACTED]

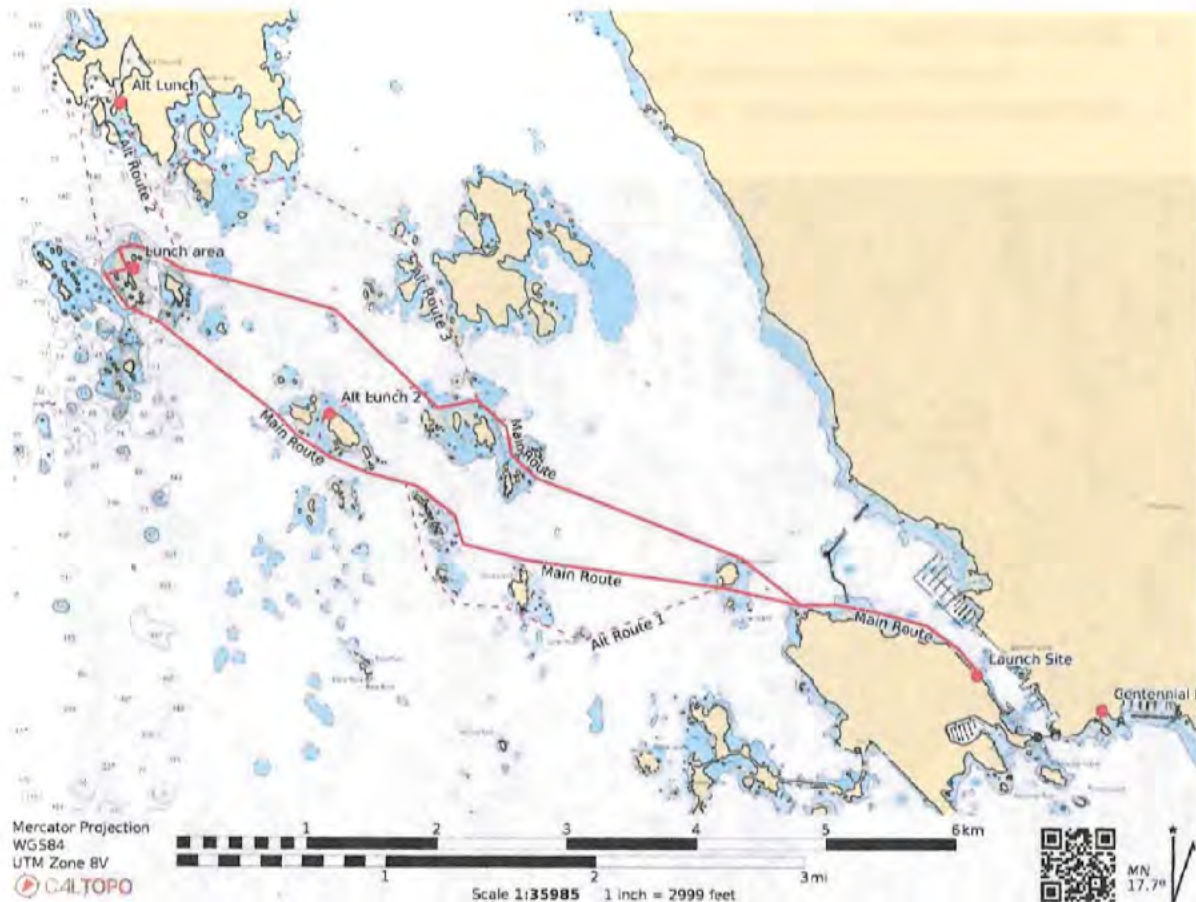
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Southeast Alaska Adventure, LLC

2025 City Commercial Recreational Land Use Permit Application

Taste of Alaska Tour (6hrs)

- **Pick-up Location:** Harrigan Centennial Hall
- **Launch/Landing Site:** University of Alaska Southeast (UAS) Boat Ramp
- **Tour Route:**
 - Paddle through the protected waters of Sitka Sound, visiting scenic coastal areas.
 - Stop at a remote beach for a lunch of local foods.
 - Enjoy a relaxing paddle back to the launch site.
- **Scheduled Stops:**
 - Beach landing for lunch
 - Rest break before returning to Sitka.
- **Estimated Number of Clients:** 20 clients



Contact: Charlie Jordan, Owner

Phone: [REDACTED]

Email: [REDACTED]

Southeast Alaska Adventure, LLC

2025 City Commercial Recreational Land Use Permit Application

Class Descriptions

Calm Seas (Introductory): up to 8 hours

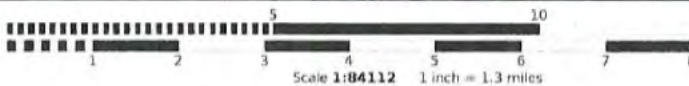
Choppy Channels (Intermediate): up to 16 hours

Rough Waters (Advanced): up to 16 hours

- **Launch/Landing Site:** University of Alaska Southeast (UAS) Boat Ramp and Swan Lake
- **Operational Areas:**
 - Swan Lake
 - Around the Galankin Island
 - Around the Causeway
 - North toward Middle Island
- **Scheduled stops:**
 - Stops are made as needed for restroom/ class time
- **Estimated number of clients:** 15



Mercator Projection
WGS84
UTM Zone 8V
C4I.TOPO



Contact: Charlie Jordan, Owner

Phone: [REDACTED]

Email: [REDACTED]

Safety and Operating Plan

Personnel Training and Certification Requirements

Ensuring the safety of clients and guides is the top priority for our operations. All guides employed by our company must meet a strict set of training and certification requirements to ensure a high standard of safety and professionalism in the field.

First Aid and Emergency Medical Training

All guides are required to hold, at minimum, a valid **CPR and First Aid Certification**. However, preference is given to guides who have completed more advanced wilderness medical training, such as:

- **Wilderness First Aid (WFA) Certification** – Providing essential emergency response training tailored for remote environments where medical assistance may be delayed.
- **Wilderness First Responder (WFR) Certification** – Offering comprehensive instruction in wilderness medicine, patient assessment, and emergency response techniques in backcountry settings.

These medical certifications ensure that guides are equipped to manage medical incidents effectively, administer emergency care, and stabilize injured individuals until professional medical assistance is available.

Kayak-Specific Training and Ongoing Education

As part of our commitment to guide excellence, we provide **annual and ongoing kayak training** led by a **Level 3 American Canoe Association (ACA) Coastal Kayak Instructor**. This training focuses on:

- **Kayak Handling and Rescue Techniques** – Ensuring guides have strong fundamental paddling skills and can execute self-rescue and assisted rescue techniques in a variety of water conditions.
- **Risk Management and Hazard Assessment** – Training guides to identify environmental hazards, assess changing weather conditions, and mitigate risks to ensure client safety.
- **Navigation and Route Planning** – Teaching guides to use marine charts, compasses, and GPS systems to plan safe and efficient kayaking routes.
- **Emergency Response Drills** – Conducting simulated emergency scenarios, including capsizes, hypothermia management, and VHF radio communication for emergency assistance.

This structured training program ensures that all guides maintain proficiency in kayak safety, navigation, and emergency procedures, thereby fostering a culture of preparedness and professionalism within our team.

Onboarding and Shadowing Program

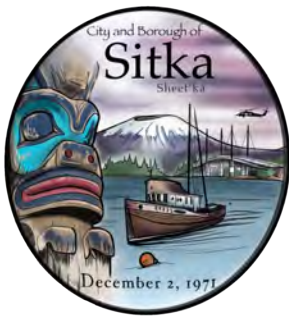
Newly hired guides undergo a structured onboarding and shadowing process before leading independent tours. This process includes:

- **Initial Safety Orientation** – Covering company policies, emergency response protocols, and equipment use.
- **Shadowing Experienced Guides** – Accompanying seasoned guides on multiple tours to gain hands-on experience and observe best practices.
- **Skill Evaluation and Practical Assessment** – Demonstrating competency in paddling techniques, rescue skills, and client interaction before being assigned solo guide responsibilities.

By maintaining rigorous training standards and providing ongoing professional development opportunities, we ensure that our guides are well-prepared to provide safe, informative, and enjoyable kayak tours for all participants.

Pricing Sheet

Tour/Class		2025	Commission		City Taxes	
			25%	5%	6%	
Island Discovery						
Direct/Online						
	Adult	\$ 175.00	\$ -	\$ 8.75	\$ 10.50	
	Adult (10%)	\$ 157.50	\$ -	\$ 7.88	\$ 9.45	
	Adult (5%)	\$ 166.25	\$ -	\$ 8.31	\$ 9.98	
	Child	\$ 125.00	\$ -	\$ 6.25	\$ 7.50	
	Child (10%)	\$ 112.50	\$ -	\$ 5.63	\$ 6.75	
	Child (5%)	\$ 118.75	\$ -	\$ 5.94	\$ 7.13	
Affiliate (Viator & Alaska Shore Tours)						
	Adult	\$ 200.00	\$ 50.00	\$ 10.00	\$ 12.00	
	Child	\$ 150.00	\$ 37.50	\$ 7.50	\$ 9.00	
War Bunkers						
Direct/Online						
	Adult	\$ 200.00	\$ -	\$ 10.00	\$ 12.00	
	Adult (10%)	\$ 180.00	\$ -	\$ 9.00	\$ 10.80	
	Adult (5%)	\$ 190.00	\$ -	\$ 9.50	\$ 11.40	
	Child	\$ 150.00	\$ -	\$ 7.50	\$ 9.00	
	Child (10%)	\$ 135.00	\$ -	\$ 6.75	\$ 8.10	
	Child (5%)	\$ 142.50	\$ -	\$ 7.13	\$ 8.55	
Affiliate (Viator & Alaska Shore Tours)						
	Adult	\$ 225.00	\$ 56.25	\$ 11.25	\$ 13.50	
	Child	\$ 175.00	\$ 43.75	\$ 8.75	\$ 10.50	
Taste of Alaska						
Direct/Online						
	Adult	\$ 325.00	\$ -	\$ 16.25	\$ 19.50	
	Adult (10%)	\$ 292.50	\$ -	\$ 14.63	\$ 17.55	
	Adult (5%)	\$ 308.75	\$ -	\$ 15.44	\$ 18.53	



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

PARKS AND RECREATION DIVISION MEMORANDUM

To: Parks and Recreation Committee
From: Kevin Knox- Parks and Recreation Coordinator
Date: 3/5/2024

Subject: Ordinance No. 2025-XX: Revision to Title 14, Chapter 14.05, "Public Use of Parks and Recreation Facilities, Land, and Trails"

Background:

The current code governing the public use of our parks and recreation facilities have become outdated. Several factors have necessitated this comprehensive update:

- **Outdated Regulations:** The existing code referred to practices and departments that are no longer utilized in administering parks and recreation facility management and operations.
- **Expansion of Parks and Recreation Division Responsibilities:** With the expansion of the Parks and Recreation Division and its increasing scope of responsibilities, the existing code lacked the necessary framework to empower staff to effectively serve the public.
- **Need for Modernized Administration:** The previous code relied heavily on in-person permit applications, which is inefficient and inconvenient for residents. Allowing for the use of online reservation systems enables the division to serve the public in a modern, efficient and accessible manner.
- **Increased Public Usage:** Sitka's parks and recreation areas are experiencing increased usage, requiring updated regulations to ensure responsible use and preservation.
- **Administrative Clarifications:** The old code lacked clarity in certain areas, making management of fee schedules and other duties unclear. Changes proposed will codify the responsibility of adopting all fee schedules with the Assembly.

This memorandum accompanies Ordinance No. 2025-XX, which amends Title 14, Chapter 14.05 of the Sitka General Code, concerning the public use of parks and recreation facilities, land, and trails. An updated ordinance is critical in modernizing our existing regulations to reflect the evolving needs of our community and the increased responsibilities of the Parks and Recreation Division.

Proposal:

Ordinance No. 2025-XX introduces several amendments and changes to the existing code:

- Adds a policy section to establish a reasoning for operating and supporting a parks and recreation division.
- Clarification of Park and Facility Activities (14.05.010):
 - Expands outlined definition of activities to include indoor facilities.
 - Formalizes the coordination of facility use with the Sitka School District through a memorandum of understanding, ensuring community-wide benefit.
- Revised Park Scheduling and Permit Procedures (14.05.020):
 - Streamlines the permit process for special uses, requiring a written application submitted to the parks and recreation office.
 - removes a redundant item regarding reserving facilities.
 - Adds that a fee schedule will be adopted by the assembly based on parks and recreation committee recommendations.
- Community Use Cabin Management (14.05.060):
 - Establishes clear guidelines for the management and use of community use cabins, including the Tom Young Memorial Cabin.
 - Specifies residency requirements, allows for online reservations and permit acquisition procedures.
 - Adds specific rules for the use of the cabins.
- Definitions (14.05.180):
 - Adds clear definitions of terms used throughout the ordinance.

Recommendation:

We recommend the Parks and Recreation Committee forward the ordinance revision to the Assembly for adoption.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2025-XX

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING TITLE 14 "STREETS, SIDEWALKS AND PUBLIC PLACES" OF THE SITKA GENERAL CODE BY AMENDING CHAPTER 14.05 "PUBLIC USE OF PARKS AND RECREATION FACILITIES, LAND, AND TRAILS"

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

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 clarify, update, and enhance the regulations governing the use of our public recreational spaces, ensuring their continued accessibility and preservation for all residents and visitors.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the Sitka General Code Title 14, entitled "Streets, Sidewalk, and Public", Chapter 14.05, entitled "Public Use of Parks and Recreation Facilities, Land, and Trails", and to read as follows (deleted language stricken, new language underlined):

Title 14
STREETS, SIDEWALKS AND PUBLIC PLACES

Chapters:

14.05 Public Use of Parks and Recreation Facilities, Land, and Trails

Chapter 14.05
PUBLIC USE OF PARKS AND RECREATION FACILITIES, LAND, AND TRAILS

Sections:

Article I.

General Public Use of Municipal Park and Recreation Facilities, Land and Trails

- 14.05.010 Park activities.
14.05.020 Park scheduling – Permits and fees.
14.05.030 Park hours.

Article II.

Public Use of Parks and Recreation Facilities – Fee Charged for Noncommercial Uses

- 14.05.040 Parks and recreation facilities regulated.
14.05.050 Conditions for use of park and recreation facilities.
14.05.060 Public use fees.
14.05.070 Public use permit requirements.
14.05.080 Definitions.

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Policy

As established, the policy of the city and borough of Sitka in operating a parks and recreation division is to:

A. To manage parks, recreation areas, facilities and trails for their primary use by the public, to include visitors and residents alike, for parks, recreation areas, facilities and trails and preserve them from activities inconsistent with that primary use.

B. Preserve and maintain these public assets for all users, preserve the recreational experience unique to each area, consider impacts upon other users and neighboring property, and ensure public safety on city lands and within recreation facilities.

C. Charge for the organized use of parks, trails, open spaces and recreational facilities at a fair rate which contributes to the cost of providing any improvements, maintenance, services, and administration necessary for the use.

D. Establish and enforce uniform rules for use of city and borough park and open spaces, trails and recreational facilities.

Article I. General Public Use of Municipal Park and Recreation Facilities, Land and Trails

14.05.010 Park and Facility activities.

A. Both active and passive recreational activities are permitted in municipal parks within designated areas. This shall include field sports in the ball fields area; tennis and basketball in their respective courts; playground activities in the playground area; picnics and gatherings in the picnic shelters; and special events and hiking on trails.

B. Facility activities will be coordinated through the parks and recreation office, with facilities jointly utilized with the Sitka school district, to be scheduled and used for the greater good of the community as outlined in a memorandum of understanding between the city and borough and the school district. Use will include but not be limited to gyms, multipurpose rooms, classrooms, fields and playgrounds within a school facility.

14.05.020 Park scheduling – Permits and fees.

A. Park and recreation facilities are available for public use whenever possible when there is no conflict with municipal or school programs. Reservations or scheduling for use of facilities is required for any community special or private event and is done by contacting the parks and recreation ~~division~~ office.

B. Facilities, including ballfields, picnic areas, gyms and other indoor facilities, and aquatic facilities, may be reserved for use by individuals or organizations. These facilities, when reserved, are closed to the general public. Reservations are made by contacting the parks and recreation office. User fees may be required for reserved facilities and special events.

C. B A written permit is required for special uses including: fires outside of a designated fire ring, overnight camping, wood cutting, removal of any natural resources from park property,

101 or use outside of normal hours. A permit may be obtained by submitting a written application
102 to the office of the director of public works at least 10 days in advance of the date of
103 intended use. The application must specify the time, place, and nature of the intended use,
104 and the person or organization responsible for the activity. An application shall be approved
105 or denied no later than five working days after submission of the application.

106
107 ~~C. Certain facilities within the parks, such as the ball fields or the Pioneer Park picnic~~
108 ~~shelter, may be reserved for use by individuals or organizations. These facilities, when~~
109 ~~reserved, are closed to the general public. Reservations are made by contacting the parks~~
110 ~~and recreation office. User fees may be required for reserved facilities and special events.~~
111 ~~These fees will be set by the city and borough assembly. (Ord. 04-39 § 4, 2004; S.G.C. §~~
112 ~~23.10.020.)~~

113
114 D. A fee schedule for all parks and recreation facilities will be established as recommended
115 by the parks and recreation committee and adopted by the city and borough assembly.

116
117
118 **14.05.030 Park hours.**

119 A. Municipal parks are open to the public from 6:00 a.m. to 10:00 p.m. The parks are
120 closed to public use from 10:00 p.m. to 6:00 a.m., and no members of the public shall enter
121 a closed park without written permission from the parks and recreation office. Goddard Hot
122 Springs area and Tom Young Memorial Cabin are excluded from this regulation.

123
124 B. A violation of this section is an infraction punishable by a fine of up to \$250.00.

125
126 ~~Article II. **Public Use of Parks and Recreation Facilities—Fee Charged for Noncommercial Uses**~~

127
128 **14.05.040 Parks and recreation facilities regulated.**

129 These regulations apply to all city and borough lands and facilities designated by the
130 assembly dedicated to park or recreation purposes.

131
132 ~~This article applies to developed parks and recreation facilities on city and borough land and~~
133 ~~listed in the recreation facilities survey as adopted by the city and borough assembly and~~
134 ~~maintained for public inspection by the city and borough clerk, the city and borough public~~
135 ~~works director, and the city and borough parks and recreation coordinator. This article is~~
136 ~~applicable to only the city and borough of Sitka facilities for which a public use fee is~~
137 ~~charged for noncommercial uses. The facilities regulated by this article include:~~

138
139 ~~A. The Tom Young Memorial Cabin at Goddard Hot Springs. (Ord. 05-13 § 4, 2005; S.G.C.~~
140 ~~§ 23.30.010.)~~

141
142 **14.05.050 Conditions for use of park and recreation facilities.**

143 A. A person may not use or occupy a city and borough of Sitka Park facility that is
144 managed on a fee and reservation basis without first obtaining a permit from the city and
145 borough of Sitka and paying the required fee, ~~in person, at the city and borough of Sitka~~
146 ~~municipal offices~~. Each day of unauthorized use is a separate offense subject to a \$50.00
147 fine.
148

149 B. Permittee must have permit and the fee receipt in possession while using the city and
150 borough of Sitka public use facility as directed by the city and borough of Sitka parks and
151 recreation coordinator.
152

153 C. Dogs and other pets must be on a leash around developed facilities, with the exception
154 of the Goddard Hot Springs area and the Tom Young Memorial Cabin and off-leash areas
155 designated in SGC 8.05.032. Pets are to be under control at all times. Pet owners are
156 required to clean up after pets.
157

158 D. No discharge of firearms, unless in defense of life, is allowed within a half-mile of a
159 developed facility.
160

161 E. It is unlawful to cut standing or live trees. Only dead and down wood can be used for
162 fires.
163

164 F. Littering is prohibited by SGC 10.45.010(H).
165

166 G. Notwithstanding any other provisions of this section, no dog is allowed on the following
167 designated sports fields or municipal playgrounds except off-leash areas listed in SGC
168 8.05.032, except service dogs with the dog keeper and/or custodian. "Service dogs" is
169 defined by SGC 8.05.010 or state and federal laws. Designated sports fields and municipal
170 playgrounds where non-service dogs will not be allowed include the following:
171

172 1. Moller Park fenced ball field;
173

174 2. Lower Moller and Kimsham (Krueger) Multiuse Fields;
175

176 3. Sports fields at Kimsham Recreational Complex except fenced Kimsham Field "D" One,
177 Baranof, Vilandre and Keet Gooshi Heen ball fields as listed as "off-leash areas" under SGC
178 8.05.032; and
179

180 4. Municipal playgrounds to include Crescent Harbor Park and Moller Park East and West.
181

182 H. Designated areas listed in subsection G of this section will be posted with signs
183 regarding the ban on non-service dogs and fines. In addition to applicable fines or charges
184 for violating other code provisions, including defecation or off-leash offenses, fines for
185 violating subsection G of this section are as follows:
186

187 1. Three hundred dollars for violating subsection (G)(1) of this section, Moller Park fenced
188 ball field;
189

190 2. One hundred dollars for designated areas in subsections (G)(2) and (G)(4) of this
191 section; and
192

193 3. One hundred dollars for a non-service dog on fenced Kimsham Field One, Baranof,
194 Vilandre and Keet Gooshi Heen ball fields as listed as "off-leash areas" during scheduled
195 sports events, school activities or when the area is in use by students or players.
196

197 **14.05.060 Public Use fees. Community use Cabins.**

198 ~~A. The applicant for a parks and recreation public use permit shall pay a fee established by~~
199 ~~the city and borough assembly.~~

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~~B. The city and borough of Sitka assembly shall establish the fee for the use of a city and borough of Sitka park facility that requires a public use permit. The fee for the Tom Young Memorial Cabin will be \$40.00 per permit day.~~

~~C. Fees are not refundable within five days of the first day of reservation. Reservations may be changed one time only for a service fee of \$10.00. (Ord. 05-13 § 4, 2005; S.G.C. § 23.30.030.)~~

A. Tom Young Memorial Cabin and any other cabin established as a community use cabin by the city and borough of Sitka shall be managed by the parks and recreation office.

B. Users of a community use cabin shall pay a fee established by the city and borough assembly.

C. Permits are issued only to residents of the city and borough of Sitka.

D. Permits are issued for noncommercial uses, except where the commercial use is a private not for profit entity benefiting local resident use. All permits are issued on a first-come, first-served basis.

E. Permits may be obtained online, in person or over the phone with the parks and recreation office.

F. A permit day begins at 12:00 noon on the assigned day and ends at 12:00 noon on the following day.

G. A permit may be obtained up to 90 days in advance of desired date.

H. Community use cabins may be reserved a maximum of three days by the same party.

I. Permits are only issued to persons 18 years of age and over.

J. Persons acquiring a permit must be a member of the party for the duration of use of the community use cabin.

K. Community use cabins do not have regular cleaning/repair service and users are expected to leave facilities it in as good and clean a condition as originally found.

L. Community use permit holders are responsible for any damages to the cabin, associated facilities, or park resources.

14.05.070 — Public use permit requirements.

~~A. Permits are issued for noncommercial uses only and on a first-come, first-served basis.~~

~~B. A permit day begins at 12:00 noon on the assigned day and ends at 12:00 noon on the following day.~~

~~C. A permit may be obtained up to 90 days in advance of desired date.~~

250 ~~D. Public use cabins may be reserved a maximum of three days by the same party.~~

251 ~~E. Permits are only issued to persons 18 years of age and over.~~

252 ~~F. Persons acquiring a permit must be a member of the party for the duration of use of the~~
253 ~~cabin or park facility.~~

254 ~~G. Public use permit holders are responsible for any damages to the cabin, associated~~
255 ~~facilities, or park resources. (Ord. 05-13 § 4, 2005; S.G.C. § 23.30.040.)~~

256 **14.05.180 Definitions.**

260 As used in this chapter:

261 “Ball field” or “sports field” means an area used by schools or organized teams recognized
262 by the city and borough of Sitka for regulation play of sports including baseball, soccer,
263 football, and softball. “Ball field” or “sports field” does not include the following areas: parking
264 lots; roads; bleacher and concession areas; walkways or track adjacent to the ball field.

265 “Municipal playgrounds” means municipal property used for outdoor play or recreation,
266 especially by children, containing recreational equipment such as swings and slides.

267 “Community use cabin” is a rustic cabin that can be rented by the public, users need to
268 supply own bedding, food, water and fuel for heating.

269 “Recreational Facility” includes indoor and outdoor facilities where organized and passive
270 recreational activities take place. Indoor spaces include but are not limited to; gyms,
271 multipurpose rooms, classrooms, aquatic facilities. Outdoor spaces include but are not
272 limited to; picnic areas, trails, parks, skateparks, observation parks, tennis, basketball and
273 other courts.

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

276 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of Sitka,
277 Alaska, this ____ day of _____, 2025.

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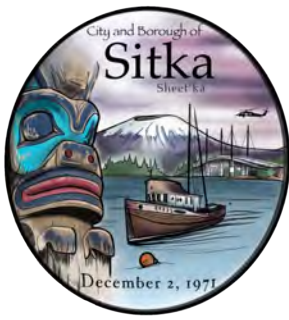
Steven Eisenbeisz, Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk

1st reading: xx/xx/xx

300 2nd and final reading: xx/xx/xx
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302 Sponsor: Administrator



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

PARKS AND RECREATION DIVISION MEMORANDUM

To: Parks and Recreation Committee

From: Kevin Knox- Parks and Recreation Coordinator
Kent Smith – Grounds Supervisor
Connor Dunlap – Maintenance Superintendent

Date: 3/5/2024

Subject: Parks and Recreation Facilities Fee Schedule 2025

Background

Most of the current rates (facility rentals and drop-in rates) have been utilized since the creation of the Parks and Recreation Division in 2023. The 2025 update includes some recommended adjustments for both the facility rate schedules and drop-in rates. Addressing some community feedback, we are recommending daily, monthly, annual and 10-punch card memberships for open gym and pool activities. Each rate includes catering to youth, adult, senior, and family demographics. The Annual membership rates are based on a conservative assumption of 60% utilization, which is slightly above national averages. This initiative is projected to enhance revenue, increase community engagement, and promote health and wellness.

Indoor facility rental rates are largely hourly based and current field rates are based on per player fees. The current per player fees present inequities when it comes to field scheduling, shared burden of field maintenance and replacement costs and general facility operations. With the current fee schedule, the total fee for smaller groups that reserve the field for lengthy periods is relatively little when compared to larger groups reserving the field for only a few hours. Outdoor fee schedules have also not been adjusted for increases in operational and maintenance costs since originally adopted by the Assembly.

Proposal

Facility fee schedule includes rates for indoor and outdoor facilities of the City of Sitka. All facility fee schedules are hourly based, with schedules tiered for non-profit, general and commercial rate structures. Historically the non-profit rate is assigned to youth serving organizations, with an occasional general service non-profit securing that rate.

Outdoor field fees are proposed to be restructured to an hourly rate structure to address the outlined issues from above. In this proposal we tried to minimize increases for all organizations for FY26.

The Tom Young Cabin rate increase is recommended to come in line with other similar public use cabins in the area. The rate that is currently published in Sitka General Code has not changed since it was adopted when the cabin was built in 2005. A code change proposal will

remove a published rate in SGC and if adopted the recommended fee schedule will be utilized as adopted by the Assembly.

Proposed facility rental schedules, daily, 10 punch card and tiered monthly and annual membership options for recreational facilities, gym, pool and combined access tables are attached to this memo.

Justification

1. Increased Revenue:

- Increased revenue to support program operations and facility maintenance has been identified as a priority by the Assembly.
- Implementing hourly fee schedules will generate a predictable and recurring revenue stream, strengthening financial stability and enabling strategic reinvestment.
- Annual memberships offer upfront revenue, while monthly memberships ensure consistent cash flow.

2. Enhanced Community Engagement:

- Membership programs foster a sense of community and belonging, encouraging regular participation and social interaction.
- Tiered memberships provide affordable options for diverse demographics, promoting inclusivity.
- Hourly rental rates equally reinforce shared use of facilities regardless of organizational numbers of users. It also incentivizes efficient scheduling and increases accountability of scheduled use.

3. Promotion of Health and Wellness:

- Affordable and accessible membership options incentivize regular exercise and healthy lifestyles.
- Consistent facility usage contributes to improved community health outcomes, normalized revenue and supported operations and maintenance.

4. Utilization Rate Analysis:

- National average gym and pool utilization rates vary, but we are projecting a conservative 60% utilization rate for patron membership program.
- This slightly higher than average utilization rate is reasonable due to the following.
 - Limited other options within the community will drive utilization.
 - Membership plans will encourage consistent usage.
- Strong demand has pushed our indoor recreational facilities and Upper Moller Field close to maximum utilization. Recommended rate adjustments will generate marginal revenue gains, but are not expected to create substantial financial strain for organizations..

5. Addresses Strategic Plan Goals 4 & 5:

- Offering membership options enhances access to community assets.
- This initiative directly enhances our ability to deliver high-quality service to the Sitka

community, aligning with the City's strategic service goals, while also improving support for CBS employees.

6. Data Collection and Program Improvement:

- o Membership programs will allow for the collection of data regarding facility usage. This data will be used to improve current programs, and to develop new programs that will better serve the community.

Fiscal Impact

A fiscal impact analysis is currently in progress, and its findings will be presented upon completion. Regarding facility rental rates for FY26, proposed adjustments aim to minimize significant changes from the most recently established rates. For field rental policies, a revision is proposed to address a long-standing fee structure that has not kept pace with inflationary increases in field operations and maintenance costs.

Recommendation

The implementation of monthly and annual recreation gym and pool memberships presents a significant opportunity to enhance revenue, increase community engagement, and promote health and wellness. We recommend Parks and Recreation recommend to the Assembly to proceed with the adoption and implementation of this fee schedule.

CITY AND BOROUGH OF SITKA PARKS AND RECREATION FEE SCHEDULE

Facility	Hourly - Non Profit	Hourly- General	Hourly - Commercial	Hourly - Bulk Use	Hourly - High Use Bulk
SHS/BMS Main Gym	\$35.00	\$70.00	\$100.00		
KEET Gym	\$20.00	\$40.00	\$75.00		
SHS Auxiliary Gym	\$20.00	\$40.00	\$75.00		
BMS/KEET/Baranof MPR	\$20.00	\$40.00	\$75.00		
BMS Commons	\$20.00	\$40.00	\$75.00		
SHS Commons	\$50.00	\$75.00	\$100.00		
SHS/BMS Classrooms	\$10.00	\$10.00	\$25.00		
KEET/Xóots Classrooms					
	Hourly - Youth Org	Hourly - Adult Org			
Upper Moller Field	\$5.00	\$8.00			
Lower Moller Field	\$3.00	\$5.00			
Kimsham Fields	\$3.00	\$5.00			
Keet Fields	\$3.00	\$5.00			
Vilandre Field	\$3.00	\$5.00			
Blatchley Pool					
Less than 20 swimmers	\$100.00	\$120.00	\$120.00		
21-35 Swimmers	\$120.00	\$150.00	\$150.00		
36-50 Swimmers	\$160.00	\$180.00	\$180.00		
Supply Own Certified Lifeguard ¹	\$100.00			\$85.00	\$55.00
1- conditions apply				*Bulk Use - 200+hours annually	
				**High Use Bulk - 700+hours annually	
Equipment Add-on (Scuba, Kayaks)	\$40/occurrence				

Patron Fees	Daily	Monthly	10 Punch Card	Annual	Column1
Parks and Rec Open Gym/Skate/Games					
Youth		\$4.00	\$35.00	\$25.00	\$180.00
Adult		\$6.00	\$60.00	\$55.00	\$375.00
Senior		\$4.00	\$35.00	\$25.00	\$180.00
Family		\$12.00	\$100.00	\$90.00	\$450.00
Blatchley Pool Open Swim/Lap Swim					
Youth		\$5.00	\$45.00	\$40.00	\$215.00
Adult		\$8.00	\$80.00	\$75.00	\$400.00
Senior		\$5.00	\$45.00	\$40.00	\$215.00
Family		\$20.00	\$150.00	\$140.00	\$650.00
Combined Pass					
Youth	-		\$50.00	-	\$230.00
Adult	-		\$95.00	-	\$450.00
Senior	-		\$50.00	-	\$230.00
Family	-		\$160.00	-	\$700.00

Facility	Daily Rate
Pioneer Park Shelter	\$25.00
Crescent Harbor Park Shelter	\$15.00
Moller Park Shelter	\$15.00
Whale Park Gazebos	\$25.00
Swan Lake Peninsula (over 75 head count)	\$200.00
Tom Young Memorial Cabin	\$60.00