



Parks and Recreation Committee Agenda

Tuesday, February 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. January 14, 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. Commercial Land Use Permit Applications
 - Alpenglow Adventures
 - Bumble Expeditions
 - Sound Sailing
 - Tongass Treks
 - Alaska Luxury Tours
 - Equinox
 - Sitka Tundra Tours
- 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, January 14, 2024, 12:00 p.m.
Harrigan Centennial Hall

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

I. CALL TO ORDER

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

II. ROLL CALL

Present: James Poulson, Ben Hughey, Candace Rutledge, Katherine Prussian, Brandon Marx, and Steve Black

Absent: Rich Krupa

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. December 10, 2024

Rutledge moved to approve the December 10, 2024, meeting minutes. Motion passed unanimously by a voice vote.

V. REPORTS

Chair: None.

Members: None.

City Staff: Kevin Knox, Parks, and Recreation Coordinator reviewed the budget for FY26, which included several resource proposals beneficial to their

Parks and Recreation assets. He mentioned these proposals included improvements to the pool system, refurbishment for Tom Young Cabin, cross trail improvements, replacements of Kimsham ball field scoreboards, and Moller Field backstop and netting replacements. Lastly, he discussed the scheduling and process for the 2025 commercial use permits, with the assumption that they would continue operating under current codes for that season.

Assembly Liaison: None.

Other(s): None.

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

None.

VII. UNFINISHED BUSINESS

None.

VIII. NEW BUSINESS

B. Discussions on Scheduling and Process for 2025 Commercial Land Use Permits

Knox discussed concerns about resource utilization at Baranof Warm Springs and considered requesting a policy to balance health, safety, and public enjoyment within current code parameters. He mentioned they anticipated an increase in permit applications, particularly for Goddard and Baranof Warm Springs, due to growing public interest. Discussions were focused on streamlining the permit application process, which was currently time-consuming. They explored improving the application process, organizing public comments better, and creating a clearer step-by-step procedure for public hearings. And suggested summarizing applications in one to two pages and considering a streamlined process for the next year.

Discussions were had about the potential increase in commercial land use permits and the need for an efficient process. Options such as extending meeting times and using a consent agenda for bulk motions were considered and concerns about limiting public comment were raised.

C. Nominations for Chair and Vice Chair

Rutledge moved to nominate Hughey as Chair. Motion passed unanimously by a voice vote.

Marx moved to nominate Rutledge as Vice Chair. Motion passed unanimously by a voice.

IX. ADJOURNMENT

The next meeting would be on February 11, 2025, at noon in Harrigan Centennial Hall. Hearing no objection, Chair Poulson called the meeting adjourned at 12:35 p.m.

Attest:

Jess Earnshaw,
Deputy Municipal Clerk



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

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

Business: Alpenglow Adventures
Contact: Laura Tirman

- 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 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). “

- 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 Alpenglow 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.

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: 300

\$250.00 Annual Application Fee

\$100.00 Minimum Client Fee

300 # of Clients X \$2.00: 600 = Total Client Fee

500 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

850 SUBTOTAL

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

892.50 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: 1/28/2025

Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2nd Floor or email to recreation@cityofsitka.org. (907-747-1814) Total fees shall be submitted prior to commencement of the permitted use.

Application received by CBS staff: _____ Date: _____

Description of proposed commercial recreation activities on CBS lands

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

As a hiking guide, I plan to take small groups (2-7 people max) on day-long hiking trips in and around Sitka. I plan to take clients on trails such as Herring Cove to Beaver Lake, Gavan Hill from the Sitka Cross Trail, Indian River Trail, Heart Lake/Thimbleberry Trails, Sitka Cross Trails, and Medvejje

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

I plan to drive clients in my personal vehicles, or to collaborate with the 'Cool Bus', a local Sitka shuttle. If using the shuttle, we will be dropped off and will not need parking.

My vehicles are:

1. Volvo XC 70, 2007, Blue/gray with license plate JVH 486. This seats 4 passengers maximum.
2. Audi Q7, 2008, Black with license plate LJNI 505. This seats 6 passengers maximum.

I will pick up/drop off clients to/from the cruise terminal or their accommodations and will therefore not require downtown parking. I will park at designated trailheads appropriately.

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

Maximum group number is 7 due to desire to guide small groups and vehicle/trail use limitations.

d. Time of desired usage.

I plan to take clients on half-day or full-day hikes, from April 1st to September 30th. I will pick up clients between 8 and 9 am, and will drop them off between 4 and 6 pm (or earlier, if half-day hike). I anticipate the busiest months for me will be May - July.

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

I will ask clients to use the restrooms in their accommodations/at the cruise terminal before leaving on the trips. I will be sure to use designated public restrooms once we are out of town. I am trained in Leave No Trace and will ensure we operate under these standards at all times. I will carry a Garmin InReach, my cell phone, and will communicate with a contact in town in case of emergency. I have submitted all permitting applications for National Forest Service use, which includes emergency protocol and procedures. All trips will have a safety briefing prior to beginning the hike. This safety briefing will include information about the terrain, the weather, wildlife (especially brown bears), poisonous plants, hydration and staying fueled, and the dangers of not staying with the group. We will advise clients using information in 'The Essentials for Traveling in Bear Country'. I will always carry bear spray and will provide bear spray to any client who requests to carry it on their person. Any client requesting it will be trained how to safely use it prior to being issued a canister. See supplemental document that was submitted to Forest Service for full details

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

I will have three or four employees working for me in the 2025 season. I will require employees to have a current Wilderness First Aid training certificate. I personally have 9 years experience as a guide and extensive experience driving passengers all over the world. I have my Wilderness First Responder certification (recertifying end of January 2025) and completed an Alpine Mountaineering and Technical Leadership course with American Alpine Institute in April of 2023. See attached certifications and receipts for proof of these trainings.

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.

I will charge clients \$235/full day hike and \$135/half day hike, per person. This payment will be collected via Wix online, via PayPal, or in person. I currently don't have plans to have commission or similar arrangements with other companies. I am hoping to collaborate with Sitka Trail Works to help arrange hikes for tourists as well as community members, and will help fundraise for them through these commercial hikes. I currently have a contract with Hurtigruten cruise. This cruise line has hired me to take small groups of their clients on half-day hikes. They are only in port 8 days of the entire summer, having minimal impact on the community. They also don't take any percentage of the fees I charge clients, meaning the money goes directly to the local economy.

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

My vehicles are:

1. Volvo XC 70, 2006, Blue/gray with license plate JVH 486. This seats 4 passengers maximum.

2. Audi Q7, 2008, Black with license plate LJM 505. This seats 6 passengers maximum.

See photos attached

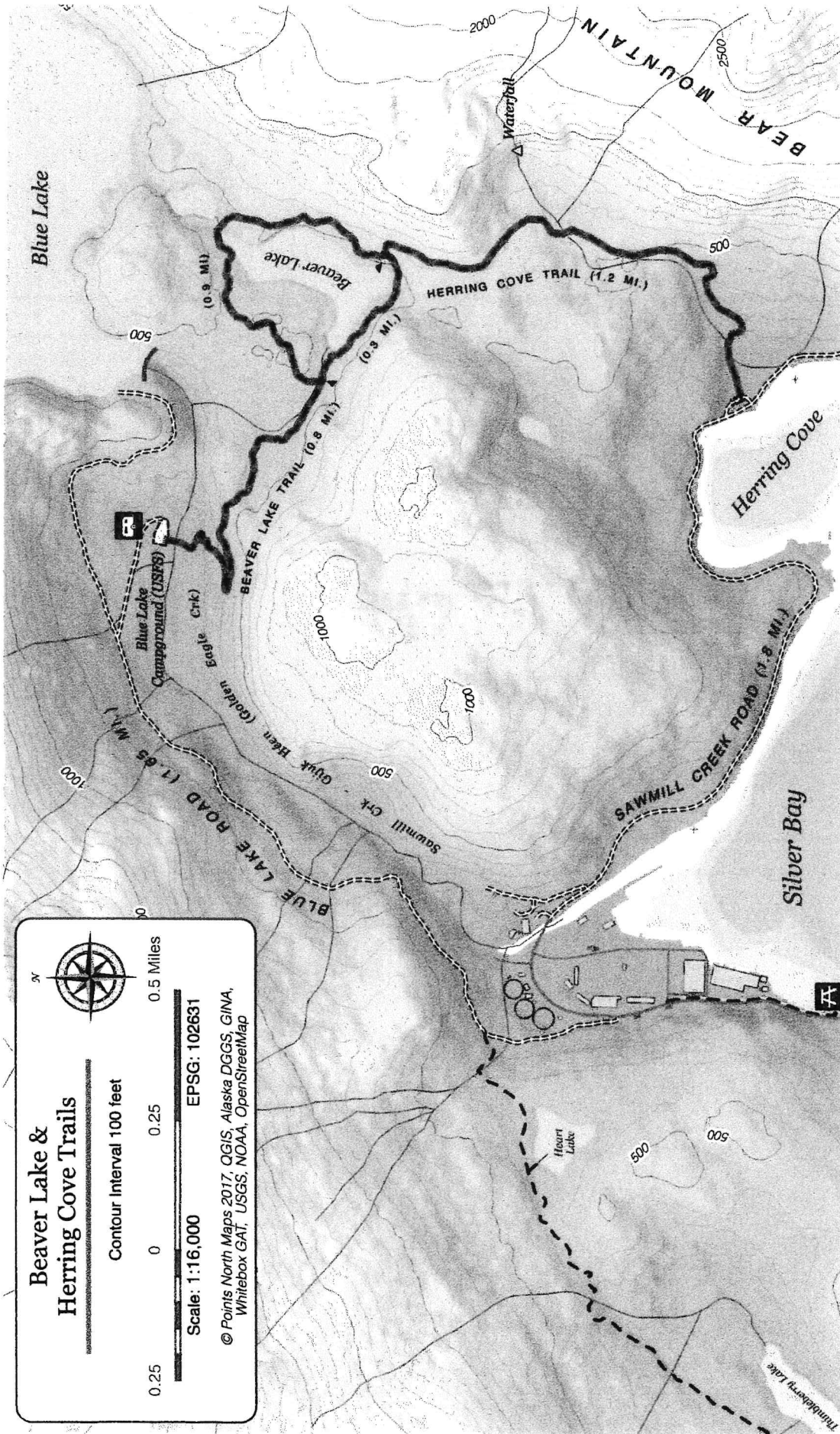
Beaver Lake & Herring Cove Trails

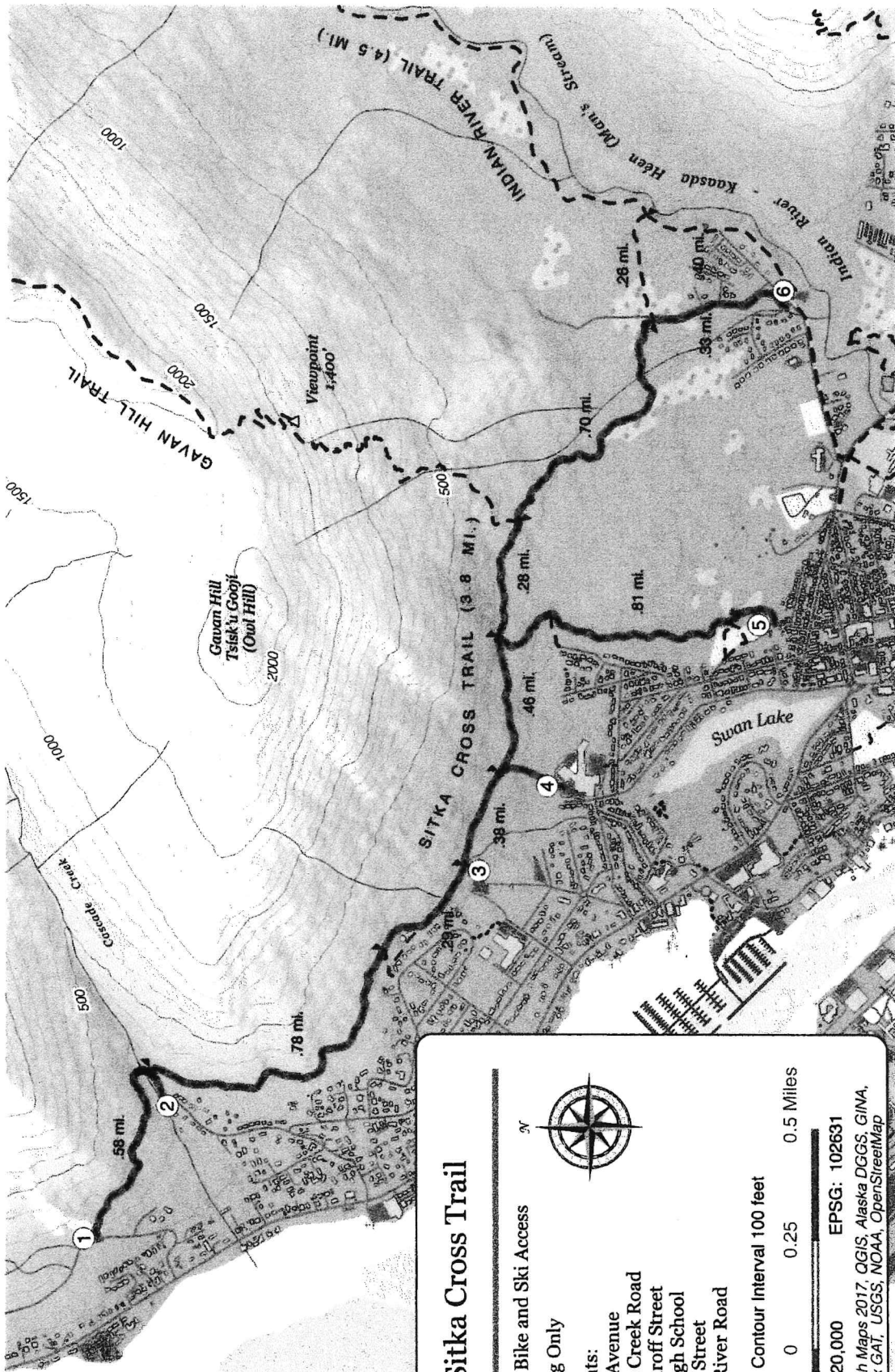
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Sitka Cross Trail

-  Hike, Bike and Ski Access
-  Hiking Only

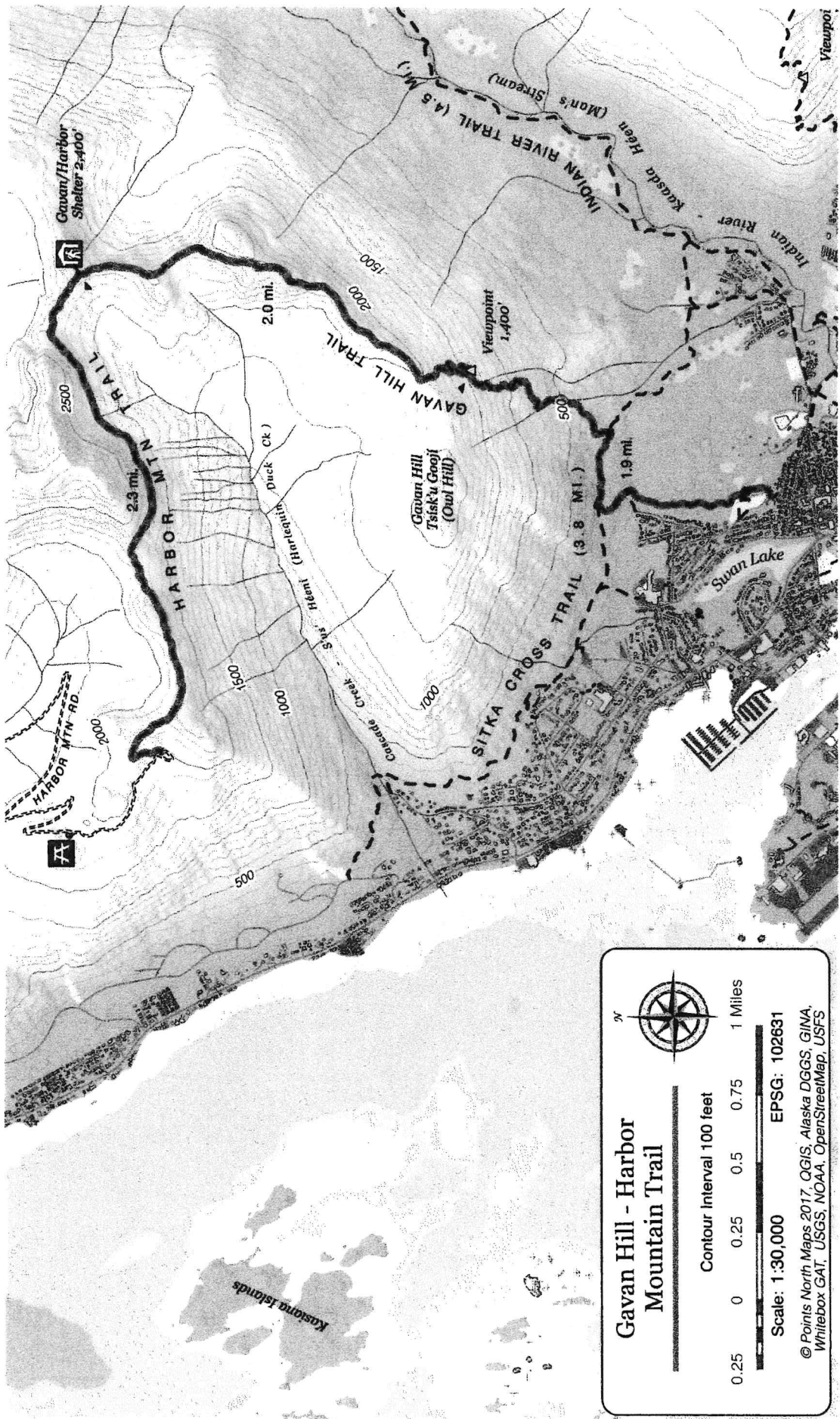
Access Points:

- 1) Kramer Avenue
- 2) Cascade Creek Road
- 3) Kashevaroff Street
- 4) Sitka High School
- 5) Baranof Street
- 6) Indian River Road



Scale: 1:20,000 EPSG: 102631

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Gowan/Harbor Shelter 2,400'



2500

HARBOR MOUNTAIN TRAIL

2.3 mi.

2.0 mi.

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Duck Ck.

Harbor Mt. (Hill)

Sitka Creek

INDIAN RIVER TRAIL (4.5 MI.)

Viewpoint 1,400'

GAVAN HILL TRAIL

600

1.9 mi.

SITKA CROSS TRAIL (3.8 MI.)

Swan Lake

Gavan Hill Tsisk'u Goojil (Owl Hill)

Indian River

Kassda Hen (Man's Stream)

Viewpoint

Viewpoint

Viewpoint

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© Points North Maps 2017, QGIS, Alaska DGGs, GINA, Whitebox GAT, USGS, NOAA, OpenStreetMap, USFS

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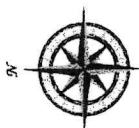
1 Miles

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Indian River Trail

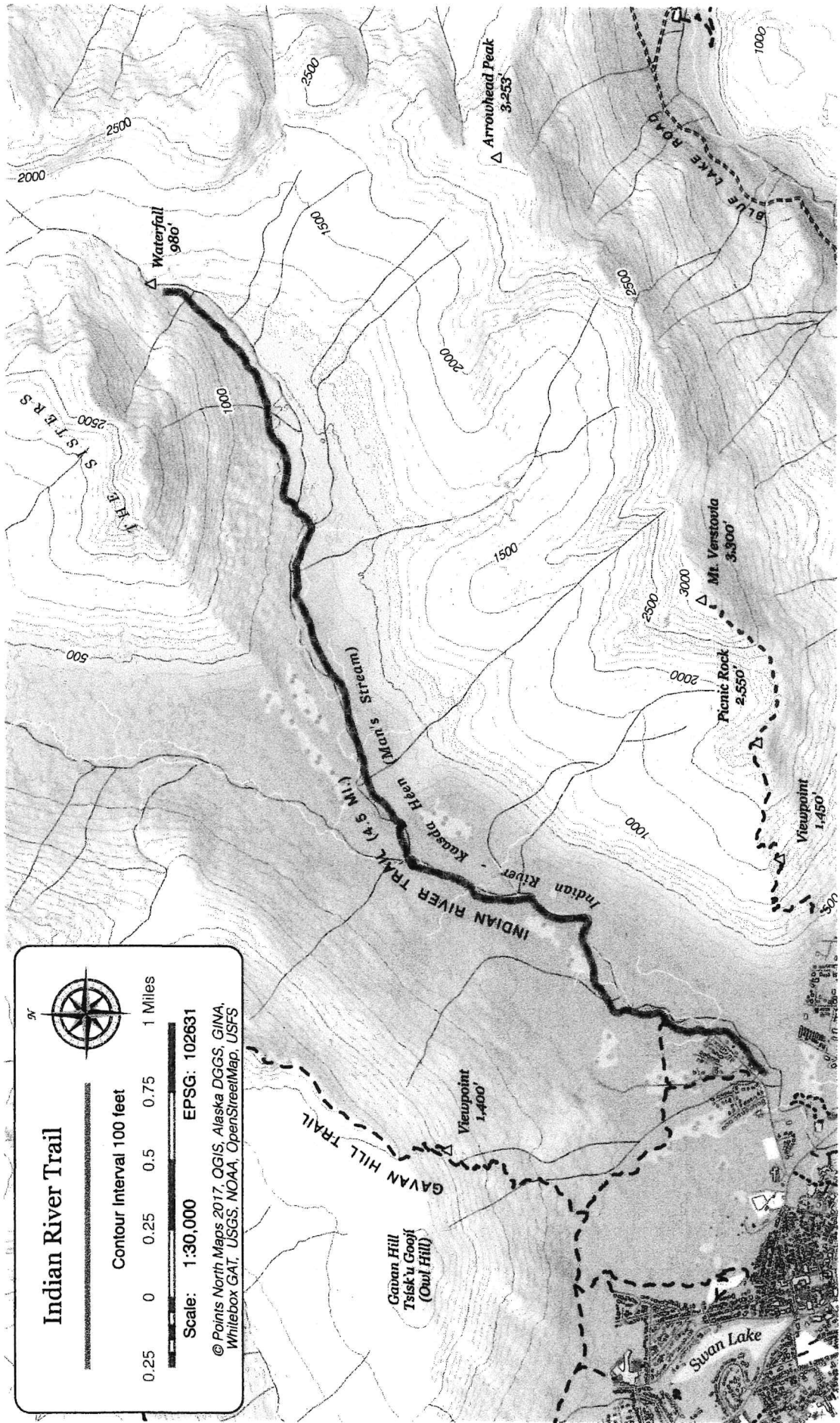


Contour Interval 100 feet

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Medveje Lake Trail

Contour Interval 100 feet



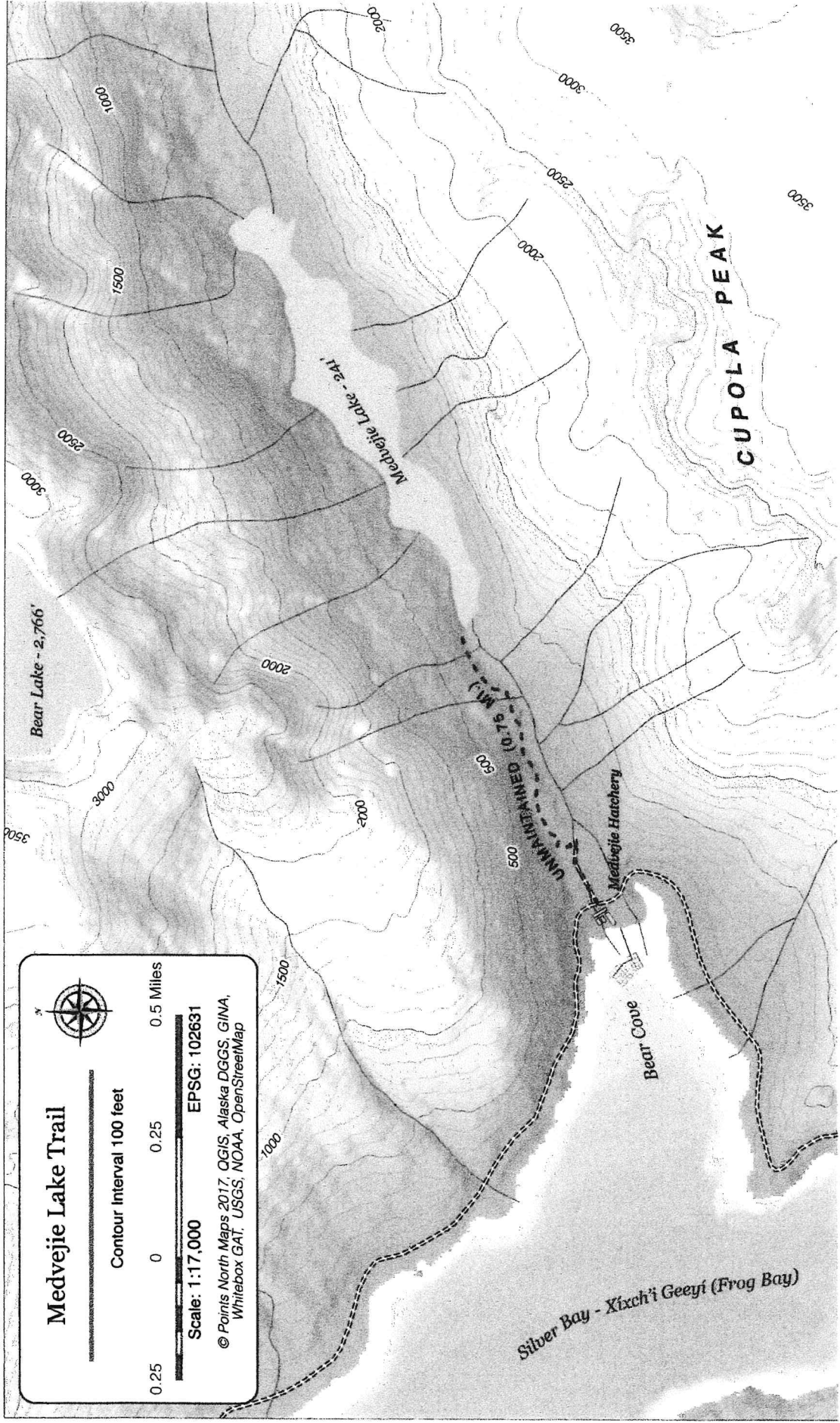
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Thimbleberry Lake - Heart Lake Trail

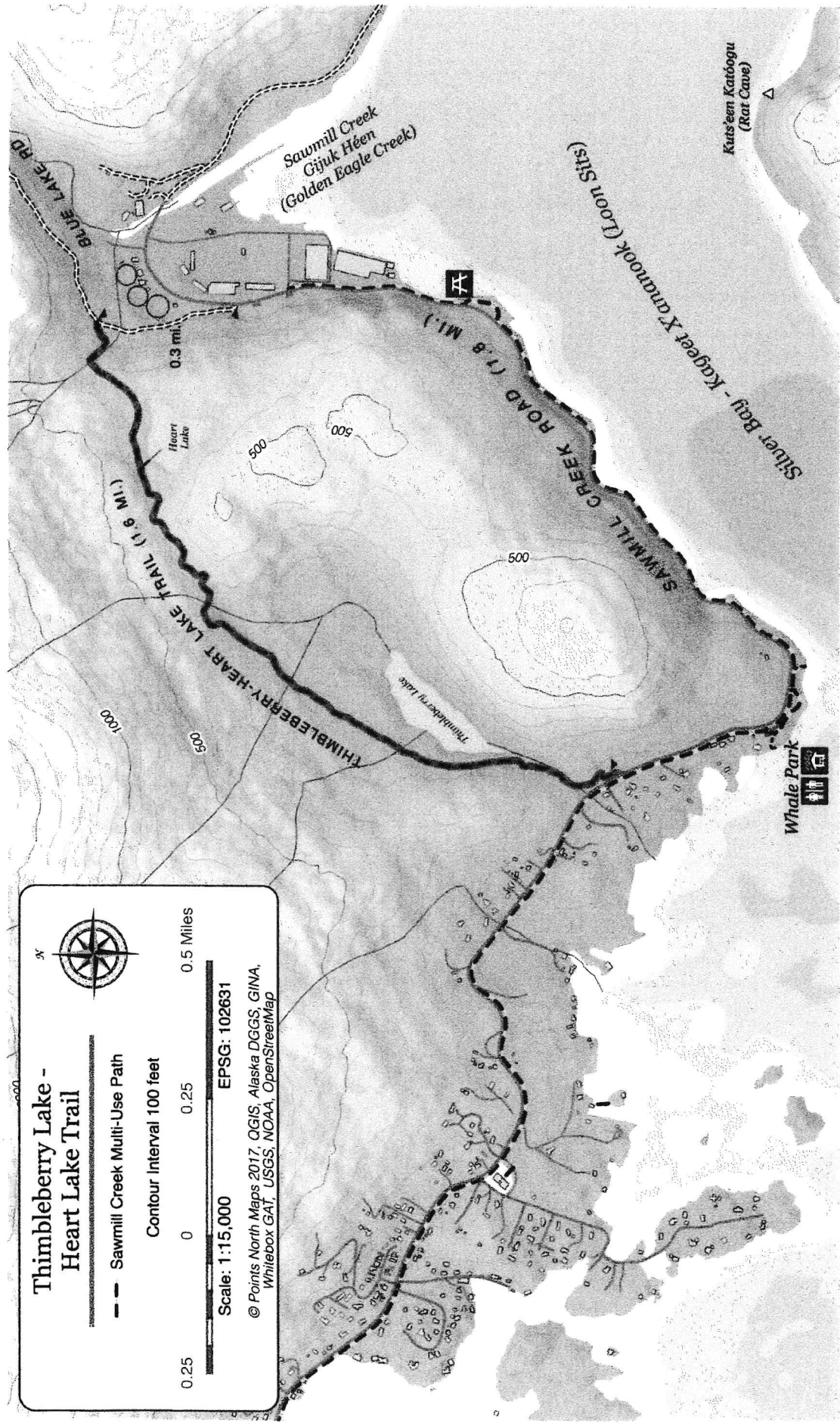
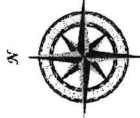
--- Sawmill Creek Multi-Use Path

Contour Interval 100 feet



Scale: 1:15,000 EPSG: 102631

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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: Bumble Expeditions
Contact: Sara Hadad-Dembs

- 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 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).”

- 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 Bumble Expeditions 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: Bumble Expeditions

Contact: Sara Hadad-Dembs

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: _____ Planned season end date: _____

Max # of customers per tour: 8 # of tours per week: _____ Estimated annual customers: 650

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

Primary activities offered: 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 _____
- 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: 650

\$250.00 Annual Application Fee

\$100.00 Minimum Client Fee

650 # of Clients X \$2.00: 1300 = Total Client Fee

1200 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

1550 SUBTOTAL

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

\$1627.50 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: _____

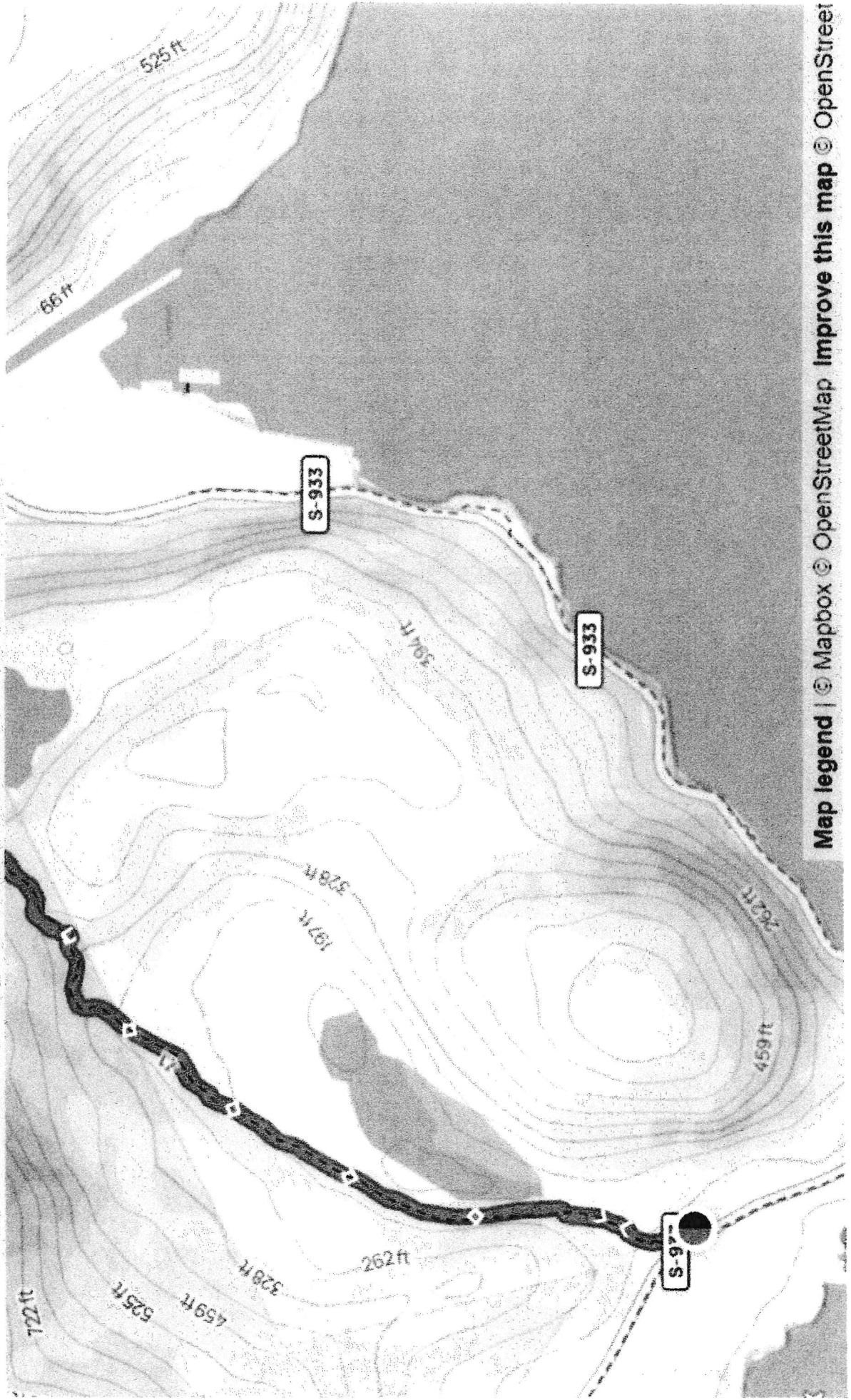
Return this form to City & Borough of Sitka, Planning Department, 100 Lincoln Street, 2nd Floor or email to recreation@cityofsitka.org. (907-747-4031) Total fees shall be submitted prior to commencement of the permitted use.

Application received by CBS staff: _____ Date _____

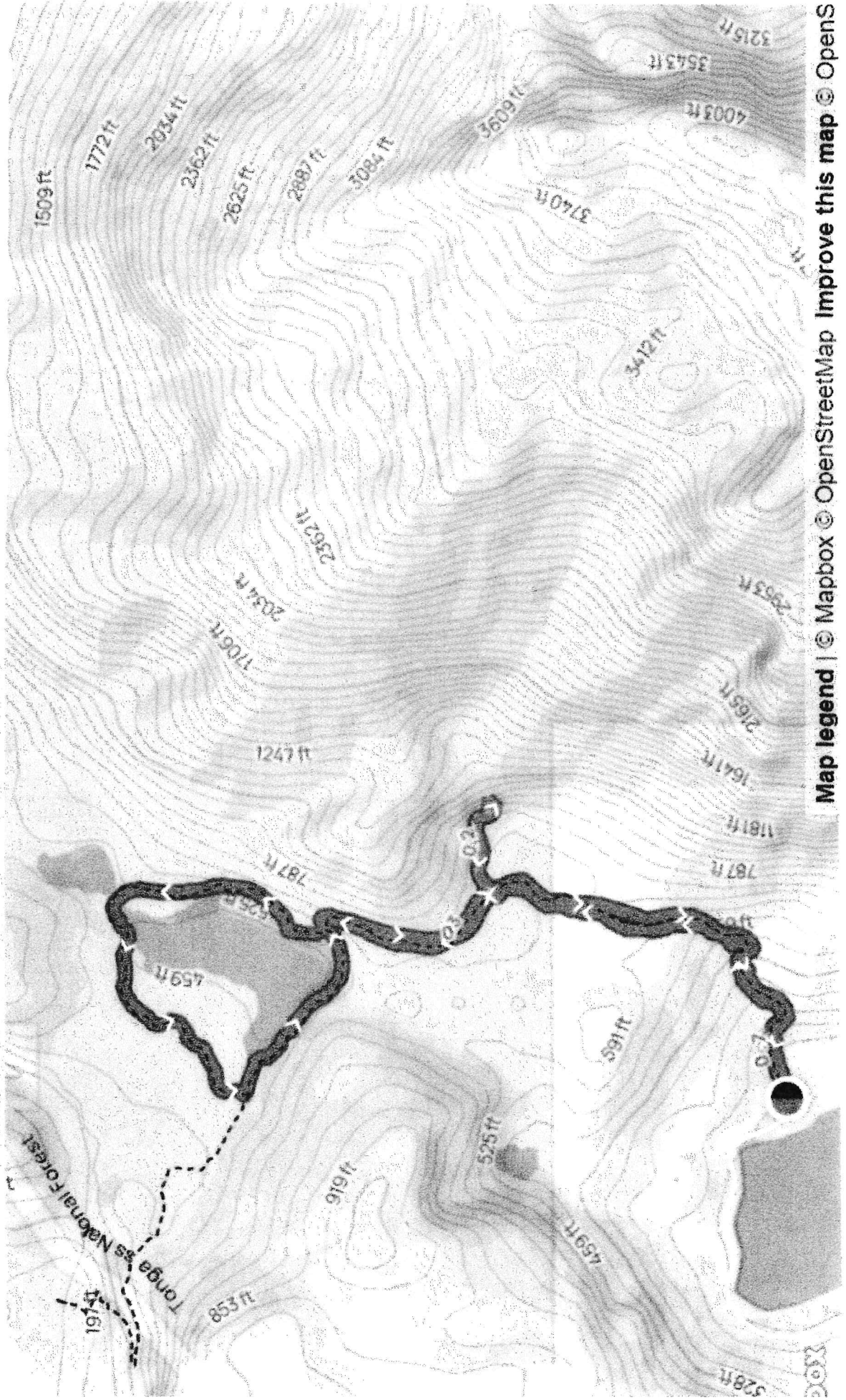
Description checklist

- A. Herring cove trail. Hiking from parking area to waterfall and back, daytime only.
Indian river trail. Day hiking east of sawmill creek rd.
Thimbleberry/Heart lake trail. Parking lot to first lake
- B. Clients will be transported to each site by tour vehicles, tour guides will handle all parking.
- C. 18 max. Participants per day. Group size 2-vans, 7 guests maximum capacity Per van.
1-truck, 4 guests maximum capacity.
- D. Daytime use only, depending on ship schedules.
- E. Restrooms at whale park, harrigan hall. All guides carry trash bags, two-way radios, and gps monitors.
- F. Training requirements for all guides will include, but are not limited to, CPR, First Aid, and bear safety training.
- G. Charges breakdown; \$125.00-150.00 per person/ per tour. (gross)
Commission to reservation vendors- 22-27%
Collection through booking site (Rezdy)- 6%
Entry fee to Fortress of the bear- \$10.00
Meal - \$25.00
- H. Description of vehicles.
2022 Toyota Sienna Hybrid van, white, license plate JWM295
2022 Toyota Sienna Hybrid van, gray, license plate LJR764
2016 Toyota Tundra, orange, license plate KAL764

• **Alaska** • **Sitka** • **Thimbleberry Lake and Heart Lake Trail**



es • Alaska • Tongass National Forest • Herring Cove Trail





CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

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

Business: Sound Sailing
Contact: Blain Anderson

- 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 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).”

- 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 Sound Sailing 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: Alaskan Sailing Expeditions LLC dba Sound Sailing

Contact: Blain Anderson

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: 18 May Planned season end date: 18 September

Max # of customers per tour: 6 # of tours per week: 0.1 Estimated annual customers: 12

List of proposed areas of use: Goddard Hot Springs, Baranof Warm Springs Bay Dock and Boardwalk

Primary activities offered: Guided walking 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 [REDACTED]

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, 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: 12

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

12 # of Clients X \$2.00: 24 = 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

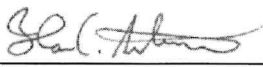
350 SUBTOTAL
21 CITY SALES TAX (6% if services are provided April – September, 5% if services are provided October-March)
371 TOTAL

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: 01/27/2025

Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2nd Floor or email to recreation@cityofsitka.org. (907-747-1814) Total fees shall be submitted prior to commencement of the permitted use.

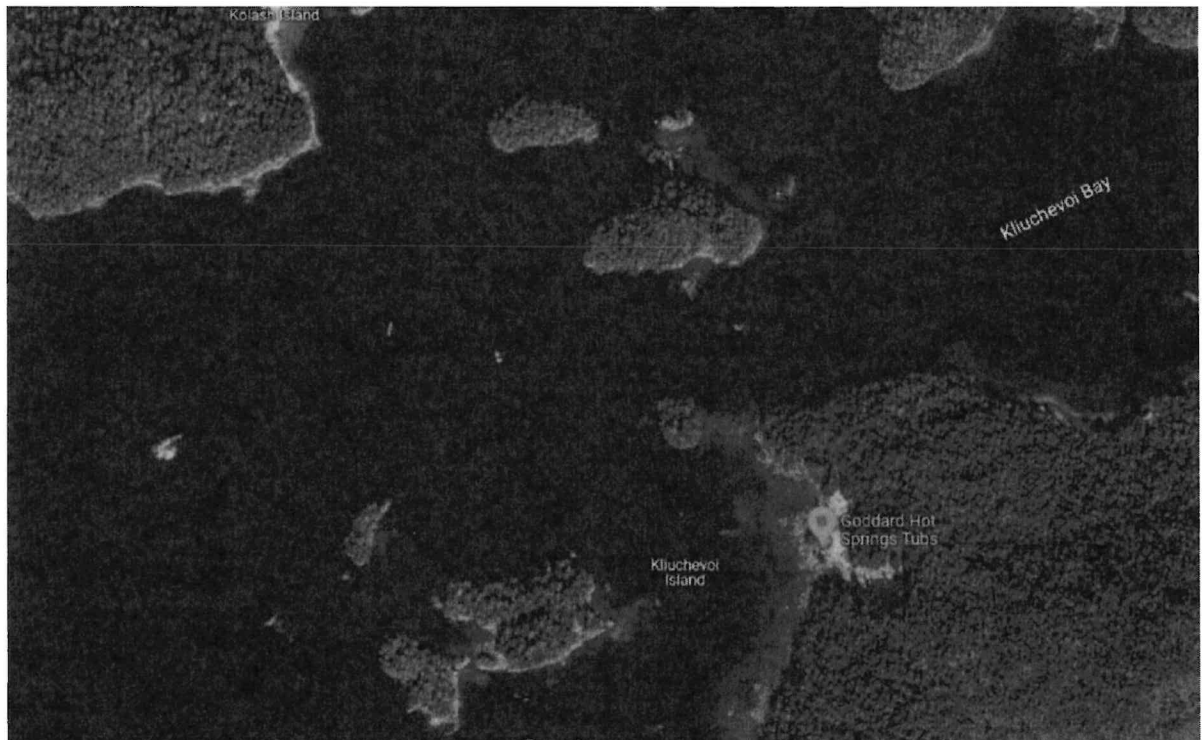
Application received by CBS staff: _____ Date _____

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

Baranof Warm Springs Bay- walking on boat ramp and boardwalk with access to bathhouse, avoiding adjacent private lands.



Goddard Hot Springs city lands – walking on trails/boardwalks to bathhouses – continuing onto USFS lands (permitted) and avoiding adjacent private lands.



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

Transportation and accommodation is via charter sailboat.

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

In 2025, projected use is approximately 2 trips at the CBS recreation sites for 1 day each. Group size is typically 2-6 clients with 1 or 2 guides.

d. Time of desired usage.

Trips include day-use and an overnight at the dock, or at anchor, from the middle of May to the middle of September.

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

Restrooms are provided aboard S/V BOB equipped with macerating toilets and holding tanks. All trash generated is collected, sorted, and stored aboard S/V BOB for off-site recycling and/disposal in our final destination community (Juneau, Sitka, or Petersburg). Emergency evacuation plan includes charter float plane, or boat charter, or Coast Guard involvement. We carry a satellite phone/messenger, EPIRB, VHF Radios, and cell phones for communication. We also carry an extensive first-aid kit and AED device aboard.

Safety briefing and orientation is required by US Coast Guard and other permits and is done in our departure dock at the beginning of the trip. Additionally, a bear-awareness briefing is done on the first shore excursion - before setting out. Guides and clients

carry bear-spray. Food is typically not carried off the vessel.

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

Captain is USCG Master 50-ton with Sail Endorsement. He and crew are trained and certified in First Aid/CPR/AED. Both are certified by AMSEA as Fishing Vessel Emergency Drill Instructors. Both have extensive bear safety training. The vessel S/V BOB is 5-Star certified by USCG. Crew are trained in man-overboard, skiff deployment, firefighting, and emergency communications. Sound Sailing holds a special use permit for Tongass National Forest and designated hiking routes as well as an Alaska State Parks Permit. We also have a NPS commercial permit and operate trips in Glacier Bay. This is our 9th season providing charter vessel services to these areas.

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.

Typical full-priced 7-day trip cost \$4250 per person. Sitka residents are given a discount. Booking agents are paid a 10% commission.

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

S/V BOB – 50' Catalina, Coast Guard Vessel Documentation #1079594, fiberglass, white with blue trim and canopy
SKIP - 12' Inflatable dingy (Polaris) AK-7533-AL with 20hp 4-stroke outboard



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

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

Business: Tongass Treks
Contact: Alaina Brown

- 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 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).”

- 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 Tongass Treks 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: Tongass Treks

Contact: Alaina Brown

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: 4/30/25 Planned season end date: 9/30/25
Max # of customers per tour: 7 # of tours per week: 7 Estimated annual customers: 200
List of proposed areas of use: Herring Cove, Gavan Hill, Cross Trail, Indian River, Thimbleberry/Heart Lake, Blue Lake & Whale Park.

Primary activities offered: _____

- 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 2000263
- 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, 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: 200

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

200 # of Clients X \$2.00: 400 = Total Client Fee

300 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

650 SUBTOTAL
39 CITY SALES TAX (6% if services are provided April – September, 5% if services are provided October-March)
689 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: 1/27/25

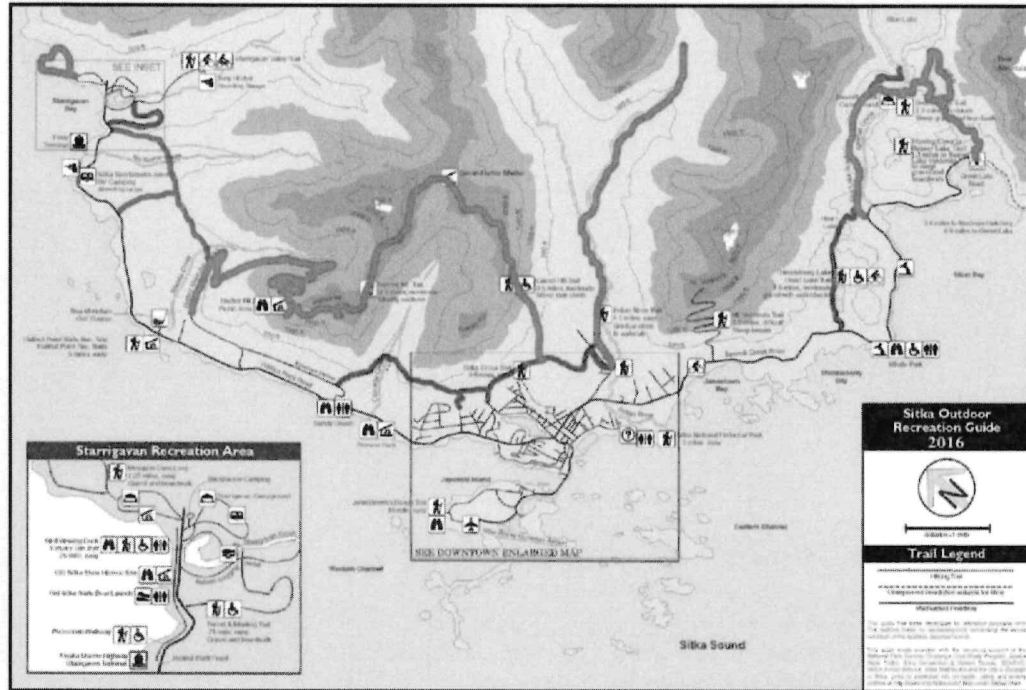
Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2nd Floor or email to recreation@cityofsitka.org. (907-747-1814) Total fees shall be submitted prior to commencement of the permitted use.

Application received by CBS staff: _____ Date _____

Description checklist:

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

- Tongass Treks is seeking the use of multiple locations including Thimbleberry, Heart Lake, Blue Lake, Whale Park, Gavan Hill, Sitka Cross Trail, and Indian River.



- Tongass Treks is permitted with the USFS for guiding and outfitting tours and is seeking a city permit to access and expand the use of those trails. The majority of Tongass Treks use will be on USFS land. Tongass Treks is seeking the use of as many areas as possible to spread guests out on trails, lessen the environmental impact, and accommodate for maintenance and/or bear activity on trails this summer. Below are general descriptions of tours to be offered this year. These tours will be small groups with a variety of areas offered.

Tongass Treks is to offer a guided tour with hikes from 2-9 miles long. Transportation is provided to and from the trailhead and a guide will have bear spray, a radio, first-aid kit, and other hiking and safety equipment. A Guide will accompany participants on primarily Beaver Lake, Indian River, Harbor Mountain to the shelter, Gavan to Harbor Mt. trails. Max group size is 7 on all USFS land hikes.

The self-guided (outfitted) trip is designed for experienced hikers who want to explore the trails on their own. Transportation is provided to and from the trailhead and participants are outfitted with bear spray, maps, first-aid kits, and other hiking and safety equipment. These trips are 2-9 miles in length. These trips are customized to accommodate each group according to their ability. Max group size is 7.

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

- Participants will be picked up at their accommodation or a communal location and transported in a 7-passenger vehicle to and from the trailhead.
- c. Estimated number of participants and/or group size.
- Maximum 7 participants (most bookings will be capped at 6).
- d. Time of desired usage.
- April 1st to September 30th.
- e. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.
- All guests are encouraged to use the restroom before the trip departs. Depending on the tour, some participants can utilize public restrooms to and from the trailhead. Waste disposal bags will be available if needed on the hike.
 - Tongass Treks follows federal regulations of trail impact including "Leave No Trace Behind". No guests go off-trail and no guests leave anything behind.
 - The company has evacuation policies for both landslide and tsunami emergency situations, tsunami routes are established for each trail and landslide locations are established as well.
 - A safety briefing is provided at the beginning of each trip. This includes bear safety training. In addition, all guides are trained in bear and wildlife safety by US Forest Service standards and trained in CPR and First-aid.
- f. Training requirements for personnel conducting transport and tour activities.
- Guides are trained in bear and wildlife safety by US Forest Service standards and trained in CPR and First-aid.
- 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.
- Payment and taxes/fees will be made by the participants when booking occurs. These payments will include taxes and fees for each booking. All bookings are done directly with Tongass Treks and there are no outside booking arrangements or brokers.
- h. Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.
- Black Honda Pilot - LJN332, White Honda Pilot LJN553



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

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

Business: Alaska Luxury Tours
Contact: Travis Holt

- 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 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).”

- 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 Alaska Luxury 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: Alaska Luxury Tours

Contact: Travis Holt

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: 5/01/2025

Planned season end date: 9/30/2025

Max # of customers per tour: 12 # of tours per week: 1 Estimated annual customers: 48

List of proposed areas of use: Baranof Warm Springs Dock

Primary activities offered: Load and Unload guests for guided hiking tour of lake and warm springs

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 1-00125

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, 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: 48

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

48 # of Clients X \$2.00: \$96.00 = 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

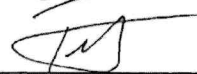
\$350.00 SUBTOTAL
\$21.00 CITY SALES TAX (6% if services are provided April – September, 5% if services are provided October-March)
\$371.00 TOTAL

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: 01/27/2025

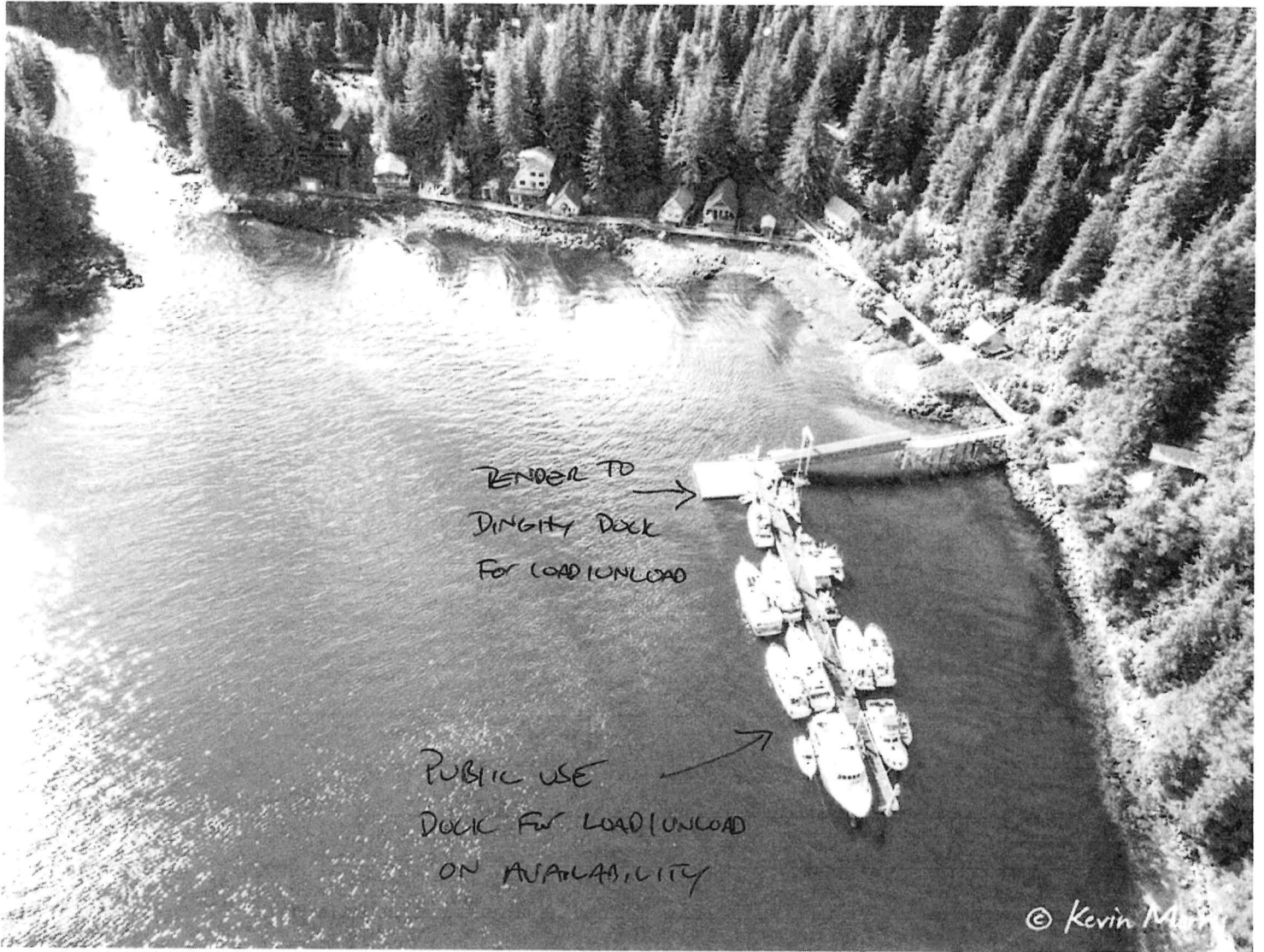
Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2nd Floor or email to recreation@cityofsitka.org. (907-747-1814) Total fees shall be submitted prior to commencement of the permitted use.

Application received by CBS staff: _____ Date: _____

Commercial Recreational Activities on City and Borough Lands.

Alaska Luxury Tours would like to use the dock at Baranof warm Springs to load and unload guest for a guided hike to the Hot Springs and Alpine Lake

- A) We would propose to use the public use dock to load and unload guests if there is space available for our vessel, If the public use dock is full, we would propose to use the dinghy dock as a drop off and pick up point with our small 11' tender.
- B) We would bring guests on our 58' Riviera yacht and use the public dock to load and unload guests if available. If the public use dock is full, we would anchor our yacht away from the bay so as not to block the view for the residents or the fishing lodge and use our small 11' tender to pick up and drop off guests on the dinghy dock.
- C) Annual total not to exceed 48. We would have small groups of 2 to a maximum of 12 guests. Primarily it will be small group focus of mostly 4 guests plus a 1 guide 4-5 times a year. In the rare event of a larger group we would split the group so we do not overwhelm the special use area. We also make every effort to coordinate with the other permit holders to try and stagger our arrivals so we are not there at the same time.
- D) We are requesting the permits for May 1st – September 30th. Each visit would primarily be 2 hours or less.
- E) We would use the restrooms on our yacht for our guests. All garbage will be kept on our yacht and hauled out with us. All guests briefing will be done on our yacht prior to disembarkment so as to not create any additional traffic or loitering on the dock or in the community. All emergency evacuation will be done using our yacht and/or tender. The coast guard would be notified of all medical emergencies beyond first aid that would require emergency evacuation. The yacht is equipped with an EPIRB, cell phone, Inreach satellite, 24/7 Starlink satellite connection along with a satellite phone in the event of a non life threatening emergency that required other measures such as chartering a float plane etc. in addition each guide would carry a handheld VHF and satellite phone.
- F) All guides will have CPR, AED & First Aid certifications as well as bear safety, trail etiquette and as USFS permit holders leave no trace principles. In addition to a USCG licensed captain.
- G) We will not be bringing any cruise ships guests or other tour brokers or agents. We will not be charging clients specifically to come to Baranof Warm Springs. We specialize in small group all inclusive luxury yacht charters and Baranof Warm Springs would be an occasional stop where we would like to lead a guided hike 4 -5 times a year.
- H) 2015 Riviera 515 SUV. USCG # 1272415. Hull Identification # AU-RIY51009F415. 2018 Walker Bay 11LTE. Hull Identification # US_EWVGL047C818



RENDER TO
DINGHY DOCK
FOR LOAD/UNLOAD

PUBLIC USE
DOCK FOR LOAD/UNLOAD
ON AVAILABILITY

© Kevin M...



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

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

Business: Equinox
Contact: Cameo Padilla

- 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 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).”

- 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 Equinox 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: Morning Glass Fisheries, LLC DBA Equinox

Contact: Cameo Padilla

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: 4/15/2025

Planned season end date: 9/15/2025

Max # of customers per tour: 6 # of tours per week: 1 Estimated annual customers: 60

List of proposed areas of use: Baranof Warm Springs

Primary activities offered: Nature Tours, Freshwater Fishing 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 1400319

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: 18

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

18 # of Clients X \$2.00: 36.00 = Total Client Fee

0.00 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

350.00 SUBTOTAL
21.00 CITY SALES TAX (6% if services are provided April – September, 5% if services are provided October-March)
371.00 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: 1/29/25

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 _____

Morning Glass Fisheries, LLC DBA Equinox – City and Borough of Sitka – Itineraries, Safety Plan, Communication Plan

Itineraries:

Baranof Warm Springs:

Equinox, our 60ft expedition yacht, would anchor up or utilize the dock in Baranof Warm Springs Bay. A maximum of 6 guest and 2 guides would utilize the trail to access the natural hot springs, lake and river. We would like to offer professionally guided nature tours and freshwater fishing excursions as well as allow our guests to enjoy the natural hot springs.

We would like to utilize the trail between April 15th and September 15th. We would utilize the trail roughly 3 times each season for one day each time. We have a capacity of 6 passengers, so we estimate we will have 18 guests per season on the trail.



Safety Plan:

On the vessels, we carry survival suits and exposure coveralls along with the standard USCG approved life jackets. Each vessel is equipped with a flare gun and flares, an emergency locator transmitter, and a life raft on the Equinox. The Equinox has radar, GPS, and a backup GPS.

The Equinox is diesel powered and so relatively safe from a fire standpoint, but fire alarms exist throughout the vessel. Propane is used inside the vessel, and gas is monitored by a sensor connected to a solenoid. There is an additional propane gas sensor located at the lowest point in the vessel.

Combustible materials are kept away from the engines in the engine room and generator room. Dry chemical fire extinguishers are located in several locations on both vessels to put out fires and automatic halon extinguishers are located in the engine room and at the main electrical panel on the Equinox. There is also pressurized fresh and salt water on board to fight Class A fires on the Equinox.

Each guide carries a survival kit in a sealed drybag in the skiff/kayak he/she is using. In this kit is fire starting supplies, small stove, clean water, freeze dried food, space blanket, parachute cord and extra clothes. In addition, he has in his pack other food, a radio, first aid kit, and very likely, other clothing and rain gear. The skiff itself can be used as a shelter. In the skiff is a signaling kit consisting of flares and smoke candles. Floatation jackets or floatation cushions are used in the skiffs. Water lights are attached to the life jackets. In cases of long-term survival, State law allows the taking of game animals for food. Normally, however, "survival" means surviving overnight or for a few days at most.

Each guide carries a small first aid kit while away from the vessel. This kit consists of antibacterial soap, antiseptic, band aids, aspirin, 4x4 square gauze compresses, adhesive tape, first aid/burn cream, sunscreen, insect repellent, scissors, tweezers, knife, and cough drops.

On the Equinox there are 2 larger first aid kit which consists of iodine and other antiseptic, first aid/burn cream, antibacterial soap, antiseptic wipes, rolled gauze, 4x4 pads, adhesive tape, scissors, tweezers, aspirin, cold packs, hot packs, triangular bandages, zinc oxide ointment, sun screen, lip balm, eye pad, butterfly closures, band-aids of various sizes, Ace bandages, stethoscope, Actifed, moleskin, Kaopectate

Communication:

The Equinox is equipped with a VHF radio. In addition, each guide carries a portable VHF and InReach satellite phone. Most communication is done via VHF radio. Use of radios is not restricted to guides. During the course of a trip, all clients will use the radios. Correct operating procedures are explained to all clients early in the trip. The vessel normally monitors VHF channels 16, 10, and a working frequency. Ship-to-shore calls are normally made on channels 5. Intership calls are always initiated on channel 16 and then switched to the working frequency.

Prior to departing the vessel each guide outlines his guiding plan for that day. Guides carefully follow that plan and do not deviate from it. Periodic contact between guides is made at regular intervals (every 2 hours) when the parties are away via VHF or InReach satellite phone. These contacts are limited to information on location and expected itinerary for the next few hours.

The itinerary for the trip is left with owners' local contacts (Friends/Family). Every few day text messages via InReach satellite phone will be sent to owners' local contacts. In this way a search and rescue operation could be focused in a relatively small area. We do not change plans once they are given unless contact is first made with the home base of operations, just to be safe.

Lost/Overdue Client/Guide:

As stated previously, prior to departing the vessel each guide outlines his plan for that day. Guides carefully follow that plan and do not deviate from it. Periodic contact between the vessel and the fishing groups is made at regular intervals (every 2 hours) when the parties are away. In the event the guide and clients do not return within the time allotted, contact is made by radio. Failing this, the vessel pulls anchor and travels to the area to search. The clients are at all times accompanied by a guide. If the shore party is not found within a reasonable length of time, the US Coast Guard is reached on VHF radio to initiate a search.

Client Briefing and Bear Safety:

Clients are briefed initially by mail or by phone regarding proper clothing and gear. On board the vessel they are briefed on the safety aspects of boat travel including man overboard, cold water immersion, location of life jackets, survival suits, fire extinguishers, radio operation and general first aid. The clients are given information on bears and general wilderness. While ashore guides and clients are always together.

Guides will carry bear spray to ensure the safety of clients in the event of a bear encounter. All clients will be provided with a small airhorn and small bear spray and instructed on how to use both.

In the event of serious illness or injury, the US Coast Guard would be called via VHF radio for evacuation of the person. In the meantime, the guides would use CPR and first aid knowledge to help the victim to the greatest extent possible.

Emergency and Evacuation Procedures:

If evacuation of the vessel is necessary, a May Day call will be made before evacuating if time allows. Survival suits and life jackets are kept in chests on the flying bridge of the vessel. Before abandoning ship, each person would don some sort of floatation device, preferably a survival suit. The Equinox will have at least one skiff, and generally three available for the evacuation. Survival kits and floatation cushions are in each skiff or on the back deck of the vessel. Flare signaling kits are also in each skiff.

During an evacuation, all parties will stay together to assist each other and give moral support. In the event the sinking was close to shore the parties would proceed to shore and establish a temporary camp. All skiffs are equipped with outboard motors. It is likely the shore would be reached in any situation.

Environmental Procedures:

In the field, guides will incorporate "Leave No Trace" methods for all activities including trash disposal and personal waste disposal on the National Forest. Principles and techniques of "Leave No Trace" outdoor behaviors appropriate to Southeast Alaska will be discussed, including low-impact methods of human waste disposal and the "Pack it in - Pack it out" policy. Trash will be carried out and paper trash will be burned. Bathrooms are available on the Equinox, guests will use those for all human waste.

Guide Certification:

Cameo Padilla and Brooks Areson are the only two guides for Equinox. Both hold and maintain a Captain's License, current First Aid/CPR and are part of the Maritime Consortium program.

Schedule of Fees:

Equinox is an all-inclusive private yacht charter. We average 4 people per charter and estimate a daily activity cost of \$500/day/person.

Coordination with other Users:

Most other commercial operators in our area are known to us and we communicate with them on a regular basis during the operating season to ensure do not overlap with each other. Equinox is conscious of recreational users and will reach out to and communicate via VHF with those users to ensure that our commercial activity does not impact their recreational use of this area.

Vessel:

Equinox: 60ft Russel Brother Ltd. 1943/2008 custom steel expedition yacht. O/N 1337688. AK-6660-AX. Color: Tan/White





CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

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

Business: Sitka Tundra Tours
Contact: Ann-Marie Parker

- 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 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).”

- 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 Tundra 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: SITKA TUNDRA TOURS
Contact: Ann-Marie Parker
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 1 Planned season end date: Oct 7, 2025
Max # of customers per tour: 14 # of tours per week: 7 Estimated annual customers: 150
List of proposed areas of use: Whale Park, Cross Trail, Thimbleberry trail, to Heart Lake.
Primary activities offered: hiking (walking), photography
 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 1902037
- 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: 150

\$250.00 Annual Application Fee

\$100.00 Minimum Client Fee

150 # of Clients X \$2.00: 300.⁰⁰ = 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

550.⁰⁰ SUBTOTAL

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

583.⁰⁰ 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: 2-3-25

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: _____

Sitka Tundra Tours

306 Price St.
Sitka, AK. 99835
907-747-6026

sitkatundratours@gmail.com

www.sitkatundratours.com

February 3, 2025

City & Borough of Sitka
100 Lincoln St.
Sitka, AK. 99835

Dear COS ,

We would like to be able to utilize some short stops in Sitka for our van tours again for the 2025 cruise ship season.

OPERATING PLAN:

Whale Park: for van stops of 14 clients at a time. We are hoping to utilize the heavy cruise ship days and hoping that the total for the day would be max visitors of 85 per day rounded out to 118 days. These would be staggered with potential arrival times between 0830 and 1700. For example we could use the times of 0830, 0900, 1200, 1230, 1500, 1530 stopping at Whale Park for approximately 15 minutes max for up to 14 people max, to show visitors whale park, the lookout, and for a photo op. We will be tightening up our time frames with Fortress of the Bear soon and then we would have a better time of when we would like to stop at Whale Park for a few minutes. In other words we are flexible but would like it to coincide with either pre or post Fortress of the Bear time. Bathrooms would be utilized here. Safety briefings would happen in the van prior to leaving Harrigan Sentinel Hall parking pick up and reiterated while unloading. All guides will have had CPR/First Aid training, and valid Drivers License. All training for our tours will take place before the season starts with active training in the field. Tour prices will run between \$80. Up to \$150. depending on the experience which is booked and if it is booked directly with Sitka Tundra Tours or with a third

party affiliate. All current tours and pricing can be located on our website listed above and is subject to change.

Thimbleberry/Heart Lake/Cross Trail: Day hikes of max groups of 6-8 from thimbleberry to heart lake and the Cross trail for 100 days. We would be interested in doing these walking/hiking tours at any time but are flexible and would try our best to refrain from impeding on locals use of heart lake and the trail being courteous to their local use as we realize that a lot of people swim at heart lake and we would not want to ruin a local's experience. This would target cruise ship visitors as well as independent visitors. The time from a would be 1.5- 2.5 hours for the thru hike. Bathrooms would be utilized at whale park, or at fortress of the bear (if we incorporate a stop there as well.) We would pack out any trash and carry water. All guides are CPR/First Aid Certified and would carry a cell phone and a VHF radio, along with bear spray and firearm if allowed depending on the season for bear protection only, if there has been recent bear activity in the area.

BACKGROUND:

Three out of four of our guides are state of Alaska Bear Game Guides, and have 28 years of experience out in the wilderness and among bears. Our fourth guide is a retired police officer. We have lived in Sitka for over 35 years. We are all certified in CPR/First This will be Sitka Tundra Tours second year in operation.

ADVERTISING:

We utilize social media, our website, and our advertising with Visit Sitka, as well as direct bookings thru our own online booking software 'fareharbor'. We have obtained an 3 year advertising square permit at Sentinel Hall as well as our Load Unload permit for all vehicles used. Clients book online and our dispersement happens after the tour has been conducted. Clients have the option to cancel their trip online in case of weather or cruise ship cancellation for no charge.

We have two 2023 (License Numbers: LKM754 and LKM759, and one 2024 Ford 350XLT (License unknown yet, new van on its way to Sitka) Eco Boost vans. These carry a total of 15 people each and are 19 ft length and 8 ft wide. These do not require a CDL permit and they can easily fit in a normal parking space (no different than a chevy suburban). I have enclosed copies of vin numbers asap and when the vehicles arrive in Sitka they will be licensed by AK DMV. They are insured thru USAA. We also have our load/unload permits for Harrigan Sentinel Hall for the 2025 season.

Please see the attached maps for areas of usage requested.

Sincerely yours,

A handwritten signature in black ink, appearing to be the initials 'BMP' followed by a long horizontal stroke.

Sitka Tundra Tours

Bruce, Ann-Marie, Ruger & Molly Parker

