



Parks and Recreation Committee Agenda

Tuesday, April 8 , 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. March 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

None.

VIII. NEW BUSINESS

B. Commercial Land Use Permits

1. Discovery Journeys
2. Custom Alaska Cruises
3. Bear Paw Charters
4. Baranof Wilderness Lodge
5. Favorite Bay Lodge
6. Dauntless/Alaska Bound Charters
7. Alaskan Luxury Cruises
8. Sitka Tribal Tours
9. Sitka Walking Tours
10. The Boat Company
11. Alaska Song Charters
12. High Output 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, 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, Rich Krupa, Steve Black

Absent: None.

Assembly Liaison: Kevin Mosher (Absent)

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. February 11, 2025

Marx moved to approve the February 11, 2025, meeting minutes. Motion passed unanimously by a voice vote.

V. REPORTS

Chair: None.

Members: Poulson and Hughey commented on the progress on the Sawmill Creek project.

City Staff: Kevin Knox, Parks, and Recreation Coordinator reported on after-school programs and spoke about the new membership cards that had been introduced for punch passes and monthly memberships. Connor Dunlap, Facilities Division Supervisor, reported that the renovations of the planting beds at Harrigan Centennial were underway, with plant stock expected to arrive soon. He mentioned that a full-time position had been posted in the Parks and Grounds Maintenance Division, and a summer seasonal temporary position would be posted soon.

Assembly Liaison: None.

Other(s): Ben Hughey, Sitka Trail Works reported that over \$40,000 was raised for a trail crew in town to make up for terminated service.

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

None.

VII. UNFINISHED BUSINESS

None.

VIII. NEW BUSINESS

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

Lisa Bush from the Fari Weather Cove emphasized its ability to inspire, foster engagement, and positively impact the quality of life for both residents and visitors. She noted the community's existing art outlets and public art installations but expressed a desire to do more. And suggested that public art could beautify unsightly spaces and reflect the community's values, using examples from other communities. She also mentioned the economic benefits of public art, citing a study that showed visitors spent 20% more when public art was present.

The committee discussed forming a subcommittee to evaluate public art installations, focusing on location selection, approval, and funding through grants or visitor tax money. They agreed to create a list of potential sites for public comment and considered involving the city. They also acknowledged the need for maintenance and the temporary nature of the installations.

C. Commercial Land Use Permits

1. UnCruise Adventures

Marie Schelton, the owner, gave a briefing on her business activities.

Poulson moved 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). Motion passed unanimously by voice vote.

2. Beyond the Dock Tours

Kealoha Harmon, the owner, gave a briefing on her business activities. She mentioned her tours were small private groups, with a maximum of six guests.

Black moved 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). Motion passed unanimously by voice vote.

3. Lone Eagle Resorts

Darryl Bouchard from Lone Eagle Resorts presented their plans for a 4-day, 4-night experience, with a maximum of 6 guests per boat. The committee expressed satisfaction with the enforcement of permits the previous year, which had led to a better experience for all parties involved.

The Committee discussed the feasibility of this limit, considering the size of family groups and the need to stagger boat arrivals. And agreed to implement the condition to prevent overcrowding and manage the number of people in the small area.

Marx 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.

Prussian 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.

4. Sitka Sunshine Kayaks

Black moved 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). Motion passed unanimously by voice vote.

5. SEAK Adventures, LLC

Charlie Jordan provided a brief overview of his business activities.

Marx 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.

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

Knox provided an overview of the outdated code governing public use of parks and Recreation facilities. Several factors prompted the update, included: Outdated regulations, expanded responsibilities, need for modern administration, increased usage, and administrative clarifications. The Parks and Recreation Committee recommended adopting the changes to the code, including moving Tom Young Cabin reservations online and transferring responsibility from Public Works to Parks and Recreation. Prussian thanked staff their hard work on this item.

Prussian moved to recommend the revised ordinance to the Assembly for adoption. Motion passed unanimously by a voice vote.

E. Parks and Recreation Facilities Fee Schedule

Knox provided a background on the most current fees. Hughey question how do the fees compared to the Hames Center. Prussian wondered about the potential gift options for passes.

Prussian moved to recommend to the Assembly to proceed with the adoption and Implementation of this fee schedule. Motion passed unanimously by a voice vote.

IX. ADJOURNMENT

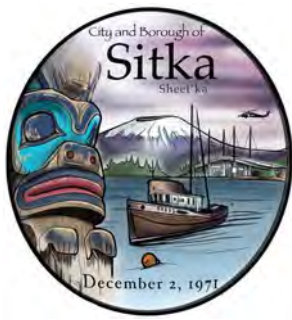
The next meeting would be on April , 2025, at noon in Harrigan Centennial Hall. Hearing no objection, Chair Hughey called the meeting adjourned at 1:00 p.m.

Attest:
Jess Earnshaw,
Deputy Municipal Clerk

DRAFT

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/H eart 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/H eart 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/H eart 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
	Baranof Wilderness Lodge		BWS	100		6
	Favorite Bay Sport Fishing Lodge, Inc		BWS	60	6	2
	Dauntless/Alaska Bound Charters		BWS, Goddard	72	6	1
	Alaskan Luxury Cruises		BWS	40	6	1
	Sitka Tribal Tours		Sea Walk, Downtown	780	20	6
	Sitka Walking Tours		Baranof St Cross Trail, Seawalk, Whale Park	750	6 to 25	8
	The Boat Company		BWS	50 to 200	24	2
	Alaskan Song Charters		BWS	50	10	1
	High Output Adventures		Herring Cove, Beaver Lake, Thimbleberry/H eart lake, Indian River, Cross Trail, Eagle Beach, Gavan Hill, Blue Lake Road, Green Lake Road	3890	14	4 to 10

Area Totals		
BWS	760	does not include The Boat Company range of 50 to 200.
Goddard	84	
Cross Trail South	725	
Cross Trail North	425	Does not include High Output Tours.
Indian River	925	Season estimate listed as 400 with 2024 actuals over 3800.
Thimbleberry/Heart Lake	1375	
Herring Cove	925	
Whale Park	275	
Blue Lake	100	
Swan Lake	100	
Other Trails	1905	



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

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

Business: Discovery Journeys

Contact: Ben 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 Discovery Journeys [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 Discovery Journeys 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.

2025



CITY AND BOROUGH OF SITKA

COMMERCIAL RECREATIONAL LAND USE PERMIT

APPLICANT INFORMATION

Business Name: Discovery Journeys

Contact: Ben 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: May 20th, 2025

Planned season end date: September 5th 2025

Max # of customers per tour: 8 # of tours per week: 1 Estimated annual customers: 70

List of proposed areas of use: Warm Sprigs Bay Trail to Lake and Hot Springs

Primary activities offered: Guided hike and tour (typically 2 to 3 hour stop) Week long eco tours and WS has long been a favorite

☒ 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

2025

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: 70

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

70 # of Clients X \$2.00: 140 = Total Client Fee

40 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

390 SUBTOTAL

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

413.40 TOTAL

Commercial use regulations:

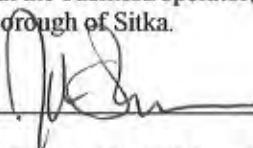
Permits shall expire on December 31st of each calendar year.

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: 01-28-2025

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: _____

Hello,

Ben Swanson owner/operator of Classic Yacht Discovery
DBA Discovery Journeys.

We once again would like to apply to bring guests
to visit Warm Springs Bay

Since 1981 we have offered week long eco tours
sailing out of Juneau mostly around Admiralty Island
with a few days on & around Baranof Island.

Each week adventure we keep the schedule completely
fluid to take advantage of whatever weather & wildlife
opportunities that present themselves throughout the week.
Between this & the capability of each group depends
on whether we stop in to Warm Springs Bay

When we are able to visit our typical time is 2-3
hours w/ 8 guests & 2 crew. Ideally we have
1 guide & 4 guests just to break up the group size
some & enjoy the serenity of the springs & or lake
in small group size

We are family owned & operated. Our crew is myself - Captain along with wife & son as crew & a seasonally hired Chef.

In most cases I would lead a group sharing stories of times past & memories of Warm Springs in the 80's & old general store etc. My wife or son usually leads the others. All crew is first aid & CPR trained. We have many hours days & years guiding in the wilderness & with that carry wilderness awareness that can't be taught in class.

Warm Springs is a special place to us all & we impart that care to our guests. We always practice no trace policy on & off the boat. Anytime we see litter left behind or something out of place we collect it & or do what we can to leave it better than we found it.

This is our common practice that happens everywhere we visit. We don't pack in anything ~~left~~ to be left behind & ask that guests & crew use facilities before going ashore & after returning. Both onboard the boat.

* No fees or commissions paid for our visits to Warm Springs or anywhere ashore. We do not pass permit fees or costs on to guests. Not knowing when or where we may go ashore any given week we just absorb those costs.

[All](#) [Images](#) [Maps](#) [Videos](#) [News](#) [Forums](#) [Shopping](#) [More](#)

Warm Springs Bay :

Center for Coastal
Conservation

BARANOF

trail to Grotto & Lake

Baranof
Wilderness Lodge

skiff/tender dock



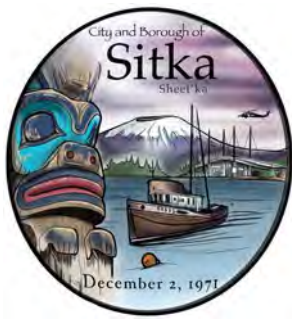
n Springs

Salt Lagoon



Open in Maps





CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

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

Business: Custom Alaska Cruises
Contact: Chelsea McCarthy

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 Custom Alaska Cruises [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 Custom Alaska Cruises 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: Custom Alaska Cruises

Contact: Chelsea McCarthy

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: June 10, 2025

Planned season end date: Sept 1, 2025

Max # of customers per tour: 8 # of tours per week: 1 Estimated annual customers: 65

List of proposed areas of use: Baranof Warm Springs

Primary activities offered: remote setting nature tour

☒ 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

☐

☒ 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: 60

\$250.00 Annual Application Fee

\$100.00 Minimum Client Fee

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

\$20.00 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

\$370.00 SUBTOTAL

\$22.20 CITY SALES TAX (6% if services are provided April - September, 5% if services are provided October-March)

\$392.20 TOTAL

Commercial use regulations:

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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: Chelsea McCarthy

Digitally signed by Chelsea
McCarthy
Date: 2025.02.04 17:48:57 -0700

Date: 2/4/25

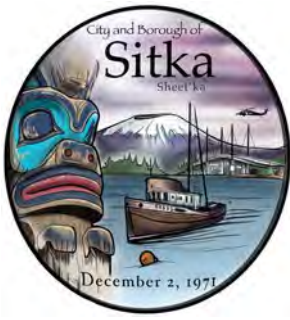
Return this form to City & Borough of Sitka, Planning Department, 100 Lincoln Street, 2nd Floor or email to recreation@cityofsitka.org. (907-747-4031) Total fees shall be submitted prior to commencement of the permitted use.

Application received by CBS staff: [Signature]

Date: 2/5/2025

- All personnel conducting vessel operations are licensed USCG captains and maintain all necessary endorsements, qualifications and training. Guides are versed in back country safety, bear safety, first aid and CPR.
 - Having visited Baranof Warms Springs, myself for over 30+ years, I appreciated the safety concerns and requirements in place for using the beautiful and special area.
- G. Schedule for 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:
- All payments are handled by Custom Alaska Cruises. Prices vary by type of trip requested by client. We do not use any outside agencies or contractors.
- H. Physical Descriptions and license numbers of each vehicle to be used in proposed commercial activity:
- M/Y Golden eagle- 98' white motor yacht
 - M/V Sikumi- 65' Blue/white expedition Trawler

- attached is COI for Sitka-City of Borough, it will be renewed with our policy renewal + an updated form COI will be sent once received.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

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

Business: Bear Paw Charters
Contact: Chrystal Rozander

I. Chair Introduces Item

II. Applicant Comments & Questions from Committee Members

III. Public Comment

IV. Committee Discussion/Deliberation

V. Possible Motions

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- 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 Bear Paw Charters [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 Bear Paw Charters 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: Bear PAW Charters
Contact: Chrystal Rozander
Address: [REDACTED] SITKA, AK 99835
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: June 1st Planned season end date: Sept 1st
Max # of customers per tour: 6 # of tours per week: N/A Estimated annual customers: 30-48
List of proposed areas of use: Baronoff Warm Springs, Goddard

Primary activities offered: ECO-TOUR - multi-day via YACHT

☐ 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) Baronoff Warm Springs & Goddard only

☐ 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 200386

☐ 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: _____

_____ \$250.00 Annual Application Fee

_____ \$100.00 Minimum Client Fee

_____ # 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

350⁰⁰ SUBTOTAL

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

371⁰⁰ 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: Feb 5, 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: 2/7/2025

Permit application for 2025 Season - Sitka

Meet MY Bear Paw! USCG DOC #1331484



Application provided by Bill West and Chrystal Rozander

Email: [REDACTED]

Website www.bearpawcharters.com

C: [REDACTED]



About Bear Paw Charters LLC and vessel MY Bear Paw

Bear Paw Charters LLC is owned by William (Bill) West. Chrystal Rozander is organizer for the LLC and also Bill's wife.

Home port is Sitka, AK and anticipate the bulk of our charters to depart and drop in Sitka unless otherwise arranged. Bear Paw is 90' in length, steel built with aluminum superstructure and is a 12 passenger vessel with a crew of 3, minimum 2.

MY Bear Paw boasts a 2 man elevator on board to serve all three decks. This unique equipment will allow guests whom may have limited mobilities, to join us on a once in a lifetime experience in the heart of SE Alaska. Each guest stateroom is king sized and is wheelchair accessible throughout the stateroom with exception of the showers and doorways not quite qualifying as ADA compliant to be considered "handicapped accessible." Please view the vessel as more appropriate for guests with limited mobilities. There are cranes and ramps to offer additional support, ship to shore.



Operating Plan

Typical charters expect to be 6-7 night trips up to 6 guests. We anticipate an average of 5 guests. Season for 2023 will begin June 1st, 2025 and end Sept 15, 2025 to reposition vessel south for winter moorage.

We will pick/drop guests via tender or at dock in Sitka harbor and guests are to arrange their own way there for pick up. We are not shuttling guests or involving ourselves with their lodging prior, or after they disembark Bear Paw. Charters starts at noon and ends at noon on the charter dates. Safety briefing upon arriving on board Bear Paw. Crew will consist of a minimum of two named operators whom possess a USGC Marine Merchant license. A third crew member will be an employee and license is not required but useful if they do so they can operate the tender for transporting guests.

Anticipated number of charters per month for the season.

June – We anticipate 2 x 6 night charters per month with proposed use of Goddard Hot Springs and Baronof Warm Springs, to occur once per charter at each location for 2 hours per visit.

July – Aug - We anticipate 3x 7 night charters per month with proposed use of Goddard Hot Springs and Baronof Warm Springs, to occur once per charter at each location for 2 hours per visit.

Sept – We anticipate 1 x 7 night charter with proposed use of Baronof Warm Springs, to occur once per charter at each location for 2 hours per visit.

We anticipate some day charters, we think there might be a 2-6 of these over the course of our season.
Goddard Hot Springs only – 2 hours of use



Operation Plan Continued

Main Activities:

Eco-tour by boat, vessel's tender & water toys like paddle board and kayaks etc.

Nature hikes, photographing, whale watching

Salt & Fresh water fishing at times



Regarding collection and payments:

We do use brokers and travel agents, average commission is 10-15% of gross, and direct bookings

We collect all payments directly and at times we use a clearing house for holding funds when a broker is used. (Charter Yacht Solutions)



A 18' tender will provide transport for our guests from ship to shore.

Guests may also access shore via kayak or paddleboard



Requested Areas of Use

Baranof Warm Springs

We request permit to allow guests to enjoy the hot springs and walk the boardwalk.

Shall leave no trace

Garbage remains on Bear Paw and will be hauled back to the boat.

Restroom use is only at the restroom which is provided at the public bathhouse, otherwise primarily on Bear Paw where we hold our sewage.



Requested Areas of Use

Goddard Hot Springs

We request permit to allow guests to enjoy the hot springs and walk the boardwalk. We do ask if we can have permission/permit to allow us a beach camp fire at this location.

Will leave no trace.

All garbage to return to Bear Paw and restroom use only at outhouse provided on site. Guests prefer to use Bear Paw's facilities anyways and offered prior and after guests use the springs.





CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

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

Business: Baranof Wilderness Lodge
Contact: Mike Trotter

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 Baranof Wilderness 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 Baranof Wilderness 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.

Parks & Recreation Committee
City & Borough of Sitka
100 Lincoln Street
Sitka, Alaska 99835
(907) 747-1806



March 2th, 2025

Hello ,

Thank you for opportunity to renew our Commercial Use permit for the Baranof Warm Springs Dock and uplands.

Please find enclosed the completed application, proof of insurance and other supporting documents for renewal of Permit PR-2022-04; along with Check #13571 / \$477 for permit application fees and projected use days for the 2025 season.

We really appreciate you and all your time & help with this permit process.

Sincerely,

Mike Trotter
Baranof Wilderness Lodge

[REDACTED]
Sitka, AK 99835
[REDACTED]

CITY AND BOROUGH OF SITKA

COMMERCIAL RECREATIONAL LAND USE PERMIT



APPLICANT INFORMATION

Business Name: Barnof Wilderness Lodge
Contact: Mike Trotter
Address: [REDACTED] Sitka, AK 99835
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 25 Planned season end date: Sept. 22
Max # of customers per tour: 6 # of tours per week: 6 Estimated annual customers: 100
List of proposed areas of use: (see attached)

Primary activities offered: (see attached)

☒ 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 200188

☐ 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: 100

\$250.00 Annual Application Fee

\$100.00 Minimum Client Fee

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

100 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

450 SUBTOTAL

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

477 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: Michael J. Thibault

Date: 2-28-2025

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: K. DK

Date: 3/10/2025



Baranof
Townsite

Lodge Site

↑
BWL Guest Landings at
City Dock Use Area

Warm Spring Bay

City & Borough of Sitka
Public Works Department

Renewal Commercial Use Permit No# PR-19-04

1) Description of proposed commercial recreational activities on City and Borough lands.

The daily activities at Baranof Wilderness Lodge are as varied and exciting as any to be found in Alaska. You set the pace and pick the adventures that interest you the most.

During our season we will have guests that chose to spend a day or part of a day hiking to Baranof Lake for a guided fishing trip or canoeing or maybe a soak at our Spa or hot springs. All guest will be transported to the Baranof Dock by BWL certified staff.

The unpressured waters around our lodge offer the most abundant and diverse salt and fresh water fishing available in Alaska. Dozens of spectacular bays, estuaries, fishing streams, and lakes within a shore boat ride or hike from our lodge offer premier angling.

Whether it be salt or fresh water fishing, hiking, up close and personal whale watching, photography, pulling crab or shrimp post, beach combing or kayaking, we have the experienced professional crew to guide you to the adventure of a lifetime.

Our cabin cruisers are available to take you on fishing and sightseeing expeditions beyond the bay or you can explore the protected waters of the bay by kayak or outboard powered skiff. Canoes and boats are conveniently located on nearby lakes that are full of feisty cutthroat trout that explode for dry and wet flies. All top quality salt water tackle and gear is provided. We provide the rods and reels also along with personal fly fishing lessons. Our bays and streams are alive with enough species of sport fish to satisfy the most avid angler. We will cater the expeditions to anglers and wilderness adventure of all persuasion.

The educational platform of Alaska natural history and wilderness values has expanded from the rivers of Western Alaska to our Baranof Wilderness Lodge and base camps in Southeastern Alaska where we host nature intensive weeks, University of SE Alaska Elder hostels, world renowned wildlife photographers, naturalist and cutting edge whale scientists.

BARANOF WILDERNESS LODGE PLANNED ENVIRONMENTAL PROTECTION AND SANITATION

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. All Trash will be carried out. Guest will be able to use Rest room facilities at our Lodge before departing to their Baranof outing or we also have a full bathroom at our Spa Cabin in the Baranof Townsite.

Other protection plans: Stewardship is a high priority for our company and we continually strive to maintain the resources. We only allow small groups to land on any river system or shoreline landing at a time. We also give mandatory rest days between usage to control our impact on these systems in all areas we use. All guests are informed about their tour on National Forest lands, resources, recreational opportunities, and its special wild places along with a briefing of general safety and bear safety procedures. With pre-orientation, our guests are informed about the adventure they have chosen for the day including "pack it in- Pack it Out" policies and orientation of BWL recycle and waste program with the location of proper receptacles. Guests will be fully outfitted with all the proper outdoor gear such as boots and foul weather gear and fitted for waders at the lodge and camp. Sun block and bug repellent and safety glasses for fishing are checked and issued before departure.



BARANOF
WILDERNESS LODGE
ALASKA
www.flyfishalaska.com

'Baranof Wilderness Lodge'
OUTFITTER/GUIDE OPERATING PLAN
City & Borough of Sitka
Parks & Recreation

"The Resort at Warm Springs Ventures, LLC

Baranof Wilderness Lodge
Beyond Boundaries Expeditions

Michael H. Trotter
[REDACTED]
Sitka, AK 99835



EMPLOYEE NAMES, QUALIFICATIONS, AND TRAINING FOR ALL GUIDES CONDUCTING TOURS

THE TEAM BEYOND BOUNDARIES EXPEDITIONS BARANOF WILDERNESS LODGE GUIDES AND EXPERIENCE

Our staff and guides are truly talented and fully certified and licensed. We all take great pride in making your vacation the best it can possibly be. They work for us because of their love of fishing and the Alaskan, outdoors. Most of all they enjoy sharing with others.

Brent Schilder

Advanced First Aid, CPR

28 years Alaska guide experience; ADF&G Licensed Guide

USCG six-pack License

Bruce Meek

35 years experience (Oregon, Alaska, California) ADF&G Licensed Guide

68 yrs old

EMT I, CPR certified

Mountain rescue certified

Swift Water Rescue II

Far West Certified Ski Patrol

National Avalanche School

USCG six-pack License

Doug Volk

26 years experience (Oregon, Alaska, California) ADF&G Licensed Guide

58 yrs old

EMT I, CPR certified

Mountain rescue certified

Swift Water Rescue II

Far West Certified Ski Patrol

National Avalanche School

USCG six-pack License

'Baranof Wilderness Lodge'
OUTFITTER/GUIDE OPERATING PLAN

Sally Trotter

22 years experience guide Alaska/3 years New Zealand, ADF&G Licensed Guide

USCG six-pack license

48 years old

Registered Nurse

Antarctica Search & Rescue

New Zealand Safety River Council

Michael Trotter

46 years Guide experience (Alaska, California, Oregon & New Zealand) ADF&G Licensed Guide

66 yrs old

EMT I-D, CPR certified

Mountain Medicine School

National Outdoor- Leadership School

USCG six-pack license since 1989

Far West Certified Professional Ski Patrol

National Avalanche School 1979

Member of American 1984 Ama Dablam Himalayan Expedition

Eagle Scout

Dr. Josh Jones

24 years experience guide (Alaska/Washington) ADF&G Licensed Guide

USCG 100-TON license

40 years old

PHD Scripts Oceanography

Environmental Educator

Captain of the Whale research vessel, ODYSSEY 3 years

SCRIPTS Institute research staff member and student

CPR, Red Cross 1st Aid

Fly Fishing Instructor

Plays the banjo

Cooper Hedgecock

20 years experience guide (Alaska/Washington) ADF&G Licensed Guide

USCG 100-TON license

USCG Engineer & Towing Certificate & License

26 years old

Environmental Educator

CPR, Red Cross 1st Aid

Fly Fishing Instructor

'Baranof Wilderness Lodge'
OUTFITTER/GUIDE OPERATING PLAN

Page 3

Scott J. Wager
13 years experience (Alaska, California, Oregon, Colorado) ADF&G Licensed Guide
USCG-Six Pack Lic
CPR, Red Cross 1st Aid
Fly Fishing Instructor
Swift water rescue
National Outdoor Leadership School-Colorado
US Army-Airborne infantry school-numerous high achievements awards & Certifications

Miles Burghoff
23 years experience (Alaska, California, & Florida) ADF&G Licensed Guide
USCG-Six Pack Lic
CPR, Red Cross 1st Aid
Fly Fishing Instructor
College National Bass fishing Champion
Bass fishing Champion Tour

DESCRIPTION OF SERVICES PROVIDED TO THE PUBLIC AND ITINERARY FOR THE SEASON

The daily activities at Baranof Wilderness Lodge are as varied and exciting as any to be found in Alaska. You set the pace and pick the adventures that interest you the most.

The unpressured waters around our lodge offer the most abundant and diverse salt and fresh water fishing available in Alaska. Dozens of spectacular bays, estuaries, fishing streams, and lakes with in a short boat ride or hike from our lodge offer premier angling.

Whether it be salt or fresh water fishing, hiking, up close and personal whale watching, photography, pulling crab or shrimp pots, beach combing or kayaking, we have the experienced professional crew to guide you to the adventure of a life time.

Our cabin cruisers are available to take you on fishing and sight seeing expeditions beyond the bay or you can explore the protected waters of the bay by kayak or outboard powered skiff. Canoes and boats are conveniently located on near by lakes that are full of feisty Cutthroat Trout that explode for dry and wet flies.

'Baranof Wilderness Lodge'
OUTFITTER/GUIDE OPERATING PLAN

Page 4

All top quality salt water tackle and gear is provided. We provide everything; the rods and reels also along with personal fly fishing lessons. Our bays and streams are alive with enough species of sport fish to satisfy the most avid angler. We will cater the expeditions to anglers and wilderness adventure of all persuasion.

Guide Use Area or Specific Location Description

LAKES and STREAMS	End of Middle Arm Creek(Kelp Bay)
Baranof Lake & River	Clear River
Sadie Lake	Bourbon Creek (Middle Arm)
Fall Lake	Sitkoh Creek
Hidden Falls Lake	Glacial River
Sitkoh Lake	Takatz Creek
Toad Pond(Kelp Bay)	Creeks & Rivers In:
Four Falls Lake	Hood Bay
Deep Lake	Chaik Bay
Long Lake	White water Bay
Kudake Creek	Wilson Cove
Saginaw Cr.	Red bluff Bay
Elena Bay Creek	Gut Bay Creek
Alecks Creek & Lake/Kuiu Island	
Ledge Lake-Kuiu Island	
Deer & Fawn Lake	
No name creek/(Bay North of Red Bluff/South side of Bay/ Sitka District	
Kwatahem Stream/ Petersburg District	
Lake Eva & Stream/ Sitka District	

* all above listed areas will be used at random for catch and release sport fishing, hiking, and photography

'Baranof Wilderness Lodge'
OUTFITTER/GUIDE OPERATING PLAN

Page 6

Our guest group sizes at Baranof Wilderness Lodge will be small in numbers for a lodge operation; 12-14 guests each week in order to minimize the impact and to insure the quality of the experience with only 4-6 guest per site landing.

Stewardship is a high priority for our company and we continually strive to maintain the resources. We only allow small groups to land on any River system or shoreline landing at a time. We also give mandatory rest days between usage to control our impact on these systems in Kelp Bay and Admiralty Island as well as the other areas we use. All guest are informed about their tour on National Forest lands, resources, recreational opportunities and it's special Wild places along with a briefing of general safety and bear safety procedures.

The educational platform of Alaska natural history and wilderness values has expanded from the rivers of Western Alaska to our Baranof Wilderness Lodge and base camps in Southeastern Alaska where we host nature intensive weeks, University of SE Alaska Elderhostles, world renowned Wildlife photographers, naturalist and cutting edge Whale scientist.

CONTRACTED (or "Ancillary") SERVICES

Operating from a remote location; Baranof Wilderness lodge requires guest Transportation to and from our Lodge , camps and Sitka.

Transportation Services used:

WARD AIR
Juneau, Alaska

Alaska Seaplanes

Allen Marine Tours Tour Boat
Sitka, AK 99835

'Baranof Wilderness Lodge'
OUTFITTER/GUIDE OPERATING PLAN

Page 7

PHYSICAL DESCRIPTION OF BOATS/VEHICLES/PLANES TO BE USE

<u>ADF&G NO#</u>	<u>VESSEL NM</u>	<u>USCG#</u>	<u>YR</u>	<u>BLD</u>	<u>LGTH</u>	
71122	BWL #3	AK3291P	1998	16		Lund
68633	THE IRISH	AK7613N	1996	20		Jetcraft
68634	(LUND/Meek)	AK3729J	1981	16		Lund
70103	BWL #2	AK1365P	1996	16		Lund
63778	NO PATCH #1	AK 6510M	1991	16		Lowe
65681	LAROY	AK2019N	1987	16		Klamith
53120	BARANOF	AK4600K	1985	23		Olympic
72693	(PESCADARO II)	AK7381AC	2001	19		Alumaweld
30363	(PARD)	AK4837AA	2001	24		Orca
53713	(KASNYKU)	AK1359K	1987	24		Olympic
73007	(CAZADOR)	AK4941AD	2002	19		Alumaweld
72921	(MUSTANG)	AK5979AC	2001	16		Bayrunner
72251	COMPACT #1	AK6511P	1998	12		
73951	(WENDY-LOU)	AK6147AE	2004	19		Alumaweld
	WAHOO	AK6215 AF	2005	24		Orca
	KIWI	AK9431 AG	2007	25		Defiance
	MAJESTIC	AK9864 AD	2001	26		Precision

GENERAL SAFETY PLAN

(See attached Safety Plan)

FIRE PREVENTION/ SUPPRESSION PLAN

'Baranof Wilderness Lodge'
OUTFITTER/GUIDE OPERATING PLAN

Page 8

WILDERNESS VALUES

We trust our past 20+ permitted years activities with in The Tongass National Forest has demonstrated that we have a very strong philosophy toward ecological ethics and environmental responsibilities. We practice the use of barbless tackle and catch and release on all fresh water fisheries. We respect and want to preserve this precious ecosystem for the future by practicing recycling and work hard to minimize the impacts our presents brings to this great land.

Impact minimization is the passion and the practice of Baranof Wilderness Lodge and Beyond Boundaries Expeditions. Camping is the central challenge to impact minimization. Beyond Boundaries eagerly challenges itself towards the achievement of minimum impact. The theory and practice of impact reduction remain in evolutionary symbiosis. Education, encouragement, and enforcement are essential steps along the road to only footprints. We have always practiced clean camping and joined other conscientious organizations and individuals by removing not only "my" mess - but, any mess in a "Leave No Trace" technique. We also limit and only package and freeze one box of Halibut and salmon per guest for travel home; promoting a less consumptive approach.

Through pre-trip information, post-arrival briefing we provide and informed perspective from which veterans and newcomers alike appreciate the particular demands of each expedition. Our pre-trip information packet also includes a map of the Tongass National Forest and a general information sheet about the USFS and the Togiak National Wildlife Refuge and Wilderness Lands; which informs them about it's purpose, goals and objectives. We also enclose a wildlife notebook series from the Alaska Department of Fish and Game about the fish species and some of the wildlife our guest might encounter to help them learn about the natural history on their journey through one of natures grandest classrooms.

'Baranof Wilderness Lodge'
OUTFITTER/GUIDE OPERATING PLAN

CITY OF SITKA CONTACT

Kevin Knox
Parks & Recreation Planning Department
100 Lincoln Street
Sitka, Alaska 99835




BARANOF WILDERNESS LODGE &
BEYOND BOUNDARIES EXPEDITIONS
SAFETY PLAN

BARANOF WILDERNESS LODGE guest safety is our utmost concern. We use only highly skilled and experienced guides well seasoned in Alaskan outback. With emergency communications we will spare no effort in assuring a safe adventure.

EMERGENCY EQUIPMENT: (See attached)
GUIDES PREREQUISITES: (See attached)

1. Every effort will be made to avoid close contact with bears. Firearms will be carried by guides only to provide adequate protection and noise making ability with bears. All guests are briefed on general safety, bear safety procedures and gun safety through pre-trip information, post arrival briefings and before shoreline and stream landings.
2. The hazards of every trip will be made known to every participant. Prospective clients will be screened to insure that they are qualified to make the trip in question.
3. All participants will be given specific instructions concerning boat handling and safety procedures. No one will be permitted to depart until everyone in the party is ready and orientated with a pre-trip safety talk. All members of the group will be accounted for at all times.
4. All members of the party, including the outfitter and employees will wear an approved floatation device when ever they are in the open skiffs & Rafts. All charter boats have labeled easy excess able lockers for storage of Type I life jacket for all passengers on board.
5. A procedure for the evacuation of a seriously injured person will be established, and made known to all employees. Sitka USCG rescue station and Helicopters are near by & are monitored on VHF Channel 16; 24 hour a day. Guest will also be briefed on our Lost and overdue client procedures and emergency and evacuation procedures.
6. If onsite water is to be used, measures will be taken to prevent contamination or pollution of such supplies. Unless tested, water will be treated, pumped through our industrial filter located at the source of our domestic water line. Bottled water & use of portable water filters on outings.
7. Sanitation in food handling is an important safety consideration and will be given continuous attention in the accordance with State & Federal health Codes.
8. Gas or butane stoves will be maintained in accordance will local ordinances and Underwriter's Laboratories standards.
9. All verbal contact with natives and other user groups will be conducted by Head Guide . All guests will be instructed to let the Head Guide handle any conflict with other outfitters or natives. During the pre-trip safety talk the guest will be given instruction and knowledge of the native people, their culture, subsistence uses, and living habits.

FIRE PREVENTION/ SUPPRESSION PLAN

*** Baranof Wilderness Lodge and Beyond Boundaries Expeditions staff will have a annual drill and review of the Fire Prevention and suppression Plan pre season.**

- Location of all fire extinguishers at camp, Lodge area and on boats
- Annual inspection and test of all suppression equipment
- Review of All Fire procedure and safety
- Review of lodge fire plan map and staging areas
- Hydro Shed 2" Fire Hose & Nozzle 75 psi (See Attached Photo)
- BWL Shop 1" Fire Hose & Nozzle 75 psi (See Attached Photo)
- Point Cabin 1" Fire Hose & Nozzle 75 psi
- Review of procedure gas tank and lines turn off values
- Review of Float Dock fire cache and equipment location
- Inspection and annual welding of a new Fire pan for Base Camp
All necessary fire equipment on hand. All fires will be staff supervised and set up with use of fire pan only, no rings. All campfires will be dead-out before leaving.
- Review and inspection of Base Camp Fire Cache and suppression equipment
- Guests will be advised of proper disposal of all smoking materials and designated areas. NO SMOKING ON THE DOCK EVER

GUIDES

Prerequisites & Training

A Baranof Wilderness Lodge Guide job is a very demanding job. The work starts with 5:00 morning coffee and doesn't stop until the last dinner dish is washed. Due to Alaska's sometimes adverse climate and conditions, a Baranof Wilderness Lodge Guide must have a positive attitude that will keep a high moral with the guests. To have a broad knowledge of the wildlife, birds, fish and flora of the SE Alaska and other Parks and to have an understanding of their habitats, migration patterns, feeding habits and growth cycles. Along with knowledge of Alaska's natural history our guides must have knowledge of the native people, their culture, subsistence uses, and living habits. Our team constantly demonstrating their knowledge Tongass National Forest and The Togiak National Wildlife Refuge and by share it with our guests while on tour of these great lands.

A Baranof Wilderness Lodge Guide must exhibit the following skills and character:

Professionalism

Strong ethics toward environmental responsibilities

Outdoor orientation

Enthusiasm & Self-Motivation

Creativity

Reliability in a stressful situation

Ability to booster group morale during adverse weather

Accomplished Fly-fisher person

Gun & fire arm Safety

Understanding of river hydraulics and strong boating skills

Knowledge in Swift water rescue

Polished camping skills

Excellence at camp cooking

Certification Required for all Vessel Captains

ADF&G Sport Fishing License

State of Alaska ADF&G Guide License

US Coast Guard Captains License

TWIC Card

Pre Employment Drug screen testing

In season Random Drug Testing

First-Aid training or EMT

CPR Certified

EMERGENCY GEAR:

MEDICAL KIT:

Rubber Gloves	Motion sickness tablets and gum
mole skin	Adhesive tape
antiseptic	Antibacterial Soap
betadine	Sun Cream
Bee sting kit	Blood-borne pathogen Kit
codeine (pain)	thermometer
oil of clove (toothache)	Q-tips
maalox	plaster splint
antacid	butterflies/steri-strips
ace bandages	burn ointment
klings gauze	safety pins
scissors	triangular bandage
eye drops	sphygmomanometer
oral airways	stethoscope
4X4 toppers	insect repellent
2X2 toppers	insect bite cream
band-aids	first-aid book (Medicine for Mountaineering)
large compresses	Packet mask

GUIDE OUTING MEDICAL KIT:

Smaller Basic First Aid Kit of above items are carried by each guide on outings and shore landings, along with Emergency Survival Supplies, safety equipment, Portable VHF radio, GPS and cell Phone.

BASE LODGE ADDITIONAL EMERGENCY GEAR

AED Defibrillator
Extraction Stokes Litter & Back boards & C collars
Commie Tube
O2 tank, airways and masks
160 ft. climbing rope
Jumar Kit (slings, beaners, etc.)
Z-pulley system and harnesses
Emergency Dental Kit
Syringes, sutures, lidocaine
Epinephrine & Epi Pens

Baranof Wilderness Lodge has made a commitment to use only the highest quality equipment available from our custom built camps and Marine gear to our hand-tied flies. All our US Coast Guard licensed Captains and are highly trained professionals. Our charter fleets is 5 STAR rated and inspected by the US Coast Guard.

RESCUE KIT AND OTHER EMERGENCY GEAR ON VESSELS:

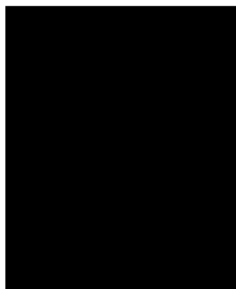
150 ft. polypropylene rope
60 ft. Throw-bags & USCG Throw Rings
Survival suits
Fire ax and shovel
5 Gallon jug and water filter
The following will be carried in each boat:
fire Extinguishers
Emergency propane stove, food, and shelter
Fire starter
Coast guard approved life vests
GPS units
Life Rafts
Flare Kits

BEAR GUNS:

12 gauge pump shotgun
Cracker shells and whistler loads
44 magnum handgun
Hand held Flare guns

COMMUNICATIONS EQUIPMENT:

Marine Band VHF Radio
VHF Radios on each Vessel (Plus a second hand held back-up VHF Radio)
ELT Transmitter
EPERB on each 24' Charter Vessel
Radar
GPS units on every vessel, plus handheld VHF on Skiffs
Lodge Base VHF radio
Lodge cell Phone
Kelp Bay Base Camp phone
Boat Cell phones:
Capt Sally
Capt. Brent
Capt. Bruce
Capt. Miles
Capt. Charlie



PRE-FLOAT SAFETY TALK BEYOND BOUNDARIES EXPEDITIONS

Emergency check off list location and emergency instructions

1. VHF Radio (Primary & Back-up hand held) - emergency use and procedures and proper working and emergency channels (see plaque)
2. Location of portable fire extinguisher to be discharged at the base of the flames of flammable liquids or grease fire. Apply water to fires in combustible solids.
3. Location and procedure of throw able devices **Must be immediately available for use
4. Location of emergency flares, whistles and proper use
5. Location and accessibility of all PFD's, demonstrate how to wear, explain use of light and whistle **Life vest must be worn at all times while underway in open boats and with children under 12 years of age wear life jackets at all times.

Use Code: 153
Authorization ID: **SIT803**
Contact Name: The Resort at Warm Springs Ventures, LLC.
Expiration Date: **12/31/2030**

FS-2700-4i (VER 07/20)
OMB No. 0596-0082

**U.S. DEPARTMENT OF AGRICULTURE
FOREST SERVICE**

**SPECIAL USE PERMIT FOR OUTFITTING AND GUIDING
Authority: Federal Lands Recreation Enhancement Act, 16 U.S.C. 6802(h)
(Ref. FSH 2709.11, section 41.53)**

This permit authorizes priority use outfitting and guiding for 10 years.

THE RESORT AT WARM SPRINGS VENTURES, LLC (Baranof Wilderness Lodge) of Attn: Mike Trotter P.O. Box 2187 Sitka, AK 99835 (hereinafter "the holder"), is hereby authorized to use and occupy National Forest System lands, subject to the terms and conditions of this permit, to provide outfitting and guiding services within the ***Sitka and Petersburg Ranger Districts and Admiralty National Monument of the TONGASS NATIONAL FOREST***, described as and as shown on the map of the authorized area, attached as Appendix A. The above-described area shall be referred to as the "permit area." The purpose of this permit is to authorize the following outfitting and guiding activities:

The holder may access National Forest System lands to conduct the activities listed below within the authorized locations, with exceptions or restrictions noted below or in Appendix G (Stipulations).

495 total service days Remote Setting Nature Tours/Freshwater Fishing activities assigned as follows:

250 service days on Sitka Ranger District
230 service days on Admiralty National Monument
15 service days on Petersburg Ranger District

Sitka Ranger District – 250 service days of Remote Setting Nature Tour/Freshwater Fishing activities

Authorized Location:

- **04-01A Use Area**
 - **Red Bluff Bay** – maximum of 63 service days can be used.
- **04-01B Use Area**
 - Guided sport fishing is prohibited at Gut Bay Creek on weekends and holidays during June 1 – July 20.
 - Guided sport fishing is prohibited at Falls Lake Creek on weekends and holidays during June 1 – August 15.
- **04-04A Use Area**
- **04-04B Use Area**
 - **Pond Island** is authorized. Photo monitoring is requested.
 - **Lake Eva Trail and Creek** – maximum of **10 service days** can be used.
 - **Hidden Falls Hatchery** – a maximum of **20 service days** can be used. Outfitters/guides must follow all requirements listed in the most current ***Hidden Falls Hatchery Visitor Requirements*** document
- **04-04C Use Area**
 - **Sadie Lake Trail** is authorized. Photo monitoring is requested.
- **04-13 Use Area**

The following public recreation cabins are authorized: **Appleton Cove, Baranof Lake, Sitkoh Lake East, and Sitkoh Lake West.**

Admiralty National Monument – 230 service days of Remote Setting Nature Tour/Freshwater Fishing activities

Authorized Location:

- **04-05A Use Area**

Petersburg Ranger District - 15 service days Remote Setting Nature Tour/Freshwater Fishing activities

Authorized Locations:

- **P12A**
- **P12B** - Kadake Creek – guided freshwater fishing is authorized Monday thru Friday only.
- **P13**
- **P14**

Actual Use Report: The permit holder will submit their **actual use report** through the Tongass National Forest's online reporting system within 30 days of the end of their approved operating season.

The holder's itinerary is subject to change due to weather, tides, the desires of clients, and unanticipated schedule changes. However, the holder shall not exceed the authorized hunts or service days, in any use category, without seeking advance approval from the Authorized Officer.

This use will be exercised as described in the five-year operating plan. The following appendices are attached to and made a part of this permit:

APPENDIX A - Map of Authorized Area

APPENDIX B - Five-year Operating Plan, dated 4/27/2021 and reviewed annually

~~APPENDIX C - Trip Itinerary Not Applicable~~

APPENDIX D - Estimated Fee Determination Sheet, approved annually

APPENDIX E - Actual Use Report Format

APPENDIX F - Authorized Officer's Outfitter and Guide Performance Evaluation Criteria

APPENDIX G - Stipulations

APPENDIX H – Leave No Trace Principles

I. GENERAL TERMS

A. AUTHORITY. This permit is issued pursuant to Federal Lands Recreation Enhancement Act, 16 U.S.C. 6802(h), and 36 CFR Part 251, Subpart B, as amended, and is subject to their provisions.

B. AUTHORIZED OFFICER. The authorized officer is the Forest Supervisor or a subordinate officer with delegated authority.

C. TERM. This permit shall expire at midnight on **12/31/2030**. Expiration of this permit shall not require notice, a decision document, or any environmental analysis or other documentation.

D. RENEWAL. This permit may be renewed upon expiration, provided the use is consistent with the applicable land management plan, applicable laws and regulations, and the terms of this permit and the holder has performed satisfactorily under this permit, as demonstrated by acceptable annual performance reviews. If the holder wants this permit to be renewed, the holder must notify the authorized officer in writing at least 6 months before this permit expires. The decision whether to issue a new permit to the holder is at the sole discretion of the Forest Service. The authorized officer may prescribe new terms and conditions when a new permit is issued.

E. AMENDMENT. This permit may be amended in whole or in part by the Forest Service when, at the discretion of the authorized officer, such action is deemed necessary or desirable to incorporate new terms that may be required by law, regulation, directive, the applicable forest land and resource management plan, or projects and activities implementing a land management plan pursuant to 36 CFR 218.

F. COMPLIANCE WITH LAWS, REGULATIONS, AND OTHER LEGAL REQUIREMENTS. In exercising the rights and privileges granted by this permit, the holder shall comply with all present and future federal laws and regulations and all present and future state, county, and municipal laws, regulations, and other legal requirements that apply to the permit area, to the extent they do not conflict with federal law, regulation, or policy. The Forest Service assumes no responsibility for enforcing laws, regulations, and other legal requirements that fall under the jurisdiction of other governmental entities.

THIS PERMIT IS ACCEPTED SUBJECT TO ALL ITS TERMS AND CONDITIONS.

BEFORE ANY PERMIT IS ISSUED TO AN ENTITY, DOCUMENTATION MUST BE PROVIDED TO THE AUTHORIZED OFFICER OF THE AUTHORITY OF THE SIGNATORY FOR THE ENTITY TO BIND IT TO THE TERMS AND CONDITIONS OF THE PERMIT.

ACCEPTED:

MICHAEL H. TROTTER – THE RESORT AT WARM SPRINGS VENTURES, LLC	DATE
HOLDER SIGNATURE	

APPROVED:

J. PERRY EDWARDS, DISTRICT RANGER	SIGNATURE	DATE
NAME AND TITLE OF AUTHORIZED OFFICER		

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0082. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410, or call toll free at (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

The Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552) govern the confidentiality to be provided for information received by the Forest Service.

We are now accepting payments online for case agreements and mining claims bills! To make a payment by credit card or from your bank account, click here (<https://dnr.alaska.gov/ccpayments>).

Results - Case File Summary

Summary

File: LAS 24282

Customer: 000031725

TROTTER, MICHAEL

PO BOX 2187

SITKA AK 99835

Doing Business As: BARANOF WILDERNESS LODGE

Case Type: 571 DLWM PERMIT

DNR Unit: 200 LAND MANAGEMENT

File Location: SEDOLD SEDO LAND SECTION

Case Status: 35 ISSUED

Status Date: 02/01/2011

Total Acres: 1.000

Date Initiated: 05/27/2003

Office of Primary Responsibility: LSE LAND-SOUTHEAST REG

Last Transaction Date: 06/10/2014

Case Subtype: 7702 MISC LAND USE

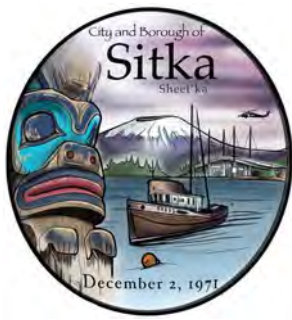
Last Transaction: IA INSURANCE ACQUIRED

Land Records

Meridian: C Township: 055S Range: 066E Section: 24 Section Acres: 1

Legal Description

PERMIT ISSUED TO CONDUCT COMMERCIAL RECREATION WITHIN BARANOF LAKE TRAIL SPECIAL USE AREA, BARANOF ISLAND, T55S, R66E, CRM, Sec 24, located within Sitka Recording District, First Judicial District, State of Alaska.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

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

Business: Favorite Bay Sport Fishing Lodge,
Contact: Inc Kimberly Roberts Gnagy

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 Favorite Bay Sport Fishing Lodge, Inc [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 Favorite Bay Sport Fishing Lodge, Inc 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.

Email: [REDACTED]

- ☒ 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: 60

\$250.00 Annual Application Fee

\$100.00 Minimum Client Fee

60 # of Clients X \$2.00: \$120 = Total Client Fee

\$20 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

\$370.00 SUBTOTAL

\$22.20 CITY SALES TAX (6% if services are provided April – September, 5% if services are provided October-March)

\$392.20 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.

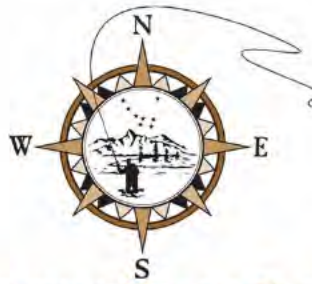
Signature: _____

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: _____



FAVORITE BAY LODGE

Luxury Wilderness Resort/Southeast Alaska

City and Borough of Sitka Commercial Recreational Land Use Permit Application

- A. Detailed Explanation of activities, guide/client ratio, routes/location, schedule, estimated number of participants, etc.

Guests depart the Lodge from the floatplane dock in Angoon via boat; travel across Chatham Straight (possible stop at Hidden Falls Hatchery); and then head south to the Warm Springs. This trip is generally about a 45minutes – 1.5-hour boat ride depending on weather and wildlife. Once they arrive at the Baranof Warm Springs Dock – guests and a guide will disembark and hike up the trail to the lake for a shoreline picnic (if they haven't already eaten on the boat). Guests will then head to either the natural warm springs or the Grotto to soak, or they will head down to the bathhouses to soak. Guide to Guest Ratio – 1:6 (maximum); Expected time on shore – approximately 1.5-3.5 hours.

Guests may bring a couple of kayaks to paddle around the base of the falls, but this is not something we advertise or promote.

- B. Restroom Accommodations, Litter Control, Emergency Evacuation and Clientele Safety Briefing

The boats that are used to transport our guests all have either a stand-up head or under-seat head on board. Restroom accommodation would be expected to be taken care of on board the vessel. We have adopted the "Leave No Trace Seven Principles" (www.lnt.org). Regarding disposing of waste, we follow the mantra of "Pack it In, Pack it Out." We pack out all trash, left-over food and litter. Emergency Evacuation would be done via vessel or floatplane as necessary. The clientele safety is primarily centered around bear safety and awareness (See attached). We also express the necessity of taking it slowly and easy on the hiking trail, but especially in the Grotto when traveling to the Warm Springs. All clients undergo a safety briefing upon boarding the vessel. This includes but is not limited to the basic use of the VHF and Coast Guard Channel 16; life vests, flares and First Aid Location on the boat.

- C. Schedule of fees/charges to clients, etc.

The excursion to the Baranof Warm Springs is considered a guided activity that is included in the All-Inclusive Packages and Rates that guests purchase to stay with us. There is no additional fee or surcharge for this excursion.

- D. Inventory of Vessels

Name	Registration #
Big Rog	AK-7703-AN
Solstice	AK-9604-AG
Mercy	AK-9554-AR



FAVORITE BAY LODGE

Luxury Wilderness Resort / Southeast Alaska

Safety Plan for Guests at Favorite Bay Lodge

I. Introduction At Favorite Bay Lodge, guest safety is our top priority. This safety plan outlines guidelines and procedures to minimize risks while ensuring a safe and enjoyable experience both on boats and on shore.

II. General Boating Safety

- 1. Life Jackets:**
 - All guests must wear a U.S. Coast Guard-approved life jacket while on the boat.
 - Guides will provide proper fitting and ensure secure fastening.
 - 2. Emergency Equipment:**
 - Each boat is equipped with emergency flares, radios, and first aid kits.
 - Guests will be briefed on the location and use of emergency equipment before departure.
 - 3. Weather Awareness:**
 - Captains will check weather conditions before every trip and adjust schedules accordingly.
 - Guests should be prepared for sudden weather changes and wear appropriate clothing.
 - 4. Communication:**
 - Boats are equipped with VHF radios to maintain communication with the lodge.
 - In case of emergency, guests should follow crew instructions and use the radio if necessary.
 - 5. Safe Boating Practices:**
 - Always remain seated while the boat is in motion.
 - Keep hands and feet inside the boat at all times.
 - Avoid sudden movements that could affect stability.
-

III. Shore Safety

- 1. Stay with Your Group:**
 - Guests must always stay with their guide when onshore.
 - Straying from designated paths increases risks from wildlife and difficult terrain.

2. Footwear and Gear:

- Wear sturdy, waterproof boots suitable for uneven and slippery surfaces.
- Carry rain gear and layered clothing to adapt to changing conditions.

3. Emergency Response:

- Guides carry first aid kits and are trained in emergency response procedures.
 - In case of injury or distress, follow guide instructions immediately.
-

IV. Bear Safety

1. Understanding Bear Behavior:

- Southeast Alaska is home to both black bears and brown bears (grizzlies).
- Brown bears are generally larger and more aggressive, while black bears tend to be more reclusive.
- A bear standing on its hind legs is often trying to get a better view or scent and is not necessarily a threat.

2. General Safety Measures:

- Stay in groups and avoid wandering alone in bear-prone areas.
- Make noise by talking loudly, clapping, or calling out to alert bears of human presence.
- Carry bear spray and know how to use it properly.

3. Food & Attractant Management:

- Do not carry or consume food in areas with high bear activity.
- Dispose of all trash properly and never leave food scraps behind.

4. Encounter Protocols:

- If you see a bear at a distance, stop and assess the situation before slowly backing away.
- If a bear notices you, remain calm, speak firmly, and do not run.
- If a bear approaches aggressively, prepare to use bear spray when it is within range.
- If a brown bear makes physical contact, play dead by lying on your stomach with your hands covering your neck.
- If a black bear attacks, fight back aggressively by targeting its face and nose.

5. Emergency Response:

- Guides are trained to handle bear encounters and will lead guests to safety if necessary.
- All bear encounters are reported to the U.S. Forest Service and relevant authorities.

V. Emergency Response Plan

1. Medical Emergencies:

- In the event of an injury or medical condition, first aid is administered, and emergency services are contacted if necessary.
- Vessels are equipped for emergency transport to the nearest medical facility.

2. Man Overboard Protocol:

- Immediate action is taken to retrieve individuals from the water.
- The boat captain and crew are trained in retrieval techniques.

3. Lost Person Protocol:

- If a guest becomes separated from the group, a coordinated search is conducted using available communication devices and local authorities if needed.

4. Fire or Equipment Failure:

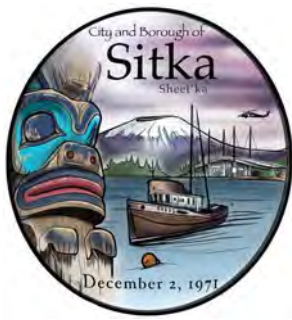
- Guests are instructed on fire extinguisher locations and usage.
- In case of equipment failure, contingency plans include radioing for assistance or returning to shore safely.

VI. Conclusion By following these safety measures, guests can enjoy a secure and unforgettable experience at Favorite Bay Lodge. Our trained guides ensure that all activities are conducted safely, whether on the water or exploring the wilderness.

FAVORITE BAY LODGE

Luxury Wilderness Resort / Southeast Alaska

www.favoritebay.com



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

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

Business: Dauntless/Alaska Bound Charters
Contact: Alisa Jestel

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 Dauntless/Alaska Bound Charters [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 Dauntless/Alaska Bound Charters 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 Bound Charters - MY Dauntless

Contact: Alisa Jester

Address: [REDACTED] Petersburg AK 99833

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: 4/1/25 Planned season end date: 12/1/25

Max # of customers per tour: 6 # of tours per week: 1 Estimated annual customers: 72

List of proposed areas of use: Baranof Warm Springs, Goddard Hot Springs

Primary activities offered: Nature Hikes, Warm Springs use

☒ 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 14.10.030 394.00

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

☒ \$100 Minimum Client Fee

☒ \$2 Per Client for estimates above 50 clients 22 x 2 = \$44

☒ 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 Applied for - have not received yet

☒ 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: 72

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

22 # of Clients X \$2.00: 44 = Total Client Fee

44 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

394.00 SUBTOTAL

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

\$ 417.64 TOTAL

Commercial use regulations

Permits shall expire on December 31st of the year of issuance.

Permits are valid only for the purpose stated on the permit.

Permits are not automatically renewed and require consideration for subsequent years.

Upon acceptance of a permit, the permit holder agrees to indemnify, defend, and hold the City and Borough of Sitka harmless from all claims, damages, and expenses, including reasonable attorneys' fees, suffered by the City and Borough of Sitka due to the gross negligence of the City and Borough of Sitka.

Undaunted Yacht Management, LLC
DBA Alaska Bound Charters, LLC
Petersburg, AK 99833

3-6-25
Date

1102
RQ 4/125

Pay to the order of

City & Borough of Sitka

\$ 417.64

four hundred seventeen + 64/100

Dollars

Security features included. Details on back.



FIRST BANK

1-800-478-6101

MEMBER FDIC

firstbankak.com

For Sitka land use permit 2025

Am M J

MF

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: Am M J

Date: 3/10/25

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: OK

Date 3/8/25

Sitka Parks and Recreation Committee,


Good afternoon! I am writing you in hopes of receiving a commercial land use permit for my company Alaska Bound Charters owned by Undaunted Yacht Management LLC. We are a small charter operation based out of Petersburg, Alaska. My husband Jim and I are Petersburg residents and have recently started operating charters. We charter our vessel, Dauntless, for 8 day 7 night trips (occasionally we have custom trips that vary in length but that is our typical trip duration). Guests rent the yacht and all the activities aboard Dauntless or via skiff/kayak for an all inclusive weekly amount. Sitka is a little off our beaten path but we do try to make it over there 1-2 times during our summer season and we hope to eventually incorporate a spring season in Sitka into our schedule. I would love to be able to take our guests to Baranof Warm Springs and/or Goddard Hot Springs during our summer season (May-Oct). We typically have 6 or less guests per week and would have 1-2 crew member accompany them. We would typically stop once per week (if the guests have an interest and are fit enough to do the hike). We anchor out and bring guests to shore via our skiff and typically stay for 1-3 hours. Our stops have always occurred between the hours of 9 am-5 pm. Most times it's just a short stop on our way to somewhere else, so a lot of times we aren't even anchoring overnight in the bay.

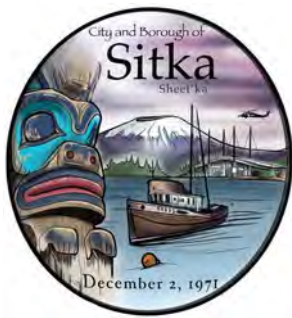
We would love to be able to add some Sitka spring trips into our calendar starting in 2026 so it would be nice to have access to be able to take guests to Goddard hot springs as well as hike some of the trails around Sitka. Again it would be 6 or less guests with 1-2 guides and where we would go would depend on the weather, interests of the guests and fitness/skill level. We would not have any motorized vehicles and would pack out anything we pack in. Jim and myself are both wilderness first responder trained and all of our guides are first aid certified. We have our first aid kit onboard Dauntless provisioned by a Doctor annually and try to include all the basics to be self sufficient (AED, Splint, Bandages, tourniquet, etc.).

When venturing into the wilderness we always send the guests with a guide that is trained in bear safety as well as versed in proper trail etiquette and local knowledge. We have handheld VHF's as well as satellite GPS devices. Our goal is to showcase this beautiful place we get to call home as well as educate our clients on SE Alaska. We strive to leave no negative impact anywhere we visit and seek to improve the area. Our goal is to always be good stewards of the land.

Thank you for considering Alaska Bound Charters/ M/Y Dauntless for a Sitka Commercial Land Use permit for our upcoming 2025 season! Please do not hesitate to reach out with any questions or if I can provide any clarifying information.

Alisa Jestel & Jim Edgars





CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

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

Business: Alaskan Luxury Cruises
Contact: Jeffery Gorton

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 Alaskan Luxury Cruises [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 Alaskan Luxury Cruises 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.

Email:

☒ 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: 10 to 40

\$250.00 Annual Application Fee

\$100.00 Minimum Client Fee

10 to 4 # of Clients X \$2.00: _____ = Total Client Fee

(Line 1) Amount over \$100 for estimated client fee (more than 50 clients)

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

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

\$21.00 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: Jeffrey Gorton

Date: March 24, 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: _____

Description of activities as requested on land use permit form – additional information.

Desired Use of Baranof Warm Springs Public Areas
March 2025

PAYMENT:

Per phone conversation with Parks and Recreation staff, an invoice will be created once application is received. Payment will be remitted ASAP via phone once that invoice is created.

DESCRIPTION:

After 7 years of successful operations in Prince William Sound, Alaskan Luxury Cruises (ALC) plans to operate customized tour itineraries in Southeast Alaska. A planned stop is Baranof Warm Springs, if approved.

Currently, we anticipate approximately 5-7 6-day trips for the 2025 season. Trips are varied with anywhere from 2-6 passengers.

Time off the vessel is limited, and visits to the warm springs will be brief, consisting of light site-seeing, possible use of public bathhouse area and hiking on marked trails. All guests will be accompanied by a staff member who will ensure safety, litter control etc.

We are in the process of requesting permission by DNR to access the trail and grotto area

DAYS / HOURS OF OPERATIONS:

We do not have a set schedule; all trips are customizable, and not all will stop at Baranof Warm Springs.

In the event that we do have guests who wish to utilize this area, ALC will communicate with other vessels and will be mindful of avoiding overcrowding and conflict of schedules whenever feasible.

RESTROOM ACCOMODATIONS / LITTER CONTROL / NO TRACE

Sea Mist guests will be spending minimal time onshore. In the event that guests do disembark to enjoy the Warm Springs area, principles of Leave No Trace will be followed - including but not limited to:

- No single use plastics onshore
- utilizing public restroom facilities only – if not available, guests will return to the vessel.
- all snacks / meals packed in reusable lunchboxes and containers
- Any solid waste returned to the vessel with crew
- Sticking to designated trails
- No disturbance or collection of vegetation; leave rocks and other natural objects

Alaskan Luxury Cruises (ALC)
Jeff Gorton – Owner / Operator ‘



Safety

All crew, when accompanying guests off the boat carry handheld VHF radio, cell phone and in-reach – boat is equipped with Starlink for receiving calls. Status reports are sent back to the boat every hour.

If scheduled hourly contact via crew member does not happen, Captain will initially attempt contact via VHF radio or in-reach. If no response, the USCG will be notified immediately.

Current Staff / Training:

Captain Jeff Gorton – Owner / Operator

- 100-ton Merchant Mariner Credential – 4363723
- Red Cross CPR / First Aid
- USCG Medical Certificate – May 2022 – 4363723
- 17 years vessel operation in Southeast Alaska
- 7 years’ operating a luxury yacht service in Prince William Sound waters, including annual travel between Washington state and Prince William Sound via the Gulf of Alaska.

Steward / Deck Hand – To Be Determined

- Required to obtain First Aid / CPR certification prior to hire

CBS Sales Tax Number:

1-00124.

INSURANCE

ALC is insured by Gallagher Charter Lakes. If application is approved, the City and Borough will be added as additional insured Per General Code 14.10.040 and proof of that addition provided.

FEES

ALC trips are all inclusive – we do not charge extra for any activities.

OTHER PERMITS

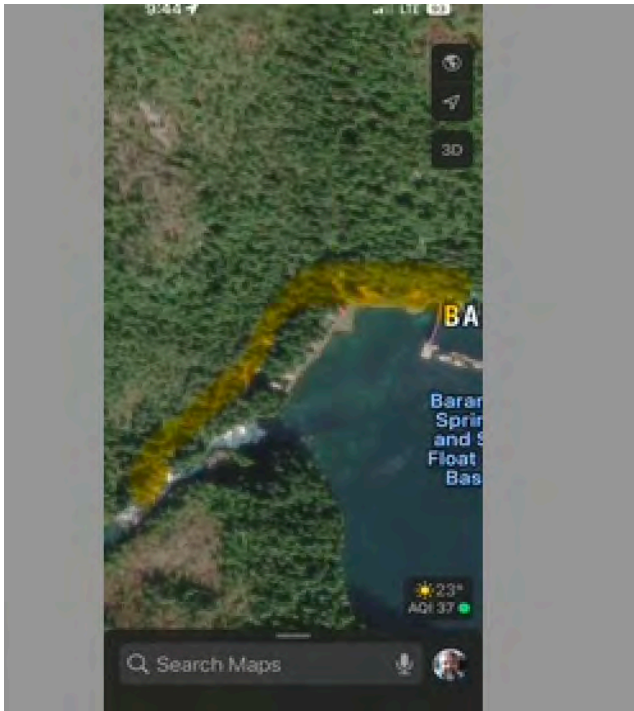
We are currently in the process of applying for and / or receiving land use permits from USFS and DNR – We can provide those permits once received.

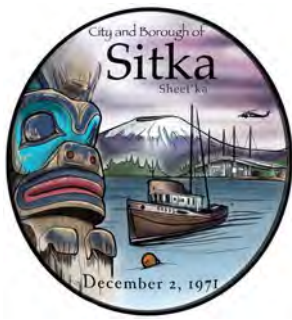
VESSEL INVENTORY

1990 73-foot Knight and Carver Pilot House Motor Yacht - #95-9440

16-foot Sea Arc jet boat used for transportation shore

Alaskan Luxury Cruises (ALC)
Jeff Gorton – Owner / Operator ‘





CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

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

Business: Sitka Tribal Tours
Contact: Jackie Ojala

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:

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- 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 Tribal 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). “

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<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.

Email:

☒ 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: 780

\$250.00 Annual Application Fee

\$100.00 Minimum Client Fee

780 # of Clients X \$2.00: \$1,560 = Total Client Fee

\$1,460.00 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

\$1,810.00 SUBTOTAL

\$108.60 CITY SALES TAX (6% if services are provided April – September, 5% if services are provided October-March)

\$1,918.60 TOTAL

Commercial use regulations:

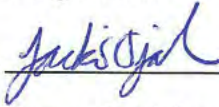
Permits shall expire on December 31st of each calendar year.

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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: 3.25.25

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 3/25/25

Description of Tribal Tours Commercial Recreation Activities on CBS Lands

Location of Proposed Tours (see attached maps):

- 1) Rain Forest City Walk we will transport our guests from the ship to the Alaska Raptor Center. The guests will walk in a guided group of 20 or less from the Alaska Raptor Center through the park continuing down the Sea Walk to the Harrigan Centennial Hall where they will choose to stay downtown on their own or take the shuttles back to the Sitka Sound Cruise Terminal.
- 2) Discover Sheet'ká Kwáan walk. This guided tour will leave with a group of 15 or less from the O'Connell Bridge or Crescent Harbor lightering facility onto Harbor Drive, up to Castle Hill, cross Lincoln St. to Katlian Ave. to the Sheet'ká Kwáan Naa Kahídi, up to Kaagwaantaan St. and Seward St., then down American St. to Lincoln St., down to the Sitka Sound Science Center and back up the Sea Walk, ending back at the lightering facility.

Both of these tours will not need to utilize any CBS parking. However, in case of an emergency I have attached a list of the vehicles we will use to transport our guests.

Estimate of guests or group size

- Rain Forest City Walk will not exceed 20
- Discover Sheet'ká Kwáan walk will not exceed 15

Time of usage.

The times anticipated for use of these areas are Monday - Thursday 7:00 AM – 6:00 PM, during the tour season 4/29/2025 through 10/1/2025. Exceptions are:

2 Sundays in June, 2 Sundays in July, 1 Friday and 1 Sunday in September

Training requirements for our guides providing our tour activities

All guides will be trained and certified in first aid and CPR

All guides will have a radio for communication to base

In case of emergency evacuation a bus will be sent to pick up our guide and guests

Fee charged to the ships

Rain Forrest City Walk Child: \$33.60 Adult \$45.60

Discover Sheet'ká Kwáan: \$35

Restroom accommodation and litter control

Rainforest City Walk- restrooms are located at the Alaska Raptor Center, Sitka National Park, and Harrigan Centennial Hall.

Discover Sheet'ká Kwáan- restrooms are located at Harrigan Centennial Hall and the Sheet'ká Kwáan Naa Kahídi

All tour guides will carry trash bags.

Rain Forest City Walk

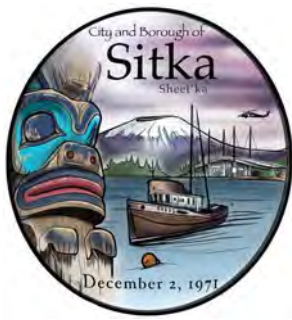
City Walk

Downtown Sitka



Tribal Tours Bus List 2025

Bus #1	Blue 2014 Diamond [REDACTED]
Bus #2	White Ford E350 2015 [REDACTED]
Bus #3	White Dodge Promaster 2023 [REDACTED]
Bus #5	White Ford E450 2022 [REDACTED]
Bus #6	White Ford E450 2013 [REDACTED]
Bus #8	Green Glavel Freightliner 2001 [REDACTED]
Bus #9	Red Ford 2004 [REDACTED]
Bus #10	White Ford Starcraft 2016 [REDACTED]
Bus # 11	Red Ford 2004 [REDACTED]
Bus #12	White Ford Starcraft 2016 [REDACTED]
Bus #14	White Ford E450 2018 [REDACTED]



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

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

Business: Sitka Walking Tours
Contact: Reid Johnson/Tilton Hoyt/Andrew Hinton

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:

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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:*

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- 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 Walking 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 Walking 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.

Email: [REDACTED]

- ☐ 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: 750

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

750 # of Clients X \$2.00: 1500 = Total Client Fee

1400 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

1750 SUBTOTAL
105 CITY SALES TAX (6% if services are provided April – September, 5% if services are provided October-March)
1855 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: Andrew Hinton Date: 3-23-2025

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:

City and Borough of Sitka
Commercial Use of Lands
ANNUAL PERMIT APPLICATION - Description Checklist

SITKA WALKING TOURS

1) Location and explanation of proposed use, including maps.

a) Seawalk



i)

- ii) The hike would start from Centennial Hall and walk along the Seawalk for less than 0.1 miles. The groups will then head up Baranof Street to the Baranof Trailhead of the Cross Trail

b) Cross Trail



i)

- ii) The hike would walk from the Baranof Trailhead up to the main Cross Trail. The group would continue south until the National Forest boundary near the Gavan Hill trailhead. The group would then turn around and come back to town.

c) Whale Park



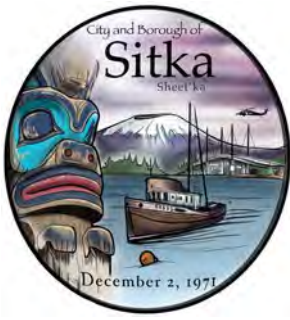
i)

- ii) The Photography Tour is a driving tour that lets tourists disembark and take photos of scenery. Whale Park would be one of the key points.

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

- a) We will start our classic hike from Centennial Hall. The hike itself is entirely outdoors. Most of the people on the tours will be from the cruise ships. The cruise ship shuttle service drops passengers at Centennial Hall. The hike lasts 2 hrs.
 - b) The photography tour begins from the cruise terminal or from downtown.
- 3) Estimate number of participants and/or group size.
- a) The hikes will have a max of 10 participants, plus one guide. An average hike will have 4 participants, plus one guide.
 - b) Walking history tours have an average of 10 participants, and one guide.
 - c) Photography tours have a maximum of 12 participants
- 4) Time of desired usage.
- a) We would like to lead ~2 hikes per day, 4 days/week. The standard tour lasts 2 hrs.
- 5) Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.
- a) Restroom accommodations
 - i) We will direct participants to the seasonal restroom facilities on city property. We will encourage them to use the restroom in front of the Centennial parking lot before the tours begin.
 - b) Litter control
 - i) We will direct the participants to use the available public trash cans throughout town. If we are out on a trail we will store the trash in the guide's own pack, bring it out, and dispose of it in our own trash can.
 - c) Emergency evacuation
 - i) We will instruct the participants as to the emergency tsunami routes in town. All emergency protocols we will explain clearly in the clientele safety briefing.
 - d) Clientele safety briefing
 - i) Before each tour we will gather the participants and explain proper bear safety protocol. The guide will carry a first-aid kit and bear spray on every hike. We will explain that we walk on sidewalks in an active commercial area and must follow all pedestrian laws. We will only cross streets at official crosswalks.
- 6) Training requirements for personnel conducting transport and tour activities.
- a) All vehicle drivers are screened for suitable driving records. An extensive driving test will be done by the guide manager to teach the appropriate rules for driving in Sitka in congested traffic.
 - b) Staff will undergo training at the beginning of the season and be versed in proper protocol for handling unforeseen situations. There will always be an individual on call in case the tour guide is in need of additional support.
- 7) 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) Hike
 - i) Individuals: \$119
 - ii) Youth 5-14: \$90

- b) Walking tour
 - i) Individual: \$49
 - ii) Youth: \$19
 - c) Other arrangements
 - i) TripAdvisor takes 27% commission
- 8) Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.
- a) Most Tours will not require use of vehicles. Those that do will use one of the two following vehicles.
 - i) 2012 AWD Red Toyota Sienna – [REDACTED]
 - ii) 2017 Blue Ford Transit Van – [REDACTED]



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

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

Business: The Boat Company
Contact: Paul Olson

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 The Boat Company [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 The Boat Company 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: The Boat Company Ltd.

Contact: Paul Olson Alaska Conservation and Permitting Director

Address: _____

Phone: _____

Email: _____

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 12, 2025

Planned season end date: September 6, 2025

Max # of customers per tour: 24* # of tours per week: 2 Estimated annual customers: 50 - 200

List of proposed areas of use: Baranof Warm Springs, City of Sitka Dock and Board Walk

* The City's comprehensive recreation planning may apply a group size limit of between 5 and 8 persons on the dock at one time.

24 persons is the maximum number of persons who would be using the dock to access the adjacent state trail over the course of a day.

Primary activities offered: Walking/scenic 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

☒ 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: 50

\$250.00 Annual Application Fee

\$100.00 Minimum Client Fee

50 # of Clients X \$2.00: \$100.00 = 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.

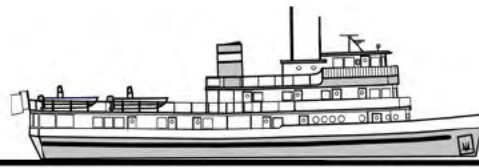
Upon acceptance of a permit, all permittees shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend, and hold harmless the City and Borough of Sitka from any and all claims for injury or damage to persons or property suffered in connection with the permittee's 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: March 25, 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.

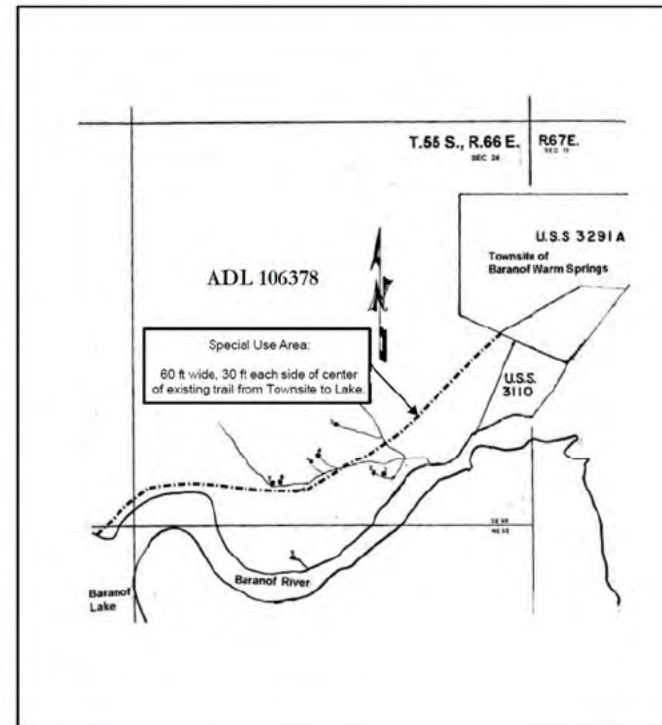
Application received by CBS staff:  Date:



Wilderness Adventure Tours

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

The tours will be offered at Baranof Lake Trail which is land by the State of Alaska and trail managed by Alaska's Department of Natural Resources. The Boat Company's guests access the trail via the dock and boardwalk owned by the City and Borough of Sitka.



Legend

Baranof Lake Trail

Map Created On October 16, 2002



Alaska Department
of Natural Resources
Division of Mining, Land & Water

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

a. Explanation of Activities:

The main activities that guided guests participate in at Baranof Warm Springs occur outside of the City and Borough's recreation site. Guests use the City dock and boardwalk mostly for the purpose of accessing the State of Alaska's Baranof Lake Trail and Forest Service owned lands at Baranof Lake. The City and Borough of Sitka permit is necessary to access these areas.

b. Guide to Client ratio:

Boat Company hiking tours typically have one guide per five guests. However, the actual ratio varies depending on location and guest interests as we have offered hiking tours throughout northern Southeast Alaska for over forty years. Often our guests have different fitness levels and disperse in groups of 5 with one guide per group, but guest groupings may also include families that prefer to enjoy hiking tours in slightly larger groups. The State of Alaska does not mandate a specific guide/client ratio on the upland trail and federal regulations apply a 20-person maximum group size limit which includes guides on Forest Service owned lands at Baranof Lake.

c. Routes/Location

Company mother vessels are U.S. Coast Guard inspected overnight passenger vessels approximately 150' in length. Each vessel typically carries between 20 and 24 passengers. Baranof Warm Springs is located along the route which the two mother vessels follow during week-long cruises between Sitka and Juneau. Occasionally, the vessels may anchor in Warm Springs Bay and guides and guests may use the boardwalk primarily for a short hike to the eastern shores of Baranof Lake or to access the warm spring pools. The mother vessel anchored some distance away from the city dock will dispatch 19' skiffs operated by licensed captains that drop guests and guides off at the main dock. Occasionally, one or more skiffs will remain tied alongside the float for short periods of time while clients are ashore.

d. Schedule, stops, days and hours of operation

The Boat Company does not have an established schedule for using this location. The Boat Company does not set its itinerary until the beginning of a trip because captains and crew tailor activities to each client group each week after reviewing projected weather conditions and communicating with other small cruise tour operators through an online platform used to avoid spatial and temporal overlaps. Because of The Boat Company's cruise routes, client visits ashore occur on a Tuesday, Wednesday or Thursday. The Boat Company's 2025 operating season will begin the third week of May and end after the first week of September. Duration of a visit ashore will generally be less than two hours and typically be daylight hours between 9:00 a.m. and 4:00 p.m.

Use patterns since the resumption of normal operations (*i.e.* post-COVID-19 pandemic) have been 3 stops in 2022, 13 stops in 2023 and 4 stops in 2024. In 2024 all of the stops occurred during the “shoulder season” *i.e.* in May and June. It is likely that The Boat Company may mostly or exclusively make shoulder season stops in 2025 because the increased use of this location in July and August by large private or chartered yachts makes the location less attractive for ecotour operators and guests.

e. Estimated number of participants/customers

Actual recent use was 53 guests in 2024, 203 guests in 2023 and 59 guests in 2022. The number of guests using the City and Borough dock to access upland recreational activities per stop generally ranged from 10 to 20 guests. 2025 participants could range between 50 and 200 guests. As previously noted, current trends toward increased use of this location large private or chartered yachts in July and August make it likely that there will be fewer stops as in 2022 and 2024.

f. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing; training requirements/standards of personnel conducting transport and tour activities.

Visits will be of short duration and will not require restroom accommodations ashore. Skiffs and skiff captains will be available at any time to shuttle clients back to the mother vessel and onboard restroom accommodations.

The Company operates under “Leave No Trace” guidelines and guides and clients will be instructed to carry out all refuse.

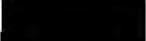
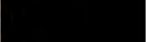
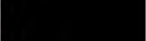
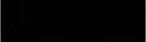

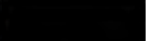
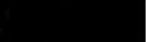
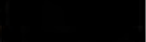

Plans for emergency evacuation, clientele safety briefing and training requirements/standards of personnel conducting transport and tour activities are included in Attachment B, Safety Plan.

g. A schedule of fees and charges to customers and a description of any collection, disbursement, royalty, commission or similar arrangements with others, including tour brokers, agents, or cruise ship companies.

Rates for week-long cruises range between \$5,200 and \$14,000 per person. Details are published on the Company’s website:

[www.theboatcompany.org](https://theboatcompany.org/reserve). <https://theboatcompany.org/reserve> There are no royalties, commissions or similar arrangements with others.

ATTACHMENT A: DESCRIPTION OF VESSELS USED

- M/V MIST COVE, official number 1085817: aluminum hull, 157 feet in length, 24 passenger capacity, 13 crew capacity, 5 skiffs (19' gray welded aluminum w/outboard motors), 12 kayaks.
- MC skiff hull IDs / AK#s:
 - 1) AVC2802BK900 / 
 - 2) AVC2803BK900 / 
 - 3) AVC2804BK900 / 
 - 4) AVC2805BK900 / 
 - 5) AVC2806BK900 / 
- M/V LISERON, official number 971339: wood hull, 144 feet in length, 20 passenger capacity, 12 crew capacity, 4 skiffs (18' gray welded aluminum w/outboard motors), 9 kayaks.
- LIS skiff hull IDs / AK#s:
 - 1) AUC2698BL697 / 
 - 2) AUC2696BL697 / 
 - 3) AUC2697BL697 / 
 - 4) AUC2699BL697 / 

ATTACHMENT B: SAFETY PLAN FOR OFF-VESSEL ACTIVITIES / SHORE EXCURSIONS

First Aid, Safety & Emergency Training

All skiff operators have a U.S. Coast Guard license. All crew members are certified in CPR and First Aid. During pre-season training and orientation, all crew members attend an on-board 1st Aid/CPR training course, including instruction on avoiding/treating hypothermia. Many crew members have prior training and experience considered in the development of emergency response strategies. The Boat Company seeks to place at least one individual on board each vessel who has received a higher level of training than 1st Aid/CPR, such as Wilderness First Responder or Wilderness EMT.

Pre-season training in normal Southeast Alaska operating areas includes opportunities for both on-shore and on-the-water orientation. Videos and other instructional materials will be provided and all guides are expected to familiarize (or re-familiarize) themselves with, at minimum, the following safety-related subjects: bear safety, trail/off-trail hazards, skiff handling with passengers, safe approach distance to tidewater glaciers, noxious/poisonous plant identification, punctures/infections from handling fish, basic kayaking competence, hand-held radio communication procedures and weather preparedness.

MIST COVE and LISERON are USCG inspected passenger vessels. Licensed officers and crew are required by Federal law to regularly conduct emergency training and drills for fire, man overboard, abandon ship and response to distress calls. Federal regulations require that Captains file a detailed report on each drill in the ship's Logbook upon completion of the drill or training exercise. Vessel Logbooks shall be periodically reviewed in-season by a senior company employee and checked for compliance with safety regulations.

First Aid Supplies

Vessel supplies:

- Trauma Bag, containing:

4x4 gauze	Stethoscope	Gloves
5x9 gauze	Tweezers	Face Mask
Gauze roll	Sam Splint	Goggles
1" tape	Finger Splints	Burn Gel Dressing
Steristrips/Butterfly bandaid	Trauma Shears	BP Cuff
Tincture of Benzoin	Eye Cup	Glucose

Triple Antibiotic	Eyepad	Provo iodine Pad
Ace Bandage	Eyewash	Activated Charcoal
Vet Wrap	Ibuprofen	Alcohol Prep Pads
Cravat	Aspirin	
Irrigation Syringe	Acetomenaphin	

- Medicine Cabinet, containing:

Knuckle & finger bandaids	Sunscreen
2x3 non-stick gauze pads	Bug spray packets
2x2 Gauze	Gloves- nitrile
3x3 gauze	Cravats
4x4 gauze	Butterfly/Steri-strips
eye pad	Tincture of Benzoin
Assorted bandaids	SAM Splint
Gauze Compression Roll	Imodium
Vet Wrap	Nyquil
Alcohol Pads	Aleve
Provo iodine pads	Burn Gel
Eye Rinse	Triple Antibiotic (Individual Packets)
Instant Cold Pack	Benadryl
Heat Pack	Acetomenafin (Tylenol)
Thermometer (Single-use)/ 1 Digital	Ibuprofen (I prin) 200 mg 2 Tablets
Bismuth (262 mg 2 Tablets)	Motion Sickness (Meclizine) 25 mg
Diotame 262 mg	Bonine & Stugeron
Aspirin (325 mg 2 Tablets)	Itch Crm (Hydrocortisone 1%, 0.9 g)
Antacid	

- Jump Bag, containing:

O2 canister	Athletic Tape
O2 regulator	Eyewash
Nasal Cannula	Burn Dressing
Non-rebreather	Steristrips
Extension Sets for O2	Alcohol prep pads
Oral Adjunct Set	Provo-iodine prep pads
Suction	Aspirin
BVM (bag valve mask)	Ibuprofen
Mask	Triple Antibiotic Ointment
Gloves	BP Cuff

Goggles	Stethoscope
Waste Bags	C-collar
Trauma Shears	Cravats
Irrigation Syringe	Gauze Roll

- Backboard, AED (Automated External Defibrillator & spare batteries/pads), Hypo Blanket, Air Splints (assorted).

Guide Packs in skiffs and on shore shall contain:

- Med Kits, with:

Hypo Blanket	Trauma Shears
Astd. band-aids (2lg,5sm,2knuck)	Ibuprofen (2pack)
4x4 gauze (2)	Aspirin (1pack)
Gauze Roll- 1 small	Acetomenaphin (2pack)
Alcohol Pads (2)	Loperamide- antidiarrheal (1pack)
Provo-iodine pads (2)	Bismuth (1pack)
Triple Antibiotic Ointment (3pack)	Seasickness Meds
Ace Bandage (1)	Cortisone Cream (2pack)
Cravat (2)	Splinter kit/tweezers
Cold Compress	Bug Spray
Gloves (2pr)	Hand Warmer
Sunscreen	

Emergency Survival Supplies

1) Emergency survival supplies on each mother vessel are stipulated by their unique USCG Certificate of Inspection and shall include at minimum:

- Life Rafts, inspected annually, with contents and auto-release per regulation
- EPIRB (Emergency Position Indicator Radio Beacon), with auto-release
- Flares, unexpired, per regulation
- Fire Extinguishers, regularly inspected, per regulation
- Life Vests, approved and in sufficient numbers/sizes, per regulation
- Life Rings, throwable, two with emergency lights & lines, per regulation

2) Emergency supplies in skiffs shall include at minimum:

- Flares, unexpired, per regulation
- Fire Extinguishers, per regulation
- Air Horn or other suitable noisemaker, per regulation

- Ditch Kit including bottled drinking water, matches, toilet paper, flashlight, first aid manual
- 3) Emergency supplies in guide packs shall include at minimum:

- Bottled Water
- Med Kit
- Flashlight
- 1 or 2 large heavy gauge trash bags

Communications Equipment and lost/overdue party procedures

Guides each have individual hand-held VHF radios, with batteries recharged each night if necessary. A VHF radio watch shall be maintained on board motherships at all times with scheduled check-ins whenever parties are out in skiffs or on shore. Guides conduct their activities in such a way as to remain in reasonably regular contact with other guides and/or with mother vessels. VHF's are also permanently mounted in all skiffs. Skiff radio output power is much greater than hand-held radio output power, so guides on shore also can relay communications through skiff operators in order to stay in touch with mother vessels. Each mother vessel also has a hand-held satellite telephone for use in emergencies.

If a group in a skiff or group on shore becomes disoriented and lost, but is otherwise safe and in VHF contact with the mother vessel, then the Captain must be immediately notified and take action to locate the party. As long as VHF contact is maintained, and the party is safe, the Captain shall have the discretion to choose a proper response strategy. If outside assistance is mobilized (i.e., US Coast Guard or local Search and Rescue Units) then senior company officials must be immediately contacted.

If a group in a skiff or on shore fails to return to the mother vessel at the expected time and/or fails to respond to VHF radio calls, then the Captain will respond as previously described, but must contact senior company officials immediately via sat-phone, cell phone or any other available means. In any instance where the safety of a lost/overdue group is not known, the assumption is that the group is at risk and onshore company officials must be informed and assist with implementation of a crisis communications plan.

Client Briefing and Bear Safety

Naturalists provide guests with an onboard bear presentation prior to the first shore-going activity of a cruise. Guides repeat the bear safety protocol when landing groups ashore in bear country. Guides keep groups together on trails, remain in the lead, watch for bear signs and never allow groups to string-out excessively along trails. Ecotour operators prefer to avoid bears during hiking, fishing and beachcombing activities and there is constant communication in the field about where bears are and are not present. Each guide carries an air horn and two cans of bear spray but do not carry firearms. There is always a "standby" skiff maintaining radio communications with onshore groups and available to shuttle a group away from an area when guides observe the presence of bears during onshore activities.

Bear safety practices also refer to keeping bears safe. Bear viewing opportunities are opportunistic and provided while on saltwater from a skiff or mothership using binoculars. Guides follow responsible bear viewing guidelines at all times. We avoid activities particularly in areas where bears are not habituated to people out of sensitivity to foraging bear needs for space along a grass flats or in a salmon stream. When a bear becomes aware of a group's presence, guides observe its behavior for signs of anxiety or irritation. If a bear approaches, it may be either curious or aggravated and the guide's response will be to yield to the bear and gradually (but decisively) move the group away from the area. Guides observing any aggressive or unusual bear behavior report to the vessel Captain, who shares the information with the other vessel Captain and other tour operators. If the behavior is extreme senior company officials will report the encounter to the US Forest Service and ADF&G. The Boat Company's

management and guides review and adhere to bear safety guidelines, including safe viewing procedures set forth in the Brown Bear Management Strategy:

- Always remain far enough away from the bear so that your presence, if noticed, does not affect the animal's behavior. The distance bears normally react to human presence is typically much greater than people assume. Use binoculars, spotting scopes, or other telescopic lenses to improve your view.
- Bears are wild animals and you are viewing them in a remote area. Be prepared. Review current agency information and brochures on protection and how to deal with close encounters.
- Always select a viewing position that does not make you vulnerable to a surprise approach by a bear.
- Never directly approach a bear.
- Avoid situations where your presence could startle a bear.
- Avoid viewing from obvious bear trails.
- Never allow bears access to human foods.
- There is safety in numbers, stay with your group.
- If seen by a bear, avoid moving. Even minor movements will encourage wary bears to leave.
- Never use a motorized vehicle or boat to try getting close to a bear.
- Never run from an approaching bear; if you move away do it in a slow, deliberate manner.
- Show respect and courtesy to other bear viewers. Conduct your viewing in a way that doesn't detract from their experience. Don't mix booze with bears.
- Think wind, wind, wind. When possible always approach bears, or areas where bears are likely to be, from downwind.
- The best bear viewing is usually in the early morning or evening. Shoreline viewing is usually better during low tides.
- Small groups are less likely to disturb bears and so more likely to have better viewing.
-

Boating Safety

All crew members exercise diligence in keeping themselves and their guests out of harm's way while on shore or out fishing. Routine safety precautions include, at minimum, the following:

Life Jackets

US Coast Guard approved Type 1 Personal Flotation Devices are stowed in each guest's staterooms and in deck lockers on each mother vessel for use in emergencies. More comfortable Type 3 life jackets in a full range of sizes are provided for use during normal off-vessel activities.

Guides and guests must wear life jackets at all times when off-vessel and on-the-water. Guides may substitute float-coats or CO₂-inflatable vests according to preference. Each mother vessel's boarding and disembarking area is the boundary line beyond which life jackets are required. Life jackets may be removed only when a kayak or skiff is safely touching shore, or only when a guide/guest is safely back onboard the mother vessel. Flotation cushions, enough for all guests, are stored on board the mother vessels. These must be placed in skiffs before guests board in order to provide both comfort and additional safety.

Skiff & Kayak Safety

Only USCG licensed guides are authorized to operate skiffs with guests onboard. Guests are not authorized to operate skiffs. Guides shall not load skiffs beyond their fixed capacities of 7 persons total. All skiff passengers must remain seated when operating skiffs at high speed and while landing, docking, or coming alongside.

Two types of guest kayaking activities may be provided: near-vessel kayaking, and guided kayaking. Near-vessel kayakers stay within sight of the mother vessel and may be given general instructions on basic paddling safety according to a guest's individual experience. Guests are instructed to signal with a raised-paddle when in need of assistance. A kayak watch shall be maintained at all times on the mother vessel when near-vessel kayaking activities are taking place. Guided kayaking activities, on the other hand, may take place out-of-sight of mother vessels so long as a guide with a hand-held radio is among the paddlers. In all instances when paddlers are out on the water, a skiff shall be tied alongside the mother vessel and kept at-the-ready for dispatch in case of emergency.

Swimming Safety

Swimming is not allowed off mother vessels where the depth of water is often greater than 100 feet. Swimming activities may be provided by first guiding guests to shore in a skiff. Once on shore, shallow-water entry and exit is made possible for swimmers.

Shore & Fishing Excursion Safety Guidelines

Guides must not allow anyone in their shore excursion groups, including themselves, to take unnecessary risks. Steep and slippery terrain can be found nearly anywhere in Southeast Alaska, but vertical drop-offs can and must be avoided. Excessive risk-taking on shore by any crew member may constitute grounds for immediate dismissal. Guests are advised about paralytic shellfish poisoning and do not consume food onshore except for snacks or meals prepared on board the motherships.

Emergency and Evacuation Procedures

Emergency evacuation of one or more individuals in a shore party requires that the party make every effort to return to the mother vessel. If the severity of the emergency prevents returning to the vessel, then the maintenance of VHF communications between the shore party and the mother vessel becomes a priority.

Mother vessels have the communications equipment necessary for mobilizing outside rescue response units or medical assistance at the discretion of the Captain. Should one or more members of a shore party be deemed by the Captain to be in need of outside assistance, action shall be taken similar to that in case of a shipboard evacuation emergency, but with response units being directed to the site on shore by the Captain on board the mother vessel. Immediately upon initiating emergency evacuation procedures of any kind, the Captain shall, as soon as possible, contact senior company officials via sat-phone to report the emergency.



**2025 Commercial Recreation Registration
Acknowledgment / Confirmation
2025-83732**

Received: 3/3/2025

Registration Year: 2025

Registration Number: 2025-83732

Business:
THE BOAT COMPANY

Ponte Vedra, FL 32081

Contact: Paul Olson

Phone:

Email:

Business License:

410132

Guide License:

Not Provided

With registration, the use of state land managed by the Division of Mining, Land and Water for commercial recreation purposes on a "day use" basis is generally allowed. **PERMISSION TO ESTABLISH AND USE CAMPS OR OTHER TEMPORARY FACILITIES DOES NOT ACCOMPANY THIS REGISTRATION.** (A copy of this registration should be provided to each employee guiding "day use" activities on state land.)

Game Mgmt Subunits: 1B, 1C, 3, 4	Operations:	Hiking/Backpacking/Climbing,Fishing,Motorized Boating,Non-Motorized Boating,Touring/Sightseeing
	Access:	Motorized Boat,Non-motorized Boat
	Estimated clients served:	600 People
	Estimated days of operation:	85 Days
	Estimated visitor days:	1300 Days
	Operation Month(s):	

Use Code: 153
Authorization ID: SIT779
Contact Name: THE BOAT COMPANY, LTD
Expiration Date: 12/31/2029

FS-2700-4i (VER 03/17)
OMB No. 0596-0082

U.S. DEPARTMENT OF AGRICULTURE
FOREST SERVICE

SPECIAL USE PERMIT FOR OUTFITTING AND GUIDING
Authority: Federal Lands Recreation Enhancement Act, 16 U.S.C. 6802(h)
(Ref. FSH 2709.11, section 41.53)

This permit authorizes priority use outfitting and guiding for 10 years.

THE BOAT COMPANY, LTD. of 476 OCEOLA AVE, JACKSONVILLE BEACH, FL 32250, UNITED STATES (hereinafter "the holder"), is hereby authorized to use and occupy National Forest System lands, subject to the terms and conditions of this permit, to provide outfitting and guiding services within the *Sitka, Petersburg, Juneau Ranger Districts and Admiralty Island National Monument of the TONGASS NATIONAL FOREST*, described in table below and as shown on the map of the authorized area, attached as Appendix A. The above-described area shall be referred to as the "permit area." The purpose of this permit is to authorize the following outfitting and guiding activities:

The holder may use boats from saltwater to access adjacent National Forest System lands to conduct the activities listed below within the authorized Use Areas, with exceptions or restrictions noted below or in Appendix G:

2,900 Total service days (SD) Freshwater Fishing/Remote Setting Nature Tour across districts. A maximum of 360 service days (SD) can be used prior to June 1st

Sitka Ranger District

1,600 service days Freshwater Fishing/Remote Setting Nature Tour activities, assigned as follows:

04-01A Use Area – maximum 83 SD at Red Bluff
04-01B Use Area
04-01C Use Area
04-03 Use Area
04-04A Use Area
04-04B Use Area – maximum 440 SD at Lake Eva Trail/Creek (location not authorized July 1 – July 14)
- maximum 340 SD at Hidden Falls Hatchery (adhere to HFH Visitor Requirements)
- maximum 24 SD on Pond Island

04-04C Use Area – maximum 80 SD in 04-04C
04-12 Use Area
04-13 Use Area – maximum 40 SD on Sitkoh Lake Trail
04-14 Use Area

Petersburg Ranger District

300 service days Freshwater Fishing/Remote Setting Nature Tour activities, assigned as follows:

P11 Use Area

P12A Use Area

P12B Use Area - includes Kuiu road system

P14 Use Area

The following service day restrictions apply during the big game hunting seasons:

(April 1 – June 15 and Sept 1 – Sept 15)

Bay of Pillars (in P11) – maximum of 20 SD

Security Bay (in P12A) – maximum of 25 SD

Skanáx Bay (previously Saginaw Bay, in P12A) – maximum 20 SD

Dean Creek (in P12A) – not authorized during these date ranges

Juneau Ranger District

380 service days Freshwater Fishing/Remote Setting Nature Tour activities, assigned as follows:

01-05B Use Area

01-05C Use Area

01-05D Use Area

01-05F Use Area

Admiralty National Monument

620 service days Freshwater Fishing/Remote Setting Nature Tour activities, assigned as follows:

04-05A Use Area

04-06A Use Area – maximum of 309 SD in summer (May 21 – Sept 14)

- maximum of 40 SD can be used in late spring (April 25-May 20) at Brothers and San Juan Islands.

04-06B Use Area

04-07A Use Area

04-07B Use Area

Actual Use Report The permit holder shall submit an actual use report to the Sitka Ranger District Office by October 31st each year.

The holder's itinerary is subject to change due to weather, tides, the desires of clients, and unanticipated schedule changes. However, the holder shall not exceed the authorized service days in any use category.

This use will be exercised as described in the five-year operating plan. The following appendices are attached to and made a part of this permit:

APPENDIX A - Map of Authorized Area

APPENDIX B - Five-year Operating Plan, dated 03/18/2020 and reviewed annually

APPENDIX C – Trip Itinerary Not Applicable

APPENDIX D - Estimated Fee Determination Sheet, approved annually

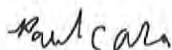
SIT779, THE BOAT COMPANY, LTD

THIS PERMIT IS ACCEPTED SUBJECT TO ALL ITS TERMS AND CONDITIONS.

BEFORE ANY PERMIT IS ISSUED TO AN ENTITY, DOCUMENTATION MUST BE PROVIDED TO THE AUTHORIZED OFFICER OF THE AUTHORITY OF THE SIGNATORY FOR THE ENTITY TO BIND IT TO THE TERMS AND CONDITIONS OF THE PERMIT.

ACCEPTED:

PAUL OLSON
THE BOAT COMPANY



April 30, 2020

HOLDER NAME, PRECEDED BY NAME AND TITLE SIGNATURE DATE
OF PERSON SIGNING ON BEHALF OF HOLDER,
IF HOLDER IS AN ENTITY

APPROVED:

PERRY EDWARDS
DISTRICT RANGER



May 5, 2020

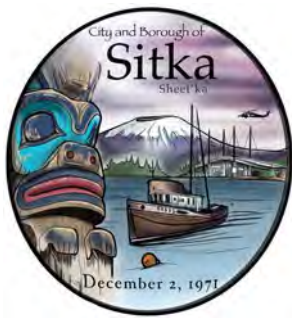
NAME AND TITLE OF AUTHORIZED OFFICER SIGNATURE DATE

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0082. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410, or call toll free at (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

The Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552) govern the confidentiality to be provided for information received by the Forest Service.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

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

Business: Alaskan Song Charters
Contact: Jonathan Yoors

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 Alaskan Song Charters [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:

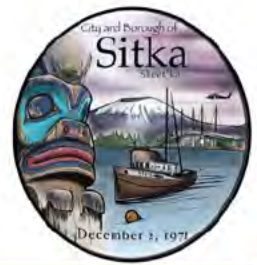
“ I move to recommend denial of the commercial recreational land use permit as requested by Alaskan Song Charters because the Committee could not make the following determinations that the use as proposed:

<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 Song Charters

Contact: Jonathan Yoors

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: 6/1 Planned season end date: 9/15

Max # of customers per tour: 10 # of tours per week: 1 Estimated annual customers: 50

List of proposed areas of use: Warm Springs dock and trail to he lake.

Primary activities offered: Nature 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

☐ 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: 50

\$250.00 Annual Application Fee

\$100.00 Minimum Client Fee

50 # of Clients X \$2.00: 100 = 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)

371.00 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: 3/22/2025

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:



Captain Jonathan Yoors

[REDACTED]

[REDACTED]

[REDACTED]

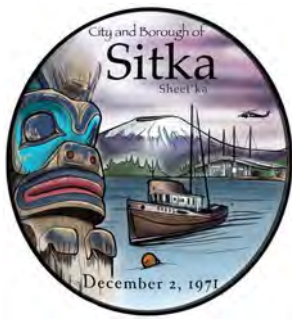
Alaskansongcharters.com

We offer weeklong adventure tours onboard Motor Vessel Alaskan Song. One of our weekly stops is Baranof Warm Springs. We offer a guided tour of the lake and natural warm spring pools. We take a maximum of 10 guests guided by a minimum of 1 guide. The tour starts at the dock where we disembark from our skiff. Then we proceed up the dock and follow the board walk to the trail and up to the lake. Once at the lake the guests take a few pictures before we head back down the trail to the warm spring pools. This tour last between 1 and 3 hours depending on the guest's activity level.

We always spend the night anchored out in the bay and we will choose a time for the lake tour when the dock has an available spot for our skiff. Whenever possible we will choose a time when there are less people on the dock and in town. We have a strict leave no trace policy. Our groups will never leave trash on shore, all trash created will be carried back to Alaskan Song and stored until the end of the weeklong trip when we will dispose of it at either the Juneau or Sitka marina. Before we leave Alaskan Song for the lake tour, we brief all the guests on our leave no trace policy, safety while on shore and we make sure that all our guests and guides know there is no restroom facility on shore. Our guide or guides always carry a full suite of safety equipment including bear spray, handheld VHF radio, medical kit and personal EPRIB. The guide is required to check in with Alaskan Song every hour by VHF radio. All our guides are trained in basic first aid, CPR and we do an extensive wildlife safety training with all of our guides.

The rates for a 7-night 8-day trip on Alaskan Song start at \$40,000 for four guests and \$5,000 per additional guest. We pay a commission of 15% to any charter broker or travel agent who we work with.

All these tours are operated off M/V Alaskan Song a 1944 96' custom vessel with a 1984 15' Boston Whaler and a 2023 16' Stryker. All these vessels are registered with the state of Alaska, are fully insured and have all safety equipment up to date.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

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

Business: High Output Adventures
Contact: Bethany Lowrance

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 High Output 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 High Output 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: High Output Tours, LLC

Contact: Bethany Lowrance

Address: [REDACTED] Sitka, AK 99835

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: 10/30/25

Max # of customers per tour: 14 # of tours per week: 4-10 Estimated annual customers: 800

List of proposed areas of use: thimbleberry/heart lake, Indian River, Herring Cove/Beaver Lake, Cross Trail, Eagle Beach, Gavan Hill, Blue Lake Road, Green Lake Road

Primary activities offered: Hiking & Biking

☒ 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: 400

\$250.00 Annual Application Fee

\$100.00 Minimum Client Fee

400 # of Clients X \$2.00: 800 = Total Client Fee

700 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

1,050 SUBTOTAL

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

1,113.00 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: 2/15/25

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 3/25/25

High Output Tours, LLC is asking for use of several municipal lands to conduct our tour operations. Are proposed areas are:

- Thimbleberry/Heart Lake – for our Sitka Bike & Hike tour
- Indian River – Guide's Choice Hike
- Herring Cove/Beaver Lake – Guide's Choice Hike, Alternative Bike & Hike
- Cross Trail – Guide's Choice Hike, Advanced Bike Trip, Tongass Rainforest Hike alternate route
- Eagle Beach (Back Beach) – Waverunner Island Exploration
- Gavan Hill – Guide's Choice Hike
- Blue Lake Road – Alternative Advanced Bike Route
- Green Lake Road – Alternative Advanced Bike Route

Tours

Our flagship tour, the **Sitka Bike & Hike** is a guided 3-hour tour which includes roughly 4 miles of biking and 2 miles of hiking. Guides accompany guests at all times. We bike from GPIIP to Thimbleberry trail head or the Herring Cove trailhead, hike in and back, then bike back to GPIIP. Throughout the trip guests learn about local flora, fauna, culture, and history. **Max group for main route to thimbleberry is 14 guests:2 guides, Herring Cove 7 guests:2 guides.**

The **Tongass Rainforest Hike** is one of our most popular tours typically taking place in the Starrigavan/Mosquito Cove area. However at times due to bear activity we look for alternative routes on the Cross Trail. It is a guided 3-hour tour designed for guests wishing to hike 2-4 miles. **Group maxes range from 8-16 depending on what trails are utilized. 1:8 guide to guest ratio.**

Our **Advanced Bike Trip** caters to the physically fit, experienced mountain biker. It typically is 18-26 miles of biking over the course of 4 hours and our route varies on the ability of the group. Our typical locations of use include HPR, SMC, the cross trail, Starrigavan Valley Logging Roads, Harbor Mountain Road. Sometimes, if we have a fast group will venture down the Green Lake Road or up Blue Lake Road as alternative routes. In 2024 we started using EMTB's (E-Mountain Bikes), these are class 1 electrically assisted trek mountain bikes that the rider must pedal to initiate the motor. Top speeds reached are 15mph. Motors are mainly utilized in climbing tough hills. This trip currently **maxes at 10 guests**, but we are lowering it to 8 in 2026. **2:10 guide to guest ratio.**

Our **Guide's Choice Hike** is one of our newest additions, launching in 2024. This 4- hour guided hike is designed for more advanced hikers that prefer small groups and challenges. Our guide's get to pick their favorite trail(s) to use based on guests hopes, abilities, and weather. Options available to our guides for this trip are: Indian River, Herring Cove/Beaver Lake, Harbor Mountain, Gavan Hill, and the Cross Trail. This trip **maxes at 8 guests and has 1 guide.**

Schedule

Our schedule aligns with the cruise season. Currently, 100% of our operation is with cruise passengers. A typical day of operation ranges from half an hour after docking to an hour before disembarking.

Typical days are Monday-Thursday, with scattered Friday-Sunday operations. Typical time frames are 8:00 AM – 4:00 PM but can be as early as 7:00 AM and as late as 8:00 PM but late times are highly unusual.

Transportation

Sitka Tours provides all transportation needs for High Output Tours. They utilize a number of shuttles, vans, and busses depending on the size of the group and destination.

Parking is not applicable as guests are transported and dropped off, then picked back up by usually a different bus driver.

Estimates

Max group sizes are listed above. Actual number of participants varies day to day, but range from 4-16 fitting in line with permit requirements.

We are anticipating operating 787 trips between these excursions between late April to late October. This at max capacity would mean roughly 8,000 guests.

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

All guests are highly encouraged to use the restroom prior to departure from SSCT, HCH, or O'Connell Bridge. Trips range from 2-4 hours so most guests are able to utilize the restroom before departure and not need one again until returning. Depending on the trail/route, some guests use restrooms/outhouses at the trailhead or along the way; i.e. Whale Park, Starrigavan boat launch, Starrigavan estuary, etc.

All guides are trained on the federal regulations of trail impacts including "Leave No Trace Behind," a policy that High Output Tours has adopted as a priority. No Guests go off trail and no guests leave anything behind.

All guides 16 & older go through CPR/First Aid training/renewal prior to the start of the season. Several staff are also Wilderness First Responders, members of Search & Rescue, and/or volunteer firefighters.

High Output Tours has evacuation policies for both landslide and Tsunami emergency situations. Tsunami routes are established for each trail and landslide waterfront pickup locations are established (should roadways be inaccessible).

A safety briefing is provided at the beginning of each trip. This includes bear safety, bike training and rules of the road (for biking trips), and hike rules of the road. We also provide all routes utilized to SPD and SFD in case of emergency, so they know where we are operating in advance.

Training Requirements

All guides go through a 2-week training process prior to the start of the season, or their start date. This includes bear and wildlife safety training, survival training, CPR/First aid training, and Alaska Naturalist training. Amongst our staff we also have a dive instructor, 2 dive master's with drysuit certifications, 4 rescue divers, and a certified emergency first responder.

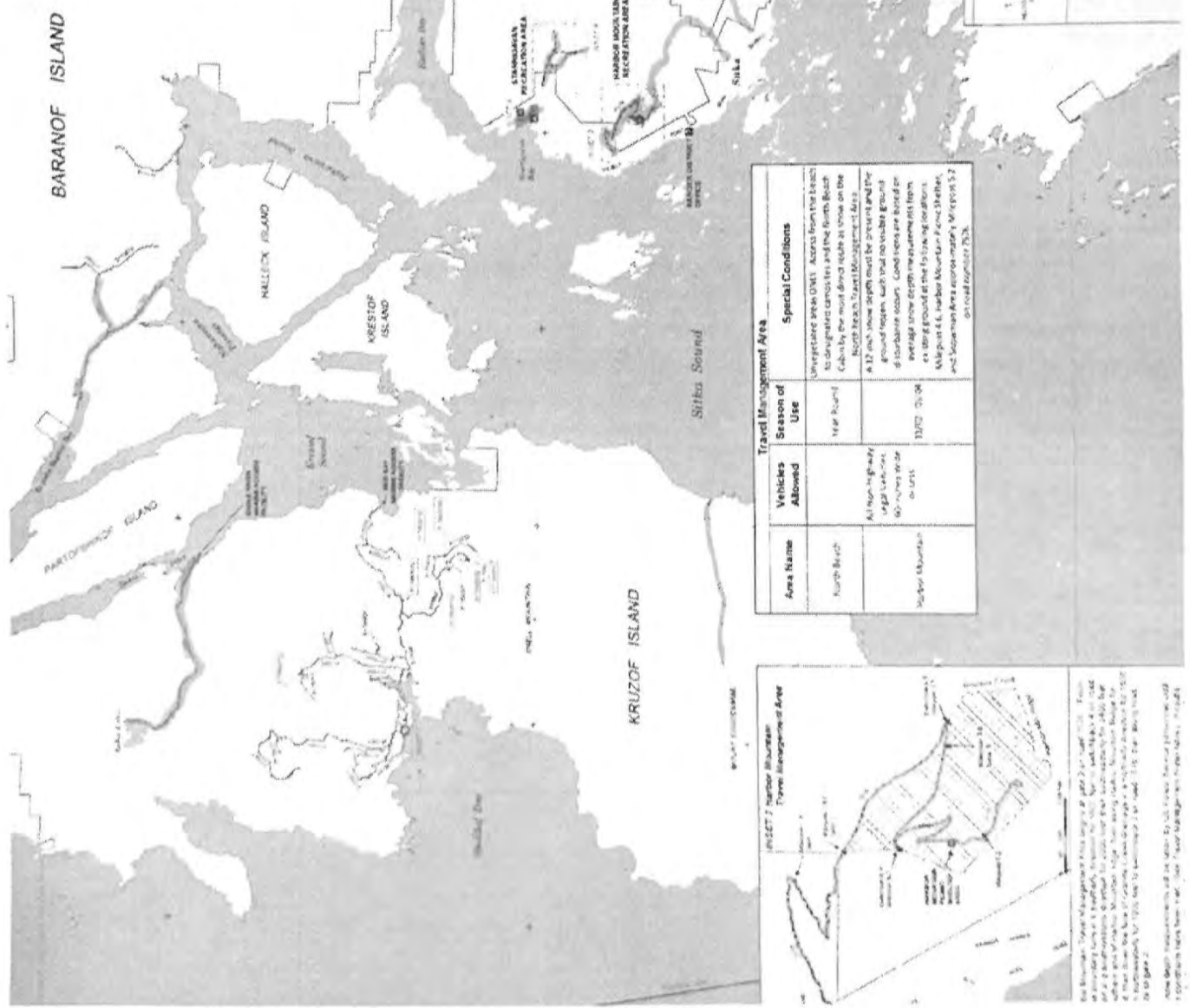
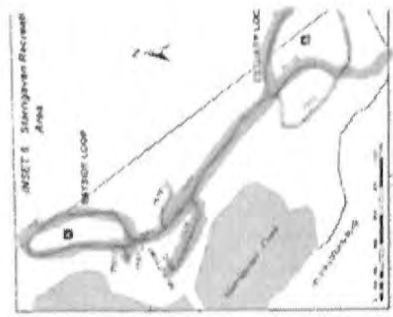
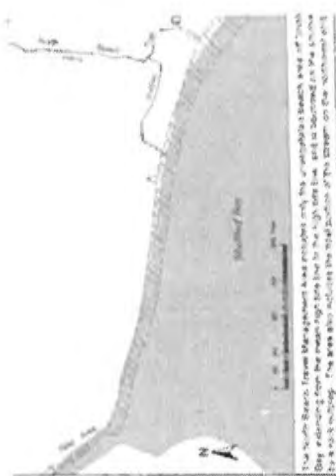
Schedule of Fees

High Output Tours is in contract with Royal Caribbean, Norwegian Cruise Lines, Holland America, Princess, Seabourn, Oceania, Reagent Seven Seas, Celebrity, Disney Cruise Lines, Carnival, Carnival UK, and Silver Seas. All tours are sold through each cruise line either in advance or on board. We are paid within 30 day of service. We receive \$40-95/per guest depending on the tour participated in.

We have permits through the USFS and the State of Alaska in addition to this potential one. We pay the USFS \$5/guest and the State \$2/guest.

We pay Sitka Tours \$9/passenger for our transportation.

We also have many partnerships with other local Sitka businesses that we pay a per person fee to that ranges from \$5-10, depending on what tour.

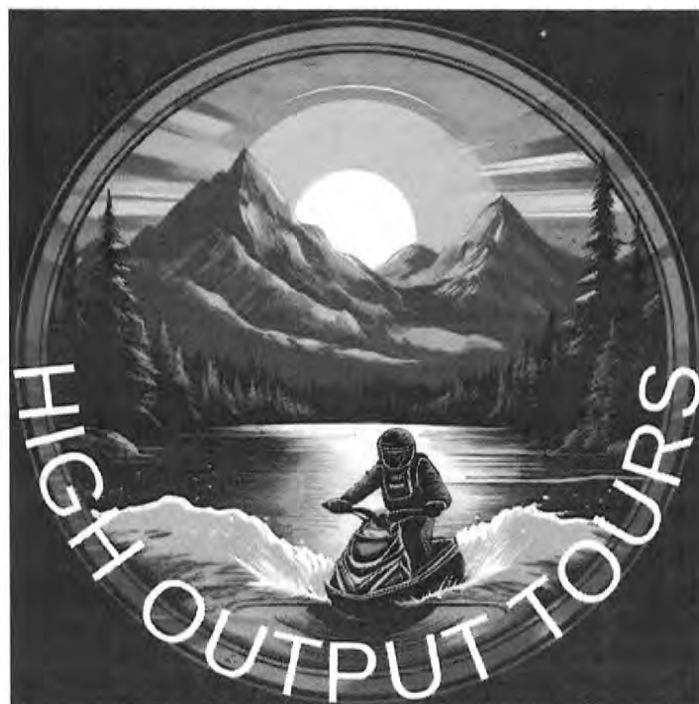


Travel Management Area			Special Conditions
Area Name	Vehicles Allowed	Season of Use	
North Beach	All non-motorized vehicles	Year Round	Unvegetated Area Only. Access from the beach to designated canoe launch and the North Beach Cabin by the most direct route as shown on the North Beach Travel Management Area map.
Stargarden Recreation Area	60 mph max or less	10/01 - 05/04	A 32 inch snow depth must be present and the ground frozen, such that no vehicle ground disturbance occurs. Good signs are posted on average snow depth measurements from existing ground at the following locations: Airport 4.6, Harbor Mountain 4.6, and Stargarden Area approx. map 4.6, except 5.2 on road segment 5.2.



The Stargarden Recreation Area is located on the north side of the island, bounded by the Stargarden Recreation Area and the Stargarden Recreation Area. The area is located on the north side of the island, bounded by the Stargarden Recreation Area and the Stargarden Recreation Area.

HIGH OUTPUT TOURS STANDARD OPERATING PLAN (SOP)



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I. Introduction

High Output Tours (HOT) is dedicated to delivering high-quality, adventure-based experiences in Sitka, Alaska. This **Standard Operating Plan (SOP)** outlines our operational procedures, ensuring safety, environmental protection, and compliance with relevant federal, state, and local regulations. Our tours primarily operate on Tongass National Forest lands, State lands, CBS lands, and adjacent marine areas, focusing on **biking, hiking, culinary, WaveRunner, snorkeling, and pedal pub tours**.

II. Services Provided

A. Tour Activities and Locations

- **Advanced Biking Tours**
 - Locations: Green Lake, Medivijie Lake, Harbor Mountain, Cross Trail, Starrigavan Valley, HPR, SMC, Blue Lake.
 - Max Group Size: 8 guests per tour, 2 guides.
 - Focus: Scenic and adventure biking with interpretive stops.
- **Bike & Hike Combination Tours**
 - Locations: SMC multiuse pathway, Thimbleberry/Heart Lake.
 - Max Group Size: 14 guests per tour, 2 guides.
 - Focus: Combination of biking and guided hikes to scenic locations.
- **Tongass Hike**
 - Locations: Mosquito Cove, Starrigavan Estuary, Ben Grussendorf Muskeg Trail
 - Max Group Size: 16 guests per tour, 2 guides
 - Focus: Naturalist interpretation
- **Guide's Choice Hike**
 - Locations: Trail varies per tour between: Herring Cove/Beaver Lake, Indian River, Cross Trail, Harbor Mountain, and Gavan Hill.
 - Max Group Size: 8 guests per tour, 1 guide.
 - Focus: Flexible and unique outdoor experiences.
- **Culinary & Art Tours**
 - Locations: Local food venues and art studios in Sitka.
 - Max Group Size: 25 guests per tour.
 - Focus: Showcasing Sitka's local flavors and artistic community.

- **Pedal Pub Tours**
 - Locations: Downtown Sitka.
 - Max Group Size: 14 guests, 1 guide/driver.
 - Focus: Fun, social, and interactive pedal-powered experiences.
- **Snorkeling Tours**
 - Locations: Magic Island.
 - Max Group Size: 10 guests per tour, 2 guides.
 - Focus: Marine ecosystem exploration with safety instruction.
- **Waverunner Tours**
 - Locations: Waterfront and open water areas near Sitka.
 - Max Group Size: 6 guests per tour (3 machines), 3 guides (2 machines)
 - Focus: High-energy water exploration with wildlife viewing.

B. Operating Season

- **Summer Season:** Mid-April through October.
- **Winter Season:** December through February.
- **Training Period:** April (2 weeks) before cruise season.
- **Annual Summer Tour Estimate:** 1600-1700 guided trips based on demand.
- **Annual Winter Tour Estimate:** 25-100 guided trips.

III. Safety Procedures

A. General Safety Protocols

- **Pre-Tour Briefing**
 - Overview of potential hazards: terrain challenges, weather conditions, wildlife encounters.
 - Emergency procedures explained.
 - Equipment check and proper use instructions.
- **Equipment Safety**
 - Regular maintenance of bikes, waverunners, snorkeling gear, and pedal pubs.
 - Guests fitted with appropriate safety gear (helmets, life jackets, wetsuits, etc.).

- ***Lost & Overdue Guest and Employee Procedures***
 - **Prevention Measures:**
 - Small group sizes to maintain guest awareness.
 - Pre-tour briefing on staying with the group and emergency protocols.
 - Designated meeting points for regrouping if separated.
 - **Immediate Response for a Lost Guest:**
 - Conduct headcount and confirm the missing guest.
 - Notify base operations with last known location.
 - Search the immediate area and check meeting points.
 - Contact the missing guest if they have a phone.
 - Escalate to local authorities if not found within 15-30 minutes.
 - **Immediate Response for an Overdue Employee:**
 - Attempt contact via call, radio, or satellite messaging.
 - Check last known location and itinerary.
 - Dispatch a nearby guide to investigate.
 - Escalate to authorities if no response within a designated timeframe.
- ***Emergency Communication***
 - **Primary:** Cell phone.
 - **Secondary:** VHF radio (remote areas) and satellite communication.
 - **Emergency Contact:** 911, Alaska State Troopers, Coast Guard (for marine incidents).
- ***Emergency Response & Evacuation***
 - Call 911 or VHF marine channel 16 for emergency assistance.
 - Coordinate with Fire Department for search and rescue if needed.
 - Evacuate guests via safest route available.
 - For landslides, move guests to higher ground or designated safe zones.
 - Guides are trained in CPR, first aid, and emergency response procedures.

IV. Bear Safety Procedures

- **Guest Education**
 - Behavior in bear country: avoid running, store food properly, travel in groups.
 - Use of bear spray and safe disposal of waste.
 - Guides carry bear deterrents (bear spray and/or noise deterrents).
- **Encounters & Response**
 - **Distant Sightings:** Observe from a safe distance.
 - **Close Encounters:** Maintain calm, slowly back away.
 - **Aggressive Bears:** Use deterrents if necessary, retreat safely.
- **Reference Materials:**
 - "Bear Facts – The Essentials for Traveling in Bear Country" (Alaska Dept. of Fish & Game).

V. Incident Reporting

- **Reportable Incidents:**
 - Death, permanent disability, life-threatening injuries.
 - Structural or mechanical failures affecting safety.
 - Search and rescue operations.
 - Significant property/environmental damage (e.g., landslides, flooding, fire).
- **Timeframe for Reporting:**
 - **Verbal Report:** Within 24 hours.
 - **Written Report:** Within 7 days.
 - **Guides complete an internal incident report form on scene and turn in as soon as possible.**

VI. Gratuity Policy

- **Voluntary Gratuities:** Not included in the tour price.
- **Complimentary Trips:** No expectation of gratuities.
- **Encouraging Tipping:** Guides may explain that gratuities are appreciated but never required.

VII. Environmental Protection

- **Leave No Trace Principles:**
 - Pack out all trash and waste.
 - No cutting of vegetation or altering trails.
 - Use designated restroom facilities where available.
- **Waste Disposal:**
 - Wag bags for remote locations/emergencies.
 - Pack out all human waste where necessary.

IV. Wilderness Stewardship & Guest Education

- **Guest Education on Wilderness Values:**
 - Emphasizing conservation principles and legal protections for designated wilderness areas.
 - Discussion on minimizing human impact, preserving solitude, and allowing natural processes to shape the experience.
 - Encouragement of non-motorized, low-impact activities while following **Leave No Trace** principles.
 - Interpretation of natural features, historic sites, and cultural heritage unique to the Tongass National Forest.
- **Guidelines for Guides & Guests:**
 - **Group Size:** 4-16 people (depending on trail).
 - **Ethical Wildlife Viewing:** Maintain safe distances from wildlife.
 - **No Site Alterations:** Use existing campsites and natural features.
 - **Respect for Other Users:** Maintain distance from other forest visitors to preserve solitude and minimize human impact.

V. Compliance & Wilderness Management

- **Compliance with Federal and Local Laws:**
 - Permitted under **Tongass National Forest Special Use Authorization**.
 - Compliance with **Leave No Trace** and **USDA Ethical Wildlife Viewing** guidelines.