



# Parks and Recreation Committee Agenda

Tuesday, May 13 , 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. April 8, 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. Alaska Coastal Outfitters
2. Sailing Alaska Limited

## **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, April 8, 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, Steve Black, Candace Rutledge, Katherine Prussian, Brandon Marx, Rich Krupa, and James Poulson- *left the meeting at 1:05 p.m.*

Absent: None.

Assembly Liaison: Kevin Mosher

Staff Present: Jess Earnshaw, Deputy Municipal Clerk, Kevin Knox, Parks and Recreation Coordinator, and Kent Smith, Grounds Maintenance Supervisor

Others: None.

## III. AGENDA CHANGES

None.

## IV. APPROVAL OF MINUTES

A. March 11, 2025

**Poulson moved to approve the March 11, 2025 meeting minutes. Motion passed unanimously by a voice vote.**

## V. REPORTS

Chair: None.

Members: Prussian mentioned that there would be .

City Staff: Kevin Knox, Parks, and Recreation Coordinator spoke about updating the code to allow for online registrations and will direct individuals to the Parks and Recreation Division for field and facility reservations. Additionally, he spoke about adding interested committee members as advocates to the National Recreation and Park Association (NRPA) membership. He mentioned that Parks and Recreation staff will also be responsible for implementing the new fee schedule, including updated field rates, by November 1st.

Kent Smith, Grounds Maintenance Supervisor, reported plans to distribute chalk to the

appropriate fields and to install a new scoreboard at Moeller Field following Assembly approval on April 20th. He also noted the scheduled demolition of the Crescent bathrooms and the installation of a new prefabricated building by May 1st. Additionally, he provided an update on the revitalization of the garden beds and the preparation of sports fields.

Assembly Liaison: None.

Other(s): None.

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

None.

**VII. UNFINISHED BUSINESS**

**VIII. NEW BUSINESS**

C. Commercial Land Use Permits

**1. Discovery Journeys**

Knox provided an overview of the process for Commercial Land Use Permits. The focus was on the land use permit process and the need for reform. The Assembly adopted a new code revision, but it was not set to take effect until the fall. In the meantime, they were likely to bring forward a land use plan like what had been reviewed in December.

Prussian questioned about breaking up the group sizes, and if they were still be considered?

Alyssa Jostle with Alaska Bound Charters spoke on behalf of Ben Swanson the owner of Discovery Journeys mentioned that Ben was willing to split into smaller groups and that was an option, if he was restricted to the 6 clients, and 1 guide.

Marx stated the need to track the total number of people visiting certain areas to avoid disrupting the local's experience.

**Poulson moved to propose the following conditions of approval: to limit the maximum group to 6 and 1 guide 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 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). Motion passed unanimously by voice vote.**

**2. Custom Alaska Cruises**

**Prussian moved to propose the following conditions of approval: to limit the maximum group to 6 and 1 guide for Baranof Warm Springs Dock. Motion passed unanimously by voice vote.**

Poulson moved 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). Motion passed unanimously by voice vote.

### **3. Bear Paw Charters**

Prussian move to separate the request into two separate permits for Warm Springs and Goddard. Motion passed unanimously by voice vote.

Marx moved to propose the following conditions of approval: to limit the maximum group to 6 and 1 guide for Baranof Warm Springs Dock. Motion passed unanimously by voice vote.

Prussian moved to remove Goddard Hot Springs from the Bear Paw Charters permit request. Motion passed 4-3 by the following roll call vote.

Yes- Poulson, Marx, Krupa, Prussian

No- Black, Rutledge, Hughey

Prussian moved to recommend approval of the commercial recreational land use permit as requested by Bear Paw Charter (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 6-1 by the following voice vote.

Yes- Marx, Prussian, Krupa, Poulson, Rutledge, Hughey

No- Black

### **4. Baranof Wilderness Lodge**

Marx moved to propose the following conditions of approval: to limit the maximum group to 6 and 1 guide for Baranof Warm Springs Dock. Motion passed unanimously by voice vote.

Marx moved 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). Motion passed unanimously by voice vote.

### **5. Favorite Bay Lodge**

Kimberly Roberts Gnagy provided a brief overview of her business activities. She also mentioned the lodge's new ownership and the expansion of their season.

Prussian moved to propose the following conditions of approval: to limit the maximum group to 6 and 1 guide for Baranof Warm Springs Dock. Motion passed unanimously by



**voice vote.**

**Marx moved to recommend approval of the commercial recreational land use permit as requested by Favorite Bay 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). Motion passed unanimously by voice vote.**

#### **6. Dauntless/Alaska Bound Charters**

Alyssa from Dauntless Alaska presented their operations, which include 8-day tours between Petersburg and Juneau, and occasionally Sitka. They typically stop 7 or 8 times, and they have 2 guides for safety purposes. The committee discussed the need for a second guide for safety and management of clients.

**Marx moved to propose the following conditions of approval: to limit the maximum group to 6 and 1 guide for Baranof Warm Springs Dock. Motion passed unanimously by voice vote.**

**Prussian moved to remove Goddard Hot Springs from the Dauntless/Alaska Bound Charters permit request. Motion passed 4-3 by the following roll call vote.**

**Yes- Poulson, Marx, Krupa, Prussian**

**No- Black, Rutledge, Hughey**

**Marx moved 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). Motion passed unanimously by voice vote.**

#### **7. Alaska Luxury**

Jeffrey Gorton provided a brief overview of his business activities.

**Poulson moved to propose the following conditions of approval: to limit the maximum group to 6 and 1 guide for Baranof Warm Springs Dock. Motion passed unanimously by voice vote.**

**Black 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.**

#### **8. Sitka Tribal Tours**

Jackie Ojala provided a brief overview of their business activities.

**Marx moved to recommend approval of the commercial recreational land use permit as**

Parks and Recreation Committee

Draft Minutes April 8, 2025

Page 4 of 6

**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). Motion passed unanimously by voice vote.**

### **9. Sitka Walking Tours**

Andrew Tinton outlined their operations, including a historic downtown tour and a hike to the Baranoff Street Cross trail entrance.

**Black moved 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). Motion passed unanimously by voice vote.**

### **10. The Boat Company**

Paul Olson, the Boat Company's conservation and permitting director, discussed the company's 40-year operation in southeast Alaska, including their use of Warm Springs for the past 40 years. He mentioned that the company has permits from the city of Sitka and the Forest Service, and that their vessels can accommodate up to 24 passengers. Olson also noted that the company's actual use has been lower than the maximum capacity, and that they prefer to operate during the shoulder season.

**Poulson moved to propose the following conditions of approval: to limit the maximum group to 6 and 1 guide for Baranof Warm Springs Dock. Motion passed by voice vote, 6–0.**

**Marx moved 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). Motion passed by voice vote, 6–0.**

### **11. Alaska Song Charter**

Jonathan Yoors provided a brief overview of his business activities.

**Marx moved to propose the following conditions of approval: to limit the maximum group to 6 and 1 guide for Baranof Warm Springs Dock. Motion passed by voice vote, 6–0.**

**Marx moved to recommend approval of the commercial recreational land use permit as requested by Alaska Song Charter (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).**

### **12. High Output Tours**

Bethany Lowrance provided a brief overview of her business activities and revised the projected number from 4,000 to 3,500. She discussed the use of city land for their bike and hike tours, which primarily followed the Thimbleberry Heart Lake Trail, and considered the potential impact of the out bridge on their plans, as well as the possible use of a section of the Cross Trail.

**Black moved to propose the following conditions of approval: to limit the maximum group to 8 and 1 guide for Thimbleberry/Heart Lake. Motion failed by voice vote, 0-6.**

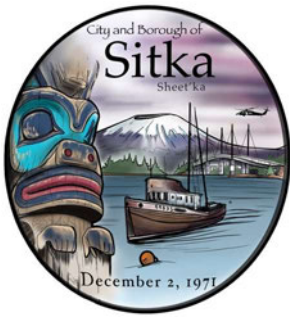
**Prussian moved to propose the following conditions of approval: to limit group sizes to a maximum of 8 participants with 2 guides for the Herring Cove and Indian River areas, and no more than 14 participants with 2 guides for the Thimbleberry/Heart Lake trail. Motion passed by voice vote, 6-0.**

**Marx moved to recommend approval of the commercial recreational land use permit as requested by High Output 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 by voice vote, 6-0.**

#### **IX. ADJOURNMENT**

The next meeting would be on May 13, 2025, at noon in Harrigan Centennial Hall. Hearing no objection, Chair Hughey called the meeting adjourned at 1:30 p.m.

Attest:  
Jess Earnshaw,  
Deputy Municipal Clerk



# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

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

**Business:** Alaska Coastal Outfitters  
**Contact:** Luke Bastain

I. Chair Introduces Item

II. Applicant Comments & Questions from Committee Members

III. Public Comment

IV. Committee Discussion/Deliberation

V. Possible Motions

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

***“I move to propose the following conditions of approval: \_\_\_\_”***

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

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

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

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

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

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

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

\*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 Coastal Outfitters

Contact: Luke Bastian

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: Apr 20

Planned season end date: Nov 20

Max # of customers per tour: 6 # of tours per week: 1 Estimated annual customers: 50

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

Primary activities offered: Visiting Hot Springs during 5-10 day Boat trips

☒ 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 1900686

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 TOTAL

#### Commercial use regulations:

Permits shall expire on December 31<sup>st</sup> 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: [Signature]

Date: Apr. 15, 2025

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

Application received by CBS staff: \_\_\_\_\_ Date: \_\_\_\_\_

## **SAFETY PLAN**

### **First Aid Kits-**

Each skiff carries commercial first aid kit while away from the HUNTRESS. The kit is manufactured by Adventure Medical Kits and is their “Marine 600” model as well as a tourniquet. In addition to medical supplies, the kit contains the *Comprehensive Guide to Marine Medicine*.

The HUNTRESS carries a larger first aid kit made by AMP-3 called the “Outfitter” model. We also have a selection of bandages/bandaging tape, gauze pads, anti-inflammatories, anti-histamines, gloves, thermometer, rubbing alcohol, hydrogen-peroxide, etcetera, and a copy of *Heartsaver First Aid with CPR & AED*. An AED is kept onboard.

**Emergency Survival Supplies and Safety Equipment-**On the HUNTRESS, we carry Type I and Type IV life jackets. The vessel is equipped with two flare guns and aerial flares, as well as hand held flares, and smoke canisters. Flares are replaced periodically as required by USCG regulation. The vessel has both radar and GPS and is equipped with two marine band VHF radios for emergency communications. We also have Starlink onboard.

While riding in the skiffs, each person wears a Type IV life jacket. Each skiff is also equipped with flare gun, aerial and handheld flares, orange smoke, signaling mirrors, whistle, and an orange signaling blanket in a Pelican case. Each skiff is also equipped with VHF radio and GPS.

The HUNTRESS is diesel powered and so relatively safe from a fire standpoint. All exhaust is insulated with approved blanket insulation. Propane is not used inside the vessel. Gasoline for the skiffs is kept in sealed containers on the side deck where spillage or fumes cannot collect. Gasoline transfer is done in the skiffs to minimize risk from gasoline vapors. Smoking is not allowed when gasoline is being transferred.

Combustible materials are kept away from the engines in the engine room. Dry chemical fire extinguishers are located in four locations. There is also an automatic Halon fire extinguishing system installed in the engine room which alarms to a panel in the wheelhouse.

Each guide carries survival equipment in the skiff he is using. Survival items include fire starting supplies, clean water or Gatorade, dried food, plastic tarp, space blanket, parachute cord and dry wool hats. In addition, he has in his pack other food, a radio, handheld GPS, first aid kit, and other clothing and rain gear. The skiff itself can be used as a shelter. In addition to the standard signaling devices required by the USCG, firearms are kept in the skiff and can be used for signaling. In cases of long term survival, State law allows the taking of game animals for food. Normally, however, "survival" means surviving overnight in which case no game would need to be taken.

### **Communication Equipment and Procedures-**

The HUNTRESS has two VHF radios. Each guide carries a handheld VHF. Spare handheld radios are kept on the HUNTRESS. We also use Starlink and Inreach for communications. Most communication is done via VHF radio. The vessel normally monitors VHF channels 16 and 13 and a working frequency. Ship-to-shore (USCG) calls are normally made on channels 16, 21, and 22. Inter-ship calls are always initiated on channel 16 and then switched to channel 13 or a working frequency.



Prior to departing the HUNTRESS each guide outlines his hunting plan for that morning or evening. Guides carefully follow that plan and do not deviate from it unless it has been communicated with someone on the HUNTRESS. Periodic contact between the vessel and the shore parties as needed. These contacts are limited to information on location and expected itinerary.

The approximate itinerary for the trip as a whole is left with someone in Sitka prior to the trip. Calls are made through Starlink to update them as to the present location and plans for the next few days. In this way a search and rescue operation could be focused in a relatively small area. We do not change plans once they are given unless contact is first made with the home base of operations, just to be safe.

Communication with other vessels in the area is also routinely done to let other boaters know our expected itinerary for the next few days.

#### **First aid skills of crew members and trip leaders-**

All guides have been trained in CPR and basic first aid, including training in hypothermia and cold water survival techniques. Lucas Bastian and some of the other guides are certified Wilderness First Responders. First Aid manuals are available onboard the HUNTRESS.

#### **Crew and leader's experience and training-**

Guides are licensed by the USCG and have experience in boating on the waters of Southeast Alaska.. Guides are also registered by the State of Alaska as guide-outfitters which demonstrates a significant level of experience and training. Showing an intimate knowledge of the hunting area is part of the registered guide-outfitter test. Guides have also taken gun safety classes and have considerable experience with gun handling.

Reference material onboard the HUNTRESS includes Chapman's *Piloting*, the USCG's *Rules of the Road*, and updated tide and current tables.

#### **Guest/Employee Briefing and Bear Safety Procedures-**

Clients are educated initially by mail regarding proper clothing and gear. Our mail out information is included at the end of this plan. On board the vessel they are briefed on the safety aspects of boat travel, location of life jackets, fire extinguishers, and escape/evacuation procedures. The clients are given information on bears and bear hunting, including shot placement. Gun safety procedures are also outlined, including a discussion about alcohol and bear hunting. No loaded guns are allowed aboard the HUNTRESS, not even in magazines. The clients are expected to do any drinking AFTER the hunt for that day is over. During the process of the hunt, there are discussions regarding fish and game laws, guiding and USCG regulations and laws regarding marine mammals. This whole procedure lasts several days with the most important information, about safety, being discussed first.

Primary hazards include inclement weather, cold-water immersion, slips/falls, "man overboard" situations when getting in and out of small boats, over exertion, hazardous plants, and potentially dangerous animals. Sharp implements and firearms can create hazards if improperly handled. Clients sign a liability waiver describing all of these potential dangers. Hazards are also identified and explained as they become pertinent during the trip.

While ashore guides and clients are always together. The guide is always armed. The clients are armed if hunting is the reason for being ashore. The guide will generally lead the way. Bears which are spotted but not stalked will not be approached any closer than 100 yards to avoid potential problems.

When shooting a bear, the guide will back up the client if needed. This may keep the animal from getting into the brush. In the event the bear gets into the timber, our procedure is to search until dark and then return the next day to continue the search, if needed.

Reference material onboard the Huntress includes *Staying Safe in Bear Country*, *A Guide to Brown Bear Country*, *Beyond Fair Chase*, and ADF&G's *Ethical hunting in Southeast Alaska's GMU4*.

#### **Lost and Overdue Client Procedures-**

As stated previously, prior to departing the vessel each guide outlines his expected itinerary for that morning or evening. Guides carefully follow that plan and do not deviate from it without informing someone on the HUNTRESS. Periodic contact between the vessel and the skiffs is made as needed when the parties are away. In the event the guide and hunter do not return within the time allotted, contact is attempted by radio. Failing this, a search will be initiated after a reasonable period of time has elapsed. If the shore party is not found, communication with the USCG would then take place either via VHF radio or Cell phone.

#### **Emergency and Evacuation Procedures-**

In the event of serious illness or injury, the USCG may be called for medical evacuation. Obtaining clearance from the USCG flight surgeon in Kodiak for a helicopter evacuation is generally a very time consuming exercise and patient, thorough communication is needed in order to do this. As this takes place, we would continue to use CPR and first aid skills to help the victim. Vital signs will be monitored and recorded prior to calling the USCG and at intervals thereafter.

If evacuation of the vessel is necessary, a May Day call to the USCG on VHF 16 will be made before evacuating if time allows. Before abandoning ship, each person would put on a TYPE I PFD. Skiffs will be used to the extent possible when abandoning ship. Survival kits and additional floatation devices are in each skiff. Flare/smoke signaling kits and handheld radios are also in each skiff.

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

Vessels – page 1



M/V Huntress

Official No.	1020282
Maker	Little Hoquim
LOA	60 ft
Gross tons	85
Engine	Lugger 400hp
Genset	N.Lights 30kw, Mer 32kw



Gray 15' Wing Aluminum Hulled  
Inflatable

AK #	3167AY
Engine	Yamaha 40HP Low Emission 4 stroke

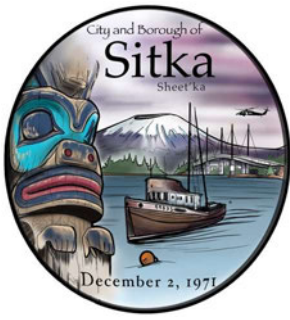


White 13' Boston Whaler  
Ak# 7146AX  
Engine Yamaha 40HP Low  
Emission 4 stroke



OD Green 13' Boston Whaler  
AK# 4864AP  
Engine Yamaha 40HP Low  
Emission 4 stroke





# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

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

**Business:** Sailing Alaska Limited  
**Contact:** John Joeright

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 Sailing Alaska Limited [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 Sailing Alaska Limited because the Committee could not make the following determinations that the use as proposed:***

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

\*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: Sailing Alaska Limited

Contact: John Joeright

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-16-2025

Planned season end date: Sept-15-2025

Max # of customers per tour: 4 # of tours per week: 1/Month Estimated annual customers: 5

List of proposed areas of use: Baranoff Warmsprings & Baranoff Lake

See attached a) for description of tour activities, tour locations

Primary activities offered: Hiking to Baranoff Lake & Soaking in the springs at the Grotto... See attached a)

☒ 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 N/A

☒ 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: 6

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

6 # of Clients X \$2.00: 12 = 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

~~N/A~~ \$21 CITY SALES TAX (6% if services are provided April – September, 5% if services are provided October-March)

~~\$350~~ \$371 TOTAL

#### Commercial use regulations:

Permits shall expire on December 31<sup>st</sup> 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: J J Dwyer For Sailmy Alaska

Date: 4/25/25

Return this form to City & Borough of Sitka, Planning Department, 100 Lincoln Street, 2<sup>nd</sup> Floor or email to [recreation@cityofsitka.org](mailto: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: 4/26/25



