



# Parks and Recreation Committee Agenda

Tuesday, August 12, 2025, 12:00 PM  
Harrigan Centennial Hall, 330 Harbor Drive

Members: Chair – Ben Hughey, Vice-Chair Candace Rutledge, James Poulson  
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. July 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. Discussion/Direction/Decision of Special Use Area Limits/Guidelines

## 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, July 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, Candace Rutledge, Steve Black, and James Poulson

Absent: Rich Krupa (excused), Katherine Prussian (excused), Brandon Marx (excused)

Assembly Liaison: Kevin Mosher

Staff Present: Municipal Clerk Sara Peterson, Parks and Recreation Coordinator Kevin Knox, and  
Grounds Maintenance Supervisor Kent Smith

Others: None.

## III. **AGENDA CHANGES**

None.

## IV. **APPROVAL OF MINUTES**

A. June 10, 2025

**Poulson moved to approve the June 10, 2025, meeting minutes. Motion passed 4-0.**

## V. **REPORTS**

Chair: Sitka Trail Works has been working on Mosquito Cove trail

Members: None.

City Staff: Kevin Knox reviewed Parks and Recreation events. Kent Smith gave an update on playground repairs, roof repairs of shelters along the sea walk, and signage at the ball fields. New sand was approved to be placed at the Kimsham and Keet ball fields.

Assembly Liaison: None.

Other(s): None.

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

Paul Olsen suggested multi-year permits for commercial land use permitting.

**VII. UNFINISHED BUSINESS**

**VIII. NEW BUSINESS**

B. Review and recommendations for Commercial Recreational Land Use Plan

Kevin and Amy provided an update on the land use plan. The Assembly deferred adoption to 2026, requesting further review. The plan will be returned to Parks & Recreation for additional input. Discussion focused on potential updates, including trail use, 2026 accommodations, permits, fees, and remote area access. A revised plan will be brought back for recommendation.

Bethany Lowrance noted the differences between Forest Service and city group limits on Thimbleberry Trail. Pat Swanson felt kayaking limits were too restrictive and suggested not counting guides. Alaina Brown reported more independent travelers on trails, and brought up weekly limit adjustments and fees. Paul Olsen suggested adding boundary limits for Baranof Warm Springs.

The committee supported excluding guides from group size limits and aligning with Forest Service standards. Concerns about double taxing were raised. A "quiet day" at Baranof Warm Springs was suggested but seen as potentially restrictive. A focused discussion on Goddard was recommended.

C. Discussion/Direction on Facilities Funding Ballot Question

Assembly Liaison Kevin Mosher provided an overview of the ballot proposition. Poulson spoke in support and provided historical knowledge and of past ballot propositions. Black spoke in support.

D. Discussion/Direction on Removal of Dog Access Permissions on Upper Kimsham Ball Field  
Carrie Iwamoto raised concerns about dog waste on the upper softball field, affecting safe play. She appreciated signage efforts but noted lack of enforcement. Kent Smith said new signs will support enforcement and public outreach. The committee discussed possible restrictions, with a dog ban suggested. Any changes would require a code update and Assembly recommendation.

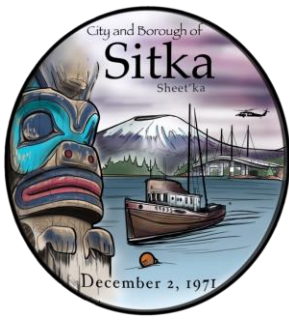
**IX. PERSONS TO BE HEARD (For items ON or OFF the agenda – not to exceed 3 minutes)**

None.

**X. ADJOURNMENT**

The next meeting would be on August 12, 2025, at noon in Harrigan Centennial Hall. Hearing no objection, Chair Hughey called the meeting adjourned at 1:10 p.m.

Attest:  
Holley Bayne, Deputy Municipal Clerk



# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

## MEMORANDUM

**To:** Chair Hughey and Parks & Recreation Committee Members

**From:** Kevin Knox, Parks & Recreation Manager  
Amy Ainslie, Planning & Community Development Director

**Date:** August 7, 2025

**Subject:** Commercial Recreational Land Use Plan – Baranof Warm Springs and Goddard Hot Springs Special Use Areas

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At its July 8<sup>th</sup> meeting, the Parks & Recreation Committee voiced interest in having a focused discussion regarding commercial recreational land use permitting at Baranof Warm Springs and Goddard Hot Springs – the two recreational sites identified as special use areas in the draft Commercial Recreational Land Use Plan (“use plan”).

In previous consideration of the use plan, committee members, Assembly members, and the public made comments regarding the desire to protect the remote nature of these sites (Goddard in particular) by limiting commercial access while not curtailing local enjoyment via water taxis.

Some potential avenues for achieving the above goal in the use plan could include regulating permits to these areas on the basis of:

- Day use versus overnight use (i.e. whether the operator is providing overnight accommodations in conjunction with visiting the site)
- Whether any outfitting is taking place (shore boats, paddleboards, providing a radio, bear spray, bathing supplies such as towels or blankets, food/drinks, etc.)
- Whether the visit to the site is provided in conjunction with other commercial recreational activities such as fishing, site-seeing, wildlife viewing, etc.

The regulation of the permits under any/all of the above provisions could be:

- A prohibition of permits for operators providing the above services at these sites
- Significantly restricting the commercial allocation for operators providing these kinds of services (i.e. limiting the number of groups per week that could visit the sites)
- Not requiring permits for operators taking clients to these sites if they are not conducting any of the above services

Staff will take any thoughts and feedback from the Committee on this particular part of the use plan to incorporate in the upcoming revision (to take effect for 2026).

# Baranof Warm Springs



## CONSIDERATIONS

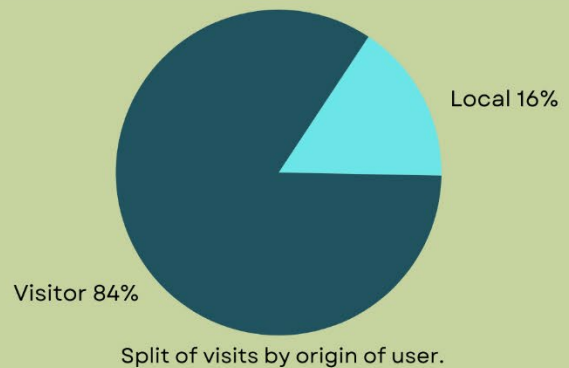
- Remote nature of this site makes management difficult
- Maintenance done by residents
- City owned area surrounded by private property

## DESCRIPTION:

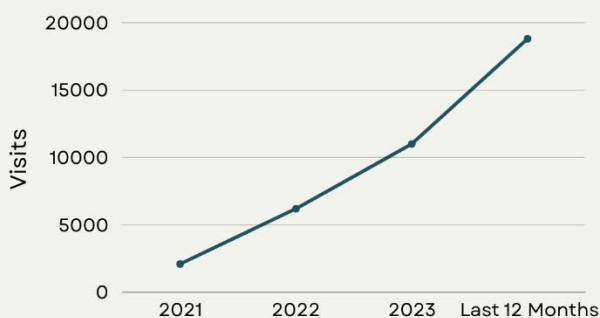
- Baranof Warm Springs is a remote recreation site on the east side of Baranof Island
- It consists of a short trail, boardwalk, dock, three tubs, and a picnic shelter
- Home to a small seasonal community

## 2021-2024 LEVELS OF USE:

- Busiest day of use on Wednesday
- Peak levels of use at 3 p.m. to 5 p.m.
- 8700 unique users
- 259 average users per day in peak season



## HISTORICAL USE:



## COMMERCIAL LEVELS OF USE IN 2024:

- 16 commercial permits issued in 2024
- Maximum group size of 12 visitors
- Maximum Commercial Visitors:  
2023: 361  
2024 (predicted): 802

# Baranof Warm Springs

## Permittable Commercial Use

### Findings from Carrying Capacity Analysis

- 1. Group Size and Frequency:** Management priorities are focused on group sizes and number of groups per day.
- 2. Group Preference:** Medium to small group sizes are preferred, and low numbers of groups per day were most favored.
- 3. User Management:** Managing health, safety, and outdoor etiquette has a high 1st and 3rd priority ranking.
- 4. Baranof Warm Springs Usage:** The Baranof Warm Springs area has seen a remarkable increase in summer use, as well as permit applications. Most of the increase in permit applications over the past year is due to awareness efforts around permitting requirements.
- 5. Permit Requirements:** USFS, Alaska State Department of Natural Resources, and CBS all require commercial use permits for this area.
- 6. USFS Allocations:** Max group size: 20  
**Alaska DNR:** 5 (+1 guide)

### Commercial Carrying Capacity

Maximum Group Size	Maximum Groups per Week
6	18

### Special Guidance

- Preferred times of use: 9:00 am – 4:00 pm
- Participation in the pre-season stakeholder and community meeting is highly encouraged.

### Special Conditions

- All use will incorporate “Leave No Trace” practices into all activities in accordance with the Appendix D: Leave No Trace document.
- Bathing Instruction: Etiquette will be provided to all guests to address food and drink use, soaking times, where to wait when tubs/springs are full, and other considerations the permittee deems appropriate.
- Proof of Additional Authorization for joint jurisdiction and/or property ownership is required before permit can be utilized.

# Goddard Hot Springs



## CONSIDERATIONS

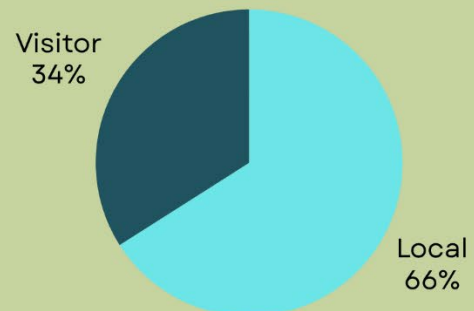
- Remote nature of this site makes management difficult
- Limited tub space can cause overcrowding to happen quickly

## DESCRIPTION:

- Recreation site approximately 15 miles south of town
- Goddard Hot Springs consists of a boardwalk, walking trail, and two bath houses
- Popular recreation spot for locals

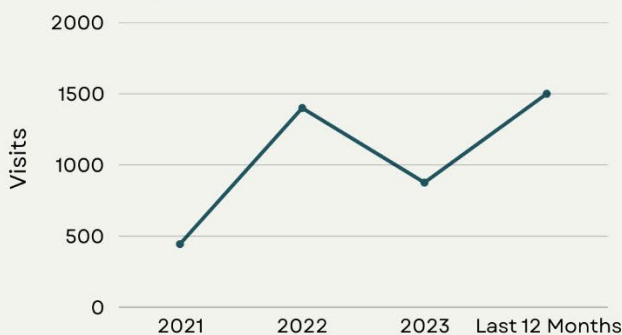
## 2021-2024 LEVELS OF USE:

- Busiest day of use on Sunday
- Peak levels of use at 1 p.m. to 2 p.m.
- 784 unique users in this time frame



Split of visits by origin of user.

## HISTORICAL USE:



## COMMERCIAL LEVELS OF USE IN 2024:

- 1 commercial permit issued in 2024
- Maximum group size of 6 visitors
- Maximum Commercial Visitors:  
2023: 0  
2024 (predicted): 50

# Goddard Hot Springs

## Permittable Commercial Use

### Findings from Carrying Capacity Analysis

1. **Current Use:** Current use data is not available.
2. **Commercial Use:** The majority of survey and public comment respondents preferred no allowed commercial use for Goddard. However, half of respondents selected at least small group allowances.
3. **Management Priorities:** Management priorities are focused on group sizes and the number of groups per day.

### Commercial Carrying Capacity

Maximum Group Size	Maximum Groups per Week
4	15

### Special Guidance

- Preferred times of use: 9:00 am – 4:00 pm
- Weekday use is preferred. (Weekend use is discouraged)

### Special Conditions

- All use will incorporate “Leave No Trace” practices into all activities in accordance with the Appendix D: Leave No Trace document.
- Bathing Instruction: Etiquette will be provided to all guests to address food and drink use, soaking times, where to wait when tubs/springs are full, and other considerations the permittee deems appropriate.



## VII. Fee Schedules

### **SPECIAL USE AREAS: BARANOF WARM SPRINGS AND GODDARD HOT SPRINGS**

<b>NON-REFUNDABLE FILING FEE</b>	<b>ANNUAL FEE</b>	<b>PER CLIENT FEE</b>
\$100	\$300	\$10

### **ALL OTHER AREAS:**

<b>NON-REFUNDABLE FILING FEE</b>	<b>ANNUAL FEE</b>	<b>PER CLIENT</b>
\$100	\$300	\$5

#### Notes to Fee Schedules:

- Persons/entities need only apply for one permit regardless of the number of assets/areas utilized.
- There is a \$100 non-refundable filing fee which must be paid in order for permit applications to be considered complete.
- Prior to the commencement of permitted activities (i.e. permit utilization):
  - The \$300 annual fee must be paid. This fee is non-refundable and charged irrespective of client numbers (actual or projected).
  - Permit holders must pre-pay total projected client fees based on their best estimate of the total number of clients that they expect for that season.
- Per client fees are assessed for each client irrespective of the number of CBS recreational assets that client visited.
- At the end of the season, a reconciliation report must be filed by permit holders that specifies the actual number of clients served under the permit. This report may result in a refund or additional charges if the pre-season projected client numbers were more or less than actual client numbers respectively.
- All fees are subject to CBS sales tax.

# Remote Areas

	Baranof Warm Springs	Goddard Hot Springs	Sitka Sound Islands
<b>Group Sizes</b>			
Small (1-3)	21%	23%	22%
Medium (4-8)	40%	27%	35%
Large (9-12)	5%	6%	6%
Larger (13+)	9%	6%	12%
No Allowed Use	25%	38%	25%
<b>Weighted Average Group Size</b>	<b>6</b>	<b>4</b>	<b>6</b>
<b>Groups per Day</b>			
Low (1-3)	48%	42%	41%
Medium (4-7)	21%	13%	20%
High (8+)	7%	7%	15%
No Allowed Use	23%	38%	25%
<b>Weighted Average Groups per Day</b>	<b>4</b>	<b>3</b>	<b>4</b>

**Key Points**

- Respondents most preferred medium size groups for BWS & Islands, and no allowed use for Goddard
- Respondents most preferred low frequency of groups per day
- There was much higher approval for hours of commercial use from 9AM – 4PM, though higher levels of late afternoon – late afternoon were seen for these sites as compared to other recreational areas
- Strong management priorities for BWS are managing group sizes and number of groups per day
- Comments received were largely reinforcing a preference for no commercial use of these areas, with a few advocating for less restrictive use. Several also expressed a desire to see higher use fees at BWS and Goddard and/or fee revenue being dedicated to maintenance of these areas.

Times of Day for Commercial Use	Early Morning (7AM - 10AM)	Mid-Morning (9AM - 12PM)	Midday (11AM - 2PM)	Early Afternoon (1PM - 4PM)	Late Afternoon (3PM - 6PM)	Evening (5PM - 8PM)	Late Evening (7PM - 10PM)
Average Across Sites	33%	68%	73%	67%	30%	19%	16%

Days of Week for Commercial Use	Weekdays Only	Weekends Only	Any Days	None
Average Across Sites	31%	1%	36%	31%

## MANAGEMENT PRIORITIES FOR BARANOF WARM SPRINGS

