



Parks and Recreation Committee Agenda

Tuesday, February 10, 2026, 12:00 PM
Harrigan Centennial Hall, 330 Harbor Drive

Members: Chair Candace Rutledge, Vice Chair Steve Black,
Brandon Marx, Katherine Prussian, Manoj Battar, Ben Hughey
Assembly Liaison: Kevin Mosher

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. AGENDA CHANGES**
- IV. PERSONS TO BE HEARD** *(For items OFF the agenda – not to exceed 3 minutes)*
- V. APPROVAL OF MINUTES**
 - A. January 13, 2026
- VI. REPORTS**

Chair:
Members:
City Staff:
Assembly Liaison:
Other(s):
- VII. UNFINISHED BUSINESS**
 - B. Discussion / Direction on redesign of the Seawalk interpretive signs
- VIII. NEW BUSINESS**
 - C. Approval of Commercial Recreation Land Use Permits – requests not in 2026 Land Use Plan
 - a. Tribal Tours – Sea Walk and CBS sidewalks
 - b. Innersea Discoveries – Takatz Bay
 - c. Lindblad Expeditions – Takatz Bay
 - d. Elysium Expeditions – Takatz Bay
 - D. Discussion of Parks and Recreation Master Plan Process
- IX. PERSONS TO BE HEARD** *(For items ON or OFF the agenda – not to exceed 3 minutes)*
- X. ADJOURNMENT**



Parks and Recreation Committee Agenda

Tuesday, January 13, 2026, 12:00 PM
Harrigan Centennial Hall, 330 Harbor Drive

Members: Chair – Ben Hughey, Vice-Chair Candace Rutledge, James Poulson
Brandon Marx, Katherine Prussian, Steve Black, Manoj Battar
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, Katherine Prussian, Brandon Marx, Steve Black, Candace Rutledge (via zoom),
and Manoj Battar

Absent:

Assembly Liaison:

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

Others: None.

III. AGENDA CHANGES

None.

IV. APPROVAL OF MINUTES

A. November 10, 2025

Marx moved to approve the November 10, 2025, meeting minutes. Motion passed 6-0.

V. REPORTS

Chair: None.

Members: None.

City Staff: Kent Smith summarized current projects and plans for spring projects. Kevin Knox reported on commercial land use applications received, current and upcoming programming, and MOAs to go to the Assembly at the next meeting.

Assembly Liaison: None.

Other(s): Sitka Trail Works - Hughey provided an update on Sitka Trail Works projects and plans to hire crew for trail work.

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

None.

VII. UNFINISHED BUSINESS

None.

VIII. NEW BUSINESS

B. Chair and Vice Chair Nominations

Marx moved to nominate Rutledge as Chair. Motion passed 6-0.

Marx moved to nominate Black as Vice Chair. Motion passed 6-0.

C. Discussion on Parks and Recreation FY27 Resource Proposals

Knox provided an overview of four FY27 resource proposals submitted by Parks and Recreation which included updates to the ADA bathroom at Blatchley Pool, a ceiling-mounted stationary mat mover, a single stall "family" bathroom at the Crescent Harbor Playground, and increasing the part-time Head Lifeguard to a full-time position. The members discussed the proposals and voiced support.

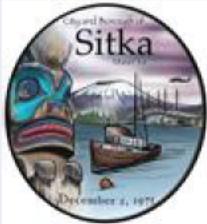
IX. PERSONS TO BE HEARD *(For items ON or OFF the agenda – not to exceed 3 minutes)*

None.

X. ADJOURNMENT

The next meeting would be February 10, at noon in Harrigan Centennial Hall. Hearing no objection, Chair Hughey called the meeting to adjournment at 12:52 PM.

Attest:
Holley Bayne, Deputy Municipal Clerk



Commercial Recreational Land Use Permit Application

As required by Sitka General Code 14.10 No person may conduct commercial recreational activities on city and borough of Sitka lands subject to this title except as authorized by a permit issued by the municipal staff as designated by the administrator.

APPLICANT INFORMATION

Business Name Tribal Tours

Primary Contact Jackie Ojala

Address [REDACTED]
Sitka, AK, 99835

Phone Number [REDACTED]

Email [REDACTED]

DETAILS OF TOUR OR GUIDED ACTIVITY

Season Start Date Sunday, April 26, 2026

Season End Date Wednesday, September 30, 2026

Commercial Allocations: For each area, the commercial carrying capacity is indicated in the far left column next to the area name, denoted as (maximum client group size/maximum groups per week). For each area at which you would like to request commercial recreational use, check the "Area of use" box. Additionally, provide your maximum proposed group size (clients only, not including guides) for each area; may not exceed commercial carrying capacity maximum group size. For groups per week, provide your estimated number of groups per week based on a season average that will use each area. Enter an estimated total client number using each area in the far right column.

	Area of use	Group Size	Groups per week	Total Clients
Cross Trail North (12/26)				
Cross Trail South (8/23)				
Gavan Hill Access (7/19)				
Indian River (7/23)				
Thimbleberry/Heart Lake (14/24)				

	Area of use	Group Size	Groups per week	Total Clients
Herring Cove/Beaver Lake (7/18)				
Herring Cove Beach (6/24)				
Blue Lake Road (12/26)				
Blue Lake (6/20)				
Green Lake Road (8/26)				
Green Lake (6/20)				
Swan Lake (6/16)	✓	There was no option for "other" here so I chose this option to move on with the application process. Areas of use are listed below.		
Eagle Beach ("Back Beach") (6/18)				
Sitka Sound Islands (6/18)				
Baranof Warm Springs (6/18)				
Goddard Hot Springs (6/14)				
Other (please list area below)				

OTHER - Areas of proposed use not listed above. Please list each area, group size, maximum groups per week and total client estimates.

Sea Walk (from Sitka National Historical Park to Harrigan Centennial Hall) and Downtown Sidewalks from Harrigan Centennial Hall, (Harbor Dr. and Harbor Way, Lincoln St., Katlian Ave., and Seward Ave.).
 Maximum number guests per tour = 20. Maximum number of tours per week = 7. Total client estimate = 1,140 Guests.

Details of tour or guided activity: Fully describe tour or activity in each area, including guided activity, outfitting resources provided, typical areas of use, etc.

See attached "2026 CBS Land Use Description - Tribal Tours"

*Our 2026 permit with the National Park Service will not be completed until February or March of 2026.

*Updated Insurance Certificate will be submitted after January 1st, 2026

Please include the following information and attachments with your application.

Certificate of Insurance (City & Borough of Sitka named as additionally insured)

Safety & Operating plan

Additional documentation (as needed/if applicable):
Copy of permit(s) from other agencies for use of joint-jurisdiction areas. If use of Baranof Warm Springs or Goddard Hot Springs is requested, attach copy of bathing instructions/etiquette provided to clients.

2026 Tribal Tours Fleet - Buses that may be used to pick up or drop off guests at any given time.

File Upload



2026 Tribal Tours Fleet.docx



2026 CBS Land Use Description - Tri... .docx



CBS 2025 COI - Sitka Tribe of Alaska d... .pdf

APPLICANT ACKNOWLEDGEMENT

Commercial Use Regulations:

- Applications and permits issued under [SGC 14.10](#) COMMERCIAL RECREATIONAL USE OF MUNICIPAL LANDS AND FACILITIES
- Guidance provided by the [2026 Commercial Recreational Land Use Plan](#)
- 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.
- Permit Fees will be invoiced after January 4, 2026 application closure.

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 the CBS Sales Tax Office, unless specifically exempt from collecting and remitting sales taxes for sales outside of City and Borough of Sitka jurisdiction, and have no outstanding judgements to the City and Borough of Sitka.

Terms and Conditions

Accepted

Date

Wednesday, November 19, 2025

Signature

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

Safety & 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: [REDACTED] Adult [REDACTED]

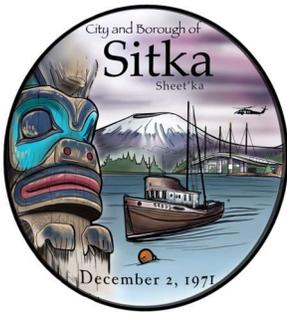
Discover Sheet'ká Kwáan: [REDACTED]

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.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

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

Business: Tribal Tours
Contact: Nathan Kramer

- 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:

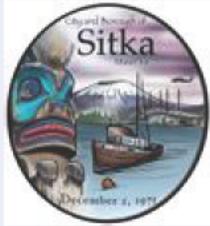
“I move to recommend approval of the commercial recreational land use permit as requested by Tribal Tours [subject to the proposed conditions of approval] and hereby make the required determinations regarding this use as listed in SGC 14.10.030(B)(1-3). “

- 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.



Monday, December 1, 2025

Commercial Recreational Land Use Permit Application

As required by Sitka General Code 14.10 No person may conduct commercial recreational activities on city and borough of Sitka lands subject to this title except as authorized by a permit issued by the municipal staff as designated by the administrator.

APPLICANT INFORMATION

Business Name Innersea Discoveries DBA UnCruise Adventures

Primary Contact Marlie Shelton

Address [REDACTED]
Seattle, WA, 98119

Phone Number [REDACTED]

Email [REDACTED]

DETAILS OF TOUR OR GUIDED ACTIVITY

Season Start Date Sunday, April 12, 2026

Season End Date Saturday, October 3, 2026

Commercial Allocations: For each area, the commercial carrying capacity is indicated in the far left column next to the area name, denoted as (maximum client group size/maximum groups per week). For each area at which you would like to request commercial recreational use, check the "Area of use" box. Additionally, provide your maximum proposed group size (clients only, not including guides) for each area; may not exceed commercial carrying capacity maximum group size. For groups per week, provide your estimated number of groups per week based on a season average that will use each area. Enter an estimated total client number using each area in the far right column.

	Area of use	Group Size	Groups per week	Total Clients
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Blue Lake Road (12/26)				
Blue Lake (6/20)				
Green Lake Road (8/26)				
Green Lake (6/20)				
Swan Lake (6/16)				
Eagle Beach ("Back Beach") (6/18)				
Sitka Sound Islands (6/18)				
Baranof Warm Springs (6/18)	✓	12	1	360 (Max)
Goddard Hot Springs (6/14)				
Other (please list area below)				

OTHER - Areas of proposed use not listed above. Please list each area, group size, maximum groups per week and total client estimates.

Takatz Bay (Group size 12, 3 visits per week (maybe), 500 total clients)

Details of tour or guided activity: Fully describe tour or activity in each area, including guided activity, outfitting resources provided, typical areas of use, etc.

Area #1: Baranof Warm Springs

-We would like to be able to hike the boardwalk to the Springs and if possible visit the springs. This would be for our smallest vessel the safari Quest (holds 22 pax max)

Area #2: Takatz Bay

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

- Safari Quest (SQU) (22 pax)
- Wilderness Legacy (WIL) (86 pax)
- Safari Endeavour (SEN) (84 pax)
- Wilderness Discoverer (WND) (76 pax)
- Wilderness Adventurer (WAV) (60 pax)

(Please see use areas in maps provided in Safety Plans).

We will travel by Master Vessel, and arrive to each location via smaller skiff.

Please include the following information and attachments with your application.

Certificate of Insurance (City & Borough of Sitka named as additionally insured)

Safety & Operating plan

Additional documentation (as needed/if applicable):
Copy of permit(s) from other agencies for use of joint-jurisdiction areas. If use of Baranof Warm Springs or Goddard Hot Springs is requested, attach copy of bathing instructions/etiquette provided to clients.

Small Boat List, Operations Letter

File Upload



City of Sitka COI -2025.pdf



City of Sitka -Application Letter 2026.pdf



Emergency Management Plan ver.5.pdf



Small Boat list for permits 2026.xlsx



BWS Etiquette Letter.pdf

APPLICANT ACKNOWLEDGEMENT

Commercial Use Regulations:

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- Permit Fees will be invoiced after January 4, 2026 application closure.

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 the CBS Sales Tax Office, unless specifically exempt from collecting and remitting sales taxes for sales outside of City and Borough of Sitka jurisdiction, and have no outstanding judgements to the City and Borough of Sitka.

Terms and Conditions

Accepted

Date

Monday, December 1, 2025

Signature

A handwritten signature in black ink, appearing to be "M.A. [unclear]". The signature is written in a cursive style with some loops and flourishes.



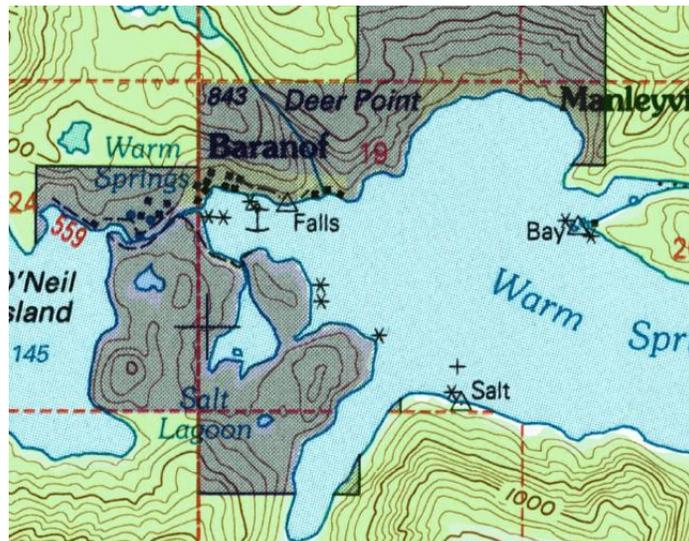
Hello Sitka Burrough District,

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

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

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

- Area #1: Baranof Warm Springs
 - We would like to be able to hike the boardwalk to the Springs and if possible visit the springs for the Safari Quest only (SQU) (22 pax).



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



- We have several Vessels we would like to ask permission for, for Takatz Bay:
 - Safari Quest (SQU) (22 pax)
 - Wilderness Legacy (WIL) (86 pax)
 - Safari Endeavour (SEN) (84 pax)
 - Wilderness Discoverer (WND) (76 pax)
 - Wilderness Adventurer (WAV) (60 pax)
- B. Description of transportation to site, including mode of transportation and plan for client parking.
- Our mode of transportation to the site would be via small boat (zodiac, seneca, pontoon) from our Master Vessels that will stay anchored offshore. We will not use any transportation while on land.
- C. Estimate number of participants and/or group size.
- The number of guests participating in each activity will depend on the permit area restrictions. We also conduct our operations with our standard guide-to-guest ratio of 1 guide:10 passengers. For larger groups, we assign an additional crew member to assist passengers, maintaining a ratio of 2:12. We typically limit the number of groups on land to two groups at any given time and strive to keep the groups at least a quarter mile apart to enhance the wilderness experience.
 - For the season we are estimating a total of 300 maximum participants for Baranof Warm Springs (This is if every passenger from every week went, which is doubtful) and 500 maximum participants for Takatz Bay.



D. Time of desired usage.

- Baranof Warm Springs: We would like to use for our smallest boat (SQU) we would request May-September.
- Takatz Bay: We would like to request April-October for all vessels.

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

- Our activities are structured to allow guests to return to the vessel for all mealtimes, and we do not conduct any overnight stays or camping in these areas. Each of our activities are 1-2 hours long so that the guests can come back to the vessel and use the restroom onboard.
- All guides are trained in Leave No Trace (LNT) principles. Guides emphasize LNT standards to guests prior to disembarking. We also provide boot cleaning brushes onboard, and guests are encouraged to use them before participating in any activities. We supply rubber boots for our guests and ensure they are cleaned after each activity to prevent the introduction of invasive species. A hose is available for washing gear as needed as the guests depart and arrive to the master vessel. Our guides and guests make sure to take any litter they may create back to the vessel with them, as well we are always on the lookout for litter in wilderness areas so we can pick up the trash, so future visitors can have a great experience.
- Each of our guides carries a VHF handheld radio and GPS. Every guide onboard our vessels is Wilderness First Responder trained or EMT trained. If any emergency were to happen the WFR training from our guides would be put into place. They would make a call to the Master Vessel who would deploy the medical officer and any help they would need. During this the captain would call medical services, the US Coast guard and the main office to activate our Emergency Management Plan (EMP available to share upon request).
- Each of our guests are presented with a safety briefing by the Captain, Expedition Leader and Chief Mate at the start of every cruise. They are also presented with an orientation on day one of the cruise where they are taught our safety procedures when it comes to kayaking, hiking, bear safety and skiff tours. Before every skiff tour the boat driver and expedition guide discuss the safety procedures for each tour again. Once a week the vessels practice USCG related drills and company related land-based emergency drills.



- F. Training requirements for personnel conducting transport and tour activities.
- Deckhands: Each of our deckhands holds a Master's License to operate our skiffs. They are then given a test by the Captain or Chief Mate on small boat operations. Once they are checked off on small boat safety and guest drop off safety they are able to operate the small boats.
 - Each guide goes through a series of trainings before the master vessels head to Alaska. These trainings include -bear training, skiff training, kayak safety, orienteering, GPS training, etc. All guides need to pass these trainings to be able to work in Alaska. All guides are Wilderness First Responder trained.
- G. Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission or similar arrangements with other tour brokers, agents or cruise ship companies.
- There is not a schedule of fees or charges for our clients. The guests will put a deposit down on their trip when they first book it (\$500 deposit) and then they need to submit their final payment 90 days before the cruise. Our rates are on a per person basis.
 - We have no commission or similar arrangements with other tour brokers or agencies.
- H. Physical descriptions and license numbers of each vehicle to be used in the proposed commercial activity
- See attached small boat list 2026



Dear Safari Quest Guest,

Welcome to one of Southeast Alaska's most special spots -Baranof Warm Springs! For today's visit please keep the following in mind:

Before You Go

- Shower first onboard the vessel before you depart for the warm springs.
- The vessel will provide a spa towel for use at the warm springs, please be sure to Bring this towel, your water bottle, and sandals.
- We ask that you do not bring any alcohol or other beverages (besides water bottle) on shore.
- Do not wear lotions, sunscreen, makeup, or strong scents into the springs. These contaminate the water and surrounding ecosystem!

Etiquette while at Baranof Warm Springs:

- Keep noise low. This is a quiet, serene place meant for relaxing.
- Phones on silent and avoid calls.
- No glass containers anywhere near the springs.
- Pack it in, pack it out. Leave absolutely no trash behind!

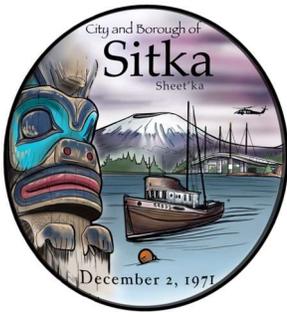
Safety

- Mind the rocks—they can be slippery.
- Soak slowly. Start with a few minutes and take breaks.
- Stay hydrated and monitor how you feel—heat can sneak up on you!

Thank you for your understanding and compliance,
Your Safari Quest Crew

small ships, BIG adventures

American Owned and Operated – homeported in Seattle, WA and Juneau, AK
Reservations: 888-862-8881 • uncruise.com



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

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

Business: Innersea Discoveries, DBA UnCruise
Contact: Marlie Shelton

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

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

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

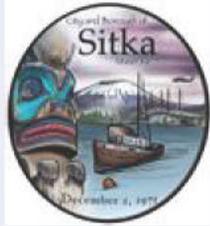
“I move to recommend approval of the commercial recreational land use permit as requested by Innersea Discovery, DBA UnCruise [subject to the proposed conditions of approval] and hereby make the required determinations regarding this use as listed in SGC 14.10.030(B)(1-3). “

- 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.



Thursday, January 8, 2026

Commercial Recreational Land Use Permit Application

As required by Sitka General Code 14.10 No person may conduct commercial recreational activities on city and borough of Sitka lands subject to this title except as authorized by a permit issued by the municipal staff as designated by the administrator.

APPLICANT INFORMATION

Business Name LINDBLAD EXPEDITIONS, LLC

Primary Contact Sarah Weisbuch

Address [REDACTED]
New York, NY, 10036

Phone Number [REDACTED]

Email [REDACTED]

DETAILS OF TOUR OR GUIDED ACTIVITY

Season Start Date Thursday, May 21, 2026

Season End Date Saturday, October 3, 2026

Commercial Allocations: For each area, the commercial carrying capacity is indicated in the far left column next to the area name, denoted as (maximum client group size/maximum groups per week). For each area at which you would like to request commercial recreational use, check the "Area of use" box. Additionally, provide your maximum proposed group size (clients only, not including guides) for each area; may not exceed commercial carrying capacity maximum group size. For groups per week, provide your estimated number of groups per week based on a season average that will use each area. Enter an estimated total client number using each area in the far right column.

	Area of use	Group Size	Groups per week	Total Clients
Cross Trail North (12/26)				
Cross Trail South (8/23)				
Gavan Hill Access (7/19)				
Indian River (7/23)				
Thimbleberry/Heart Lake (14/24)				

	Area of use	Group Size	Groups per week	Total Clients
Herring Cove/Beaver Lake (7/18)				
Herring Cove Beach (6/24)				
Blue Lake Road (12/26)				
Blue Lake (6/20)				
Green Lake Road (8/26)				
Green Lake (6/20)				
Swan Lake (6/16)				
Eagle Beach ("Back Beach") (6/18)				
Sitka Sound Islands (6/18)				
Baranof Warm Springs (6/18)				
Goddard Hot Springs (6/14)		20	.5	800
Other (please list area below)	✓			

OTHER - Areas of proposed use not listed above. Please list each area, group size, maximum groups per week and total client estimates.

CBS lands around Takatz Bay.

Maximum group size 20, including guides. Typical group size 10-12 including guides.

Max: 66-108 clients per vessel on a given day.

Max per week: varies because visitation may be uneven; several weeks may pass between visits, or two of our vessels may happen to visit during the same week. Estimate 8-12 visits throughout season.

Total client estimate per season: 800

Details of tour or guided activity: Fully describe tour or activity in each area, including guided activity, outfitting resources provided, typical areas of use, etc.

Lindblad Expeditions is an expedition cruise company operating in Southeast Alaska from April to October. We offer multi-day itineraries on small ships (66-108 pax), with guided excursions in remote areas. We adhere to the Outfitter Guide BMP Agreement between small cruise operators and big game hunting guides; per this agreement, we refrain from visiting Takatz during hunting season. We will visit May 21st onward.

At Takatz Bay, activities will include hiking, kayaking, paddleboarding, and Zodiac cruising. We rotate activities into multiple rounds to reduce total numbers hiking ashore at a time. For example, we may offer one round of Zodiac cruises and kayaking to half our guests while other guests on hikes, then switch for round 2.

For hiking, we tender guests ashore in Zodiacs, separating them into small guided groups that disperse away from each other. Hikes are offered at various levels of difficulty - for example, one group completes a faster-paced challenging hike, another a moderate hike, another a leisurely photo walk. Activities ashore typically do not exceed 3.5 hours.

Please include the following information and attachments with your application.

Certificate of Insurance (City & Borough of Sitka named as additionally insured)

Safety & Operating plan

File Upload



25-26 Lindblad Expeditions COI City a... .pdf



2026 Operating Plan - CBS Takatz - Lin...pdf



Safety Plan - CBS Takatz - Lindblad Ex... .pdf

APPLICANT ACKNOWLEDGEMENT

Commercial Use Regulations:

- Applications and permits issued under [SGC 14.10](#) COMMERCIAL RECREATIONAL USE OF MUNICIPAL LANDS AND FACILITIES
- Guidance provided by the [2026 Commercial Recreational Land Use Plan](#)
- 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.
- Permit Fees will be invoiced after January 4, 2026 application closure.

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 the CBS Sales Tax Office, unless specifically exempt from collecting and remitting sales taxes for sales outside of City and Borough of Sitka jurisdiction, and have no outstanding judgements to the City and Borough of Sitka.

Terms and Conditions

Accepted

Date

Thursday, January 8, 2026

Signature



Operating Plan – City & Borough of Sitka – Takatz Bay

I. BUSINESS / ORGANIZATION INFORMATION

Official Title of Operation:

Legal Entity Name*: Lindblad Expeditions, LLC

Name on the State of Alaska business license: Lindblad Expeditions, LLC1

Other trade names, marketing names, etc., if any: National Geographic Lindblad Expeditions

Mailing Address: [REDACTED] New York, NY 10036

Website URL: <https://expeditions.com>

Owner: Lindblad Expeditions, LLC

Point of Contact / Holder Representative:

Name: Sarah Weisbuch

Title: Manager, Expedition Permits

Phone Number: [REDACTED]

Email: [REDACTED]

II. GENERAL OPERATIONS

a) Services Provided to the Public

Operating season in Southeast Alaska: April 25th- October 3rd, 2026
Operating season on CBS lands at Takatz Bay: May 21-October 3rd, 2026

Ships: National Geographic Quest, National Geographic Venture, National Geographic Sea Bird, National Geographic Sea Lion

Anticipated number of trips: In 2026, Lindblad Expeditions will operate approximately 90 voyages in Southeast Alaska. These voyages vary from 6 days to 15 days.

Anticipated usage on Takatz Bay lands:

- Max clients at Takatz Bay lands on any given date: 108 (NG Venture) / 106 (NG Quest) / 66 (NG Sea Bird/NG Sea Lion)
- Estimated 8-12 visits throughout season
- Estimated client totals for Takatz Bay lands in 2026: 800

Days and hours of use: Various (daylight hours)

Activities:

- Main activities: Hiking
- Incidental activities: kayaking, standup paddleboarding, zodiac tours
- We will adhere to all CBS commercial recreational permit conditions and requirements when operating on CBS lands in Takatz Bay.

Method of Access: Expedition vessels will use Zodiac Milpro DIBs to access CBS lands.

b) Cooperation with Other Users

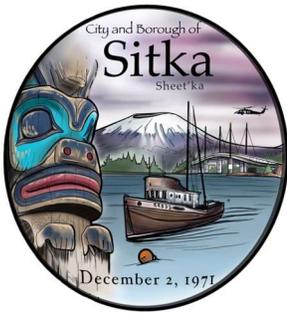
Our standard practice is to maintain ongoing communication with other operators / cruise ships in the area to avoid conflicts and crowding. We participate in the Intentions List and the OG BMP Agreement.

c) Safety

See attached safety plan.

d) Environmental Protection

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. We divide our clients into small groups and comply with any group size requirements to minimize impacts.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

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

Business: Lindblad Expeditions, LLC
Contact: Sarah Weibuch

- 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:

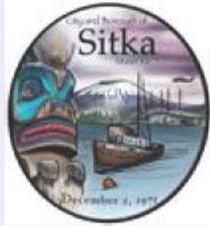
“I move to recommend approval of the commercial recreational land use permit as requested by Lindblad Expeditions [subject to the proposed conditions of approval] and hereby make the required determinations regarding this use as listed in SGC 14.10.030(B)(1-3). “

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

“ I move to recommend denial of the commercial recreational land use permit as requested by 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.



Monday, December 15, 2025

Commercial Recreational Land Use Permit Application

As required by Sitka General Code 14.10 No person may conduct commercial recreational activities on city and borough of Sitka lands subject to this title except as authorized by a permit issued by the municipal staff as designated by the administrator.

APPLICANT INFORMATION

Business Name Elysium Expeditions

Primary Contact Dustin Hack

Address [REDACTED]
SITKA, Alaska, 99835

Phone Number [REDACTED]

Email [REDACTED]

DETAILS OF TOUR OR GUIDED ACTIVITY

Season Start Date Monday, June 1, 2026

Season End Date Monday, August 31, 2026

Commercial Allocations: For each area, the commercial carrying capacity is indicated in the far left column next to the area name, denoted as (maximum client group size/maximum groups per week). For each area at which you would like to request commercial recreational use, check the "Area of use" box. Additionally, provide your maximum proposed group size (clients only, not including guides) for each area; may not exceed commercial carrying capacity maximum group size. For groups per week, provide your estimated number of groups per week based on a season average that will use each area. Enter an estimated total client number using each area in the far right column.

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Blue Lake (6/20)				
Green Lake Road (8/26)				
Green Lake (6/20)				
Swan Lake (6/16)				
Eagle Beach ("Back Beach") (6/18)				
Sitka Sound Islands (6/18)				
Baranof Warm Springs (6/18)	✓	6	1	50
Goddard Hot Springs (6/14)				
Other (please list area below)				

OTHER - Areas of proposed use not listed above. Please list each area, group size, maximum groups per week and total client estimates.

Medvejie Lake Trail: max group size 6, 1 group per week, max 50 clients

Takatz Bay: max group size 6, 1 group per week, max 50 clients

Details of tour or guided activity: Fully describe tour or activity in each area, including guided activity, outfitting resources provided, typical areas of use, etc.

Baranof Warm Springs

Activities include walking from shore or the community dock to the warm springs, soaking in the springs, and returning to the boat.

The vessel (M/Y Elysium) will remain anchored in the bay, and guests will be transported to shore via RIB or kayak as appropriate.

Guide-to-guest ratio: two guides for 4–6 guests.

Medvejie Lake Trail

Activities include a guided hike up the Medvejie Lake Trail, canoe transport across the lake to the waterfall area, and hiking back to the trailhead before returning to the vessel.

Guests reach shore via RIB inflatable or kayak, with the vessel anchored or docked nearby.

Guide-to-guest ratio: two guides for 4–6 guests.

Takatz Bay

Activities include guided exploration of shore line and intertidal zone.

Guests reach shore via kayak or paddle board, with vessel anchored nearby.

Guide-to-guest ratio: two guides for 4-6 guests.

Please include the following information and attachments with your application.

Safety & Operating plan

Additional documentation (as needed/if applicable):
Copy of permit(s) from other agencies for use of joint-jurisdiction areas. If use of Baranof Warm Springs or Goddard Hot Springs is requested, attach copy of bathing instructions/etiquette provided to clients.

File Upload

 BWS Etiquette.pdf

 EE SOP (1).pdf

 Elysium CBS Land Use Permit Attach... .pdf

APPLICANT ACKNOWLEDGEMENT

Commercial Use Regulations:

- Applications and permits issued under [SGC 14.10](#) COMMERCIAL RECREATIONAL USE OF MUNICIPAL LANDS AND FACILITIES
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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 the CBS Sales Tax Office, unless specifically exempt from collecting and remitting sales taxes for sales outside of City and Borough of Sitka jurisdiction, and have no outstanding judgements to the City and Borough of Sitka.

Terms and Conditions

Accepted

Date

Monday, December 15, 2025

Signature



ELYSIUM EXPEDITIONS

LAND USE PERMIT: LOCATIONS AND ACTIVITY DETAILS

Locations of Proposed Activities

Elysium Expeditions is hoping to guide small groups (4–6 guests per group) with two guides at the following Sitka area locations:

- Baranof Warm Springs
- Medvejie Lake Trail
- Takatz Bay

We anticipate accessing these locations intermittently throughout the operating season, with a maximum of approximately 10 tours. Each tour hosts 4–6 guests accompanied by 2 guides, resulting in an estimated total of up to 36 guests for the season. Use of each site will vary based on weather, safety considerations, and guest interest. While these locations will not be utilized on every tour, we hope to maintain access to them whenever conditions and guest preferences make a visit appropriate.

Detailed Explanation of Activities

- ❖ Baranof Warm Springs
 - Activities include walking from shore or the community dock to the warm springs, soaking in the springs, and returning to the boat.
 - The vessel (*M/Y Elysium*) will remain anchored in the bay, and guests will be transported to shore via RIB or kayak as appropriate.
 - Guide-to-guest ratio: two guides for 4–6 guests.
- ❖ Medvejie Lake Trail
 - Activities include a guided hike up the Medvejie Lake Trail, canoe transport across the lake to the waterfall area, and hiking back to the trailhead before returning to the vessel.
 - Guests reach shore via RIB inflatable or kayak, with the vessel anchored or docked nearby.
 - Guide-to-guest ratio: two guides for 4–6 guests.
- ❖ Takatz Bay
 - Activities include guided exploration of shore line and intertidal zone.
 - Guests reach shore via kayak or paddle board, with vessel anchored nearby.
 - Guide-to-guest ratio: two guides for 4-6 guests.

Days/Hours of operation: Monday-Wednesday, between 8am-3pm. (Our 4 day expedition trips leave port on Sunday morning, and return on Thursday afternoon, but we don't plan on utilizing City Land during the first and last day because we will be motoring to our destinations.)

We orchestrated it this way because we wanted to make sure the weekends were not overpopulated with tourists, thus ensuring the locals still can access land on their weekends in solitude.

Operating Season: June 1, 2026 - August 31, 2026

Restroom Accommodations, Litter Plan, Emergency Evacuation, and Client Safety Briefing

- ❖ Restroom Accommodations
 - Guests will be encouraged to use onboard restroom facilities prior to departure. If restroom needs arise on the trail, Leave No Trace human waste protocols will be followed.
 - ❖ Litter and Waste Management
 - All litter and personal items will be packed in and packed out. Guides will conduct a final sweep of all visited areas to ensure no waste remains.
 - ❖ Client Safety Briefing
 - Prior to any shore excursion, guides will provide a safety briefing covering terrain, weather considerations, wildlife awareness (including bear encounter guidelines), group communication, and the use of required safety equipment.
 - ❖ Emergency Evacuation Procedures
 - Guides will carry a VHF handheld radio, Garmin satellite communication device, bear spray, and first aid supplies during all shore excursions.
 - In the event of an emergency, evacuation procedures will follow Coast Guard and company safety protocols, including contacting USCG or local SAR services, returning guests to the vessel or closest extraction point, and stabilizing individuals until assistance arrives.
-

Schedule of Fees / Charges & Third-Party Arrangements

Elysium Expeditions offers privately booked, all-inclusive 4-day charter trips. Fees are charged per trip and disclosed to clients in advance through a written charter agreement. The charter fee is [REDACTED] for four (4) guests, [REDACTED] for five (5) guests, and [REDACTED] for six (6) guests. Elysium Expeditions books and collects payment directly from clients and does not operate through cruise ship companies. No commissions, royalties, or percentage-based referral

agreements are in place. In limited cases, optional add-on services may be provided by local, independently operated vendors, with Elysium Expeditions remitting payment at a pre-arranged flat rate.

Inventory of Vehicles/Vessels for Proposed Permit Operations

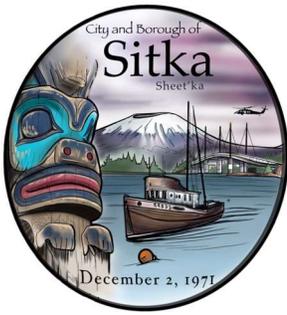
- **M/V *Elysium*** – 55-foot motor yacht
Primary vessel used for multi-day charter operations, guest accommodations, and onboard activities.
- **M/V *Zephyr*** – 25-foot Hewescraft aluminum vessel
Used as a tender for shore access, guest transfers, and nearshore operations when conditions allow.
- **RIB Inflatable**
Used for transporting guests and crew to shore when the primary vessel is anchored.
- **Kayaks**
Used for non-motorized access to shore and nearshore exploration in appropriate conditions.

Baranof Warm Springs – Bathing Instructions & Etiquette

Guests visiting Baranof Warm Springs are expected to follow respectful bathing practices to protect the site, ensure public safety, and honor local customs.

- **Cleanliness:** Guests must rinse off before and after use of the pools aboard the Elysium. No soap, shampoo, or personal care products may be used in or near the springs.
- **Soaking Safety:** Water temperatures vary and can be very hot. Guests should enter slowly, limit soak time, take breaks, and hydrate regularly.
- **Respect for Others:** Quiet voices are expected. Guests must share pools courteously and limit soak time if others are waiting.
- **Clothing & Privacy:** Bathing suit use is recommended. Photography of others is prohibited without explicit consent.
- **Environmental Care:** Guests must stay on established trails, avoid disturbing vegetation, and pack out all trash. Glass containers are prohibited.
- **Restrooms:** Guests must use restroom facilities prior to soaking. Urination or defecation in the springs is strictly prohibited.
- **Wildlife:** Wildlife awareness is required at all times.
- **Leave No Trace:** All visits follow Leave No Trace principles and ethical stewardship of this natural resource.

Failure to follow these guidelines may result in removal from the site to protect public safety and preserve the springs for future use.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

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

Business: Elysium Expeditions
Contact: Dustin Hack

- 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: ___*”
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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 Elysium Expeditions [subject to the proposed conditions of approval] and hereby make the required determinations regarding this use as listed in SGC 14.10.030(B)(1-3). “

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

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<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.