



Parks and Recreation Committee Agenda

Tuesday, June 10, 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. May 13, 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 Yacht Charters
2. Maple Leaf Adventures
3. Sitka Wild Coast Kayaks

C. Discussion on Memorial Bench Policy

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, May 13, 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

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

II. ROLL CALL

Present: Steve Black, Candace Rutledge, Katherine Prussian, Brandon Marx, Rich Krupa, and James Poulson

Absent: Ben Hughey (excused)

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. April 8, 2025

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

V. REPORTS

Chair: None.

Members: Marx addressed the issue of the heavy and unwieldy mound at the softball field, which had been causing injuries to the users. Krupa expressed concerns about the city's role in assisting with the mound, noting that the city had previously helped with its relocation. He suggested that the city should take back some responsibility in addressing the issue. Poulson also mentioned a letter from the Little League representatives, expressing concern about the cost of using the field.

City Staff: Kevin Knox, Parks, and Recreation Coordinator stated May was bike month. spoke about the "Love to Ride" app for bike usage in Sitka and Parks and Rec Department to implement neurodivergent activity group with physical therapist for kids on the autism spectrum. Discussed the rise in motorized bikes on cross trails and the need for better control. Kevin Knox presented a staff report on the Safe Streets for All grant, which includes an app for

Parks and Recreation Committee

Final Minutes April 8, 2025

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tracking bike usage and assets. He also mentioned a partnership with Search and Mountain Rehab Services for senior and neurodivergent activity groups. While the AmeriCorps program was cut, Kiera Dent was rehired to coordinate the summer camp, which had high demand but staffing challenges. Kent Smith, Grounds Maintenance Supervisor, Harry Green to install a culvert at the key ball fields to mitigate water runoff issues. And reported a delay in the bathroom project at Crescent Harbor due to water line issues, but work has resumed. Kent also mentioned the installation of a culvert at the key ball fields to address water runoff problems and improve the field conditions.

Assembly Liaison: None.

Other(s): None.

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

Hal Spackman commented on the baseball mound.

VII. UNFINISHED BUSINESS

None.

VIII. NEW BUSINESS

C. Commercial Land Use Permits

1. Alaska Coastal Outfitter

Prussian moved to remove Goddard Hot Springs from the Alaska Coastal Outfitters permit request. Motion passed 6-0 by a voice vote.

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.

The rationale for these limitations was to minimize interference and improve the experience for their users. The Commission also considered the need for more information on the impact of commercial use on popular local spots.

Prussian moved 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). Motion passed 6-0 by a voice vote.

2. Sailing Alaska Limited

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 Sailing Alaska Limited (subject to the proposed conditions of approval) and

Parks and Recreation Committee

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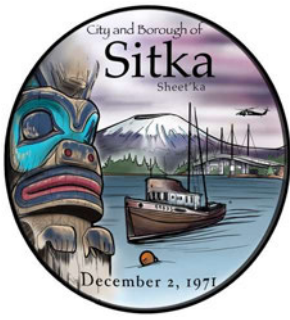
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IX. ADJOURNMENT

The next meeting would be on Juen 10, 2025, at noon in Harrigan Centennial Hall. Hearing no objection, Vice Chair Rutledge called the meeting adjourned at 1:30 p.m.

Attest:
Jess Earnshaw,
Deputy Municipal Clerk

DRAFT



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

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

Business: Alaska Yacht Charters
Contact: Ryan Lindsay

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 Yacht Charters [subject to the proposed conditions of approval] and hereby make the required determinations regarding this use as listed in SGC 14.10.030(B)(1-3). “

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

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

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

*Note: A recommendation of denial can be based on not being able to make one or more of the required determinations under SGC 14.10.030(B)(1-3). The motion and basis of recommended denial only needs to include rationale regarding the one or more required determinations that could not be made.

☐ 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: 40

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

40 # of Clients X \$2.00: 80 = 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

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

\$371.6 TOTAL

Commercial use regulations:

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

Permits are valid only for the dates, times, activities, and areas specified.

Permits are not automatically renewable. Issuance of a permit shall not entitle any priority or preferential consideration for subsequent, new, or additional permits for the same area or for related uses.

Upon acceptance of a permit, all permittees shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend, and hold harmless the City and Borough of Sitka from any and all claims for injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Sitka.

I certify that the business/operator(s) are registered with CBS Sales Tax Office and have no outstanding judgements to the City and Borough of Sitka.

Signature:  Date: _____

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

Application received by CBS staff: _____ Date: _____

Alaska Yacht Charters 2025 Operating/ Safety Plan

1. OFFICIAL TITLE OF OPERATION

Tongass Expeditions LLC DBA Alaska Yacht Charters

2. OWNERS

Name: Ryan Lindsay - Manager

Address: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

Name: Max Stanley

Address: [REDACTED]

Phone: 9 [REDACTED]

Email: [REDACTED]

Name: Jonathan Kreiss-Tomkins

Address: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

3. EMPLOYEE NAMES, QUALIFICATIONS, AND EXPERIENCE FOR ALL GUIDES

Names	Qualifications/Licenses**	Experience
Kevin Wells - Captain	Master 1600 ton all oceans including sail Third mate - up to 2000 tons Radar observer unlimited Able Seaman - unlimited CPR/ First aid	20 years of experience captaining various vessels in worldwide including SE Alaska
Ryan Lindsay - Guide	First Aid/CPR Wilderness first responder Master 200 ton Inland	3 year guiding for Alaska Yacht Charters in SE Alaska
Catherine Mcelligott - Stewardess	First aid / CPR	5 Years guiding on vessels around alaska
Sterling William Moore - Chef	First aid / CPR	2 years guiding in SE alaska for Alaska Yacht Charters

The crew are all competent and experienced in conducting the trips in the subject areas and have personal knowledge of the area and its features.

4. DESCRIPTION OF SERVICES PROVIDED TO THE PUBLIC

Dates:

June 1 - September 30, 2025

Activities provided:

Sightseeing: We provide a week long tour for guests around SE Alaska aboard our 90' Vessel.

Hiking: We provide nature hikes through the wilderness on established trails. We provide hikes to groups of maximum 8 guests with a hiker/ guide ratio of 4/1. We transport guests to the dock at Baranof Warm Springs Bay via a 17ft Boston whaler skiff for a nature hike to Baranof Hot Springs and Baranof Lake. We will visit warm springs bay a maximum of 7 times in 2025.

Sample Itinerary

DAY 1:

We begin our journey as Alaska Yacht Charters picks you up from the hotel and takes you to board the Alaskan Story at 11 am. Heading out of Juneau, we cruise through North Pass, a well-known spot for humpback whale sightings. After rounding the north tip of Admiralty Island and passing Point Retreat with its historic lighthouse, we continue down Chatham Strait to Pavlof Harbor on Chichagof Island. In the evening, we anchor in front of a waterfall and watch bears as they become active in the twilight.

DAY 2:

Following a morning of bear-watching, we make our way south toward Tenakee Inlet. If the salmon are running, we can fish for coho along the way. Upon entering the inlet, we set crab pots to catch Dungeness crab. We have the option to stroll through the small "town" of Tenakee or spend time kayaking and paddleboarding in a protected cove, where we will anchor for the night.

DAY 3:

The day begins by pulling our crab pots, hoping for a delicious crab feast for dinner!. As we continue south, we keep an eye out for humpback whales that may be bubble-net feeding. In the afternoon, we stop at Baranof Warm Springs for a short hike to the natural hot springs along a scenic river. After a soothing soak, we head to Red Bluff Bay, where we set shrimp pots for an authentic Alaskan meal.

DAY 4:

We spend the morning taking in the beauty of Red Bluff Bay, truly one of Alaska's most stunning anchorages. After retrieving our shrimp pots, we prepare another fresh Alaskan meal. Later in the day, we head to one of our favorite fishing spots for halibut before rounding the southern tip of Admiralty Island and anchoring in Pybus Bay, where we explore this scenic area.

DAY 5:

Today, we visit the Brothers Islands, a rare experience as we are one of the few vessels with a permit to go ashore. These islands are uninhabited by both people and bears, allowing us to enjoy peaceful nature walks. As we continue our journey, we pass through Frederick Sound, a region known for prolific whale activity.

DAY 6:

Entering Tracy Arm Fjords Wilderness, often called “Yosemite with glaciers,” we marvel at rock walls towering thousands of feet above iceberg-dotted waters as we make our way to the calving face of a tidewater glacier. After a day of breathtaking glacier views, we head north for our final anchorage, where we may even enjoy a glacier ice cocktail hour to celebrate.

DAY 7:

We pull anchor and enjoy breakfast as we start our final stretch into Juneau harbor, arriving by late morning to disembark and bring you back to your hotel.



5. PHYSICAL DESCRIPTION OF BOATS/VEHICLES/PLANES TO BE USED

Include license plate numbers, boat I.D. numbers/names, etc.

17-foot Boston Whaler Montaque AK-1535-AD;



90-foot Westport Motor/Yacht "Alaskan Story" US Doc Number; 637068:



6. General Safety Plan

Training: The captains and mate of the *Alaskan Story* are United States Coast Guard licensed, and they and all crew have current training in first aid, CPR and bear safety

Description of Vessels: The *Alaskan Story* is a 90 foot overall Westport motor yacht, all white with a blue accent. Its official documentation number is 637068. It has a 17-foot Boston Whaler and a smaller inflatable with outboard motors and two kayaks.

Safety Equipment: The *Alaskan Story* has a 17-foot Boston Whaler skiff, USCG-approved life raft, EPIRB, 4 VHF radios, 12 full flotation suits, 18 PFDs and substantial first aid supplies. The vessels also have 12 fire extinguishers and built-in automatic engine room fire extinguishers.

Client Briefing and Search Procedures: At the beginning of all charters and again before the client's trips ashore, they are briefed on the use and operation of both VHF and short wave portable radios which they carry when ashore. They are told about the dangers of bears and how to act when ashore to avoid dangerous confrontations. We provide each guest with information printed by the United States Forest Service on bears. Most of the time when ashore crew accompanies the guests. In the rare times that they are unaccompanied we set specific times and itineraries. They are told to never leave the group and not to deviate from the agreed destinations without communicating such intent to the crew. Guests are also cautioned about the fragile nature of the environment and told how to affect it as little as possible by our contact.

First Aid and Emergency: We carry complete first aid supplies on the *Alaskan Story* and smaller but sufficient first aid kits and flares on the Boston Whalers. Whenever the kayaks are being used, our Boston Whaler is in the water. We are familiar with the charter airplane and helicopter companies and what is available for emergency evacuations. We are never more than 100 miles from either Sitka, Juneau, or Petersburg.

Disposal of waste

We adhere to a strict leave no trace policy. We pack out any trash and waste. Guests are encouraged to use the facilities provided for human waste. Otherwise WAG bags are provided to pack out waste.

7 .Fees for services for Alaska Yacht Charters

Price is an all inclusive price for 7 day / 6 night charter of the *Alaskan Story*
\$46,000 for 4 people + \$6,000 for each additional guest up to a maximum of 8

Deposit schedule:

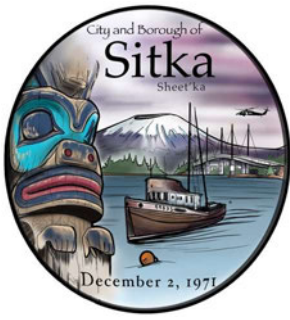
- 25% due at booking
- 25% due 6 months prior
- 50% due 90 days prior

Brokerage fees

- 10%-20%

8. Permits for area

- Forest service
- DNR - Pending



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

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

Business: Maple Leaf Adventures Corporation
Contact: Cliona Flanagan

I. Chair Introduces Item

II. Applicant Comments & Questions from Committee Members

III. Public Comment

IV. Committee Discussion/Deliberation

V. Possible Motions

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

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- 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 Maple Leaf Adventures [subject to the proposed conditions of approval] and hereby make the required determinations regarding this use as listed in SGC 14.10.030(B)(1-3). “

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

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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.

Email:

- IF APPLICABLE:***

In accordance with Sitka General Code, Chapter 14.10.040, the minimum fee is \$100 regardless if service adds up to that amount. The current fee for guided tours is \$2.00 per client. The permit holder shall use its best estimate of the number of clients and days they will be guiding per season. The minimum \$100 client fee is non-refundable, as well as the \$250 annual application fee. All fees are subject to sales tax.

Estimated # of Annual Clients: 70

\$250.00 Annual Application Fee

\$100.00 Minimum Client Fee

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

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

(Line 1)

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

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

390 SUBTOTAL

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

411.60 TOTAL

Commercial use regulations:

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

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Upon acceptance of a permit, all permittees shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend, and hold harmless the City and Borough of Sitka from any and all claims for injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Sitka.

I certify that the business/operator(s) are registered with CBS Sales Tax Office and have no outstanding judgements to the City and Borough of Sitka.

Signature: 

Date: 14th May 2025

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

Application received by CBS staff: _____ Date: _____



Maple Leaf Adventures

Boutique Expeditions in British Columbia and Alaska

Mail: [REDACTED]

Courier: [REDACTED]

Tel: [REDACTED] [REDACTED] [REDACTED]

www.MapleLeafAdventures.com

City and Borough of Sitka

Commercial Use of Lands – Annual Permit Application 2025

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

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

Locations: Warm Springs Bay – Baranof



Map 1. Baranof, Warm Springs Bay. Proposed use area on shore consists of the area between the dock and boardwalk, to the Warm Springs and, depending on conditions, to the closest shore of Baranof Lake.

Proposed Use: Boating, marine mammal watching, birding, visit to the Hamlet of Warm Springs Bay, the hot springs, a short nature walk to Baranof Lake, and possible use of the public bathhouses, if available.

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

Clients will be transported to the general location aboard our ship the M.V Swell. M.V Swell is an 88-foot historic tugboat that has been restored and now operates as a passenger vessel. The Swell can anchor in Warm Springs Bay, approximately 120 feet (or 2-3 nautical cables) from the waterfall. Once it comes time to go ashore, clients will be loaded onto two 18-foot, white Zodiac Tenders for shore landing. These vessels can be moored at dock space if available, but are also fully equipped to anchor off, or return to the Swell if appropriate.



Photo 1. MV Swell (O.N. 130882), 88-foot historic tugboat built in 1912 with refit to expedition ship. Its most distinguishing feature is the black and white stack with the bright red maple leaf.



Photo 2. White Zodiac tender (Hull I.D. # ZYPBQ22CE), which is towed behind MV Swell and is used to transport guests to shore.



Photo 3. Second white Zodiac tender (C23815BC), which is also towed behind MV Swell and used to transport guests to shore.

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

We pride ourselves on operating small group excursions, so the maximum number of clients at any one time is 12. We have a crew of 5, so the maximum number of people at any one time would be 17; however, typically only 2 crew members will leave the vessel at one time.

d. Time of desired usage.

Our vessel is in Alaska between July 3 and August 30, 2025. Our anticipated dates in Warm Springs Bay are July 9, July 17, July 27, August 13, August 21. Please note that these dates are subject to change should there be adverse weather conditions, but that we would never be in the area for more than 1 day per trip, for approximately 2.5 hours on shore.

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

Restroom Accommodations: The ship is anchored close by during shore trips. Guests are easily transported to the ship to use the on-board facilities if necessary. In emergency situations there are heavy Ziploc bags and toilet paper in the shore bag and all human waste and paper is removed and brought to disposal facilities on the ship. Human waste on the ship goes into the black water holding tank and through the black water treatment plant aboard that treats all blackwater and then holds discharges treated product in deep water.

Litter Control: Wastes are compacted for disposal or recycling at trip staging areas. All waste created during the trip is stored on board and recycled or composted at ports during trip turnarounds (Sitka, Ketchikan, Prince Rupert). We believe strongly in Leave No Trace ethics and principles, always adhering to these principles and briefing our guests before going ashore.

Emergency Evacuation: We are well equipped and train frequently to prepare for a potential emergency evacuation. On board Swell are marine DSC-VHF radios x 2, 3 handheld VHF units, satellite email/voice communication system (Starlink), an EPIRB and a ship cell phone. All systems have redundancy built in. For example, we have two back-up radios, as well as the ability to switch to backup battery power. Our emergency battery is kept in the wheelhouse, as opposed to the engine room. Our total backup battery power is equivalent to 12 hours, as required to be annually certified by Transport Canada.

Aboard the ship we have the following emergency equipment:

- Medical Emergency Trauma kit
- Galley first aid kit (small wounds)
- Shore Excursion first aid kit (kept in “Shore Bag” described below), oxygen, and spare tank
- Stretcher and spine board
- Automatic Electronic Defibrillator (AED)

When we take clients ashore, we always carry a shore bag which contains the following: a first aid kit with epi pens, AED, rescue splints, emergency snacks, insulating tarps and a saw. Guides also always carry ship to shore radios and on longer distance shore trips guides will have a long-range VHF radio.

Clientele Safety: Our standard client briefings include all those listed below under “Ship Safety”, as well as additional safety briefings for individual shore excursions, which are based on the unique conditions and circumstances at each location visited. Our Master and crew are all experienced and trained in shore excursions and marine activities and hold all applicable certifications required by their industry. We also do not serve alcohol before or during shore excursions, to help maintain client alertness, safety, and to foster positive and respectful group dynamics.

Ship Safety: Upon boarding the ship, an extensive “Safety Aboard” briefing is delivered to guests by the Master and crew to train them in the unlikely event of an emergency. This includes:

- How to safely board the ship from a dock or from a zodiac
- How to move around the ship including where appropriate hand holds are
- Location of all safety equipment
- Muster station location
- Role of guests in emergencies – fire, man overboard, abandon ship, taking on water
- Lifejacket demonstration
- When necessary, guests are part of safety drills in a passenger capacity.

Bear Safety: Maple Leaf Adventures is one of the founding members of the Commercial Bear Viewing Association (CBVA) of B.C. and is a strong proponent of educating all guides in proper guiding, safety and procedures when working in bear habitat. All groups proceeding ashore are briefed on bear safety before they leave the ship. Guests are always accompanied by CBVA BC certified guides who carry bear spray in case of a dangerous encounter with a bear. The groups are instructed to make a normal amount of noise to give the bears advanced warning of our approach and to stay together. For more information on CBVA’s best practices, see <https://www.bearviewing.ca/industry/>.

Sustainability: MLA has received a gold standard for Green Tourism business. We practice 'leave no trace' and regenerative tourism and are very light in our footprint on the land. We follow Wilderness Tourism Association of BC's pledge to protect wilderness spaces. We do not collect any materials nor disturb the shore in any way other than walking. When we encounter ocean plastics or other garbage on shore, we use the opportunity to educate our guests on pollution and conduct a beach clean-up as a group. We are acutely aware of the surrounding natural habitat and are aware of where to and not to walk to protect the natural habitat. For more information on WTA of BC's pledge, see <https://www.wilderness-tourism.bc.ca/explorewildbc-pledge>.

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

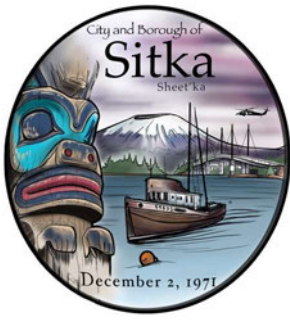
All crew hold valid certification as required by Transport Canada to operate in the marine environment. This includes a Master 150 Gross Tonnage or higher ticket, with all required survival craft, mechanical, navigation, radio, and First Aid certifications. Our tender operators have at minimum a Small Vessel Operators Permit, and associated survival, first aid and radio operations certifications. Our guides and naturalists possess first aid certification and are certified in Bear Viewing best practices by the Commercial Bear Viewing Association of British Columbia.

- 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.

The fee structure for this expedition is an all-inclusive 11-day trip aboard our vessel, and is inclusive of all food, beverage, professional guiding services, transportation, and accommodation aboard our vessel. The non-refundable fees are dependent on type of accommodation selected, starting at \$12050.00 CAD, and are paid in full, directly to Maple Leaf Adventures, at least 120 days prior to the trip start date. Commission arrangements are rare circumstances in which we partner with tour operators or travel agents for an individual booking.

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

No vehicles will be used in the proposed activity; see "Description of transportation to site" above for descriptions of the ship and boats used for transportation.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

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

Business: Sitka Wild Coast Kayaks
Contact: Mike Graney

I. Chair Introduces Item

II. Applicant Comments & Questions from Committee Members

III. Public Comment

IV. Committee Discussion/Deliberation

V. Possible Motions

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

“I move to propose the following conditions of approval: ____”

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

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

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

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

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

“ I move to recommend denial of the commercial recreational land use permit as requested by Sitka Wild Coast Kayaks because the Committee could not make the following determinations that the use as proposed:

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

*Note: A recommendation of denial can be based on not being able to make one or more of the required determinations under SGC 14.10.030(B)(1-3). The motion and basis of recommended denial only needs to include rationale regarding the one or more required determinations that could not be made.

CITY AND BOROUGH OF SITKA

COMMERCIAL RECREATIONAL LAND USE PERMIT



APPLICANT INFORMATION

Business Name: Sitka Wild Coast Kayak

Contact: Mike Graney

Address: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

Details of tour or guided activities: (Important: This section is not optional. This information must be provided in detail even if the tour/guiding is not new per SGC 14.10.) Please provide the following information, attaching additional documentation such as maps and marketing materials as needed, to fully describe the event/activity you seek a permit for.

Planned tour season start: June 1

Planned season end date: Sept 30

Max # of customers per tour: 6 # of tours per week: 2-4 Estimated annual customers: 50

List of proposed areas of use: _____

Primary activities offered: _____

☒ Description of tour activities (*Please attach description of EACH Tour.*)

☒ I have read and agree to incorporate "Leave No Trace" practices into all activities. (<https://lnt.org/why/7-principles/>)

Please include the following information and attachments with this form:

REQUIRED:

☒ Appropriate permit fee(s) per SGC 14.10.030

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

 \$100 Minimum Client Fee

 \$2 Per Client for estimates above 50 clients

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

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

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

☒ Current safety & operating plan, including training requirements for personnel

☒ CBS Sales Tax Number 19-01299

☒ 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

To:
Park and Rec Committee
Re:
Commercial use of public lands.

From:
Mike Graney, Sitka Wild Coast Kayaks

Dear committee members,

I am entering my fourth season of operation as an expedition outfitter and guide for clients visiting or living in Alaska. Each season has proven to be a worthwhile venture for my little business, and I am grateful to the committee for granting me the use of the areas that I have listed in prior years.

This year, I have taken assertive steps to move away from day tours to multi-day excursions and Expedition Learning support. So far, this has been very successful, and my calendar has filled with enough multi-day tours that I am referring a large portion of day-tour business to other operators. As the nature of my business is shifting, I am requesting the use of fewer areas for the season from June 1 through October 15, 2025. This is due to my NFS use permits and my records of past years detailing actual areas of use.

A) Location:

Specific areas can be seen on the included charts

1) Crow Island Use:

Lunch stop, short walk, and overnight camping (2 nights maximum, 6 people maximum, no more than 4 times per year).

2) Gagarin Island Use:

Lunch stop, short walk. Emergency overnight camp if Crow Island is occupied 1 night max, 2 times per year.

3) Middle Island Use:

Lunch stop, short walk. Emergency overnight camp if Crow Island is occupied 1 night max. 2 per times year.

4) Little and Big Gavanski Use:

Lunch stop or short walk. Backup overnight use if Crow Island is occupied. 1 night maximum, 6 people maximum 2 times per year.

5) Crescent Harbor Loading Dock

Loading rental boats from the dock to a water taxi

9) Calligan Island Use:

Lunch stop, short walk, water taxi pick-up or drop-off, and overnight camping (2 nights maximum, 6 people maximum, 4 times per year).

Single kayaks:

6 Necky Looksha Single kayaks, 17.5 feet long, various colors

3 Delta 18 kayaks, 18.5 feet long, red/white

3 Lightspeed Quantum Kayaks, 19.5 feet long, 2 orange/white, 1 yellow/white

1 Boreal Design Epsilon T200 17.5 feet long, yellow/white

1 Sterling Grand Illusion Kayak, 17.5 feet long, white

Map Objects

Import Export

Unsaved Map

Markers

- ☒ Crow Island
- ☒ Gagarin Island
- ☒ Little Gavanski Island
- ☒ Middle Island

Bulk Ops

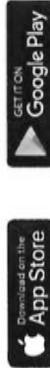


Connect

Follow for tips, tricks, and more



Get the app

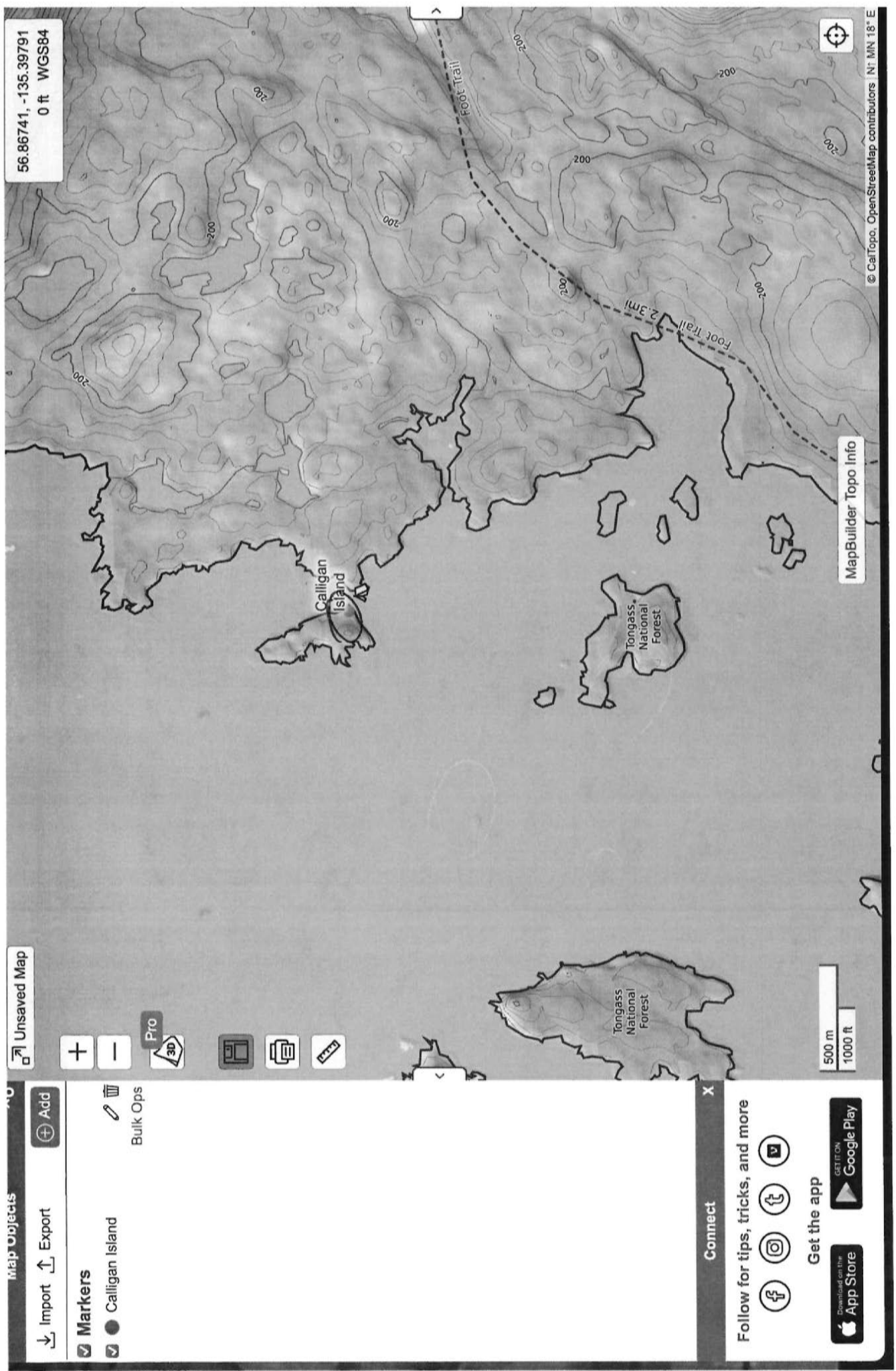


MapBuilder Topo Info



57.12851, -135.47293
0 ft WGS84

© CalTopo, OpenStreetMap contributors N: N 18° E



56.86741, -135.39791
0 ft WGS84



© CaTopo, OpenStreetMap contributors N 18° E

MapBuilder Topo Info

Unsaved Map



500 m
1000 ft

Map Objects

Import Export

Markers

Calligan Island



Bulk Ops

Connect

Follow for tips, tricks, and more



Get the app





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/08/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER K&K Insurance Group, Inc. 1712 Magnavox Way Fort Wayne IN 46804	CONTACT NAME: SCU - Outfitters & Guides PHONE (A/C, No, Ext): 1-877-783-1161 FAX (A/C, No): 1-260-459-5502 E-MAIL ADDRESS: OandG@kandkinsurance.com PRODUCER CUSTOMER ID:																					
INSURED Michael Graney DBA: Sitka Wild Coast Kayaks A Member of the Sports, Leisure & Entertainment RPG	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Markel Insurance Company</td><td>38970</td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Markel Insurance Company	38970	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER D:																						
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COVERAGES**CERTIFICATE NUMBER:** W02955458**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS																								
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: MEMBER	X		M1RPA0000550378300	05/05/2025 12:01 AM EDT	05/05/2026 12:01 AM	<table><tr><td>EACH OCCURRENCE</td><td>\$1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea Occurrence)</td><td>\$300,000</td></tr><tr><td>MED EXP (Any one person)</td><td>EXCLUDED</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$5,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$1,000,000</td></tr><tr><td>PROFESSIONAL LIABILITY</td><td></td></tr><tr><td>BODILY INJURY TO PARTICIPANTS</td><td></td></tr><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td></td></tr><tr><td>BODILY INJURY (Per person)</td><td></td></tr><tr><td>BODILY INJURY (Per accident)</td><td></td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td></td></tr></table>	EACH OCCURRENCE	\$1,000,000	DAMAGE TO RENTED PREMISES (Ea Occurrence)	\$300,000	MED EXP (Any one person)	EXCLUDED	PERSONAL & ADV INJURY	\$1,000,000	GENERAL AGGREGATE	\$5,000,000	PRODUCTS - COMP/OP AGG	\$1,000,000	PROFESSIONAL LIABILITY		BODILY INJURY TO PARTICIPANTS		COMBINED SINGLE LIMIT (Ea accident)		BODILY INJURY (Per person)		BODILY INJURY (Per accident)		PROPERTY DAMAGE (Per accident)	
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Camping, Fishing (non-guided), Hiking (guided), Kayak/Canoe/Raft/Tube/Paddle & Surf Board Rental Operations Class I, II, III rivers, flatwater (non-guided/guided)

Certificate holder is added as an additional insured, but only for liability caused, in whole or in part, by the acts or omissions of the named insured. Coverage does not extend to the negligence or errors & omissions of the additional insured.

CERTIFICATE HOLDERCity and Burrough of Sitka
100 Lincoln St
Sitka, AK 99835
(Owner, Manager or lessor of the premises)**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Coverage is only extended to U.S. events and activities.

** NOTICE TO TEXAS INSURED: The insurer for the purchasing group may not be subject to all the insurance laws and regulations of the State of Texas

DISCUSSION ON

Memorandum of Agreement (MOA) for Memorial Bench
Donation

Memorandum of Agreement (MOA) for Memorial Bench Donation

Between:

The City and Borough of Sitka, hereinafter referred to as "CBS",

And:

[Donor Name], hereinafter referred to as "the Donor",

Regarding:

Donation of a bench for [Facility Name].

WHEREAS, the Municipality desires to enhance the [Facility Name] for public use and enjoyment; and

WHEREAS, the Donor desires to donate a bench to CBS for placement at [Facility Name];

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties agree as follows:

1. Bench Donation:

The Donor agrees to donate to CBS, free and clear of all liens and encumbrances, one (1) bench, the specifications of which are in accordance with the established Memorial Bench Donation Policy.

2. Bench Placement:

The bench shall be placed at [location selected from the bench location roster].

3. Installation and Maintenance:

CBS shall oversee installation of the bench at the designated location. CBS shall also be responsible for the ongoing maintenance and repair of the bench.

4. Acknowledgement:

CBS agrees to place a plaque on the bench acknowledging the Donor's contribution. The plaque shall be [Material and Size].

5. Ownership and Liability:

The bench shall become the property of CBS upon delivery and installation. CBS shall be responsible for all liability associated with the bench and its use. CBS reserves the right to relocate, remove, or replace the bench as deemed necessary for maintenance or facility improvements.

7. Entire Agreement:

This MOA constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous communications and proposals, whether oral or written.

8. Governing Law:

This MOA shall be governed by and construed in accordance with the laws of the State of Alaska

IN WITNESS WHEREOF, the parties have executed this MOU as of the [Date] day of [Month], [Year].

[Donor Name] (Signature)

[Donor Name] (Printed)

[Municipality Representative Name] (Signature)

[Municipality Representative Name] (Printed)

[Municipality Title]