



# Parks and Recreation Committee Agenda

Tuesday, March 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. February 10, 2026

**VI. REPORTS**

Chair:

Members:

City Staff:

Assembly Liaison:

Other(s):

**VII. UNFINISHED BUSINESS**

**VIII. NEW BUSINESS**

B. Approval of Commercial Recreation Land Use Permits – requests not in 2026 Land Use Plan

a. Annahootz Alaskan Adventures - Blue & Green Lake roads and lakes, Sitka Sound Islands

b. Sitka Rainforest Adventures, LLC - trails, Blue & Green Lake roads, Seawalk & CBD sidewalks

C. Discussion / Direction of the Parks and Recreation Master Plan RFQ

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

Members: Chair - Candace Rutledge, Vice Chair – Steve Black, Ben Hughey  
Brandon Marx, Katherine Prussian, 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, and Manoj Battar (arrived 12:01 PM)

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. January 13, 2026

**Black moved to approve the January 13, 2026, meeting minutes. Motion passed 6-0.**

## V. REPORTS

Chair: None.

Members: Prussian told of an upcoming Banff film festival.

City Staff: Kent Smith summarized current projects, plans for spring projects and announced he is traveling next month to get certified as a playground safety inspector. Kevin Knox reported on current and upcoming programming and said Kent and Connor plan to rekey the club house at Moller and Kimsham.

Assembly Liaison: None.

Other(s): Sitka Trail Works - Hughey provided an update on Sitka Trail Works plans to clear ditches along the Cross Trail.

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

None.

## **VII. UNFINISHED BUSINESS**

B. Discussion/Direction on redesign of the Seawalk interpretive signs

Monique Anderson provided an introduction with DOT representatives Kathryn Erickson and Greg Lockwood. The DOT signage project near the bridge is close to review stage, with construction to start in April. Rebecca Poulson provided an update for the signage along the Seawalk Crescent Harbor area. Signs will be made this spring and installed later this season.

## **VIII. NEW BUSINESS**

B. Approval of Commercial Recreation Land Use Permits – requests not in 2026 Land Use Plan

Kevin Knox explained these applications fell outside of the scope provided in the land use plan and need to be addressed now. He clarified we don't have the use data studies for these areas but will want to add them to the 2027 plan.

a. Tribal Tours – Sea Walk and CBS sidewalks

**Hughey moved to recommend approval of the commercial recreational land use permit as requested by Tribal Tours 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 roll call vote.**

b. Innersea Discoveries – Takatz Bay

**Hughey moved to recommend approval of the commercial recreational land use permit as requested by Innersea Discovery, DBA UnCruise, and hereby make the required determinations regarding this use as listed in SGC 14.10.030(B)(1-3). Motion passed 5-1 by a roll call vote.**

c. Lindblad Expeditions – Takatz Bay

**Hughey moved to propose the following conditions of approval: a group size of twelve as followed in other regulations and an annual limit of 300. Motion passed 6-0 by a roll call vote.**

**Hughey moved 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). Motion passed 4-2 by a roll call vote.**

d. Elysium Expeditions – Takatz Bay

**Hughey moved to recommend approval of the commercial recreational land use permit as requested by Elysium Expeditions and hereby make the required determinations regarding this use as listed in SGC 14.10.030(B)(1-3). Motion passed 5-1 by a roll call vote.**

C. Discussion of Parks and Recreation Master Plan Process

Knox outlined how this item will affect the committee moving forward. The Sitka Recreation Foundation will collaborate with the selected contractor to complete the planning phase. Throughout the process, contractors will have opportunities to gather public input through surveys and other feedback tools. At the conclusion of the planning phase, the commission will be asked to provide a formal recommendation to the Assembly.

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

None.

**X. ADJOURNMENT**

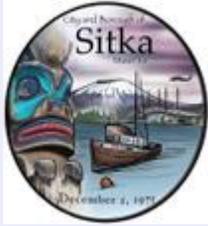
The next meeting would be March 10, at noon in Harrigan Centennial Hall. Hearing no objection, Chair Rutledge called the meeting to adjournment at 1:40 PM.

Attest:  
Holley Bayne, Deputy Municipal Clerk

# ITEM B

## Approval of Commercial Recreation Land Use Permits – requests not in 2026 Land Use Plan

- Annahootz Alaskan Adventures - Blue & Green Lake roads and lakes, Sitka Sound Islands
- Sitka Rainforest Adventures, LLC - trails, Blue & Green Lake roads, Seawalk & CBD sidewalks



Monday, February 23, 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** Annahootz Alaskan Adventures

**Primary Contact** James Phillips

**Address** [REDACTED]  
Sitka, Ak., 99835

**Phone Number** [REDACTED]

**Email** [REDACTED]

### DETAILS OF TOUR OR GUIDED ACTIVITY

**Season Start Date** Wednesday, May 20, 2026

**Season End Date** Sunday, September 20, 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)	✓	4	1	12
Blue Lake (6/20)	✓	4	1	12
Green Lake Road (8/26)	✓	4	1	12
Green Lake (6/20)	✓	4	1	12
Swan Lake (6/16)				
Eagle Beach ("Back Beach") (6/18)				
Sitka Sound Islands (6/18)	✓	4	1	10
Baranof Warm Springs (6/18)				
Goddard Hot Springs (6/14)	<del>✓</del>	<del>4</del>	<del>1</del>	<del>10</del>
Other (please list area below)				

**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.**

small boat trips on lake and access by road. I have coast guard license

**Please include the following information and attachments with your application.**

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

Safety & Operating plan

## 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.

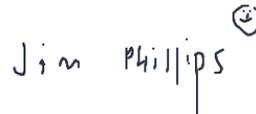
**Terms and Conditions**

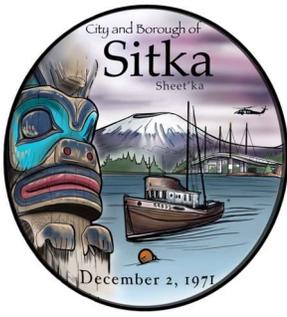
Accepted

**Date**

Monday, February 23, 2026

**Signature**

Jim Phillips 



# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

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

**Business:** Annahootz Alaskan Adventures  
**Contact:** James Phillips

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

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

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

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

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



# 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** Sitka Rainforest Adventures LLC

**Primary Contact** Alexis Thompson

**Address** [Redacted]  
Sitka, Alaska, 99835

**Phone Number** [Redacted]

**Email** [Redacted]

## DETAILS OF TOUR OR GUIDED ACTIVITY

**Season Start Date** Wednesday, April 1, 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)	✓	5	2	240
Cross Trail South (8/23)				
Gavan Hill Access (7/19)	✓	5	2	240
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)	✓	5	1	120
Blue Lake (6/20)				
Green Lake Road (8/26)	✓	5	1	120
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)				
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.**

Harbor Mountain - 5 people - 1 group a week - 120 total clients

Seawalk/Downtown Sidewalks - 5 people - 1 group a week - 120 total clients

Mosquito Cove - 5 people - 1 group a week - 120 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.**

Cross Trail North - Guided hikes ranging from 2-4 hours depending on guests ability, pace or length requests. Average group size is about 5 with a max of 10. The guide is a trained Naturalist and trained in First Aid & CPR AED. The guide will also carry light snacks, water, emergency rain ponchos, bear spray, reliable communication and first aid. As well as follow all Leave No Trace principles.

Gavin Hill Access- Guided hikes ranging from 4-6 hours depending on guests ability, pace or length requests. Average group size is about 5 with a max of 10. The guide is a trained Naturalist and trained in First Aid & CPR AED. The guide will also carry light snacks, water, emergency rain ponchos, bear spray, reliable communication and first aid. As well as follow all Leave No Trace principles.

Blue Lake Road- Sightseeing / Photo-Ops ranging from 1-2 hours depending on guests interests. Average group size is about 5 with a max of 10. The guide is a trained Naturalist and trained in First Aid & CPR AED. The guide will also carry light snacks, water, emergency rain ponchos, bear spray, reliable communication and first aid. As well as follow all Leave No Trace principles.

Green Lake Road- Guided walks ranging from 1-3 hours depending on guests ability, pace or length requests. Average group size is about 5 with a max of 10. The guide is a trained Naturalist and trained in First Aid & CPR AED. The guide will also carry light snacks, water, emergency rain ponchos, bear spray, reliable communication and first aid. As well as follow all Leave No Trace principles.

Harbor Mountain- Guided hikes/ Sightseeing / Photo-Ops ranging from 2-6 hours depending on guests abilities and interests. Average group size is about 5 with a max of 10. The guide is a trained Naturalist and trained in First Aid & CPR AED. The guide will also carry light snacks, water, emergency rain ponchos, bear spray, reliable communication and first aid. As well as follow all Leave No Trace principles.

Mosquito Cove- Guided hikes ranging from 2-4 hours depending on guests ability, pace or length requests. Average group size is about 5 with a max of 10. The guide is a trained Naturalist and trained in First Aid & CPR AED. The guide will also carry light snacks, water, emergency rain ponchos, bear spray, reliable communication and first aid. As well as follow all Leave No Trace principles.

Seawalk / Downtown Sidewalks- Guided walks along the harbor, water and through downtown. A tour that tells the history of Sitka's fisherman and explanation of modern commercial, subsistence and sport fishing methods. About 1 hour. 10 guests maximum. The guide is a trained Naturalist and trained in First Aid & CPR AED. The guide will also carry light snacks, water, emergency rain ponchos, bear spray, reliable communication and first aid. As well as follow all Leave No Trace principles.

I have applied for a USFS permit and will provide proof of that permit to CBS when I receive it.

**Please include the following information and attachments with your application.**

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

Safety & Operating plan

First Aid Certification

**File Upload**



City of Sitka COI.pdf

Safety & Operating Plan 2026.pdf

## APPLICANT ACKNOWLEDGEMENT

**Commercial Use Regulations:**

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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 judgments to the City and Borough of Sitka.

**Terms and Conditions**

Accepted

**Date**

Tuesday, February 3, 2026

**Signature**

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

## **Sitka Rainforest Adventures - Safety & Operating Plan 2026**

### **Operational Overview**

This Safety and Operating Plan outlines procedures for conducting guided hiking tours on lands managed or permitted by the City & Borough of Sitka. Operations occur in a rainforest environment with variable weather, rugged terrain, and active brown bear habitat. All activities prioritize visitor safety, resource protection, Leave No Trace principles and compliance with municipal regulations.

### **Guide Qualifications & Training -**

- Current First Aid & CPR AED certification (minimum).
- Annual wildlife safety training with emphasis on brown bear awareness and deterrence.
- Demonstrated familiarity with permitted trails, emergency access points, and evacuation considerations.
- Familiarity with Leave No Trace principles.

### **Wildlife (Brown Bear) Safety Protocols on Trail-**

Guided hikes occur in known brown bear habitat. Wildlife encounters are mitigated through proactive group management, situational awareness, and adherence to best practices for bear-safe travel.

- Certified bear spray carried by guide in an immediately accessible holster.
- Groups remain cohesive and travel at a controlled pace.
- Guide maintains forward scanning and auditory presence.
- Pre-hike bear safety briefing is given by guides before departure.

### **Weather & Environmental Conditions -**

Sitka weather conditions can change rapidly. Guides assess weather daily and retain authority to delay, modify, or cancel trips as necessary. Participants are briefed on appropriate clothing and footwear prior to departure.

### **Terrain & Physical Hazard Management -**

- Pre-trip safety briefing addressing footing, trail conditions, pace and brown bear safety.
- Guide controls group speed and spacing based on conditions and participant ability.
- High-risk sections identified verbally prior to crossing.

### **Emergency Response & Communication -**

Guides carry first aid supplies, emergency insulation, light snacks, water and reliable communication devices. In the event of injury or illness, the guide will stabilize the individual and coordinate evacuation or emergency response as appropriate.

### **Appendix A: Brown Bear Encounter Guide Checklist**

If Bear Is Observed at Distance:

- Stop group movement immediately.
- Assess bear behavior and direction of travel.
- Increase distance or reroute if safe to do so.

If Bear Is Encountered at Close Range:

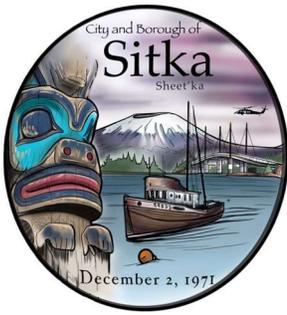
- Maintain calm demeanor and unified group posture.
- Position guide between group and bear.
- Prepare bear spray; deploy only if bear approaches within effective range.

After Any Encounter:

- Exit area if appropriate.
- Report notable wildlife activity to appropriate land managers when required.

### **Appendix B: Guide Authority**

Guides retain full authority to modify routes, shorten trips, or cancel activities due to wildlife activity, weather, or safety considerations. Protection of participants and natural resources supersedes all scheduling or commercial objectives.



# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

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

**Business:** Sitka Rainforest Adventures, LLC  
**Contact:** Alexis Thompson

- 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 Sitka Rainforest Adventures, LLC [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:***

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

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

# ITEM C

**Discussion / Direction of the Parks and Recreation Master Plan RFQ**

## REQUEST FOR QUALIFICATIONS (RFQ)

**Project Title:** Parks and Recreation Master Plan – Visioning, Engagement, and Final Design

**Issued By:** Sitka Recreation Foundation (SRF) in partnership with the City and Borough of Sitka (CBS)

**Date Issued:** March 20, 2026

**Proposal Deadline:** May 1, 2026, by 2:00 PM AKST

## 1.0 GENERAL INFORMATION

### 1.1 Purpose

The Sitka Recreation Foundation (SRF), in coordination with the City and Borough of Sitka (CBS), invites qualified firms to submit qualifications for professional planning and public engagement services. The selected contractor will build upon an existing asset inventory and draft management plan to conduct a robust public engagement process, develop high-quality design concepts, and produce a polished, final Parks and Recreation Master Plan.

### 1.2 Background

Sitka is a unique island community with a high demand for indoor and outdoor recreation experiences at both athletic and park environments. The City and Borough of Sitka (CBS) Parks and Recreation Committee (SPRC) has already completed significant groundwork, including a draft *Parks Management Plan* that contains a facility inventory, condition assessments, and preliminary goals.

SRF is looking for a collaborator to bridge the gap between our current draft findings and a finished vision. This role requires a firm capable of transforming raw data into validated community insights and professional design concepts, culminating in an influential Parks and Recreation Master Plan designed for both clarity and implementation.

## 2.0 SCOPE OF WORK

The successful contractor will focus on four primary tasks. The CBS Public Works staff and SPRC have already completed the asset inventory; contractor's role is to turn that data into a community-supported vision.

### Task 1: Visioning and Concept Design

- The draft plan should identify "Vision" items for specific parks. The contractor must translate these text descriptions into visual concepts.
- Meet with CBS staff, including asset and program managers, to gather appropriate data and identify gaps to complete the plan.
- Facilitate a series of public forums and collaborative work sessions with the SPRC to define strategic goals, establish a long-term vision, and secure formal project direction.
- **Deliverables:**
  - **Site Concept Plans:** Create professional, illustrative site plans for 5-10 priority parks and/or recreation facilities as identified through public prioritization.
  - **Renderings:** Provide 3D visualizations or artistic renderings for key proposed amenities

(e.g., covered multi-use courts, accessible trails) to help the public visualize the future.

#### **Task 2: Community Engagement & Outreach (The "Public Process")**

- Develop and facilitate a public engagement strategy to validate the goals and "Vision" concepts identified in the draft plan.
- **Required Activities:**
  - **Stakeholder Workshops (3 recommended):** Targeted sessions with key user groups (e.g., Field User Groups, Sitka School District, Sitka Tribe of Alaska, Outdoor trail and Park User Groups).
  - **Public Open House (2 recommended):** An interactive event to present draft concepts and gather feedback, one of which can be with the SPRC.
  - **Online Survey:** Design and analyze a statistically robust survey to gauge community priorities on specific "Vision" items.

#### **Task 3: Analyze Findings**

- Translate community feedback and existing data into a prioritized list of future recreational facilities and infrastructure improvements. This task involves a "gap analysis" to determine where existing and non-existent assets fall short of community expectations and long-term strategic visions.

#### **Task 4: Master Plan Production (Layout & Formatting)**

- Compile the existing inventory data, the results of the public process, and the new design concepts into a final document.
- **Requirement:** The final plan must be highly visual, readable, and professionally formatted. It should not be a dense text document. It must be suitable for presentation to the Assembly and potential donors/grantors.
- **Structure:**
  - Executive Summary
  - Vision & Goals
  - System-wide Recommendations
  - Site-Specific Master Plans (Visuals + Implementation Steps)
  - Capital Improvement Plan (Prioritized List with Rough Order of Magnitude Costs)

#### **Project Phasing and Schedule**

The CBS requests this work be completed as soon as possible.

Below is the anticipated schedule:

Consultant Selection and Project Scoping	May 19, 2026
Consultant Scope & Fee Negotiation	May 26, 2026
Notice to Proceed	June 1, 2026
Data Review, Site Investigations, Staff Interviews	June 2026- October 2026
Public and Committee Engagements	September 2026 – December 2026
Draft P&R Master Plan Report	January 2027
Final P&R Master Plan Report	March 1, 2027

### 3.0 SUBMISSION REQUIREMENTS

Proposals should be concise (max 15 pages, excluding resumes/cover).

1. **Cover Letter:** Signed by an authorized representative.
2. **Project Understanding:** Briefly explain your approach to picking up a project where the client has already done the "inventory" phase. How will you add value to the existing work?
3. **Methodology:** Describe your approach to public engagement in a small, active community like Sitka.
4. **Portfolio:** Provide 3 examples of:
  - Master Plan document layouts you have created (focus on readability/graphic design).
  - Concept renderings/site plans for parks.
5. **Team Qualifications:** Bios of the Project Manager and Lead Designer.
6. **Project Schedule:** For completion of the Work discussed in the previous section and illustrating ability to meet schedule provided. Briefly describe your Firm's strategy to provide reasonable allowances and contingencies in the schedule to provide assurances that the services can be completed within the project schedule. List proposed project staff commitments on other projects in relation to their availability for this project.

### 4.0 EVALUATION CRITERIA

Responses to this request for qualifications will be evaluated and scored by the Selection Committee based on the following criteria (100 points total). A selection committee from SRF will evaluate Statement of Qualification (SOQ) based on:

- **Methodology & Approach (0-30 points):** Understanding of the "gap" between the current draft and the final need.
- **Graphic Capabilities (0-25 points):** Quality of previous plan layouts and design renderings.
- **Public Engagement Strategy (0-25 points):** Creativity and thoroughness in reaching the community.
- **Experience (0-20 points):** Experience with similar scale projects in Alaska or similar coastal environments.

#### Interviews

If, upon receipt and evaluation of SOQs, SRF chooses to conduct interviews, SRF will notify each Firm being considered for contract award of the date, time, and virtual (e.g. Microsoft Teams, Zoom, or other) meeting credentials of their interview with SRF. You are encouraged to have all key team members actively participate in your presentation and in answering questions.

#### Post Award

If SRF chooses to select a Firm(s) based upon review of all SOQs and interviews (if conducted), SRF will enter into an Agreement with the selected Firm(s) to define the terms of the work. A draft schedule from Selection to Notice to Proceed (NTP) is below:

1. Consultant(s) Selection
2. Scoping Meeting
3. Scope and Fee Negotiations
4. Contract Execution
5. Notice to Proceed (NTP)

## 5.0 SUBMISSION INSTRUCTIONS

**Deadline:** May 1, 2026, at 2:00 PM AKST.

**Format:**

- Submit one (1) digital copy (PDF) via email.
- Optional: You may mail one (1) physical copy if desired, but it is not required.

**Submit to:**

Sitka Recreation Foundation

Attn: RFQ Committee

Email: [info@sitkarecreationfoundation.org](mailto:info@sitkarecreationfoundation.org)

Address: 324 Wachusetts St, Sitka, AK 99835

**Questions:**

Direct all inquiries to [info@sitkarecreationfoundation.org](mailto:info@sitkarecreationfoundation.org) by April 10, 2026, 5:00 PM AKST.

## 6.0 TERMS AND CONDITIONS

- **Right to Reject:** SRF reserves the right to reject any or all proposals and may terminate negotiations at any time if the parties are unable to reach mutually agreeable terms.
- **Incurred Costs:** SRF is not liable for any costs incurred by proposers in the preparation of this RFQ.
- **Ownership:** All designs, data, and documents produced under this contract will become the property of the City and Borough of Sitka.