



Tourism Commission Agenda

Thursday, November 13, 2025, 6:00 PM
Harrigan Centennial Hall, 330 Harbor Drive

Members: Devon Calvin, Ian Dempster, Vaughn Hazel
Bethany Lowrance, Carol Bryant-Martin, Alana Peterson, Jeremy Plank
Rachel Roy (ex officio), Amy Ainslie (ex officio)

I. CALL TO ORDER

II. ROLL CALL

III. CONSIDERATION OF AGENDA

IV. APPROVAL OF MINUTES

None

V. NEW BUSINESS

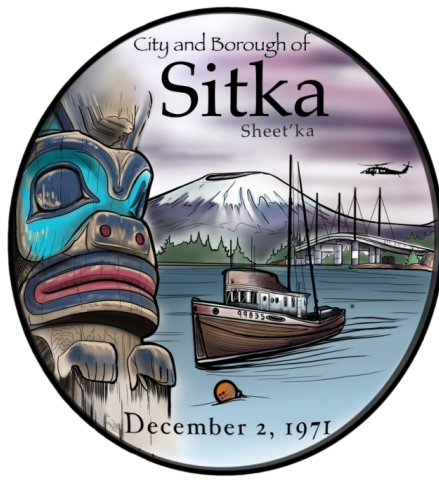
A. Review of 2025 End-of-Season Tourism Survey Results

B. Review of Zoning Code Changes for Cruise Ship Docks

C. Discussion on Food Cart Permitting & Regulations

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

VII. ADJOURNMENT



2025 End-of-Season Tourism Survey

SUMMARY RESULTS

PREPARED BY: PLANNING & COMMUNITY DEVELOPMENT

PRESENTED TO: TOURISM COMMISSION, NOV. 13, 2025

COPY PROVIDED TO: ASSEMBLY, NOV. 25, 2025

Key Information & Takeaways

- 360 Responses
 - Strong response level, but down from 2022 (601)
 - Age Representation: Ages 25-64 proportionally representative, 0-24 under-represented, 65+ over-represented
- Traffic and congestion/crowding continue to be key concerns
 - 60% avoid downtown on cruise ship days, and have difficulty finding parking
 - Jaywalking remains a major concern
- Respondents feel most impacted in terms of phone/internet service, followed by access to business services, recreational/subsistence areas, and getting to school, work, or appointments on time
- For 2026:
 - Leaving Lincoln Street open is slightly favored (50% vs 41%)
 - Closing Maksoutoff Street for temp restroom placement is slightly favored (45% vs 37%)
 - 54% agree the pedestrian monitors on Harbor Drive made a significant difference in managing jaywalking (vs 24% disagree)
- Sentiment on overall industry impact largely unchanged from 2022 End-of-Season Survey results
- 48% agree, 40% disagree CBS is heading in the right direction to better manage tourism. Key areas for significant improvement include:
 - Communicating amounts and uses of tourism-related revenues (56%)
 - Managing traffic-related impacts of tourism (52%)
 - Communicating CBS tourism management efforts and decisions (51%)
 - Managing crowding/congestion in the downtown area (49%)
 - Managing overall visitor numbers (49%)

Survey Access & Advertising

Open 10/6 – 10-21

- Available online
- Paper copies available at Sitka Public Library

Advertising

- Sitka Sentinel display ads & coverage
- KCAW PSA & coverage
- CBS website and social media
- Discussion/review at 9/11 Tourism Commission meeting
- Report at 10/14 Assembly meeting
- Email group (from Short-Term Tourism Plan & Tourism Task Force) notification – approx. 115 recipients

Response Demographics

Questions 1-3 & 6

360

Respondents

335 via online survey
25 via print survey

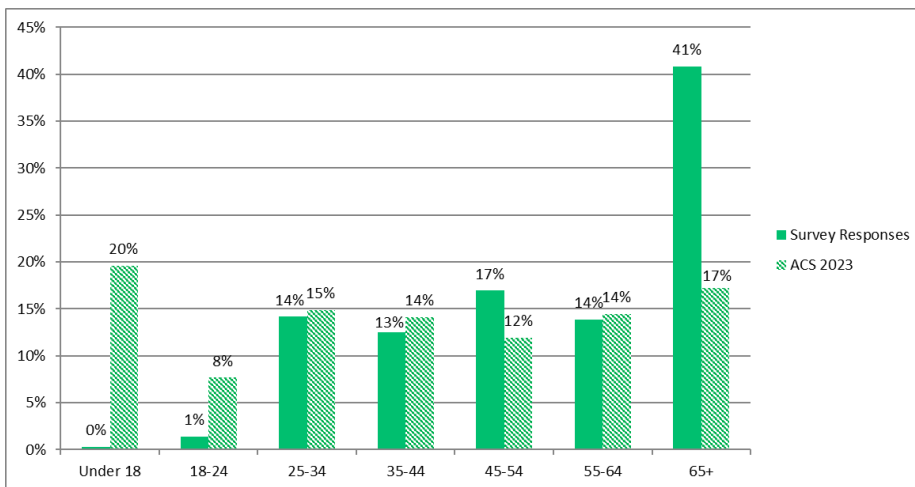
96%

Full-Time Residents

2.5% Seasonal Residents
1.5% Prefer not to answer

Ages

With comparison to 2023 American Community Survey 5-Year Estimates for Sitka Population



Occupations (Top Results)

28% Retired
10% Education & Childcare
10% Tour Operations
9% Government
8% Private/Nonprofit Arts, Sci. & Social Work
7% Downtown Merchants & Businesses
6% Seafood Industry
6% Healthcare

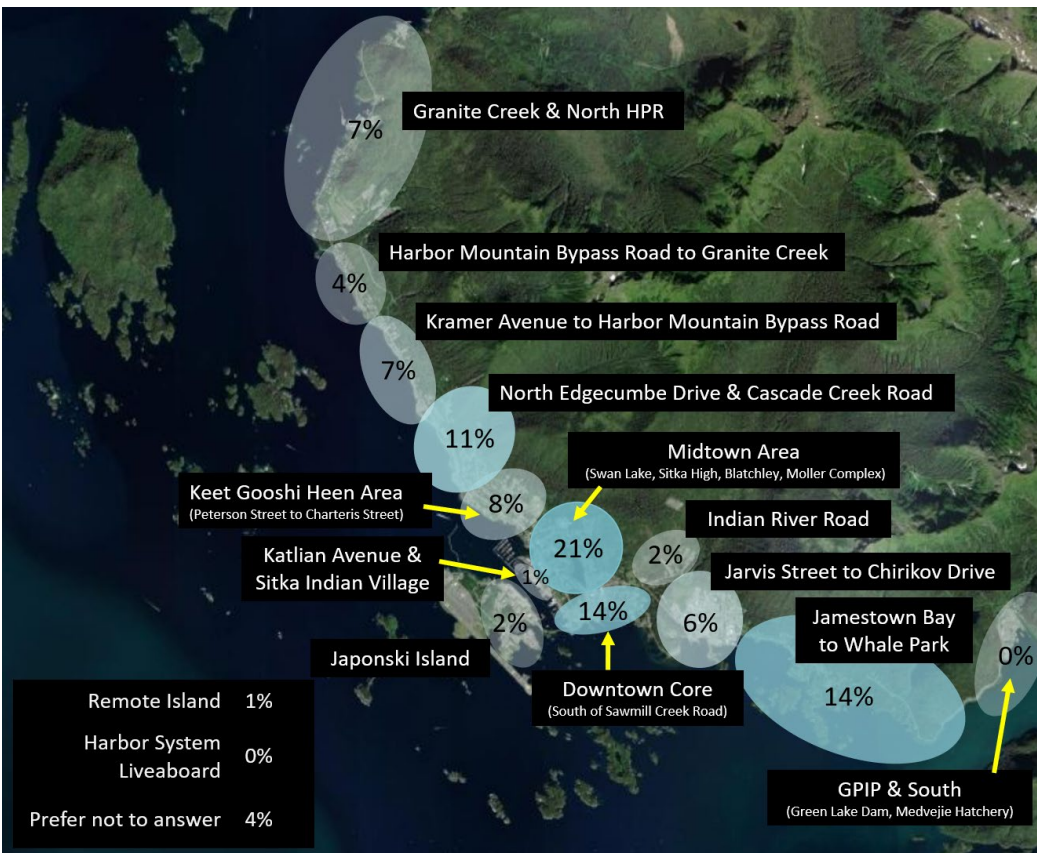
Primary Modes of Transportation

85% Personal Vehicle
9% Walking / Rolling
5% Biking
1% Public Transit
<1% Other Motorized Vehicles

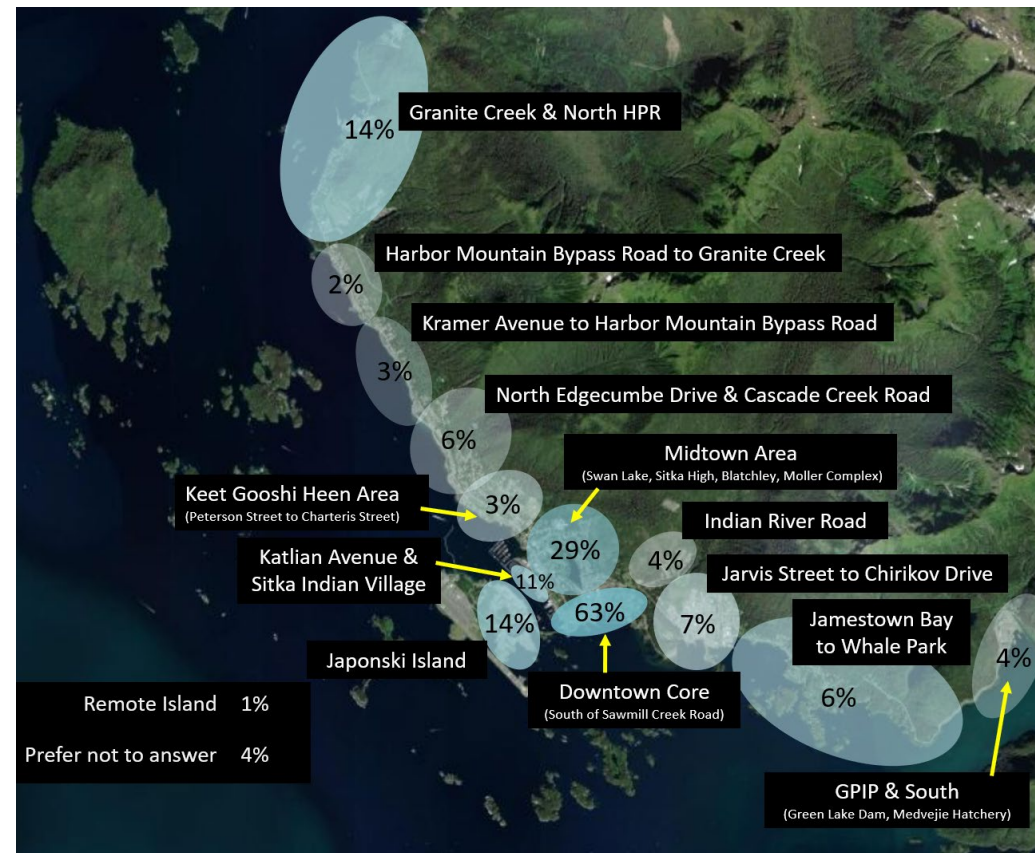
Residential & Frequented Areas

Questions 4 & 5

What area of town do you live in?

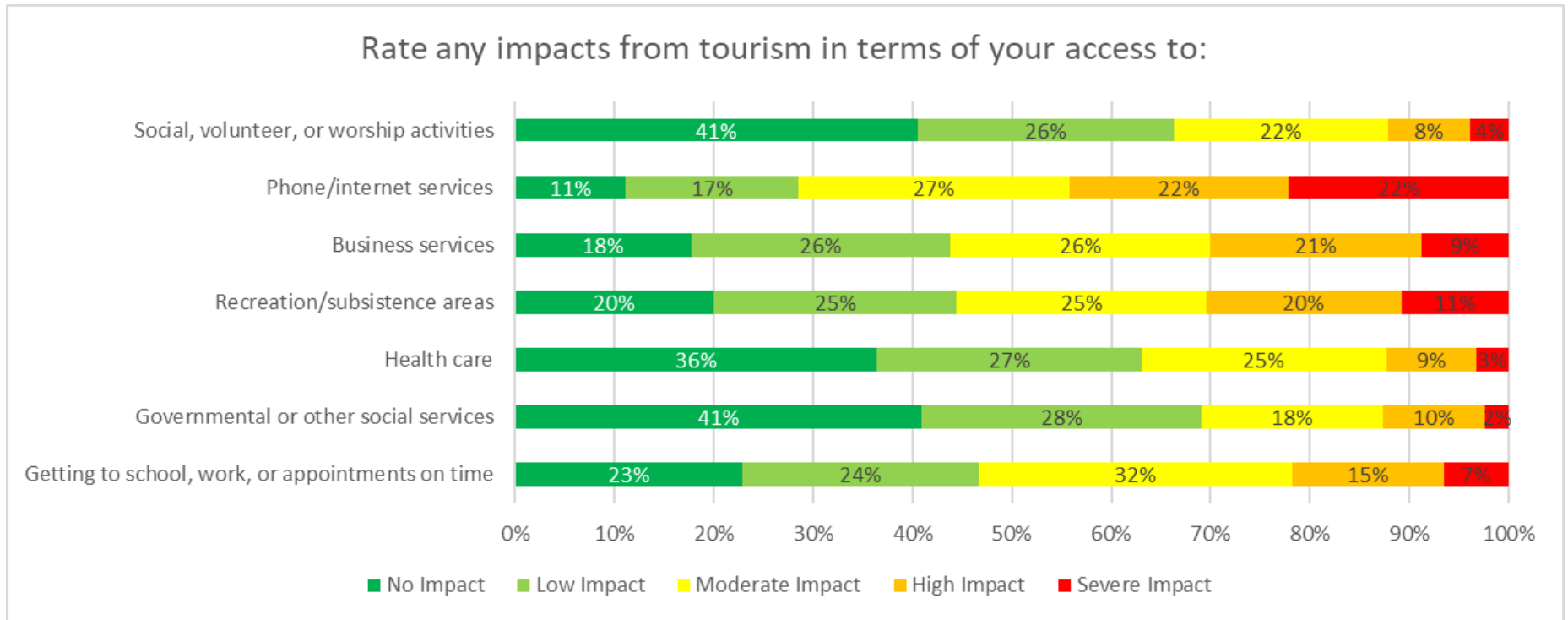


What area of town do you work in or most frequently visit for daily activities? (Top 1-3 areas)



Access Impacts

Question 7



Other Responses:

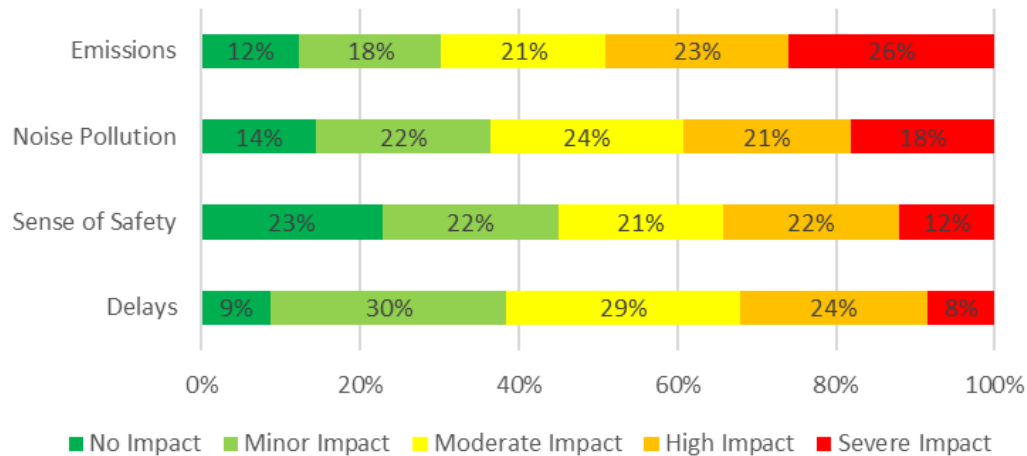
- Downtown Crowding & Traffic, Avoiding Downtown (9) – lack of parking, congestion, traffic/safety concerns, avoiding the downtown area
- Recreation (8) – overcrowding on trails, bikes/e-bikes on trails and SMC multiuse path, playgrounds and student activities
- General Traffic & Crowding (8) – Volume of bus traffic and associated noise/air pollution, general overcrowding and congestion, traffic delays, safety concerns, bike use (biking feels less safe, concerns about tourist bike/e-bike use not being safe)
- HPR (5) – congestion/slow downs, turning movements from Cascade Creek Road/Seamart, safety concerns
- Food (4) – limited access to restaurants, difficulty getting to grocery/food stores and low inventory

Traffic & Transportation

General Traffic & Transportation

Questions 9 & 10

From a transportation perspective, rate the general level of tourism impacts this summer.



What modifications, if any, did you make to your transportation choices due to tourism this summer?

65% avoided the downtown area on cruise ship days

56% adjusted departure times to account for delays

Detours Used

- 43% Katlian Avenue
- 38% Jeff Davis Street
- 20% Peterson Street/Lake Street

Used a Personal Vehicle

- 6% more often
- 13% less often

Walked, Biked, or Rolled

- 18% more often
- 8% less often

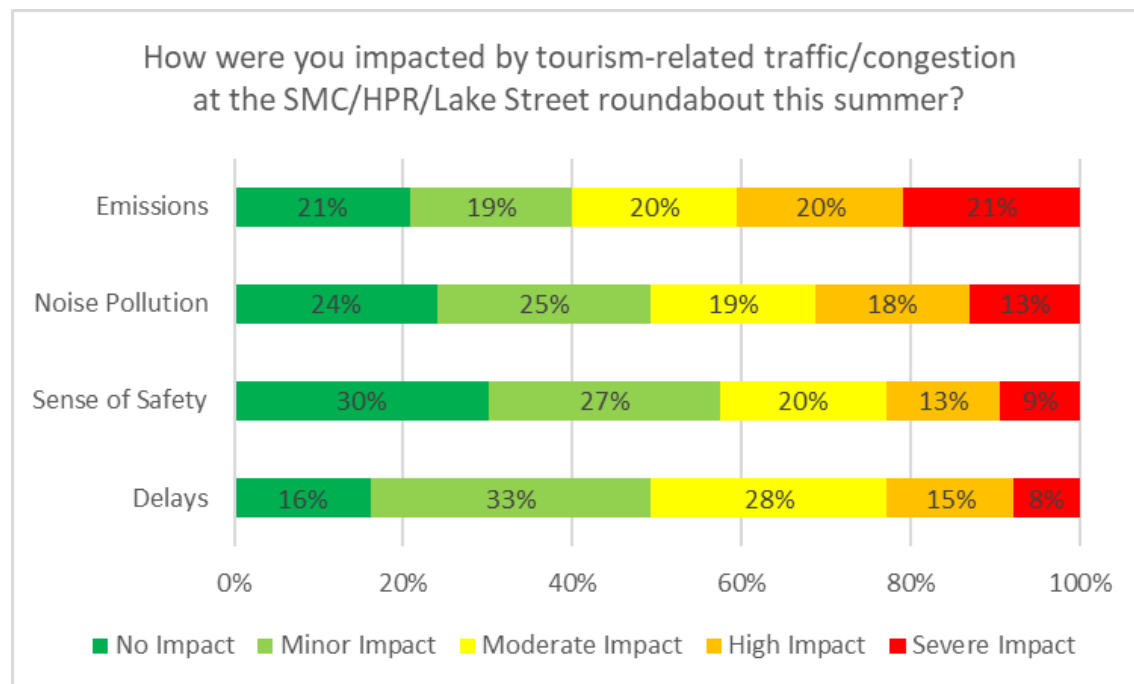
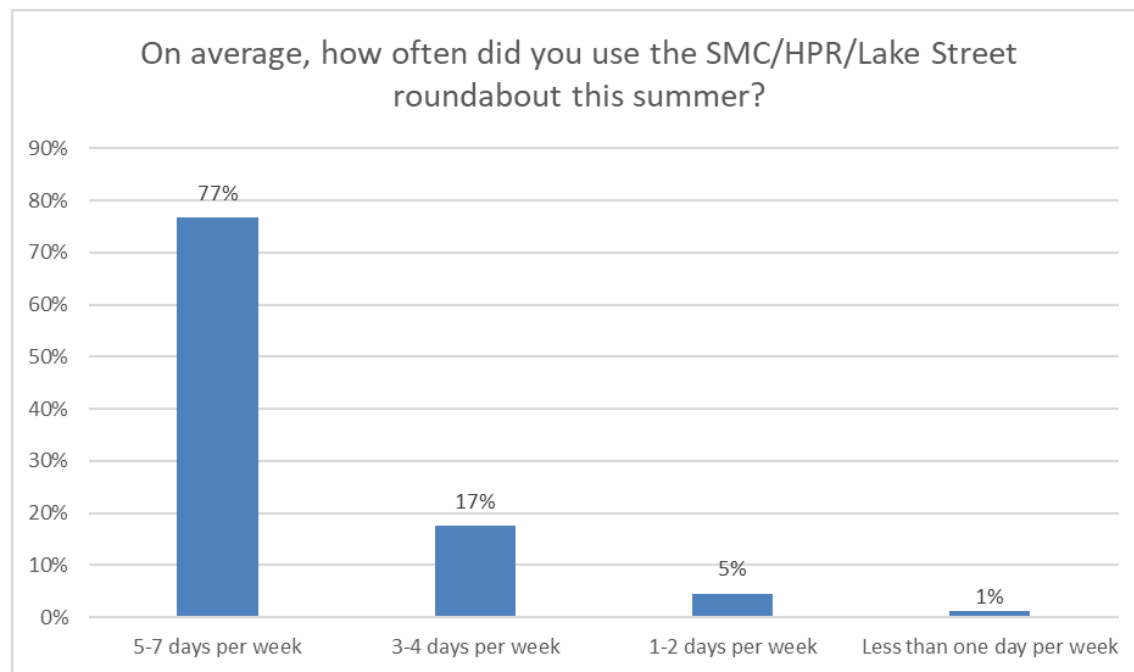
1% or Fewer

- Used public transit more or less often
- Carpooled more or less often
- Used other motorized vehicles (UTV, e-bike, scooter) more or less often

16% reported no modifications

SMC / HPR / Lake Street Roundabout

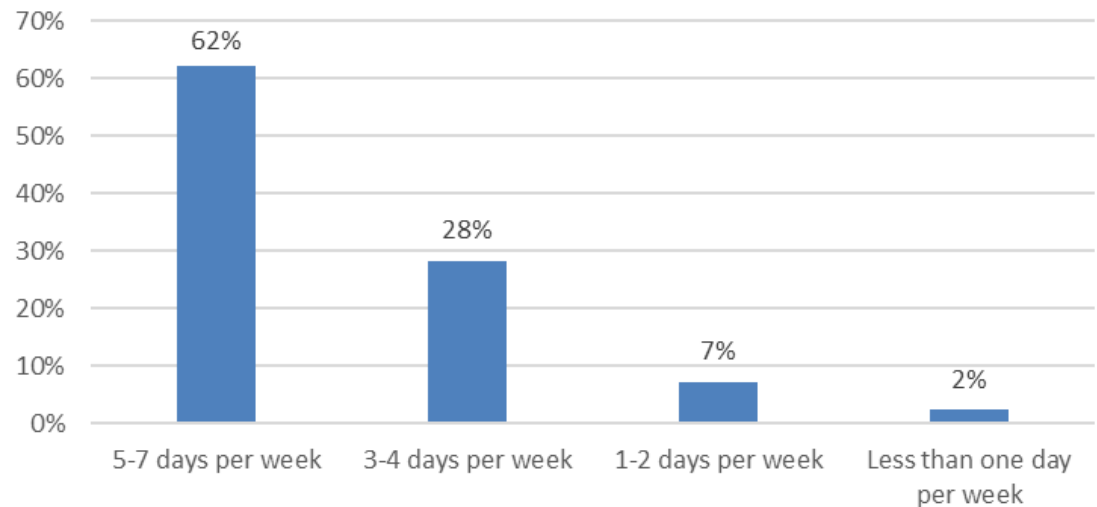
Questions 11 & 12



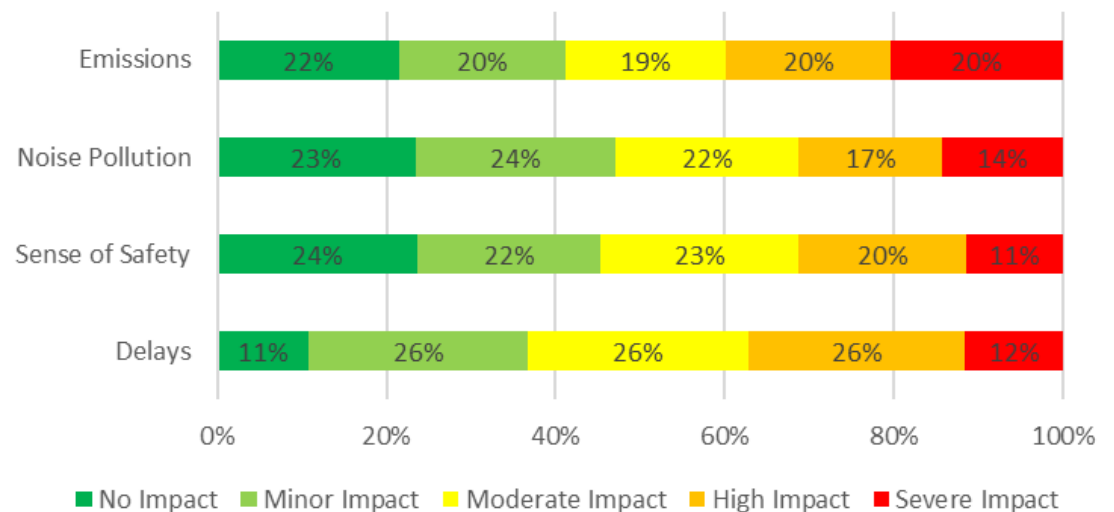
Lake / Lincoln Intersection

Questions 13 & 14

On average, how often did you use the Lake/Lincoln intersection this summer?

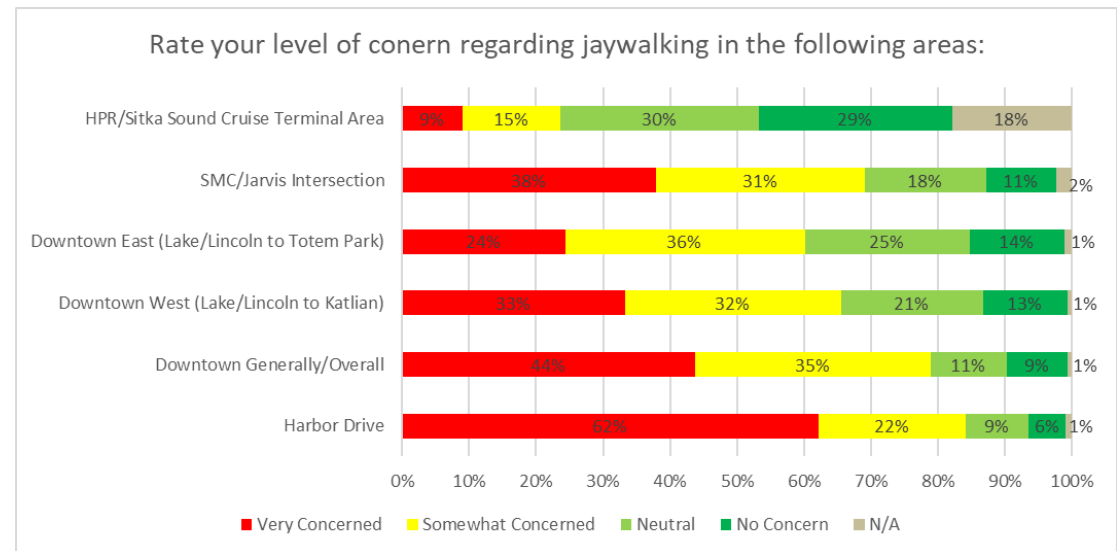


How were you impacted by tourism-related traffic/congestion at the Lake/Lincoln intersection this summer?



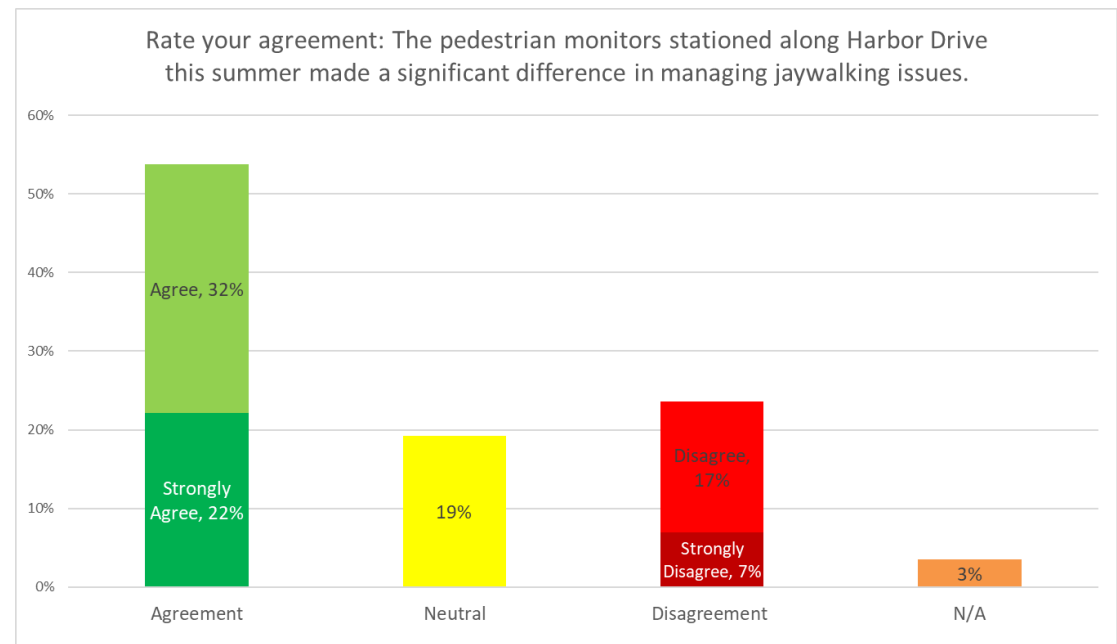
Jaywalking

Questions 15 & 16



Additional Areas Identified:

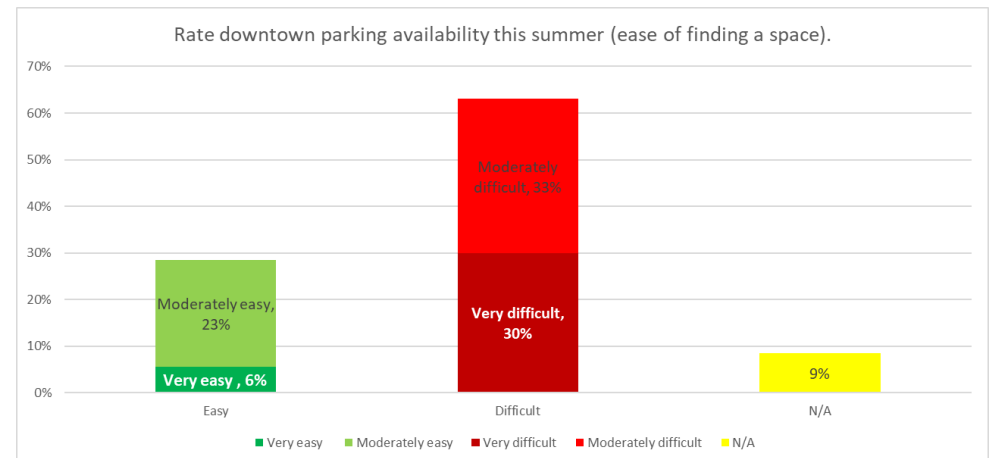
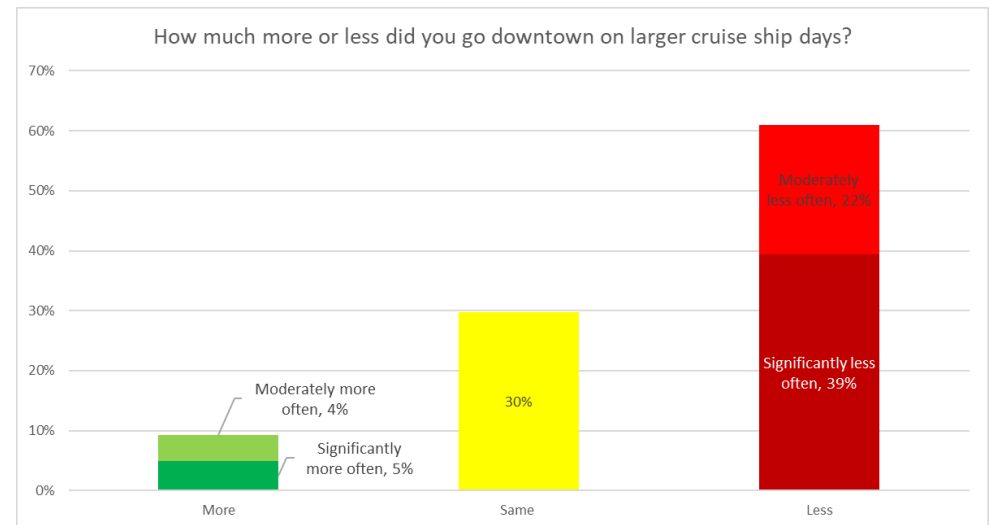
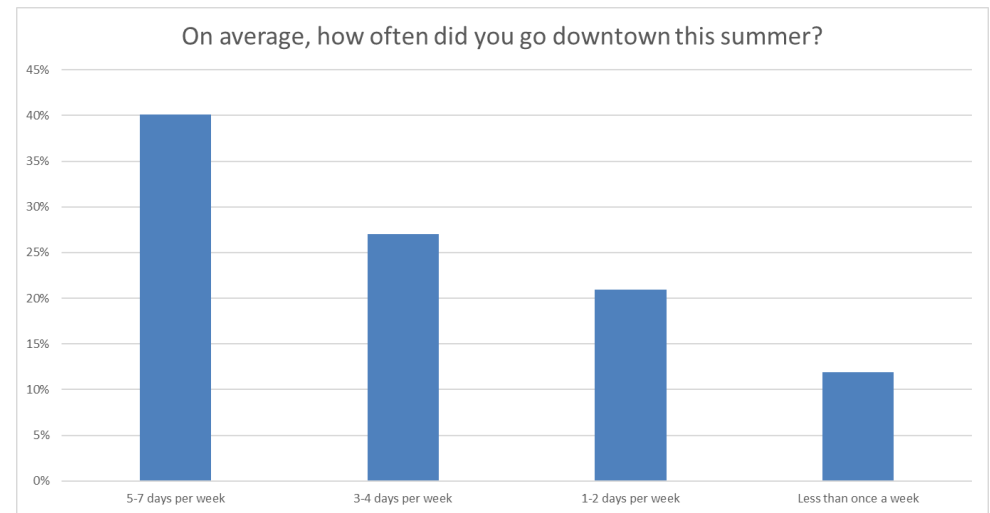
- Raptor Center crossings (24)
- Lake/Seward Street (10)
- Lincoln St near St. Michaels, Lincoln St. near SJ campus, Roundabout, Cascade Creek Croad/HPR, HPR/Peterson Street, Harbor Drive/Harbor Way (1 each)



Lincoln Street & Downtown Area

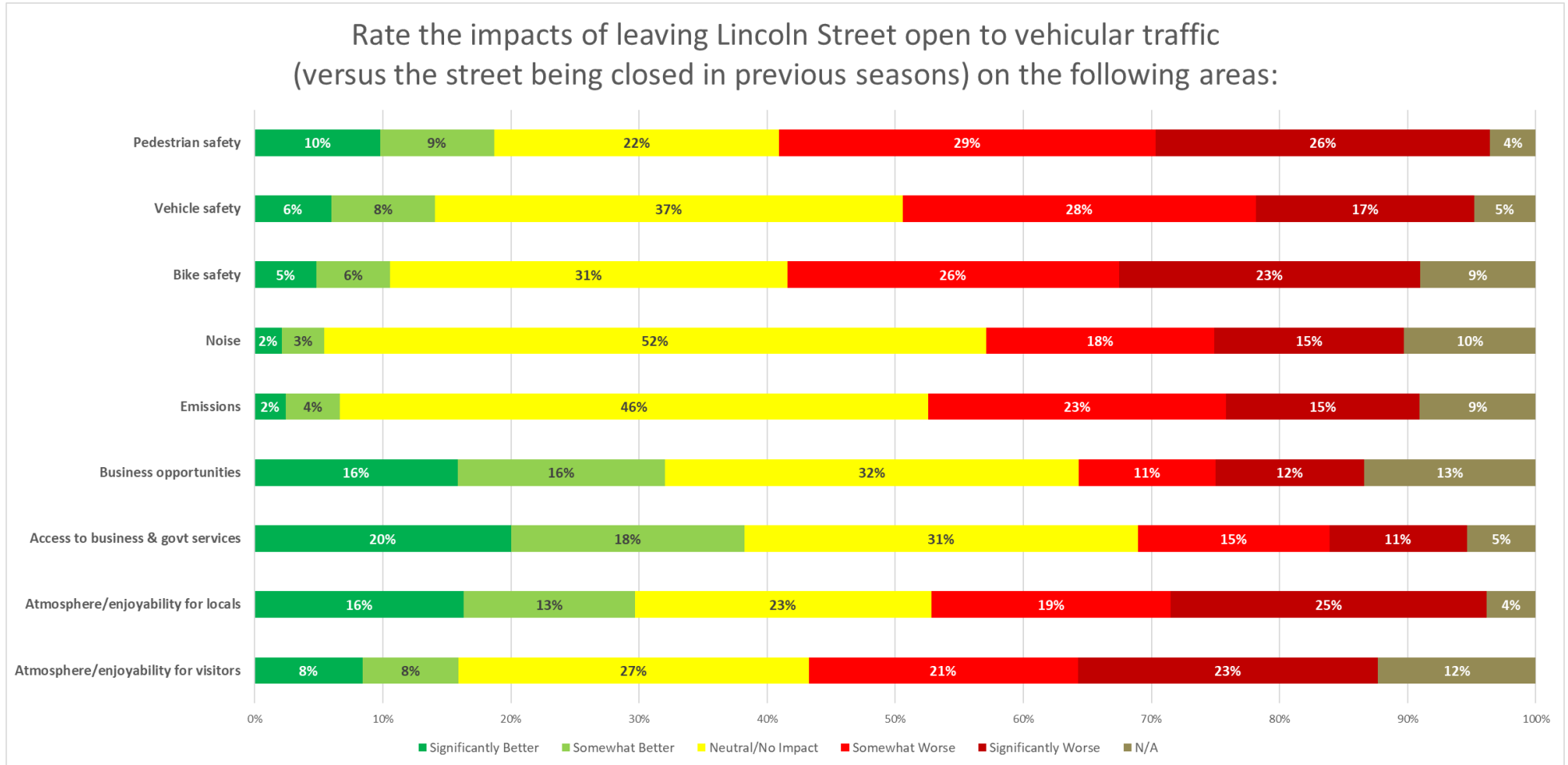
Going Downtown

Questions 17, 18, & 19



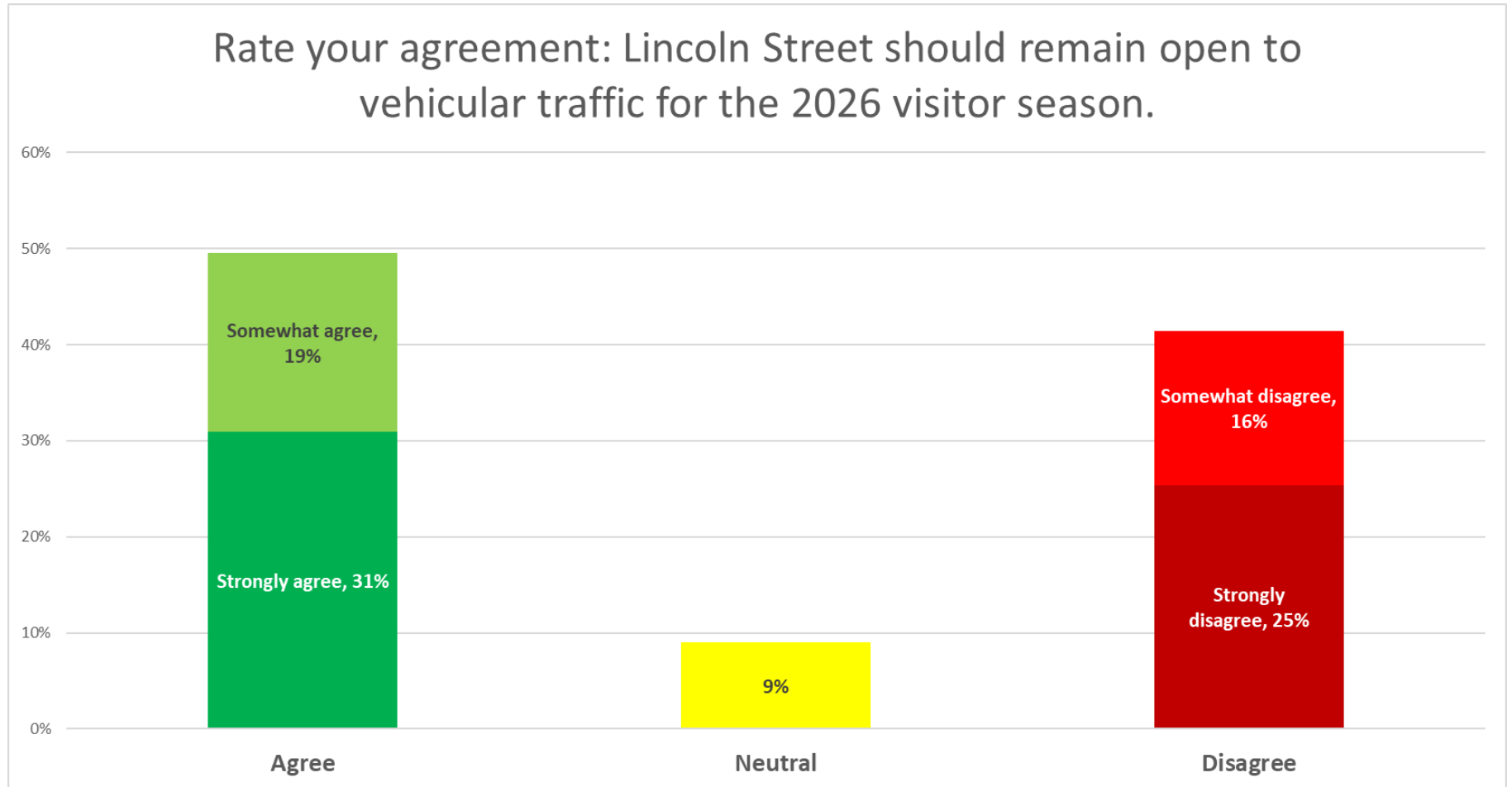
Lincoln Street Open vs. Closed

Question 20



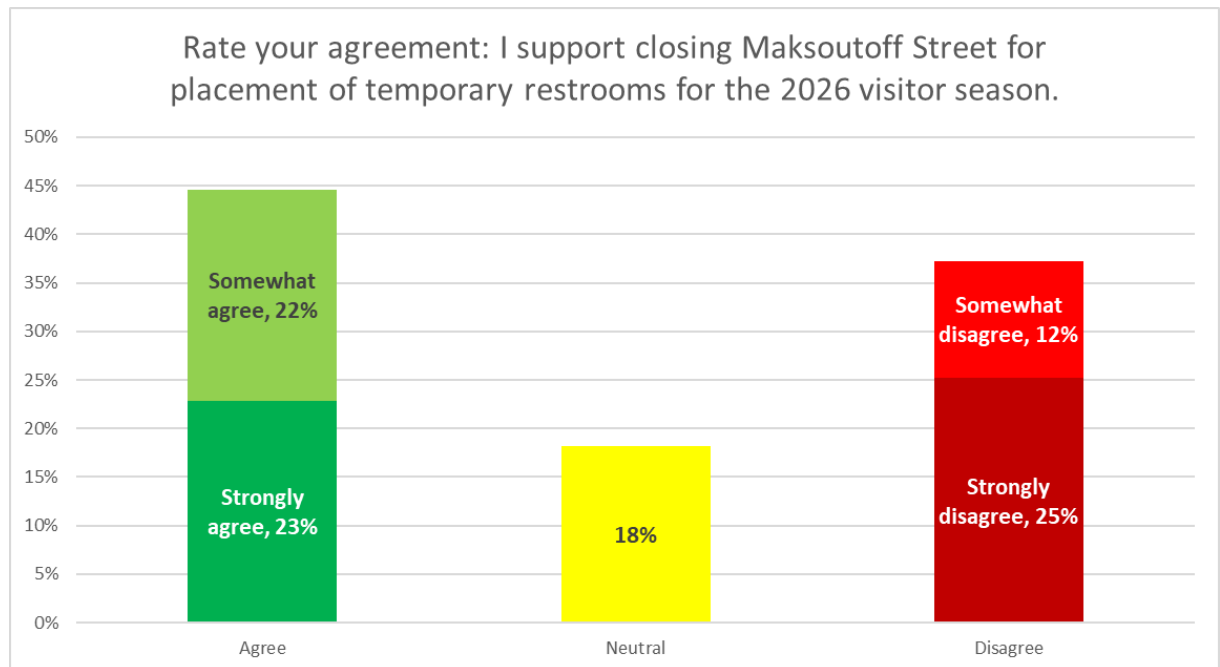
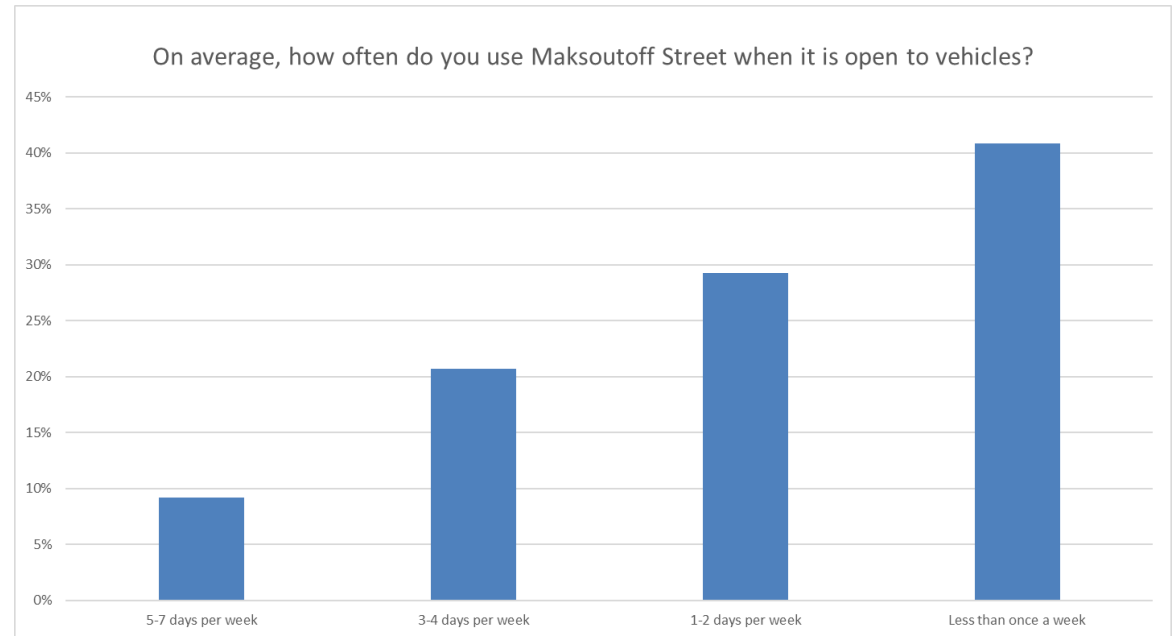
Lincoln Street Open vs. Closed

Question 21



Maksoutoff Street

Questions 22 & 23



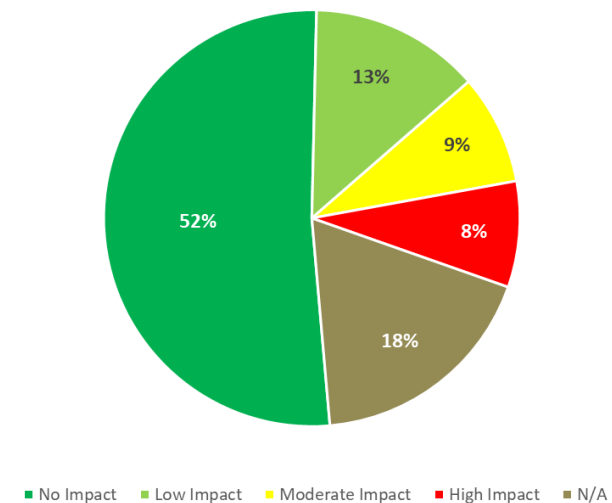
CBS Downtown Facilities

Questions 24 & 25

Rate your satisfaction with litter/trash management at city-owned facilities in the downtown area during the summer months.



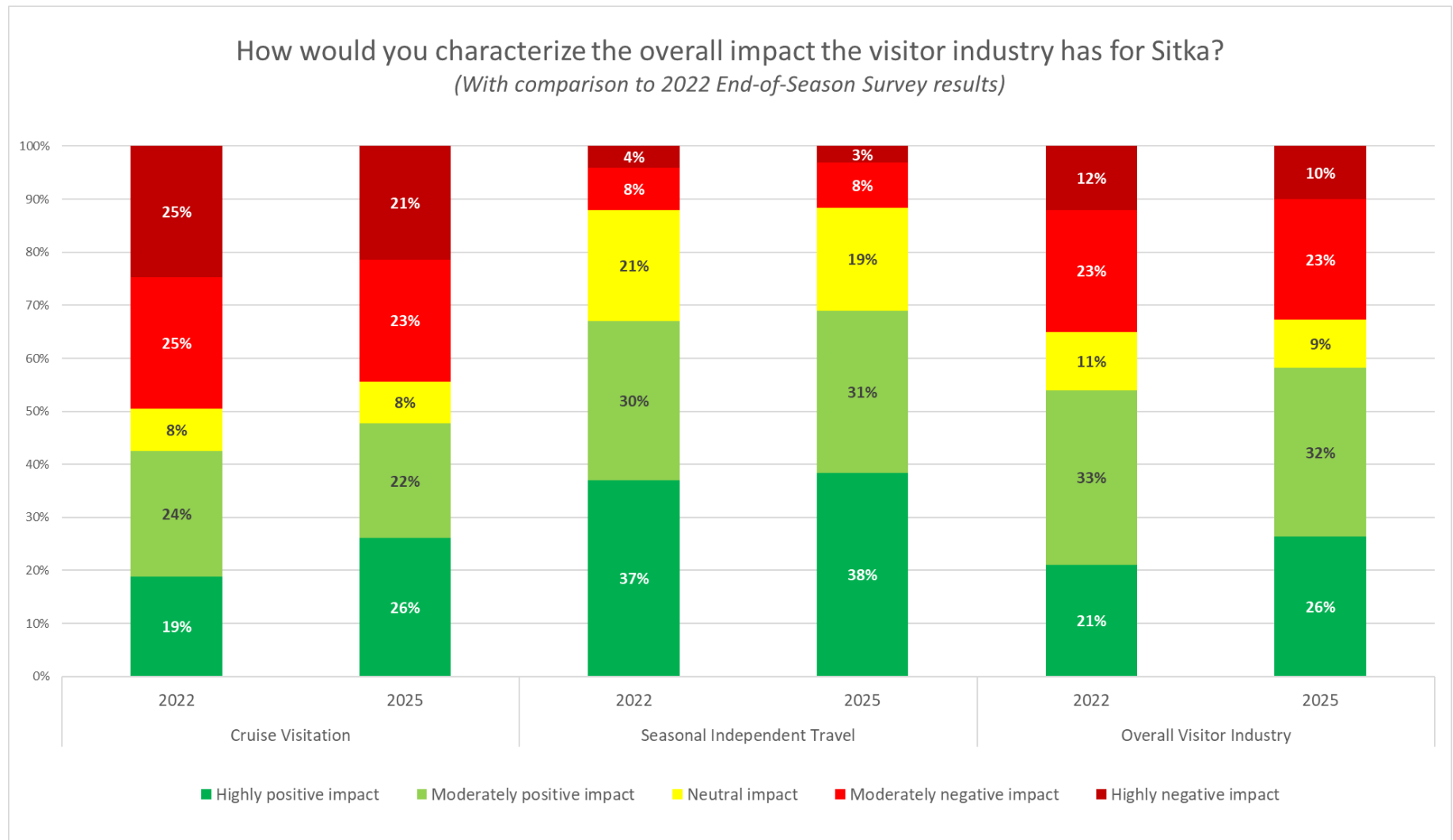
Describe how you were impacted by limited access to the Crescent Harbor boat launch.



Tourism & Management Overall

Overall Industry Impact

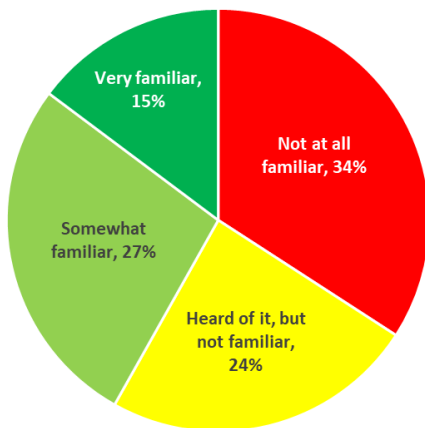
Question 8



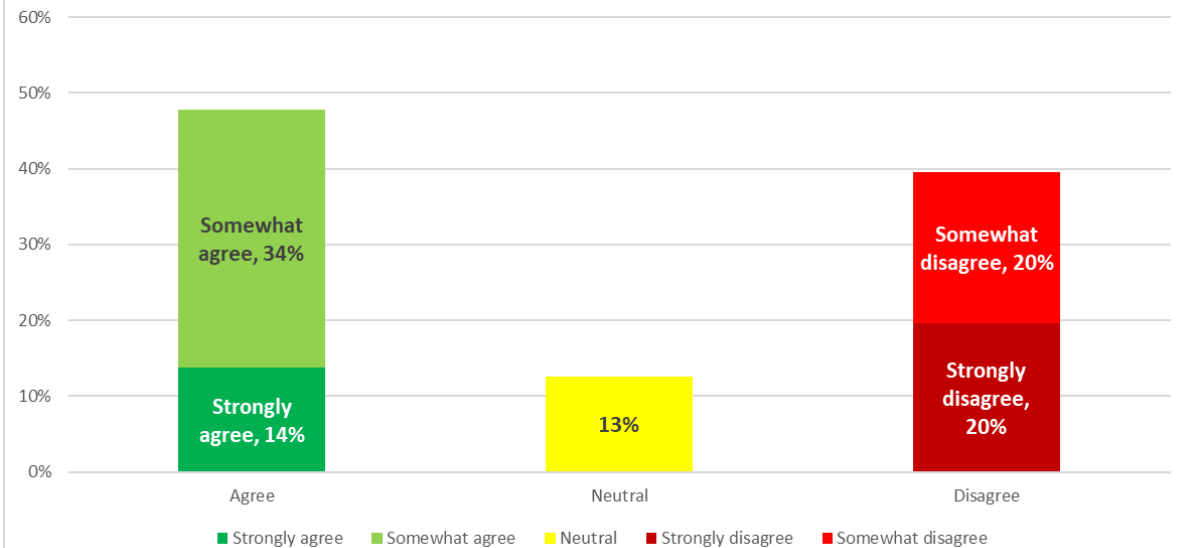
CBS Management

Questions 26, 27, 28

How familiar are you with Sitka's TBMP initiative?



Rate your agreement: Overall, I feel CBS is heading in the right direction to better manage tourism.



Rate areas of improvement for CBS when it comes to tourism:



Keep, Stop, & Consider

Questions 30, 31, & 32

There were 590 long-form responses about what CBS should KEEP, STOP, and CONSIDER doing in terms of managing tourism.

- Opening/Closing Lincoln Street
- Managing traffic-related impacts including jaywalking and pedestrian safety, traffic delays, bike & e-bike use, infrastructure improvements
- Cruise passenger numbers
 - Decreasing overall numbers
 - Maintaining / growing tourism
 - Keeping daily numbers limited / arrival to town staggered
 - Appreciation/emphasis of quiet weekend days
 - Appreciation/emphasis of limiting season duration (esp. April & October)
 - Finding balance
 - Focusing on independent travelers
- CBS Revenues
 - More transparency about types, amounts, and uses of tourism-related revenues needed
 - Desire for revenues to be used to offset cost of living
 - Desire for revenues to have more flexible use (local head-tax fund)
- Quality of Life
 - Concern about loss of small-town feel, Sitka's authenticity
 - Limited access to downtown, parks, library
 - Crowding at recreational/subsistence areas
 - Frustration about telecommunications impacts
 - Need for finding and promoting balance / community cohesion
 - Concerns about housing and childcare – impacts to and from tourism
- Environment
 - Addressing air pollution / emissions from buses and dock electrification
 - Concerns about marine pollution and use of scrubbers
- CBS Processes
 - Support for Tourism Commission & Tourism Manager
 - TBMP implementation / amplification
 - Continuation of surveys and opportunities for public input

Zoning Change for Cruise Ship Docks

Planning Commission Discussion

10.15.25

Discussion Items

- Revisit Definition
- Zoning Districts
- Addressing Unzoned Areas
- Public Comment

Finished items include:

- Levels of review/approval
- Submission requirements for application
- Modified and additional criteria for evaluating impacts

Definitions

Previously Discussed Definitions

- “Cruise ship” means a passenger vessel with overnight accommodations for commercial passengers and designed for the purpose of providing pleasure and/or leisure travel, generally stopping at multiple ports on a fixed itinerary. Cruise ships do not include Alaska Marine Highway System ferries .
- “Cruise ship dock” means a fixed or floating structure, including moorings, that serves cruise ships that have the capacity to accommodate 250 or more overnight passengers, exclusive of the ship’s crew, by either berthing the cruise ship, or berthing passenger lightering vessels that transport passengers to and from the cruise ship otherwise anchored or berthed at another location.

Revised Definition for Consideration

- “Cruise ship dock” means a fixed or floating structure, including moorings, that serves **one or more** cruise ships **that, singularly or in combination on a per day basis**, have the **maximum** capacity to accommodate 250 or more overnight passengers, exclusive of the ship’s crew, by either berthing the cruise ship, or berthing passenger lightering vessels that transport passengers to and from the cruise ship otherwise anchored or berthed at another location.

Zoning Districts

Previously Discussed:

- Allowed by Right: None
- Conditional: P, CBD, C-1, C-2, WD, I, GI, LI, R, OS
- Prohibited: SF/SFLD, R-1 & Related, R-2 & Related, C

Options:

- Revisit the zones identifying as conditional use, consider narrowing down
- Prohibit in all zones, utilize nonconforming use provisions to formalize conditional use permit requirements/process

Addressing Unzoned Areas

Option 1: Zone more areas of the borough

- Pros: Comprehensive approach, would align procedures, long-term benefits (enables CBS to apply zoning provisions more quickly as community needs arise)
- Cons: Administratively challenging given complex land ownership

Option 2: Non-Zoning Land Use Regulations

- Pros: Less complex/lengthy to implement than zoning designation
- Cons: Needs to be done outside the zoning code and as separate ordinance, will need to enumerate permitting procedures and authorities that mirror, but are separate from, conditional use permitting

PUBLIC COMMENT



CITY AND BOROUGH OF SITKA

Minutes - Final

Planning Commission

Wednesday, October 15, 2025

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

Present: Robin Sherman (Acting Chair), Wendy Alderson, Margaret Frank
Excused: Darrell Windsor, Thor Christianson (Assembly Liaison)
Staff: Amy Ainslie, Kim Davis, Ariadne Will
Public: Larry Edwards, Martina Kurzer, Marsha Strand, Bernadette Rasmussen, Darryl Rehkopf, Erin Kitka, Floyd Tomkins, Sienna Reid, Maegan Bosak, Greg McIntyre, Sharon Ferrick, Barb Bingham, John Herchenrider, Katie Riley, Klaudia Leccese, Jeff Feldpausch, Devon Calvin, Toby Campbell, Norm Campbell, Cathy Li (Sitka Sentinel)

Acting Chair Sherman called the meeting to order at 7:00 p.m.

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

A [PM 25-17](#) Approve the October 1, 2025 meeting minutes.

**M/Alderson-S/Frank moved to approve the October 1, 2025 meeting minutes.
Motion passed 3-0 by voice vote.**

IV. PERSONS TO BE HEARD

V. PLANNING DIRECTOR'S REPORT

Ainslie told the commission that it had an open seat following the election of Katie Riley to the Assembly. Ainslie said the 2025 End-of-Season Tourism Survey was open through October 26. She said too that an update on the land study was to be presented to the commission in November.

VI. REPORTS

VII. THE EVENING BUSINESS

B [P 25- 08](#) Public hearing and consideration of a final plat for a minor subdivision at 286 Tongass Drive. The property is also known as a portion of Lot 15, U.S. Survey 1496. The applicant is Southeast Alaska Regional Health Consortium (SEARHC). The property is owned by State of Alaska Department of Natural Resources (DNR).

Davis introduced a final plat for a minor subdivision at 286 Tongass Drive. The property

had been used by SEARHC since 1998 and was the location of Penrod Hall, which SEARHC planned to demolish. A preliminary plat of the subdivision had appeared before the commission at its September 3rd meeting. Davis said the main change between the preliminary and final plats was a plat note that granted CBS access to a dirt road to access and maintain a city-owned communications tower.

Erin Kitka, who spoke on behalf of SEARHC, said he had nothing to add. No public comment was received. The commission did not deliberate and commented that the plat was bringing the property "in conformance with reality."

M/Sherman-S/Alderson moved to approve the final plat for a minor subdivision at 286 Tongass Drive in the P public lands district subject to the conditions of approval. The property was also known as a portion of Lot 15, U.S. Survey 1496. The request was filed by the Southeast Alaska Regional Health Consortium (SEARHC). The owner of record was the State of Alaska Department of Natural Resources (DNR). Motion passed 3-0 by voice vote.

M/Sherman-S/Alderson moved to adopt the following findings as listed in the staff report. Motion passed 3-0 by voice vote.

C [LM 25-02](#)

Public hearing and consideration of a tideland lease request for municipal tidelands located seaward of 1604 Sawmill Creek Road in the R-1 single-family and duplex residential district. The property is also known as Alaska Tideland Survey 645. The request is filed by Rose Risley and Brian Blankenship. The owner of record is the City and Borough of Sitka.

Postponed by applicant to the Planning Commission's November 5 meeting.

D [MISC 25-16](#)

Discussion on a request for an administrative interpretation of community garden for Sitka Tribe of Alaska at the end of Andrew Hope Street.

Ainslie provided the commission with background behind an administrative interpretation to allow for a community garden by Sitka Tribe of Alaska at the end of Andrew Hope Street. Under the administrative interpretation, the garden was to be designated a community center. Ainslie said that while this was an administrative decision, she wanted to present her findings to the commission to get a "sense check" from the panel. She said she landed on the community center designation after determining that horticulture uses defined in the code referred more to gardening uses with a commercial component, while community centers referred to uses aligning better with STA's plans. Under the interpretation, the garden was required to apply for a conditional use permit.

Jeff Feldpausch, who spoke on behalf of the applicant, said that he appreciated the commission's support. No public comment was made.

During deliberation, Acting Chair Sherman said she would like to see "community garden" a designated use within the code and said she felt the conditional use permit should not be required.

No motion made.

E [ZA 25-01](#)

Discussion of zoning code changes for cruise related docks.

Ainslie introduced continued discussion of a zoning text amendment to define and regulate cruise docks within the city and borough. She said that the next step would be for the commission to review a draft ordinance. In her presentation, Ainslie reviewed

proposed definitions for cruise ships and docks, in which zones cruise docks were to be allowed, conditional, or prohibited, and options for regulating cruise docks in unzoned areas.

During commission questions, the panel clarified the definitions proposed and the limits of nonconforming use permits, which would apply to existing cruise docks if the ordinance prohibited cruise docks outright.

Larry Edwards, Barbara Bingham, Devon Calvin, Klaudia Leccese, and John Herchenrider spoke under public comment. Written comment from Laurinda Marcello, Barth, Jackie, and Charlie Hamberg, Chandler O'Connell, and Neil Akana was read into the record. All comment supported prohibiting cruise docks outright.

During deliberation, the commission was split regarding the outright prohibition of cruise docks. Commissioner Alderson said she had previously voted in favor of conditional use permits she disagreed with because the application met all code requirements; she was unsure whether she would be able to deny an application she had strong concerns with but that met all code requirements. Acting Chair Sherman said she understood such hesitations but did not want to completely rule out the possibility of a new dock in the future. She also said she did not want to be put in a position where the prohibition of cruise docks was lifted from the code if Sitka was met with a proposal it agreed with, as the lifting of the prohibition would be for the purposes of a single project.

The commission requested a designation of the cruise dock use be provided for the GP Gary Paxton special zone. Acting Chair Sherman said she especially wanted to see the zoning of Goddard and Katlian Bay.

VIII. ADJOURNMENT

Commissioner Alderson asked when the commission would next hear an update related to a possible bus depot on Oja Way. Ainslie said information would be provided at the next meeting.

Acting Chair Sherman adjourned the meeting at 8:21 p.m.

Mobile Food Vending In Sitka, Alaska

Food Trucks/Trailers & Food Carts/Tables

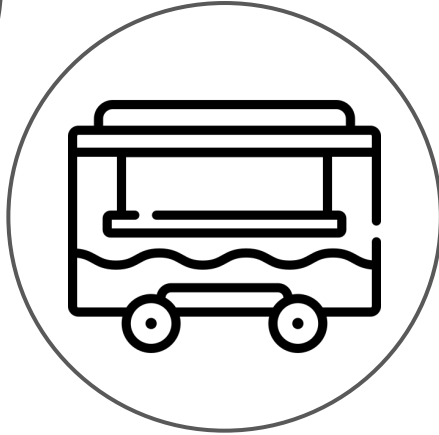
Why is Mobile Food Vending in Sitka Important?

People are **less grumpy** and **enjoy Sitka** more
when they are **well-fed**, don't have to **search for food**,
and don't have **long wait times** for food.

Types of Mobile Food Vending



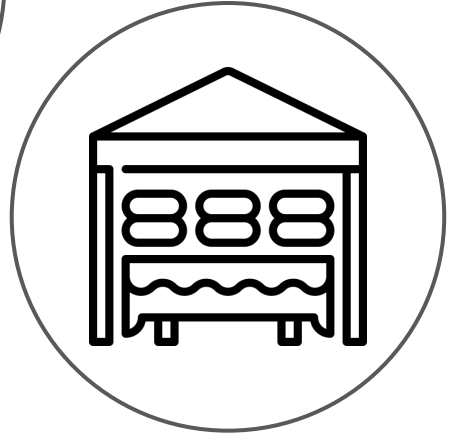
Food Truck



Food Trailer



Food Cart



Food Table & Tent

Pros of Mobile Food Vending in Sitka

- Mobile food vending **attracts foot traffic**
- Mobile food vending offers a **low-cost** entry **encouraging small businesses and entrepreneurship**
- Mobile food vending **provides quick meals** for visitors & events and **increased public revenues** from sales tax
- Being mobile allows vendors to **expand customer base** by moving for street closures or special community events
- **Special events** with mobile food vending have **increased attendance and enjoyment**

Key Factors for Mobile Food Vending

1. Location

- Public vs. private property
- Commercial vs. industrial vs. residential districts
- Distances from roads, buildings, etc

2. Operations

- Hours, trash, restrooms, outdoor seating

3. Health & Safety

- Health inspections
- Cooking methods: propane, bbq grills, open flames, frying in oil

4. Administration & Enforcement

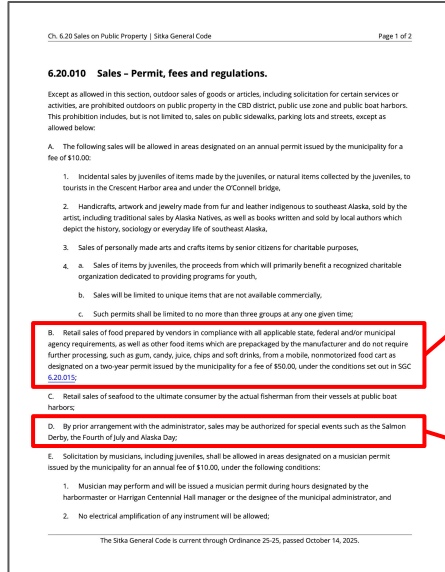
- Permitting

Sitka General Code

Only addresses “Food Sales on Public Property.”

No mention of Food Vendors or Sales on Private Property.

SGC: Sales on Public Property, Chapter 6.20



B. Retail sales of food prepared by vendors in compliance with all applicable state, federal and/or municipal agency requirements, as well as other food items which are prepackaged by the manufacturer and do not require further processing, such as gum, candy, juice, chips and soft drinks, from a mobile, nonmotorized food cart as designated on a two-year permit issued by the municipality for a fee of \$50.00, under the conditions set out in SGC 6.20.015;

D. By prior arrangement with the administrator, sales may be authorized for special events such as the Salmon Derby, the Fourth of July and Alaska Day;

Confusing Rules & Processes

Where and when can Mobile Food vendors set up?

Where & When Can Mobile Food Vendors Set Up?

	Lincoln Street Closure Days	Non Lincoln Street Closure Days	Special Events
Food Cart or Table (CBS Permitted)	<ul style="list-style-type: none"> Private property Designated Lincoln St closure area <i>(Across from #106 - 124)</i> 	<ul style="list-style-type: none"> Private property Public property designated spot first come first served <i>(only one spot in front of Lincoln/Lake restrooms)</i> 	<ul style="list-style-type: none"> Private property In front of HCH Lincoln St (if closed) At the discretion of Police Dept or City Administrator
Food Cart or Table (NOT CBS Permitted)	<ul style="list-style-type: none"> Private property 	<ul style="list-style-type: none"> Private property 	<ul style="list-style-type: none"> Private property In front of HCH Lincoln St (if closed) At the discretion of Police Dept or City Administrator
Food Truck or Trailer	<ul style="list-style-type: none"> Private property 	<ul style="list-style-type: none"> Private property 	<ul style="list-style-type: none"> Private property In front of HCH At the discretion of Police Dept or City Administrator

CBS Permitted Food Carts

Examples of permits and requirements.

CBS Permitted Food Carts

	Organizer	Location(s)	Details
2024 Street Closure Days	n/a	Across from Lincoln St #106 - 124	<ul style="list-style-type: none">• Only CBS Permitted Food Carts are allowed in the closure area• No additional daily use fee required• Non CBS Permitted Food Carts and Food Trucks / Trailers are only allowed on Private Property
2025 Any and All Days	n/a	Only one available spot in front of Lincoln / Lake restrooms	<ul style="list-style-type: none">• Only CBS Permitted Food Carts are allowed on a first come first served basis. Only one vendor used this spot in 2025.• No additional daily use fee required• Non CBS Permitted Food Carts and Food Trucks/Trailers are only allowed on Private Property

Special Events

Example of recent events, permits and requirements.

Special Event Examples

	Organizer	Location(s)	Details
Porch Fest	Greater Sitka Arts Council (<i>non-profit</i>)	Lincoln St closed from Katlian St to St. Michael's Cathedral AND Crescent Harbor Shelter	<ul style="list-style-type: none">• SPD told event organizers that ALL food vendors would need to submit the Special Use / Event Permit form to SPD, provide additional documentation and pay fees to the city.• Only food carts / tables would be allowed on Lincoln Street.• Food trucks / trailers would need to park at HCH.• Total cost to food vendors:<ul style="list-style-type: none">○ Food Trucks/Trailers: \$200 (CBS)○ Food Carts / Tables: \$150 (CBS)○ CBS Permitted Food Cart: \$75 (CBS)
4th of July Booths	Sitka Historical Society (<i>non-profit</i>)	Katlina St in front of Pioneers Home	<ul style="list-style-type: none">• SPD gave event organizers full discretion to select food vendors (trucks, trailers carts or tables) with payment directly to event organizers.• No Special Use / Event Permit form, additional documentation or additional fees were required to be submitted to the city.• Only DEC permit required.• Total cost to food vendors determined by event organizers.

Special Event Examples

	Organizer	Location(s)	Details
Stardust Ball	Ramshackle Cabaret (non-profit)	Harrigan Centennial Hall	<ul style="list-style-type: none">• ALL outside food vendors would need to submit the Special Use / Event Permit form to HCH, provide additional documentation and pay fees to the city.• Total cost to food vendors:<ul style="list-style-type: none">○ Food Trucks/Trailers: \$200 (CBS)○ Food Carts / Tables: \$150 (CBS)○ CBS Permitted Food Cart: \$75 (CBS)
Sitka Whale Fest	Sitka Whale Fest (non-profit)	Harrigan Centennial Hall	<ul style="list-style-type: none">• ALL outside food vendors would need to submit the Special Use / Event Permit form to HCH, provide additional documentation and pay fees to the city.• Event organizers also charged a \$150 fee for ALL inside AND outside vendors.• Total cost to food vendors:<ul style="list-style-type: none">○ Food Trucks/Trailers: \$200 (CBS) + \$150 (WhaleFest)○ Food Carts / Tables: \$150 (CBS) + \$150 (WhaleFest)○ CBS Permitted Food Cart: \$75 (CBS) + \$150 (WhaleFest)○ Inside Food Vendors: \$150 (WhaleFest)

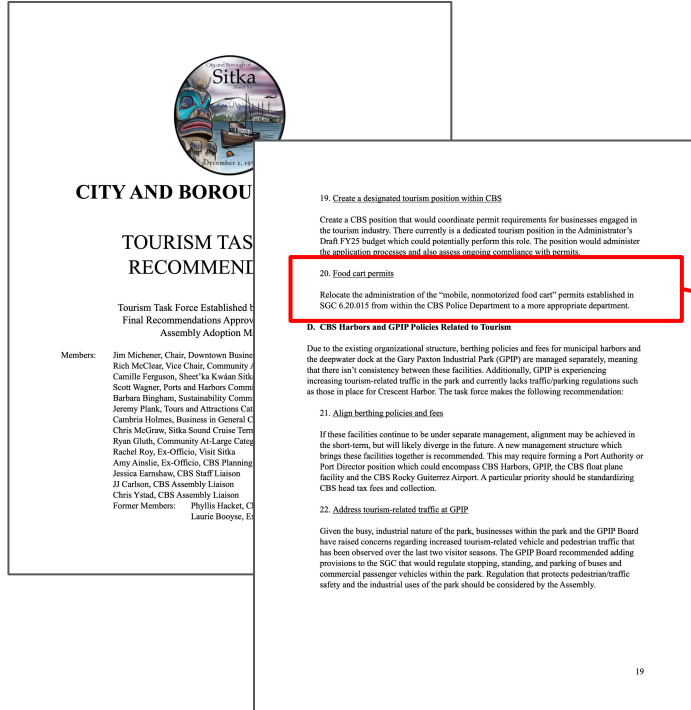
Special Event Examples

	Organizer	Location(s)	Details
Sitka Blues Fest	AKO Farms	Sitka Fine Arts Campus Zoning: R2 Use_Code: C - Commercial	<ul style="list-style-type: none">• No Special Use / Event Permit form, additional documentation or additional fees were required to be submitted to the city.• Only DEC permit required.• Total cost to food vendors determined by event organizers.
Mudball Classic	Sitka Softball Association <i>(non-profit)</i>	Moller and Kimsham Baseball Fields	<ul style="list-style-type: none">• ALL food vendors would need to submit the Special Use / Event Permit form to Parks & Rec, provide additional documentation and pay fees to the city.• Total cost to food vendors:<ul style="list-style-type: none">○ Food Trucks/Trailers: \$150 (CBS)○ Food Carts / Tables: \$100 (CBS)○ CBS Permitted Food Cart: \$25 (CBS)

Tourism Task Force Recommendations

Assembly Adoption **May 16, 2024**

Tourism Task Force Recommendations

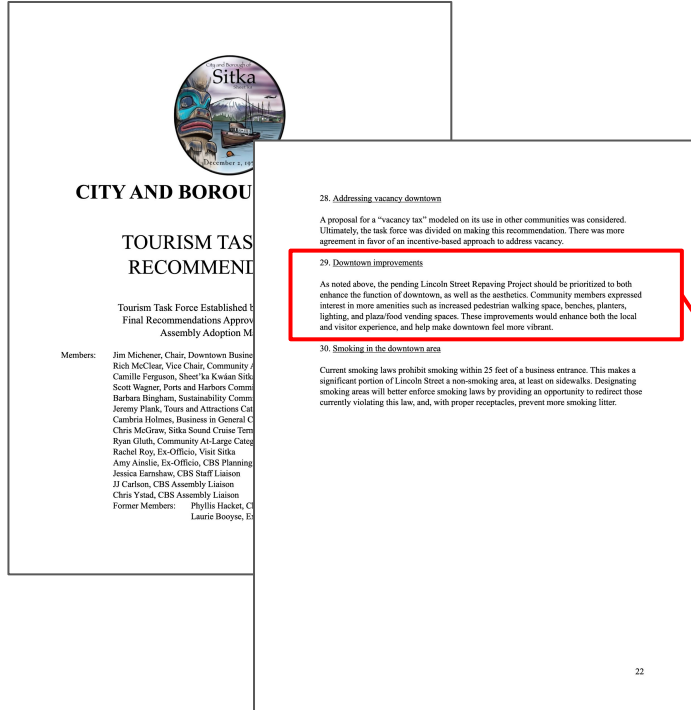


Direction 4: Land Use Regulations and Waterfront Development Policies

C. Permit Administration 20. Food cart permits

Relocate the administration of the “mobile, nonmotorized food cart” permits established in SGC 6.20.015 from within the CBS Police Department **to a more appropriate department.**

Tourism Task Force Recommendations

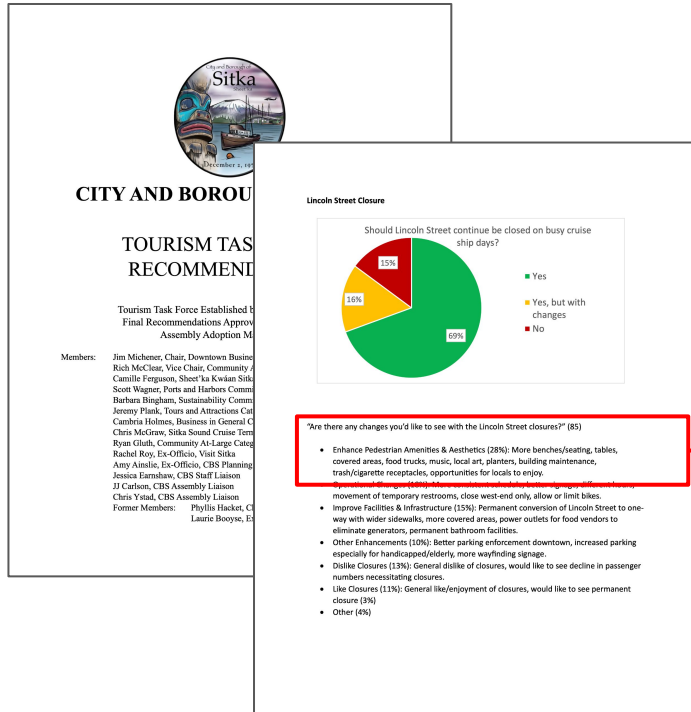


Direction 4: Land Use Regulations and Waterfront Development Policies

I. Downtown character and use 29. Downtown improvements

As noted above, the pending Lincoln Street Repaving Project should be prioritized to both enhance the function of downtown, as well as the aesthetics. **Community members expressed interest in more amenities** such as increased pedestrian walking space, benches, planters, lighting, and **plaza / food vending spaces**. These improvements would enhance both the local and visitor experience, and help make downtown feel more vibrant.

Tourism Task Force Recommendations



Town Hall Results - December 7, 2023

Lincoln Street Closure

“Are there any changes you’d like to see with the Lincoln Street closures?” (85)

- Enhance Pedestrian Amenities & Aesthetics (28%): More benches/seating, tables, covered areas, **food trucks**, music, local art, planters, building maintenance, trash/cigarette receptacles, opportunities for locals to enjoy.

Action Plan for Tourism Task Force Recommendations

Action List for Tourism Task Force Recommendations					
Directive #	Rec #	Recommendation	Action #	Action	Priority Level / Lead
4	15	Classify e-bikes as motorized vehicles	4A	Assembly sponsors needed for code amendments/additions to regulate e-bikes. Changes should be jointly reviewed by the Parks & Recreation Committee and the Tourism Commission	High / Assembly Sponsors
	16	Identify multi-use paths to be used by rental e-bikes			
	17	Require equipment on rental e-bikes			
	18	Identify and protect priority recreation sites	4B	Planning staff is currently in the data collection process for use of recreation sites. Additional public engagement on priority use sites for residents to be conducted in the fall in conjunction with the ongoing Parks and Recreation Asset Management Plan. Results and potential code changes regarding commercial land use permits to be lead by Planning staff and vetted by the Parks & Recreation Committee and the Tourism Commission	Ongoing / Administrator
	19	Create a designated tourism position within CBS	4C	Action completed - position was designated and approved in the FY25 budget. Advertisement for position is ongoing	Ongoing / Administrator
	20	Food cart permits	4D	Assembly sponsors needed for an ordinance to change food cart codes including any specific regulation, changes and permit administration. Review with Tourism Commission	Medium / Assembly Sponsors
	21	Engage in long-term tourism marketing action needed	4E	Ongoing - long-term tourism marketing action needed	Ongoing / Assembly & Administrator
	22	Address tourism-related traffic at GPIP	4F	GPIP Board has drafted provisions for a potential code change regarding traffic at GPIP. Assembly direction to Administrator to proceed with ordinance	Medium / Assembly & Administrator
	23	Zoning for future cruise docks	4G	Assembly direction to Administrator to proceed with ordinance. Planning staff will draft the code change and ordinance, and vet through Planning Commission	High / Assembly & Administrator
	24	Zone Kattian Bay	4H	Assembly direction to Administrator to engage property owners on potential zoning designations	High / Assembly & Administrator
4	25	Continue work with ADOF/PF to address critical areas	4I	Ongoing - long-term effort. No specific action needed	Ongoing / Administrator
	26	Identify locations for permanent public restrooms	4I	Work ongoing in conjunction with Crescent Harbor Restroom Replacement project	Ongoing / Administrator
	27	Lincoln Street closures	4K	Ongoing - Lincoln Street Repaving Project currently in the 5-year capital budget	Ongoing / Assembly Sponsors
	29	Downtown improvements			
	28	Addressing downtown vacancy	4L	Assembly sponsors needed for potential code amendments/additions	Medium / Assembly & Administrator
	30	Smoking in the downtown area	4H	Assembly direction to Administrator to investigate potential designated smoking area downtown and installation of waste receptacles	Medium / Assembly & Administrator

Action List - Direction #4, Rec 20

Assembly sponsors needed for an ordinance to change food cart codes including an specific regulation changes and permit administration. Review with Tourism Commission

Priority Level: Medium

Lead: Assembly Sponsors

Tasking List - Action #4D: Food Cart Permits

Need for Expenditure: No

Sponsors Identified 7/9: Mosher & Saline

Tasking List for Tourism Task Force Recommendations					
Action #	Synopsis	Action Needed	Priority Level	Need for Expenditure?	Direction Provided 7/9:
1A	Negotiated agreement for visitor numbers	Assembly direction	High	No	Administrator to draft negotiated agreement, bring back to Assembly
3A	TBMP administration	Assembly direction	High	Yes	Tourism Manager to explore upon hire
4G	Zoning for future cruise docks	Assembly direction	High	No	Planning Dept/Commission
4H	Zoning for Kattian Bay	Assembly direction	High	No	Planning Dept/Commission
4M	Smoking in the downtown area	Assembly direction	Medium	Yes	None
5B	AML Port Communities working group	Assembly direction	Medium	Yes	Administrator to report back on bylaws & membership fees
4K	Downtown improvements	Assembly direction	Medium	No	Special report on upcoming/ongoing projects
4F	Traffic at GPIP	Assembly direction	Medium	No	Administrator to review changes with GPIP Board
Action #	Synopsis	Action Needed	Priority Level	Need for Expenditure?	Sponsors Identified 7/9:
1B	Additional surveys/studies	Assembly sponsors	High	Yes	None
2A	Establishing a Tourism Commission	Assembly sponsors	High	No	Yates & Carlson & Christianson
4A	E-bike regulations	Assembly sponsors	High	Potentially	Cuddeback & Bille, Smith & Bille & Bille, Dawes & Bille & Bille
4D	Food cart permits	Assembly sponsors	Medium	No	Mosher & Saline
4L	Addressing downtown vacancy	Assembly sponsors	Medium	Potentially	Saline & Christianson

Application for Non-Motorized Food Cart Permit

Administered by **Sitka Police Department**

Application for Non-Motorized Food Cart Permit

Please submit the application **to the Multi Services Officer at the Sitka Police Department**. Applications will not be accepted for review unless it contains all the following requirements:

- A completed CBS application for non-motorized food cart permit with the non-refundable application fee of \$50 (additional \$100 late fee if complete application turned in after April 30)
- DEC Food Establishment Permit
- DEC approved Commissary Letter
- Proof of a current State of Alaska business license
- Proof of current Food Protection Manager certification
- Proof of current State of Alaska food handling permit
- Proof of a commercial general liability insurance policy with a minimum one million dollar combined single limit that names the City and Borough of Sitka as an additional insured.
- Detailed listing of the routes and locations proposed to be utilized each day for approval.
- Proof of non-indebtedness with all City and Borough of Sitka accounts.
- Permits are valid for two years, but the cart must be inspected every year by April 30 to remain active.

Application for Non-Motorized Food Cart Permit
City and Borough of Sitka
Sitka Police Department

Permit ID: _____

GENERAL INFORMATION (All applicants complete entire section - please print)

Purpose (check one) ☐ New ☐ Information Change ☐ Change of owner/operator ☐ Reactivate

Name of entity or Owner Responsible for Food Service: _____ All Business License # _____

Business/Corporate Mailing Address: _____ City: _____ State: _____ Zip: _____

Business/Corporate Phone: _____ Email: _____

Owner(s) or Corporate Officer(s) (Title(s) or Responsible Party): _____ Phone: _____

Type of Entity ☐ Individual ☐ Partnership ☐ Corporation/LLC ☐ Other: _____

Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Contact/Person: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

a. Proof of commercial general liability insurance policy attached. ☐ Yes ☐ No

b. Does the unit meet the guidelines and standards for a non-motorized food cart? ☐ Yes ☐ No

c. Inspection required at time of permit application

d. 1 liter receptacles no smaller than 32 gallons available? ☐ Yes ☐ No

e. Compliance with sales tax and all other local tax laws in order? ☐ Yes ☐ No

f. Detailed listing of routes proposed to be utilized each day for vending attached? ☐ Yes ☐ No

g. Attach separate page detailing the list of routes proposed. If not provided, permit application may be denied.

h. What type of food are you serving? _____

i. Will another permitted food establishment (commissary) provide support to your facility? If yes, attach a copy of the Commissary Letter of Agreement. ☐ Yes ☐ No

j. Have you attached a copy of the Food Manager's Certification? ☐ Yes ☐ No ☐ N/A

k. The operator of a food establishment that serves and prepares unpackaged or unsealed food, except for a bar, tavern, or limited food service, must have at least one Certified Food Protection Manager who is involved in the daily operations of the establishment.

l. Does everyone who works or will work at the food establishment have a Food Worker Card? ☐ Yes ☐ No ☐ N/A

m. An operator of a food establishment shall keep on file a copy of the Food Worker Card issued by the department for each employed food worker and make the copy available to the Department upon request.

n. Enter the width and length of the food cart used for the business. Length: _____ ft. _____ in. Width: _____ ft. _____ in.

o. I declare, under penalty of perjury, that this application (including any accompanying statements) was made and submitted by me and to the best of my knowledge and belief is true, correct, and complete meeting the requirements of SSC 6.50.015. I agree to pay all fees before operating.




Applicant's Signature: _____ Date: _____

Applicant's Printed Name: _____ Title: _____

Permit Card Permit 30023
Page 1 of 2

Date of 3/2023 even though changes have been made to document in 2024 and 2025.

Application Changes from 2024 to 2025



 <p>Mobile Food Unit – Guidance Sheet</p> <p>Mobile food units are popular in Alaska. As they are kitchens on wheels, they must have the essentials to prepare and serve food safely. <u>These guidelines are to help you understand what is needed to qualify for a Non-Motorized Food Cart (NMFC) permit which is required to operate on municipal streets and sidewalks. The yearly permit is valid for the period from May 1st of each calendar year through April 30th of the following year. The cost of the permit is \$25.00 and expires on the date indicated. The NMFC permit or any rights or privileges, may not be transferred. Signing the permit application is a legal agreement to comply with the provisions and conditions set forth in SGC 6.16.015 and such as this permit.</u></p> <p>A Non-Motorized Food Cart also known as a "mobile food unit" is served from the exterior of the pushcart. Generally, the push cart is easily being moved with one or two people. The pushcart operates menu that is usually restricted to service of a specific food.</p>	
<p>Mobile food unit basic requirements are as follows:</p> <ul style="list-style-type: none">• A completed CBS application for non-motorized food cart permit• DEC Food Establishment Permit• DEC approved Commissary Letter• Proof of a current State of Alaska business license is required• Proof of a current State of Alaska food handling permit is required• Approved DEC Commissary Letter of Agreement.• Approved DEC Food Establishment Permit or Approved DEC Commissary Letter• Proof of a commercial general liability insurance policy with that names the City and Borough of Sitka as an additional insured• Submit a detailed listing of the routes proposed to be utilized• Hand sink – a sink dedicated for handwashing only.• Trash can – minimum 32 gallons• Must remain in compliance with sales tax and all other local provisions as set forth in SGC 6.20.015 and such additional terms and conditions as may be set forth in this permit. <p>DEFINITIONS:</p> <p>Commissary means a permitted food establishment where support vending machines, mobile food units, or temporary food establishments are provided to one or more caterers, these support services may include:</p> <ol style="list-style-type: none">1. Food preparation, handling, packaging, or storage.2. Storage of utensils, including single-service items, or supplies.3. Washing, rinsing, and sanitizing of equipment and utensils.4. Storage of a mobile food unit when the unit is not in use.5. Cleaning of a mobile food unit.6. Supplying potable water or dumping wastewater.	 <p>Mobile Food Unit – Guidance Sheet</p> <p>Mobile food units are popular in Alaska. As they are kitchens on wheels, they must have the essentials to prepare and serve food safely. <u>These guidelines are to help you understand what is needed to qualify for a Non-Motorized Food Cart (NMFC) permit which is required to operate on municipal streets and sidewalks. The yearly permit is valid for the period from May 1st of each calendar year through April 30th of the following year. The cost of the permit is \$50.00 and expires on the date indicated. The NMFC permit or any rights or privileges, may not be transferred. Signing the permit application is a legal agreement to comply with the provisions and conditions set forth in SGC 6.20.015 and such additional terms and conditions as may be set forth in this permit.</u></p> <p>A Non-Motorized Food Cart also known as a "mobile food unit" is defined as a pushcart that is designed to be served from the exterior of the pushcart. Generally, the push carts will be three feet by six feet in size and capable of easily being moved with one or two people. The pushcart operates out of an approved commissary and has a menu that is usually restricted to service of a specific food.</p> <p>Mobile food unit basic requirements are as follows:</p> <ul style="list-style-type: none">• A completed CBS application for non-motorized food cart permit• DEC Food Establishment Permit• DEC approved Commissary Letter• Proof of a current State of Alaska business license is required• Proof of a current State of Alaska food handling permit is required• Approved DEC Commissary Letter of Agreement.• Approved DEC Food Establishment Permit or Approved DEC Temporary Food Service Permit.• Proof of a commercial general liability insurance policy with a minimum one million dollar combined single limit that names the City and Borough of Sitka as an additional insured party shall be provided.• Submit a detailed listing of the routes proposed to be utilized each day for approval.• Hand sink – a sink dedicated for handwashing only.• Trash can – minimum 32 gallons• Must remain in compliance with sales tax and all other local tax laws in order to retain their permits. <p>DEFINITIONS:</p> <p>Commissary means a permitted food establishment where support services are provided to one or more caterers, vending machines, mobile food units, or temporary food establishments; these support services may include:</p> <ol style="list-style-type: none">1. Food preparation, handling, packaging, or storage.2. Storage of utensils, including single-service items, or supplies.3. Washing, rinsing, and sanitizing of equipment and utensils.4. Storage of a mobile food unit when the unit is not in use.5. Cleaning of a mobile food unit.6. Supplying potable water or dumping wastewater.
<p>2024</p>	<p>2025</p>

Cost of “Yearly Permit”

2024: The **yearly permit** is valid for the period from May 1st of each calendar year through April 30th of the following year. The cost of the permit is **\$25.00** and expires on the date indicated.

2025: The **yearly permit** is valid for the period from May 1st of each calendar year through April 30th of the following year. The cost of the permit is **\$50.00** and expires on the date indicated.

Application Changes from 2024 to 2025

 Non-Motorized Food Cart FAQ's <ul style="list-style-type: none">When do I need a non-motorized food cart permit? Any time you operate on city property.Do I need other permits to operate? Yes, fulfill all requirements from DEC, Division of Environmental Health, food safety sanitation program permit pursuant to Alaska code 18AAC 30.31.What other requirements are there to operate a food cart? A state business license, city tax account, proof of no indebtedness to the city, proof of commercial business insurance with City of Sitka listed as an additional insured party, proof of DEC permit. All of which must be provided annually by May 1st of the year to be operated in.Do I need to be a Certified Food Protection Manager? Yes, you may complete this process at: dec.alaska.gov/dh/fsu/food/retailDo I need a Food worker card? Yes, every employee must have one, you may complete this process at: dec.alaska.gov/dh/fsu/food/retailWhat is a non-motorized food cart? Alaska State definition is a wheeled non-motorized food unit which is movable by one or two persons.How long is the food cart permit valid? A food cart permit is valid for two years from May 1st of the year permitted to April 30th of the second year. Food carts must be inspected each year by April 30th for the permit to remain valid.When should I apply for a food cart permit? As soon as you have all the documents, and your application is completely filled out. No later than April 15th of the year you are applying for as your application could be delayed. A one hundred (\$100.00) dollar processing fee will be applied to any permit applications submitted after May 1st.What additional items are allowed? Two ice chests, no larger than two feet by four feet, a tent, and no obstruct pedestrian pathways.	 Non-Motorized Food Cart FAQ's <ul style="list-style-type: none">When do I need a non-motorized food cart permit? Any time you operate on city property.Do I need other permits to operate? Yes, fulfill all requirements from DEC, Division of Environmental Health, food safety sanitation program permit pursuant to Alaska code 18AAC 30.31.What other requirements are there to operate a food cart? A state business license, city tax account, proof of no indebtedness to the city, proof of commercial business insurance with City of Sitka listed as an additional insured party, proof of DEC permit. All of which must be provided annually by May 1st of the year to be operated in.Do I need to be a Certified Food Protection Manager? Yes, you may complete this process at: dec.alaska.gov/dh/fsu/food/retailDo I need a Food worker card? Yes, every employee must have one, you may complete this process at: dec.alaska.gov/dh/fsu/food/retailWhat is a non-motorized food cart? Alaska State definition is a wheeled non-motorized food unit which is movable by one or two persons.How long is the food cart permit valid? A food cart permit is valid for two years from May 1st of the year permitted to April 30th of the second year. Food carts must be inspected each year by April 30th for the permit to remain valid.When should I apply for a food cart permit? As soon as you have all the documents, and your application is completely filled out. No later than April 15th of the year you are applying for as your application could be delayed. A one hundred (\$100.00) dollar processing fee will be applied to any permit applications submitted after May 1st.What additional items are allowed? Two ice chests, no larger than two feet by four feet, a tent, and no obstruct pedestrian pathways.
2024	2025

Length of Valid Permit



How long is the food cart permit valid?

2024: A food cart permit is valid for **one year** from May 1st of the year permitted to April 30th of the following year.

2025: A food cart permit is valid for **two years** from May 1st of the year permitted to April 30th of the second year.

Food carts must be inspected each year by April 30th for the permit to remain valid.

Application Changes from 2024 to 2025

 <p>SPECIAL RULES DURING LINCOLN STREET CLOSURE</p> <ol style="list-style-type: none">Only the designated area may be used for on-street vending during closures.Individual vending spaces will be designated via paint demarcations on the sidewalk curb and numbered 1-14. Each space is a 10' x 10' area. Operations including storage of supplies or equipment will not be allowed outside of the designated spaces.Vending spaces are available to permittees on a first come, first served basis.Permittees are limited to use of 1 vending space.Carts must not be on the street prior to 9:00 AM on closure days. Any vehicles utilized to transport the cart or supplies must be out of the closure area prior to 9:30 AM.Vending activity must cease upon street reopening. Carts must be removed.On-street vending is not allowed outside of the closure hours or closure area.Lincoln Street will be closed to vehicular traffic on days with 5,000 or more cruise passengers from 10AM to 4PM. No parking begins at 9AM on closure days.Closure dates can be viewed at the following link: https://www.cityofsitka.com/departments/planning/communitydevelopmentEquipment is limited to the permitted cart, a trash can, and two cooler beverage storage.Permittees may utilize a tent no larger than 10' x 10' in size. Tents hanging from them. Tents must be appropriately weighed down to prevent tipping or movement due to wind, ropes or any other tools/equipment used to secure the tent may not extend beyond the vending space or present a tripping hazard. May have one table no larger than 2' x 4' in size.Any signage must be affixed to the cart. If a sign is affixed to the cart, it shall not have flashing or strobing lights. Changing message signs where the message changes more frequently than every three minutes is also prohibited.While unlikely, there is a possibility that emergency services may need to bring response vehicles or equipment into the closure area. All equipment should be of a size and weight that can be moved quickly to make space for emergency services.Any generator(s) utilized must not exceed sound output of 60 decibels or lower themselves as far as is practicable from other vendors not utilizing generators.No music or voice amplification can be utilized.No distribution of handbills, flyers, or leaflets is allowed.All permit holders must provide trash receptacles (minimum size 32 gal) per vending space free of food debris or any other waste generated as a result of vending activities. Violations will result in fines per SDC 5.12.010.If there is waste in the vicinity of the cart for prolonged periods (1 hour or more) or left behind after the cart is removed, a \$100 fine will be charged to the permittee for a first-time offense. Further offenses will be fined \$250 per offense. Multiple offenses may result in permit revocation.Permit holders are responsible for disposing of waste appropriately daily. Waste shall not be disposed of in municipal trash cans on streets, sidewalks, at the harbor, or other at other such municipal sites. Waste should be disposed at the transfer station or in a garbage container provided by the municipality's solid waste contractor and associated with the permittees solid waste utility service. Improper waste disposal will be subject to fines per SDC 5.08.030 and may result in permit revocation.Closure dates are subject to change. It is the responsibility of permit holders to keep abreast of the closure schedule.	 <p>SPECIAL RULES DURING LINCOLN STREET CLOSURE</p> <ol style="list-style-type: none">Only the designated area may be used for on-street vending during closures.Individual vending spaces will be designated via paint demarcations on the sidewalk curb and numbered 1-14. Each space is a 10' x 10' area. Operations including storage of supplies or equipment will not be allowed outside of the designated spaces.Vending spaces are available to permittees on a first come, first served basis.Permittees are limited to use of 1 vending space.Carts must not be on the street prior to 9:00 AM on closure days. Any vehicles utilized to transport the cart or supplies must be out of the closure area prior to 9:30 AM.Vending activity must cease upon street reopening. Carts must be removed from the street within 30 minutes of street reopening.On-street vending is not allowed outside of the closure hours or closure area.Lincoln Street will be closed to vehicular traffic on days with 4,000 or more cruise passengers from 10AM to 4PM. No parking begins at 9AM on closure days.Closure dates can be viewed at the following link: https://www.cityofsitka.com/departments/planning/communitydevelopmentEquipment is limited to the permitted cart, a trash can, and two coolers no larger than 110 quarts each for food and/or beverage storage.Permittees may utilize a tent no larger than 10' x 10' in size. Tents may not have signage, banners, or other objects hanging from them. Tents must be appropriately weighed down to prevent tipping or movement due to wind, ropes or any other tools/equipment used to secure the tent may not extend beyond the vending space or present a tripping hazard. May have one table no larger than 2' x 4' in size.Any signage must be affixed to the cart. If a sign is affixed to the cart, it shall not have flashing or strobing lights. Changing message signs where the message changes more frequently than every three minutes is also prohibited.While unlikely, there is a possibility that emergency services may need to bring response vehicles or equipment into the closure area. All equipment should be of a size and weight that can be moved quickly to make space for emergency services.No music or voice amplification can be utilized.No distribution of handbills, flyers, or leaflets is allowed.No generators, exposed flames, or hot oil fryers are allowed.All permit holders must provide trash receptacles (minimum size 32 gallons) and keep the area within a 10-foot radius of the vending space free of food debris or any other waste generated as a result of vending activities. Violations will result in fines per SDC 5.12.010.If there is waste in the vicinity of the cart for prolonged periods (1 hour or more) or left behind after the cart is removed, a \$100 fine will be charged to the permittee for a first-time offense. Further offenses will be fined \$250 per offense. Multiple offenses may result in permit revocation.Permit holders are responsible for disposing of waste appropriately daily. Waste shall not be disposed of in municipal trash cans on streets, sidewalks, at the harbor, or other at other such municipal sites. Waste should be disposed at the transfer station or in a garbage container provided by the municipality's solid waste contractor and associated with the permittees solid waste utility service. Improper waste disposal will be subject to fines per SDC 5.08.030 and may result in permit revocation.Closure dates are subject to change. It is the responsibility of permit holders to keep abreast of the closure schedule.
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Special Rules for Lincoln Street Closures

2024: Any generator(s) utilized must not exceed sound output of 60 decibels per the manufacturer's specifications and should be kept in good working order to maintain the 60 decibel or lower sound output. Vendors utilizing generators shall space themselves as far as is practicable from other vendors not utilizing generators to reduce noise pollution.

2025: No generators, exposed flames, or hot oil fryers are allowed.

Application Changes from 2024 to 2025

2024	
<ul style="list-style-type: none">Where can I get my food cart inspected? Consult your local DEC Environmental health officer. When the DEC inspection is complete schedule an appointment with the police department for an inspection by the MSO.Can I operate a Mobile Food Units such as self-contained food trailers or motorized food trucks on City property? No, these units must be registered with the DMV and require a separate set of permits from DEC and can only be operated on private property.Where can I place my food cart? Food carts may not obstruct pedestrian pathways.Can I place my food cart at an intersection? No, they must be at least 50 feet from an intersection.May I set up any portion of my operation in a street? No, unless it is a closure day and only in designated areas.May I place billboard signs outside of the confines of my food cart? No.May I operate in a green-belt, park, tendering facilities, and adjoining parking lots? No.Can I throw my trash in city trash receptacles? No, you must have your own garbage container, no smaller than 32 gal. which you may dispose of at the city transfer station. Failure to remove trash properly will result in fines per SGC 9.10.010.May I operate during special events with this permit? No, you must obtain a separate special events permit.What happens if I violate any of these rules? You can be charged criminally with a misdemeanor and have your permit revoked. Per SGC 06.05.120	<ul style="list-style-type: none">What additional items are allowed? Two ice chests no larger than 110 quarts, a folding table no larger than two feet by four feet, a tent no larger than 10 feet by 10 feet which may not obstruct pedestrian pathways.Where can I get my food cart inspected? Consult your local DEC Environmental health officer. When the DEC inspection is complete schedule an appointment with the police department for an inspection by the MSO.Can I operate a Mobile Food Units such as self-contained food trailers or motorized food trucks on City property? No, these units must be registered with the DMV and require a separate set of permits from DEC and can only be operated on private property.Where can I place my food cart? Food carts may not obstruct pedestrian pathways.Can I place my food cart at an intersection? No, they must be at least 50 feet from an intersection.May I set up any portion of my operation in a street? No, unless it is a closure day and only in designated areas.May I place billboard signs outside of the confines of my food cart? No.May I operate in a green-belt, park, tendering facilities, and adjoining parking lots? No.Can I throw my trash in city trash receptacles? No, you must have your own garbage container, no smaller than 32 gal. which you may dispose of at the city transfer station. Failure to remove trash properly will result in fines per SGC 9.10.010.May I operate during special events with this permit? No, you must obtain a separate special events permit.May I cook on an open flame? No, it must be contained within the unit.May I use an oil fryer? No, use of hot oils in vats, pots is not permitted.What if I have my cart on private property and sales occur on city property? Un-permitted business may not occur on city property.What happens if I violate any of these rules? You can be charged criminally with a misdemeanor and have your permit revoked. Per SGC 06.05.120
2025	

FAQ Additions for 2025

- **May I cook on an open flame?**
No, it must be contained within the unit.
- **May I use an oil fryer?**
No, use of hot oils in vats, pots is not permitted.
- **What if I have my cart on private property and sales occur on city property?**
Un-permitted business may not occur on city property.

Application Changes from 2024 to 2025

2024	<ul style="list-style-type: none">• Where can I get my food cart inspected? Consult your local DEC Environmental health officer. When the DEC inspection is complete schedule an appointment with the police department for an inspection by the MSO.• Can I operate a Mobile Food Units such as self-contained food trailers or motorized food trucks on City property? No, these units must be registered with the DMV and require a separate set of permits from DEC and can only be operated on private property.• Where can I place my food cart? Food carts may not obstruct pedestrian pathways.• Can I place my food cart at an intersection? No, they must be at least 50 feet from an intersection.• May I set up any portion of my operation in a street? No, unless it is a closure day and only in designated areas.• May I place billboard signs outside of the confines of my food cart? No.• May I operate in a green-belt, park, tendering facilities, and adjoining parking lots? No.• Can I throw my trash in city trash receptacles? No, you must have your own garbage container, no smaller than 32 gal. which you may dispose of at the city transfer station. Failure to remove trash properly will result in fines per SGC 9.10.010.• May I operate during special events with arrangements with the event sponsors.• What happens if I violate any of these rules? You can be charged criminally with a misdemeanor and have your permit revoked. Per SGC 06.05.120
2025	<ul style="list-style-type: none">• What additional items are allowed? Two ice chests no larger than 110 quarts, a folding table no larger than two feet by four feet, a tent no larger than 10 feet by 10 feet which may not obstruct pedestrian pathways.• Where can I get my food cart inspected? Consult your local DEC Environmental health officer. When the DEC inspection is complete schedule an appointment with the police department for an inspection by the MSO.• Can I operate a Mobile Food Units such as self-contained food trailers or motorized food trucks on City property? No, these units must be registered with the DMV and require a separate set of permits from DEC and can only be operated on private property.• Where can I place my food cart? Food carts may not obstruct pedestrian pathways.• Can I place my food cart at an intersection? No, they must be at least 50 feet from an intersection.• May I set up any portion of my operation in a street? No, unless it is a closure day and only in designated areas.• May I place billboard signs outside of the confines of my food cart? No.• May I operate in a green-belt, park, tendering facilities, and adjoining parking lots? No.• Can I throw my trash in city trash receptacles? No, you must have your own garbage container, no smaller than 32 gal. which you may dispose of at the city transfer station. Failure to remove trash properly will result in fines per SGC 9.10.010.• May I operate during special events with this permit? No, you must obtain a separate special events permit.• May I cook on an open flame? No, it must be contained within the unit.• May I use an oil fryer? No, use of hot oils in vats, pots is not permitted.• What if I have my cart on private property and sales occur on city property? Unpermitted business may not occur on city property.• What happens if I violate any of these rules? You can be charged criminally with a misdemeanor and have your permit revoked. Per SGC 06.05.120

Special Events

May I operate during special events with this permit?

2024: No, you need to **make arrangements with the event sponsors.**

2025: No, you must **obtain a separate special events permit.**

Special Use / Event Permit For Food Vendors

Administered by **City & Borough of Sitka**

Special Use / Event Permit for Food Vendors

City & Borough of Sitka Special Use/ Event Permit for Food Vendors		
<div>Pursuant to Sitka General Code (SGC) 6.20.010 D, a Special Use/Event Permit must be approved by the Administrator and filed with CBS at least 30 days in advance of the event or the application will not be accepted.</div> <div>Assigned Department(s): <input type="checkbox"/> Administrator <input type="checkbox"/> Police Department <input type="checkbox"/> Fire <input type="checkbox"/> Parks and Rec</div>		
Name:	Contact Number:	
Address:		
Type of Food and Preparation Method:		
Name and Location of Event:	Date of Application:	Date of Event:
Start Time:	End Time:	
<input type="checkbox"/> A copy of current City & Borough of Sitka Tax Account Attached		<input type="checkbox"/> Insurance Attached Listing CBS as Additional Insured
<input type="checkbox"/> A copy of current DEC Permit Attached		
Type of Food Delivery:	<input type="checkbox"/> Food Truck	<input type="checkbox"/> Food Trailer
	<input type="checkbox"/> Food Cart	<input type="checkbox"/> Food Table & Tent
Fee Schedule Per Use or Event:	<input type="checkbox"/> Food Truck or Trailer \$150.00	
	<input type="checkbox"/> Food Cart or Table \$100.00	
	<input type="checkbox"/> CBS Permitted Food Cart \$25.00	*Plus Sales Tax
<input type="checkbox"/> Additional Fee for Harrigan Centennial Hall Plaza Use \$50.00		
Acceptable forms of payment include cash or check. Checks should be made payable to City of Sitka. The fee will be refunded in full if the permit is not issued.		
By signing below, I acknowledge that my Special Use/Event Permit is not approved until it is signed and approved by the authorizing authority and I understand that a space will be assigned by CBS personnel. Failure to adhere to this agreement will result in immediate revocation of the permit and forfeiture of all fees.		
Signature of Applicant:	Date Signed:	
Note: A copy of the permit must be picked up and be prominently displayed during the event.		
For Official Use Only		
<input type="checkbox"/> Approved	Payment Included	***Assigned Food Cart Space***
<input type="checkbox"/> Denied Date _____	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No	
<input type="checkbox"/> Permit Attached to CAD	<input type="checkbox"/> Permit Attached to Briefing Board	
Approved By:	Date Approved:	

Timeframe

Pursuant to Sitka General Code (SGC) 6.20.010 D, a Special Use/Event Permit must be approved by the Administrator and filed with CBS **at least 30 days in advance of the event** or the application will not be accepted.

Questions:

- Why 30 days?
- Is this too long of a time frame for event organizers?

Special Use / Event Permit for Food Vendors

City & Borough of Sitka Special Use/ Event Permit for Food Vendors		
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Assigned Department(s): <input type="checkbox"/> Administrator <input type="checkbox"/> Police Department <input type="checkbox"/> HCH <input type="checkbox"/> Parks and Rec		
Name:	Contract Number:	
Address:		
Type of Food and Preparation Method:		
Name and Location of Event:	Date of Application:	Date of Event:
Start Time:	End Time:	
<input type="checkbox"/> A copy of current City & Borough of Sitka Tax Account Attached		<input type="checkbox"/> Insurance Attached Listing CBS as Additional Insured
<input type="checkbox"/> A copy of current DEC Permit Attached		
Type of Food Delivery:	<input type="checkbox"/> Food Truck <input type="checkbox"/> Food Trailer <input type="checkbox"/> Food Cart <input type="checkbox"/> Food Table & Tent	
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<input type="checkbox"/> Denied Date _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Permit Attached to CAD	<input type="checkbox"/> Permit Attached to Briefing Board	
Approved By:	Date Approved:	

Who to submit paperwork to?

Assigned Department(s):

- Administrator
- Police Department
- Harrigan Centennial Hall
- Parks and Rec

Questions:

- How do applicants know who to submit the paperwork to?
- How can we streamline this process?

Special Use / Event Permit for Food Vendors

City & Borough of Sitka Special Use/ Event Permit for Food Vendors		
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<input type="checkbox"/> Denied Date _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Permit Attached to CAD	<input type="checkbox"/> Permit Attached to Briefing Board	
Approved By:	Date Approved:	

Required Documentation

The following documents must be attached to application:

- A copy of current City & Borough of Sitka Tax Account
- A copy of current DEC Permit
- Insurance Listing CBS as Additional Insured

Questions:

- Why must applicants provide documentation the city already has on hand?
- How can we make this process easier for everyone?

Special Use / Event Permit for Food Vendors

City & Borough of Sitka Special Use/ Event Permit for Food Vendors		
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<input type="checkbox"/> Denied Date _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Permit Attached to CAD	<input type="checkbox"/> Permit Attached to Briefing Board	
Approved By:	Date Approved:	

Fee Structure

Food Truck or Trailer: \$150

Food Cart or Table: \$100

CBS Permitted Food Cart: \$25

Additional Fee for Harrigan Centennial Hall Plaza Use: \$50

Questions:

- How did this fee structure come about?
- Why do CBS Permitted Food Carts pay less?
- Should this fee structure be by amount of space used (e.g. 10' x 10' tent or length of truck/trailer?)
- Why is there an additional fee for HCH?

Considerations

How can this process be **more transparent and easy for everyone** involved including city departments, mobile food vendors, and event organizers?

Considerations

Clear & Consistent Rules:

- **A single set of documented requirements** that apply across all event types, locations and venues.
- All rules, permits and processes **clearly documented in one place online.**

Streamlined Paperwork:

- Could the **form** be simplified to remove extra steps since the city already has permitted vendors' insurance, tax accounts, etc. on file, updated bi-annually.
- A simplified form would address **vendors' concerns about sensitive financial information** being shared with workers at HCH, the PD, Parks & Rec, etc.

Considerations

More Flexible Deadlines:

- Could the 30-day cut-off be reduced to avoid **missed opportunities**.
- Allowing more flexibility would **increase food vendor participation and improve community events**.

Fee Structure:

- Reduce fees so that **more food vendors can afford to participate**.
- Waive or reduce city fees so **vendor contributions go directly to event organizers/nonprofits**.
- **Consider charging by size/length of vendor** rather than by vendor type or flat rate.
- **Consider charging a yearly fee** instead of per event fee.
- Could the **\$50 HCH Plaza Use Fee** be reduced, since event renters are paying rental fees to HCH and no hook-ups or services are provided).

Next Steps

Where do we share our recommendations
to support changes